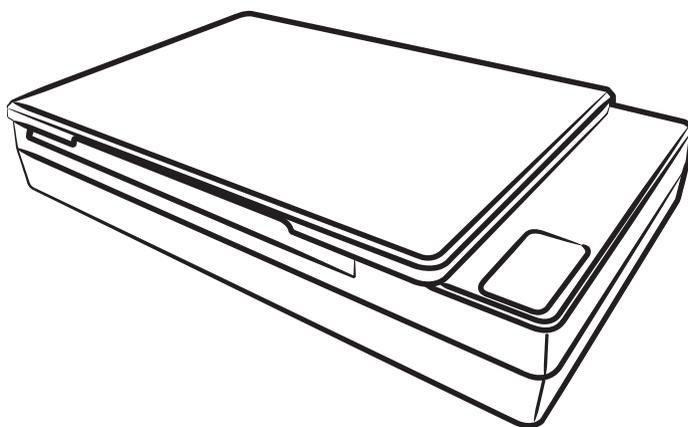


MICROTEK

Document Imaging Scanner

XT3500

User's Manual



Preface

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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.

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Microtek International, Inc.
6, Industry East Road 3, Science Based Industrial Park, Hsinchu, 30077, Taiwan
Tel: 886-3-5772155, Fax: 886-3-5772598, <http://www.microtek.com>

FCC Compliance Statement

This equipment (Model: MRS-1200A4H2) 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:

- Always lock the scanner when shipping or moving the scanner. Quick stops, excessive force, and uneven surfaces may cause the product to overturn when moving.
- When locking or unlocking the scanner back, do not turn the scanner upside down.
- 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.

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Knowing about Your Scanner

The XT3500 is one of A4 high-speed document scanners, with 8.5" x 11.7" scan bed, 1200 dpi optical resolution, and a Hi-Speed USB interface to satisfy the requirements of office, home and SOHO users. With its high-quality CCD technology and "Zero Boundary" design, the XT3500 is perfect as a small document scanner, giving you more desk space and yielding great image quality.

Features of the XT3500

The XT3500 comes with several important features, including the following:

- High speed scanning — The XT3500 maximizes your productivity by its fast scanning speed, which is less than 2 seconds for color scans at 200 dpi.
- 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 boosts 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.
- Efficient and exceptional quality scanning — Exceptional image quality of 1200 dpi optical resolution and 48-bit input/24-bit output color depth allow you to perform image scans with better quality.
- 8.5" x 11.7" scan bed — The 8.5" x 11.7" scan bed enables the scanner to handle most A4-size documents, such as general reports, contract/agreement sheets, official documents, invoices, handbills, printouts and other small sizes of documents.
- Zero Boundary design — With this design, the scanner can easily eliminate the problem of scanning bound pages with text and pictures close to the inner margin of a book or magazine, guaranteeing blurs and distortions free. Therefore, what you see is what you get. You can get easy-to-read text and clear images across the entire page, no matter scanned targets are thick magazines, books or journals.
- Three programmable function buttons — These buttons on the scanner panel provide you a quick and easy way to launch frequently used scanner functions. All you need to do is simply press a button and the corresponding function can be carried out. The three buttons are Scan, Copy, and OCR. Better than ever, each button can be programmed and defined through the ScanWizard DI scanning software based on users preferences.
- Aid to align documents with various sizes — With a design of predefined alignment rulers on the scanner bed, you can differentiate scanned documents more precisely, starting from placing them on the scanner bed, resulting in better and more accurate crops of scanned images.
- Scans automatically — The XT3500 is equipped with an advanced paper detecting sensor which can be activated by the ScanWizard DI. Therefore, the scanner can detect and scan documents automatically based on a predefined time interval.

- 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.
 - Book mode — With this feature, ScanWizard DI automatically arrange scanned pages in order and thus you can easily scan a physical book into a digital book in just simple steps.
 - 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.
 - 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.

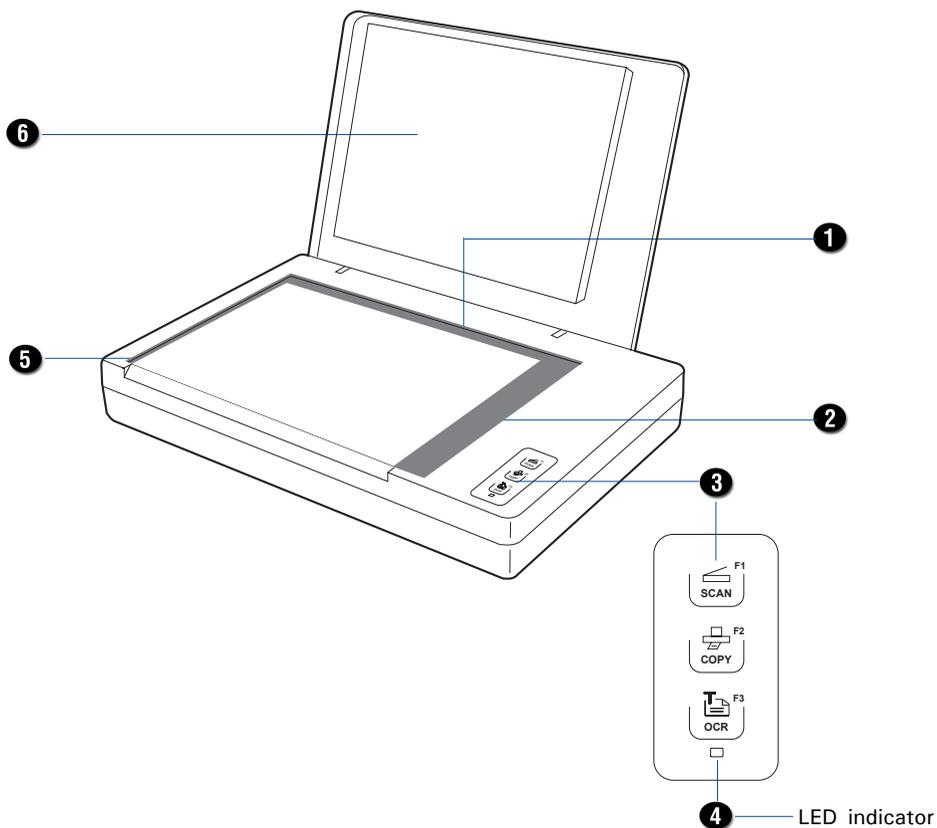
Installation Requirements

In order to use your scanner, 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 above
- Pentium IV PC or higher with Hi-Speed USB (USB 2.0) port;
Intel-Based Mac computer with built-in USB port
- Microsoft Windows XP, Vista, or Windows 7;
Mac OS X 10.6 or later

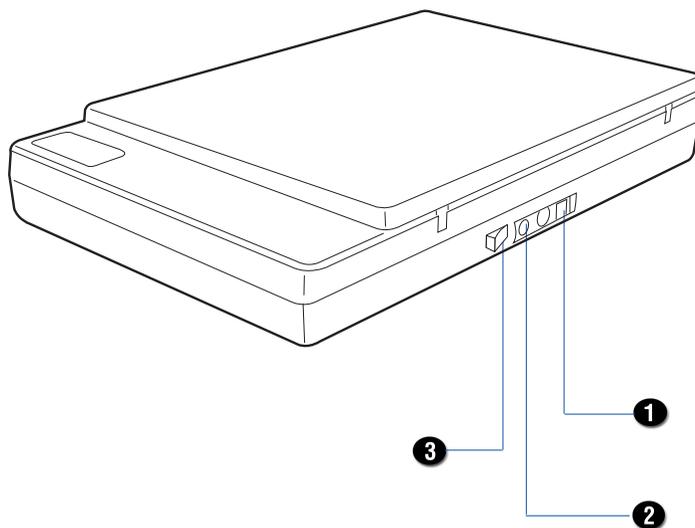
Taking a Closer Look

Front/Open View



No.	Names of Parts	Functions of Parts
1	Vertical Ruler	Used to measure the length of a scanned document.
2	Horizontal Ruler	Used to measure the width of a scanned document.
3	Programmable Function Buttons	Allows users to perform the function that was previously defined or customize the buttons to perform their preferred functions via software settings. These function buttons are Scan (F1), Copy (F2), OCR (F3).
4	LED Indicator (Ready)	Indicates that the scanner is ready to scan.
5	Glass Surface	The scan bed for placing the document to be scanned.
6	Scanner Lid	The top cover of the scanner.

Rear View



No.	Names of Parts	Functions of Parts
1	Hi-Speed USB Port	Connects the Hi-Speed USB (USB 2.0) cable to the computer.
2	Power Connector	Connects the scanner to the power adapter.
3	Power Switch	Turns the scanner on or off.

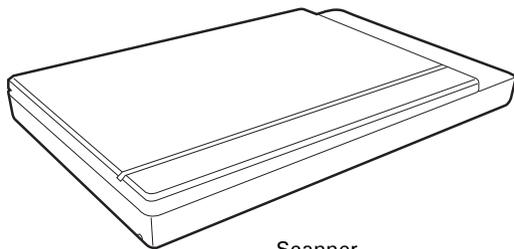
Initial Setup

Following the Four Easy Steps

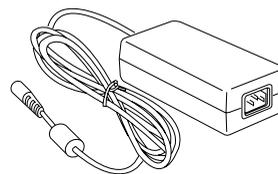
After unpacking your scanner package, you should see four yellow stickers, which are marked from Step 1 to Step 4 and are placed on your scanner contents. Follow the steps in order for a quick and easy installation process.

Step 1: Unpacking Package Contents

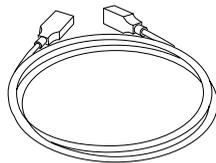
After unpacking your scanner package, please check for the major components listed below.



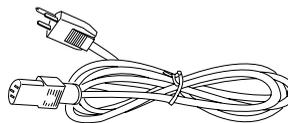
Scanner



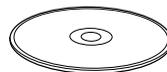
Power adapter



Hi-Speed USB cable



Power cord



Software CDs/DVDs

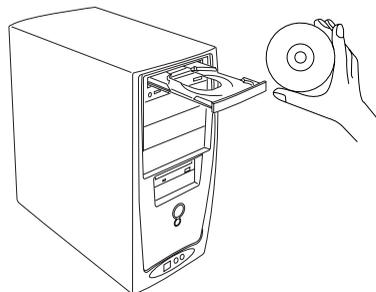
Step 2: Installing the Software

Important: Do not remove the yellow stickers from your scanner until you are told to do so. You must install all software before connecting your scanner.

Always close any open programs and turn off Anti-virus utilities before installing software.

PC:

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-ROM (or DVD-ROM) icon; then cdsetup.exe to start the installer program.

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

MAC:

1. Turn on your computer.
2. Place the **Microtek Software CD/DVD (ScanPotter)** into a drive, and double-click the **ScanPotter** installer icon to install ScanPotter.
3. Install the remaining software components, then restart your computer at the end of all software installation.

Note: After rebooting your Macintosh, the Microtek software will attempt to locate your scanner on the system. Since this is your first install and you have not yet connected the scanner, simply ignore the message that appears and proceed to the next step.

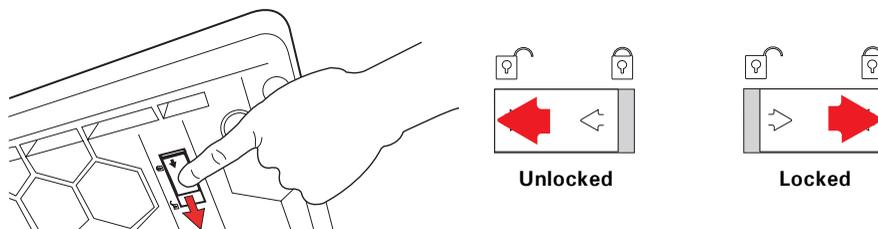
Drivers & Software Upgrades

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: Unlocking the Scanner

1. Remove the yellow "Step 3" sticker from your scanner.
2. With the scanner power off, tilt the right front corner of the scanner to see the locking switch at the bottom.
3. Push the locking switch to the position as indicated in the graphic, with the icon on the lock showing as "Unlocked".

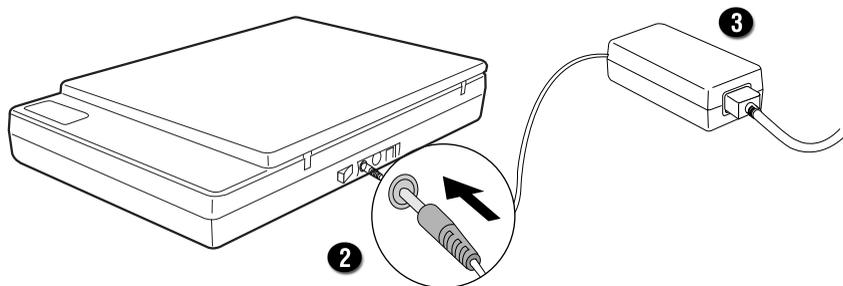


Note: To lock the scanner (for shipping and other reasons), tilt the scanner and look for the locking switch on the right front corner at the bottom, then push the locking switch to the "Locked" position. DO NOT turn the scanner upside down when attempting to lock the unit.

Step 4: Connecting the Scanner

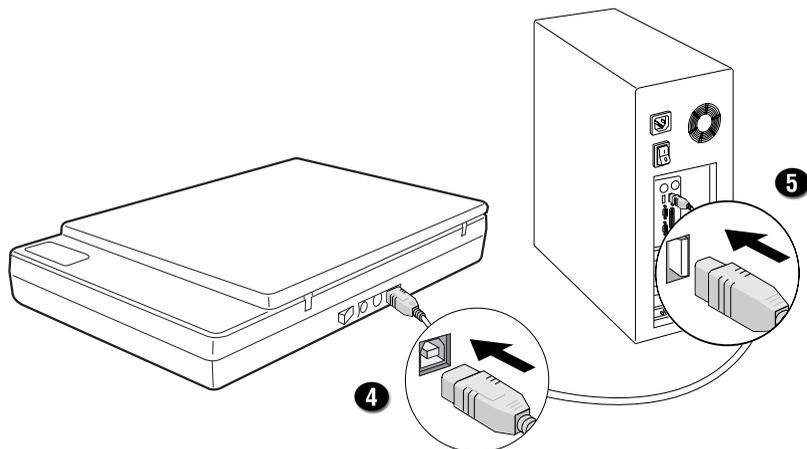
To the Power Adapter

1. Remove the yellow "Step 4" sticker from your scanner.
2. Connect the power adapter to the back of the scanner.
3. 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.



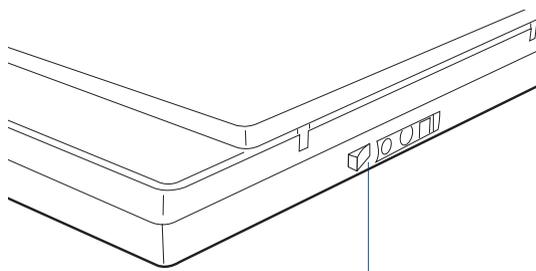
To the Hi-Speed USB Cable

4. Connect one end of the Hi-Speed USB cable to your computer.
5. Connect the other end of the Hi-Speed cable to the scanner's USB port.



6. Press the power switch at the back of the scanner.

When the scanner is detected by your system, the LED will be lightened up and the scanner is ready to scan.

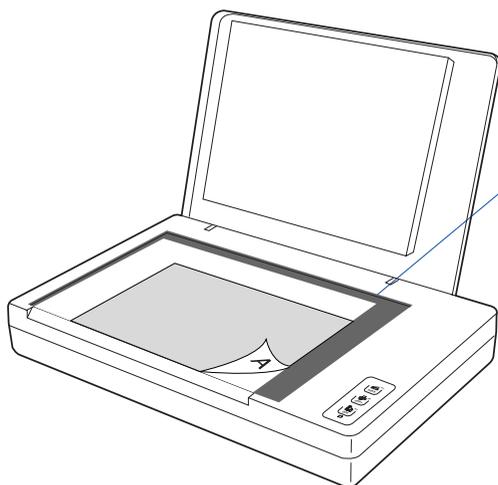


Power switch

Positioning Documents

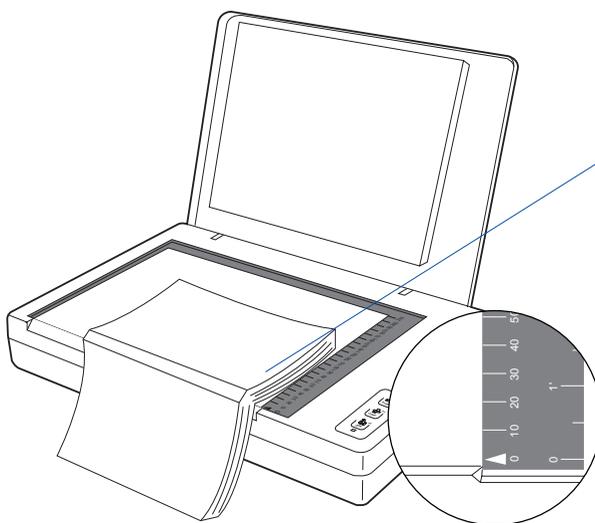
This section shows you how to position a single-sheet document, such as contact sheets, large pieces of art, and mechanical blueprints, on the flatbed.

1. Raise the scanner lid.
2. Place the document to be scanned facing down on the glass surface of the scanner. Align the top of the document along the horizontal ruler on the scanner, using the arrow printing mark on the horizontal ruler as a reference point.
3. Lower the scanner lid.



To scan a single-sheet of document:

With the document facing down on the glass surface of the scanner, align the top of the document along the horizontal ruler on the scanner, using the arrow printing mark on the horizontal ruler as a reference point.



To scan a book or thick documents:

You may lift up the scanner lid out from its hinge sockets. Then, align the inner margin of a book along the side of the glass surface of the scanner as indicated in the graphic, using the arrow printing mark on the horizontal ruler as a reference point.

Scanning Documents

Using ScanWizard DI

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

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

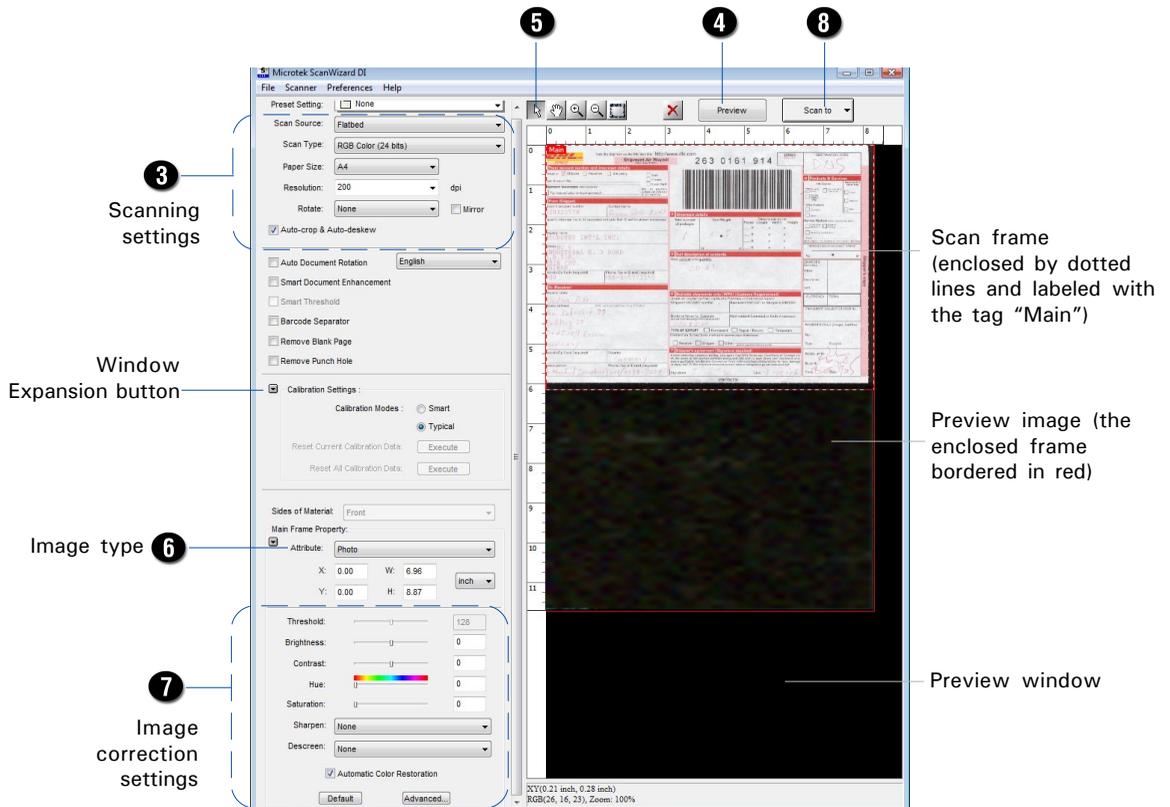
Scanning a Single-sheet Document

1. Place the single-sheet document to be scanned on the scanner's glass surface.
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 *Flatbed* as your image input device in the Scan Source drop-down menu.
 - 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 the Auto-crop & Auto deskew option 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. Click the *Preview* button to perform a preliminary view of the entire image. When done, a preview image appears in the preview window.
5. 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.

6. 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.
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.



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. Place the single-sheet color print to be scanned on the scanner glass surface.
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 your image input device in the Scan Source drop-down menu.
 - b) Select *RGB Color (24 bits)* in the Scan Type drop-down menu as your image output type.
 - 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 the Auto-crop & Auto deskew option 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. Click the *Preview* button to perform a preliminary view of the entire image. When done, a preview image appears in the preview window.
5. 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.
6. Select *Photo* in the Attribute drop-down menu as your image type for the main scan frame.
7. If necessary, adjust image quality by using the image correction tools.
8. 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.

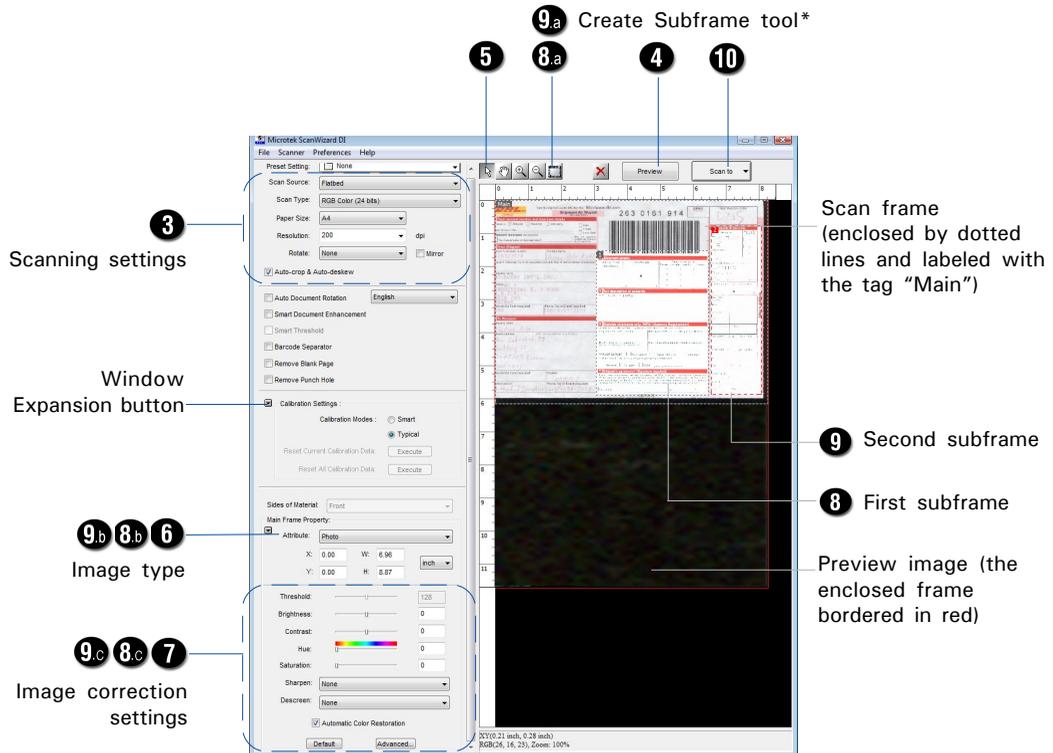
9. Specify the **second** subframe.

- 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.

10. 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.



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

9 Second subframe

8 First subframe

Preview image (the enclosed frame bordered in red)

***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

When there is a barcode on a document, you can use “Barcode Separator” function to batch scan documents without starting and stopping each time a new file begins. This scanning scenario is useful for the scanned documents to be filed with barcode numbers.

1. Place a single-sheet document to be scanned on the scanner glass surface.
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. Click the *Preview* button to perform a preliminary view of the entire image. When done, a preview image appears in the preview window.
5. 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.
6. Follow the step 6 for “Scanning a Single-sheet Document” to select your image type in the Attribute drop-down menu.
7. If necessary, adjust image quality by using the image correction tools.
8. Check the “Barcode Separator” option to activate the Barcode Frame tool button.
9. 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.

10. 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 file name in order to differentiate the documents containing same barcode.

Select Frame tool

5

4

3

Scanning settings

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

6

Image type

7

Image correction settings

Barcode Frame tool

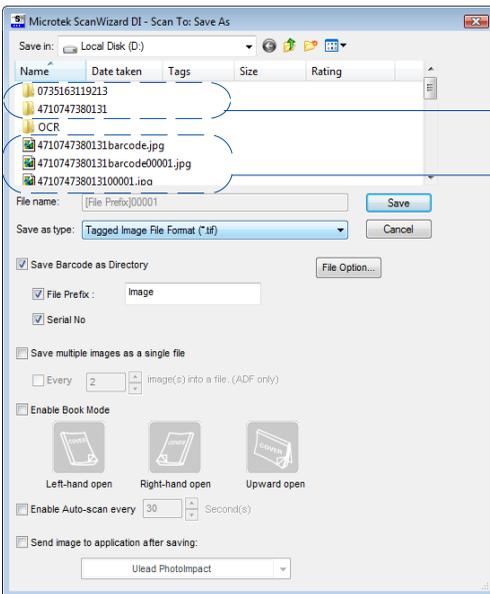
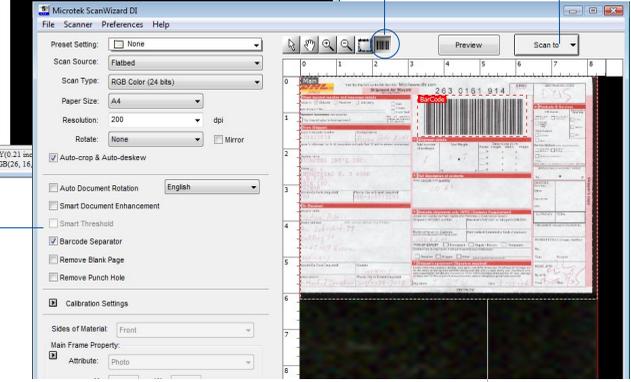
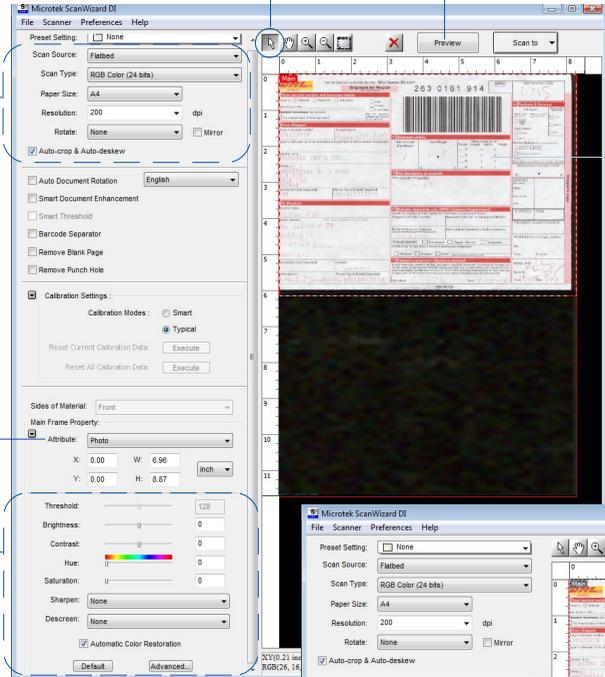
10

Barcode Separator 8

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

Barcode number is used as a file directory name

Barcode number is used as a file name

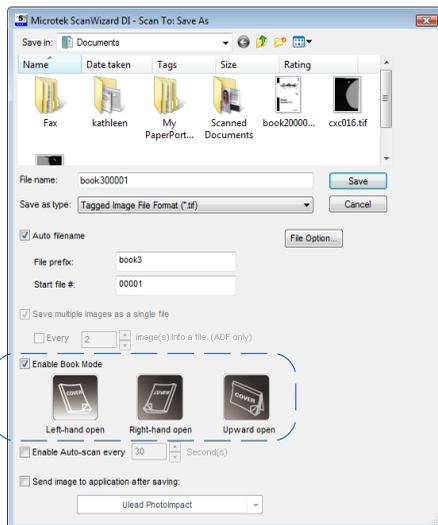


Scanning a Book in Book Mode

The Book Mode in ScanWizard DI is quite helpful when you want to scan a physical book and save it as an electronic file. The scanned result can be used directly as an E-book and you do not need any editing software to maintain it later.

1. Launch *ScanWizard DI* as a stand-alone by clicking on the program icon on the desktop.
2. Follow the procedures (steps 3a through 3e) for “Scanning a Single-sheet Document” to specify your scanning requirements in the ScanWizard DI control panel.
3. Follow the step 6 for “Scanning a Single-sheet Document” to select your image type in the Attribute drop-down menu.
4. If necessary, adjust image quality by using the image correction tools.
5. Click the *Scan or Scan To* button to open the “Scan To: Save As” dialog box.

In the “Scan To: Save As” dialog box, specify your requirements, then check “Enable Book Mode” option.



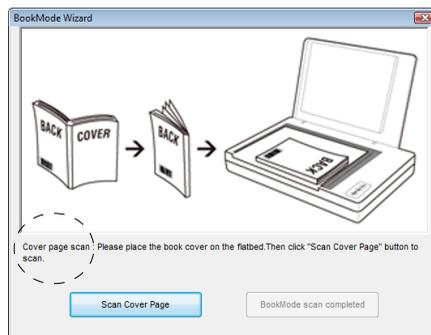
- a) According to the opening direction of a book, you can choose “Left-hand open”, “Right-hand open” or “Upward open” to scan your book. To select any of the three options, move your cursor toward it and click. The selected option will be highlighted.

When done, press the Save button to activate the Book Mode.

- b) Immediate, a “Book Mode Wizard” window appears on the screen to guide you to put the **cover page** of the book on the scan bed.

Follow the instructions and graphs there to put the cover page on the scan bed.

When done, press the “Scan Cover Page” button to start scanning of the cover page.

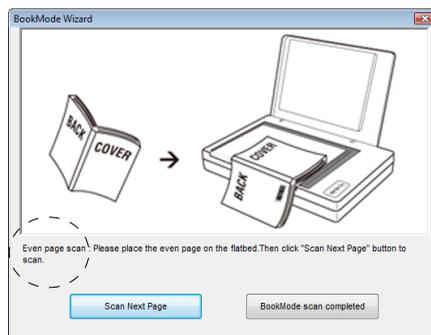


Scan a book cover

- c) When the scan is complete, the window will guide you to put the **even page** of the book on the scan bed.

Follow the instructions and graphs there to put the even page on the scan bed.

When done, press the “Scan Next Page” button to start scanning of the even page.

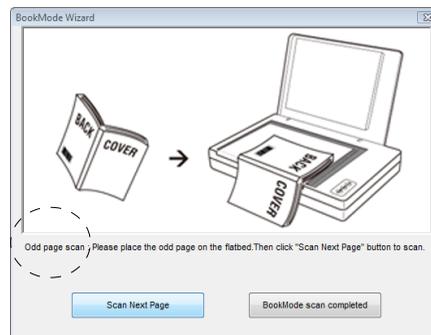


Scan an even page

- d) When the scan is complete, the window will guide you to put the **odd page** of the book on the scan bed.

Follow the instructions and graphs there to put the odd page on the scan bed.

When done, press the “Scan Next Page” button to start scanning of the odd page.



Scan an odd page

- e) Repeat step c) and d) until you finish scanning of all pages in your book.

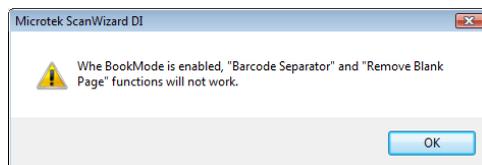
When done, press the “Book Mode scan completed” button to finish scanning the book.

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.

Note:

1. Please follow the instructions and graphs in the “Book Mode Wizard” window to scan pages in your book orderly. Otherwise, the scanned and saved pages may be presented in wrong directions.
2. When the “Barcode Separator” and “Remove Blank Page” options are checked in the main control panel and if the “Enable the Book Mode” option is checked at this moment, a pop-up window appears to remind you that these two functions will not work if you activate the Book Mode.



Utilizing Scanned Documents

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

Scanning for Archiving

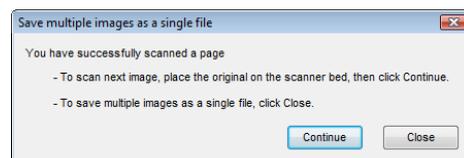
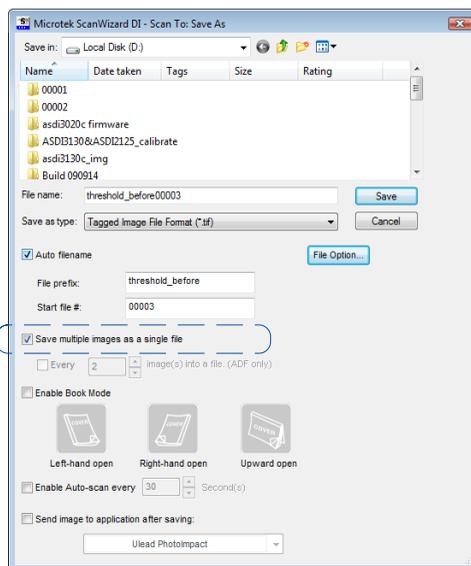
The archiving function allows the scanner to scan documents for recording purposes. For instance, an image “record” can be kept of multiple-page legal documents or of other important documents, such as birth certificates and tax records.

1. Place the document to be scanned on the scanner glass surface.
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 Single-sheet Document” to specify your scanning requirements.
4. Click the *Scan To* button to open the “Scan To: Save As” dialog box.

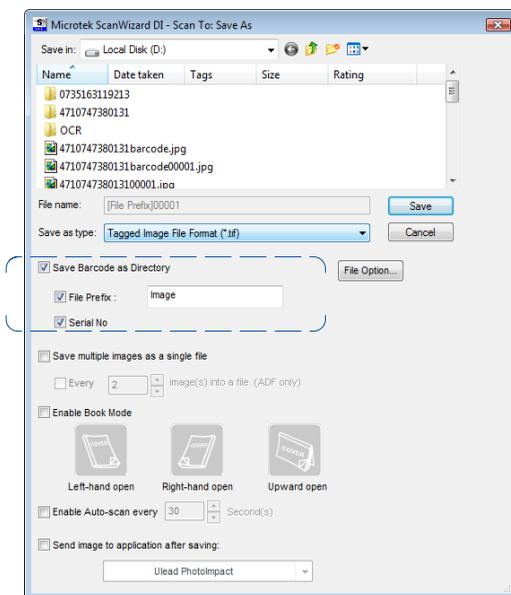
In the “Scan To: Save As” dialog box, specify the following settings:

- 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, PDF, or DCX, 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.
5. Click the *Save* button to start the scanning.

If the “Save multiple images as a single file” option is checked, when the scanning is finished, ScanWizard DI will prompt you a window to ask if you want to place the next page. Click the **Continue** button to scan or click the **Close** button to save multiple images as a single file.



6. 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.

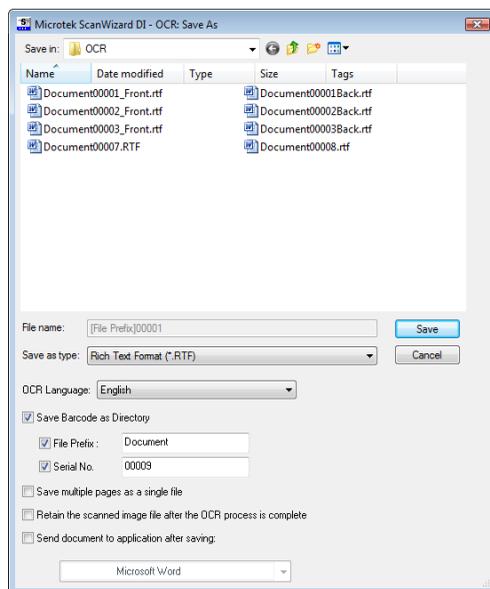
Scanning for OCR

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. Place the document to be scanned on the scanner glass surface.
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 Single-sheet Document” 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:

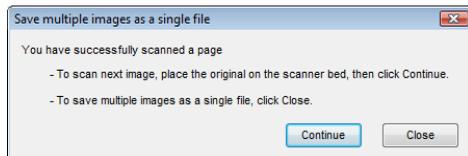
- a) Key in your preferred file name in the “File prefix” edit box, or use the default “Document” as a root file name.
- b) Select your required export file format. Save the files as RTF and TXT, which enables the “Save multiple pages as a single file” option in the next step.
- c) Check the “Save multiple 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 to start the scanning.

If the “Save multiple images as a single file” option is checked, when the scanning is finished, ScanWizard DI will prompt you a window to ask if you want to place the next page. Click the **Continue** button to scan or click the **Close** button to save multiple images as a single file.



The saved file can now be opened from your chosen application and is ready to be edited.

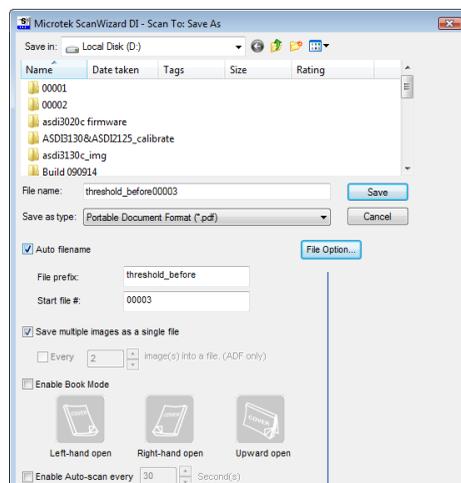
Scanning for PDF

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. Place the document to be scanned on the scanner glass surface.
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 Single-sheet Document” 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.



5. Click the *Save* button to start the scanning.

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.

If the “Save multiple images as a single file” option is checked, when the scanning is finished, ScanWizard DI will prompt you a window to ask if you want to place the next page. Click the **Continue** button to scan or click the **Close** button to save multiple images 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.

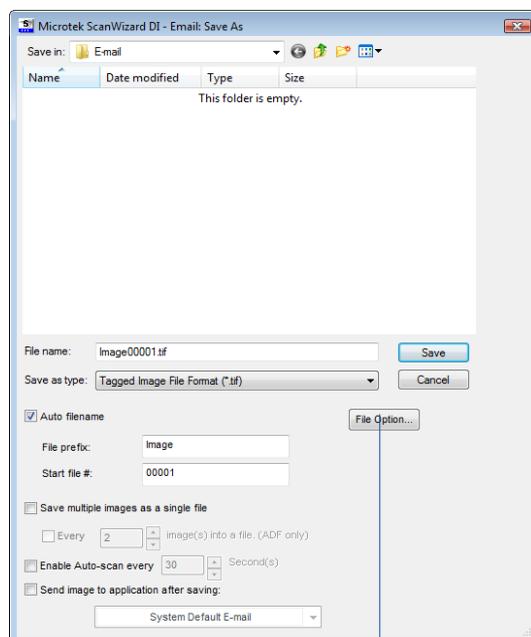
Scanning for E-mail

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 on the scanner glass surface.
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 Single-sheet Document” 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.

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

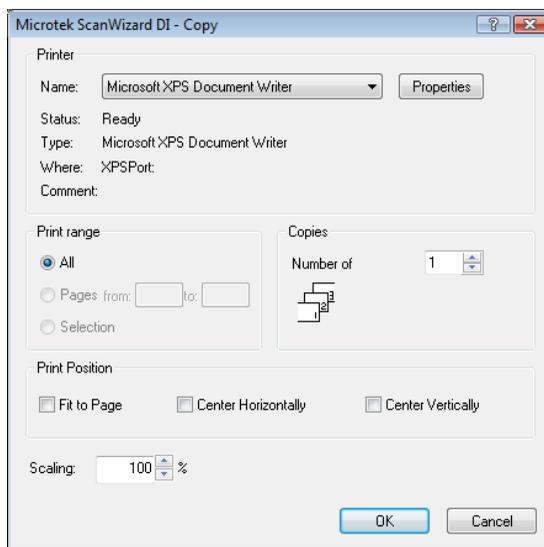
The copy function allows the scanner to work like a copier using your printer, with documents printed successively without interruption. This lets you transform your scanner and printer into a convenient copy station.

1. Place the document to be scanned on the scanner glass surface.
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 Single-sheet Document” 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 document is scanned; when finished, the scanned images are sent to the specified printer.

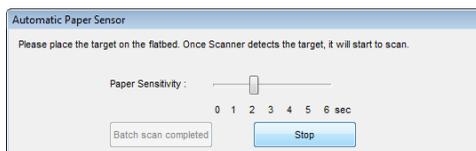
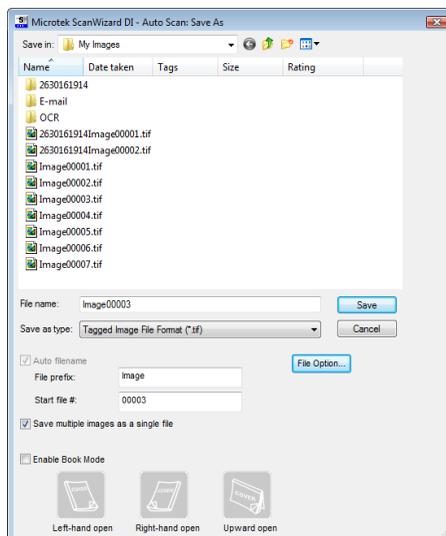
Activating Auto Scan

The Auto Scan function activates the paper sensor of the scanner; therefore, the scanner can detect and scan documents automatically based on a predefined time interval. This function is available only when the scanner is equipped with a paper detecting sensor.

1. Place the document to be scanned on the scanner glass surface.
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 Single-sheet Document” to specify your scanning requirements.
4. Click the *Scan To* button and hold down the mouse until the Options menu appears, then select *Auto Scan* to open the “Auto Scan: Save As” dialog box.

In the “Auto Scan: Save As” dialog box, specify the following settings:

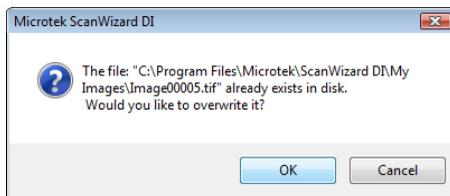
- a) Key in your preferred file name in the “File prefix” edit box, or use the default “Image” as a root file name.
 - b) Select your required export file format. Save the file as TIF, PDF, or DCX, which enables the “Save multiple images as a single file” option in the next step.
 - c) Check the “Save multiple images as a single file” option to store all the scanned images as a single file if desired.
 - d) Based on your needs, you can check the “Enable Book Mode” option or not.
5. **If the “Book Mode” option is unchecked**, press the “Save” button now. A window appears on the screen to remind you that please put the document to be scanned on the scan bed.



By dragging a slide-bar, you can specify the time interval (among 0 and 6 seconds) to control the auto scan according to your preferences.

- **To stop the current scan job and start a new scan job**, press the “Batch scan completed” button. The scanner will stop scanning and then save the scanned images in one file. When done, it will start to process a new scan job consecutively. The new scan job will be named automatically in a consecutive file number order.

If the new assigned file name has already existed in your system, a window will pop up to remind you that if you want to overwrite the existing file with the new scan job. If yes, press the “OK” button to start scanning. If no, press the “Cancel” button to exit the Auto Scan mode.

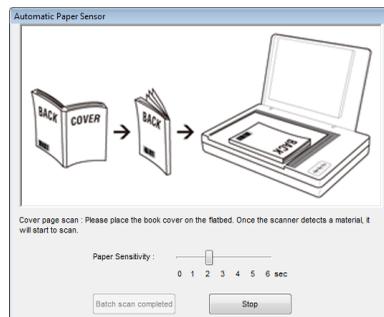


- **To stop the current scan job and quit the auto scan**, press the “Stop” button. The scanner will stop scanning, save the scanned images in one file, and then quit the Auto Scan mode.
5. **If the “Book Mode” option is checked**, choose an opening direction of the book from “Left-hand open”, “Right-hand open”, and “Upward open”; then press the “Save” button.

An “Automatic Paper Sensor” window appears on the screen.

Follow the instructions and graphs in the window to scan the **cover page, even pages and odd pages** of the book.

After you finish the scan, press the “Batch scan completed” button to stop current scanning and save the scanned images in a single file with an assigned file name.

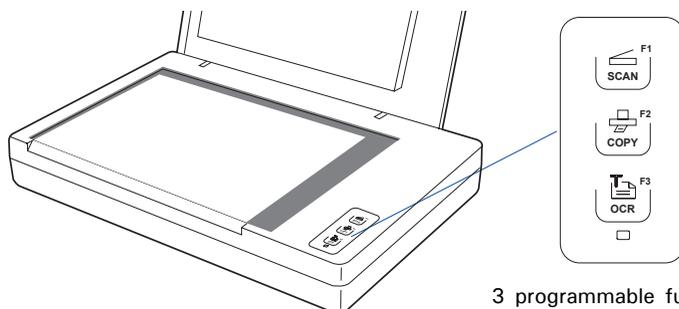


Afterward, when the scanner detects a material on the scan bed, it will automatically start a new scan and save the scanned result in a newly named file. The scanner repeat the scanning and file-saving action until you press the “Stop” button to quit the Auto Scan mode.

For more details, please refer to a PDF document named “ScanWizard DI Reference Manual” in your Microtek software CD-ROM and see the *Auto Scan* section.

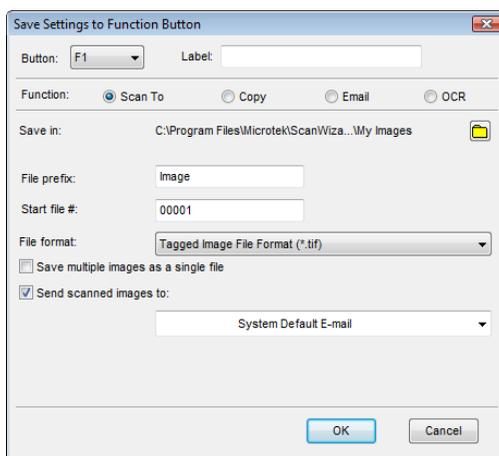
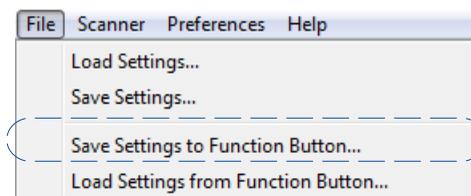
Customizing the Function Buttons

The XT3500 is equipped with three programmable function buttons (F1, F2, and F3) that can be customized to automate a number of predefined operations, such as scanning to a file, sending an image to your printer, scanning for OCR, etc. Customizing is done through the “Save Settings to Function Button” command, as explained below.



3 programmable function buttons

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 “Scanning a Single-sheet Document” 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.



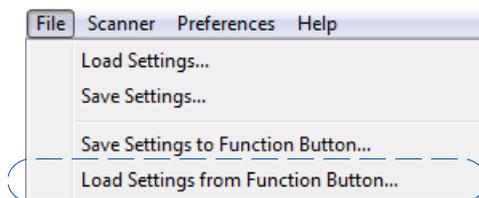
4. In the dialog box, specify your requirements for the button that you wish to define (F1, F2, and F3).
 - a) Select F1, F2, or F3 (e. g., F1) to be defined from the *Button* options.
 - b) Key in your preferred string in the *Label* edit box for the selected function button.
 - c) Make your selection 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 desired function buttons, 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.

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.

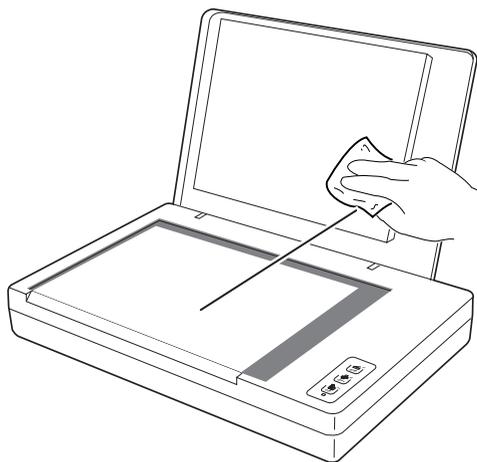


Care and Cleaning

To ensure optimal performance from the scanner, it is important to clean the glass surface of the scanner on a regular basis.

Cleaning the Scanner Glass Surface

1. Lift the scanner lid.
2. Then use a soft, non-abrasive and lint-free cloth to gently wipe the glass surface area on the scanner flatbed.

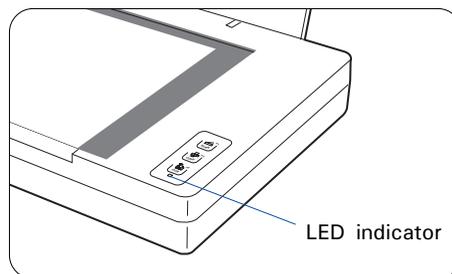


Note: Do not use any detergents, synthetic cleaning solutions, cleaning naphtha, or other solvents to clean the glass surface directly.

Troubleshooting

The LED on the front panel indicates the status of the scanner.

	On - Ready to scan
	Green Flashing - Scanning
	Off - Scanner is off



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

- 1. No light comes on when the scanner is turned on.**
 Make sure your scanner is connected to your computer and plugged into a power source.
 Make sure your scanner is detected by your computer.
- 2. The Add/Remove Hardware Wizard appears on your screen.**
 Click the “Cancel” button and close the ScanWizard DI or ScanPotter 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 unlocked (see Step 3 in the “Initial Setup” section).
 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 or ScanPotter software.
- 4. After clicking “Scan,” a blank screen appears.**
 Make sure your scanner is unlocked (see Step 3 in the “Initial Setup” section).
 Uninstall and reinstall the ScanWizard DI or ScanPotter software.
- 5. Having trouble scanning the documents.**
 Make sure you place the document to be scanned properly on the scanner glass surface.
 Uninstall and reinstall the ScanWizard DI or ScanPotter software.

Specifications

Model Type	MRS-1200A4H2
Type	Flatbed color document scanner
Image Sensor	CCD (Charge-Coupled Device)
Light Source	LED (Light Emitting Diode)
Scanning Modes	Color, grayscale, and black-and-white in a single scanning pass Input: 48-bit color input (Approx. 281 trillion colors) 16-bit grayscale (Approx. 65,536 shades of gray) Output: 24-bit color (Approx. 16 million colors) 8-bit grayscale (Approx. 256 shades of gray)
Resolution	Optical: 1200 (H) dpi x 2400 (V) dpi
Scanning Area	8.5" x 11.7" (216 x 297 mm)
Duty Cycle	5000 scans per day
Interface	Hi-Speed USB (USB 2.0)
Dimensions (L x W x H)	17.5" x 11" x 3.54" (443.5 mm x 278.5 mm x 90 mm)
Weight	6.6 lbs. (3 kg)
Voltage	AC 100V to 240V, 50-60 Hz, 1.5A Max (Input) DC 15V, 2.5A (Output)
Power Consumption	38 W (Max)
Power Supply	Voltage Manufacturer Model No. 100V to 240V HAIDER HDAD38W101
Environment	Operating temperature: 50° to 104°F (10° to 40°C) Relative humidity: 20% to 85%

Important

Specifications, software bundles, and accessories are subject to change without notice. Not responsible for typographic errors.