



Visioneer®  
Strobe XP 220 Scanner  
User's Guide

**visioneer**



for Windows

**Visioneer®**  
**Strobe XP 220 Scanner**  
**User's Guide**

FOR WINDOWS

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- 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.

This equipment has been certified to comply with the limits for a class B computing device, pursuant to FCC Rules. In order to maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception. The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user's authority to operate this 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.

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# Welcome

Congratulations for purchasing your Visioneer Strobe XP 220 scanner. With your scanner, you can quickly scan color and black-and-white documents and place their electronic images on your computer.

## WHAT'S IN THE BOX

Please check the contents of the box to make sure that all parts are included. If any items are missing or damaged, contact the dealer where you purchased the scanner.



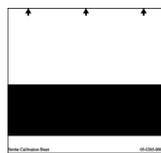
Visioneer Strobe XP 220 Scanner



USB/Power Connector Cable  
(called a USB "Y-Cable")



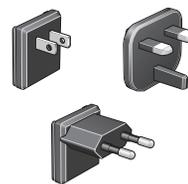
Cleaning Page



Calibration Page



Power Supply



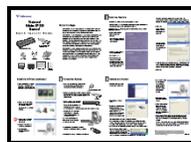
Plug Adapters



Photo Sleeve for  
scanning photos



Two CDs  
Disc 1 and Disc 2

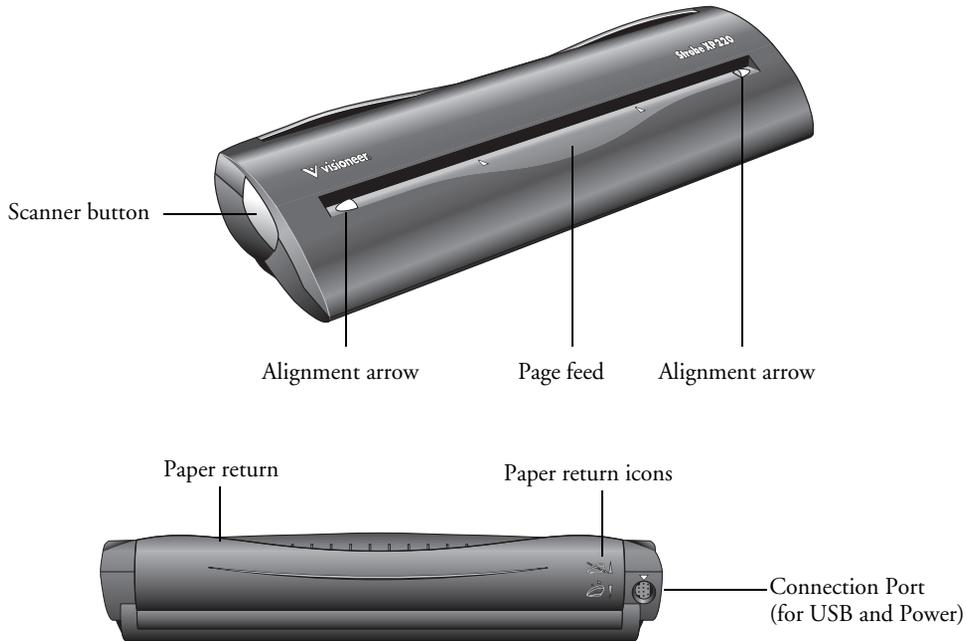


Quick Install Guide



Technical Support Card

## THE VISIONEER STROBE XP 220 SCANNER




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**Scanner Button**—If a OneTouch scan is in progress, pressing the button cancels the scan and the paper comes out of the scanner. If a OneTouch scan is not in progress, pressing the button opens the OneTouch 4.0 window so you can adjust the scanner settings.

**Alignment arrows**—Indicates where to align the edges of the document when inserted into the scanner.

**Page feed**—Automatically feeds the document through the scanner when the sensor inside the scanner detects the presence of a document.

**Paper return**—Can be positioned to feed a document either straight through the scanner or returned back towards you.

**Paper return icons**—Indicates how to position the paper return: up to feed the document straight through the scanner, and down to return the document back towards you.

**Connection port**—Connects the scanner to the USB y-cable provided for connection to the computer and the power supply.

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**Note:** The scanner does not have an on/off switch. Just insert a document into the page feed and the scanner will start scanning.

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## WHAT YOU NEED

### An IBM-compatible Pentium 4 PC, or AMD equivalent with:

- A CD-ROM drive
- An available Universal Serial Bus (USB) port; 1.1 or 2.0
- Microsoft® Windows® operating system: 2000 (Service Pack 4), XP (Service Pack 1 and 2), or Vista
- *Windows 2000 and XP:* Minimum of 512 megabytes (MB) of internal memory (RAM)  
*Windows Vista:* Minimum of 1 gigabyte (GB) of internal memory (RAM)
- 350 MB minimum of free hard disk space

### A VGA or SVGA Monitor

The recommended settings for your monitor are:

- High Color (16-bit) or True Color (24-bit or 32-bit)
- Resolution set to at least 800 x 600 pixels

To set your monitor's colors and resolution:

- Open the Windows Control Panel
- Double-click on **Display** then select the **Settings** tab.

## DOCUMENTATION

The following documentation is provided with the scanner:

- Quick Install Poster—Abbreviated installation instructions.
- Visioneer Strobe XP 220 Scanner User's Guide—On the Installation CD; contains detailed information about installation, scanning, configuration, and maintenance.
- PaperPort User's Guide—On the Installation CD; contains detailed feature and configuration information for the PaperPort software.
- Online Help—For the scanner configuration, TWAIN and WIA interfaces, and PaperPort software.

# Installing

Installation is a quick, three-step process:

- Install the PaperPort software and scanner driver
- Connect the power supply and USB cable
- Calibrate the scanner

## BEFORE YOU BEGIN

- If your computer has AntiVirus or AntiSpyware software running, you may see messages during installation asking you to allow the installation to proceed. Although the messages will differ based on the software your computer is running, in each case you should allow the installation to proceed. Alternatively, you can turn off the AntiVirus or AntiSpyware software before installing your scanner, but make sure to turn it back on again when installation is finished.
- If you already have a scanner connected to your computer, it is recommended that you remove that scanner's driver program prior to installing your Visioneer Strobe XP 220 scanner. While in some cases you can configure your computer to have another manufacturer's scanner operational on your computer in conjunction with the Visioneer scanner, we do not recommend this configuration as you may lose some of the driver functionality on one, or both of the units. You can remove these programs from the Windows Add/Remove Programs list. Please refer to the user manual provided with your other scanner for instructions about removing the driver and software for that unit.
- The information in this guide may cover software not provided with the scanner you purchased. Please disregard any information about the software not applicable to your scanner.
- If your computer is running Windows Vista, you may see the Vista User Access Control screen asking you to confirm system changes. Click the Continue button to allow the installation to proceed.

## STEP 1: INSTALL THE SOFTWARE

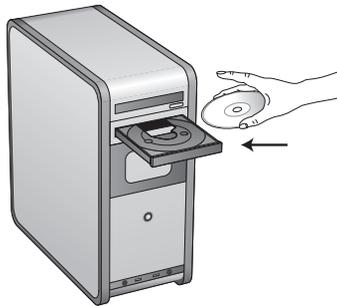
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**Note:** You must install the software *before* connecting the scanner to your computer. Otherwise, the correct driver software for your scanner will not be installed and it may not work properly.

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### To install the software:

1. Start Microsoft Windows and make sure no other applications are running.
2. Insert **Disc 1** into your computer's CD-ROM drive.



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**Note:** If the CD does not start automatically, check the following:

- Make sure you have inserted **Disc 1**.
- Make sure the CD drive's door is completely shut.
- Make sure the CD was inserted in the drive in the proper direction (label side up).

To launch the CD manually:

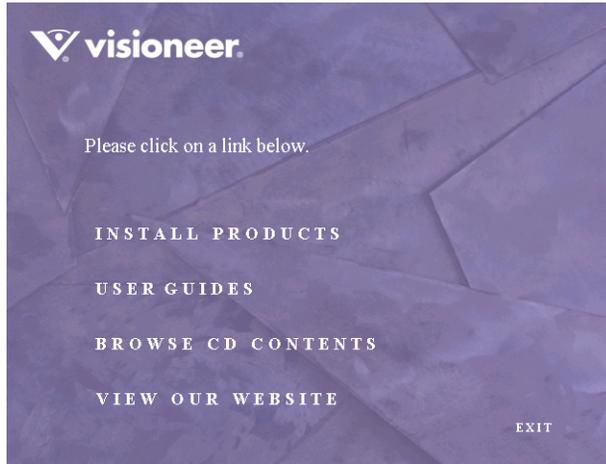
- Open the Windows option for My Computer. You can do this by double-clicking on the **My Computer** icon on your desktop.
- Double-click the icon for your CD-ROM drive.
- The Installation menu for the CD should now open.

If the menu does not open:

- From the list of files on the CD, double-click the file named **START32.EXE**.
-

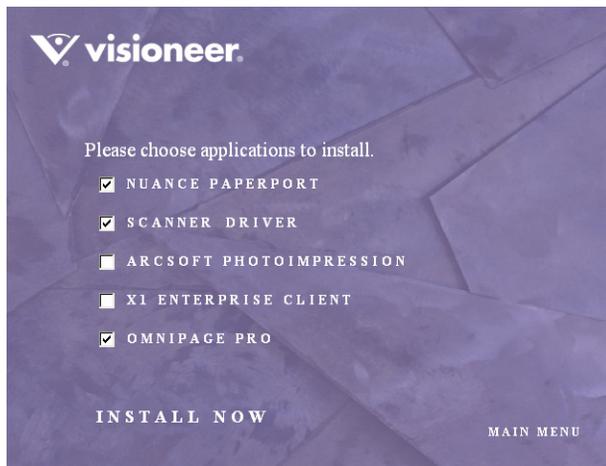
When the CD starts, the Visioneer Installation window opens automatically.

3. On the Main Menu, click **Install Products**.



The next window lists the software that is available to install on your computer.

4. Select **Nuance® PaperPort®, Scanner Driver, and OmniPage Pro**.



5. Click **Install Now**. The PaperPort software will load first.

6. The Select Language window opens for the PaperPort software. Click the drop-down menu arrow and select the language you want to use. Click **OK**.

The first PaperPort Installation window opens.

7. On the PaperPort Welcome window, click **Next**.

Installing PaperPort will uninstall any existing version of PaperPort and will install the newer version while retaining all of your previous PaperPort files.

8. Read the PaperPort license agreement and select **I accept the terms in this agreement**, then click on **Next**. If you choose not to accept the license agreement, the installation will terminate and the PaperPort software will not be installed.

9. On the Customer Information window, accept the current values or enter new information, then click **Next**.

10. On the Setup Type window, keep the default Setup Type and click **Next**.

11. Click **Install** to begin the installation.

**Reminder:** If your computer is running an AntiVirus or AntiSpyware application, you may see messages asking you to allow installation. Select the option to allow installation to proceed.

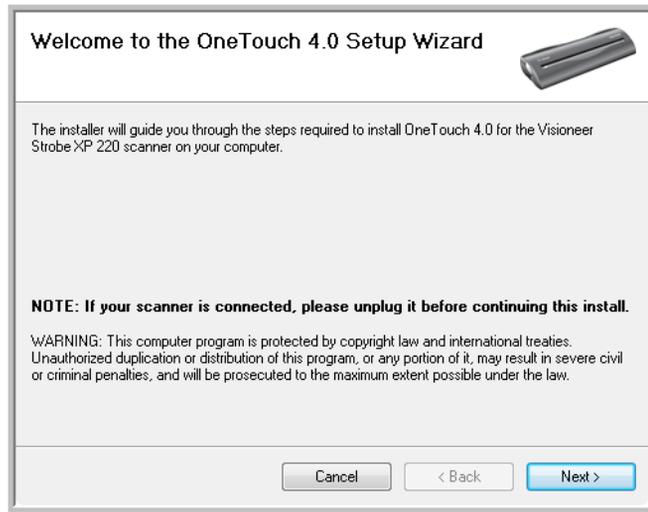
12. On the Product Registration window, do one of the following:

- Select **Register online**, click **OK**, then follow the registration instructions.
- Select **Print registration form**, click **OK**, then follow the instructions to complete and print the registration form.
- Select **Remind me in 7 days** and click **OK**.

13. At the InstallShield Wizard Completed window, click **Finish**.

If a message window opens instructing you to restart your computer, click **Restart**.

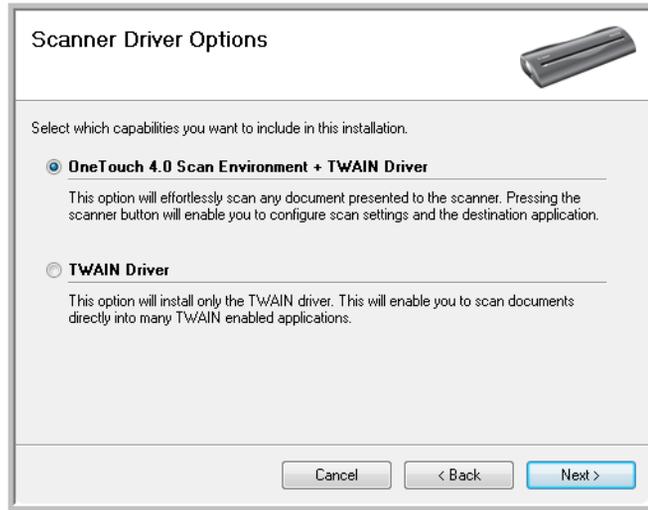
14. The Welcome to the OneTouch 4.0 Setup Wizard opens.



15. Click **Next**.
16. On the Visioneer License Agreement window, read the license agreement. If you accept the terms, select **I Agree** then click **Next**.  
If you choose not to accept the license agreement, the installation will terminate and the scanner driver will not be installed.

17. Click **Next**.

The next window lists the choices of the drivers that you can install for your scanner.



18. Select the option you want.

---

**Note:** If your computer is running Windows XP or Vista, Microsoft's Windows Image Acquisition (WIA) interface for scanning is always available, regardless of your selection on this window. WIA is only available on computers running Windows XP or Vista.

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- **OneTouch 4.0 Scan Environment + TWAIN Driver**—This is the **recommended** installation. It installs the OneTouch 4.0 software which provides the necessary driver software for your scanner. It also installs the scanning interface for TWAIN. Selecting this installation option means you can use either the OneTouch software, or the TWAIN interface to scan. This User Guide explains how to use both methods to scan.
- **TWAIN Driver**—Only the TWAIN driver is installed. You will only be able to scan using the TWAIN interface. You will not be able to use the OneTouch software.

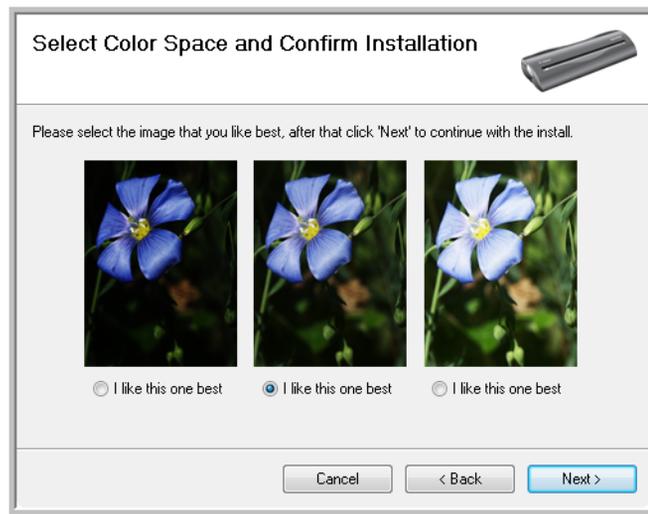
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**Note:** If you decide to change the scanner's installed drivers later on, you must first uninstall the drivers the scanner is currently using. See the section "How to Install Another Driver" on page 150.

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19. Click **Next**.

During installation you will see this window asking you to select one of the images for your Color Space setting.

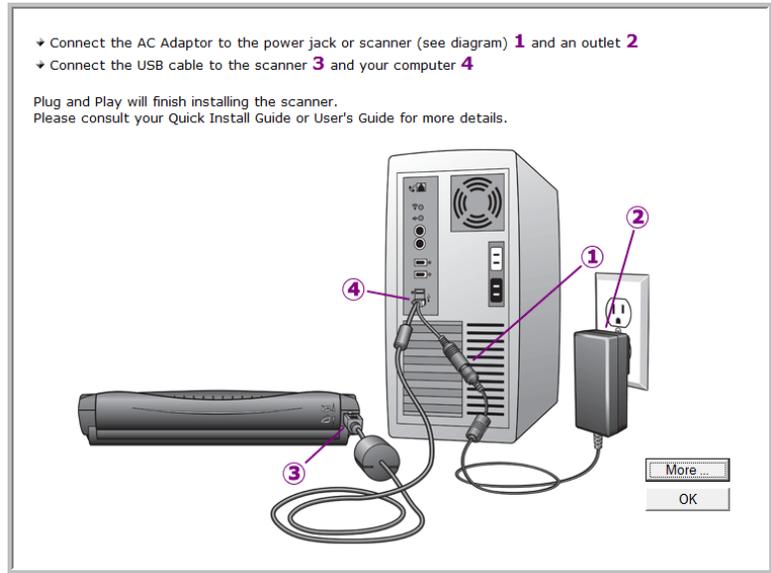


The Color Space setting sets the gamma value for the scanner so scanned items look good on your monitor. Gamma controls the brightness of the midtones of colors. That setting can be changed later on as you're scanning.

20. Select the option that looks best to you and click **Next**.

The driver installation will now begin.

21. **STOP** when you see the “Complete the installation by connecting your hardware” window. Do **NOT** click on **OK** yet. Leave the window open and proceed to the next section, “Step 2: Connect the Power Supply and USB Cable” on page 12.



**Reminder:** If your computer is running AntiVirus or AntiSpyware software, you may see messages asking you to allow installation. Select the option to allow installation to proceed.

---

**Note:** If you want to see more information about your scanner and a quick explanation of how to use the OneTouch features, click on the **More** button on the window. When you're finished, return to the window above to continue with the installation process.

---

## STEP 2: CONNECT THE POWER SUPPLY AND USB CABLE

You may now connect the scanner's power supply and USB cable. The USB cable plugs into any available USB port on the computer. Check your computer's manual for USB port locations.

---

**Note:** You can connect the scanner to your computer while the computer is running. You do not have to shut down your computer.

---

### Attach a Plug Adapter to the Power Supply

1. You received three plug adapters with your scanner. Use the correct adapter for the electrical wall outlet at your location.

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**Note:** Remember to take the plug adapters with you when traveling to countries with different electrical outlets. To remove an adapter, see the section, "How to Replace the Plug Adapter" on page 151.

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The three plug adapters are for:



United States

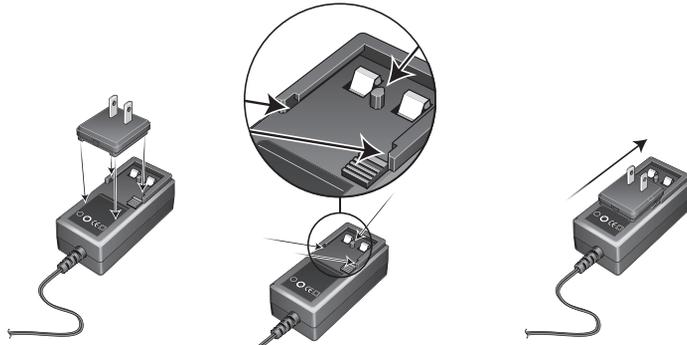


United Kingdom



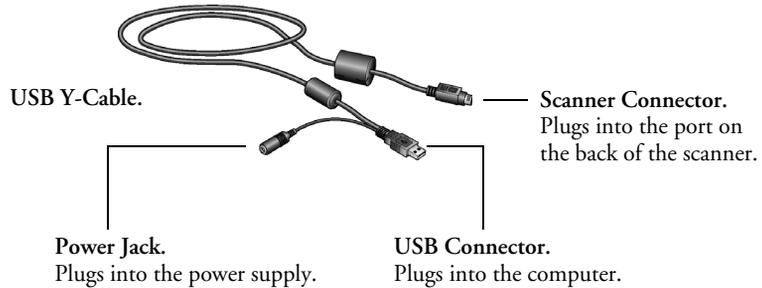
Europe

2. Position the adapter so it aligns with the edges of the power supply and will slide onto the post in the middle of the two contacts. Gently slide the adapter forward until it snaps into place.



## Attach the USB Y-Cable to the Power Supply and Connect the Computer

The cable provided with the scanner is called a USB “Y-cable,” and you will need to connect it to the scanner, computer, and power supply.



1. Using the on-screen window as your guide, plug the power supply cable into the power jack on the USB Y-cable. Then plug the power supply into an electrical outlet.
2. Plug the scanner connector on the Y-cable into the connection port on the back of the scanner.

Please be sure the arrows on the scanner connector line up with the arrows on the back of the scanner to avoid pins getting bent while inserting the connection.

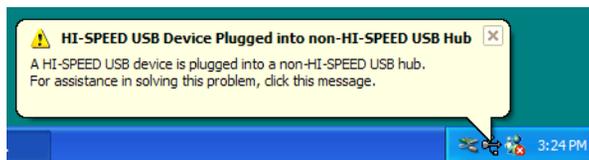
3. Plug the USB connector on the Y-cable into a USB port on your computer. Connection to a USB 2.0 High Speed port provides optimum performance, but you can also connect to a USB 1.1 port.



The USB symbol, as seen in the above diagram, identifies the location of the USB port on your computer. If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.

You can also connect the scanner to a USB hub. The USB hub must have its own power supply already plugged into an electrical outlet.

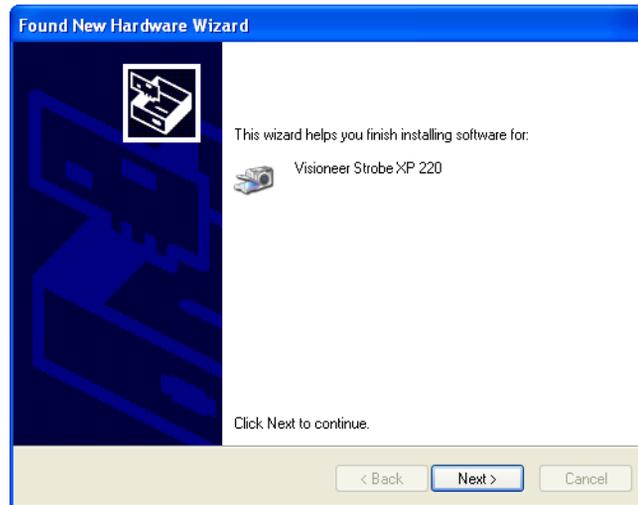
If you are using Windows XP Service Pack 2, and have plugged the USB cable into a USB 1.1 port, an information bubble may open explaining that “A HI-SPEED USB device is plugged into a non-HI-SPEED USB hub”. Plug the USB cable into a USB 2.0 port (if available) or just disregard the message. If you leave it plugged into the USB 1.1 port, your scanner may scan a bit slower.



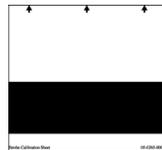
4. Your computer recognizes that a scanner has been plugged into the USB port and loads the appropriate software to run the scanner.
5. The window for calibrating the scanner will open. Proceed to “Step 3: Calibrate the Scanner” on page 15.

## STEP 3: CALIBRATE THE SCANNER

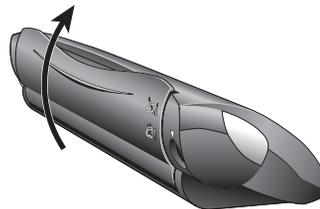
1. After the computer loads the appropriate software to run the scanner, the Found New Hardware Wizard window opens.



2. You will need the calibration page that you received with your scanner for the calibration process. The calibration page is in a plastic storage bag. Remove the calibration page from its plastic storage bag.
3. Before you start the calibration, please move the scanner's Paper Return into the Up position so the calibration page will feed straight through the scanner.



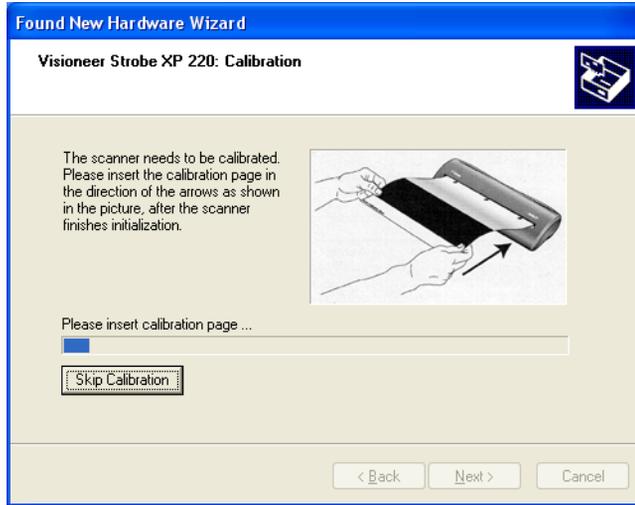
The Calibration Page.



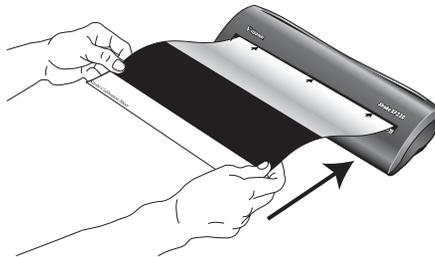
Move the Paper Return to the Up position.

4. Now click **Next** on the Found new Hardware Wizard window.

5. The Calibration window opens.



6. Insert the calibration page into the page feed in the direction of the arrows on the page.



The scanner grabs the page and feeds it through the scanner.  
The scanner will pass the page back and forth several times.

*Do not remove the page until calibration is finished.*

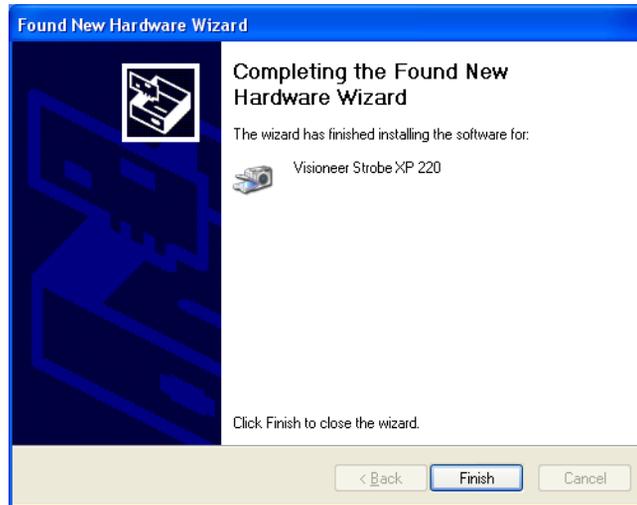
7. When calibration is complete, the calibration page will back out of the scanner.

---

**Note:** If the page does not back out of the scanner, the calibration may not have finished properly. Remove the page and complete the installation of your scanner, then see the section, “Recalibrating and Cleaning Your Scanner” on page 141 to run the calibration again.

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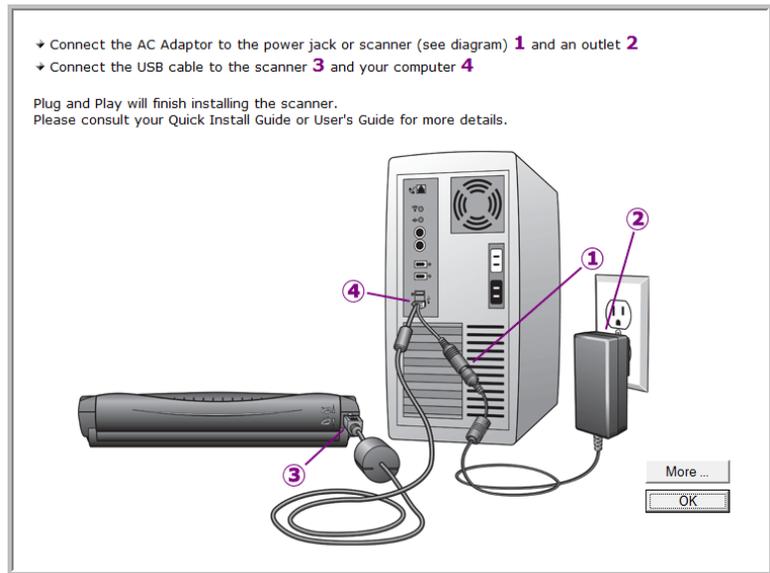
8. Remove the page and replace it in its plastic bag.  
Do not discard the calibration page. You may need it periodically to calibrate the scanner to keep it operating at peak performance.
9. Click **Next** on the Calibration window.
10. Click **Finish** on the Completing the Found New Hardware Wizard window.



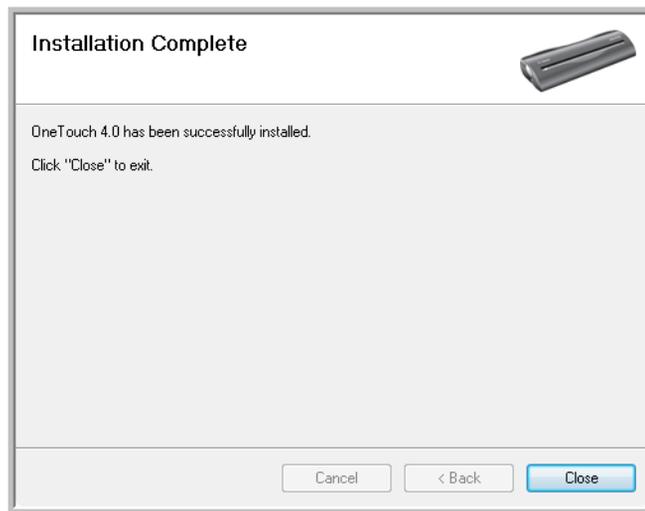
*Do not proceed until you receive a message that your computer has found the new hardware, or updated the driver database. If your computer is running Windows XP or Vista you will see a message similar to this one.*



11. When you are certain that the software has completely loaded, return to the “Complete the installation by connecting your hardware” window and click **OK**.



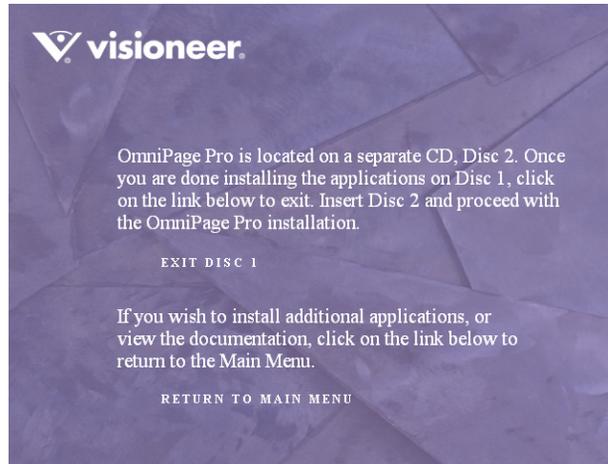
12. Now click **Close** on the Installation Complete window.



Additional windows may briefly appear as the software installation process continues. For more information about the specific software

that may be installed, please see the Scanner Readme file on the CD. See the section “View the User Guides” on page 22 to open the Readme file.

13. If you also selected the full OmniPage Pro software for installation, a window then tells you to insert the second CD to install it.




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**Note:** The OmniPage Pro software provides additional OCR features for your scanned documents.

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### To install OmniPage Pro:

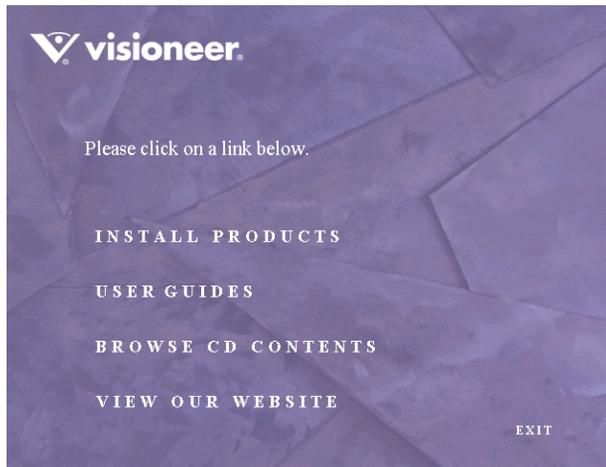
1. Click **Exit Disc 1** and remove **Disc 1** from the CD-ROM drive.
2. Insert **Disc 2** into the CD-ROM drive.  
The OmniPage Pro Installation menu opens automatically. If it does not open, see the note on page 5.
3. Select **Install OmniPage Pro**.
4. Follow the instructions on the screen to install OmniPage Pro.
5. When installation is finished, remove **Disc 2** and store it in a safe place.
6. If you want to install other software from **Disc 1**, re-insert it into the CD-ROM drive now and see the next section, “Additional Applications for Your Scanner.”

## ADDITIONAL APPLICATIONS FOR YOUR SCANNER

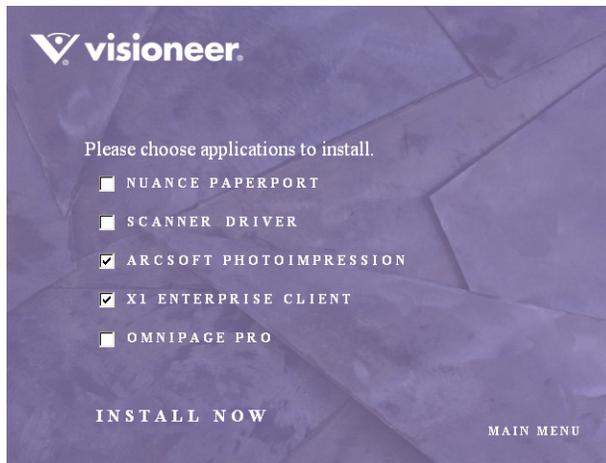
Your scanner includes free, additional applications on the installation CD.

### To install the additional applications:

1. Return to the Main Menu and click **Install Products** again.



2. Select the additional applications you want to install.



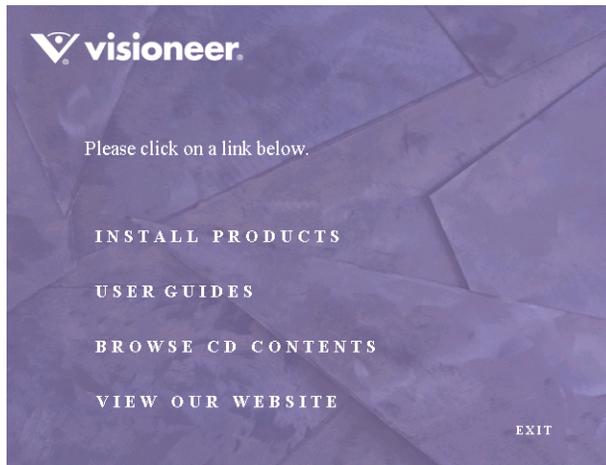
- **ArcSoft PhotoImpression** is a set of software tools for enhancing your scanned photos. You can use PhotoImpression to change a photo's brightness and contrast, sharpen the image, change its color tones, remove red-eye from pictures of faces, and crop and resize the image. PhotoImpression works with digital photos directly from a camera, as well as photos scanned with your Visioneer Strobe XP 220 scanner.
  - **X1 Enterprise Client** is software you use to search for desktop files and emails stored on your computer. Using a single interface, X1 Enterprise Client quickly and efficiently finds your files and emails.
3. Click **Install Now** and follow the instructions on the screen.
  4. When installation is complete, return to the Main Menu.

## VIEW THE USER GUIDES

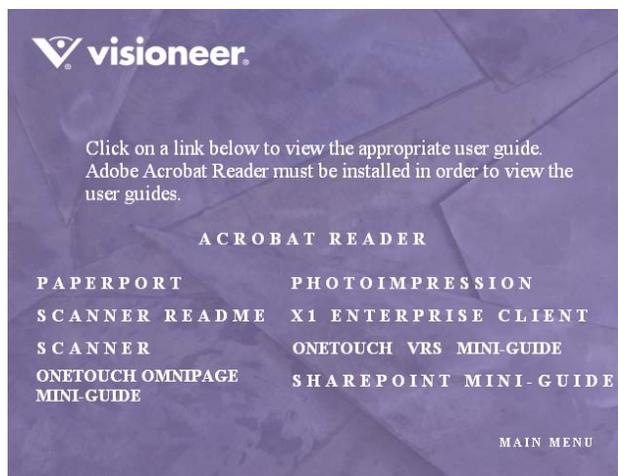
The Installation CD also contains User Guides for your scanner and for all the software you received with it.

### To view the user guides:

1. On the Main Menu, click **User Guides**.



2. The Visioneer User Guides window opens. Use this window to view and save the User Guides you want.



The User Guides are in Adobe® Acrobat® PDF format. The CD also includes a free copy of Acrobat® Reader® in case your computer does not have it already installed. The Scanner Readme file is in HTML format and will open in any standard browser.

If you need to, click **Acrobat Reader** to install it now. Follow the instructions on the installation windows.

*If your computer already has Adobe Acrobat Reader installed, please do not select it unless the version provided on the installation CD is a newer version than the one currently installed on your computer.*

3. Click the name of a User Guide you want to view and it will open in Acrobat Reader. Use the Acrobat Reader **Save** command to save that User Guide on your computer.
4. Return to the Visioneer User Guides window and repeat the process to open, view, and save the other User Guides you want. **The Scanner Readme file has late-breaking news about your scanner.**
5. When you're finished, click **Main Menu** to return to the main Visioneer Installation window and click **Exit**.
6. Remove the Installation CD from the computer and store it in a safe place.

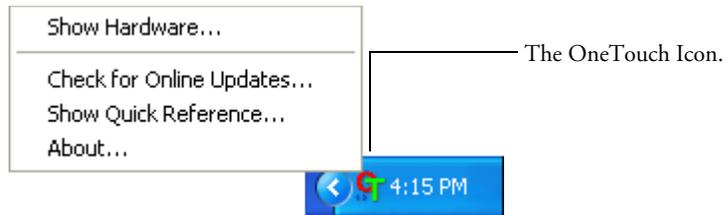
*That's it! Installation is finished and your Visioneer Strobe XP 220 scanner is ready to scan.*

## REGISTER YOUR SCANNER

Registering your scanner is important as it provides you with access to our free telephone support service. Registration also gives you free access to software updates for your scanner.

### To register your scanner:

1. *Right-click* on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen).
2. Choose **Check for Online Updates** from the pop-up menu.



3. Follow the instructions on the screen and register your scanner by entering your scanner's serial number and your email address.

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**Note:** A valid email address is required.

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The serial number is located on the underside of the scanner.



After registration is complete you will receive an email message with your RegID. Your RegID is important as you will need it when accessing free telephone support, or checking for online updates.

4. After receiving your RegID, write it down on a piece of paper and keep it with your scanner so you will be able to find it easily.

# Scanning

You have several different scanning options with your Visioneer Strobe XP 220 scanner. Each method scans equally well, so use the one appropriate for the item you are scanning.

- **OneTouch**—Your scanner uses Visioneer’s AutoLaunch technology that senses when a document is inserted into the page feed and starts the scanning. You simply insert a document into the scanner and it is automatically scanned using predefined settings from the OneTouch software. To change the scanner’s settings you open the OneTouch panel on the computer screen before scanning and make the changes. Then insert the document into the scanner and it will be scanned with the new settings. See “Scan Using OneTouch” on page 29.
- **TWAIN Interface**—Use this option to scan from the PaperPort application you received with your scanner. Many other programs also use the TWAIN interface, so you can scan from them too. See “Scanning from the TWAIN Interface” on page 119.
- **WIA Interface**—This option is the Microsoft Windows Image Acquisition (WIA) interface. You can access the WIA interface from the PaperPort software, or from other applications on your computer. See “Scanning from the WIA Interface” on page 136. The WIA interface is only available if your computer is running Windows XP or Vista.

## SCANNING BASICS

### SCAN A DOCUMENT



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**Note:** Always remove any staples or paper clips from documents before inserting them into the scanner. Staples and paper clips can jam the feed mechanism and scratch the internal components. Also remove any labels, stickers, or Post-It™ notes that may come off during the scanning process and get stuck in the scanner. Misuse as described here will void your scanner's warranty.

---

#### To scan a document:

1. Align the page with the alignment arrows.



Alignment arrow

Alignment arrow

Misaligned pages will not feed into the scanner properly.

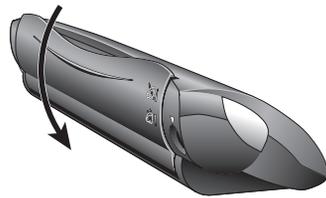
2. Insert the page *face up* and feed it straight into the page feed.



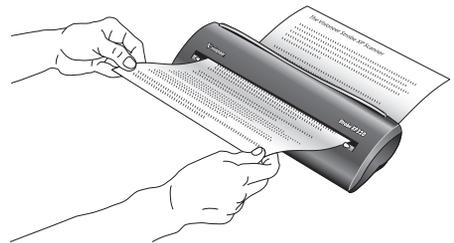
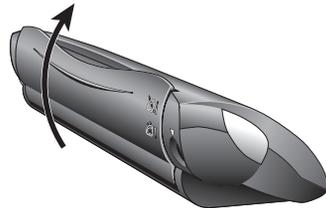
## PAPER RETURN OPTIONS

The position of the Paper Return determines the path of the scanned document. You can set the paper return to feed the document back towards you, or straight through the scanner.

- To have the scanned document returned back towards you, move the Paper Return to the **Down** position.



- To feed a document straight through the scanner, move the Paper Return to the **Up** position as shown below.



The Paper Return icons on the back of the scanner indicate the positioning of the Paper Return for each option.

---

**Note:** When scanning heavier paper that does not bend easily, position the Paper Return in the **Up** position so the document will feed straight through the scanner.

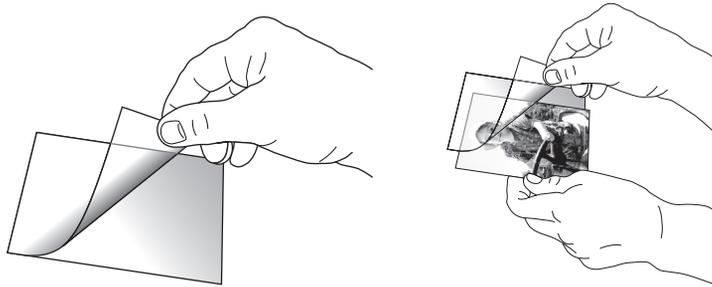
---

## SCAN A PHOTO

The photo sleeve you received with your scanner is for scanning photographs.

### To scan a photo using the photo sleeve:

1. Separate the clear plastic sleeve from the paper backing and slide the photo into the sleeve so it fits snugly at the corners.



2. Now insert the photo and sleeve into the scanner's page feed with the clear plastic and image facing up.



## SCAN USING ONE TOUCH

1. Align the document between the alignment arrows and insert it, face up, into the page feed slot.



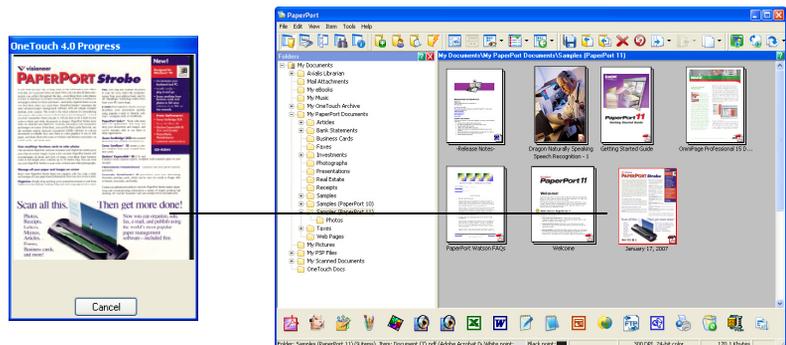
2. The AutoLaunch technology senses that a document is inserted into the page feed and starts the scanning. The scanner rollers will grab the top edge of the paper and begin to scan and feed the document through the scanner.

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**Note:** You can turn the AutoLaunch feature off. See the section, “How to Turn AutoLaunch Off/On” on page 152.

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3. The item is scanned using predefined settings from the OneTouch software. To change OneTouch settings, see “Selecting New OneTouch Scan Settings” on page 39.
4. A window shows the image as scanning is in progress. Then, when scanning is finished, the image is sent to the Destination Application selected in the OneTouch settings. In the following example, the Destination Application is the PaperPort desktop.



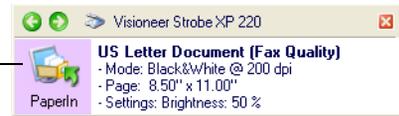
## CHECK OR CHANGE SCAN SETTINGS BEFORE SCANNING

Press the button on the side of the scanner.

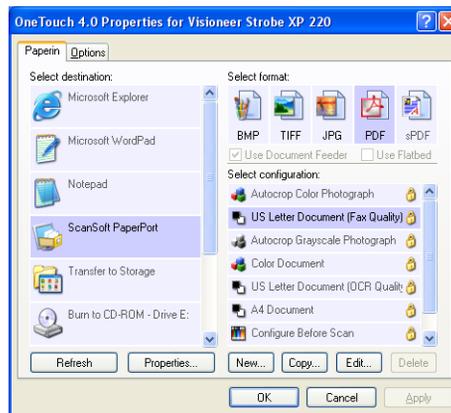


The OneTouch Panel opens with the description of the current settings for the scanner.

The icon indicates the Destination Application, in this case PaperPort. The text shows the current settings for scanning.



The OneTouch Properties window also opens so you can choose new settings before scanning. Use this window to select a new Destination Application, file format, and so forth. See “Selecting New OneTouch Scan Settings” on page 39 to modify the settings.




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**Note:** You can also check the scan settings from the OneTouch Panel, if it's open. See the next section, “The OneTouch Panel” for more information.

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## THE ONETOUCH PANEL

Use the OneTouch Panel when you want to change the scan settings or reset the scanner's hardware properties. If AutoLaunch is off, you can also scan from the OneTouch Panel. See the section, "Scan from OneTouch when AutoLaunch is Off" on page 158.

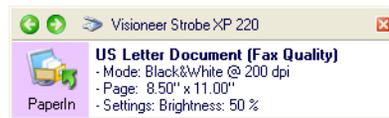
1. To open the OneTouch Panel, press the button on the side of the scanner, *or* click the OneTouch icon.



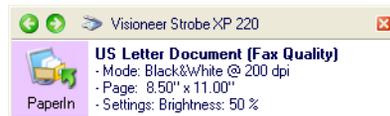
The OneTouch Icon.



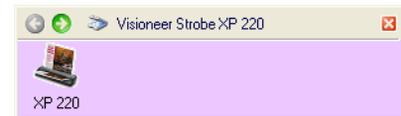
2. The OneTouch Panel opens with the details of the current settings.



3. Click the green arrows at the top left of the Panel to switch between the panel's Detail View and Hardware View.



The Detail View.



The Hardware View.

- The Detail View shows the icon of the Destination Application, plus the current scan settings. Right-click on the icon to open the OneTouch Properties window.
  - The Hardware View shows the scanner connected to your computer. Right-click on the scanner icon to open the Hardware Properties window. Clicking (not right-clicking) the scanner icon also toggles back to the Detail view.
4. To close the Panel, click the close button at the top right.

## THE ONETOUCH PROPERTIES WINDOW

The OneTouch Properties window lists available scan settings and is where you select new settings. It also contains special scanning features such as scanning and burning to a CD, scanning and converting text directly into an HTML web page, and scanning with Optical Character Recognition (OCR) which turns a scanned image into text you can edit.

To open the OneTouch Properties window using either of the following methods:

- Press the button on the side of the scanner.
- Click the OneTouch icon at the bottom right of the screen, then *right-click* the PaperIn icon.

The OneTouch Properties window opens and shows the current options selected for your scanner.

The description on the OneTouch Panel shows which options are selected on the window.

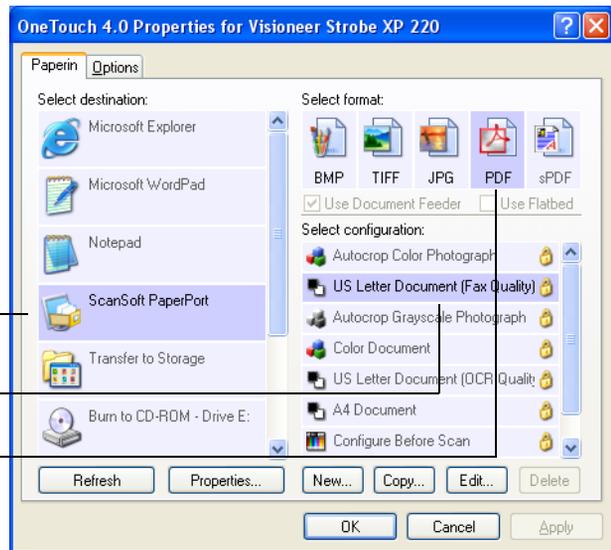


In this example:

The **Destination Application** is PaperPort.

The **Configuration** being used for scanning is US Letter Document (Fax Quality).

The **Format** for the scanned item will be PDF.




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**Note:** Some of the options on the OneTouch Properties Window (and other OneTouch windows and dialog boxes) may be “grayed out” and are not available. Grayed out options are not appropriate for your Visioneer Strobe XP 220 scanner.

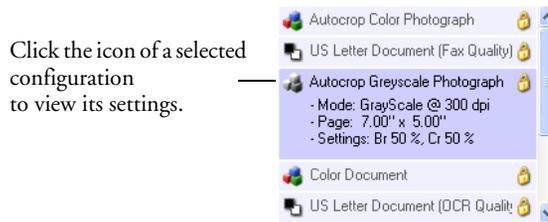
---

The settings on the OneTouch Properties window are:

**Select Destination**—The list of Destination Applications that can open to display the scanned image. To configure the list of available applications, click the Options tab at the top of the dialog box and select the desired options. See “Selecting Options for the OneTouch Properties Window” on page 35 for more information.

To make sure all your computer’s Destination Applications are linked to OneTouch 4.0, click the **Refresh** button.

**Select Configuration**—The list of available scan configurations. A configuration’s basic settings include: scanning mode, resolution (dpi), page size, brightness (Br), and contrast (Cr). To see a selected scan configuration’s settings, click its icon. Click the icon again to close the detailed information.



These icons next to the scan configurations indicate the scanning mode.



Color



Black and White



Grayscale



Configure Before Scan

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**Note:** Use Configure Before Scan if you want to set the scanning mode manually before scanning. See “Configure Before Scan” on page 95.

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You can also click the **Edit** button or double-click a configuration to see more detailed information about it.

**Select Format**—A set of file formats for the scanned image. The formats are based on the type of Destination Application you select. This example shows the formats that apply to Microsoft Outlook.



The icon names indicate their file types. See “Selecting Format Options” on page 51 for more about the formats.

**Options tab**—Switches to the view for choosing options related to the selected Destination Application. Click the **PaperIn** tab to return to the previous view without closing the window.

**Refresh button**—Updates the links between OneTouch 4.0 and compatible Destination Applications on your computer.

---

**Important:** If you install new software that can be used as a Destination Application, click the **Refresh** button to link the new software to OneTouch 4.0. Note that some software installed on your computer may be incompatible with OneTouch 4.0. Incompatible software will not be listed as a Destination Application.

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**Properties button**—Displays a window for selecting properties for each type of Destination Application. See “Setting Destination Application Properties” on page 41

**New/Copy/Edit/Delete buttons**—Click **New** or **Copy** to add new scan configurations to the list. Click **Edit** or **Delete** to change or remove them. See the sections “Creating a New Scan Configuration” on page 74 and “Editing or Deleting Scan Configurations” on page 93.

**OK/Cancel/Apply buttons**—**OK** accepts any changes and closes the window. **Apply** accepts any changes but leaves the window open so you can continue making additional changes. **Cancel** closes the window without accepting any changes.

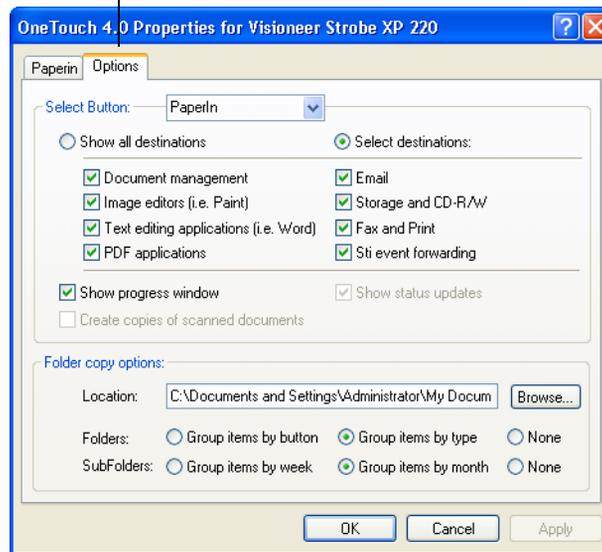
## SELECTING OPTIONS FOR THE ONETOUCH PROPERTIES WINDOW

The OneTouch Options determine the types of Destination Applications available on the window, as well as the location of the files of your scanned items.

### To select options:

1. Open the OneTouch Properties window and click the **Options** tab.

Options tab.



2. Select options as described below.

**Show All Destinations**—This option selects all the Destination Application categories. The list of Destination Applications available will include all the applications on your computer that fall into these categories. The list also includes printers and other devices connected to your computer so, for example, you can scan an item and have it printed immediately.

**Select Destinations**—Select this option to individually choose the types of applications to include in the list of Destination Applications. Check the boxes for the type of application to include.

- **Document Management** includes PaperPort and other applications for processing and keeping track of your scanned documents.
  - **Image Editors** include Microsoft Paint and other drawing and graphics applications.
  - **Text Editors** include Microsoft Word and WordPad, Microsoft Excel, and other word processing and spreadsheet applications. Select this option if you want OCR processing to convert your scanned documents to text that you can edit.
  - **PDF** applications are for documents scanned to PDF format.
  - **Email** includes Microsoft Outlook and other email applications. See “eMail Properties” on page 49 for details about attaching scanned documents to your email messages.
  - **Storage and CD-R/W** is for either storing scanned documents in a folder, or sending them to a CD burner to create a CD containing the scanned documents. See “Transferring Scanned Documents to Storage” on page 107 and “Scan and Burn to a CD” on page 100 for details.
  - **Fax and Print** is for sending your scanned documents directly to your printer or fax software for faxing.
  - **Sti event forwarding** is for using another application's interface for scanning. The OneTouch Event Forwarding dialog box opens so you can select which application to use to continue scanning. See “Scanning with Event Forwarding” on page 103 for details.
3. After selecting a new category of Destination Applications, click the **PaperIn** tab to see which ones are added to the list. Click the **Options** tab again to return to the options window if you want to change your selections and choose other options.

**Show Progress Window**—Select this option to display the progress window of the document during scanning.

**Create copies of scanned documents**—Sometimes the image of a scanned document is only saved as a temporary file until its Destination Application is finished using it. In those cases you may want an additional, permanent copy saved on your hard drive.

For example, if you scan a picture to an email application, the scanned image is saved as a temporary file, then attached to the email, and the email is sent. Later, the temporary file of the scanned picture is deleted. The same situation may occur when you scan directly to a printer or scan to a fax application. After a scanned item is printed or faxed, its temporary file is deleted. However, by selecting this **Create copies of scanned documents** option, you can choose to save permanent copies of the scanned items on your hard drive.

The copies will be saved in the folder specified in the Folder Copy Options section (see the description below and the figure on page 91).

This option is not available if either the **Document Management** or **Storage and CD-R/W** options are selected because, by default, file copies for those types of Destination Applications are already automatically saved in the folder for copies.

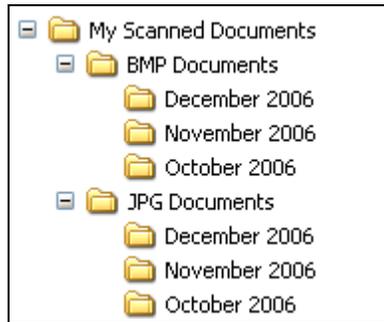
For that reason, this option is not available if the Destination Application is PaperPort because it is a **Document Management** application.

Likewise, the option is not available if the Destination Application is set as Transfer to Storage because it uses **Storage and CD-R/W** software.

**Folder Copy Options**—This section of the dialog box sets the location for copies of your scanned documents and how you want to group them.

Click the **Browse** button and find the folder for the copies. Select the grouping option for the documents. Group by type arranges the scanned documents by the type of file, such as .doc or .jpg. If you also want to group them by date you can choose the week and month options.

The following example shows the folders when the selections are **Group items by type** and **Group items by month**.



4. Click **Apply** and then click the **PaperIn** tab to see the new settings on the OneTouch Properties window.
5. Click **OK** to save the options and close the window.

## SELECTING NEW ONETOUCH SCAN SETTINGS

The OneTouch settings consist of a **Destination Application**, a **Scan Configuration**, and a **Document Format**. The OneTouch Properties window is where you select these three elements.



### To select new settings for the scanner:

1. From the **Select Destination** list, select the application where you want documents sent when scanning is finished.

See “Selecting Options for the OneTouch Properties Window” on page 35 to display a full list of the Destination Applications that you can use with the scanner.

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**Note:** If you select a word processing program such as Microsoft WordPad or Microsoft Word and a format that can be used for OCR (such as TEXT or RTF), the text in scanned images is automatically converted to word processing text. See “Scanning with Optical Character Recognition (OCR)” on page 57 for details.

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2. From the **Select Configuration** list, select a scan configuration.  
To scan in color, select one of the configurations indicated by the small color icon, such as the Color Document configuration.

To create your own scan configurations see “Creating a New Scan Configuration” on page 74.

3. Select a **Format** option.

The available options apply to the Destination Application you select. For example, if you select Microsoft Word as the Destination Application, the available formats are for text, such as .txt and .rtf. However, if you select Microsoft Paint as the Destination Application, then the available formats are for graphics, such as .bmp, and .jpg.

---

**Note:** If a format is listed as n/a, that means the text format is not available for that Destination Application.

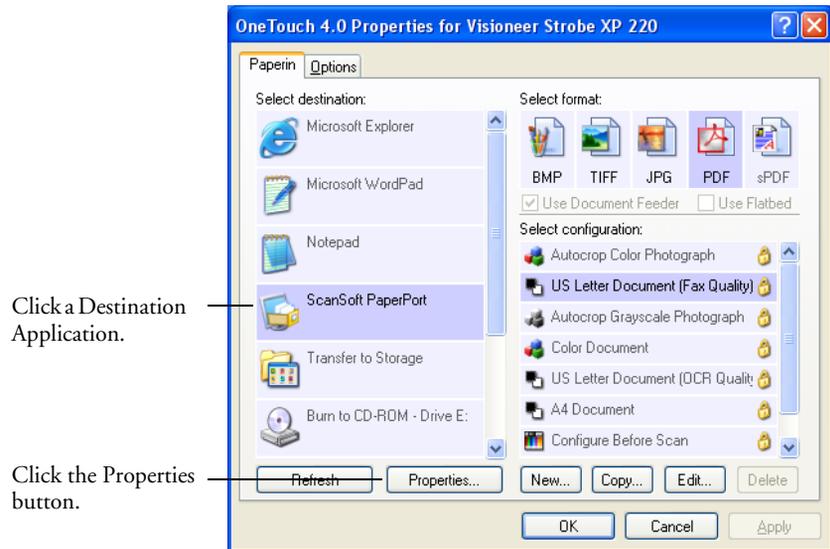
---

4. Click **OK** to accept the changes and close the window.  
To accept the changes but keep the window open to work with other features, click **Apply**.

## SETTING DESTINATION APPLICATION PROPERTIES

The different types of Destination Applications have various properties that you can select.

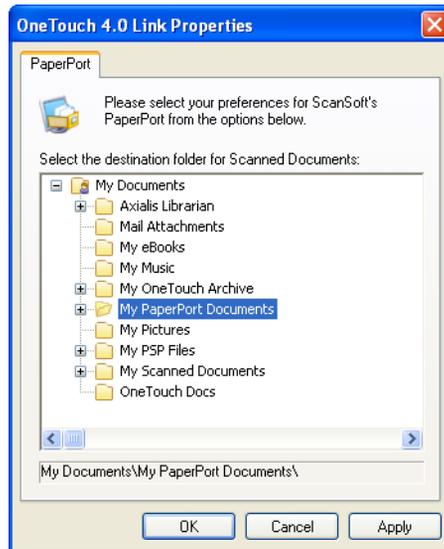
1. On the OneTouch Properties window, click a Destination Application.
2. Click the **Properties** button.



A OneTouch 4.0 Link Properties dialog box opens for the type of Destination Application you selected, and the available options are for that type of application.

## PAPERPORT PROPERTIES

These properties apply to PaperPort, and are for designating the folder to receive your scanned items.

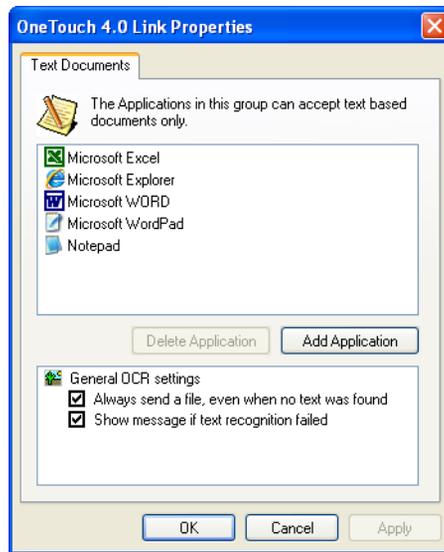


1. Select the PaperPort folder where you want the file of the scanned image to be located.
2. Click **OK**.
3. Click **OK** or **Apply** on the OneTouch Properties window.

When PaperPort opens after you finish scanning, the thumbnails of your scanned documents are on the Desktop in that folder.

## TEXT DOCUMENTS PROPERTIES

These properties apply to Microsoft Word, Microsoft Excel®, and the other applications indicated by their icons in the list. The properties apply to the Optical Character Recognition (OCR) settings for the applications.



1. Click in the OCR settings boxes for the options you want.

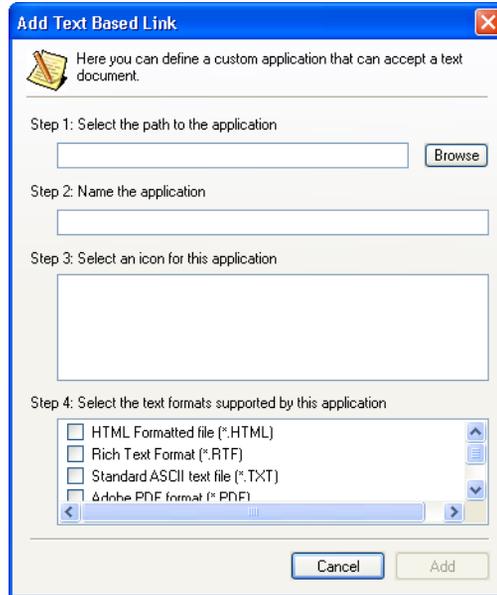
The options will apply to all the applications in the group.

**Always send a file, even when no text was found**—The scanned file is sent to the OCR reader even if the image does not appear to contain text. This could occur if you scanned a photograph with the file format set to a text format.

**Show message if text recognition failed**—A message will open on the screen if the OCR reader does not detect text in the image.

2. To add another application to the list, click the **Add Application** button.

The Add Text Based Link dialog box opens.



3. Click **Browse** to find the application you want to add to the list.

When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.

4. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the OneTouch Destination List.
5. In step 4 of the dialog box, select the file formats that the application will accept.

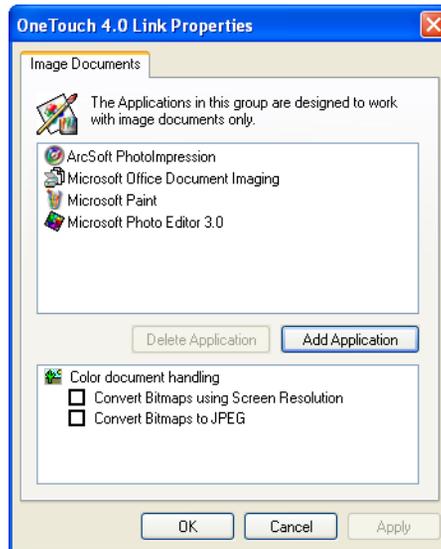
Refer to the documentation you received with the application to see which text formats the application accepts.

The options you select at step 4 determine the format icons in the OneTouch Properties window for that group of applications.

6. Click the **Add** button.
7. Click **OK** or **Apply** on the Link Properties window.
8. Click **Refresh** on the OneTouch Properties window.
9. Click **OK** or **Apply** on the OneTouch Properties window.

## IMAGE DOCUMENTS PROPERTIES

These properties apply to Microsoft Paint and other image processing applications.



1. Click in the Color document handling settings boxes for the options you want.

The options will apply to all the applications in the group.

**Convert Bitmaps using Screen Resolution**—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

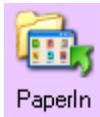
**Convert Bitmaps to JPEG**—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

2. To add another application to the list, click the **Add Application** button.

See the steps on page 43 to add an application to the list.

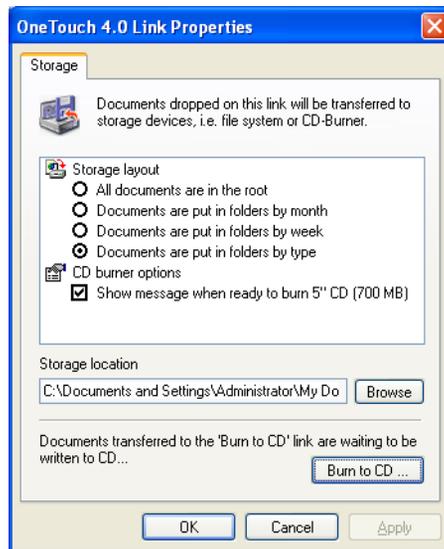
3. Click **OK**.
4. Click **Refresh** on the OneTouch Properties window.
5. Click **OK** or **Apply** on the OneTouch Properties window.

## STORAGE PROPERTIES



These properties apply to the special Destination Application named Transfer to Storage, indicated by the folder icon. This Destination Application is designed for archiving documents with your scanner.

When you scan with Transfer to Storage as the Destination Application, the scanner sends the scanned image directly to the default folder at **C:\Documents and Settings\*<your user name>*\My Documents\My OneTouch Archive\PDF Documents** without first opening it in an application. The file will be named with the current date. The Storage Properties dialog box is where you can change the storage location on your computer's hard drive, and can also change the names of the folders used to store the files.



1. Click the Storage Layout options you want.

**All documents are in the root**—The scanned documents are saved in the root of the folder specified in the Storage Location.

**Documents are put into folders by month, week, or type**—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

2. Click the **Browse** button to specify the location to store the scanned documents, or type a location directly into the box.

If you are scanning to a shared network drive, it must be a mapped drive. For more information about mapped drives, see your network administrator.

3. If you have a CD burner attached to your computer, the option **Show message when ready to burn 5" CD (700MB)**, should also be selected so you will see a message when it's time to click the **Burn to CD** button.
4. Click **OK** on the Link Properties window.

If a CD burner is attached to your computer, and your computer is running Windows XP or Vista, you can also use this dialog box to start the Burn to CD process. See the section "Scan and Burn to a CD" on page 100.

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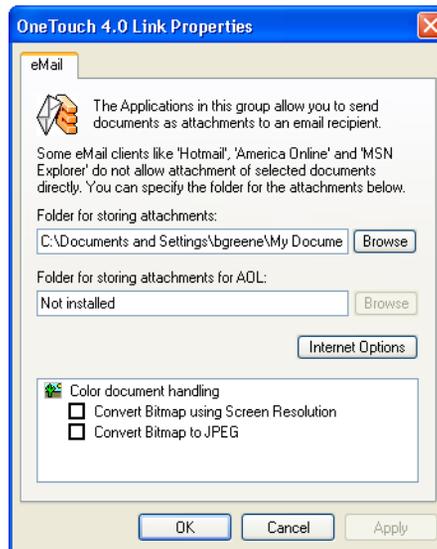
**Note:** If you do not have a CD burner attached to your computer, the CD options are not shown on the dialog box.

---

You can also set up multiple configurations to store scanned items in separate locations. See "Storage Options (Archive)" on page 91 and "Scanning to Multiple Folders" on page 110.

## EMAIL PROPERTIES

These properties apply to email applications so you can specify the folder for documents you want to attach to an email message. Microsoft Outlook® will accept direct attachment of documents to a blank email message as soon as scanning is finished, but other email applications may not. If you're using one of those applications, such as America Online® (AOL), you need to know which folder contains the scanned documents so you can manually attach them to your email messages.



1. Click the **Browse** button under **Folder for storing attachments** and choose a folder for your email attachments.
2. If you are using AOL on your computer, and the folder name for AOL is incorrect, click its **Browse** button and find the correct AOL folder.

For scanned images to be auto-attached to a blank email address, you must have the specific folder location AOL uses to find the attachments. Please contact AOL for more information about the folder location in which AOL stores attachments.

3. If you need to change your email client, or any other internet options, click the **Internet Options** button.

The Windows Internet Options Control Panel opens. Click the Programs tab and choose a new email client from the Email list. These are the standard Windows Internet options. Please see your Windows documentation for more information about Internet options. If you are using AOL, please see the AOL user manual for making changes to the Internet options applicable to AOL. Click **OK** to close the Internet Options Control Panel.

4. Select the options for color document handling.

**Convert Bitmaps using Screen Resolution**—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

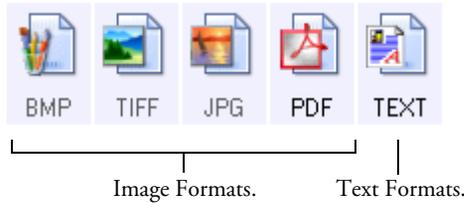
**Convert Bitmaps to JPEG**—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

5. Click **OK**.
6. Click **OK** or **Apply** on the OneTouch Properties window.

## SELECTING FORMAT OPTIONS

The Format options that you select determines the file format of the scanned document. Appropriate format options are file types available for the type of Destination Application selected.

The available options are for images and text.



The Text Formats are for text file types. The names of the formats indicate their file types. See “Text Formats” on page 53 for details.



### IMAGE FORMATS

Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction. Both of those file formats tend to be larger than the JPEG format.

Because JPEG image files can be reduced in size, the JPEG format is often used for images on web pages, or if file size might be a problem when electronically sending the files. JPEG files are reduced in size by lowering their image quality, and you can select the degree of quality for your scanned images from the JPEG file format icon.

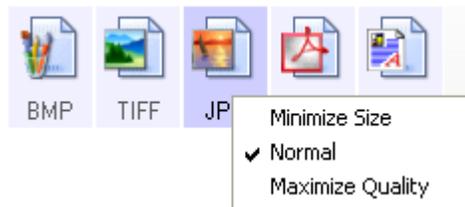
The PDF format is often used to create images of text pages. You may want to select PDF as the format when scanning text pages that do not require OCR processing or other processing. The PDF format is also

used to put multi-page documents on web sites as PDF-readable files. As with the JPEG option, the PDF format can be reduced in size or quality.

**To select a JPEG or PDF file size:**

1. Select **JPG** or **PDF** as the format.
2. Right-click on the **JPG** or **PDF** icon.

A menu opens.



3. Choose the file size/image quality option for your scanned images.

**Minimize Size**—Smallest file size, lowest image quality.

**Normal**—Medium file size, some loss of image quality.

**Maximize Quality**—Largest file size, no loss of image quality.

Your selection pertains only to the Destination Application currently selected on the OneTouch Properties window. Other Destination Applications that have JPG or PDF selected as the Page Format are not affected, so you can set the JPEG or PDF file size and image quality independently of the Destination Applications.

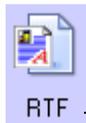
4. Click **OK** or **Apply** on the OneTouch Properties window.

## TEXT FORMATS

Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text. See “Scanning with Optical Character Recognition (OCR)” on page 57.

Select a text format for documents with text or numbers, such as a business letter, report, or spreadsheet. The text format icon may have additional file formats available, depending on the Destination Application you select.

The specific file format is the file name extension on the text format icon.



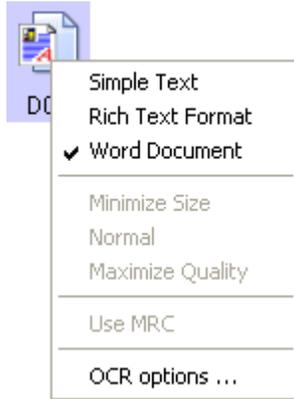
— The specific text format; this example is for Rich Text Format (.rtf).

As you select Destination Applications that are text applications, the text format icon changes to match the file type of the application. In some cases, the Destination Application supports several file types, and you can right-click on the icon to choose the particular file type for that application.

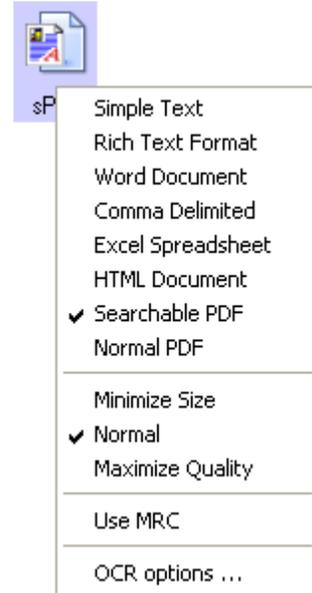
### To select a file type for the text format:

1. Select the Destination Application.
2. Right-click on the text format icon.

Example menu for the TEXT format when the Destination Application is Microsoft Word.



Example menu for the TEXT format when the Destination Application is a Storage location.



3. Choose the file type that you want for the text format.

Your selection of a file type pertains only to the Destination Application currently selected on the OneTouch Properties window. Other Destination Applications that have a text option selected as the Page Format are not affected.

**Simple Text**—The .txt file format. Text with no formatting; used by the standard Microsoft Notepad application.



TEXT

**Rich Text Format**—The .rtf file format. Text that retains formatting when converted. Available with Microsoft WordPad and Word.



RTF

**Word Document**—The .doc file format used by Microsoft Word.



DOC



CSV

**Comma Delimited**—The .csv file format; used for database or spreadsheet data with fields separated by commas. When the document is converted into editable text by the OCR process, the fields are maintained so you can copy and paste them to a database or spreadsheet application.



XLS

**Excel Spreadsheet**—The .xls file format used by Microsoft Excel.



HTML

**HTML Document**—The .htm file format used to create web pages.



sPDF

**Searchable PDF**—The .sPDF file format used by Adobe Acrobat. This format converts scanned text into PDF with text search and OCR capabilities.



nPDF

**Normal PDF**—The .nPDF file format used by Adobe Acrobat. This format also converts scanned text into PDF with text search and OCR capabilities, plus you can edit the text in an nPDF image if you have a PDF editing program.

Additional options are available on the menu for the sPDF and nPDF text formats. The three image quality settings are:

**Minimize Size**—Smallest file size, lowest image quality.

**Normal**—Medium file size, some loss of image quality.

**Maximize Quality**—Largest file size, no loss of image quality.

The **Use MRC** option is a special processing procedure for documents scanned with the PDF format:

**Use MRC**—MRC stands for Mixed Raster Content. MRC is an advanced technique for optimizing the image quality of scanned documents. Without MRC, the scanned image is produced using a single process to capture and display the image on the computer screen, even if the document contains both text and graphics. With MRC, the image is produced using separate processes for text, graphics, and other elements on the document page. The result is clearer graphics and sharper text characters. Scans with Use MRC selected may take slightly longer to complete the processing. Select

Use MRC for documents with harder-to-read text or lower-quality graphics to get the best possible scan output image. The Use MRC option is available for sPDF and PDF.

4. To change the OCR settings, choose **OCR Options**.

The OCR Options provide a series of selections for the OCR feature when you scan text. See “Selecting OCR Options” on page 58 for details.

Note that the OCR Options settings apply to all Destination Applications. If you change them for one Destination Application, those changes apply to the others as well.

5. Click **OK** or **Apply** on the OneTouch Properties window.

## SCANNING WITH OPTICAL CHARACTER RECOGNITION (OCR)

Optical Character Recognition (OCR) converts text and numbers on a scanned page into editable text and numbers. You can then work with the text and numbers to edit, spellcheck, change font or type size, sort, calculate, and so forth.

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**Note:** Visioneer recommends that all OCR processing use the original factory settings for OCR scanning that came with your scanner. When scanning with other settings, use at least 300 dpi for the resolution. If the original documents are of poor quality and have small type, 400 dpi can be used as the maximum resolution.

---

### To scan with OCR:

1. Select a Destination Application that has one of the Text formats (TEXT, RTF, DOC, XLS, HTML, nPDF, or sPDF).
2. If you want to change the OCR Options for processing and recognizing text *before* scanning, right-click on the format icon and choose **OCR Options**. See the next section, “Selecting OCR Options” on page 58 for details,
3. Scan the document.

Your scanned pages appear in the Destination Application with their text ready for editing and other text processing.

---

**Note:** OCR scanning is also for spreadsheets so you can work in Microsoft Excel (or other spreadsheet applications) with the figures and text from the original spreadsheets.

---

## SELECTING OCR OPTIONS

The software you installed for your scanner includes a set of advanced OCR options integrated with OneTouch 4.0.

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**Note:** The OCR options apply globally to all the OneTouch Destination Applications that perform OCR. For example, if you select the OCR options for Adobe Acrobat, they also apply to WordPad.

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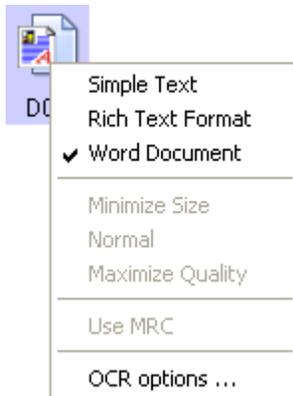
---

**Note:** The PaperPort and OmniPage applications that you received with your scanner also have OCR capabilities. See their user's guides for more information about their OCR features.

---

### To select OCR options available from OneTouch 4.0:

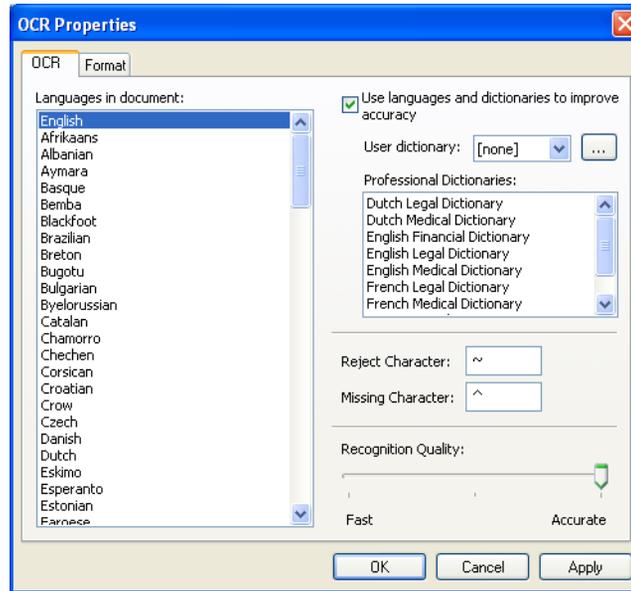
1. Open the OneTouch Properties window.
2. Select a Destination Application that has one of the text format file types as the page format, such as Microsoft Word or WordPad.
3. Right-click on the page format icon to see the menu.
4. Choose **OCR Options** from the menu.



The OCR Properties window opens with the **OCR** tab selected.

## THE OCR TAB

The options shown on the OCR tab window are for spellchecking scanned text, replacing missing or unrecognized characters, and setting the speed and quality levels of the OCR processing.



1. Choose the options you want from the OCR window.

**Languages in Document**—Click on the language(s) in list that correspond to the languages in the documents to be scanned. You can click on multiple languages. These are the languages that will be recognized during the OCR process. For faster and more reliable language recognition, select only the languages in the documents.

The languages are in alphabetical order. Type the first letter of a language's name to jump to its section in the list.

**Use languages and dictionaries to improve accuracy**—Select this option to automatically check the validity of the recognized words. An OCR engine looks at each letter or symbol on the page individually, then “guesses” what the letter or symbol is based on the shape. Therefore, the OCR engine may have more than one guess for a particular letter or symbol, a “best guess”, a “second-best

guess”, and so on. This option tells the OCR engine to look through the dictionary to validate its best guess for the letters in that word; if its best guess is not in the dictionary, it checks for the second-best guess, and so on.

For example, if the word “house” appears in the original document but the OCR engine is 75% sure that the “o” is actually an “a”, the finished document would have the word “hause”. Turning this option on tells the OCR engine to look at the other letters in the word, check to see which version of the word is in the dictionary, and output the correct word “house” in the final document.

The OCR engine does not automatically correct misspelled words that were present in the original document.

When dictionaries are selected, the terms in those dictionaries are used to check the spelling. If this option is not selected, User Dictionaries and Professional Dictionaries cannot be selected.

**User Dictionary**—A user dictionary is your personal dictionary with words that you want the OCR engine to reference for better accuracy when converting the document into editable text. For example, if you scan documents with highly technical terms or acronyms not found in typical dictionaries, you can add them to your personal dictionary. You can also add names that you expect to be in the documents too. This way, as the OCR process recognizes each letter or symbol, there is a higher chance that the technical term or name will be correctly spelled in the final document. You can create multiple user dictionaries. See the section “Creating Your Own Dictionaries” on page 62.

Click the menu arrow and select a user dictionary from the list.

If you select **[none]** as the user dictionary, the text will be validated using the terms in the dictionaries for the selected languages, as well as any professional dictionaries if they are selected.

The label **[current]** is next to the currently-selected user dictionary.

**Professional Dictionaries**—These are legal and medical dictionaries containing highly specialized words and phrases. The options are: Dutch Legal, Dutch Medical, English Financial,

English Legal, English Medical, French Legal, French Medical, German Legal, and German Medical. Select the appropriate dictionary for the OCR engine to use to validate the scanned text.

**Reject Character**—This is the character that the OCR process inserts for an unrecognizable text character. For example, if the OCR process cannot recognize the J in REJECT, and ~ is the reject character, the word would appear as RE~ECT in your document. The ~ is the default reject character.

Type the character you want to use in the Reject Character box. Try to choose a character that will not appear in your documents.

**Missing Character**—This is the character that the OCR process inserts for a missing text character. A missing text character is one that the OCR process recognizes, but cannot represent because that character is not available for the selected language. For example, if the document contains the text symbol “Ç” but the OCR process cannot represent that character, then every place “Ç” appears, the OCR process substitutes the missing character symbol. The caret (^) is the default symbol for the missing character.

Type the character you want to use in the Missing Character box. Try to choose a character that will not appear in your documents.

**Recognition Quality**—Drag the slider to the left or right to set the degree of accuracy for the OCR process. The higher the accuracy, the longer the OCR process requires to complete. For clean, highly-legible documents, you can set the recognition quality to a lower level to produce results more quickly.

2. Click **OK** or **Apply**.

These options will now apply to the OCR processing when you select any text format as the page format.

## CREATING YOUR OWN DICTIONARIES

You can create multiple dictionaries for your personal use. For example, you might have different dictionaries for separate work projects, especially if each project uses different acronyms and terminology.

### To create a personal dictionary:

1. Open any word processing program, such as Microsoft Word, WordPad, or Notepad.
2. Create a new document in the word processing program.
3. Type each word you want in your new dictionary, followed by a carriage return. Make sure to spell the words correctly as they will be used for spellchecking.

Here is an example of what the text file might look like:

```
Visioneer  
OneTouch  
OmniPage  
wysiwyg  
jpeg  
bmp  
sPDF  
nPDF
```

Note: The file does not have to include every word you want in the dictionary. You will be able to edit the list later. In fact, the file does not have to contain any text at all, and you could add the words using the editing options. However, if the list of words is long, it's usually faster to type them in the word processing program. Note also that the words do not need to be alphabetized.

4. Save the document in the .txt format and give the file the name that you want for the dictionary. For example, give it the name USERDIC1.
5. Now open the OCR Options window.
6. On the OCR Options window, click the button next to the menu arrow.



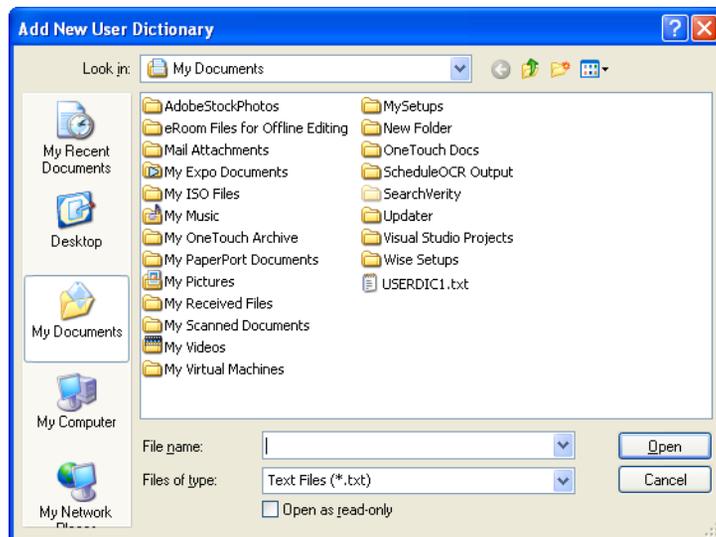
- The User Dictionary Files window opens and shows the available dictionaries.



MyDictionary is an example of a user dictionary.

- Click **Add New**.

The Add New User Dictionary window opens.

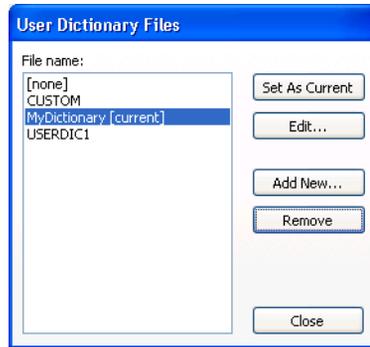


- Click the drop-down arrow for Files of type and choose **Text Files (.txt)**.

10. Select the file you just created for your user dictionary and click **Open**.

In the example above, the file is named USERDIC1.

11. The text file now appears on the list of user dictionaries that you can use for spellchecking.



12. Select a dictionary and click **Set As Current** to set it as the current dictionary for spellchecking. The label **[current]** is added to the name.

If you don't want to use any user dictionaries for spellchecking, click **[none]** at the top of the list.

To remove a dictionary from the list, select it and click **Remove**. This only removes the dictionary from the list. It does not affect the original text file you created with the list of words.

## EDITING USER DICTIONARIES

Once a dictionary has been added to the list of user dictionaries, its list of words can be edited.

### To edit a user dictionary:

1. On the Add New window, select the dictionary to edit and click **Edit**.

The Edit User Dictionary window opens. It lists the words currently in the dictionary. The following example shows the words OmniPage and OneTouch are in the user dictionary named MyDictionary.

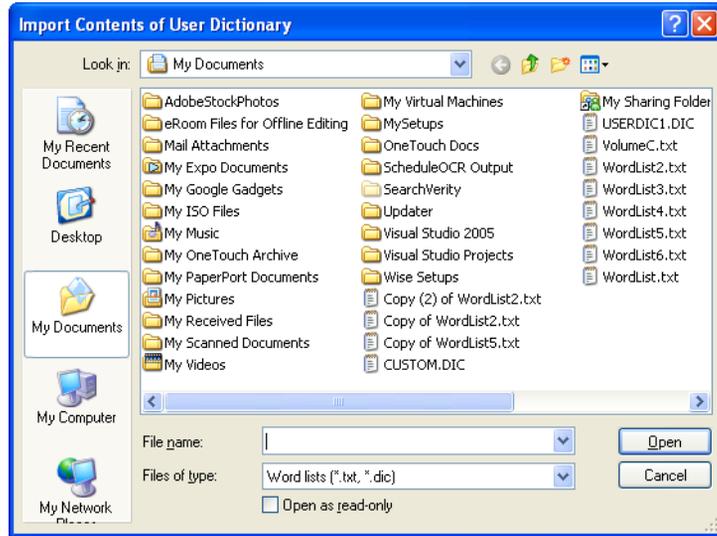


2. To add a new word to the list, type it in the box for User Word and click **Add**. If the word includes any spaces before or after it, those spaces are removed and the word is added to the list.

To delete a word from the list, select it and click **Delete**.

If a word in the list is misspelled, delete it, then re-type the word correctly in the User Word box and click **Add**.

- To import a list of words from another text file, click **Import**. The Import Contents of User Dictionary window opens.



- Select the file that has the words you want to add to your user dictionary.

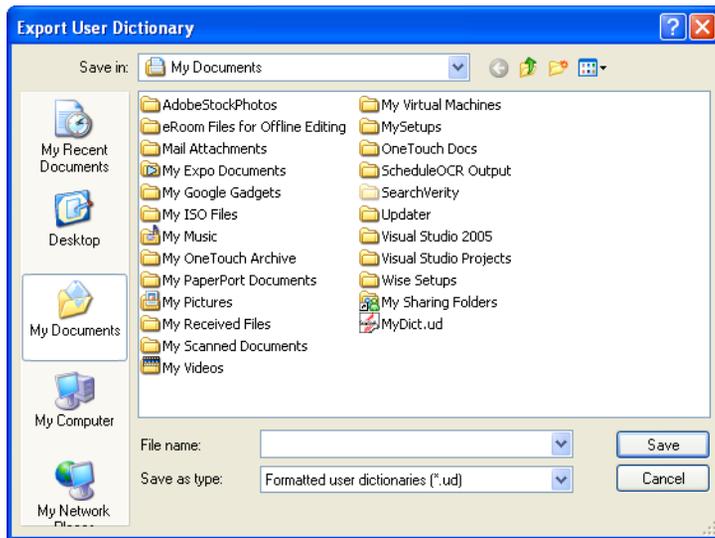
Importing will add the entire list of words in a file to the user dictionary.

- Click **Import**. The file's words will be added to your user dictionary list.

6. To export a user dictionary so it can be used by another program, select the dictionary on the User Dictionary Files list and click **Export**.



The Export User Dictionary window opens.



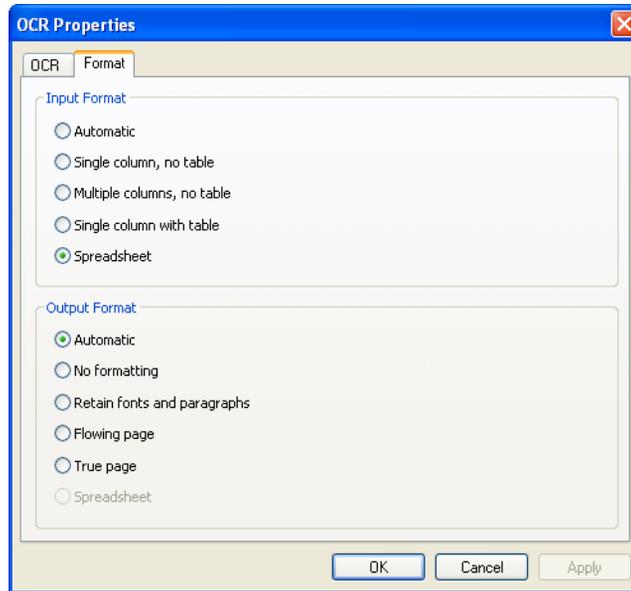
7. Select the dictionary file to export and click **Save**.

The file is exported as a formatted dictionary with the .ud filename extension so it can be opened by other programs.

## THE FORMAT TAB

The options on the Format tab window are for setting the input and output formats for the scanned documents.

1. Click the **Format** tab and choose the options you want for both the input and output formats.



### Input Format Options

- **Automatic**—Choose this option to let the OCR process determine the format of the pages. Typically you select this option when the document has different or unknown types of layouts, pages with multiple columns and a table, or pages containing more than one table. The OCR process will then determine if text is in columns, an item is a graphic or text, and tables are present.
- **Single Column no Table**—Choose this option if the document contains only one column of text and no tables. Business letters are normally in this form. You can also use this option for

documents with words or numbers in columns if you do not want them placed in a table or decolumnized or treated as separate columns.

- **Multiple Columns, no Table**—Choose this option if some document pages contain text in columns and you want it kept in separate columns, similar to the original layout. If table-like data is encountered, it is placed in columns, not in a gridded table.
- **Single Column with Table**—Choose this option if your document contains only one column of text and a table. The table will be placed in a grid in the Destination Application you have selected. You can later specify whether to export it in a grid or as tab-separated text columns.
- **Spreadsheet**—Choose this option if the entire document consists of a table that you want to export to a spreadsheet program, or have treated as a table. No flowing text or graphics will be detected.

### **Output Format Options**

- **Automatic**—The document will be formatted as close to its original as possible. The OneTouch software will adjust its settings to the most appropriate for the document being scanned in order to match your selected output format. The output quality will be maximized and the processing time minimized.
- **No Formatting (NF)**—The document will be plain text, one column, left-aligned in a single font and font size. You can then export the plain text to nearly all file types and target applications.
- **Retain Fonts and Paragraphs (RFP)**—This output format retains the font and paragraph styling, including graphics and tables without columnized text, but does not retain layout formatting. If the document is being scanned as an Excel spreadsheet, each detected table or spreadsheet becomes a separate worksheet, while other content is placed on the last worksheet.

- **Flowing Page (FP)**—This format preserves the original layout of the pages, including columns. This is done wherever possible with column and indent settings, but not with text boxes or frames. Text will then flow from one column to the other, which does not happen when text boxes are present.
  - **True Page (TP)**—This output format uses absolute positioning on the page to keep the original layout of the pages, including columns. This is done with text, picture and table boxes and frames. True Page is the only choice for documents scanned with the PDF format. It is not available for the TXT, RTF, CSV, or XLS formats.
  - **Spreadsheet**—This output format produces results in a tabular form with each page becoming a separate worksheet. The worksheets can then be opened in a spreadsheet application. The Spreadsheet output option is only available for documents scanned with the XLS format.
2. Click **OK** or **Apply**.

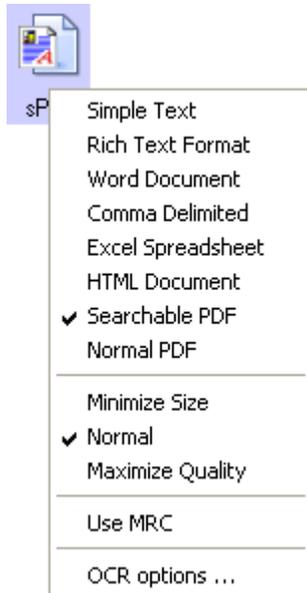
These options will now apply to the OCR processing when you select any text format as the page format.

## SCANNING WITH sPDF OR nPDF AND SEARCHING FOR TEXT

Searchable PDF (sPDF) and Normal PDF (nPDF) are special forms of an Adobe PDF file. sPDF converts scanned text into the PDF format with text search and OCR capabilities. nPDF has those same features, plus you can edit the text in an nPDF image if you have a PDF editing program. The two PDF formats can also produce images with different image quality, so you may want to experiment with them to determine which is better for your scanned documents.

### To scan with sPDF or nPDF:

1. Open the OneTouch Properties window.
2. Select a Destination Application that uses a text format as the page format. For example, select your email application as the Destination Application.
3. Right-click on the text format icon.



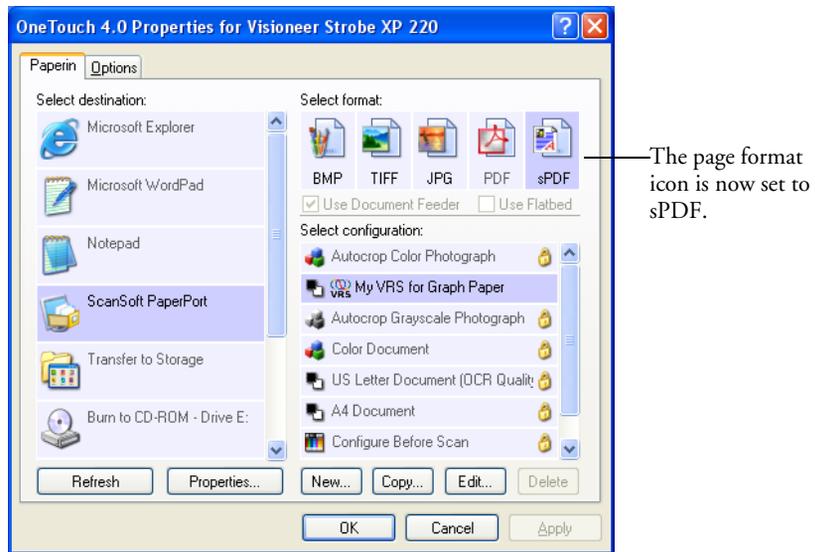
4. Choose the **Searchable PDF** or **Normal PDF** option for the page format.

---

**Note:** Not all Destination Applications have the sPDF and nPDF options. Microsoft Word, for example, does not have them as scanning options.

---

The settings now show your page format selection.



5. Right-click on the text icon again and choose one of the image quality settings, **Minimize Size**, **Normal**, or **Maximize Quality**.
6. Choose a Scan Configuration.
7. Click **Apply** or **OK**.
8. Now when you scan with that Destination Application selected, the scanned document will be in the sPDF or nPDF format that was selected for it.

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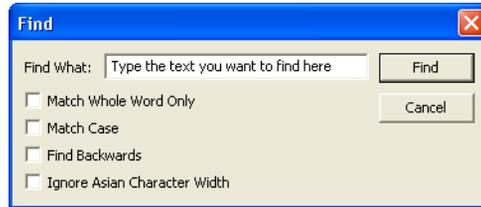
**Note:** The Transfer to Storage selection for a Destination Application also has the sPDF and nPDF options. That means you can scan and store items directly to a server in these formats.

---

9. To search for the text, open Adobe Acrobat Reader or Adobe Acrobat.

10. From the Adobe Acrobat **File** menu choose **Open**, and open the file you just scanned.
11. From the Adobe Acrobat **Edit** menu choose **Find**.

The Find dialog box opens.

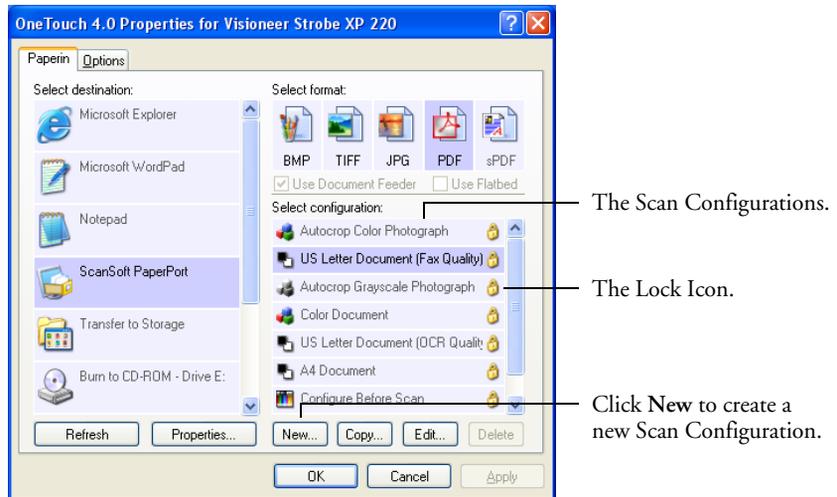


12. Enter the text you want to find, and click the **Find** button.

See the Adobe Acrobat user manual for more about finding text in a PDF file, or about editing PDF text.

## CREATING A NEW SCAN CONFIGURATION

The scan configurations are where you select the scanning resolution, brightness, mode (color, black&white, or grayscale), and a number of other settings.



Note the lock icon on the preset configurations. Although you can unlock and edit the preset configurations, we recommend that you leave them locked, and only add new configurations. That way, you will always have the original factory-set configurations available. New configurations will be unlocked until you manually lock them.

### To create a new configuration:

1. Open the OneTouch Properties window and make sure the **PaperIn** tab is selected.
2. Scroll through the applications in the Select Destination list and click the type of application for which you want to create a new scan configuration.

When you create a new scan configuration, it will appear for the same types of Destination Applications. For example, if you create a new configuration for image editor applications, that new configuration also appears for any other image editors, but not for

text editing applications. Thus, you can create specific sets of scan configurations for specific functions and they appear only when appropriate.

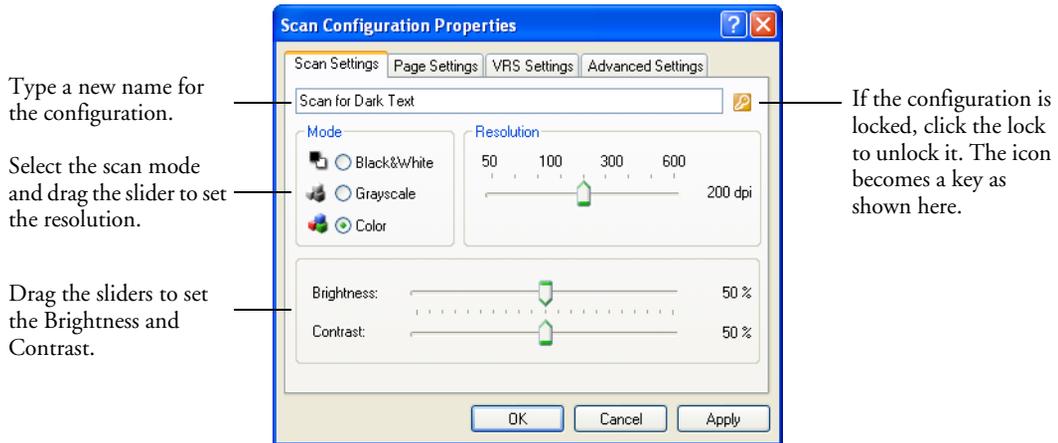
3. Click the **New** button.

If you want to start from the settings of another configuration, select the configuration, then click the **Copy** button.

The Scan Configuration Properties dialog box opens.

## SCAN SETTINGS

1. On the Scan Configuration Properties dialog box, type a name.



**Tip:** If you're going to set up the new configuration for special types of scans, include that in the name, such as "Scan for Dark Print" as a reminder that you designed it for items with dark print.

---

**Note:** If you select a printer or other device in the Select Destinations list, the dialog box may have an additional Device Settings tab for setting specific options for the particular device.

---

2. Select scan settings for the new scan configuration.

**Mode**—Select a scanning mode:

- **Black&White** to scan in black and white. For example, letters and memos are usually scanned in black and white. This scan mode produces the smallest file size.
- **Grayscale** to scan items such as documents containing drawings or black and white photographs. The scanning produces an image of up to 256 shades of gray.
- **Color** to scan color photographs and other color items. Color scans have the largest file size.

**Resolution**—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

**Brightness and Contrast**—Sometimes an item is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

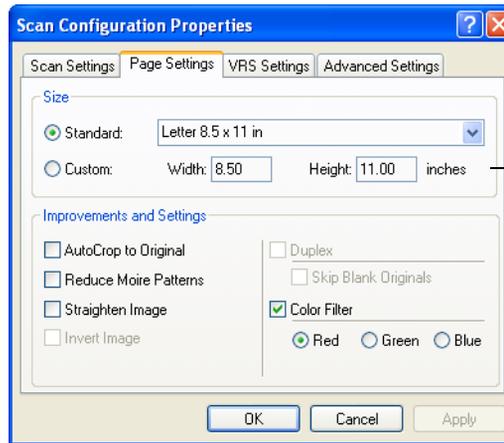
Brightness refers to the lightness or darkness of the image. Contrast is the range between the darkest and lightest portions of the image. The greater the contrast, the more the difference between the lighter and darker shades in the image.

Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black&White mode.

3. If you want to lock the configuration, click the Key icon to change it from a Key to a Lock.

## PAGE SETTINGS

1. Click the **Page Settings** tab to select page settings.



Click to toggle between inches and millimeters.

**Size**—Click **Standard**, click the menu arrow and choose a page size from the list, or click **Custom** and enter the horizontal and vertical page dimensions in the boxes. The maximum size is 8.5" by 14". The units of measurement can be inches or millimeters. Click the name of the units, inches or millimeters, to toggle between them.

**Improvements and Settings**—Only the options that apply to the selected Destination Application are available.

- **AutoCrop to Original**—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you scan a 5" x 7" inch photo, the scanner will determine the size of the photo.

*When using the AutoCrop to Original option, make sure to use the alignment arrows on the scanner so the page is inserted straight.*

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**Note:** Also make sure to set the page size larger than the item that you're scanning so the Autocrop process will have sufficient room on the page to crop the image properly.

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**Note:** The VRS Settings window also has an option to autocrop a document. If you select that setting, then AutoCrop to Original is also selected so you'll know that option is active. To turn off autocropping, uncheck the option on the VRS Settings window.

---

- **Reduce Moire Patterns**—Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moire Patterns** will limit or eliminate moire patterns in the scanned image. This option is only available for the Grayscale or Color Mode at 300 dpi or less.
- **Straighten Image**—Select this option to let the scanner automatically determine if a page is skewed, and then straighten its image. The scanner detects page edges and can sense when the page is fed through at an angle. However, if the page is fed through at too great an angle the image may not straighten correctly. In that case, re-scan the page using the alignment arrows to feed the paper in straight.

---

**Note:** The VRS settings also have an option to straighten an image. If you select the VRS setting, then Straighten Image is also selected so you'll know that option is active. To turn off image straightening, uncheck the option on the VRS settings.

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- **Invert Image**—Only available for Black&White Mode, this option reverses the black and white of an image.

Original Image.



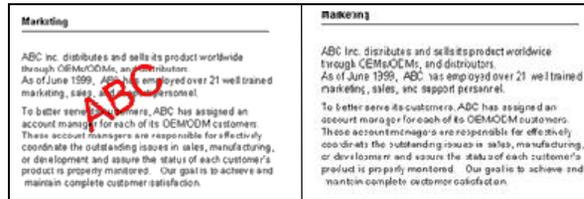
Inverted Image.



- Color Filter**—Color filter is the ability of your scanner to automatically remove a color from a scanned item. For example, if you are scanning a letter with a red watermark, you can choose to filter out the red so the scanned letter just shows the text and not the red watermark. Color filter applies to Black&White or Grayscale Mode.

The original with a red watermark over black text.

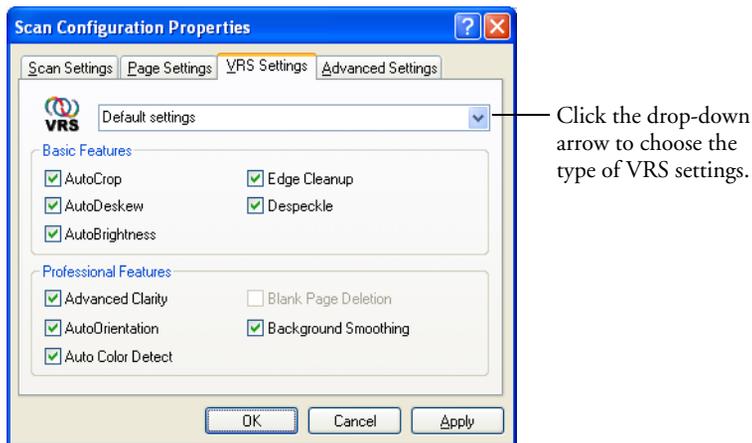
The scanned item with the red filtered out.



- Click **OK** or **Apply**.

## VRS SETTINGS

1. Click the **VRS Settings** tab.



**A Note About VRS™:** The scanner software you installed includes a version of the Kofax® VirtualReScan® (VRS) application known as Visioneer OneTouch with Kofax VRS Technology. This application has a set of features for improving and enhancing the quality of scanned documents, especially documents that would usually produce poorer quality images. For example, the AutoBrightness option analyzes the document to determine if it's too light or dark to produce a clear, legible image, or if the background and highlighted areas of the image are indistinct. AutoBrightness then automatically adjusts the brightness. Scan configurations with VRS options work with OneTouch scan settings to produce the best quality images.

Note the button, **Get VRS Pro**. The software version you received with the scanner is the standard VRS application and provides the Basic Features. If you would like to purchase VRS Professional to be able to use the advanced features of VRS, click the **Get VRS Pro** button.

2. Click the drop-down arrow to choose the type of VRS settings you want to use for the new scan configuration. The options are:

- **Do not use VRS processing**—Scanning will not use the VRS processing.
- **Default settings**—Automatically selects the AutoCrop and AutoDeskew options because your Visioneer Strobe XP 220 scanner can use these two VRS options with any scan mode (Black&White, Grayscale, and Color).

The Basic Features are:

- **AutoCrop**—Determines the size of the item being scanned and produces an image of the same size. For example, if you scan a postcard-sized document, the resulting image will be the size of the postcard. This option overrides the page size setting.
- **AutoDeskew**—Detects the edges of a document and determines if they are straight or skewed. If the page is skewed, the image will be adjusted so it is straightened. If the page is inserted at too great an angle, however, the page will back out of the scanner. In that case, feed the paper in straight and re-scan the image.
- **AutoBrightness**—Sets the brightness to achieve the best balance between the document's background, foreground, and highlighted areas. For grayscale images, lighter areas become whiter and darker areas become blacker. AutoBrightness is not available for Color scan configurations.
- **Edge Cleanup**—Sometimes a scan image will have a thin black outline around its edges. This VRS option replaces those black outlines with white. Edge Cleanup only applies if AutoCrop and AutoDeskew are selected so the software can determine where the edges are located. Therefore, selecting Edge Cleanup will also select AutoCrop and AutoDeskew. Edge Cleanup is only available for Black&White scan configurations.
- **DeSpeckle**—Speckles are small spots on an image that the scanner interpreted as a valid part of the document. For example, an irregularity in the paper, or a small wrinkle, or the holes where a staple was removed may show up as speckles on the scanned

image. The DeSpeckle option identifies these spots and removes them. DeSpeckle is only available for Black&White scan configurations.

- **Get VRS Pro**—Click this button to link to the VRS Web Site. You can then upgrade your scanner's VRS software to include the VRS Professional Features shown at the bottom of the window.

The Professional Features are:

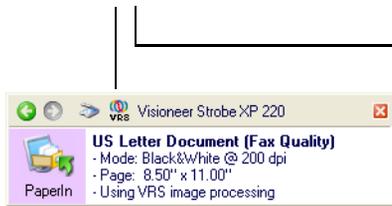
- **Advanced Clarity**—Produces a clear, legible image even for documents that have complex or textured backgrounds, such as graph paper, blueprints, and security paper. The Advanced Clarity option identifies the text and drawings in the foreground and produces a scan image that keeps the background from obscuring them. Advanced Clarity is only available for Black&White scan configurations.
- **AutoOrientation**—Recognizes text on the page and rotates the image 90, 180, or 270 degrees so the text is right side up. The AutoDeskew option must also be selected with the AutoOrientation option.
- **Auto Color Detect**—Determines if a document contains color or not and produces the appropriate scanned image. Typically, Auto Color Detect is used when you have a stack of pages to scan, some color and others not. Instead of you having to change the scan settings from Color to Black&White and back again, the scanner can choose the correct settings automatically.
- **Background Smoothing**—Sometimes a document with a background color on the page will produce a scanned image that has small imperfections in the color. This option recognizes a document's background color and makes sure it is a smooth, solid color.

3. Click **OK** or **Apply**.

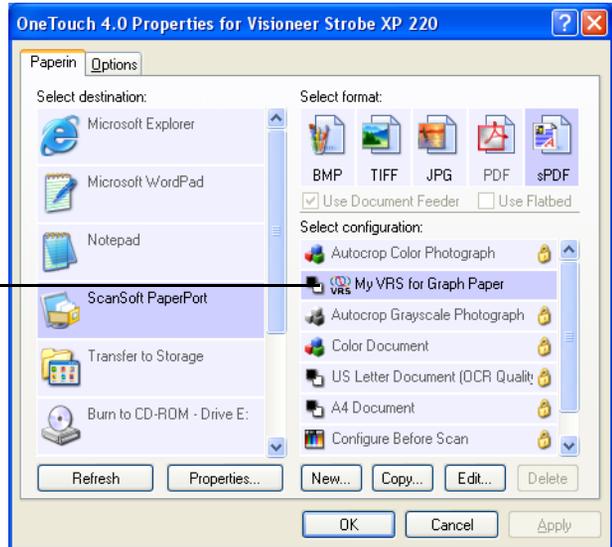
## VRS SCAN CONFIGURATIONS

When you select VRS options for a scan configuration, the OneTouch Panel and the OneTouch Properties window both show the VRS icon as a reminder.

The VRS icon on the top of the OneTouch Panel and on the scan configuration you that the scan will use the VRS settings.

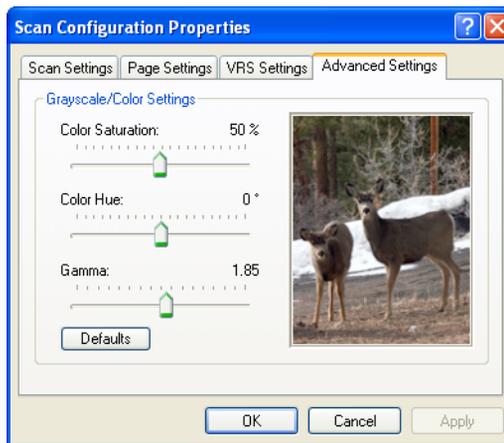


The summary of the scan settings also indicates VRS settings.



## ADVANCED SETTINGS

1. Click the **Advanced Settings** tab.



The options of the Advanced Settings tab are for the Color or Grayscale scanning mode.

Saturation is the strength or purity of a color, hue is the color your eyes see as reflected from the image, and gamma controls the brightness of the midtones of the color.

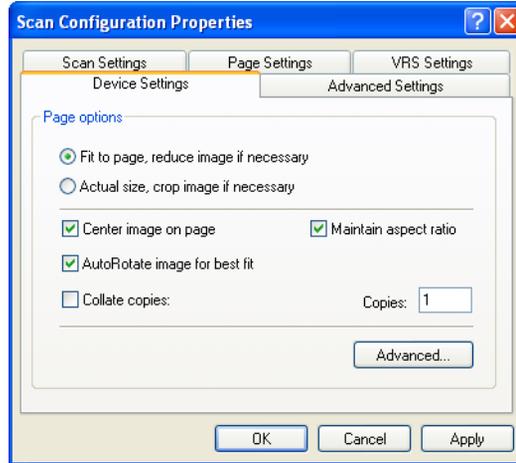
2. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.
3. Click **OK** to save the new configuration.

It will now appear in the list of Scan Configurations on the OneTouch Properties window for the appropriate Destination Applications.

## DEVICE SETTINGS

A Device Settings tab appears on the Scan Configurations dialog box when your selected Destination Application sends the scanned image to a printer, fax application, or other device. You use the options on the Device Settings tab to select settings for the device.

1. Click on the **Device Settings** tab.



**Fit to page, reduce image if necessary**—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be reduced to fit the page.

**Actual size, crop image if necessary**—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be cropped around its edges to fit on the page.

**Center image on page**—The image will be printed in the center of the page instead of at the top right corner.

**Maintain aspect ratio**—The aspect ratio is the length-to-width relationship of the image's dimensions. Select this option so the image's relative proportions remain constant.

**AutoRotate image for best fit**—If the image is a Landscape format and the device is printing in the Portrait mode, or vice versa, rotate the image to fit on the page.

**Collate copies**—If you are printing more than one page, collate the copies. Enter the number of copies in the **Copies** box.

**Advanced**—Click to see additional settings for the device. The dialog that opens is specific to the device. For example, if the device is your printer, the dialog box is your printer's setup settings.

2. Click **OK** or **Apply**.

## SHAREPOINT SETTINGS

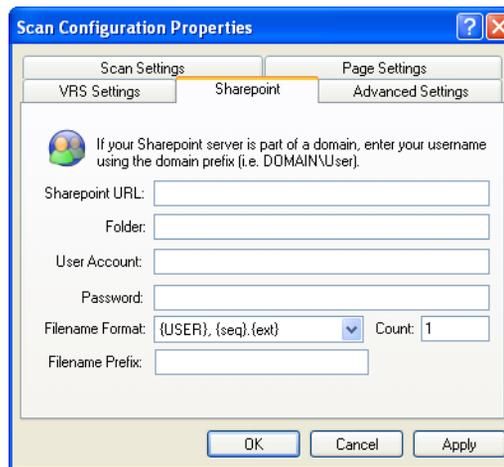


SharePoint icon.

Your scanner's software includes a link to Microsoft's SharePoint application so you can automatically store scanned documents on a server set up to run SharePoint. When you select SharePoint as the Destination Application, the Scan Configurations dialog box will include the SharePoint tab.

Typically, you use SharePoint to help organize and keep track of your scanned documents, search for them, and to share scanned documents with groups of people. Thus, when documents are scanned to SharePoint everyone with the appropriate access to the SharePoint server will be able to find the scanned documents and work with them. This is an especially effective means of business-wide collaboration and sharing work using your scanned documents.

1. Click on the **SharePoint** tab.



**SharePoint URL, Folder, User Account, Password**—These items are the settings needed to identify and access the SharePoint server. Please see your System Administrator for these settings.

**Filename Format**—Click the drop-down arrow to choose the file name format of the scanned documents when they're stored on the SharePoint server.

The file name formats are:

**{USER}, {seq}.{ext}**—File names begin with your user name (that you use to sign on to the SharePoint server), followed by the sequential number of the scanned document, and then the extension for the type of file. Examples: JohnDoe0001.pdf, JohnDoe0002.pdf, JohnDoe0003.pdf... and so on.

**{USER}, {Y.M.D H.M.S}.{ext}**—File names begin with your user name, followed by the date and time (Year Month Day Hour Minute Second) when the document was scanned, and then the extension for the type of file. Examples: JohnDoe 08.22.07 09.35.16.pdf, JohnDoe 08.22.07 09.35.45.pdf, JohnDoe 08.22.07 09.36.10.pdf... and so on.

**{Y.M.D H.M.S}.{ext}**—File names start with the date and time (Year Month Day Hour Minute Second) when the document was scanned, followed by the extension for the type of file. Examples: 08.22.07 09.35.16.pdf, 08.22.07 09.35.45.pdf, 08.22.07 09.36.10.pdf... and so on.

**{prefix}, {seq}.{ext}**—File names begin with a prefix you specify, followed by the sequential number of the scanned document, and then the extension for the type of file. Examples: Invoice0001.pdf, Invoice0002.pdf, Invoice0003.pdf... and so on. In these examples the prefix is the word “Invoice”.

**Filename Prefix**—Click in this box and type the prefix to use if you’re using the {prefix}, {seq}.{ext} format. In the previous examples, the word typed in this box would be “Invoice”. Using a prefix is a good way to identify scanned documents that apply to the same subject. For example, the prefix might be: the docket number of a legal case, the code name of a research and development project, or the name of a site where a set of scanned pictures were taken.

**Count**—The number of files the SharePoint link has transferred to the SharePoint server. Each time a new document is sent to the server the count increases by one. The Count is also the sequence number ({seq}) used in the file name formats described above. To

reset the count, click in the count box and type a 1. You can also start the count at a different number. For example, to start the count at 100, click in the box and type 100.

2. Click **OK** or **Apply**.

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**Note:** The sequence numbers include zeros at their beginning—such as 0001, 0002, 0003—to improve the appearance and alignment of the filenames when they appear in columns. The initial zeros also help you find a filename quickly when the names are sorted.

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**Note:** If you will be scanning different types of documents to a server—for example, black and white pages and color photos—you can set up separate scan configurations for each type of document to send them to a server. Similarly, if you scan to multiple SharePoint servers, you can set up separate scan configurations for each server. To create new scan configurations, see the section “Creating a New Scan Configuration” on page 74.

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## STORAGE OPTIONS (ARCHIVE)

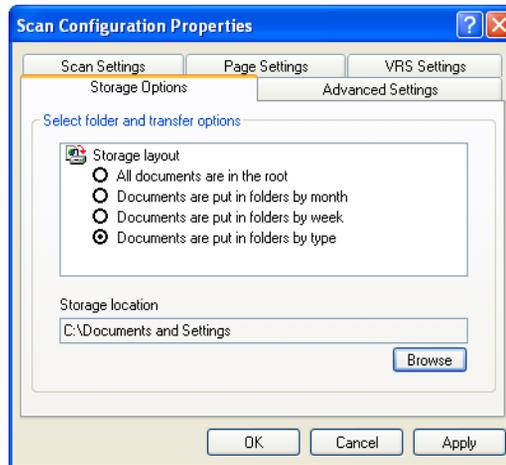
A Storage Options tab is on the Scan Configurations dialog box when the selected Destination Application is set as Transfer to Storage. You use the options on this tab to select where you want to save your scanned items for storage when scanning with that particular Scan Configuration.

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**Note:** The selections you make using the Storage Options tab override the storage options that apply to the Storage Properties. This means that you can create separate Scan Configurations to store scanned items at various locations in addition to the main location set by the Storage Properties. See “Storage Properties” on page 47 and “Transferring Scanned Documents to Storage” on page 107 for more details.

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1. Click on the **Storage Options** tab.



2. Click the Storage Layout options you want.

**All documents are in the root**—The scanned documents are saved in the root of the folder specified in the Storage Location.

**Documents are put into folders by month, week, or type**—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders

are created for each month and week so you can keep track of when you scanned the documents. Type refers to the file type selected as the Format on the OneTouch Properties window.

By default, the location of the archived documents is at **C:\Documents and Settings\\My Documents\My OneTouch Archive** then in a folder based on your selection for the Storage Layout. For example, if the file type is TIFF, and you select **Documents are put into folders by type**, the default location of scanned archive documents is at **C:\Documents and Settings\\My Documents\My OneTouch Archive\TIFF Documents**.

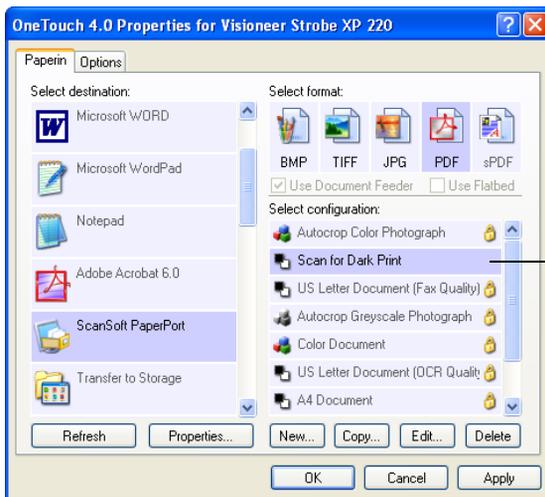
3. If you want to store your archive documents in some other location, click the **Browse** button to specify the new location.
4. Click **OK** or **Apply**.

## EDITING OR DELETING SCAN CONFIGURATIONS

**Note:** Your scanner comes with a number of configurations pre-set at the factory. To ensure that your scanner will always have a set of correct scan configurations, do not delete the pre-set configurations. We also recommend that you keep those configurations locked so they are not inadvertently deleted. That way, you will always have the factory-settings available. If you do delete or edit them, and want to get the factory pre-sets back again, you will need to uninstall then re-install your scanner.

### To edit or delete a scan configuration:

1. Open the OneTouch Properties window.
2. Select the scan configuration you want to edit or delete.



Select the configuration to edit or delete. It must be unlocked, as indicated by not having a lock displayed here.

3. To delete the configuration, click the **Delete** button.

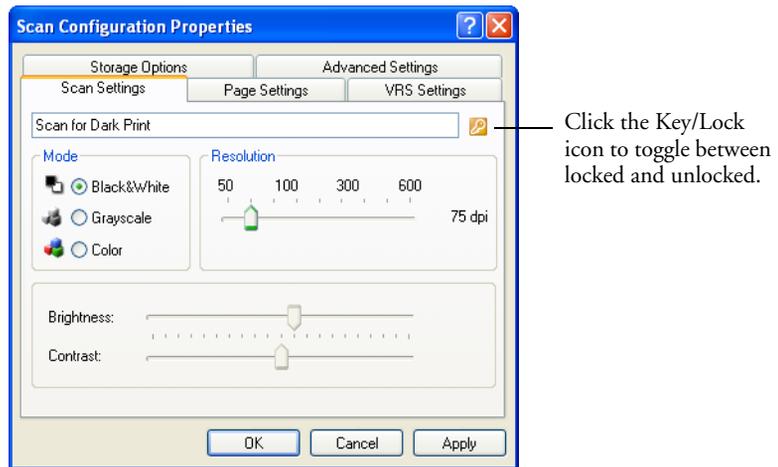
**Note:** If the Delete button is not available, the selected configuration is locked and cannot be deleted. You must first click the **Edit** button and unlock the configuration, as explained in the next steps.

4. To edit the configuration, click the **Edit** button.

The Scan Configuration Properties dialog box opens for that configuration.

You can make changes to a configuration, but for the changes to be saved, the configuration must first be unlocked.

Click the lock icon to unlock the configuration. Clicking it toggles between locking and unlocking the configuration. The Key icon indicates the configuration is unlocked.



5. Edit the settings and click **OK**.

## CONFIGURE BEFORE SCAN

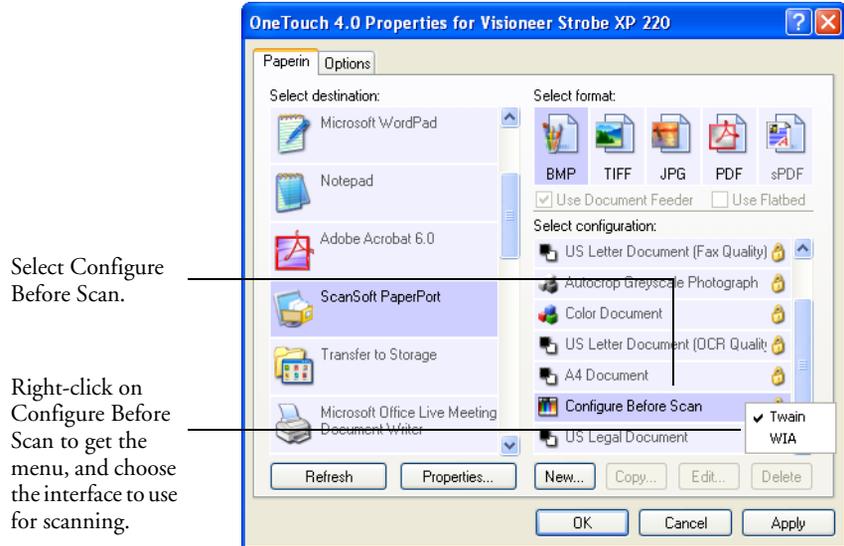
You can set up the scanner so that, when you insert a page or click the icon on the Button Panel, a different scanning interface opens before the scanning starts. You can then use the interface to select new settings or scanning options. To set up the scanner for this capability, you select Configure Before Scan as its Scan Setting.

Choosing Configure Before Scan simply opens either the TWAIN or WIA scanning interface when you press or click a scan button. You can then use the interface to change the Resolution, Scan Mode, and other settings. When you scan, the scanned image will still be sent as the file type and to the same Destination Application already selected in the OneTouch Properties window for that button. Please see “Scanning from the TWAIN Interface” on page 119 for detailed instructions about scanning with the TWAIN interface or “Scanning from the WIA Interface” on page 136 for detailed instructions about scanning with the WIA interface.

The option Configure Before Scan can be used when you want to scan multiple pages and have them appear in one file. The OneTouch file formats TIFF and PDF support multiple page files.

### To set Configure Before Scan:

1. Open the OneTouch Properties window.
2. Select the scan configuration **Configure Before Scan**.



3. Right-click on **Configure Before Scan** and choose an interface to use for configuring before scanning.

**TWAIN**—The TWAIN Interface opens for you to make changes prior to scanning. See “Scanning from the TWAIN Interface” on page 119.

**WIA**—The Windows Image Acquisition Interface (WIA) opens for you to configure the scanning. The WIA option is only available if your computer is running Microsoft Windows XP or Windows Vista. See “Scanning from the WIA Interface” on page 136.

4. Click **OK** or **Apply** on the OneTouch Properties window.

## TO SCAN USING CONFIGURE BEFORE SCAN

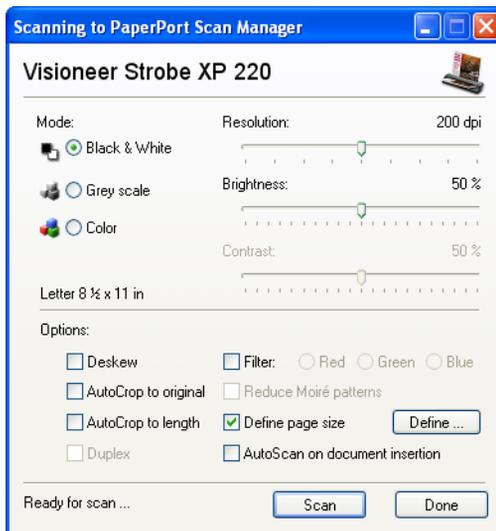
The following example shows how to use Configure Before Scan to scan from the TWAIN Interface. The steps to scan from the WIA Interface are similar.

### To scan using Configure Before Scan:

1. Align the document between the alignment arrows and insert it, face up, into the page feed slot.



2. The scanner rollers will grab the top edge of the paper, but then the scanning will stop while the TWAIN Interface opens.



3. Select the settings you want such as Color Mode to scan in color, resolution in dpi, and brightness. See the section, "Using the TWAIN Interface to Scan" on page 123 for a description of all the TWAIN scanning options.
4. Click the **Scan** button when you're ready to scan. The rollers will feed the page through the rest of way and scan it with the new settings.

### **To SCAN MULTIPLE PAGES**

You can use Configure Before Scan to create multi-page documents from individually scanned pages.

---

**Note:** Using the Configure Before Scan option to scan multiple pages does not apply for page formats BMP and JPG. Please make sure the Configure Before Scan page format on the OneTouch Properties window is set to TIF, PDF, or one of the Text formats.

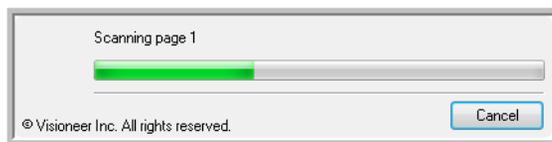
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#### **To scan multiple pages:**

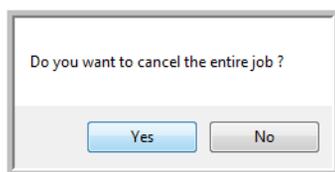
1. Insert the page into the scanner.
2. When the TWAIN Interface opens, select the appropriate scan settings for your document.
3. Click the **Scan** button on the TWAIN Interface.
4. After the Scanning Progress bar closes, insert the next page and click the **Scan** button again.
5. Continue until you have scanned all the pages in your multi-page document.
6. When you're finished scanning, click the **Done** button on the TWAIN Interface.
7. All the scanned pages will be sent to the Destination Application set in the OneTouch Properties window. If the Destination Application is PaperPort, the pages will be grouped as a single stack of pages.

## CANCELING A CONFIGURE BEFORE SCAN

1. Click **Cancel** in the scanning progress window.



2. The following window will open asking if you want to cancel the entire job.



**Yes**—Scanning stops and all pages scanned in this batch, up to this point, will be deleted. The TWAIN interface will close and you can restart your scan from the beginning.

Choose **Yes** if the TWAIN scan settings are incorrect for your current scanning batch.

For instance, the Scan Mode is Black & White but you want to scan your documents in color. Choose **Yes** to delete any scanned pages, then start over and select the correct Scan Mode before scanning.

**No**—Scanning stops, but all pages scanned in this batch, up to this point, are not deleted and the TWAIN interface remains open. You can insert a new page, adjust the TWAIN settings for it, then click the **Scan** button in the TWAIN interface to continue scanning. At the end of the scanning batch, all pages from the first portion of the scan and second will be sent to the Destination Application.

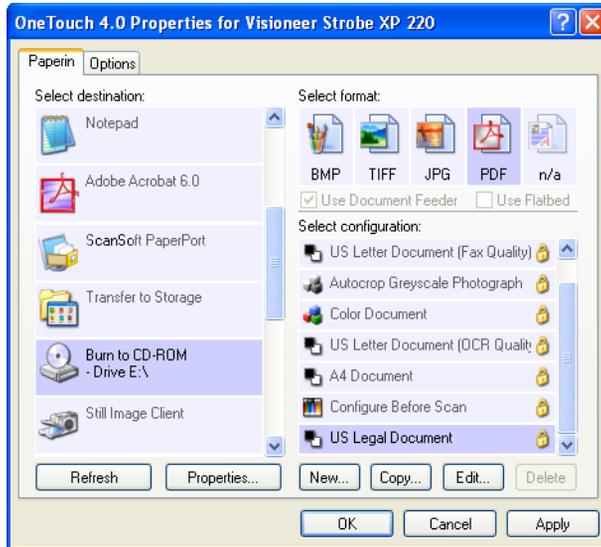
Choose this option if, for instance, you have been scanning a Black & White document but you want to insert a color page into it. Instead of having to re-scan the entire stack, you can stop the current scan, change the Scan Mode from Black & White to Color, then restart the scanning without losing the pages already scanned.

## SCAN AND BURN TO A CD

If you have a CD burner attached to your computer, you can scan directly from your scanner onto a CD. This feature is available only on computers running Windows XP or Vista.

### To scan and burn to a CD:

1. Put a blank CD into your computer's CD Drive.
2. Open the OneTouch Properties window.
3. Select **Burn to CD** as the Destination Application.



The Burn to CD Destination Application is only available if you have a CD burner attached to your computer, but you do not need to have a CD in the burner to select the destination.

4. Choose a Format and a Scan Configuration.

Please see the note on page 102 to make sure you choose the proper configuration.

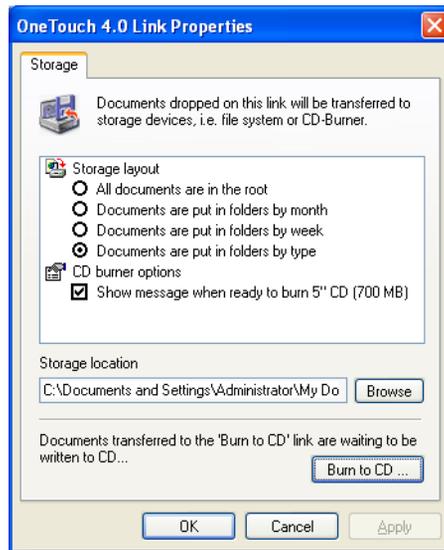
5. Click **OK** or **Apply**.

6. Start scanning a page.

When scanning is finished, a bubble message on the screen tells you that files are waiting to be burned to the CD.

7. Open the OneTouch Properties window and make sure that the **Burn to CD** Destination Application is still selected and click the **Properties** button.

The OneTouch 4.0 Link Properties window opens.



8. Make sure a CD is in the CD burner.
9. Click the **Burn to CD** button.

The CD burner begins and your scanned documents are written to the CD.

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**Note:** Until you click the **Burn to CD** button the scanned files are stored in your computer at **C:\Documents and Settings\<your user name>\Local Settings\Application Data\Microsoft\CD Burning**. This is where Windows XP or Vista stores all files waiting to be burned to a CD by the automatic CD writing wizard. If other files are also waiting in this location, they will get written with the OneTouch files on the CD.

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**Note:** When scanning items to burn to a CD, you should always use one of the factory-set default configurations, or a custom configuration specifically set up for CD burning. The default configurations are already set up to send the scanned images to the proper storage location where the Windows XP and Vista CD writing wizard can find the files to burn to the CD. Likewise, when you create a custom configuration for CD burning, the OneTouch software will automatically make sure the storage location is correct.

To create a custom configuration for CD burning, select **Burn to CD** as the Destination Application, then click the **New** button and create the new configuration. You won't need to select a storage location because it will be correctly preset for you by the OneTouch software.

Note however, that if you have created other custom configurations with different storage locations (for example, see "Scanning to Multiple Folders" on page 110), do *not* use them for the **Burn to CD** Destination Application. Otherwise, the Windows XP and Vista CD writing wizard will not be able to find the images to burn onto the CD.

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## SCANNING WITH EVENT FORWARDING

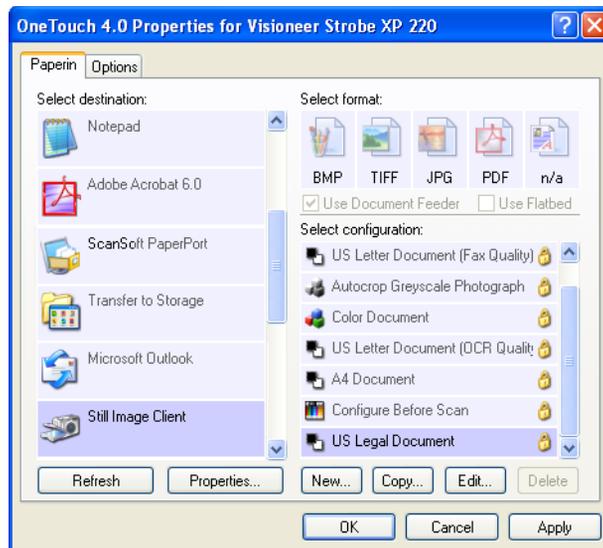
If you want to specify an application to use for scanning at the start of the process, you can use event forwarding. The scanner will feed in the first page, but will then stop until you select the application to use. After you select the application, its interface will open and you can use it to continue with the scanning.

### To scan with event forwarding:

1. Open the OneTouch Properties window.
2. Select **Still Image Client** as the Destination Application.

If Still Image Client is not listed as a Destination Application, click the **Options** tab, select **Sti event forwarding**, then click **Apply** and click the **PaperIn** button again.

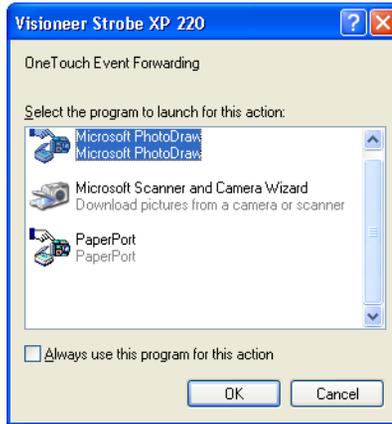
Note that you cannot choose a format for this option because the actual Destination Application is not selected until after the scanner feeds in the first page of your document.



3. Choose a Scan Configuration.
4. Click **Apply** or **OK**.

5. Start scanning a page.

A dialog box opens for you to select the application to use for scanning.



6. Select the application in the box and click **OK**.

Now the application you selected opens and you can continue the scanning from that application's TWAIN interface.

## CREATING AN HTML WEB PAGE FROM YOUR SCANNED DOCUMENTS

If you scan a document, whether a single page or multiple pages, you can have the pages converted directly to HTML-formatted pages for posting directly to your web site. Those pages are then viewable by visitors to your web site without the need for any internet plug-ins or other special processing. This is, essentially, from your scanner to a web-ready format in one automatic step.

### To scan and create an HTML web page:

1. Open the OneTouch Properties window.
2. Select **Microsoft Explorer** as the Destination Application.

If Microsoft Explorer is not listed as a Destination Application, click the **Options** tab, select **Text editing applications (i.e. Word)**, then click **Apply** and click the **PaperIn** tab again.

3. Choose **HTML** as the Format.



4. Choose a Scan Configuration that has the settings for the image on the HTML page.

For example, if you want the image to be in color on the HTML page, choose a color configuration.

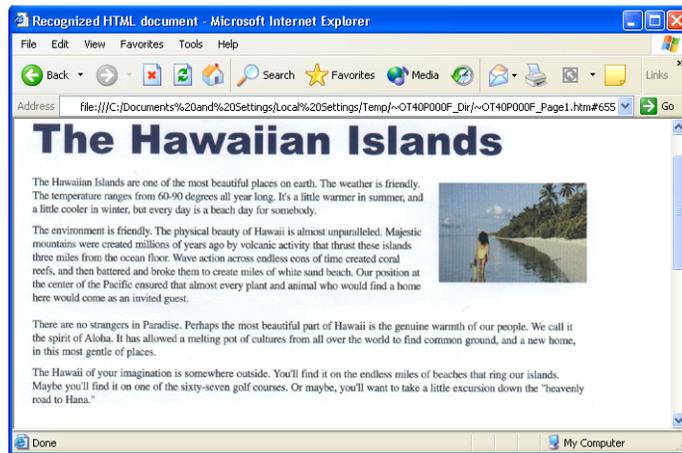
5. Click **Apply** or **OK**.
6. Scan your document.

When scanning is finished, the document is first converted to editable text using the OCR process, and then is converted into an HTML format. Microsoft Internet Explorer then opens showing your converted page.

---

**Note:** Depending on the complexity of the document, its conversion to the HTML format may take a few moments.

---



7. Choose the Internet Explorer **Save As** command, give the page a name, and save it in the location you use for web page files.  
You may also want to write down the address shown in the Address bar so you'll know where to find your new HTML page later on.
8. You can now use Microsoft Internet Explorer or other application to post the document to your web page as you would any other HTML page.

## TRANSFERRING SCANNED DOCUMENTS TO STORAGE

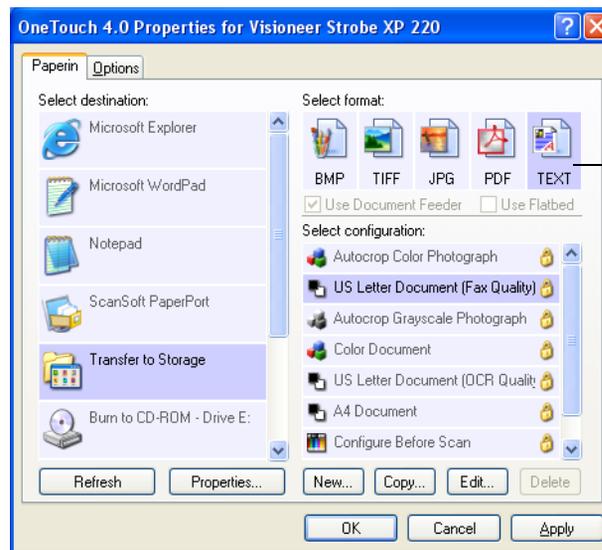
With the Transfer to Storage scanning process, you can scan documents and save them in a folder in one step. The process is ideal for archiving documents without having to manually save or process them in any other way. If you choose a text format for the file format, the documents are also automatically converted by the OCR process into editable text and numbers before being stored.

### To scan and transfer to storage:

1. Open the OneTouch Properties window.
2. Select **Transfer to Storage** as the Destination Application.

If Transfer to Storage is not listed as a Destination Application, click the **Options** tab, select the option **Storage and CD-R/W**, then click **Apply** and click the **PaperIn** tab again.

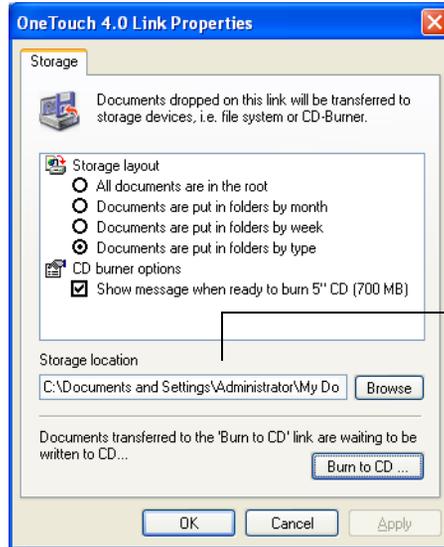
3. Choose a text format as the Format if you want the OCR process to convert scanned text to editable text. See the next section “To Use OCR Before Transferring to Storage.”



Choose a text format to have the OCR process convert text to editable text before the scanned documents are stored in their archive location.

4. Choose a Scan Configuration for the documents you want to archive.
5. Click **Apply** or **OK**.
6. Now scan the documents.

Your scanned pages are stored in the location that you specified on the OneTouch 4.0 Link Properties window.



Your scanned documents will be stored at this location.

---

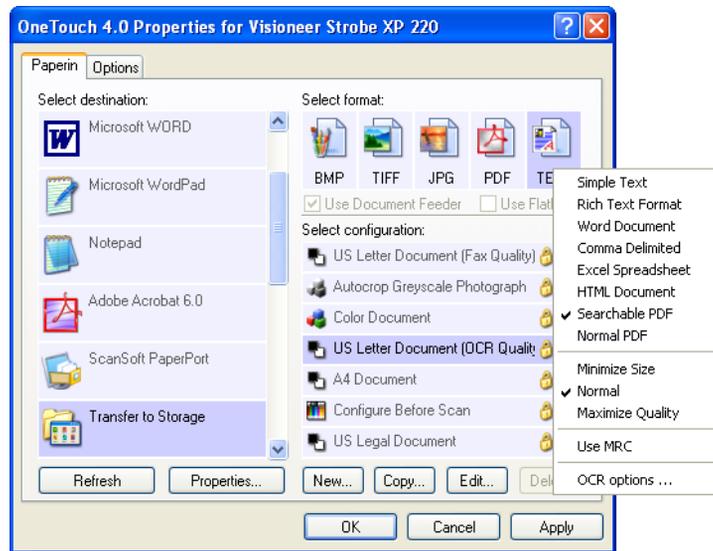
**Note:** The Storage Location shown in the example above is the default place where your scanned documents are stored if you haven't created any new scanning configurations or selected a new storage location. If you create a new scan configuration that has its own storage location and you use that configuration to scan, your scanned documents will be stored at the new location instead of the default.

---

## To Use OCR Before Transferring to Storage

If the documents you want to transfer to storage are text documents or spreadsheets, you can have them converted by the OCR process prior to being stored.

1. Open the OneTouch Properties window.
2. Select **Transfer to Storage** as the Destination Application.
3. Choose a text format as the file format.
4. Right-click on the text format icon and choose the file format for the scanned documents.



5. Choose a Scan Configuration.
6. Click **Apply** or **OK**.

Now when scanning with Transfer to Storage as the Destination Application, the documents are saved as OCR-converted text in the selected file format.

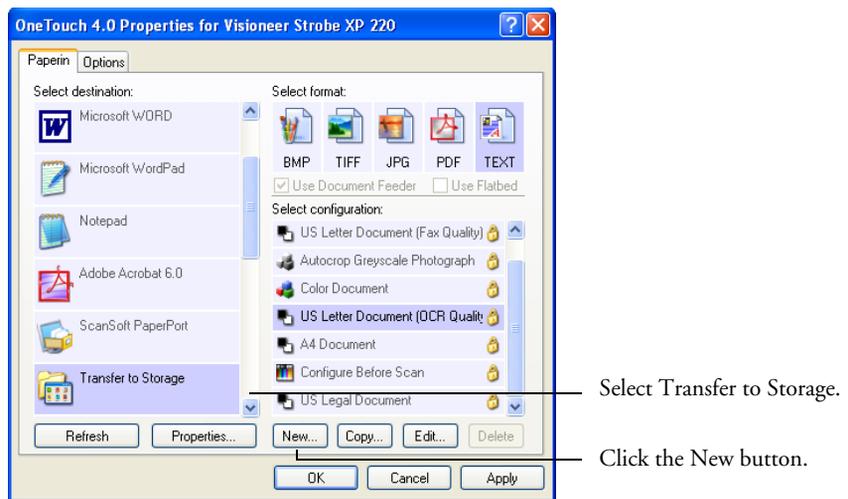
## SCANNING TO MULTIPLE FOLDERS

When archiving documents with the Transfer to Storage option, you can scan them to multiple folders. For example, one folder might be for “Business Receipts,” a second folder might be for “Personal Receipts,” and a third folder might be for “Annual Receipts.”

To scan to multiple folders, you create multiple scan configurations with Transfer to Storage as the Destination Application. Scan one set of documents using the scan configuration with the appropriate storage location for that set. Then switch to another scan configuration and scan the next set of documents to store them in their folder.

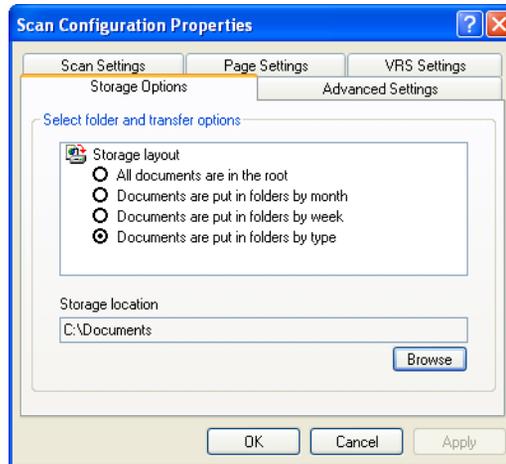
### Setting up multiple folders for transfer to storage:

1. Using Microsoft Windows, create the folders that you want to use for storing scanned items. Note that you can also create the folders later while creating the new scan configurations.
2. Open the OneTouch Properties window.
3. Select **Transfer to Storage** as the Destination Application.
4. Click the **New** button.



The Scan Configuration Properties dialog box opens.

5. To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as “Storage for Business Receipts.”
6. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.
7. Click the **Storage Options** tab.

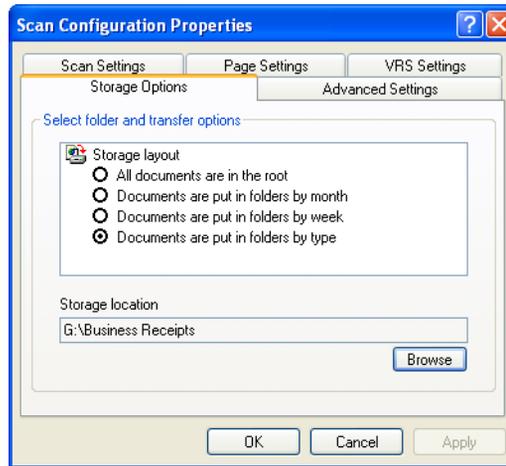


8. Click the **Browse** button.
9. Select the folder you created for storing the scanned documents.



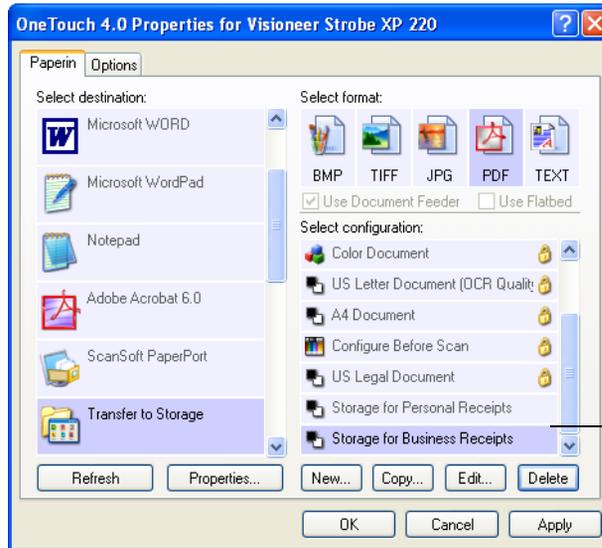
If you haven't created the folder yet, you can click the **Make New Folder** button and type the name for the new folder.

10. Click **OK**. The selected folder will now be set as the Storage Location, such as "Business Receipts."



11. Click **OK**. The new configuration is now listed as a Transfer to Storage configuration.
12. Repeat the process to create additional new configurations, such as one named "Storage for Personal Receipts."
13. Make sure to designate separate folders as the Storage Locations for each new configuration.

You will now have multiple configurations set up for the Transfer to Storage destination, and each configuration scans documents to a separate folder.



The new configurations apply to the Transfer to Storage Destination Application.

### Scan to multiple storage folders:

1. Open the OneTouch Properties window.
2. Select one of the configurations you created for storage.
3. Click **Apply** or **OK**.
4. Scan the first set of documents.
 

The documents are scanned to the folder specified for the configuration.
5. When scanning is finished, return to the OneTouch Properties window and select the other configuration you created for storage.
6. Click **Apply** or **OK**.
7. Scan the next set of documents.

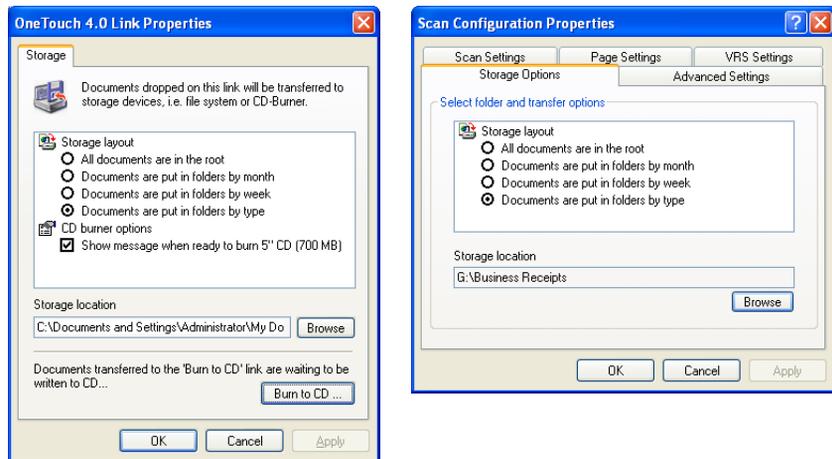
When scanning is finished, the two sets of documents are stored in the two separate folders.

## TRANSFER DOCUMENTS TO A SERVER OR MAPPED DRIVE

When selecting the storage location for scanned documents, you can select a local folder, or a folder on a server or mapped drive. You select a mapped drive using the **Browse** button.

1. See “Scanning to Multiple Folders” on page 110 or “Transferring Scanned Documents to Storage” on page 107 for the steps to select the Transfer to Storage options.

On either the OneTouch 4.0 Link Properties window, or from the Scan Configuration Properties window, click the **Browse** button.



The Browse For Folder window opens.

2. Select a storage location on the mapped drive or server for the scanned documents.

Servers and mapped drives are represented by an icon that indicates its network connection.



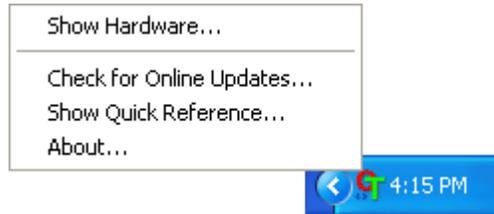
Select a mapped drive or server as indicated by the icon.

3. Click **OK**.

Now when you scan using Transfer to Storage as the Destination Application, the documents are stored on the server or mapped drive.

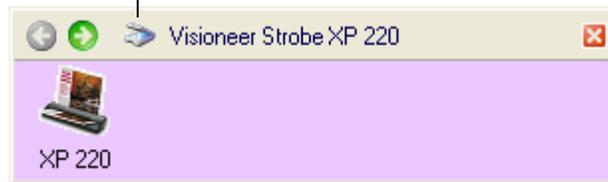
## CHECKING THE HARDWARE

1. Right-click on the OneTouch icon and choose **Show Hardware** from the pop-up menu.



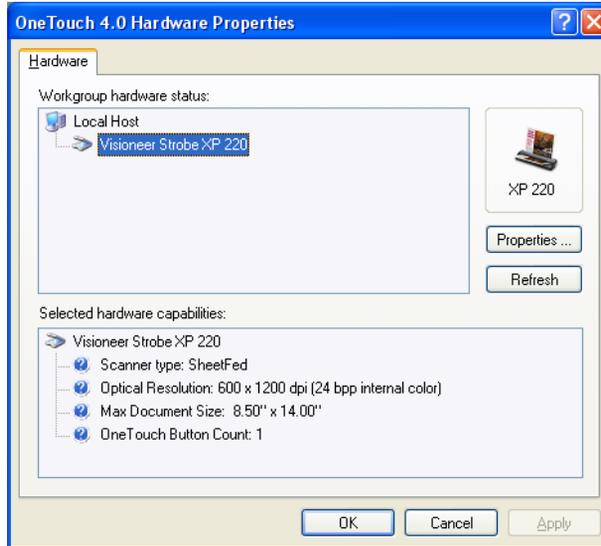
You can also click the Hardware icon at the top of the OneTouch Panel.

The Hardware icon.

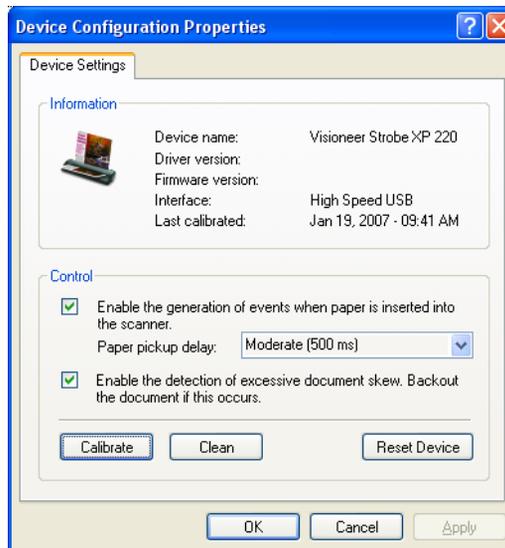


If the Hardware View of the panel is open you can also right-click on the Vioneer Strobe XP 220 icon.

The Hardware Properties dialog box opens and shows information about your Vioneer Strobe XP 220 scanner.



2. Click the **Properties** button.



The Interface information refers to the USB port where your scanner is connected. The scanner automatically detects the type of USB port and displays the information here. The example above shows a scanner connected a USB 2.0 High Speed port. Your scanner can also connect to a USB 1.1 Full Speed port.

1. The option **Enable the generation of events when paper is inserted into the scanner** turns on your scanner's "AutoLaunch" feature. The scanner senses when an item is inserted into the page feed, grabs the item, and feeds it in automatically.

If this option is not selected, the scanner will still grab the item, but will then wait to start scanning until you click the PaperIn button on the OneTouch panel, or start the scan using one of the other scanning interfaces.

If the "AutoLaunch" option is selected, the **Paper pickup delay** also becomes available. The **Paper pickup delay** is the amount of time you want the scanner to wait until it feeds the item into the scanner to start scanning.

2. To set the **Paper pickup delay**, click the drop-down arrow and choose from the list of options. The settings are in milliseconds, so 1250 ms is 1.25 seconds.
3. The option **Enable the detection of excessive document skew. Backout the document if this occurs**, is for sensing if a document is being fed into the scanner skewed to such an extent that the scan image will be degraded.

If this option is selected and you insert a document skewed, the scanner will start to scan, but then scanning will stop and the document will back out of the page feed so you can re-insert it straight.

4. Click **OK** to enable the new settings.
5. To return the scanner to its original factory settings, click **Reset Device**.

---

**Note:** The **Calibrate** and **Clean** buttons are for maintaining your scanner in optimum operating condition. See "Maintenance" on page 141 for the steps to calibrate or clean your scanner.

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# Scanning from the TWAIN Interface

In addition to scanning from the OneTouch software, you can scan from TWAIN software. The PaperPort software that you received with your scanner uses the TWAIN interface for scanning. This scanning method is particularly helpful when you're using PaperPort to file and save scanned items, or if you want to preview an image and adjust scanning settings prior to scanning.

**A Note About Your Scanner and the TWAIN standard:** TWAIN is a widely recognized procedure that software applications use to receive images from scanners, digital cameras, and other digital devices. The PaperPort software you received with your scanner uses the TWAIN standard, and this guide shows how to scan with it. But you can also open the same TWAIN interface from many other graphics and imaging applications and scan from them as well. Because the TWAIN interface is the same regardless of the software you use to open it, you can still use the instructions in this *User's Guide* for scanning with your Visioneer Strobe XP 220 scanner. To access the TWAIN interface from other software, please refer to their user's guides, then return to this *User's Guide* for the steps to scan.

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**Note:** You can also access the TWAIN interface when you're scanning from the OneTouch software. If the OneTouch configuration you're using to scan is set to **Configure Before Scan**, and the selected option is **TWAIN**, the TWAIN interface opens right away without opening PaperPort or any other TWAIN-compliant software first. See the section "Configure Before Scan" on page 95 to select this option.

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## ACCESSING THE TWAIN INTERFACE FROM PAPERPORT

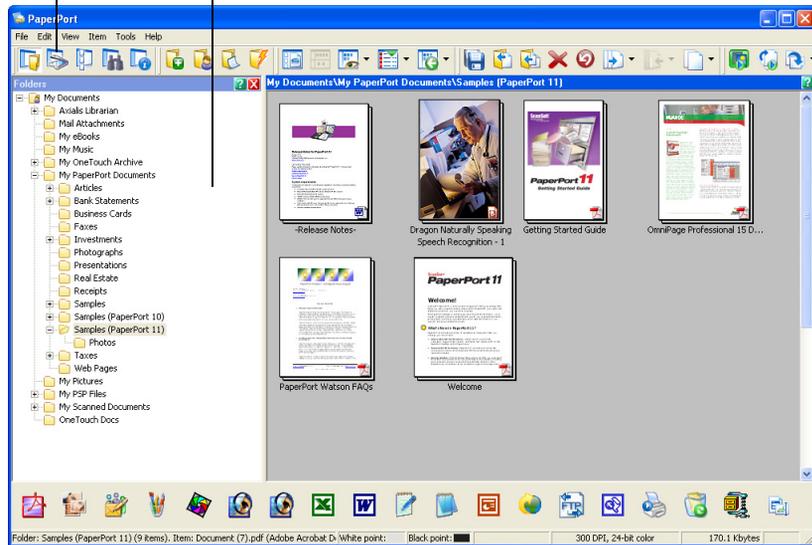
The instructions in this section are for using PaperPort to access the TWAIN interface to scan.

### To access the TWAIN interface from PaperPort:

1. On the Windows taskbar, click **Start**, point to **Programs**, point to **ScanSoft PaperPort**, then click **PaperPort**.

The PaperPort desktop opens with its Folders Pane. The Folders Pane shows folders for organizing your scanned images.

Scan or Get Photo icon. Folders Pane.



2. Click the **Scan or Get Photo** icon on the PaperPort command bar to switch to the Desktop's Scan Pane.

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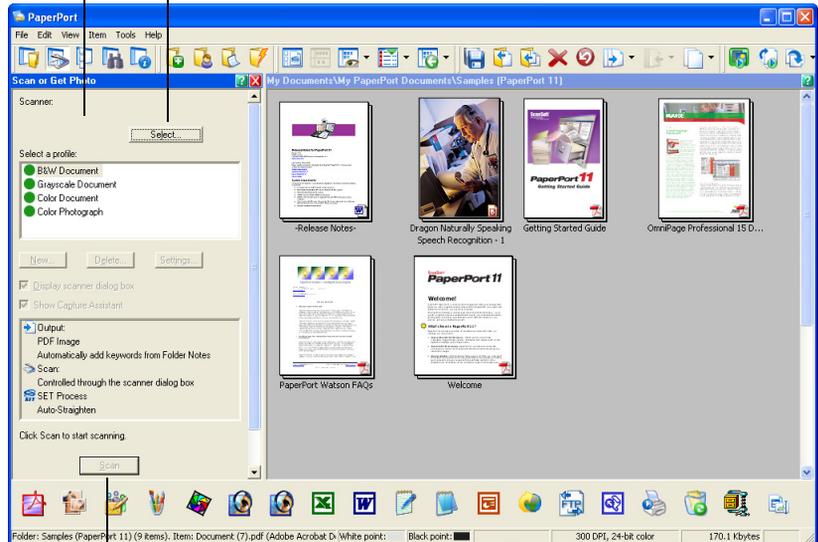
**Note:** The first time you open PaperPort, no scanner will be listed in the Scan Pane. You must select the scanner to use. Later on, however, you can skip that step unless you want to use another scanner.

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The Folders Pane is replaced by the Scan Pane.

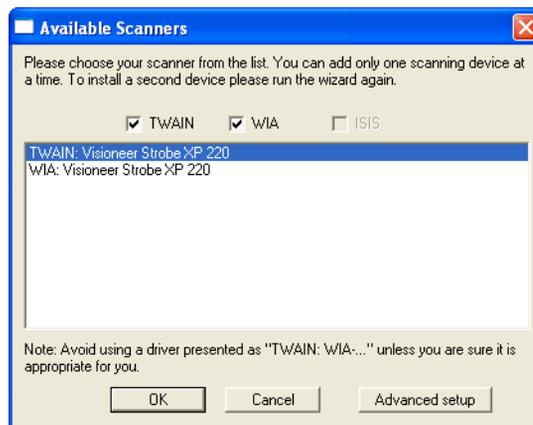
Scan pane.

Click Select to see the available scanners.



If this Scan button is not active when you select a scanner, see the section on page 129 to set up your scanner to work with PaperPort.

3. If no scanner is shown on the Scan Pane, the **Available Scanners** window opens. If a scanner already listed in the Scan Pane, but you want to choose another one, click **Select** to open the window.



4. Select **TWAIN: Visioneer Strobe XP 220**.

The **WIA: Visioneer Strobe XP 220** option is for using the WIA interface.

5. Click **OK**.

A Confirm Selection message box opens.

6. Click **OK** on the message box.

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**Note:** Please wait a few moments for your selection to become active. This delay only occurs the first time you select a scanner while PaperPort initializes it. Later on, the scanner initializes immediately when you select it.

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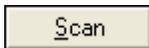
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**Note:** If the Scan button at the bottom of panel is not available when you make a selection, then your scanner needs to be set up to work with PaperPort. See the section, "Setting Up Your Scanner to Work with PaperPort" on page 129.

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7. Make sure the option **Display scanner dialog box** is selected.

If this option is not selected, the TWAIN interface will not open when you click the **Scan** button. Instead, the items are scanned with the PaperPort scan profile selected on the Scan Pane.

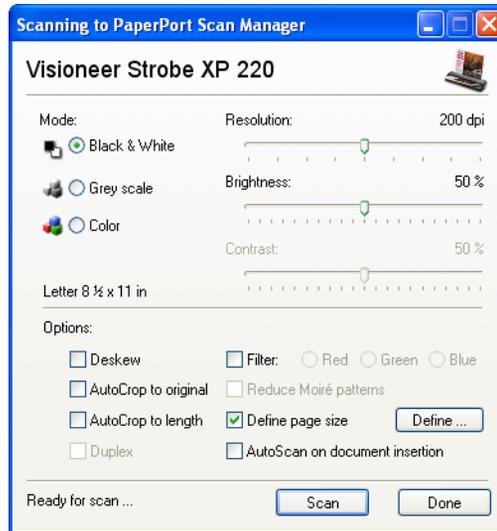


8. Click the **Scan** button on the Scan Pane.

The TWAIN interface opens. You're ready to start scanning.

## USING THE TWAIN INTERFACE TO SCAN

The following figure shows the TWAIN interface for scanning from PaperPort and other applications that use the TWAIN standard. Note that some of the options on the window may not be available, and will be greyed out if they are not appropriate for your scanner.



The options for the Visioneer Strobe XP 220 TWAIN interface are:

■ **Mode**—Select a scanning mode:

**Black&White** to scan in black and white. The scanning pixels are all the same size and are either black or white. Use this setting for letters, memos, and other black and white material. This scan mode produces the smallest file size.

**Greyscale** to scan items such as documents containing drawings or black and white photographs. The scanning produces an image of up to 256 shades of gray. You can also scan a color document to turn its colors into gray shades. The file size is about one third that of a color scan.

**Color** to scan magazine articles, photographs, and other color images in full color. Color scans have the largest file size.

- **Resolution**—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. This option determines the amount of detail you can see in the scanned image. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images. Usually the higher resolution settings are used for precision work, such as photographs or fine artwork.
- **Brightness and Contrast**—Sometimes an image is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility. Increasing or decreasing the brightness makes the scanned image lighter or darker. Contrast refers to the difference between the lighter and darker portions of the image. Increasing the contrast emphasizes the difference between the lighter and darker portions, decreasing the contrast de-emphasizes that difference. Contrast is used in conjunction with brightness.
- **Deskew**—Select this option to let the scanner automatically determine if a page is skewed when inserted into the page feed, and then straighten its image. The scanner detects page edges and can sense when the page is fed through at an angle. However, if the page is fed through at too great an angle, the page will back out of the scanner automatically. In that case, feed the paper in straight and re-scan the image.
- **AutoCrop to Original**—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you scan a 5" x 7" photo, the scanner will determine the size of the photo, and the scan area is the size of that photo.

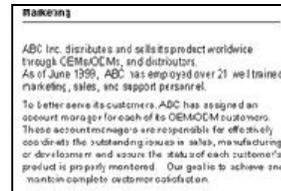
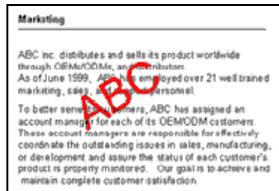
*When using the AutoCrop to Original option, always use the alignment arrows on the scanner to align the page so it is not skewed.*

**Note:** Also make sure to set the page size larger than the item that you're scanning so the Autocrop to Original process will have sufficient room on the page to crop the image properly.

- **AutoCrop to Length**—Select this option to let the scanner automatically crop the scanned document from the top to the bottom edge of the page, affecting only the length of the document. The width of the scan area is not affected. The scan width is determined by the chosen page size.
- **Filter**—The Filter is the ability of your scanner to automatically remove a color from a scanned item. For example, if you are scanning a letter with a red watermark, you can choose to filter out the red so the scanned letter just shows the text and not the red watermark. The Filter option applies to Black&White or Greyscale Mode.

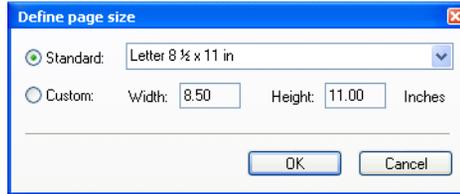
The original with a red watermark over black text.

The scanned item with the red filtered out.



- **Reduce Moire Patterns**—Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moire Patterns** will limit or eliminate moire patterns in the scanned image. This option is only available for the Greyscale or Color Mode at 200 dpi or less.

- **Define page size**—Click this option to activate the **Define** button. Then click the **Define** button to see the **Define page size** dialog box for selecting a specific page size.



Click **Standard**, click the menu arrow and choose a page size from the list, or click **Custom** and enter the horizontal and vertical page dimensions in the boxes. The maximum size is 8.5" x 14". The units of measurement can be inches or millimeters. Click the name of the units, inches or mm (millimeters), to toggle between them.

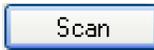
Click **OK**.

The currently selected page size appears in the middle of the TWAIN interface on the lefthand side.

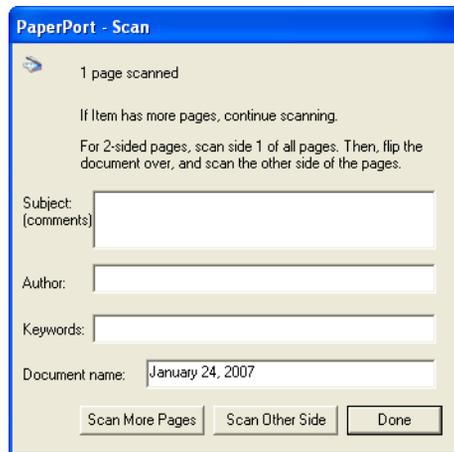
The Define page size option cannot be used with **AutoCrop to Length** or **AutoCrop to Original** options.

- **AutoScan on document insertion**—Your scanner includes AutoLaunch technology that senses when an item is inserted into the page feed and starts scanning immediately. Select this option to turn on the AutoLaunch feature. The item is scanned with the current scan settings on the TWAIN interface. If this option is not selected, the scanner waits for you to click the **Scan** button.

- When you're ready to scan, align the document between the alignment arrows, and insert it into the page feed *face up*.



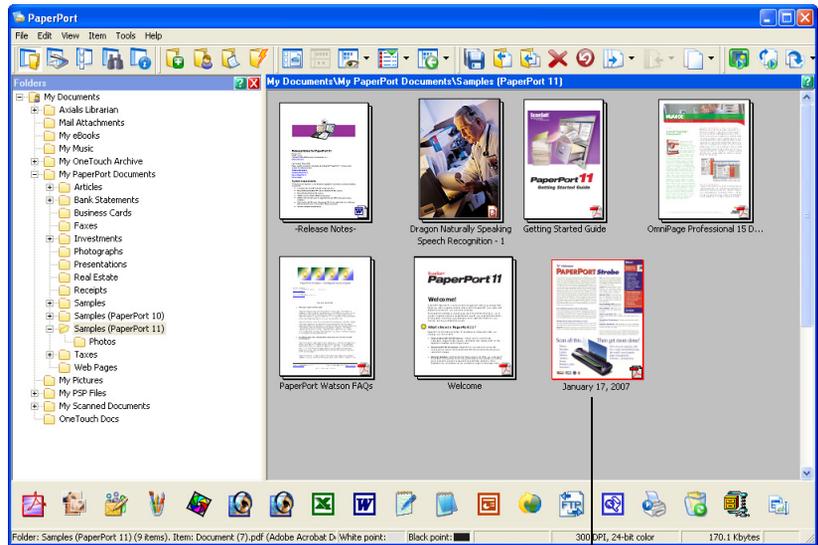
- Click the **Scan** button (if the AutoScan feature is not turned on). The scanner starts scanning and a progress box shows the image.
- Click the **Done** button on the TWAIN interface when the scanning is finished, and then click **Done** on the **PaperPort-Scan** window.



To scan additional pages, click **Scan More Pages**.

To scan the other side of a page, click **Scan Other Side**. The TWAIN interface opens again. Flip the page over and click **Scan** on the TWAIN interface.

When scanning is complete, thumbnail images appear on the PaperPort Desktop



A thumbnail image of the scanned item appears on the PaperPort desktop.

## GETTING HELP WITH THE PAPERPORT SOFTWARE

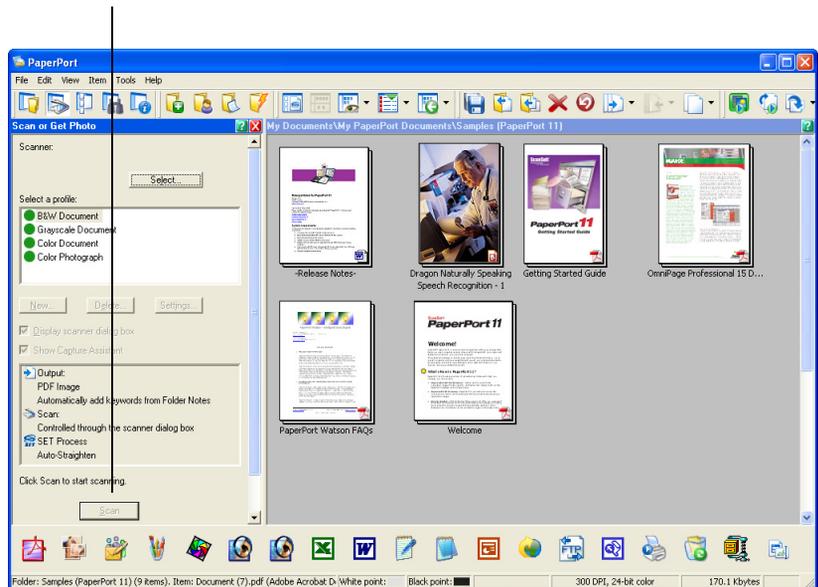
The PaperPort software includes a complete set of help topics that answer questions about each feature of the software. To open the Help Topics window, press the **F1** key or choose **PaperPort Help** from the **Help** menu.

You can also refer also to the *PaperPort Getting Started Guide* and *PaperPort User's Guide* on the CD.

## SETTING UP YOUR SCANNER TO WORK WITH PAPERPORT

On the PaperPort Scan Pane, when you selected a scanner from the **Available Scanners** window, the **Scan** button at the bottom of the panel should become active after approximately 5 to 10 seconds. If it doesn't, you need to set up your scanner to work with PaperPort.

If this Scan button is not active, you need to set up your scanner to access PaperPort.




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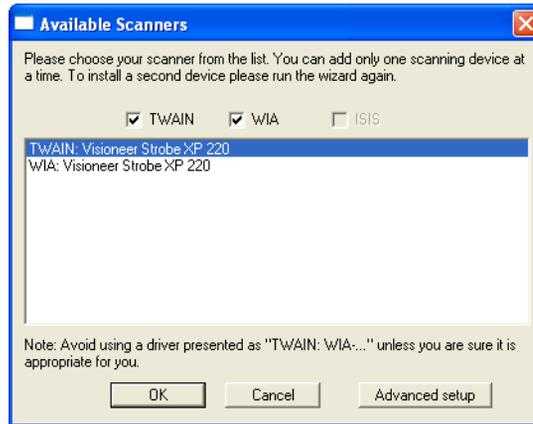
**Note:** Setting up your scanner is a one-time-only process for each option listed in the **Available Scanners** window. Therefore, you may have to set up your scanner once each for **TWAIN: Visioneer Strobe XP 220** and **WIA: Visioneer Strobe XP 220**. The setup process is the same for each option. You will not have to set up the scanner again unless you uninstall the scanner and PaperPort software, then re-install them.

---

### To set up your scanner to work with PaperPort:

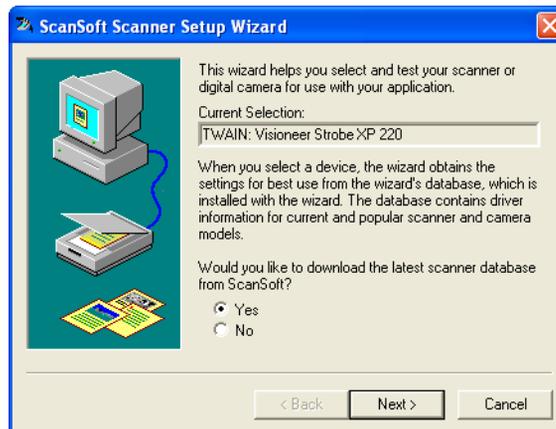
1. On the TWAIN Scan Pane, click the **Select** button.

The Available Scanners window opens.



2. Select one of the scanner options, such as **TWAIN: Visioneer Strobe XP 220**.
3. Click the **Advanced setup** button.

A window opens to begin the setup process.



4. Click **Yes** then click **Next**.

The next window offers you the option to run hardware diagnostics.



5. Click **Yes (recommended)** then click **Next**.

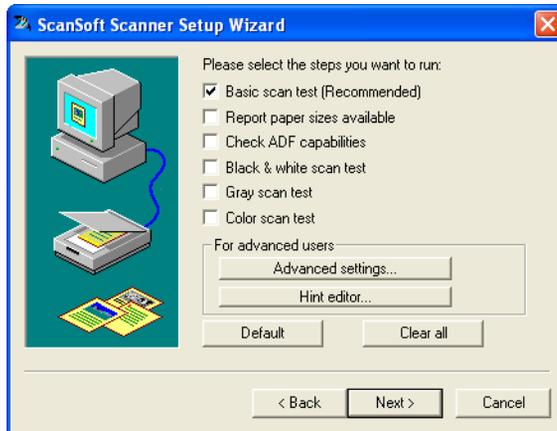
The next window is for checking the connection between your scanner and the computer.



6. Click **Next**.

After the Setup Wizard checks the connections, the next window is displayed. It has a series of setup options, but only the Basic scan test is necessary because your scanner was already tested when you installed the OneTouch 4.0 software.

If other tests are checked, click in their boxes to uncheck them.

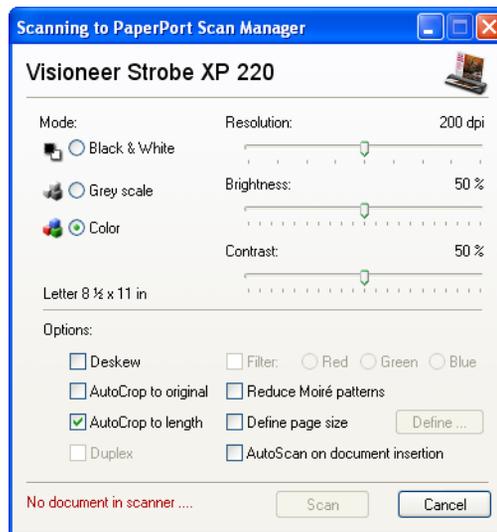
7. Click **Next**.

*Although the next window instructs you to insert a page into the scanner, do NOT insert the page yet. Because your scanner has its AutoLaunch feature, if you insert the page now, it will scan before the Scanner Setup Wizard is ready.*



8. Without inserting a page in the scanner, simply click **Next** on the window to proceed.

The TWAIN interface opens.




---

**Note:** If you are setting up your scanner for the WIA scanning option, the WIA interface opens instead.

---

9. Choose one of your documents to use for the setup and select the scan mode for it. For instance, if you want to use a color photo for the setup, select the Color scan mode.

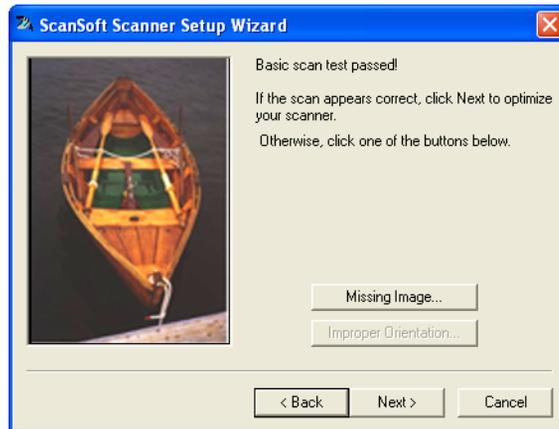
Note that the **Scan** button is not active yet and a message at the bottom of the window tells you that no document is in the scanner.

10. Now insert a page into the scanner, *face up*. The scanner will grab the page but will not start the scan yet. The **Scan** button on the TWAIN interface will become active.



11. Click the **Scan** button on the TWAIN interface.

Scanning begins and the Setup Wizard runs the scan test. Then a window opens that says “Basic scan test passed.”



If the scanned image does *not* appear in the window, click **Missing Image**. A window will open for you to retry the scan. Click **Next**, then insert the page and click the **Scan** button on the TWAIN interface again.

12. Click **Next** on the “Basic scan test passed” window.

The final Setup window opens to let you know the setup process is finished.



13. Click **Finish**.



Your scanner is now set up for the scanning option you selected (in the example above, it's the TWAIN option) and the **Scan** button on the PaperPort window will now become active.

# Scanning from the WIA Interface

Microsoft Windows XP and Vista include their own scanning interface—known as Windows Image Acquisition (WIA)—for acquiring images from scanners, digital cameras, and other digital devices.

This section shows how to use Microsoft Paint to scan using the WIA interface, but you can use PaperPort and other Windows applications as well.

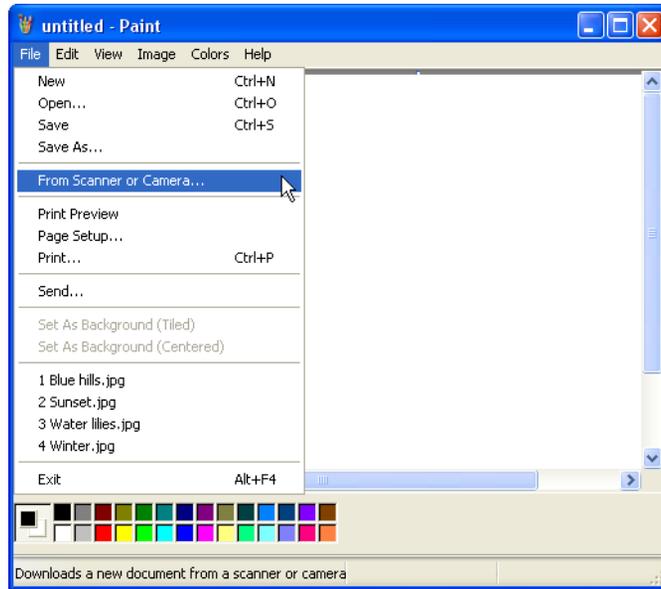
---

**Note:** Scanning with the Windows Image Acquisition (WIA) is only available if your computer is running Windows XP or Vista.

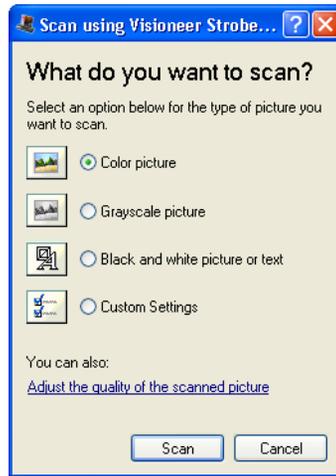
---

**To scan using WIA from Microsoft Paint:**

1. On the Windows taskbar, click **Start**, point to **Programs**, point to **Accessories**, then click **Paint**.
2. From the **File** menu choose **From Scanner or Camera**.



The WIA scan window opens. Use this window to select scanning options and start the scan process.



3. Click the button most appropriate for the item you're scanning.  
To scan with the Custom Settings option see the next section, "Fine Tuning Your Scans".
4. Align the document between the alignment arrows and insert it, face up, into the page feed.



5. Click the **Scan** button.
6. The scanned images will appear in Microsoft Paint (or other WIA application you're using).

## FINE TUNING YOUR SCANS

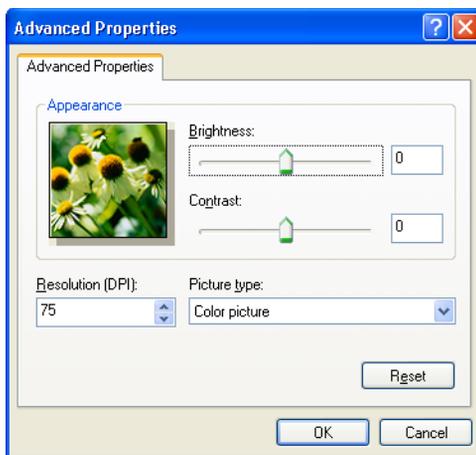
You can select new settings before you scan an item to fine tune exactly how you want to scan it.

**To select the scanner settings before you scan:**



1. On the scan window, click **Adjust the quality of the scanned picture**.

The Advanced Properties dialog box opens.



2. Select the options for scanning.

**Brightness** and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the setting **Black and White picture or text**.

**Resolution (DPI)**—Click the menu arrow and choose the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

**Picture type**—Click the menu arrow and choose the most appropriate type for the item you're scanning.

3. Click **OK**.

The Custom Settings button is now set to scan with the options you selected.

If you want to reset the settings and start over, click **Reset**.

# Maintenance

This chapter contains information on recalibrating, cleaning, troubleshooting, uninstalling, and scanner specifications.

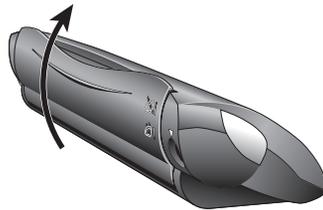
## RECALIBRATING AND CLEANING YOUR SCANNER

You calibrated your scanner during installation, but after many hours of use you may find that scanned images may not be as sharp and clear as when you began using the scanner. In that case, recalibration may solve the problem.

If your scanned images have streaks, smudges, or dirt spots, you may need to use the Cleaning Paper that you received with the scanner.

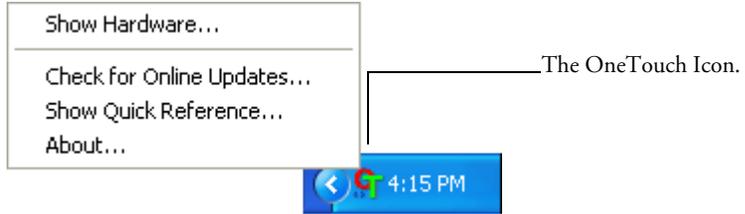
### **To recalibrate your scanner:**

1. Move the scanner's Paper Return into the Up position so the calibration paper will feed straight through the scanner.



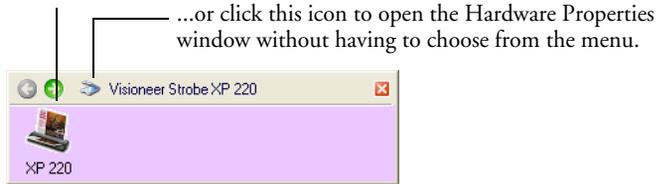
2. Use any one of the following methods to start the recalibration or cleaning:

- *Right-click* on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen) and choose **Show Hardware** from the pop-up menu.

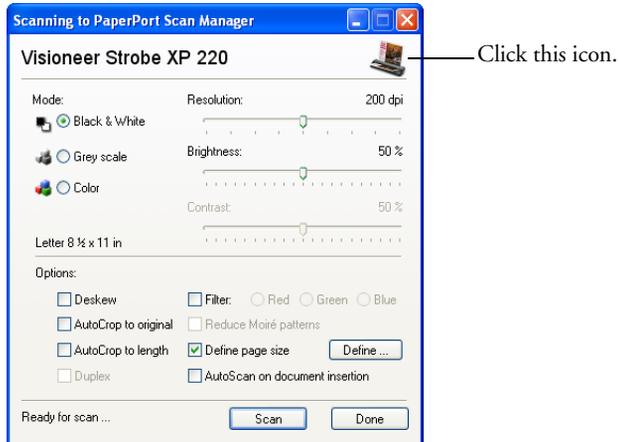


- Click the small scanner icon on a OneTouch Panel, or right-click the scanner icon on the OneTouch Hardware Panel to open the Hardware Properties window right away.

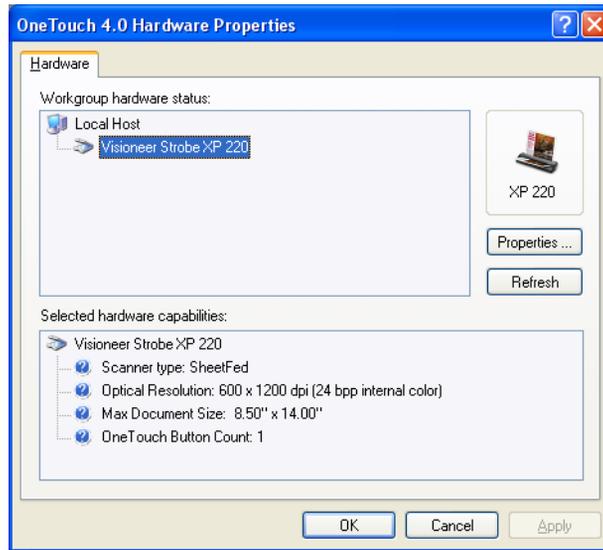
Right-click this icon...



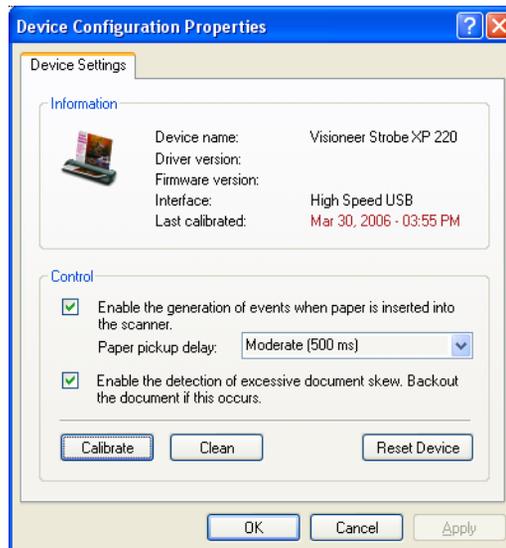
- If the TWAIN interface is open, click the scanner icon at the top right corner of the window.



3. The Hardware Properties window opens.
4. Click the **Properties** button



5. The **Device Configuration Properties** window opens and shows the Device Settings. Note that the “Last calibrated” date is red, indicating that calibration is now due.



---

**Note:** The Device Configuration Properties window is also available from the Windows Control Panel under **Scanners and Cameras**.

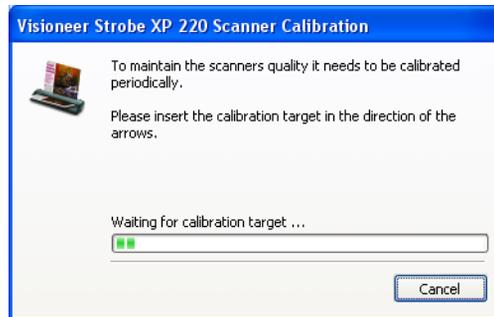
**For Windows XP:** Right-click on the **Visioneer Strobe XP220** icon, select **Properties**, then select **Device Settings**.

**For Windows 2000:** Select the **Visioneer Strobe XP 220** icon, click on the **Properties** button, then select **Device Settings**.

---

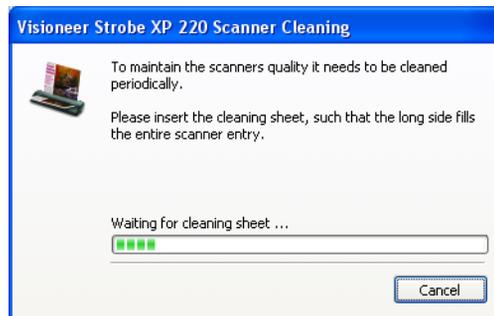
6. To recalibrate, click the **Calibrate** button.

The Calibration window opens.



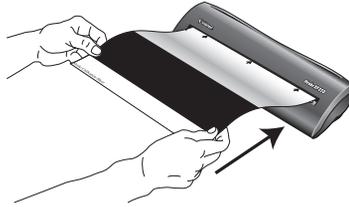
7. To clean the scanner, click the **Clean** button.

The Cleaning window opens.

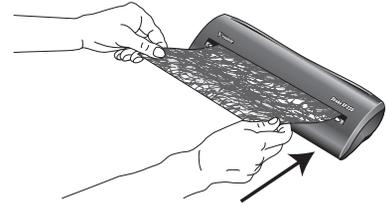


8. Insert the calibration page or cleaning page into the page feed. Insert the calibration page in the direction of the arrows on the page. Insert the long side of the cleaning page.

The scanner grabs the page and feeds it through the scanner.



Inserting the calibration page.



Inserting the cleaning page.

The scanner will automatically pass the calibration page or cleaning page back and forth several times.

*Do not remove the page until calibration is finished.*

9. When calibration or cleaning is complete, close the **Device Configuration Properties** window, and remove the calibration page or cleaning page and replace it in its plastic bag.

---

**Note:** Do not discard the cleaning page. You can use it several times. If additional cleaning is necessary, add a few drops of Isopropyl alcohol (rubbing alcohol) to the cleaning page and use it again.

---



---

**Note:** If the calibration page is not available you can use a piece of blank white paper as a substitute. However, calibration will not be as precise as with the regular calibration page.

---

## TROUBLESHOOTING

In addition to the troubleshooting information contained in this section, please see the Readme file on the installation CD. The Readme file contains additional information that may help you diagnose problems with the scanner.

If you try all the troubleshooting procedures described in this section and in the Readme file, and the scanner still has problems, you may have a malfunctioning scanner. Please see the technical support card that you received with your scanner for technical assistance telephone numbers. Also visit our web site at [www.visioneer.com](http://www.visioneer.com) for additional technical information.

### **Problem: The scanner won't scan. What's wrong?**

Check for one of these possible problems:

- **Are the cables loose or not plugged in securely?** Inspect the cable connections. Make sure the cables are plugged in securely.
- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.
- **Did you plug the scanner into a USB hub?** If you're using a USB hub to connect the scanner, the hub must have its own power supply. If the hub does not have its own power supply, plug the scanner into a different USB port on the computer.
- **Did you select another TWAIN source for scanning?** If you use multiple devices with your computer, you may have selected another source for images. Start the PaperPort software and click the **Scan** icon and then make sure **TWAIN: Visioneer Strobe XP 220** is selected as the scanner.

**Problem: The scanner icon disappeared from the Windows Notification Area.**

Check for one of these possible problems:

- **Are the cables loose or not plugged in securely?** Inspect the cable connections. Make sure all cables are plugged in securely.
- **Is the Power Supply plugged in?** Make sure the Power Supply is securely plugged into a working electrical outlet.

If the cables and Power Supply are plugged in correctly, try restarting your computer.

**Problem: During installation I got the error message: PaperPort Installation is not complete. What do I do?**

The installation procedure was not successful. You need to reinstall the PaperPort software.

**Problem: I got the error message: PaperPort cannot allocate enough memory to perform internal critical operations. What do I do?**

Close any other active applications so that additional memory is available. If you click Continue, PaperPort moves the file to the PaperPort data directory and renames the file with the prefix “bad”. This allows you to recover the file later.

To recover the file, you can import it into PaperPort by using the Import command in the File menu.

**Problem: The installation will not complete successfully. If installation finishes, the scanner’s OneTouch 4.0 options do not seem to work properly. What do I do?**

A likely cause is that some driver programs are already installed on your computer for another scanner. They are interfering with the installation and OneTouch options, and you need to remove those other drivers and re-install your Visioneer Strobe XP 220 scanner. Please see the documentation that you received with the other scanner for the steps to remove its driver programs. You can also use the basic steps in the section “How to Install Another Driver” on page 150, but instead of

uninstalling OneTouch 4.0, uninstall the other scanner's driver programs. After uninstalling the other scanner's driver programs, uninstall OneTouch 4.0 using the steps on page 149, then reinstall it.

**Problem: The scanned images are of poor quality even after I recalibrated and cleaned the scanner. What do I do?**

The calibration procedure was not successful. You may have a defective scanner. Please see the Technical Support Card that you received with your scanner for the telephone number or email address to contact Visioneer Technical Support.

**Problem: If the USB cable is disconnected during a scan, the scanner does not reconnect when the USB cable is plugged back in.**

Unplug the power cable from the scanner, and then plug it back in.

If the scanner does not reconnect:

1. Unplug the power cable from the scanner.
2. Restart your computer.
3. After the restart is complete, plug the power cable back in.

**Problem: How do I uninstall PaperPort?**

See the section, "How to Uninstall Your Scanner" on page 149. Uninstalling does not delete your scanned items, and they remain in the PaperPort Data folder.

## HOW TO UNINSTALL YOUR SCANNER

To uninstall the Visioneer Strobe XP 220 scanner, remove the OneTouch 4.0 scanner software first, then remove the PaperPort software.

### STEP 1: UNINSTALL THE ONETOUCH 4.0 SCANNER SOFTWARE

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. *Windows 2000 and Windows XP:* Double-click the **Add or Remove Programs** icon.

*Windows Vista:* Double-click the **Programs and Features** icon.

3. From the list of programs, select **One Touch 4.0**. Click the **Change/Remove** button.
4. Click **Yes** when asked to confirm that you want to remove these software programs.

The OneTouch 4.0 software is removed from your computer.

5. **Unplug the scanner USB cable.**
6. Close all open windows and reboot (restart) your computer.

### STEP 2: UNINSTALL THE PAPERPORT SOFTWARE

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. *Windows 2000 and Windows XP:* Double-click the **Add or Remove Programs** icon.

*Windows Vista:* Double-click the **Programs and Features** icon.

3. Select **PaperPort** and click **Remove**.
4. A message windows opens and asks if you are sure you want to remove PaperPort from your computer. Click **Yes**.
5. Close all open windows and reboot (restart) your computer.

## HOW TO INSTALL ANOTHER DRIVER

Before you can install another driver for your scanner, you must remove the currently installed driver first. Then the new driver can be installed.

1. Open the Windows Control Panel.
2. *Windows 2000* and *Windows XP*: Double-click the **Add or Remove Programs** icon.

*Windows Vista*: Double-click the **Programs and Features** icon.

3. Select **OneTouch 4.0** then click on the **Remove** button.

4. A message window opens and asks if you are sure you want to remove OneTouch 4.0 from your computer. Click **Yes**.

The OneTouch 4.0 software is removed from your computer.

5. Select **OneTouch 4.0 ScanSoft OmniPage OCR Module** then click on the **Remove** button.

6. A message window opens and asks if you are sure you want to remove OneTouch 4.0 ScanSoft OmniPage OCR Module from your computer. Click **Yes**.

The OneTouch 4.0 ScanSoft OmniPage OCR Module software is removed from your computer.

7. Select **Kofax VirtualReScan 4.10** then click on the **Remove** button.

8. A message window opens and asks if you are sure you want to remove Kofax VirtualReScan 4.10 from your computer. Click **Yes**.

The Kofax VirtualReScan 4.10 software is removed from your computer.

The OneTouch 4.0 drivers and software are now uninstalled.

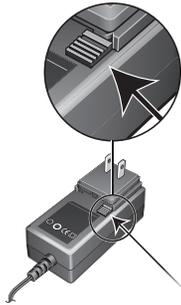
9. Close the Control Panel windows.
10. **Unplug the scanner USB cable.**
11. Reboot (restart) your computer.
12. Follow the instructions in “Step 1: Install the Software” on page 5 of this User Guide and install one of the other driver options.

## HOW TO REPLACE THE PLUG ADAPTER

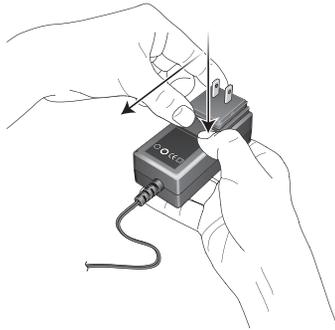
The three plug adapters you received with your scanner means you can use the power supply with electrical outlets in different countries.

### To remove and replace an adapter:

1. Unplug the power supply from the wall outlet.
2. Press down on the latch that holds the adapter in place.



3. While keeping the latch pressed down, slide the adapter down and off the power supply.



4. To place a new adapter on the power supply, use the procedure described on page 12 of this User's Guide.

## HOW TO TURN AUTO LAUNCH OFF/ON

In some instances, you may not want to use the scanner's AutoLaunch technology. You can turn off AutoLaunch so the scanner will not automatically scan when you insert a document. Typically, you turn off AutoLaunch when you want to use the scanner with some other scanning application.

You turn AutoLaunch off and on from either the OneTouch icon or from the Windows Control Panel.

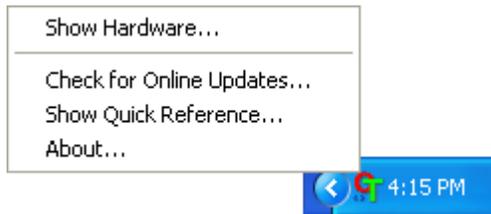
### To turn AutoLaunch Off/On from the OneTouch icon:

1. *Right-click* on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen).

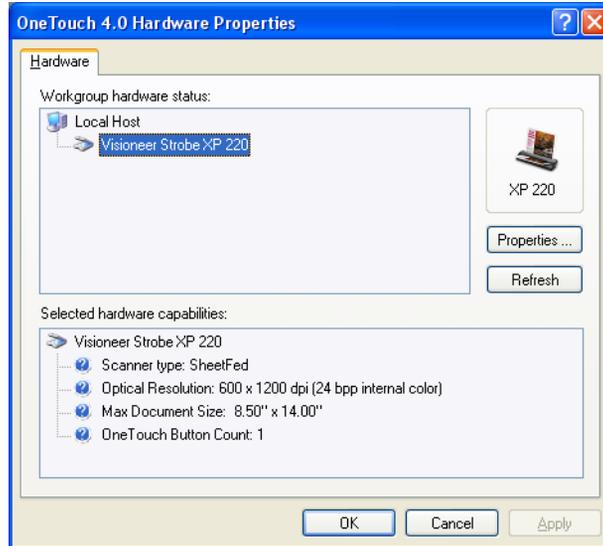
The OneTouch Icon.



2. Choose **Show Hardware** from the pop-up menu.

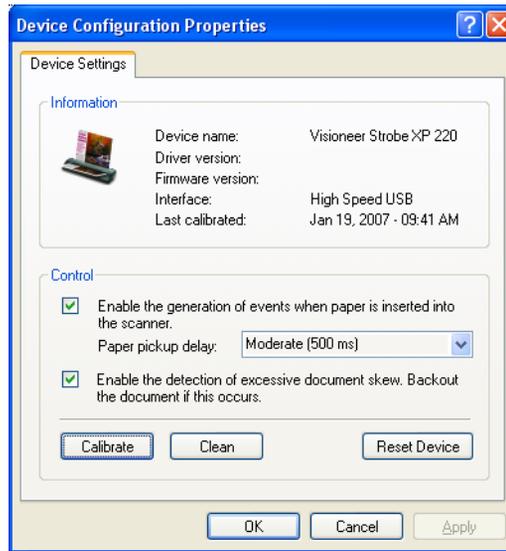


The Hardware Properties window opens.



3. Click the **Properties** button.

The Device Configuration Properties window for the Visioneer Strobe XP 220 opens.



4. Click to uncheck the option, **Enable the generation of events when paper is inserted into the scanner**. This turns off the AutoLaunch feature.
5. Click **OK**, then click **OK** at the Hardware Properties window.
6. To turn the AutoLaunch back on later, follow the same process, but click **Reset Device** or re-select the options you want and click **OK**.

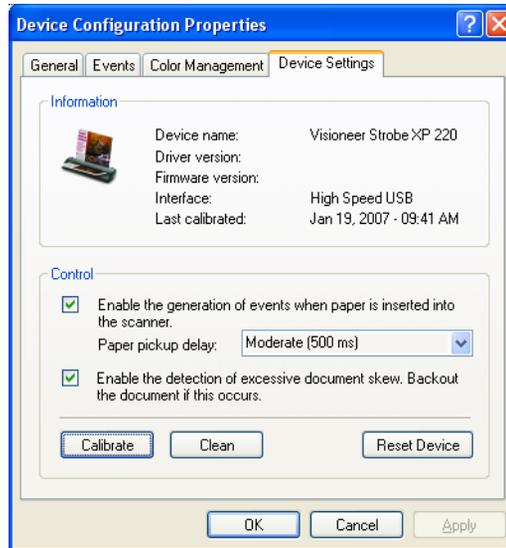
---

**Note:** If you are working with the TWAIN interface, you can also click the small Strobe XP 220 icon in the upper right corner of the window to open the Visioneer Strobe XP 220 Device Configuration Properties window. See the example on page 142.

---

**To turn AutoLaunch Off/On from the Windows Control Panel for Windows XP or Vista:**

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. Double-click the **Scanners and Cameras** icon.  
The Scanners and Cameras window opens.
3. In the Scanners and Cameras window, right-click the **Visioneer Strobe XP 220** icon, and select **Properties** from the menu.  
The Visioneer Strobe XP 220 Properties window opens.



4. Select the **Device Settings** tab.  
The options are the same as shown on the Device Configuration Properties above.
5. Click to uncheck the option, **Enable the generation of events when paper is inserted into the scanner**, to turn off the AutoLaunch feature.
6. Click **OK**, then close the **Scanners and Cameras** Control Panel window.
7. To turn the AutoLaunch and Excessive Skew features back on later, follow the same process, but click **Reset Device** or re-select the options you unchecked in Step 2 above, and click **OK**.

**To turn AutoLaunch Off/On for Windows 2000, you will use the TWAIN interface:**

The following steps use PaperPort to access the TWAIN interface, but you can also use other applications which access it. If you use another application, please see its user's guide for the steps to access the TWAIN interface.

1. On the Windows taskbar, click **Start**, point to **Programs**, point to **PaperPort**, then click **PaperPort**.

The PaperPort desktop opens.

2. Click the **Scan** icon on the PaperPort command bar.
3. From the Scanner drop-down list, select **Visioneer Strobe XP 220**.
4. Click the **Scan** button on the Scan pane.

The PaperPort TWAIN interface opens.

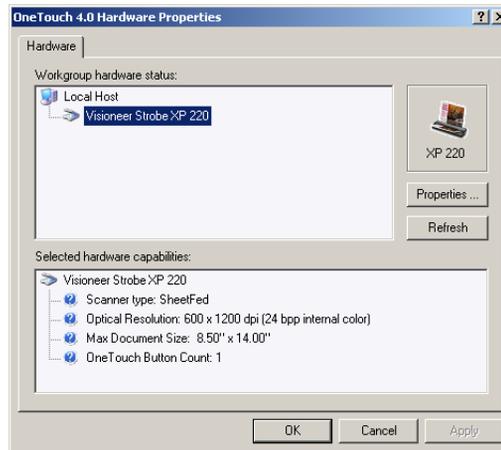
If the **Scan** button is not active, you may have to set up your scanner first to use PaperPort. See "Setting Up Your Scanner to Work with PaperPort" on page 129.

5. Click the scanner icon at the top right corner of the window.

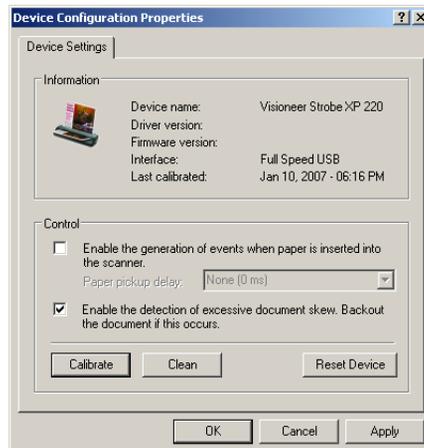


Click this icon.

6. If the Hardware Properties window opens, click the **Properties** button.



The **Device Configuration Properties** window opens.



The options are the same as shown on the Windows Device Configuration Properties window on page 155.

7. Click to uncheck the option, **Enable the generation of events when paper is inserted into the scanner**, to turn off the AutoLaunch feature.

8. Click **OK**, then close the **Scanners and Cameras Properties** window.
9. To turn the AutoLaunch and Excessive Skew features back on later, follow the same process, but click **Reset Device** or re-select the options you unchecked, and click **OK**.

### **SCAN FROM ONETOUCH WHEN AUTO LAUNCH IS OFF**

If AutoLaunch is turned off, you can still scan from the OneTouch Panel.

1. Open the OneTouch Panel.
2. Insert the document. The scanner rollers will grab the top edge of the paper but won't feed it through yet.
3. Click (not right-click) the **PaperIn** icon.  
If you haven't inserted the document yet, a message above the panel tells you to insert the document.
4. Scanning begins and the scanner rollers feed the document through the scanner.

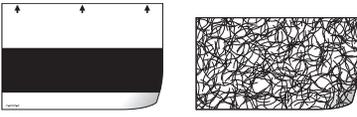
The scan image will appear in the Destination Application indicated by the icon on the OneTouch Panel.

## VISIONEER STROBE XP 220 SCANNER SPECIFICATIONS

<b>Optical resolution</b>	600 dpi
<b>Bit Depth</b>	48-bit color (internal, 16-bit a/d converter recognition, over 68 billion colors) 16-bit gray (internal, 4096 shades of gray)
<b>Output Bit Depth</b>	24-bit color, 8-bit grayscale, 1-bit black and white
<b>Scan Method</b>	Fast Sheet fed
<b>Interface</b>	USB 2.0 High Speed; compatible with USB 1.1
<b>Scanner dimensions</b>	
Height	2.0 inches (5.08 cm)
Width	2.5 inches (6.40 cm)
Length	11.0 inches (28.45 cm)
<b>Weight</b>	1.3 pounds (0.59 kg)
<b>Operating temperature</b>	50°–104° F (5°–35° C without condensation)
<b>Relative humidity</b>	20%–80% (@35° C without condensation)
<b>Power supply</b>	DC Jack, 24Vdc/0.83A (~20W), 100-240Vac, Energy Star and RoHS compliant
<b>Power consumption</b>	≤ 5.5 Watts (during operation) ≤ 2.7 Watts (on standby)
<b>Power cord</b>	AC, US, 3P, 10A/125V, 180 cm, 3C, 18AWG, RoHS compliant
<b>USB cable</b>	185 cm, 28AWG, with core, RoHS compliant
<b>Safety and agency certifications</b>	UL, FCC Class B, VCCI Class B, CE, WEEE

## VISIONEER STROBE XP 220 SCANNER PARTS LIST

Please use the following part names and part numbers when ordering replacements for your scanner. Visit our web site at [www.visioneer.com](http://www.visioneer.com) to order replacement parts.

Part	Part Name	Part Number
	Calibration Page and Cleaning Page	05-0621-000
	Photo Sleeve	05-0559-000
	USB Y-Cable	35-0112-000
	Power Supply	37-0081-000
	Strobe XP 220 US Clip, RPA 10, D2	
	Strobe XP 220 UK Clip, 15RPK-N, A2	70-0528-000 (Reorder includes all three plug adapters)
	Strobe XP 220 Europe Clip, JF16, A3	

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