

Scanner User's Guide

plustek



MobileOffice S400

- ✓ Installation
- ✓ Usage & Maintenance

Trademarks

© 2011 Plustek Inc. All rights are reserved. No portion of this document may be reproduced without permission.

All trademarks and brand names mentioned in this publication are property of their respective owners.

Liability

While all efforts have been made to ensure the accuracy of all contents in this manual, we assume no liability for errors or omissions or by statements of any kind in this manual, whether such errors are omissions or statements resulting from negligence, accidents, or any other cause. The contents of this manual are subject to change without notice. We will not shoulder any legal liability, if users failed to follow the operation instructions in this manual.

Copyright

The scanning of certain documents, for example checks, bank notes, I.D. cards, government bonds, or public documents, may be prohibited by law and/or subject to criminal prosecution. We recommend you to be responsible and respectful of the copyrights laws when you are scanning books, magazines, journals and other materials.

Environmental Information

Recycle or disposal at end-of-life information, please ask local distributors or suppliers for recycle and disposal information. The product is designed and produced to achieve sustainable environmental improvement. We strive to produce products in compliance with global environmental standards. Please consult your local authorities for proper disposal.

The product packaging is recyclable.

Attention for recycling (For EU country only)

Protect your environment! This product should not be thrown into the household waste container. Please give it to the free collecting center in your community.

Screen Examples in This Manual

The screen shots in this guide were made with Windows XP. If you are using Windows 2000 / Vista / 7, your screen will look somewhat different but functions the same.

Table of Contents

INTRODUCTION	1
How to Use This Guide	1
Conventions of This Guide	1
<i>A Note about Icons</i>	2
Safety Precautions	2
System Requirements	3
Box Contents	4
The Scanner's Features	5
CHAPTER I. INSTALLING THE SCANNER.....	6
Software Installation Requirements	6
Hardware Requirements	6
Installing and Setting up the Scanner	7
<i>Step 1. Connecting the Scanner to Your Computer</i>	7
<i>Step 2. Installing the Software</i>	7
<i>Step 3. Testing the Scanner</i>	10
Installing Additional Software	11
CHAPTER II. SCANNING	12
Using the Scanner Buttons	12
<i>Card Scanning</i>	13
<i>Document Scanning</i>	13
Scanning Methods	14
<i>Scanning via TWAIN Interface</i>	14
<i>Scanning from Plustek DI Capture Program</i>	16
<i>Scanning from the Scanner's Panel or On-screen DocAction's Execute Menu</i>	17
CHAPTER III. CLEAN AND MAINTENANCE.....	19
Cleaning the Scanner	19
Calibrating the Scanner	20
Power Save	20
Using the Wall Holder	20
Usage & Maintenance Tips	21
CHAPTER IV. TROUBLESHOOTING	22
Scanner Connection	22
APPENDIX A: SPECIFICATIONS.....	23
APPENDIX B: CUSTOMER SERVICE AND WARRANTY.....	24
Service & Support Information (For EU country only)	24
Statement of Limited Warranty	25
FCC Radio Frequency Statement	26
CONTACTING PLUSTEK	27

Introduction

Thank you for choosing us as your scanner supplier. Your new scanner will improve the professionalism of your day-to-day computing tasks by allowing you to input images and electronic text into your computer system. You can easily scan single-sided documents with your scanner.

Like all of our products, your new scanner is thoroughly tested and backed by our reputation for unsurpassed dependability and customer satisfaction. We hope you will continue to turn to us for additional quality products as your computing needs and interests grow.

How to Use This Guide

This User's Guide provides instructions and illustrations on how to install and operate your scanner. This guide assumes the user is familiar with Microsoft Windows 2000 Professional, XP, Vista and 7. If this is not the case, we suggest you learn more about Microsoft Windows by referring to your Microsoft Windows manual before using your scanner.

The Introduction section of this manual describes the box contents and minimum computer requirements to use this scanner. Before you start installing your scanner, check the box contents to make sure all parts are included. If any items are damaged or missing, please contact the vendor where you purchased your scanner or our customer service directly.

Chapter I describes how to install scanner's software and connect the scanner to your computer. Note: The scanner connects to your computer through the Universal Serial Bus (USB). If your computer does not support USB technology, you will need to purchase a USB interface card to add USB capabilities to your computer, or buy and install USB connectors if your motherboard has USB capabilities. This guide assumes that your computer is USB-ready and has a free USB port.

Chapter II describes how to use your scanner.

Chapter III describes how to maintain and clean your scanner.

Chapter IV contains technical support information that can help you solve simple problems.

Appendix A contains the specifications of the scanner you purchased.

Appendix B contains our customer service, the limited warranty agreement and FCC statement concerning the product.

Conventions of This Guide

Bold — Important note or first use of an important term in a chapter.

“XXX”— Represents commands or contents on your computer screen.

A Note about Icons

This guide uses the following icons to point out information that deserves special attention.



Warning

A procedure that must be followed carefully to prevent injury, or accidents.



Attention

Instructions that are important to remember and may prevent mistakes.



Information

Optional tips for your reference.

Safety Precautions

Before using this device, please read the following important information to eliminate or reduce any possibility of causing damage and personal injury.

1. Usage, the product is for indoor use in dry locations. Moisture condensation may occur inside this device and cause malfunction at these conditions:
 - when this device is moved directly from a cold to a warm location;
 - after a cold room is heated;
 - when this device is placed in a damp room.

To avoid the moisture condensation, you are recommended to follow the procedure:

- i. Seal this device in a plastic bag for it to adapt to room conditions.
 - ii. Wait for 1-2 hours before removing this device from the bag.
2. Do use the USB cable provided with the scanner. Use of other cable may lead to malfunction.
 3. Avoid using the scanner in a dusty environment. Dust particles and other foreign objects may damage the unit. If you will not use the scanner for some time, please place it in the travel pouch.
 4. Do not subject the scanner to excessive vibration. It may damage the internal components.
 5. Unplug this device if you don't need to use for a certain period of time, such as, during night or long weekend, to avoid any risks of causing fire.

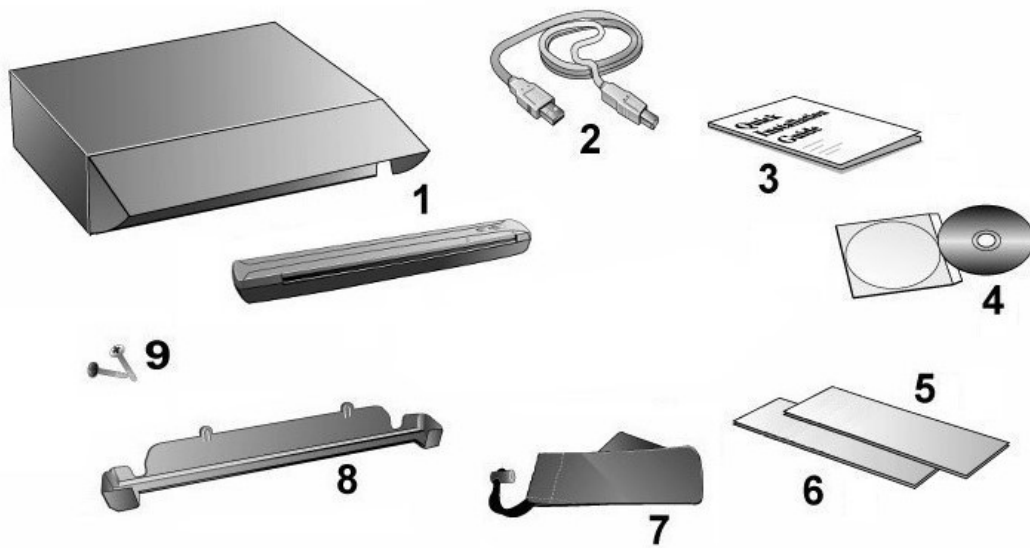
6. Do not attempt to disassemble the scanner. There is danger of an electrical shock and opening your scanner will void your warranty.

System Requirements¹

- PC with Intel Pentium® IV 2.0G processor or compatible
- 256 MB RAM (512 MB Recommended)
- Available USB 2.0 port
- CD-ROM Drive or DVD-ROM Drive
- 800 MB Free Hard Disk Space (900 MB Recommended)
- Video card that supports 16-bit color or greater
- Operating System: Windows 2000 Professional, Windows XP Home (Compatible), Windows XP Professional (Compatible), Windows Vista or Windows 7

¹ Higher requirements might be needed when scanning or editing a large quantity of image data. The system requirements here are only a guideline, as in general the better the computer (motherboard, processor, hard disk, RAM, video graphic card), the better the results.

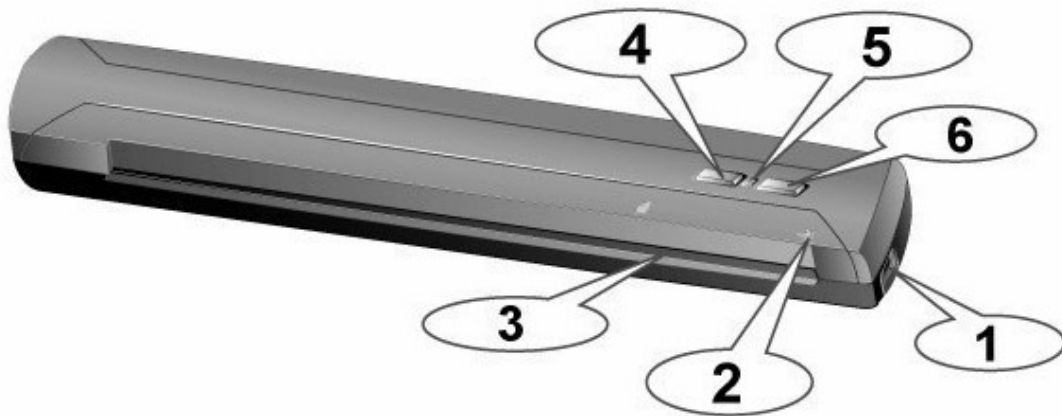
Box Contents²



1. Scanner
2. USB Cable
3. Quick Guide
4. Setup / Application CD-ROM
5. Calibration Sheet
6. Cleaning paper
7. Travel Pouch
8. Wall Holder
9. Two Screws

² Save the box and packing materials in case you need to transport this scanner in the future. The product packaging can be recycled.

The Scanner's Features



1. **USB port:** It connects the scanner to a USB port on your computer by the included USB cable.
2. **Alignment arrow:** Always align the edges of your documents to this arrow sign.
3. **Page feed slot:** Feed the document into the scanner from this direction. You can feel the document being grabbed by the scanner.
4. **PDF button:** Press this button to scan documents into PDF files.
5. **LED indicator:** It indicates the scanner's current status.

Light	Status
On	The scanner is connected with the computer, ready to scan images.
Off	The scanner is off, either because of disconnection with the computer, or because the computer is turned off.

6. **SCAN button:** Press to perform a predefined scanning task.

Chapter I. Installing the Scanner

Before installing your scanner, please verify that you have all of the proper components. A list of the package contents is provided in the *Box Contents* section of this guide.

Software Installation Requirements

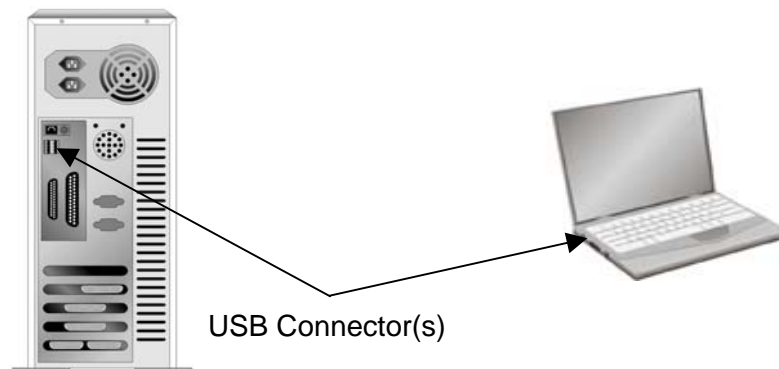
Your scanner comes with the OCR software (ABBYY FineReader Sprint), Business card Recognition Software (HotCard BizCard Finder), document management software (NewSoft Presto! PageManager), the scanner's driver, DocAction, and the image capture software (Plustek DI Capture). All of these software applications use approximately 800 megabytes of hard disk space after they are installed into your computer. To ensure ample room for the installation, as well as for scanning and saving images, a minimum of 1 GB of hard disk space is recommended.

This USB scanner can only operate under the Microsoft Windows 2000 Professional/ XP/ Vista/ 7 operating system.

Hardware Requirements

This scanner connects to your computer through the Universal Serial Bus (USB), which supports **hot swap**. To determine whether your computer is USB-capable, you must check the rear of your PC to locate a USB jack that looks the same as the one pictured below. Note that on some computers, the USB port at the rear of the computer may be occupied and additional ports may be found on the monitor or keyboard. If you are having trouble in locating the USB port on your computer, please refer to the hardware manual that came with your computer.

Upon examination, you should find one or two rectangular USB ports, which usually appear as shown below.

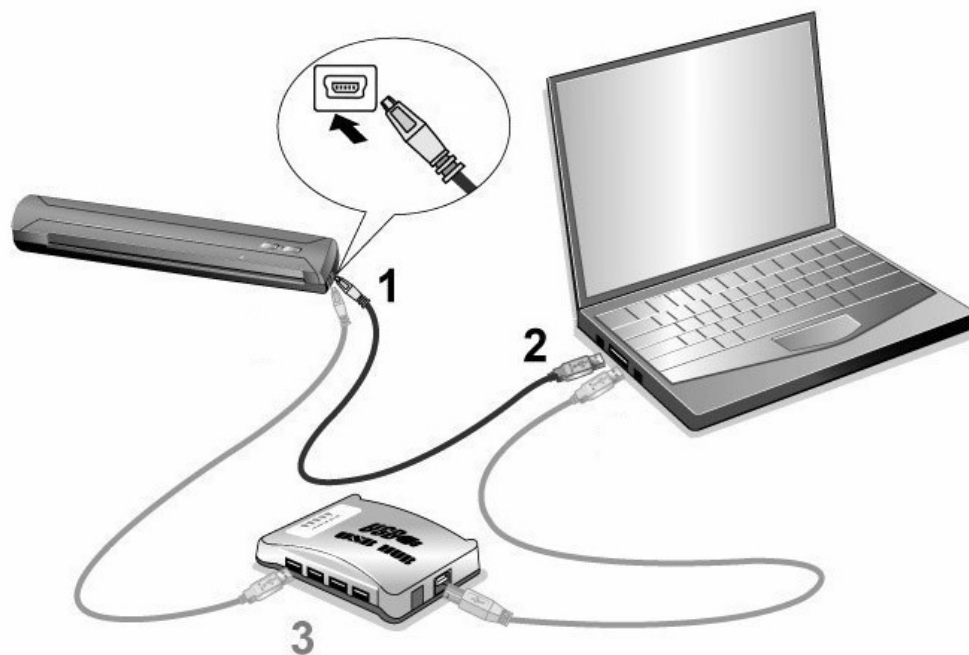


If you don't find such USB ports on your computer, then you need to purchase a certified USB interface card to add USB capabilities to your computer.

Installing and Setting up the Scanner

Please follow the step-by-step procedures described below to install the Plustek scanner.

Step 1. Connecting the Scanner to Your Computer



1. Plug the square end of the included USB cable to the USB port of the scanner.
2. Plug the rectangular end of the USB cable to the USB port on the back of your computer.
Note: If there is another USB device connected to the computer, connect the scanner to an available USB port.
3. If you plan to connect your scanner to a USB hub³, make sure that the hub is connected to the USB port in your computer. Next, connect the scanner to the USB hub.

Note: If you do not have a USB port available, you might need to buy a USB port.

Step 2. Installing the Software

1. If the USB components on your computer are functioning correctly, they will automatically detect the scanner causing the “Add New Hardware Wizard” or “Found New Hardware Wizard” to be launched.

Note: If your computer was off when you connected the scanner, the “Add New Hardware Wizard” message will be displayed when you turn the computer on and

³ The USB hub is not included with the scanner. If using a hub, you are recommended to use a hub with its own external power adapter.

when Windows starts.

2. For Windows 2000:

- a. Click on the "Next" button when the "Add New Hardware Wizard" window is displayed.
- b. Select "Search For The Best Driver For Your Device [Recommended]" and click on the "Next" button.
- c. The next window will ask you where to search to find the drive. Select "CD-ROM drive", and deselect "Floppy disk drives" if it is checked.
- d. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive and then click on the "Next" button.



- e. Click on the "Next" button in the window that appears.
- f. During the process of the installation, a message "Digital Signature required" might be prompted. Please ignore it, and click on "Yes" to continue the installation without any misgiving at your scanner functioning. Afterwards, please skip to procedure 7.

3. For Windows XP:

- a. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive.
- b. Select "Install The Software Automatically [Recommended]" and click on the "Next" button.
- c. Click on the "Next" button in the window that appears. Afterwards, please skip to procedure 6.

4. For Windows Vista:

- a. Select "Locate and install driver software (recommended)" when the "Found New Hardware" window is displayed.
- b. Click on the "Continue" button when the "User Account Control" dialog pops up.
- c. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive when the system prompts you "Insert the disc that came with your USB Scanner", and click on the "Next" button. Afterwards, please skip to procedure 7.

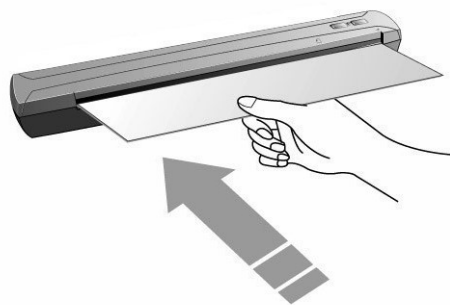
5. For Windows 7:

When the Setup/Application CD is for several scanner models

- a. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive. Click Run install.exe in the "AutoPlay" window.
- b. Click on the "Yes" button if the "User Account Control" dialog pops up. Follow the instructions in the pop-up installation message.
- c. In the "Device Manager" window, right-click on this scanner under "Other devices" and select "Update Driver Software" from the pop-up menu. Click "Browse my computer for driver software" in the window that appears, and click the "Browse" button.
- d. In the "Browse For Folder" window, select the folder or the CD-ROM drive that contains this scanner driver and click the "OK" button to return to the previous screen. Click the "Next" button. Afterwards, please skip to procedure 8.

When the Setup/Application CD is for one scanner model

- a. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive. Click Run install.exe in the "AutoPlay" window.
 - b. Click on the "Yes" button if the "User Account Control" dialog pops up. If the pop-up wizard window appears click "Next", and click "Install this driver software anyway" in the "Windows Security" window then click "Finish" in the wizard window. Afterwards, please skip to procedure 8.
6. During the process of the installation, a message "Windows can't verify the publisher of this driver software" might be prompted. Please ignore it, and click on [Install this driver software anyway] to continue the installation without any misgiving at your scanner functioning.
 7. When the system completes the installation, click on the "Finish" button.
 8. Follow the on-screen instructions to install all software that your new USB scanner requires.
 9. After the software is installed, you will be prompted to perform the scanner calibration.
 10. Insert the special calibration sheet, included with the scanner, face down into the page feed of the scanner.



11. Follow the on-screen instructions to complete the scanner calibration.

12. After the installation is complete, close all open applications and click on the “Finish” button to restart your computer.



Information

- If the scanner installation is not started and displayed automatically on the screen, click “START”, select “Run” and type in “D:\Install” (where D: is the drive letter assigned to the CD-ROM drive of your computer.)
- Alternatively you may also use any plain white sheet of paper sized in Letter size (8.5” x 11.69”) instead; however, the calibration effect may be less good than the special calibration sheet.



Attention



- Save the Setup/Application CD in case you need to reinstall the driver and software in the future.
- Save the Calibration Sheet in case you need to calibrate the scanner in the future.

Step 3. Testing the Scanner

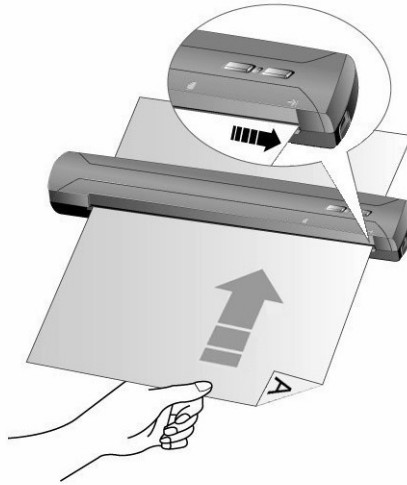
The following test procedure checks to see if the scanner is properly functioning with your computer and the scanning software. Before testing your scanner, double check to make sure that all connections are securely fastened.

To properly test your scanner, please perform the following steps:

1. Do one of the following to open the Button Configuration window:

- Double-click the DocAction icon  in the Windows system tray.
- Right-click the DocAction icon  in the Windows system tray, and then choose **Button Configuration...** in the pop-up menu that opens.

2. Clicking the **Scan** icon on the left pane in the Button Configuration window displays its current button settings on the right pane. In the Button Configuration window, choose from the dropdown list of Button Template to select “File Utility”, and keep in mind the default saving folder show in the “Saving folder” dropdown list.
3. Insert the document face down into the scanner. Align the document to the arrow sign ➡ on the right of the scanner.



4. Press the **Scan** button on the scanner and the scanning starts immediately. After the scanner pulls through the paper, you'll see a scanned image of the document in the default saving folder; your scanner is working properly.

Installing Additional Software

Your scanner is TWAIN compliant and functions with virtually all available TWAIN compatible software. If you purchase additional software to be used with your scanner, please make sure that it conforms to the TWAIN standard.

Chapter II. Scanning

Your scanner needs to be driven by certain type of software program. Since all documents or images (whether text or pictures) that are acquired from the scanner are treated by your computer as images, most scanning will probably be done from an image-editing program where you can view, edit, save and output the scanned images. An image-editing program has been bundled for your scanner on the included Setup/Application CD-ROM. It will allow you to alter and correct any scanned images by using a variety of filters, tools and effects.

What about scanning text documents and editing them in a word processor? This is the role of Optical Character Recognition (OCR) software. OCR software converts the image files that are created from scanning text documents into text files that can be viewed, edited and saved by word processors. An OCR program has also been bundled on the included Setup/Application CD-ROM, and if you wish to use the scanner in this way you should install the OCR software that is included.

DI Capture, as its name suggests, is a specialized document image capture program that allows you to conveniently digitize your paper documents and automatically save their electronic files in the designated folder. If you are not familiar with scanning, no problem: the Scan Wizard will guide you through to complete each scanning task.

The DocAction program, seamlessly integrating the operation of your scanner with your computer and other peripherals, provides a quick and convenient way to perform various scanning functions. With DocAction, you don't need to adjust settings every time you scan. Simply press any button on the scanner's front panel or click any scanning menu item of DocAction on the screen. The scanner starts to scan your paper documents and transfer them to your assigned destination. The destination can be a printer, your E-mail program, files on your disk drives, an image-editing program, etc.

Please refer to the online help of each program to guide you through any questions you may have while scanning within that program.

Using the Scanner Buttons

Your scanner is equipped with buttons designed to make your scanning experience more convenient and efficient.





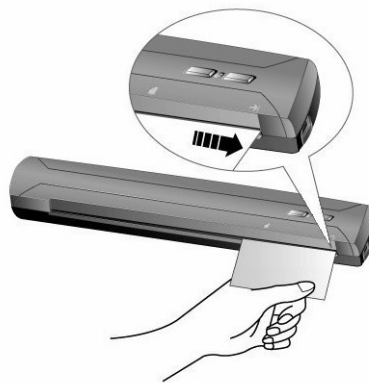
Attention

To use the buttons, ensure you have installed the relevant software (e.g., the printer driver is required for using the printer function) beforehand.

Card Scanning

To scan the business card, please follow the steps:

1. Please change the button setting from the DocAction window. Insert the business card face down into the scanner. Align the business card to the arrow sign ➡ on the right of the scanner.

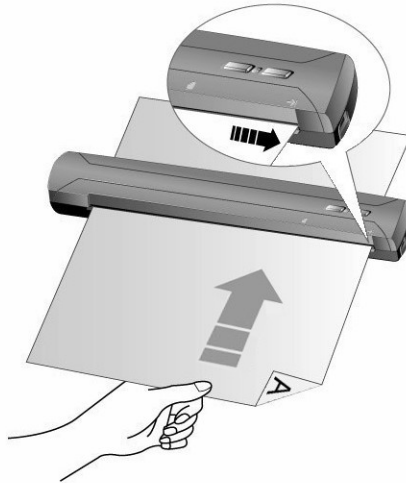


2. Press the Scan Button. The scanning starts immediately.
3. If you have the "Continuous scan" option checked, insert another card until you have scanned all.
4. When the scan completes, the scanned images will be saved to the defined file path as separate image files and sent to the assigned post-processing software. (e.g. File, Program, PDF, OCR, E-mail, or Printer).

Document Scanning

Actually, document scanning is similar with the card scanning, however, we'll describe the steps simply for you:

1. Please change the button setting from the DocAction window. Insert the document face down into the scanner. Align the document to the arrow sign ➡ on the right of the scanner.



2. The steps 2 to 4 please refer to the same steps of the “Card scanning”.

Scanning Methods

There are four different ways to operate the scanner:


1. By acquiring images from the scanner through our TWAIN interface within any TWAIN-compliant application programs.
2. By scanning images within our DI Capture software.
3. By scanning from the buttons on the scanner front panel
4. By scanning from DocAction's Execute menu on the screen.

The TWAIN interface, DI Capture and DocAction software is automatically installed to your system along with the scanner driver.



Attention

Before you start scanning, check the following:

1. The power of both your computer and scanner is turned on.
 2. The icon  appears on the Windows system tray.
 3. Paper is appropriately loaded into the scanner.
-

Scanning via TWAIN Interface

The TWAIN program is a very important piece of software that comes with your scanner. This program acts as an interface between the scanner hardware and the image-editing software you are using to view and edit images. The TWAIN program allows you to adjust a number of settings to define the quality of the scanned image.

The following describes how you may use our bundled application (NewSoft Presto! PageManager) and business card recognition software (HotCard BizCard Finder) to scan via TWAIN interface. When you get familiar with the scanning, you may alternatively use other TWAIN compatible scanning program or image-editing application to do your scanning projects.

Scan within NewSoft Presto! PageManager:

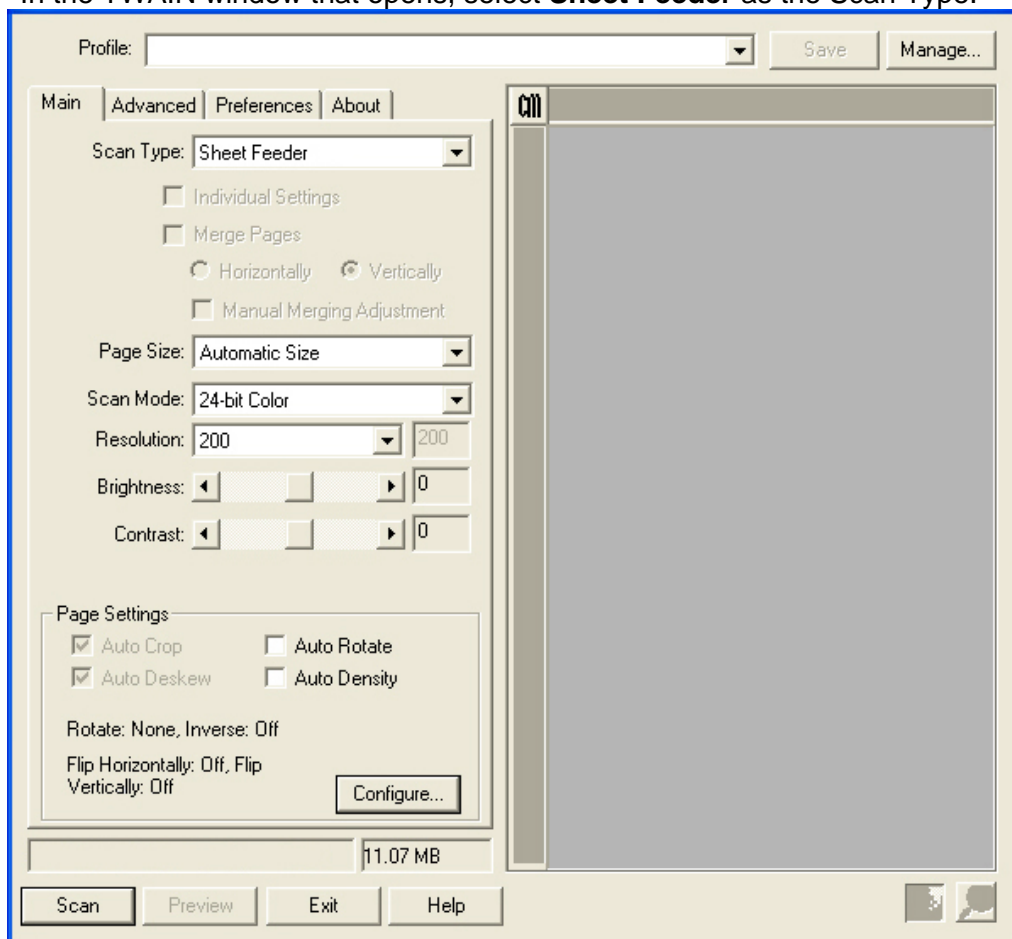
1. Click the Windows Start button to launch Presto! PageManager.



Attention

If you have more than one scanner or other imaging devices installed on your computer, you need to set this scanner as the default scanning source before you acquire the TWAIN program.

1. From the File menu of Presto! PageManager, click **Select Source**.
 2. In the window that opens, choose this scanner and then click the **OK** button to set this scanner as the default scanning source.
2. Within Presto! PageManager, click **Tools > Scan Settings > uncheck "Suppress TWAIN User Interface" > OK**. Click **File > Acquire Image Data**.
3. In the TWAIN window that opens, select **Sheet Feeder** as the Scan Type.



4. Adjust the scanning settings.

5. Load one page of the document.
6. Click the **Scan** button.
7. When the scan finishes, click the **Exit** button to close the TWAIN window. The scanned images are displayed in Presto! PageManager, and you may perform the image editing tasks.

Click the **Help** button within the TWAIN window for more information about the settings.

Scan within HotCard BizCard Finder:


1. Click on the Windows Start button, point to **All Programs > Business card Recognition Software** and then click **Business card Recognition Software** to launch the Business card Recognition Software.



Attention

If you have more than one scanner or other imaging devices installed on your computer, you need to set this scanner as the default scanning source before you acquire the TWAIN program.

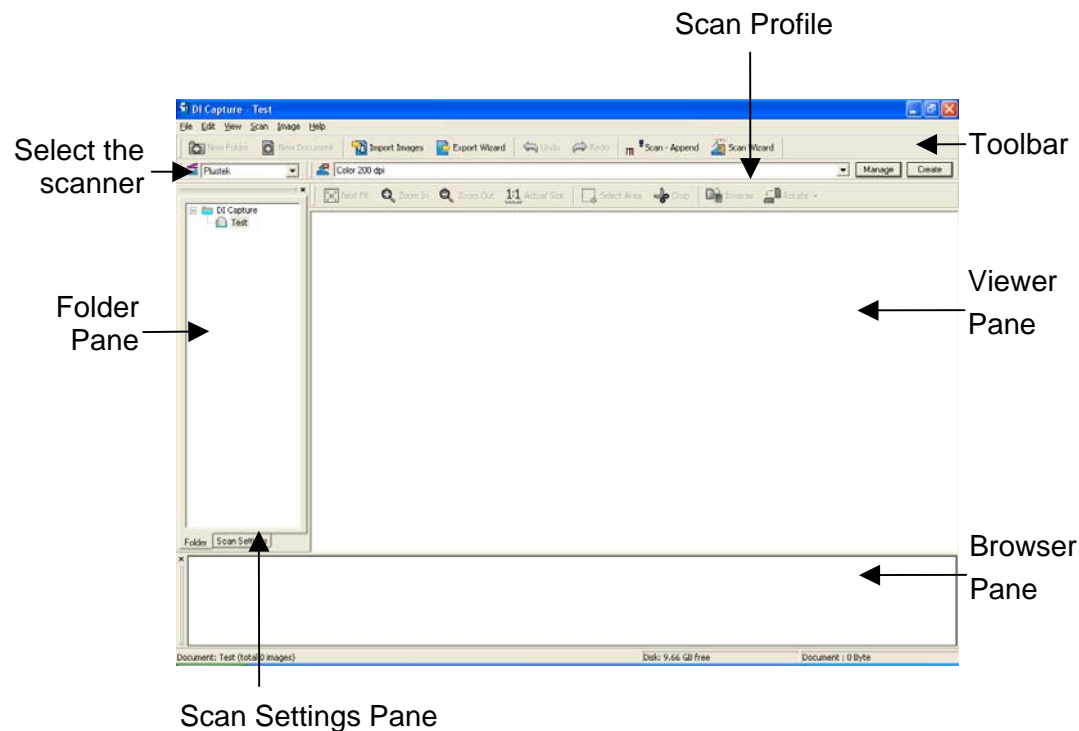
1. From the Main Toolbar, click **Settings > Acquire Options > Flatbed/TWAIN Scan**, and then click **Settings > Acquire Options > Select Flatbed/TWAIN Scanner**.
2. In the window that opens, choose this scanner and then click the **OK** button to set this scanner as the default scanning source.

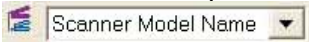
2. Within Business card Recognition Software, click **Scan**  from the main toolbar.
3. In the TWAIN window that opens, select **Sheet Feeder** as the Scan Type.
4. Adjust the scanning settings (Paper Size: Automatic Size, Resolution: 300).
5. Load one business card.
6. Click the **Scan** button.
7. The scanned images are displayed in the BizCard Finder main window, and you may proceed OCR to convert images into editable text formats.

Click the **Help** button within the TWAIN window for more information about the settings.

Scanning from Plustek DI Capture Program

1. Click the Windows Start button to launch DI Capture.



2. Within DI Capture, select this scanner from the drop-down list of .
3. Select a document from the **Folder Pane** to store the scanned images. (To create a new folder and/or a new document, click the **New Folder** and/or **New Document** button from the toolbar.)
4. Select an appropriate scan profile. (You may click the tab of **Scan Settings Pane** to check if the current settings of the selected scan profile meet your needs. If not, you may click the **Create** or **Manage** button beside the Scan Profile to create a new profile or modify an existing profile.)
5. Click the **Scan – Append** button from the toolbar.
6. When the scan finishes, all scanned images are displayed on the **Browser Pane**. The last scanned image appears on the **Viewer Pane**.

Alternatively you may click the **Scan Wizard** button from the toolbar to let Scan Wizard guide you through the entire scan process.

You may also tailor your own user interface of DI Capture such as the toolbar buttons, Viewer Pane, Browser Pane, etc.

Refer to the online help of DI Capture to explorer more about DI Capture!

Scanning from the Scanner's Panel or On-screen DocAction's Execute Menu



The settings for the button on the scanner's panel are configured through DocAction. DocAction offers you quick access to the most frequently-used scanning

functions. They are especially useful when you need to repeatedly scan with the same settings and send images to the same destination.

The button on the scanner panel will be used in this guide to demonstrate the scanner operations. You may also use DocAction's on-screen Execute menu to perform the same scanning tasks.

Configure Button Settings

Before performing your first scan via scanner buttons, you are recommended to configure the button settings to your needs and preferences first. There are two ways to configure or view the button settings of DocAction:


- Double-click the icon  in the Windows system tray.
- Right-click the icon  in the Windows system tray, and then choose **Button Configuration** in the pop-up menu that opens.

Within the “Button Configuration” window, you can find a row of icons running through the left side of the window. Each icon corresponds to a single-touch button on your scanner's front panel (as well as DocAction's on-screen Execute menu). Clicking any icon on the left pane and its current button settings are displayed immediately on the right pane. You may adjust the settings as desired.

Click the **Help** button within the Button Configuration window for more information about the settings.

Scan from the Button

Scanning documents or images from this scanner is very easy. Follow the two steps described below:

1. Place the document or image onto the scanner.
2. Do one of the following to start scanning:
 - Press the button from the scanner's panel.
 - Right-click the icon  in the Windows system tray, and then choose Execute in the pop-up menu that opens. Click the Scan button function item in the pop-up menu.

The scanner starts to scan immediately and carry out the corresponding action according to the settings you have set up in the Button Configuration window.



Attention

The [Scan] button can function with the default setting “Scan”, even though you didn't define the function by using DocAction beforehand.

Chapter III.

Clean and Maintenance

Your scanner is designed to be maintenance-free. However, constant care and maintenance can keep your scanner working smoothly.

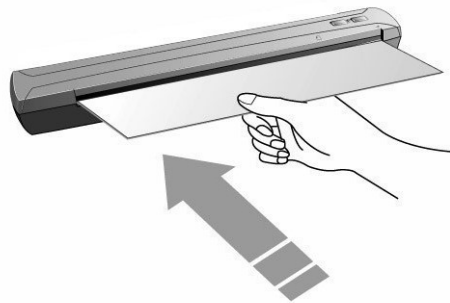
Cleaning the Scanner

When you use this scanner for the very first time after installation, you are suggested to clean the scanner before use.

If unusual dots or lines are found in your scanned image, it is very likely that dust particles or other foreign objects have been brought inside the scanner. You may clean the scanner to rectify the problem.

The following describes how to clean the scanner:

1. Insert the special cleaning paper into the page feed slot of the scanner.



Attention

- Do use the cleaning paper included in our package box. Remember to replace the cleaning paper in a safe and clean place when you finish using it.
- Do not use anything other than our cleaning paper to clean your scanner. Using other sheet will influence the scan quality or even lead to scanner malfunction.

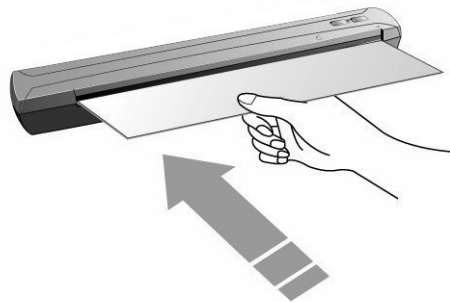
2. From the Windows **START** menu, point to **All Programs > Your Scanner Model Name**, and then click **Clean Wizard**.
3. Click **Clean Now** from the window that pops up, and click **Clean** from the window that pops up.
4. The scanner pulls the cleaning paper through the scanner, which completes this scanner cleaning.

Calibrating the Scanner

Calibrate the scanner if colors appear in areas that should be white, or colors of the scanned image and the original vary a lot. This allows you to adjust and compensate for variations that can occur in the optical component over time by its nature.

The following describes how to calibrate the scanner:

1. Insert the special calibration sheet face down into the page feed slot of the scanner.



Attention

Please insert the special calibration sheet included with the scanner. Alternatively you may also use any plain white sheet of paper sized in Letter size (8.5" x 11.69") instead; however, the calibration effect may be less good than the special calibration sheet.

2. Click **Start** > **All Programs** > **Your scanner model name** > **Calibration Wizard**.
3. Click **Next** from the Calibration Wizard that pops up and then click **Calibrate Now....**
4. Click on the **Start** button to begin the calibration process.
5. The scanner pulls the calibration sheet through the scanner, which completes this scanner calibration. After the calibration is complete, click **OK** and then click **Finish**.

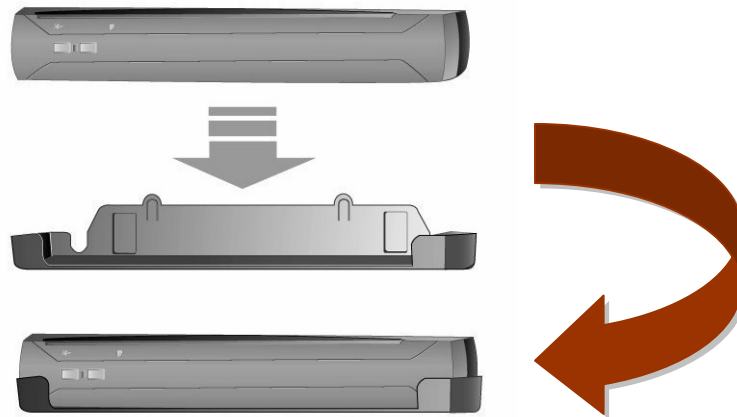
Power Save

To save power consumption, when the scanning process is finished, the scanner light source will turn itself off and the scanner will enter a lower-power mode without delay time.

Using the Wall Holder

You may save your desk space, and the scanner can be within each reach when you need it any time.

1. Fix the two screws carefully on the wall with a screwdriver. (Spacing between the holes = 120 mm)
2. Place the wall holder onto the two screws, and then place the scanner onto the wall holder.



Usage & Maintenance Tips



Attention

To keep your scanner working smoothly, take a moment to review the following usage & maintenance tips.


- Do not insert any document into the scanner with small objects such as paper clips, pins, staples or any other fasteners attached.
- Do not insert damp, curled or wrinkled documents into the scanner for scanning. These documents can cause paper jams and possibly damage the unit.
- Your scanner operates best in temperatures between 10° C to 40° C (50° F to 104° F).



Chapter IV. Troubleshooting

If you encounter problems with your scanner, please review the installation and scanning instructions contained in this guide.

Before you ask for customer service or repair, please refer to the information in this chapter and consult our FAQ (Frequently Asked Questions) in which you can find useful self troubleshooting information. From the Windows **START** menu, point to **All Programs > Your Scanner Model Name**, and then click **FAQ**.

Scanner Connection

The first step to take when troubleshooting connection problems with your scanner is to check all physical connections. The icon , located on the Windows system tray, indicates if the scanner software is properly launched and the scanner and computer are communicating with each other.

Appearance	Status
	The program has been successfully launched and the scanner is connected with the computer, ready to scan mages.
	The scanner is not connected with the computer.
No Display	You have chosen to terminate the program, no matter the scanner is connected or disconnected with the computer.

Appendix A: Specifications⁴

Plustek MobileOffice S400	
Physical dimensions	274mm x 47mm x 33.8 mm (10.79" x 1.85" x 1.33")
Weight	0.33Kgs (0.73 Lbs)
Operating Temperature	10° C to 40° C (50° F to 104° F)
Scan Area	Maximum 216 mm x 910 mm (8.5" x 36") Minimum 12.7 mm x 12.7 mm (0.5" x 0.5")
Acceptable Paper Sizes (W x L)	Maximum 216 x 910 mm (8.5" x 36") Minimum 50.8 x 50.8 mm (2" x 2")
Scan Speed	20 sec. (Grayscale, 300dpi, A4)
Scan Method	Single -Pass
Scan Modes	Color: Input 48-bit; Output 24-bit Grayscale: Input 16-bit; Output 8-bit Black & White: 1-bit
Resolution	Optical 600 dpi (1200dpi software interpolated)
Scanning Materials	Reflective color or black-and-white originals Paper Thickness: from 0.08 mm to 0.4 mm
Protocols	TWAIN Compliant
Connection	USB Port
Light Source	Three-color RGB LEDs
Power Requirement	Powered through USB port. No AC power adaptor is required.
Power Consumption	Operation: < 2.5 W Idle: 0.5 W
EMI	FCC Class B
Environment Requirement	RoHS/WEEE

⁴ Hardware specifications may change at any time without prior notice.

Appendix B: Customer Service and Warranty

If you encounter problems with your scanner, please review the installation instructions and troubleshooting suggestions contained in this guide.

For further assistance call our customer support phone number listed on the last page of this guide. One of our representatives will be happy to assist you from Monday through Friday in office working hours as shown below:

Europe	9:00 a.m. – 5:30 p.m. (CET)
Other Countries or Areas	9:00 a.m. – 6:00 p.m. Taiwan Time

To avoid delays, please have the following information available before calling:

- Scanner name and model number
- Scanner serial number (Located at the bottom of the scanner)
- A detailed description of the problem
- Your computer manufacturer and its model number
- The speed of your CPU (Pentium 133, etc.)
- Your current operating system and BIOS (optional)
- Name of software package(s), version or release number and manufacturer of the software
- Other USB devices installed

Service & Support Information (For EU country only)

Where appropriate, the period of availability of spare parts and the possibilities of upgrading products information. Please ask local distributors and suppliers for spare parts information and product upgrade information.

Information requested by relevant Implementing Measure. Please ask local distributors and suppliers for the related information of Implementing Measure test report.

Do not dispose anything of products before you ask local distributors and suppliers to get correct information for decreases of environmental impact with right methods and procedures.

If you want to disposals the product and/or an accessory, please ask local distributors and suppliers to get the contact information of nearest disposal manufactures.

If you have any maintenance inquiry, please ask local distributors and suppliers to get the contact information of nearest maintenance center in order to extend the product usage life time.

If you want to maintain and clearance the product, please ask local distributors and suppliers to get the right information of nearest stores.

Statement of Limited Warranty

This Statement of Limited Warranty applies only to the options you originally purchase for your use, and not for resale, from an authorized reseller.

The manufacturer warranty includes all parts and labor, and is not valid without the receipt of original purchase. To obtain warranty service, you may contact the authorized dealer or distributor, or visit our website to check out the available service information, or send a request via E-mail for further help.

If you transfer this product to another user, warranty service is available to that user for the remainder of the warranty period. You should give your proof of purchase and this statement to that user.

We warrant that this machine will be in good working order and will conform to its functional descriptions in the documentation provided. Upon provision of proof of purchase, replacement parts assume the remaining warranty of the parts they replace.

Before presenting this product for warranty service, you must remove all programmes, data and removable storage media. Products returned without guides and software will be replaced without guides and software.

This Limited Warranty service does not provide for carry-in exchange when the problem results from accident, disaster, vandalism, misuse, abuse, unsuitable environment, programme modification, another machine or non-vendor modification for this product.

If this product is an optional feature, this Limited Warranty applies only when the feature is used in a machine for which it was designed.

If you have any questions about your Limited Warranty, contact the approved retailer from whom you bought the product or the manufacturer.

THIS LIMITED WARRANTY REPLACES ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. HOWEVER, SOME LAWS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES. IF THESE LAWS APPLY, THEN ALL EXPRESS AND IMPLIED WARRANTIES ARE LIMITED IN DURATION TO THE WARRANTY PERIOD. NO OTHER WARRANTIES APPLY AFTER THAT PERIOD.

Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply.

Under no circumstances are we liable for any of the following:

1. Third party claims against you for losses or damages.
2. Loss of, or damage to, your records or data; or
3. Economic consequential damages (including lost profits or savings) or incidental damages, even if we are informed of their possibility.

Some jurisdictions do not allow the exclusion or limitations of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

This Limited Warranty gives you specific legal rights, and you may also have other rights that vary from jurisdiction to jurisdiction.

FCC Radio Frequency Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular television reception (which can be determined by turning the equipment off and on), the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that which the receiver is connected.
- Shielded interconnect cables and shielded power cord which are supplied with this equipment must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.
- Consult the dealer or an experienced radio/TV technician for help if the conditions persist.
- Changes or modifications not expressly approved by the manufacturer or authorized service center 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.

Contacting Plustek

Europe: Plustek Technology GmbH
An der Strusbek 60-62
22926 Ahrensburg
Germany

Tel.: +49 (0) 4102-8913-0
Fax: +49 (0) 4102-8913-500/508
E-mail: support@plustek.de
Website: www.plustek.de

North America: Plustek Technology Inc.
17517 Fabrica Way, Suite B
Cerritos, CA 90703
U.S.A.

Tel: +1 -562-802-7731
Fax: +1 -562-802-7750
E-mail: supportusa@plustek.com

**Worldwide except
Europe & North America:** Plustek Inc.
13F-1, No.3 (Building F), Yuan Qu Street
115 Nankang, Taipei
Taiwan

Tel: +886-2-2655 7866
Fax: +886-2-2655 7833
Website: www.plustek.com

Visit our website
www.plustek.com
for more customer service information.