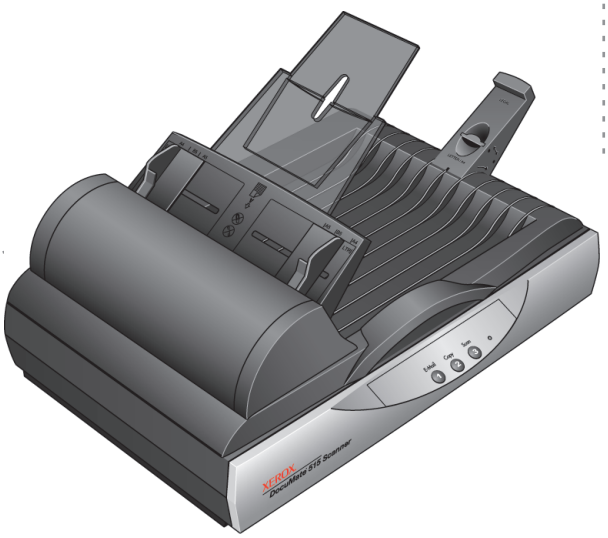
XEROX

DocuMate 515

DocuMate 515 **scanner** user's guide



XEROX

DocuMate 515

DocuMate 515 **scanner** user's guide

Copyright © 2008 Visioneer, Inc.

Reproduction, adaptation, or translation without prior written permission is prohibited, except as allowed under the copyright laws.

XEROX ® is a trademark of Xerox Corporation in the United States and/or other countries and is used under license. DocuMate ® is a registered trademark of Xerox Corporation used under license. All other Xerox product names and product numbers mentioned in this publication are trademarks of Xerox Corporation.

The Visioneer brand name and logo are registered trademarks of Visioneer, Inc. The PaperPort® and OmniPage® Pro brand names and logos are registered trademarks of Nuance Communications, Inc. VRS™ is a trademark of Kofax Image Products, Inc. QuickScan is a trademark of Captiva Software Corporation. Adobe®, Adobe® Reader®, Acrobat® Reader®, Adobe® Acrobat®, and the Adobe® PDF® logo are registered trademarks of Adobe Systems Incorporated in the United States and/or other countries. The Adobe PDF logo will appear in this product's software, and full access to Adobe software features is only available if any Adobe product is installed on your computer.

Microsoft is a U.S. registered trademark of Microsoft Corporation. Windows is a trademark and SharePoint® is a registered trademark of Microsoft Corporation. ZyINDEX is a registered trademark of ZyLAB International, Inc. ZyINDEX toolkit portions, Copyright © 1990-1998, ZyLAB International, Inc. All Rights Reserved. All other products mentioned herein may be trademarks of their respective companies.

Information is subject to change without notice and does not represent a commitment on the part of Visioneer. The software described is furnished under a licensing agreement. The software may be used or copied only in accordance with the terms of such an agreement. It is against the law to copy the software on any medium except as specifically allowed in the licensing agreement. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or information storage and retrieval systems, or translated to another language, for any purpose other than the licensee's personal use and as specifically allowed in the licensing agreement, without the express written permission of Visioneer.

Part Number: 05-0728-000

Restricted Rights Legend

Use, duplication, or disclosure is subject to restrictions as set forth in contract subdivision (c)(1)(ii) of the Rights in Technical Data and Computer Software Clause 52.227-FAR14. Material scanned by this product may be protected by governmental laws and other regulations, such as copyright laws. The customer is solely responsible for complying with all such laws and regulations.

Table of Contents

Welcome

What's in the Box 1
The Xerox DocuMate 515 Scanner 2
What You Need 3
Documentation 3

Installation

Before You Begin 4
Step 1: Assemble the Scanner 5
Step 2: Install the Software 7
Step 3: Connect the Power Supply 12
Step 4: Connect the USB Cable and Turn on the Power 13
Additional Applications Available with Your Scanner 15
View the User Guides 16
Register Your Scanner and Check for Updates 17

Scanning

Loading Documents to Scan 19
- Automatic Document Feeder (ADF) Scanning 19
- Flatbed Glass Scanning 20

Scanning from One Touch 21
- The Default One Touch Settings 21
- Scan from the One Touch Scanner Buttons 22
- Scan from the One Touch Button Panel 23
- Features of the One Touch Button Panel 24

Configuring the One Touch Buttons 25
- Selecting New Settings for a Button 26
- Creating a New Scan Configuration 28
- Editing or Deleting Scan Configurations 35
- Configure Before Scan 36
- Selecting Page Format Options 39
- Selecting Options for a Button 42
- Setting Destination Application Properties 44
- Scanning with Optical Character Recognition (OCR) 49
- Scanning with sPDF or nPDF and Searching for Text 50
- Scan and Burn to a CD 51
- Scanning with Event Forwarding 52
- Creating an HTML Web Page from Your Scanned Documents 53
- Transferring Scanned Documents to Storage 54
- Checking the Hardware and Setting the Lamp Power Saving 58

Scanning from the TWAIN Interface

Accessing the TWAIN Interface 61
The Two TWAIN Interface Options 62
Scanning from the TWAIN Basic Interface 63
Scanning from the TWAIN Advanced Interface 64
Adjusting the Image with the Advanced Interface 65
Creating a New Advanced Interface Profile 71
Display the Device Configuration 71

Scanning from the Windows Image Acquisition Interface

Fine Tuning Your Scans 74

Scanning from the ISIS Interface

Accessing the ISIS Interface in QuickScan 75

Maintenance

Cleaning the Scanner 76
Cleaning the Automatic Document Feeder 76
Cleaning the Scanner Glass 77
Clearing Paper Jams 77
Replacing the ADF Pad Assembly 78
Troubleshooting 79
Error Light Troubleshooting Codes 81
Uninstalling Your Scanner 82
To Install Another Driver 83
DocuMate 515 Scanner Specifications 84
Xerox DocuMate 515 Parts List 85

Notices 87

Section 1: Safety Introduction 87
Section 2: EMC 87
Section 3: Operational Safety Information 88
Section 4: Electrical Information 89
Section 5: Emergency Power Off 90
Section 6: Maintenance Information 90
Section 7: Product Safety Certification 90
Section 8: Regulatory Information 91
Section 9: Compliance Information 91
Section 10: Illegal Copies 93
Section 11: EH&S Contact Information 95

Index 97

Welcome

Your new Xerox DocuMate 515 scanner can quickly scan stacks of documents with the Automatic Document Feeder (ADF), or single pages on the Flatbed glass.

What's in the Box

Before proceeding, check the contents of the box. If items are missing or damaged, contact the dealer where you purchased the scanner.

DocuMate 515 Scanner

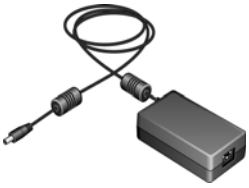
USB Cable

Power Cord

Paper Guide

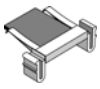
Paper Guide Extension

Paper Stop

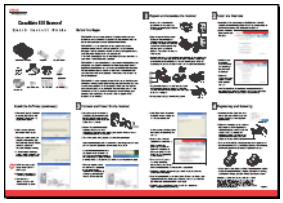


Power Supply

Installation Disc



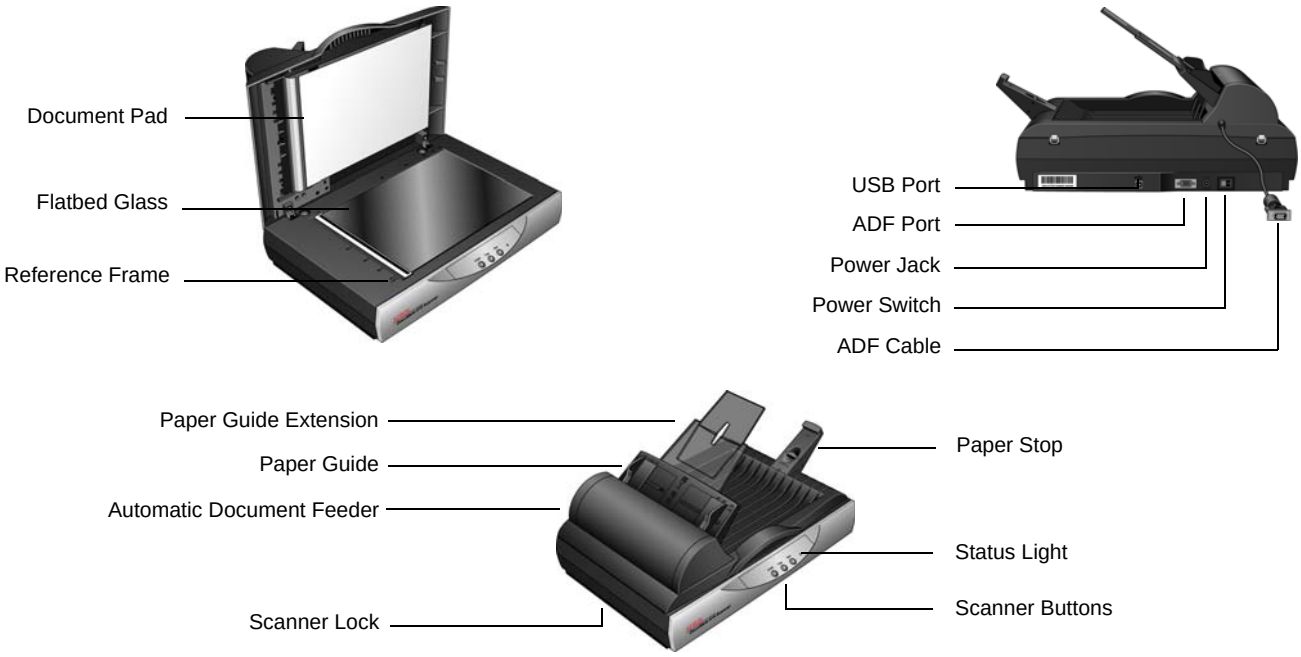
Replacement ADF Pad



Quick Install Guide

Technical Support Card

The Xerox DocuMate 515 Scanner



Document Pad—Holds documents in place on the scanner glass.

Flatbed Glass—Place document face down to scan.

Reference Frame—Reference marks indicating where to align various paper sizes.

Paper Stop—Holds items in place as they are ejected from the Automatic Document Feeder.

Automatic Document Feeder (ADF)—Feeds documents through the scanner.

Paper Guide Extension—Unfolds to support multiple document lengths.

Paper Guides—Adjusts to fit the paper width.

Scanner Lock—Locks or unlocks the scanning head.

Scanner Buttons—Press to start scanning.

Status Light—Shows the scanner's status. Refer to "Error Light Troubleshooting Codes" on page 81 for additional details.

Universal Serial Bus (USB) Port—Connects the scanner to the computer.

ADF Port—Connects the ADF cable from the Automatic Document Feeder to the scanner body.

ADF Cable—Supplies power from the scanner body to the Automatic Document Feeder.

Power Jack—Connects the power cord to the scanner.

Power Switch—Turns the power on and off.

What You Need

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

- A DVD-ROM drive
- An available Universal Serial Bus (USB) port
- Microsoft® Windows® operating system: Windows 2000 (Service Pack 4), 32-bit Windows XP (Service Pack 1 and 2), 32-bit or 64-bit Windows 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

Your scanner is delivered with the following documentation:

- Quick Install Guide—Abbreviated installation instructions.
- Xerox DocuMate 515 Scanner User's Guide—On the Installation CD; contains detailed installation, scanning, configuration, and maintenance information.
- 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 application.

Installation

Installation is a quick, four-step process:

1. Assemble the scanner
2. Install the software
3. Connect the power supply
4. Connect the USB cable and turn on the power

Before You Begin

Please make sure of the following before you begin installation:

- **The information in this guide may cover software not provided with the scanner you purchased. Disregard any information about the software not applicable to your chosen product. Please visit our web site at www.xeroxscanners.com for the latest software updates for your Xerox DocuMate 515 scanner.**
- **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 if you do, 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 Xerox DocuMate 515 scanner. If you previously had a Xerox or Visioneer desktop scanner you should uninstall that scanner driver before proceeding. You can remove these programs from the Windows Add/Remove programs list. Please refer to the user manual provided with your other scanner hardware for instructions about removing the driver and software for that unit.**
- **If your computer is running Windows Vista, you may see the Vista User Account Control screen asking you to confirm system changes. Click the Continue button to allow the installation to proceed.**

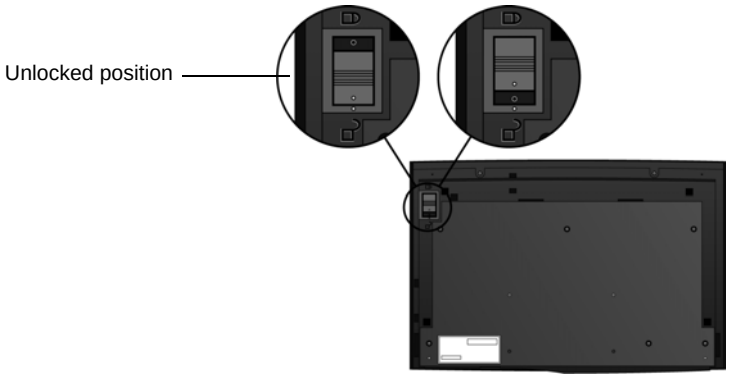
Step 1: Assemble the Scanner

All the components to assemble the scanner are included in the box.

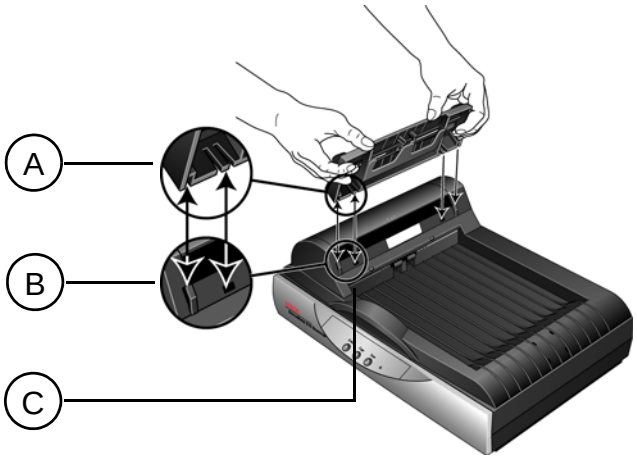
1. Remove all shipping tape from the top and bottom of the scanner.

2. Open the ADF cover and carefully remove any foam particles that may have gotten inside the Automatic Document Feeder.

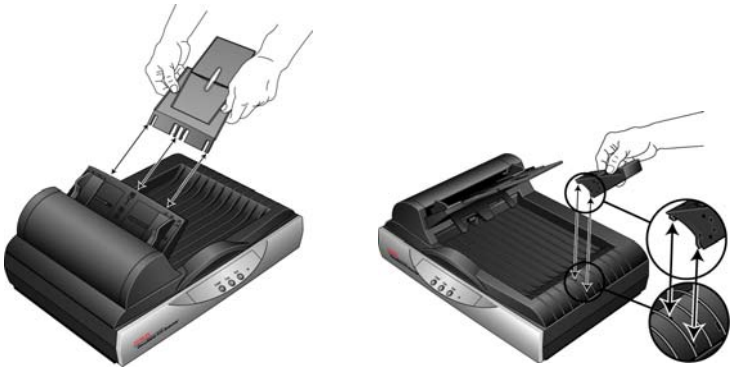
3. Slide the locking tab on the bottom of the scanner to its unlocked position. The scanner will not scan when locked.



4. Insert the slots (A) on the Paper Guide onto their tabs (B) on the scanner and slide the Guide down into place. The catch tabs (C) snap into place.



5. Insert the Paper Guide Extension into the Paper Guide and snap its tabs into place. Insert the Paper Stop onto the back of the scanner and slide it downward to snap it into place.



6. Plug the ADF cable into the ADF port. The ADF will not function properly if the ADF cable is loose or unplugged.

7. Proceed to “Step 2: Install the Software”.

Step 2: Install the Software

All the software you need to use the scanner is on the Installation Disc.

1. Start Microsoft Windows and make sure no other applications are running.
2. Insert the installation disc into your computer's DVD-ROM drive.

   The disc automatically starts and the Select Language window opens.

3. Select your language from the list of available languages.

   The disc's main menu opens in the language you selected.

NOTE: If the disc does not start, check the following:

- Make sure the disc drive's door is completely shut.
- Make sure the disc was inserted in the drive in the proper direction (label side up).

To launch the disc manually:

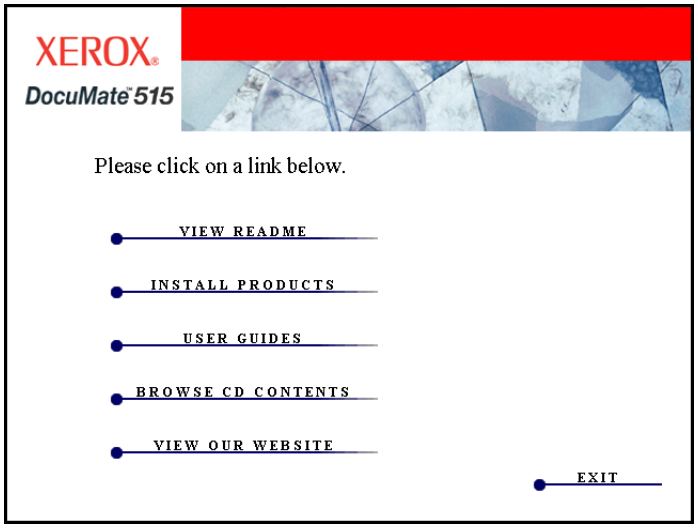
- Open the Windows option for My Computer. You can do this by double-clicking on the **My Computer** icon on your desktop.
- Double-click the icon for your DVD-ROM drive.
- The Installation menu for the disc should now open.

If the menu does not open:

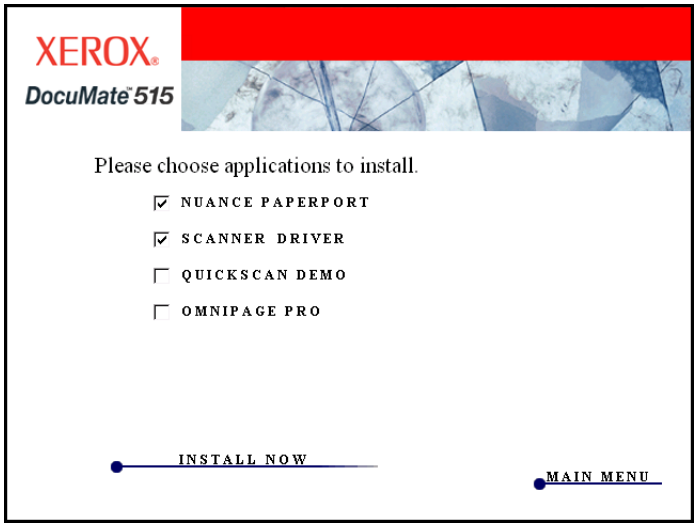
- From the list of files on the disc, double-click the file named START32.EXE.

NOTE: The Scanner Readme file has late-breaking news about your scanner. The Scanner Readme file is in HTML format and will open in any standard browser.

4. On the Main Menu, select **Install Products**.



5. Make sure the boxes for **Nuance PaperPort**® and **Scanner Driver** are checked.



6. Click **Install Now**.

Installing PaperPort

The PaperPort installation launches first. Follow the instructions on screen to install the software.

1. The Select Language window opens. Click the drop-down menu arrow and select the language to use. Click **OK**.
2. On the PaperPort Welcome window, click **Next**.

   Installing PaperPort will uninstall any existing version of PaperPort and will install the newer version. Your existing PaperPort files will not be affected.
3. 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.
4. Follow the instructions on screen to finish installing the PaperPort software.
5. At the InstallShield Wizard Completed window, click **Finish**.

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

Installing the Scanner Driver

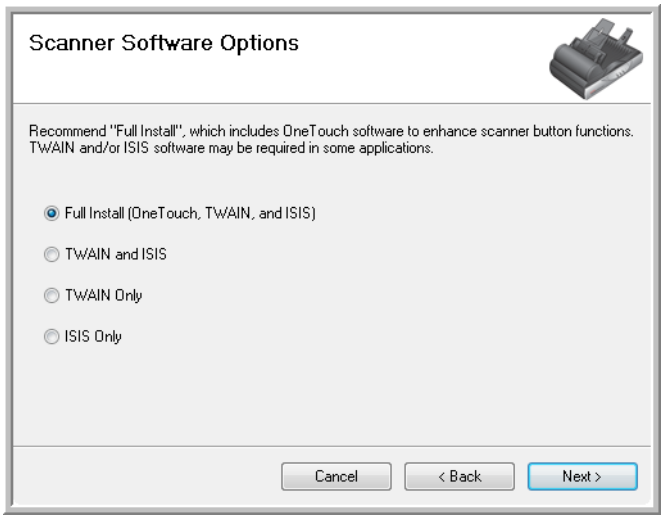
The scanner install will automatically launch after the PaperPort installation finishes.

1. The Welcome to the One Touch 4.0 Setup Wizard opens.

2. Click **Next**.
3. On the Xerox 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.

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

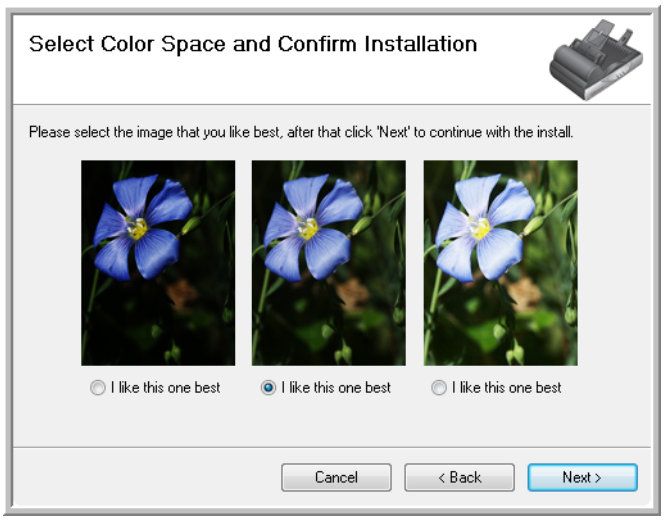


5. Select the option you want, then click **Next**.

   - **Full Install (One Touch, TWAIN, and ISIS)**—This is the recommended installation. It installs the One Touch 4.0 software, which provides the necessary driver software for the scanner buttons to work. It also installs the TWAIN and ISIS drivers for scanning from within TWAIN and ISIS scanning applications.
   - **TWAIN and ISIS**—The TWAIN and ISIS drivers are installed and you can scan from within TWAIN and ISIS scanning applications. You will not be able to use the buttons on the scanner.
   - **TWAIN only**—The TWAIN driver is installed and you can scan from TWAIN scanning applications only. You will not be able to use the buttons on the scanner.
   - **ISIS only**—The ISIS driver is installed and you can scan from within ISIS scanning applications only. You will not be able to use the buttons on the scanner.

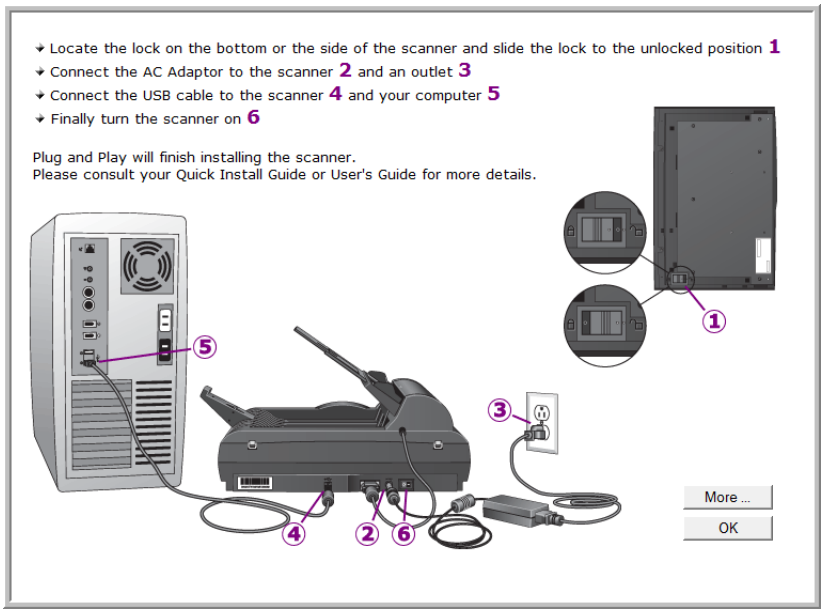
NOTE: If your computer is running Windows XP or Windows Vista, Microsoft's Windows Image Acquisition (WIA) interface for scanning is always available, regardless of your selection on this window.

6. During installation you will see a window asking you to select one of the images for your Color Space setting. Select the option that looks best to you and click **Next**.



The Color Space setting sets the default gamma value for the scanner so scanned items look good on your monitor.

7. **STOP** when you see the “Complete the installation by connecting your hardware” window. Do **NOT** click **OK** yet. Leave the window open and proceed to the next section, “Step 3: Connect the Power Supply”.



Step 3: Connect the Power Supply

1. Plug the power supply into its power port on the scanner.

NOTE: Only use the power supply included with your scanner. Connecting any other type of power supply may damage your scanner, and will void its warranty.

2. Plug the power cord into the power supply and then into a wall outlet.

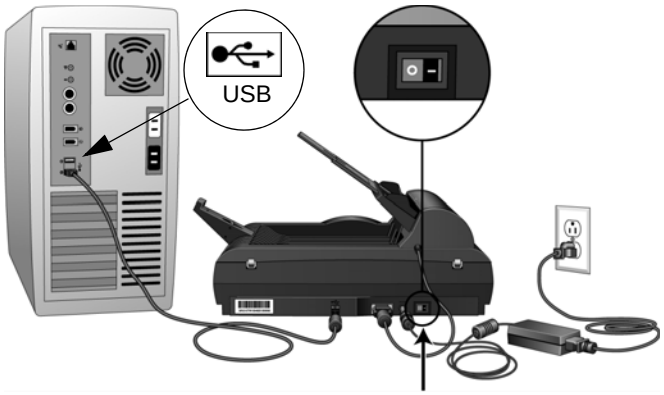
3. Now proceed to the next section, “Step 4: Connect the USB Cable and Turn on the Power.”

Step 4: Connect the USB Cable and Turn on the Power

The DocuMate 515 scanner connects to any available USB port. Check your computer's manual for USB port locations.

1. Remove any protective tape from the USB cable.
2. Plug the USB cable into the USB port on the scanner then into a USB port on the computer.

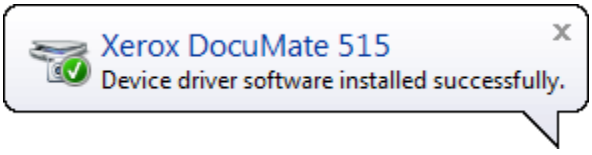
   If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.
3. Turn on the power switch, located on the back of the scanner to the right of the power port.



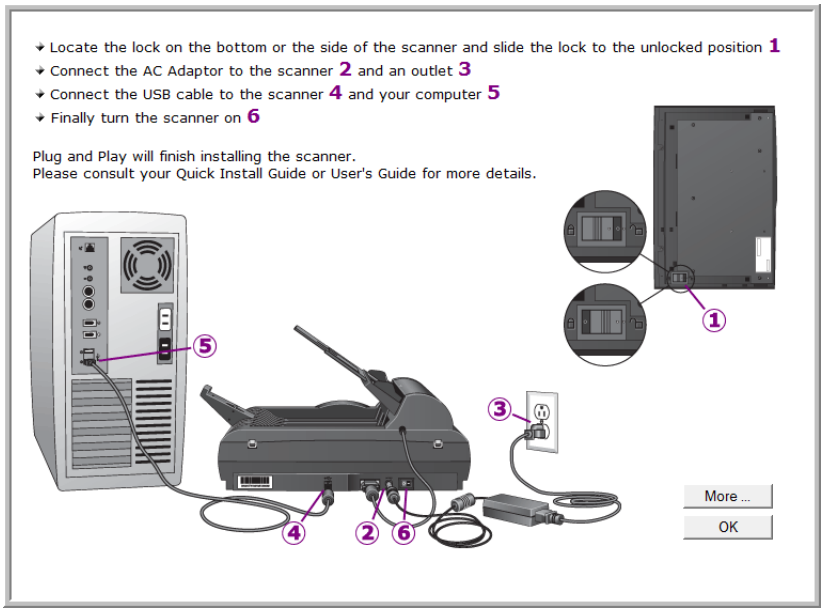
   The status light comes on and flashes indicating that the scanner is receiving power.

   If you are using Windows XP or Windows Vista, 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 automatically loads the appropriate software to run the scanner.

   If your computer is running Windows XP or Windows Vista, you will see a message similar to the following.



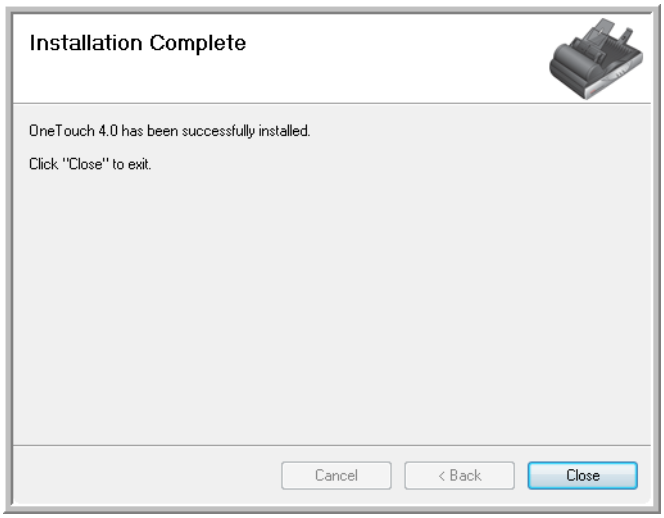
5. When you're certain that the software has completely loaded, return to the "Complete the installation by connecting your hardware" window. Click **OK**.



You can also click **More** to see a quick overview about accessing and navigating the One Touch Button Panel.

The scanner's status light is blue when the scanner and computer are communicating properly.

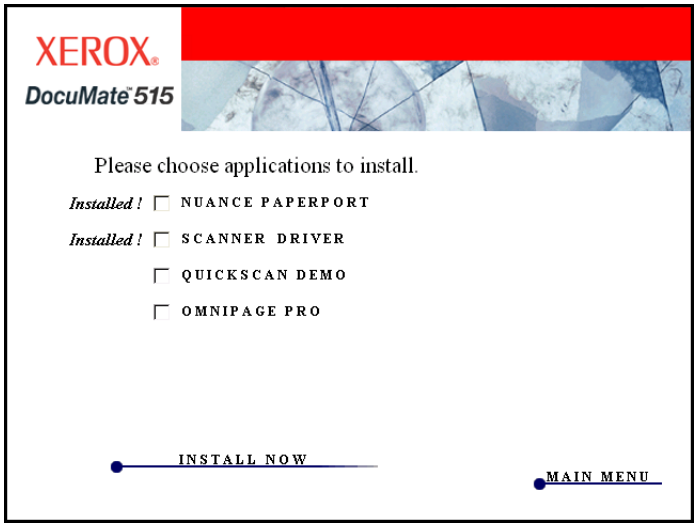
6. Click **Close** on the Installation Complete window to close and exit the software installer.



Additional Applications Available with Your Scanner

Your scanner includes free, additional applications as described in the following table.

1. Return to the disc's Main Menu and click **Install Products** again.
2. Select the additional applications you want to install, and click **Install Now**.

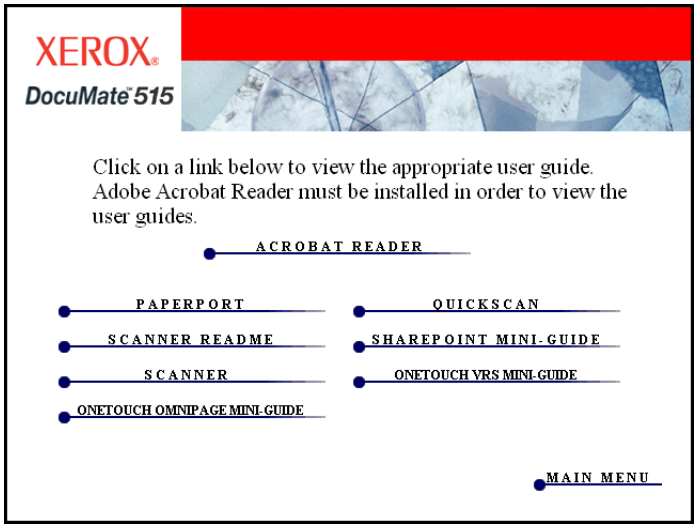


3. Follow the instructions on the screen to install each of the additional products.

Software	About the Software
Adobe® Acrobat Reader®	Adobe Acrobat Reader is a stand-alone application that you use to open, view, search, and print PDF files. The User Guides on your scanner's installation disc are in PDF format and require Adobe Acrobat Reader for you to view and save them.
OmniPage® Pro	OmniPage Pro provides precision OCR analysis, advanced layout detection, and Logical Form Recognition™ (LFR) technology. Advanced security features quickly turn office documents and forms into over 30 different PC applications for editing, searching and sharing.
QuickScan™	QuickScan is a stand-alone, out-of-the-box imaging solution that provides all the necessary capabilities for high-speed scanning, image enhancement, viewing, annotation, printing, and storing images. It uses an ISIS-certified driver for scanning, and includes flexible job separation and barcode recognition. The Demo version lets you try the application first.

View the User Guides

1. Return to the disc's Main Menu window and click **User Guides**.



   The User Guides are in Adobe® Acrobat® PDF format. 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.

2. 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.

   The SharePoint Mini-Guide has information about a feature in the One Touch 4.0 software to link to Microsoft's SharePoint application. This Mini-Guide explains how to setup the SharePoint link in One Touch.

   The One Touch VRS Mini-Guide has information about a feature in the One Touch 4.0 software to use VRS settings when scanning. This Mini-Guide explains what the feature is and how to use the VRS settings when creating or modifying a scan configuration.

   The One Touch OmniPage Mini-Guide has information about the OmniPage Module in the One Touch 4.0 software to use OmniPage settings when scanning. This Mini-Guide explains what the feature is and how to use the OmniPage settings when creating or modifying a scan configuration.

3. When you're finished viewing and saving the guides, click **Main Menu** to return to the Main Menu window and click **Exit**.

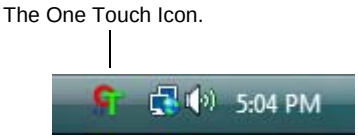
4. Remove the Installation Disc and store it in a safe place.

That's it! Installation is finished and your Xerox DocuMate 515 scanner is ready to scan.

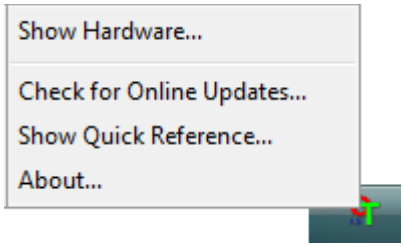
Register Your Scanner and Check for Updates

Registering your scanner is important as it provides you with access to free telephone support service.

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



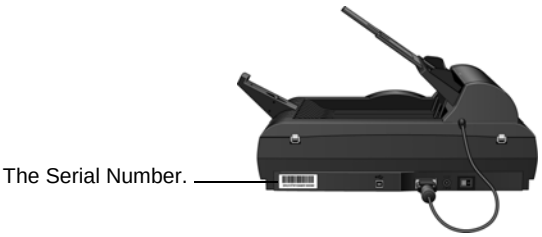
2. Choose **Check for Online Updates** from the pop-up menu.



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

NOTE: A valid email address is required.

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



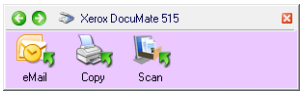
After registration is complete you will receive an email message with your RegID.

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.

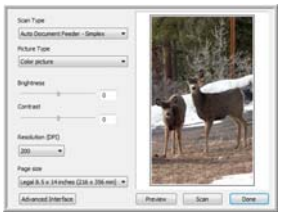
Scanning

If you selected the recommended Full Install option (see page 10), you have several different options to scan with your Xerox DocuMate 515 scanner. Each method scans equally well, so use the one with appropriate options for the item you are scanning.

- **One Touch Scanner Buttons**—Each scanner button is set up to scan for a particular function, such as **Email** to attach a scanned item to a new, blank Email message. See “Scan from the One Touch Scanner Buttons” on page 22.



- **One Touch Button Panel**—Use this option to scan from the computer screen. Scanning from the on-screen One Touch Button Panel is the same as pressing a scanner button, except you click an icon that represents the scanner button. See “Scan from the One Touch Button Panel” on page 23.



- **TWAIN Interface**—The TWAIN interface is for scanning from various programs on your computer. The TWAIN interface is available from the PaperPort software, as well as from other programs such as Microsoft Word. See “Scanning from the TWAIN Interface” on page 60.

- **Windows Image Acquisition (WIA)**—If your computer is running Windows XP or Windows Vista, you can use this option to scan with the Microsoft Windows WIA interface. See “Scanning from the Windows Image Acquisition Interface” on page 72.

- **ISIS Interface**—This option uses the ISIS interface for scanning. The ISIS interface for each application varies depending on the application. See “Scanning from the ISIS Interface” on page 75.

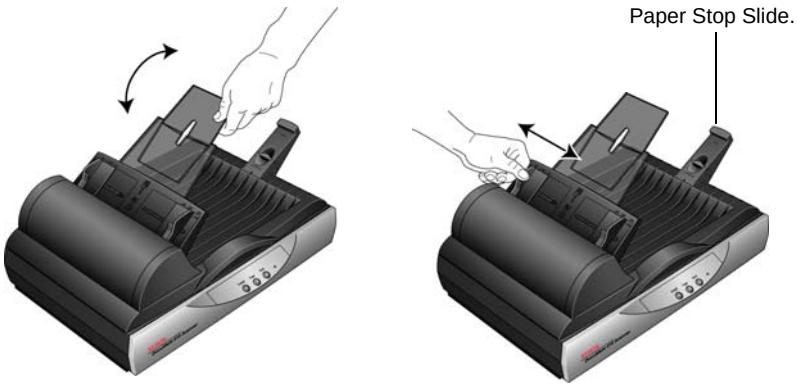
Loading Documents to Scan

You can use your Xerox DocuMate 515 to scan a single page or a stack of pages.

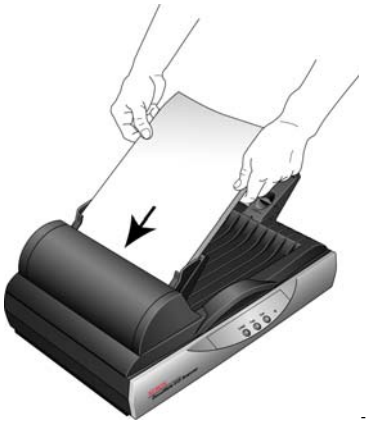
NOTE: Always remove any staples or paper clips from documents before inserting them into the scanner's Automatic Document Feeder. Staples and paper clips can jam the feed mechanism and scratch the internal components. Also remove any labels, stickers, or Post-It™ notes that may come off during the scanning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

Automatic Document Feeder (ADF) Scanning

1. Unfold the Paper Guide Extension and adjust the Paper Guide for the width of the paper.
2. Adjust the Paper Stop at the back of the scanner for the length of the paper.



3. Load the stack of documents *face up*, with their tops into the Automatic Document Feeder.



4. You can now scan the documents using the scanner buttons, One Touch, or one of the other scanning interfaces.

IMPORTANT: Items scanned using the Automatic Document Feeder must be a minimum of 3 x 4 inches (7.6 x 10.2 cm).

Flatbed Glass Scanning

1. Remove any paper in the Automatic Document Feeder.

   The scanner automatically detects if paper is in the Automatic Document Feeder and will scan pages in it. You must remove these pages prior to scanning if you want to scan from the Flatbed.

2. Lift the scanner cover and place the document *face down* on the glass.

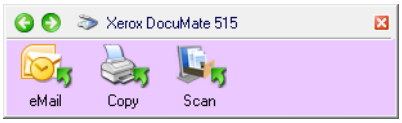
3. Align the item with the arrow on the reference frame then close the cover.

4. You can now scan the document using the scanner buttons, One Touch, or one of the other scanning interfaces.

Scanning from One Touch

One Touch is your main scanning interface for using the scanner. The One Touch Buttons on the scanner mirror the One Touch Button Panel.

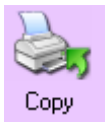
The scanner buttons mirror the One Touch Button Panel.



The Default One Touch Settings

Based on the recommended installation of PaperPort and the scanner driver, your scanner is pre-configured to scan items for various basic tasks, such as email or printing, then send the scanned image to an appropriate, pre-selected Destination Application. The names on the One Touch Button Panel correspond to the scanner buttons and indicate their original factory settings.

The **eMail** button is set up to scan documents then immediately attach them to a new email message in your default eMail program. The email application will default to the email program specified in the internet options of Internet Explorer.



The **Copy** button is set up to send the scanned image directly to your computer's printer without opening the scanned image in an application. This essentially means you can use your scanner as if it is a copier.

The **Scan** button is pre-configured to scan your documents in the PDF format then open them in the PaperPort application that you received with your scanner.

See the section, "Configuring the One Touch Buttons" on page 25, to change the settings of the One Touch buttons.

NOTE: The default page size in each configuration is based on your computer's Windows setup of United States or Metric units.

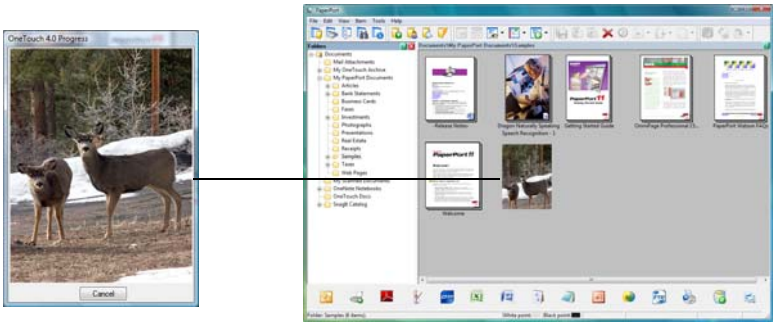
- If United States is the selected measurement, the default page size in each profile will be based on the United States standard page sizes such as 8.5" x 11".
- If Metric is the selected measurement, the default page size in each profile is based on the ISO 216 standard and the majority of the profiles will default to A4.

Scan from the One Touch Scanner Buttons

Pressing a scanner button scans the item and then sends the image to the Destination Application associated with the button. Each button's scanning function is determined by the selected settings shown in the One Touch Properties window.

1. Load a stack of documents *face up* in the Automatic Document Feeder or place a single page *face down* on the Flatbed glass and close the cover.
2. Press a scanner button.

A scan progress window opens and the image is sent to the selected application from the One Touch utility. In this example, the Destination Application is the PaperPort software.

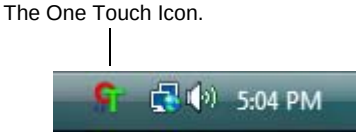


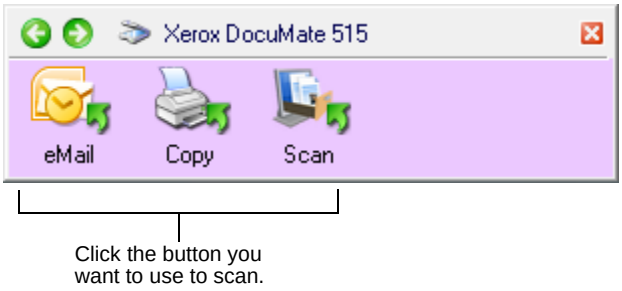
Scan from the One Touch Button Panel

Scanning from the button panel on your computer's screen works like pressing a button on the scanner. The scanner scans the item, then sends the image to the Destination Application indicated by the button's icon.

1. Load a stack of documents in the Automatic Document Feeder, or place a document face-down on the Flatbed glass.
2. Now click on the One Touch icon in the Windows Notification Area (at the bottom right corner of the screen).

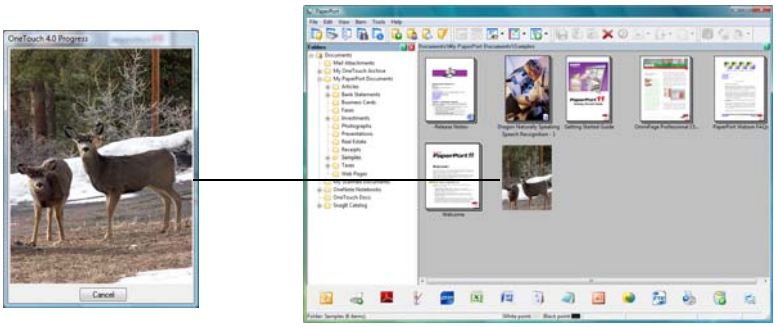
   The One Touch Button Panel opens.





3. Click a button on the panel.
4. A scan progress window opens and the image is sent to the selected application for the One Touch button.

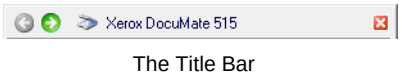
   In this example the Destination Application is the PaperPort software.



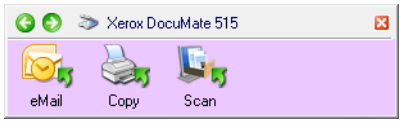
Features of the One Touch Button Panel

The One Touch Button Panel is your on-screen set of controls for the scanner. From the panel you can access the hardware settings for your scanner and configure the One Touch buttons.

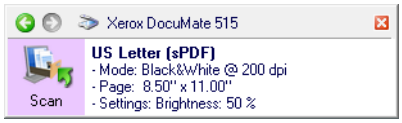
Click on the One Touch icon to open the panel.



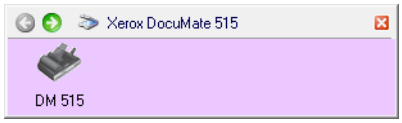
The Title Bar



The Button View.



The Detail View.



The Hardware View.

The Title Bar

- Green arrows—click to cycle through the panel's 3 views.
- Scanner icon—click to open the scanner's hardware properties.
- Red "X"—click to close the One Touch panel.

The Button View

- *Left-click* on a Destination Application icon to start scanning.
- *Right-click* on a Destination Application icon to open the One Touch Properties.

The Detail View

- *Left-click* on a Destination Application icon to start scanning.
- *Right-click* on a Destination Application icon to open the One Touch Properties.
- *Double-click* on the detailed information to open the One Touch Properties.

The Hardware View

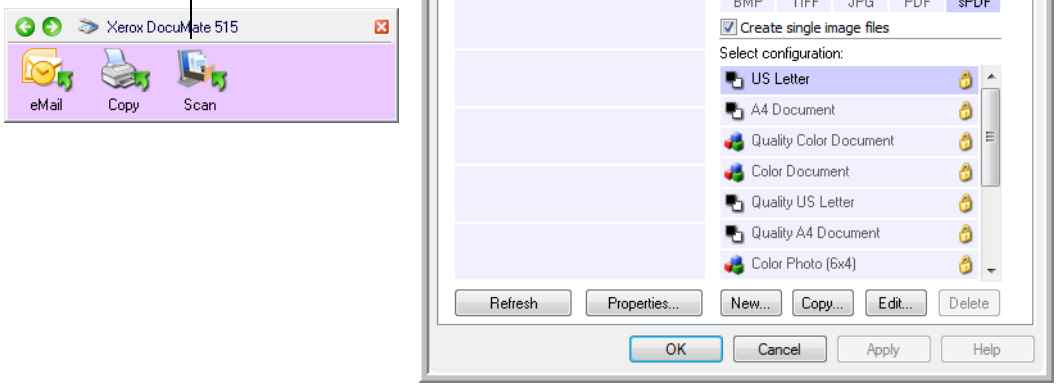
- *Left-click* on the scanner icon to return to the Button view.
- *Right-click* on the scanner icon to open the scanner's hardware properties.

Configuring the One Touch Buttons

When you installed the scanner, the software configured each One Touch button with appropriate settings consisting of: a **Destination Application**, a **Scan Configuration**, and a **File Format**.

1. Click on the One Touch icon.
2. Right-click a button on the One Touch Button Panel.
3. The One Touch Properties window opens for that button.

Right-click on a button, for example the Scan button, and the One Touch Properties window opens for that button.



NOTE: Some of the options on the One Touch Properties Window are "grayed out" and are not available, these options are not appropriate for your scanner model.

Changing a Button Setting:

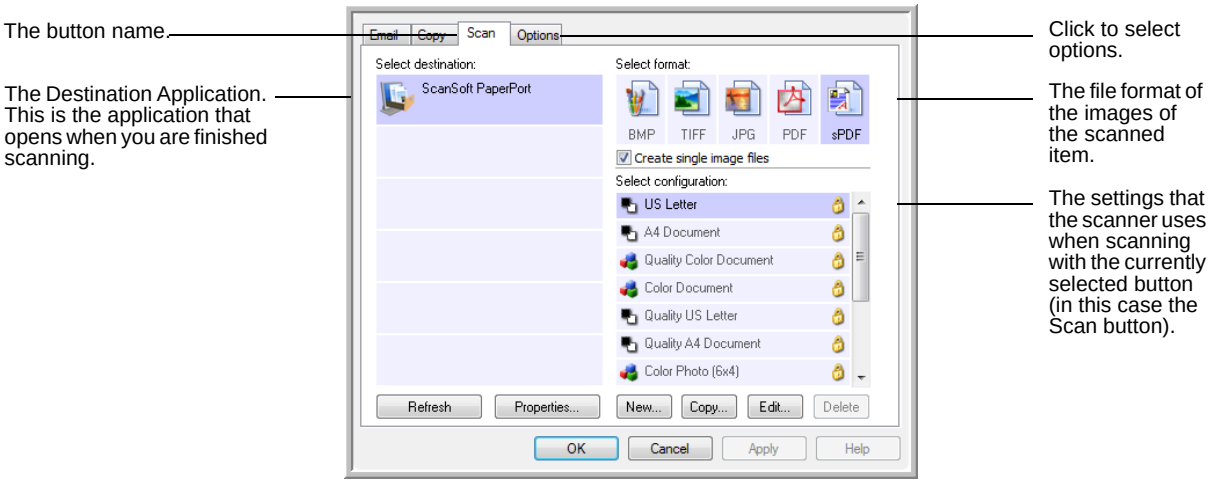
1. Select a button tab on the top of the window.
2. Click on an application name in the **Select Destination** list.
3. Select a file format in the **Select Format** panel.
4. Select a scanning configuration in the **Select Configuration** list.
5. Click on **OK** to save the changes.
6. Press the button on the scanner that you made the changes to.
7. The scanner starts scanning and sends the image to the application, with the file format and scanning configuration you specified.

   The next section contains detailed information on making changes in the One Touch Properties window.

Selecting New Settings for a Button

The One Touch Properties window is where you select new settings for the buttons. The tabs across the top of the window correspond to the buttons on the scanner.

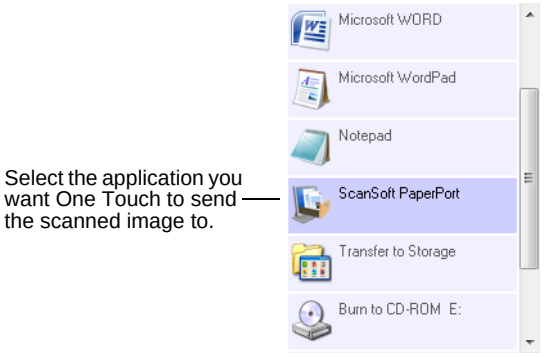
For each of the three One Touch buttons, you can select a new **Destination Application**, **Scan Configuration**, and **File Format**.



The settings on the Properties window are:

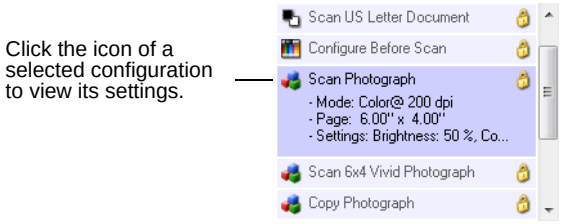
Button Tabs—Click a tab to see the settings for that button.

Select Destination—The list of Destination Applications that One Touch can send a scanned image to so that this application opens immediately after scanning is complete.



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, RTF, or DOC), the text in scanned images is automatically converted to word processing text.

Select Configuration—The list of available scan configurations for the selected button. The 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 each scan configuration indicate the scanning mode:

NOTE: Use Configure Before Scan if you want to set the scanning mode manually before scanning. See "Configure Before Scan" on page 36.

Select Format—A set of file formats for the scanned image for the selected button. The available formats are based on the type of destination application you select.

The icon names indicate the file type. See "Selecting Page Format Options" on page 39 for more information about the available formats.

Options tab—Displays a window for selecting options related to the selected Destination Application for the scanned image. See "Selecting Options for a Button" on page 42 for instructions on configuring the list of available destinations.

Properties button—Displays a window for selecting properties for each type of Destination Application. See "Setting Destination Application Properties" on page 44.

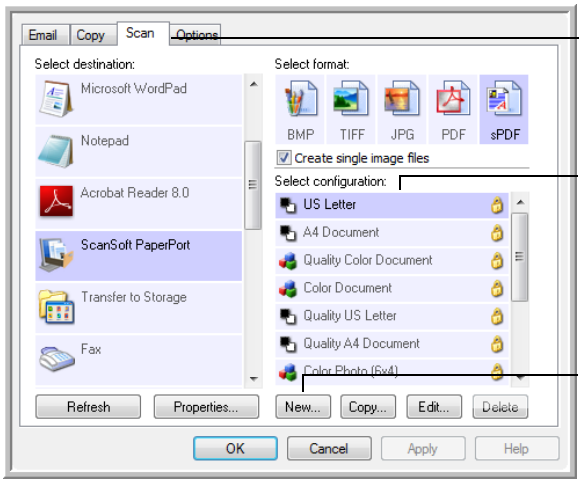
Refresh button—Updates the links between all your computer's Destination Applications and One Touch 4.0. If you install new software that can be used as a Destination Application, click the **Refresh** button to link the new software to One Touch 4.0.

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 28 and "Editing or Deleting Scan Configurations" on page 35.

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.

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.



Click the tab of the button to have the new configuration.

The Scan Configurations.

Click **New** to create a new Scan Configuration.

To create a new configuration:

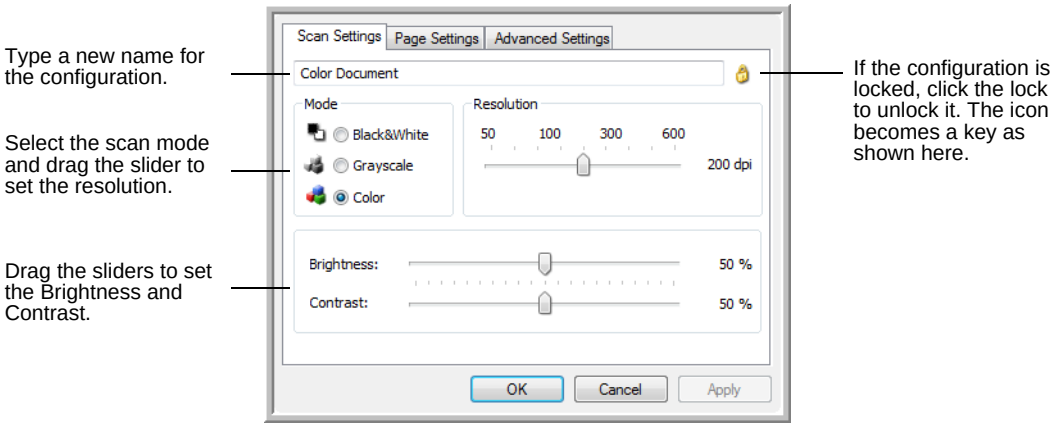
1. Open the One Touch Properties window and click the tab of the button that you want to have a new configuration.
2. Scroll through the applications in the Select Destination list and click the application you want for the new scan configuration.
3. Click the **New** button.

   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.

The Scan Settings Tab

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



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.
   - **GrayScale** to scan items such as documents containing drawings or black and white photographs.
   - **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 75 dpi. Higher dpi settings take longer to scan and produce larger files for the scanned images.

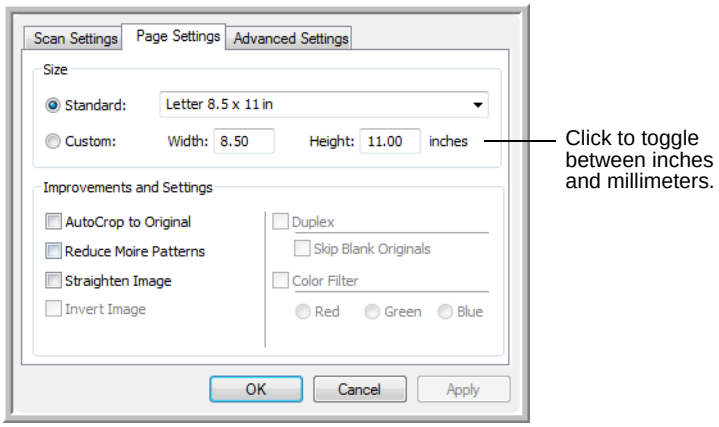
   Brightness and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black&White mode.

   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 difference between the lighter and darker shades in the image.

3. If you want to lock the configuration, click the Key icon to change it from a Key to a Lock.
4. Click on **Apply** to save the changes on the Scan Settings tab.

The Page Settings Tab

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

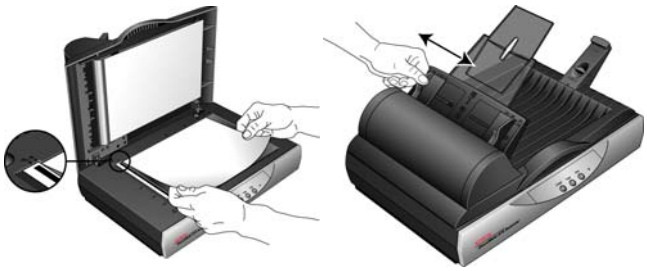


Size—Click **Standard**, click the menu arrow and choose a page size from the list, or click **Custom** and enter the horizontal and vertical page dimensions in the boxes. The maximum size is 8.5" x 14". The units of measurement can be inches or millimeters. Click the name of the units, inches or millimeters,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

Improvements and Settings—Only the options that apply to the selected scanning mode on the Scan Settings tab are available.

- **AutoCrop to Original**—Select this option to let the scanner automatically determine the size of the item being scanned.

  When scanning from Flatbed glass, make sure to align the top left corner of the item with the arrows at the top left corner of the Flatbed glass. When scanning from the Automatic Document Feeder, make sure to adjust the paper guides on the scanner to the width of the paper.



- **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 300dpi or less.

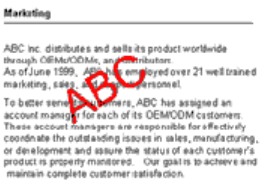
- **Straighten Image**—Select this option to let the scanner automatically determine if a page is skewed, then straighten its image. If the page is fed through at too great an angle, the image may not straighten correctly. In that case, re-scan the page using the paper guides to feed the paper in straight.
- **Invert Image**—Only available for Black&White Mode, this option reverses the black and whites of an image.

Original Image.

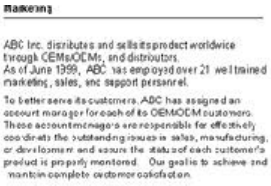
Inverted Image.

- **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.

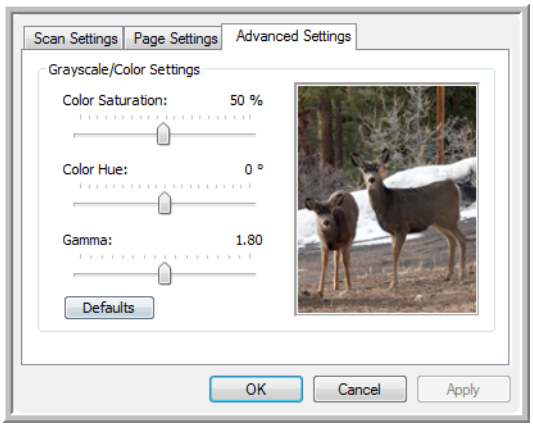


Click on **Apply** to save the changes on the Page Settings tab.

The Advanced Settings Tab

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

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



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.

   Saturation—the strength or purity of a color.

   Hue—the color your eyes see as reflected from the image

   Gamma—controls the brightness of the midtones of the color.

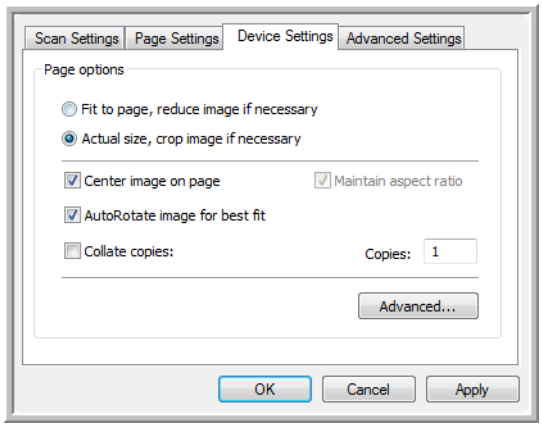
3. Click **OK** to save the new configuration.

   It will now be in the list of Scan Configurations on the One Touch Properties window for the appropriate Destination Applications.

The Device Settings Tab

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 image is too big to fit on a single page, the image will automatically be reduced to fit the page.

Actual size, crop image if necessary—If the image is too big to fit 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're printing more than one page, collate the copies. Enter the number of copies in the **Copies** box.

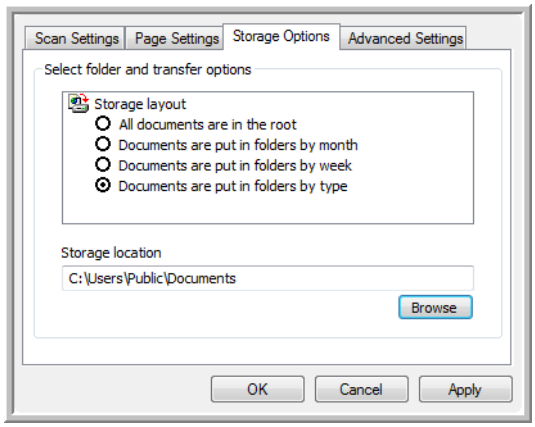
Advanced—Click to see additional settings for the device. The dialog box that opens is specific to the device. For example, if the device is your printer, the dialog box is your printer's setup settings.

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

The Storage Options Tab (Archive)

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

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 file 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.

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

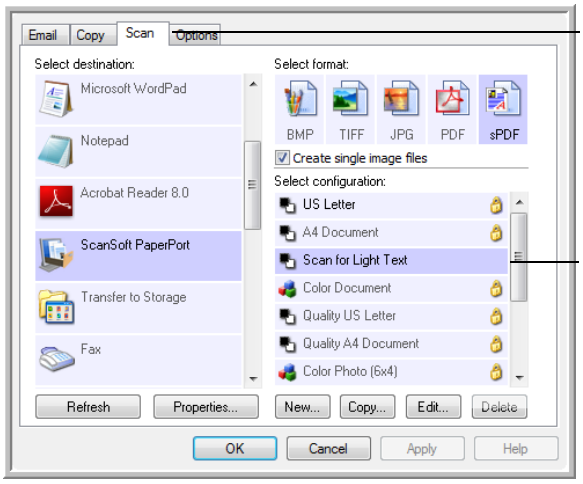
Editing and deleting is normally for the configurations you create, not for your scanner's pre-set configurations.

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 preset 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 edit or delete 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 One Touch Properties window.
2. Select the scan configuration you want to edit or delete.
   - To delete the configuration, click the **Delete** button.
   - To edit the configuration, click the **Edit** button.

     Edit the settings and click **OK**.



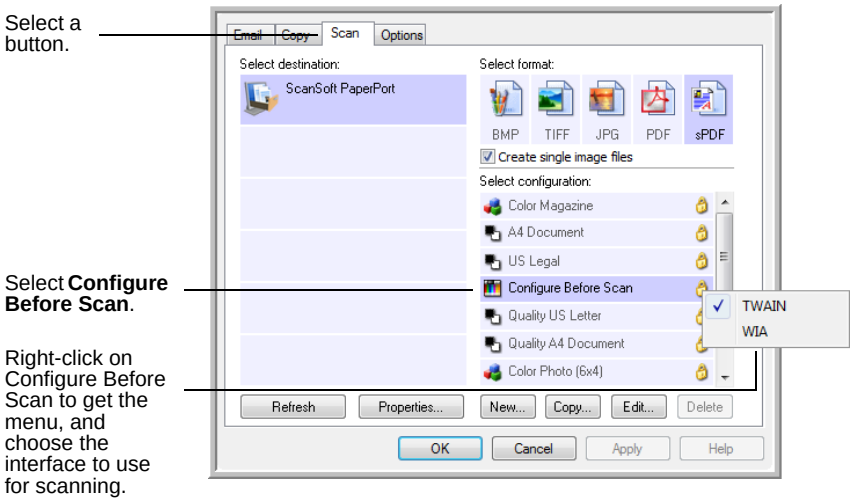
3. Click **OK** to close the One Touch Properties window.

Configure Before Scan

Choosing Configure Before Scan simply opens a 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 One Touch Properties window for that button.

To set Configure Before Scan:

1. Open the One Touch Properties window.
2. Click the tab of the button that you want to set to configure before scanning.
3. Select the scan configuration **Configure Before Scan**.



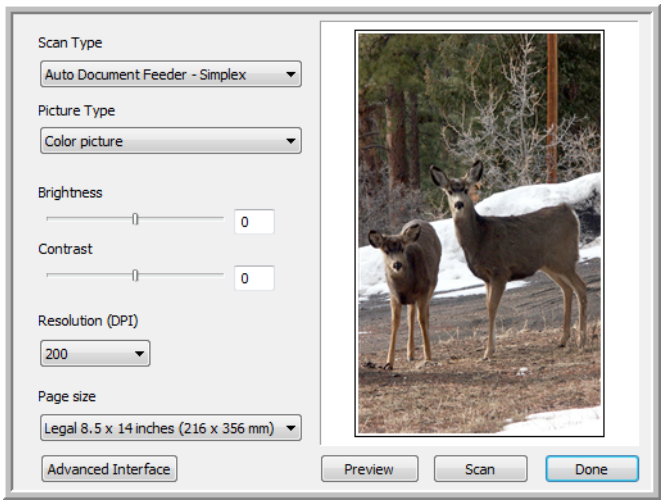
4. Right-click on **Configure Before Scan** and choose an interface to use for configuring before scanning.

   TWAIN—The TWAIN Interface opens for you to make changes prior to scanning. See “Scanning from the TWAIN Interface” on page 60.

   WIA—The Windows Image Acquisition (WIA) Interface opens for you to make changes prior to scanning. See “Scanning from the Windows Image Acquisition Interface” on page 72.
5. Select the Destination Application and File Format.
6. Click **OK** or **Apply** on the One Touch Properties window.

To scan using Configure Before Scan

1. Put the documents in the ADF Tray or on the Flatbed glass.
2. Click the button you set up to use Configure Before Scan.
3. The TWAIN Interface opens.
4. Choose your scan settings, such as the Picture Type of Color, Grayscale or Black & White, Resolution in DPI, and Page Size.
5. Click the **Scan** button on the TWAIN Interface.



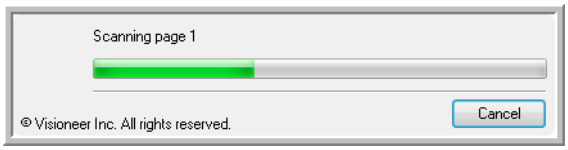
6. Your document will be scanned and sent to the Destination Application specified in the One Touch 4.0 Properties window.

   In the example shown on the previous page, the Destination Application is PaperPort.

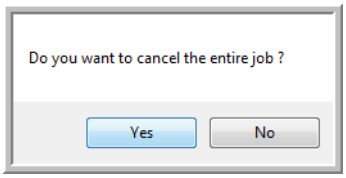
Please see “Scanning from the TWAIN Interface” on page 60 for instructions on using the scanning features found in the TWAIN interface.

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

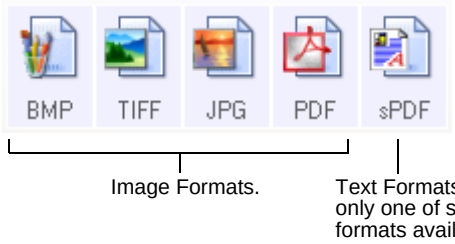
- **No**—Scanning stops, but all pages scanned in this batch, up to this point, are not deleted and the TWAIN interface remains open. You can place a new page in the ADF or on the Flatbed glass, adjust the TWAIN settings for it, then click the **Scan** button in the TWAIN interface to continue scanning. 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.

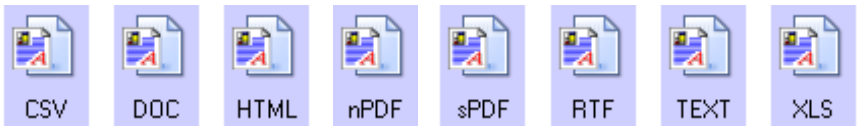
  Choose this option if, for instance, you have been scanning a Black & White document but you want to insert a color page into it. Instead of having to re-scan the entire stack, you can stop the current scan, change the Picture Type from Black & White to Color, then restart the scanning without losing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

Selecting Page Format Options

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

The available options are for images and text.





Create Single Image Files

The TIFF and PDF formats, as well as the text document formats, support multiple page documents. Select **Create single image files** if you want one file created for each image scanned. Note that this option is automatically selected and disabled if you have selected a format that only supports single pages, such as BMP or JPG.

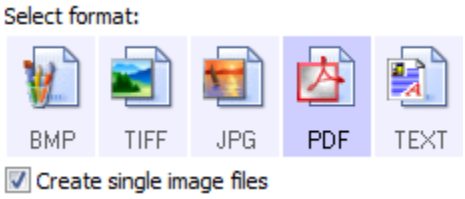


Image Formats

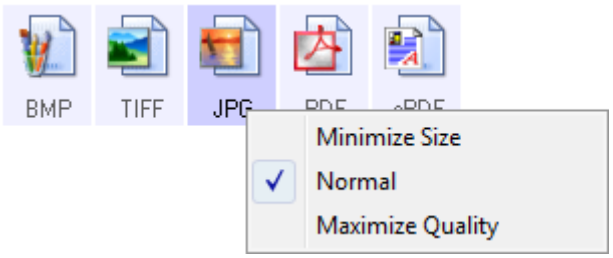
Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction. Both of those file formats tend to be larger than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



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.

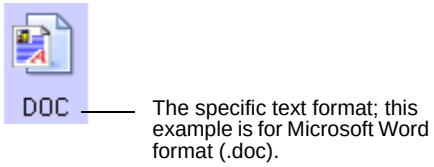
   Maximize Quality—Largest file size, no loss of image quality.

   Your selection pertains only to the button currently selected on the One Touch Properties window. Other buttons that have JPG or PDF selected as the Format are not affected.
4. Click **OK** or **Apply** on the One Touch Properties window.

Text Formats

Selecting the text format option also selects OCR processing as an automatic step for scanning. When you scan a document with a text format selected, the text portions of the document are automatically converted to editable text. See “Scanning with Optical Character Recognition (OCR)” on page 49.

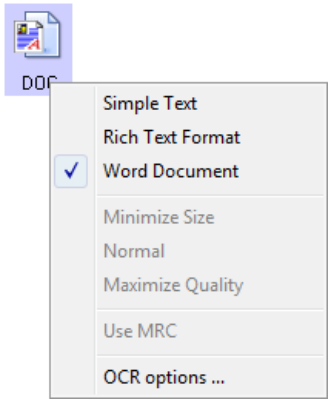
As you select Destination Applications that are text applications, the text format icon changes to match the file type of the application. In some cases, the Destination Application supports several file types, and you can right-click on the icon to choose the particular file type for that application.



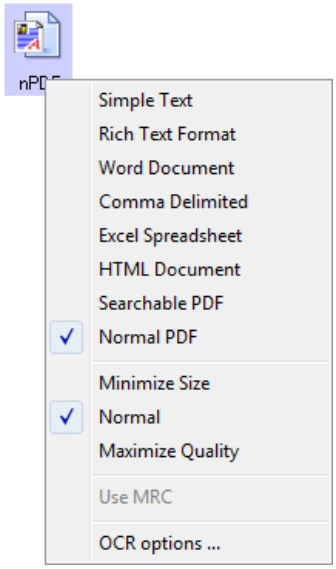
To select a file type for the text format:

1. Select a 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 button currently selected on the One Touch Properties window.

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

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

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

Comma Delimited—The .csv file format. Used for database or spreadsheets with data fields, when the document is converted into editable text the fields are maintained.

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

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

Searchable PDF—The sPDF file format used by Adobe Acrobat and OmniPage Pro. This format converts scanned text into PDF with text search and OCR capabilities. See “Scanning with sPDF or nPDF and Searching for Text” on page 50.

Normal PDF—The nPDF file format used by Adobe Acrobat and OmniPage Pro. 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. See “Scanning with sPDF or nPDF and Searching for Text” on page 50.

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

   The OCR Options provide a series of selections for the OCR feature when you scan text. This menu option is only available if you have the One Touch OmniPage Module or OmniPage Pro software installed on your computer. For details, refer to the *One Touch OmniPage Mini-Guide* located in the User Guides section on installation disc.

   Note that the OCR Options settings apply to all buttons. If you change them for one button, those changes apply to the other buttons as well.

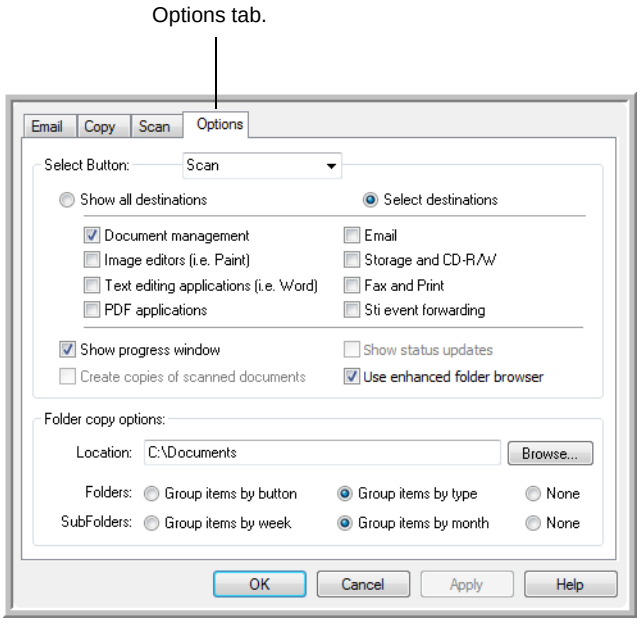
5. Click **OK** or **Apply** on the One Touch Properties window.

Selecting Options for a Button

The One Touch Options determine the types of Destination Applications available for a button, as well as additional options that apply to all of the scanning buttons.

To select options:

1. Open the One Touch Properties window and click the **Options** tab.



2. Click the **Select Button** menu arrow and select the button for new options. The example above shows the **Scan** button is selected.

3. Select button options as described below.

   Show All Destinations—The list of Destination Applications available for the selected button will include all the applications on your computer that can receive scanned images.

   Select Destinations—Individually choose the types of applications to include in the list of Destination Applications.

   - **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, Microsoft Excel, and other word processing and spreadsheet applications.
   - **PDF applications** are for documents scanned to the PDF format.
   - **Email** includes Microsoft Outlook and other email applications.
   - **Storage and CD-R/W** is for storing documents in a folder on your computer, or sending them to a CD burner to create a CD containing the scanned documents.
   - **Fax and Print** is for sending your scanned documents directly to your printer or fax software.
   - **Sti event forwarding** is for using another application's interface for scanning.

4. Click **Apply**, then click on the button tab for the button you changed these settings for.

Global Options

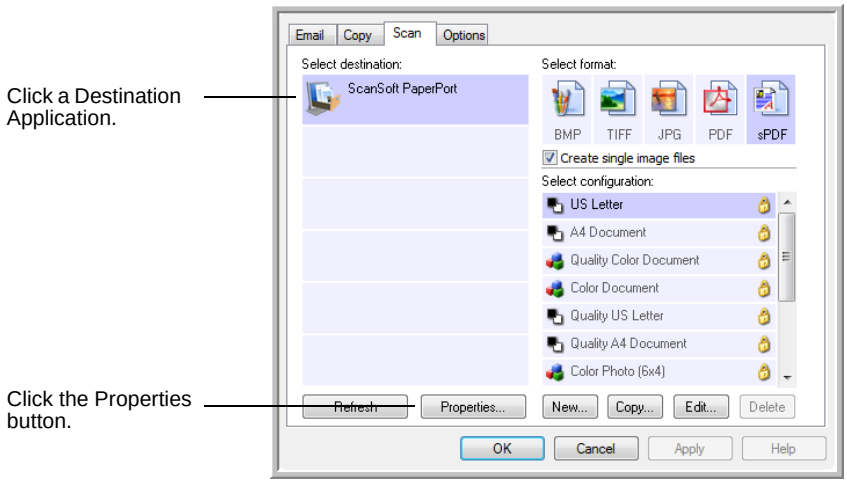
- **Show Progress Window**—Select this option to display the scanning progress window.
- **Use enhanced folder browser**—Select this option if you want to save your scans to a network location that is not a mapped drive on your computer.
- **Create copies of scanned documents**—Images sent to an application are temporary files until you use that application's "Save" command. In those cases you may want an additional, permanent copy saved on your hard drive. Selecting this option enables the Folder Copy Options field for you to choose where the files are saved.

  This option is not available if either **Document Management** or **Storage and CD-R/W** are selected because these destinations automatically save the files in the folder location you specify.
- **Folder Copy Options**—Click the **Browse** button and select a folder to save the images. Select the grouping option for the documents.

Setting Destination Application Properties

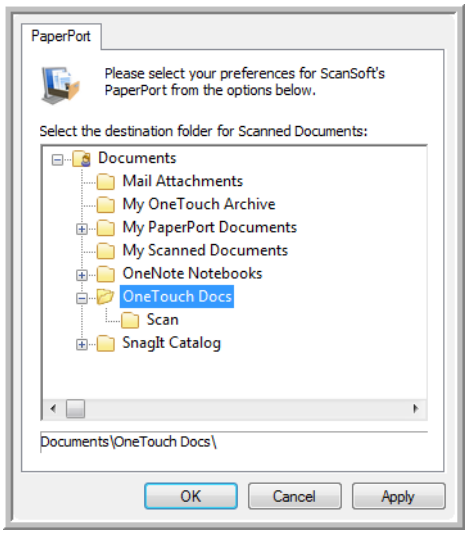
The different types of Destination Applications have various properties that you can select.

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



PaperPort Properties

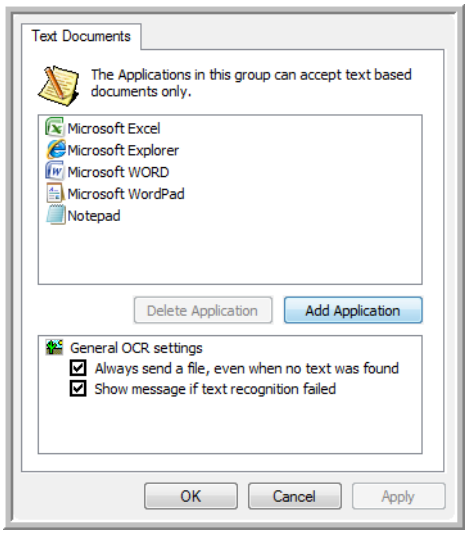
These properties apply to PaperPort, and are for designating the folder to receive your scanned items.



1. Select the PaperPort folder where you want the file of the scanned image to be located. Click **OK**.
2. 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 other text editing applications.

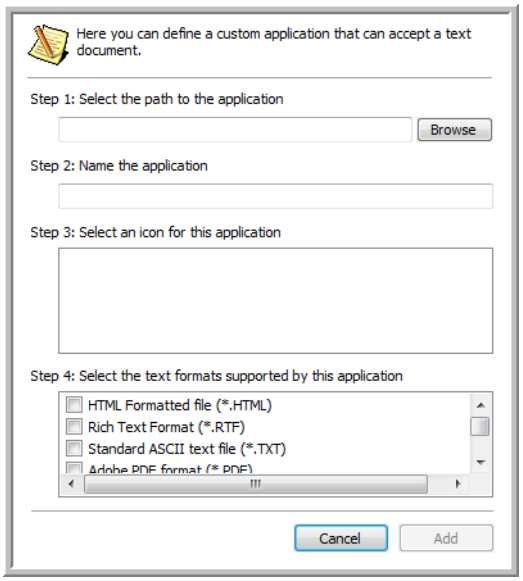


1. Click in the OCR settings boxes for the options you want.

   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.

   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.



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 One Touch Destination List.

5. In step 4 of the dialog box, select the file formats that the application will accept.

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

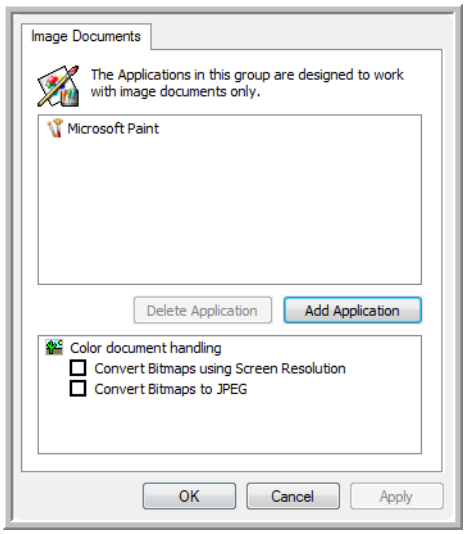
6. Click the **Add** button.

7. Click **OK** on the Link Properties window.

8. Click **Refresh** on the One Touch 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.

   Convert Bitmaps using Screen Resolution—Bitmap images with a high resolution may be too big to fit on the screen. Matching the screen resolution ensures that the image fits on the monitor screen.

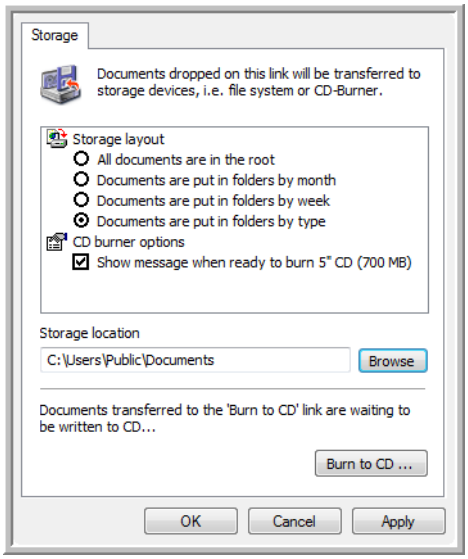
   Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

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

3. Click **OK** or **Apply** on the One Touch Properties window.

Storage Properties

These properties apply to the Destination Application named Transfer to Storage.



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.

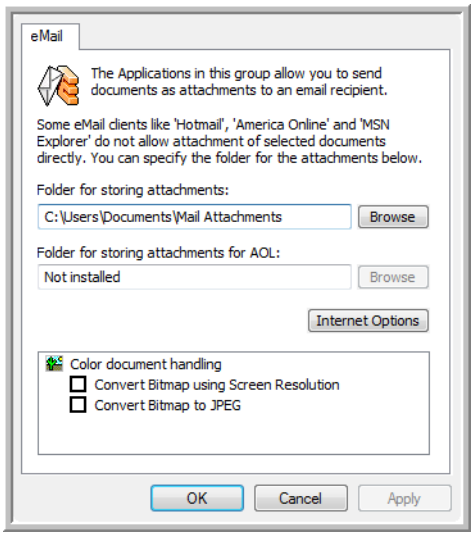
2. Click the **Browse** button to specify the location to store the scanned documents, or type a location directly into the box.

3. If your computer has a CD burner and you are using Windows XP or Windows Vista, select the option **Show message when ready to burn 5" CD (700MB)**, 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.

eMail Properties

These properties apply to email applications so you can specify the folder for documents that you will attach to an email message.



1. Click the **Browse** button for **Folder for storing attachments** and choose a folder for your eMail attachments.

   Microsoft Outlook® will accept direct attachment of documents to a blank email message as soon as scanning is finished, you do not need to change this folder location.

2. If you are using AOL on your computer, and the folder name for AOL is incorrect, click the **Browse** button and find the correct AOL folder.

   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.

4. Select the options for color document handling.

   Convert Bitmaps using Screen Resolution—Bitmap images with a high resolution may be too big to fit on the screen. Matching the screen resolution ensures that the image fits on the monitor 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**.

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.

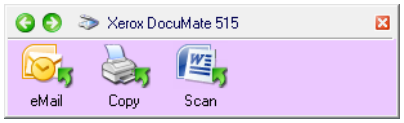
NOTE: Xerox recommends that all OCR processing use the original factory settings for OCR scanning that came with your scanner. When scanning with other settings, use at least 200 dpi for the resolution. If the original documents are of poor quality or have a small type font, 300 dpi can be used as the maximum resolution.

The One Touch OmniPage Module **or** the OmniPage Pro software must be installed on your computer in order to use the OCR options with the One Touch 4.0 software and your DocuMate 515 scanner. The One Touch OmniPage Module was automatically installed when you installed the scanner's driver. The *One Touch OmniPage Mini-Guide* is available on the installation disc.

With the One Touch OmniPage Module or OmniPage Pro software installed, the OCR process is automatic when the page format on the One Touch Properties window is a text format, such as DOC, TEXT, XLS, RTF and so forth.

To scan with OCR:

1. Open the One Touch Properties window.
2. Select a One Touch button to scan to a text editing application such as Microsoft Word.
3. Click **OK** to save the changes and close the One Touch Properties window.



4. Press or click the One Touch button your set to scan with OCR.

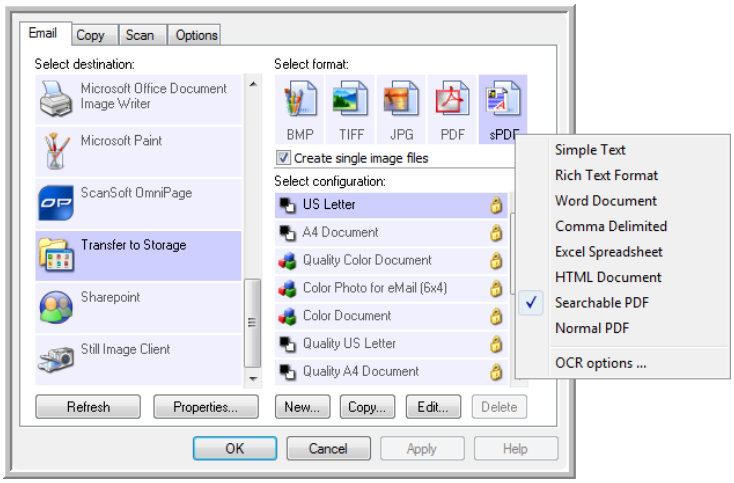
   Your scanned pages appear in the Destination Application with their text ready for editing and other text processing.

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 creates a PDF image with a searchable text layer. nPDF creates a PDF file that can be edited in a PDF editing program.

1. Open the One Touch Properties window.
2. Select a One Touch button to scan using the sPDF or nPDF file type.

   Not all applications will open PDF files. You can scan as a PDF file to the destination applications PaperPort, Transfer to Storage, Burn to CD, eMail and Adobe® Acrobat®.
3. Right-click on the text format icon.



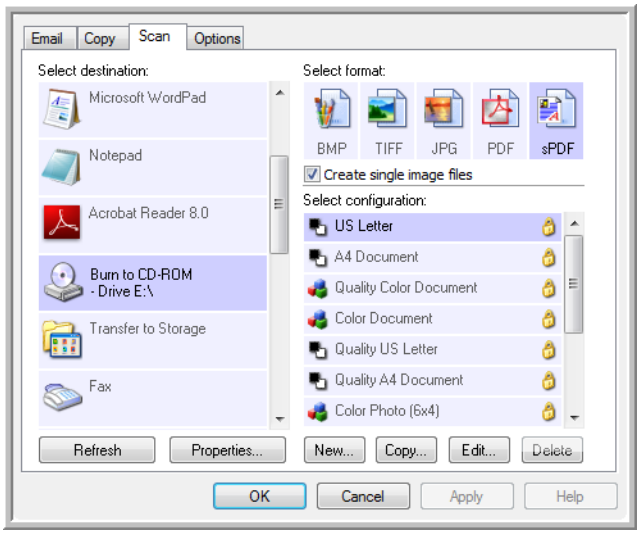
4. Choose the **Searchable PDF** or **Normal PDF** option for the format.
5. Choose a Scan Configuration. Click **OK**.
6. Now scan with that button and the scanned document will be in the sPDF or nPDF format you selected for that button.
7. To search for the text, open Adobe® Acrobat® Reader® or Adobe® Acrobat®.
8. From the Adobe Acrobat **File** menu choose **Open** and open the file you just scanned.
9. Now use the Adobe Acrobat features to find or edit the text you want.

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

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 Windows Vista.

1. Open the One Touch Properties window.
2. Click the **Scan** button tab, or other button if you've set it up to scan and burn to a CD.
3. Select **Burn to CD** as the Destination Application.



4. Choose a Format and a Scan Configuration.
5. Click **OK**.
6. Now start scanning using the Scan button, or other button if you've set it up to scan and burn to a CD.

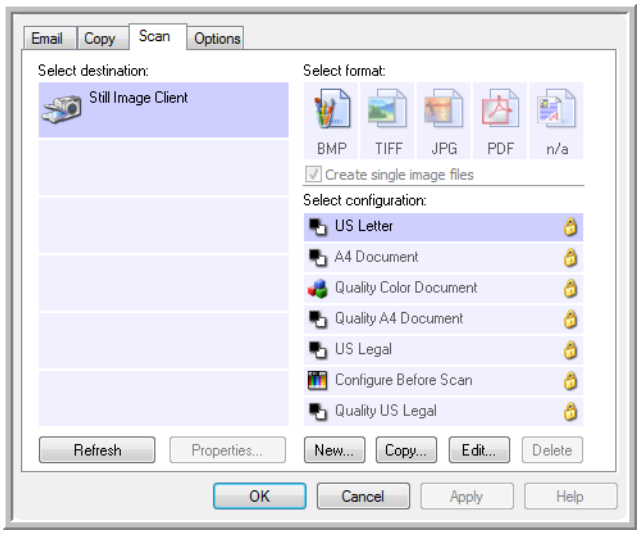
   When scanning is finished, a bubble message on the screen tells you that files are waiting to be burned to the CD.
7. Open the One Touch Properties window, select **Burn to CD** and click the **Properties** button.
8. Make sure a blank CD is in the CD burner.
9. Click the **Burn to CD** button. The CD burner begins and your scanned documents are written to the CD.

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.

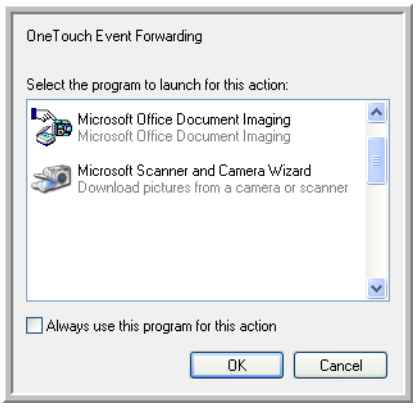
1. Open the One Touch Properties window.
2. Select **Still Image Client** as the Destination Application.

   You cannot choose a page format for this option because the Destination Application is not selected until after scanning begins.



3. Choose a Scan Configuration. Click **OK**.
4. Start scanning using the button you selected for event forwarding.

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



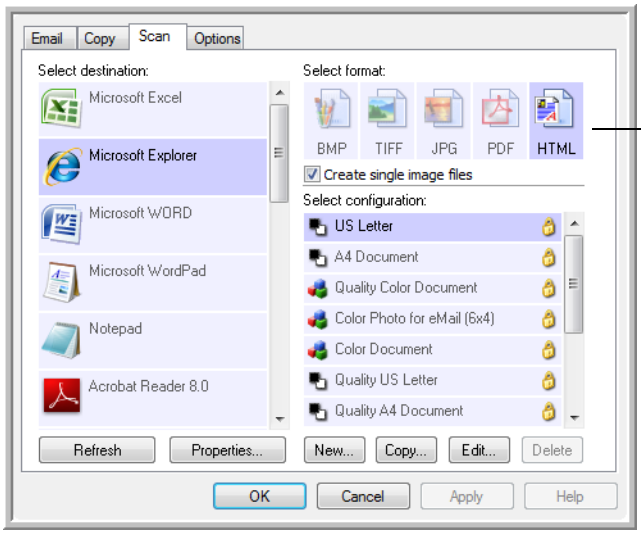
5. Select the application in the box and click **OK**.

   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

You can convert scanned pages to HTML format for posting directly to your web site.

1. Open the One Touch Properties window.
2. Select **Microsoft Explorer** as the Destination Application.
3. Choose **HTML** as the Format.



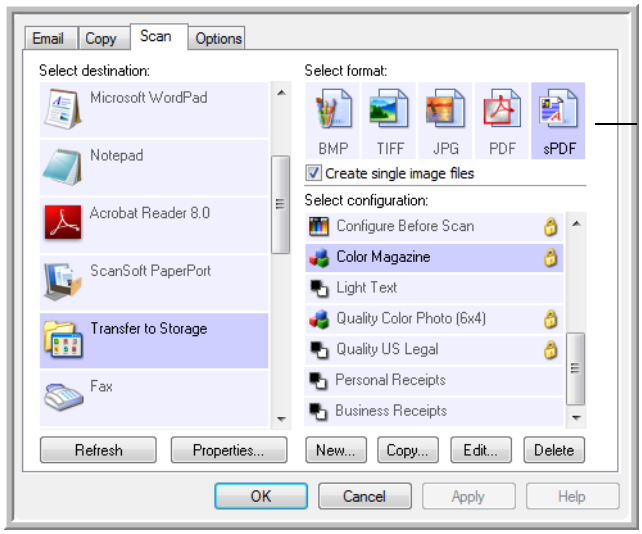
4. Choose a Scan Configuration that has the settings for the image on the HTML page.
5. Click **OK**.
6. Start scanning using the button you selected for scanning with the HTML format.

   When scanning is finished, the document is first converted to editable text using the OCR process, then is converted into an HTML format. Microsoft Internet Explorer then opens showing your converted page.
7. Choose **Save As** from the Internet Explorer **File** menu, give the page a name, and save it in the location you use for your web page files.
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

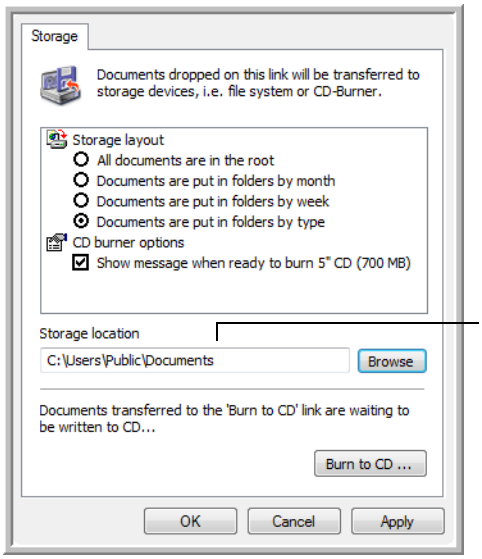
With the Transfer to Storage scanning process, you can scan documents and save them in a folder in one step. The process is ideal for archiving documents without having to manually save or process them in any other way. If you choose a text format for the file format, the documents are also automatically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

1. Open the One Touch Properties window.
2. Select **Transfer to Storage** as the Destination Application.
3. Choose a file format for your document.



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 **OK**.
6. Now scan the documents using the button you set up with the Destination application as Transfer to Storage.



Your scanned documents will be stored at the location you specified on the One Touch 4.0 Link Properties window.

Scanning to Multiple Folders

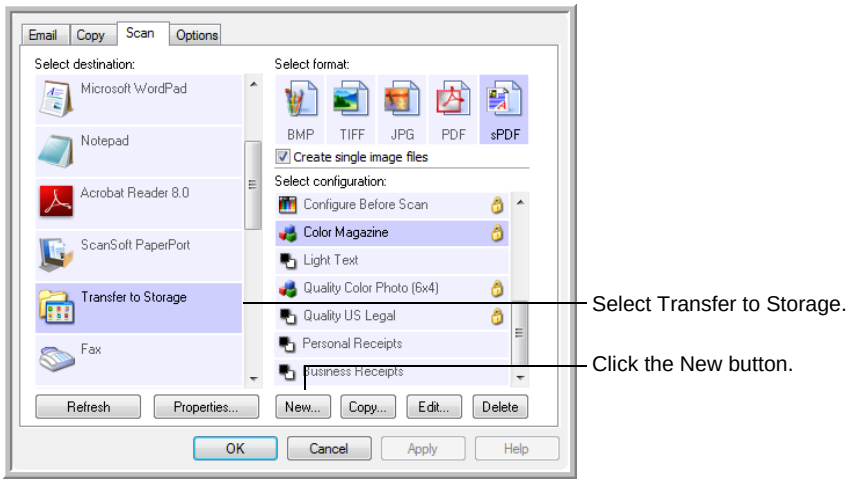
When archiving documents with the Transfer to Storage option, you can scan them to multiple folders. For example, one folder might be for “Business Receipts,” a second folder might be for “Personal Receipts,” and a third folder might be for “Annual Receipts.”

To scan to multiple folders, you create multiple configurations, each with a different storage location for the scanned documents. 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.

NOTE: The selections you make using the Storage Options tab override the storage location that is set in the Storage Link Properties.

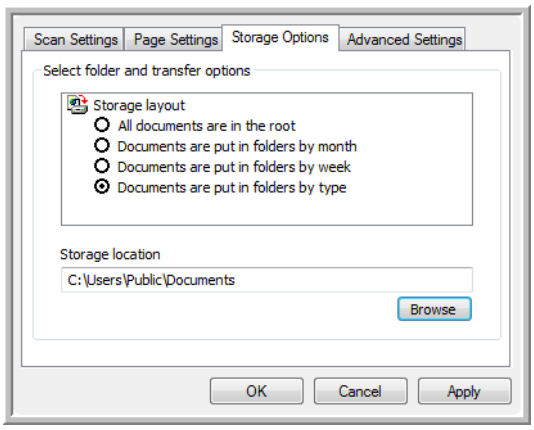
Setting up multiple folders for transfer to storage:

1. Using Microsoft Windows, create the folders that you want to use for storing scanned items.
2. Open the One Touch Properties window.
3. Select **Transfer to Storage** as the Destination Application.
4. Click the **New** button.

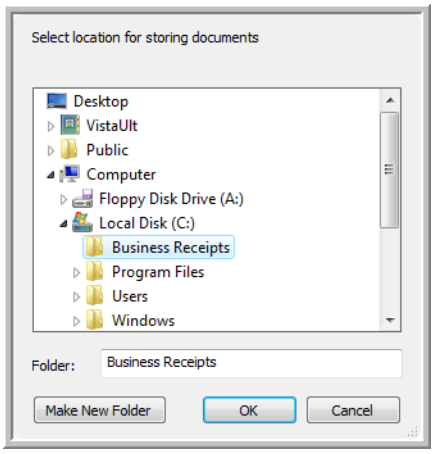


5. To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as “Business Receipts.”
6. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.

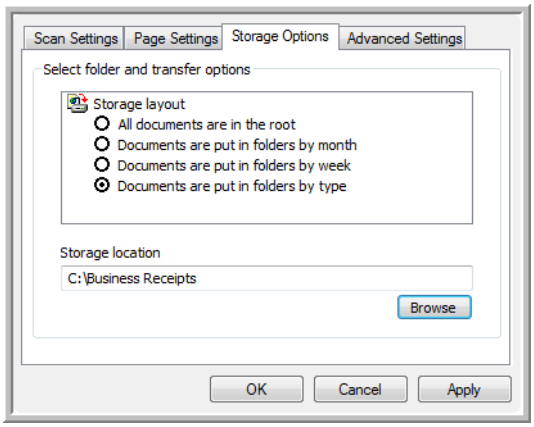
7. Click the **Storage Options** tab. This is where you set the different folder locations for the new configurations.



8. Click the **Browse** button and select the folder you created for storing the scanned documents.



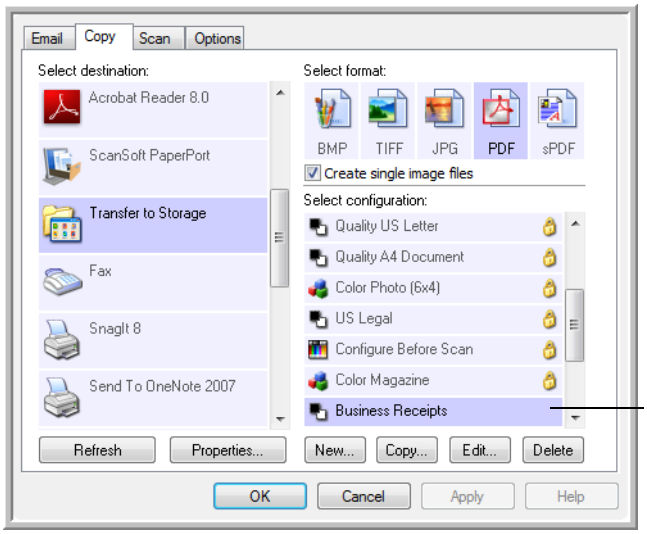
9. Click **OK**. The selected folder will now be set as the storage location "Business Receipts."



10. Click **OK**.

11. Repeat the process to create additional new configurations, such as one named “Personal Receipts.”
12. Make sure to designate separate folders as the Storage Locations for the new configurations.

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



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

Scan to multiple storage folders:

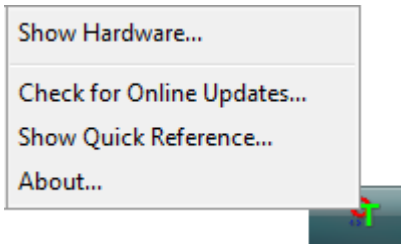
1. Open the One Touch Properties window.
2. Click the button you’ve set up for archiving documents.
3. Select one of the configurations you created for storage.
4. Click **OK**. The One Touch Properties window closes.
5. Now either press the button on the scanner, or click it on the One Touch Button Panel.

   The documents are scanned to the folder specified for the configuration.
6. When scanning is finished, open the One Touch Properties window again and select the other configuration you created for storage.
7. Click **OK**. The One Touch Properties window closes.
8. Now either press the button on the scanner again, or click it on the One Touch Button Panel.

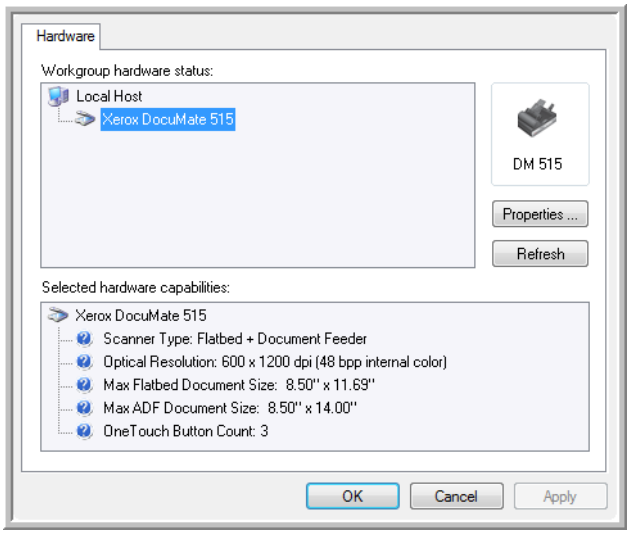
When scanning is finished, the documents are stored in the two separate folders.

Checking the Hardware and Setting the Lamp Power Saving

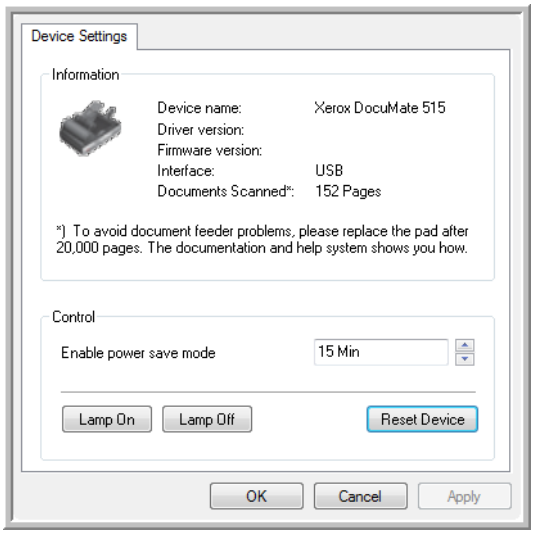
1. Right-click on the One Touch icon and choose **Show Hardware** from the pop-up menu.



2. The Hardware Properties dialog box opens and shows information about your Xerox DocuMate 515 scanner.



3. Click the **Properties** button.



Your scanner has a built-in power saving feature that is set to power down after 15 minutes of idle time. You can change the time before the scanner powers down, from 1 minute to a maximum of 4 hours.

4. Click the arrows for the Lamp timeout setting and choose a time setting.

   To turn the lamp on and off manually without turning off power to the scanner, click the **Lamp On** or **Lamp Off** buttons.

   To return the scanner to its factory settings, click **Reset Device**.

5. Click **OK** to save the changes and close the dialog box.

Scanning from the TWAIN Interface

You can scan from any TWAIN scanning application instead of scanning from the One Touch buttons on your scanner or the One Touch button panel.

A Note About Your Scanner and the TWAIN standard: TWAIN is a widely recognized standard that computers use to receive images from scanners, digital cameras, and other digital devices. The TWAIN scanning interface can be accessed from any TWAIN scanning application you have installed on the computer. Applications such as Nuance PaperPort and OmniPage, which were provided with your scanner, and many other applications, can use the TWAIN interface for scanning. 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 Xerox DocuMate 515 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.

NOTE: You can access the TWAIN interface when you're scanning from the One Touch software. If the One Touch configuration you are using is set to **Configure Before Scan**, and the selected option is TWAIN, the TWAIN interface opens right away when pressing the button on your scanner without opening any other TWAIN-compliant software first. See the section "Configure Before Scan" on page 36 for details.

The PaperPort and OmniPage user guides are located on the installation disc you received with the scanner.

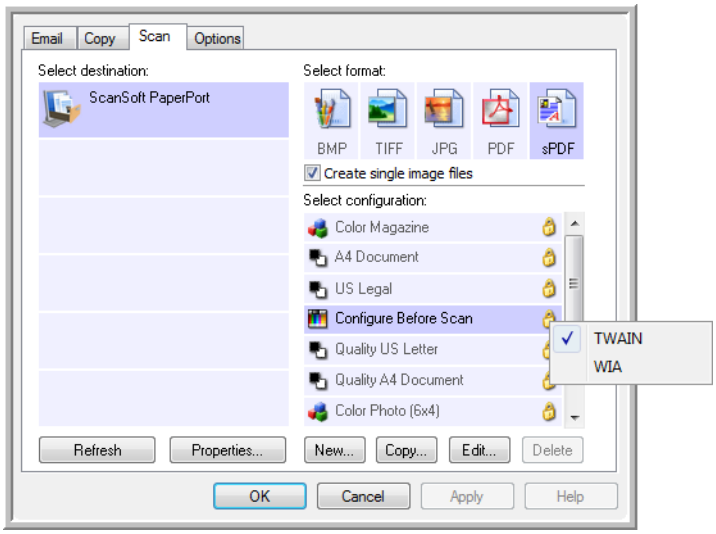
The PaperPort software includes a complete set of help topics that answer questions about each feature of the software. To open the Help Topics window, press the **F1** key on your keyboard or choose **PaperPort help** from the Help menu.

Accessing the TWAIN Interface

Open the TWAIN interface from One Touch

If the One Touch 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 first.

For example, the following figure shows the options you would have selected to set up the Scan button to open the TWAIN interface.



Clicking on the **Scan** button on the One Touch button panel, or pressing the **Scan** button on your scanner will bring up the TWAIN interface.

Open the TWAIN interface from an application:

Each TWAIN-compliant software application has its own specific steps to open the TWAIN interface, but the basic process is the same for most of them.

1. Open a TWAIN-compliant scanning application.
2. Use the application's command that opens the TWAIN interface.

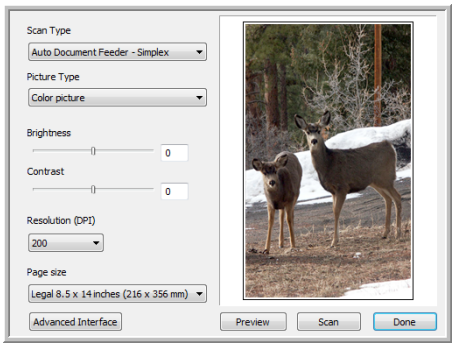
   In PaperPort click on the toolbar Scan button then choose **TWAIN: Xerox DocuMate 515** when prompted. Select **Display scanner dialog box** and then click on the **Scan** button in the scanning pane.

   Many Microsoft Office applications can access the TWAIN interface from the **Insert** menu, by choosing **Picture** then **From Scanner or Camera**.
3. The TWAIN interface opens and you're ready to start scanning.

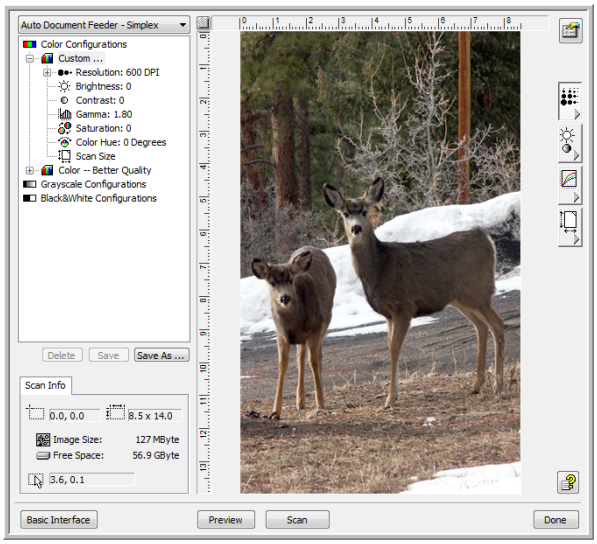
The Two TWAIN Interface Options

When scanning with TWAIN, you have two interface options:

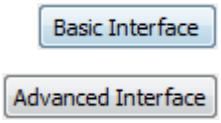
- **Basic Interface**—Use the Basic Interface if you don't need to make many adjustments to the image before scanning. You can adjust brightness, contrast, resolution, page size, and picture type. See "Scanning from the TWAIN Basic Interface" on page 63.
- **Advanced Interface**—The Advanced Interface includes all the settings of the Basic Interface, plus a wide range of more advanced settings, such as color saturation, gamma, and hue. See "Scanning from the TWAIN Advanced Interface" on page 64.



The **Basic Interface** has the settings for scanning typical documents.



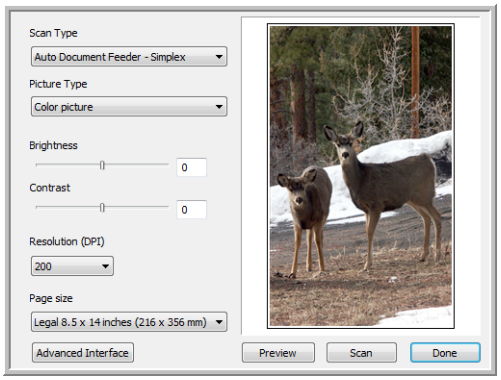
The **Advanced Interface** has all the scan settings of the Basic Interface, plus a range of additional settings for more advanced image adjustment.



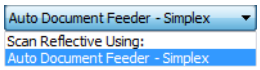
To switch between the Basic and Advanced Interfaces, click the **Basic Interface** or **Advanced Interface** button.

Scanning from the TWAIN Basic Interface

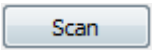
The Basic Interface can scan a preview of the image so you can adjust its appearance before scanning the final image.



To scan from the Basic Interface:



1. From the **Scan Type** menu, choose the option to scan:
   - **Auto Document Feeder-Simplex**—Scans documents from the Automatic Document Feeder.
   - **Scan Reflective Using**—Scans the document on the Flatbed.
2. Choose the color, grayscale, or black and white option from the **Picture Type** menu.
3. Choose a resolution from the **Resolution** menu.
4. Choose a page size from the **Page Size** menu.



5. Click the **Scan** button.
6. When you're finished scanning items, click **Done** to close the Basic Interface.
7. The scanned images will appear in PaperPort, or other TWAIN application you're using.

NOTE: If you want to preview a document before scanning from the ADF, make sure only one page is loaded into the scanner.

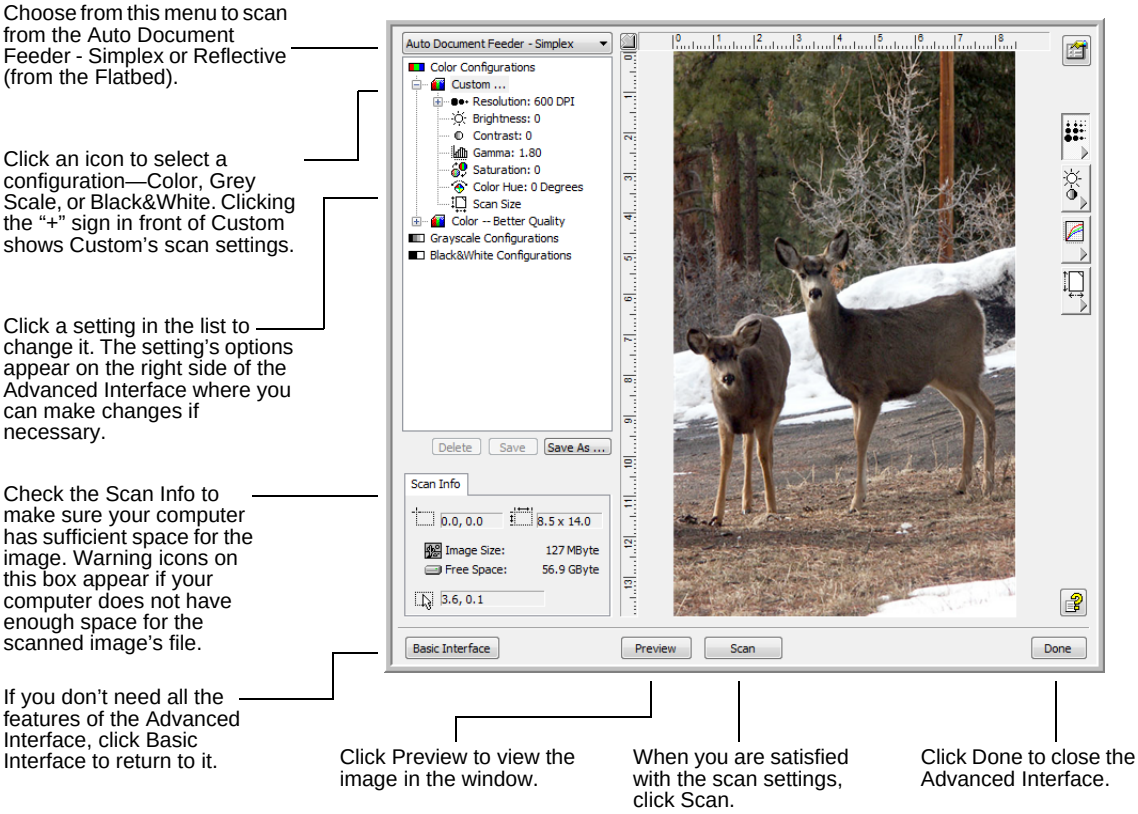
1. Click the **Preview** button.
2. The scanner scans the item and displays a preview image.
3. Adjust the **Brightness**, **Contrast**, and **Resolution** until the picture is what you want. You can also change the picture type again, for example, from color to grayscale.
4. When you are satisfied with the preview image, remember to place the document into the ADF again if you're scanning a stack of pages. Click **Scan**.

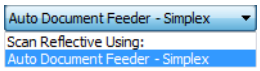
Scanning from the TWAIN Advanced Interface

The Advanced Interface has a wide range of image adjustments for scanning.

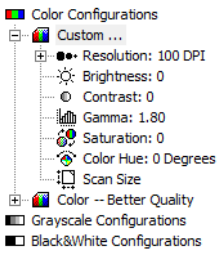
1. Open the TWAIN Interface.

   If the Basic Interface opens, click the **Advanced Interface** button.





2. From the **Scan Type** menu, choose the option to scan:
   - **Auto Document Feeder-Simplex**—Scans documents from the Automatic Document Feeder.
   - **Scan Reflective Using**—Scans the document on the Flatbed.



3. Click one of the icons to select a configuration.

   The configuration settings appear as a list. Click the + (plus) sign to see the full list. Click the - (minus) sign to collapse the list.
   - **Color** scans the image in full color. Use this setting to scan color photographs and other color images.
   - **Grayscale** scans the image using up to 256 true shades of gray. Use this setting to scan black and white photographs and other higher quality black and white images. You can also scan a color photo with this setting to turn its colors into grey shades.
   - **Black&White** is for letters, memos, pen and ink drawings, and other black and white material.
4. Click the **Scan** button.

5. When you're finished scanning items, click **Done** to close the Advanced Interface.
6. The scanned images will appear in PaperPort, or other TWAIN application you're using.

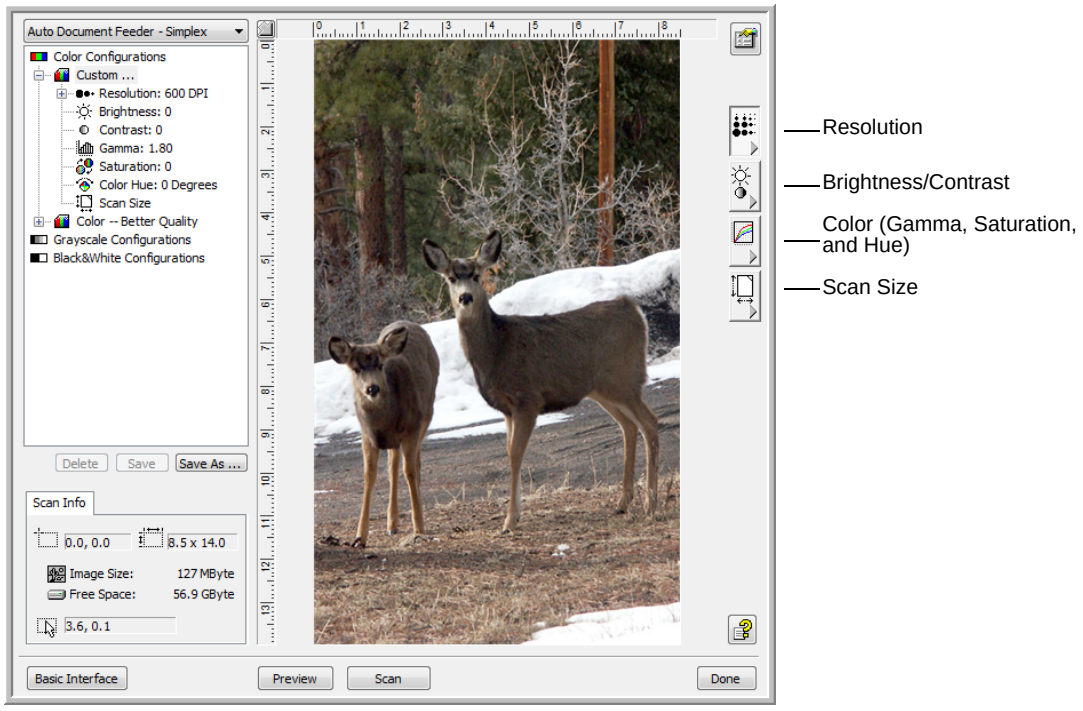
NOTE: If you want to preview a document before scanning from the ADF, make sure only one page is loaded into the scanner.

1. Click the **Preview** button.
2. The scanner scans the item and displays a preview image.
3. Adjust the **Brightness**, **Contrast**, and **Resolution** until the picture is what you want. You can also change the picture type again, for example, from color to grayscale.
4. When you are satisfied with the preview image, remember to place the document into the ADF again if you're scanning a stack of pages. Click **Scan**.

Adjusting the Image with the Advanced Interface

You can adjust the scan settings on the Advanced Interface to produce the best possible image for the documents you're scanning.

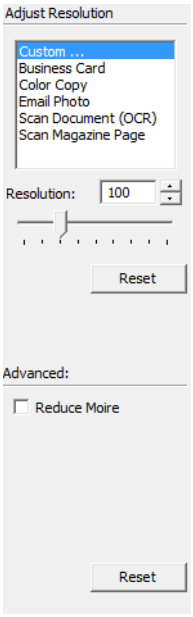
1. On the left side of the Advanced Interface, select a configuration.
2. Click a setting in the list of settings, or click its corresponding button on the right side of the Advanced Interface.



NOTE: The scan settings for a configuration applies only to that type of configuration. For example, the Black&White Configuration does not have a setting for the Color Hue.

Adjusting the Resolution

Resolution determines the amount of detail you can see in the scanned image. The resolution setting for a scan is in dots-per-inch (dpi). The higher the resolution, the finer the details. However, higher dpi settings also take longer to scan and produce larger file sizes. For black and white documents, 150 dpi will make a copy of similar quality to the original. If you are scanning photographs to make copies, 300 dpi will make a direct size copy of similar image quality to the original. You would use a higher dpi setting to enlarge a picture from the original size.



To adjust the resolution:

1. To use one of the preset resolutions for typical scanned items, click one of the options in the list.
2. To set the resolution manually, drag the **Resolution** slider to the left to decrease the resolution or to the right to increase it.
3. Click **Reset** to return the resolution to its original setting.

The resolution panel also includes an advanced setting for Moire patterns. Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. To scan the image and limit or eliminate moire patterns, select the **Reduce Moire** option. This option is not available for high resolution settings.

Adjusting the Brightness and Contrast

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

Contrast is only available for Color and Gray Scale configurations.

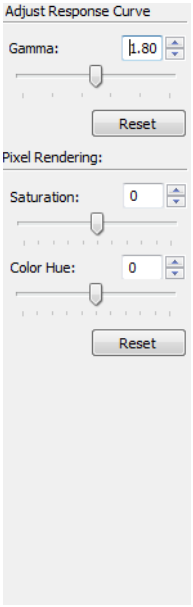
To adjust the brightness and contrast:

1. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter.
2. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.

   You can also type a number directly into the brightness or contrast setting boxes, or click the up and down arrows next to the box to increase or decrease the setting.
3. Click **Reset** to return the settings to their original numbers

Adjusting Gamma, Saturation, and Color Hue

If you're using the Color Configuration to scan, you can adjust a group of color settings. Gamma controls the brightness of the color midtones. Saturation is the strength or purity of a color and hue is the color your eyes see as reflected from the image.



To adjust the color settings:

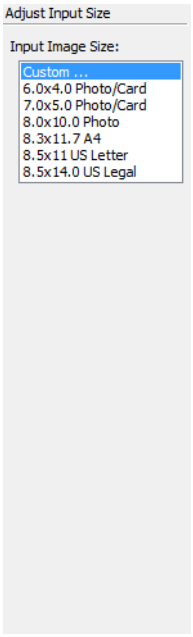
1. Drag the **Gamma**, **Saturation**, and **Color Hue** sliders to the left to decrease the settings or to the right to increase the settings.

   You can also type a number directly into the setting boxes, or click the up and down arrows next to the boxes.

2. Click **Reset** to return the settings to their original numbers.

Adjusting Input Size

You can scan documents up to 8.5" x 14" with the Automatic Document Feeder, and up to 8.5 x 11.69" on the Flatbed glass, but you can also select other scan sizes, or adjust the input size to scan only specific sections of an image. For example, if you're scanning a photograph and want to focus on one section, you can click and drag a selection box around the area you want to scan.



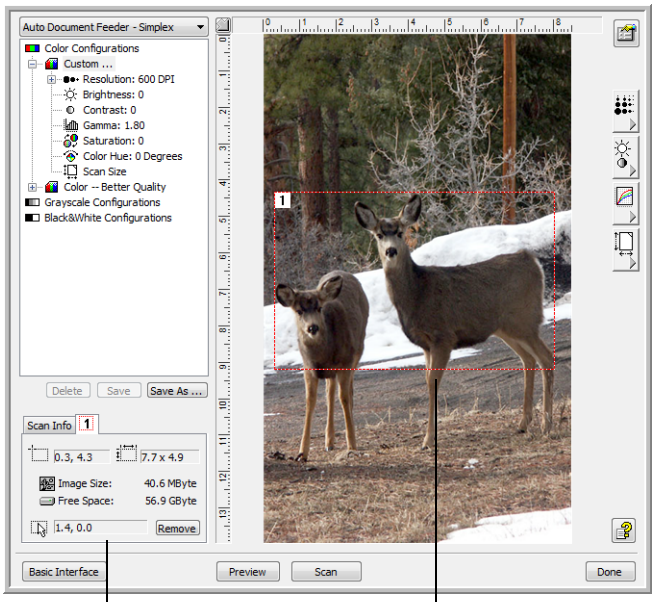
To manually set the image size:

1. Place an item on the scanner glass and click **Preview** in the TWAIN interface.
2. In the previewed image, click and drag a box around the area you want to scan.
3. The dotted outline shows the selected area in the image.
4. You can now move or resize the outline to select the specific area you want to scan.

   To move the dotted outline, put the pointer in the selected area, then click and drag the mouse.

   To resize the selected area, put the pointer on a dotted line, then click and drag the mouse.
5. If you want to remove the selected area and start over, click **Remove** on the Scan Info box.
6. When the settings are what you want, click **Scan**.

This example shows a manually selected area



This is the image that appears on the PaperPort desktop when scanning is finished.

The Scan Info box shows the size and position of the area.

The selected scan area.

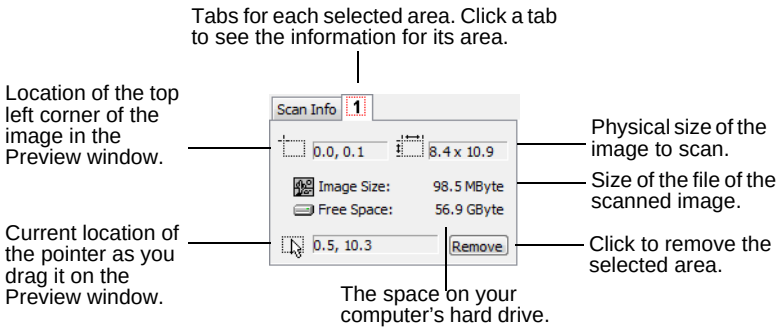
The ruler units

The ruler around the edges of the image help you precisely position a custom sized image. You can change the ruler units to suit the type of measurements you want.

Click the **Ruler Units** button. The ruler units across the top and down the side of the window cycle through centimeters, inches, and pixels.

The Scan Info Box

The following figure shows the information on the Scan Info box.

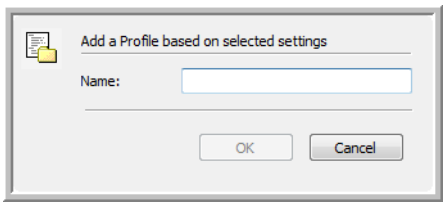


Creating a New Advanced Interface Profile

You can create and save Advanced Interface profiles.

To create a new profile:

1. Select one of the preset profiles, for example Custom.
2. Adjust the settings and click the **Save As** button.



3. Type a name for the new profile and click **OK**. The name must be at least two characters long.

To change or delete a profile you created:

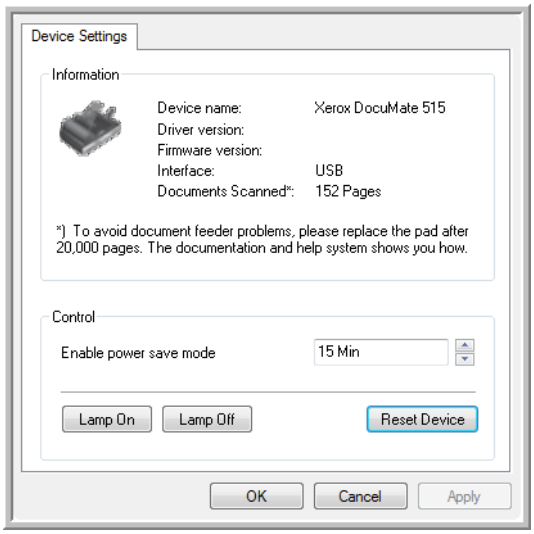
1. Select your profile from the configuration list.
2. Make changes to the profile as needed, and then click **Save**.
3. If you want to delete the selected profile, click **Delete**.

Display the Device Configuration

Click the **Device Configuration** button on the Advanced Interface.

The Device configuration window opens and shows the information about your scanner.

See the section “Checking the Hardware and Setting the Lamp Power Saving” on page 58 for more information about the device settings.



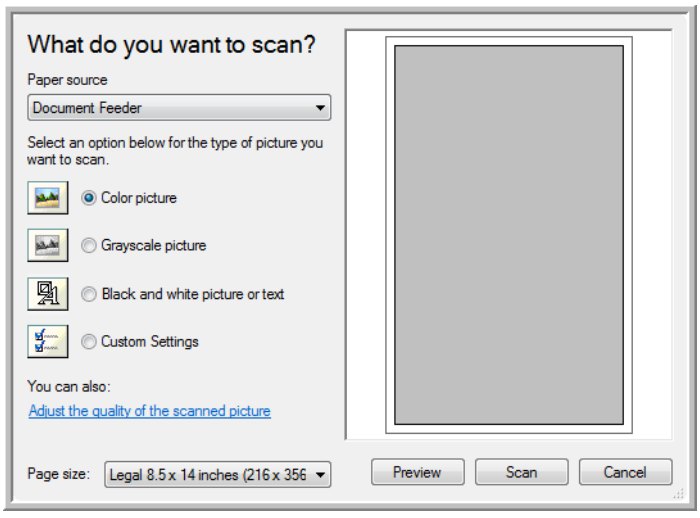
Scanning from the Windows Image Acquisition Interface

Microsoft Windows XP and Windows 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.

To scan using WIA from Microsoft Paint:

1. On the Windows taskbar, click **Start**, point to **Programs**, point to **Accessories,** and then click **Paint**.
2. From the **File** menu choose **From Scanner or Camera**.
3. The WIA scanning window opens. Use this window to select scanning options and start the scan process.



4. From the Paper Source drop-down list, choose **Document Feeder** to scan from the Automatic Document Feeder, or **Flatbed** to scan a from the Flatbed glass.
5. If you're scanning from the Automatic Document Feeder, select a paper size from the **Page Size** list.

   If you're scanning from the Flatbed glass, you can change the size of the scanned image after seeing a preview.
6. Click **Preview** to preview the image before scanning.

   The image is displayed on the right side of the window.

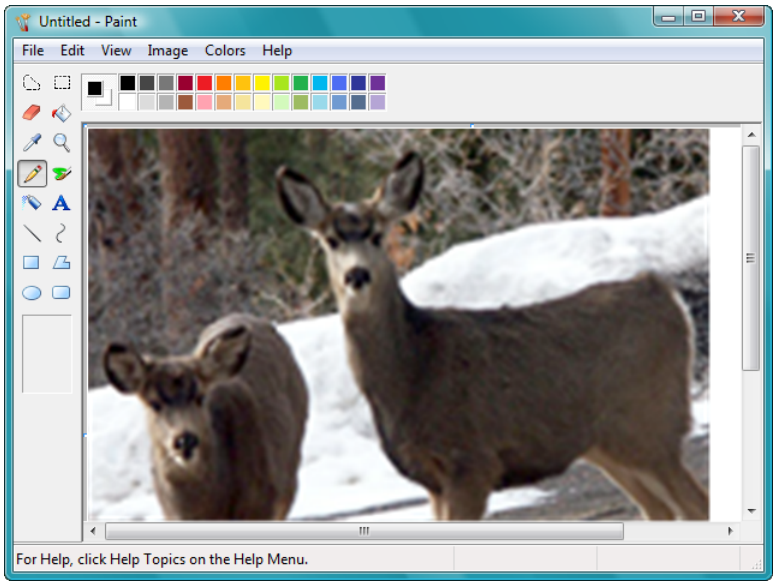
NOTE: If you preview when scanning a stack of documents, the first page of the stack feeds through the ADF for the preview. After adjusting the scanner settings, replace that page on the stack so it is scanned with the rest of the pages.

7. Adjust settings of the previewed image as desired.

   If you're scanning from the Flatbed, change the size of the scanned image. To do this, click and hold the mouse pointer over one of the four sizing-boxes on the corners of the previewed image. Then drag the box to increase or decrease the size of the image.

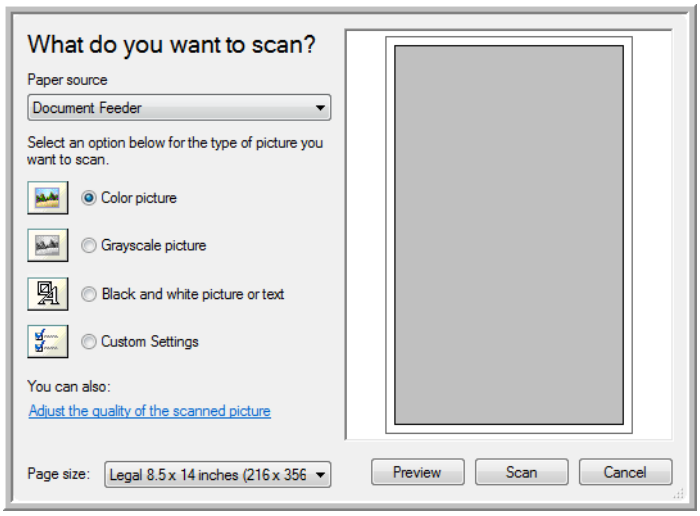
8. Preview the image again. When you are satisfied with the image, click the **Scan** button.

9. The scanned images will appear in Microsoft Paint (or other WIA application you're using).

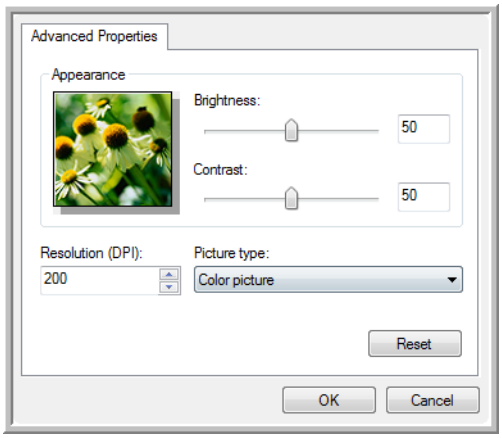


Fine Tuning Your Scans

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



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



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.

   Resolution (DPI)—Click the menu arrow and choose the dots per inch (dpi) of the resolution. 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**.

Scanning from the ISIS Interface

You can use the ISIS interface from QuickScan or any other application that will access the ISIS driver. You received QuickScan with your scanner.

Note that the ISIS interface for each application varies depending on the application. Please refer to that software application's User Guide for instructions on scanning the ISIS interface. The *QuickScan User's Guide* is available on the installation disc that you received with the scanner.

Accessing the ISIS Interface in QuickScan

Open the QuickScan software to access the ISIS driver scanning options. Please note that you may see the following warning message:

1. Please disregard the message and click **Continue**.

   The ISIS drivers were installed correctly during the installation of your scanner.

   The Scanner Selection dialog box will then appear.

2. Select **Xerox DocuMate 515** from the list of scanners and click **OK**.

Your scanner is then ready to work with the ISIS driver.

Maintenance

This section contains information about maintenance, troubleshooting, uninstalling, scanner specifications, and spare parts.

Cleaning the Scanner

Regular maintenance of your scanner can help to ensure continual optimal performance.

Cleaning the Automatic Document Feeder

You may need to clean the ADF feed mechanism if documents do not feed easily into the ADF, or several feed in at the same time.

To clean the ADF:

1. Wet a soft cloth with some Isopropyl alcohol (rubbing alcohol).
2. Open the ADF cover.

3. Wipe the feed roller from side to side. Rotate the roller to clean its entire surface.

NOTE: Please be careful when cleaning the roller. The roller is designed to rotate in one direction only. As you're cleaning the roller, make sure it rotates easily, and continue rotating it in that direction while wiping it clean. Do NOT force the roller to rotate in the opposite direction. Forcing the roller to rotate will damage it, and may cause the scanner to feed pages incorrectly.

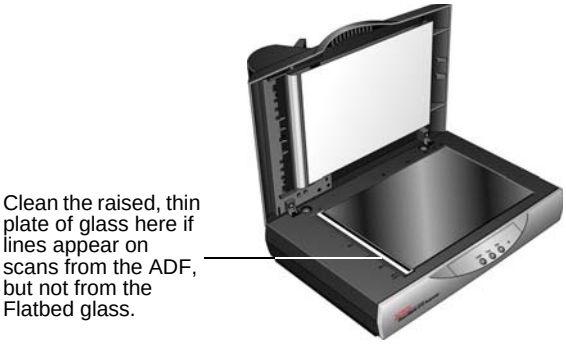
4. Wipe the ADF pad from top to bottom. Be careful not to snag the cloth on the springs on either side of the pad.
5. Close the cover when you're finished.

Cleaning the Scanner Glass

Scanning items that have excessive amounts of dirt or dust may dirty the glass. To ensure the best quality scanned item, wipe the scanner glass with a soft, dry, clean cloth to rid the glass of dust or other debris.

If any residue remains after wiping the glass with a dry cloth, try adding a few drops of Isopropyl alcohol (rubbing alcohol) to the cloth and wipe off the residue.

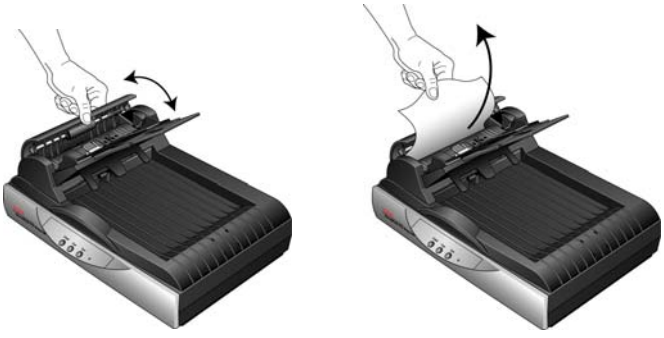
NOTE: If lines appear on the images scanned with the ADF, but not on the Flatbed glass, the raised, thin plate of glass used by the ADF may be dirty. This plate is at the side of the glass and has the white reference frame. When pages are pulled through the ADF during scanning, this thin glass plate is where the images are captured by the scanner.



Clearing Paper Jams

If your scanner stops scanning due to a paper jam in the Automatic Document Feeder, a warning dialog box opens after a few moments.

Open the Automatic Document Feeder cover. Remove the jammed paper and close the cover.



To reduce the number of paper jams, smooth and straighten paper before scanning, adjust the guides to the paper size, and insert the paper evenly into the ADF.

Replacing the ADF Pad Assembly

The ADF pad may wear out and is designed to be a user-replaceable part. Problems with documents feeding into the ADF is an indication that the pad is wearing out.

You received a replacement pad in the original scanner box, and you can also order a new one. See the “Xerox DocuMate 515 Parts List” on page 85 for ordering information.

To replace the ADF Pad assembly:

1. Open the ADF cover. The pad assembly is located inside the ADF.
2. Squeeze the plastic clamps that hold the pad assembly in place and lift the pad up and out.

3. Reverse the procedure to replace the new pad into its slots.
4. Close the cover when you’re finished.

Troubleshooting

In addition to the troubleshooting information contained in this section, please see the Readme file on your installation CD. The Readme file contains additional information that may help you diagnose problems with the scanner. Also visit our web site at www.xeroxscanners.com for additional technical information.

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

Check for one of these possible problems:

- **Is a cable loose or not plugged in securely?** Inspect all cable connections. Make sure all the cables are plugged in securely.
- **Is the scanner's status light on?** Turn on the scanner's power. If the status light doesn't come on, plug the power supply into another electrical outlet.
- **Is the scanner's locking tab in the locked position?** Slide the locking tab to the unlocked position. If you tried to scan with the scanner locked, you must restart your computer after unlocking the scanner.
- **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 select another TWAIN source for acquiring images?** If you use multiple TWAIN devices with your computer, you may have selected another source for images. Start the PaperPort software and make sure **TWAIN:Xerox DocuMate 515** is selected as your scanner.

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

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, import it into PaperPort by using the Import command in the File menu.

Problem: The installation will not complete successfully.

A likely cause is that some driver programs are already installed on your computer for another scanner. They are interfering with the installation and One Touch options, and you need to remove those other drivers and re-install your Xerox DocuMate 515 scanner. Please see the documentation that you received with the other scanner for the steps to remove its driver programs. After uninstalling the other scanner's driver programs, uninstall One Touch 4.0 using the steps on page 82, then reinstall it using the steps on page 7.

Problem: Paper is jamming constantly in the ADF.

To reduce the number of paper jams, smooth and straighten the paper before scanning, and adjust the guides to the paper size. Paper fed into the ADF at an angle can cause the feed mechanism to jam. If paper jams are occurring more frequently, try cleaning the roller with a soft cloth dampened with Isopropyl rubbing alcohol. Excessive dust on the roller can make it appear worn and will also cause issues feeding paper. See “Cleaning the Automatic Document Feeder” on page 76 for cleaning instructions.

Problem: The ADF won’t feed pages properly.

A dirty or worn ADF pad assembly or dirt on the roller can cause documents to feed in skewed at an angle, or multiple pages to feed at the same time. Try cleaning the roller first. See “Cleaning the Automatic Document Feeder” on page 76. If that doesn’t solve the problem, the pad assembly may need to be replaced. See “Replacing the ADF Pad Assembly” on page 78 for the steps to replace the pad.

Problem: The paper jams about halfway through the scan.

Check the Flatbed glass to make sure no items are on it when you scan from the ADF. Multiple items placed on the Flatbed glass will raise the lid slightly, thus preventing the pages feeding through the ADF from touching the glass. When that occurs, the pages are unable to feed back out of the ADF and the pages can jam.

Problem: The scans from the ADF are always crooked.

Make sure to align the paper guides to the edges of the paper. If you are scanning small items that are smaller than the paper guides’ minimum adjustment, scan these items on the Flatbed glass instead.

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.

Error Light Troubleshooting Codes

The status light indicates the current state of the scanner. Descriptions of the most common patterns are listed below. Contact Xerox Technical Support if you experience a different blinking pattern.

Normal Operation

- **Blinking blue:** indicates the scanner is waking up from power saving and preparing to scan.
- **Steady blue:** indicates the scanner is ready to scan.

Error Codes

If your scanner experiences hardware problems, the status light turns to an amber color and will blink. The number of blinks before a 3-second pause indicates the type of error code.

In all cases you should turn off the scanner and check the scanner setup. Verify the ADF cable is plugged in, that the scanner lock is in the **unlocked** position, and that the computer and scanner are plugged into a working electrical outlet.

Error Code	Problem Description	Solution
4	The scanner is not communicating with the computer.	If the USB cable is plugged into a USB hub, try plugging the USB cable directly to the back of the computer. If the USB cable is already plugged to the computer, try another USB port on the computer. If the problem persists, replace the USB cable. The maximum length of the USB cable is 6 feet.
5	The lamp in the scanner body has malfunctioned.	This usually occurs after a paper jam. Turn the scanner off, then back on again. If the problem persists, turn off the scanner, re-start the computer, then turn the scanner on.
6	The status light is faulty.	Contact Xerox Technical Support.
8	Paper jam.	See “Clearing Paper Jams” on page 77.
9	Scanner is locked.	Make sure the scanner lock is in the unlocked position before the scanner’s power is turned on. See the illustration on page 5 for the location of the lock.
16	The ADF cable is not plugged into the base of the scanner.	Turn off the scanner and plug in the ADF cable. If the cable is already plugged in, it may have come loose. Plug it in securely in the ADF port, then turn the scanner back on. See the illustration on page 6 for the location of the ADF port.
All Other Codes	An internal part in the scanner may have malfunctioned.	Turn off the power to your scanner, then turn it back on. If the problem persists, re-boot your computer. If the problem still persists, contact Xerox Technical Support.

Uninstalling Your Scanner

To uninstall the Xerox DocuMate 515 scanner, remove the scanner software, PaperPort, or any other scanning software provided with the scanner.

Uninstalling the Scanner and One Touch 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/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.
5. Follow these same steps to select and remove the **Kofax VirtualReScan 4.10** and **One Touch 4.0 ScanSoft OmniPage OCR** modules from the installed programs list.
6. The One Touch 4.0 software is removed from your computer.
7. **Unplug the USB cable from the scanner.**
8. Close all open windows and restart your computer.

Uninstalling the PaperPort and OmniPage Software

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

   Windows Vista: Double-click the **Programs and Features** icon.
3. Select **PaperPort** or **OmniPage** and click **Remove**.
4. A message window opens, asking if you are sure you want to remove PaperPort from your computer. Click **Yes**.
5. Close all open windows and restart your computer.

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. Uninstall the One Touch 4.0 driver.
   a. Open the Windows Control Panel.
   b. *Windows 2000 and XP:* Double-click on **Add/Remove Programs**.

      Windows Vista: Double-click on **Programs and Features**.
   c. Select One Touch 4.0 then click on the **Remove** button.
   d. An “Add or Remove” message box opens and asks if you are sure you want to remove One Touch 4.0 from your computer. Click **Yes**.

   The One Touch 4.0 software is removed from your computer.
2. **Unplug the scanner USB cable.**
3. Reboot (restart) your computer.
4. Follow the instructions in “Step 2: Install the Software” on page 7 of this User Guide and follow steps for installing one of the other driver options.

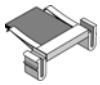
NOTE: The One Touch 4.0 driver is required for the scanner’s buttons to function. If you select a driver without One Touch 4.0, the scanner buttons will not initiate scanning.

DocuMate 515 Scanner Specifications

Bit depth	24-bit color, 8-bit grayscale, 1-bit line art/text
Scanning resolution	Optical resolution: 600 dpi, Hardware supersampling Interpolated resolution: 2400 dpi
Maximum item sizes	ADF Mode 8.5 x 36 inches (21.6 x 91.4 cm) Flatbed Mode 8.5 x 11.69 inches (21.6 x 29.7 cm)
ADF Minimum item size	5 x 7 inches (12.7 x 17.8 cm)
ADF scanning speed	Up to 15 pages per minute @ 200 dpi B&W
Light source	Cold cathode fluorescent lamp
Interface	USB 2.0 High Speed; compatible with USB 1.1
Scanner dimensions	
Height	10.0 inches (25.4 cm)
Width	11.69 inches (29.69 cm)
Length	19.63 inches (49.86 cm)
Weight	11.1 pounds (5.03 kg)
Operating temperature	50°–95° F (10°–35° C without condensation)
Relative humidity	20%–80% (@35° C without condensation)
Power adaptor	DC Jack, 3P, 100~240Vac, 24Vdc, 1A, 24W, Class 1, Two Cores, HiTron (HEG42-240100-7L), Energy Star and RoHS compliant or DC Jack, 3P, 100~240Vac, 24Vdc, 2A, 48W, Class 1, w/Core, Sino-American (SA148A-24V) Energy Star and RoHS compliant
Power consumption	≤ 40 Watts (during operation) ≤ 25 Watts (on standby) ≤ 6 Watts (power save after 15 minutes without scanning, can be adjusted by software) ≤ 1 Watt (power off)
Power cord	AC, US, 3P, 10A/125V, 180 cm, 3C, 18AWG, RoHS compliant
USB cable	185 cm, 28AWG, with core, RoHS compliant
Safety and agency certifications	UL, C-UL, TUV/GS, FCC Class B, CE, WEEE

Xerox DocuMate 515 Parts List

Please use the following part names and numbers when ordering replacements for your DocuMate 515 scanner.

	Part Name	Part Number
	Paper Guide	57-0097-000
	Paper Guide Extension	57-0098-000
	Paper Stop	57-0099-000
	ADF Pad	57-0100-000
	Roller Assembly	57-0110-000
	USB Cable	35-0061-100
	AC Power Cord	35-0103-000
	Power Supply	37-0046-200 or 37-0079-000

Appendix A Notices

Section 1: Safety Introduction

Notices and Safety

Please read the following instructions carefully before operating the machine and refer to them as needed to ensure the continued safe operation of your machine.

Your Xerox product and supplies have been designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

The safety and environment testing and performance of this product have been verified using Xerox materials only.

WARNING: Unauthorized alterations, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your Xerox representative for more information.

Section 2: EMC

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 when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

WARNING: In order to allow this equipment to operate in close proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.

Changes and modifications to this equipment not specifically approved by Xerox may void the user's authority to operate this equipment.

Section 3: Operational Safety Information

Your Xerox equipment and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times:

Do These

- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Before cleaning this product, unplug the product from the electrical outlet. Always use materials specifically designated for this product, the use of other materials may result in poor performance and create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain conditions.
- Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Department to arrange relocation of the copier to a location outside of your building.
- Always locate the machine on a solid support surface that has adequate strength to support the weight of the machine.
- Always locate the machine in an area that has adequate ventilation and room for servicing.
- Always unplug this equipment from the electrical outlet before cleaning.

NOTE: Your Xerox machine is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

Do Not Do These

- Never use a ground adapter plug to connect the equipment to a power outlet that lacks a ground connection terminal.
- Never attempt any maintenance function that is not specifically described in this documentation.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the machine near a radiator or any other heat source.
- Never override or “cheat” any of the electrical or mechanical interlock devices.
- Never place this equipment where people might step on or trip on the power cord.

Section 4: Electrical Information

Warning - Electrical Safety Information

1. The power receptacle for the machine must meet the requirements stated on the data plate on the rear of the machine. If you are not sure that your electrical supply meets the requirements, please consult your local power company or an electrician for advice.
2. The socket outlet shall be installed near the equipment and shall be easily accessible.
3. Use the power cable that is supplied with your machine. Do not use an extension cord or remove or modify the power cord plug.
4. Plug the power cable directly into a correctly grounded electrical outlet. If you are not sure whether or not an outlet is correctly grounded, consult an electrician.
5. Do not use an adapter to connect any Xerox equipment to an electrical outlet that lacks a ground connection terminal.
6. Do not place this equipment where people might step or trip on the power cable.
7. Do not place objects on the power cable.
8. Do not override or disable electrical or mechanical interlock devices.
9. Do not push objects into slots or openings on the machine. Electrical shock or fire may result.

Electrical Supply

1. This product shall be operated from the type of electrical supply indicted on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.

2. **WARNING:** This equipment must be connected to a protective earth circuit. This equipment is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace the outlet.
3. Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.

Disconnect Device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

Section 5: Emergency Power Off

If any of the following conditions occur, turn off the machine immediately and **disconnect the power cable(s) from the electrical outlet(s)**. Contact an authorized Xerox Service Representative to correct the problem:

- The equipment emits unusual odors or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the machine.
- The machine is exposed to water.
- Any part of the machine is damaged.

Section 6: Maintenance Information

1. Any operator product maintenance procedures will be described in the user documentation supplied with the product.
2. Do not carry out any maintenance on this product which is not described in the customer documentation.
3. Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could cause a dangerous condition.
4. Use supplies and cleaning materials only as directed in this manual.
5. Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.
6. Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the user manuals.

Section 7: Product Safety Certification

This product is certified by the following Agency using the Safety standards listed:

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1 1st (2003) First Edition (USA/Canada)
TUV	IEC60950-1: 2001 First Edition

Section 8: Regulatory Information

Certifications in Europe

CE

The CE mark applied to this product, symbolizes XEROX's declaration of conformity with the following applicable European Union Directives, as of the dates indicated:

December 12, 2006:	Council Directive 2006/95/EC as amended. Approximation of the laws of the member states related to low voltage equipment.
December 31, 2004:	Council Directive 2004/108/EC as amended. Approximation of the laws of the member states related to electromagnetic compatibility.
March 9, 1999:	Council Directive 99/5/EC on radio equipment and telecommunications terminal equipment and the mutual recognition of the conformity.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your XEROX Limited representative or by contacting;

Environment, Heath and Safety

The Document Company Xerox

Bessemer Road

Welwyn Garden City

Herts

AL7 1HE

England, Telephone +44 (0) 1707 353434

Section 9: Compliance Information

Product Recycling & Disposal: USA & Canada

Xerox operates a worldwide equipment take back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit: www.xerox.com/environment.html.

If you are managing the disposal of your Xerox product, please note that the product contains lamp(s) with mercury, and may contain lead, Perchlorate and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: http://www.eiae.org/.

Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see: http://www.dtsc.ca.gov/hazardouswaste/perchlorate/.

European Union

RoHS and WEEE Compliance

This product is compliant with RoHS Regulations of the European Parliament and Council Directive on the Restrictions of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (2002/95/EC), and with the Waste Electrical and Electronic Equipment (WEEE) Directive (2002/96/EC).

Some equipment may be used in both a domestic/household and a professional/business application.

Professional/Business Environment

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Section 10: Illegal Copies

USA

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency
Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

   Bonds and Obligations of certain agencies of the government, such as FHA, etc.

   Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

   Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

   Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.)

   Postal Money Orders.

   Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

   Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
4. Copyrighted material, unless permission of the copyright owner has been obtained or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
6. Passports. (Foreign Passports may be photographed.)

7. Immigration Papers.
8. Draft Registration Cards.
9. Selective Service Induction Papers that bear any of the following Registrant's information:

   Earnings or Income — Dependency Status

   Court Record — Previous military service

   Physical or mental condition

   Exception: U. S. Army and Navy discharge certificates may be photographed.
10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)
11. Reproducing the following is also prohibited in certain states: Automobile Licenses — Drivers' Licenses — Automobile Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes
- Bank notes and cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

Note: This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Section 11: EH&S Contact Information

Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, please contact the following customer help lines:

USA:	1-800-828-6571
Canada:	1-800-828-6571
Europe:	+44 1707 353 434

Index

A

ADF ***2***
ADF cable ***2***
ADF pad assembly
  replace ***78***
ADF port ***2***
Advanced Interface ***64***
  adjust settings ***65***
  new profile ***71***
  profile ***71***
align item ***20***
Apply button ***28***
aspect ratio ***33***
Autocrop to Original ***30***
Automatic Document Feeder ***2***
  cleaning ***76***
AutoRotate image ***33***

B

Basic Interface ***63***
bit depth ***84***
Black&White ***29, 64***
blurred image ***66***
BMP ***39***
Brightness ***29, 67, 74***
Burn to CD ***51***
  Destination Application ***51***
button options ***42***
button settings ***26***

C

CD-ROM drive ***3***
Color ***29, 64***
color
  hue ***68***
  options ***68***
color filter ***31***
Comma Delimited ***41***
computer specifications ***3***
Configure Before Scan ***36***
  cancel ***38***
Contrast ***29, 67, 74***
csv file format ***41***

D

Destination Application ***22, 25***
  OCR ***26***
  text file format ***40***
Device Settings ***33***
Device Settings Tab ***33***
Disc 1 ***7***
document cover ***2***
Document Management ***43***
document pad ***2***
dots-per-inch ***66***
dpi ***66, 74***

E

eMail ***43***
eMail Properties ***48***
error codes ***81***
Excel Spreadsheet ***41***

F

Fax and Print ***43***
File Format ***25***
file format ***41***
file storage location ***54***
full feature install ***10***

G

gamma ***32, 68***
GrayScale ***29, 64***

H

help ***3***
help information ***79***
htm file format ***41***
HTML Document ***41***
HTML page ***53***
HTML Web Page ***53***
hue ***32***

I

image
  blur ***66***

Image Documents Properties ***46***
Image Editors ***43***
image file ***39***
image file format ***39***
image size ***69***
improvements and settings ***30***
input size ***69***
installation ***4***
invert image ***31***
ISIS Interface ***75***

J

JPG ***39***
JPG file size ***40***

L

Lamp timeout setting ***59***
Link Properties ***44***
locking tab ***2, 5, 79***

M

Microsoft Internet Explorer ***53***
Microsoft Outlook ***48***
Moire Patterns ***30, 66***
monitor ***3***

N

Normal PDF ***42, 50***
nPDF ***42, 50***

O

OCR ***26, 40***
  optical character recognition ***49***
OCR scan ***49***
OmniPage Module ***16, 49***
OmniPage Pro ***41, 42***
on/off switch ***2, 13***
One Touch Button Panel ***21, 23, 24***
  Button View ***24***
One Touch icon ***23, 25***
One Touch Properties window ***25, 44***
  options ***28, 42***
OneTouch Properties window ***24***

P

page format options ***39***
page settings ***30***
Page Settings Tab ***30***
page size ***30***
paper guide ***2, 6***
paper jam ***77, 81***
paper stop ***2, 6***
PaperPort Properties ***44***
PDF ***40, 43***
PDF file size ***40***
Picture type ***74***
power saving ***59***
Preview button ***63, 65, 72***
Properties button ***27***

Q

QuickScan ***75***

R

Resolution ***29, 66, 74***
Rich Text Format ***41***
rtf file format ***41***
ruler units ***70***

S

saturation ***32, 68***
scan
  multiple pages ***19***
Scan Configuration ***25***
Scan Info box ***70***
Scan Settings Tab ***29***
scan with event forwarding ***52***
scanner
  buttons ***21***
  uninstall ***82***
scanner assembly ***5***
scanner cover ***2***
scanner features ***2***
scanner glass ***2***
scanning
  from the screen ***23***
  with the scanner buttons ***22***
Searchable PDF ***41, 50***
Select Configuration ***27***
Select Destination ***26, 43***
Select Format ***27***
setup ***4***
SharePoint ***16***
Show All Destinations ***43***
Show Hardware ***58***
Simple Text ***41***
size ***30***
skewed page ***30***
sPDF ***41, 50***
status light ***2, 13, 14, 79***

Sti event forwarding ***43***
Still Image Client ***52***
Storage and CD-R/W ***43***
Storage Options Tab ***34***
Storage Properties ***47***
Straighten Image ***31***
system requirements ***3***

T

technical support ***79***
Text Documents Properties ***45***
Text Editors ***43***
text file format ***40***
Text Formats ***40***
TIFF ***39***
Transfer to Storage ***54***
TWAIN ***36, 52***
    access from One Touch ***61***

U

uninstall ***82***
USB port ***2, 13***

V

VRS ***16***

W

watermark, remove ***31***
Web site for help ***79***
WIA ***36, 72***
Windows Image Acquisition ***72***
Word Document ***41***

X

xls file format ***41***

05-0728-000