xerox ®

Xerox® Duplex Travel Scanner
Scanner User Guide
Windows® Users

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Safety

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.

⚠️ **WARNING:**

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

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.
- 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.
- 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.

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 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.

⚠ **Caution: This device is not intended for use in the direct field of view at visual display workplaces**

To avoid incommoding reflections at visual display workplaces this device must not be placed in the direct field of view.

Emergency Power Off

If any of the following conditions occur, turn off the scanner (if applicable) and disconnect the USB cable from the scanner and the computer.

- The equipment emits unusual odors or makes unusual noises.

- Liquid is spilled into the machine.

- The machine is exposed to water.

- Any part of the machine is damaged.

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.

Product Safety Certification

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

Standard
UL60950-1 (USA)
CSA 22.2 No. 60950-1 (Canada)
IEC 60950-1

Environmental Health and Safety Contacts

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

Welcome

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.
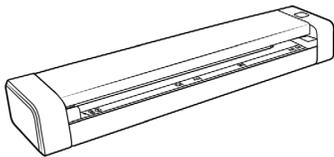
Xerox® Duplex Travel Scanner
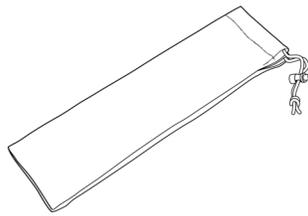
Carrying Bag
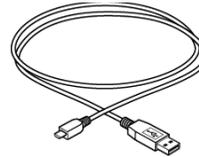
Micro USB Cable

Calibration Page

Installation Disc(s)

Cleaning Cloth
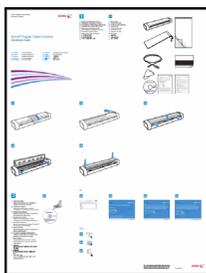
Quick Install Guide

Carrier Sheet

Technical Support Card

Warranty Card

System Requirements

- Pentium 4 PC or equivalent processor

- A DVD-ROM drive capable of reading Dual Layer DVDs.

- An available Universal Serial Bus (USB) port

- Microsoft® Windows® operating system:

    – 32-bit Windows XP (Service Pack 3)

    – 32-bit or 64-bit Windows Vista (Service Pack 2)

    – 32-bit or 64-bit Windows 7 (Service Pack 1)

    – 32-bit or 64-bit Windows 8 / 8.1

    – 32-bit or 64-bit Windows 10

- Minimum of 2 gigabyte (GB) of internal memory (RAM)

- Minimum available hard disk space:

    – 350 MB for the scanner driver

    – 750 MB for Visioneer OneTouch

    – 1 to 2 GB for each additional application

    Please refer page 17 for a list of the applications provided with your scanner.

- Monitor (recommended settings):

    – Color quality of 16-bit or 32-bit

    – Resolution set to at least 800 x 600 pixels

    Refer to your Windows documentation for instructions on setting the color quality and resolution for the monitor.

Documentation

The following printed documentation is provided in the box:
- **Installation guide**—abbreviated scanner setup and installation instructions.

- **Technical support card**—contact information for technical support and customer service, and a brief overview of our standard product warranty.

The following soft-copy documentation is available on the installation disc:
- **Scanner user guide**—instructions for scanner setup, installation, operation, maintenance, safety, and warranty.

- **OneTouch scanning guide**—instructions for configuring and scanning using OneTouch.

- **TWAIN scanning guide**—instructions for accessing and scanning using the TWAIN interface.

- **Nuance PaperPort user's guide**—contains detailed information using the application and managing your scanned documents.

- **Nuance OmniPage user's guide**—contains detailed instructions on using the software, including information on using Optical Character Recognition to create editable text files from the scanned documents.

- **Nuance Power PDF help**—contains detailed information on using the application to create and modify PDF files. This guide is a software help file which can be accessed from within the Power PDF application.

The Xerox® Duplex Travel Scanner Features
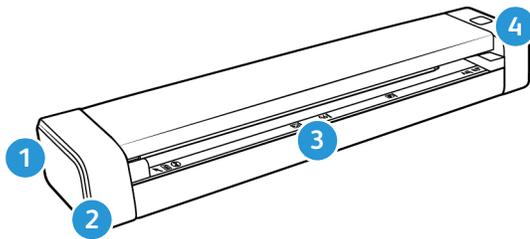
1. **Safety lock slot**—slot for installing a Kensington® style safety lock. (May not be available for all models).

2. **Universal Serial Bus (USB) port**—connects the scanner to the computer.

3. **Paper feed**—place an item *face up* in paper feed for scanning.

   - Scanner lid—can be pulled away from the scanner body to open the scanner for cleaning.

   - Paper sensor—the sensor in the paper feed slot. Detects when an item has been inserted in the scanner.

   - Alignment strip—alignment marks for common paper sizes for the paper guide.

4. **Multi-Function Button** / **Status light**—controls the scanner and indicates the scanner status. The button behavior is described below. Please refer to "Status Light Troubleshooting" on page 40 for information about the status light conditions.

   - Short button press (2 seconds or less)

     - Turns the scanner on when the power is off.

     - Cancels the scan when a scan is in progress.

     - Starts scanning when AutoLaunch™ is not enabled.

   - Long button press (3 seconds or more)

     - Opens the OneTouch Properties window to configure the settings for the button and AutoLaunch™.

Unpack the Scanner

1. Remove the blue plastic strip from around the scanner.
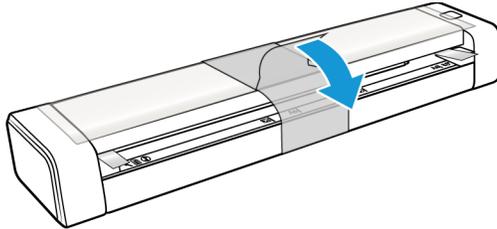
2. Remove the clear plastic film from the top of the scanner.
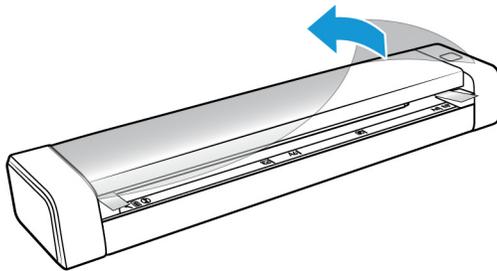
3. Place your thumbs on either side of the paper feed slot, underneath the lid of the scanner. Hold the scanner sides firmly and pull the scanner lid up to release it from the body of the scanner.

   Use both hands to open the scanner, the lid is held down with locking arms on both sides of the paper feed slot. If you open only one side, you may damage the scanner lid.
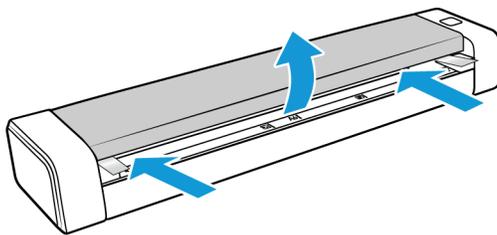
4. Remove the foam strip(s) from inside the scanner.
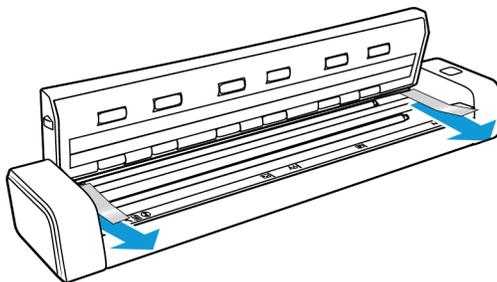
5.   Gently close the scanner lid. Press down on both sides of the lid until you hear a click as the
     arms lock the scanner lid in place.
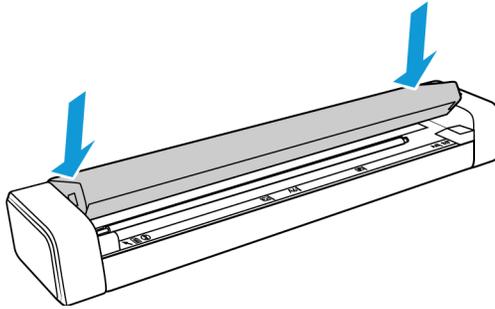
Safety Lock

Your scanner may have a slot for installing a Kensington® style safety lock. This slot can be
identified by the lock icon. It is to the left of the USB port on the scanner. When following the
instructions in this document, make sure you connect the USB cable into the USB port which is
identified by the USB symbol.

Use this slot to install a
safety lock. Do not
attempt to insert any
other type of object.

Use this slot to connect the provided micro USB
cable to the scanner. Do not use any other type
of USB cable. Do not attempt to install a safety
lock in this port.

A lock is not provided with the scanner and this document does not contain instructions on
purchasing and installing a safety lock. If you choose to use a safety lock, please carefully read the
installation instructions provided with the lock. More information about Kensington® locks can be
found at www.kensington.com.

Installation

Please make sure of the following before you begin installation:

- If you are prompted to reboot during installation, please select "No". Finish installing the rest of the software, then close all open windows and reboot your computer.

- The information in this guide may cover software not provided with the scanner you purchased. Please disregard any information about the software not applicable to your scanner.

- If your computer has AntiVirus or AntiSpyware software running, you may encounter alerts or 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 if that option is available. 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® scanner. You can remove these programs from the Windows Control Panel. 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 or later, you may see the Windows User Account Control screen asking you to confirm system changes. Click the Yes button to allow the installation to proceed.
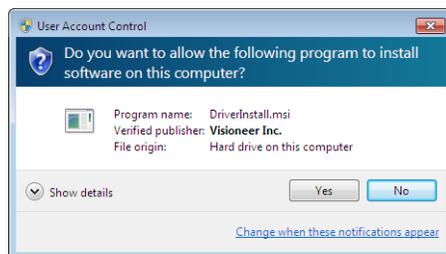
Install the Software and Connect the Scanner

1. Start Microsoft Windows and make sure that no other applications are running.

2. Insert the installation disc into your computer's DVD-ROM drive.

   The disc automatically starts.

3. The Select Language window opens. Click the drop-down menu arrow and select the language to use. Click **OK**.
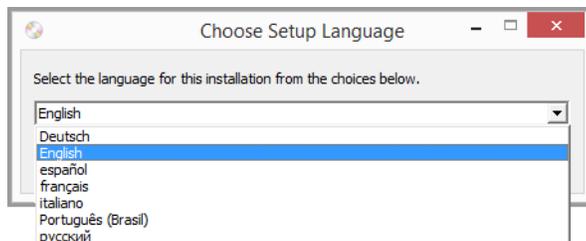
   The disc's Main menu window opens.

   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 options for your computer's disc drives.

   – 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 setup.exe.

4. On the Main menu, select **Install software**.

5. Make sure the boxes for **Scanner Driver** and **Visioneer OneTouch** are selected, as well as any other applications you want to install.

Note: The software provided with your scanner may differ slightly from the list shown in the window.

6. Click **Install now**.

Installing the Scanner Driver

The scanner driver installation will start first.

1. The Welcome screen for the scanner driver Setup Wizard opens. Click **Next**.

2. 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, click **Cancel**. Click **Close** on the Installation Interrupted window.

3. The software will now be installed.

4. **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.
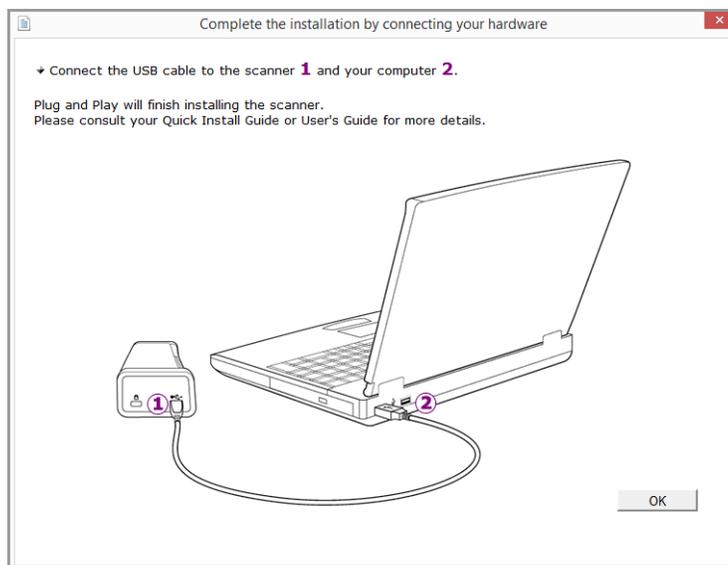
Note: If you do not see this on-screen diagram for connecting the scanner, stop and follow the instructions below.

Connect the USB Cable

The scanner does not have an external power supply. It draws its power directly from the computer through the USB cable. If you use a USB hub with your computer, the hub must have its own power supply. The scanner is ready to scan as soon as its software is finished loading onto your computer.

1. Remove any 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. Check your computer's manual for USB port locations.

    If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into either connection.
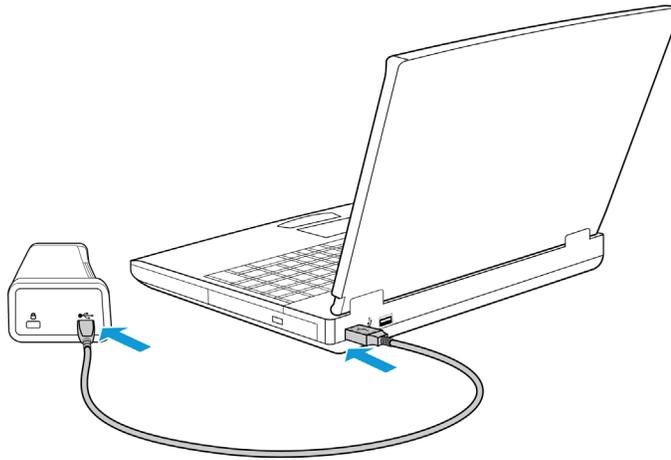
The status light comes on and flashes indicating that the scanner is receiving power.

Your computer recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software to run the scanner.

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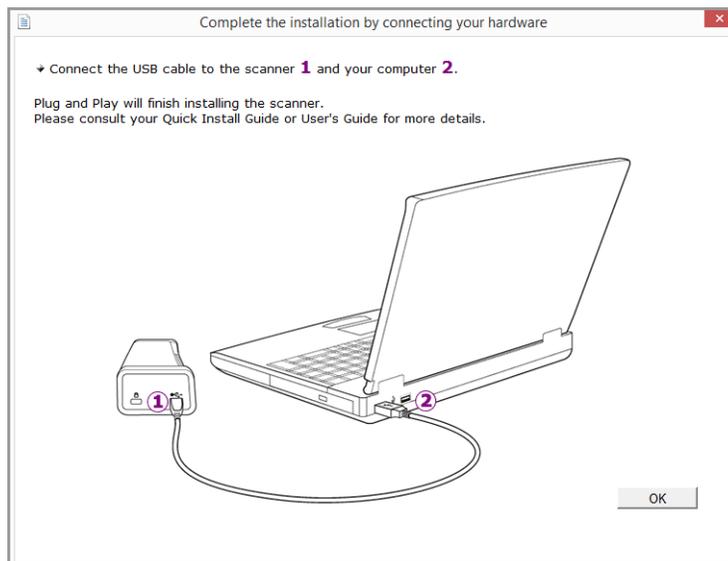
4. Click **OK** to complete the installation process.

5. Click **Close** on the Installation Complete window to close and exit the driver installer.
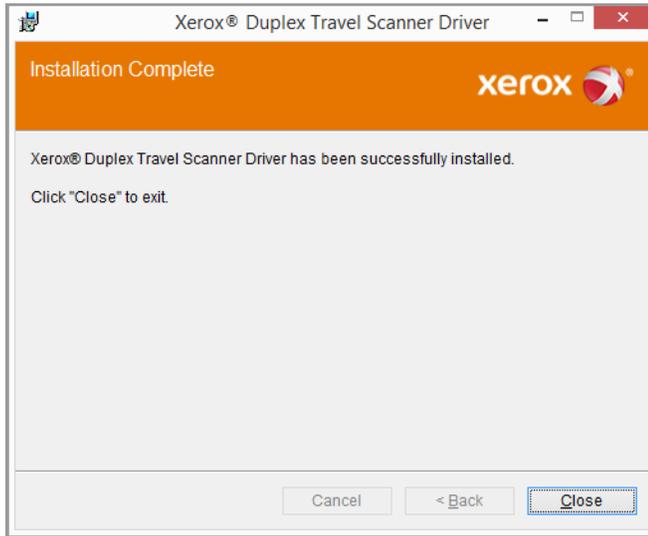
Installing Visioneer OneTouch

The Visioneer OneTouch software installation will start automatically after you click **Close** on the driver Installation Complete window.

1. Click **Next** on the Welcome to the OneTouch Setup Wizard.

2. On the Visioneer License Agreement window, read the license agreement. If you accept the terms, select **I Agree** then click **Next**.

   If you choose not to accept the license agreement, the installation will terminate and OneTouch will not be installed.

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

Note: If you selected other software to install from the DVD the installation for that software will automatically start after you click **Close** on the Installation Complete window. Follow the instructions on-screen to install each application you selected.

Installing Additional Applications

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

1. Return to the disc's Main menu and click **Install software**.

2. Select the additional applications you want to install, then click **Install now**.

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

Software	About the Software
Nuance PaperPort®	PaperPort is a document management software application. The PaperPort scanning features allow you to insert new pages into an existing file and name your file immediately after scanning. From within the PaperPort desktop you can sort your documents and move them between folders as you would through the Windows My Documents folder. You can reorder the pages in a PDF file, and unstack a document so all the pages are resaved as individual files. PaperPort also has some basic image editing options in the PaperPort PageView, such as; adding notes to image files, modifying image colors, and touch up the image using the erase and/or auto-correct options.
Nuance OmniPage®	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. Custom workflows handle large volumes of documents, and you can use its tools to print to PDF.

Software	About the Software
Nuance Power PDF	Power PDF features 100 % industry-standard PDF creation and editing plus the world's most accurate PDF conversion to editable Microsoft® Office® formats available. It also offers one-click scanning to PDF, the most advanced PDF search capabilities, excellent graphics management, document flattening and auto-removal of sensitive information. Combining unparalleled functionality, built-in intelligence and ease of use, Power PDF enables users to create, convert, edit, assemble and securely share PDF files like never before for enhanced professionalism, productivity and collaboration.

View the User Guides

1. Return to the disc's Main menu and click on **View user guides**.

2. Click on **View scanner documentation** to access the scanner user guide and scanning guides for OneTouch and TWAIN.

    – **Scanner user guide**—instructions for scanner setup, installation, operation, maintenance, safety, and warranty.

    – **OneTouch scanning guide**—instructions for configuring and scanning using OneTouch.

    – **TWAIN scanning guide**—instructions for accessing and scanning using the TWAIN interface.

    Click on **View software documentation** to access the user guides for the software applications provided with the scanner.

From either of these user guide windows, click on the **User guide menu** button to return to the main user guide window, then select the other documentation section to view the user guides.

Scanner documentation window   Software documentation window
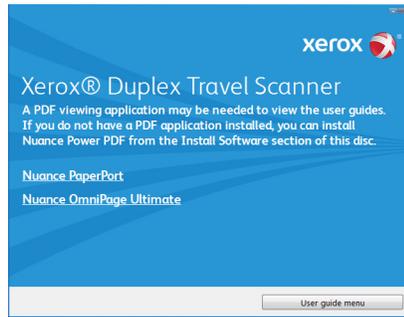
3. Click the links of the guides you want to view.

4. When you're finished, click **Main menu** to return to the Main menu window and click **Exit**.

5. Remove the installation disc and store it in a safe place.

Register Your Scanner

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

To register your scanner:

You will need an active Internet connection to register your scanner. If you do not have Internet access you can contact our customer service department to register the scanner. Please refer to the Technical Support Card, that you received with the scanner, for our customer service contact information.

1. Open an Internet Explorer window, or any other Internet browser you have installed on your computer.

2. In the web address field type www.xeroxscanners.com.

3. Press Enter on your computer's keyboard or click the option on screen to go to the web address.

4. When the Xerox® scanners web page loads click on **Register Your Product**.

5. Fill in the registration form, all required fields have an asterisk (*).

    A valid email address is required for registration.

6. You will be asked to enter the serial number for the scanner, it is located on the back or underside of the scanner.

7. After filling in the form, click on **Submit Your Registration** to complete the registration.

Loading Documents to Scan

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

Supported Document Types

You can scan the following types of documents and cards with this scanner.

- Document size

    - Minimum size (width x length) – 1.5 x 1.5 inches (38 x 38 mm)

    - Maximum size (width x length) – 8.5 x 14 inches (216 x 356 mm)

    - Maximum length with long document enabled – 32 inches (813 mm)

- Paper thickness between 16–32 lb paper (60–120 g/m^2)

- Plastic cards

    - Non-embossed plastic cards up to 0.8 mm thick

Documents to Avoid Scanning

The documents in this list can be scanned, but please note that scanning documents of this type will reduce the life of the scanner. Maintenance will be required more often. These types of documents will jam more frequently and damage to the original documents may occur. If you do choose to scan these document types, do not scan large batches.

Note: you can use the carrier sheet provided with the scanner to scan these document types. With the exception of carbonless copy paper and thermal paper, the carrier sheet will prevent damage to the original document and the scanner. For carbonless copy paper and thermal paper, the carrier sheet will prevent tears to the original, however due the nature of these paper types the pressure of the rollers and/or internal temperature of the scanner may leave streaks on the page. Please see "Using the Carrier Sheet" on page 26.

- Curled, wrinkled or folded documents may cause paper jams.

- Coated paper or photographs where the coating can flake off during scanning and leave residue in the scanner.

- Extremely smooth, shiny, or highly textured paper may cause the paper feed rollers to slip across the page and cause the scanner to report a paper jam.

- Carbonless copy paper may tear while being fed through the scanner and the pressure of the rollers may leave streaks on the page. The chemical coating on this paper will rub off on the rollers during the scan process, increasing the frequency of miss-feeds and paper jams.

- Partially transparent paper such as tracing paper as any images from the opposite side of the page or black background will appear in the scanned images.

- Thermal or photosensitive paper.

Unsupported Document Types

Do not scan the following types of documents as they may cause damage to the scanner.

- Items outside of the specified supported sizes, thickness, and weight defined in this document.

- Non-rectangular or irregularly shaped paper will cause the scanner to detect and report document skew errors or paper jams.

- Carbon paper that will leave residue in the scanner and on the rollers that will transfer to the next set of documents scanned.

- Documents with hard items attached such as paper clips, binder clips, and staples.

- Documents with wet ink or white-out.

- Overhead projector sheets, plastic film, camera film, and any other type of transparent or partially transparent plastic item.

- Documents that have been glued together.

- Cloth or metallic sheets.

Scan Using AutoLaunch™

Based on the recommended full installation of the scanner driver and the Visioneer OneTouch software, OneTouch is your main scanning interface for using the scanner. When you insert an item into the scanner, it is automatically scanned and the image is sent to a destination location or application on your computer, or to a network drive.

1. Align a document with the alignment arrow and insert it *face up*, in the paper feed slot.
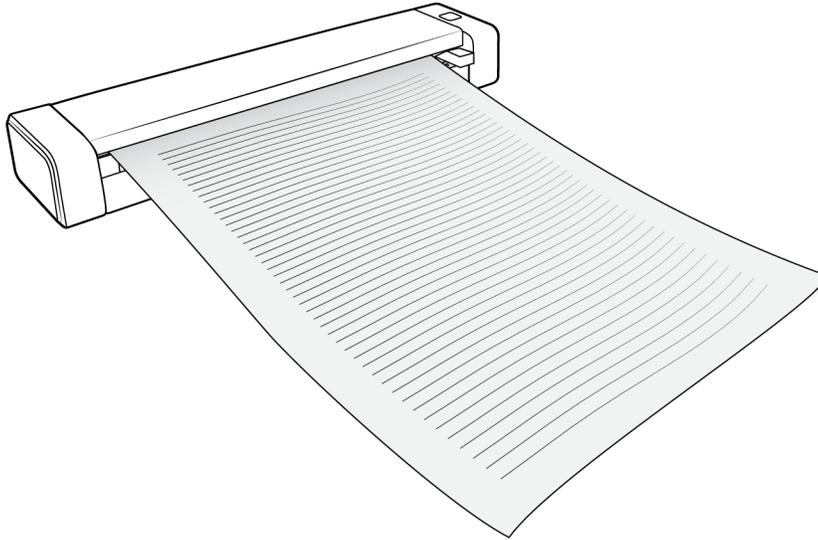
The scanner grabs the top edge of the paper and automatically begins to scan and feed the paper through the scanner.

2. A scan progress window opens and the image is sent to the selected application for the PaperIn button.

In this example the Destination Application is the PaperPort desktop.
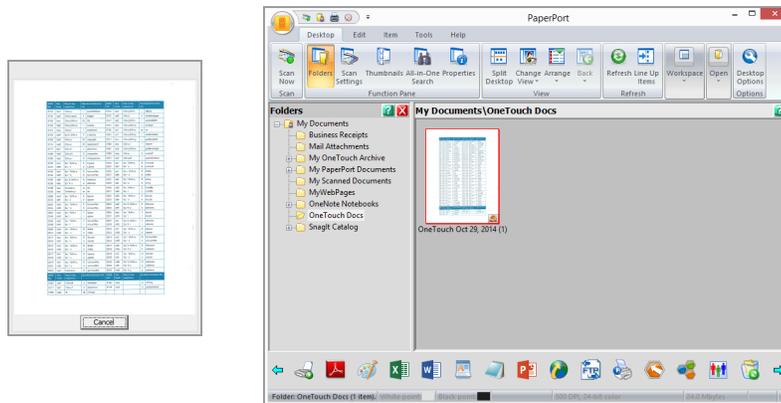
3. You can now work with the image in the Destination Application.

Configuring OneTouch AutoLaunch

When you installed OneTouch, the software was automatically configured with appropriate settings consisting of: a **Destination Application**, a **Scan Configuration**, and a **File Format**.

You can open the OneTouch Properties window by pressing and holding the scanner button for 3 seconds, or by opening it from the OneTouch Panel on screen.

1. Click on the OneTouch icon

2.   Right click on the **PaperIn** button, or single left-click on the detailed information.
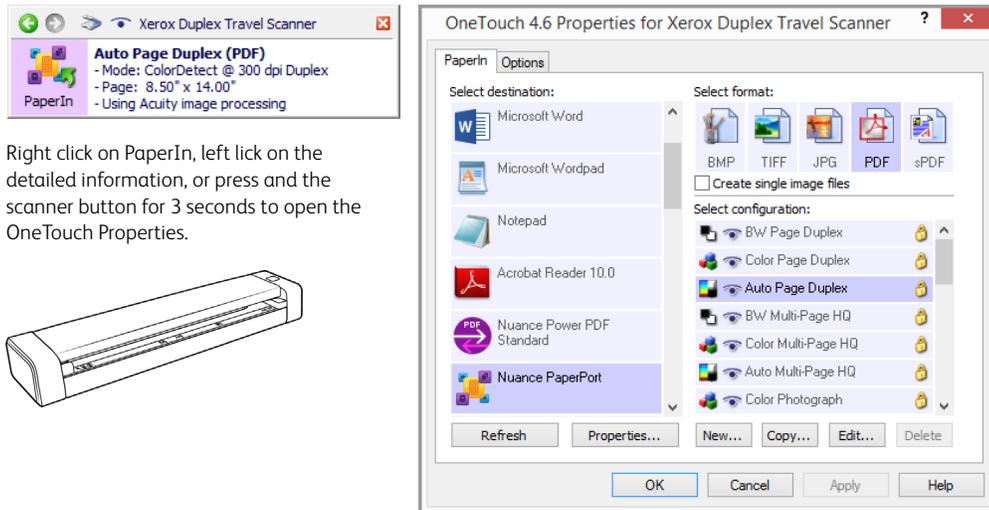
Right click on PaperIn, left lick on the detailed information, or press and the scanner button for 3 seconds to open the OneTouch Properties.
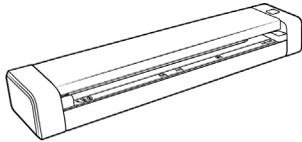
Note: Some of the options on the One Touch Properties Window are "grayed out" and are not available, these options are not appropriate for your scanner model.

Changing the PaperIn setting:

1.   Click on an application name in the **Select Destination** list.

2.   Select a file format in the **Select Format** panel.

3.   Select a scanning configuration in the **Select Configuration** list.

4.   Click on **OK** to save the changes.

5.   Place a page in the scanner.

6.   The scanner starts scanning and sends the image to the application, with the file format and scanning configuration you specified.

Note: Please see the OneTouch Scanning Guide on the installation disc for instructions. You can also click the **Help** button in the OneTouch Properties window to open the instructions in an Internet browser.

Turn AutoLaunch Off/On

If you want to scan from OneTouch button panel on screen, or to be able to place a page in the scanner and wait until you are ready to initiate the scan, you can turn the AutoLaunch feature off. This option is in the Application Settings for your scanner's hardware properties.

1.   Click on the OneTouch icon in the Windows notification area on the right side of the screen.
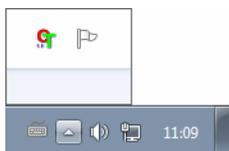
2. Click on the scanner icon to the right of the green buttons, in the title bar of the OneTouch button panel.

3. Click on the **Properties** button in the hardware properties window.
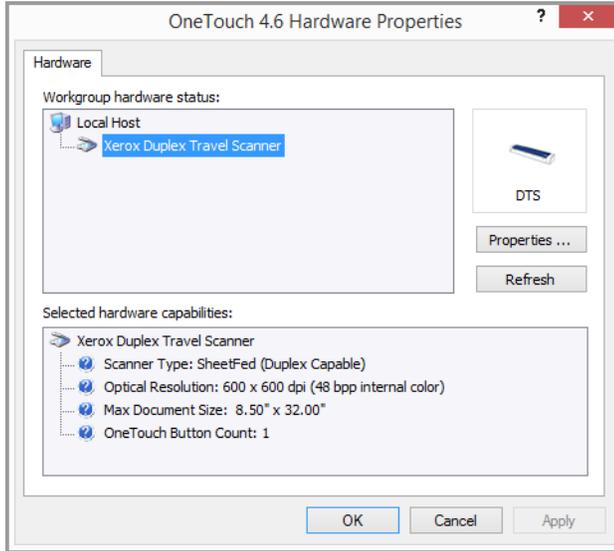
4. In the **Application Settings** tab, click on **Turn on AutoLaunch™** to deselect this option.
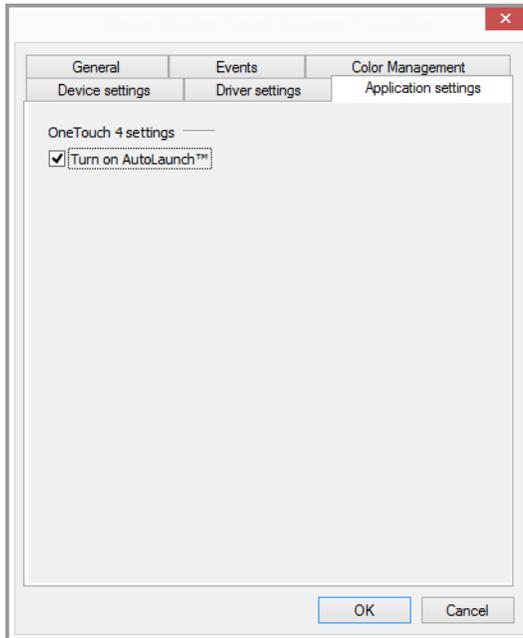
5. Click on **OK** to save the changes and close the window. Click on **OK** to close the Hardware Properties window.

The AutoLaunch feature is now turned off. Your scanner will not start scanning until you either press the button on the scanner, click on the scan button on the OneTouch button panel, or on the scanning interface from the application you are using.

Using the Carrier Sheet

We recommend using the TWAIN interface when scanning with the carrier sheet. The **Carrier sheet mode** option applies color correction specifically tuned for processing images of documents scanned using a carrier sheet. Please refer to the TWAIN scanning guide on the installation disc.

⚠ **WARNING: the plastic bag for the carrier sheet poses a suffocation hazard. Keep the bag away from children.**

1. Take the carrier sheet out of its plastic bag.

    We recommend that you keep the bag and place the carrier sheet back in the bag when you are done scanning. This will help to prevent scratches to the carrier sheet.

2. Remove the tissue paper.

3. Open the carrier sheet and place the item you want to scan in the upper-left corner of the carrier sheet.

    If the item you are scanning is not in the upper-left corner of the carrier sheet, you may see inconsistent results or errors.
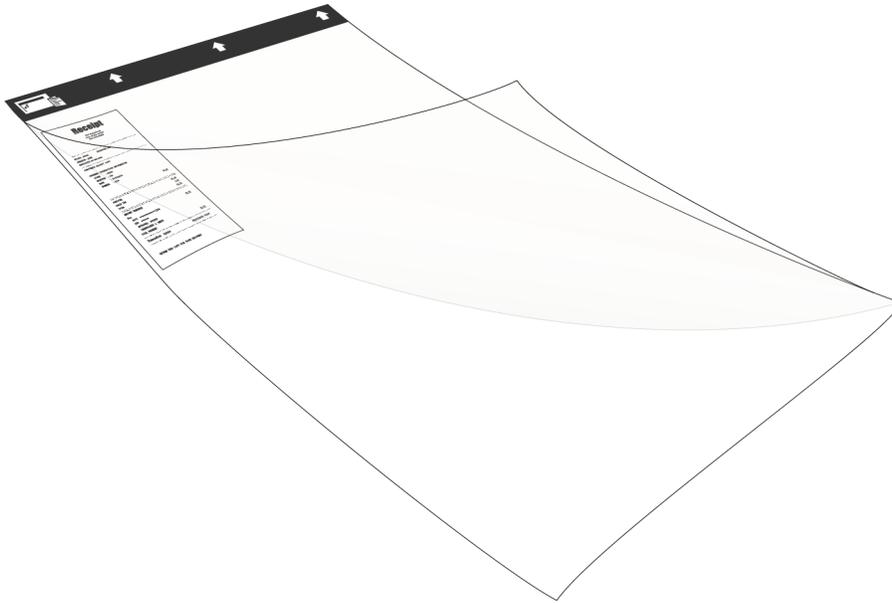
4. Open the scanner's TWAIN interface and select **Carrier sheet mode**.

– The **Carrier sheet mode** option is located on the scanner model tab in the **Document Settings** section in the TWAIN interface.
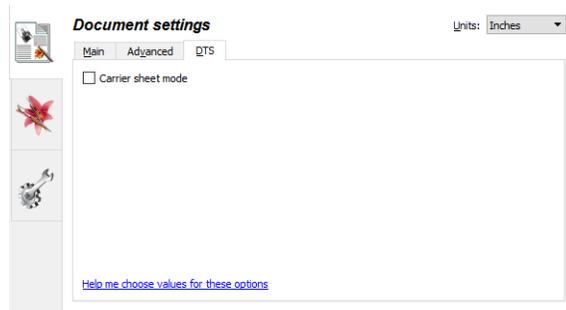
5. Place the carrier sheet in the scanner with the black edge in the paper feed slot.
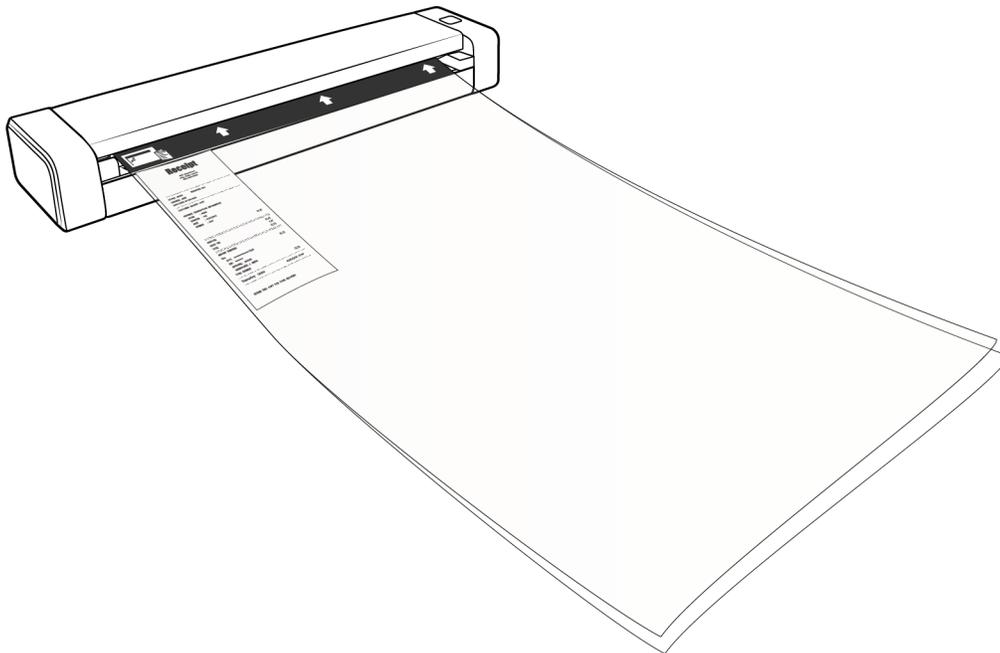
6. Click on the **Scan** button in the TWAIN interface.

You may need to lightly push on the carrier sheet to help guide it into the scanner if the rollers do not immediately grab the sheet.

7. When scanning is complete, remove the item from the carrier sheet and place the carrier sheet back in its plastic bag.

Store the carrier sheet in a place where it can remain in a flat like-new condition. Creases in the plastic can cause unusual light reflections while scanning which may appear as lines in the final image.

Scanning Interfaces

- **OneTouch AutoLaunch**—to use the scanner's AutoLaunch feature, simply insert a document in the scanner and it is automatically scanned using predefined settings from the OneTouch software.

  OneTouch Button Panel—use this scan option when you want to scan from the computer screen. This scans with the same settings as when using the AutoLaunch scanning feature.
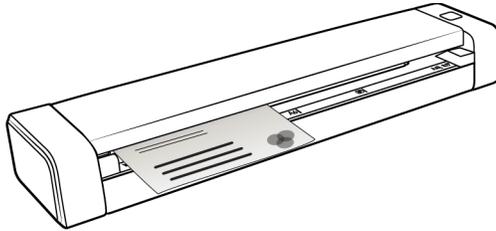
PaperIn through OneTouch AutoLaunch   OneTouch Button Panel
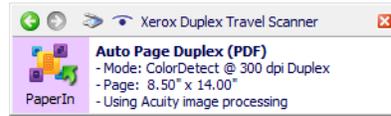
Please see the "OneTouch Scanning Guide" on the installation disc for instructions. You can also click the **Help** button in the OneTouch Properties window to open the instructions in an Internet browser.
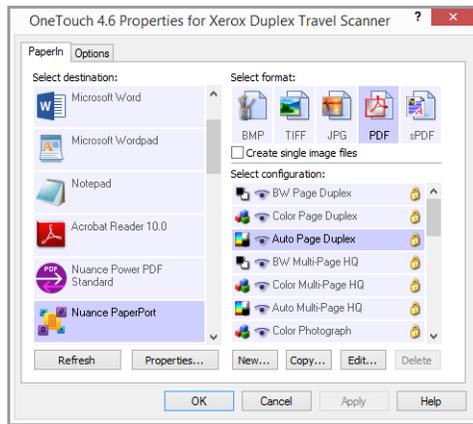
- **TWAIN and WIA Interface**—this option uses your scanner's TWAIN interface to scan. Select scanning options before scanning, put the document in the scanner, then click the **Scan** button in the TWAIN interface window.
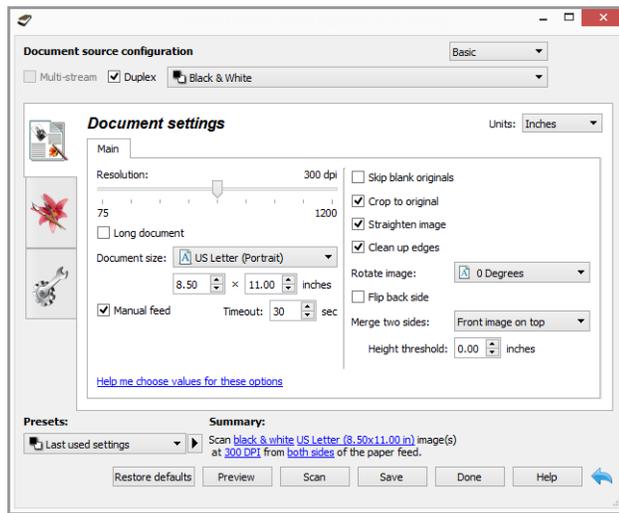
Please see the "TWAIN Scanning Guide" on the installation disc for instructions. You can also click the **Help** button in the TWAIN interface to open the instructions in an Internet browser.

Maintenance

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

Safety Precautions

When servicing the scanner you should take the following precautions to ensure your safety and prevent damage to the scanner.

Do These

- Wear protective gloves when cleaning the scanner with Isopropyl rubbing alcohol. Rubbing alcohol may irritate sensitive skin.

- Only perform scanner maintenance as described in this chapter.

- Keep the scanner and cleaning supplies away from any open flame or heat source as any form of alcohol is flammable.

- Always read the instructions in each section carefully, the instructions are specific to the part you are installing or servicing.

- Move the scanner to an area that has adequate room for opening the scanner.

- Always unplug the USB cable from the scanner before performing maintenance, unless the maintenance instructions below specifically state to leave the scanner plugged in.

- Wear an anti-static strap to prevent electrostatic discharge when touching metal components.

- Keep all cleaning supplies, scanner parts and accessories out of the reach of children.

Do Not Do These

- Never attempt installation of any part not described in this manual.

- Never service the scanner near a radiator or any other heat source.

- Never use aerosol sprays or compressed air, or attempt to lubricate parts with an oil or silicon spray.

- Never service the scanner in an area where there are open liquid containers.

- Never pour or spill liquid on the scanner or any of its components.

Hardware Properties

You can use the scanner's properties page to keep track of scanner maintenance, change some of the hardware options, configure the scanner interface behavior, and adjust application options that may be available for your scanner.

To open the scanner hardware properties page:

- **Windows 7** and later—from the Windows Control Panel, open **Hardware and Sound** and then **Devices and Printers**. Right-click on the scanner and then select **Scan properties** from the list.

- **Windows Vista**—from the Windows Control Panel, open **Hardware and Sound** and then **Scanners and Cameras**. Click on the scanner icon then click on the **Properties** button.

- **Windows XP**—from the Windows Control Panel when in category view, open **Printers and Other Hardware** and then **Scanners and Cameras**. Right-click on the scanner and then select **Properties** from the list.

Device Settings

The Device Settings tab shows the hardware information for your scanner. The options on the Device Settings tab will be available based on whether or not the scanner hardware supports the feature. Please disregard any information about features that you do not see in the interface for your scanner.
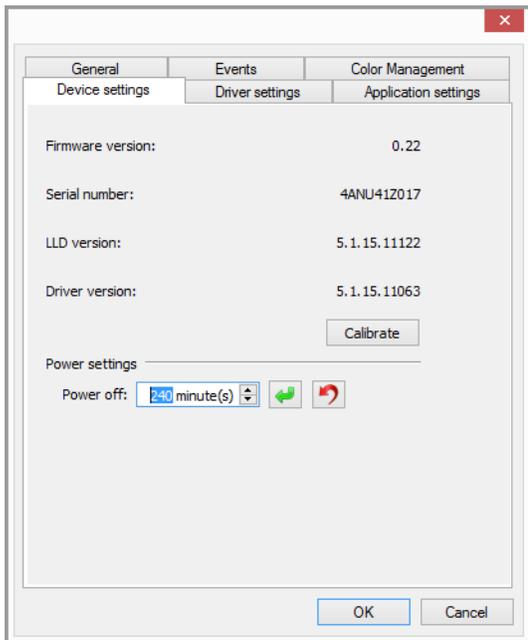
Scanner Details

- **Firmware version**—this is the scanner's hardware processor version number.

- **Serial number**—the scanner's unique identification number.

- **LLD version**—the scanner's base driver version. This is not the OneTouch software revision, TWAIN or WIA driver versions.

- **Driver version**—this is the version of the scanner's TWAIN driver.

Scanner Settings

- **Calibrate**—the scanner needs to be calibrated as part of your monthly maintenance of the scanner. You will need the calibration page provided with the scanner. Click the **Calibrate** button to start the utility. Follow the instructions on-screen to calibrate the scanner.

Power Settings

- **Power off**—input the number of minutes you want the scanner to wait before it turns itself off.

  Click the green enter button to save any changes in the power off field.

  Click the red reset button to reset to the default timeout value.

  Note: When the scanner is powered off, firmly press the button on the scanner to turn the scanner on. Once the scanner is turned on, it is always on and receiving power until it automatically powers off. Pressing the scanner button will not turn off the scanner.

Driver Settings

The options in this panel are for configuring how the TWAIN interface will behave in some scenarios. Please see the TWAIN scanning guide on the installation disc for instructions.
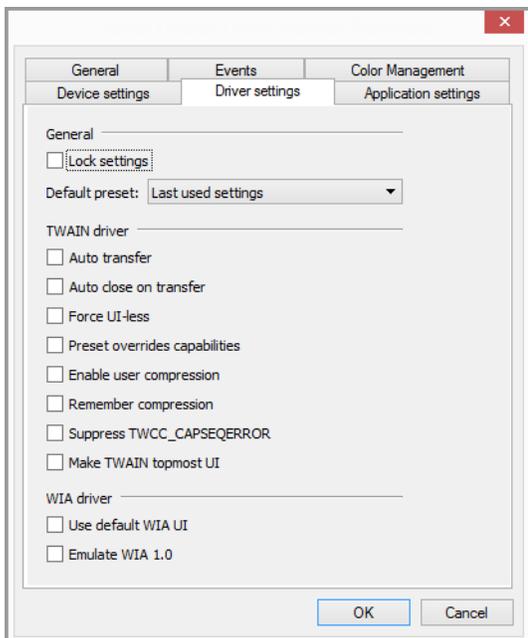
Clearing Paper Jams

If your scanner stops scanning due to a paper jam, a warning opens after a few moments.

⚠️ **WARNING: do not attempt to remove the jammed page with the scanner closed.**

Damage to the scanner will occur if forcing the page out of the scanner. Follow the instructions below to remove the jammed page.

1. Place your thumbs on either side of the paper feed slot, underneath the lid of the scanner. Hold the scanner sides firmly and pull the scanner lid up to release it from the body of the scanner.

   Use both hands to open the scanner, the lid is held down with locking arms on both sides of the paper feed slot. If you open only one side, you may damage the scanner lid.
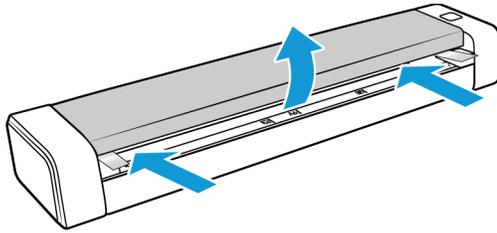
2. Remove the jammed paper and close the cover.

   Gently close the scanner lid. Press down on both sides of the lid until you hear a click as the arms lock the scanner lid in place.
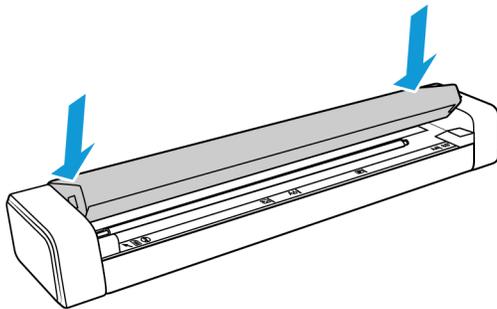
To reduce the number of paper jams, smooth and straighten the paper before scanning, and insert the paper evenly into the scanner.

Cleaning the Scanner

Clean the inside of the scanner to remove dust and paper debris from the scanner glass, pickup and feed rollers. Cleaning the inside of the scanner helps to keep your scanner operating at optimum performance. Dust accumulation on the rollers will prevent documents from feeding straight through the scanner, dust on the scanner glass will appear as lines in the scanned image.

You should clean the inside of the scanner at least once a week or as needed depending on how often the scanner is used. If cleaning the scanner does not resolve any image quality issues, please follow the instructions in the next section for calibrating the scanner.

You will need the cleaning cloth provided with your scanner.
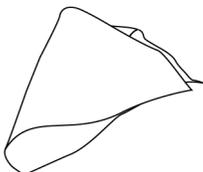
⚠️ **Caution: use care when cleaning the scanner to avoid damaging the sensors. The paper sensor and scanner cover sensor are plastic levers inside the scanner. They are fragile and can break.**

The paper sensor lever runs along the front of the scanner. If the paper sensor becomes damaged, the scanner will no longer detect when paper has been inserted into the scanner. The cover sensor is located on the left end of the feed roller. If the cover sensor becomes damaged, the scanner will no longer detect when the cover is closed.
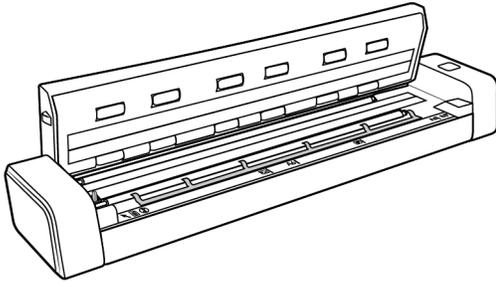
1. Place your thumbs on either side of the paper feed slot, underneath the lid of the scanner. Hold the scanner sides firmly and pull the scanner lid up to release it from the body of the scanner.

    Use both hands to open the scanner, the lid is held down with locking arms on both sides of the paper feed slot. If you open only one side, you may damage the scanner lid.
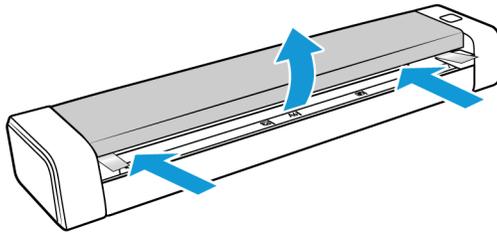
2. Using the cleaning cloth, wipe down all surfaces in the scanner. Make sure to clean the glass in the underside of the scanner lid and the feed rollers in the body of the scanner.
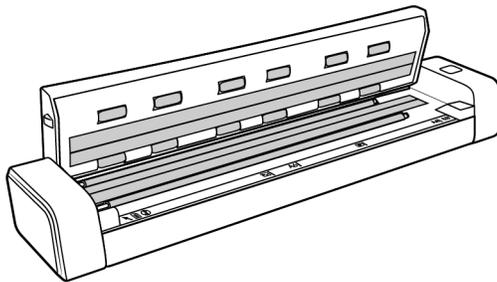
3. Gently close the scanner lid. Press down on both sides of the lid until you hear a click as the arms lock the scanner lid in place.
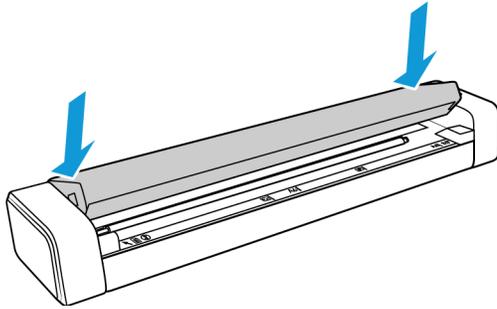
Additional Cleaning Method

The standard cleaning method for your scanner is to use the dry cleaning cloth in the scanner. If lines, smudges or blurry areas are still in the scanned image you can try cleaning the scanner with Isopropyl rubbing alcohol.

Please use caution when cleaning the scanner and take appropriate care to prevent injury, skin irritation, or damage to the scanner.

- Scanner cleaning cloth.

- A bottle of 70% solution Isopropyl rubbing alcohol.

- Protective rubber or latex gloves.

- Protective eye glasses.

Follow the instructions in the previous section to clean the scanner. However, dampen the cleaning cloth with the Isopropyl rubbing alcohol before cleaning the inside surfaces of the scanner.

Calibrating Your Scanner

If your scanned images have black or colored vertical lines and cleaning does not resolve the problem, this may be a sign that you need to perform a calibration.

The scanner should be calibrated as part of your monthly maintenance of the scanner. If the scanner is used daily you may need to calibrate the scanner more often. You will need to have the calibration page ready.

⚠ **Caution: do *not* attempt to calibrate the scanner with any other type of document (i.e. white paper or a copy of the calibration page).**

The calibration routine will fail and indicate the failed calibration by flashing a red LED on the scanner. A calibration page was included with your scanner, if you do not have one available, you can order a replacement from the Parts & Accessories page for your scanner at www.xeroxscanners.com.

To calibrate the scanner:

1. Open the scanner's hardware properties page as described on page 31.

2. Click on the **Device Settings** tab.
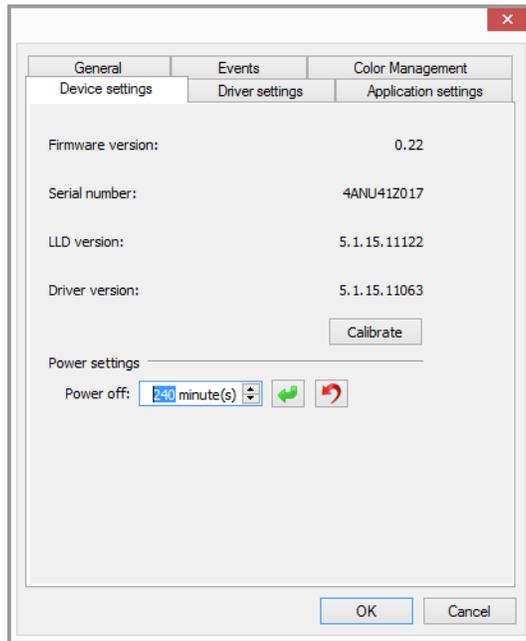
3. Click on the **Calibrate** button to start the calibration utility.
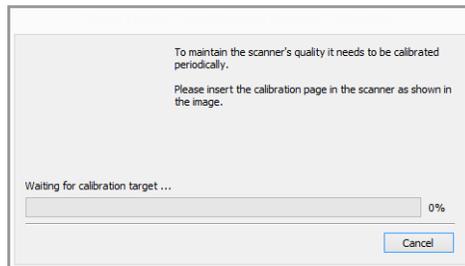
4.   Place the calibration page in the scanner as shown in the following image.
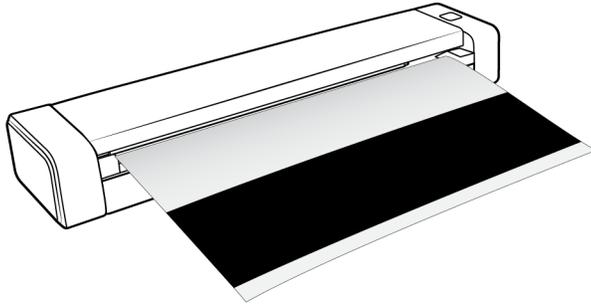
5.   The scanner pulls in the calibration page and feeds it slowly through the paper path.

6.   When calibration is complete the scanner will clear the calibration page out of the scanner. Remove the calibration page when the utility prompts you to. Do not forcefully pull the page out of the scanner, the scanner will release the page when it has fully exited out of the scanner.

Calibration Error

If there is an error during calibration or if the scanner should disconnect during calibration. The error will display on-screen. If you see a message that calibration failed, please run the calibration utility again.
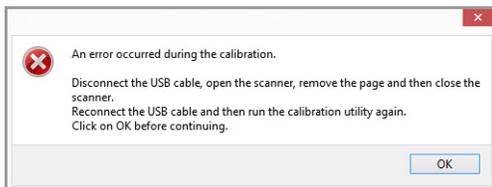
Note: if you attempted to calibrate the scanner with any page other than the calibration page provided with your scanner, the calibration routine will fail. You will need to power cycle the scanner, through unplug then re-plug of the USB cable, and then restart the calibration.

Troubleshooting

Problem: The scanner won't scan.

Check for one of these possible causes:

- **Are the cables loose or not plugged in securely?** Inspect the cable connections. Make sure the cables are plugged in securely.

- **Did you restart the computer and scanner?** If the scanner gets a paper jam, or loses connection because of an error, try restarting your computer and power cycling the scanner.

- **Is the scanner's status light on?** The scanner will automatically power off after a specified period of inactivity. When the scanner is powered off, firmly press the button on the scanner to turn the scanner on. You can adjust the amount of time before the scanner will power off in the scanner's hardware properties. Open the scanner's hardware properties page as described on page 31.

- **Did you plug the scanner into a USB hub?** If you're using a USB hub to connect the scanner try plugging the scanner's USB cable directly to the back of the computer. It is not recommended that you use the scanner with a USB hub, if you are using a hub, the hub must have its own power supply.

- **Is the USB cable 6' or less?** If you are using a USB cable that is longer than 6' you may lose connection to the scanner. The recommended USB cable length is 6' or less, the USB cable provided with your scanner is within this range.

- **Did you select another image source in the scanning software?** If you use multiple imaging devices with your computer, such as a camera, all-in-one printer, or another scanner, you may have selected another source for images. Make sure Xerox® Duplex Travel Scanner is selected as the scanner.

Problem: Why does my scanner not function after performing a system restore on Windows?

The system restore process may have corrupted some of the driver components. It is recommended that you reinstall your scanner driver. Please refer to "Uninstalling Your Scanner" on page 41 for installation instructions.

Problem: Why won't my scanner work after the computer has been sitting idle for several hours?

To resolve the problem, simply turn off the scanner power then turn it back on again. This may occur after Windows goes into power saving mode to "hibernate" the computer into a low power state. When you move your mouse or type on the keyboard it "wakes" the computer back up and restores full power to the system. This power fluctuation during the computer's hibernating period may sometimes cause the scanner to lose communication to the computer.

Problem: My computer keeps giving me out of hard drive space error messages.

The minimum requirement of free hard drive space is for the installation of the software and basic, low resolution, scanning. High resolution scans result in files that can be over 1 gigabyte in size. Free up some space on your hard drive for the software to be able to save the scanned images.

Problem: My computer keeps giving me out of memory error messages.

An "Out of memory" message may appear when scanning long pages at higher resolutions. This error is most often seen on Windows XP due to the large file size created when scanning long pages in color or grayscale at 300 dpi or higher. However, this error may occur on other operating systems as well. If you see an out of memory error message, please try adjusting the page length and/or scan resolution.

Problem: The paper jams in the scanner.

To reduce the number of paper jams, smooth and straighten the paper before scanning. 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 cause issues feeding paper. See "Cleaning the Scanner" on page 34 for cleaning instructions.

If the documents you are scanning are thin, fragile, or severely wrinkled, try scanning using the scanner's carrier sheet. Please refer to the Loading Documents chapter of the scanner guide for instructions.

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 USB cable from the scanner, and then plug it back in. If the scanner does not reconnect:

1. Unplug the USB cable from the scanner.

2. Restart your computer.

3. After the restart is complete, plug the USB cable back in.

Status Light Troubleshooting

The status light indicates the current state of the scanner:

- **Steady blue**—indicates the scanner is receiving power. When the scanner driver is installed, it also means the scanner is ready to scan.

- **Blinking blue**—indicates that the scanner is busy (e.g. when scanning or calibrating).

- **Blinking red**—indicates that there is a hardware error.

Error Codes

If your scanner experiences a hardware error, the status light will blink red. It will flash in a numerical sequence, pause, then repeat the same number of flashes. The number of times the light blinks between pauses indicates the error code number. The following table describes the error codes.

Error Code	Problem Description	Solution
4	Paper jam	Open the scanner and remove the jammed document.
6	Cover open	Make sure the scanner is fully closed after performing maintenance on the scanner or removing a jammed page. If needed, open and close the scanner again. If the problem persists, try power cycling the scanner through un-plug and re-plug of the USB cable.

Error Code	Problem Description	Solution
8	Calibration error	This may occur if the USB cable was unplugged during calibration, the calibration was canceled, or the calibration page was not used.
		First, power cycle the scanner through un-plug and re-plug of the USB cable, and then restart the calibration routine. Please refer to "Calibrating Your Scanner" on page 36 for instructions.
		Make sure you have the scanner's calibration page ready when you start the calibration utility.

Uninstalling Your Scanner

Use the options in the Windows Control Panel to remove the scanner driver and modules, and any other software provided with the scanner.

Please leave the scanner's USB cable plugged into the computer while uninstalling the scanner driver. Unplug the USB cable when directed to do so in the instructions below.

Open the list of installed programs in the Windows Control panel.

- Windows XP: Open Add/Remove Programs

- Windows Vista and later: Open Programs and Features

Uninstalling the scanner driver:

1. In the list of installed programs click on Xerox® Duplex Travel Scanner driver.

2. Click the **Change/Remove** or **Uninstall** button.

3. Click **Yes** when asked to confirm that you want to remove the driver.

   When the driver uninstallation is complete the progress window will automatically close.

4. Turn off the scanner and unplug the USB cable.

5. Reboot the computer if you are prompted to do so.

Follow these instructions to remove any of the other software you installed with your scanner. Depending on the software provided with your scanner, and which applications you installed during the scanner setup, the application list may include:

- OneTouch

- OneTouch OmniPage OCR module

- Nuance PaperPort

- Nuance OmniPage

- Nuance Power PDF

Uninstalling Visioneer Acuity™:

Visioneer Acuity is automatically installed when you install the scanner driver using the installation disc. You can also download the Visioneer Acuity module from the support pages for your scanner at www.xeroxscanners.com. Visioneer Acuity is a utility with advanced image processing options to instantly improve the visual clarity of anything you scan.

1. In the list of installed programs select **Visioneer Acuity Assets**.

2. Click **Yes** when asked to confirm you want to remove the software.

Depending on the method of installation, and your scanner model, there may be multiple entries for Visioneer Acuity in the installed programs list. The additional entries in this list are the image processing libraries needed to support various scanner models. These additional items will be called "Visioneer Acuity Assets" followed by a version number. In the scenario described here, when you want to uninstall Visioneer Acuity make sure you select and uninstall Visioneer Acuity. If you uninstall one of the entries labeled as an "asset" you will still need to uninstall the main Visioneer Acuity utility.

Xerox® Duplex Travel Scanner Specifications

Scanner Specifications	
Document Requirements	
Minimum Item Size	1.5 x 1.5 inches (38 x 38 mm)
Maximum Item Size	8.5 x 32 inches (216 x 813 mm)
Paper Thickness	16–32 lbs. (60–120 g/m²)
Plastic Card	Non-Embossed cards up to 0.8 mm thick
General Specifications	
Scanning Speed (ADF)	8 SPP (seconds per page) @ 300 dpi[a]
Optical Resolutions	100, 150, 200, 300, 400, 500 and 600 dpi
Interpolated Resolutions	75 and 1200 dpi (these resolutions are available when Visioneer Acuity is installed)
Internal Bit Depth	48-bit color, 16-bit grayscale
Output Bit Depth	24-bit color, 8-bit grayscale, 1-bit bitonal (black & white)
Scan Method	Duplex single sheetfed
Image Sensor	Contact Image Sensor (CIS)
Light Source	RGB LED lamp
Interface	Hi-Speed USB 2.0, compatible with USB 1.1
Certifications	UL/C-UL, FCC Class B, CE, CB, USB-IF, WEEE, RoHS, ENERGY STAR, CU, RCM, CCC, KC
Operating Temperature	50˚ ~ 95˚ F (10˚ ~ 35˚ C without condensation)
Relative Humidity	15 % ~ 85 % (@25˚ C without condensation)

Scanner Specifications	
Scanner Dimensions	
Width	11.5 inches (291 mm)
Depth	2.6 inches (67 mm)
Height	1.6 inches (40 mm)
Weight	1.1 pounds (0.5 kg)
Power Information	
Scanner Rating	5Vdc, 0.5A
Power consumption	≤ 2.5 Watts (during operation) ≤ 1 Watts (sleep mode) ≤ 0.5 Watt (power off)
Cable Information	
USB cable	USB A(M)/MICRO B(M),4P/5P, L=1200mm, UL2725#28AWG, D0005120R0YHG, Hotron, COLOR:WHITE, W/CORE, 80°C, RoHS
Software Information	
Supported Operating Systems	Microsoft Windows –32-bit XP (Service Pack 3) –32-bit or 64-bit Vista (Service Pack 2) –32-bit or 64-bit 7 (Service Pack 1) –32-bit or 64-bit 8 / 8.1 –32-bit or 64-bit 10
Scanner Drivers	TWAIN, WIA
Bundled Software	Visioneer OneTouch® Visioneer Acuity Module Nuance PaperPort® Nuance OmniPage® Nuance Power PDF

a.   A4 / U.S. Letter page scan speed measured at 8 SPP from start of rollers engaging. Scan speed measured at 11 SPP from paper sensor detection and software initialization of scan event.

Xerox® Duplex Travel Scanner Parts List

Part Name	Part Number	
Carrying bag	88-0683-000	
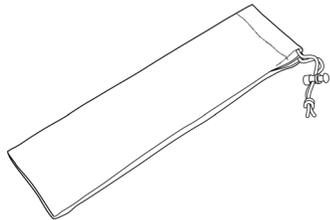
Part Name	Part Number	
Carrier sheet	05-0912-000	
Micro USB cable	35-0250-000	
Calibration page	05-0914-000	
Cleaning cloth	05-0913-000	
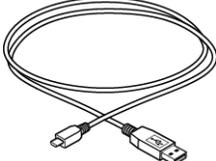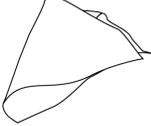
Regulatory Information

Basic Regulations

United States (FCC Regulations)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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

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

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

European Union

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

CE

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.

This machine is certified as Class 1 LED product. This means that this machine does not produce hazardous laser radiation.

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

Turkey (RoHS Regulation)

In compliance with Article 7 (d) We hereby certify "It is in compliance with the EEE Regulation".

("EEE yönetmeliğine uygundur")

Copy Regulations

United States

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.

Compliance Information

Product Recycling & Disposal

USA & Canada

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/.

If you are managing the disposal of your Xerox® product, please note that the product may contain lead, mercury, 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.

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.

ENERGY STAR for the USA

Energy Program Compliance

The Xerox® Duplex Travel Scanner is ENERGY STAR qualified under the ENERGY STAR Program Requirements for Imaging Equipment.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Imaging Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.