



Xerox[®]
Passport Scanner
Accessory

Scanner User Guide for Microsoft[®] Windows.

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1. 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.



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.
- 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.



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.

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 only with Listed ITE.
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

- This product shall be operated from the type of electrical supply indicated 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.



- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.



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.

DISCONNECT DEVICE

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

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).

- 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.

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:

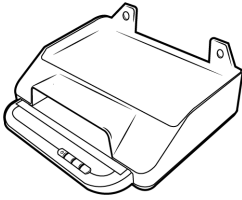
North America & Europe (Phone): 1-800-ASK-XEROX
North America & Europe (Fax): 1-585-422-8217

2. Welcome

Your new Xerox® scanner can quickly scan small items from the flatbed. It can also be combined with another Xerox scanner to scan stacks of single-sided or double-sided pages and place their electronic images on your computer.

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® Passport Scanner Accessory



Quick Install Guide



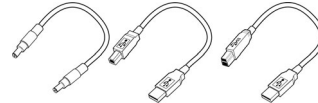
Technical Support Card



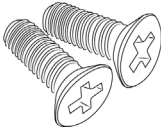
Installation Disc



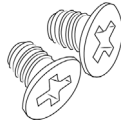
USB 3.0 Cable



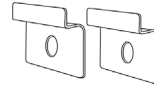
Bridge Cables



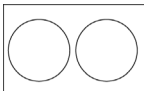
Attachment screws (15mm)



Attachment screws (5mm)



Attachment plates



Screw Covers

System Requirements

	Minimum	Recommended
Processor	2Ghz Intel Core 2 Duo	2.0GHz i3 6th generation
Optical Drive	DVD Rom drive capable of reading Dual layer DVDs	DVD Rom drive capable of reading Dual layer DVDs
USB Port	An available Universal Serial Bus (USB) 2.0 port	An available Universal Serial Bus (USB) 2.0 port
OS	Microsoft® Windows® operating system: <ul style="list-style-type: none"> • 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 	Microsoft® Windows® operating system: <ul style="list-style-type: none"> • 64-bit Windows 7 (Service Pack 1) • 64-bit Windows 8 / 8.1 • 64-bit Windows 10
RAM	2 gigabyte (GB) of internal memory (RAM)	4 gigabyte (GB) of internal memory DDR4(RAM)
Hard Drive Space	<ul style="list-style-type: none"> • 350 MB for the scanner driver • 1 GB for Visioneer OneTouch • 1 to 2 GB for each additional application 	<ul style="list-style-type: none"> • 350 MB for the scanner driver • 1 GB for Visioneer OneTouch • 1 to 2 GB for each additional application
Monitor*	Color quality of 16-bit or 32-bit Resolution set to at least 1024 x 768 pixels	Color quality of 16-bit or 32-bit Resolution set to at least 1024 x 768 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.

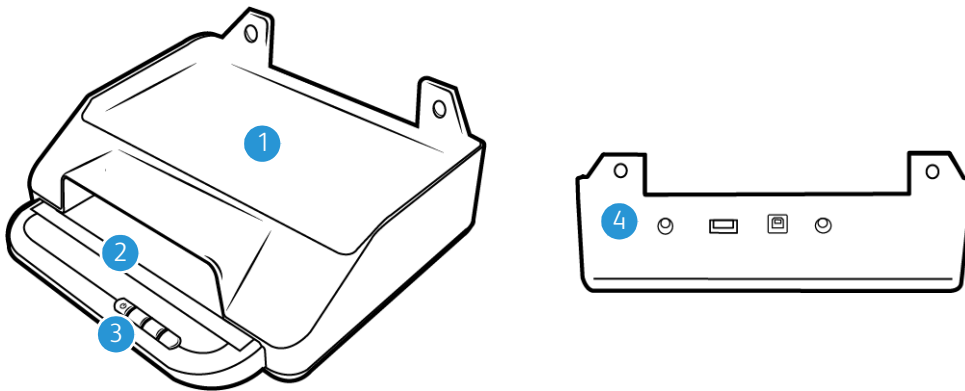
The following soft-copy documentation is available on the installation disc:

- **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
- **Control sheets**—automatically adjust the scan settings when scanning using the TWAIN interface. The file contains layouts for various ISO and U.S. paper sizes. The TWAIN scanning guide contains instructions on using these sheets while scanning.

Make sure you print the page size that matches the size of the pages in your document stack. Also, make sure the application you are using is not set to automatically scale the page to fit on the paper in your printer.

- **File separation sheets**—automatically separate a stack of paper into two or more separate files, when scanning using the TWAIN interface.
- **Patch code sheets**—use with an application that supports detection of patch code data when using the TWAIN interface. The patch code page layouts have been specifically designed for your scanner. The file contains Patch 2, 3 and T layouts for A4 and U.S. Letter size pages.

Xerox® Passport Scanner Accessory



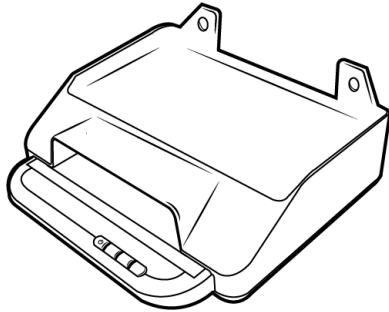
1. **6400 Scanner combination location** — a DocuMate 6440/6460/6480 scanner can sit in this location and be combined with the Xerox Passport Scanner Accessory.
2. **Flatbed Glass**—Place document face down to scan.
3. **Control panel**—Scanner hardware controls.
 - **Ready LED / Power button**— Turns the scanner's power on/off and indicates the scanner's status.
 - **Scan buttons**— Press to start scanning
4. **Connections**—Scanner connection ports.
 - **Input Universal Serial Bus (USB) port** — Connects another Xerox desktop scanner to the Xerox Passport Scanner Accessory.
 - **Power Bridge connector** — Allows a connected DocuMate 6400 series scanner to draw power from the Xerox Passport Scanner Accessory.
 - **Power jack**—Connects the power cord to the scanner.
 - **Universal Serial Bus 3.0 port**—Connects the scanner to the computer.

3. Scanner Setup

Unpack the Scanner

Use care when unpacking, moving and assembling the scanner. Follow these instructions to prevent injury and damage to the scanner.

1. Remove the scanner from the shipping box, verify all parts listed on page 2-1 are in the box.
We recommend that you keep the original packing materials in case you need them later.
2. Remove any shipping tape from the scanner as indicated in the following illustrations.



Combining with a Xerox DocuMate 6400 series.

 **WARNING: Use only with Listed ITE.**

The Xerox Passport Scanner Accessory can be combined with a DocuMate 6440/6460/6480 scanner using the steps below.

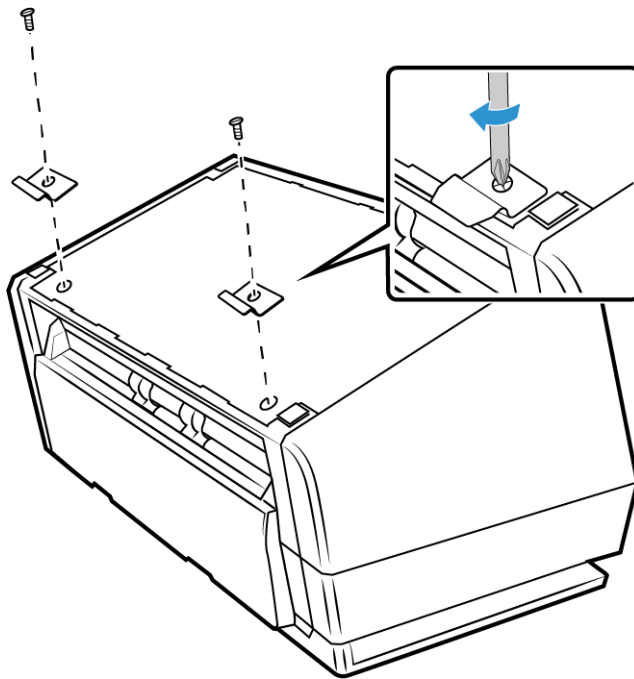
1. Turn the DocuMate 6400 series scanner upside down and locate the holes on the front edge.

Note: This can only be done with the following hardware versions. See:

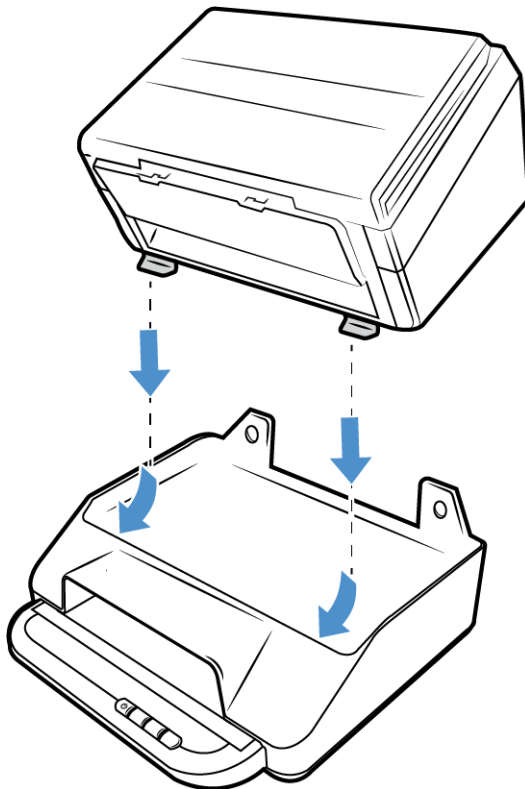
- DocuMate 6440: Part number 05-0325-100 and higher / part number 05-0339-000 and higher.
- DocuMate 6460: Part number 05-0329-100 and higher.
- DocuMate 6480: Part number 05-0330-200 and higher.

2. Place the metal plates over the holes in the shown position.

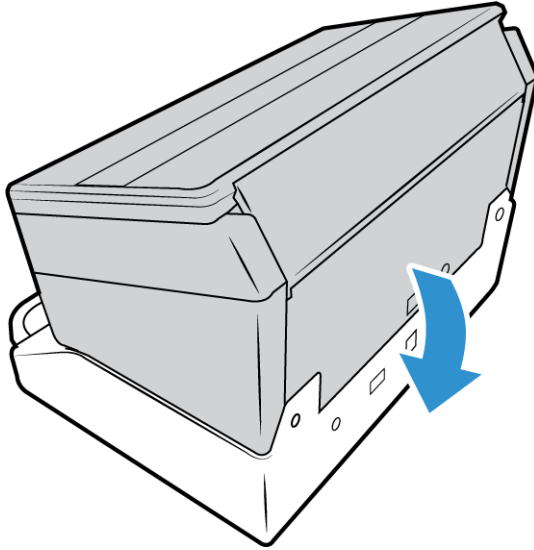
3. Attach the plates to the scanner using the provided 5mm screws.



4. Angle the DocuMate 6400 series scanner as shown below and hook the metal plates into place.

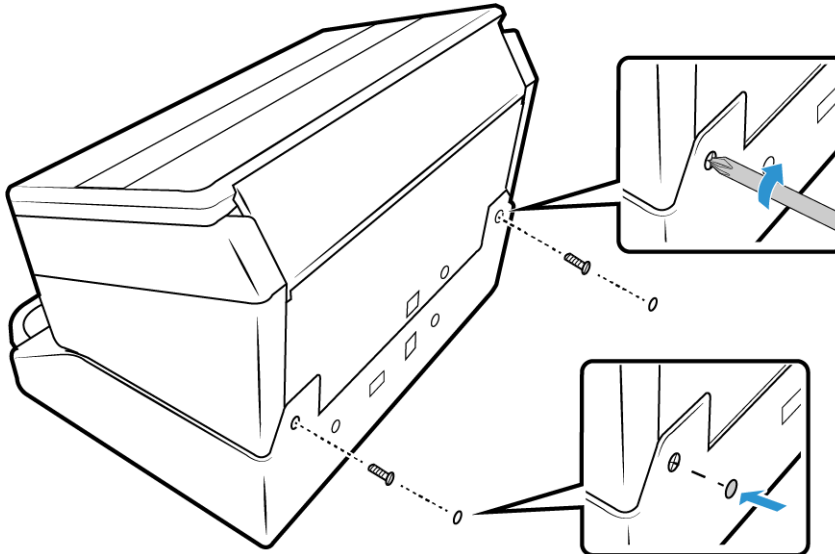


- Lower the DocuMate 6400 series scanner into place.



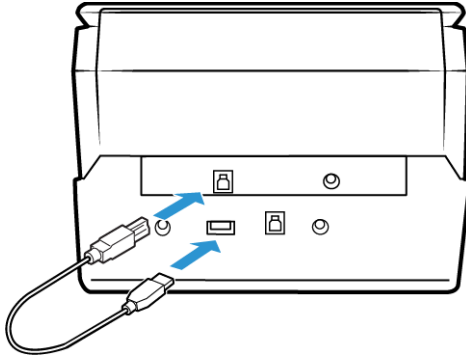
- Ensure the holes on the Xerox Passport Scanner Accessory line up with the covered screw holes in the 6400 series scanner. Insert the provided 15mm screws and tighten them using a screwdriver.

Note: The screw covers on the 6400 series scanner do not need to be removed before attaching the Xerox Passport Scanner Accessory. The screws will pierce the covers when they are tightened.

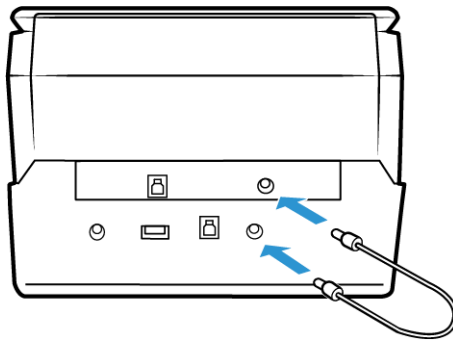


- If desired, the screw holes can be covered with the provided screw covers.

8. Connect the USB bridge cable. If you are combining a DocuMate 6460 or 6480, use the USB 3.0 bridge cable. If you are using a DocuMate 6440, use the USB 2.0 bridge cable.



9. Connect the Power bridge cable.

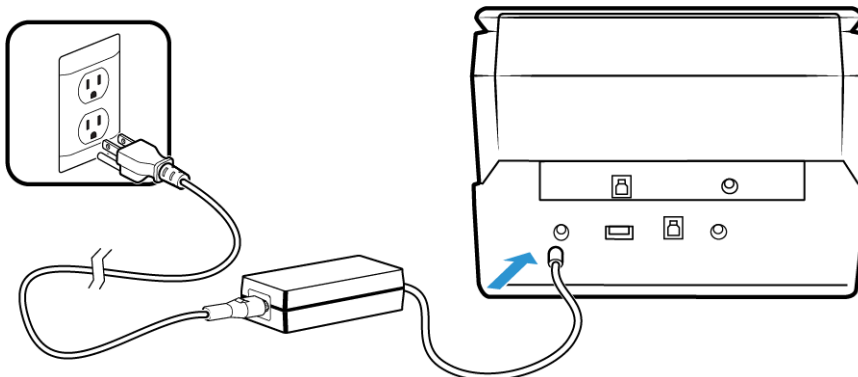


Connect the Scanner Power Cord

Note: Only use the power supply (DA-48M24 made by APD) included with your 6400 series scanner. Connecting any other type of power supply may damage your scanner, and will void its warranty.

To combine the Xerox Passport Scanner Accessory with scanners other than the DocuMate 6400 series, or to run it as a standalone flatbed, please contact www.xeroxscanners.com for the required power supply.

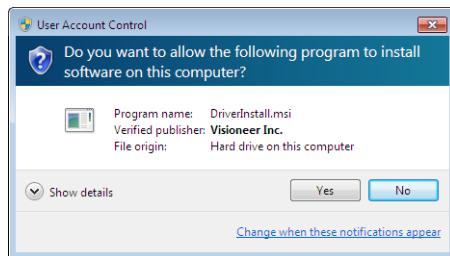
1. Plug the power supply into the power port on the scanner.
2. Plug the power cord into the power supply and into a wall outlet.



4. Installation

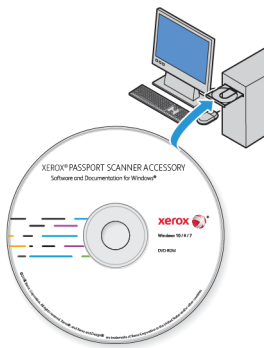
Please make sure of the following before you begin installation:

- 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 your computer is running Windows 7 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.



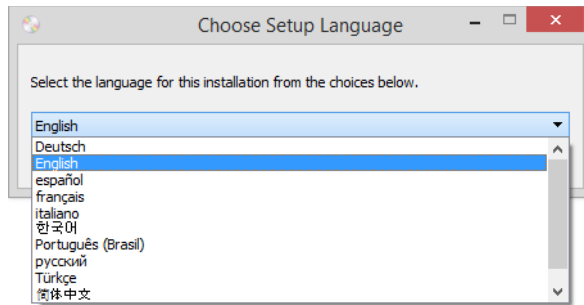
Install the Software and Connect the Scanner

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.

- 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).

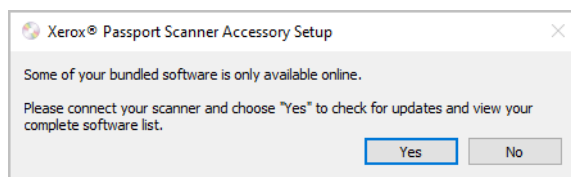
To launch the disc manually:

- 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.

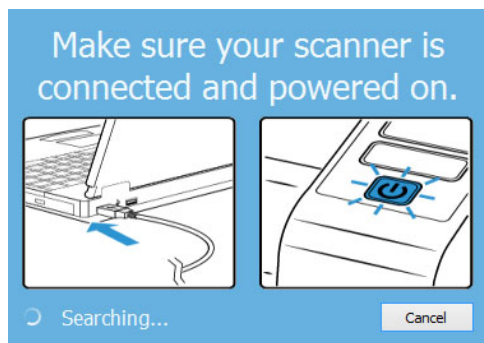
If the menu does not open:

- From the list of files on the disc, double-click the file named setup.exe.

- A prompt will be shown to allow the installer to search online for software updates. Select **No** to install the software on the disc only.

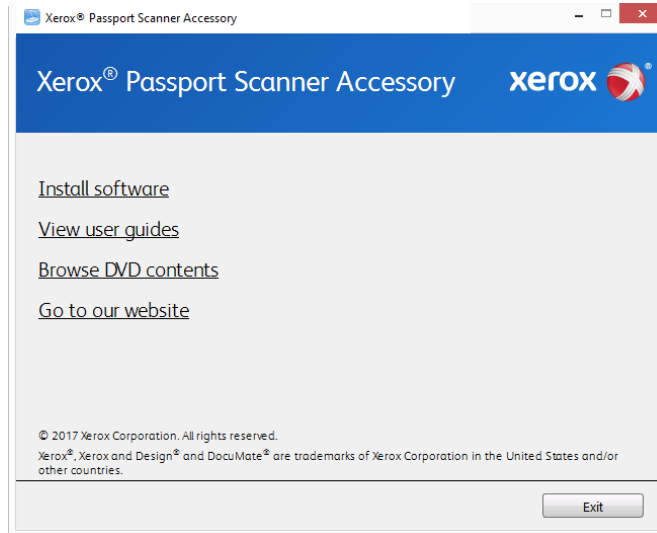


- If online updates are approved, it will first check to see if there are newer versions of the installer.
- Plug the USB cable into the USB port on the scanner then into a USB port on the computer. Turn on the scanner power.

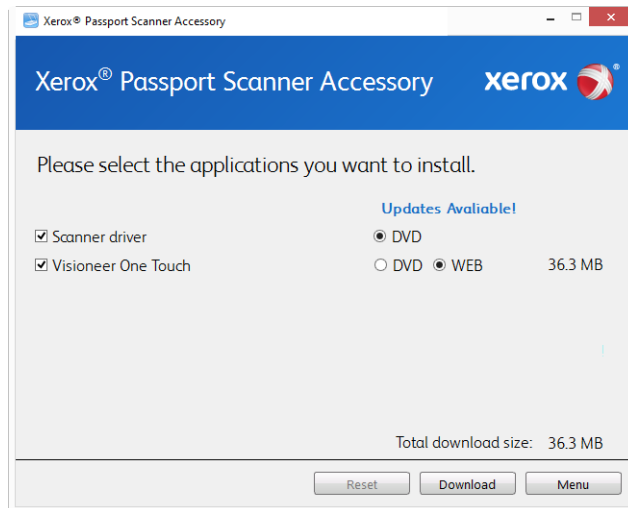


Note: Select **Cancel** to install the software on the disc only.

7. When this is complete, the Main Menu will be shown.
8. On the Main menu, select **Install software**.



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

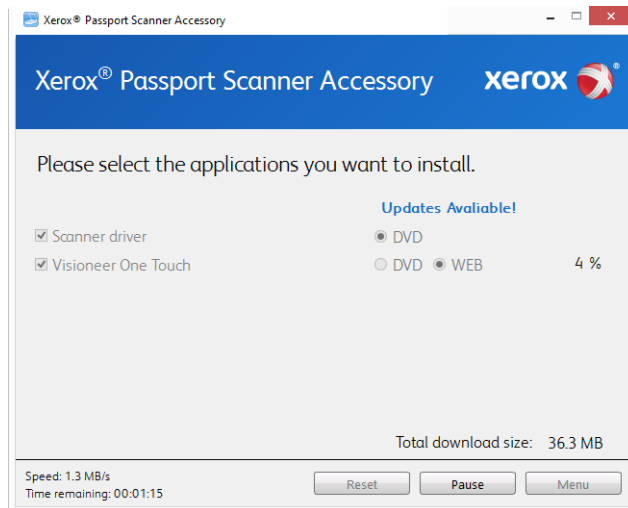


Note: The software provided with your scanner may differ slightly from the list shown in the window.

10. If a version of the software is already installed on the system, the option will be greyed out. However, if there is a newer version available on the disc or online, it will be possible to upgrade by selecting the appropriate button option.
11. If the software on the disc is up to date then the software will be installed from the DVD. However, if there are newer versions of the software available online, the **Web** button will be shown and selected by default.

Select which option to install the software from.

12. If any of the Web buttons have been selected, the software will have to first be downloaded by clicking **Download Now**. The total size of the download is shown at the bottom.
13. After the download has begun, it can be paused. If changes to the selections are required, it is necessary to click **Reset** while the download is paused. This will allow the settings to be changed.



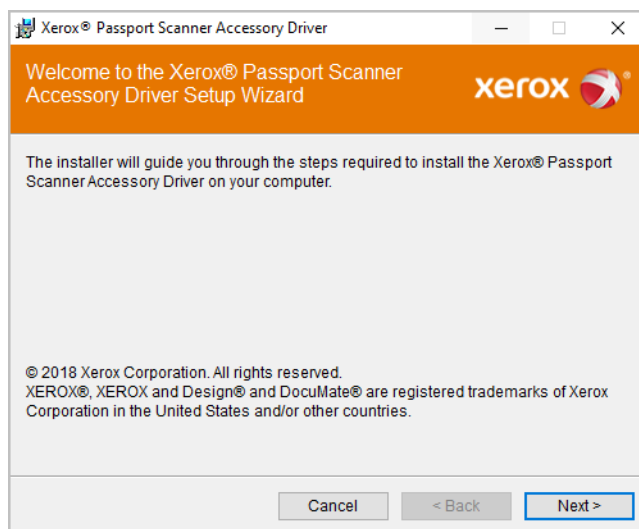
Note: Clicking the Reset button in either the Main menu or the Install menu will cause both partially completed and previously downloaded files to be deleted. In order to be installed they will either have to be downloaded again or installed from the DVD.

14. Once all software has been downloaded, click **Install now**.

INSTALLING THE SCANNER DRIVER

The scanner driver installation will start first.

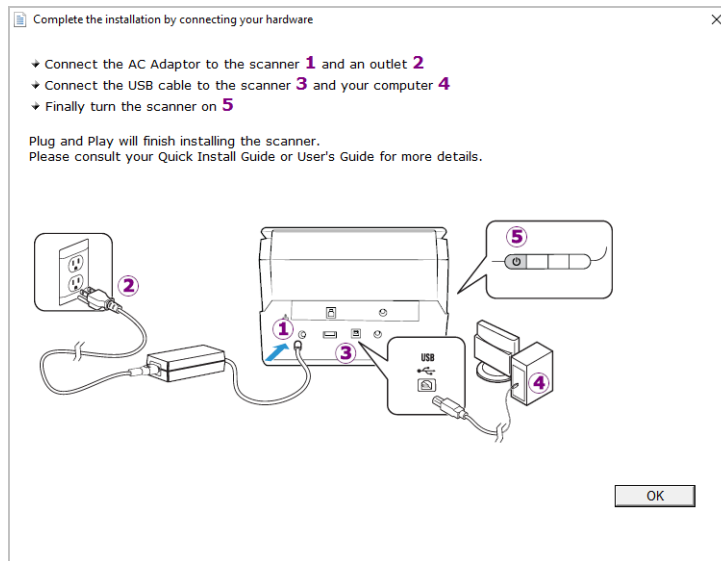
1. The Welcome screen for the scanner driver Setup Wizard opens. Click **Next**.



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.



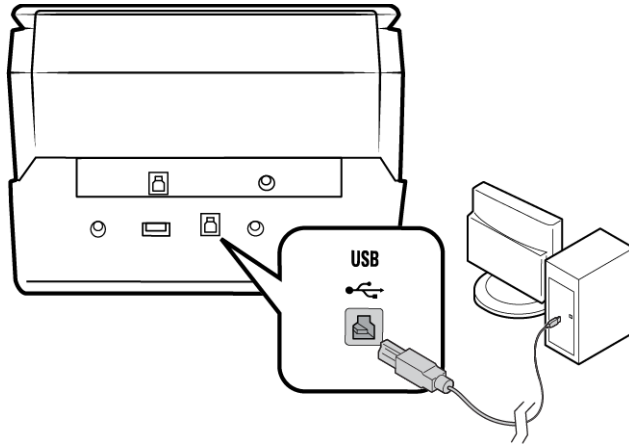
Note: If you do not see this on-screen diagram for connecting the scanner, stop and follow the instructions below.

CONNECT THE USB CABLE AND TURN ON THE POWER

If you did not connect the scanner earlier, proceed with the instructions below. It is recommended that the cable provided with the scanner is the one used.

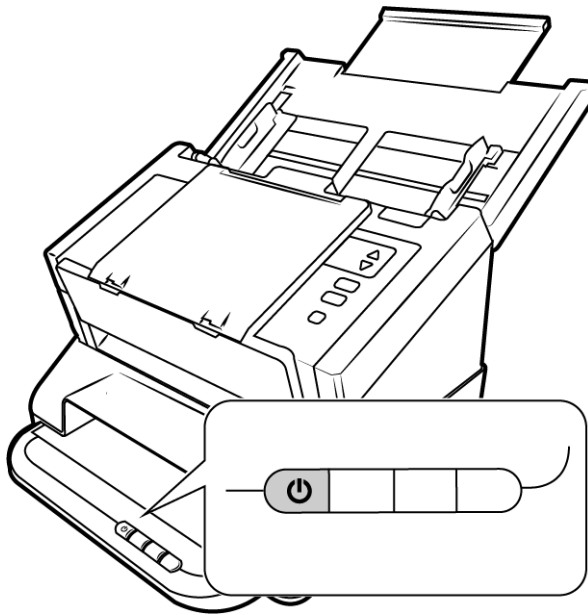
1. Remove any tape from the USB cable.

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.

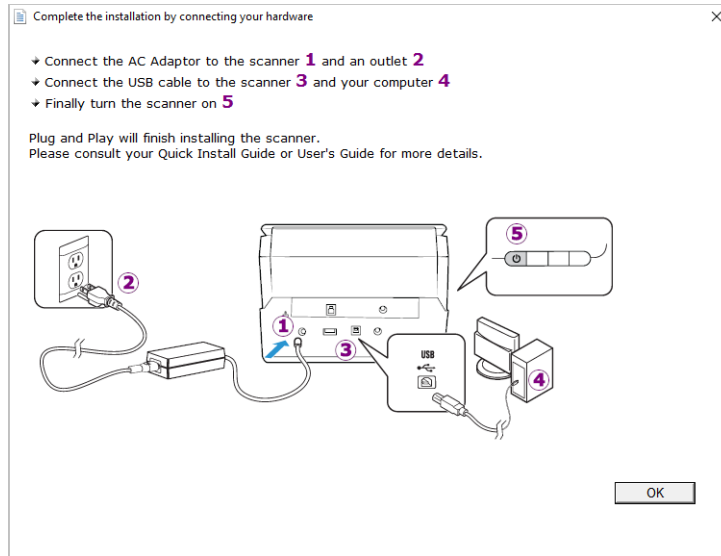
3. Turn on the scanner power.



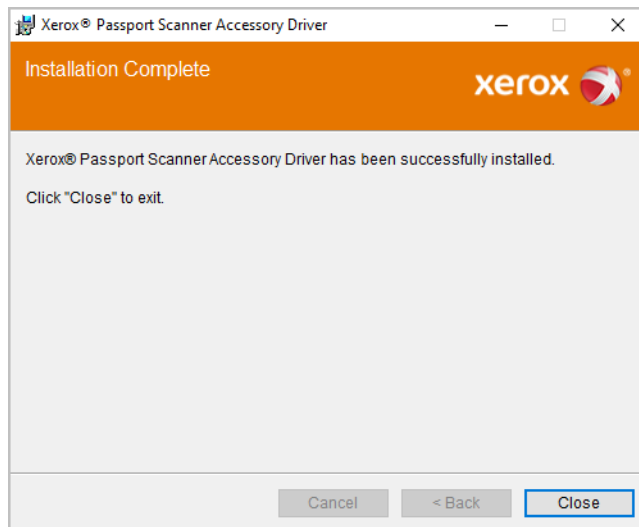
The status light comes on and flashes indicating that the scanner is receiving power.

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

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



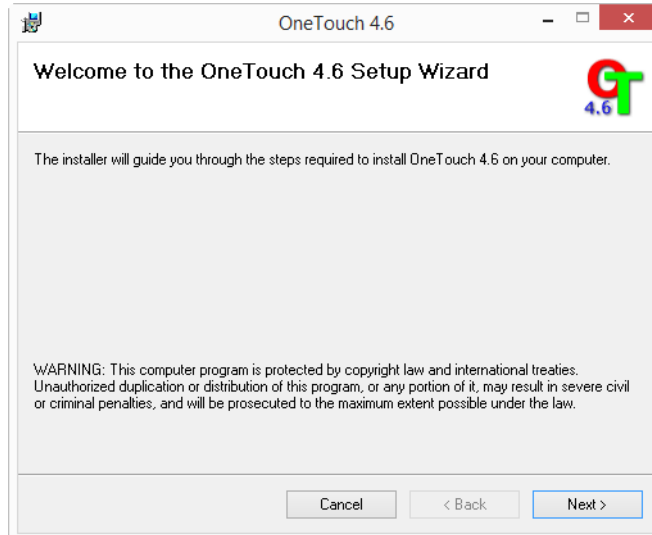
- Click **OK** to complete the installation process.
- Click **Close** on the Installation Complete window to close and exit the driver installer.



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.
4. After OneTouch is installed, a splash screen will be displayed while it initializes and searches for installed scanners. Please wait for this screen to disappear before attempting to use OneTouch.



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

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

2. If a version of the software is already installed on the system, the option will be greyed out. However, if there is a newer version available on the disc or online, it will be possible to upgrade by selecting the appropriate button option.
3. If the software on the disc is up to date then the software will be installed from the DVD. However, if there are newer versions of the software available online, the **Web** button will be shown and selected by default.

Ensure the checkbox for the application is selected and choose which location to install the software from.

4. If any of the Web buttons have been selected, the software will have to first be downloaded by clicking **Download Now**.
5. Once all software has been downloaded, click **Install now**.
6. Follow the instructions on the screen to install each of the additional applications.

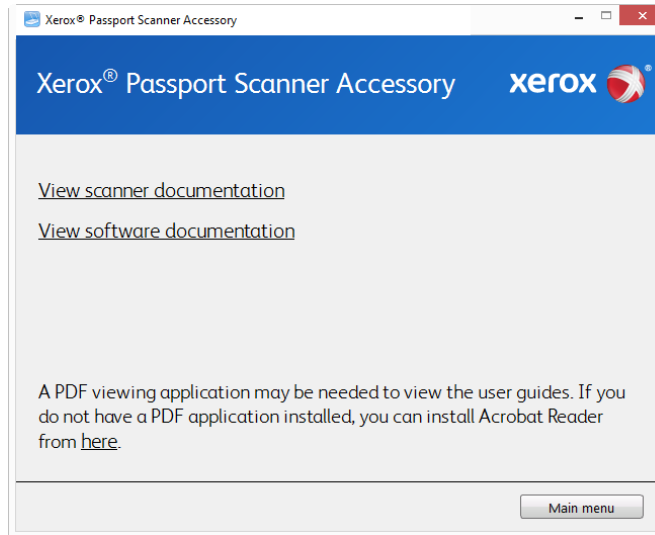
Combining with a 6400 series scanner

Using the pass through USB port on the back of the Xerox Passport Scanner Accessory, you can connect with a DocuMate 6400 series scanner to add the options for the second scanner to the TWAIN interface for the Xerox Passport Scanner Accessory.

1. Install the driver for the Xerox DocuMate 6400 series scanner you want to connect to the Xerox Passport Scanner Accessory scanner.
2. Follow the instructions on page 3-1 to assemble your scanners.
3. Make sure the Xerox Passport Scanner Accessory's power is on and then turn on the Xerox DocuMate 6400 series scanner.
4. Your computer recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software to run the scanner.
5. When the TWAIN scanning interface is launched for the Xerox Passport Scanner Accessory (See page 5-3 for more information) it will automatically combine with the DocuMate 6400 series scanner and make the options for that scanner available in the interface.

View the User Guides

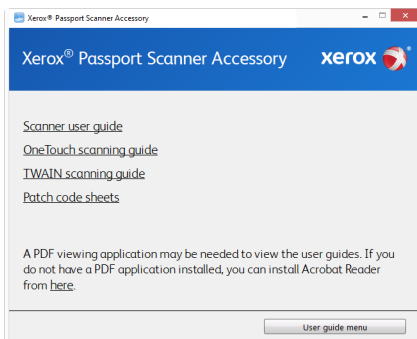
1. Return to the disc's Main menu and click on **View user guides**.



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

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.

You will need an active network connection to register your scanner. If you do not have network 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.

5. 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. Please go to www.xeroxscanners.com, select your product, and then click the "Warranty Program" link to view the warranty terms and conditions for your scanner.



Supported Document Types

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

- Document size
 - Minimum size (width x length) – 0.12 x 0.12 inches (3 x 3mm)
 - Maximum size (width x length) – 7.48 x 5.04 inches (190 x 128 mm)

Unsupported Document Types

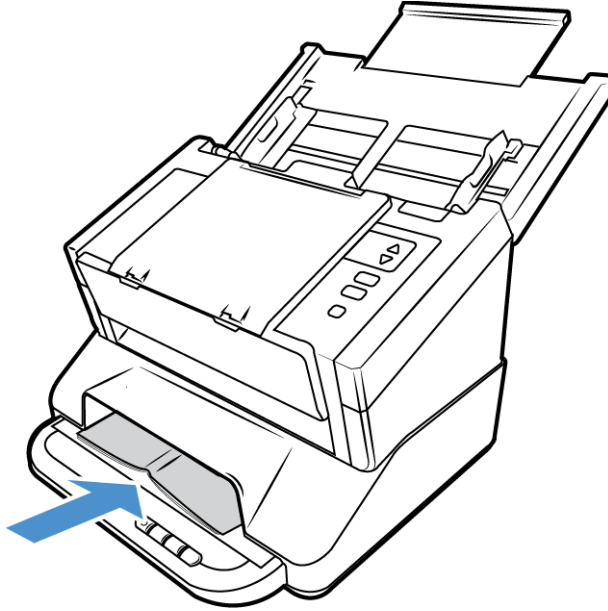
Do not scan the following types of documents as they may cause damage to the scanner.

- Items outside of the specified supported sizes, thickness, and weight defined in this document.
- Documents with wet ink or white-out.
- Thermal or photosensitive paper.
- 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.

LOADING DOCUMENTS

1. Place the page on the scanner glass, face down. Align the object to be scanned with the plastic at the front edge of the scanner glass.

Be careful not to touch the scanner glass as this may leave residue that will require cleaning.

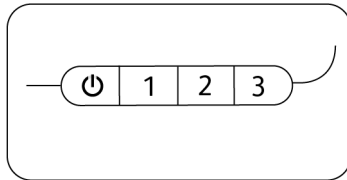


2. When scanning passports or similar objects from the flatbed, ensure that it is pressed flat against the scanner glass. This will help to ensure that a clear image can be scanned.
3. You can now scan the document using the scanner buttons, OneTouch, or one of the other scanning interfaces.

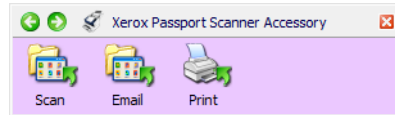
Scanning Interfaces

- **OneTouch Control Panel**—When you press the 1, 2 or 3 buttons on the scanner, the documents are scanned using the scans settings for that OneTouch scan function. The scanned image is then sent to a destination on your computer or network drive.

OneTouch Button Panel—Scanning from the on-screen OneTouch Button Panel is the same as pressing the 1, 2 or 3 buttons on the scanner, except you click an icon that represents the function.

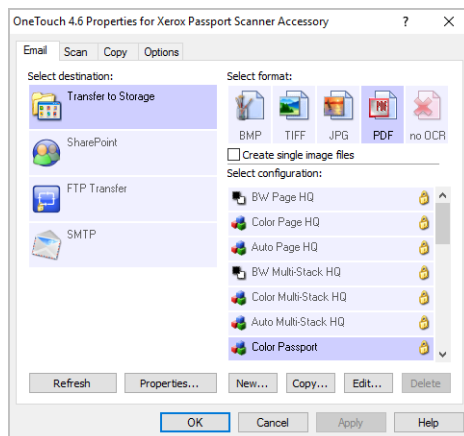


Scanner Control Panel

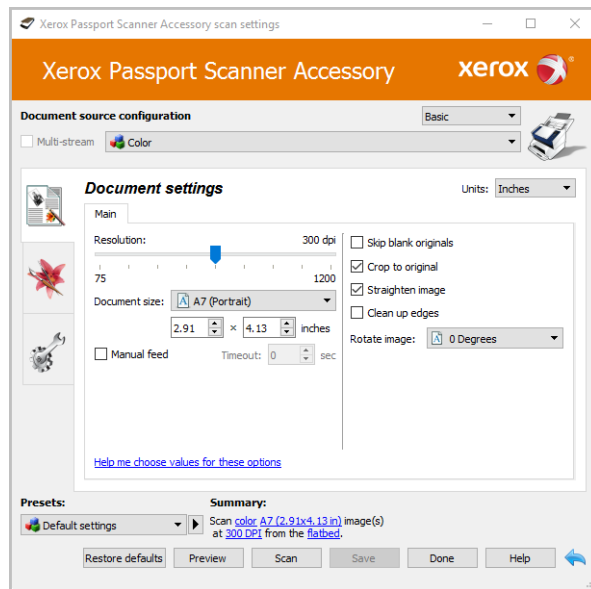


OneTouch Button Panel

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.

OPENING A COMBINED TWAIN INTERFACE

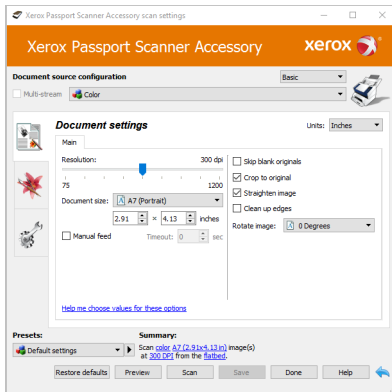
If the Xerox Passport Scanner Accessory is being used in combination with another scanner, the options for the second scanner can be added to those of the Xerox Passport Scanner Accessory.

1. Ensure both scanners are connected as shown on page 3-1 and that the software is installed correctly as shown on page 4-1.
2. Ensure that they are both powered on.
3. Open a TWAIN scanning application. Steps will differ depending on the specific application.
4. Launch the TWAIN interface from the application. If you are prompted to select a scanner, select the **Xerox Passport Scanner Accessory**.

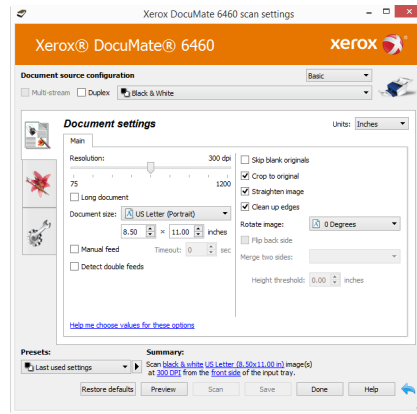
Note that if you select the other scanner model that was installed instead of the Xerox Passport Scanner Accessory, only the options for the other scanner will show in the TWAIN interface. The combining features only work when you select the Xerox Passport Scanner Accessory as the scanner in the scanning application you are using.

5. The TWAIN interface opens and the options for the other scanner are now available in the TWAIN interface.

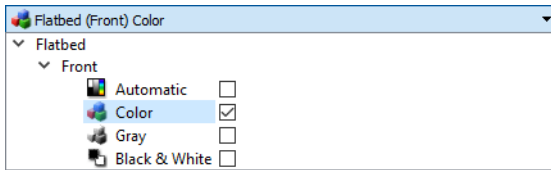
Depending on the actual scanner model you have installed and combined with the Xerox Passport Scanner Accessory, these options may include Duplex (double-sided) scanning, double page feed detection, long document scanning, and so on.



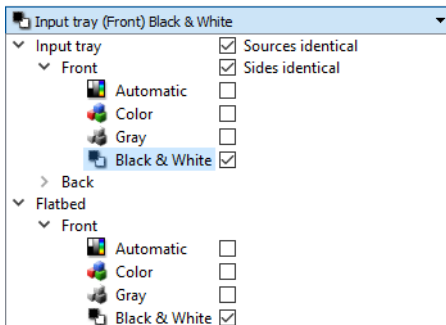
TWAIN: Xerox Passport Scanner Accessory



TWAIN: Xerox DocuMate 6460



Example: Document source configuration list for the Xerox Passport Scanner Accessory



Example: Document source configuration list when combined with the Xerox DocuMate 6460

Note: for information on using the options in the TWAIN interface that are specific to the scanner you combined with the Xerox Passport Scanner Accessory, please refer to the user guide for that scanner for instructions. This document contains instructions for the features available to the Xerox Passport Scanner Accessory scanner.

6. Maintenance

This section contains information on hardware options available for your scanner, maintenance instructions, 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.
- If your scanner has a power cord and/or power switch, always turn off the scanner and unplug the power cord before performing maintenance, unless the maintenance instructions below specifically state to leave the scanner plugged in and powered on.
- 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.

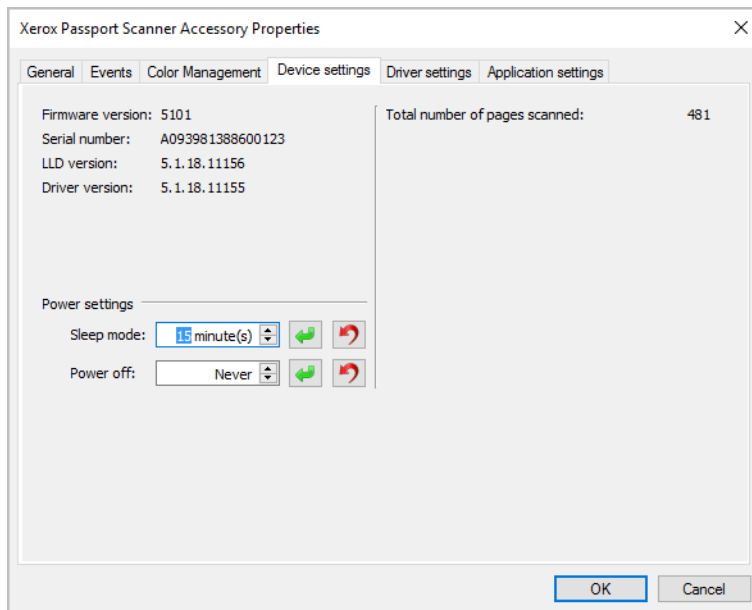
To open the scanner hardware properties page:

- **Windows 7** and above—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. Click **Yes** if you are prompted by the Windows User Account Control to confirm that you want make changes to the system settings.

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. Some features described herein may not be available for the current scanner. 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.

Power Settings

Some features described herein may not be available for the current scanner.

- **Sleep mode**—sleep mode is the low-power state when the scanner is not in use. You can adjust the amount of time you want the scanner to wait before it goes into low power.

Click the green enter button to save any changes in the Sleep mode field.

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

Click the **Sleep** button to immediately put the scanner into low power mode. Click the **Wake** button to bring the scanner out of low power mode.

- **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.

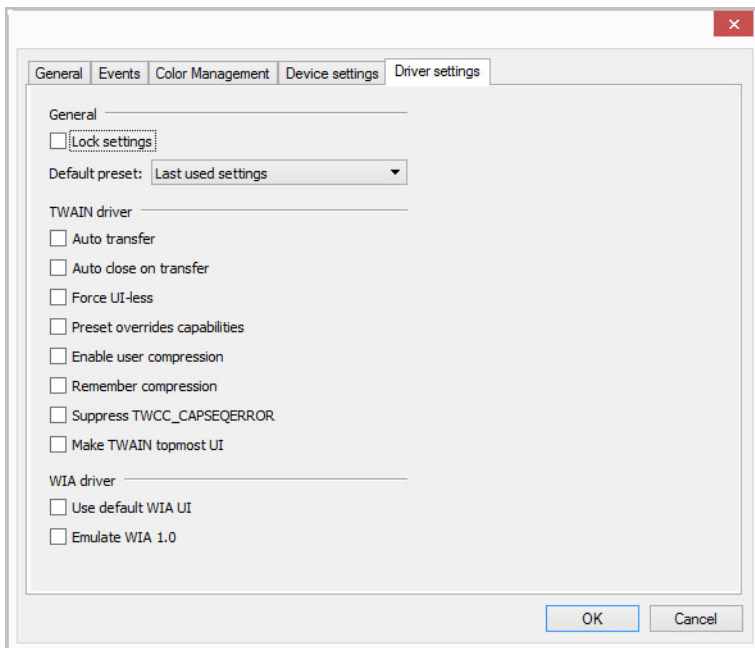
Click the red reset button to reset to the default timeout value.

Scanner maintenance:

- **Counters**—click the reset button next to the counter you want to set back to 0.

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.



Connect to Another Scanner

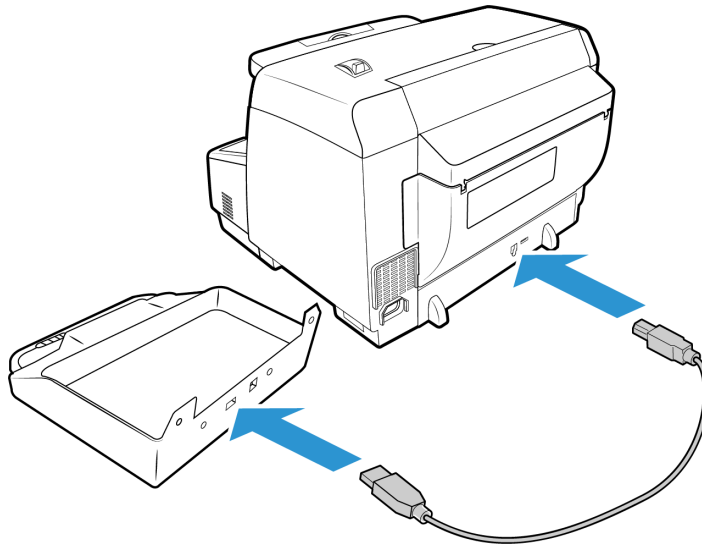
Using the pass through USB port on the back of the Xerox Passport Scanner Accessory, you can connect with another Xerox desktop scanner to add the options for the second scanner to the TWAIN interface for the Xerox Passport Scanner Accessory.

Note: This is only possible with scanners that have an Automatic Document Feeder only. Other flatbed or combo scanners will not be able to be connected to the Xerox Passport Scanner Accessory.

To combine the Xerox Passport Scanner Accessory with scanners other than the DocuMate 6400 series, or to run it as a standalone flatbed, please contact www.xeroxscanners.com for the required power supply.

1. Install the driver for the Xerox desktop scanner you want to connect to the Xerox Passport Scanner Accessory scanner. For example, if you have a Xerox DocuMate 6710, install the driver for that scanner before proceeding with these instructions.

2. At the end of the scanner driver installation, you will be prompted to plug the scanner into the computer and a wall outlet. Instead of plugging the scanner into the computer, connect the USB cable to the Input port of the Xerox Passport Scanner Accessory as shown.



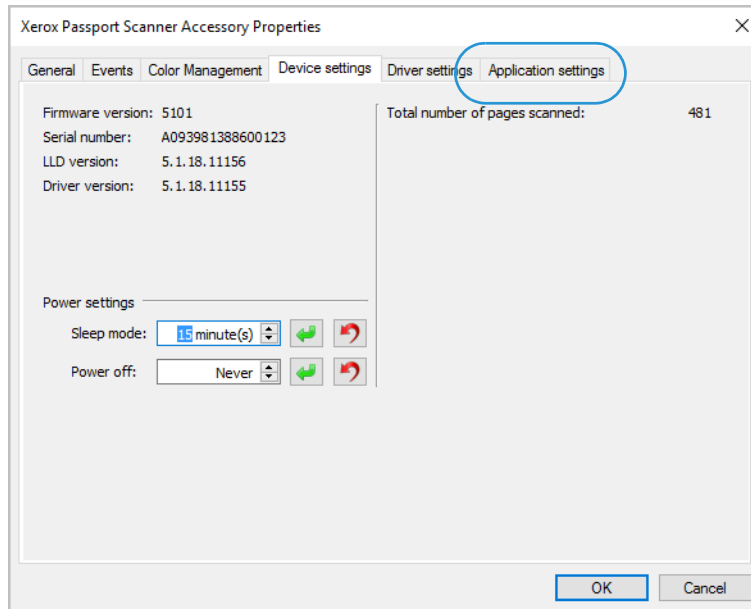
3. Make sure the Xerox Passport Scanner Accessory's power is on and then turn on the Xerox DocuMate 6710 scanner.
4. Your computer recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software to run the scanner.
5. When the TWAIN scanning interface is launched for the Xerox Passport Scanner Accessory (See page 5-3 for more information) it will automatically combine with the DocuMate 6710 and make the options for that scanner available in the interface.

COMBINING TWO SCANNERS

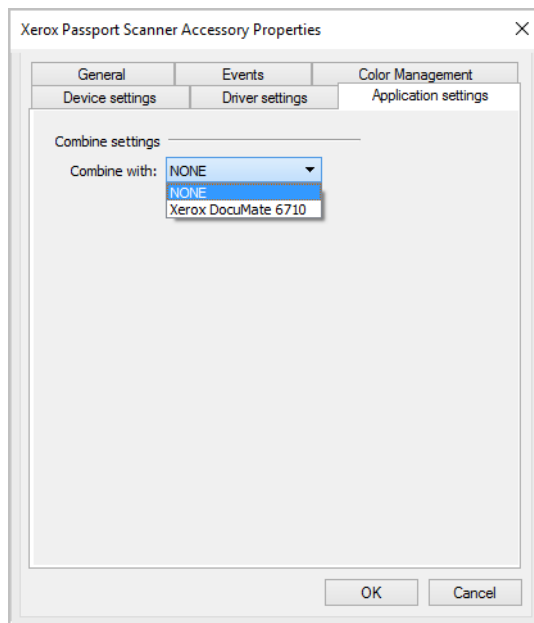
If you connect the DocuMate 6710 scanner to the PC by USB cable instead of to the Xerox Passport Scanner Accessory then the combination will not be automatic. Follow the steps below to combine the scanners.

1. Open the scanner's hardware properties page.
 - **Windows 7 and newer**—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.

- Click on the **Application Settings** tab



- Click on the menu next to **Combine with**. Select the scanner you want to use with the Xerox Passport Scanner Accessory.



- Click on **OK**.
- The next time a TWAIN interface is launched for the Xerox Passport Scanner Accessory, the options for the other scanner will be available in the TWAIN interface.

Cleaning the Scanner

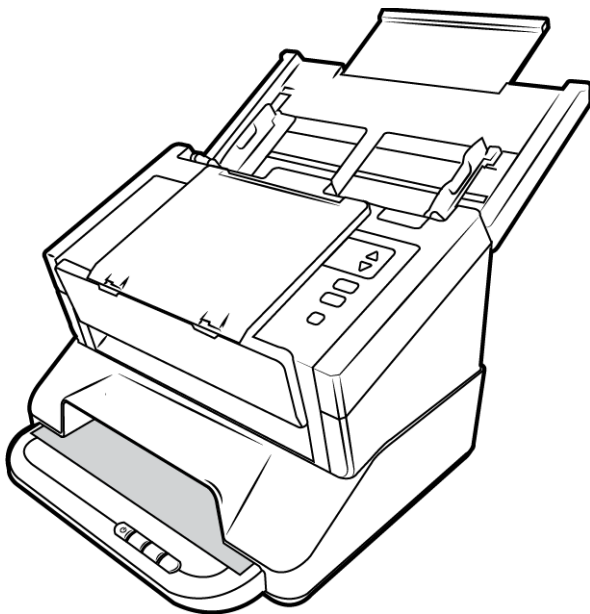
Regular maintenance of your scanner can help to ensure continual optimal performance.

Using a soft, lint-free cloth, wipe down all plastic surfaces on the scanner.

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.



Troubleshooting

Problem: The scan speed is slow.

The scanner could be connected to a USB 1.1 connection. Connect the scanner to USB 2.0 or 3.0.

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

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.
- **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. If you are using a UPS battery back-up or power strip, try plugging the scanner directly to a wall outlet.
- **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.
- **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® Passport Scanner Accessory 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 6-8 for installation instructions.

Problem: Why won't my scanner buttons work after scanning with Windows Image Acquisition (WIA)?

After performing a scan using the WIA interface you must close the application you were using before scanning with the buttons on the scanner. This does not occur when scanning using the TWAIN or ISIS interface.

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: The installation will not complete successfully. If installation finishes, the scanner's OneTouch options do not seem to work properly.

A likely cause is that some driver programs are already installed on your computer for another scanner. They may be interfering with the installation and OneTouch options, and you need to remove those other drivers and re-install 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.

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 scanner driver 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: 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

Normal Operation

- **Steady blue:** indicates the scanner is ready to scan.
- **Bright blue:** indicates the scanner is currently scanning a page.
- **Slow flashing blue:** indicates the scanner is in low power mode.
- **Rapid flashing blue:** the scanner is not connected to the computer.

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 7 and later: Open Programs and Features

Uninstalling the scanner driver:

1. In the list of installed programs click on Xerox® Passport Scanner Accessory 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 OCR module

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.



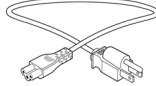
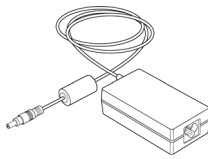


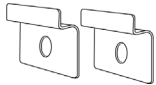
Xerox® Passport Scanner Accessory Specifications

Scanner Specifications	
Document Requirements	
Minimum Item Size	0.12 x 0.12 inches (3 x 3 mm)
Maximum Item Size	7.48 x 5.04 inches (190 x 128 mm)
General Specifications	
Scanning Speeds*	Scanner Maximum <ul style="list-style-type: none"> • 1.2 seconds per page @ 200-300 dpi
Optical Resolution	600 dpi
Interpolated Resolutions (Firmware/Hardware)	100, 150, 200, 300, 400, 500 dpi
Interpolated Resolutions (Vioneer Acuity)	75 and 1200 dpi (these resolutions are available when Vioneer Acuity is installed)
Output Bit Depth	24-bit color, 8-bit grayscale, 1-bit bitonal (black & white)
Scan Method	Single-Pass Flatbed
Image Sensor	CIS (Contact Image Sensor)
Light Source	RGB LED
Interface	Superspeed USB 3.0, compatible with USB 2.0 and 1.1
Certifications	UL, C-UL, FCC Class B, CE, CB, WEEE, RoHS, ENERGY STAR, USB-IF
Operating Temperature	50° ~ 95° F (10° ~ 35° C without condensation)
Relative Humidity	10% ~ 85% (@35° C without condensation)
Scanner Dimensions	
Width	12.6 inches (321 mm)
Depth	11 inches (279 mm)
Height	4.4 inches (111 mm)
Weight	3.64 pounds (1.65 kg)
Power Information	
Power Supply	APD (WA-48M24) (Included with 6400 series scanner) DC Jack, 3P, 100~240Vac, 24Vdc, 2A, 48W, Class 1, ENERGY STAR, RoHS
Power Rating	24Vdc, 2.0A
Power consumption	≤ 9 Watts (during operation) ≤ 4.9 Watts (ready) ≤ 1.8 Watts (power save after 15 minutes without scanning, can be adjusted by software) ≤ 0.5 Watt (power off)
Cable Information	
AC Power Cord	(Included with 6400 series scanner) US—2P+G, 10A/125V, L=2000mm, 3X18AWG, BLACK, RoHS EUR(CEE)—2P+G, 10A/250V, 3*1.00mm ² , L=2000mm, BLACK, RoHS UK(BS/PSB)—2P, 10A/250V, 3*1.00mm ² , L=2000mm, BLACK, RoHS
Power bridge cable	90 mm, DC Jack, 18AWG

Scanner Specifications	
USB 2.0 bridge cable	90 mm, 28AWG, with core, RoHS compliant
USB 3.0 bridge cable	90 mm, 28AWG, with core, RoHS compliant
USB 3.0 cable	1800 mm, 28AWG, with core, RoHS compliant
Software Information	
Supported Operating Systems	Microsoft Windows –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

*Speeds achieved using a computer with suitable specifications.

Xerox® Passport Scanner Accessory Parts List

Part Name	Part Number	
USB 3.0 Cable	35-0262-000	
Bridge cables	35-0261-000 (USB 2.0) 35-0253-000 (USB 3.0) 35-0263-000 (Power Cable)	
Power Cable	35-0233-000 / 35-0233-001 (US) 35-0235-000 (EUR) 35-0236-000 (UK)	
Power Supply	37-0095-000 or 37-0094-000	
15mm Attachment Screws	30-0036-00	
5mm Attachment Screws	30-0037-00	
Attachment Plates	53-0055-000	

Part Name	Part Number	
Screw Covers	30-0038-000	

7. Appendix A: 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:



September 8, 2017:	Council Directive 2014/35/EU as amended. Approximation of the laws of the member states related to low voltage equipment.
August 12, 2016:	Council Directive 2014/30/EU 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, Health and Safety
 Xerox Corporation
 Oxford Road
 Uxbridge
 UBS 1HE
 Telephone 1-800-ASK-XEROX

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.

8. Appendix B: Compliance Information

Product Recycling & Disposal

USA & CANADA

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>.

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/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 (2011/65/EU), and with the Waste Electrical and Electronic Equipment (WEEE) Directive (2012/19/EU).

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® DocuMate® 6712 / 6714 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.

Xerox® equipment is preset at the factory. Your machine will be delivered with the timer for switching to Power Save Mode from the last scan set at 15 minutes.

