

XEROX[®]

DocuMate 765

DocuMate 765 scanner user's guide



XEROX

DocuMate 765

DocuMate 765
scanner
user's guide



Copyright © 2009 Visioneer, Inc.

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

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

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

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

The ENERGY STAR® and ENERGY STAR MARK® are registered United States trademarks.

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

Part Number: 05-0756-300

Restricted Rights Legend

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

Table of Contents

Welcome

What's in the Box	1
The Xerox DocuMate 765 Scanner	2
What You Need	3
Documentation	3

Installation

Before You Begin	4
Step 1: Unpack and Assemble the Scanner	5
Step 2: Install the Software	6
Step 3: Connect the Scanner	16
Additional Applications Available with Your Scanner	17
View the User Guides	19
Register Your Scanner and Check for Updates	20
Loading Documents to Scan	21
Scanning Interfaces	22

Scanning from One Touch

Scanning with the One Touch Buttons	23
Using the One Touch Button Panel	24
Scan from the One Touch Button Panel	24
The Default One Touch Settings on Your Scanner	25
Configuring the One Touch Buttons	26
About the One Touch Properties Window	26
Selecting New Settings for a Button	28
Creating a New Scan Configuration	29
Editing or Deleting Scan Configurations	35
Setting Destination Application Properties	37
Selecting Page Format Options	42
Selecting Options for a Button	46
Special Features and Scanning Destinations	48
Scanning with Optical Character Recognition (OCR)	48
Scan and Burn to a CD	49
Scanning with Event Forwarding	50
Creating an HTML Web Page from Your Scanned Documents	51
Transferring Scanned Documents to Storage	52

Scanning from TWAIN

Accessing the TWAIN Interface	57
TWAIN Interface Options	58
Configurations Tab	58
Scan Settings Tab	59

Document Settings Tab	61
Image Enhancements Tab	62
About Tab	65

Scanning from ISIS

Opening QuickScan and Selecting the Scanner	67
Scanning from QuickScan	68
ISIS Preview Settings	72
Presets Options	72
Main Options	73
Layout Options	75
Paper Handling Options	80
Image Processing Options	83
Imprinter Options	90

Scanning from WIA

Fine Tuning Your Scans	95
------------------------------	----

Scanner Options, Maintenance and Troubleshooting

Scanner Hardware Options	97
Wire Frame Accessory	97
Changing the Background Color	99
Manual Feed	102
User Utility	104
Main Screen Options	105
Scanner Error Codes	107
Setting Sleep Mode	109
Paper Mode and Buzzer Setting	110
Shading Adjustment	111
Cleaning the Outside of the Scanner	114
Cleaning the Inside of the Scanner	115
Cleaning the ADF Rollers	116
Cleaning the Exit Path Rollers	119
Cleaning the Scanner Glass and Background Plates	121
Reset the Roller Count in the User Utility	122
Cleaning the Paper Sensors	123
Cleaning the ADF Sensors	123
Cleaning the Exit Sensors	125
Clearing Paper Jams	127
Troubleshooting	130
Uninstalling Your Scanner	133
Xerox DocuMate 765 Scanner Specifications	134
Xerox DocuMate 765 Scanner Parts List	135

Notices

Section 1: Safety Introduction	137
Section 2: EMC	137

Section 3: Operational Safety Information 138

Section 4: Electrical Information 139

Section 5: Emergency Power Off 140

Section 6: Maintenance Information 140

Section 7: Product Safety Certification 140

Section 8: Regulatory Information 141

Section 9: Compliance Information 141

Section 10: Illegal Copies 143

Section 11: EH&S Contact Information 145

Index 147

Welcome

Your new Xerox DocuMate 765 scanner can quickly scan single-sided or double-sided stacks of documents and place their 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.



DocuMate 765 Scanner



Power Cord



Input Tray



USB Cable



Wire frame



Blower Brush



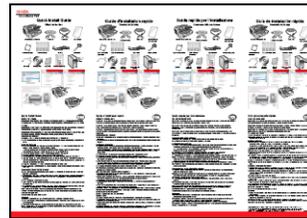
Roller Cleaning Paper



Shading paper



Installation DVD

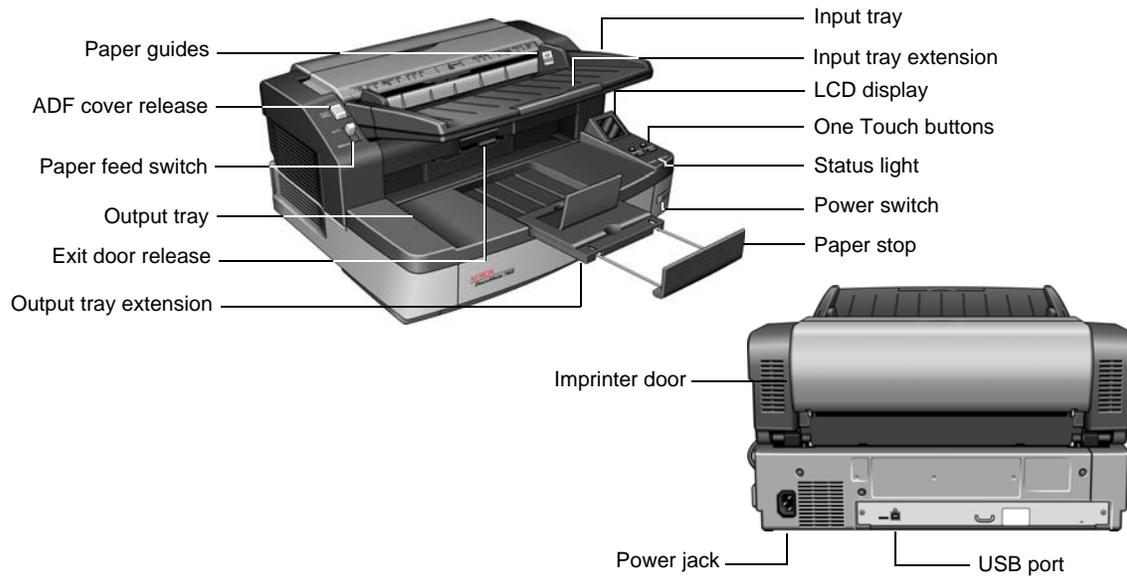


Quick Install Guide



Technical Support Card

The Xerox DocuMate 765 Scanner



Input tray—Holds paper in the scanner.

Input tray extension—Extends to support various paper sizes.

Paper guides—Adjusts to fit paper width.

LCD display—Shows the current scan setting.

One Touch buttons—Press to start scanning.

Status light—Shows the scanner's status. Refer to the Troubleshooting section for additional details.

Power switch—Turns the power on and off.

ADF cover release—Press to open the Automatic Document Feeder (ADF) cover.

Paper feed switch—Switches between automatic and manual feed scanning.

Output tray—Holds documents in place after being fed through the scanner.

Output tray extension—Extends to support various paper sizes.

Paper stop—Holds paper in the exit tray.

Exit door release—Opens the scanner.

Imprinter door—Open to change the printer cartridge.

Power jack—Connects the power cord to the scanner.

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

What You Need

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

- A DVD-ROM drive
- An available Universal Serial Bus 2.0 (USB) port
- Microsoft® Windows® operating system: 2000 (Service Pack 4), 32-bit XP (Service Pack 2 or 3), 32-bit or 64-bit Vista
- *Windows 2000 and XP:* Minimum of 512 megabytes (MB) of internal memory (RAM)
Windows Vista: Minimum of 1 gigabyte (GB) of internal memory (RAM)
- *Windows 2000:* 350 MB minimum of free hard disk space
Windows XP and Vista: 500 MB minimum of free hard disk space

A VGA or SVGA Monitor

The recommended settings for your monitor are:

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

Documentation

The following documentation is provided with your scanner:

- Quick Install Guide—Abbreviated installation instructions.
- Xerox DocuMate 765 Scanner User's Guide—On the scanner installation disc; contains detailed installation, scanning, configuration, and maintenance information.
- Online Help—For the scanner configuration, TWAIN and WIA interfaces.

Installation

Installation is a quick, three-step process:

1. Unpack and assemble the scanner
2. Install the software
3. Connect the scanner

Before You Begin

Please make sure of the following before you begin installation:

- **The information in this guide may cover software not provided with the scanner you purchased. Disregard any information about the software not applicable to your chosen product. Please visit our web site at www.xeroxscanners.com for the latest software updates for your Xerox DocuMate 765 scanner.**
- **If your computer has AntiVirus or AntiSpyware software running, you may see messages during installation asking you to allow the installation to proceed. Although the messages will differ based on the software your computer is running, in each case you should allow the installation to proceed. Alternatively, you can turn off the AntiVirus or AntiSpyware software before installing your scanner. But if you do, make sure to turn it back on again when installation is finished.**
- **If you already have a scanner connected to your computer, you may need to remove its driver programs to properly install and operate your Xerox DocuMate 765 scanner. Please see “Troubleshooting” on page 130 for more information, and “Uninstalling Your Scanner” on page 133 for basic instructions to uninstall driver programs. Also see the User’s Guide that you received with your other scanner for specific instructions.**
- **If your computer is running Windows Vista, you may see the Vista User Account Control screen asking you to confirm system changes. Click the continue button to allow the installation to proceed.**

Step 1: Unpack and Assemble the Scanner

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

- Always have at least two people carry the scanner, lifting the scanner up from underneath.
- Keep at least 15 inches of space on every side of the scanner for the input and exit tray extensions, performing maintenance, and to have sufficient air flow for ventilation.
- Use a desk or table that can support the weight of the scanner, do not place the scanner on a cloth covered surface.

Unpack the scanner:

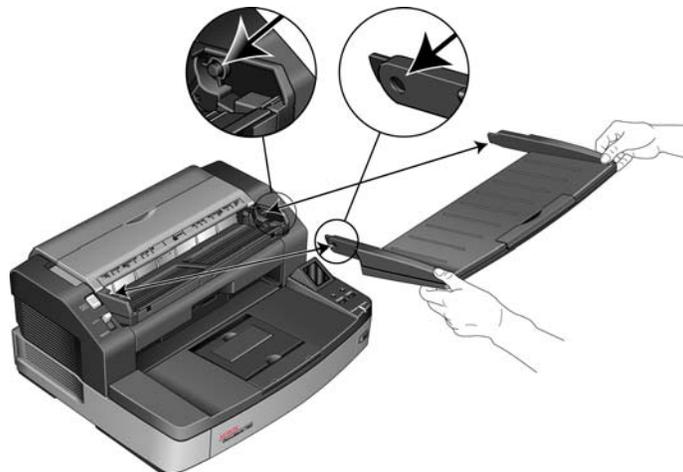
1. Remove the scanner from the shipping box, verify all parts listed on page 1 are in the box.

We recommend that you keep the original packing materials in case you need them later.

2. Place the scanner on a level surface near the computer.
3. Remove all shipping tape from the top and side of the scanner.

Attach the input tray:

1. Align the holes on the input tray arms with the pins on the scanner.
2. Insert the pin on the left side of the scanner into the hole on the left input tray arm.
3. Apply slight pressure to the right arm of the input tray and insert the pin on the scanner into the hole in the tray arm.



Step 2: Install the Software

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



The disc automatically starts and the Select Language window opens.

3. Select a language from the list of available languages.
The disc's main menu opens in the language you selected.

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

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

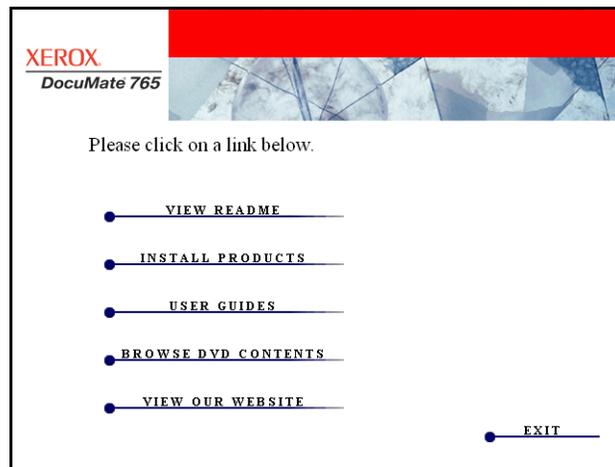
To launch the disc manually:

- Open the Windows option for your computer's disk drives from the Windows start menu.
- Double-click the icon for your DVD-ROM drive.
- The Installation menu for the disc should now open.

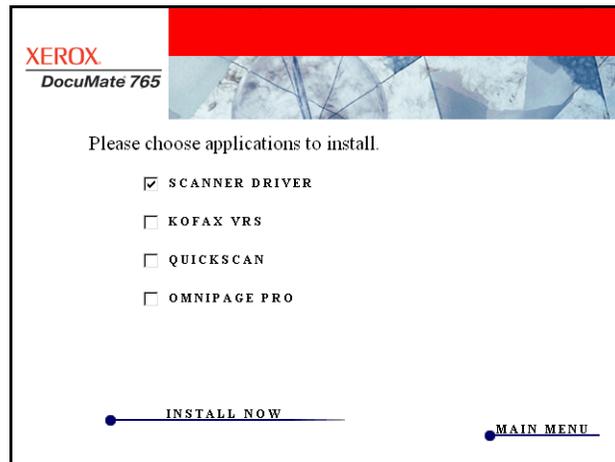
If the menu does not open:

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

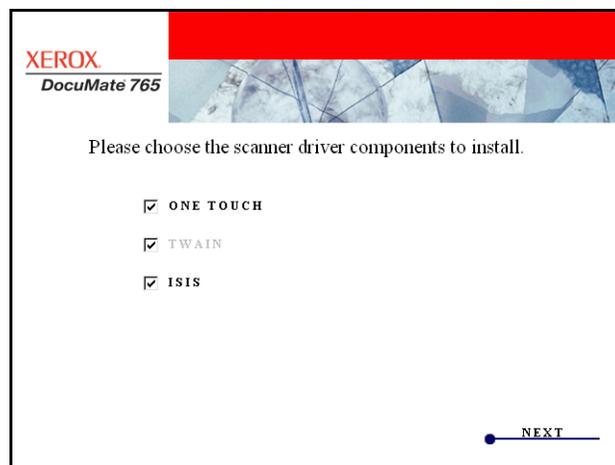
4. On the Installation menu, select **Install Products**.



5. Make sure the box for **Scanner Driver** is checked then click **Install Now**.



6. The next window shows the scanner driver options available for you to install.



Options	Description
One Touch	The One Touch software is installed, which is the necessary software for the buttons on your scanner to work.
TWAIN	The TWAIN driver is installed. This option is always selected and disabled, the TWAIN driver must be installed with your scanner. You can scan from TWAIN scanning applications such as OmniPage®. Selecting only the TWAIN driver to install means that you will not be able to use the scanner's buttons.
ISIS	The ISIS driver is installed. You can scan from ISIS scanning applications such as QuickScan™. Selecting only the ISIS and TWAIN drivers to install means that you will not be able to use the scanner's buttons.

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

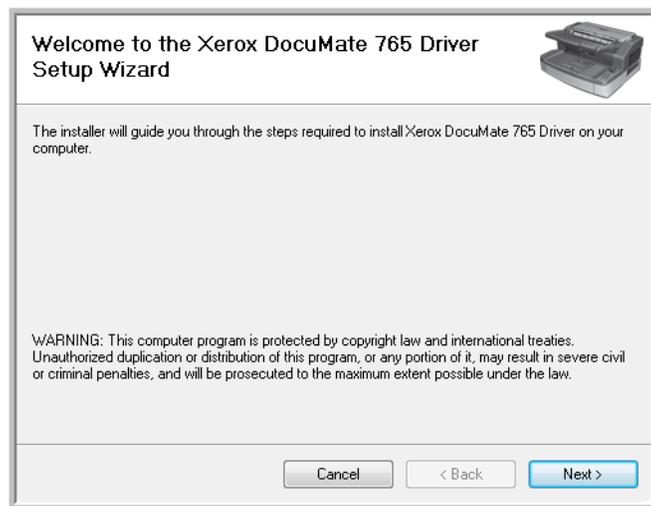
8. On the Xerox License Agreement window, read the license agreement. If you accept the terms, select **I Agree** then click **Next**.

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

The scanner driver installation will now begin. During installation of scanner's drivers you will be prompted to choose the location for the installation files. We recommend that you keep the defaults as you proceed through the installation.

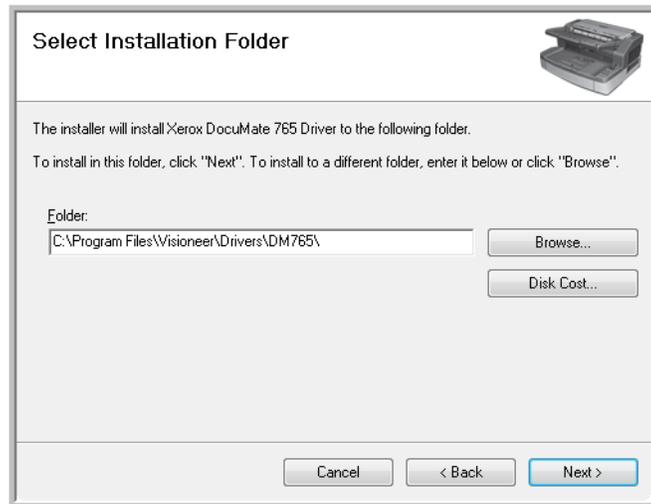
TWAIN Driver Installation

1. The TWAIN driver installation will start first. Click **Next** on the Welcome window



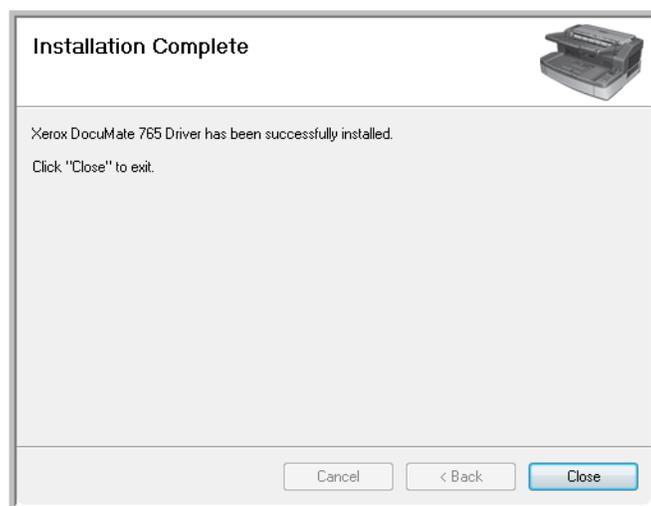
-
2. The next screen lets you choose where the installation files are going to be on your computer. Click on **Browse...** to change the location where the files are installed. You can also choose to install the scanner just for your Windows profile or, for every profile on your computer to be able to use the scanner.

We recommend that you keep the default options on this window and just click on **Next** to proceed with the installation.



-
-
3. The TWAIN driver will now be installed on your computer.
4. At the Installation Complete window you can now plug the scanner into your computer, see “Step 3: Connect the Scanner” on page 16 for instructions.

After the TWAIN driver has been installed you can plug in your scanner at any time. If you selected other driver options to install, you can also wait to plug in the scanner after all installations wrap up.



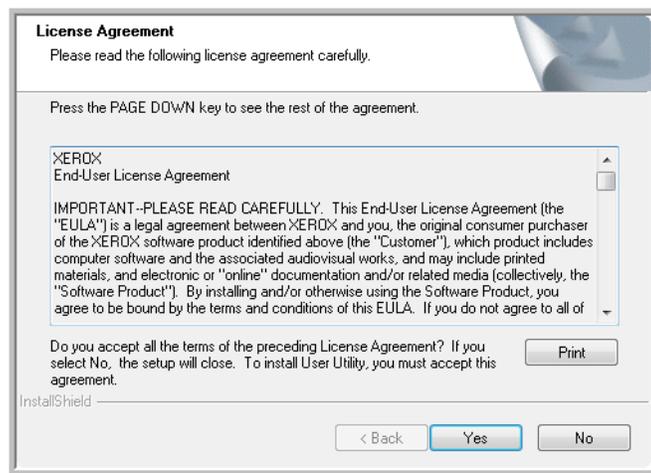
-
-
-
-
5. Click **Close** on the Installation Complete window.

User Utility Installation

The User Utility installation will automatically start after you close the TWAIN installation. The User Utility is a software diagnostic and maintenance software that you can use for monitoring your scanner hardware.

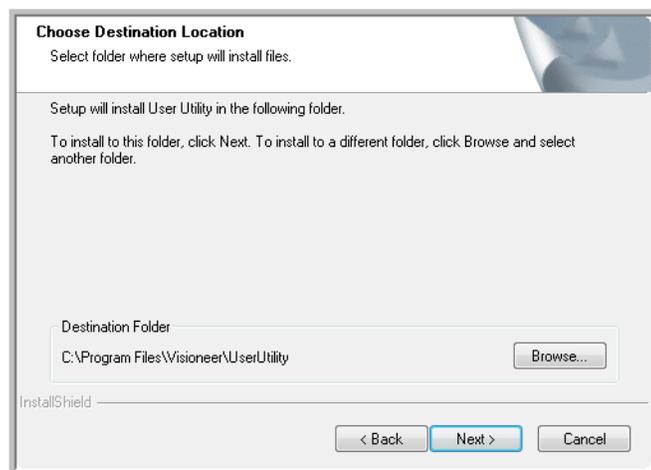
1. On the Xerox User Utility License Agreement window, read the license agreement. If you accept the terms, select **Yes** to accept the agreement and continue with the installation.

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



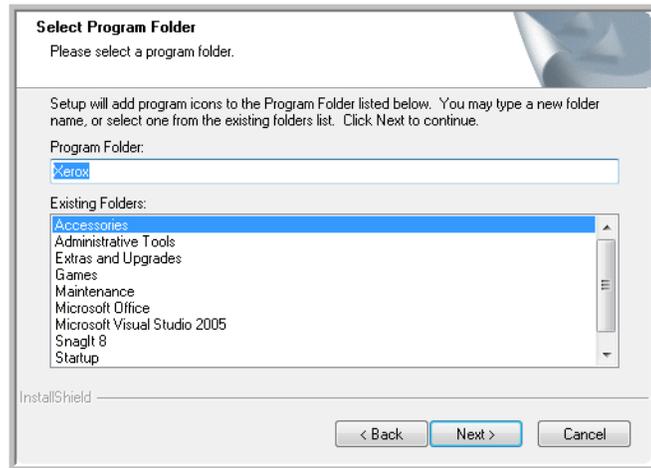
2. The next screen lets you choose where the installation files are going to be on your computer. Click on **Browse...** to change the location where the files are installed.

We recommend that you keep the default options on this window and just click on **Next** to proceed with the installation.

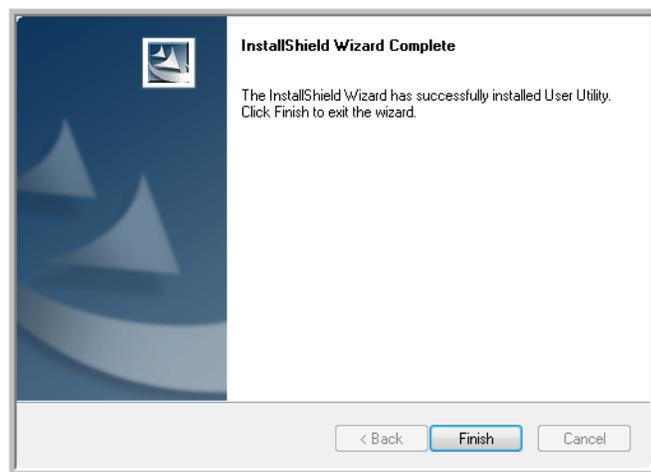


3. The next screen lets you change the Program Files folder name and where the program appears in your Windows Start Programs list.

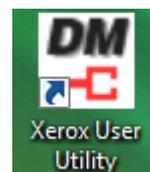
The default options on this window will install put the shortcut icon in your Windows All Programs list in the Xerox folder. We recommend that you keep the default options on this window and just click on **Next** to proceed with the installation.



4. Click on **Finish** on the Installation Complete window to close the installation window.



5. A shortcut icon for the User Utility will be on your Windows desktop and in the Windows Start All Programs menu.



One Touch Installation

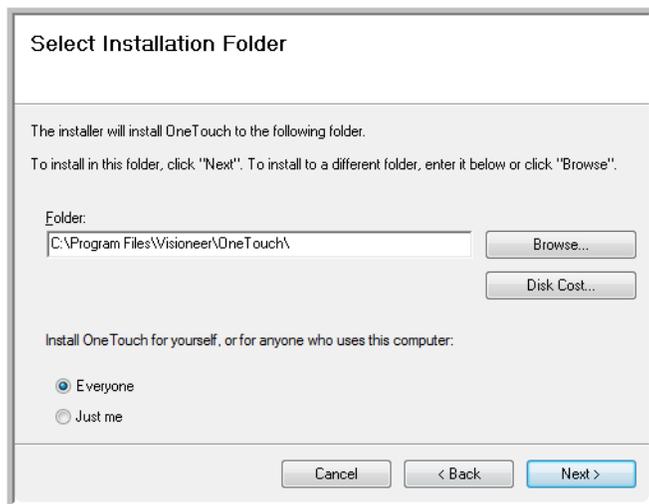
The One Touch installation will automatically launch after the User Utility is finished.

1. Click **Next** on the Welcome window to start the installation.

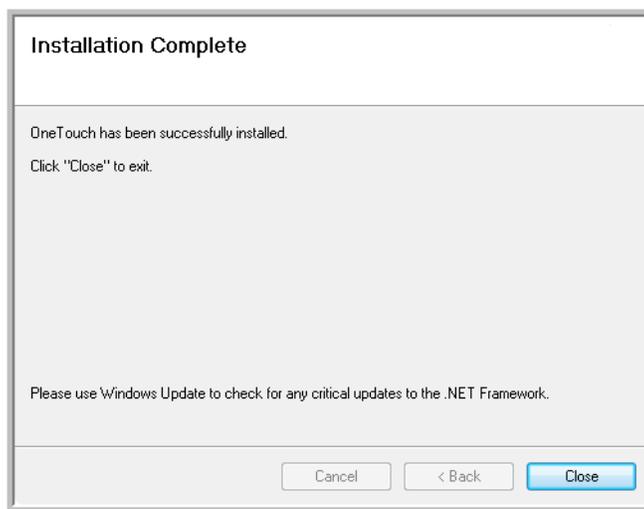


2. The next screen lets you choose where the installation files are going to be on your computer. Click on **Browse...** to change the location where the files are installed. You can also choose to install One Touch just for your Windows profile or, for every profile on your computer to be able to use the scanner.

We recommend that you keep the default options on this window and just click on **Next** to proceed with the installation.



3. The One Touch software will now be installed on your computer.



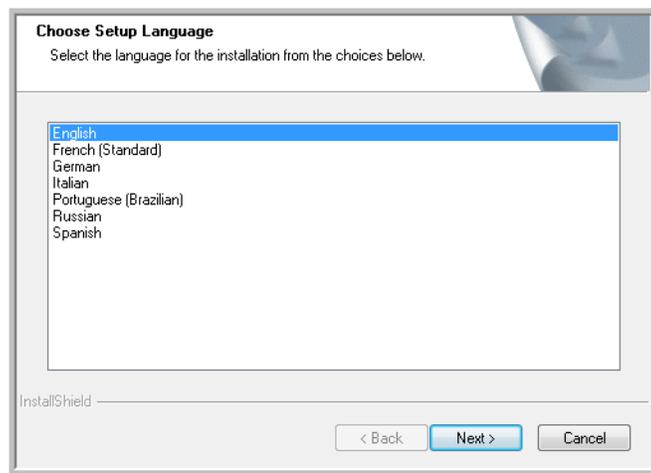
4. Click **Close** on the Installation Complete window.

ISIS Driver Installation

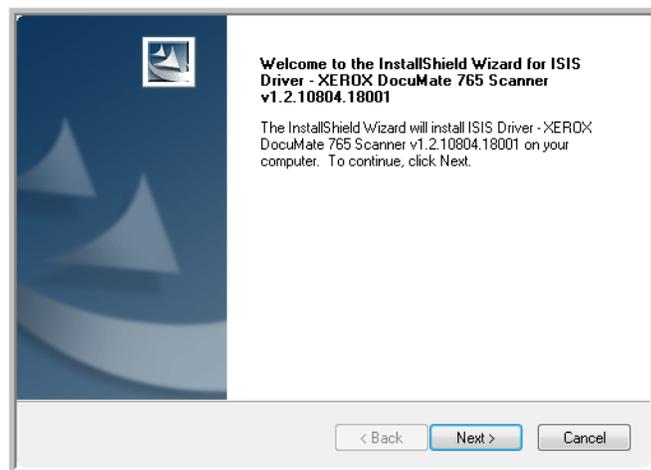
If you selected the ISIS driver to install, the installation will launch after the other programs have finished. For instance, if you only selected TWAIN and ISIS, after the User Utility finishes installing the ISIS driver will install. If you selected One Touch to install, the ISIS installation will start after One Touch is complete.

1. You will first be prompted to select a language for the ISIS driver. The language selection on this screen only applies to the ISIS scanning interface.

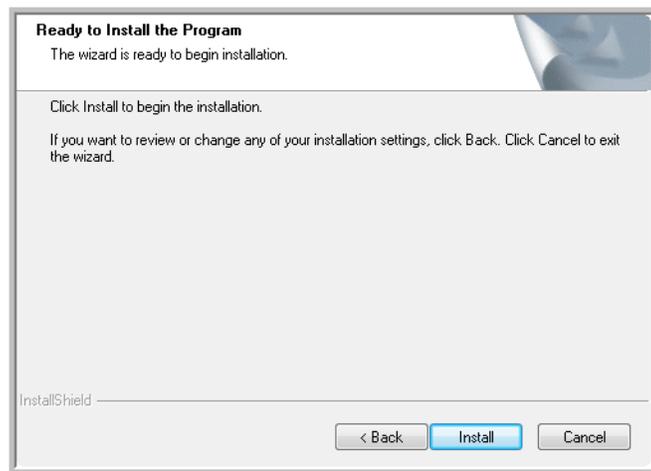
Select the language you want to use then click on **Next**.



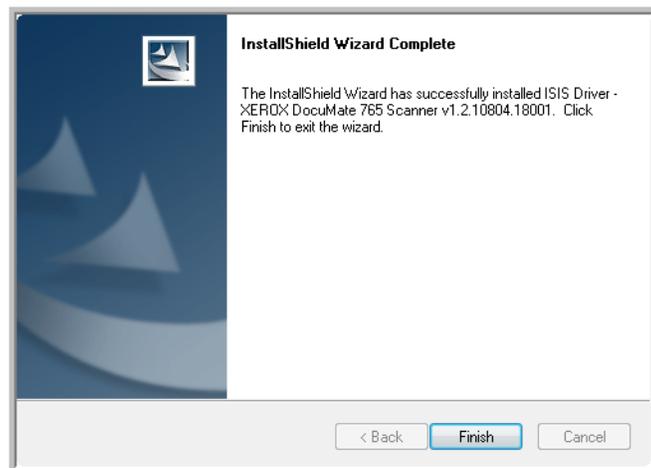
2. Click on **Next** in the ISIS Installation Welcome window.



3. Click on **Install** to begin the ISIS driver installation.



4. Click on **Finish** to close the ISIS installation complete window.



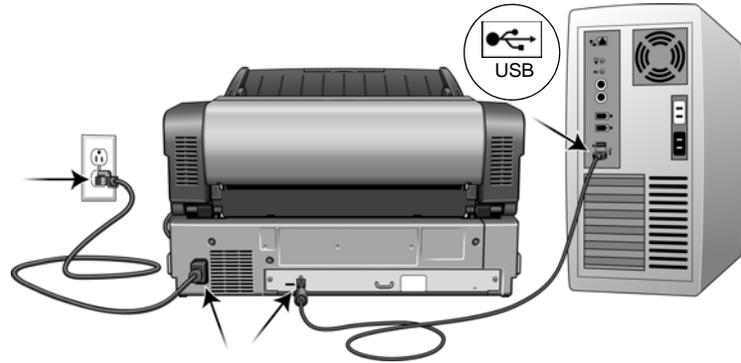
NOTE: After the scanner driver installation is complete, any other software you chose to install will automatically begin installing after the driver is complete. If you did not plug in the scanner after the TWAIN driver was installed, you can plug it in now or after you finish installing the other software.

Step 3: Connect the Scanner

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

1. Plug the power supply into the power port on the scanner and to a wall outlet.
2. Remove any protective tape from the USB cable.
3. Plug the USB cable into the USB port on the scanner then into a USB 2.0 port on the computer.

The DocuMate 765 scanner connects to any available USB port. Check your computer's manual for USB port locations.



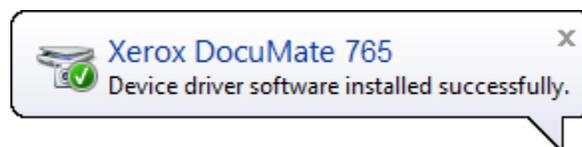
4. Turn on the power switch, located on the front of the scanner.



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.

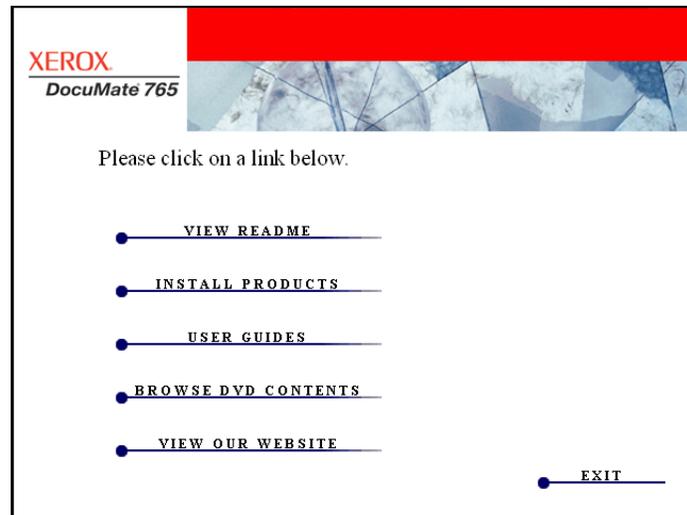
If your computer is running Windows XP or Windows Vista, you will see a Found New Hardware message similar to the following:



Additional Applications Available with Your Scanner

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

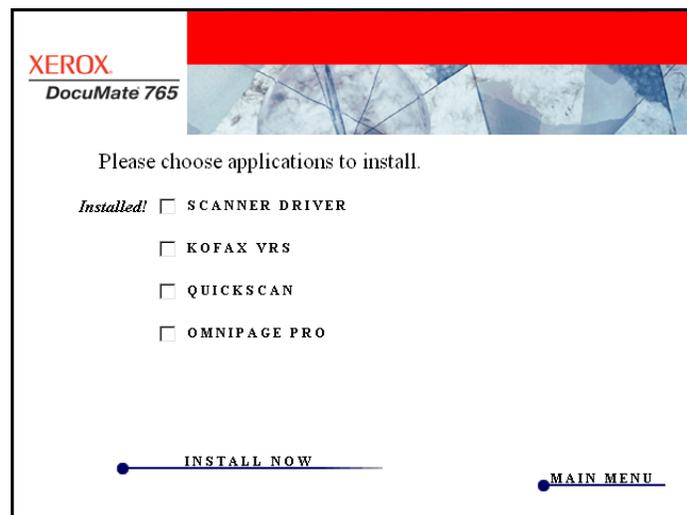
1. Return to the Main Menu on the installation disc and click on **Install Products**.



The free Adobe® Reader® software is located on the DVD with the User Guides.

2. Click **Install Products**.

You will see the screen that shows the applications. Applications already installed have *Installed!* next to them.



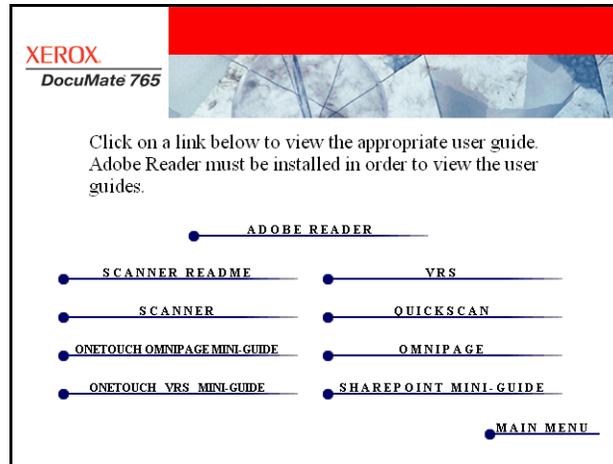
3. On the window shown above, click in the boxes of the other software you want to install, and click **Install Now**. Follow the instructions on the screen to install each of the additional products.

See the following table to decide which software you would like to install.

Software	About the Software
Adobe® Reader®	Adobe Reader is a stand-alone application that you use to open, view, search, and print PDF files. The User Guides on your scanner's installation disc are in PDF format and require Adobe Reader for you to view and save them.
QuickScan™ Demo	<p>QuickScan is a standalone, out-of-the-box imaging solution that provides all the necessary capabilities for high-speed scanning, image enhancement, viewing, annotation, printing, and storing images, for both black-and-white and color pages. It uses an ISIS-certified driver for scanning, and includes flexible job separation and barcode recognition.</p> <p>The Demo version lets you try the application first.</p>
Kofax® VRS® and Kofax® Scan Demo	<p>Kofax VRS automatically enhances scanned documents from less than perfect originals. It is an additional scanning interface that uses patented VRS (Virtual ReScan) technology, and ensures your scanning is as efficient and easy as possible, while also improving the quality of the scanned images. Kofax VRS uses an ISIS-certified driver for scanning.</p> <p>At the end of the Kofax VRS software installation you may see the message "SVS001: The VRS installation does not install an ISIS driver for the scanner you selected. Please install the ISIS driver packaged with your scanner."</p> <p>This is not an error, Kofax does not install your scanner's ISIS driver. Please disregard this message in the VRS installation and click OK. The Kofax VRS Certified ISIS® driver is installed correctly when you select the ISIS driver to install with the scanner, please see page 7.</p>
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.

View the User Guides

1. To get the documentation for each of the products, return to the installation disc's Main Menu window and click **User Guides**.



2. Click the links of the Guides you want to view.

The User Guides are in Adobe® PDF format. The Scanner Readme file is in HTML format and will open in any standard browser.

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

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

To view and save the User Guides:

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

That's it! Installation is finished and your Xerox DocuMate 765 scanner is ready to scan.

Register Your Scanner and Check for Updates

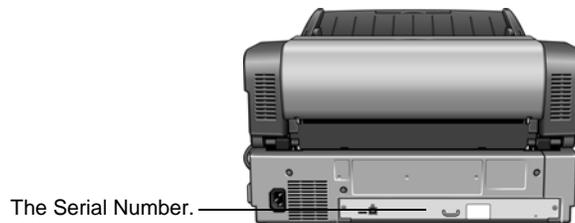
Registering your scanner is important as it provides you with access to free telephone support service and software updates for your scanner.

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.

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



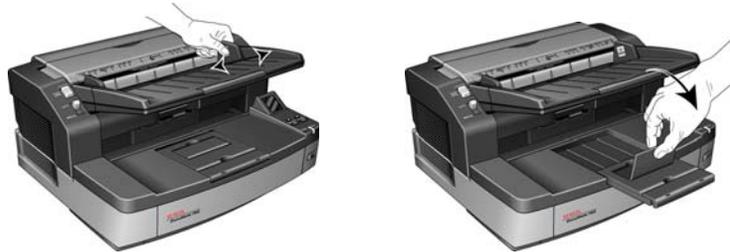
6. After filling in the form, click on Submit Your Registration to complete the registration.

Loading Documents to Scan

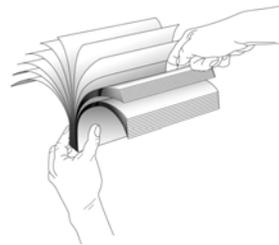


NOTE: Always remove any staples or paper clips from documents before inserting them into the scanner's Automatic Document Feeder. Staples and paper clips can jam the feed mechanism and scratch the internal components. Also remove any labels, stickers, or Post-It™ notes that may come off during the scanning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

1. Adjust the paper guide for the width of paper, and make sure the input and output trays are extended.



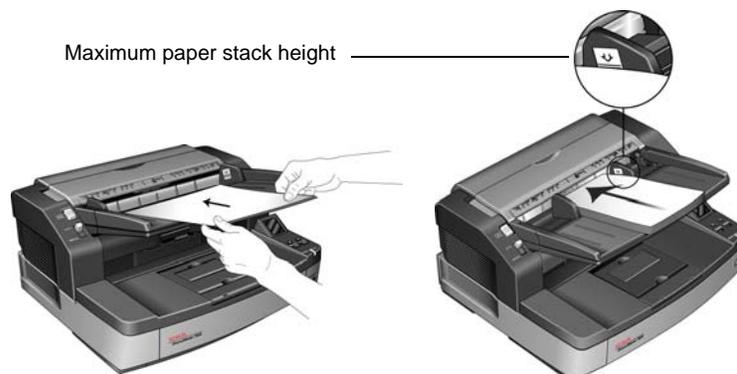
2. Prepare the pages before loading them into the scanner, this helps to prevent multiple-page feeding and paper jams.
 - If the edges of the paper are curled or folded, flatten them as much as possible.
 - Fan the edges of the paper to make sure none of the pages are stuck together.



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

The stack of pages should not exceed the maximum height indicated on the input tray.

Maximum paper stack height



Avoid scanning the following:

The following types of documents can cause multiple-page feeding, paper jams, or damage to the scanner.

- Plastic items such as credit cards, identification cards, overhead projector sheets, film, and cloth or metallic sheets.
- Photographs or other coated paper as the coating can flake off during the scan process.
- Documents with wet ink, correction fluid, or carbon paper that can leave residue inside the scanner.
- Torn, damaged, wrinkled or perforated paper.
- Lightweight paper such as carbon-less paper or tracing paper.
- Irregular paper such as extremely thick card-stock paper, cardboard backing, documents that are glued together, paper with tabs, paper with glue residue, extremely smooth or glossy paper, and thermal or heat sensitive paper.

Scanning Interfaces

If you selected the recommended installation options (see page 7), then you have several different options to scan with your Xerox DocuMate 765 scanner. Each method scans equally well, so use the one with appropriate options for the item you are scanning.



- **One Touch**—When you press either the Simplex or Duplex button, documents are scanned using the scan settings indicated by the LCD display. The scanned images are then sent to a software application on your computer. You can also scan using the on-screen One Touch software interface. The One Touch software is where you configure the scan settings for your One Touch scanning buttons. See “Scanning from One Touch” on page 25.
- **TWAIN Interface**—This option uses your scanner’s TWAIN interface to scan. Select scanning options before scanning, put the document in the scanner, then click a button on the TWAIN interface window. See “Scanning from TWAIN” on page 57.
- **Windows Image Acquisition (WIA)**—This option uses the Microsoft Windows set of choices for scanning. Select the WIA scan settings, put the document in the scanner, then click a button on the WIA window. See “Scanning from WIA” on page 93.
- **ISIS Interface**—This option uses the ISIS interface for scanning. Select the ISIS scan settings, put the document in the scanner, then click a button on the ISIS window. See “Scanning from ISIS” on page 67.

Scanning from One Touch

One Touch is your main set of controls for the scanner. When the One Touch software is installed you can scan by pressing either the Simplex or Duplex button on the scanner. The pages are scanned and sent to the location, with the scan settings, displayed on the LCD screen.

Scanning with the One Touch Buttons

1. Load the documents *face up* in the ADF.



2. On the scanner, tap the up or down arrow until you see a profile appropriate for your scanning job.

As you press the arrow button, the LCD screen will show the name of each profile, and basic setting information such as resolution (dpi), color mode, and page size.



3. Press the **Simplex** button to scan a one-sided document. Press the **Duplex** button to scan a two-sided document.
4. The pages are scanned and the final image sent to the destination specified in the One Touch Properties.

Using the One Touch Button Panel

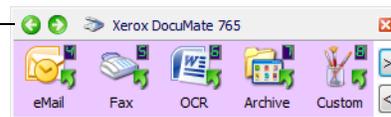
The One Touch Button Panel is also your on-screen set of controls for the scanner. The One Touch Button Panel shows information about the scanner and its settings.

The One Touch Icon.



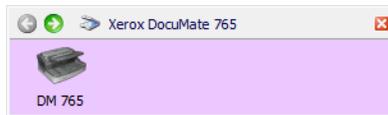
1. To open the One Touch Button Panel, click the One Touch icon. It is located in the Windows Notification Area at the bottom right corner of the screen.

Click these arrows to navigate through the panel's three views.



Click these arrows to navigate through the 10 buttons.

The Button View.



The Hardware View.

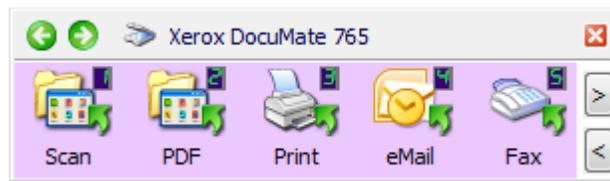


The Detail View.

- The Button View is your main scanner control panel. Use it to scan or to see all nine buttons.
 - The Detail View shows the current scan settings for a button.
 - The Hardware View shows the current scanners connected to your computer.
2. To close the One Touch Button Panel, click the close button on the panel.

Scan from the One Touch Button Panel

1. Adjust the paper guide for the paper width. Load the documents *face up* with their tops into the Automatic Document Feeder.
2. Now click on the One Touch icon in the Windows Notification Area (at the bottom right corner of the screen).
3. On the screen click the button you want to use to scan.



Click the button you want to use to scan.

Click these arrows to navigate through the 10 buttons.

4. The scanner begins scanning. When the process finishes, the scanned images appear in the Destination Application, just as if you scanned with the Simplex or Duplex scanner buttons.

The Default One Touch Settings on Your Scanner

Based on the recommended full install of the scanner driver, your scanner is pre-configured to scan items for various basic tasks, such as email or fax, then send the scanned image to an appropriate, pre-selected Destination Application. The button names, such as PDF, eMail or Fax, indicate the original factory settings for the Destination Application assigned to a button.

You can change any of these settings. *Please see “Configuring the One Touch Buttons” on page 26 for instructions.*



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



A folder icon for a button, such as shown for Button 7, means that the button is set up to archive the scanned item. This is a special pre-configured Transfer to Storage option for your scanner. The scanner sends the scanned image directly to a folder without opening the image first in a Destination Application.



A question mark for a button means your computer does not have appropriate software for the initial factory settings. In that case, you would probably want to change the name and Destination Application to something else.



If OmniPage or One Touch OmniPage is not installed, then the options for sending to word processing applications such as Microsoft Word will not be available.

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

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

Configuring the One Touch Buttons

Each One Touch button configuration consists of a **Destination Application**, a **Scan Configuration**, and a **Document Format**. The One Touch Properties window is where you select these three elements for a button.

To open the One Touch Properties window:



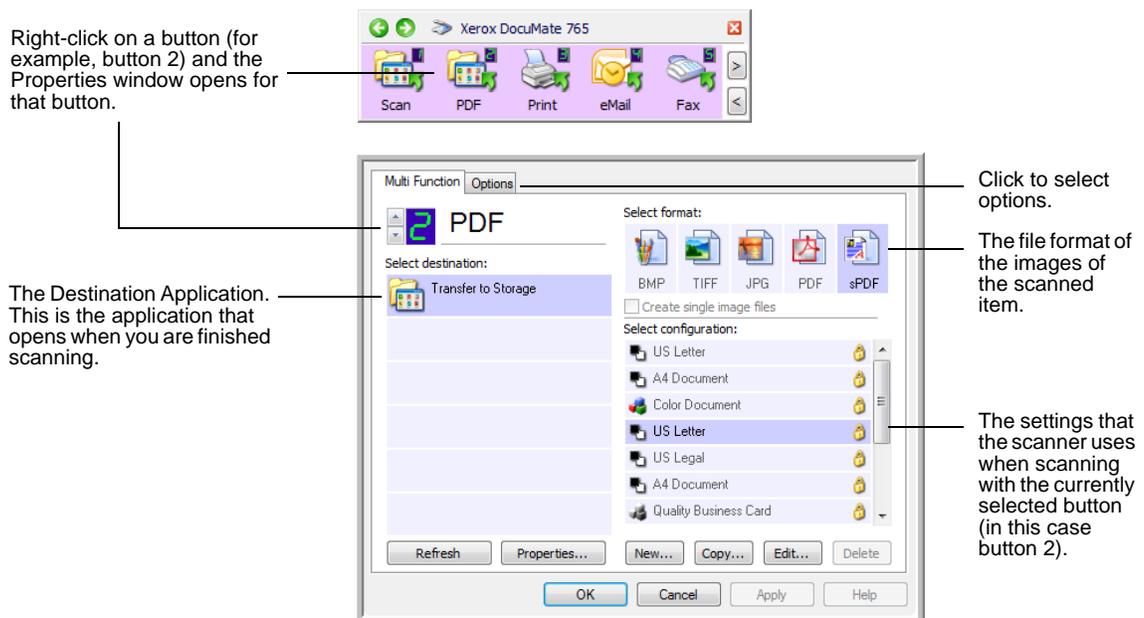
1. Click the One Touch icon. It is located in the Windows Notification Area at the bottom right corner of the screen.
2. Right-click a button on the One Touch Button Panel.
3. The One Touch Properties window opens for that button.

The One Touch Properties window also opens when you press, hold down, and release the Simplex or Duplex button on the scanner.

About the One Touch Properties Window

The One Touch Properties window is where you can select new settings for the buttons. The One Touch Properties window also contains special scanning features such as scanning and burn to a CD, scanning and converting text directly into an HTML web page, and scanning with optical character recognition (OCR) that turns a scanned image into text that you can edit.

The following example of the One Touch window shows the settings for Button 2.



The settings on the Properties window are:

Select Destination—The list of applications that can open to display the scanned image for the selected button.

NOTE: Later on, If you install new software that can be used as a Destination Application, click the **Refresh** button to link the new software to One Touch 4.0.

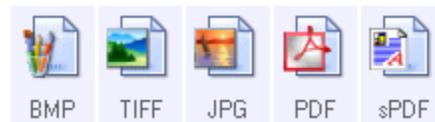
Select Configuration—The list of available scan configurations for the selected button. The configuration's basic settings include: scanning mode, resolution (dpi), page size, brightness (Br), and contrast (Cr). See "Creating a New Scan Configuration" on page 29.

These icons next to each scan configuration indicate the scanning mode:



You can also click the **Edit** button or double-click the configuration to see more detailed information about the selected configuration. See "Editing or Deleting Scan Configurations" on page 35.

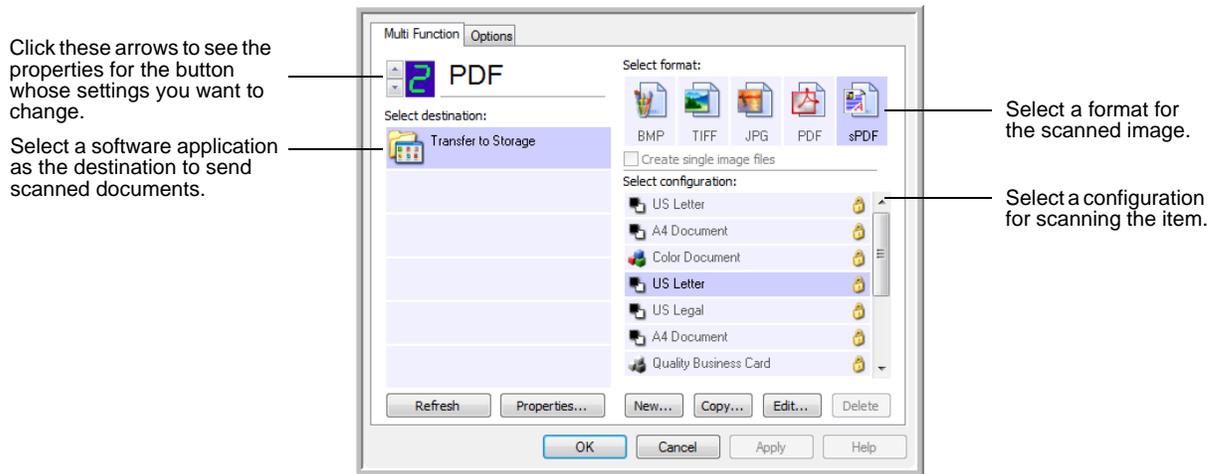
Select Format—A set of file formats for the scanned image for the selected button. The formats are based on the type of destination application you select. The button names indicate their file types. See "Selecting Page Format Options" on page 42.



Options tab—Displays a window for selecting options related to the selected destination application for the scanned image.

Selecting New Settings for a Button

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



To select new settings for a Scanner Button:

1. Click the button selection arrows to select the button you want to change.
2. From the **Select Destination** list, select the application where you want documents sent when scanning is finished.

See “Selecting Options for a Button” on page 46 to display a full list of the Destination Applications that you can use with the scanner.

NOTE: If you select a word processing program such as Microsoft WordPad or Microsoft Word and a page format that can be used for OCR (such as TEXT, RTF, DOC, sPDF, or nPDF), the text in scanned images is automatically converted to word processing text. See “Scanning with Optical Character Recognition (OCR)” on page 48 for details.

3. From the **Select Configuration** list, select a scan configuration.
4. Select a **Format** option.

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

- Click **OK** to accept any changes and close the window.

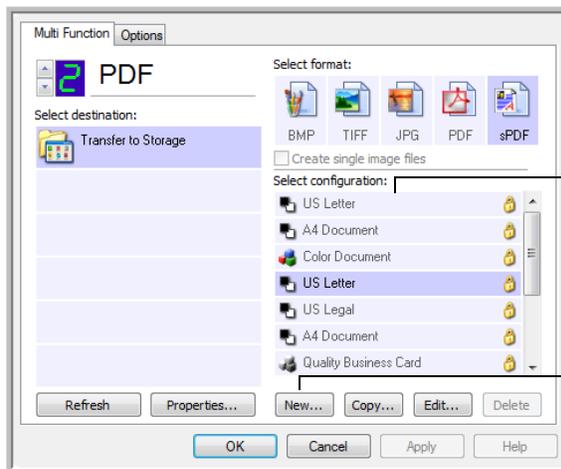
To accept changes but keep the window open to work with other features, click **Apply**.

Note that while the One Touch Properties window is open, you cannot scan yet by clicking a button on the One Touch Panel. You must click **OK** or close the One Touch Properties window first. However, you can scan at any time by pressing the Simplex or Duplex button on the scanner.

- When you are finished selecting new settings for a button and you press or click a scanner button, the document is scanned using the newly configured settings for that button.

Creating a New Scan Configuration

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



The Scan Configurations.

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

- Open the One Touch Properties window and make sure the **Multi Function** tab is selected.
- Scroll through the applications in the Select Destination list and click the type of application for which you want to create a new scan configuration.
- Click the **New** button.

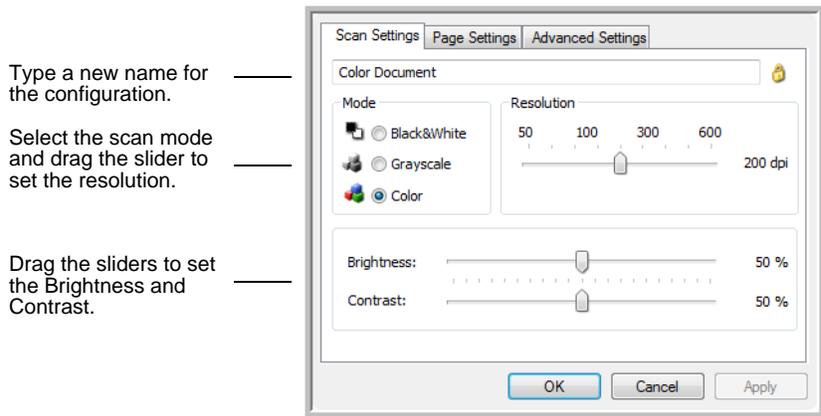
If you want to start from the settings of another configuration, select the configuration, then click the **Copy** button.

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

The Scan Settings Tab

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

TIP: If you're going to set up the new configuration to scan duplex (two-sided), include that in the name, such as "Scan for Dark Print (Duplex)," to remind you that it is a duplex scan.



Type a new name for the configuration.

Select the scan mode and drag the slider to set the resolution.

Drag the sliders to set the Brightness and Contrast.

2. Select scan settings for the new scan configuration.

Mode—Select a scanning mode:

- **Black&White** to scan in black and white.
- **GrayScale** to scan items such as documents containing drawings or black and white photographs.
- **Color** to scan color photographs and other color items.

Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 100 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

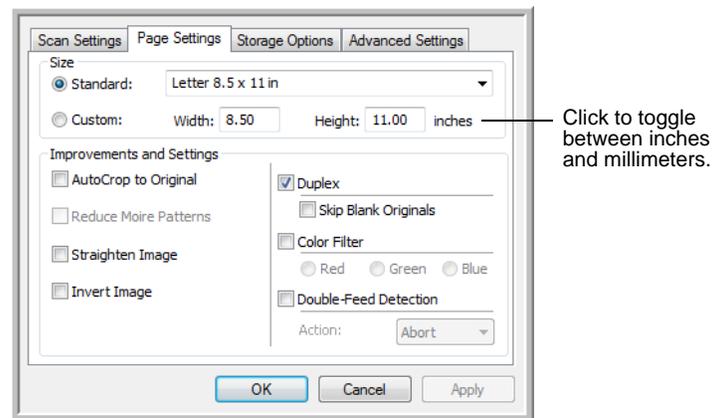
Brightness and Contrast—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black&White mode.

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

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

The Page Settings Tab

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



Size—Click **Standard**, click the menu arrow and choose a page size from the list, or click **Custom** and enter the horizontal and vertical page dimensions in the boxes. The maximum size is 11.7" x 38". The units of measurement can be inches or millimeters. Click the name of the units, inches or millimeters, to toggle between them.

Improvements and Settings—Only the options that apply to the selected Scanning Mode are available.

- **AutoCrop to Original**—Select this option to let the scanner automatically determine the size of the item being scanned.
- **Reduce Moire Patterns**—Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moire Patterns** will limit or eliminate moire patterns in the scanned image. This option is only available for the GrayScale or Color Mode at 300dpi or less.
- **Straighten Image**—Select this option to let the scanner automatically determine if a page is skewed, then straighten its image. However, if the page is fed through at too great an angle, the image may not straighten correctly. In that case, re-scan the page using the paper guides to feed the paper in straight.
- **Invert Image**—Only available for Black&White Mode, this option reverses the black and whites of an image.

Original Image.



Inverted Image.



- **Duplex**—Scan both sides of the page. If this option is not selected, the scanner will scan the front side of the page only.

NOTE: The Simplex and Duplex buttons on the scanner take precedence over the One Touch settings. In other words, if the LED number on the scanner is configured to scan as Duplex, but you press the Simplex button, the scanner scans in Simplex, and vice versa.

- **Skip Blank Originals**—Skips pages that are completely blank. Typically you use this option when you will scan a stack of two-sided pages which have a number of blank sides. This option is only available for Duplex scanning in Black&White Mode.
- **Color Filter**—Color filter is the ability of your scanner to automatically remove a color from a scanned item. Color filter applies to Black&White or Grayscale Mode.

The original with a red watermark over black text.

Marketing

ABC Inc. distributes and sells its product worldwide through OEMs/OEMs, and distributors. As of June 1999, ABC has employed over 21 well trained marketing, sales, and support personnel. To better serve our customers, ABC has assigned an account manager for each of its OEM/OEM customers. These account managers are responsible for effectively coordinate the outstanding issues in sales, manufacturing, or development and assure the status of each customer's product is properly monitored. Our goals is to achieve and maintain complete customer satisfaction.

The scanned item with the red filtered out.

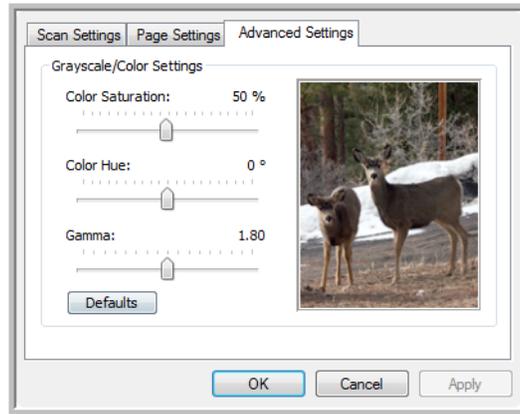
Marketing

ABC Inc. distributes and sells its product worldwide through OEMs/OEMs, and distributors. As of June 1999, ABC has employed over 21 well trained marketing, sales, and support personnel. To better serve our customers, ABC has assigned an account manager for each of its OEM/OEM customers. These account managers are responsible for effectively coordinate the outstanding issues in sales, manufacturing, or development and assure the status of each customer's product is properly monitored. Our goals is to achieve and maintain complete customer satisfaction.

The Advanced Settings Tab

Click the **Advanced Settings** tab.

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



1. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.

Saturation—Saturation is the strength or purity of a color.

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

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

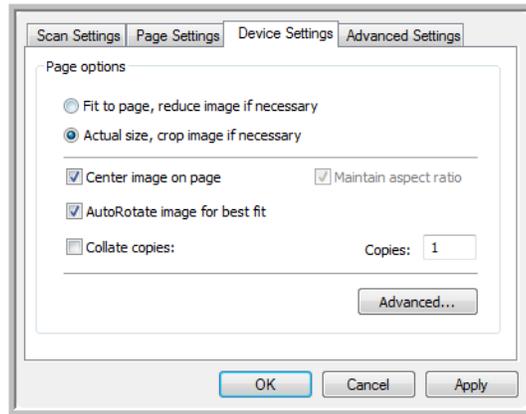
2. Click **OK** to save the new configuration.

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

The Device Settings Tab

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

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



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

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

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

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

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

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

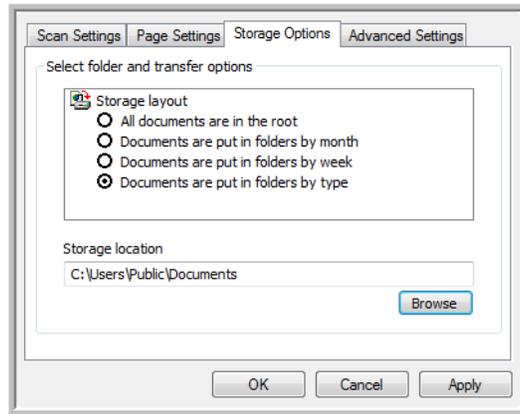
Advanced—Click to see additional settings for the device. The dialog that opens is specific to the device. For example, if the device is your printer, the dialog box is your printer's setup settings.

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

The Storage Options Tab (Archive)

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

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



2. Click the Storage Layout options you want.

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

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

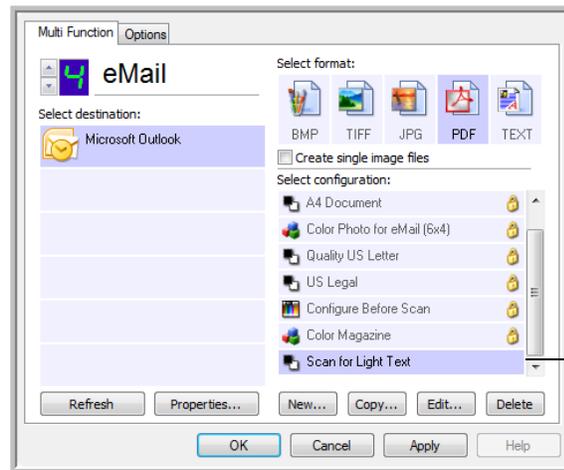
By default, the location of the archived documents is at **My Documents\My OneTouch Archive** and then in a folder based on your selection for the Storage Location.

3. Click the **Browse** button to specify the location to store the scanned documents, or type a location directly into the box.
4. Click **OK** or **Apply**.

Editing or Deleting Scan Configurations

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

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

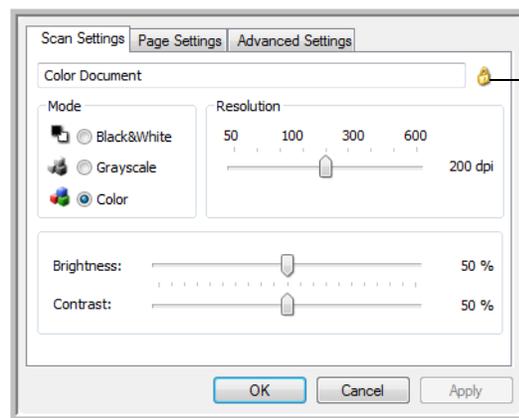


Select the scan configuration to edit or delete. It must be unlocked, as indicated by not having a lock displayed here.

3. To delete the configuration, click the **Delete** button.
4. To edit the configuration, click the **Edit** button.

The Scan Configuration Properties dialog box opens for that configuration.

You can make changes to a configuration, but for the changes to be saved, the configuration must first be unlocked. Click the Lock icon to unlock the configuration. Clicking it toggles between locking and unlocking the configuration. The key icon indicates the configuration is unlocked.



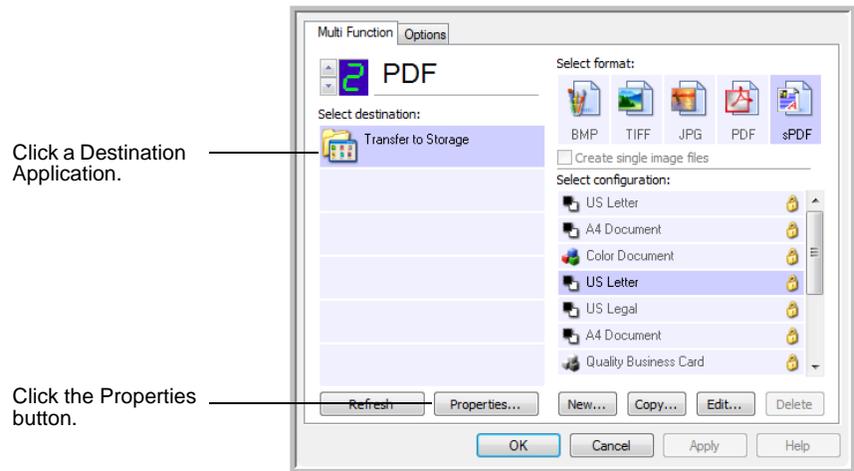
Click the Key/Lock icon to toggle between locked and unlocked.

5. Edit the settings and click **OK**.
6. Click **OK** to close the dialog box.

Setting Destination Application Properties

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

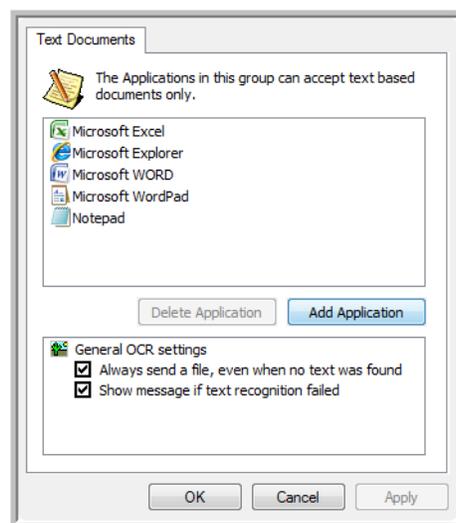
1. On the One Touch Properties window, click a Destination Application.
2. Click the **Properties** button.



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

Text Documents Properties

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



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

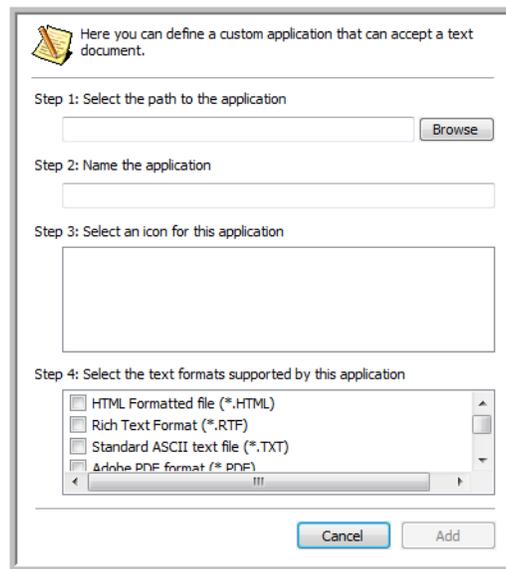
The options will apply to all the applications in the group.

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

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

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

The Add Text Based Link dialog box opens.



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

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

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

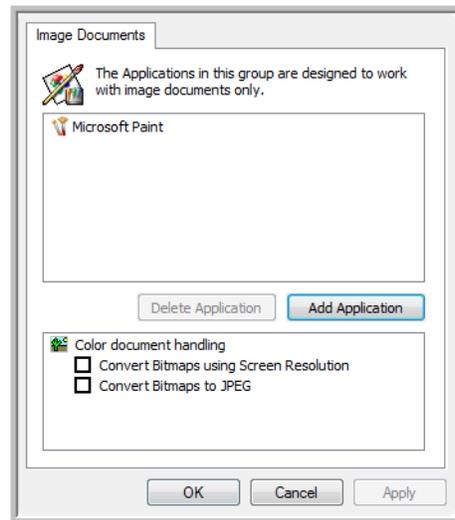
Refer to the documentation that you received with the application to see which text formats the application accepts.

The options you select under step 4 determine the page format icons that appear in the One Touch Properties window for that group of applications.

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

Image Documents Properties

These properties apply to OmniPage Pro that you received with your scanner, plus Microsoft Paint and other image processing applications.



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

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

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

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

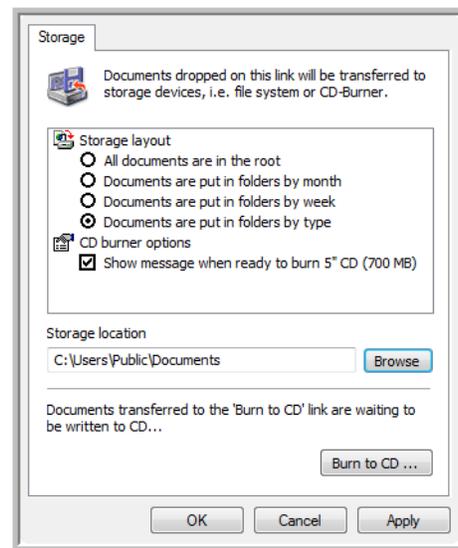
2. To add another application to the list, click the **Add Application** button.

See the steps on page 38 to add an application to the list.

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

Storage Properties

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



1. Click the Storage Layout options you want.

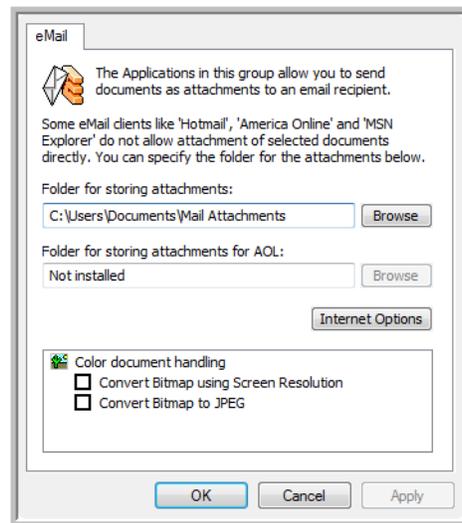
All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

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

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

eMail Properties

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



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

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

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

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

4. Select the options for color document handling.

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

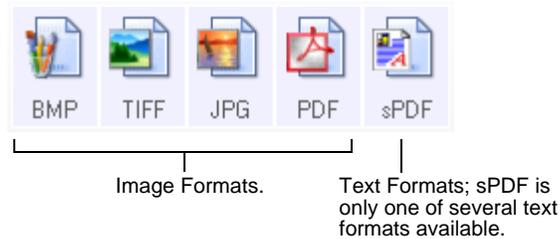
Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

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

Selecting Page Format Options

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

The available options are for images and text.



Create Single Image Files

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

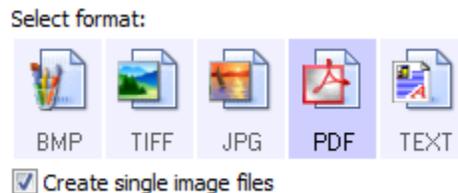


Image Formats

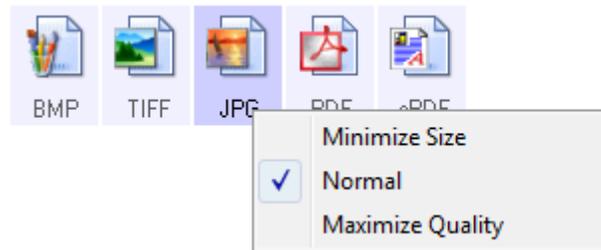
Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction. Both of those file formats tend to be larger than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

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

The PDF format is often used to create images of text pages. You may want to select PDF as the page format when scanning text pages that do not require OCR processing or other processing. The PDF format is also used to put multi-page documents on web sites as pdf-readable files. As with the JPEG option, the PDF format can be reduced in size or quality.

To select a JPEG or PDF file size:

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



3. Choose the file size/image quality option for your scanned images.
 - Minimize Size**—Smallest file size, lowest image quality.
 - Normal**—Medium file size, some loss of image quality.
 - Maximum Quality**—Largest file size, no loss of image quality.

Your selection pertains only to the button currently selected on the One Touch Properties window. Other buttons that have JPG or PDF selected as the Page Format are not affected, so you can set the JPEG or PDF file size/image quality independently for each button.
4. Click **OK** or **Apply** on the One Touch Properties window.

Text Formats

Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text. See “Scanning with Optical Character Recognition (OCR)” on page 48.

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

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

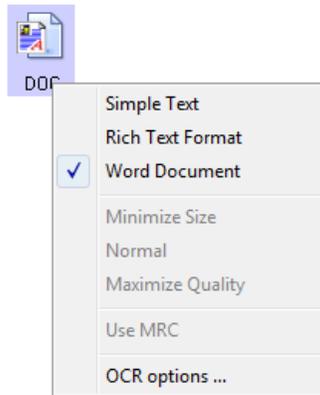
As you select Destination Applications that are text applications, the text format icon changes to match the file type of the application. In some cases, the Destination Application supports several file types, and you can right-click on the icon to choose the particular file type for that application.

To select a file type for the text format:

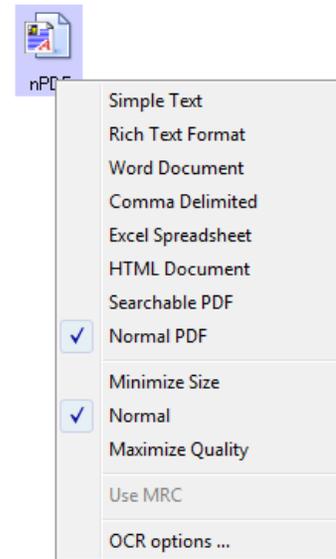
1. Select the Destination Application.
2. Right-click on the text format icon.

A menu opens. The following figure shows samples for different Destination Applications.

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



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



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

Your selection of a file type pertains only to the button currently selected on the One Touch Properties window. Other buttons that have a text option selected as the Page Format are not affected, so you can set the text file type independently for each button.

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

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

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

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

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





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



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



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

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

The OCR Options provide a series of selections for the OCR feature when you scan text. This menu option is only available if you have the One Touch OmniPage Module or OmniPage Pro installed on your computer. See the **One Touch OmniPage Mini-Guide** on the installation Disc for details.

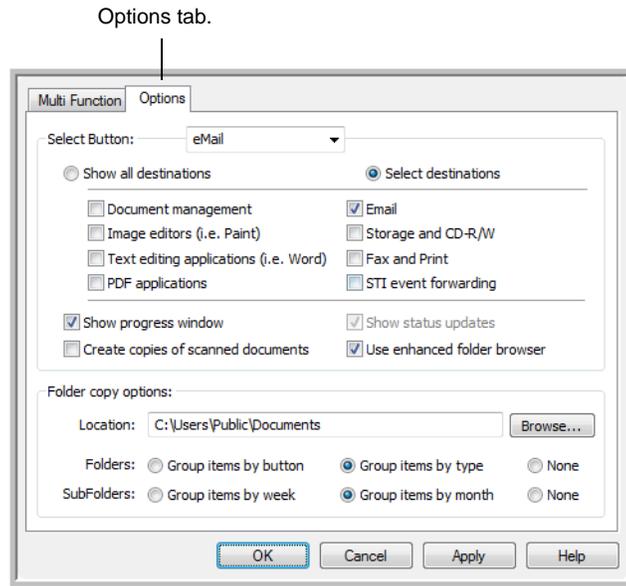
Note that the OCR Options settings apply to all buttons. If you change them for one button, those changes apply to the other buttons as well.

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

Selecting Options for a Button

The One Touch Options determine the types of Destination Applications available for a button, as well global settings for choosing the location of the files for your scanned items.

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



2. Click the **Select Button** menu arrow and select the button for new options.
3. Select button options as described below.

Show All Destinations—This option selects all the Destination Application categories.

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

- **Document Management** includes Nuance PaperPort and other applications for processing and keeping track of your scanned documents.
- **Image Editors** include Microsoft Paint and other drawing and graphics applications.
- **Text Editors** include Microsoft Word and WordPad, Microsoft Excel, and other word processing and spreadsheet applications. Select this option if you want OCR processing to convert your scanned documents to text that you can edit. See “Scanning with Optical Character Recognition (OCR)” on page 48 for more about OCR.
- **PDF applications** are for documents scanned to the PDF format.
- **Email** includes Microsoft Outlook and other email applications. See “eMail Properties” on page 41 for details about attaching scanned documents to your email messages.

- **Storage and CD-R/W** is for either storing scanned documents in a folder, or sending them to a CD burner to create a CD containing the scanned documents. See “Transferring Scanned Documents to Storage” on page 52 and “Scan and Burn to a CD” on page 49 for details.
 - **Fax and Print** is for sending your scanned documents directly to your printer or fax software for faxing.
 - **Sti event forwarding** is for using another application’s interface for scanning. The One Touch Event Forwarding dialog box opens so you can select which application to use to continue scanning. See “Scanning with Event Forwarding” on page 50 for details.
4. After selecting a new category for the Destination Applications, click the **Multi Function** tab to see which ones are added to the list.

Global Options for All Scanning Functions

- **Show Progress Window**—Select this option to display the progress window of the document(s) during scanning.
- **Use enhanced folder browser**—Select this option if you want to save your scans to a network location that is not a mapped drive on your computer.
- **Create copies of scanned documents**—Sometimes the image of a scanned document is only saved as a temporary file until its Destination Application is finished using it. In those cases you may or may not want an additional, permanent copy saved on your hard drive.

The copies will be saved in the folder specified in the Folder Copy Options section.

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

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

Click the **Browse** button and find the folder for the copies. Select the grouping option for the documents. The Group by button option groups the documents under the name of the One Touch button. For example, if the button is named Printer, the documents are grouped under the name Printer. Group by type arranges the scanned documents by the type of file, such as .doc or .jpg. If you also want to group them by date you can choose the week and month options.

Special Features and Scanning Destinations

The One Touch software has unique scanning options available. You can scan directly to word processing programs, to your computer's CD burner, HTML files and so on.

Scanning with Optical Character Recognition (OCR)

Please see the One Touch OmniPage MiniGuide, on the installation disc, for complete instructions on scanning with Optical Character Recognition.

Optical Character Recognition (OCR) is like a printer in reverse. Instead of printing what's on the screen onto paper, OCR converts text and numbers on a scanned page into editable text and numbers. You can then work with the text and numbers to edit, spellcheck, change font or type size, sort, calculate, and so forth.

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

The One Touch OmniPage Module **or** the OmniPage Pro software must be installed on your computer in order to use the OCR options with the One Touch 4.0 software and your DocuMate 765 scanner. One Touch 4.0 and OmniPage Pro work together to combine scanning with OCR processing into one integrated step. The One Touch OmniPage Module was automatically installed when you installed your driver, the OmniPage Pro software is on the installation disc that you received with your scanner. The One Touch OmniPage Module and the OmniPage Software can both be installed on your computer at the same time, however, the features in the One Touch OmniPage Module will take precedence over the OmniPage software features when using One Touch 4.0. The "One Touch OmniPage Mini-Guide" is available on the installation disc.

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

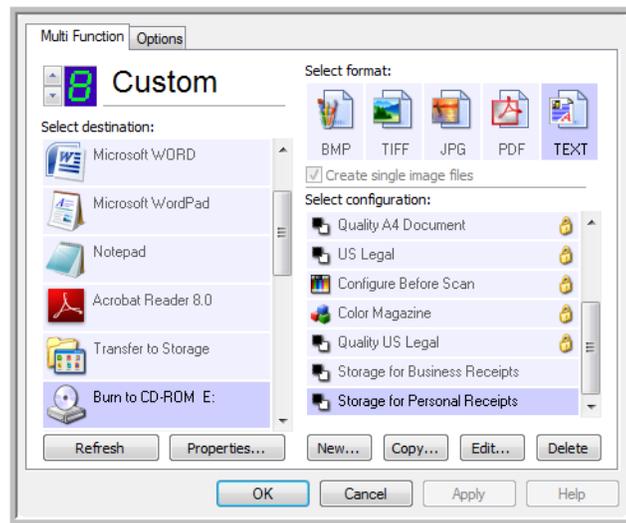
NOTE: If you have uninstalled the One Touch OmniPage Module or the OmniPage Pro software from your computer, items scanned as a text format are still converted with the OCR process, however, the options available with the process are then limited.

Scan and Burn to a CD

If you have a CD burner attached to your computer, you can scan directly from your Xerox DocuMate 765 scanner onto a CD. This feature is available only on computers running Windows XP or Windows Vista.

To scan and burn to a CD

1. Open the One Touch Properties window.
2. Using the arrows, choose a button to use for scanning and burning to a CD.
3. Select **Burn to CD** as the Destination Application.



4. Choose a Page Format and a Scan Configuration.
5. Click **OK**.
The One Touch Properties window closes.
6. Now start scanning using the button you selected to use to scan and burn to CD.
When scanning is finished, a bubble message on the screen tells you that files are waiting to be burned to the CD.
7. Open the One Touch window and make sure that the **Burn to CD** Destination Application is still selected and click the **Properties** button.
The One Touch 4.0 Link Properties window opens.
8. Make sure a CD is in the CD burner.
9. Click the **Burn to CD** button. The CD burner begins and your scanned documents are written to the CD.

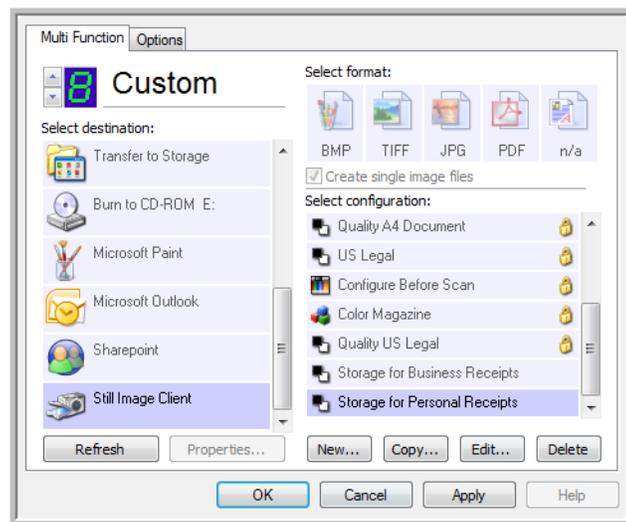
NOTE: If other files are also waiting in this location, they will get written with the One Touch files on the CD.

Scanning with Event Forwarding

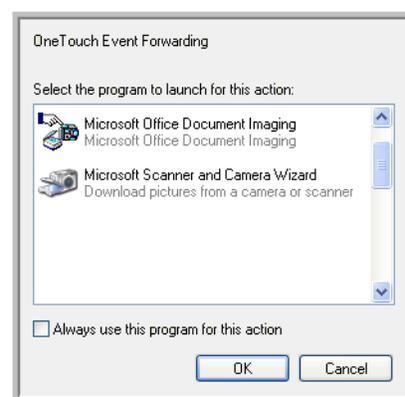
If you want to specify an application to use for scanning at the start of the process, you can use event forwarding. The scanner will feed in the first page, but will then stop until you select the application to use.

To scan with event forwarding:

1. Open the One Touch Properties window.
2. Using the arrows, choose a button to use for the event forwarding.
3. Select **Still Image Client** as the Destination Application.



4. Click **OK**.
5. Start scanning using the button you selected for event forwarding.
A dialog box opens for you to select the application to use for scanning.



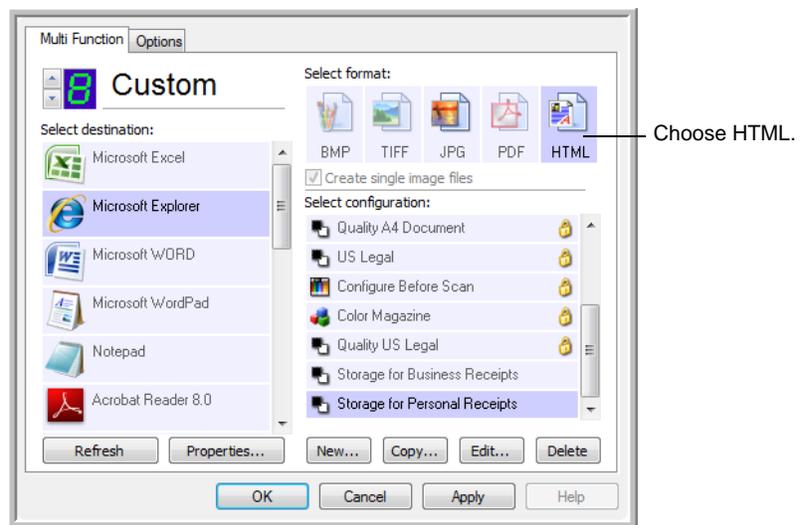
6. Select the application in the box and click **OK**.
Now the application you selected opens and you can continue the scanning from that application's TWAIN interface.

Creating an HTML Web Page from Your Scanned Documents

If you scan a document, whether a single page or multiple pages, you can have the pages converted directly to HTML formatted pages for posting directly to your web site.

To scan and create an HTML web page:

1. Open the One Touch Properties window.
2. Using the arrows, choose Button 8, or any other button that has Microsoft Explorer as one of its Destination Applications.
3. Select **Microsoft Explorer** as the Destination Application.
4. Choose **HTML** as the Page Format.



5. Choose a Scan Configuration that has the settings for the image on the HTML page.
6. Click **OK**.
7. Now on the One Touch Button Panel, click Button 8.

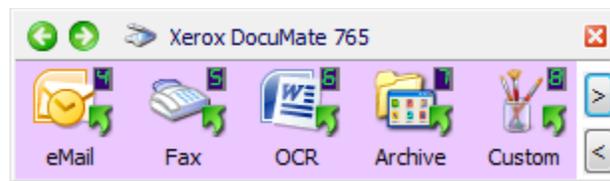
When scanning is finished, the document is first converted to editable text using the OCR process, then is converted into an HTML format. Microsoft Internet Explorer then opens showing your converted page.

8. Choose **Save As** from the Internet Explorer **File** menu, give the page a name, and save it in the location you use for your web page files.
9. You can now use Microsoft Internet Explorer or other application to post the document to your web page as you would any other HTML page.

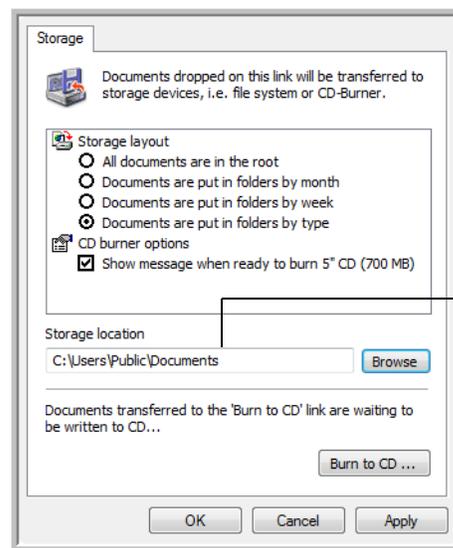
Transferring Scanned Documents to Storage

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

1. To scan using the buttons on the scanner, press the Destination Selector until the LED is at 7, then press the **Simplex** or **Duplex** button.
2. To scan from the One Touch Button Panel, click the One Touch icon in the Windows Notification Area, click the arrows to see Button 7, then click Button 7.



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



Your scanned documents will be stored at this location.

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

Scanning to Multiple Folders

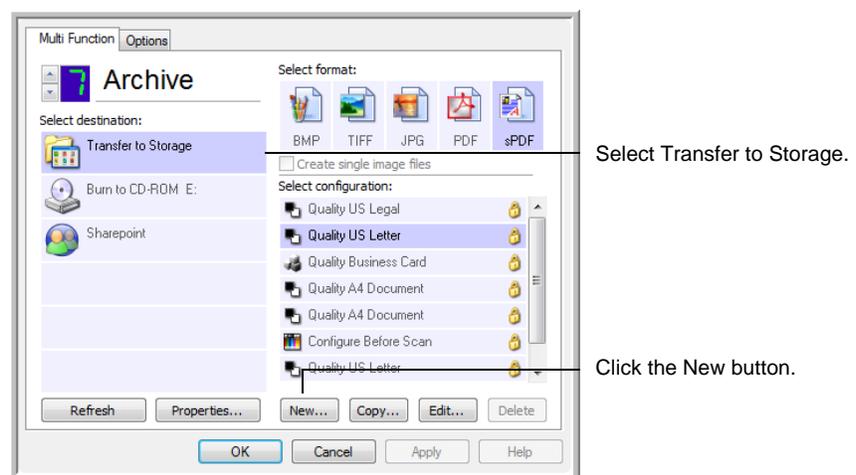
When archiving documents with the Transfer to Storage option, you can scan them to multiple folders. For example, one folder might be for “Business Receipts,” a second folder might be for “Personal Receipts,” and a third folder might be for “Annual Receipts.”

To scan to multiple folders, you create multiple scan configurations with Transfer to Storage as the Destination Application, and assign each scan configuration to one of the scanner buttons.

NOTE: The selections you make using the Storage Options tab override the storage options that apply to the Storage Properties.

Setting up multiple folders for transfer to storage:

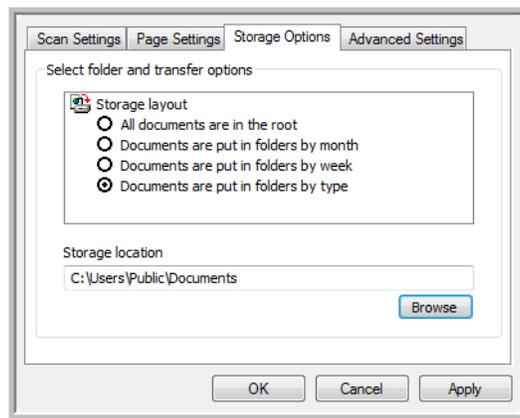
1. Using Microsoft Windows, create the folders that you want to use for storing scanned items.
2. Open the One Touch Properties window.
3. Select **Transfer to Storage** as the Destination Application.
4. Click the **New** button.



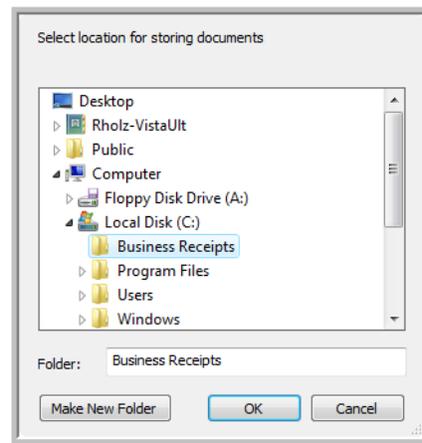
The Scan Configuration Properties dialog box opens.

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

7. Click the **Storage Options** tab.

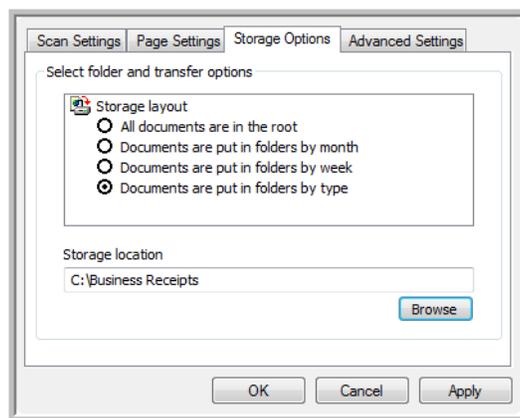


8. Click the **Browse** button.
9. Select the folder you created for storing the scanned documents.



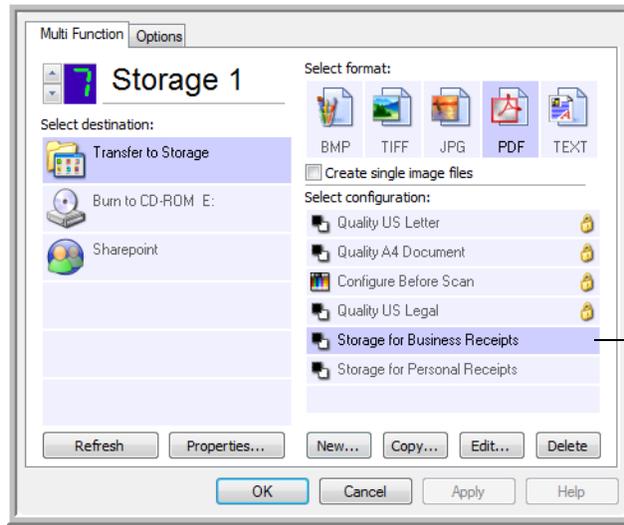
If you haven't created the folder yet, you can click the **Make New Folder** button and type the name for the new folder.

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



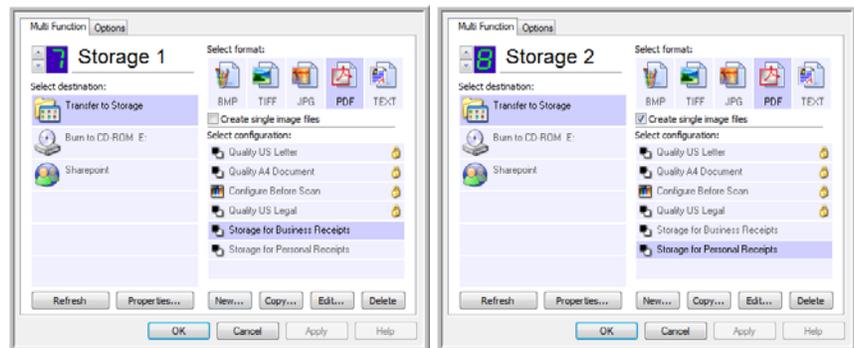
11. Click **Apply**. The new configuration is now listed as a Transfer to Storage configuration.
12. Repeat the process to create additional new configurations, such as one named “Storage for Personal Receipts.”
13. Make sure to designate separate folders as the Storage Locations for the new configurations.

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



14. Now click the arrow buttons to select a scanner button for each new configuration. Click **Apply** to set that button for that configuration.

The following examples show that buttons 7 and 8 have been set to scan to each of the new configurations.



Note that the button names have also been changed to Storage 1 and Storage 2 to remind you that both send documents to storage, but to different locations.

Scan to multiple storage folders:

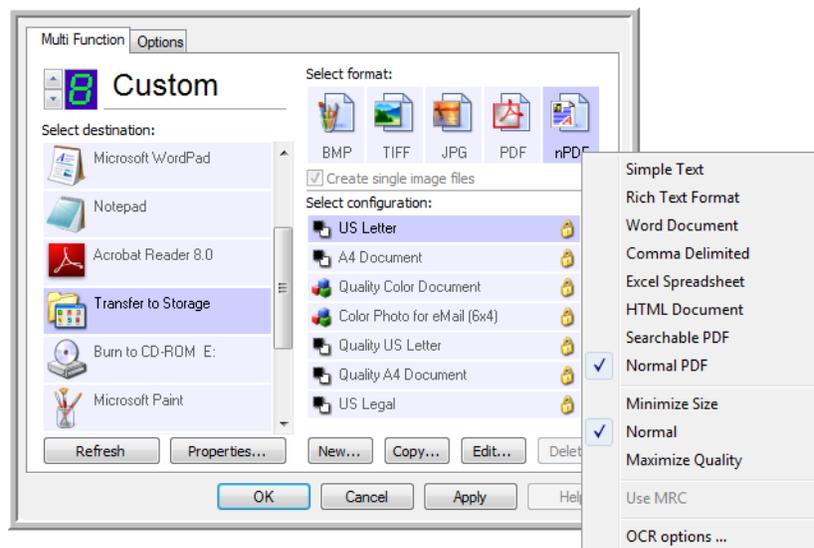
1. Insert the documents you want to scan to storage.
2. Press the **Destination Selector** buttons on the scanner to get to one of the buttons set up for scanning to storage.
3. Press the **Simplex** or **Duplex** button to scan the documents.
4. When scanning is finished, insert the next set of documents and press the **Destination Selector** buttons to get to the next button you have set up for scanning.
5. Press the **Simplex** or **Duplex** button to scan the documents.

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

To Use OCR Before Transferring to Storage

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

1. Open the One Touch Properties window.
2. Using the arrows, choose Button 7, or any other button if it is set up with Transfer to Storage as one of its Destination Applications.
3. Choose a text format as the file format.
4. Right-click on the text format icon and choose the file format for the scanned documents.



5. Choose a Scan Configuration.
6. Click **OK**.
7. Now start scanning using Button 7 (or other button you set up for archiving).

When scanning is finished, the documents are saved in the text file format and in the location you specified.

Scanning from TWAIN

One Touch sends scanned images to applications or folders on your computer. You can also scan from within scanning applications using the TWAIN interface. You then use that application's options to modify and save the file.

A Note About Your Scanner and the TWAIN standard: TWAIN is a widely recognized standard that software applications use to receive images from scanners, digital cameras, and other digital devices. The OmniPage Pro software that you received with your scanner uses the TWAIN standard. The TWAIN interface described in this section is the one provided with your scanner and you will see it from OmniPage. Other TWAIN compliant scanning applications may also access this interface. However, there are some applications that have their own TWAIN interface. If you are scanning from a software application and see the interface shown in this section, you can use these instructions to scan with the TWAIN interface. If you do not see this TWAIN interface, please refer to your scanning application user guide for instructions.

The OmniPage software includes a complete set of help topics that answer questions about each feature of the software. To open the Help Topics window, press the **F1** key or choose **Help Topics** from the **Help** menu. The OmniPage user guide is on the installation disc.

Accessing the TWAIN Interface

Each TWAIN-compliant software application has its own specific steps to open the TWAIN interface, but the basic process is the same for most of them. Please refer to your scanning application's user guide for instructions on accessing the TWAIN interface.

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

For example, in OmniPage click go to **File**, then **Get Page**, then click on **Scan**. If you get a message that the scanner is not in the OmniPage database, follow the instruction so screen to run the Scanner Setup Wizard.

3. The TWAIN Interface will open.

Scanning

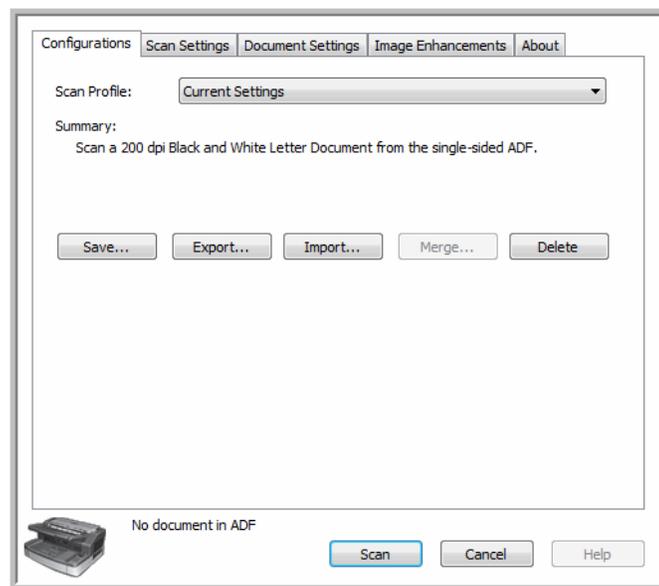
After the TWAIN interface is open, put your documents in the scanner and click **Scan** to start scanning with the default settings in this interface. The next section describes the available features with the scanner's TWAIN driver.

TWAIN Interface Options

When Xerox DocuMate 765 TWAIN interface first opens the initial view of the Configurations tab, shows the Current Settings profile and basic information about the scanning selections in the Summary field. The other tabs, Scan Settings, Document Settings, and Image Enhancement, are where you set these scanning options for a profile.

The status field and buttons at the bottom of the TWAIN interface are always available. Click on the **Scan** button to initiate a scan with the current settings. Click on **Cancel** to discard any changes and close the window.

Configurations Tab



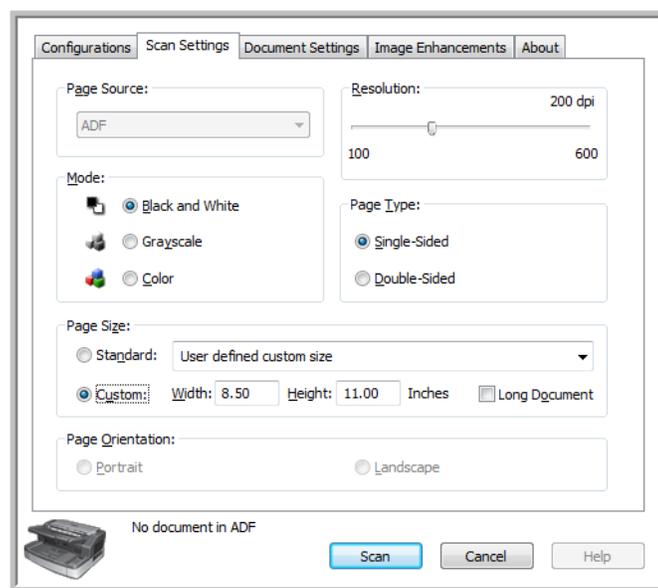
Scan Profile—click the drop arrow and select a scan profile from the list. A profile contains all features in the TWAIN interface, including color mode, resolution, paper size, double-feed detection, and so on. There are no predefined profiles, if you make changes and initiate a scan, the Last Used profile will contain those changes until you adjust other settings. The buttons on the interface are for saving and distributing profiles.

- **Save**—click this button to save the settings in TWAIN to a profile. You will be prompted specify a profile name, type in the name you want then click on OK. If you are making changes to a profile you have already saved, you will be asked if you want to replace the current profile. Click on Yes to replace the current profile settings, or No to specify a new profile name. The Current Settings profile show the scan settings last used.
- **Export**—if you want to share your settings with another user who has these TWAIN options, you can export a profile then import it on another computer. After clicking the Export button, you will be prompted for a file name and a location to save the profile. Choose a location on your computer where you will be able to find it.

- **Import**—if you have exported profiles from TWAIN previously, click on import to add those profiles to your current profile list. Browse to the location on your computer where the profiles are saved, select the profile then click on Import. If you import a profile that has the same name as a profile you already have in the list, you will be prompted to either overwrite the current profile or cancel the import of that profile.
- **Delete**—on the Configurations tab, select a profile from the list then click on the Delete button to remove that profile.

Summary—this section lists some of the details of the current scan profile. These are the options found on the Scan Settings, Document Settings, and Image Enhancements tabs.

Scan Settings Tab



Mode—select the color you want the image to be saved as.

Black and White scans the image bitonal where everything on the page is either black or white. This setting is often used when scanning typed or written documents. When there are not a lot of graphics or if the graphics are not needed, this setting is ideal for archiving documents to a server or on a disc, emailing, or posting to a web page, as the file size is smaller than the other scanning modes.

Grayscale scans the image using varying shades of gray to reproduce the document. This setting is often used when scanning documents or graphics where the original color does not need to be retained, but the graphics need to be maintained. Grayscale scanning preserves the graphic quality while keeping the file size less than that of a full color scan.

Color scans the image in color, creating a full color copy of an original document. This setting is often used when scanning color documents where the background or images on the page are illegible when scanned in grayscale or black and white. Color scans have the largest file size.

Resolution—move the slider left or right to change the resolution for the scanned image. Resolution is the clarity of the image measured in dots-per-inch (dpi). The higher the resolution the clearer the image. However, high resolution scans can result in a large file size. When making copies of black and white documents, 100-150 dpi will create an image of similar quality to the original. When making copies of color documents, 150-200 dpi will create an image of similar quality to the original. Higher resolutions are generally used for creating an image that can be enlarged without losing image quality.

Page Type—your scanner supports both Single-Sided (simplex) and Double-Sided (duplex) scanning. If you only want one side of the page scanned, select Single-Sided. If your document contains information on both sides of the page, select Double-Sided to have both sides of the page scanned.

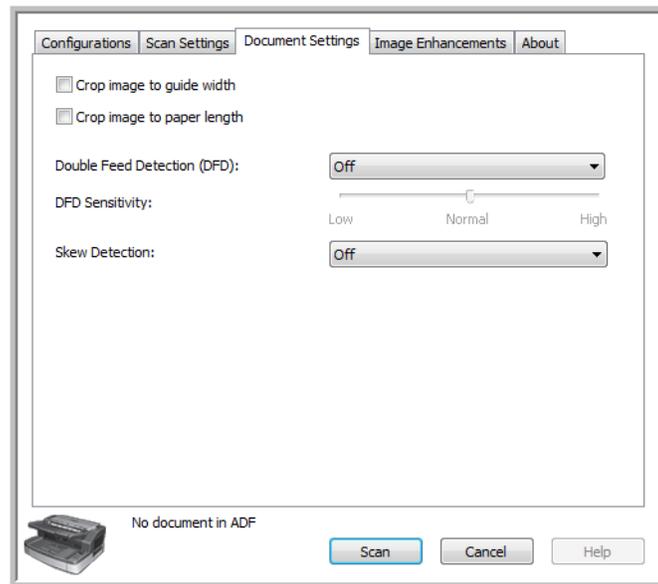
Page Size—click the down arrow and select a pre-defined page size from the list. The available page size are within the scanner's range of minimum and maximum item size. The list includes options that may be specific to your locale, such as U.S. Letter, A4, B5, etc...

If the list does not include the page size for your scanning batch, click on **Custom**, then input the Width and Height of the document. Click on **Inches** to change the setting to millimeters (**mm**). You can only specify values within the scanner's range of minimum and maximum item size.

When inputting a custom page size value, click on **Long Document** to enable long paper support. When Long Document is selected the maximum page length is 53.33 inches (1,354.58 mm). When Long Document is not selected, 17 inches (431.8 mm) is the maximum custom length that can be specified. Please see "Xerox DocuMate 765 Scanner Specifications" on page 134 for minimum and maximum paper sizes.

Page Orientation—the **Portrait** and **Landscape** option is for you to select what direction you placed the pages in the scanner. Choose portrait if the papers are in the input tray with the tops in the scanner. Choose landscape if the papers are in the input tray with the sides in the scanner.

Document Settings Tab



Crop image to guide width—this option tells the scanner to look at the input tray’s paper guides and crop the final image to that size. For instance, if the selected paper size is for an U.S. Letter but you place an A4 page in the scanner, adjust the paper guides to the edge of the paper, and the scanner automatically crops the sides from the final image.

Crop image to paper length—this option tells the scanner to crop the final image the bottom of the page being scanned. This option may occasionally be grayed out, not all TWAIN scanning applications support this feature.

Double Feed Detection (DFD) is the scanner’s ability to detect when two or more pages are fed through the scanner at the same time.

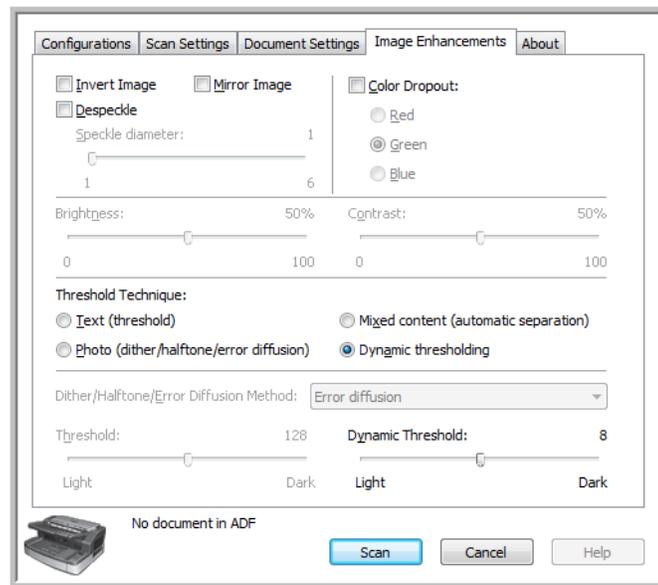
When this option is turned on, ultrasonic waves are aimed at the document to detect multiple pages by the level at which the waves pass through the pages. The accuracy of this sensor depends on paper thickness and whether or not creasing is in the original document. Standard printer paper between 16lb and 20lb works best with this feature.

You can set the scanner’s sensitivity level and what action you want the scanner to take when the double-feed is detected. Detect only means that your scanner will beep if a double feed is detected but continue scanning. Detect and stop means that when the double feed is detected, scanning stops and you can take the pages out of the scanner and place them back on the stack to be scanned again.

DFD Sensitivity allows you to change how sensitive the sensor is. Move the slider to the left or right to adjust this setting.

Skew detection is the scanner's ability to detect when a page has been fed through at an angle (skewed). Click on the drop arrow to select one of the options from the list. You can set the scanner to Detect and stop scanning so you can rescan the page, or turn off the feature. When scanning, make sure the paper guides are to the sides of the paper to hold them in the ADF properly.

Image Enhancements Tab



Invert Image—this option reverses black and white on a page, so that when scanned a white page with black text image will be a black page with white text. The option is only available when scanning in Black and White.

Mirror Image—this option flips the image left-to-right and is only available when scanning in Black and White.

Despeckle—removes speckles from the background. Speckles are small spots on an image that the scanner interpreted as a valid part of the document. For example, an irregularity in the paper, a small wrinkle, or holes where a staple was removed may show up as speckles in the scanned image. The Despeckle option identifies these spots and removes them. Despeckle is only available for the Black and White scanning mode.

Speckle diameter—is where you can set the size of the speckles you want the software to look for and remove. The size of the speckle removal is measured in pixels. For instance, if you have small black dots all over the image, a value of 1 will look for black dots in the image that exactly 1 pixel in size. A value of 2 will remove a square block of 4 pixels, a value of 3 will remove a square block of 9 pixels, and so on. However, as you increase the speckle diameter the dots of “i” and “j”, accent marks above letters, and punctuation marks such as periods or commas, may be removed as well.

Color Dropout tells the scanner and software to remove a specific color from the image. You can choose either Red, Blue or Green to be dropped out of an image. This option is only available when scanning in grayscale or black and white.

Brightness is the overall lightness of the image. Move the slider to the left to decrease (darken) the image, move the slide to the right to increase (lighten) the image. You might use this option if you are scanning in a document with handwritten notes using a pencil. This option is only available when scanning in Color and Grayscale.

Contrast refers to the difference between the light and dark portions of the image. Increasing the contrast emphasizes the difference between the lighter and darker portions, decreasing the contrast de-emphasizes that difference. This option is only available when scanning in Color and Grayscale.

Threshold technique is specific to the type of documents you are scanning. When you select a threshold technique the sub-panel below will update with the options available to that technique. These options are only available when scanning in Black and White.

- **Text (threshold)** enables you to set what level of light or dark text to look for on a page. When scanning in black and white, everything on the page is set to either white pixels or black pixels in the final image. If the text on the page is a light color, then the text may be gone in the final image as the scanner will change those light colors to white pixels. The text threshold technique lets you set the level of darkness or lightness of the text on the page. This option works best for document that contain only text such as business letters, spreadsheets, reports, etc...
- **Photo (dither / halftone / error diffusion)** is the intentional application of noise in the image to help alleviate banding when scanning in binary (Black and White) mode. For example, if you scan a color photo in black and white, the image file will have large blocks of black and white and the image barely recognizable. Dithering the image creates a black and white image that is recognizable. The dither option is only available when you are scanning in Black and White.
- **Mixed content (automatic separation)** applies both a threshold level and a dither diffusion to the image. It looks at the page and breaks it up into sections of graphics and text, then applies the threshold and dither value the appropriate section. This option works well when scanning items that have both text and graphics, such as marketing brochures. After selecting this technique, both sub-options for Threshold and Dither will be available.
- **Dynamic threshold** enables you to set what level of light or dark text to look for on a page. When scanning in black and white, everything on the page is set to either white pixels or black pixels in the final image. If the text on the page is of a light color, then the text may be gone in the final image as the scanner will change those light colors to white pixels. The text threshold technique lets you set the level of darkness or lightness of the text on the page.

Threshold—move the slider to the left or right to set the level of lightness or darkness for the scanner to leverage from. This option is only enabled if you have selected Text or Mixed Content as the threshold technique to use.

For example, if you are scanning a document with gray text, such as hand written pencil notes, move the slider towards Light. This tells the scanner that the level to look for is light, and gray pixels are converted to black pixels instead of white. If the overall tone of the original document is dark, such as a colored background that may interfere with detecting black, move the slider towards Dark. This tells the scanner that the level to look for is dark, only very dark areas such as text are converted to black pixels.

If you are scanning documents that are in good condition, with black text on a white background, the default threshold option will properly scan the item. This level only needs to be adjusted if the scanned image does not have image clarity similar to the original.

Dither / Halftone / Error Diffusion Method—select the dithering type you want to use from the drop list in the sub panel.

Below is an example of a color scan, a black and white scan without dithering, and a black and white scan with dithering (using Bayer Dither 64 steps). When the image is scaled down, it may look like a grayscale scan. When the image is at normal size or enlarged you will be able to clearly see the dithering pattern, as shown in the close-up image.

Full Color



Black and White



Bayer Dither 64 Steps



Close-up of Bayer Dither



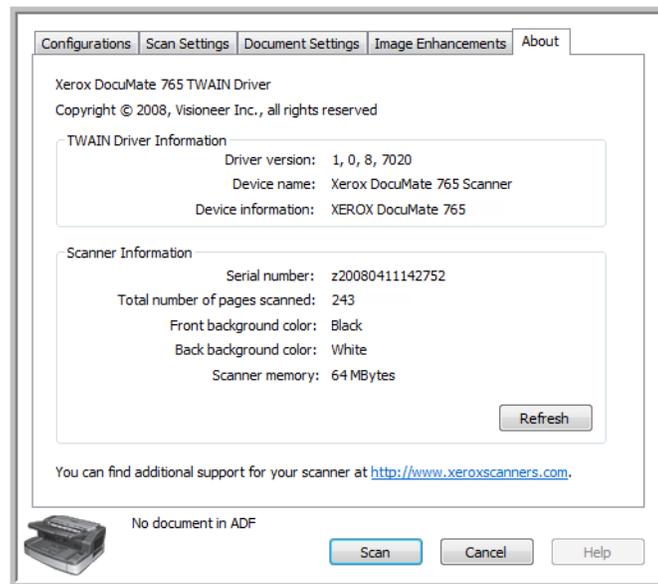
Dynamic Threshold—move the slider to the left or right to set the level of lightness or darkness for the scanner to leverage from.

For example, if you are scanning a document with gray text, such as hand written pencil notes, move the slider towards Light. This tells the scanner that the level to look for is light, and gray pixels are converted to black pixels instead of white. If the overall tone of the original

document is dark, such as a colored background that may interfere with detecting black, move the slider towards Dark. This tells the scanner that the level to look for is dark, only very dark areas such as text are converted to black pixels.

The threshold option in this section individually looks at each page and applies the threshold if the software determines that it is needed.

About Tab



TWAIN Driver Information—this area shows the current driver version and scanner name. If you have more than one scanner, of the same model, connected to your computer you will see a counting number after the scanner model.

Scanner Information—this area shows the hardware specific information.

The **Serial number** is unique to each scanner, looking at different serial numbers allows the software to have multiple scanners of the same model installed on one computer.

The **Total number of pages scanned** shows the number of pages the scanner has ever scanned. The scanner's user utility displays other count information, see page 104.

The **Front and Back background color** displays the current side of the background plate. Please see page 99 for instructions on changing the background color.

The **Scanner memory** shows the total amount of installed memory in the scanner.

Click the **Refresh** button to update the information in this window.

Scanning from ISIS

The ISIS interface is another driver option that you can use for scanning with your Xerox DocuMate 765 scanner. The ISIS interface can only be accessed from ISIS scanning applications. The QuickScan Demo and Kofax VRS Pro applications, provided with your scanner, are scanning applications that use the ISIS driver.

Each ISIS-compliant software application has its own specific steps to open the ISIS interface. Please refer to that application's User Guide for instructions on scanning with ISIS. The instructions in this section describe how to open and scan with the ISIS interface in QuickScan.

Additional information about the advanced features, especially those specific to the QuickScan application, can be found by pressing **F1** on your keyboard to open the help file for the ISIS interface when the ISIS interface is open.

Opening QuickScan and Selecting the Scanner

1. Open the QuickScan software from the Windows programs list.

Please note that you may see the following warning message:

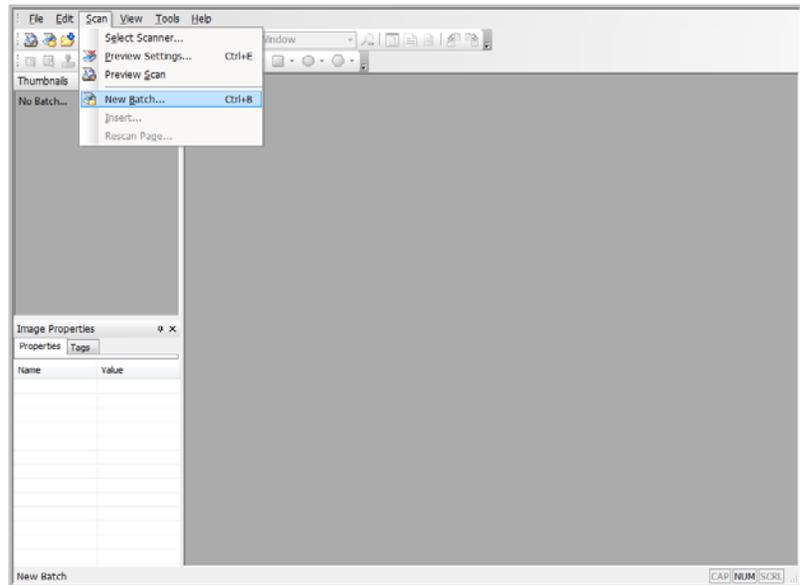


2. Please disregard this message and click **Continue**.
QuickScan detects all ISIS drivers installed on your computer. The Kofax KfxScan.PXN ISIS driver, that you use from the Kofax VRS software, may not show as certified with QuickScan.
3. From the QuickScan main window, click on **Scan** on the menu bar at the top of the window.
4. Click on **Select Scanner...**
Select **Xerox DocuMate 765** from the list of scanners and click **OK**.

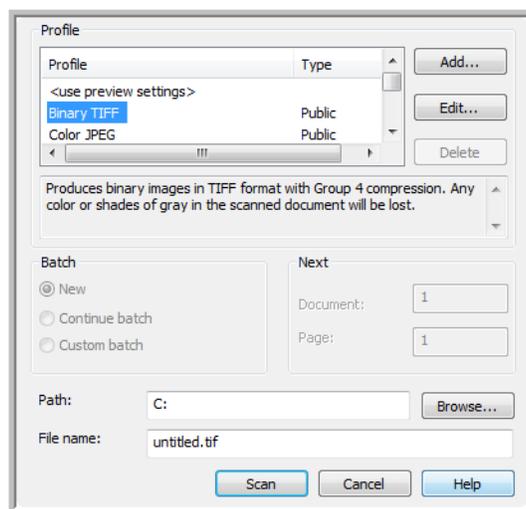
Scanning from QuickScan

QuickScan has several preset configurations you can use for scanning. You can also create new scanning configurations to use the advanced features available with your Xerox DocuMate 765 scanner.

1. Place your documents *face up* with their tops in the scanner.
2. In the QuickScan main window, click on the Scan button on the toolbar then select **New Batch** from the list.



3. Select one of the predefined options in the New Batch window.



4. Click on the **Scan** button.

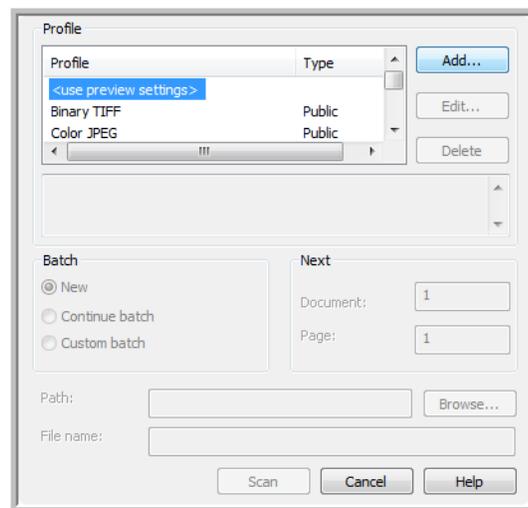
The scanner starts scanning, when finished the images will be in the Quick Scan application.

To create a new scanning preset:

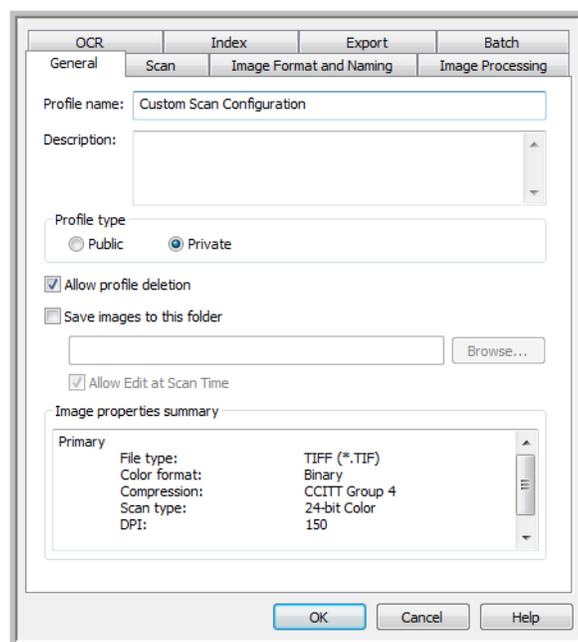
This section briefly describes how to choose new settings and the basic options for file saving. Detailed information about the options on each of the tabs are in the QuickScan user guide.

If you do not want to use the preset configurations in QuickScan, you can create new ones.

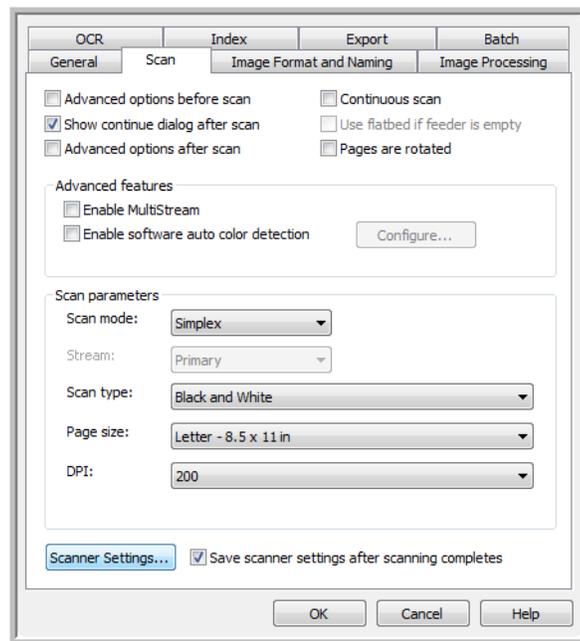
1. In the QuickScan main window, click on the Scan button on the toolbar then select **New Batch** from the list.
2. Click on **Use Preview Settings** then click on **Add**.



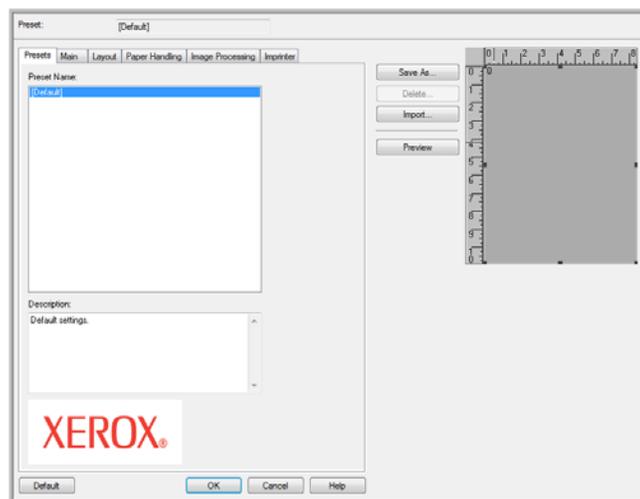
3. Type a name for the new configuration into the **Profile Name** field.



- Click on the Scan tab to set the configuration properties.



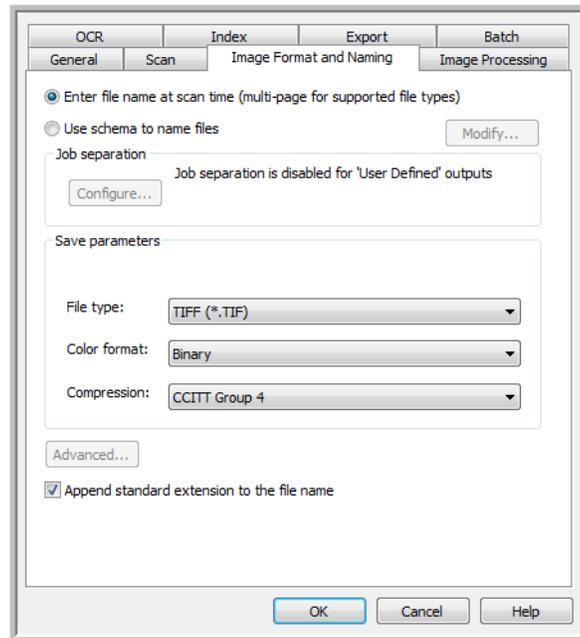
- Click on the **Scan Settings** button to open the Preview Settings window where you set the options you want for scanning.



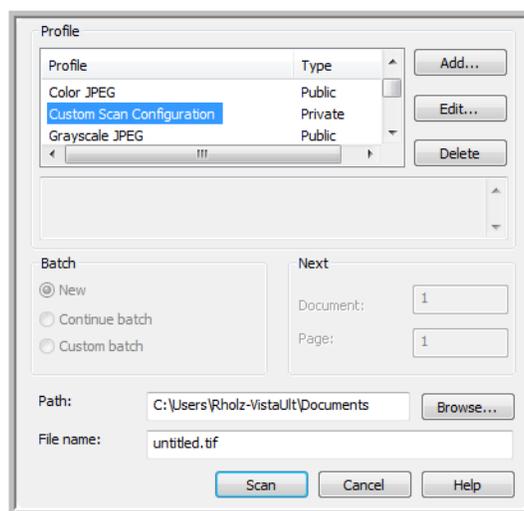
- Click on the Preset Name you want to use for this scanning batch then click on **OK** to close the window.

The next section “ISIS Preview Settings” provides full details of the features in this interface and how to create new preset configurations for scanning.

- Click on the Image Format and Naming tab. Select the file type you want the image saved as and the color mode of the image (color, grayscale or black and white).



- Click on **OK** in the new batch window to accept the changes and close the window.
- Place your documents *face up* with their tops in the scanner.
- Click on your configuration name then click on the **Scan** button to begin scanning.



The scanner starts scanning, when finished the images will be in the Quick Scan application.

ISIS Preview Settings

The QuickScan user guide, on the installation disc, contains complete instructions on using the QuickScan software. The instructions in this section detail the features of the Xerox DocuMate 765 ISIS interface and how to scan with the default settings only.

1. From the QuickScan main window, click on **Scan** on the menu bar at the top of the window.
2. Click on **Preview Settings...**
3. The Preview Settings window opens.

The buttons in the middle of the window are available on all of the settings tabs.

Save As—click this button to save the settings you have chosen into a new configuration file. This opens a standard Windows Save As dialog window. Name the file something that will help you remember what it is, but do not change the location where the file is saved. The default location is where QuickScan saves the configuration files to use.

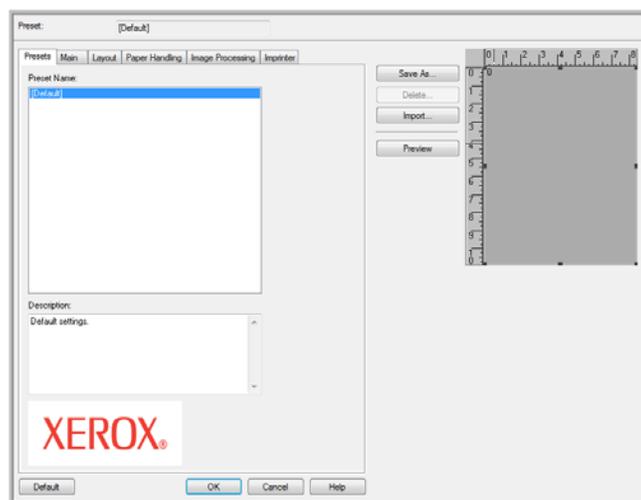
Delete—select an option in the Preset Name list then click the Delete button to delete the configuration.

Import—if you have used QuickScan with your DocuMate 765 scanner, you can import the configuration files from your other computer.

Preview—place a page in the scanner then click on the Preview button to scan and view the results in the preview area on the right side of the screen. As you are making changes on the various settings tabs, you can check the settings by clicking on this button. Any pages you preview in this area are not saved.

Presets Options

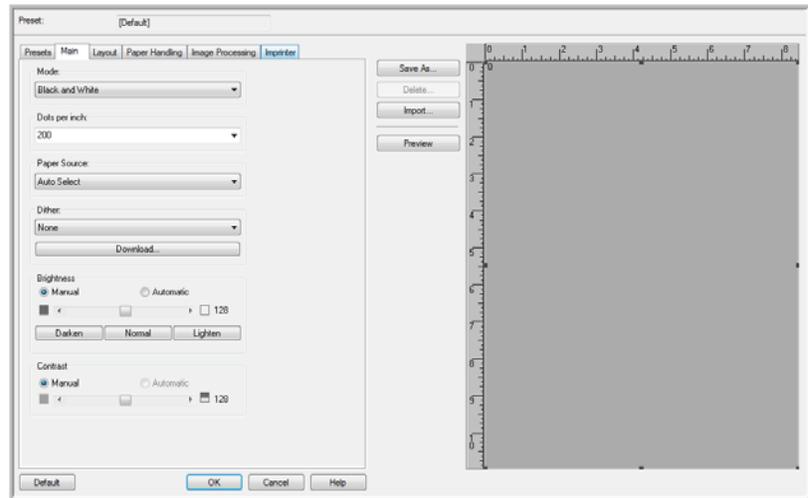
When opening the ISIS preview settings window, the Presets tab lists all of the scanning presets that you have created.



Select a configuration in the Preset Name list, then click on **OK** to use that option when scanning.

Main Options

The Main tab has the basic settings you need for scanning. This includes color type, resolution (dpi), brightness, contrast, and so forth.



Mode—select the color mode for your scanning batch.



- **Black and White**—select this option to scan in black and white. This option is mostly used for letters or spreadsheets that do not contain pictures. Every item on the page will be in binary black or white, which results in a smaller file size than other scanning modes.
- **256-Level Gray**—select this option to scan in grayscale. This option is often used to make copies of black and white photos or scanning color images to turn them into grayscale. Scanning in grayscale will result in a larger file size than scanning black and white, but about 1/3 of the size of a color scan.
- **24-bit Color**—select this option to scan in full color. This option is often used to make direct copies of original photos and color documents. This option has the largest file size.

The Xerox DocuMate 765 scanner supports 2 additional scanning modes, these scanning modes are called Multistream scanning.

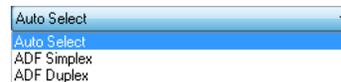
- **Binary&Color**—select this option to have the final image retain the binary black and white on the page with color or grayscale graphics. This option might be used to scan marketing brochures or business letters where the text on the page is black while the images or logos are in color. The resulting file size is larger than black and white scanning, but the images are clear and the file size is smaller than a full color scan.

- **Binary&Gray**—select this option to have the final image retain the binary black and white on the page with grayscale graphics. This option might be used to scan marketing brochures or business letters where the text on the page is black while the image or logo are in gray or color. The resulting file size is larger than binary (black and white) scanning, but the images are clear and the file size is smaller than a grayscale, color, or binary and color scan.

Dots per inch (dpi)—this option, also called the scan resolution, sets the clarity of the scanned image.

- When making a direct copy of a letter or grayscale document, resolution between 150dpi or 200dpi will create an image of similar quality to the original.
- When making a direct copy of a color document or color photograph, resolution between 200dpi and 300dpi will create an image of similar quality to the original.
- Higher dpi settings should be used when you are scanning a document to create an enlargement of the original.

Paper Source—click on the arrow and select either ADF Simplex or ADF Duplex. If you choose to leave the default Auto Select then all scans will be simplex.



ADF Simplex—this is single side scanning, only the side of the page facing up is scanned.

ADF Duplex—this is double side scanning, both sides of the page are scanned at the same time.

Dither—dither is the intentional application of noise in the image to help alleviate banding when scanning in binary mode. For example, if you scan a color photo in black and white, the image file will have large blocks of black and white and barely recognizable when compared to the original. Dithering the image creates a black and white image that is recognizable as the original. The dither option is only available when you are scanning in black and white or a multistream color mode, and the Brightness mode must be set to Manual.

Brightness—use brightness when the original is too dark or light to be seen clearly. For example, a note written with a pencil may be too light to see in the final image clearly, decreasing the brightness will help the software to provide a clearer image of the original.

When you select Manual, you can manually adjust the brightness level by moving the slider left or right, or by clicking on one of the preset options. When you select Automatic, all other options in the Brightness field automatically disable and the software attempts to determine the needed level of brightness during the scan process.

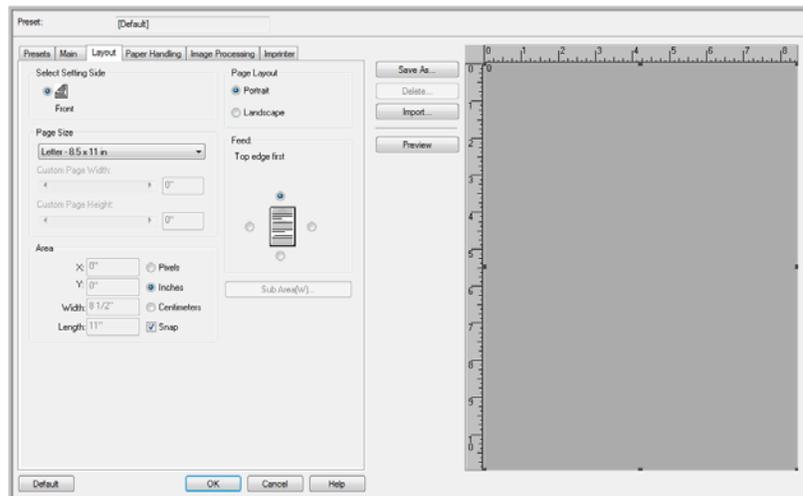
Three preset options, of the most commonly used brightness levels, have been provided. Clicking on one of the buttons below the Brightness level will change the level as follows:

- **Darken**—the brightness level will be set to 51.
- **Normal**—the brightness level will be set to 128, this is the default setting.
- **Lighten**—the brightness level will be set to 205.

Contrast—contrast refers to the difference between the light and dark portions of the image. Increasing the contrast emphasizes the difference between the lighter and darker portions, decreasing the contrast de-emphasizes that difference.

Layout Options

The Layout tab is where you select the options specific to the type of paper you are scanning.



Select Setting Side—when you have selected to scan in Duplex, there will be multiple options. This allows you to select settings that are for only the front side of the page (face up side), back side of the page, or to have settings apply to both sides.

Page Size—click on the drop menu and select the size of your paper from the list of available options. Or, you can select Custom to manually set the page size. Selecting Custom automatically enables the scroll bar and input fields.

- **Custom Page Width**—move the scroll bar left or right to manually adjust the page width. Or, type the width of the paper in the input field next to the scroll bar.
- **Custom Page Height**—move the scroll bar left or right to manually adjust the page height. Or, type the height of the paper in the input field.

NOTE: Any changes made to the paper size are automatically reflected in the preview area as it resizes to show the size you input.

Area—in this section you can select the measurement method that you want your page size units to display. You can select Pixels, Inches or Centimeters. When you select one of these options, the numbers in the Page Size section will change to reflect your choice.

- Click on **Snap** to have the measurements round to the nearest 1/8 inch or 1/2 centimeter.
- The X and Y coordinates tells the scanner where to start capturing the image as the page passes across the scanner glass. In the case of “0” it is capturing the image from the center of the page, at the top of the page.

If you have changed the starting positions of the X and Y coordinates, the preview area will show a handling box for you to see where the image will be captured. You can manually drag the handling box around the screen to change the position where image capture occurs.

To activate this option, click on the Paper Handling tab and deselect Length Control. Click back on they Layout Tab and you will now be able to manually enter the area where you want the image capture to start from.

- The Width and Length areas show the size of the paper being captured.

Page Layout—select either Portrait or Landscape as the scanning direction of the pages in the scanner.

Feed—the options in this section are for telling the scanner what direction the pages are facing so that the resulting image has the papers in the proper orientation.

- **Portrait**—selecting portrait for the page layout activates the option for top edge or bottom edge first. This means that if you put the pages in the scanner with the top of the page in the scanner, then you would select Top edge first. If you placed the pages in the scanner with the bottoms in the scanner, then the image will be upside down if you do not select Bottom edge first before scanning.
- **Landscape**—selecting landscape for the page layout activates the option for left or right edge first. This means that if you put the pages into the scanner with the right side of the page in the scanner, then you would select Right edge first. If you placed the pages in the scanner with the left side in the scanner, then the image will be upside down if you do not select Left edge first.

Page Layout Sub Area

The Sub Area is a special feature in the Page Layout tab. The Sub Area option allows for separate scanning conditions to be set for one part of the image capture area.

For example, if there is an area on your documents that contain a color graphic, you can get better scanning results by setting the whole page in Black and White mode and then specifying the color image area as a Halftone (dither).

Requirements:

- The Sub Area feature can only be used when scanning in Black and White color mode, this scanning option is on the Main tab.
- Only one type of Halftone (dither) can be configured.
- Three scanning areas can be specified for each side of the paper.
- Place a sample page *face-up* in the scanner, then click on Preview in the Page Layout tab before opening the Sub Area window.

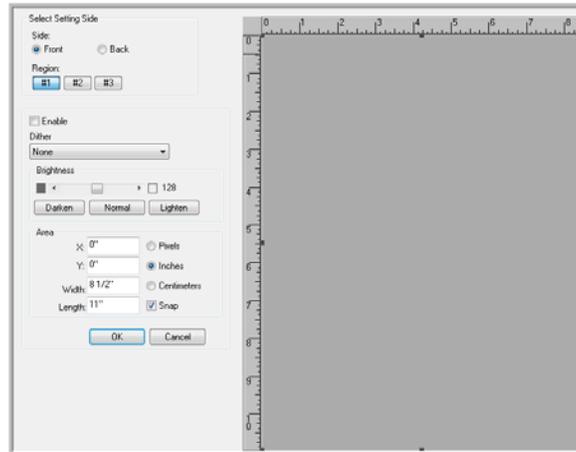
If you do not preview a page before opening the Sub Area. The area where you will place your focus box will be the default empty preview window.

- The Sub Area feature is disabled when the following options on the Paper Handling tab are enabled:
 - Length Control
 - Detect Paper Width
 - Margin
 - Long Paper
- The Sub Area feature is disabled when the following options on the Image Processing tab are enabled:
 - Automatic Separation
 - Binary Dynamic Threshold
 - Noise Reduction

Configuring the Sub Area Window

1. On the Page Layout tab, click the **SubArea(W)** button.

The Sub Area window opens. If the button is disabled, please check through the above requirements list to verify that none of the options listed are enabled.



2. Select the side of the page you want the Sub Area created for. You can set the Sub Area independently for both sides of the page.

Your scanner is a duplex scanner, this means that both sides of the page can be scanned at the same time.

Front—when you load paper in the scanner, the *face-up* side is the front side. If you scan in Simplex, this is the only side of the paper that is capture.

Back—this is the Duplex side of the page. You set the parameters separately for each side of the page. If you only scan items, such as letter head, that are only one sided, you do not need to do anything with the back side of the page.

3. Click on the Region button **#1**. This will activate the area box.

Initially the selected area will be the entire page size in the preview window.

4. Click on the box next to **Enable** to enable the Dither option.
5. Click on the drop menu and select a dither option from the list. A common dithering option is Bayer 64.
6. In the Brightness section, move the bar left or right to adjust the brightness level. You can also leave it at the default Normal or click on the quick key for Darken and Lighten.

7. You can now either click on one of the black boundary squares and drag your mouse to resize the boundary box. Click in the middle of the boundary box then drag your mouse to move the boundary box around the preview area.

You can also manually enter the coordinates where the sub area should be located on the page in the **Area** section.

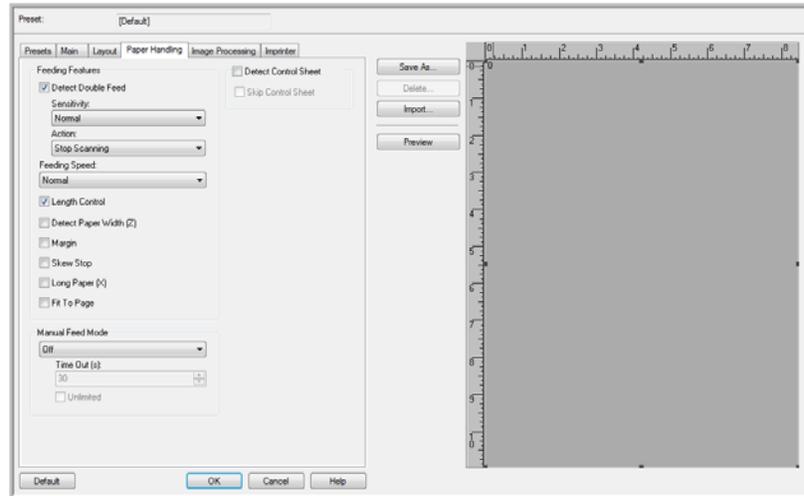
First, select the units of measurement you want to use. The available options are Pixels, Inches and Centimeters. The instructions here are using inches as an example.

- **X**—input the starting point of the image from the left side of the page. For example, the left most edge of the logo is 6 inches from the left side of the paper, input 6 in the X coordinate field.
 - **Y**—input the starting point of the image from the top of the page. For example, the top of the logo is 2 inches from the top of the page, input 2 in the Y coordinate field.
 - **Width**—type in the width of the image, the minimum width is 2 inches.
 - **Length**—type in the length of the image, the minimum length is 3 inches.
8. Click on **OK** to save the changes and close the window.

You can also leave the window open and add a 2nd or 3rd sub area to the front side, or add a sub area for the back side of the paper.
 9. Place your page back in the scanner. Click on the **Preview** button in the Page Layout tab. The scanner will scan the image and the scan results in the preview area should match the settings you chose in the Sub Area window.

Paper Handling Options

The Paper Handling tab is where you select feeding options for the scanner. This tells the scanner how fast to feed the paper, detect double page feed, and several other options where you specify how the scanner should handle paper.



Feeding Features—this option tells the scanner how to handle the paper as it is feeding through the scanner.

- **Detect Double Feed**—select this option to turn on the scanners' ability to detect when two or more pages are fed through the scanner at the same time.

When this option is turned on, ultrasonic waves are aimed at the document to detect multiple pages by the level at which the waves pass through the pages. The accuracy of this sensor depends on paper thickness and whether or not creasing is in the original document. Standard printer paper between 16lb and 20lb works best with this feature.

You can set the sensor's sensitivity level and what action you want the scanner to take when the double-feed is detected.

- **Sensitivity**—click on the drop menu and select either Low, Normal or High.

Low: select this option when scanning thick paper.

Normal: this is the default option and is best used with standard 18lb to 20lb printer paper.

High: select this option when scanning thin documents, such as paper 16lb or less.

- **Action**—click on the drop menu and select either Beep or Stop Scanning.

Beep: scanner alerts you when a double-feed is detected but continues scanning the rest of the documents in the input tray.

Stop: this is the default option, the scanner stops scanning and waits for you to remove the double-feed and resume scanning.

- **Feeding Speed**—you can slow the scanning speed of the ADF to scan items that may be too fragile to scan at normal feeding speeds. You can choose either Normal or Slow feeding, slow feeding is about 1/3 the speed of normal scanning.

Even when using the slow feeding option you should only scan items that will not tear in the scanner. Paper that already has tears it should not be fed through the scanner.

- **Length Control**—when this option is selected, the scanner detects the length of the document starting at the top of the page. The final image is cropped to the actual length of the document instead of using a predefined page size such as U.S. Letter or A4.

When you deselect this option the X and Y coordinates enable on the Layout Tab.

- **Detect Paper Width (Z)**—when this option is selected, the scanner automatically detects the width of the paper being scanned and crops the final image to the sides of the paper.
- **Margin**—when this option is selected, the scanner will add a 1/8 inch blank margin at the top and bottom of the image.
- **Skew Stop**—select this option to have the scanner stop scanning when the paper has been pulled through at too great of angle (skewed). Remove the pages, adjust the paper guides to the width of the documents being scanned then start the scan again.
- **Long Paper (X)**—select this option to have the final image of a long document be split across multiple pages of the chosen page size. For instance, if you are scanning a page that is 22 inches long, the Long Paper option will split the image up into two 11 inch long pages without losing any portion of the image.

When this option is selected the Double Feed Detection feature is disabled. When you are scanning pages longer than 17 inches, you should only scan 1 page at a time.

- **Fit to Page**—select this option to have the final image fit within the scan area you defined. For instance, if you have selected to scan U.S. Letter paper but have a U.S. Legal page in the scanner. The final image will be adjusted to fit within the boundaries of a U.S. Letter sized paper.

Manual Feed Mode—turning on this option sets the scanner into a time-out waiting mode. This means that if you have multiple stacks of documents, or even single pages, and you want all of the pages to be in one final file, the manual feed gives you a waiting period between the end of the last page and when you set the next batch of pages in the scanner.

1. Click the drop menu and select **On** to enable this feature.
2. In the **Time Out** field, scroll up or down to set the time between pages you want to have the scanner wait.

The default is 30 seconds, you can change this to any number between 1 and 300.

3. Click on **OK** to close the settings window.
4. Click on **OK** to save the changes and close the new batch window.

5. Click on **Scan** in the batch scanning mode.
The rollers in the scanner will immediately start.
6. Place your page(s) in the scanner's input tray.
The page will feed through the scanner, if you put in multiple pages all pages will be scanned.
7. After the last page has scanned through, the scanner's rollers will continue running until you place another page in the scanner or until the time-out period has been reached.

For instance, if you left the default setting of 30 seconds, the scanner's rollers will continue to run until the 30 seconds has run out or you place another page in the scanner. When 30 seconds has been reached, the scanner will stop scanning and your document will be in QuickScan.
8. After you have finished placing all pages in the scanner. Wait until the time-out has reached 0. The images will be saved in the QuickScan application.

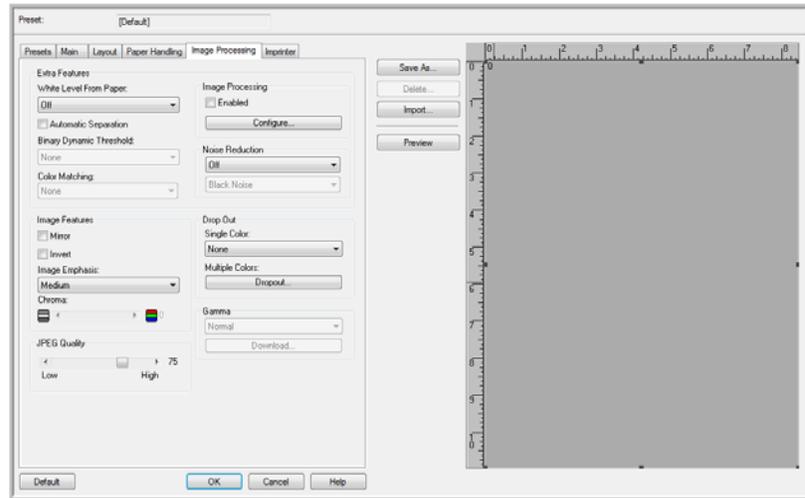
NOTE: The other options for the Manual Feed Mode, **Automatic** and **Button** can also be used. Simply press the Simplex and Duplex buttons, on the scanner, at the same time to stop scanning. If you have set a time frame for the scanner to time-out, then scanning will automatically stop scanning at the end of the countdown. If you select **Unlimited** then the time-out is infinite and you must press the Simplex and Duplex button to end the scanning batch.

You can use this feature in conjunction with slow speed scanning to feed single pages at a time. You can also use this when you have set your scanner to Manual feed.

The manual feed on the scanner is different than the one in the software. The hardware manual feed drops the rollers away from each other to allow thicker items to be fed through. The software manual feed keeps the scanner ready for new pages until you have finished scanning all pages in the batch.

Image Processing Options

The Main tab has the basic features you need for image capture when scanning. The basic settings include color mode, resolution (dpi), brightness, contrast, and dither options. The options on the Image Processing tab are advanced image capture options for improving the quality of the scanned image, or just modifications such as removing watermarks.



Extra Features—the options in this section will be enabled if the scanning software supports the feature.

- **White Level From Paper**—this option uses white as the reference color when the documents being scanned are on colored paper. When colored paper is scanned, the resulting image may be filled with a lot of noise and the image quality will be poor.

This option will not work properly if the paper being scanned has multiple background colors on each page, or if the color intensity varies across the page.

This option will be disabled if you are scanning in Color Mode, or you have selected the options for AutoCrop, Deskew or Margin.

- **Automatic Separation**—this option enables the scanner to automatically differentiate between text areas and photo areas on a page. Text areas are scanned in Binary (Black and White) mode, while the photo areas are scanned using the Dither (halftone) pattern.

In some cases, it may not be possible to separate the text and images completely using this automatic feature. If you often scan documents where the image area is always at the same part of the page you can get better results by creating a Sub Area. Please see “Page Layout Sub Area” on page 77 for more information.

The Automatic Separation option is only available in Black and White color mode. This feature will automatically be disabled if Noise Reduction, Sub Area, Dynamic Threshold, Automatic Crop or Deskew are enabled.

- **Binary Dynamic Threshold**—this option enables the scanner to automatically adjust the brightness according to the background color. Dynamic Threshold is only available when scanning in Black and White color mode.

Click on the drop menu and select a threshold value to use when scanning. The values range from 1 (light) to 5 (dark).

- **Color Matching**—this option enables the scanner to select colors from the standard color space (sRGB) that most closely matches the colors from the original document.

When an image is created during scanning, the colors from the original document are condensed to the scanners' range of colors. When this option is enabled, the color matching algorithm tries to more accurately represent the original document colors in the final image. This option is only available when scanning in color.

- **Image Processing**—there are several advanced image filters options available with your scanner. The Image Processing options are only available when the selected scanning mode is Black and White. Click on the box next to **Enable** to use these features while scanning.

You can use multiple image filters, however, multiple filters may decrease the scanning speed.

Click on the **Configure...** button to open image processing filters options.

To add or remove filters:

1. Click on the filter name on the left side of the screen.
2. Click on the **Add =>** button to add that filter in the list on the right side of the screen.
3. Click on the filter name in the right side of the screen then click on **Configure...** to configure the options for that filter.
4. Click on **OK** after you have added the filter(s) you want to use.



Click on a filter on the right side of the screen then click on the **<=Remove** button to remove it from the list.

If you have selected more than one filter, click on a filter on the right side of the screen then click on the up or down arrow to move the filter in the list. This tells the software which filter to use first, second, and so on. For instance, if you choose the Barcode Detection and Noise Removal filters, you may want the Noise Removal filter to occur first so that the software gets a clear picture of the barcode.

The image processing filters are briefly described below. The QuickScan user guide and software help file contains detailed instructions on using the filters. After you have opened the filtering list, pressing F1 on your keyboard will open the QuickScan software help file.

Barcode Detection—this option detects when a barcode is on the page being scanned. Barcode recognition can be used in a variety of ways, such as job separation or file saving. This depends on the scanning application you are using, please refer to the user guide for that application.

There are different types of barcodes, if you know which one(s) are on the document you are scanning, you can select it by click on the **Configure...** button. In that window you can also specify the orientation of the barcode on the page, height, number of characters, and so on.

Border Removal—this option removes the small black lines that may appear in the image around the edges of the document that was scanned.

Dilation—this option enlarges the black areas in the scanned image. For instance, if you are scanning something with a small type font, this option can be used to enlarge the text. The configuration options for this feature allows you to specify the size of the enlargement.

Erosion—this option removes the edges of black on the page, making them smaller or thinner. The configuration options for this feature allows you to specify the size of the erosion.

Halftone Removal—this option can remove the grays in a scanned image. For instance, if you scan a page that is green paper with black text, the image may appear very dark. The halftone filter attempts to remove the gray tones from the image leaving a white document with black text.

Hole Removal—this option will detect and remove holes on the scanned image. For instance, if you scan documents that were removed from a binder, the binding holes down the side of one page will appear as black circles in the final image. This filter removes the black circles from the image.

Invert Image—this option converts black pixels to white and vice versa. For instance, if your document has a black background with white text, this option will reverse the image so that it appears as standard black text on a white background.

Line Removal—this option removes lines from the image. For instance, if you scan items from a notebook that has ruled paper, this option filters them out and are not in the final image. In the configuration options for this filter you can specify if the lines are horizontal or vertical, line width, and gap between the lines.

Noise Removal—this option reduces the black spots that may appear when scanning some documents. For instance, if you scan in a document that has tables with shading on them, the resulting scanned image will have black dots (pixilation or noise) in the areas where the shading occurs. The noise removal will attempt to reduce this pixilation on the page. In the configuration options for this filter you can specify the size of the pixilation for the filter to look for. Please note that depending on size specified and the font size on the original document, some punctuation marks may be removed.

Patchcode Detection—this option is used in conjunction with job separation, it detects patchcode on a page and attempts to decode it. Please refer to your application's user guide for when and how to use this option.

Skeleton—this options reduces the black portions of the page, such as text, down to a single pixel width. For instance, if you scan in a page that is a single large X, the resulting image will still be of a page size X but the line thickness will only be one pixel making it appear like a pencil.

Smooth—this option smooths the edges of the text or image. For instance, if you scan in something drawn with a marker, the edges will appear block-like, the smoothing filter softens the outside edge.

- **Noise Reduction**—this option reduces the black spots that may appear when scanning some documents. For instance, if you scan in a document that has tables with shading on them, the resulting scanned image will have black dots (pixilation or noise) in the areas where the shading occurs. The noise removal will attempt to reduce this pixilation on the page.

Click on the drop menu then select one of the options in the list to enable the feature. The options in the list refer to the size of the spots you want the filter to remove. For instance, if the noise on the image is very small, you might choose **1x1**. This tells the software to filter out any noise that is exactly 1 pixel in size.

The numbers refer to the length and height of the pixels for the filter to remove. If you select **2x2** you are having the filter remove dots that are 2 pixels long and 2 pixels high, removing a total of 4 pixels.

Please note that depending on the noise size specified and the font size on the original document, some punctuation marks may be removed as well.

Image Features—the options in this section tell the scanner how to handle the actual image after the scan.

- **Mirror**—this option flips the image left-to-right.
- **Invert**—this option converts black pixels to white and vice versa. For instance, if your document has a black background with white text, this option will reverse the image so that it appears as standard black text on a white background.
- **Image Emphasis**—this option tells the software how much emphasis to put in the image.

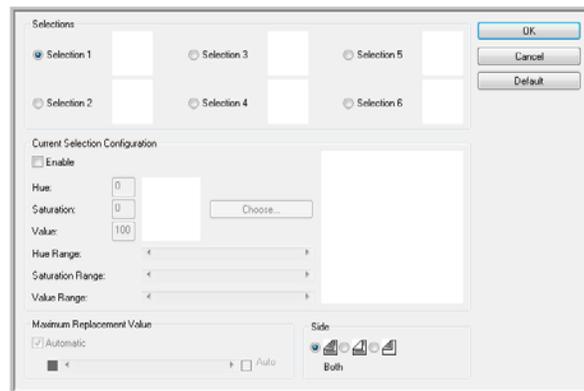
- **Chroma**—this option allows you to specify the amount of gray or white used to dilute the colors in the scanned image. Move the slider left or right to change the chroma level between 1 to 255. Low saturation colors will appear washed out and highly saturated colors will be pure and vivid.

JPEG Quality—JPG files have different levels of compression. When used with high compression, images are small enough in file size to email or put on a web page. Low compression images maintains better image quality when compared to the original, but the file sizes are higher.

Move the slider left or right to change the JPEG quality. Low quality means that the compression level is high and some image quality will be lost. High image quality means that the compression level is low and the image quality is close to that of the original.

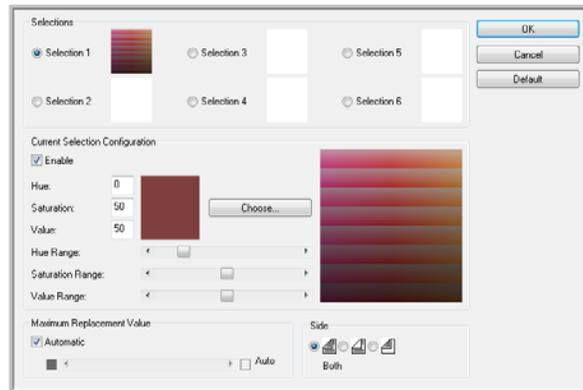
Drop Out—this option tells the scanner and software to remove a specific color from the image. This option is only available when scanning in grayscale or black and white.

- **Single Color**—click on the drop menu and select either Red, Blue or Green to remove that color
- **Multiple Colors**—this option allows you to set up to 6 specific colors that you want to remove from the image.
 1. Click on the **Dropout...** box to open the Multiple Colors dropout window.

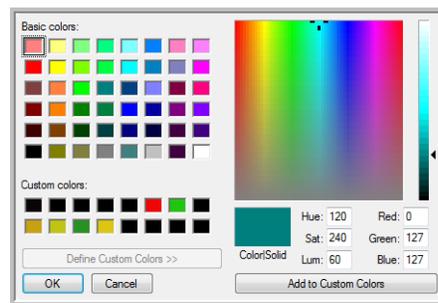


2. Click on **Enable**.

- Click on **Selection 1** to set the first option color.
When you first click on Enable there will be a default red color.

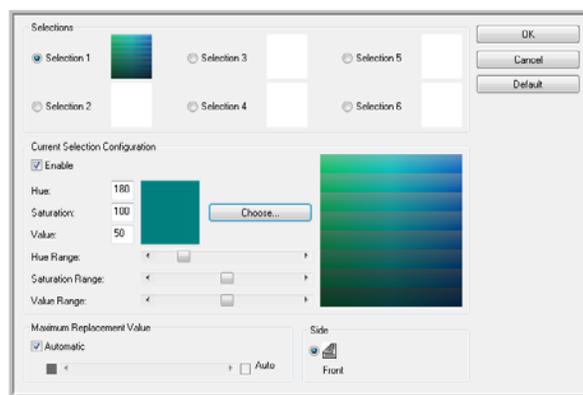


- Click on **Choose...** to open the Windows color palette.



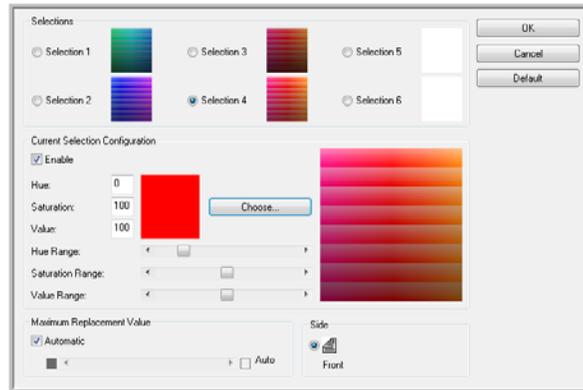
- You can select a predefined color, input the color code in the input fields on the lower right, or click anywhere in preview area to jump to a color range.
- Click on **OK** to close the color palette window.
- Your first color selection will now be in the multi-color dropout window.

When you select a color, the scanner looks for colors in that range showing a rainbow of colors in that set.



- Click on **Selection 2**.

9. Click on **Choose...** to open the Windows color palette.
10. Follow the same steps to create another dropout color.
11. Click on **OK** to close the window.
12. Your second color will now be in the multi-color dropout window.
You can select up to 6 colors for the scanner to drop from the image.



13. Click on **OK** after you are done setting colors for dropout.

You can place a test page in the scanner and click on the **Preview** button in the ISIS interface to test the color dropout results.

Gamma—this option controls the brightness and contrast of the midtone of an image without affecting the overall brightness (dark or light) of the image

The Gamma option is only available in Color and Grayscale scanning modes. If you have selected Color Matching options, Gamma will be disabled when sRGB or ICM have been chosen.

- **Normal**—this is the default setting and is most often used for reproducing printed materials. The Gamma setting helps to keep image quality comparable to the original document.
- **For CRT**—this option is most often used when creating scanned documents that are only viewed on the computer.
- **User Download**—this option is an advanced feature option. Please refer to your scanning application user's guide for instructions on using this feature.
- **Linear**—this option turns off the Gamma setting.

Imprinter Options

The Imprinter tab is where you set the options for the pre-scan imprinter. The imprinter pre-prints data on a page just before the paper is pulled through the scanner, the printed data is then captured in the final image.

The the options for the imprinter are only available if you have an imprinter unit installed in your scanner. The imprinter unit is an optional accessory that you can purchase from our website, in the Parts & Accessories page for your scanner, at www.xeroxscanners.com.

1. Click on **Enable** to turn on the imprinter function.
2. Select the options for the imprinter.

Bold Font—select this option to print everything in a bold font.

Imprinter String—input the characters you want printed on each page.

The following table shows the available alphanumeric characters and symbols that can be printed. A maximum of 72 characters can be printed.

SP	!	"	#	\$	%	&	'	()	*	+	,	-	.	/	0	1	2	3	4	5	6	7	8
9	:	;	<	=	>	?	@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
R	S	T	U	V	W	X	Y	Z	[¥]	^	_	a	b	c	d	e	f	g	h	i	j	k
l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	{		}	-						

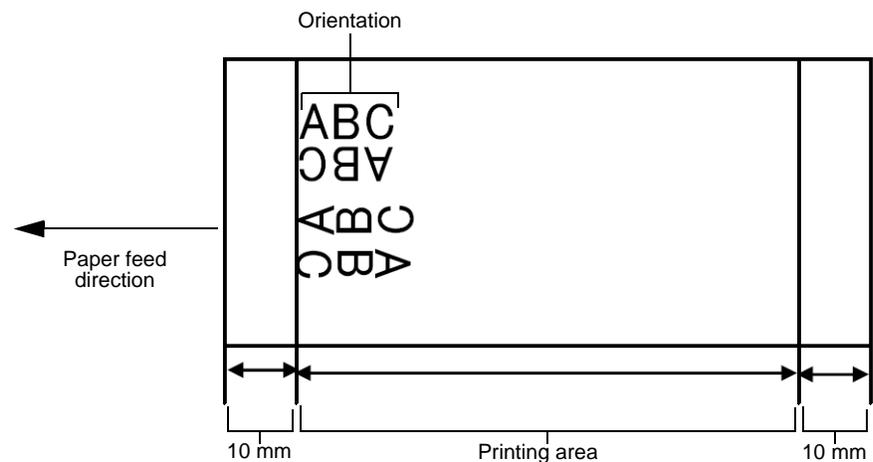
Printing Offset—input an offset number where printing should occur. A 10 mm offset is always added to this value.

Unit: 2.38 mm per increment (printing orientation: 900, 270°)

- 1: 12.38 mm
- 2: 14.76 mm

Unit: 3.44 mm per increment (printing orientation: 00, 180°)

- 1: 13.33 mm
- 2: 16.88 mm



Orientation—click the down arrow and choose an orientation for the imprint to appear on the page.

Start Number—type in the default value of the counter specified by the imprinter string.

Step Number—type in the step number of the counter specified by the imprinter string.

Start Numbering Automatic Increment—select this option to use the default increment function. When used, the starting number is incremented to the number at the start of scanning + (number of pages scanned x step number) upon completion of scanning.

3. Click on **OK** to save the changes and close the imprinter settings dialogue window.

Clicking on the **Help...** button will open the help file to provide more information about the settings in this window.

Clicking on the **Default** button will restore the default values in this window.

Clicking on the **Cancel** button will close the Imprinter Settings dialogue window without saving any settings you specified.

Scanning from WIA

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

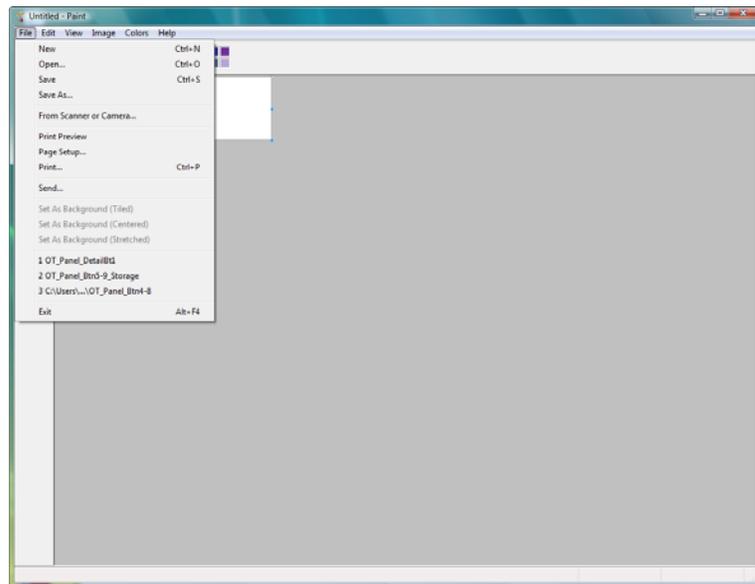
This section shows how to use Microsoft Paint to scan using the WIA interface, but you can use other Windows applications as well.

To scan using WIA from Microsoft Paint:

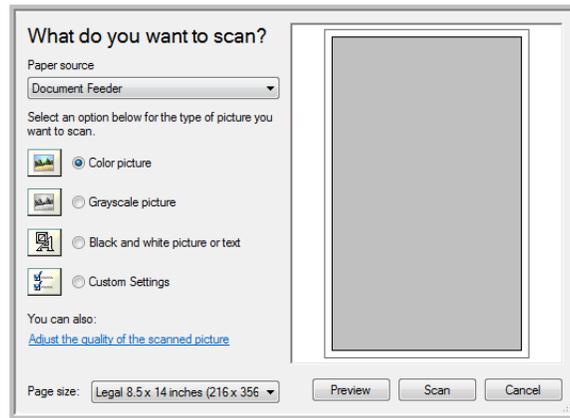
1. On the Windows taskbar, click **Start**, point to **Programs**, point to **Accessories**, and then click **Paint**.

The Paint window opens.

2. From the **File** menu choose **From Scanner or Camera**.



The **Scan using Xerox DocuMate 765** window opens. Use this window to select scanning options and start the scan process.

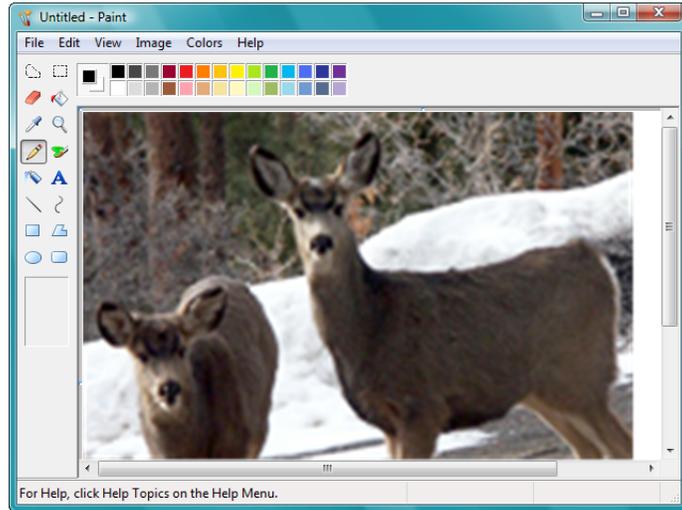


3. Click the button most appropriate for the item you're scanning.
4. Select a paper size from the Page Size list.
5. Click **Preview** to preview the image before scanning.
The image is displayed on the right side of the window.

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

6. Adjust settings of the previewed image as desired:
 - Change the button selection for the type of image.
 - Adjust the custom settings; refer to the next section, "Fine Tuning Your Scans".
 - Change the size of the scanned image. To do this, click and hold the mouse pointer over one of the four sizing-boxes on the corners of the previewed image. Then drag the box to increase or decrease the size of the image.
7. Preview the image again. When you are satisfied with the image, click the **Scan** button.

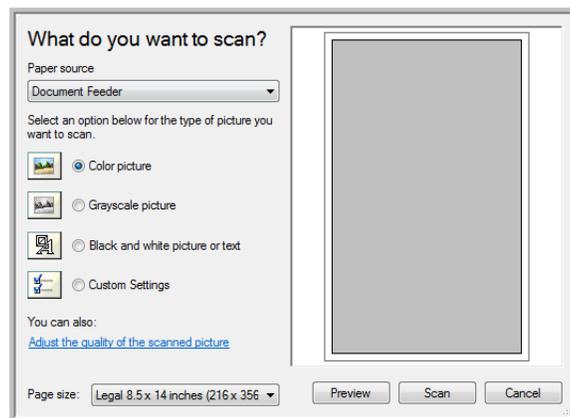
- The scanned images will appear in Microsoft Paint (or other WIA application you're using).



Fine Tuning Your Scans

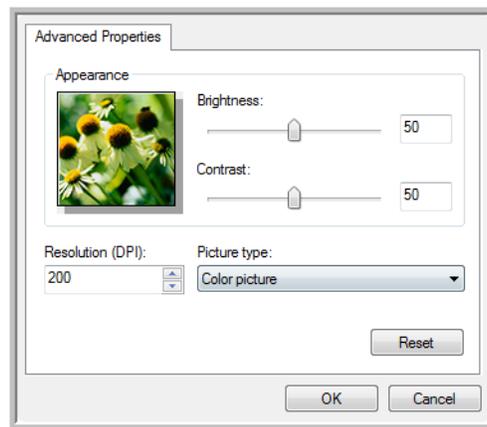
You can select new settings before you scan an item to fine tune exactly how you want to scan it.

To select the scanner settings before you scan:



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

The Advanced Properties dialog box opens.



2. Select the options for scanning.

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

Resolution (DPI)—Click the menu arrow and choose the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 100 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

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

3. Click **OK**.

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

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

Scanner Options, Maintenance and Troubleshooting

This section contains information on hardware options available for your scanner, the scanner User Utility, maintenance instructions, troubleshooting, uninstalling, scanner specifications, and spare parts.

Scanner Hardware Options

Your Xerox DocuMate 765 scanner has several hardware options that you can install or change to meet your needs. The instructions below take you through installing the wire frame accessory, changing the scanning background color, and setting the manual feed option.

Other optional hardware accessories, and instructions for installing them, are available on our website at www.xeroxscanners.com in the Parts & Accessories page for your scanner.

Wire Frame Accessory

The wire frame accessory is an optional part that you can install in the scanner's exit path. When scanning a stack of paper with varying sizes, the wire frame keeps the paper neatly stacked in the exit tray.

To attach the optional wire frame:

1. Lift up on the exit door release, under the input tray, to open the scanner.

Make sure there is at least 18 inches of room above the scanner to safely open the scanner completely.



2. Locate the exit door release and hook the wire frame in the slot of the exit door release.



3. Gently pull the wire frame until it clicks into place.



4. Close the scanner by carefully lowering the door to the scanner base until it is securely locked. Do not slam down the door.

Changing the Background Color

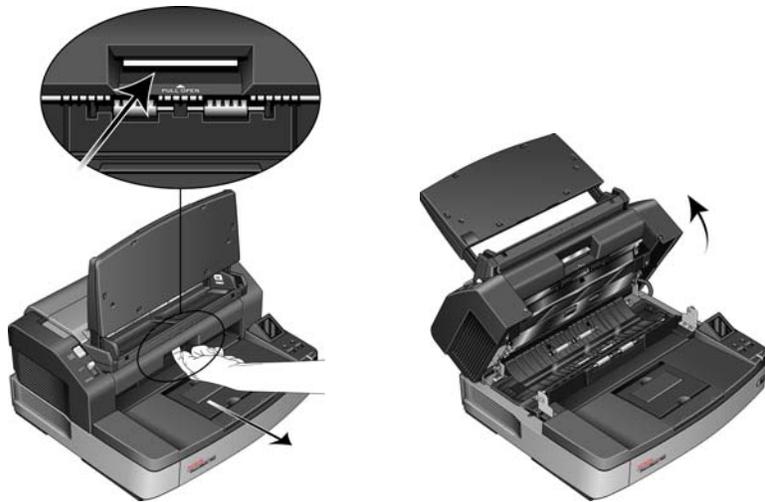
You can change the scanner's background plate color between black and white. The background color is important as it may affect the cropping quality of the scanned document. Each scanning application is different so you should choose the color (black or white) based on the best results you see in the final scanned document file. The default background plate is black.

To change the background color:

Your scanner has two scanning lamps, which allows for duplex (two-sided) scanning. You must change the background plate for both lamps at the same time.

1. Turn off the scanner power.
2. Lift up on the exit door release, under the input tray, to open the scanner.

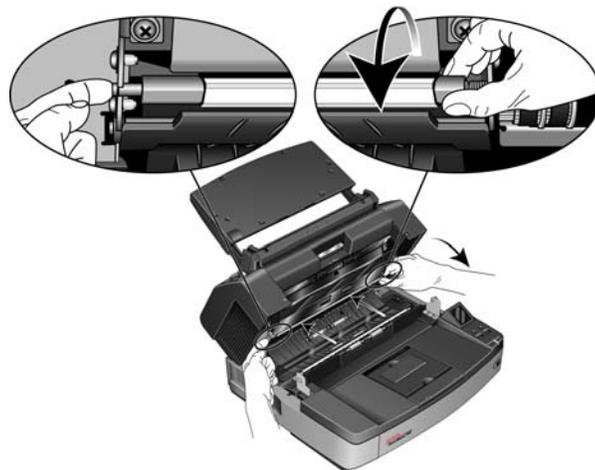
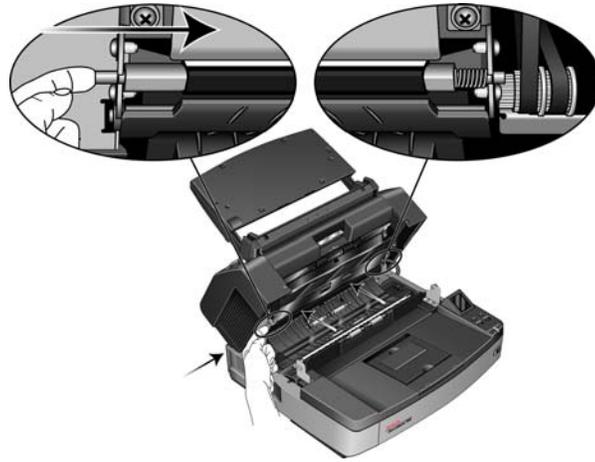
Make sure there is at least 18 inches of room above the scanner to safely open the scanner completely.



3. Locate the background plates in the top and bottom of the scanner.

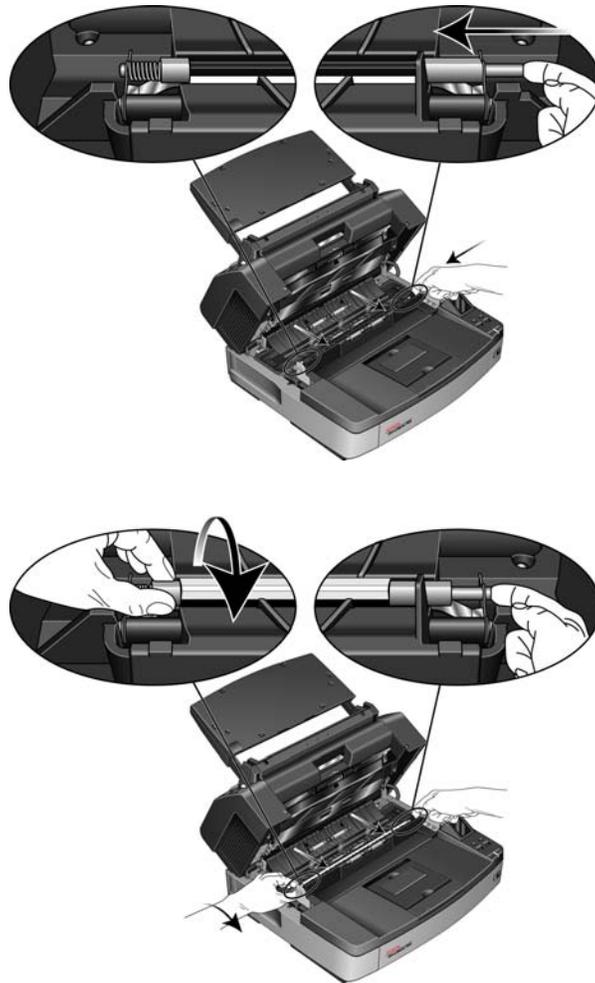


4. Place your left index finger on the outside of the bar top background and push inward against the spring. Keeping the bar pushed in, use your right hand and rotate the bar forward to flip the background plate to the opposite color.



5. Remove your left hand to release the bar and lock the background plate in position. Verify that the bar is locked in place before continuing.

6. Place your right index finger on the outside of the bar for bottom background plate and push inward against the spring. Keeping the bar pushed in, use your left hand and rotate the bar forward to flip the background plate to the opposite color.



7. Remove your right hand to release the bar and lock the background plate in position. Verify that the bar is locked in place before continuing.
8. Close the scanner by carefully lowering the door to the scanner base until it is securely locked. Do not slam down the door.
9. Turn the scanner's power back on.
10. Open the User Utility and perform a shading adjustment before scanning.

The scanner's default background color is black, therefore it has never been calibrated to use the white background. When you change the background color to white the first time, you should perform a shading adjustment. Please see "Shading Adjustment" on page 111 for instructions.

Manual Feed

You can set the scanner to Manual Feed mode to scan a single page at a time. This setting allows you to scan pages that are too thick to scan through as a batch of paper. Do not attempt to scan paper in the scanner that exceeds the maximum thickness as listed in the scanner specification table on page 134.

Do not use the manual feed mode to scan a batch of thick pages, the manual feed mode is for scanning one sheet at a time.

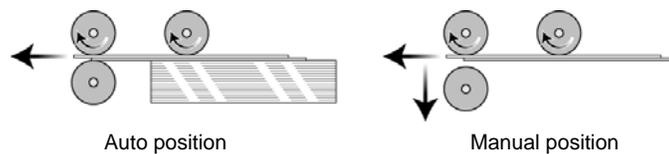
To set manual feed:

1. Move the mode selector switch on the scanner to MANUAL.



This drops the bottom feed roller away from top feeding rollers, making it easier to scan thicker pages through the ADF.

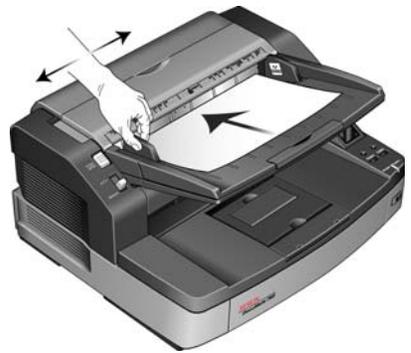
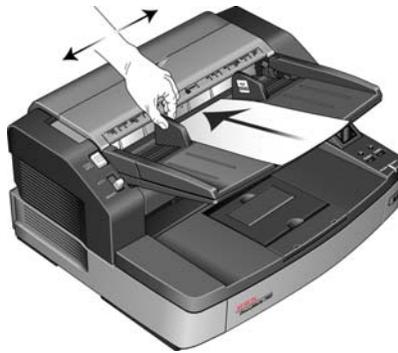
This diagram shows the separation of the top and bottom rollers in the ADF when in each mode.



2. Place one page *face up* into the input tray.



3. Adjust the paper guides on the input tray so that they are slightly wider than the page.



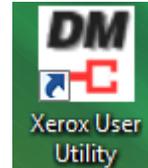
4. Your scanner is now ready to scan in Manual Feed mode.
5. When finished scanning, move the mode selector switch back to AUTO to return the scanner to normal batch scan feeding mode.

User Utility

The User Utility is a software program designed to help maintain and troubleshoot the Xerox DocuMate 765 scanner.

To open the user utility:

On installation you were prompted to place an icon on your Windows desktop. If you selected yes, simply double-click on the user utility icon to open the software.



If you do not have the User Utility icon on your desktop, follow these instructions for opening the utility from the Windows programs list:

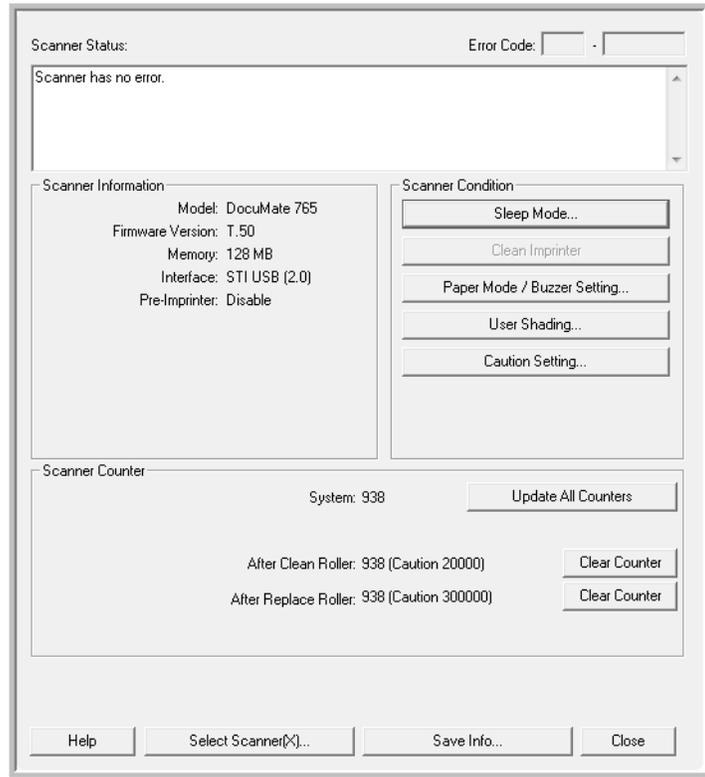
1. Click on the start button on the Windows taskbar.
2. Click on **All Programs**.
3. Click on **Xerox** from the programs list.
4. Select **User Utility** to open the software.

If you are prompted to select a scanner, make sure the DocuMate 765 scanner is selected then click on **OK**.



Main Screen Options

This section briefly describes the options on the main interface of the User Utility. The following sections contain detailed instructions on using some of the options in this utility.



Scanner Status—this area displays the status of the scanner connected as well as error code details.

Error Code—this field displays an error code number to help you diagnosis and resolve hardware errors. Please see “Scanner Error Codes” on page 107 for the full list of error codes and steps to resolve the issue.

Scanner Information—this area displays the current hardware specifications of the scanner.

Model: the scanner hardware model.

Firmware Version: the scanner’s current firmware version.

Memory: the amount of memory currently installed on the scanner. The scanner comes with 64 MB of memory on the interface board. You can install an additional memory module up to 512 MB. Please see the Spare Parts Installation Manual on the Xerox Scanners website for details.

Interface: the connection interface to the computer.

Pre-Imprinter: shows either Enable or Disable if the pre-scan imprinter is installed. The pre-scan imprinter is an optional accessory that you can purchase for the scanner. Please refer to our website www.xeroxscanners.com for spare part options available for your scanner.

Scanner Condition—the options in this section relate to software settings and maintenance for the scanner.

Sleep Mode: clicking on this button opens a window for you to set the time frame for your scanner to go into power saving mode. Please see “Setting Sleep Mode” on page 109 for instructions.

Clean Imprinter: clicking on this button initiates an automatic cleaning of the print head on the ink cartridge installed in the imprinter. When the imprinter is not installed this button is disabled.

Paper Mode / Buzzer Setting: clicking on this button opens a window for you to turn on or off the scanner beep sounds and to set your default page size. Please see “Paper Mode and Buzzer Setting” on page 110 for instructions.

User Shading: clicking on this button initiates the shading adjustment utility. The shading adjustment helps to improve image quality of scanned documents. Please see “Shading Adjustment” on page 111 for instructions.

Scanner Counter—this section shows the number of pages scanned. Use the options in this window to keep track of maintenance performed on the scanner.

System: displays the number of pages scanned through the ADF after the last counter update.

After Clean Roller: displays the number of pages scanned after the last time the rollers were cleaned and the counter reset. Please see “Cleaning the Inside of the Scanner” on page 115 for instructions on monitoring and changing this setting.

After Replace Roller: displays the number of pages scanned after the rollers have been replaced and the counter reset. Please refer to our website www.xeroxscanners.com for spare parts options and instructions available for your scanner.

Update All Counters: clicking this button updates the current count display next to the 3 fields described directly above. The counters do not update automatically during document scanning, you must click on this button to display the current count information.

Clear Counter: clicking either of these buttons clears the counters back to 0 for the appropriate section.

Help—clicking on this button opens the help file in the Adobe® PDF format.

Save Info—clicking on this button opens a Windows Save As dialogue for you to save the current scanner and computer information into a .log file.

Close—clicking this button closes the User Utility.

Scanner Error Codes

If an error occurs during scanning the LCD will display an error code and you can use the User Utility to troubleshoot and resolve the issue. The User Utility displays an error code and message in the **Scanner Status** field. The following table lists the codes, messages, possible causes and common resolutions.

If you are unable to resolve the issue using the troubleshooting steps in this table, please refer to the section “Troubleshooting” on page 130.

Error Code	Message	Cause	Resolution
U11 - U18	Paper Jam and Paper Remains in Scanner errors.	Paper has jammed while being fed through the scanner. Document sensors are dirty.	Open the ADF and exit doors and remove any paper stuck in the scanner. Please see page 127 for complete instructions. If problem persists, clean the rollers and paper sensors as described in the section “Cleaning the Inside of the Scanner” on page 115.
U20	A skew error has occurred.	A page was pulled into the scanner at an angle.	Open the ADF and exit doors and remove all paper from the scanner. Close the doors, place paper in scanner and retry scanning. If problem persists, clean the rollers and paper sensors as described in the section “Cleaning the Inside of the Scanner” on page 115.
U23	A paper double feed has occurred.	Two pages have fed through the scanner at the same time.	Open the ADF and exit doors and remove all paper from the scanner. Close the doors, make sure pages are not stuck together, replace paper in scanner and retry scanning. If problem persists, clean the rollers and paper sensors as described in the section “Cleaning the Inside of the Scanner” on page 115.
U30 - U34	Scanner door is open.	Either the ADF door or exit door is not fully closed.	Close the ADF and exit doors fully until they are locked in place. Do not slam either door closed.
Fxx	System error occurred.	An unknown system error has occurred.	Reset the scanner and computer: <ol style="list-style-type: none"> 1. Turn off the scanner power. 2. Unplug the USB cable and power from the scanner. 3. Reboot (restart) the computer. 4. Plug the USB cable and power cable back into the scanner. 5. Turn the scanner back on. If you are still unable to scan, contact Xerox Technical Support. Please refer to the Technical Support Card you received with the scanner for contact information.

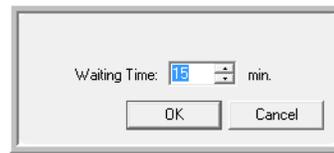
Error Code	Message	Cause	Resolution
—	<p>**Warning** The rollers need to be cleaned.</p>	<p>The number next to After Clean Roller:, in the User Utility main screen, has exceeded the maximum number between cleaning.</p>	<p>The rollers should be cleaned every 20,000 scans, or as needed if your scanner is experiencing frequent paper feed issues. After cleaning the rollers click on Clear Counter to reset the cleaning roller count back to 0. Please refer to “Cleaning the Inside of the Scanner” on page 115.</p>
—	<p>**Warning** The rollers need to be replaced.</p>	<p>The number next to After Replace Roller:, in the User Utility main screen, has exceeded the maximum number between replacement.</p>	<p>The Paper Feed Roller Module and Retard Roller should be replaced every 300,000 scans, or as needed if cleaning the rollers does not improve paper feeding issues. After replacing the rollers click on Clear Counter to reset the roller replacement count back to 0. Please see the Spare Parts Installation Manual on the Xerox Scanners website for details.</p>
—	<p>**Warning** Insufficient front light error occurred. Insufficient back light error occurred.</p>	<p>Either the lamp is not bright enough or the scanning sensor is not registering the light strength.</p>	<p>Contact Xerox Technical Support or your authorized service technician. Please refer to the Technical Support Card you received with the scanner for Xerox contact information.</p>
—	<p>**Warning** The front reference plate is dirty. The back reference plate is dirty.</p>	<p>The front or back scanning background plate is dirty.</p>	<p>Clean the background reference plates as described in the section “Cleaning the Inside of the Scanner” on page 115.</p>
—	<p>**Warning** Scanner is not connected.</p>	<p>The power is off, the power cord or USB cable is unplugged.</p>	<p>Verify cables are securely plugged into the scanner, computer and wall. If needed, reboot the computer.</p>

Setting Sleep Mode

Your scanner has a built-in power saving feature that sets the scanner into low power when the scanner has been sitting idle for 15 minutes. This default setting conserves power and complies with the ENERGY STAR requirements. Power saving extends the life of the lamps by turning them off when not in use.

You can change the number of minutes of idle time before power saving, or turn off the Sleep Mode entirely.

1. Open the scanner User Utility application.
2. On the main window click on the **Sleep Mode** button.
3. When the Sleep Mode window opens, select the options you want.



Sleep Mode—click in the box to select/deselect it. When there is a check mark in this box, Sleep Mode is enabled and the scanner goes into power saving mode at the time frame specified in the **Waiting Time** field. When this option is not selected, the scanner does not go into sleep mode.

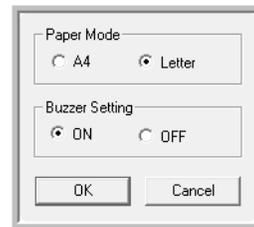
Waiting Time—you can click the up or down arrows to change the Sleep Mode time from 1 to 60 minutes, or you can type a numerical value in the text box between 1 and 60.

4. Click OK to save the changes and close the Sleep Mode window.

Paper Mode and Buzzer Setting

You can set the default page size for the scanner turn on or off the scanner notification sounds.

1. Open the scanner User Utility application.
2. On the main window click on the **Paper Mode / Buzzer Setting...** button.
3. When the Paper Mode / Buzzer Setting window opens, select the options you want.



Paper Mode—click on either A4 or Letter to set the default paper size for your scanner.

Buzzer Setting—click on either On or Off to set the scanner alert sounds. Scanner alert sounds include double-page-feed detection, paper jam error, lamp errors, etc...

4. Click on OK to save the changes and close the window.

Shading Adjustment

The shading adjustment is used to improve the image quality of the scanned documents. If your final scanned files are of poor quality, such as perpendicular lines or the image clarity is uneven across the page, you may need to perform a shading adjustment on the scanner.

To prepare for shading adjustment:

- Clean the scanner rollers, image sensors, glass and reference plates, as described in the section “Cleaning the Inside of the Scanner” on page 115.
- After cleaning the scanner, do a test scan and view the final image file. Do not perform a shading adjustment until after you clean the scanner and test scan. A shading adjustment performed before cleaning the scanner may result in degraded image quality.
- Have the Shading Paper, provided with your scanner, ready as the software will tell you when to insert it into the scanner.
- Make sure the Shading Paper is in-like new condition.

The Shading Paper should be kept in the plastic bag between the stiff cardboard when not in use.

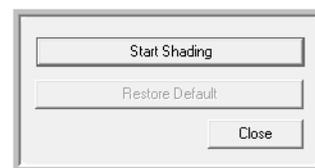
If the Shading Paper is creased, torn, soiled, crumpled or dirty, the image quality will degrade instead of improve after performing the Shading Adjustment.

If your Shading Paper is not in like-new condition, please order a replacement at www.xeroxscanners.com in the Parts & Accessories page for your scanner.

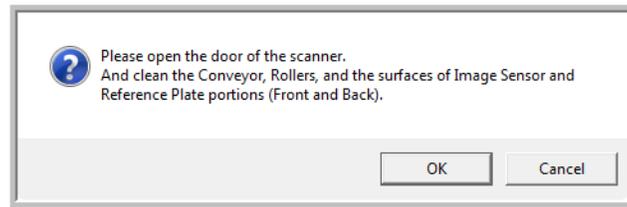
- Change the front and back background reference plates to white. Please refer to the instructions in section “Changing the Background Color” on page 99. During the shading adjustment you will need to change the background color to white then to black. After the shading adjustment is complete, choose the color you want the background to be.

To complete a shading adjustment:

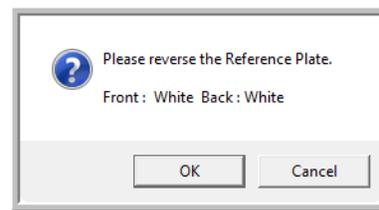
1. Open the scanner User Utility application.
2. On the main window click on the **User Shading...** button.
3. Click on **Start Shading** to begin the shading adjustment. The shading adjustment utility will guide you through the rest of the steps.



4. When prompted to clean the scanner click on OK to proceed only if you have already cleaned the scanner during preparation. Otherwise, follow the instructions on screen and clean the scanner.

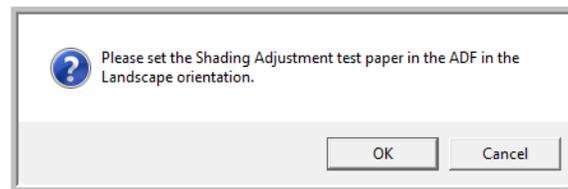


5. Change the background plates to white then click on OK to proceed.

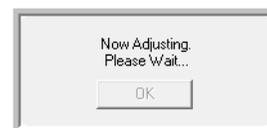


If you have already changed the plates to white you will not see the above message. Proceed to the next step.

6. Place the Shading Paper in the scanner's input tray in the Landscape position then click on OK.



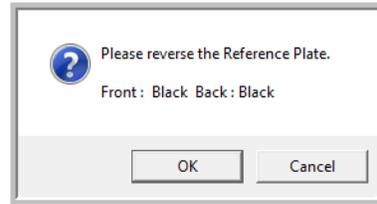
7. The scanner will pull the Shading Paper through as it sets the adjustment for the white background plate. The Now Adjusting message box will close automatically when the white background Shading Adjustment is complete.



NOTE: Do not stop the shading adjustment after it has started. When the scanner pulls the shading paper in it will pause several times. This is the expected behavior. The shading adjustment with the shading paper will take about 5 minutes to complete.

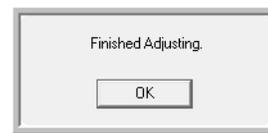
8. After the white background shading adjustment is complete, you will be prompted to change the background plate to black to continue with the black background shading adjustment.

Change both the front and back scanning background reference plates to black then click on OK.



NOTE: Do not place the Shading Paper in the scanner. The Shading Paper is not used for the black background shading adjustment.

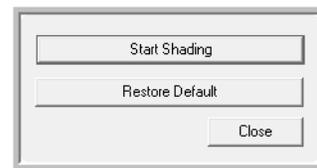
9. The Now Adjusting message box will close automatically when the black background Shading Adjustment is complete.
10. Click on OK to complete the shading adjustment.



Restoring the Default Shading Adjustment

You can reset the shading adjustment to the factory default setting if completing a shading adjustment does not improve the image quality.

1. Open the scanner User Utility application.
2. On the main window click on the **User Shading...** button.
3. Click on the **Restore Default** button.



4. Click on OK to restore the factory default adjustment.
5. When the adjustment has been restored, click on OK to close the User Utility shading restore window.

Cleaning the Outside of the Scanner

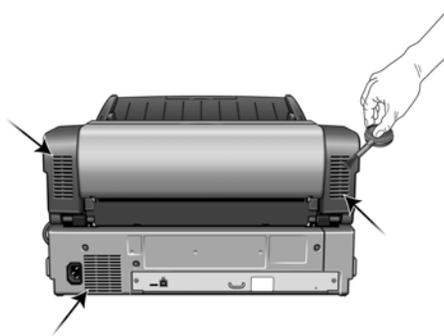
Excessive dust accumulation around and on the scanner will pull into the scanner during the scanning process and clog the ventilation openings. You should clean the outside of the scanner at least once a month to help limit the amount of dust build up in the scanner.

NOTE: You will need the blower brush provided with your scanner and a soft dusting cloth to clean the scanner.

1. Turn off the scanner power.



2. Using the blower brush, brush away any dust build up around the ventilation openings.



3. Using a soft dusting cloth, wipe down the body of the scanner, input tray and exit area. Make sure that the input and exit slots in the scanner are also clean.
4. If there is any accumulation of dust in the indentations around the buttons, use the blower brush to gently brush away the dust.
5. When you're finished, press the power button to turn the scanner back on.

Cleaning the Inside of the Scanner

Cleaning the inside of the scanner helps to keep your scanner operating at optimum performance. You should clean the inside of the scanner at least once a week or after 20,000 pages have been scanned. If you are getting frequent paper jams, multiple pages feeding at the same time, or you're seeing lines in the scanned image, it is time to clean the scanner.

NOTE: When cleaning the rollers, do not rub the roller cleaning paper vigorously back and forth across the roller, this will shred the roller cleaning paper and leave debris in the scanner.

Safety Precautions



Warning: *The roller cleaning paper is moistened with Isopropyl rubbing alcohol. Please read and follow these precautions to ensure your safety.*

- Keep the roller cleaning paper away from fire, heaters or any open flame or heat source as any form of alcohol is flammable.
- Wear protective gloves as the roller cleaning paper may irritate sensitive skin.
- Only clean the rollers and scanning areas, as described in this section, with the roller cleaning paper.
- Do not leave the roller cleaning paper or bag where children can access it.
- Always turn off the scanner and unplug the scanner's power and USB cable prior to using the roller cleaning paper.

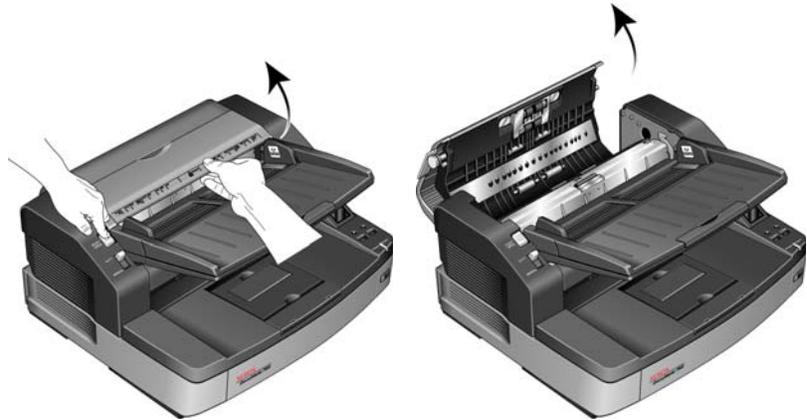
Preparation

- You will need one of the roller cleaning papers provided with your scanner. Each roller cleaning paper should only be used once. Additional roller cleaning papers can be purchased from our website at www.xeroxscanners.com in the Parts & Accessories page for your scanner.
- When cleaning the inside of the scanner, you should clean all of the rollers, scanner glass and background plates at the same time.
- Use scissors to open the roller cleaning paper bag, cutting across the dotted line.



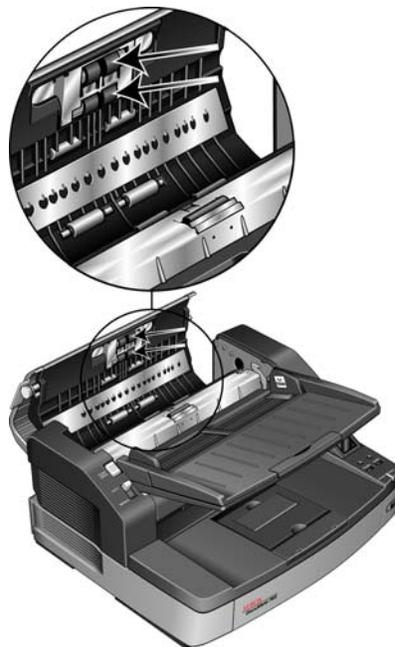
Cleaning the ADF Rollers

1. Open the ADF door so you can clean all of the ADF rollers as described in this section.



NOTE: Be careful when cleaning the rollers. All of the rollers, except the free rollers, are designed to rotate in one direction only. Do NOT force the roller to rotate in the opposite direction. Forcing the roller to rotate will damage it, and cause the scanner to feed pages incorrectly.

2. Locate the Feed and Separation rollers in the underside of the ADF door.

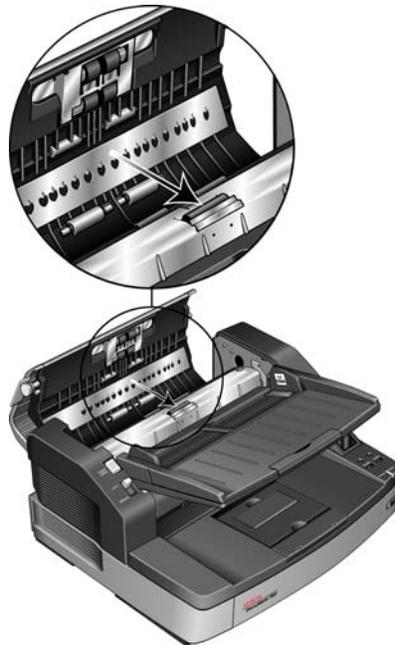


3. Wipe the Feed and Separation rollers from side to side. Rotate the rollers downward to clean the entire surface of each roller.

4. Locate the white Free rollers in the underside of the ADF door.

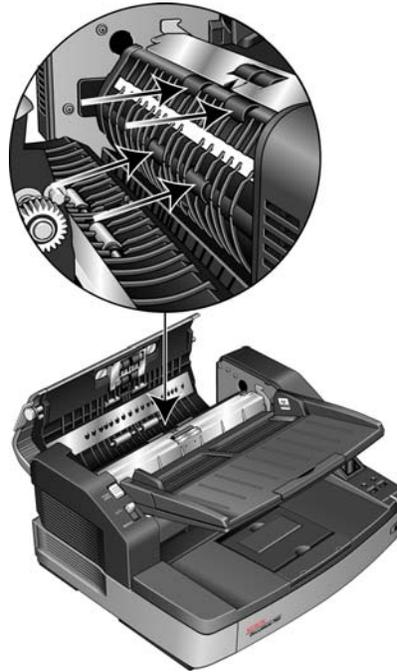


5. Wipe the Free rollers from side to side. Rotate the rollers downward to clean the entire surface of each roller.
6. Locate the retard roller in the body of the ADF. The Retard roller is under the Retard cover.



7. Wipe the Retard roller from side to side, rotating the roller, cleaning the entire surface of the roller.

8. Locate the black Drive rollers in the body of the ADF. There are two pairs of drive rollers, make sure to clean both sets.



9. Wipe the Drive rollers from side to side. Rotate the rollers downward to clean the entire surface of each roller.

The Drive rollers are held tightly in place and they are hard to rotate. Rotate gently by pressing firmly on the roller and rotating the roller in a downward direction.

10. Close the ADF door after you have finished cleaning all the rollers.



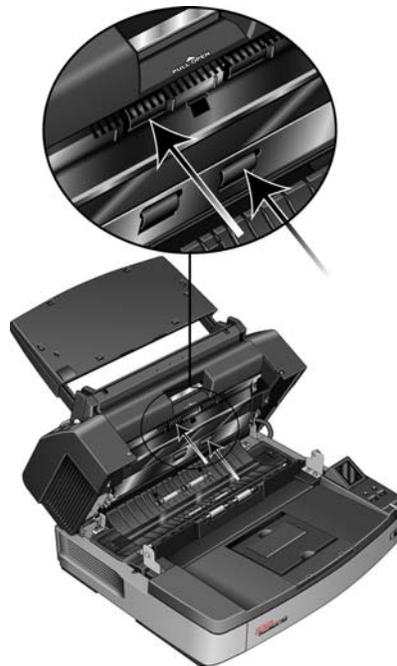
Cleaning the Exit Path Rollers

1. Open the Exit door by lifting up on the Exit door release on the underside of the input tray.

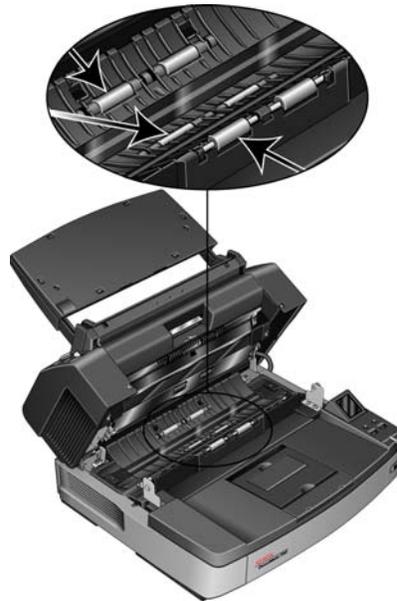


NOTE: Be careful when cleaning the rollers. All of the rollers, except the free rollers, are designed to rotate in one direction only. Do NOT force the roller to rotate in the opposite direction. Forcing the roller to rotate will damage it, and cause the scanner to feed pages incorrectly.

2. Locate the black Exit and Drive rollers in the underside of the scanner exit door.



3. Wipe the Exit and Drive rollers from side to side. Rotate the rollers upward to clean the entire surface of each roller.
4. Locate the white Free rollers in the body of the scanner.



5. Wipe the Free rollers from side to side. Rotate the rollers to clean the entire surface of each roller.
6. Leave the scanner open so you can proceed to the next section “Cleaning the Scanner Glass and Background Plates”.

Cleaning the Scanner Glass and Background Plates

Use a soft cloth to wipe off the scanner glass and background plates. If there is sticky residue on either surface you can use the roller cleaning paper to remove it.

1. Locate the glass and background plate in the top and bottom of the scanner.

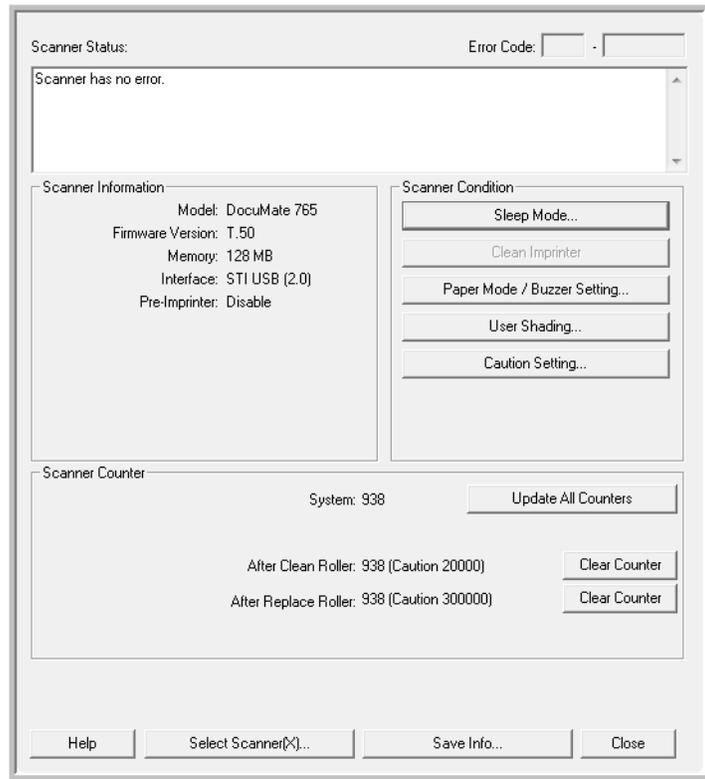


2. Wipe clean the glass and background plate in the underside of the exit door.
3. Wipe clean the glass and background plate in the scanner body.
4. Close the scanner by gently lowering the lid to the scanner body until it is securely locked in place. Do not slam down the exit door.
5. Turn the scanner power back on.

Reset the Roller Count in the User Utility

After cleaning the scanner you need to reset the roller count in the User Utility.

1. Open the User Utility application.
2. From the main screen click on **Clear Counter** next to the field After Clean Roller.



3. The clean roller count will now be reset to 0.
4. Close the User Utility.

Cleaning the Paper Sensors

The scanner has several sensors to detect the status of the paper when it is in the scanner. You should clean these sensors as part of your standard weekly maintenance of the scanner.

NOTE: Do not clean the sensors with the roller cleaning paper.

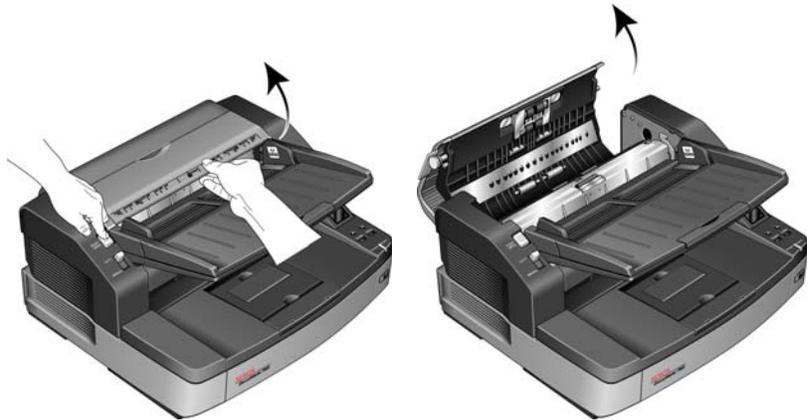
Preparation

- Turn off the scanner prior to cleaning the sensors.
- Locate the Blower Brush accessory that was provided with your scanner, this is what you will use to clean the sensors.
- Remove the brush tip from the Blower Brush and set it aside, you will be using only the blower to clean the sensors.

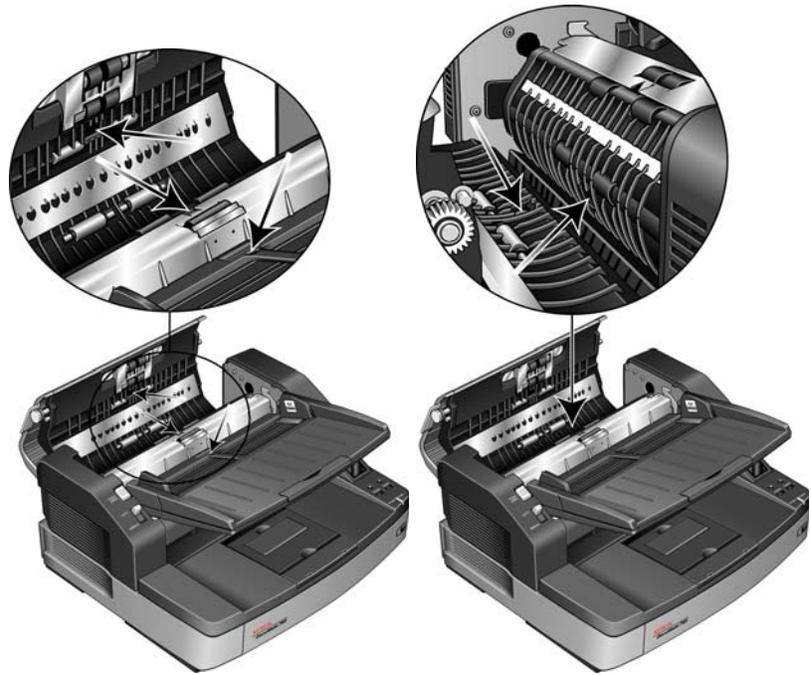


Cleaning the ADF Sensors

1. Press the ADF release button and open the ADF door of the scanner.

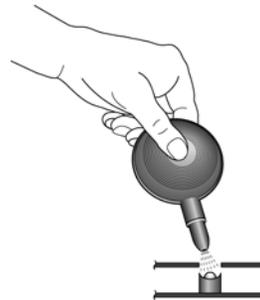


2. Locate the 5 sensors in the ADF.



3. Point the tip of the blower at the sensor and squeeze the blower to direct a puff of air at the sensor head to remove dust.

Do this for each sensor in the ADF

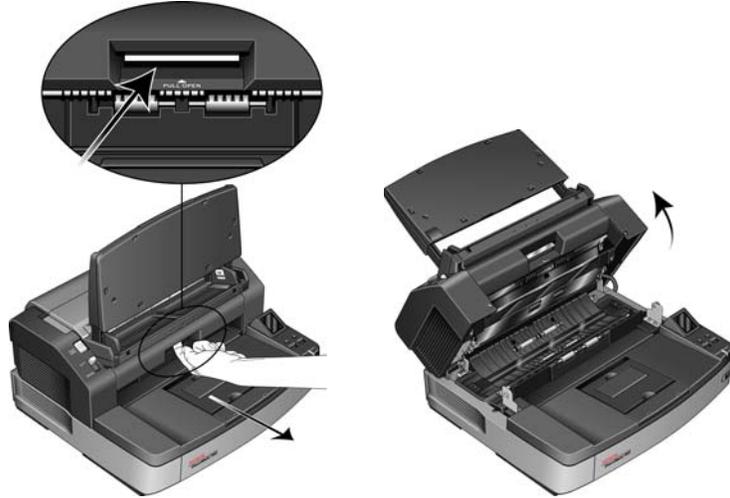


4. Close the ADF door after you have cleaned each of the sensors in the ADF.



Cleaning the Exit Sensors

1. Open the Exit door by lifting up on the Exit door release on the underside of the input tray.

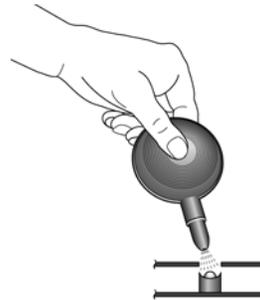


2. Locate the 8 sensors in the scanner body. There are 4 in the scanner body and 4 in the underside of the scanner lid. Each sensor is a black square indented in the scanner, the sensors in the underside of the lid mirror the sensors in the scanner body.



3. Point the tip of the blower at the sensor and squeeze the blower to direct a puff of air at the sensor head to remove dust.

Do this for each sensor in the ADF



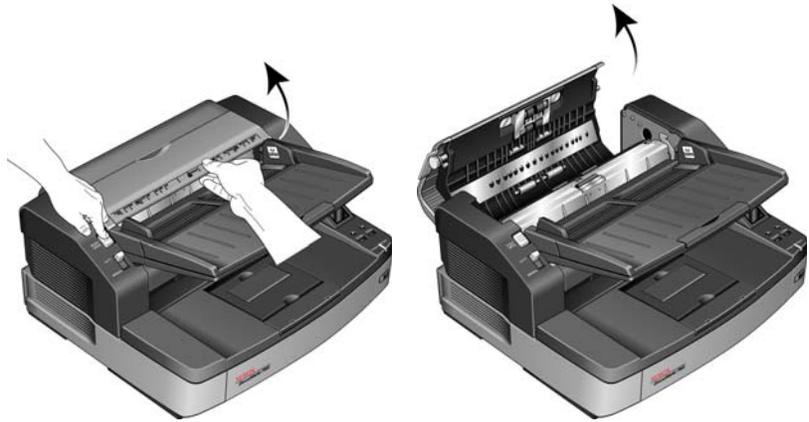
4. Close the Exit door after you have cleaned each of the sensors in the scanner's exit path.
5. Close the scanner by gently lowering the lid to the scanner body until it is securely locked in place. Do not slam down the exit door.
6. Turn the scanner power back on.

Clearing Paper Jams

If your scanner stops scanning due to a paper jam in the Automatic Document Feeder, use the following procedure to remove the paper from the scanner.

To clear a paper jam in the ADF:

1. Press the ADF door release to open the top of the scanner
Do not attempt to remove a jammed page with the ADF door closed.



2. Remove the jammed page from the scanner.



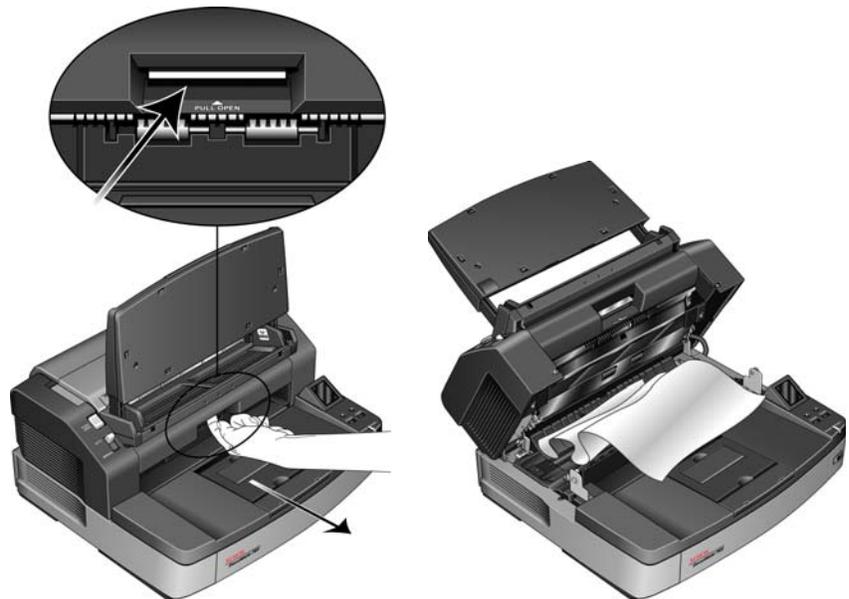
3. Close the ADF door and continue scanning.



NOTE: If only the bottom of the page is visible, leave the ADF door open and follow the instructions below for removing the page from the exit path.

To clear a paper jam in the exit path:

1. Open the Exit door by lifting up on the Exit door release on the underside of the input tray.



2. Remove the jammed page from the back of the scanner.



3. Close the scanner by gently lowering the lid to the scanner body until it is securely locked in place. Do not slam down the exit door.

To reduce the number of paper jams, smooth and straighten the paper before scanning and the paper guides to the paper size.

Troubleshooting

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

If you try the troubleshooting procedures described in this section and in the Readme file, and the scanner still has problems, you may have a malfunctioning scanner. Refer to the technical support card that you received with your scanner. Also visit our web site at www.xeroxscanners.com for additional technical information.

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

Check for one of these possible problems:

- **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 DocuMate 765** is the selected scanner.

Problem: The scanned images are of poor quality. What do I do?

There are various reasons why the scanned image is of poor quality. The original document may not be of good quality, the scanner glass may be dirty, or a shading adjustment may be needed.

- If the original is crinkled, torn, dirty or smudge, try scanning from the Kofax Virtual ReScan (VRS™) software. VRS is a powerful image enhancement application that you can use to filter this type of noise from the document during image processing. The resulting image is of a quality equal or greater to the original.

- Try cleaning the scanner. The scanner glass is where the image is captured as the page is pulled through the scanner. Lift up on the exit release, under the input tray, to open the scanner. There is glass in the body of the scanner and underneath the lid. Take a soft cloth and wipe across both pieces of glass. The section “Cleaning the Scanner Glass and Background Plates” on page 121 contains thorough instructions for cleaning this part of the scanner.
- If cleaning the glass does not improve the image quality, try performing a shading adjustment. The shading adjustment recalibrates the scanner. Please see the section “Shading Adjustment” on page 111 for instructions.

Problem: I got an “SVS001” error when installing Kofax VRS. What do I do?

The message “SVS001: The VRS installation does not install an ISIS driver for the scanner you selected. Please install the ISIS driver packaged with your scanner.” is not an error message. Please click on OK to finish the installation.

This is a message informing you that the software does not install an ISIS driver. This is the correct behavior of the Kofax VRS software, the ISIS driver for your scanner was installed when you chose an ISIS installation option when installing the scanner driver. Please refer to “Step 2: Install the Software” on page 6 for installation instructions.

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

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 133 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 USB cable was unplugged while scanning, now the scanner won’t work. What should I do?

Simply turn off the scanner power then turn it back on again. This will reset the scanner and make it available for scanning.

Uninstalling Your Scanner

To uninstall the Xerox DocuMate 765 scanner, remove the scanner software, and any other scanning software provided with the scanner.

Uninstalling the Scanner and One Touch Software

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. *Windows 2000 and Windows XP:* Double-click the **Add/Remove Programs** icon.
Windows Vista: Double-click the **Programs and Features** icon.
3. From the list of programs, select **ISIS Driver - Xerox DocuMate 765 Scanner...**
Click the **Change/Remove** button.
4. Click **Yes** when asked to confirm that you want to remove these software programs.
5. Follow these same steps to select and remove the **Xerox DocuMate 765 driver** from the installed programs list.
6. The driver software is removed from your computer.
7. **Unplug the USB cable from the scanner.**
8. Close all open windows and restart your computer.

Uninstalling the OmniPage Software

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. *Windows 2000 and XP:* Double-click the **Add or Remove Programs** icon.
Windows Vista: Double-click the **Programs and Features** icon.
3. Select **OmniPage** and click **Remove**.
4. A message window opens, asking if you are sure you want to remove OmniPage from your computer. Click **Yes**.
5. Close all open windows and restart your computer.

Xerox DocuMate 765 Scanner Specifications

Optical resolution	600
Bit depth	24-bit color, 8-bit grayscale, 1-bit bitonal (black & white)
Maximum page size	11.7" x 53.33" (297mm x 1,354.5mm)
Minimum page size	2" x 3.5" (51mm x 89 mm)
Scan method	Automatic Document Feeder (ADF)
ADF specifications	
Scanning Speed	TWAIN <ul style="list-style-type: none">- Up to 60 pages per minute.- Up to 100 images per minute. ISIS <ul style="list-style-type: none">- Up to 65 pages per minute.- Up to 110 images per minute. US-Letter (8.5" x 11") or A4 paper @ 200 dpi.
Capacity	175 sheets 18lb paper (70g/m ² paper)
Paper Thickness	0.05mm ~ 0.15mm (2.0 ~ 5.9 mils) Note: 1 mils = 1/1000 inch
Paper Weight	10.6 ~ 34lbs (40 ~ 127g/m ²)
Light source	Xenon lamp
Interface	USB 2.0 High Speed
Scanner dimensions	
Width	18.9 inches (480 mm)
Depth	17.3 inches (440 mm)
Length	11.4 inches (290 mm)
Weight	44.5 pounds (20.2 kg)
Operating temperature	59°–86° F (15°–30° C without condensation)
Relative humidity	20%–80% (@30° C without condensation)
Power requirements	100-120Vac, 50/60 Hz 220-240Vac, 50/60 Hz
Power consumption	100-120Vac <ul style="list-style-type: none">Scanning: 1.4AStandby: 0.6ASleep: 6.0W 220-240Vac <ul style="list-style-type: none">Scanning: 0.6AStandby: 0.3ASleep: 6.0W
Power cord	US, 3P, 10A/125V, L=1830mm, 3C*20AWG, BLACK, RoHS UK(BS/PSB), 3P, 10A/250V, L=1830mm, 3C*0.75mm ² , BLACK, RoHS
USB cable	185 cm, 28AWG, with core, RoHS compliant
Safety and agency certifications	UL, C-UL, FCC Class A, CE, TUV/GS, WEEE, RoHS
Supported Operating Systems	Microsoft Windows <ul style="list-style-type: none">- 2000 (Service Pack 4),- 32-bit XP (Service Pack 2 or 3)- 32-bit or 64-bit Vista (Service Pack 1)
Scanner Drivers	TWAIN, WIA, ISIS
Bundled Software	Kofax Virtual ReScan (VRS) Captiva QuickScan Nuance OmniPage Pro

Xerox DocuMate 765 Scanner Parts List

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

	Part Name	Part Number
	Input Tray	57-0123-000
	USB Cable	35-0113-000
	Power Cord	35-0114-000
	Blower Brush	57-0122-000
	Roller Cleaning Paper	05-0722-000
	Shading Paper	05-0724-000
	Wire Frame	53-0052-000

Appendix A Notices

Section 1: Safety Introduction

Notices and Safety

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

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

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

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

Section 2: EMC

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

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

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

Section 3: Operational Safety Information

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

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

Do These

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

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

Do Not Do These

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

Section 4: Electrical Information

Warning - Electrical Safety Information

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

Electrical Supply



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

Disconnect Device

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

Section 5: Emergency Power Off

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

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

Section 6: Maintenance Information

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

Section 7: Product Safety Certification

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

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

Section 8: Regulatory Information

Certifications in Europe

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

December 12, 2006: Council Directive 2006/95/EC as amended. Approximation of the laws of the member states related to low voltage equipment.

December 31, 2004: Council Directive 2004/108/EC as amended. Approximation of the laws of the member states related to electromagnetic compatibility.

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

The Document Company Xerox

Bessemer Road

Welwyn Garden City

Herts

AL7 1HE

England, Telephone +44 (0) 1707 353434

Section 9: Compliance Information

Product Recycling & Disposal: USA & Canada

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

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

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

European Union

RoHS and WEEE Compliance

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

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

Professional/Business Environment



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

Energy Star for the USA

Energy Program Compliance



As an ENERGY STAR partner, Xerox Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

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 ENERGY STAR equipment is preset at the factory. Your machine will be delivered with the timer for switching to Power Save Mode from the last copy/print out, set at 15 minutes. A more detailed description of this feature can be found in the Machine Setup Section of this guide.

Section 10: Illegal Copies

USA

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

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

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

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

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

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

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

Postal Money Orders.

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

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

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

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

Earnings or Income	Dependency Status
Court Record	Previous military service
Physical or mental condition	

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

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

Canada

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

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

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

Other Countries

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

Currency notes

Bank notes and cheques

Bank and government bonds and securities

Passports and identification cards

Copyright material or trademarks without the consent of the owner

Postage stamps and other negotiable instruments

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

Section 11: EH&S Contact Information

Contact Information

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

USA: 1-800-828-6571

Canada: 1-800-828-6571

Europe: +44 1707 353 434

Index

Numerics

- 24-bit Color
 - ISIS Interface **73**
- 256-Level Gray
 - ISIS Interface **73**

A

- Advanced Properties **96**
- Advanced Settings Tab **33**
- After Clean Roller **106**
- After Replace Roller **106**
- Applications
 - Adobe® Reader® **18, 19**
 - Kofax® VRS® **18**
 - Microsoft Paint **93**
 - OmniPage® **18, 39, 45, 48**
 - QuickScan™ **18, 67**
- Area **79**
 - ISIS Interface **76**
- AutoCrop to Original **31**
- Automatic Separation **83**
- AutoRotate image **34**

B

- Back **78**
- Background Color **99**
- Barcode Detection **85**
- Binary and Color
 - ISIS Interface **73**
- Binary and Gray
 - ISIS Interface **74**
- Binary Dynamic Threshold **84**
- Black and White **59**
 - ISIS Interface **73**
- Black&White **30**
- BMP **42**
- Bold Font **90**
- Border Removal **85**
- Brightness **30, 63, 96**
 - ISIS Interface **74**
 - Preset Levels **75**
- Burn to CD **40, 49**
- Buzzer Setting **106, 110**

C

- Chroma **87**
- Clean Imprinter **106**
- Clear Counter **106**
- Color **30, 59, 73**
- Color Dropout **63**
- Color Filter **32**
- Color Matching **84**
- Comma Delimited **44**
- Contrast **30, 63, 75, 96**
- Create copies **47**
- Create Single Image Files **42**
- Crop image to guide width **61**
- Crop image to paper length **61**
- CSV **44**
- Custom **60**
- Custom Page Dimensions
 - ISIS Interface **75**

D

- Delete **59, 72**
- Despeckle **62**
- Destination Application **26, 27, 43**
 - Link Properties **37**
 - OCR **28**
- Detect Double Feed **80**
- Detect Paper Width **81**
- Device Settings Tab **34**
- DFD Sensitivity **61**
- Dilation **85**
- dither **63, 64**
 - ISIS Interface **74**
- DOC **44**
- Document Format **26, 27**
 - Options **42**
- Document Management **46**
- Documentation **3**
- Dots per inch (dpi) **74**
- Double Feed Detection (DFD) **61**
- Drop Out **87**
- Duplex **32, 56, 74**
- Duplex button **22**
- Dynamic Threshold **64**
- Dynamic threshold **63**

E

eMail Applications **46**
 America Online® (AOL) **41**
 Microsoft Outlook **41**
 Properties **41**
Erosion **85**
Error Code **105**
Error Codes **107**
error diffusion **63, 64**
Excel Spreadsheet **44**
Export **58**
Extra Features **83**

F

Fax and Print **47**
Feed
 ISIS Interface **76**
Feeding Features **80**
Feeding Speed **81**
Fit to Page **81**
For CRT **89**
Front **78**
Front and Back background color **65**

G

Gamma **33, 89**
GrayScale **30**
Grayscale **59, 73**

H

halftone **63, 64**
Halftone Removal **85**
Hole Removal **85**
HTML **45, 51**
HTML Document **45**
Hue **33**

I

Image Applications
 Properties **39**
Image Editors **46**
Image Emphasis **86**
Image Features **86**
Image File Formats **42**
Image Processing **84**
Import **59, 72**
Imprinter String **90**
Install **4**
 Applications **17**
 Scanner driver **7**

Interface **105**
Invert **86**
Invert Image **62, 85**
Invert image **31**
ISIS **22, 67**
 Main tab **73**

J

JPEG Quality **87**
JPG
 File size **43**

L

Landscape **60, 76**
Length Control **81**
Line Removal **85**
Linear **89**
Long Document **60**
Long Paper **81**

M

Main tab **73**
Manual Feed **102**
Manual Feed Mode **81**
Margin **81**
Memory **105**
Microsoft Internet Explorer **51**
Mirror **86**
Mirror Image **62**
Mixed content (automatic separation) **63**
Mode **59**
Multi Function tab **47**
Multiple Colors **87**
Multistream
 ISIS Interface **73**

N

New Batch **68**
Noise Reduction **86**
Noise Removal **86**
nPDF **28**
 Normal PDF **45**

O

OCR
 storage **56**
On/Off Switch **16**
One Touch **22**
 Button settings **28**

Default settings **25**
 Icon **26**
 OmniPage **48**
 Properties **27, 29, 37**
 One Touch Button Panel **52**
 One Touch icon **24**
 Online help **3**
 Optical Character Recognition
 OCR **43, 48, 56**
 Options tab **27, 46**
 Orientation **90**

P

Page Layout
 ISIS Interface **76**
 Page Orientation **60**
 Page Settings Tab **31**
 Page Size **60**
 ISIS Interface **75**
 Page size **31**
 Page Type **60**
 Paper clips **21**
 Paper Mode **106, 110**
 Paper Source
 ISIS Interface **74**
 PaperPort **46**
 Patchcode Detection **86**
 PDF
 File size **43**
 nPDF **45**
 sPDF **45**
 PDF Applications **46**
 Photo (dither / halftone / error diffusion) **63**
 Picture type **96**
 Portrait **60, 76**
 Pre-Imprinter **106**
 Preview **72**
 Preview Settings **69, 72**
 Printing Offset **90**
 Profile Name **69**

Q

QuickScan **67**
 New Batch **68**
 Preview Settings **72**
 Profile Name **69**
 Scan Settings button **70**
 Use Preview Settings **69**

R

Reduce Moire Patterns **31**
 Refresh **65**

Resolution **30, 60, 74, 96**
 Rich Text Format **44**
 RTF **44**

S

Saturation **33**
 Save **58**
 Save As **72**
 Scan Configuration **26, 27, 33**
 Scan Profile **58**
 Scan Settings button **70**
 Scan Settings Tab **30**
 Scanner
 Assembly **5**
 Components **2**
 Connect power **16**
 LCD display **22**
 Parts List **135**
 Registration **20**
 Specifications **134**
 Troubleshooting **130**
 Uninstall **133**
 User guides **19**
 Scanner Condition **106**
 Scanner Counter **106**
 Scanner Information **65, 105**
 Scanner memory **65**
 Scanner Status **105**
 Select Destination **46**
 Select Setting Side
 ISIS Interface **75**
 Serial number **65**
 shading adjustment **101, 106, 111**
 Show All Destinations **46**
 Show Progress Window **47**
 Simple Text **44**
 Simplex **56, 74**
 Simplex button **22**
 Single Color **87**
 Skeleton **86**
 Skew detection **62**
 Skew Stop **81**
 Skip Blank Originals **32**
 Sleep Mode **106, 109**
 Smooth **86**
 Snap **76**
 sPDF **28**
 Searchable PDF **45**
 Speckle diameter **62**
 Staples **21**
 Start Number **90**
 Start Numbering Automatic Increment **91**
 Start Shading **111**
 Status light **2, 16, 130**

Step Number **91**
Sti event forwarding **47**
 Scanning **50**
Still Image Client **50**
Storage and CD-R/W **47**
 Scan & Burn to CD **49**
 Transfer to Storage scanning **52**
Storage Options Tab **35**
Straighten Image **31**
SubArea(W) **78**
Summary **59**
System **106**
System requirements **3**

Word Document **44**

X

XLS **44**

T

Text (threshold) **63**
Text Applications
 Properties **37**
Text Editors **46**
 HTML Scanning **51**
Text File Formats **43**
Threshold **64**
Threshold technique **63**
TIFF **42**
Time Out **81**
Total number of pages scanned **65**
Transfer to Storage **52**
 File location **52**
 Multiple locations **53**
 Properties **40**
Troubleshooting **130**
TWAIN **22, 50**
TWAIN Driver Information **65**
TWAIN standard **57**
TXT **44**

U

Uninstall Software **133**
Update All Counter **106**
USB port **16**
Use enhanced folder browser **47**
Use Preview Settings **69**
User Download **89**
User Shading **106, 111**
User Utility **101, 104**

W

Waiting Time **109**
White Level From Paper **83**
WIA **93**
Windows Image Acquisition (WIA) **8, 22, 93**
Wire Frame **97**

