English

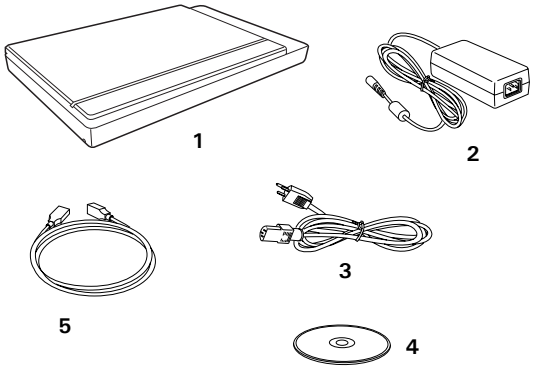
Start Here

Installing your Microtek XT3300

Step 1 Unpack Contents

Unpack your scanner package and check for major components.

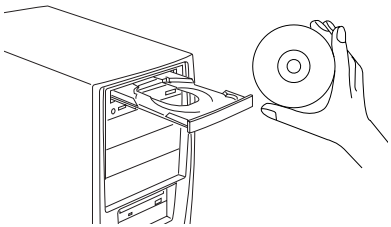
1. Scanner
2. Power adapter
3. Power cord
4. Software CDs/DVDs
5. Hi-Speed USB cable



Step 2 Install Software

Important: Do not remove the yellow stickers from your scanner until you are told to do so. You must install software before connecting your scanner.

Always close any open programs and turn off Anti-virus utilities before installing software.



PC:

A. Place the **Microtek Software CD/DVD** into a drive, and follow the on-screen instructions to install the scanner driver and software.

B. Restart your computer at the end of all software installation.

***NOTE**: If the Microtek Software Installer screen does not come up automatically, double-click the following in succession: "My Computer"; the CD/DVD-ROM icon; then cdsetup.exe to start the installer program.*

MAC:

A. Place the **Microtek Software CD/DVD (ScanPotter)** into a drive, and double-click the **ScanPotter** installer icon to install ScanPotter.

B. Install the remaining software components, then restart your computer at the end of all software installation.

***NOTE**: After rebooting your Macintosh, the Microtek software will attempt to locate your scanner on the system. Since this is your first install and you have not yet connected the scanner, simply ignore the message that appears and proceed to the next step.*

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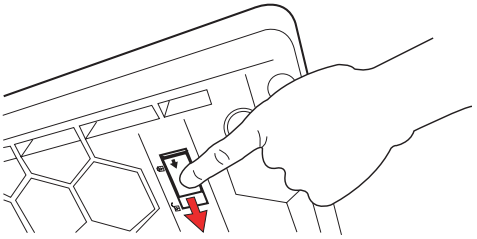
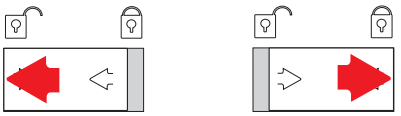
Step 3 Unlock Scanner

A. Remove the yellow “Step 3” sticker from your scanner.

B. With the scanner power off, tilt the front right corner of the scanner to see the locking switch at the bottom.

C. Push the locking switch to the position as indicated in the graphic, with the icon on the lock showing as “Unlocked”.





NOTE: To lock the scanner (for shipping and other reasons), tilt the scanner and look for the locking switch on the right front corner at the bottom, then push the locking switch to the "Locked" position. DO NOT turn the scanner upside down when attempting to lock the unit.

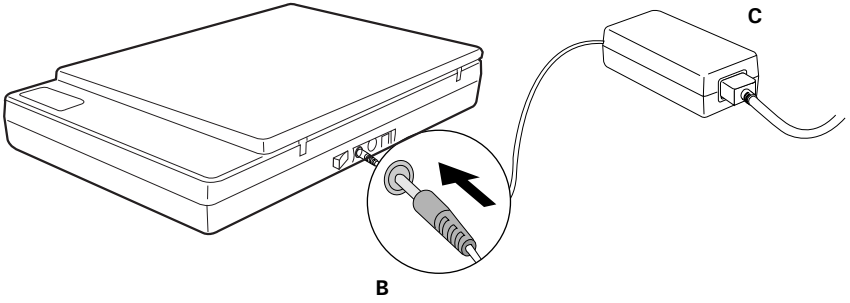
Step 4 Connect Scanner

To the power adapter

A. Remove the yellow “Step 4” sticker from your scanner.

B. Connect the power adapter to the back of the scanner.

C. Plug one end of the power cord into the power adapter, and plug the other end of the power cord into a wall outlet or other power source.



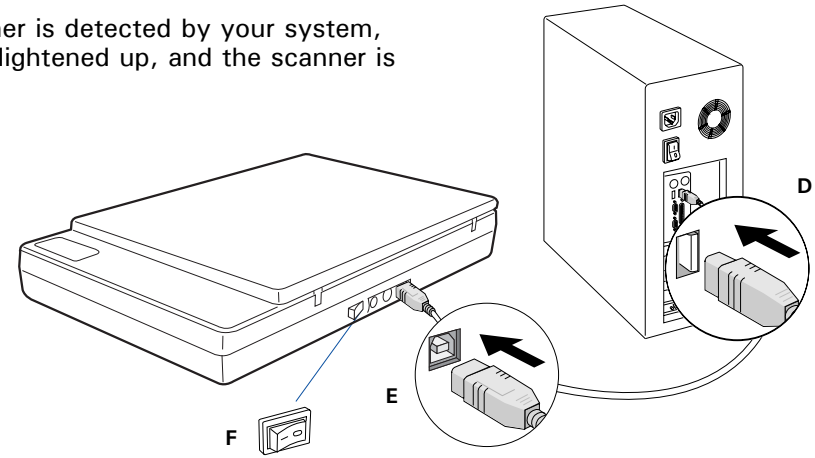
To the Hi-Speed USB cable

D. Connect one end of the cable to your computer.

E. Connect the other end of the cable to the scanner.

F. Press the power switch at the back of the scanner.

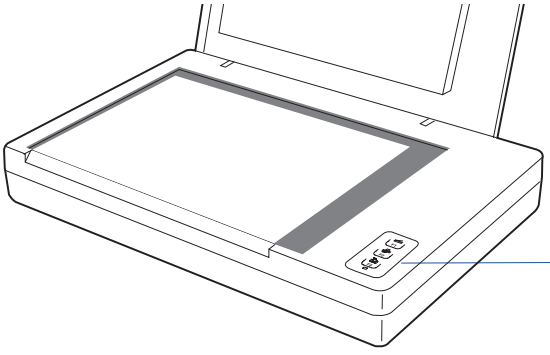
When the scanner is detected by your system, the LED will be lightened up, and the scanner is ready to scan.



Power switch

Customize the Function Buttons

The XT3300 is equipped with 3 programmable function buttons (F1, F2, and F3) that can be customized to automate a number of predefined operations, such as scanning to a file, sending an image to your printer, scanning for OCR, etc. Customizing is done through the *Save Settings to Function Button* command in the ScanWizard DI, refer to the XT3300 User's Manual for more details.

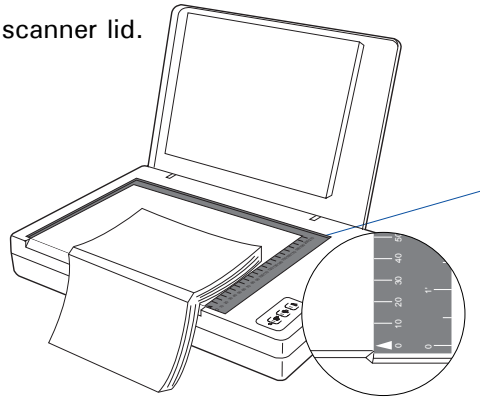


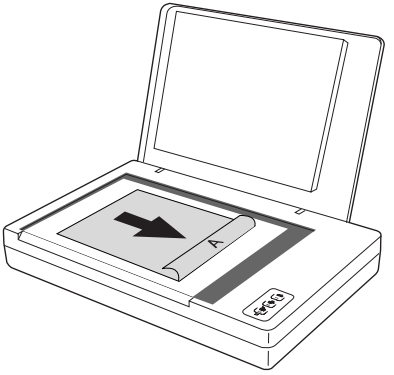
3 programmable function buttons

- **F1, F2, and F3:** Customizes the function buttons to perform your preferred functions.

Position Documents

1. Raise the scanner lid.
2. Place the document to be scanned facing down on the glass surface of the scanner. Center the top of the document along the horizontal ruler on the scanner.
3. Lower the scanner lid.





NOTE: To scan a book or thick documents, you may lift the scanner lid out of its hinge sockets. Then, align the inner margin of a book along the edge of the scanner glass surface as indicated in the graphic, using the arrow printing mark on the horizontal ruler as a point of reference.

Basic Scanning for PC Users

1. Place the document to be scanned on the scanner's glass surface.
2. Launch ScanWizard DI (either as a stand-alone by clicking the program icon, or by using the "File-Import" or "Scan" command from an application program).
3. Specify your scanning requirements in the ScanWizard DI control panel.
   a) Select *Flatbed* as your image input device in the Scan Source drop-down menu.
   b) Select your image output type in the Scan Type drop-down menu.
      - Select *RGB Color (24 bits)* to scan the image in color.
      - Select *Grayscale (8 bits)* to scan the image in grayscale.
      - Select *Black & White (1 bit)* to scan the image in black-and-white.
   c) Select a dimension in the Paper Size drop-down menu as your preview image size.
   d) If the Auto-crop & Auto-deskew option is selected, the scanner automatically detects the size of the original image, crops the full scan frame to fit the image, and removes unwanted black borders after the scan, as well as corrects the distorted image for proper alignment.
   e) Select your desired image output resolution in the Resolution drop-down menu.
4. Click the *Preview* button to perform a preliminary view of the entire image. When done, a preview image appears in the preview window.

Basic Scanning for PC Users (cont.)

5. If necessary, click the *Select Frame* tool button to adjust the size of the scan frame (enclosed within the red dotted lines and labeled with the tag "Main"). Drag on the edge or corner of the scan frame to resize the scan frame.

6. Select the your image type in the Attribute drop-down menu.

   – Select *Line Art* to scan line art images (images in one color or in black-and-white, such as logos or mechanical blueprints).

   – Select *Photo* to scan color prints.

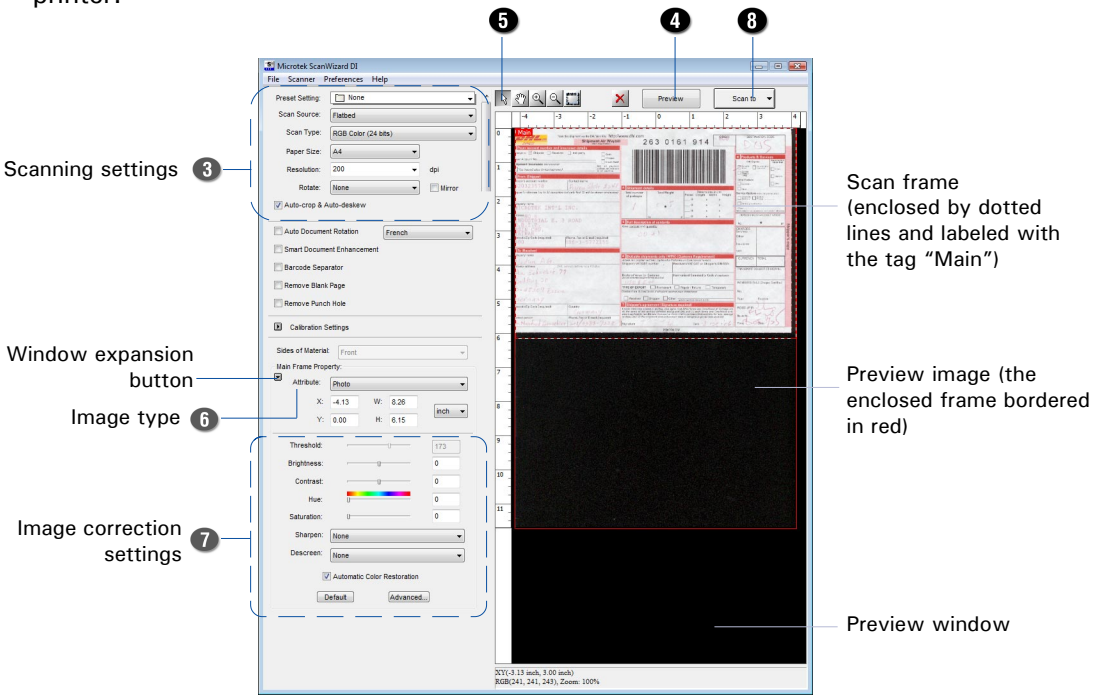
   – Select *Text* to scan text.

7. If necessary, adjust image quality by using the image correction tools.

8. Click the *Scan* or *Scan To* button to start scanning.

   If ScanWizard DI is launched as a Plug-In from an image-editing program, the scanned image is delivered after the scan to your application, where the image can be saved, printed, or modified further.

   If ScanWizard DI is launched as a stand-alone program, the scanned image can be saved after the scan to a file, opened in an image-editing program, or sent to a printer.



***NOTE**: For details on other scanning scenarios applicable to the XT3300, refer to the XT3300 User's Manual.*

Basic Scanning for Mac Users

1. Place the document to be scanned on the scanner's glass surface, as detailed in the "Position Documents" section in this guide.
2. Launch ScanPotter as a stand-alone by clicking on the program icon, or by selecting it from the application folder in your Mac OS X system.
3. In the Scan Source options menu, choose **Reflective**.
4. Specify your scanning requirements in the Scanner Settings column.
   a) Select the appropriate image type (e.g., RGB Color) in the Color Type as your image output type.
      - Select **Color** to scan the image in color.
      - Select **Grayscale** to scan the image in grayscale.
      - Select **Black & White** to scan the image in black-and-white.

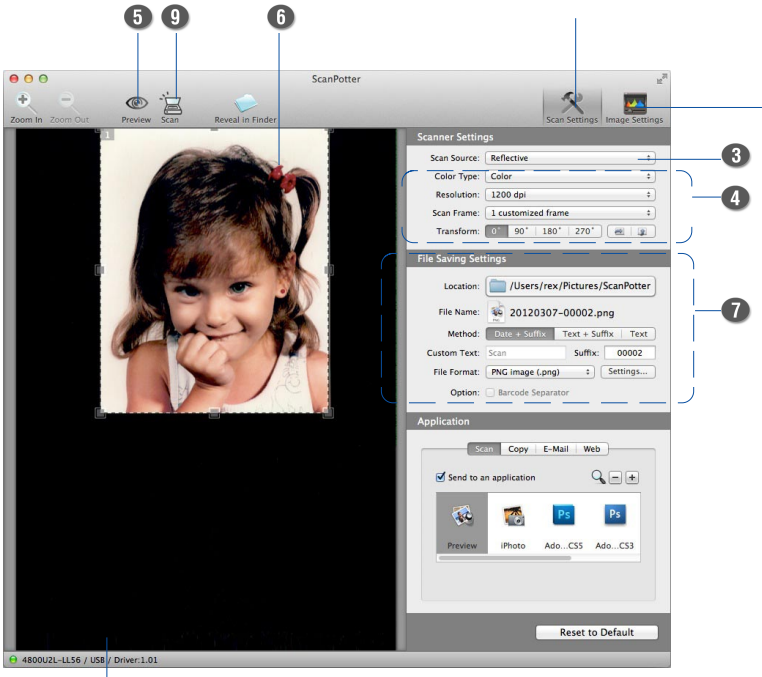
   b) Select a desired resolution in the Resolution for your image output resolution.

   c) Select **Automatic Detection** or a desired dimension in the Scan Frame as your preview image size.
5. Click the **Preview** button to perform a preliminary scan of the image in the Preview window.
6. If necessary, resize the scan frame (floating dotted rectangle) around the image by dragging on the square spots on the edge or on the corner of the scan frame to determine the final size of the actual scan.
7. If necessary, specify file settings for your output image files, using the options offered in the File Saving Settings column.
8. If necessary, click the **Image Settings** button to switch to a window in which you can select a preset image effect to the image directly or adjust image quality manually by using the additional image correction tools.
9. Click the **Scan** button to start scanning.

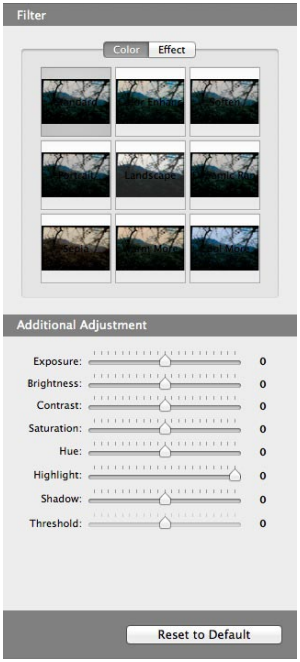
***NOTE**: For more details on using ScanPotter, refer to the ScanPotter Reference Manual in the Microtek Software CD/DVD.*

Scan frame
(enclosed by dotted lines)

Click the **Scan Settings** button to switch back to the default control panel of ScanPotter



Click the **Image Settings** button to switch to a window where contains a composite display of nine-image-effects (Filter column) and additional image correction tools (Additional Adjustment column) for your scanned image.



Preview window when scanning photos

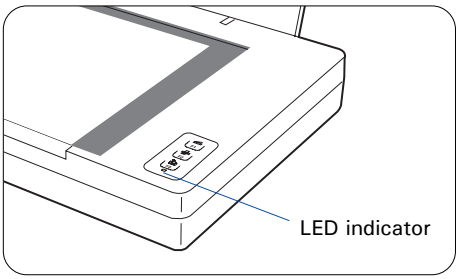
Problems?

The LED on the front panel indicates the status of the scanner.

On - Ready to scan

Green Flashing - Scanning

Off - Scanner is off



First, make sure that you have followed Steps 1 to 4 as described in this guide (unpack, install, unlock, connect). Then if your problem is listed here, try the suggested solution.

1. **No light comes on when the scanner is turned on.**
   Make sure your scanner is connected to your computer and plugged into a power source.

   Make sure your scanner is detected by your computer.

2. **The Add/Remove Hardware Wizard appears on your screen.**
   Click the "Cancel" button and close the ScanWizard DI or ScanPotter Control Panel. Disconnect the Hi-Speed USB cable from the back of your computer, and refer to the installation instructions in this guide.

3. **When trying to scan, an error message appears on your screen that reads, "Can't Find Scanners".**
   Make sure your scanner is unlocked (see Step 3).

   Make sure your scanner is connected to your computer and plugged in to a power source (see Step 4).

   Uninstall and reinstall the ScanWizard DI or ScanPotter software.

4. **After clicking scan, a blank screen appears.**
   Make sure your scanner is unlocked (see Step 3).

   Uninstall and reinstall the ScanWizard DI or ScanPotter software.

5. **Having trouble scanning the documents.**
   Make sure you place the document to be scanned properly on the scanner glass surface.

   Uninstall and reinstall the ScanWizard DI or ScanPotter software.

Do You Need Assistance?

Manuals

If you have additional questions and need further instruction or information, we provide electronic manuals for:

1. Using your XT3300 User's Manual
2. Using the ScanWizard DI or ScanPotter scanning software
3. Using the bundled third-party software

To access the electronic manuals: Insert the scanner's software CD/DVD into your computer's CD/DVD-ROM drive. Next, locate and click the "Manuals" option when the software installer window appears on your screen. Finally, select and click the title of the manual you wish to view.

Missing Items

If your package is missing items, please call the Microtek Customer Service Department.

Drivers & Software Upgrades

After you finish the installation of software, if you found that the installed drivers and software cannot run your product or your computer system properly later, please go to the Microtek **Download Service** site at ww7.microtek.com.tw/service.php to download and install any updates you may require.

For additional information about Microtek products, please visit our website at www.microtek.com.

Power Adapter
Use only power supplies (AC/DC adapters) listed below:

Voltage	Manufacturer	Model No.
100V to 240V	HAIDER	HDAD38W101

NOTE: Please make sure that the electrical outlet to where the scanner will be connected is nearby and readily accessible.

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