



Document Imaging Scanner

ArtixScan*D*/3020c / 8040c

User's Manual



Preface

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Disclaimer

The contents of this manual have been checked carefully for accuracy, and every effort has been made to ensure that there are no errors. However, Microtek makes no guarantee as to the accuracy of the contents of this document and reserves the right to make changes to the contents without prior warning.

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FCC Compliance Statement

This equipment (Model: MSS-1200T3ADF) has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

Note: A shielded Hi-Speed USB interface cable with ferrite core installed on the scanner connector end must be used with this equipment.

Caution: Changes or modifications not expressly approved by the manufacturer responsible for compliance could void the user's authority to operate the equipment.

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

Safety Precautions

Before using your scanner, read the following safety guides carefully, which detail the proper operation of the scanner and its accessories to prevent injuries or damage to users or equipment.

Power Source and AC Power Cord:

- Use a power source only with a power rating specified on the marking label.
- Insert the plug completely into the outlet, as a loose connection may cause arcing and result in fire.
- Place and route the power supply cord such that it is not likely to be walked on or pinched by items placed upon or against them, paying particular attention to the cord near the power plugs, convenience receptacles, and at the point where it exits from the outlet.
- When the scanner is left unattended and unused for long periods of time, unplug it from the wall outlet.

Moving and Storing the Scanner:

- Always lock the scanner when shipping or moving the scanner. Quick stops, excessive force, and uneven surfaces may cause the product to overturn when moving.
- When locking or unlocking the scanner back, do not turn the scanner upside down.
- Do not place the scanner on any slippery, slanted, or unstable surface. The product may slide or fall, causing serious injury to people as well as serious damage to the product.
- Do not use this scanner near water. Never spill liquid of any kinds on the product, or it may result in electric shock or other hazards.
- This scanner should be situated away from heat sources such as radiators, heat registers, stoves, or other products (including amplifiers) that produce heat.

Service:

- When you need a repair service, unplug the scanner from the power outlet and consult qualified service personnel.
- When replacement parts are required, use replacement parts that are specified by the manufacturer or have the same characteristics as the original parts.

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Knowing about Your Scanner

The ArtixScan DI 3020c / 8040c is a color document scanner with an built-in Automatic Document Feeder that can hold up to 100 sheets of papers for the unattended volume scanning. It features optical resolution of 1200-dpi (flatbed) and maximum 600-dpi (ADF), delivers fast duplex scanning of up to 60 image (for ArtixScan DI 3020c) or 80 images (for ArtixScan DI 8040c) per minute in color, and scans document up to 25" long.

Features of the ArtixScan DI 3020c / 8040c

The ArtixScan DI 3020c / 8040c comes with several important features, including the following:

- Automatic Document Feeder (ADF) — The high-capacity ADF for the ArtixScan DI 3020c / 8040c holds up to 100 sheets of paper, supporting dimensions from 3.15" x 3.15" (80 mm x 80 mm) up to 8.5" x 25" (215.9 mm x 635 mm).
- Duplex scanning support — With the use of the ADF, both sides of a document can be scanned with the scanner.
- Space-saving design — The unique design of the ArtixScan DI 3020c / 8040c needs only half size of a normal scanner which is neat and perfect for small offices.
- Automatic paper loading — Paper placed in the Document Feed Tray of the ADF is automatically sensed by the scanner, and the tray automatically rises to the correct position in preparation for scanning.
- Hi-Speed USB port — Hi-Speed USB is capable of high data transfer rates of up to 480 Mbit/sec, providing the high data transfer rate via the included Hi-Speed USB cable.
- New and Advanced Microtek ScanWizard DI software — All-in-one control panel offers a host of features and image adjustment controls. Supporting the TWAIN driver, ScanWizard DI also features full document scanning tools and on-screen proofing. Its multi-scanning area and preview option allow you to obtain quick scans in the preview window. It comes out several distinguished advantages:
 - Paper count — The paper count allows user to keep track of all scan actions from both flatbed and ADF. This feature helps to estimate when you may need to replace the rubber or separation pad, or to apply maintenance and service to your scanner, making the use of your scanner more effectively.
 - Save multiple images as a single file — This advanced feature allows user to save multiple scanned images as a single file, depending on the number of the scanned images that are defined for document archival.

- Auto-crop and auto-deskew — The auto-crop function automatically detects the size of the original image, crops the full scan frame to fit the image, and removes unwanted black borders. The auto-deskew function automatically corrects distorted images for proper alignment.
- Color dropout — Red, green and blue colors can be dropped out to allow for clearer and more accurate forms processing with problematic color documents.
- Preset Setting — This feature allows you to save the pre-defined scanning values, and then retrieve them later for scanning same types of materials, which brings fast and convenient access for users.
- Document Enhancement — This feature brings out and improves the readability of text in a document that includes other elements such as color, pictures, or graphs.

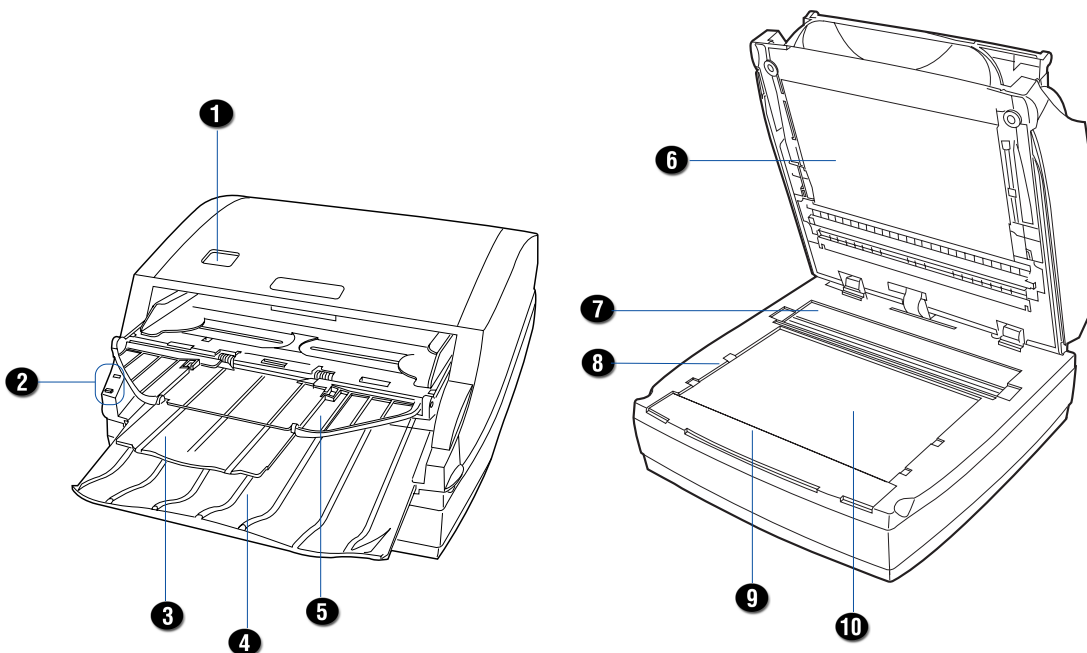
Installation Requirements

In order to use your ArtixScan DI 3020c / 8040c, your computer must satisfy the following system requirements:

- CD/DVD-ROM drive (for installing software)
- Color display with 24-bit color output capability
- 512 MB RAM or above
- Pentium IV PC or higher with Hi-Speed USB (USB 2.0) port (CPU 2.5G Dual Core recommended)
- Microsoft Windows XP, Vista, 7, and 8

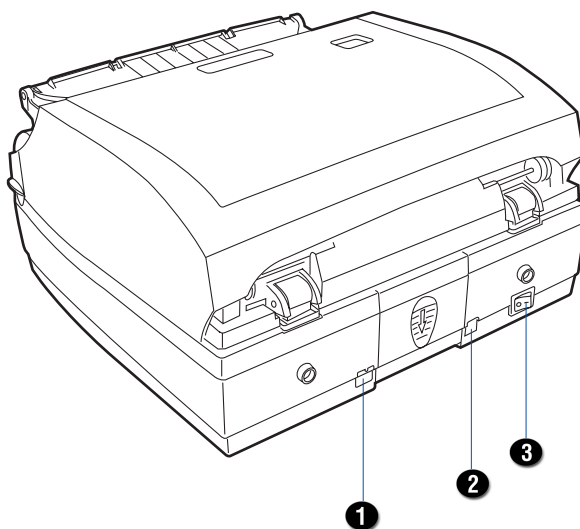
Taking a Closer Look

Front/Top View



No.	Names of Parts	Functions of Parts
1	Button	Opens or closes the ADF cover.
2	Green/Orange LEDs	Indicates the status of the scanner. For more details, refer to the "Troubleshooting" section of this manual.
3	Feed Tray Extender	Extends the Document Feed Tray when loading long documents.
4	Document Output Tray	Stores the stacked documents which have been scanned.
5	Document Feed Tray	Holds the documents to be fed into the ADF.
6	ADF	Automatic Document Feeder.
7	Rear Glass Surface	The place where the calibration cartridge is stored.
8	Vertical Ruler	Used to measure the length of a scanned document.
9	Horizontal Ruler	Used to measure the width of a scanned document.
10	Front Glass Surface	For flatbed scanning of a single-sheet document.

Rear/Side View



No.	Names of Parts	Functions of Parts
1	Hi-Speed USB Port	Connects the Hi-Seed USB (USB 2.0) cable to the computer.
2	Power Connector	Connects the scanner to the power adapter.
3	Power Switch	Turns the scanner on or off.

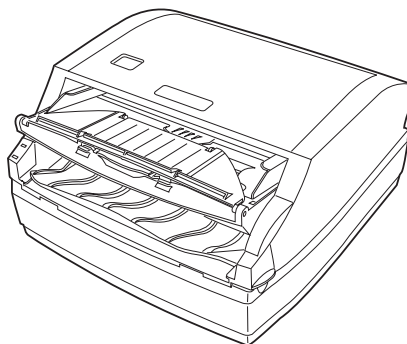
Initial Setup

Following the Four Easy Steps

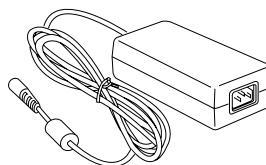
After unpacking your scanner package, you should see four yellow stickers, which are marked from Step 1 to Step 4 and are placed on your scanner contents. Follow the steps in order for a quick and easy installation process.

Step 1: Unpacking Package Contents

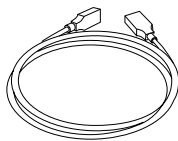
After unpacking your scanner package, please check for the major components listed below.



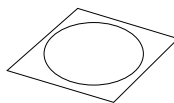
Document scanner



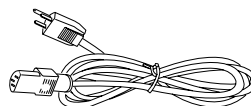
Power adapter



Hi-Speed USB cable



Software CDs/DVDs



Power cord

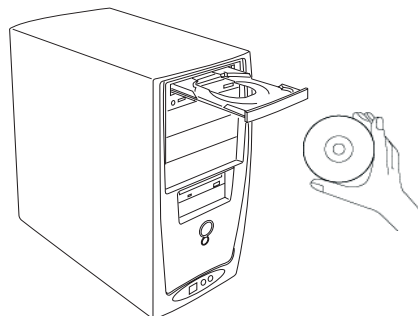
Step 2: Installing the Software

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

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

1. Turn on your computer.
2. Place the **Microtek Software CD/DVD** into a drive.
3. Follow the on-screen instructions to install the driver and software.

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.



4. To install the software on the **Microtek Software CD/DVD**, click each software program in the order that it appears on the screen to install, and follow the on-screen instructions.
5. Click **EXIT** on the Microtek Software Installer screen when all the software has been installed.
6. Restart your computer.

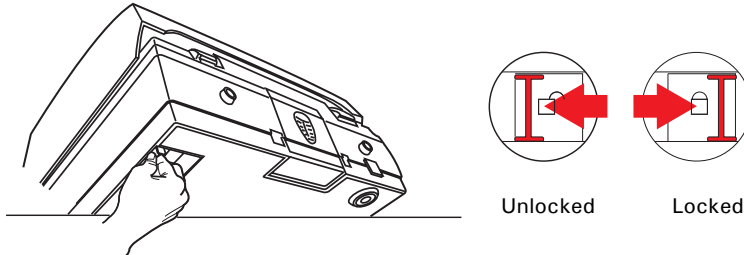
Drivers & Software Upgrades

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.

Step 3: Unlocking the Scanner

1. Remove the yellow "Step 3" sticker from your scanner.
2. With the scanner power off, tilt the scanner and locate the locking switch at the bottom left corner of the scanner. Do not turn the scanner upside down when attempting to unlock, as this may damage the scanner's mechanism.
3. Push the locking switch to the position as indicated in the graphic, with the icon on the lock showing as "unlocked".

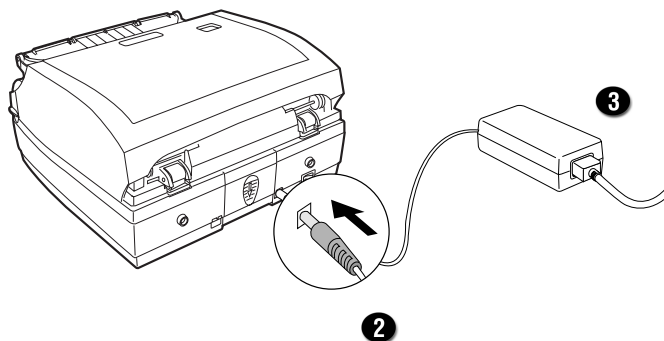


Note: To lock the scanner (for shipping and other purposes), turn the locking switch to the "Locked" position. When unlocking the scanner, do not turn the scanner upside down when locking the scanner back.

Step 4: Connecting the Scanner

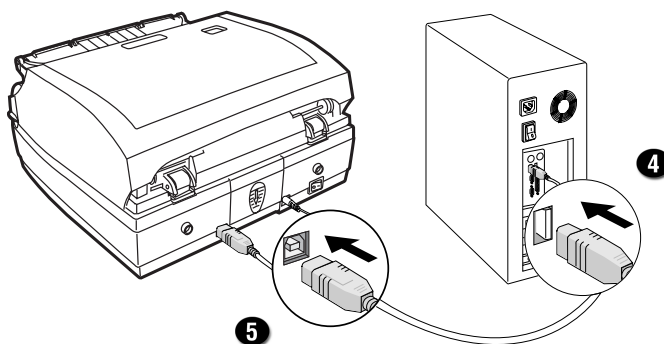
To the Power Adapter

1. Remove the yellow "Step 4" sticker from your scanner.
2. Connect the power adapter to the back of the scanner.
3. 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.



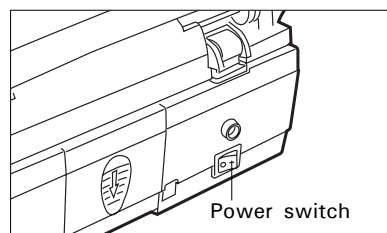
To the Hi-Speed USB Cable

4. Connect one end of the Hi-Speed USB cable to your computer.
5. Connect the other end of the Hi-Speed USB cable to the scanner's USB port.



6. Turn the power switch at the back panel of your scanner to "On", and wait for the lights at the front-left panel to stop blinking and stay on steady.

The system will detect your scanner automatically.



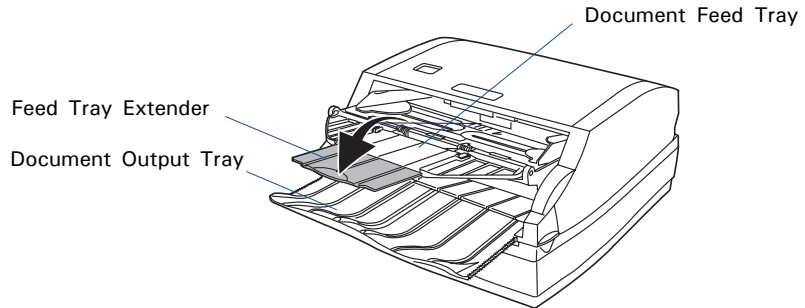
Note: It takes a while for your scanner to warm up. Please do not turn the scanner off when it is in the warming-up process; otherwise, it may cause serious damage to your scanner.

Positioning Documents

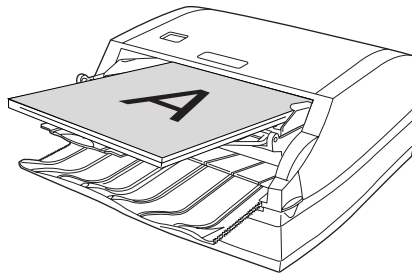
Into the ADF (Automatic Document Feeder)

This section shows you how to position a single-sheet document, as well as a stack of documents, into the ADF (Automatic Document Feeder).

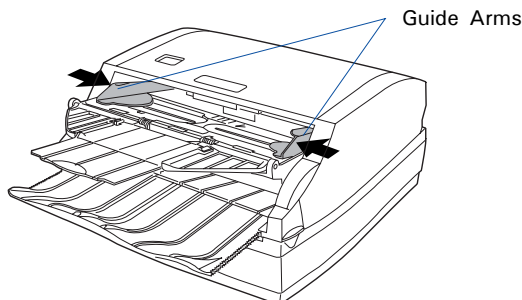
1. Pull out the Feed Tray Extender for better paper support if the length of the originals exceeds 10 inches.



2. Load the stack of originals onto the Document Feed Tray, with the side to be scanned facing up. Push the stack of papers into the tray until the edge of the stack touches the front edge of the Document Feed Tray.



3. Align stack of papers with the center of the Document Feed Tray by sliding the two Guide Arms toward the stacked sheets if the width of the originals is less than 8.5 inches.



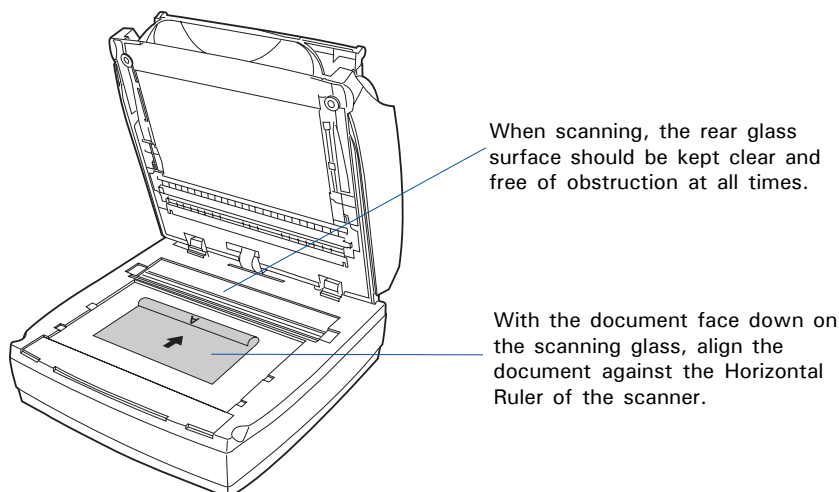
Note: There are several precautions and reminders about using the ADF correctly. Please refer to the section as below for the detail.

- The document feeder is not designed for scanning photos; doing so may damage your originals. Microtek accepts no responsibility for damage that may arise from misuse of equipment.
- The ADF can handle documents of the following sizes:
 - Width: 3.15" to 8.5" (80 to 215.9 mm)
 - Length: 3.15" to 25" (80 to 635 mm)
 - Thickness: 10 to 30 lbs. (38 to 110 g/m²)
 - Document Feed: 100 sheets maximum of copy bond paper
- If the documents are torn, curled, or wrinkled, do not put them into the ADF to scan, because they may cause paper jams.
- Remove paper clips or staples before placing documents into the ADF. DO NOT use the ADF to scan documents with paper clips or staples because they may cause paper jams or damage the scanner.

On the Flatbed

This section shows you how to position a single-sheet document, such as a single photograph or a page from a book, on the flatbed:

1. Raise the scanner lid, and place the document to be scanned face down on the scanner glass surface.
2. Place the top end of the document towards the back of the scanner, then lower the scanner lid on the scanner glass surface.



Scanning Documents

Using ScanWizard DI

ScanWizard DI is a scanning software designed by Microtek for document scanning in color, black and white, and grayscale in both duplex and simplex modes. Its user-friendly interface enables you to easily start the scanning process. Refer to the ScanWizard DI software manual for more details.

Warning:

- Do not place photos or fragile materials in the feed tray, for it will damage the originals when performing the feeding process. Always place frail originals on the scanner's glass surface and choose "Flatbed" as your Scan Source.
- Before scanning the document from the ADF, make sure the flatbed scanning area is clear from any obstructions. Otherwise, a scanning error may occur.
- Before using the ScanWizard DI, make sure that your anti-virus software program has been turned off. Otherwise, the scanning speed may be affected.

The following sections will show you step by step how to use ScanWizard DI.

Scanning a Single-sheet Document

1. Place the single-sheet document to be scanned on either the scanner glass surface or on the ADF's Document Feed Tray.
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 your image input device in the Scan Source drop-down menu.
 - Select *Flatbed* if you place the document on the scanner's glass surface.
 - Select *ADF (Simplex)* or *ADF (Duplex)* if the document is fed from the ADF's Document Feed Tray.

Select *ADF (Simplex)* to scan one side of the document.

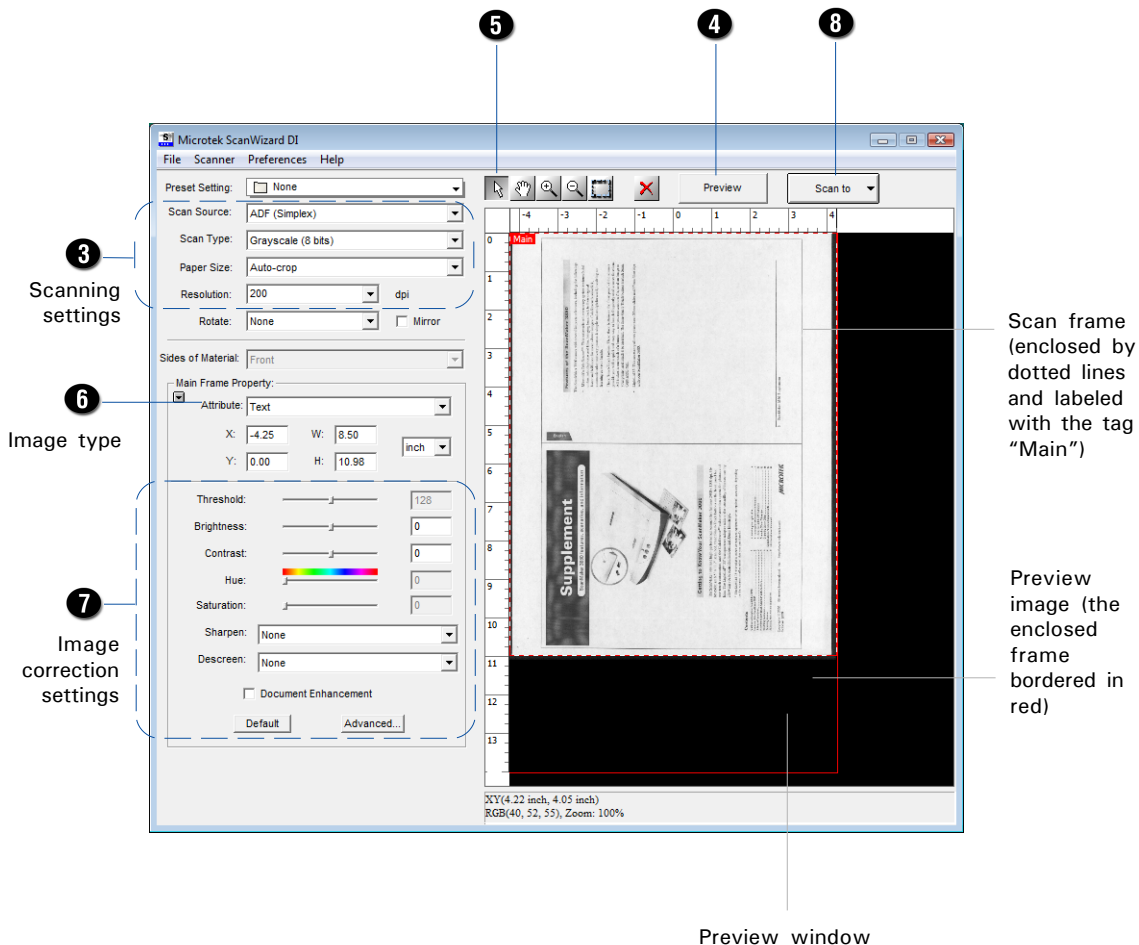
Select *ADF (Duplex)* to scan both sides of the document.

- 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.

 If the Auto-crop 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.
 - d) 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.
5. 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 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.



Scanning a Stack of Documents

1. Place the stack of documents to be scanned on the ADF's Document Feed Tray.
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. Follow the procedures (steps 3a through 3d) for "Scanning a Single-sheet Document" to specify your scanning requirements in the ScanWizard DI control panel.
 - a) Select *ADF (Simplex)* or Select *ADF (Duplex)* in the Scan Source drop-down menu as your image input device.
 - Select *ADF (Simplex)* to scan one side of the document.
 - Select *ADF (Duplex)* to scan both sides of the document.
 - b) Select your image output type in the Scan Type drop-down menu.
 - c) Select a dimension in the Paper Size drop-down menu as your preview image size.
 - d) Select your desired image output resolution in the Resolution drop-down menu.
4. Select the your image type in the Attribute drop-down menu.
5. If necessary, adjust image quality by using the image correction tools.
6. Click the *Scan* or *Scan To* button to start scanning.

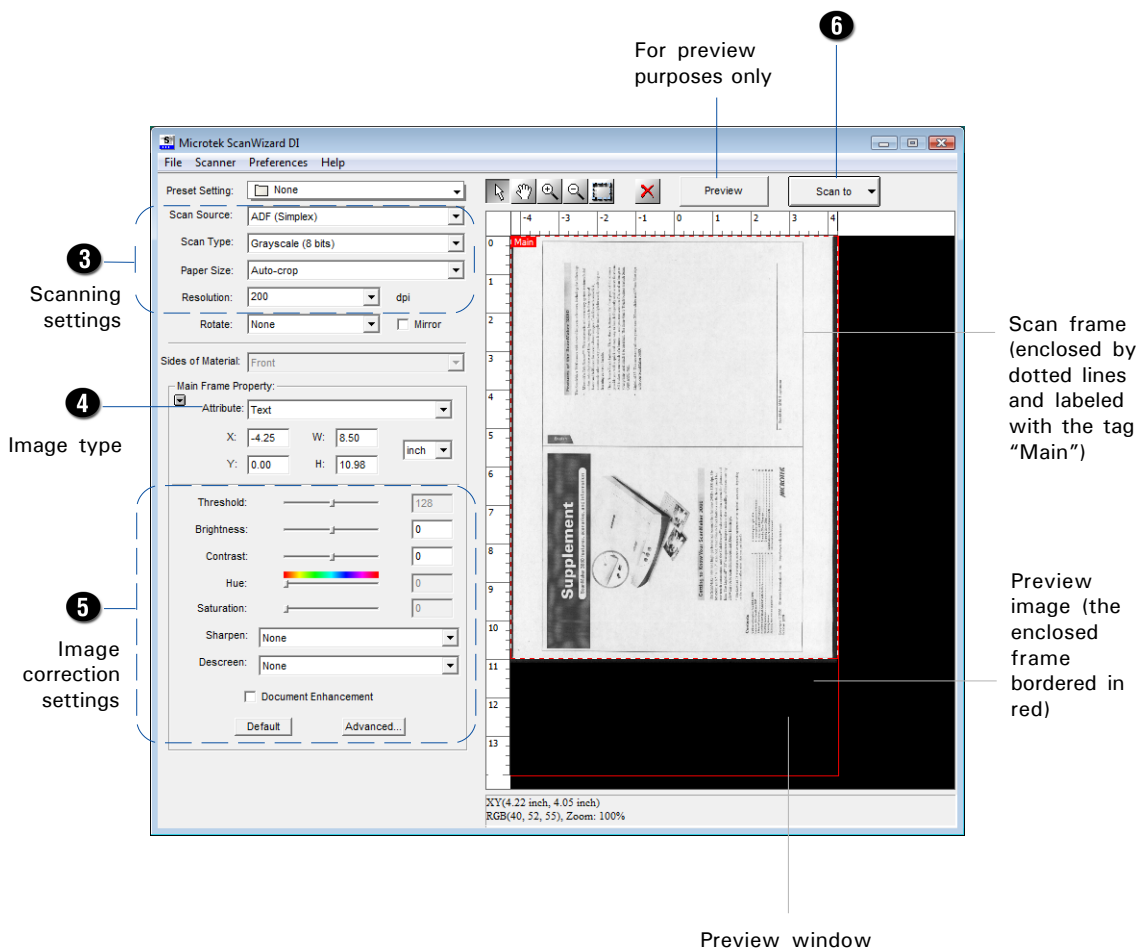
If ScanWizard DI is launched as a plug-in from an image-editing program, the scanned image is delivered after the scan to your application, where the image can be saved, printed, or modified further.

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.

For preview purposes only, take note of the additional notes below:

1. Load a piece of paper from the paper stack into the ADF's Document Feed Tray as step 1. Do not load more than one sheet, as a single sheet is sufficient for previewing.
2. After finishing step 3 and before proceeding to step 4, click the *Preview* button to perform a preliminary view of the entire image. When done, a preview image appears in the preview window.

At this moment, the previewed page is delivered to the document tray from the ADF's Document Feed tray. Load the previewed page, along with the paper stack, on the ADF's Document Feed Tray. You are now ready to scan.



Scanning Documents with Mixed Contents

Many documents contain mixed content with both text and pictures on the same page. You can use a function named “Multiple Scan Frames” to scan different types of documents at the same time.

1. Place the single-sheet color print to be scanned on either the scanner glass surface or on the ADF's Document Feed Tray.
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. Follow the procedures (steps 3a through 3d) for “Scanning a Single-sheet Document” to specify your scanning requirements in the ScanWizard DI control panel.
 - a) Select your image input device in the Scan Source drop-down menu.
 - b) Select *RGB Color (24 bits)* in the Scan Type drop-down menu as your image output type.
 - c) Select a dimension in the Paper Size drop-down menu as your preview image size.
 - d) 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.
5. Click the *Scan Frame* tool button to adjust the size of the scan frame (enclosed within the dotted lines and labeled with the tag “Main”). Drag on the edge or corner to resize the scan frame.
6. Select *Photo* in the Attribute drop-down menu as your image type for the main scan frame.
7. If necessary, adjust image quality by using the image correction tools.
8. Specify the **first** subframe.
 - a) Click the *Create Subframe* tool button. Move the mouse pointer to the text area, then drag to create a rectangle and enclose the text area.
 - b) Select *Text* in the Attribute drop-down menu as your image type for the selected scan frame.
 - c) If necessary, adjust image quality by using the image correction tools.
9. Specify the **second** subframe.
 - a) Click the *Create Subframe* tool button. Move the mouse pointer to the drawing picture area, then drag to create a rectangle and enclose the picture area.

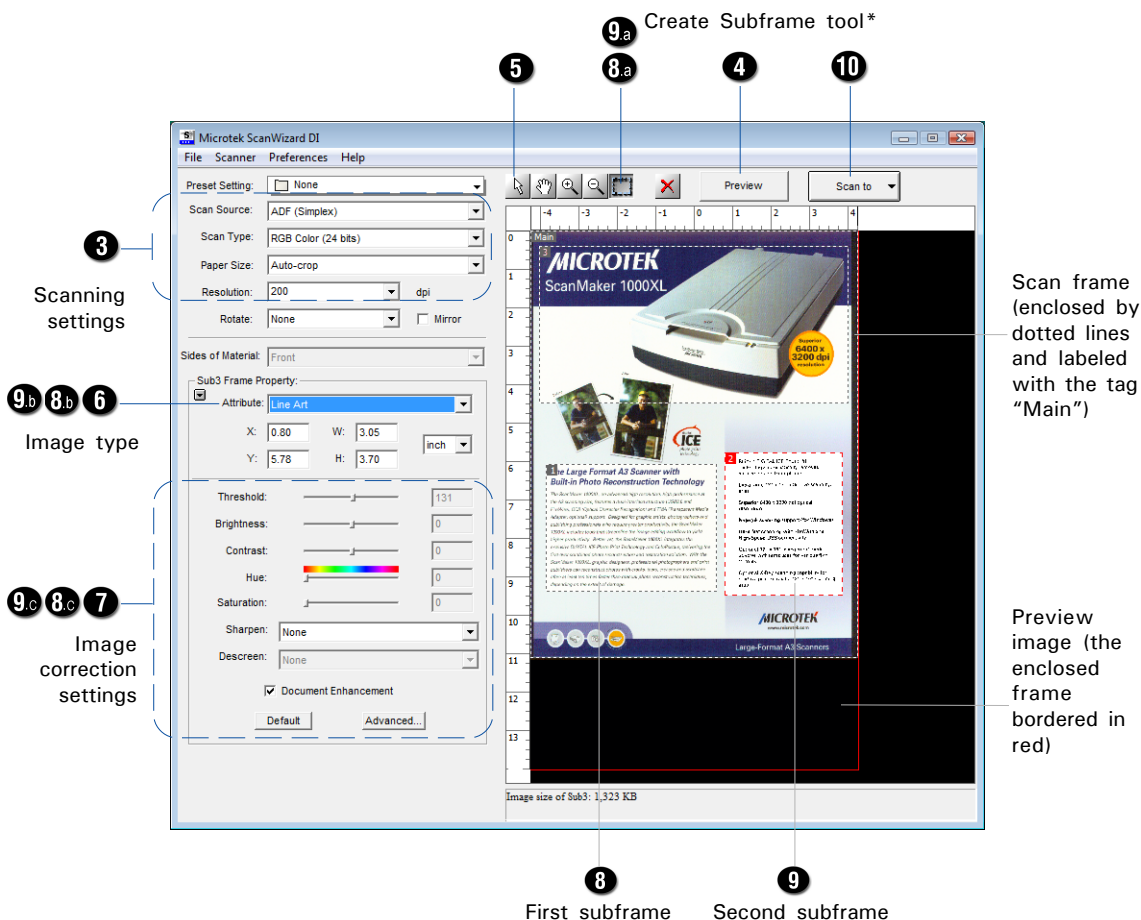
b) Select *Line Art* in the Attribute drop-down menu as your image type for the selected scan frame.

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

10. 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.



*Create Subframe tool

The Create Subframe tool lets you create a new scan frame within the enclosed scan frame that is labeled with the tag "Main". When a new scan frame is generated, the enclosed scan frame is selected in red dotted lines. The newly added subframe is automatically labeled in series (with tag "1", "2", etc.).

Utilizing Scanned Documents

Depending on your needs, you may save your scanned documents into the following several ways:

Scanning for Archiving

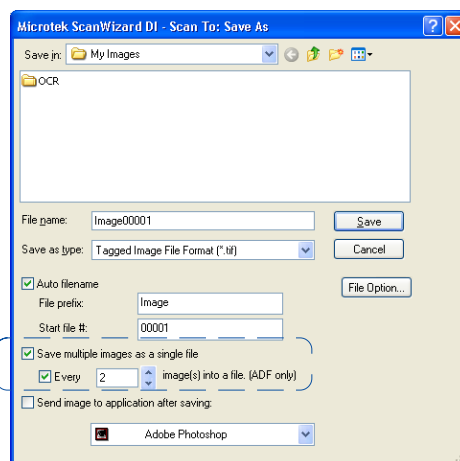
The archiving function allows the scanner to scan documents for recording purposes. For instance, an image “record” can be kept of multiple-page legal documents or of other important documents, such as birth certificates and tax records.

A. Saving All Scanned Documents in a Single File

1. Place the documents to be scanned on the ADF's Document Feed Tray.
2. Launch ScanWizard DI in stand-alone mode by clicking the program icon on the desktop.
3. Follow the procedures (steps 3 through 5) for “Scanning a Stack of Documents” to specify your scanning requirements.
4. Click the *Scan To* button to open the “Scan To: Save As” dialog box.

In the “Scan To: Save As” dialog box, specify the following settings:

- a) Key in your preferred file name in the “File prefix” edit box, or use the default “Image” as a root file name.
- b) Select your required export file format. Save the file as TIF, PDF, or DCX, which enables the “Save multiple images as a single file” option in the next step.
- c) Check the “Save multiple images as a single file” option to store all the scanned images as a single file if desired.



If you scan the documents through the ADF and enable “Save multiple images as a single file”, you are allowed to specify how many images you would like to be saved in a single file after scan.

Check the “Every %image(s) into a file ” option, and then enter your desired number in the edit box directly or click the up/down arrow to increase/decrease the number. The range is from 2 to 100 images.

5. Click the *Save* button.

The originals are sequentially scanned until the stack of documents is depleted; when finished, all the scanned images are saved as a single file.

B. Saving All Scanned Documents in Multiple Files

1. Follow the procedures (steps 1 through 3) for “Saving All Scanned Documents in a Single File” to place documents for scanning, to launch the ScanWizard DI software, and to specify your scanning requirements.
2. Click the *Scan To* button to open the “Scan To: Save As” dialog box.

In the “Scan To: Save As” dialog box, specify the following settings:

- a) Key in your preferred file name in the “File prefix” edit box, or use the default “Image” as a root file name.
 - b) Select your required export file format. Save the file as TIF or DCX, which enables the “Save multiple images as a single file” option in the next step.
 - c) Leave the “Save multiple images as a single file” option blank.
3. Click the *Save* button.

The originals are sequentially scanned until the stack of documents is depleted; when finished, all the scanned images are saved in different files. If you do not specify the file name in the “File prefix” edit box, all files will be sequentially named from “Image00001”, “Image00002”, “Image00003”, etc. If desired, change the default root file name to label your scan jobs.

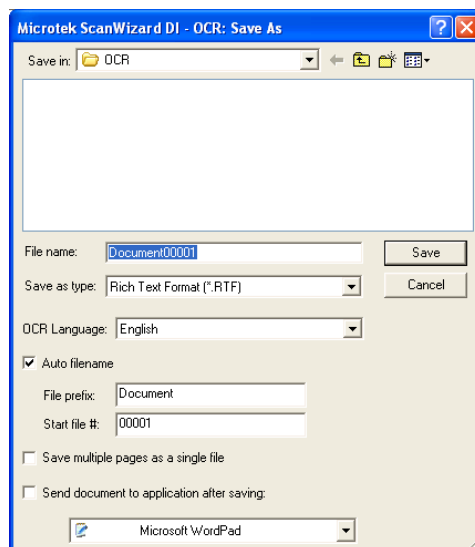
Scanning for OCR

The OCR (Optical Character Recognition) function allows the scanner to convert a scanned document into text that can be edited from any word processing application.

1. Place the documents with text to be scanned on the ADF's Document Feed Tray.
2. Launch ScanWizard DI in stand-alone mode by clicking the program icon on the desktop.
3. Follow the procedures (steps 3 through 5) for "Scanning a Stack of Documents" to specify your scanning requirements
 - a) In step 3d, the recommended resolution is 300 dpi or above for OCR.
 - b) In step 4, from the Attribute options menu, choose *Line Art* as your image type to obtain best OCR results. When *Black & White* is your chosen mode in the Scan Type options, *Line Art* should be the selected image type.
4. Click the *Scan To* button and hold down the mouse until the options menu appears, then select *OCR* to open the "OCR" dialog box.

In the "OCR: Save As" dialog box, specify the following settings:

- a) Key in your preferred file name in the "File prefix" edit box, or use the default "Document" as a root file name.
- b) Select your required export file format. Save the files as RTF and TXT, which enables the "Save multiple pages as a single file" option in the next step.
- c) Check the "Save multiple pages as a single file" option to store all the scanned images as a single file if desired.
- d) Select your preferred language from the "OCR Language" options. The available options are English, German, French, Italian, Spanish, and Chinese.
- e) Check the "Send document to application after saving" option, then choose your word processing application from the options.



5. Click the *Save* button.

The originals are sequentially scanned until the stack of documents is depleted; when finished, all the scanned images are saved as a single file. The saved file can now be opened from your chosen application and is ready to be edited.

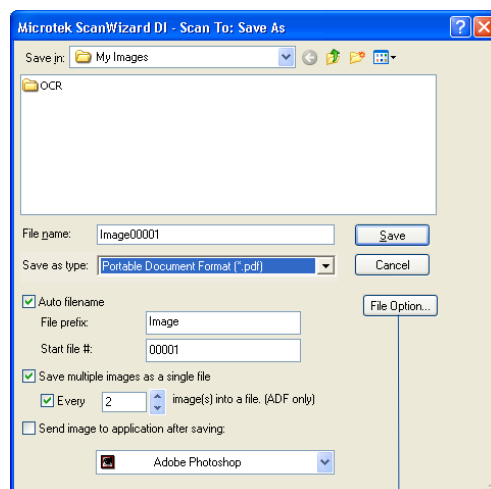
Scanning for PDF

The scanner can easily convert any paper document into an image and saves it as an Adobe Portable Document Format (PDF) file for viewing with the Adobe application software. It also offers variable compression levels for full controls over file sizes and image quality.

1. Place the documents to be scanned on the ADF's Document Feed Tray.
2. Launch ScanWizard DI in stand-alone mode by clicking the program icon on the desktop.
3. Follow the procedures (steps 3 through 5) for "Scanning a Stack of Documents" to specify your scanning requirements
4. Click the *Scan To* button to open the "Scan To: Save As" dialog box.

In the "Scan To: Save As" dialog box, specify the following settings:

- a) Key in your preferred file name in the "File name" edit box, or use the default "Image" as a root file name.
- b) Select "Portable Document Format" as your file-saving format from the "Save as type" drop-down menu.
- c) Check the "Save multiple images as a single file" option to store all the scanned images as a single file if desired.
- d) Check the "Send image to application after saving" option, then choose your Adobe application software from the options.



The File Option button is active when the "RGB Color" or "Grayscale" is set as your image output type and the PDF is chosen. With this function, you can control the image quality compression as your desired.

5. Click the *Save* button.

The originals are sequentially scanned until the stack of documents is depleted; when finished, all the scanned images are saved as a single file. The saved file can now be opened from your chosen application and is ready to be viewed.

Note: The scanner also allows you to scan a text document and convert it to an editable PDF file for editing with the Adobe Acrobat writer. Follow the procedures for "Scanning for OCR", in step 4b, select the "Portable Document Format" as your file-saving format.

Scanning for Copying

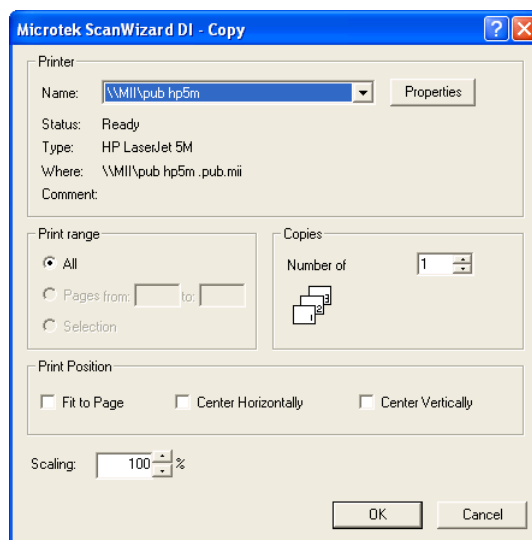
The copy function allows the scanner to work like a copier using your printer, with documents printed successively without interruption. This lets you transform your scanner and printer into a convenient copy station.

1. Place the documents to be scanned on the ADF's Document Feed Tray.
2. Launch ScanWizard DI in stand-alone mode by clicking the program icon on the desktop.
3. Follow the procedures (steps 3 through 5) for "Scanning a Stack of Documents" to specify your scanning requirements.
4. Click the *Scan To* button and hold down the mouse until the Options menu appears, then select *Copy* to open the "Copy" dialog box.

In the "Copy" dialog box, specify the following settings:

- a) Select a default printer or any alternative printer from the options.
- b) Specify the number of copies to be made.
- c) Select a scale ratio for increasing or reducing the size of the scanned image.

If the "Fit to Page" option is checked, the "Scaling" setting is disabled.



5. Click the *OK* button.

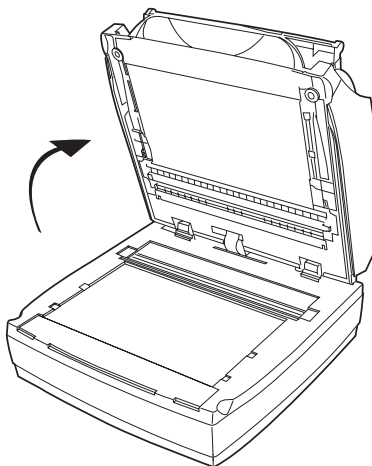
The originals are sequentially scanned until the stack of documents is depleted; when finished, all the scanned images are sent to the specified printer.

Care and Cleaning

To ensure optimal performance from the ArtixScan DI 3020c / 8040c, it is important to clean several critical parts of the scanner on a regular basis.

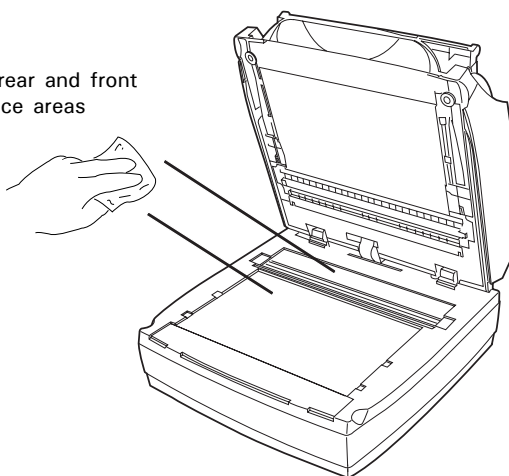
Cleaning the Scanner Glass Surface

1. Lift the ADF.



2. Then use a soft, non-abrasive and lint-free cloth to gently wipe the rear and front glass surface areas on the scanner flatbed.

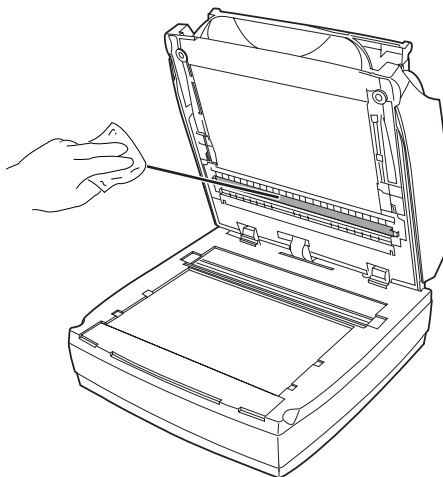
Clean the rear and front
glass surface areas



Note: Do not use any detergents, synthetic cleaning solutions, cleaning naphtha, or other solvents to clean the glass surface directly.

Cleaning the Mylar Cartridge

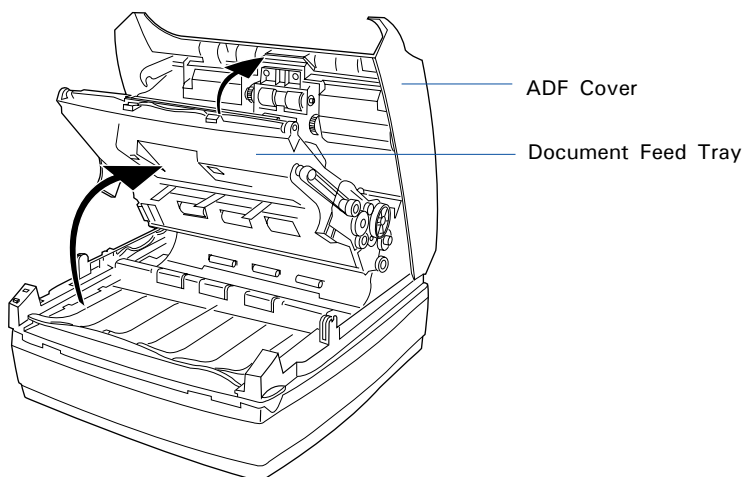
Use the same kind of cloth for cleaning the scanner glass surface to clean the black Mylar cartridge located at the bottom of the ADF.



Cleaning the Rollers

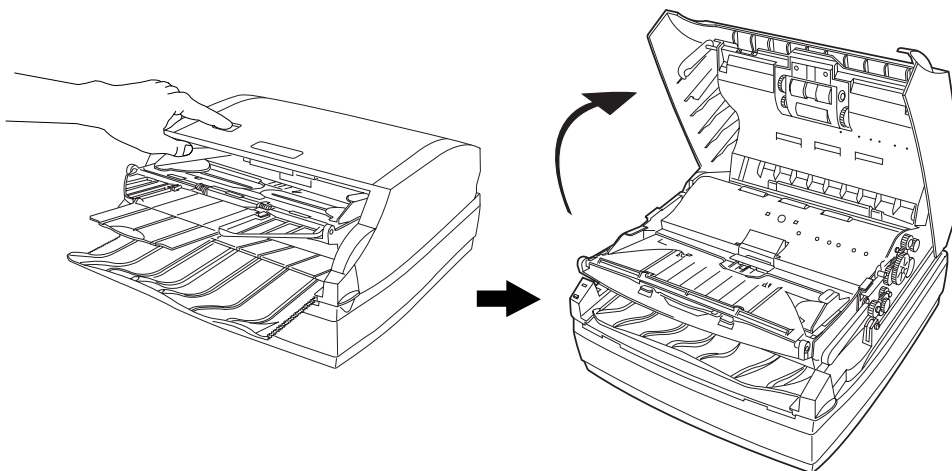
Prolonged use of the ADF may result in accumulation of ink and other residue on the feeder's rollers, affecting their efficiency. Clean the rollers periodically to maintain performance.

Note: Rollers are found in two areas of the ArtixScan DI 3020c / 8040c: Directly under the ADF cover, and under the Document Feed Tray.

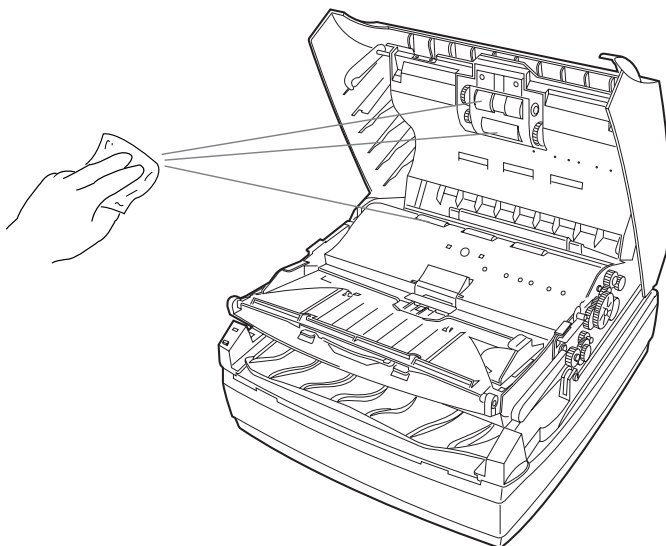


To clean the rollers under the ADF cover:

1. Push the button at the top of the ADF to release and lift up the ADF cover.

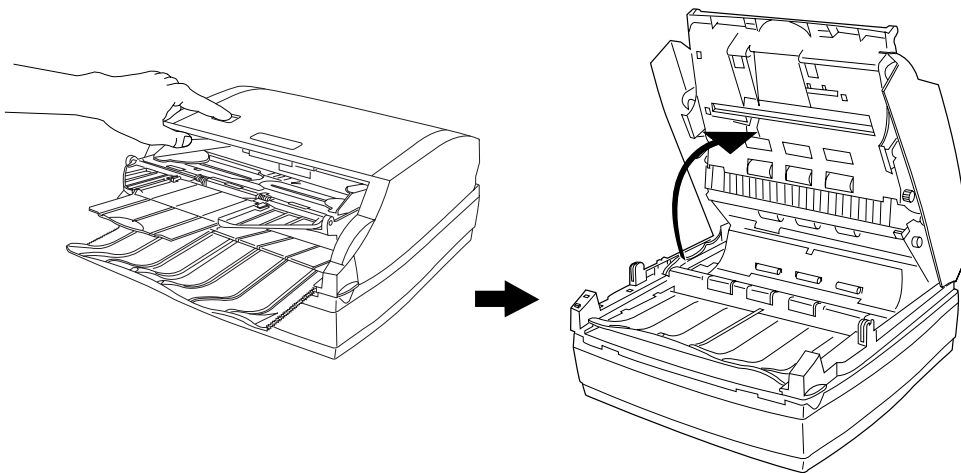


2. Clean the rollers with a lint-free cloth or a swab moistened with alcohol or ECO cleaner, as shown in the graphic below.

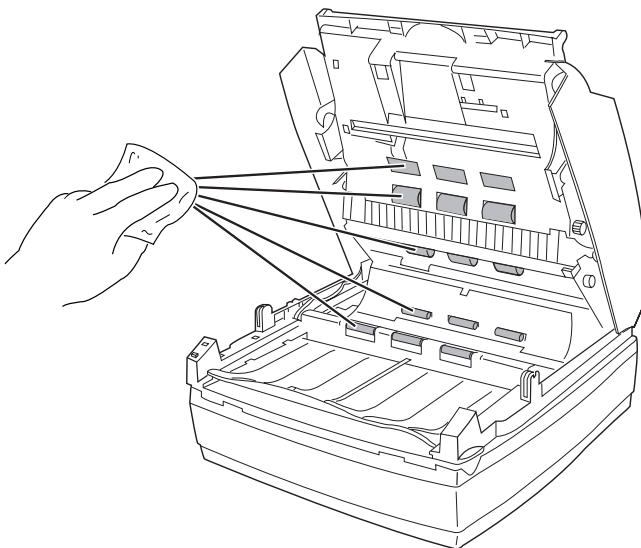


To clean the rollers under the Document Feed Tray:

1. Push the button at the top of the ADF, then lift the Document Feed Tray along with the ADF cover.



2. Clean the rollers with a lint-free cloth or a swab moistened with alcohol or ECO cleaner, as shown in the graphic below.

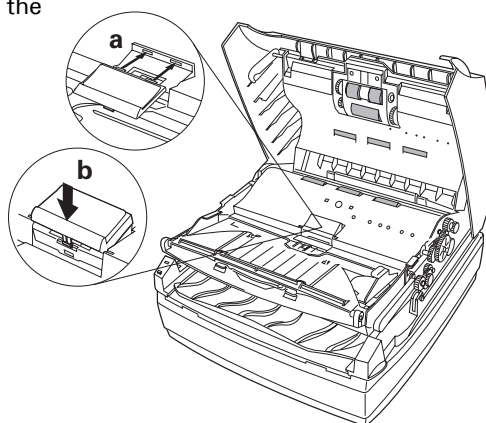
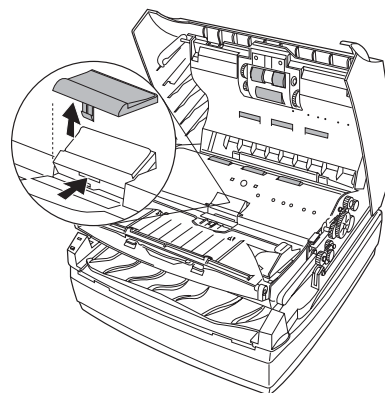


Maintenance

The separation pad assembly and the feed-roller assembly in your Automatic Document Feeder (ADF) are designed to make document feeding smooth. After usage for a period of time, the separation pad assembly and feed-roller assembly may become worn, and a problem such as document double-feed may occur. In this case, check either the separation pad assembly or the feed-roller assembly, and replace them if needed. Follow the procedure below for replacement of the separation pad assembly and feed-roller assembly.

Replacing the Separation Pad Assembly

1. Push the button at the top of the ADF, then move the cover of the ADF up to see the separation pad assembly, as indicated in the right graphic.
2. With the cover fully opened, use your fingers to nip off the separation pad assembly and pull it out from its compartment.
3. Insert (as shown in "a") and push down (as shown in "b") the new separation pad assembly into its compartment, making sure that the separation pad assembly snaps into place.
4. Close the cover.



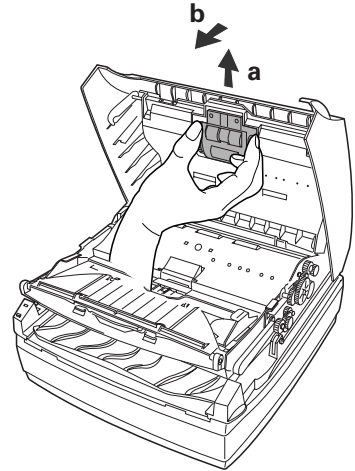
Note:

- A black separation pad assembly comes installed with the ArtixScan DI 3020c / 8040c for use with scanning paper that weighs from 16 to 30 lbs. An additional black separation pad assembly also comes with your scanner package for replacement.

- The recommended replacement point for the two separation pad assemblies is approximately 30,000 sheets.
- Please contact your local resellers for purchasing new separation pad assembly.

Replacing the Feed-Roller Assembly

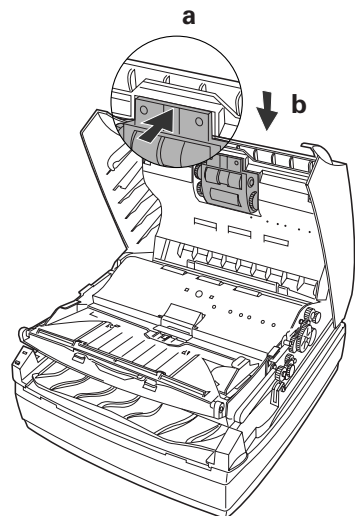
1. Press the button at the top of the ADF, then move the cover of the feeder up to see the feed-roller assembly, as indicated in the right graphic.
2. With the cover fully opened, loosen the screw on the cover with a screwdriver,
 - a) Hold the both side of the feed-roller assembly and push it up a bit.
 - b) Pull out the feed-roller assembly carefully.



3. Insert and push down the new feed-roller assembly into its compartment, making sure the feed-roller assembly snaps into place. Tighten the screw back on the cover.

Note: Before pushing down the feed-roller assembly into its compartment, make sure that the upper part of the feed-roller assembly has been inserted into the upper slot of the compartment correctly. Otherwise, it may cause damage to the product.

4. Make sure the feed-roller assembly is attached to the feed cover properly, then close the feed cover.



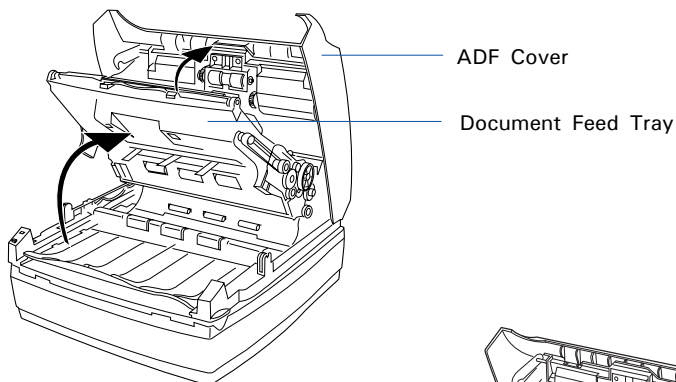
Note: The recommended replacement point for your feed-roller assembly is after scanning approximately 150,000 sheets through the ADF.

Appendix

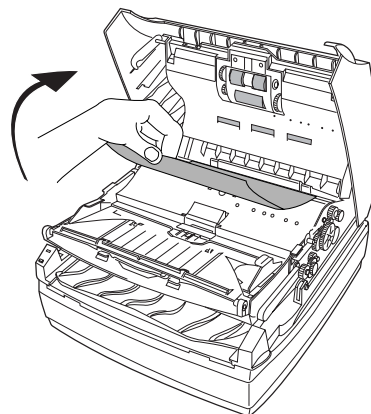
Fixing Paper Jams

Open the ADF cover by pressing the button on the top of the ADF.

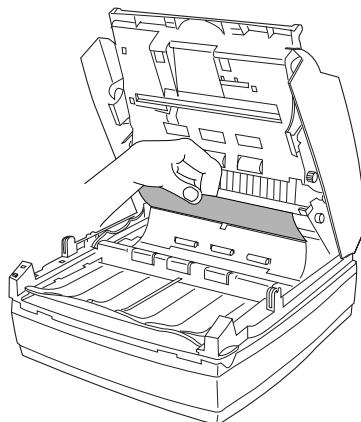
Paper jams can occur in either of two places: Directly under the ADF cover, or under the Document Feed Tray.



- If a paper jam has occurred in the rollers under the ADF cover, pull out the paper by using a forward-moving direction.











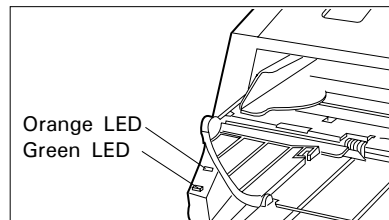
- If a paper jam has occurred in the rollers directly under the Document Feed Tray, lift the Document Feed Tray, then pull out the paper by using a forward or backward motion until the paper has been pulled free.



Troubleshooting

The LEDs on the front-left panel of the scanner indicate the status of the scanner.

		All Off - Scanner is off
		Flashing Green - Warming up or flatbed scanning
		Flashing Orange - ADF scanning
		All On - Ready to scan



First, make sure that you have followed Steps 1 to 4 as described in the “Initial Setup” section of this document (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.
- 2. The Add/Remove Hardware Wizard appears on your screen.**

Click the “Cancel” button and close the ScanWizard DI Control Panel. Disconnect the Hi-Speed USB cable from the back of your computer, and refer to the installation instructions in this document.
- 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 in the “Initial Setup” section).

Make sure your scanner is connected to your computer and plugged in to a power source (see Step 4 in the “Initial Setup” section).

Uninstall and reinstall the ScanWizard DI software.
- 4. After clicking “Scan,” a blank screen appears.**

Make sure your scanner is unlocked (see Step 3 in the “Initial Setup” section).

Uninstall and reinstall the ScanWizard DI software.
- 5. When trying to scan with the ADF (Auto Document Feeder) , an error message appears on your screen that reads, “Code -206, ADF paper jam or roller failure.”**

Click OK first; then open the ADF cover, as illustrated in the “Fixing Paper Jams” section.

 - If the problem is occurring from a paper jam, follow the procedures laid out in the “Fixing Paper Jams” section of this document.
 - If the problem is occurring from situations other than a paper jam, follow the procedures laid out in the “Positioning Documents” section.

Finally, close the ADF cover and restart scanning.

Specifications

Type	Desktop color ADF scanner with flatbed
Image sensor	CIS, certified Class 1 LED product
Scanning modes	Color, grayscale, and black-and-white in a single scanning pass Input: 48-bit color input (Approx. 281 trillion colors) 16-bit grayscale (Approx. 65,536 shades of gray) Output: 24-bit color (Approx. 16 million colors) 8-bit grayscale (Approx. 256 shades of gray)
Resolution	Flatbed: 1200 (H) x 1200 (V) dpi ADF: 600 (H) x 600 (V) dpi (Max)
Scanning speed	<ul style="list-style-type: none"> • ArtixScan DI 3020c Simplex: 40 ppm, at 200 dpi, A4/line art 40 ppm, at 200 dpi, A4/grayscale 30 ppm, at 200 dpi, A4/color Duplex: 80 ipm, at 200 dpi, A4/line art 80 ipm, at 200 dpi, A4/grayscale 60 ipm, at 200 dpi, A4/color • ArtixScan DI 8040c Simplex: 40 ppm, at 200 dpi, A4/line art 40 ppm, at 200 dpi, A4/grayscale 40 ppm, at 200 dpi, A4/color Duplex: 80 ipm, at 200 dpi, A4/line art 80 ipm, at 200 dpi, A4/grayscale 80 ipm, at 200 dpi, A4/color
Scanning area	Flatbed: 8.5" x 5.63" (215.9 mm x 143 mm) ADF: 8.5" x 25" (215.9 mm x 635 mm)
Feeder capacity	100 sheets of copy bond paper (Unfolded)
Paper weight	10 to 30 lbs. (38 to 110 g/m ²)
Paper size	Flatbed: Min: 0.5" x 0.5" (12.7 mm x 12.7 mm) Max: 8.5" x 5.63" (215.9 mm x 143 mm) ADF: Min: 3.15" x 3.15" (80 mm x 80 mm) Max: 8.5" x 25" (215.9 mm x 635 mm)
Duty cycle	2000 pages per day
Rubber Pad Life	30,000 scans

Roller Life	150,000 scans		
Interface	Hi-Speed USB (USB 2.0)		
Dimensions (L x W x H)	11.81" x 11.69" x 6.14" (300 mm x 297 mm x 156 mm)		
Weight	11 lbs. (5 kg)		
Voltage	AC 110V to 240V, 1.5A Max (Input) DC 15V, 4A (Output)		
Frequency	47-63 Hz		
Power consumption	60 W (Max)		
Power supply	Voltage 110V to 240V	Manufacturer HARD	Model No. HDAD60W102
Environment	Operating temperature: 50° to 95°F (10° to 35°C) Relative humidity: 20% to 85%		

Important

Specifications, software bundles, and accessories are subject to change without notice. Not responsible for typographic errors.