

Start Here

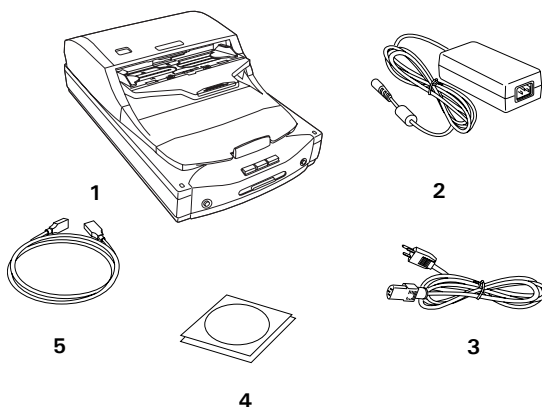
▼ Installing your Microtek ArtixScanDI 4020 Plus / ArtixScanDI 2020 Plus

Step 1

Unpack Contents

Unpack your scanner package and check for major components.

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

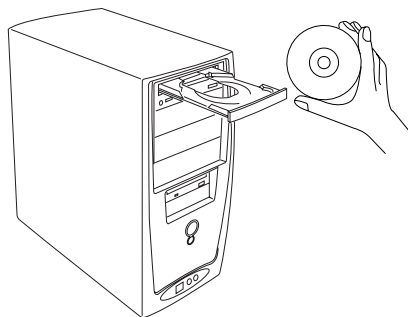


Step 2

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.

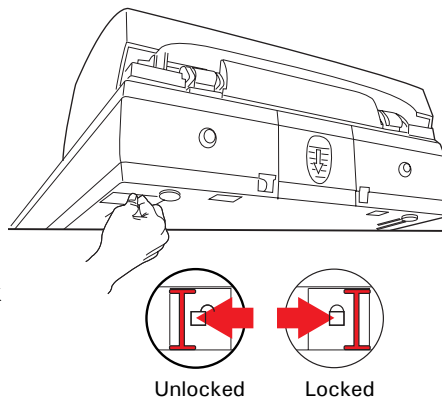


- A. Turn on your computer.
- B. Place the **Microtek Software CD/DVD** into a drive, and follow the on-screen instructions to install the scanner driver and software.
- C. Restart your computer at the end of all software installation.

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.

Step 3 Unlock Scanner

- Remove the yellow "Step 3" sticker from your scanner.
- 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.
- Push the locking switch to the position as indicated in the graphic, with the icon on the lock showing as "unlocked".

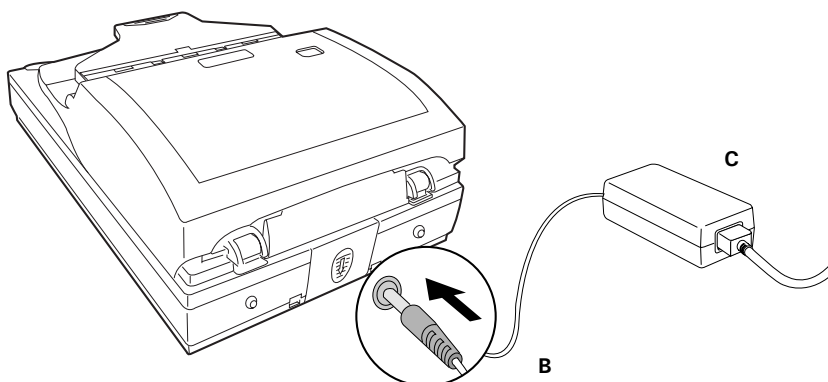


NOTE: To lock the scanner (for shipping and other purposes), turn the locking switch to the "Locked" position. As in the unlock procedure, do not turn the scanner upside down when locking the scanner back.

Step 4 Connect Scanner

To the power adapter

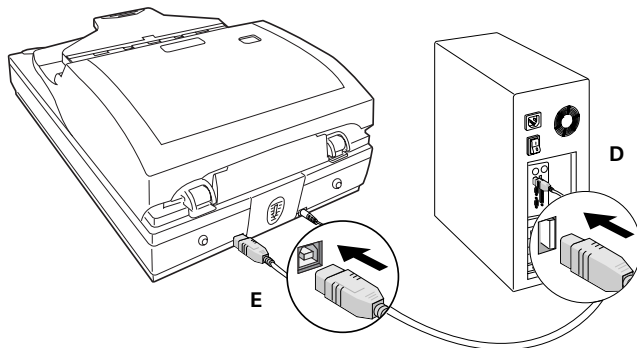
- Remove the yellow "Step 4" sticker from your scanner.
- Connect the power adapter to the back of the scanner.
- Plug one end of the power cord into the power adapter, and plug the other end of the power cord into a wall outlet or other power source.



Step 4: Connect Scanner (cont.)

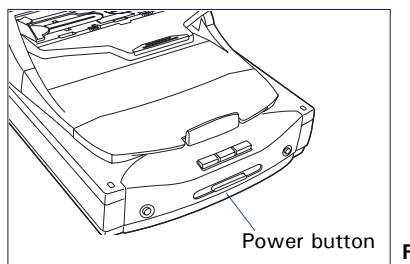
To the Hi-Speed USB cable

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



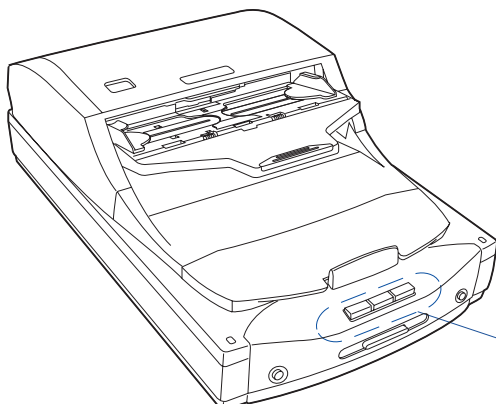
- F. Press the Power button at the front panel of your scanner to turn on the scanner; the LED (orange) lights at the button panel.

The system will detect your scanner automatically.



Customize the Function Buttons

The ArtixScan DI 4020 Plus/ArtixScan DI 2020 Plus 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 *ArtixScan DI 4020 Plus/ArtixScan DI 2020 Plus User's Manual* for more details.



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

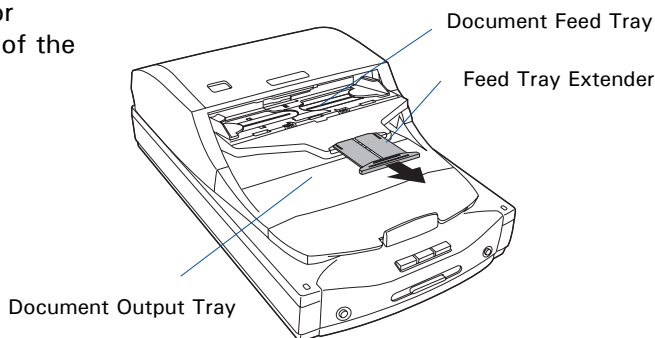
3 programmable function buttons

F1 F2 F3

Position a Stack of Documents

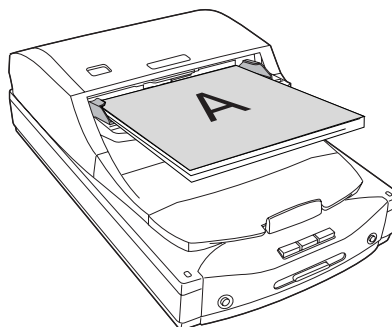
A stack of up to 100 documents can be fed in the Document Feed Tray of the Automatic Document Feeder (ADF). Document sizes can range from 4.33" x 4.33" (110 mm x 110 mm) to 8.5" x 25" (215.9 mm x 635 mm).

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

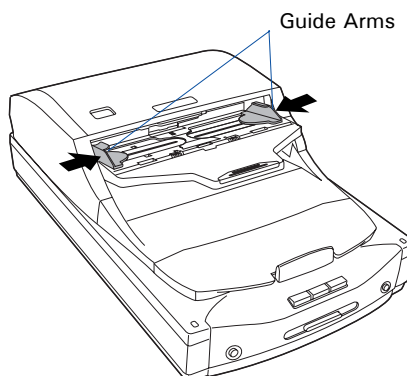


2. Load the stack of originals onto the Document Feed Tray, with the side to be scanned facing up. Push the stack of papers into the tray until the paper's edge touches the front edge of the Document Feed Tray.

WARNING: 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.



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



Scan a Stack of Documents

1. Place the stack of documents to be scanned on the Document Feed Tray of the Auto Document Feeder (ADF).

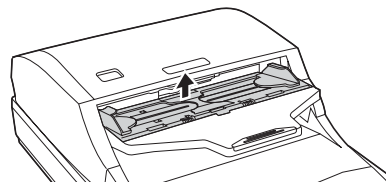
WARNING: Do not place photo paper or fragile sheets of paper on the feed tray, as doing this will damage the original photo or frail papers during the feeding process. Always place frail originals on the scanner glass surface, and choose "Flatbed" as your "scan source."

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 ADF (Simplex) or ADF (Duplex) in the *Scan Source* drop-down menu as your image input device.
 - b) Select the appropriate image type (e.g., Black & White) in the *Scan Type* drop-down menu as your image output type.
 - 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) Select a desired resolution in the *Resolution* drop-down menu for your image output resolution.
 - e) If "Auto-crop & Auto-deskew" 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.
 - f) If necessary, select a level of paper thickness for the ultrasonic double-feed detection in the Double Feed drop-down menu.
4. Select the image type (e.g., Text) in the *Attribute* drop-down menu as your image type.
 - 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.
5. If necessary, adjust image quality by using the image correction tools.

Scan a Stack of Documents (cont.)

6. Click the **Scan** button, or click the **Custom Scan** button and select “Save to File” to start multiple-sheet, automatic scanning.

NOTE: When you finish loading documents on the Document Feed Tray, the documents remain on the tray. When scanning is initiated, the stack of papers is moved automatically from the Automatic Moving Tray in preparation of the scanning process.



- If ScanWizard DI is launched 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 or opened in an image-editing program.

Alternatively, click the **Quick Scan** button to scan your documents directly to a PDF.

It appears only when ScanWizard DI is launched as stand-alone program

Toolbar

Scanning settings

Image type

Image correction settings

Custom Scan

Save to File
Copy
E-mail
OCR

Scan frame (enclosed by dotted lines and labeled with the tag “Main”)

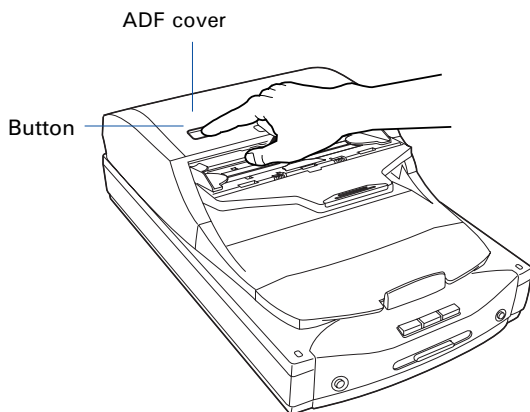
Preview window

Preview image (the enclosed frame bordered in red)

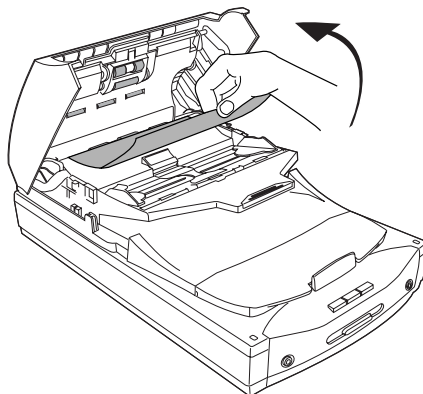
NOTE: For details on other scanning scenarios applicable to the scanner, refer to the *ArtixScan DI 4020 Plus/ArtixScan DI 2020 Plus User's Manual*.

Fixing Paper Jams

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

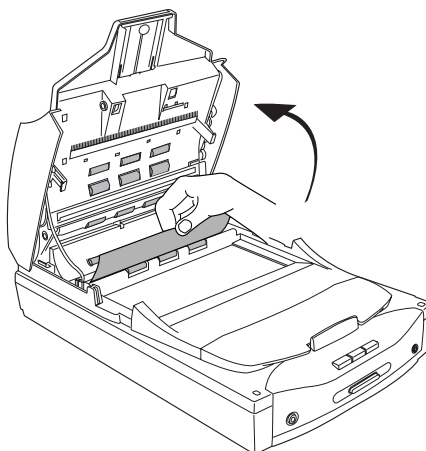
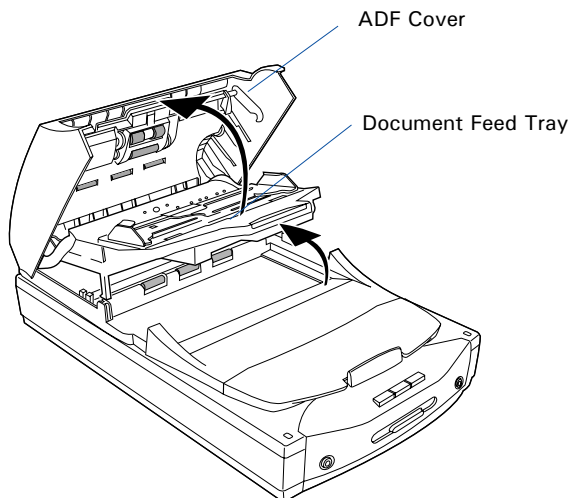


- If a paper jam has occurred in the rollers under the ADF cover, pull out the paper by using a forward-moving direction.









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

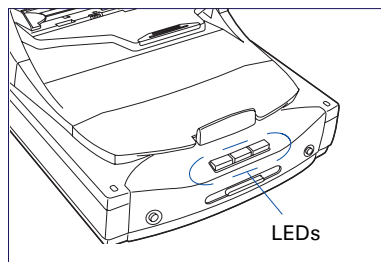
- If a paper jam has occurred in the rollers directly under the Document Feed Tray, lift the Document Feed Tray, then pull out the paper by using a forward or backward motion until the paper has been pulled free.



Problems?

The LEDs on the button panel indicates the status of the scanner.

		On - Ready to scan
		Flashing Green - Scanning
		Off - Scanner is off



First, make sure that you have followed Steps 1 to 4 as described in 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 Control Panel. Disconnect the Hi-Speed USB cable from the back of your computer, and refer to the installation instructions in this document or the *ArtixScan DI 4020 Plus/ArtixScan DI 2020 Plus User's Manual*.

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 software.

4. After clicking scan, a blank screen appears.

Make sure your scanner is unlocked (see Step 3).

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 of this document.

- 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 "Position a Stack of Documents" section.

Finally, close the ADF cover and restart scanning.

Do You Need Assistance?

Manuals

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

1. Using your ArtixScan DI 4020 Plus/ArtixScan DI 2020 Plus
2. Using the ScanWizard DI 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	HARD	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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