

# Start Here

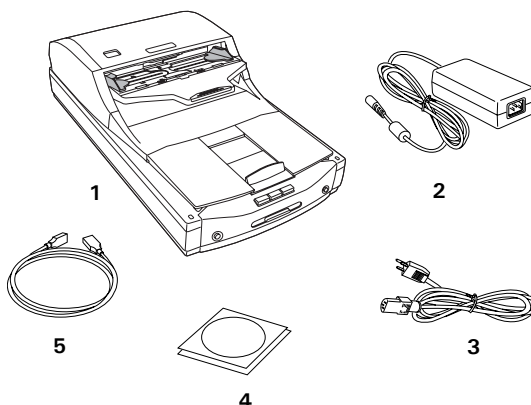
## ▼ Installing your Microtek ArtixScan DI 4020

### Step 1

### Unpack Contents

Unpack your scanner package and check for major components.

1. ArtixScan DI 4020 scanner
2. Power adapter
3. Power cord
4. Software CDs
5. Hi-Speed USB cable



### Step 2

### Install Software

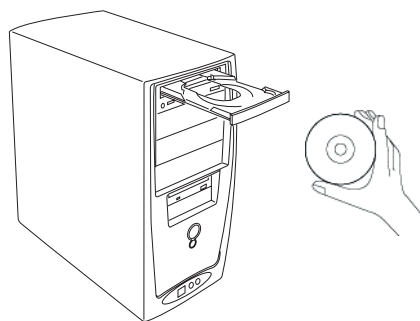
**Important:** Do not remove the yellow stickers from your scanner until you are told to do so. You must install software before connecting your scanner.

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

- A. Place the **Microtek CD-ROM** into your CD-ROM drive.
- B. 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-ROM icon; then `cdsetup.exe` to start the installer program.

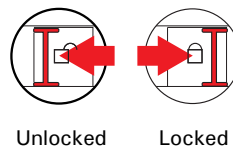
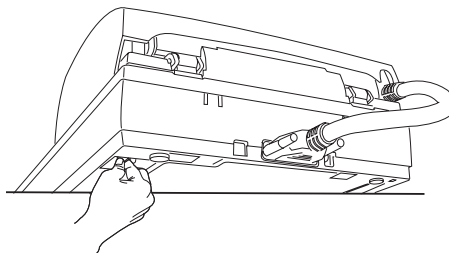
- C. Click each software program in the order that it appears on the screen to install, and follow the on-screen instructions.
- D. Click **EXIT** on the Microtek Software Installer screen when all the software has been installed.



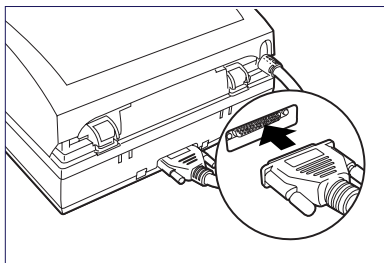
## Step 3 Unlock Scanner

- 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 above, 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

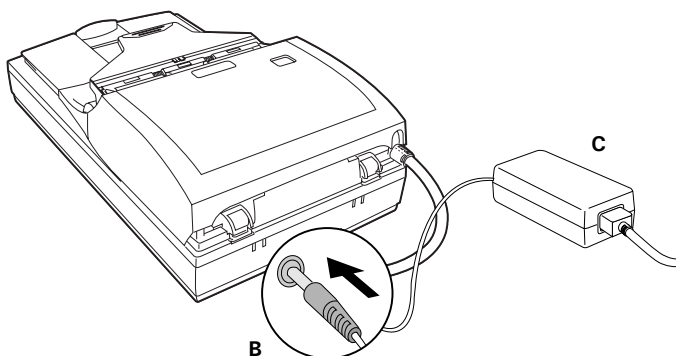


### To the ADF

Make sure the Automatic Document Feeder (ADF) is properly installed, with its connector securely connected to the scanner's 48-pin accessory port.

### To the power adapter

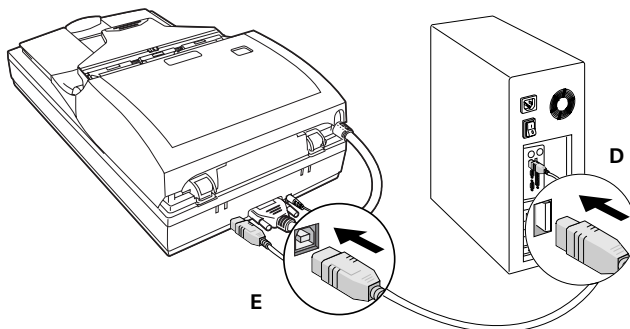
- Remove the yellow "Step 4" sticker from your scanner.
- Connect the power adapter to the back of the scanner.
- Plug one end of the power cord into the power adapter, and plug the other end of the power cord into a wall outlet or other power source.



## Step 4: Connect Scanner (cont.)

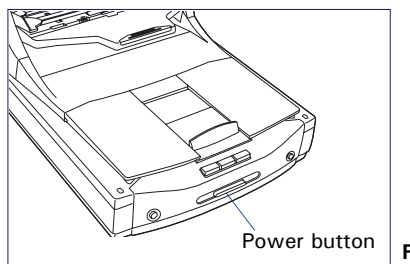
### To the Hi-Speed USB cable

- 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.



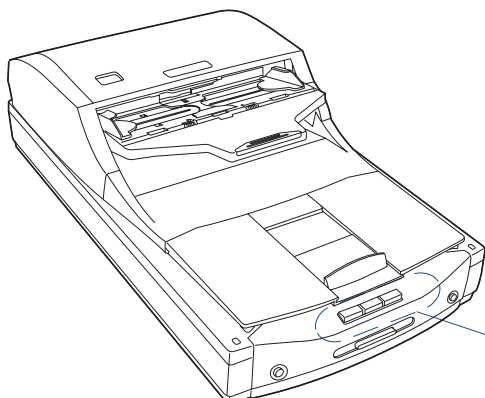
- F. Press the Power button at the front panel of your scanner, and wait for the lights to stop blinking and stay on steady.

The system will detect your scanner automatically.



## Customize the Function Buttons

The ArtixScan DI 4020 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 Supplement* for more details.



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

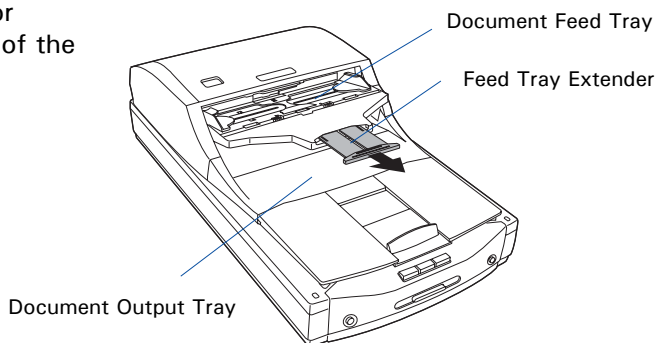
3 programmable function buttons

**F1 F2 F3**

## Position a Stack of Documents

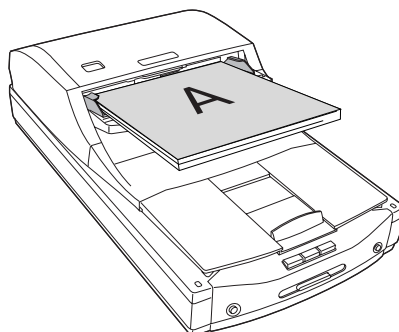
A stack of up to 100 documents can be fed in the Document Feed Tray of the Automatic Document Feeder (ADF). Document sizes can range from 2.75" x 2.75" to 8.5" x 14" (legal size).

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

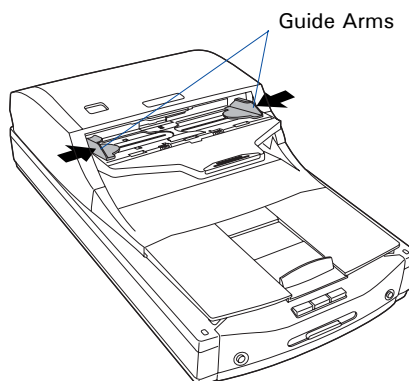


2. Load the stack of originals onto the Document Feed Tray, with the side to be scanned facing up. Push the stack of papers into the tray until the paper's edge touches the front edge of the Document Feed Tray.

**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 material 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.



## 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."

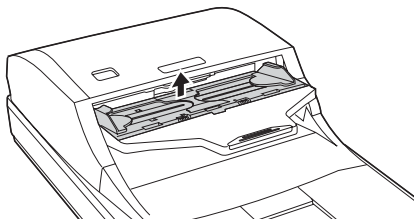
2. Launch ScanWizard DI — either as a stand-alone by clicking the program icon, or by using the *File-Import* or *Scan* command from an application program.
3. Specify your scanning requirements in the ScanWizard DI control panel.
  - a) Select ADF (Simplex) or ADF (Duplex) in the *Scan Source* drop-down 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.
 

If Auto-crop 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 a desired resolution in the *Resolution* drop-down menu for your image output resolution.
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** or **Scan To** button 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, opened in an image-editing program, or sent to a printer.

The screenshot shows the Microtek ScanWizard DI software interface. The interface includes a menu bar (File, Scanner, Preferences, Help), a toolbar, and a main window. The main window is divided into several sections:

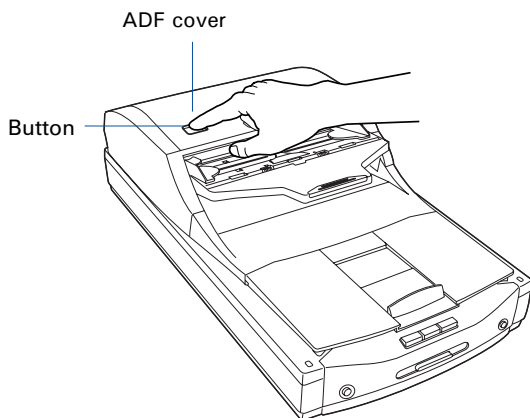
- Scanning settings (3):** Includes Preset Setting (None), Scan Source (ADF (Simplex)), Scan Type (RGB Color (24 bits)), Paper Size (Auto-crop), Resolution (300 dpi), Rotate (Auto-deskew), and Mirror.
- Image type (4):** Includes Sides of Material (Front) and Main Frame Property (Attribute: Text, X: 4.17, Y: 0.00, W: 8.43, H: 10.35, inch).
- Image correction settings (5):** Includes Threshold (128), Brightness (0), Contrast (0), Hue (0), Saturation (0), Sharpen (None), and Descreen (None). There are also checkboxes for Document Enhancement and buttons for Default and Advanced.
- Toolbar:** Includes icons for file operations and a 'Scan to' dropdown menu.
- Preview window:** Shows a preview of the scanned document with a red border around the scan frame. The scan frame is enclosed by dotted lines and labeled with the tag "Main".
- Preview image (the enclosed frame bordered in red):** Shows the scanned image of a document page.

At the bottom of the preview window, the text "XY(-3.98 inch, 5.78 inch) RGB(12, 50, 32), Zoom: 100%" is displayed.

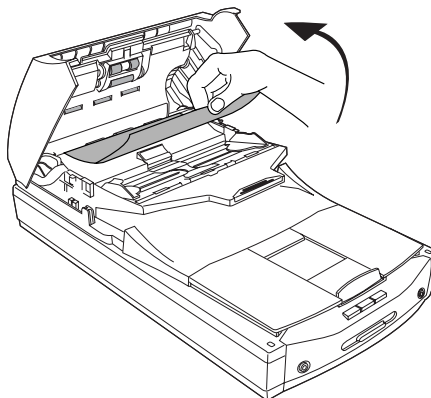
**NOTE:** For details on other scanning scenarios applicable to the ArtixScan DI 4020, refer to the *ArtixScan DI 4020 Supplement*.

## Fixing Paper Jams

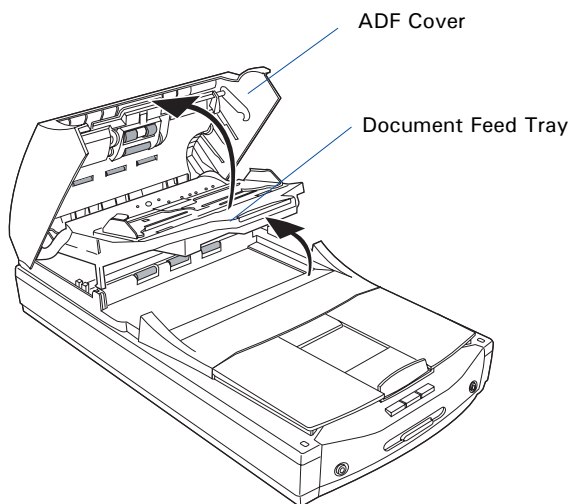
Open the ADF cover by pressing the button on the top of the ADF.



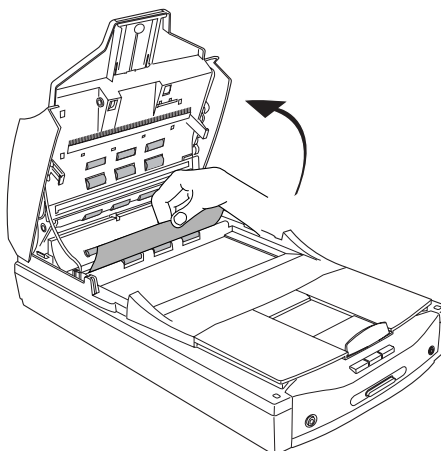
- If a paper jam has occurred in the rollers under the ADF cover, pull out the paper by using a forward-moving direction.



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






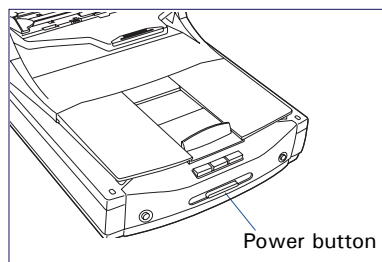
- If a paper jam has occurred in the rollers directly under the Document Feed Tray, lift the Document Feed Tray, then pull out the paper by using a forward or backward motion until the paper has been pulled free.



## Problems?

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

	<b>On</b> Ready to scan.
	<b>Flashing</b> Warming up or scanning.
	<b>Off</b> 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 Supplement*.

**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
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-ROM into your computer's CD-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.

### Power Adapter

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

Voltage	Manufacturer	Model No.
110V to 240V	HARD	HDAD60W102
100V to 240V	SPEC LIN	S60-150400-WH01

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

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# Using ScanPotter Software on a Mac System

ScanPotter scanning software is a great tool for scanning documents, prints or photos on a Mac system. ScanPotter has a unique and clean interface that users will find productive and easy to use. For more details about how to use the functions of ScanPotter, refer to the software on-line help or manual.

## Installing ScanPotter

Before you install ScanPotter software, make sure your scanner is supported with the Mac system.

Install ScanPotter from the ScanPotter CD/DVD if your scanner comes with ScanPotter CD; or, directly download the ScanPotter from Microtek's Download Service site at <http://www7.microtek.com.tw/service.php> and then install it.

## Scanning Reflective Materials (such as documents, prints or photos)

1. Refer to the descriptions in the User's Manual or Supplement of your scanner, position reflective originals to be scanned on the scan bed correctly.
2. Launch ScanPotter either 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. Choose **Reflective** from the Scan Source options menu for scanning photos.
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 output image.
  - 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.



# Drivers & Software Upgrades

Thank you for purchasing Microtek's product!

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 [\*\*www7.microtek.com.tw/service.php\*\*](http://www7.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\*\*](http://www.microtek.com).