# ScanQ Mobile Scanner

# User's Manual

**Regulatory model: FF-1302S**

# Avision Inc.

**Trademarks**

Microsoft is a U.S. registered trademark of Microsoft Corporation.
Windows, Windows XP, Windows Vista, Windows 7 and Windows 8 are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.
IBM, IBM PC are registered trademarks of International Business Machines Corp.
Other brands and product names herein are trademarks or registered trademarks of their respective holders.

**Copyright**

**Warranty**

**Disposal of Waste Equipment by Users in Private Union**



This symbol on the product or on its packaging indicates that the product can not be disposed of with your other household waste.  Instead it should be sent to appropriate facilities for recovery and recycling in an effort to protect human health and the environment.  Fore more information about where you can drop off your waste equipment for recycling, please contact your local city office, your household waste disposal service or the shop where you purchased the product.

## FCC Radio Frequency Interference Statement

This product has been tested and found to comply with the limits for a class B digital device, pursuant to 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.  The FCC Class B 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 your point of purchase or service representative for additional suggestions.

$$C \epsilon$$

**European Union Regulatory Notice**

Products bearing the CE marking comply with the following EU Directives:

- Low Voltage Directive 2006/95/EC
- EMC Directive 2004/108/EC
- Restriction of the use of certain hazardous substances (RoHS) Directive 2011/65/EU

CE compliance of this product is valid if powered with the correct CE-marked AC adapter provided by Avision.

This product satisfies the Class B limits of EN55022, EN55024, safety requirements of EN 60950 and ROHS requirements of EN50581.

*This product is certified as Class 1 LED product.

## Warning and Precautions of the lithium-ion battery

**Warning:**

Danger warning to prevent the possibility of the battery from leaking, heating, explosion, please observe the following precautions:

- Don't immerse the battery in water and seawater. Please put it in cool and dry environment if no using.
- Do not discard or leave the battery near a heat source as fire or heater
- Being charged, using the battery charger specifically for that purpose
- Don't reverse the positive and negative terminals
- Don't connect the battery to an electrical outlet directly.
- Don't connect the positive and negative terminal directly with metal objects such as wire. Short terminals of battery is strictly prohibited, it may damage battery.
- Do not transport and store the battery together with metal objects such as necklaces, hairpins.
- Do not strike, throw or trample the battery.
- Do not directly solder the battery and pierce the battery with a nail or other sharp object.
- Do not use lithium ion battery and others different lithium polymer battery model in mixture.
- Prohibition of use of damaged cells.
- Don't bend or fold sealing edge. Don't open or deform folding edge. Don't fillet the end of the folding edge.
- Don't fall, hit, bend battery body.
- Battery pack designing and packing Prohibition injury batteries.
- Never disassemble the cells.
- Keep the battery away from babies.
- Any components contacting these two edges, they must be insulated.

**Caution:**

- Risk of explosion if battery is replaced by an incorrect type. Dispose the battery according to local regulations.

- Never place batteries or devices on or in heating devices, such as microwave ovens, stoves, or radiators. Batteries may explode when overheated or its performance will be degenerate and its service life will be decreased.

- Do not use it in a location where is electrostatic and magnetic greatly, otherwise, the safety devices may be damaged, causing hidden trouble of safety.

- If the battery leaks, and the electrolyte get into the eyes. Do not wipe eyes, instead, rinse the eyes with clean running water, and immediately seek medical attention. Otherwise, eyes injury can result.

- If the battery gives off an odor, generates heat, becomes discolored or deformed, or in any way appear abnormal during use, recharging or storage, immediately remove it from the device or battery charge and stop using it.

- Avoid charging batteries for more than a week, as overcharging may shorten battery life. Over time, unused batteries will discharge and must be recharged before use.

- Disconnect chargers from power sources when not in use.

- Use batteries only for their intended purposes.

- Store the battery at 0°C to 40°C.

- Avoid exposing your device and batteries to very cold or very hot temperatures. Extreme temperatures can cause the deformation of the device and reduce the charging capacity and life of your device and batteries.

- Prevent batteries from contacting metal objects, as this can create a connection between the + and – terminals of your batteries and lead to temporary or permanent battery damage.

- In case the battery terminals are dirt, clean the terminals with a dry cloth before use. Otherwise power failure or charge failure may occur due to the poor connection with the instrument.

- Be aware discharged batteries may cause fire. Follow all local regulations when disposing of used batteries or devices.

- Never crush or puncture the battery. Avoid exposing the battery to high external pressure, which can lead to an internal short circuit and overheating.

# Table of Contents

# 1. Overview

## 1.1 Introduction

Scan printed photos, cards, documents, and other items quickly and easily using your Avision Personal Scanner! No computer is necessary to scan – just choose your resolution and then feed your item into the scanner to create a JPG image file. You can store the scanned images on the scanner's built-in disk *(automatic if no memory card is inserted)*, or you can insert a memory card for expanded storage capacity.

Before you install and operate the product, please take a few minutes to read through this manual. It provides proper instructions for you to install, operate and maintain the product. The following figure indicates the package contents. Please check all the items against your checklist. If you do not receive all the items, please contact your authorized local dealer immediately.

## 1.2 Package contents

Scanner

Carry Bag

USB Cable

micro SD Card (software and User's Manual) with adapter

Calibration Sheet

Cleaning Cloth

Lithium-Ion Battery

Software CD

USB Power Adapter

Quick Guide

**Note:**

1. Only use the USB power adapter DSC-5CU-05 050100 by DVE/Li-ion Battery NP45 made by APACK/CA NP45 made by City Bright included in the product.  Using other USB power adapters may damage the machine and void the warranty.
2. Please unpack the packing carefully, and check the contents against the checklist.  If any items are missing or damaged, please contact your dealer immediately.

## 1.3    Top view

| Item | Name | Description |
|------|------|-------------|
| 1 | **Feeder slot left edge** | Insert original into the feed slot, printed side **UP** and aligned with the left edge to begin scanning. |
| 2 | **Feed slot** | Feed your original to the slot. |
| 3 | **Sliding paper guide** | Slide the guide up to the right edge of the original before inserting original into the feed slot to ensure proper alignment when scanning. |
| 4 | **Power button** | ● Press lightly to power on the scanner. After powering on, the blue LED light flashes first and then the Power button displays as solid green. When power is on, press to change the scanning resolution.<br>● Press and hold for 3 seconds to power off the scanner. The blue LED flashes twice and then the Power LED light goes off. |
| 5 | **Blue LED** | Indicates to save the images in PDF file format. (After power on, press the Power button repeatedly for 3 times. The Blue LED will be on.) |

## 1.4　Rear view

| Item | Name | Description |
|------|------|-------------|
| 1 | **Memory card slot** | Insert a memory card for increased storage capacity. |
| 2 | **Micro USB port** | Connect to a USB power adapter or a computer via a micro USB cable. |

## 1.5    Scanner overview

| Name | Description |
|------|-------------|
| **Color Mode** | All scans are in color mode. |
| **Scan Resolution** | The scan resolution is measured in DPI *(dots per inch)*. The higher the DPI, the more details on the original are captured by the scanner, producing a higher quality scanned image; however, a higher DPI also results in a larger image size and occupies more storage space.<br><br>The scanner offers three resolution modes, indicated by the color of the **Power** ⏻ button:<br><br>⏻ =300 dpi  (default when powered on)<br><br>⏻ = 600 dpi Fine resolution<br><br>⏻ =1200 dpi Highest resolution<br><br>To change the scanning resolution, press ⏻ until the button changes to the color corresponding to the desired resolution. |
| **Save Format** | The scanned images are saved in JPEG or PDF format.<br><br>**JPEG:** When the scanner is turned on, the **green** LED indicates to scan in JPEG format in 300 dpi. Press the Power button again. The **orange** Power LED indicates to scan in JPEG file format in 600 dpi. Press the Power button again. The **red** Power LED indicates to scan in JPEG file format in 1200 dpi.<br><br>**PDF:** When you have turn on the scanner and press ⏻ again for 3 times, the **blue** LED and the **green** Power LED will be lit at the same time. This indicates that the file format will be saved in PDF. Again, the **green** Power LED indicates to scan in PDF file format in 300 dpi. Press the Power button again. The **orange** Power LED will be lit to indicate to scan in PDF file format in 600 dpi. Press the Power button again. The **red** Power LED will be lit to indicate to scan in PDF file format in 1200 dpi.<br><br>=PDF+300 dpi / =PDF+600 dpi / =PDF+1200 dpi |

| | |
|---|---|
| | The **Power** ⏻ button indicates the scanner status by displaying either a solid or flashing color, depending on the action, as specified below.<br><br>◆ *When the Power ⏻ button is dark, the scanner has been powered off.* |

| LED Light | Meaning |
|---|---|
| Green Solid | Ready to scan at 300 DPI *(default when powered on)* |
| Green slow flash | Scanning at 300 DPI<br><br>*If you have initiated the steps to calibrate the scanner, the green slow flash indicates that scanner is in "calibration" mode. For information, refer to the "Calibrate your scanner" section on page 5-1.* |
| Orange solid | Ready to scan at 600 DPI |
| Orange slow flash | Scanning at 600 DPI |
| Red solid | Ready to scan at 1200 DPI |
| Red slow flash | Scanning at 1200 DPI |

**Scanner Status Indicators**

**Error Indicators**

A quick flashing **Power** ⏻ button indicates an error state, as specified below.

| LED Light | Meaning |
|---|---|
| Red quick flash | Feeder jam or scanner cover opens. |
| Green, Orange, or Red quick flash | Built-in disk or memory card full *(flash color depends on DPI setting)* or scanned page exceeds allowable length |

| | |
|---|---|
| **Storage Capacity** | **Built-in:**<br>The scanner's built-in disk has approximately 128MB of memory that can be used to store images. If a memory card is <u>not</u> inserted, scanned files will automatically be stored on the built-in disk until it is recognized as full *(i.e., less than 2MB remaining for the 300 DPI setting, less than 5MB remaining for the 600 DPI setting, and less than 15MB remaining for the 1200 DPI setting).* When the built-in disk is full, you can insert a memory card to continue scanning or move your scanned images from the built-in disk to a folder on your computer.<br><br>**Memory card:**<br>SD/SDHC cards up to 32GB are compatible with the scanner. Using a memory card is recommended for additional storage capacity; the scanner's built-in disk will fill up quickly if you are scanning a collection of items or scanning at a higher resolution. The number of images that can be stored on a memory card varies by original size and resolution setting. |

| | |
|---|---|
| **Considerations for all scanning** | <ul><li>Inserting a memory card before scanning is recommended for large scanning projects so that you don't have to stop at frequent intervals to move the scanned files from the built-in disk to a memory card or to a folder on your computer.</li><li>Do not remove the memory card or disconnect the power supply while a scan is in process.</li><li>Keep the original flat and level when feeding to prevent possible jamming.</li><li>For optimum scanned image quality, keep originals free from fingerprints, oil, dirt, and dust. The feeder's sensor is triggered when you begin to insert an original aligned against the left edge of the feed slot. The original begins to automatically feed, hesitates and then completes the scan.</li><li>To prevent poor cropping:<ul><li>Align the original straight against left edge of the feeder slot.</li><li>Align the Guide Slide against the right edge of the original.</li><li>Ensure there is enough space behind the scanner for the original to completely feed through.</li></ul></li><li>Scanning the same original in different orientations may produce scanned images that look slightly different in color tones and brightness. This is not a malfunction.</li><li>If the memory card is full, the indicator light begins to flash (color depends on DPI setting). Use another card or clear space on the full card.</li><li>The scanner accepts memory cards in FAT16 or FAT32 file system only. NTFS and other file systems are not supported.</li></ul> |

# 2.    Installation

## 2.1  Precautions

● Keep the product out of direct sunlight.  Direct exposure to the sun or excessive heat may cause damage to the unit.

● Do not install the product in a humid or dusty place.

● Place the product securely on an even, flat surface.  Tilted or uneven surfaces may cause mechanical or paper-feeding problems.

● Retain the product box and packing materials for shipping purposes.

## 2.2  Remove the protective tape

Remove the protective tapes from the front and the back of the scanner.

## 2.3  Install the battery

**1.** Turn the scanner over to reveal the bottom. Push and remove the battery cover.

**2.** Load the battery with the text side facing up into the battery container. Make sure the battery is loaded with the correct polarity. Note the copper strips on the battery should be touching the copper strips on the device. Note: Please use only the supplied battery.



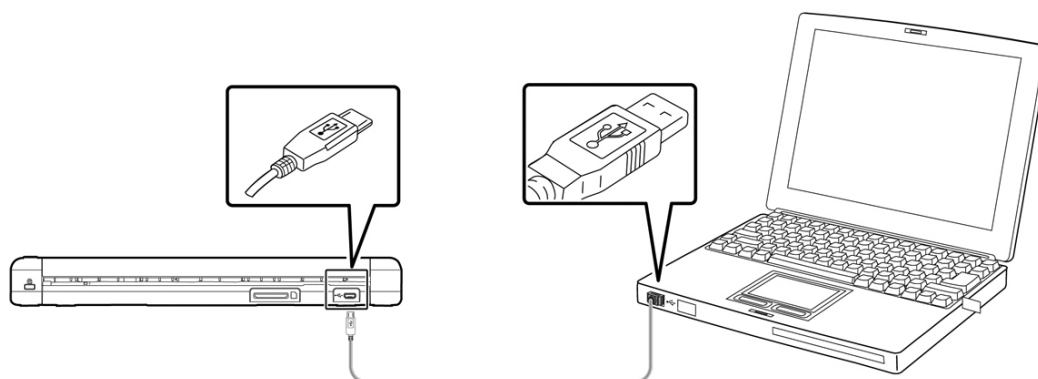**3.** Insert the battery cover.



## 2.4  Charge the battery

There are two methods to charge the batteries, through the USB cable to the computer or through the USB power adapter to the electric outlet.

### 2.4.1  Via the USB cable

**1.** Turn off the scanner.
**2.** Connect the micro USB connector to the USB port of the scanner.
**3.** Connect the other USB connector to the USB port on your computer.

### 2.4.2 Via the USB power adapter

**1.** Turn off the scanner.

**2.** Connect the micro USB connector to the USB port of the scanner.

**3.** Connect the other USB connector to the USB port of the USB Power Adapter.



USB Power
Adapter
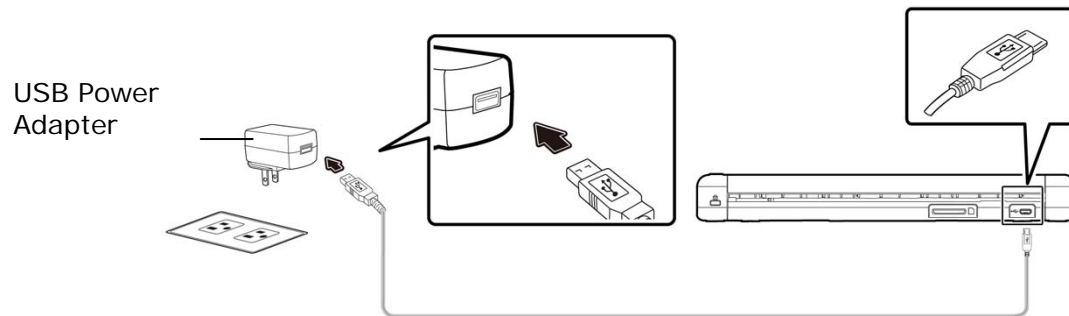
**Important:**

- Do not turn on the scanner power when charging the battery.

- For first-time use, please charge the battery for at least 2 hours.

- The scanner can be used without installing the battery. You can use it while the scanner is turned on and connected to a power outlet through a USB power adapter with a micro USB cable or connect the scanner to the computer through the supplied USB cable.

- While charging the battery, the blue LED light will be solidly on. After the charging is completed, the LED light will be extinguished.

- When the battery is fully charged, an A4-sized of page can be scanned for 200 times at 300 dpi (or 150 times at 600 dpi, 85 times at 1200 dpi)!

## 2.5 Install SD card

The scanner's built-in storage disk has approximately 128MB of space that can be used to store scanned images. You can install a SD card to the SD slot of the scanner to expand your storage. Gently press in until the SD card is latched.
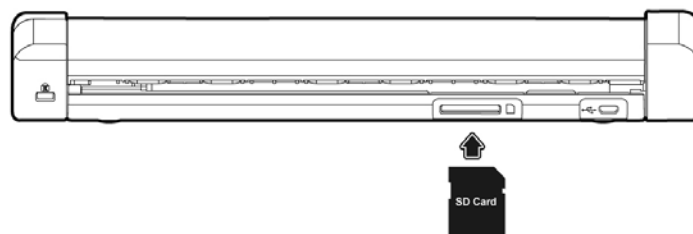
# 3.    Operation

## 3.1  Suitable and unsuitable original types

**Suitable Original**

The scanner is designed to obtain the best scanning results with the following types of originals:

- Photos and documents (76 x 127 mm, 102 x 152 mm, 127 x 177 mm, 216 x 356 mm) (3 x 5 in., 4 x 6 in., 5 x 7 in., 8.5 x 14 in.)

- Business cards [standard (88 x 50 mm) (3.5 x 2 in.) or larger]

- Long page  (216 x 914 mm) (8.5 x 36 in.) for 300 dpi only

**Unsuitable Original Type**

**Do not use** the following types of originals for scanning, or the scanner may malfunction or cause the original to jam in the slot.

- Originals thicker than 0.8 mm

- Originals with either side shorter than 50 mm

- Originals with lots of black or dark colors

- Originals with dark colors surrounding the edges

- Printed media (newspapers, magazines, etc.)

- Soft and thin materials (thin paper, cloth, etc.)

- Originals that **exceed** 14 inches long and 8.5 inches wide (for 600 dpi or 1200 dpi).

## 3.2 Power on the scanner

Press the **Power** ⏻ button to power on the scanner. After powering on, the blue LED light flashes first and then the Power button displays as solid green. The solid green also indicates the default resolution to be 300 dpi. To change the resolution, press the Power button repeatedly until your desired resolution is shown with the corresponding LED light.

⏻ = 300 DPI *(default when scanner is powered on)*

⏻ = 600 DPI

⏻ = 1200 DPI

.

## 3.3 Insert your document

**Important!**
- Insert only one page at a time, and insert the next one only when the previous one is done. Otherwise, the scanner may malfunction.

- The paper detector is quite sensitive. Please do not push your document into the feeding slot or the top of your image will be cut. Simply let go the photo (card) when it begins to feed into the slot.

1. Insert your document **FACE UP** to the feeder and align it to the left edge of the feeder. Then, slide the guide lever against the right side of the original.



Guide Lever

2. Gently push the original into the feed slot, release it as soon as it begins to feed. After the feed begins, the scanner pauses briefly and then continues the feed.

3. Wait until the indicator light stops blinking before inserting and scanning the next original.

4. By default, all images are stored in JPEG file format. When the scan is completed, the scanner will automatically create a folder with its subfolder titled "**DCIM\100PHOTO**" on your memory card or flash card, which will hold the first 9999 scans. Then "**DCIM\101PHOTO**" folder will be created for the next 9999 scans, and so on.

(Each scanned image is given a file name with the prefix **IMG** followed by a 4- digit sequential number in the order the images are stored. For example, **IMG_0001.jpg**, **IMG_0002.jpg**, etc.)

**Note:**
- Do not remove the memory card while the indicators are blinking.
- If the memory card is near full (lower than 1MB), the indicator light blinks. Use another card or delete some files on it if necessary.
- Remove the things remained on the photo, such as staples, paper clips, and paper sticky notes before feeding it into the scanner due to possible damage to the scanner.

## 3.4 Change your file format

The scanner offers two types of file formats. By default, all images are stored in JPEG format. Optionally, you can switch to PDF file format. To save your document in PDF file format, follow these steps:

**1.** Press ⏻ to turn on the scanner.

**2.** Press ⏻ again for three times. The blue LED light will be lit. This indicates the images will be stored in PDF file format. Press ⏻ again to change your resolution.

=PDF file format+ 300 dpi

=PDF file format + 600 dpi

=PDF file format + 1200 dpi

## 3.5 Scan dark pictures

The scanner has a built-in cropping function that automatically detects and crops dark edges and dark areas against the cropping baseline background during the scan process. To prevent poor cropping, align the original **straight against the left edge** of the feeder slot and ensure there is adequate space behind the feeder for the originals to completely feed through. Scanning on a flat and uncluttered surface is recommended.

The following example illustrates a 4"x6" original photo scanned with auto-crop and without auto-crop:



Original/Auto-crop on (default)

If the original is fed slightly crooked, the original is only cropped a pre-defined maximum amount, as shown in the following illustration:



Max. 1.5mm
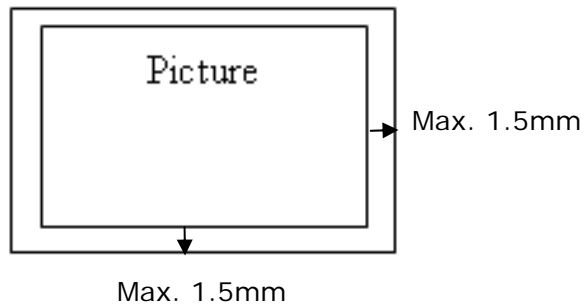
## 3.6      Power off the scanner

When your scanning is finished, press the Power button for 3 seconds to turn scanner OFF. The blue LED flashes twice and then the Power LED light goes off.

◆   *When the scanner is left idle for 3 minutes, the default Power Save mode automatically powers off the scanner.*

## 3.7    Access the scanned images

Connect the scanner to your computer to access the scanned images from the scanner's built-in disk or from the inserted memory card without using an independent card reader. While connected, you can view your scanned image files, copy and paste files from one storage area to the other, or delete files you don't wish to keep.
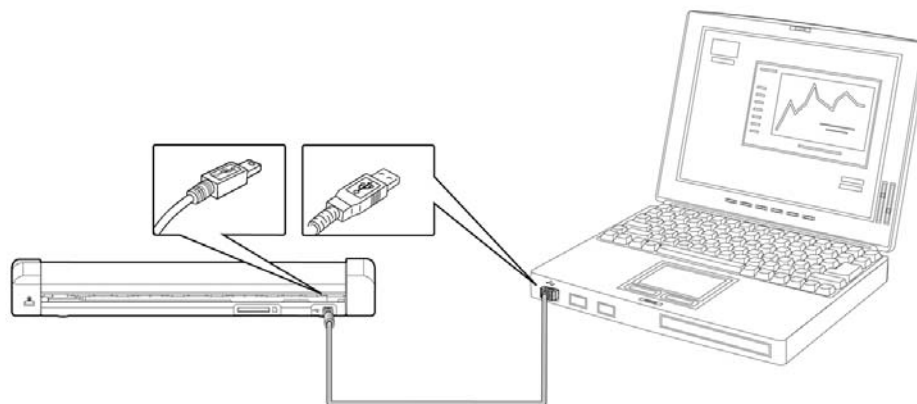
### 3.7.1  Computer system requirements

Operating System: Windows – XP, Vista, Windows 7, Windows 8

Macintosh – Mac OS 10.5, 10.6, or later

USB Port: USB 2.0

### 3.7.2  Connect with Windows XP or Later

**1.**    Turn on the scanner.

**2.**    Insert the memory card containing your scanned images into the scanner's memory card slot. *Skip this step if images are stored on the built-in disk.*

**3.**    Connect the included USB cable to the scanner and to your computer.

**4.**    Your computer should recognize the card or the scanner as a Removable Disk.

**5.** Click the Removable Disk and you will find a folder of "DCIM" is created and all the PDF files will be stored in the subfolder of "200DOC" and the JPEG files in the subfolder of "100PHOTO". File name starts from IMG_0001.pdf or IMG_0001.jpg.

### 3.7.3 Connect with Macintosh computer

When the computer recognizes the scanner built-in disk or inserted memory card, the volume icon appears on the desktop.

To view the contents of the built-in disk or memory card, double-click the icon to open a Finders window.

### 3.7.4 Access your scanned images

Each scanned image is given a file name with the prefix **IMG_** followed by a 4-digit sequential number in the order the images are stored. *For example,* **IMG_0001.jpg**, **IMG_0002.jpg**, **IMG_0001.pdf**, **IMG_0002.pdf**, *etc.*

*JPG* files are stored in a sub folder titled **DCIM\100PHOTO**. The folder stores 9999 photo files, and then automatically creates another sub folder titled **101PHOTO**, and so on to **199PHOTO**.

*PDF* files are stored in a sub folder titled **DCIM\200DOC**. The folder stores 9999 document files, and then automatically creates another sub folder titled **201DOC**, and so on to **299DOC**.

### 3.7.5 Disconnect the scanner

**CAUTION**: Do not remove the memory card or disconnect the USB cable while the computer is accessing stored files.

**Disconnect the Scanner from a Windows PC**

**1.** On the Windows System Tray, click the hardware removal icon as indicated below.

**2.** Click Safely remove USB mass Storage device – **Drive** (**<Drive Letter:>**)

**3.** When the *Safe to Remove Hardware* message appears, you can safely remove the scanner's USB cable.

**Disconnect the Scanner from a Macintosh**

**1.** Click and drag the volume icon on the desktop to **Trash**.

Or

Click the eject button next to the volume name in the Finder's window.

**2.** Disconnect the scanner from your computer.

# 4. Maintenance

## 4.1 Clear paper jams

To clear a jam from the feeder, press and hold the Power button for 3 seconds to power off, then press quickly to power on again. The jammed photo will be fed through automatically.

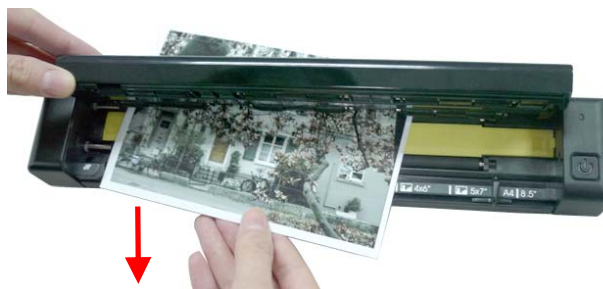If the item is still jammed, follow these steps to remove the item:

1. Open the cover by holding the scanner with one thumb placing on the feeder and another thumb placing on the cover. Carefully and firmly press your thumb into the feeder and then raise the cover. This will cause the top of the scanner to release from the bottom of the scanner.

Cover

2. Remove the item.

3. Close the cover and reinsert the item to rescan.

## 4.2 Calibrate the scanner

Calibrate only if the scanned image looks fuzzy, the color looks abnormal (e.g., darker than normal), after more than 8,000 scans, or the scanner has been stored without use for a long time. The calibration process resets the Contact Image Sensor to resume its color and sharpness precision.

◆ *Please back up your photos and other scans stored on the built-in disk before recalibrating the scanner and reformatting the disk.*

**1.** Ensure the scanner is powered off and then open the scanner cover.

**2.** Press the Power button to restart the scanner. *Because the scanner cover is open the **red** LED will be flashing.*

**3.** To enter the calibration mode, press and hold the Power button while closing the scanner cover, then release the Power button. *The **green** LED flashes, indicating you are in calibration mode.*
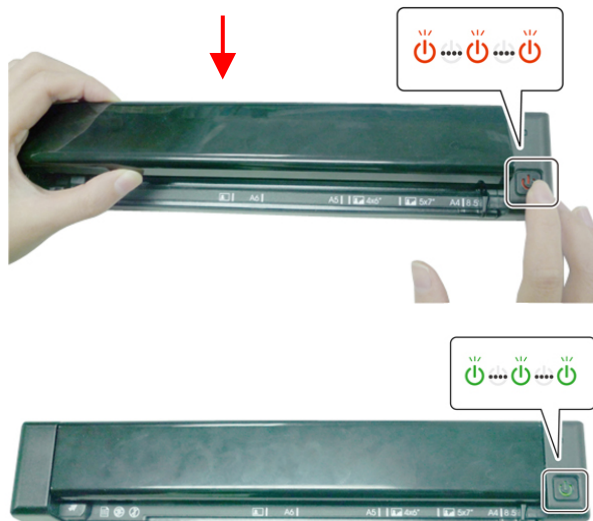
◆ *Press and hold the Power button **briefly**; If you press the Power button for 3 seconds or more, the scanner will power off and you will need to restart the process.*

**4.** a) Hold the edges of the calibration sheet *(included)* and insert it with the text *face up* and the white area feeding first to the feeder of the scanner as shown.
b) The process automatically formats the built-in disk to ensure no writing errors.
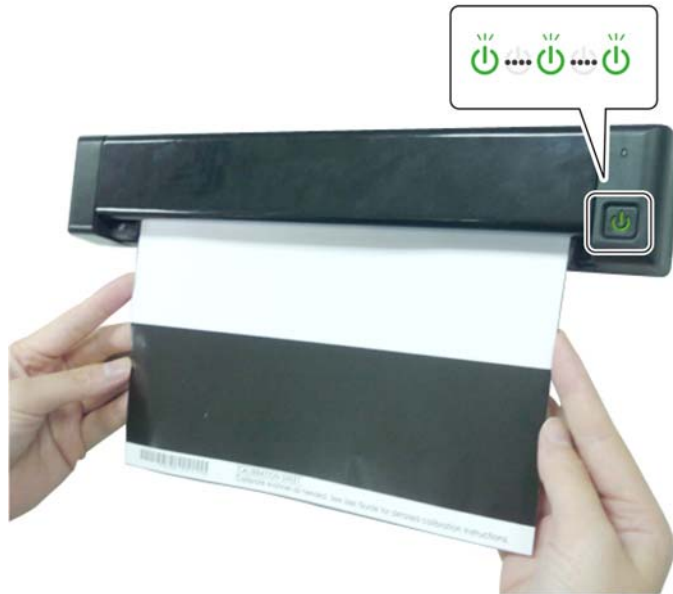


**5.** After the calibration process is finished, the scanner powers off automatically.

**6.** Power on the scanner to proceed with normal use.

## 4.3 Clean the scanner

In order to maintain the scanned image quality and prevent dust accumulation, it is recommended that you clean the scanner *(outer casing and feed rollers)* approximately every 200 scans, or if vertical lines or stripes appear on the scanned image.

■ Use only the recommended and supplied tools to clean the scanner.

> **WARNING:** Do not use any solvents or corrosive liquid *(i.e., alcohol, kerosene, etc.)* to clean any part of the scanner, otherwise the plastic material may be permanently damaged.

**1.** Open the cover by holding the scanner with one thumb placing on the feeder and another thumb placing on the cover. Carefully and firmly press your thumb into the feeder and then raise the cover. This will cause the top of the scanner to release from the bottom of the scanner.



**2.** Gently wipe the glass and feed rollers on the scanner, and the CIS cover with the cleaning cloth *(included)*.



Feed Rollers    Glass
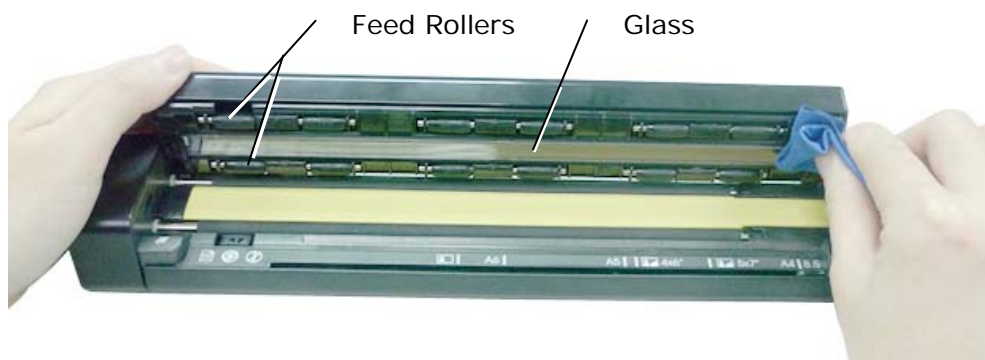
# 5. Troubleshooting

## 5.1 Clear the error conditions

If there is error during scanning, the LED light will be flashing in red color. Refer to the following table to clear the error conditions.

| The Number of Times the Red LED Blinks | Description | How to restore |
|---|---|---|
| 2 (Continued) | Paper jam | Remove paper and try again. The Red LED light does not stop blinking unless the paper is removed. |
| 3 (Continued) | No data | No scanned image. Paper has been removed at the start of scanning. |
| | Card or built-in disk full | Delete images in card to free more space or insert a new card.<br><br>The scanner's built-in disk has approximately 128MB of memory that can be used to store images. If a memory card is <u>not</u> inserted, scanned files will automatically be stored on the built-in disk until it is recognized as full. When the built-in disk is full, you can insert a memory card to continue scanning or move your scanned images from the built-in disk to a folder on your computer. |
| | Card or built-in disk not recognized | ● Reformat scanner's built-in disk if a memory card is not inserted. Reformat it by connecting the scanner to your computer and right-click on the **Removable Drive** and select "Reformat your device"<br>● If a memory card is inserted, reformat your memory card or use a new card. |
| 4 (Continued) | Calibration fails | Recalibrate the scanner (see the "Calibrate Scanner" section). |

| 5 (Continued) | Low battery | Charge the battery. When the remaining battery power is lower than 25%, the LED Red light is blinking as a warning. Please charge the battery to prevent possible incomplete scanned images or other operational problems. |
|---|---|---|
| 6 (Continued) | Cover open | Close cover and then try again. The RED LED light does not stop blinking unless the cover has been closed. |

## 5.2    Frequently asked questions and answers

| Q : | Why does not my scanner turn on? |
|---|---|
| A : | Ensure the micro USB cable is securely connected to the scanner and to either the USB slot in your computer or a USB power adapter connected to an electrical outlet. |

| Q : | The image can not be saved into the memory card while scanning? |
|---|---|
| A : | Make sure you have a SD card inserted correctly, and that it has adequate space. |

| Q : | Why doesn't my computer recognize my scanner when it's connected via USB cable? |
|---|---|
| A : | Make sure the cable connection is correct and secure. Restart the computer if necessary. |

| Q : | How can I tell if the scanner is scanning at 300 dpi, 600 dpi or 1200 dpi? |
|---|---|
| A : | The color of the **Power** button light indicates the selected resolution: Green = 300 DPI, Orange = 600 DPI, Red = 1200 DPI. Press the Power button to change the resolution. |

| Q： | How can I tell if the scanned image is saved in PDF file format? |
|---|---|
| A： | If the blue LED light is lit, this indicates the scanned images will be stored in PDF file format. (After turn on the scanner, press the Power button for three times, the blue LED light will be lit.) |

| Q： | Why there are strange lines on the scanned document? |
|---|---|
| A： | Please check the following:<br>1. Are there scratches on the original or is the original clean？<br>2. Remove any stains or dust from the original before scanning.<br>3. Clean the rollers and glass with the included cleaning cloth. (Refer to the section "Clean the scanner") |

| Q： | Should the scanner feel warm to the touch? |
|---|---|
| A： | It is normal for the scanner to emit a small amount of heat after prolonged use. However, if there are strange odors coming from the scanner or the scanner feels a little bit hot to the touch, turn the scanner off immediately. |

| Q： | **What should I do if the status indicator blinks rapidly and no scan is possible?** |
|---|---|
| A： | Check the following: <br><br> ■ Is the scanner's built-in disk full? Connect the scanner to a computer to move or delete files. <br><br> *The scanner recognizes the built-in disk as "full" and the Power button blinks when it has less than 2MB remaining for 300 DPI setting, less than 5MB for 600 DPI setting, and less than 15MB for 1200 DPI setting).* <br><br> ■ Is the memory card full? The Power button blinks when the free space on the memory card is below 15MB. Use another card if necessary. <br><br> ■ Is the memory card inserted properly into the memory card slot? Re-insert the card and try again. *Make sure the memory cards are in FAT or FAT32 file formats only, not NTFS or any other file format. Reformat the memory card if necessary to use it with the scanner.* <br><br> ■ Is there a jam in the feeder? Power the scanner off and then on again to continue the sheet feed. If the item is still jammed, open the cover and gently pull out the item (Refer to page 4-1 "Clear paper jam). <br><br> ■ Is the cover open? Make sure the cover is snapped firmly in place. <br><br> ■ Did you insert the next original before the scanning process of the previous one was completed? Turn the scanner off and back on and try again. Make sure that you scan the next original only after the scanning process of the previous one has completed. <br><br> ■ Does the length of the original exceed the maximum acceptable size? Refer to "Suitable and Unsuitable Original Types" on page 3-1 for more information. |

| Q： | **Why do all the images I scanned have the same date when saved on the memory card? Is it possible to show real time for these images?** |
|---|---|
| A： | Yes. Please follow these steps to set a real-time clock for the device: <br><br> 1. Open your browser and type Avision's web site (http://www.avision.com) at the URL address. On the Product or Support page, select this mobile scanner and then download a time.txt file for the device. <br><br> 2. Make sure your scanner is inserted with a microSD card and a battery full of power. <br><br> 3. Turn on your scanner and connect it to your computer with a USB cable. Your computer should recognize the scanner as a Removable Disk. <br><br> 4. Copy and paste the time.txt file to the root directory of the Removable Disk Drive. <br><br> 5. Open the text file. The text file contains a string in YYYY/MM/DD/HH/MM format which indicates year(4-digit)/month(2-digit)/date(2-digit)/hour(2-digit)/minute(2-digit), for example, 2013/06/15/07/30. <br><br> 6. Change the date and time to correct values and then save the file. <br><br> 7. Turn off the scanner and then turn it on. Now your have completed setting the real-time clock for the device. <br><br> Scan a document and save the image to the memory card. Connect the scanner to your computer, you will find the scanned images are displayed with correct date and time. <br><br> **Note**: <br> • Charge your battery when its power is running low. <br> • If the battery has been replaced or the battery has no power at all, you will need to recharge the battery and repeat the above steps to set a real-time clock again. |

## 5.3 Technical service

Before contact Avision, please prepare the following information:

- Scanner serial & revision number (located on the bottom of the scanner);
- Hardware configuration (e.g., your host CPU type, RAM size, free disk space, display card, interface card);

**Headquarter**
**Avision Inc.**
No. 20, Creation Road I, Science-Based Industrial Park,
Hsinchu 300, Taiwan, ROC
TEL: +886 (3) 578-2388
Toll Free: 0800-600-785
FAX: +886 (3) 577-7017
E-MAIL: service@avision.com.tw
Web Site: http://www.avision.com.tw

**US and Canada Area**
**Avision Labs, Inc.**
6815 Mowry Ave., Newark CA 94560, USA
TEL: +1 (510) 739-2369
Toll Free: 1-888-909-7888
FAX: +1 (510) 739-6060
E-MAIL: support@avision-labs.com
Web Site: http://www.avision.com

**China Area**
**Hongcai Technology Limited**
7A, No.1010, Kaixuan Road, Shanghai 200052 P.R.C.
TEL :+86-21-62816680
FAX :+86-21-62818856
E-MAIL : sales@avision.net.cn
Web Site: http://www.avision.com.cn

**Europe Area**
**Avision Europe GmbH**
Bischofstr. 101 D-47809 Krefeld Germany
TEL: +49-2151-56981-40
FAX: +49-2151-56981-42
E-MAIL: info@avision-europe.com
Web Site: http://www.avision.de

**Espaço Brasil**
**Avision Brasil Ltda.**
Avenida Jabaquara, 2958 - Cj. 75 - Mirandópolis –
CEP: 04046-500 - São Paulo, Brasil
TEL: +55-11-2925-5025
E-MAIL: suporte@avisionbrasil.com.br
Web Site: http://www.avisionbrasil.com.br

# 6. Specifications

All specifications are subject to change without notice. For the most up-to-date and detailed specifications, please refer to our web site at http://www.avision.com

| Item | | Description |
|------|--|-------------|
| **Regulatory Model Number** | | FF-1302S |
| **Image Technology** | | Contact Image Sensor (CIS) |
| **Max. Document Size** | | 216 x 356 mm (8.5 x 14 in.) for 600/1200 dpi<br>216 x 914 mm (8.5 x 36 in.) for 300 dpi |
| **Auto power off** | | 3 minutes |
| **Interface** | **Memory card** | Memory card slot |
| | **USB** | Micro USB port compatible with USB 2.0 specification |
| **Mass Storage** | | Built-in 128MB NAND Flash |
| **Feed** | | Twin Roller |
| **Support Operating System** | | Windows XP / Vista / 7 /8, Mac OS 10.5 or later |
| **Output File Format** | | JPEG, PDF |
| **Scan Resolution** | | 300 DPI *(default)*, 600 DPI, and 1200 DPI *(full color)* |
| **USB Power** | | 5Vdc, 500mA |
| **Battery** | | Li-Ion battery (3.7V, 700mAh) |
| **Battery Durability** | | 200 sheets (A4, color, 300 dpi)<br>150 sheets (A4, color, 600 dpi)<br> 85 sheets (A4, color, 1200 dpi) |
| **Net Weight** | | 400 g (0.88 lb.) |
| **Dimensions** (**WxLxH**) | | 290 x 52 x 35 mm (11.4 x 2 x 1.4 in.) |
| **Operating Environment** | | Temperature: 5°C ~ 35°C (59°F~95°F)<br>Humidity: 20%~85% RH |