**Avision**

Mobile Scanner

User's Manual
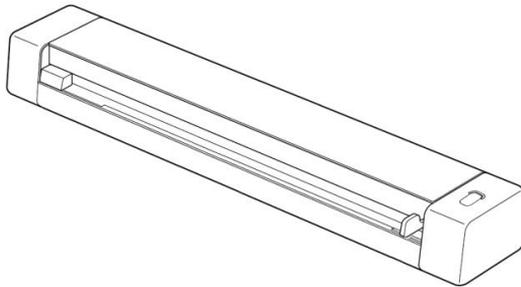
Regulatory model: FF-2109B

Avision Inc.

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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.

CE

European Union Regulatory Notice

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

- Low Voltage Directive 2014/35/EC
- EMC Directive 2014/30/EC
- Restriction of the use of certain hazardous substances (RoHS) Directive 2011/65/EU

This product satisfies the Class B limits of EN55032, EN55035, and safety requirements of EN62368-1.

*This machine is certified as Class 1 LED product.

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.

System Requirements

Windows

CPU:	Intel$^®$ Core™ 2 Duo or higher
Memory:	32 bit: 2 GB 64 bit: 4 GB
Optical Drive:	DVD-ROM Drive
USB Port:	USB 2.0
Compatible Operating System:	Microsoft Windows 7, Windows 8 (32 bits/64 bits), Windows 10 (32 bits/64 bits)

Macintosh

OS:	Mac OS X 10.7 or later
Computer:	• Recommended: Intel® Core™ Duo Processor 2.4 GHz or higher • Minimum: Intel® Core™ Duo Processor 1.83 GHz PowerPC G5 1.6 GHz
Memory:	• Recommended: 1 GB or more • Minimum: 512 MB

Product Safety Guide

Please clearly read all these instructions, and follow all instructions and warnings before installing and using the device.

The following indications are used in this document to obviate any chance of accident or damage to you and/or the device.

⚠ *WARNING*	Indicates potentially hazardous situations, which if instructions are not followed, could result in death or serious injury.
⚠ *CAUTION*	Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ *WARNING*

■ Use only the USB cable that came with your device and avoid abrasions, cuts, fraying, crimping, and kinking. Using any other USB cable could cause fire, electrical shock, or injury.

■ Place the device close enough to the computer so that the interface cable can easily reach between the device and the computer.

■ Do not place or store the device:
   ● Outdoors
   ● Near excessive dirt or dust, water, or heat sources
   ● In locations subject to shocks, vibrations, high temperature or humidity, direct sunlight, strong light sources, or rapid changes in temperature or humidity

■ Do not use the device with wet hands.

■ Never disassemble, modify, or attempt to repair the device or device option by yourself, except as specifically explained in the device's documentation. This could cause fire, electrical shock, or injury.

■ Unplug the device and the USB cable, and refer servicing to qualified service personnel under the following conditions:

- Liquid has entered the device.
- Object has entered the device.
- The device has been dropped, or the case has been damaged.
- The device does not operate normally (i.e. appearance of smoke, strange smell, odd noise, etc.), or exhibits a distinct change in performance.

■ Unplug the device and the USB cable before cleaning.

⚠ *CAUTION:*

■ Do not locate the device on rackety or aslope tables. Do not locate the device on unstable surface. The device may fall down and this may result in injury.

■ Do not place heavy objects on the unit. It may cause unbalance and the device may fall down. This may result in injury.

■ Store the AC Power cord/USB cable bundled out of the reach of children to avoid the risk of injury.

■ Keep plastic bags bundled out of the reach of children or throw them away to avoid the danger of suffocation.

■ If you are not going to use the device for a long period, unplug the USB cable from the electrical outlet.

1. Introduction

Congratulations on your purchase of the color sheet-fed image scanner. Avision is one of the leading companies to make high quality color image scanner.

Before you install and operate the new scanner, please take a few minutes to read through this manual. It provides proper instructions for you to unpack, install, operate and maintain the scanner.

1.1 Package Contents

The following figure illustrates the package contents. Please check all the items against the checklist. If there is anything missing, please contact your authorized local dealer immediately.
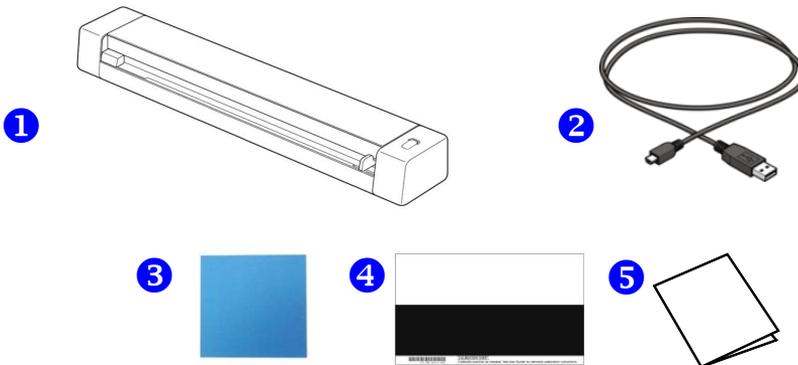
1. **Scanner Main Unit**
2. **USB Cable**
3. **Cleaning Cloth**
4. **Calibration Sheet**
5. **Quick Guide**

1.2   Top view
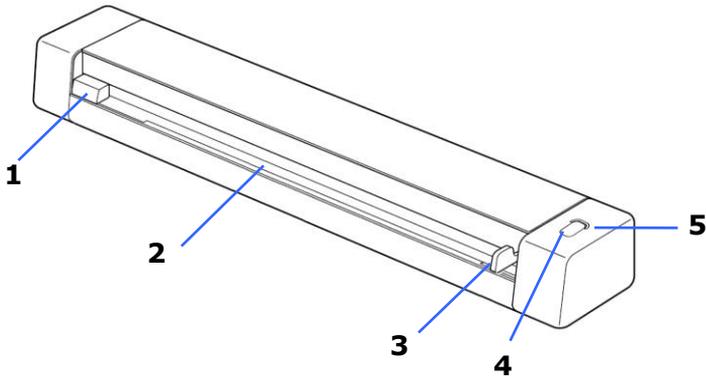
Item	Name	Description
1	**Feeder slot left edge**	Insert original into the feed slot, printed side **UP** and aligned with the left edge to begin scanning.
2	**Feed slot**	Feed your original to the slot.
3	**Sliding paper guide**	Slide the guide up to the right edge of the original before inserting original into the feed slot to ensure proper alignment when scanning.
4	**Scan button**	Press to start a scan using Button Manager V2.
5	**Status Indicator Light**	● A solid blue light indicates ready status. ● A flashing blue light indicates scanning status. ● A flashing red light indicates error status.

1.3   Rear view

1
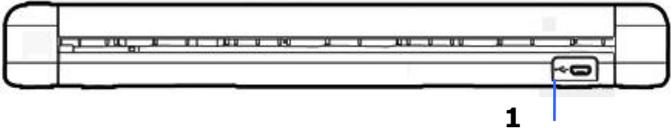
Item	Name	Description
1	**Micro USB port**	Connect to a computer via a micro USB cable.

2. Scanner Installation

2.1 Precautions

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

- Do not install the scanner in a humid or dusty place.

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

- Retain the scanner box and packing materials for shipping purposes.

2.2 Removing the Protective Tape

Remove the tapes and protective film on the scanner and inside the document feeder as illustrated in below.
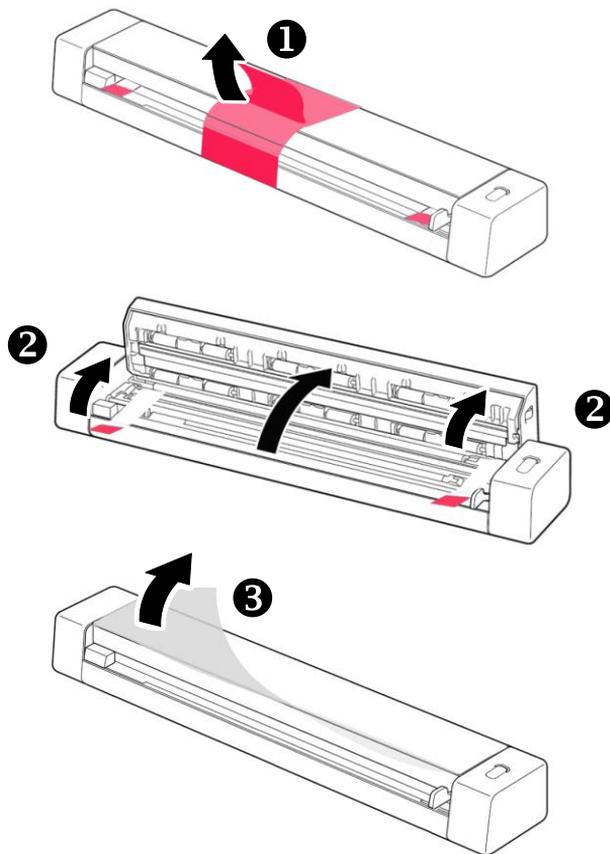
2.3 Installing the Scanner Driver

Windows

> **NOTE:**
> 1. To ensure your computer can identify the USB scanner, please install scanner driver first before connecting the scanner to your computer.
> 2. The scanner driver contains TWAIN, and WIA driver. After the installation of scanner driver is completed, this scanner allows you to scan via a TWAIN, or a WIA interface. Start your TWAIN-compliant image editing software application to select a TWAIN or WIA user interface. You may also launch Microsoft's Scanner and Camera Wizard to scan via a WIA user interface.

1. Download the scanner driver on the Avision web site at https://www.avision.com/eu/download/.

2. Unzip the file and double click **[setup.exe**] file.

3. Follow the instructions on the screen to complete the installation.

Mac OS:

The Avision color image scanner comes with the following scanning software applications to help you complete your scan and enhance your scanned image.

Avision TWAIN scanner driver
Avision ICA scanner driver
Avision Capture Tool software application

> **Note:**
> After installing the Avision's scanning software,
> connect the scanner to the computer. If you connect
> the scanner to your computer before installing the
> Avision's scanning software, the Avision scanning
> software may not run properly.

1. Download the scanner driver on Avision web site at
   https://www.avision.com/eu/download/.

2. Check that the scanner is not connected to your computer.

3. Turn your computer on, and log in with an account that has
   admin rights.

4. Double-click [**Avision Scanner.dmg**] and then the [**Avision
   Scanner**] icon and follow the on-screen instructions to
   complete the installation.

5. Click the [**Continue**] button on the Welcome window.
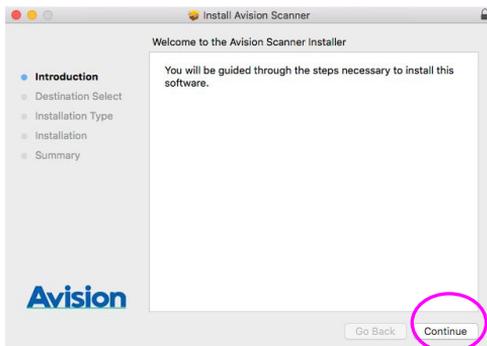
6. Click the [**Install**] button on the installation screen.
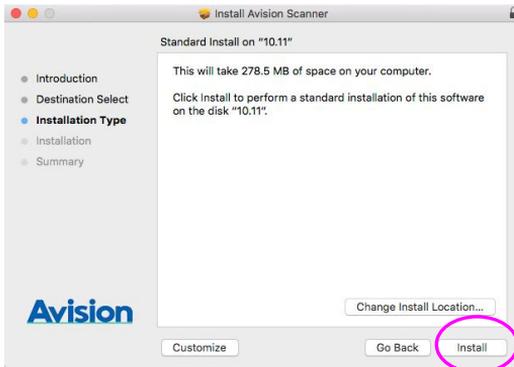
7. Log in with a password that has admin rights and click the [**Install Software**] button.

8. The computer begins installing the software.
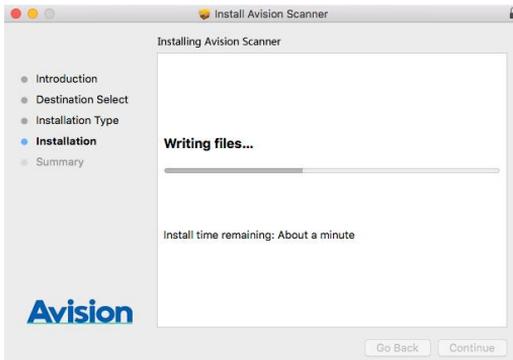
9. Click the [**Close**] button when the [Installation was successful] dialog box is prompted.
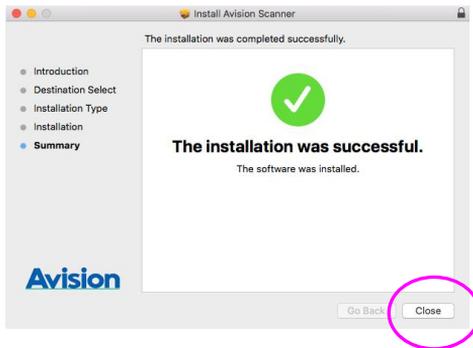
10. If installation is successful, you will find the application icon display on your desktop, the Avision Capture Tool.

2.4 Connecting to the Computer

1. Connect the micro USB connector to the USB port of the scanner.
2. Connect the other USB connector to the USB port on your computer.
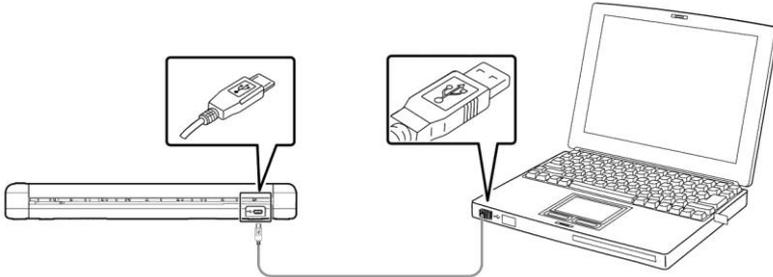
3. The computer should detect a new USB device and prompt a **"New Hardware Found"** message.

4. When the **Finish** dialog is prompted, click the **Finish** button.

3. Completing Your First Scan

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 (3"x5", 4"x6", 5"x7", 8.5"x14") (76 x 127mm, 102 x 152 mm, 127 x 177 mm, 216 x 356 mm)

■ Business cards [standard 3.5"x 2" (88 x 50 mm)or larger]

■ Long page (8.5"x36") (216 x 914 mm) 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 are curled or wrinkled

■ Originals with staples or paper clips

3.2 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.
- Document(s) should be free of staples, paper clips, paper sticky notes.

1. Insert your document **FACE UP** to the feeder and align it to the left edge of the feeder.
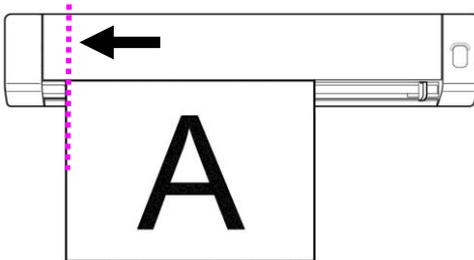
2. Slide the guide lever against the right side of the original.
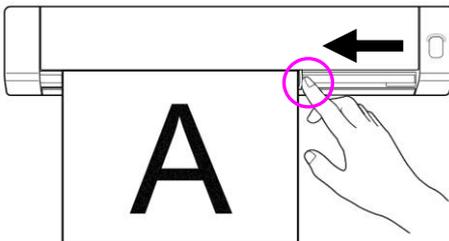
3. Gently push the original into the feed slot.

3.3   Verifying Your Scanner Installation

To verify if your scanner installation is correct, Avision provides you a useful test program called Avision Capture Tool. With this tool, you can perform simple scans and view the captured images. In addition, it helps you complete your scan at a rated speed.

The following procedure describes how to verify your scanner installation. If the installation is not correct, please review the preceding section to check if the cable connection and scanner driver have been successfully installed.

Before you begin, be sure the scanner is on.

1. Select Start>Programs>Avision XXXX Scanner>Avision Capture Tool (XXXX: your scanner model). The Select Scanner Model dialog box will be displayed.

2. Select your driver type and scanner model and click OK. The following Avision Capture Tool dialog box will be displayed.
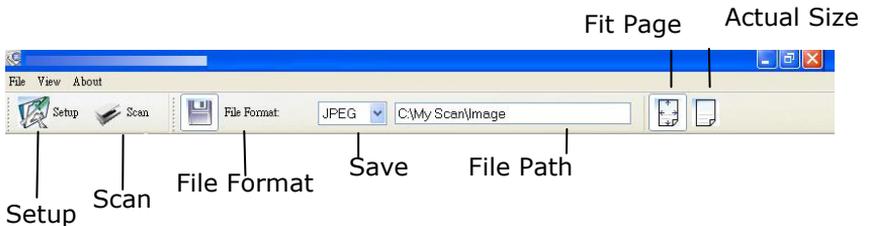
3. Choose your desired file format from the File Format drop down list box. (Default is BMP, other choice includes TIFF, MTIFF, PDF, MPDF, GIF, and JPEG.) The supported file formats vary depending on your scanner model.

4. Type your desired folder name and file name in the File Path box. (Default is C:\My Scan\Image.)

> **Note:** If you do not wish to save the scanned image, deselect the Save button since default is Save Enable. In this case, the thumbnail view will be disabled. And therefore, after viewing all the scanned images, only the last one will remain on the screen.

5. Click the Setup button ( ) or choose Setup from the File menu to prompt the Scanner Properties dialog box.

Image
Selection
Box
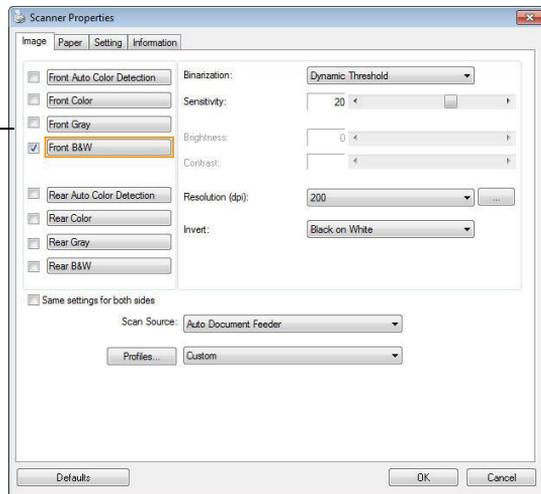
6. From the Image Selection Box, choose your desired image type for your scanned image. (Default is Front B&W) If you have a duplex scanner, choose Front and Rear to scan both sides of your document.

7. Click OK to quit the Scanner Properties dialog box. (To learn more details about the Scanner Properties dialog box, please see the subsequent chapter, *Using the Scanner Properties Dialog Box*.)

8. Place your document face down on the document glass or face up in the auto document feeder.

9. In the Scan Validation dialog box, click the Scan button

    (Scan) or choose Scan from the File menu.

10. The document will be scanned and displayed in the Scan Validation screen. After the scanned images have been displayed, your scanner installation verification is completed.
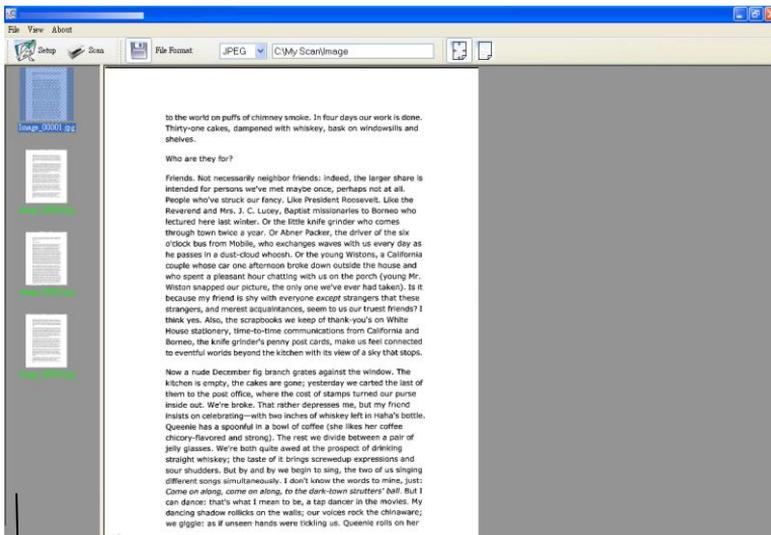
Thumbnail View   Fit Page View

11. You can view the scanned image in Fit Page ( ) or

    Actual Size (100%) button ( ) from the Viewing toolbars at the right side.

12. Click the Close box or Quit from the File menu to exit the Scan Validation Tool.

3.4 A Glance of the Scanner Properties Dialog Box

Windows:

1. Tab Options	Choice: Image, Compression, Color Dropout, Paper, Multi-Feed Detection, Preview, Options, Settings, Information.
2. Image Selection Box	Choose your image type and the side of document you wish to scan. Options vary based on type of scanner.
3. Brightness	Adjust the brightness level from –100 to +100.
4. Contrast	Adjust the contrast level from –100 to +100.
5. Resolution	Determine the quality of the scanned image. The industry standard is 200 dpi.
6. Invert	Reverse the color of your scanned image.
7. Scan Source	**Choice:** Auto Document Feeder, Flatbed, Flatbed (Book), Automatic (varies due to different scanner model)
8. Defaults	Reset all values on the tabs to the factory default settings.

Mac OS:

1. Double-click the [**Avision Capture Tool**] icon on your desktop. The following [**Avision Capture Tool**] main window will be displayed.

The [**Avision Capture Tool**] icon

Scan Save File Format   Browse Fit Page

File Path Actual Size

Setup

Thumbnail View

Image-Display Window
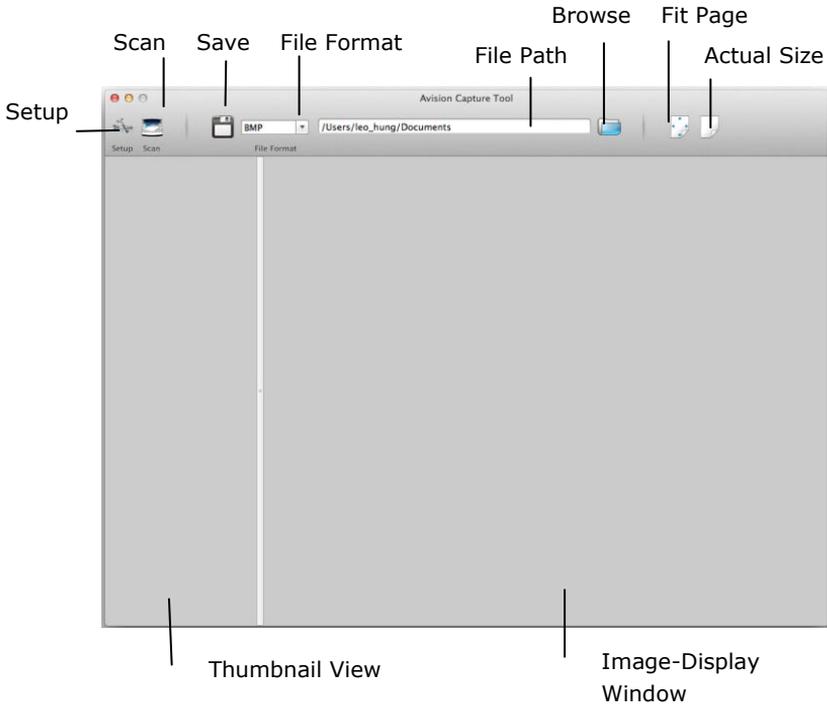
To leave the TWAIN user interface, click ( ) on the upper-left corner.

To scan a page,

1. Click the [**Setup**] button (   ) to access the Avision Scanner Properties dialog box.

This indicates the scanner model
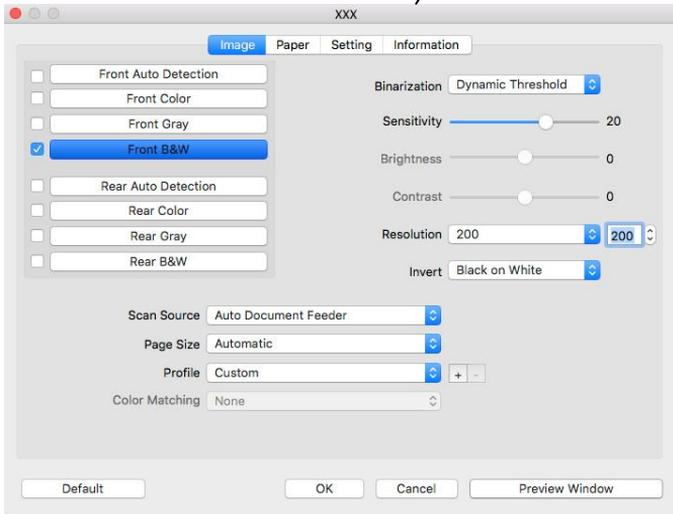
2. From the Image Selection Box, choose your desired image type for your scanned image. (Default is Front B&W) If you have a duplex scanner, choose Front and Rear to scan both sides of your document.

3. Click **OK** to quit the Avision Scanner Properties dialog box. (To learn more details about using the Avision Scanner Properties dialog box, please see the subsequent chapter, *Using the Avision Properties Dialog Box*.)

4. Place your document face down on the document glass or face up in the auto document feeder.

5. Click the Scan button (   ).

6. The document will be scanned and displayed in the main
   window of Avision Capture Tool.
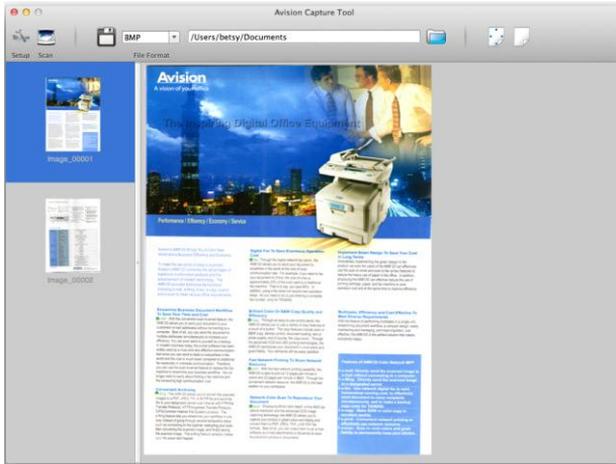
7. To leave the main window of Avision Capture Tool, click (⊗)
   on the upper-left corner.

⚠	**Important!** ● Please note the scanner buttons do not work if you start a scan via the Avision Capture Tool. ● To perform your first scan, we recommend you to use the default scan settings. When you become more familiar with the software, change the scan settings to fit your own purpose.

A Glance of the User Interface

1. Tab Options	Choice: Image, Compression, Color Dropout, Paper, Multi-Feed Detection, Preview, Options, Settings, Information.
2. Image Selection Box	Choose your image type and the side of document you wish to scan. Options vary based on type of scanner.
3. Brightness	Adjust the brightness level from −100 to +100.
4. Contrast	Adjust the contrast level from −100 to +100.
5. Resolution	Determine the quality of the scanned image. The industry standard is 200 dpi.
6. Invert	Reverse the color of your scanned image.
7. Scan Source	**Choice:** Auto Document Feeder, Flatbed, Flatbed (Book), Automatic (varies due to different scanner model)
8. Defaults	Reset all values on the tabs to the factory default settings.

4. Using the Scanner Properties Dialog Box

The Scanner Properties dialog box allows you to configure the scanner's settings. It consists of several tabbed windows each of which will be described in this chapter.

> **NOTE:**
> In this chapter, all options are available based on a duplex (double-side) scanner. If you have purchased a simplex (single-side) scanner, all options are available for single sided only.
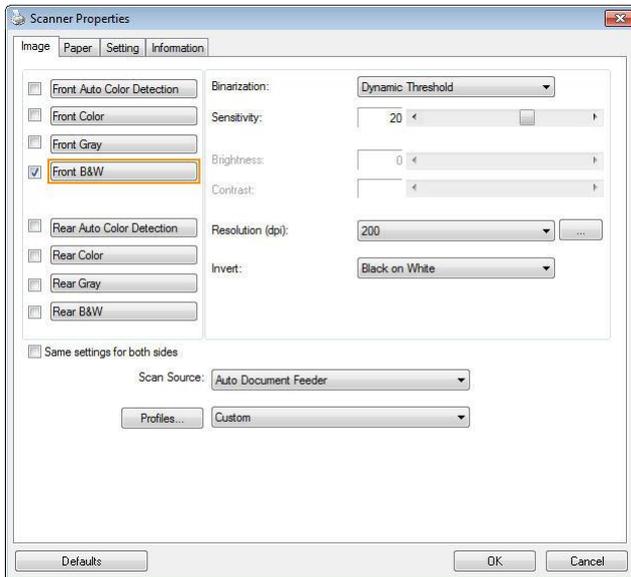
The Scanner Properties dialog box (Windows)
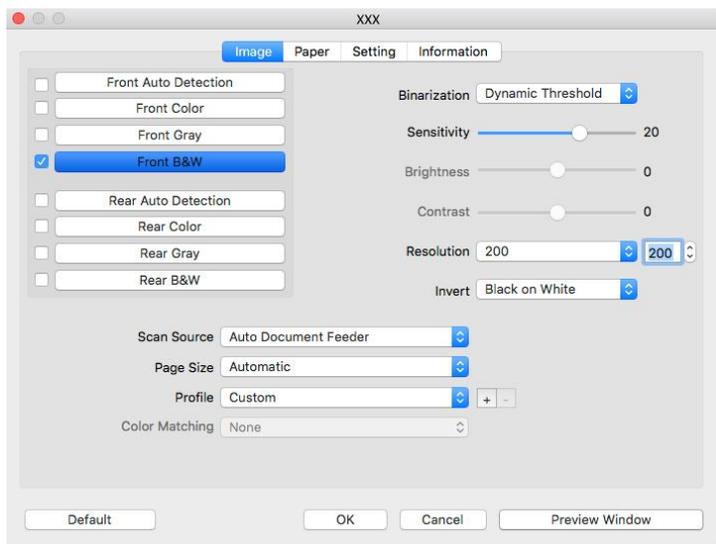
The Scanner Properties dialog box (Mac OS)

4.1 Buttons on the Scanner Properties Dialog Box
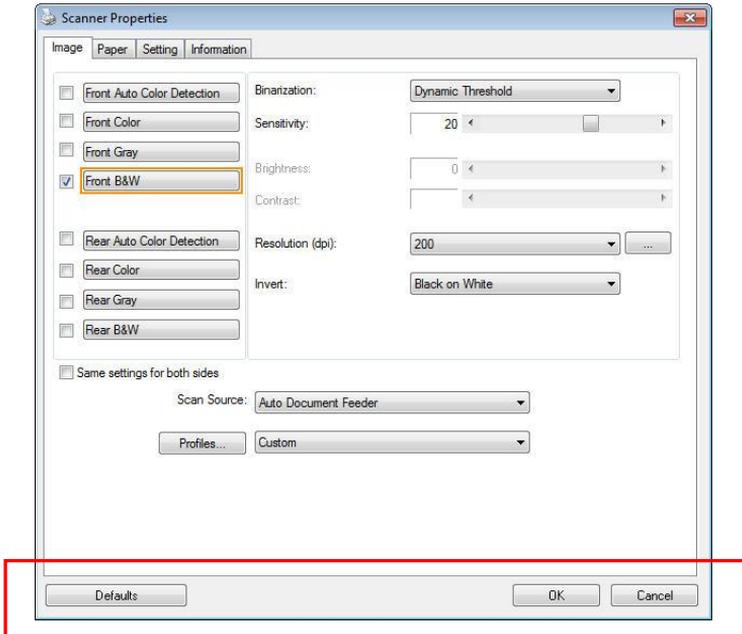
The buttons on the Scanner Properties dialog box

BUTTONS	DESCRIPTION
Defaults	Click the **Defaults** button, the factory default settings will be shown on each tab.
Cancel	Click the **Cancel** button to leave the Scanner Properties dialog box.
Preview Window (Mac)	Click to show a preview image in a low resolution.

The following table shows the default settings：

TAB NAME	DEFAULT SETTINGS
Image	Image：Front B&W Binarization：Dynamic Threshold Resolution：200 dpi Invert：Blank on White Scan Source：Auto Document Feeder Threshold：None Brightness：None Contrast：None
Compression	None
Color Dropout	None
Paper	Cropping：Automatic Deskew：Yes Orientation：Portrait OverScan：0.00 Note: The availability of this option varies due to scanner model. Unit：Inch
Multi-Feed Detection	None
Preview	None
Options	Rotation Degrees：None Blank Page Removal：None Edge Fill：White，0 mm Image Control Option：None
Setting	Enable Energy Saver：Enable, 15 minutes after last scan action Show Scanning Progress：Yes Show Warning Message：Yes Save Settings after Closing：Yes
Imprinter	Digital Imprinter

4.2 Showing or Hiding Tabs

Windows

The [**Scanner Properties]** dialog box is displayed in default with three basic tabs - Image, Paper, and Information. To show more tabs, click the [**Scanner Properties**] icon to access more scan settings.

To show more tabs,

1. Click the [**Scanner Properties**] icon ( ) on the upper left corner, and choose [**Tab**] to show available tab names. The available tabs include Compression, Color Drop out, Preview, Rotation, Separation, Multi-Feed, Options, Settings, and Imprinter. (Note: the options vary based on scanner model.)

2. Choose the tab you want to display. The selected tab will be shown with a check mark and then displayed in the [**Scanner Properties**] dialog box.

3. To access the settings, click the selected tab on the top of the [**Scanner Properties**] dialog box. The page of the selected tab will be displayed.

To hide a tab window,

1. Click the [**Scanner Properties**] icon ( ) on the upper left corner, and choose [**Tabs**] to show available tab names.

2. Choose the tab you want to hide. Then, the selected tab will be hided in the [**Scanner Properties**] dialog box.

   Note: The [**Image**], [**Paper**], and [**Information**] tab can not be hided since they preprogrammed to be displayed by default.
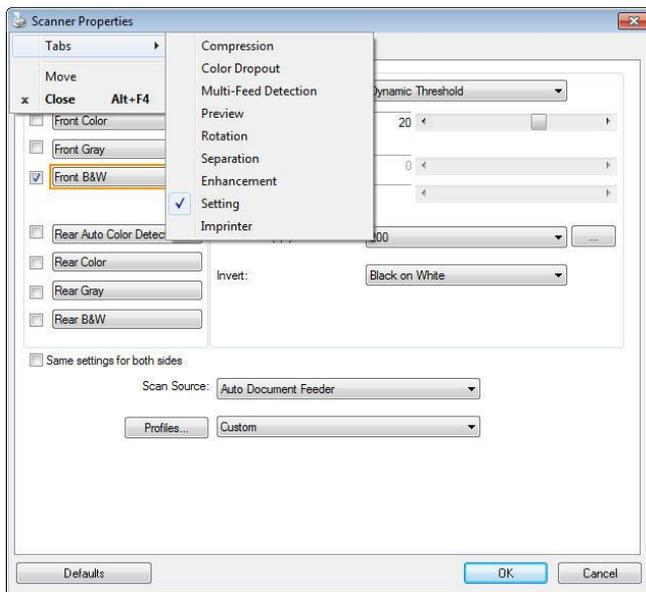
(Windows)

Mac OS

The [**Scanner Properties]** dialog box is displayed in default with four basic tabs - Image, Paper, Setting, and Information. To show more tabs, click the [**Setting**] tab to access more scan settings.

To show more tabs,

1.   Click the [**Setting**] tab, the available tab names will be displayed. These tabs include Color Drop out, Rotation, Separation, Enhancement, and Imprinter. (Note: the options vary based on scanner model.)

2.   Choose the tab you want to display. The selected tab will be shown with a check mark and then displayed in the [**Scanner Properties**] dialog box.

3.   To access the settings, click the selected tab on the top of the [**Scanner Properties**] dialog box. The page of the selected tab will be displayed.

To hide a tab window,

1.   Click the [**Setting**] tab to show available tab names.

2.   Choose the tab you want to hide by deselecting the tabs which have been shown with a check mark. Then, the selected tab will be hidden in the [**Scanner Properties**] dialog box.

   Note: The [**Image**], [**Paper**], [**Setting**], and [**Information**] tab can not be hided since they preprogrammed to be displayed by default.
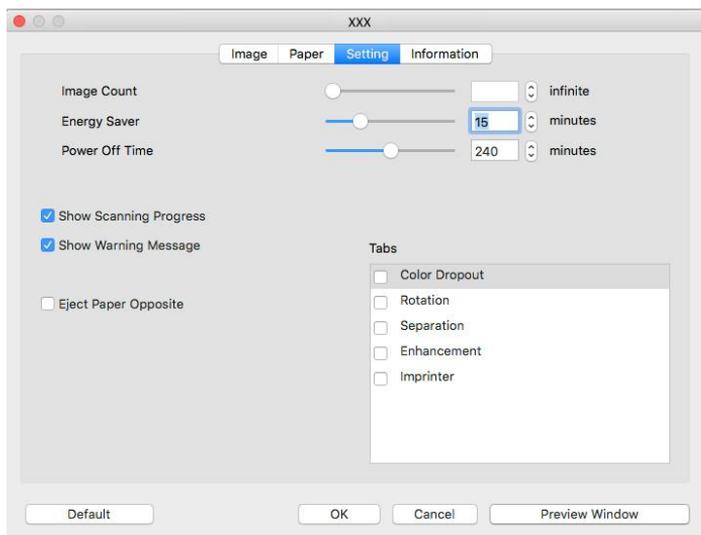
(Mac OS)

4.3 The Image Tab

The Image tab allows you to choose the front side and (or) the rear side of your document, the type of image, and to set several basic scan settings. Note that except for the resolution, you can set individual scan settings for the front side and the rear side. For example, all settings in the Image tab, Compression tab, Color Dropout tab can be set individually for the front and the rear side. However, the settings in the Paper tab, the Option tab, and the Setting tab have to be set the same for the front and rear side.
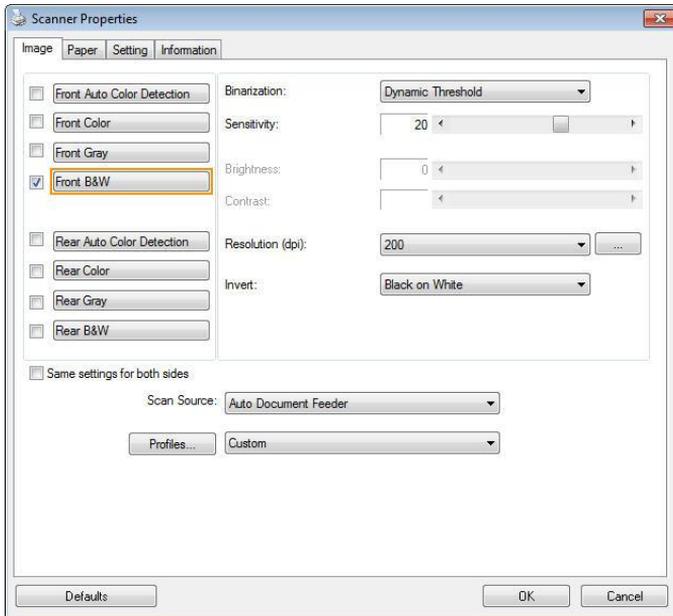
The Image tab dialog box (Windows)
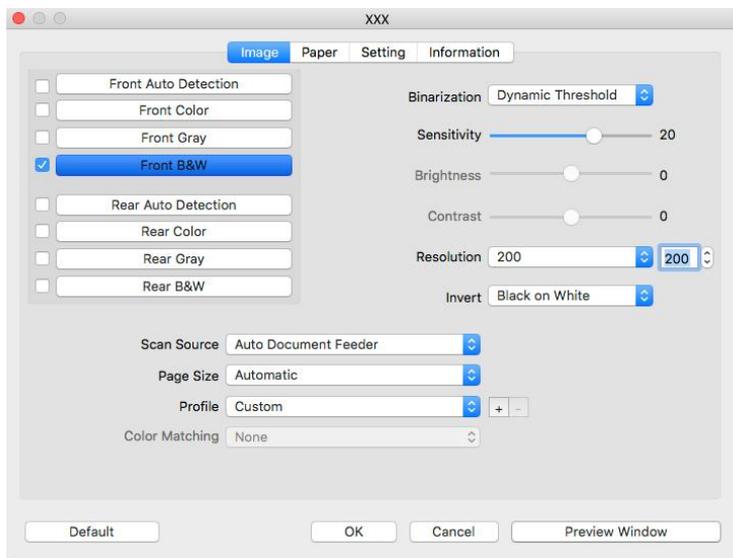
The Image tab dialog box (Mac)

4.3.1 The Image Selection Box

The Image Selection box includes the image type and document side option. If you wish to scan both the front side and the rear side of your color document, you can check both Front Color and Rear Color at the same time. Note the options vary based on type of scanner.

Example 1：**Scanning a two-sided color document, both sides in color**

Side/Image Selection	Front	Rear

Example 2：Scanning a two-sided color document, one in B&W, the other in color

Side/Image Selection	Front	Rear
☐ Front Auto Color Detection ☑ Front Color ☐ Front Gray ☐ Front B&W ☐ Rear Auto Color Detection ☐ Rear Color ☐ Rear Gray ☑ Rear B&W		

IMAGE TYPE	DESCRIPTION
Color	Choose Color if you wish to scan a color image for your original in color.
Gray	Choose Gray image if your original contains actual shades of gray.
B&W	Choose B&W if your original contains only text, pencil or ink sketch.
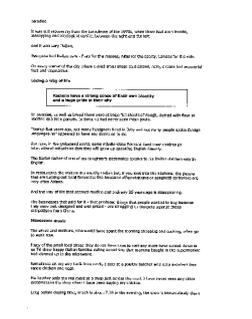
B&W	Gray	Color

Front/Rear Auto Color Detection:

Click to automatically detect and scan the front or the rear page of your color document in color image mode. If your document is in colors, the scanner will automatically scan the document into a color image. If your document is non-color, you can choose the output to be either B&W or Gray from the Non-Color Selection option. This option is useful when you have a mixture of color and non-color document.

Note: If you choose Front Rear Auto Color Detection, you can not specify the image mode of your rear page and vice versas.

Modes of Auto Color Detection:
If [**Front/Rear Auto Color Detection**] is selected, its modes will be displayed. **Choice includes Normal, Ignore Paper Color.** For paper with background color such as invoices, choosing [**Ignore Paper Color**] will automatically remove the background color and enhance the detection accuracy.
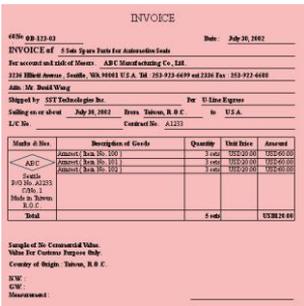
Normal   **Ignore single background color**

Sensitivity of Auto Color Detection

If your documents contain primarily B&W text and small amount of light or pale colors and you do not wish them to be recognized as color image to save the file size, you can increase the sensitivity value by moving the bar to the right to let these images to be detected as B&W. The value ranges from 1 to 100. The default is 37.

Standard	IEEE 802.11 b/g/n standards compliant	
Wireless LAN	1T1R Mode	
Frequency Range	2.400 ~ 2.4835GHz (subject to local regulations)	
Number of Selectable Channels	802.11n: 20MHz/40MHz	
	802.1 1b/g:	USA, Canada (FCC):11 channels (2.412GHz~2.462GHz)
		Europe (CE): 13 channels (2.412GHz~2.472GHz)
		Japan (TELEC): 14 channels (2.412GHz~2.4835GHz)
Data Rate	802.11n: up to 150Mbps	
	802.11b: 1, 2, 5,5, 11Mbps	
	802.11g: 6, 9, 12, 18, 24, 36, 48, 54Mbps	
Transmit Power(EIRP)	11n HT40 MCS7 : +13 dBm	
	11g OFDM: +15 dBm	
	11b CCK: +18 dBm	
Security	WEP 64/128, TKIP, WPA, WPA2 mixed,802.1x and 802.11i	

Original

Standard	IEEE 802.11 b/g/n standards compliant	
Wireless LAN	1T1R Mode	
Frequency Range	2.400 ~ 2.4835GHz (subject to local regulations)	
Number of Selectable Channels	802.11n: 20MHz/40MHz	
	802.1 1b/g:	USA, Canada (FCC):11 channels (2.412GHz~2.462GHz)
		Europe (CE): 13 channels (2.412GHz~2.472GHz)
		Japan (TELEC): 14 channels (2.412GHz~2.4835GHz)
Data Rate	802.11n: up to 150Mbps	
	802.11b: 1, 2, 5,5, 11Mbps	
	802.11g: 6, 9, 12, 18, 24, 36, 48, 54Mbps	
Transmit Power(EIRP)	11n HT40 MCS7 : +13 dBm	
	11g OFDM: +15 dBm	
	11b CCK: +18 dBm	
Security	WEP 64/128, TKIP, WPA, WPA2 mixed,802.1x and 802.11i	

Standard	IEEE 802.11 b/g/n standards compliant	
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		Japan (TELEC): 14 channels (2.412GHz~2.4835GHz)
Data Rate	802.11n: up to 150Mbps	
	802.11b: 1, 2, 5,5, 11Mbps	
	802.11g: 6, 9, 12, 18, 24, 36, 48, 54Mbps	
Transmit Power(EIRP)	11n HT40 MCS7 : +13 dBm	
	11g OFDM: +15 dBm	
	11b CCK: +18 dBm	
Security	WEP 64/128, TKIP, WPA, WPA2 mixed,802.1x and 802.11i	

Sensitivity: 1
(The image is recognized as a color one)

Sensitivity: 100
(The image is recognized as a black and white one)

Same settings on both sides:

Click to apply same scan settings for both sides of your documents. After checking this option, any settings you have changed will automatically applied to both the front side and the rear side. For example, if you choose your ideal resolution to be 300 dpi, this will be applied both to the front side and rear side of your document.

4.3.2 Other Image Options

Binarization   This is the process of converting a grayscale or color image to a bi-tonal image. There are several different methods of performing this conversion. **Options: Dynamic Threshold, Dynamic Threshold (AD), Fixed Processing, Halftone 1~5, Error Diffusion**.

Dynamic Threshold: Selecting **Dynamic Threshold** allows the scanner to dynamically evaluate each document to determine the optimal threshold value to produce the highest quality image. This is used to scan mixed document containing faint text, shaded background, or color background with a single setting. If Dynamic Threshold is selected, Threshold, Brightness, and Contrast are not available.

Dynamic Threshold (AD): Selecting **Dynamic Threshold (AD)** to perform the enhanced mode of the Dynamic Threshold feature. However, using this mode may slow down your scanning speed.

Sensitivity of Dynamic Threshold Occasionally your scanned image may contain small dots or speckles. To remove these spots, increase the sensitivity value by moving the bar to the right. The value ranges from 1 to 30. The default is 20.

Fixed Processing: Used for black-and-white and other high contrast documents. A single level is set to determine the black-and-white transition. The threshold is programmable over the entire density range. **Fixed Processing** sets Contrast to 0. If **Fixed Processing** is selected, Contrast is not available.

Halftone: In addition to the black and white display, Halftone can present a somehow gray shade of image by using different size of dots. Halftone image looks like the picture we have seen in the newspaper. **Options include Halftone 1, Halftone 2, Halftone 3, Halftone 4, Halftone 5.**

Error Diffusion: Error Diffusion is a type of Halftone. Error Diffusion gives good image texture and makes text in images more readable than Halftone.

Halftone Image

Error Diffusion Image

Dynamic Threshold

Dynamic Threshold (AD)

Threshold   Used to convert a grayscale image to a
                  bi-tonal image. The value ranges from 0 to
                  255. A low threshold value produces a lighter
                  image, and can be used to subdue
                  backgrounds and subtle, unneeded
                  information. A high threshold value produces
                  a darker image, and can be used to help pick
                  up faint images.
                  Adjust the threshold setting by dragging the
                  Threshold sliding bar to the left or right to
                  achieve the desired threshold setting.

**200 dpi,
Threshold:50,
Brightness: 0**

**200 dpi,
Threshold:100,
Brightness: 0**

Gray
Document Type: Choice: Normal, Photo, Document
Three options of document type are provided when you choose
Gray as the image type for your scanned document. **Choice:
Normal, Photo, Document.**

- **Document:** Choose Document if your original contains
  pure text or a mixture of text and graphic since it is an
  optimal setting for regular business document. When
  using Document, only Threshold can be adjusted.
- **Photo:** Choose Photo if your original contains photo to
  reproduce your photo in vivid grayscale image. When
  using Photo, no Threshold and Contrast can be adjusted.
- **Normal:** When using **Normal**, Threshold, Brightness, and
  Contrast can be adjusted.

Threshold: The value ranges from 0 to 255. The default is
230. A low threshold value produces a lighter image, and can
be used to subdue backgrounds and subtle, unneeded
information. A high threshold value produces a darker image,
and can be used to help pick up faint images. Adjust the
threshold setting by dragging the **Threshold** sliding bar to the
left or right to achieve the desired threshold setting.
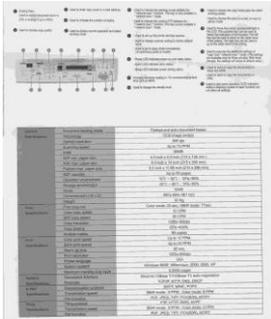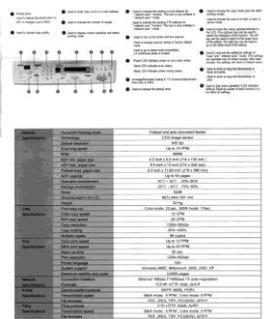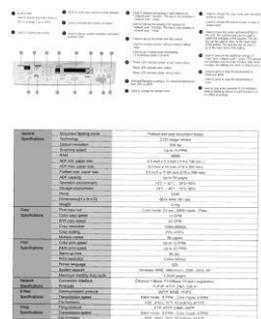
Normal   **Photo**   **Document**
                                                           (Threshold: 230)

Normal   **Photo**   **Document**
                                                           (Threshold: 230)

Brightness Adjusts the lightness or darkness of an image. The higher the value, the brighter the image. Drag the slider to the right or left to increase or decrease the brightness. The range is from −100 to +100.

Contrast Adjusts the range between the darkest and the lightest shades in the image. The higher the contrast, the bigger the different grayscale. Drag the slider to the right or left to increase or decrease the contrast. The range is from −100 to +100.
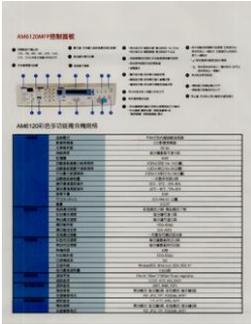
Brightness: -50 **Brightness: 0 (Normal)** **Brightness: +50**
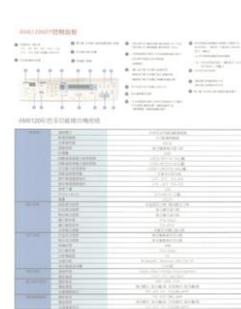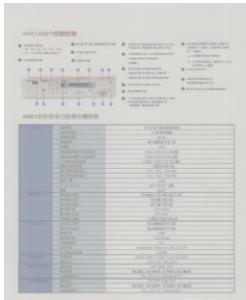
Contrast: -50 **Contrast: 0 (Normal)** **Contrast: +50**
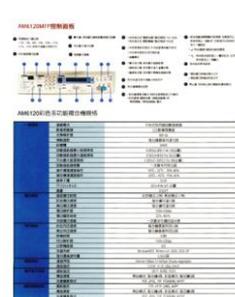
Resolution A good control of the resolution results a good detail of an image that scans. The resolution is measured by dots per inch (dpi). Normally, the greater the dpi number, the higher the resolution and the image file size. Be aware that greater resolution takes more time to scan, and more disk space for the scanning image. For your information, an A4 size color image scanned at 300 dpi at True Color mode consumes approximately 25 MB of disk space. A higher resolution (usually means over 600 dpi) is only recommended when you need to scan a small area at True Color mode.

Choose a resolution value from the drop down list. The default value is 200 dpi. Available resolutions are 75, 100, 150, 200, 300, 400 and 600. Or you may choose your desired value by clicking the box in the right side of the drop down list and press the arrow key to select your desired value and then click the Add button to include it in the drop down list. **Note:** The resolution is up to 300 dpi if an imprinter or a MICR reader is installed or connected to the scanner.

Resolution: 75 dpi

Resolution: 150 dpi

Invert   Reverses the brightness and the colors in the image. The default setting is Black on a White background. Reverse mode is White on a Black background. For color images, each pixel will be changed into its complementary color at the command of Invert.

Black on White

White on Black

Scan Source	**Choice:**

* **Auto Document Feeder:** Used to scan multiple pages.
* **Flatbed:** Used to scan a single page. For example, pages from newspaper clipping, paper with wrinkles or curls.
* **Flatbed (book):** Used to scan several inside pages from book.
* **Automatic:** Allow the scanner automatically set its scan source. If **Automatic** is selected and there is document in both the auto document feeder (ADF) and the flatbed, then the scan source will be automatically set to ADF. If **Automatic** is selected and there is document only in flatbed, then the scan source will be set to flatbed.
* **Merge Two Sides into One Image:**
  If you have a sheet-fed duplex scanner with front input tray, you can scan an A3 size document with an innovative method. Thus, fold your A3 size document into A4, and then load the paper in the front tray. Choose Merge Two Sides from the Scan Source option and then the scanner is able to scan both sides of your document and merge two A4 images into one A3 image.

  When you select Merge Two Sides into One Image, the Cropping or Multi-feed function will be disabled.

  Note: This feature must be used with a carrier sheet. Regarding how to load a document with a Carrier Sheet, refer to Section 4.6.2, Other Paper Selection.

Note the options vary based on type of scanner.

> **NOTE:**
> ! If you have purchased a duplex sheet-fed scanner, choose [Merge Two Sides] on the [Scan Source], then the scanner is able to scan both sides of your document and merge them into a single image.

If "Merge Two Sides into One Image" is selected, its choice will be available including "Merge Horizontally", "Merge Vertically", "Merge Vertically (Back Side Flip)". If the reverse side of your document is upside down, choose "Merge Vertically (Back Side Flip)" and the back side will be automatically rotated 180 degrees and merged.

Front
Side

Rear
Side

Merge Vertically

Front
Side

Rear
Side
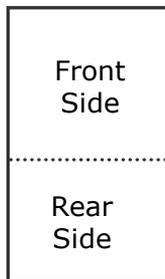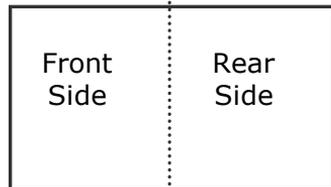
Merge Horizontally

Note the options vary based on type of scanner.

Color Matching

The purpose of Color Matching is getting the accurate color. This option uses the default parameters (ICC profile) to adjust the colors of the image.

Choice: None, Document, Photo
- **None:** Choose "None" to disable this option.
- **Document:** Choose "Document" if your original contains pure text or a mixture of text and graphic since it is an optimal setting for regular business document.
- **Photo:** Choose "Photo" if your original contains photo to reproduce your photo in vivid color image.

Normal

After Color Matching

4.3.3 Scanning color images

The following options are available for scanning color images.

- Brightness
- Contrast
- Resolution
- Invert

4.3.4 Scanning grayscale images

The following options are available for scanning gray images.

- Brightness
- Contrast
- Resolution
- Invert

4.3.5 Scanning B&W images

The following options are available for scanning B&W images.

- Binarization (Dynamic Threshold)
- Resolution
- Invert

 Or
- Binarization (Fix Processing)
- Threshold
- Brightness
- Resolution
- Invert

4.3.6 Editing Profiles

The Scanner Properties dialog box allows you to change and save your frequently used scan settings into a profile. You can edit these profiles by renaming or deleting them.

Windows:

To add a new profile

1. Customize your settings. (For example, change your resolution, image type, cropping method, scan size, or other scan settings.)
2. Click the Image tab and then choose "Profiles" to prompt the "Edit Your Profile" dialog box.
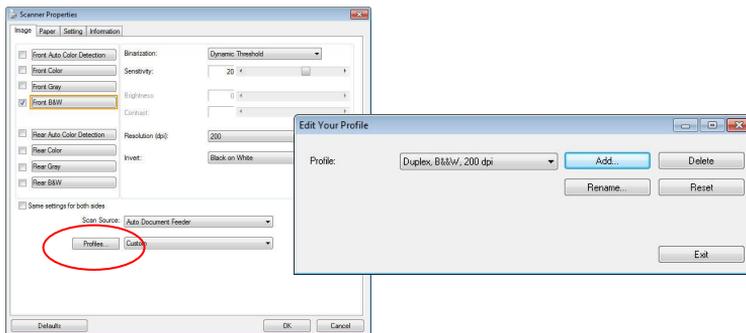
3. Click "Add" to enter the name of the profile and then choose "Save".

4. The new profile will be saved and shown in the "Profiles" dropdown list box.

5. From the Image tab dialog box, choose your favorable profile from the "Profiles" dropdown list box.
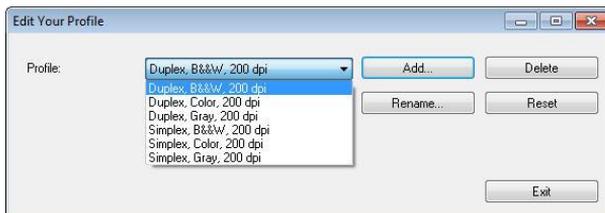
6. Your favorable profile will be immediately loaded and displayed on Scanner Properties dialog box.

To delete a profile,

1. From the Image tab dialog box, click "Profiles" to prompt the Edit Your Profile dialog box.
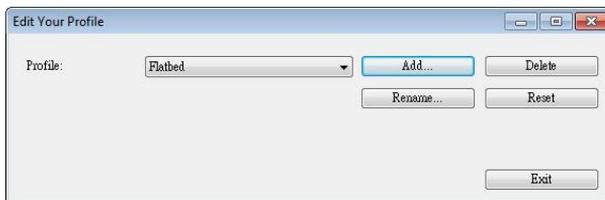
2. Choose the profile you want to delete from the dropdown list box.
3. Click "Delete". A Confirm message "Are you sure you want to delete this profile?" is prompted.
4. Choose "Yes" to delete or "Cancel" to quit.

To rename a profile,

1. From the Image tab dialog box, click "Profiles" to prompt the Edit Your Profile dialog box.
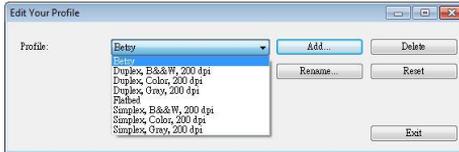
2. Choose the profile you want to rename from the dropdown list box and then click the Rename button.

3. Enter new name for the profile.

4. Choose "Save" to save the new profile or "Cancel" to quit.

> **NOTE:**
> **1.** The preset default profiles include Flatbed, Simplex-B&W, 200 dpi, Simplex-Gray, 200 dpi, Simplex-Color, 200 dpi, Duplex-B&W, 200 dpi, Duplex-Gray, 200 dpi, Duplex-Color, 200 dpi. If you have a simplex or a sheetfed scanner, the duplex or the flatbed option will not be available.
>
> **2.** If any setting for a current profile has been changed, a [*] sign will be marked before the name of current profile, for example, [*** Duplex, Color, 200 dpi**]. If desire, click the [**OK**] or [**Scan**] button and a dialog box will be prompted to let you save the new profile.

Mac OS

To load a profile (Mac)

1. Customize your settings. (For example, change your resolution, image type, cropping method, scan size, or other scan settings.)

2. Click the Image tab and click "+" on the Profile to enter the name of the profile and then choose "OK".

3. The new profile will be saved and shown in the "Profiles" dropdown list box.

To load a profile,

1. From the Image tab dialog box, choose your favorable profile from the "Profiles" dropdown list box.
2. Your favorable profile will be immediately loaded and displayed on Scanner Properties dialog box.

To delete a profile,

1. Choose the profile you want to delete from the dropdown list box.
2. Click "-". A Confirm message "Are you sure you want to delete this profile?" is prompted.
3. Choose "OK" to delete or "Cancel" to quit.

4.4 The Compression Tab

* The feature is only available for Windows operating system.

The Compression tab allows you to compress your scanned image and choose the level of compression. Bi-tonal images are normally compressed using CCITT standard called Group 4 (G4). Color and grayscale images are often compressed using JPEG technology. Move the **JPEG Quality** slider to the right or left to increase or decrease the level of compression. Note the greater the compression level, the lower image quality. Default is 50%.

Note that the compression depends on your image editing application. If your image editing application does not support the type of compression format, then either a warning message will appear or the image quality of the compressed file will not be acceptable.

JPEG (Joint Photographic Editor Group). This group developed and lent their name to a file compression standard for color and grayscale images that is widely used by scanners, and software applications. On Microsoft Windows-based systems, a file with the extension .jpg has normally been compressed using this standard.

For scanning color or gray images, the following compressions are available:
- None
- JPEG

For scanning B&W images, the following compressions are available:
- None
- G4

Compression:

To complete your scan at a rated speed, the scanned image is compressed by default during transmission. However, if you wish to obtain the highest image quality, you can choose to uncompress the image data before it is outputted.
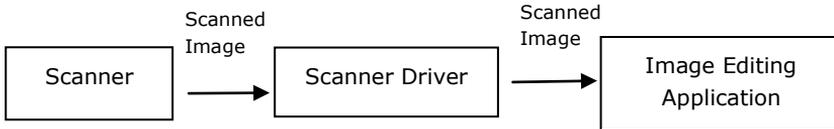
To Application:

Choose if you wish to compress the image data and transfer it from the TWAIN driver to the application. Note Bi-tonal images are normally compressed using CCITT standard called Group 4 (G4). Color and grayscale images are often compressed using JPEG technology. Move the [**Image Quality**] slider to the right or left to increase or decrease your image quality. Note the greater the image quality, the lower the compression level. Default is 50%.

Note that the compression depends on your image editing application. If your image editing application does not support the type of compression format, then the image of the compressed file will look abnormal.

From Scanner: (*Note: The availability of this feature varies due to scanner model.*)

Choose if you wish to compress the scanned image and transfer it from the scanner to the TWAIN driver.
Choice: Uncompressed, *Best Image Quality (Low Compression Level), Better Image Quality (Normal Compression Level), Normal Image Quality (High Compression Level). (*: Factory Default)
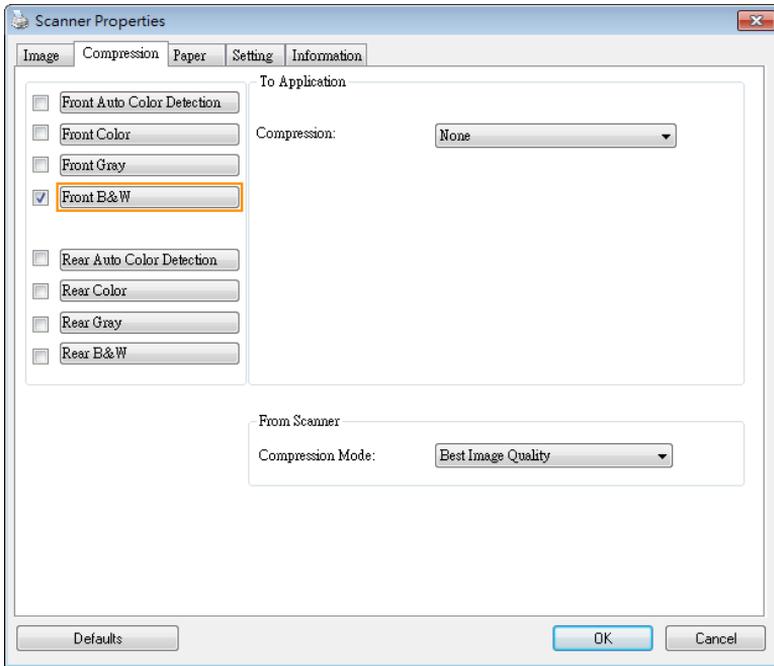
The Compression tab dialog box

4.5 The Color Dropout Tab

4.5.1 Color Dropout Selection

The [**Color Dropout**] tab allows you to select either green, red, blue, or a color of your choice to remove the details of the selected color from a scanned image. This feature is used to sharpen your text when using OCR (Optical Character Recognition) software. Note this feature applies only to the gray or black and white image.

Choice: None, Auto, Remove Red, Remove Green, Remove Blue, Custom

- **None**: Does not remove any color.
- **Auto**: Automatically outputs the image with the details of the primary color removed.
- **Remove Red/Remove Green/Remove Blue**: Outputs the image with the details of the specified color removed.
- **Custom**: Specify the color you wish to remove by entering its RGB (Red, Green, and Blue) value respectively.

Advanced Options:
- **Quality Mode**: Range: 0~20. Default: 10
  When [Quality Mode] is selected, you can determine the color to be dropped out using the [Filter Threshold] slider. A lower value will drop more of the selected color out, while a higher value will leave more of the selected color in.
- **Normal Mode**: Use an optimized setting to determine the color.
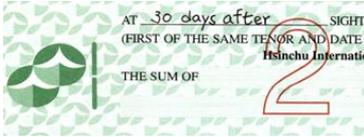
Original
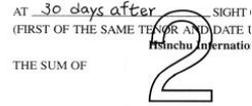
Auto/Remove Green (normal mode)
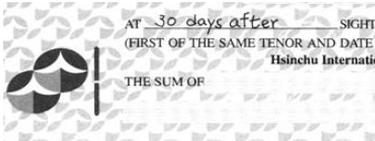
Remove Red (normal mode)
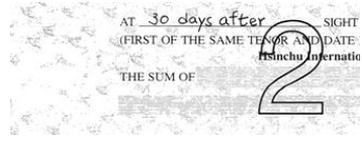
Remove Green (quality mode: Threshold: 18)

Preview the color dropout result:

To preview the color dropout result, please follow these steps:

1. Click the [**Scanner Properties**] icon ( ) on the upper left corner, and choose [**Tab**] to show available tab names.

2. Choose [**Preview**] to show the Preview tab.

3. Click the [**Preview**] tab to show the Preview page.

4. Load your document to the scanner and click the [**Preview**] button to get a preview image.

5. On the [Image] tab, click [Gray] or [Black and White] image mode and then choose [Custom] on the [Color Dropout] tab. A [Preview window] button will be displayed.

6. Click the [**Preview window**] button to prompt the [**Preview**] window with the previewed image.

7.   Move your cursor over the preview image. Your mouse cursor now becomes an Eyedropper.

8.   Click to select a color which you wish to remove.

9.   Click and hold your mouse button to view the result after removing the specified color. If the result is satisfactory, click [**OK**] to close the Preview window.
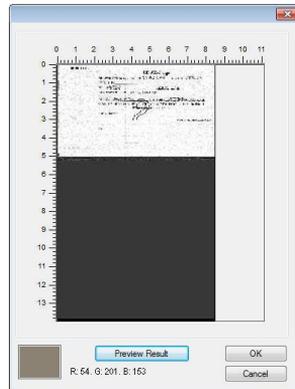
The Preview Window   **The Color dropout result**
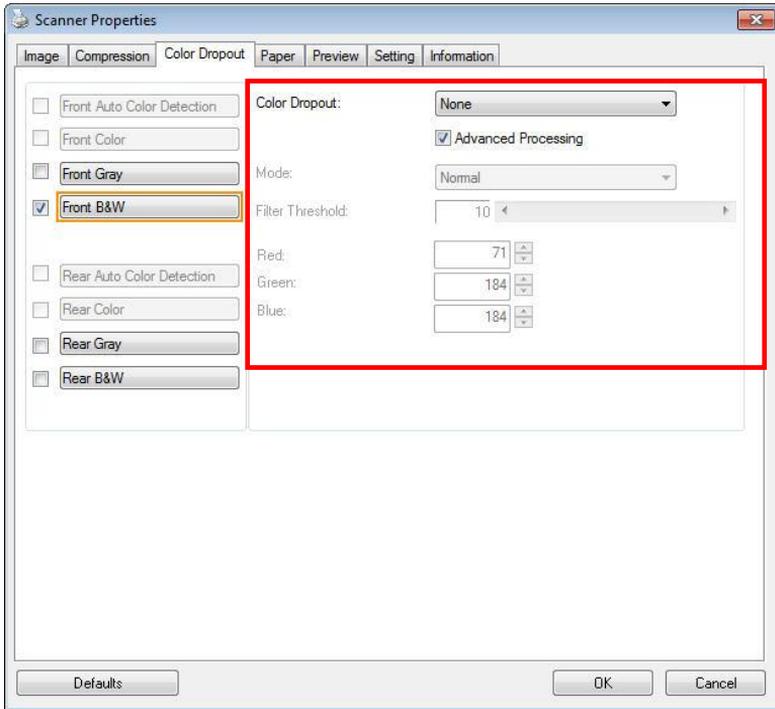
The Color Dropout dialog box (Windows)
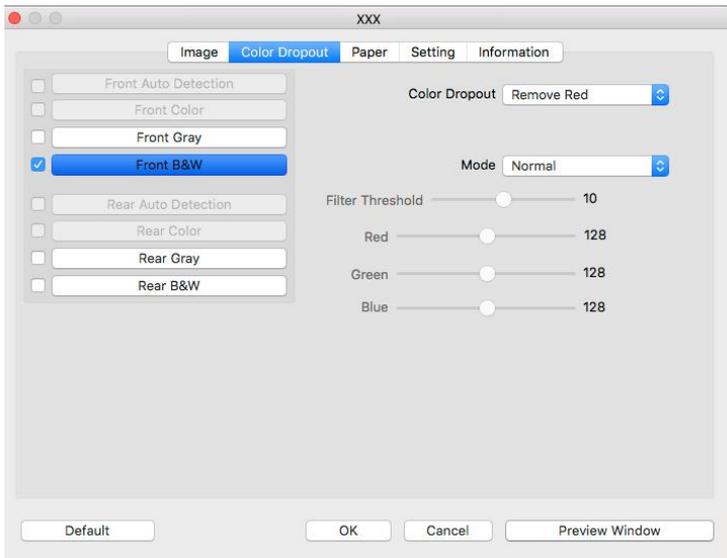
The Color Dropout dialog box (Mac OS)

Windows:

To select a color on the Color palette,

1. Click the Color Dropout tab from the Scanner Properties dialog box.
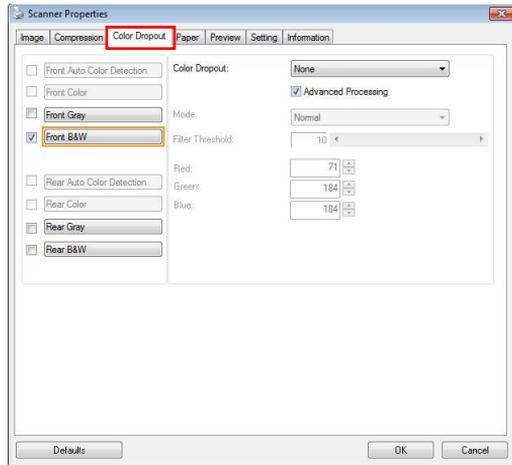
2. Choose Gray or B&W from the Image Selection box and click "Custom" from the Color Dropout drop-down menu. The Color palette appears.

3. Move your cursor
   over the palette. The
   cursor becomes a
   cross sign.
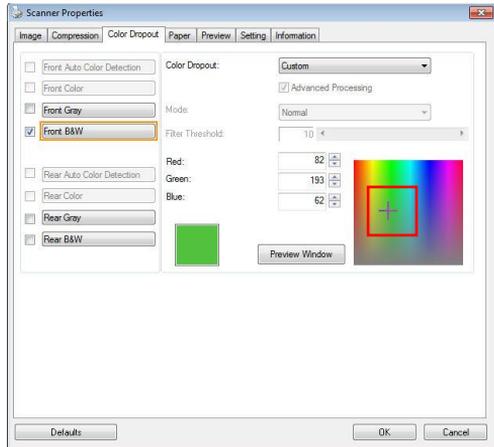
4. Click to choose a color. The RGB values are changed
   simultaneously.

Mac OS:

To preview the color dropout result, please follow these steps:

1. Choose [**Preview Window**] to show the Preview tab.

2. Load your document to the scanner and click the [**Preview**] button to get a preview image.
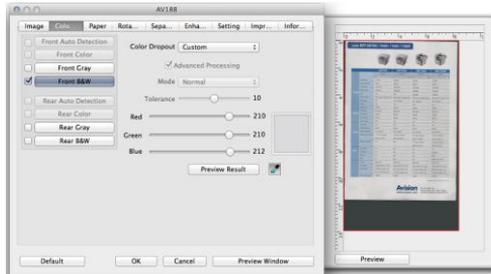
3. On the [Image] tab, click [Gray] or [Black and White] image mode and then choose [Custom] on the [Color Dropout] tab. An [Eyedropper] button will be displayed.

4. Click the [Eyedropper] button and move your cursor over the preview image. Your mouse cursor now becomes an Eyedropper.

5. Click to select a color which you wish to remove.

6. Click and hold your mouse button to view the result after removing the specified color.
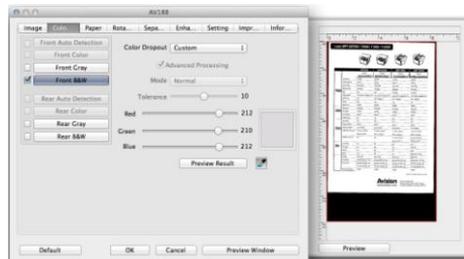
7. If the result is satisfactory, click [**OK**] to close the Avision Scanner Properties dialog box.

4.6   The Paper Tab

The Paper tab allows you to define values relating to image output (i.e., Auto Crop or not, Scan Area, OverScan, Multi-Feed Detection).
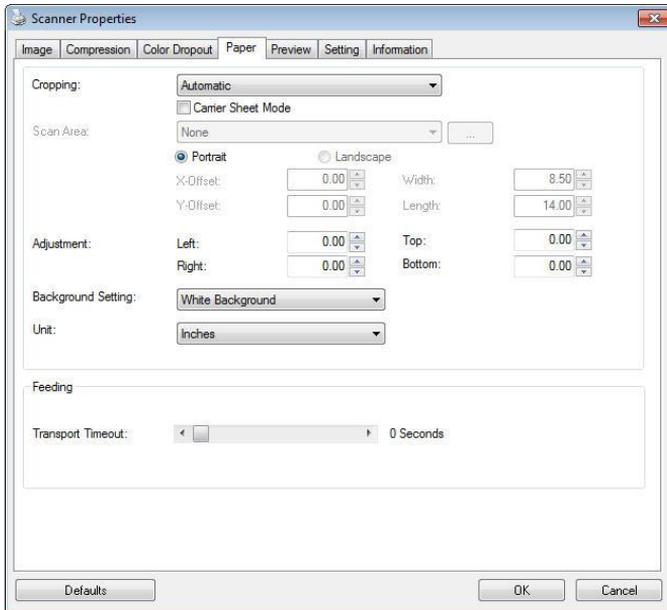
The Paper tab dialog box (Windows)
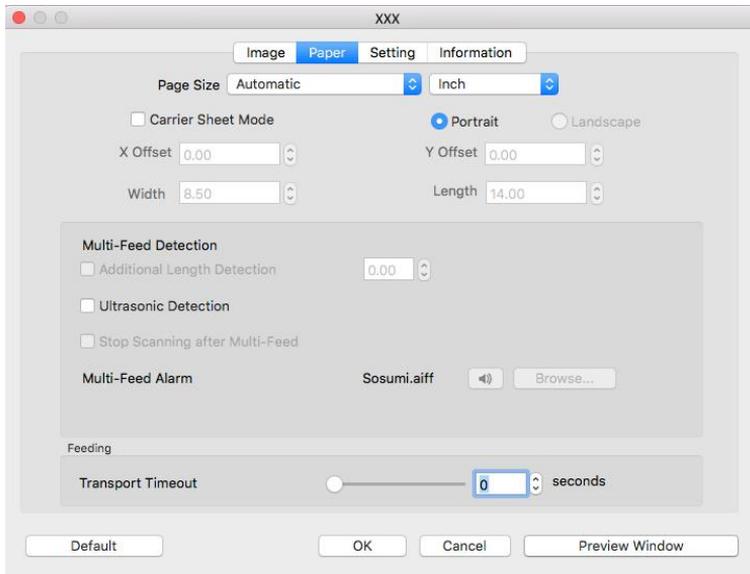
The Paper tab dialog box (Mac OS)

4.6.1 Cropping

Cropping allows you to capture a portion of the document being scanned. **Choice: Automatic, *Automatic (36"), Fixed to Transport, *EOP (End of Page) Detection, *Automatic Multiple, *Relative to Documents.**

* Windows only

OPTIONS	DESCRIPTION
Automatic	Automatic adjusts the cropping window according to different document sizes and automatically straighten a skewed document. Use this option for batches of mixed-sized documents.
Automatic (36")	Automatically adjusts the cropping window according to different document sizes smaller than 36" and automatically straighten a skewed image. Use this option for batches of mixed-sized document. *Note: The availability of this feature varies due to scanner model.*
Fixed to Transport	This feature allows you to define the area or zone to be imaged. Use for batches of same-sized documents. If you select this option, you can use the arrow keys to define the x and y offset values, width and length to redefine your scanned area. The Display window will show image placement as you change the values.
EOP (End of Page) Detection	This feature allows you to define the area or zone to be imaged. Use for batches of same-width but different length documents. If you select this option, you can use the arrow keys to define the x and y offset values, width and length to redefine your scanned area. The Display window will show image placement as you change the values.

Automatic Multiple	This option allows you to place various sized documents such as photos, ID Cards, or business cards on the flatbed (if available) and lets you create multiple individually cropped images in one scan. Note: To correctly create multiple images, please make sure there is at least 12mm (0.5") of space between each document.
Relative to Document	This option allows you to crop different areas on your documents and deliver these images in B&W, Gray, or Color separately. For example, there are applications which require you to store the entire document in B&W and a part of the document in color to save storage space. This is useful for documents where a photograph or signature appears in a consistent area on the document such as resumes, and so on.

The following options are only available when **Fixed to Transport** is selected.

- **X-Offset** — the distance from the left end of the scanner to the left edge of the scanning area.
- **Y-Offset** — the position from the top end of the document to the top end of the scanning area.
- **Width** — the width of the scanning area.
- **Length** — the length of the scanning area.
- **Center:** automatically calculates the x-offset for center-fed feeding based upon document size selected.

- — relocate the scan area by click the arrow key on the cross sign while retain the scan size. View the result from the Display window.

The Adjustment option is available when **Automatic** is selected.

•   **Adjustment** —adds a positive/negative margin value Top/Bottom or toward left/right of the image. Adjustment is used when the automatic document feeder is used. Adjustment reduces the possibility of corner clipping on skewed images. To set Adjustment values, use the UP/Down buttons to select where you want to apply Adjustment values: Top/Bottom or Left/Right, and then select the amount of inches/mm/pixels applied. Select a value within the range of 0.00 to 1.00 / -1.00.

Relative to Document: (used for batches of same-sized documents)

This option allows you to crop different areas on your documents and deliver these images in B&W, Gray, or Color separately. For example, there are applications which require you to store the entire document in B&W and a part of the document in color to save storage space. This is useful for documents where a photograph or signature appears in a consistent area on the document such as resumes, and so on.

The following procedure describes how to reproduce the entire document in B&W and a portion of document (picture) in color.

1.   On the Paper tab, choose "Relative to Document" or "Fixed to Transport" from the Cropping option.

2.   Choose your scan size from the Scan Area option. The selected scan size will be displayed in a red rectangular box. This is also the scan size of your entire document. (For example, ISO B5. If you have not chosen a scan area and leave the selection as None, then the default area will be the scanner's maximum.)
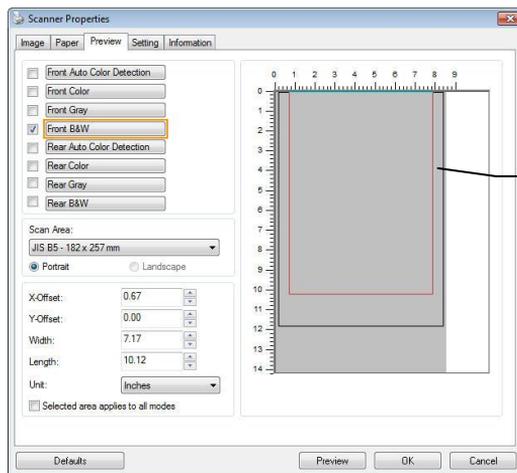

A red rectangular box

3. Click the Preview tab to display the Preview window. A black rectangular box appears to indicate the max. scan size your have just selected.

The Image Selection Box

A black rectangular box
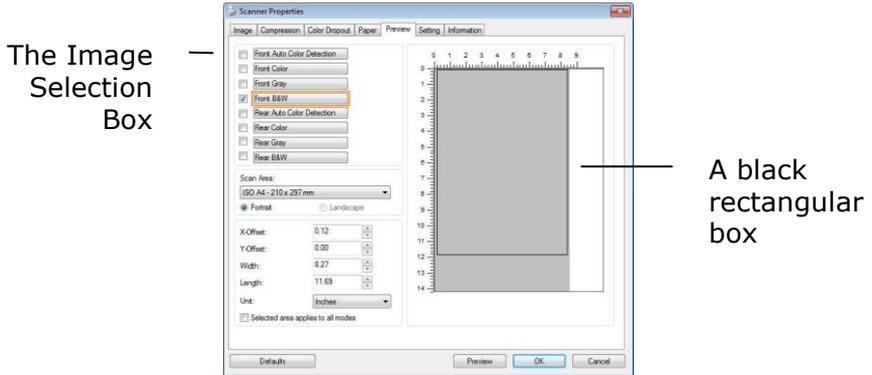
4. Click the Preview button to view the entire image in low resolution to correctly crop your relative scan area.

The Preview Image

The Preview Button
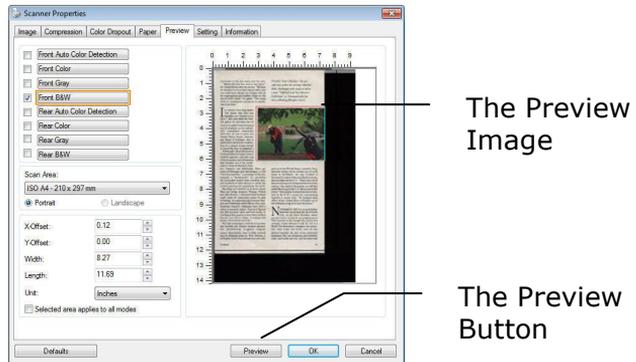
5. Select image type from the Image Selection box. The selected image will appear in highlighted color. (For example, Front Color)

6. Place your cursor on the Preview window and click your left mouse button. A cross sign will appear as illustrated. Create your relative scan size diagonally by dragging the left mouse button to your preferable size. The selected area will appear in a red box as illustrated.

A Cross Sign
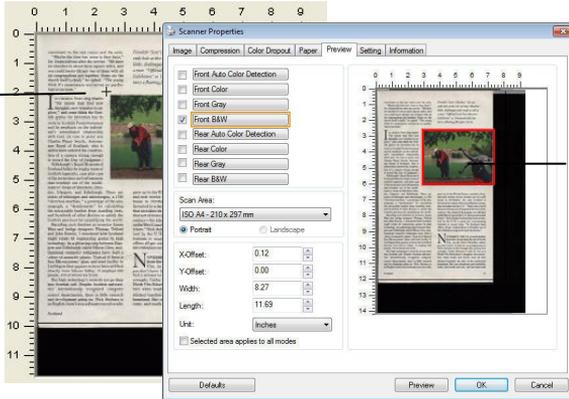
The Relative Area

7. Check the B&W image from the Image Selection box to scan the entire document.

8. Click the Scan button to start scanning the document in two image types and sizes. (See the result in below.)

The entire document in B&W   The relative area in color

4.6.2 Other Paper Selection

Carrier Sheet Mode:
Check this option to automatically crop the scan window according to your document size when scanning non-standard document (fragile, irregular-size document) with a carrier sheet (optional). Note: The availability of this option varies due to scanner model.

Loading Documents Using a Carrier Sheet

A Carrier Sheet is a plastic sheet specifically used for loading non-standard document onto the scanner. It allows you to scan document that can not be scanned in the regular way. Also, documents larger than A4 size, such as A3 and B4, can be scanned by folding in half, inserting into the Carrier Sheet, and scanning in duplex mode. You can also scan documents that can be damaged quite easily such as photographs, or irregular size documents that are difficult to load directly such as clippings.

To scan document using a Carrier Sheet,

For documents larger than A4/Letter size, such as A3

a. Fold the sheet to be scanned in half.
b. Fold the sheet tightly and smooth out crease. Otherwise, the sheet may be skewed during scanning.
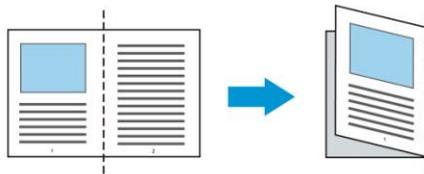
1. **Open the Carrier Sheet and place the document inside.**
    Align the top of the document to the top of the Carrier Sheet (the printed area).

For documents larger than A4/letter size, such as A3
Align the top of the document to the top of the Carrier Sheet (the printed section) and the folded portion to the right edge of the Carrier Sheet so that the document fits into the Carrier Sheet at the upper corner.
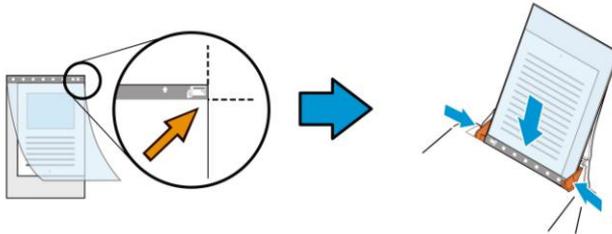
For non-standard document
Center your document in the Carrier Sheet.
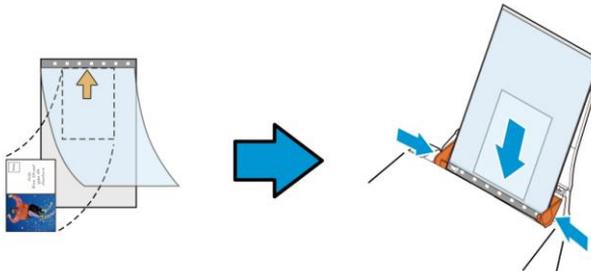
2.   Load the Carrier Sheet with the gray section (printed section) facing downwards.

3.   Adjust the paper guides to the width of the Carrier Sheet. Adjust the paper guides so that there is no space between the guides and the Carrier sheet. Space between the guides and Carrier Sheet may cause the Carrier Sheet to become unaligned during scanning, and skew the scanned image.

4.   Start the scan.

> **NOTICE:**
> ● [Carrier Sheet] is available for the models that support the Carrier Sheet.
> ● Some functions are disabled when [Carrier Sheet] is checked.
> ● This option may not work properly on some applications.

Scan Area

Choose your desired paper size with the drop-down list box. Or you may select a custom paper size by clicking the **Scan Area** box and then click **Add** to include in the choice.

Choices are listed below:

None
US Letter- 8.5"x 11"
US Legal – 8.5" x 14"
ISO A4 – 21 x 29.7 cm
ISO A5 – 14.8 x 21 cm
ISO A6 – 10.5 x 14.8cm
ISO A7 – 7.4 x 10/5 cm
ISO B5 – 17.6 x 25 cm
ISO B6 – 12.5 x 17.6 cm
ISO B7 – 8.8 x 12.5 cm
JIS B5 – 18.2 x 25.7 cm
JIS B6 – 12.8 x 18.2 cm
JIS B7 – 9.1 x 12.8 cm
Scanner Maximum
Long Page (<118")

Long Page (<118"):
When you need to scan documents whose length exceeds scanner maximum, please choose **Long Page**. Note if **Long Page** is selected, the **Multi-Feed Detection** will not be available. (Note: This option and the maximum allowable document length vary due to type of scanner.)

When **Long Page (<118")** is selected, be sure to specify your document size in the **Length** and **Width** field.

Notice when scanning long page document:

1. Pull out the extension in the ADF Paper Tray.
2. Secure enough space around the Output Tray to prevent the ejected paper from falling off the Output Tray.
3. To ensure the performance, in color mode, set the resolution to be 300 dpi or lower; in Black and White mode, set the resolution to be 600 dpi or lower.
4. Depending on your system environments, application, or your specified paper size, there may be insufficient memory to perform scanning.

OverScan
Overscan allows you to add a specific margin at top and bottom or right and left (Options vary based on the type of scanner) of the edge of the image. This is used to reduce possible corner clipping on the skewed images and often applied to a batch of skewed document to be scanned in the auto document feeder. Select a value between 0 and +5 mm. Note the overscan result will not be shown in the Display window and that the availability of the function varies based on type of scanner.

Pre-Feed
Choice: Enable, Disable. If enable is selected, you can set the amount of time the scanner starts pre-feeding your paper after your documents has been loaded into the feeder. The default is disabled. Note: The availability of this option varies due to scanner model.

Transport Timeout

Set the amount of time the scanner will wait and then start auto scan after the first scan job is completed. If you have many separate documents need to be scanned at the same scan settings, this feature is especially useful. The default is 0. The value ranges from 0 to 30 seconds.

NOTE:
- Within the specified timeout period, if you load your document to the feeder, the scanner starts scanning automatically.
- If your scanner has a flatbed option and you place your paper on the flatbed, after the timeout period, you need to click the Scan button on the TWAIN user interface to start scanning.

Background Setting

This option allows you to set your scan background. **Choice: White Background, Black Background.**

Note: For a sheet-fed scanner with an auto document feeder, this option is currently available only in the "Auto crop" mode. For a scanner with a flatbed platen, this option is available either in the "Auto crop" or the "Fixed to Transport" mode.
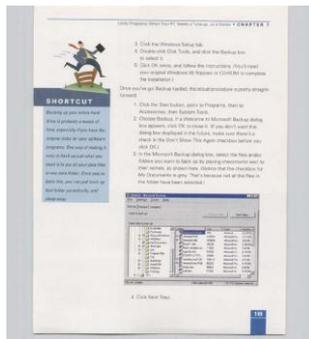
White Background
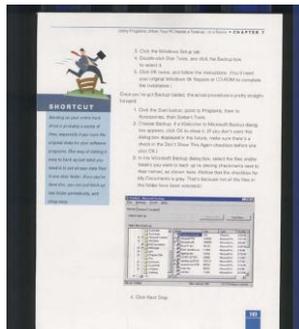
Black Background

4.7 The Multi-Feed Detection Tab

Multi-Feed Detection

Multi-Feed Detection allows you to detect overlapped document that go through the auto document feeder. Multi-Feed usually occurs due to stapled documents, adhesives on documents, or electro-statically charged document. Note︰ The availability of the function varies based on type of scanner.
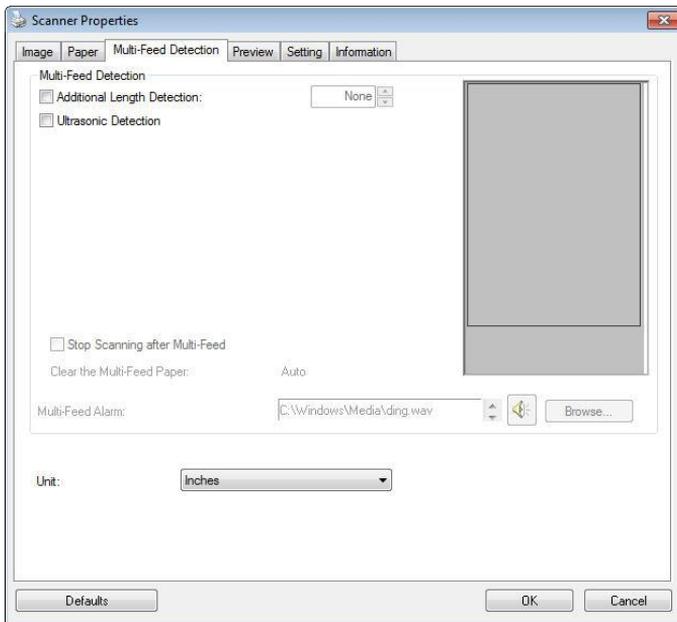
The Multi-Feed Detection Tab (Windows)
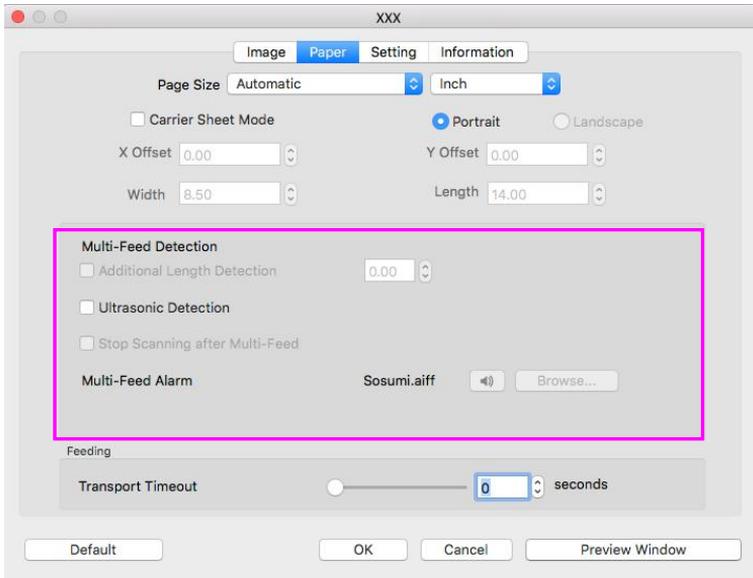
The Multi-Feed Detection Tab (Mac)

Additional Length Detection
Additional Length Detection allows you to define the length of document being multi-fed. This value indicates the additional length exceeding your scan area. The Display window will show the size of the document as you change the value. A value of 0 indicates no additional length detection. The Additional Length Detection is best used when scanning same-size documents in the auto document feeder.

Ultrasonic Detection

Ultrasonic Detection allows you to set overlapped document by detecting paper thickness between documents. Note： The availability of the function varies based on type of scanner.

There are two options available if Multi-Feed is detected.

● **Stop Scanning after Multi-Feed**

   ■ If this is selected, the scanner will stop the feeder and prompt a multi-feed warning message. In addition, the multi-feed paper will be ejected from the scanner automatically.

   *Note: The availability of the [**Auto Clear Multi-Feed Paper**] feature varies based on scanner type. If your scanner does not support this feature, remove the multi-feed paper manually.*

   ■ If this is not selected, the scanner will continue scanning the entire document though multi-feed is detected. After the entire document has been scanned, a multi-feed dialog box will be prompted to indicate the page number which has been detected multi-feed and need to be rescanned.

● **Multi-Feed Alarm**

If a wave file is added, the scanner will make a sound alarm if multi-feed is detected yet no Warning dialog box will be displayed.

How to add the sound alarm：

1. Click the Browse button on the right side of the speaker icon. The Open dialog box appears.
2. Choose your wave file.
3. Click the Open button. The wave file is added.

Units
Defines the primary measurement system. **Inches, Millimeters,** and **Pixels** are available.

4.8   The Preview Tab

The Preview tab allows you to preview (a low-resolution scan) your image before final scan. This preview image lets you allocate your scan area. You can choose your scan area by the "Scan Area" drop down list box or placing your cursor on the Display window and dragging it diagonally on the Display window. Then, a red rectangle box will appear to indicate the selected area.

Note: If you choose "Automatic Cropping" on the "Paper Tab", then to select a scan area on the Preview tab is not allowed.

The Display Window
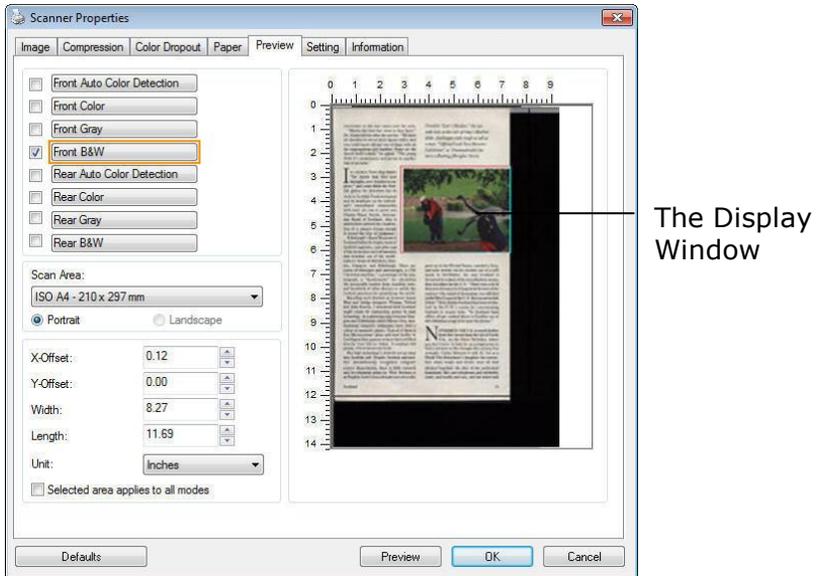
The Preview Tab (Windows)
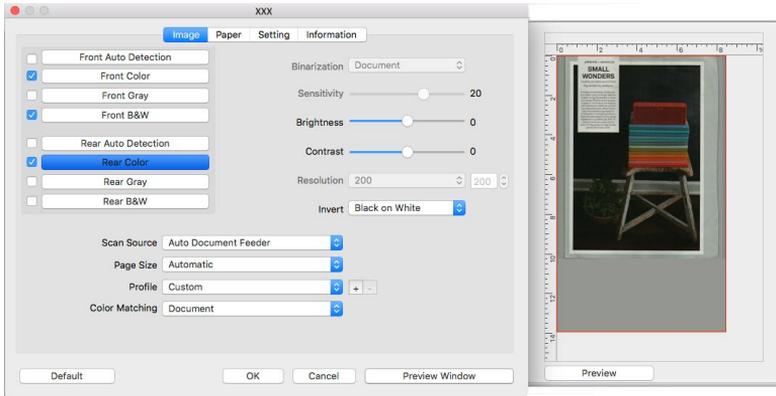
The Preview Tab (Mac)

4.9   The Enhancement Tab

The Enhancement tab allows you to set following additional image processing settings.
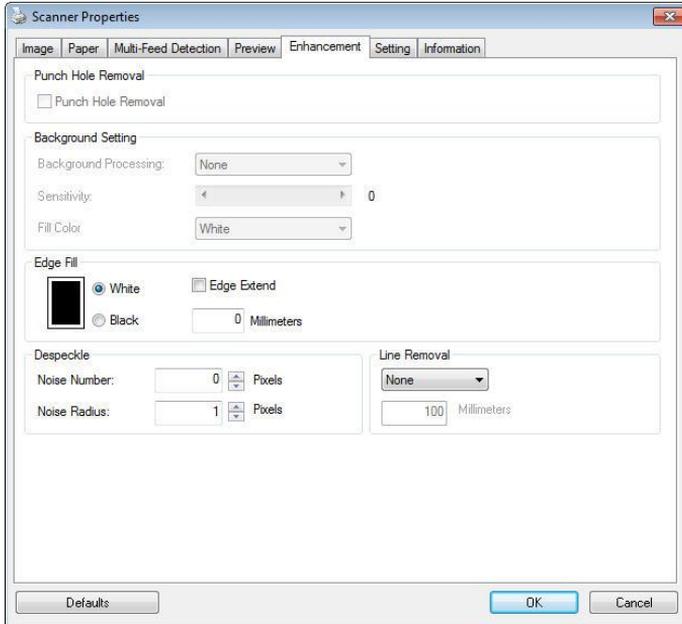
The Enhancement tab dialog box (Windows)
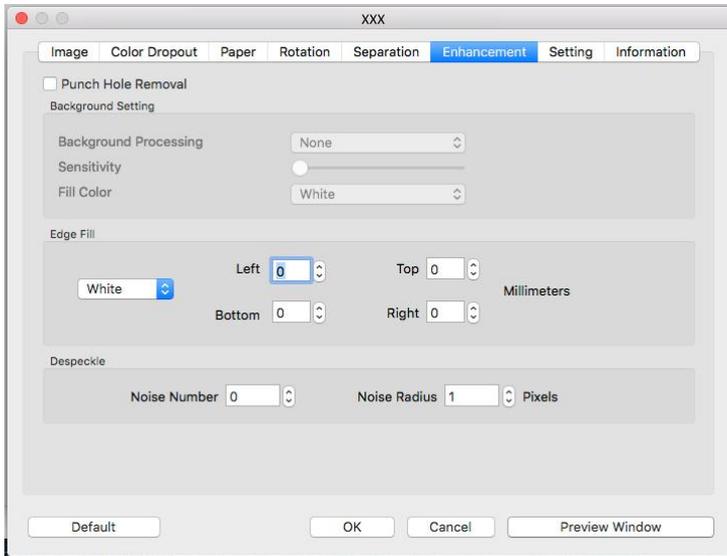
The Enhancement tab dialog box (Mac OS)

Punch Hole Removal   You can remove punch holes from the output scanned image when scanning punched document. Note the availability of this feature varies depending on your scanner model.

Original   Output image
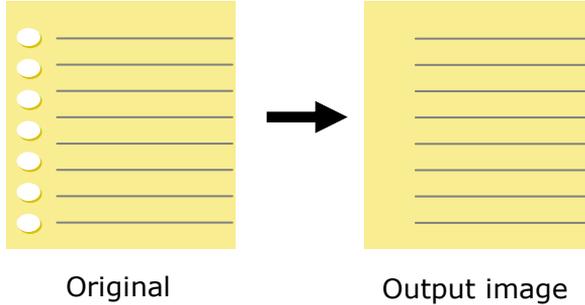
Punch holes can not be removed when:
- Resolution is set lower than 150dpi
- The hole is near the edge of the document
- The holes are not aligned along the edge of the document
- Punch Hole Removal is available only when "Auto Crop" is enabled. If either "Fixed to Transport", "EOP (End of Page) Detection", "Automatic Multiple", "Relative to Documents" is selected from the Cropping option on the Paper tab, the Punch Hole Removal option will be disabled.

Shadow Removal When 「**Flatbed**」 on the 「**Scan Source**」 option is selected on the 「**Image**」 tab, the 「**Shadow Removal**」 option will be enabled. Click to remove the shadow on the book spine when scanning a book.

Before Shadow Removal

After Shadow Removal

Background Processing: The [**Background Processing**] option allows you to smooth background color or remove it to make image clearer. The option is especially useful for documents with color forms such as invoices.
Choices: None (default), Smooth, Removal
- **None -** no background processing will be performed (default)
- **Smooth -** produces images with a more uniform background color. This option improves image quality.
- **Removal -** identifies the background color and then removes it.

Sensitivity: Choice: 0, 1, 2, 3, 4. Default: 0
- The higher the value, the more background color will be kept.

Mode: Auto, Moiré
If [**Smooth**] is selected in the [**Background Processing**] option, then the choices for the [**Mode**] option includes Auto, and Moiré.
- **Auto** - uses the factory preprogrammed mode to proceed background smoothing.
- **Moiré –** Remove the moiré patterns that appear on the background of the image when scanning printed material.

If [**Removal**] is selected in the [**Background Processing**] option, then the [**Mode**] option will be replaced with [**Fill Color**]. Choices: White, Auto.
- **White** - identifies the background color and substitutes it with white.
- **Auto -** identifies the background color and substitutes it with the color of the largest background zone.

Background Processing: **None**

Background Processing: **Background Processing**:
Smooth   Removal
                                  Fill Color: White

> **NOTE:**
> Background color in small zone will not be processed or removed.

Edge Fill   Check White or Black if you wish to add white or black edge on the border of your scanned image. Enter the value from 0 to 5 mm. Default value is 0.

Original   **Edge Fill: 5mm (Black)**

If you want to add a white or black frame on the edges of the scanned image, check "Edge Extension".

The default value is 0. The maximum value is half of the short side of the selected scan area.
For example, if you choose an A4 size (8.26 "X11.69"), then the maximum value of the white or black box is 4.14" (half of "8.26").

Despeckle

Occasionally small dots or specks appear in the background of a scanned image. Remove unwanted speckles provides a cleaner image for OCR (Optical Character Recognition) processing, and also helps to reduce compressed file size.

Define the speckles (also known as image noise) you wish to remove by specifying its number (size) and radius (range). The measuring unit is pixel. The higher the number, the more speckles will be removed.
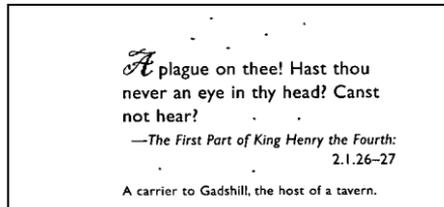
Before Despeckle
(noise number:0, noise radius:1)
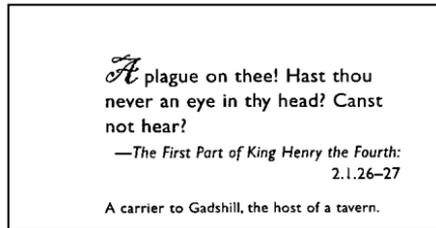
After Despeckle
(noise number:22, noise radius:10)

NOTE:
- The function is currently available for Black and White image only.
- To scan at rated speed, it is recommended to set the noise radius up to 10 pixels.

Line Removal: When **Black and White** image mode is selected on the [**Image**] tab, the [**Line Removal**] option will be enabled. Line Removal erases lines on the image and then reconstructs characters so the OCR (Optical Character Recognition) accuracy can be improved.

Choices: None, Form, Horizontal, Vertical

None – the default mode which does not remove any line.

Form – remove any form in the document.

Horizontal – select [**Horizontal**] and then enter the length of horizontal line to remove only the horizontal line exceeding your specified length.

Vertical – select [**Vertical**] and then enter the length of vertical line to remove only the vertical line exceeding your specified length.

None

Remove Form

Remove Horizontal Line (over 30 mm)

Remove Vertical Line (over 70 mm)

4.10 The Rotation Tab

The Rotation tab allows you to set the following image rotating options:
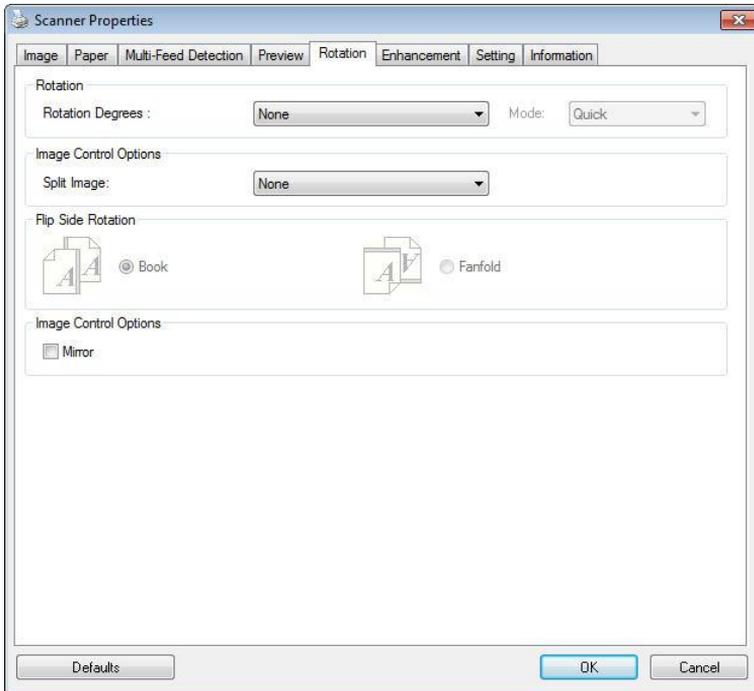
The Rotation Tab (Windows)
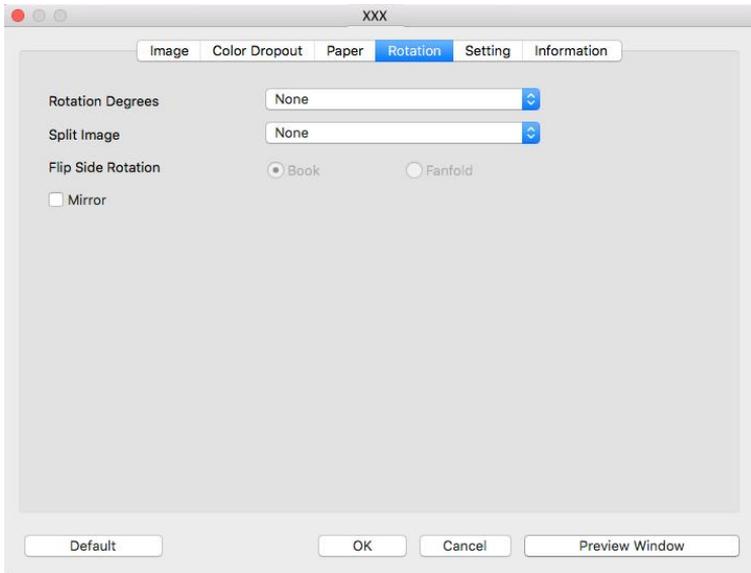
The Rotation Tab (Mac OS)

Rotate Image

Choose the rotation angle from the drop down list if you wish to rotate your scanned image.

Choice: None, 90°CW(clockwise), 90°CCW(counter clockwise), 180°, Auto based on contents. Auto rotate every even page.

1 2 3

Original

Rotate 90°CW

Rotate 90°CCW

Rotate 180°

Auto based on contents: Automatically rotate images based on the contents of document. When 「**Auto based on contents**」 is selected, its modes will be enabled to let you select more options.

Mode: Quick, Full Text, Complexity

Quick – the default mode to let you rotate images at the fastest speed.

Full Text – the enhanced mode for documents with mixed text orientation.

Complexity – the enhanced mode yet at the slowest speed for document with complex image or text orientation.

Auto rotate every even page:
Automatically rotate 180° on every even page. This is especially useful when you scan the inside pages from a book. As a result, if you choose "Flatbed (book)" from the "Scan Source" option, "auto rotate every even page" will be selected as default.

Note: This option varies based on type of scanner.

Document with various text orientations

Document with dark or complex background

Split Image	By splitting an image, two separate images are created horizontally or vertically. This is useful for documents containing two pages per image when you want to save them as two images (one page for one image). **Choice: None, Horizontal, Vertical.** Default is None.

Horizontal: Divide one image into the upper half and the lower half.

Vertical: Divide one image into the left half and the right half.

Split Horizontally   **Split Vertical**

Flip Side Rotation   Select "fanfold" to rotate the image of the reverse side to 180 degrees.

This is applied to double-sided document which are viewed in portrait are sometime fed into the scanner in landscape or vice versa.

Choice: Book, Fanfold.

If "Book" is selected, the image of the reverse side will not be rotated.

The following illustration shows the documents which should be viewed in portrait are fed into the scanner in landscape

Image
Control
Option

Check the Mirror box if you wish to reverse the right and left side of your image.

Original

The Mirror Effect

4.11 The Separation Tab

The Separation tab allows you to enable the detection engine to detect the blank page, barcode, and patch code and then notify the software application which supports document separation to separate your multi-page documents. Choices: Blank Page Removal, Barcode Detection, Patch Code Detection.
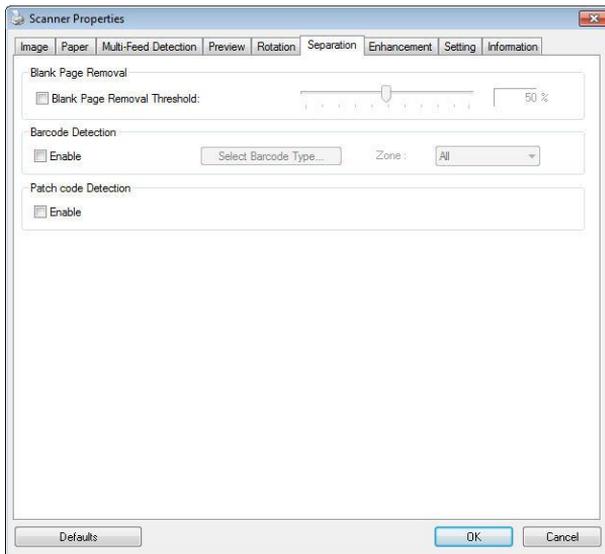
The Separation Tab (Windows)
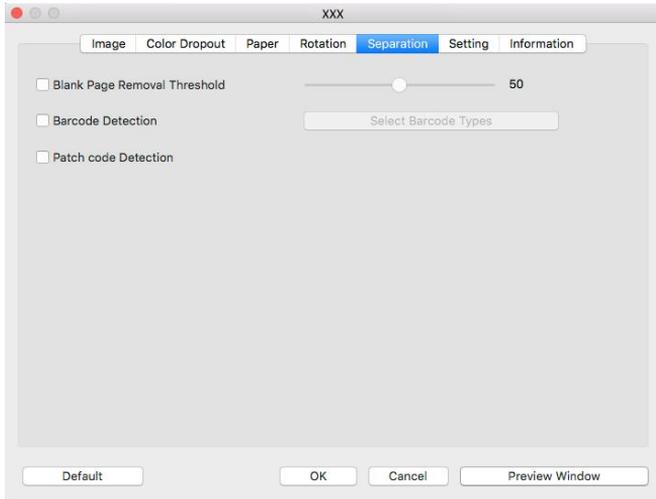
The Separation Tab (Mac OS)

Blank Page Removal	Choices: None, Blank Page Removal Threshold, Image Size. **None** – Do not remove the blank pages. **Threshold** - Move the slider to the left or right to define your threshold for the blank page. **Image Size** – Range: 1~ 10000 KB. Specify your desired image size to detect the page as a blank page. For example, if 3 KB is selected, any page less than 3 KB will be recognized as blank page.

When the bar code has been detected successfully，a file [avbarcode.ini] will be created and stored in the following path (Windows):

Windows 7, Windows 8, Windows 10:
C:\ProgramData\%PRODUCTNAME%

Barcode Detection:
Check [**Enable**] to detect barcode and notify the software application for advanced processing. Please note the whole document will be checked and no specific detection area needs to be designated.

Barcode Types:
The following barcode types can be detected.

Two-dimensional codes
● Aztec
● DataMatrix
● PDF417
● QR Code

One-dimensional barcodes:
● Add-2
● Add-5
● Australian Post 4-State
● BCD Matrix
● Codabar
● Code 128
● Code 32
● Code 39
● Code 93
● DataLogic 2 of 5
● EAN 128
● EAN-13
● EAN-8
● GS1 DataBar
● Industrial 2 of 5
● Intelligent Mail
● Interleaved 2 of 5
● Inverted 2 of 5

- IATA 2 of 5
- Matrix 2 of 5
- PostNet
- Royal Post 4-State
- UPC-A
- UPC-E

Barcode Zone:
Specify the barcode zone to be detected.

Select 「**All**」 to checks the whole document and detects barcodes. Or you may speed up the process by specifying a detection area since only the specified area is checked.

Choice: All, Top, Bottom, Left, Right, Bottom Right, Bottom Left, Top Right, Top Left

Choice for barcode zone on a page:

All	**Top**	**Bottom**	**Left**	**Right**

Bottom Right	**Bottom Left**	**Top Right**	**Top Left**

> **NOTE:**
> - Recommended resolution: 200~600 dpi for regular barcode, 300~600 dpi for QR code.
> - Skewed barcodes may not be recognized correctly.
> - Using the same sheet repeatedly may decrease the recognition accuracy due to accumulated dirt on the sheets. If the sheet is not recognized correctly or gets smudged, replace it with a new sheet.

Patch code Detection:
Check [**Enable**] to detect patch codes and notify the software application for advanced processing.

A patch code is a pattern of parallel, alternating black bars and spaces (i.e. a barcode) that is printed on a document. Patch code sheet is most commonly used as a document separator in a stack of document.

You can find various sizes of patch codes (PDF) by choosing [**Start**] menu>[**All Programs**]>[**Avision Scanner Series**]>[**Patch code**] in succession.

Simply print the PDF file to produce the patch code sheet. Insert the patch code sheets to wherever you want the file to separate.
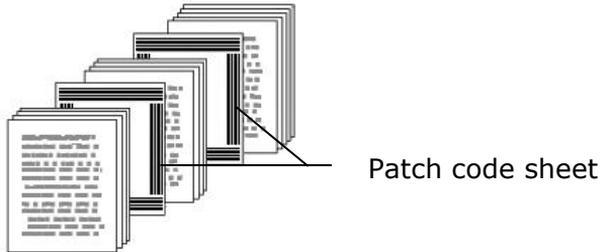
Patch code sheet

NOTES TO PRINT THE PATCH CODES:

- Use blank white paper.

- Set the scaling to 100%. The sheet is not recognized correctly when printed in a size smaller than the original.

- Do not use toner saving mode. The sheet is not recognized correctly when the print is too light.

- Do not use thin paper in order to avoid bleed-through from the back.

- When you copy a patch code sheet that you printed out, make sure to copy by the same size and brightness as the original copy.

- Use the same sheet repeatedly may decrease the recognition accuracy due to accumulated dirt on the sheets. If the sheet is not recognized correctly or gets smudged, replace it with a new sheet.

4.12 The Setting Tab

The Setting tab allows you to set the following settings:
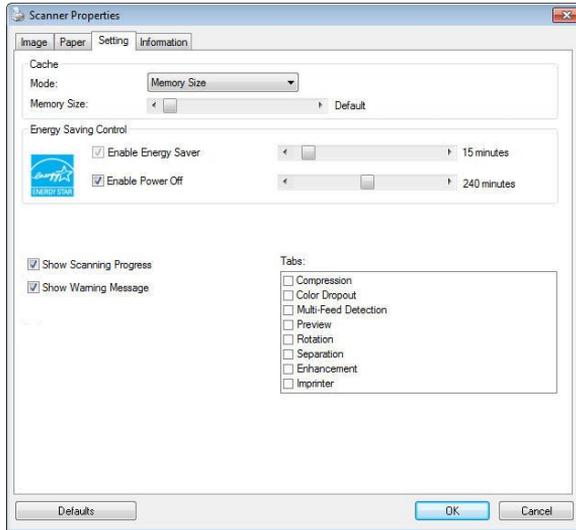
The Setting tab dialog box (Windows)
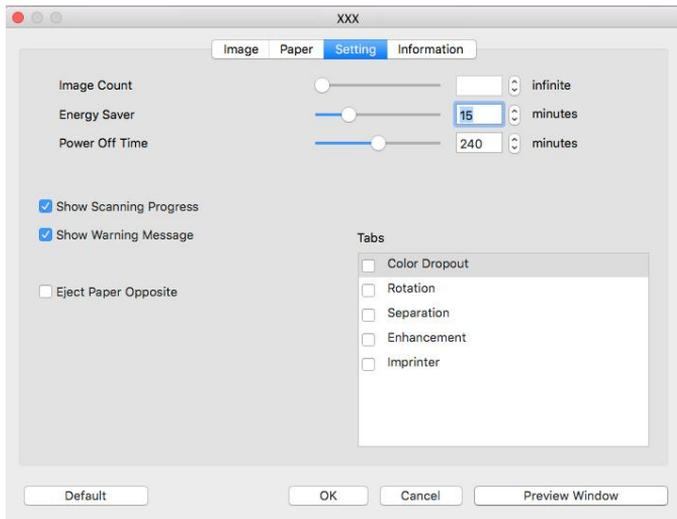
The Setting tab dialog box (Mac OS)

Energy Saving Control	Check the **Enable Energy Saver** box and move the slider to set the amount of time to start the energy saver after your last action. The range is from 1 to 60 minutes.
Enable Power Off	Check the **Enable Power Off** box and move the slider to set the amount of time to automatically turn off the scanner after your last action. The range is from 1 to 480 minutes. The default is 240 minutes (4 hours). Note the value of "Power Off" has to be greater than or equal to the value of "Energy Saving".

Cache	**Mode: None, Page Number, Memory Size**. This option allows you to assign a specified memory size from the available RAM to process the image data. By specifying a smaller memory size, you can free more memory for other applications you are running. By specifying a larger memory size, you can have more memory to process the image data especially when you have a large amount of documents needed to be scanned. You can also specify your memory size by the page number. For your information, an A4 color document scanning at 300 dpi consumes approximates 24MB. **Image Count** When the selected cache mode is "none", the image count option allows you to assign number of pages you need to scan. For example, if you wish to scan the first two pages, simply move the page slider to 2, and the scan action will be stopped when the scanning of the first two pages have been completed.
Show Scanning Progress	Check and the scanning progress bar will be shown during scanning.

Show Warning Message	Check to show the warning messages such as "ADF pad count exceeds 50,000 scans (the number varies based on type of scanner). Please replace the ADF pad and reset the pad count."
Save Settings after Closing	Check to save your scanner properties settings after leaving the dialog box. Next time when you open the Scanner Properties dialog box, the previously saved settings will be shown.

4.13 The Imprinter Tab

The Imprinter tab allows you to print alphanumeric characters, date, time, document count and custom message on your scanned image if digital imprinter is selected or at the back of your document if external imprinter is selected.
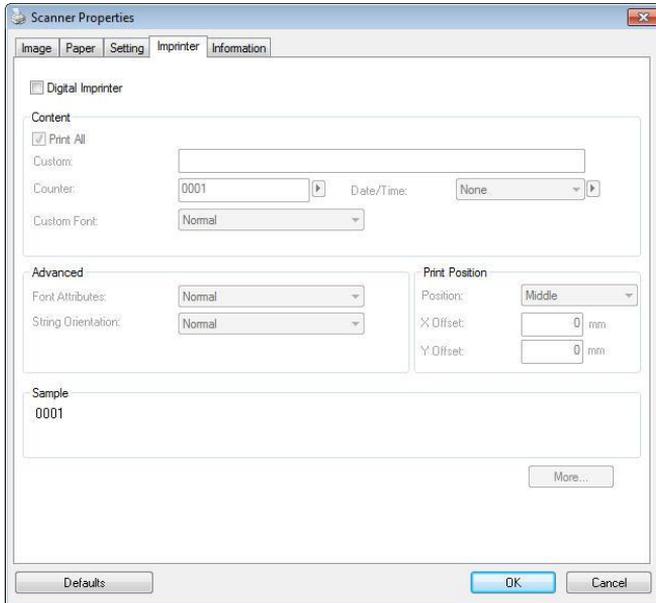
The Imprinter Dialog Box (Windows)
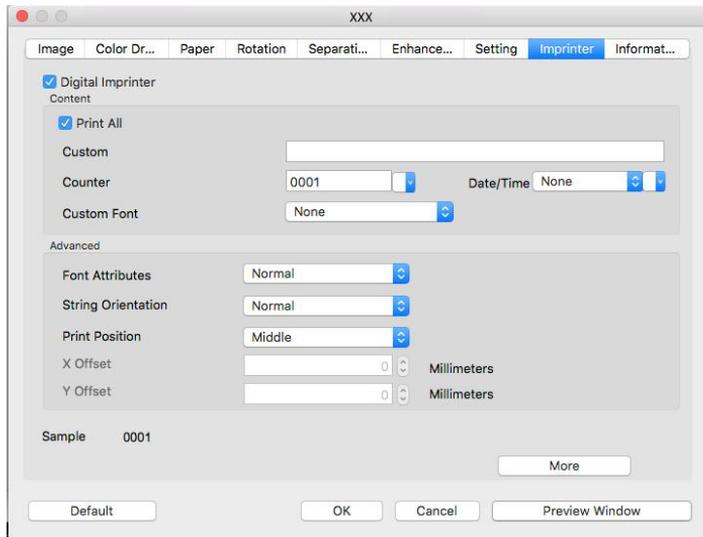
The Imprinter Dialog Box (Mac OS)

Choice: External Imprinter, Digital Imprinter. If you have installed an external imprinter, choose external imprinter. If you do not have an imprinter, choose digital imprinter. Note External Imprinter provides a vertical and rear-side print capability while digital printer provides a horizontal and front-side print capability.

Contents

Print All	Check **Print All** to automatically print the text at all pages of your documents. Uncheck **Print All** to print the text for the first page of your documents only.
Custom	Enter your custom text to be included in your print string.
Counter	Show the document count for the scan session. This value is increased sequentially by the scanner.
Date/Time	Choose if you wish to include the date and time in your print string. Format: YYYYMMDDHHSS For example, 20090402170645-check0001 indicates year, month, date, hour, seconds, your custom text and the counter.
Custom Font	Choose your desired font. **Choice: Normal, Fixed Width** **Fixed Width (**Mono spaced) fonts have a fixed character spacing. So each character occupies the same width.

Advanced

Font Attributes	Choose your font attributes. **Choice: Normal, Underline, Double, and Bold.**

String Orientation	Choose your string orientation. **Choice: Normal, Rotated, Vertical, Vertical Inversion, 90 degrees CW, 90 degrees CCW**

Normal   **Rotated**

Vertical   **Vertical Inversion**

90 degrees CW   **90 degrees CCW**

If you check the digital imprinter to stamp text on your scanned image, the illustration of normal and rotated string is shown below:

2010abc   ɔqɐ0ƖОᄅ

Normal   **Rotated**

Print Position	Choose the position you wish to print your string. Move the slider to the right to increase the value or to the left to decrease the value. Range: 0~355mm, default:0 mm The value indicates the height from the bottom of your paper to the last letter of your string. This option is available only if an external imprinter is installed.

0001abc 2010

The value of
Print Position
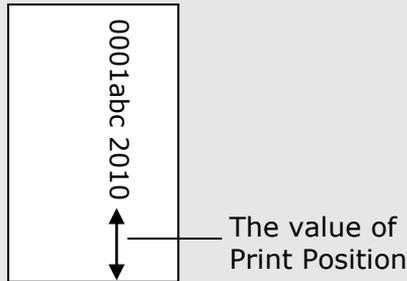
Print Position (for digital imprinter)
Choose the position of your printed string. **Choice: Top, Middle, Bottom, Custom.** If Custom is selected, enter the X and Y offset value to specify the position.

More: Click the [More] button to display more font options. This option is available for digital imprinter (stamp text on your scanned image) only. This function is not available on some models.

Font size: Move the slider to change the font size from 1 to 10. **Density:** Move the slider to change the source density from 0 to 255. The selected density will appear at the same time.

Transparency: Move the slider to choose an appropriate transparency value from 0% (not transparent) to 100% (completely transparent) so that your text can be partially transparent and you can see the background image.

4.14 The Information Tab

The Information tab displays the following system and scanner information.
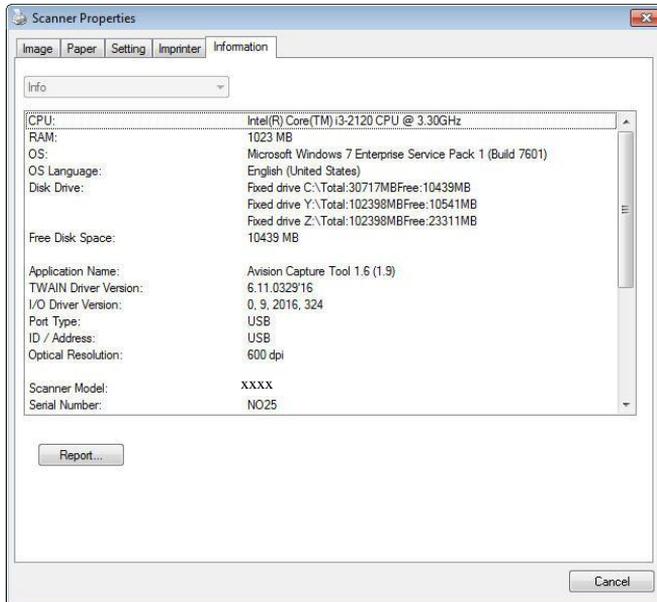
The Information tab dialog box (Windows)

The "Report" button：(Windows only)
If you encounter any error message while using the scanner, click the Report button. A report.txt file [Windows XP: C:\Documents and Settings\All Users\Application Data\%PRODUCTNAME%; Vista, Windows 7, Windows 8, Windows 10: C:\ProgramData\%PRODUCTNAME% (C: system drive)] will be generated. Please send this file to the nearest service center for trouble shooting.

Serial Number	2885110002	
Version	2.2.22.0217	
I/O Driver Version	2021.6.18	
F/W Version	6.04	
Born Date	2018/6/19	
First Scan	2018/6/19	
ADF Pad Count	4327	Reset
ADF Roller Count	4327	Reset
ADF Count	19826	
Multi-Feed Count	106	
Jam Count	759	
Power On Time	297.5 hours	

Language   English

www.avision.com

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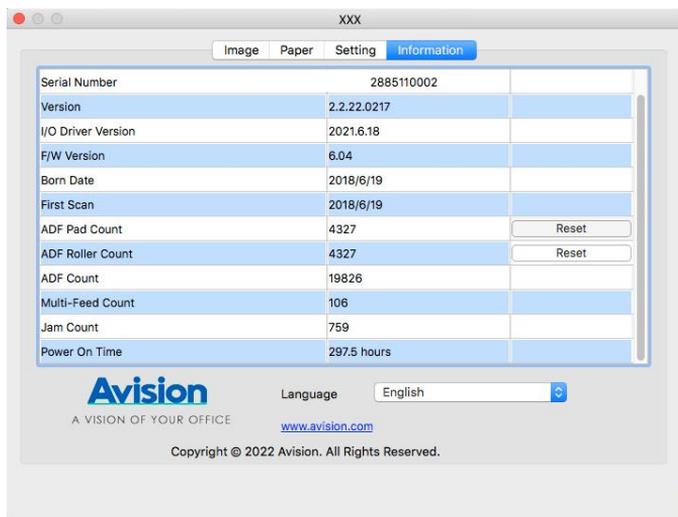
The Information tab dialog box (Mac)

5. Maintenance

5.1   Calibrating 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.

1.   Turn on the scanner.

2.   Start your TWAIN-compliant image editing software application such as Avision Capture Tool by choosing Start>Programs>Avision XXXX Scanner>Avision Capture Tool (XXXX indicates your scanner model). The Select Scanner Model dialog box will be displayed.

3.   Select your driver type and scanner model and click OK. The Avision Capture Tool dialog box will be displayed.

4.   Click the "**Setup**" button to prompt the TWAIN user interface.

5.   Click the "**Settings**" tab and then click the "**Calibration**" button. An "**Insert calibration sheet**" dialog box appears.

6.   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.
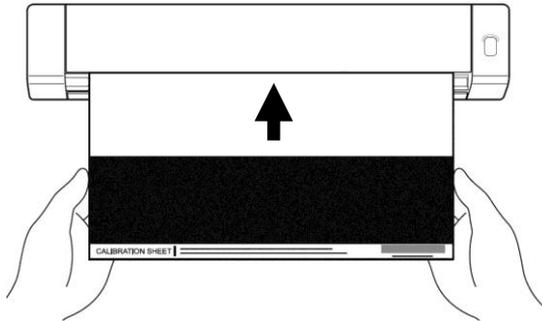
7. Click the "**OK**" button on the "**Insert calibration sheet**" dialog box to start calibrating the scanner.

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

> **Warning:** If the calibration process failed, the Red LED will be flashing and an error message will be displayed on the screen. Power off the scanner and then repeat the calibration step again.

9. Power on the scanner to proceed with normal use.

Warning:
*   Do not interrupt the calibration sequence or try to shut off the device while it is calibrating. If you stop the calibration before it has completed, a calibration error may occur. As a result, when you next power up the unit, an error message may be displayed, and you will have to power off the unit and repeat the instructions in this section.
*   Calibrate the scanner only when color of the scanned image looks abnormal.
*   Keep the calibration sheet from dust and debris. Any dirt may make the calibration chart invalid or impact the calibration result.
*   Use only the included calibration sheet to calibrate the scanner.

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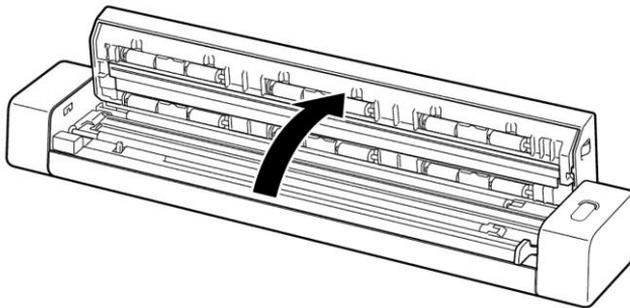
2. Gently wipe the glass and feeding rollers on the scanner, and the CIS cover with the cleaning cloth *(included)*.

Rollers

Glass
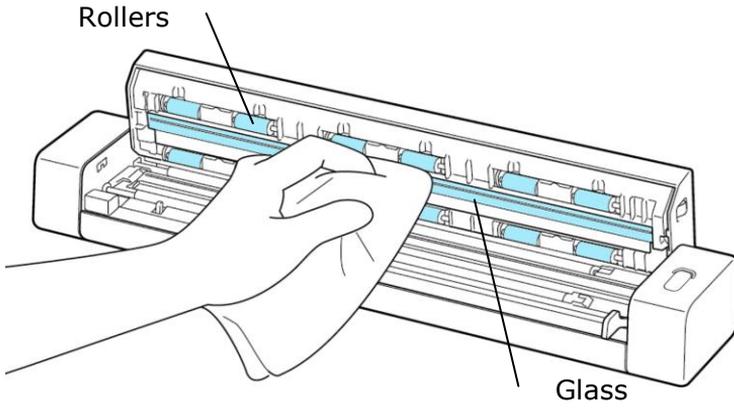
6. Troubleshooting

6.1 Clearing 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
4 **(Continued)**	**Paper jam**	Remove paper and try again. The Red LED light does not stop blinking unless the paper is removed.
6 **(Continued)**	**Cover open**	Close cover and then try again. The RED LED light does not stop blinking unless the cover has been closed.
8 **(Continued)**	**Calibration fails**	Recalibrate the scanner (see the "Calibrate Scanner" section).

6.2 Clearing a Paper Jam

To clear a jam from the feeder, 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.
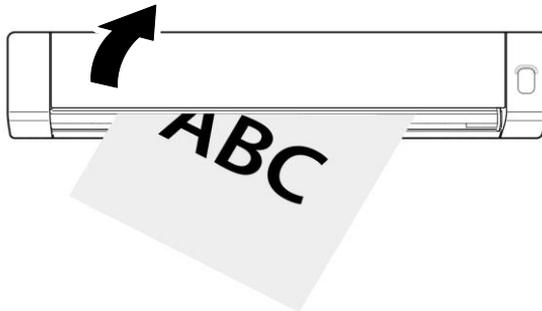
2. Remove the item.
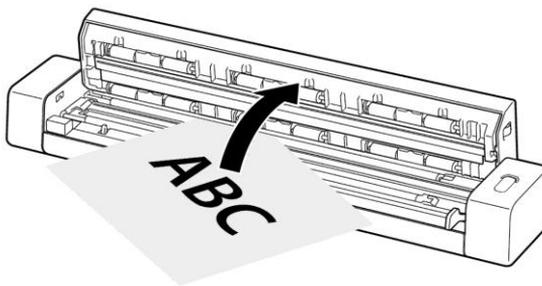
3. Close the cover and reinsert the item to rescan.

6.3 Questions and Answers

Question:	Why does not my scanner turn on?
Answer:	Ensure the micro USB cable is securely connected to the scanner to the USB slot in your computer.

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

Question:	Should the scanner feel warm to the touch?
Answer:	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.

Question:	Why there are strange lines on the scanned document?
Answer:	Please check the following: 1. Are there scratches on the original or is the original clean？ 2. Remove any stains or dust from the original before scanning. 3. Clean the rollers and glass with the included cleaning cloth.

Question:	Why does my scanned image always come out too dark?
Answer:	1. Please adjust the screen settings to sRGB. 2. Please adjust the brightness settings on the screen from application software.

Question:	When I choose optical resolution to be 600 dpi, the "auto crop" and "deskew" functions will be disabled.
Answer:	Since to perform auto crop and deskew consumes great deal of system memory, it is suggested if you wish to perform "auto crop" and "deskew" functions, please choose your optical resolution to be smaller than 600 dpi to prevent a error message.

Question:	What should I do if the status indicator blinks rapidly and no scan is possible?
Answer:	Check the following: ● Is there a jam in the feeder? Open the cover and gently pull out the item. ● Is the cover open? Make sure the cover is snapped firmly in place. ● 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. ● Does the length of the original exceed the maximum acceptable size?

6.4 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);
- The name and version of your scanning software application;
- The version of your scanner driver.

Please call us at:

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Web Site: http://www.avision.com.br

7. Specifications

All specifications are subject to change without notice.

Model Number：	FF-2109B
Image Technology:	Contact Image Sensor (CIS)
Optical Resolution:	600 dpi
Scanning Modes:	Black & White/Gray/Color
Max. Paper Size:	8.5" x 14" (width x length)
Min. Paper Size:	2.5" x 2.5" (width x length)
Paper Weight:	60~107 g/m^2 (16~28 lbs)
ID Card Thickness:	Up to 0.8 mm
Interface:	Micro USB port
USB Power:	5Vdc, 500mA
Operating Temperature:	10ºC ~ 35ºC
Humidity:	15%~85% RH
Dimensions: (HxWxD)	290 x 52 x 35 mm
Weight:	370g