

ScanSnap

Carrier Sheet Option

User's Guide



Index

1. Introduction	1
1.1. Contents of the Package	4
1.2. System Requirements	4
2. Preparation	5
2.1. Installing the software	5
2.2. Confirming Installation	9
3. Using “ScanSnap Carrier Sheet Option”	10
3.1. Operation Flow.....	10
3.2. Scanning Different Document Types.....	12
3.3. Loading Documents with the Carrier Sheet.....	13
3.3.1. “Create facing pages in one image”	14
3.3.2. “Create front and back side of images separately”	17
3.4. Carrier Sheet (Software) Settings.....	19
4. Cleaning Carrier Sheet	24
4.1. Cleaning method.....	24
4.2. Cleaning material	24
5. Purchasing the Carrier Sheet	25

1. Introduction

Thank you for purchasing “**ScanSnap Carrier Sheet Option.**”

This optional product is specifically designed for fi-5110EOX Color Image Scanner.

The Carrier Sheet allows you to scan documents that cannot be physically scanned such as a document larger than A4 up to A3 or 11 x 17 (single side), by folding it in two, inserting it into the Carrier Sheet and using duplex mode.

You can create a single image in facing pages state from the front and back images of the document with the attached software.

Also, using the Carrier Sheet, you can scan the following documents.

- Documents such as important photographs that you don't want to get scratched.
- Documents with irregular shape such as clippings
- Documents with perforation / Documents that can be easily torn off

This manual describes the installation procedure of the software necessary for using Carrier Sheet and the method to scan with Carrier Sheet. For proper use, be sure to read it before you start using the product.

Trademarks

FUJITSU is a trademark of FUJITSU LIMITED

ScanSnap is a trademark of PFU LIMITED.

Microsoft, Windows, and Windows NT are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names are the trademarks or registered trademarks of the respective companies.

How Trademarks Are Indicated In This Manual

References to operating systems (OS) are indicated as follows:

Windows 98: Microsoft® Windows® 98 operating system

Windows Me: Microsoft® Windows® Millennium Edition operating system

Windows 2000: Microsoft® Windows® 2000 Professional operating system

Windows XP: Microsoft® Windows® XP Professional operating system

Microsoft® Windows® XP Home Edition operating system

Where there is no distinction between the different versions of the above operating system, the general term “Windows” is used.

Use in High-safety Applications

This product has been designed and manufactured on the assumption that it will be used in office, personal, domestic, regular industrial and general-purpose applications. It has not been designed and manufactured for use in applications (simply called “high-safety applications” from here on) that directly involve danger to life and health when a high degree of safety is required, for example, in the control of nuclear reactions at nuclear power facilities, automatic flight control of aircraft, air traffic control, operation control in mass-transport systems, medical equipment for sustaining life, and missile firing control in weapons systems, and when provisionally the safety in question is not ensured. The user should use this product with adopting measures for ensuring safety in such high safety applications. PFU LIMITED assumes no liability whatsoever for damages arising from use of this product by the user in high-safety applications, and for any claims or compensation for damages by the user or a third party.

Safety Precaution

When you handle the package, the installation guide and the Carrier Sheet, pay attention not to cut your finger.

Manufacturer

PFU LIMITED

International Sales Dept., Imaging Business Division, Products Group

Solid Square East Tower, 580 Horikawa-cho, Saiwai-ku, Kawasaki-shi Kanagawa 212-8563, Japan

Phone : (81-44) 540-4538

Symbols Used In This Manual

This manual uses the following symbols in explanations in addition to warning indications.



This symbol alerts operators to particularly important information. Be sure to read this information.



This symbol alerts operators to helpful advice regarding operation.

Screen Examples in This Manual

The screen examples in this manual are subject to change without notice in the interest of product improvement.

If the actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed screen.

1.1. Contents of the Package

This package includes the following parts.

- Carrier Sheet	1
- ScanSnap Carrier Sheet Option Setup CD-ROM	1
- Installation Guide	1

1.2. System Requirements

When you install “ScanSnap Carrier Sheet Option” the following environments are required.

- The system requirements for ScanSnap fi-5110EOX must be satisfied.
- ScanSnap Manager V3.0L10 or later version is installed in advance and normally operating.



Refer to “ScanSnap fi-5110EOX Operator’s Guide” for the hardware requirement of ScanSnap fi-5110EOX.

2. Preparation

Before using the ScanSnap Carrier Sheet Option, install the “ScanSnap Carrier Sheet Option (Software)” according to the procedure below.

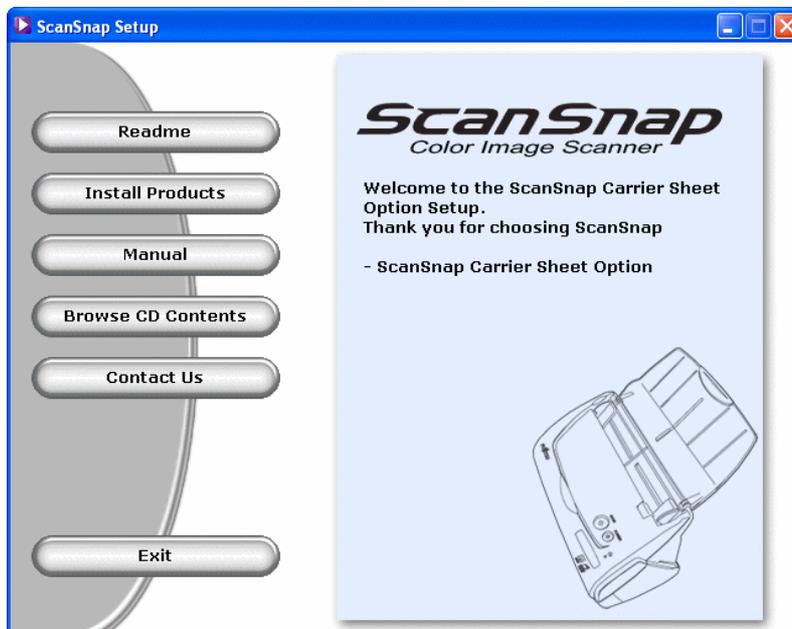


- Confirm that the ScanSnap Manger (V3.0L10 or later) is installed beforehand.
 - When using Windows 2000 and Windows XP, log on as a user with “Administrator” privilege.
-
-

2.1. Installing the software

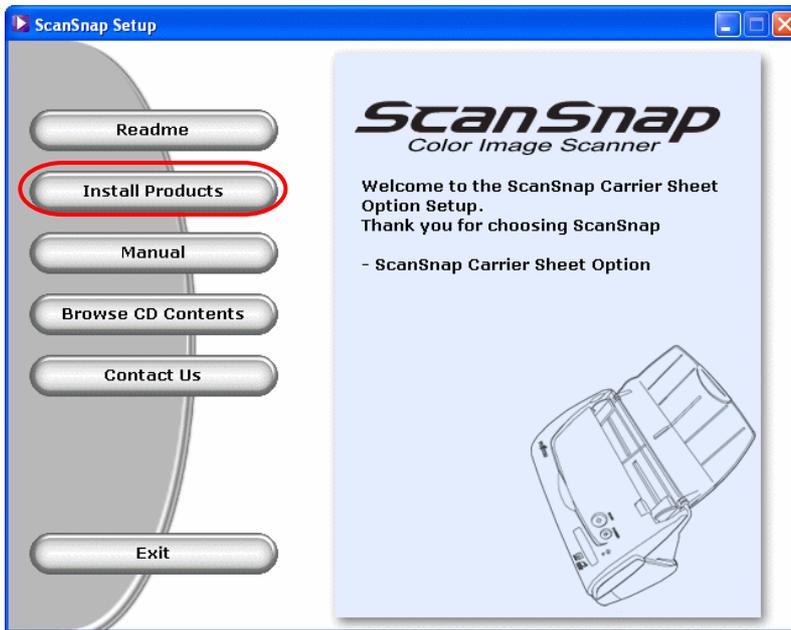
1. Insert “ScanSnap Carrier Sheet Setup CD-ROM” in the CD-ROM drive.

⇒ “ScanSnap Setup” screen appears.

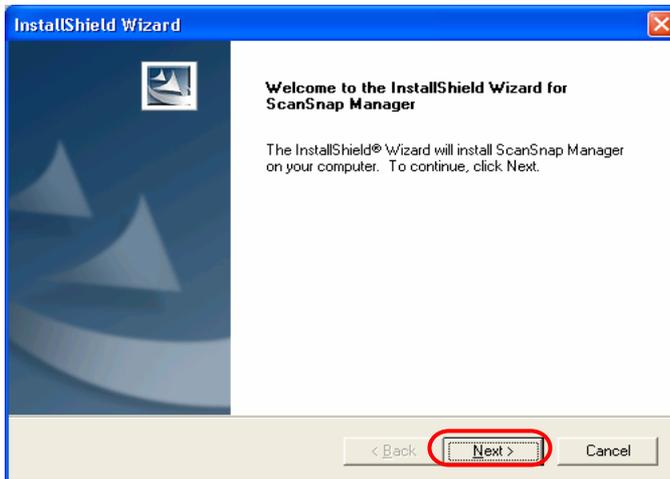


This screen may not appear when the “Auto-play” setting of your PC is disabled. In this case, run “Setup.exe” in the CD-ROM directly using the “Explore” or “My computer”.

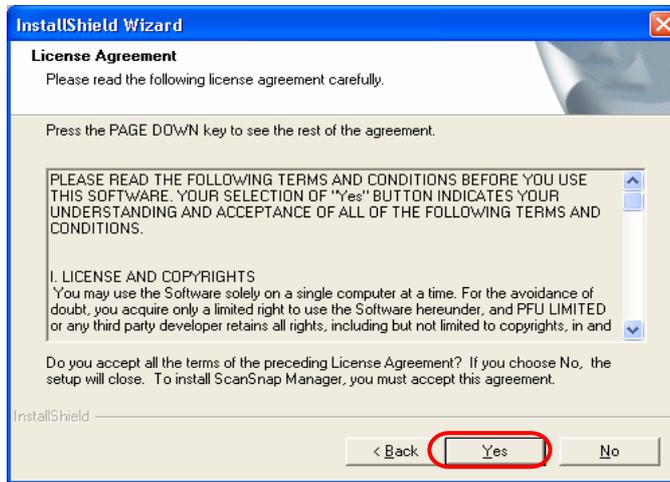
2. Click [Install Products] button in “ScanSnap Setup” screen.



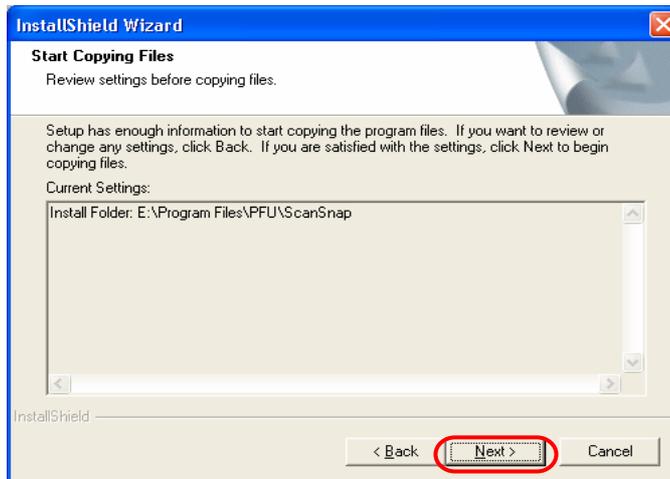
3. “Welcome to the InstallShield Wizard for ScanSnap Manager” screen appears. Then click [Next] button.



4. "License Agreement" screen appears. Please read the "License Agreement."
If you agree with them, click the [Yes] button.

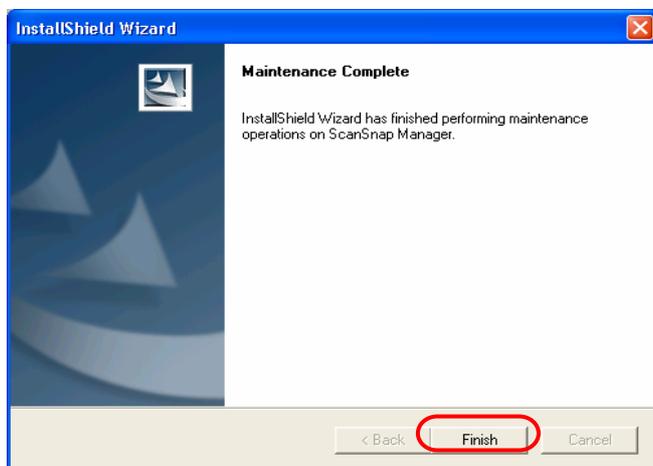


5. "Start Copying Files" screen appears. Then click [Next] button.



⇒ File copying starts.

6. After the copying file is finished, the “Maintenance Complete” screen will be displayed. Then click the [Finish] button.



The installation is completed.



Uninstalling the program

“ScanSnap Carrier Sheet Option” is installed as a part of the functions of “ScanSnap Manager”. Therefore if you uninstall the ScanSnap Manager, the program is also deleted together.

“ScanSnap Carrier Sheet Option” cannot be uninstalled alone. In order to restore the state before the installation of “ScanSnap Carrier Sheet Option”, uninstall “ScanSnap Manager” first and then reinstall the programs.

For uninstalling ScanSnap Manager, select [Start] menu - [Control Panel] - “Scan and Save Settings” - [Add or remove Programs]. Then select “ScanSnap Driver” or “ScanSnap Manager” from the list and click the [Change/Remove] button.

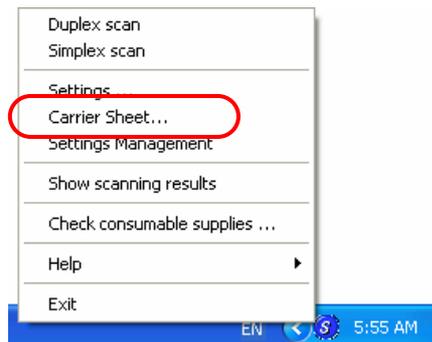
Refer to Chapter 4 in the “ScanSnap fi-5110EOX Operator’s Guide” for the details.

2.2. Confirming Installation

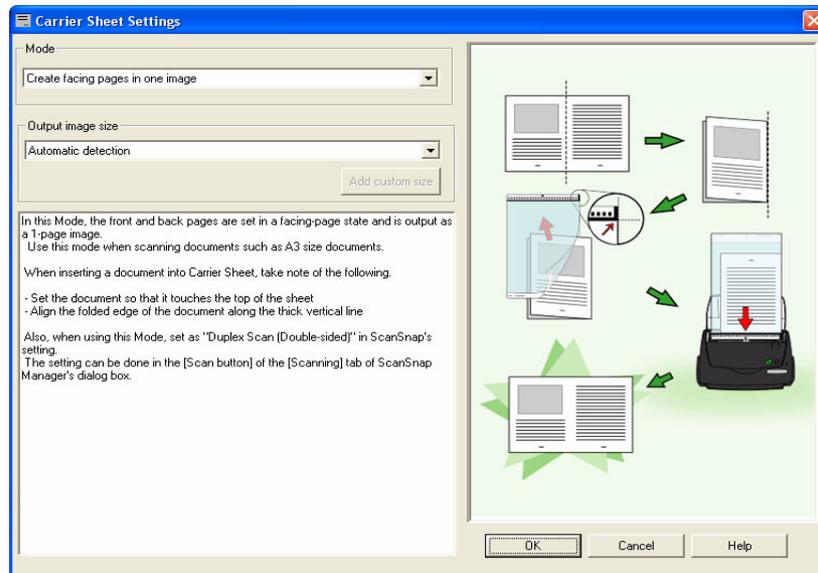
When the installation is finished successfully, [Carrier Sheet...] is added in “ScanSnap Manager” icon

 menu on the Task bar.

Right-click the “ScanSnap Manager” icon on the task bar, and select [Carrier Sheet...] from the appeared menu.



⇒ “ScanSnap Carrier Sheet Option Setting” screen appears.



3. Using “ScanSnap Carrier Sheet Option”

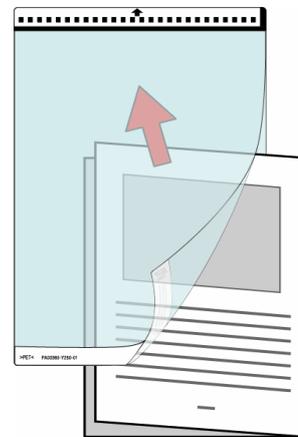
This chapter describes how to scan with the ScanSnap Carrier Sheet Option.

3.1. Operation Flow

The following explains a basic operation flow for scanning on the ScanSnap using the Carrier Sheet Option.

1. Open the Carrier Sheet and place a document inside.

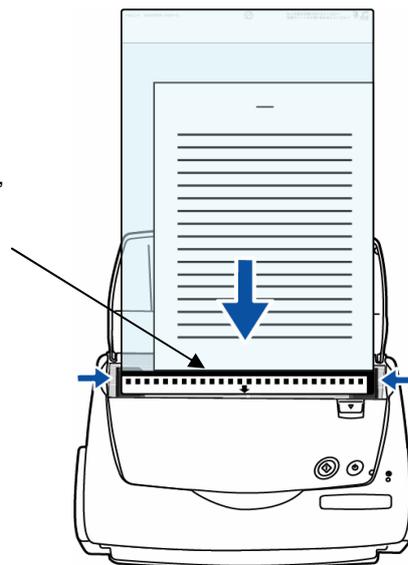
 The loading method and ScanSnap Manager's settings differ according to the documents to be scanned. Refer to “3.3” for the details.



2. Set the Carrier Sheet on the scanner.

Place the top of the sheet with the black & white printed pattern downwards, and load the document in the direction on the arrow.

 If you are using the Carrier Sheet for scanning, it is not possible to scan multiple sheets continuously. Please load the sheets one by one and scan.



3. Set [Paper size] in the [Paper size] tab in the “ScanSnap Manager” screen to “Automatic detection”.



For how to set the ScanSnap Manager, refer to the “ScanSnap Operator’s Guide” in the Setup-CD-ROM comes with the ScanSnap product.

4. Press the [SCAN] button .

⇒ The scanning is started.



The method to set the document and the image to be generated differ according to the “Carrier Sheet Settings”
Refer to “**3.3. Loading Documents with the Carrier Sheet**” for how to set the document in the Carrier Sheet, and refer to “**3.4. Carrier Sheet (Software) Settings**” for how to use the Carrier Sheet.

3.2. Scanning Different Document Types

The table below summarizes the types of documents that can be scanned on this scanner.

Media	Paper commonly used in offices, Post card, Business card, Photograph, Clipping
Weight	Up to 127g/m ² (Up to 28lb), Up to 63.5g/m ² (Up to 14lb) * In case of folding in two
Size	A3 (297×420mm)
	A4 (210×297mm)
	A5 (148×210mm)
	A6 (105×148mm)
	B4 (257×364mm)
	B5 (182×257mm)
	B6 (128×182mm)
	Post card (100×148mm)
	Business card (90×55mm, 55×90mm)
	Letter (8.5×11in, 216×279.4mm)
	11×17 (11×17in, 279.4×431.8mm)
Custom	Width: 50.8 - 216 mm (2 - 8.5 in), Length: 50.8 - 297 mm (2 - 11.69 in)

* For B4, A3 and 11 x 17 fold in two when scanning



Do not use the following documents:

- Documents with clips or staples (they can be used after the paper clips or staples are removed)
- Documents on which the ink is still wet (they can be used after the paper is thoroughly dried)
- Documents larger than Legal (width: 8.5 in, length: 14 in) when folded in half
- Documents larger than Legal (width: 8.5 in, length: 14 in) and cannot be folded.

Also, pay attention to the following when you use the Carrier Sheet.



- Use only the Carrier Sheet for ScanSnap.
- Avoid writing, coloring, staining or cutting the black and white pattern part of the Carrier Sheet. Otherwise, the scanner cannot recognize the Carrier Sheet correctly.
- Load the Carrier Sheet one by one on the scanner.
- Do not place the Carrier Sheet upside-down on the scanner. Otherwise, a paper jam may happen, or the Carrier Sheet may be damaged.
- Do not leave a document on the Carrier Sheet for a long period of time. The ink may be transferred onto the Carrier Sheet.
- Do not leave the Carrier Sheet in high-temperature places such as a place facing direct sunlight or near a heating apparatus for a long period of time. Also, do not use the Carrier Sheet under a high-temperature environment. Otherwise, it may warp.
- Do not bend, twist, or pull the Carrier Sheet forcibly.
- Do not use a damaged Carrier Sheet. Otherwise, the scanner may be damaged or malfunction.
- To avoid warping the Carrier Sheet, keep it in a horizontal place where it is not weighed down, if possible.
- Do not rub the edge of the Carrier Sheet with your finger vigorously. Otherwise, your finger may get cut.

3.3. Loading Documents with the Carrier Sheet

This section explains Loading Documents in the Carrier Sheet.

There are two [Modes], depending on the type of document to be scanned, in the Carrier Sheet settings.

- **Create facing pages in one image** : Outputs an image joined together and arranged in a two-page spread of a document larger than A4 size, such as A3/B4/11 x 17, folded in two and scanned in duplex.
- **Create front and back images separately** : Outputs the scanned image in specified sizes.



When you use the Carrier Sheet, select [Automatic Detection] on the setting of the [Paper size] tab in "ScanSnap Manager".

Also, if scanning is done using "Create facing pages in one image", select [**Duplex Scan**] on the setting of [Scanning] tab in "ScanSnap Manager".

For details on changing the "Carrier Sheet" settings, refer to "**3.4. Carrier Sheet (Software) Settings**".

For ScanSnap Manager settings, refer to ScanSnap Operator's Guide" in the Setup CD-ROM comes with the "ScanSnap" product.

Document insertion methods vary depending on the modes.

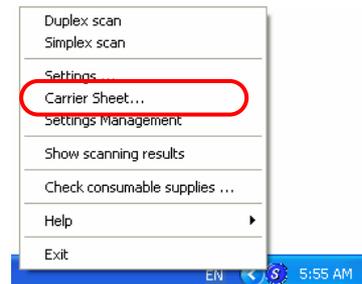
The following explain how to insert documents in each mode.

3.3.1. “Create facing pages in one image”

This mode is for scanning a document larger than A4 size, such as A3/B4/11 x 17.

Fold a document in two, scan in duplex and an image with the front and back images joined together is generated. (If a document smaller than A4 printed on both sides is scanned, it is possible to output a two-page spread image.)

1. Right-click “ScanSnap Manager” icon  on the task bar, and select “Carrier Sheet...”

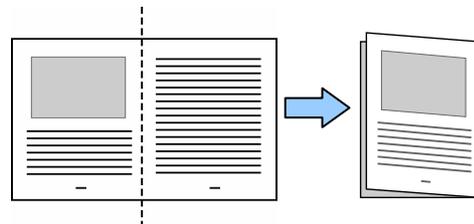


2. On the “Carrier Sheet Settings” screen select “**Create facing pages in one image**” on [Mode] and click [OK].



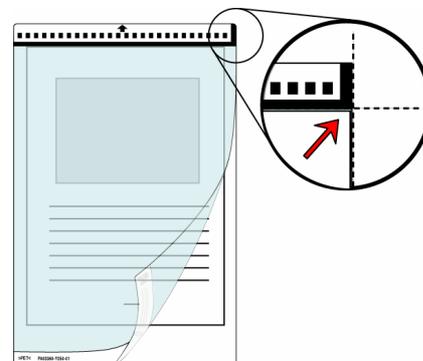
3. Fold the document in half from the center, with the page to be scanned facing outwards.

Please fold it neatly so that the folded portion does not appear puffed. If the folded portion is not folded neatly, it may cause skewing.



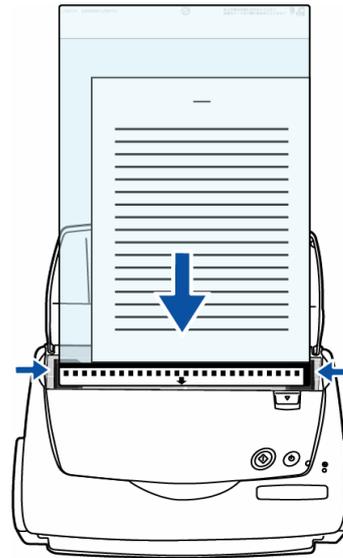
4. Open the Carrier Sheet and place the folded document inside.

Align the top of the document to the top of the Carrier Sheet, and the folded portion to the top-right corner closely.



5. Set the Carrier Sheet onto the scanner.

- Place the top of the sheet with the black & white printed pattern downwards, and load the document in the direction of the arrow.
- When you load the Carrier Sheet, adjust the side guides so that it will not skew.



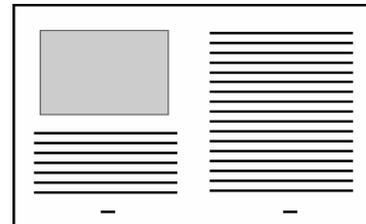
ATTENTION  If you are using the Carrier Sheet for scanning, it is not possible to scan multiple sheets continuously. Load the sheets one by one and scan.

6. Set “**Automatic detection**” on the [Paper size] tab and “**Duplex Scan (Double-sided)**” on the [Scanning] tab on “ScanSnap Manager”

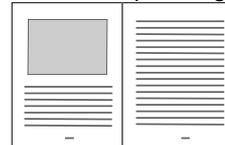
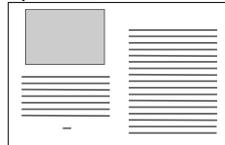
HINT  For details of setting ScanSnap Manager, refer to the “ScanSnap Operator’s Guide” in the Setup CD-ROM comes with the ScanSnap product.

7. Press the [SCAN]  button.

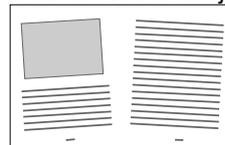
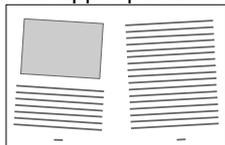
⇒ The front and back image data are set in a facing-page state and generated side by side.



There may be a gap in the joined portion, or a line may appear in the output image



Also, if you are scanning a thick document, the image has a tendency to skew in such a way that the upper portions tilt towards each other at the joined area.



In these situations, the skew is caused by how the document is folded, or the loading method. In this case, check the following. The situation may be improved.

- Is the document neatly folded?
 - Is the edge of the document aligned closely to the edge of the Carrier Sheet?
 - Load the Carrier Sheet by turning the front side back.
-



In the “ScanSnap Carrier Sheet Settings” window, when “Automatic Detection” in “Output image size” is selected, the generated image size may be smaller than the document.

(The smallest size big enough to include all the data on the document is selected from among A3, B4 and 11 x 17)

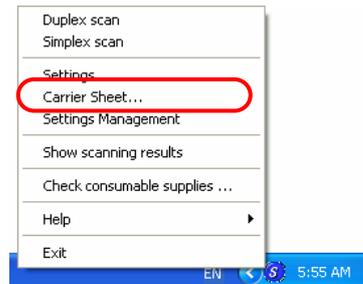
Example: If content printed as A4 size in the center of an A3 document is scanned,
⇒ It is generated in B4 size.

To output an image that is the same size as the original document, specify the size in [Output image size].

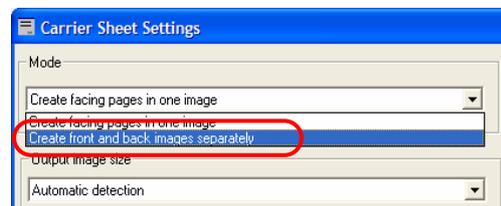
3.3.2. “Create front and back side of images separately”

This mode is for scanning documents such as photographs that you do not want to get scratched, or clippings of information that are difficult to be loaded.

1. Right-click “ScanSnap Manager” icon  on the task bar, and select “Carrier Sheet...”

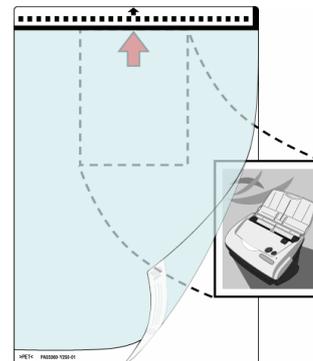


2. On the “Carrier Sheet Settings” window, select “**Create front and back images separately**” on “Mode” and click the [OK] button.



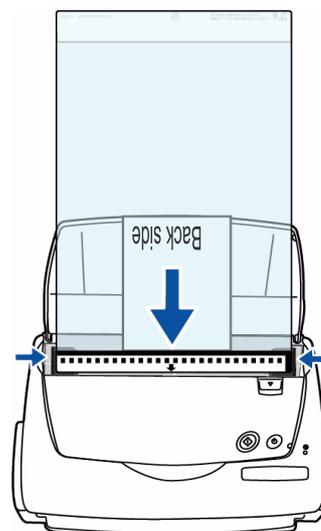
3. Open the Carrier Sheet and place the document inside.

Align the top of the document so that it touches the top of the Carrier Sheet.
Place the document on its width in the center, in order not to protrude out of the Carrier Sheet.



4. Load the Carrier Sheet onto the scanner.

- Place the top of the sheet with the black & white printed pattern downwards, and load the document in the direction of the arrow.
- Load the document so that the back side faces up.
- When you load the Carrier Sheet, adjust the side guides so that the document inside will not skew.



If you are using the Carrier Sheet for scanning, it is not possible to scan multiple sheets continuously. Load the sheets one by one and scan.

5. Set “**Automatic detection**” on the [Paper size] tab and in “ScanSnap Manager.”



For details of setting ScanSnap Manager, refer to the “ScanSnap Operator’s Guide” come with the ScanSnap product.

6. Press the [SCAN]  button.

⇒ Scanning starts and the image data is generated in the specified size.



- The output image is generated with the scanned document image placed in the center of the specified size of the output image.
In the “Carrier Sheet Settings” window, when “Automatic Detection” in “Output image size” is selected, an ideal size among the standard sizes is selected automatically (See page 21)



- In the “Carrier Sheet Settings” window, when “Automatic Detection” in “Output image size” is selected, the generated image size may be smaller than the document.

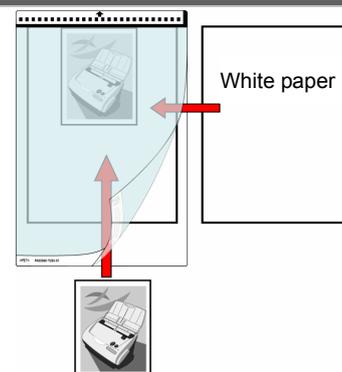
Example: If A5 size image is printed in the center of an A4 document
=>it is generated in A5.

To output an image that is the same size as the document size, set the document size in “Output image size”.



If the following symptoms are observed, place a piece of white paper behind the document.

- The scanned document cannot be generated in a suitable size (when [Automatic Detection] selected)
- A shadow appears on the edges of the document.
- Black lines appear around the document that is cut into a special shape.

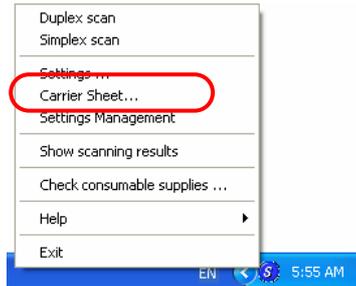


3.4. Carrier Sheet (Software) Settings

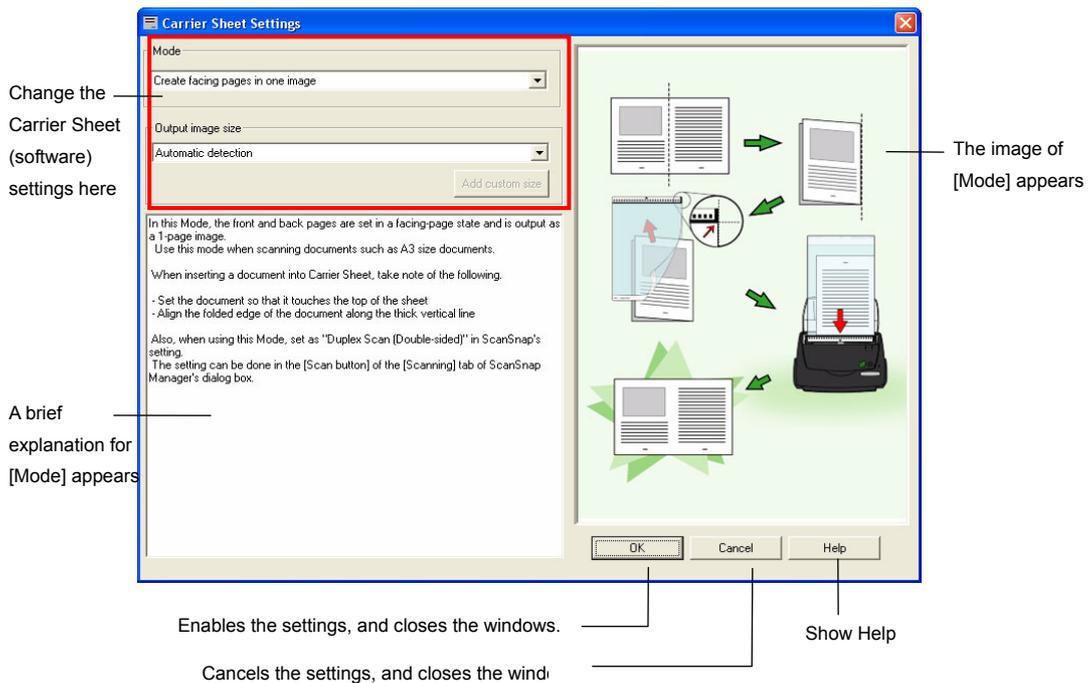
The settings for ScanSnap Carrier Sheet are configured in the “Carrier Sheet Settings” screen.

“Carrier Sheet Settings” screen is found in the menu of the “ScanSnap Manager icon”  on the task bar.

Right-click the icon, and when the menu appears, select “Carrier Sheet...”



⇒ “Carrier Sheet Settings” window appears.



The following explains the settings that can be changed on the “Carrier Sheet Settings”.

Mode

Specifies the scanning method when you use the Carrier Sheet for scanning.

These are the following two modes.

- **Create facing pages in one image**

Scans a document folded in two in duplex mode and outputs an image of facing pages joining the front and back image together.

This mode is for scanning a document larger than A4 size, such as A3/B4/11 x 17.



When scanning in [Create facing pages in one image] mode, select [Duplex Scan] on the [Scanning] settings of "ScanSnap Manager".

- **Create front and back images separately**

Outputs a cropped image which fits the size of the document.

This mode is for scanning documents such as photographs that you do not want to get scratched, or documents of irregular sizes such as clippings of information that are difficult to load and scan directly on the scanner, using the Carrier Sheet.

If both sides are scanned, the front and back images are generated separately.



The method of loading documents depends on the mode. Refer to "**3.3. Loading Documents with the Carrier Sheet**".

Output Image Size

Specifies an image size when generating a scanned image.

You can select it from the following document sizes (Width x Length).

Mode: "Create facing pages in one image"	Mode: "Create front and back images separately"
Automatic Detection	Automatic Detection
A3 (297 × 420 mm)	-
-	Carrier Sheet size (216×297mm)
-	A4 (210×297mm)
-	A5 (148×210mm)
-	A6 (105×148mm)
-	Post Card (100×148mm)
B4 (257 × 364 mm)	-
-	B5 (182×257mm)
-	B6 (128×182mm)
-	Letter (8.5 × 11 in, 216 × 279.4mm)
11×17 (11 x 17 in, 279.4 x 431.8 mm)	-
-	Business Card Portrait (55 x 90mm)
-	Business Card Landscape (90 x 55mm)
-	Custom (Can create up to 5)



- If you specify [Automatic Detection] on [Output image size], the size of the scanned document is automatically determined among the standard sizes (other than Custom and Carrier Sheet Size) described in the above table. There is no need to respecify an [Output image size] to fit the loaded document for that reason.
- If you specify [Carrier Sheet size] on [Output image size], the scanned image is generated in the Carrier Sheet size. After scanning, you can trim the image to your preferred size with applications such as Adobe® Acrobat®. To trim the image using Adobe® Acrobat® 6.0, from the menu bar, select [Tools] -> [Advanced Editing] -> [Trimming Tool], and double-click the selected area for the necessary image portion.



If you specify [Automatic Detection] on [Output image size] to scan a document which size is not among the possible scan sizes on the above table, the scanned image will use the closest to one of the fixed sizes bigger than the original. If you want to scan a document in its size, create a document size at the [Add custom size] button, and select that size on [Output image size].



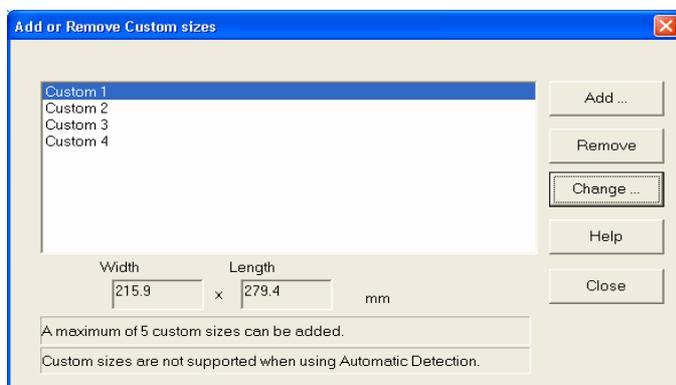
If you specify [Automatic Detection] on [Output image size], the generated size may be bigger than that of the scanned document. In this case, carry out the following operation.

- Insert the document into the Carrier Sheet straight.
- When you load the Carrier Sheet onto the scanner, set the side guides to secure the Carrier Sheet.

If the situation does not improve with the above methods, specify the size of the document on [Output image size].

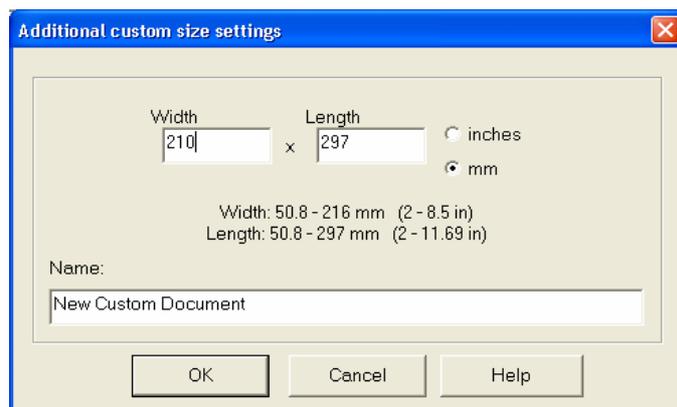
[Add custom size] button

You can create up to five custom sizes. When you click the button, the following settings screen appears.



<To add custom size documents>

1. Click the [Add] button
2. The following screen appears.



- Enter the document sizes.
You can set within these ranges:
Width: 50.8 - 216 mm (2 - 8.5 in),
Length: 50.8 - 297 mm (2 - 11.69 in)
 - Enter a name you want to display in [Name:].
⇒ The entered name is displayed on [Add or Remove Custom sizes].
3. When you complete the settings, click the [OK] button.
⇒ A new custom document size is created.
 4. Click the [Close] button, and the [Add or Remove custom sizes] screen closes.

< To delete custom size documents >

1. On the [Add or Remove custom sizes] screen, select the document size you want to delete, and click the [Delete] button.
2. When the confirmation screen appears, click the [Yes] button.
3. On the [Add or Remove custom sizes] screen, check that the document size is deleted, and click the [Close] button.

< To change settings >

1. On the [Add or Remove custom sizes] screen, select the setting of the document size you want to change, and click the [Change] button.
2. The [Additional custom sizes settings] screen appears. Change the items you want to change.
3. When you have completed the settings, click the [OK] button.
4. The [Add or Remove custom sizes] screen appears, and the settings have changed. Click the [Close] button, and the screen closes.

4. Cleaning Carrier Sheet

While using the Carrier Sheet continuously, dirt and dust may stick onto the surface or the interior.
Please clean the Carrier Sheet regularly as that may cause scanning errors when you use it continuously.

4.1. Cleaning method

Use a dry soft cloth or a soft cloth slightly moistened with Cleaner F1 (sold separately) or a mild detergent to lightly wipe off the dirt and dust from the surface and the interior of the Carrier Sheet



- Never use paint thinner or other organic solvents.
- Do not rub too hard. Otherwise, the Carrier Sheet may be scratched or be deformed.
- After cleaning the interior of the Carrier Sheet with Cleaner F1 or a mild detergent, wait until it completely dried and close it.

4.2. Cleaning material

The name of the cleaning material and the part number of Cleaner F1 is as follows.

Name	Quantity	Part No.
Cleaner F1 	100 ml	CA99501-0013

To purchase cleaning materials, contact the FUJITSU scanner dealer where you purchased this product.

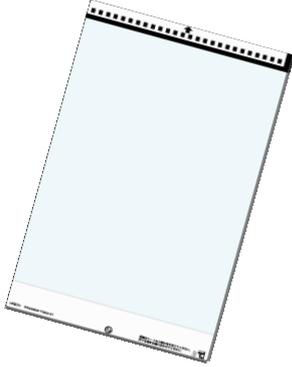
5. Purchasing the Carrier Sheet

If the “Carrier Sheet” bundled in this product cannot be used for scanning due to damage or wear-and-tear, you can purchase just the Carrier Sheet separately.

As a guideline, it is recommended to replace the Carrier Sheet every 500 scans.

However, it differs according to usage. If scratches and dirt are conspicuous, please replace the Carrier Sheet accordingly.

The description of the Carrier Sheet (also sold separately) and the part number is as follows:

Name	Quantity	Part No.
<p data-bbox="331 864 683 902">ScanSnap Carrier Sheet</p> 	<p data-bbox="767 864 845 902">5 pcs</p>	<p data-bbox="962 864 1169 902">FI-511ES-WW</p>

To purchase the Carrier Sheet, contact the FUJITSU scanner dealer where you purchased this product.

ScanSnap Carrier Sheet Option User's Guide

P3PC-1042-01ENZ0

Date of issuance: January 2005

Issuance responsibility: PFU LIMITED

- The contents of this manual are subject to change without notice in the interest of product improvement
- PFU LIMITED assumes no liability for incidental or consequential damages arising from the use of this manual, and any claims by a third party.
- Copying of the contents of this manual in whole or in part and copying of the scanner application is forbidden under the copyright law.