

However, don't use the ADF to scan documents if they meet any of the following conditions:

- Paper lighter than 40 g/m<sup>2</sup> (12 lb.) or heavier than 157 g/m<sup>2</sup> (40 lb.)
- Paper with clips or staples attached
- Paper with inconsistent thickness, e.g., envelopes
- Paper with wrinkles, curls, folds, or tears
- Paper with an odd (non-rectangular) shape
- Tracing paper
- Carbon paper, pressure sensitive paper, carbonless paper
- Items other than paper, e.g., cloth, metal foil.



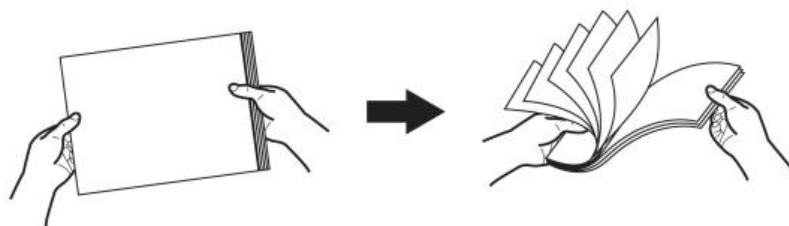
#### Attention

- DO NOT use the ADF to scan photographic sheets or particularly valuable document originals; wrinkles or other damages can happen in case of paper feeding errors.
- DO NOT place paper with wet ink or correction fluid into the ADF. Wait few minutes for it to get dry.

## Loosening Documents

Before loading documents into the ADF, loosen them as follows:

1. Fan the documents so that no two pages are sticking together. Make sure to remove static electricity from paper.



2. Hold the documents upside down with both hands, and then gently push them onto a flat surface to align the edges of all documents.



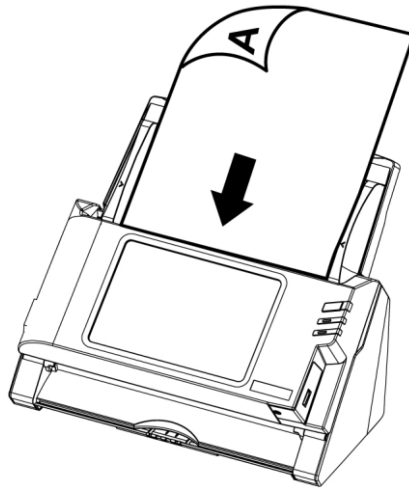
This will allow documents being fed into the ADF one at a time and prevent paper-feeding errors.

## PLACING DOCUMENTS

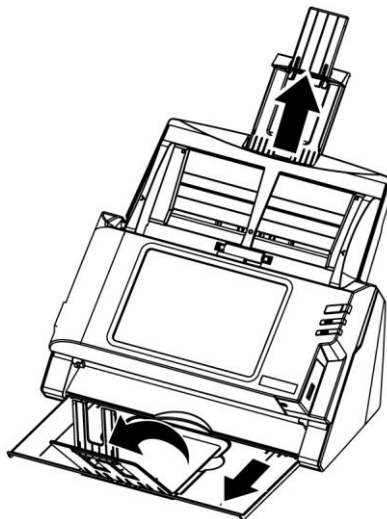
1. Load the documents, headfirst and face down, toward the center of the ADF paper chute and all the way into the ADF until touching the bottom.

For single-sided scans, load the documents face down so that the side to be scanned faces towards the paper chute.

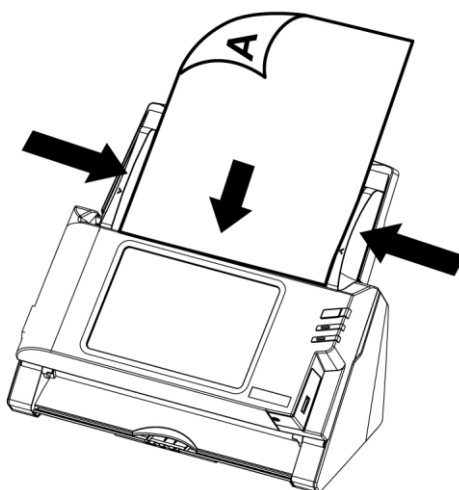
For double-sided scans, load the desired page order of documents face down so that the side to be scanned faces towards the paper chute.



2. If you need to scan longer documents, pull out the paper chute extension and stacker to provide further support for the documents.



3. Adjust the paper width slider for the paper size you are using. The paper width slider should be gently touching both sides of the documents.



#### **Attention**

- DO NOT load more than 50 sheets of paper (70 g/m<sup>2</sup>, 18 lb.) to the ADF.
- Paper scanned from the ADF must be a minimum of 5.08 x 5.08 cm (2" x 2", W x L).
- Make sure there are no gaps between the document stack and the paper-width slider; otherwise, the scanned images can be skewed.
- Although the documents should be loaded firmly in place ensuring optimum scanning accuracy, they should never be wedged in so tightly that the process of feeding them through the scanner is strained.
- Do not load additional paper into the ADF while the unit is feeding and scanning.

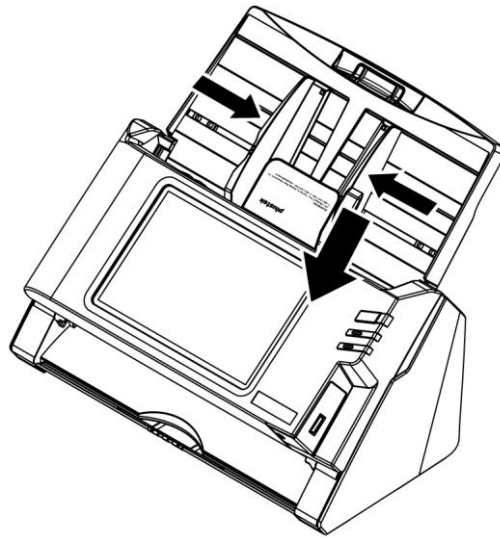
## **PLACING BUSINESS CARDS**

1. Horizontally load the business cards, headfirst and face down, toward the center of the ADF and all the way into the ADF until touching the bottom.

For single-sided scans, load the business cards face down.

For double-sided scans, load the business cards in desired order.

2. Adjust the paper width slider to the business card width. The paper width slider should be gently touching both sides of the business cards.



#### Attention

- Make sure the business cards you wish to scan are horizontally loaded into the ADF.
- Do not load more than 30 business cards in a batch.

## PLACING PLASTIC CARDS

Please disable the **Double Feed Detection** function in the **Advanced Settings**.

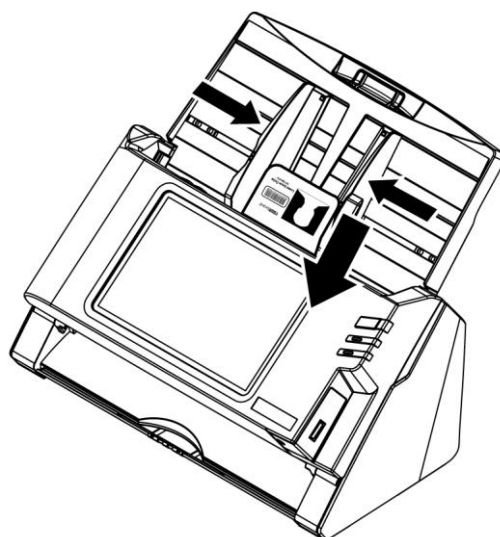
The plastic card can be embossed credit card, driver license, ID card, insurance card, medic-care card or any membership card. Make sure to load the embossed face of the embossed card face up into the scanner.

1. Horizontally load the plastic card, headfirst and face up, toward the center of the ADF.

Make sure to load the embossed face of the embossed card face up into the scanner.

For double-sided scans, load the card in desired order.

2. Adjust the paper width slider to the card width. The paper width slider should be gently touching both sides of the card.









**Attention**

- Make sure the plastic cards you wish to scan are horizontally loaded into the ADF.
- Maximum thickness of each plastic card is 1.2 mm.

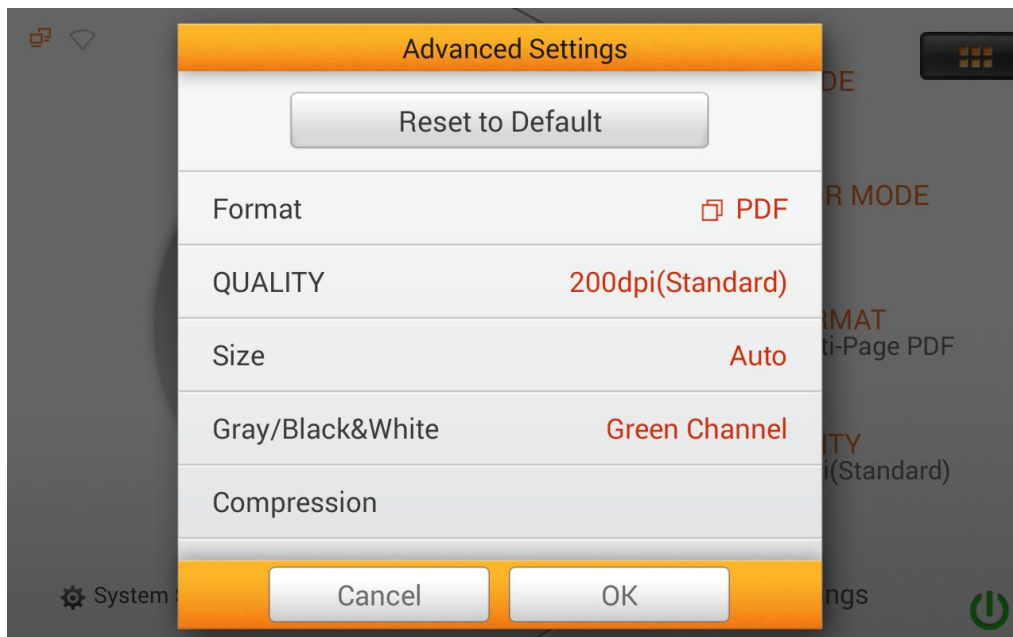
## SCANNING DOCUMENTS



1. Tap the  button to toggle the **SCAN MODE** from **Simplex, Simplex (Card Mode), Duplex, Duplex (Card Mode)**.  
\*Select "Card Mode" to scan identification cards or other document in relevant size.
2. Tap the  button to toggle the **COLOR MODE** from **Black & White, Gray, Color**.
3. Tap the  button to toggle the **FORMAT** from Format 1, Format 2 that you've set in [Initial Settings](#). You may temporarily adjust the settings from **Advanced Settings**.
4. Tap the  button to toggle the **QUALITY** from Quality 1, Quality 2 that you've set in [Initial Settings](#). You may temporarily adjust the settings from **Advanced Settings**.
5. If necessary, you may tap on  to adjust **Advanced Settings**.
6. When you are satisfied with all the scan settings, tap the  button to scan the desired document.

## Advanced Settings

For additional scan settings, **Advanced Settings** are available from the Main Menu, giving you quick access to other available scanning features.

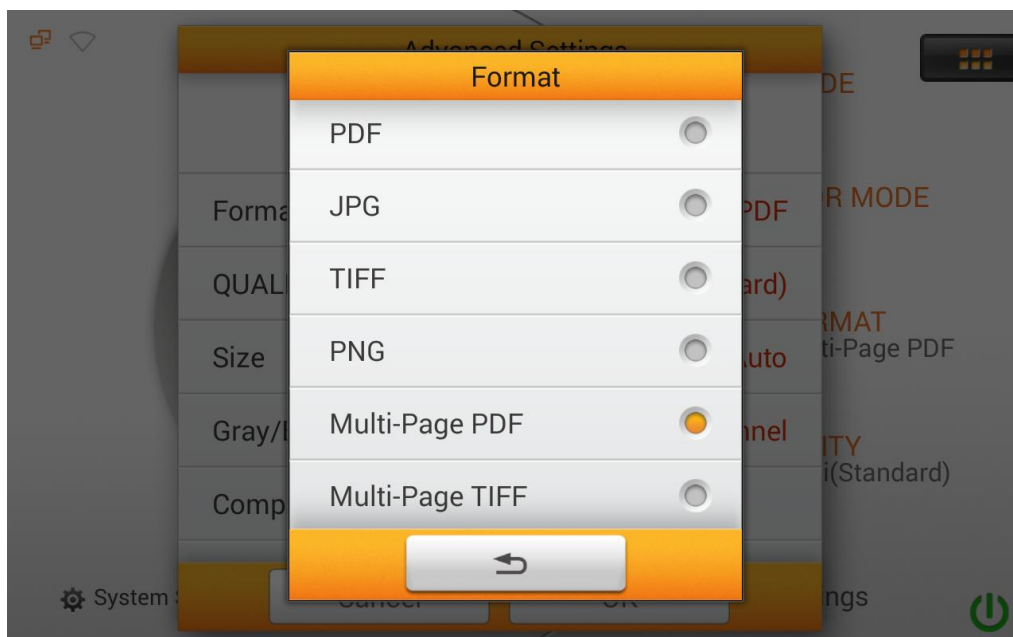


## Format

Select the file saving format in the popup dialog. Available file formats: **PDF**, **JPG**, **TIFF**, **PNG**, **Multi-Page PDF** and **Multi-Page TIFF**. If you are scanning multiple pages of documents and would like to merge the scanned pages into one file, selecting **Multi-Page PDF** or **Multi-Page TIFF**.

If **PDF** or **Multi-Page PDF** is selected, Adobe Reader is required to view the scanned PDF created.

You may want to change **Initial Settings**, under **System Settings --> Scan Settings --> Initial Settings** if this is a regularly used scanning feature.

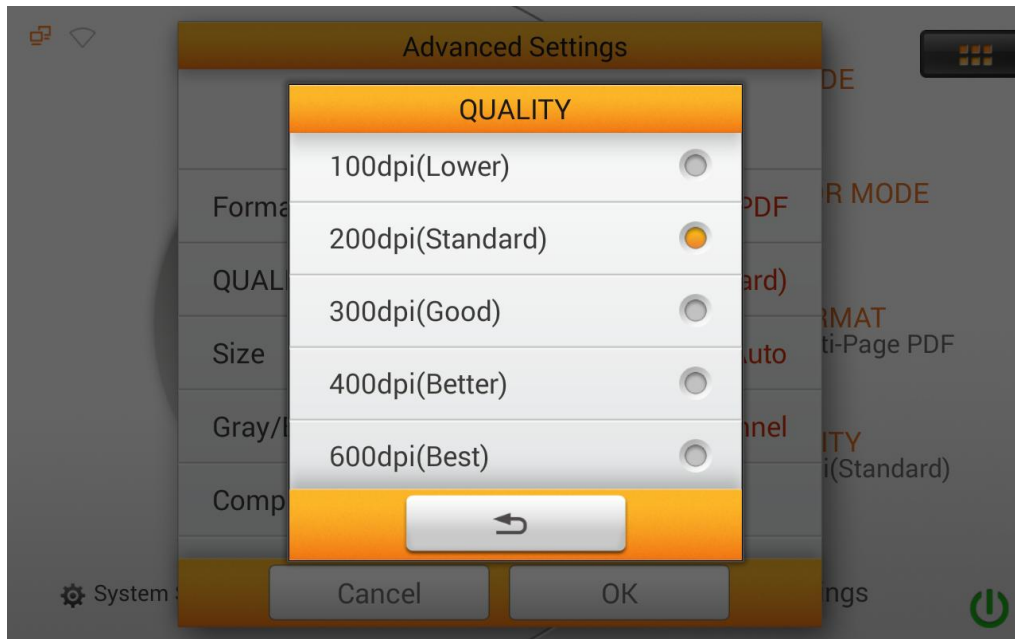


## QUALITY

Select the desired **QUALITY** in the popup dialog. Available dpi values: **100dpi (Lower)**, **200dpi (Standard)**, **300dpi (Good)**, **400dpi (Better)**, and **600dpi (Best)**.

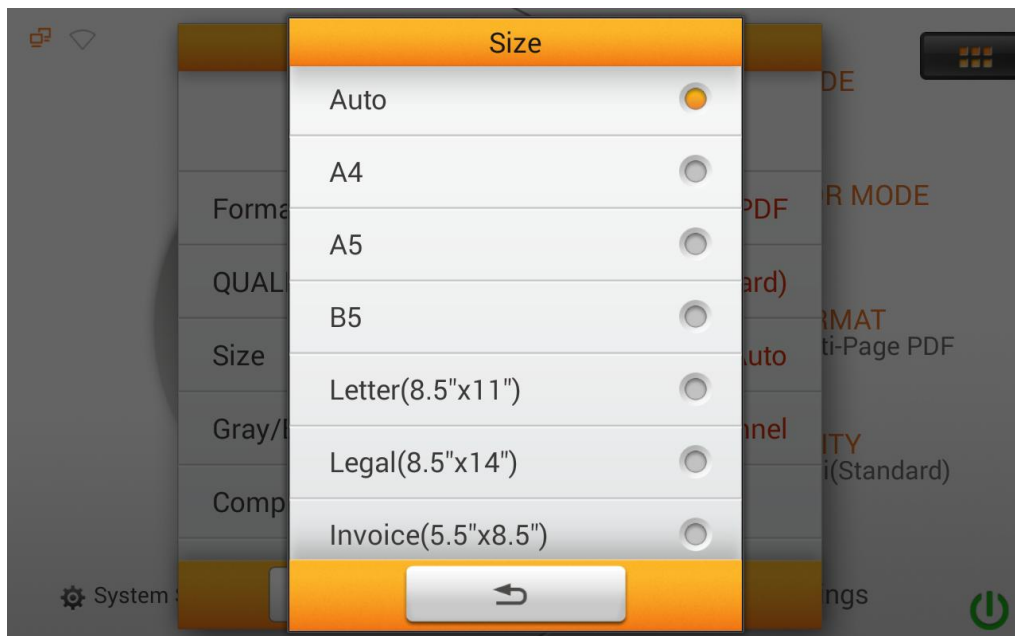
Note: The higher the resolution, the slower the scanning speed, resulting to high quality scan, but larger file size and vice versa.

You may want to change **Initial Settings**, under **System Settings --> Scan Settings --> Initial Settings** if this is a regularly used scanning feature.



## Size

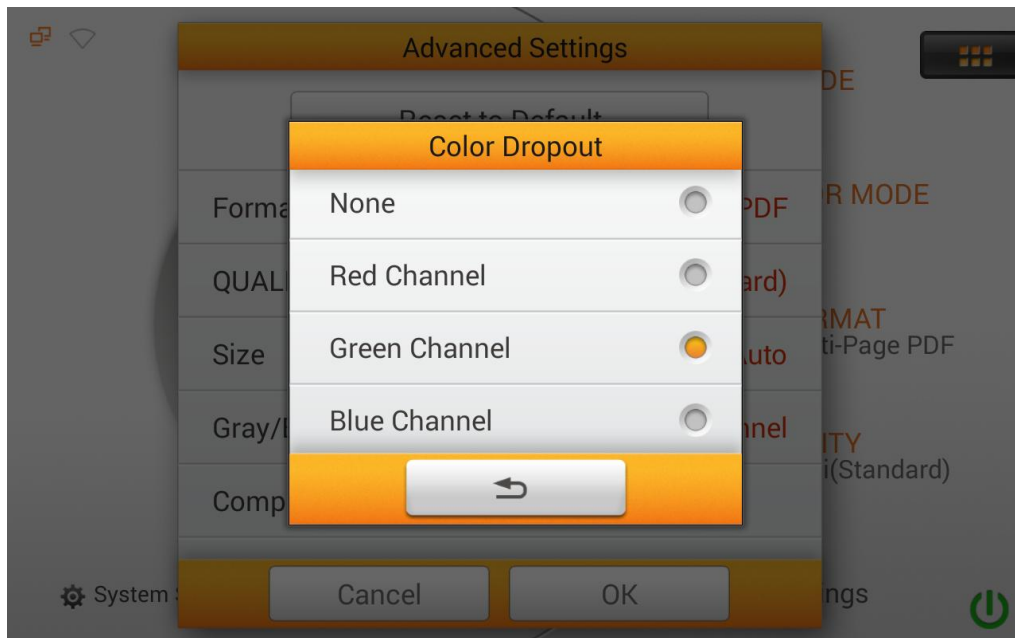
Select the desired paper **Size** in the popup dialog. Available paper sizes: **Auto**, **A4**, **A5**, **B5**, **Letter (8.5" x 11")**, **Legal (8.5" x 14")**, **Invoice (5.5" x 8.5")**, **Oficio (8.5" x 13")**, **Long Paper (21cm x 41cm)** and **Long Paper (8.5" x 200")**.





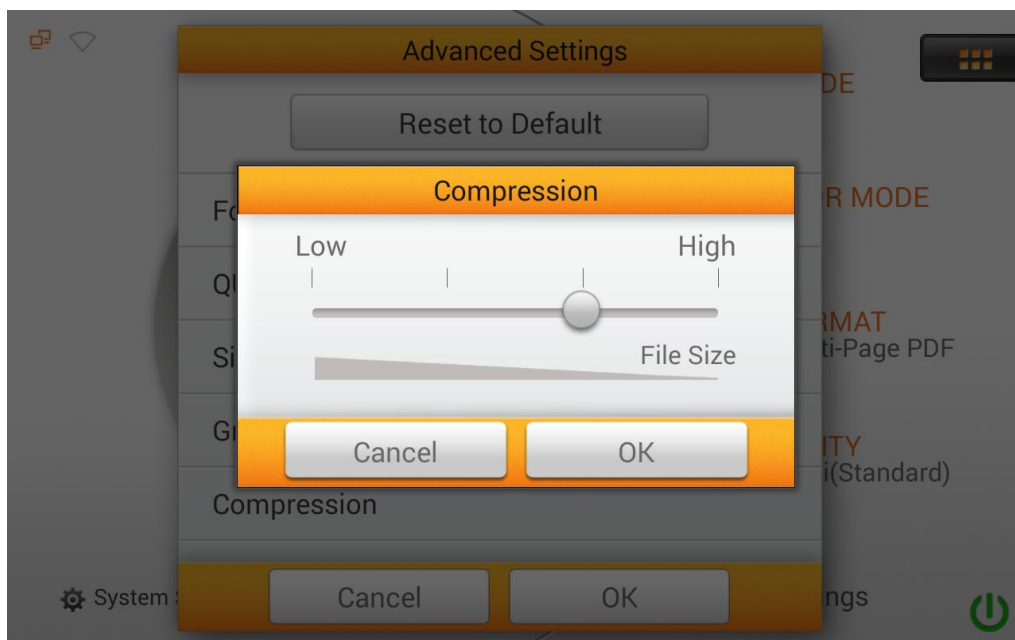
## Color Dropout

Remove and eliminate a form's background, or a color specified from the scanned image, so that only the entered data is included in the electronic image (e.g., remove the form's lines and boxes). This option is only applicable for grayscale and black and white images. Select one of the following options: **None**, **Red Channel**, **Green Channel**, **Blue Channel**.



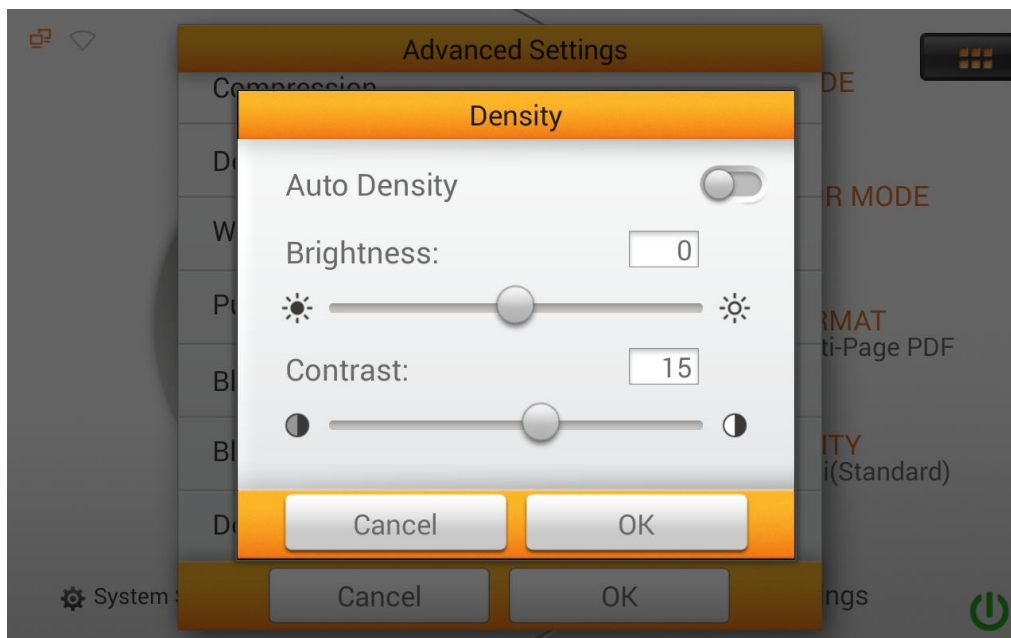
## Compression

The lower the compression rate, the higher quality of the scan, resulting to a larger file. Adjust the **Compression** quality in the popup dialog. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.



## Density

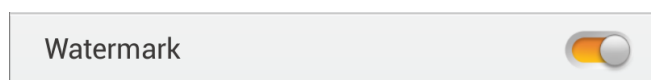
Adjust the brightness and contrast levels of the image to improve the visual appearance of the scanned file. Enable **Auto Density** to make the scanned image clearer. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.



## Watermark

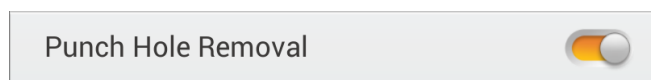
Switch on or off the **Watermark** function. Switch on this function to add watermark on the scanned images.

You must first set the relevant settings under **System Settings --> Scan Settings --> Initial Settings** and switch on the Watermark function "HERE".



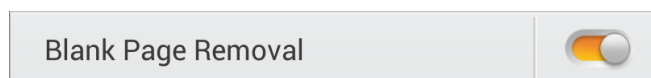
## Punch Hole Removal

Switch on or off the **Punch Hole Removal** function. Switch on this function to remove the hole marks aligned along with the edge of the scanned document.



## Blank Page Removal

Switch on or off the **Blank Page Removal** function. Switch on this function to remove blank pages after the document is scanned.

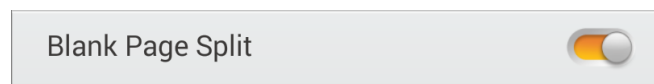


Adjust the **Sensitivity** level in the **Sensitivity** dialog. The higher the sensitivity, the more scanned pages will be treated as blank pages and removed.



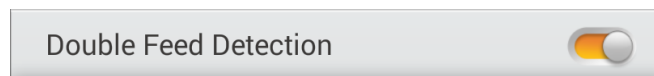
### Blank Page Split

Switch on or off the **Blank Page Split** function. Switch on this function to split the scanned documents by inserting a blank page in between the files. This function can only be used with the Multi-Page PDF and Multi-Page TIFF formats.



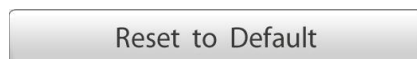
### Double Feed Detection \*Only available on selected models

Switch on or off the **Double Feed Detection** function. Switch on this function to check paper overlap (i.e., 2 or more pages stuck together when being fed through the ADF).



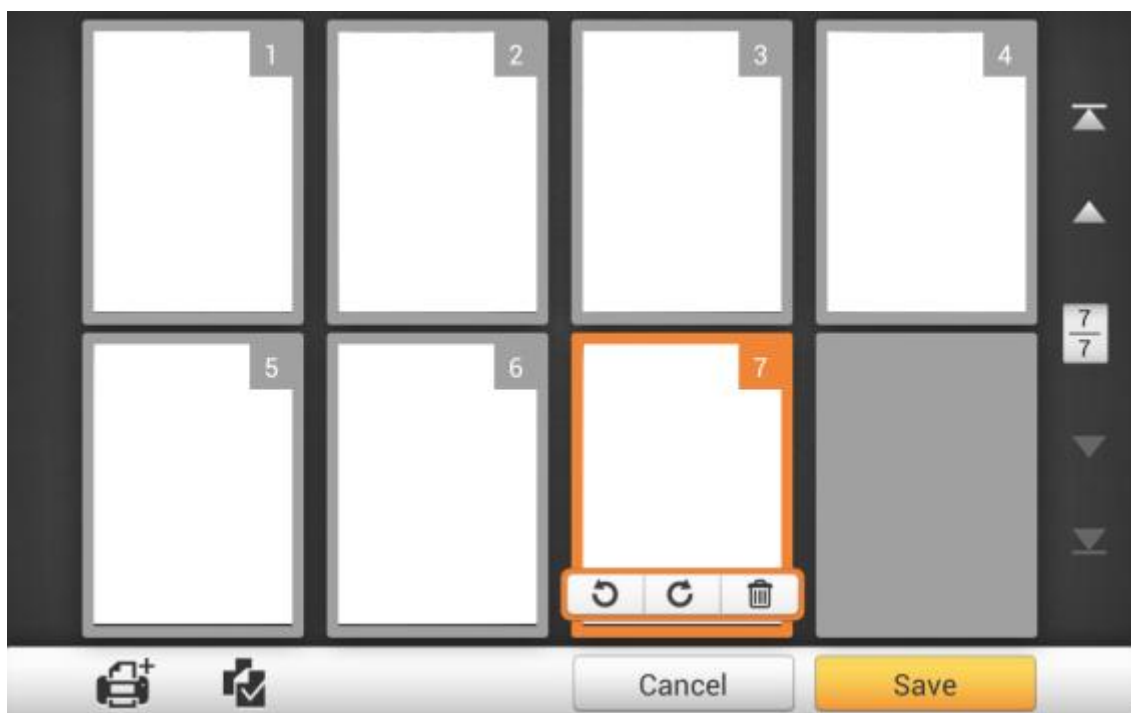
### Reset to Default

Tap on this button to reset the scan settings to your initial settings.

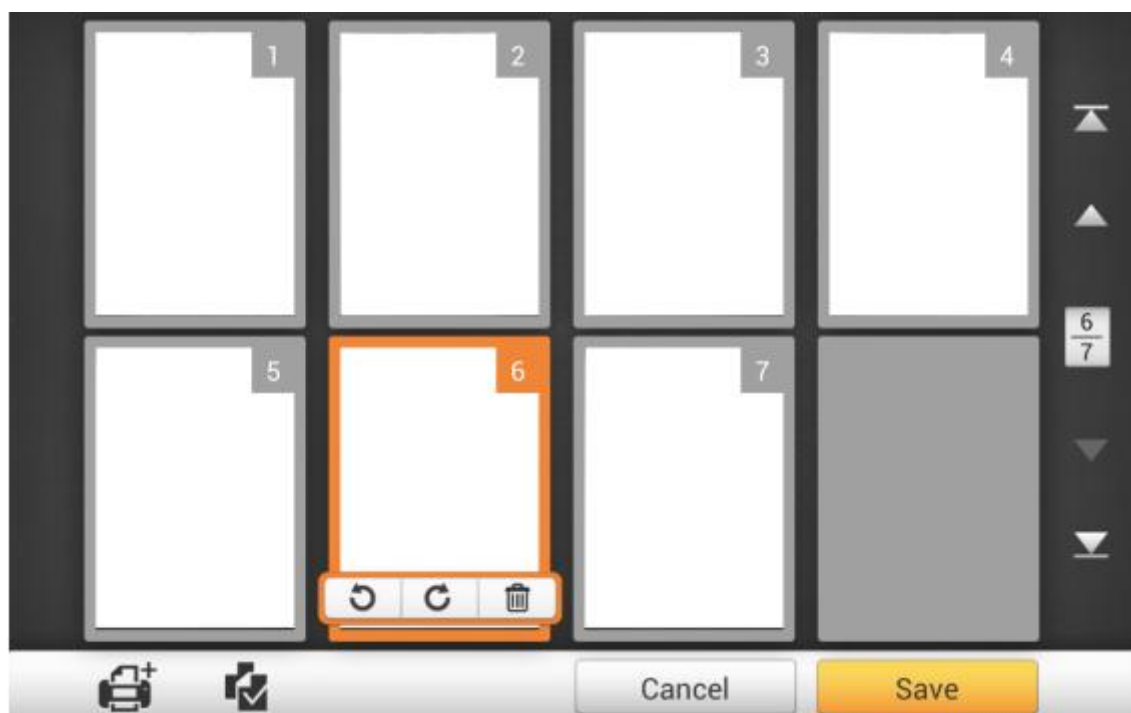


## EDITING THE SCANNED DOCUMENTS

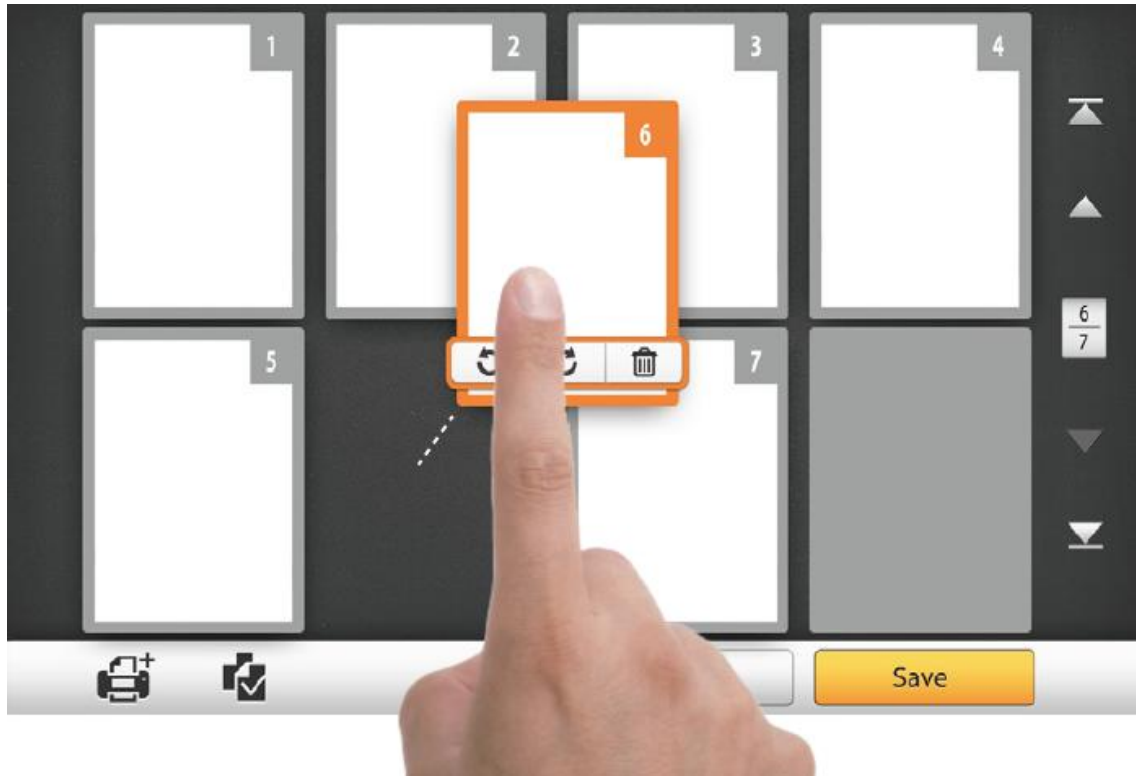
The scanned image will be displayed on the screen. All scanned images are displayed on the screen as thumbnails; you may view up to 8 miniatures of the scanned images at the same time. The number displayed on the upper-right corner of each image is the sequential number given to every image according to the scanning order. This mode is especially useful when you want to search a particular image, or check the images roughly to decide if rescanning certain pages is necessary.








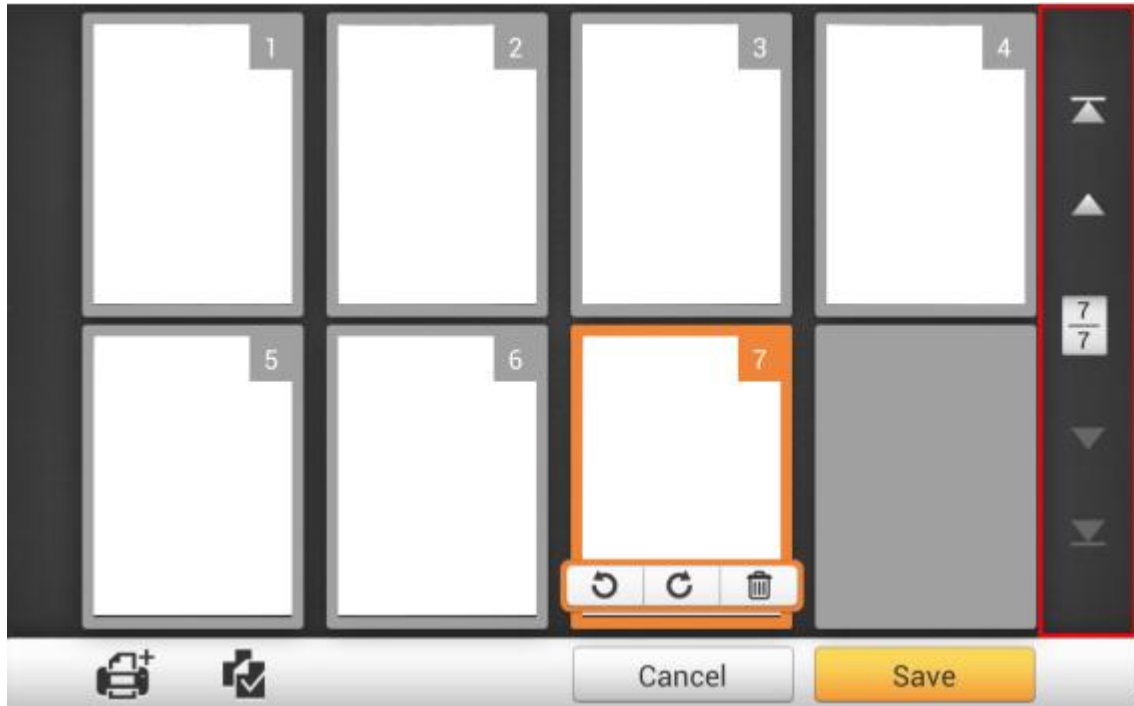
When you select a desired scanned image on the screen, shortcuts allow you to delete or rotate the selected image.



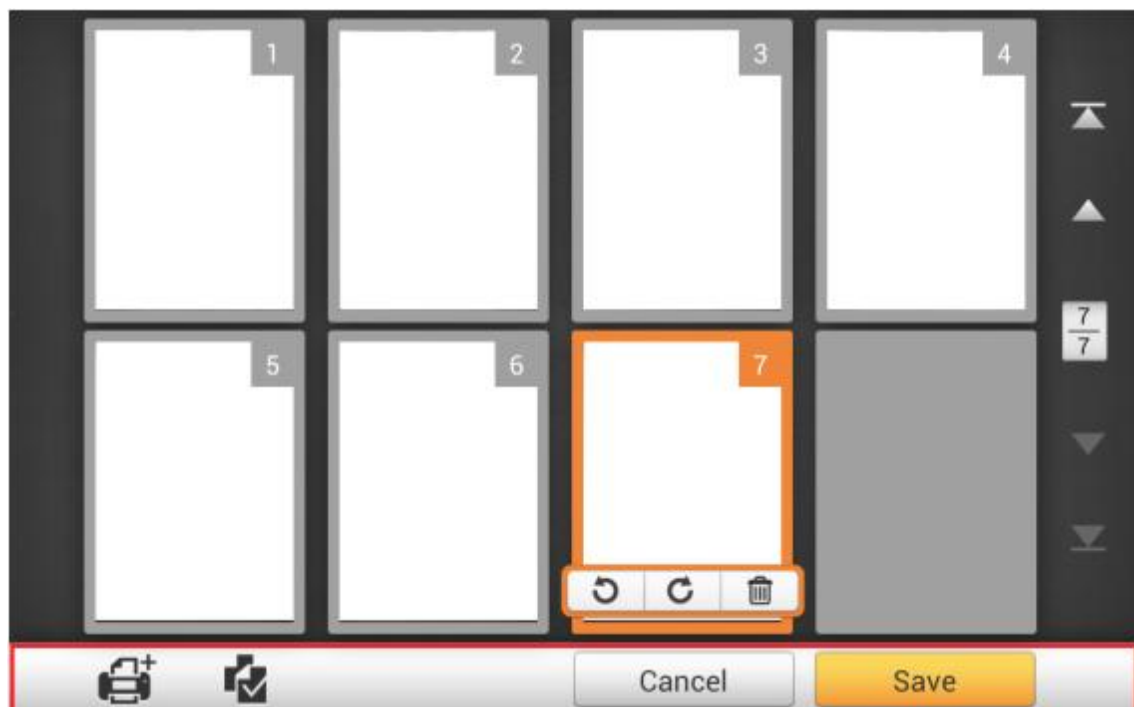
In this display mode, you can select the desired scanned image from the miniatures to re-arrange the image order. You can manually transpose the selected image within the same scan task by drag-and-drop operation. Select a single image on the screen by pointing on that thumbnail. Drag the selected image to the desired place. The selected image is moved to the new place and automatically renumbered.




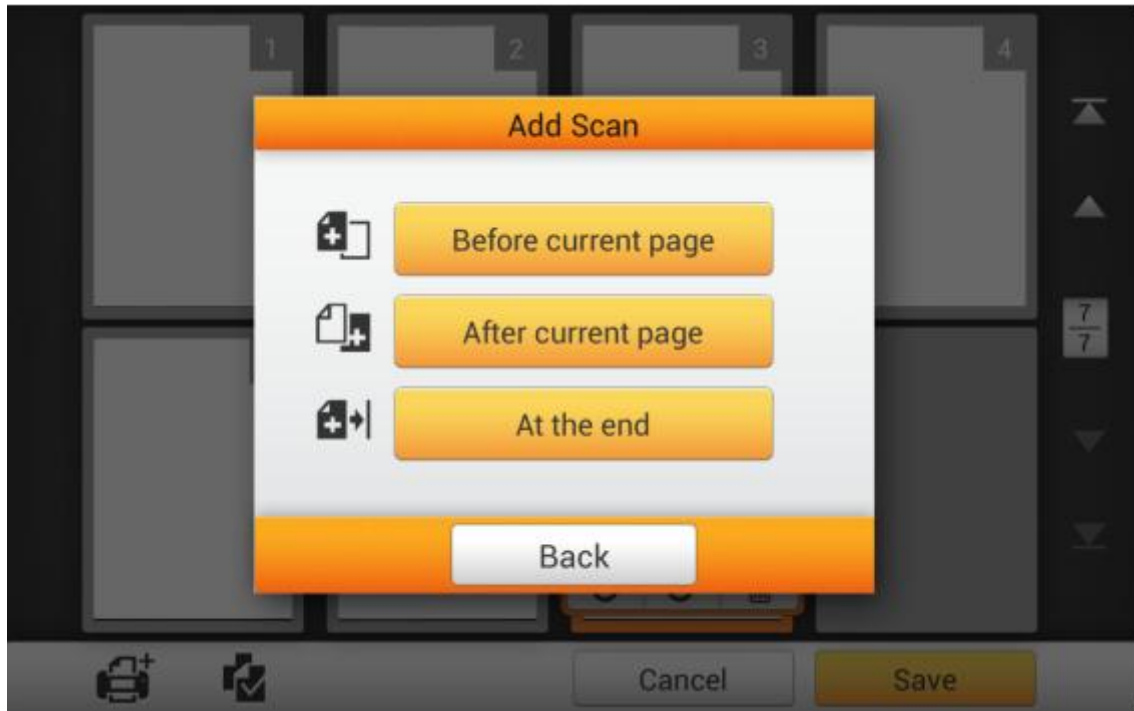
On the right side of the screen, tap the  button to go to the first page, tap the  button to go to the upper page (For example: from page 7 to page 3), tap the  button to go to the lower page (For example: from page 2 to page 6) and tap the  button to go to the last page. The upper number of  indicates the current page, and the lower number indicates the total number of pages.




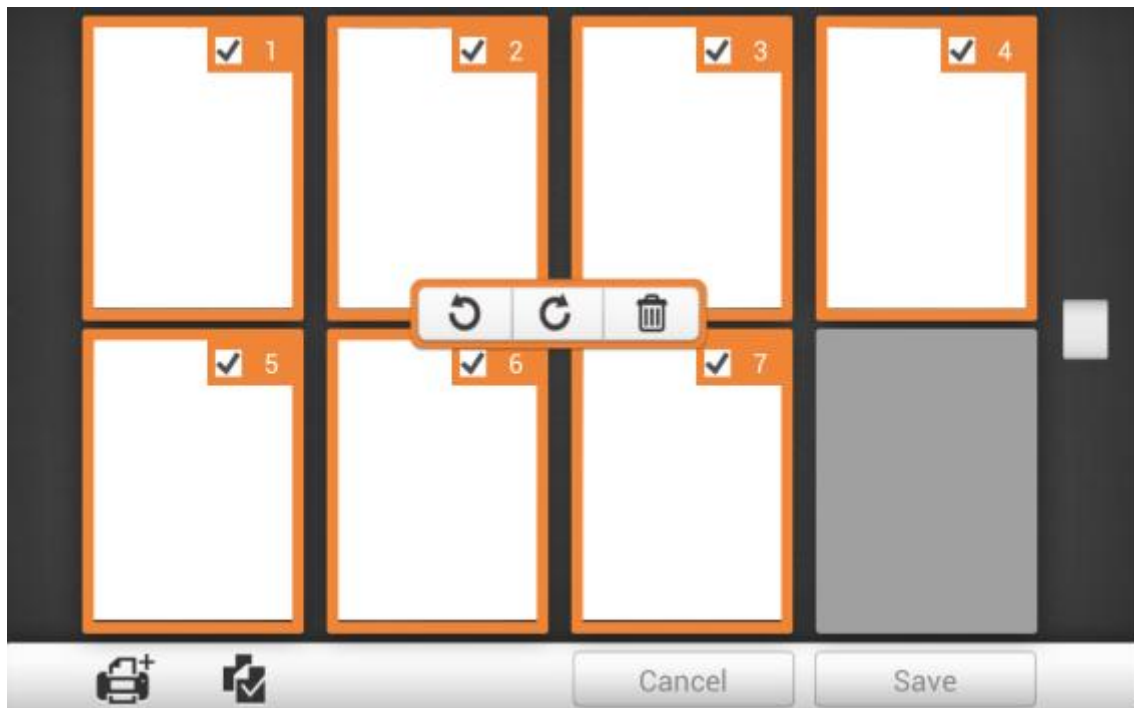
On the bottom of the screen, there are 4 buttons for you to perform the specific functions. Tap **Save** to save the scanned image, tap **Cancel** to cancel the scanned images.




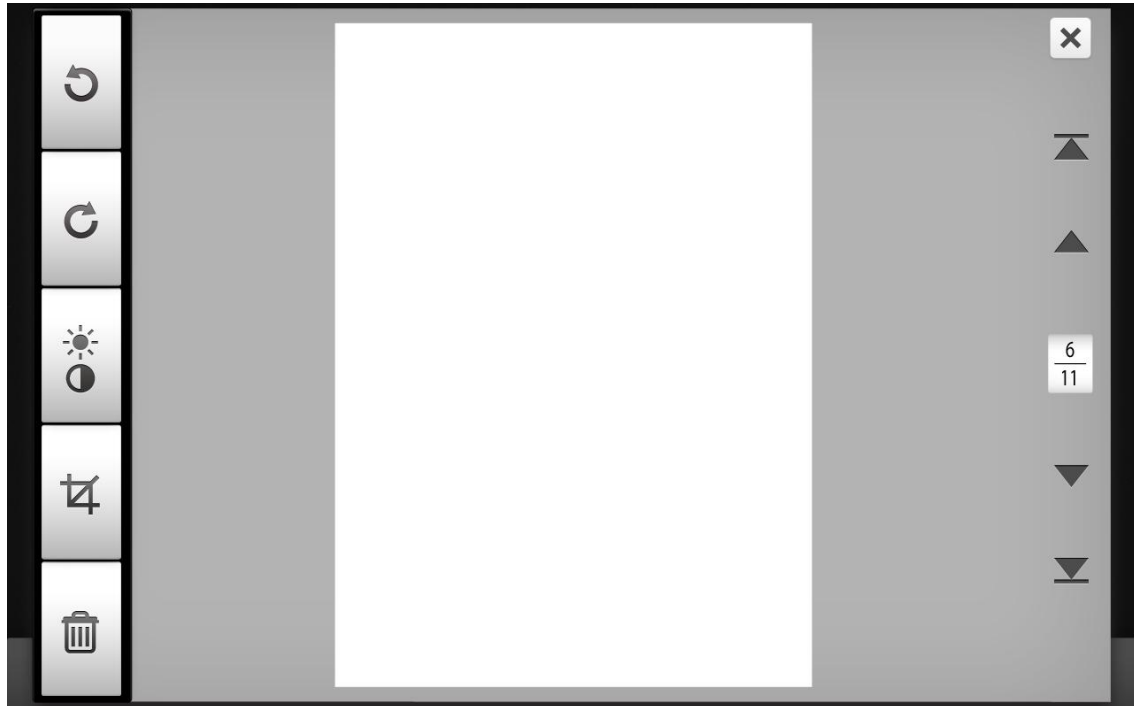
If you want to scan additional documents, first select a desired scanned image on the screen. Tap the  button, and the following dialog will prompt you to select where to insert the new scanned image.






Tap the  button to select all the scanned images, shortcuts allow you to delete or rotate all files at the same time.





Double-tap on a desired scanned image to enter the image-editing window. You can zoom in on the scanned image by pinching two fingers away from each other, or zoom out on the scanned image by pinching two fingers towards each other. Tap the  button on the upper-right corner to exit the image-editing window.




If necessary, you may adjust the scanned image by tapping the buttons on the left side of the screen.

Button	Function
	Turn the image counterclockwise by 90°.
	Turn the image clockwise by 90°.
	Adjust the brightness and contrast levels of the image.



	Crop the image. Adjust the rectangle to define the cropping area.
	Delete the selected image.

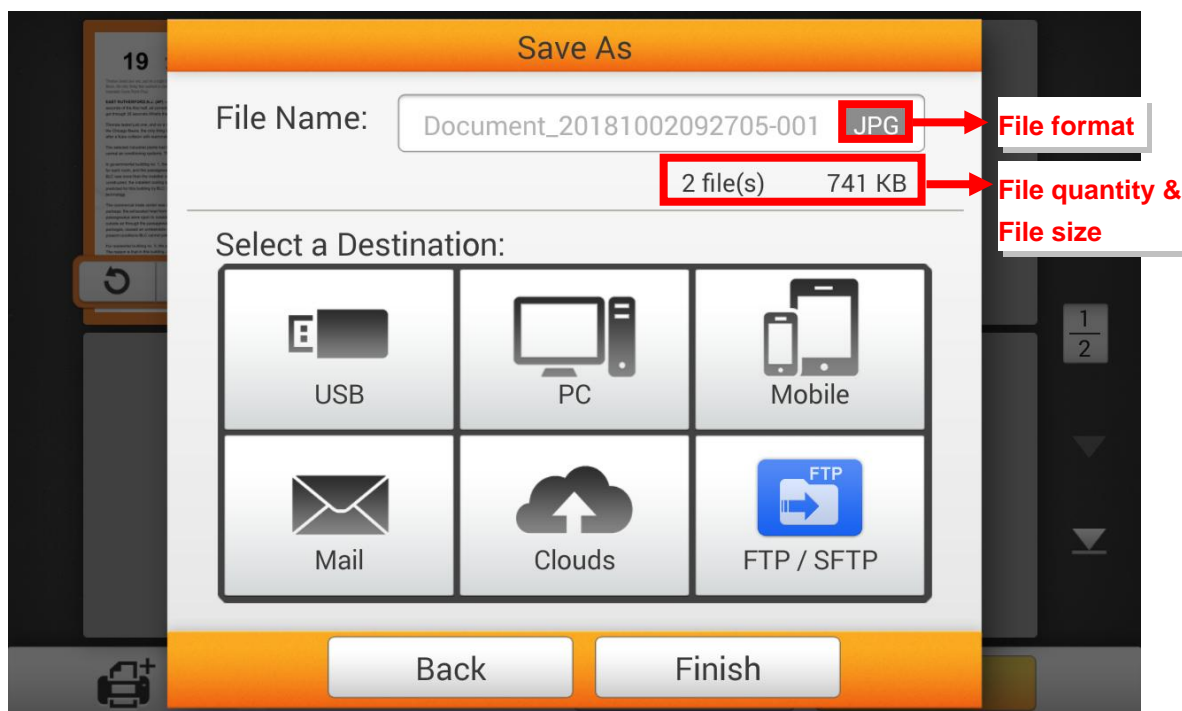
## SAVING THE SCANNED DOCUMENTS



**Information**

You may temporarily modify the file name here, if you want to adjust the file name default settings, tap **System Settings** > **Scan Settings** > [File Name](#).

In the **Save As** dialog, you may rename the scanned document by tapping on the **File Name** field, and select the saving destination by tapping on the desired option under **Select a Destination**. Available options are: **USB**, **PC**, **Mobile**, **Mail**, **Clouds** **FTP/SFTP** and **Network** folders. Tap the **Back** button to return to the previous stage, and tap the **Finish** button to quit the scanning procedure.



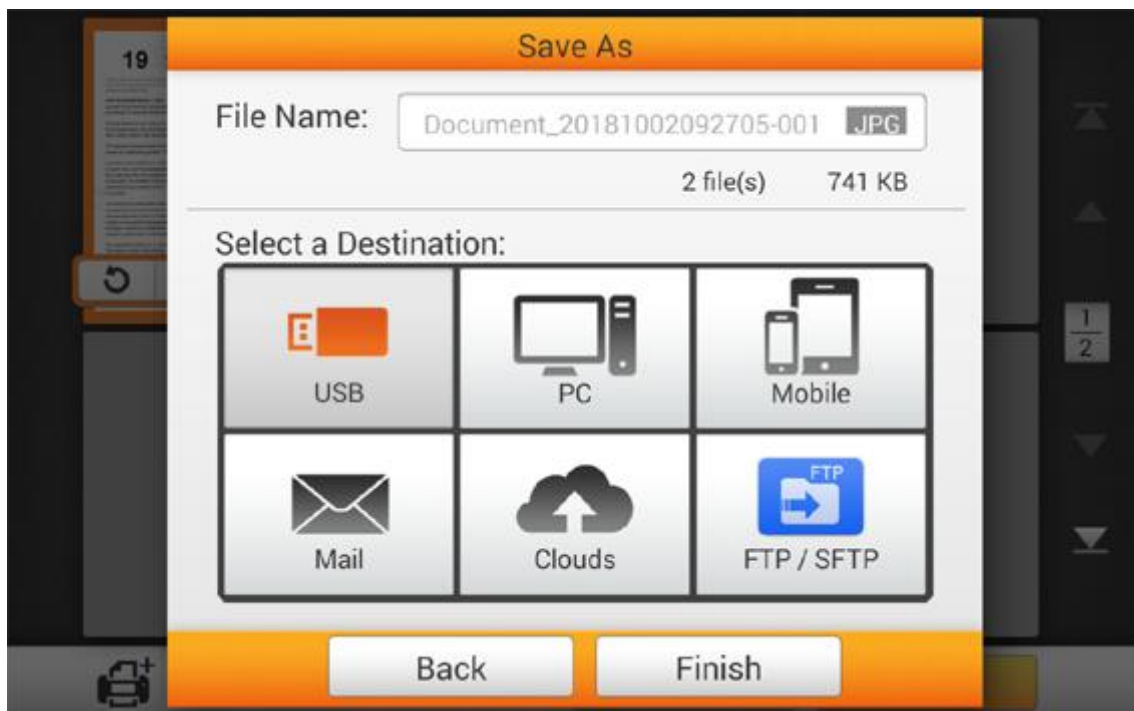
## Save to USB



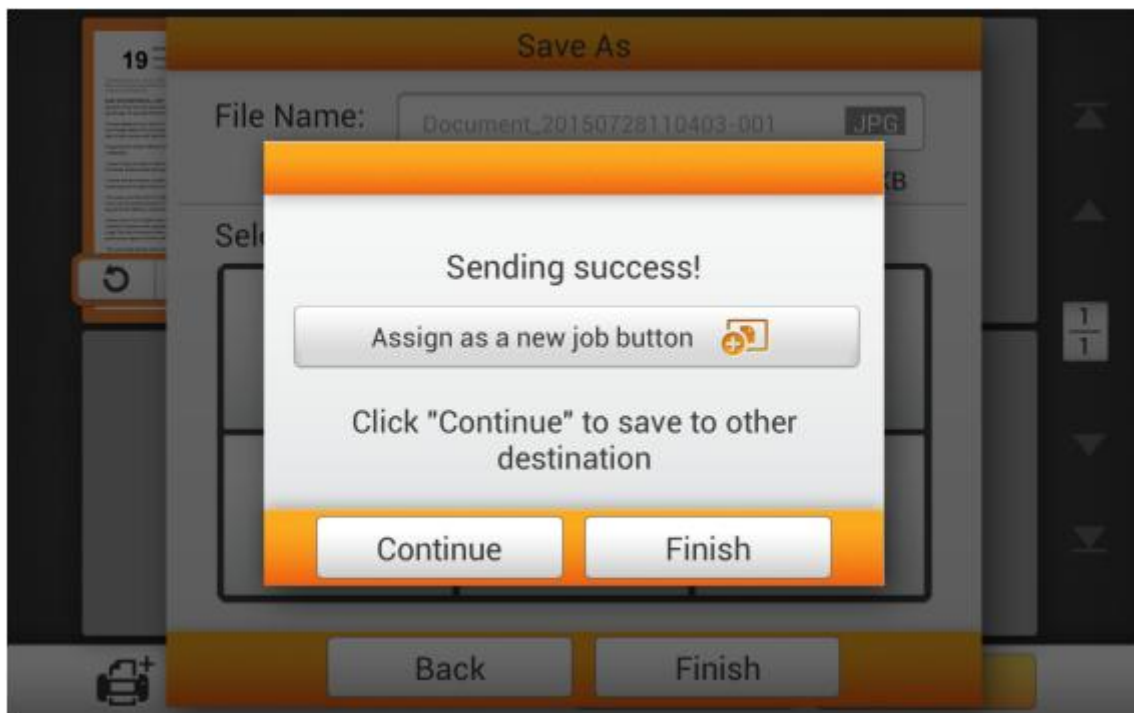
### Information


You may disable USB storage from **System Settings > General > Security Mode** page. If the **Disable USB Storage** function is activated, the **USB** option will be hidden on the **Sending Settings** page, and all the USB function will be disabled.

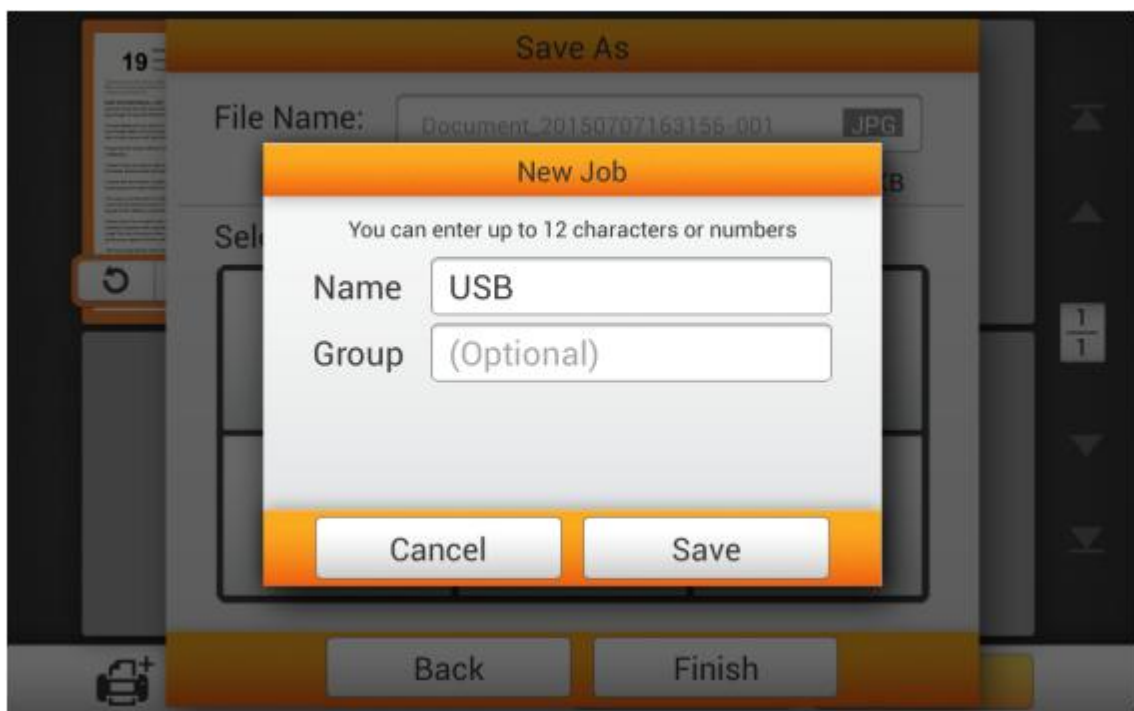
Tap on the **USB** button to save the scanned document to the USB flash drive.



If you see the following dialog, the scanned document is successfully saved to the USB flash drive. You may tap the **Continue** button to save the scanned document to another destination, or tap the **Finish** button to complete the scanning procedure.



You may tap the **Assign as a new job button** to save this scan job as a frequently used button. Enter the **Name** and tap the **Save** button to save the scan job. You may enter the **Group** name if it is necessary. Next time when you want to scan document to this destination with these scan settings, you can tap the  button on the upper-right corner of the main screen to perform this scan job.



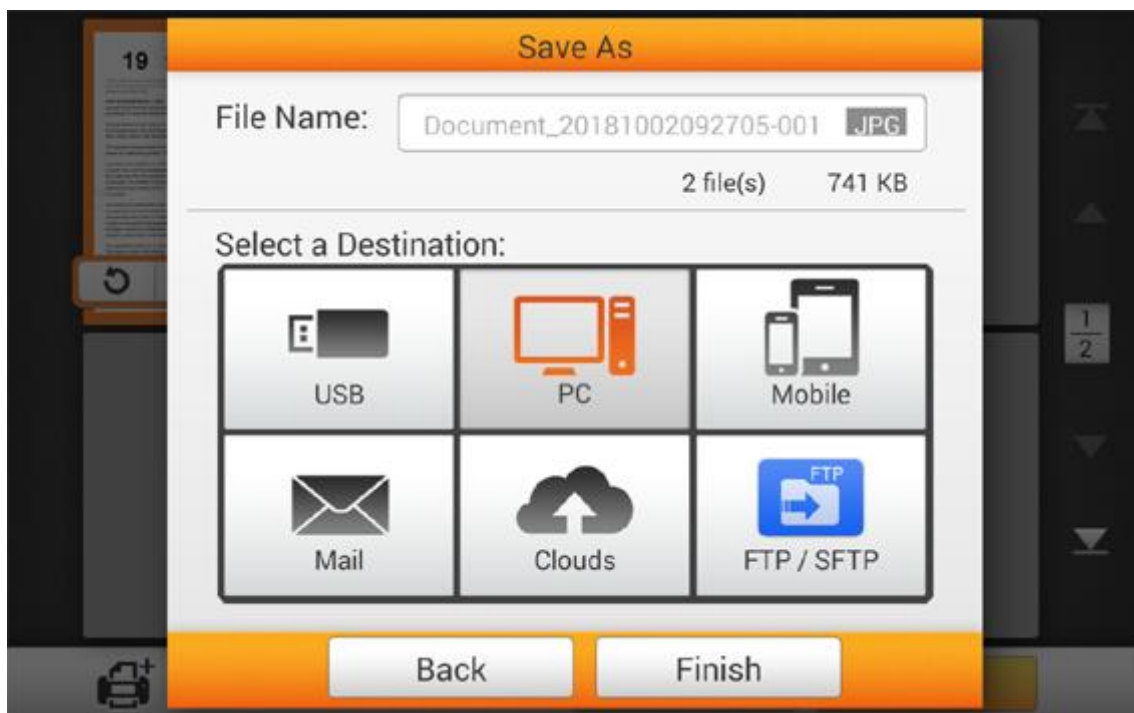
## Save to PC



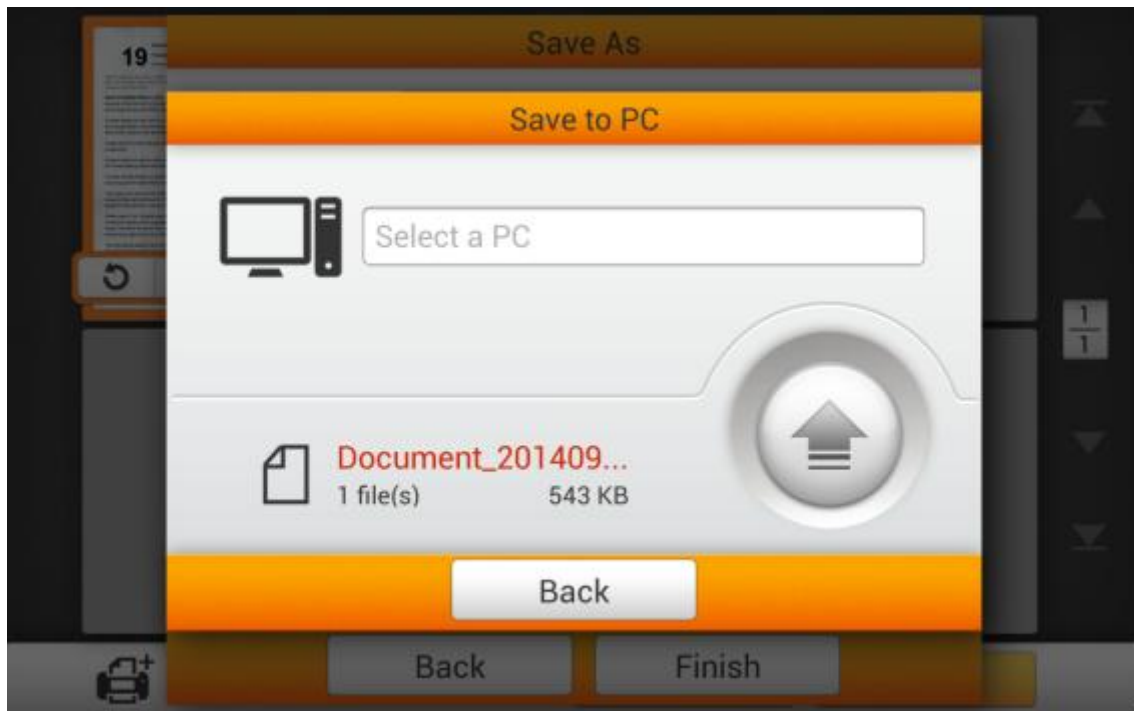
### Attention


- The scanner and the target device must be on the same segment of the network.
- Download the **eScan Client** software from **System Settings > Downloads > Client Application** page. Please install the **eScan Client** software on the user's computer before trying the Save to PC function. In the **eScan Client** interface, you can modify the **User Name**, select the desired file **Folder** and determine the action after the file is downloading. Please make sure the **eScan Client** software is executed before you try the Save to PC function.

Tap the **PC** button to save the scanned document to a desired computer.




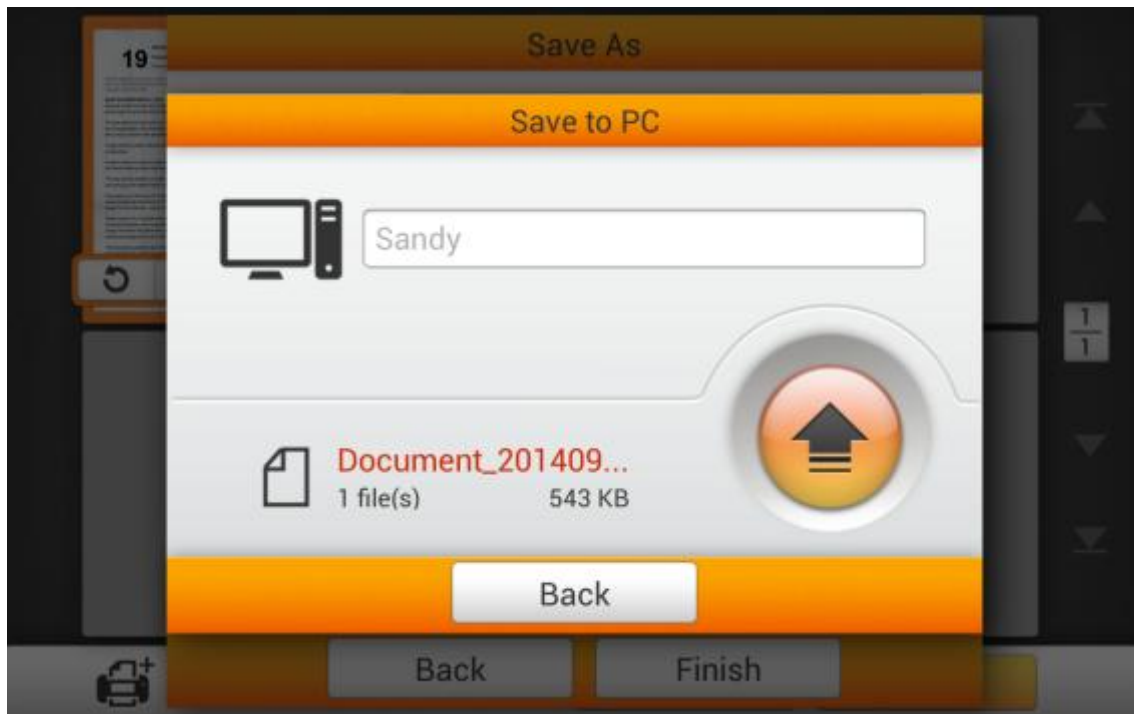
The following **Save to PC** dialog opens, tap the **Select a PC** field to select the desired computer from the list.



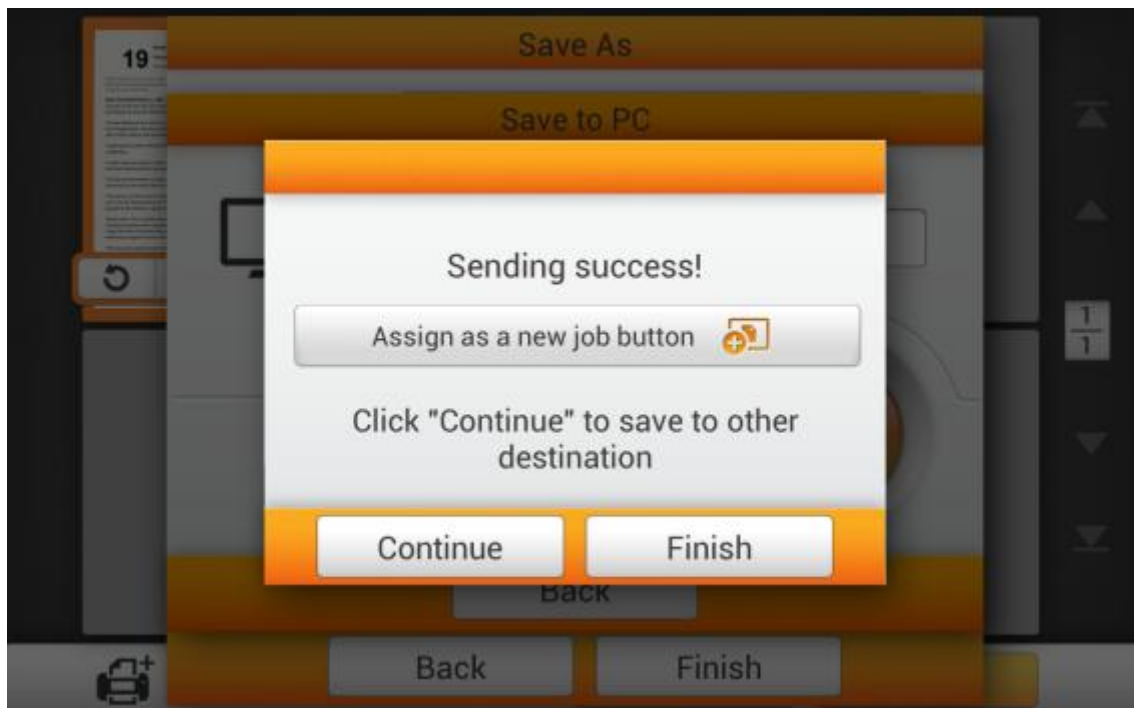
In the **Select a PC** dialog, you can find a list of the connected computers. If the desired computer is not on the list, please tap the  button to refresh the list or use the **Search PC** field to search for the desired computer.




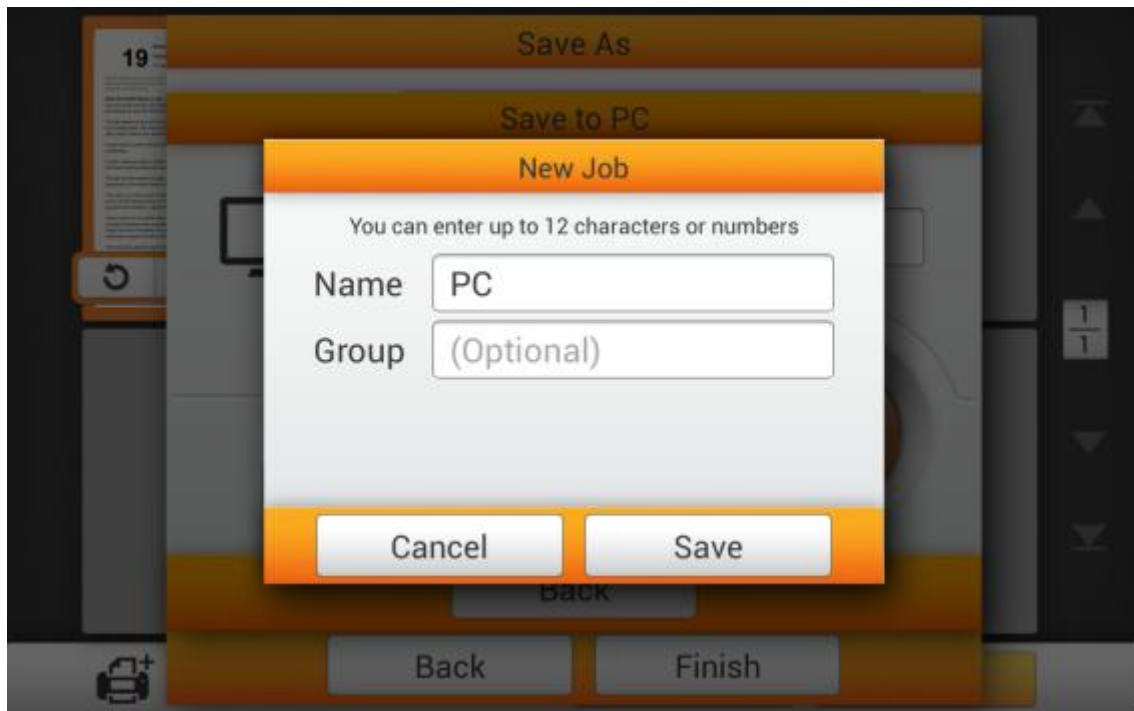
After selecting the desired PC, tap the  button to save the scanned document to the selected computer.



If you see the following dialog, the scanned document is successfully saved to the selected computer. You may tap the **Continue** button to save the scanned document to another destination, or tap the **Finish** button to complete the scanning procedure.



You may tap the **Assign as a new job button** to save this scan job as a frequently used button. Enter the **Name** and tap the **Save** button to save the scan job. You may enter the **Group** name if it is necessary. Next time when you want to scan document to this destination with these scan settings, you can tap the  button on the upper-right corner of the main screen to perform this scan job.



## Save to Mobile

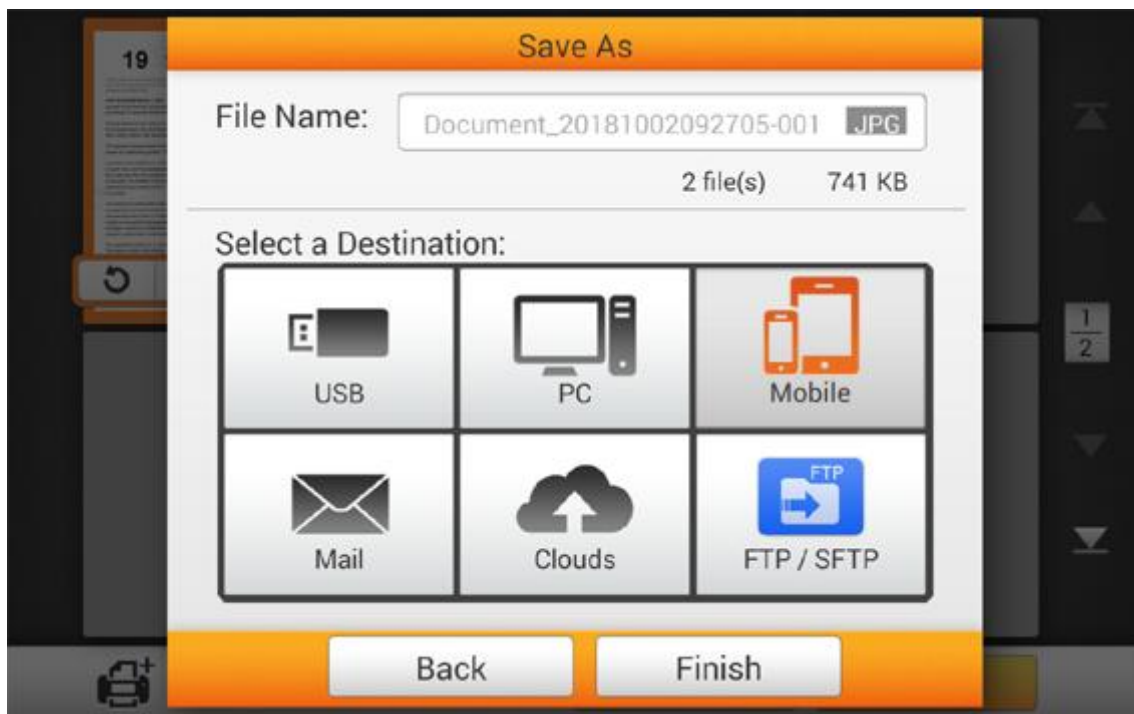


### Attention

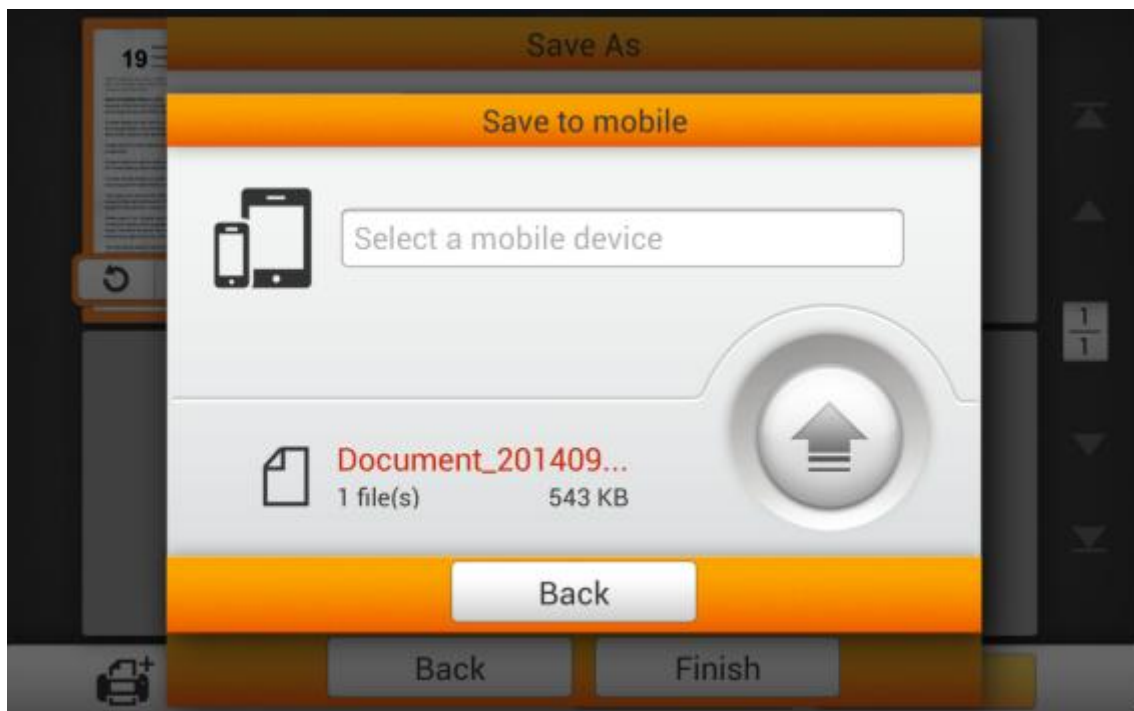
- The scanner and the target device must be on the same segment of the network.
- For iOS device, download the **Plustek eScan** app from the **Apple App Store**. Please install the **Plustek eScan** app on the user's mobile device before trying the **Save to Mobile** function. Please make sure the **Plustek eScan** app is executed before you try the **Save to Mobile** function.
- For Android device, download the **Plustek eScan** app from the **Google Play Store**. Please install the **Plustek eScan** app on the user's mobile device before trying the **Save to Mobile** function. Please make sure the **Plustek eScan** app is executed before you try the **Save to Mobile** function.




Tap the **Mobile** button to save the scanned document to a desired mobile device.

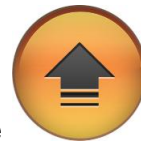


The following **Save to mobile** dialog opens, tap the **Select a mobile device** field to select the desired mobile device from the list.

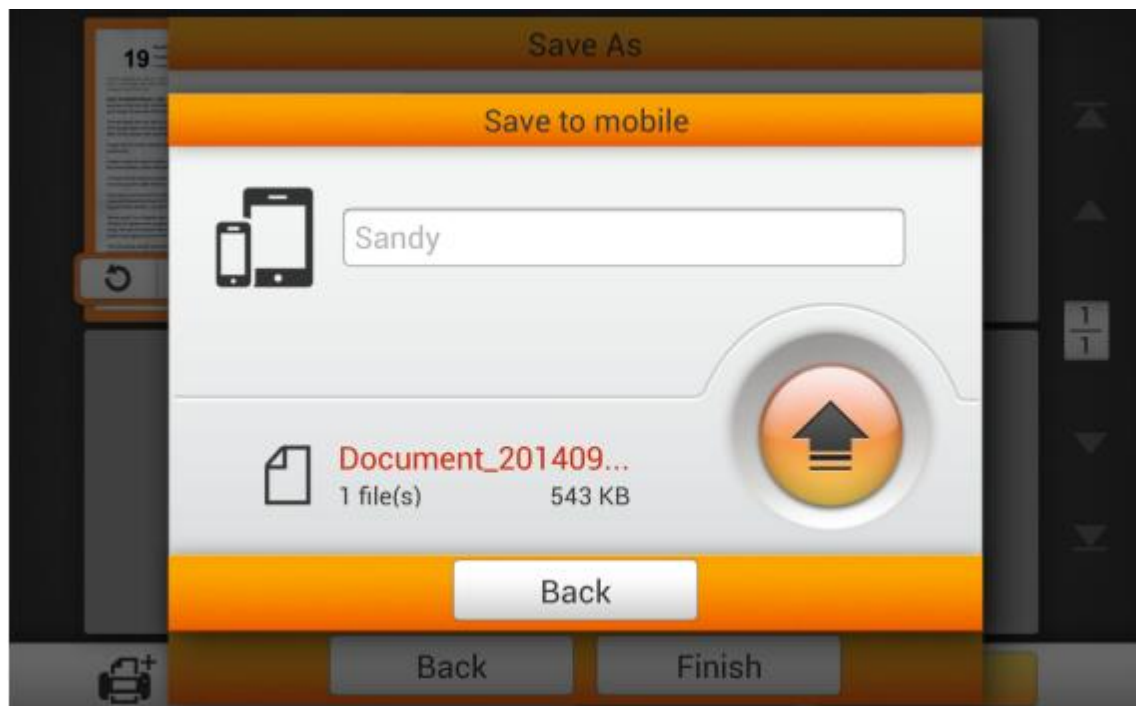




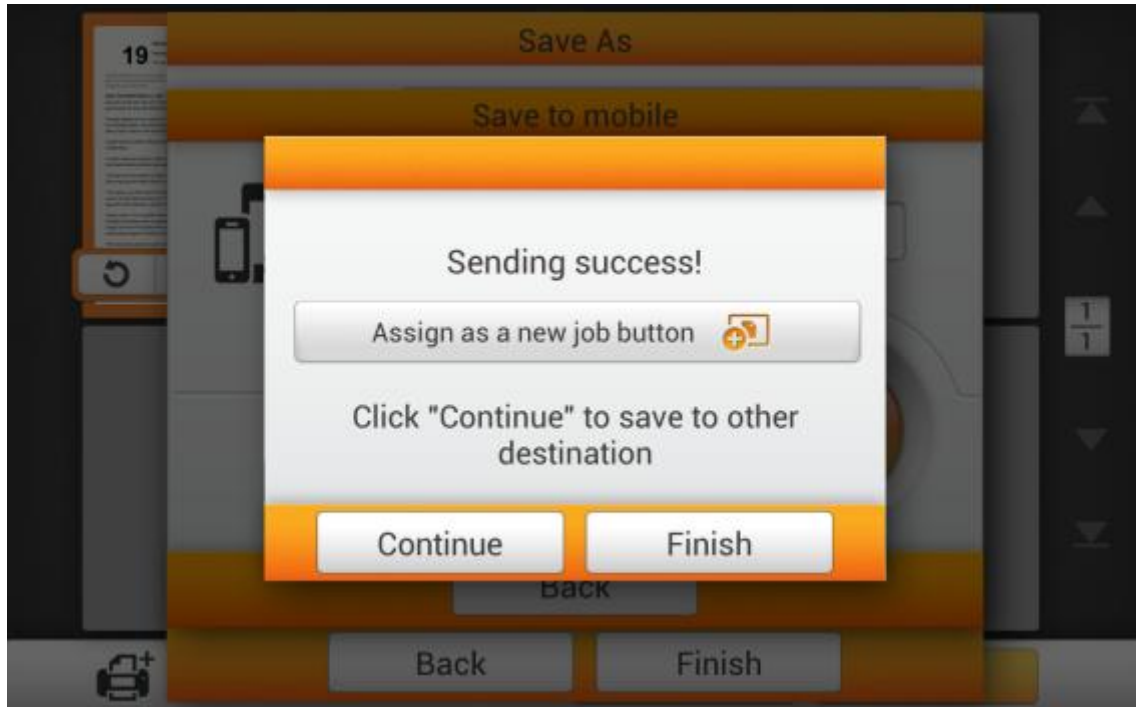
In the **Select a mobile device** dialog, you can find a list of the connected mobile devices. If the desired mobile device is not on the list, please tap the  button to refresh the list or use the **Search mobile device** field to search for the desired mobile device.




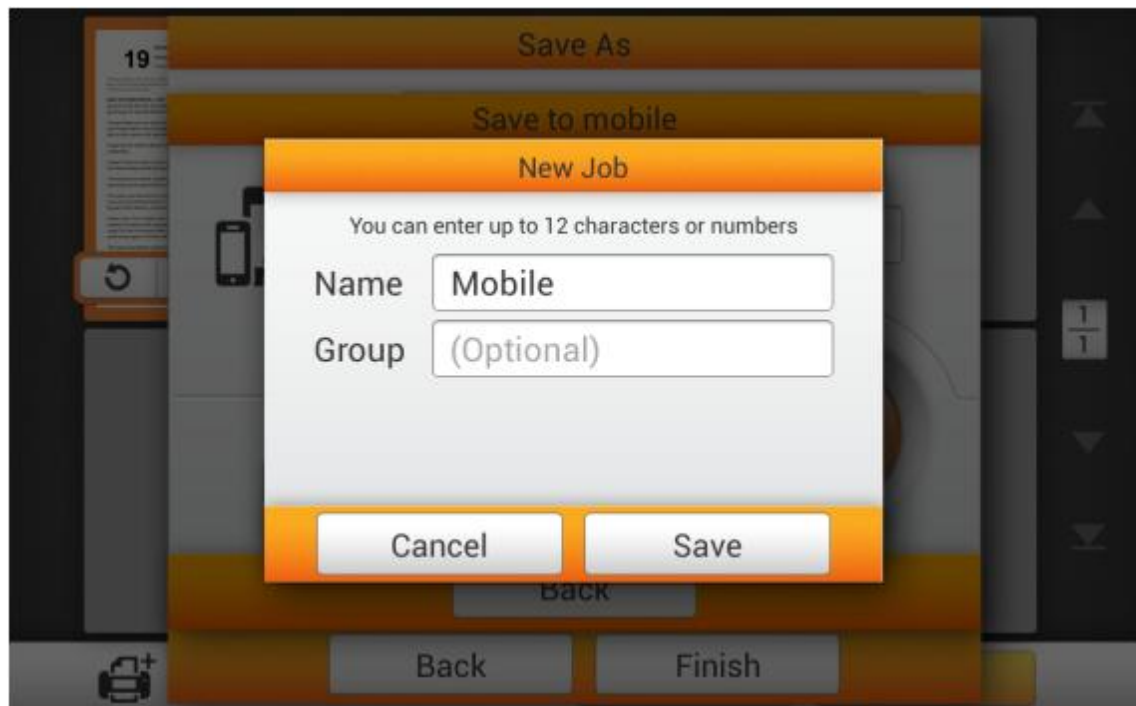
After selecting the desired mobile device, tap the button to save the scanned document to the selected mobile device.



If you see the following dialog, the scanned document is successfully saved to the selected mobile device. You may tap the **Continue** button to save the scanned document to another destination, or tap the **Finish** button to complete the scanning procedure.

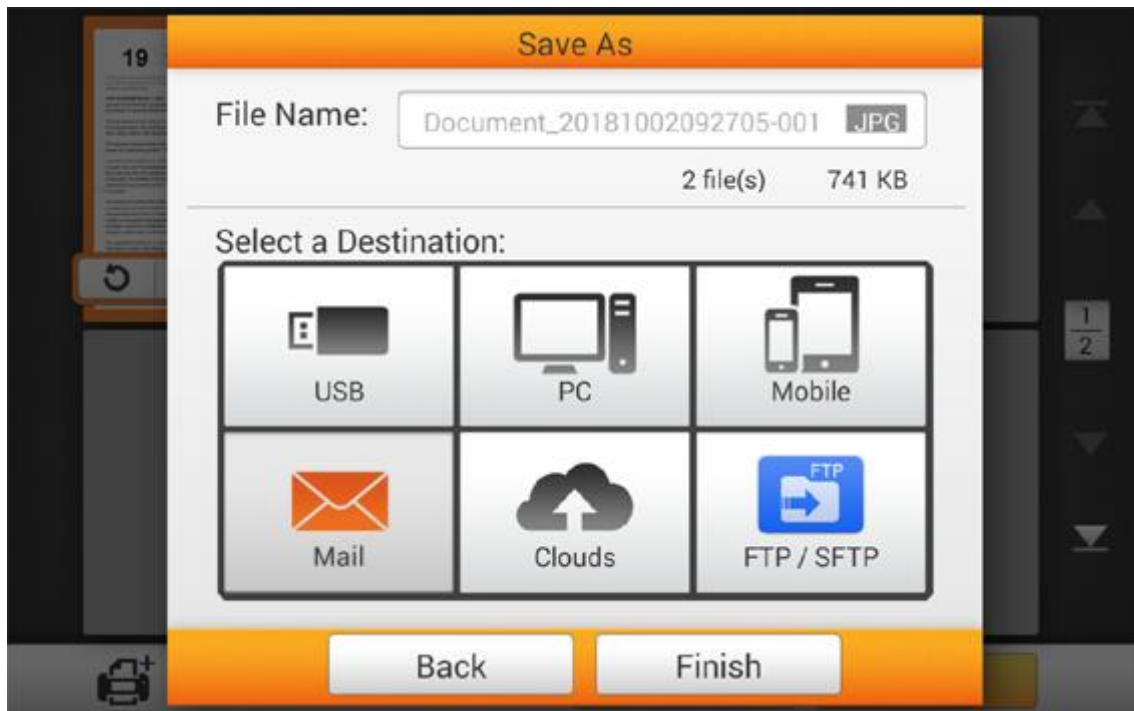


You may tap the **Assign as a new job button** to save this scan job as a frequently used button. Enter the **Name** and tap the **Save** button to save the scan job. You may enter the **Group** name if it is necessary. Next time when you want to scan document to this destination with these scan settings, you can tap the  button on the upper-right corner of the main screen to perform this scan job.

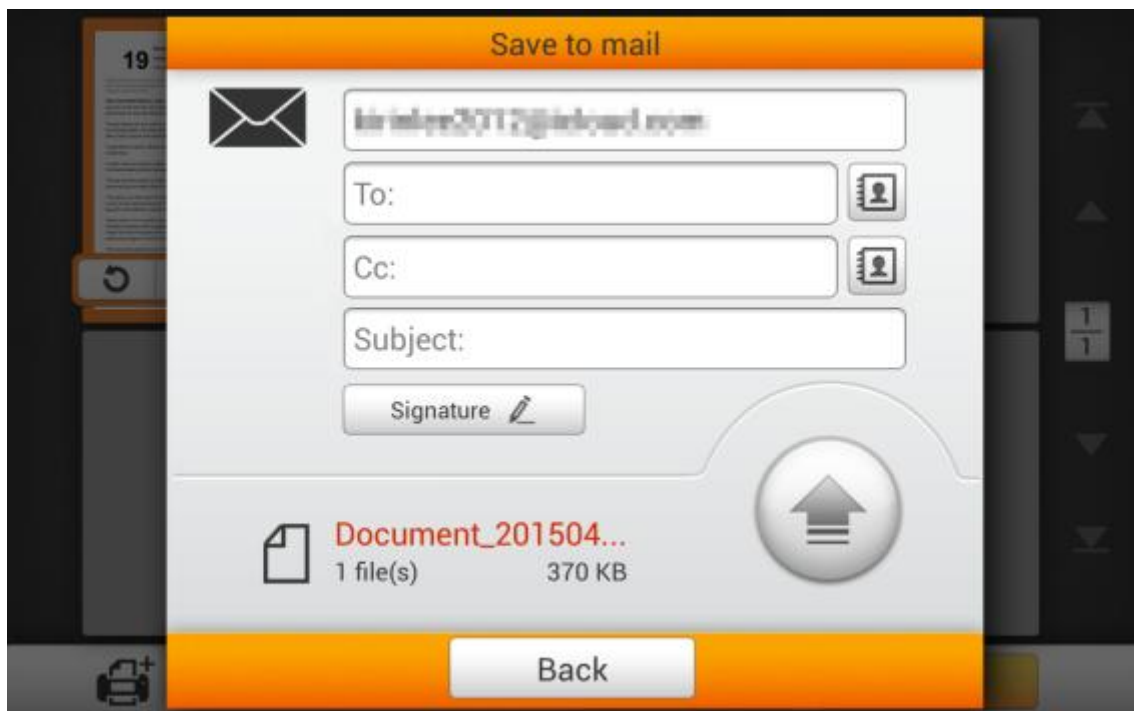




## Save to Mail

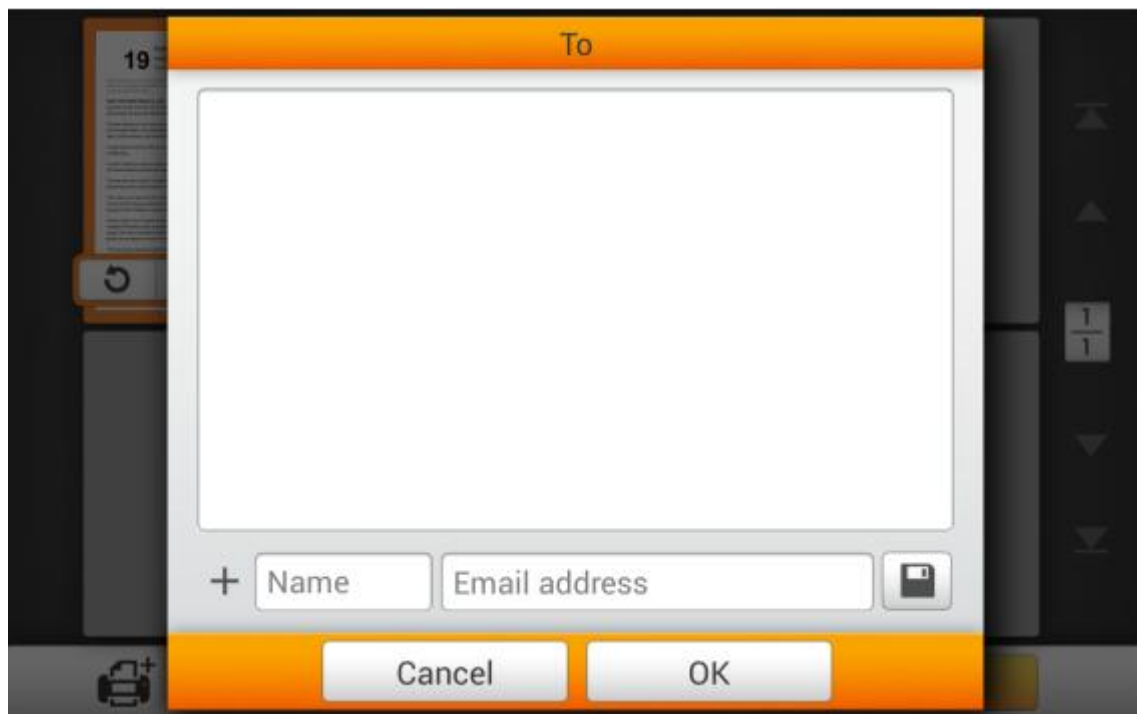
Tap the **Mail** button to send the scanned document to a desired e-mail address.





The following **Save to mail** dialog opens, you may modify the sender name if necessary. Enter the receiver e-mail address in the **To:** field. If necessary, you may enter an e-mail address in the **CC:** field, and enter the **Subject**.




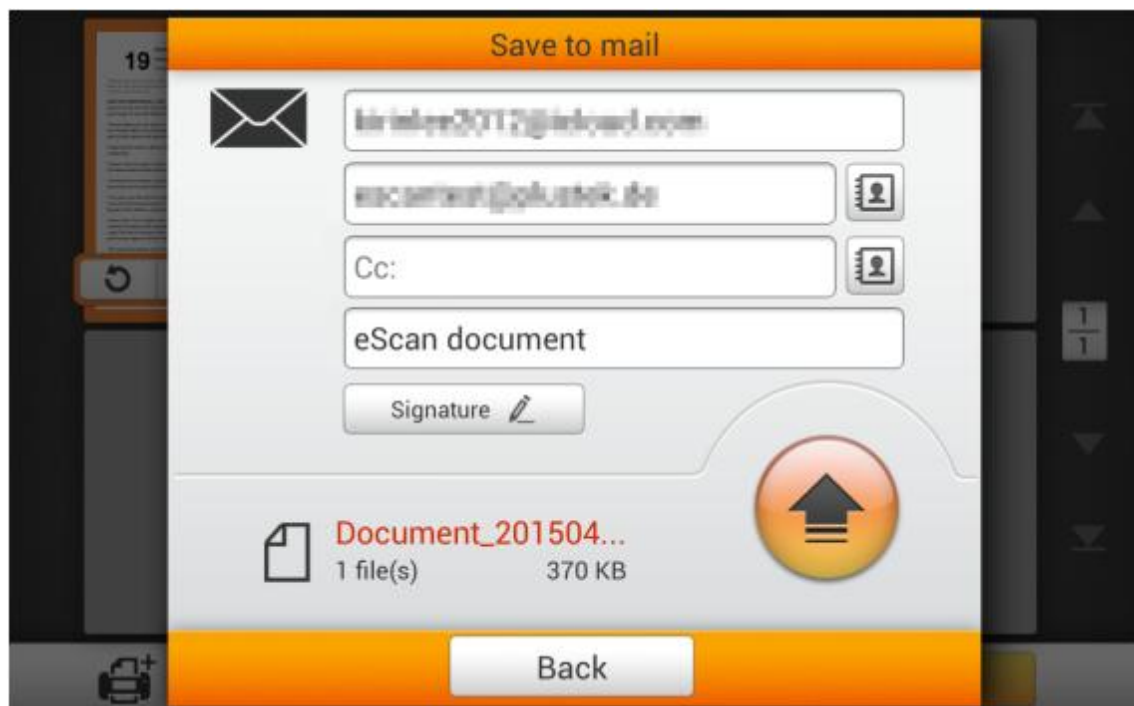
You may tap the  button to select a preset e-mail address. Enter the **Name** and the **Email address**, then tap the  button to save the e-mail address. You may save up to 20 e-mail addresses in this address book.



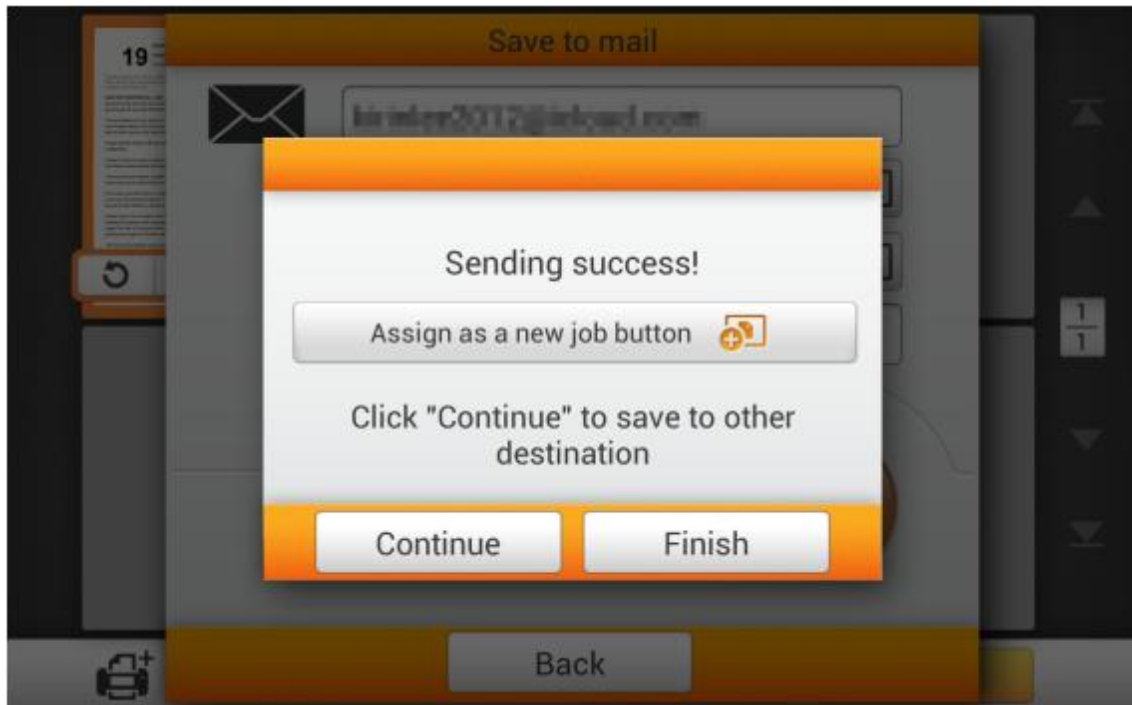
You may tap the  button to edit the signature. Enter the desired content in the blank. Tap the  button to clear all the texts.




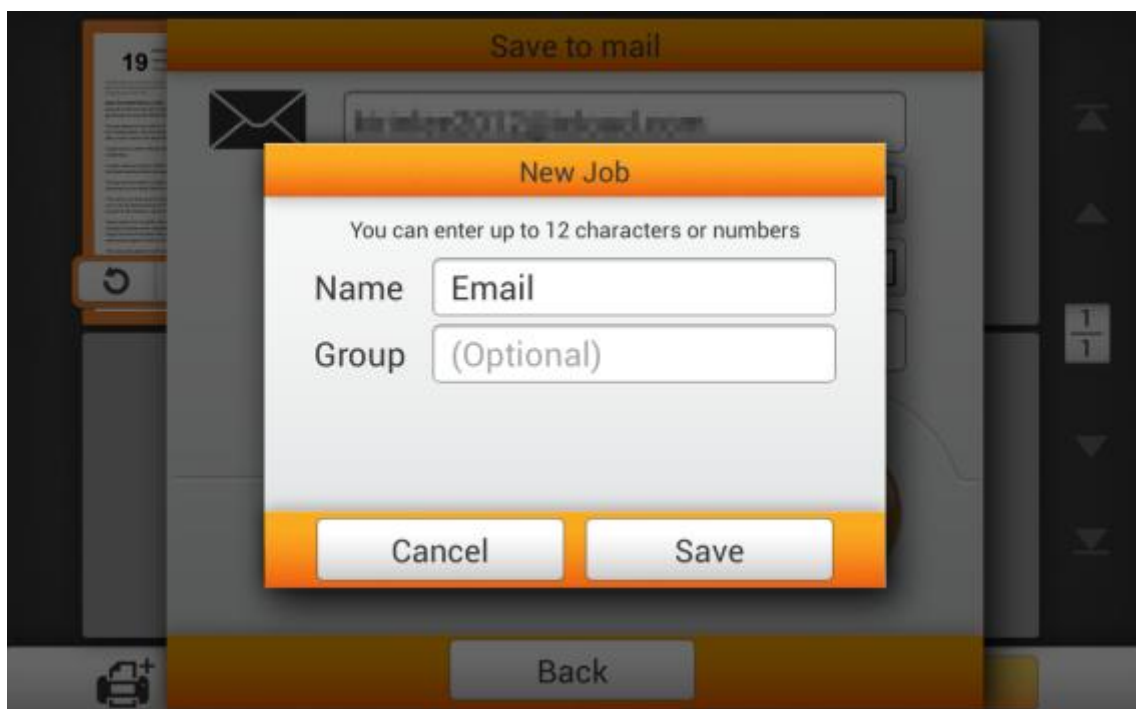
After setting the desired e-mail address, tap the  button to send the scanned document to the desired e-mail address.



If you see the following dialog, the scanned document is successfully sent to the desired e-mail address. You may tap the **Continue** button to save the scanned document to another destination, or tap the **Finish** button to complete the scanning procedure.

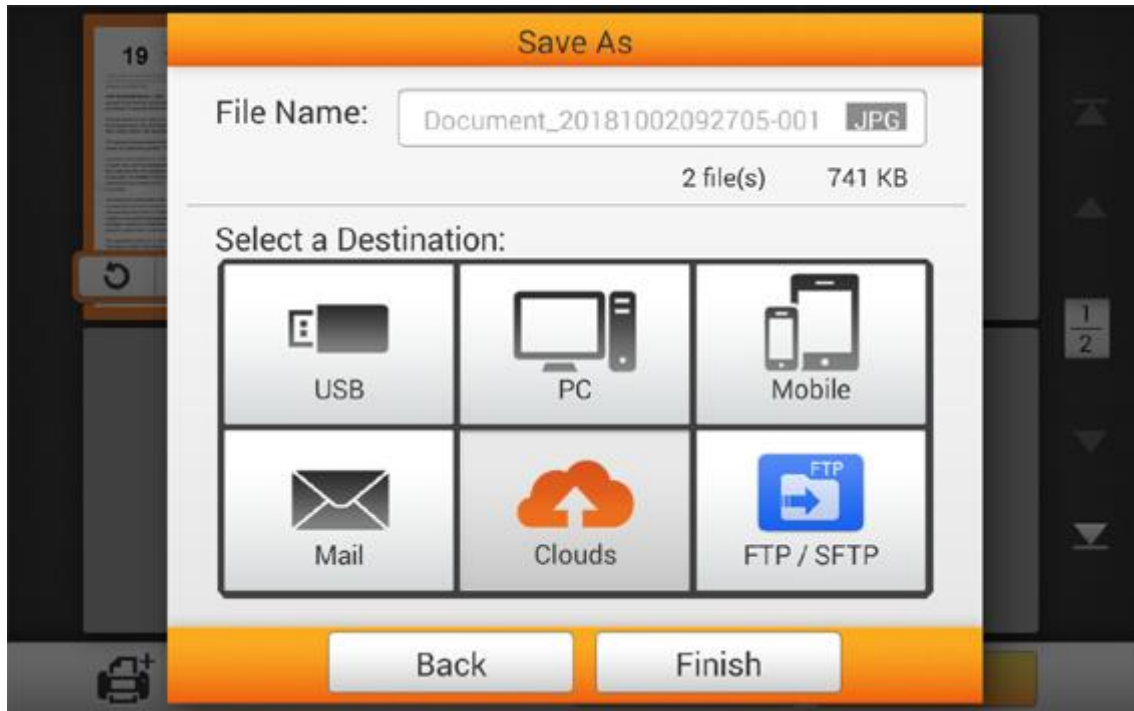


You may tap the **Assign as a new job button** to save this scan job as a frequently used button. Enter the **Name** and tap the **Save** button to save the scan job. You may enter the **Group** name if it is necessary. Next time when you want to scan document to this destination with these scan settings, you can tap the  button on the upper-right corner of the main screen to perform this scan job.



## Save to Clouds

Tap the **Clouds** button to save the scanned document to a desired cloud server. If you have already setup a cloud server in the **System Settings** page, you don't have to go through the following procedure. The scanned document will be saved to the preset cloud server directly.



Tap the desired cloud server.



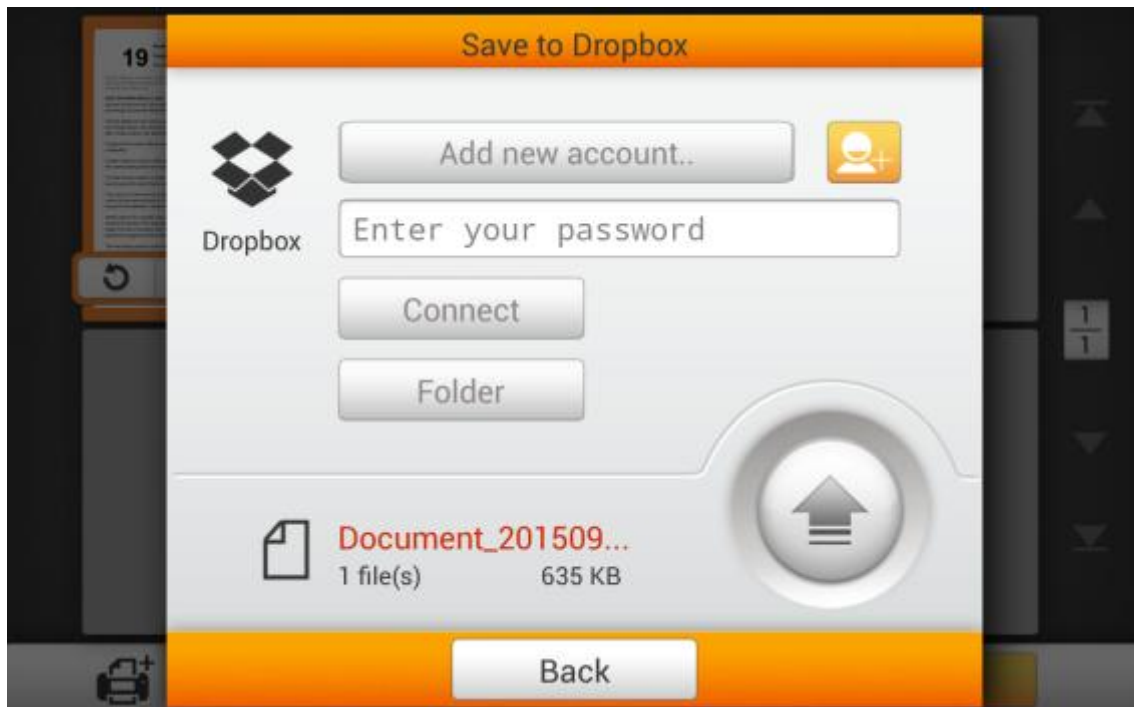


## Selecting Dropbox as the cloud server

Tap the **Dropbox** to select Dropbox as the cloud server.

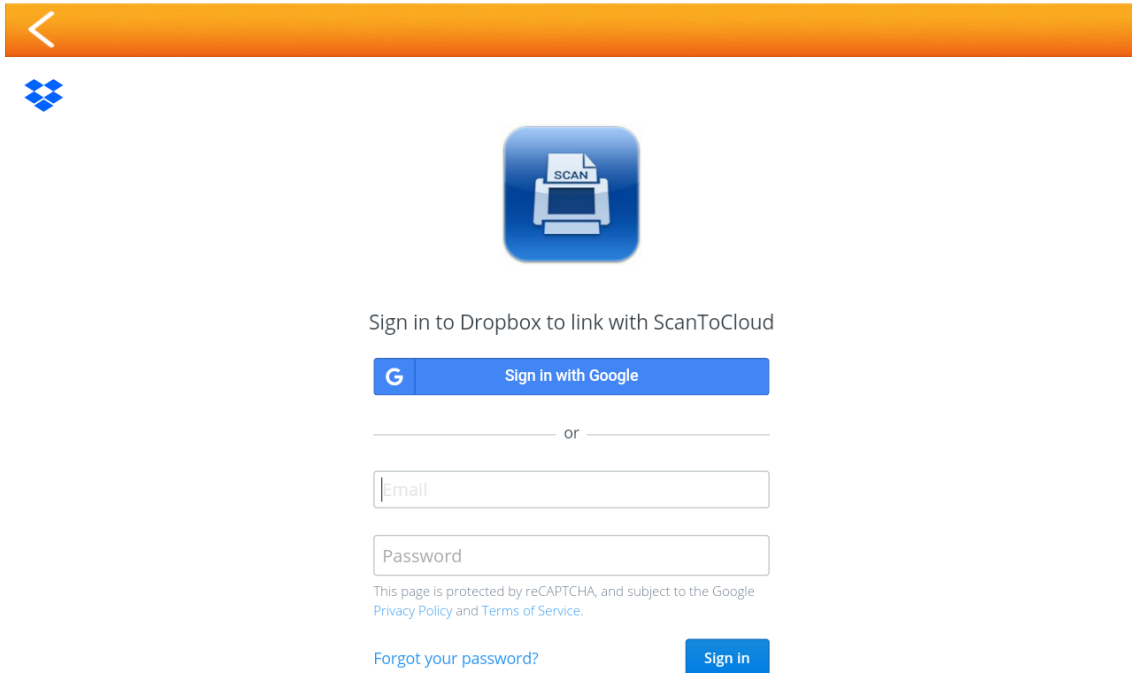


Tap the  button to login to the Dropbox for the first time by using the eScan.



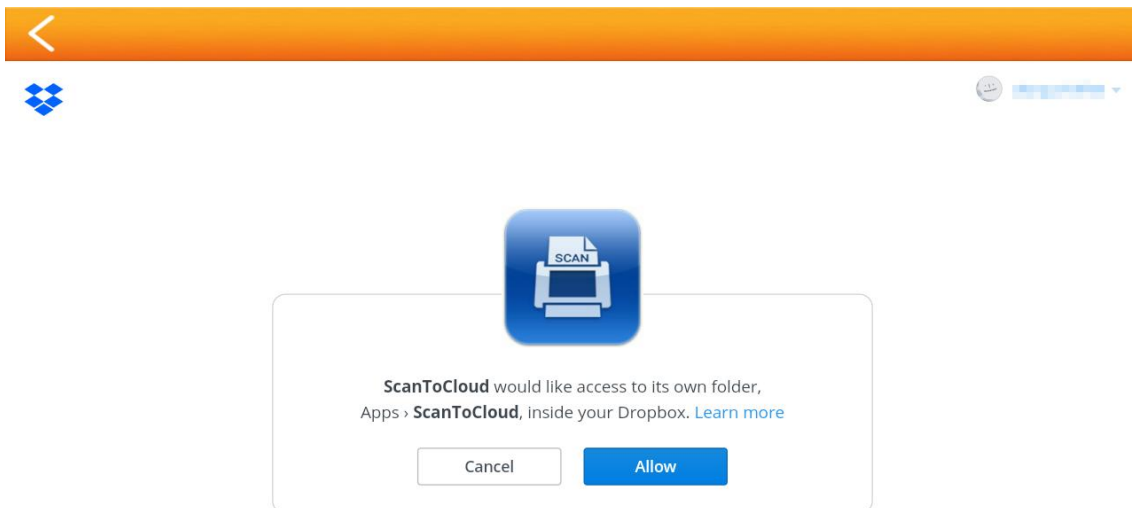


The Dropbox login dialog appears. Enter the email address and the password then tap on **Sign in**. Or you may sign in with Google account by tapping on **Sign in with Google** button.



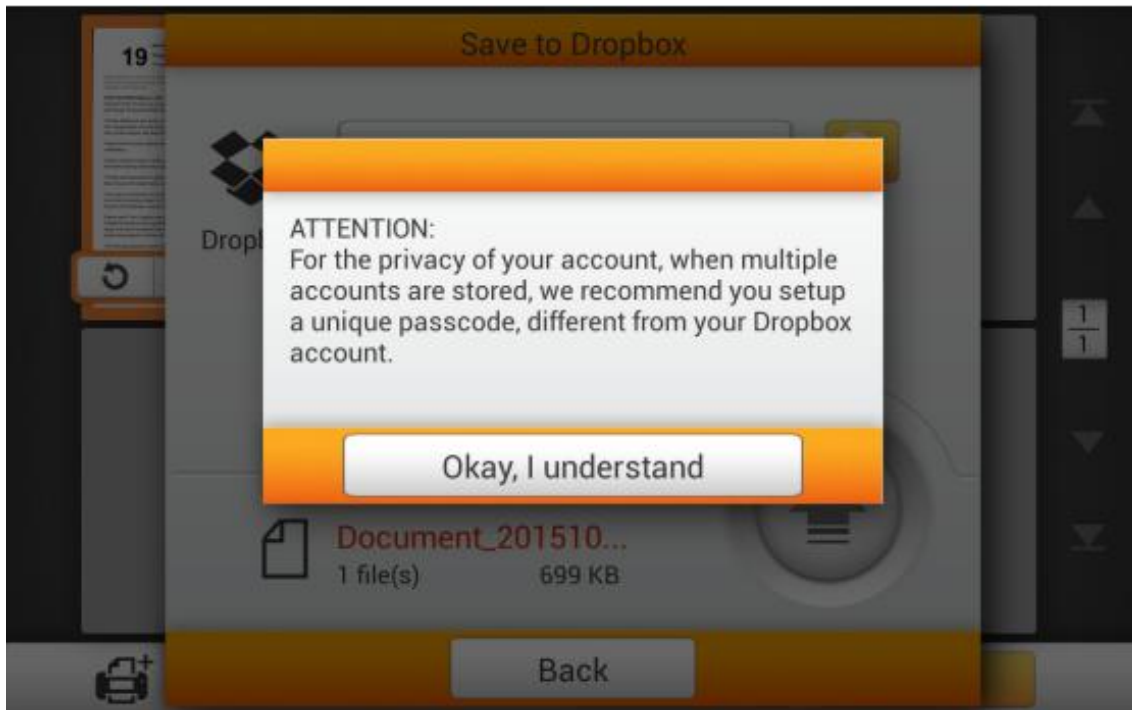
The image shows the Dropbox login interface. At the top is an orange header bar with a white back arrow on the left. Below the header is the Dropbox logo. In the center is a blue square icon with a white scanner and the word "SCAN". Below the icon, the text "Sign in to Dropbox to link with ScanToCloud" is displayed. There are two main login options: a blue button with the Google "G" logo and the text "Sign in with Google", and a text input field for "Email" followed by a "Password" input field. Below the password field, there is a small text line: "This page is protected by reCAPTCHA, and subject to the Google [Privacy Policy](#) and [Terms of Service](#)." At the bottom left is a link "Forgot your password?" and at the bottom right is a blue button labeled "Sign in".

Tap on **Allow** button to allow the ScanToCloud to communicate with the Dropbox and the eScan.



The image shows a permission dialog box from ScanToCloud. At the top is an orange header bar with a white back arrow on the left. Below the header is the Dropbox logo on the left and a small circular icon with a blue and white pattern on the right. In the center is a blue square icon with a white scanner and the word "SCAN". Below the icon, the text "ScanToCloud would like access to its own folder, Apps > ScanToCloud, inside your Dropbox. [Learn more](#)" is displayed. At the bottom are two buttons: a white button labeled "Cancel" and a blue button labeled "Allow".

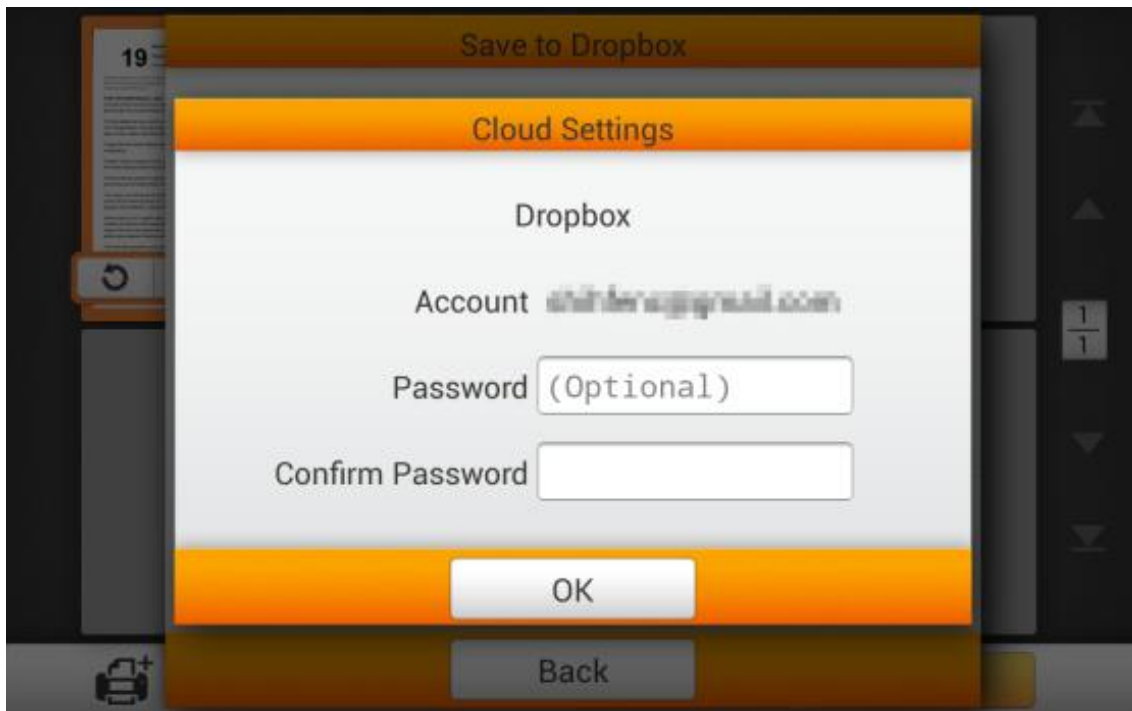
Tap on **Okay, I understand** button for the privacy dialog.


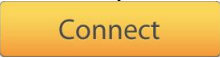


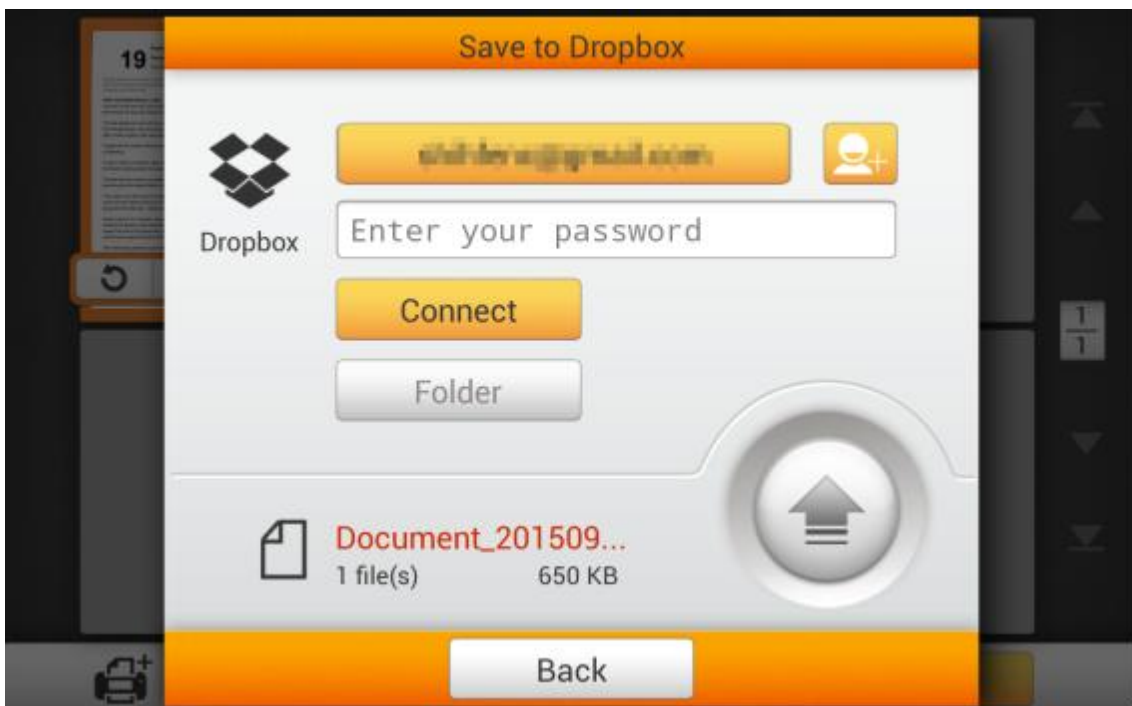
Enter the **Password** if it is necessary. Enter the password in **Confirm Password** to confirm.

The device allows you to store multiple accounts with selected cloud services\*. If you are sharing the device, it is recommended that you setup another password to protect your account being intruded by others. The password here, does not have to be identical to your cloud account. You can skip this step, by leaving the 'optional' password blank, and tap on **OK** to continue. (You may setup the password at a later time)

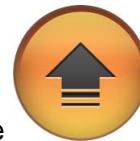
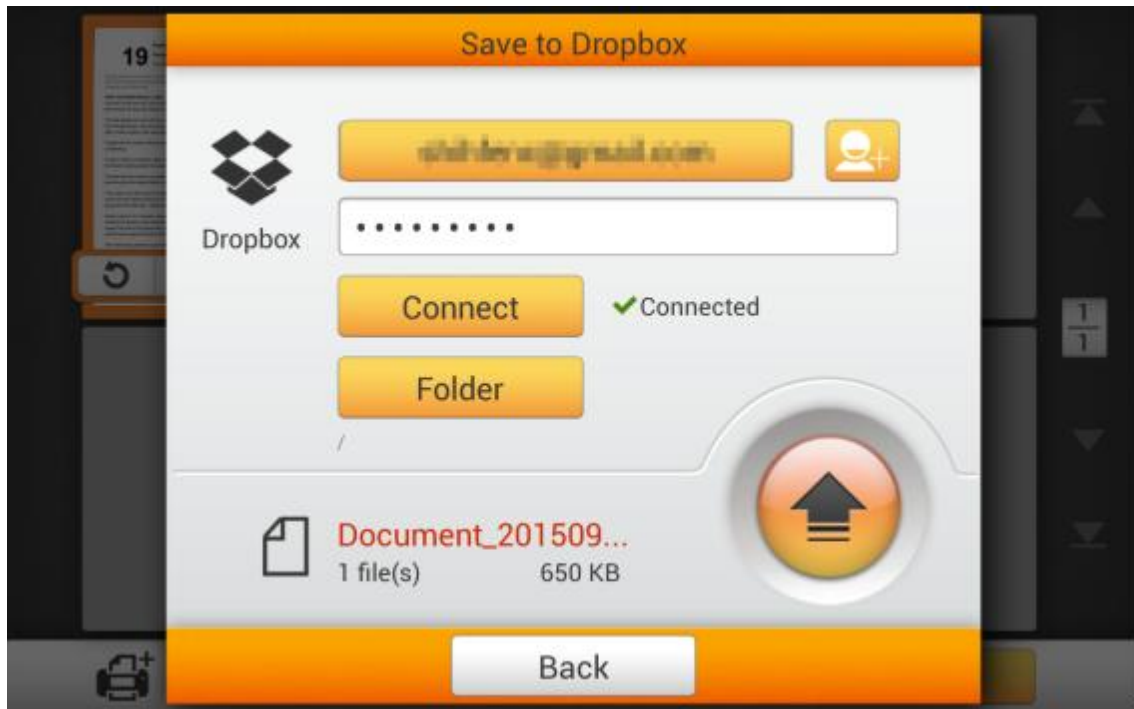
*\*Storing multiple accounts are currently solely available on Dropbox and Google Drive.*



Tap the  button to select account if you have already login the Dropbox by eScan. Enter the password you've already set in the previous dialog if it is necessary. Tap the  button to connect to the cloud server.



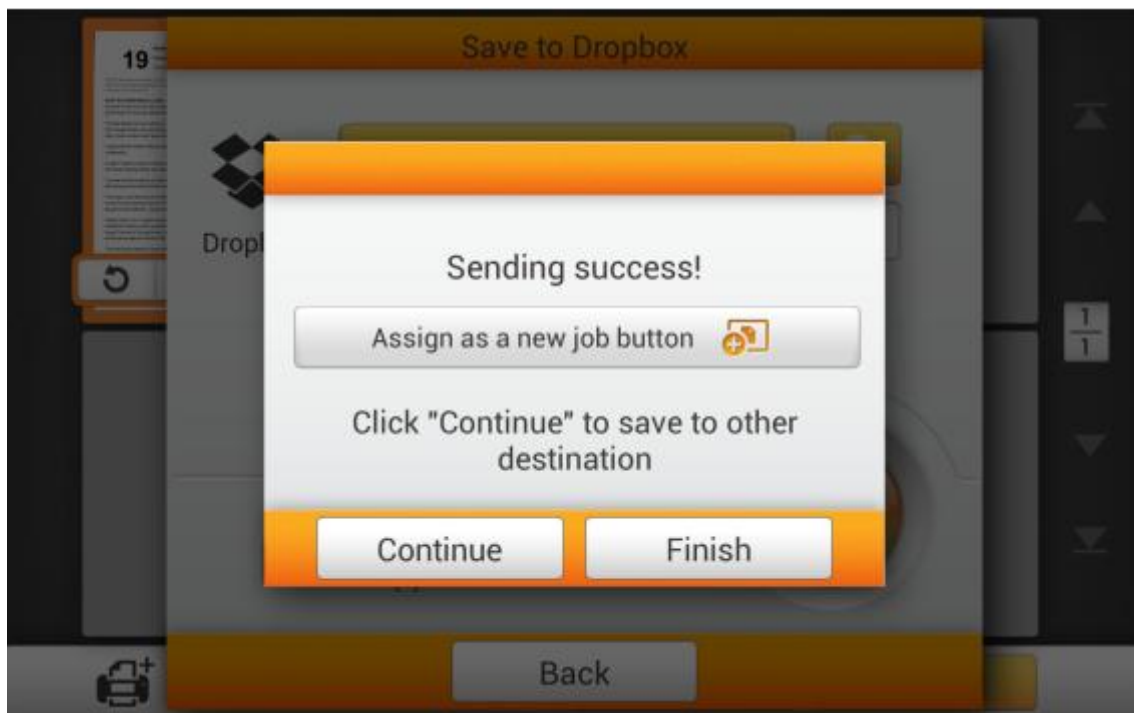
Tap the **Folder** button to select the desired saving folder on the cloud server.




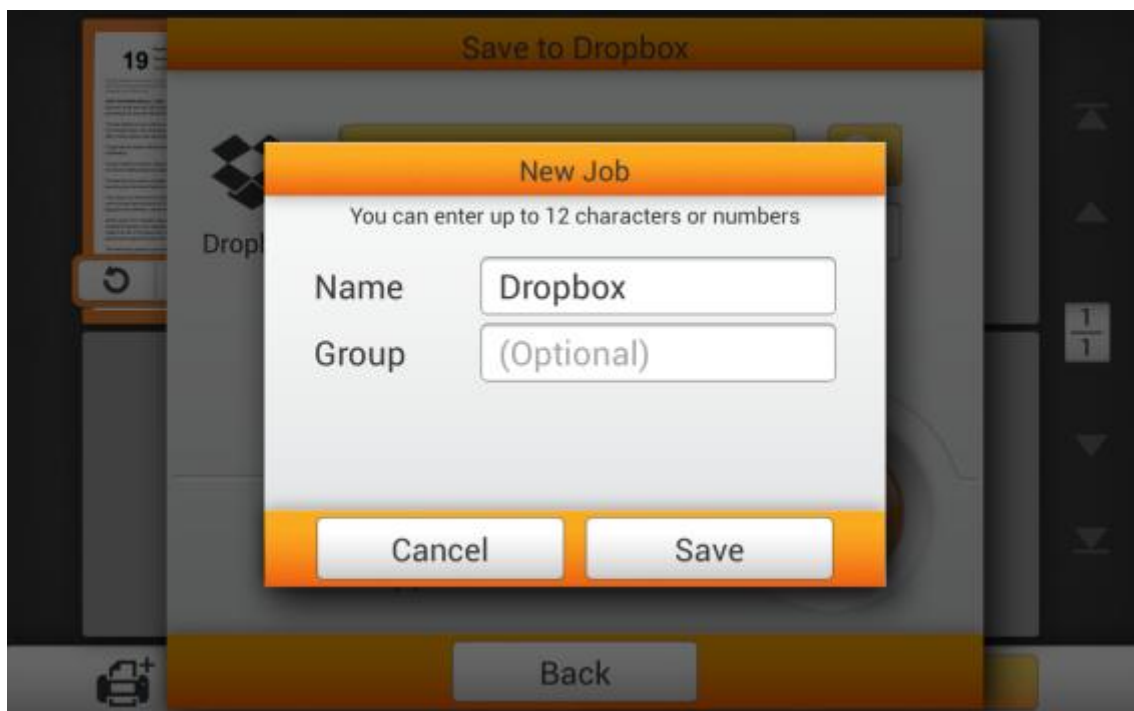
After successfully connecting to the cloud server, tap the button to save the scanned document to the desired cloud server.



If you see the following dialog, the scanned document is successfully saved to the desired cloud server. You may tap the **Continue** button to save the scanned document to another destination, or tap the **Finish** button to complete the scanning procedure.



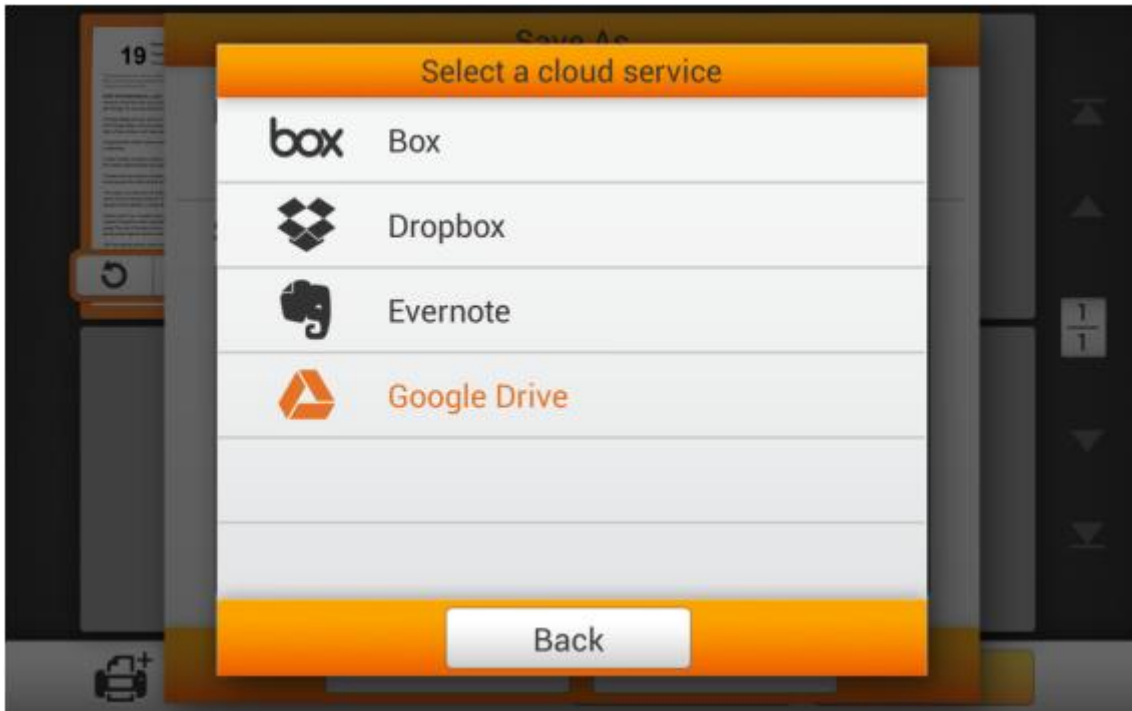
You may tap the **Assign as a new job button** to save this scan job as a frequently used button. Enter the **Name** and tap the **Save** button to save the scan job. You may enter the **Group** name if it is necessary. Next time when you want to scan document to this destination with these scan settings, you can tap the  button on the upper-right corner of the main screen to perform this scan job.



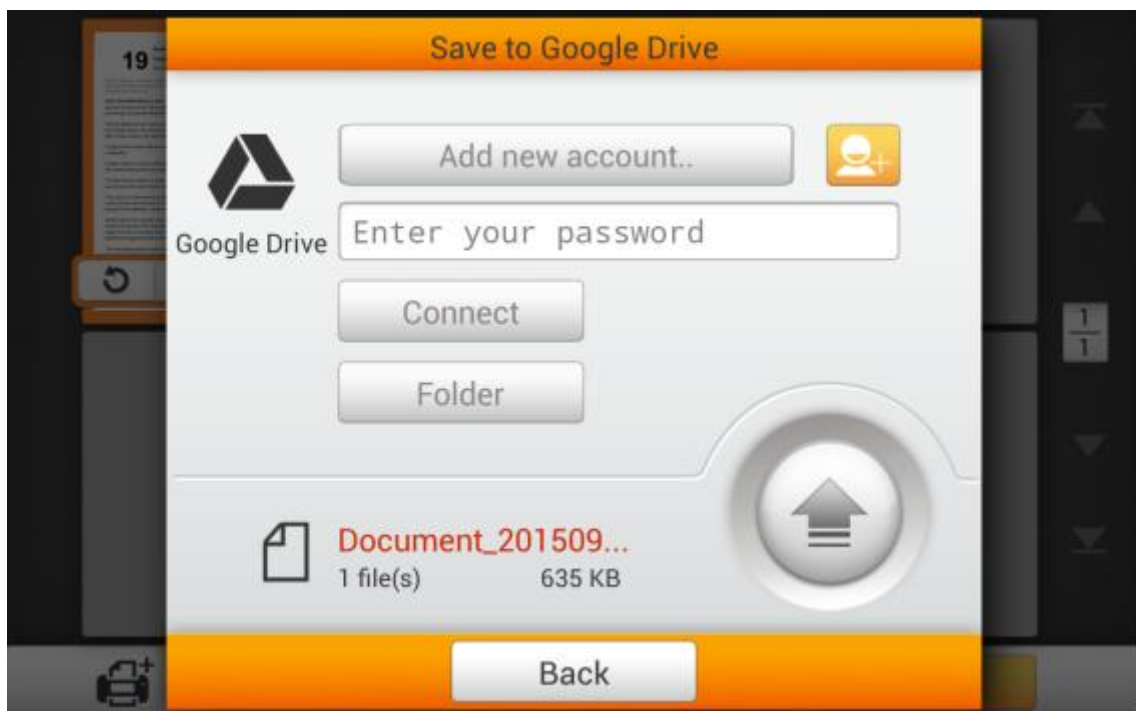
## Selecting Google Drive as the cloud server

(You have to set **ON** either **2-Step Verification** or **Allow less secure apps** in your Google account **Sign-in & security** settings first.)

Tap the **Google Drive** to select Google Drive as the cloud server.




Tap the  button to login to the Google Drive for the first time by using the eScan.



The Google login dialog appears. Enter your account then tap on **Next**. (You have to set **ON** either **2-Step Verification** or **Allow less secure apps** in your Google account **Sign-in & security** settings first.)



 Sign in with Google

Sign in  
to continue to [Network Scanner](#)

Email or phone


[Forgot email?](#)

To continue, Google will share your name, email address,  
and profile picture with Network Scanner.



Next


Enter your password then tap on **Next**.



 Sign in with Google

Welcome

Enter your password 

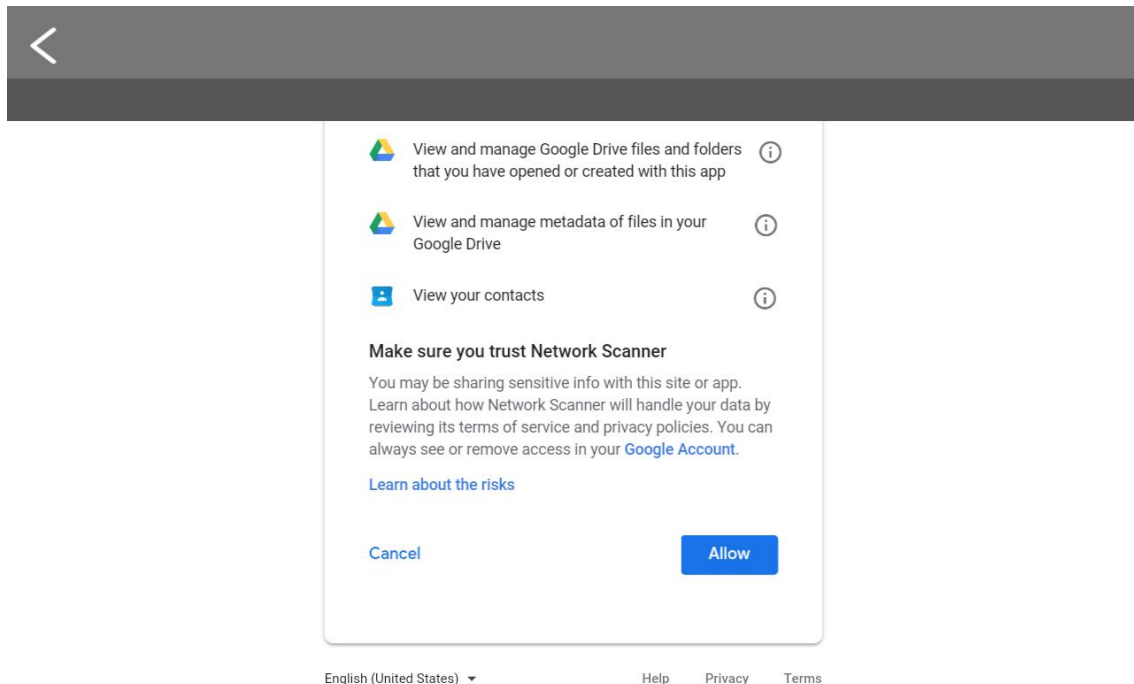
To continue, Google will share your name, email address,  
and profile picture with Network Scanner.

[Forgot password?](#)

Next

Tap on **Allow** button to allow the Plustek app to communicate with the Google Drive and the eScan.

Note: You may need to swipe up the interface to locate the **Allow** button.



Tap on **Okay, I understand** button for the privacy dialog.





Setup a secure **Password** if it is necessary. Enter the password again to **Confirm Password**.

The device allows you to store multiple accounts with selected cloud services. If you are sharing the device, it is recommended that you setup another password to protect your account being intruded by others. The password here, does not have to be identical to your cloud account. You can skip this step, by leaving the 'optional' password blank, and tap on **OK** to continue. (You may setup the password at a later time)

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Save to Google Drive

Cloud Settings

Google Drive



Account: stefan.s@gmail.com

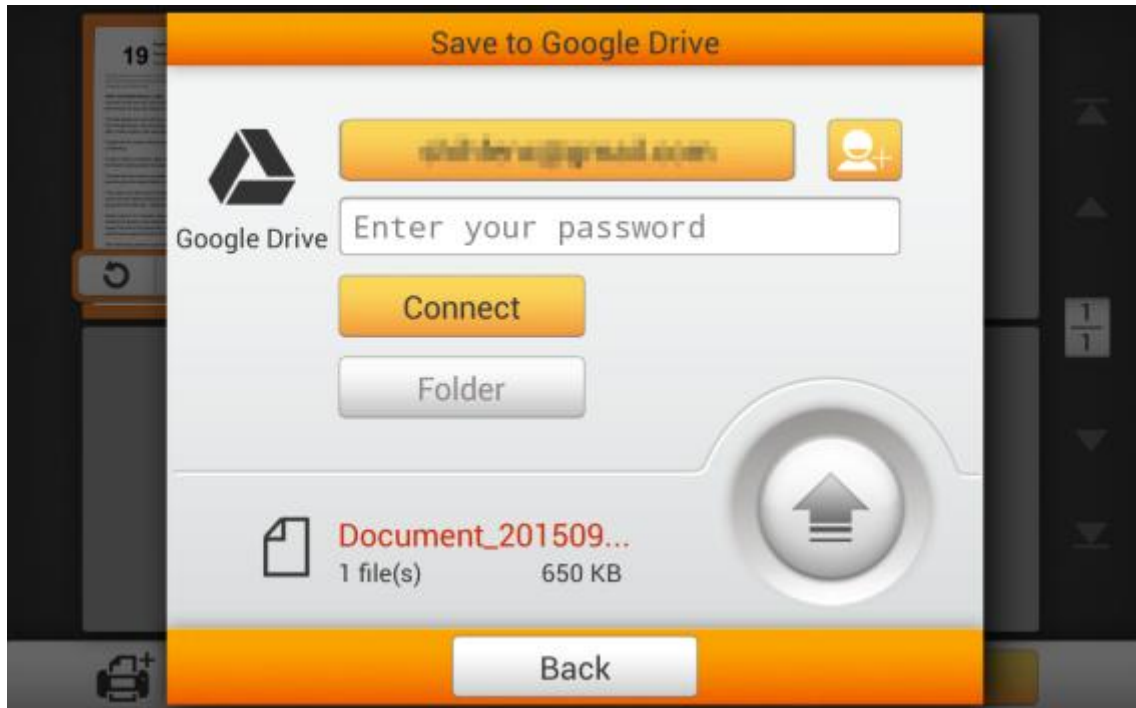
Password: (Optional)


Confirm Password:

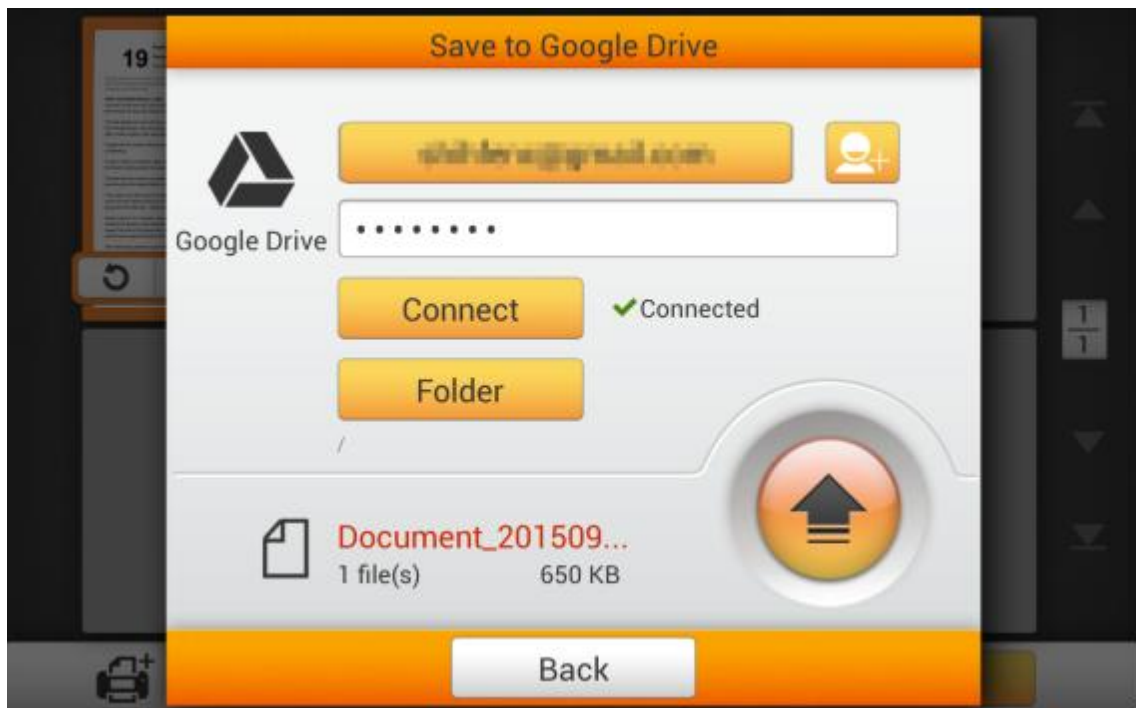
OK

Back

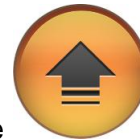
Tap the  button to select account if you have already login the Google Drive by eScan. Enter the password you've already set in the previous dialog if it is necessary. Tap the  button to connect to the cloud server.



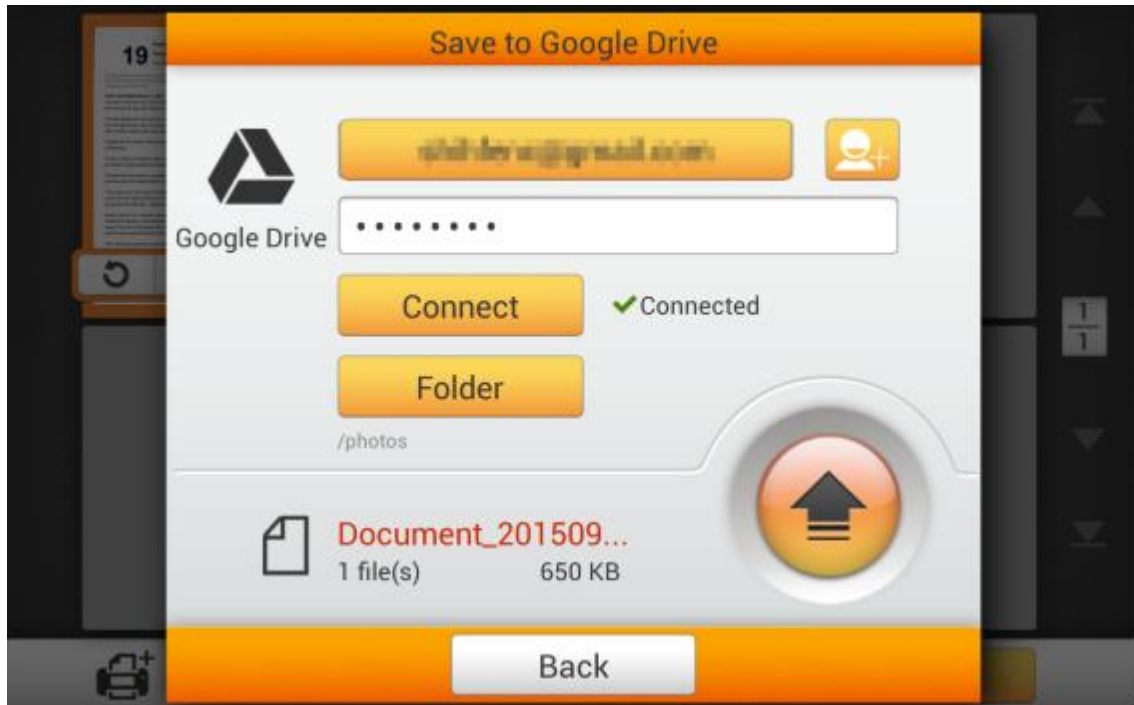
Tap the  button to select the desired saving folder on the cloud server.



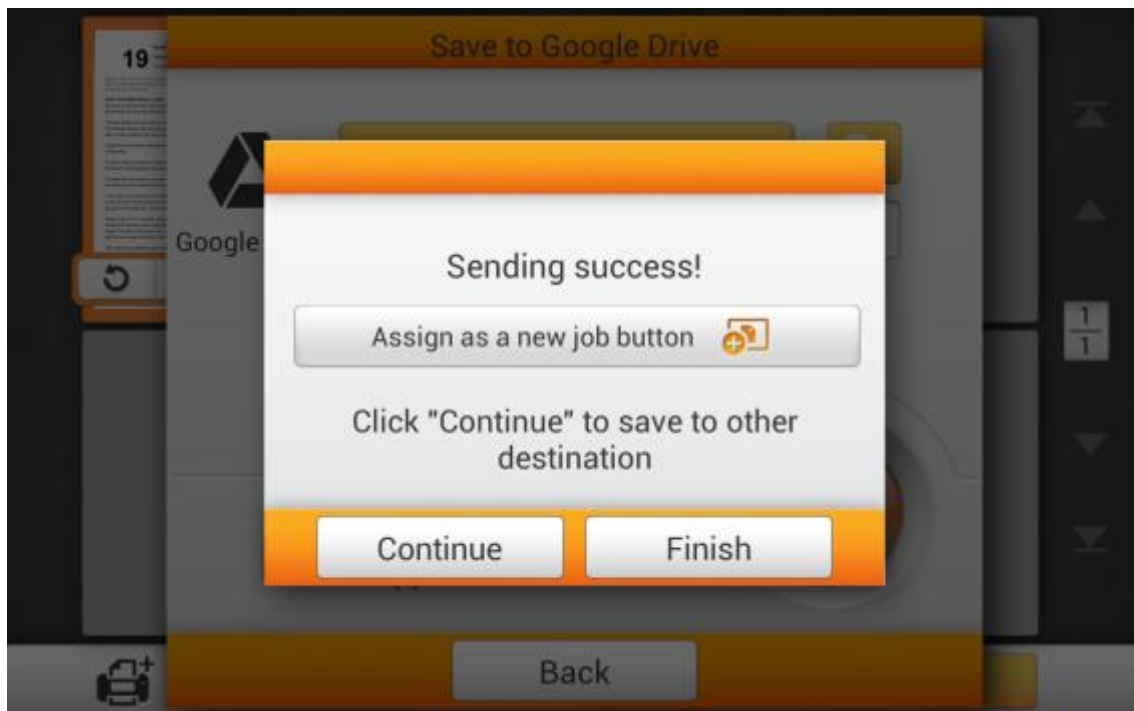
After successfully connecting to the cloud server, tap the




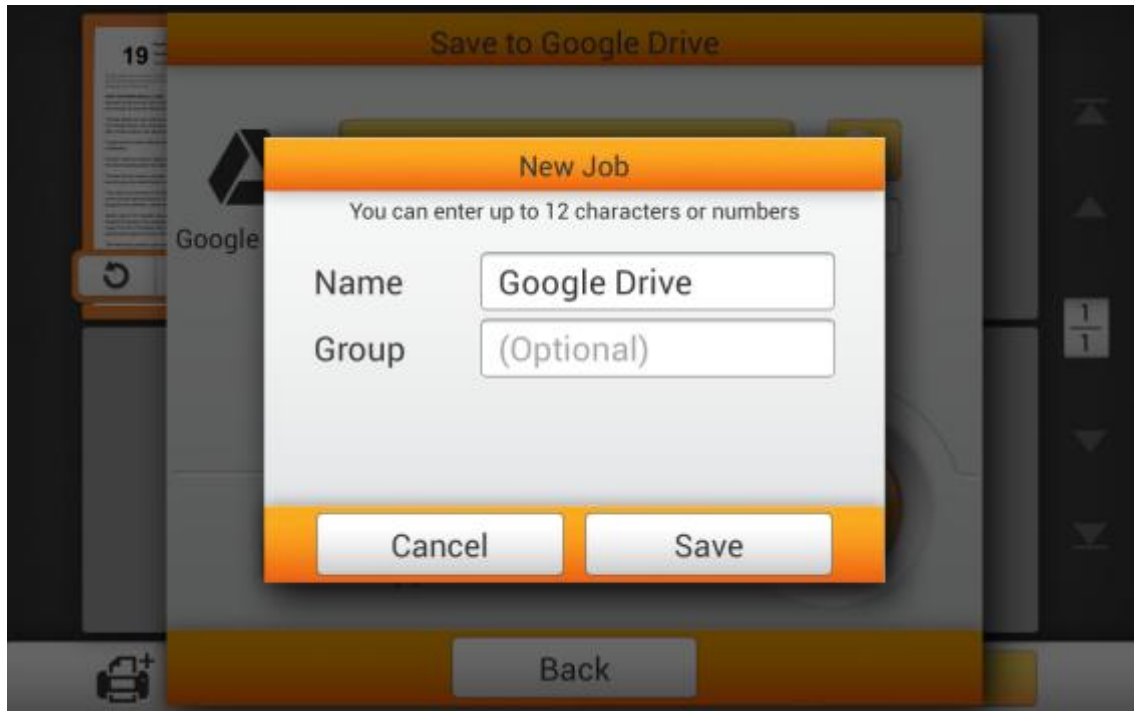
button to save the scanned document to the desired cloud server.



If you see the following dialog, the scanned document is successfully saved to the desired cloud server. You may tap the **Continue** button to save the scanned document to another destination, or tap the **Finish** button to complete the scanning procedure.




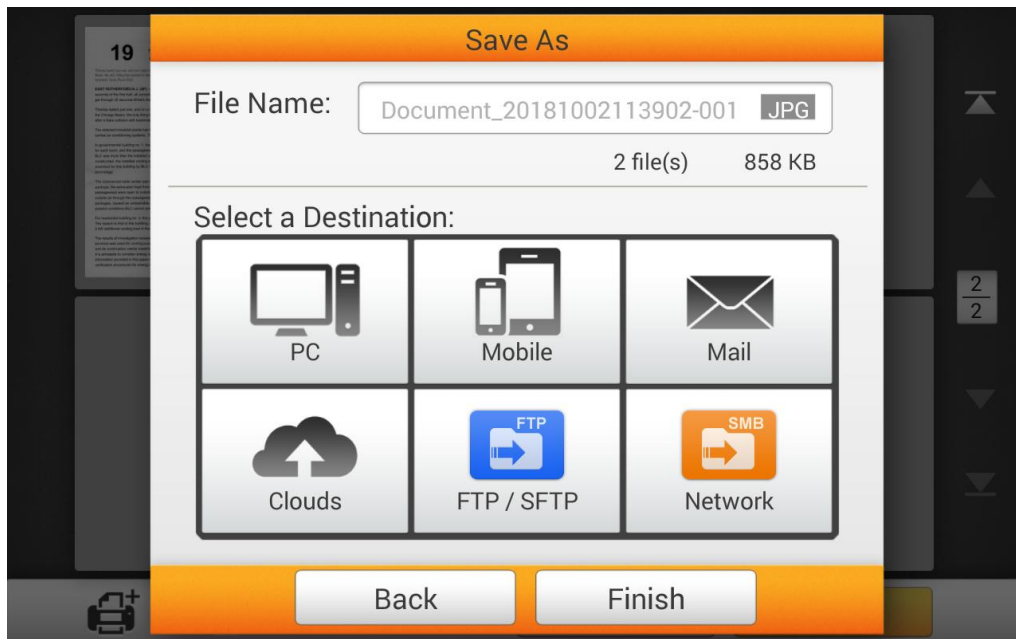
You may tap the **Assign as a new job button** to save this scan job as a frequently used button. Enter the **Name** and tap the **Save** button to save the scan job. You may enter the **Group** name if it is necessary. Next time when you want to scan document to this destination with these scan settings, you can tap the  button on the upper-right corner of the main screen to perform this scan job.







## Save to FTP/SFTP

Save to FTP/SFTP/FTPS allows users to save scan images and files to a designated folder on the FTP (File Transfer Protocol). Simply follow the instructions enclosed and save the hassle.

Tap on the  button to save the scanned document to the specific FTP folder.



1. Enter the Host name or the IP address of the FTP server in the **Host** column.
2. Select the **Protocol** and the **Encryption**.
3. Enter the **Username** and **Password** for the selected FTP server.
4. Tap the  button to connect to the FTP server. You can also select the desired FTP from the Quick Connect list at the bottom of the screen if you have previously connected to the FTP server.
5. Tap the  to select the desired folder.
6. Tap the  button to save the scanned document to the selected FTP server.
7. Tap the  button to exit this application.

FTP

Host:  Enter a Host Name or IP Address Port:  21

Protocol:  FTP Encryption:  Plain

Username:  Enter a username or empty.

Password:  Type your password

FTP :

1.0.50

Quick Connect


q w e r t y u i o p

a s d f g h j k l Next

z x c v b n m ! ?

?123 / @ , . .com

Your settings will be saved under "Quick Connect" tap for quick connection.

If you would like to remove the settings from "Quick Connect" tap, simply tap on the  icon next to the FTP settings.

FTP

Host:  Enter a Host Name or IP Address Port:  21

Protocol:  FTP Encryption:  Plain




Username:  Enter a username or empty.

Password:  Type your password

FTP :

1.0.50


Quick Connect

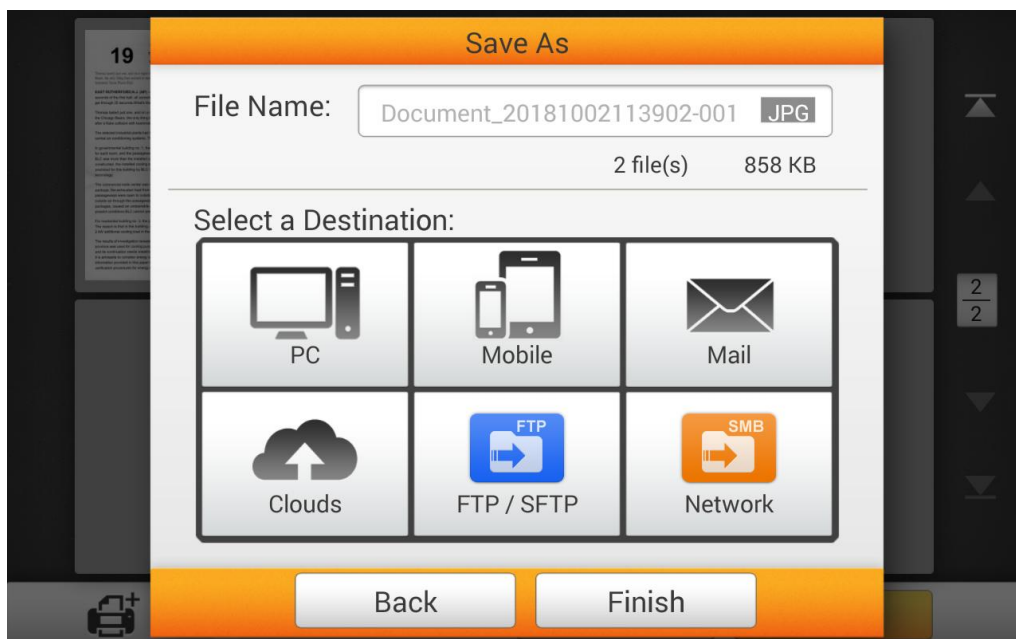
59.124.104.159 (scan001) /		10.1.194.194 (sable2000) /FTP_21/Test2/Test3	
10.1.194.194 (sable2000) /SFTP_2222/Test2/Test3			

## Save to Network

Save to Network, utilizing SMB protocol, allows users to save scan images and files to a designated folder on the same networks. Whether is on a PC, NAS, or other network connected device. This application can save user the hassle and directly transfer scan results to user's desire destination.





Note: The scanning device and your scanning destination must be on the same network.

Tap on the  button to save the scanned document to the specific network folder.








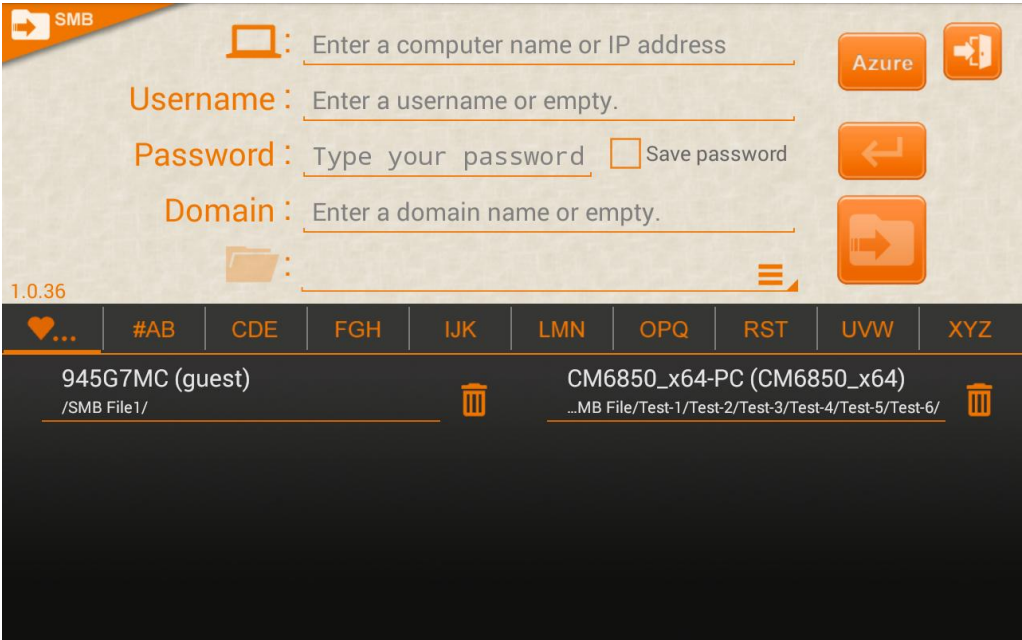
Select the desired network device, by tapping on the device name from the alphabetical order list on the bottom of the screen or enter the device's IP address directly.

1. Enter the **Username** and **Password** for the selected network device. Tick the checkbox to **Save password** if necessary.
2. Tap the  button to connect.
3. Enter the Domain name if necessary.
4. Tap the  to select the desired folder.
5. Tap the  button to save the scanned document to the selected network device.
6. Tap the  button to exit this application.




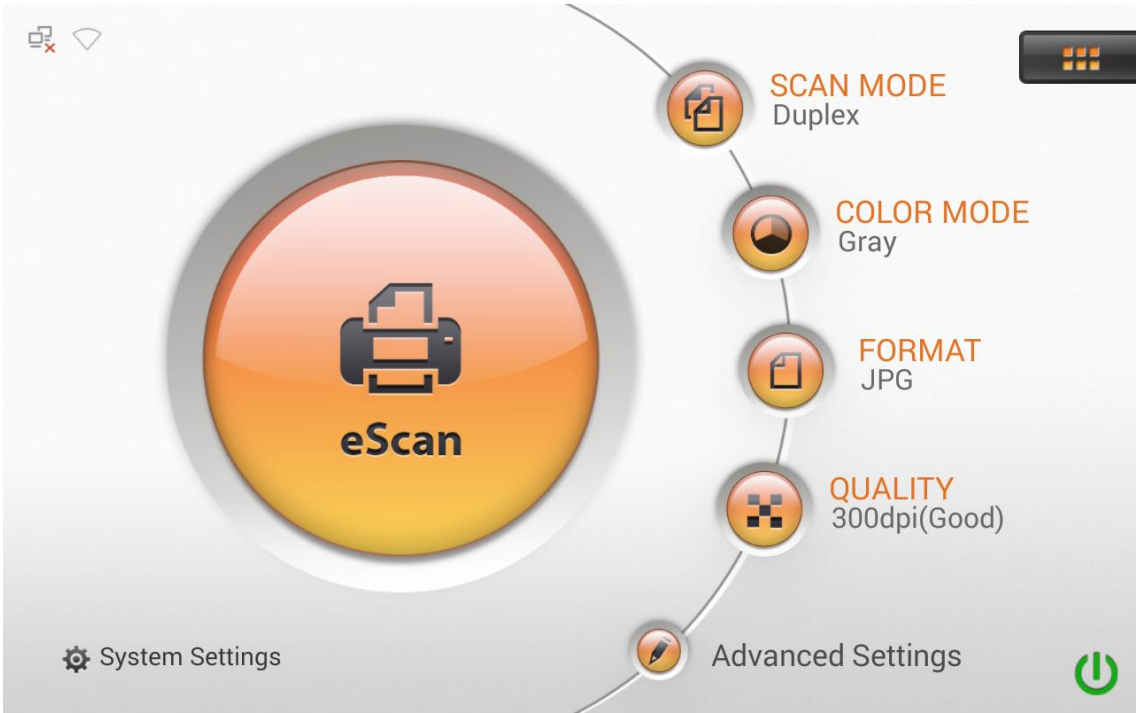
Your settings will be saved under "" tap for quick connection.

If you would like to remove the settings from "" tap, simply tap on the "" icon next to the network device's name.

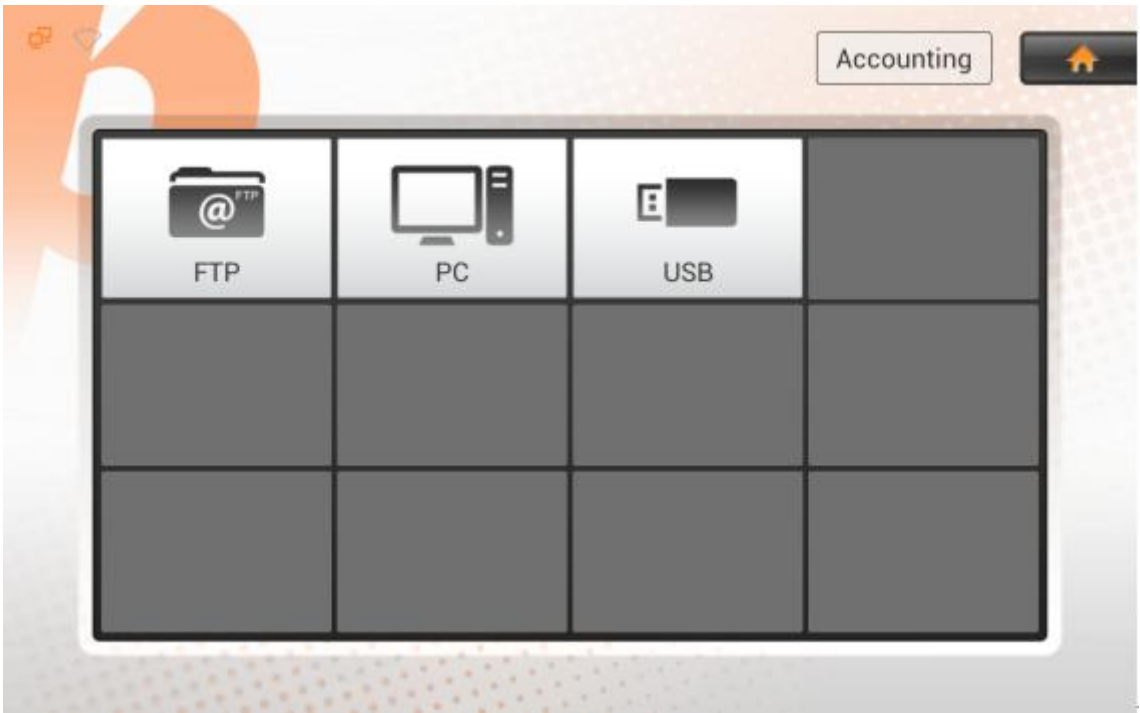


# JOB BUTTON SCAN

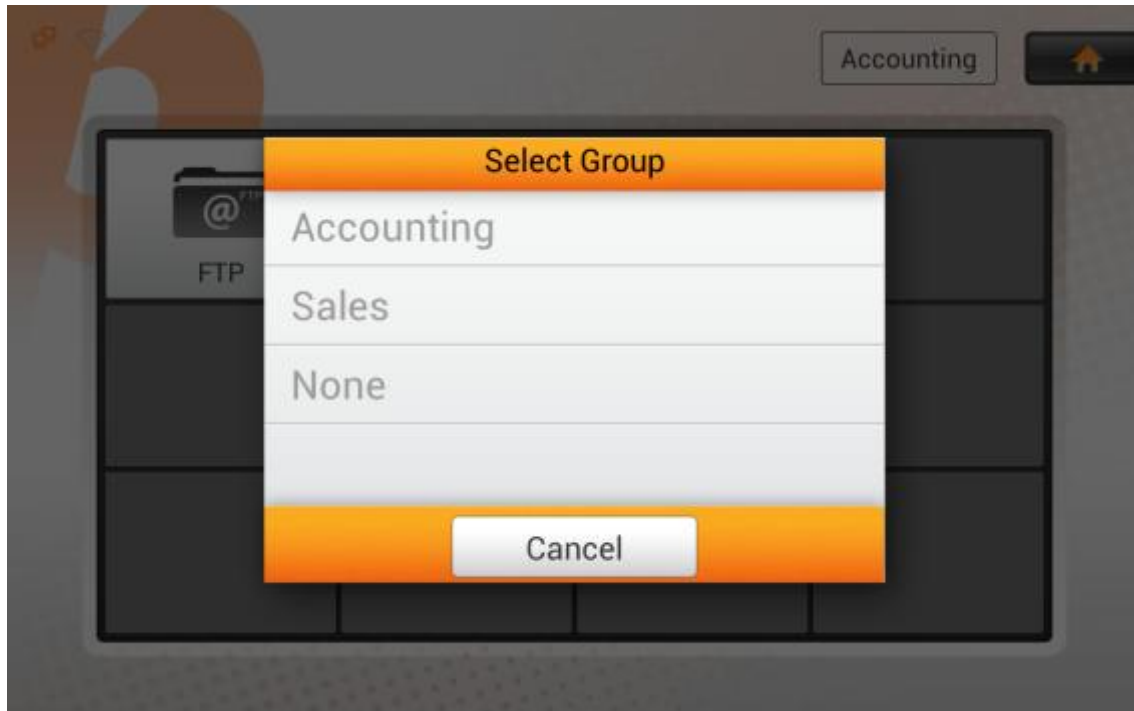
Tap the  button on the upper-right corner of the main screen to perform the preconfigured scan jobs.



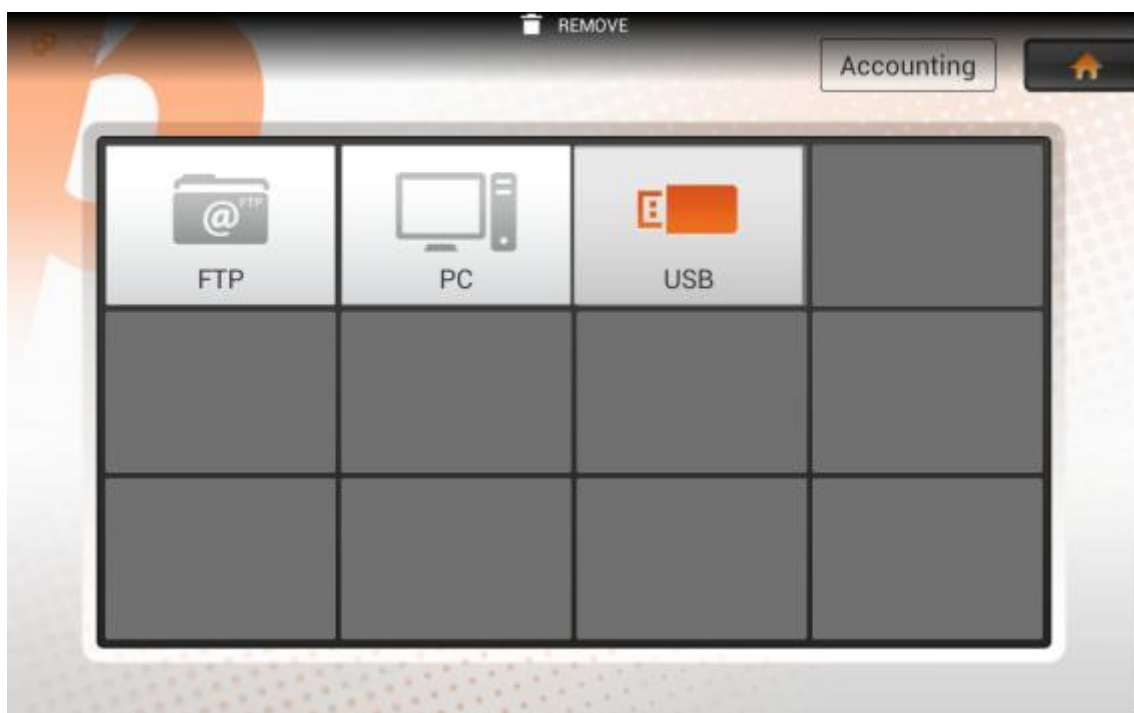
Tap on the desired button to scan document with the preset scan settings then save the scan file to the specific destination.



Tap the **Accounting** **Group** button to select the desired group if it is necessary. The group name is listed by alphabetical order. If you didn't enter the group name while creating the job button, it will be listed in group **None**.



Tap and drag the desired button to the **REMOVE** area on the top of the screen to remove the selected button. If you remove all the job buttons from one group, the group will be removed automatically. Tap the **Home** button on the upper-right corner to return to the main menu.



## CHAPTER III. CARE AND MAINTENANCE

Your scanner is designed to be maintenance-free. However, with proper cleaning will result in smoother operations, such as, scanning more paper in less time with fewer issues.

### CLEANING THE SCANNER

Paper powder, dust, ink and toner from paper being scanned may make the inner ADF dirty, which leads to poor image quality or document-feeding errors. How often should you clean your scanner depends on the type of paper and number of pages being scanned.

Perform the following procedures to clean the scanner surface and the ADF unit. Gently wipe locations described herein. Do not rub too hard.



#### Warning

- Before cleaning the scanner, turn off the scanner and disconnect the scanner's power cable and Ethernet cable, and then wait a few minutes for the glass and/or the inner ADF to cool to ambient temperature.
- Wash your hands with soap and water after cleaning the scanner.

### Cleaning Materials

Have the following cleaning materials ready to clean the scanner:

- **soft, dry, lint-free cloth (or a cotton swab)**
- **non-abrasive cleaner**—Isopropyl alcohol (95%). DO NOT use water.

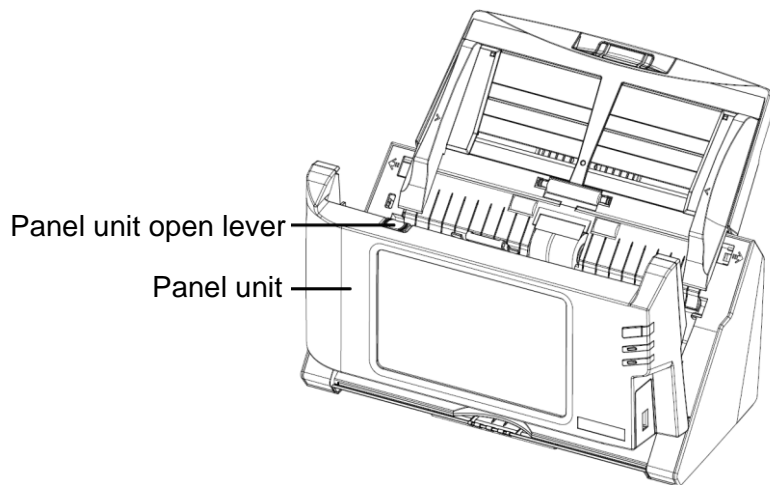


#### Attention

- Alternatively you can use glass cleaner or neutral detergent for windows cleaning to clean the scanner glass.
- However, DO NOT use either of them to clean the ADF feed roller or pad module.
- Use of other cleaning materials could damage your scanner.

## Cleaning the ADF

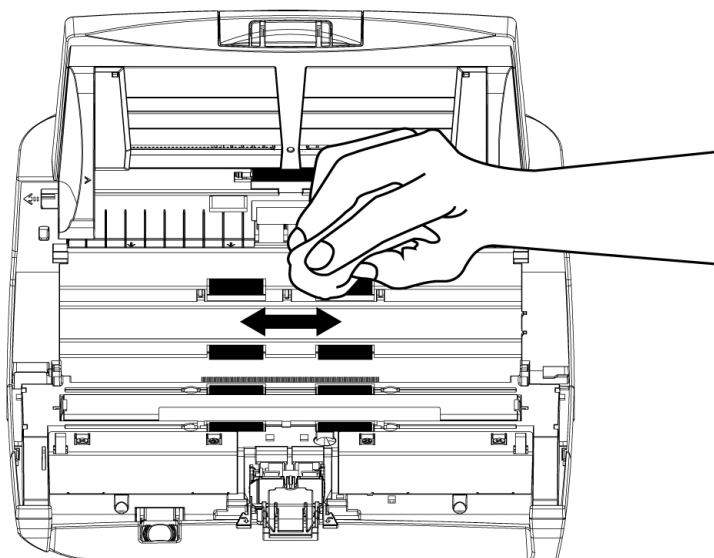
1. Open the panel unit by pulling the lever.



2. Gently wipe the following areas with the cloth dampened with the cleaner. Be careful NOT to scratch their surfaces.

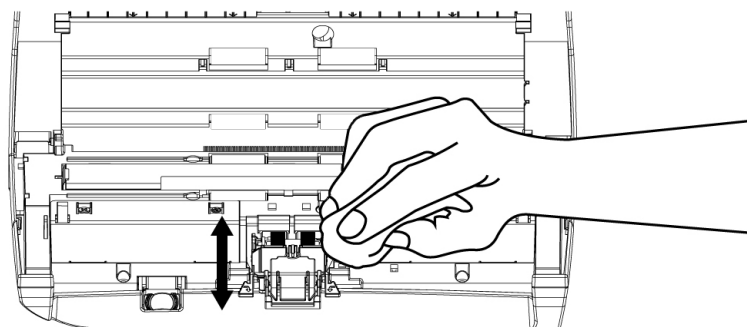
### Clean Feed Roller:

Wipe the Feed Roller from side to side and then rotate it. Repeat this until its entire surface is cleaned.

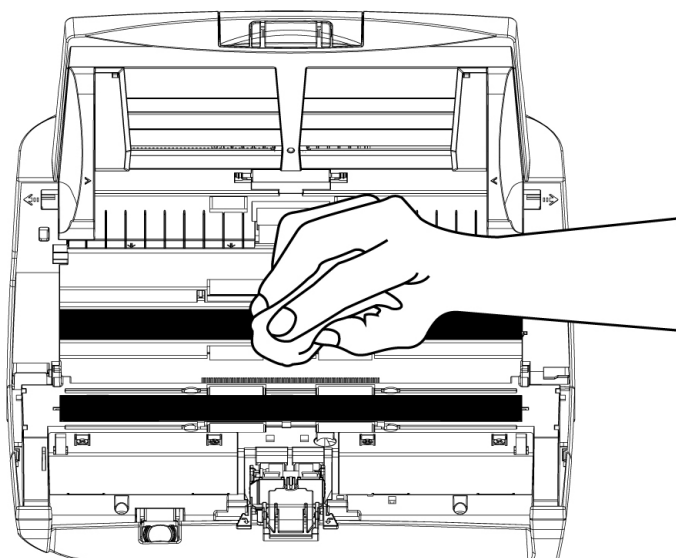


### Clean Pad Module:

Wipe the Pad Module from top to bottom (in the direction of arrow shown in below picture). Be careful not to damage the pick springs of the pad.



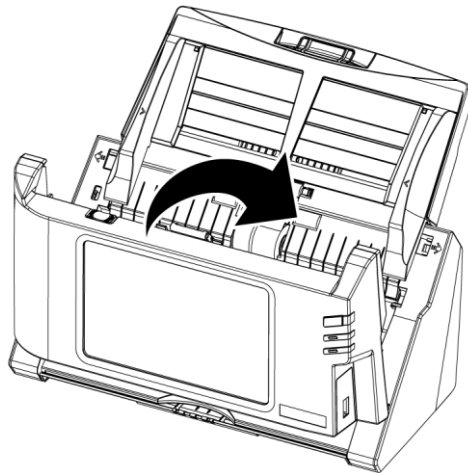
### Clean ADF Glass:



Do not spray cleaner directly onto the scanner glass. Excess liquid residue may fog or damage the scanner.

3. Wait for cleaned areas to dry completely.

4. Close the panel unit by pushing it back down until it snaps back into place.

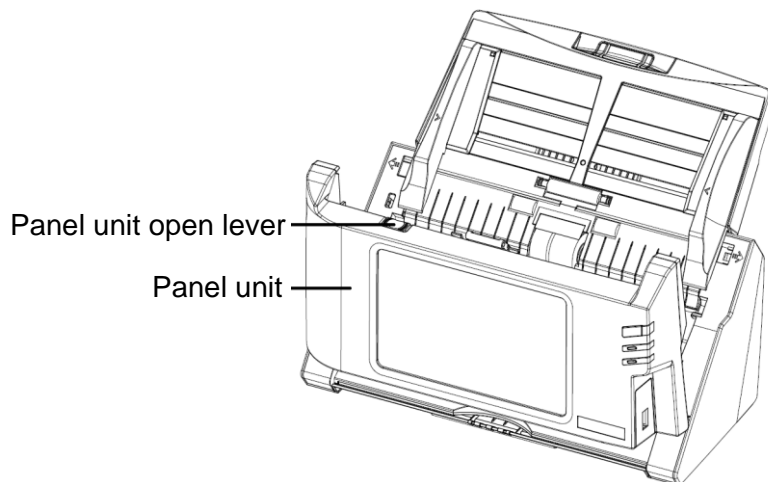


## REPLACING CONSUMABLES

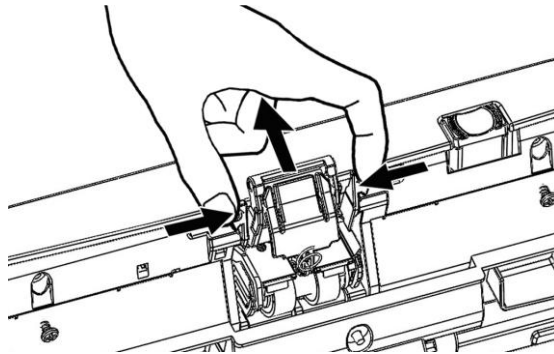
As a guideline, it is recommended to replace the pad module every 50000 sheets of scans (A4, 70 g/m<sup>2</sup> or 18 lb.), and it is recommended to replace the feed roller every 300000 sheets of scans (A4, 70 g/m<sup>2</sup> or 18 lb.).

### Replacing the Pad Module

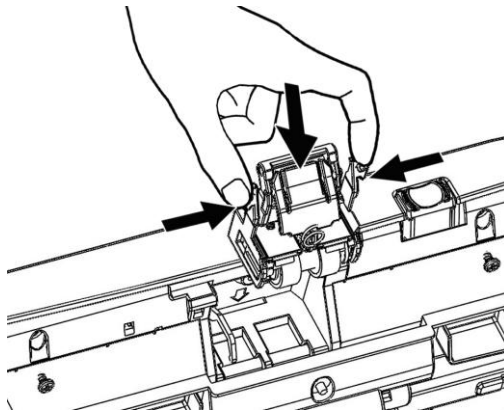
1. Open the panel unit by pulling the panel unit open lever.



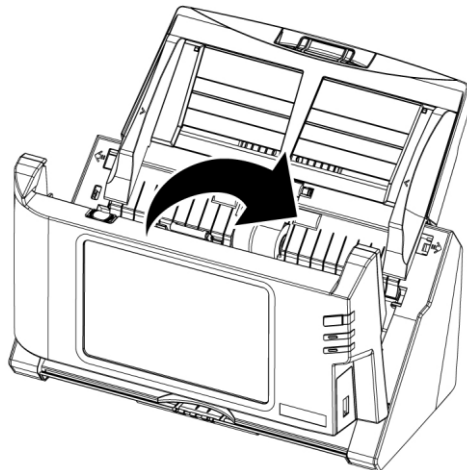
2. Remove the pad module by pinching both sides of the pad module and pull it out.



3. Install the new pad module by inserting the tabs on the module onto their slots on the scanner.



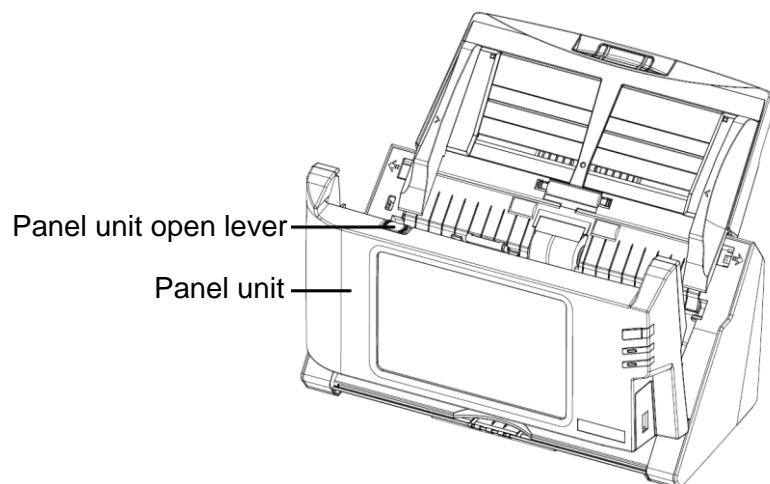
4. Close the panel unit by pushing it back down until it snaps back into place.



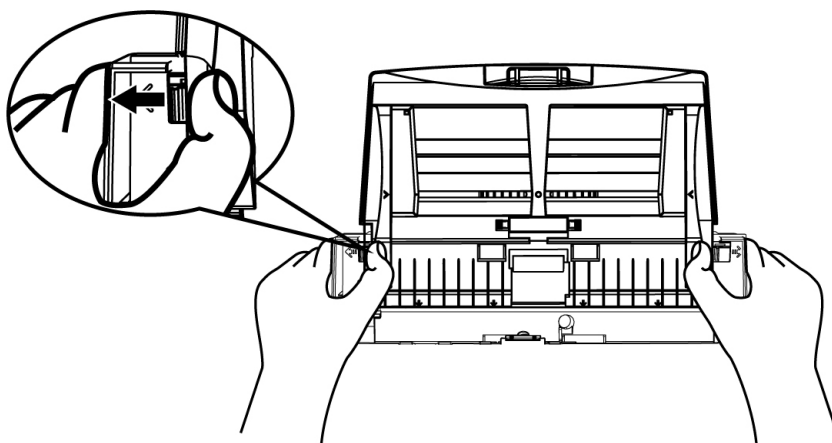


## Replacing the Feed Roller

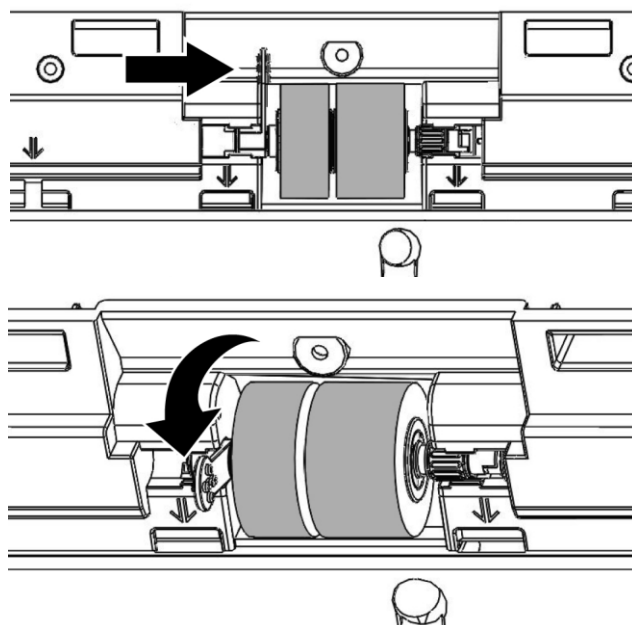
1. Open the panel unit by pulling the panel unit open lever.

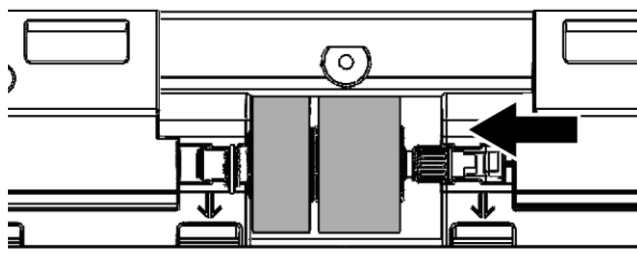


2. Remove the paper chute by pinching both sides of the handles on the paper chute to remove it.

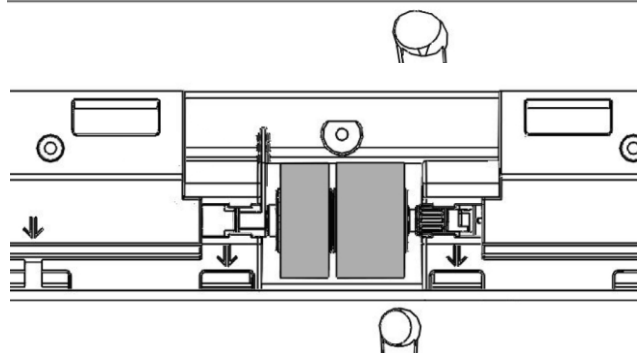
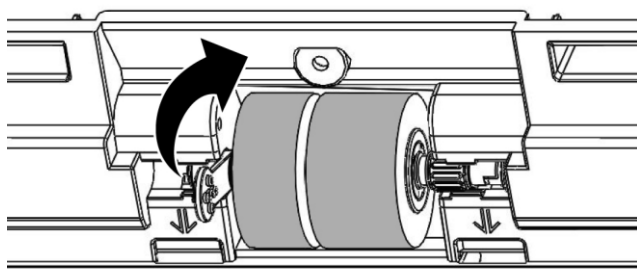
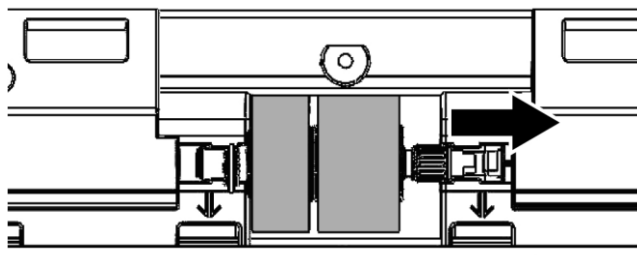


3. Remove the feed roller by pinching the feed roller and pull it out.

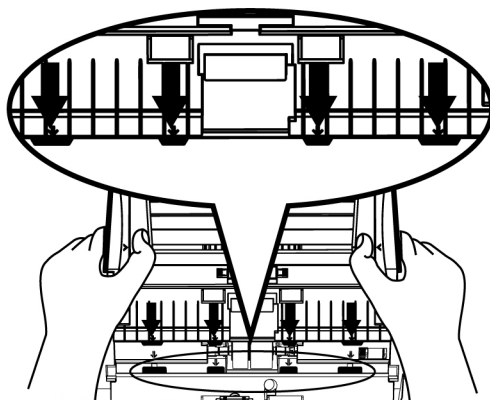




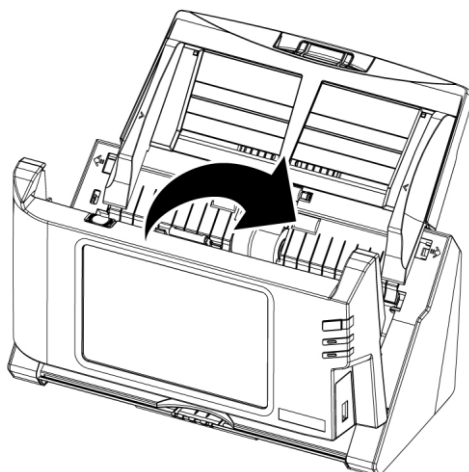
4. Install the new feed roller by aligning and inserting the feed roller onto the roller pitman on the scanner.



5. Install the paper chute by aligning and inserting the tabs of the paper chute into their slots on the scanner.



6. Close the panel unit by pushing it back down until it snaps back into place.



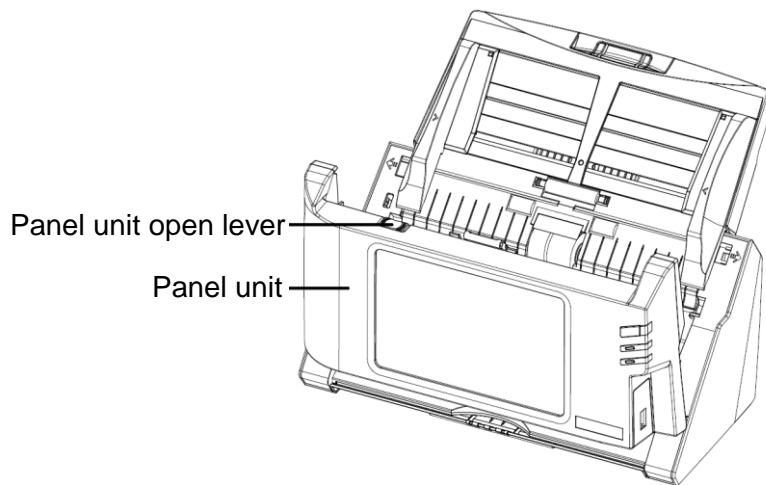
## CHAPTER IV. TROUBLESHOOTING

If you encounter problems with your scanner, please review the installation and scanning instructions contained in this guide.

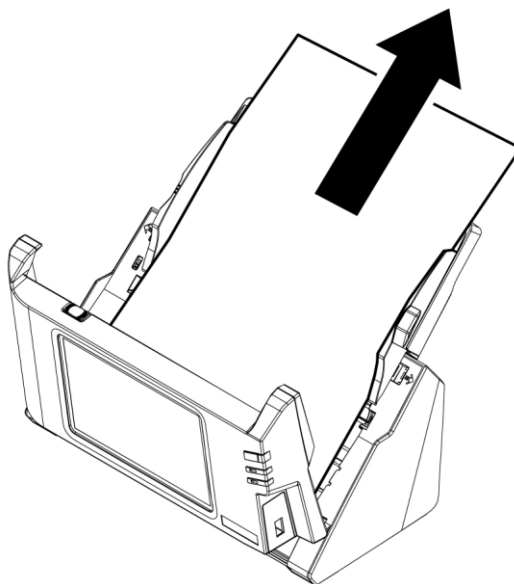
### CLEARING PAPER JAMS

If a paper jam in the ADF happens, please perform the following steps:

1. Remove any unjammed documents still loaded into the ADF.
2. Open the panel unit by pulling the panel unit open lever.



3. Gently but firmly pull the jammed documents out of the ADF. Try to avoid creasing or wrinkling the documents.

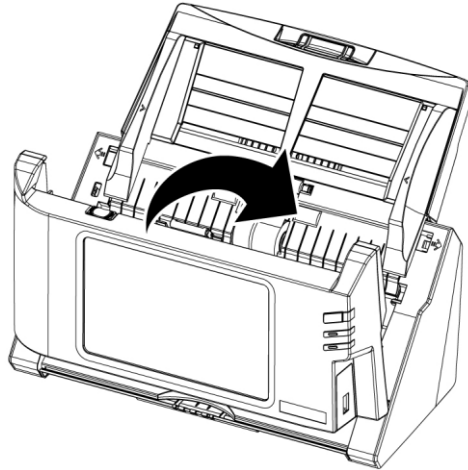




### Attention

Do not try to pull jammed or half-scanned documents out of the ADF without first opening the panel unit. Doing so may permanently damage the ADF.

4. Close the panel unit by pushing it back down until it snaps back into place.



## APPENDIX A: SPECIFICATIONS<sup>3</sup>

eScan A280	
Image Sensor	CIS x 2
Light Source	LED
Optical Resolution	600 dpi
Hardware Resolution	600 x 600 dpi
ADF Capacity	50 sheets (70 g/m <sup>2</sup> , 18 Lbs) Note: Output 100 images @ 300dpi, A4, color Note: Resolution and paper size may vary on number of output images per scanning batch.
Scanning Speed	20 ppm/ 40 ipm (color/gray, 300 dpi, A4 Portrait)
Scanning Area (W x L)	Max. 216 x 356 mm (8.5" x 14") *for long paper 216 x 1676 mm (8.5" x 66") Min. 13.2 x 13.2 mm (0.52" x 0.52")
Acceptable Paper Sizes (W x L)	Max. 216 x 356 mm (8.5" x 14") *for long paper 216 x 1676 mm (8.5" x 66") Min. 50.8 x 50.8 mm (2" x 2")
Acceptable Paper Weight (Thickness)	40 to 157 g/m <sup>2</sup> (12 to 40 Lbs)
Daily Duty Scan (Sheets)	2,000
Roller Lifetime (Scans)	300,000
Pad Lifetime (Scans)	50,000
Power Supply	24Vdc/ 2.7 A
Network Functions	Scan to Mobile Device Scan to FTP (Supports FTP/SFTP/FTPS) Scan to USB Scan to PC Scan to eMail Scan to Cloud Scan to Network (SMB 2.0/3.0)
Interface	USB 2.0 x 2, USB 2.0 (Host) x 1, RJ45 (network connection) x 1
Net Weight	2.8 Kgs (6.17 lbs)
Dimensions (W x D x H)	318 x 170 x 189 mm (12.53" x 6.69" x 7.45")
Operating Temperature	+ 5 °C to +35°C
Protocol	TWAIN Compliant Network TWAIN Compliant

<sup>3</sup> Hardware specifications may change at any time without prior notice.

<b>eScan A350</b>	
Image Sensor	CIS x 2
Light Source	LED
Optical Resolution	600 dpi
Hardware Resolution	600 x 600 dpi
ADF Capacity	50 sheets (70 g/m <sup>2</sup> , 18 lbs) Note: Maximum ADF capacity varies, depending upon paper weight.
Scanning Speed	25 ppm/ 50 ipm (color/grayscale, 300 dpi, A4 Portrait)
Scanning Area (W x L)	Max. 216 x 356 mm (8.5" x 14") *for long paper 216 x 5080 mm (8.5" x 200") Min. 13.2 x 13.2 mm (0.52" x 0.52")
Acceptable Paper Sizes (W x L)	Max. 216 x 356 mm (8.5" x 14") *for long paper 216 x 5080 mm (8.5" x 200") Min. 50.8 x 50.8 mm (2" x 2")
Acceptable Paper Weight (Thickness)	40 to 157 g/m <sup>2</sup> (12 to 40 lbs)
Multi-feed Detection	With ultrasonic technology
Daily Duty Scan (Sheets)	6,000
Roller Lifetime (Scans)	300,000
Pad Lifetime (Scans)	200,000
Power Supply	24Vdc/ 2.7 A
Network Functions	Scan to Mobile Device Scan to FTP (Supports FTP/SFTP/FTPS) Scan to USB Scan to PC Scan to Email Scan to Cloud Scan to Network (SMB 2.0/3.0)
Interface	USB 2.0 x 2, USB 2.0 (Host) x 1, RJ45 (network connection) x 1
Net Weight	2.8 Kgs (6.17 Lbs)
Dimensions (W x D x H)	318 x 170 x 189 mm (12.53" x 6.69" x 7.45")
Operating Temperature	+ 5 °C to +35°C
Protocol	TWAIN Compliant Network TWAIN Compliant

## **APPENDIX B: CUSTOMER SERVICE AND WARRANTY**

Please visit our website [www.plustek.com](http://www.plustek.com) for more customer service information. For further assistance, visit our website or call our customer support phone number listed on the website. One of our representatives will be happy to assist you from Monday through Friday in office working hours.

To avoid delays, please have the following information available before calling:

- Scanner name and model number
- Scanner serial number (Located at the bottom of the scanner)
- Scanner CD version and part number
- A detailed description of the problem

### **SERVICE & SUPPORT INFORMATION**

Where appropriate, the period of availability of spare parts and the possibilities of upgrading products information. Please ask local distributors and suppliers for spare parts information and product upgrade information.

Information requested by relevant Implementing Measure. Please ask local distributors and suppliers for the related information of Implementing Measure test report.

Do not dispose anything of products before you ask local distributors and suppliers to get correct information for decreases of environmental impact with right methods and procedures.

If you want to disposals the product and/or an accessory, please ask local distributors and suppliers to get the contact information of nearest disposal manufactures.

If you have any maintenance inquiry, please ask local distributors and suppliers to get the contact information of nearest maintenance center in order to extend the product usage life time.

If you want to maintain and clearance the product, please ask local distributors and suppliers to get the right information of nearest stores.

### **STATEMENT OF LIMITED WARRANTY**

This Statement of Limited Warranty applies only to the options you originally purchase for your use, and not for resale, from an authorized reseller.



The manufacturer warranty includes all parts and labor, and is not valid without the receipt of original purchase. To obtain warranty service, you may contact the authorized dealer or distributor, or visit our website to check out the available service information, or send a request via E-mail for further help.

If you transfer this product to another user, warranty service is available to that user for the remainder of the warranty period. You should give your proof of purchase and this statement to that user.

We warrant that this machine will be in good working order and will conform to its functional descriptions in the documentation provided. Upon provision of proof of purchase, replacement parts assume the remaining warranty of the parts they replace.

Before presenting this product for warranty service, you must remove all programs, data and removable storage media. Products returned without guides and software will be replaced without guides and software.

This Limited Warranty service does not provide for carry-in exchange when the problem results from accident, disaster, vandalism, misuse, abuse, unsuitable environment, program modification, another machine or non-vendor modification for this product.

If this product is an optional feature, this Limited Warranty applies only when the feature is used in a machine for which it was designed.

If you have any questions about your Limited Warranty, contact the approved retailer from whom you bought the product or the manufacturer.

THIS LIMITED WARRANTY REPLACES ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. HOWEVER, SOME LAWS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES. IF THESE LAWS APPLY, THEN ALL EXPRESS AND IMPLIED WARRANTIES ARE LIMITED IN DURATION TO THE WARRANTY PERIOD. NO OTHER WARRANTIES APPLY AFTER THAT PERIOD.

Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply.

Under no circumstances are we liable for any of the following:

1. Third party claims against you for losses or damages.
2. Loss of, or damage to, your records or data; or
3. Economic consequential damages (including lost profits or savings) or incidental damages, even if we are informed of their possibility.

Some jurisdictions do not allow the exclusion or limitations of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

This Limited Warranty gives you specific legal rights, and you may also have other rights that vary from jurisdiction to jurisdiction.

# **FEDERAL COMMUNICATION COMMISSION**

## **INTERFERENCE STATEMENT**

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These 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 the dealer or an experienced radio/TV technician for help.

FCC Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This device complies with 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.

This device and its antenna(s) must not be co-located or operating in conjunction with any other antenna or transmitter.

### **IMPORTANT NOTE:**

#### **FCC Radiation Exposure Statement:**

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator & your body.