Operating Manual

DocuPen XSERIES Scanner

PLANON SYSTEM SOLUTIONS INC.

Regulatory Information

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.

The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate the equipment.

RF warning statement: the device has been evaluated to meet general RF exposure requirement. The device can be used in portable exposure condition without restriction.

Canada ICES 003, Issue 3
This Class B digital apparatus complies with Canadian ICES-003.

FCC ID:XSAXV50

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Introduction

Thank you for purchasing our DocuPen XSERIES portable scanner. The DocuPen functions as a quick and simple tool that can be taken anywhere to swipe over a smooth flat surface to capture black and white as well as color images.

Charging

We recommend that you fully charge your DocuPen before the first use. You can charge the DocuPen by simply plugging it into any powered USB port. It takes about 60 minutes to fully charge the DocuPen.

Scanning

This Manual provides instructions for scanning documents with the DocuPen and downloading the scanned images to your PC.

Please read these instructions carefully to obtain optimum performance and longer service life from the unit. Retain this manual for future reference.

Support

In case you have any questions, need further information or experience any kind of difficulties during installation or operation don't hesitate to contact our Customer Support at:

support@planon.com

Customer Service: 1-905-507-3926

Technical Support: 1-877-DOCUPEN or 1-905-507-3926

For International callers: 1888 507 3926

Package Contents

The following components are included in your DocuPen product package:

1. The DocuPen XSERIES unit

2. USB cable for communication with PC(Mac) & recharging the DocuPen

3. Installation CD containing DocuPen PenTwain and USB driver, DocuPen stand-alone application, PaperPort Software

4. Abbyy Sprint FineReader (Included exclusively with the DocuPen XSERIES)

5. Quick Start Guide

6. Leather case (Executive Leather Case**)

DocuPen Features

LCD   Bluetooth On/OFF   Battery/External Memory card cover

Select Butto   Settings Button   Power On/OFF   USB port
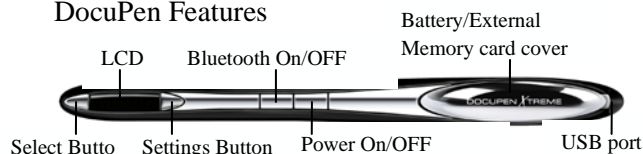
The DocuPen Xseries scanner has two control buttons in the middle and two control buttons on each side of the LCD screen. On the left hand side of the DocuPen XSERIES scanner you can see the LCD screen which displays the color mode, scan resolution, battery status, and memory status. On the right you see the Battery and External memory card cover and the USB port. By pressing the middle control buttons you will be able to power on/off DocuPen XSERIES scanner and power on/off the Bluetooth module. By pressing the buttons on each side of the LCD screen you will be able to select the desired color mode, scan resolution, specific scanned image, technical information, time and date.

Power Button

Press the **Power ON/OFF button** once to turn the DocuPen Xseries scanner on. The DocuPen XSeries scanner will turn itself on in default or last used configuration. The corresponding settings will be displayed on the LCD screen. For details on the various configurations please go to section Scan Settings. Press the **Power ON/OFF button** again to turn off the DocuPen XSERIES scanner.

Bluetooth Button

Press the **Bluetooth button** once to turn on the Bluetooth module in the DocuPen XSERIES scanner. The LCD screen will display the message "Bluetooth Transfer" confirming the Bluetooth is on. Press the **Bluetooth button** again to turn off the Bluetooth module.

Settings Button

Once the DocuPen XSERIES is powered on, press the
Settings button once to go into the setting mode. In

this mode you will be able to set the following options; color mode, scan resolution, specific scanned image, time and date. You can also view the Technical Information. In the Color Mode you can select, "Printstik" mode; which allows your DocuPen XSERIES scanner to print documents from the portable Planon PRINTSTIK printer. "B&W TIF" mode allows you to scan images in black and white. "Gray JPG" mode allows you to scan images in 24 – bit
color. "Color" mode allows you to scan images in full 256-bit color.

Select Button

Once the Setting button has been pressed, to select the desired settings you must press the **Select button.** Once you press the **Select button** your setting will be chosen and displayed in the LCD screen. NOTE: the LCD screen will only display Color mode, Scan resolution, Battery Status, and Memory Status. All other settings can only be viewed once you have pressed the Settings button.

Note: YOU MUST INSTALL THE DRIVERS BEFORE STARTING TO WORK WITH THE DOCUPEN!

DRIVER and Software Installation

DocuPen Driver Platform Requirements: Before you install DocuPen USB driver, make sure that your computer meets the following minimum system requirements:

Microsoft Windows 2000/XP/Vista
CD-ROM for driver installation

Before connecting the DocuPen you must install the necessary drivers. Insert the DocuPen Installation CD in your CD-drive and follow the on-screen instructions.

After installation, the DocuPen driver is made available to all Windows Twain-compatible applications, such as PaperPort, Windows Imaging, etc.

Upon insertion of the CD the DocuPen Installer control window will appear. (See above). By clicking on the corresponding button you will install the USB driver, the DocuPen Application (recommended) and the PaperPort software. The DocuPen Application will allow you to download and view the images from your DocuPen without using any additional graphics software.

ScanSoft's PaperPort is one of the leading Document Management Software packages and works seamlessly with our DocuPen. Although you can use any Twain compatible graphics software we recommend PaperPort due to its document editing capabilities.

Software Installation (USB Driver Installation)

Note: You must be logged on your PC as **Administrator**

Note: The DocuPen USB cable **must be DISCONNECTED** during installation of the Pentwain driver

We recommend that you close all the Windows programs and disable all virus protection software temporarily during the USB driver & PaperPort installation

1. Insert the DocuPen CD-ROM into your CD-drive.

2. DocuPen Install window will appear in a few moments.

3. In the DocuPen Install window please click on the button USB Driver.

4. In the Welcome window click the Next button.

5. The following WIdeUSB Welcome window will appear. Click the Next button.

6. The USB driver will start to search for previously installed WideUSB driver. If you have already the WideUSB driver on your PC, follow the uninstall instructions, and then restart the USB driver installation.
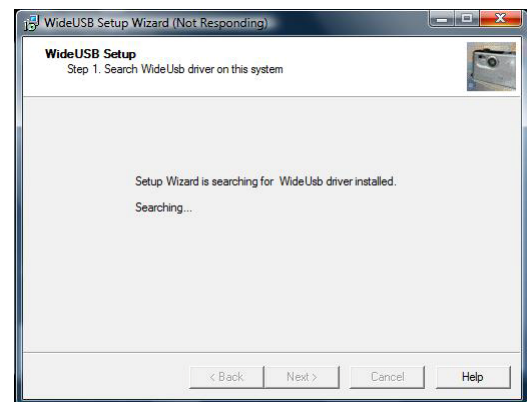
7. After the search is complete, click the next button.
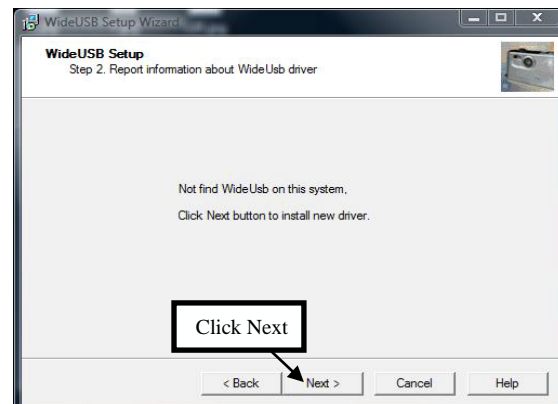
8. The USB driver will start installing. You will be prompted to click the Finish button to complete the USB driver installation.

Click Finish
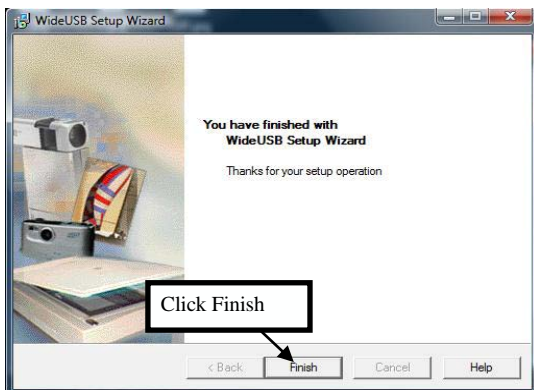
Note: Depending on your Operation System a Restart might be required. We recommend that you restart your computer after installation is completed

Note: The DocuPen is completely independent from the computer i.e. it should not (We recommend that it is not) connected to the USB cable while scanning You need to connect to download, calibrate or simply to charge the battery

Software Installation (PaperPort Installation)

From the DocuPen Install window select PaperPort and simply follow the onscreen instructions.

1. In the Welcome window select your language and click this button.

2. In the following window please click on the Start Installation button.

Click Start Installation

3. In the following window click the Next button.

Click Next

4. In the following window, accept the License agreement and click the Next button.

Select Accept

Click Next

5. In the following window, fill in your information. And then click the Next button.

ScanSoft PaperPort 11 - InstallShield Wizard

Customer Information

Please enter your...

Fill in your information

Click Next

< Back   Next >   Cancel

6. In the following window, select Complete Set up, and then click the Next button.

ScanSoft PaperPort 11 - InstallShield Wizard

Setup Type

Choose the setup type that best suits your needs.

Please select a setup type.

Select Complete

...atures will be in...

C:\Program Files\ScanSoft\PaperPort\

Custom

Choose where to install the program.

Click Next

< Back   Next >   Cancel
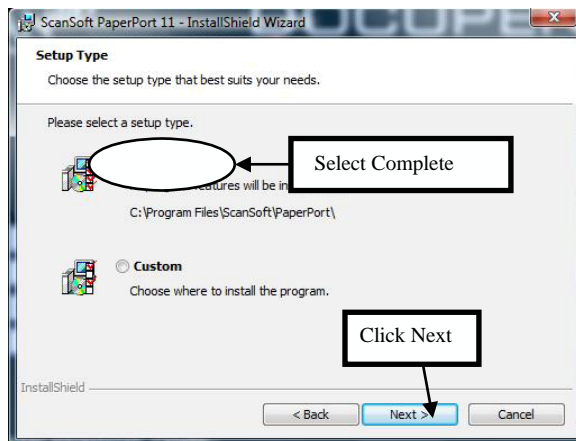
7. I n the following window, click the install button.

ScanSoft PaperPort 11 - InstallShield Wizard

Ready to Install the Program

The wizard is ready to begin installation.

Click Install to begin the installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

☐ Create PaperPort Icon on the Desktop

Click Install

< Back   Install   Cancel
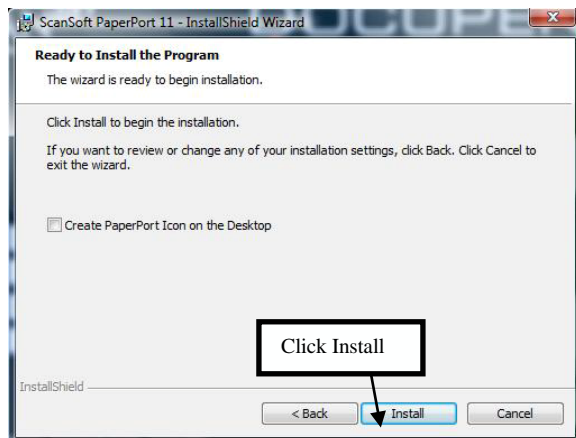
8. In the following window, you will see the installation progress.

ScanSoft PaperPort 11 - InstallShield Wizard

Installing ScanSoft PaperPort 11

Installation is in progress.

Please wait while the InstallShield Wizard installs ScanSoft PaperPort 11. This may take several minutes.

Status:

< Back   Next >   Cancel
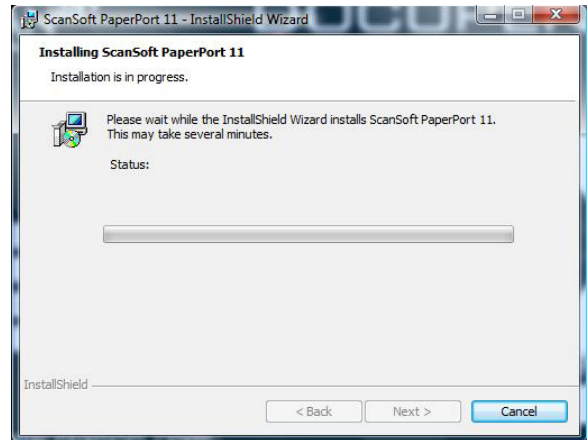
9. The following window will display that the installation is complete, click the Finish button.

ScanSoft PaperPort 11 - InstallShield Wizard

NUANCE
ScanSoft Imaging Solutions

InstallShield Wizard Completed

The InstallShield Wizard has successfully installed ScanSoft PaperPort 11. Click Finish to exit the wizard.

Please read the Release Notes for information about using PaperPort with your particular environment. If you are upgrading, be sure to read the Release Notes to learn about the changes and new features in this release.

< Back   Finish   Cancel

10. The Registration window will pop up – this is optional.

ScanSoft PaperPort 11 - Product Registration

Register Today!

Notification from Technical Support
Savings on product upgrades
Early notification of new products
Privacy assured

Register online with simple, secure registration through the Internet, or mail or fax a printed registration form.

NUANCE

⦿ Register online
○ Print registration form
○ Remind me in 7 days

OK

Note: Depending on your Operation System a **Restart** might be required

Software Installation (DocuDesk Installation)

From the DocuPen Install window select DocuPen Application and simply follow the onscreen instructions.

1. In the Welcome window, click the Next button.

2. The following window will prompt you to click
    the Next button to start the installation.
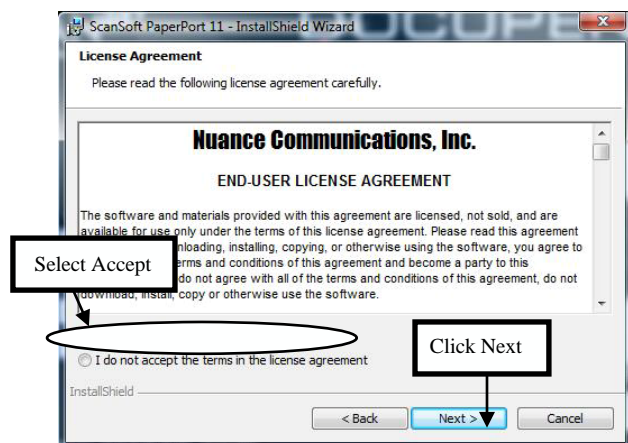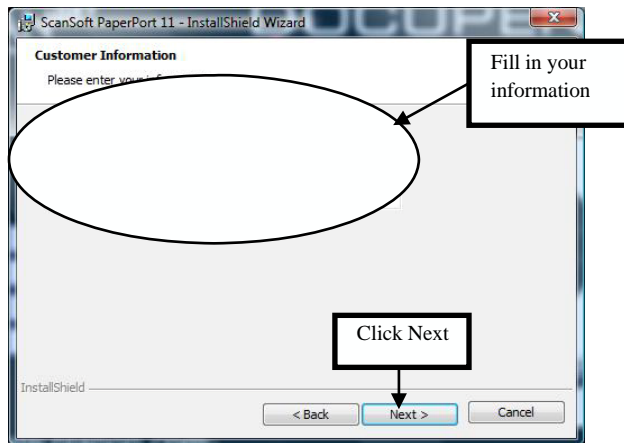

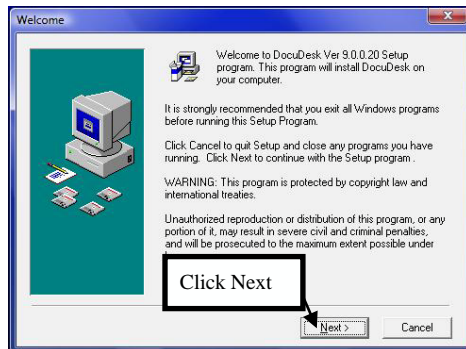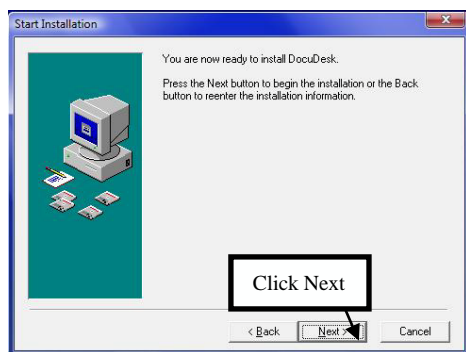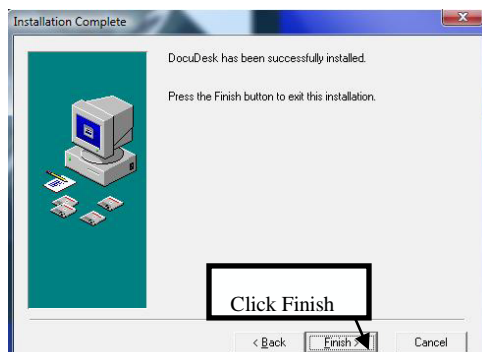3. After the installation is complete the following window will appear, click the Finish button to close the window.

Congratulations! The Driver and Software installation in now complete! Now you are ready to use your DocuPen!

Note: Depending on your Operation System a Restart might be required

Download the scanned Images to DocuDesk

Note: Make sure that your DocuPen is **CONNECTED** to your PC

1. Start the DocuDesk application from the programs menu.

2. Click on the download button and the scanned image will start downloading

3. These images are stored in pen folder located in my documents.

Erasing the DocuPen Internal Memory

After you have saved the desired image files on your hard disk, it is recommended that you empty the DocuPen's memory bank. By doing so, you ensure maximum storage capacity and optimum download speed.

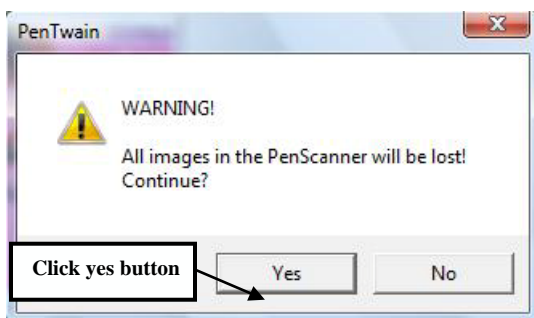Note: Make sure that your DocuPen is **CONNECTED** to your PC

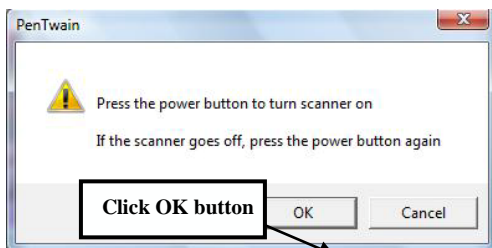## Note: Erasing External Micro SD card

Please refer to page 18.

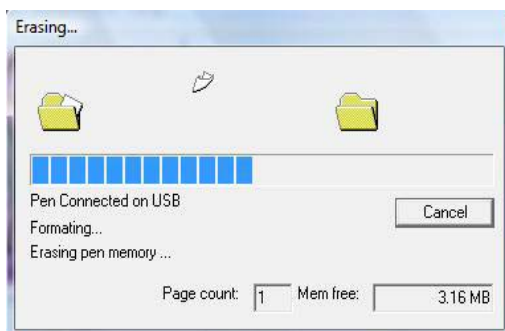1. While in DocuDesk click the Erase button to empty the pen bank.

Erase Button

2. A dialog window will prompt that you are about to erase DocuPen's memory bank. Click on the Yes button.

PenTwain

WARNING!

All images in the PenScanner will be lost! Continue?

Click yes button

Yes   No

3. A pop-up dialog prompts you to turn your DocuPen ON. Press the Power ON button on the DocuPen and click on the OK button in the dialog window.

PenTwain

Press the power button to turn scanner on

If the scanner goes off, press the power button again

Click OK button

OK   Cancel

4. The DocuPen memory bank will be erased.

Erasing...

Pen Connected on USB
Formating...
Erasing pen memory ...

Page count: 1   Mem free: 3.16 MB

Download the scanned Images to PaperPort

Note: Make sure that your DocuPen is CONNECTED to your PC

1. Start the PaperPort software

2. On your very first start you will see the How to Guide prompt window. Feel free to explore the detailed How to instructions within this guide.

How-to-Guides

Welcome to PaperPort 11 How-to-Guides

What would you like to do?

Edit and Enhance Images
Organize Files
Assemble Documents
Search for Items
Add Notes
Handle Forms

Do not display How-to-Guides again
Use the Help menu in Desktop view to restore How-to-Guides.

3. In the command bar within the PaperPort click the folder button, and locate and click the pen folder. You will see the downloaded images on your PaperPort desktop.

Folder Button

Pen Folder
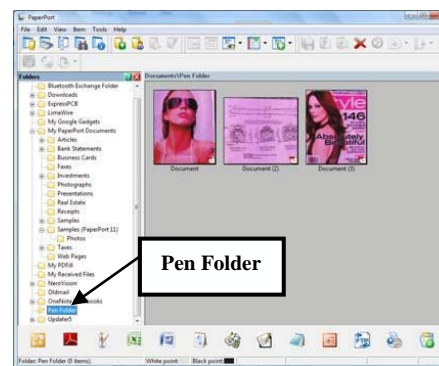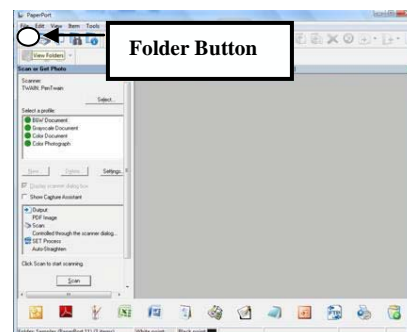
4. In the desktop area you can select an image and it can be run under all the applications that the PaperPort software has detected such as Word, or Excel, etc. All relevant windows applications are automatically listed at the bottom status bar of the PaperPort window. All this moment you can run the OCR function by simply selecting the image and clicking on the Word icon (in the bottom Status Bar).

Bottom Status Bar
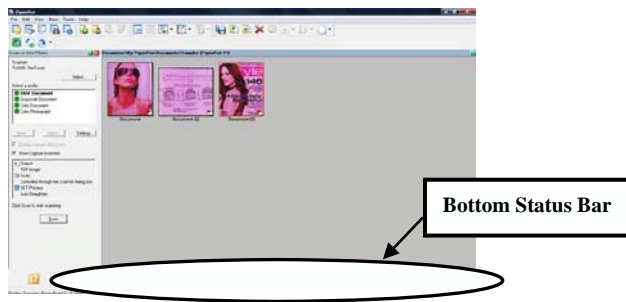
For further details on using PaperPort Software please look at the getting started guide which may be found in the PaperPort folder under Program Files in your computer.
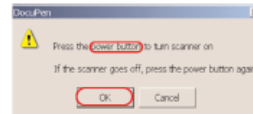
A prompt window will ask you to press the DocuPen scanner **power** button.

Press the DocuPen **power** button and click the **OK** button in the prompt window

After the download is complete, **thumbnail images** of your scanned pages will dis play in the DocuPen Scanner Control window.

To download the image into Abbyy FineReader, simply select the image thumbnail in the DocuPen Scanner Control window and click the **Transfer** button

Abbyy will convert the image into editable text. The Image window will display the scanned page as an image and the Text window will display the **editable text**
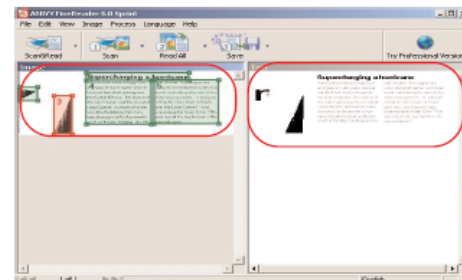
*NOTE: The Abbyy software does not come with certain models

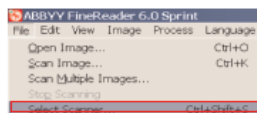## Installing the Abbyy FineReader Sprint Software

Note: The Abbyy Sprint Software is available exclusively with the DocuPen RC850.

Please insert the Abbyy Sprint CD into your computer CD drive. The CD should automatically start and a window with the Abbyy software for PC and MAC will open. Double click to open the Abbyy PC folder and double click the SetUP.exe to install. Please follow the onscreen instructions to complete installation.

Note: The Abbyy Sprint Software is compatible with all Mac OS up to 10.3.9 - non Intel based

Convert scanned images to text using Abbyy Sprint

Note: Make sure you connect the DocuPen with your PC and start the Abbyy FineReader

| ABBYY FineReader 6.0 Sprint |
| File Edit View Image Process Language |
| Open Image...   Ctrl+O |
| Scan Image...   Ctrl+K |
| Scan Multiple Images... |
| Stop Scanning |
| Select Scanner...   Ctrl+Shift+S |

In the File menu choose **Select Scanner...**

| Select TWAIN Source |
| PenTwain |
| IBM UltraPort Camera |
| WideTwain |
| PenTwain |

In the dialog that appears select **PenTWAIN**

Note: Step 1 & 2 only apply the first time you use the DocuPen

To start the **download & recognition** after scanning, click on the **Scan&Read** button within the Abbyy window

In the DocuPen Scanner Control window that appears, click on the **download** button to transfer your scans from the DocuPen's memory bank to your PC

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Scan Settings

Bluetooth ON/OFF

Select button   **Settings button**   **Power ON/OFF**
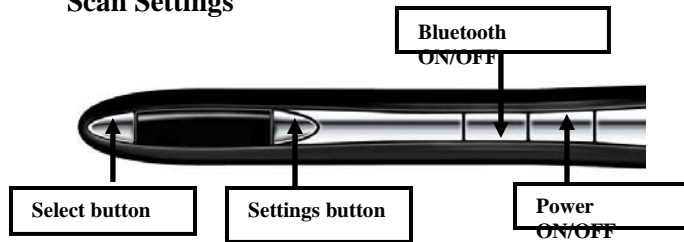
The DocuPen Xseries has four control buttons.

NOTE: Make sure the DocuPen Xseries scanner is not connected with USB cable to your computer when scanning or changing scan settings. Only make this connection to transfer files or format the internal memory or external MicroSD card.

By pushing the **Power ON/OFF** button you can:

1. Turn the scanner **ON**. The LCD will turn on indicating the current settings on the scanner.

2. Turn the scanner **OFF**- The DocuPen is designed to turn **OFF** automatically. You can also turn it **OFF** manually by pushing and holding the button for 5 seconds.

You have to start the scanning operation within a few seconds after turning on the DocuPen Xseries **ON**. If there is no manipulation, i.e. no movement or no setting-up of the Scan mode, the scanner will turn itself **OFF**. You will need to turn it ON again.

By pushing the **Settings** button you can:

1. Scroll through the desired **setting** which you would like to change. These **settings** are: **Mode, Resolution [DPI], Select Scan, Technical Info, Select Time, Set Date, and Exit.**

By pushing the **Select** button you can:

1. **Select** the desired setting which you would like to change.

By pushing the **Bluetooth ON/OFF** button you can:

1. You turn **ON** the Bluetooth device in your DocuPen Xseries scanner.

2. You turn **OFF** the Bluetooth device in your DocuPen Xseries scanner.

Scan Settings (continued...)

Settings Explained:

Mode: Represents the **mode** which you would like to scan your image with. These **modes** are:

Mode: PRINTSTIK

 By selecting this **mode**, you will be able to scan your image and print the image from the PLANON portable PRINTSTIK printer. After selecting the PRINTSTIK **mode**, press the **Bluetooth ON/OFF button** to turn ON the Bluetooth module in your DocuPen Xseries scanner. Now press the **Settings button** and select the **"Select Scan"** setting. In this setting you will be asked to SCAN: PRINT LAST, select this option (This will enable you to print the latest scan you made on your DocuPen Xseries scanner). Now you should see a message asking: "IS PRINTER ON?" Make sure your PRINTSTIK printer is on, and press the select button. You will see the message saying "BT TRANSFER", at this point your scanned image will be printing from the PRINTSTIK printer via Bluetooth connection.

DocuPen Xseries in PRINSTIK Mode

Bluetooth Connection

PLANON PRINTSTIK
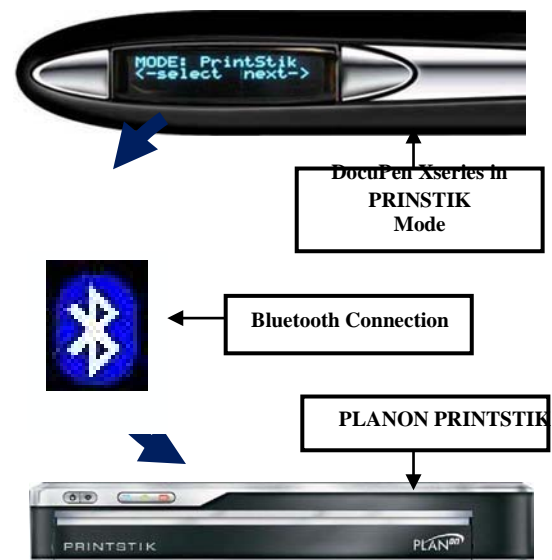
Mode: B&W TIF

By selecting this mode, you will be able to scan your image in black and white. Also the image will be saved in you DocuPen Xseries scanner in the *.TIF format. It is recommended that you choose this mode when you are scanning an image that contains only black and white colors. By doing so, you can optimize the memory space on your DocuPen Xseries scanner.

Mode: GRAY JPG

By selecting this mode, you will be able to scan your image in grayscale mode. Basically it is similar to B&W mode, except the black is not 100% black. There will be different levels of gray representing all the non-white colors in your image. The image will be saved in you DocuPen Xseries scanner in the *.JPEG format.

Mode: COLOR

By selecting this mode you will be able to scan the image in color. This will take up the most space on your memory card in your DocuPen Xseries scanner.

Resolution [DPI]: Represents the **resolution [DPI - dots per inch]** which you would like to scan your image with. There can be 3 **resolution [DPI]** settings chosen.

150 DPI: 150 dots per inch, this is the lowest quality of sharpness at which the image can be scanned.

300 DPI: 300 dots per inch, this is a very good quality of sharpness at which the image can be scanned.

600 DPI: 600 dots per inch, this is highest quality of sharpness at which the image can be scanned

Select Scan: Represents the images that have been scanned and saved in **PRINTSTIK Mode ONLY** on your DocuPen Xseries scanner. This setting allows you to select the scans saved in the memory bank and print them. There are two options you can choose in this setting.

SCAN: PRINT LAST: Allows you to print the latest image you have just scanned.

ARCHIVE SCAN:

NOTE: It is required to have a MicroSD inserted into DocuPen Xseries scanner in order to use the Archive Scan option.

This option allows you to save and archive the latest image you have just scanned. By Archiving your scanned image, you can retrieve later for printing.

To retrieve the archived scanned images, choose next under Archive Scan mode to search for the file you want. Once you have made the selection you can choose to print. The Xseries scanner will turn off if it is idle for 8 seconds.

Technical Info: This represents the technical information of your DocuPen Xseries scanner. You can find out the serial number of the device and the firmware it has been programmed with.

Select Time: This represents the time on your DocuPen Xseries scanner. Under this setting you can change the hours, minutes and seconds to your desired time.

Select Date: This represents the date on your DocuPen Xseries scanner. Under this setting you can change the year, month and day.

Exit: This allows you to exit from the settings menu.

Bluetooth Settings

The DocuPen Xseries scanner has a Bluetooth module inside that allows you to transfer images wirelessly to your computer, Smartphone and PLANON portable PRINTSTIK printer.

Using the Bluetooth connection from your DocuPen
Xseries scanner to your computer

1. Press the Bluetooth ON/OFF button to turn ON the Bluetooth module in the DocuPen Xseries scanner. You will see a message on the LCD screen saying "BT TRANSFER" – this is a notification that the Bluetooth is ON and ready to transfer files.

2. Go to "My Bluetooth Places" on your computer.

Search for the DocuPen Xseries scanner.

The Bluetooth ID will have the name XSERIES in it.

3. Once you have located the DocuPen Xseries scanner, double click the icon (shown above), and then double click the Serial port connection icon (shown below).


4. A security code is required at this point, enter 0000. Now the DocuPen Xseries scanner is paired with your computer. You can now transfer files to your computer using the PaperPort software, without USB connection!

<u>Using the Bluetooth connection from your DocuPen Xseries scanner to your PLANON portable PRINTSTIK printer</u>

1. Turn ON the Bluetooth module in your DocuPen Xseries scanner.

2. Turn ON the PLANON portable PRINTSTIK printer.

3. Follow instructions from the **Scan Settings** section under **Mode:** PRINTSTIK.

DocuPen Scan modes – Profile Configurator

Open Profile Dialog…
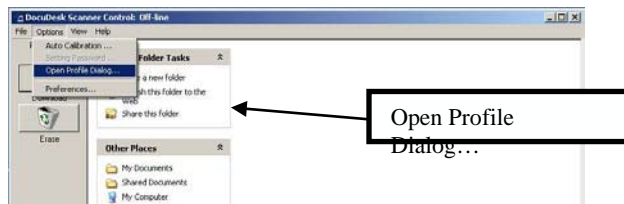
The Profile Configurator does not apply to the Xseries. However you can configure directly from the DocuPen Xseries scanner.

Docupen Color Calibration procedure

Note: In order to perform Color Calibration you need to print out the Color Calibration sheet. You can download the file from the installation CD or from the link: http://www.planon.com/drivers.php. Please print the color calibration sheet on photo paper in landscape mode.

Before starting the calibration procedure please make sure that you have downloaded our latest DocuPen drivers. You can download the latest from the following link:
**http://www.planon.com/drivers.php**

Note: Your DocuPen must be **CONNECTED** to your PC before starting the Calibration procedure

The DocuPen is factory calibrated and there should be no need to re-calibrate. We advise you to recalibrate only if you experience poor scan quality, e.g. scanned image appears in white or black.

IMPORTANT: You must re-calibrate color for 300 dpi and
600 dpi, first select resolution 300 dpi then follow the below instructions to re-calibrate color. Then select
600 dpi resolutions and repeat the color calibration.

1. Connect the DocuPen Xseries scanner to your computer using the USB cable.

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3. The DocuDesk window will appear. Click options, and select the auto calibration option.
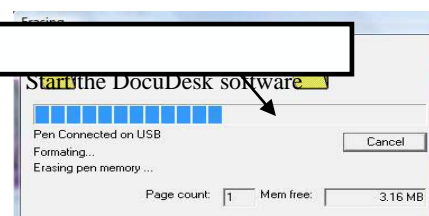

Options
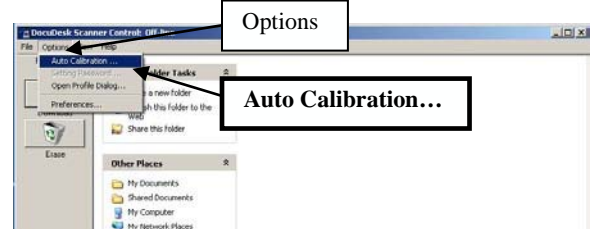
Auto Calibration…

4. In the Calibration Setup window that appears please select Calibrate Color from the drop down menu and click OK.
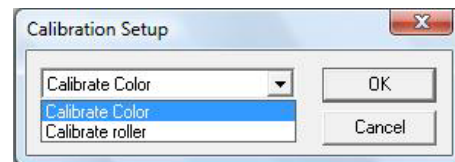
5. You will be prompted to turn the DocuPen Xseries scanner ON. Press the Power ON button and then click OK in the PenTwain Dialog window.

Make sure scanner is ON and click OK
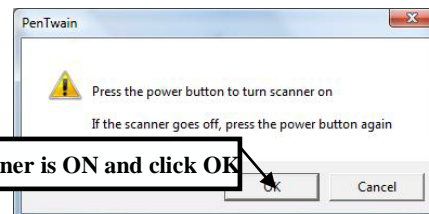
2. Start the DocuDesk software

Memory will be automatically formatted

6. After the memory has been formatted, the Calibration scanning dialog window will appear. Please disconnect the DocuPen from the USB cable and position it on top of the Color Calibration sheet. Please scan the sheet in the color mode and high resolution (300/600 DPI).

7. The DocuPen will now save the Calibration Image into memory. After the image is saved, please re-attach the DocuPen to the USB cable. Now press the Power ON button within the

DocuPen and click the OK button within the Calibration scanning dialog window.

Calibration scanning
Please, now scan the calibration paper.
Select the proper color mode and resolution for this calibration paper. You may consult the user manual for more details.
When finished and ready to download the calibration press Ok.
OK
Cancel

Wait for color calibration sheet to be saved, re-connect the USB connection and turn the power ON, then click OK.

8. The Calibration result dialog window will appear. You should see the calibration values to the left and a Green OK sign to the right.

Calibration result
Vertical resolution precision:
Calibration Entry:
19
19
19
19
19
19
19
18
Roll size:
151 R
Accuracy:
Lines: 151, 100%
Tolerance
Between 96 and 104 %.
If above or lower value, image may look distored, you should consider recalibrating.
Last Calibration Values
Apply auto compensation
Maintenance
Color result when applicable :
Draft/Normal
OK
Edit SCR list...   Upload Values to pen...
Redo...   Cancel

Click Upload Values to pen

9. Finally click Upload Values to pen button in the Calibration result dialog window to send the calibration result to the DocuPen Xseries scanner. You will be prompted to turn the DocuPen Xseries ON. Press the Power ON button on the DocuPen Xseries scanner and click OK in the dialog window – this will store the new values.

You have successfully recalibrated your DocuPen Xseries scanner!

Docupen Roller Calibration procedure

Note: In order to perform Roller Calibration need to print out the Roller Calibration sheet. You can download the file from the installation CD or from the link:
http://www.planon.com/drivers.php. Please print the roller calibration sheet in landscape mode.

The DocuPen is factory calibrated and there should be no need to re-calibrate. We advise you to recalibrate only if you experience poor scan quality, e.g. scanned image appears in white or black.

As a rule, color calibration must be performed before roller calibration.

IMPORTANT: Roller Calibration has to be done in 600 dpi B&W mode.

Note: Before starting the calibration procedure please make sure that you have downloaded our latest DocuPen PenTwain drivers. You can download the drivers from the CD or the following link: http://www.planon.com/drivers.php

1. Connect the DocuPen Xseries scanner to your computer using the USB cable.

2. Start the DocuDesk application

3. The DocuDesk window will appear. Click options, and select the auto calibration option.

Options

Auto Calibration…

4. In the Calibration Setup window that appears please select Calibrate Roller from the drop down menu and click OK.

Calibration Setup
Calibrate Color
OK
Calibrate Color
Calibrate roller
Cancel

5. You will be prompted to turn the DocuPen Xseries scanner ON. Press the Power ON button and then click OK in the PenTwain Dialog window.
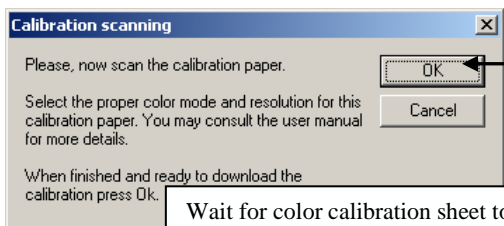
PenTwain
Press the power button to turn scanner on
If the scanner goes off, press the power button again

Make sure scanner is ON and click OK

OK   Cancel

Memory will be automatically formatted
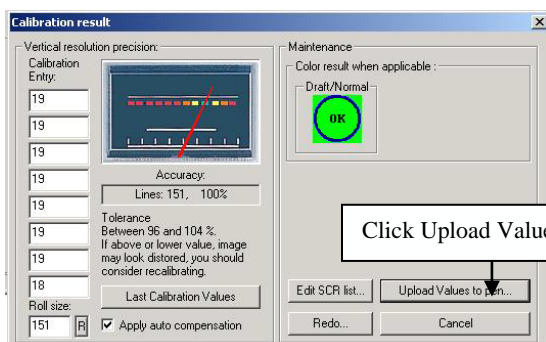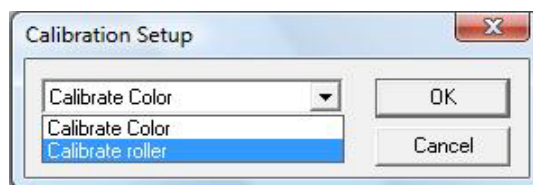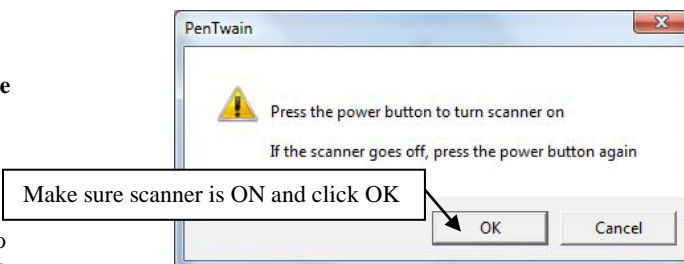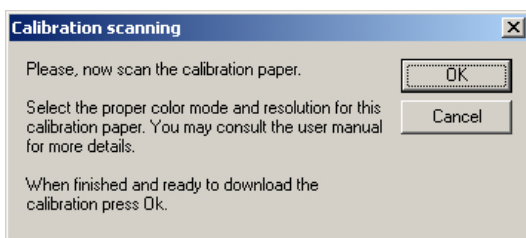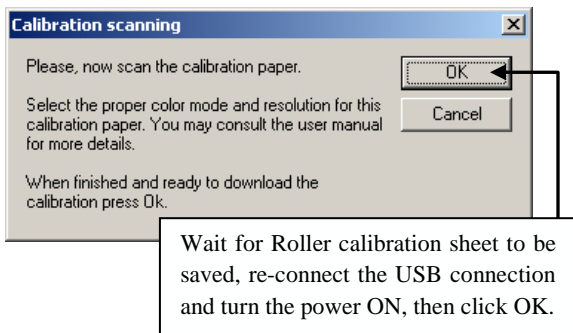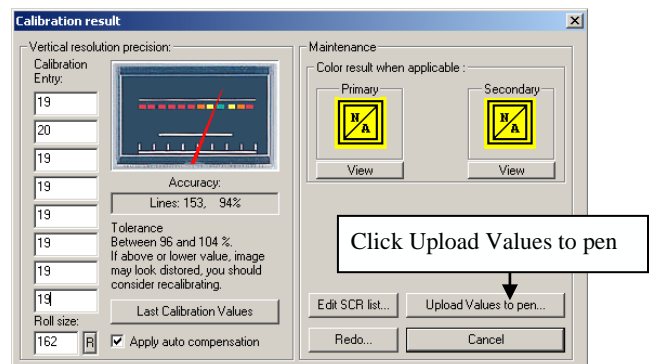

Click Upload Values to pen
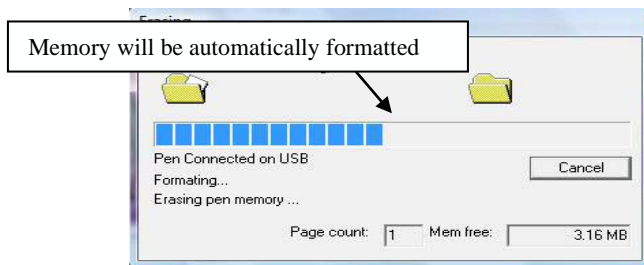
6. After the memory has been formatted, the Calibration scanning dialog window will appear. Please disconnect the DocuPen from the USB cable and position it on top of the Roller Calibration sheet. Please scan the sheet in the B&W mode and high resolution (600 DPI).

7. The DocuPen will now save the Calibration Image into memory. After the image is saved, please re-attach the DocuPen to the USB cable. Now press the Power ON button within the DocuPen and click the OK button within the Calibration scanning dialog window.

Wait for Roller calibration sheet to be saved, re-connect the USB connection and turn the power ON, then click OK.

8. The Calibration result dialog window will appear. You should see the roller calibration values to the left. If the accuracy is within 96-104%, you have successfully calibrated the rollers!

9. Finally click Upload Values to pen button in the Calibration result dialog window to send the calibration result to the DocuPen Xseries scanner. You will be prompted to turn the DocuPen Xseries ON. Press the Power ON button on the DocuPen Xseries scanner and click OK in the dialog window – this will store the new values.

You have successfully recalibrated your DocuPen Xseries scanner!

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Points to Remember Before You Scan

What you scan is what you get. The DocuPen is sensitive to changes in direction and scan speed and records every movement you make. The more uniform your scan swipe, the better your scanned image results. This may take a little practice at first. If you are scanning too quickly or abruptly changing acceleration a message will show on the LCD screen reminding you to reduce your scanning speed. To obtain the best scan results note the following:

Hold document while scanning

Keep DocuPen Xseries flat while scanning

Do not tilt while scanning

The document you can must be well supported on a smooth flat surface. It is recommended that you hold the top of the document with one hand while you scan with the other. Place the DocuPen just above the area you want to scan, with the LCD on the left side of the document to be scanned.

Detach the USB cable while scanning. It could hinder your gliding motion by pulling on one side of the DocuPen Xseries scanner.

Remove staples or clips as they will impede the gliding movement and the resulted scan will be distorted.

Apply even pressure, in the center of the scanner to allow the rollers to rotate smoothly.

Press the Power ON button, select he desired color and resolution settings and slowly glide the DocuPen Xseries scanner down across the area you want to scan. The unit begins scanning as soon as you start moving the pen. When you stop moving, the scan light (at the bottom of the pen) shuts off and the DocuPen Xseries scanner saves the data. You must wait momentarily till the data is stored in memory. The DocuPen will then automatically shut off.

On-board Memory and External memory card

DocuPen Xseries scanner is equipped with 64MB on-board Flash-memory and a slot for external MicroSD memory card which gives you up to 2GB capacity (Note : Currently we recommend use only Sandisk or Kingston memory cards.)

The MicroSD memory card slot is located on the right-hand side of the DocuPen Xseries scanner under the removable cover.

To remove the cover you have to place your index finger on the right side of the cover (just above the USB port) and gently lift up.

Closed Cover

The cover detaches and you see the MicroSD memory slot covered by the cradle.
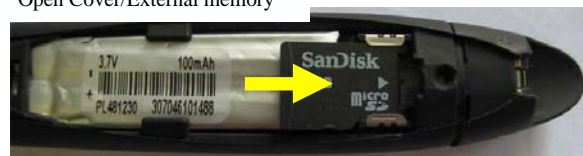
You will see the compartment for the memory card.

Open Cover/External memory slot

Place the MicroSD card in the slot, sliding it to the right. Close the DocuPen Xseries scanner.

Open Cover/External memory

Note: Newly inserted external memory must be **formatted** before it is recognized by the Docupen

The formatting of the memory is accomplished by plugging and powering ON the Dcoupen Xseries into a computer via USB port. Now click on the start button and open Computer or My Computer. Locate the removable disk drive from your list of drives. Once you have located the removable drive, you will have to right click on the drive listing and then select ''Format'' from the menu of the

pop-up. The dialog box Format Removable Disk should then be displayed. Select FAT as File system - Quick format and press the 'Start' button. The Windows Operating System would then complete formatting the external memory card.

You have successfully formatted the external memory!

WARRANTY

If you find physical defects in the materials or the workmanship used in making the product described in this document, Planon will repair, or at its option, replace, the product at no charge to you, provided you return it (postage prepaid, with proof of your purchase from the original reseller) during the 3-month period after the date of your original purchase of the product. Upon registration of the product with Planon at www.planon.com, the warranty is automatically extended for an additional 9 months for a total of 12 months.

1. Term - The Standard Warranty is effective for 12 months from the original date of purchase.

2. Service Agreement - Customer must call Planon Customer support for a Return Merchandise Authorization (RMA) number. Upon prepaid return of any malfunctioning unit, Planon will repair or replace, at its option, such unit and return it, postpaid, to the owner.

3. Equipment Changes - Service coverage applies only to unmodified equipment or products modified by authorized personnel.

4. Exclusions - 12 month warranty covers printer and accessories only. Separate warranties cover the battery and Planon Paper (90 days from original purchase). Warranty service does not include damaged, modified, or misused equipment. Such equipment is subject to standard repair charges.

5. Identification - Planon shall be allowed to place identification marks on equipment covered under this agreement.

6. Planon Responsibility Limits - Planon shall not be liable for incidental, special, direct, indirect, or consequential damages. Its total liability is limited to actual damages up to the cost of the product.

7. Ownership - The customer represents that they are the owner of the equipment or they have authority from the owner to order warranty service.

8. Controlling Laws - This agreement will be governed by the laws of the Province of Ontario, Canada.

9. Force Majeure - Planon is not responsible for any failure to render service due to strikes, fire, flood, other acts of God, or causes beyond its control.

10. Assignment - Planon may assign this agreement and it's rights to any parent, subsidiary, or affiliate.

Appendix

A.   DocuPen Xseries scanner

Size – 8.9 X 0.5"X0.5"

(227X13X13mm) Weight -2 oz, 57

grams

Resolution – 150-600 dpi

Scan mode – Proprietary PRINTSTIK mode, B/W [1bit], Grayscale [8bit], Color [24bit]

Scan Speed – 5-20 seconds Letter-size page (depending on resolution and color)

Memory – 64 MB flash; or external MicroSD (sold separately) - 128MB, 256MB, 512MB, 1G and 2G supported (Note: Currently we recommend use Sandisk or Kingston memory cards.). The number of pages varies depending on text, graphics, and scanning resolution.

USB -1.0 or 2.0

Bluetooth – 2.4 GHz

Battery – Lithium Ion Rechargeable

Battery Charge – Full Battery Charge 60 minutes

Software interface – PenTwain driver & DocuPen application, OCR Software

Scanning method – Contact image sensor

Included Accessories – USB cable, Leather Case, CD – Installation and Quick start Guides

SOFTWARE SUPPORT

Windows 2000/XP/Vista TWAIN driver interfaces Window imaging or other scan software such as PaperPort OCR CD-ROM installation disk.

B. Proper Handling and Safe Use

Avoid bending or dropping the DocuPen unit.

Do not scan over sharp objects such as staples, or paper clips

Do not store the unit in high, or very low temperatures, or humid or dusty places.

Do not place or drag the scanner lens down on a hard abrasive surface.

If you drop the unit in water or get water inside it, contact your Planon Systems Solutions Inc. representative.

To help keep the scanning area clean, store the unit in the leather pouch when not in use.

After storing for extended periods of time it is recommended to plug the unit in to a USB source to recharge the battery for optimum performance.

If the unit becomes dirty, it can be wiped with a soft damp cloth or alcohol swab.

If unit is left in extreme cold or hot conditions, allow to adjust to normal room temperatures before proceeding to scan.

Avoid any abrasive or harsh chemicals.

Do not leave this device within the reach of children.

C. Technical Support

Planon Systems Solutions Inc.
1-877-DOCUPEN (1-877-362-8736)
support@planon.com
For international customer support: 1 888 507 3926