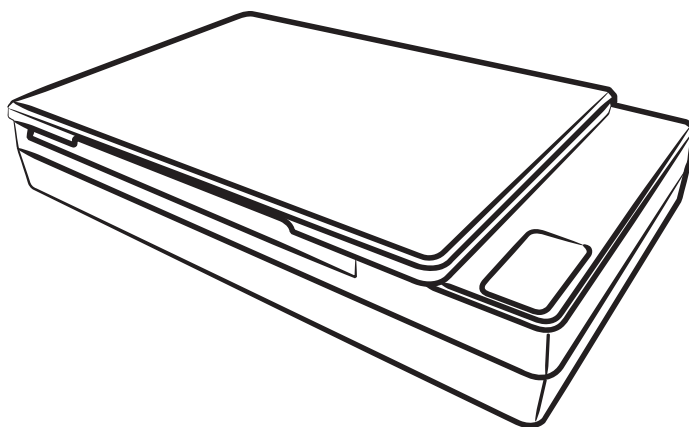


MICROTEK

Document Imaging Scanner

XT3500

User's Manual



Preface

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Disclaimer

The contents of this manual have been checked carefully for accuracy, and every effort has been made to ensure that there are no errors. However, Microtek makes no guarantee as to the accuracy of the contents of this document and reserves the right to make changes to the contents without prior warning.

I49-005043, C
July 2023

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FCC Compliance Statement

This equipment (Model: MRS-1200A4H2) 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.

NOTE: A shielded Hi-Speed USB interface cable with ferrite core installed on the scanner connector end must be used with this equipment.

Caution: Changes or modifications not expressly approved by the manufacturer responsible for compliance could void the user's authority to operate the 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.

Safety Precautions

Before using your scanner, read the following safety guides carefully, which detail the proper operation of the scanner and its accessories to prevent injuries or damage to users or equipment.

Power Source and AC Power Cord:

- Use a power source only with a power rating specified on the marking label.
- Insert the plug completely into the outlet, as a loose connection may cause arcing and result in fire.
- Place and route the power supply cord such that it is not likely to be walked on or pinched by items placed upon or against them, paying particular attention to the cord near the power plugs, convenience receptacles, and at the point where it exits from the outlet.
- When the scanner is left unattended and unused for long periods of time, unplug it from the wall outlet.

Moving and Storing the Scanner:

- Always lock the scanner when shipping or moving the scanner. Quick stops, excessive force, and uneven surfaces may cause the product to overturn when moving.
- When locking or unlocking the scanner back, do not turn the scanner upside down.
- Do not place the scanner on any slippery, slanted, or unstable surface. The product may slide or fall, causing serious injury to people as well as serious damage to the product.
- Do not use this scanner near water. Never spill liquid of any kinds on the product, or it may result in electric shock or other hazards.
- This scanner should be situated away from heat sources such as radiators, heat registers, stoves, or other products (including amplifiers) that produce heat.

Service:

- When you need a repair service, unplug the scanner from the power outlet and consult qualified service personnel.
- When replacement parts are required, use replacement parts that are specified by the manufacturer or have the same characteristics as the original parts.

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Knowing about Your Scanner

The XT3500 is one of A4 high-speed document scanners, with 8.5" x 11.7" scan bed, 1200 dpi optical resolution, and a Hi-Speed USB interface to satisfy the requirements of office, home and SOHO users. With its high-quality CCD technology and "Zero Boundary" design, the XT3500 is perfect as a small document scanner, giving you more desk space and yielding great image quality.

Features of the XT3500

The XT3500 comes with several important features, including the following:

- High speed scanning — The XT3500 maximizes your productivity by its fast scanning speed, which is less than 2 seconds for color scans at 200 dpi.
- Energy-saving LED light source — Adopting LEDs as the light source, when the scanner is detected by the system, there are no requirements for any warm-up time before carrying out the scan, which boosts your productivity and reduces energy costs amazingly. With its stable performance, the image quality will remain consistent even after used for a certain period of time.
- Efficient and exceptional quality scanning — Exceptional image quality of 1200 dpi optical resolution and 48-bit input/24-bit output color depth allow you to perform image scans with better quality.
- 8.5" x 11.7" scan bed — The 8.5" x 11.7" scan bed enables the scanner to handle most A4-size documents, such as general reports, contract/agreement sheets, official documents, invoices, handbills, printouts and other small sizes of documents.
- Zero Boundary design — With this design, the scanner can easily eliminate the problem of scanning bound pages with text and pictures close to the inner margin of a book or magazine, guaranteeing blurs and distortions free. Therefore, what you see is what you get. You can get easy-to-read text and clear images across the entire page, no matter scanned targets are thick magazines, books or journals.
- Three programmable function buttons — These buttons on the scanner panel provide you a quick and easy way to launch frequently used scanner functions. All you need to do is simply press a button and the corresponding function can be carried out. The three buttons are Scan, Copy, and OCR. Better than ever, each button can be programmed and defined through the ScanWizard DI scanning software based on users preferences.
- Aid to align documents with various sizes — With a design of predefined alignment rulers on the scanner bed, you can differentiate scanned documents more precisely, starting from placing them on the scanner bed, resulting in better and more accurate crops of scanned images.
- Automatic scan — The XT3500 is equipped with an advanced paper detecting sensor that works with the ScanWizard DI. This sensor allows the scanner to automatically detect and scan documents at predefined time intervals without any manual intervention.

- New and Advanced Microtek ScanWizard DI software — ScanWizard DI offers a host of features and image adjustment controls for scanning. Its distinctive features include:
 - Book scan : With this feature, ScanWizard DI automatically arrange scanned pages in order and thus you can easily scan a physical book into a digital book in just simple steps.
 - Text Orientation Recognition : With this feature, ScanWizard DI enables every scanned and saved files present in a readable direction based on a specific OCR language selected. No more fuzzy editing software is needed.
 - Smart Threshold : This feature enables the software to specify the best level for a threshold used in high-contrast and black-and-white images automatically, improving the clearance and readability of black-and-white documents.
 - Combine Images : This feature enables the software to merge two separate images as one united image. With this function, you do not need other after-scan editing program to modify your scanned documents.
 - Remove Blank Page : With this feature, blank pages are automatically detected and removed by the software when scanning a stack of documents. This function is quite helpful especially when users are scanning double-sided documents and some of the pages only have text on the front side.
 - Remove Punch Hole : With this feature, the software automatically detects the location of the punch holes on the scanned documents and fills them in color. This function works for most common hole puncher standards.
 - Save multiple images as a single file : This advanced feature allows user to save multiple scanned images as a single file, depending on the number of the scanned images that are defined for document archival.
 - Auto-crop and auto-deskew : The auto-crop function automatically detects the size of the original image, crops the full scan frame to fit the image, and removes unwanted black borders. The auto-deskew function automatically corrects distorted images for proper alignment.
 - Color dropout : Red, green and blue colors can be dropped out to allow for clearer and more accurate forms processing with problematic color documents number of the scanned images that are defined for document archival.
- Microtek ScanPotter Software—ScanPotter is a scanner image acquisition software designed specifically for use in macOS environments by Microtek. It features a unique and user-friendly interface, allowing users to quickly get started and use it with ease.

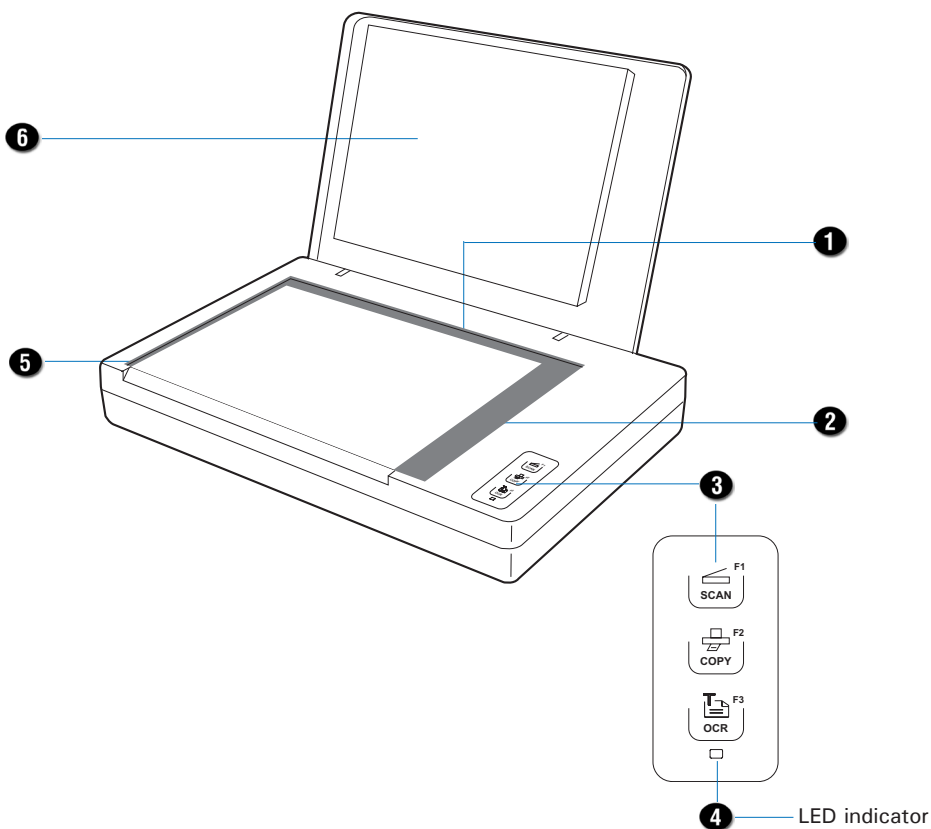
Installation Requirements

In order to use your scanner, your computer must satisfy the following system requirements:

- DVD-ROM drive (for installing software)
- Color display with 24-bit color output capability
- 512 MB RAM or above
- Pentium IV PC or higher with Hi-Speed USB (USB 2.0) port;
Intel-Based Mac computer with built-in USB port
- Windows 7, 10 or 11;
OS X 10.10 to macOS 10.14 (ScanPotter);
macOS 10.15 or later (ScanPotter v2.0 or later)

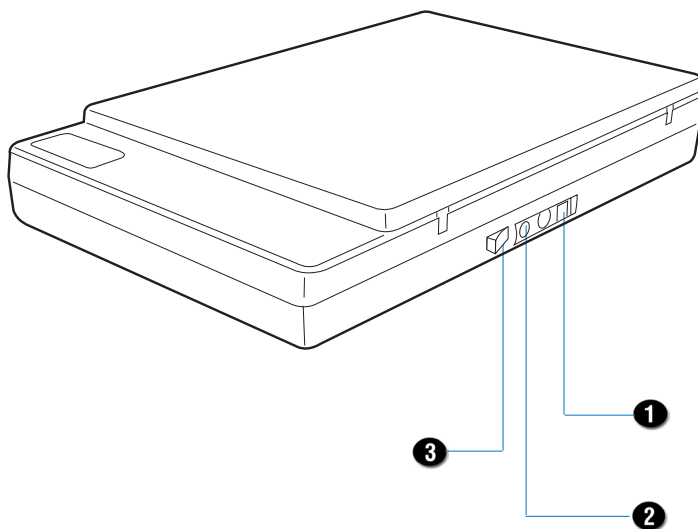
Taking a Closer Look

Front/Open View



No.	Names of Parts	Functions of Parts
1	Vertical Ruler	Used to measure the length of a scanned document.
2	Horizontal Ruler	Used to measure the width of a scanned document.
3	Programmable Function Buttons	Allows users to perform the function that was previously defined or customize the buttons to perform their preferred functions via software settings. These function buttons are Scan (F1), Copy (F2), OCR (F3).
4	LED Indicator (Ready)	Indicates that the scanner is ready to scan.
5	Glass Surface	The scan bed for placing the document to be scanned.
6	Scanner Lid	The top cover of the scanner.

Rear View



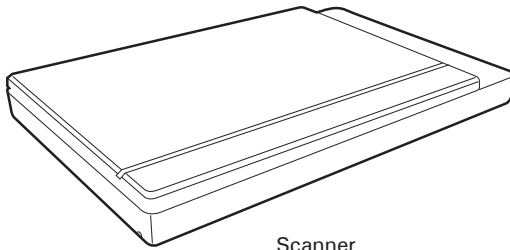
No.	Names of Parts	Functions of Parts
1	Hi-Speed USB Port	Connects the Hi-Speed USB (USB 2.0) cable to the computer.
2	Power Connector	Connects the scanner to the power adapter.
3	Power Switch	Turns the scanner on or off.

Initial Setup

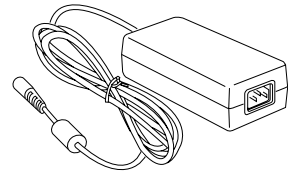
After unpacking your scanner package, you should see four yellow stickers, which are marked from Step 1 to Step 4 and are placed on your scanner contents. Follow the steps in order for a quick and easy installation process.

Step 1: Unpacking Package Contents

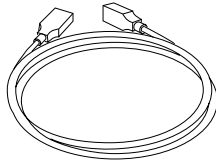
After unpacking your scanner package, please check for the major components listed below.



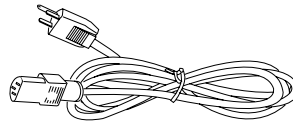
Scanner



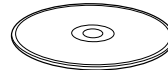
Power adapter



Hi-Speed USB cable



Power cord




Software DVD

Step 2: Installing the Software

Important: You must install the software before connecting your scanner. And, always close any open programs before installing software.



Download software from website to install

1. Visit the Microtek website at <https://www.microtek.com>.
2. Use the search  function to find the product "XT3500" and navigate to the "Downloads" page associated with this product.
3. Download the necessary drivers and software marked as "Yes" on the download list, based on your operating system.
4. Once the file download is finished, proceed with the software installation.
 - **For Windows:** Double-click the downloaded file (*.exe) to begin the installation process.
 - **For Mac:** Double-click the downloaded file (*.dmg) to reveal its contents. If it's a **ScanPotter PKG** file, double-click it to begin the installation. If it's a **ScanPotter.app** file, just copy it to the "Applications" folder, and the installation will be done.
5. After installing all the required drivers and software, restart your computer.

NOTE: The file download process may take some time. The duration may vary based on your internet speed, bandwidth, file size, and other factors. Please be patient during the download. If you encounter any issues or need further assistance, please contact Microtek Customer Service Department.



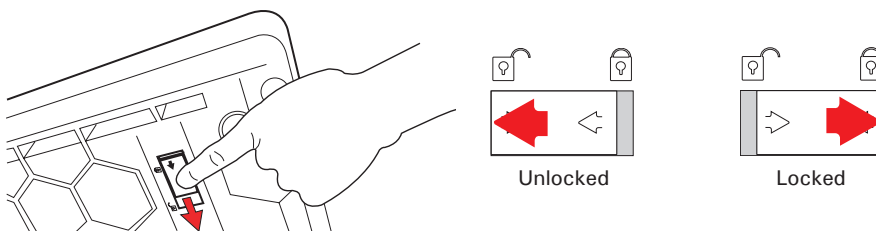
Install software from DVD (for Windows users)

1. Place the Microtek Software DVD into a drive.
2. Follow the on-screen instructions to install the driver and software.

NOTE: If the Microtek Software Installer screen does not come up automatically, double-click the following in succession: "My Computer"; the DVD-ROM icon; then cdsetup.exe to start the installer program.
3. Click EXIT on the Microtek Software Installer screen when all the software has been installed.
4. Restart your computer.

Step 3: Unlocking the Scanner

1. Remove the yellow "Step 3" sticker from your scanner.
2. With the scanner power off, tilt the right front corner of the scanner to see the locking switch at the bottom.
3. Push the locking switch to the position as indicated in the graphic, with the icon on the lock showing as "Unlocked".

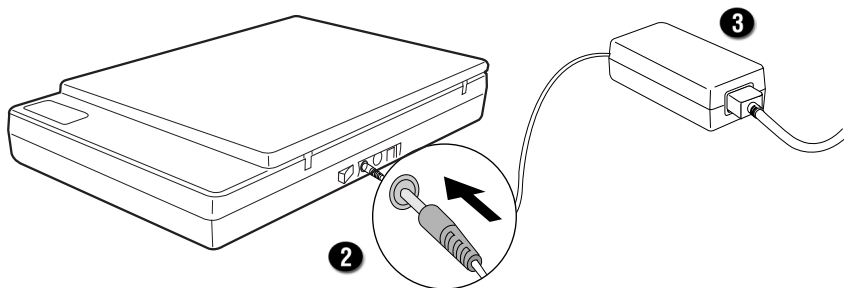


NOTE: To lock the scanner (for shipping and other reasons), tilt the scanner and look for the locking switch on the right front corner at the bottom, then push the locking switch to the "Locked" position. **DO NOT** turn the scanner upside down when attempting to lock the unit.

Step 4: Connecting the Scanner

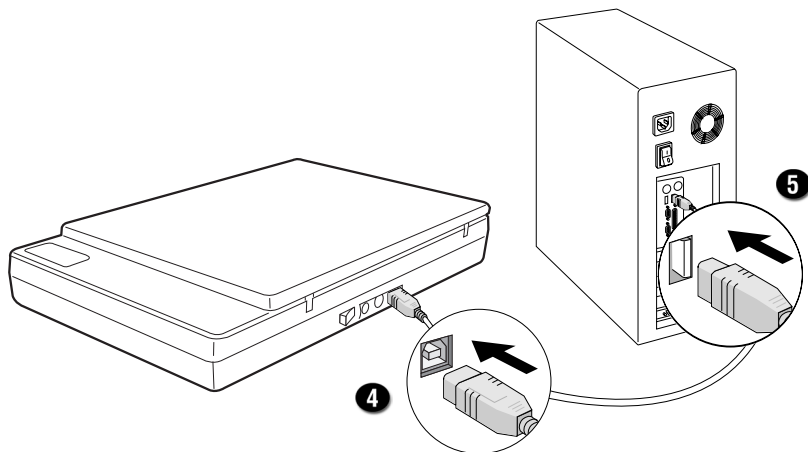
To the Power Adapter

1. Remove the yellow "Step 4" sticker from your scanner.
2. Connect the power adapter to the back of the scanner.
3. Plug one end of the power cord into the power adapter, and plug the other end of the power cord into a wall outlet or other power source.



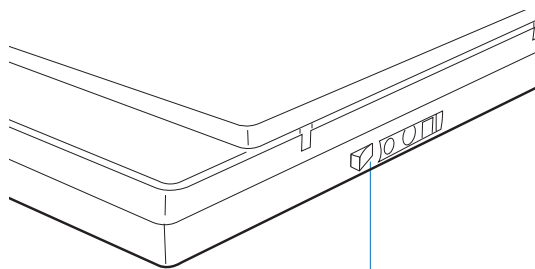
To the Hi-Speed USB Cable

4. Connect one end of the Hi-Speed USB cable to your computer.
5. Connect the other end of the Hi-Speed cable to the scanner's USB port.



6. Press the power switch at the back of the scanner.

When the scanner is detected by your system, the LED will be lightened up and the scanner is ready to scan.

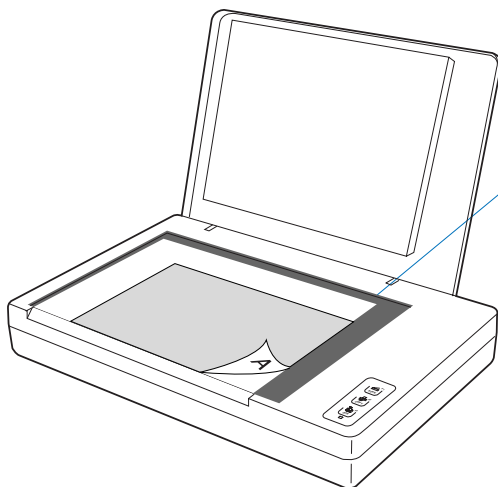


Power switch

Positioning Documents

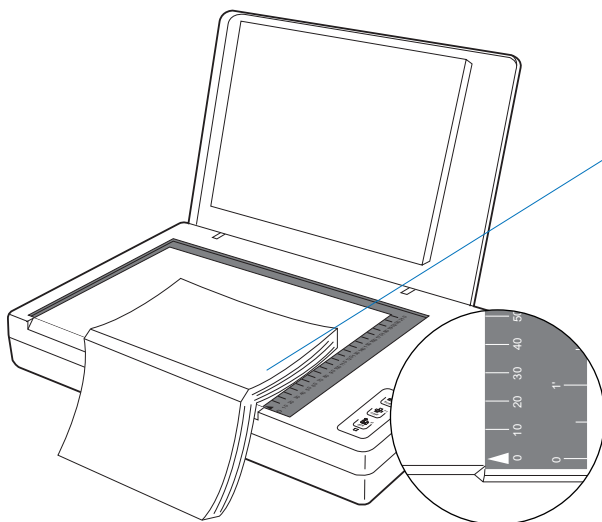
This section shows you how to position a single-sheet document, such as contact sheets, large pieces of art, and mechanical blueprints, on the flatbed.

1. Raise the scanner lid.
2. Place the document to be scanned facing down on the glass surface of the scanner. Align the top of the document along the horizontal ruler on the scanner.
3. Lower the scanner lid.



To scan a single-sheet of document:

With the document facing down on the glass surface of the scanner, align the top of the document along the horizontal ruler on the scanner, using the arrow printing mark on the horizontal ruler as a reference point.



To scan a book or thick documents:

You may lift up the scanner lid out from its hinge sockets. Then, align the inner margin of a book along the side of the glass surface of the scanner as indicated in the graphic, using the arrow printing mark on the horizontal ruler as a reference point.

Scanning Scenarios

This chapter demonstrates the scanning operations using ScanWizard DI (PC) and ScanPotter (Mac) software. For detailed information about the various commands and features of the software, please refer to the on-line help manuals within the software after installation.

Using ScanWizard DI

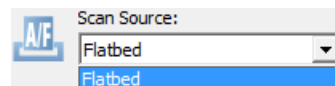
ScanWizard DI is a scanning software designed by Microtek for document scanning in color, black and white, and grayscale. Its user-friendly interface enables you to easily start the scanning process. Refer to the ScanWizard DI software manual for more details.

The following sections will show you step by step how to use ScanWizard DI.

Scanning Documents

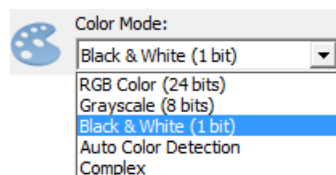
1. Place a single-sheet document to be scanned on the scanner's glass surface.
2. Launch ScanWizard DI as a stand-alone program by clicking on the *ScanWizard DI* icon on the desktop.
3. Click the *Scan Setup* button in the interface to activate the Scan Setup interface.
4. In the Scan Setup interface, follow the steps below to specify your basic settings.

- a) Select *Flatbed* in the *Scan Source* as your image input device.



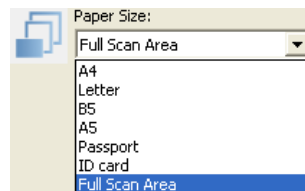
- b) Select the appropriate image type in the *Color Mode* as your image output type.

- Select *RGB Color (24 bits)* to scan the image in color.
- Select *Grayscale (8 bits)* to scan the image in grayscale.
- Select *Black & White (1 bit)* to scan the image in black-and-white.

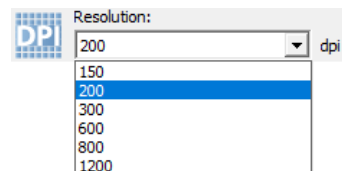


- Select *Auto Color Detection* to scan the image in color or non-color based on the automatic judgement and detection of the system.
- Select *Complex* to scan the image in color, grayscale or non-color based on the customization.

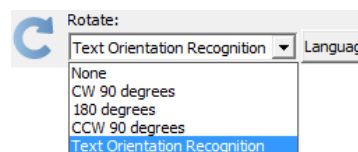
- c) Select a dimension in the *Paper Size* as your preview image size.



- d) Select a desired resolution in the *Resolution* for your image output resolution.



- e) If necessary, select *Text Orientation Recognition* in the *Rotate* to ensure the scanned images in a readable orientation. When it is selected, you can select the preferred language used as an identification in the options menu.

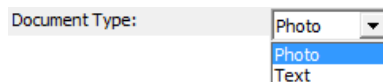


- f) If *Auto-crop & Auto-deskew* is selected, the scanner automatically detects the size of the original image, crops the full scan frame to fit the image, and removes unwanted black borders after the scan, as well as corrects the distorted image for proper alignment.



5. Click the *Show Preview Window* and *Show Setting Window* tabs in the Scan Setup interface to display other interfaces which are helpful for your scanning processing.
6. Click the *Preview* button to perform a preliminary view of the entire image. When done, a preview image appears in the Preview window.
7. Go to the General panel by clicking the *General* tab in the Settings window. Specify the settings for your requirements there.

- a) Select the image type in the *Document Type* as your input image type.
- Select *Photo* to scan color prints.
 - Select *Text* to scan text.

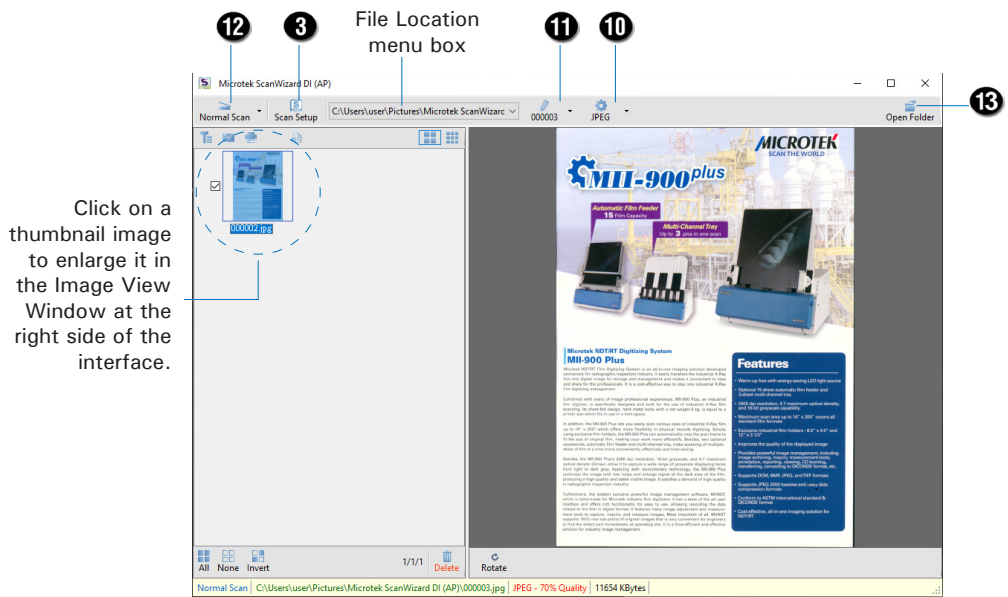


- b) If necessary, check *Remove Blank Page* and *Remove Punch Hole* to enhance the quality of the scanned images.

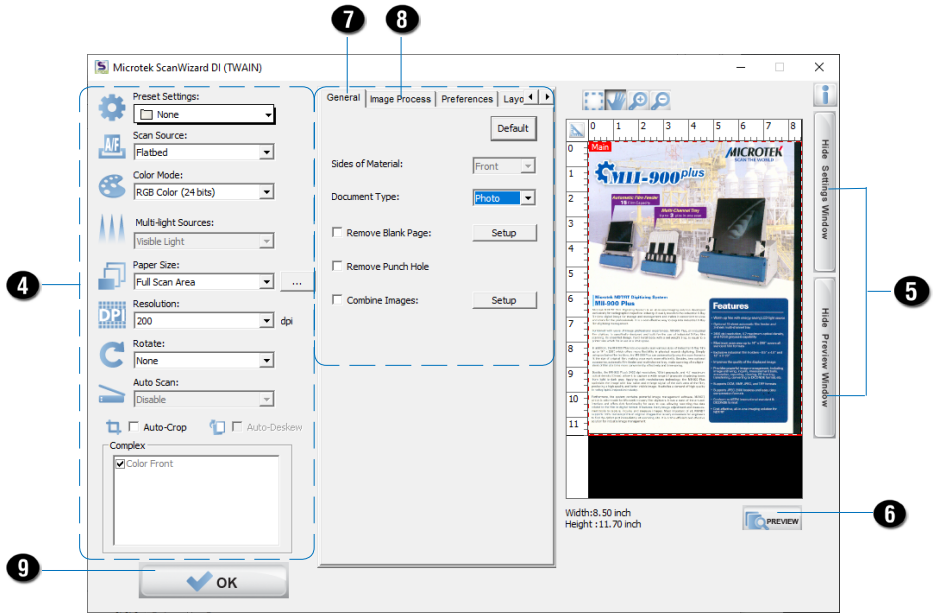
8. If necessary, go to the Image Process panel by clicking the *Image Process* tab in the Settings window. Use the image correction tools presented there to enhance the image quality according to your specific requirements.
9. Click the *OK* button to close the Scan Setup interface and return to the Main interface of ScanWizard DI.
10. In the Main interface, click the *File Format* menu button to select a file format for the scanned images.
11. In the Main interface, click the *File Name* menu button to specify a file naming method for the scanned images.
12. In the Main interface, select and click the *Normal Scan* button to start scanning.

When done, the scanned images will be automatically saved into the folder defined in the File Location menu box. At the same time, the scanned images will be displayed in thumbnail sizes in the Thumbnail View window and labeled with the file name and file format specified earlier.

13. Click the *Open Folder* button to locate the scanned images if you want to view.



AP control panel (Main interface)

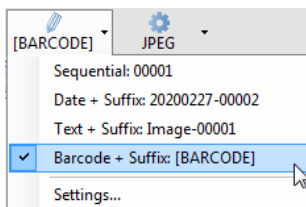


TWAIN driver control panel (Scan Setup interface)

Scanning Documents with Barcodes

This scanning scenario is useful for the documents to be filed with barcode numbers.

1. Place the single-sheet document to be scanned on the scanner's glass surface.
2. Launch ScanWizard DI as a stand-alone program by clicking on the *ScanWizard DI* icon on the desktop.
3. Click the *Scan Setup* button in the interface to activate the Scan Setup interface.
4. Follow the procedure (steps 4 through 8) for "Scanning Documents" section to specify your scanning requirements in the interface.
5. Click the *OK* button to close the Scan Setup interface and return to the Main interface of ScanWizard DI.
6. In the Main interface, click the *File Format* menu button to select a file format for the scanned images.
7. In the Main interface, click the *File Name* menu button and then select "Barcode + Suffix" from its drop-down menu for the scanned images.

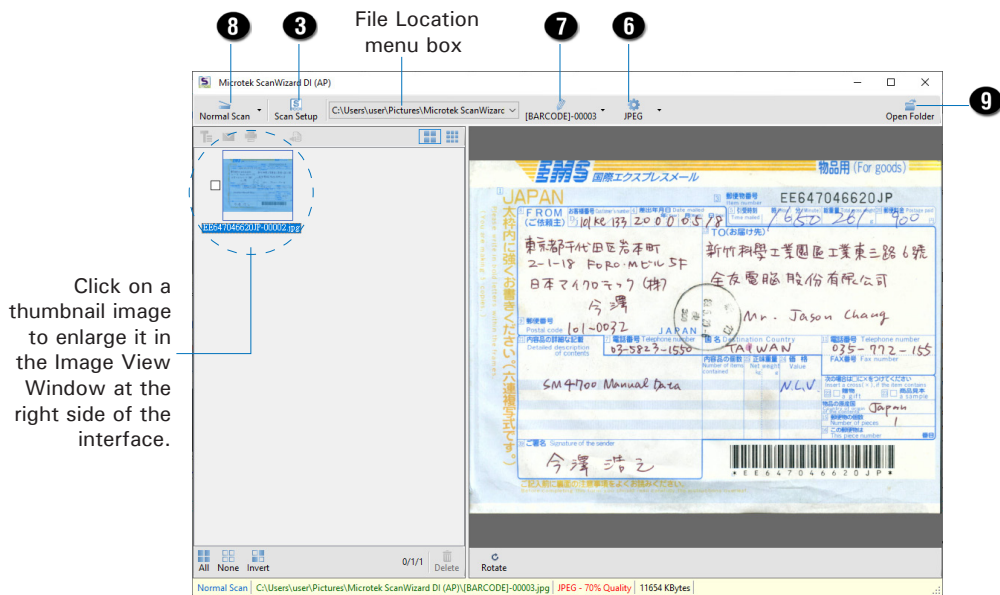


NOTE: If you want to know more about how to deal with documents with barcodes, refer to the ScanWizard DI Reference Manual in the Microtek Software CD/DVD.

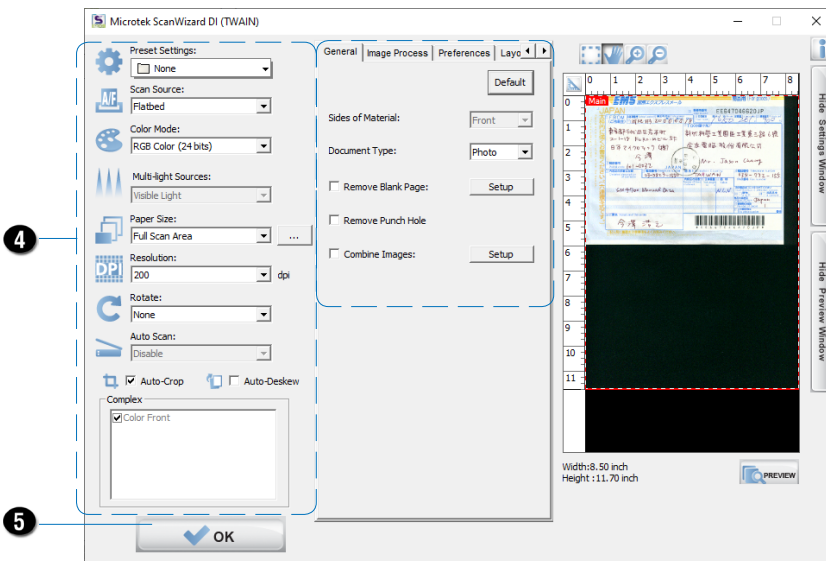
8. In the Main interface, select and click the *Normal Scan* button to start scanning.

When done, the scanned images will be automatically saved into the folder defined in the File Location menu box. At the same time, the scanned images will be displayed in thumbnail sizes in the Thumbnail View window and labeled with detected barcode values and chosen file format.

9. Click the *Open Folder* button to locate the scanned images if you want to view.



AP control panel (Main interface)



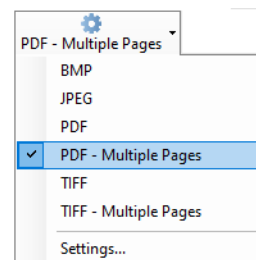
TWAIN driver control panel (Scan Setup interface)

Scanning a Book

The Book Scan button in ScanWizard DI is quite helpful when you want to scan a physical book and save it as an electronic file. The scanned result can be used directly as an E-book and you do not need any editing software to maintain it later.

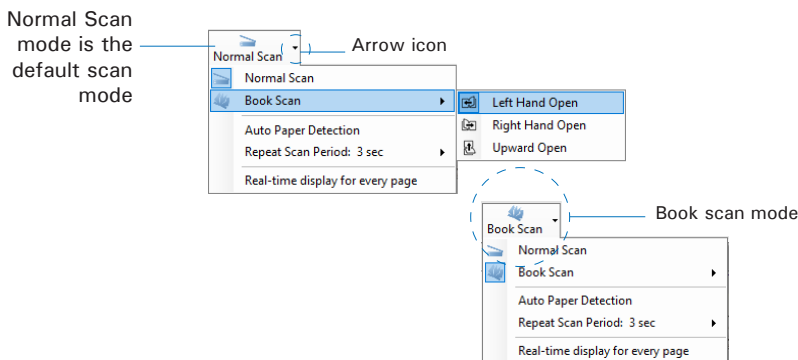
1. Launch ScanWizard DI as a stand-alone program by clicking on the *ScanWizard DI* icon on the desktop.
2. Follow the procedure (steps 3 through 8) for “Scanning Documents” section to specify your scanning requirements in the interface.
3. Click the *OK* button to close the Scan Setup interface and return to the Main interface of ScanWizard DI.
4. In the Main interface, click the *File Name* menu button to select a file format for the scanned images.

If you want to save all scanned pages of your book in one file, please select “PDF-Multiple Pages” or “TIFF-Multiple Pages” from the drop-down menu.



5. If it is the first time that you scan a book, follow the steps below to switch to the Book Scan mode from the Normal Scan mode.
 - a) Click the *Arrow* icon next to the Normal Scan button (by default) to bring up the Scan mode options menu.
 - b) Move your cursor upon the “Book Scan” and click to select it, the Book Scan button will appear on the screen. Then, select an opening direction for your book from its submenu.

When done, the Book Scan mode is activated.



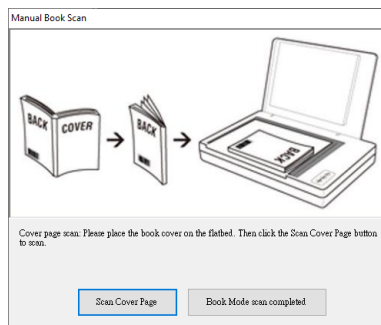
According to the opening direction of a book, the system offers you three choices: Left Hand Open, Right Hand Open and Upward Open. Move your cursor upon the option to highlight and select it.

6. Next, click the *Book Scan* button to start your book scan.

- a) When the Book Scan button is pressed, a “Manual Book Scan” window appears on the screen to guide you to put the cover page of the book on the scan bed.

Follow the instructions and graphs there to put the cover page on the scan bed.

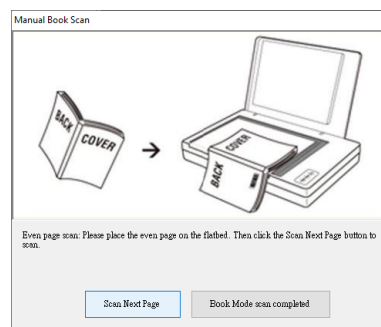
When done, press the “Scan Cover Page” button to start scanning of the cover page.



- b) When the scan is complete, the window will guide you to put the even page of the book on the scan bed.

Follow the instructions and graphs there to put the even page on the scan bed.

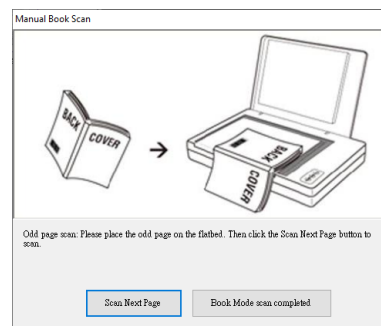
When done, press the “Scan Next Page” button to start scanning of the even page.



- c) When the scan is complete, the window will guide you to put the odd page of the book on the scan bed.

Follow the instructions and graphs there to put the odd page on the scan bed.

When done, press the “Scan Next Page” button to start scanning of the odd page.

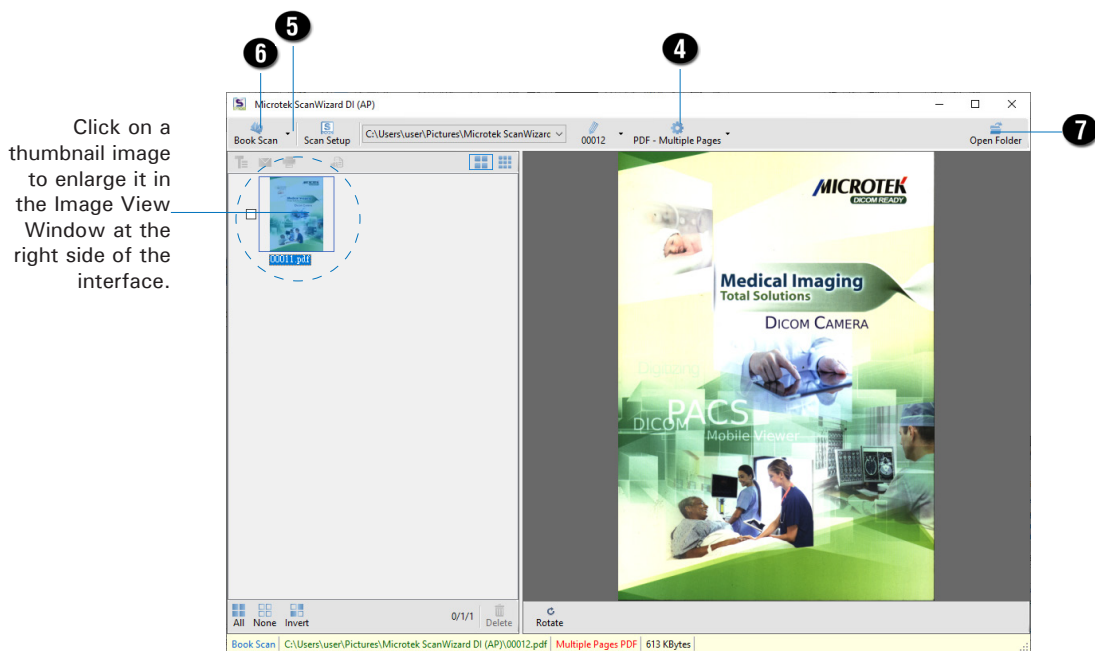


- d) Repeat step b) and c) until you finish scanning of all pages in your book.

When done, press the “Book Mode scan completed” button to finish scanning the book.

When done, the scanned images will be automatically saved into the folder defined in the File Location menu box. At the same time, the scanned images will be displayed in thumbnail sizes in the Thumbnail View window and labeled with the chosen file format.

- Click the *Open Folder* button to locate the scanned images if you want to view.



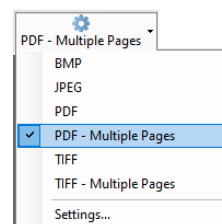
Scanning Documents Automatically

This scanning scenario guides users to perform an automatic scan by using the Auto Paper Detection function. It works only when the scanner is equipped with a paper detecting sensor

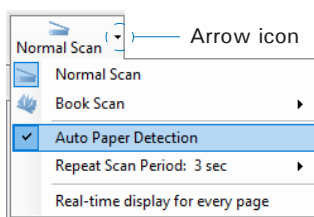
1. Launch ScanWizard DI as a stand-alone program by clicking on the *ScanWizard DI* icon on the desktop.
2. Follow the procedure (steps 3 through 8) for “Scanning Documents” section to specify your scanning requirements in the interface.
3. Click the *OK* button to close the Scan Setup interface and return to the Main interface of ScanWizard DI.

4. In the Main interface, click the *File Name* menu button to select a file format for the scanned images.

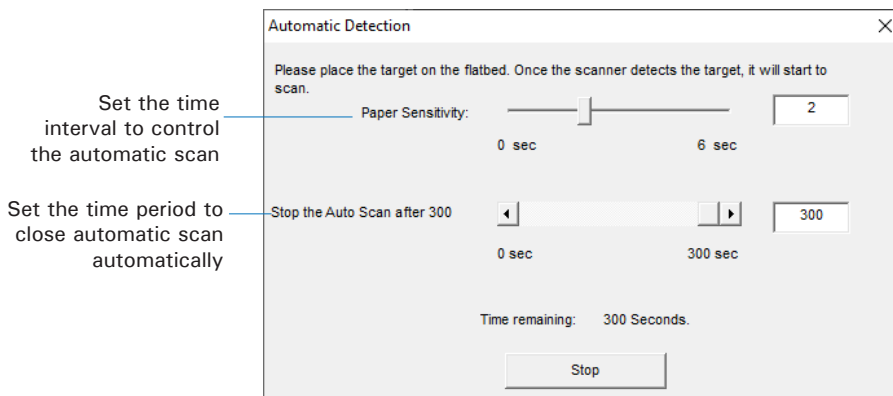
If you want to save all scanned pages of your document in one file, please select “PDF-Multiple Pages” or “TIFF-Multiple Pages” from the drop-down option menu.



5. If it is the first time that you perform an automatic scan by using the Auto Paper Detection function, follow the steps below to activate it.
 - a) Click the *Arrow* icon next to the Normal Scan button (by default) to bring up the Scan mode options menu.
 - b) Move your cursor upon the “Auto Paper Detection” and click to select it. When done, the selected function will be highlighted and activated.



6. Next, click the *Normal Scan* button to start your automatic scan.
 - a) When the Normal Scan button is pressed, an “Automatic Paper Sensor” window appears on the screen. If necessary, adjust slider bars to increase/decrease the value of user settings for the “Paper Sensitivity” and “Stop the Auto Scan after...” options.



- b) Put the document to be scanned on the scan bed. Once the scanner detects the document, the scanner will start scanning automatically based on a predefined time interval.
- c). Click the Stop button to stop the automatic scan immediately; Or, the automatic scan will be closed automatically when it is not in use for a period of time.

When done, the scanned images will be automatically saved into the folder defined in the File Location menu box. At the same time, the scanned images will be displayed in thumbnail sizes in the Thumbnail View window and labeled with the chosen file format.

7. Click the *Open Folder* button to locate the scanned images if you want to view.

Scanning from TWAIN-Compatible Application Software

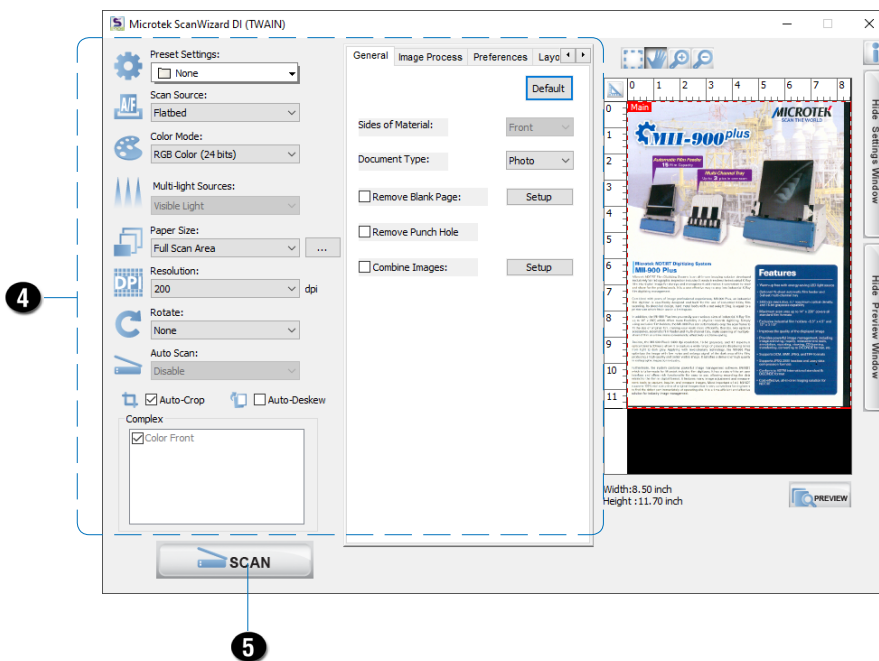
This scanning scenario guides users to scan documents from a TWAIN-compatible application software, such as Adobe PhotoShop.

1. Place a single-sheet document to be scanned on the scanner's glass surface.
2. Launch your application (e.g., Adobe PhotoShop).
3. Select the "Microtek ScanWizard DI (TWAIN)" driver in the *Import* options from the File menu.

When succeeded, the ScanWizard DI (TWAIN) driver interface appears on the screen.

4. In the interface, follow the procedure (steps 4 through 8) for "Scanning Documents" section to specify your scanning requirements.
5. When finished, click the *Scan* button to start scanning.

When done, the scanned images is then delivered to the Adobe PhotoShop and opened automatically, where the images can be saved, printed, or edited as your desired.



Using ScanPotter for Scanning

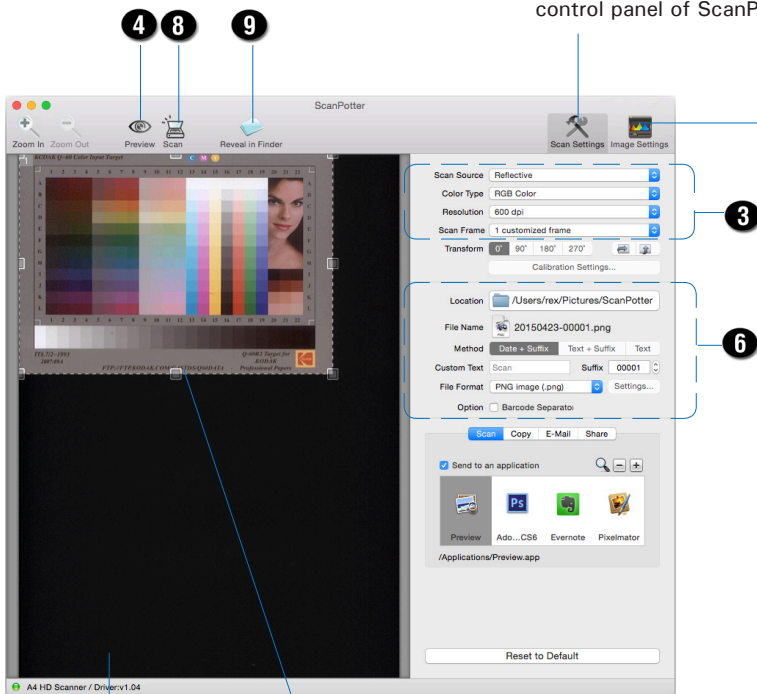
1. Place the document to be scanned on the scanner's glass surface.
2. Launch *ScanPotter*.

Go to the *Finder* on your Mac and click *Applications* in the sidebar. Find and double-click the *ScanPotter* icon to launch it.

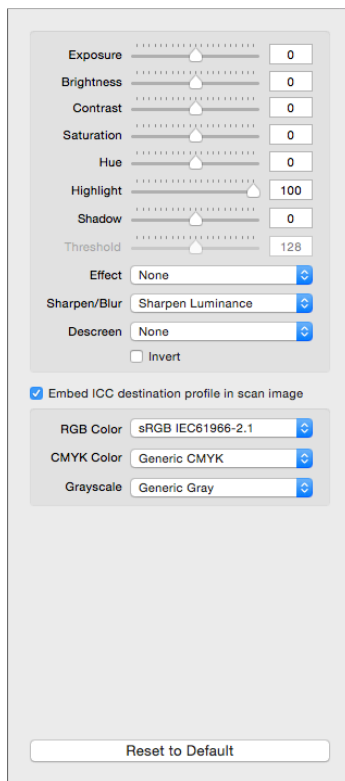
When *ScanPotter* is launched, you will see the *ScanPotter* menu at the top left corner of your desktop.
3. Specify your scanning requirements in the *Scan Settings* column.
 - a) Select *Reflective* from the *Scan Source* options menu.
 - b) Choose the appropriate image type from the *Color Type* options menu as your image output type:
 - Select *Color* to scan the image in color.
 - Select *Grayscale* to scan the image in grayscale.
 - Select *Black & White* to scan the image in black-and-white.
 - c) Select a desired output resolution from the *Resolution* options menu.
 - d) Select *Automatic Crop* or a desired dimension from *Scan Frame* as your scan size.
4. Click the *Preview* button to perform a preliminary scan of the entire image in the *Preview* window.
5. If necessary, resize the scan frame (enclosed by dotted lines) around the image by dragging on the square spots on the edge or on the corner of the scan frame to determine the final size of the actual scan.
6. If necessary, specify file attributes for your output images, using the options offered in the *File Saving Settings* column.
7. If necessary, click the *Image Settings* button to switch to a panel in which you can select a preset image effect to the image directly or adjust image quality manually by using the additional image correction tools.
8. Click the *Scan* button to start scanning.

When done, the scanned image will be automatically saved into the folder you assigned.
9. Click the *Reveal in Folder* button and then select the scanned image to view from the opened folder.

Click the **Scan Settings** button to switch back to the default control panel of ScanPotter



Click the **Image Settings** button to switch to a panel where you can use additional image correction tools (Additional Adjustment column) to improve your scanned image.



Preview window

Scan frame
(enclosed by dotted lines)

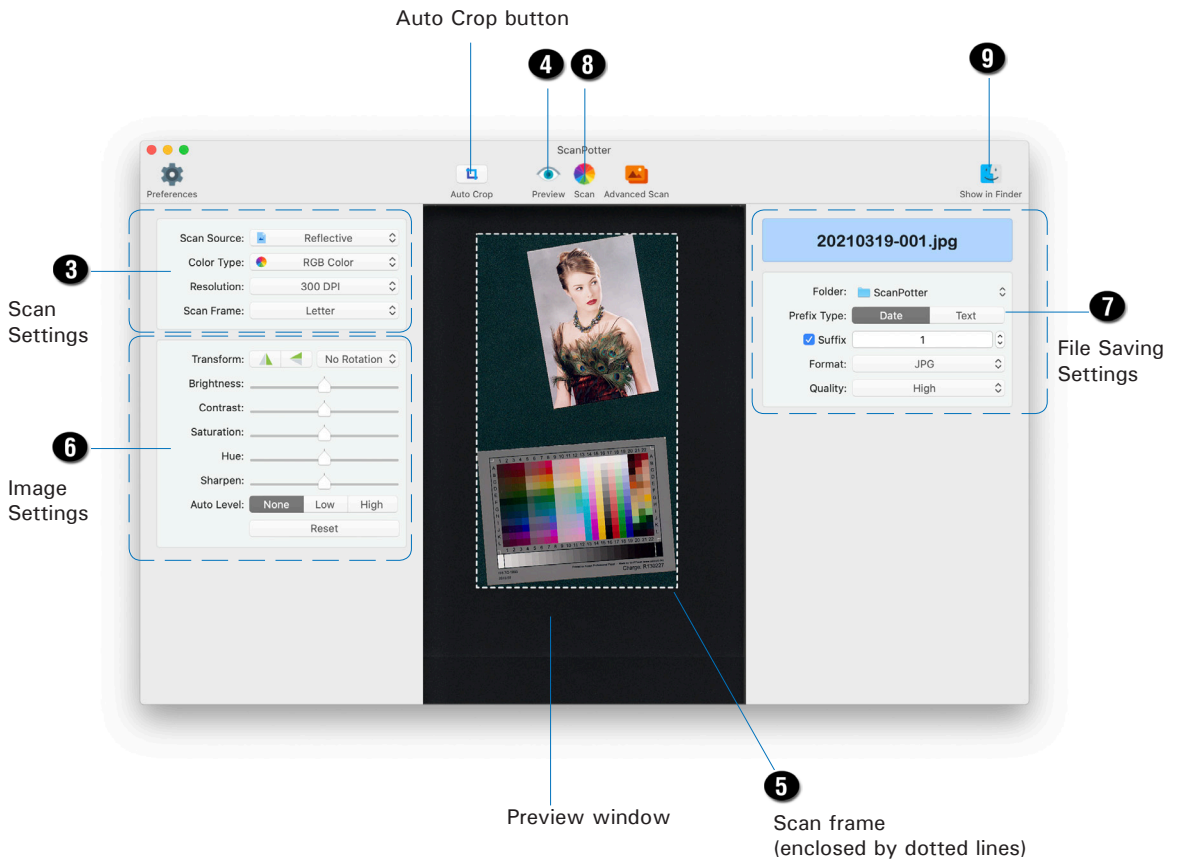
Using ScanPotter v2.0 or later for Scanning

1. Place the document to be scanned on the scanner's glass surface.
2. Launch *ScanPotter*.

Go to the *Finder* on your Mac and click *Applications* in the sidebar. Find and double-click the *ScanPotter* icon to launch it.

When *ScanPotter* is launched, you will see the *ScanPotter* menu at the top left corner of your desktop.
3. Specify your scanning requirements in the *Scan Settings* column.
 - a) Select *Reflective* from the *Scan Source* options menu.
 - b) Choose the desired image color type from the *Color Type* options menu:
 - Select *Color* to scan the image in color.
 - Select *Grayscale* to scan the image in grayscale.
 - Select *Black & White* to scan the image in black-and-white.
 - c) Select a desired output resolution from the *Resolution* options menu.
 - d) Select a desired dimension from the *Scan Frame* options menu as your scan size. Alternatively, click the *Auto Crop* button on the interface to automatically detect the image size and perform cropping accordingly.
4. Click the *Preview* button to perform a preliminary scan of the entire image in the *Preview* window.
5. If necessary, drag a corner of the scan frame (enclosed by dotted lines) and to resize the area size you want for the final scan.
6. If necessary, adjust and enhance the image quality by using the image correction tools hereby.
7. If necessary, specify the file attributes for the scanned image by using the options offered in the *File Saving Settings* column.
8. Click the *Scan* button to start scanning.

When done, the scanned image will be automatically saved into the folder you assigned.
9. Click the *Show in Finder* button and then select the scanned image to view from the opened folder.



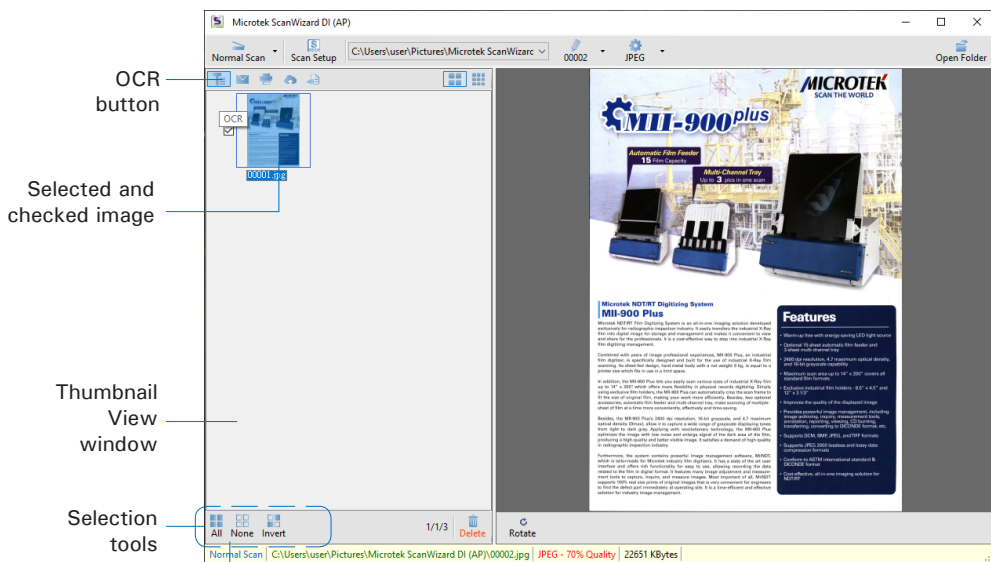
Utilizing Scanned Documents

Depending on your needs, you may save your scanned documents into the following several ways:

Scanning OCR

The OCR (Optical Character Recognition) function allows to convert the scanned and saved images into searchable PDF or text files that can be edited in any common word processing application.

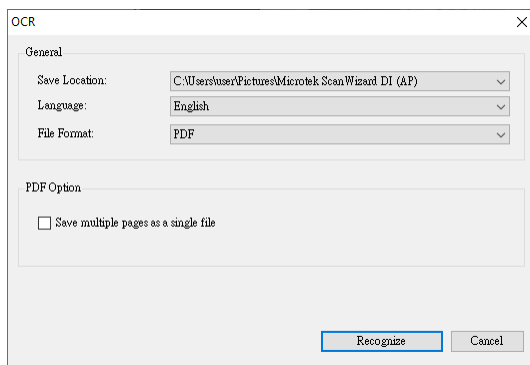
1. Check the box next to the images or use the selection tools (All and Invert) to select the image files you want to perform OCR in the Thumbnail View window.



If you like to select all images at one time, click the All button.

2. Click the *OCR* button in the Thumbnail View window to activate the OCR Settings window.

3. In the OCR Settings window, set up related requirements:



- Save Location: Specify a directory for saving the converted files.
- Language: Select a language in which the original text document is written. OCR supported languages include English, German, Portuguese, Korean, and Chinese.
- File Format: Select a file format for the converted files. Supported file formats include PDF and TXT. When PDF is selected, the “PDF Option” section is enabled at bottom of the window.
- Save multiple pages as a single file: If this option is checked, the system allows you to save the multiple scanned image files as a single file when OCR is complete.

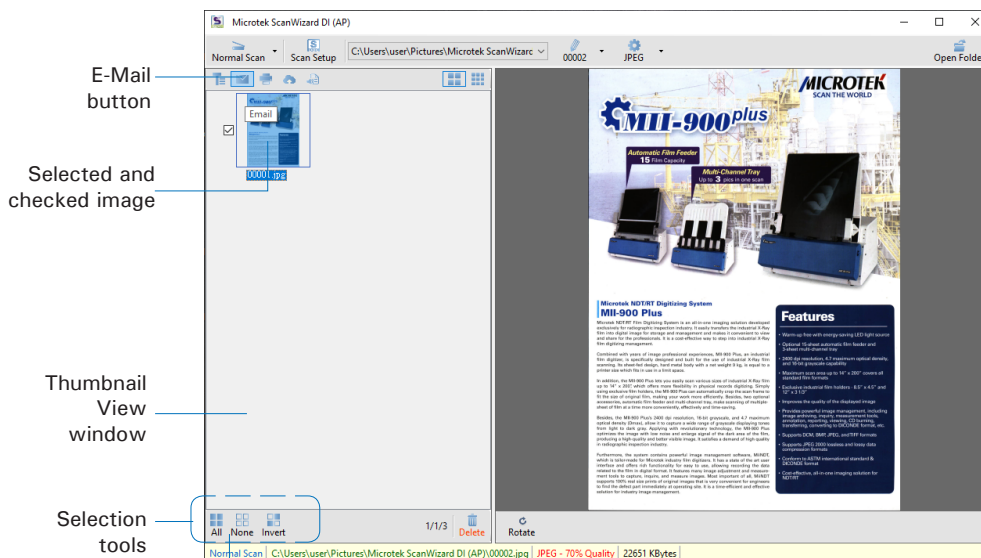
4. When done, click the *Recognize* button to perform OCR.

Once OCR is complete, the converted file is sent to your chosen folder.

Scanning for E-mail

The e-mail function allows the scanner to save and send the scanned images to the default E-mail application assigned by the system. This lets you share your scanning results with others fast and easily.

1. Check the box next to the images or use the selection tools (All and Invert) to select the image files you want to send out by E-mail in the Thumbnail View window.



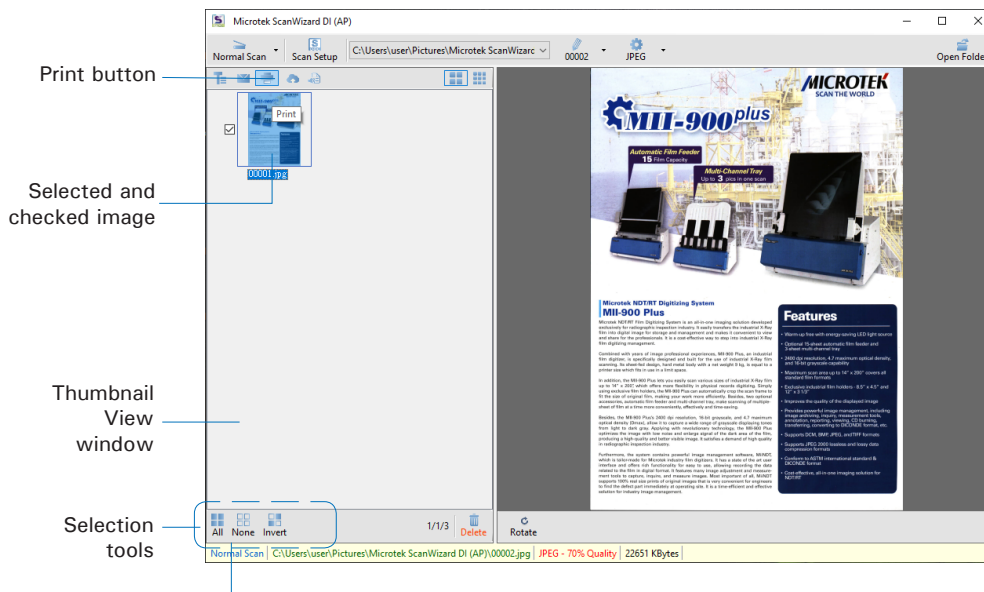
If you like to select all images at one time, click the All button.

2. Click the *E-Mail* button in the Thumbnail View window to activate the default E-Mail application. Then, follow instructions of the E-Mail application you are using to send out the selected image files.

Scanning for Copying

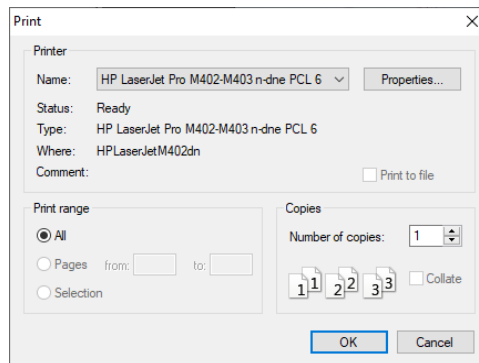
The Print function allows the scanner to work like a copier. Using together with your printer, documents can be printed successively without interruptions. This feature transforms your scanner and printer into a convenient copy station.

1. Check the box next to the images or use the selection tools (All and Invert) to select the image files you want to make a copy in the Thumbnail View window.



If you like to select all images at one time, click the All button.

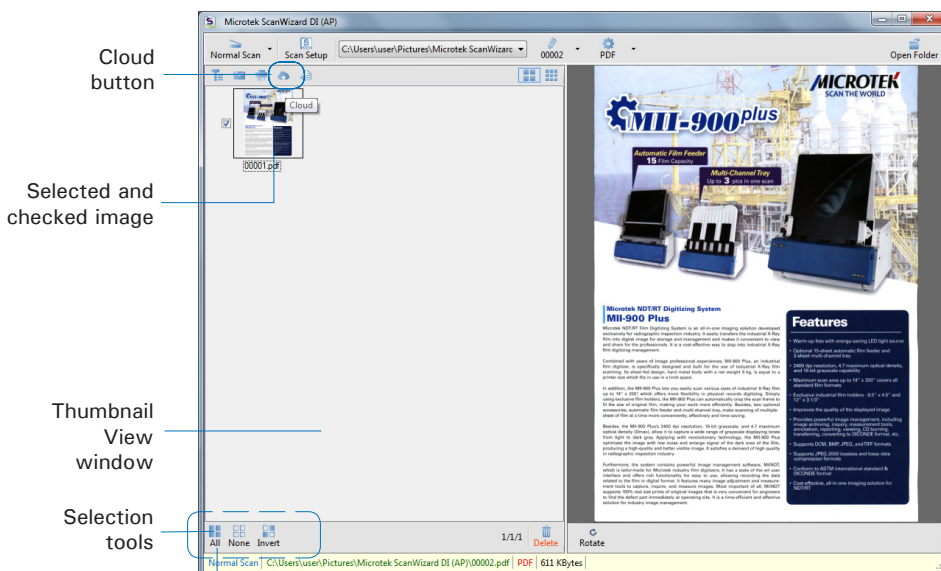
2. Click the Print button in the Thumbnail View window to activate the Print window.
3. Specify the number of copies to be made, then click OK.



Scanning to Cloud

The Cloud function allows to save the scanned image files locally and also attach it to paste to the internet storage spaces assigned by the webside service providers. This lets you back up your scanning results in a safer way.

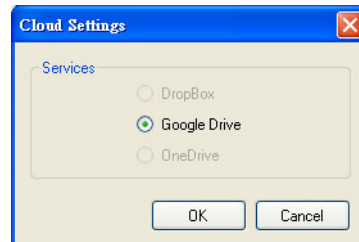
1. Check the box next to the images or use the selection tools (All and Invert) to select the image files you want to save and upload in the Thumbnail View window.



If you like to select all images at one time, click the All button.

2. Click the *Cloud* button in the Thumbnail View window to activate the Cloud Settings window.
3. In the Cloud Settings window, select a webside service provider to which you want to upload your scanned files. Please note that only the providers who have been installed and detected by the system will be available in the list.
4. When done, click the *OK* button to start uploading of scanned files.

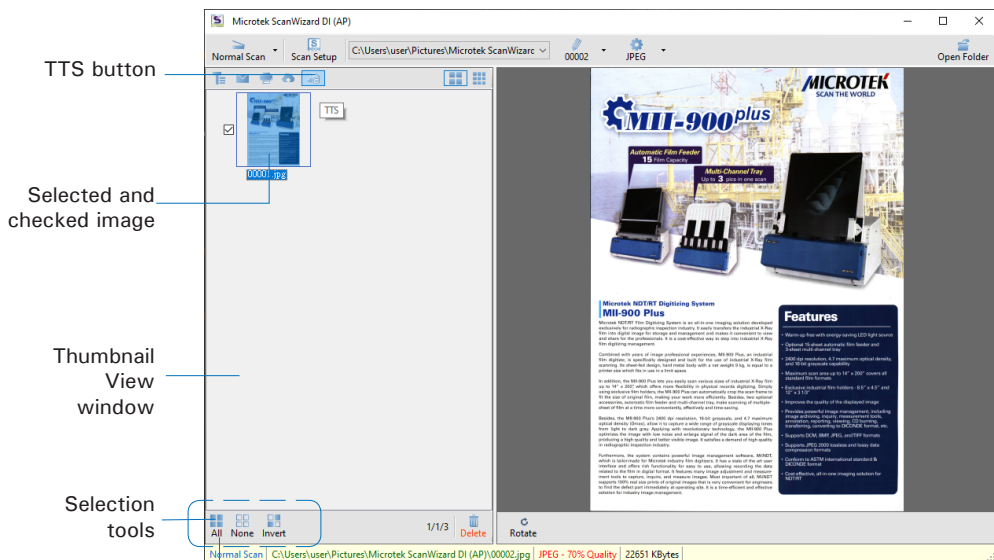
Once the uploading process is complete, there will be a “cloud” mark appearing at the left corner of the image in the Thumbnail View window.



Scanning as Text-to-Speech (TTS)

The Text-to-Speech (TTS) function allows to convert the scanned and saved images into text files that can be read out word by word by the system.

1. Check the box next to the image to select the image file you want to save and transfer as a TTS file in the Thumbnail View window.

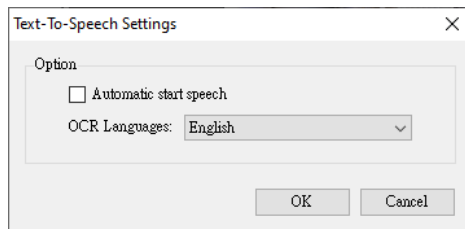


If you like to select all images at one time, click the All button.

2. Click the *Text-to-Speech (TTS)* button in the Thumbnail View window to activate the TTS Settings window.
3. In the TTS Settings window:

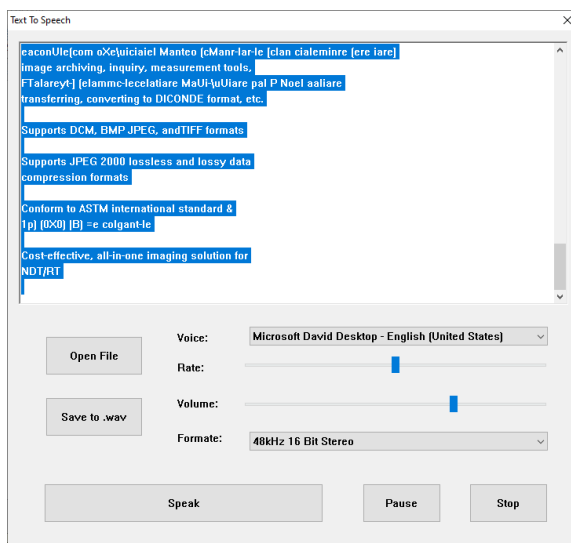
Automatic start speech: If this option is checked, the saved and converted file will be opened and read out word by word in orders automatically in the “Text to Speech” window. If this option is not checked, the saved and converted file will be opened and highlighted in the “Text to Speech” window.

OCR Languages: Select a language in which the original text document is written. Supported options include most common used languages in the world.



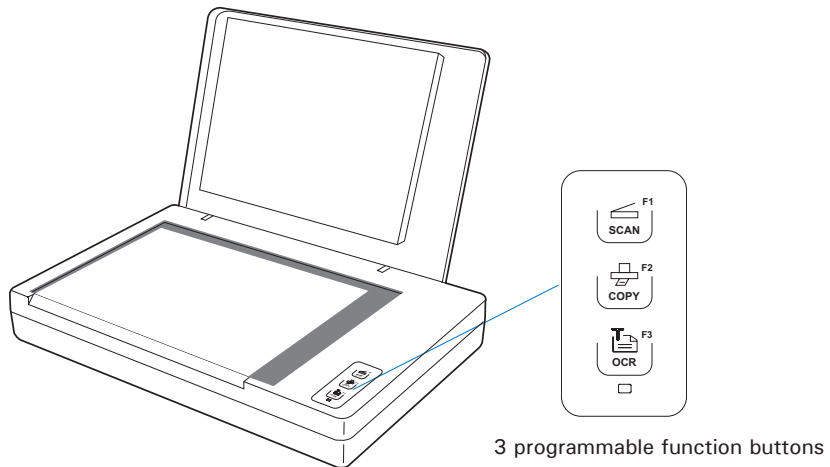
- When done, click the *OK* button to perform TTS.

Once TTS is complete, The scanned and recognized file will be opened in “Text to Speech” window.



Scanner Buttons

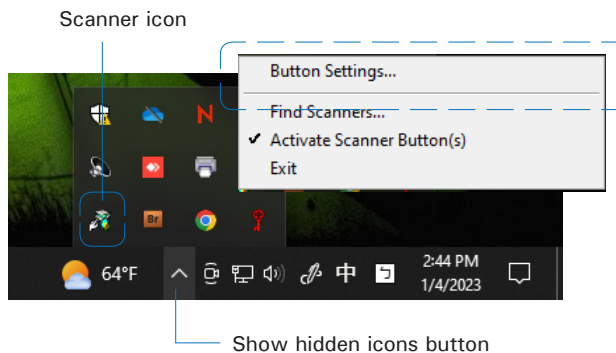
The XT3500 is equipped with three programmable function buttons (F1, F2, and F3) that can be customized to automate a number of predefined operations, such as scanning to a file, sending an image to your printer or e-mail account, scanning for OCR, etc. Customizing is done through the Scanner Button Settings interface, as explained below.



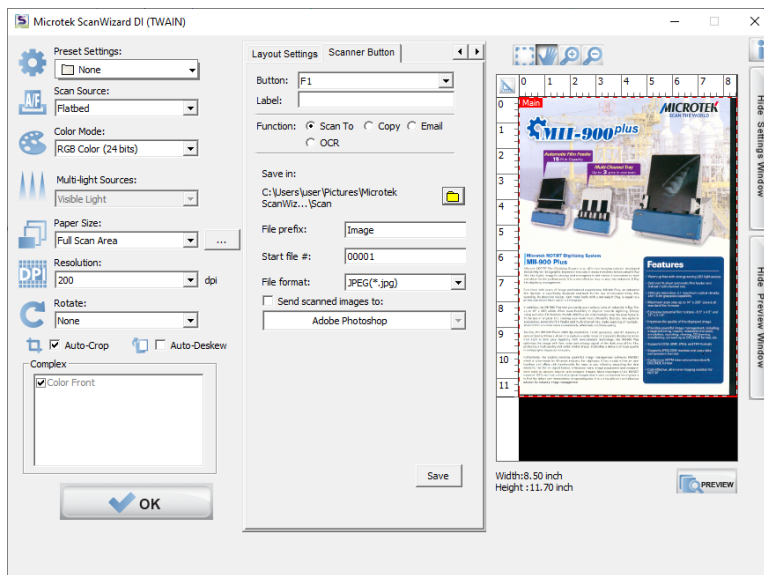
Starting Up Scanner Button Settings Interface

Before setting up scanner function buttons, follow the steps below to enable the Scanner Button Settings interface.

1. Open up the hidden icons by clicking the *Show hidden icons* (small up arrow) button in the taskbar at the right corner of the Windows desktop.



2. Locate the *Scanner* icon in the hidden icons box and right-click it; then, select *Button Settings (or Settings)* from the options menu to activate the Scanner Button Settings interface.



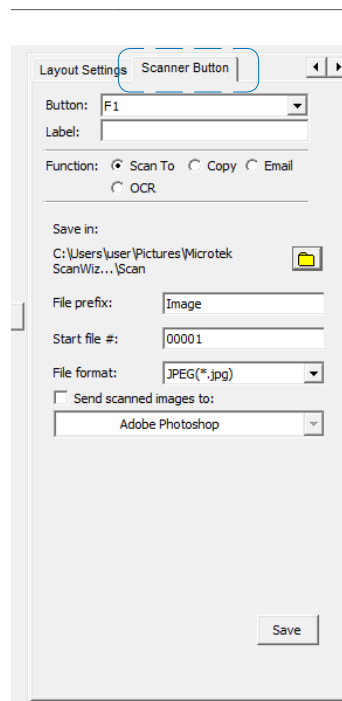
Scanner Button Settings Interface

Customizing the Scanner Buttons

1. Follow the steps in “Starting Up the Scanner Button Settings Interface” to activate the Scanner Button Settings interface.
2. Follow the procedures (steps 4 through 8) for the “Scanning Documents” section to specify your scanning requirements in this interface.

When done, click “</>” to switch back to the “Scanner Button” panel.

3. In the panel, specify your requirements for the scanner button that you wish to define.
 - a) Select F1, F2 or F3 (e.g., F1) to be defined from the Button options.
 - b) Key in your preferred string in the Label edit box for the selected function button.
 - c) Make your selection among the Function radio buttons below to define your selected button. The four functions provided are:
 - **Scan To:** Captures images that can be automatically saved as files or sent to another application for further processing. This is the default selection.
 - **Copy:** Scans the image and sends it to your printer, transforming your scanner and printer into a convenient copy station. Simply specify the number of copies you want.
 - **Email:** Captures images that can be automatically saved as files or sent to the system default E-mail application.
 - **OCR:** Performs OCR (Optical Character Recognition) of a document and converts it to a fully editable digital file. Saves time from retyping documents into your word processor.
 - d) Next, specify a file’s name, saving location, and saving format for the scanned images.
 - e) When done, click the *Save* button to save the parameters currently used for the selected button.



4. To define another custom function button if desired, follow steps 2 through 3 of this section.
5. When done, click the *OK* button to exit the Scanner Button Settings Interface.

NOTE:

1. When you have finished the settings for the function buttons in the interface, you have to exit interface before you perform the predefined scanning task by pressing the function button on the scanner.
2. If ScanWizard DI is launched and the Main interface (AP control panel) is activated on the screen, the scanned image files will appear in the Thumbnail View window for your viewing after you perform the scanning task by pressing the function button on the scanner.

How the Scanner Button Works

When you finish customizing the buttons, follow the steps below to perform the scanning task by pressing the button on the scanner. The scan will be performed in accordance with the designated button function using the parameters configured in the Scanner Button Settings interface.

1. Place a single-sheet document to be scanned on the scanner's glass surface.
2. Exit the Scanner Button Settings interface.
3. Press the F1, F2 or F3 button on your scanner to activate the function associated with the F1, F2 or F3 button easily.

When done, the scanned images will be automatically saved into an assigned folder in the "Scanner Button" panel.

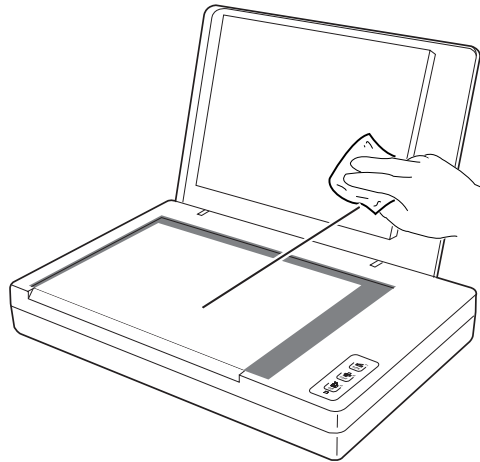
4. If necessary, specify new settings for each button. Follow the procedures (steps 1 through 5) for the "Customizing the Scanner Buttons" section to specify your new requirements for the buttons that you wish to redefine.

Care and Cleaning

To ensure optimal performance from the scanner, it is important to clean the glass surface of the scanner on a regular basis.

Cleaning the Scanner Glass Surface

1. Lift the scanner lid.
2. Then use a soft, non-abrasive and lint-free cloth to gently wipe the glass surface area on the scanner flatbed.






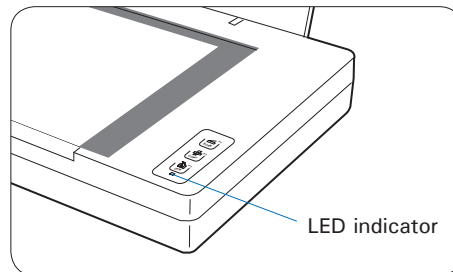
NOTE: Do not use any detergents, synthetic cleaning solutions, cleaning naphtha, or other solvents to clean the glass surface directly.

Appendix

Troubleshooting

The LED on the front panel indicates the status of the scanner.

	On - Ready to scan
	Off - Scanner is off
	Green Flashing - Scanning



First, make sure that you have followed Steps 1 to 4 as described in the “Initial Setup” section of this document (unpack, install, unlock, connect). Then if your problem is listed here, try the suggested solution.

- 1. No light comes on when the scanner is turned on.**
 Make sure your scanner is connected to your computer and plugged into a power source.
 Make sure your scanner is detected by your computer.
- 2. The Add/Remove Hardware Wizard appears on your screen.**
 Click the “Cancel” button and close the ScanWizard DI or ScanPotter Control Panel.
 Disconnect the Hi-Speed USB cable from the back of your computer, and refer to the installation instructions in this document.
- 3. When trying to scan, an error message appears on your screen that reads, “Can’t Find Scanners”.**
 Make sure your scanner is unlocked (see Step 3 in the “Initial Setup” section).
 Make sure your scanner is connected to your computer and plugged in to a power source (see Step 4 in the “Initial Setup” section).
 Uninstall and reinstall the ScanWizard DI or ScanPotter software.
- 4. After clicking “Scan,” a blank screen appears.**
 Make sure your scanner is unlocked (see Step 3 in the “Initial Setup” section).
 Uninstall and reinstall the ScanWizard DI or ScanPotter software.
- 5. Having trouble scanning the documents.**
 Make sure you place the document to be scanned properly on the scanner glass surface.
 Uninstall and reinstall the ScanWizard DI or ScanPotter software.

Specifications

Model Type	MRS-1200A4H2						
Type	Flatbed color document scanner						
Image Sensor	CCD (Charge-Coupled Device)						
Light Source	LED (Light Emitting Diode)						
Scanning Modes	Color, grayscale, and black-and-white in a single scanning pass Input: 48-bit color/16-bit grayscale/1-bit B&W Output: 24-bit color/8-bit grayscale/1-bit B&W						
Resolution	Optical: 1200 (H) dpi x 2400 (V) dpi						
Scanning Area	8.5" x 11.7" (216 x 297 mm)						
Scanning Speed	1.5 sec @200 dpi, A4 color 2 sec @300 dpi, A4 color						
Duty Cycle	8000 scans per day						
Interface	Hi-Speed USB (USB 2.0)						
Dimensions (L x W x H)	17.5" x 11" x 3.54" (443.5 mm x 278.5 mm x 90 mm)						
Weight	6.6 lbs. (3 kg)						
Voltage	AC 100V to 240V, 50-60 Hz, 1.5A Max (Input) DC 15V, 2.5A (Output)						
Power Consumption	37.5 W (Max)						
Power Supply	<table> <thead> <tr> <th>Voltage</th> <th>Manufacturer</th> <th>Model No.</th> </tr> </thead> <tbody> <tr> <td>100V to 240V</td> <td>HAIDER</td> <td>HDAD38W101</td> </tr> </tbody> </table>	Voltage	Manufacturer	Model No.	100V to 240V	HAIDER	HDAD38W101
Voltage	Manufacturer	Model No.					
100V to 240V	HAIDER	HDAD38W101					
Environment	Operating temperature: 50° to 104°F (10° to 40°C) Relative humidity: 20% to 85%						

Important:

Specifications, software bundles, and accessories are subject to change without notice. Not responsible for typographic errors.