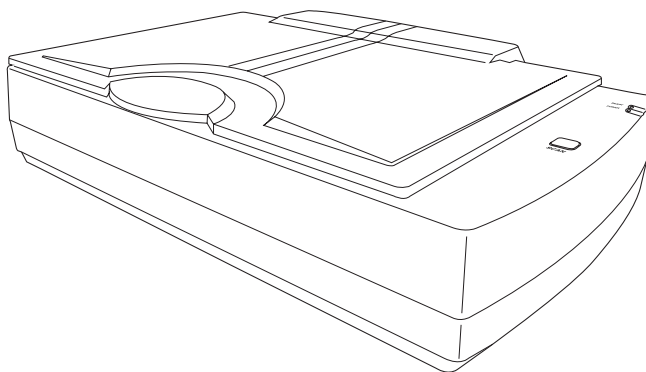# MICROTEK

Document Imaging Scanner

XT7000 HS

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.

I49-005382, C
February 2023

FCC Compliance Statement

This equipment (Model: MRS-600A3U3L) 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, 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.

Table of Contents

Knowing about Your Scanner

The XT7000 HS is one A3 high-speed document scanner, with 12" x 17" scan bed, 600 dpi optical resolution, and a SuperSpeed USB (USB 3.0) interface to satisfy the requirements of office, home and SOHO users. With its high-quality CCD technology, the XT7000 HS could be as perfect as a large document scanner, giving you more flexible in some ways and yielding great image quality.

Features of Your Scanner

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

- Large 12" x 17" scan bed — The tabloid-size scan bed lets you easily scan oversized originals, contact sheets, large pieces of art, and mechanical blueprints.

- Automatic scanning — Equipped with a scanner lid detection sensor, the scanner will start scanning automatically once the scanner lid closing on the scan bed is detected by the sensor. You don't have to press any button.

- High speed scanning — The scanner maximums your productivity by its fast scanning speed, which is less than 2 seconds for color scans at 300 dpi.

- One fast scan button — One fast-access button on the scanner panel provides you a quick and easy way to launch a scanning function. All you need to do is simply press a button and the corresponding scanning function can be carried out.

- Energy-saving LED light source — Adopting LEDs as the light source, once the scanner is detected by the system, there is no warm-up time in need before carrying out the scan, which boots 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.

- Auto-crop multiple images —This feature allows the scanner to crop and extract multiple images from one scan at once automatically. This function is quite useful if you have a need to separate each image from a scan of multiple images.

- New and Advanced Microtek ScanWizard DI software — ScanWizard DI offers a host of features and image adjustment controls for scanning. Its distinctive features include:

  - Text Orientation Recognition — With this feature, the scanner automatically rotates every saved files in a readable direction based on a specific OCR language selected.

  - 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: When processing documents with color backgrounds, the feature can drop out red, green or blue colors for better and clearer readability.

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

- 1 GB RAM or more (2 GB is recommended)

- Intel Core i3 processor PC or higher with a built-in USB port

- Microsoft Windows 7, 8, 10, or 11

Taking a Closer Look

Front/Open View
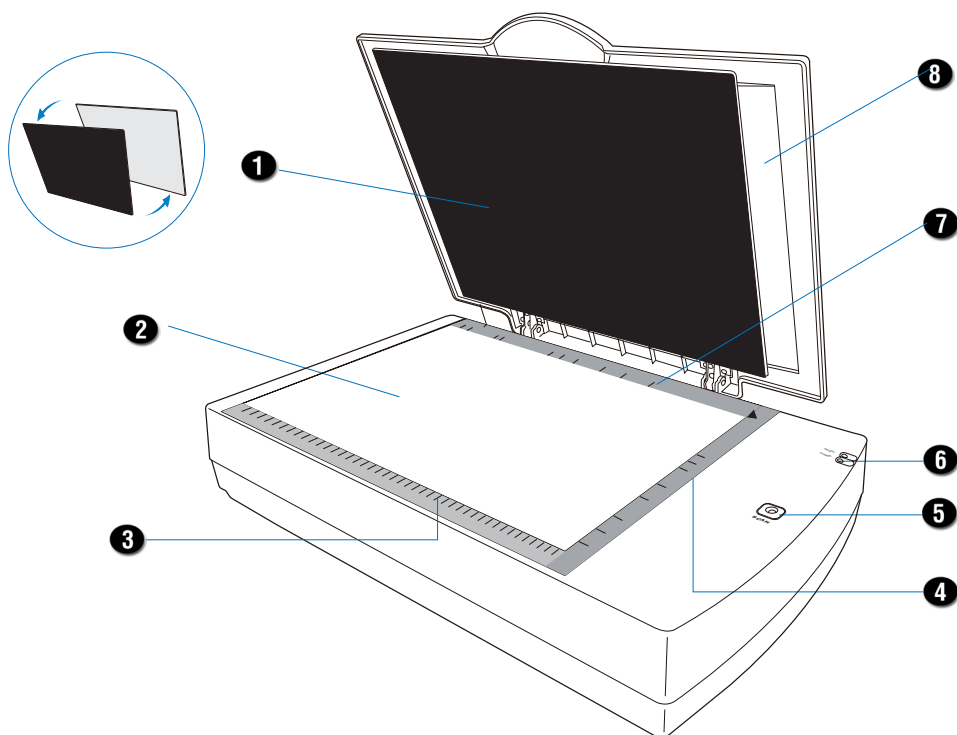
No.	Names of Parts	Functions of Parts
1	Document Mat	Used to flatten the document on the scan bed and block unnecessary lights during scanning.
2	Glass Surface	The scan bed for placing the document to be scanned.
3	Horizontal Ruler (Top)	Used to measure a document's length or width in centimeter
4	Vertical Ruler (Right)	Used to measure the ISO paper size used widely.
5	Scan button	Starts a scan job immediately based the settings configured in the Scanner Button Settings interface.
6	LED Indicators	• READY Indicator (Green): Indicates the status of the scanner. • POWER Indicator (Amber): Indicates the scanner is on or off.
7	Horizontal Ruler (Bottom)	Used to measure the ISO paper size used widely.
8	Scanner Lid	Top cover of the scanner.

Left Side View
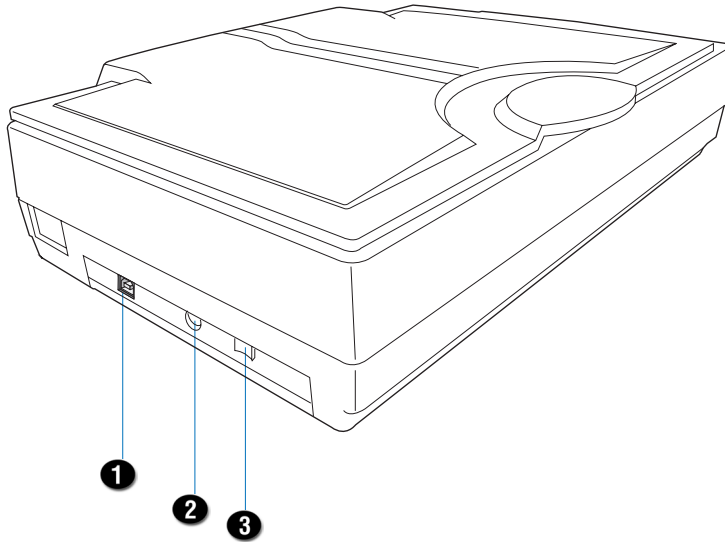
| No.	Names of Parts	Functions of Parts
1	SuperSpeed USB Port (USB 3.0)	Connects the SuperSpeed USB cable to the computer.
2	Power Connector	Connects the scanner to the power adapter.
3	Power Switch	Turns the scanner on or off.

Initial Setup

After unpacking your scanner package, follow the steps below for a quick and easy installation process.

NOTE:

- Be sure to use the power adapter and USB cable came with the scanner package.

- Do not place the scanner on any slippery, slanted, or unstable surface. The scanner may slide or fall, causing serious injury to people as well as severe damage to the scanner.

- Save all packing materials of the scanner, including the outer carton, if you have a need to transport the scanner the in the future.

Step 1: Unpacking Package Contents

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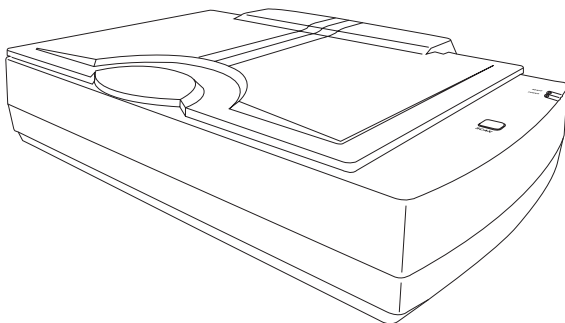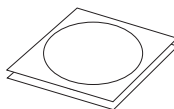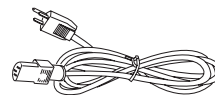

Scanner
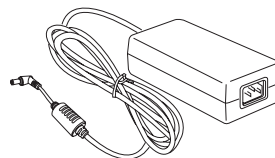
Power Adapter

SuperSpeed USB Cable

Software CDs/DVDs

Power Cord

Step 2: Installing the Software

Important: Do not remove the yellow sticker from your scanner until you are told to do so. You must install all software before connecting your scanner.

Always close any open programs and turn off Anti-virus utilities before installing software.

1. Turn on your computer.

2. Place the Microtek Software CD/DVD into a drive.

3. 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 CD/DVD-ROM icon; then *cdsetup.exe* to start the installer program.

4. Click EXIT on the Microtek Software Installer screen when all the software has been installed.

5. Restart your computer.
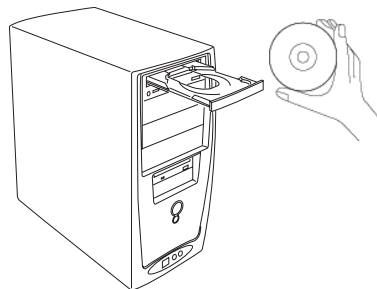
Drivers & Software Upgrades

After you finish the installation of software, if you found that the installed drivers and software cannot run your product or your computer system properly later, please go to the Microtek Download Service site at microtek.com/en/download to download and install any updates you may require.

For additional information about Microtek products, please visit our website at www.microtek.com.

Step 3: Unlocking the Scanner

Before using the scanner, the scanner should be unlocked. To unlock the scanner, follow the steps below:

1. Remove the yellow sticker "Unlock Scanner" from your scanner.

2. With the scanner power off, tilt the front right corner of the scanner to see the locking screw at the bottom.

3. Using a screwdriver, push and turn the locking screw counterclockwise to the unlock position.

    When successfully unlocked, the screw will push out a little, protruding slightly from the bottom of the scanner.
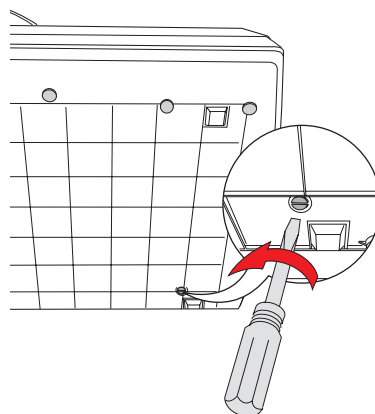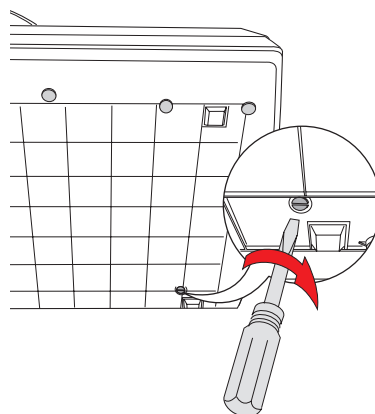
Unlocked

If you have a need to transport the scanner, the scanner must be locked in advance. To lock the scanner, follow the steps below:

1. Turn off the scanner.

2. Turn the scanner back on.

    When the lights (LED indicators) on the right side of the scanner light on, use a screwdriver, and then push and turn the locking screw clockwise to the locked position.

    When the screw has been tightened, this indicates that your scanner is locked.
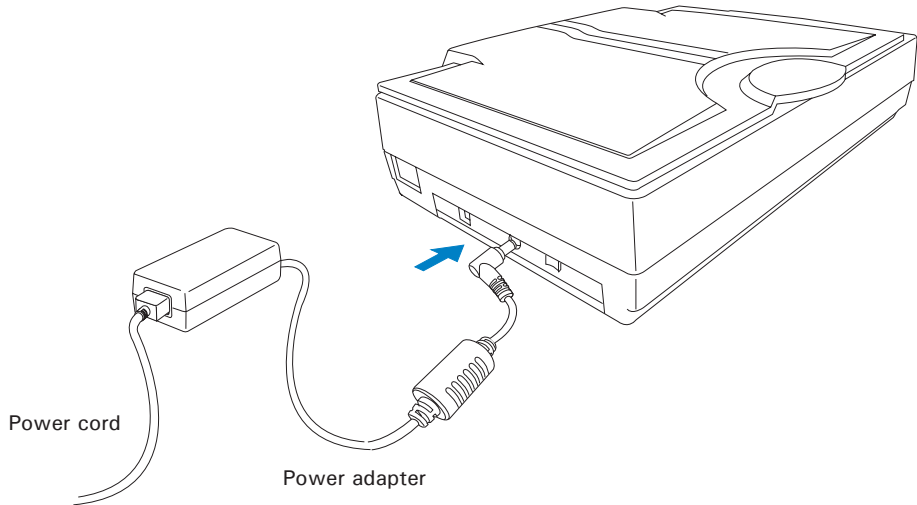
3. Turn off your scanner.

Locked

Step 4: Connecting the Scanner

To the Power Adapter

1. Connect the power adapter to the left side of the scanner.

2. 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.

Power cord

Power adapter

To the SuperSpeed USB Cable

3. Connect one end of the SuperSpeed USB cable to your computer.

4. Connect the other end of the SuperSpeed USB cable to the scanner's USB port.

USB cable
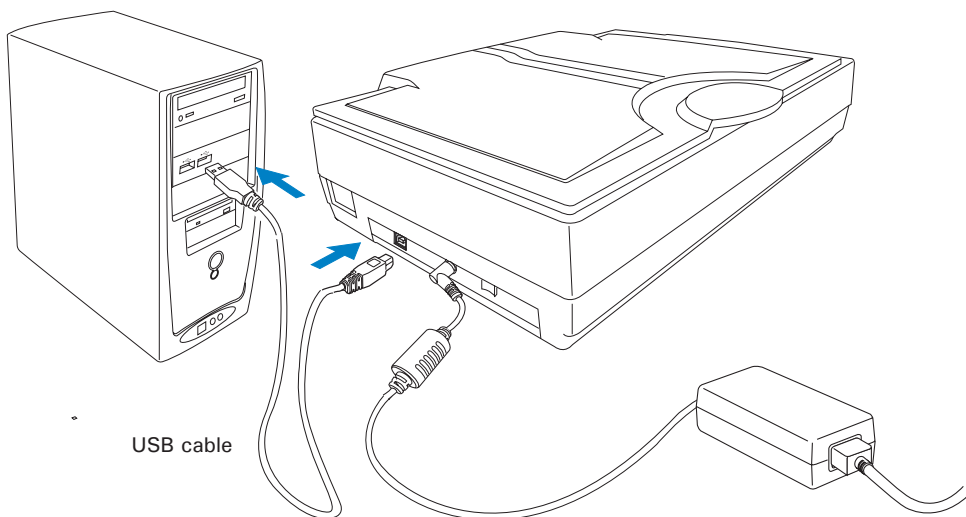
5. Turn the power switch to "On". When the scanner is powered on, the LED indicators (Green/Amber) will light up on the right side of the scanner.

   The system will detect your scanner automatically. .

ON

OFF

Power switch
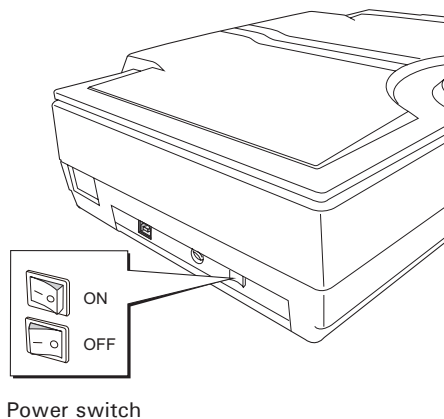
Positioning the Document Mat

After installing the scanner, if it is the first time that you use the scanner, you must attach the Document Mat to the correct position of the scanner lid for scanning.

The Document Mat is a 2-in-1 black-and-white mat with magnetic, which is designed to work with scanning of documents. Choose an appropriate color side of the mat as the background of the scanned document for scanning.

White side

Black side
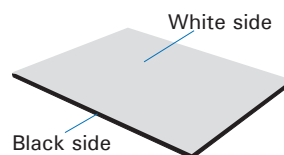
Scanning documents with a black background is helpful for detecting the size of the originals and cropping. Scanning thin translucent papers with a white background, you can ensure that the scanned images will not be affected by the color of the Document Mat, which effectively improves text detection rate and OCR accuracy.
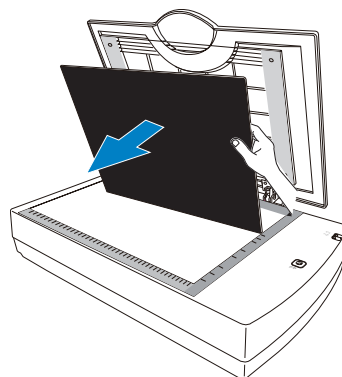
Before using the scanner for the first time, please follow the steps below to install the Document Mat in the correct position:

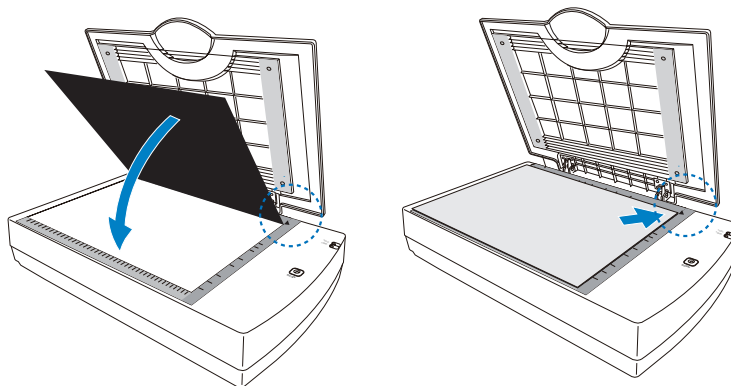1. Remove the Document Mat.

    a) Raise the scanner lid.
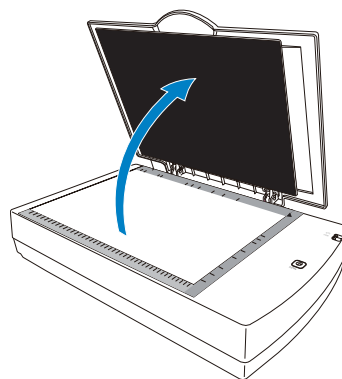
    b) Gently detach the Document Mat from the scanner lid, following the arrow shown in the graph.

2. Install and fix the Document Mat on the inside of the scanner lid.

   a) Place the Document Mat on the glass surface of the scanner.

      To make sure the Document Mat is installed in the correct position inside the scanner lid, please align the upper-right corner of the Document Mat with the arrow mark (▲) located at the upper-right corner of the scan bed, with its edges firmly against the top and right rulers of the scanner.

   b) Next, lower the scanner lid to cover the Document Mat.
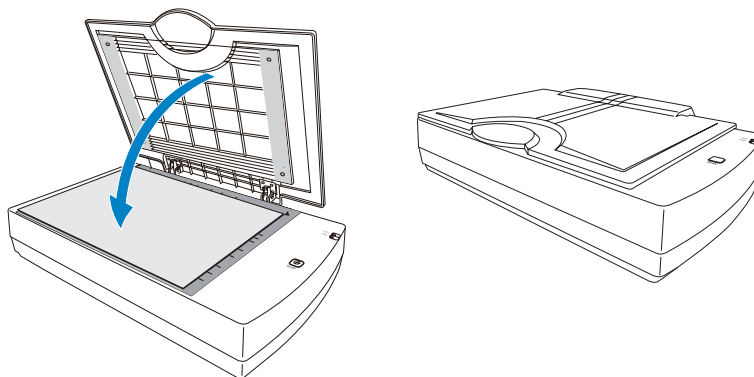
   c) Finally, raise the scanner lid.

      You will find that the Document Mat is automatically attached to the scanner lid and fix in the correct position.

Positioning Documents

This section shows you how to position documents, such as contact sheets, large pieces of art mechanical blueprints and a thick book on the flatbed.

Positioning a Single-Sheet Document

1. Raise the scanner lid, and place the document to be scanned face down on the glass surface of the scanner.

2. Align the upper-right corner of the document with the arrow mark (▲) located at the upper-right corner of the scan bed, with its edges firmly against the top and right rulers of the scanner.
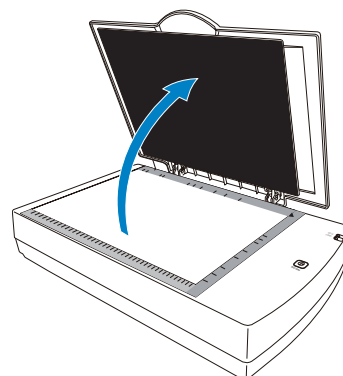
3. Then, lower the scanner lid.
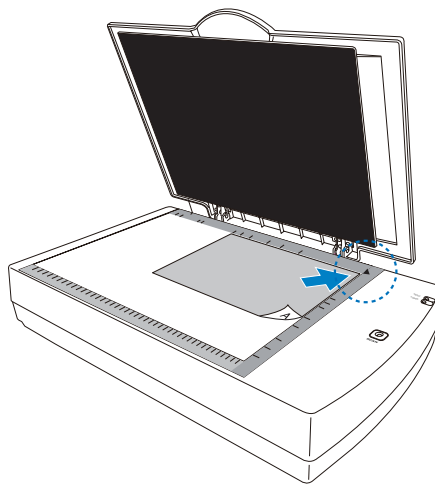
Positioning a Book or a Bound Document

1. Raise the scanner lid, and place a book to be scanned face down on the glass surface of the scanner.

2. Align the inner margin of a book along the bottom ruler of the scanner as indicated in the graphic.

3. Then, lower the scanner lid.

Scanning Scenarios

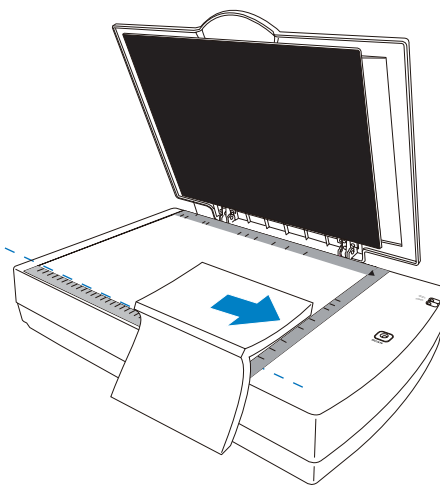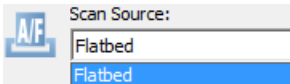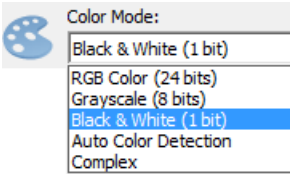## Using ScanWizard DI

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 Reference Manual for more details.

Warning:

• Before using the ScanWizard DI, make sure that your anti-virus software program has been turned off. Otherwise, the scanning speed may be affected.

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

Scanning Documents

1. Place the document to be scanned facing down 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 customized selections.

c) Select a dimension in the *Paper Size* as your preview image size.
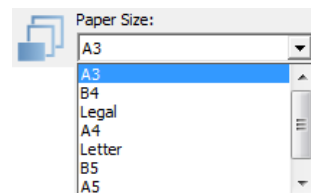
d) Select a desired resolution in the *Resolution* for your image output resolution.
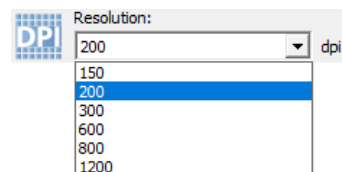
e) If necessary, select "Text Orientation Recognition" in the Rotate to ensure the scanned images in a readable orientation. When it is selected, you can select the preferred language used as an identification in the options menu
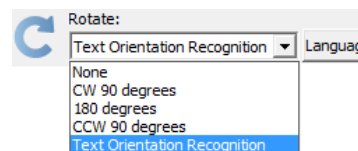
f) If "Auto-crop" & "Auto-deskew" is selected, the scanner automatically detects the size of the original image, crops the full scan frame to fit the image, and removes unwanted black borders after the scan, as well as corrects the distorted image for proper alignment.

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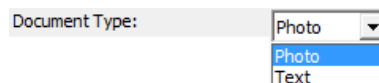
b) If necessary, check "Remove Blank Page" and "Remove Punch Hole" to enhance the quality of the scanned images.

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.
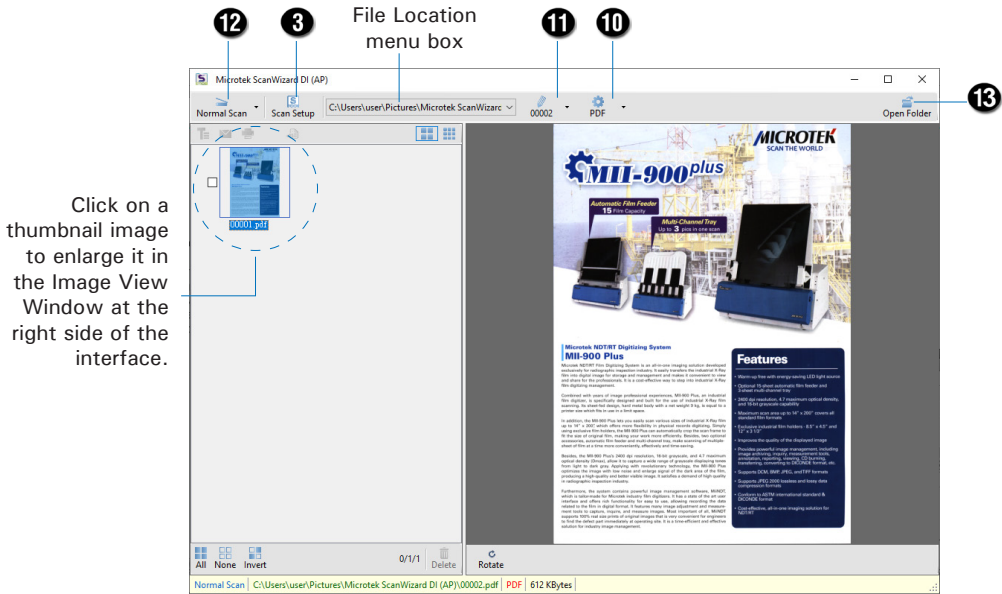
File Location menu box

Click on a thumbnail image to enlarge it in the Image View Window at the right side of the interface.

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 document to be scanned facing down 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.
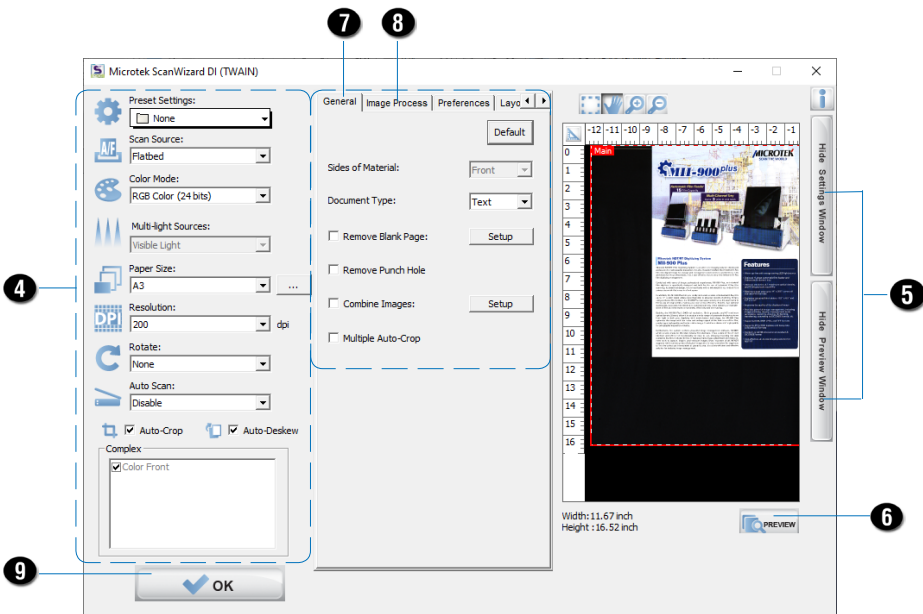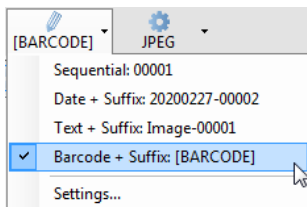
5. Click the *OK* button to close the Scan Setup interface and return to the Main interface of ScanWizard DI.

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.

> [BARCODE] JPEG
>
> Sequential: 00001
> Date + Suffix: 20200227-00002
> Text + Suffix: Image-00001
> ✓ Barcode + Suffix: [BARCODE]
> Settings...

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.
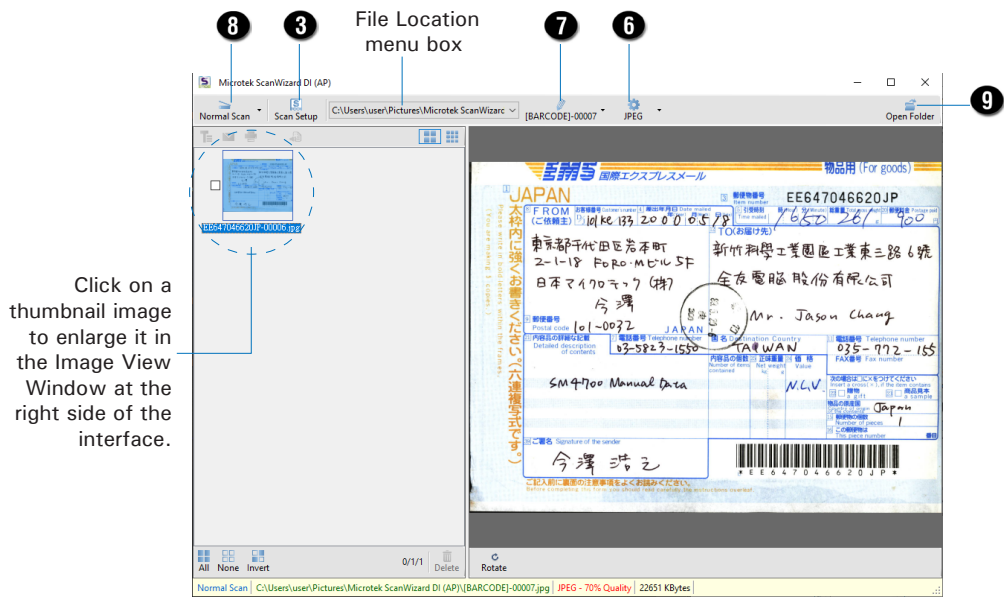
File Location menu box

Click on a thumbnail image to enlarge it in the Image View Window at the right side of the interface.

AP control panel (Main interface)
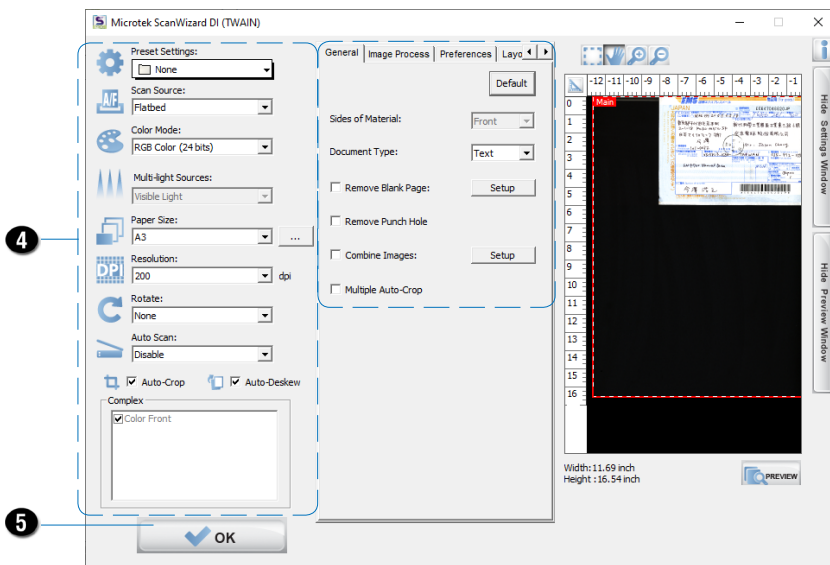
TWAIN driver control panel (Scan Setup interface)

Scanning Documents Automatically

This scanning scenario guides users to perform an automatic scan by using the Auto Cover Detection function. It works only when the scanner is equipped with a lid closing detection sensor

1. Place the document to be scanned facing down 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.

    a) Follow the procedure (steps 4 through 8) for "Scanning Documents" section to specify your scanning requirements in the interface.

    b) Click the OK button to close the Scan Setup interface and return to the Main interface of ScanWizard DI.

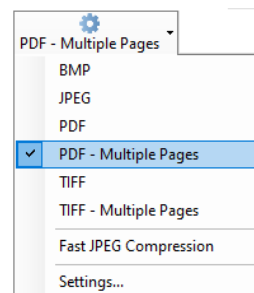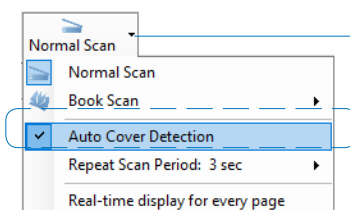4. In the Main interface, click the *File Name* menu button to select a file format for the scanned images.

    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 options menu.

PDF - Multiple Pages
BMP
JPEG
PDF
✓ PDF - Multiple Pages
TIFF
TIFF - Multiple Pages
Fast JPEG Compression
Settings...

5. Next, enable the Auto Cover Detection function.

    a) Click the *Arrow* icon next to the Normal Scan button (by default) to bring up the Scan mode options menu.

    b) Click the "Auto Cover Detection" command in the options menu. A check appears next to the command when it is enabled.

Normal Scan	
Normal Scan	
Book Scan	▶
✓ Auto Cover Detection	
Repeat Scan Period: 3 sec	▶
Real-time display for every page	

    Click the *Arrow* icon to open the Scan mode options menu.

6. Next, perform the automatic document scanning and archiving.

    a) Raise the scanner lid.
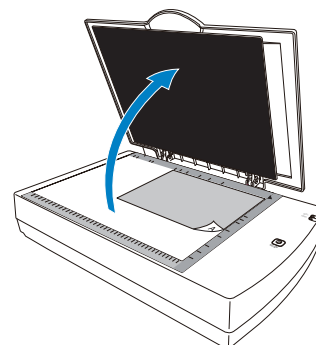
b) Click the *Normal Scan* button in the Main interface. An "Automatic Detection" window appears on the screen.

If necessary, adjust slider bars to increase/decrease the value of user settings for the "Responding Time" and "Stop the Auto Scan after…" options.

Set the time period to start scanning automatically when the scanner lid is closed and detected by the sensor.

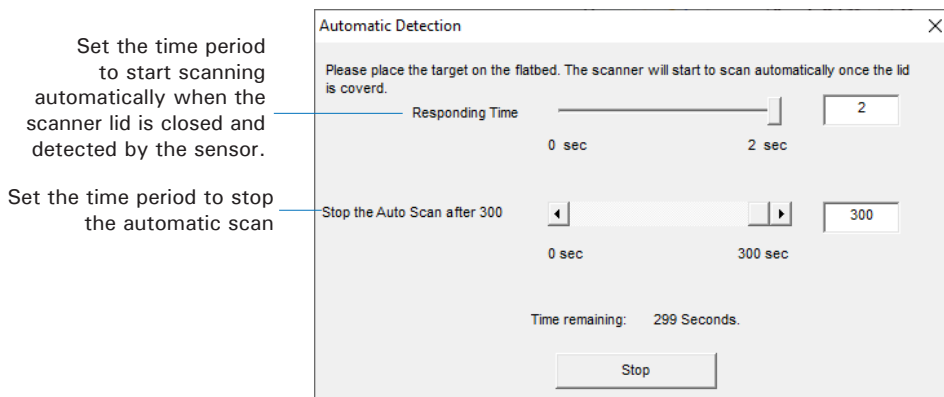Set the time period to stop the automatic scan

Automatic Detection	×

Please place the target on the flatbed. The scanner will start to scan automatically once the lid is coverd.

Responding Time ———————————— | 2 |

0 sec   2 sec

Stop the Auto Scan after 300 ◄   ►| | 300 |

0 sec   300 sec

Time remaining: 299 Seconds.

Stop

c) Place the document to be scanned facing down on the scanner's glass surface, and then close the scanner lid.

Once the scanner lid is down and detected by the sensor, the scanner will start scanning automatically based on a predefined Responding Time set up previously.

NOTE: Make sure that scanner lid is closed and fully covers the scan bed; otherwise the automatic scan will not be performed correctly.
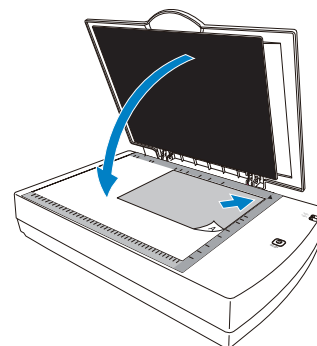
d) When done, if you want to scan more pages, 1) raise the scanner lid and remove the document; 2) then, place the next document on the scanner's glass surface and close the scanner lid.

If you want to stop the automatic scan task, just click the Stop button to exit the window.

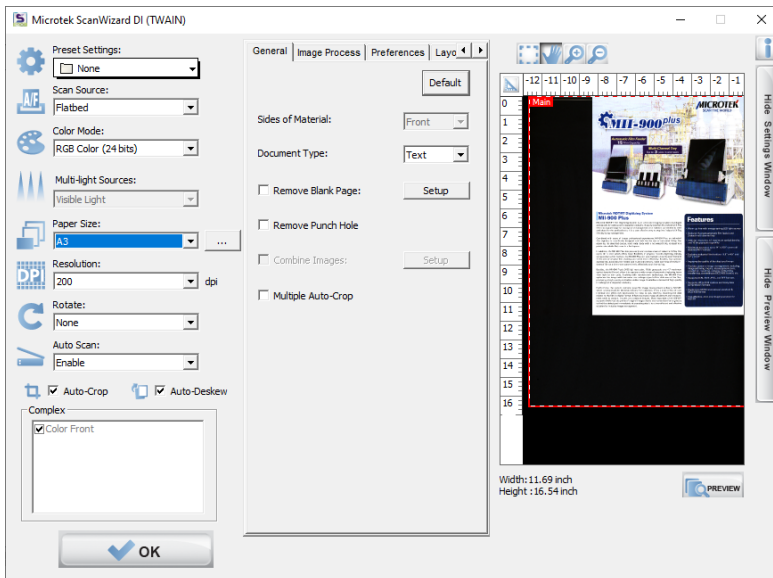e) Repeat the step c) until you finish scanning all desired documents.

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.

Click on a thumbnail image to enlarge it in the Image View Window at the right side of the interface.


AP control panel (Main interface)

TWAIN driver control panel (Scan Setup interface)

Scanning and Auto-Cropping Multiple Pictures

This scanning scenario guides users to crop and extract multiple pictures from one scan automatically, saving extra time from document scanning

1. Place the multiple originals to be scanned facing down on the scanner's glass surface.
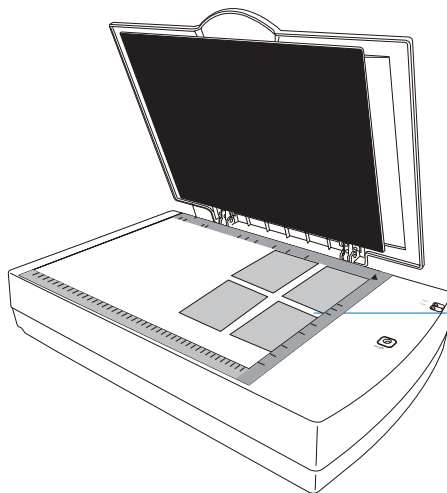
NOTE: Please ensure that there is space between the scanned originals when they are placed on the scanner's glass surface; otherwise, the individual image may not be extracted from one scan correctly after auto-cropping.
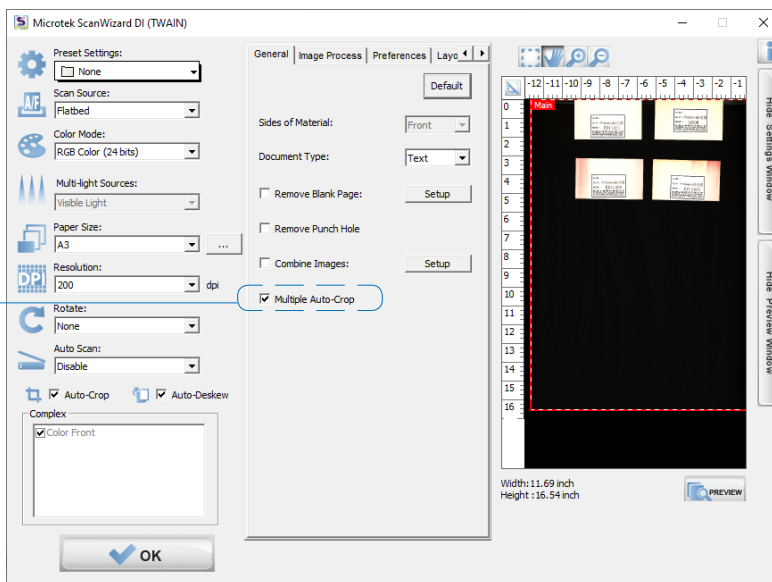
2. Launch ScanWizard DI as a stand-alone program by clicking on the *ScanWizard DI* icon on the desktop.

3. Follow the procedure (steps 3 through 13) for "Scanning Documents" section to specify your scanning requirements.

   – In step 6, click the *Preview* button to perform a preliminary view of the entire scan area.

     When done, a preview image containing multiple pictures appears in the Preview window.

   – In step 7, check the "Multiple Auto-Crop" in the General panel.

     When checked, the Auto Crop option will be automatically checked if it is not already checked.

   – In step 12, click the *Normal Scan* button to perform a final scan.

     When done, the system will crop pictures individually according to the original size of each picture from one scan and save them into the specified folder. At the same time, the individual image thumbnail will also be displayed in the Thumbnail View window.

Click on a thumbnail image to enlarge it in the Image View Window at the right side of the interface.
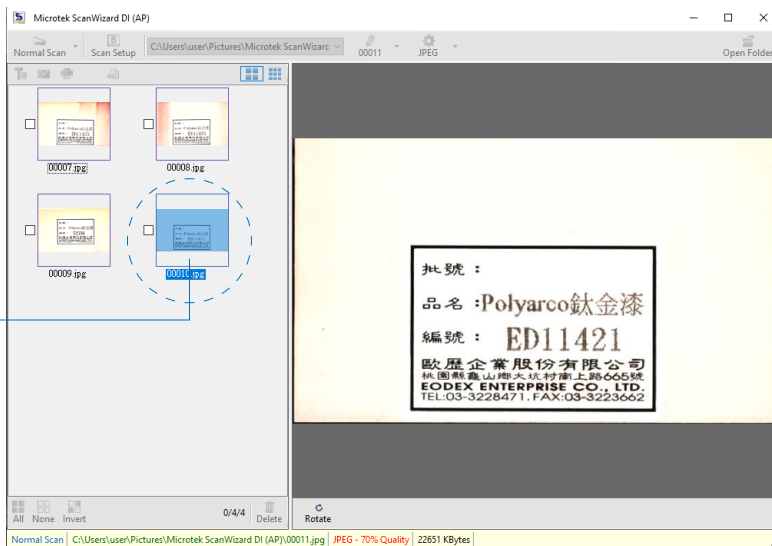
AP control panel (Main interface)

"Multiple Auto-Crop" is checked

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 option menu.
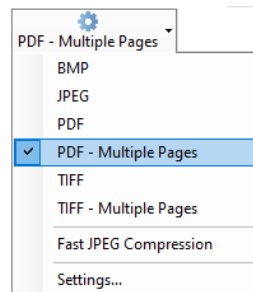
5. If it is the first time that you scan a book, follow the steps below to switch to the Book Scan mode from the Normal Scan mode.

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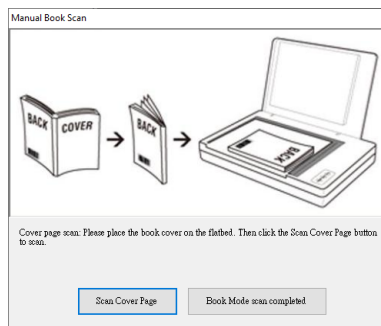
      When done, the Book Scan mode is activated.
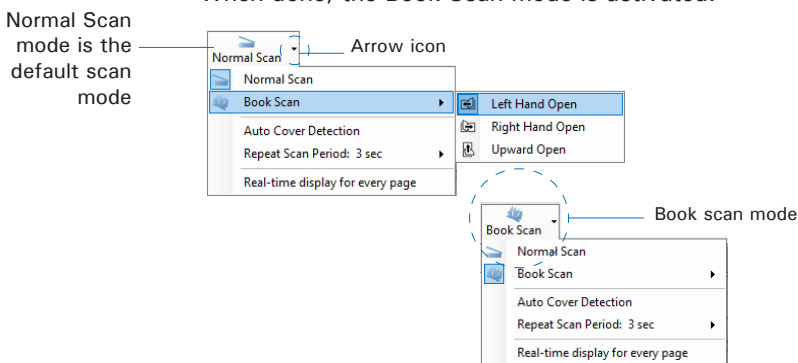
According to the opening direction of a book, the system offers you three choices: Left Hand Open, Right Hand Open and Upward Open. Move your cursor upon the option to highlight and select it.

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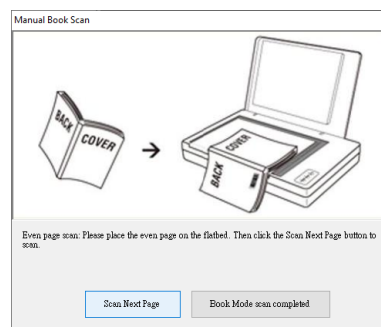
When done, press the "Scan Cover Page" button to start scanning of the cover page.

Manual Book Scan

Cover page scan: Please place the book cover on the flatbed. Then click the Scan Cover Page button to scan.

Scan Cover Page   Book Mode scan completed

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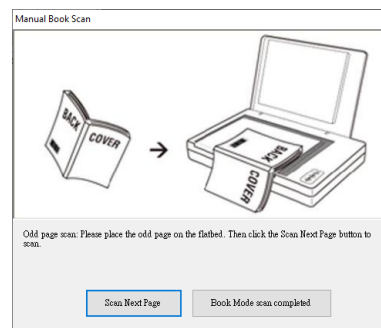
When done, press the "Scan Next Page" button to start scanning of the even page.

Manual Book Scan

Even page scan: Please place the even page on the flatbed. Then click the Scan Next Page button to scan.

Scan Next Page   Book Mode scan completed

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.

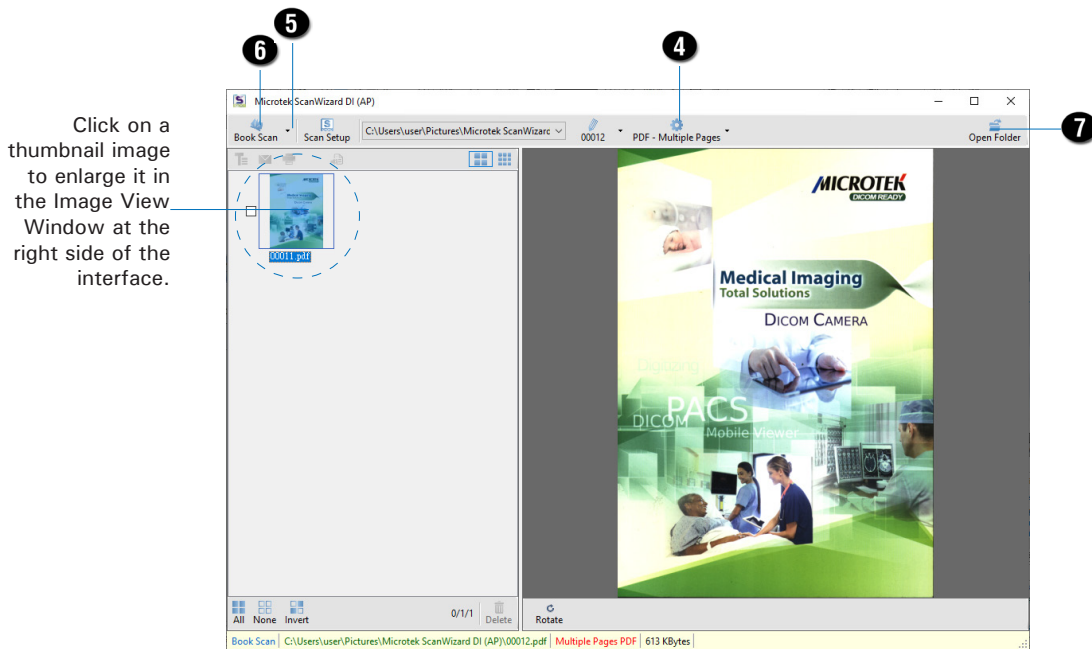When done, press the "Scan Next Page" button to start scanning of the odd page.

Manual Book Scan

Odd page scan: Please place the odd page on the flatbed. Then click the Scan Next Page button to scan.

Scan Next Page   Book Mode scan completed

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.

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

Click on a thumbnail image to enlarge it in the Image View Window at the right side of the interface.

AP control panel (Main interface)

Scanning Documents from an Application

This scanning scenario guides users to scan documents from an application other than ScanWizard DI, such as Adobe PhotoShop.

1. Place the document to be scanned facing down 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.
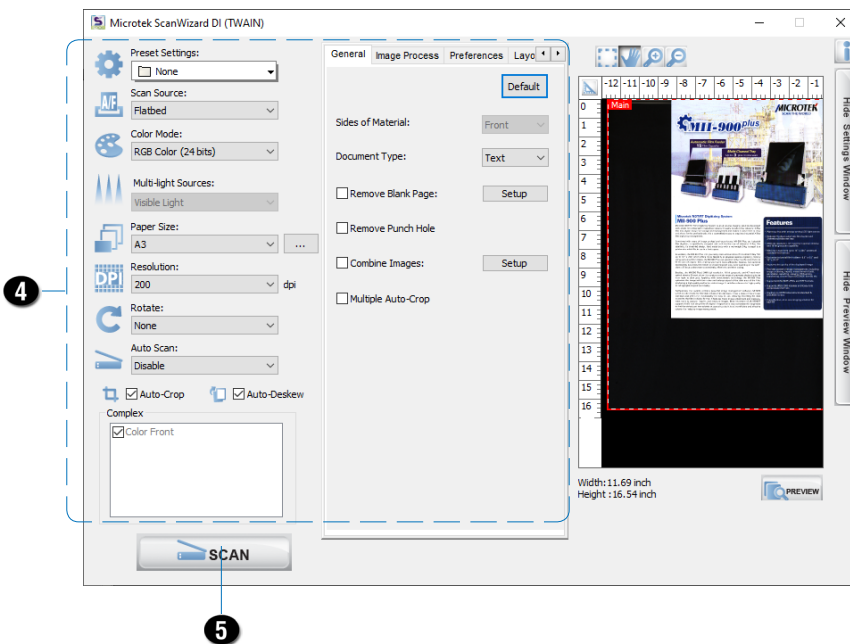
Utilizing Scanned Documents

Depending on your needs, you may utilize your scanned and saved documents directly in the following ways.

A. Scanning for 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.

OCR button

Selected and checked image

Thumbnail View window

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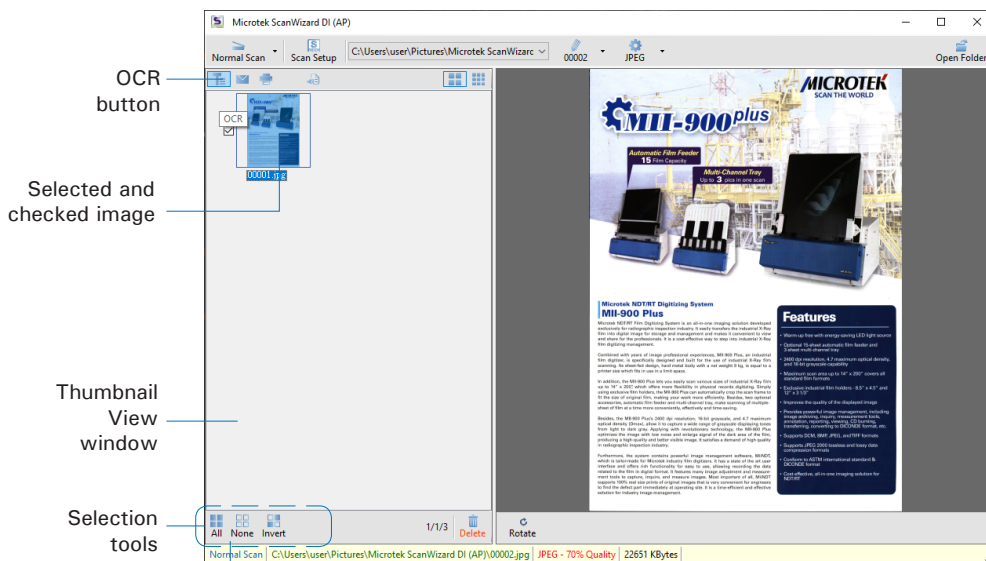
If you like to select all images at one time, click the All button.

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:
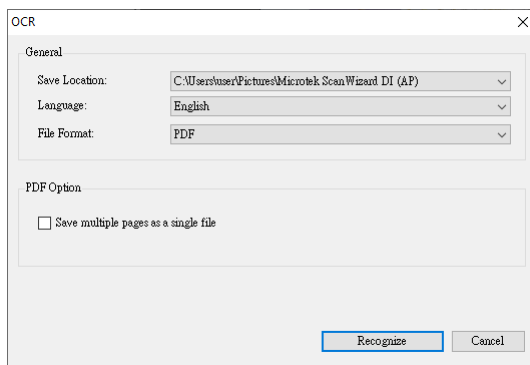
–   Save Location: Specify a directory for saving the converted files.

–   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.

B. 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.

E-Mail button

Selected and checked image
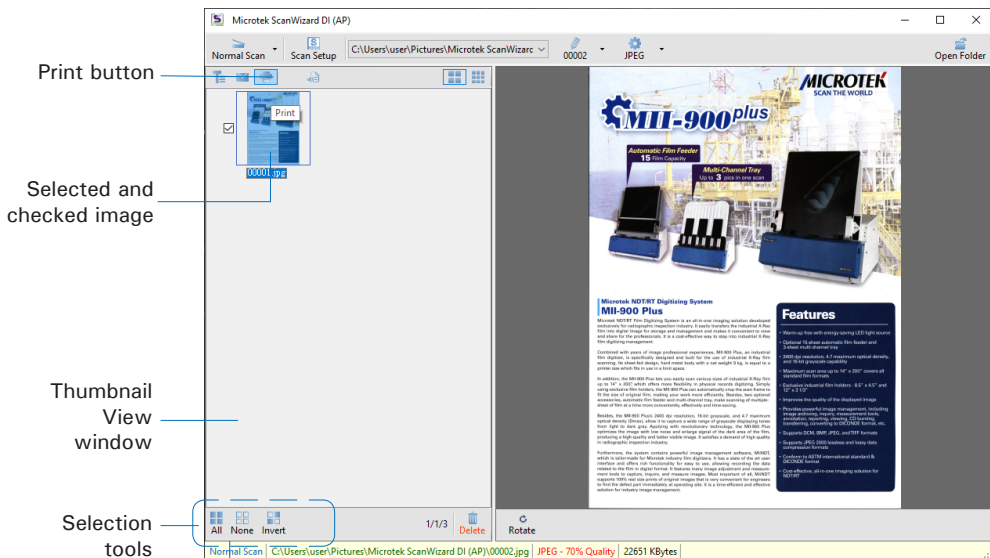
Thumbnail View window

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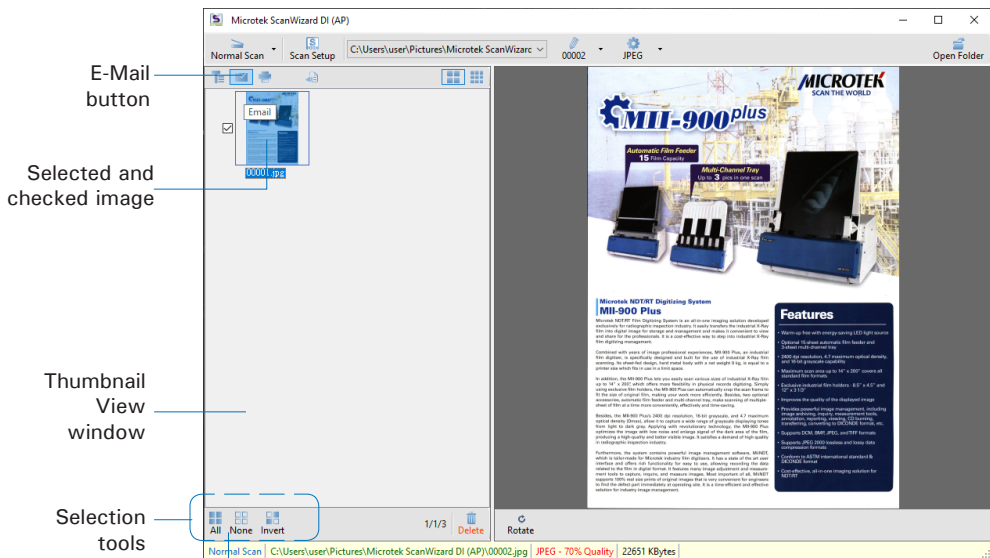
If you like to select all images at one time, click the All button.

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.

C. 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.

Print button

Selected and checked image

Thumbnail View window

Selection tools

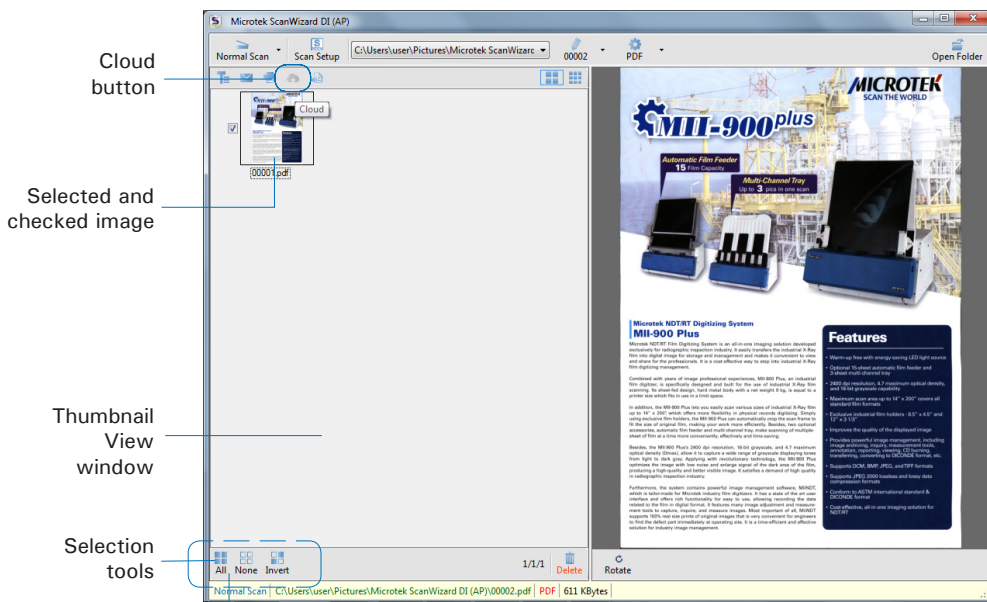If you like to select all images at one time, click the All button.

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*.
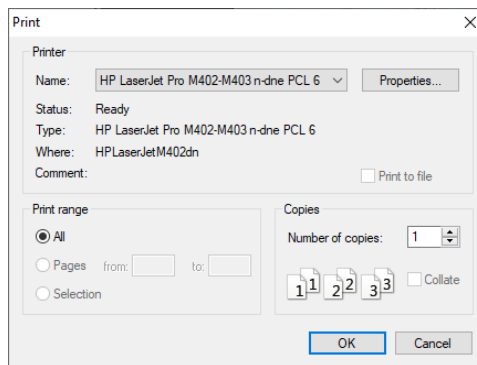
D. Scanning to Cloud

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 website 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.

Cloud button

Selected and checked image

Thumbnail View window

Selection tools

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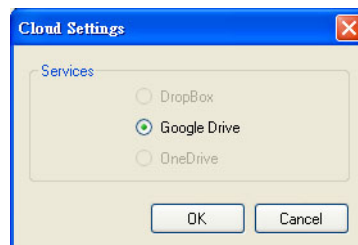
Once the uploading process is complete, there will be a "cloud" mark appearing at the left corner of the image in the Thumbnail View window.

E. 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.

TTS button

Selected and checked image

Thumbnail View window

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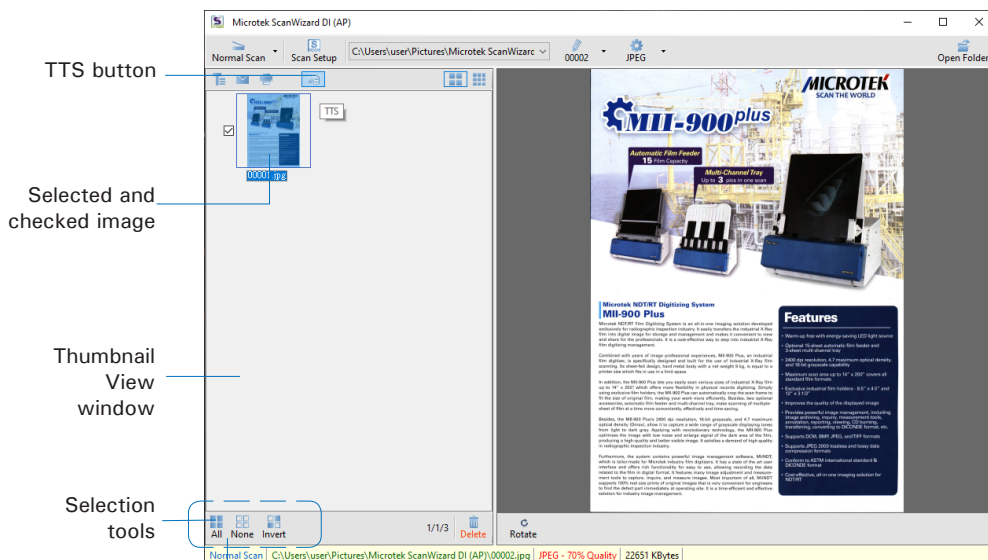
If you like to select all images at one time, click the All button.

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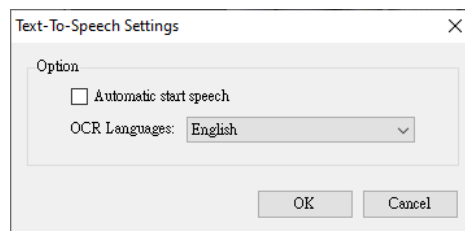
4. When done, click the *OK* button to perform TTS.

Once TTS is complete, The scanned and recognized file will be opened in "Text to Speech" window.
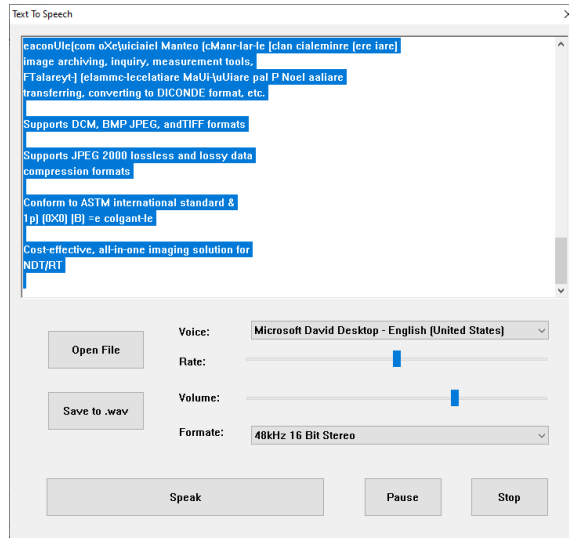
Scanner Button

Your scanner is equipped with one physical button, Scan, used to automate a number of customized and 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 next.
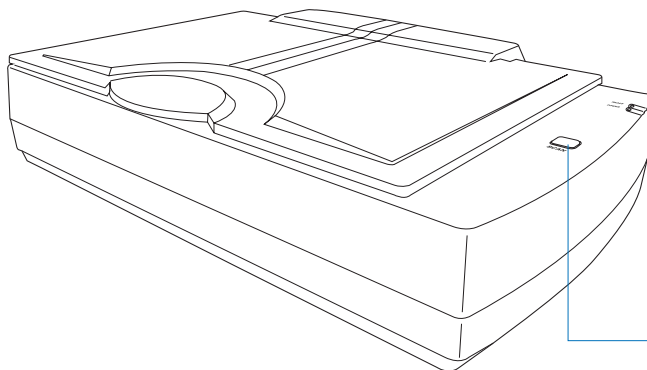
Scan button: Starts a scan job immediately based the settings configured in the Scanner Button Settings interface.

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.

Scanner icon

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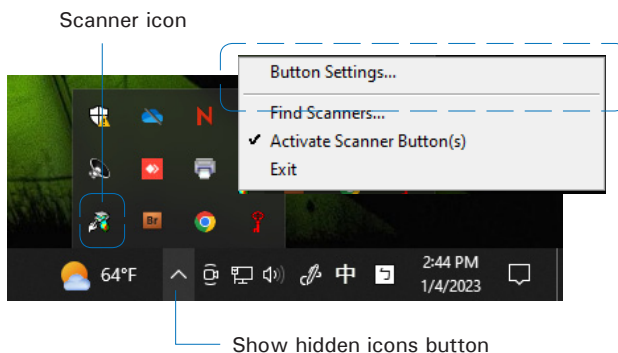
2. Locate the *Scanner* icon in the hidden icons box and right-click it; then, select *Button Settings (or Settings)* from the options menu to activate the Scanner Button Settings interface.
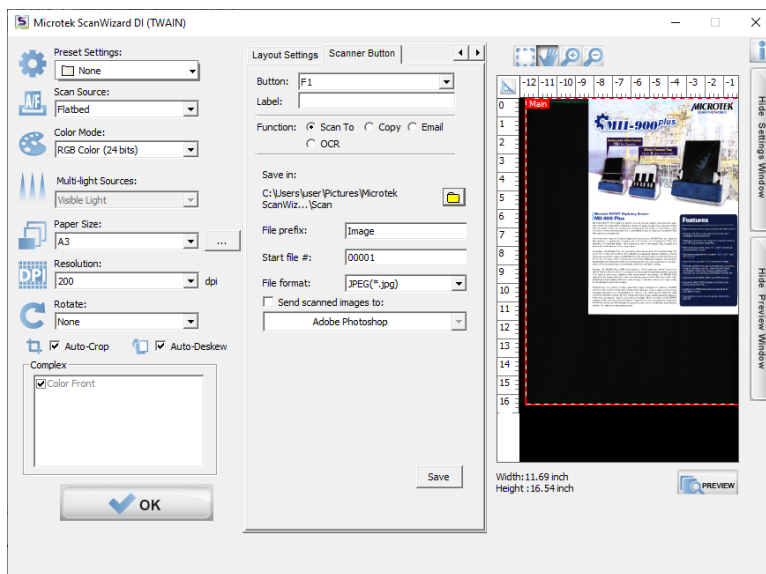
Scanner Button Settings Interface

Customizing the Scanner Button

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 the button to be defined from the *Button* options.

   b) Key in your preferred string in the *Label* edit box for the selected 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.
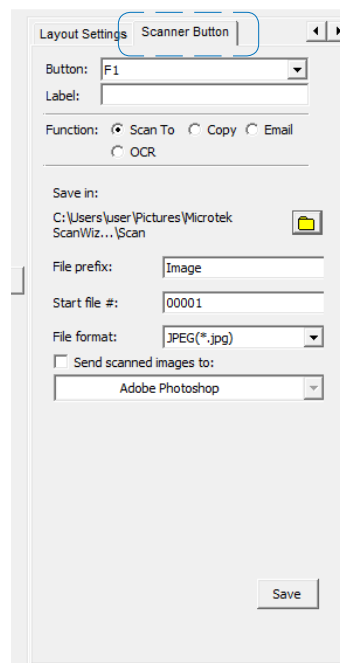
4. To define another custom function button if desired, follow steps 2 through 3 of this sectioin.

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 buttons 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 buttons on the scanner.

How the Scanner Button Works

When you finish customizing the function buttons, follow the steps below to perform the scanning task by pressing the function 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 the document to be scanned facing down on the scanner's glass surface.

2. Exit the Scanner Button Settings interface.

3. Press the Scan button on your scanner to activate the function associated with the Scan button easily. Press the button again to cancel the ongoing scanning task if needed.

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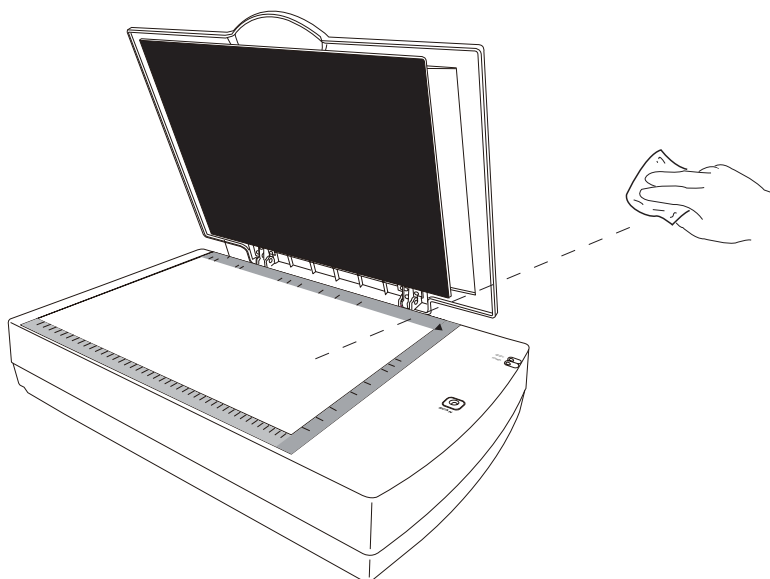
NOTE: Do not use any detergents, synthetic cleaning solutions, cleaning naphtha, or other solvents to clean the glass surface directly.

Appendix

Troubleshooting

The green LED on the right side of the scanner indicates the status of the scanner. The amber LED beside it stands for power and should always stay on steady when the scanner is on.

All On - Ready to scan

Green Flashing - Scanning

All Off - Scanner is off

READY Indicator
(Green)

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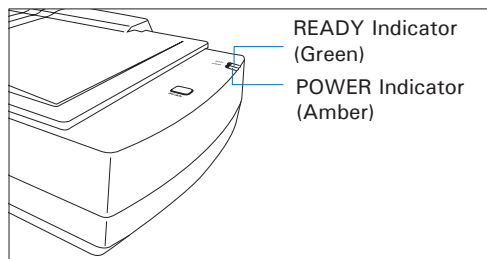
First, make sure that you have followed Steps 1 to 4 as described in the "Initial Setup" section of this document (unpack, install, unlock, connect). Then if your problem is listed here, try the suggested solution.

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.

2. **The Add/Remove Hardware Wizard appears on your screen.**

   Click the "Cancel" button and close the ScanWizard DI software.

   Disconnect the USB cable from 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 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 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 software.

Specifications

Type	A3 Flatbed scanner
Optical Resolution	600 dpi
Scanning Sensor	CCD
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
Scanning Area	Max. 12" x 17" (304.8 mm x 431.8 mm) Min. 2" x 2" (50.8 mm x 50.8 mm)
Scanning Speed	2 sec @ 300 dpi, A3/Color
Interface	SuperSpeed USB (USB 3.0)
Dimensions (LxWxH)	24" x 16.4" x 5.9" (610 mm x 417.5 mm x 150 mm)
Weight	23.6 lbs. (10.7 kg)
Voltage	AC 100V to 240V, 50-60 Hz (Input) DC 24V, 2.5A (Output)
Power Consumption	60 W max.

Power Supply (AC/DC adapter)

Voltage	Manufacturer	Model No.
AC 100V to 240V	DELTA	DPS-60AB-6

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.