

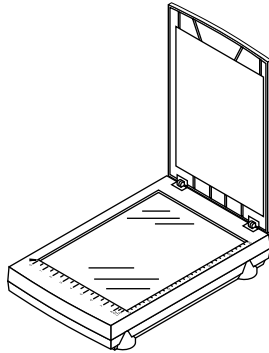
## WELCOME

Congratulations on purchasing your Visioneer PaperPort flatbed scanner. With your scanner, you can quickly scan paper documents and color photos to place their electronic images on your computer.

Please note that this guide covers installation steps for a family of PaperPort flatbed scanners—the PaperPort 3100, 6000, and 6100 series of scanners.

## WHAT'S IN THE BOX

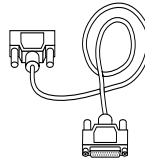
Before starting the installation, check the contents of the box to make sure that all parts are included. If any items are missing or damaged, contact the dealer where you purchased the scanner.



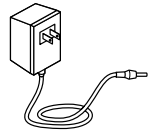
Software CD



Installation Guide



Scanner cable



Power cord

▼ **NOTE:** The CD also includes the *PaperPort User's Guide*, the manual for the PaperPort software. You can print a copy from the CD to your printer.

## WHAT YOU NEED

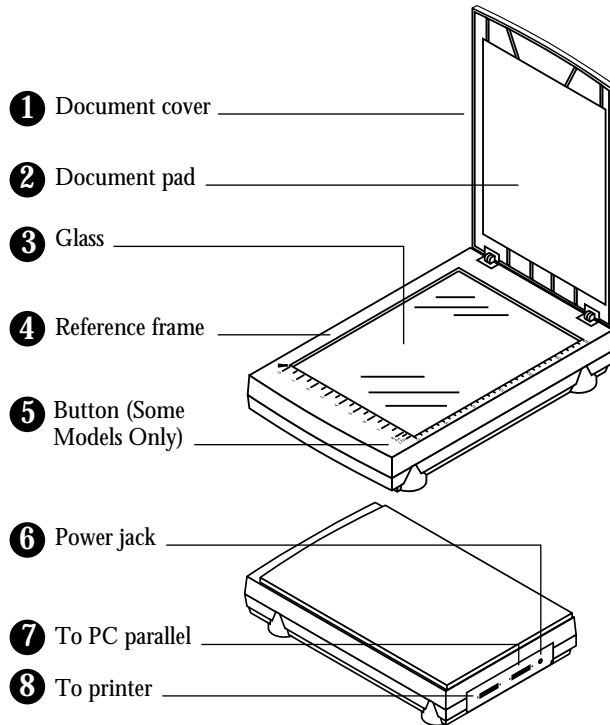
**To use the scanner and software, you need the following:**

- IBM PC (or 100-percent compatible) 486 or higher
- Microsoft Windows 95 or Microsoft NT 4.0
- 16 megabytes (MB) or more of available internal memory (RAM)
- 35 MB of free hard disk space
- A VGA or SVGA monitor. Recommended settings for your monitor are as many colors as possible—High Color (16-bit), True Color (24-bit), or 32-bit if your monitor has that capability. Set the resolution to at least 800 by 600 pixels. To set your monitor's colors and resolution, open the Windows Control Panel, double-click Display, and then click the Settings tab.
- A CD-ROM drive

## GETTING THE PAPERPORT USER'S GUIDE

The CD also includes your *PaperPort Getting Started Guide* and *PaperPort User's Guide*. These guides provide more detailed information about PaperPort's features. Please see the CD to view these guides. You can also print these guides from the CD.

## THE SCANNER



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- ① **Document cover.** Close the document cover after placing items on the scanner glass.
  - ② **Document pad.** Helps to secure the document in place on the scanner glass.
  - ③ **Glass.** Place items face down on top of the glass, in the upper left corner.
  - ④ **Reference frame.** Place items face down within this frame. Both inches and centimeter markings appear along the border of the frame.
  - ⑤ **Button (Some Models Only).** Previews scan or starts PaperPort software if it is not running.
  - ⑥ **Power jack.** Plug the scanner power cord into this jack.
  - ⑦ **To PC parallel.** Plug the cable that connects the scanner to the computer into this port.
  - ⑧ **To printer.** Plug your printer cable into this port.

▼ **NOTE:** The scanner does not have an on/off switch. Simply start the PaperPort software and click the Twain button. For more information, see “Setting Up the Scanner” on page 8.

## SCANNER FEATURES

The following table lists some of the important features of the scanners:

Feature	PaperPort 3100 Series	PaperPort 6000 Series	PaperPort 6100 Series
Optical Resolution	300 x 600 dpi	600 x 1200 dpi	600 x 1200 dpi
Maximum Resolution	2400 x 2400 dpi	2400 x 2400 dpi	2400 x 2400 dpi
Scanning Modes	30 bit color (24-bit output) 10 bit grayscale 1 bit line art	30 bit color (24-bit output) 10 bit grayscale 1 bit line art	36 bit color (24-bit output) 12 bit grayscale 1 bit line art
Maximum Document Size	8.5 inches x 11 inches	8.5 inches x 11 inches	8.5 inches x 11 inches
Operating Systems	Windows 95 Windows NT 4.0*	Windows 95 Windows NT 4.0*	Windows 95 Windows NT 4.0*

\* Use with Windows NT 4.0 depends on your hardware configuration. See the README file on the PaperPort CD for more information.

## GETTING HELP

The PaperPort software includes a complete help system that answers questions about the scanner and its software. If you have questions or the scanner doesn't seem to work correctly, please use the help.

### To get help while using the PaperPort software:

- Press the **F1** key, or from the **Help** menu, choose **PaperPort Help Topics** to display the Help Topics window.

- ▼ **TIP:** For specific information and numbers to call, see the technical support card that you received with your scanner.

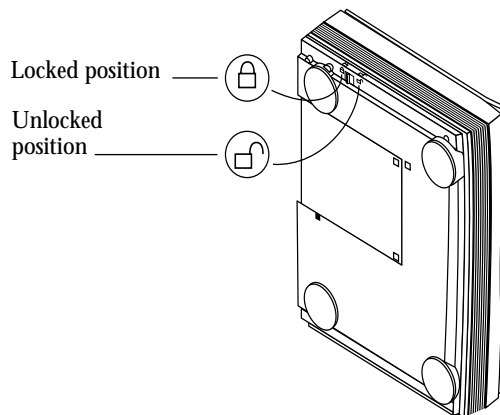
## CONNECTING THE SCANNER TO YOUR COMPUTER

The PaperPort scanner connects to any available parallel (LPT) port on the back of your computer.

- ▼ **NOTE:** Please follow the sequence of steps in this section. Do not connect the power cable until all other connections are complete.

### To connect the PaperPort scanner:

1. Save any open files then shut down Windows.
2. Turn off the power to your computer.
3. Not all models have locks, but if your scanner has a lock button, slide the lock button to the unlocked position.



- ▼ **NOTE:** On the PaperPort 3100, the lock is on the right hand side.
4. If a printer cable is attached to your computer's parallel port, unplug it and plug it into the port marked "To printer" on the back of the scanner.
  5. Plug the PC end of the scanner cable into an available parallel port on the back of your computer.
  6. Plug the other end of the scanner cable into the port on the back of the scanner marked "To PC parallel port."

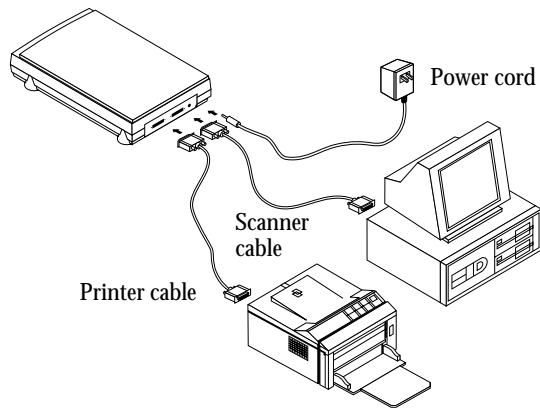
If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.

- ▼ **NOTE:** If you want to “daisy-chain” the scanner and a Zip drive so they share the port, first connect the Zip drive to the computer, then connect the scanner to the Zip drive.

7. Plug the power adapter cable into the jack on the PaperPort scanner.
8. Plug the power adapter into an AC (wall) outlet.

The power-on light on the front of the scanner comes on indicating the scanner is receiving power.

The following diagram show the cable connections.



9. Turn on your computer. You're ready to begin installing the PaperPort software.

- ▼ **NOTE:** On some PaperPort scanners the power-on light remains lit when the computer is turned off. This is normal even though the computer is turned off.

## INSTALLING THE PAPERPORT SOFTWARE

The PaperPort CD includes all the PaperPort software files.

- ▼ **NOTE:** The CD also includes the *PaperPort User's Guide*, the manual for the PaperPort software. You can read the guide while the CD is running, or print a copy directly from the CD to your printer.

### To install the PaperPort software:

1. Start Microsoft Windows and make sure that no other applications are running.
2. Insert the PaperPort CD into your computer's CD-ROM drive. The CD automatically starts.
3. Follow the instructions on the screen to install the PaperPort software on your computer. Later, after the scanner is working, you can install the other applications provided on the CD.

- ▼ **NOTE:** If the PaperPort CD does not automatically start, make sure the CD drive's door is completely shut. If the CD still doesn't start, click the Windows 95 icon that shows the drives on your computer. (Usually, the icon is named My Computer.) The window shows the drives available on your computer. Double-click the icon for your CD-ROM drive to see the list of files on the CD. Double-click the file named START.EXE. The CD starts.

- ▼ **TIP:** For a quick look at how to use the PaperPort features, choose **One-Minute Guide** from the PaperPort **Help** menu.

## SETTING UP THE SCANNER

The steps to set up the scanner identify the type of scanner you have and prepares the PaperPort software to scan with it.

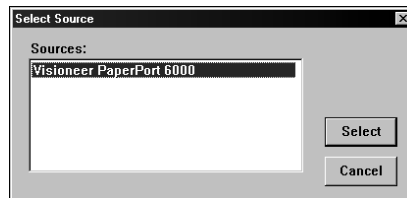
### To set up the scanner:



1. If the PaperPort software isn't currently running, double-click the PaperPort icon on the Windows desktop to start it. The PaperPort Desktop appears.

If your scanner has a button on its front panel you can also press the button to start the PaperPort software.

2. From the **File** menu, choose **Select Source**. The Select Source dialog box appears, listing all TWAIN devices installed on your computer.



3. Choose the appropriate option for your model of the PaperPort scanner, and then click **Select**.

Your scanner is now set to scan with the PaperPort software.

- ▼ **NOTE:** You don't need to complete Steps 2 and 3 again, unless you change the selected source to another TWAIN device.

## SCANNING AN ITEM

The following procedure provides the basic steps for scanning an item. You can scan many types of items, from small business cards to A4-sized pages. The PaperPort software also has special settings for scanning color photos and fine print (like the fine print on a contract). For more information about scan settings, see “Adjusting Scan Settings” on page 11.

### To scan an item:



1. If the PaperPort software isn't currently running, double-click the PaperPort icon on the Windows desktop to start it. The PaperPort Desktop appears.

If your scanner has a button on its front panel you can also press the button to start the PaperPort software.

2. Open the scanner cover, place the item face down onto the upper left edge of the scanner glass, and close the cover.



3. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu.

The PaperPort Scan Manager dialog box appears. The following figure is a sample of the dialog box. The one you see may be slightly different. For details about the Scan Manager's features for your scanner, choose **PaperPort Help Topics** from the **Help** menu and see the information about the PaperPort Scan Manager.

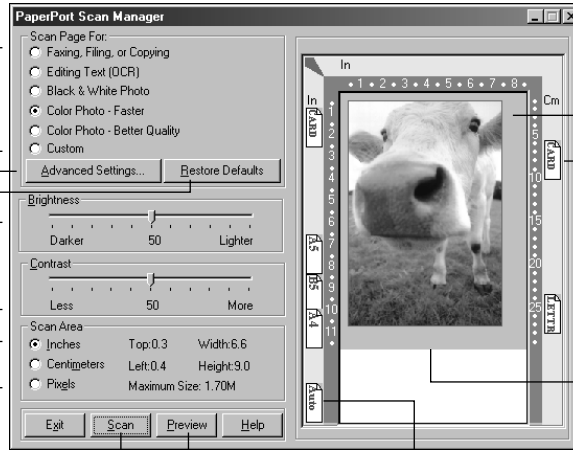
Select an option appropriate for how you want to use the scanned item.

View and adjust the scan settings.

Restore the default settings.

Adjust the brightness or contrast of the scanned item.

Set the measurement units to view the dimensions of the preview item.



Preview the item here.

Use predefined area icons to select the area of an item to scan.

Drag the borders of the selection rectangle surrounding the item to adjust the area that the scanner scans.

Scan the item to the PaperPort Desktop.

Preview the item before you scan.

The Auto icon is the default. It selects the entire item to scan.

4. Click one of the options to “Scan Page For.” For example, to make sure the software is installed correctly use the current default setting of Color Photo—Faster. To scan other items, select scan settings appropriate for the items. For more information, see “Adjusting Scan Settings” on page 11.
5. Drag the selection rectangle around the item to resize the area the scanner scans, or click one of the predefined scan area icons.
6. Click the **Preview** button.

If your scanner has a button on the front panel, you can press it instead of clicking the Preview button.

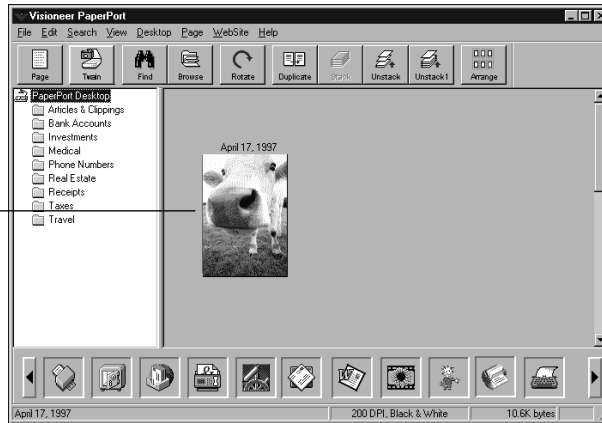
The scanner scans the item and displays a preview of the item in the Preview area of the PaperPort Scan Manager dialog box.

7. (optional) Repeat Steps 4, 5, and 6 to adjust and preview the scan.
8. When you are satisfied with the preview item, click the **Scan** button on the PaperPort Scan Manager dialog box to scan the item.

The scanned item appears in PaperPort.

▼ **NOTE:** If your scanner has a button on the front panel, pressing the button only previews the item. To scan you must click the Scan button on the PaperPort Scan Manager dialog box.

Thumbnail item



## ADJUSTING SCAN SETTINGS

With the PaperPort scanner, you can adjust the scan settings to fine-tune the scanned item. This section tells you how to:

- Select a predefined scan setting.
- Customize a scan setting.
- Scan in color.
- Adjust the brightness and contrast.
- Select the area of the item you want to scan.

### SELECTING A PREDEFINED SCAN SETTING

Selecting the proper scan setting before scanning provides the best results for a scanned item. The scan setting determines the sharpness of the item and the number of possible shades of gray or color. These selections affect the speed of the scan and the file size.

In the PaperPort Scan Manager dialog box, you can select one of the predefined scan settings described in the following table.

<b>Scan Page For</b>	<b>Default Setting</b>	<b>To Scan</b>	<b>Description</b>
Faxing, Filing, or Copying	Black-and-white 200 dpi	Newspaper and magazine articles, receipts, forms, and other text items	Provides the fastest scan time and smallest file size.
Editing Text (OCR)	Black-and-white 300 dpi	Business letters, contracts, memos, and other documents that you want to edit	Enhances the use of OCR software for converting item text to editable text. Provides higher quality and a larger file size than the Faxing, Filing or Copying scan setting.
Black & White Photo	Grayscale 100 dpi	Black-and-white photos	Provides the best setting for black-and-white photos.
Color Photo—Faster	Color 100 dpi	Color pages with many graphics, or mixed graphics and text, line art, or photos that require a quick scan	Creates a reasonable scanned color item in a file that is not too large. PaperPort's default setting.
Color Photo—Better Quality	Color 300 dpi	Photographs and color items	Provides the ideal setting for color items, item editing, desktop publishing, and high-quality output. Results in a color scan with slower scan time and a larger file size.

### To select a scan setting:



1. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu. The PaperPort Scan Manager dialog box appears.
2. In the **Scan Page For** options, select the scan setting appropriate for the item you want to scan. For example, to scan an article that you want to fax, choose the Faxing, Filing, or Copying setting.

3. To see the details of the scan setting, such as the bit depth and resolution, click the **Advanced Settings** button. The Advanced Settings dialog box appears.
4. Click **OK** to return to the PaperPort Scan Manager dialog box.

## CUSTOMIZING A SCAN SETTING

You can customize a predefined scan setting or create a new custom scan setting.

- ▼ **TIP:** At any time, click the Restore Defaults button to restore the original predefined scan settings.

### To customize a scan setting:



1. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu. The PaperPort Scan Manager dialog box appears.
2. In the **Scan Page For** options, select a predefined scan setting to modify a setting, or select **Custom** to create a new scan setting.
3. Click the **Advanced Settings** button. The Advanced Settings dialog box appears.
4. Select your choices for item type, resolution, gamma, and name.
5. Click **OK** to return to the PaperPort Scan Manager dialog box.

## SCANNING IN COLOR

Your PaperPort scanner is initially set to scan Color Photo—Faster. To scan at a higher resolution, select Color Photo—Better Quality.

- ▼ **NOTE:** Scanning at a higher resolution creates a larger file size and takes longer to scan. To minimize the file size and the time required to get a better quality scan, select just the area of the item that you want to scan. For more information about selecting the area of an item, see “Selecting the Area of the Item You Want to Scan” on page 15.

**To scan in color:**

1. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu. The PaperPort Scan Manager dialog box appears.
2. Click **Color Photo—Faster** or **Color Photo—Better Quality**. You can also use these settings for any other color items such as color pages from articles.
3. Scan the item in the normal manner.

**ADJUSTING THE BRIGHTNESS AND CONTRAST**

Sometimes an item is scanned with the brightness and contrast set to be too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

You can adjust the brightness and contrast at which grayscale and color items are scanned. You can also adjust the brightness for black-and-white items. If an item is currently displayed in the preview area, the changes you make using the Brightness and Contrast control bars are reflected in the preview item.

**To adjust brightness and contrast:**

1. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu. The PaperPort Scan Manager dialog box appears.
2. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter. When you release the mouse button, the change is reflected in the preview item.
3. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast. When you release the mouse button, the change is reflected in the preview item.

## SELECTING THE AREA OF THE ITEM YOU WANT TO SCAN

- ▼ **NOTE:** The steps for selecting the area to scan are slightly different for the PaperPort 6000B scanner. If you have a PaperPort 6000B scanner please skip this section and see page 17.

By default, the PaperPort software automatically scans an entire item placed on the scanner. However, you may want to select only a certain area of an item to scan. Selecting an appropriate scan area can result in a faster scan and a smaller file size.

To select the area you want to scan, you can use the predefined scan area icons or manually select an area. For example, if you have a photo that is letter size, but you want to scan only an area approximately 6 x 8 inches, you can use the A5 icon to set these dimensions for you. The Predefined scan areas are as follows:

- Auto—Automatically sets the entire item as the scan area. By default, Auto is selected.
- Card—Scans an area 4 x 2.5 inches (10.2 x 6.4 cm), equivalent to an average business card.
- A5—Scans an area 5.8 x 8.3 inches (14.8 x 21 cm).
- B5—Scans an area 7.2 x 10.1 inches (18.2 x 25.7 cm).
- Letter—Scans an area 8.5 x 11 inches (21.6 x 27.9 cm).
- A4—Scans an area 8.3 x 11.7 inches (21 x 29.7 cm).

If you don't select an icon, Auto is automatically selected. You can also manually select the area that is scanned by dragging the borders surrounding the preview image to reduce or enlarge the area.



### To select the area you want to scan:

1. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu. The PaperPort Scan Manager dialog box appears.
2. Click the **Preview** button. An image of the scanned item appears in the Preview area. By default, the Auto icon is selected and a selection rectangle surrounds the entire item.
3. (optional) In the **Scan Area** settings, select the units of measure you want to use for the scan area. You can select either inches, centimeters, or pixels.
4. (optional) To use a scan area icon other than Auto, click one of the predefined scan area icons, such as A4 or Card, in the Preview area. A selection rectangle reflecting the measurement of the selected scan area icon appears. For example, if you click the Letter icon, a rectangle that is 8.5 x 11 inches appears.
5. Drag the rectangle to position it over the area you want to scan.
6. To change the dimensions of the rectangle, click the rectangle, and then drag the borders of the rectangle to resize it. This effectively allows you to crop the item. The dimensions of the selected area appear in the Scan Area settings.
7. Scan the item as you usually do.

## SELECTING THE AREA OF THE ITEM YOU WANT TO SCAN (6000B)

**This section only applies to the PaperPort 6000B scanner.**

When you preview an item to scan, the selection rectangle around the image indicates the scan area. However, you may want to select only a certain area of an item to scan. Selecting an appropriate scan area can result in a faster scan and a smaller file size.

To select the area you want to scan, you can choose a predefined scan area from the drop-down size list, or manually select an area.

For example, if you have a photo that is letter size, but you want to scan only an area approximately 5 x 7 inches, you can use the 5 x 7 scan area from the drop-down list to set these dimensions for you.

The box next to the drop-down list shows the currently selected scan area. You can also manually select the area that is scanned by dragging the borders of the selection rectangle surrounding the preview image to reduce or enlarge the area.

**To select the area you want to scan:**



1. Click the **Twain** icon on the **Command Bar**, or choose **Acquire** from the **File** menu. The PaperPort Scan Manager dialog box appears.
2. Click the **Preview** button. An image of the scanned item appears in the Preview area. A selection rectangle shows the current scan area.
3. (optional) In the **Scan Configuration** settings, select the units of measure you want to use for the scan area. You can select either inches, centimeters, or pixels.
4. (optional) If you want the scan area to be one of the predefined sizes, choose one of the predefined scan areas from the drop-down list, such as A4 or Business Card. The selection rectangle indicates the measurement of the selected scan area. For example, if you choose the Letter option, the rectangle's size is 8.5 x 11 inches.
5. Drag the selection rectangle to position it over the area you want to scan.

6. To change the dimensions of the rectangle, click the rectangle, and then drag the borders of the rectangle to resize it. This effectively allows you to crop the item. The dimensions of the selected area appear in the Scan Configuration settings.
7. Scan the item as you usually do.

## **CLEANING THE SCANNER GLASS**

Scanning items that have excessive amounts of dirt or dust may dirty the glass. To ensure the best quality scanned item, wipe the scanner glass with a soft clean cloth to rid the glass of dust or other debris.

## PAPERPORT SCANNER SPECIFICATIONS

<b>Bit Depth</b>	3000/3100/6000 Series: 30-Bit color (internal), 10-Bit gray (internal), 1-Bit line art/text 6100: 36-Bit color (internal), 12-Bit gray (internal), 1-Bit line art/text
<b>Scanning resolution</b>	Optical resolution: 3000/3100 Series: 300 x 600 dpi 6000 Series: 600 x 1200 dpi 6100 Series: 600 x 1200 dpi Maximum resolution (interpolated): 2400 x 2400
<b>Maximum Item sizes</b>	8.5 x 11.69 inches (21.6 x 29.7 cm)
<b>Scanner dimensions</b>	
Height	3.2 inches (8.2 cm)
Width	12 inches (30.6 cm)
Length	16.3 inches (41.4 cm)
<b>Weight</b>	8.3 pounds
<b>Operating temperature</b>	50°–104° F (10°–40° C)
<b>Relative humidity</b>	20%–80%
<b>Power supply</b>	
Input voltage/frequency	100 Vac, 50/60 Hz (Japan) 120 Vac, 60 Hz (North America) 230 Vac, 50 Hz (Europe)
Output voltage/watt	12 V DC, 15 watt maximum
<b>Safety and agency certifications</b>	UL, ULc, GS, FCC Class B, VCCI Class 2, CE
<b>Hardware warranty</b>	One-year limited warranty

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しかし、本装置をラジオ、テレビジョン受信機に近接してご使用になると、受信障害の原因となることがあります。

取扱説明書に従って正しい取り扱いをして下さい。

# Declaration of Conformity

The following equipment:

Type of Product: Image Scanner  
Model Numbers: PaperPort 3000; PaperPort 3100; PaperPort 6000

Distributed by: Visioneer, Inc. Telephone: (510) 608-0300  
Located at: 34800 Campus Drive Facsimile: (510) 608-0352  
Fremont, CA 94555

is herewith confirmed to comply with the requirements set out in the Council Directive on the Approximation of the Laws of the Member of States relating to Electromagnetic Compatibility (89/336/EEC; 912/31/EEC; 93/68/EEC). For the evaluation regarding the Electromagnetic Compatibility, the following standards were applied:

EMISSION	EN 50081-1	(1992)	IMMUNITY	EN50082-1	(1992)
Conducted Radiated	EN 55022 (class B)	(1994)	ESD	IEC 1000-4-2	(1995)
			RS	IEC 1000-4-3	(1995)
Harmonica	EN 60555-2	(1987)	EFT/Burst	IEC 1000-4-4	(1995)
Flicker	EN 60555-3	(1987)	SURGE	IEC 1000-4-5	(1995)

and also comply with the requirements set out in the council Directive 73/34/EEC for electrical equipment used within certain voltage limits and the Amendment Directive 93/68/EEC. For the evaluation of the compliance with this Directive, the following standard was applied:

EN 60950:1998+A1+A2

The following distributor is responsible for this declaration:

Company Name: Visioneer, Inc.  
Company Address: 34800 Campus Drive, Fremont, CA 94555

Person responsible for making this declaration:

Name: Mike Wong  
Position/Title: Director of Manufacturing Operations

Fremont, CA

Place

7/14/97

Date



Legal Signature

# Declaration of Conformity

The following equipment:

Type of Product: Image Scanner  
Model Numbers: PaperPort 6000B

Distributed by: Visioneer, Inc. Telephone: (510) 608-0300  
Located at: 34800 Campus Drive Facsimile: (510) 608-0352  
Fremont, CA 94555

is herewith confirmed to comply with the requirements set out in the Council Directive on the Approximation of the Laws of the Member of States relating to Electromagnetic Compatibility (89/336/EEC; 93/68/EEC). For the evaluation regarding the Electromagnetic Compatibility, the following standards were applied:

EMISSION	EN 50081-1 (1992)	IMMUNITY	EN50082-1 (1992)	Performance Criterion
Conducted Radiated	EN 55022/A1 (class B)	ESD	IEC 801-2 (IEC 1000-4-2)	B
		RS	IEC 801-3 (IEC 1000-4-3)	A
		EFT/Burst	IEC 801-4 (IEC 1000-4-4)	B

and also comply with the requirements set out in the council Directive 73/23/EEC for electrical equipment used within certain voltage limits and the Amendment Directive 93/68/EEC. For the evaluation of the compliance with this Directive, the following standard was applied:

EN 60950:1988/A1:1990/A2:1991

The following distributor is responsible for this declaration:

Company Name: Visioneer, Inc.  
Company Address: 34800 Campus Drive, Fremont, CA 94555

Person responsible for making this declaration:

Name: Mike Wong  
Position/Title: Director of Manufacturing Operations

Fremont, CA  
Place

2/12/98  
Date

  
Legal Signature

