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## Xerox<sup>®</sup> Duplex Travel Scanner Scanner User Guide Mac OS X<sup>®</sup> Users



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## Safety

## Safety Introduction

#### **Notices and Safety**

Please read the following instructions carefully before operating the machine and refer to them as needed to ensure the continued safe operation of your machine.

Your Xerox<sup>®</sup> product and supplies have been designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.



The safety and environment testing and performance of this product have been verified using Xerox<sup>®</sup> materials only. Unauthorized alterations, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your Xerox representative for more information.

## **Operational Safety Information**

Your Xerox<sup>®</sup> equipment and supplies have been designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

To ensure the continued safe operation of your Xerox<sup>®</sup> equipment, follow these safety guidelines at all times:

#### Do these:

- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Always use materials specifically designated for this product, the use of other materials may result in poor performance and create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain conditions.
- Always exercise care when moving or relocating equipment.
- Always locate the machine on a solid support surface that has adequate strength to support the weight of the machine.
- Always locate the machine in an area that has adequate ventilation and room for servicing.

**Note:** Your Xerox<sup>®</sup> machine is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

#### Do not do these:

- Never attempt any maintenance function that is not specifically described in this documentation.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the machine near a radiator or any other heat source.
- Never override or "cheat" any of the electrical or mechanical interlock devices.

## Caution: This device is not intended for use in the direct field of view at visual display workplaces

To avoid incommoding reflections at visual display workplaces this device must not be placed in the direct field of view.

## **Emergency Power Off**

If any of the following conditions occur, turn off the scanner (if applicable) and disconnect the USB cable from the scanner and the computer.

- The equipment emits unusual odors or makes unusual noises.
- Liquid is spilled into the machine.
- The machine is exposed to water.
- Any part of the machine is damaged.

### Maintenance Information

- 1. Any operator product maintenance procedures will be described in the user documentation supplied with the product.
- 2. Do not carry out any maintenance on this product which is not described in the customer documentation.
- 3. Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could cause a dangerous condition.
- 4. Use supplies and cleaning materials only as directed in this manual.
- 5. Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.
- 6. Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the user manuals.

## Product Safety Certification

This product is certified by the following Agency using the Safety standards listed:

Standard

UL60950-1 (USA)

CSA 22.2 No. 60950-1 (Canada)

IEC 60950-1

## Environmental Health and Safety Contacts

#### **Contact Information**

For more information on Environment, Health, and Safety in relation to this Xerox<sup>®</sup> product and supplies, please contact the following customer help lines:

USA & Canada: 1-800-828-6571

Europe: +44 1707 353 434

## Welcome

## What's in the Box

Before proceeding, check the contents of the box. If items are missing or damaged, contact the dealer where you purchased the scanner.





Warranty Card

## System Requirements

- Apple<sup>®</sup> Mac OS X<sup>®</sup> operating system (10.6–10.11)
- 1.83 GHz or faster Intel<sup>®</sup> Core Processor
- DVD-ROM drive capable of reading Dual Layer DVDs.
- Universal Serial Bus 2.0 port (Hi-Speed USB)
- Minimum of 2 gigabyte (GB) of internal memory (RAM)
- Minimum available hard disk space:
  - 350 MB for the scanner driver

### Documentation

#### The following printed documentation is provided in the box:

- Installation guide—abbreviated scanner setup and installation instructions.
- **Technical support card**—contact information for technical support and customer service, and a brief overview of our standard product warranty.

#### The following soft-copy documentation is available on the installation disc:

- Scanner user guide—instructions for scanner setup, installation, operation, maintenance, safety, and warranty. The instructions in this guide cover how to properly use the scanner and perform maintenance. Please refer to your scanning application's user guide or help file for instructions on how to access the scanner's interface, scan and save files.
- **TWAIN scanning guide**—instructions for scanning using the TWAIN interface. This guide describes the options in the TWAIN interface. Please refer to your scanning application's user guide or help file for instructions on how to access the scanner's interface, scan and save files.

### Xerox<sup>®</sup> Duplex Travel Scanner



- 1. **Safety Lock Slot**—slot for installing a Kensington® style safety lock. (May not be available for all models).
- 2. Universal Serial Bus (USB) port—connects the scanner to the computer.
- 3. Paper Feed—place an item face up in paper feed for scanning.

- Scanner lid—can be pulled away from the scanner body to open the scanner for cleaning.
- Paper sensor—the sensor in the paper feed slot. Detects when an item has been inserted in the scanner.
- Alignment strip—alignment marks for common paper sizes for the paper guide.
- 4. **Power Button / Status Light**—turns the scanner on and indicates the current state of the scanner.

## Unpack the Scanner

1. Remove the blue plastic strip from around the scanner.



2. Remove the clear plastic film from the top of the scanner.



3. Place your thumbs on either side of the paper feed slot, underneath the lid of the scanner. Hold the scanner sides firmly and pull the scanner lid up to release it from the body of the scanner.

Use both hands to open the scanner, the lid is held down with locking arms on both sides of the paper feed slot. If you open only one side, you may damage the scanner lid.



4. Remove the foam strip(s) from inside the scanner.



5. Gently close the scanner lid. Press down on both sides of the lid until you hear a click as the arms lock the scanner lid in place.



## Safety Lock

Your scanner may have a slot for installing a Kensington® style safety lock. This slot can be identified by the lock icon. It is to the left of the USB port on the scanner. When following the instructions in this document, make sure you connect the USB cable into the USB port which is identified by the USB symbol.

Use this slot to install a safety lock. Do not attempt to insert any other type of object.



Use this slot to connect the provided micro USB cable to the scanner. Do not use any other type of USB cable. Do not attempt to install a safety lock in this port.

A lock is not provided with the scanner and this document does not contain instructions on purchasing and installing a safety lock. If you choose to use a safety lock, please carefully read the installation instructions provided with the lock. More information about Kensington® locks can be found at www.kensington.com.

## Installation

1. Insert the installation disc into your computer's DVD-ROM drive.



2. Double-click the disc icon that appears on the desktop.



3. Double-click the **Xerox Scanner** file to start the driver installer.



4. Click **Continue**.

	Welcome to the Xerox Scanner Installer
Introduction License Destination Select Installation Type Installation Summary	You will be guided through the steps necessary to install this software.
	Go Back Continu

5. On the Xerox License Agreement window, read the license agreement. Click **Continue**.

	Software License Agreement						
Introduction	English						
License	Xerox End-User License Agreement						
Destination Select	IMPORTANTPLEASE READ CAREFULLY. This End-User License Agreement (the "EULA") is a legal agreement between Xerox and						
Installation Type	you, the original consumer purchaser of the Xerox software product identified above (the "Customer"), which product						
Installation	includes computer software and the associated audiovisual works, and may include printed materials, and electronic or "online" documentation and/or related media (collectively, the						
Summary	"Software Product"). By installing and/or otherwise using the Botware Froduct, you gover to be bound by the terms of the conditions of this burk. If you do not agree to all of the Software Froduct. If you do not agree to all of the Software Froduct. If you dat Unket her Red OF Histofter (18), PLAGE HAVE A PARENT OR GUADIAN READ THE INTIME DUL PRIOR TO INSTALLING ON OTHERWISE USING THE SOFTWARE PROOF.						
	<ol> <li>LICENE (SMAT. Second hereby grants curstomer a con- solutions to use in Software Froduct analytic accordance with the terms and subject to the conditions of this BULA. The Software Froduct incorporates vursions initiation, copyrights, fradewards, pitents, trade secrets and other proprietary rights (collective), the "intellectual conterproprietary rights (collective), the "intellectual conterproprietary rights (collective), the "intellectual conterproprietary rights (collective), the "intellectual".</li> </ol>						

6. If you accept the terms, select **Agree** and continue with the installation.

If you choose not to accept the license agreement, close the installation window. The scanner driver will not be installed.

		stalling the softwar icense agreement.	e you must agree to	the terms of	-
Inte	Click Agree to	continue or click Disa	agree to cancel the in	stallation and	
Lic	quit the Installe				
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Sun	imary	Software Product, y conditions of this provisions of this Software Product. PLEASE HAVE A PAREN	. By installing and/c ou agree to be bound b EULA. If you do not a EULA, do not install c IF YOU ARE UNDER THE A T OR GUARDIAN READ THE	gree to all o or otherwise under of EIGHTEEN E OF EIGHTEEN E ENTIRE EULA	t the se the s (18),
		exclusive license t accordance with the this EULA. The Sof intellectual proper limitation, copyrig	NISE USING THE SOFTWAR . Xerox hereby grants o use the Software Pro- terms and subject to tware Product incorpor ty rights, that may, i tha, trademarks, pater ights (collectively, to ballo character and the shill charac	Customer a ni duct solely in the conditions ates various nclude, withouts, trade seco ts, trade seco he "Intellectu	s of it rets and Jal

7. Depending on your system configuration, you may be prompted to choose a location for the installation. We recommend that you select the main disc drive and click **Install**.

•••	💝 Install Xerox Scanner
	Standard Install on "Main"
Introduction     License     Destination Select     Installation Type     Installation     Summary	This will take 34.1 MB of space on your computer. Click Install to perform a standard installation of this software on the disk "Main".
	Change Install Location
	Go Back Install

8. If you are prompted for a password, input the name and password for a user that has permission to install software on your computer.



9. Click **Close** on the installation complete window.

You can now connect the scanner to your computer.

0	🤪 Install Xerox Scanner
Introduction     License     Destination Select     Installation Type     Installation     Summary	The installation was completed successfully.
	Go Back Close

**Technical Note:** the Installation Complete screen may be blank when installing on OS X (10.9). Please close the empty screen and proceed with connecting the scanner to the computer.

## Connect the USB Cable

The scanner does not have an external power supply. It draws its power directly from the computer through the USB cable. If you use a USB hub with your computer, the hub must have its own power supply. The scanner is ready to scan as soon as its software is finished loading onto your computer.

- 1. Remove any tape from the USB cable.
- 2. Plug the USB cable into the USB port on the scanner then into a USB port on the computer. Check your computer's manual for USB port locations.

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



The status light comes on and flashes indicating that the scanner is receiving power.

Your computer recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software to run the scanner.

## Install the Visioneer Scan Utility

From the Finder window for the installation disc, double-click on the installer package for the **Visioneer Scan Utility**. Follow the instructions on the screen to install the application.



Software	About the Software
Visioneer Scan	This utility uses the scanner's TWAIN interface for scanning. You can select a
Utility	destination folder on your computer and save the image as any one of several
	popular image file formats (BMP, JPG, GIF, TIF, Multi-Page TIF, PDF, Multi-Page PDF).

### View the User Guides

From the **Finder** window for the installation disc, double-click on the **Documentation** folder.

- **Scanner user guide**—instructions for scanner setup, installation, operation, maintenance, safety, and warranty.
- **TWAIN scanning guide**—instructions for accessing and scanning using the TWAIN interface.

## **Register Your Scanner**

Registering your scanner is important as it provides you with access to our free telephone support service. Registration also gives you free access to software updates for your scanner.

You will need an active internet connection to register your scanner. If you do not have internet access you can contact our customer service department to register the scanner. Please refer to the Technical Support Card, that you received with the scanner, for our customer service contact information.

- 1. Open Safari or any other Internet browser you have installed on your computer.
- 2. In the web address field type <u>www.xeroxscanners.com</u>.
- 3. Press Enter on your computer's keyboard or click the option on screen to go to the web address.
- 4. When the Xerox<sup>®</sup> scanners web page loads click on **Register Your Product**.
- 5. Fill in the registration form, all required fields have an asterisk (\*).

A valid email address is required for registration.

- 6. You will be asked to enter the serial number for the scanner, it is located on the back or underside of the scanner.
- 7. After filling in the form, click on **Submit Your Registration** to complete the registration.

# Loading Documents to Scan

Always remove any staples or paper clips from documents before inserting them into the scanner. Staples and paper clips can jam the feed mechanism and scratch the internal components. Also remove any labels, stickers, or Post-It<sup>™</sup> notes that may come off during the scanning process and get stuck in the scanner. Misuse as described here will void your scanner's warranty.



## Supported Document Types

You can scan the following types of documents and cards with this scanner.

- Document size
  - Minimum size (width x length) 1.5 x 1.5 inches (38 x 38 mm)
  - Maximum size (width x length) 8.5 x 14 inches (216 x 356mm)
  - Maximum length with long document enabled 32 inches (813mm) at 100–300 dpi
- Paper thickness between 16–32 lb paper (60–120 g/m<sup>2</sup>)
- Plastic cards
  - Non-embossed plastic cards up to 0.8 mm thick

### Documents to Avoid Scanning

The documents in this list can be scanned, but please note that scanning documents of this type will reduce the life of the scanner. Maintenance will be required more often. These types of documents will jam more frequently and damage to the original documents may occur. If you do choose to scan these document types, do not scan large batches.

**Note:** you can use the carrier sheet provided with the scanner to scan these document types. With the exception of carbonless copy paper and thermal paper, the carrier sheet will prevent damage to the original document and the scanner. For carbonless copy paper and thermal paper, the carrier sheet will prevent tears to the original, however due the nature of these paper types the pressure of the rollers and/or internal temperature of the scanner may leave streaks on the page. Please see "Using the Carrier Sheet" on page 17.

• Curled, wrinkled or folded documents may cause paper jams.

- Coated paper or photographs where the coating can flake off during scanning and leave residue in the scanner.
- Extremely smooth, shiny, or highly textured paper may cause the paper feed rollers to slip across the page and cause the scanner to report a paper jam.
- Carbonless copy paper may tear while being fed through the scanner and the pressure of the rollers may leave streaks on the page. The chemical coating on this paper will rub off on the rollers during the scan process, increasing the frequency of miss-feeds and paper jams.
- Partially transparent paper such as tracing paper as any images from the opposite side of the page or black background will appear in the scanned images.
- Thermal or photosensitive paper.

## Unsupported Document Types

Do not scan the following types of documents as they may cause damage to the scanner.

- Items outside of the specified supported sizes, thickness, and weight defined in this document.
- Non-rectangular or irregularly shaped paper will cause the scanner to detect and report document skew errors or paper jams.
- Carbon paper that will leave residue in the scanner and on the rollers that will transfer to the next set of documents scanned.
- Documents with hard items attached such as paper clips, binder clips, and staples.
- Documents with wet ink or white-out.
- Overhead projector sheets, plastic film, camera film, and any other type of transparent or partially transparent plastic item.
- Documents that have been glued together.
- Cloth or metallic sheets.

## Scanning

1. Open the scanner's interface.

You can open the interface from a TWAIN scanning application or the Mac® Image Capture application.

2. Align a document with the alignment arrow and insert it *face up*, in the paper feed slot.



- 3. Click on the **Scan** button.
- 4. The scanner grabs the top edge of the paper and automatically begins to scan and feed the paper through the scanner.

## Using the Carrier Sheet

We recommend using the TWAIN interface when scanning with the carrier sheet. The **Carrier sheet mode** option applies color correction specifically tuned for processing images of documents scanned using a carrier sheet. Please refer to the TWAIN scanning guide on the installation disc.

## WARNING: the plastic bag for the carrier sheet poses a suffocation hazard. Keep the bag away from children.

1. Take the carrier sheet out of its plastic bag.

We recommend that you keep the bag and place the carrier sheet back in the bag when you are done scanning. This will help to prevent scratches to the carrier sheet.

2. Remove the tissue paper.

3. Open the carrier sheet and place the item you want to scan in the upper-left corner of the carrier sheet.

If the item you are scanning is not in the upper-left corner of the carrier sheet, you may see inconsistent results or errors.



- 4. Open the scanner's TWAIN interface and select **Carrier sheet mode**.
  - The **Carrier sheet mode** option is located on the **Document** tab in the TWAIN interface.

	Image	Document	Settings	Information
Document size	Autom	atic	ᅌ 🛙	nches
Carrier shee	et mode		0	Portrait

5. Place the carrier sheet in the scanner with the black edge in the paper feed slot.



6. Click on the **Scan** button in the TWAIN interface.

You may need to lightly push on the carrier sheet to help guide it into the scanner if the rollers do not immediately grab the sheet.

7. When scanning is complete, remove the item from the carrier sheet and place the carrier sheet back in its plastic bag.

Store the carrier sheet in a place where it can remain in a flat like-new condition. Creases in the plastic can cause unusual light reflections while scanning which may appear as lines in the final image.

## **Scanning Interfaces**

• **TWAIN Interface**—this option uses your scanner's TWAIN interface to scan. The TWAIN scanning interface can be accessed from any TWAIN scanning application you have installed on the computer.

		mage 🛛	Document	Settings	Information		
	Front Automatic					D	
	Front Color			Bit de	pth reduction	Dynamic thr	eshold ᅌ
	Front Gray			Sensitivity	-	0	20
2	Front Black & Whit	te	Ì	Brightness		0	0
	Back Automatic			Contrast			- 0
	Back Color						-
	Back Gray			Resolution	200		200
	Back Black & Whit	e	)	Invert image	No		0
	Scan source	Automati	ic		0		
	Document size	Automati	ic		0		
	Presets	Custom			<del>•</del> + -		
	Color correction	None			0		
	Restore defaults			ĸ			window

• **ICA Interface**—this option uses the Apple Mac Image Capture Application (ICA) interface to scan. You can access the ICA interface from the Image Capture application.



## Maintenance

This section contains information about maintenance, troubleshooting, scanner specifications, and spare parts.

## Safety Precautions

When servicing the scanner you should take the following precautions to ensure your safety and prevent damage to the scanner.

#### Do These

- Wear protective gloves when cleaning the scanner with Isopropyl rubbing alcohol. Rubbing alcohol may irritate sensitive skin.
- Only perform scanner maintenance as described in this chapter.
- Keep the scanner and cleaning supplies away from any open flame or heat source as any form of alcohol is flammable.
- Always read the instructions in each section carefully, the instructions are specific to the part you are installing or servicing.
- Move the scanner to an area that has adequate room for opening the scanner.
- Always unplug the USB cable from the scanner before performing maintenance, unless the maintenance instructions below specifically state to leave the scanner plugged in.
- Wear an anti-static strap to prevent electrostatic discharge when touching metal components.
- Keep all cleaning supplies, scanner parts and accessories out of the reach of children.

#### Do Not Do These

- Never attempt installation of any part not described in this manual.
- Never service the scanner near a radiator or any other heat source.
- Never use aerosol sprays or compressed air, or attempt to lubricate parts with an oil or silicon spray.
- Never service the scanner in an area where there are open liquid containers.
- Never pour or spill liquid on the scanner or any of its components.

## **Clearing Paper Jams**

If your scanner stops scanning due to a paper jam, a warning opens after a few moments.

A WARNING: do not attempt to remove the jammed page with the scanner closed.

### Damage to the scanner will occur if forcing the page out of the scanner. Follow the instructions below to remove the jammed page.

1. Place your thumbs on either side of the paper feed slot, underneath the lid of the scanner. Hold the scanner sides firmly and pull the scanner lid up to release it from the body of the scanner.

Use both hands to open the scanner, the lid is held down with locking arms on both sides of the paper feed slot. If you open only one side, you may damage the scanner lid.



2. Remove the jammed paper and close the cover.

Gently close the scanner lid. Press down on both sides of the lid until you hear a click as the arms lock the scanner lid in place.



To reduce the number of paper jams, smooth and straighten the paper before scanning, and insert the paper evenly into the scanner.

## Cleaning the Scanner

Clean the inside of the scanner to remove dust and paper debris from the scanner glass, pickup and feed rollers. Cleaning the inside of the scanner helps to keep your scanner operating at optimum performance. Dust accumulation on the rollers will prevent documents from feeding straight through the scanner, dust on the scanner glass will appear as lines in the scanned image. You should clean the inside of the scanner at least once a week or as needed depending on how often the scanner is used. If cleaning the scanner does not resolve any image quality issues, please follow the instructions in the next section for calibrating the scanner.

You will need the cleaning cloth provided with your scanner.



Caution: use care when cleaning the scanner to avoid damaging the sensors. The paper sensor and scanner cover sensor are plastic levers inside the scanner. They are fragile and can break.

The paper sensor lever runs along the front of the scanner. If the paper sensor becomes damaged, the scanner will no longer detect when paper has been inserted into the scanner. The cover sensor is located on the left end of the feed roller. If the cover sensor becomes damaged, the scanner will no longer detect when the cover is closed.



1. Place your thumbs on either side of the paper feed slot, underneath the lid of the scanner. Hold the scanner sides firmly and pull the scanner lid up to release it from the body of the scanner.

Use both hands to open the scanner, the lid is held down with locking arms on both sides of the paper feed slot. If you open only one side, you may damage the scanner lid.



2. Using the cleaning cloth, wipe down all surfaces in the scanner. Make sure to clean the glass in the underside of the scanner lid and the feed rollers in the body of the scanner.



3. Gently close the scanner lid. Press down on both sides of the lid until you hear a click as the arms lock the scanner lid in place.



#### Additional Cleaning Method

The standard cleaning method for your scanner is to use the dry cleaning cloth in the scanner. If lines, smudges or blurry areas are still in the scanned image you can try cleaning the scanner with Isopropyl rubbing alcohol.

Please use caution when cleaning the scanner and take appropriate care to prevent injury, skin irritation, or damage to the scanner.

- Scanner cleaning cloth.
- A bottle of 70% solution Isopropyl rubbing alcohol.
- Protective rubber or latex gloves.
- Protective eye glasses.

Follow the instructions in the previous section to clean the scanner. However, dampen the cleaning cloth with the Isopropyl rubbing alcohol before cleaning the inside surfaces of the scanner.

## Calibrating Your Scanner

If your scanned images have black or colored vertical lines and cleaning does not resolve the problem, this may be a sign that you need to perform a calibration.

The scanner should be calibrated as part of your monthly maintenance of the scanner. If the scanner is used daily you may need to calibrate the scanner more often. You will need to have the calibration page ready.



• Caution: do *not* attempt to calibrate the scanner with any other type of document (i.e. white paper or a copy of the calibration page).

The calibration routine will fail and indicate the failed calibration by flashing a red LED on the scanner. A calibration page was included with your scanner, if you do not have one available, you can order a replacement from the Parts & Accessories page for your scanner at www.xeroxscanners.com.

#### To calibrate the scanner:

1. Open the scanner's TWAIN interface.

You can open the interface from a TWAIN scanning application or the Visioneer® Scan Utility application.

2. Click on the **Enhancements** tab.

Fill margin ho	les						
ackground setting							
Processing			None		\$		
Sensitivity			0				
Fill Color			White		Á.		
erform edge clear	nup						
		Left 0		То	0		
White	\$					Millimeters	
		Bottom 0		Righ	t 0 🗘		
Despeckle							
Noi	se numbe	r 0	)	Noise rad	dius 1	Pixels	
Calibration	7						
2							

3. Click on the **Calibration** button to start the calibration utility.



4. Place the calibration page in the scanner as shown in the following image.



- 5. The scanner pulls in the calibration page and feeds it slowly through the paper path.
- 6. When calibration is complete the scanner will clear the calibration page out of the scanner. Do not forcefully pull the page out of the scanner, the scanner will release the page when it has fully exited out of the scanner.



#### Calibration Error

If there is an error during calibration or if the scanner should disconnect during calibration. The error will display on-screen. If you see a message that calibration failed, please run the calibration utility again.



**Note:** if you attempted to calibrate the scanner with any page other than the calibration page provided with your scanner, the calibration routine will fail. You will need to power cycle the scanner, through unplug then re-plug of the USB cable, and then restart the calibration.

## Setting Auto Power Off

The scanner will automatically power off after a specified period of inactivity. Open the scanner's TWAIN interface and click on the **Settings** tab. Adjust the **Power Off** timeout field and then click on **OK** to save the changes.

	Image	Document	Settings	Informa	ation	
Image count		0			0	images
Sleep mode		-0	)	— I	15 0	minutes
Power off		-0	)		240 🗘	minutes
Show progress window						
Show status messages			Tabs			
				olor dropo	ut	
				otation eparation		
				hanceme	nts	
				printer		
Restore defaults		OF		Cancel		Preview window

When the scanner is powered off, firmly press the button on the scanner to turn the scanner on. Once the scanner is turned on, it is always on and receiving power until it automatically powers off. Pressing the scanner button will not turn off the scanner.

### Troubleshooting

**Problem**: The scanner won't scan.

Check for one of these possible causes:

- Are the cables loose or not plugged in securely? Inspect the cable connections. Make sure the cables are plugged in securely.
- Is the scanner's status light on? The scanner will automatically power off after a specified period of inactivity. When the scanner is powered off, firmly press the button on the scanner to turn the scanner on. You can adjust the amount of time before the scanner will power off in the settings tab of the TWAIN interface. Please refer to the TWAIN scanning guide for instructions on accessing and using the TWAIN interface.
- **Did you restart the computer and scanner?** If the scanner gets a paper jam, or loses connection because of an error, try restarting your computer and power cycling the scanner.
- Did you plug the scanner into a USB hub? If you're using a USB hub to connect the scanner try plugging the scanner's USB cable directly to the back of the computer. It is not recommended that you use the scanner with a USB hub, if you are using a hub, the hub must have its own power supply.

- Is the USB cable 6' or less? If you are using a USB cable that is longer than 6' you may lose connection to the scanner. The recommended USB cable length is 6' or less, the USB cable provided with your scanner is within this range.
- Did you select another image source in the scanning software? If you use multiple imaging devices with your computer, such as a camera, all-in-one printer, or another scanner, you may have selected another source for images. Make sure Xerox<sup>®</sup> Duplex Travel Scanner is selected as the scanner.

Problem: My computer keeps giving me out of hard drive space error messages.

The minimum requirement of free hard drive space is for the installation of the software and basic, low resolution, scanning. High resolution scans result in files that can be over 1 gigabyte in size. Free up some space on your hard drive for the software to be able to save the scanned images.

Problem: My computer keeps giving me out of memory error messages.

An "Out of memory" message may appear when scanning long pages at higher resolutions. This error is most often seen on older versions of Mac OS X, due to the large file size created when scanning long pages in color or grayscale at 300 dpi or higher. If you see an out of memory error message, please try adjusting the page length and/or scan resolution.

**Problem**: The scanner is not showing in the Mac® image capture application.

To resolve the problem, simply log off then log back in or reboot your Mac®. This may occur after your computer goes into the "sleep mode" state to conserve power. When you move your mouse or type on the keyboard it "wakes" the computer back up and restores full power to the system. This power fluctuation during the computer's hibernating period may sometimes cause the scanner to lose communication to the computer.

**Problem**: The paper jams in the scanner.

To reduce the number of paper jams, smooth and straighten the paper before scanning. If paper jams are occurring more frequently, try cleaning the roller with a soft cloth dampened with Isopropyl rubbing alcohol. Excessive dust on the roller can make it appear worn and will cause issues feeding paper. See "Cleaning the Scanner" on page 22 for cleaning instructions.

If the documents you are scanning are thin, fragile, or severely wrinkled, try scanning using the scanner's carrier sheet. Please refer to the "Loading Documents" chapter of the scanner guide for instructions.

Problem: Images are corrupted when scanning and saving as a GIF file format.

This is a known issue when using older versions of OS X, at this time the issue has been seen on 10.6 and 10.7 but you may see this problem on other versions of OS X as well. Please use a different file format when scanning if you are seeing corrupted image.

**Problem**: If the USB cable is disconnected during a scan, the scanner does not reconnect when the USB cable is plugged back in.

Unplug the USB cable from the scanner, and then plug it back in. If the scanner does not reconnect:

- 1. Unplug the USB cable from the scanner.
- 2. Restart your computer.
- 3. After the restart is complete, plug the USB cable back in.

#### Status Light Troubleshooting

The status light indicates the current state of the scanner:

- **Steady blue**—indicates the scanner is receiving power. When the scanner driver is installed, it also means the scanner is ready to scan.
- Blinking blue—indicates that the scanner is busy (e.g. when scanning or calibrating).
- Blinking red—indicates that there is a hardware error.

#### **Error Codes**

If your scanner experiences a hardware error, the status light will blink red. It will flash in a numerical sequence, pause, then repeat the same number of flashes. The number of times the light blinks between pauses indicates the error code number. The following table describes the error codes.

Error Code	Problem Description	Solution
4	Paper jam	Open the scanner and remove the jammed document.
6	Cover open	Make sure the scanner is fully closed after performing maintenance on the scanner or removing a jammed page. If needed, open and close the scanner again. If the problem persists, try power cycling the scanner through un-plug and re- plug of the USB cable.
8	Calibration error	This may occur if the USB cable was unplugged during calibration, the calibration was canceled, or the calibration page was not used.
		First, power cycle the scanner through un-plug and re-plug of the USB cable, and then restart the calibration routine. Please refer to "Calibrating Your Scanner" on page 24 for instructions.
		Make sure you have the scanner's calibration page ready when you start the calibration utility.

## Xerox<sup>®</sup> Duplex Travel Scanner Specifications

Scanner Specifications		
Document Requirements		
Minimum Item Size	1.5 x 1.5 inches (38 x 38 mm)	
Maximum Item Size	8.5 x 32 inches (216 x 813 mm) at 100–300 dpi	
	8.5 x 14 inches (216 x 356 mm) at 400–600 dpi	
Paper Thickness	16–32 lbs. (60–120 g/m <sup>2</sup> )	
Plastic Card	Non-Embossed cards up to 0.8 mm thick	
General Specifications		
Scanning Speed (ADF)	8 SPP (seconds per page) @ 300 dpi <sup>a</sup>	
Optical Resolution	100, 150, 200, 300, 400, 500 and 600 dpi	
Internal Bit Depth	48-bit color, 16-bit grayscale	
Output Bit Depth	24-bit color, 8-bit grayscale, 1-bit bitonal (black & white)	
Scan Method	Duplex single sheetfed	
Image Sensor	Contact Image Sensor (CIS)	
Light Source	RGB LED lamp	
Interface	Hi-Speed USB 2.0, compatible with USB 1.1	
Certifications	UL/C-UL, FCC Class B, CE, CB, USB-IF, WEEE, RoHS, ENERGY STAR, CU, RCM, CCC, KC	
Operating Temperature	50° ~ 95° F (10° ~ 35° C without condensation)	
Relative Humidity	15% ~ 85% (@25° C without condensation)	
Scanner Dimensions		
Width	11.5 inches (291 mm)	
Depth	2.6 inches (67 mm)	
Height	1.6 inches (40 mm)	
Weight	1.1 pounds (0.5 kg)	
Power Information		
Scanner Rating	5Vdc, 0.5A	
Power consumption	≤ 2.5 Watts (during operation) ≤ 1 Watts (sleep mode) ≤ 0.5 Watt (power off)	
Cable Information		
USB cable USB A(M)/MICRO B(M),4P/5P, L=1200mm, UL2725#28AWG, D0005120R0YHG, Hotron, COLOR:WHITE, W/CORE, 80°C, RoHS		
Software Information		
Supported Operating Systems	Apple Mac OS X	

Scanner Specifications			
Scanner Drivers	TWAIN, ICA		

a. A4 / U.S. Letter page scan speed measured at 8 SPP from start of rollers engaging. Scan speed measured at 11 SPP from paper sensor detection and software initialization of scan event.

## Xerox<sup>®</sup> Duplex Travel Scanner Parts List

Part Name	Part Number	
Carrying bag	88-0683-000	
Carrier sheet	05-0912-000	
Micro USB cable	35-0250-000	
Calibration page	05-0914-000	
Cleaning cloth	05-0913-000	

## **Regulatory Information**

## **Basic Regulations**

#### United States (FCC Regulations)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, 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.

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.

Changes and modifications to this equipment not specifically approved by Xerox may void the user's authority to operate this equipment.

Shielded cables must be used with this equipment to maintain compliance with FCC regulations.

#### European Union

The CE mark applied to this product, symbolizes our declaration of conformity with the following applicable European Union Directives, as of the dates indicated:

## CE

December 12, 2006:	Council Directive 2006/95/EC as amended. Approximation of the laws of the member states related to low voltage equipment.
December 31, 2004:	Council Directive 2004/108/EC as amended. Approximation of the laws of the member states related to electromagnetic compatibility.

This machine is certified as Class 1 LED product. This means that this machine does not produce hazardous laser radiation.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your Xerox Limited representative or by contacting:

Environment, Heath and Safety The Document Company Xerox Bessemer Road Welwyn Garden City Herts AL7 1HE England, Telephone +44 (0) 1707 353434

#### Turkey (RoHS Regulation)

In compliance with Article 7 (d) We hereby certify "It is in compliance with the EEE Regulation".

("EEE yönetmeliğine uygundur")

## Copy Regulations

#### United States

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency	Coupons from Bonds
Federal Reserve Bank Notes	Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes	Federal Reserve Notes
Fractional Notes	Certificates of Deposit	Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. (If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.)

Postal Money Orders.

Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.

- 3. Obligations or Securities of any Foreign Government, Bank, or Corporation.
- 4. Copyrighted material, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
- 5. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)
- 6. Passports. (Foreign Passports may be photographed.)
- 7. Immigration Papers.
- 8. Draft Registration Cards.
- 9. Selective Service Induction Papers that bear any of the following Registrant's information:

Earnings or Income	Dependency Status	Court Record
Previous military service	Physical or mental condition	

Exception: U. S. Army and Navy discharge certificates may be photographed.

- 10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)
- 11. Reproducing the following is also prohibited in certain states: Automobile Licenses Drivers' Licenses Automobile Certificates of Title.

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

#### Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fines or imprisonment may be imposed on those guilty of making such copies.

- 1. Current bank notes or current paper money.
- 2. Obligations or securities of a government or bank.
- 3. Exchequer bill paper or revenue paper.
- 4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
- 5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
- 6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
- 7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.

- 8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
- 9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

#### Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes
- Bank notes and cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

**Note:** this list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

## Compliance Information

## Product Recycling & Disposal

#### USA & Canada

If you are managing the disposal of your Xerox<sup>®</sup> product, please note that the product may contain lead, mercury, Perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: <u>http://www.eiae.org</u>.

Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see: <u>http://www.dtsc.ca.gov/hazardouswaste/perchlorate/</u>.

#### European Union

#### **RoHS and WEEE Compliance**

This product is compliant with RoHS Regulations of the European Parliament and Council Directive on the Restrictions of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (2002/95/EC), and with the Waste Electrical and Electronic Equipment (WEEE) Directive (2002/96/EC).

Some equipment may be used in both a domestic/household and a professional/business application.

#### Professional/Business Environment

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures. In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.



## ENERGY STAR for the USA

#### **Energy Program Compliance**

The Xerox<sup>®</sup> Duplex Travel Scanner is ENERGY STAR qualified under the ENERGY STAR Program Requirements for Imaging Equipment.



The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Imaging Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

