Document Scanner

User Manual

Content

1 System requirements

Minimum requirement	Recommendation
CPU: i3 series and above	CPU: i7 series
Memory: 4GB or above	Memory: 8GB
Hard disk: 50GB or more free space	Hard disk: 500GB
Operating system: Windows XP/Win7/Win8/Win10	Operating system: Win7/Win8/Win10 64 Bit

2 Device introductions

2.1 Installation instructions

1.Insert the vertical rod into the base

2.Tighten the screw to hold the base and the rod

3.Connect the scanner to the computer with USB cable. (Please check the interfaces introductions)

4.Install the software to the computer

vertical rod

screw

hard base
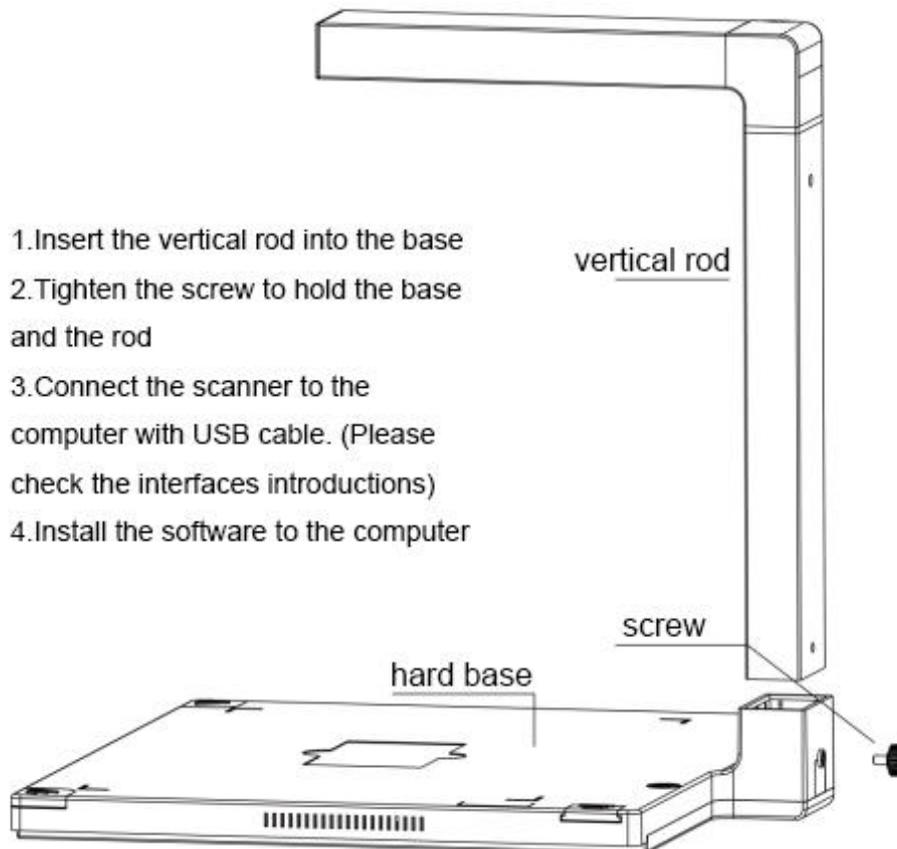
2.2 Host parts and interfaces introductions
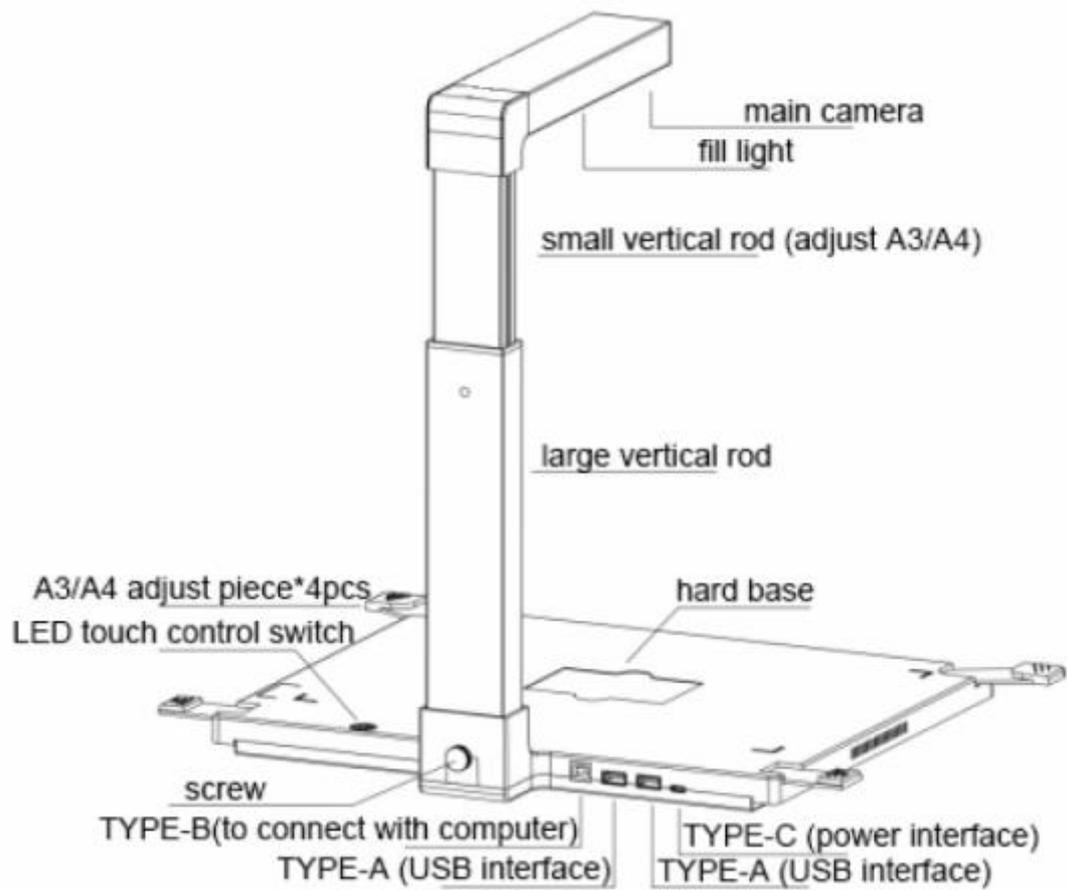
main camera
fill light
small vertical rod (adjust A3/A4)
large vertical rod
A3/A4 adjust piece*4pcs
LED touch control switch
hard base
screw
TYPE-B(to connect with computer)
TYPE-A (USB interface)
TYPE-C (power interface)
TYPE-A (USB interface)

3 Software installation

3.1 Double-click the Software installation package, when the following dialog box pops up, please choose the desired language the user would prefer to install the software in.
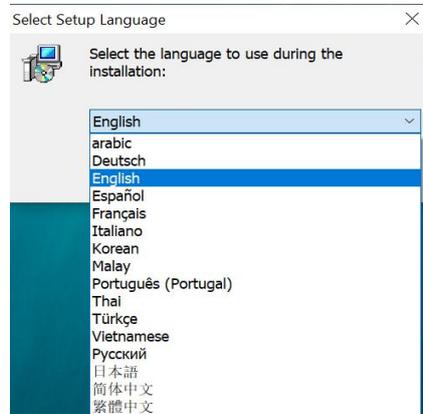

3.2 Click【Next】
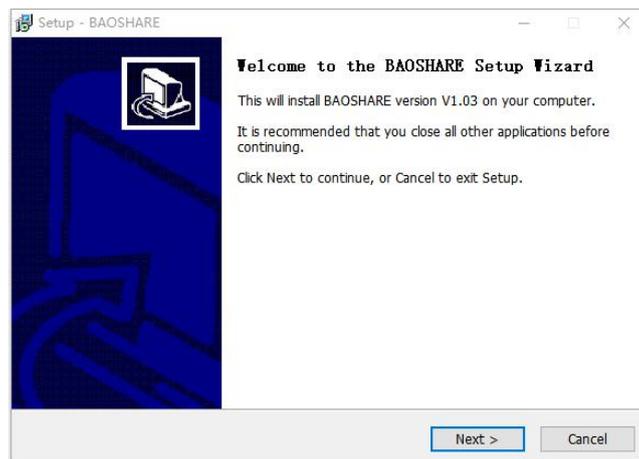
3.3 Custom installation path interface. For the default installation path, please click【Next】; If the user needs to customize the installation path, the user can click the browse button, and the path selection menu will appear.After selecting the path, click 【OK】, and the target folder will be changed to the path set by the user. After confirmation, click 【Next】to continue the software installation.
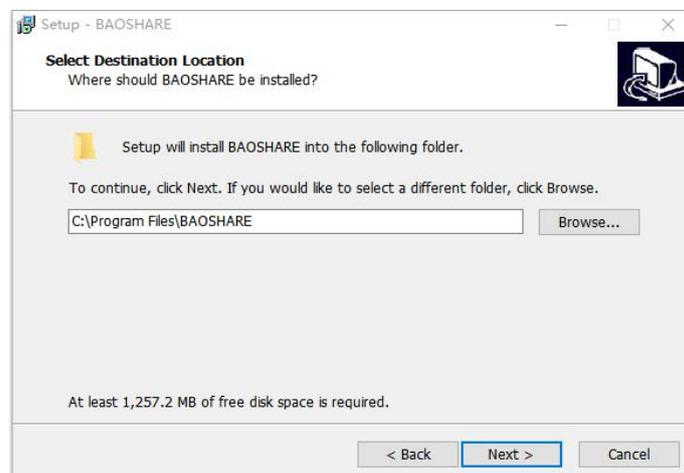
3.4 Select the Start menu folder interface and create a shortcut in the Start menu folder. If you need to change the path, click the browse button, and click 【Next】after setting.
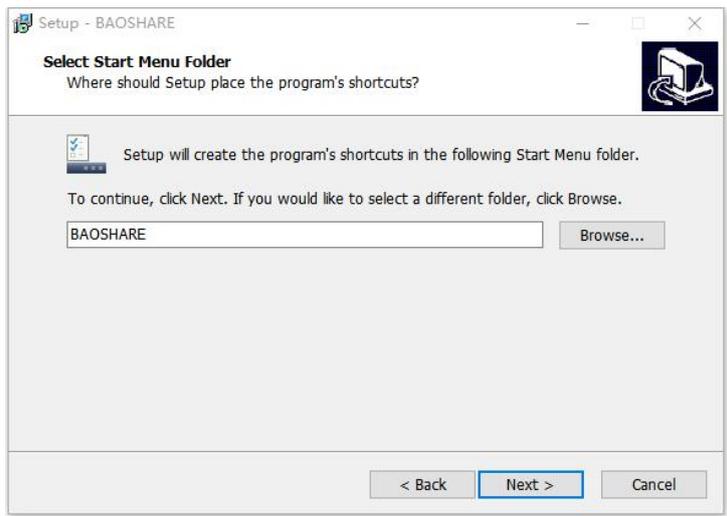

3.5 Select the additional task page to create a desktop shortcut according to the user's needs and select 【Next】.
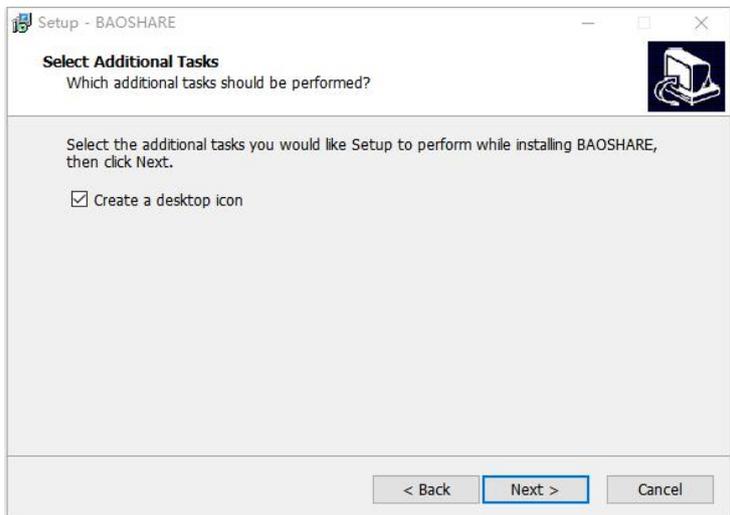
3.6 Prepare the installation interface, which can confirm the values set in the above steps. If it needs to be modified, select the previous step to modify, and then click【Install】to install the software.
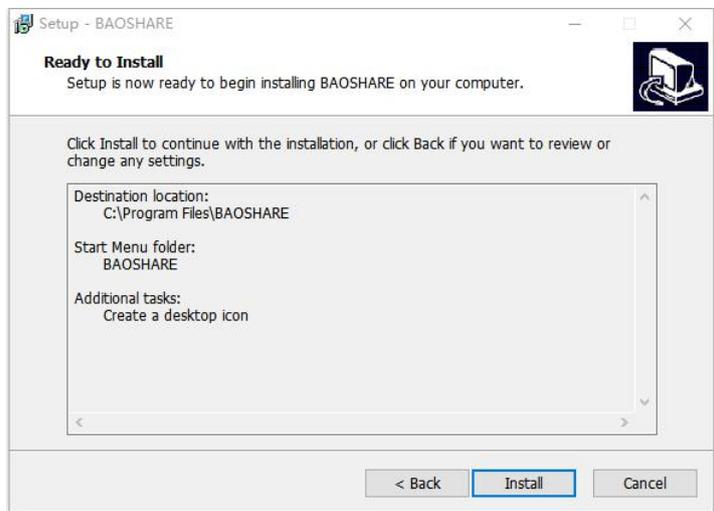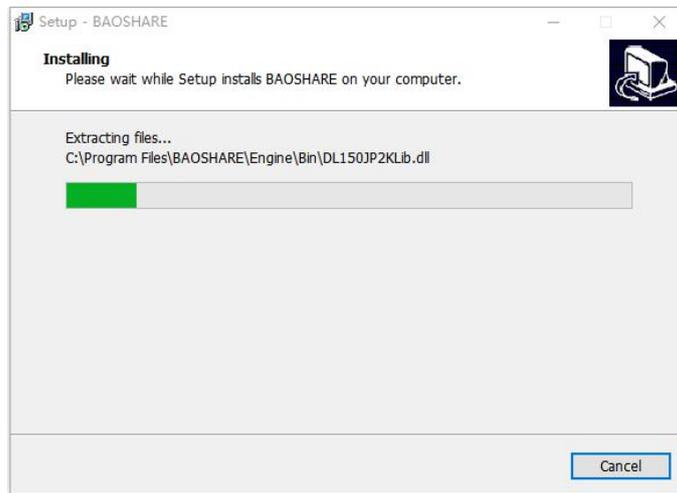
(If the computer operating system is Windows 7 or below, then it will prompt to install the ffdshow2 on the computer; If the computer operating system is Windows 10, then it won't prompt to install this ffdshow2.)

1) Pops out installation interface ffdshow2, please click【Next】.

2) Click【Next】
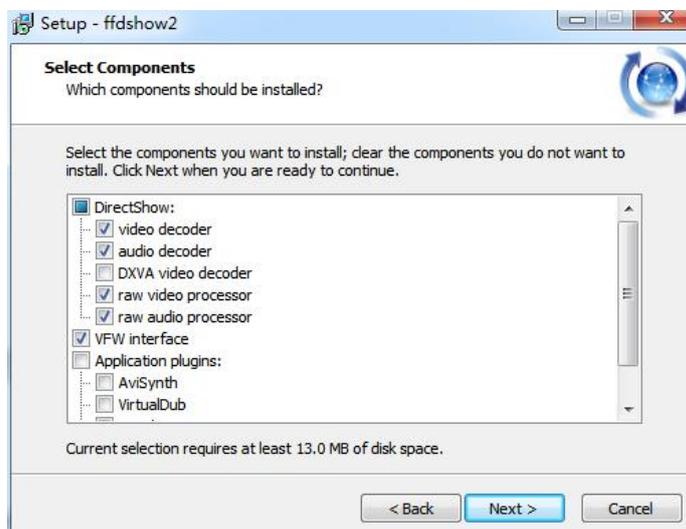
3) Click【Next】
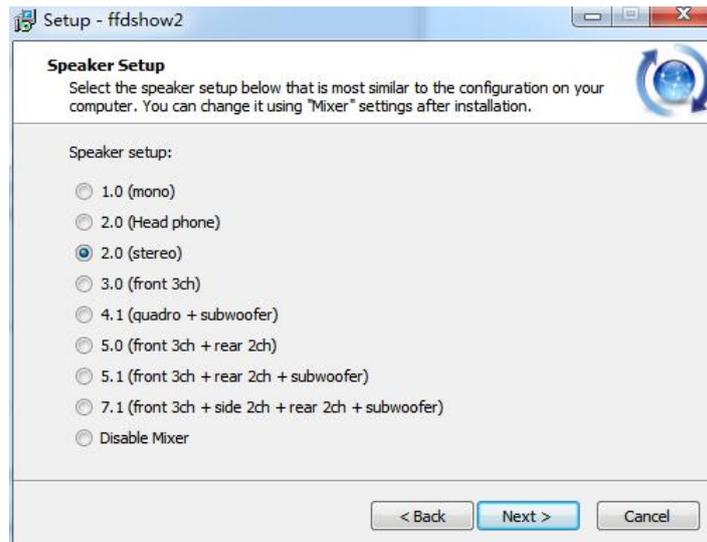
4) Click【Next】
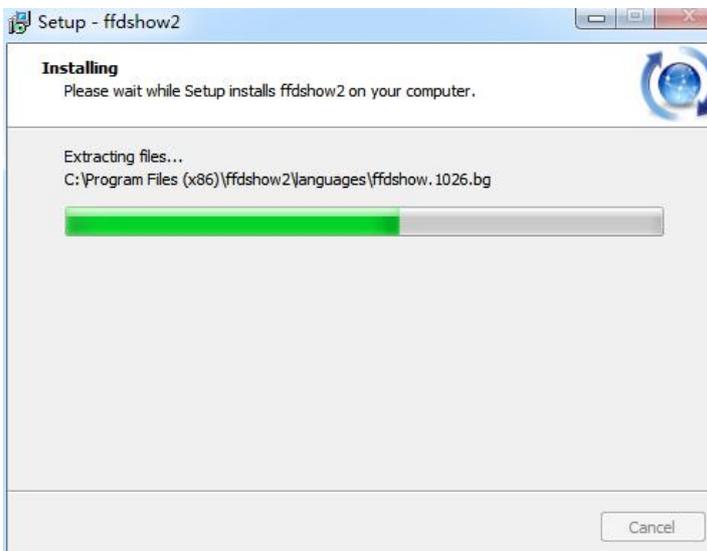
**If the user has any additional safe software that requires operation privileges, please allow the installation of this software.**

5) Click【Finish】, installation is finished.

6) Click【Finish】, finish the installation. (Default does not run the software)

3.7 Click【Finish】, the software will run automatically.
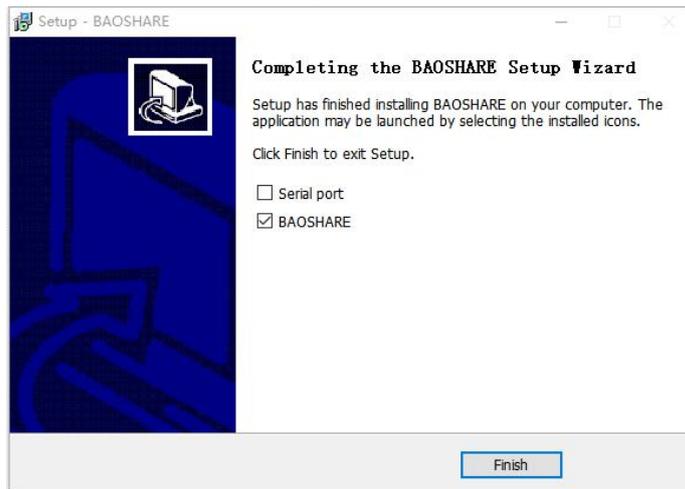
4 Software uninstall

4.1 Uninstall the software through the control panel, select the corresponding software and uninstall it.

5 Software interface introductions

5.1 Open the software

    Before opening the software, please confirm that the scanner is connected to the computer using the Type-B

cable properly. Then double-click the icon on the desktop of the computer to open the software.

5.2 The basic interface of the software is shown in the figure below, which is mainly divided into five regions.

    Location 1 is the functional area

    Location 2 is the auxiliary functional area

    Location 3 is the preview area

    Location 4 is the device information area

    Location 5 is the output file list area

    The interface of each functional module will be different. The following contents are respectively introduced.
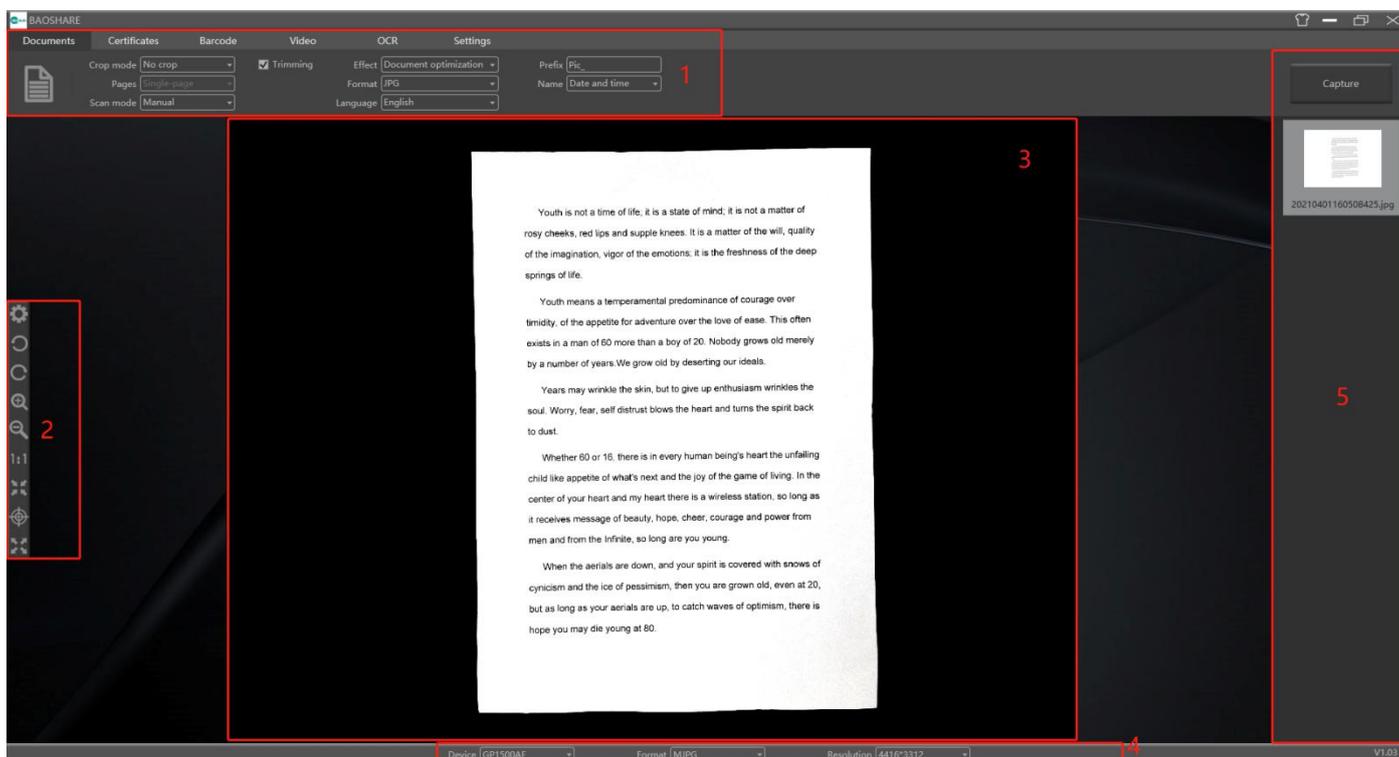
6 Software function introductions

6.1 Software introduction Notes

6.1.1 The software function icon is highlighted to indicate that this function is available.The icon gray indicates that this function is not available

6.1.2 There are the same functions under each functional module of the software. When introducing the functions under each module, choose to introduce the new functions

6.1.3 Default saving of all function Settings of the software (for example, after selecting the "Automatic crop" function, restart the software to choose the previous automatic crop mode by default)

6.2 Functional area introductions

6.2.1 **Documents**
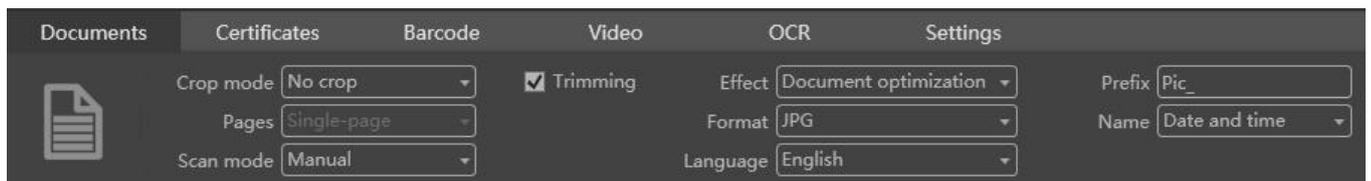
6.2.1.1 Crop Mode (no crop by default)

Click the drop down menu next to "Crop Mode" to choose "No crop", "Automatic crop", and "Manual crop"

6.2.1.2 Pages

Click the drop down menu next to "Pages" to choose "Single-page" or "Multi-page"

Single-page: Capture directly to create a single page file output

Multi-page: Multi-page capture is only valid if "Output Format" is "Image PDF", "Txt", "Word", "Excel" or "Text PDF". Before choosing multi-page capture, "Output Format" should be changed to "Image PDF", "Txt", "Word", "Excel" or "Text PDF".

6.2.1.3 Scan Mode

Click the drop down menu next to "Scan Mode" to choose "Automatic" or "Manual"

Manual: The user will need to click "Capture" manually

Automatic: Click "Start capture", the software can detect the automatically detect the action of changing the captured file. When the picture is stable, the software will countdown to "3", "2" and "1" will be displayed, and then automatically captured

6.2.1.4 Trimming

Automatically fill the area outside the captured file with white (generally with the output effect - optimize the use of the document, output the white background effect, keep the color)

6.2.1.5 Effect

Original color

Grey scale

Binarization

Document optimization: White background (generally used with intelligent trimming)

6.2.1.6 Format

Click the drop down menu next to "Format" to choose JPG / BMP /PNG / TIF / Image PDF

6.2.1.7 Language

This function is for OCR. If "Output Format" is "Image PDF", "Txt", "Word", "Excel" or "Text PDF", please select the language that corresponds to the file you need to scan.

6.2.1.8 The name of the output files: 1) Prefix+No. 2) Date and time

6.2.1.8.1 Choose name as "No.", then input the prefix of the filename in the "Prefix" box (cannot contain the following characters \ / : * ? " < > |)

Created filename format: prefix +0001 increment

For example: the prefix is ASD, the created file name is ASD0001......

6.2.1.8.2 Choose name as "Date and time"

The output file name is named after the current computer time

6.2.2 Certificates
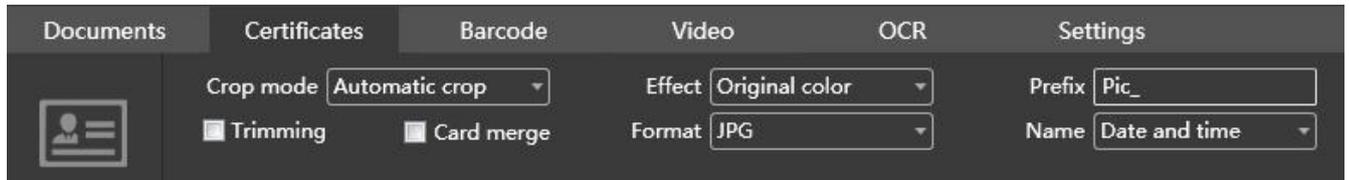
6.2.2.1 Card merge

Click "Card merge" to combine the front and back of the card. Please also click"Trimming" and select "Automatic crop" from Crop mode.
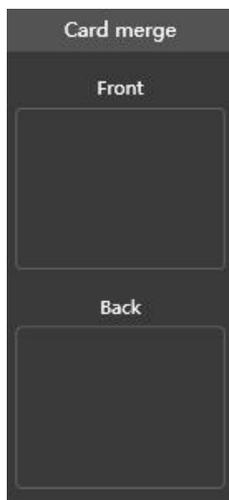
Click "Capture" to get the image of the front of the card, then turn the card back, and click "Capture" to get the image of the back of the card. After capturing, the merge image will show on the output file list area.

6.2.3 Barcode
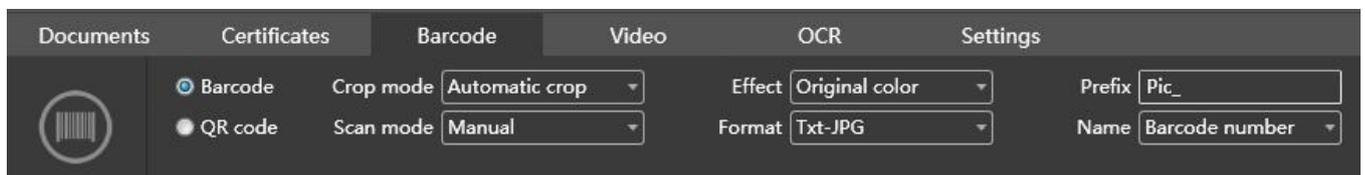
6.2.3.1 Format (Barcode)

Click the drop down menu next to "Format" to choose "JPG", "PNG", "Image PDF", "Excel-JPG", "Txt-JPG"

6.2.3.2 Barcode

When the output format is "Excel-JPG" or "Txt-JPG", click "Capture", then can get an image and decoded data of 1D barcode saving on Excel or Txt file.

6.2.3.3 QR code

When the output format is "Excel-JPG" or "Txt-JPG", click "Capture", the software will use the image, decode the data of QR code, and save to an Excel or Txt file.

6.2.4 Video
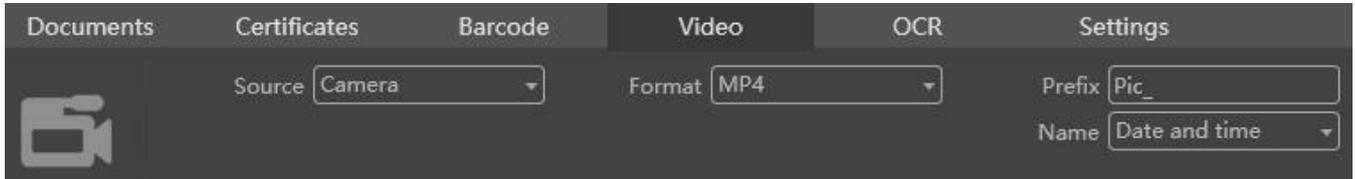
6.2.4.1 Source

Click the drop down menu next to "Source" to choose "Camera" or "Screen"

6.2.4.2 Format (Video)

Click the drop down menu next to "Format" (under the "Video" Tab) to choose "MP4", "WMV" or "AVI"

6.2.5 OCR (Optical character recognition)
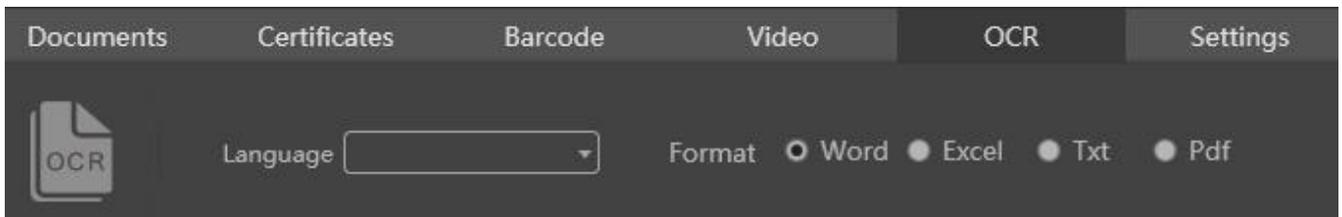
6.2.5.1 Language: Select the preferred language of the file you need to OCR.

6.2.5.2 Format: Select the output format as you need: Word, Excel, Txt or Pdf

6.2.5.3 Add file: Click the icon to add the file which you need to OCR

6.2.5.4 Select all: If you need to select and check all the files, please click the icon to select all the files.

6.2.5.5 Empty: Click the icon to empty all the files

6.2.5.6 Export: **Check the box at the top left of the file** which you need to OCR, then click "Export" to output the OCR file

6.2.5.7 The user can move the file position up and down, flip the file direction, or delete the file which is not needed.

6.2.6 Settings

Click "Settings", then the following dialog box is displayed
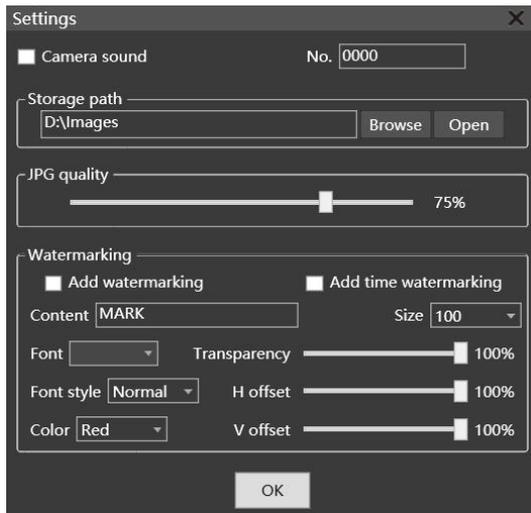
6.2.6.1 Camera sound

When the user checks the "Camera sound", there will be a sound prompt when capturing

6.2.6.2 Storage path

The user can customize the save path for the output file

6.2.6.3 JPG quality

When the output file is JPG format, this user can compress the output file size. When choosing this option, the file quality will have the corresponding loss, so please adjust according to the needed

6.2.6.4 Watermarking

When the user checks the "Add watermarking", the software will add a watermark to the output file

In the dialog box, the watermark can be edited according to the prompts, such as content, font, transparency, size, etc

When tick the "Add time watermarking" to use the default time watermark in the current computer time (year, month, day, minute and second)

After settings, click OK to exit

6.3 Auxiliary functional area introductions

6.3.1 Settings:

Click this icon to pop up the following dialog box
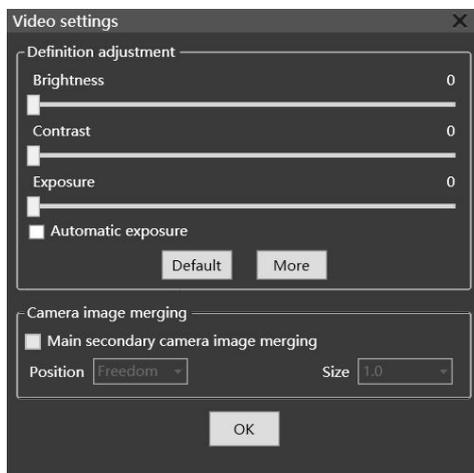
6.3.1.1 The device brightness/contrast/exposure/and other parameters can be adjusted. Please click "More" to set the parameters

6.3.1.2 The main and secondary camera images are merged, which requires equipment support

The merge location can be moved, and the screen size of secondary camera can be adjusted. (Please note: this scanner doesn't support camera image merging function. It's only main camera, no secondary camera)

6.3.2 Rotate left:

Each click rotates 90° counterclockwise

6.3.3 Rotate right:

Each click rotates 90° clockwise

6.3.4 Zoom in:

Preview image zoom in

6.3.5 Zoom out:

Preview image zoom out

6.3.6 1:1

Preview image 1:1

6.3.7 Screen adaption:

Best size preview image (compress preview image to show all images within capturing range)

6.3.8 Focusing:

Auto focus

6.3.9 Screen full:

Screen full preview image

6.3.10 Interface

This icon is at the top right. There interfaces of software for selection.

6.4   Device information area function introductions

6.4.1 The device information area displays the current connected device, video format and resolution. The resolution can be selected according to the selection requirements

6.4.1.1 Device

Here will show the device name

6.4.1.2 Format

The support format of camera video

6.4.1.3 Resolution

You can select the image resolution before capture
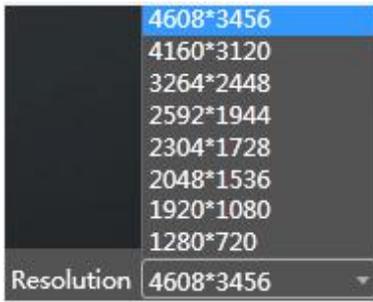
6.5 Output file list area introductions

7.5.1　After all settings you need, click "Capture" to output file

7.5.2　The output file is displayed in the form of thumbnails in the list area. Right click to do the operation of the output file

7 General problems of device in use

Problem 1: The device can not connect with computer (the software can not figure out, no picture screen displays on the device information area)
    1) Make sure the adapter is plugged in
    2) Make sure that the data cable is connect with the computer properly and the data interface of the computer is normal (you can use a USB flash disk or other normal USB devices to check whether the interface is normal).
    3) Re-plug into other interfaces of the computer (if the computer is with a host, please plug the USB cable into the USB interface of back panel of host)
    4) Check whether the Device Manager has detected the camera
    5) Check whether the camera is disabled on the Device Manager

Problem 2: The device is connected with computer, but no picture screen displays on the device information area
    1) Make sure that the software is correct
    2) Make sure that the software is installed normally (you can try to install it again)

Problem 3: Unclear
    1) Check whether the resolution is normal (the higher the resolution, the better the definition)
    2) No shaking during capturing
    3) Whether the camera is visibly dirty
    4) Refocus

Problem 4: The fill light is not on or flash always
    1) Please try to connect the scanner to the computer with USB cable again
    2) Check whether the power adapter is plugged in
    3) Check whether the power socket is electricity