Document Scanner

User Manual

Content

1 System requirements

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

Recommendation
CPU: i7 series
Memory: 8GB
Hard disk: 500GB
Operating system: Win10 64 Bit

2 Device introductions

2.1 Product size

unit: (inches)
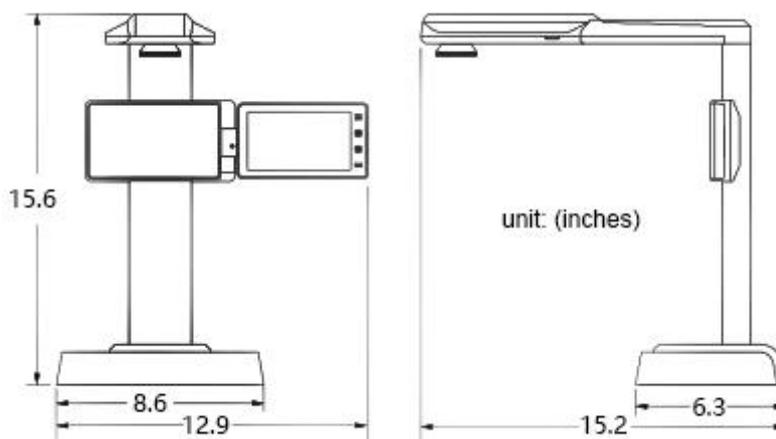
2.2 Product details
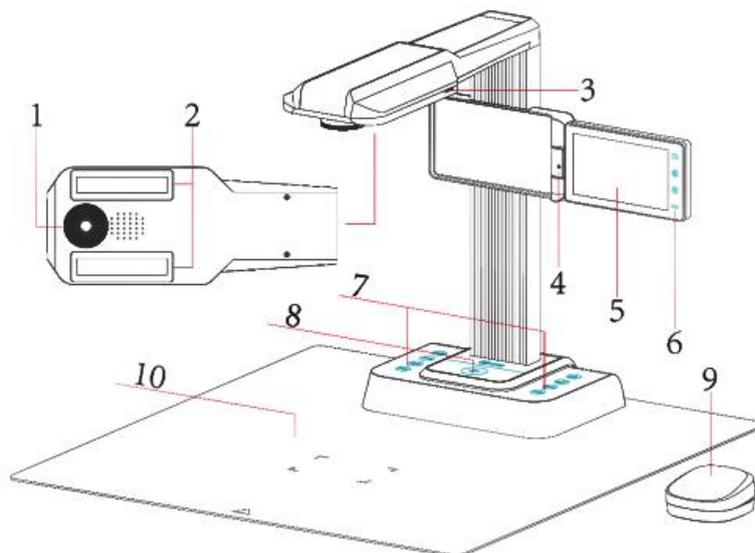
Accessories:
1)   Camera: HD COMS camera
2)   Fill light: LED high light
3)   SD card interface: Micro SD card can be inserted, up to 64GB (used for storing shooting files in offline mode.
4)   Rotation axis: support display 170° and 270° rotation.
        The rotating shaft is designed to turn over 170°, which is more inclined to the operator and enhances the user experience.
5)   Display: Provides real-time preview.
6)   Display touch button: to set the display parameters.
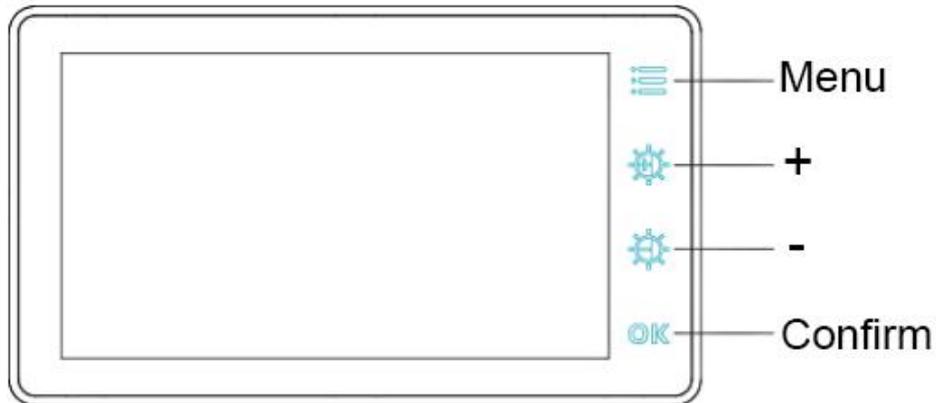
Menu: Select the function option that is to be adjusted (language, brightness, contrast can be selected)
+/-: Adjust the value of the corresponding function
OK: press the OK button to exit after adjusting the required value

Base touch button: This product supports both "offline" and "PC" two modes, the button description is shown in the following table

Button	Offline Mode	PC Mode
⏻	Turn on/off the device	
🎥	Start/End the video	/
↻	/	Rotate 90° clockwise
▣	Check the scanned files in the SD card	/
⊕	Navigation selection function	Zoom in on preview image
	Zoom in on preview image	
⊖	Navigation selection function	Zoom in on preview image
	Zoom in on preview image	
OK	Confirm	/
▣	Capture	

7) Fill light button：Fill light control switch, supports three brightness adjustment
8)   Pedal: Use your foot to take photos, freeing your hands for page turning.
9)   Soft mat

2.3 Product interface description
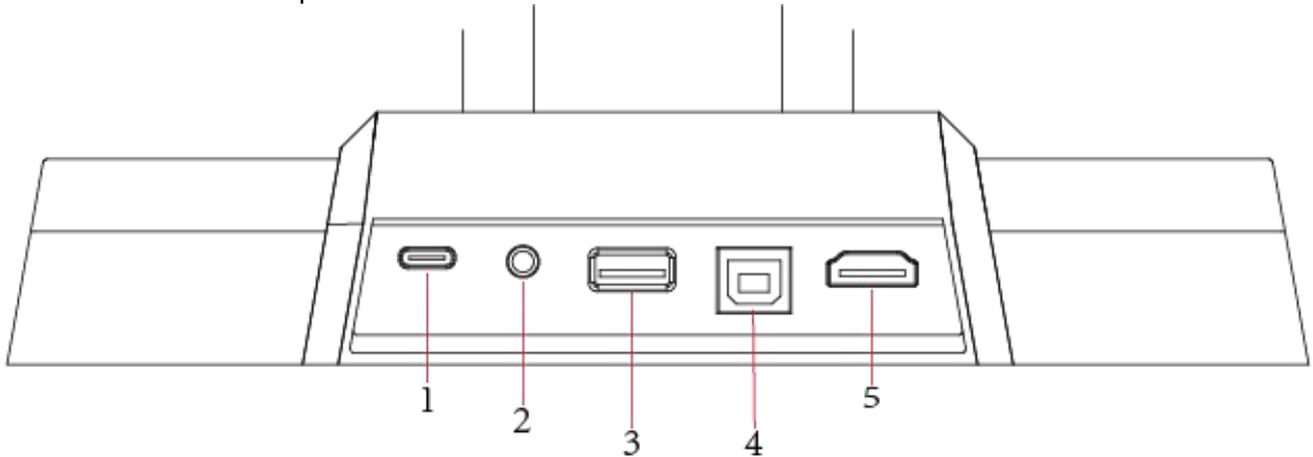
1) Type-C: adapter interface (this product is standard equipped with 5V-3A, Type-C interface adapter)
2) AUX-3.5mm: pedal connection interface
3) USB2.0: : USB2.0 data expansion interface (can connect U disk and other USB peripherals)
4) Type-B: Connect to a computer
5) HDMI: external display device (provides video output)

2.4 Product parameters

Sensor	1/2.3 COMS（5152*3864）
Scan Size	> A3 (480mm*360mm）±10mm
Video Streaming Format	MIPG
Image Format	JPG, BMP, PNG, TIF, PDF
Video Format	MP4, WMV, AVI
Accessories	5 inches HD LCD display, HD COMS sensor, Pedal
Functions	Curved flatten technology, trimming, automatic detection page scan, finger mark removal, intelligent deviation correction
System Support	Windows XP/Win7/Win8/Win10
Recommended minimum configuration	i3 CPU + 4GB RAM

2.5 Packing list

Item	Specifications	QTY
Main Equipment	Host	1
Pedal	AUX-3.5mm, cable*2 meters	1
USB Cable	A+B, 1.5 meters + double magnetic ring	1
Power Adapter	AC input: 100-240V AC 50/60Hz 0.5A Msx DC output: 5V/3A	1
Soft Mat	20.47*22*0.12 (unit: inches)	1
HDMI Cable	1.5 meters	1
Micro SD card	4GB	1
Finger Cots	Black	2

3 Book scanning operation standard

Standard operation

The following rules must be followed when capturing:
1) The background must be a **black** desk or mat.
2) The book should be **as flat as possible and not askew**.The middle of the book should be aligned with the dotted green line.
3) Black must be left around between the periphery of the book and the green boxes.
4) If the book is too thick, you need to press it flat with your finger gloves
5) The position of the finger is in the middle of the left and right pages.
6) Wear black finger gloves.
7) The position pressed by the finger gloves cannot cover the content of the book, such as text and images.
(Standard illustration is as follow)
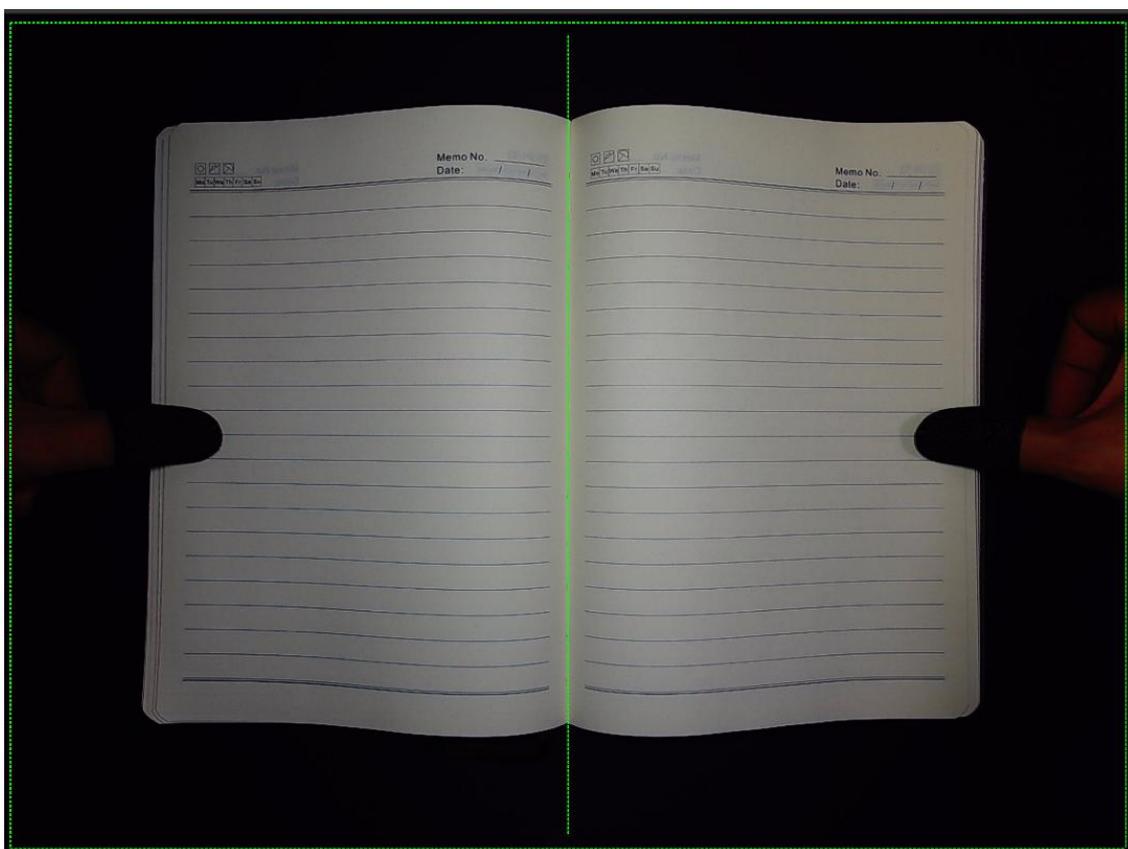
Not standard operation

The background of the book is not black, you need to use a black desk or mat
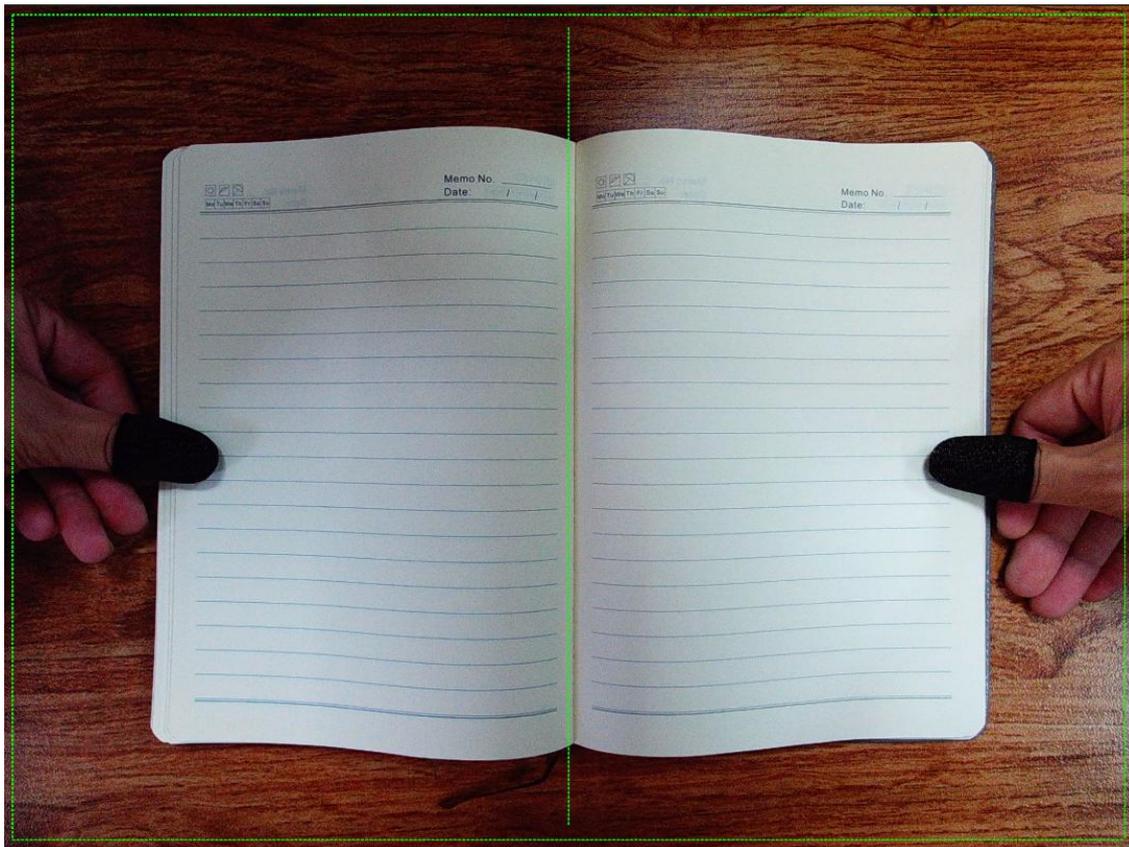
The book is askew and not aligned with the dotted green line in the middle
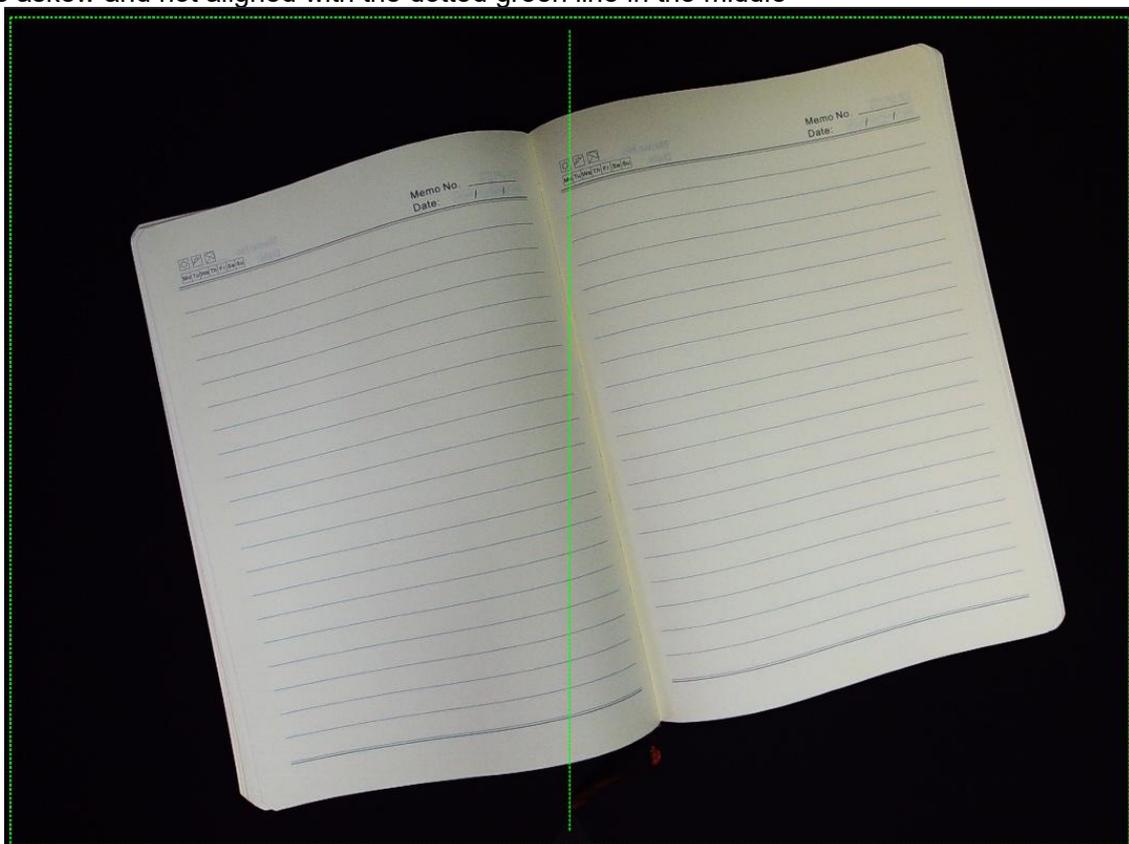
The right side of the book is not black. All the sides should be black.
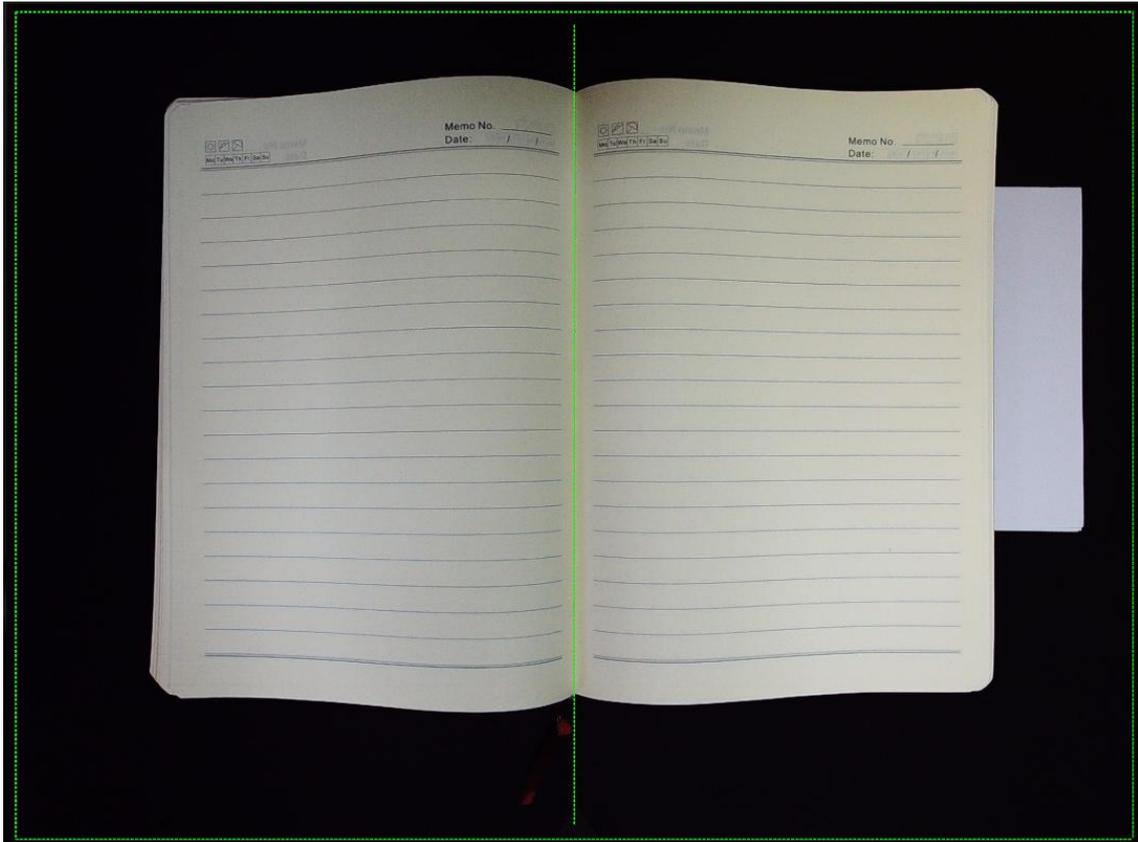
Finger pressing is in the wrong position. Finger pressing should be only in the middle of the left and right pages of the book
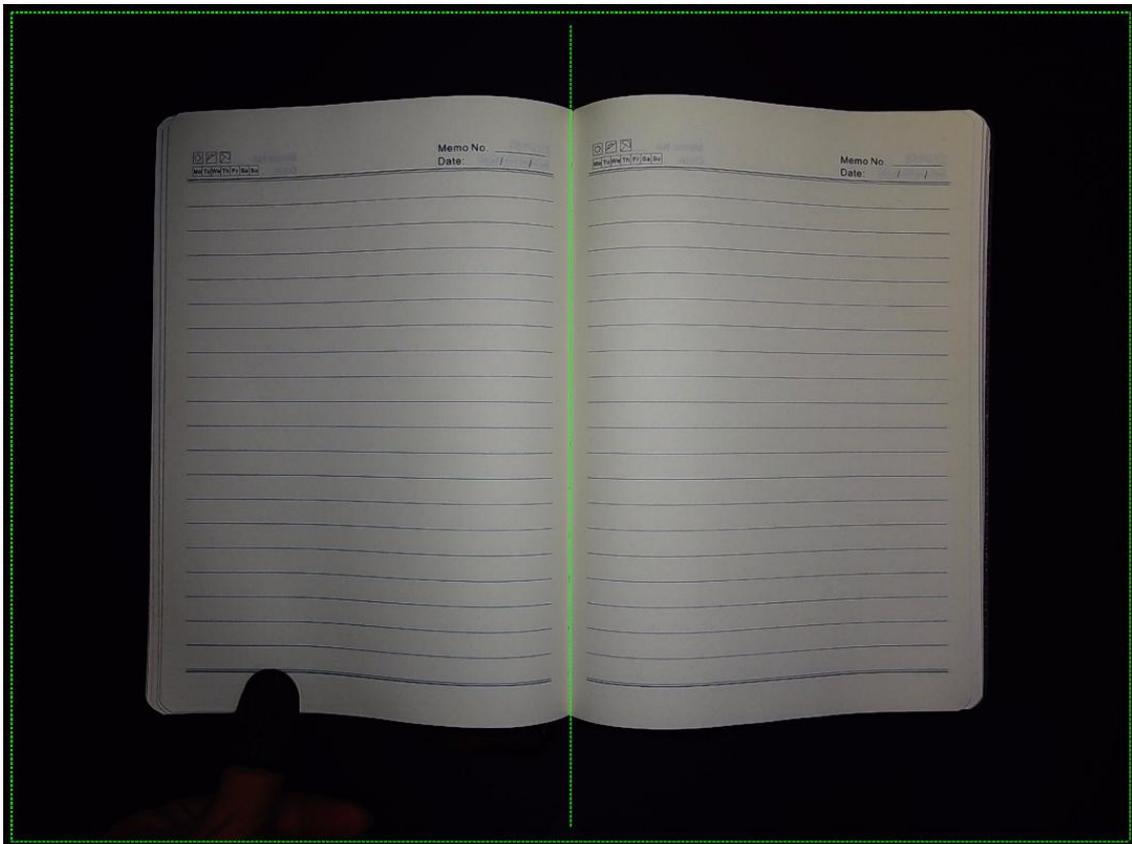
Fingers cannot cover the contents of the book
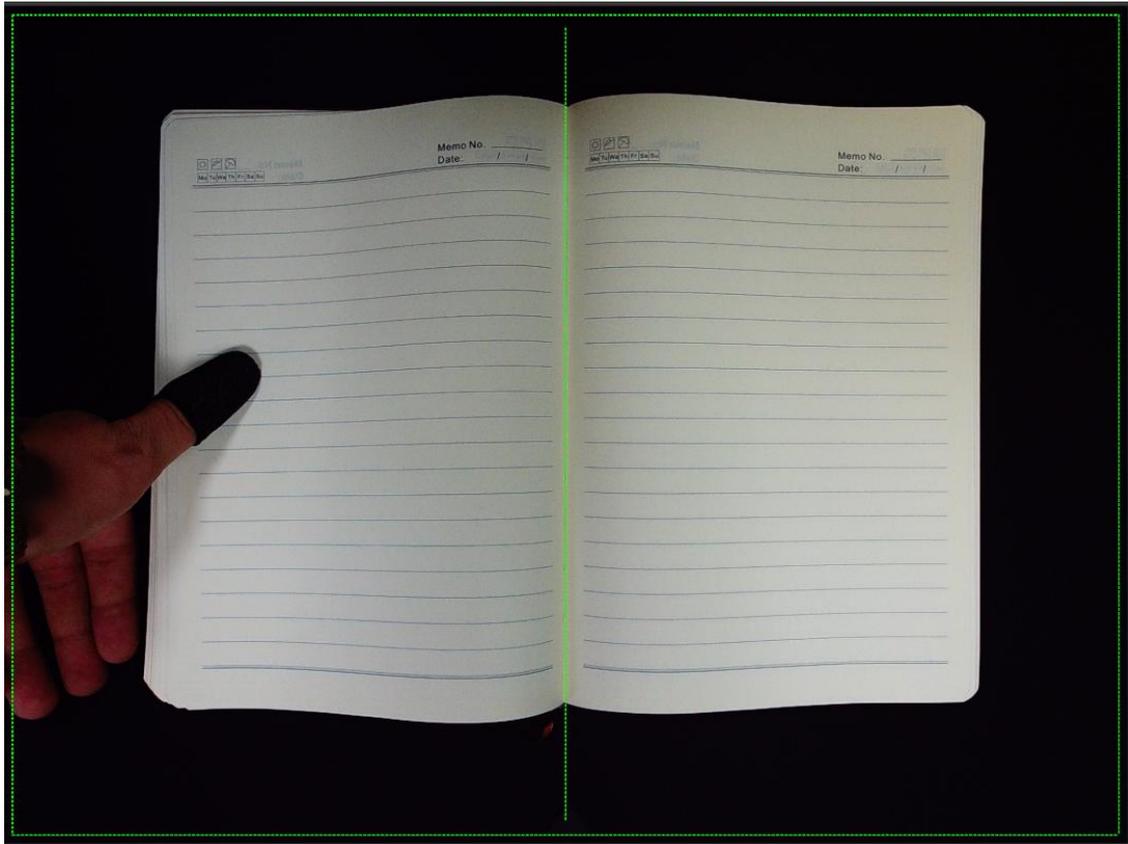
The finger should press the book as flat as possible
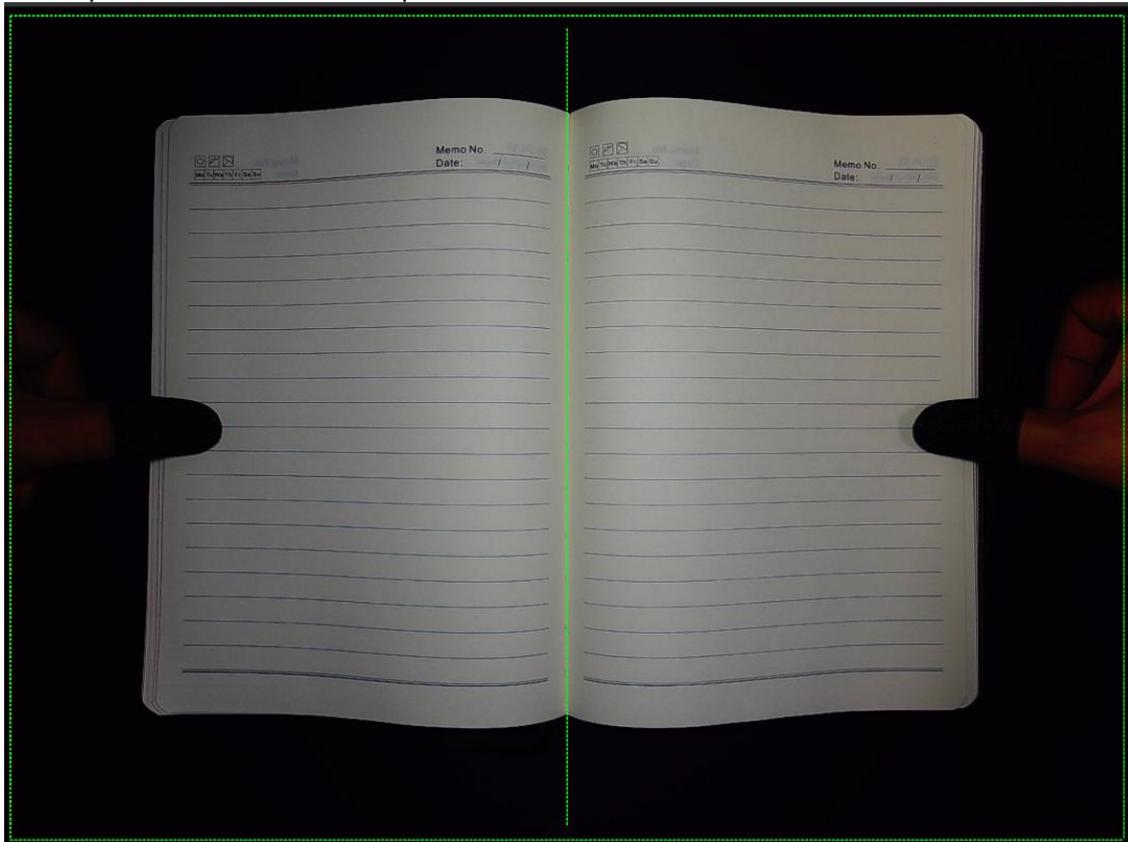
The book is in the wrong direction (up and down). The correct direction of the book is left to right. Also, black must be visible around between the periphery of the book and the green boxes. Finally, the centerline of the book is not aligned with the dotted green line.
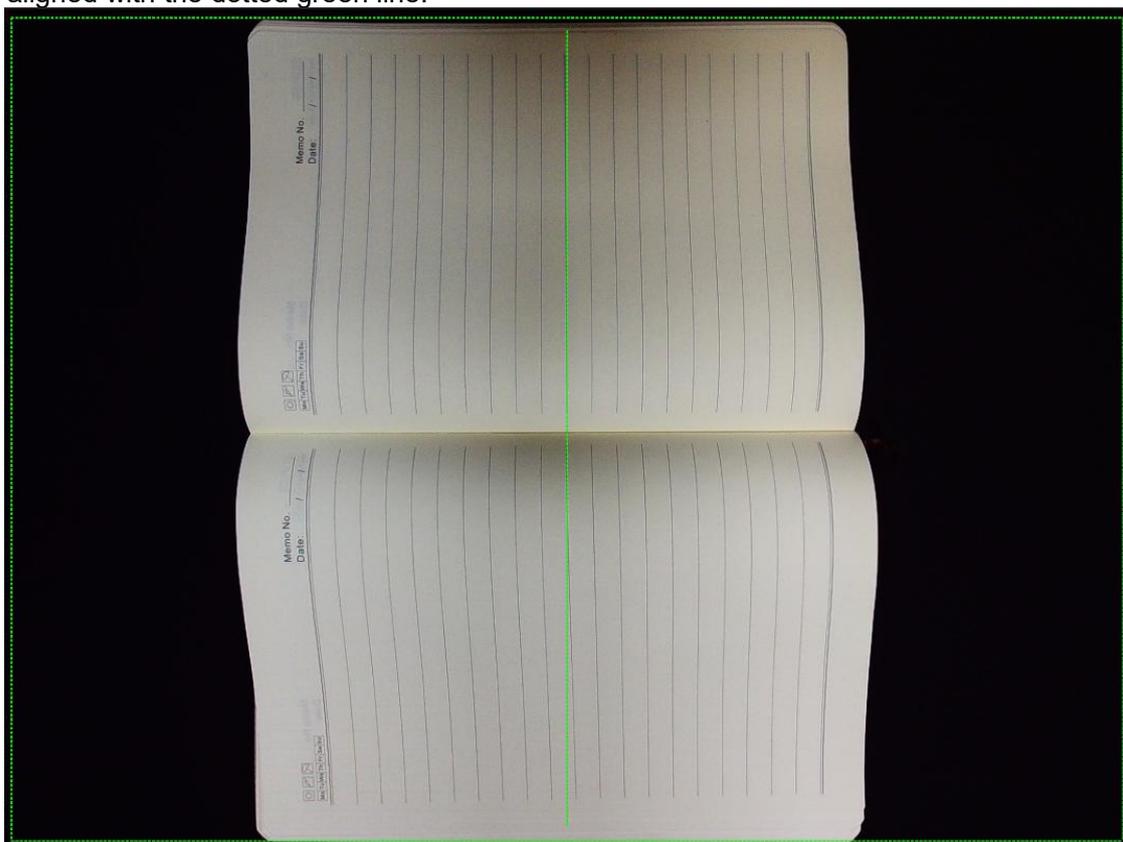
4 Software installation

4.1 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.
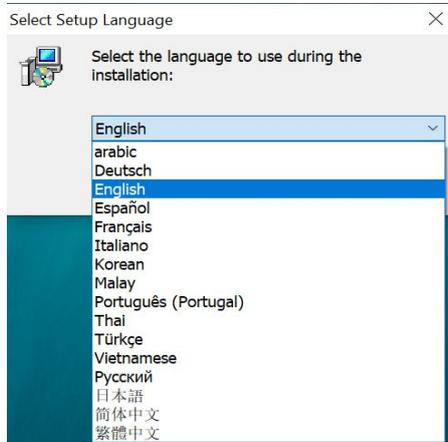
4.2 Click【Next】
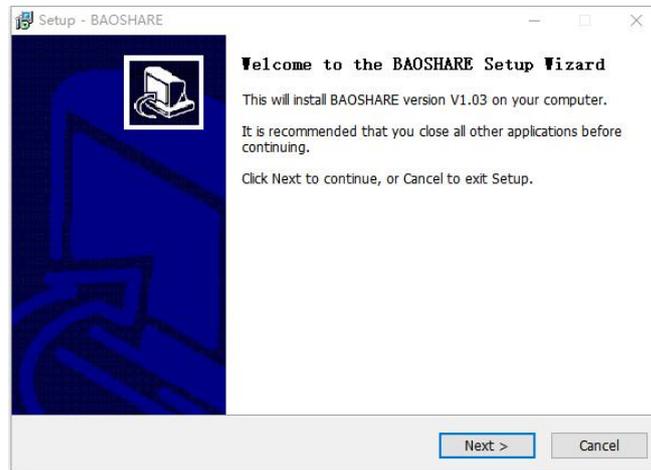
4.3 Custom installation path interface. For the default installation path, please click【Next】; If the user needs to customize the installation path, the user can click the browse button, and the path selection menu will appear.After selecting the path, click 【OK】, and the target folder will be changed to the path set by the user. After confirmation, click 【Next】to continue the software installation.
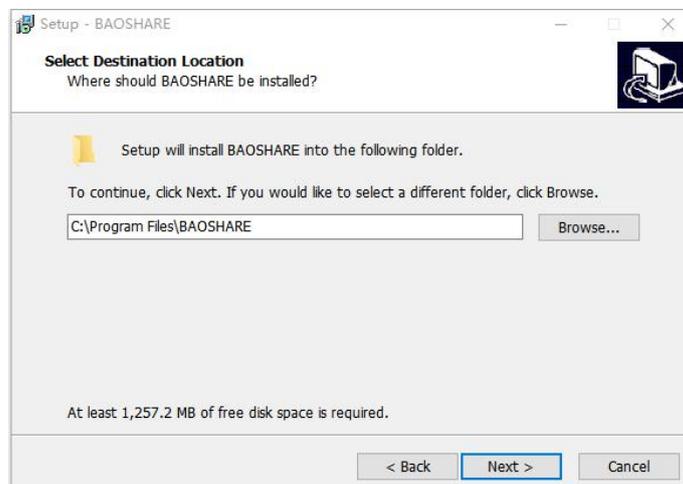
4.4 Select the Start menu folder interface and create a shortcut in the Start menu folder. If you need to change the path, click the browse button, and click 【Next】after setting.
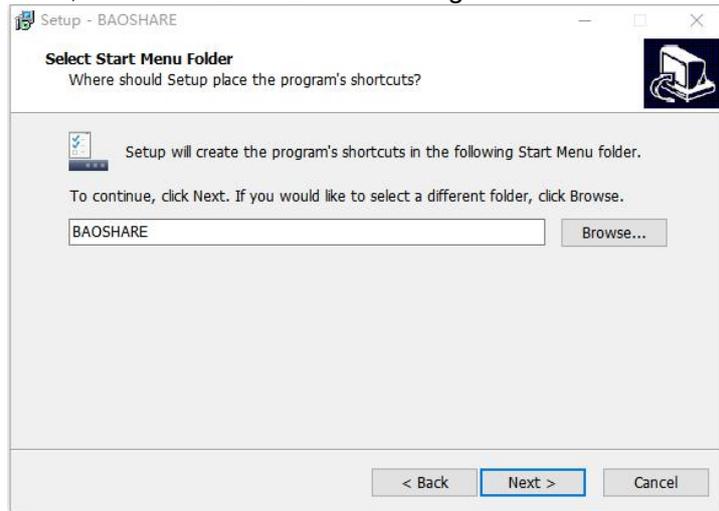
4.5 Select the additional task page to create a desktop shortcut according to the user's needs and select 【Next】.
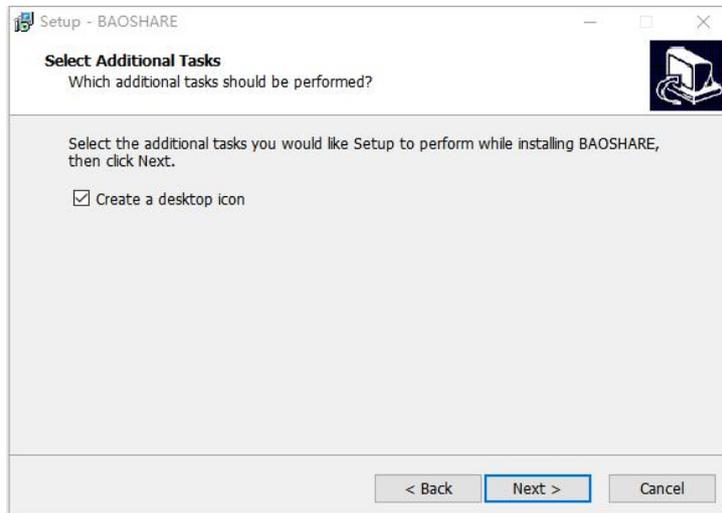
4.6 Prepare the installation interface, which can confirm the values set in the above steps. If it needs to be modified, select the previous step to modify, and then click【Install】to install the software.
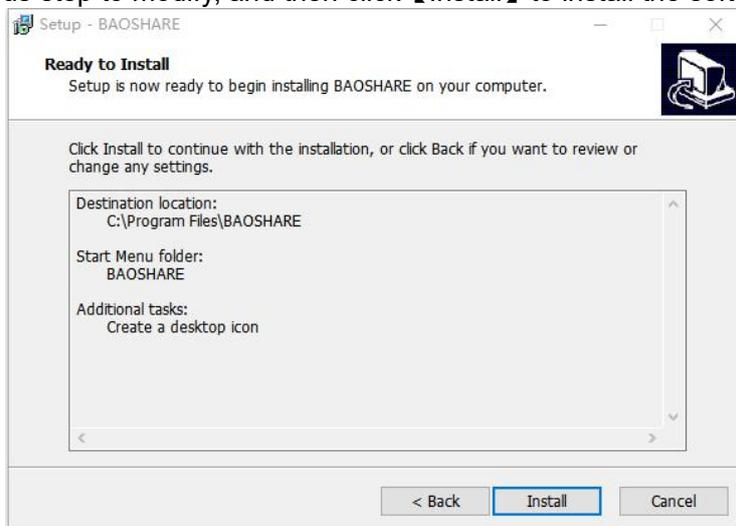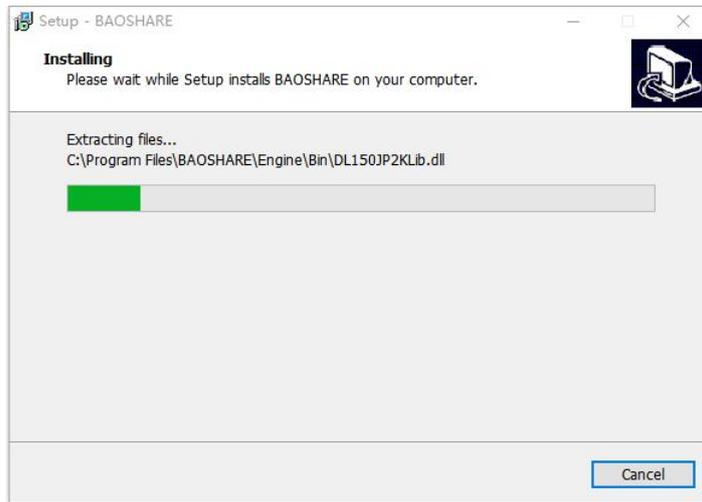
1) Pops out installation interface ffdshow2, please click【Next】.

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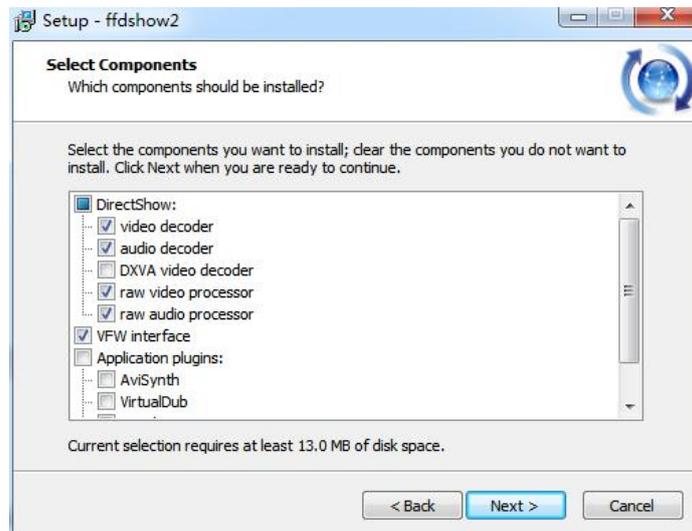
3) Click【Next】
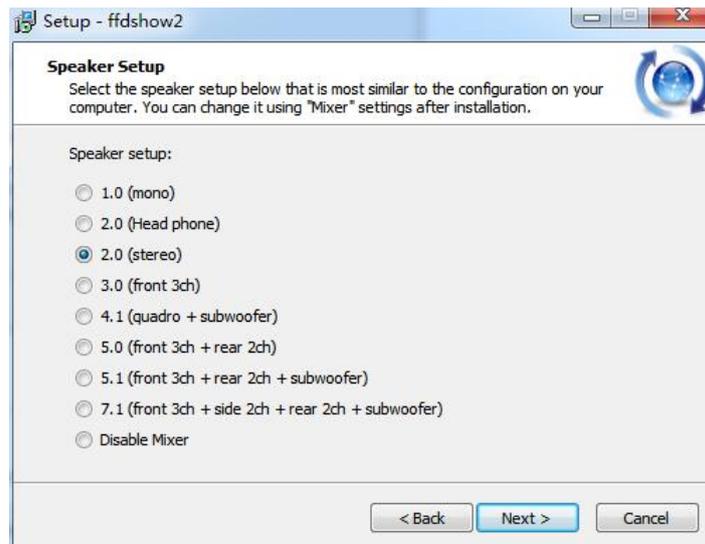
4) Click【Next】
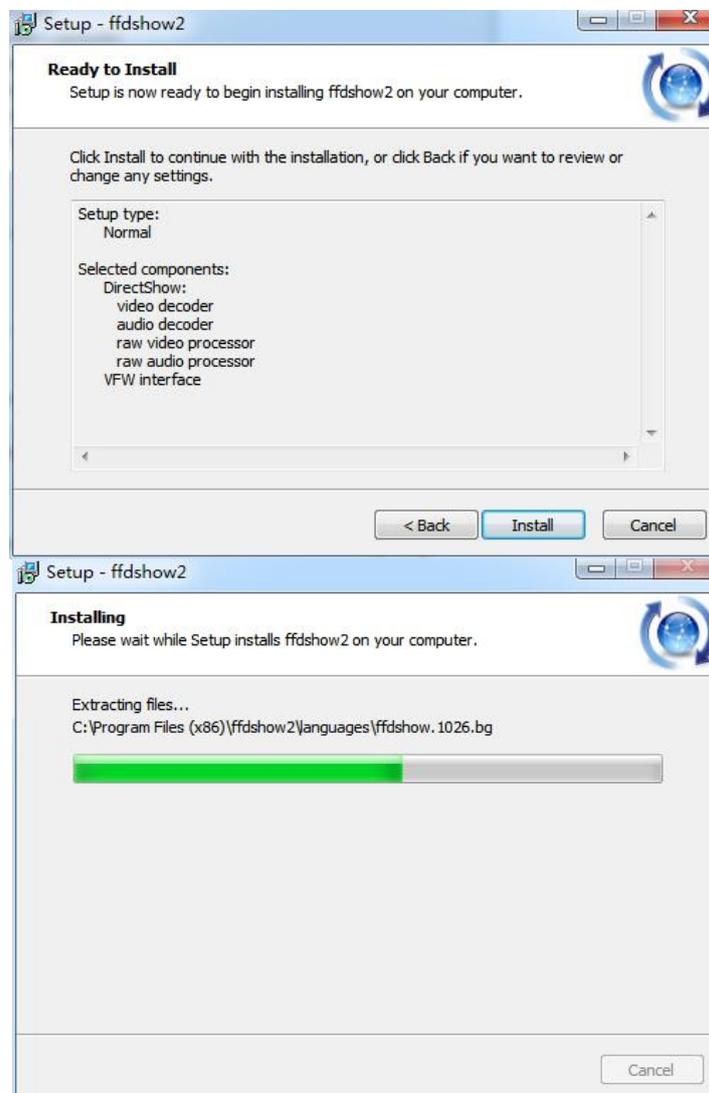
If the user has any additional safe software that requires operation privileges, please allow the installation of this software.

5) Click【Finish】, installation is finished.

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

4.7 Click【Finish】, the software will run automatically.
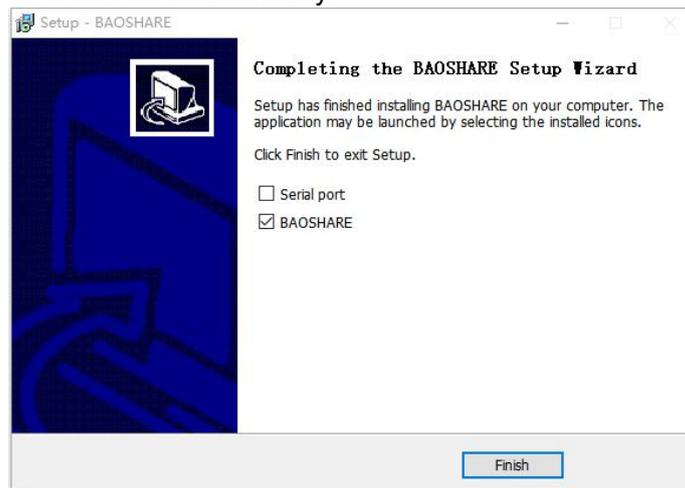
5 Software uninstall

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

6 Software interface introductions

6.1 Open the software

Before opening the software, please confirm that the power adapter is plugged in. Please also 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.

6.2 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.
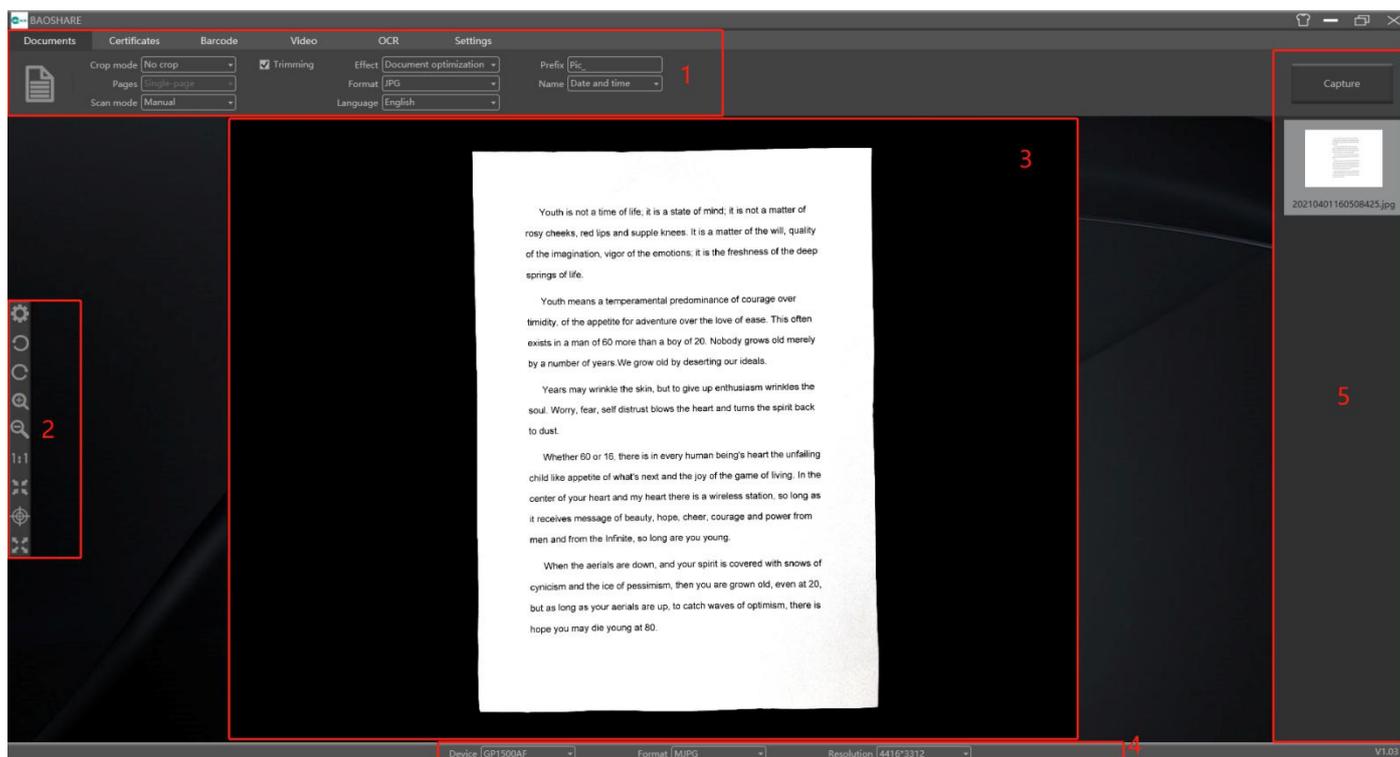
7 Software function introductions

7.1 Software introduction Notes

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

      7.1.2 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

      7.1.3 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)

7.2 Functional area introductions

    7.2.1 **Documents**
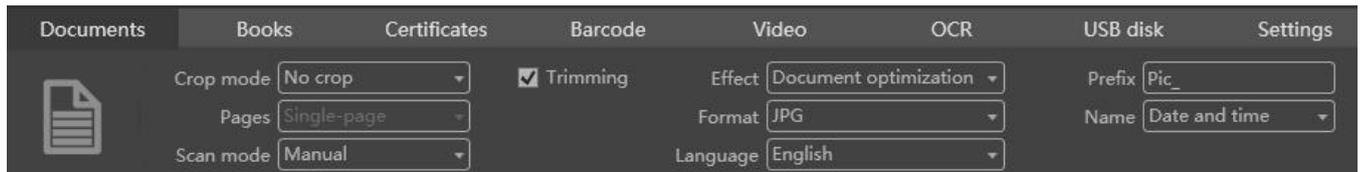
7.2.1.1 Crop Mode (no crop by default)

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

7.2.1.2 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".

7.2.1.3 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

7.2.1.4 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)

7.2.1.5 Effect

    Original color

    Grey scale

    Binarization

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

7.2.1.6 Format

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

7.2.1.7 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.

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

7.2.1.8.1 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......

7.2.1.8.2 Choose name as "Date and time"

    The output file name is named after the current computer time

7.2.2 Books
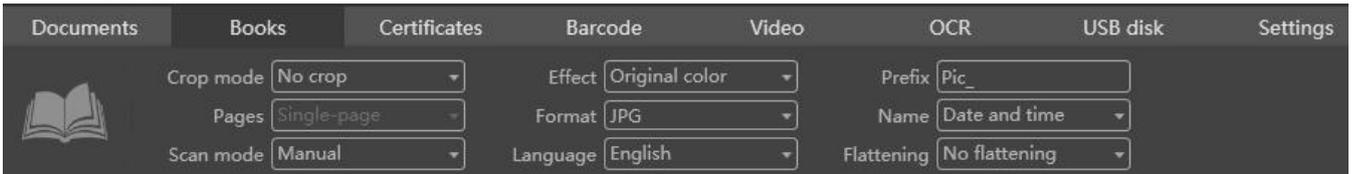
7.2.2.1 Flattening
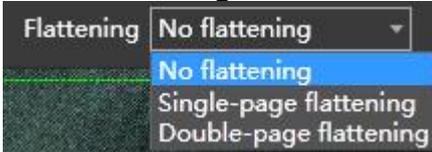
Click the drop down menu next to "Flattening" to choose "No flattening", "Single-page flattening" or "Double-page flattening".

Single-page flattening: will only output one file of two pages.

Double-page flattening: Output two pages of flattening the book along the software preview center line into left and right.

(The standard operation please check *Point 3 Book scanning operation standard*)

7.2.3 Certificates
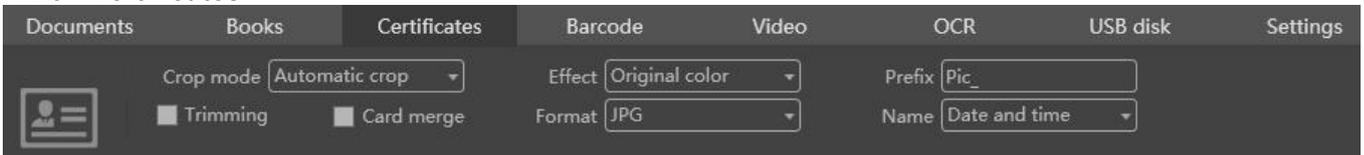
7.2.3.1 Card merge

Click "Card merge" to combine the front and back of the card.
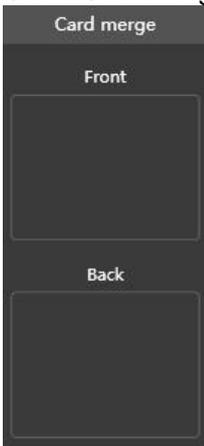
Click "Capture" to get the image of the front of the card, then turn the card back, and click "Capture" to get the image of the back of the card. After capturing, the merge image will show on the output file list area.

7.2.4 Barcode
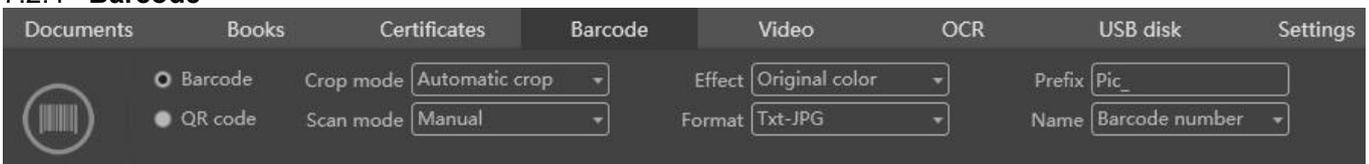
7.2.4.1 Format (Barcode)

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

7.2.4.2 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.

7.2.4.3 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.

7.2.5 **Video**

Documents	Books	Certificates	Barcode	Video	OCR	USB disk	Settings

Source Camera   Format MP4   Prefix Pic_

Name Date and time
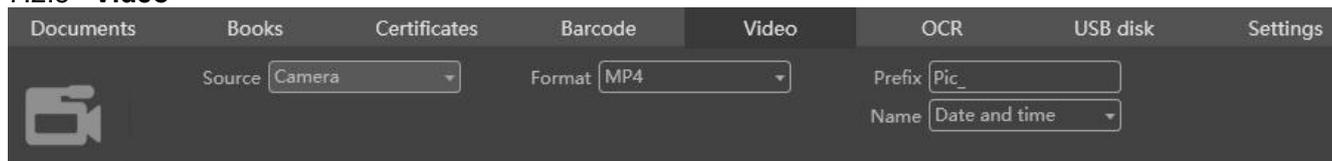
7.2.5.1 **Source**
    Click the drop down menu next to "Source" to choose "Camera" or "Screen"

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

7.2.5.3 **Fps**
    Click the drop down menu next to "Fps" to choose the Fps of video

7.2.6 **OCR (Optical character recognition)**

Documents	Books	Certificates	Barcode	Video	OCR	USB disk	Settings

OCR   Language English   Format ○ Word ● Excel ● Txt ● Pdf
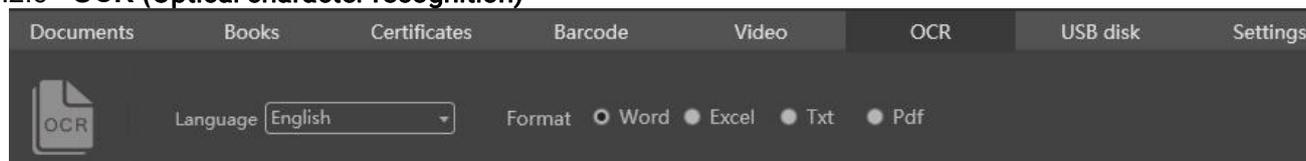
7.2.6.1 Language: Select the preferred language of the file you need to OCR.

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

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

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

7.2.6.5 Empty: Click the icon   to empty all the files

7.2.6.6 Export: Select and tick the file which you need to OCR, then click "Export" to output the OCR file

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

Additional feature- Off-line Presenting
SD card

The camera is able to capture images by foot pedal or scan button   on the machine and then save to the SD card independently of a computer, off-line presenting images or video to other screen device connecting by HDMI cable.

7.2.7 USB disk
7.2.7.1 Make sure your SD card is plugged in.

7.2.7.2 Click "USB disk", the software will automatically turn on the device memory and turn off the device scanning function (if you want to switch to the scanning function, click the corresponding mode option).

Switch to USB disk, please wait...

And then pop up the USB drive, you can choose the pictures or video which are off-line storage to SD card. You can open the file and see it on the computer, or copy and save it to the computer.
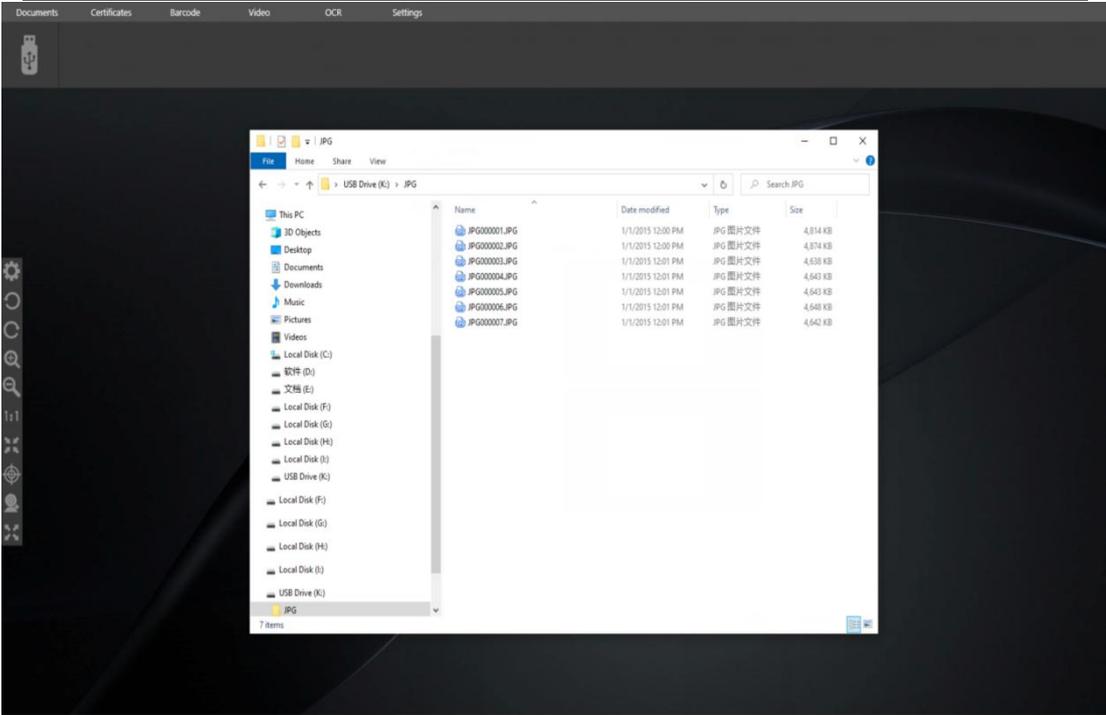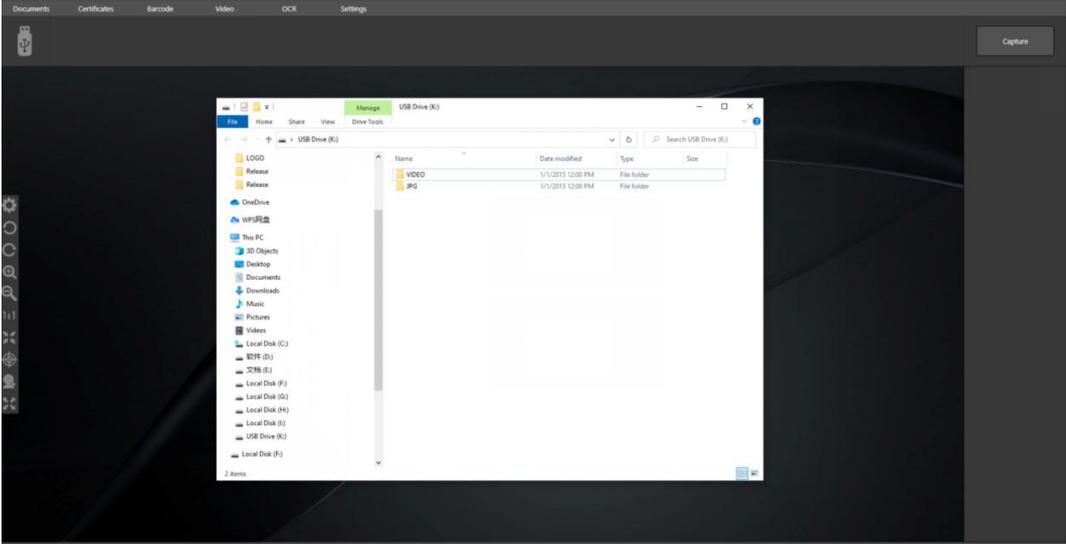
7.2.7 **Settings**

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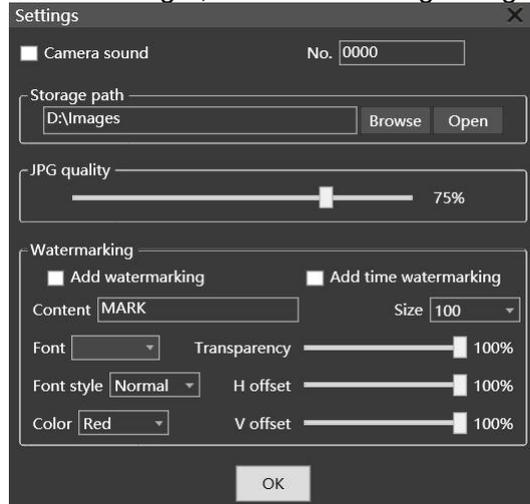
7.2.7.1 Camera sound

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

7.2.7.2 Storage path

The user can customize the save path for the output file

7.2.7.3 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

7.2.7.4 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

7.3 Auxiliary functional area introductions

7.3.1 Settings:

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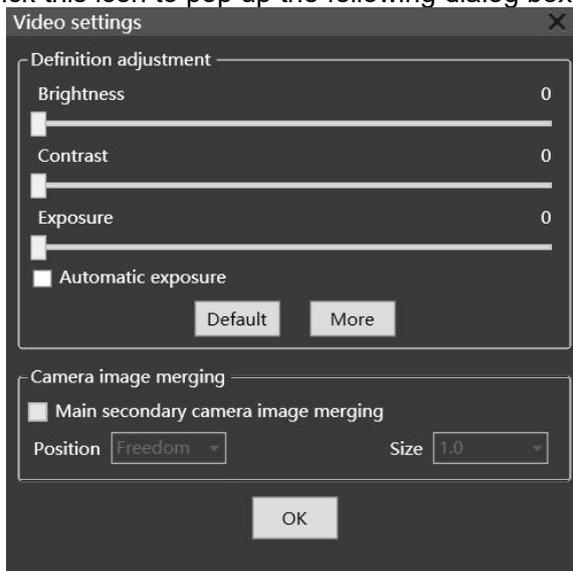
7.3.1.1 The device brightness/contrast/exposure/and other parameters can be adjusted. Please click "More" to set the parameters

7.3.1.2 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)

7.3.2   Rotate left:
    Each click rotates 90° counterclockwise

7.3.3   Rotate right:
    Each click rotates 90° clockwise

7.3.4   Zoom in:
    Preview image zoom in

7.3.5   Zoom out:
    Preview image zoom out

7.3.6   1:1
    Preview image 1:1

7.3.7   Screen adaption:
    The user can determine the best size for the preview image
  (compress preview image to show all images within capturing range)

7.3.8   Focusing:
    Need device support

7.3.9   Screen full:
    Screen full preview image

7.3.10   Interface
   This icon is at the top right. This tab shows the different interfaces that can be selected

7.4 Device information area function introductions
7.4.1 The device information area displays the current connected device, video format and resolution. The
resolution can be selected according to the selection requirements
7.4.1.1 Device
This is where the device name will be displayed
7.4.1.2 Format
This function supports the format of camera video
7.4.1.3 Resolution
You can select the image resolution before capturing

Resolution	5152*3864
	5152*3864
	4896*3672
	4608*3456
	4160*3120
	3264*2448
	2592*1944
	2304*1728
	2048*1536
	1920*1080
	1280*720
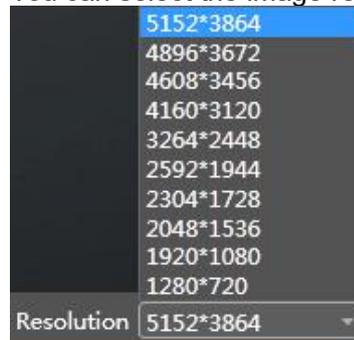
7.5 Output file list area introductions
7.5.1 After the user has customized the setting to their preference, click "Capture" to output file
7.5.2 The output file is displayed in the form of thumbnails in the list area. Right click to do the operation of the output file

8 General problems of device in use

Problem 1: The device can not connect with computer (the user is experience difficulties downloading the software, or 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 connected to 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 the user is using the most updated version of software on their personal computer
    2) Make sure that the software is installed normally without errors (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) Do not shake the item that is being captured during capturing
    3) Check whether the camera is visibly dirty
    4) Refocus

Problem 4: The fill light is not on or does not flash
    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 plugged into an electrical outlet