XEROX®

DocuMate™ 250

DocuMate 250
scanner
user's guide

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Welcome

Your new Xerox DocuMate 250 scanner can quickly scan stacks of color, grayscale, and black-and-white documents, up to 8.5" x 14", and place their electronic images on your computer.

What's in the Box

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

DocuMate 250 Scanner   Input Tray   Output Tray

USB Cable   Power Cord   Power Supply   Replacement ADF Pad
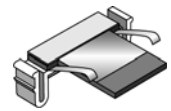
Two CD's
Disc 1 and Disc 2   Quick Install Guide   Technical Support Card
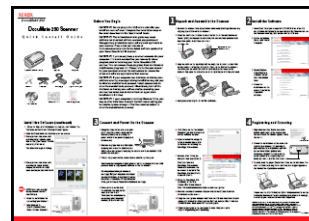
The Xerox DocuMate 250 Scanner

Input tray
Paper guides
One Touch button
Status light
ADF cover release
Output tray

Power switch
Power jack
USB port
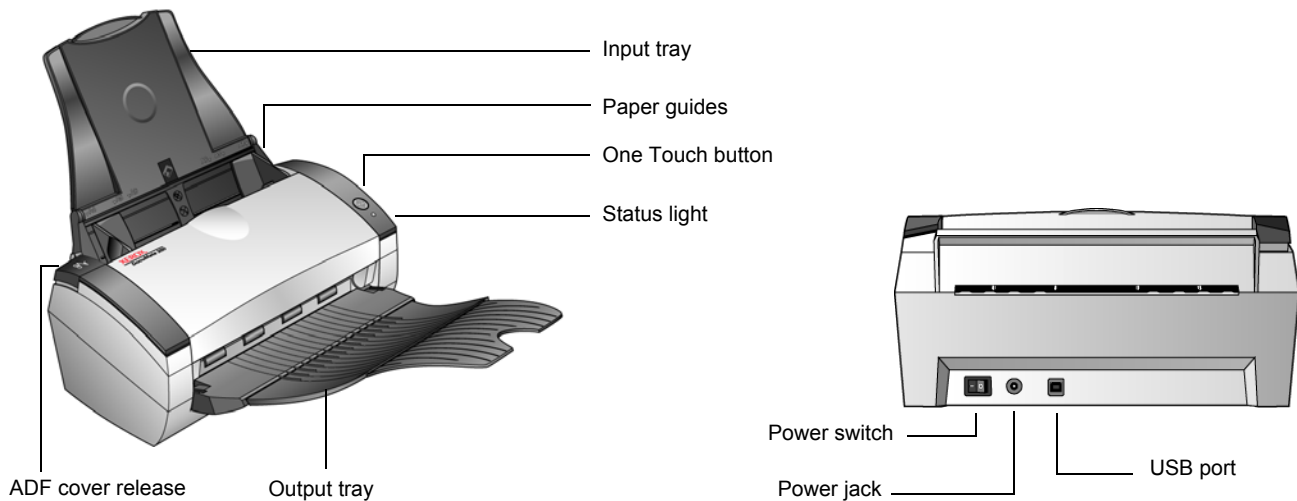
Input tray—Holds documents in the scanner.

Paper guides—Adjust to fit the document width.

One Touch button—Press to scan a document.

Status light—Shows the scanner's status. Refer to the "Status Light Troubleshooting Codes" on page 72 for additional details.

Output tray—Holds documents after scanning through the ADF.

ADF cover release—Opens the cover on the Automatic Document Feeder.

Power switch—On/Off power switch.

Power jack—Connects the power cord to the scanner.

Universal Serial Bus (USB) port—Connects the scanner to the computer.

What You Need

An IBM-compatible Pentium PC, or AMD equivalent with:

• A CD-ROM drive

• An available Universal Serial Bus (USB) port

• Microsoft Windows operating system: 2000 (Service Pack 4), XP (Service Pack 1 and 2), or Vista

• *Windows 2000 and XP:* Minimum of 512 megabytes (MB) of internal memory (RAM)

  Windows Vista: Minimum of 1 gigabyte (GB) of internal memory (RAM)

• 350 MB minimum of free hard disk space

A VGA or SVGA Monitor

The recommended settings for your monitor are:

• High Color (16-bit) or True Color (24-bit or 32-bit)

• Resolution set to at least 800 x 600 pixels

To set your monitor's colors and resolution:

• Open the Windows Control Panel

• Double-click on **Display** then select the **Settings** tab

Documentation

The following documentation is provided with your scanner:

• Quick Install Guide—Abbreviated installation instructions.

• Xerox DocuMate 250 Scanner User's Guide—On the Installation CD; contains detailed installation, scanning, configuration, and maintenance information.

• PaperPort User's Guide—On the Installation CD; contains detailed feature and configuration information for the PaperPort software.

• Online Help—For the scanner configuration, TWAIN and WIA interfaces, and PaperPort software application.

Installation

Installation is a quick, four-step process:

1. Assemble the scanner
2. Install the software
3. Connect the power supply
4. Connect the USB cable and turn on the power

Before You Begin

Please make sure of the following before you begin installation:

- **The information in this guide may cover software not provided with the scanner you purchased. Disregard any information about the software not applicable to your chosen product. Please visit our web site at www.xeroxscanners.com for the latest software updates for your Xerox DocuMate 250 scanner.**

- **If your computer has AntiVirus or AntiSpyware software running, you may see messages during installation asking you to allow the installation to proceed. Although the messages will differ based on the software your computer is running, in each case you should allow the installation to proceed. Alternatively, you can turn off the AntiVirus or AntiSpyware software before installing your scanner. But if you do, make sure to turn it back on again when installation is finished.**

- **If you already have a scanner connected to your computer, you may need to remove its driver programs to properly install and operate your Xerox DocuMate 250 scanner. Please see "Troubleshooting" on page 70 for more information, and "Uninstalling Your Scanner" on page 73 for basic instructions to uninstall driver programs. Also see the User's Guide that you received with your other scanner for specific instructions.**

- **If your computer is running Windows Vista, you may see the Vista User Account Control screen asking you to confirm system changes. Click the continue button to allow the installation to proceed.**

Step 1: Assemble the Scanner

1. Remove all shipping tape from the top and bottom of the scanner.

2. Carefully remove the protective foam from the ADF cover release, then press the release and open the Automatic Document Feeder cover.

ADF Cover
Release
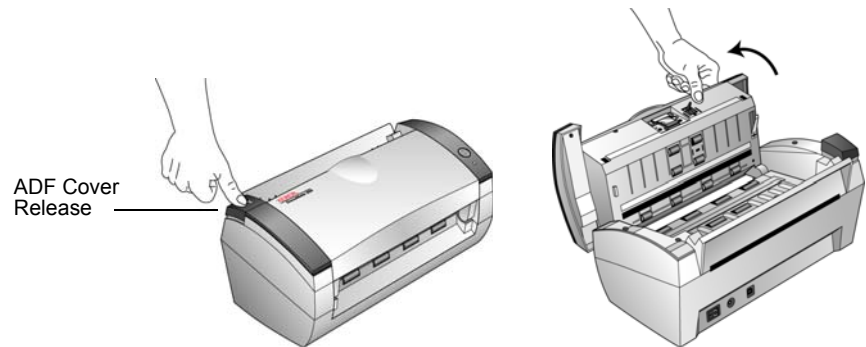
3. Carefully remove any foam that may have gotten inside the document feeder, and close the cover.

4. Align the slots on the input tray with the ridges on the scanner and slide it down until it snaps into place.

5. Insert the pins on each side of the output tray into the holes on the scanner.
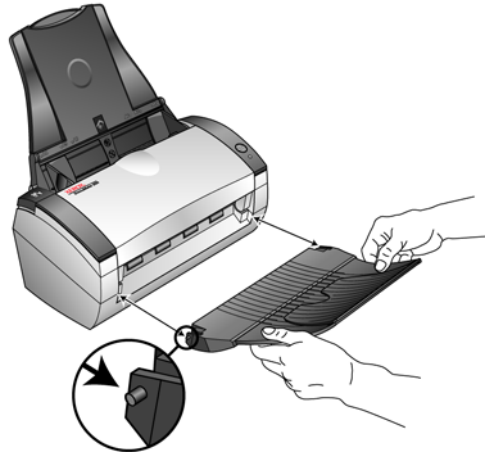
6. Flip open the extension on the output tray so it is fully extended.

7. Proceed to "Step 2: Install the Software".

Step 2: Install the Software

NOTE: The software is on the two CD's you received with your scanner. Please be sure to install from **Disc 1** first.

To install the software:

1. Start Microsoft Windows and make sure no other applications are running.

2. Insert **Disc 1** into your computer's CD-ROM drive.

The CD automatically starts.

NOTE: If the CD does not start, check the following:

*   Make sure the CD drive's door is completely shut.

*   Make sure the CD was inserted in the drive in the proper direction (label side up).

To launch the CD manually:

*   Open the Windows option for My Computer. You can do this by double-clicking on the **My Computer** icon on your desktop.

*   Double-click the icon for your CD-ROM drive.

*   The Installation menu for the CD should now open.

If the menu does not open:

*   From the list of files on the CD, double-click the file named START32.EXE.

NOTE: The Scanner Readme file has late-breaking news about your scanner. The Scanner Readme file is in HTML format and will open in any standard browser.

3. On the Main Menu, select **Install Products**.
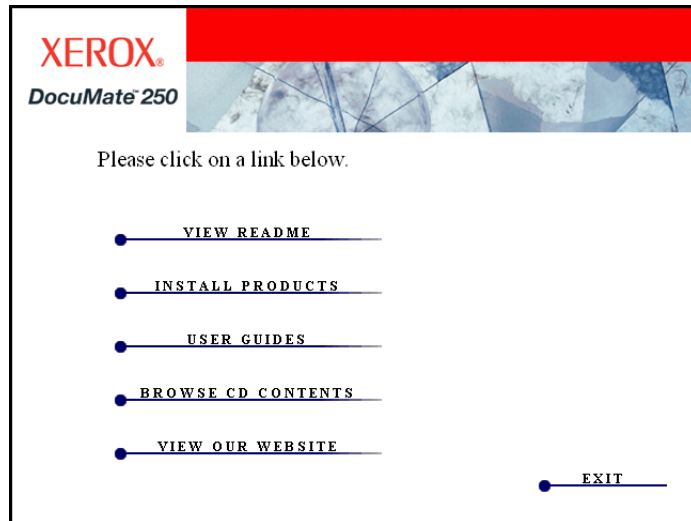
4. Make sure the boxes for **Nuance PaperPort**® and **Scanner Driver** are checked.
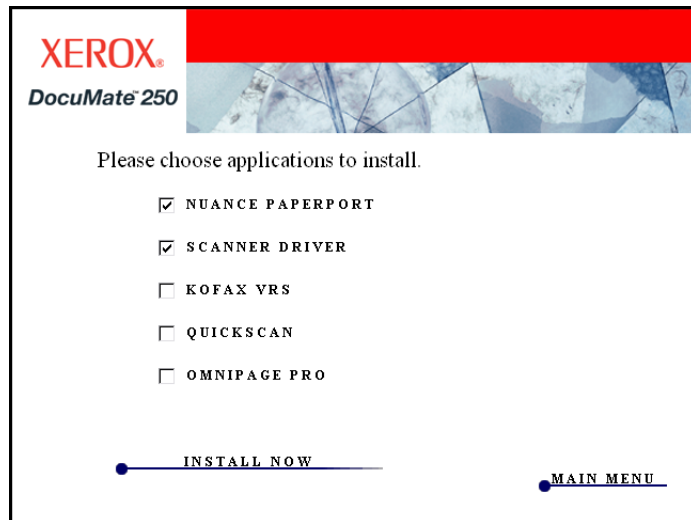
5. Click **Install Now**.

6. The Select Language window opens. Click the drop-down menu arrow and select the language to use. Click **OK**.

The PaperPort installation begins:

1. The Select Language window opens. Click the drop-down menu arrow and select the language to use. Click **OK**.

2. On the PaperPort Welcome window, click **Next**.

    Installing PaperPort will uninstall any existing version of PaperPort and will install the newer version while retaining all of your previous PaperPort files.

3. Read the PaperPort license agreement and select **I accept the terms in this agreement**, then click on **Next**. If you choose not to accept the license agreement, the installation will terminate and the PaperPort software will not be installed.

4. Follow the instructions on screen to finish installing the PaperPort software.

5. At the InstallShield Wizard Completed window, click **Finish**.

    If a message window opens instructing you to restart your computer, click **Restart.**

The scanner driver installation will now begin:

The scanner install will automatically launch after the PaperPort installation finishes.

1. The Welcome to the One Touch 4.0 Setup Wizard Opens.

2. Click **Next**.

3. On the Xerox License Agreement window, read the license agreement. If you accept the terms, select **I Agree** then click **Next**.

    If you choose not to accept the license agreement, the installation will terminate and the scanner driver will not be installed.

4. The next window lists the choices of the drivers that you can install for your scanner.
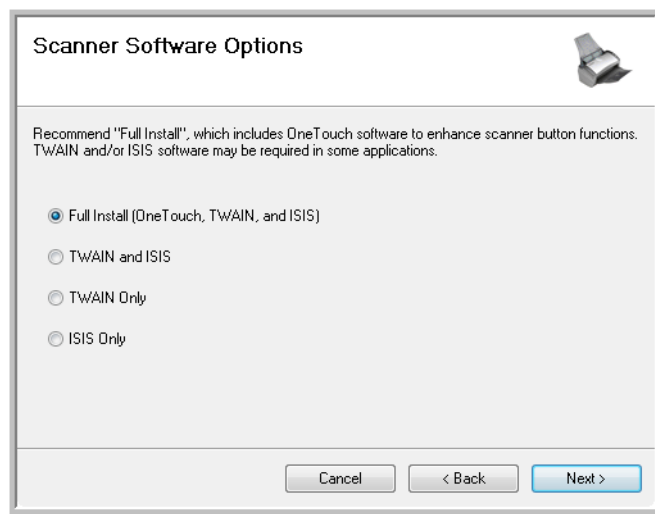
5. Select the option you want then click **Next**.

- **Full Install (OneTouch and TWAIN)**—This is the recommended installation. It installs the One Touch 4.0 software, which provides the necessary driver software for the scanner buttons to work. It also installs the TWAIN and ISIS drivers for scanning from within TWAIN and ISIS scanning applications.

- **TWAIN and ISIS**—The TWAIN and ISIS drivers are installed and you can scan from within TWAIN and ISIS scanning applications. You will not be able to use the buttons on the scanner.

- **TWAIN Only**—The TWAIN driver is installed and you can scan from TWAIN scanning applications only. You will not be able to use the buttons on the scanner.

- **ISIS Only**—The ISIS driver is installed and you can scan from ISIS scanning applications only. You will not be able to use the buttons on the scanner.

NOTE: If your computer is running Windows XP or Windows Vista, Microsoft's Windows Image Acquisition (WIA) interface for scanning is always available, regardless of your selection on this window.

6. During installation you will see this window asking you to select one of the images for the Color Space setting. Select the option that looks best to you and click **Next**.
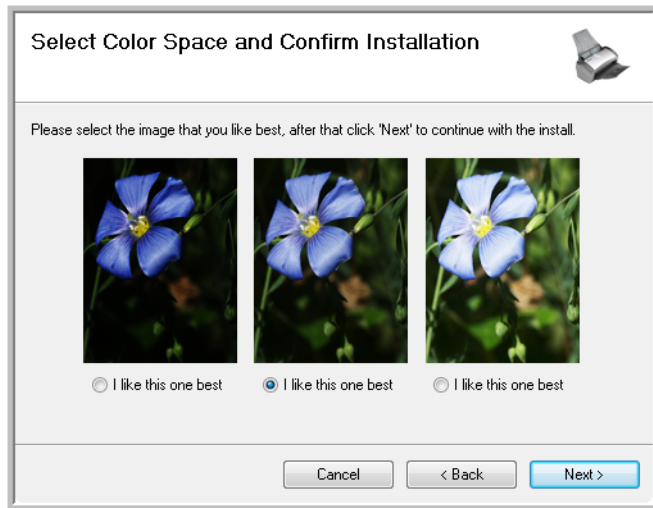
The Color Space setting sets the gamma value for the scanner so scanned items look good on your monitor.

7. **STOP** when you see the "Complete the installation by connecting your hardware" window. Do **NOT** click **OK** yet. Leave the window open and proceed to the next section, "Step 3: Connect the Power Supply" on page 12.
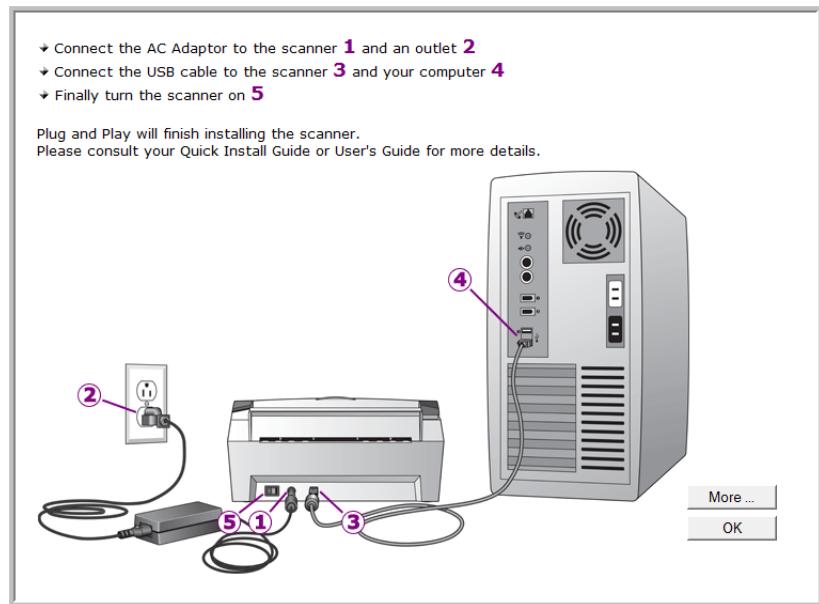
Step 3: Connect the Power Supply

1. Plug the power supply into the power port on the scanner.
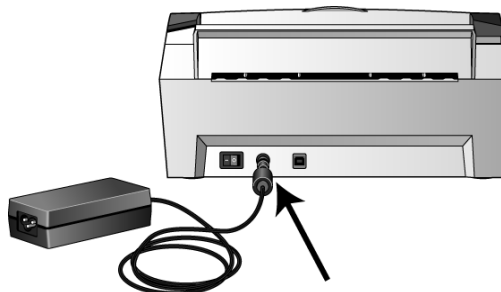
NOTE: Only use the power supply (HEG42-240200-7L made by HiTron) included with your scanner. Connecting any other type of power supply may damage your scanner, and will void its warranty.

2. Plug the power cord into the power supply and into a wall outlet.
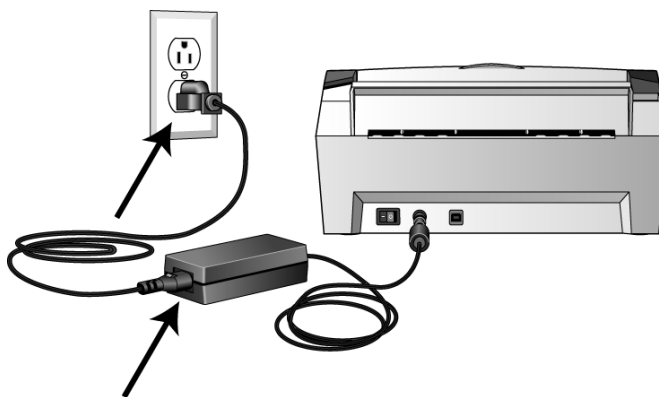
3. Now proceed to the next section, "Step 4: Connect the USB Cable and Turn on the Power".

Step 4: Connect the USB Cable and Turn on the Power

The Xerox DocuMate 250 scanner connects to any available USB port. Check your computer's manual for USB port locations.

1. Remove any protective 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.

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

3. Turn on the power switch, located on the back of the scanner to the left of the power port.
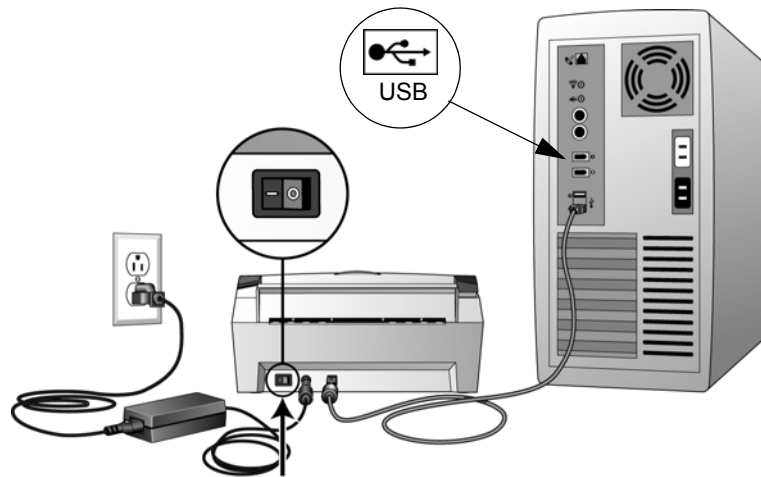
The status light comes on and flashes indicating that the scanner is receiving power.

If you are using Windows XP or Windows Vista, and have plugged the USB cable into a USB 1.1 port, an information bubble may open explaining that "A HI-SPEED USB device is plugged into a non-HI-SPEED USB hub". Plug the USB cable into a USB 2.0 port (if available) or just disregard the message. If you leave it plugged into the USB 1.1 port, your scanner may scan a bit slower than the 50 pages per minute available with a USB 2.0 port.

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

If your computer is running Windows XP or Windows Vista, you will see a message similar to the following.
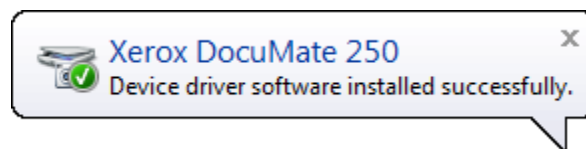
4. When you're certain that the software has completely loaded, return to the "Complete the installation by connecting your hardware" window. Click **OK**.
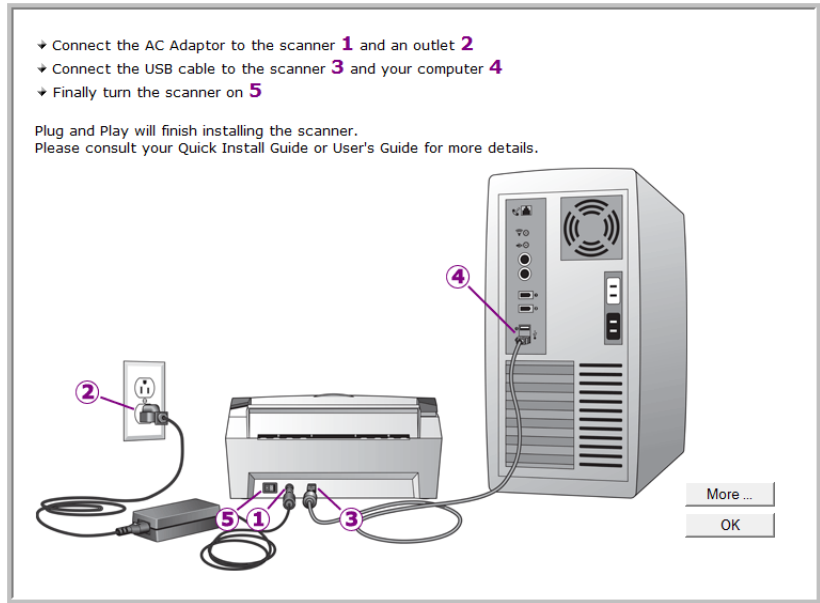
You can also click **More** to see a quick overview about accessing and navigating the One Touch Button Panel.

The scanner's status light is blue when the scanner and computer are communicating properly.

5. Click **Close** on the Installation Complete window to close and exit the software installer.
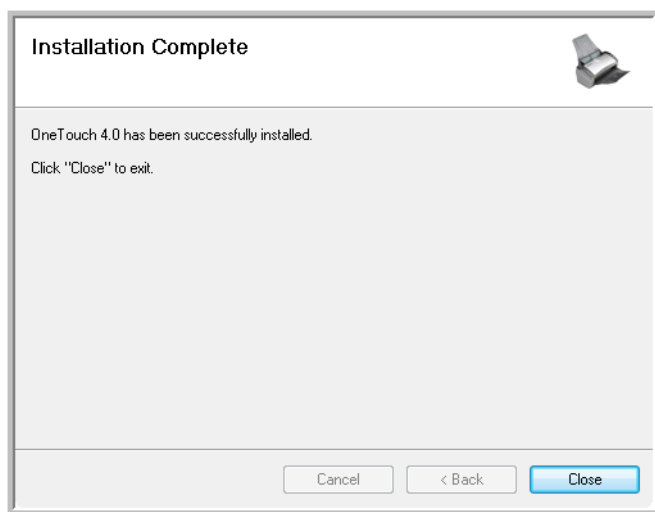
Additional Applications Available with Your Scanner

Your scanner includes free, additional applications as described in the following table.

1. Return to the disc's Main Menu and click **Install Products**.

2. Select the additional applications you want to install, then click **Install Now**.

   The free Adobe Acrobat Reader software is located on the CD with the User Guides. See the steps on page 18 to install Adobe Acrobat Reader.

3. Click **Install Products**.

   You will see the screen that shows the applications. Applications already installed have *Installed!* next to them.
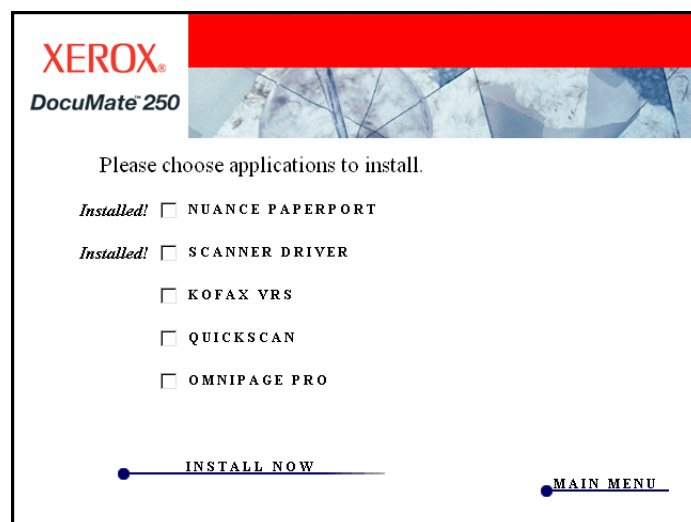
4. Follow the instructions on the screen to install each of the additional products.

   See the following table to decide which software you would like to install.

Software	About the Software
Adobe® Acrobat Reader®	Adobe Acrobat Reader is a stand-alone application that you use to open, view, search, and print PDF files. This application is located on the disc in the User Guides section.
QuickScan™	QuickScan is a stand-alone, out-of-the-box imaging solution that provides all the necessary capabilities for high-speed scanning, image enhancement, viewing, annotation, printing and storing images. It uses an ISIS-certified driver for scanning and includes flexible job separation and barcode recognition. The Demo version lets you try the application.
Kofax® VRS® and Kofax® Scan Demo	Kofax VRS automatically enhances scanned documents from less than perfect originals. It is an additional scanning interface that uses patented VRS (VirtualReScan) technology, and ensures your scanning is as efficient and easy as possible, while also improving both the quality of the scanned images. Kofax VRS uses an ISIS-certified driver for scanning. This software provides an additional method to scan from your scanner. The Demo version lets you try the application first. At the end of the Kofax VRS software installation you may see the message "SVS001: The VRS installation does not install an ISIS driver for the scanner you selected. Please install the ISIS driver packaged with your scanner." This is not an error, please disregard this message and click **OK**. The Kofax VRS Certified ISIS® driver is installed correctly when you install it with your Xerox DocuMate 250 scanner.
OmniPage®	OmniPage Pro provides precision OCR analysis, advanced layout detection, and Logical Form Recognition™ (LFR) technology. Advanced security features quickly turn office documents and forms into over 30 different PC applications for editing, searching and sharing. Custom workflows handle large volumes of documents, and you can use its tools to print to PDF.

If you selected OmniPage Pro for installation, a window tells you to insert the second CD to install it.
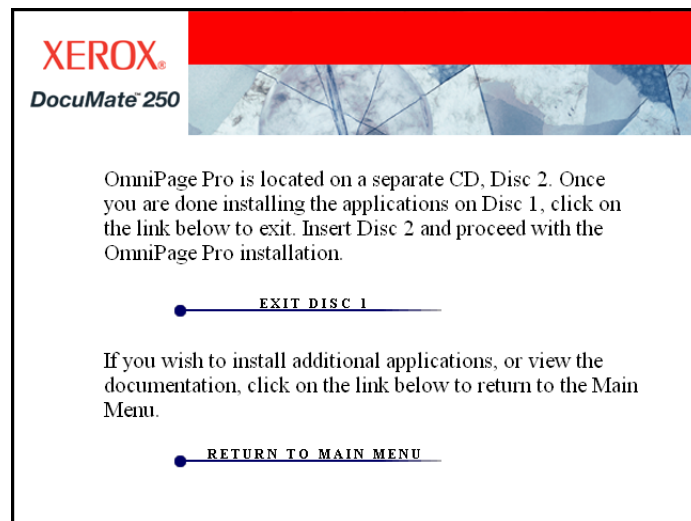
1. Click **Exit Disc 1** and remove **Disc 1** from the CD-ROM drive.

2. Insert **Disc 2** into the CD-ROM drive.

   The OmniPage Pro Installation menu opens automatically. If it does not open, see the note on page 7.
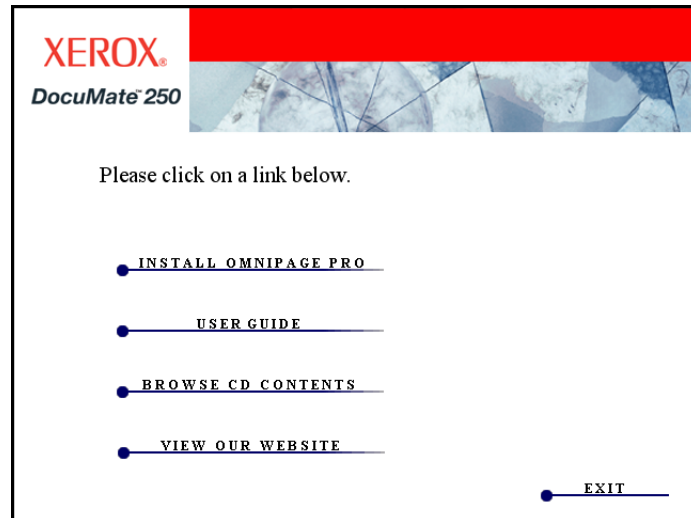
3. Select **Install OmniPage Pro**.

4. Follow the instructions on the screen to install OmniPage Pro.

5. When installation is finished, return to the Installation menu and click **User Guide**.

   The OmniPage Pro User Guide opens for you to view and save to your computer.

   You will need Adobe Acrobat Reader to view and save the OmniPage Pro user guide. If you do not have Adobe Acrobat Reader installed, please install it from Disc 1.

6. When you are finished saving the OmniPage Pro User Guide, return to the Installation menu and click **Exit**.

7. Remove **Disc 2** from the CD-ROM drive.

View the User Guides

1. To get the documentation for each of the additional products, return to the Main Menu window of **Disc 1** and click **User Guides**.

    The User Guides window opens. Use this window to view and save the User Guides you want.
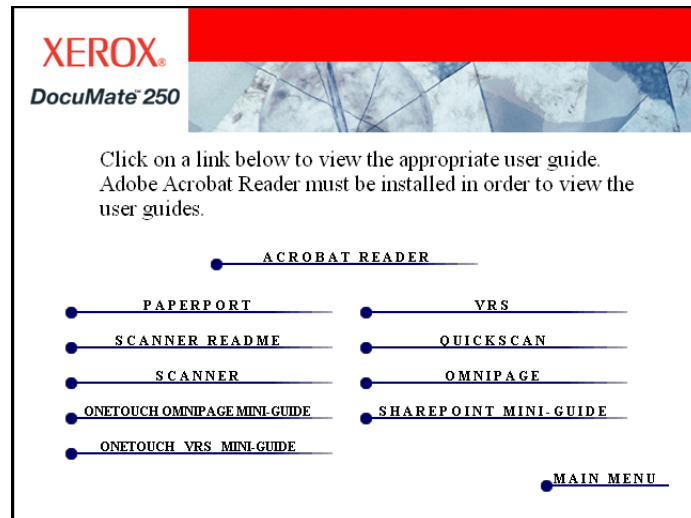
The User Guides are in Adobe® Acrobat® PDF format. If you need to, click **Acrobat Reader** to install it now. Follow the instructions on the installation windows.

If your computer already has Adobe Acrobat Reader installed, please do not select it unless the version provided on the installation DVD is a newer version than the one currently installed on your computer.

2. Click the name of a User Guide you want to view and it will open in Acrobat Reader. Use the Acrobat Reader **Save** command to save that User Guide on your computer.

    The **SharePoint Mini-Guide** has information about a feature in the One Touch 4.0 software to link to Microsoft's SharePoint application. This brief Mini-Guide explains how to setup the SharePoint link in One Touch.

    The **One Touch VRS Mini-Guide** has information about a feature in the One Touch 4.0 software to use VRS when scanning. This brief Mini-Guide explains what the feature is and how to use the VRS settings when creating or modifying a scan configuration.

    The **One Touch OmniPage Mini-Guide** has information about the OmniPage module in the One Touch 4.0 software. This brief Mini-Guide explains what the feature is and how to use the OmniPage settings when creating or modifying scan configurations.

3. When you're finished, click **Main Menu** to return to the Main Menu window and click **Exit**.

4. Remove the installation disc and store both discs in a safe place.

That's it! Installation is finished and your Xerox DocuMate 250 scanner is ready to scan.

Register Your Scanner and Check for Updates

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

To register your scanner:

1. Right-click on the One Touch icon in the Windows Notification Area (at the bottom right corner of the screen).

    The One Touch Icon.

2. Choose **Check for Online Updates** from the pop-up menu.

    Show Hardware...

    Check for Online Updates...
    Show Quick Reference...
    About...
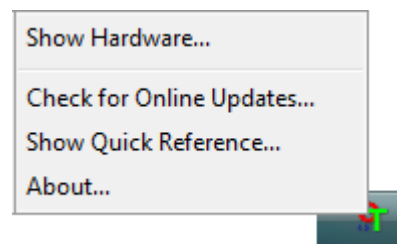
3. Follow the instructions on the screen and register your scanner by entering your scanner's serial number and your email address.

    NOTE: A valid email address is required.

    The serial number is located on the underside of the scanner.

    The Serial Number.
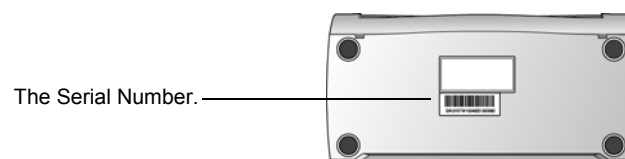
    After registration is complete you will receive an email message with your RegID.

4. After receiving your RegID, write it down on a piece of paper and keep it with your scanner so you will be able to find it easily.

Scanning

If you selected the recommended Full Install option for your scanner's driver (see page 10), then you have several different scanning options with your Xerox DocuMate 250 scanner. Each method scans equally well, so use the one with appropriate options for the item you are scanning.

- **One Touch Scanner Button**—When you press the scanner button, documents are scanned using to a software application on your computer. See "Scanning from One Touch" on page 22.

- **One Touch Button Panel**—Use this option to scan from the computer screen. Scanning from on-screen One Touch Button Panel is the same as pressing the scanner button, except you click an icon that represents the scanner button. See "Scanning from One Touch" on page 22.

- **TWAIN Interface**—The TWAIN interface is for scanning from various programs on your computer. The TWAIN interface can be access from the PaperPort software, as well as from other programs such as Microsoft Word. See "Scanning with the TWAIN Interface" on page 58.

- **Windows Image Acquisition (WIA)**—If your computer is running Windows XP or Windows Vista, you can use this option to scan with the Microsoft WIA interface. See "Scanning with the WIA Interface" on page 63.

- **ISIS Interface**—This option uses the ISIS interface for scanning. The ISIS interface for each application varies depending on the application. See "Scanning with the ISIS Interface" on page 66.

Load Documents to Scan

When you press the One Touch button, documents are scanned using the current scan settings. The scanned images are then sent to a software application (known as the Destination Application) or to a storage folder on your computer.

NOTE: Always remove any staples or paper clips from documents before inserting them into the scanner's Automatic Document Feeder. Staples and paper clips can jam the feed mechanism and scratch the internal components. Also remove any labels, stickers, or Post-It™ 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.

1. Adjust the paper guides for the width of the paper. If you are scanning legal-sized documents, unfold the output tray extension.
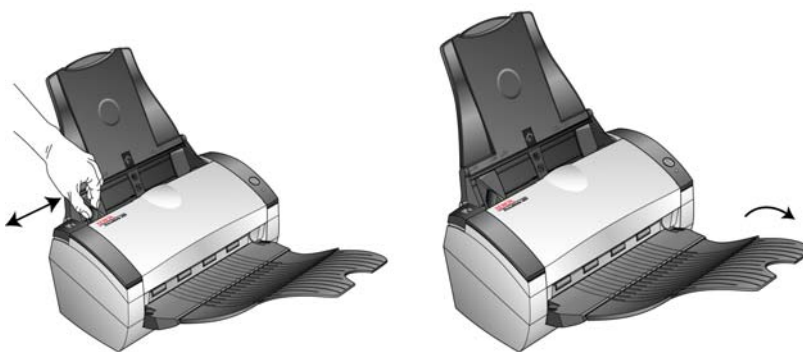
2. Load the documents *face down*, with their tops into the Automatic Document Feeder.

Scanning from One Touch

One Touch is your main scanning interface for using the scanner. The One Touch button on the scanner mirrors the One Touch Button Panel on screen.

Based on the recommendation installation of PaperPort and the scanner driver, your scanner is preconfigured to scan to the PaperPort application.

1. Adjust the paper guides for the width of paper and load the documents with their tops into the Automatic Document Feeder.

The One Touch Icon.

2. Either press the One Touch button on the scanner or, click on the One Touch icon in the Windows Notification Area (at the bottom right corner of the screen).

   If you scan from the button panel, click the Destination Application icon in the panel to start scanning.

Pressing the button on the scanner or clicking the Scan icon in the One Touch panel initiates a scan.

3. The scanner begins scanning. When the process finishes, the scanned images appear in the Destination Application. In this example the destination is PaperPort.
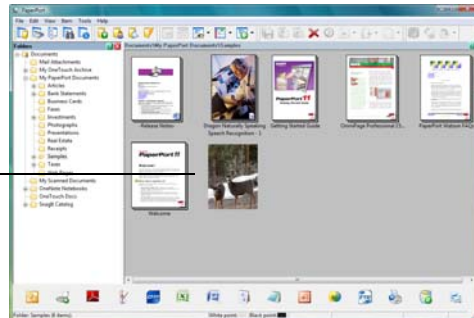
Using the One Touch Button Panel

The One Touch Button Panel is your on-screen set of controls for the scanner. Form the panel you can access the hardware settings for your scanner and configure the One Touch button.

Click on the One Touch icon to open the panel.

The Title Bar
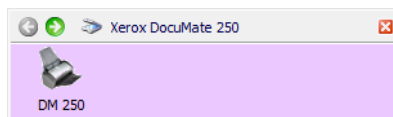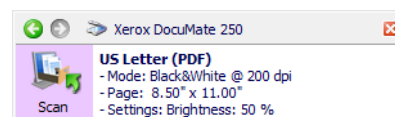
The Hardware View   The Detail View

The Title Bar

- Green arrows—click to cycle through the panel's 2 views.
- Scanner icon—click to open the scanner's hardware properties.
- Red "X"—click to close the One Touch panel.

The Detail View

- *Left-click* on a Destination Application icon to start scanning.
- *Right-click* on a Destination Application icon to open the One Touch Properties.
- *Double-Click* on the detailed information to open the One Touch Properties.

The Hardware View

- *Left-click* on the scanner icon to return to the Button view.
- *Right-click* on the scanner icon to open the scanner's hardware properties.

Configuring the One Touch Buttons

When you installed the scanner, the software configured the One Touch button with settings consisting of: a **Destination Application**, a **Scan Configuration**, and a **File Format**. The One Touch properties window is where you select these 3 settings.

1. Click the One Touch icon.

2. Right-click on the Scan button on the One Touch panel.

3. The One Touch Properties window opens.

Right-click on the Scan button and the Properties window opens.
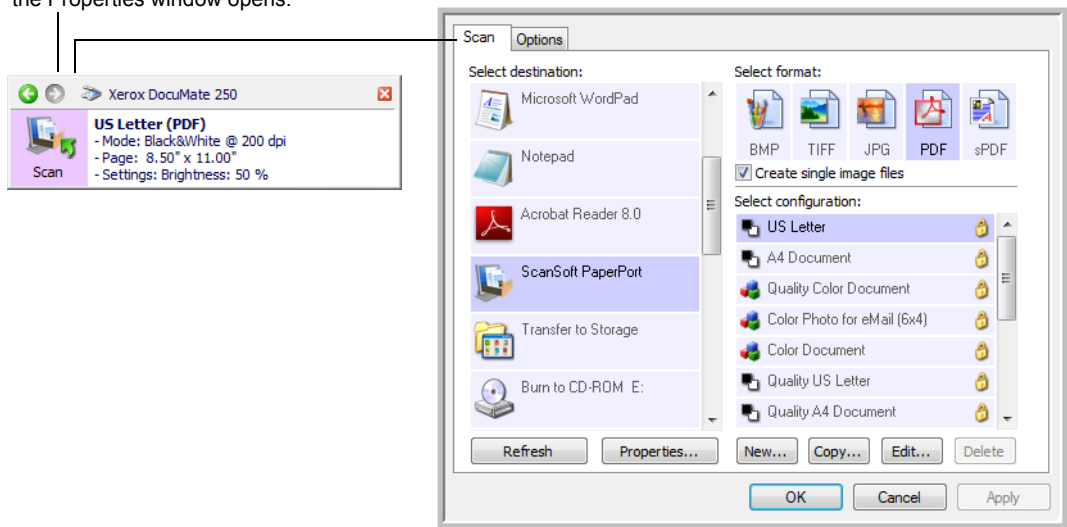
The One Touch Properties window also opens when you press, hold down, and release the Scan button on the scanner.

NOTE: Grayed out options in the One Touch Properties window are not appropriate for your scanner model.

Changing a Button Setting

1. Click on an application name in the **Select Destination** list.

2. Select a file format in the **Select Format** panel.

3. Select a scanning configuration in the **Select Configuration** list.

4. Click on **OK** to save the changes.

5. Click on the button that you made the changes for.

6. The scanner starts scanning and sends the image to the application, with the file format and scanning configuration you specified.

The next section contains detailed information on making changes in the One Touch Properties window.

Selecting New Settings for a Button

Click to set
One Touch options.

The file format of the
scanned item.

The settings that the
scanner uses when
scanning.

The Destination
Application. This is
the application that
opens when you are
finished scanning.
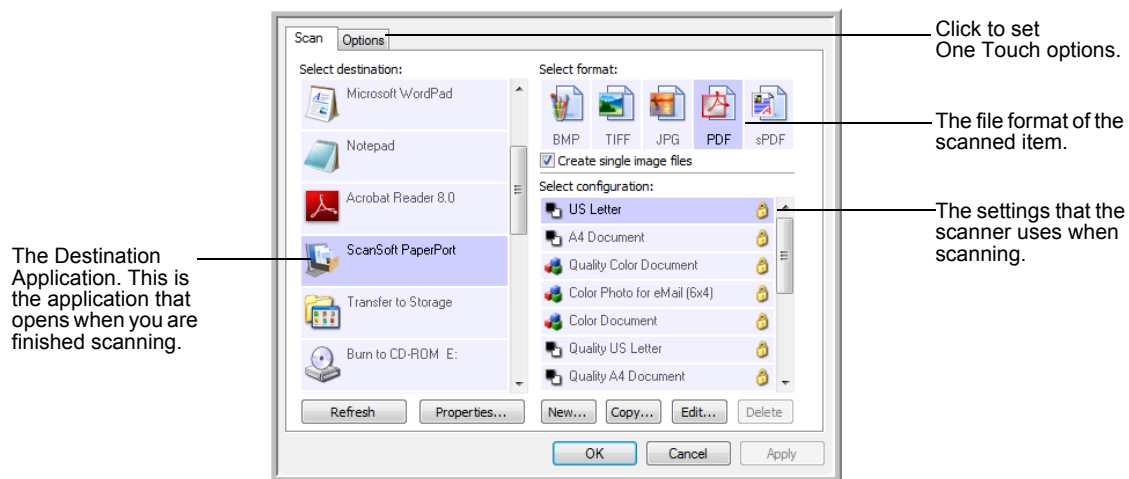
The settings on the One Touch properties window are:

Select Destination—The list of Destination Applications that One Touch
can send a scanned image to so that this application opens immediately
after scanning is complete.

Select the application you
want One Touch to send
the scanned image to.
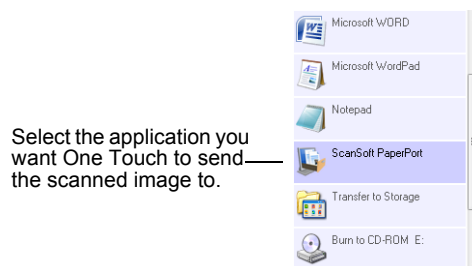
NOTE: If you select a word processing program such as Microsoft
WordPad or Microsoft Word that can be used for OCR (such as TEXT,
RTF, or DOC), the text in scanned images is automatically converted to
word processing text.

Select Configuration—The list of available scan configurations for the
selected button. The configuration's basic settings include: scanning
mode, resolution (dpi), page size, brightness (Br), and contrast (Cr). To
see a selected scan configuration's settings, click its icon. Click the icon
again to close the detailed information.

Click the icon of a
selected configuration
to view its settings.
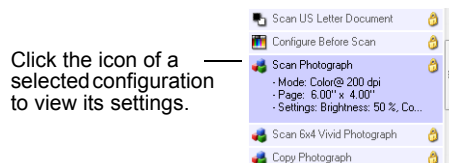
These icons next to each scan configuration indicate the scanning mode:

Color	Black and White	Grayscale	Configure Before Scan

NOTE: Use Configure Before Scan if you want to set the scanning mode manually before scanning. See "Configure Before Scan" on page 46.

Select Format—A set of file formats for the scanned image for the selected button. The available formats are based on the type of destination application you select.

BMP	TIFF	JPG	PDF	TEXT

The icon names indicate their file types. See "Selecting Document and File Format Options" on page 35 for more information about the available formats.

Options tab—Displays a window for selecting options related to the selected Destination Application for the scanned image. See "Selecting Options for a Button" on page 39 for instructions on configuring the list of available destinations.

Properties button—Displays a window for selecting properties for each type of Destination Application. See "Setting Destination Application Properties" on page 41.

Refresh button—Updates the links between all your computer's Destination Applications and One Touch 4.0. If you install new software that can be used as a Destination Application, click the **Refresh** button to link the new software to One Touch 4.0.

New/Copy/Edit/Delete buttons—Click **New** or **Copy** to add new scan configurations to the list. Click **Edit** or **Delete** to change or remove them. See the sections "Creating a New Scan Configuration" on page 27 and "Editing or Deleting Scan Configurations" on page 34.

OK/Cancel/Apply buttons—**OK** accepts any changes and close the window. **Apply** accepts any changes but leaves the window open so you can continue making additional changes. **Cancel** closes the window without accepting any changes.

Creating a New Scan Configuration

The scan configurations are where you select the scanning resolution, mode (color, black&white, or grayscale), and a number of other settings.

The Scan Configurations.

Click **New** to create a new Scan Configuration.
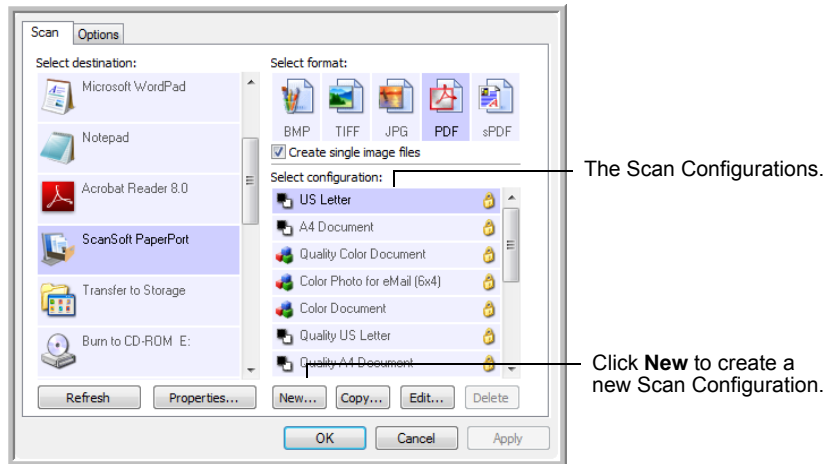
To create a new configuration:

1. Open the One Touch Properties window.

2. Scroll through the applications in the Select Destination list and click the application you want for the new scan configuration.

3. Click the **New** button.

   If you want to start from the settings of another configuration, select the configuration, then click the **Copy** button.

   The Scan Configuration Properties dialog box opens.

The Scan Settings Tab

1. On the Scan Configuration Properties dialog box, type a name.

Type a new name for the configuration.

Select the scan mode and drag the slider to set the resolution.

Drag the sliders to set the Brightness and Contrast.

If the configuration is locked, click the lock to unlock it. The icon becomes a key.
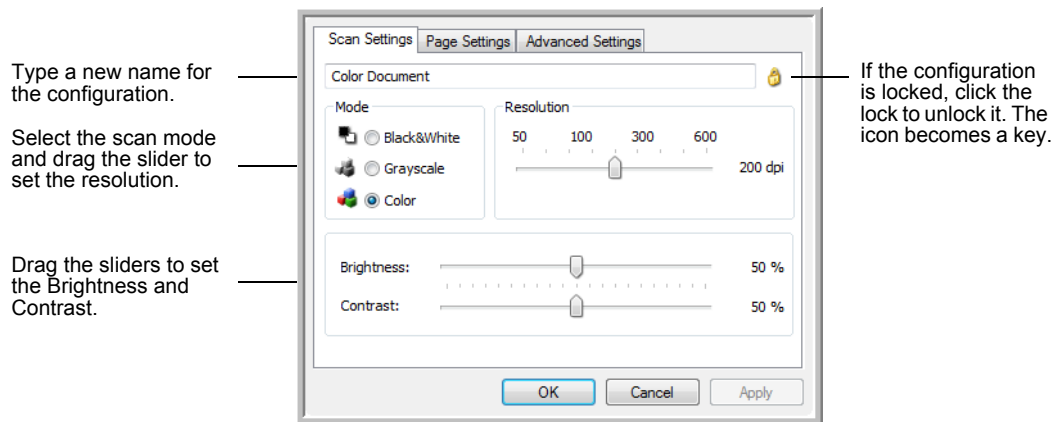
2. Select scan settings for the new scan configuration.

   Mode—Select a scanning mode:

   - **Black&White** to scan in black and white. For example, letters and memos are usually scanned in black and white.

   - **GrayScale** to scan items such as documents containing drawings or black and white photographs.

   - **Color** to scan color photographs and other color items. Color scans have the largest file size.

   Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. Higher dpi settings take longer to scan and produce larger files for the scanned images.

   Brightness and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black&White mode.

   Brightness refers to the lightness or darkness of the image. Contrast is the range between the darkest and lightest portions of the image. The greater the contrast, the more difference between the lighter and darker shades in the image.

3. If you want to lock the configuration, click the key icon to change it from a key to a lock.

4. Click on **Apply** to save the changes on the Scan Settings tab.

5. If there are no other settings you want to change, click **OK** to save the new configuration.

   It will now be in the list of Scan Configurations on the One Touch Properties window for the appropriate Destination Applications.

The Page Settings Tab

1. Click the **Page Settings** tab to select page options.
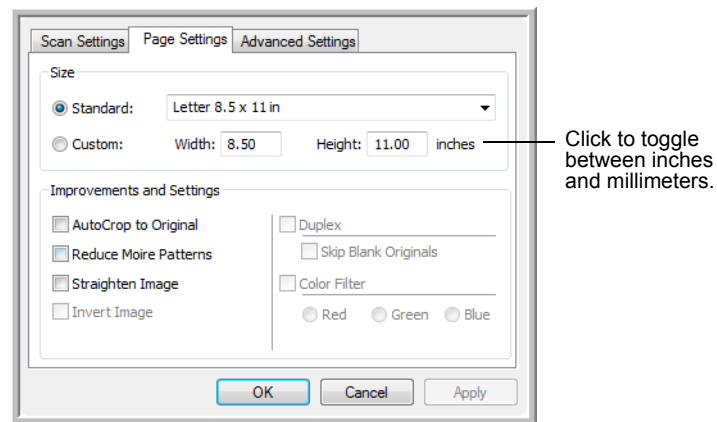
Click to toggle between inches and millimeters.

Standard—Click the menu arrow and choose a page size from the list.

Custom—Enter the horizontal and vertical page dimensions in the boxes. The maximum size is 8.5" x 14". Click the name of the units, inches or millimeters, to toggle between them.

Improvements and Settings—One the options that apply to the selected scanning mode on the Scan Settings tab are available.

- **AutoCrop to Original**—Select this option to let the scanner automatically determine the size of the item being scanned.

  Always use the paper guides on the scanner so the page is not skewed. Skewed pages may not crop properly.

- **Reduce Moire Patterns**—Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moire Patterns** will limit or eliminate moire patterns in the scanned image. This option is only available for the Grayscale or Color Mode lower resolutions.

- **Straighten Image**—Select this option to let the scanner automatically determine if a page is skewed, then straighten its image. If the page is fed through at too great an angle, the image may not scan correctly. In that case, re-scan the page using the paper guides to feed the paper in straight.

- **Invert Image**—Only available for Black&White Mode, this option reverses the black and whites of an image.

Original Image   Inverted Image

- **Color Filter**—Color filter is the ability of your scanner to automatically remove a color from a scanned item. Color filter applies to Black&White or Grayscale Mode.

The original with a red   The scanned item with
watermark over black text.   the red filtered out.

2. Click on **Apply** to save the changes on the Page Settings tab.

3. If there are no other settings you want to change, click **OK** to save the new configuration.

   It will now be in the list of Scan Configurations on the One Touch Properties window for the appropriate Destination Applications.

The Advanced Settings Tab

1. Click the **Advanced Settings** tab.

   The options of the Advanced Settings tab are for the Color or Grayscale scanning mode.

2. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.

   Saturation—the strength or purity of a color.

   Hue—the color your eyes see as reflected from the image.

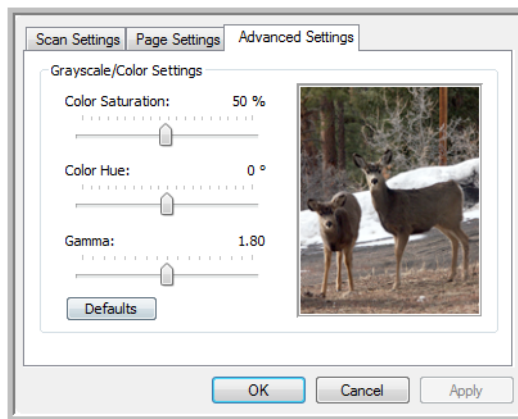   **Gamma**—controls the brightness of the midtone colors.

3. Click on **Apply** to save the changes on the Advanced Settings tab.

4. If there are no other settings you want to change, click **OK** to save the new configuration.

   It will now be in the list of Scan Configurations on the One Touch Properties window for the appropriate Destination Applications.

The Device Settings Tab

A Device Settings tab is on the Scan Configurations dialog box when your selected Destination Application sends the scanned image to a printer, fax application, or other device. You use the options on the Device Settings tab to select settings for the device.

1. Click on the **Device Settings** tab.
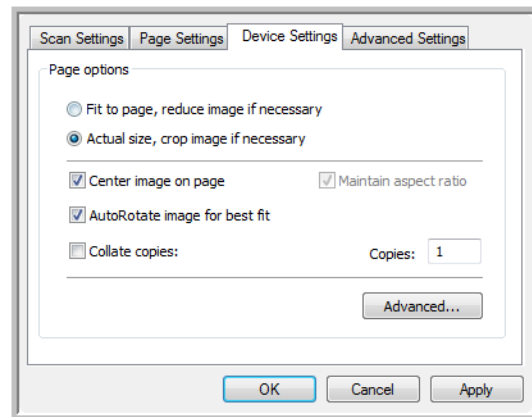
Fit to page, reduce image if necessary—If the image is too big to fit on a single page, the image will automatically be reduced to fit the page.

Fit to page, reduce image if necessary—If the image is too big to fit on a single page, the image will automatically be reduced to fit the page.

Actual size, crop image if necessary—If the image is too big to fit on a single page, the image will automatically be cropped around its edges to fit on the page.

Center image on page—The image will be printed in the center of the page instead of at the top right corner.

Maintain aspect ratio—The aspect ratio is the length-to-width relationship of the image's dimensions. Select this option so the image's relative proportions remain constant.

AutoRotate image for best fit—If the image is a Landscape format and the device is printing in the Portrait mode, or vice versa, rotates the image to fit on the page.

Collate copies—If you are printing more than one page, collate the copies. Enter the number of copies in the **Copies** box.

Advanced—Click to see additional settings for the device. The dialog box that opens is specific to the device. For example, if the device is your printer, the dialog box is your printer's setup settings.

2. Click **OK** or **Apply**.

The Storage Options Tab (Archive)

A Storage Options tab is on the Scan Configurations dialog box when the Destination Application is Transfer to Storage. You use the options on this tab to select where to save your scanned items for storage when scanning with that particular Scan Configuration.

1. Click on the **Storage Options** tab.
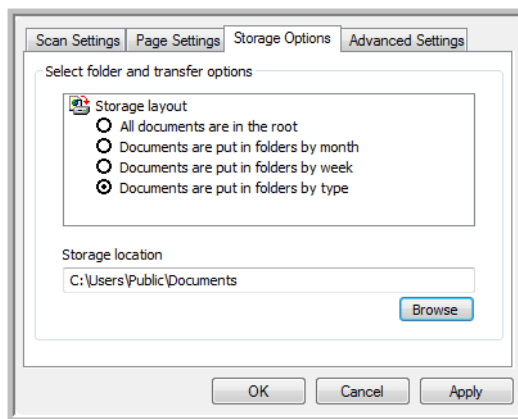
2. Click the Storage Layout options you want.

    All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

    Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

3. If you want to store your archive documents in some other location, click the **Browse** button to specify the new location.

4. Click **OK** or **Apply**.

Editing or Deleting Scan Configurations

Editing and deleting is normally for the configurations you create, not for your scanner's pre-set configurations.

NOTE: Your scanner comes with a number of configurations pre-set at the factory. To ensure that your scanner will always have a set of correct scan configurations, do not delete the pre-set configurations. We also recommend that you keep those configurations locked so they are not inadvertently deleted. That way, you will always have the factory-settings available. If you do delete or edit them, and want to get the factory pre-sets back again, you will need to uninstall then re-install your scanner.

To edit or delete a scan configuration:

1. Open the One Touch Properties window.
2. Select the scan configuration you want to edit or delete.
   - To delete the configuration, click the **Delete** button.
   - To edit the configuration, click the **Edit** button.
     Edit the settings and click **OK**.

Select the scan configuration to edit or delete. It must be unlocked, as indicated by not having a lock displayed here.
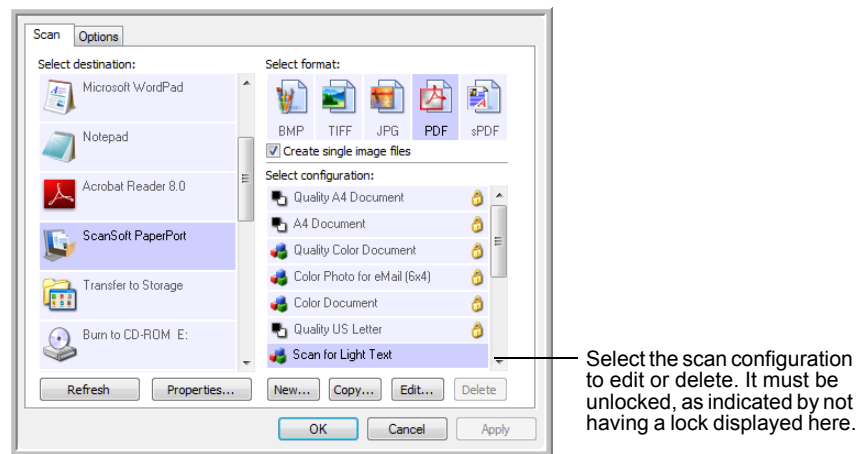
3. Click **OK** to close the One Touch Properties window.

Selecting Document and File Format Options

The Document and File Format options that you select determines the file format of the scanned document. Appropriate format options and file types are available for the type of Destination Application selected for the button.
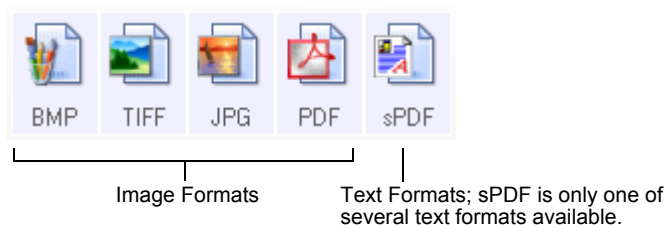
The available options are for images and text.

Image Formats   Text Formats; sPDF is only one of
                       several text formats available.

Create Single Image Files

The TIFF and PDF formats, as well as the text document formats, support multiple page documents. Select **Create single image files** if you want one file created for each image scanned. Note that this option is automatically selected and disabled if you have selected a format that only supports single pages, such as BMP or JPG.
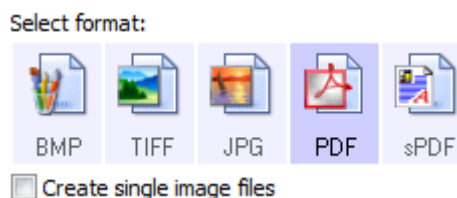
Image Formats

Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction. Both of those file formats tend to be larger than the JPEG format.

The JPEG format is often used for images on web pages, or if file size might be a problem when electronically sending the files. JPEG files are reduced in size by lowering their image quality, and you can select the degree of quality for your scanned images from the JPEG file format icon.

The PDF format is often used to create images of text pages. The PDF format is also used to put multi-page documents on web sites as pdf-readable files. As with the JPEG option, the PDF format can be reduced in size or quality.

To select a JPEG or PDF file size:

1. Select **JPG** or **PDF** as the page format, then right-click on the icon.
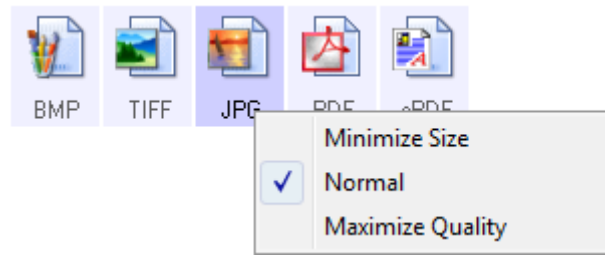
2. Choose the file size/image quality option for your scanned images.

   Minimize Size—Smallest file size, lowest image quality.

   Normal—Medium file size, some loss of image quality.

   Maximize Quality—Largest file size, no loss of image quality.

   Your selection pertains only to the button currently selected on the One Touch Properties window. Other buttons that have JPG or PDF selected as the Format are not affected.

3. Click **OK** or **Apply** on the One Touch Properties window.

Text Formats

Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text. See "Scanning with Optical Character Recognition (OCR)" on page 49.

As you select Destination Applications that are text applications, the text format icon changes to match the file type of the application. In some cases, the Destination Application supports several file types, and you can right-click on the icon to choose the particular file type for that application.
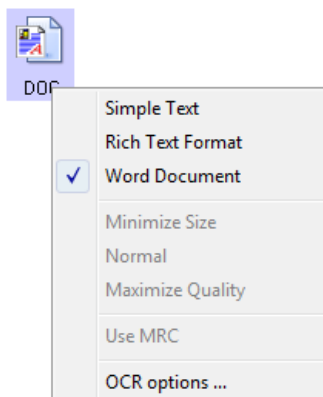

The specific text format; this example is for Microsoft Word Rich Text Format.
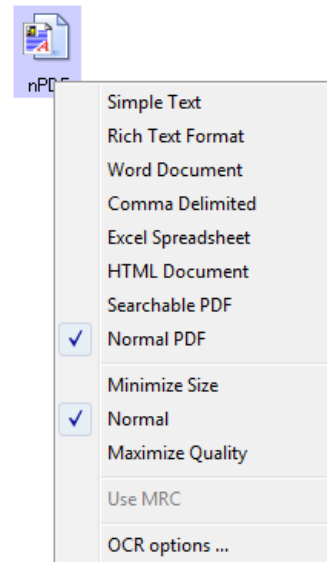
To select a file type for the text format:

1. Select the Destination Application.

2. Right-click on the text format icon.

Example menu of the TEXT when the Destination Application is Microsoft Word.

Example menu of the TEXT format when the Destination Application is Transfer to Storage.

DOC

	Simple Text
	Rich Text Format
✓	Word Document
	Minimize Size
	Normal
	Maximize Quality
	Use MRC
	OCR options ...

nPDF

	Simple Text
	Rich Text Format
	Word Document
	Comma Delimited
	Excel Spreadsheet
	HTML Document
	Searchable PDF
✓	Normal PDF
	Minimize Size
✓	Normal
	Maximize Quality
	Use MRC
	OCR options ...

3. Choose the file type that you want for the text format.

   Your selection of a file type pertains only to the button currently selected on the One Touch Properties window.

   Simple Text—The .txt file format. Text with no formatting; used by the standard Microsoft Notepad application.

   Rich Text Format—The .rtf file format. Text that retains formatting when converted. Available with Microsoft Wordpad and Word.

   Word Document—The .doc file format used by Microsoft Word.

   Comma Delimited—The .csv file format; used for database or spreadsheet data with fields, when the document is converted into editable text the fields are maintained.

   Excel Spreadsheet—The .xls file format used by Microsoft Excel.

   HTML Document—The .htm file format used to create web pages.

   Searchable PDF—he .sPDF file format used by Adobe Acrobat and OmniPage Pro. This format converts scanned text into PDF with text search and OCR capabilities.

Normal PDF—The .nPDF file format used by Adobe Acrobat and OmniPage Pro. This format converts scanned text into PDF with text search and OCR capabilities, plus you can edit the text in a PDF editing program.

The OCR Options provide a series of selections for the OCR feature when you scan text. This menu option is only available if you have the One Touch OmniPage Module or OmniPage Pro software installed on your computer. For details, refer to the *One Touch OmniPage Mini-Guide* located in the User Guides section on the installation disc.

Note that the OCR Options settings apply to all buttons. If you change them for one button, those changes apply to the other buttons as well.
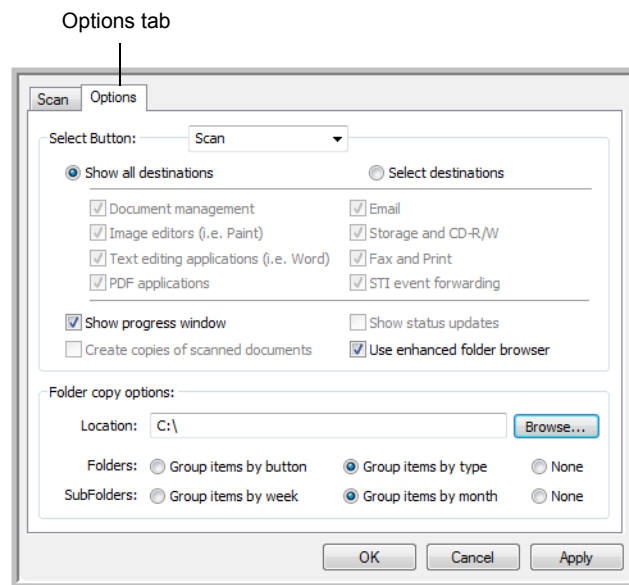
4. Click **OK** or **Apply** on the One Touch Properties window.

Selecting Options for a Button

The One Touch Options determine the types of Destination Applications available for the button, and addtional options for One Touch 4.0.

To select options:

1. Open the One Touch Properties window and click the **Options** tab.

Options tab

2. Click the **Select Button** menu arrow and choose the button for new options. The example above shows the eMail button is selected.

3. Select button options as described below.

    Show All Destinations—The list of Destination Applications available for the selected button will include all of the applications on your computer that can receive scanned images.

    Select Destinations—Individually choose the types of applications to include in the list of Destination Applications. Check the boxes for the type of application to include.

    *   **Document Management** includes PaperPort and other applications for processing and keeping track of your scanned documents.

    *   **Image Editors** include Microsoft Paint and other drawing and graphics applications.

    *   **Text Editors** include Microsoft Word and WordPad, Microsoft Excel, and other word processing and spreadsheet applications.

    *   **PDF applications** are for documents scanned to PDF format.

    *   **Email** includes Microsoft Outlook and other email applications.

    *   **Storage and CD-R/W** is for either storing scanned documents in a folder, or sending them to a CD burner to create a CD containing the scanned documents.

- • **Fax and Print** is for sending your scanned documents directly to your printer or fax software for faxing.

- • **Sti event forwarding** is for using another application's interface for scanning.

4. Click **Apply** then click the **Multi Function** tab to see the changes.

See "Setting Destination Application Properties" on page 41 for details about the destination application options.

Global Options

- • **Show Progress Window**—Select this option to display the scanning progress window.

- • **Use enhanced folder browser**—Select this option if you want to save your scans to a network location that is not a mapped drive on your computer.

- • **Create copies of scanned documents**—Images sent to a printer, fax or eMail application are temporary files that are not saved to your computer. Use create copies of scanned documents if you want a copy saved on your hard drive. Selecting this option enables the Folder Copy Options field for you to choose where the files are saved.

  This option is not available if either **Document Management** or **Storage and CD-R/W** are selected because these destinations automatically save the files in the folder location you specify.

  Folder Copy Options—Click the **Browse** button and select a folder to save the images. Select the grouping option for how you want the documents to be organized.

Setting Destination Application Properties

The different types of Destination Applications have various properties that you can select.

1. On the One Touch Properties window, click a Destination Application.

2. Click the **Properties** button.

Click a Destination Application.

Click the Properties button
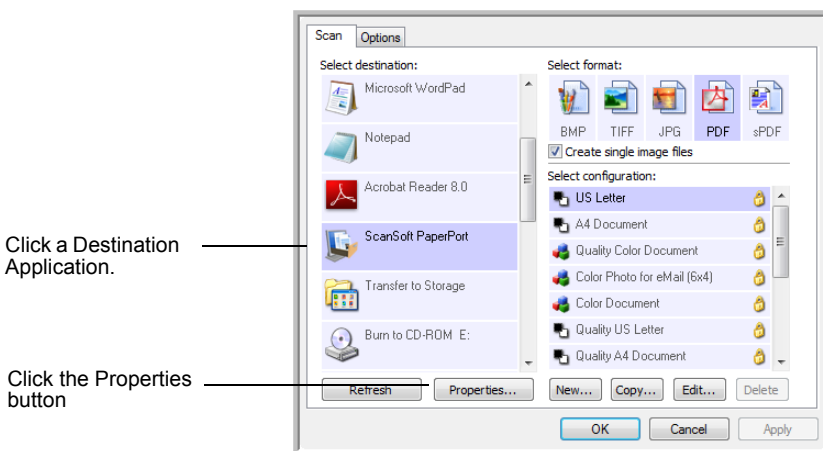
PaperPort Properties

These properties apply to PaperPort, and are for designating the folder to receive your scanned items.
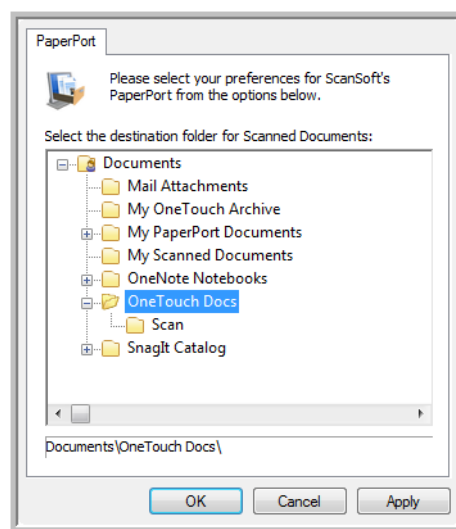
1. Select the PaperPort folder where you want the file of the scanned image to be located. Click **OK**.

2. When PaperPort opens after you finish scanning, the thumbnails of your scanned documents are on the Desktop in that folder.

Text Documents Properties

These properties apply to Microsoft Word, Microsoft Excel®, and other text editing applications.
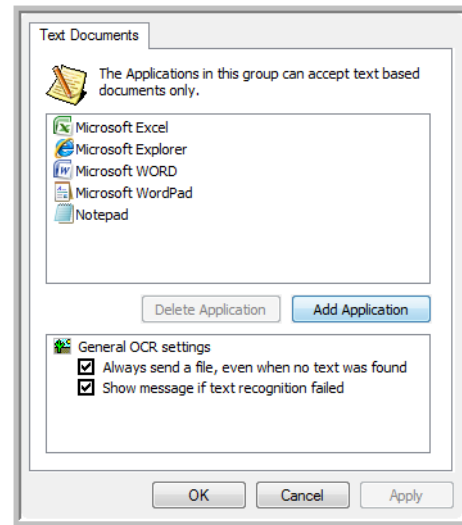

1. Click in the OCR settings boxes for the options you want.

   Always send a file, even when no text was found—The scanned file is sent to the OCR reader even if the image does not appear to contain text.

   Show message if text recognition failed—A message will open on the screen if the OCR reader does not detect text in the image.

2. To add another application to the list, click the **Add Application** button.
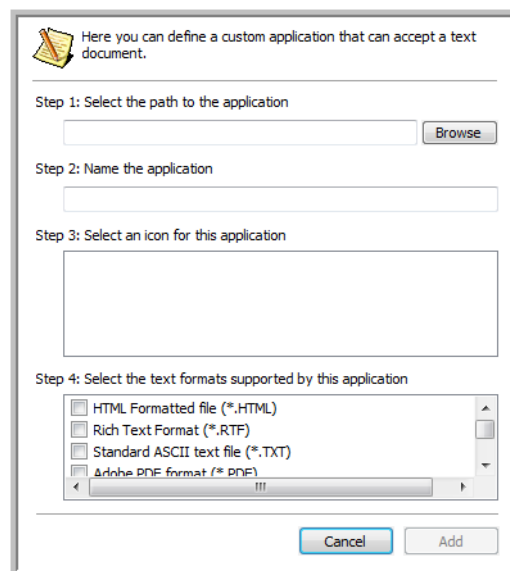
3. Click **Browse** to find the application you want to add to the list.

   When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.

4. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the One Touch Destination List.

5. In step 4 of the dialog box, select the file formats that the application will accept.

   Refer to the documentation you received with the application to see which text formats the application accepts.

6. Click the **Add** button.

7. Click **OK** on the Link Properties window.

8. Click **Refresh** on the One Touch Properties window.

Image Documents Properties

These properties apply to Microsoft Paint and other image processing applications.
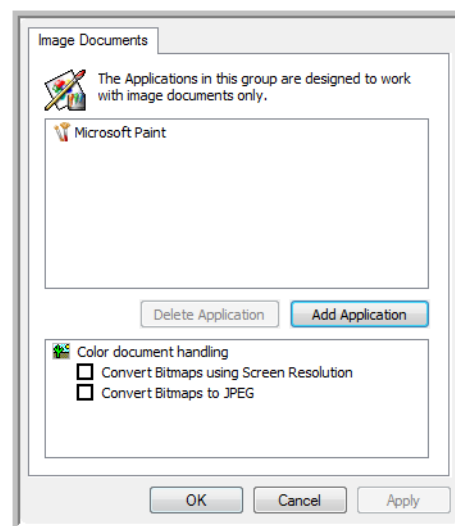
1. Click in the Color document handling settings boxes for the options you want.

   Convert Bitmaps using Screen Resolution—Bitmap images with a high resolution may be too big to fit on the screen. Matching the screen resolution ensures that the image fits on the monitor screen.

   Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

2. To add another application to the list, click the **Add Application** button. See the steps on page 42 to add an application to the list.

3. Click **OK** or **Apply** on the Link Properties window.

Storage Properties

These properties apply to the Destination Application named Transfer to Storage.
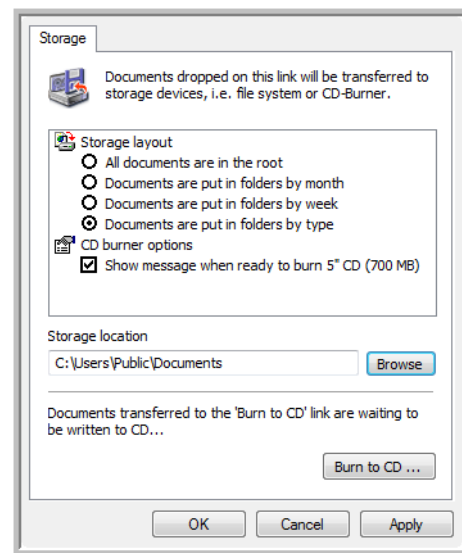

1. Click the Storage Layout options you want.

   All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

   Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders.

2. Click the **Browse** button to specify the location to store the scanned documents, or type a location directly into the box.

3. If your computer has a CD burner and you are using Windows XP or Windows Vista, select the option **Show message when ready to burn 5" CD (700MB)**, so you will see a message when it's time to click the **Burn to CD** button.

4. Click **OK** on the Link Properties window.

eMail Properties

These properties apply to email applications so you can specify the folder for documents that you will attach to an email message.
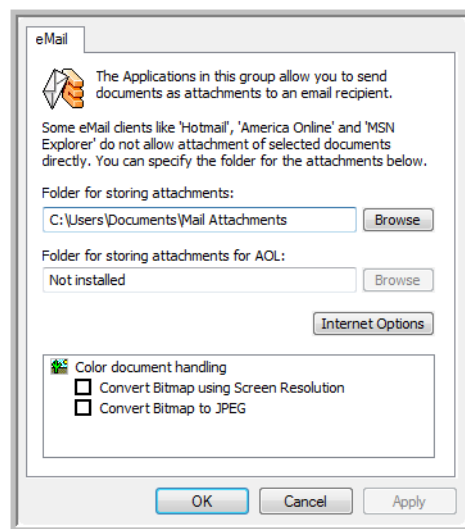
1. Click the **Browse** button for **Folder for storing attachments** and choose a folder for your email attachments.

    Microsoft Outlook® will accept direct attachment of documents to a blank email message as soon as scanning is finished, you do not need to change this folder location.

2. If you are using AOL on your computer, and the folder name for AOL is incorrect, click the **Browse** button and find the correct AOL folder.

    Please contact AOL for more information about the folder location in which AOL stores attachments.

3. If you need to change your email client, or any other internet options, click the **Internet Options** button.

    The Windows Internet Options Control Panel opens. Click the Programs tab and choose a new email client from the Email list. These are the standard Windows Internet options. Please see your Windows documentation for more information about Internet options. If you are using AOL, please see the AOL user manual for making changes to the Internet options applicable to AOL.

4. Select the options for color document handling.

    Convert Bitmaps using Screen Resolution—Bitmap images with a high resolution may be too big to fit on the screen. Matching the screen resolution ensures that the image fits on the monitor screen.

    Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.
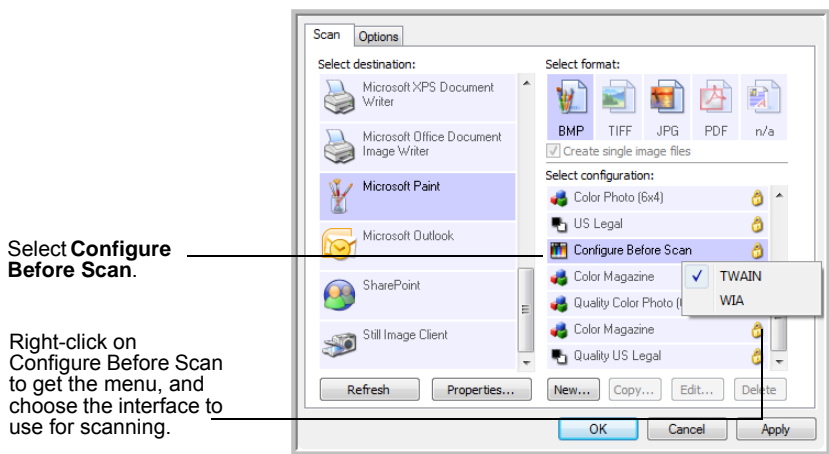
5. Click **OK**.

Configure Before Scan

Choosing Configure Before Scan simply opens a scanning interface when you press a button. You can then use that interface to change the Resolution, Scan Mode, and other settings. When you scan, the scanned image will still be sent as the file type and to the Destination Application already selected in the One Touch Properties window for that button.

To Set Configure Before Scan:

1. Open the One Touch Properties window.

2. Select the scan configuration **Configure Before Scan**.

Select **Configure Before Scan**.

Right-click on Configure Before Scan to get the menu, and choose the interface to use for scanning.

3. Right-click on **Configure Before Scan** and choose an interface to use for configuring before scanning.

   TWAIN—The TWAIN Interface opens for you to make changes prior to scanning. See "Scanning with the TWAIN Interface" on page 58.

   WIA—The Windows Image Acquisition Interface (WIA) opens for you to make changes prior to scanning. See "Scanning with the WIA Interface" on page 63.

4. Select a Destination Application and File Format.

5. Click **OK** or **Apply** on the One Touch Properties window.

To Scan Using Configure Before Scan

1. Load the documents *face down* with their tops pointing into the scanner.

2. Click on the button you set to use the **Configure Before Scan** option.

   In the example shown on the previous page, the scanning option 9 has been set to use Configure Before Scan.

3. The TWAIN interface will open.

4. Choose the Options applicable to your scan batch.

5. Click on the Scan button in the TWAIN interface.

6. Your documents will be scanned and sent to the Destination Application specified in the One Touch 4.0 Properties.

   In the example shown on the previous page, the Destination Application is Microsoft Paint.

Please see "Scanning with the TWAIN Interface" on page 58 for details about the options available in the TWAIN interface.
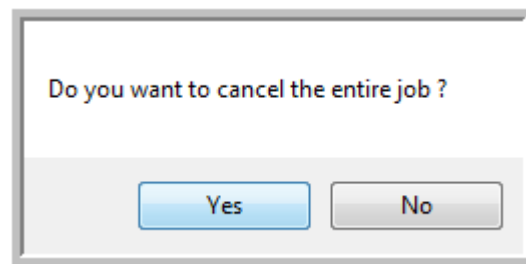
Canceling a Configure Before Scan

To cancel a scan after scanning has begun:

1. Click on the **Cancel** button in the scanning progress window.
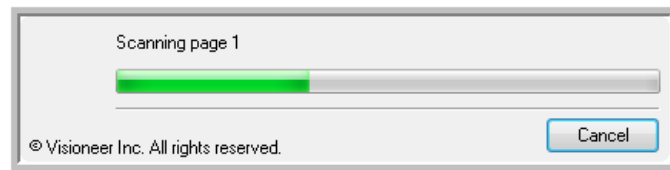
2. The following window will open asking you if you want to cancel the entire job.

- **Yes**—scanning stops and all pages scanned in this batch, up to this point, will be deleted. The TWAIN interface will close and you can restart your scan from the beginning.

  Choose **Yes** if the TWAIN scan settings are incorrect for your current scanning batch.

  For instance, the Scan Mode is Black & White but you want to scan your documents in color, choose Yes to delete any scanned pages, then select the correct Picture Type and restart the scanning.

- **No**—scanning stops, but all pages scanned in this batch, up to this point, are not deleted and the TWAIN interface remains open. You can place a new page in the ADF, adjust the TWAIN settings for the new page, then click on the Scan button in the TWAIN interface to continue scanning. At the end of the scanning batch, all pages from the first portion of the scan and second will be sent to the Destination Application.

  Choose this option if, for instance, you have been scanning a black & white document but you want to insert a color page into the document. Instead of having to re-scan the entire stack, you can stop the current scan, change the Picture Type from Black & White to Color, then restart the scanning without losing the pages already scanned.

# Scanning with Optical Character Recognition (OCR)

Optical Character Recognition (OCR) converts text and numbers on a scanned page into editable text and numbers. You can then work with the text and numbers to edit, spell check, change font or type size, sort, calculate, and so forth.

This section briefly describes how to scan with OCR using the default One Touch settings, when the One Touch OmniPage module is installed. The One Touch OmniPage module was automatically installed when you installed the scanner driver from the installation disc 1.

The *One Touch OmniPage Mini-Guide* is available on the installation disc and fully describes OCR scanning.

To scan with OCR:

1. Open the One Touch Properties window.

2. Select a text editing application in the Select Destination list, then select a text file format in the Select Format panel.
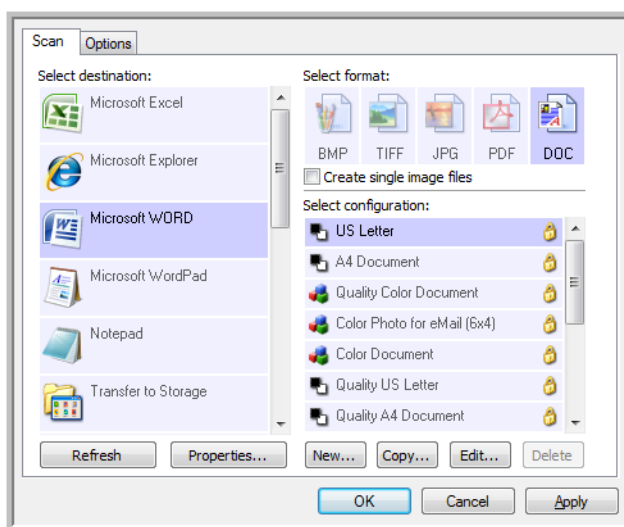
3. Click **OK** to save the changes and close the One Touch Properties window.

4. On the scanner, or on the One Touch button panel, press the Scan button.
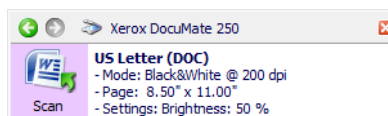

Your scanned pages appear in the Destination Application with the text ready for editing and other text processing.

Scan and Burn to a CD

If you have a CD burner attached to your computer, you can scan directly from your scanner onto a CD. This feature is available only on computers running Windows XP or Windows Vista.

1. Open the One Touch Properties window.

2. Choose a button to use for scanning and burning to a CD.

   Select **Burn to CD** as the Destination Application.
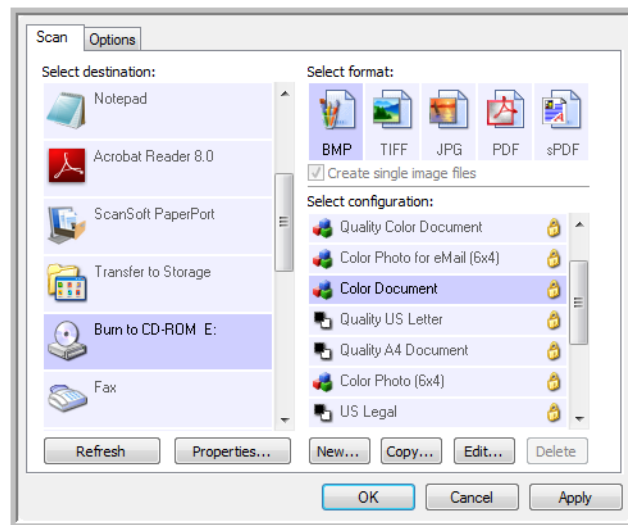
3. Choose a Format and a Scan Configuration.

4. Click **OK**.

5. On the scanner, or on the One Touch button panel, press the Scan button.

When scanning is finished, a bubble message on the screen tells you that files are waiting to be burned to the CD.

6. Open the One Touch window, select **Burn to CD** and click the **Properties** button.

   The One Touch 4.0 Link Properties window opens

7. Make sure a blank CD is in the CD burner.

8. Click the **Burn to CD** button. The CD burner begins and your scanned documents are written to the CD.

NOTE: If other files are also waiting to be burned to the CD, they will get written with the One Touch files on the CD.

Scanning with Event Forwarding

If you want to specify an application to use for scanning at the start of the process, you can use event forwarding.

1. Open the One Touch Properties window.

2. Select **Still Image Client** as the Destination Application.

3. You cannot choose a page format for this option because the Destination Application is not selected until after the scanning begins.
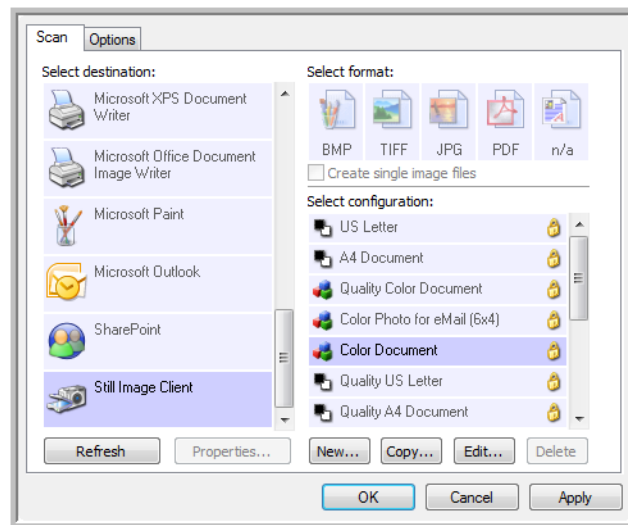
4. Choose a Scan Configuration. Click **OK**.

5. On the scanner, or on the One Touch button panel, press the Scan button.

   A dialog box opens for you to select the application to use for scanning.
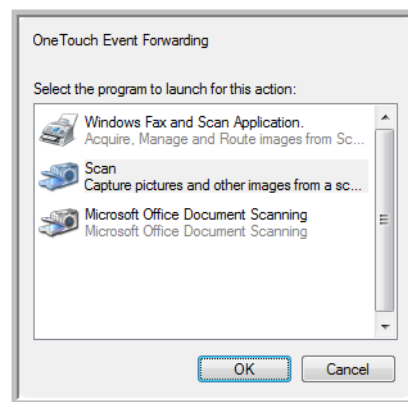
6. Select the application in the box and click **OK**.

   Now the application you selected opens and you can continue scanning using the application's TWAIN interface.

Creating an HTML Web Page from Your Scanned Documents

You can convert scanned pages to HTML format for posting directly to your website.

1. Open the One Touch Properties window.

2. Select **Microsoft Explorer** as the Destination Application.

3. Choose **HTML** as the Format.
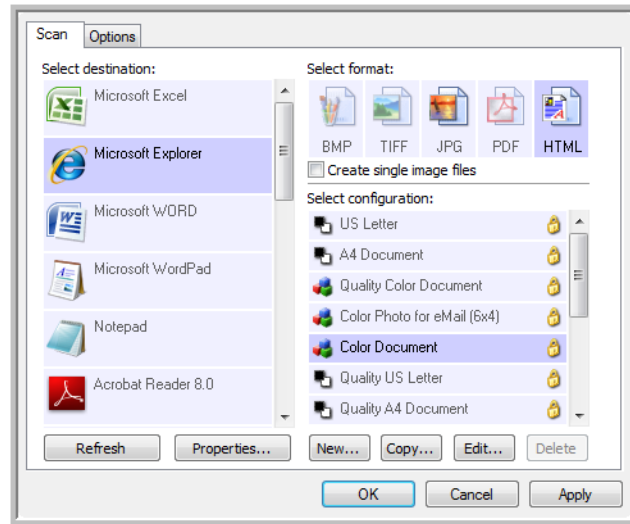
4. Choose a Scan Configuration. Click **OK**.

5. On the scanner, or on the One Touch button panel, press the Scan button.

When scanning is finished, the document is first converted to editable text using the OCR process, then is converted into an HTML format. Microsoft Internet Explorer then opens showing your converted page.

6. Choose **Save As** from the Internet Explorer **File** menu, give the page a name, and save it in the location you use for your web page files.

7. You can now use Microsoft Internet Explorer or other application to post the document to your web page as you would any other HTML page.

Transferring Scanned Documents to Storage

With the Transfer to Storage scanning process, you can scan documents and save them in a folder in one step. The process is ideal for archiving documents without having to manually save or process them in any other way. If you choose a text format for the file format, the documents are also automatically converted by the OCR process into editable text and numbers before being stored.
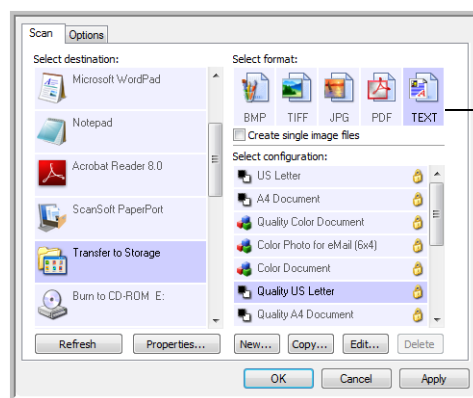
1. Open the One Touch Properties window.

2. Select **Transfer to Storage** as the Destination.

3. Click the **Properties** button.

    In the "Storage Location" browse to the folder you want your scanned documents saved.
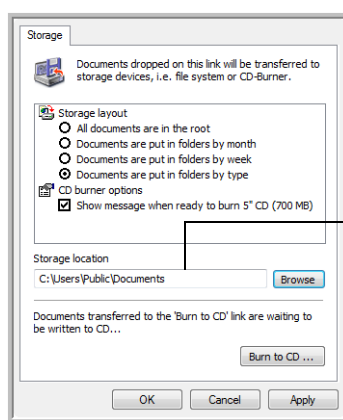
Your scanned documents will be stored at the location you specified on the One Touch 4.0 Link Properties window.

4. Choose a file format for your document.

Choose a text format to have the OCR process convert text to editable text before the scanned documents are stored in their archive location.

5. Choose a Scan Configuration. Click **OK**.

6. On the scanner, or on the One Touch button panel, press the Scan button.

    Your document will now be scanned and the file saved in the folder location you specified in the Transfer to Storage link properties.

Scanning to Multiple Archive Folders

When scanning to the Transfer to Storage destination, you can scan them to multiple folders. For example, one folder might be for "Business Receipts," a second folder might be for "Personal Receipts," and a third folder might be for "Annual Receipts."

To scan to multiple folders, you create multiple configurations, each with a different storage location for the scanned documents.

NOTE: The selections you make using the Storage Options tab override the storage location that is set in the Storage Link Properties.

Setting up multiple folders for transfer to storage:

1. Using Microsoft Windows, create the folders that you want to use for storing scanned items.

2. Open the One Touch Properties window.

3. Select **Transfer to Storage** as the Destination Application.

4. Click the **New** button.

Select Transfer to Storage.

Click the New button.
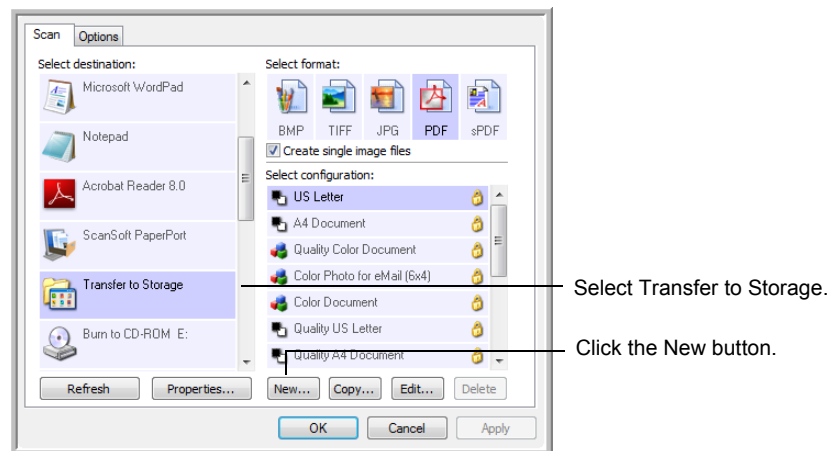
5. To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as "Business Receipts."

6. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the scanning options you want.
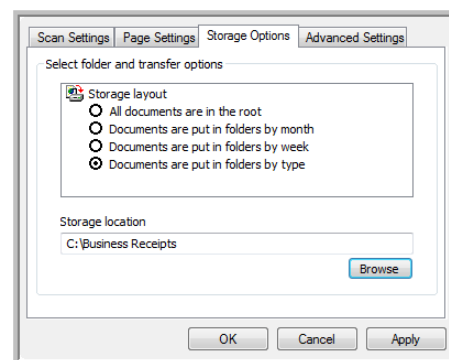
7. Click the **Storage Options** tab. This is where you set the different folder locations for the new configurations.
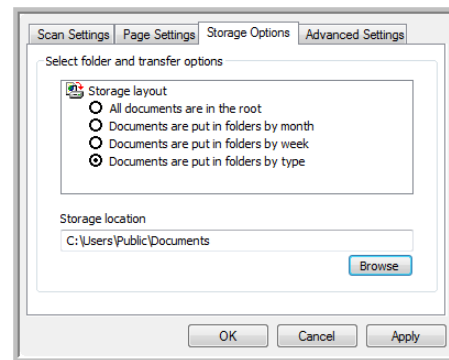
8. Click the **Browse** button and select the folder you created for storing the scanned documents.
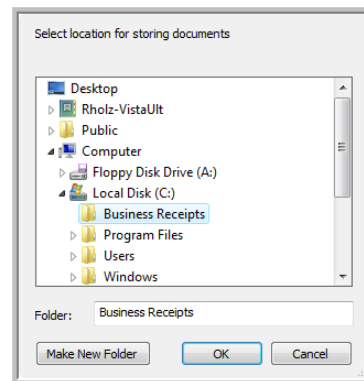
9. Click **OK**. The selected folder will now be set as the Storage Location, such as "Business Receipts".

10. Click **OK**.

11. Repeat the process to create additional new configurations, such as "Personal Receipts."

    Make sure to designate separate folders as the Storage Locations for the new configurations.

12. You will now have multiple configurations set up for the Transfer to Storage destination, and each configuration scans documents to separate folders.


The new configurations apply to the Transfer to Storage Destination Application.
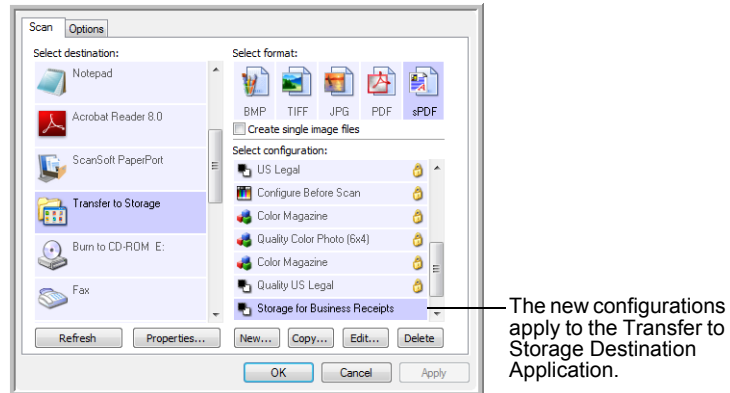
13. Click **OK** to close the One Touch Properties window.

Scan to multiple storage folders:

1. Place your document in the scanner's input tray.

2. On the scanner, or on the One Touch button panel, press the Scan button.
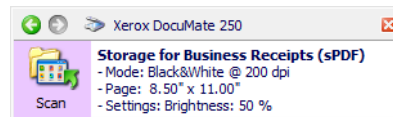

3. When scanning is finished, insert the next set of documents.

4. Open the One Touch Properties window and select the next scan configuration you created for scanning to storage.

5. Click on **OK** to accept the changes and close the window.

6. On the scanner, or on the One Touch button panel, press the Scan button.
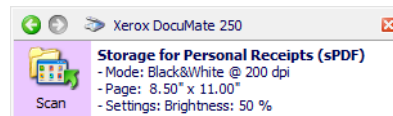
When scanning is finished, the documents are stored in the two separate folders.

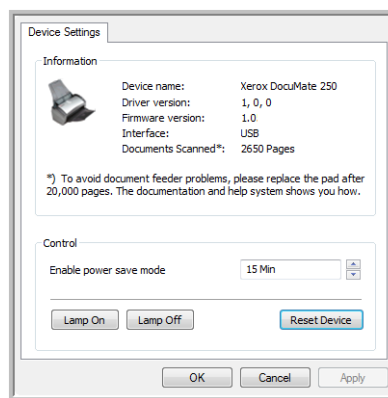## Checking the Hardware and Setting the Lamp Power Saving

1. Right-click on the One Touch icon and choose **Show Hardware** from the pop-up menu.
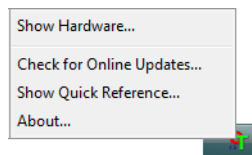
2. The Hardware Properties dialog box opens and shows information about your Xerox DocuMate 250 scanner.
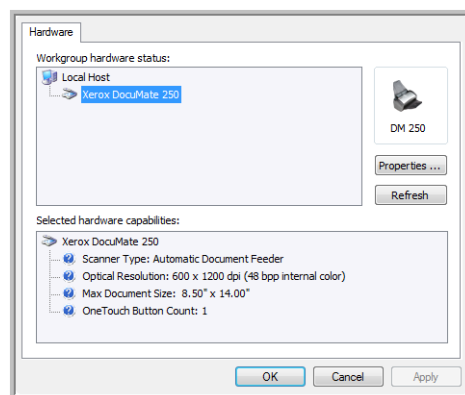
3. Click the **Properties** button.

    Your scanner has a built-in power saving feature that is set to power down after 15 minutes of idle time. You can change the time before the scanner powers down, from 1 minute to a maximum of 4 hours.

4. Click the arrows for the Lamp time-out setting and choose a time setting.

    To turn the lamp on and off manually without turning off power to the scanner, click the **Lamp On** or **Lamp Off** buttons.

    To return the scanner to its factory settings, click **Reset Device**.

5. Click **OK** to save the changes and close the dialog box.

Scanning with the TWAIN Interface

You can scan from any TWAIN scanning application instead of scanning from One Touch.

A Note About Your Scanner and the TWAIN standard: TWAIN is a widely recognized standard that software applications use to receive images from scanners, digital cameras, and other digital devices. The PaperPort and OmniPage applications that you received with your scanner use the TWAIN standard. You can open the same TWAIN interface from many other graphics and imaging applications. Because the TWAIN interface is the same in most software applications, you use the instructions in this User's Guide for scanning with your Xerox DocuMate 250 scanner. To access the TWAIN interface from other software, please refer to their user's guides.

NOTE: You can access the TWAIN interface when you're scanning from the One Touch software. If the One Touch configuration you're using is set to **Configure Before Scan**, and the selected option is **TWAIN**, the TWAIN interface opens right away without opening PaperPort or any other TWAIN-compliant software first. See the section "Configure Before Scan" on page 46 for details.

Getting Help with the PaperPort Software

The PaperPort software includes a complete set of help topics that answer questions about each feature of the software. To open the Help Topics window, press the **F1** key or choose **PaperPort Help** from the **Help** menu.

You can also refer to the *PaperPort Getting Started Guide* and *PaperPort User's Guide* on the CD.

Accessing the TWAIN Interface

Each TWAIN-compliant software application has its own specific steps to open the TWAIN interface, but the basic process is the same for most of them.

Open the TWAIN Interface from One Touch:

If the One Touch configuration you're using to scan is set to **Configure Before Scan**, and the selected option is **TWAIN**, the TWAIN interface opens when you press the button on your scanner without opening another application first.
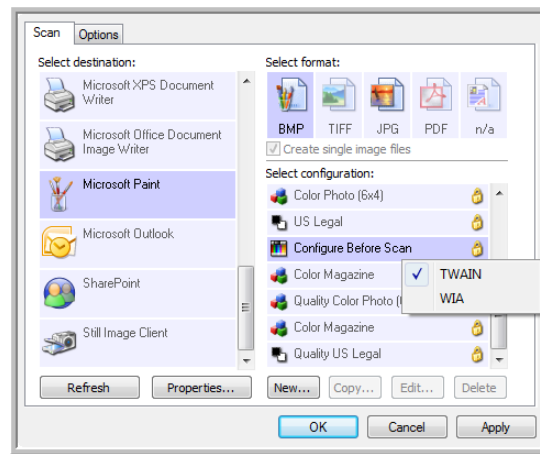
Open the TWAIN Interface from an Application:

Each TWAIN-compliant software application has its own specific steps to open the TWAIN interface, but the basic process is the same for most of them.

1. Open a TWAIN-compliant scanning application.

2. Use that application's command to open the TWAIN interface.

   In PaperPort click on the toolbar Scan button then choose **TWAIN: Xerox DocuMate 250** when prompted. Select **Display scanner dialog box**, then click on the **Scan** button in the scanning pane.

   Many Microsoft Office applications can access the TWAIN interface from the **Insert** menu, by choosing **Picture** then **From Scanner or Camera**.
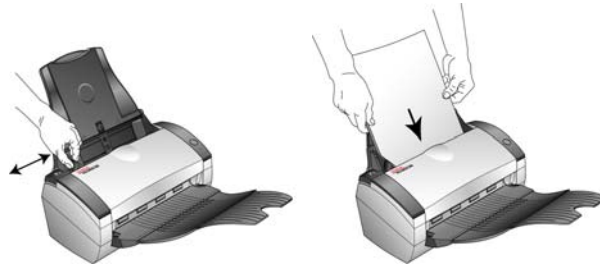
The TWAIN interface opens and you're ready to start scanning.

Scanning from the TWAIN Interface

The TWAIN interface lists the scanning options available with your Xerox DocuMate 250 scanner.
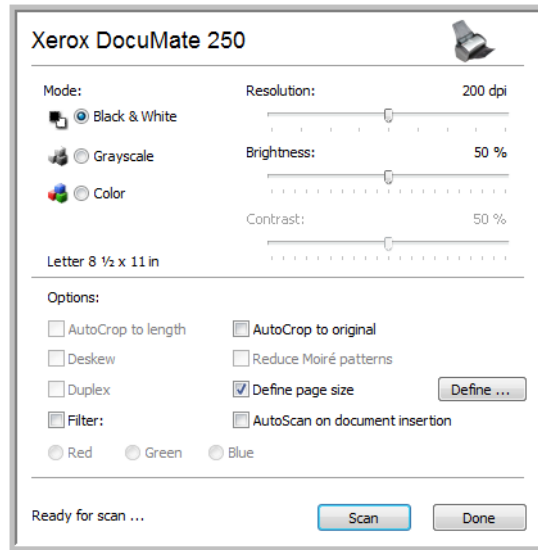
1. Adjust the paper guides for the width of the pages you're scanning.

2. Insert the documents *face down* with their tops into the scanner.

3. Adjust the settings in the TWAIN interface for the item you are scanning.

4. Click the **Scan** button in the TWAIN interface.

5. When scanning is complete, click **Done** to close the TWAIN interface.

    The scanned images appear in the TWAIN software. This example shows a thumbnail image of a scanned page on the PaperPort desktop.
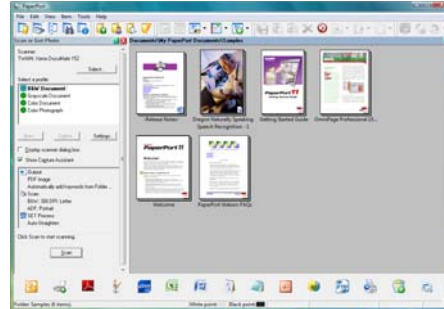
## The options on the Xerox DocuMate 250 TWAIN interface are:

*   **Mode**—Select a scanning mode:

    Black&White to scan in black and white. Use this setting for letters, memos, and other black and white material.

    Grayscale to scan items such as documents containing drawings or black and white photographs. You can also scan a color document to turn its colors into gray shades.

    Color to scan magazine articles, photographs, and other color images in full color.

*   **Resolution**—The maximum resolution is 600 dpi; the minimum is 50 dpi. This option determines the amount of detail you can see in the scanned image. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

*   **Brightness**—Sometimes an image is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility. Increasing or decreasing the brightness makes the scanned image lighter or darker.

*   **Contrast—**The difference between the lighter and darker portions of the image. Increasing the contrast emphasizes the difference between the lighter and darker portions, decreasing the contrast de-emphasizes that difference.

*   **AutoCrop to Original**—Select this option to let the scanner automatically determine the size of the item being scanned.

    When using the AutoCrop to Original option, always use the paper guides on the scanner so the page is not skewed.

• **Filter**—The Filter is the ability of your scanner to automatically remove a color from a scanned item. The Filter option applies to Black&White or Grayscale Mode.

The original with a red watermark over black text.

The scanned item with the red filtered out.
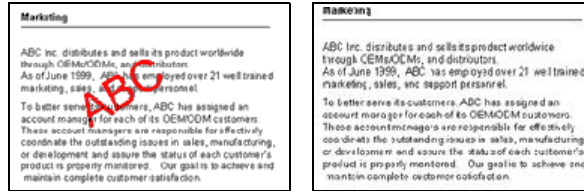
• **Reduce Moire Patterns**—Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moire Patterns** will limit or eliminate moire patterns in the scanned image. This option is only available for the Grayscale or Color Mode low resolutions.

• **Define page size**—Click this option to activate the **Define** button. Then click the **Define** button to see the **Define page size** dialog box for selecting a specific page size.
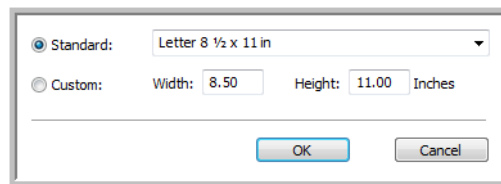
Standard—Click the menu arrow and choose a page size from the list.

Custom—Enter the horizontal and vertical page dimensions in the boxes. The maximum size is 8.5" x 14". Click the name of the units, inches or mm (millimeters), to toggle between them.

Click **OK**.

The currently selected page size appears in the middle of the TWAIN interface on the left-hand side.

• **AutoScan on document insertion**—AutoLaunch technology senses when an item is inserted into the paper feed and starts scanning immediately. If this option is not selected, the scanner waits for you to click the **Scan** button.

Scanning with the WIA Interface

Microsoft Windows XP and Windows Vista include their own scanning interface—known as Windows Image Acquisition (WIA)—for acquiring images from scanners, digital cameras, and other digital devices.
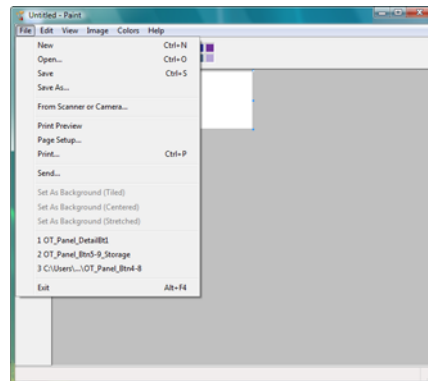
This section shows how to use Microsoft Paint to scan using the WIA interface, but you can use PaperPort and other Windows applications as well.

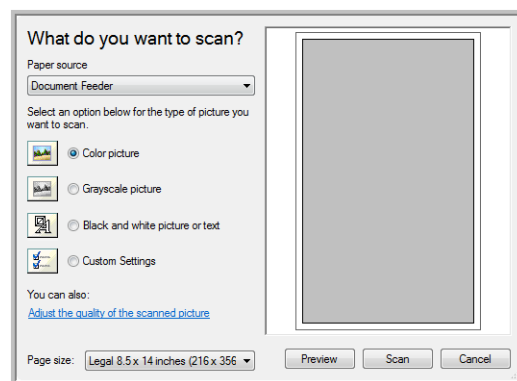## To scan using WIA from Microsoft Paint:

1. On the Windows taskbar, click **Start**, point to **Programs**, point to **Accessories,** and then click **Paint**.

   The Paint window opens.

2. From the **File** menu choose **From Scanner or Camera**.

3. The **Scan using Xerox DocuMate 250** window opens. Use this window to select scanning options and start the scan process.

4. Click the button most appropriate for the item you're scanning.

5. Select a paper size from the Page Size list.

6. Click **Preview** to preview the image before scanning.

   The image is displayed on the right side of the window.

   NOTE: If you preview when scanning a stack of documents, the first page of the stack feeds through the ADF for the preview. After adjusting the scanner settings, replace that page on the stack so it is scanned with the rest of the pages.

7. Adjust settings of the previewed image as desired:

   • Change the button selection for the type of image.

   • Adjust the custom settings; refer to the next section, "Fine Tuning Your Scans".

   • Change the size of the scanned image. To do this, click and hold the mouse pointer over one of the four sizing-boxes on the corners of the previewed image. Then drag the box to increase or decrease the size of the image.

8. Preview the image again. When you are satisfied with the image, click the **Scan** button.
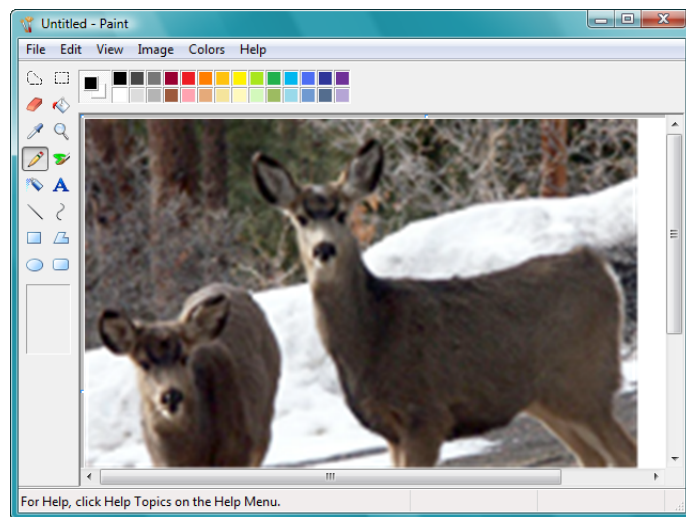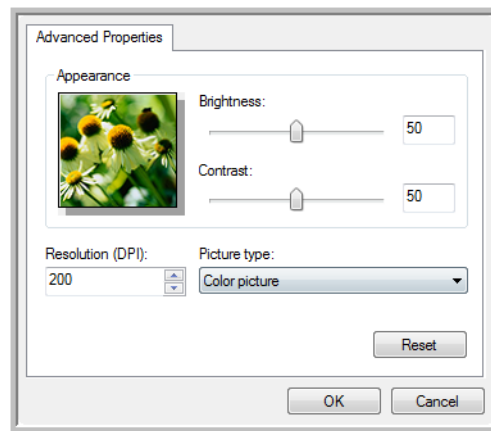
Fine Tuning Your Scans

You can select new settings before you scan an item to fine tune exactly how you want to scan it.
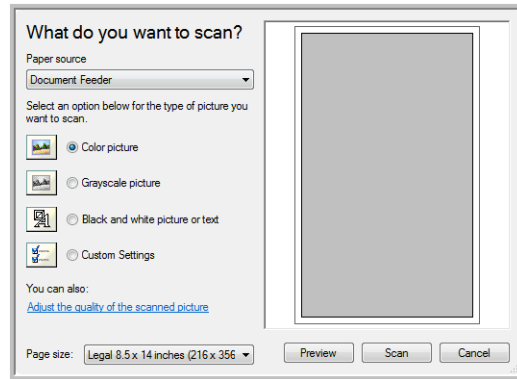
1. On the scan window, click **Adjust the quality of the scanned picture**.

2. Select the options for scanning.

   Brightness and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the setting **Black and White picture or text**.

   Resolution (DPI)—Click the menu arrow and choose the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi.

   Picture type—Click the menu arrow and choose the most appropriate type for the item you're scanning.

3. Click **OK**.

   If you want to reset the settings and start over, click **Reset**.

Scanning with the ISIS Interface

You can use the ISIS interface from QuickScan or any other application that will access the ISIS driver. Note that the ISIS interface for each application varies depending on the application. Please refer to that software application's User Guide for instructions on scanning with the ISIS interface. The QuickScan User's Guide is available on the Disc 1 CD that you received with the scanner.

Accessing the ISIS interface in QuickScan

Open the QuickScan software to access the ISIS driver scanning options. Please note that you may see the following warning message:

1. Please disregard this message and click **Continue**.

   The Pixel Translations ISIS drivers were installed correctly during the installation of your Xerox DocuMate 250 scanner.

   The Scanner Selection dialog box will then open.

2. Select **Xerox DocuMate 250** from the list of scanners and click **OK**.

   Your scanner is then ready to work with the QuickScan ISIS driver.

Maintenance

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

Cleaning the Automatic Document Feeder

You may need to clean the ADF feed mechanism if your documents do not feed easily into the ADF, or several feed in at the same time.

To clean the ADF:

1. Dampen a soft cloth with some Isopropyl rubbing alcohol (95%).

2. Press the ADF cover release on the top left of the scanner body to open the Automatic Document Feeder cover.
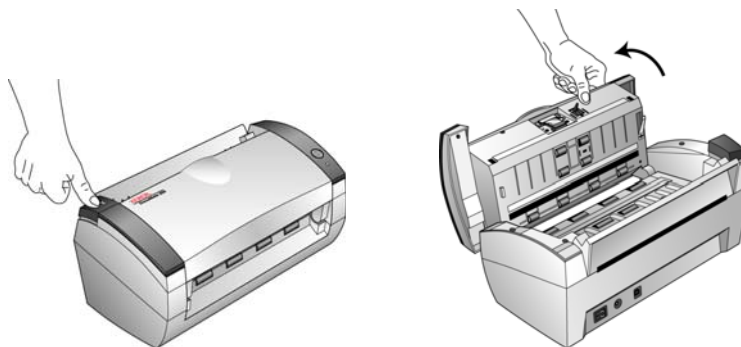
3. Wipe the feed roller from side to side. Rotate the roller to clean its entire surface.

NOTE: Please be careful when cleaning the roller. The roller is designed to rotate in one direction only. As you're cleaning the roller, make sure it rotates easily, and continue rotating it in that direction while wiping it clean. Do NOT force the roller to rotate in the opposite direction. Forcing the roller to rotate will damage it, and may cause the scanner to feed pages incorrectly.

4. Wipe the pad from top to bottom. Be careful not to snag the cloth on the springs on either side of the pad.

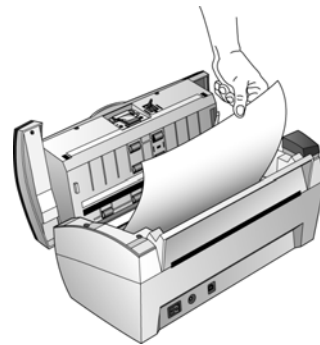5. Close the cover when you're finished.

Clearing Paper Jams

If your scanner stops scanning due to a paper jam in the Automatic Document Feeder, a warning dialog box opens after a few moments.

To clear a paper jam:

1. Press the ADF cover release on the top-left of the scanner body to open the Automatic Document Feeder cover.
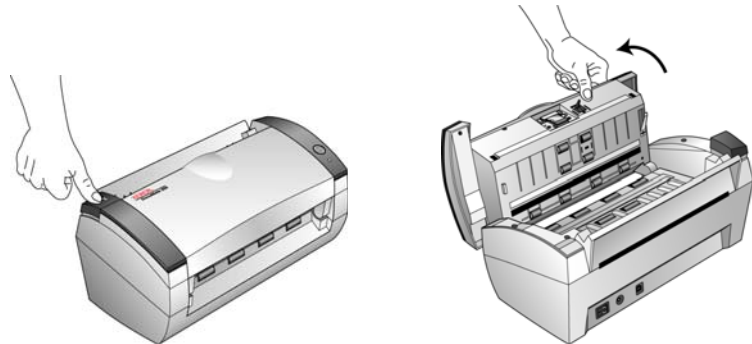
2. Remove the jammed paper and close the cover.

To reduce the number of paper jams, smooth and straighten the paper before scanning and adjust the guides to the paper size.

Replacing the ADF Pad Assembly

The ADF pad may wear out and is designed to be a user-replaceable part. Problems with documents feeding into the ADF is an indication that the pad is wearing thin.

See the "Xerox DocuMate 250 Scanner Parts List" on page 75 for ordering information.
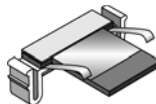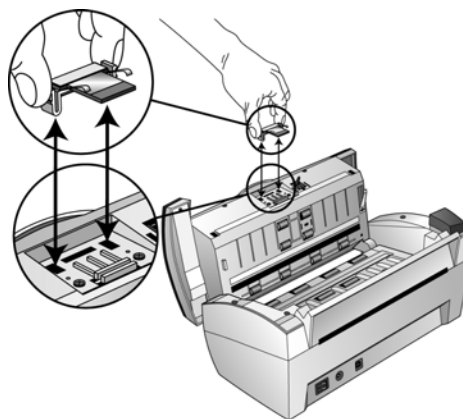
To replace the ADF Pad assembly:

1. Press the ADF cover release on the top left of the scanner body to open the Automatic Document Feeder cover.
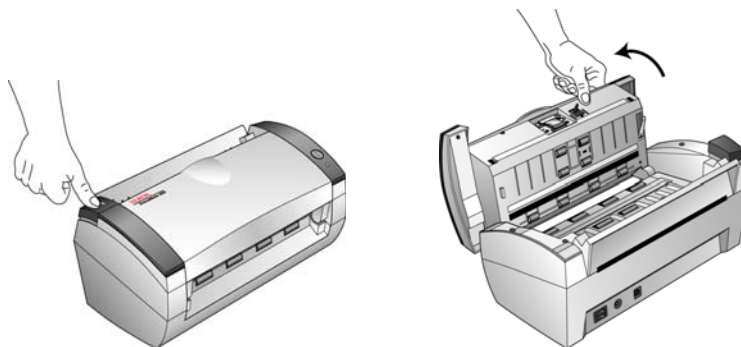
2. Squeeze the plastic clamps that hold the pad assembly in place and lift the pad up and out

3. Reverse the procedure to replace the new pad into its slots.

Troubleshooting

In addition to the troubleshooting information contained in this section, please see the Readme file on your installation CD. The Readme file contains additional information that may help you diagnose problems with the scanner.

If you try the troubleshooting procedures described in this section and in the Readme file, and the scanner still has problems, you may have a malfunctioning scanner. Refer to the technical support card that you received with your scanner. Also visit our web site at www.xeroxscanners.com for additional technical information.

Problem: The scanner won't scan. What's wrong?

Check for one of these possible problems:

- **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?** Turn on the scanner's power. If the status light doesn't come on, plug the power supply into another electrical outlet.

- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.

- **Did you plug the scanner into a USB hub?** If you're using a USB hub to connect the scanner, the hub must have its own power supply. If the hub does not have its own power supply, plug the scanner into a USB port on the computer.

- **Did you select another scanning source in the PaperPort Scan Pane?** If you use multiple devices with your computer, you may have selected another source for images. Start the PaperPort software and click the **Scan** icon, and then make sure **DocuMate 250** is selected as the scanner.

Problem: During installation I got the error message: PaperPort Installation is not complete. What do I do?

The installation procedure was not successful. You need to reinstall the PaperPort software.

Problem: I got the error message: PaperPort cannot allocate enough memory to perform internal critical operations. What do I do?

Close any other active applications so that additional memory is available. If you click Continue, PaperPort moves the file to the PaperPort data directory and renames the file with the prefix "bad". This allows you to recover the file later.

To recover the file, you can import it into PaperPort by using the Import command in the File menu.

Problem: The installation will not complete successfully. If installation finishes, the scanner's One Touch 4.0 options do not seem to work properly. What do I do?

A likely cause is that some driver programs are already installed on your computer for another scanner. They are interfering with the installation and One Touch options, and you need to remove those other drivers and re-install your Xerox DocuMate 250 scanner. Please see the documentation that you received with the other scanner for the steps to remove its driver programs. You can also use the basic steps in the section "Uninstalling Your Scanner" on page 73, but in Step 3, instead of uninstalling One Touch 4.0, uninstall the other scanner's driver programs. After uninstalling the other scanner's driver programs, uninstall One Touch 4.0, then reinstall it.

Problem: With AutoCrop to Original selected, sometimes I get blank pages, or pages with lines. What's wrong?

The pages were probably scanned in crooked, or skewed. To use AutoCrop to Original, the pages must be scanned in straight. Adjust the paper guides on the scanner so pages feed in straight.

Problem: How do I uninstall PaperPort?

See the section "Uninstalling Your Scanner" on page 73. Uninstalling does not delete your scanned items, and they remain in the PaperPort Data folder.

Status Light Troubleshooting Codes

A green status light indicates the normal state of the scanner.

Normal Operation

- **Blinking green:** indicates the scanner is waking up from power saving and preparing to scan.
- **Steady green:** indicates the scanner is ready to scan.

Error Codes

If your scanner experiences hardware problems, the status light will blink red. The number of times it blinks indicates the error code.

In all cases you should turn off your scanner and check your scanner setup. Open the scanner and make sure your input tray is fully seated in the scanner casing, make sure your ADF pad is securely snapped in place, verify the connections to the PC and wall.

Error Code	Problem Description	Solution
0	Scanner is not connected to the computer. (The LED does not flash but remains red)	A cable may be loose. Check that the scanner's cables are correctly attached to the computer. If the scanner still does not connect, re-boot the computer.
4	The scanner lamp is either turned off or the lamp has not warmed up enough to initiate scanning.	In the One Touch hardware properties turn the scanner lamp on. See page 57 for instructions. If the lamp is already on, turn the lamp off then on again. If the problem persists and your scanner's power is plugged into a surge protector or UPS battery backup, try plugging the scanner power directly into a wall outlet.
6	The scanner's cover is open.	Close the scanner cover and make sure it attaches completely.
7	The lamp in the scanner body has malfunctioned.	Make sure that the lamp has not been turned off manually. See the steps on page 57 to turn the lamp on and off. Re-boot your computer. If the problem persists, contact Xerox Technical Support.
9	Paper jam	See "Clearing Paper Jams" on page 68.
All Other Codes	An internal part in the scanner may have malfunctioned.	Turn off the power to your scanner, then turn it back on again. If the problem persists, re-boot your computer. If the problem still persists, contact Xerox Technical Support.

Uninstalling Your Scanner

To uninstall the Xerox DocuMate 250 scanner, remove the scanner software, PaperPort, or any other scanning software provided with the scanner.

Uninstalling the Scanner and One Touch Software

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.

2. *Windows 2000 and Windows XP:* Double-click the **Add/Remove Programs** icon.

    Windows Vista: Double-click the **Programs and Features** icon.

3. From the list of programs, select **One Touch 4.0**.

    Click the **Change/Remove** button.

4. Click **Yes** when asked to confirm that you want to remove these software programs.

5. Follow these same steps to select and remove the **Kofax VirtualReScan 4.10** and **One Touch 4.0 ScanSoft OmniPage OCR** modules from the installed programs list.

6. The One Touch 4.0 software is removed from your computer.

7. **Unplug the USB cable from the scanner.**

8. Close all open windows and restart your computer.

Uninstalling the PaperPort and OmniPage Software

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.

2. *Windows 2000 and XP:* Double-click the **Add or Remove Programs** icon.

    Windows Vista: Double-click the **Programs and Features** icon.

3. Select **PaperPort** or **OmniPage** and click **Remove**.

4. A message window opens, asking if you are sure you want to remove PaperPort from your computer. Click **Yes**.

5. Close all open windows and restart your computer.

To Install Another Driver

Follow the instructions in the section "Step 2: Install the Software" on page 7.

Xerox DocuMate 250 Scanner Specifications

Optical resolution	600 x 1200 dpi
Bit depth	48-bit color
Maximum item size	8.5" x 14"
Minimum item size	3.5" x 2" (Automatic Document Feeder)
Scan method	Automatic Document Feeder (ADF)
ADF specifications	
Scanning Speed	Up to 22 pages per minute @ 200 dpi B&W
Capacity	50 sheets
Paper Thickness	16 - 28 lbs. (0.002" - 0.006")
Light source	Cold cathode fluorescent lamp
Interface	USB 2.0 High Speed
Scanner dimensions	
Height	12.5 inches (31.75 cm)
Width	13.25 inches (33.66 cm)
Length	17 inches (43.18 cm)
Weight	8.6 pounds (3.91 kg)
Operating temperature	50 –104 F (5 –35 C without condensation)
Relative humidity	40%–70% (@35 C without condensation)
Power adaptor	DC Jack, 24Vdc/2.0A (48W), 100-240Vac, Energy Star and RoHS compliant
Power consumption	< = 30 Watts (during operation); < = 20 Watts (on standby); < = 6 Watts (power save after 15 minutes without scanning, can be adjusted by software); < = 1 Watt (power off)
Power cord	AC, US, 3P, 10A/125V, 180 cm, 3C, 18AWG, RoHS compliant
USB cable	185 cm, 28AWG, with core, RoHS compliant
Safety and agency certifications	UL, C-UL, TUV/GS, FCC Class B, CE, WEEE

Xerox DocuMate 250 Scanner Parts List

Please use the following part names and numbers when ordering replacements for your scanner.

	Part Name	Part Number
	Input Tray	57-0104-000
	Output Tray	57-0105-000
	ADF Pad	57-0103-000
	USB Cable	35-0107-000
	AC Power Cord	35-0103-000
	Power Supply	37-0076-000

Appendix A   Notices

It's Illegal in the USA

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.)

    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.

It's Illegal in 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.

Federal Communications Commission (FCC) for USA

This equipment has been tested and found to comply with the limits for the class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and if not installed, and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try and 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 equipment has been certified to comply with the limits for a class B computing device, pursuant to FCC Rules. In order to maintain compliance with FCC regulations, shielded cables must

be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception. The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user's authority to operate this equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Energy Star for the USA

As an ENERGY STAR partner, Xerox Corporation has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

ENERGY STAR® is a US registered trademark.

The ENERGY STAR program is a team effort between the Environmental Protection Agency and the office equipment industry to promote energy-efficient personal computers, monitors, printers, digital presses, fax machines and copiers. Reducing the energy consumption of this equipment will help combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

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).

Product Recycling and Disposal for USA

Xerox operates a worldwide equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program.

If your product is not part of the Xerox program and you are managing its disposal, please note that the product may contain lead and other materials whose disposal may be regulated due to environmental considerations. For recycling and disposal information, contact your local authorities.

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