XEROX®

DocuMate 510

DocuMate 510
scanner
user's guide

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DocuMate™ 510

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Welcome

Your new Xerox DocuMate 510 scanner can scan stacks of documents or a single page at a time, and place their images on your computer.

WARNING: Do not plug in the USB cable until after you have installed the software. Carefully follow the steps and sequence described in the installation procedure beginning on page 5.

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 510 Scanner   USB Cable   AC Power Cable
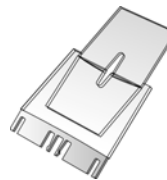
Paper Guide   Paper Guide Extension   Paper Stop   Power Supply

Replacement ADF Pad   Installation DVD   Quick Install Poster and Technical Support Card
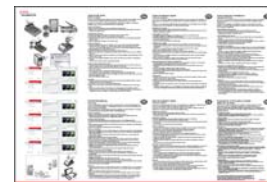
The Xerox DocuMate 510 Scanner

Document Cover

Document Pad

Glass

Reference Frame

Paper Stop

Paper Guide Extension

Paper Guide

Automatic Document Feeder

Power Ready Check

Lock (on underside of scanner)

Status Lights

USB Port

ADF port

Power jack

Power On/Off Switch

ADF Cable
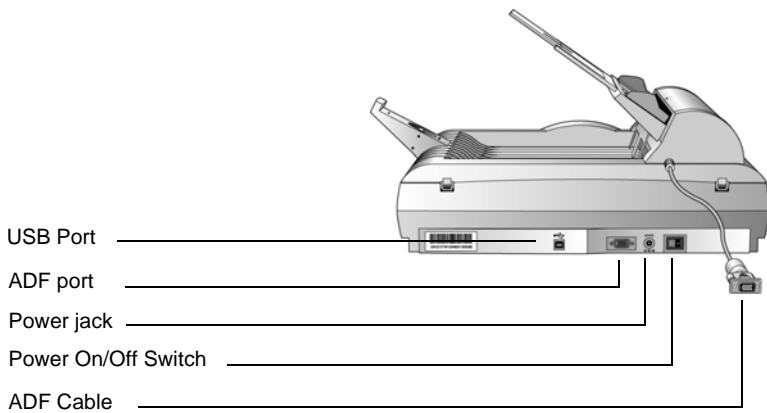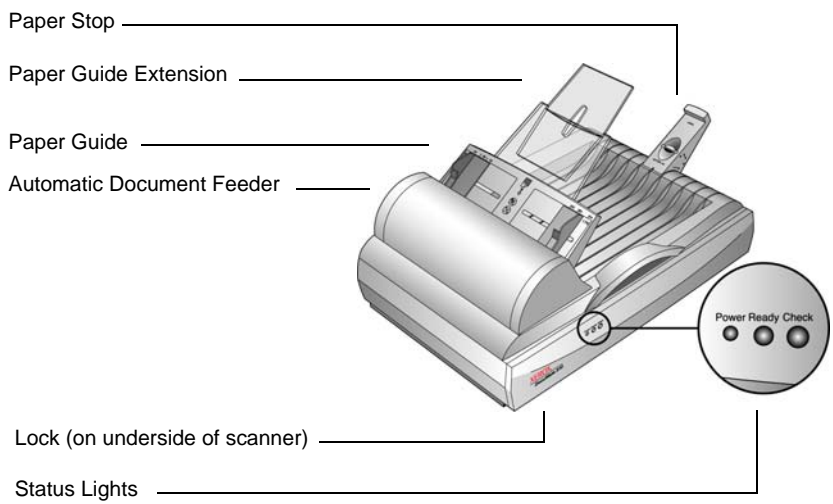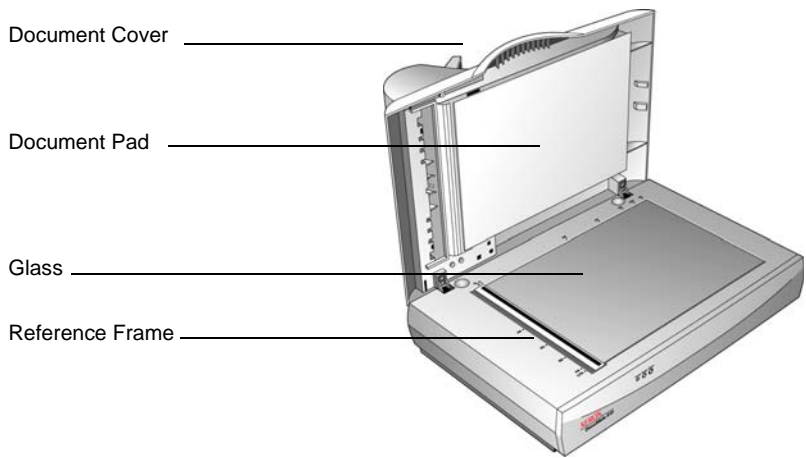
Document Cover—Protects the document from light and contamination during scanning.

Document Pad—Helps to secure the document in place on the scanner glass.

Reference Frame—Place items face down within this frame. Markings on the border of the frame show where to align various paper sizes.

Glass—Place items face down aligned at the upper left corner of the glass.

Paper Stop—Holds items in place as they are ejected from the Automatic Document Feeder. Adjust the Paper Stop for letter-sized or legal-sized pages.

Paper Guide—Holds pages in place. Adjust to fit the size of the paper to scan.

Paper Guide Extension—Unfolds to support various page lengths.

Automatic Document Feeder (ADF)—Feeds a stack of pages onto the glass for scanning. The ADF can hold up to 50 pages at a time.

Lock—Locks or unlocks the scanning head; located on the underside of the scanner.

Status Lights—Shows the scanner's status.

> Blinking Green **Ready** light: scanner is preparing itself or the lamp is warming up.
> Steady Green **Ready** light: the scanner is on and ready to scan.
> Blinking **Check** light: the hardware is not ready to scan.

See "Error Light Troubleshooting Codes" on page 118 for additional details about the Status Lights.

USB Port—Connects the scanner to the computer.

ADF Port—Connects the ADF cable from the Automatic Document Feeder to the scanner.

Power Jack—Connects the power cord to the scanner.

Power On/Off Switch—Turns the scanner's power on and off.

ADF Cable—Connects the ADF to the scanner body. The cable provides power to the ADF and must be plugged in for it to operate.

What You Need

IBM-compatible Pentium 4 PC, or AMD equivalent with:

- A DVD-ROM drive

- An available Universal Serial Bus (USB) port

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

Your scanner is delivered with the following documentation:

- Quick Install Guide—Abbreviated installation instructions.

- Xerox DocuMate 510 Scanner User's Guide—On the Installation DVD; contains detailed installation, scanning, configuration, and maintenance information.

- PaperPort User's Guide—On the Installation DVD; 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. Please disregard any information about the software not applicable to your scanner. Visit our web site at www.xeroxscanners.com for the latest software updates for your Xerox DocuMate 510 scanner.**

*   **If your computer has AntiVirus or AntiSpyware software running, you may encounter alerts or 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 if that option is available. 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, it is recommended that you remove that scanner's driver program prior to installing your Xerox DocuMate 510 scanner. While in some cases you can configure your computer to have another manufacturer's scanner operational on your computer in conjunction with the Xerox DocuMate 510 scanner, we do not recommend this configuration as you may lose some of the driver functionality on one, or both of the units. You can remove these programs from the Windows Add/Remove programs list. Please refer to the user manual provided with your other scanner hardware for instructions about removing the driver and software for that unit.**

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

Step 1: Assemble the Scanner

All the components to assemble the scanner are included in the box.

To assemble the scanner:

1. Remove all shipping tape from the top and bottom of the scanner.
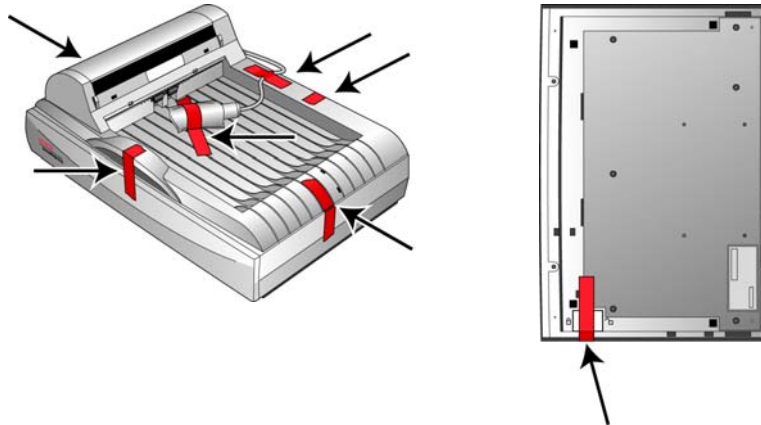
2. Open the ADF cover and carefully remove any foam particles that may have gotten inside the Automatic Document Feeder. Close the cover so it snaps shut.

3. Slide the locking tab on the bottom of the scanner to its unlocked position.
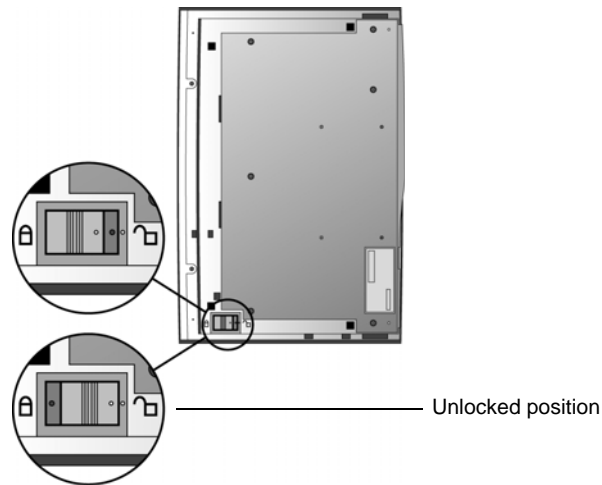
Unlocked position

NOTE: The locking tab protects the scanner's scan head by holding it securely in position. Lock the scanner when transporting it from one location to another, but always remember to unlock it before scanning. The scanner will not scan when locked.

4. Insert the slots (A) on the Paper Guide onto their tabs (B) on the scanner and slide the Guide down into place. The catch tabs (C) snap into place. Refer to the picture on page 2 to see the location of the assembled parts.
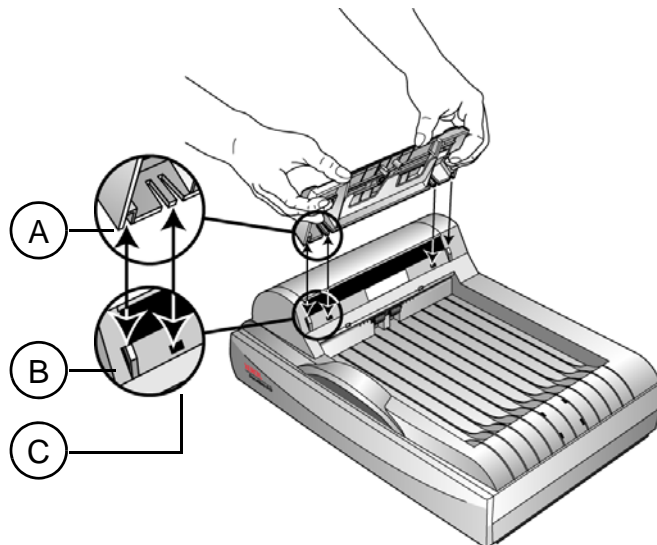
5. Insert the Paper Guide Extension into the Paper Guide and snap its tabs into place.

6. Insert the Paper Stop onto the back of the scanner and slide it downward to snap its tabs into place.
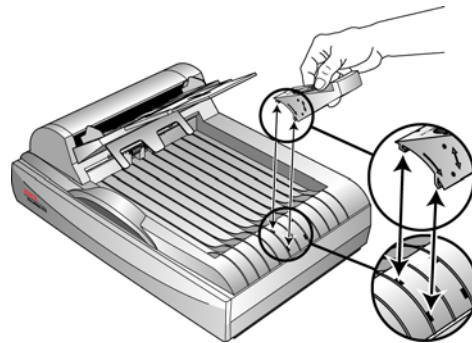
7. Plug the ADF cable into the ADF port. Tighten the two locking screws on either side of the plug to make sure the ADF cable is securely plugged into the port. The ADF will not function properly if the ADF cable is loose or unplugged.
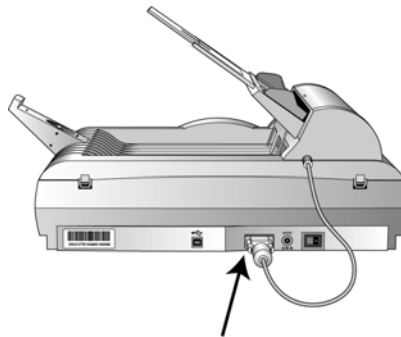
8. Proceed to "Step 2: Install the Software".

Step 2: Install the Software

To install the software:

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

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

The DVD automatically starts.

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

• Make sure the DVD drive's door is completely shut.

• Make sure the DVD was inserted in the drive in the proper direction (label side up).

To launch the DVD 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 DVD-ROM drive.

• The Installation menu for the DVD should now open.

If the menu does not open:

• From the list of files on the DVD, double-click the file named START32.EXE.

3. On the Main Menu, select **Install Products**.

4. Make sure the boxes for **Nuance PaperPort**® and **Scanner Driver** are checked.
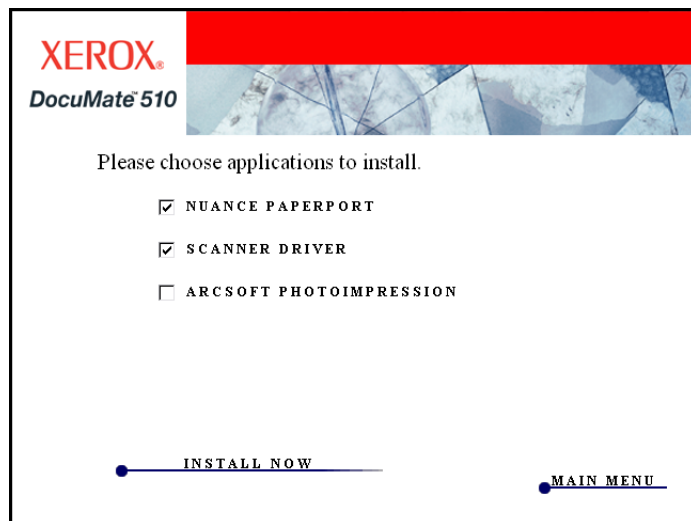
5. Click **Install Now**.

The PaperPort installation begins:

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

   The first PaperPort Installation window opens.

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

   Installing PaperPort will uninstall any existing version of PaperPort and will install the newer version. Your existing PaperPort files will not be affected.

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. On the Customer Information window, accept the current values or enter new information, then click **Next**.

5. On the Setup Type window, keep the default Setup Type and click **Next**.

6. Click **Install** to begin the installation.

   Reminder: If your computer is running an AntiVirus or AntiSpyware application, you may see messages asking you to allow installation. Select the option to allow installation to proceed.

7. On the Product Registration window, do one of the following:

   • Select **Register online**, click **OK**, then follow the registration instructions.

   • Select **Print registration form**, click **OK**, then follow the instructions to complete and print the registration form.

   • Select **Remind me in 7 days** and click **OK**.

8. 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:

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**.

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

4. Click **Next**

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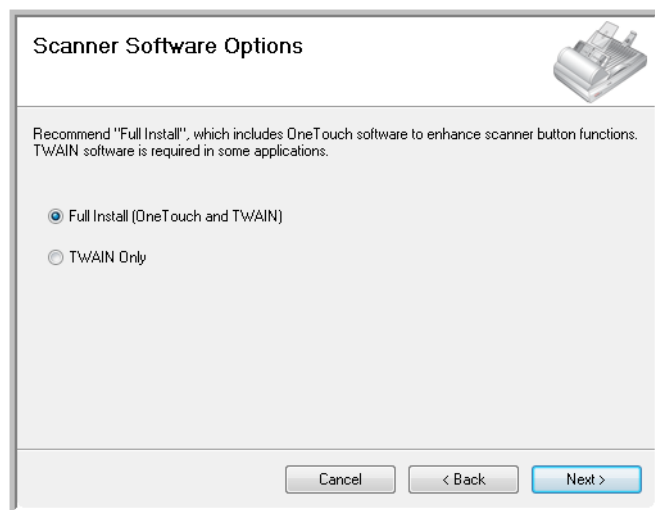
5. Select the option you want.

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.

- **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. It also installs the scanning interface for the TWAIN driver. Installing this option means that you can use several different methods to scan, as explained in this User Guide.

- **TWAIN Only**—The TWAIN driver is installed. The One Touch 4.0 Monitor will not run and you cannot use the One Touch features. You can use the TWAIN driver to scan from applications with a TWAIN interface.

NOTE: If you decide to change the scanner's installed drivers later on, you must first uninstall the drivers the scanner is currently using. See the section "To Install Another Driver" on page 120.

6. Click **Next**.

During installation you will see this window asking you to select one of the images for your Color Space setting.
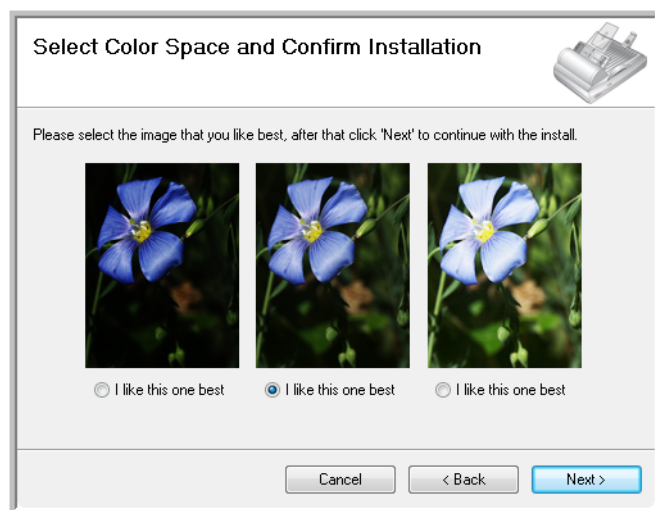
The Color Space setting sets the gamma value for the scanner so scanned items look good on your monitor. Gamma controls the brightness of the midtones of colors. That setting can be changed later as you're scanning.

7. Select the option that looks best to you and click **Next**.

    The driver installation will now begin.

8. **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 15.
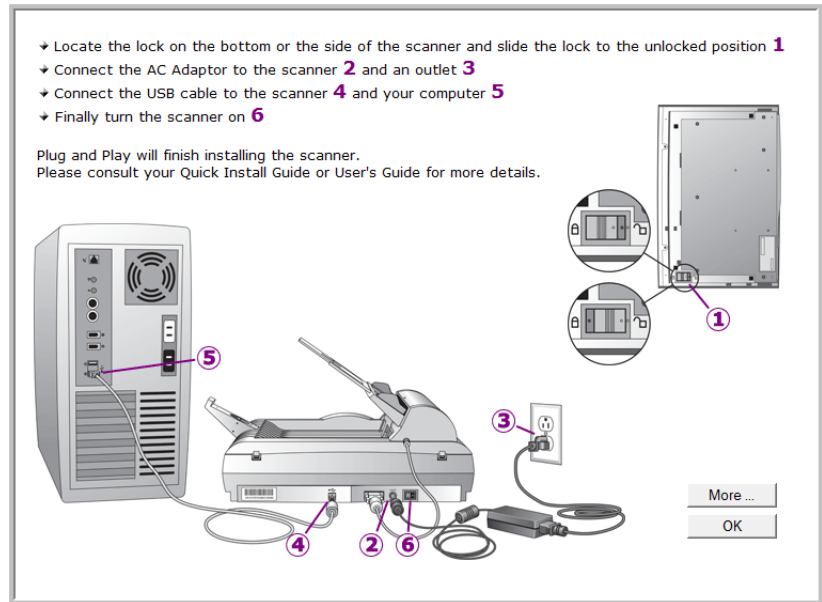
Step 3: Connect the Power Supply

Connect the power supply and power cord, and plug the power supply into an electrical outlet.

To connect the power supply:

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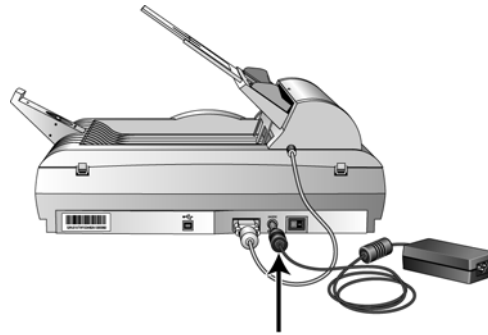
NOTE: Only use the power supply (HEG42-240200-7L made by HiTron) included with your scanner. Connecting any other type of power supply may damage your scanner, and will void its warranty.

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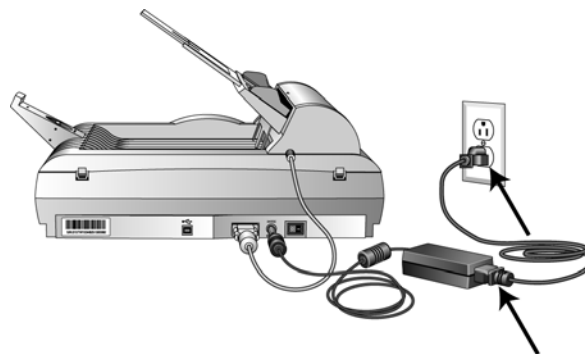
Now proceed to the next section, "Step 4: Connect the USB Cable and Turn on the Power."

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

The DocuMate 510 scanner connects to any available USB port. Check your computer's manual for USB port locations.

NOTE: You can connect the scanner to your computer while the computer is running.

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. Connection to a USB 2.0 High Speed port provides optimum performance, however your scanner will also connect to a USB 1.1 port.
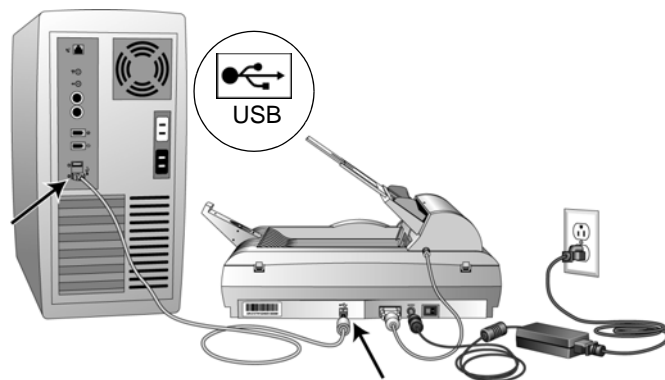
The USB symbol, as seen in the above diagram, identifies the location of the USB port on your computer. If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.

You can also connect the scanner to a USB hub if the USB hub has its own power supply already plugged into an electrical outlet.

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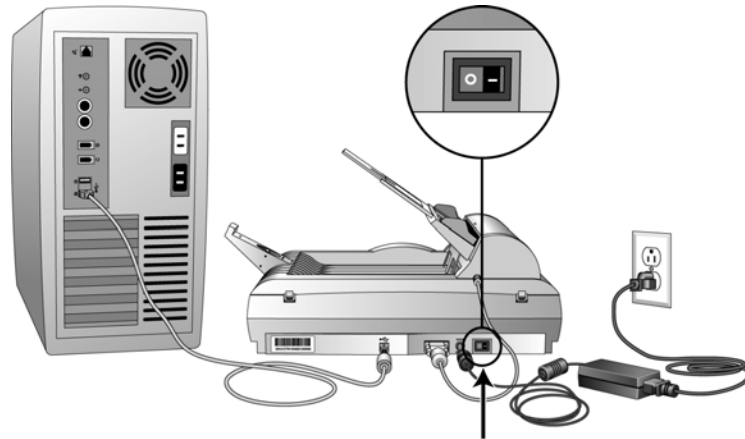
The Ready light comes on indicating that the scanner is receiving power.

If you are using Windows XP Service Pack 2, 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.

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

Do not proceed until you receive a message that your computer has found the new hardware, or updated the driver database. If your computer is running Windows XP or Windows Vista, you will see one of the following messages.
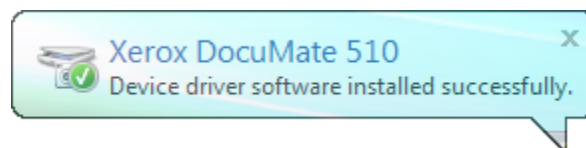
4. When you're certain that the software has completely loaded, return to the "Complete the installation by connecting your hardware" window.

→ Locate the lock on the bottom or the side of the scanner and slide the lock to the unlocked position **1**
→ Connect the AC Adaptor to the scanner **2** and an outlet **3**
→ Connect the USB cable to the scanner **4** and your computer **5**
→ Finally turn the scanner on **6**

Plug and Play will finish installing the scanner.
Please consult your Quick Install Guide or User's Guide for more details.
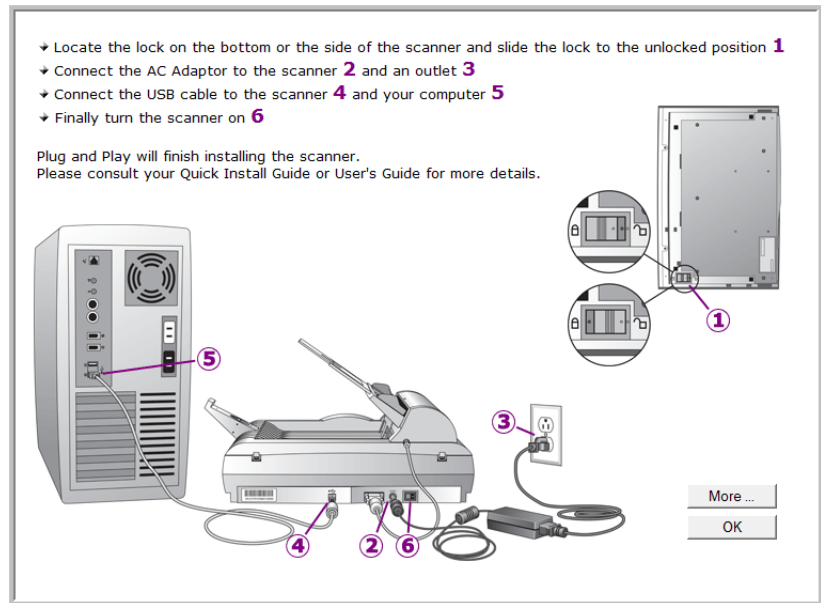
More ...
OK

5. Click **OK**.

You can also click **More** to see a quick overview about accessing and navigating the One Touch Button Panel. When you're finished reading the additional information, return to the screen above and click **OK**.

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

6. Click **Close** on the Installation Complete window to close and exit the software installer. You can now install the additional software you received with your scanner.

Installation Complete

OneTouch 4.0 has been successfully installed.
Click "Close" to exit.

Cancel   < Back   Close
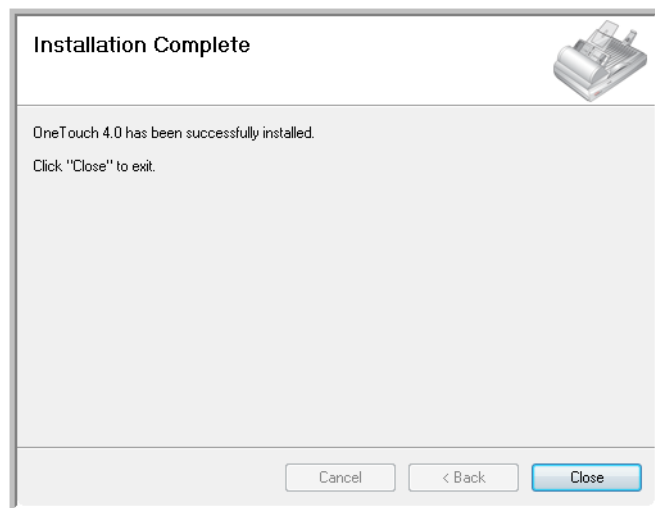
Additional Applications Available with Your Scanner

Your scanner includes an additional, free application on the Installation DVD.

1. Return to the Main Menu.

2. Click **Install Products**.

    Applications already installed have *Installed!* next to them.
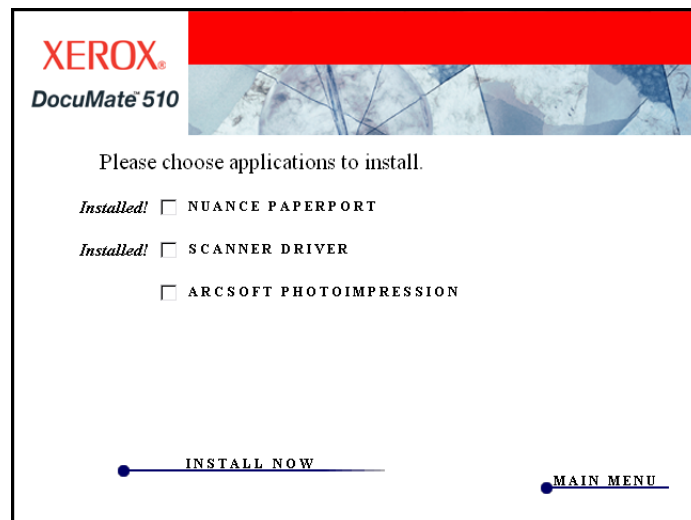
3. Click **ArcSoft PhotoImpression**®.

    ArcSoft PhotoImpression is a set of software tools for enhancing your scanned photos. You can use PhotoImpression to change a photo's brightness and contrast, sharpen the image, change its color tones, remove red-eye from pictures of faces, and crop and resize the image. PhotoImpression works with digital photos directly from a camera, as well as photos scanned with your Xerox DocuMate 510 scanner.

4. Click **Install Now**

5. Follow the instructions on the screen to install the software.

6. When the ArcSoft PhotoImpression software is finished loading, return to the Main Menu.

You can now view and save the User Guides.

View the User Guides

1. On the Main Menu, click **User Guides**.

The User Guides window opens. Use this window to view and save the User Guides you want.
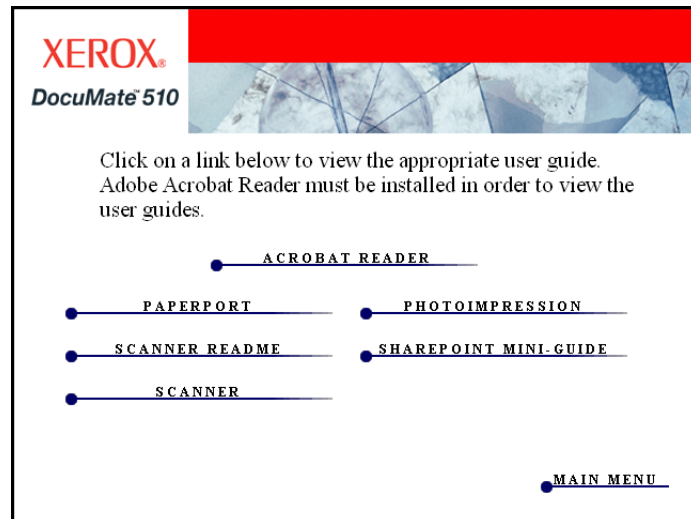
The User Guides are in Adobe® Acrobat® PDF format. The DVD also includes a free copy of Acrobat® Reader® in case your computer does not have it already installed. The Scanner Readme file is in HTML format and will open in any standard browser.

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 CD is a newer version than the one currently installed on your computer.

To view and save the User Guides:

1. 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.

2. Return to the User Guides window and repeat the process to open, view, and save all the other User Guides you want. **The Scanner Readme file has late-breaking news about your scanner.**

3. The SharePoint Mini-Guide has information about a new feature in the One Touch 4.0 software to link to Microsoft's SharePoint application. You can use the link to automatically store scanned documents on a server set up to run SharePoint, and everyone with the appropriate access to the SharePoint server will be able to find the scanned documents and work with them. This brief Mini-Guide explains how to use the SharePoint features when choosing new scan settings for your scanner.

4. When you're finished viewing and saving the guides, click **Main Menu** to return to the Main Menu window and click **Exit**.

5. Remove the DVD and store it in a safe place.

That's it! Installation is finished and your Xerox DocuMate 510 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.
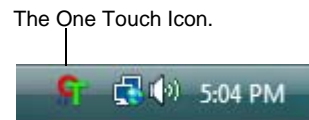
2. Choose **Check for Online Updates** from the pop-up menu.

   Show Hardware...

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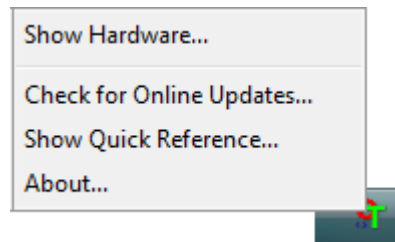
3. Follow the instructions on the screen and register your scanner by entering your scanner's serial number and your email address.

   NOTE: A valid email address is required.

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

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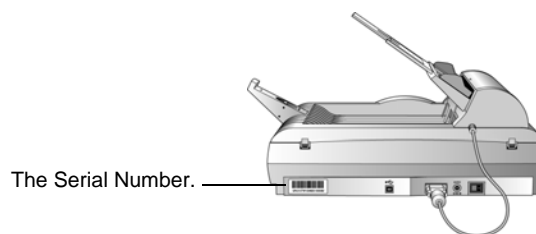
   After registration is complete you will receive an email message with your RegID.

   Your RegID is important as you will need it when accessing free telephone support, or checking for online updates.

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 13), then you have several options for scanning. Each method scans equally well so use the one with appropriate options for the item you are scanning.

The scanning options available with the Full Install option are:

- **One Touch**—Open the One Touch scan panel, adjust the scan settings as needed, put the document in the scanner, then click one of the button icons on the One Touch panel. See "Scan from the One Touch Button Panel" on page 27.

- **TWAIN Interface**—This option uses your scanner's TWAIN interface to scan. Select scanning options before scanning, put the document in the scanner, then click a button on the TWAIN interface window. The PaperPort software that you installed for your scanner uses the TWAIN interface for scanning, but many other programs use it too so you can also scan from them, as well as from PaperPort. See "Accessing the TWAIN Interface from PaperPort" on page 84.

- **Windows Image Acquisition (WIA) Interface**—This option uses the Microsoft Windows Image Acquisition (WIA) interface to scan. Select scanning options before scanning, put the document in the scanner, then click a button on the WIA interface window. You can access the WIA interface from the PaperPort software, or from other applications on your computer. See "Scanning with the WIA Interface" on page 106. The WIA interface is only available if your computer is running Windows XP or Windows Vista.

NOTE: During installation, the One Touch 4.0 software searches your computer and links to all the applications (known as the Destination Applications) where it can send and open scanned documents. To make sure that all the Destination Applications are linked to One Touch 4.0, Xerox recommends that you refresh One Touch 4.0 before using your scanner for the first time. Please see "Check the Scan Settings Before Scanning" on page 28 for the steps to refresh One Touch 4.0.

Loading Documents to Scan

You can use your Xerox DocuMate 510 to scan a single page on the Flatbed glass, or stacks of documents using the Automatic Document Feeder.

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.

Load a Stack of Documents

1. Lift the scanner cover and make sure no pages have inadvertently been left on the Flatbed glass.

2. Unfold the Paper Guide Extension and adjust the Paper Guide for the size of paper.
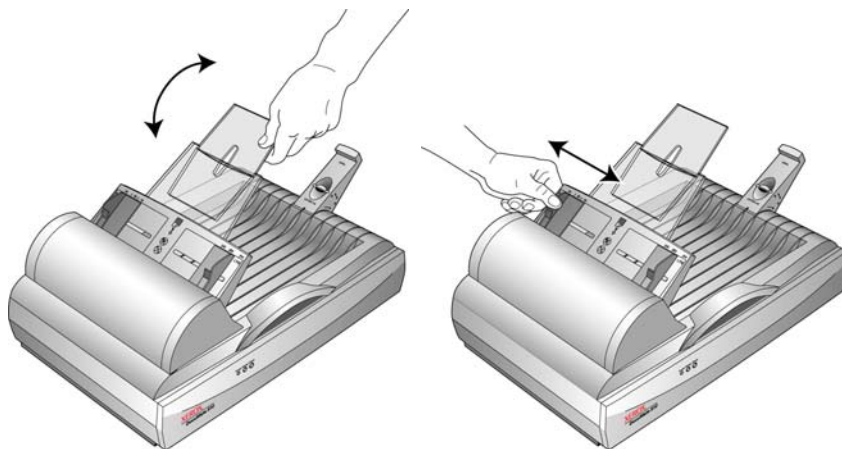
3. Adjust the Paper Stop at the back of the scanner for the size of the paper. Pull out the slide on the Paper Stop for letter-sized pages. Push it in for legal-sized pages.

4. Load the stack of documents *face up*, with their tops into the Automatic Document Feeder.
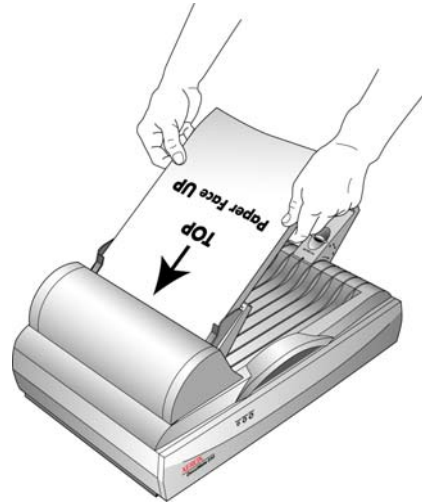
IMPORTANT: Items scanned using the Automatic Document Feeder must be a minimum of 3 x 4 inches (7.6 x 10.2 cm).

Load a Single Page

1. Remove any paper in the Automatic Document Feeder.

   The scanner automatically detects if paper is in the Automatic Document Feeder and will scan pages in it. You must remove these pages prior to scanning from the Flatbed.

2. Lift the scanner cover and place the document *face down* on the glass.

3. Align the item with the arrow on the reference frame then close the cover.
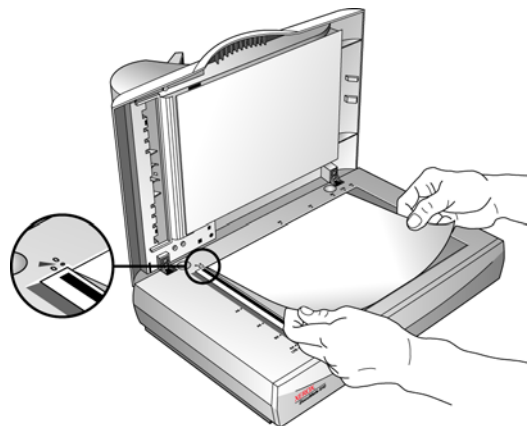
4. You can now scan from the One Touch Button Panel or one of the other scanning interfaces.

Scan from the One Touch Button Panel

The One Touch Button Panel is your on-screen set of controls for scanning.

To scan from the One Touch Button Panel:

1. Load a stack of documents in the Automatic Document Feeder, or place a document face-down on the Flatbed glass.

The One Touch Icon.

2. Now click on the One Touch icon in the Windows Notification Area (at the bottom right corner of the screen).

    The One Touch Button Panel opens and shows the first five scanning buttons. Click the arrows to cycle through the buttons to find the one you want to use for scanning.
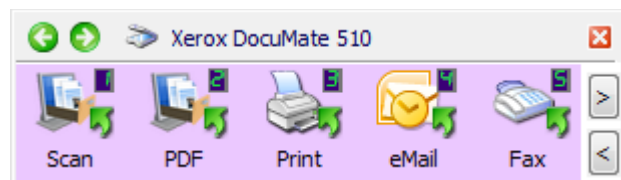
Click the button you want to use to scan.

Click these arrows to see the other scanning buttons.

3. Click the button you want to use to scan.

    For example, to attach a scanned document to a blank email message click button 4.

NOTE: The One Touch Properties window must be closed before you can scan from the Button Panel.

4. The scanner begins scanning. A window shows the image as scanning is in progress. When scanning is finished, the image is sent to the Destination Application indicated by the button's icon on the One Touch Button Panel. In the following example, the Destination Application is the PaperPort desktop.
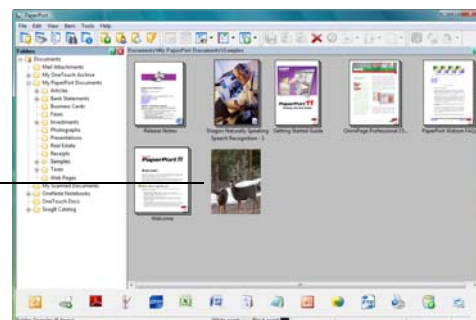
Check the Scan Settings Before Scanning

The One Touch Icon.

1. Click on the One Touch icon in the Windows System Tray (at the bottom right corner of the screen).

   The One Touch Button Panel opens.

2. *Right-click* the button you want to check.

   Right-click the button to see its scan settings.
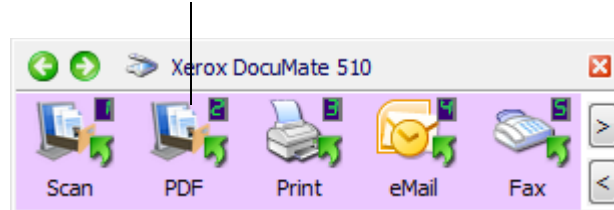
   The One Touch Properties window opens for you to view and change the settings before scanning. This sample shows the current settings for Button 2.
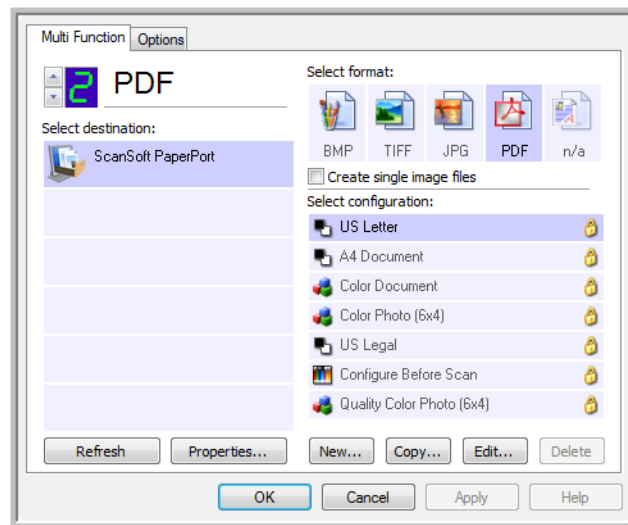
   The One Touch Button Panel also opens with the description of the selected settings.

   This number is the Button number.

   The icon indicates the Destination Application for this Button. This icon is for PaperPort.

   The current name of the Button.

   Your document will be scanned with these settings for Button Number 2.

To change a button's settings before starting to scan, see the section "Selecting New Settings for a Button" on page 36.

If you make changes in the One Touch Properties window, then click the **Apply** button, the information in the One Touch panel will update to show the new settings.

To Refresh the One Touch 4.0 settings, click the **Refresh** button on the One Touch Properties window.

3. When you're ready to scan, just click (not right-click) a button on the Button Panel.

NOTE: The One Touch Properties window must be closed before you can scan from the Button Panel.

NOTE: Your scanner comes with nine factory-preset One Touch button settings. You can reconfigure and rename the buttons for your specific scanning requirements. See "The Default One Touch Settings for Your Scanner" on page 32 for the factory presets.

Using the One Touch Panel

The One Touch Panel is your on-screen control for the scanner. The One Touch Panel also shows information about the scanner and its settings.

1. To open the One Touch Button Panel, click the One Touch icon. It is located in the Windows Notification Area at the bottom right corner of the screen.

    The One Touch Button Panel opens at its Button View, which shows the scanning buttons.
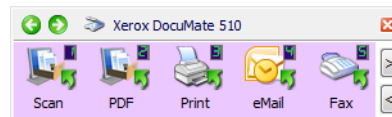
The Button View.

2. To scan from the panel, click the icon you want to use to scan.

3. To see the detailed settings for a button prior to scanning, click on the green arrows to navigate through the panel's three views.

    To see the other scanning buttons, click the arrows on the right hand side of the panel.

Click these arrows to navigate through the panel's three views.
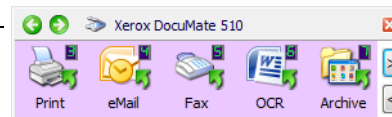
Click these arrows to see the other scanning buttons.
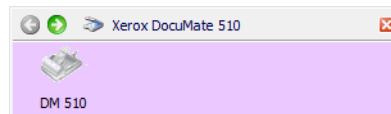
The Button View.

The Hardware View.

The Detail View.

*   The Button View is your main scanner control panel. Use it to scan or to see all the buttons.

*   The Detail View shows the current scan settings for a button.

*   The Hardware View shows the current scanners connected to your computer.

4. From the Hardware View and Detail View, click the green arrow to return to the Button View. You can also click on the hardware icon to return to the Button View.

5. To close the One Touch Button Panel, click its close button.

About the One Touch Button Panel's Names and Icons

The button names, such as PDF, eMail or Fax, indicate the original factory settings for the Destination Application assigned to a button. When you installed One Touch, it searched your computer for applications that will work with the scanner, then listed them as available Destination Applications on the One Touch Button Panel and the One Touch Properties window.

For example, the eMail button is set up to scan documents then immediately attach them to a new eMail message in your default eMail program. But you can change the name, the Destination Application, and any of the other aspects of the button.

A question mark for a button means your computer does not have appropriate software, or in some cases the appropriate hardware for the initial factory settings. In that case, you would probably want to change the name and Destination Application to something else. For example, if you scan a lot of documents that have faint images, such as hand-drawn sketches in light pencil, you might want to change the button's name to Sketches, and the Destination Application to Microsoft Paint, or some other drawing program.
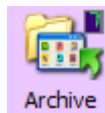
A folder icon for a button, such as shown for Button 7, means that the button is set up to archive the scanned item. This is a special pre-configured Transfer to Storage option for your scanner. The scanner sends the scanned image directly to a folder without opening the image first in a Destination Application. Use the archiving option when you don't need to see the scanned images, but simply want to store them in a folder.

When you scan with Transfer to Storage as the Destination Application, the scanner sends the scanned image directly to the default folder at **C:\Documents and Settings\<your user name>\My Documents\My One Touch Archive\PDF Documents** without first opening it in an application. The file will be named with the current date. It is named PDF Documents because button 7 is set to scan to the PDF file format. If you set up an archive button to scan to another format, such as TXT, the folder would be named TXT Documents. To see a scanned image that has been archived, open it using the appropriate application for the format. For example, to see a TXT image, open it with Microsoft Word or WordPad.

See the section, "Configuring the One Touch Buttons" on page 33, to change the settings of the buttons on the One Touch Button Panel.

The Default One Touch Settings for Your Scanner

Based on the recommended installation of PaperPort and the scanner driver, your scanner is pre-configured to scan items for various basic tasks, such as email or fax, then send the scanned image to an appropriate, pre-selected Destination Application. The following table shows these factory-default settings. *You can change any of these settings.*

If PaperPort is not installed, then the options for sending to word processing applications such as Microsoft Word will not be available.

Button	Name	Destination Application	Preconfigured Settings
1	Scan	PaperPort	Black&White @ 200dpi—Opens the image in PaperPort.
2	PDF	PaperPort	Black&White @ 300dpi—Opens the image in PaperPort.
3	Print	Printer	Black&White @ 300dpi—Prints a Black & White copy of your scanned item.
4	eMail	eMail Application	Black&White @ 200dpi—Attaches the scanned image to a new email message.
5	Fax	Fax Application	Black&White @ 200dpi—Sends the scanned image to your fax application.
6	OCR	Microsoft Word	Black&White @ 300dpi—Converts scanned text into editable text.
7	Archive	Transfer to Storage	Black&White @ 300dpi—Saves the scan to a folder location on your computer without opening an application.
8	Custom	Microsoft Paint	Color @ 100dpi—Sends the scanned image to the MS-Paint application.
9	Paint	Microsoft Paint	Color @ 300dpi—Sends the scanned image to the MS-Paint application.

NOTE: The default page size in each configuration is based on the location selected in your Windows setup.

For example:

- If the Windows location is set to "United States", the default page size in each profile is based on the United States standard page sizes such as 8.5"x11".

- If the Windows location is set to "United Kingdom", the default page size in each profile is based on the ISO 216 standard and the majority of the profiles will default to A4.

NOTE: The email application will default to the email program specified in the internet options of Internet Explorer.

Configuring the One Touch Buttons

Each One Touch button configuration consists of a **Destination Application**, a **Scan Configuration**, and a **Document Format**. The One Touch Properties window is where you select these three elements for a button.

To open the One Touch Properties window:

1. Click the One Touch icon. It is located in the Windows Notification Area at the bottom right corner of the screen.

2. Right-click a button on the One Touch Button Panel.

REMINDER: Remember that left-clicking a button on the One Touch Button Panel starts the scanner scanning. *Right-clicking* opens the One Touch Properties window.

The One Touch Properties window opens for that button.

Right-click on a button (for example, button 2) and the Properties window opens for that button.
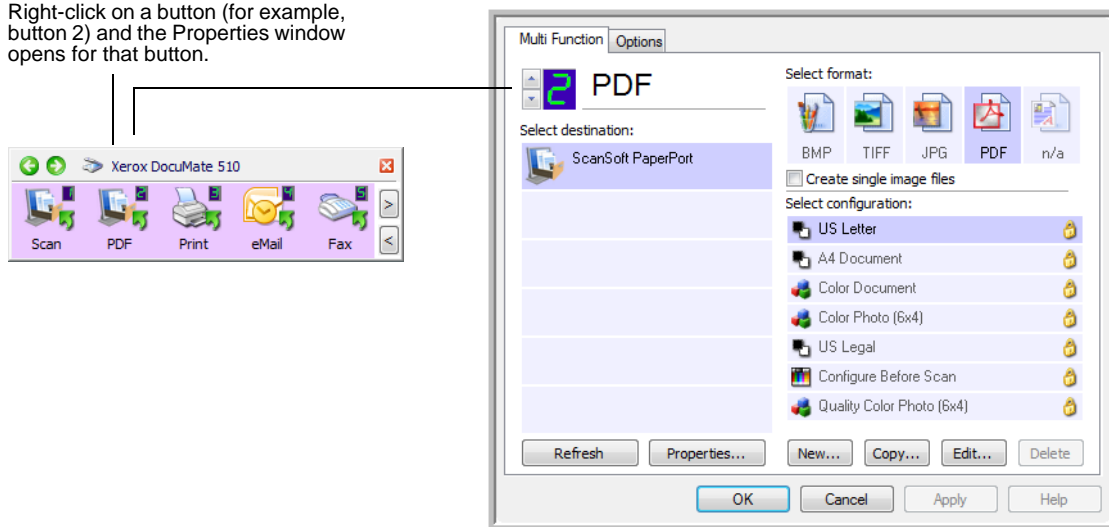
NOTE: Some of the options on the One Touch Properties Window (and other One Touch windows and dialog boxes) are "grayed out" and are not available. Grayed out options are not appropriate for your Xerox DocuMate 510 scanner.

About the One Touch Properties Window

The One Touch Properties window is where you can select new settings for the buttons. The One Touch Properties window also contains special scanning features such as scanning and burning to a CD, and scanning and converting text directly into an HTML web page.

The following example of the One Touch window shows the settings for Button 2. The button is set to scan with the scan configuration named US Letter then open PaperPort to display the scanned image. The Format and Page(s) option is set to scan in the PDF image format

The button number and name.

The Destination Application. This is the application that opens when you are finished scanning.

Click to select options.

The file format for the images of the scanned item.

The settings that the scanner uses when scanning with the currently selected button (in this case button 2, PDF).
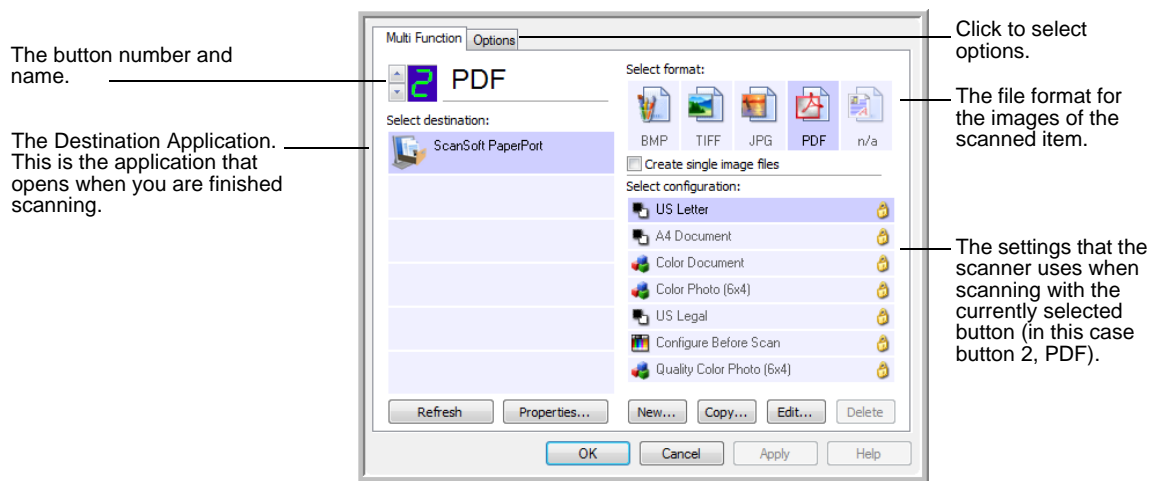
The settings on the Properties window are:

Select Destination—The list of Destination Applications that can open to display the scanned image for the selected button. To configure the list of available applications, click the Options tab and select the desired options. See "Selecting Options for a Button" on page 52 for more information.

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.
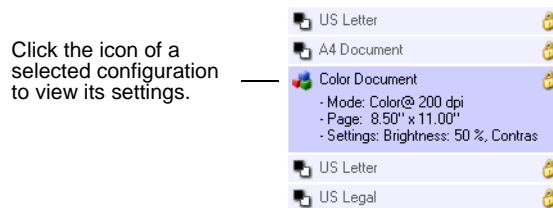
These icons next to each scan configuration indicate the scanning mode:

| 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 64.

You can also click the **Edit** button or double-click the configuration to see more detailed information about the selected configuration.

Select Format and Page(s)—A set of file formats for the scanned image for the selected button. The formats are based on the Destination Application you select. This example shows the formats that apply to Microsoft Outlook.

| BMP | TIFF | JPG | PDF | TEXT |
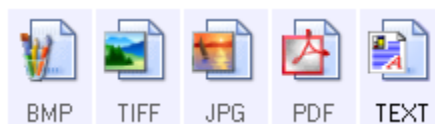
The button names indicate their file types. See "Selecting Document and Page Format Options" on page 46 for more information about the available formats.

Options tab—Displays a window for selecting options related to the selected Destination Application for the scanned image.

Properties button—Displays a window for selecting properties for each type of Destination Application. See "Setting Destination Application Properties" on page 38.

Refresh button—Updates the links between all your computer's Destination Applications and One Touch 4.0.

NOTE: 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 55 and "Editing or Deleting Scan Configurations" on page 62.

OK/Cancel/Apply buttons—**OK** accepts any changes and closes 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.

Selecting New Settings for a Button

For each of the One Touch buttons, you can select a new **Destination Application**, **Scan Configuration**, and **Document Format**.

Click these arrows to see the properties for the button whose settings you want to change.

Select a software application as the destination to send scanned documents.

Select a format for the scanned image.

Select a configuration for scanning.
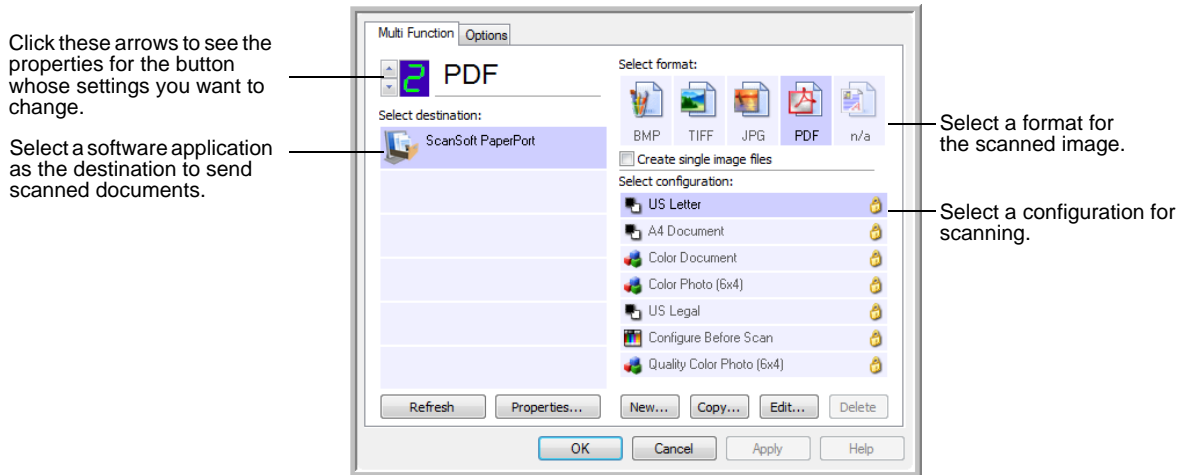
To select new settings for a Scanner Button:

1. Click the button selection arrows to select the button you want to change.

   Each button has its own settings. So, as you click the arrows to cycle through the buttons, the available settings on the window change to show them for each button.

2. From the **Select Destination** list, select the application where you want documents sent when scanning is finished.

   See "Selecting Options for a Button" on page 52 to display a full list of the Destination Applications that you can use with the scanner.

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

3. From the **Select Configuration** list, select a scan configuration.

   To scan in color, select one of the configurations indicated by the small color icon, such as the Color Document configuration.

   To create your own scan configurations see "Creating a New Scan Configuration" on page 55.

4. Select a **Format and Page(s)** option.

The available options apply to the Destination Application you select. For example, if you select Microsoft Word as the Destination Application, the available formats are for text, such as .txt and .rtf. However, if you select Microsoft Paint as the Destination Application, then the available formats are for graphics, such as .bmp, and .jpg.

NOTE: If a format is listed as n/a, that means the text format is not available for that Destination Application.

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

To accept changes but keep the window open to work with other features, click **Apply**.

Note that while the One Touch Properties window is open, you cannot scan yet by clicking a button on the One Touch Panel. You must click **OK** or close the One Touch Properties window first.

When you are finished selecting new settings for a button and you click on that button, the document is scanned using the newly configured settings.

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.
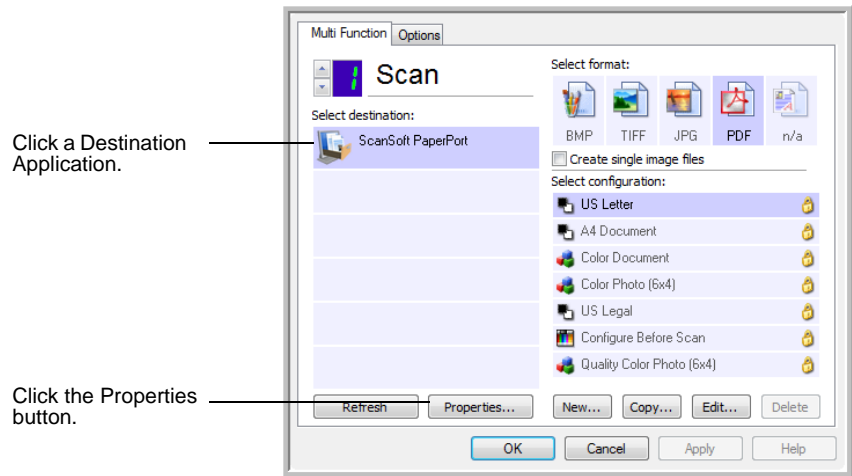
A One Touch 4.0 Link Properties dialog box opens for the type of Destination Application you selected, and the available options are for that type of application.

PaperPort Properties

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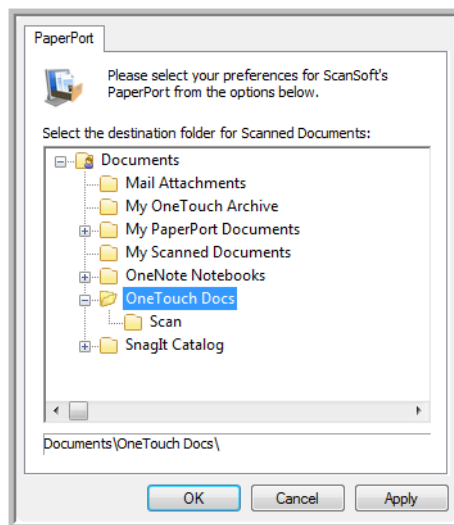
1. Select the PaperPort folder where you want the file of the scanned image to be located.

2. Click **OK**.

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

   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 the other applications indicated by their icons in the list. The properties apply to the Optical Character Recognition (OCR) settings for the applications.
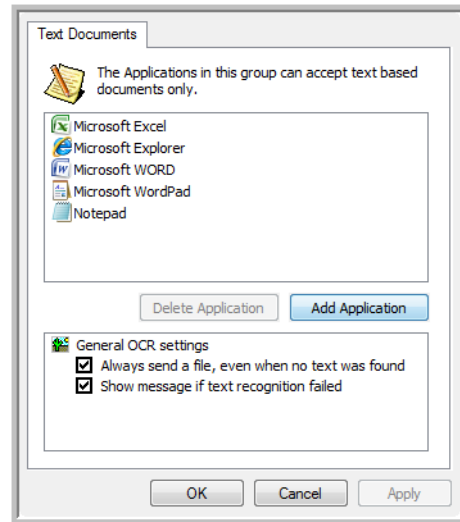
1. Click in the OCR settings boxes for the options you want.

   The options will apply to all the applications in the group.

   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. This could occur if you scanned a photograph with a One Touch button set for text applications.

   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.

The Add Text Based Link dialog box opens.
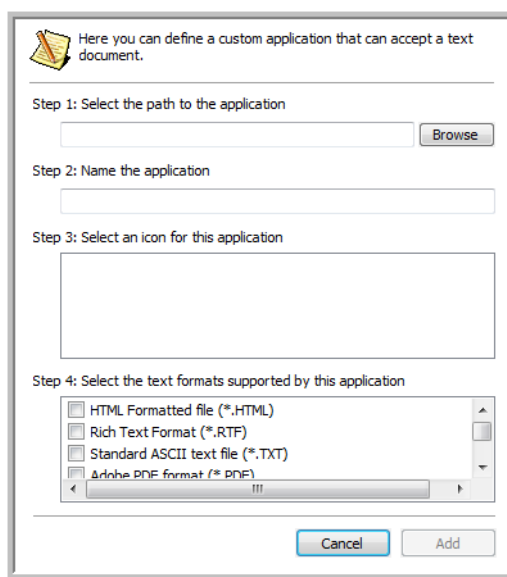
3. Click **Browse** to find the application you want to add to the list.

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.

The options you select at step 4 determine the page format icons in the One Touch Properties window for that group of applications.

6. Click the **Add** button.

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

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

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

Image Documents Properties

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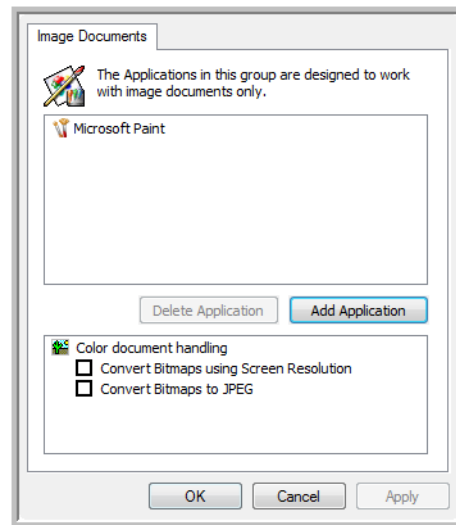
1. Click in the Color document handling settings boxes for the options you want.

    The options will apply to all the applications in the group.

    Convert Bitmaps using Screen Resolution—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the 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 41 to add an application to the list.

3. Click **OK**.

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

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

Storage Properties

These properties apply to the Destination Application named Transfer to Storage. If a CD burner is attached to your computer, and your computer is running Windows XP or Windows Vista, you also use this dialog box to start the Burn to CD process. See the section "Scan and Burn to a CD" on page 67.

NOTE: The Burn to CD option is only available for Windows XP or Windows Vista with a CD burner installed on your computer.

You can also set up multiple configurations to store scanned items in separate locations. See "The Storage Options Tab (Archive)" on page 61 and "Scanning to Multiple Archive Folders" on page 75.
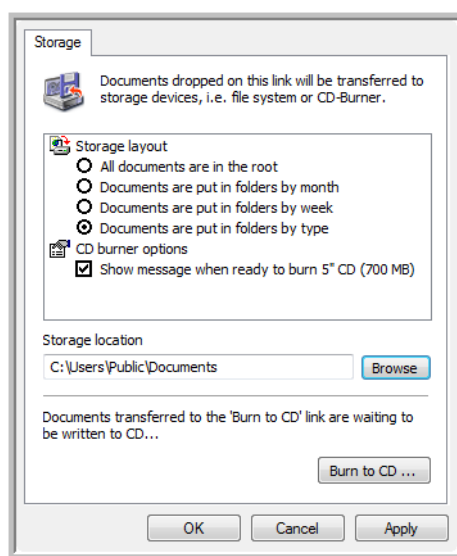
NOTE: If you do not have a CD burner attached to your computer, the CD options are not shown on the dialog box.

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. New folders are created for each month and week so you can keep track of when you scanned the documents.

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

3. If you have a CD burner attached to your computer, the option **Show message when ready to burn 5" CD (700MB)**, should also be selected 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. Microsoft Outlook® will accept direct attachment of documents to a blank email message as soon as scanning is finished, but other email applications may not. If you're using one of those applications, such as America Online® (AOL), you need to know which folder contains the scanned documents so you can manually attach them to your email messages.
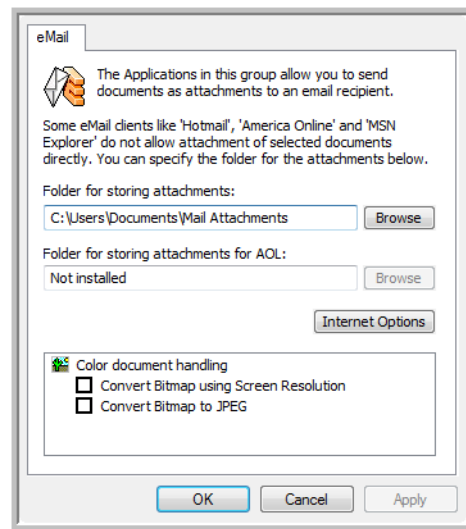
1. Click the **Browse** button for **Folder for storing attachments** and choose a folder for your email attachments.

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.

   For scanned images to be auto-attached to a blank email message, you must have the specific folder location AOL uses to find the attachments. 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—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

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

5. Click **OK**.

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

Selecting Document and Page Format Options

The Document and Page 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.
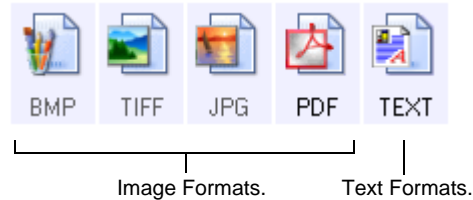
The Text Formats are for text file types. The names of the formats indicate their file types. See "Text Formats" on page 47 for details.
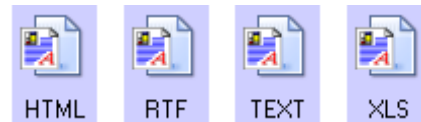
Create Single Image Files

The TIFF and PDF formats support multiple page documents. If you are scanning as a TIFF or PDF file and want one file created for each image scanned, select **Create single image files**. 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.
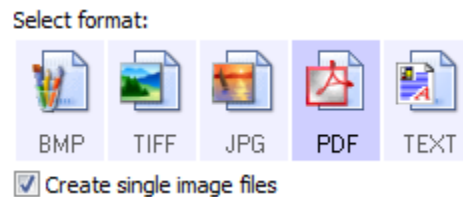
Image Formats

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.

Because JPEG image files can be reduced in size, 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. You may want to select PDF as the format when scanning text pages that do not require OCR processing or other processing. 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.

2. Right-click on the **JPG** or **PDF** icon.

   A menu opens.
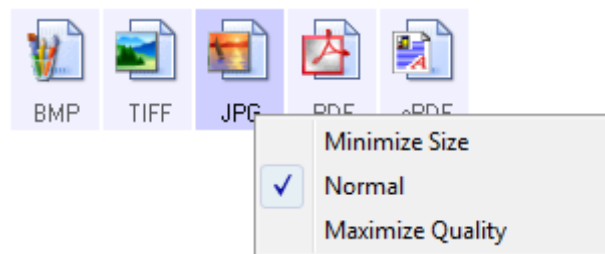
3. Choose the file size/image quality option for your scanned images.

   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 page format are not affected, so you can set the JPEG or PDF file size/image quality independently for each button.

4. 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.

Select a text format for documents with text or numbers, such as a business letter, report, or spreadsheet. The text format icon has several file formats available, depending on the Destination Application you select.

The specific file format is the file name extension on the text format icon.

RTF —— The specific text format; this example is
for Microsoft Word Rich Text Format.

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.

To select a file type for the text format:

1. Select the Destination Application.

2. Right-click on the text format icon.

   The menu options depend on the type of Destination Application you select.

   Example menu for the Text format when the
   selected application is Microsoft Outlook.

   TEXT

   ✓ Simple Text
   Rich Text Format
   Excel Spreadsheet
   HTML Document

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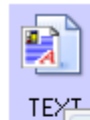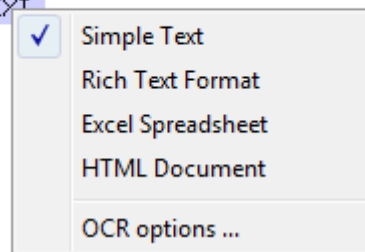
3. Choose the file type that you want for the text format.

   Your selection of a file type pertains only to the button currently selected on the One Touch Properties window. Other buttons that have a text option selected as the page format are not affected, so you can set the text file type independently for each button.

   TEXT

   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.

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

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

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

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, spellcheck, change font or type size, sort, calculate, and so forth.

NOTE: Xerox recommends that all OCR processing use the original factory settings for OCR scanning that came with your scanner. When scanning with other settings, use at least 300 dpi for the resolution. If the original documents are of poor quality or have a small type font, 400 dpi can be used as the maximum resolution.

To scan with OCR:

1. Select a Destination Application that has one of the Text formats (TEXT, RTF, XLS, or HTML).

2. Scan the document.

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

NOTE: OCR scanning is also for spreadsheets so you can work in Microsoft Excel (or other spreadsheet applications) with the figures and text from the original spreadsheets.

To select OCR settings:

1. Select the Destination Application.

2. Right-click on a text format icon.
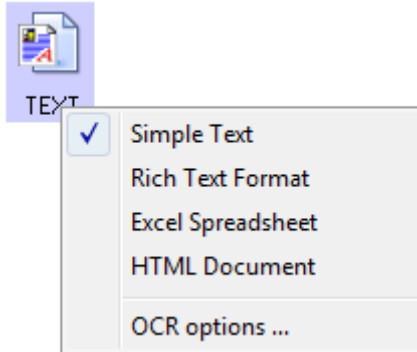
3. Choose **OCR options**.

   A dialog box of OCR options opens.
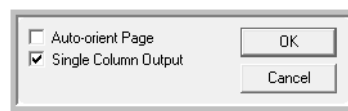
4. Select the option you want for the OCR conversion of your documents.

   Auto orient page—Select this option to check the page orientation and automatically rotate an improperly oriented page image so the text is recognizable by the OCR process.

   Single column output—Select this option to produce a single column of text in the Destination Application, even if the original image had multiple columns of text.

5. Click **OK**.

   Note that the OCR options apply to all the Destination Applications for which OCR applies. If you change them for one Destination Application, those changes apply to the others as well.

Renaming a One Touch Button

The One Touch buttons have names that identify their pre-set functions, such as OCR and PDF, but you can edit the names.

To change the button names:

1. Open the One Touch Properties window.

2. Using the arrows, choose the button that you want to rename.

3. Select the name's text and type a new name.

Click the arrows to get to the button to rename, then select the name text.

Type a new name for the button.
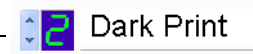
4. Click **OK** or **Apply**.

The button is now renamed.
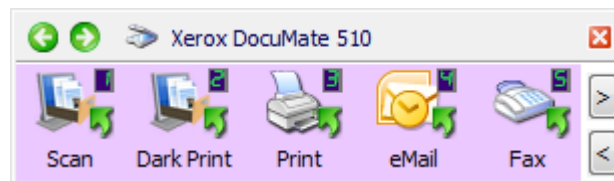
Selecting Options for a Button

The One Touch Options determine the types of Destination Applications available for a button, as well as the location of the files of your scanned items.

To select options:

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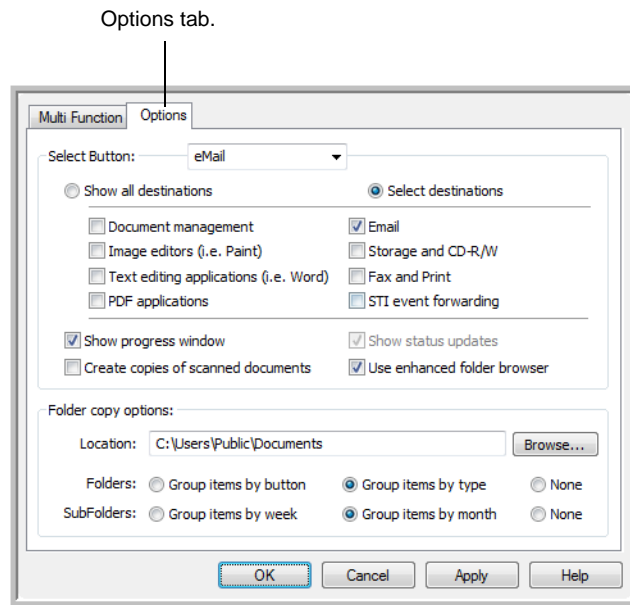
Options tab.

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

3. Select button options as described below.

   Show All Destinations—This option selects all the Destination Application categories. The list of Destination Applications available for the selected button will include all the applications on your computer that fall into these categories. The list also includes printers and other devices connected to your computer so, for example, you can scan an item and have it printed immediately.

   Select Destinations—Select this option to 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. Select this option if you want OCR processing to convert your scanned documents to text that you can edit.

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

- **Email** includes Microsoft Outlook and other email applications. See "eMail Properties" on page 44 for details about attaching scanned documents to your email messages.

- **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. See "Transferring Scanned Documents to Storage" on page 74 and "Scan and Burn to a CD" on page 67 for details.

- **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. The One Touch Event Forwarding dialog box opens so you can select which application to use to continue scanning. See "Scanning with Event Forwarding" on page 70 for details.

4. After selecting a new category for the Destination Applications, click the **MultiFunction** tab to see which applications are added to the list.

Show Progress Window—Select this option to display the progress window of the document(s) during scanning.

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—Sometimes the image of a scanned document is only saved as a temporary file until its Destination Application is finished using it. In those cases you may want an additional, permanent copy saved on your hard drive.

For example, if you scan a picture to an email application, the scanned image is saved as a temporary file, then attached to the email, and the email is sent. Later, the temporary file of the scanned picture is deleted. The same situation may occur when you scan directly to a printer or scan to a fax application.

After a scanned item is printed or faxed, its temporary file is deleted. However, by selecting this **Create copies of scanned documents** option, you can choose to save permanent copies of the scanned items on your hard drive.

The copies will be saved in the folder specified in the Folder Copy Options section (see the figure and description below).

This option is not available if either **Document Management** or **Storage and CD-R/W** are selected because, by default, file copies for those types of Destination Applications are already automatically saved in the folder for copies.

For that reason, this option is not available for the default settings of One Touch Buttons 1 and 2. Those buttons have PaperPort as their Destination Applications, and PaperPort is a **Document Management** application.

Likewise, the option is not available for the default setting of Button 7 (Archive), because it is set as Transfer to Storage with the Destination Application type set as **Storage and CD-R/W**.

Folder Copy Options—This section of the dialog box sets the location for copies of your scanned documents and how you want to group them.

Click the **Browse** button and find the folder for the copies. Select the grouping option for the documents. The Group by button option groups the documents under the name of the One Touch button. Group by type arranges the scanned documents by the type of file, such as .doc or .jpg. If you also want to group them by date you can choose the week and month options.

5. Click **OK** to save the options for the selected button.

Creating a New Scan Configuration

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

The Scan Configurations.

The Lock Icon.

Click **New** to create a new Scan Configuration.
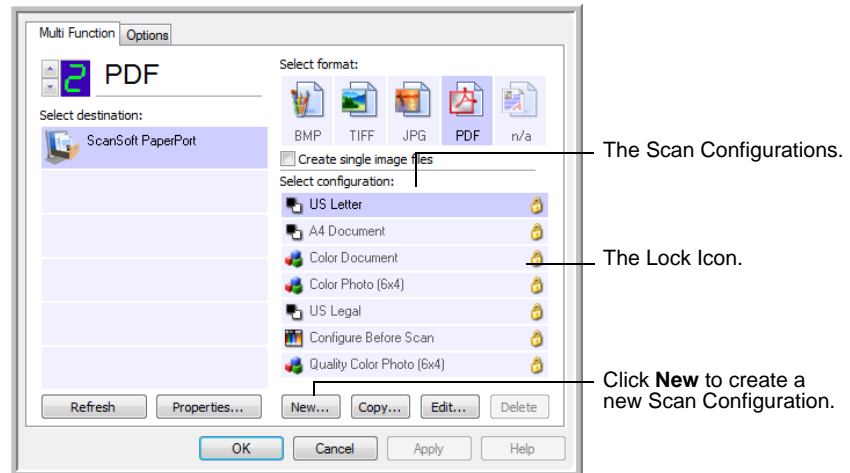
Note the lock icon on the preset configurations. Although you can unlock and edit the preset configurations, we recommend that you leave them locked, and only add new configurations. That way, you will always have the original factory-set configurations available.

To create a new configuration:

1. Open the One Touch Properties window and make sure the **MultiFunction** tab is selected.

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. If the **Scan Settings** tab is not selected, click it.

4. 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 as shown here.

NOTE: If you select a printer or other device in the Select Destinations list, the dialog box may have an additional Device Settings tab for setting specific options for the particular device.

5. 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. This scan mode produces the smallest file size.

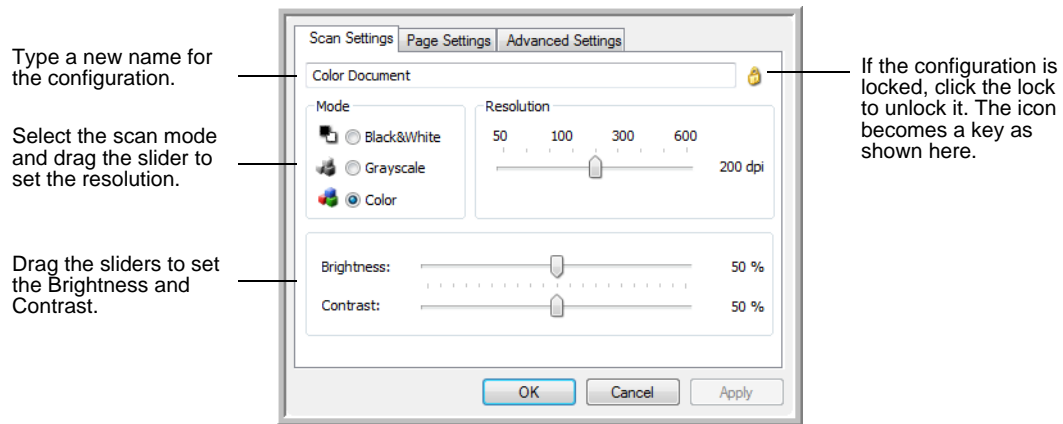- **GrayScale** to scan items such as documents containing drawings or black and white photographs. This mode produces an image of up to 256 shades of gray.

- **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. 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 and **Contrast**—Sometimes an item 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.

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.

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.

6. If you want to lock the configuration, click the Key icon to change it from a Key to a Lock.

7. Click the **Page Settings** tab to select page settings.

Click to toggle between inches and millimeters.
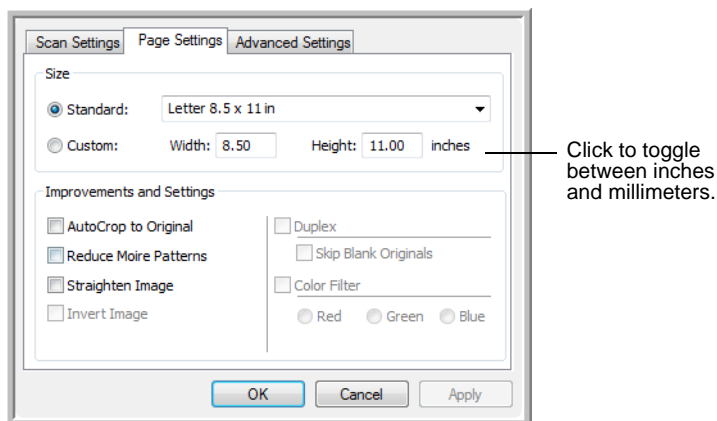
Size—Click **Standard**, click the menu arrow and choose a page size from the list, or click **Custom** and enter the horizontal and vertical page dimensions in the boxes. The maximum size is 8.5" x 14". The units of measurement can be inches or millimeters. Click the name of the units, inches or millimeters, to toggle between them.

Improvements and Settings—Only the options that apply to the selected Destination Application are available.

*   **AutoCrop to Original**—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you scan a 5"x 7" photo, the scanner will determine the size of the photo.

    When using the **AutoCrop to Original** option for a single page on the Flatbed Glass, make sure to align the top left corner of the item with the arrows at the top left corner of the Flatbed Glass.
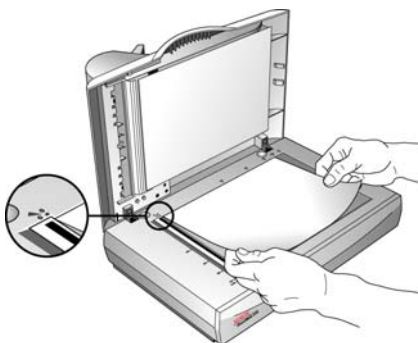
When using the **AutoCrop to Original** option with the Automatic Document Feeder, make sure to adjust the paper guides on the scanner so the page is not skewed when it feeds into the scanner. Skewed pages may not crop properly.
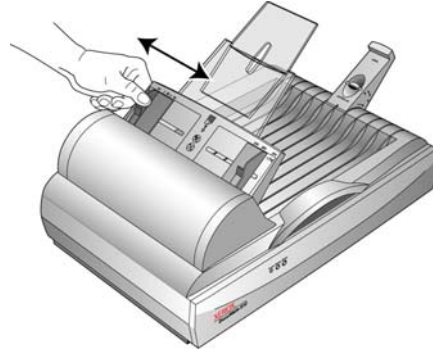
- **Reduce Moire Patterns**—Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moire Patterns** will limit or eliminate moire patterns in the scanned image. This option is only available for the GrayScale or Color Mode at 300dpi or less.

- **Straighten Image**—Select this option to let the scanner automatically determine if a page is skewed, then straighten its image. The scanner detects page edges and can sense when the page is fed through at an angle. However, if the page is fed through at too great an angle, the image may not straighten 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.
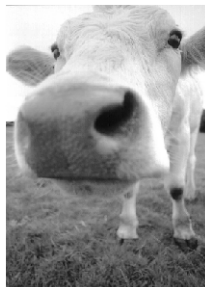
Original Image.   Inverted Image.

- **Color Filter**—Color filter is the ability of your scanner to automatically remove a color from a scanned item. For example, if you are scanning a letter with a red watermark, you can choose to filter out the red so the scanned letter just shows the text and not the red watermark. Color filter applies to Black&White or GrayScale Mode.

The original with a red watermark over black text.
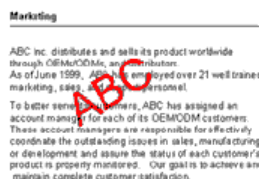
The scanned item with the red filtered out.
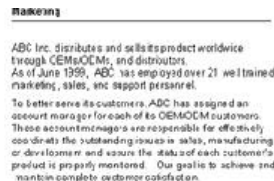
8. Click the **Advanced Settings** tab.

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

   Saturation is the strength or purity of a color, hue is the color your eyes see as reflected from the image, and gamma controls the brightness of the midtones of the color.
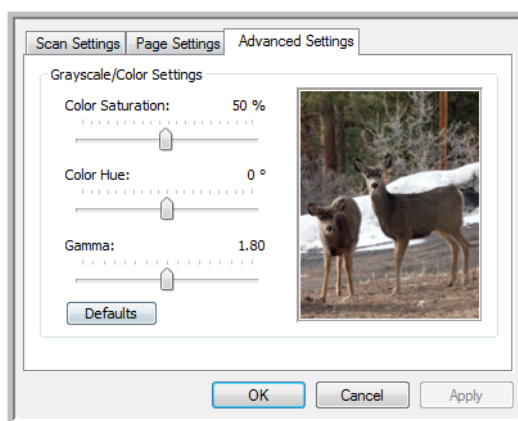
9. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.

10. Click **OK** to save the new configuration.

    It will now appear 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 appears 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.
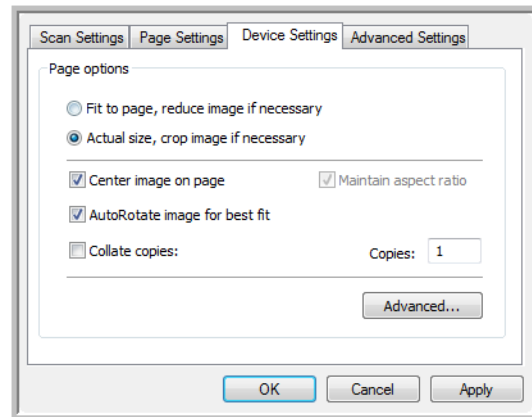
Fit to page, reduce image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be reduced to fit the page.

Actual size, crop image if necessary—If the scanned image is too big to be printed or faxed 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, rotate the image to fit on the page.

Collate copies—If you're 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.

NOTE: The selections on the Storage Options tab override the Storage Properties options. This means that you can create separate Scan Configurations to store scanned items at various locations. See "Storage Properties" on page 43 and "Transferring Scanned Documents to Storage" on page 74 for more details.

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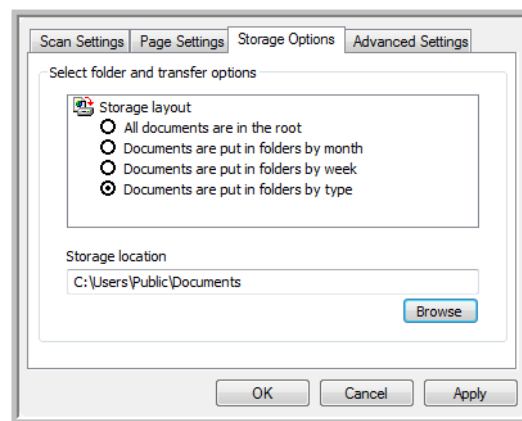
2. Click the Storage Layout options you want.

   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.

   By default, the location of the archived documents is at **C:\Documents and Settings\<your user name>\My Documents\My One Touch Archive** and in a folder based on your selection for the Storage Layout. For example, if the file type is TIFF, and you select **Documents are put into folders by type,** the default location of scanned archive documents is at **C:\Documents and Settings\<your user name>\My Documents\My One Touch Archive\TIFF 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.
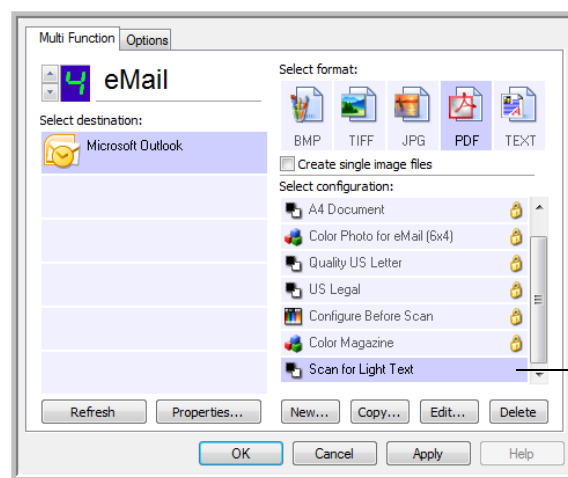
Select the scan configuration to edit or delete. It must be unlocked, as indicated by not having a lock displayed here.

3. To delete the configuration, click the **Delete** button.

NOTE: If the Delete button is not available, the selected configuration is locked and cannot be deleted. You must first click the **Edit** button and unlock the configuration, as explained in the next steps.

4. To edit the configuration, click the **Edit** button.

   The Scan Configuration Properties dialog box opens for that configuration.

   You can make changes to a configuration, but for the changes to be saved, the configuration must first be unlocked.

Click the lock icon to unlock the configuration. Clicking it toggles between locking and unlocking the configuration. The key icon indicates the configuration is unlocked.

Click the Key/Lock icon to toggle between locked and unlocked.
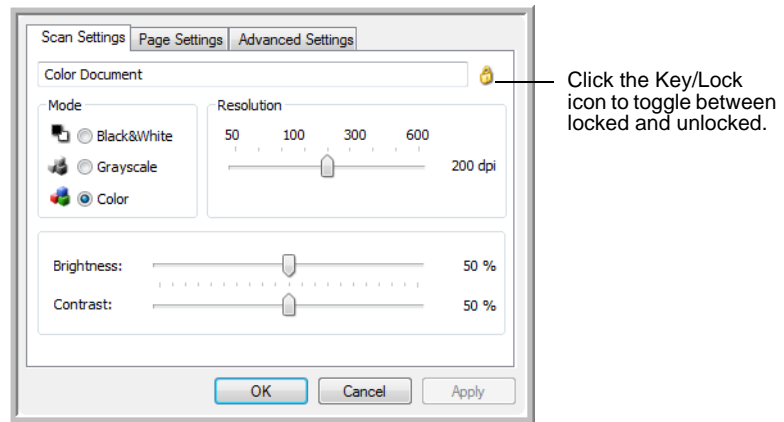
5. Edit the settings and click **OK**.

6. Click **OK** on the One Touch Properties window to close it.

Configure Before Scan

Choosing Configure Before Scan simply opens a scanning interface when you click a button. You can then use the 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 same 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**.

Click the arrows to select the button.

Select **Configure Before Scan**.

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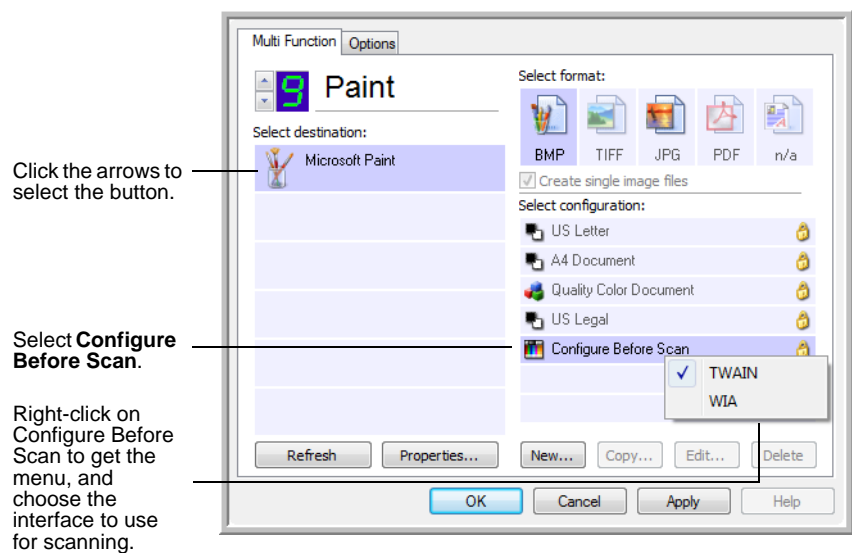
3. Right-click on **Configure Before Scan** and choose an interface to use for configuring before scanning.

   TWAIN—The TWAIN Interface opens for you to make changes prior to scanning. See "Scanning with the TWAIN Interface from PaperPort" on page 83.

   WIA—The Windows Image Acquisition Interface (WIA) opens for you to make changes prior to scanning (available on Windows XP or Windows Vista only). See "Scanning with the WIA Interface" on page 106.

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

To Scan Using Configure Before Scan

1. Put the documents in the scanner's ADF tray or on the flatbed glass.

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 Basic TWAIN interface will open.
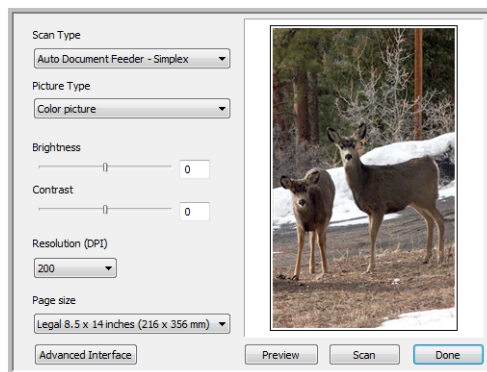
4. Choose the **Scan Type** in the upper-left corner of the screen.

   Auto Document Feeder—choose this option to scan a stack of pages in the ADF.

   Scan Reflective Using—choose this option to scan a single page on the flatbed.

5. Choose the **Picture Type** of Black & White, Grayscale or Color.

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

7. 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 from PaperPort" on page 83 for instructions on using the scanning features found in the Basic TWAIN and Advanced TWAIN interfaces.

Canceling a Configure Before Scan

To cancel a scan after scanning has begun:

1. Click on the **Cancel** button in the scanning progress window.
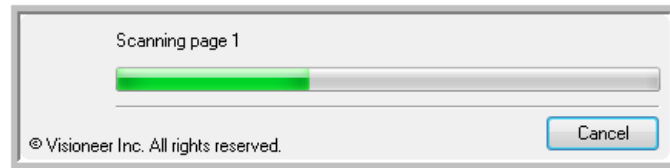
2. The following window will open asking you if you want to cancel the entire job.
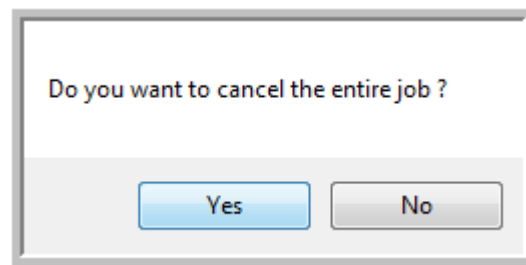
- **Yes**—scanning stops and all pages scanned in this batch, up to this point, will be deleted. The TWAIN interface will close and you can restart your scan from the beginning.

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

  For instance, the Picture Type 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 on the flatbed glass or 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.

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.

To scan and burn to a CD:

1. Put a blank CD into your computer's CD Drive.

2. Open the One Touch Properties window.

3. Using the arrows, choose a button to use for scanning and burning to a CD.

4. Select **Burn to CD** as the Destination Application.
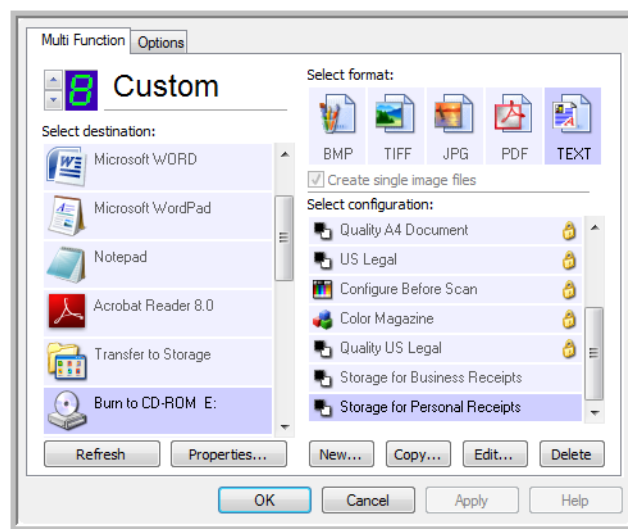
The Burn to CD Destination Application is only available if you have a CD burner attached to your computer, but you do not need to have a CD in the burner to select the destination.

5. Choose a Page Format and a Scan Configuration.

6. Click **OK**.

The One Touch Properties window closes.

7. Now start scanning using the button you selected to use to scan and burn to CD.

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

8. Open the One Touch window and make sure that the **Burn to CD** Destination Application is still selected and click the **Properties** button.

The One Touch 4.0 Link Properties window opens.
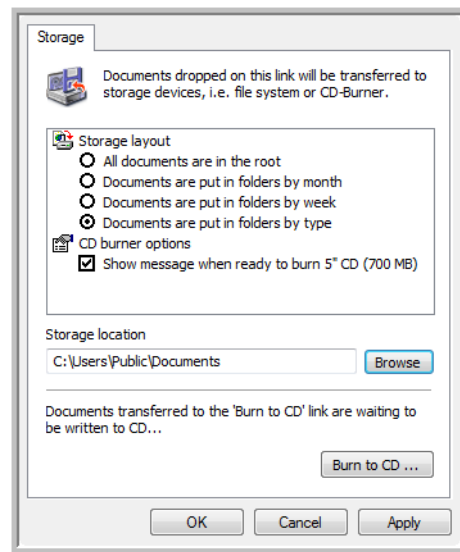
9. Make sure a CD is in the CD burner.

10. Click the **Burn to CD** button.

   The CD burner begins and your scanned documents are written to the CD.

NOTE: Until you click **Burn to CD** these files are stored in your computer at **C:\Documents and Settings\<your user name>\Local Settings\Application Data\Microsoft\CD Burning.** This is where Windows XP and Windows Vista store all files waiting to be burned to a CD by the automatic CD writing wizard. If other files are also waiting in this location, they will get written with the One Touch files on the CD.

NOTE: When scanning items to burn to a CD, you should always use one of the factory-set default configurations, or a custom configuration specifically set up for CD burning. The default configurations are already set up to send the scanned images to the proper storage location where the Windows XP and Windows Vista CD writing wizard can find the files to burn to the CD. Likewise, when you create a custom configuration for CD burning, the One Touch software will automatically make sure the storage location is correct.

To create a custom configuration for CD burning, select **Burn to CD** as the Destination Application, then click the **New** button and create the new configuration. You won't need to select a storage location because it will be correctly preset for you by the One Touch software.

Note however, that if you have created other custom configurations with different storage locations (for example, see "Scanning to Multiple Archive Folders" on page 75), do *not* use them for the **Burn to CD** Destination Application. Otherwise, the Windows XP and Windows Vista CD writing wizard will not be able to find the images to burn onto 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. The scanner will feed in the first page, but will then stop until you select the application to use. After you select the application, its interface will open and you can use it to continue with the scanning.

To scan with event forwarding:

1. Open the One Touch Properties window.

2. Using the arrows, choose a button to use for the event forwarding.

   If the button does not have Still Image Client as a Destination Application, click the **Options** tab, select **Sti event forwarding**, then click **Apply**.

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

   Note that you cannot choose a page format for this option because the actual Destination Application is not selected until after the scanner feeds in the first page of your document.
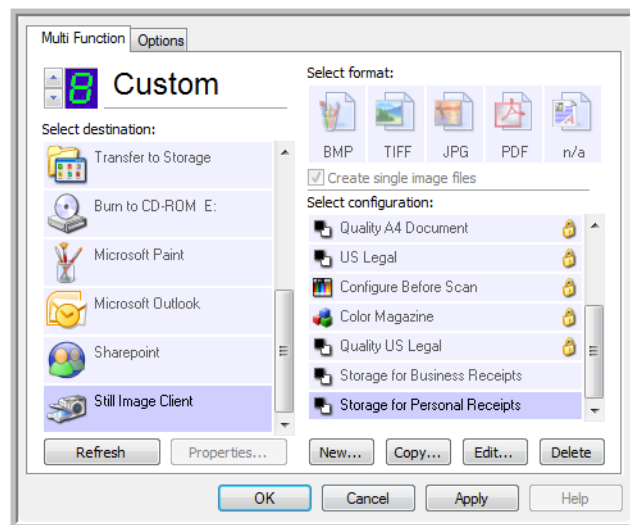
4. Choose a Scan Configuration.

5. Click **OK**.

   The One Touch Properties window closes.

6. Start scanning using the button you selected for event forwarding.

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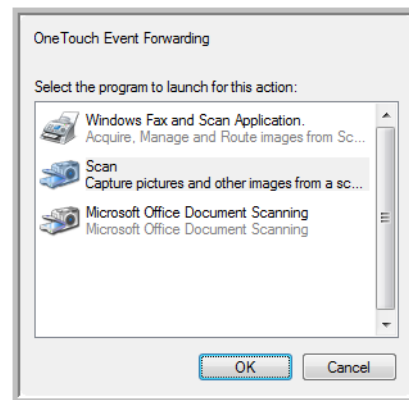
7. Select the application in the box and click **OK**.

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

Creating an HTML Web Page from Your Scanned Documents

If you scan a document, whether a single page or multiple pages, you can have the pages converted directly to HTML formatted pages for posting directly to your web site. Those pages are then viewable by visitors to your web site without the need for any internet plug-ins or other special processing. This is, essentially, from your scanner to a web-ready format in one automatic step.

To scan and create an HTML web page:

1. Open the One Touch Properties window.

2. Using the arrows, choose a button that has Microsoft Explorer as one of its Destination Applications, such as Button 8 (Custom).

   If the button does not have Microsoft Explorer as a Destination Application, click the **Options** tab, select **Text editing applications (i.e. Word)**, then click **Apply**.

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

4. Choose **HTML** as the Format.
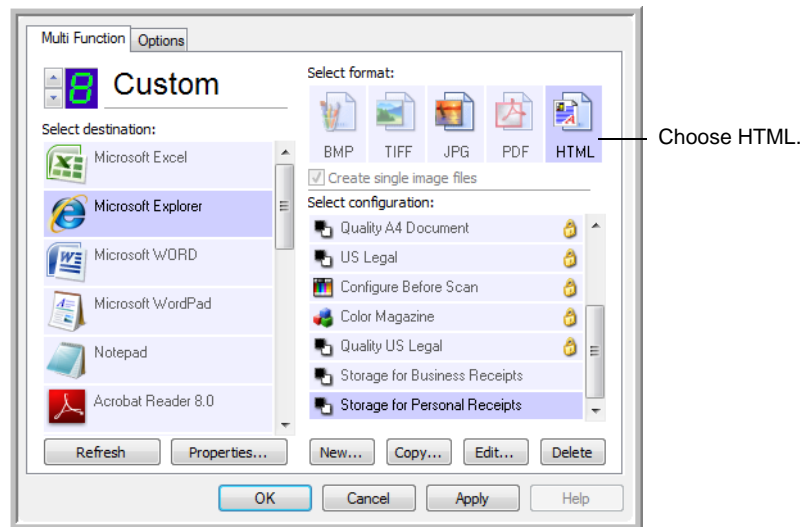
Choose HTML.

5. Choose a Scan Configuration that has the settings for the image on the HTML page.

   For example, if you want the image to be in color on the HTML page, choose a color configuration.

6. Click **OK**.

   The One Touch Properties window closes.

7. Now on the One Touch Button Panel, click Button 8 (Custom) (or if you used another button, click it).

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.

NOTE: Depending on the complexity of the document, its conversion to the HTML format may take a few moments.
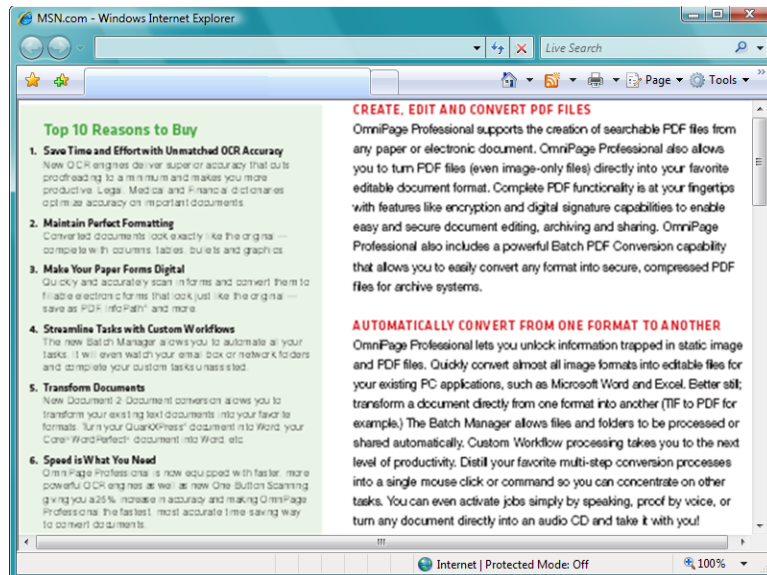
8. Choose **Save As** from the Internet Explorer **File** menu, give the page a name, and save it in the location you use for your web page files.

You may also want to write down the address shown in the Address bar to make sure you'll know where to find your new HTML page later on.

9. 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.

NOTE: One Touch Button 7 is preset as your Archive button. But you can also set up any other button to scan to Archive the text.

1. Load the documents you want to store into the scanner.

2. On the One Touch Panel, click the arrows to see Button 7, then click Button 7.
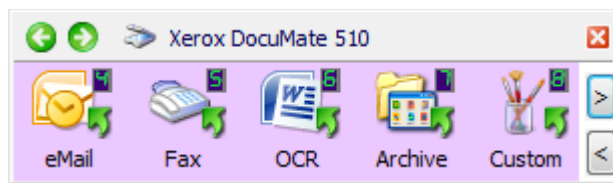
Click the arrows until Button 7 is on the panel, then click it.

3. The documents are scanned and stored in a folder. They do not appear in a Destination Application first.

    Your scanned pages are stored in the location that you specified on the One Touch 4.0 Link Properties window.
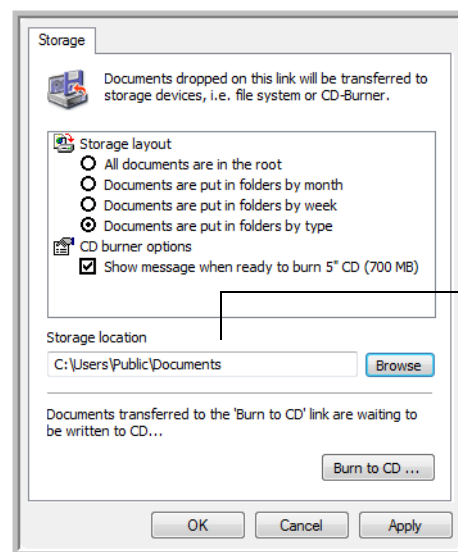
Your scanned documents will be stored at the location you specified on the One Touch 4.0 Link Properties window.

NOTE: The Storage Location shown in the example above is the default place where your scanned documents are stored if you haven't created any new scanning configurations or selected a new storage location. If you create a new scan configuration that has its own storage location and you use that configuration to scan, your scanned documents will be stored at the new location instead of the default. The next section, "Scanning to Multiple Archive Folders," shows examples of setting up new storage locations.

Scanning to Multiple Archive Folders

When archiving documents with the Transfer to Storage option, you can scan them to multiple archive 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 scan configurations with Transfer to Storage as the Destination Application. Scan one set of documents using the scan configuration with the appropriate storage location for that set. Then switch to another scan configuration and scan the next set of documents to store them in their folder.

Setting up multiple folders for transfer to storage:

1. Using Microsoft Windows, create the folders that you want to use for storing scanned items. Note that you can also create the folders later while creating the new scan configurations.

2. Open the One Touch Panel. Using the arrows, scroll to Button 7 (Archive) or any other button you want to use to transfer scanned documents to storage.

3. Right click on the button to open the One Touch Properties window.

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

Select Transfer to Storage.

Click the New button.
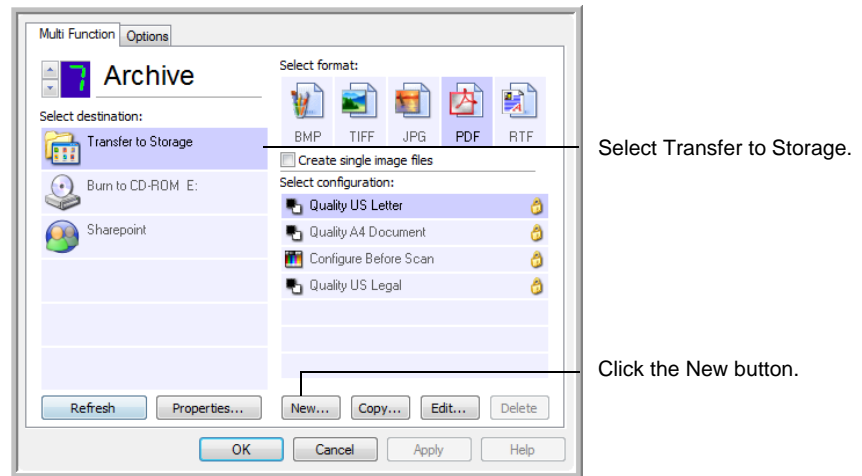
5. Click the **New** button.

   The Scan Configuration Properties dialog box opens.

6. To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as "Storage for Business Receipts."

7. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.

8. Click the **Storage Options** tab. This is where you set the different folder locations for the new configurations.
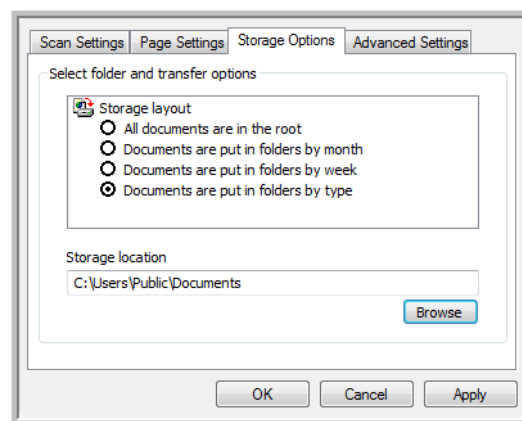
9. Click the **Browse** button.

10. Select the folder you created for storing the scanned documents.
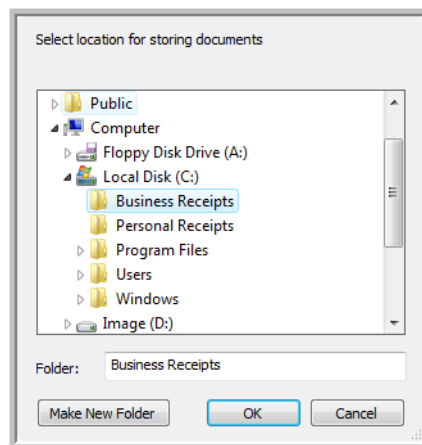
If you haven't created the folder yet, you can click the **Make New Folder** button and type the name for the new folder.

11. Click **OK**. The selected folder will now be set as the Storage Location, such as "Business Receipts."
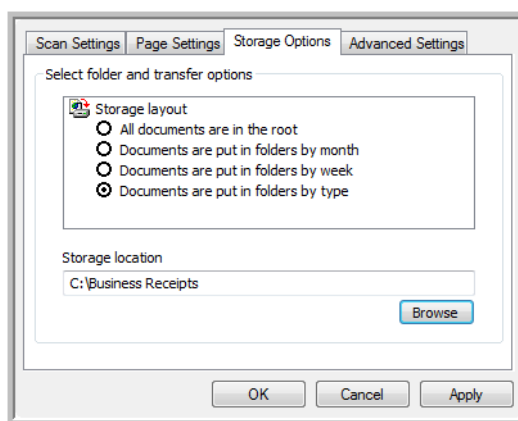
12. Click **Apply**. The new configuration is now listed as a Transfer to Storage configuration.

13. Repeat the process to create additional new configurations, such as one named "Storage for Personal Receipts."

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

    You will now have multiple configurations set up for the Transfer to Storage destination, and each configuration scans documents to separate folders.
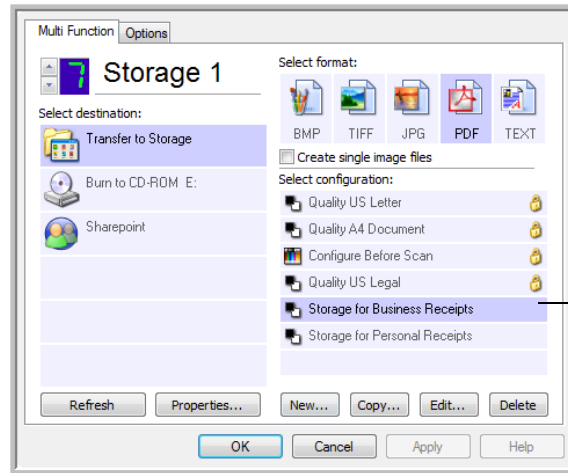
The new configurations apply to the Transfer to Storage Destination Application.

Scan to multiple storage folders:

1. Load the documents into the scanner that you want to scan to multiple storage folders.

2. Open the One Touch Properties window.

3. Click the arrows to get to the button you've set up for archiving documents. In the example above it's Button 7.

4. Select one of the configurations you created for storage.

5. Click **OK**. The One Touch Properties window closes.

6. Now click the button on the One Touch Button Panel.

    The documents are scanned to the folder specified for the configuration.

7. When scanning is finished, put the next set of documents into the scanner.

8. Open the One Touch Properties window again and select the other configuration you created for storage.

9. Click **OK**. The One Touch Properties window closes.

10. Now click the button again on the One Touch Button Panel.

When scanning is finished, the documents are stored in the two separate folders.

To Transfer Documents to a Server or Mapped Drive

When selecting the storage location for scanned documents, you can select a local folder, or a folder on a server or mapped drive.You select a mapped drive using the **Browse** button.

1. See "Scanning to Multiple Archive Folders" on page 75 or "Transferring Scanned Documents to Storage" on page 74 for the steps to select the Transfer to Storage options.

2. On the One Touch 4.0 Link Properties window, or the Scan Configuration Properties window, click the **Browse** button.
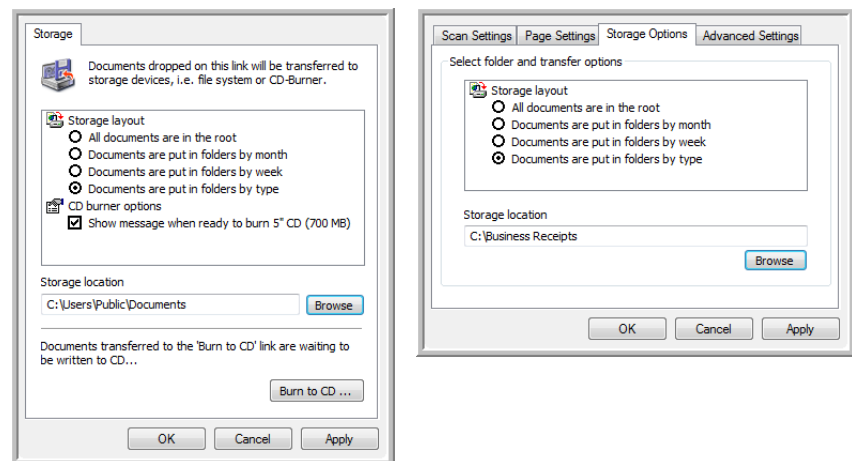
The Browse For Folder window opens.

3. Select a storage location on the mapped drive or server for the scanned documents.

   Servers and mapped drives are represented by an icon that indicates its network connection.

Select a mapped drive or server as indicated by the icon.
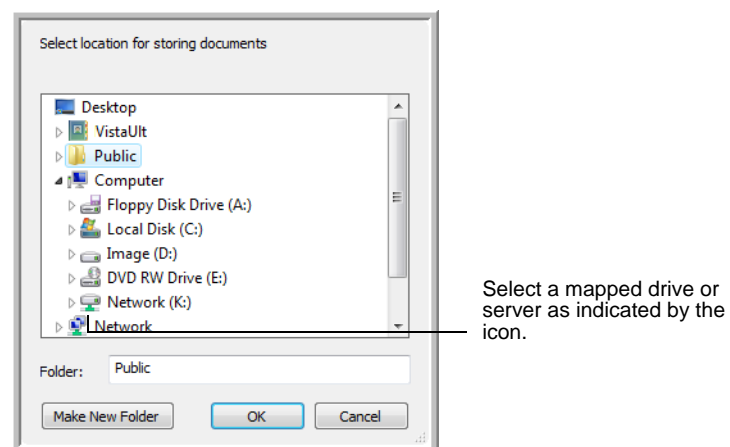
4. Click **OK**.

    Now when you scan using Transfer to Storage as the Destination Application, the documents are stored on the server or mapped drive.

To Use OCR Before Transferring to Storage

If the documents you want to transfer to storage are text documents or spreadsheets, you can have them converted by the OCR process prior to being stored.

1. Open the One Touch Properties window.

2. Using the arrows, choose Button 7 (Archive), or any other button if it is set up with Transfer to Storage as one of its Destination Applications.

3. Choose a text format as the file format.

4. Choose a Scan Configuration.

5. Click **OK**.

    The One Touch Properties window closes.

6. Now start scanning using Button 7 (Archive) (or other button you set up for archiving).

    When scanning is finished, the documents are saved in the text file format and in the location you specified.

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.
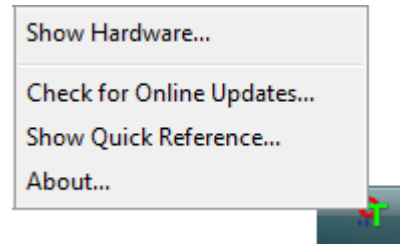
You can also click the scanner icon at the top of the One Touch Button Panel.
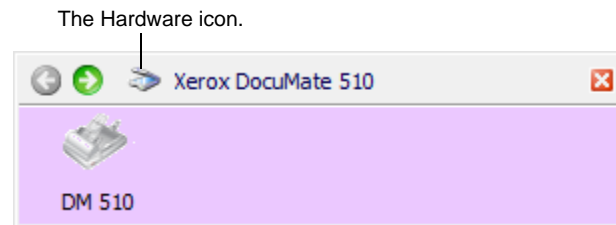
The Hardware icon.

If the Hardware View of the panel is open you can also right-click on the DM 510 icon.

The Hardware Properties dialog box opens and shows information about your Xerox DocuMate 510 scanner.
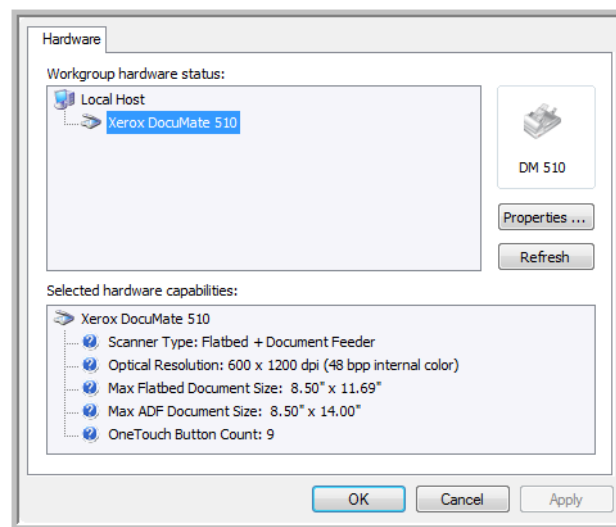
2. Click the **Properties** button.
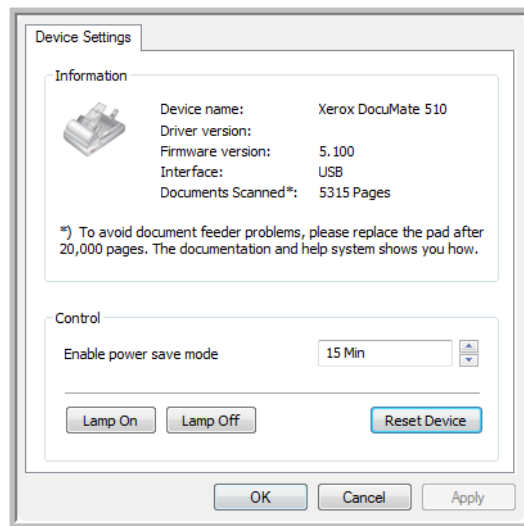
Your scanner has a built-in power saving feature that is set to power down after 15 minutes of idle time. You can change the time before the scanner powers down, from 1 minute to a maximum of 10 hours.

3. Click the arrows for the Lamp timeout 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**.

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

Scanning with the TWAIN Interface from PaperPort

Instead of using the One Touch Button Panel to scan, you can scan from the TWAIN interface. The PaperPort application you received with your scanner uses the TWAIN interface for scanning. This scanning method is particularly helpful when you're using PaperPort to file and save scanned items, or to adjust scanning settings prior to scanning.

A Note About Your Scanner and the TWAIN standard: TWAIN is a widely recognized procedure that software applications use to receive images from scanners, digital cameras, and other digital devices. This guide shows how to scan with the TWAIN interface from PaperPort. But you can also open the same TWAIN interface from many other graphics and imaging applications and scan from them as well. Because the TWAIN interface is the same regardless of the software you use to open it, you can still use the instructions in this *User's Guide* for scanning with your Xerox DocuMate 510 scanner. To access the TWAIN interface from other software, please refer to their user's guides, then return to this *User's Guide* for the steps to scan.

NOTE: 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 right away without opening PaperPort first. See the section "Configure Before Scan" on page 64 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 Installation CD.

Accessing the TWAIN Interface from PaperPort

The instructions in this section are for accessing the TWAIN interface from the PaperPort application.

To access the TWAIN interface from PaperPort:

1. On the Windows taskbar, click **Start**, point to **Programs**, point to **PaperPort**, then click **PaperPort**.

   The PaperPort desktop opens.

Scan or Get
Photo icon.

Folders Pane.
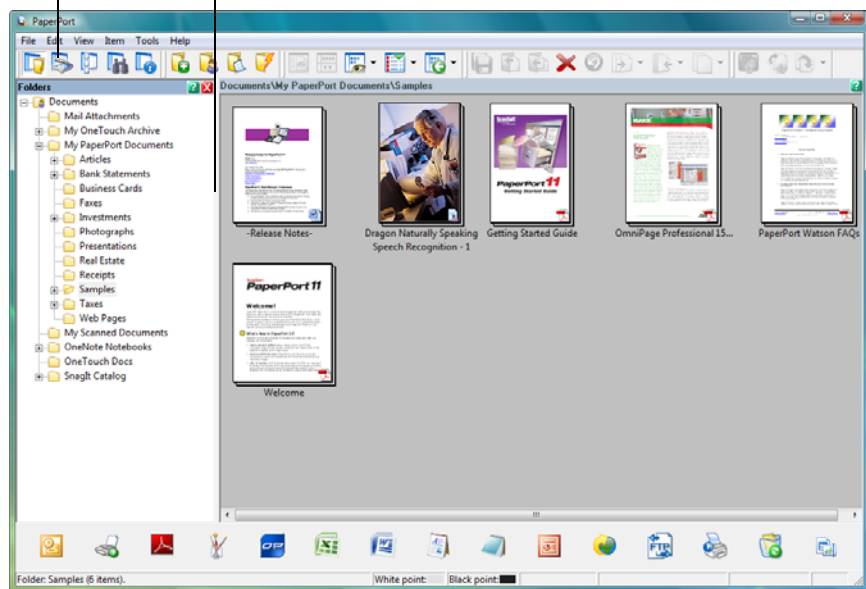
2. Click the **Scan or Get Photo** icon on the PaperPort command bar to switch to the Desktop's Scan Pane.

   NOTE: The first time you open PaperPort, no scanner will be listed in the Scan Pane. You must select the scanner to use. Later on, however, you can skip that step unless you want to use another scanner.

The Folders pane is replaced by the Scan pane.

Scan pane.   Click Select to see the
available scanners.
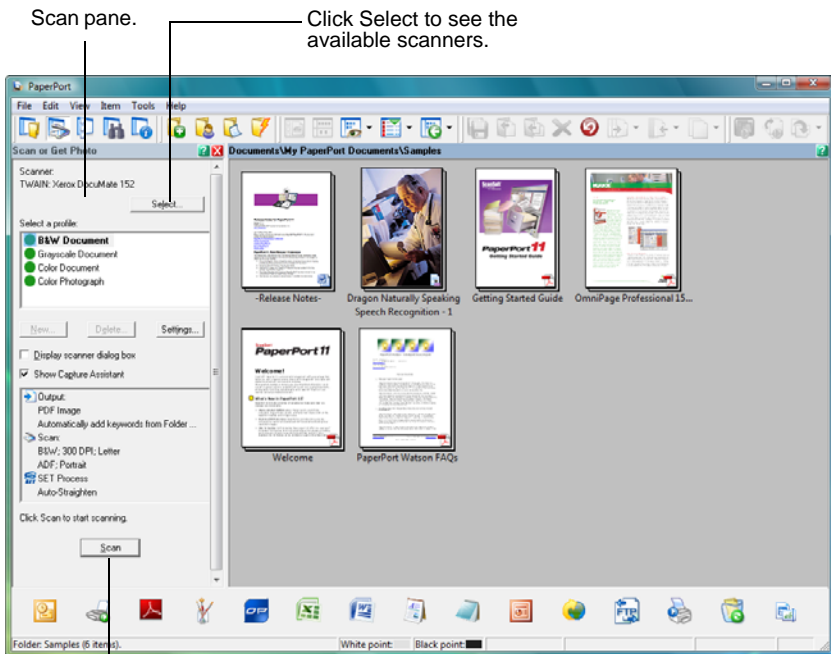
If this Scan button is not active when you select a scanner, see the section
on page 101 to set up PaperPort to work with your scanner.

3. If no scanner is shown on the Scan Pane, the **Available Scanners** window opens. If a scanner already listed in the Scan Pane, but you want to choose another one, click **Select** to open the window.

4. Select **TWAIN: Xerox DocuMate 510**.

   The **WIA: Xerox DocuMate 510** option is for using the WIA interface.

5. Click **OK**.

   A Confirm Selection message box opens.

6. Click **OK** on the message box.

NOTE: Please wait a few moments for your selection to become active. This delay only occurs the first time you select a scanner while PaperPort initializes it. Later on, the scanner initializes immediately when you select it.

NOTE: If the **Scan** button at the bottom of panel is not available when you make a selection, then PaperPort needs to be set up to work with your scanner. See the section, "Setting Up PaperPort to Work with Your Scanner" on page 101.

7. Make sure the option **Display scanner dialog box** is selected.

   If this option is not selected, the TWAIN interface will not open when you click the **Scan** button. Instead, the items are scanned with the basic PaperPort settings. Documents are scanned in Black and White in the .pdf file format, and Photographs are scanned in Color in the .jpg file format.

Scan

8. Click the **Scan** button on the Scan pane.

   The TWAIN interface opens You're ready to start scanning.

   NOTE: The interface that opens—Basic or Advanced—is the one you were using the last time you opened the TWAIN interface.

The Two TWAIN Interface Options

When scanning with TWAIN, you have two interface options:

- **Basic Interface**—Use the Basic Interface if you don't need to make many adjustments to the image before scanning. You can adjust brightness, contrast, resolution, page size, and picture type. You can also choose to scan from the ADF or Flatbed. See "Scanning from the TWAIN Basic Interface" on page 88.

- **Advanced Interface**—The Advanced Interface includes all the settings of the Basic Interface, plus a wide range of more advanced settings, such as color saturation, gamma, and hue. See "Scanning from the TWAIN Advanced Interface" on page 90.
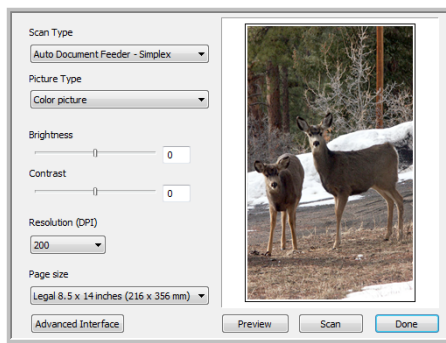
The **Basic Interface** has the settings for scanning typical documents.
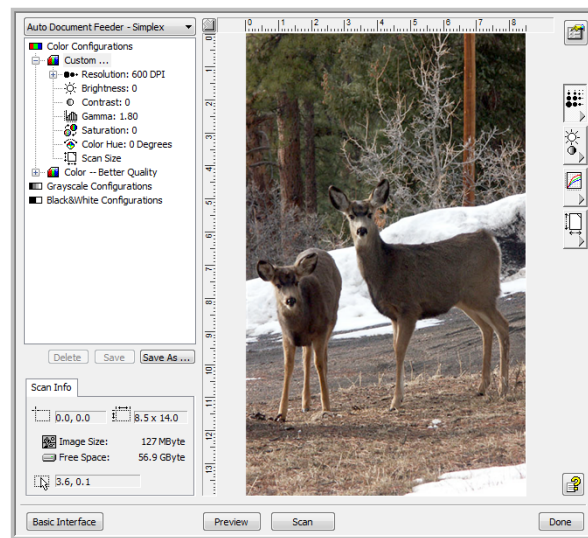
The **Advanced Interface** has all the scan settings of the Basic Interface, plus a range of additional settings for more advanced image adjustment.

To switch between the Basic and Advanced Interfaces, click the **Basic Interface** or **Advanced Interface** button.

Scanning from the TWAIN Basic Interface

The Basic Interface can scan a preview of the image so you can adjust its appearance before scanning the final image. After adjusting the appearance, you click the **Scan** button on the Basic Interface to scan.
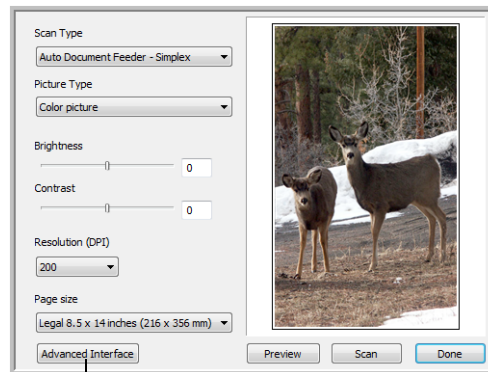
Click the Advanced Interface button if you would rather scan with the Advanced Interface.

To scan from the Basic Interface:
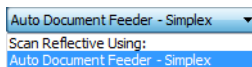
1. From the **Scan Type** menu, choose the option to scan:

   • **Scan Reflective Using**—Scans the document on the Flatbed.

   • **Auto Document Feeder-Simplex**—Scans documents from the Automatic Document Feeder.

2. Choose the color, grey scale, or black and white option from the **Picture Type** menu.

   NOTE: If you want to preview the document before scanning from the ADF, make sure only one page is loaded into the scanner.

3. Choose a resolution from the **Resolution** menu.

4. Choose a page size from the **Page Size** menu.

5. Click the **Preview** button.
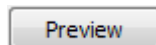
   The scanner scans the item and displays a preview image.

   You can now use the options on the Basic Interface to adjust the image.

NOTE: If you want to preview a stack of pages, use one of the pages as a test page and load it into the scanner. Click the **Preview** button and adjust the scanner settings. Then replace the page on the stack at its original position and load the stack into the scanner. Then just click the **Scan** button.

6. Adjust the **Brightness**, **Contrast**, and **Resolution** until the picture is what you want. You can also change the picture type again, for example, from color to grey scale.

7. When you are satisfied with the preview image, remember to place the document into the ADF again if you're scanning a stack of pages. Click **Scan**.

8. When you're finished scanning items, click **Done** to close the Basic Interface.

9. The scanned images will appear in PaperPort, or the other TWAIN application you're using.

Scanning from the TWAIN Advanced Interface

The Advanced Interface has a wide range of image adjustments for scanning.

1. Open the TWAIN Interface from PaperPort or other application that uses the TWAIN interface.

Advanced Interface

2. If the Basic Interface opens, click the **Advanced Interface** button.

   The Advanced Interface opens.

Choose from this menu to scan from the Auto Document Feeder - Simplex or Reflective (from the Flatbed).

Click an icon to select a configuration—Color, Grey Scale, or Black&White. Clicking the "+" sign in front of Custom shows Custom's scan settings.

Click a setting in the list to change it. The setting's options appear on the right side of the Advanced Interface where you can make changes if necessary.

Check the Scan Info to make sure your computer has sufficient space for the image. Warning icons on this box appear if your computer does not have enough space for the scanned image's file.

If you don't need all the features of the Advanced Interface, click Basic Interface to return to it.
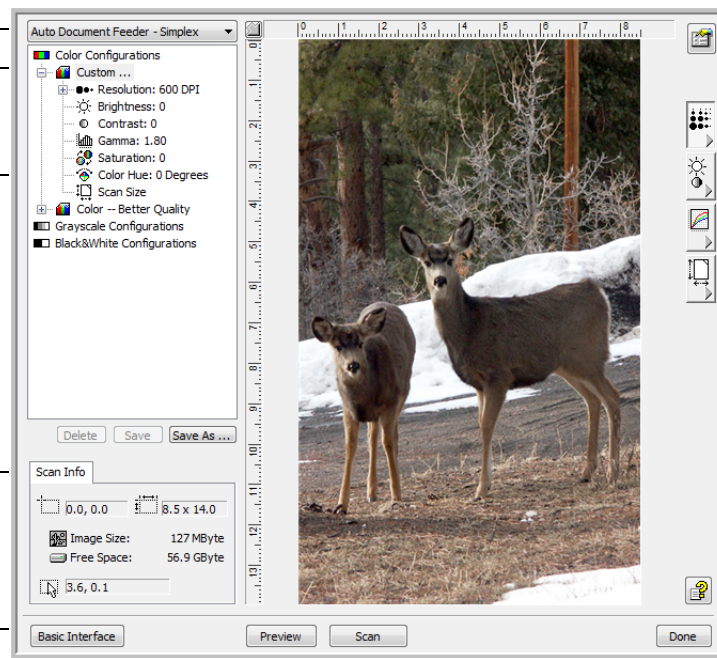
Click Preview to view the image in the window.

When you are satisfied with the scan settings, click Scan.

Click Done to close the Advanced Interface.
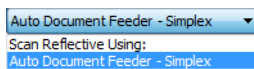
3. From the **Scan Type** menu, choose the option to scan:

   • **Scan Reflective Using**—Scans the document on the Flatbed.

   • **Auto Document Feeder-Simplex**—Scans documents from the Automatic Document Feeder.

Auto Document Feeder - Simplex
- Color Configurations
  - Custom ...
    - Resolution: 600 DPI
    - Brightness: 0
    - Contrast: 0
    - Gamma: 1.80
    - Saturation: 0
    - Color Hue: 0 Degrees
    - Scan Size
  - Color -- Better Quality
- Grayscale Configurations
- Black&White Configurations

Delete   Save   Save As ...

4. Click one of the icons to select a configuration.

   For example, select **Color Configurations** and then select **Custom** to scan a color item with the preset Custom scan settings.

   The configuration settings appear as a list. Click the + (plus) sign to see the full list. Click the - (minus) sign to collapse the list.

   - **Color** scans the image in full color. Use this setting to scan color photographs and other color images. The file size is the largest of the image type options.

   - **Grey Scale** scans the image using up to 256 true shades of grey. Use this setting to scan black and white photographs and other higher quality black and white images. You can also scan a color photo with this setting to turn its colors into grey shades. The file size is about one third the size of a color scan.

   - **Black&White** is for letters, memos, pen and ink drawings, and other black and white material. This setting produces the smallest file size for scanned items.

5. Click the **Preview** button to preview the image before scanning.

6. Review the image to determine if adjustments are needed.

7. To adjust a setting, click the setting in the list on the left below the selected configuration.

   A panel opens on the right side of the Advanced Interface for the selected setting. Select new options on that panel. See "Adjusting the Image with the Advanced Interface" on page 92 for details about changing scan settings.

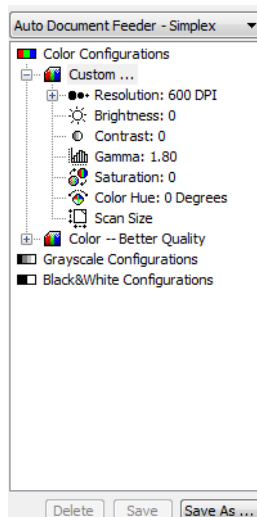8. (optional) To preview the image again, put the document back into the Automatic Document Feeder if you're scanning from it, and click the **Preview** button again. Readjust the settings if necessary.

9. When you're satisfied with the image, load all the documents into the ADF Input Tray and click the **Scan** button.

   A scan progress window opens. To Cancel scanning while it is in progress, click the **Cancel** button on the progress window.

10. When you're finished scanning items, click **Done** to close the Advanced Interface.

11. The scanned images will appear in PaperPort, or other TWAIN application you're using.

Adjusting the Image with the Advanced Interface

You can adjust the scan settings on the Advanced Interface to produce the best possible image for the documents you're scanning.

To adjust a setting:

1. On the left side of the Advanced Interface, select a configuration, for example, **Color Configurations**.

2. Click a setting in the list of settings, or click its corresponding button on the right side of the Advanced Interface.
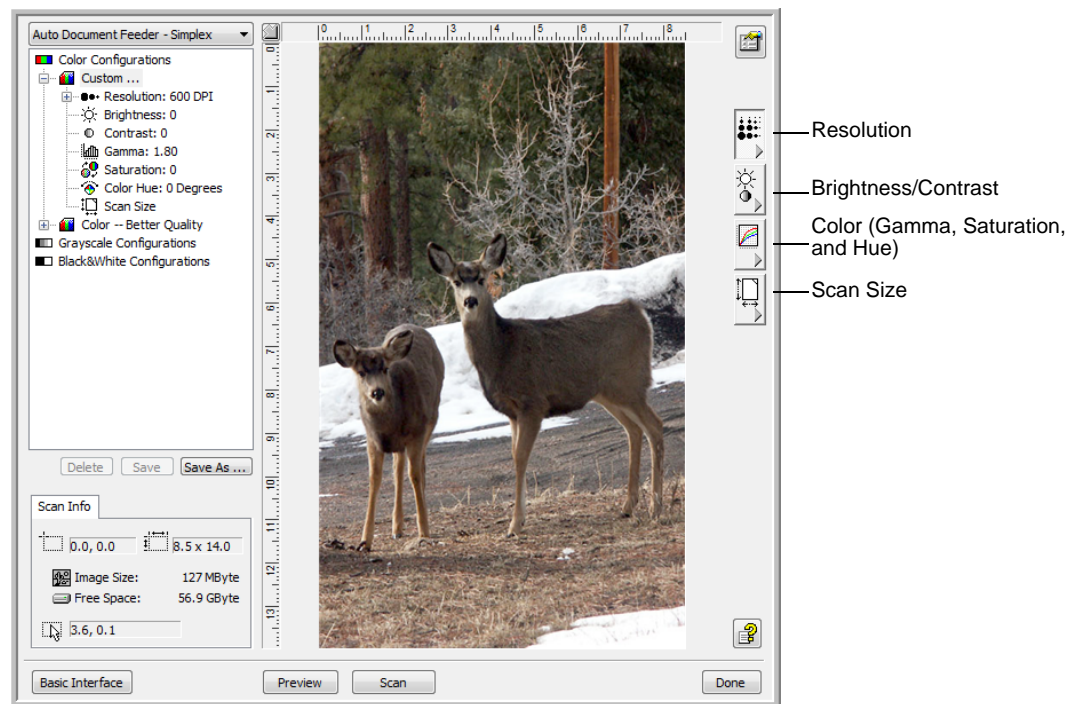
NOTE: The list of scan settings for a configuration applies only to that type of configuration. For example, the Black&White Configuration does not have a setting for adjusting the Color Hue.

NOTE: The information in the scan settings list and the options you select on the various settings panels are interactive. As you change the settings on the panel, the numbers in the list on the left also change.

Adjusting the Resolution

Resolution determines the amount of detail you can see in the scanned image. The resolution setting for a scan is in dots-per-inch (dpi). The higher the resolution, the finer the details. However, higher dpi settings also take longer to scan and produce larger file sizes. Usually the higher resolution settings are used for precision work, such as photographs or fine artwork.

The following figure shows the resolution options.
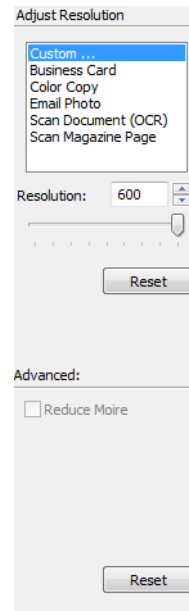
NOTE: The location of various buttons on the panels may be slightly different on your Advanced Interface window. The appearance of the window depends on your computer monitor's screen resolution.

To adjust the resolution:

1. To use one of the preset resolutions for typical scanned items, click one of the options in the list.

   For example, to set the resolution for scanning a business card, select Business Card. That setting is preset to read small print on a typical business card.

2. To set the resolution manually, drag the **Resolution** slider to the left to decrease the resolution or to the right to increase it.

   You can also type a number directly into the resolution setting box, or click the up and down arrows to increase or decrease the setting. The resolution settings on your Xerox DocuMate 510 scanner range from 50 dpi to 600 dpi.

3. Click **Reset** to return the resolution to its original setting.

The resolution panel also includes an advanced setting for Moire patterns. Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. To scan the image and limit or eliminate moire patterns, select the **Reduce Moire** option. This option is only available from 50 to 300 dpi.

Adjusting the Brightness and Contrast

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

The following figure shows the brightness and contrast options. Contrast is only available for Color and Grey Scale configurations.

To adjust the brightness and contrast:

1. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter.

2. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.

    You can also type a number directly into the brightness or contrast setting boxes, or click the up and down arrows next to the box to increase or decrease the setting.

3. Click **Reset** to return the settings to their original numbers.

Adjusting Gamma, Saturation, and Color Hue

If you're using the Color Configuration to scan, you can adjust a group of color settings. Gamma controls the brightness of the color midtones. Saturation is the strength or purity of a color and hue is the color your eyes see as reflected from the image.

The following figure shows the color options.

Adjust Response Curve

Gamma: 1.80

Reset

Pixel Rendering:

Saturation: 0

Color Hue: 0

Reset
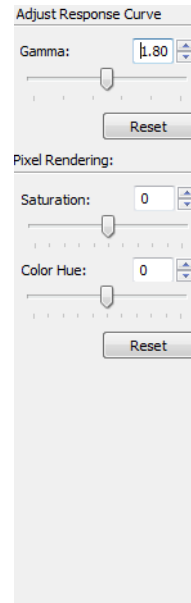
To adjust the color settings:

1. Drag the **Gamma**, **Saturation**, and **Color Hue** sliders to the left to decrease the settings or to the right to increase the settings.

   You can also type a number directly into the setting boxes, or click the up and down arrows next to the boxes.

2. Click **Reset** to return the settings to their original numbers.

Adjusting Input Size

You can scan documents up to 8.5" x 14" with the Automatic Document Feeder, and up to 8.5" x 11.69" on the Flatbed Glass, but you can also select other scan sizes, or adjust the input size to scan only specific sections of an image. For example, if you're scanning a photograph and want to focus on one section, adjusting the input size removes the rest of the photograph from the final scanned image.

The following figure shows the input size options.

Adjust Input Size

Input Image Size:

Custom ...
6.0x4.0 Photo/Card
7.0x5.0 Photo/Card
8.0x10.0 Photo
8.3x11.7 A4
8.5x11 US Letter
8.5x14.0 US Legal
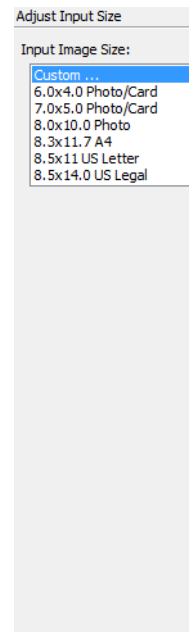
To set the image size:

1. Select the image size from the menu.

    The dotted outline shows the selected area in the image.

This example shows a manually selected area.

This is the image that appears on the PaperPort desktop when scanning is finished.

The Scan Info box shows the size and position of the area.

The selected scan area.

Note that the selected area in the example has the number "1" in its upper left corner indicating it is your first selected area. You can select up to six separate areas on an image at a time.

You can now move or resize the outline to select the specific area you want to scan.
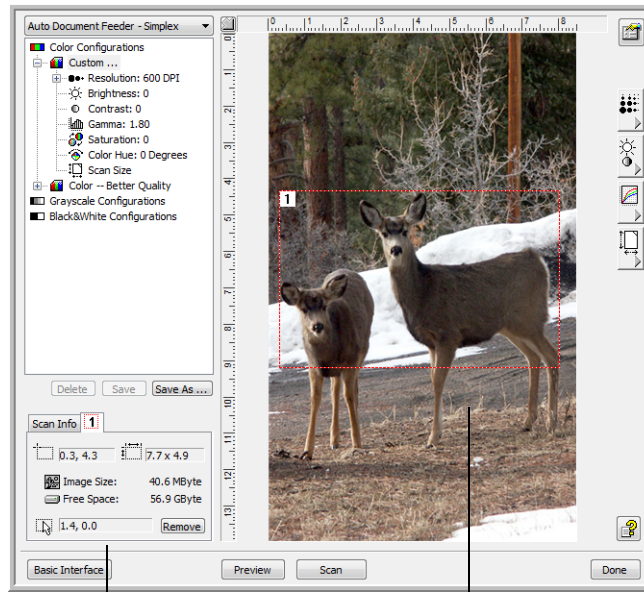
2. To move the dotted outline, put the pointer in the selected area and drag the mouse.

3. To resize the selected area, put the pointer on a dotted line and drag it.

Note that as you drag a dotted line, the menu selection for the image size changes to **Custom** to indicate you are customizing the size.

The Scan Info box on the lower left portion of the Advanced Interface shows the information for the new area. If you selected multiple areas, tabs on the Scan Info box represent each area. Click on an area's tab to see its Scan info.

4. If the dotted line is not exactly where you want it, put the pointer on the line and drag the mouse.

5. If you want to remove the selected area and start over, click **Remove** on the Scan Info box.

NOTE: Clicking **Remove** causes the entire 8.5" x 14" area to be selected.

6. When the settings are what you want, click **Scan**.

The ruler units

The ruler around the edges of the image help you precisely position a custom sized image. You can change the ruler units to suit the type of measurements you want.

To set the ruler units:

Click the **Ruler Units** button.

The ruler units across the top and down the side of the window cycle through centimeters, inches, and pixels.

The Scan Info Box

The following figure shows the information on the Scan Info box.

Tabs for each selected area. Click a tab to see the information for its area.

Location of the top left corner of the image in the Preview window.

Physical size of the image to scan.

Size of the file of the scanned image.

Current location of the pointer as you drag it on the Preview window.

Click to remove the selected area.

The space on your computer's hard drive.
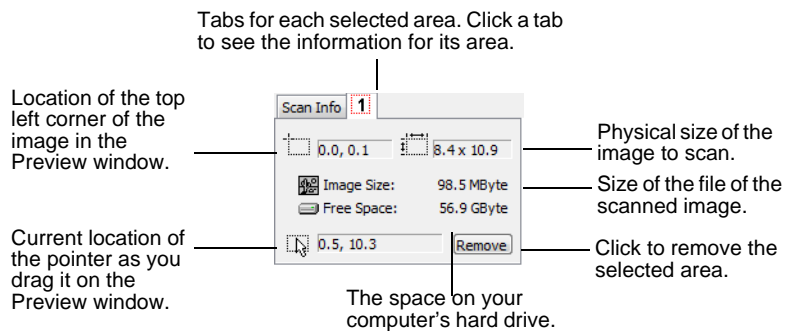
Creating a New Advanced Interface Profile

You cannot change the settings of the preset profiles in the Advanced Interface. However, you can create new profiles and save them for future use.

To create a new profile:

1. On the Advanced Interface, select one of the preset profiles, for example, Black&White Configurations/Custom.

2. Adjust the settings as required and then click the **Save As** button.

   The Save Profile dialog box opens.
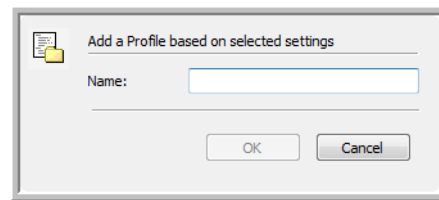
3. Type a name for the new profile and click **OK**. The name must be at least two characters long.

   Your new profile is added to the configuration list.

To change or delete a profile you created:

1. Select your profile from the configuration list.

2. Make changes to the profile as needed, and then click **Save**.

3. If you want to delete the selected profile, click **Delete**.

Display the Device Configuration

1. Click the **Device Configuration** button on the Advanced Interface.

   The Device configuration window opens and shows the information about your scanner.

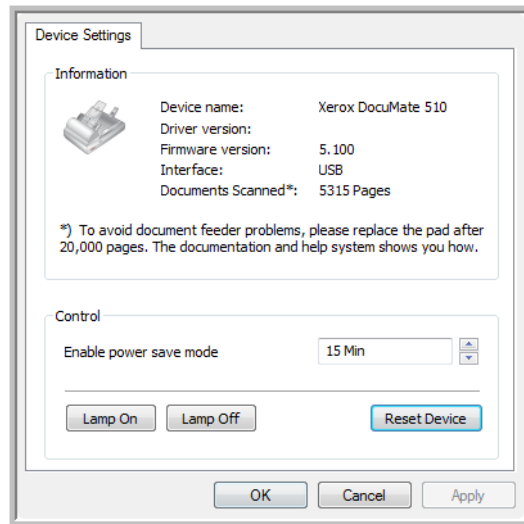   See the section "Checking the Hardware and Setting the Lamp Power Saving" on page 81 for more information about the device settings.

Setting Up PaperPort to Work with Your Scanner

On the PaperPort Scan Pane, when you selected a scanner from the **Available Scanners** window, the **Scan** button at the bottom of the panel should become active after approximately 5 to 10 seconds. If it doesn't, you need to set up PaperPort to work with your scanner.

If this Scan button is not active, you need to set up PaperPort to work with your scanner.
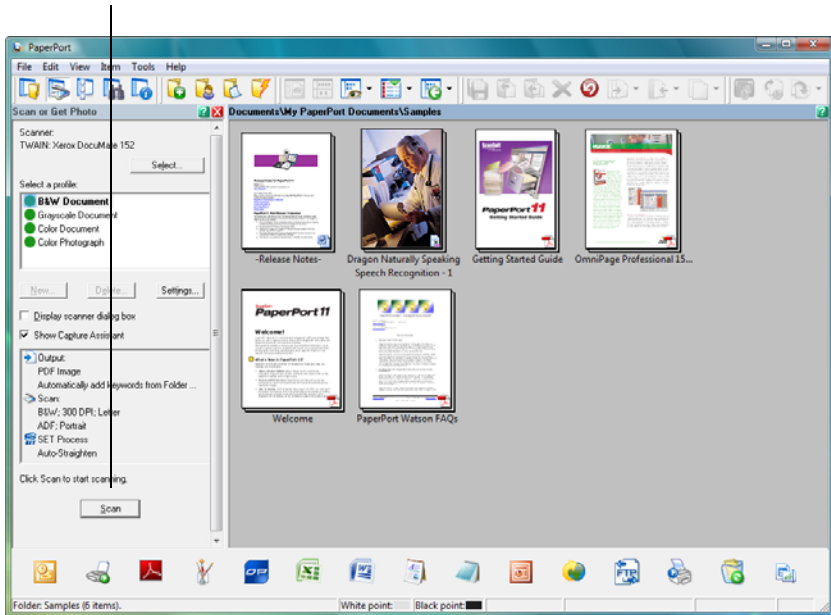
NOTE: Setting up PaperPort is a one-time-only process for each option listed in the **Available Scanners** window. Therefore, you may have to set up PaperPort once each for **TWAIN: Xerox DocuMate 510** and **WIA: Xerox DocuMate 510**. The setup process is the same for each option. You will not have to set up PaperPort again unless you uninstall the scanner and PaperPort software, then re-install them.

To set up PaperPort for your scanner:

1. On the TWAIN Scan Pane, click the **Select** button.

   The Available Scanners window opens.

2. Select one of the options, such as **Twain: Xerox DocuMate 510**.

3. Click the **Advanced setup** button.

   A window opens to begin the setup process.
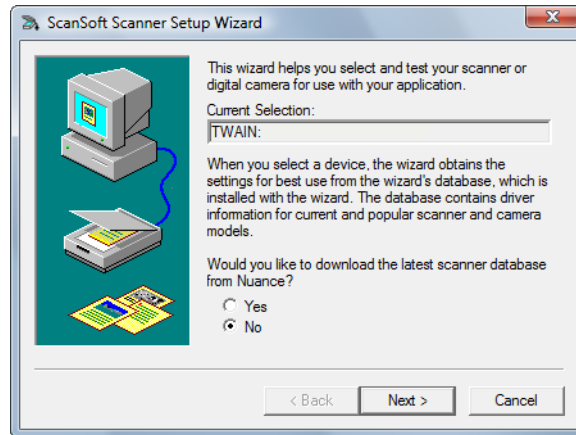
4. Click **Yes** then click **Next**.

   The next window offers you the option to run hardware diagnostics.
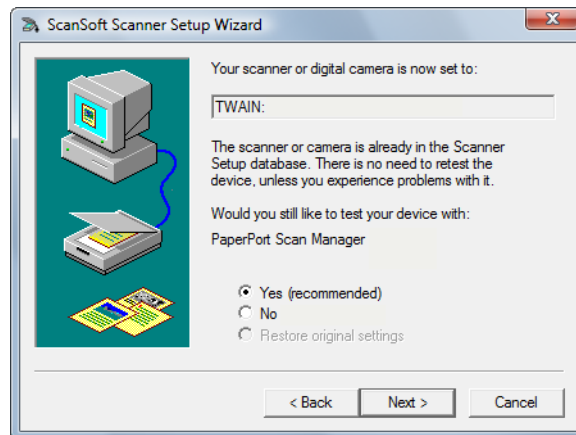
5. Click **Yes (recommended)** then click **Next**.

The next window is for checking the connection between your scanner and the computer.
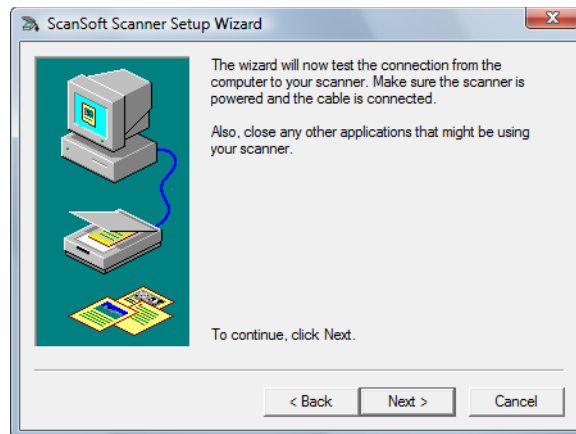
6. Click **Next**.

    After the Setup Wizard checks the connections, the next window is displayed. It has a series of setup options, but only the Basic scan test is necessary because your scanner was already tested and calibrated when you installed the One Touch 4.0 software.

7. If other tests are checked, click in their boxes to uncheck them.
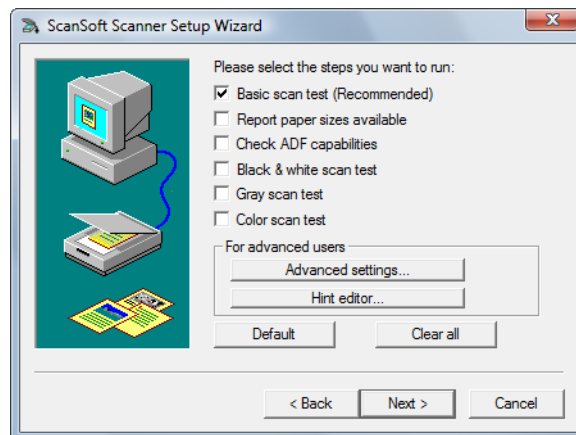
8. Click **Next**.

The TWAIN Basic Interface opens.
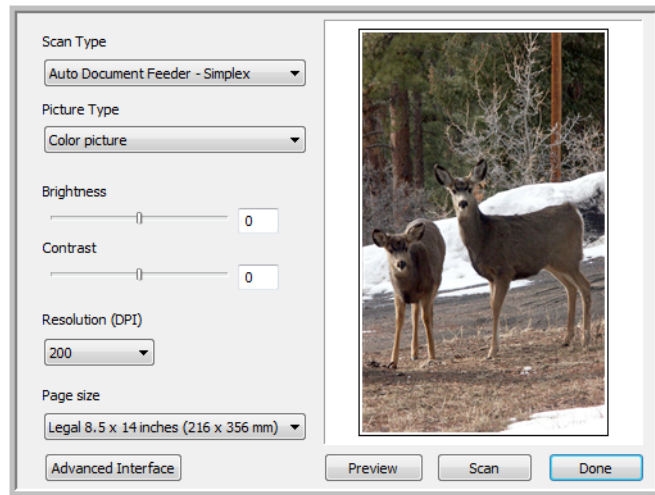
NOTE: If you are setting up PaperPort for the WIA scanning option, the WIA interface opens instead.

9. Insert a page into the scanner, face up, and the **Scan** button on the Basic Interface will become active.
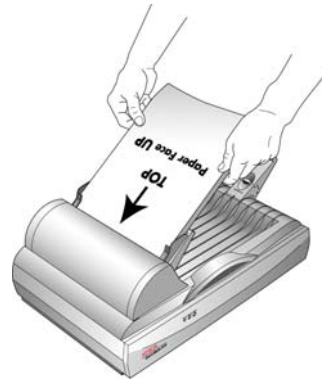
10. Click the **Scan** button on the Basic interface.

Scanning begins and the Setup Wizard runs the scan test. Then a window opens that says "Basic scan test passed."

If the scanned image does *not* appear in the window, click **Missing Image**. A window will open for you to retry the scan. Click **Next**, then insert the page and click the **Scan** button on the TWAIN interface again.

11. Click **Next** on the "Basic scan test passed" window.

The final Setup window opens to let you know the setup process is finished.
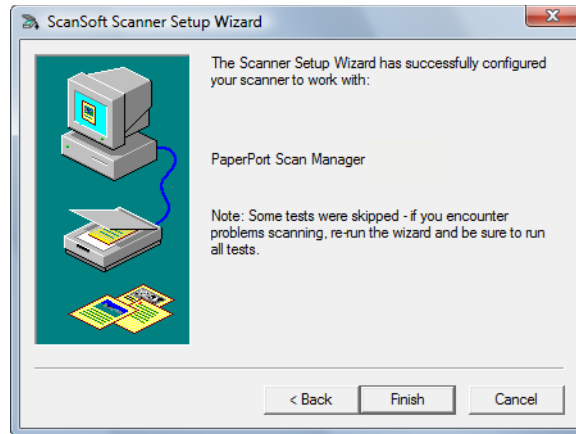
12. Click **Finish**.
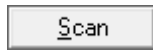
PaperPort is now set up for your scanner and the scanning option you selected (in the example above, it's the TWAIN option). The **Scan** button on the PaperPort window will now become active.

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**.
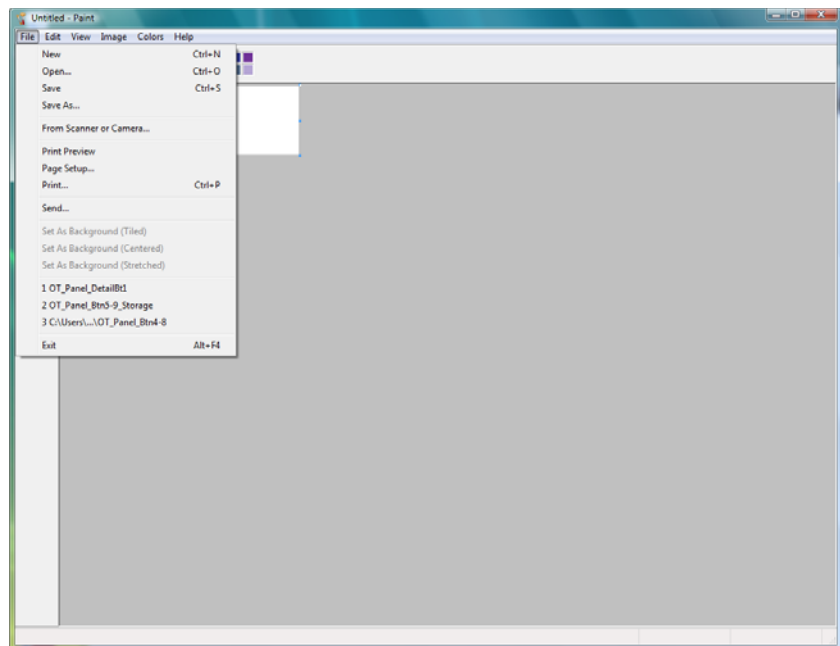
The **Scan using Xerox DocuMate 510** window opens.Use this window to select scanning options and start the scan process.
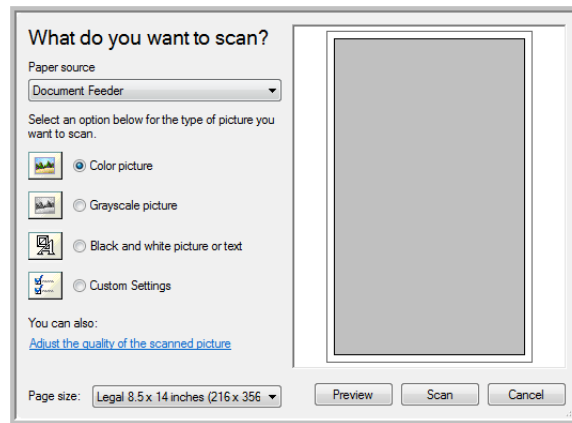
3. From the Paper Source drop-down list, choose **Document Feeder** to scan from the Automatic Document Feeder, or **Flatbed** to scan a from the Flatbed glass.

4. If you're scanning from the Automatic Document Feeder, select a paper size from the **Page Size** list.

   If you're scanning from the Flatbed glass, you can change the size of the scanned image after seeing a preview.

5. 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.

6. 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".

   • If you're scanning from the Flatbed, 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.

7. Preview the image again. When you are satisfied with the image, click the **Scan** button.

8. The scanned images will appear in Microsoft Paint (or other WIA application you're using).
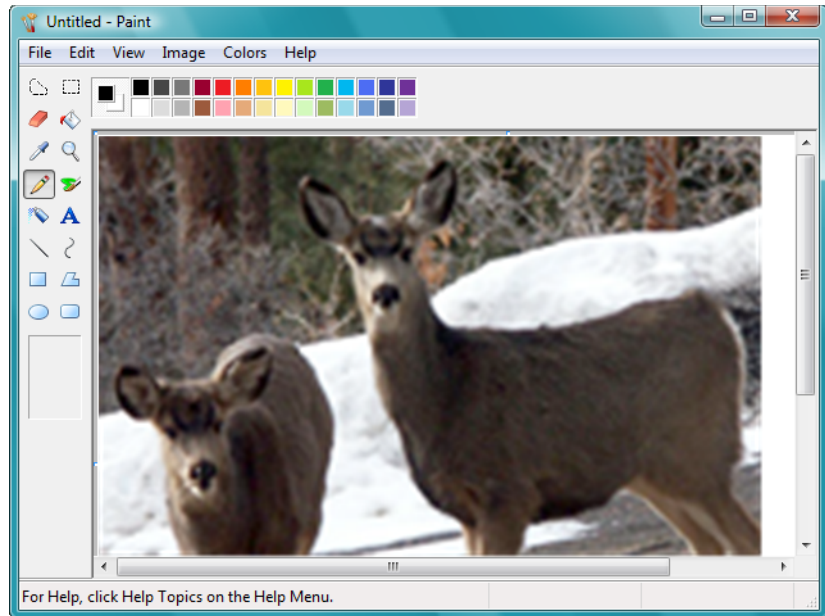
Fine Tuning Your Scans

You can select new settings before you scan an item to fine tune exactly how you want to scan a particular item.

To select the scanner settings before you scan:
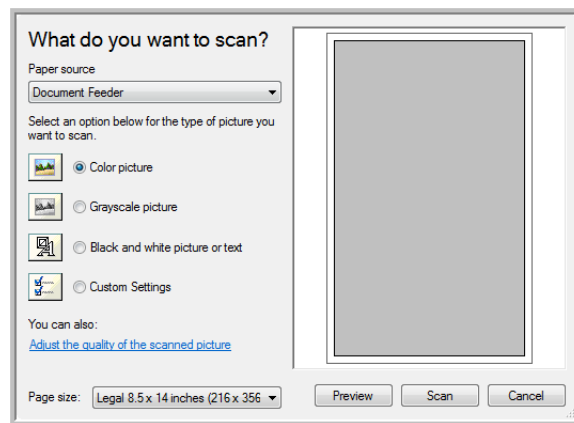
1. On the scan window, click **Adjust the quality of the scanned picture**.

   The Advanced Properties dialog box opens.
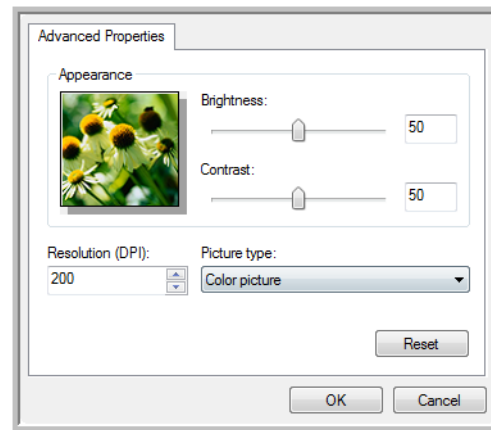
2. Select the options for scanning.

   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. 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.

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

3. Click **OK**.

   The Custom Settings button is now set to scan with the options you selected.

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

Maintenance

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

Clearing Paper Jams

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

To clear a paper jam:

1. Open the Automatic Document Feeder cover.

2. Remove the jammed paper and close the cover.
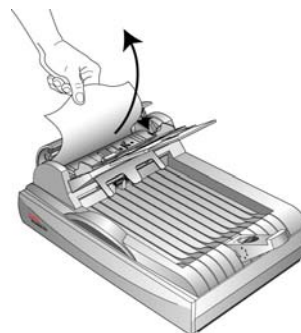
To reduce the number of paper jams, smooth and straighten the paper before scanning, adjust the guides to the paper size, and insert the paper evenly into the ADF.

Care and Maintenance

Regular maintenance of your scanner can help to ensure continual optimal performance.

Cleaning the Scanner Glass

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

Cleaning the Automatic Document Feeder

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

To clean the ADF:

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

2. Open the ADF 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 ADF 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.

Replacing the ADF Pad Assembly

The ADF pad will 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.
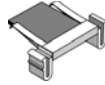
You received a replacement pad in the original scanner box, and you can also order a new one. See the "Xerox DocuMate 510 Parts List" on page 122 for ordering information.

To replace the ADF Pad assembly:

1. Open the ADF cover. The pad assembly is located inside the ADF.
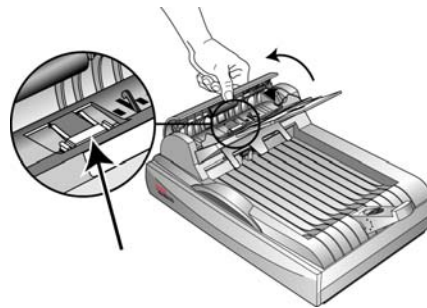
2. Squeeze the plastic clamps that hold the pad assembly in place and lift the pad up and out.
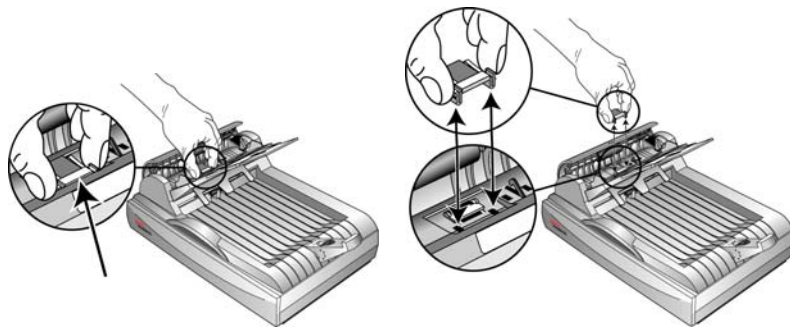
3. Reverse the procedure to replace the new pad into its slots.

Replacing the Roller Assembly

After extended use, the roller may wear out and may need to be replaced. It is a user-replaceable part and can be ordered. See "Xerox DocuMate 510 Parts List" on page 122 for the part number.

Frequent paper jams are a symptom of a worn roller assembly. A worn roller can cause documents to feed in skewed at an angle, or multiple pages to feed at the same time. In both cases, paper jams may occur. A worn roller should be replaced to avoid damage to the scanner's internal parts. However, before replacing the roller you should clean it first as excessive dust on the roller will make it appear worn and smooth to the touch. You cannot properly diagnose a worn roller until you have cleaned it.

To replace the roller assembly:

1. Open the ADF cover.

2. The roller is located in the ADF cover.

3. Squeeze the plastic clamp that holds the roller in place, and then rotate the clamp forward until the locking tabs are free from the ADF cover.
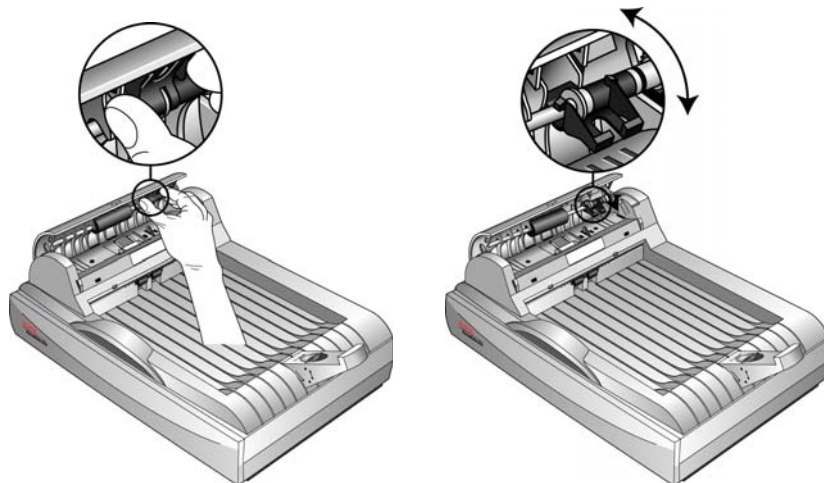
4. Gently slide the roller to the right until the left side is free from its mounting hole.

5. You can now angle the roller assembly out and away from its housing.

6. Reverse the procedure to replace the new roller. Make sure both sides of the roller assembly are seated properly into their housings.

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 you received with your scanner for contact information. 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:

- **Is a cable loose or not plugged in securely?** Inspect all cable connections. Make sure all the cables are plugged in securely.

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

- **Is the scanner's locking tab in the locked position?** Slide the locking tab to the unlocked position. If you tried to scan with the scanner locked, you must restart your computer after unlocking the scanner.

- **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 select another TWAIN source for acquiring images?** If you use multiple TWAIN devices with your computer, you may have selected another source for images. Start the PaperPort software and click the Scan icon on the PaperPort command bar and make sure **DocuMate 510** is selected as your 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, import it into PaperPort by using the Import command in the File menu.

Problem: How do I uninstall PaperPort?

See the next section, "Uninstalling Your Scanner" on page 119. Uninstalling does not delete your scanned items, and they remain in the PaperPort Data folder.

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 510 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 119, 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 using the steps on page 119, then reinstall it using the steps on page 13.

Problem: The paper jams the ADF. How can I keep the paper from jamming so often?

To reduce the number of paper jams, smooth and straighten the paper before scanning, and adjust the guides to the paper size. Paper fed into the ADF at an angle can cause the feed mechanism to jam. If paper jams are occurring more frequently, try cleaning the roller with a soft cloth dampened with Isopropyl rubbing alcohol. Excessive dust on the roller can make it appear worn and will cause issues feeding paper. See "Cleaning the Automatic Document Feeder" on page 111 for cleaning instructions.

Problem: The ADF won't feed pages properly. How can I fix it?

A dirty or worn ADF pad assembly or dirt on the roller can cause documents to feed in skewed at an angle, or multiple pages to feed at the same time. Try cleaning the roller first. See "Cleaning the Automatic Document Feeder" on page 111. If that doesn't solve the problem, the pad assembly may need to be replaced. It is user-replaceable. See "Xerox DocuMate 510 Parts List" on page 122 for the ordering number. See "Replacing the ADF Pad Assembly" on page 112 for the steps to replace the pad.

Problem: The paper jams about halfway through the scan. How can I keep this from happening?

Check the Flatbed glass to make sure no items are on it when you scan from the ADF. Multiple items placed on the Flatbed glass will raise the lid slightly, thus preventing the pages feeding through the ADF from touching the glass. When that occurs, the pages are unable to feed back out of the ADF and the pages can jam.

Problem: The motor runs but doesn't feed the paper. How can I fix it?

Make sure the paper is securely seated in the ADF so the paper rests on the rollers. The paper sensor that initiates the rollers to grab the paper may be engaged, but the paper may not be fully in the ADF tray so the rollers cannot grab a page to feed it through.

Problem: The scans from the ADF are always crooked. What do I need to do to get the scans straight?

Make sure to align the paper guides to the edges of the paper. If you are scanning small items that are smaller than the paper guides' minimum adjustment, scan these items on the Flatbed glass instead.

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

Unplug the power cable from the scanner, and then plug it back in.

If the scanner does not reconnect:

1. Unplug the power cable from the scanner.

2. Restart your computer.

3. After the restart is complete, plug the power cable back in.

Error Light Troubleshooting Codes

The status light indicates the current state of the scanner. Descriptions of the most common patterns are listed below. Contact Xerox Technical Support if you experience a different blinking pattern.

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 turns to an amber color and will blink. The number of blinks before a 3-second pause indicates the type of error code.

In all cases you should turn off your scanner and check your scanner setup. Verify the ADF cable is plugged in, that the scanner lock is in the **unlocked** position, verify connections to PC and wall.

Error Code	Problem Description	Solution
4	The scanner is not communicating with the computer.	Plug the USB cable into another USB port on the computer. If the problem persists, replace the USB cable.
5	The lamp in the scanner body has malfunctioned.	This usually occurs after a paper jam. Turn the scanner off, then back on again. If the problem persists, turn off the scanner, re-start the computer, then turn the scanner on.
6	The status light is faulty.	Contact Xerox Technical Support.
8	Paper jam.	See "Clearing Paper Jams" on page 110.
9	Scanner is locked.	Make sure the scanner lock is in the unlocked position before the scanner's power is turned on. See the illustration on page 7 for the location of the lock.
16	The ADF cable is not plugged into the base of the scanner.	Turn off the scanner and plug in the ADF cable. If the cable is already plugged in, it may have come loose. Plug it in securely in the ADF port, then turn the scanner back on. See the illustration on page 8 for the location of the ADF port.
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 your DocuMate 510 scanner, remove the One Touch 4.0 software, PaperPort, and any other software provided with your 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 or Remove Programs** icon.

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

3. Select **One Touch 4.0** then click the **Remove** button.

4. An "Add or Remove" message box opens and asks if you are sure you want to remove One Touch 4.0 from your computer. Click **Yes**.

   The One Touch 4.0 software is removed from your computer.

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

6. Close all open windows and restart your computer.

Uninstalling the PaperPort 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 or Remove Programs** icon.

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

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

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

   The PaperPort software is removed.

5. Close all open windows and restart your computer.

To Install Another Driver

Before you can install another driver for your scanner, you must remove the currently installed driver first. Then the new driver can be installed.

1. Uninstall the One Touch 4.0 driver.

    a. Open the Windows Control Panel.

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

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

    c. Select One Touch 4.0 then click on the **Remove** button.

    d. An "Add or Remove" message box opens and asks if you are sure you want to remove One Touch 4.0 from your computer. Click **Yes**.

    The One Touch 4.0 software is removed from your computer.
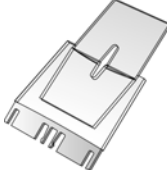
2. **Unplug the scanner USB cable.**

3. Reboot (restart) your computer.

4. Follow the instructions in "Step 2: Install the Software" on page 9 of this User Guide and follow the steps for installing one of the other driver options.

Xerox DocuMate 510 Scanner Specifications

Bit depth	True 48-Bit color (internal), 16-Bit gray (internal), 1-Bit line art/text
Scanning resolution	Optical resolution: 600 x 1200 dpi, Hardware supersampling, Interpolated resolution: 2400 dpi
Maximum item sizes	ADF Mode 8.5 x 14 inches (21.6 x 35.6 cm) Flatbed Mode 8.5 x 11.69 inches (21.6 x 29.7 cm)
ADF minimum item size	3 x 4 inches (7.6 x 10.2 cm)
ADF scanning speed	Up to 10 pages per minute @ 200 dpi B&W
ADF capacity	50 pages
Light source	Cold cathode fluorescent lamp
Interface	USB 2.0 Full Speed
Scanner dimensions	
Height	7.5 inches (19 cm)
Width	12 inches (30.5 cm)
Length	17.5 inches (44.5 cm)
Weight	10.95 pounds (5.03 kg)
Operating temperature	50°–104° F (5°–35° C without condensation)
Relative humidity	20%–80% (@35° C without condensation)
Power adapter	DC Jack, 24Vdc/1.0A (24W), 100-240Vac, Class 1, Two Cores, Energy Star and RoHS compliant
Power consumption	$\leq$ 24 Watts
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 510 Parts List

Please use the following part names and numbers when ordering replacements for your Xerox DocuMate 510 scanner.

	Part Name	Part Number
	Paper Guide	57-0097-000
	Paper Guide Extension	57-0098-000
	Paper Stop	57-0099-000
	ADF Pad	57-0100-000
	Roller Assembly	57-0110-000
	USB Cable	35-0061-100
	AC Power Cord	35-0103-000
	Power Supply	37-0046-200

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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