Travel Scanner 100
User Guide

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Welcome

Congratulations on purchasing your Xerox Travel Scanner 100. With this scanner you can quickly scan paper items such as letters or receipts and place their electronic images on your computer. Powered through the USB port on your computer, this scanner is perfect for taking on the road.

The Xerox Travel Scanner 100

1	**2**	**3**	**4**	**5**
Paper feed	Paper sensor	Alignment arrow	Scanner button	USB port
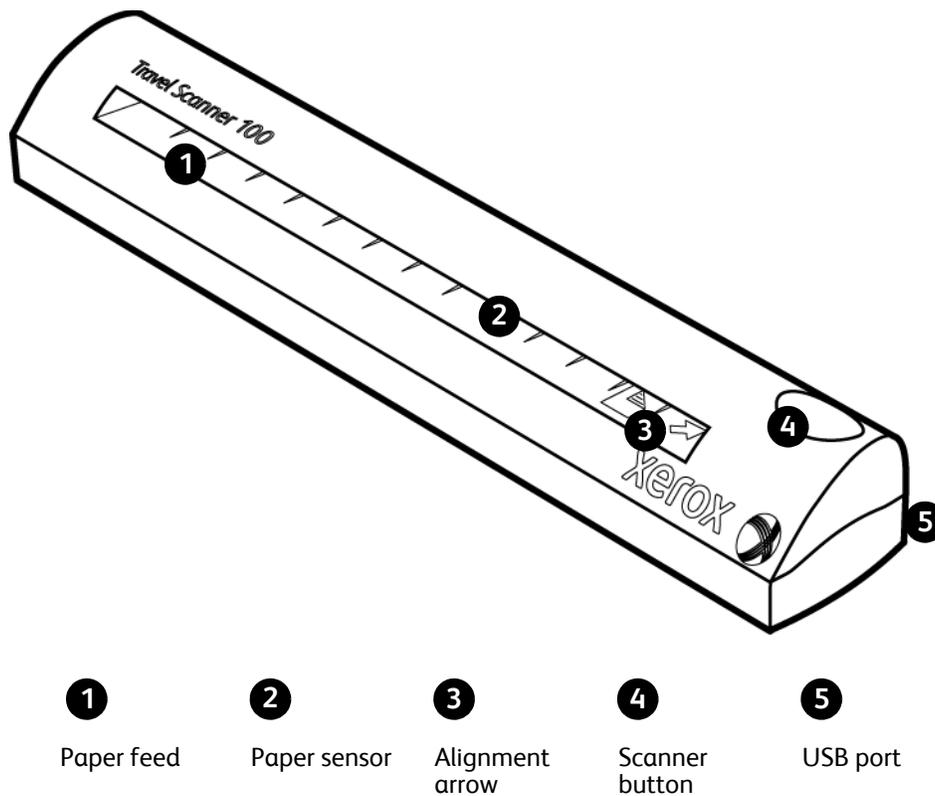
Paper Feed—Place an item face down in scanner, the page feeds through as it is being scanned.

Paper sensor—Recognizes when an item is inserted in the scanner.

Alignment arrow—Shows where to align the top right corner of the item you are scanning.

Scanner button—If a scan is in progress, pressing the button cancels the scan and the item feeds through. When a scan is not in progress, pressing the button opens the One Touch configuration window.

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

What's in the Box

Before starting the 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.

Travel Scanner 100   Carrying Bag
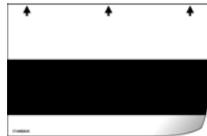
Calibration Page (2)   USB Cable   Photo Sleeves (2)   Cleaning Sheet
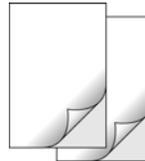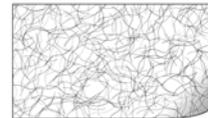
Installation Disc   Quick Install Guide   Technical Support Card

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), 32-bit Windows XP (Service Pack 2 or 3), 32-bit or 64-bit 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

The following documentation is provided with your scanner:

- Quick Install Guide—Abbreviated installation instructions.
- Xerox Scanner User's Guide—On the Installation Disc; contains detailed installation, scanning, configuration, and maintenance information.
- MiniGuides—On the Installation Disc; contains detailed instructions on using the One Touch OmniPage module, One Touch VRS module and SharePoint destination link.
- Readme—Contains the latest information about your scanner and software installation.
- PaperPort User's Guide—On the Installation Disc; contains detailed feature and configuration information for the PaperPort software.
- BizCard User's Guide—On the Installation Disc; contains detailed instructions for using the software.
- Online Help—For the scanner configuration, TWAIN and WIA interfaces, and PaperPort software applications.

Installation

Installation is a quick, two-step process:

1. Install the software
2. Connect the scanner

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 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 scanner. 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 Account Control screen asking you to confirm system changes. Click the Continue button to allow the installation to proceed.**

Step 1: Install the Software

The Installation Disc contains the necessary driver, and additional scanning software, to use your Xerox Travel Scanner 100.

To install the software:

1. Start Microsoft Windows and make sure that no other applications are running.
2. Insert the installation disc into your computer's DVD-ROM drive.

    The disc automatically starts.

3. The Select Language window opens. Click the drop-down menu arrow and select the language to use. Click **OK**.
4. The disc's Main Menu window opens.

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

- Make sure the disc drive's door is completely shut.
- Make sure the disc was inserted in the drive in the proper direction (label side up).

To launch the disc 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 disc should now open.

If the menu does not open:

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

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

5. On the Main Menu, select **Install Products**.
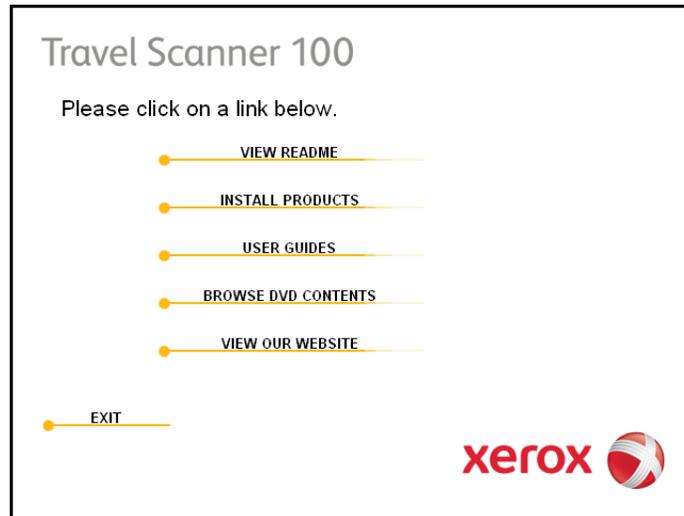
6. Make sure the boxes for **Nuance PaperPort**® and **Scanner Driver** are checked.
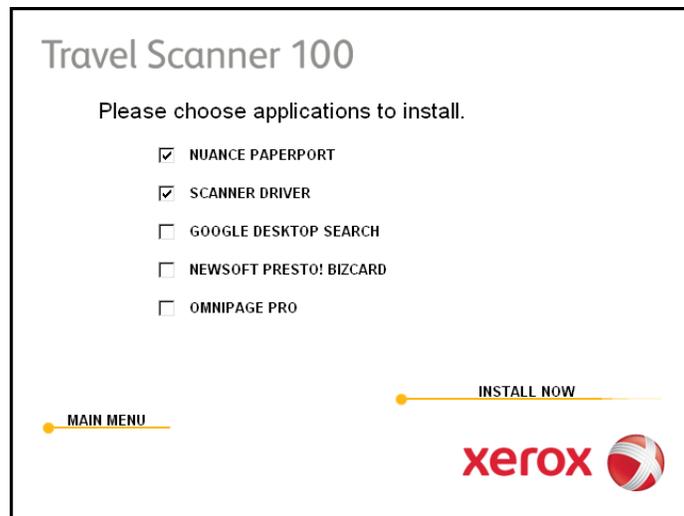
NOTE: The software provided with your scanner may differ slightly from the list shown in the window.

7. 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**.

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.

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**.

The scanner driver installation will now start

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

2. Click **Next**.

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

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

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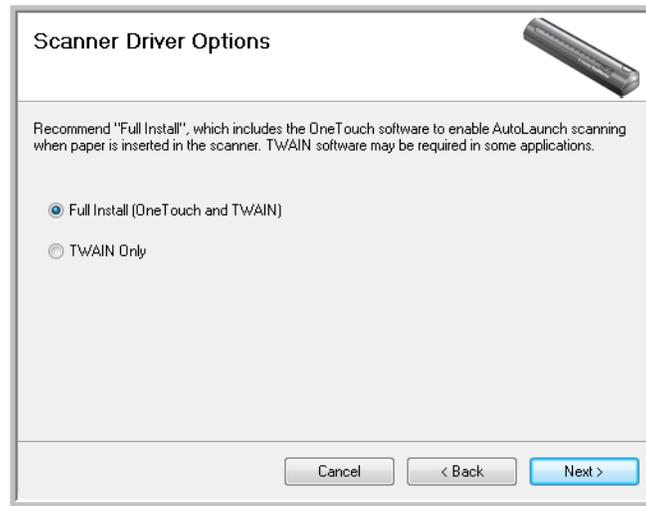
5. Select the option that you want then click on **Next**.

- **Full Install (OneTouch and TWAIN)**—This is the recommended installation. It installs the One Touch 4.0 software which provides the necessary driver software for the scanner. 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 without the One Touch software. You can use the Xerox Travel Scanner 100 to scan from TWAIN scanning applications. You will not be able to use the AutoScan option.

6. Click **Next**.

   A window opens with image quality samples asking you to select an image for your Color Space setting.
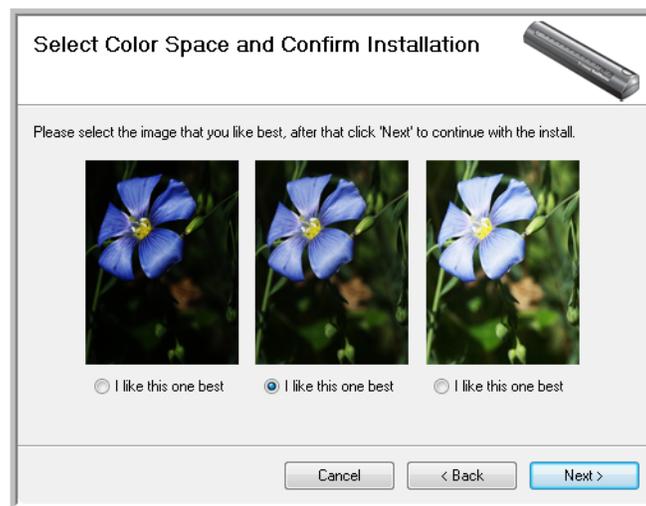
7. Select the option that looks best to you and click **Next**.

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.
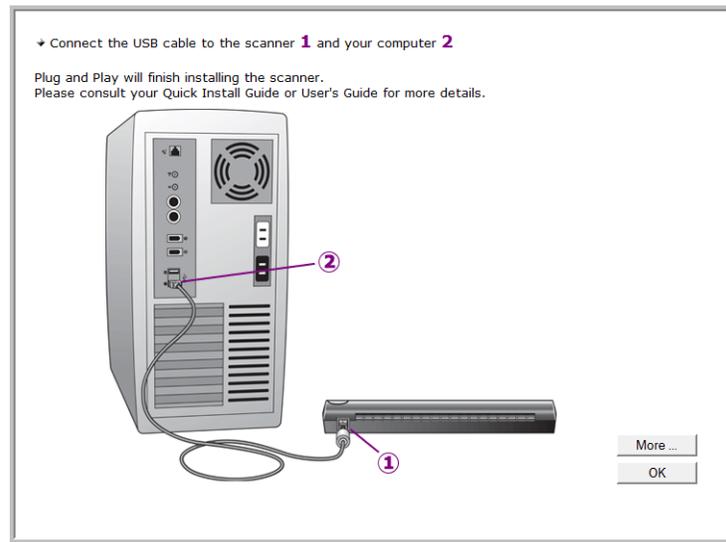
Step 2: Connect the Scanner

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

After you plug in the scanner you will be prompted perform a calibration. Please have your calibration page ready.

To connect your scanner:

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

   If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into either connection.
3. Your computer 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 a message similar to the one below.

   Xerox Travel Scanner 100
   Device driver software installed successfully.
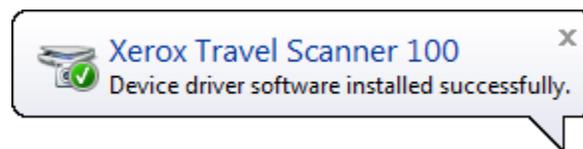
4. The calibration utility opens. Follow the instructions on screen for calibrating the scanner.

> To maintain the scanner's quality it needs to be calibrated periodically.
>
> Please insert the calibration target in the direction of the arrows.
>
> Waiting for calibration target ...
>
> Cancel
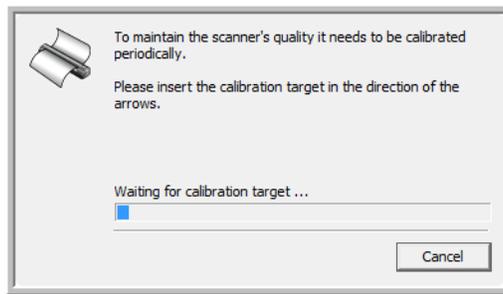
5. Place the calibration page in the scanner in the direction printed on the page. The black strip should be *face down*.

> THIS SIDE FACE UP   Calibration Direction

6. The scanner will pull the calibration page through the scanner. The page will move back and forth as the scanner calibrates for the difference between dark and light.

> To maintain the scanner's quality it needs to be calibrated periodically.
>
> Please insert the calibration target in the direction of the arrows.
>
> Calibrating color/greyscale ...
>
> Cancel
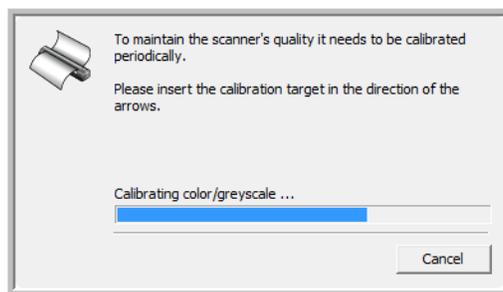
7. When calibration is complete, the scanner will back the page out of the paper feed. Remove the page when prompted by the calibration utility.

> To maintain the scanner's quality it needs to be calibrated periodically.
>
> Please insert the calibration target in the direction of the arrows.
>
> Please remove calibration page ...
>
> Cancel
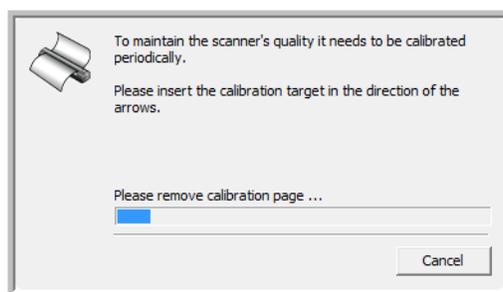
When you remove the calibration page from the scanner the calibration utility will automatically close. If the utility does not close, click on **OK** to close the window.

8. When you're certain that the software has completely loaded, return to the "Complete the installation by connecting your hardware" window.
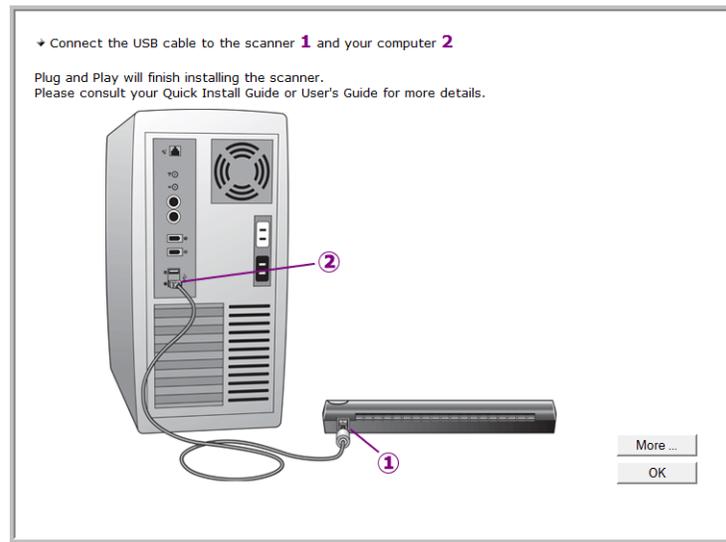
To see a quick overview about accessing and navigating the One Touch Button Panel, click **More**. When you're finished reading the additional information, click **OK**.

9. Click **OK** to complete the installation process.

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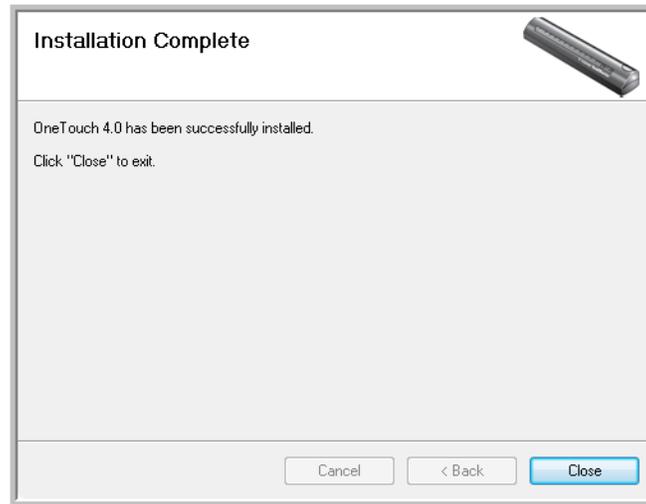
You can now install the additional applications you received with your scanner.

Additional Applications Available with Your Scanner

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

1. Return to the disc's Main Menu and click **Install Products**.
2. Select the additional applications you want to install, then click **Install Now**.
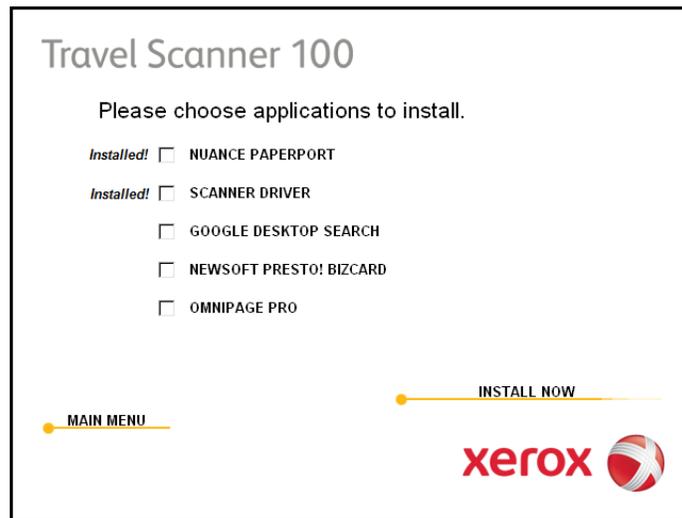
3. Follow the instructions on the screen to install each of the additional products.

Software	About the Software
Adobe® Acrobat® Reader®	Adobe Acrobat Reader is a stand-alone application that you use to open, view, search, and print PDF files. This application is located on the disc in the User Guides section.
NewSoft Presto! BizCard®	BizCard quickly and easily converts the vital contact information on business cards into a convenient, searchable, digital database that can be easily synchronized between PCs, notebooks, PDAs and PIMs.
OmniPage® Pro	OmniPage Pro provides precision OCR analysis, advanced layout detection, and Logical Form Recognition™ (LFR) technology. Advanced security features quickly turn office documents and forms into over 30 different PC applications for editing, searching and sharing. Custom workflows handle large volumes of documents, and you can use its tools to print to PDF.
Google Desktop™	Google Desktop is a client application providing text search over email, files, scanned documents, music, photos, chats, viewed web pages and more.

You can now view and save the User Guides.

View the User Guides

1. On the Main Menu, click **User Guides**.
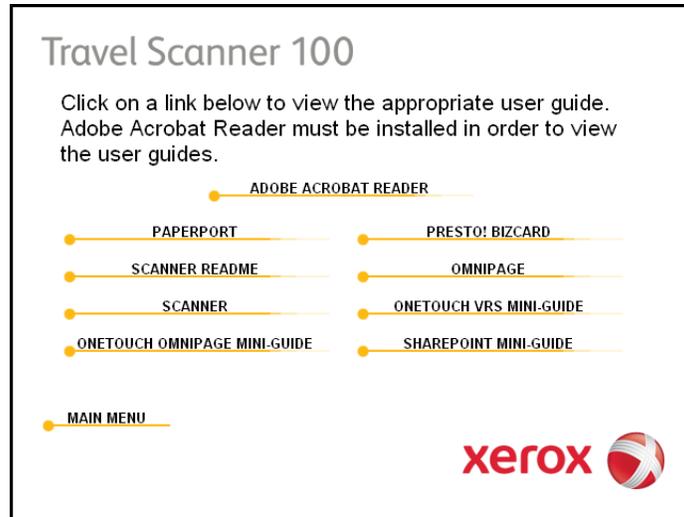
The User Guides are in Adobe® Acrobat® PDF format. If you need to, click **Adobe Acrobat Reader** to install it now. Follow the instructions on the installation windows.

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

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

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

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

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

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

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

That's it! Installation is finished and your Xerox Travel Scanner 100 is ready to scan.

Register Your Scanner and Check for Updates

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

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.
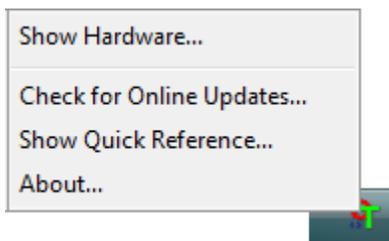
3. Follow the instructions on the screen and register your scanner by entering your scanner's serial number and your email address.

NOTE: A valid email address is required.

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

The Serial Number

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

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

Scanning

You have several different scanning options with your Xerox scanner. Each method scans equally well, so use the one with appropriate options for the item you are scanning.

- **One Touch AutoLaunch**—To use the scanner's AutoLaunch feature, simply insert a document in the scanner and it is automatically scanned using predefined settings from the OneTouch software. See "Scan Using AutoLaunch" on page 17.

- **One Touch Button Panel**—Use this scan option when you want to scan from the computer screen. This scans with the same settings as when using the AutoLaunch scanning feature. See "Scan from the One Touch Button Panel" on page 20.

- **TWAIN Interface**—The TWAIN interface is also for scanning from various programs on your computer. The TWAIN interface is available from the PaperPort software, as well as from other programs such as Microsoft Word. See "Scanning from the TWAIN Interface" on page 60.

- **Windows Image Acquisition (WIA) Interface**—If your computer is running Windows XP or Windows Vista, you can use this option to scan with the Microsoft WIA interface. Select the WIA scan settings, put the document in the scanner, then click the Scan button on the WIA window. See "Scanning from the Windows Image Acquisition Interface" on page 65.

Scanning using One Touch

One Touch is your main scanning interface for using the scanner. Placing a page in the scanner automatically starts the scanner and sends the image to the destination selected in the One Touch properties.

NOTE: Always remove any staples or paper clips from documents before inserting them into the scanner's paper feed. 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.

Scan Using AutoLaunch

When you insert an item into the scanner, it is automatically scanned and the image is sent to a destination location or application on your computer, or to a network drive.

Using AutoLaunch:

1. Align a document with the aliment arrow and insert it into the scanner, *face down*, into the paper feed slot.

    The scanner grabs the top edge of the paper and automatically begins to scan and feed the paper through the scanner.

2. A scan progress window opens and the image is sent to the selected application for PaperIn button.

    In this example the Destination Application is the PaperPort desktop.
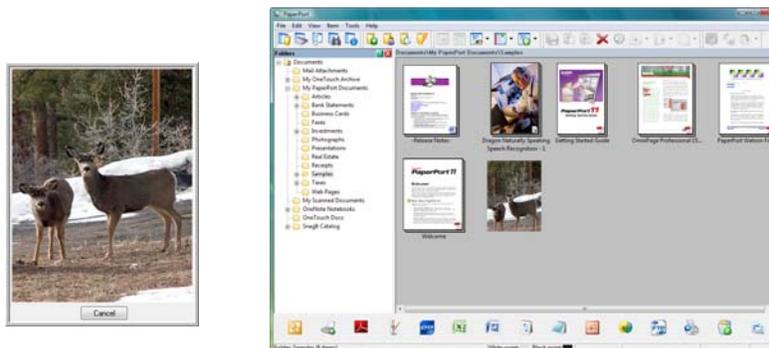
3. You can now work with the image in the Destination Application.

Turn AutoLaunch Off/On

If you want to scan from One Touch button panel on screen, or to be able to place a page in the scanner and wait until you are ready to initiate the scan, you can turn the AutoLaunch feature off. This option is in the Device Settings for your scanner's hardware properties.

To turn AutoLaunch off or on:

1. Click on the One Touch icon in the Windows notification area on the right side of the screen.

One Touch Icon

2. Click on the scanner icon to the right of the green buttons, in the title bar of the One Touch button panel.

Hardware icon

3. Click on the **Properties** button in the hardware properties window.
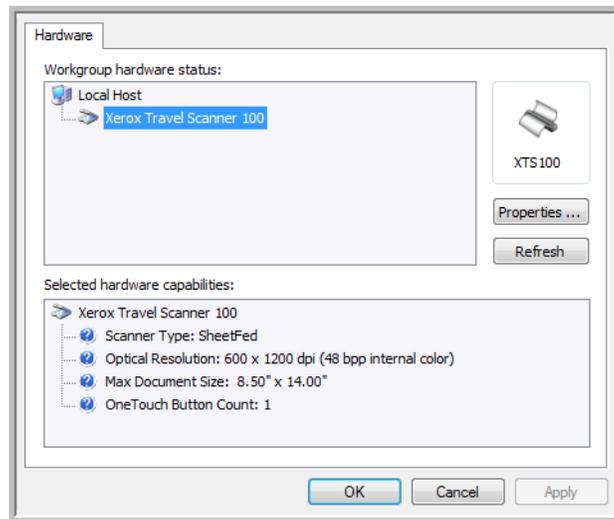
4. In the Device Settings tab, click on **Enable the generation of events when paper is inserted into the scanner** to deselect this option.
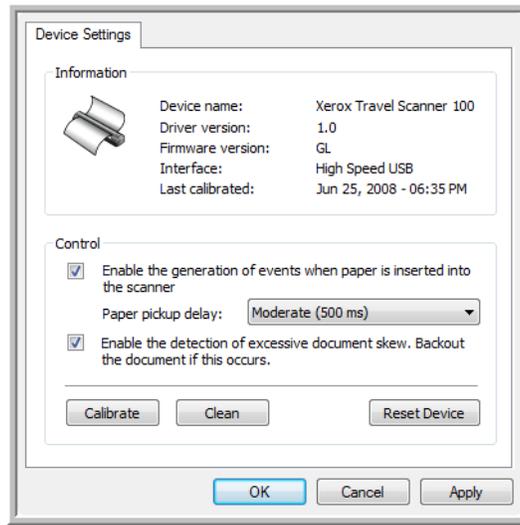
5. Click on **OK** to save the changes and close the window. Click on **OK** to close the Hardware Properties window.

The AutoLaunch feature is now turned off. Your scanner will not start scanning until you click on the scan button on the One Touch button panel, or on the scanning interface from the application you are using.

To turn AutoLaunch back on, follow the instructions in this section and click on the option in step 4 to select to enable the feature.

Scan from the One Touch Button Panel

Scanning from the button panel on your computer's screen works like inserting a page in the scanner when AutoLaunch is turned on.

To scan from the One Touch Button panel:

Follow the steps in the previous section to turn off the AutoLaunch feature before scanning with the One Touch panel. If AutoLaunch is turned on, the scanner will automatically scan when a page is inserted in the scanner.

1. Place a page *face down* in the paper feed slot, aligned to the arrow on the right side of the scanner.

2. Click on the One Touch icon in the Windows notification area (at the lower right corner of the screen.)

One Touch Icon

3. The One Touch panel opens.

4. Click on the PaperIn button.

5. A scan progress window opens and the image is sent to the selected application for the One Touch button.

   In this example the Destination Application is the PaperPort desktop.
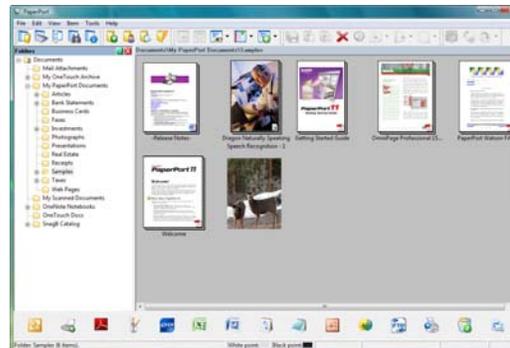
6. You can now work with the image in the Destination Application.

Features of the One Touch Button Panel

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

Click on the One Touch icon to open the panel.
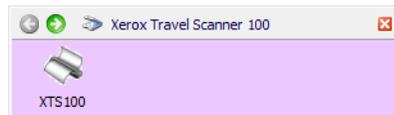
The Hardware View   The Button View

The Title Bar

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

The Button View

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

The Hardware View

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

Configuring One Touch AutoLaunch

When you installed the scanner, the software configured One Touch with all applications on your computer that you can scan to. The button consists of: a **Destination Application**, a **Scan Configuration**, and a **File Format**.

You can open the One Touch Properties window by pressing the button on the scanner, or by opening it from the One Touch Panel on screen.

1. Click on the One Touch icon.

2. Right click on the PaperIn button, single left click on the detailed information.

3. The One Touch Properties window opens.

Right click on PaperIn, left lick on the detailed information, or press the button on the scanner to open the One Touch Properties.
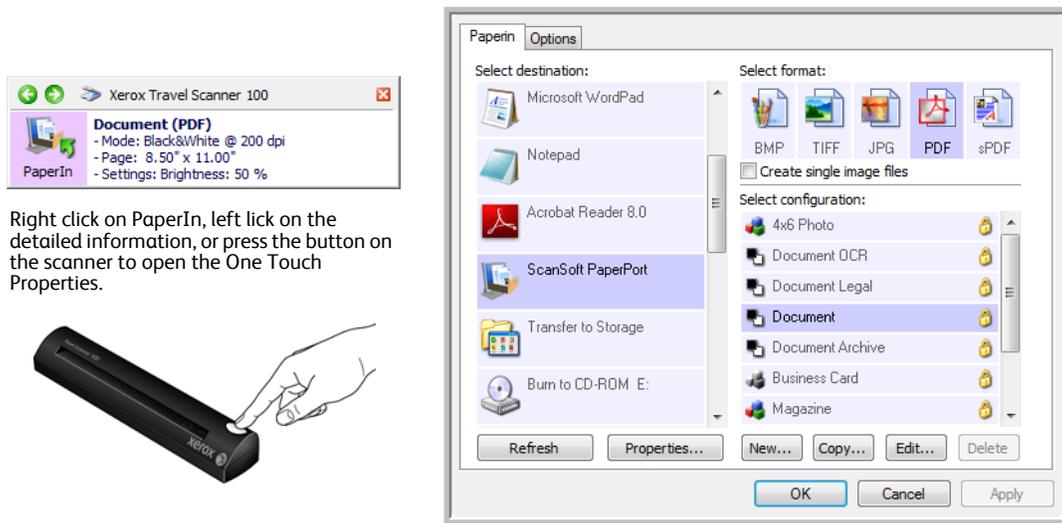
NOTE: Some of the options on the One Touch Properties Window are "grayed out" and are not available, these options are not appropriate for your scanner model.

Changing the PaperIn setting:

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

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

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

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

5. Place a page in the scanner.

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

NOTE: The next section contains detailed information on making changes to the One Touch Properties window.

Selecting New Settings

Click the Options tab to select options.

Select a file format for your scanned images.

Select the Destination Application that will open when you are finished scanning. You use the destination application to view and work with your scanned images.

Select a configuration for scanning the item.

The settings on the One Touch Properties window are:

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

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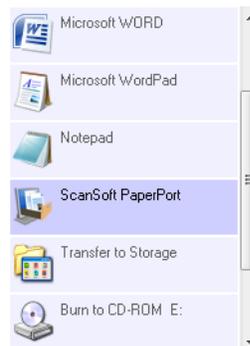
NOTE: If you select a word processing program such as Microsoft WordPad or Microsoft Word that can be used for OCR (such as TXT or RTF), the text in scanned images is automatically converted to word processing text.

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

Click the icon of a selected configuration to view its settings.

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

| Color | Black and White | Grayscale | Configure Before Scan |
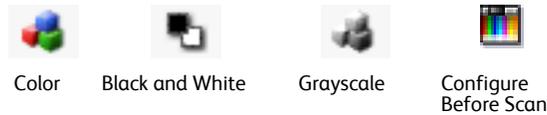
See the sections "Creating a New Scan Configuration" on page 25 and "Editing or Deleting Scan Configurations" on page 31.

NOTE: Use Configure Before Scan if you want to set the scanning mode manually before scanning. See "Configure Before Scan" on page 32.

Select Format—A set of file formats for the scanned image for the selected button. The formats are based on the type of Destination Application you select. This example shows the formats that apply to Microsoft Outlook.
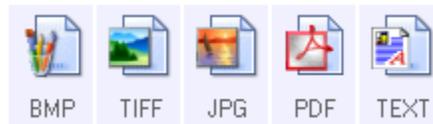
The icon names indicate their file types. See "Selecting Document and File Format Options" on page 35 for more information about the available formats.

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

Properties button—Displays a window for selecting properties for each type of Destination Application. See "Setting Destination Application Properties" on page 40.

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

New/Copy/Edit/Delete buttons—Click **New** or **Copy** to add new scan configurations to the list. Click **Edit** or **Delete** to change or remove them.

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.

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.
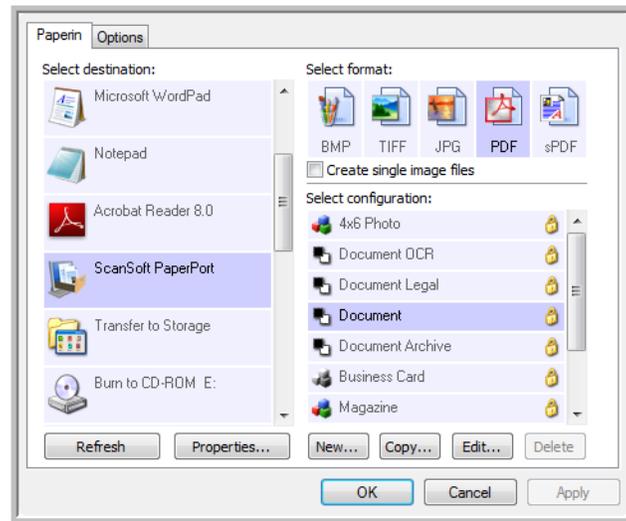
To create a new configuration:

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

2. Click the **New** button.

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

   The Scan Configuration Properties dialog box opens.

The Scan Settings Tab

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

Type a new name for the configuration.

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

Drag the sliders to set the Brightness and Contrast.
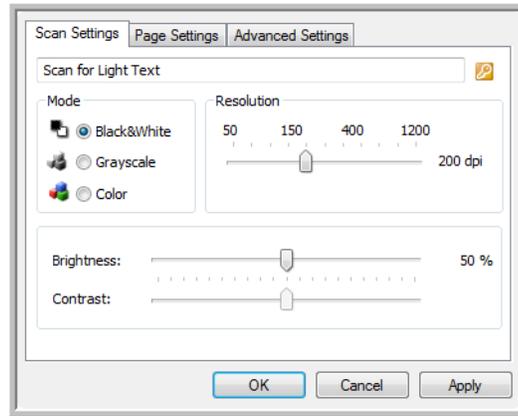
If the configuration is locked, click the lock to unlock it. The icon becomes a key.

2. Select scan settings for the new scan configuration.

    Mode—Select a scanning mode:

    - **Black&White** to scan in black and white. For example, letters and memos are usually scanned in black and white.
    - **GrayScale** to scan items such as documents containing drawings or black and white photographs.
    - **Color** to scan color photographs and other color items. Color scans have the largest file size.

    Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The 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**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black&White mode.

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

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

4. Click **OK** if you are done making changes for this configuration.

The Page Settings tab

Click the **Page Settings** tab to select options applicable to how you want the image to appear after scanning.
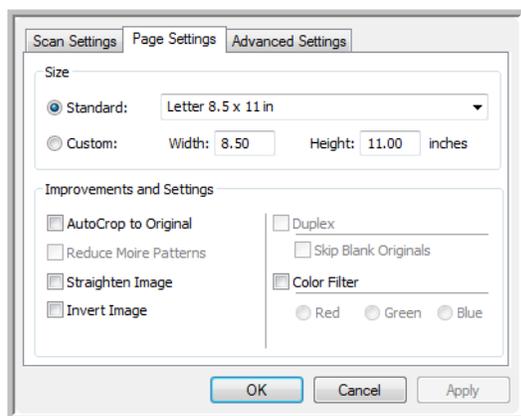
Click the name to toggle between inches and millimeters.

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 scanning mode on the Scan Settings tab are available.

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

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

- **Straighten Image**—Select this option to let the scanner automatically determine if a page is skewed, and 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 fully. In that case, re-scan the page.

- **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 image. 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 scanning modes.
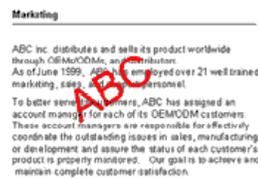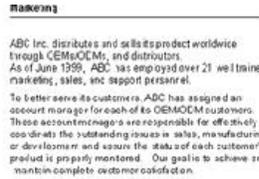
If you are finished making changes to the configuration, click on **OK** to save the settings and close the window.

The Advanced Settings tab

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

   The options of the Advanced Settings tab are for the Color or Grayscale scanning mode.
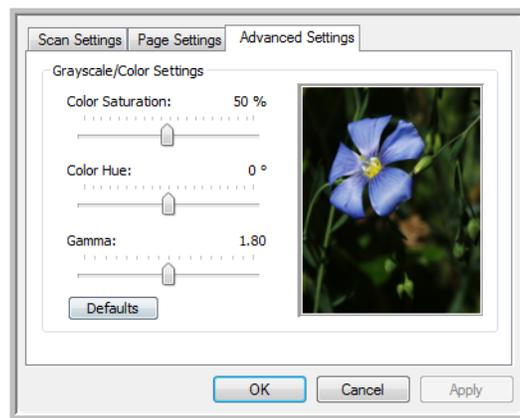
2. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.

   Saturation—the strength or purity of a color.

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

   Gamma—controls the brightness of the midtones of the color.

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

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

The Device Settings Tab

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

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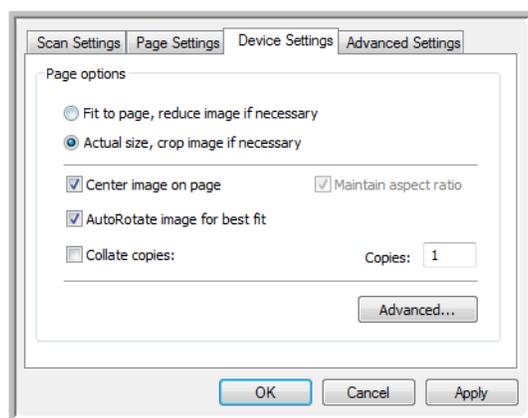
Fit to page, reduce image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be reduced to fit the page.

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

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

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

The Storage Options Tab (Archive)

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

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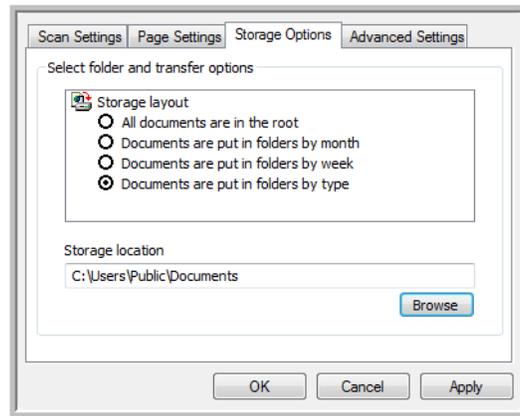
2. Click the Storage Layout options you want.

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

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

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

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

Editing or Deleting Scan Configurations

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

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

To edit or delete a scan configuration:

1. Open the One Touch Properties window.
2. Select the scan configuration you want to edit or delete.
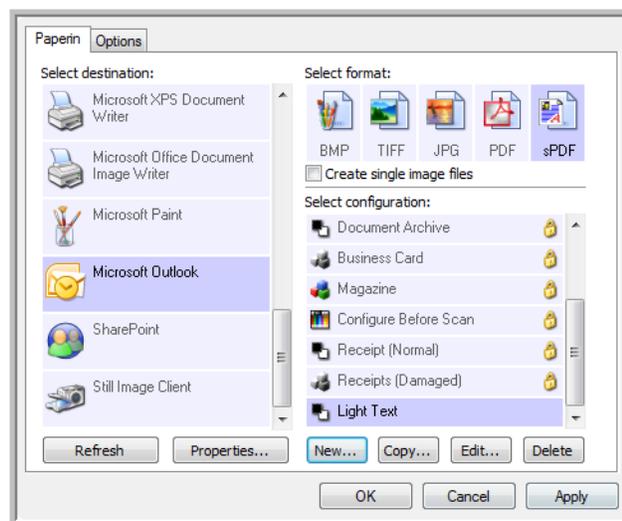
Select the scan configuration to edit or delete. It must be unlocked, as indicated by not having a lock displayed here.

- To delete the configuration, click the **Delete** button.
- To edit the configuration, click the **Edit** button.

  Edit the settings and click **OK**.

3. Click **OK** to close the One Touch Properties window.

Configure Before Scan

You can set up the scanner so that, when you put a page in, a different scanning interface opens before the scanning starts. To set up the scanner for this capability, you select Configure Before Scan from the scan configuration list.

Choosing Configure Before Scan simply opens either the TWAIN or WIA scanning interface when you insert a page. 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.

The option Configure Before Scan can be used when you want to scan multiple pages and have them appear in one file.

To set Configure Before Scan:

1. Open the One Touch Properties window.

2. Select the scan configuration **Configure Before Scan**.
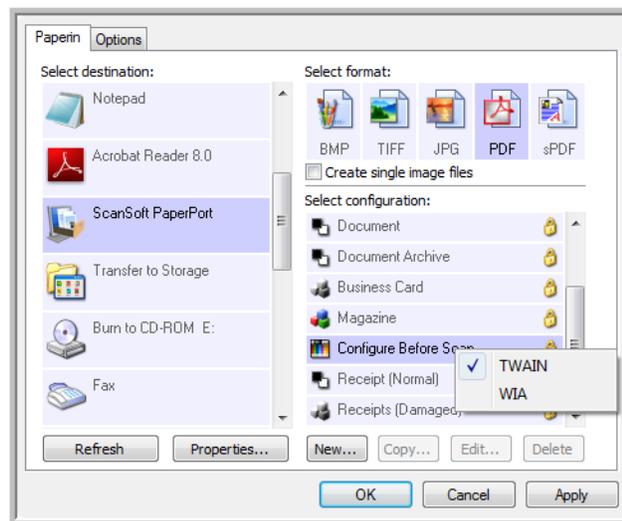
Select then right-click on **Configure Before Scan** to get the menu, and choose the interface to use for scanning.

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 from the TWAIN Interface" on page 60.

   WIA—The Windows Image Acquisition (WIA) Interface opens for you to make changes prior to scanning. See "Scanning from the Windows Image Acquisition Interface" on page 65.

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

To Scan Using Configure Before Scan

1. Put a document in the paper feed slot on the scanner.

2. The TWAIN Interface opens.

3. Choose the scan settings applicable to the document.

4. Click the **Scan** button on the TWAIN Interface.
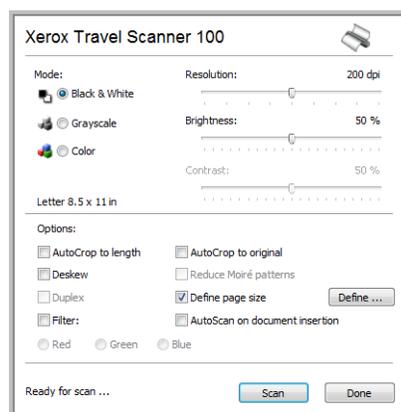
5. The item is scanned. When finished, click the **Done** button and the image will be sent to the Destination Application specified in the One Touch 4.0 Properties window.

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

To Scan Multiple Pages

You can use Configure Before Scan to create multi-page documents from individually scanned pages.

NOTE: Using the Configure Before Scan option to scan multiple pages does not apply for page formats BMP and JPG. Please make sure the page format on the One Touch 4.0 Properties window is set to TIFF, PDF, or one of the Text formats. Make sure the option **Create single image files** is not selected. Please see **page 35 for instructions on changing the file settings.**

1. Put a document in the paper feed slot on the scanner.

2. When the TWAIN Interface opens, select the appropriate scan settings for your document.

3. Click the **Scan** button on the TWAIN Interface.

4. After the Scanning Progress bar closes, place the next page in the paper feed slot on the scanner.

5. Continue until you have scanned all the pages in your multi-page document.

6. When you're finished scanning, click the **Done** button on the TWAIN Interface.

7. All the scanned pages will be sent to the Destination Application set in the One Touch 4.0 Properties window. If the Destination Application is PaperPort, the pages will be grouped as a single stack of pages.

Canceling a Configure Before Scan

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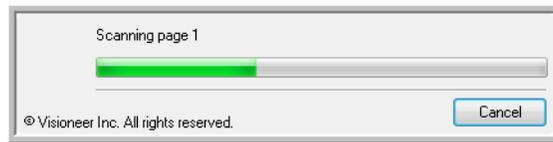
2. The following window will open asking if you want to cancel the entire job.
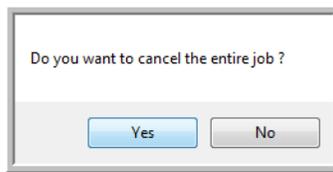
- **Yes**—Scanning stops and all pages scanned in this batch, up to this point, will be deleted. The TWAIN interface will close and you can restart your scan from the beginning.

    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 start over but select the correct picture type before scanning.

- **No**—Scanning stops, but all pages scanned in this batch, up to this point, are not deleted and the TWAIN interface remains open. The current page is fed through the scanner but it is not scanned. You can place a new page in the scanner, adjust the TWAIN settings for it, then click 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 it. Instead of having to re-scan the entire batch, 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.

Selecting Document and File Format Options

The format option 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; TEXT is only one of several text formats available.
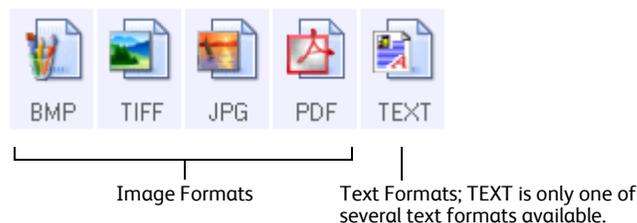
The Text Formats are for text file types. The names of the formats indicate their file types. See "Text Formats" on page 36 for details.

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.

This option can be used in conjunction with Configure Before Scan to send multiple single-page files to a destination when scanning from within the TWAIN interface.
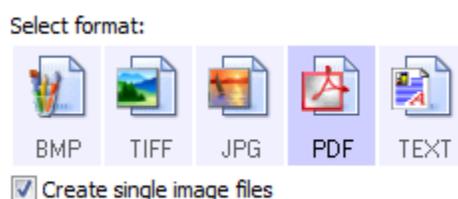
Image Formats

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 JPG format.

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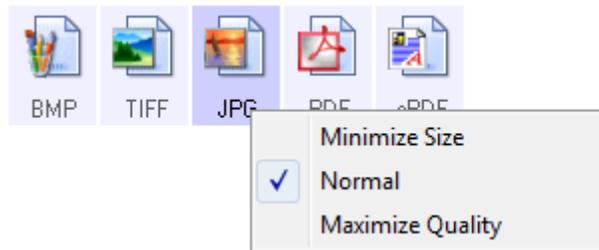
3. Choose the file size/image quality option for your scanned images.

   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 JPG 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.

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.
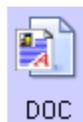
The specific text format; this example is for Microsoft Word.

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's Word.
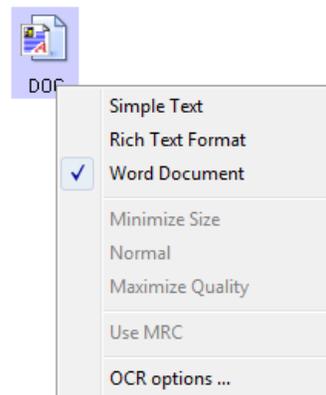
Example menu for the Text format when the selected application is Transfer to Storage.

DOC

Simple Text
Rich Text Format
✓ Word Document

Minimize Size
Normal
Maximize Quality

Use MRC

OCR options ...

nPDF

Simple Text
Rich Text Format
Word Document
Comma Delimited
Excel Spreadsheet
HTML Document
Searchable PDF
✓ Normal PDF

Minimize Size
✓ Normal
Maximize Quality

Use MRC

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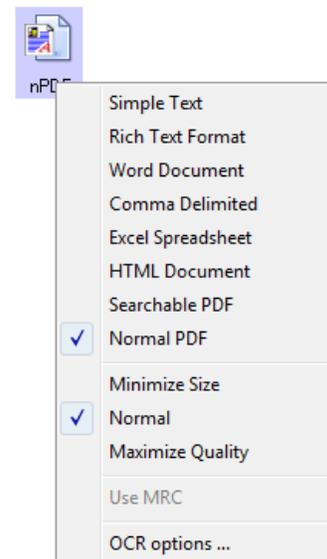
3. Choose the file type that you want for the text format.

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

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

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

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

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

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

Searchable PDF—The .pdf file format used by Adobe Acrobat. This format converts scanned text into PDF with an invisible text layer for searching.

Normal PDF—The .pdf file format used by Adobe Acrobat. This format converts scanned text into a PDF with the text ready for editing in a PDF editing program.

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

Detailed information about these text file formats, and instructions for setting up the OCR options, are in the *One Touch OmniPage Mini-Guide* located on the installation disc in the User Guides section.

Selecting Options for One Touch

The One Touch Options determine the types of Destination Applications available for scanning, as well as additional options for scanning.

To select options:

1. Open the One Touch Properties window and click the **Options** tab.
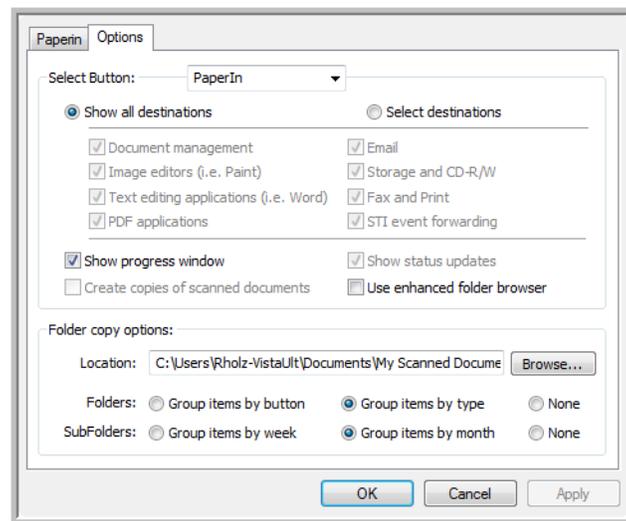
2. Select options as described below.

    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.

    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 PDF format.
    - **Email** includes Microsoft Outlook and other email applications.
    - **Storage and CD-R/W** is for either storing scanned documents in a folder, or sending them to a CD burner to create a CD containing the scanned documents.
    - **Fax and Print** is for sending your scanned documents directly to your printer or fax software for faxing.
    - **Sti event forwarding** is for using another application's interface for scanning. The One Touch Event Forwarding dialog box opens so you can select which application to use to continue scanning.

3. Click **Apply**, then click on the button tab you changed these options for to see the new settings.

Global Options

- **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. The copies will be saved in the folder specified in the **Folder Copy Options** section.

  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.

- **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 select the folder for saving 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.

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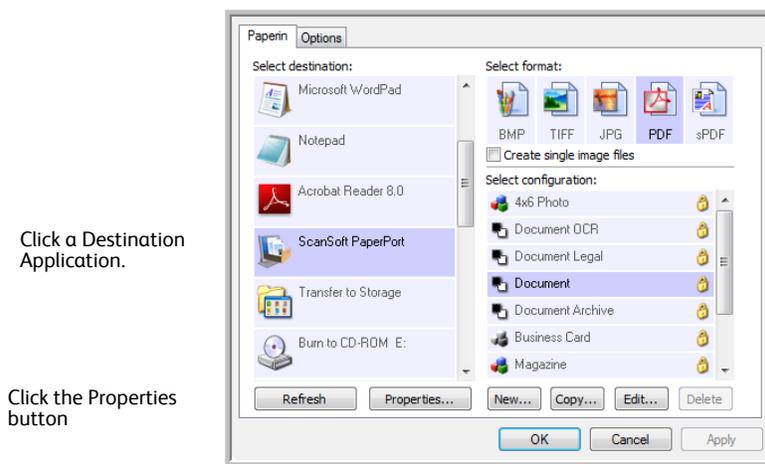
A One Touch 4.0 Link Properties dialog box opens for the type of Destination Application you selected, and the available options are for that type of application.

PaperPort Properties

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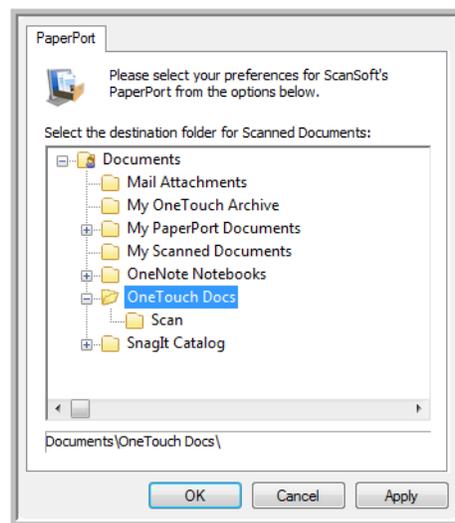
1. Select the PaperPort folder where you want the file of the scanned image to be located.
2. Click **OK**.

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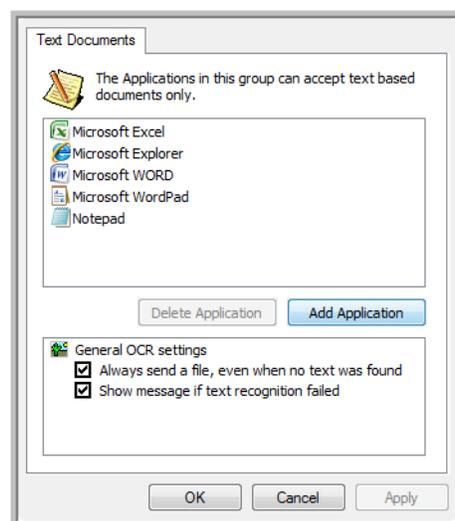
1. Click in the OCR settings boxes for the options you want.

   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 scanner 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.
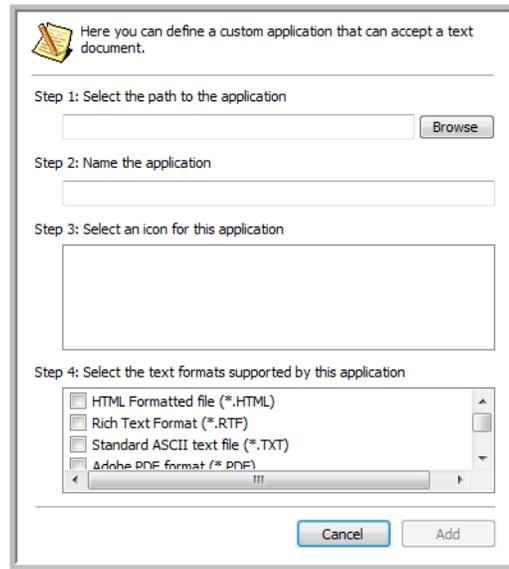
3. Click **Browse** to find the application you want to add to the list.

   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** on the Link Properties window.

8. Click **Refresh** on the One Touch Properties window and the new application should now be available.

Please refer to the *One Touch OmniPage Mini-Guide*, on the installation disc, for instructions on scanning with OCR.

Image Documents Properties

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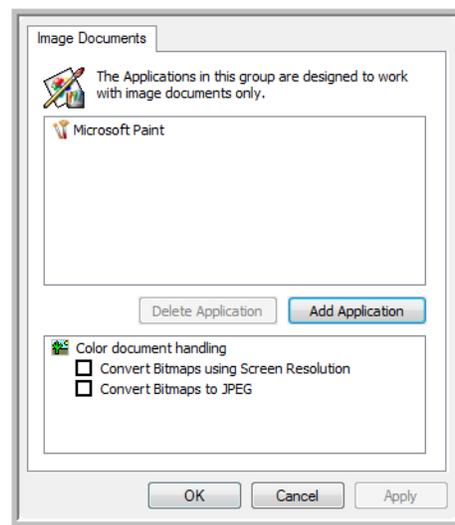
1. Click in the Color document handling settings boxes for the options you want.

   These 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.

3. Click **OK**.

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 47.

You can also set up multiple configurations to store scanned items in separate locations. See "Transferring Scanned Documents to Storage" on page 50.
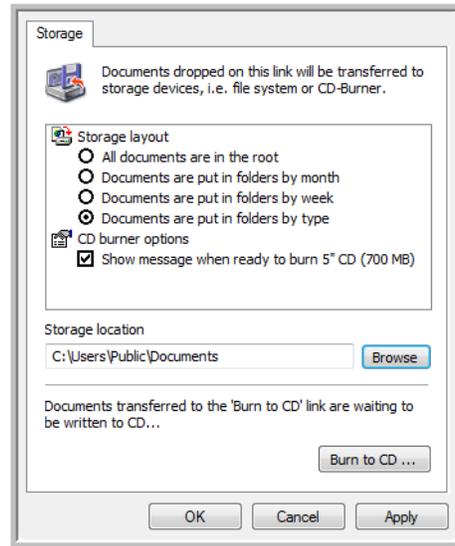
1. Click the Storage Layout options you want.

    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.

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.
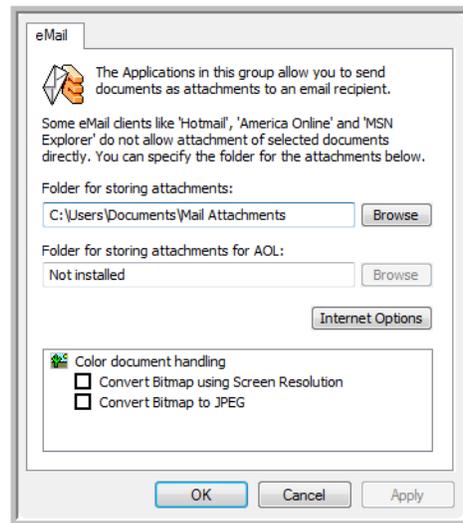
1. Click the **Browse** button for **Folder for storing attachments** and choose a folder for your email attachments.

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.

    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.

    Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller files sizes and, therefore, shorter transmission times when you email the file or upload it to the internet.

5. Click **OK**.

Scanning with Optical Character Recognition (OCR)

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

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.

The One Touch OmniPage Module or the OMniPage Pro software must be installed on your computer in order to use the OCR options with the One Touch software and your Xerox Travel Scanner 100. The One Touch OmniPage Module was automatically installed when you installed your driver from the installation disc. The *One Touch OmniPage Mini-Guide* is available on the installation disc. Please refer to that mini-guide for detailed instructions.

To scan with OCR:

1. Open the One Touch Properties window.
2. Select a text editing program in the Select Destination list, then select a text file format in the Select Format panel.

   For example, if you want to edit your document in Microsoft's Word, select that application then choose a file format such as TEXT, RTF or DOC.
3. Click on **OK** to save the changes and close the One Touch Properties window.
4. Place a document in the paper feed slot of the scanner. The scanner starts scanning.

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

Scan and Burn to a CD

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

To scan and burn to a CD:

1. Open the One Touch Properties window.
2. Select **Burn to CD** as the Destination Application.
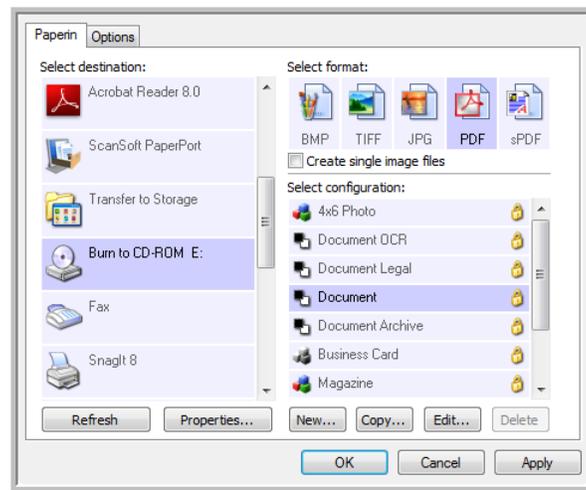
3. Choose a File Format and a Scan Configuration.
4. Click **OK**.
5. Place a document in the paper feed slot.

   The scanner will start scanning. When finished the file will be saved to the Windows location for CD files. An information bubble will appear in the Windows notification area telling you that there are files waiting to be burned to CD.
6. Open the One Touch Properties window, select **Burn to CD** and click the **Properties** button.
7. Make sure a blank CD is in the CD burner.
8. Click the **Burn to CD** button. The CD burner begins and your scanned documents are written to the CD.

   If other files are also waiting in this location, they will get written with the One Touch files on the CD.

Scanning with Event Forwarding (STI)

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

To scan with event forwarding:

1. Open the One Touch Properties window.
2. Select **Still Image Client** as the Destination Application.

    You cannot choose a page format for this option because the actual Destination Application is not selected until after you press the scanner button.
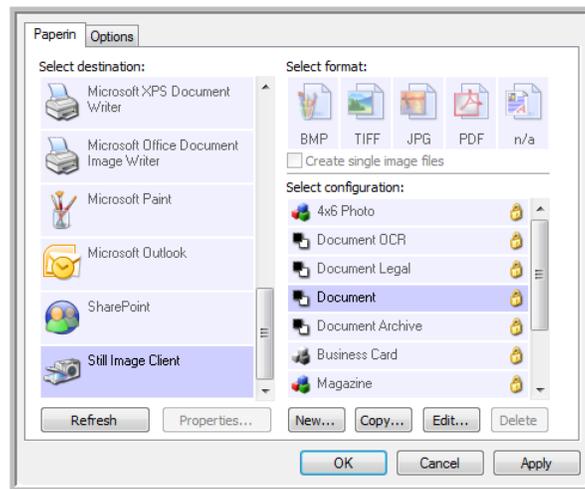
3. Choose a Scan Configuration.
4. Click **OK**.
5. Place a document in the paper feed slot to start scanning.

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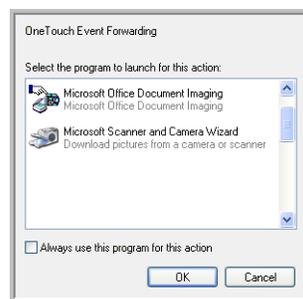
6. Select the application you want in the box and click **OK**.

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

Creating an HTML Web Page from Your Scanned Documents

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

To scan and create an HTML web page:

1. Open the One Touch Properties window.
2. Select **Microsoft Explorer** as the Destination Application.
3. Choose **HTML** as the Format.
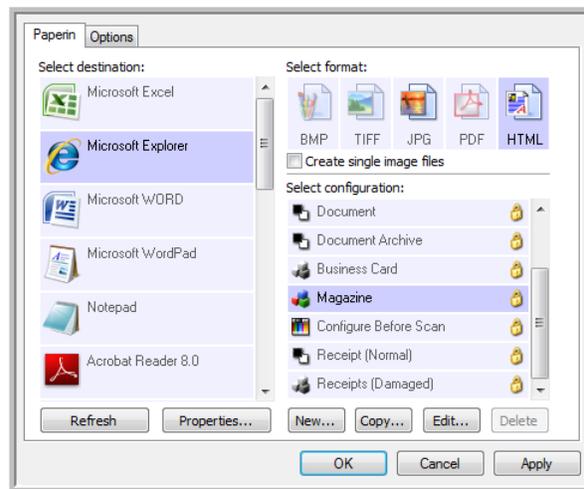
Choose HTML

4. Choose a Scan Configuration that has the settings for the image on the HTML page.
5. Click **OK**.
6. Place a document in the paper feed slot to start scanning.

    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.

7. 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.
8. 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 Transfer to Storage scanning, 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. If you choose a text format for the file format, the images are automatically converted by the OCR process into editable text and numbers before being saved.

To transfer documents to storage:

1. Open the One Touch properties window.
2. Select **Transfer to Storage** as the Destination Application.
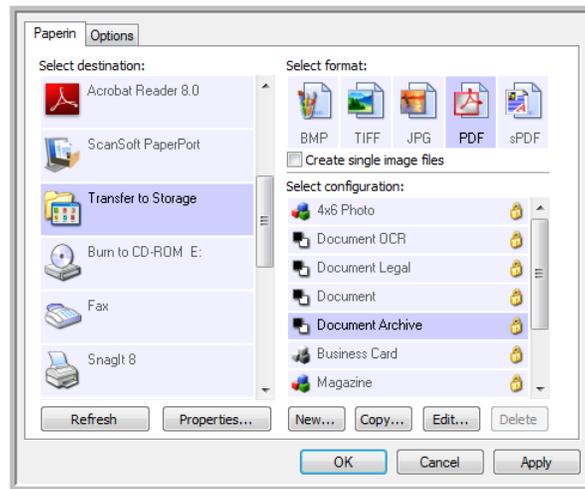
3. Choose a scan configuration and file format for your document.
4. Click **OK**.
5. Place a document in the paper feed slot to start scanning.
6. Scanning begins and your scanned pages are stored in the location that you specified on the One Touch 4.0 Link Properties window.
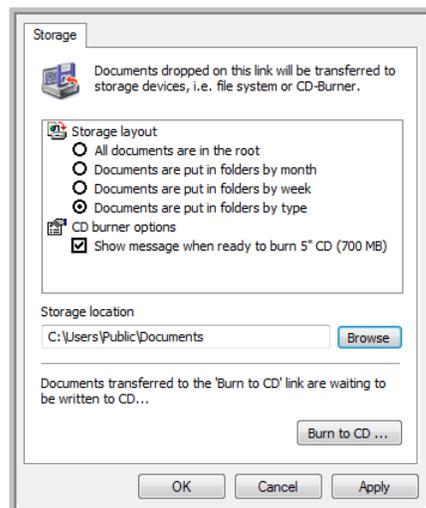
Your scanned documents will be stored at the location you specified on the One Touch 4.0 Link Properties window.

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

Scanning to Multiple Archive Folders

When archiving documents with Transfer to Storage option, you can scan the documents to different folders. For example, one folder might be for "Business Receipts," a second folder might be for "Personal Receipts," and a third folder might be for "Annual Receipts."

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

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

Setting up multiple folders for transfer to storage:

1. Using Microsoft Windows, create the folders that you want to use for storing scanned items.
2. Open the One Touch Properties window.
3. Select **Transfer to Storage** as the Destination Application.
4. Click the **New** button.
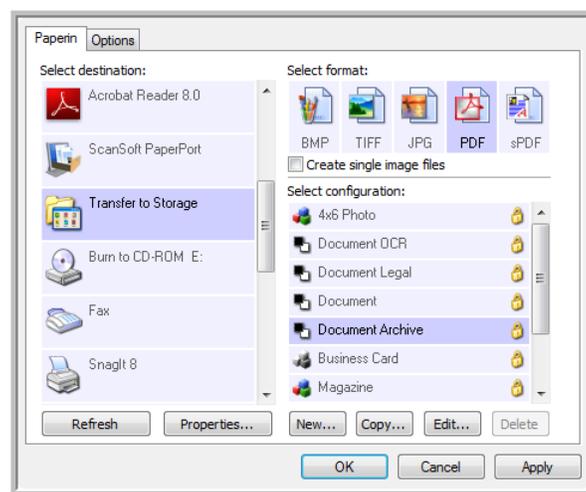
The Scan Configuration Properties dialog box opens.

5. To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as "Business Receipts."
6. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.

7. Click the **Storage Options** tab.
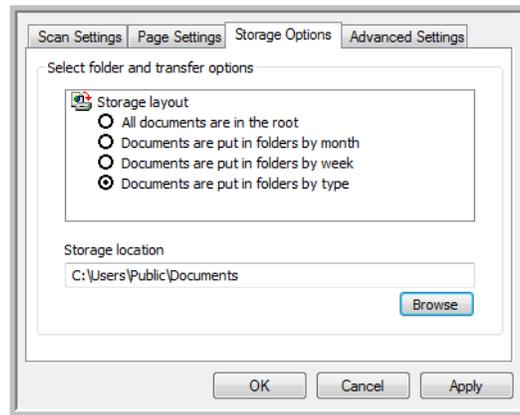
8. Click the **Browse** button.
9. Select the folder you created for storing the scanned documents.
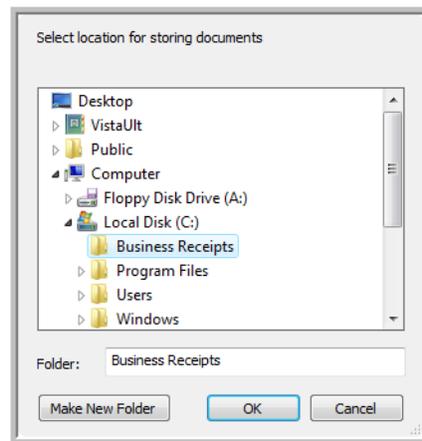
10. Click **OK**. The selected folder will now be set as the Storage Location, such as "Business Receipts."
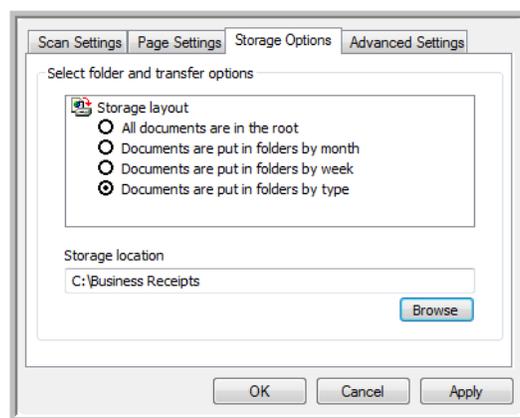
11. Click **OK**. The new configuration is now listed as a Transfer to Storage configuration.
12. Repeat the process to create additional new configurations, such as one named "Personal Receipts."

13. 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.
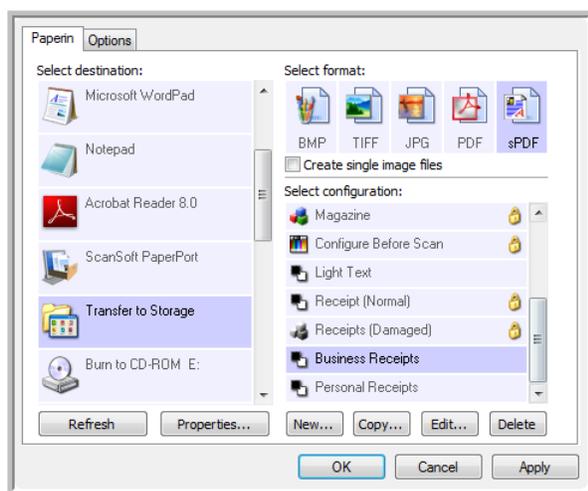
The new configurations apply to the Transfer to Storage Destination Application.

Scan to multiple storage folders:

1. Open the One Touch Properties window.

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

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

    The One Touch panel will show the name of the configuration.
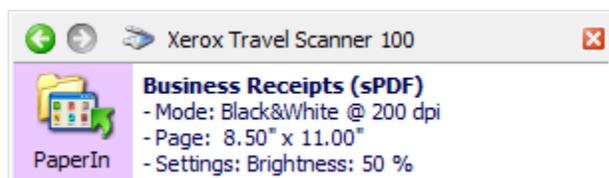
4. Scan the documents you want to store.

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

5. When scanning is finished, open the One Touch Properties window again and select the other configuration you created for storage.

6. Click **OK**.

    The One Touch panel will show the name of the other configuration.

7. Now scan the next set of documents.

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

Hardware Settings

Use the device properties to change your scanner's hardware settings, monitor the calibration status and initiate cleaning or calibrating as part of your monthly maintenance.

Grayed out options on this window are not appropriate for your scanner model.

To open the device settings window:

1. Right-click on the One Touch icon and choose **Show Hardware** from the pop-up menu.
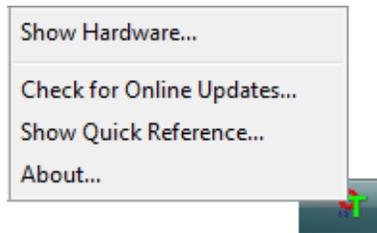
2. The Hardware Properties dialog box opens and shows information about your Xerox Travel Scanner 100.
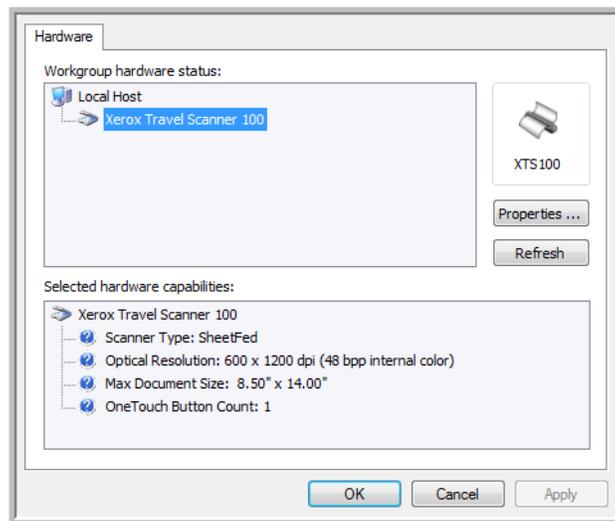
3. Click the **Properties** button.
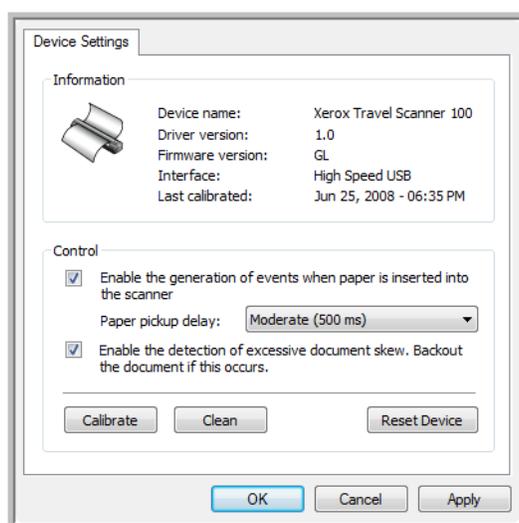
4. You can now make changes to the hardware settings for your scanner.

Calibration and Cleaning

The software keeps track of the last time you calibrated your scanner. The text in the last calibrated field will be red if it is time for you to recalibrate your scanner. Use this screen to initiate the calibration and cleaning utilities.

Detailed instructions for calibration and cleaning utilities can be found in the maintenance section of this User's Guide on page 68.

1. Click on the **Calibrate** or **Clean** button to start the utility.

2. When prompted, insert the calibration page with the black strip *face down*. Or, if you started a cleaning utility, insert the cleaning page.
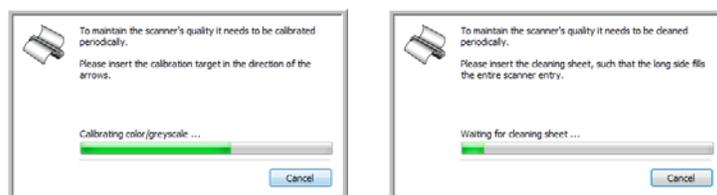
3. The scanner will grab the page and move it back and forth as the utility completes the progress.

4. When prompted, remove the page from the scanner.

5. If you completed a calibration, the last calibrated field will update with the current date and time.

Setting PaperIn Options

You can set how you want the scanner to respond when you put a page in the scanner. The options are for turning this feature on or off, and changing the amount of time it takes for the scanner to recognize when a page has been place in the paper feed slot.

Enable the generation of events:

Selecting the option **Enable the generation of events when paper is inserted into the scanner** simply means that you want the scanner to automatically scan when a page is inserted into the scanner.

This option is selected by default on install of the scanner. If you want to scan from the One Touch button panel on screen, you need to deselect this option. Click on **OK** to save the changes and close the window.

Paper pickup delay:

You can set a delay time for the scanner to wait before feeding the page through the scanner. Using a paper pickup delay allows you to make sure the page is straight in the scanner before the scanner feeds it through. If the Paper pickup delay is at 0 ms (milliseconds), the scanner starts as soon as the paper sensor detects a page in the paper feed slot.

This option is disabled if Enable the generation of events is deselected.

1. Click on the drop menu next to Paper pickup delay.

2. Select one of the options from the list.

    Moderate (500 ms) is the default selection for this option.
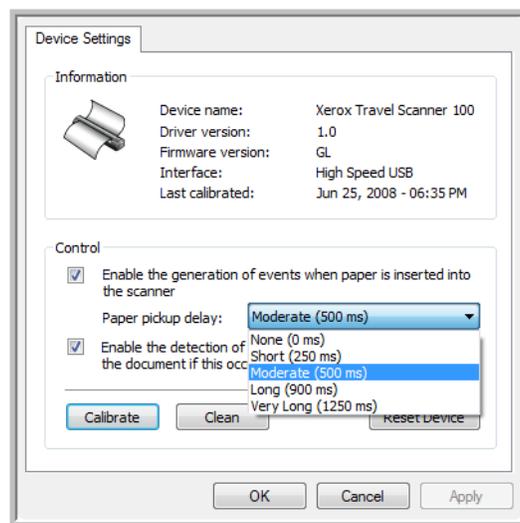
3. Click on **OK** to save the changes and close the window.

Click on **Reset Device** to return the option in this Control section back to the original factory setting.

Skew Detection

By default, the scanner is set to detect when the item being scanned is at an angle, also called skewed. It will stop scanning and back the item out of the scanner. You can turn this feature off or on from the hardware properties Device Settings tab for your scanner.

To open the device settings tab:

1. Right-click on the One Touch icon and choose **Show Hardware** from the pop-up menu.
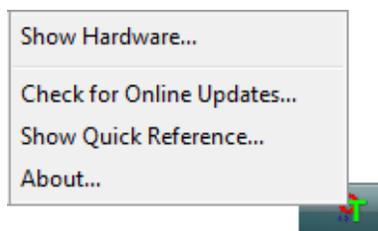
Show Hardware...

Check for Online Updates...

Show Quick Reference...

About...

2. The Hardware Properties dialog box opens and shows information about your Xerox Travel Scanner 100.

3. Click the **Properties** button.

Device Settings

Information

Device name: Xerox Travel Scanner 100
Driver version: 1.0
Firmware version: GL
Interface: High Speed USB
Last calibrated: Jun 25, 2008 - 06:35 PM

Control

☑ Enable the generation of events when paper is inserted into the scanner

Paper pickup delay: Moderate (500 ms)

☑ Enable the detection of excessive document skew. Backout the document if this occurs.

Calibrate   Clean   Reset Device

OK   Cancel   Apply
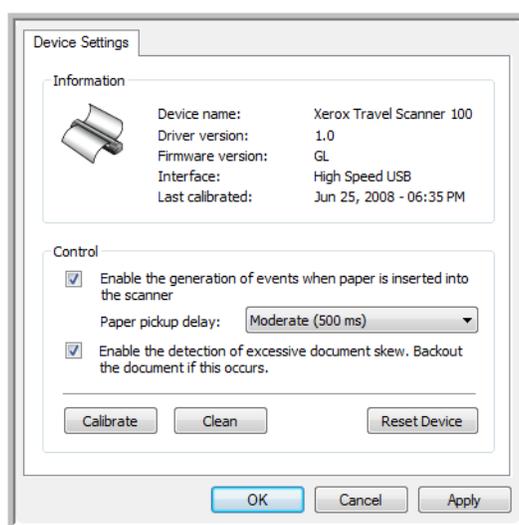
4. Click on **Enable the detection of excessive document skew. Back out the document if this occurs.**

5. Click on OK to save the changes and close the window.

Scanning from the TWAIN Interface

You can scan from any TWAIN scanning application instead of scanning from the One Touch buttons on your scanner or the One Touch button panel.

A Note About Your Scanner and the TWAIN standard: TWAIN is a widely recognized standard that computers use to receive images from scanners, digital cameras, and other digital devices. The TWAIN scanning interface can be accessed from any TWAIN scanning application you have installed on the computer. Applications such as Nuance PaperPort and OmniPage, which were provided with your scanner, and many other applications, can use the TWAIN interface for scanning. Because the TWAIN interface is often 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 Travel Scanner 100. 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: You can access the TWAIN interface when you're scanning from the One Touch software. If the One Touch configuration you are using is set to **Configure Before Scan**, and the selected option is TWAIN, the TWAIN interface opens right away when pressing the button on your scanner without opening any other TWAIN-compliant software first. See the section "Configure Before Scan" on page 32 for details.

The PaperPort and OmniPage user guides are located on the installation disc you received with the scanner.

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 on your keyboard or choose **PaperPort help** from the Help menu.

Accessing the TWAIN Interface

Open the TWAIN interface from One Touch

If the One Touch configuration you're using to scan is set to **Configure Before Scan**, and the selected option is **TWAIN**, the TWAIN interface opens right away without opening PaperPort first.

For example, the following figure shows the options you would have selected to set up PaperIn to open the TWAIN interface.
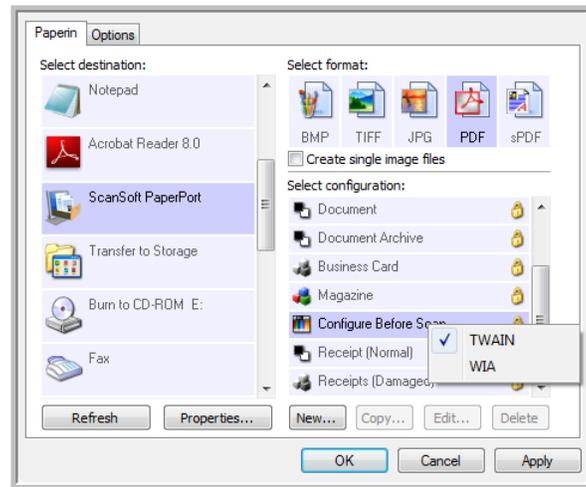
Placing a document in the scanner's paper feed slot will bring up the TWAIN interface.

Open the TWAIN interface from an application:

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

1. Open a TWAIN-compliant scanning application.

2. Use the application's command that opens the TWAIN interface.

   In PaperPort click on the tool bar Scan button then choose **TWAIN: Xerox Travel Scanner 100** when prompted. Select **Display scanner dialog box** and then click on the **Scan** button in the scanning pane.

   Many Microsoft Office applications can access the TWAIN interface from the **Insert** menu, by choosing **Picture** then **From Scanner or Camera**.

3. The TWAIN interface opens and you're ready to start scanning.

Scanning from the TWAIN Interface

The TWAIN interface lists the scanning options available with your Xerox Travel Scanner 100.
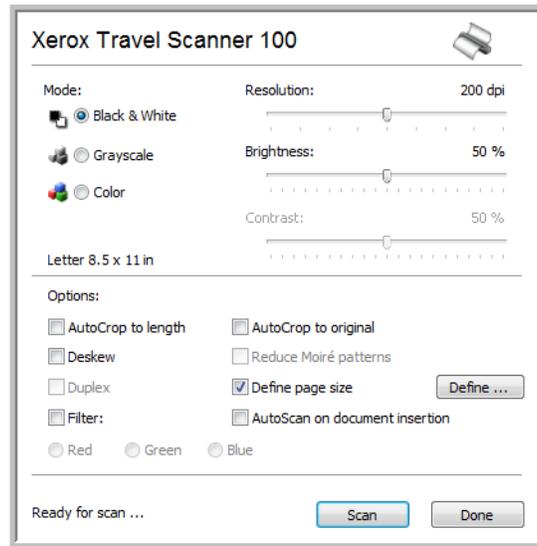
1. Place a document *face down* in the scanner's paper feed slot.

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

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

   If you have multiple pages to scan, after the current page feeds through, place another page in the scanner then click **Scan** again. Continue doing this until all pages are scanned.

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

   The scanned image appears in the TWAIN software. This example shows a thumbnail image of a scanned page on the PaperPort desktop.
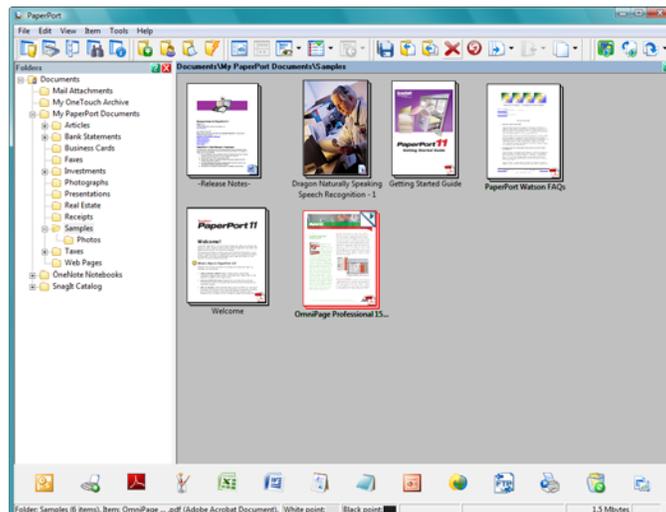
TWAIN Interface Options

- **Mode**—Select a scanning mode:

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

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

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

- **Resolution**—The maximum resolution is 600 dpi; the minimum is 75 dpi. This option determines the amount of detail you can see in the scanned image. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

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

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

- **AutoCrop to Length**—Select this option to let the scanner automatically determine the length of the item being scanned and crop the image to the bottom of the page.

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

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

- **Deskew**—Select this option to let the scanner detect a page that is scanned through at an angle. The software will attempt to straighten the final image. However, if the page fed through at too great of an angle the software may not be able to straighten it fully. In that case, rescan the page.

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

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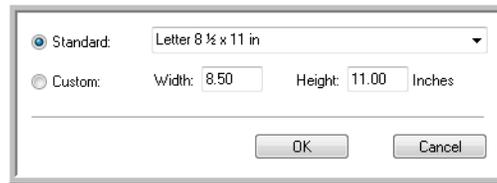
Standard—Click the menu arrow and choose a page size from the list.

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

Click **OK**.

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

- **Filter**—The Filter is the ability of your scanner to automatically remove a color from a scanned item. The Filter option applies to Black&White or Grayscale Mode.
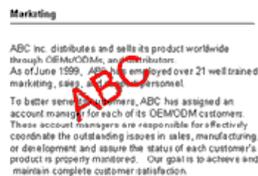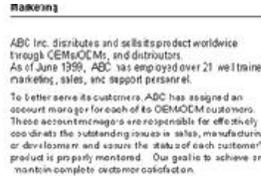
- **AutoScan on document insertion**—AutoLaunch technology senses when an item is inserted into the paper feed and starts scanning immediately. If this option is not selected, the scanner waits for you to click the **Scan** button.

Calibrating or Cleaning the Scanner from TWAIN

You can access the calibration and cleaning utilities from the TWAIN interface. If you are using Windows 2000 or Windows Vista 64-bit, and did not install One Touch with your scanner, use these instructions for calibrating and cleaning the scanner.

1. On the upper right corner of the TWAIN interface, click on the scanner icon.
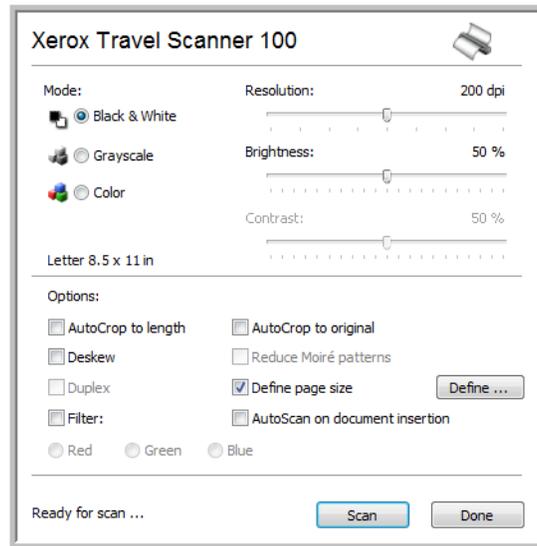
2. The Device Settings tab opens.
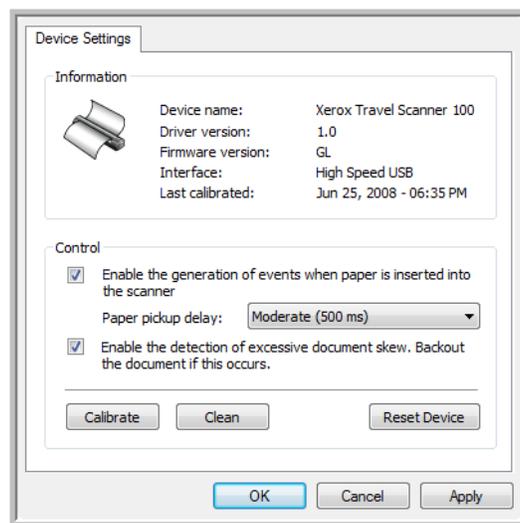
3. Click on the Calibrate button. Or, click on the Clean button if you want to clean the scanner.

4. Place the calibration page, with the text face up in the scanner. The scanner grabs the page and feeds it slowly through the scanner during calibration.
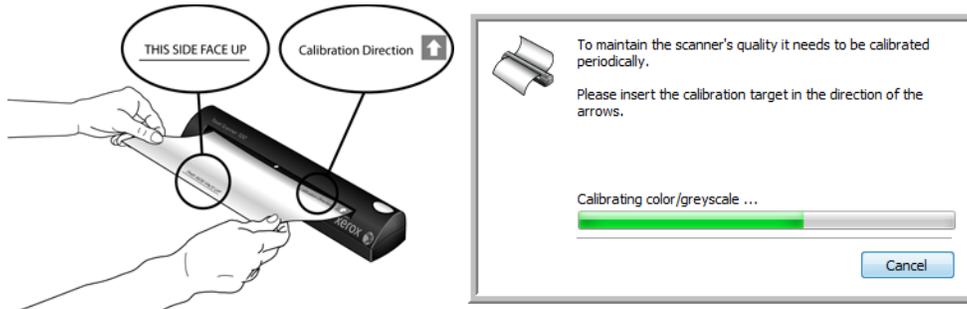
If you are cleaning the scanner, place the cleaning sheet in the scanner with the long edge leading into the paper feed slot. The scanner grabs the sheet and passes it back and forth during the cleaning process.
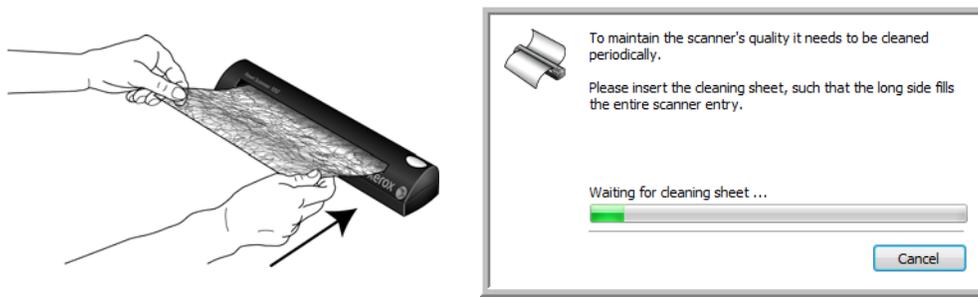
5. When the calibration or cleaning process is finished, the scanner will exit the page from the scanner. Remove the page after the scanner has released it.

Scanning from the Windows Image Acquisition 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**.
2. From the **File** menu choose **From Scanner or Camera**.
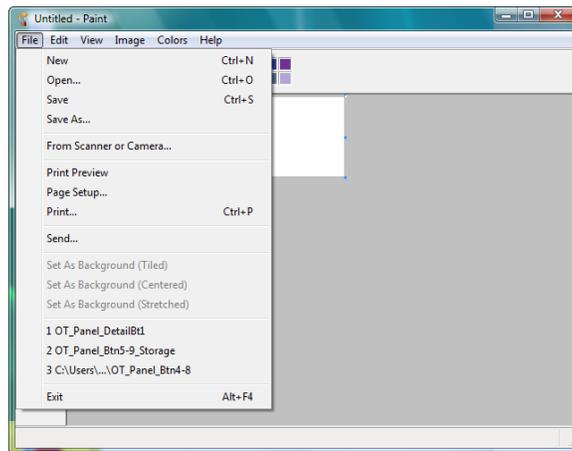
3. The scan window opens. Use this window to select scanning options and start the scan process.
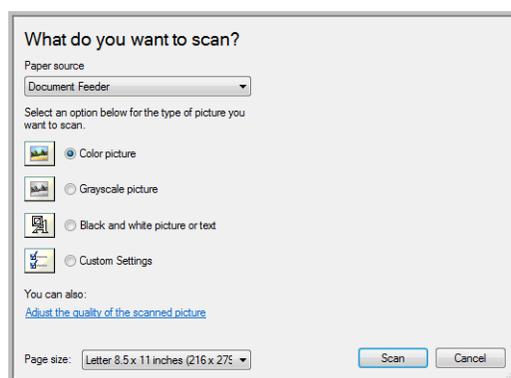

4. Click on the color mode appropriate for the item you are scanning.
5. Place a document in the scanner's paper feed slot.

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

    The scanner starts scanning.

7. The scanned image will appear in Microsoft Paint (or other WIA application you're using).
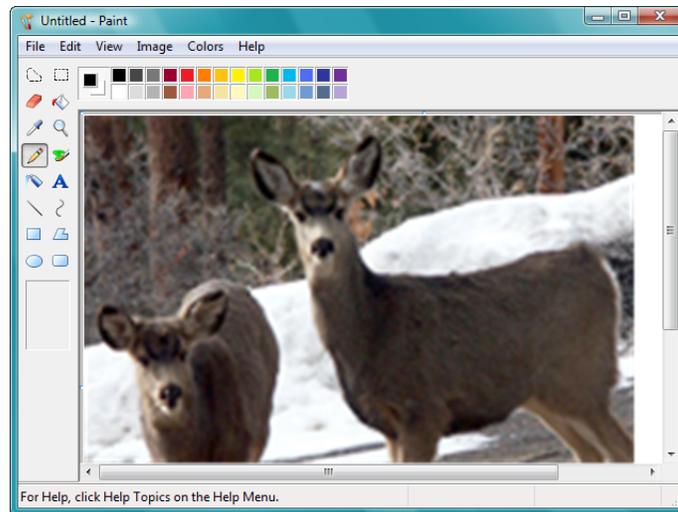
NOTE: Windows Vista has advanced options available for scanning with the WIA interface. Scanning from Microsoft's Paint application uses the interface described in this section. Other applications may access the advanced WIA interface available with Windows Vista. Please refer to the Windows help for instructions on using WIA.

Fine Tuning Your Scans

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

1. On the scan window, click **Adjust the quality of the scanned picture**.
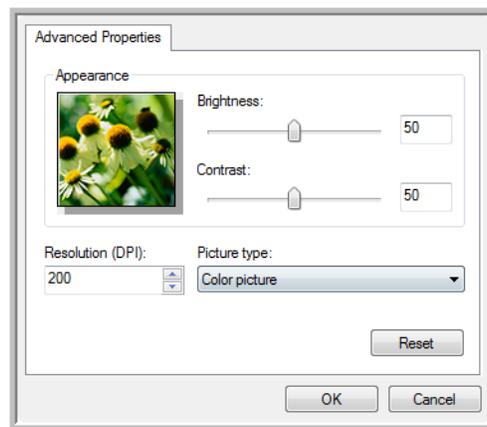
2. Select the options for scanning.

   Brightness and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image.

   Resolution (DPI)—Click the up or down arrow to scroll through the dots per inch (dpi) of the resolution. 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.

Maintenance

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

Calibrating Your Scanner

The scanner needs to be calibrated as part of your monthly maintenance of the scanner. You calibrated the scanner on installation of the software, but the scanner requires calibration to maintain image quality. If the scanner is used daily you may need to calibrate the scanner more often.

If your scanned images have black or colored vertical lines this may be a sign that you need to perform a calibration. If calibrating the scanner does not resolve the problem, please go to the next section and follow the steps for cleaning the scanner.

You will need to have one of the calibration pages ready.

To calibrate the scanner:

1. Right-click on the One Touch icon in the Windows notification area (at the lower right corner of the screen) and choose **Show Hardware** from the pop-up menu.

2. The Hardware Properties for your scanner opens.

Xerox Travel Scanner 100 User's Guide
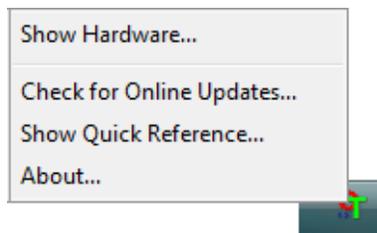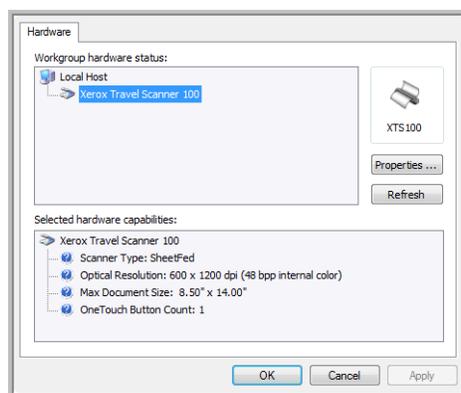
3. Click on the **Properties** button to open the Device Settings for your scanner.
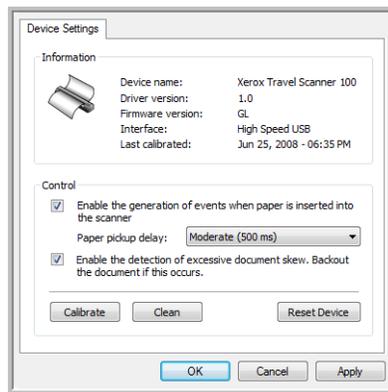
4. Click on the **Calibrate** button to start the calibration utility.

5. Place the calibration page, with the black bar *face down*, with the arrows pointing into the scanner.

   The scanner pulls in the calibration page. The scanner will move the calibration page back and forth during calibration.
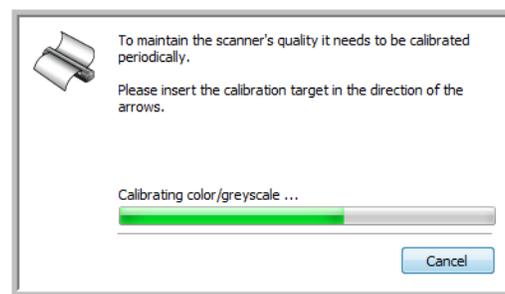
6. When calibration is complete the scanner will clear the calibration page out of the scanner. Remove the calibration page when the utility prompts you to. Do not forcefully pull the page out of the scanner, the scanner will release the page when it has fully exited out of the scanner.

Calibrating from the Windows Control Panel:

If you did not install One Touch during the initial installation of the scanner driver, see page 8, please follow these steps to open the scanner's hardware properties.

1. Open the Windows Control Panel.

2. Double-click on **Scanners and Cameras**.

   If you do not see Scanners and Cameras, open Printers and Other Hardware then you should see this option.

3. Your Xerox Travel Scanner 100 should be listed as one of the attached scanners. Right-click on the scanner and choose Properties to open the Device Settings for your scanner.

4. You can now follow the steps in this section to calibrate the scanner.

Cleaning Your Scanner

If calibration does not resolve any image quality issues you are seeing, you may need to clean the scanner. You will need to have the scanner's cleaning sheet ready.

To clean the scanner:

1. Right-click on the One Touch icon in the Windows notification area (at the lower right corner of the screen) and choose **Show Hardware** from the pop-up menu.
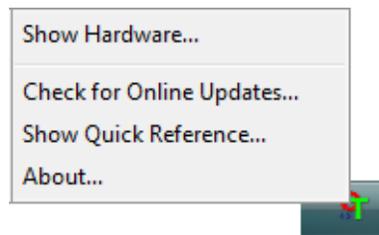
2. The Hardware Properties for your scanner opens.
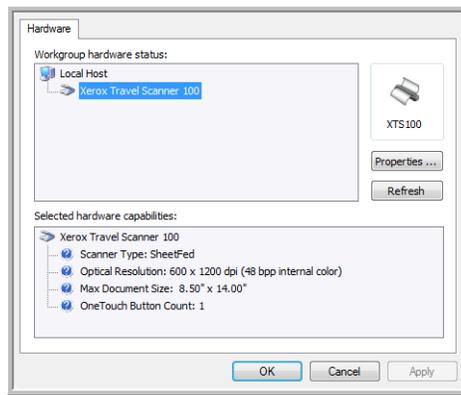
3. Click on the **Properties** button to open the Device Settings for your scanner.
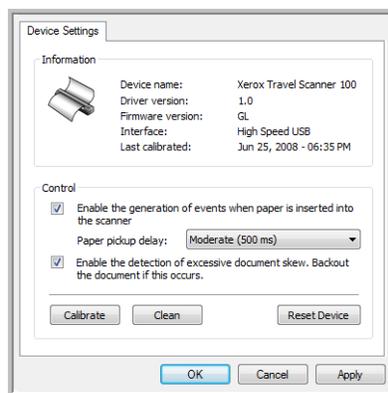
4. Click on the **Clean** button to start the cleaning utility.

5. Place the cleaning sheet in the scanner.

   The scanner pulls in the cleaning sheet. The scanner will move the cleaning sheet back and forth during cleaning.
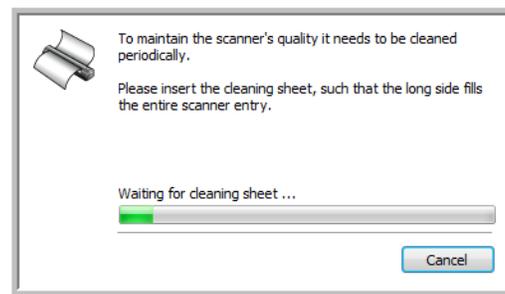
6. When cleaning is complete the scanner will clear the cleaning sheet out of the scanner. Remove the cleaning sheet when the utility prompts you to. Do not forcefully pull the page out of the scanner, the scanner will release the page when it has fully exited out of the scanner.

Cleaning from the Windows Control Panel:

If you did not install One Touch during the initial installation of the scanner driver, see page 8, please follow these steps to open the scanner's hardware properties.

1. Open the Windows Control Panel.

2. Double-click on **Scanners and Cameras**.

   If you do not see Scanners and Cameras, open Printers and Other Hardware then you should see this option.

3. Your Xerox Travel Scanner 100 should be listed as one of the attached scanners. Right-click on the scanner and choose Properties to open the Device Settings for your scanner.

4. You can now follow the steps in this section to clean the scanner.

Additional Cleaning Method

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

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

- Scanner cleaning sheet.

- A bottle of 70% solution Isopropyl rubbing alcohol.

- Protective rubber or latex gloves.

- Protective eye glasses.

Cleaning the scanner using rubbing alcohol:

1. Right-click on the One Touch icon in the Windows notification area (at the lower right corner of the screen) and choose **Show Hardware** from the pop-up menu.

Show Hardware...

Check for Online Updates...

Show Quick Reference...

About...
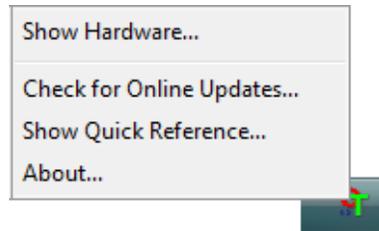
2. The Hardware Properties for your scanner opens.
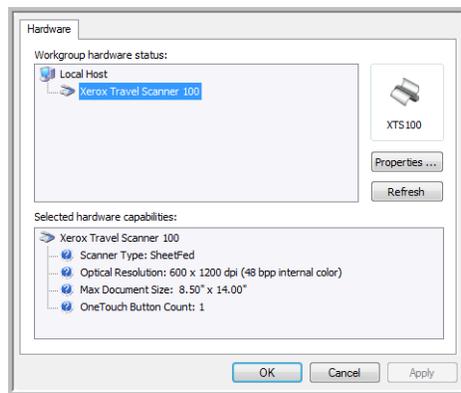
3. Click on the **Properties** button to open the Device Settings for your scanner.
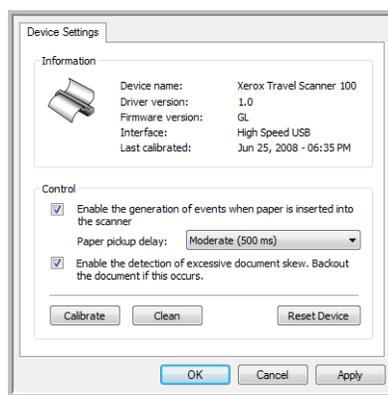
4. Dampen the cleaning sheet with the Isopropyl rubbing alcohol.

   Try to dampen the cleaning sheet only in the area where the problem exists in the image. For example, if the line or smudge in the image appears in the center of the scan, dampen cleaning sheet in the center.

   Only dampen one side of the cleaning sheet.

5. Click on the **Clean** button to start the cleaning utility.

6. Place the cleaning sheet in the scanner. Place the damp side *face down*.

   The scanner pulls in the cleaning sheet. The scanner will move the cleaning sheet back and forth during cleaning.

   To maintain the scanner's quality it needs to be cleaned periodically.

   Please insert the cleaning sheet, such that the long side fills the entire scanner entry.

   Waiting for cleaning sheet ...

   Cancel
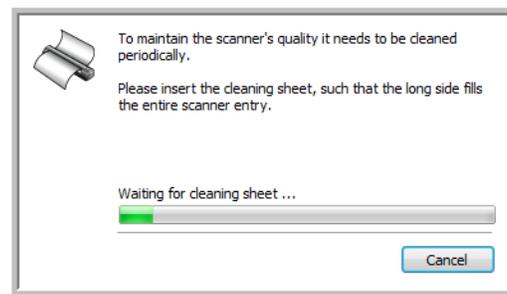
7. When cleaning is complete the scanner will clear the cleaning sheet out of the scanner. Remove the cleaning sheet when the utility prompts you to. Do not forcefully pull the page out of the scanner, the scanner will release the page when it has fully exited out of the scanner.

Troubleshooting

In addition to the troubleshooting information contained in this section, please see the Readme file on your installation DVD. 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, visit our web site at www.xeroxscanners.com for additional technical information.

Problem: The One Touch icon is not in the Windows notification area.

Check for one of these possible problems:

- **Is the USB cable plugged into a USB hub?** If you are using a USB hub to connect your devices to your computer, you need to use one with external power (plugged into the wall). If that does not resolve the issue, try plugging the scanner directly to the back of the computer.

- **Did you select a full install of the driver?** The One Touch icon only shows in the Windows notification area if the One Touch software was installed, if you selected a TWAIN Only install the One Touch icon will not be available. Please see page page 8 for installation options.

Problem: The scanner won't scan.

Check for one of these possible problems:

- **Is the cable loose or not plugged in securely?** Inspect the cable connection. Make sure the USB cable is plugged in securely.

- **Is the One Touch icon in the Windows notification area?** One Touch must be installed for the scanner's AutoLaunch function to work. You can also try scanning from a TWAIN scanning application, such as PaperPort.

- **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.

- **Do you plug the scanner into a USB hub?** Try plugging the scanner directly into a USB port on the computer.

- **Did you select another TWAIN source for acquiring images?** If you use multiple TWAIN devices, such as a digital camera, with your computer, you may have selected another source for images.

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

The installation procedure was not successful. You need to reboot your computer and then restart the PaperPort software installation.

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

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 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 or Reinstalling Your Scanner" on page 76, but 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 76, then reinstall it using the steps starting on page 5.

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

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

If the scanner does not reconnect:

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

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

The minimum requirement of 350MB free hard drive space is for the installation of the software and basic, low resolution, scanning. High resolution scans result in files that can be over 1 gigabyte in size. Free up some space on your hard drive for the software to be able to save the scanned images.

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

Make sure that your system meets the minimum requirements for using the scanner as shown on page 3.

Problem: The scanned images are of poor quality even after I recalibrated and cleaned the scanner.

Try reinstalling the scanner driver. The driver software may have been corrupted.

Uninstalling or Reinstalling Your Scanner

To uninstall your Xerox 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. From the list of programs, select **One Touch 4.0**. Click the **Change/Remove** button.
4. Click **Yes** when asked to confirm that you want to remove these software programs.

   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**.
5. Close all open windows and restart your computer.

To Install Another Driver

Follow the instructions in "Step 1: Install the Software" on page 5 of this User Guide and follow steps for installing one of the other driver options.

Xerox Travel Scanner 100 Specifications

Optical resolution	600 dpi
Output bit depth	24-bit color, 8-bit grayscale, 1-bit bitonal (black & white)
Scan method	Fast sheetfed
Maximum item size	8.5 x 14 inches (21.6 x 35.56 cm)
Light source	Three-color RGB LEDs
Interface	USB 2.0 High speed
Drivers	TWAIN, WIA
Supported Operating Systems	Windows 2000, Service Pack 4
	Windows XP 32-bit, Service Pack 2 or 3
	Windows Vista 32-bit or 64-bit
Bundled Software	PaperPort
	OmniPage® Pro
	Adobe® Acrobat® Reader®
	NewSoft Presto! BizCard®
	Google Desktop™
Scanner dimensions	
Height	1.5 inches (3.81 cm)
Width	2.0 inches (5.08 cm)
Length	11.4 inches (28.96 cm)
Weight	11.4 ounces (0.323 kg)
Operating temperature	50˚–104˚ F (5˚–35˚ C without condensation)
Relative humidity	20 % –80 % (@35˚ C without condensation)
USB cable	185 cm, 28AWG, with core
Safety and agency certifications	UL, FCC Class B, CE

Xerox Travel Scanner 100 Spare Part List

Please use the following part name and number when ordering a replacement USB cable for your scanner.

	Part Name	Part Number
	Calibration page and Cleaning sheet	05-0679-000
	High Speed USB 2.0 Certified Cable	35-0065-000
	Carrying bag	88-0415-000
	Photo sleeves	05-0527-000
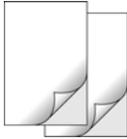
Appendix A Notices

Section 1: Safety Introduction

Notices and Safety

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

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

The safety and environment testing and performance of this product have been verified using Xerox materials only.

WARNING: Unauthorized alterations, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your Xerox representative for more information.

Section 2: EMC

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

WARNING: In order to allow this equipment to operate in close proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.

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

Section 3: Operational Safety Information

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

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times:

Do These

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

NOTE: Your Xerox machine is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

Do Not Do These

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

Section 4: Maintenance Information

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

Section 5: Product Safety Certification

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

Agency	Standard
Underwriters Laboratories Inc.	UL60950-1 1st (2003) First Edition (USA/Canada)
TUV	IEC60950-1: 2001 First Edition

Section 6: Regulatory Information

Certifications in Europe

CE

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

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

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

Environment, Heath and Safety

The Document Company Xerox

Bessemer Road

Welwyn Garden City

Herts

AL7 1HE

England, Telephone +44 (0) 1707 353434

Section 7: Compliance Information

Product Recycling & Disposal: USA & Canada

Xerox operates a worldwide equipment take back and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit: www.xerox.com/environment.html.

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

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

European Union

RoHS and WEEE Compliance

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

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

Professional/Business Environment

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

Section 8: Illegal Copies

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.

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

2. Obligations or Securities of any Foreign Government, Bank, or Corporation.

3. 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.

4. Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)

5. Passports. (Foreign Passports may be photographed.)

6. Immigration Papers.

7. Draft Registration Cards.

8. 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.

1. 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.)

2. Reproducing the following is also prohibited in certain states: Automobile Licenses — Drivers' Licenses — Automobile Certificates of Title.

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

Canada

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

1. Current bank notes or current paper money.
2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the reproduction falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

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

Other Countries

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

Currency notes

Bank notes and cheques

Bank and government bonds and securities

Passports and identification cards

Copyright material or trademarks without the consent of the owner

Postage stamps and other negotiable instruments

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

Section 9: EH&S Contact Information

Contact Information

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

USA: 1-800-828-6571
Canada: 1-800-828-6571
Europe: +44 1707 353 434

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