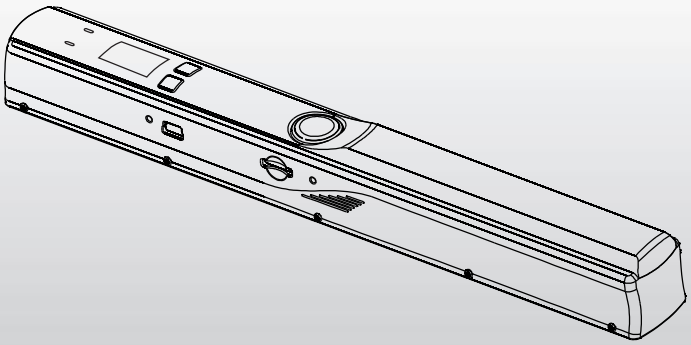
EasyScan

Portable Document & Image Scanner

User's Manual



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Welcome

Thank you for purchasing a Portable Scanner.
Please take a moment to read through this manual. Its contents will help you to get the best use of the smart scanner.

1. Precaution

Before using Portable Scanner, please ensure that you read and understand the safety precautions described below. Always ensure that the Portable Scanner is operated correctly.

- Never operate Portable Scanner inside of an aircraft or anywhere else where operation of such devices is restricted. Improper use creates the risk of serious accident.
- Do not try to open the case of Portable Scanner or attempt to modify Portable Scanner in any way. High-voltage internal components create the risk of electric shock when exposed. Maintenance and repairs should be performed only by authorized service providers.
- Keep Portable Scanner away from water and other liquids. Do not use Portable Scanner with wet hands. Never use Portable Scanner in the rain or snow. Moisture creates the danger of fire and electric shock.
- Keep Portable Scanner and its accessories out of the reach of children and animals to prevent accidents or damage to the Portable Scanner.

If you notice smoke or a strange odor coming from Portable Scanner, turn the power off immediately. Take Portable Scanner to the nearest authorized service center for repair. Never attempt to repair Portable Scanner on your own.

- Portable Scanner may become slightly warm during use. This does not indicate malfunction.
- If the exterior of Portable Scanner needs cleaning, wipe it with a soft, dry cloth.

FCC Notice

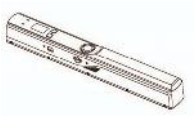
- This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

CAUTION

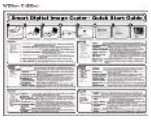
To comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules, this device, when needed, must only be connected to computer equipment certified to comply with the Class B limits.

2. Preparation

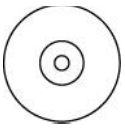
■ **Standard accessories**



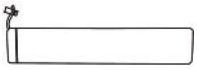
Portable scanner



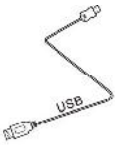
Quick Guide



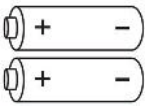
CD



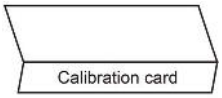
Carry bag



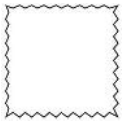
USB cable



Battery

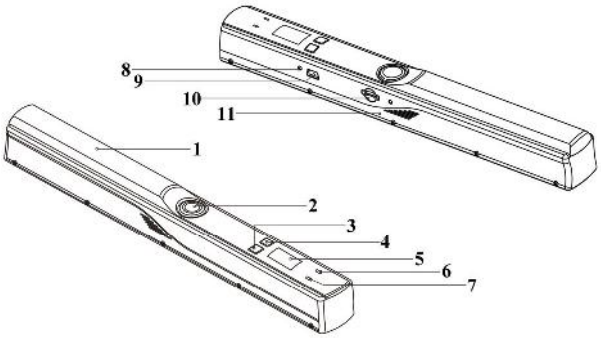


Calibration card



Cleaning cloth

■ Parts Names & Functions



	Parts	Functions
1	Battery door	For 2xAA alkaline batteries
2	Power/Scan	Power on/off: Press and hold this key for 2 seconds to turn power on or off. In power on mode, press this button start scan, press this button again to stop
3	C/BW	Select Color/Mono scan. Color/Mono mode icon will be displayed on status LCD
4	Resolution	Select High (600dpi) /Low (300dpi) resolution; High/Low resolution mode icon will be displayed on status LCD
5	LCD screen	Scanning status display
6	Error LED indicator	Over speed: Red LED on
7	Scan LED indicator	Ready for scan: Green LED on
8	Time set	Setup system time
9	USB interface	Download photo to computer via USB cable provided
10	SD card slot	MicroSD card storage location
11	Formal button	Press this button to format the microSD card

3. Key Features

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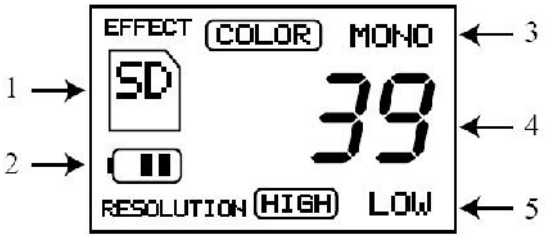
- Color/Monochrome (Mono) scan selection
- 600/300 dpi scan selection
- Direct save JPG file to microSD card
- Support microSD card up to 32GB
- Driver free to download for Windows XP SP2/Vista and Mac OS 10.4 or above (direct plug-in, driver installation not required)

4. Status Icons Explanations



Item	Function	Description
1	SD card indicator	SD Photos will be stored in microSD card
2	Battery indicator	Battery is full Empty battery
3	Effect indicator	Color or Mono
4	Counting indicator	Show qty of scanned files in microSD card
5	Selected resolution	High: 600dpi/Low: 300dpi

5. Use the scanner

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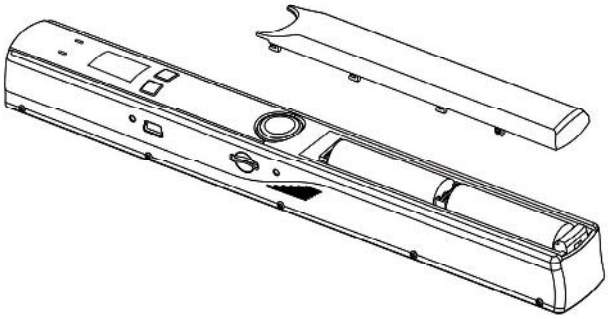
5.1 Install battery

1). Open the battery door by sliding it outward.

2). Insert 2x AA batteries into the battery compartment according to the polarities shown in the compartment.

3). Turn on the scanner by pressing the [POWER]/Scan button for 2 seconds.



5.2 Insert a microSD memory card (not included)

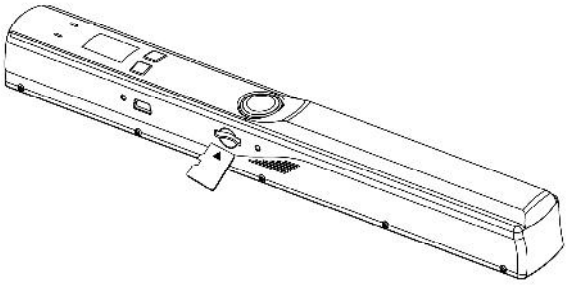
You must insert a microSD card (not supplied) to record and store your pictures.

Inserting the microSD memory card:

1) Turn off the scanner
2) Insert the microSD card into the microSD card slot; gently press in until card is latched.

Note: Do not force the card into the slot; forcing may damage scanner and the microSD memory card. Align microSD card position (as marked) and try again. The microSD memory card must be formatted before scanning.

See the following instruction.



5.3 Set system Date & Time

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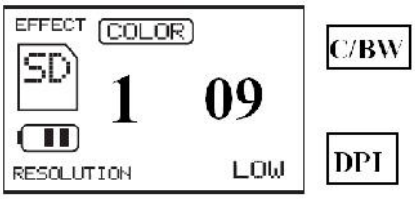


Press Time Set button with the tip of a ball pen, then the Date & Time setting interface shows.

Sequence No.	Meaning	How to set
1	Year	1 Press C/BW or DPI to select a target year 2 Then press SCAN to enter into Month setting.
2	Month	1. Press C/BW or DPI to select a target month. 2. Then press SCAN to enter into Day setting
3	Day	1. Press C/BW or DPI to select the target day. 2. Then press SCAN to enter into Hour setting
4	Hour	1. Press C/BW or DPI to select the target Hour. 2. Then press SCAN to enter into Minute setting
5	Minute	1. Press C/BW or DPI to select the target Minute. 2. Then press Time Set to quit.

5.4 Format microSD memory card

1). Insert a new microSD card into the scanner, and then turn on the scanner.

2). Press the format button with the tip of a ball pen into format mode. “F” shows on the LCD.

3). Press the Power /Scan button to start formatting the microSD card.

4). SD card indicator will blink until format is complete.

5.5 Set resolution

Press the (OPI) button to select High/Low resolution. High/Low resolution icon will be displayed on status LCD.

5.6 Set scan mode

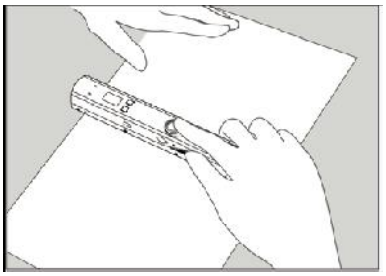
Press the (C/BW) button to select Color/Mono mode.

Color/Mono icon will be displayed on status LCD.

5.7 How to scan

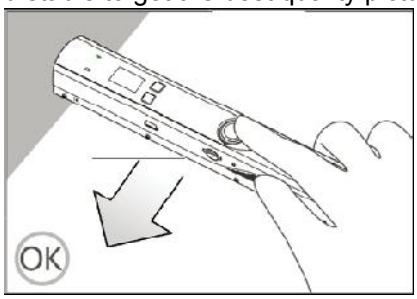
1). Hold the document firmly by one hand.

2). Place the scanner on the start scanning position.



3). Hold the scanner tightly and press the scan button once.

4). Slide the scanner downward slowly and keep your hand stable to get the best quality picture.

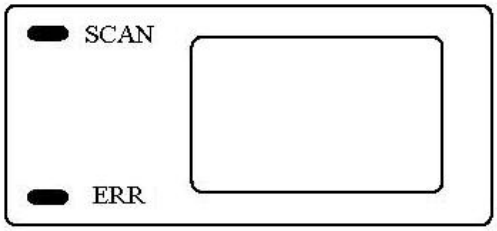


5). Press again to stop scanning.

5.8 White Balance Calibration

Please refer to the note on the white balance calibration paper that comes with the scanner!

6. LED light indications



“GREEN” SCAN LED ON → Scan in process

“GREEN” SCAN LED OFF → Standby/Scan is complete

“RED” ERROR LED ON → Scanning too fast. May cause scanning distortion Restart and scan again.

“RED” ERROR LED OFF → No error in scanning Continue scanning process.

* Scan will START when button is pressed

* To END scan, press button again

7. Connect to Computer

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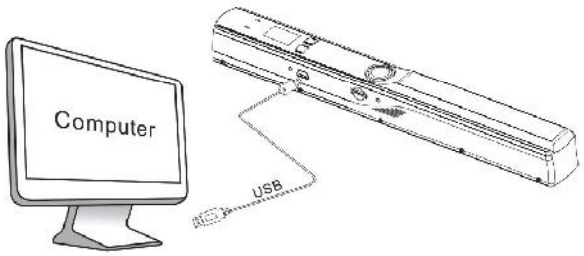
You may also connect your scanner to your computer and view pictures on the computer monitor.



8. Specifications

Image sensor	A4 Color Contact Image Sensor	
Number of sensor	5138 dots (1st -5104 dots available)	
Resolution	Low resolution: 300x300 dpi (default) High resolution: 600x500 dpi	
Maximum scanning speed for A4 size document	Color High resolution Mono High resolution Color Low resolution Mono Low resolution	13 seconds 6 seconds 3 seconds 2 seconds
Capacity (Based on 1GB microSD card. Scan A4 size file. The quantity of scans varies depending on the content complexity)	600dpi color 600dpi mono 300dpi color 300dpi mono	220 Photos (Min.) 290 Photos (Min.) 780 Photos (Min.) 1280 Photos (Min.)
Scan width	8.27	
Scan length	300DPI: 50 (Max), 600DPI: 25 (MAX)	
File format	JPEG	
LCD	Scanning status display	
Autc Power off	3 Minutes	
USB port	USB 2.0 high speed	
External memory	microSD card	
Standard Battery	2xAA alkaline batteries	

9. Computer system minimum requirement

Operating system	Windows XP SP2/Vista and Mac OS 10.4 or above (direct plug-in, drive installation not required)
CPU	Pentium 11 or above
RAM	64MB
Interface	USB port

10. Troubleshooting

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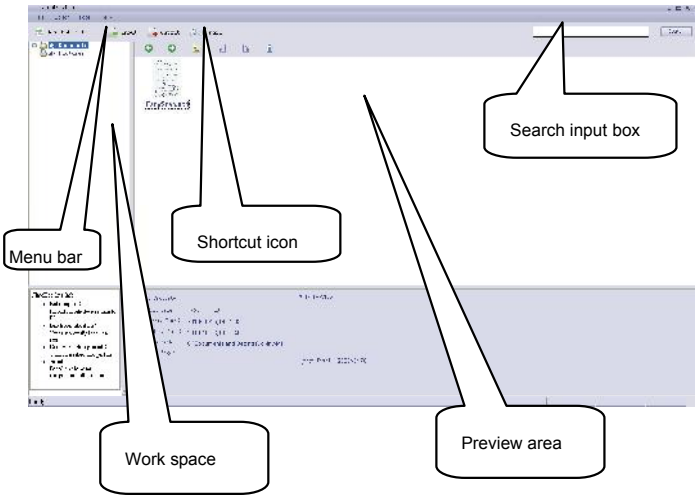
Problems	Cause	Solution
Cannot turn on the scanner	1. Low battery power 2. Battery not inserted properly	Replace or install the battery correctly
Pictures cannot be saved when you are scanning them	1. MicroSD card has not been Installed 2. Memory is full The microSD card has not Been formatted properly	1. Install microSD card 2. Download the pictures from the scanner to the computer to create storage space 3. Place refer to section 4:3
Computer does not recognize your scanner when connected. (You can not find removable disk)	Connection failure	Make sure all cable connections are secured. Restart the computer if necessary
The battery life is very short	USE wrong type of battery	Replace with new 2xAA alkaline batteries
Blurry Images	The lens of scanner is dirty	Clean the lens with soft dry cloth
ERR. LED is on when scanning a document	Scanning speed is too fast	Press the power/Scan button to reset and scan again the document

11. NimoDoc Lite

11.1 Start NimoDoc Lite

Start → Programes → NimoDoc Lite → NimoDoc Lite

11.2 Main Interface



11.3 Introductions on Software Functions

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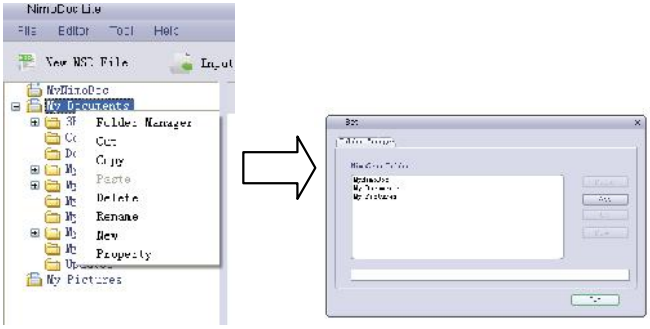
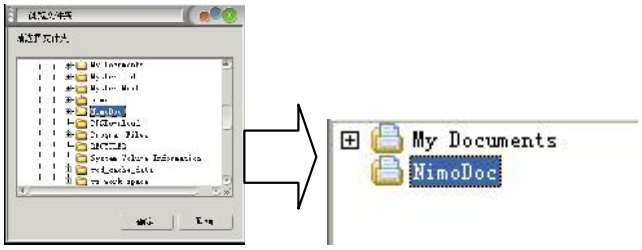
11.3.1 Set Work Space

Right click on a directory from work space, and enter into folder management.



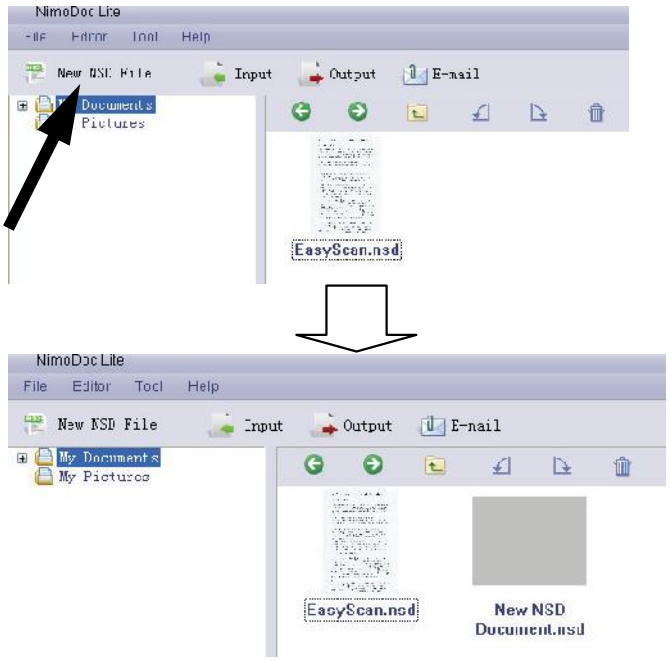
Press **Add**, choose a directory, then the directory will be set as a work space:



Then, files inputted will be stored at the work space.

11.3.2 Create New NSD File

NSD file is a folder into which you can put source files.
Click **New NSD File** icon, and then a new folder is created in the preview area.
You can rename the new folder by right clicking its icon.



11.3.3 Input Pictures at Main Interface

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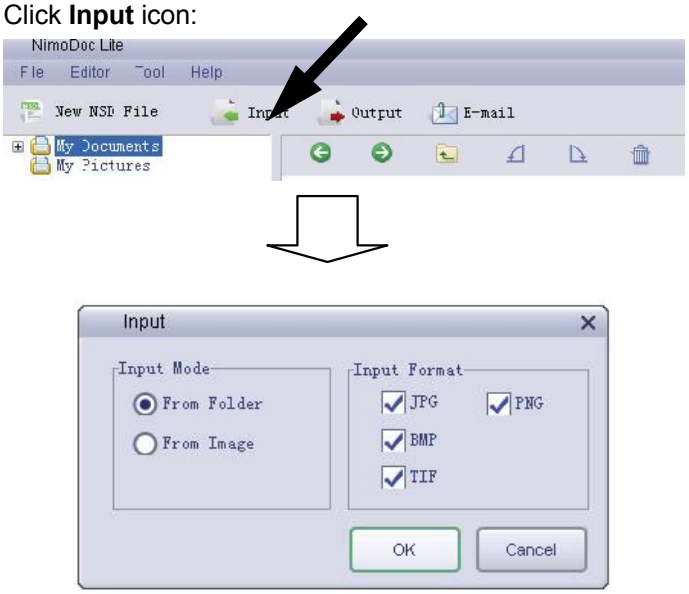
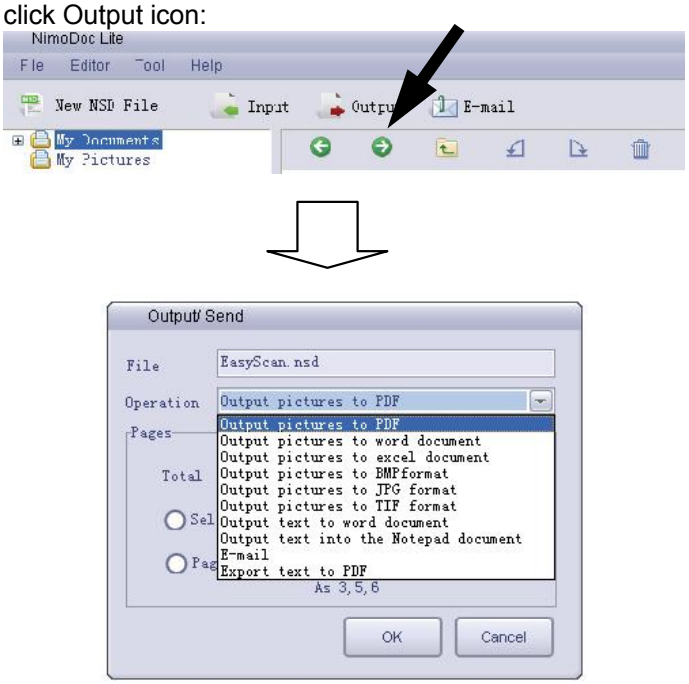
Click **Input** icon:



You can choose to input either a whole folder that contains pictures or a single picture. A new folder will then be generated to contain the pictures inputted.

11.3.4 Output files from Main Interface

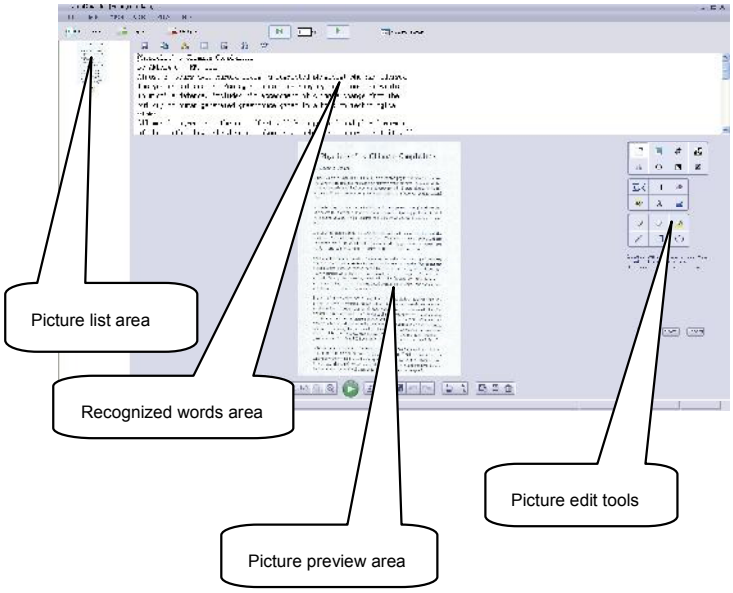
Choose a folder you want to output by clicking it, and then click Output icon:



Then you can choose the target type you want to output the pictures.

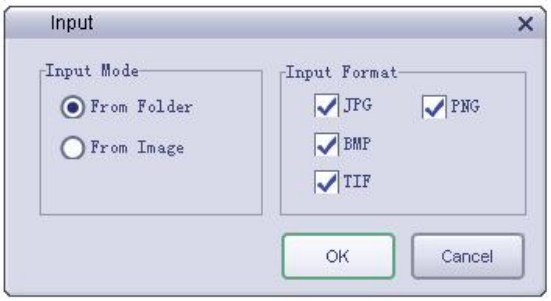
11.3.5 Editing Interface

Double click a folder at the main interface, and then you can enter into editing interface, where you can do input and output pictures, recognition and picture edit.



11.3.6 Input Pictures at Editing Interface

Click **Input** icon:



You can choose to input either a whole folder that contains pictures or a single picture. Inputted pictures will then list on the Picture list area on that left.

11.3.7 Recognition

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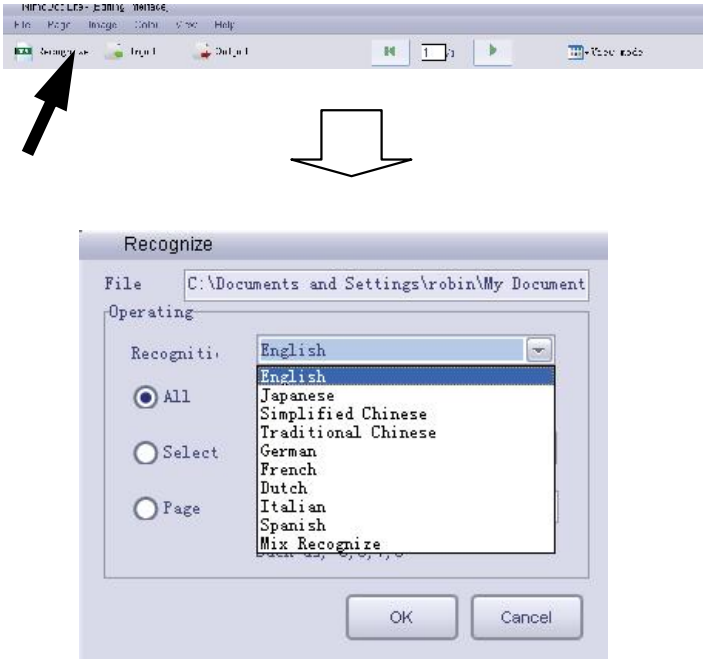
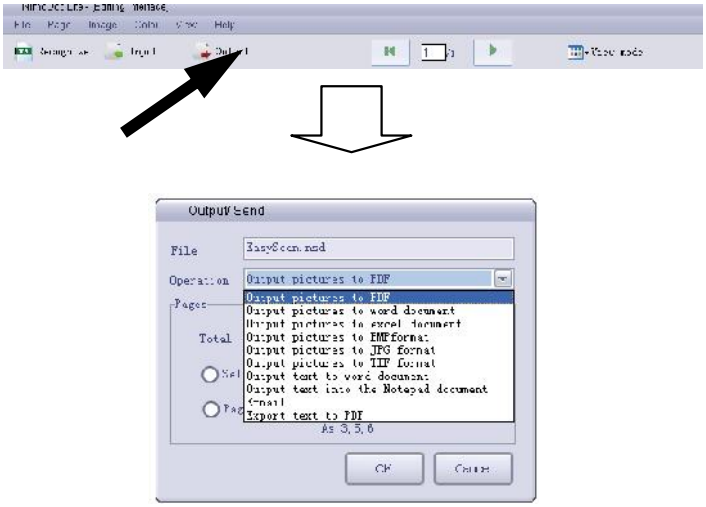
Click recognition icon:



Choose the target pictures you need to do recognition.
Then you must choose the language compatible to that on picture.
Click ok, and then the recognized txt will display in the Recognized words area.

11.3.8 Output Files from Editing Interface

Click Output icon:



Choose the target format you need to output the pictures. Target formats can be either of the following:

1) Output pictures to PDF
2) Output pictures to word document
3) Output pictures to excel document
4) Output pictures to BMP format
5) Output pictures to JPG format
6) Output pictures to TIF format
7) Output text to word document
8) Output text into Notepad document
9) Email
10) Export text to PDF

11.3.9 View Mode

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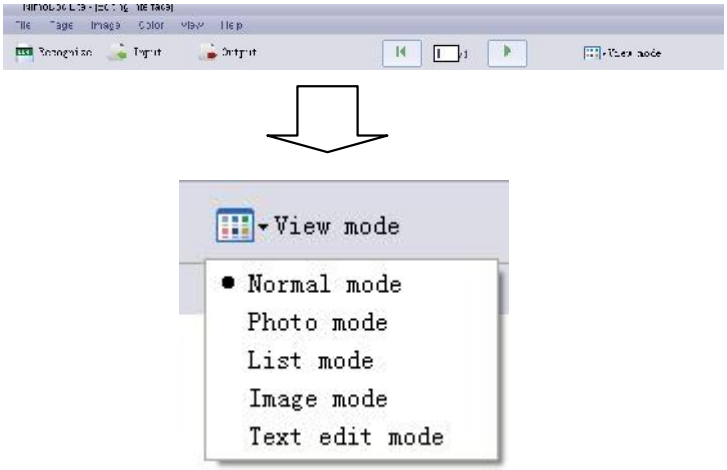
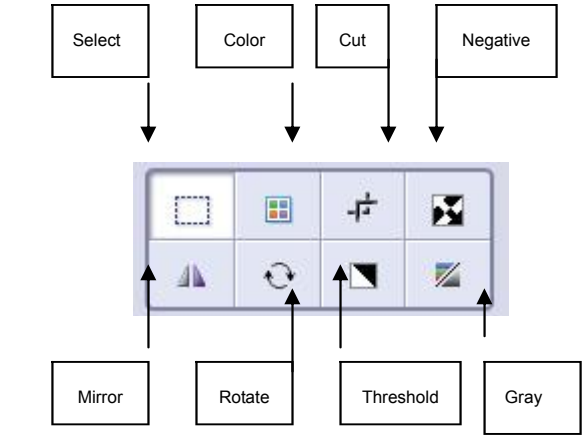
Click View Mode icon:

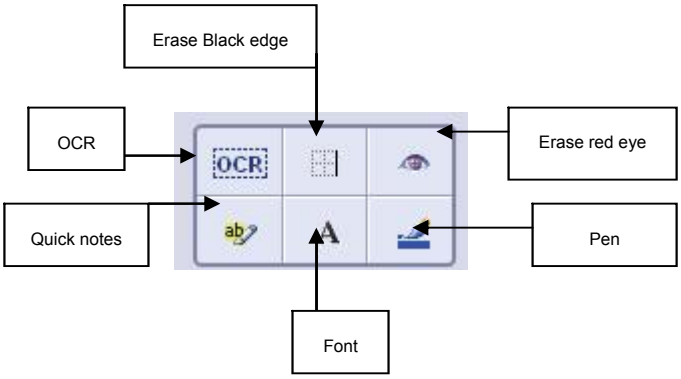


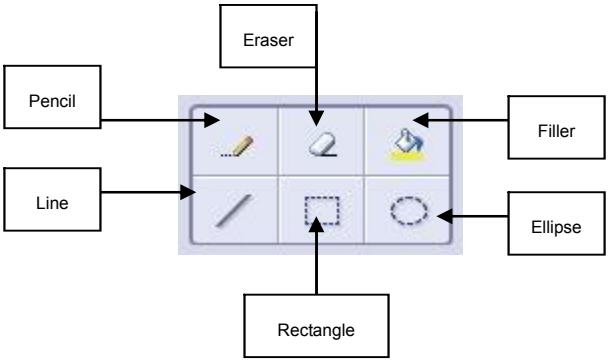
You can choose any of the five View modes:

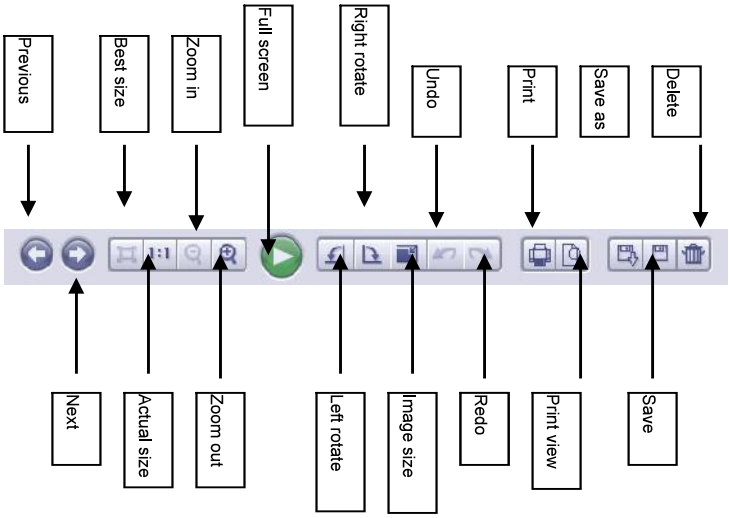
1) Normal mode
2) Photo mode
3) List mode
4) Image mode
5) Text edit mode

11.3.10 Picture Edit Tools





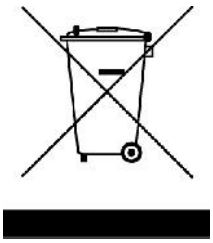

Eraser
Pencil
Filler
Line
Ellipse
Rectangle


Previous
Best size
Zoom in
Full screen
Right rotate
Undo
Print
Save as
Delete
Next
Actual size
Zoom out
Left rotate
Image size
Redo
Print view
Save

11.3.11 Email

Email function enables you to send files by email.

11.3.12 Search

By inputting key words, search function enables you to locate history files easily and efficiently.

This symbol on the product or in the instructions means that your electrical and electronic equipment should be disposed at the end of its life separately from your household waste. There are separate collection systems for recycling in the EU.
For more information, please contact the local authority or your retailer where you purchased the product.