

How to Use Wide Format Scanner

Step 1. Turn it on

The switch is on the back of the scanner right next to the power cord plug.

Step 2. Wait until warm-up is over

This machine needs about 20 minutes to warm up. It is highly recommended you turn it on in advance so that it will be ready when you need to use it.

Step 3. Insert the document with the contents you want to scan face **DOWN**

You don't need to push the document into the slot – it automatically loads the document; just make sure it is straight when loading.

If you want to forward or backward the document to adjust the position or simply to have fun, there are two buttons on the panel that can help you. They are arrow-shaped – it's quite difficult to overlook them.

Try to center-load the document. It helps the scanner somehow – I don't know how.

Step 4. Open Start-up – Program – WIDEimage – WIDEimage

You can change the setup: whether black or 24-bit color and the resolution. It's very straightforward. Then hit the round button on the tool bar to start scanning. A window will pop up and ask where you want to save the file with what name. Make up your mind and proceed.

Step 5. After scanning is finished

Scanning takes time. When it is done, you can see the whole image on the screen. Open the file – hopefully you remember where you have saved it – and chances are the file is huge because it is in TIFF format. Check whether it has streaks or any other flaws. Edit it if necessary.

Make sure it is turned off when you are leaving.

Make sure it is covered with the plastic cover – it keeps the dust away from the machine.

What if...

1. What if the document is too thick?

Adjust the thickness of the insertion slot.

Open the insertion slot cover. There are two media thickness adjustment sliders, one at each side. Press it down one at a time and slide it to the thickness you need – it ranges from 2mm (default) to 15mm (the thickest media it can handle). Make sure both sides are set to the same thickness.

After scanning thick documents, don't forget to set it back to its default thickness since most of the time 2mm will do.

2. What if it says document size can't be detected?

Usually the scanner is able to detect the size of the document but this function is not available when in extended thickness mode, that is, when you set the thickness other than the default 2mm. In this case, all you need to do is to put the document in the center and go to the last dropdown menu of scan setup and choose "paper width only". In the blank box enter the measurement of the media and then follow the scanning procedure above.

3. What if one of the lights on the panel is flashing and the machine is not moving?

Usually that indicates the machine is in some kind of process. Something might be wrong but not necessarily. Consult with the Users Guide section 4-1. It has everything you need to know about those buttons. It's a plum color notebook somewhere on the desk or in the drawer.

4. What if there are streaks on the image?

Usually this means the machines needs cleaning or calibration. Consult with the User Guide before doing this. Or ask Mr. Michael Holdridge – he can definitely help you out with this.