
Translation of the Original Operating Instructions microform scanner series XINO[®] S700



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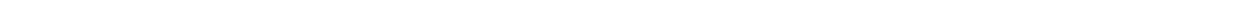


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1 General information

These operating instructions describe the scanner's basic operation. This includes the operation of the scanner as well as operations to be performed by the user in case of a fault and for maintenance.

Since the scanner's user interface can be individually adjusted, the arrangement of the symbols on your scanner may differ from that described in this manual.

The following documents apply in addition to these operating instructions:

- the manual for driver configuration
- the manual of the document processing software (DpuScan, XINOCapture or third-party software)
- the service manual comprising further maintenance activities, which can be performed by accordingly instructed users without a service technician

1.1 Validity of the operating instructions

These operating instructions are valid for

- high-performance scanners of the series XINO® S713, S716 and S720 hereinafter referred to as "scanners".

1.2 Legal information

1.2.1 Copyright and licence

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1.2.2 Liability limitations

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Janich & Klass Computertechnik GmbH assumes no guarantee for the manual at hand and cannot be held liable for any errors contained in it or for any consequential damages resulting from the use of this manual.

1.3 Used symbols

1.3.1 Danger symbols



This sign combined with the signal word "**DANGER!**" indicates a hazardous situation which, if not avoided, will result in death or serious injury.



This sign combined with the signal word "**WARNING!**" indicates a hazardous situation which, if not avoided, could result in death or serious injury.



This sign combined with the signal word "**CAUTION!**" indicates a hazardous situation which, if not avoided, could result in minor or moderate injury.



This sign combined with the signal word "**NOTICE!**" indicates a situation which, if not avoided, could result in property damage.



This sign indicates hazards due to electrical current.



This sign indicates hazardous situations with a limb crush hazard.

1.3.2 Prohibitive symbols



It is prohibited to wear long hair untied in the marked area.



It is prohibited to wear jewellery (long necklaces, pendants etc.) in the marked area.



It is prohibited to reach into the marked area.



It is prohibited to wear ties in the marked area.

2 Technical information

2.1 Functional description

Especially sophisticated digitization solutions require efficient scanning systems meeting the highly diverse requirements in terms of document quality and quantity also in the long run. The newly developed high-performance scanning system XINO® S700 from microform is a trend-setter in that respect.

As desired the multi-stream system generates images in colour, grey scale and in black and white. It is characterized by maximum productivity, whilst offering a great flexibility and excellent economic efficiency. All components used are designed for a long service life and to ensure the processing security of everyday production tasks.

Workstation

The open concept of the entire system ensures an efficient utilization in various application environments.

The workstation concept is very much production-oriented and in addition to the motor-driven height adjustment of the entire system also facilitates the adjustment of the worktop position to the requirements of the user so as to ensure the most efficient paper handling.

Sheet separation

The scanning system XINO® S700 as standard comes equipped with a batch feeder. The stacking height comprises up to 500 sheets. Single sheet feeding is also possible. If required, the entire feeder system can be exchanged by the user. Available for this system are feeders with a central or left-hand paper feed. The easy-change roller system affords a simple exchange of the pick rollers, if required. The integrated ultrasonic double feed detector comes with three sensors to be controlled separately and covering almost the entire width of the scanning surface. This ensures the productive processing of different materials as well.

Optics

The camera of the system works with a resolution of 400 dpi or optionally 600 dpi. The whole optical system is low-maintenance and encapsulated for dust protection. The LEDs aid the scanning process by means of illumination for an optimum image quality and are characterized by their long lifetime.

Operation

The newly developed colour touch control panel of the high-performance scanning system XINO® S700 ensures a clear man-machine communication. All system functions are easy to understand and clearly identifiable on the display. The handling is straightforward and user-friendly.

Depending on the task at hand and the qualification of the user you can individually adjust the configurations of the user interface. By use of the software DpuScan, XINOCapture the basic functions of scan processing (start, stop, pause, ...) can be carried out directly at the system even without a PC keyboard.

Paper transport

The paper transport system of the XINO® S700 scanner series offers maximum flexibility regarding the paper quality to be processed. The roller ball system handles almost any type of document ranging from airmail paper to thick cardboard. Naturally also papers with additionally affixed information. The tolerant paper deflection mechanism ensures maximum process reliability.

The system has a variable paper transport route with the sheet output either at the front in the reaching area of the user or at the back of the device. The straight paper passage with output at the rear of the system saves the step of paper deflection and so rules out a processing risk for highly sensitive material. This option also enables the patch code sorter to automatically sort out separator sheets and documents of a defined size.

2.1.1 Paper transport

2.1.1.1 Top paper stacker

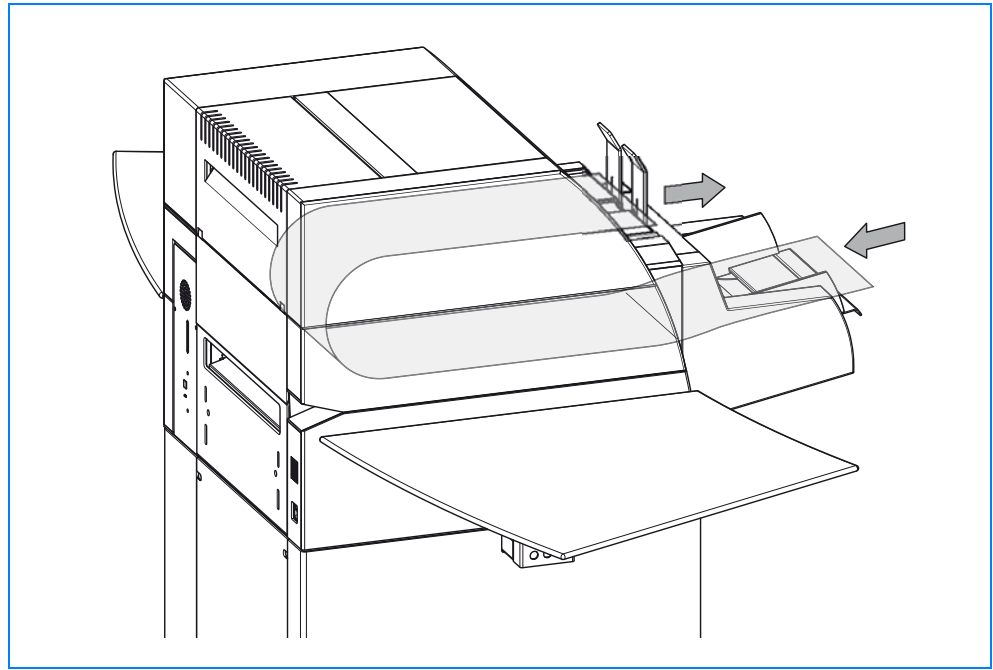


Fig. 2-1 Top paper stacker

Operation with the paper output at the top is the normal operating mode for most application cases. This operating mode comes with the following advantages:

- Sheets can be inserted and removed without having to move around the scanner.
- The sequence and positioning (face up or down) of the scanned pages remains intact.

2.1.1.2 Rear paper stacker

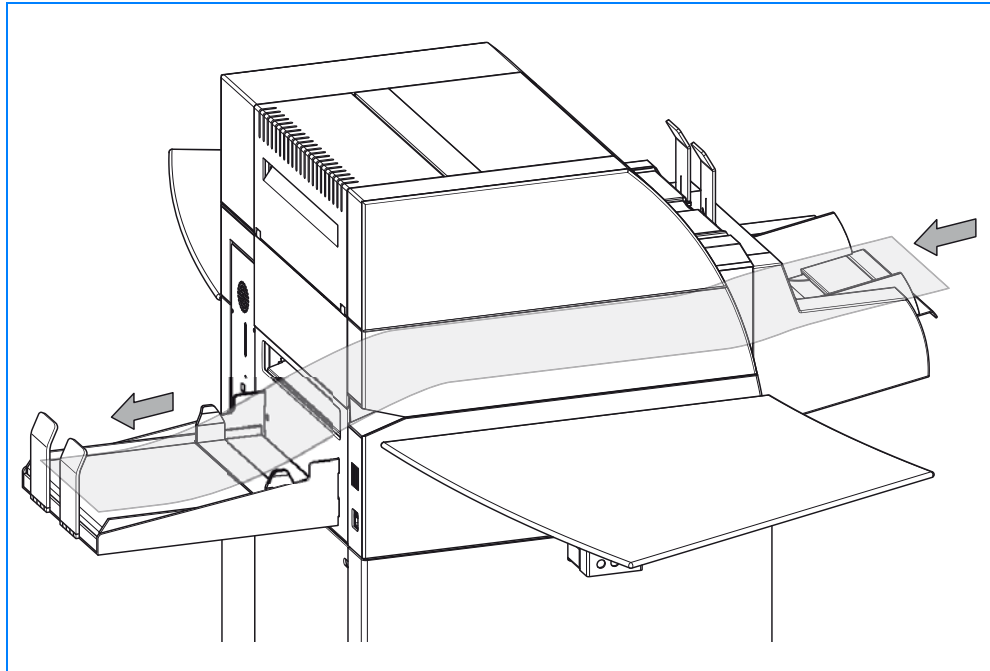


Fig. 2-2 Rear paper stacker

If the paper output is at the rear, the sheets are not turned during transport. This means that, depending on the perspective, the stacked paper stack is either sorted in reverse order or after turning it around each page is facing the other way. Nonetheless, this form of paper stacking can be useful. Possible application scenarios are described below:

- a customer-specific paper collection system is located behind the scanner
- to avoid kinks when scanning sensitive or particularly thick paper
- manual separation of paper (stacks) during scanning

PLEASE NOTE: Many customers are not dependent on a paper tray at the rear, for they do not use it or have an alternative solution.

An additional rear paper tray is however optionally available.

Using this rear paper tray entails the following advantages:

- Both look and function of the optional paper tray blend in perfectly with the scanner.
- The rear paper tray comes with various adjustment options.
- It has a holding capacity of up to 500 sheets of paper.

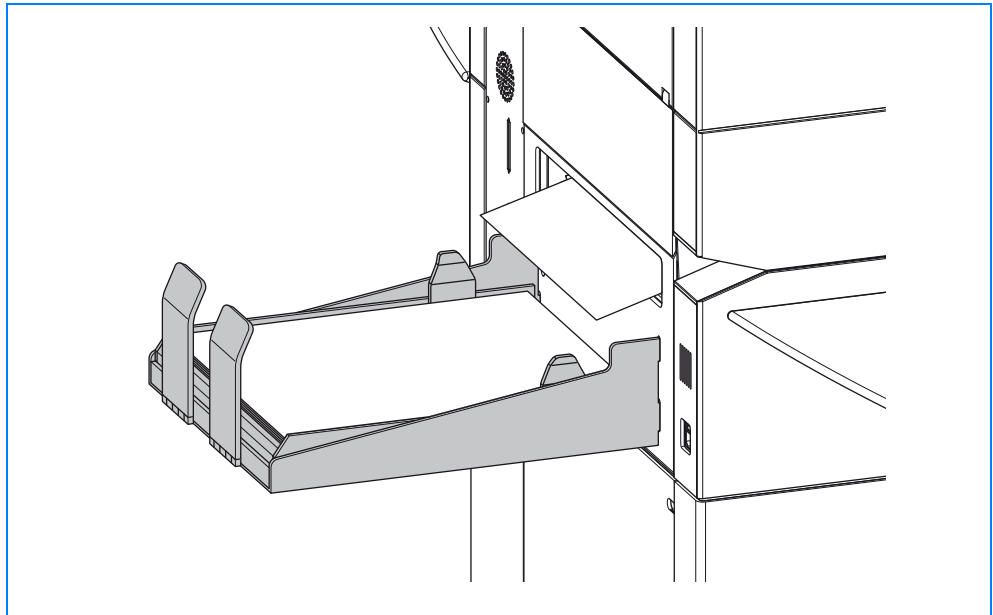


Fig. 2-3 Rear paper tray (optional)

2.1.1.3 Patch sorter mode (optional)

The patch sorter mode is optionally available for the XINO® S700. It allows the switch-over between rear and front (top) paper stacker during operation. This enables further sorting functions:

- the separation of patch code sheets for reuse.
- the separation of parts of the stack located between patch code sheets.
- the separation of sheets depending on the length of the document.

Functional principle

The scanner comes with a sensor for the recognition of patch codes, which is located just behind the paper feed. Owing to the position of the sensor the patch code is detected in good time. Hence, the patch code function can already be used to actuate the imprinter.

The sensor detects the patch code by way of reflected infrared light. Depending on the position and type of the sensor the patch code sheets have to meet the requirements listed below.

Patch code position

The patch code must be positioned at least 5 mm, but no more than 30 mm away from the upper edge of the sheet.

The patch code itself is 20 mm wide; the thick and thin bars have a width of 5 mm and 2 mm respectively.

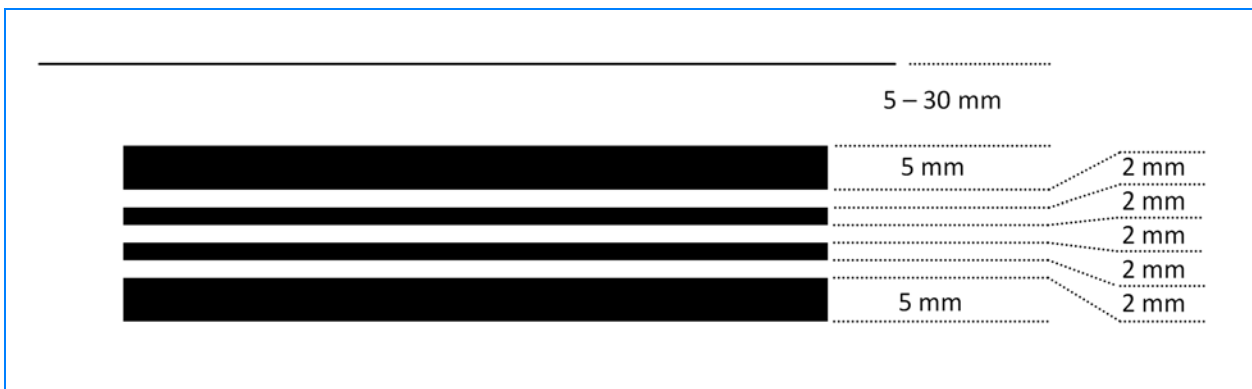


Fig. 2-4 Patch code dimensions

Colour and print of patch code sheets

Seeing as the sensor operates based on reflected infrared light, a high contrast is required between the paper colour and the imprinted patch code. Ideal is a matt black on white background. Simple black-and-white photocopiers or laser printers on run-of-the-mill copy paper provide acceptable results. Colour copiers and printers on the other hand often produce a shiny printing result that is not suitable.

For printing patch code sheets neither glossy paper nor black ink with a glossy finish should be used. If you hold a patch code sheet diagonally up against the light, the black bars should not reflect the light or only slightly.

Coloured sheets are possible when using very bright colours. Before producing a larger quantity of patch code sheets, it would be wise to first check the recognition within the scanner by means of test samples. As the sensor operates in the infrared range, a pure visual inspection of the sheets is often insufficient. What the unaided eye regards as jet black can still reflect light in the infrared range.

PLEASE NOTE: Our service technicians will gladly help you with the set-up of the patch code function. Moreover, our service technicians can readjust the sensor to a limited extent if there are any difficulties with the existing patch code sheets.

2.2 Components and operating elements

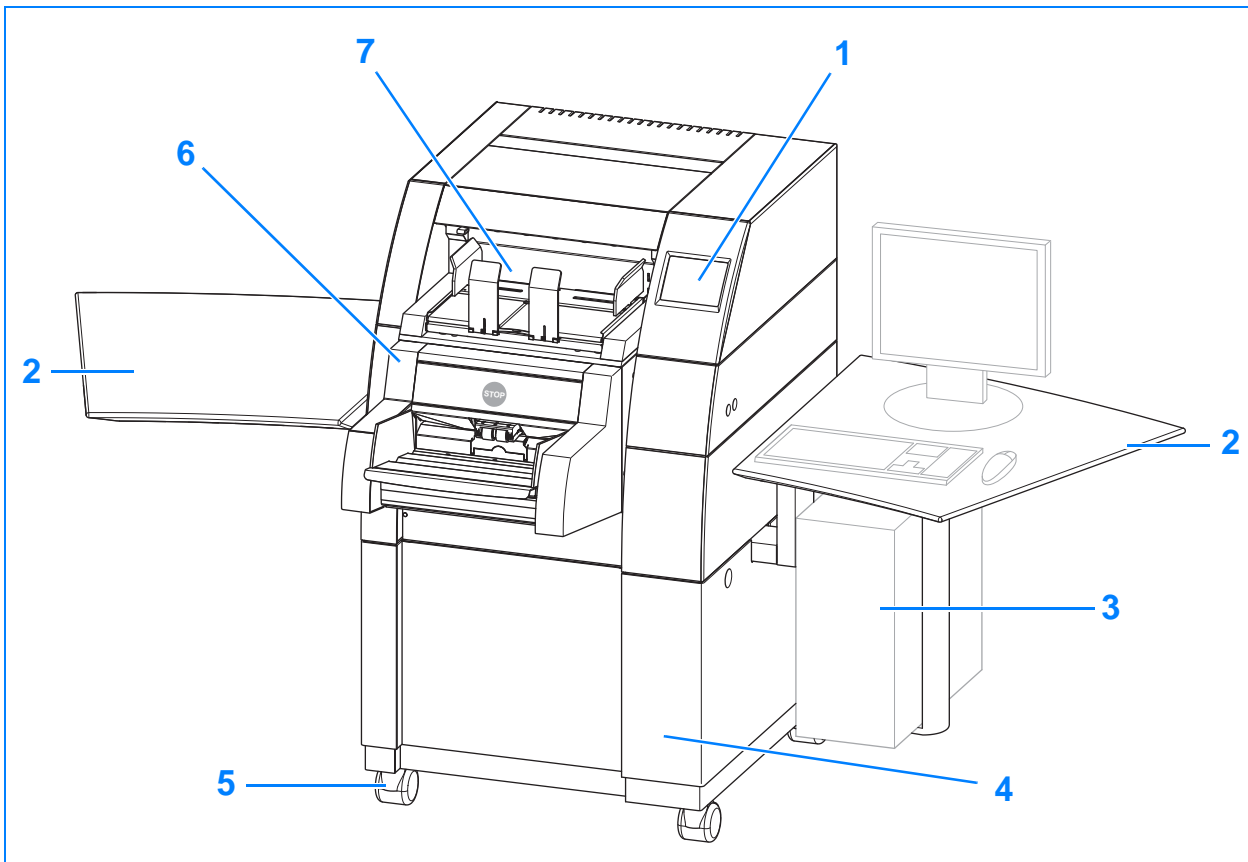


Fig. 2-5 Components of the high-performance scanner

- 1 control panel
- 2 worktop (optional)
- 3 PC (optional)
- 4 workbench (optional)
- 5 with castors (optional)
- 6 feeder
- 7 paper output at the top

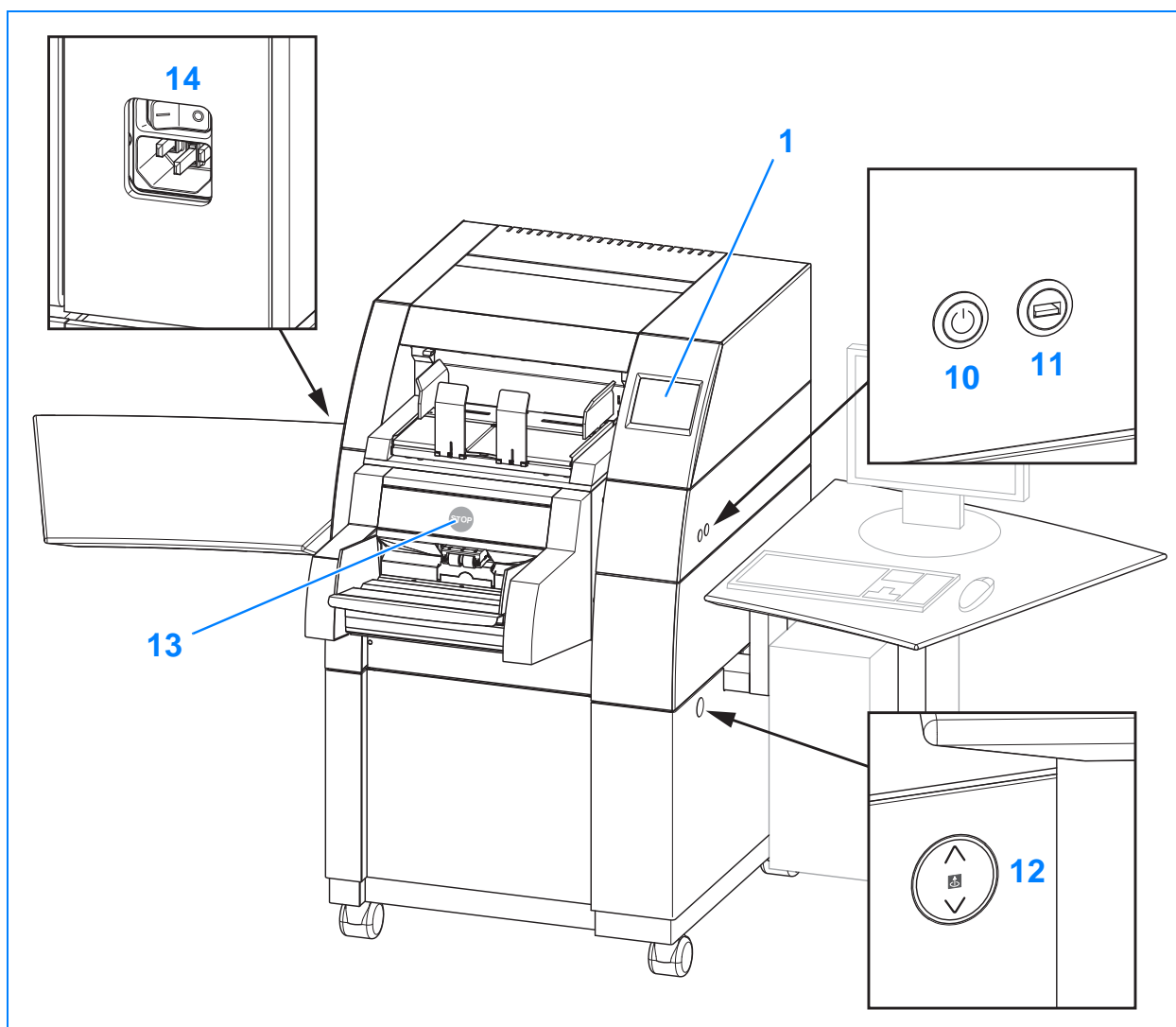


Fig. 2-6 Operating elements at the high-performance scanner

- 1 control panel
- 10 power button
- 11 USB port
- 12 button to raise/lower the worktop (optional)
- 13 stop button
- 14 mains switch

2.3 Technical data

Dimensions

Width	695 mm
Height	643 mm
Depth	726 mm
Dimensions with worktop	see chapter 2.3.1, page 2-11

Weight

Scanner	approx. 85 kg
Scanner incl. transport packaging	approx. 173 kg
Feeder	approx. 16 kg

Ambient conditions

Temperature	+15 °C to +35 °C
Humidity	max. 80 % relative humidity (non-condensing)

Electrical connection

Voltage range	115–240 V
Frequency	50/60 Hz
Fusing	3 A, slow-blowing
Power consumption	max. 260 W during stand-by < 1 W

Noise emission

During operation	69.3 dB(A)
Idling	47 dB(A)

Scan speed

XINO® S713	up to 130 sheets/min - format A4, landscape, 200 dpi (duplex) up to 60 sheets/min - format A4, landscape, 400 dpi (duplex)
XINO® S716	up to 160 sheets/min - format A4, landscape, 200 dpi (duplex) up to 80 sheets/min - format A4, landscape, 400 dpi (duplex)
XINO® S720	up to 200 sheets/min - format A4, landscape, 200 dpi (duplex) up to 100 sheets/min - format A4, landscape, 400 dpi (duplex)

Scan quality

Camera	two trilinear colour CCD cameras with 3x7500 pixels each
Resolution	75 dpi, 100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi (optional)
Colour	24 bit true colour, 8 bit greyscale, black and white

Paper

Formats	minimum 60 x 100 mm maximum 315 x 4000 mm
Thicknesses	40 to 250 g/m ²

Interfaces

SCSI-3 UW (TWAIN/ISIS)
USB 2.0 (TWAIN/ISIS)

Feeder	up to 500 sheets, turn-off automatic separation three ultrasound double feed sensors which can be switched on individually feeder versions: document withdrawal on the left and centrally
Printer	<ul style="list-style-type: none">• pre-scan imprinter (Inkjet)• after-scan endorser (Inkjet)
Options	<ul style="list-style-type: none">• height-adjustable worktop with PC mounting• feeder with a central or left-hand paper feed• paper tray at the rear• patch code reader• patch code sorter• foot switch single, double, triple• DpuScan, XINOCapture Pro and XINOCapture Gold

2.3.1 Space requirements

Depending on whether the scanner is set up with or without the (optional) height-adjustable worktop, the working space has to meet different requirements. The measures provided in the figure below indicate the optional distances for the scanner including height-adjustable worktop. Make sure there is always enough space available to operate and service the scanner.

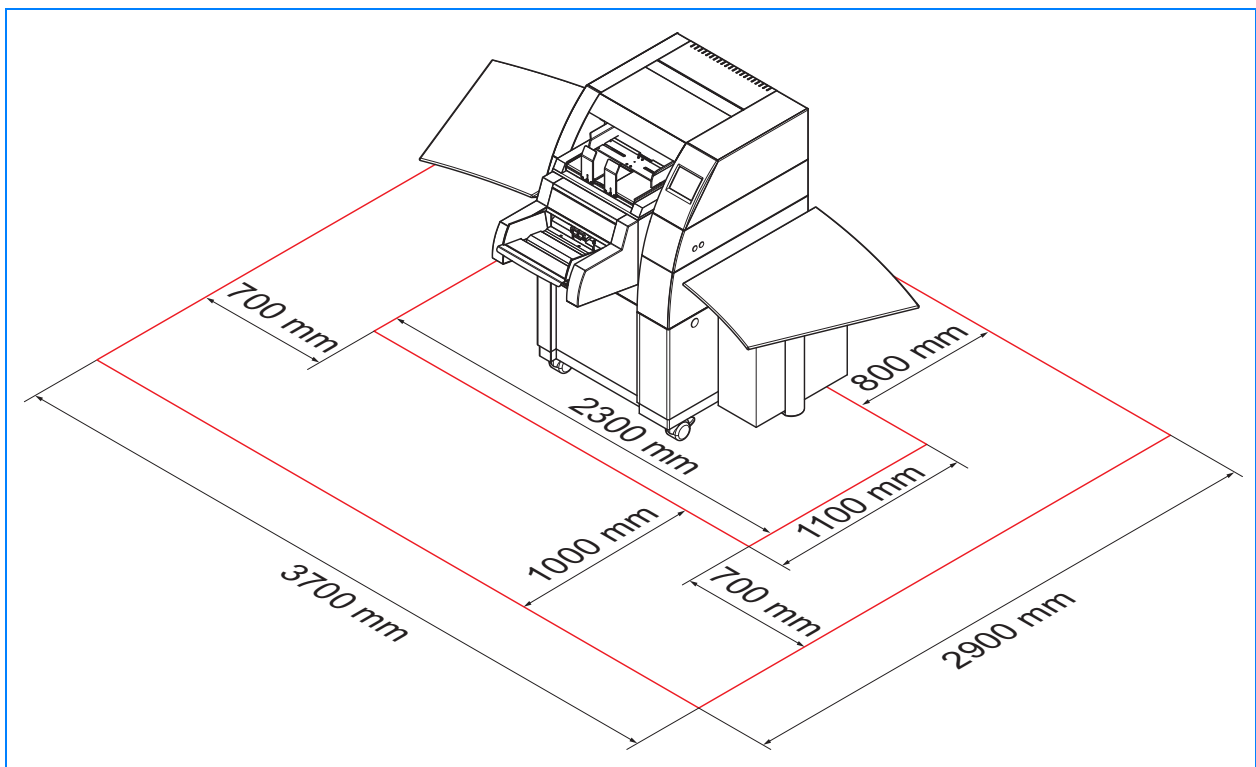


Fig. 2-7 Space requirements

2.4 Nameplate

The nameplate is located outside at the right side wall of the upper scanner mechanism.

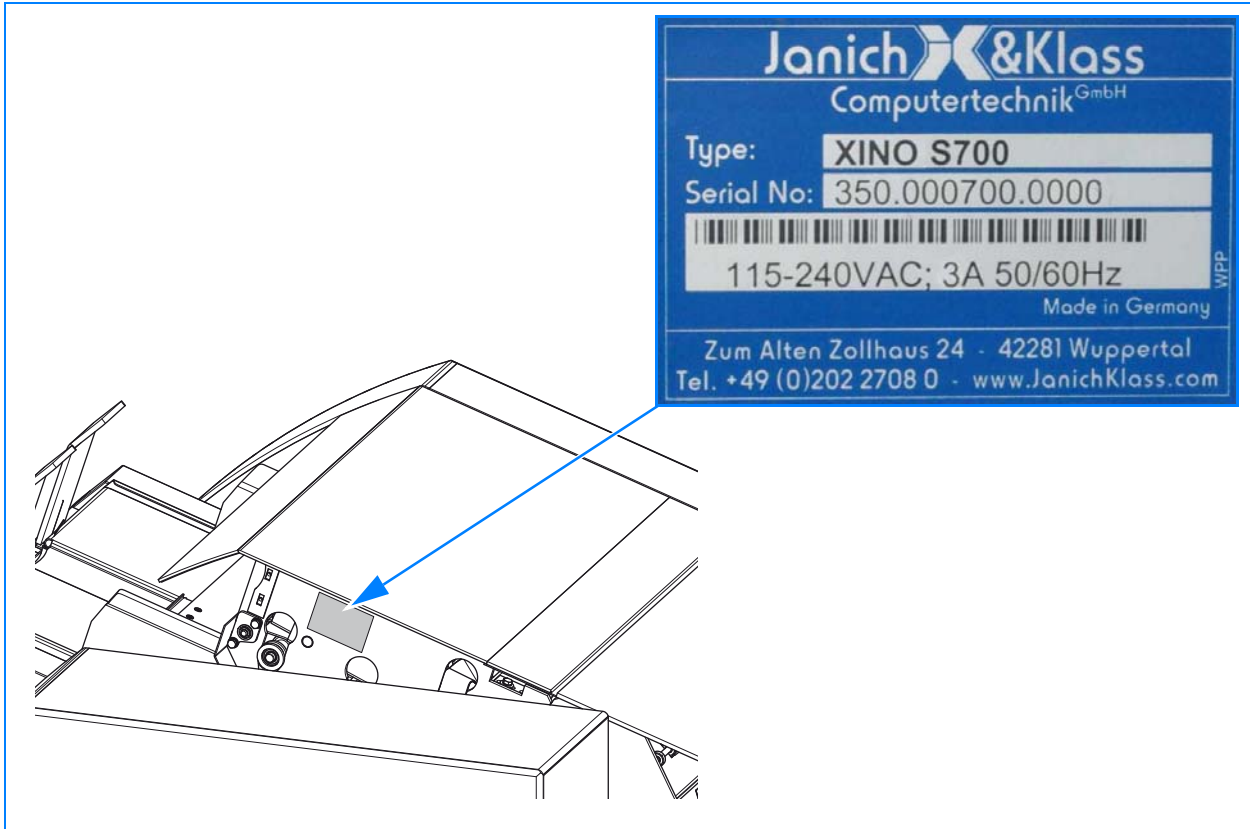


Fig. 2-8 Nameplate

The nameplate contains the following information:

Manufacturer	Janich & Klass Computertechnik GmbH
Type	XINO® S700
Serial no.	350.000700.**** with **** as the unique serial number
Barcode of the serial no.	
Mains voltage	115-240 VAC
Max. power consumption	3 A
Mains frequency	50/60 Hz

3 Safety

3.1 Intended use

The scanner is to be used for scanning papers according to the specifications provided in the chapter Technical data.

3.2 Improper use

Any other use of the machine possibly exceeding the intended purpose is prohibited and regarded as improper use. Claims of any kind against the manufacturer and/or his representatives on account of damages resulting from improper use are excluded. No person other than the operator is responsible for damages resulting from improper use.

Scanning any other material than paper is regarded as improper use. Unauthorized modifications or alterations of the scanner are prohibited. The disassembly of cover panels and the operation of the scanner with disassembled cover panels is prohibited.

3.3 General safety information

**NOTICE!**

Using incorrect or defective spare and wear parts can lead to damages, malfunctions or total failure of the scanner.

The use of non-approved spare parts voids all warranty, service, damage and liability claims against the manufacturer or his agents, dealers and representatives.

Only use original spare parts from the manufacturer!

3.4 Safety information for maintenance and troubleshooting

**WARNING!**

Crush hazard.

Hand crush hazard when closing covers.

Keep your hands away from the danger area and make sure that no other person is situated at the scanner!

During all activities requiring the covers to be opened it is prohibited to wear ties, jewellery (necklaces, pendants etc.) and long, untied hair!

3.5 Personnel qualifications

The individual activities at the scanner demand different personnel qualifications, which are listed in the table below.

The user is to ensure that no unauthorized person works at or with the scanner.

The user is obliged to report any changes in the operating behaviour of the scanner possibly compromising the safety to the operating company.

The different qualifications comprise the following knowledge, skills and abilities:

- Users must have been instructed on how to use the scanner and detect potential damages or dangers at the scanner by expert staff from microform GmbH, Janich & Klass Computertechnik GmbH or an external service provider commissioned by either company.
- The term service technicians denotes expert staff from microform GmbH, Janich & Klass Computertechnik GmbH or external service providers commissioned by either company, qualified to carry out assembly, maintenance and repair work at the scanner as well as troubleshooting.

Tab. 3-1 Overview of the min. required personnel qualifications

Activities	User	Service technician
Transport		X
Short distance transport (on the same office floor)	X	X
Set-up, assembly		X
Installation		X
Operation	X	X
Cleaning according to chapter 8.3.1	X	
Maintenance according to chapter 8	X	
Troubleshooting according to chapter 7		X
Troubleshooting, repair		X
Work on the electrical system: Troubleshooting, repair, maintenance		X

3.6 Safety devices

Stop button

Actuating the stop button stops the scanner. This is for instance useful to prevent clothes from being pulled in accidentally or the creasing/tearing of paper.

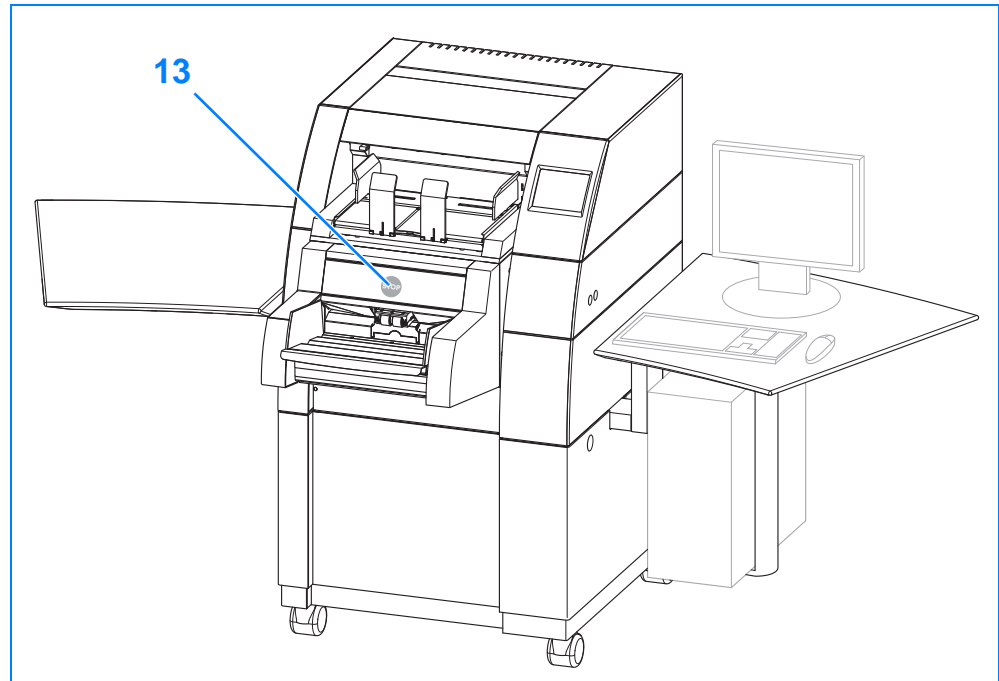


Fig. 3-1 Stop button

Covers

The cover panels keep you from reaching into moving parts and protect the scanner's mechanical and optical components from dirt.

Do not use the scanner, when the covers are open, disassembled or damaged!

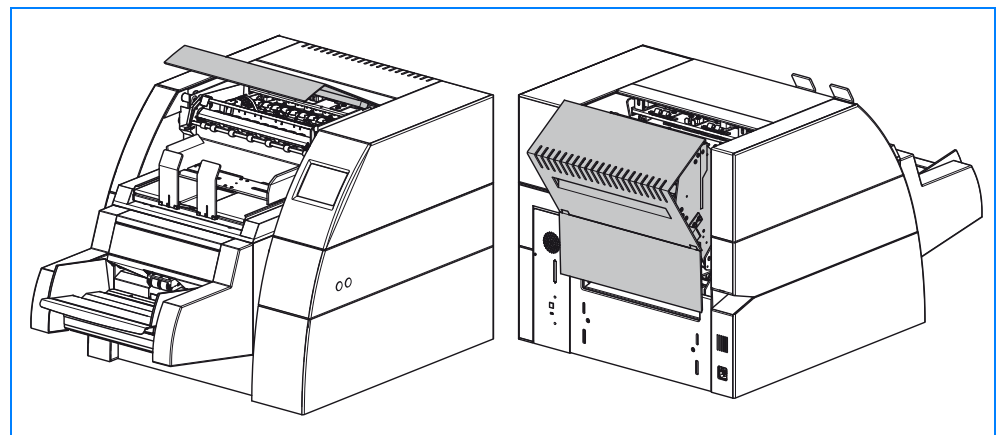


Fig. 3-2 Covers

3.7 Safety signs and labels

The following safety signs and labels are attached to the scanner. Check these on a regular basis. If the safety signs are illegible, they must be replaced.



Fig. 3-3 Safety signs and labels at the upper outlet

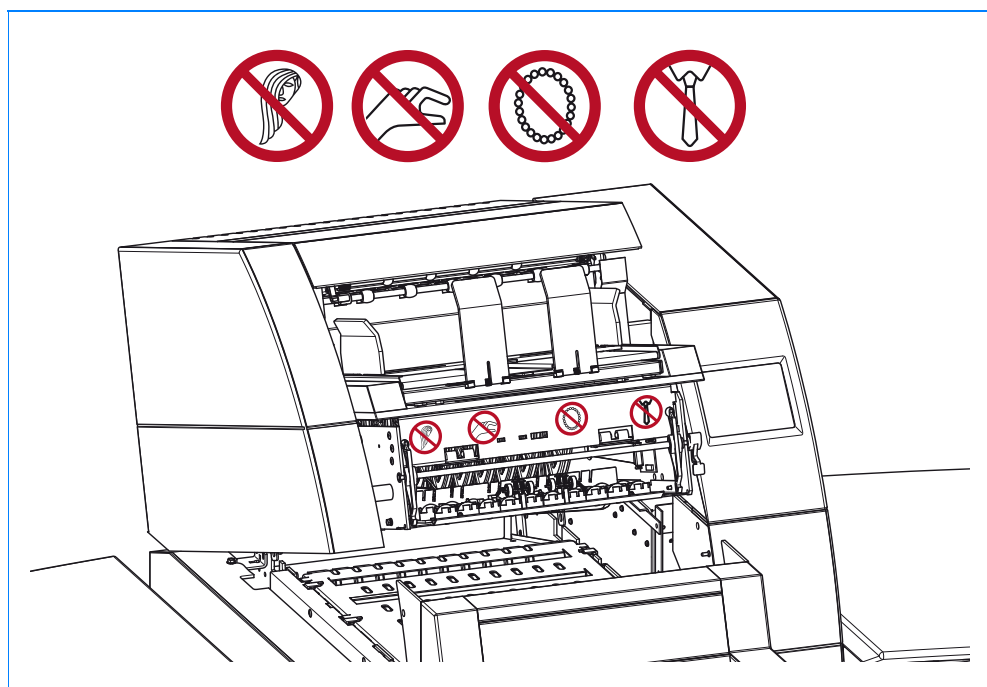


Fig. 3-4 Safety signs and labels in the scanning area

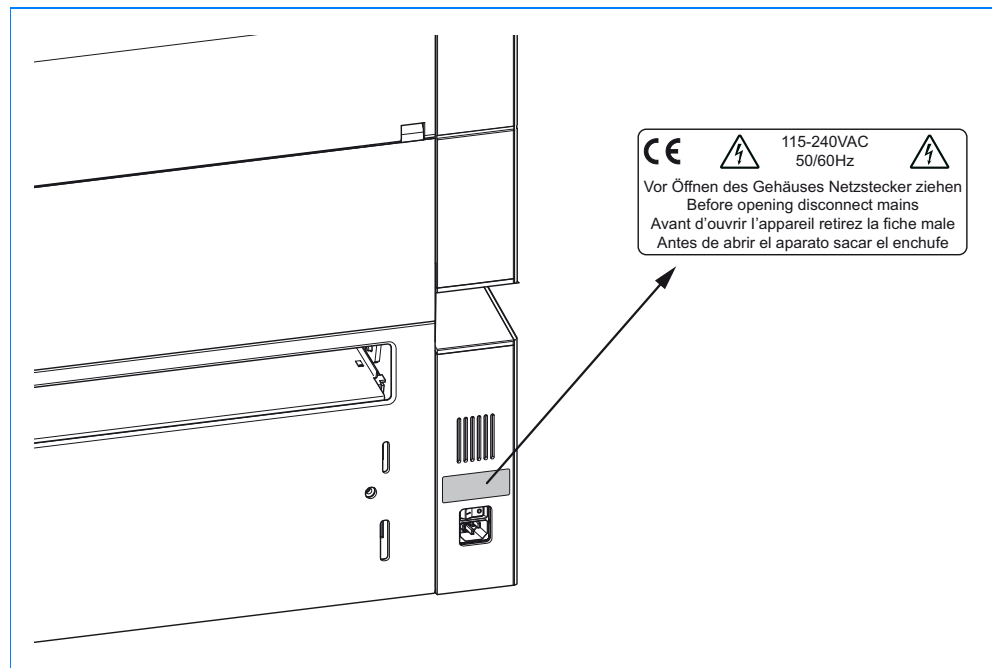


Fig. 3-5 Safety signs and labels at the rear

3.8 Residual risks



WARNING!

Risk of injury from falling worktops.

The improper attachment or detachment of the worktops can lead to injuries due to falling or breaking.

The worktops may break due to overload.

- Have both assembly and disassembly carried out by service technicians!
- Make sure that nobody is located underneath the worktops!
- The permissible maximum load of 50 kg per worktop must not be exceeded!
- Do not support yourself or lean against the worktops!
- Do not stand or sit on the worktops!
- Distribute the load evenly!

4 Scope of delivery and transportation

4.1 Scope of delivery

- XINO® S700
- software DpuScan, XINOCapture
- manual
- power cable
- driver disc (TWAIN/ISIS)
- USB cable
- 4 feet (not mounted)
- cleaning agent
- height-adjustable worktop with PC mounting (optional)
- feeder with central paper feed (optional)
- feeder with left-hand paper feed (optional)
- rear paper tray (optional)
- foot switch (optional)
- PC (optional)

4.2 Transport

For the short distance transport within a building the scanner is moved by use of the castors. Prior to the short distance transport move the worktop to the bottommost position in order to minimize the danger of tipping over. Make sure that the transport path is clear and roll along level ground.

Transportation over longer distances requires the disassembly of attachment parts and the attachment of a transport lock and must therefore be effected by personnel certified and trained by microform GmbH.

5 Assembly and installation

5.1 Assembly

The assembly may only be performed by personnel certified and trained by microform GmbH.

5.2 Set-up

Only set up the scanner in rooms meeting the requirements in chapter 2.3, page 2-10 regarding ambient conditions and space requirements. Do not subject the scanner to strongly varying ambient conditions.

5.3 Installation

Connect the following cables at the back of the scanner to:

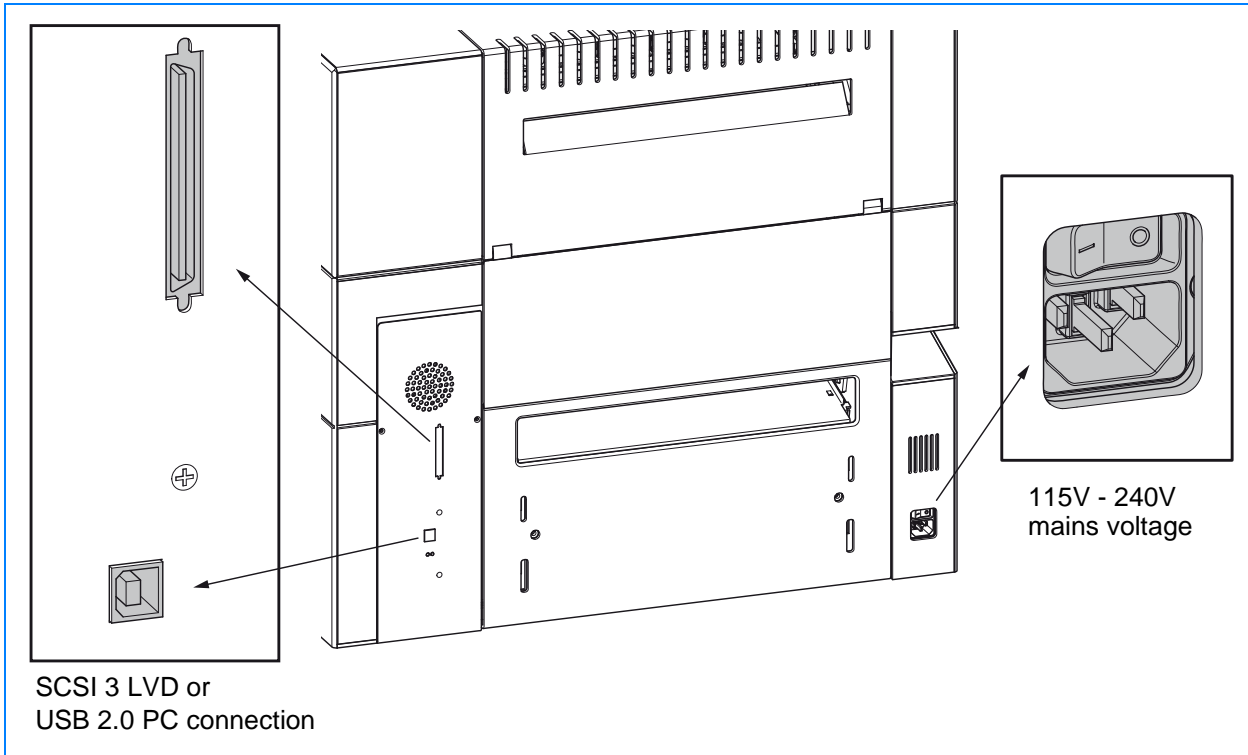


Fig. 5-1 *Connections at the scanner*



CAUTION!

Trip hazard.
Make sure not to create trip hazards when laying cables!



NOTICE!

- Always establish a direct USB connection! Do not use USB hubs!
- Make sure that the cables are neither kinked nor strongly twisted!
- Make sure that all cables are properly connected and fit tightly!

6 Operation

6.1 Switch-on/off

6.1.1 Switch-on

PLEASE NOTE: If scanner and PC are connected via **SCSI**, do **not** start the PC until the scanner is ready for operation!
If scanner and PC are connected via **USB**, both can be started in any order you choose.

1. Switch the mains switch (14) to position 1.
 - The loading screen appears.
2. Wait until the main menu is displayed (approx. 30 seconds).
 - The scanner is ready for operation.
3. Start the PC.
4. Start the scan software.
5. Log into the system, provided the user administration is active.

6.1.2 Stand-by mode

1. Press and hold the power button (10) for several seconds.
 - The scanner switches to stand-by mode.
2. Wait for at least 60 seconds, before moving on to the next step.
3. Press the power button (10) again to exit stand-by mode.

6.1.3 Switch-off

1. Quit the scan software and shut down the PC.
2. Switch the mains switch (14) to position 0.
3. Wait for at least 60 seconds, before switching the scanner back on.

6.2 User interface

The screen surface can be individually adjusted and saved in different profiles. These profiles can be saved on an external storage device and restored automatically.

There are 2 different profile groups:

- profiles stored locally on the PC
- profiles stored on a USB flash drive, which so can be used for different scanners

That way, the scanner can be adjusted to the respective application and user.

The arrangement of the symbols on your scanner may differ from the one illustrated in the sections below.

6.2.1 Configurable screen pages




The following screen pages can be individually adjusted:



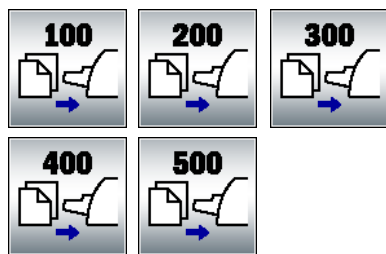





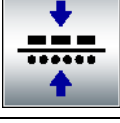

- ready screen
- scan screen
- pause screen
- error screen


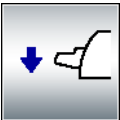
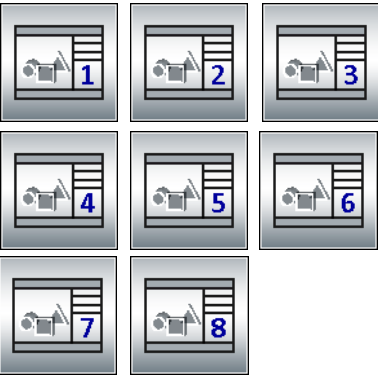

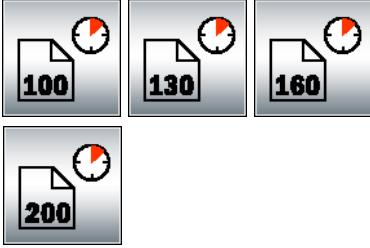
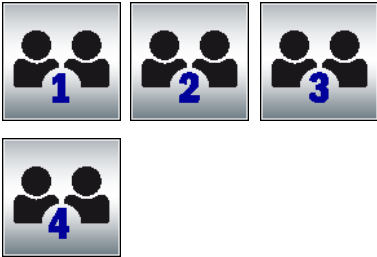

The following elements are available:


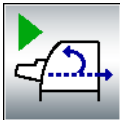







- empty fields
- buttons
- counter information
- imprinter / endorser information
- previews (scanned images, errors)

The following table specifies, which elements can be placed on which screen page.

Buttons	Ready	Scan	Pause	Error	Foot switches	Designation
	X		X	X	X	start button
		X		X	X	pause button
		X	X	X	X	stop button

Buttons	Ready	Scan	Pause	Error	Foot switches	Designation
		X	X	X	X	cancel button
	X	X	X	X	X	single sheet feeder
	X	X	X	X	X	feeder batch size
	X	X	X	X	X	double feed detection on/off
	X	X	X	X	X	double feed detection off for one sheet
				X	X	accept double sheet and continue
				X	X	discard double sheet and continue
				X	X	discard double sheet and pause
	X	X	X	X	X	feed separation on/off
	X	X	X	X	X	feed separation off for one sheet

Buttons	Ready	Scan	Pause	Error	Foot switches	Designation
	X	X	X	X	X	feeder up
	X	X	X	X	X	feeder down
	X					scanner profiles
	X					user profiles
	X		X	X	X	scan speed
	X	X	X	X	X	function keys
	X					change language

Buttons	Ready	Scan	Pause	Error	Foot switches	Designation
	X					system information
	X					sorting run
	X		X	X	X	shutter function (paper output)
	X		X	X	X	clear paper transport
	X	X	X	X		counter
	X	X	X	X		endorser / imprinter
				X		image: error The error is visualized by an image.
				X		image: front side The previously scanned paper front is displayed.
				X		image: rear side The previously scanned reverse side of a page is displayed.

6.2.2 Screen layout

The screen content can be divided into three sections:

Upper section

Located in the upper section is the status bar. Displayed in the status bar is the name of the current screen and the status of important operational settings in form of icons.

The colour of the status bar indicates the scanner's current status:

grey = the scanner is ready

red = an error has occurred – the error number will be displayed

yellow = a warning has been issued

Middle section

The middle section contains the softkeys by means of which different operating parameters of the scanner can be set and adjusted.

Information texts and counters can also be displayed in this area in addition to the softkeys.

This section can be configured individually.

Lower section

Depending on the status different action buttons (start/pause/stop or confirm/cancel, indicate warning), the button for the settings menu or buttons to change the screen levels are located in the lower section.

Moreover, details on error messages providing clues for troubleshooting are displayed here.



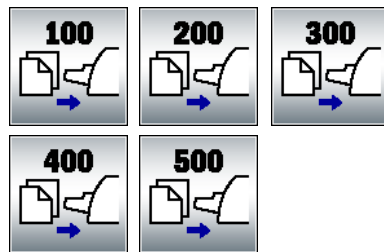
Fig. 6-1 Exemplary screen layouts

6.2.3 Softkeys

There are two types of keys or buttons:

- Action buttons trigger an action. Pressing the button again during execution aborts this action.
- Status buttons change an operating state variable of the scanner. These can be recognized by their blue frame when active.

The most important setting options are described below:

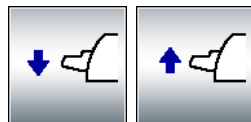


The feeder processes paper stacks, also called **sheet batches**, of up to 500 sheets. This setting enables you to preselect the stacking height in order to optimize the time for lifting and lowering the feeder tray when processing smaller sheet batches.

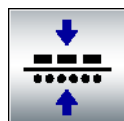
The selected option is marked in blue.



The **single sheet** mode is intended for scanning single sheets. For this, the feeder tray is moved all the way up. Single sheets are processed by being pushed underneath the feed roller. The selected option is marked in blue and the activation of this function is indicated in the upper status bar by means of the following icon:

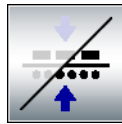


This function is used to manually raise or lower the feeder tray during normal scanning operation. This way, sheets can be added to the existing paper stack later on.



This function switches the **feed separation** on or off. When feed separation is activated, this button is marked in blue. The status of this setting is indicated in the upper status bar by means of the following icons:





Actuating the button **separation off for one sheet** deactivates the feed separation for the next sheet.

The status of this setting is indicated in the upper status bar for exactly one sheet by means of the following icon:



Then the icon changes into:



The feeder comes equipped with an ultrasonic **double feed detection** for the reliable control of the separated sheets.

When this function is activated, this button is marked in blue.

The status of this setting is indicated in the upper status bar by means of the following icons:



Actuating the button **detection off for one sheet** deactivates the double feed detection for the next sheet.

When using this function, it is also possible to process several sheets lying on top of one another.

When this function is activated, this button is marked in blue.

The status of this setting is indicated in the upper status bar for exactly one sheet by means of the following icon:



Then the icon changes into:



Discard double sheet and pause

This button is displayed, when the double feed detection is set to Inquire. Upon actuation the image of the sheet is discarded and scanning is interrupted. After inserting another sheet in the feeder, scanning can again be started by means of the **start** button.



Discard double sheet and continue

This button is displayed, when the double feed detection is set to Inquire. Upon actuation the image of the sheet is discarded and scanning continues. If the sheet should be scanned again, it needs to be reinserted in the feeder before pressing the button.



Accept double sheet and continue

This button is displayed, when the double feed detection is set to Inquire. Upon actuation the image of the sheet is accepted and scanning continues. This function is used to process individual double sheets at full double feed control without scanning them again.



The **function keys** call up certain, definable functions in the connected scan software DpuScan, XINOCapture.

These function keys can be named individually.

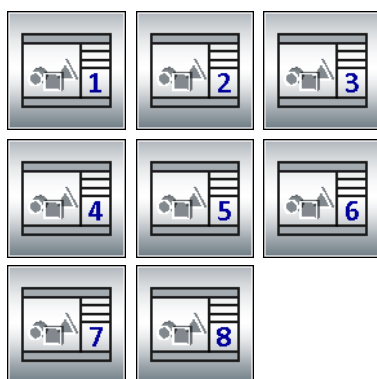


Profile management

This button calls up the profile management so you can select another scanner profile from a list with different settings. Up to 8 different profiles can be used. In these profiles different scanner settings for an optimum processing of certain scanning operations can be stored.

Also it is possible to create two user profiles for each defined user. These are only available to the user who is currently signed in and can contain personal settings (see chapter 6.3.2.5, page 6-42).

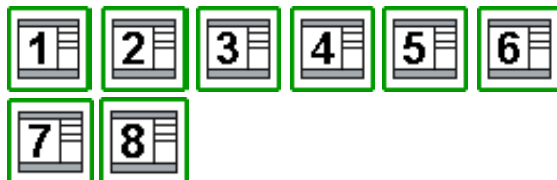
The used profile is displayed in the status bar by use of icons:



The **profile** buttons are for the direct selection of the individual scanner profiles (up to 8 profiles).

The button of the profile currently in use is edged in blue.

The used profile is also displayed in the status bar with the corresponding icon:



If changes to a profile have not yet been saved, this is indicated by a red mark in the icon in the status bar:



User login

Via this button you can sign on to the scanner. The user login dialogue will be displayed on the screen. After the successful login the scanning and administration rights assigned in the user profile are available. The user administration is set up by an administrator or certified service technician.



User logout

By means of this button the currently signed in user can be logged off from the system.



User profile

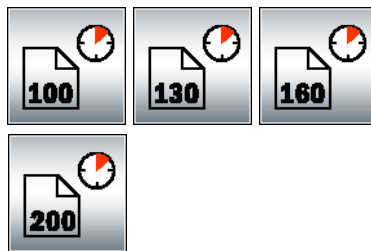
By means of these buttons you can switch between two possible user profiles. User profiles are individual profiles assigned to the signed in user. In it one can save e.g. a personalized screen configuration or scanner setting.

The button of the selected profile is edged in blue.

The used profile is also displayed in the status bar with the corresponding icon:



If changes to a profile have not yet been saved, this is indicated by a red mark in the icon in the status bar:



These buttons are used to change the **scan speed**.

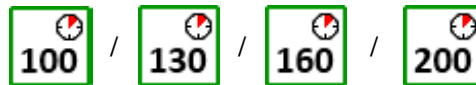
Depending on the scanner version the following speed levels are available and can be adjusted during the scanning process:

100 sheets/min, 130 sheets/min, 160 sheets/min and 200 sheets/min.

Speed levels not available for this scanner are disabled and greyed out.

When this function is activated, this button is marked in blue.

The status of this setting is indicated in the upper status bar by means of the icon corresponding to the selection:



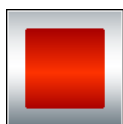
When pressing the button "**clear paper transport**" after a fault, all sheets are stacked from the scanner. After a specified time paper transport is stopped automatically. Paper transport can also be stopped prematurely by repeated actuation of this button.

Bear in mind, that the stacked sheets afterwards have to be scanned again!

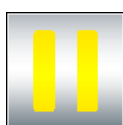


Pressing the **start** button at the scanner display starts the scanning process.

A condition is that you use the scan software DpuScan, XINOCapture included in the scope of delivery.



Pressing the **stop** button at the scanner display stops the scanning process.



Pressing the **pause** button at the scanner display interrupts the scanning process, which can then be continued by pressing the **start** button.



The **cancel** button terminates batch processing.



The button **confirmed warning or error message** can be used to confirm the errors or warnings, which still allow the scanning process to be continued (e.g. a low ink level).



Counters cannot be actively operated, they serve to document the scanning process. The set-up of counters belongs to the driver configuration and is hence described there.



Endorsers / imprinters cannot be actively operated, they serve to document the scanning process.

The set-up of endorsers / imprinters belongs to the driver configuration and is hence described there.



By use of the **change language** button you can switch between the available system languages.



The **system information** button can be used to retrieve system information about the scanner.



With this button you can access the **configuration screen**.

In order to avoid errors resulting from inappropriate changes, the configuration must only be changed by trained personnel. This section can be protected by a password.



The **sorting run** is only available if the sorter option is activated on the scanner. The sorting behaviour during this cycle can be adjusted (chapter 6.3.1.5, page 6-27).



The shutter function serves to manually adjust the paper output. This change remains active until altered by a configured rule.



This button is used to **switch** between different **screen levels**.

This enables you to access more buttons, when there is no more space to display them on the first level.



The **confirm** button serves to acknowledge error messages and to confirm user inputs in the setting menus.



Entries and settings made can be discarded by pressing the **cancel action** button.

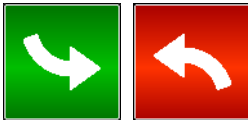
6.3 Configuration

PLEASE NOTE: The functions described in this chapter are only available with administrator rights.



Press the configuration button in the lower section of the screen to access the configuration screen.

Here settings regarding paper transport, management, settings, maintenance and system settings can be made.



Save the changes by pressing the **confirm button**.

If you do not want to adopt the changes, discard them by means of the **cancel action button**.

Unsaved changes will be lost when switching the scanner off!

6.3.1 Paper transport

Select the menu **paper transport** in the configuration menu.

The following screen appears:

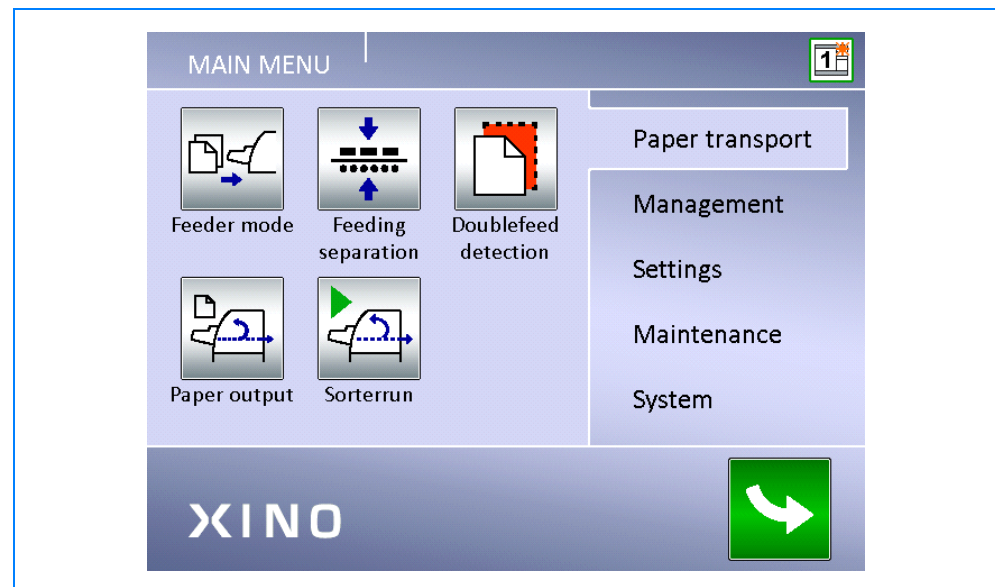
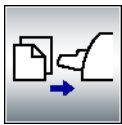


Fig. 6-2 Configuration screen – paper transport

6.3.1.1 Feeding mode



Upon actuation of the **feeder mode** button the feeding mode batch size screen appears (in fig. 6-3 on the left) which displays the current batch size (height of the paper stack).

Pressing the sheet batch button prompts a batch size selection dialogue (in fig. 6-3 on the right).

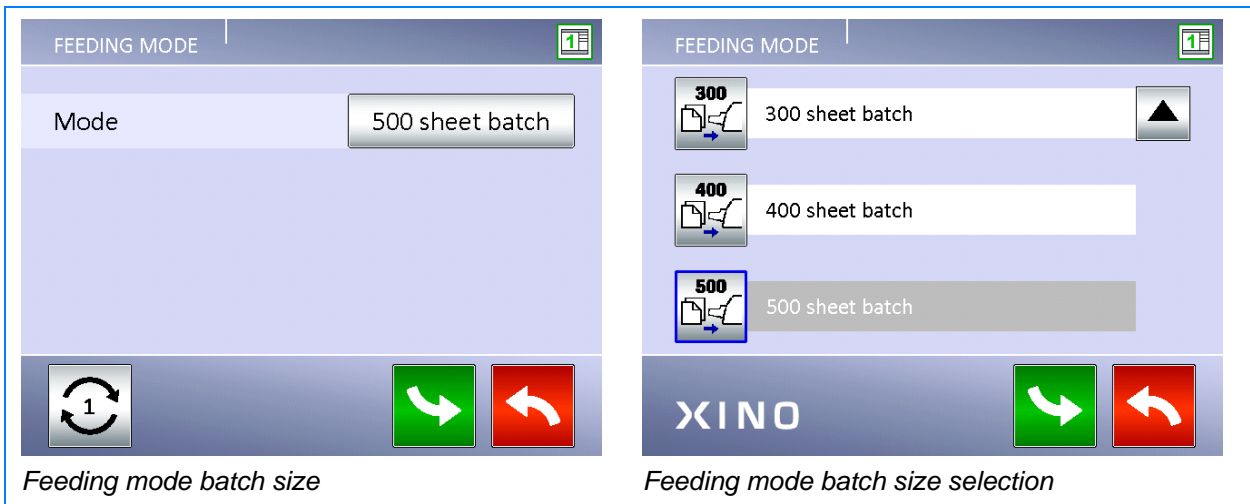


Fig. 6-3 Feeding mode



Press the screen level button to change the screen level. The following screen appears:

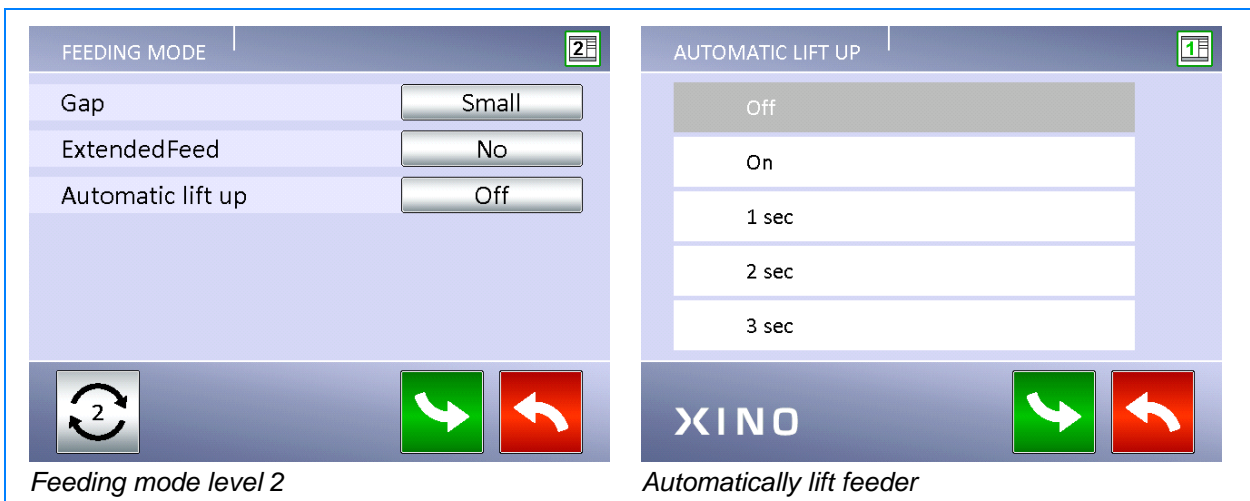
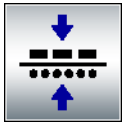


Fig. 6-4 Feeding mode 2

Gap	Small	Generates a preferably small, dynamically regulated distance between the sheets during sheet feeding. This setting achieves the maximum sheet throughput. A small gap cannot be set for the sorting mode of the paper output screen (see chapter 6.3.1.4, page 6-22). In sorting mode the gap is automatically set to large .
	Medium	Generates a medium-sized, dynamically regulated distance between the sheets during sheet feeding. A medium gap cannot be set for the sorting mode of the paper output screen (see chapter 6.3.1.4, page 6-22). In sorting mode the gap is automatically set to large .
	Large	Generates a fixed sheet distance for batch processing.
	Extra large	Generates a fixed sheet distance for batch processing without using the feeder sensors.
Extended Feed	This mode is to be used for small and narrow documents (e.g. receipts). The pull-off force for the sheets is increased and the feeder sequence control is only reactivated after reaching the second feed roll inside the scanner. PLEASE NOTE: If this function is activated, the minimum sheet length is 140 mm!	
Automatic lift up	This setting determines how the feeder tray reacts to paper being inserted:	
	Off	Feeder tray is only lifted after starting the scanner.
	On	Feeder tray is lifted immediately after inserting paper.
	1, 2, 3 sec	Feeder tray is lifted with a delay according to the selection.

6.3.1.2 Feed separation



Pressing the **sheet separation** button opens the feed separation screen, in which the separation can be switched on or off within the current profile.

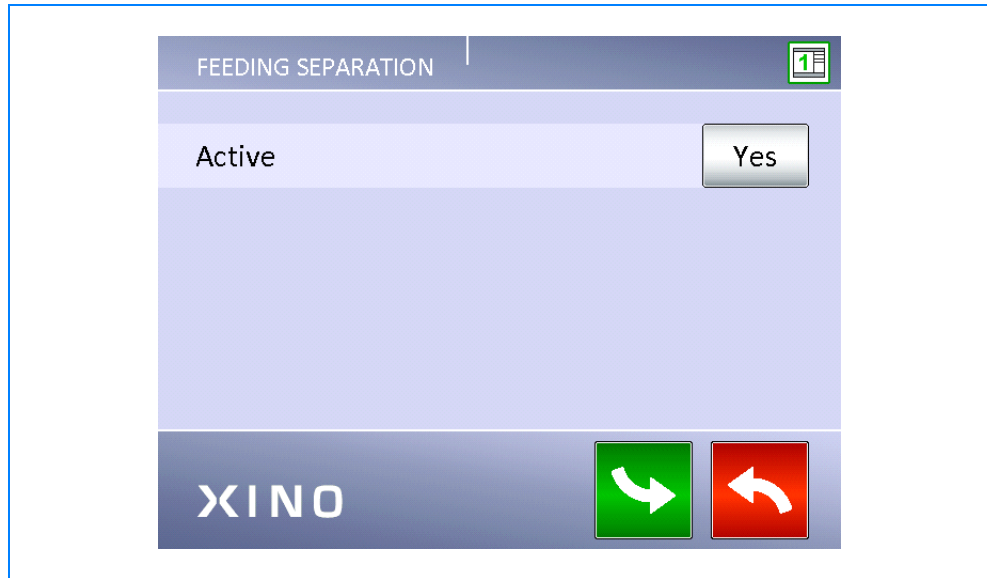


Fig. 6-5 Feed separation

6.3.1.3 Double feed detection



Actuating the double feed detection button opens the double feed detection 1 screen, in which the double feed settings can be made.

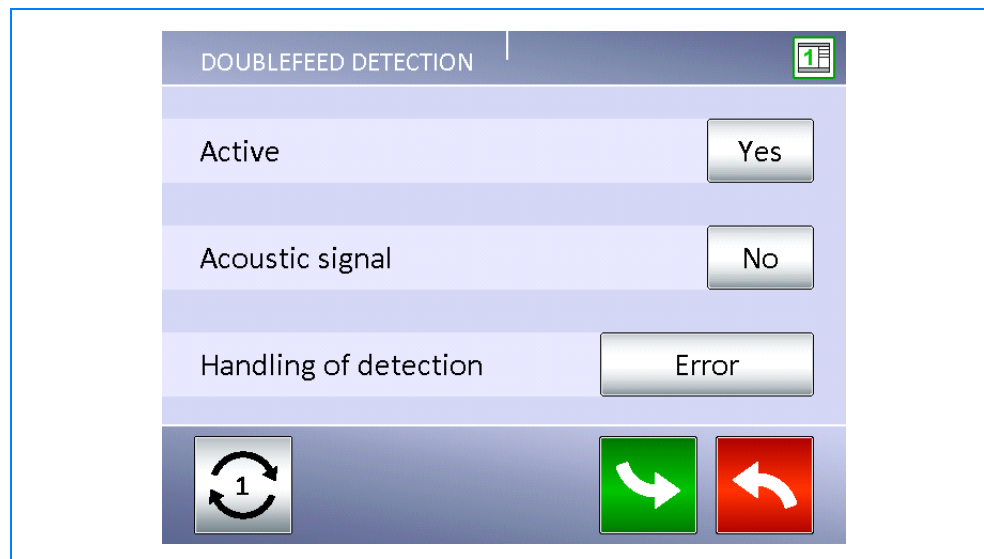





Fig. 6-6 Double feed detection 1

Active	Yes	Switches the ultrasonic double feed detection on.
	No	Switches the ultrasonic double feed detection off.
Acoustic signal	Yes	Generates an acoustic signal when a double sheet is detected.
	No	No acoustic signal is generated when a double sheet is detected.
Handling	Error	The scanner pauses when a double sheet is detected, the sheet is stacked and an error screen is displayed. The sheet has not been scanned and must be scanned again.
	Mark	The generated image is marked in the image header, when a double sheet is detected. The scanning process is not interrupted. Double sheets can be handled via the scan software. The document is scanned.
	Inquire	The scanner pauses, when a double sheet is detected, and an error screen with the image that caused the error is displayed. By means of the button  "accept double sheet and continue" the images are transferred to the PC and scanning continues. Pressing either button  "discard double sheet and continue" or  "discard double sheet and pause" discards the images. The sheet must be scanned again. The faulty sheet is stopped in the outlet.



Press the screen level button to change the screen level. The following screen appears:

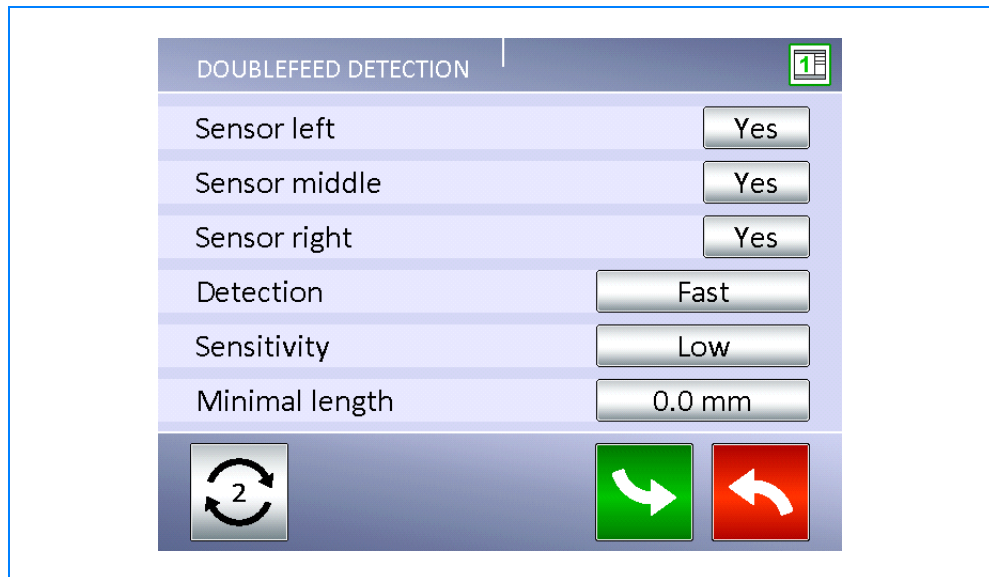


Fig. 6-7 Double feed detection 2

Sensor left	Yes	Activates the selected sensor.
Sensor middle	No	Deactivates the selected sensor.
Sensor right		
Detection	Fast	Immediate response to a double feed detection signal.
	Assured	The double feed signal must be present for a stipulated time, only then will there be a response.
Sensitivity	Low	Defines the sensitivity of the ultrasonic sensors from Low for thin paper to Very high for thick paper.
	Medium	
	High	
	Very high	
Minimal length		This setting can be used to define for up to how many millimetres the double feed signal is to be suppressed. This function may be used e.g. to process stickers or affixed images without an error message. The minimum length is freely adjustable between 0 mm and 100 mm.



Press the screen level button to change the screen level. The following screen appears:

In this screen you can determine the sheet section in which the double feed detection is active.

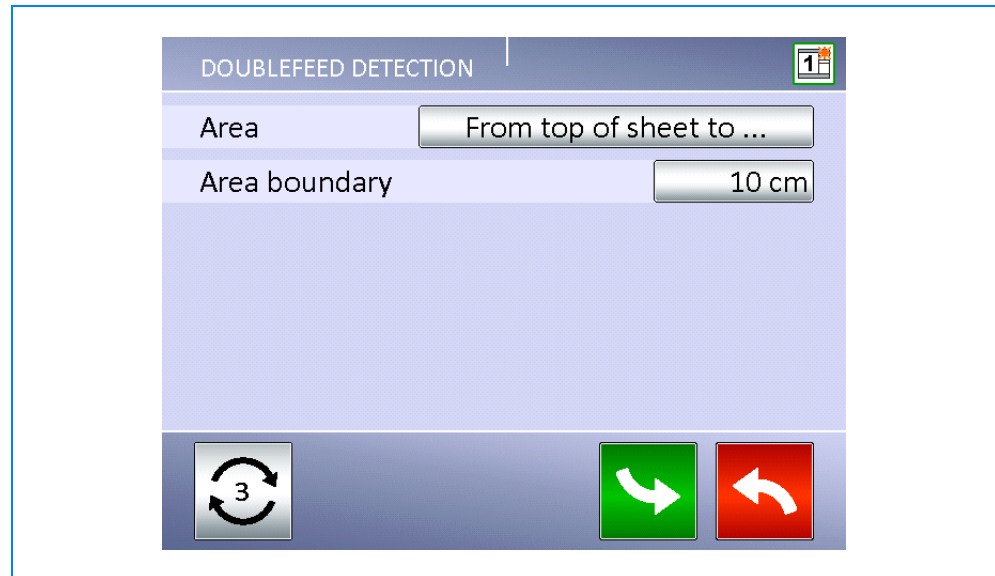


Fig. 6-8 Double feed detection 3

Area	Entire sheet	The double sheet detection is active for the entire sheet.
	From top of sheet to ...	The double sheet detection is active from the top of the sheet to the section limit (area boundary).
	From ... to sheet bottom	The double sheet detection is active from the area boundary to the bottom of the sheet.
Area boundary	XX cm	Determines the area boundary ranging from 5 cm to 100 cm.

6.3.1.4 Paper output



Pressing the **shutter function** (paper output) button opens the paper output 1 screen.

In this screen you can determine, whether the sheets are stacked into the upper paper tray or via the sorter flap at the back. If the patch code sorter option is installed, this screen also serves to define which sheets are to be sorted out and how.

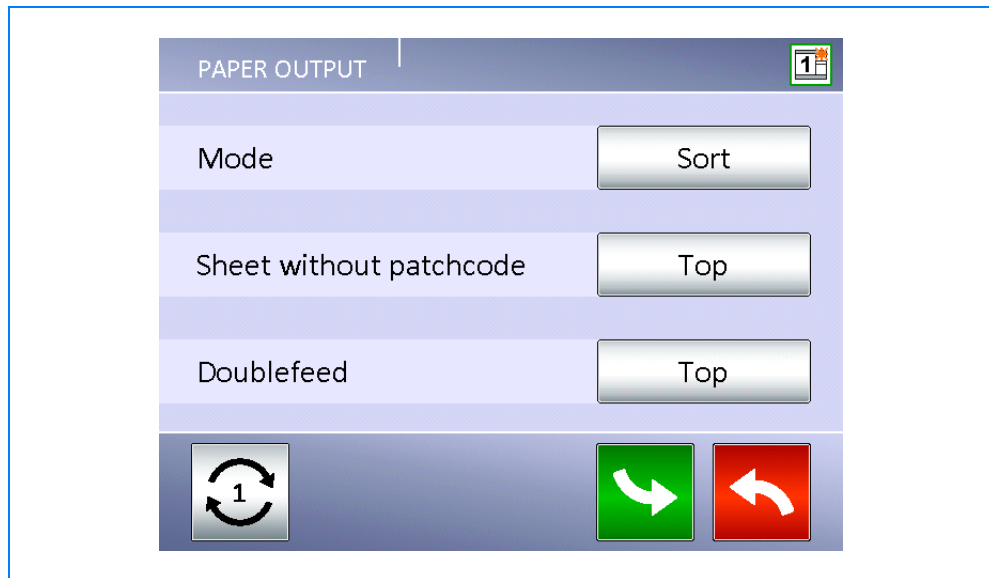



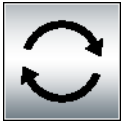
Fig. 6-9 Paper output 1

PLEASE Small and medium gaps cannot be set for **sorting** mode.

NOTE: If the gap is set to **small** or **medium**, the sorter flap has not enough time to close after the stacking of a sheet before the next sheet, which is not to be stacked, arrives. Therefore, the gap is automatically set to **large** in **sorting** mode.

Mode	All to the rear	With this setting all sheets fed are stacked at the rear of the scanner.
	All to the top	All sheets are stacked into the upper paper tray. This is the standard setting.
	Sort	Enables the separation of patch code-controlled sheets from the stack by means of a document switch point. This setting presupposes the installation of the optional patch code sorter. If this option is installed, both the setting "sheet without patch code" and the screen level button  are enabled.
Sheet without patch code	Top	All sheets without patch code are deposited in the upper paper tray. Patch code sheets are deposited in the paper tray at the rear.
	Rear	All sheets without patch code are deposited in the rear paper tray. Patch code sheets are deposited in the paper tray at the top.

Double feed	Top	A detected double sheet is deposited in the upper paper tray.
	Rear	A detected double sheet is deposited in the rear paper tray.



Press the screen level button to change the screen level. The following screen appears:



Fig. 6-10 Paper output 2

Patch code 1	Top	If the selected patch code is detected, it is deposited in the upper paper tray.
Patch code 2		
Patch code 3	Rear	If the selected patch code is detected, it is deposited in the rear paper tray.
Patch code 4		
Patch code 6		
Patch code T		



Press the screen level button to change the screen level. The following screen appears:

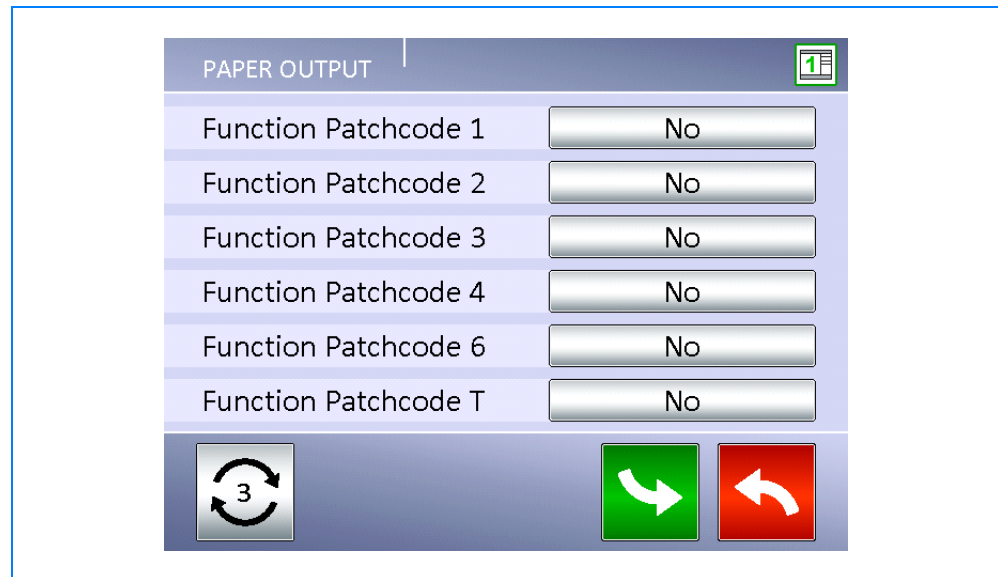


Fig. 6-11 Paper output 3

To be determined in this screen is whether a detected patch code triggers an extended sorting function. For instance: sheets following a patch code can be stacked either to the top or to the rear.

Function patch code 1	No	The detected patch code defined here does not trigger a function and is stacked according to the setting in the paper output 2 screen (fig. 6-10).
Function patch code 2		
Function patch code 3		
Function patch code 4		
Function patch code 6	One sheet to the top	The sheet following the patch code is stacked towards the top. All subsequent sheets are stacked according to the setting in the paper output 2 screen (fig. 6-10).
Function patch code T	One sheet to the rear	The sheet following the patch code is stacked towards the rear. All subsequent sheets are stacked according to the setting in the paper output 2 screen (fig. 6-10).
	All sheets to the rear	All sheets following the patch code are stacked to the rear.
	All sheets to the top	All sheets following the patch code are stacked towards the top.
	Terminate sorting	Sorting will be terminated after the patch code has been detected. All subsequent sheets are stacked according to the setting of the mode option in the paper output 1 screen (fig. 6-9).



Press the screen level button to change the screen level. The following screen appears:

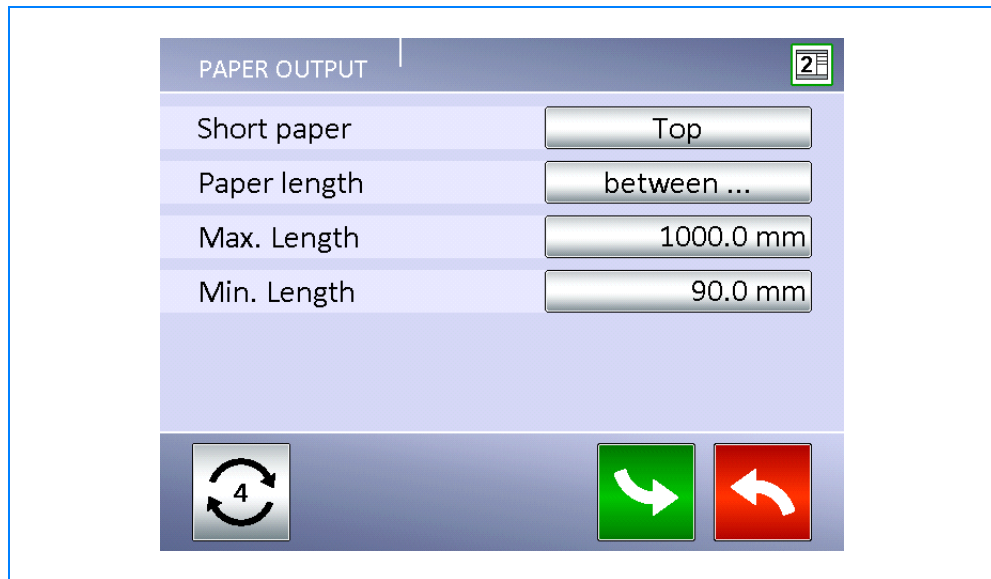



Fig. 6-12 Paper output 4

To be determined in this screen is whether a certain sheet size triggers an extended sorting function. This way, e.g. smaller documents (snippets) can be stacked specifically either towards the top or rear.

Short paper	No	This function is disabled.
	Rear	All short sheets are stacked to the rear.
	Top	All short sheets are stacked towards the top.
Paper length	shorter than ...	The paper length is shorter than the set min. length.
	between ...	The length of the sheet ranges between the set min. and max. lengths.
Max. length	XX mm	Max. paper length from 90 mm to 1900 mm.
Min. length	XX mm	Min. paper length from 90 mm to 1900 mm.

6.3.1.5 Sorting run

To be defined here is which sheets will be sorted out of processed batches during a sorting cycle.

The sorting run is started by means of the  button on the display.

By use of this function it is possible to separate the patch code sheets sorted out during scanning going by the individual patch code types.

The configuration is carried out as described in chapter 6.3.1.4.

The respectively sorted sheets will be counted during the sorting process.

PLEASE The **sorting run** is only available if the patch code sorter option is

NOTE: installed on the scanner.

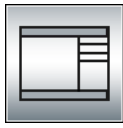
6.3.2 Management

Select the **management** menu in the configuration menu.
The following screen appears:



Fig. 6-13 Main menu management

6.3.2.1 Display layout



Pressing the **display** button opens the edit layout screen.

This screen serves for the configuration of the buttons and screen levels of the current profile.



Fig. 6-14 Edit layout 1/2

Pressing one of the buttons opens the edit layout dialogue (in fig. 6-14 on the right). The buttons in this screen have the following functions:



Change opens the edit layout dialogue for the selected status:
 ready – see chapter 6.3.2.1.1, page 6-30
 scanning – see chapter 6.3.2.1.2, page 6-32
 pause – see chapter 6.3.2.1.3, page 6-32
 error – see chapter 6.3.2.1.4, page 6-33



Copy adopts the layout settings from another profile.



Undo last change discards the latest unsaved changes.



Factory default resets the screen settings to the factory default.

6.3.2.1.1 Ready display



The screen content to be displayed with the **status ready** can be defined in this screen. Various functions can be set and adjusted at the scanner prior to scanning, provided the **status is ready**. The following illustrations are examples only and may differ from the actual displays.

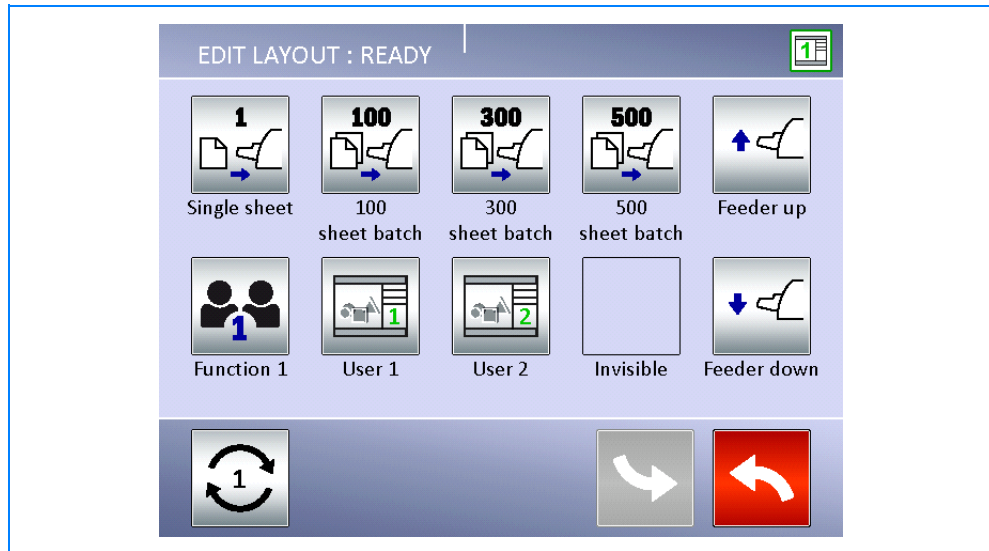


Fig. 6-15 Edit layout: ready

Each of the 10 button positions can be freely assigned. To do so, please proceed as follows:

1. Press the desired button position.
 - A selection screen appears.

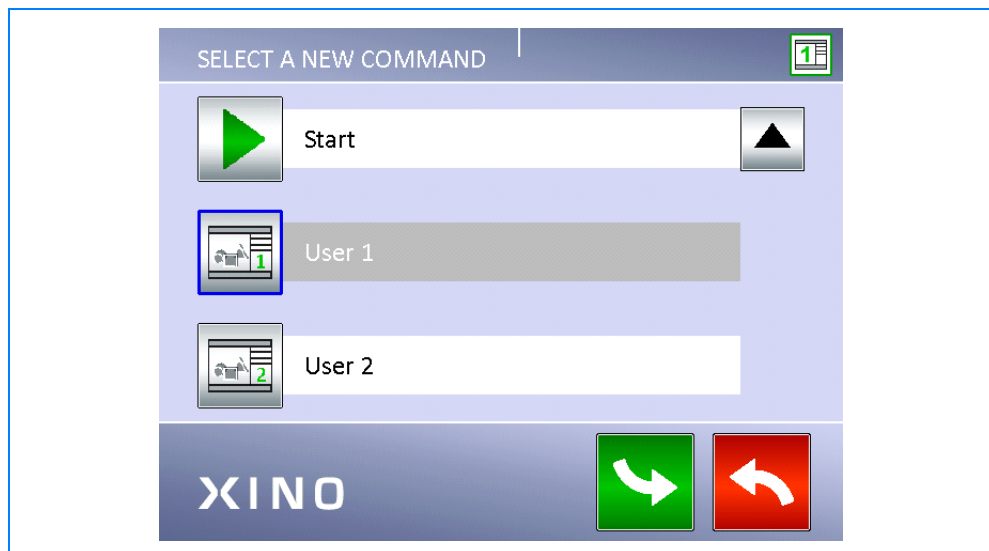


Fig. 6-16 Select a new command

2. Use the arrow keys to scroll through the list of functions until the required function is displayed.
3. Press on the icon of the desired function.
 - The selected icon will be marked in blue.
4. Save your selection by pressing the confirm button.

PLEASE NOTE: In order to remove functions from the screen or to leave button positions blank, select the "Invisible" function.

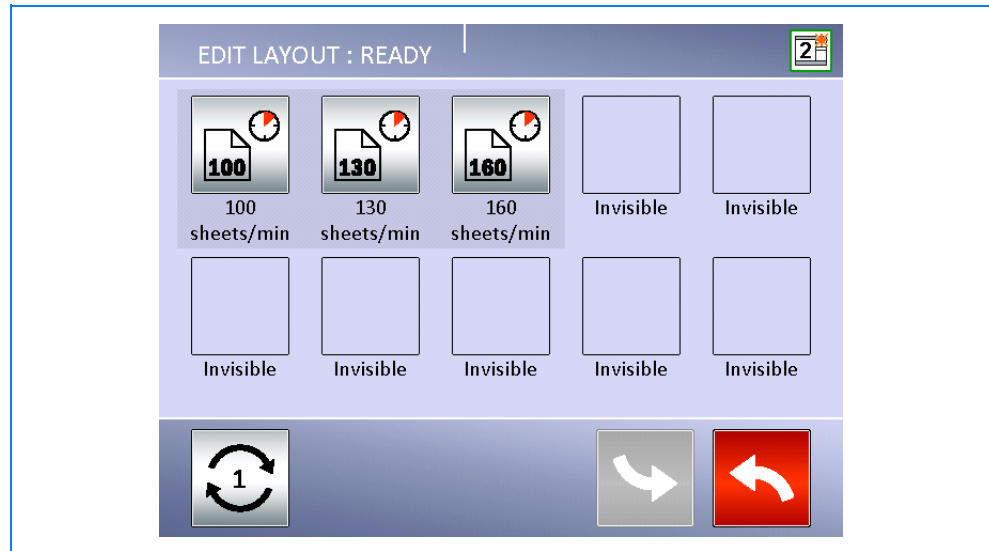


Fig. 6-17 Button position invisible

PLEASE NOTE: If the only assigned button positions are the topmost three on the left, these will later be displayed enlarged.

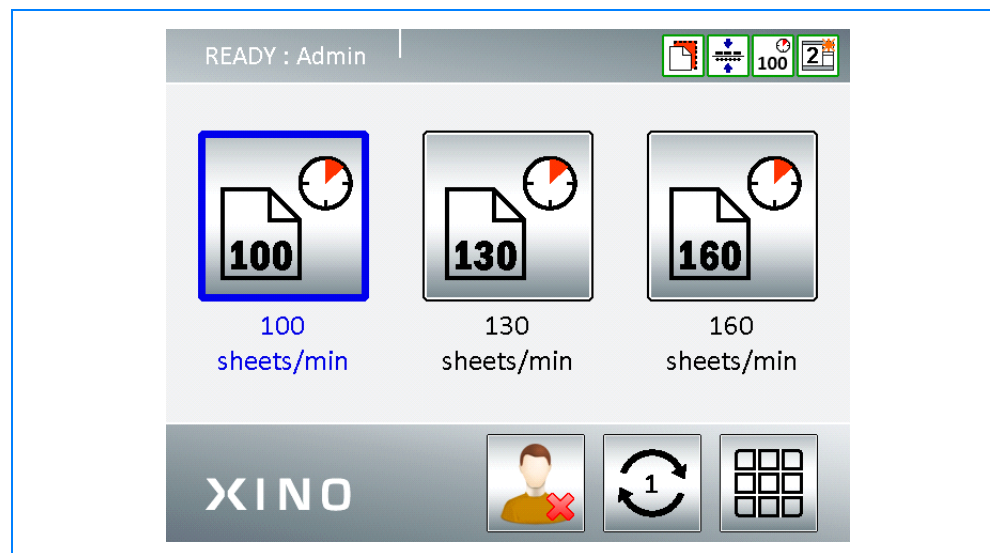
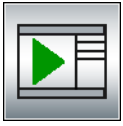


Fig. 6-18 Buttons enlarged

6.3.2.1.2 Scanning display



This screen serves to define the screen content to be displayed during scanning. The configuration is carried out as described in chapter 6.3.2.1.1, page 6-30.

6.3.2.1.3 Pause display



This screen serves to define the screen content to be displayed during a pause. The configuration is carried out as described in chapter 6.3.2.1.1, page 6-30.

6.3.2.1.4 Error display



Individual displays for various error messages can be created in this screen.

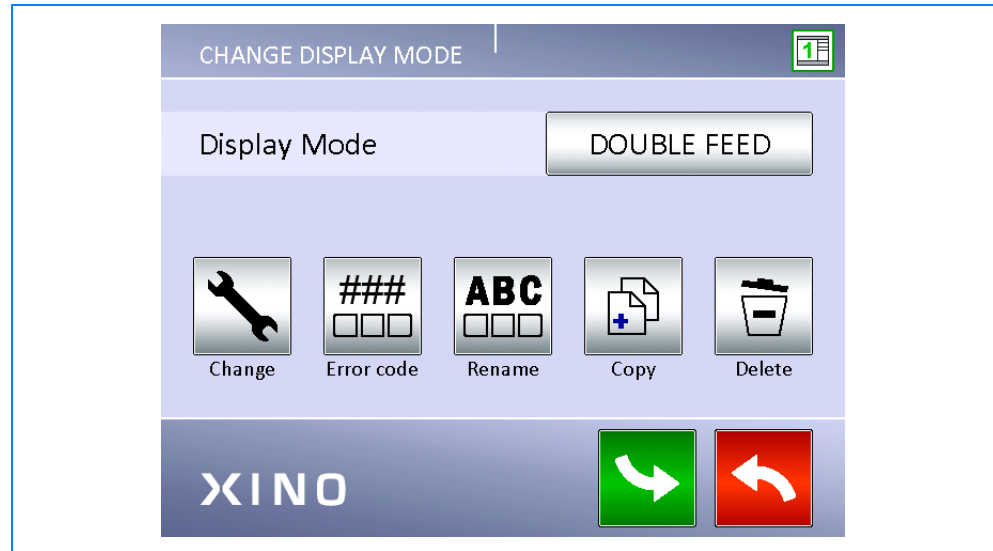
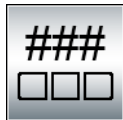


Fig. 6-19 Editing the error screen layout

The buttons in this screen have the following functions:



Change opens the screen for editing.



Error code assigns the screen to different error messages.



Rename enables an individual screen designation. The displayed error description may also be edited.



By means of **copy** the selected display mode can be used for another error.



Delete removes the selected display mode from the list.

In order to edit or create a new error screen, please proceed as follows:

1. Press the **display** button (fig. 6-13).
 - The following screen opens:

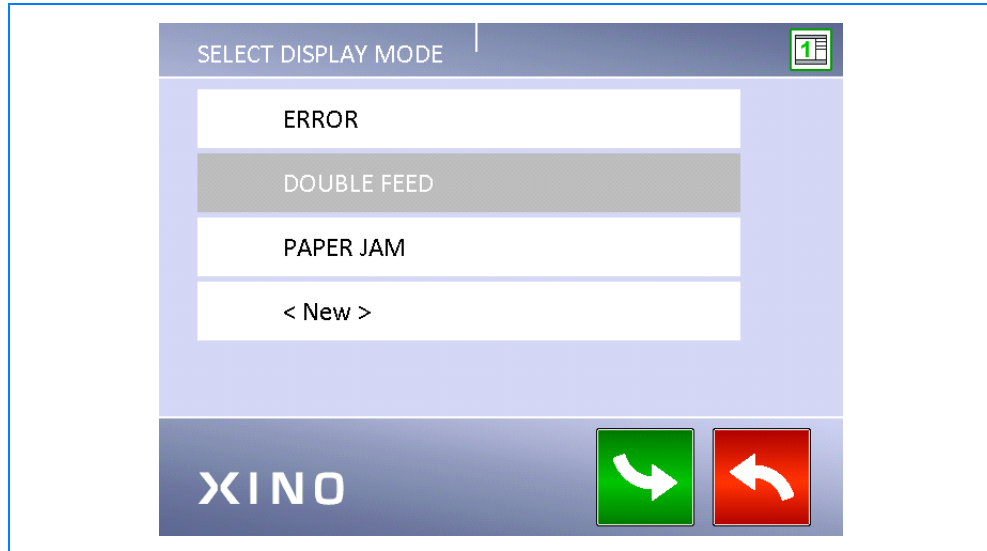


Fig. 6-20 Select error screen

2. Select the error screen you want to edit.
< New > opens the screen for error code selection in order to assign the current display mode to another error code.



Fig. 6-21 Select error screen

3. Confirm your selection by pressing the **confirm button**.
 - The screen for editing the layout of the selected error screen opens:

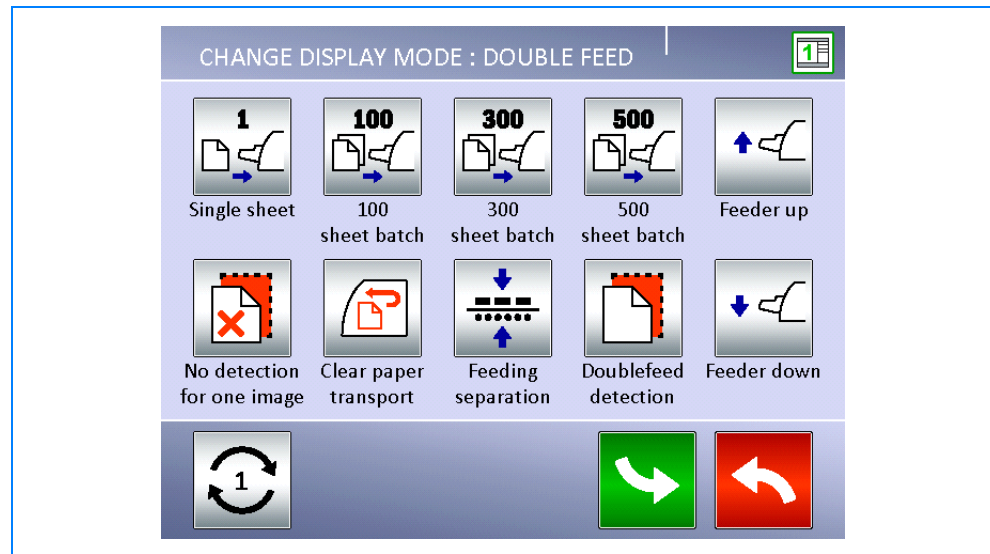


Fig. 6-22 Select error screen

PLEASE Preview images can be assigned to the button positions.

NOTE: To do so, please proceed as follows:

1. Select one of the button positions edged in red.

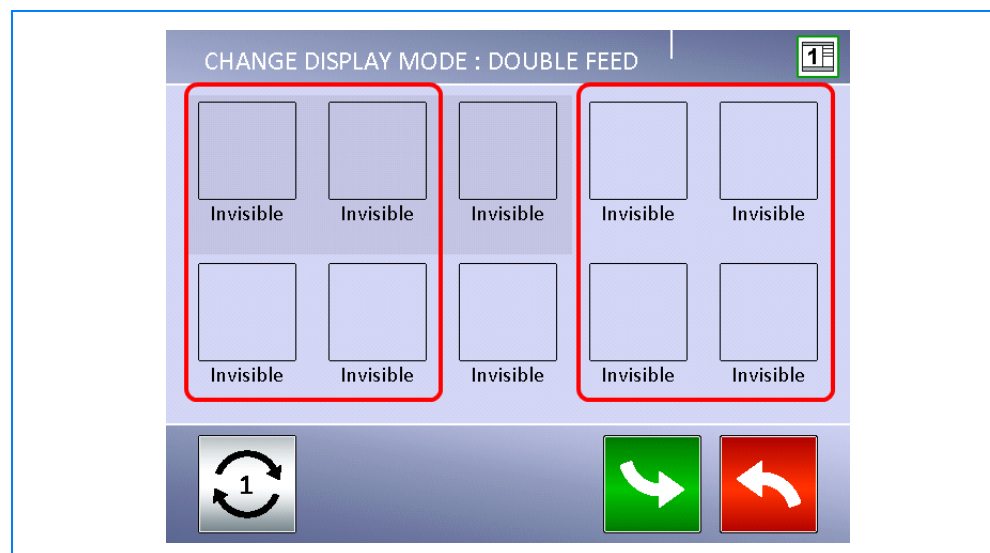


Fig. 6-23 Selecting the position for the preview images

2. Confirm your selection by pressing the **confirm button**.
 - The screen for editing the layout of the selected error screen opens:

3. Select which images are to be displayed as preview.



Fig. 6-24 Selecting the preview image

4. Confirm your selection by pressing the **confirm button**.
 - The screen is now structured as follows:

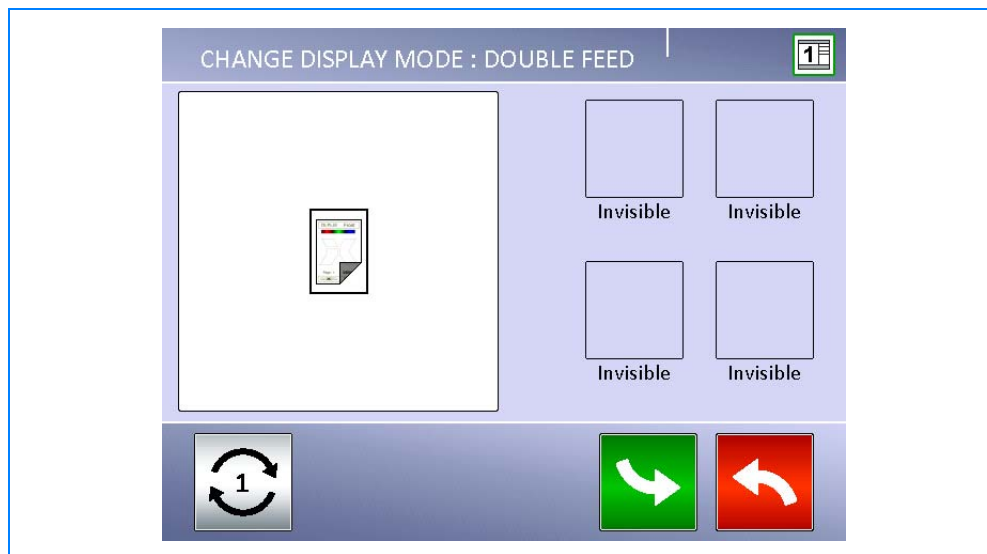


Fig. 6-25 Exemplary display preview screen

6.3.2.2 Foot switches (optional)



In this screen you can determine which functions should be started with the optional foot switch.

The foot switch is available with 1, 2 and 3 buttons and connected to the scanner via the USB port (11 in fig. 2-6).

PLEASE NOTE: For the permanent application of the foot switch we recommend having the foot switch firmly installed at the scanner by a service technician.



Fig. 6-26 Adjusting foot switches (example with 3 buttons)

6.3.2.3 Patch code event



In this screen you can determine which functions should be started when scanning a patch code.



Fig. 6-27 Patch code event

1. Select the patch code to which a function is to be assigned.
 - The following screen opens:

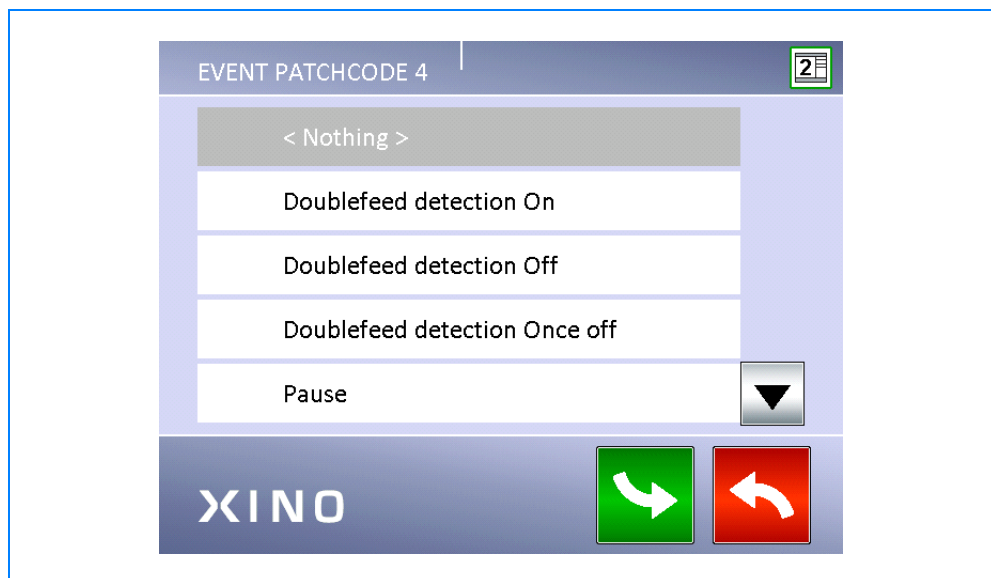


Fig. 6-28 Event patch code 4

2. Select the desired function from the list.
3. Confirm your selection by pressing the **confirm button**.

6.3.2.4 Profile management



Pressing the **profile management** button opens the profile management screen. In this screen you can save the changes made in the profiles and change existing profile names.

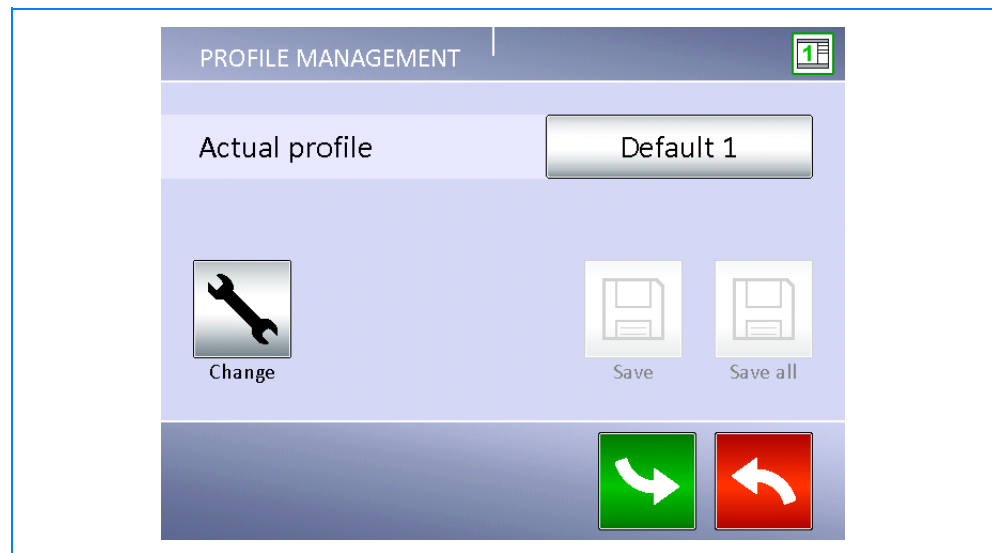


Fig. 6-29 Profile management

The buttons in this screen have the following functions:



Change opens the edit profile dialogue (fig. 6-31).



Save serves to save the changed settings in the selected profile. This button is only enabled if a change has been made to the current profile. If there are no changes, the button is disabled.



Save all is used to save all changes made across multiple profiles. This button is only enabled if changes have been made to profiles that are currently not selected. If there are no changes, the button is disabled.



1. Press the **actual profile** button (current).
 - The following screen opens:

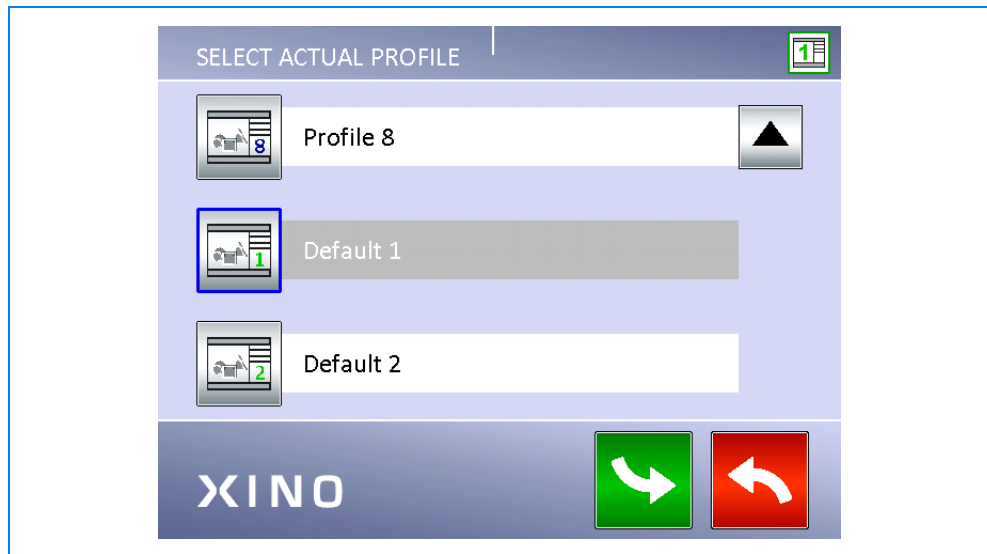


Fig. 6-30 Select profile

2. Select the profile you want to edit.
3. Confirm your selection by pressing the **confirm button**.
 - The profile management screen opens (see fig. 6-29).
4. Press the **change** button.
 - The following screen opens:

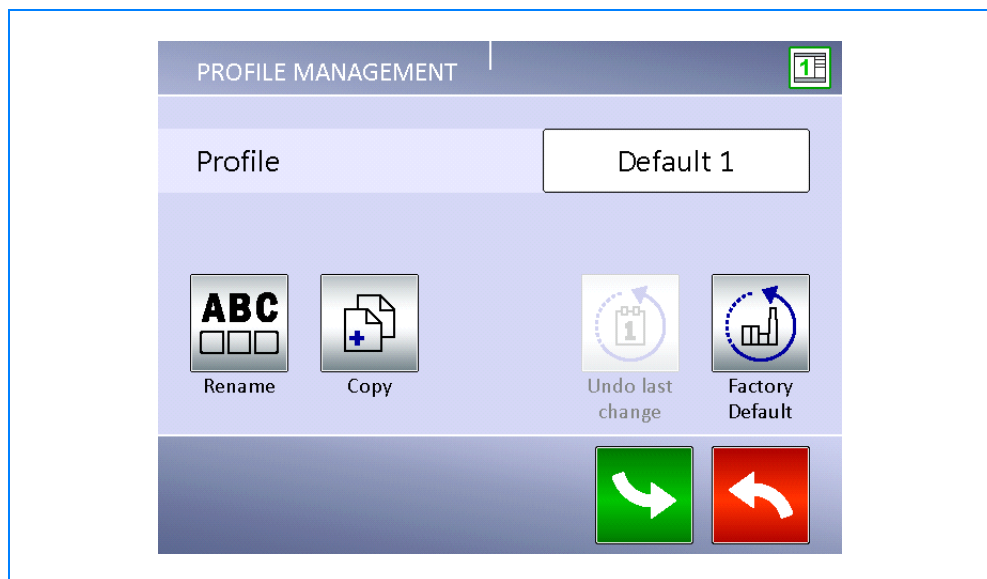


Fig. 6-31 Profile management edit profile

The buttons in this screen have the following functions:



Rename enables an individual designation for the profile.



Copy serves to create a copy of the existing profile.



Undo last change discards the latest unsaved changes.




Factory default resets the profile settings to the factory default.

6.3.2.5 User administration



The user administration of the XINO® scanner series makes use of 3 user levels:

- Basic user** Rights severely limited, can only handle the scanner, not make any configurations. Login/logout not possible.
- Standard user** Like the basic user.
Login/logout possible.
- Administrator** Like the standard user, but with the right to configure the scanner.
The configuration  button is enabled in the ready screen.

If the user administration is not configured, the default system account will be activated.

There are 2 system accounts and any number of user accounts:
System accounts are firmly allocated and cannot be changed. The accounts' names are Default and Administrator. These two designations cannot be used for user accounts, but serve to regain access to the system in case of incorrect configurations.

Only the currently signed in user can access the user profiles, each user has his own two user profiles which contain specific settings as needed.

Every signed in user can access the system profiles.

No rights exceeding the current user level can be assigned when creating / configuring an account.

Default system account

Name	No name
Password	No password
Rights	Administrator rights
System profiles (1-8)	Available
User profiles (1-2)	Available
Configuration	Everything permitted by the rights

If the user administration is not configured, the default system account will be activated. If no user is logged in, the account will be standard.

If the login option was defined as required in the user administration (chapter 6.3.2.5, page 6-42), this account is not available.

Administrator system account

Name	Administrator
Password	****
Rights	Administrator rights
System profiles (1-8)	Always default, cannot be changed
User profiles (1-2)	Always default, cannot be changed
Configuration	Everything permitted by the rights, since however the saving of profiles is not permitted, the configuration options are also limited.

PLEASE NOTE: If you forget the admin password, it can only be set back by a service technician. The service technician cannot reset any other passwords.

User accounts

Name	Arbitrary
Password	Arbitrary
Rights	All 3 account types are possible
System profiles (1-8)	Available
User profiles (1-2)	Available
Configuration	Everything permitted by the rights

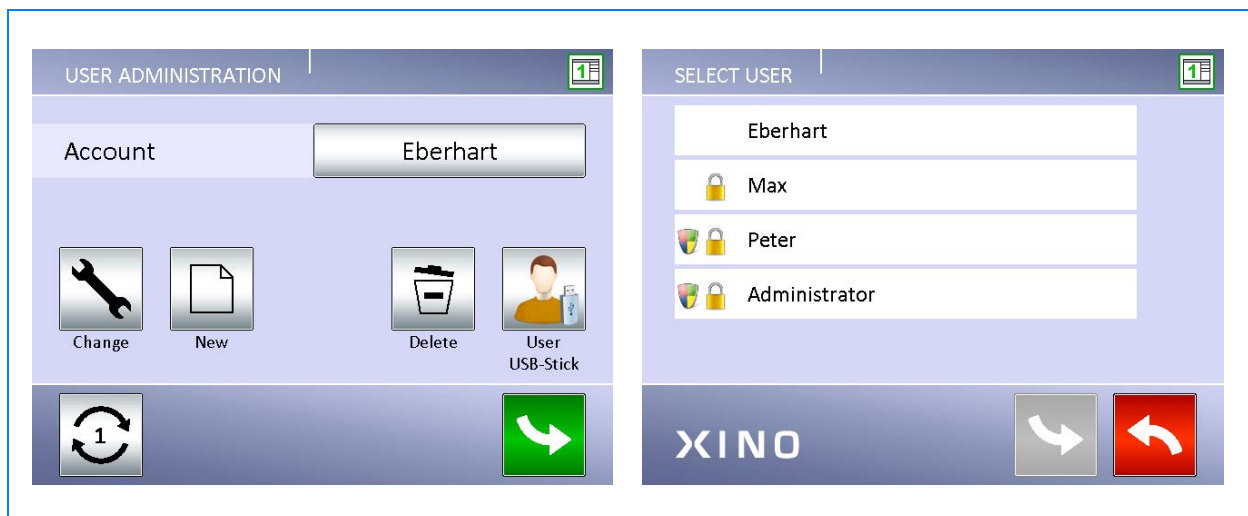


Fig. 6-32 User administration – account selection

- Press the button in the line account.
 - The account selection appears (in fig. 6-32 on the right).
- Select the account you want to edit.
- Save your selection by pressing the **confirm button**.
 - The selected account is displayed in the user administration screen.

The buttons in this screen have the following functions:



Change opens the dialogue for editing the selected user account (chapter 6.3.2.5.1, page 6-45).



New opens the dialogue for creating a new user account (chapter 6.3.2.5.2, page 6-47).




Delete removes the selected account from the list, followed by a prompt inquiring whether the account should really be deleted (chapter 6.3.2.5.3, page 6-48).



The button **user USB stick** (flash drive) opens a dialogue in which a USB flash drive is prepared to be used for user login (chapter 6.3.2.5.4, page 6-49).

6.3.2.5.1 Editing an account



1. Select the account you want to edit from the user administration (chapter 6.3.2.5, page 6-42).
2. Press the **change** button .
 - The following screen opens:

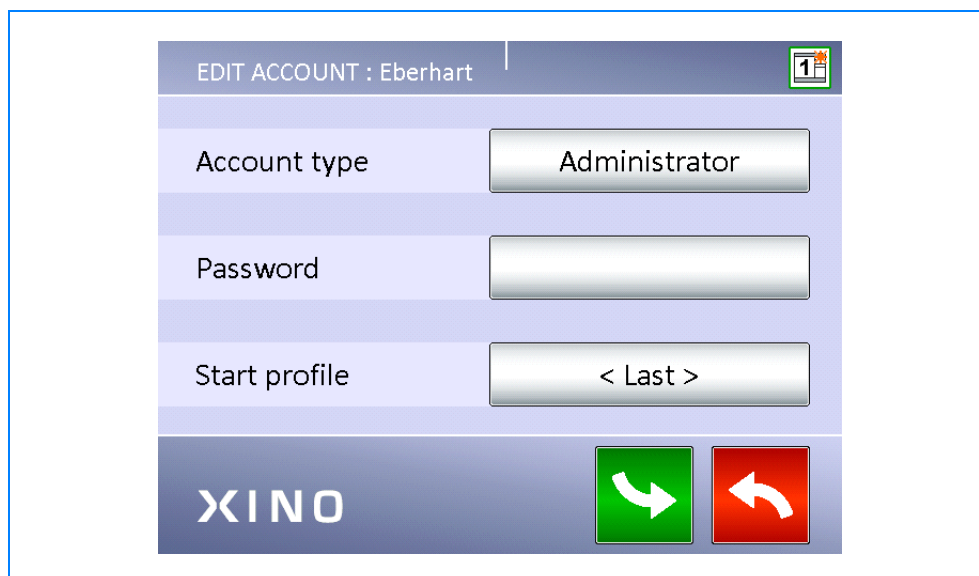

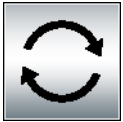


Fig. 6-33 User administration – edit account

3. Determine the account settings in the following menus:

Account type:	Basic user	Rights severely limited, can only handle the scanner, not make any configurations. Login/logout not possible.
	Standard user	Like the basic user. Login/logout possible.
	Administrator	Like the standard user, but with the right to configure the scanner. The configuration  button is enabled in the ready screen.
Password	Here a virtual keyboard will be displayed to change the password for user login.	
Start profile	This selection determines which user profile is to be started after the login.	



Press the screen level button to change the screen level. The following screen appears:

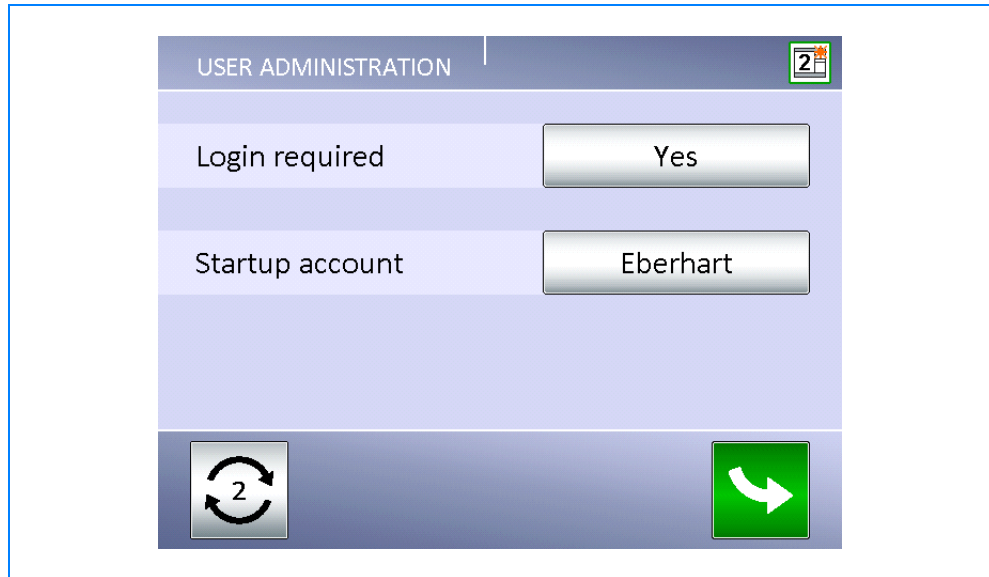
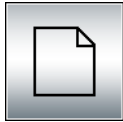



Fig. 6-34 User administration 2

Login required	Yes	Activates user login. Users have to sign in with the account name and password.
	No	Deactivates user login.
Start-up account		This option determines, which account will be loaded when the scanner is started. This account is also used, should there be no selection or login.

4. Save your selection by pressing the **confirm button**.

6.3.2.5.2 Creating a new user account



- In order to create a new user account, press the button **new**  in the user administration screen (chapter 6.3.2.5, page 6-42).
 - The following screen opens:

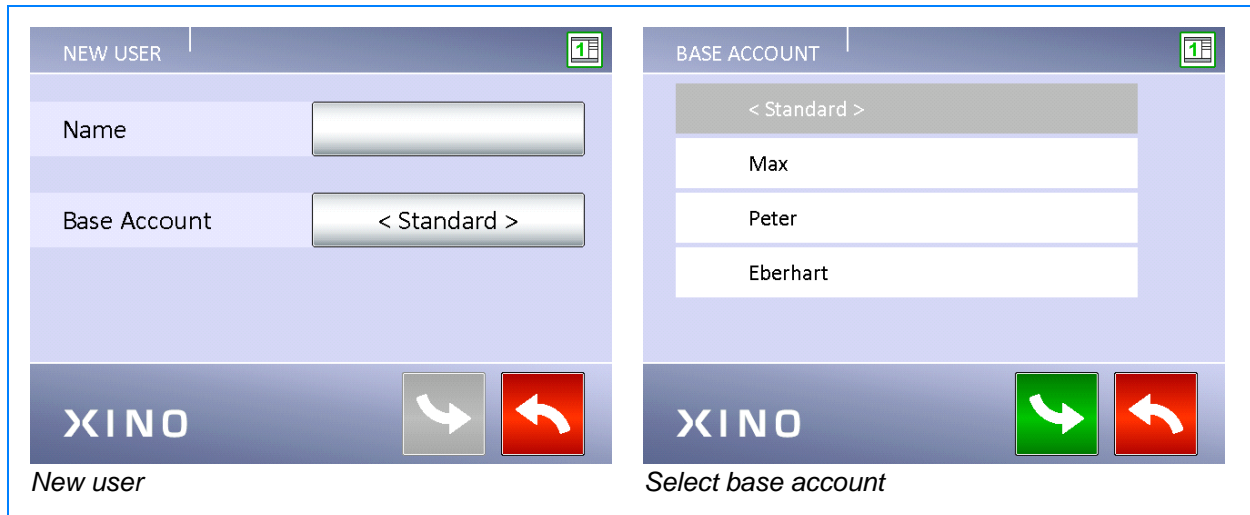


Fig. 6-35 User administration – account creation


- Determine the account settings in the following menus:

Name	Here a keyboard input window opens to enter a name for the new user account.				
Base account	<table> <tr> <td>Standard</td> <td>The user account is created with standard settings.</td> </tr> <tr> <td>XXXXXX</td> <td>The user account is created with a copy of the settings of user XXXXXX.</td> </tr> </table>	Standard	The user account is created with standard settings.	XXXXXX	The user account is created with a copy of the settings of user XXXXXX.
Standard	The user account is created with standard settings.				
XXXXXX	The user account is created with a copy of the settings of user XXXXXX.				

- Assign rights to the account (chapter 6.3.2.5.1, page 6-45).

6.3.2.5.3 Deleting an account



1. In order to delete a user account, press the button **delete**  in the user administration screen (chapter 6.3.2.5, page 6-42).
 - The following screen opens:

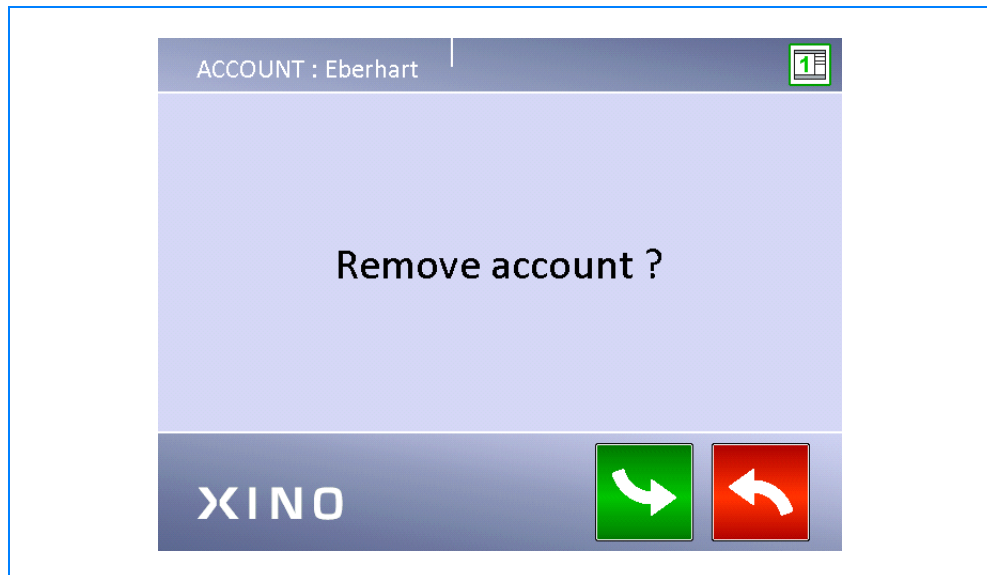


Fig. 6-36 User administration – account deletion

2. Delete the account by means of the **confirm button** or use the **cancel action** button to cancel the delete operation.


6.3.2.5.4 Preparation of a USB flash drive



Starting from the scanner's user administration screen the user can sign in in two ways:

- Manual user login by entering the user name and password.
- Automatic login using a USB flash drive.

How to configure a USB flash drive in order to be used for user login is described below.

1. Plug a USB flash drive with FAT32 format into the USB port of the scanner (11 in fig. 2-6).
2. Press the **user USB stick**  button in the user administration screen (chapter 6.3.2.5, page 6-42).
 - The following screen opens:

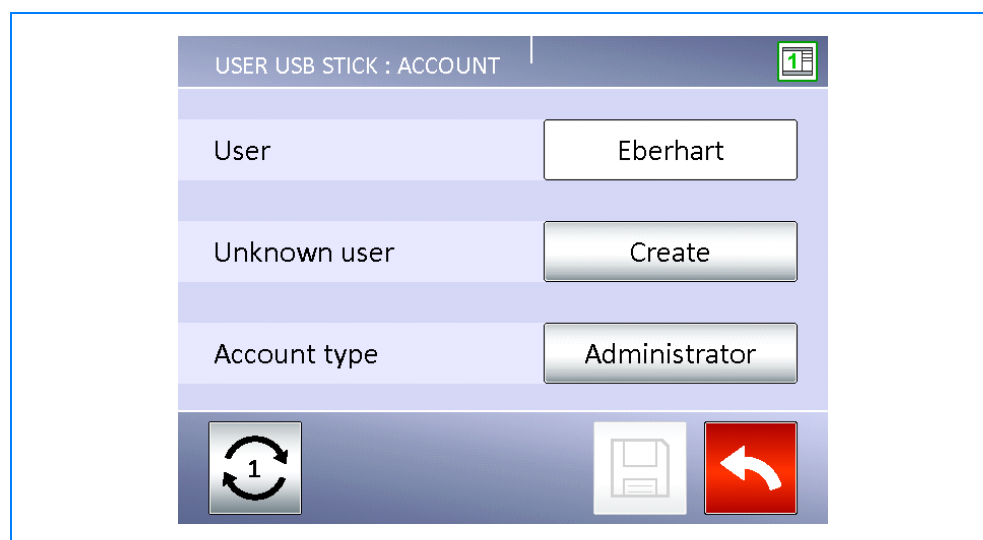
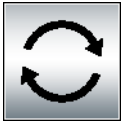


Fig. 6-37 User USB stick: account

3. Determine the account settings in the following menus:

User	Displayed here is the user account for which the USB flash drive is being prepared.
Unknown user	<p>Create When trying to log into a system without this user account by means of a USB flash drive, the user account from the flash drive will be created on the system.</p> <p>Ignore When trying to log into a system without this user account by means of a USB flash drive, the user account from the flash drive will not be created on the system.</p>
Account type	To be defined here are the rights to be used, when the respective user is created on a system.



Press the screen level button to change the screen level. The following screen appears:

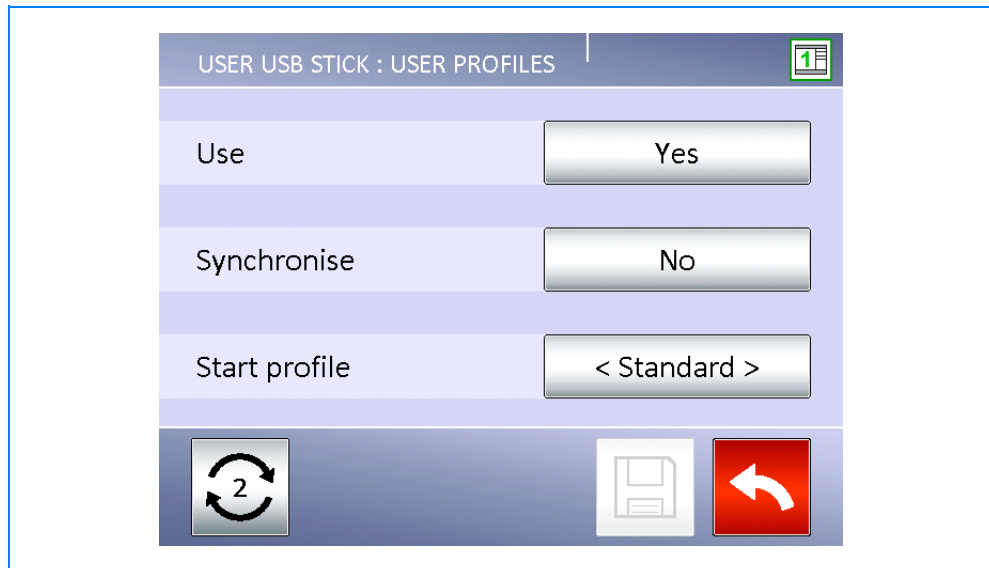


Fig. 6-38 User USB stick: user profiles

- | | | |
|----------------------|------------|---|
| Use | Yes | Activates both user profiles on the USB flash drive for the user. |
| | No | The user profiles on the USB flash drive are not available for this account. |
| Synchronise | Yes | Automatic check during the login procedure for differences in the user profiles of the system and the USB flash drive. If there are, the user profiles on the scanner are synchronised with the user profile settings on the USB flash drive. |
| | No | No synchronisation of the user profiles. |
| Start profile | | Here you can specify the profile that is to be loaded directly after login.
When < Standard > is selected, the profile will not be changed. |

4. Save the account by use of the **confirm button** and remove the USB flash drive.

6.3.2.6 Login using the USB flash drive

In order to use a USB flash drive for login, please proceed as follows:

- Wait until you receive a confirmation that the user profiles have been loaded completely.
- Then remove the USB flash drive.

1. Make sure that the scanner is ready.

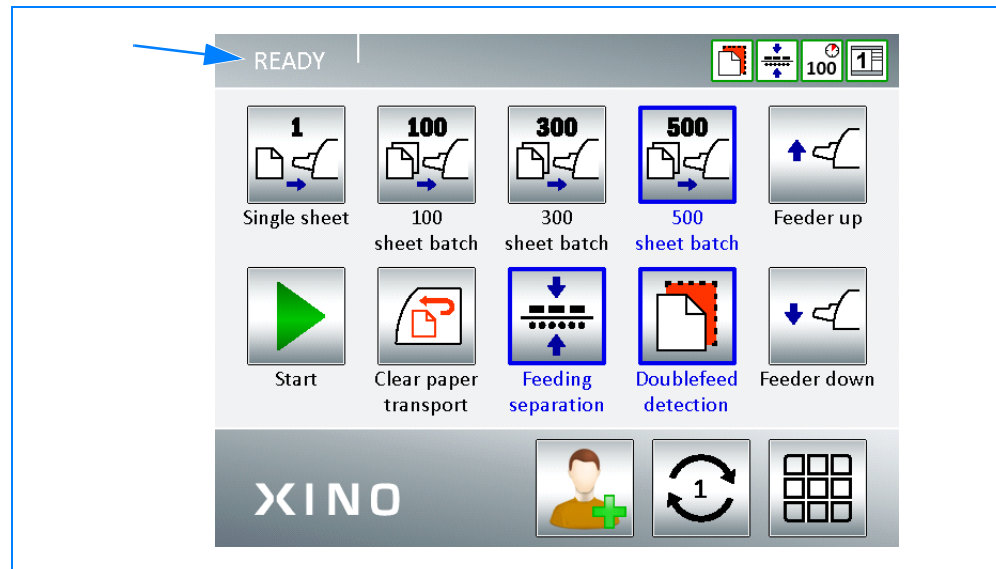


Fig. 6-39 Scanner ready

2. Plug the USB flash drive into the USB port of the scanner (11 in fig. 2-6).
 - A prompt regarding the loading of the user profile will be displayed.
3. Loading the user profile...
4. When the user profile has been loaded completely, remove the USB flash drive.

6.3.3 Set-up

Select the **settings** menu in the configuration menu.
The following screen appears:

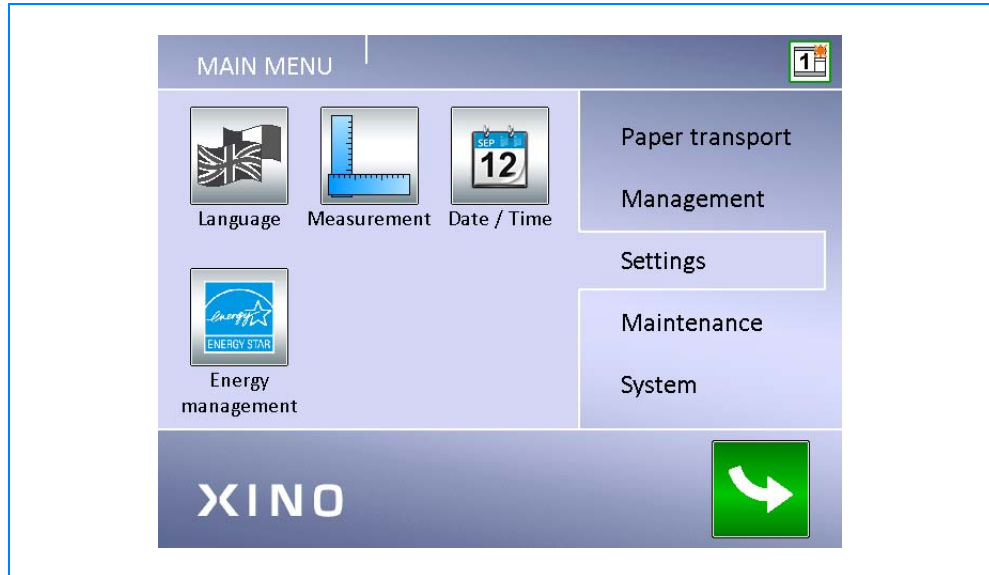
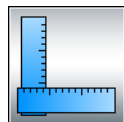


Fig. 6-40 Main menu – settings



Language Opens a dialogue for language selection. Available languages are German, English and Chinese.



Measurement Serves to switch between US customary and metric measuring units.



Date / time Opens an input dialogue for the date and time.



Energy management Opens the energy management screen (chapter 6.3.3.4, page 6-55). Energy saving functions such as automatic switch-off can be configured in this screen.

6.3.3.1 Language setting

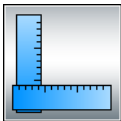


Pressing the **language** button opens the language screen. Via this screen you can change the menu language: available are German, English and Chinese.



Fig. 6-41 Setting the language

6.3.3.2 Setting measurement units



Pressing the **measurement** button opens the measurement screen. In this screen you can change the measuring units in the menu texts: available measurement systems are metric and US customary.

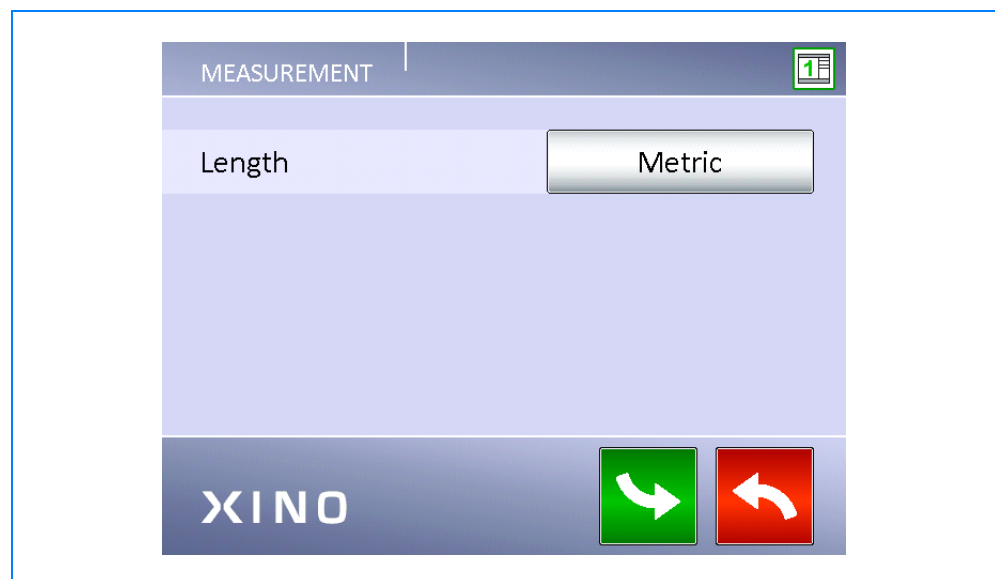


Fig. 6-42 Setting measurement units

6.3.3.3 **Setting the date / time**



Pressing the **date / time** button opens the date / time screen. In this screen it is possible to change the system time.

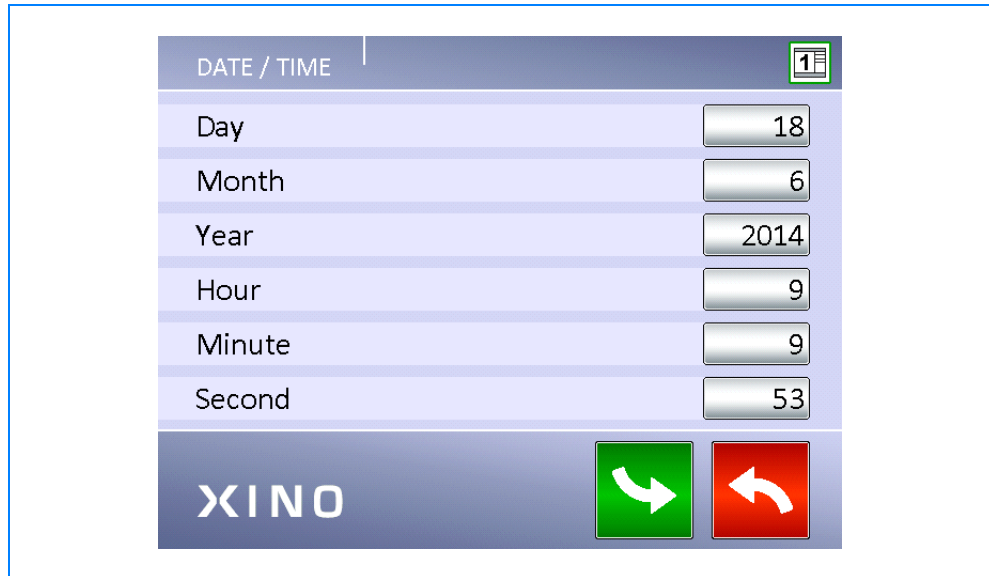


Fig. 6-43 *Setting the date / time*

6.3.3.4 Energy management



Pressing the **energy management** button opens the energy management screen. Energy saving functions, such as automatic switch-off, can be configured in this screen.



Fig. 6-44 Energy management

- | | | |
|--|------------|---|
| Automatic power off | Yes | When not in use for more than the defined switch-off time, the scanner automatically switches to stand-by. Press the power button (10 in fig. 2-6) to exit stand-by mode. |
| Delay automatic power off (switch-off time) | No | The scanner remains active. Time until the scanner switches off automatically. |

6.3.4 Maintenance

Select the **maintenance** menu in the configuration menu.
The following screen appears:

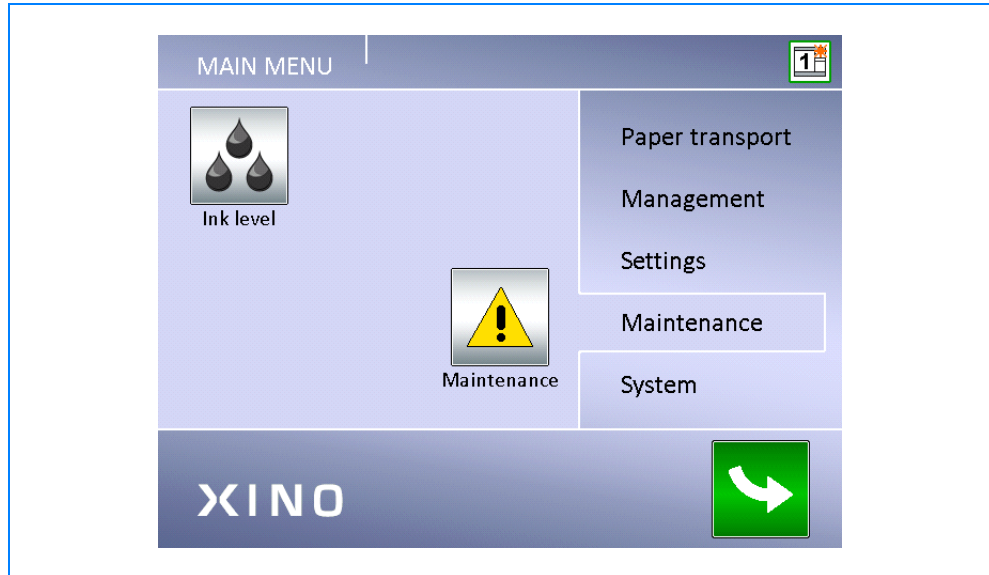


Fig. 6-45 Main menu – maintenance



Ink level

Opens the ink level screen, in which one can reset the ink level and determine the behaviour in case of a low ink level (chapter 6.3.4.1, page 6-57).



Maintenance

Opens a screen with current maintenance messages (chapter 6.3.4.2, page 6-59).

6.3.4.1 Ink level



After having replaced an ink cartridge, one can reset the displayed filling level in this screen.

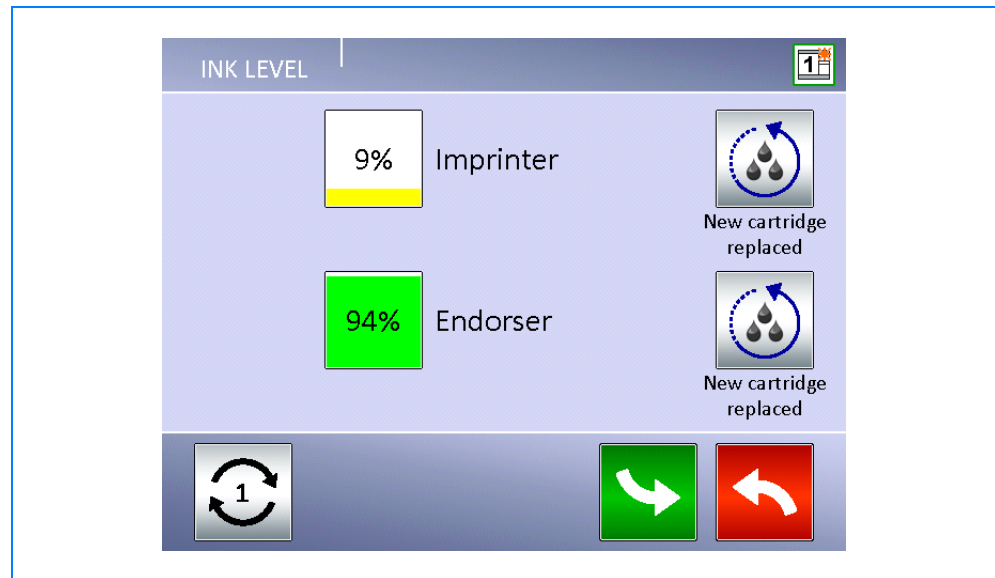
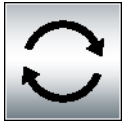


Fig. 6-46 Ink level 1



New cartridge replaced (inserted) Resets the displayed filling level of the ink cartridge.



Press the screen level button to change the screen level. The following screen appears:



Fig. 6-47 Ink level 2

In this screen you can determine the scanner behaviour in case of an empty ink cartridge. The following options are available:

- Prohibit** Scanning with an empty ink cartridge is not possible.
- Inquire** Scanning with an empty ink cartridge is possible after the following query:

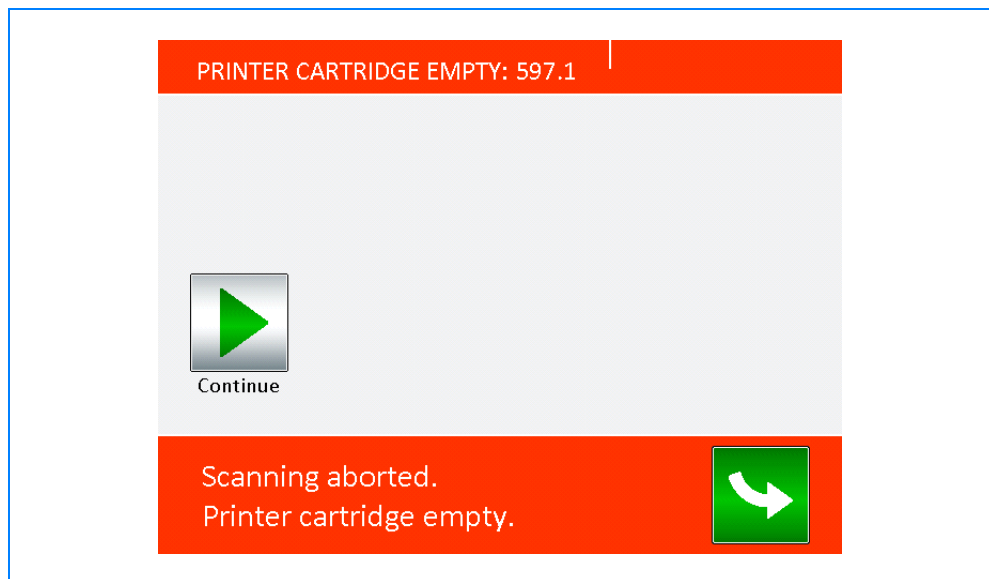


Fig. 6-48 Error message ink level

6.3.4.2 Maintenance



Displayed in this screen are the current maintenance messages.

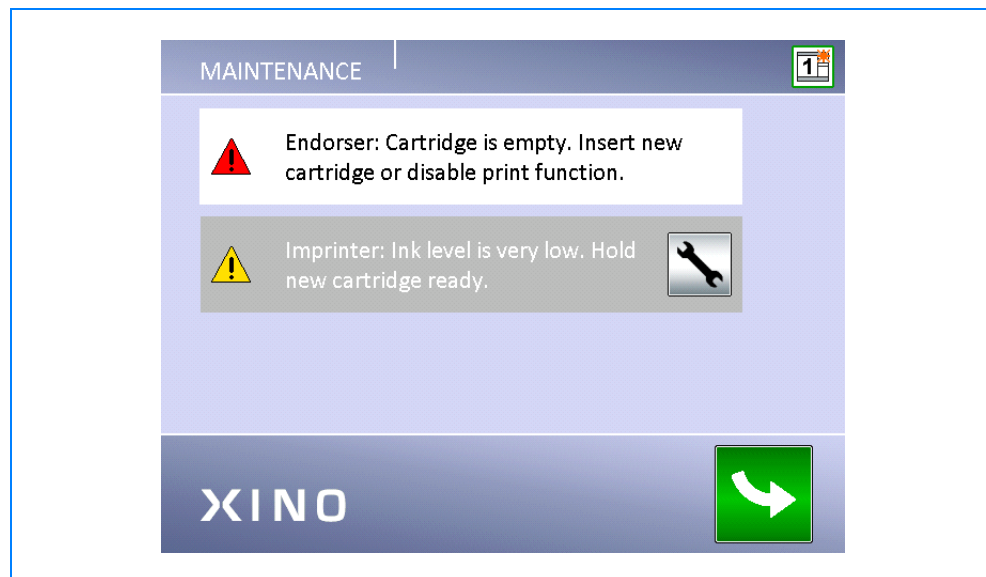


Fig. 6-49 Maintenance messages

6.3.5 System

Select the **system** menu in the configuration menu.
The following screen appears:

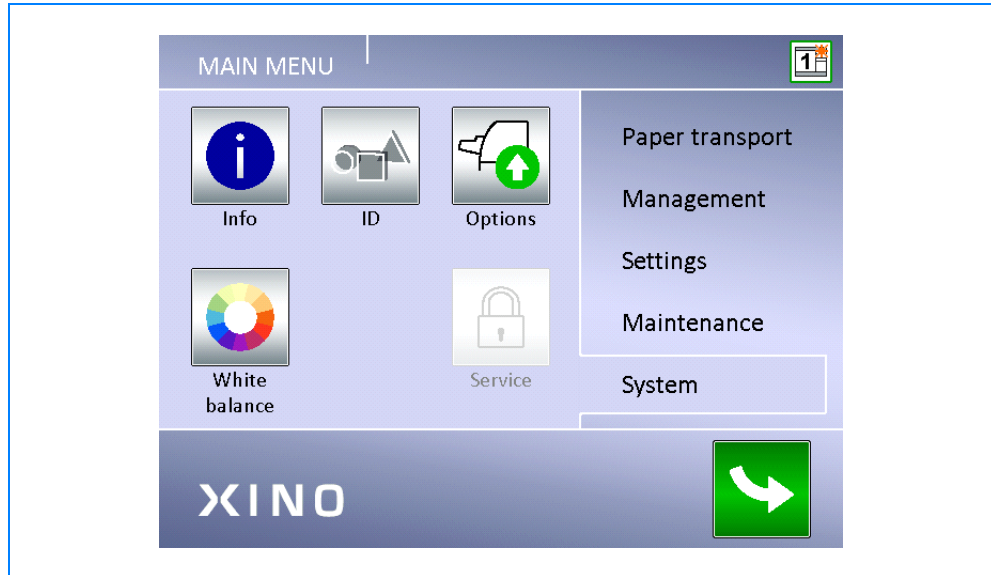


Fig. 6-50 Main menu – system



Info

Opens a screen containing system information such as operating hours, scan counter and information about the installed hardware and software versions (chapter 6.3.5.1, page 6-61).



ID

Opens the identification screen (chapter 6.3.5.2, page 6-61). In this screen an ID can be allocated to the scanner. This ID can be printed e.g. via the imprinter / endorser.



Options

Opens the options screen (chapter 6.3.5.3, page 6-62). Displayed in this screen are the installed options or else option codes for additionally purchased options.



White balance

Opens the white balance screen (chapter 6.3.5.4, page 6-63). This screen serves for the white balance.

6.3.5.1 System information



Pressing the **info** button opens the information screen.

This screen contains system information such as operating hours, scan counter and information about the installed hardware and software versions.



Fig. 6-51 Information

6.3.5.2 Identification



Pressing the **ID** button opens the identification screen.

In this screen an ID can be allocated to the scanner. This ID can be printed e.g. via the imprinter / endorser.

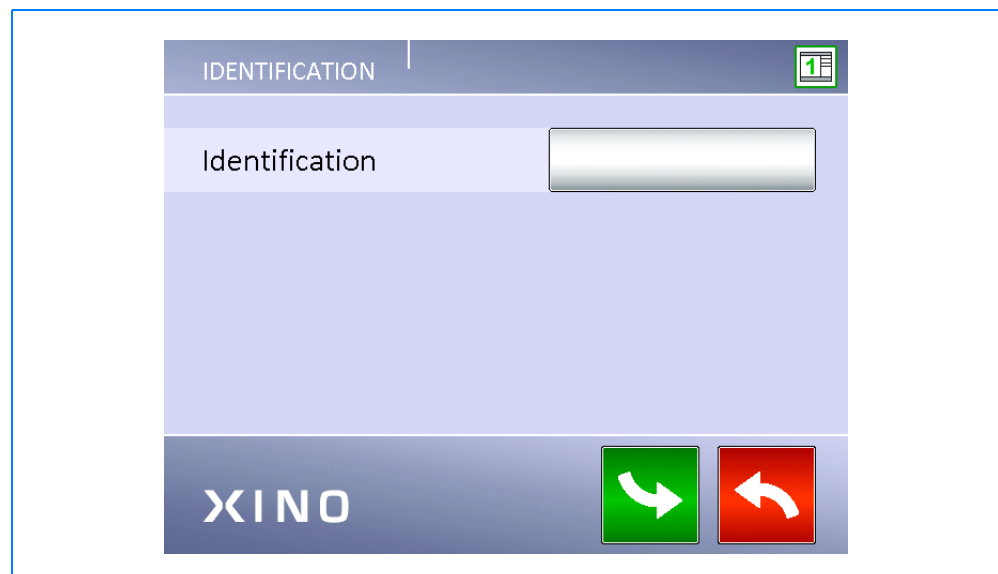


Fig. 6-52 Identification

6.3.5.3 Options



Pressing the **options** button opens the options screen. Displayed in this screen are the installed options or else option codes for additionally purchased options.

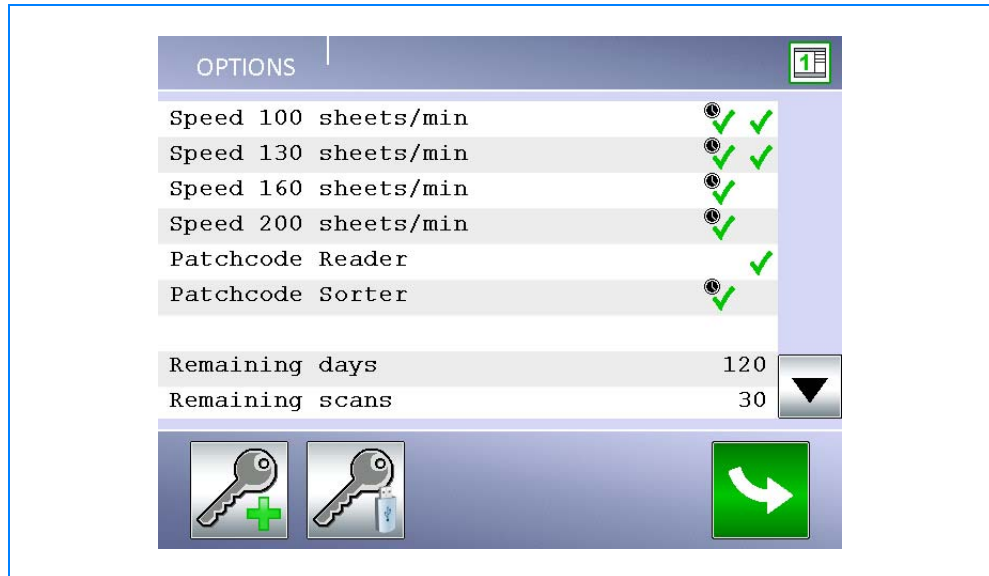


Fig. 6-53 Options

The ✓ symbol indicates temporarily installed options. The remaining runtime or capacity of these options can be found at the bottom of the screen. The symbol indicates the permanently installed options of the scanner.



Enter key opens an input window for the activation of options. Options can be purchased either limited in time or capacity or on a permanent basis.



Import key from USB
With this button the key can be imported and installed directly from a USB flash drive. Manual input of the key is not required.

6.3.5.4 White balance



Pressing the **white balance** button opens the white balance screen. This screen serves for the white balance.

The white balance needs to be performed after adjustment work at optical components (e.g. the camera). Therefore, as a rule, the white balance is only carried out by a service technician.

Further information on how to carry out a white balance is provided in chapter "Performing a white balance", page 8-16.

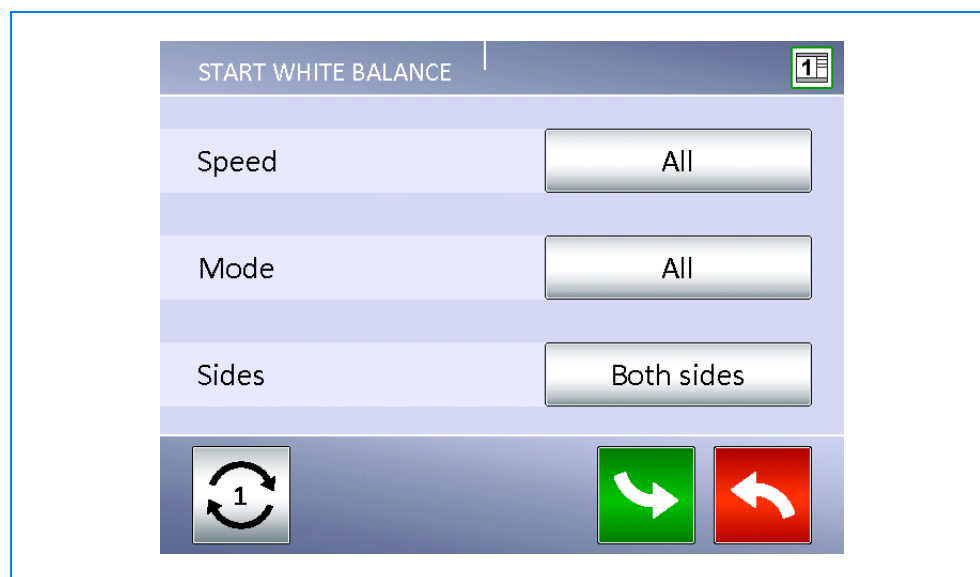


Fig. 6-54 White balance

Speed	All	White balance will be performed at any speed.
	Current	White balance will be performed at the currently set speed level.
Mode	All	Other functions, e.g. gain factor, will also be recalibrated.
	White balance only	Only a white balance is performed.
Sides	Front side	The white balance is only performed for front sides.
	Rear side	The white balance is only performed for rear sides.
	Both sides	The white balance is performed for both front and rear sides.

6.4 Settings

6.4.1 Exchanging the feeder

A feeder with a central or left-hand paper feed may be mounted to the scanner as needed.

To exchange the feeder, please proceed as follows:

Removing the feeder

1. Switch off the scanner according to chapter 6.1.3, page 6-1.
2. First pull the feeder out towards the front until the snap-fit retaining bracket (20) latches on the left-hand side.

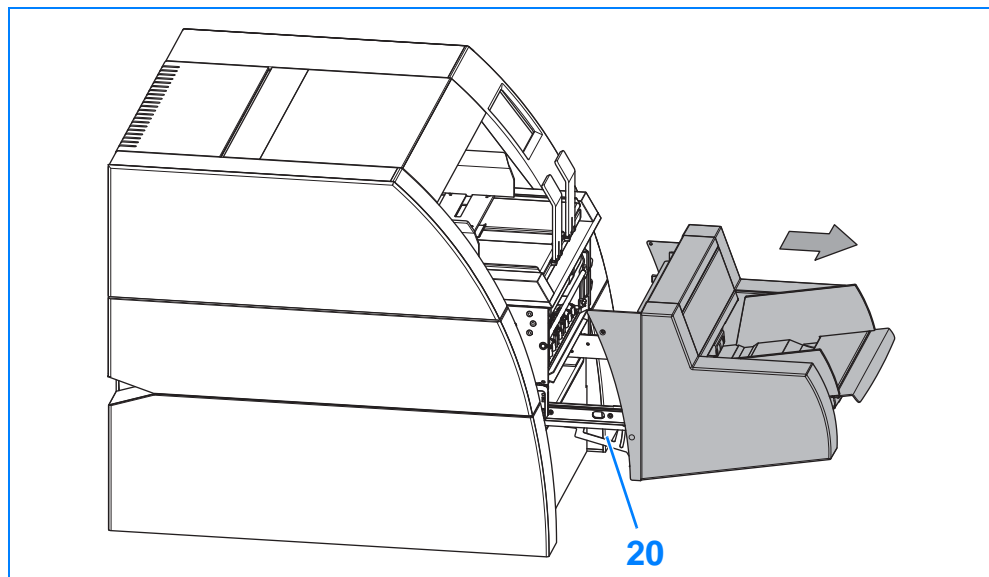


Fig. 6-55 Removing the feeder 1

3. Hold the feeder on both sides and lift it out evenly towards the top.

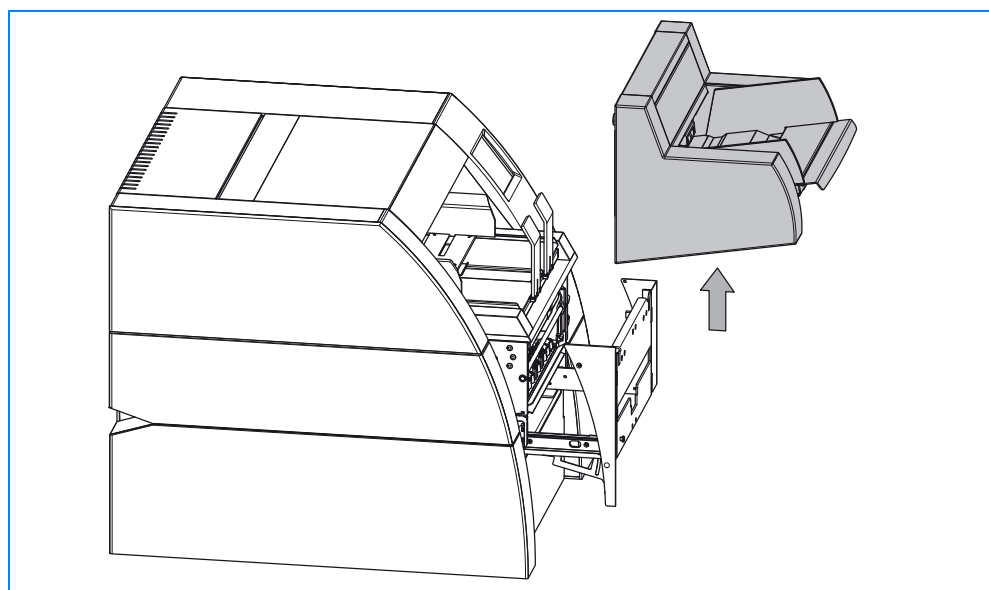
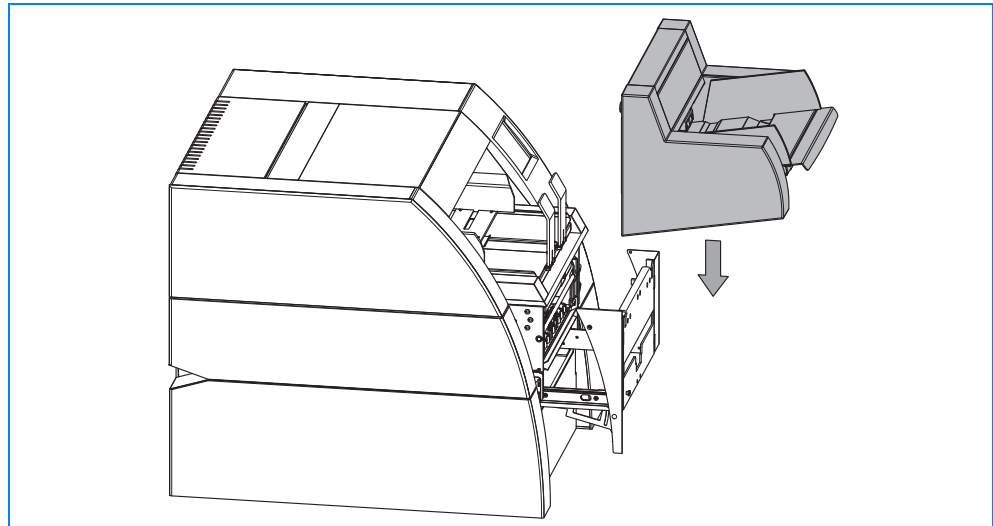


Fig. 6-56 Removing the feeder 2

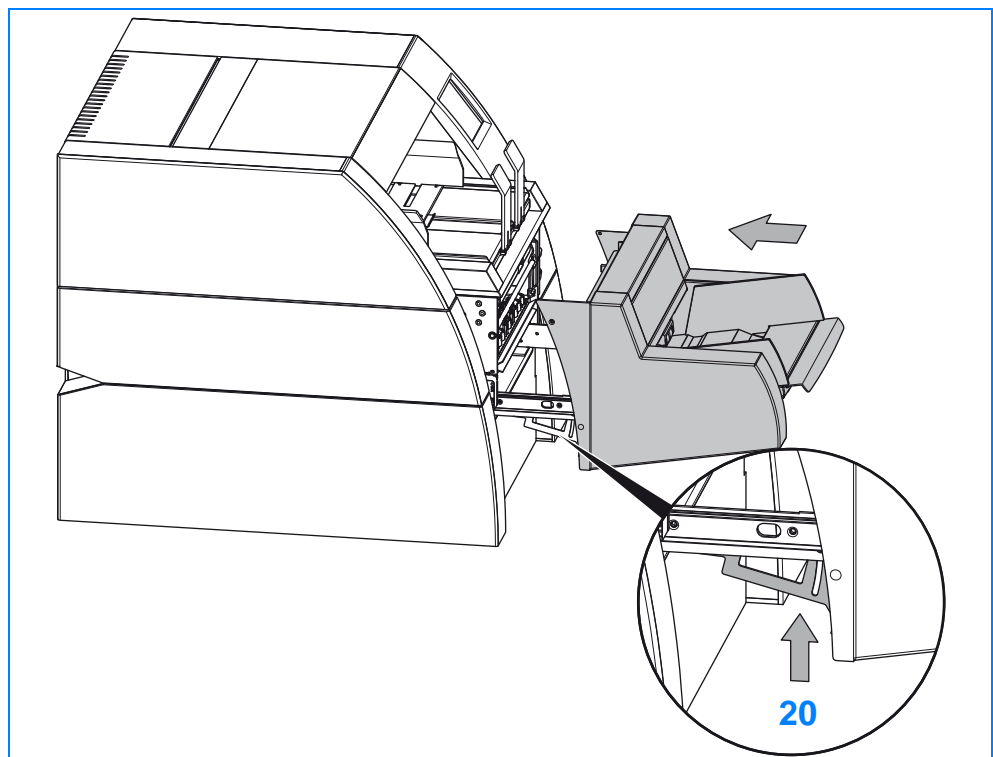
4. Put the feeder aside on an empty, level surface.

Mounting the feeder

5. Hold the feeder on both sides and insert it evenly. Check the contact surface of feeder and feeder drawer. The feeder must be positioned parallel to the drawer.
The electrical connection plugs must be aligned without tilting.
6. Then carefully lower the feeder. Ensure its horizontal position, when it snaps into place.

*Fig. 6-57 Mounting the feeder 1*

7. Lift the snap-fit retaining bracket (20) and push the feeder up against the scanner until it clicks into place.

*Fig. 6-58 Mounting the feeder 2*

8. Switch the scanner back on (chapter 6.1.1, page 6-1).

6.4.2 Setting the paper guide of the feeder

In order to scan the pages as evenly as possible and to deposit them in the paper outlet in a neat stack, the sheets should already be guided at the sides when fed. For this purpose the feeder is equipped with 2 lateral paper guides. These paper guides can be moved synchronously (see fig. 6-59).

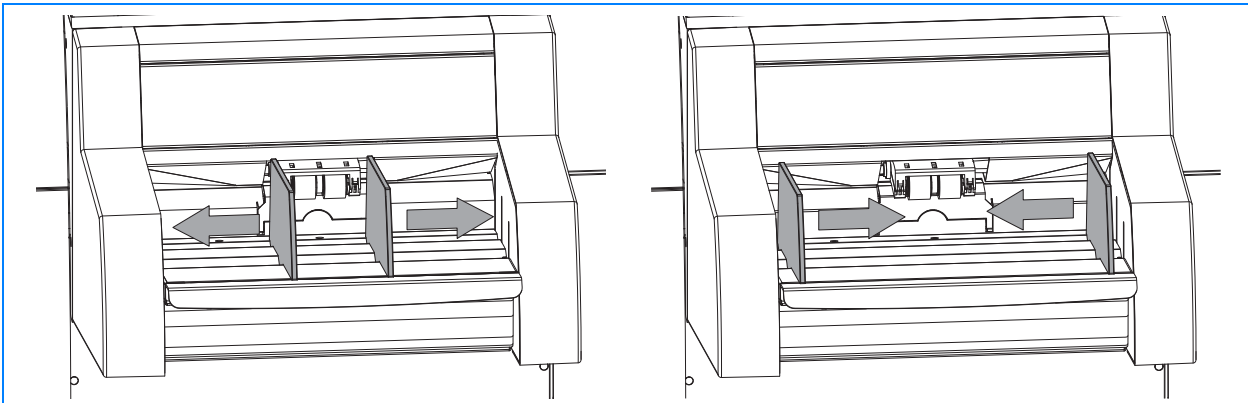


Fig. 6-59 Opening/closing the feeder paper guide

PLEASE NOTE: The asymmetrical setting of the paper guide described below is only available for feeders with a central paper feed.

In order to reposition the paper guide asymmetrically, please proceed as follows:

1. Pull out the screw underneath the paper feed area as depicted in fig. 6-60.
2. Move the paper guide.
3. Press the screw back in until it clicks into place.
4. Now you can shift the two paper guides with their asymmetrical setting synchronously towards one another.

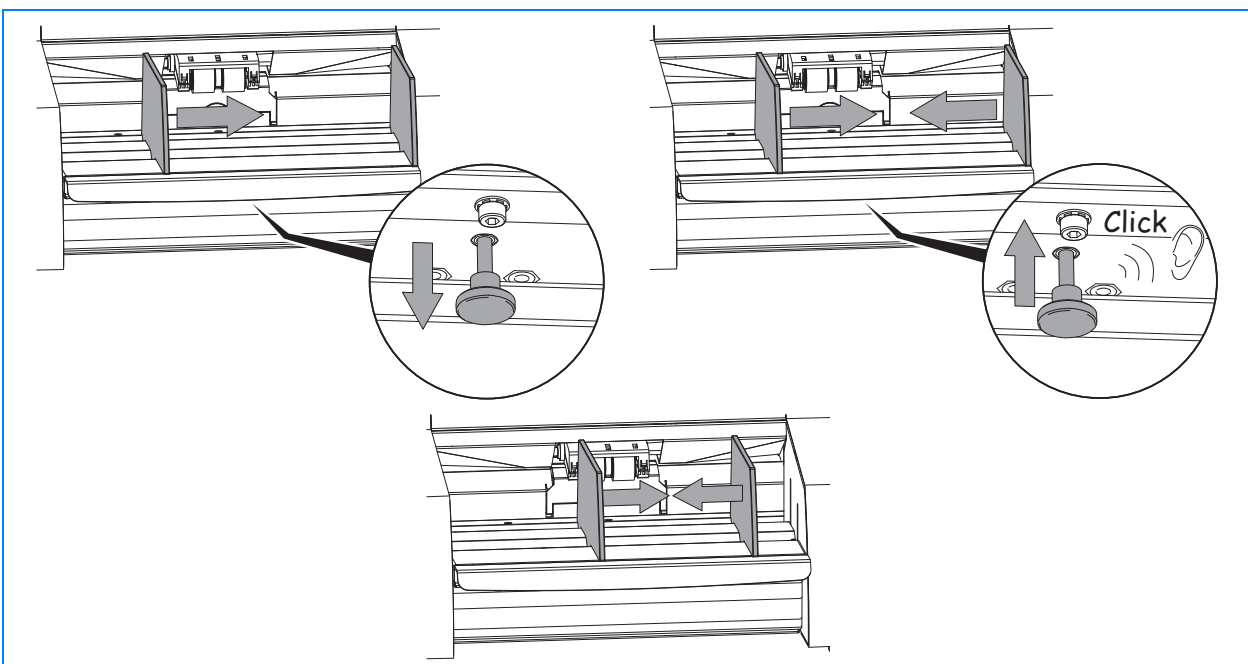


Fig. 6-60 Asymmetrical paper guide setting at the feeder

Additionally, the paper contact surface can be increased to become fit for paper of format A3.

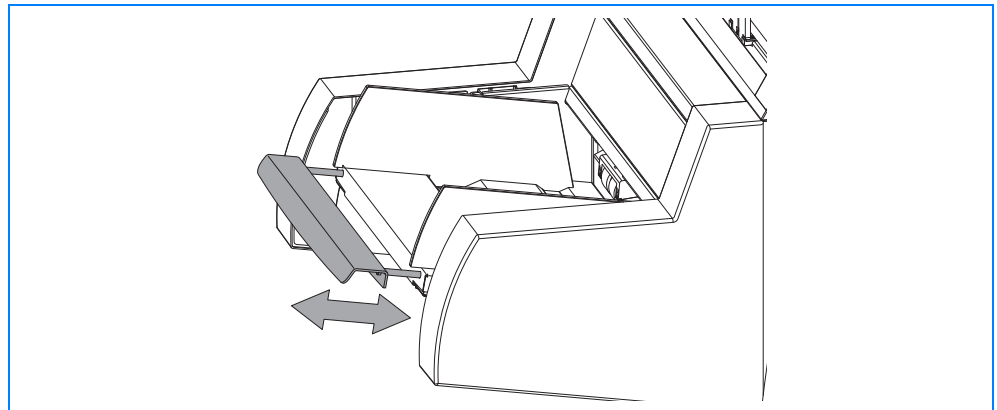


Fig. 6-61 Feeder paper contact surface A3

6.4.3 Setting the paper guide of the paper trays

In order for the sheets to be piled up neatly upon stacking, the drawer, lateral end stops and the angle of the paper tray can be individually adjusted:

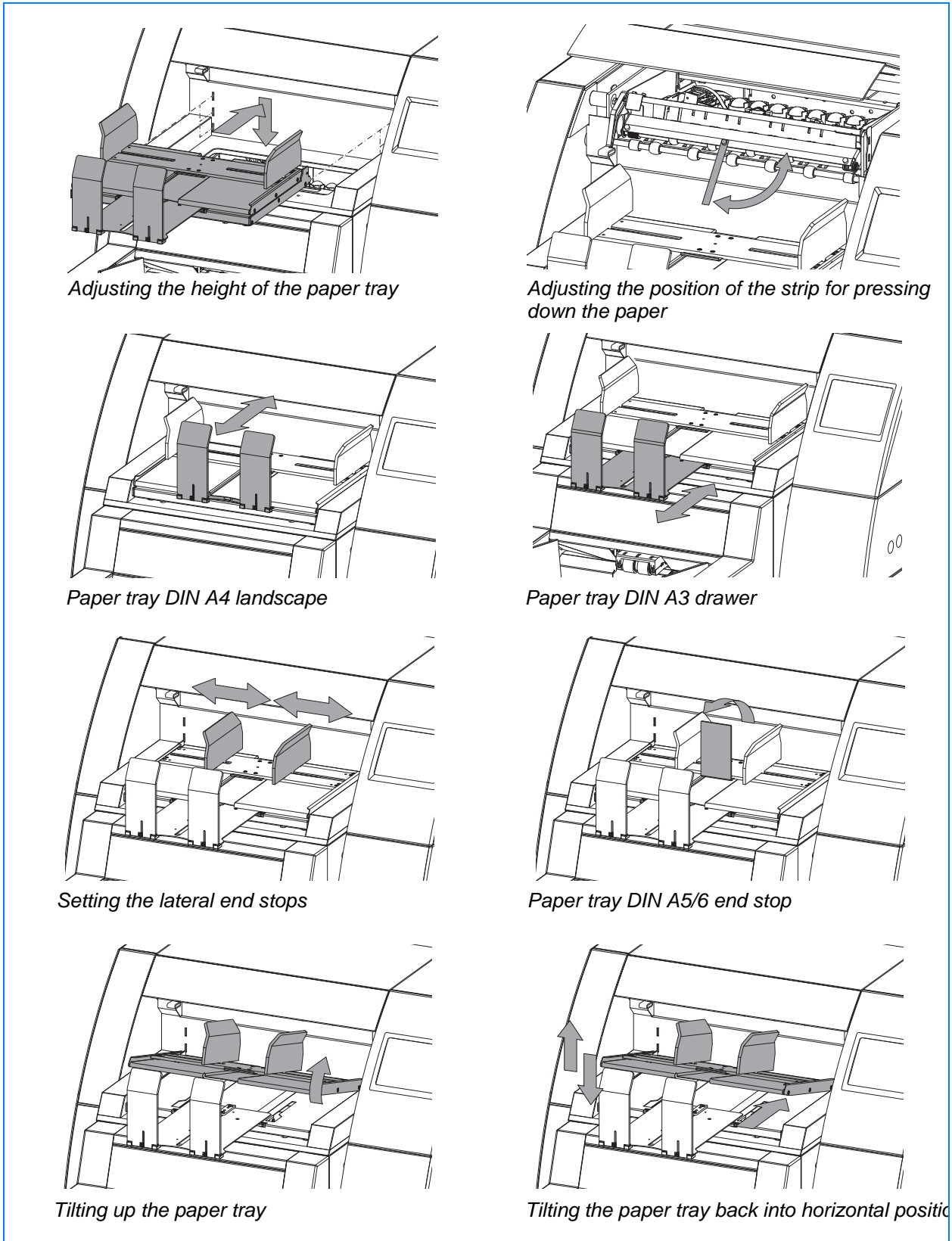


Fig. 6-62 Setting the paper guide of the paper trays

6.4.4 Changing the scanning background

The scanner comes with an exchangeable scanning background in order to process very thin, transparent sheets as well.

The scanning background is the surface at which the front-side scanner "looks".

The scanning background can be changed from black to white.

In order to exchange the scanning background, please proceed as follows:

1. Open the scanning area as described in chapter 7.2.1.1, page 7-3.
2. Lift the scanning background on the left-hand side.

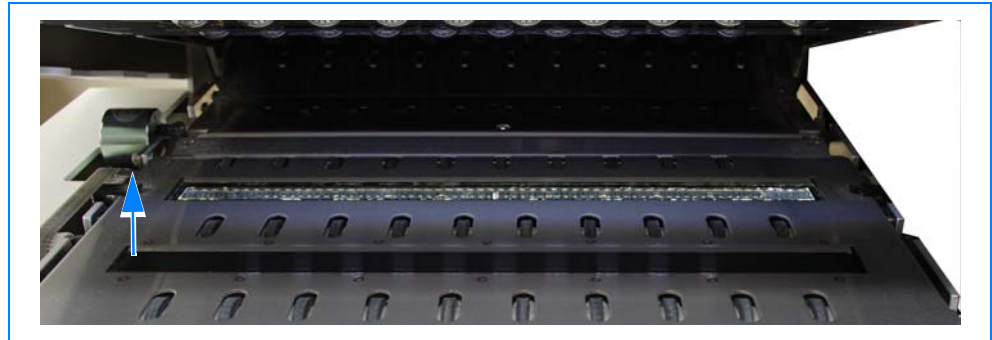


Fig. 6-63 Exchanging the scanning background 1

3. Then remove the scanning background.

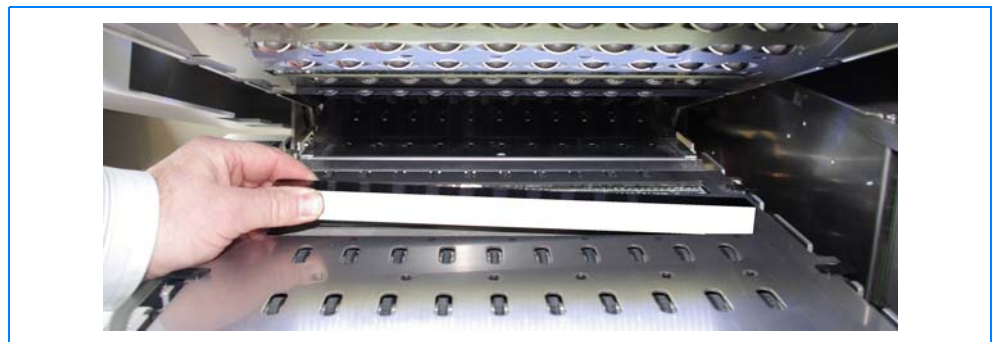


Fig. 6-64 Exchanging the scanning background 2

4. Turn the scanning background in a way that the desired surface points upwards.

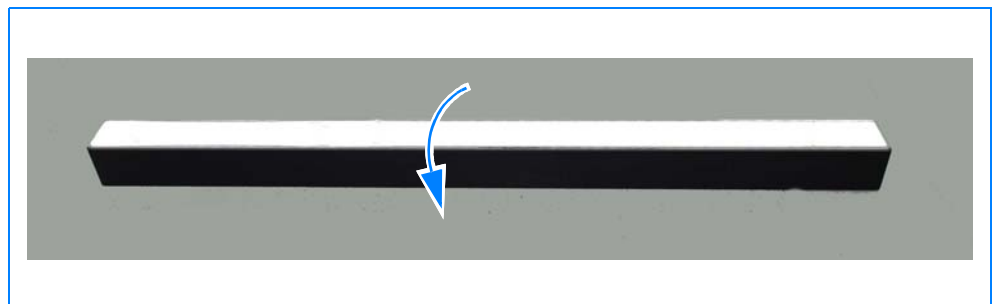


Fig. 6-65 Exchanging the scanning background 3

5. Then insert the scanning background again.

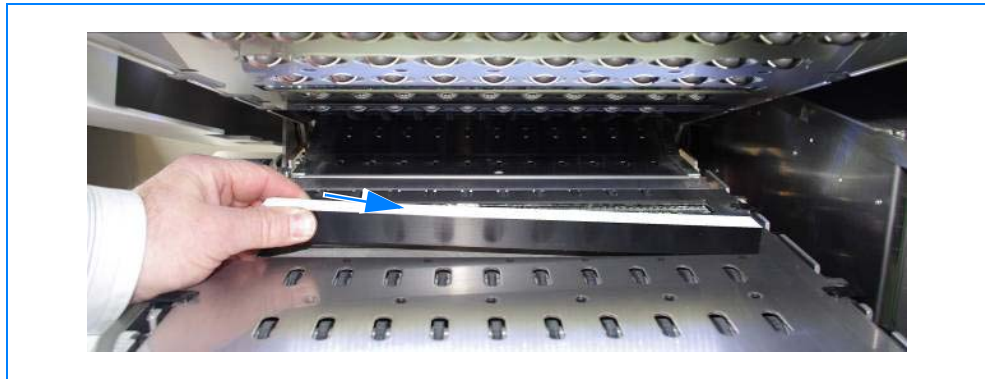


Fig. 6-66 Exchanging the scanning background 4

6. Press the scanning background into place and make sure there is no protrusion.

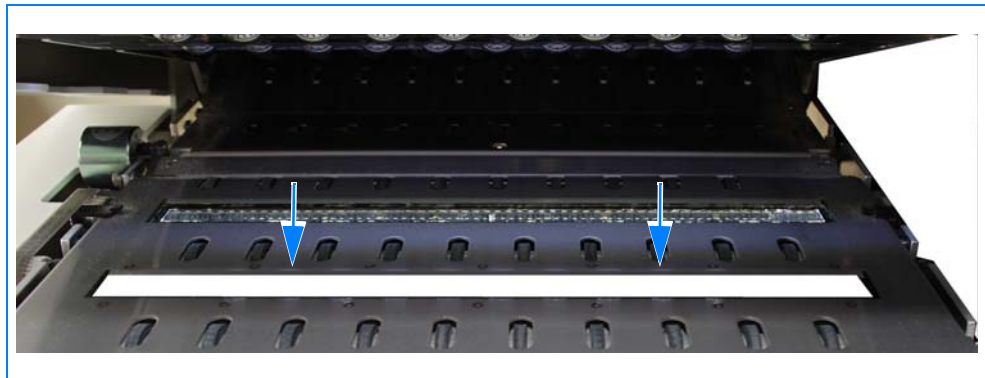


Fig. 6-67 Exchanging the scanning background 5

7. Afterwards close the scanning area as described in chapter 7.2.1.1, page 7-3.

6.4.5 Setting the sheet former**6.4.5.1 Sheet former**

Folded paper can easily fold back or over upon stacking and so interfere with the orderly stacking of the subsequent sheets. To prevent this a sheet former is located in the upper paper output, which stabilizes the sheets by slightly bending them. There are, however, a few instances where the application of a sheet former is rather undesirable.

In order to switch the sheet former on or off, please proceed as follows:

1. Lift the upper cover and fold it back completely.



Fig. 6-68 Opening the upper cover

2. To switch the sheet former off, press the lever down.
To switch the sheet former on, pull the lever up.



Fig. 6-69 Switching the sheet former on/off

3. Then close the cover again.

6.4.6 Setting imprinter and endorser

The scanner comes equipped with imprinter and endorser.

- As pre-scan printer the imprinter prints on the front side prior to scanning. It is located underneath the front paper tray.
- The endorser acts as post-scan printer and prints on the rear side of the sheets when scanning is completed. It is located at the scanner's upper paper output.

Imprinting documents is frequently used to record the scanning process on the scanned sheet. Five print positions are available for a single-line print. Fundamentally, any fixed or variable text can be printed. The text to be printed is here generated by the scan software. Information on how to create such a text, e.g. date and time, document counter or user name, is provided in the manual for driver configuration.

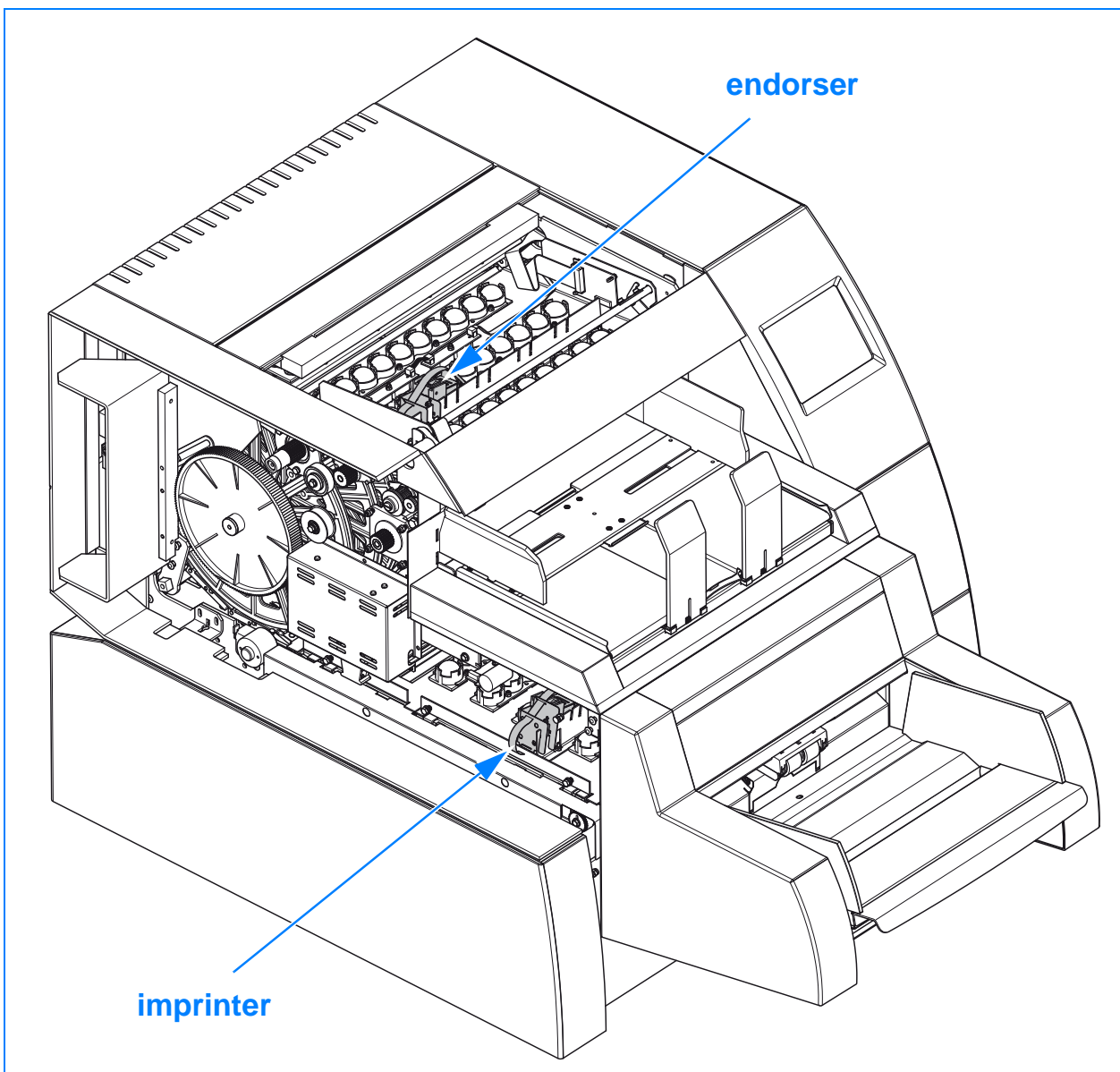


Fig. 6-70 Position of imprinter and endorser

6.4.6.1 Changing the print position

For different print positions the print head can be placed at 5 different positions. In order to change the position of the print head, please proceed as follows:

1. Press the two rear plates of the clip together.
2. Remove the print head holder by pulling it diagonally upwards.
3. Insert the clip at the new print position.
4. Press the clip down until it clicks into place on both sides.

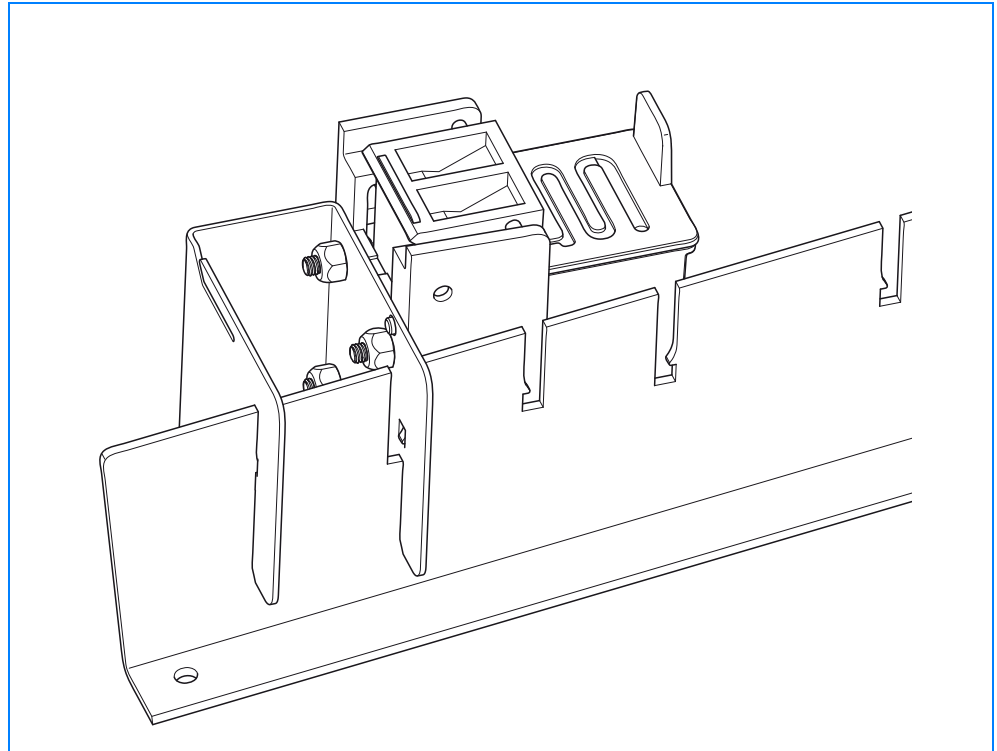


Fig. 6-71 Print head clip mechanism

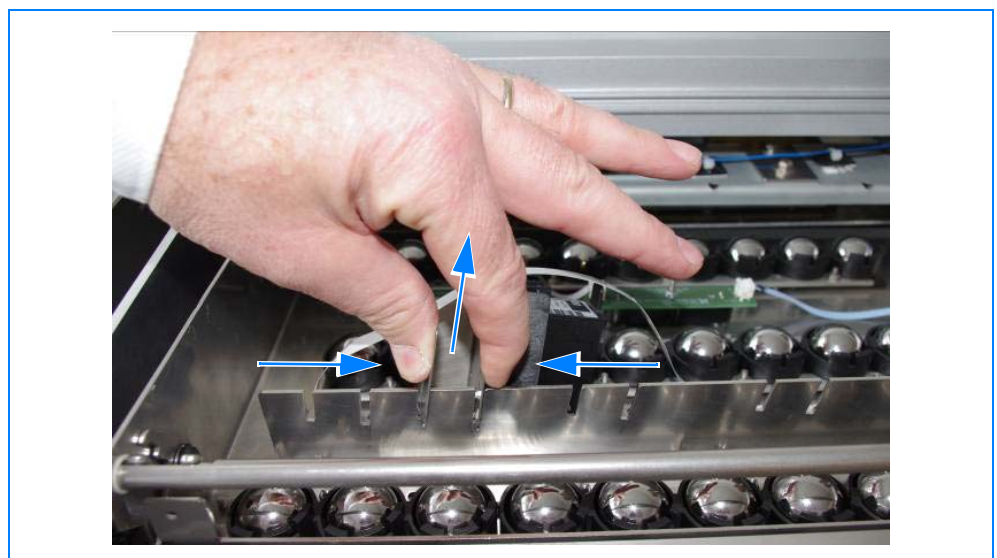


Fig. 6-72 Removing the print head

6.5 Starting the scanning process

The scanning process is usually accomplished as follows:

1. Start the scanner as described in chapter 6.1.1, page 6-1.
 - If the user administration is deactivated, the following screen appears and scanning can be started:



Fig. 6-73 "Ready" screen

- If the user administration is activated, the following screen appears and the user has to sign in, see chapter 6.5.1, page 6-75.

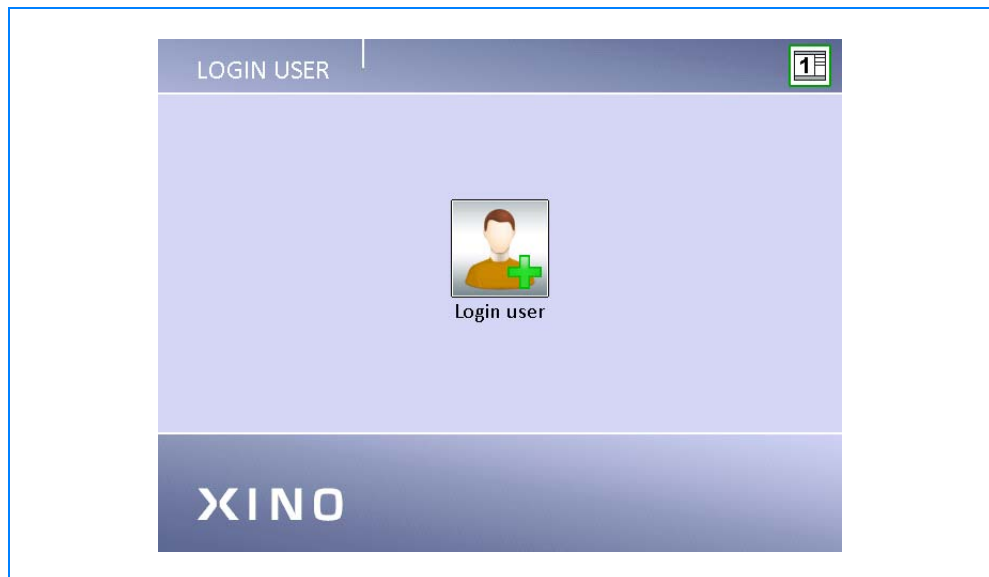



Fig. 6-74 Login required

6.5.1 User login (manual)

1. Press the  button.
 - The following screen appears:

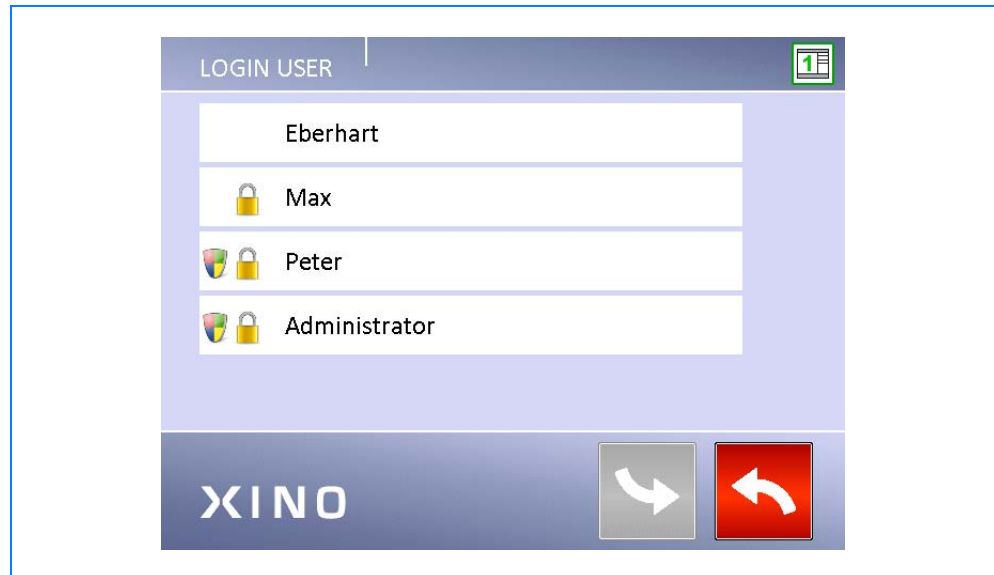



Fig. 6-75 Login user 1

2. Select the corresponding user account.
 - If the user account is not password-protected, you will be logged on to the scanner.
 - In case of a password-protected user account the following screen opens:



Fig. 6-76 Login user 2

3. Enter the password and confirm it by means of the **confirm button**.
4. You will be logged on to the scanner.
 - The "ready" screen will be displayed.
5. Select another profile if required .
6. Insert the paper.
7. Start scanning by use of the scan software.

6.5.2 User login (with USB flash drive)

1. Plug the USB flash drive into the USB slot.
 - The following screen appears:

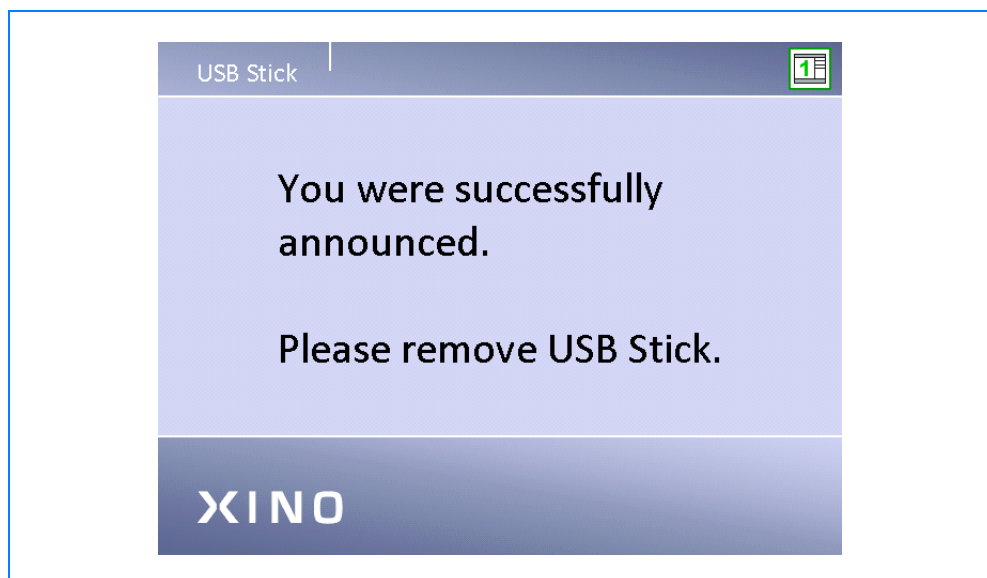



Fig. 6-77 Login using the USB flash drive

2. Remove the USB flash drive.
 - The "ready" screen will be displayed.

6.5.3 User logout

1. Press the  button.
 - The following screen appears:

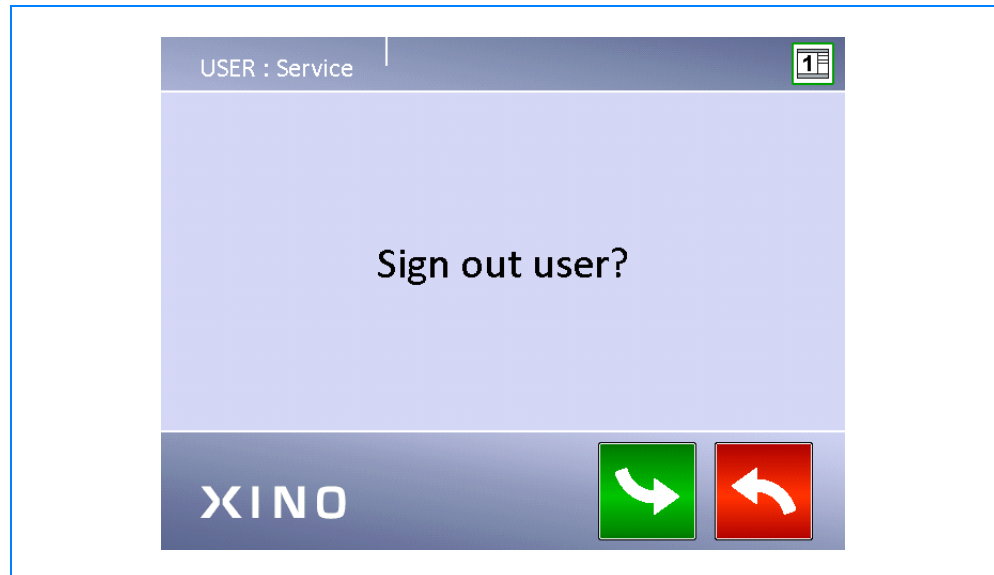



Fig. 6-78 User logout

2. Confirm the prompt by pressing the **confirm button**.
 - You will be logged off from the scanner.

6.6 Aborting the scanning process

Interrupting the scanning process can be effected both in form of a regular user interruption and an interruption via stop button.

6.6.1 User interruption

The user interruption constitutes the norm for interrupting a scanning process. It is either brought about by means of the scan software or the  button at the scanner's display. The sheets still located inside the scanner will be scanned before the interruption.

6.6.2 Stop button interruption

The stop button interruption is only intended for situations, in which a continued scanning process would lead to damages, e.g.:

- creasing of paper during scanning
- tearing of paper owing to a neglected staple
- noises indicating a malfunction

To trigger the stop button interruption, press the stop button (13).

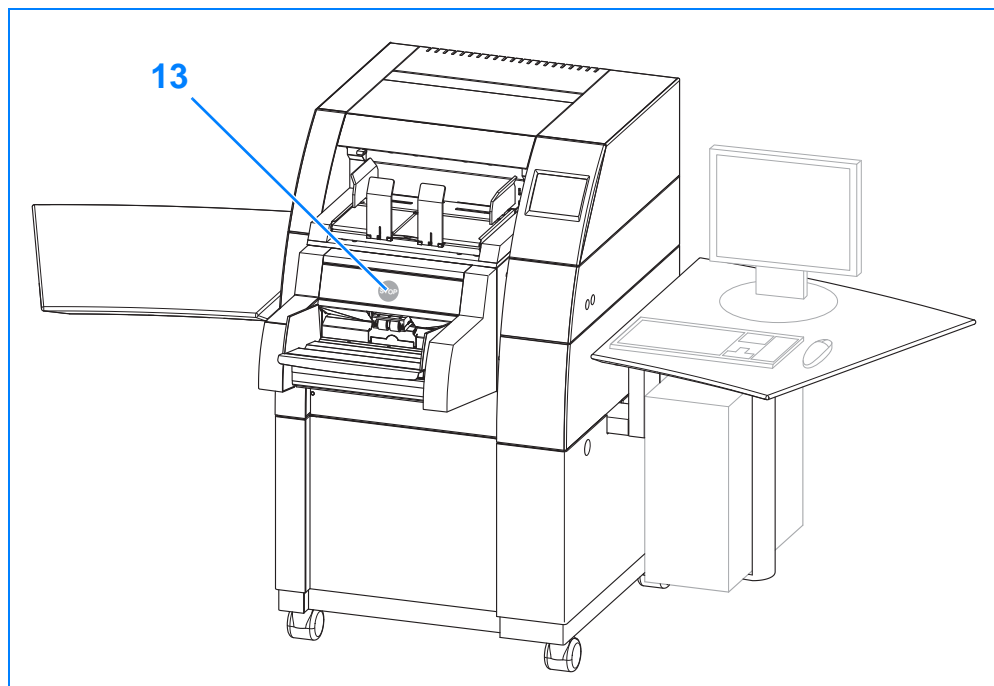



Fig. 6-79 Stop button

Remove the sheets that were still located inside the scanner at the moment of interruption, either manually or via the **clear paper transport** function . Those sheets have to be scanned again afterwards.

7 Errors and faults

7.1 Safety information for troubleshooting

During all activities requiring the covers to be opened it is prohibited to wear ties, jewellery (necklaces, pendants etc.) and long, untied hair!



WARNING!

Crush hazard.

Hand crush hazard when closing covers.

Keep your hands away from the danger area and make sure that no other person is situated at the scanner!

7.2 Troubleshooting table

Tab. 7-1 *Troubleshooting table*



Error	Cause	Remedial action	Further information
Vertical streaks on the image	Dirt on the glass top	Clean glass top.	chapter 8.3.1.2, page 8-3
Images edged in black, cropping does not work	Dirt on scanning background	Clean scanning background.	chapter 6.4.4, page 6-69
Paper jam in the sheet reversal area	Paper scraps between turning drum and upper guide plate	Check paper flow and remove paper scraps, if any.	chapter 7.2.1.2, page 7-7
Frequent double feed detection	Dirty or worn separation roller	Clean roller coating, replace if required.	chapter 8.3.1.4, page 8-4; chapter 8.3.2.2, page 8-13
Paper is not drawn in by the feeder, rollers running, but no paper is fed	Dirty or worn feed rollers	Clean roller coating, replace if required.	chapter 8.3.1.4, page 8-4; chapter 8.3.2.1, page 8-11
Poor image quality, small characters hardly legible	Dirt, possibly incorrect setting for the image resolution	Check scanner settings and adjust, if necessary.	Consult a service technician, if required.
Message "device open"	Safety switch not actuated	Check whether all covers are closed.	chapter 7.2.1.1, page 7-3; chapter 7.2.1.2, page 7-7; chapter 7.2.1.3, page 7-8

7.2.1 Clearing a paper jam

In case of a paper jam the paper needs to be removed from the paper transport by hand and then refeed.

If the scanner is operated with an active "rear paper output", paper jams can only occur in the scanning area or at the outlet slide.

In order to clear the paper jam, please proceed as follows:

1. Acknowledge the error message via the touch screen.
2. Press the **clear paper transport** button .
 - If in the process of clearing the paper transport noises occur, which indicate a paper jam, abort the process by pressing the **clear paper transport** button  again!
 - All stacked sheets must be scanned anew.
3. If necessary, open the scanner to ensure that no sheets remain in the scanner (see chapter 7.2.1.1, chapter 7.2.1.2 and chapter 7.2.1.3).
4. Check the PC screen for the last sheet scanned and place all unscanned sheets on the stack in the feeder in the correct order.
5. Resume the scanning process.

In case of frequently occurring paper jams, reduce the scan speed or increase the sheet distance (gap; see chapter 6.3.1.1, page 6-16).

7.2.1.1 Access to the scanning area

Open the scanning area

In order to access the scanning area, please proceed as follows:

1. First pull the feeder out towards the front until the snap-fit retaining bracket (20) latches on the left-hand side.

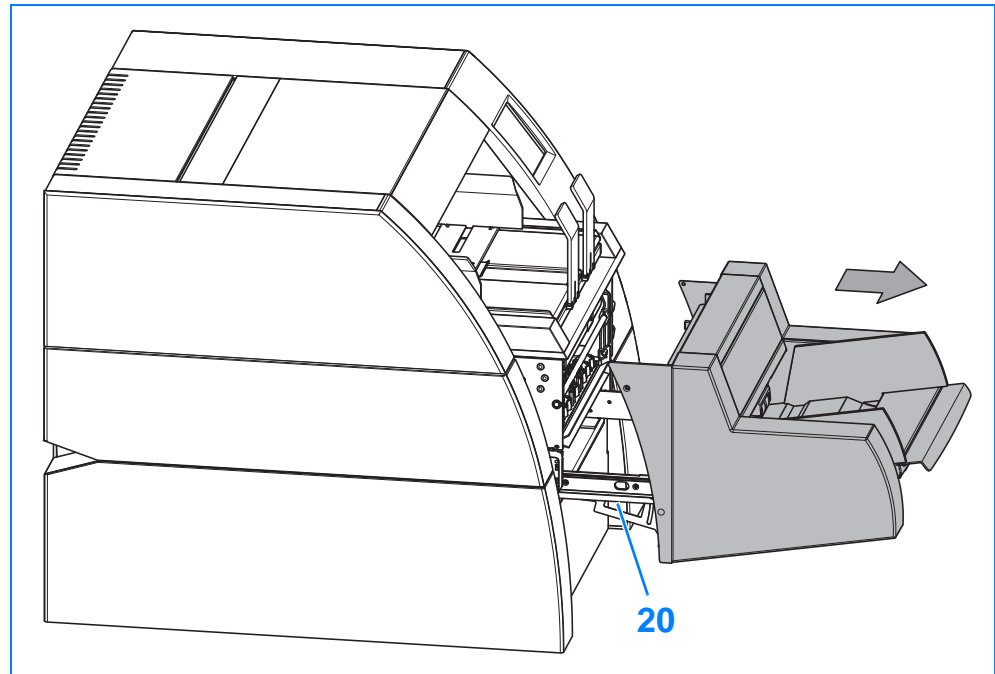


Fig. 7-1 Opening the scanning area 1

2. Turn the red lever on the right-hand side of the scanner upward.

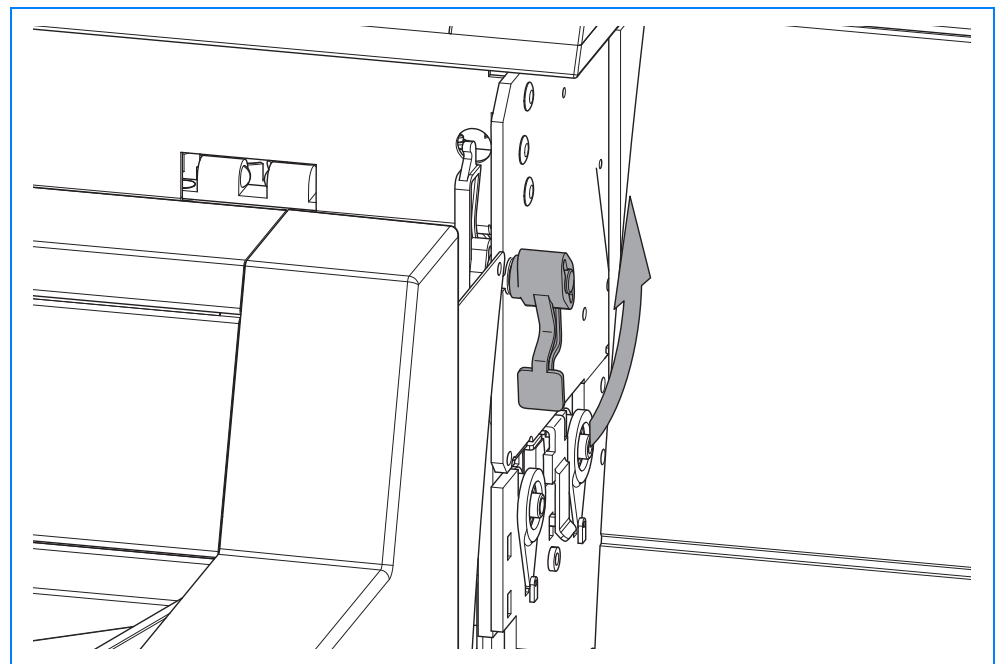


Fig. 7-2 Opening the scanning area 2

3. Open the scanning area to a degree that the release lever on the right-hand side clicks into place.

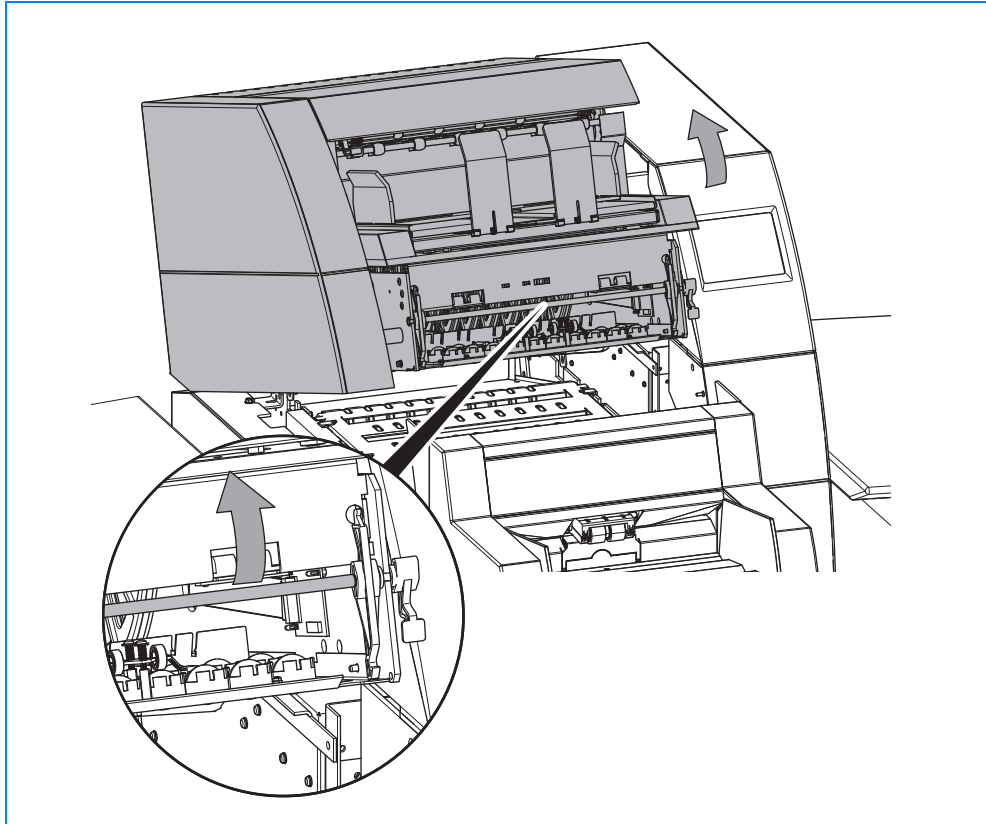


Fig. 7-3 Opening the scanning area 3

Closing the scanning area

**WARNING!**

Crush hazard.

Hand crush hazard when closing the scanning area.

Keep your hands away from the danger area and make sure that no other person is situated at the scanner!

In order to close the scanner again, please proceed as follows:

1. Slightly lift the upper section of the scanning area to unlock the release lever.

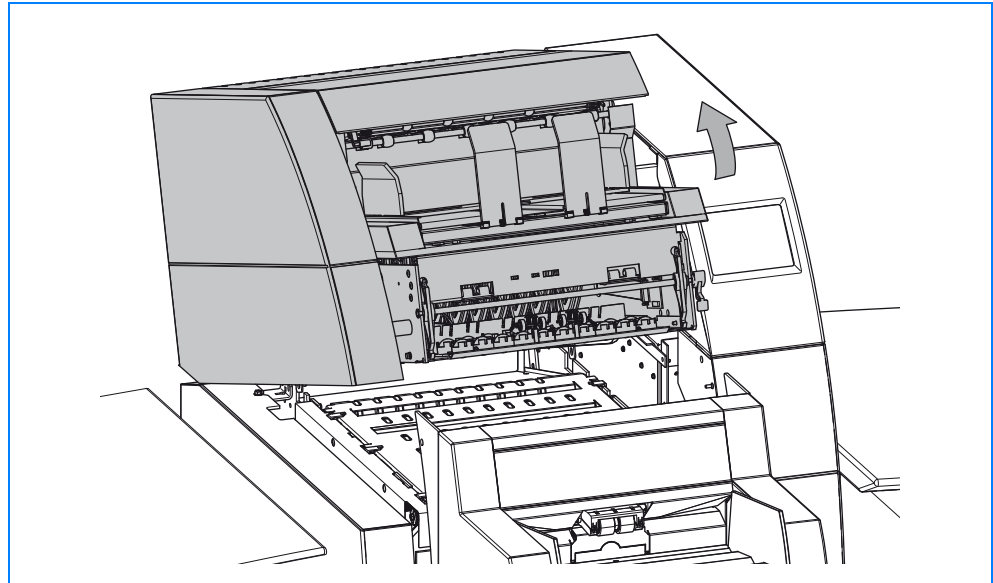


Fig. 7-4 Closing the scanning area 1

2. Shut the upper section of the scanning area in a fluid movement until it clicks into place.

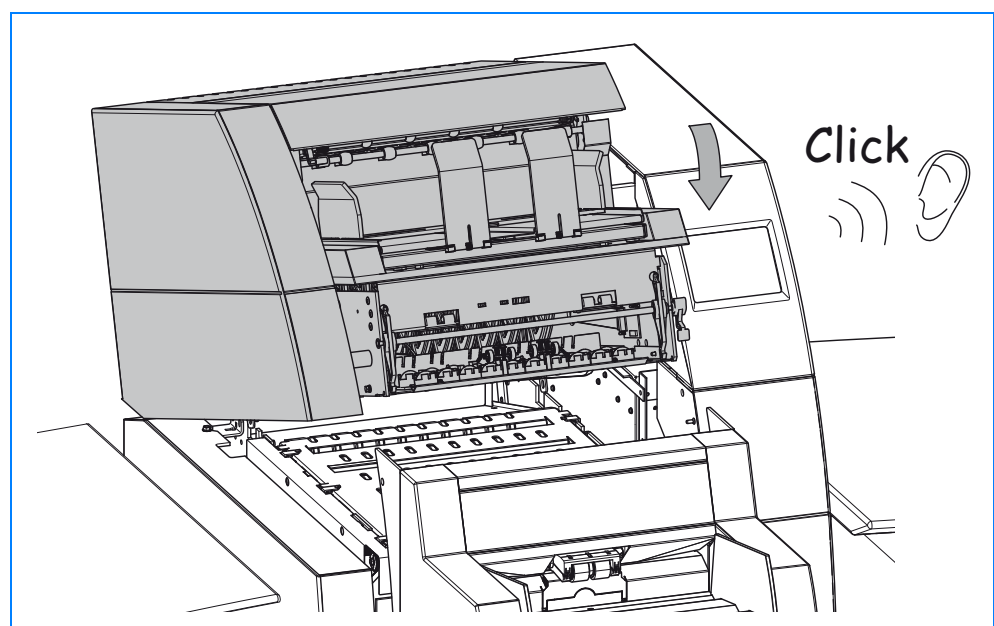


Fig. 7-5 Closing the scanning area 2

3. Lift the snap-fit retaining bracket (20) and push the feeder up against the scanner until it clicks into place.

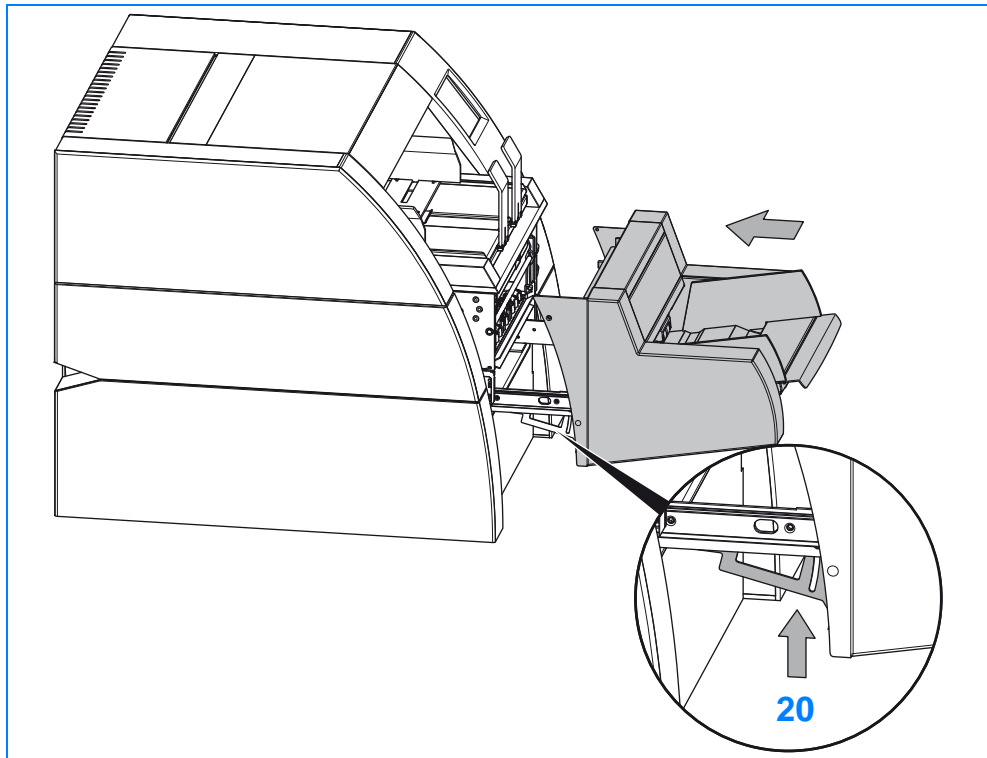


Fig. 7-6 Closing the scanning area 3

7.2.1.2 Access to the turning drum

Opening the sheet reversal area

In order to open the sheet reversal area, please proceed as follows:

1. Make sure that the scanning area is closed.
2. Reach for the recessed grip at the rear of the scanner and jerk the flap up to the stop.

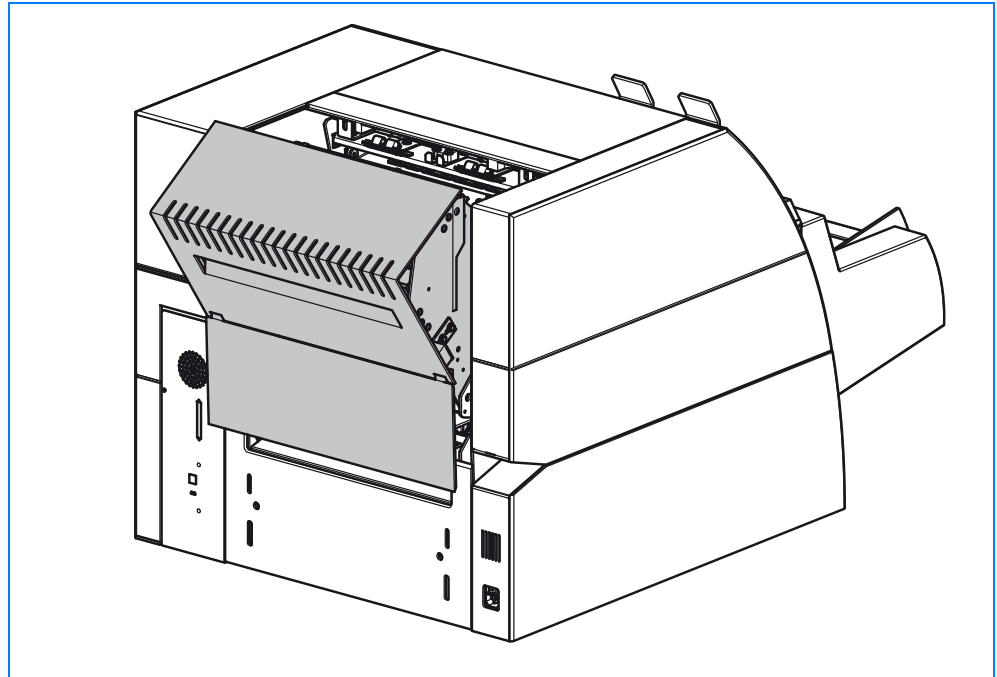


Fig. 7-7 Opening the flap in front of the turning drum 1

Closing the sheet reversal area



WARNING!

Crush hazard.

Hand crush hazard when closing the cover.

Keep your hands away from the danger area and make sure that no other person is situated at the scanner!

1. Carefully close the flap. Make sure that the reversing link chain is suspended freely from the springs, which press it to the turning drum when closed.

7.2.1.3 Access to the paper output

Opening the paper output

In order to access the paper output, please proceed as follows:

1. Lift the upper cover panel and fold it back completely.

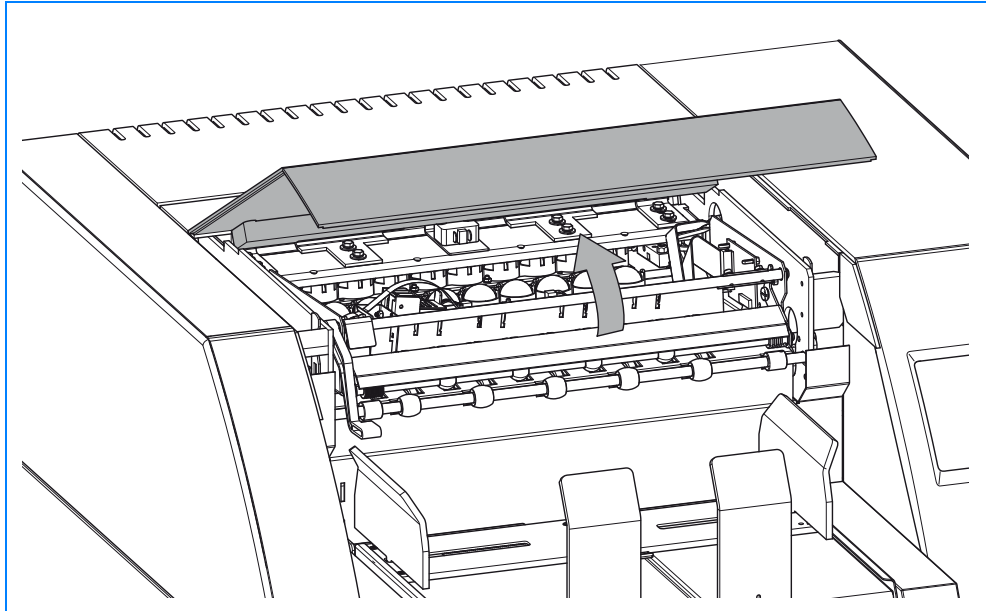


Fig. 7-8 Opening the upper cover panel

2. Lift the upper plate along with the sheet former.

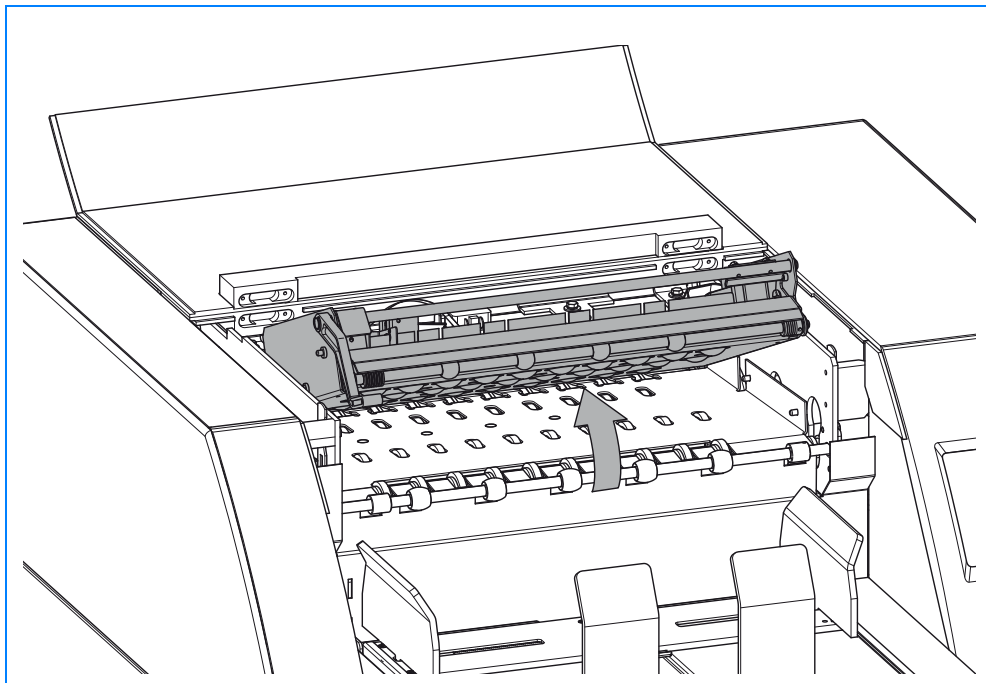


Fig. 7-9 Lifting the sheet former

Closing the paper output

1. Then lower the upper plate and sheet former again.
2. Close the cover panel again.

8 Maintenance

8.1 Safety information for maintenance

During all activities requiring the covers to be opened it is prohibited to wear ties, jewellery (necklaces, pendants etc.) and long, untied hair!

**WARNING!**

Crush hazard.

Hand crush hazard when closing covers.

Keep your hands away from the danger area and make sure that no other person is situated at the scanner!

**NOTICE!**

Using incorrect or defective spare and wear parts can lead to damages, malfunctions or total failure of the scanner.

The use of non-approved spare parts voids all warranty, service, damage and liability claims against the manufacturer or his agents, dealers and representatives.

Only use original spare parts from the manufacturer!

8.2 Maintenance intervals

The maintenance intervals are scheduled for approx. 8 h of daily use of the scanner in a clean operating environment and with a good to moderate paper quality.

If the actual duration significantly exceeds the specified daily use, the operating environment is heavily contaminated or the paper of poor quality, the maintenance intervals have to be adjusted accordingly.

The abbreviations in the table stand for:

- d: daily
- w: weekly
- m: monthly
- y: yearly

A number given in the corresponding column indicates that an activity is to be carried out e.g. every 2 weeks.

Tab. 8-1 *Maintenance intervals*

Maintenance activity	Maintenance interval				Further information
	d	w	m	y	
Cleaning glass panels	X				chapter 8.3.1.2, page 8-3
Removing dust	X				chapter 8.3.1.1, page 8-3
Cleaning patch code sensors	X				chapter 8.3.1.3, page 8-3
Cleaning transport rollers	X				chapter 8.3.1.4, page 8-4
Replacing the roller coating	as needed				chapter 8.3.2, page 8-11
Replacing the ink cartridge	as needed				chapter 8.3.3, page 8-14
Performing a white balance	as needed				chapter 8.3.4, page 8-16

8.3 Maintenance activities

8.3.1 Cleaning

In order to achieve an ideal image quality and to prevent excessive wear, the scanner is to be kept free from dust and dirt as much as possible.

PLEASE Cleaning measures inside the scanner going beyond those described in this chapter, must only be performed by trained personnel instructed by microform.

Only use a damp, lint-free cloth to clean the scanner housing.

8.3.1.1 Removing dust

Carefully remove dust by means of a vacuum cleaner with a narrow nozzle.

8.3.1.2 Cleaning glass panels

Only use a soft lens brush and a soft, lint-free cloth to clean the glass panels. Do not touch the glass with your hands! Should this have happened nonetheless, carefully remove the prints by means of a soft, lint-free cloth and lens cleaner.

8.3.1.3 Cleaning patch code sensors

The patch code sensor openings must be regularly vacuumed or else brushed down with a soft brush.

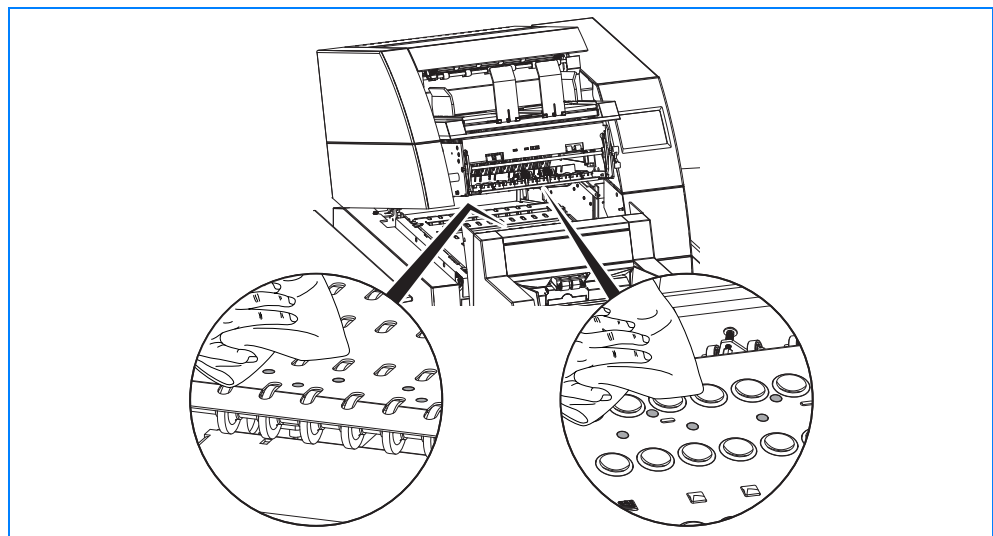


Fig. 8-1 Cleaning patch code sensors

8.3.1.4 Cleaning transport rollers

Over time paper transport inevitably leads to dirt accumulation at the transport rollers. One consequence of this may be that sheets get dirty during scanning. Also with an increasing contamination level the paper transport changes for the worse, which results in more frequent paper jams and other faults.



NOTICE!

Use a soft, lint-free cloth to clean the transport rollers. Do not use paper towels!
Only use the cleaning agent specifically designed for cleaning the rollers!
Otherwise there might be damage at the transport rubber coating, resulting in all warranty claims being voided!

8.3.1.4.1 Removing / inserting the feed roller (central paper feed)


1. Move the feeder tray into the position for a 500 sheet stack .



Fig. 8-2 Feeder tray in 500 sheet position

2. Take hold of the left and right of the feed roller unit and push it towards the left until the retainer on the right is released.

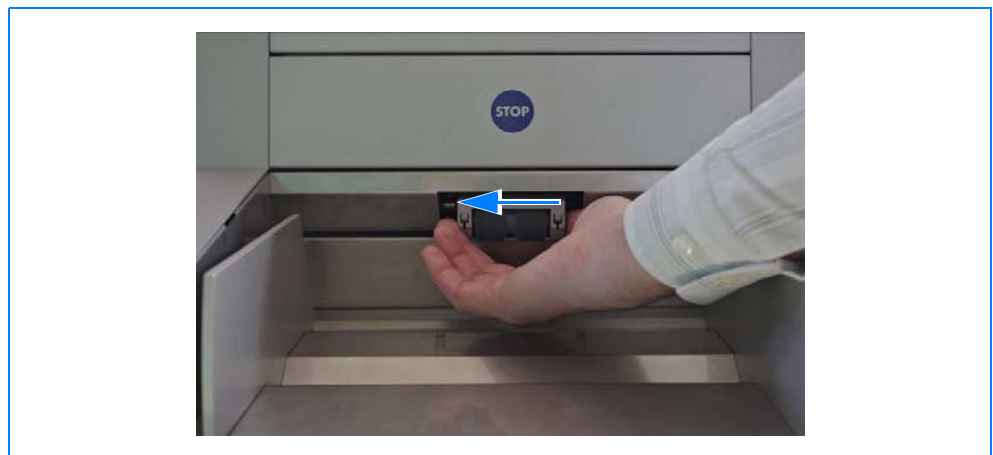


Fig. 8-3 Removing the feed roller 1

3. Swing the right-hand side of the feed roller unit out towards the front and remove it.



Fig. 8-4 Removing the feed roller 2

4. Clean the rollers with a cloth moistened with cleaning agent.
5. Apply the black guide plate of the feed roller unit diagonally to the left ball bearing guide inside the feeder.



Fig. 8-5 Inserting the feed roller 1

6. Press the feed roller unit to the left against the spring-loaded guide and slightly forwards until it clicks into place.
7. Briefly lift the feed roller to ensure that it can be moved without difficulty.

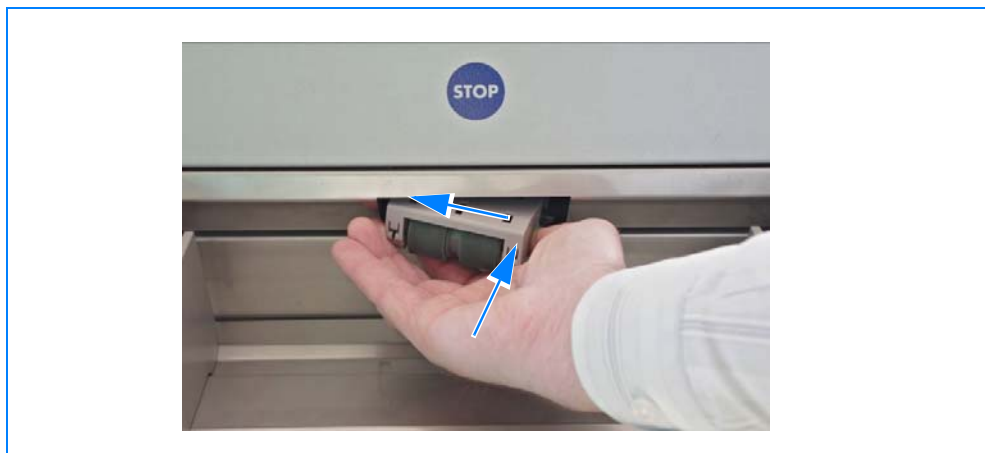


Fig. 8-6 Inserting the feed roller 2

8.3.1.4.2 Removing / inserting the feed rollers (left-hand paper feed)

1. Remove the first feed roller.

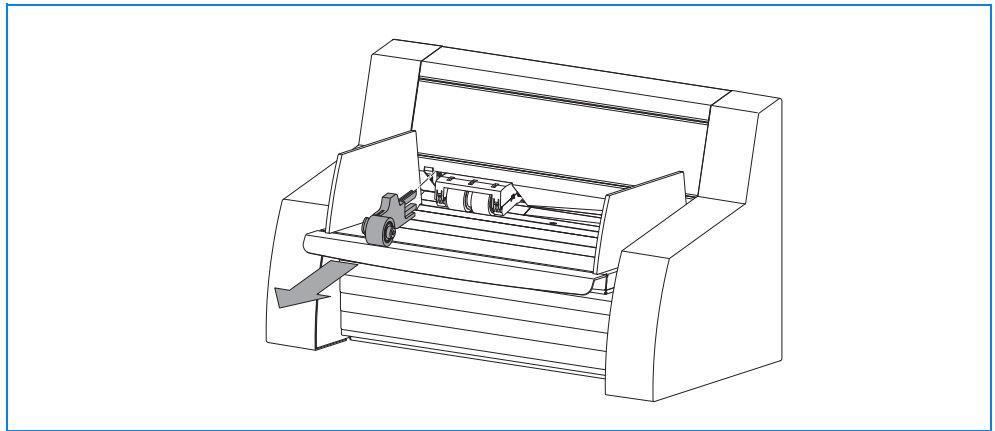


Fig. 8-7 Removing the first feed roller

2. Remove the second feed roller.

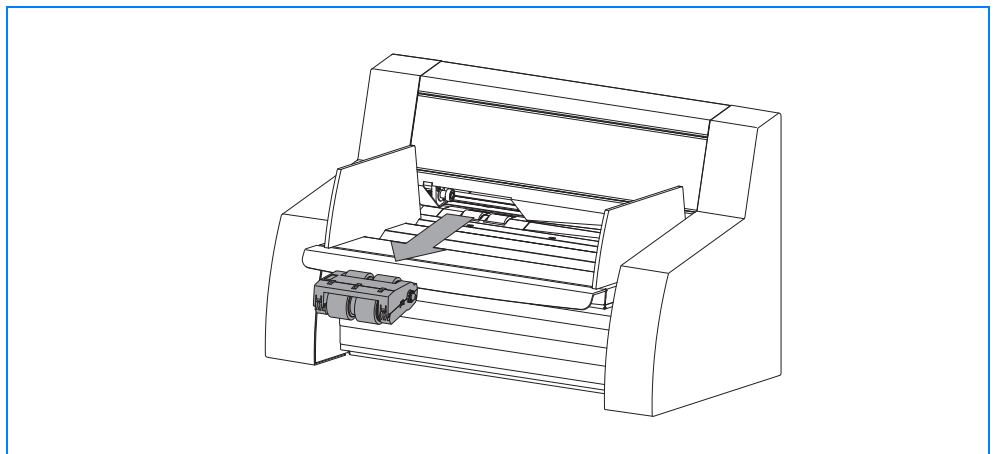


Fig. 8-8 Removing the second feed roller

3. Clean the rollers with a cloth moistened with cleaning agent or replace the feed rollers, if required.
4. Put the second feed roller back in.

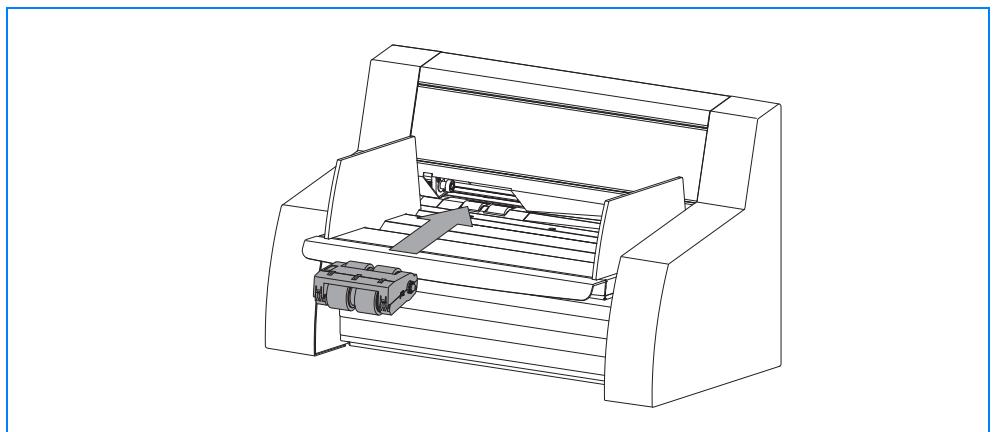


Fig. 8-9 Inserting the second feed roller

5. Then reinsert the first feed roller. Make sure that at first you insert the feed roller horizontally.
6. Then carefully push the feed roller upwards. Ensure that the feed roller can be moved without difficulty.

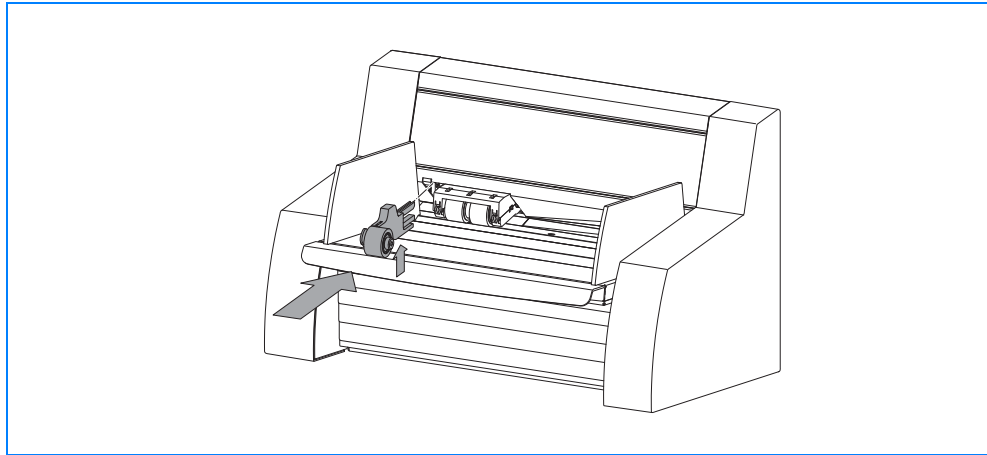



Fig. 8-10 Inserting the first feed roller

8.3.1.4.3 Removing / inserting the separation roller

In order to remove the separation roller for cleaning, the feeder tray must be brought to the position for 500 sheet stacks  and the feed roller unit must have been removed (chapter 8.3.1.4.1, page 8-5).

1. Fold down the cover plate.



Fig. 8-11 Folding the cover plate down

2. Remove the separation roller by pulling it diagonally forwards and upwards.

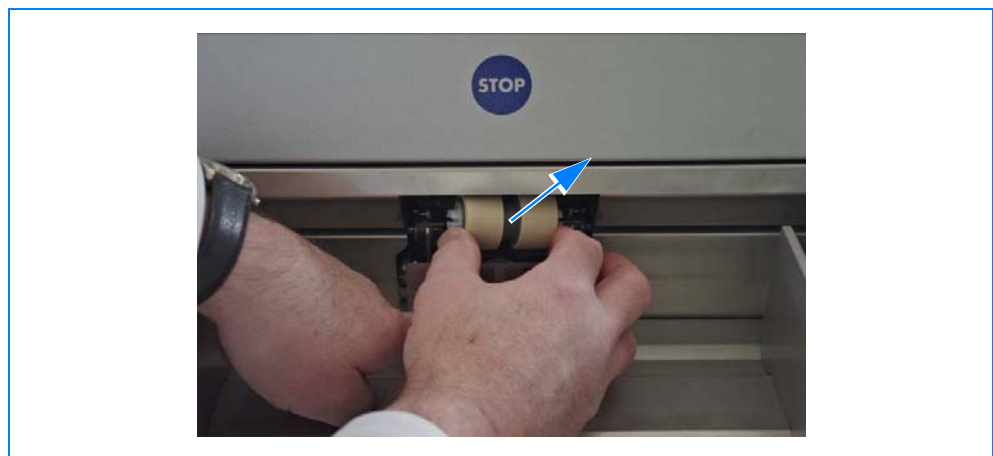


Fig. 8-12 Removing the separation roller

3. Clean the roller with a cloth moistened with cleaning agent.

4. Then reinsert the separation roller. In doing so, make sure that the two lateral guide slots of the roller on the left and right are equally aligned.
5. Make sure that the roller is fully inserted in the lateral retaining plates.

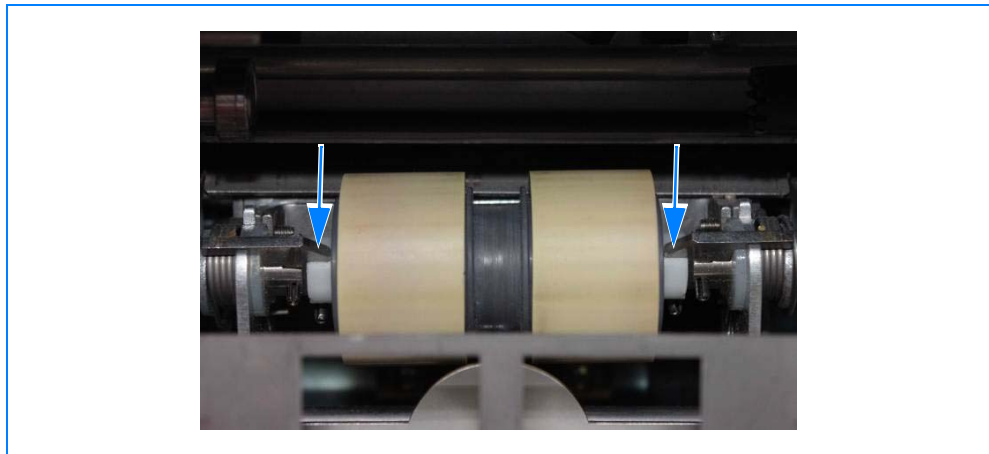


Fig. 8-13 Positioning the separation roller

6. Fold the cover plate back up.



Fig. 8-14 Folding the cover plate up

8.3.2 Replacing the roller coating

Once the grip of the roller coating lessens, it must be replaced in order to ensure the failure-free paper transport.

8.3.2.1 Replacing the coating of the feed rollers

In order to replace the roller coating of the feed rollers, the feed roller unit needs to be removed as described in chapter 8.3.1.4.1, page 8-5.

1. Place the roller unit in your hand in a way that both fasteners point towards you. Then use e.g. a pen to press those two fasteners down one by one until they unlatch.

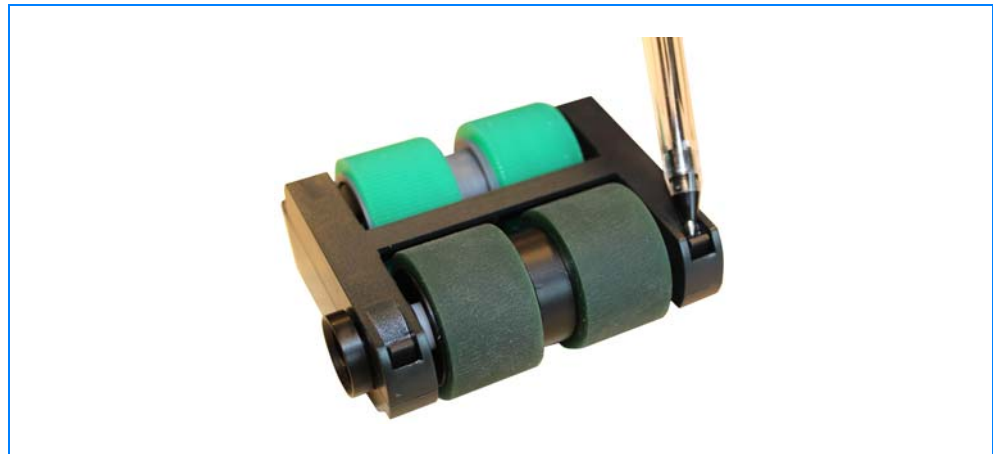


Fig. 8-15 Opening the roller unit

2. Completely open the unit and remove the rollers.

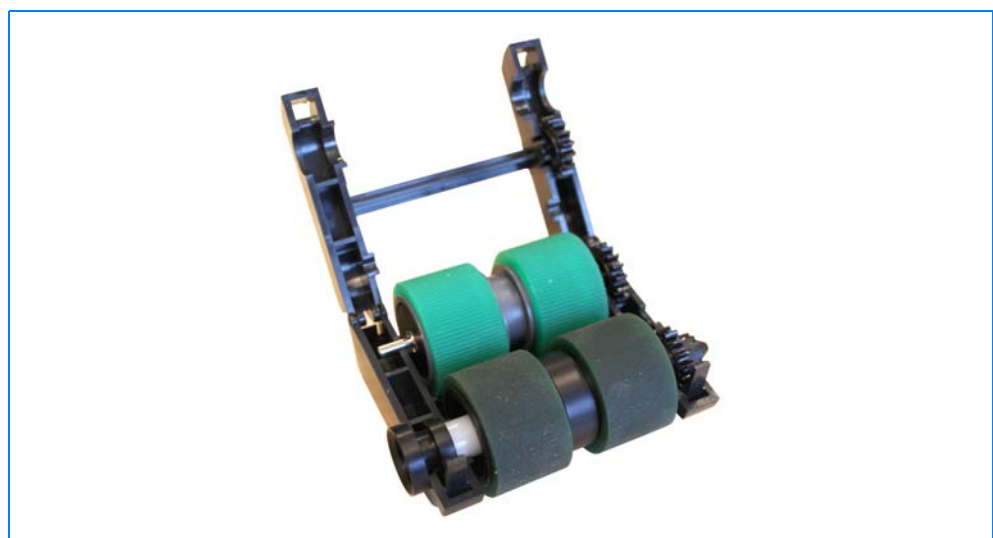


Fig. 8-16 Removing the rollers

3. Pull the worn roller coating sideways off the rollers.
4. Slide on new roller coatings.
5. Make sure that the coating is positioned evenly inside the guide of the roller.

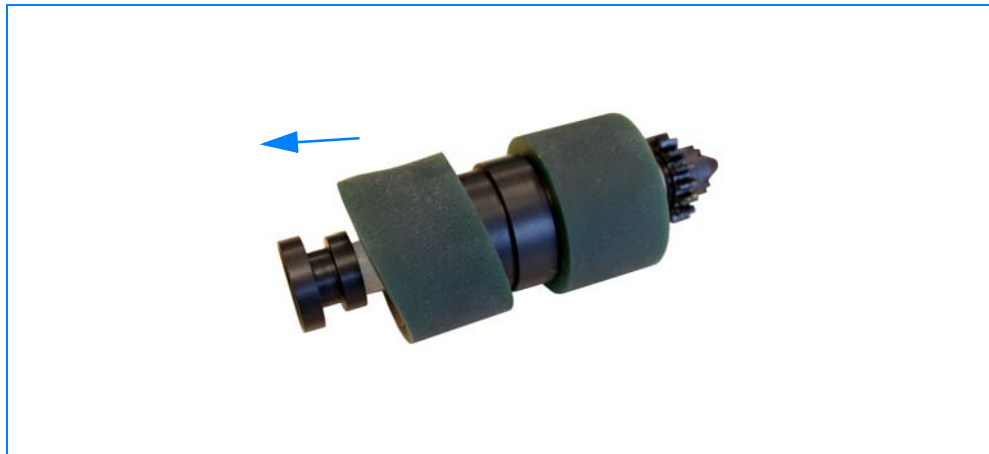


Fig. 8-17 Replacing the roller coating

6. Place the rollers back in the retainer and close it with light pressure until the fasteners snap shut.

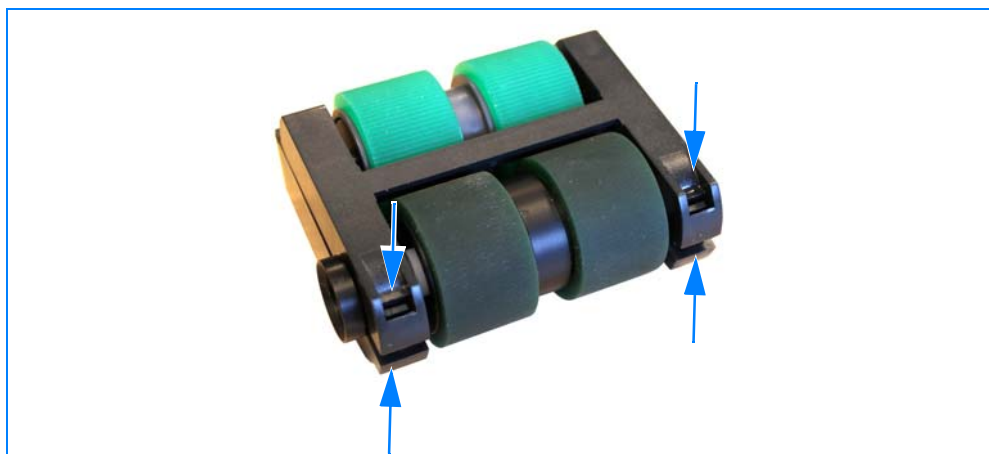


Fig. 8-18 Closing the roller unit

7. Then reinsert the feed roller unit as described in chapter 8.3.1.4.1, page 8-5.

PLEASE Only use the original roller coating from the manufacturer.
NOTE: The grip of the roller coating is designed for normal paper. There are alternative roller coatings for special requirements. For further information in this regard please contact your service technician.

8.3.2.2 Replacing the coating of the separation roller

The separation rollers serve to separate the sheets prior to scanning. In order to replace the roller coating of the separation roller, the separation roller needs to be removed as described in chapter 8.3.1.4.3, page 8-9.

1. Push the worn roller coating all around from the inside to the outside over the lateral stop of the plastic roller. (This might require a little patience and fine motor skills.)
2. Strip the roller coating off the sides.

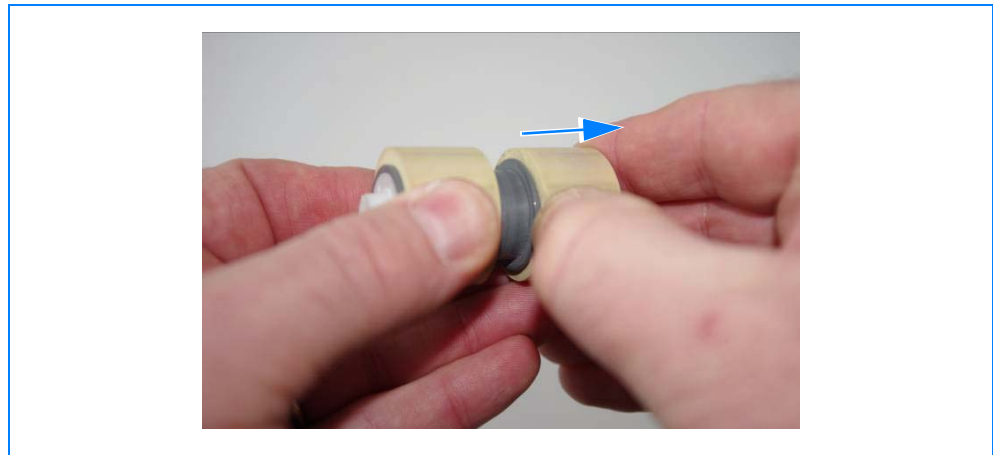


Fig. 8-19 Replacing the roller coating of the separation roller.

3. Slide on new roller coatings.
4. Make sure that the roller coating is positioned evenly inside the guide of the roller.
5. Then reinsert the separation roller unit as described in chapter 8.3.1.4.3, page 8-9.

PLEASE Only use the original roller coating from the manufacturer.

NOTE: The grip of the separation roller coating is designed for normal paper. There are alternative separation roller coatings for special requirements. For further information in this regard please contact your service technician.

8.3.3 Replacing the ink cartridge

The scanner emits a warning message when the ink cartridge needs to be replaced. For the replacement of the ink cartridge please proceed as follows:

1. Switch off the scanner (see chapter 6.1, page 6-1).
2. Remove the print head from the retainer.



Fig. 8-20 Removing the print head

3. Remove the old ink cartridge by lifting the latch at the print head retainer and pulling the cartridge out to the side.

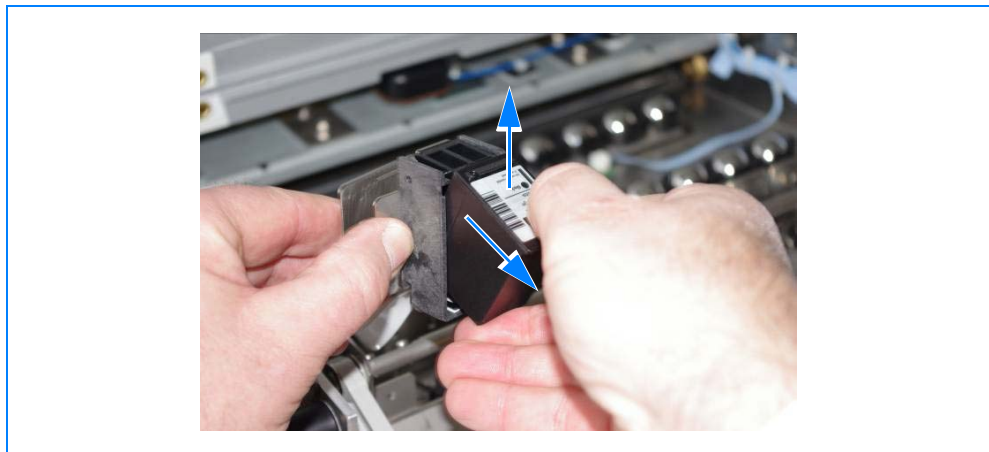


Fig. 8-21 Removing the ink cartridge

4. Take a new ink cartridge from its packaging and remove the adhesive masking tape from the print head.
5. Insert a new ink cartridge by lifting the latch at the print head retainer and pushing the cartridge in from the side.

6. Let go of the latch and make sure that the print head is fully inserted.

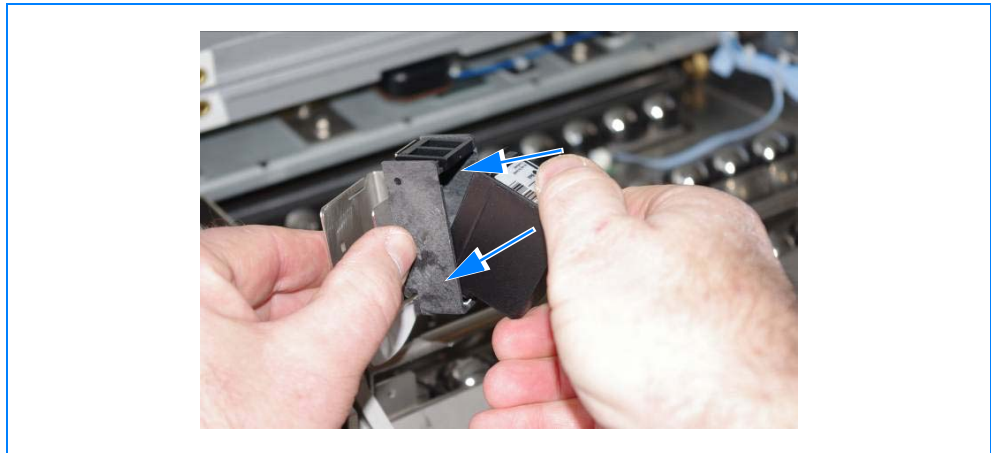


Fig. 8-22 Inserting the ink cartridge

7. Insert the print head into the tracking guide by
 - pressing the two rear plates of the clip together;
 - pushing the clip plates of the print head retainer diagonally down into the guide slots;
 - pressing the plate down until it clicks into place on both sides.





Fig. 8-23 Inserting the print head

8. Reset the ink level of the software (chapter 6.3.4.1, page 6-57).

8.3.4 Performing a white balance

In order to perform a white balance, please proceed as follows:

1. Open the scanning area as described in chapter 7.2.1.1, page 7-3.
2. Insert the sheet by means of which you want to carry out the white balance into the scanning area. The sheet must have the same width as the scanning area!
3. Afterwards close the scanning area as described in chapter 7.2.1.1, page 7-3.
4. Press the **configuration** button .
5. The configuration screen opens.
6. Press the **white balance** button .
7. The white balance screen opens.
8. Set the parameters for the white balance.

If you are not sure as to which are the correct settings, please consult a service technician!

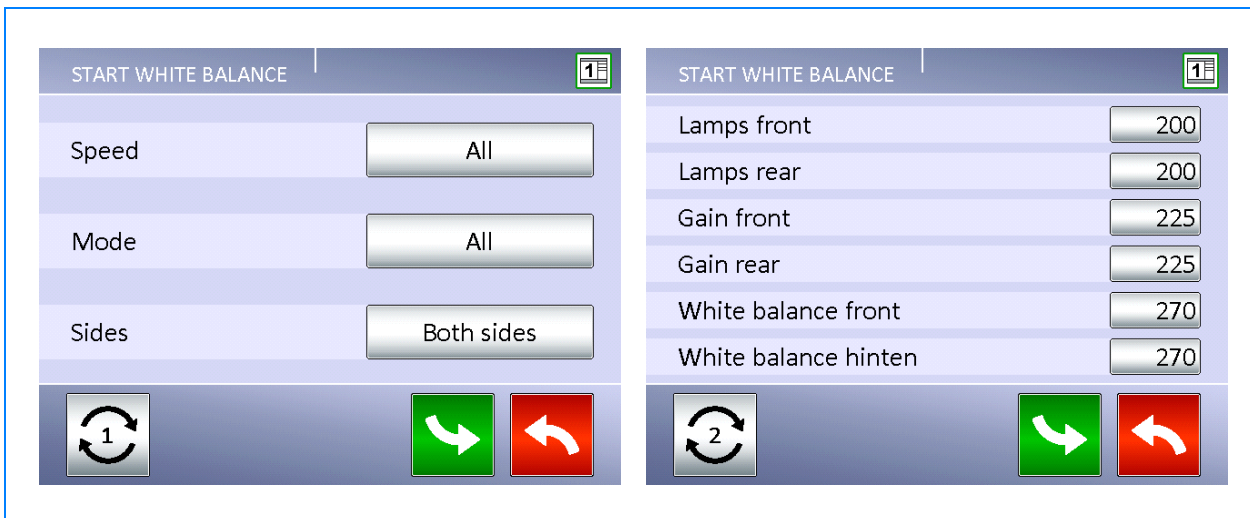
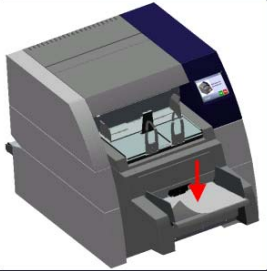





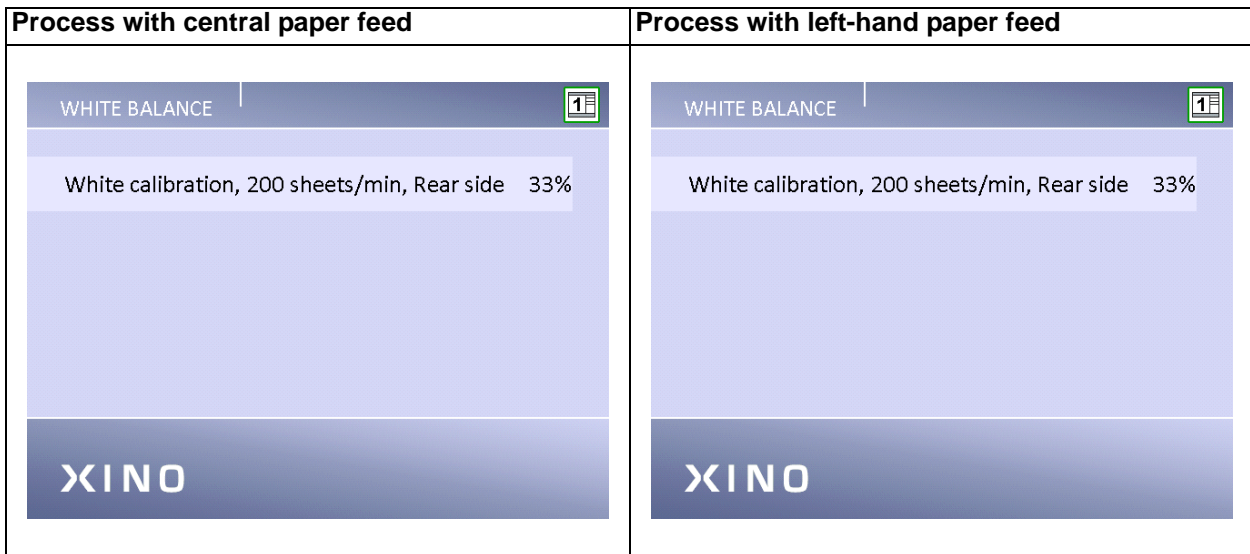


Fig. 8-24 White balance

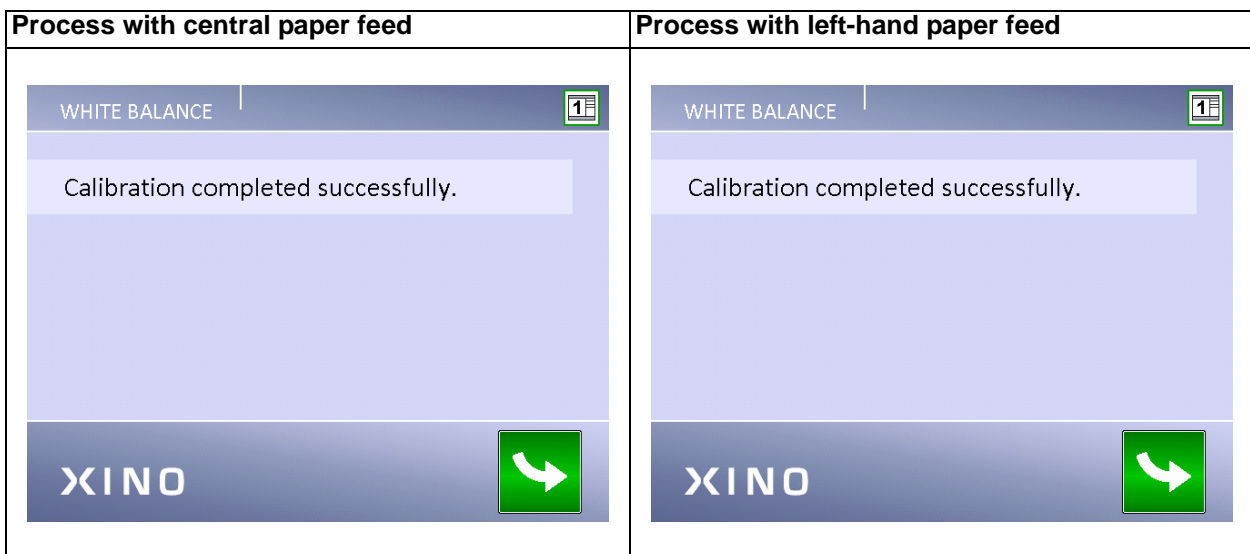
9. Start the white balance by pressing the **confirm** button.
 - You will be prompted to insert the sheet at the correct position and possible to close the housing.

Process with central paper feed	Process with left-hand paper feed
<p data-bbox="240 465 459 488">START WHITE BALANCE</p>  <p data-bbox="507 600 759 680">Please insert the sheet.</p> <p data-bbox="240 824 368 860">XINO</p>  	<p data-bbox="869 465 1088 488">START WHITE BALANCE</p>  <p data-bbox="1134 577 1386 703">Please insert the sheet and close the cover.</p> <p data-bbox="869 824 997 860">XINO</p>  
<p data-bbox="240 969 395 992">WHITE BALANCE</p> <p data-bbox="245 1048 432 1070">Feeding sheet ...</p> <p data-bbox="240 1339 368 1375">XINO</p>	<p data-bbox="1034 1160 1225 1182">< not applicable ></p>

- The white balance will be carried out and the respective status indicated on the screen.



- Wait until the white balance is completed.



- Open the scanning area and remove the sheet.
- Close the scanning area.
- Press the **confirm button**.
 - The menu will be displayed.

9 Disassembly

The disassembly may only be carried out by personnel certified and trained by microform GmbH.

10 Storage

Store the scanner

- in an upright position,
- in dust- and water-proof packaging,
- at ambient temperatures according to the technical data, chapter 2.3, page 2-10.

11 Disposal

If no agreements have been made for return or disposal, have the dismantled components recycled:

- Scrap metal.
- Have plastics recycled.
- Dispose of the remaining components sorted by their material properties.

Electronic scrap, electronic components and cleaning agents are subject to hazardous waste treatment and must only be disposed of by licensed specialist companies!

12 Wear parts and accessories

**NOTICE!**

Using incorrect or defective spare and wear parts can lead to damages, malfunctions or total failure of the scanner.

The use of non-approved spare parts voids all warranty, service, damage and liability claims against the manufacturer or his agents, dealers and representatives.

Only use original spare parts from the manufacturer!

Tab. 12-1 Wear parts and accessories

Item no.	Designation	Qty.	Order no.	Remark
1	cleaning liquid – glass	200 ml	9999/998	
2	cleaning liquid – feed rollers	200 ml	9999/999	
3	separation roller coatings, set with 2 pcs	1	e0073150	
4	feed roller green fluted, set with 2 pcs	1	e0073053	
5	feed roller green smooth, set with 4 pcs	1	e0073050	
6	white balance paper	1	994.982100.000.4	
7				

13 Annex

13.1 Declaration of conformity (translation of the original)

Declaration of conformity (translation of the original)

in accordance with the EC Machinery Directive 2006/42/EC, Annex II, Part 1, Section A

Herewith we declare that the following machinery has been declared in conformity with the EC Machinery Directive 2006/42/EC.

Type of machinery	high-performance scanner
Number/designation of the machinery	XINO® S700
Year of manufacture	2013
Serial no.	350.000700.****
Relevant EC directives	Machinery Directive 2006/42/EC as of 17 May 2006
	Directive 2004/108/EC on electromagnetic compatibility as of 15 December 2004
Applied harmonised standards	EN ISO 12100:2010 EN 61000-6-1:2007 EN 61000-3-2:2006 EN 61000-3-3: 2008
Applied national standards and technical specifications	EN 61000-4-2:2009 EN 61000-4-3:2011 EN 61000-4-4:2013 EN 61000-4-5:2007 EN 61000-4-6:2014 EN 61000-4-11:2005
Producer and authorised representative of the technical documentation	Janich & Klass Computertechnik GmbH Zum Alten Zollhaus 24 42281 Wuppertal

Place, date Wuppertal, 01 Sept 2014



Signature

Identification of signer

Dietmar Janich, Managing Director