M3092DC Image Scanner
OPERATION GUIDE

Top

FUJITSU

FOR SAFE OPERATION

Treatment of This Manual

Since this manual contains important information for using the M3092DC, read it thoroughly before using the product. Use the M3092DC only after thoroughly reading and understanding especially the section "Important Alert Messages" in this manual. Keep this manual handy, and store it carefully.

Notice to American Users

Federal Communications Commission
Radio Frequency Interference Statement

Notice: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Adjust or relocate the receiving antenna.
- Increase the distance between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from the circuit the receiver is connected to.
- Consult your dealer or an experienced radio/TV technician for help.

FCC warning: Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Notice to
American Users
cont.

Notes

- The use of a non-shielded interface cable with the referenced device is prohibited. The length of the parallel interface cable must be 3 meters (10 feet) or less. The length of the serial interface cable must be 15 meters (50 feet) or less.
- The length of the power cord must be 3 meters (10 feet) or less.

Notice to
Canadian Users

This digital apparatus does not exceed the class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le présent appareil numériqué n'émet pas de bruits radioélectnques dépassant les limites applicables aux appareils numériques de la classe B prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Comunications du Canada.

Notice to
German Users

Bescheinigung des Herstellers/Importeurs
Hiermit wird bescheinigt, daß *der/dieldas*
- M3092DC in Übereinsstimmung mit den Bestimmungen der
- AmtsblVfg 243/1991 funkentstört ist. Der Deutschen Bundespost wurde das Inverkehrbringen dieses Gerätes angezeigt und die Berechtigung zur Überprüfung der Serie auf Einhaltung der Bestimmungen eingeräumt.

- Maschinenlärminformationsverordnung 3. GS GV, 18.01.1991: Der höchste Schalldruckpegel beträgt 70 dB (A) order weniger gemäß ISO/7779.

Trademark Acknowledgment

Fujitsu is a registered trademark of Fujitsu Limited.

Second Edition, October 1999

The contents of this manual may be revised without prior notice.

The contents of this manual shall not be disclosed in any way or reproduced in any media without the express written permission of Fujitsu Limited.

All Rights Reserved, Copyright © FUJITSU LIMITED 1999

Preface

Thank you very much for your purchase of the M3092DC Image Scanner.

The M3092DC Image Scanner can read very fine color images.

As this manual explains the basic handling of the scanner, read it carefully to use the scanner properly.

In this manual, the Microsoft® Windows NT® Operating System is referred to as Windows NT®, the Microsoft® Windows 95® Operating System is referred to as Windows 95, and the Microsoft® Windows 98® Operating System is referred to as Windows 98.

Microsoft, Windows, and Windows NT are registered trademarks of Microsoft Corporation of the U.S. in the United States and other countries.

Other company names or product names appearing in this manual are trademarks or registered trademarks of individual companies.

Important Notes to Users

Every user is requested to use this product including the manuals and software supplied with the product at the user's own responsibility.

Fujitsu assumes no liability with respect to any damage or loss caused to data as the result of using this product.

Please understand that the warranty range for failure of this product will never exceed the amount of money paid by the user for the product.

Fujitsu prohibits any user from using software supplied with this product or any other update software for this product for any purpose other than incorporation into this product. Fujitsu also prohibits any user from reworking or disassembling such software.

Conventions for Alert Messages

Alert messages

This manual uses alert messages to prevent users and bystanders from being injured or from suffering damage to their property. An alert message consists of an alert signal and alert statements. The alert signals and their meanings are as follows.

⚠WARNING

This indicates a hazardous situation that *could* result in serious *personal injury* if the user does not perform the procedure correctly.

⚠CAUTION

This indicates a hazardous situation that *could* result in *minor* or *moderate personal injury* if the user does not perform the procedure correctly. This alert signal also indicates that damage to the products or other property *may* occur if the user does not perform the procedure correctly.

In addition to the above-cited signals, the following symbols are also used to provide detailed information concerning injury or damage:

Electric shock

The symbol marked with ⚠ indicates a warning or caution. The concrete meaning of an alert is illustrated in the symbol. (The example at left indicates caution against an electric shock.)

Disassembly

The symbol marked with ⊘ indicates what must not be done (prohibited action). The concrete meaning of the action is illustrated in the symbol. (The example at left indicates the prohibition of disassembly.)

Plug

The symbol marked with ● indicates what must be observed. The concrete meaning of the action is illustrated in the symbol. (The example at left directs the operator to disconnect the power plug from the outlet.)

Important Alert Items

Important Alert Messages

Important alert messages applicable to the M3092DC Image Scanner are listed below. Observe these directions for safe operation of the scanner.

Alert concerning power supply

⚠WARNING

Prohibited ⃠	− Do not insert the AC adapter to any outlet other than one dedicated to 15 A at 100 VAC. Do not make a starburst connection.
	It could result in a fire or electric shock.
	− Do not damage, break, or process the power cord. Do not put a heavy item on, pull, or forcibly bend it.
	It could result in a fire or electric shock.
	− Use only the power cord (AC adapter) supplied with the scanner. Do not use an extension cord.
	It could result in abnormal heat or a fire.
	− Do not use the power cord or AC adapter if it is damaged or loose in connection with the outlet.
	It could result in a fire or electric shock. Ask your sales agency or Fujitsu Limited for repair.

Electric shock	− Disconnect the AC adapter from the outlet before connecting an interface cable or optional product.
	Failure to do so could result in an electric shock.
	− Do not handle the AC adapter with wet hands when connecting or disconnecting it.
	It could result in an electric shock.
Direction	− If the AC adapter or outlet is covered with dust, clean it well with a dry cloth.
	Failure to do so could result in a fire.
Plug	− If one of the following occurs, promptly stop using the scanner and disconnect the AC adapter from the outlet, then call your sales agency or Fujitsu Limited:
	− The scanner generates smoke or the outside of the scanner is extraordinarily hot.
	− The scanner generates an abnormal sound.
	− Water enters the inside of the scanner.
	Failure to do so could result in a fire.
	− In case of thunder, disconnect the AC adapter from the outlet.
	Failure to do so could result in damage to the scanner or other property of the customer.

⚠CAUTION

Direction	− Insert the AC adapter all the way to the bottom of the outlet. Failure to do so could result in a fire or fault.
Plug	− Disconnect the AC adapter from the outlet before connecting an interface cable or optional product. Failure to do so could result in an electric shock. − Disconnect the AC adapter from the outlet for safety if the scanner will not be used for a long period. Failure to do so could result in a fire or electric shock.
Prohibited	− Always hold the plug when disconnecting the AC adapter from the outlet. Pulling the power cord could damage the cord and result in a fire or electric shock. − Do not keep looking at the fluorescent lamp. − At least once a month, check whether: -- The AC adapter is firmly connected to the outlet. -- The AC adapter is free of abnormal heat, corrosion, or bending. -- The AC adapter and outlet are free of dust. -- The power cord is free of breakage or scratches. If an abnormality is found, call your sales agency or Fujitsu Limited.

Alert concerning installation and movement

⚠WARNING

Prohibited 🚫	− Do not install the scanner in a high temperature or high humidity environment or in a dusty place with poor ventilation. A fire or electric shock could result. − Do not place the scanner near a heating device such as a stove or a heater, volatile combustibles, or flammable articles such as curtains. A fire could result.
Water 🚫	− Do not use the scanner in the bathroom or where it is easily moistened. A fire or electric shock could result.

⚠CAUTION

Prohibited ⃠	− Do not install the scanner at a place affected by much vibration or where it would be unstable such as on a slope. The scanner could fall and cause injury. − Do not leave the scanner for a long time in direct sunlight or at high temperature such as in a car in the scorching sun. High temperature could deform or melt the cover or could ignite the scanner interior and result in a fire.
Plug	− Disconnect the AC adapter from the outlet before moving the scanner. Failure to do so could damage the power cord resulting in a fire or electric shock, or cause the scanner to fall and cause injury.

Alert concerning using scanner

⚠WARNING

Prohibited ⃠	−	Do not put a vase, flower pot, cup, or any other vessel containing water on the scanner.
		Spilled water could result in a fire or electric shock.
	−	Do not put any metal (such as a clip or staple) on the scanner.
		A metal clip or staple, if dropped into the scanner interior, could cause a short circuit and result in a fire or electric shock.
	−	Do not moisten the scanner.
		A fire or electric shock could result.
	−	Do not insert or drop a metal or flammable item into the scanner interior via an opening such as the document entry unit.
		A fire or electric shock could result.
Plug	−	If a foreign substance (such as a metal, water, or liquid) enters the scanner interior, promptly disconnect the AC adapter from the outlet, then call your sales agency or Fujitsu Limited.
		Failure to do so could result in a fire or electric shock.
	−	If the scanner has been dropped or the cover has been damaged, disconnect the AC adapter from the outlet, then call your sales agency or Fujitsu Limited.
		Failure to do so could result in a fire or electric shock.
Disassembly	−	Do not open a panel or cover secured with screws.
		A high voltage part beneath the panel or cover could cause an electric shock.
	−	Do not alter the scanner or change a part.
		A fire could result.

⚠ CAUTION

Prohibited	
🚫	− Do not spray flammable gas near the scanner. A fire could result. − Do not place heavy matter on the scanner, or apply pressure to it. That could make the scanner become unbalanced and fall, resulting in personal injury. − Do not block any opening (such as the document entry port) of the scanner. Blocking ventilation openings could build up internal heat and result in a fire. − Do not cover or wrap the scanner with a cloth, etc. while in operation. That could build up internal heat and result in a fire. − When removing a jammed document or performing fault recovery, be careful not to touch sharp edges. This could result in personal injury. − Do not touch the document entry or exit port while the scanner is operating. This could result in personal injury.

Direction	− When removing a jammed document or performing fault recovery, be careful not to catch a necktie or necklace in the scanner's internal mechanism.
	− Read this manual thoroughly to ensure correct connections of cables.
	An incorrect connection could result in a malfunctioning scanner or peripheral device.
	− When disposing of the scanner, separate it from general waste.
	The fluorescent lamp contains mercury. Do not put it in waste to be processed at a general waste-dumping site.
	For disposal of fluorescent lamps, follow the regulations or rules of the relevant local government.

Contents

CHAPTER

1

Notes concerning Use

This section provides an outline of the product and explains its characteristics and components.

1.1 Outline

This section provides an outline of the M3092DC Image Scanner and explains its characteristics.

1.1.1 M3092DC Image Scanner

The M3092DC Image Scanner can read very fine color images. It can also work with attached software as follows:

- Scan software enables the saving of data scanned with the scanner in TIFF format in a personal computer.

- Copy software enables the output of data scanned with the scanner to the printer connected to a personal computer.

The M3092DC Image Scanner has the following features:

- High reliable ADF

  Performs document feeding at a level equivalent to business scanners.

- Reading of color images on both sides

  Can simultaneously read both sides of a document in full color.

- Compact body for easy installation

  Easy to install due to the lightweight, compact main body.

- FB color reading

  Implements an image quality of 600×600 dpi (horizontal scanning x vertical scanning).

1.2 Confirming the Content of Packing Box

The M3092DC Image Scanner is packed together with accessories in a packing box. Take out the scanner and accessories from the packing box and confirm missing items with the attached packing list.

If you find an item to be missing or defective, call your sales agency.

Before using the scanner, the user must make preparations for each of the following items:

- SCSI board

- SCSI board driver

- SCSI cable

1.3 Component Names and Functions

This section shows the components of the scanner and explains their functions.

Front

Document support

Document guide

Automatic document feeder

Operator panel

Copy density dial

Function No. display panel

Function button
Duplex button
Send to button
Scan button
Power lamp

Component Name		Function
Document support		Accommodates documents to be read by the automatic document feeder.
Document guide		Holds documents so that they are transported straight.
Automatic document feeder (ADF)		Reads documents automatically.
Operator panel	Copy density dial	Adjusts copy density (dark/light) in five stages.
	Function No. display panel	Displays a copy count, or also displays the scanner read mode as follows: On: Single-side reading mode Blink: Double-sided reading mode ∩ Mark: An application is being activated When the AC adapter is connected to the scanner or the PC's power is turned on, the initialization of scanner is executed. The display on the panel changes as follows: P → 0 → 1 (When 1 appears, scanner is ready)
	Function button	Selects a function to be started using this button. This button's function is set using Launch.
	Duplex button	Switches between read modes. You can confirm the current read mode with the Function No. display panel.
	Send to button	Starts the operation specified by the Function button.
	Scan button	Scans the document placed in position.
	Power lamp	Stays lit while power is being supplied.

Note:

Pressing the Send to or Scan button initiates the application software. $\cap$ is displayed until the application software is ready. If the application software fails to get ready and the function No. display is restored, the Send to or Scan processing is canceled.

Back

Cover open lever

AC adapter connector

Interface connector

SCSI ID switch

SCSI terminator switch
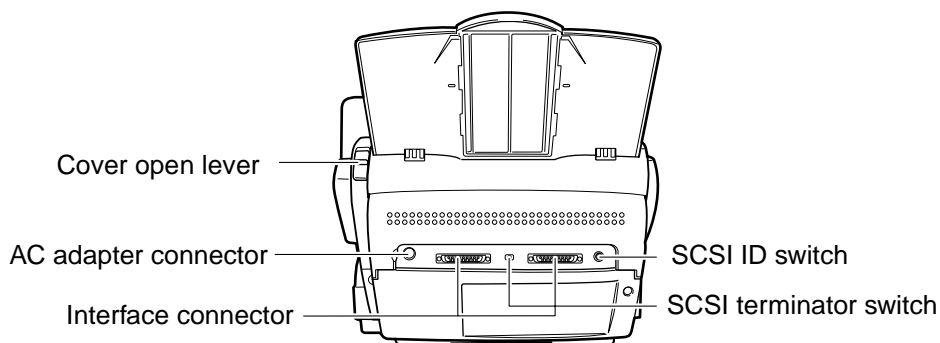
Component Name	Function
Cover open lever	Opens and closes the automatic document feeder.
AC adapter connector	Accommodates the AC adapter.
Interface connector	Accommodates an interface cable to be connected to a personal computer.
SCSI terminator switch	Set this switch to ON when the scanner is connected to the end of an SCSI link. Otherwise, set it to OFF. The scanner is shipped with the switch set to ON.
SCSI ID switch	Use this switch to set a SCSI ID. (The scanner is shipped with ID 5.)

Internal
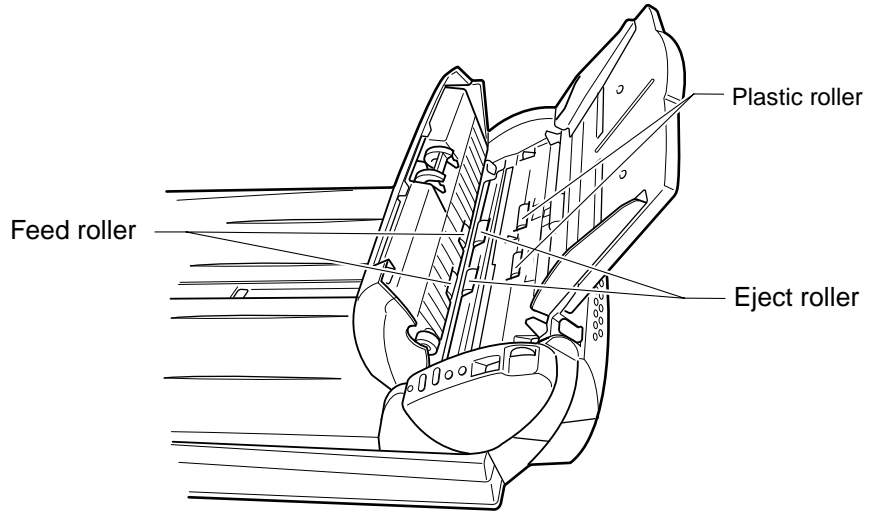
Component Name	Function
Feed roller, eject roller, plastic roller	Sends documents.

CHAPTER

2

Installation and Connection

This section explains how to install the image scanner and connect it to a personal computer.

See Appendix A, "Installation Specifications," for the external dimensions of the image scanner.

2.1 Notes concerning Ins tallation

When installing the image scanner, adhere to the following installation location and environment notes:

⚠ WARNING

− Fire or electric shock

 -- Do not alter or disassemble the scanner. High voltage components are inside.

 -- When connecting or disconnecting an optional device, first disconnect the AC adapter from the outlet and follow the written procedure.

⚠ CAUTION

− Falling or dropping

 -- Do not place the scanner on an unstable surface, but on an even surface where the scanner is stable without vibration. Be sure to securely place the rubber feet of the scanner onto the surface.

 -- Do not put heavy items on the scanner or do not work on top of the scanner.

- Fire or electric shock

  Do not expose the scanner to direct sunlight, and do not place it near a heater, or in a humid or dusty environment. Use the scanner in a well-ventilated environment.

- Fire

  Do not block the ventilation openings of the scanner to prevent the inside from becoming too hot.

- Fire, electric shock, falling, or dropping

  When moving the scanner, first disconnect the power plug from the outlet and the other connection cables. Move the scanner carefully.

- Malfunction

  Install the scanner far away from a strong magnetic or noise generation source. Avoid static electricity, which could result in a scanner malfunction. For the floor and workbench on which/near which the scanner will be placed, select materials that do not easily generate static electricity.

2.2 Mounting the Document Support

Hold the document support and insert its tabs into the counterpart holes on the scanner as shown in the figure below.
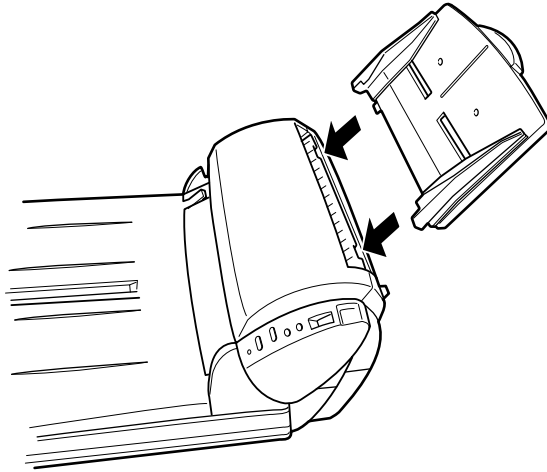
◆ Key point

When documents are actually read, the user can raise the document support slide plate according to the size of the documents. For information regarding the setup of the document support, see Section 2.4, "Setting up the Document Support."

2.3 Connection

This section explains how to connect the power cable and SCSI cable, and also how to install the driver and other software.

2.3.1 Notes concerning Connection

When connecting cables, adhere to the following notes :

⚠WARNING

Fire or electric shock

− Before connecting or disconnecting a device, turn off the power switch on the personal computer, disconnect the power plug from the outlet, then follow the written procedure.

− Use the scanner only with the indicated supply voltage. Do not make a starburst connection.

− Do not hold the power cable or AC adapter with moistened hands when connecting or disconnecting it.

− If the power plug is dusty, clean it with a dry cloth.

− Do not put anything heavy on the power cable, and do not damage it by pulling, forcibly bending, twisting, or heating. Do not alter the power cable in any way.

− Do not use a power cable if it is damaged or the plug does not fit snugly into the outlet.

⚠ CAUTION

Fire, electric shock, or fault

– Insert the power cable all the way to the rear of the outlet.

– Hold the plug when disconnecting the power cable from the outlet.

– Do not connect to the same outlet as large power-consumption equipment such as a copy machine or a shredder.

2.3.2 Connecting the SCSI Cable

Insert the interface cable into the interface connector until it clicks. Connect the connector on the other end of the cable to the personal computer or another SCSI device.

If the image scanner is the end termination of the SCSI bus, set the SCSI terminator switch to ON (default setting).

Interface connector

SCSI terminator switch
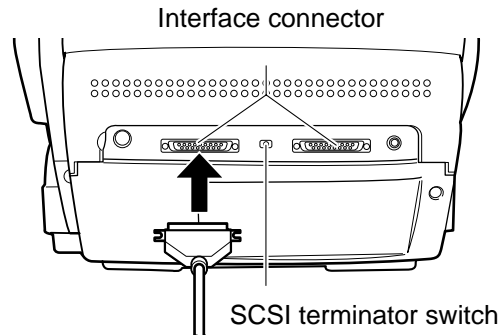
2.3.3 Connecting the Power Cable

1) Connect the power cable to the inlet of the scanner.

2) Insert the AC adapter into the outlet.

Inlet
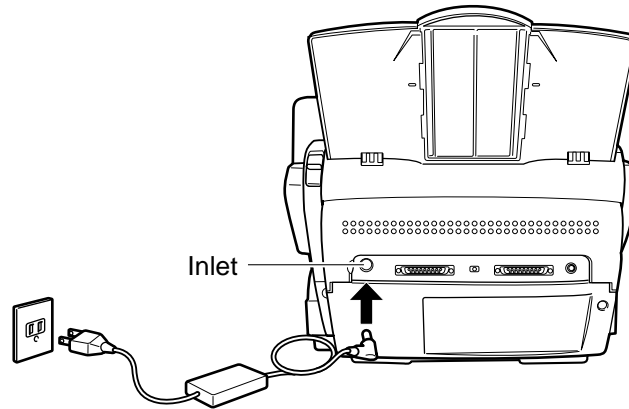
◆ Key point

− The image scanner is not equipped with a power switch. When connecting a cable or changing the setting, be sure to first disconnect the power cable from the outlet.

− While the driver and the software is active, the reading lamp turns on or off in accordance with the status of the connected personal computer.

2.3.4 Setting the SCSI ID

This section explains how to set the SCSI ID.

Set the SCSI ID as follows:

1) Disconnect the power cable from the outlet.

2) Set the device address using the SCSI ID switch on the back of the image scanner.

SCSI ID switch
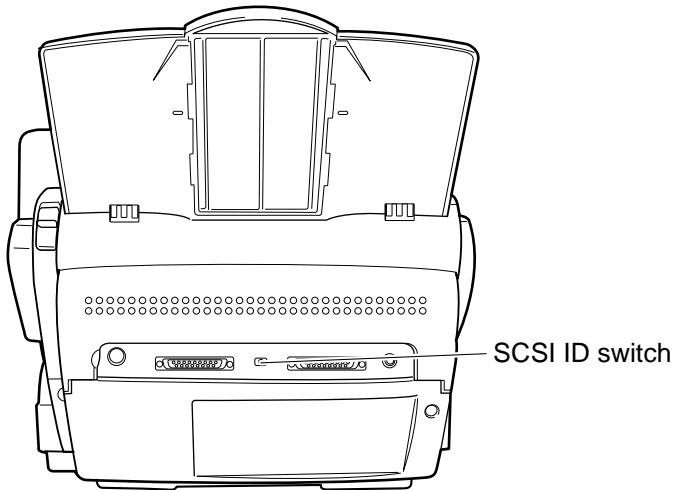
Notes concerning device address setting

Address No.	Meaning
0 to 7	These address numbers can be set.
8, 9	The factory default value (SCSI ID = 5) is used for these numbers.

3) After setting the address number corresponding to the target SCSI ID, connect the power cable to the outlet.

2.3.5 Installing Driver and Software

The driver and other software are stored on the setup CD-ROM supplied with the image scanner. Install the driver first, and then install the software.

- To install the driver, run "Setup.exe" in the \Driver\Disk1 folder on the CD-ROM.

  The Fujitsu TWAIN32 driver is installed and registered on the TWAIN32 source selection screen.

- To install other software, run "Setup.exe" in the \Tools\Disk1 folder on the CD-ROM.

  The following software is installed in "Start" – "Programs" – "Tools":

COPY:	Sets the image quality when image data is being copied by the image scanner.
COPY Help:	Displays Help information concerning COPY.
Image:	Sets the image quality when image data is scanned by the image scanner.
Image Help:	Displays Help information about Image.
Uninstall Tools:	Uninstalls the Tools software.
Launch Help:	Displays Help information about the status-monitoring program of the scanner operator panel.
Readme:	Displays the Readme.txt.

  "Launch" is registered in "Start" – "Programs" – "Startup". As "Launch" is required to use the scanner operator panel, do not remove it.

◆ Key point

  Thoroughly read "Readme.txt" on the CD-ROM before installation.

  You must install the driver and all software components in order to use the operator panel of the image scanner.

2.4 Setting Up the Document Support

Raise the slide of the document support according to the size of
documents as follows:

1) When using an A4-size document, raise the slide of the document
   support as shown below.

Paper extension

CHAPTER 3
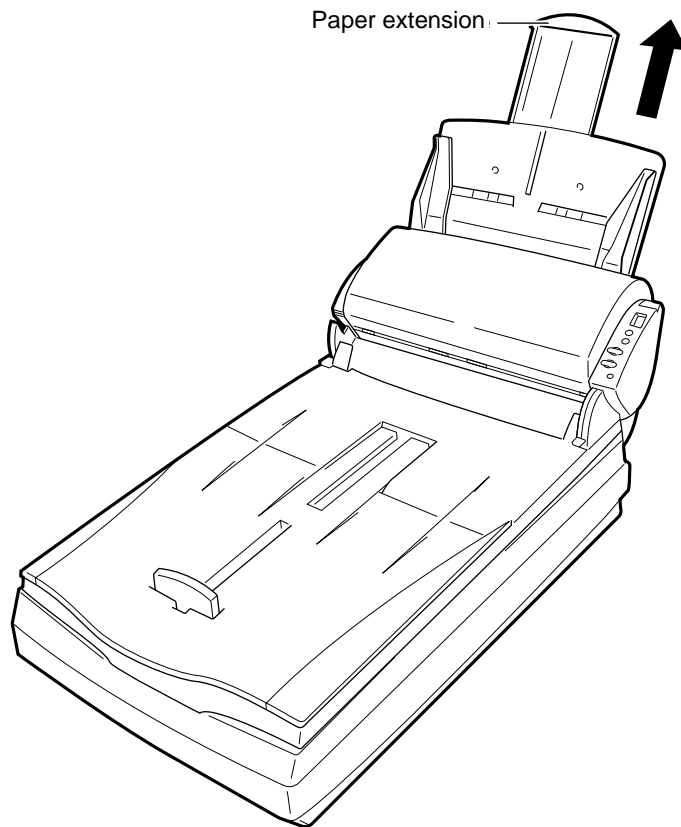
Operation

Set a document on the document support and read it by automatic document feeder.

This section provides notes concerning operation, and explains how to read each document.

3.1 Notes concerning Operation

When operating the equipment, adhere to the following points:

⚠ WARNING

Fire or electrical shock

− If heat, smoke, offensive odor, or noise is emitted from the equipment, turn off the power switch of the main unit and disconnect the power plug from the outlet. After confirming that the smoke has disappeared, notify the sales agency (or service center).

   Never repair the equipment yourself, because doing so is dangerous.

− Do not insert foreign matter such as metal and easy-to-burn materials via the opening (ventilating hole) into the device interior. Also, be careful not to drop these materials inside the scanner.

− If you dropped the equipment or damaged the cover, turn off the power by disconnecting the power plug from the outlet. Then, notify the sales agency (or service center).

⚠CAUTION

Fire, electrical shock, or fault

− Do not allow liquids such as coffee or items such as metal clips to get into the equipment.

− Do not put water on the equipment or get it wet with water.

− If foreign matter such as water, metal clips, or liquid gets into the equipment, disconnect the power plug immediately from the outlet. Then, notify the sales agency (or service center). This caution is intended especially for household use, including the presence of children.

− If the equipment will not be used for a long time, disconnect the power plug from the outlet for safety.

− Getting caught in movable parts

Be careful not to catch the sleeve of your clothing , your necktie, or hair in the movable parts, e. g. gears and rollers.

− Damage

If lightening occurs nearby, disconnect the power plug from the outlet; otherwise, the equipment may be damaged.

− Fault

Do not push auto-fed paper too strongly or place a heavy object on it. Doing so may cause the equipment to malfunction.

◆ Key point

For details regarding periodic cleaning, see Section 4.3.2, "Cleaning the Automatic Document Feeder."

3.2 Reading a Document on the Flat Bed

This section explains how to read a document placed on the document bed.

3.2.1 Reading a Document

When a document is smaller than the document bed, follow the procedure below.

⚠ CAUTION While the equipment is reading the document, do not open the document cover and look into the light of the fluorescent lamp.

Document cover

Document holding pad

Document

Reference mark

Document bed

Landscape / Portrait — Document bed, Document, Longer side, Shorter side
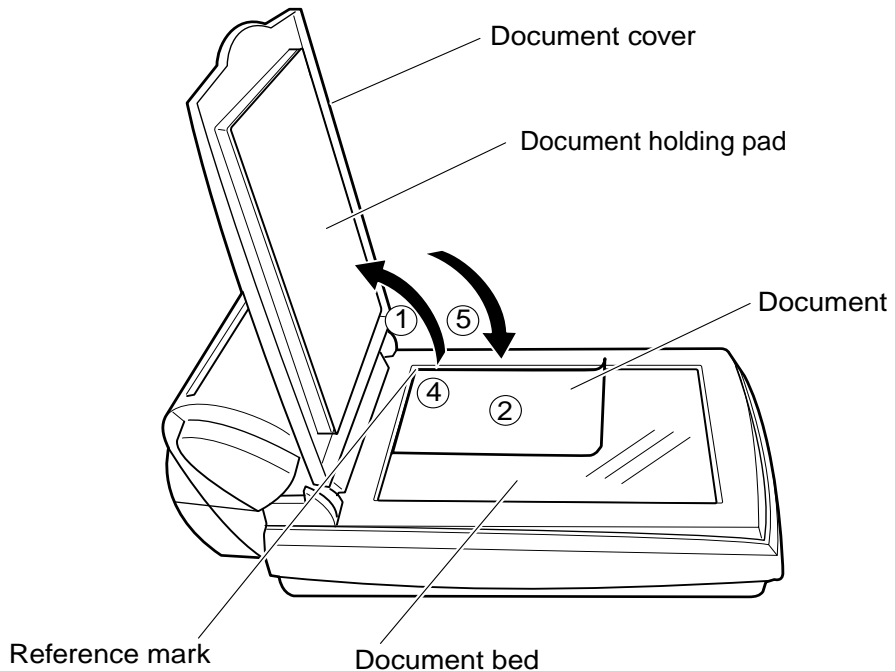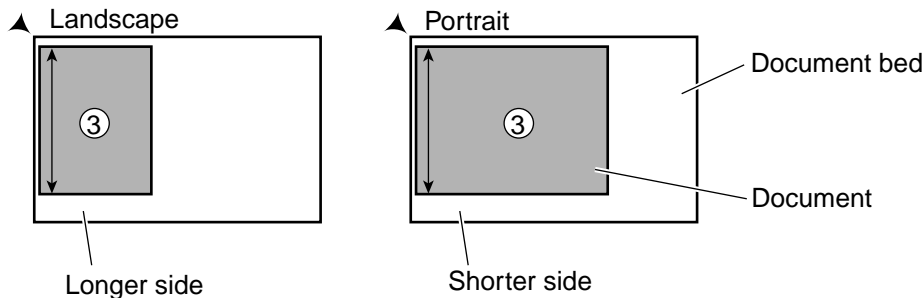
1) Open the document cover.

2) Place the document on the document bed with the reading side facing downward.

   If the document is bent or likely to fold, extend it flat.

3) Align the longer side with the left end of the document bed for landscape size, and the shorter side with the left end for portrait size.

4) Align the upper left end of the document with the reference mark.

   The document cannot be read correctly, if it does not lie flat.

5) Close the document cover slowly.

   If the document cover is closed quickly, the document may shift and be read incorrectly.

6) Select a reading mode on the driver screen, and read the document.

   Do not hold or open the document cover during reading.

7) When finishing reading, open the document cover and remove the document.

3.2.2 Reading a Thick Document

When reading a thick document such as a book, observe the following points:

1) When removing the document cover, pull it upward.

2) The document cannot be read correctly, if it is not lying flat against the document bed.

3) The document cannot be read correctly, if it is moved during reading.

3.3 Before Scanning and Copying a Document by Automatic Document Feeding

This section explains the operation required before scanning and reading a document by automatic document feeder.

If you operate the equipment by a method other than described in this section, a paper jam or reading error may occur.

3.3.1 Confirming Document Condition

This section explains documents that can be read by automatic document feeding and those that are difficult to read.

Readable documents

Readable documents are listed below.

Paper type	- High-quality paper - PP paper (paper specified by Xerox Corporation)
Ream weight	45 to 90 kg/ream (52.3 to 104.7 g/m^2)
Size	A4, A5, B5, letter size, legal size, and name card size (A8)

Difficult to read documents

Some type of documents cannot be read well.

Confirm whether documents can be read effectively, before using an automatic feeder.

Paper of the following conditions/types may not be read well:

- Clipped or stapled paper

- Paper wet with ink

- Paper of uneven thickness (envelope and patched paper)

- Excessively creased or curled paper

- Folded or broken paper

- Tracing paper

- Coated paper

- Carbon transfer and pressure sensitive paper

- Paper larger than letter size (216 mm) and legal size (355 mm)

- Cloth, metal sheet, and OHP sheet made of other materials than paper

- Photographic paper

- Paper perforated peripherally

- Nonrectangular paper

- Paper lighter than 45 kg /real (52.3 g/m^2) or heavier than 90 kg/ream (104.7 g/m^2)

- Paper of uneven width

3.3.2 Setting Documents

This section explains how to set documents.

Loosening documents

Before setting documents, sufficiently loosen them by the following procedure:

- Remove a 4 mm thick section of pages, hold the ends of the documents with both hands, and bend the documents.

- Hold the documents strongly with both hands so that both ends of the documents are slanted, and then unbend the documents so that they are inflated.

- Repeat the operations described above two or three times.

- Turn the document by 90° and similarly loosen it.
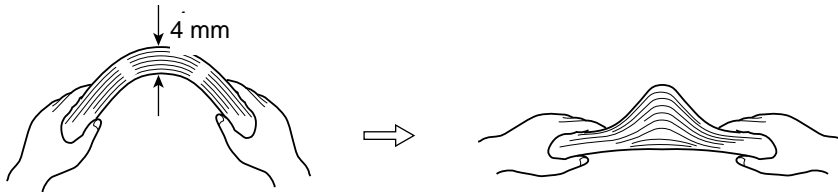
Leveling both ends and setting the documents

Level both ends of the documents so that they can be read correctly.

Set the documents as follows:

For single-side reading: Place the reading side facing the document support surface.

For double-sided reading: Place the surface (first page) facing the document support surface.

Base side
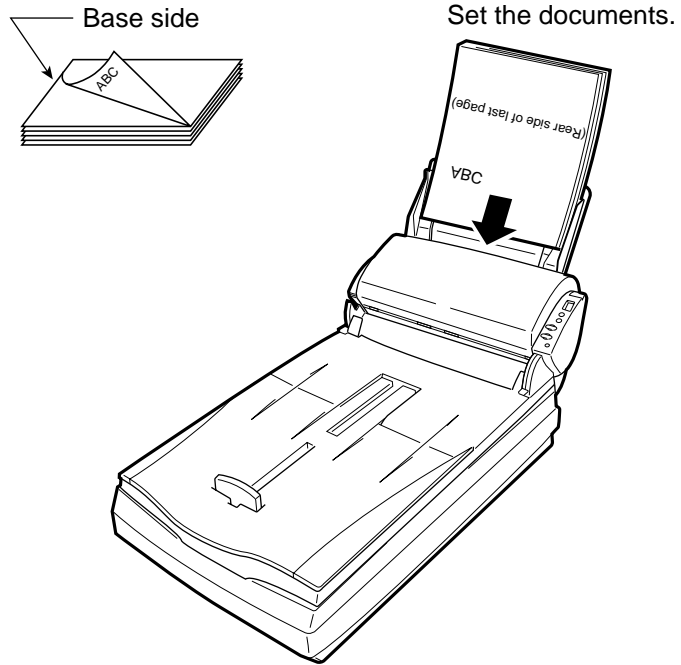
Set the documents.

3.4 Scanning Documents

This section explains how to scan documents.

1) Make sure that the power of the personal computer and the scanner is ON.

2) Check the document condition.

   For details, see Section 3.3.1, "Confirming Document Condition."

3) Before setting documents, sufficiently loosen them.

   For details, see Section 3.3.2, "Setting documents."

4) Set the documents on the document support.

   − Estimate the number of pages to be set based on the following standard:

     The document thickness must be 4 mm or less (50 sheets by 55 kg/ream (64 g/cm^2) paper) for A4 or legal size or smaller.

   − Level the end of documents to be set.

     For details, see Section 3.3.2, "Setting Documents."

   − Set the documents as follows.

     ◊ For single-side reading: Place the reading side facing down (document support surface).

     ◊ For double-sided reading: Place the surface (first page) facing down (document support surface).

   − Insert the documents in the automatic document feeder until they softly touch the back of the automatic document feeder. Excessively strong insertion results in feeding multiple pages simultaneously. Also, make sure that the ends of the pages are not folded down.

5) Adjust the document guides to the document width, then straighten the documents.

   If the documents are placed loosely between the left and right guides, they may be read diagonally.

6) Switch the reading mode by pressing the Duplex button.

   When the Function No. display panel is ON, the single-side reading mode is active.

   When the Function No. display panel blinks, the double-sided reading mode is active.

7) Press the scan button on the main unit.

   ◆ Key point

      Press the scan button to start the application software. The ∩ mark is displayed until the application starts.

      If the application software does not start and the Function No. display panel displays the copy count again, the scan processing is canceled.

8) After finishing reading, remove the documents from the stacker.

Document guide

Function No. display panel
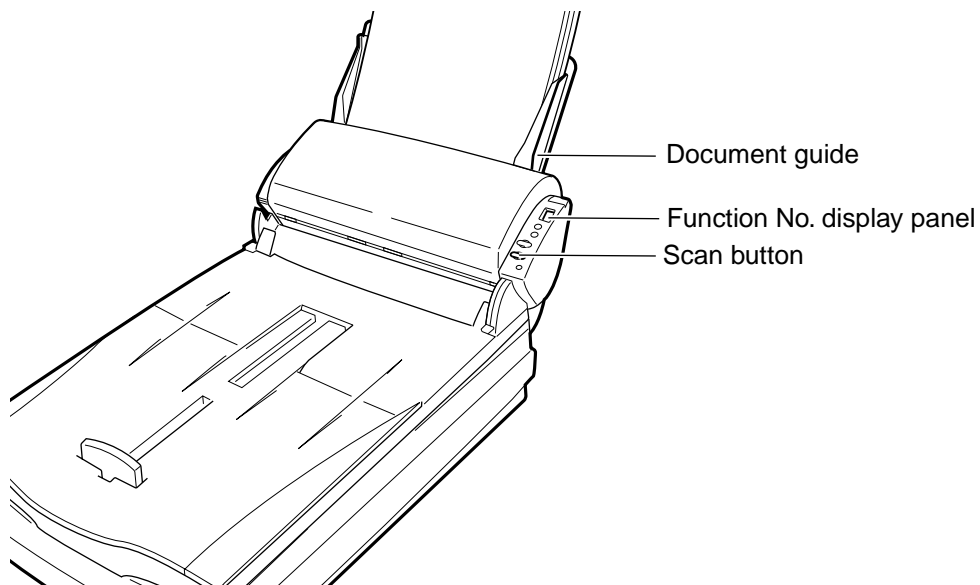
Scan button

◆ Note

When validating the Duplex button and Scan button on the equipment using the TWAIN driver, you must validate "Follow Instructions on the Operator Panel of the Equipment" on the Fujitsu M3092DC TWAIN32 operation environment setting screen.

◆ Key point

− You can perform a simple editing operation of the data of a scanned document by using Image.

− You can also save the data in an image format such as TIFF.

3.5 Copying Documents

This section explains how to copy documents.

1) Make sure that the power of the personal computer, printer, and scanner is ON.

2) Check the document condition.

    For details, see Section 3.3.1, "Confirming Document Condition."

3) Before setting documents, sufficiently loosen them.

    For details, see Section 3.3.2, "Setting Documents."

4) Set the documents on the document support.

   − Estimate the number of pages to be set based on the following standard:

    The document thickness must be 4 mm or less (50 sheets by 55 kg/ream (64 g/cm^2) paper) for A4 or legal size or smaller.

   − Level the end of the documents to be set.

    For details, see Section 3.3.2, "Setting Documents."

   − Set the documents as described below:

     ◊ For single-side reading: Place the reading side facing down (document support surface).

     ◊ For double-sided reading: Place the surface (first page) facing down (document support surface).

   − Insert the documents in the automatic document feeder until they softly touch the back of the automatic document feeder. Excessively strong insertion results in feeding multiple pages simultaneously. Also, make sure that the ends of the pages are not folded down.

5) Adjust the document guides to the document width, then straighten the documents.

If the documents are placed loosely between the left and right guides, they may be read diagonally.

6) Specify a copy count using the Function button.

7) Adjust the copy density using the copy density dial, as required.

8) Switch the reading mode by pressing the Duplex button.

When the Function No. display panel is ON, the single-side reading mode is active.

When the Function No. display panel blinks, the double-sided reading mode is active.

9) Press the Send to button on the scanner.

The set documents are read and output from the printer.

◆ Key point

Press the Copy button to start the application software. The ∩ mark is displayed until the application starts.

If the application software does not start and the Function No. display panel displays the copy count again, copy processing is canceled.

10) After finishing reading, remove the documents from the stacker.

Copy density dial
Function No. display panel
Function button
Duplex button
Send to button
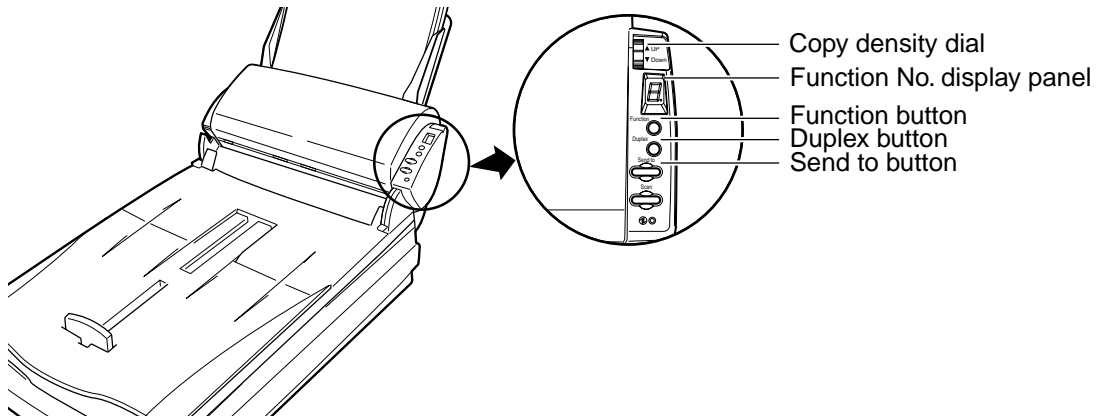
◆ Key point

You can control the copy count and density by using Copy screen. In this case, display C on the Function No. display panel by using the Function button and press the Send to button. For details, see the Help information about Send to.

◆ Notes

The entire surface of a document may not be printed, depending on the printable area of the printer. When printing the entire surface of a document, perform the following operations:

a) Display the Send to screen. Display C on the Function No. display panel by pressing the Function button, then press the Send to button.

b) Activate the check box "Enlarge/Reduce to fit Print Area" on the Copy screen and click "Copy".

This specification becomes valid for subsequent copy operations. To cancel this option, uncheck "Enlarge/Reduce to fit Print Area".

When "Enlarge/Reduce to fit Print Area" is checked, the printing time may be extended.

This section explains how to perform paper jam handling, daily maintenance, and cleaning.

◆ Key point

Clean the automatic document feeder based on the standard cleaning procedure described in Section 4.3.2, "Cleaning the Automatic Document Feeder."

4.1 Handling a Paper Jam

If a document jams while being read during automatic document feeding, remove it through the following procedure:

1) Remove the document from the document support.

2) Open the automatic document feeder by pulling it toward you while raising the cover open lever.

Automatic document feeder

Cover open lever
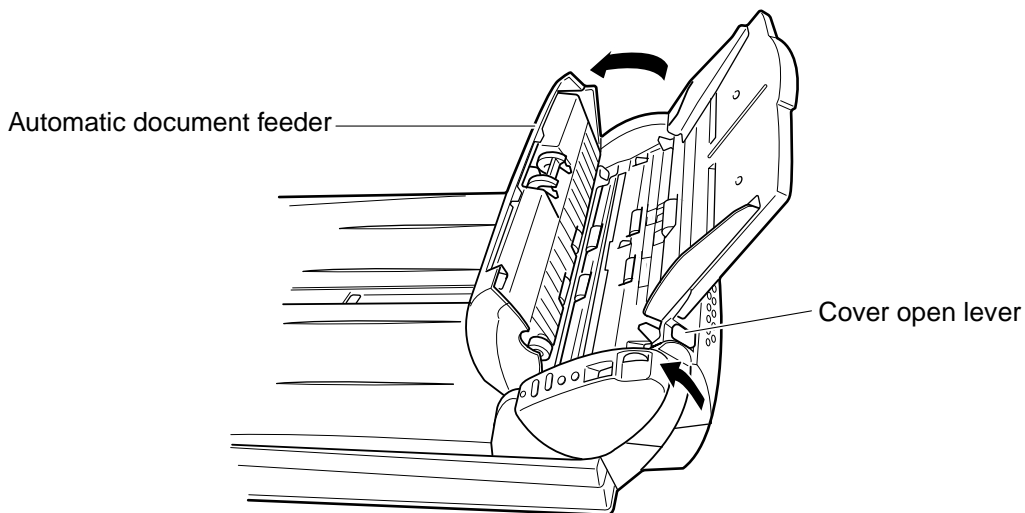
3) Remove the jammed document.

4) Restore the automatic document feeder into position by pushing its center.
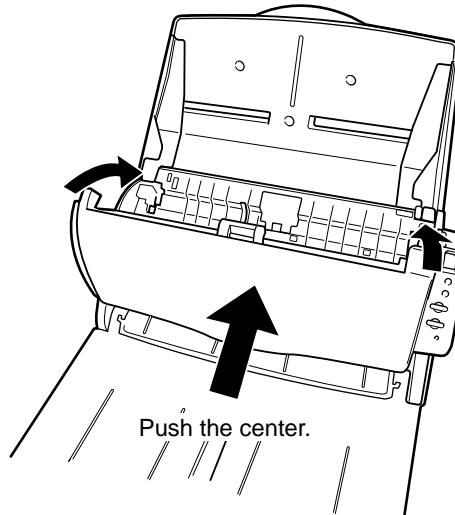
Push the center.

⚠ CAUTION   After restoring the automatic document feeder into position, make sure that it is closed completely. If the automatic document feeder is not properly closed , a paper jam or reading error may occur.

Confirm that the automatic document feeder is closed completely.
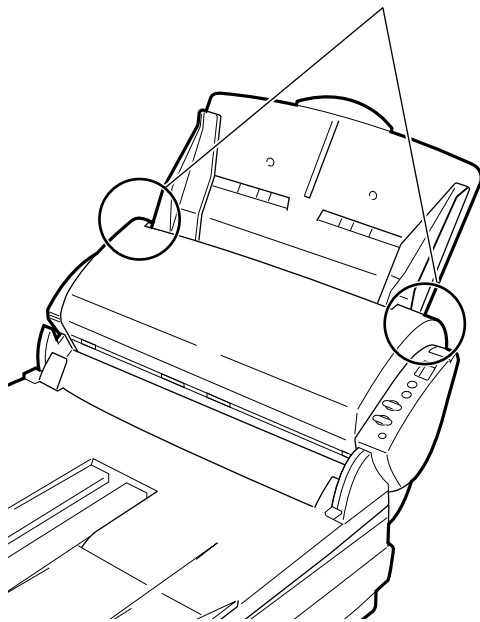
4.2 Daily Maintenance

To use the image scanner over a long period of time, you must perform some tasks daily. Keep the following point in mind:

- If the equipment surface, document support, or automatic document feeder is soiled, clean it according to Section 4.3, "Cleaning."

  Especially, be sure to clean the automatic document feeder.

4.3 Cleaning

This section explains how to clean the image scanner.

⚠ WARNING Fire or electrical shock

－ When cleaning the equipment, turn off the power by disconnecting the AC adapter power plug from the outlet.

4.3.1 Cleaning the Document Cover, Document Holding Pad, and Bed

This section explains how to clean the document cover, Document Holding Pad, and bed.

- Use a dry cloth or a cloth moistened with a small amount of neutral detergent or isopropyl alcohol.

  ◆ Key point

    Never use an organic solvent such as thinner.

- Do not allow moisture to get inside the device during cleaning.

Labels on figure:
- Document cover
- Document holding pad
- Document bed
- Cloth
- Neutral detergent or isopropyl alcohol
- Thinner
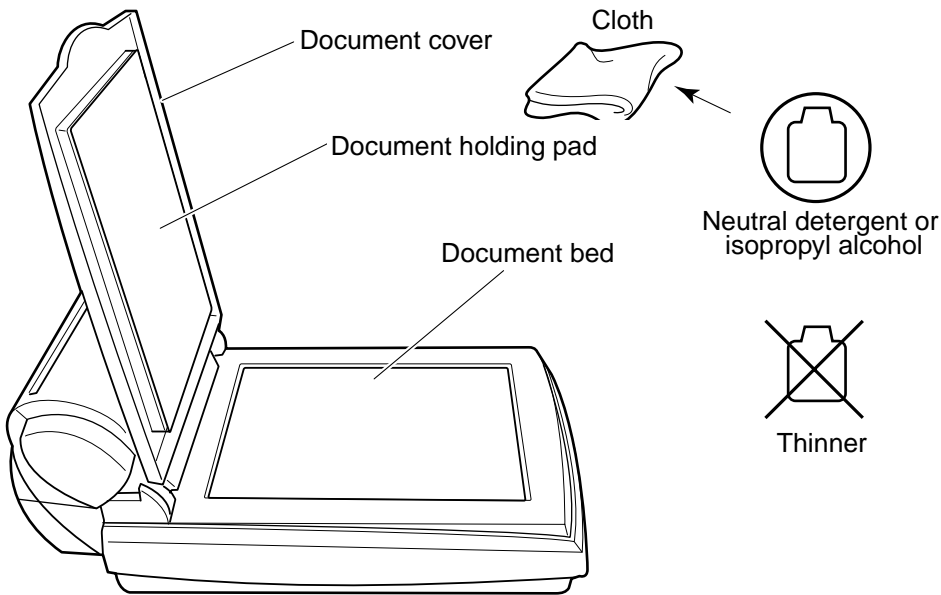
4.3.2 Cleaning the Automatic Document Feeder

Clean the automatic document feeder every time it has read about 1,000 pages. However, this standard differs for the type of document to be read. If the toner is insufficiently fixed, you may need to clean after a smaller number of pages has been read.

Clean the automatic document feeder through the following procedure (see the figure on the next page):

1)   Open the automatic document feeder by pulling it toward you while raising the cover open lever.

2)   Clean the following components with a dry cloth or a cloth moistened with isopropyl alcohol:

   Pad: Clean this component downward (in arrow direction). In this case, be careful not to catch the cloth in the pick arm or spring.

Automatic document feed glass surface: Clean this component gently.

Pick roller: Gently clean this component, taking care not to damage the roller surface. If black foreign matter attaches to the component, the document feed performance is affected; therefore, thoroughly clean it.

Feed roller: Gently clean this component, taking care not to roughen the roller surface. If black foreign matter attaches to the component, the document feed performance is affected; therefore, thoroughly clean it.

Plastic roller: Gently clean this component, taking care not to roughen the roller surface. If black foreign matter attaches to the component, the document feed performance is affected; therefore, thoroughly clean it.

Eject roller: Gently clean this component, taking care not to roughen the roller surface. If black foreign matter attaches to the component, the document feed performance is affected; therefore, thoroughly clean it.
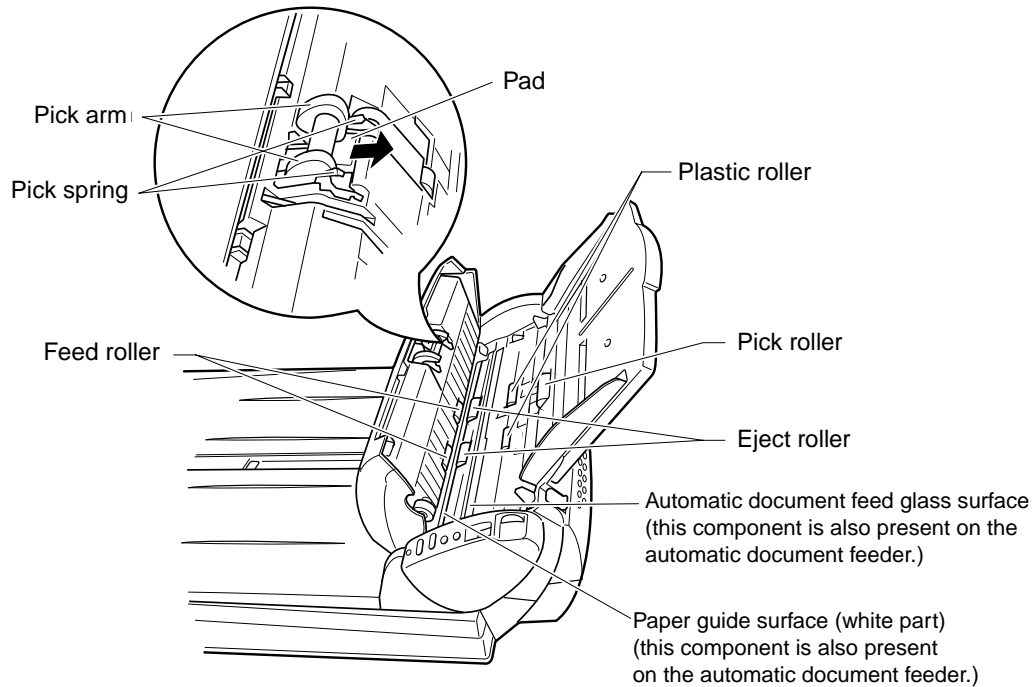
Paper guide surface (white part): Clean this component gently.

Flat bed glass surface: Clean this component gently.

Pick arm

Pick spring

Pad

Plastic roller

Feed roller

Pick roller

Eject roller

Automatic document feed glass surface
(this component is also present on the
automatic document feeder.)

Paper guide surface (white part)
(this component is also present
on the automatic document feeder.)

3) Restore the automatic document feeder into position.

⚠CAUTION

After restoring the automatic document feeder into position, make sure that it is closed completely. If the automatic document feeder is not properly closed, a paper jam or reading error may occur.

4.4 Consumables and Regular Replacement Components

⚠WARNING Fire or electrical shock

– When replacing any of the equipment's consumables, first disconnect the AC adapter power plug from the outlet.

4.4.1 Parts number and replacement cycle of consumables and regular replacement components

No.	Component name	Parts No.	Replacement cycle (standard)
1	Pad unit	PA03209-F010	Every 12,000 sheets or annually
2	Pick roller unit	PA03209-F012	Every 50,000 sheets or annually

The replacement cycle is estimated for A4 high-quality paper (55 kg/ream (64 g/m^2)), and differs depending on the type of paper to be used.

◆ Key point

Toward the end of the replacement cycle, the driver software outputs a replacement message.

4.4.2 Procedure for Replacing the Pad

Replace the pad through the following procedure:

1) Remove any documents from the document support.

2) Open the automatic document feeder by pulling it toward you while raising the cover open lever.

3) Remove the pad.

    Step 1:   Push the pick arm in the automatic document feeder in the arrow direction.

    Step 2:   Pull out the pad by using such as a ballpoint pen at both ends (a and b) of the pad.

4) When mounting a new pad, push the pick arm downward with one hand while mounting the pad with the other hand.

Pad

⚠CAUTION Check that the pad is mounted completely. If the pick roller is not mounted correctly, a document feeding error such as a paper jam may occur.
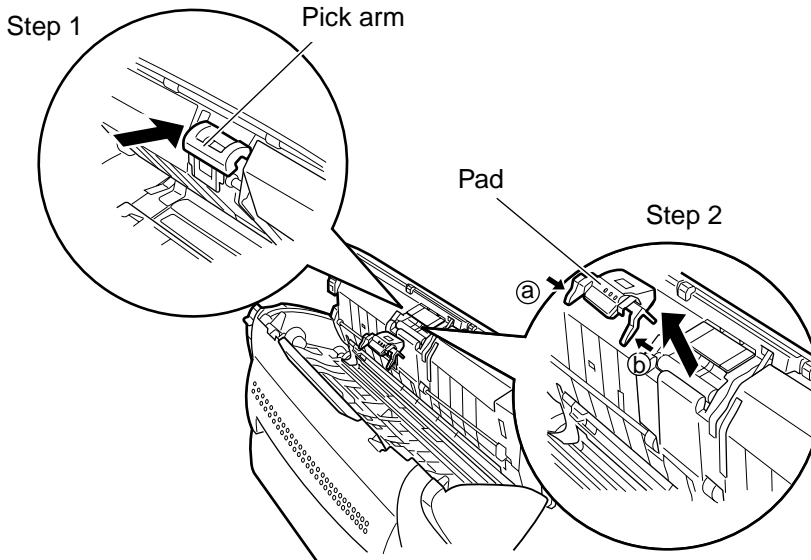
4.4.3 Procedure for Replacing the Pick Roller
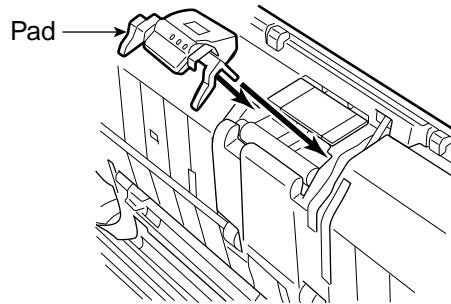
Replace the pick roller through the following procedure:

1) Remove any documents from the document support.

2) Open the automatic document feeder by pulling it toward you while raising the cover open lever.

3) Remove the document support.

4) Remove the pick roller.

   Press the paw of the pick roller inward, hold the knob, and raise the pick roller while turning it (in the arrow direction).

Paw

Knob

5) When mounting a new pick roller, insert it so that the pick roller paw slides into the pick roller hole of the equipment.

Push the paw and the center of the pick roller with your hands to completely insert the roller.
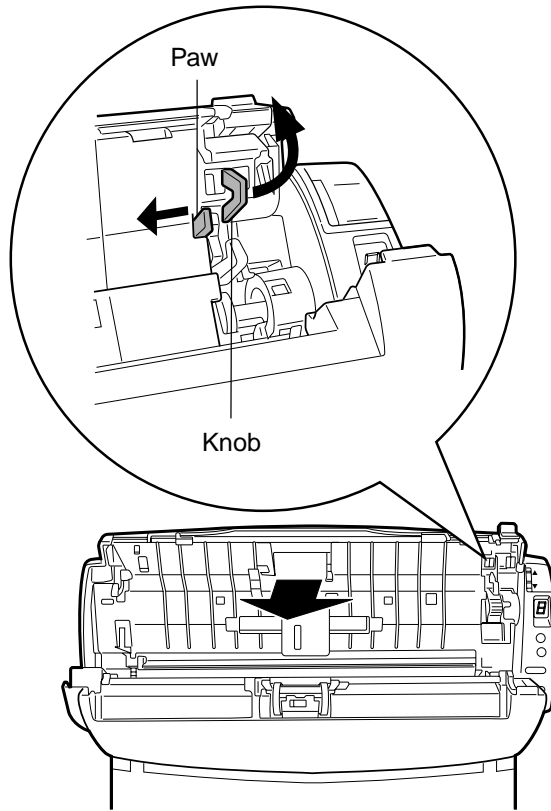
⚠CAUTION   Check that the pick roller is mounted completely. If the pick roller is not mounted correctly, a document feeding error such as a paper jam may occur.

CHAPTER

5

When you suspect a Fault Occurred

When you suspect a fault occurred while using the image scanner, check the items listed below.

Problem	Item to be Checked	Correction
Power is not turned on	Is the AC adapter connected correctly?	Connect the AC adapter correctly.
	—	Turn off the power once by disconnecting the AC adapter. Then, turn on the power again by connecting the power cable. If the power is not turned on, notify the sales agent or the nearest service center.
Reading does not start	Are documents inserted to the back of the automatic document feeder?	Insert the documents gently to the back.
	Is the automatic document feeder closed completely?	Confirm that the automatic document feeder is closed.
	Is the interface cable connected correctly?	Connect the interface cable correctly.
	Is the SCSI terminating resistor switch set correctly?	When the equipment is the end terminator of SCSI, set the switch to ON; otherwise, set it to OFF.

Problem	Item to be Checked	Correction
Result of reading graphics and photographs is unsatisfactory.	Is half tone processing being executed?	Specify correct half tone processing by using the main unit.
	Is the interior of the document bed, document guide and the automatic document feeder clean?	Clean them according to Section 4.3, "Cleaning."
Results of reading characters and diagrams are unsatisfactory	Is half tone processing being executed?	Select binary (black and white) processing by using the main unit.
	Is the interior of the document bed, document guide and the automatic document feeder clean?	Clean them according to Section 4.3, "Cleaning."
Images are misaligned or distorted.	Are documents set straight on the document support?	Set the documents straight using the document guides.
Double feeding (*) occurs frequently.	Is the pad clean?	Clean the pad according to Section 4.3.2, "Cleaning the Automatic Document Feeder."
	Is the pad worn?	Replace the pad.
Paper is not being fed (stops enroute).	Is the pick roller clean?	Clean the pick roller according to Section 4.3, "Cleaning the Automatic Document Feeder."
	Is the pick roller worn?	Replace the pick roller.
	Is any foreign matter on the transfer path?	Remove foreign matter from the transfer path (see Section 4.1, "Handling a Paper Jam").

* Double feeding means two or more sheets of paper are fed together.

APPENDIX

A

Installation Specifications

The table below lists the installation specifications of the equipment.

Item		Specification		
External dimensions (mm)		Width	Depth	Height
		311	550	213
Weight (kg)		7.5		
Input power	Voltage	100 V to 240 V		
	Number of phases	Single		
	Frequency	50/60 Hz		
Power consumption	Operating	39 W or less		
	Not operating	8 W or less		
Permissible range of temperature and humidity	Equipment status	Operating	Not operating	During storage and transfer
	Temperature (°C)	10 to 35	−20 to 60	−20 to 60
	Humidity (%)	30 to 80	8 to 95	8 to 95

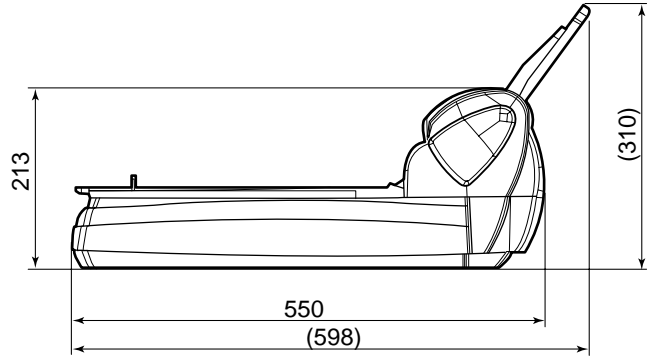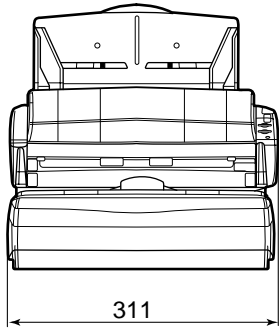| Problem	Item to be Checked	Correction
Reading does not start	Does the FB lamp turn on while the FB is not in use?	When the device is used in a low temperature environment, it may happen that the FB lamp is difficult to turn on. If the temperature is low , try to scan again in warmer place. If the place is sufficiently heated , reboot the system and try scanning again. If the problem still persists, please call our maintenance service center, supplying the error code on the screen.
The scanned image of the picture or photo is not good.	Is the half tone process carried out?	Select the half tone process as your preference from the host.
	Is the Hopper, Flat Bed, Document holding pad, or the ADF clean?	Conduct cleaning in accordance with the "4.3 Cleaning."
The scanned image of the line or character is not good.	Is the half tone process carried out?	Select the Black and White process from the host.
	Is the Hopper, Flat Bed, Document holding pad, or the ADF clean?	Conduct cleaning in accordance with section "4.3 Cleaning."
Image is slipped. Image is warped.	Does the document set in straight in the document support?	Use the document guide and set the document straight.

Problem	Item to be Checked	Correction
Double Feed* occurs frequency.	Is the Pad clean?	Clean the Pad in accordance with section "4.3.2 Cleaning the ADF".
	Has the Pad worn out?	Replace the Pad.
Document does not feed. (Document feed stops half way.)	Is the pick roller clean?	Clean the pick roller in accordance with section "4.3.2 Cleaning the ADF".
	Has the pick roller worn out?	Replace the pick roller.
	Is there any foreign matter in the paper pass?	Remove the foreign matter from the paper pass. (Refer to section "4.1 handling a paper jam".)

*Double feed: paper scanned in lying on top of another.

External dimensions

311

213

550
(598)

(310)