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Device ▬▬

At the end of its life, the appliance must not be disposed of in household rubbish. Enquire about the options for environmentally-friendly disposal.

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SAFETY AND SERVICE

SAFETY NOTES

Please read through this section carefully. Following all the instructions will guarantee reliable operation and years of enjoyment from your new flat bed scanner.
Always keep these instructions near your flat bed scanner for easy reference.
Keep these instructions and packaging safe. Use the original packaging in the event that you need to ship or transport your flat bed scanner.

OPERATING SAFETY

- **Never open the housing** of the flat bed
  scanner! This could lead to an electrical short-circuit, damage to your flat bed scanner or fire.

- Slots and openings in the flat bed scanner serve for ventilation and prevent overheating. **Do not cover these openings.**

- Never insert any objects through the slits and openings into the inside of the flat bed scanner. Doing so could lead to an electrical short circuit or damage to your flat bed scanner.

- **Do not allow children to play unattended with any electrical appliances.** Children may not always correctly recognize possible safety hazards.

- Keep the packing materials, such as **foil away from children**. The **danger of suffocation** could arise in the case of misuse.

- This flat bed scanner is intended for personal use only. It is not intended for commercial use in a heavy industrial environment.

POINT OF USE

- Keep your flat bed scanner and all connected equipment away from **moisture, dust**, **heat** and **direct sunlight** in order to **avoid** malfunctions.
- Set up and operate all components on a **stable, level** and **vibration-free surface** to prevent damage to the flat bed scanner.
- Only use in a suitable ambient temperature:

ENVIRONMENT CONDIDTIONS

The flat bed scanner can **be operated** at an ambient temperature of **10° C/40° F to 40° C/104° F** and a relative humidity of **35% to 80%** (not condensing).
When switched off the flat bed scanner can be stored at temperature from -10° C/14 °F to 60° C/140°F at a relative humidity of 20 % to 80 % (not condensing).

> ⚠️ After **transporting** your flat bed scanner wait until it has reached the ambient temperature before putting it into operation. In the event of major variations in the **temperature or humidity**. Condensation can form on the inside of the flat bed scanner which can cause an **electrical short-circuit**.

ELECTRO-MAGNETIC COMPATIBILITY

- When connecting the flat bed scanner **observe** the **guidelines** for electro-magnetic compatibility (EMC).
- Please use only the AC adapter **supplied**.
- Maintain a **distance of** at least 3 feet **from sources of high frequency and magnetic interference** (television sets, loudspeakers, mobile telephones, etc.), in order to avoid malfunctions and data loss.

CONNECTING

POWER SUPPLY

- Do not open the power adapter housing. When the housing is open there is a **danger** of severe electric shock. It contains no user-serviceable parts.

- The power socket must be in the vicinity of the scanner and within reach of the power adapter cables. **DO NOT** stretch the power cables tightly to reach a power socket.

- To disconnect your scanner from the power source remove the power cord from the power socket.

- Only use the power adaptor provided with this flat bed scanner (**HDAD15W101-124**) operating at **AC 200-240V~/50 Hz.**

- If using an extension cord, make certain that it meets your local safety requirements. If in doubt, consult a qualified electrician.

- To provide additional protection against electric shock, power surges, lightning strikes, or other electrical damage to your scanner, we recommend the use of a **surge protector**.

Observe the following instructions to connect your flat bed scanner properly:

- Route the cable so that no one can step on it or **stumble** over it.

- To avoid damage to the cable **do not place any objects or furniture on the cable**.

- Please **unlock** the scanner before use. When you intend to transport the scanner lock it again (see page 10).

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REPAIRS

Please contact our service centre if you have any problems with your flat bed scanner. **ALWAYS** have repairs completed only by our authorised service centre.

Contact your local service centre when...

- Liquid has got into the flat bed scanner
- The flat bed scanner does not operate properly
- The scanner is dropped or the housing is damaged.

CLEANING

- Ensure that the scanner, particularly the glass plate, is not dirty.
- Clean the flat bed scanner with a moist cloth.
- Do not use any type of solvents, caustic or gaseous cleaning agents.
- Use glass cleaner to clean the scanner glass plate.

DATA SECURITY

Every time you update your computer's data make back-up copies on an external storage medium, i.e. CDR disc. We cannot assume a liability for data loss or associated subsequent damage.

RECYCLING AND DISPOSAL

This scanner and its packaging was produced mostly from materials which can be disposed of in an environmentally friendly manner and be professionally recycled.
After its use this device will be taken back and recycled or use will be made of its useful material, if it is returned in a condition corresponding to its intended use.
Parts not usable will be properly disposed of.
Should you have any questions concerning the disposal please contact your dealer or our service.

INTRODUCTION

NOTES ON THESE INSTRUCTIONS

We have arranged these instructions so that you can quickly find the subject related information in the table of contents. The purpose of these instructions is to help you operate your scanner safely, quickly and easily.

OUR TARGET GROUP

Thank your for purchasing this flat bed scanner. We thank you for your confidence in our products and are pleased to welcome you as a new customer. These instructions are intended for novice users as well as advanced users. Regardless of possible professional functions, this flat bed scanner is intended for domestic home use only.

QUALITY

We focused on great features, ease of use, safety and reliability in manufacturing this flat bed scanner. The balanced hardware and software design offers you an advanced flat bed scanner design which will provide you a great deal of functionality for business or entertainment purposes.

SERVICE

Service and support is available any time you use your flat bed scanner. Contact us, we will be glad to help you. This manual contains a separate chapter on the subject of service beginning on page 24.

WHAT CAN BE REPRODUCED OR COPIED?

Unless you own the copyright or have the permission of the owner of the copyright unauthorised reproduction (e.g. of bank notes) can violate domestic or international law and be subject to severe penalties. In questions of doubt please consult a lawyer.

BOX INCLUDES

Please check the contents of the box. Notify <u>us within 14 days of purchase</u> if your flat bed scanner is not complete. Your flat bed scanner includes:

- USB flat bed scanner unit
- Transparency Adapter
- USB cable
- AC Adapter (**HDAD15W101-124**)
- Installation and application software
- This user manual with integrated guarantee document

SYSTEM REQUIREMENTS

- **Computer**   PC/AT compatible computer
- **Processor type**   Pentium III class 500 MHz or higher
- **Operating system**   Windows® ME/2000/XP
- **Memory**   64 MB, recommended: 128 MB or more
- **Hard disc capacity**   min. 800 MB free storage capacity
- **Installation**   CD-ROM drive
- **Connections**   USB interface

TECHNICAL DATA

- **Type of scanner:** USB flat bed scanner
- **Scanning method:** Single Pass
- **Scanning modes:** Colour: 48 Bit (internal)
  Gray scale: 12 Bit (internal)
  Text/line: 1 bit (internal)
- **Original size:** A4/Letter (216 x 297 mm)
- **Resolution:** 4800 x 9600 dpi
- **Interface:** USB 2.0 Hi-Speed
- **Dimensions:** approx. 457 mm (l) x 248 mm (w) x 39,5 mm (h)
- **Weight:** 2.1 Kg
- **Operating environment:** Temperatures: 10° C – 40° C
  50°F to 104°F
  Humidity (relative): 35 % – 80 %

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VIEWS

Scanner cover

Horizontal (upper) lineal

Scanner surface

Power supply indicator

c/s			e		www	
Cancel/ Setup	Scan	Copy	E-Mail	OCR	Scan- to- Web	Custom

USB connection

Additional 9-pin connection

Mains connection

On-/Off button

SETUP

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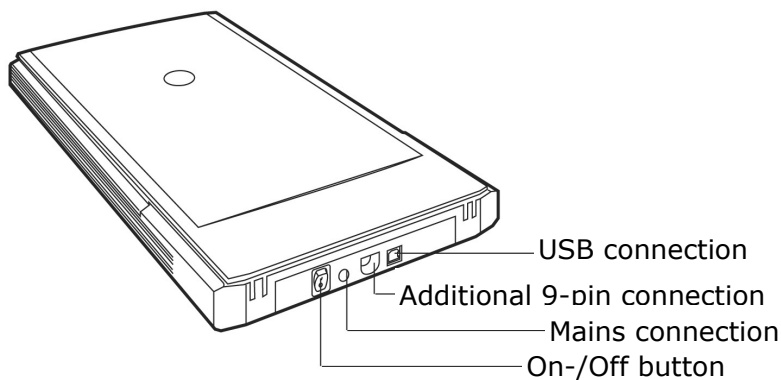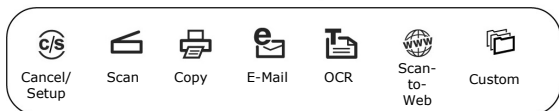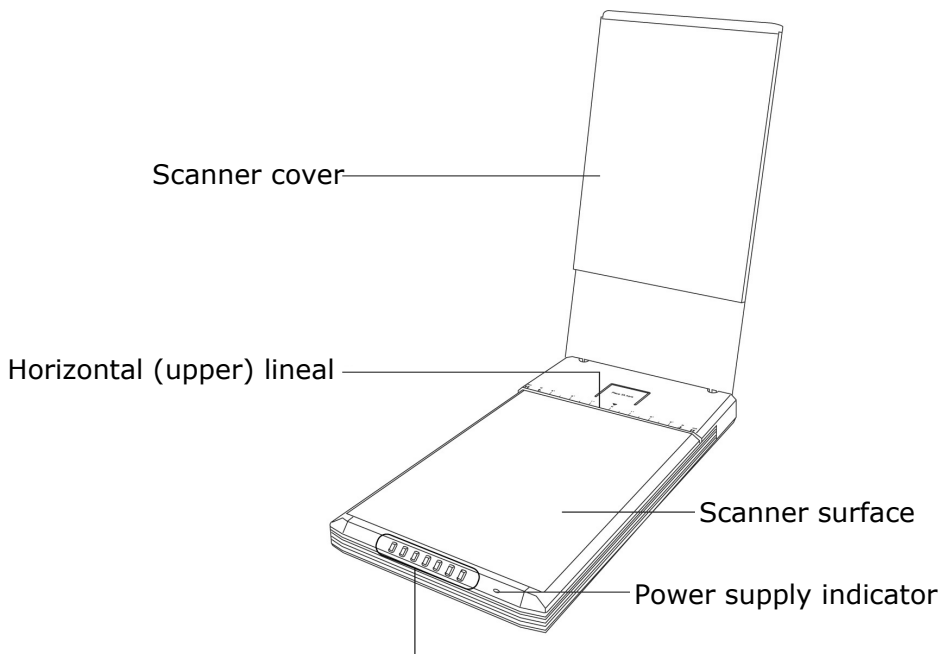
1. INSTALLATION OF SOFTWARE

○ **Important:** You should install the necessary software (drivers and image processing) **first**, before you connect the scanner.

○ **WARNING!** During software installation your important files can be changed or deleted. To avoid problems in using older files after installation, make sure you backup your hard disk.

○ **Do not install the** Adobe® Acrobat® Reader when your computer has this Software already installed.

1. Insert the CDROM supplied to automatically start the installation.

Note: If installation does not start automatically, probably the so-called. "*Autorun"* feature is deactivated. Activate this feature if required in your Device Manager by calling the entry **"CD-ROM"** and then marking the feature "*Automatic notification on change*".

Manual installation without Autorun feature:
1) Open the "*Start"* menu and select "*Run"*.
2) Then enter the letter for the CD-ROM drive followed by a colon and the name of the program: "*CD-Setup".*
3) Confirm by clicking "*OK"*.

2. Install the drivers and the Software (ScanWizard, image processing and text recognition) and follow the further instructions as they are displayed Select your preferred language.

3. Restart your computer.

2. UNLOCK THE SCANNER

1. With the scanner powered off, turn the scanner on its side to see the locking screw at the bottom of the scanner.
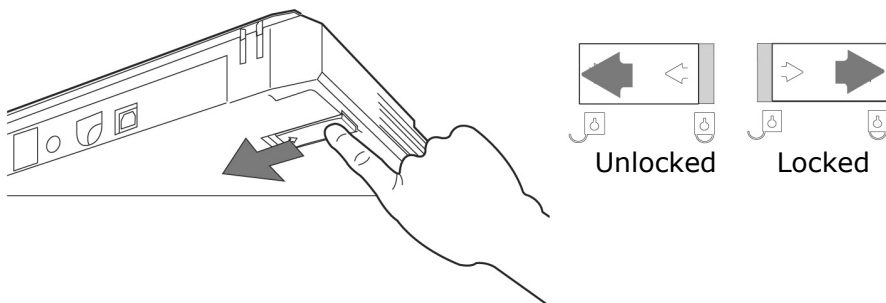

Unlocked   Locked

2. Using a coin, turn the locking screw clockwise (using some force to do this) until the arrow mark points to the "**Unlocked**" position.
3. Turn the scanner back carefully.

LOCKING THE SCANNER

Proceed as follows if you have to transport the scanner.

1. Switch the scanner off, pull the mains part from the socket and remove all connection cables and those supplying electricity.
2. Remove the slide attachment before you secure the scanner, if it is installed. Inform yourself from the appropriate installation instructions.
3. To lock the scanner (for shipping and other reasons), tilt the front-right corner of the scanner to see the locking screw.
4. Next, use a coin to turn the locking screw counter-clockwise until the arrow mark points to the "**Locked**" position. Do not turn the scanner upside down and attempt to lock the scanner this way; as this may not work.
5. Transport the scanner in the original packaging if possible.

3. CONNECTING TO THE POWER SUPPLY
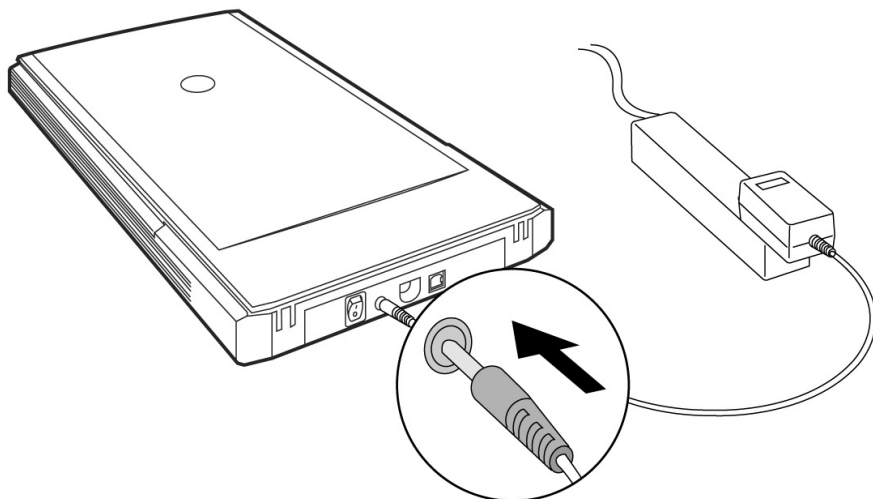
1. Observe the notes in chapter **"*Safety and Service"*** (page 1).

2. Position the computer and scanner so that you can work with them easily and safely. Connect the supplied power adapter to your scanner as shown in the diagram above.

3. Connect the power adapter to a power socket in close proximity of your flat bed scanner.

4. CONNECTING TO THE PC

Make sure your scanner software has been installed already (see page 9). Connect your flat bed scanner as follows:
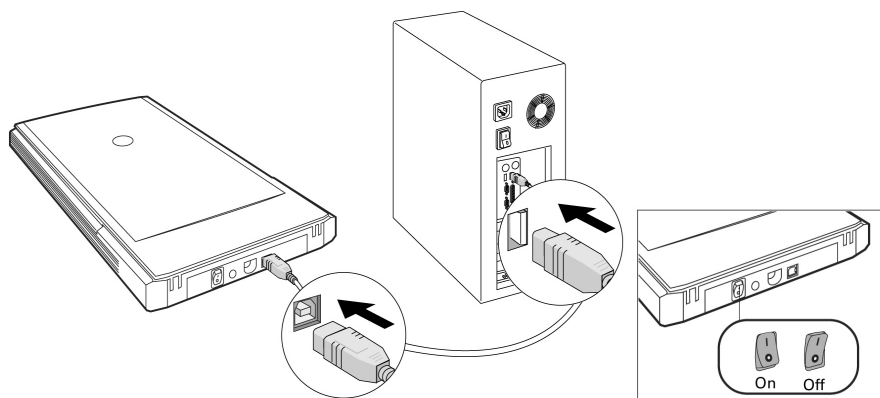
1. Switch on the computer and all connected peripheral equipment (monitor, printer, external hard drive, etc.) and wait until the operating system has booted completely.
2. Connect one end of the USB cable to a free USB connection socket on your computer and the other end to the scanner.
3. Connect the other end to the scanner.
4. Switch the device on by means of the On/Off Switch on the back of it. The LED on the front will indicate readiness for operation.
5. The scanner will be recognized and the installation process will be concluded by the operating system.

> ➲ **Note:** If your operating system is configured so that the installation procedure accepts only signed drivers and software (the default) an information screen will appear. Although the software lacks the digital signature it may still work properly. Click on "Tell me why this testing is important" to get detailed information. Confirm by clicking on "**Continue**".

OPERATION

You will find new Program Groups with various programs and Help files on your computer when the software installation has been concluded.

You will also find the installed OCR Program, which will make comprehensive documentation available to you by means of the online help.

SCANNING

1. Open the Scanner cover.

2. Place the original to be scanned on the scanner bed. The top of the original should be positioned **towards the back** end of the scanner with the surface to be scanned **facing down**.
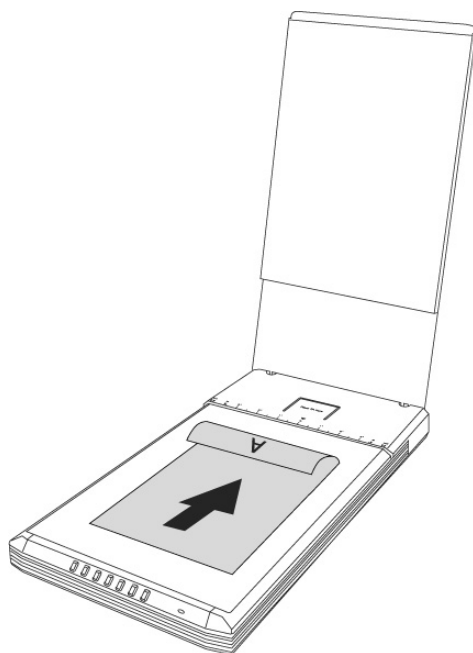
3. Close the scanner cover.

PREVIEW SCANNING

To launch ScanWizard, double-click the ScanWizard icon on your desktop.
By default, the scanner will detect the settings (under Original, Scan Type, and Purpose), and automatically performs a **"fast preview"** of your image based on those settings.

4. To launch ScanWizard, double-click the ScanWizard icon on your desktop. You can also launch the program via **Start** ⇨ **Programs**.

5. ScanWizard will be opened in the standard setting and will create the preview scan of the scanning template automatically.

6. You can use the following tool buttons to change the settings according to your preferences:

Original	defines the category of the original (scan material).
Scantype	selects the output image type (colour, grey, or B&W).
Purpose	defines the image resolution to match your target application.

➲ **NOTE:** Click the Scale Output, Adjust, and Reset buttons if you need to make further adjustments.

SCANNING THE TEMPLATE

7. Click on the **Scan Target** Button in ScanWizard.

8. Enter the target Directory, a file name and the file format and then click on **Save**.

➲ **Note:** Send image to application after saving:
If this option is checked, the scanned image is saved first, then automatically delivered to an image-editing application, an e-mail editor, or a web browser as indicated in the destination box.

SCANNER BUTTON CONTROLS

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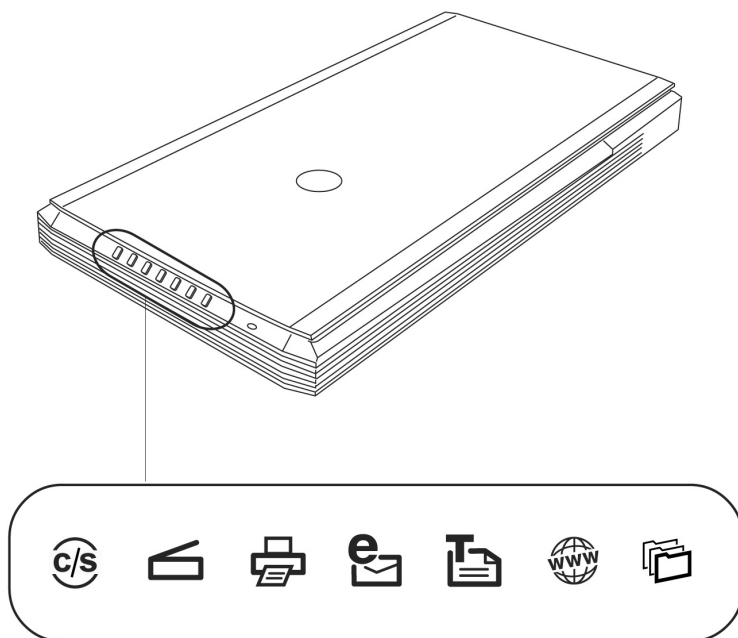
The Scanner is equipped with seven scanner buttons, providing quick access to the most frequently used functions:

Cancel/Setup ⓒ⁄ₛ
Cancels the scanning job when the scanner is scanning.
Launches the configuration utility when the scanner is not scanning.

Scan
Captures images that can be saved as files or sent to an image-editing application.

Copy
Scans the image and sends it to your printer.

E-mail
Scans the image and delivers it directly to your email application.

OCR
Scans a text document, converts, and saves it in text file format.

Scan-to-Web 🌐

Scans an image and sends the output to a website. Your default browser will open and display the captured image.

Custom 🗂

Customises the Power Saving, Scan, Fax, and Launch Application functions according to your requirements.

The parameters for each button can be set through the Scanner Configuration (SC) utility.

> ➲ **Note**: You need to exit ScanWizard before accessing the SC utility.

To launch the Configuration Utility, simply press the Cancel/Setup button on your scanner or choose it from your computer.

FOR MORE HELP

If you experience problems with installation, refer to the Trouble-shooting file in the **Techinfo** folder on your CD-ROM.
For more information on operating your scanner with ScanWizard, launch your Internet browser to view the software manual (in HTML format).
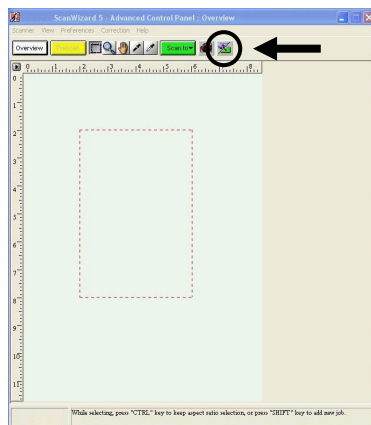
THE USER INTERFACE OF SCANWIZARD

ScanWizard offers you two different modes and consequently two different user interfaces: Standard and Professional.
The Standard mode will always be displayed during the first operation.

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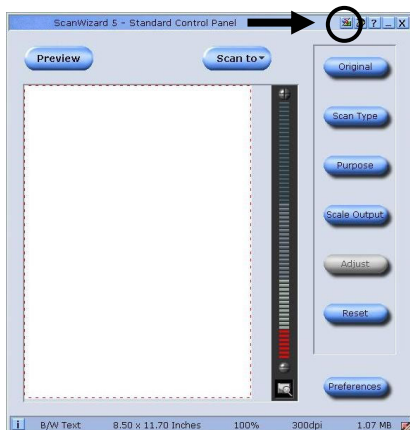
Standard   **Professional**

Proceed as follows, to change the user interface from Standard to Professional:

1. Click on the Switch Symbol [icon] above right in the Standard interface.
2. An information window will open, informing you that the user interface can be switched. Confirm with **OK**.
3. The Professional user interface will be displayed.

4. Click on the Switch Symbol [icon] again, which will be above in the symbol taskbar this time, if you would like to change from the Professional to the Standard view.
5. An information window will open, informing you that the user interface can be switched. Confirm with **OK**.
6. The Standard interface will be displayed again.

SCANNING POSITIVE AND NEGATIVE FILMS

The Transparency Adapter is an accessory included with your scanner. It gives you the ability to scan 35mm slides and film negatives on your flatbed scanner. We recommend the use of this accessory to scan slides for on-screen display purposes or where high resolution is not critical.
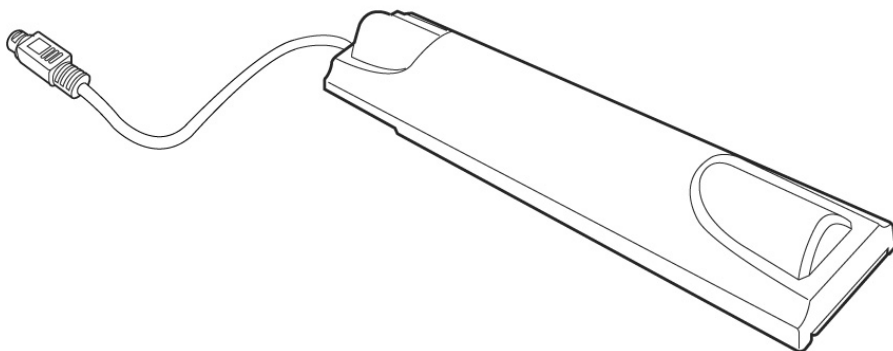
➲ **Please note:** Scanning of colour transparencies may vary, depending on the quality of your film original.

1. Switch off the scanner.
2. Remove the scanner lid.
3. Connect the Transparency Adapter to your scanner. To do this: Connect the 9-pin connector of your Transparency Adapter to the accessory port at the back panel of your scanner.
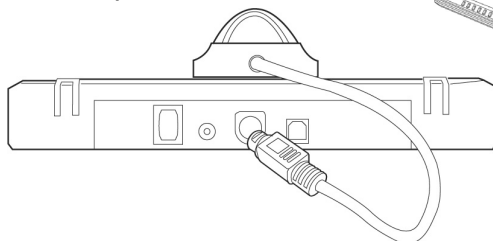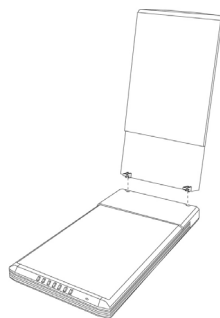
MOUNTING A 35MM SLIDE OR FILM NEGATIVE

4. Place the 35mm slide in the slot provided for it on the Transparency Adapter with the **front facing upward.**

The **lower** slot is intended for loading 35mm slides.
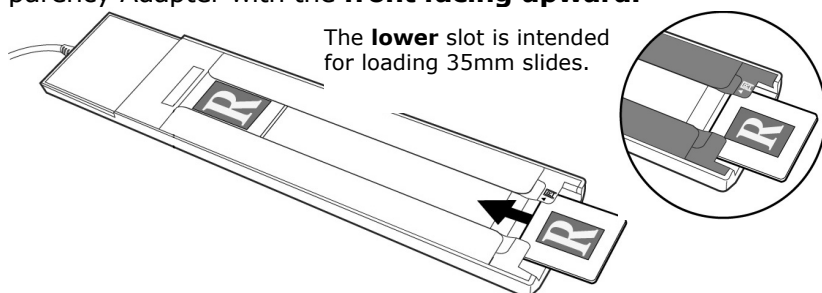
Place the film negative strips into the slot of the TA planned for them with the **shiny side facing upward.**

The **upper** slit is intended for loading 35mm film strips.
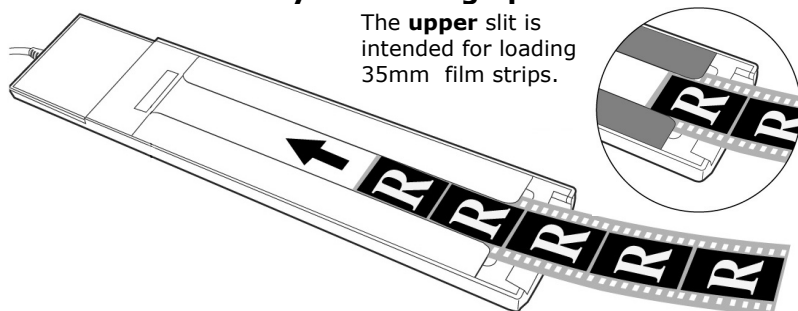
5. Place the TA vertically on the scanner surface in the indentation at the upper lineal of the scanner.

Place TA here

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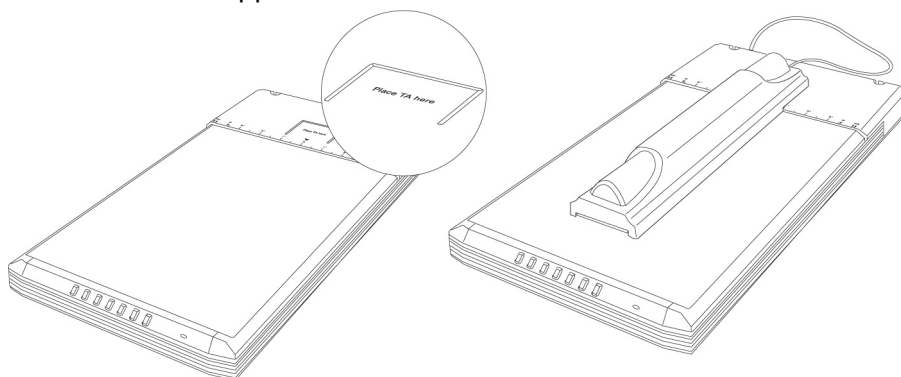
6. Switch the scanner on and double-click on the **ScanWizard** Symbol on your Desktop or start ScanWizard under **Start** ⇨ **Programs**.

7. ScanWizard will be opened in the Standard setting and will create a Preview of the scanning template automatically.

8. ## **Important!**
   Select the respective template (positive or negative) under the Original**/Film** Option and start a Preview scan again.
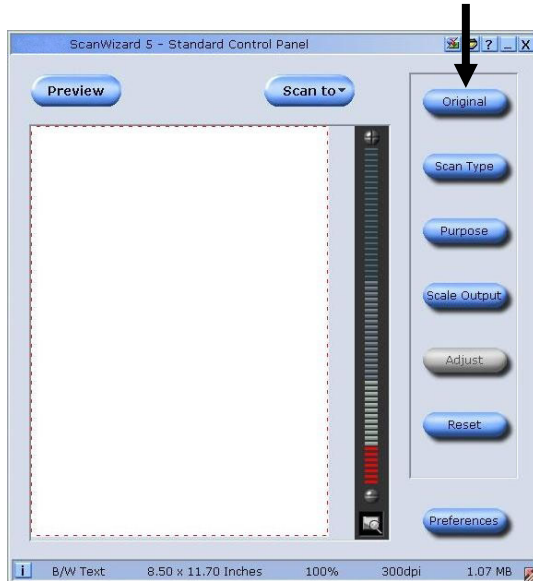
9. Click on the **Scan Target** Button in ScanWizard.

10. Enter the target Directory, a file name and the file format and then click on **Save**.

11. The scanning process will be started and the template will be saved in the Directory selected.

12. ## **Important!**
    Set the template under Original back to **Photo** after using the TA, because a failure to do so could cause problems when ScanWizard is restarted.

GETTING THE BEST RESULTS

To obtain the best results when scanning with the Transparency Adapter LightLid 35, set the scan Resolution to a minimum 600 dpi and the Scaling to 100%. Refer to the diagrams below for more information on how to set these values in ScanWizard 5 Standard and Advanced Control Panels.

Standard:

Professional:

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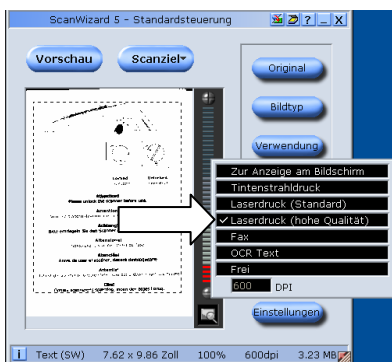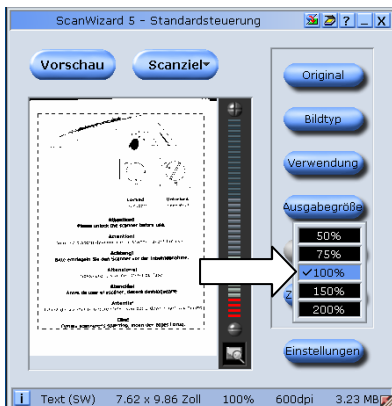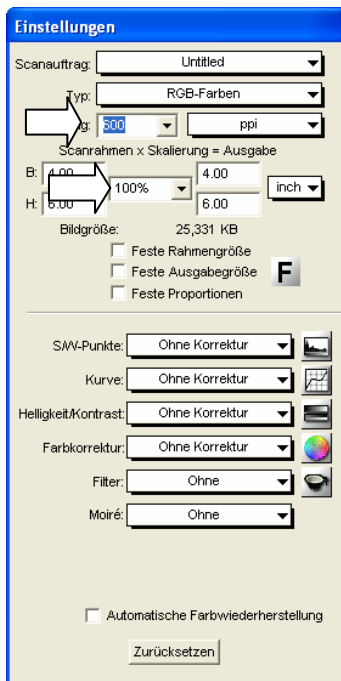
OPTICAL CHARACTER RECOGNITION (OCR) SOFTWARE

If you want to read in text which is to be subsequently edited with a word processing program, you require an OCR program. This program reads in a document and attempts to recognise all of the letters, special characters and numbers present in the text. In order to achieve the highest possible recognition rate, the program uses the newest OCR technologies as well as intelligent error correction.

The recognition rate depends on:

	Recognition Rate		
	very high	good	problematic
Original	High print quality, high contrast, example: black and white brochures	Standard print quality, two-colour, good contrast. Example: newspapers, magazines, books	Poor print quality, multiple colour, low contrast
Fonts	Standard fonts from printed media: Times, Arial, etc.	Slightly modified standard fonts of the same type	Abstract fonts, hand writing.
Scanning quality	1 bit, b/w line drawing	-	All other resolutions.

TECHNICAL QUESTIONS AND ANSWERS

WHICH RESOLUTION FOR WHICH PURPOSE?

Purpose	Resolution	Colour depth
colour picture, print-out	150 dpi	24-48 Bit
greyscale pictures/photos	200 dpi	10-Bit
text recognition	300 dpi	1-Bit

For greater quality requirements, higher values can be set, but these require far more memory and therefore slow down the speed of the scanning process.
Text recognition functions optimally with the settings given.

MEMORY REQUIREMENT FOR DIFFERENT RESOLUTIONS

Scanning an original with an area of 10 x 10 cm uses the following amount of memory with the resolution stated:

	100 dpi	150 dpi	300 dpi	600 dpi
line picture	19,5 Kb	44 Kb	175 Kb	703 Kb
greyscale	156 Kb	352 Kb	1.37 MB	5.5 MB
colour	469 Kb	1 MB	4.12 MB	16.5 MB

WHAT DOES THE FOLLOWING MEAN?

Colour depth	Number of colours which can be represented simultaneously. 1-Bit = 2^1 = 2 colours = black/ white 8-Bit = 2^8 = 256 colours 16-Bit = 2^{16} = 65.536 colours 24-Bit = 2^{24} = 16.777.216 colours
Dpi	Unit of resolution, number of **d**ots **p**er **i**nch.
OCR	Text recognition
Pixel	Picture dot
Resolution	The ratio of the pixels (dpi) shown in the area.
TWAIN	Standard – this makes the exchange between the scanner and the computer possible.

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SERVICE

FIRST AID FOR MALFUNCTIONS

TROUBLESHOOTING

In most cases, scanner problems have simple causes. We would like to give you some tips to solve the most common problems. Should these tips not help you solve your problems, please call us.

BASIC INSTRUCTIONS

> ➢ Regularly running the Windows® program "***Defragmentation***" and "***Scan disc***" can eliminate errors and increase the operating system's performance.

CHECK CONNECTIONS AND CABLES

Start by carefully checking all cable connections visually. Ensure that the computer and all peripheral equipment is properly connected to the power supply.

> ➢ Switch off the computer and check all cable connections. If the computer is connected to any peripherals, check the plug connections on all cables.
> Do not mix the cables for the various pieces of equipment. Though they may appear identical, the pin assignments in the connectors may differ from product to product.
> Once you have ensured the power supply to the equipment is in working order and all connections are intact, switch the computer back on.

ERRORS AND POSSIBLE CAUSES

Flat bed scanner is not recognized:

- ➢ Have you connected the cable provided, according to the installation instructions? Please check all cable connections.
- ➢ Did you restart the computer after installing the software from the supplied CDROM?
- ➢ Is it possible that an active scanning operation has not been completed? Check whether any programs that have access to the scanner are open.
  If applicable, close any scanner applications not required at the moment (e.g. OCR) to continue the desired operation.

The scanned images require too much memory.

- ➢ The resolution selected is too high. If you require the scanned material for printout. A lower resolution is usually sufficient which decreases the size of the file.
- ➢ The file was stored in an uncompressed format (e.g.: BMP). File formats such as JPG can store images without noticeable loss of details and require only a fraction of the original storage space.

Optical character recognition does not function properly or not at all.

- ➢ Is the original document of good enough quality?
  It is not possible to recognise some poor quality faxes, hand writing or abstract fonts. Fonts used in newspapers should be OK.
- ➢ Wrong resolution set.

The material scanned in cannot be processed by the application program....

- ➢ The application program used must support the format you selected for the file.
  For example if a scanned document is a form, it is usually a mixture of both text and graphics.
  In order to process such a file, it is usually necessary for file to be incorporated as graphics with the property "behind the text".
- ➢ Under certain circumstances an error message may be displayed in certain word processing programs. However, optical character recognition still functions.

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> ➢ The operating system will display the message that a high-speed USB device is connected to a non-high-speed USB hub. This is **not an error massage**, but merely a message that the speed will be adjusted, as required by the slower USB 1.1 connection.

TECHNICAL SUPPORT

This flat bed scanner has been vigorously tested in our laboratories in conjunction with a wide variety of devices and peripherals. However, it is not unusual, that drivers are updated from time to time. This is due to possible compatibility problems with other components, programs and equipment not yet tested with the flat bed scanner.
The latest information on your products and the most current driver updates are available at the following URL address on the Internet:

<p align="center">Internet: http://www.medion.com</p>

DO YOU NEED ADDITIONAL HELP?

Should our suggestions in this manual not solve your specific problem, please contact our helpline. We will try and help you over the telephone. However, before you contact us, it would be helpful to have the following information available:

- What is your computer configuration?

- What additional peripheral devices do you use?

- What error messages, if any, appear on your screen?

- What software program(s) were you using when the error occurred?

- What steps have you already undertaken to solve the problem?

- If you have received a customer number before, please refer to this number when you call.

GUARANTEE

The sales receipt serves as proof of first purchase and should be kept in a safe place. It is required should you need to make use of the guarantee.

If the product is passed onto another user, then they shall be entitled to guarantee services for the remaining period of the guarantee. The receipt of purchase as well as this declaration should be passed on to the new user.

We guarantee that this equipment is in perfect working order and from a technical point of view it complies with the description in the enclosed documentation. Upon production of the receipt, the remaining period of guarantee shall pass on from the original parts to the respective replacement parts. If you hand in this equipment to make use of the guarantee, you must remove any programs, data and removable storage media. Products which are sent with accessories will be replaced without accessories. The warranty obligation does not apply in the case of the problem being caused by an accident, a catastrophe, vandalism, misuse, incorrect use, ignoring the safety and maintenance regulations, changes by software, viruses or another piece of equipment or accessory or by other modifications not approved by the manufacturer. This limited guarantee declaration replaces all other guarantees of express or implied nature. This includes the guarantee of saleability or the suitability for a certain purpose but is not limited to this. In some countries the exclusion of implied guarantees is not permissible upon principle. In this case the validity of all express and implied guarantees is limited to the guarantee period. Once this period has expired, all guarantees become invalid. In some countries limiting the period of validity for implied guarantees is not permitted, so that the above limitation does not come into force. If you have any questions with regard to these guarantee conditions, please contact us.

Deutsch

English

Nederlands

Dansk

Français

Español

Slovenščina

LIABILITY LIMITATIONS

The contents of this manual are subject to unannounced changes caused by technical progress. Manufacturer and sales shall not be responsible for any damages which have been caused as a result of omissions or errors in the information provided in this manual.

Under no circumstances shall we be liable for any of the following:

1. Claims made against you by third parties based on loss or damage.
2. Loss or damage to your media, recordings or data.
3. Economic follow-on damage (including lost profit or savings) or associated damage even in the case that we have been informed of the possibilities of this type of damage.

In some countries the exclusion or limitation of accompanying or follow-on damage is not legally accepted so the above limitations do not come into force.

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