

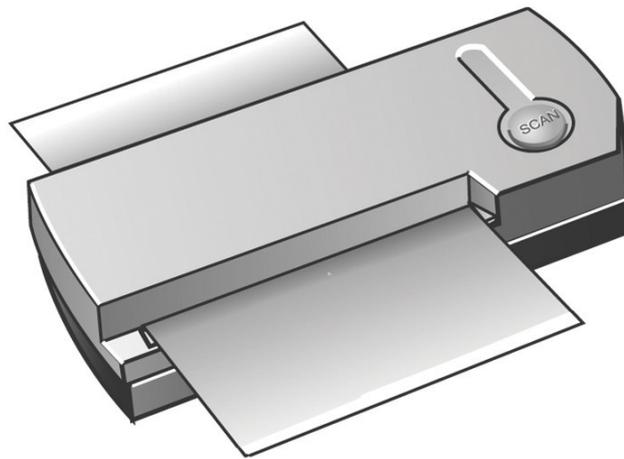
Scanner User's Guide

plustek
Image Solution Provider



OptiCard 611

Business Card Reader and Organizer



- ✓ **Installation**
- ✓ **Usage & Maintenance**
- ✓ **Troubleshooting**

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The product is designed and produced to achieve sustainable environmental improvement. We strive to produce products in compliance with global environmental standards. Please consult your local authorities for proper disposal. The product packaging can be recycled.

Attention to recycling (For EU country only)

Protect your environment! This product should not be thrown into the household waste container. Please give it to the free collecting center in your community.

The screen shots in this guide were made with Windows 2000. If you are using Windows XP/ Vista, your screens will look somewhat different but function the same.

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Introduction

Welcome to the world of Plustek scanners – the ultimate in computer imaging. Your new scanner is a valuable business tool for businessmen and executives to input, retrieve and manager their business card easily. It can scan all business cards into one searchable database with no retyping, and then transfer information to your computer, contact manager for easy access. You can retrieve your contact information anytime, anywhere!

Like all of our products, your new scanner is thoroughly tested and backed by our reputation for unsurpassed dependability and customer satisfaction.

Please remember to register your scanner. Registration may be completed in one of three ways:

- 1) By registering online via Plustek's Web Site;
- 2) By printing out and faxing a completed registration card to Plustek's customer service center;
- 3) By printing out and mailing the registration card directly to the Plustek office nearest you.

See the last page of this user's guide for a complete list of Plustek offices worldwide.

As a registered customer, you will receive customer support, new product information and software upgrades.

Thank you for choosing us as your scanner supplier. We hope you will continue to turn to us for additional quality products as your computing needs and interests grow.

How to Use This Guide

This User's Guide provides instructions and illustrations on how to install and operate your scanner. This guide assumes the user is familiar with Microsoft Windows 2000 Professional/ XP/ Vista. If this is not the case, we suggest you learn more about Microsoft Windows by referring to your Microsoft Windows manual before using your scanner.

The Introduction section of this manual describes the box contents and minimum computer requirements to use this scanner. Before you start installing your scanner, check the box contents to make sure all parts are included. If any items are damaged or missing, please contact the vendor where you purchased your scanner or our customer service directly.

Chapter I describes how to install scanner's software and connect the scanner to your computer. Note: The scanner connects to your computer through the Universal Serial Bus (USB). If your computer does not support USB technology, you will need to

purchase a USB interface card to add USB capabilities to your computer, or buy and install USB connectors if your motherboard has USB capabilities. This guide assumes that your computer is USB-ready and has a free USB port.

Chapter II describes how to use, maintain and clean your scanner.

Appendix A contains technical support information that can help you solve simple problems. Before calling for help, please read through Appendix A: Troubleshooting.

Appendix B contains the Specifications of the scanner you purchased.

Appendix C contains our limited warranty agreement and FCC statement concerning the product.

Conventions of This Guide

Bold — Important note or first use of an important term in a chapter.

[XXX] — Represents commands or contents on your computer screen.

A Note about Icons

This guide uses the following icons to point out information that deserves special attention.



Danger

Danger: A procedure that must be followed carefully to prevent injury, or accidents.



Caution

Caution: Information that, if not followed, may result in data loss or damage to the product.



Attention

Pay Special Attention: Instructions that are important to remember and may prevent mistakes.

Safety Precautions

Before using this device, please read the following important information to eliminate or reduce any possibility of causing damage and personal injury.

1. Moisture condensation may occur inside this device and cause malfunction at these conditions:
 - when this device is moved directly from a cold to a warm location;
 - after a cold room is heated;
 - when this device is placed in a damp room.

To avoid the moisture condensation, you are recommended to follow the procedure:

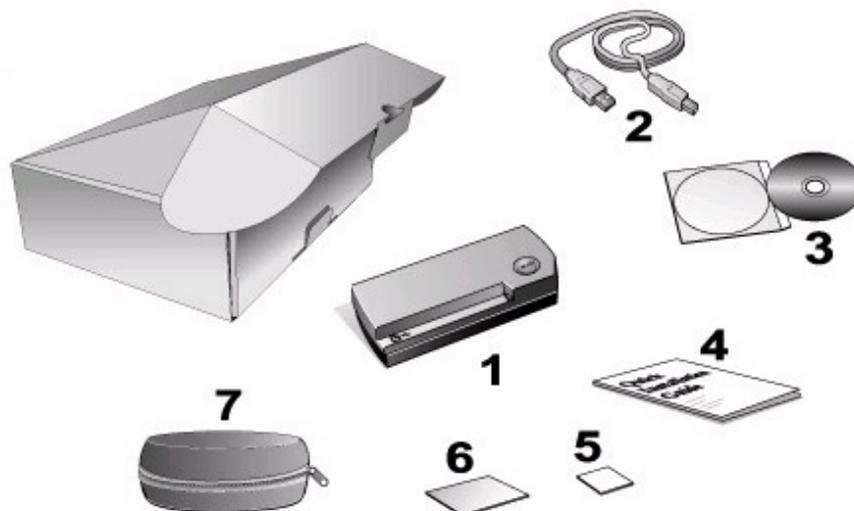
- 1) Seal this device in a plastic bag for it to adapt to room conditions.
- 2) Wait for 1-2 hours before removing this device from the bag.
2. Do use the USB cable provided with the scanner. Use of other cable may lead to malfunction.
3. Do not attempt to disassemble the scanner. There is danger of an electrical shock and opening your scanner will void your warranty.
4. Do not subject the scanner to excessive vibration. It may damage the internal components.
5. Unplug the device if you don't need to use for a certain period of time, such as, during night or long weekend, to avoid any risks of causing fire.

System Requirements¹

- IBM compatible PC, with Pentium 166MHz or faster CPU
- CD-ROM Drive
- 64 MB RAM
- 150 MB Free Hard Disk Space (200 MB Recommended)
- USB Port
- Microsoft Windows 2000 Professional/ XP/ Vista compatible
NOTE: Windows NT 4.0 does not support Universal Serial Bus (USB) connectivity.
- High Color graphic card (VGA or higher)

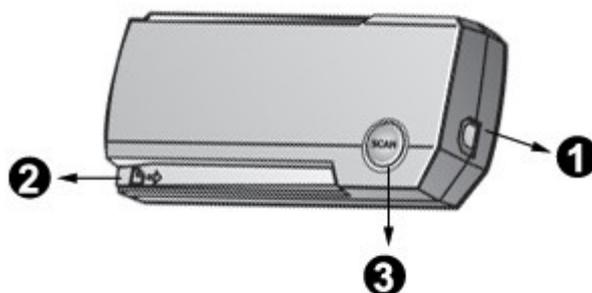
¹ Higher requirements might be needed when scanning or editing a large quantity of image data. The system requirements here are only a guideline, as in general the better the computer (motherboard, processor, hard disk, RAM, video graphic card), the better the results.

Box Contents²



1. Business Card Reader (BCR)
2. USB Cable
3. CD
4. Quick Guide
5. Calibration Sheet
6. Cleaning paper
7. Carrying Case

The Scanner's Features



1. **USB port:** It connects the scanner to a USB port on your computer by the included USB cable.
2. **Alignment arrow:** Always align the edges of your documents to this arrow sign.

² Save the box and packing materials in case you need to transport this scanner in the future.

Note: A paper sensor is designed for this scanner, which can induce the card automatically once you insert the card.

3. **SCAN button:** The scanner can scan the business card automatically once you insert the card. If you don't insert the card into the scanner and press the SCAN button, the information: "Please insert business card face down into your scanner" will appear.

Product Information

Please fill in the following information for your own records. You will need it when you contact your dealer or our service center in the future.

Serial Number:

(Located at the bottom of the scanner)

Date of Purchase: - -

Chapter I. Installing the Scanner

Before installing your scanner, please verify that you have all of the proper components. A list of the package contents is provided in the *Box Contents* section of this guide.

Software Installation Requirements

Your scanner comes with the BCR software, the scanner's driver, and the BCR Manager software. All of these software applications use approximately 150 megabytes of hard disk space after they are installed into your computer. To ensure ample room for the installation, as well as for scanning and saving images, a minimum of 200 megabytes of hard disk space is recommended.

The USB scanner can only operate under the Microsoft Windows 2000 Professional/ XP/ Vista operating system.



Caution

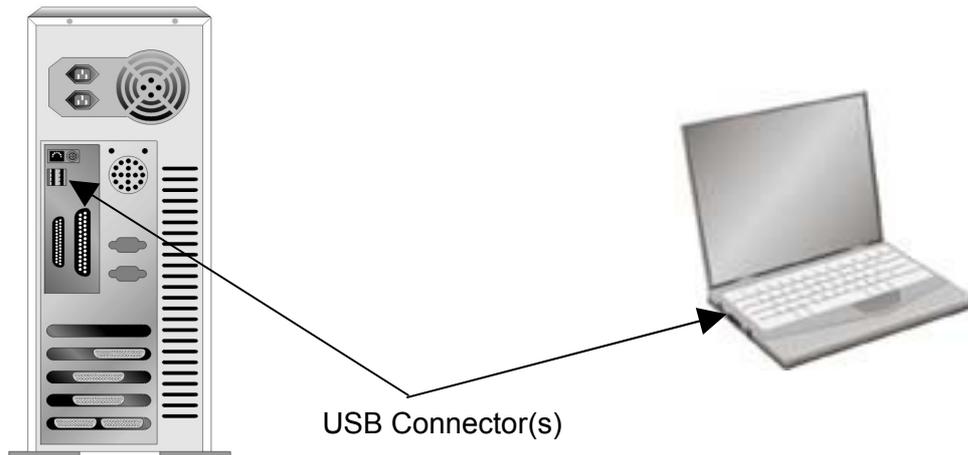
Please do not use multiple USB scanners in Windows XP simultaneously! For more information, please refer to the following URL:

<http://www.microsoft.com>

Hardware Requirements

This scanner connects to your computer through the Universal Serial Bus (USB) which supports *hot Plug and Play*. To determine whether your computer is USB-capable, you must check the rear of your PC to locate a USB jack that looks the same as the one pictured below. Note that on some computers, the USB port at the rear of the computer may be occupied and additional ports may be found on the monitor or keyboard. If you are having trouble in locating the USB port on your computer, please refer to the hardware manual that came with your computer.

Upon examination, you should find one or two rectangular USB ports, which usually appear as shown below.

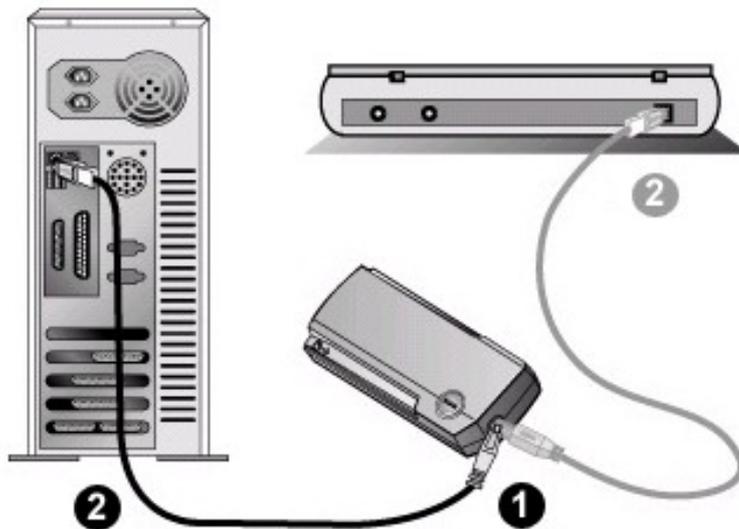


If you don't find such USB ports on your computer, then you need to purchase a certified USB interface card to add USB capabilities to your computer.

Installing and Setting up the Scanner

Please follow the step-by-step procedures described below to install the Plustek scanner.

Step 1. Connecting the Scanner to Your Computer



1. Connect the USB cable to your scanner.
2. Plug the USB cable into the USB port of your PC or notebook.
3. If you plan to connect your scanner to a USB hub³, make sure that the hub is connected to the USB port in your computer. Next, connect the scanner to the USB hub.

Note: If you do not have a USB port available, you might need to buy a USB port.

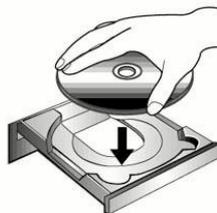
³ The USB hub is not included with the scanner. If using a hub, you are recommended to use a hub with its own external power adapter.

Step 2. Installing the Software

1. If the USB components on your computer are functioning correctly, they will automatically detect the scanner causing the “Add New Hardware Wizard” or “Found New Hardware Wizard” to be launched. Note: If your computer was off when you connected the scanner, the “Add New Hardware Wizard” message will be displayed when you turn the computer on and when Windows starts.

2. For Windows 2000

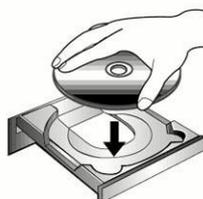
- a. Click on the [Next] button when the “Add New Hardware Wizard” window is displayed.
- b. Select “Search For The Best Driver For Your Device [Recommended]” and click on the [Next] button.
- c. The next window will ask you where to search to find the drive. Select [CD-ROM drive], and deselect [Floppy disk drives] if it is checked.
- d. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive and then click on the [Next] button.



- e. Click on the [Next] button in the window that appears.
- f. During the process of the installation, a message “Digital Signature required” might be prompted. Please ignore it, and click on [Yes] to continue the installation without any misgiving at your scanner functioning. Afterwards, please skip to Step 5.

3. For Windows XP

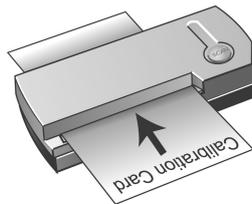
- a. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive.



- b. Select “Install The Software Automatically [Recommended]” and click on the [Next] button.
- c. Click on the [Next] button in the window that appears. Afterwards, please skip to Step 5.

4. **For Windows Vista**

- a. Select “Locate and install driver software (recommended)” when the “Found New Hardware” window is displayed.
 - b. Click on the [Continue] button when the “User Account Control” dialog pops up.
 - c. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive when the system prompts you “Insert the disc that came with your USB Scanner” , and click on the [Next] button.
 - d. During the process of the installation, a message “Windows can’t verify the publisher of this driver software” might be prompted. Please ignore it, and click on [Install this driver software anyway] to continue the installation without any misgiving at your scanner functioning.
5. When the system completes the installation, click on the [Finish] button.
 6. Follow the on-screen instructions to install all software that your new USB scanner requires.
 7. After the software is installed, close all open applications and click on the [Finish] button to restart your computer.
 8. After the computer is restarted, you will be prompted to perform the scanner calibration.
 9. Insert the special calibration sheet, included with the scanner, face up into the page feed of the scanner.



10. Follow the on-screen instructions to complete the scanner calibration.



Attention

If the scanner installation is not started and displayed automatically on the screen, click [START], select [Run] and type in [d:\install] (where d: is the drive letter assigned to the CD-ROM drive of your computer.)

Step 3. Testing the Scanner

The following test procedure checks to see if the scanner is properly functioning with your computer and the scanning software. Before testing your scanner, double check to make sure that all connections are securely fastened.

To properly test your scanner, please perform the following steps:

1. Insert the business card face down into the scanner. Align the card to the arrow sign on the left of the scanner.



2. The scanner will induce the card and starts scanning automatically.
3. When the scan completes, Outlook Express program opens.

Note: Maybe the opened program is different, which depend on what program is selected from Purpose drop-down menu in BCR Manager window.

4. If a new mail appears in the end of the linkman list, your scanner is working properly.



If the test failed in any way, please refer to “Appendix A: Troubleshooting” section of this manual and follow the instructions therein.

Attention

Software Setup Troubleshooting

Carefully review the steps outlined in this guide and the Quick Guide that accompanied your scanner.

If you are still having problems, please check that:

- You have 150MB of free space on your hard disk drive.
- The scanner is plugged in and has power.
- You are using the USB cable supplied with the scanner.
- The square end of the USB cable is plugged into the rear of the scanner.
- The rectangular end of the USB cable is plugged into your computer.

If you deviated from the installation procedures defined in this manual, please unplug the USB cable from the scanner and reinstall the software from the CD-ROM. To reinstall your scanner’s software, click [Start], [Run], then type D:\Install (where D represents the letter of your CD-ROM drive). Carefully follow all the installation instructions presented in the Setup Wizard. Reboot your computer when prompted, and plug the USB cable back into the scanner while your computer is still turned on.

Chapter II.

Usage and Maintenance

Your scanner accepts the business card only. However, some software programs have limitations as to the information they can handle. The capacity of the computer's memory and free space on your hard drive can also limit the physical size of the document that you scan.

What about scanning business cards and managing them in a more convenient way? This is the role of BCR (Business Card Recognition) function that can scan various business cards to HotCard BizCard Finder software. HotCard BizCard Finder can index the scanned images into business cards album, recognize and convert respective personal information contained in the scanned images into an address database for your further management. If you wish to use the scanner in this way you should install the HotCard BizCard Finder software that is included in the Setup/Application CD-ROM.

BCR Manager is a program that allows you to conveniently scan business card in grayscale wherever you may be. With this program you can export the contact database to different application, such as Outlook, Outlook Express, Excel, BCR Finder for post-processing.

Operation

You may configure the scanning properties according to your need in the BCR Manager window.

There are two ways to access the BCR Manager window:

1. Double-click the BCR Manager  icon in the Windows system tray.
2. Single-click or right-click the BCR Manager  icon in the Windows system tray, and then choose Properties in the pop-up menu that opens.



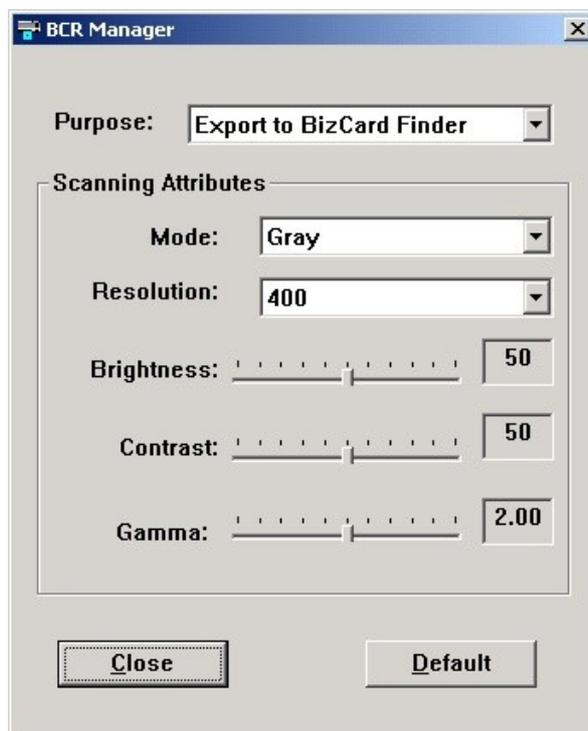


Attention

Changes you make in the BCR Manager window are automatically saved immediately after you close the BCR Manager window. If you decide to quit BCR Manager program entirely, the same settings can be enabled for your quick access next time you open the BCR Manager window.

BCR Manager Settings

1. Double-click the BCR Manager icon  in the Windows system tray to open the BCR Manager window.



2. Select the **Export to BizCard Finder (Export to MS Outlook Express/Outlook/Excel, Export as a *.csv file)** from the **Purpose** drop-down menu according to your scanning needs.
3. Adjust the Scanning Attributes (**Mode, Resolution, Brightness, Contrast** and **Gamma**), if desired.
4. Click the **Default** button if you desire to return to the default settings.
5. Click the **Close** button to save the final settings and exit the BCR Manager window.

Scanning

To scan your business card, please follow the steps:

1. Make desired adjustments in BCR Manager window, and then insert the business card face down into the scanner. Align the card to the arrow sign on the left of the scanner, and then the scanning starts automatically.



2. If you checked the “Continuous Scan” in pop-up menu, insert another business card until you have scanned all.



3. If the country of the business card you just scanned is the same as the Card Style shown on your screen, please skip this step. If the country is different, please select the correct country from the pop-up menu.
4. When the scan completes, the scanned images will be save as *.csv file format in your computer or sent to the assigned post-processing software (e.g. Bizcard Finder, Outlook Express, Outlook, or Excel). Meanwhile, the scanned data will send to BizCard Finder program.

Function Features

We'll introduce some functions in BCR Manager window for you to get familiar with your scanner.

Purpose

This menu includes Export to Bizcard Finder/MS Outlook/Express Outlook/Excel and Export as *.csv file functions, which allows you to determine which software you would like to use for the post-processing of the scanned image(s).

Note: Outlook, Express Outlook, Excel and *.csv file which are the common Microsoft program you usually used. We suggest you learn more about Microsoft Windows by referring to your Microsoft Windows manual.

- **Bizcard Finder:** is a powerful productivity solution that recognizes and manages business cards with ease and accuracy. Bizcard Finder can analyze the information the business card contains in a flash and sends

it to the appropriate data fields – company name, name, title, address, e-mail, web site etc. To create an electronic address book.

Scanning Attributes

Mode – tells the scanner the type of document you are scanning.

- **Grayscale** – scans images in black and white and can simulate 256 different shades of gray using dithering. Using this mode, even to scan color images, will result in high-quality black, white, and gray output (the color will automatically be converted to gray).

Resolution – is measures in dots per inch (dpi). The higher the resolution, the more detailed the image, and the more memory and drive space the image will use.

Brightness – This is amount of light that is concentrated onto a document while it is being scanned. Raising the brightness increases the amount of white in an image, making it appear more washed out. Lowering the brightness may help you read light or faint text.

Contrast – adjusts the tonal range of an image by lowering mid-tone values and increasing values for high and low tones. The higher the contrast, the sharper the image will be. The lower the contrast, the blurrier an image will be.

Gamma – Use the slider to adjust the image gamma for the scanned image. Gamma values are primarily a measure for the color brightness. The larger the gamma value, the brighter the color becomes.

Default

Clicking this button resets the values of all settings of this function to their default values. The values of settings for the other scanning functions are not influenced.

Scanner Connection

The BCR Manager icon  , located on the Windows system tray, indicates if the scanner software is properly launched and the scanner and computer are communicating with each other.

Appearance	Status
	The BCR Manager program has been successfully launched and the scanner is connected with the computer, ready to scan images.
	The scanner is not connected with the computer.
No Display	You have chosen to terminate the BCR Manager program, no matter the scanner is connected or disconnected with the computer.

If the Windows system starts and detects the scanner unconnected, the following message will appear to remind you:



Note: The scanner illustration(s) may appear different than from the actual scanner itself.

If you prefer not to see this reminder message again, you may:

- Check the box of [Do not show this message again] within this message window, and then click [OK] button.
- Click on the BCR Manager icon  located on the Windows system tray. Uncheck [Enable Warning] from the menu that pops up. Click the [No] button in the message box that appears.



Attention

If you would like to be prompted with this message again, you may click on the BCR Manager icon  and check [Enable Warning] from the menu that pops up. Click the [Yes] button in the message box that appears.

Maintenance

Calibrating the Scanner

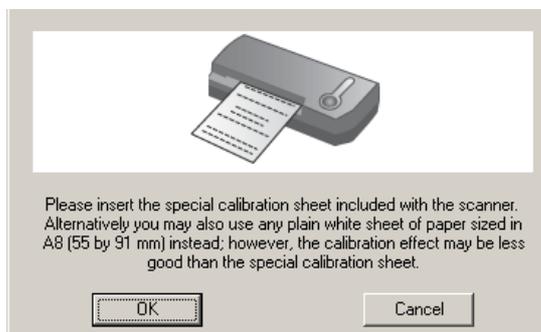
Calibrate your scanner when the following situations occur:

- When you use your scanner for the first time.
- When unwanted dots or vertical lines appear on scanned image.
- When the scanned image is less satisfactory.

Calibration allows you to adjust and compensate for variations which can occur in the optical component over time by its nature.

The following describes how to calibrate the scanner:

1. Click on the BCR Manager icon  located on the Windows system tray.
2. Click [Calibrate] from the menu that pops up, and then a message appears to remind you to insert the calibration sheet.



3. Insert the special calibration sheet face up into the page feed slot of the scanner.
4. The scanner pulls the calibration sheet through the scanner, which completes this scanner calibration.



Attention

Please insert the special calibration sheet included with the scanner. Alternatively you may also use any plain white sheet of paper sized in A8 (Regular business card size) instead; however, the calibration effect may be less good than the special calibration sheet.

Cleaning the Scanner

When you use this scanner for the very first time after installation, you are suggested to clean the scanner before use.

If unusual dots or lines are found in your scanned image, it is very likely that dust particles or other foreign objects have been brought inside the scanner. You may calibrate the scanner firstly. If the image quality is not improved after the calibration, cleaning is recommended to rectify the problem.

The following describes how to clean the scanner:

1. Click on the BCR Manager icon  located on the Windows system tray.

2. Click [Clean] from the menu that pops up, and then a message appears to remind you to insert the cleaning paper.



3. Insert the special cleaning paper into the page feed slot of the scanner.
4. The scanner pulls the cleaning paper through the scanner, which completes this scanner cleaning.



Caution

- Do not use the cleaning paper included in our package box. Remember to replace the cleaning paper in a safe and clean place when you finish using it.
- Do not use anything other than our cleaning paper to clean your scanner. Using other sheet will influence the scan quality or even lead to scanner malfunction.

Usage & Maintenance Tips



To keep your scanner working smoothly, take a moment to review the following usage & maintenance tips.

Caution

- Avoid using the scanner in a dusty environment. Dust particles and other foreign objects may damage the unit. If you will not use the scanner for some time, please place it in the travel pouch.
- Do not insert any document into the scanner with small objects such as paper clips, pins, staples or any other fasteners attached.
- Do not insert damp, curled or wrinkled documents into the scanner for scanning. These documents can cause paper jams and possibly damage the unit.
- Your scanner operates best in temperatures between 10° C and 40° C (50° F and 104° F).

Appendix A: Troubleshooting

Scanning Problems

Most problems are easily solved, and some of the most common questions and their recommended solutions are listed below.

Symptom: After following the installation instructions, my computer cannot find the scanner.

Cause 1: Your software may have not been successfully installed.

Solution 1: Please insert the CD-ROM and reinstall the scanner software. Follow the on-screen instructions carefully when installing the software.

Cause 2: Some aspect of your computer system does not support USB.

Solution 2: Download and execute the file USBREADY.EXE at <http://www.usb.org/home> to determine the level of your computer's USB support.

Cause 3: USB is not enabled in your BIOS settings.

Solution 3: Enable the USB controller in your BIOS settings. This is typically done by pressing a key⁴ (usually , <F1> or <F10>) during startup. In the BIOS Settings screen that appears, find the option for USB and enable it. Exit and Save the changes you made. Your computer is rebooted automatically. Please consult your computer vendor before attempting to do this change.

Cause 4: The USB controller was improperly installed on your computer.

Solution 4: To reinstall the USB controller, click on the Start button, choose Settings and select Control Panel. In the window that opens, double-click on the Add New Hardware icon. Carefully follow the instructions that appear on your screen.

Symptom: The scanned image looks grainy on the screen.

Cause: Your video mode is not set to show more than 256 colors.

Solution: We recommend that you set your video mode to 16 bits per pixel (65536 colors) or higher. Please consult your video card, computer or Windows documentation to change the video mode.

Symptom: The scanner scans very slowly.

Cause 1: You are running other applications in the background.

Solution1: Close all the other applications that are running in the background.

⁴ Please consult your computer manual on how to modify your BIOS/CMOS settings.

Cause 2: You are scanning at a high resolution (DPI).

Solution 2: Reduce the resolution.

Symptom: The scanner is not in the list of supported scanners in other commercial software.

Solution: Select TWAIN as the scanner.

Symptom: Unable to scan from other software other than the one that came with the scanner.

Solution: Enter the Scanner Setup within the program, Select TWAIN and you will see your scanner listed.

Symptom: Unable to save to a floppy diskette.

Cause 1: The floppy disk might be writing protected.

Solution 1: Move the write protection tab, located in the back of the diskette, to the closed position.

Cause 2: Your disk might not be formatted.

Solution 2: Format the diskette.

Cause 3: There is not enough space available in the disk to save the document.

Solution 3: Delete any files that you do not need from the floppy disk.

Cause 4: You might be scanning your document at a high resolution. Documents scanned using higher resolution modes will take a considerable amount of disk space.

Solution 4: Reduce the resolution.

Symptom: The image looks good in the software that came with the scanner but it does not look good when I export the image to another program.

Cause: Different imaging programs use different Monitor Gamma settings.

Solution: Change the Monitor Gamma settings in either of the programs so that they match. Please consult the help files for each program to find out how to adjust the Monitor Gamma.

Symptom: The image looks good in the screen but is very dark when printed.

Cause1: The Monitor Gamma Settings or the scanner brightness settings are not set properly.

Solution 1: 1) Change the Monitor Gamma to a value between 1.0 and 1.5. Please consult your help file for information on how to adjust the Monitor Gamma.

2) Adjust the brightness control in the TWAIN window before scanning.

Cause2: The printer brightness setting is not set properly.

Solution 2: Adjust the brightness in the printer. Some printers allow you to change the brightness settings. Please consult your printer documentation.

Symptom: The scanned image takes too long to be sent with an email message.

Cause1: The image was scanned at a high resolution or is physically large.

Solution1: Scan at a lower resolution (DPI).

Cause 2: The Internet might be congested.

Solution 2: Try sending the message at a later time.

Symptom: The image that I sent through email looks good in my computer but it looks dark in the recipient computer.

Solution: The Monitor gamma settings should be approximately the same in your and the recipient computer.

Symptom: A -Disk is full- error is displayed when I click on the scan button.

Cause: Your computer is running low in resources. Your computer hard disk drive does not have enough space to process the image. This may be because you are scanning at too high of a resolution.

Solution: Obtain a larger hard disk or rescan at a lower resolution.

Symptom: A -Disk I/O error- message is displayed.

Cause 1: This error is caused if the hard disk drive does not have enough space available to process the image.

Solution 1: Make some space available in the hard disk drive by deleting any programs or files that you do not need.

Cause 2: Your hard disk drive might be heavily fragmented or it might contain some bad sectors.

Solution 2: Run the Scan Disk utility that came with your Windows computer. Please consult your computer documentation or the Windows help files on how to run the Scan Disk Utility.

Symptom: The error "Scanner not Found" that is displayed.

Cause 1: The USB cables are not connected properly.

Solution 1: Make sure that the cables are connected tightly and to the proper port.

Cause 2: The USB cable might be too long.

Solution 2: Please use the USB cable that comes with your scanner.

Cause 3: The scanner's power cord is not connected properly.
Solution 3: Make sure that the AC adapter is connected to an outlet. If the scanner is connected to a Surge Protector, make sure that the Surge Protector is turned on.

Symptom: The document or photo has been inserted into the scanner but is not fed through the scanner.

Cause 1: The document or photo was not correctly inserted into the scanner.

Solution 1: Make sure the document or photo is properly inserted into the page feed of the scanner.

Solution 2: The paper may be too thin or too thick.

Cause 2: The thickness of the paper is out of scanner specifications.

Symptom: The document or photo got jammed while getting fed into the scanner.

Cause: The document or photo was not correctly inserted into the scanner.

Solution: Grab ahold of the jammed paper and pull it through the scanner. Try to avoid creasing, wrinkling or tearing the paper.

Common -How-to- Questions

Symptom: How do I save the scanned image in JPG format?

Solution:

- 1) In the Image-editor, click on [File] and then [Save As].
- 2) Select the folder where you want to save your image.
- 3) Select JPEG or JPG under Save as type:
- 4) Type the name of the file name for your image.

Symptom: How do I cut an image and paste in another program?

Solution:

- 1) Select the area that you want to cut.
- 2) Click on [Edit].
- 3) Click on [Cut].
- 4) Start the program and open the document where you want to paste your image.
- 5) Click on [Edit].
- 6) Click on [Paste].

Please consult your program documentation on how to Cut and Paste if you have any more questions.

Symptom: How do I place a scanned image into my word processor?

Solution:

- 1) Find out what formats are supported by your word processor.
- 2) Write the name and the location of the file before you save it.
- 3) Save in a format supported by your word processor.

4) Depending on your word processor, select [Insert] or [Import] from your menu, then select [Image] or [Picture].

Consult your Word Processor documentation for more information on how to import images.

Symptom: How do I send a scanned image using my email program?

Solution: Save your scanned image in a format that is supported by your email program (JPG, GIF or PNG are recommended). Once your picture is saved, consult the documentation of your email program on how to attach a file to a message.

Appendix B: Specifications⁵

Plustek OptiCard 611	
Physical dimensions	48 mm × 102 mm × 24 mm
Weight	Approx. 78g
Operating Temperature	10° C to 40° C (50° F to 104° F)
Scan Area	Maximum 54.19 mm × 90.42 mm (A8 Size) Minimum 30 mm
Scan Method	Single –Pass
Scan Modes	Grayscale: Input 16-bit; Output 8/16-bit Black & White: 1-bit
Resolution	Optical 600 dpi
Scan Speed	10 ppm
Cable Length	90 cm
Connection	USB Port
Paper Sensor	Photo interrupter (reflective type)
Power Requirement	Powered through USB port. No AC power adaptor is required.
Power Consumption	Operation: 2.5W (500mA × 5V)
EMI	FCC Class B, CE, C-Tick, VCCI, BSMI
Environment Requirement	RoSH/WEEE

⁵ Hardware specifications may change at any time without prior notice.

Appendix C: Customer Service and Warranty

If you encounter problems with your scanner, please review the installation instructions and troubleshooting suggestions contained in this guide.

For further assistance call our customer support phone number listed on the last page of this guide. One of our representatives will be happy to assist you from Monday through Friday in office working hours as shown below:

Europe	9:00 a.m. – 5:30 p.m. (CET)
Other Countries or Areas	9:00 a.m. – 6:00 p.m. Taiwan Time

To avoid delays, please have the following information available before calling:

- Scanner name and model number
- Scanner serial number (Located at the bottom of the scanner)
- A detailed description of the problem
- Your computer manufacturer and its model number
- The speed of your CPU (Pentium 133, etc.)
- Your current operating system and BIOS (optional)
- Name of software package(s), version or release number and manufacturer of the software
- Other USB devices installed

Statement of Limited Warranty

This Statement of Limited Warranty applies only to the options you originally purchase for your use, and not for resale, from an authorized reseller.

The manufacturer warranty includes all parts and labor, and is not valid without the receipt of original purchase. To obtain warranty service, you may contact the authorized dealer or distributor, or visit our website to check out the available service information, or send a request via E-mail for further help.

If you transfer this product to another user, warranty service is available to that user for the remainder of the warranty period. You should give your proof of purchase and this statement to that user.

We warrant that this machine will be in good working order and will conform to its functional descriptions in the documentation provided. Upon provision of proof of purchase, replacement parts assume the remaining warranty of the parts they replace.

Before presenting this product for warranty service, you must remove all programmes, data and removable storage media. Products returned without guides and software will be replaced without guides and software.

This Limited Warranty service does not provide for carry-in exchange when the problem results from accident, disaster, vandalism, misuse, abuse, unsuitable environment, programme modification, another machine or non-vendor modification for this product.

If this product is an optional feature, this Limited Warranty applies only when the feature is used in a machine for which it was designed.

If you have any questions about your Limited Warranty, contact the approved retailer from whom you bought the product or the manufacturer.

THIS LIMITED WARRANTY REPLACES ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. HOWEVER, SOME LAWS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES. IF THESE LAWS APPLY, THEN ALL EXPRESS AND IMPLIED WARRANTIES ARE LIMITED IN DURATION TO THE WARRANTY PERIOD. NO OTHER WARRANTIES APPLY AFTER THAT PERIOD.

Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply.

Under no circumstances are we liable for any of the following:

1. Third party claims against you for losses or damages.
2. Loss of, or damage to, your records or data; or
3. Economic consequential damages (including lost profits or savings) or incidental damages, even if we are informed of their possibility.

Some jurisdictions do not allow the exclusion or limitations of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

This Limited Warranty gives you specific legal rights, and you may also have other rights that vary from jurisdiction to jurisdiction.

FCC Radio Frequency Statement

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

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 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:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that which the receiver is connected.
- Shielded interconnect cables and shielded power cord which are supplied with this equipment must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.
- Consult the dealer or an experienced radio/TV technician for help if the conditions persist.
- Changes or modifications not expressly approved by the manufacturer or authorized service center could void the user's authority to operate this equipment.

Contacting Plustek

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