plustek

eScan Essential
Network scanner User Manual

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INTRODUCTION

Thank you for choosing Plustek as your scanner supplier.

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

The Introduction section of this manual describes the box contents. 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 and configure the scanner.

Chapter II describes how to use your scanner.

Chapter III describes how to maintain and clean your scanner.

Chapter IV contains technical support information that can help you solve simple problems.

Appendix A contains the specifications of the scanner you purchased.

Appendix B contains our customer service, the limited warranty agreement and FCC statement concerning the product.

CONVENTIONS OF THIS GUIDE

Bold —Represents commands or contents on your computer screen.

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

Italic —Represents buttons on your scanner OR important notes.

A Note about Icons

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

Warning	A procedure that must be followed carefully to prevent injury, or accidents.
Attention	Instructions that are important to remember and may prevent mistakes.
Information	Optional tips for your reference.

SAFETY PRECAUTIONS

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

1. Usage, the product is for indoor use in dry locations. 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.

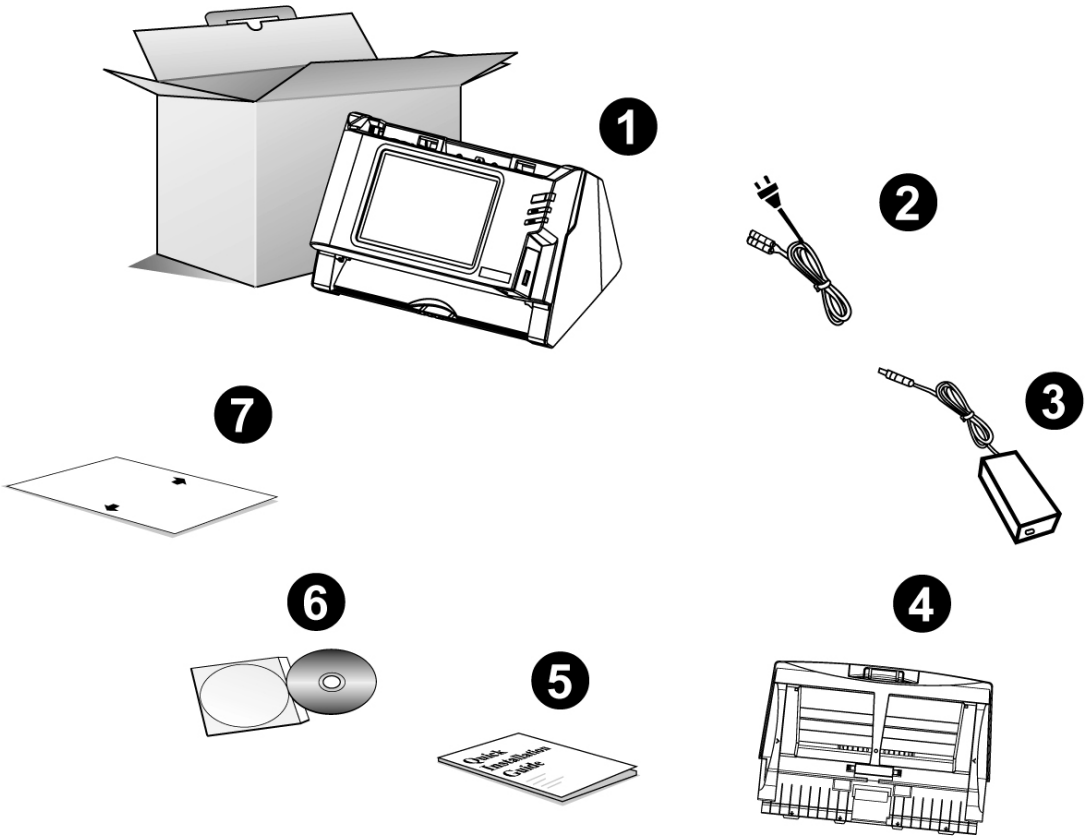
   To avoid the moisture condensation, you are recommended to follow the procedure:

   i. Seal this device in a plastic bag for it to adapt to room conditions.

   ii. Wait for 1-2 hours before removing this device from the bag.
2. Do use the AC adapter provided with the scanner. Use of other AC adapter may lead to malfunction.
3. Keep the space around the AC adapter clear in case you need to quickly unplug the AC adapter during emergencies.

4. Damaged wire could cause fire or electrical shock. Keep the power cord straight and without being twisted, bended, or scraped.
5. Unplug this 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.
6. Do not attempt to disassemble the scanner. There is danger of an electrical shock and opening your scanner will void your warranty.
7. Be sure not to bump or knock the scanner glass as it is fragile and could break.
8. Do not subject the scanner to excessive vibration. It may damage the internal components.

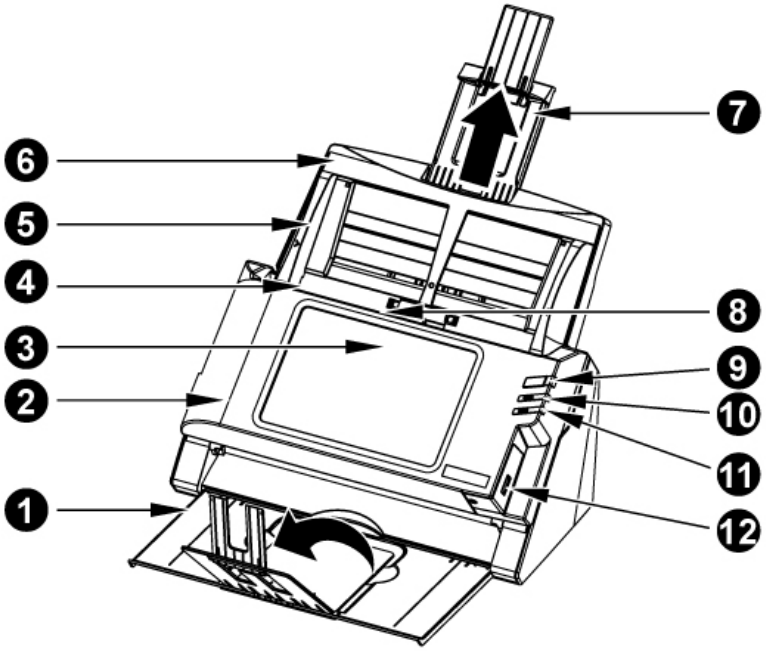
BOX CONTENTS[1]



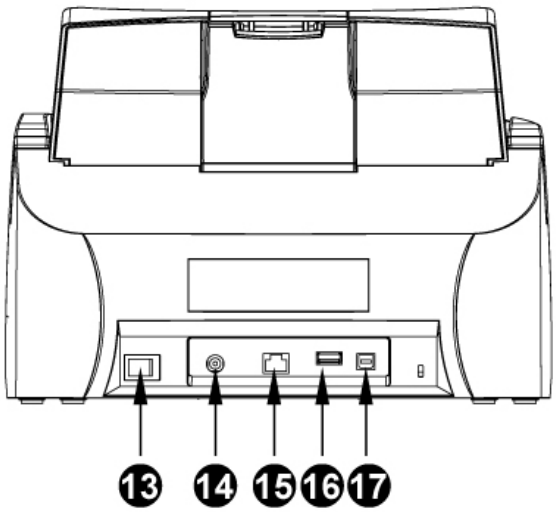
1. Scanner
2. Power Cable
3. AC Adapter
4. Paper Chute
5. Quick Guide
6. Application CD-ROM
7. Calibration Sheet

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

SCANNER OVERVIEW



1. STACKER—Keeps the paper in place. Extend it in case of longer paper.
2. PANEL UNIT—ADF cover with the touch panel.
3. TOUCH PANEL—Use this touch panel to operate the scanner.
4. PANEL UNIT OPEN LEVER—Opens the panel unit. Pull it to open the panel unit when you need to clear paper jam or clean the scanner.
5. PAPER WIDTH SLIDER—Adjusts the paper width slider for the paper size you are using.
6. PAPER CHUTE—Helps keep the paper in place. Install the paper chute before using the scanner.
7. PAPER CHUTE EXTENSION—Extends to hold longer paper.
8. ADF (AUTOMATIC DOCUMENT FEEDER)—Automatically feeds a stack of documents for scanning.
9. SCREEN SAVER BUTTON—Press this button to enter the panel screen saver mode and you may press this button again to wake up the touch panel from power saving.
10. LED—Indicates the scanner status.
11. LED—Indicates the scanner status.
12. USB PORT—Connect a USB flash drive or other USB device.



13. POWER SWITCH—Use this to turn the scanner ON or OFF.
14. POWER RECEPTOR—Connects the scanner to a standard AC power outlet by the included AC adapter.
15. ETHERNET PORT—Connects the scanner to a port on the Ethernet hub by the Ethernet cable.
16. USB PORT—Connect a USB flash drive or other USB device.
17. USB PORT—Connects the scanner to a USB port on your computer.

NETWORK ENVIRONMENT

- Basic knowledge of network setup and configuration will be helpful for you to operate this scanner. When you are using this scanner in a corporate environment, you may need to consult your network administrator or ISP.
- The scanner requires a DHCP server. A DHCP server automatically provides all devices within a network environment with IP addresses, so there is no need to manually set an IP address for the scanner.
- Please make sure there is an active Internet connection while using the scanner. The scanner requires access to the Internet to retrieve the date and time.
- When saving scanned documents to a computer or mobile device, the scanner and the target device must be on the same segment of the network.
- The actual wireless data transmission speed varies depending on the wireless LAN environment in which you use this device. Other electrical devices (e.g. microwave oven), a large distance, obstruction, or interferences between the participating devices and the wireless access point/router can cause the data transmission to slow down or not be possible at all.

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.

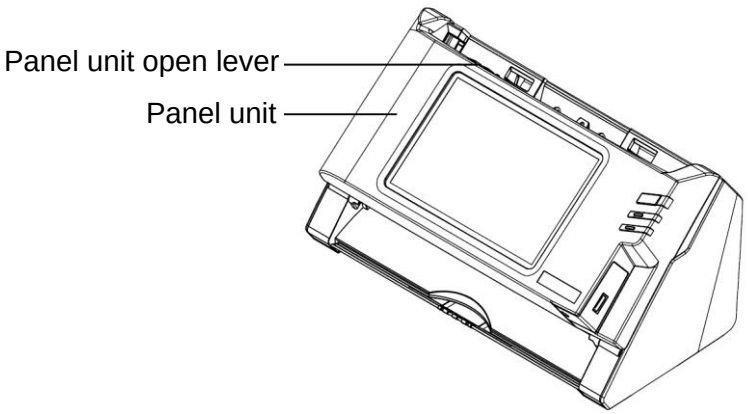
INSTALLING AND SETTING UP THE SCANNER

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

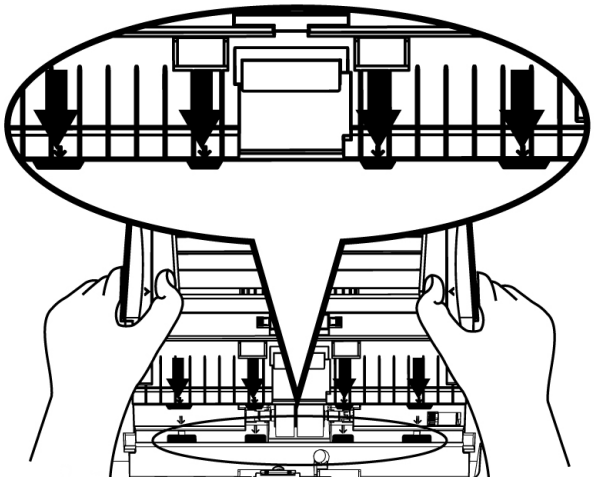
Attention	● Always place your scanner on a level, smooth and strong surface before proceeding the scanner setup or any scanning task. Tilted or uneven surface may cause paper-feeding errors, scanner damage or personal injury. ● Avoid using the scanner in a dusty environment. Dust particles and other foreign objects may damage the unit.

Step 1. Installing the Paper Chute

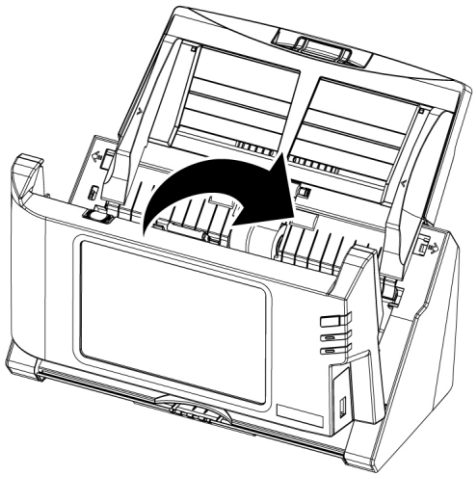
1. Open the panel unit by pulling the lever, and get the paper chute ready.



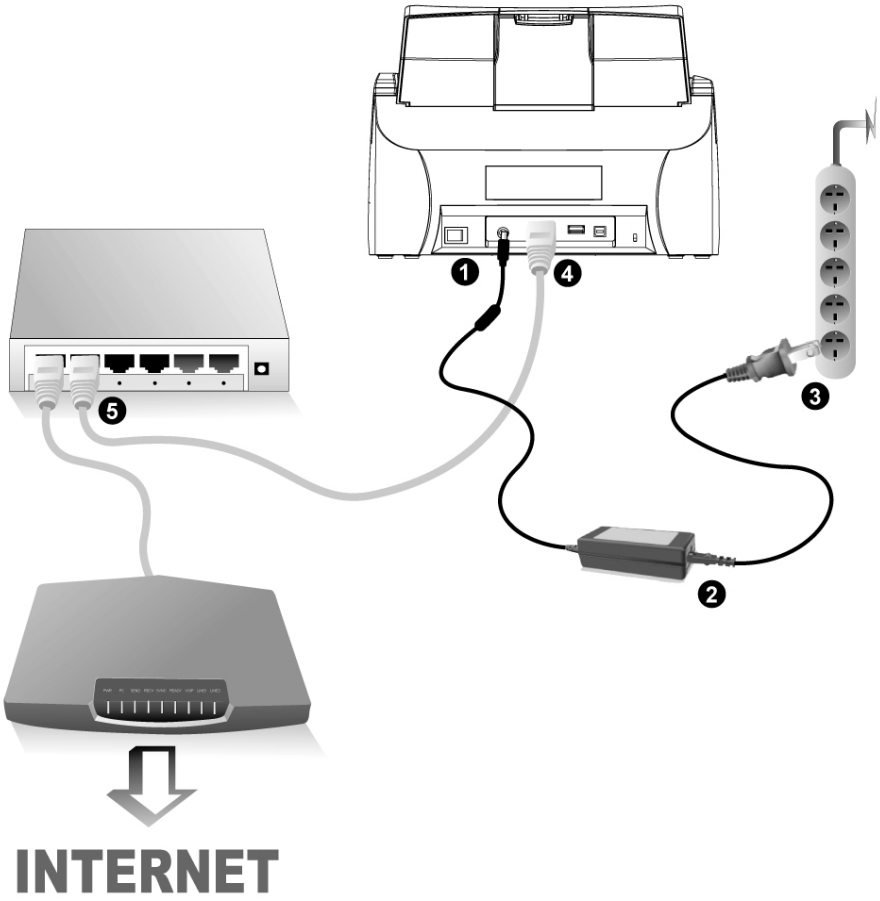
2. Install the paper chute by aligning and inserting the tabs of the paper chute into their slots on the scanner.



3. Close the panel unit by pushing it back down until it snaps back into place.



Step 2. Connecting the Scanner



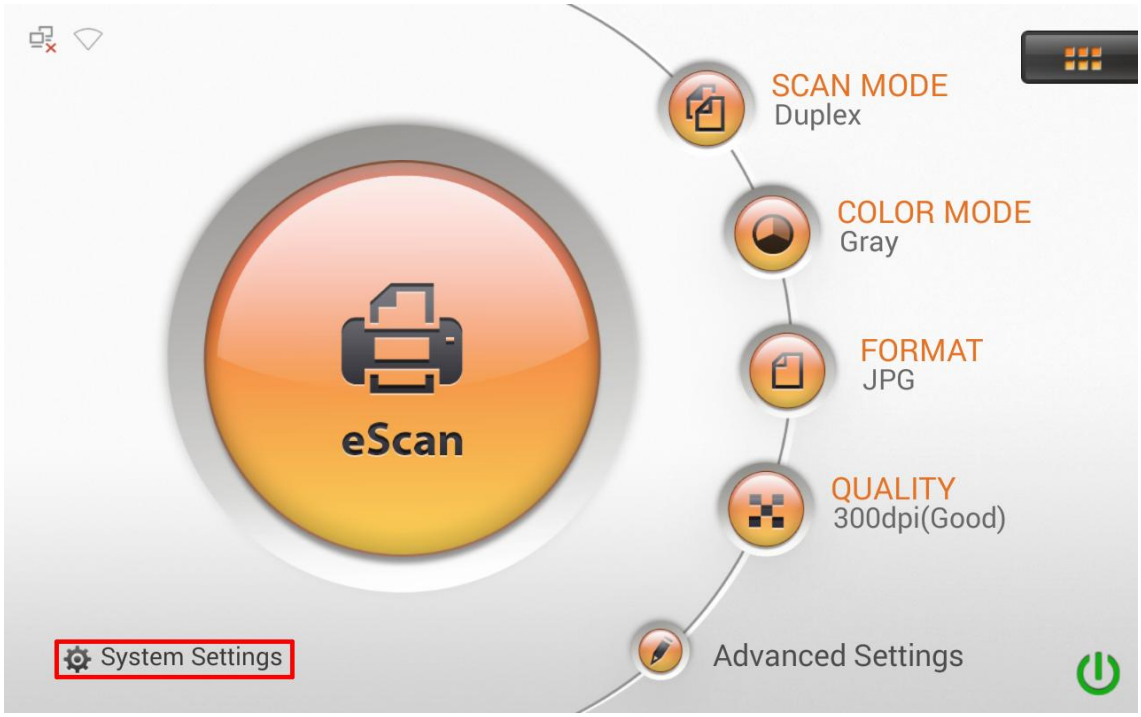
Attention	Please make sure the scanner is turned OFF before you plug or unplug the scanner power adapter.

1. Attach the power cable and AC adapter then plug the ends to the scanner and wall outlet securely.
2. For wired connections, attach an Ethernet cable (RJ45 cable) to the scanner and hub/router properly[2].
3. Switch on the scanner power from the rear of the scanner.

[2] Accessories [e.g. hub / router / RJ45 cables] are not included.

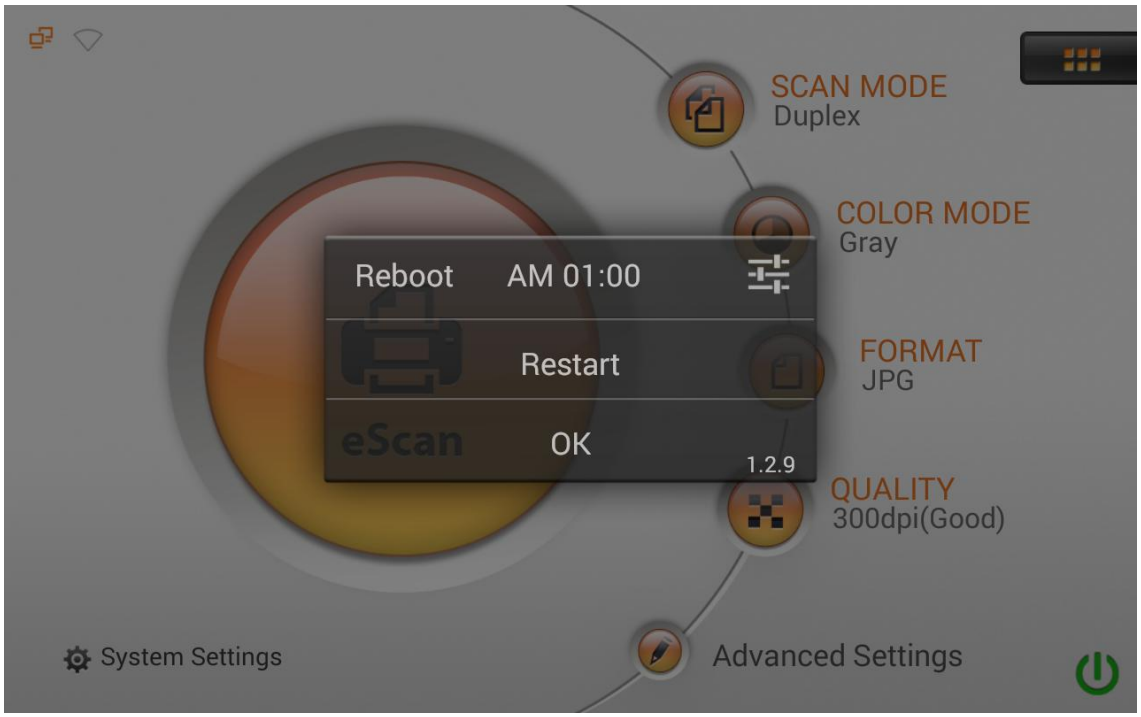
CONFIGURING THE SYSTEM

Tap on **System Settings** from the Main Menu to enter the System Settings interface to configure Wi-Fi for wireless connection. Configure outgoing mail SMTP settings for eMail function.



The System Settings interface contains the following sections: **Downloads**, **General**, **Scan Settings** and **Sending**.

Tap on button to configure and reschedule daily automatic reboot for greater stability and faster performance.



Downloads

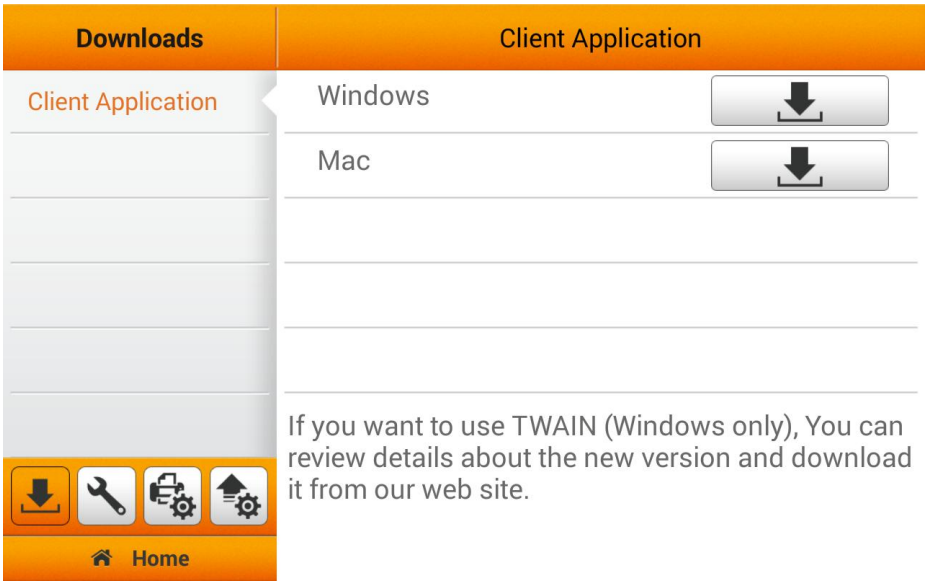
The Downloads section includes the following item: **Client Application**.

Client Application

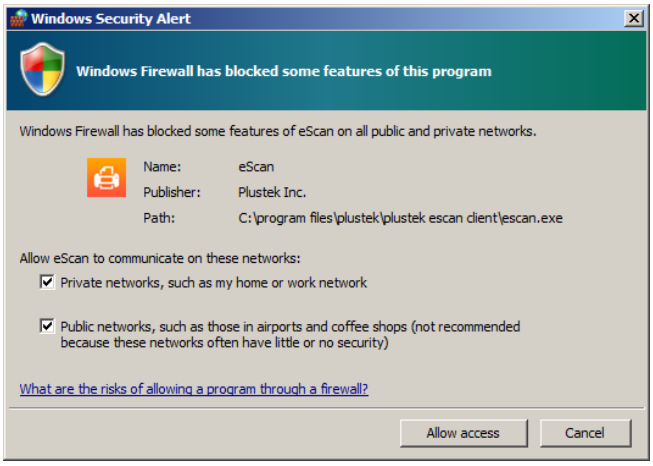
To scan to PC, you must download the **eScan Client** application for **Windows** and **Mac** system from this page. Please install the **eScan Client** application on the user's computer before trying the Save to PC function.

Selected eScan models provides both Network TWAIN/ traditoinal TWAIN and ICA capabilities. The drivers for the respective scanning method are included in the scanner; however, an application must be install on your Windows PC to operate Network TWAIN. To download Network TWAIN application for Windows, visit our corporate website for more info.

Tap the button to download the desired file to the USB flash drive.



When installing the eScan Client on Windows systems, Windows will prompt you to allow eScan Client to communicate on your network. To ensure the flawless operation of eScan Client, please make sure the **Private networks** and **Public networks** checkboxes are activated and click on the **Allow access** button.

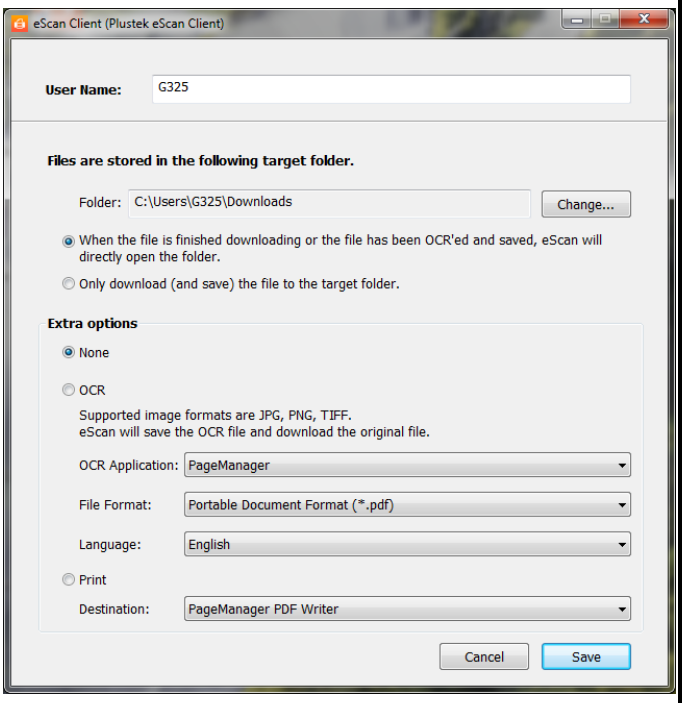


Information

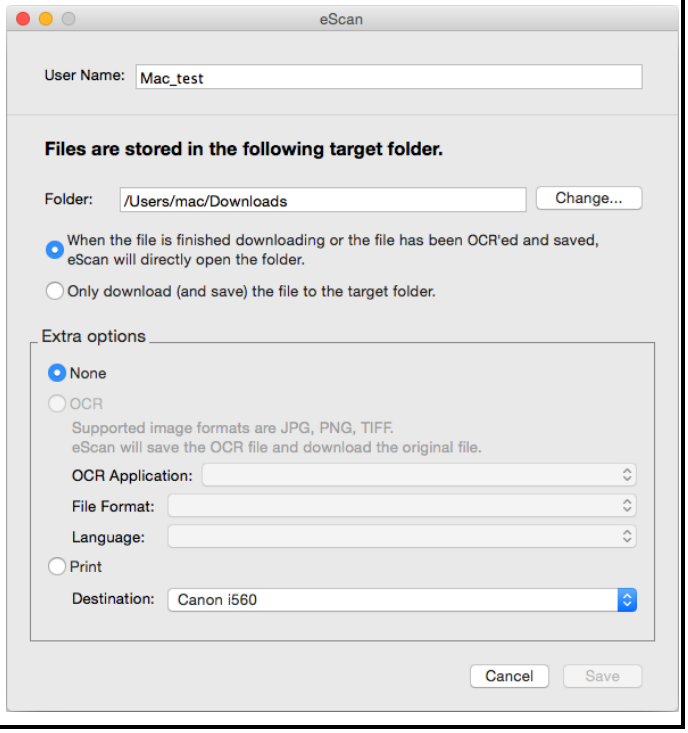
Using the eScan Client (Windows & Mac)

In the **eScan Client** interface, you can modify the **User Name**, select the desired file **Folder** and determine the action after the file is downloading.

- **Windows**



- **Mac**



General

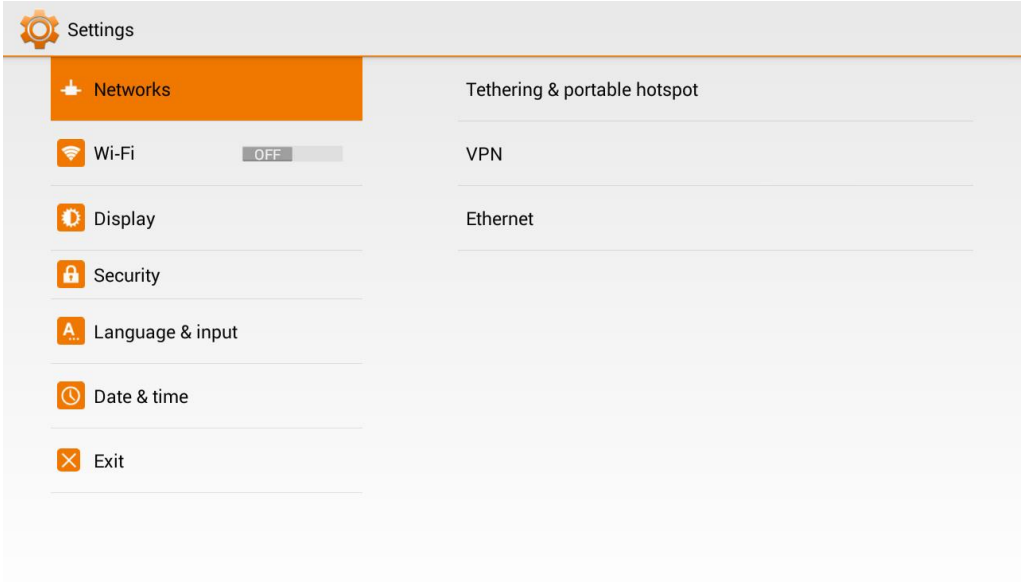
The General section includes the following items: **About**, **Wi-Fi**, **Calibration**, **Power Saving** and **Security Mode**.

About

You can set the system language, the static IP and update the driver version on this page. You may enable Hotspot to set eScan as an Access Point (AP) here.

Tap on **Language** to open the **Language** setting dialog, select the desired language and then tap the **OK** button to confirm the setting. The system will automatically restart.

Tap on to enter the **Plustek Settings** page, where you may configure advance system related settings, such as, the **Networks** setting, enabling eScan as an Access Point (AP), set a security code for the eScan, the brightness of the display and much more.

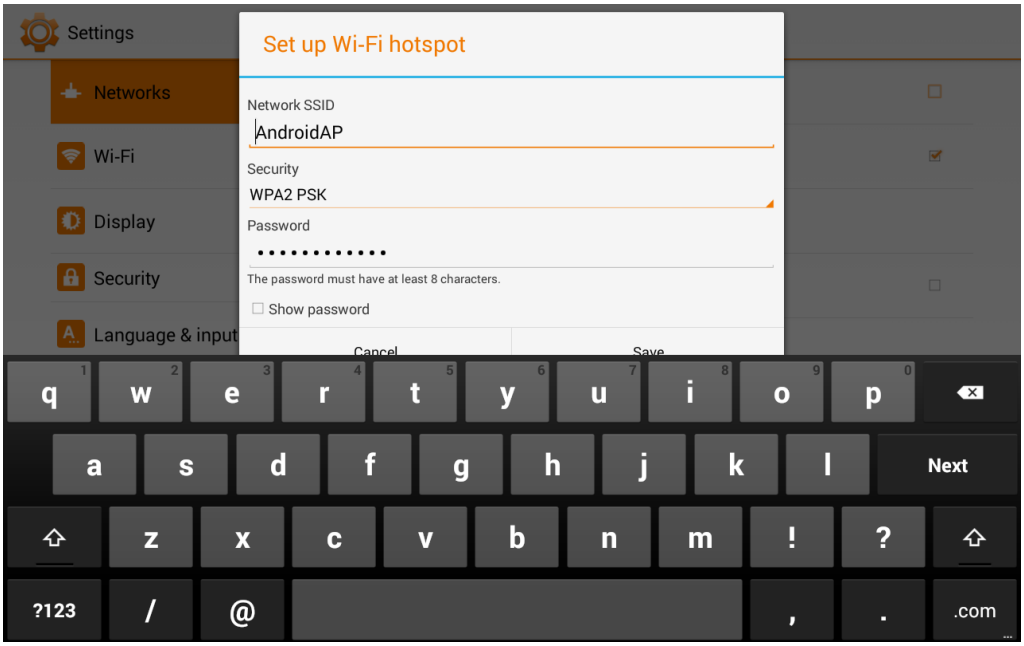


- **Setting eScan as an Access Point**

You may set eScan as an Access Point (AP), so that your mobile devices can connect to a wired network via eScan.

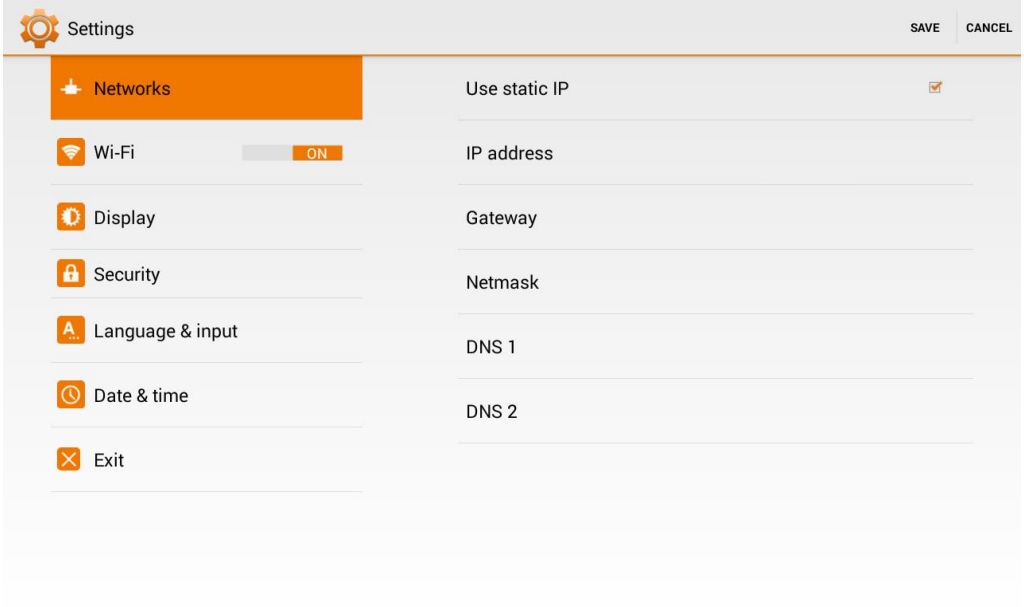
Tap on **Tethering & portable hotspot** and **Portable Wi-Fi hotspot** to activate eScan as a portable hotspot. Modify the **Network SSID** and the **Security** option if necessary. Enter the **Password**, the password should contain at least 8 digits. You may tick the checkbox of **Show password** to show the hidden password. Tap on **Save** to save the settings and tap on **Exit** on the left column to exit this dialog.

Information	There will be a mark showed on the upper-left corner of the main screen, you may use this eScan as a portable hotspot.



- **Static IP Settings**

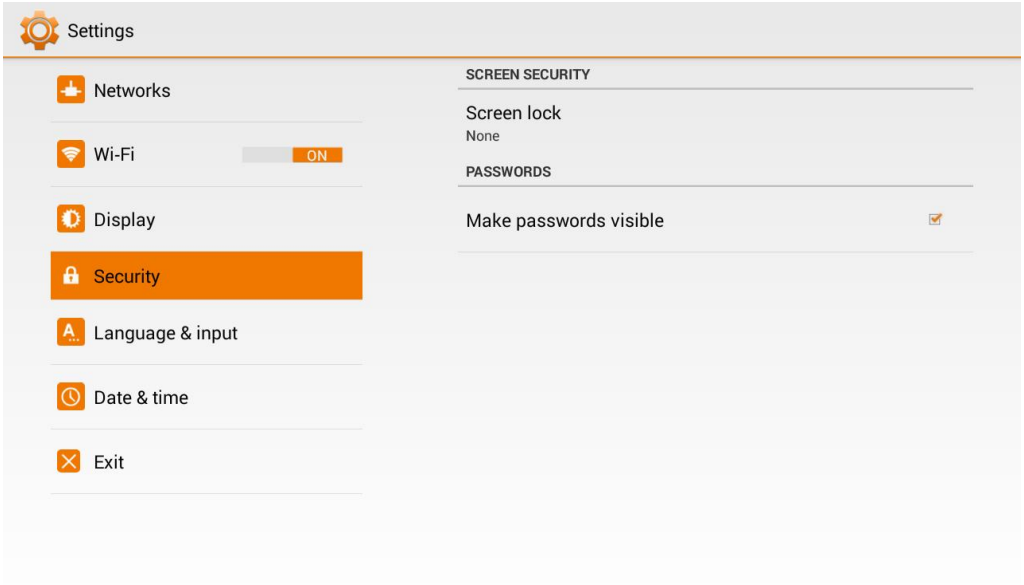
Tap on **Ethernet** and **Static IP Settings** to configure static IP settings. Select the **Use static IP** option and enter the **IP address**, **Gateway**, **Netmask**, **DNS 1** and/or **DNS 2**. Contact your network administrator for assistance. Tap on **SAVE** in the upper-right corner to save the settings and tap on **Exit** on the left column to exit this dialog.



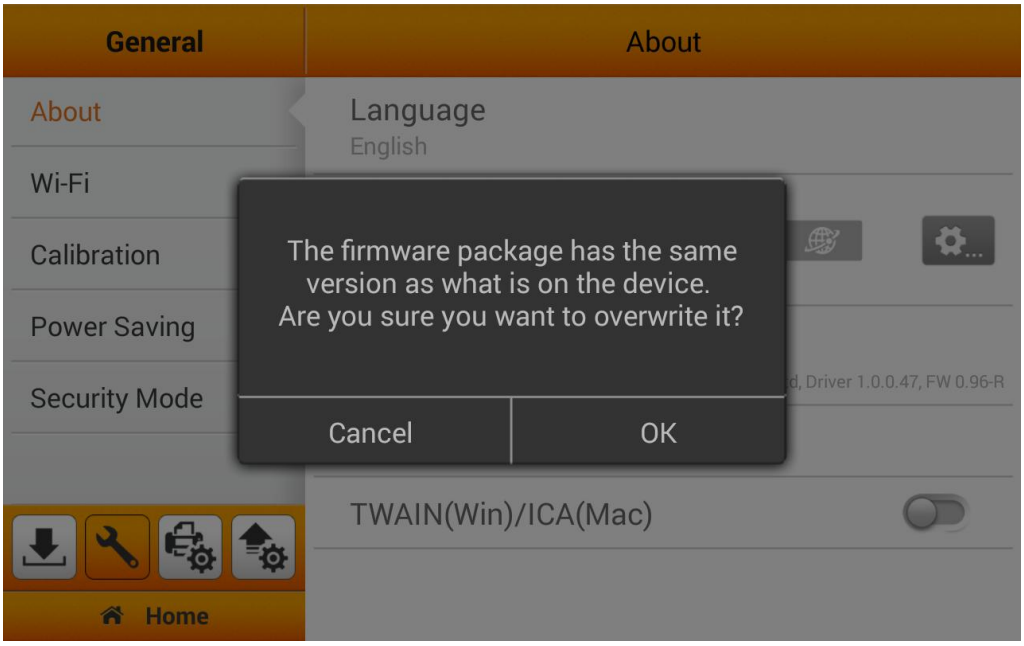
Information	To setup the duration of time before the touch screen display goes to "sleep", please refer to the **System Settings** --> **General** --> **Power Saving** for setup.

- **Security Settings**

To set up screen security, please tap on the security section. You may set screen lock by pattern or by password. NOTE: Please manage your security password/pattern carefully. If you have lost or forgotten your password/pattern, please contact original manufacturer for service. Applicable fees may apply.



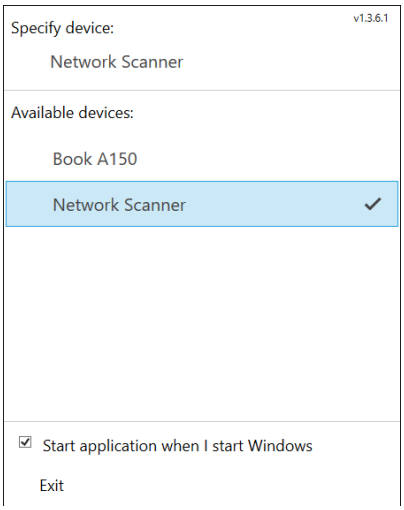
Tap on **Update** to check if you are running on the latest software. eScan will automatically download and guide you through, if connected to the Internet; if no updates are available, you'll be prompt with a message as well.



If you want to use the TWAIN interface of eScan, activate the **TWAIN(Win)/ICA(Mac)** function and the floating **TWAIN/ICA** button appears. The drivers for the respective scanning method are included in the scanner; however, an application must be install on your Windows PC to operate Network TWAIN. To download Network TWAIN application for Windows, visit our corporate website for more info.

If you connect eScan with USB cable, you have to download and install **Network Scanner (USB TWAIN) Setup** package from our corporate website, then you can use eScan with TWAIN compliant software.

If you connect eScan in a LAN environment, you have to download and install **Plustek Network Twain** from our website. Before using the TWAIN interface of eScan, you have to connect the eScan with Network TWAIN. Click the Network Scanner icon on the system tray. Double-click on the desired network scanner, and the check mark appears on the right. Now the network scanner is connected with your Windows PC.

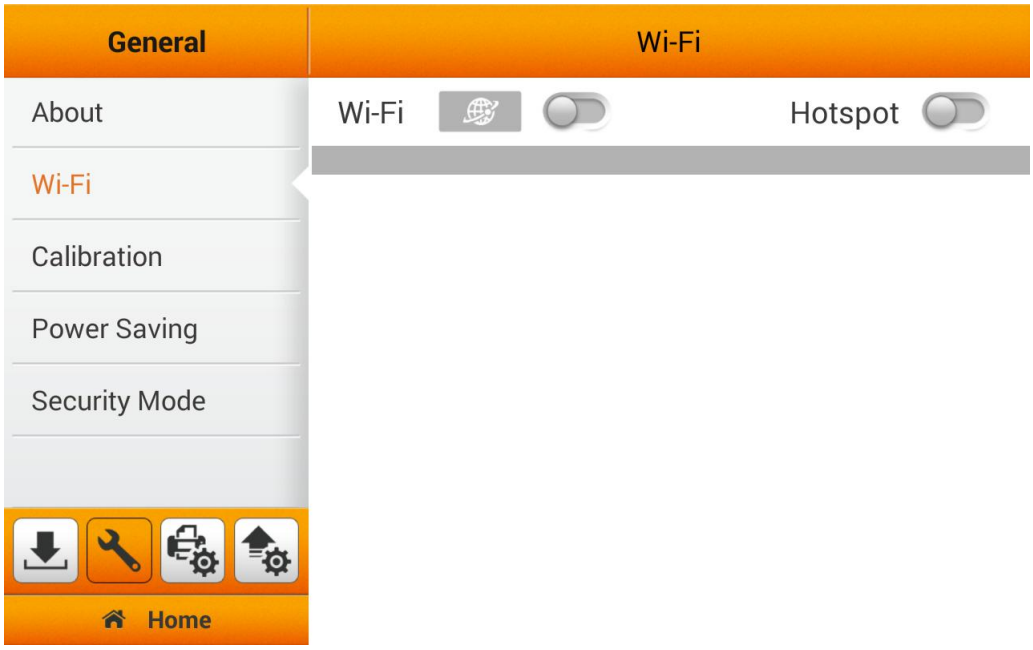


Wi-Fi

Information	This function may or may not be available depending on the scanner model you purchase.

You can activate the **Wi-Fi** function on this page. Select the desired Wi-Fi provider and enter the password if necessary. You may activate the **Hotspot** function here to set eScan as an Access Point (AP). Related settings please refer to **Setting eScan as an Access Point** section.

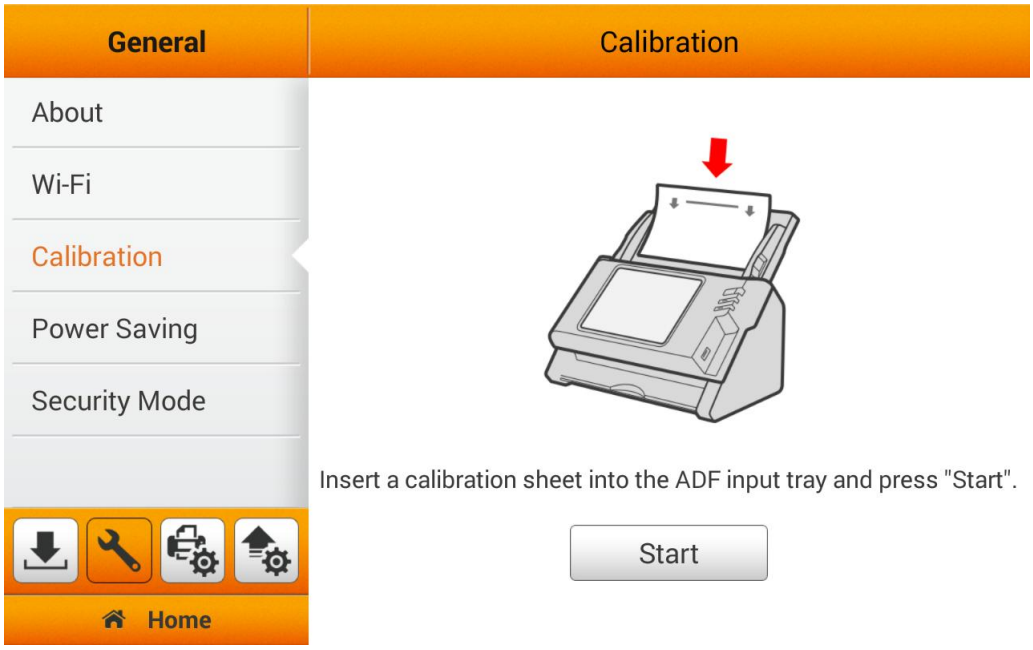
Attention	Due to the various possible devices connected to the eScan on the same Wi-Fi services, eScan will NOT automatically connect to a different Wi-Fi shall it become disconnected. You must manually change connection settings if need it.



Calibration

You can perform scanner calibration on this page. Calibrate the scanner if colors appear in areas that should be white, or original document varies in color from the scanned image. By calibrating the scanner, it allows you to adjust and compensate for variations that can occur in the optical component over time by its nature. Insert the special calibration sheet into the ADF of the scanner, with an arrow toward the scanner buttons. Tap the **Start** button to start the calibration process.

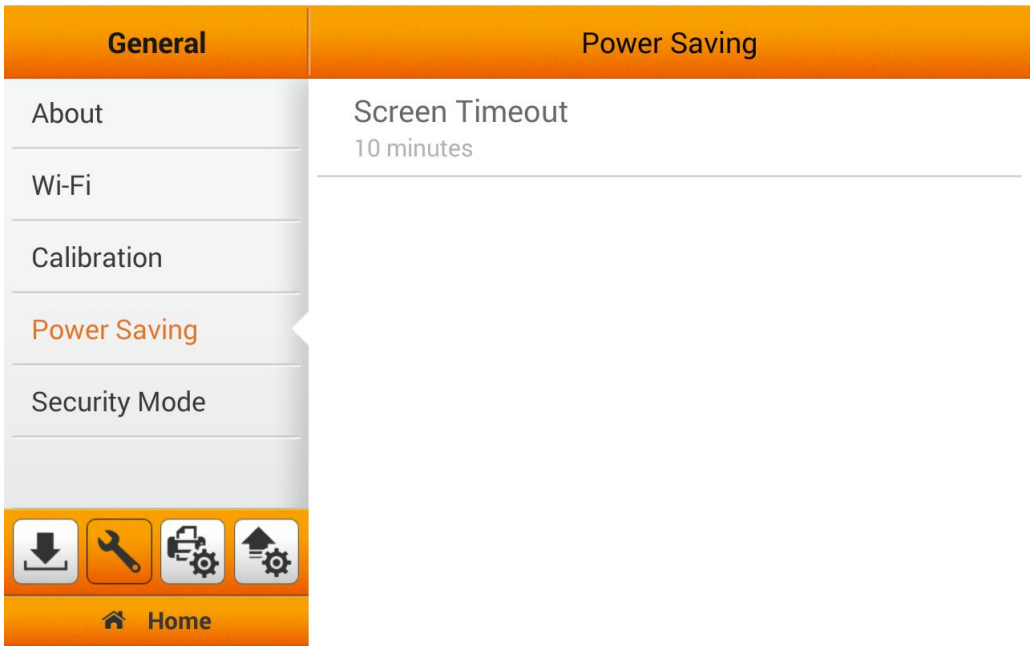
Attention	Please insert the special calibration sheet included with the scanner. Alternatively you may also use any plain white sheet of paper sized in A4 (216 by 297 mm) instead; however, the calibration effect may be less good than the special calibration sheet.



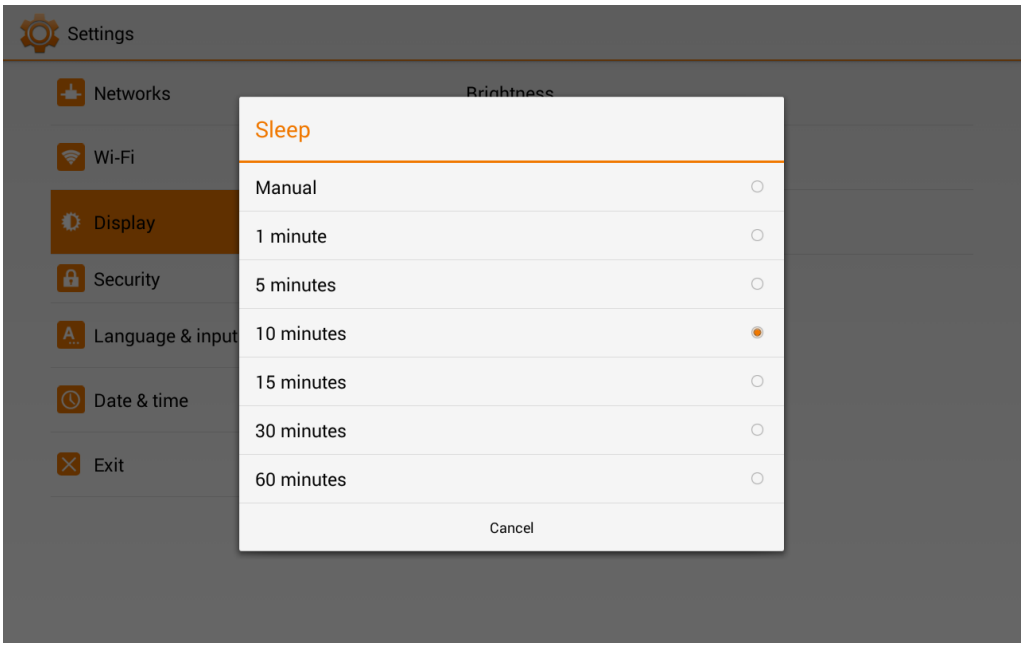
Power Saving

Attention	Strongly recommend using the function, to extend the lifespan of your touch panel.

To save power consumption, when the scanning process is finished, the scanner light source will turn itself off and the scanner will enter a lower-power mode without delay time. You can set the **Screen Timeout** time on this page.



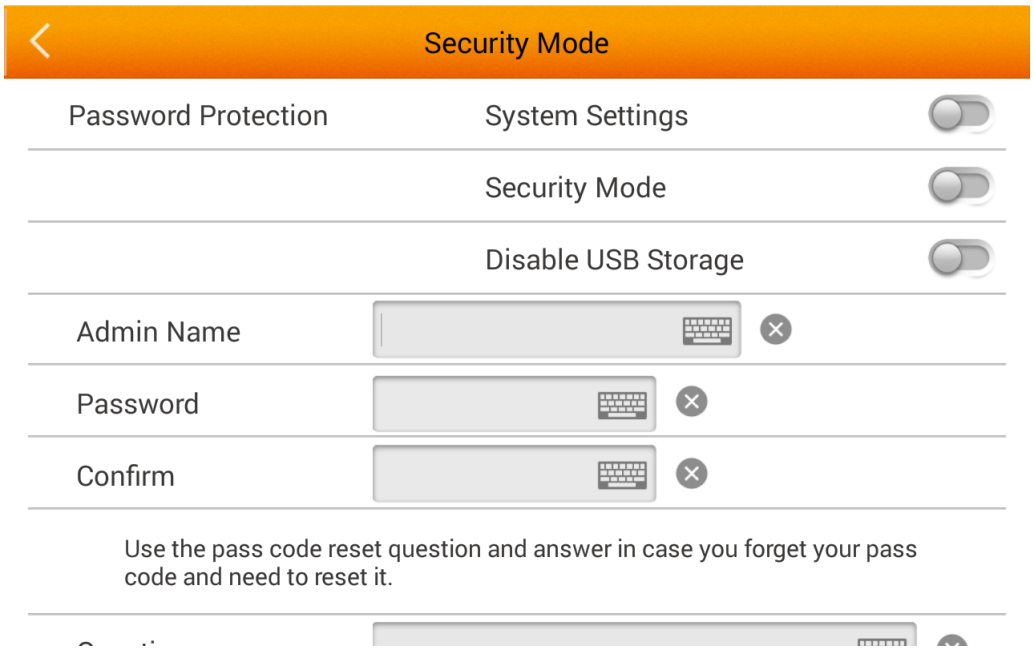
Tap on **Screen Timeout** > **Display** > **Sleep** to open the **Sleep** dialog, select the desired time period.



Security Mode

Administrator can have more control on the network scanner device by activating password protection on the settings menu (System Settings/ Security Mode/ Disable USB Storage).

Enable and configure password protection settings accordingly. When enable, user must enter password before proceed to the respective menu.

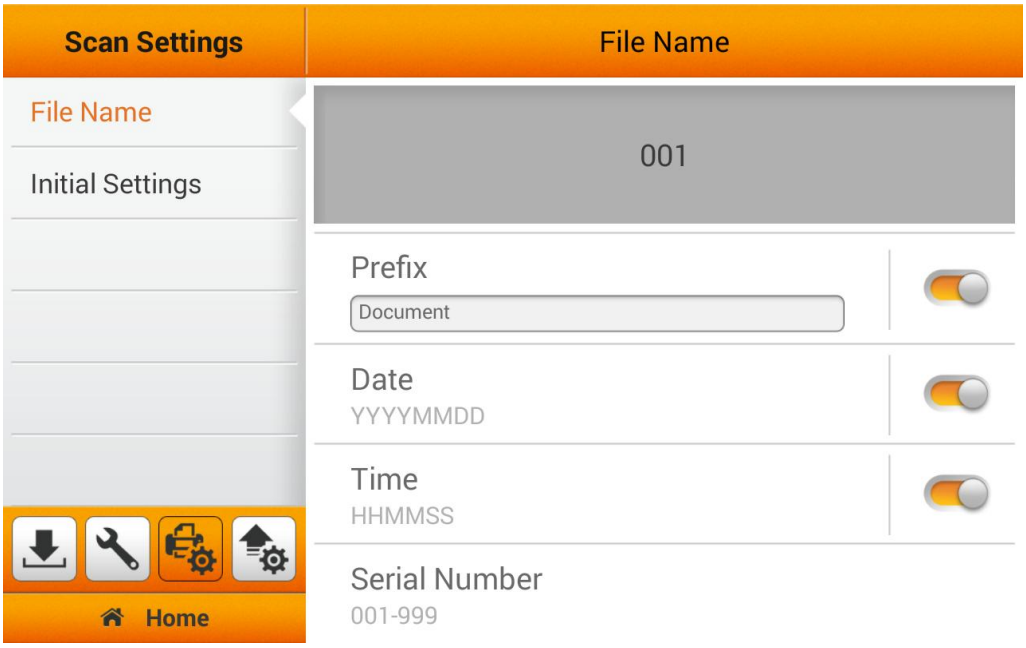


Scan Settings

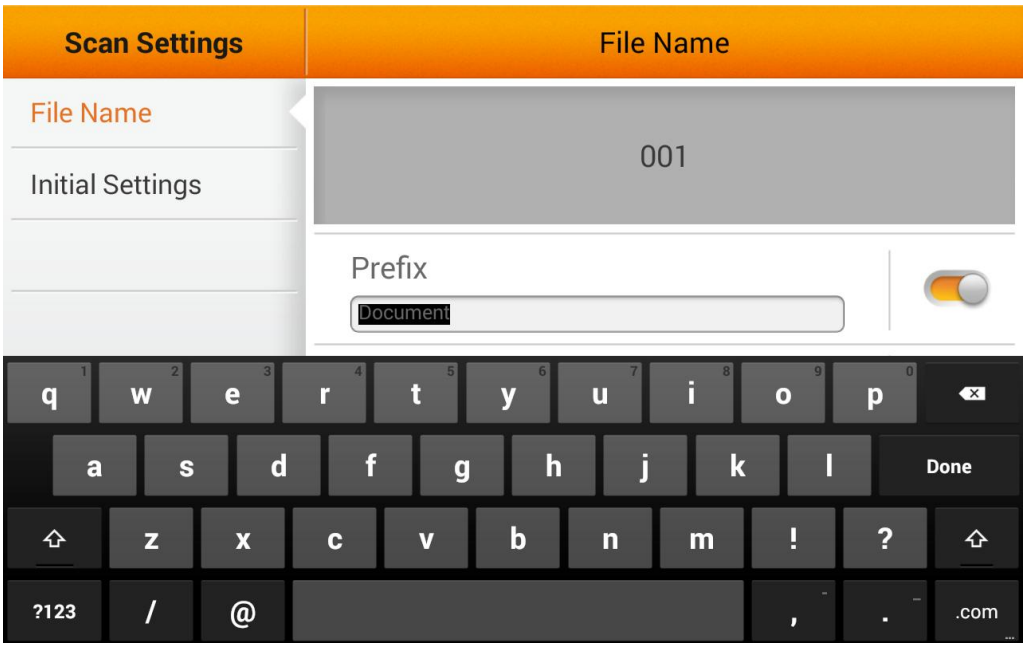
The Scan Settings section includes the following items: **File Name** and **Initial Settings** that allows you to set a prefix for your scanned document's name, as well as, predefine your scanner scan settings.

File Name

You may predefine a prefix name for the saved files on this page. The file name extension is automatically added according to the file format you set up. You can also rename your document during the **Save As** stage of your scanning process.

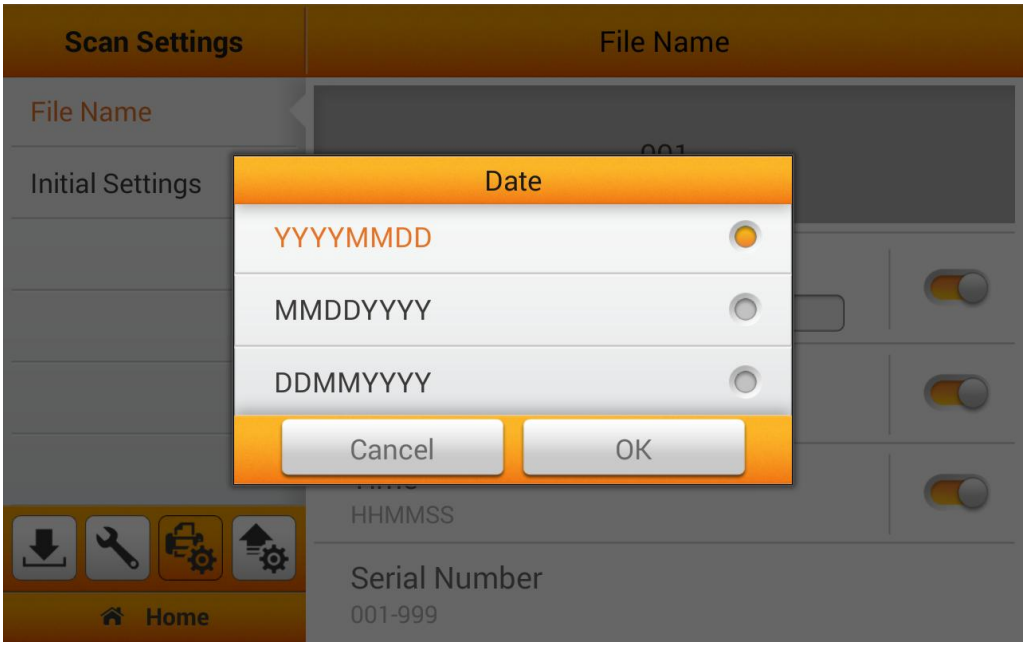


You can activate **Prefix** to display prefix in the file name. The text you enter here will become the file name prefix.



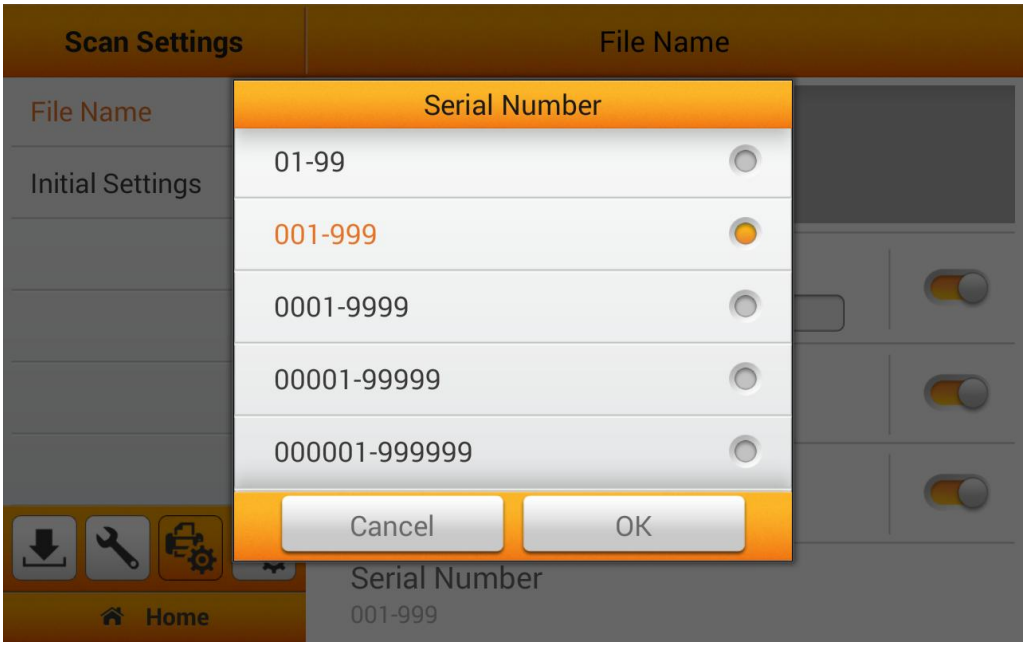
Note: Please make sure there is an active internet connection before you power on the scanner. The scanner requires access to the internet to set the device date and time.

You can activate **Date** to display the date in the file name. Select the desired format of **Date** in the following dialog.



You can activate **Time** to display the time in the file name. Select the desired format of **Time** in the following dialog.

Tap on **Serial Number** to select the desired format of **Serial Number** in the following dialog.



Initial Settings

You can modify the desired scan settings on this page. The setting here will be the initial settings for the user scan interface as a shortcut key, on the Main Menu. Users will have the option to select additional settings through the **Advanced Settings**. (Please refer to the **Advanced Settings** section for more detail).

Format

You can set two formats for user to select as a shortcut key, from the Main Menu. Users will have the option to select additional settings through the **Advanced Settings**. (Please refer to the **Advanced Settings** section for more detail). The selected result will apply to the **FORMAT** button in the user scan interface (Main Menu). If you select **TIFF** or **Multi-Page TIFF** as the file saving format, you may select the filename extension here.

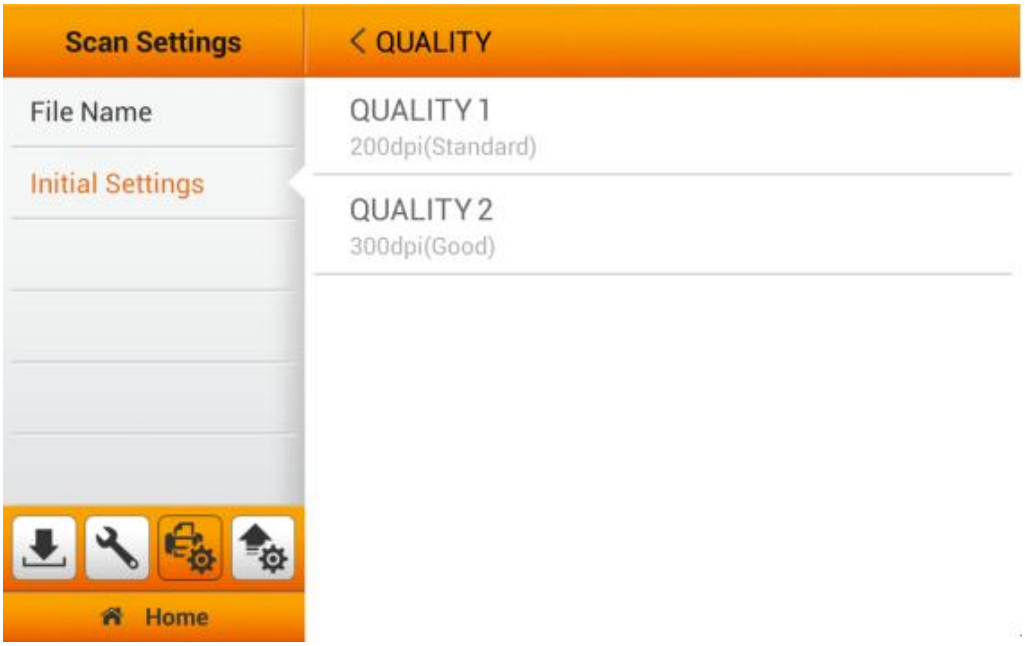
Select the file saving format in the popup dialog. Available file formats: **PDF**, **JPG**, **TIFF**, **PNG**, **Multi-Page PDF** and **Multi-Page TIFF**. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.

PDF/A

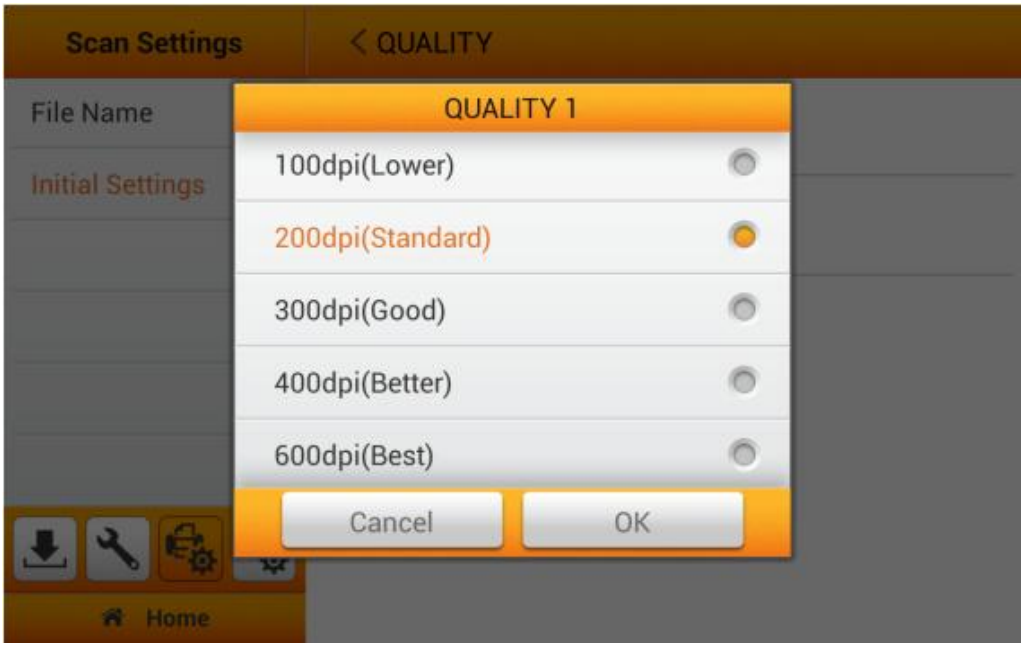
You can activate the **PDF/A** function to preserve the static visual appearance of electronic documents over time, that are self-contained, self-describing, and more device-independent. To ensure that the digital PDF documents remain readable, renderable and accessible for long -term.

QUALITY

You can set two resolutions for user to select as a shortcut key, from the Main Menu. Users will have the option to select additional settings through the **Advanced Settings**. (Please refer to the **Advanced Settings** section for more detail). The selected result will apply to the **QUALITY** button in the user scan interface (Main Menu).

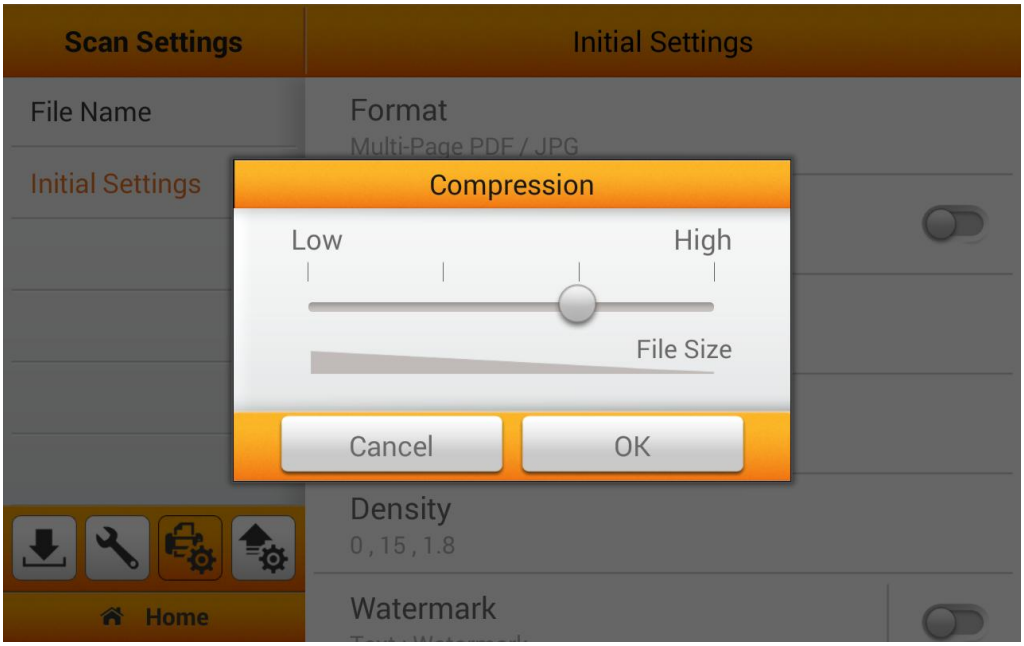


Select the desired **QUALITY** in the popup dialog. Available dpi values: **100dpi (Lower)**, **200dpi (Standard)**, **300dpi (Good)**, **400dpi (Better)**, and **600dpi (Best)**. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.



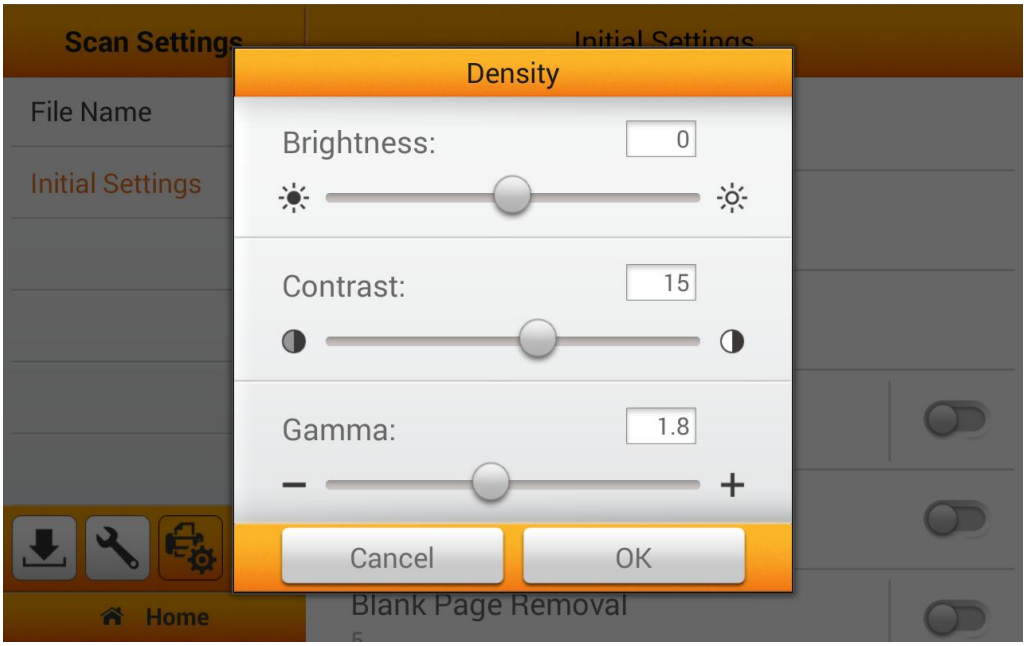
Compression

The lower the compression rate, the higher quality of the scan, resulting to a larger file. Adjust the **Compression** quality in the popup dialog. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog. You can also manage and adjust settings under **Advanced Settings** from the Main Menu. Please refer to the **Advanced Settings** section for more detail.



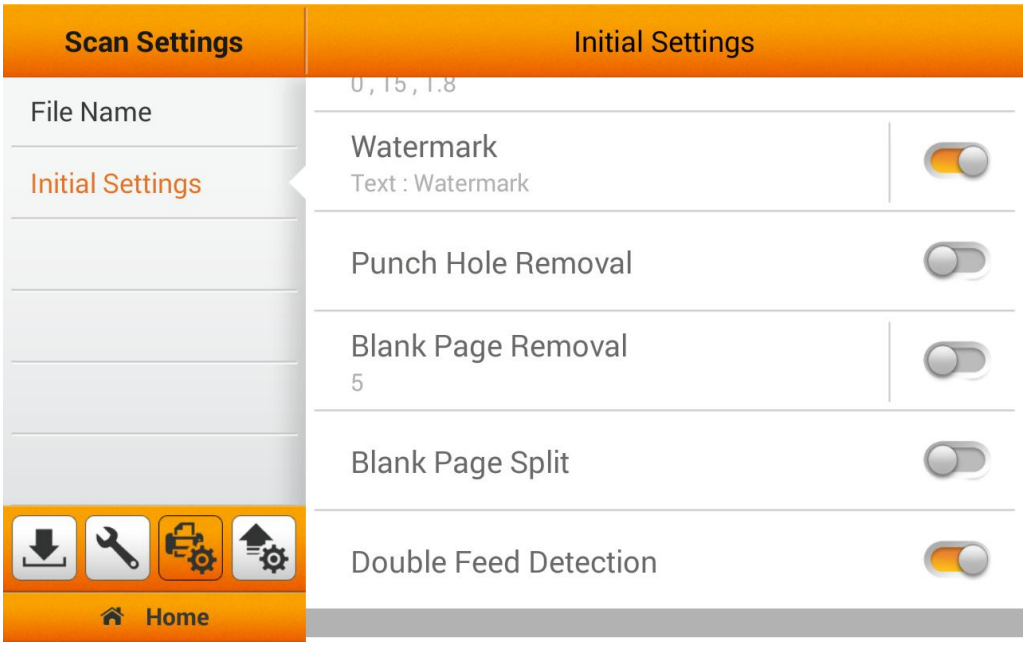
Density

Adjust the brightness, contrast and gamma levels of the image in the popup dialog to improve the visual appearance of the scanned file. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog. You will be able to make adjustment on the Main Menu under **Advanced Settings**.

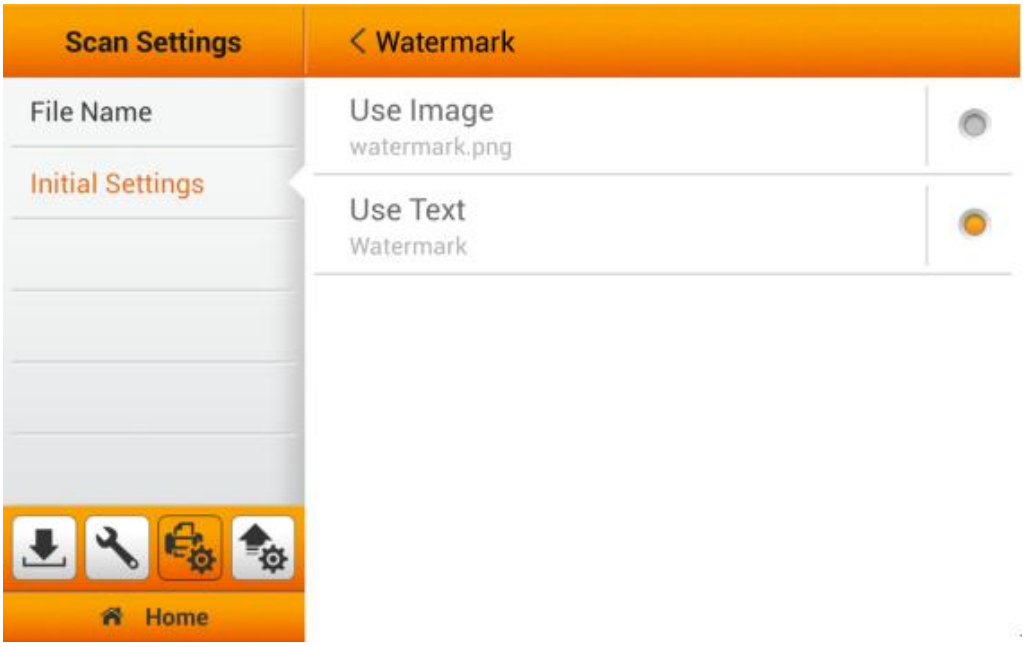


Watermark Settings

Enable **Watermark** under the **Initial Settings** will allow you to easily **Reset to Default** under the **Advanced Settings** from the Main Menu. **To Enable/Disable Watermark, you must first set the relevant settings "HERE" and switch on the Watermark function under the 'Advanced Settings' from the Main Menu.**



Select 'image or text' to activate the **Watermark** function. Select the type of watermark for your scanned images.

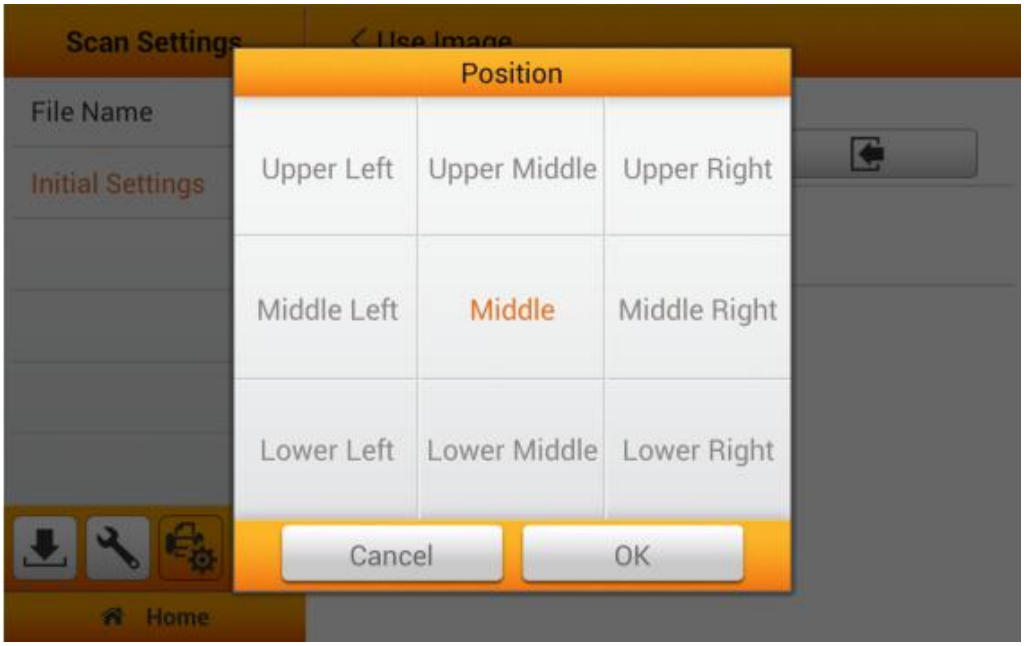


If you select **Use Image** as the **Watermark**, you have to upload the desired image and select the desired position. Tap the button to upload the desired image. Please note, when using Image file for your watermark overlay, we strongly recommend that the image be no bigger than 800x800 pixels. [Recommend size and format: 600x200pixels; PNG]

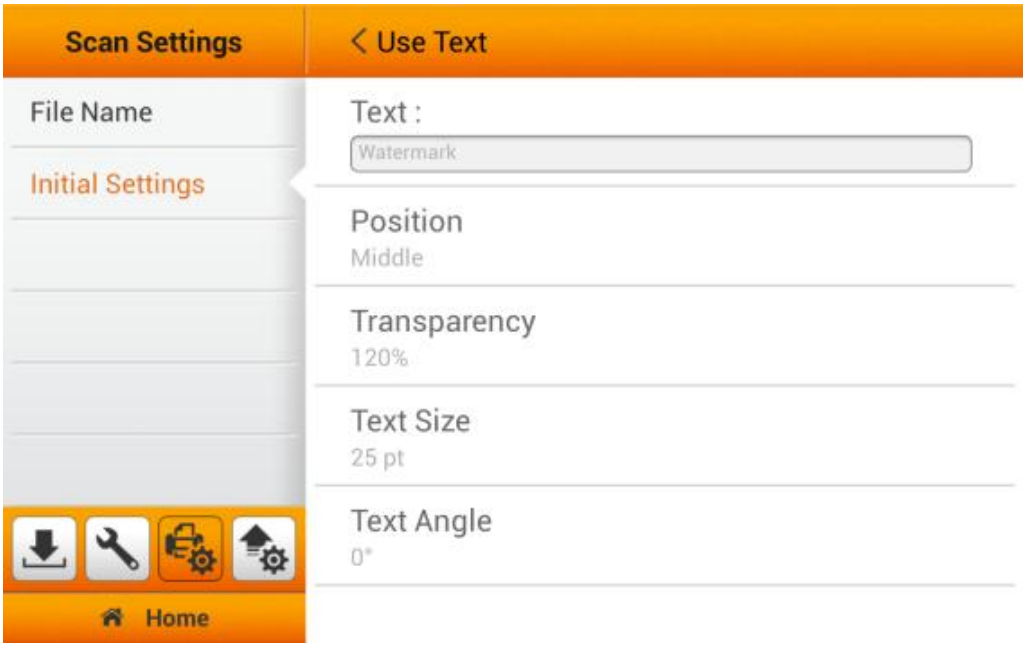
The color of the image overlay will correspond to your scanning color mode. Please adjust transparency of the image accordingly.

Note: When scanning **Black & White** we strongly recommend the transparency setting to be set at 150%.

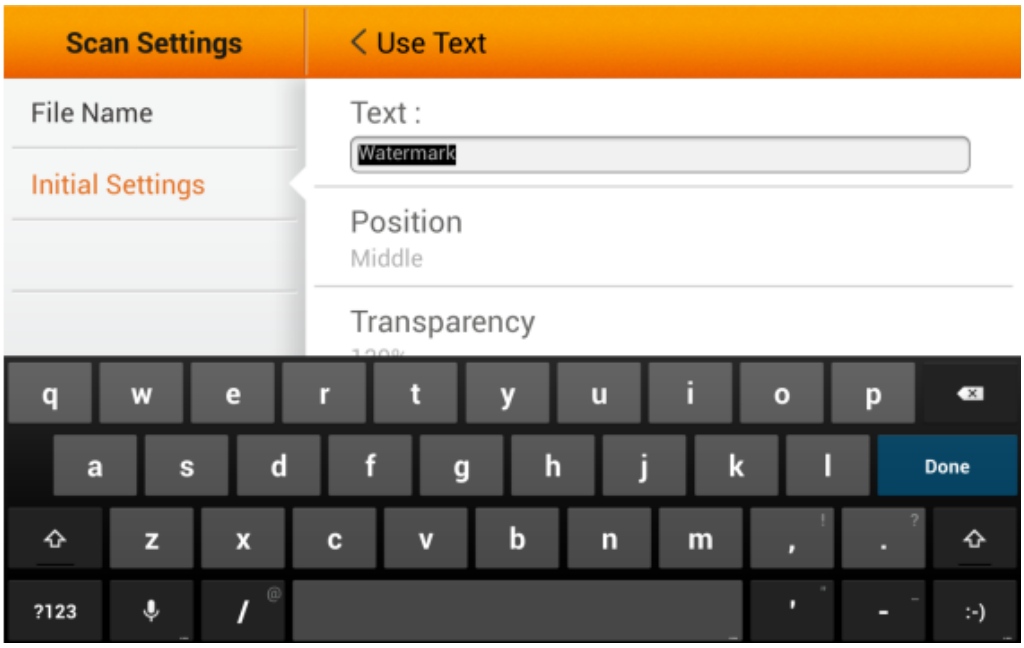
Tap on **Position** to select the desired position. There are 9 positions to choose from. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.



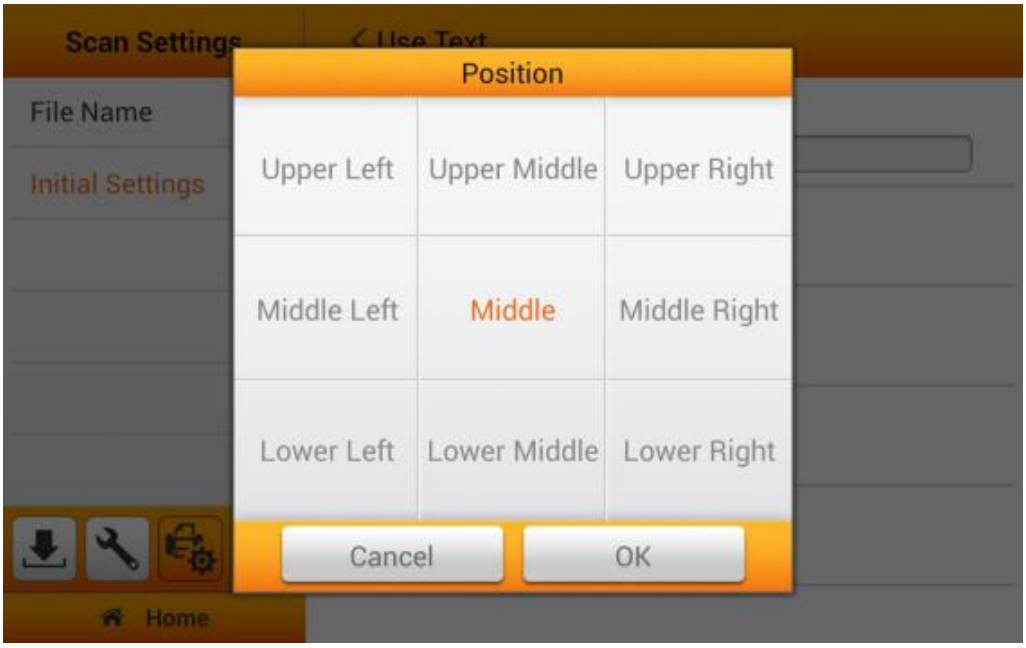
If you select **Use Text** as the **Watermark**, enter the desired text, select the desired position, and adjust the **Transparency**, **Text Size** and **Text Angle**.



Enter the desired text in the **Text** column.



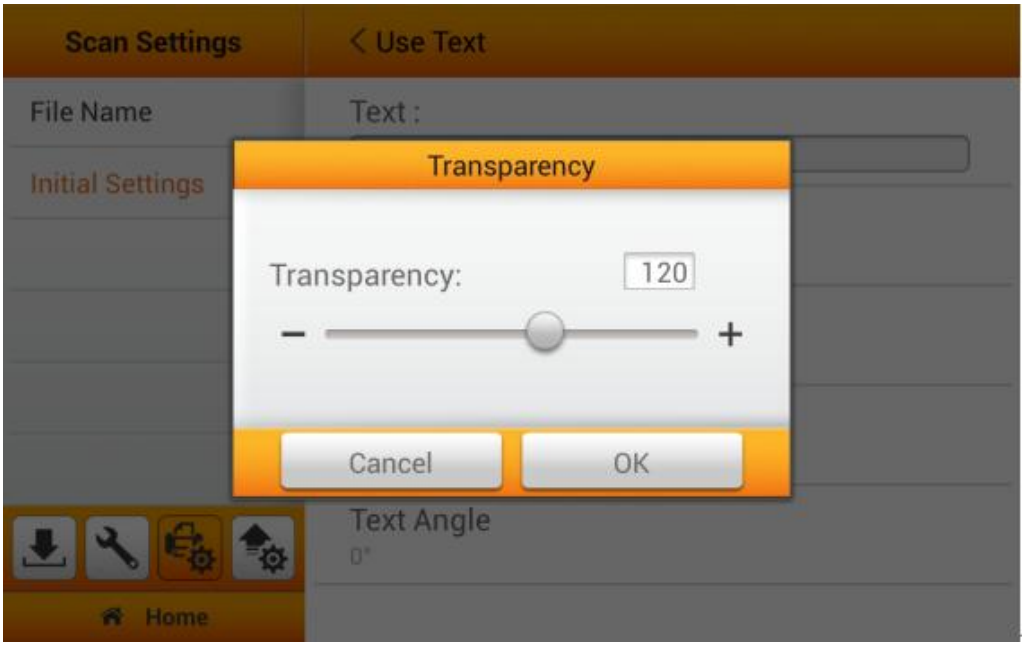
Tap on **Position** to select the desired position. There are 9 positions to choose from. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.



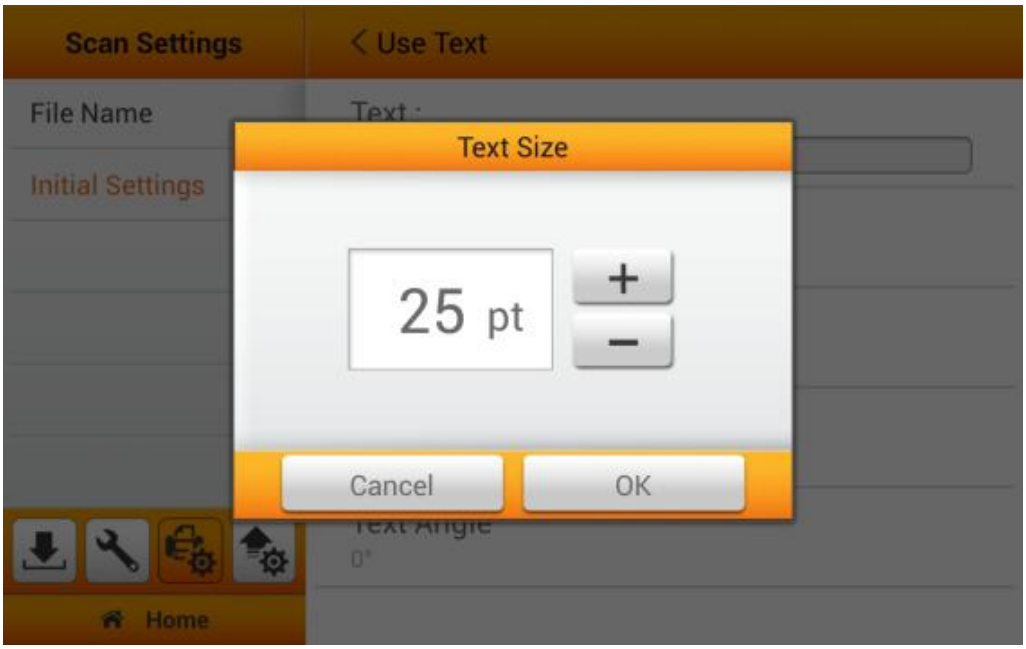
Tap on **Transparency** to adjust the transparency. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.

The color of the text overlay will correspond to your scanning color mode. Please adjust transparency of the text accordingly.

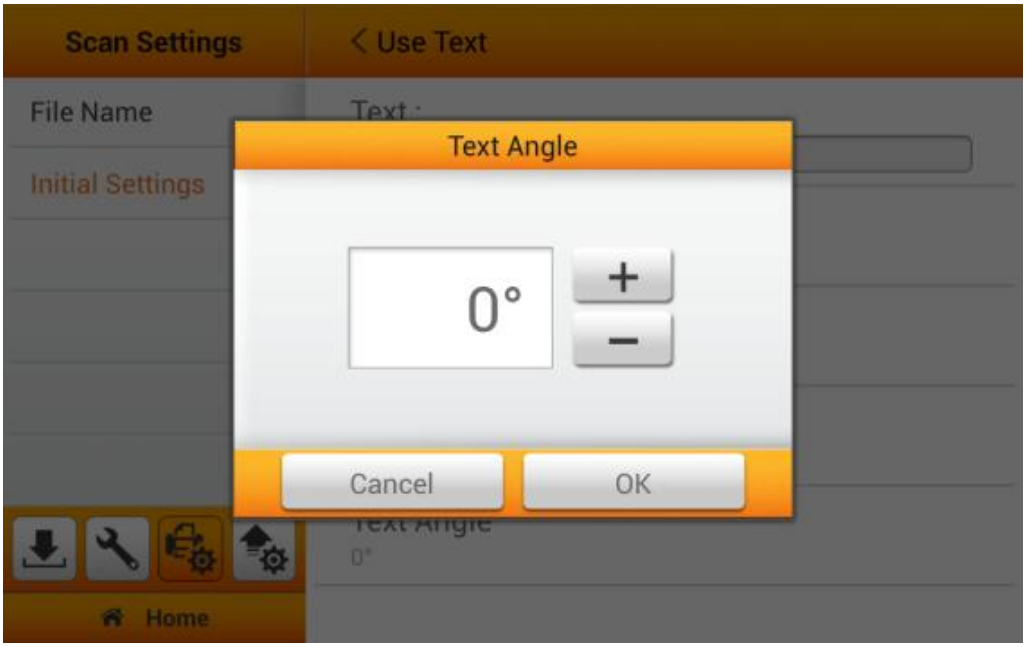
Note: When scanning **Black & White** we strongly recommend the **Transparency** setting to be set at 150%.



Tap on **Text Size** to adjust the text size. Tap the button to increase or decrease the values. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.

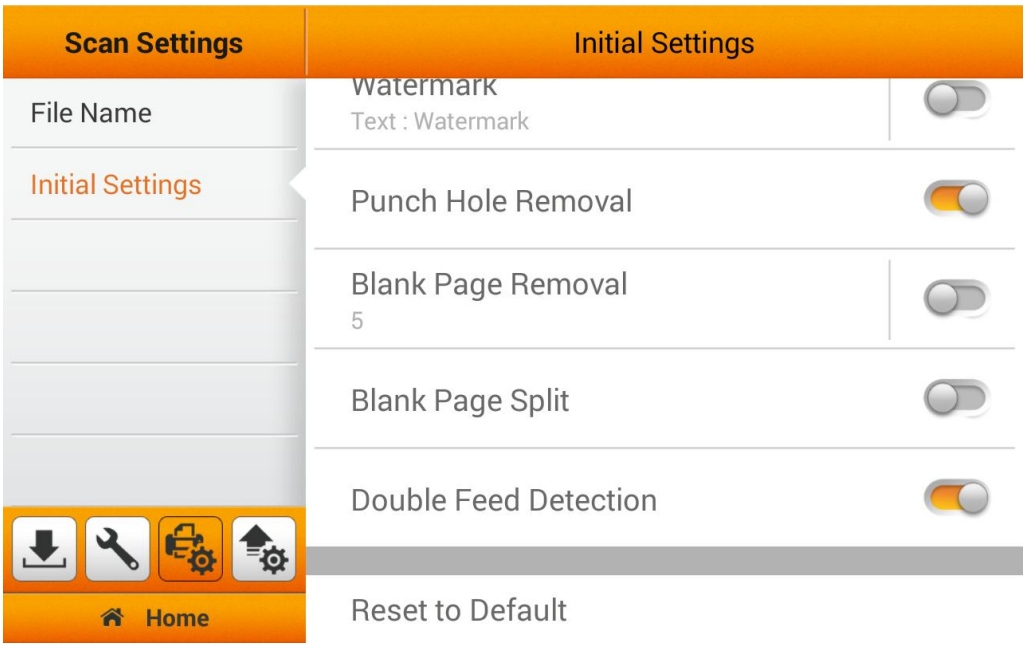


Tap on **Text Angle** to adjust the text angle. Tap the button to increase or decrease the values. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.



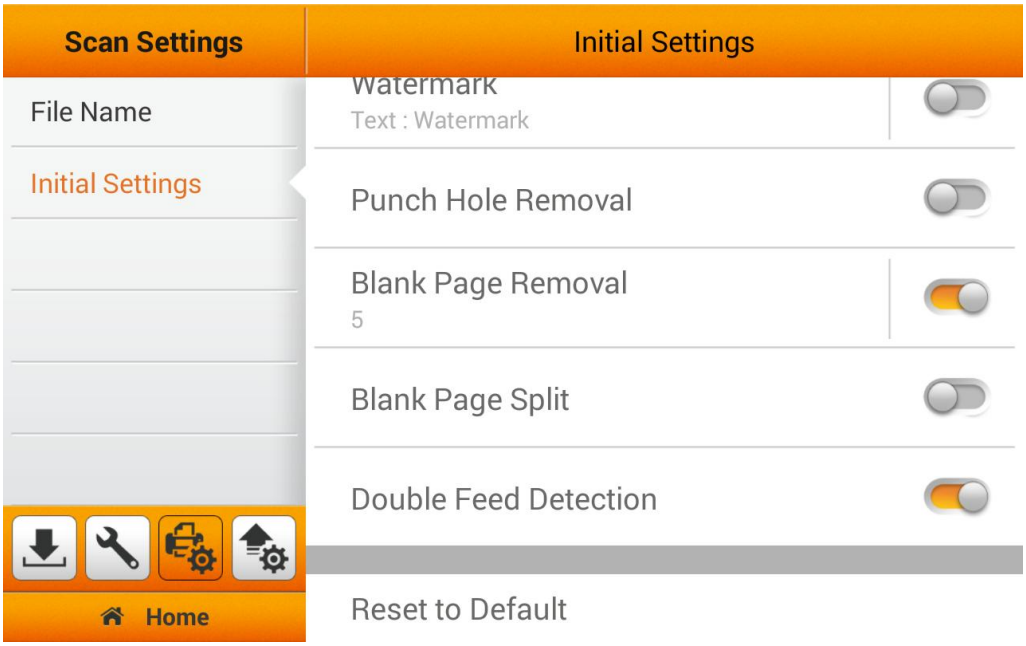
Punch Hole Removal

You can activate the **Punch Hole Removal** function. Switch on this function to remove the hole marks aligned along with the edge of the scanned document. Enable **Punch Hole Removal** under the **Initial Settings** will allow you to easily **Reset to Default** under the **Advanced Settings** from the Main Menu. **To Enable/Disable 'Punch Hole Removal', you must enable the 'Punch Hole Removal' function under the 'Advanced Settings' from the Main Menu.**

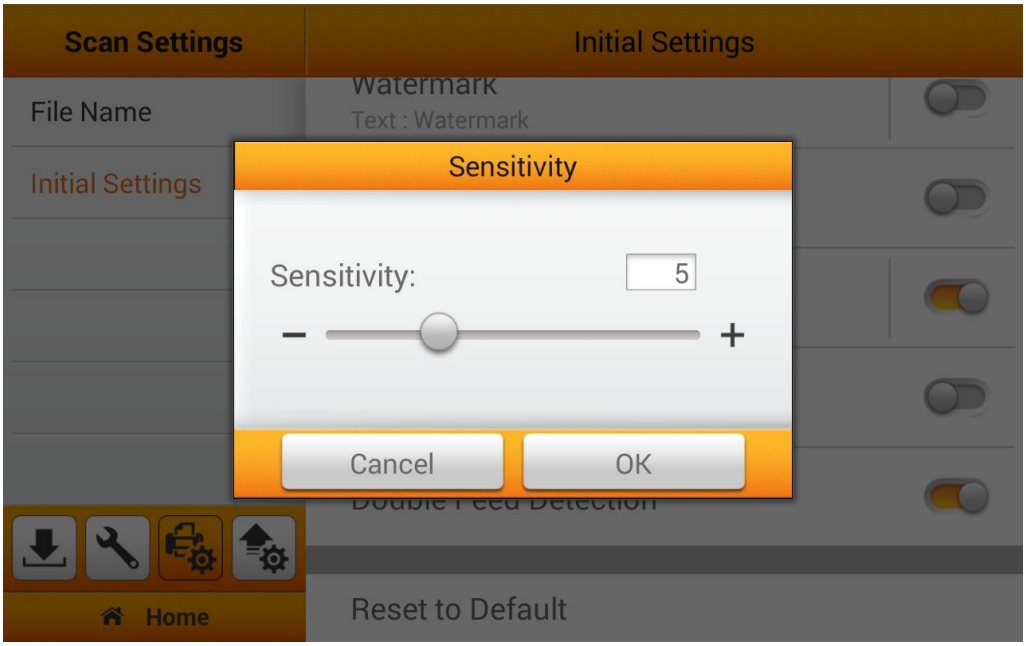


Blank Page Removal Settings

Enable **Blank Page Removal** under the **Initial Settings** will allow you to easily **Reset to Default** under the **Advanced Settings** from the Main Menu. **To Enable/Disable 'Blank Page Removal', switch on the 'Blank Page Removal' function under the 'Advanced Settings' from the Main Menu.**

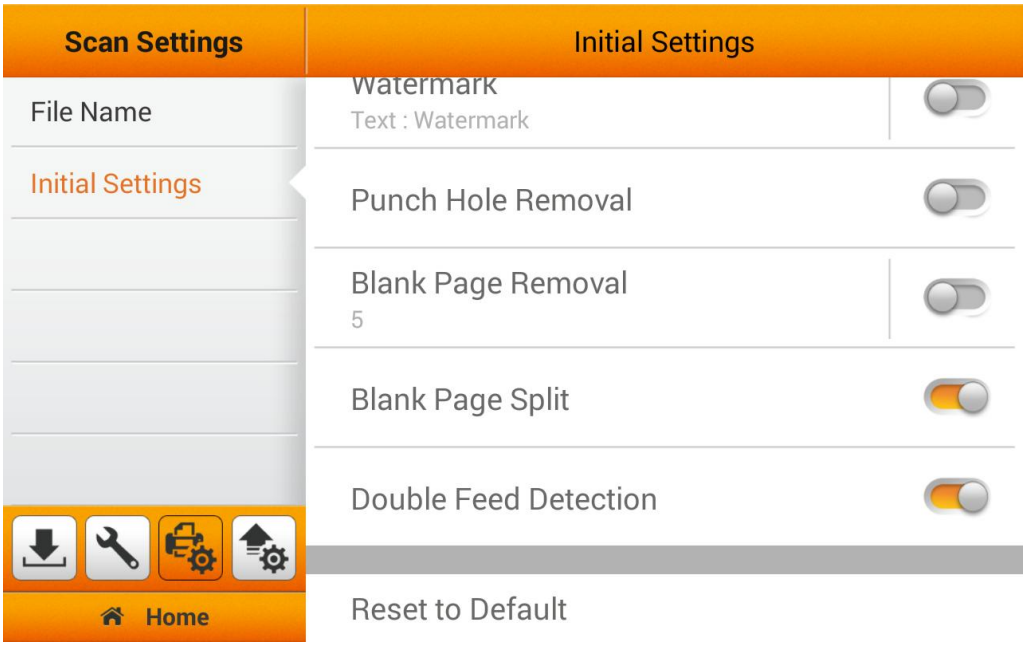


Switch on this function to remove blank pages after the document is scanned. Adjust the **Sensitivity** level in the following dialog. The higher the sensitivity, the more scanned pages will be treated as blank pages and removed. Tap the **OK** button to confirm the settings or tap **Cancel** to exit this dialog.



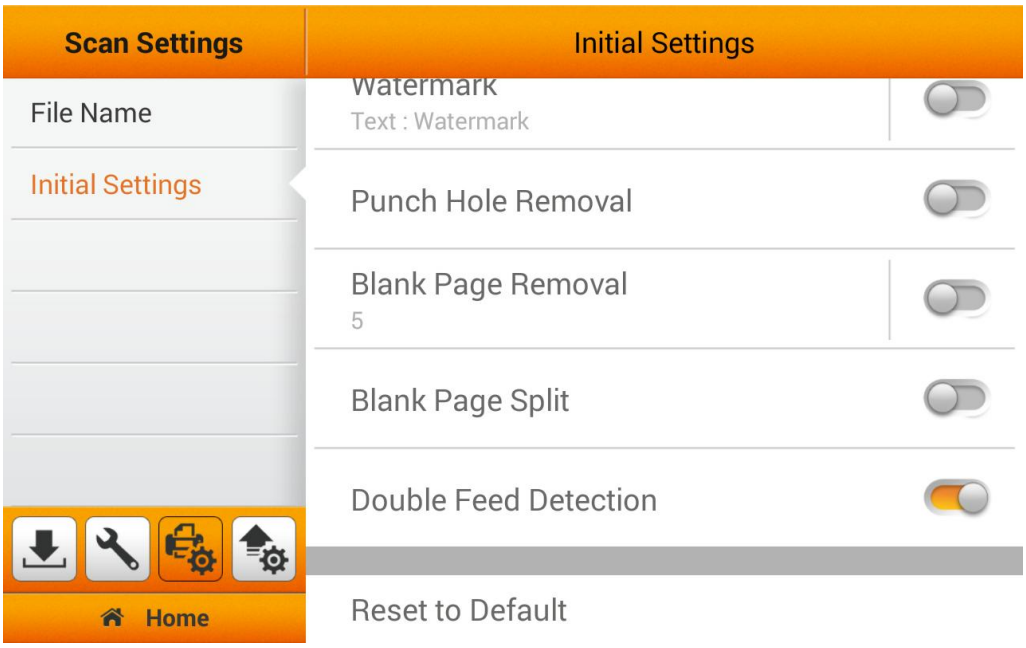
Blank Page Split

You can activate the **Blank Page Split** function. Switch on this function to split the scanned documents by inserting a blank page in between the files. This function can only be used with the Multi-Page PDF and Multi-Page TIFF formats. Enable **Blank Page Split** under the **Initial Settings** will allow you to easily **Reset to Default** under the **Advanced Settings** from the Main Menu. **To Enable/Disable 'Blank Page Split', you must enable the 'Blank Page Split' function under the 'Advanced Settings' from the Main Menu.**



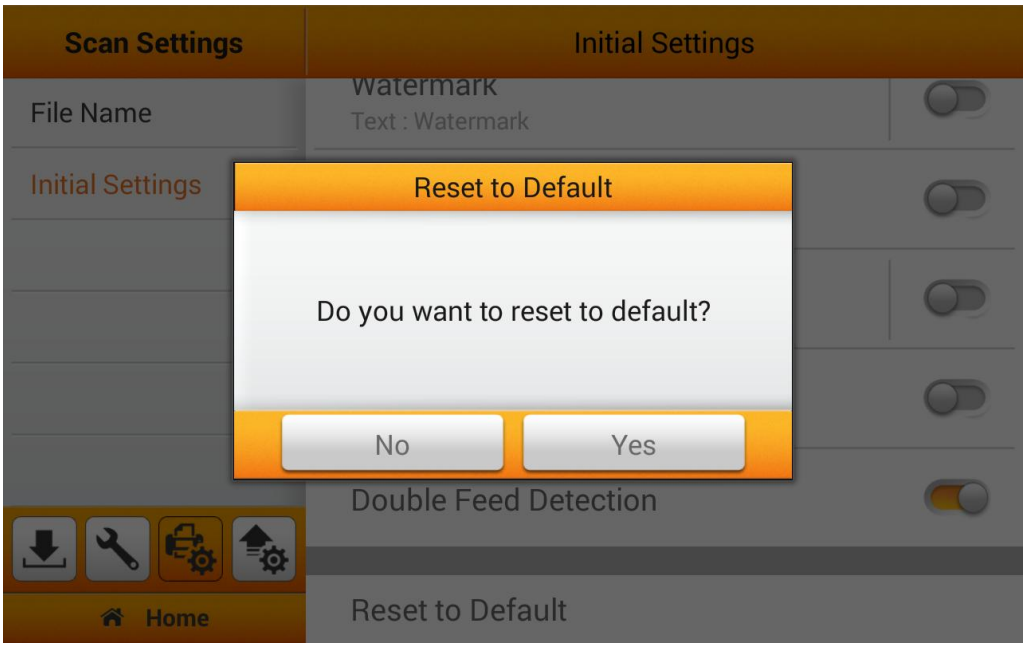
Double Feed Detection *Only available on selected models

You can activate the **Double Feed Detection** function. Switch on this function to check paper overlap (i.e., 2 or more pages stuck together when being fed through the ADF). Enable **Double Feed Detection** under the **Initial Settings** will allow you to easily **Reset to Default** under the **Advanced Settings** from the Main Menu. **To Enable/Disable 'Double Feed Detection', you must enable the 'Double Feed Detection' function under the 'Advanced Settings' from the Main Menu.**



Reset to Default

Tap on **Reset to Default** to reset the scan settings to default factory settings. The following dialog opens to confirm the action.

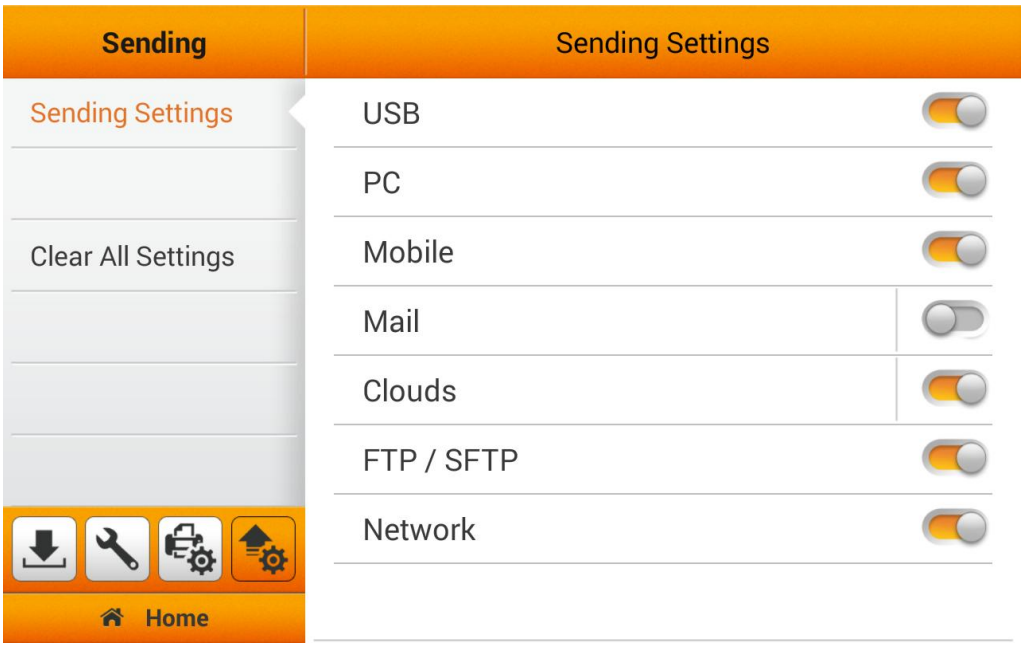


Sending

The Sending section includes the following item: **Sending Settings**, **Custom App** (Optional) and **Clear All Settings**.

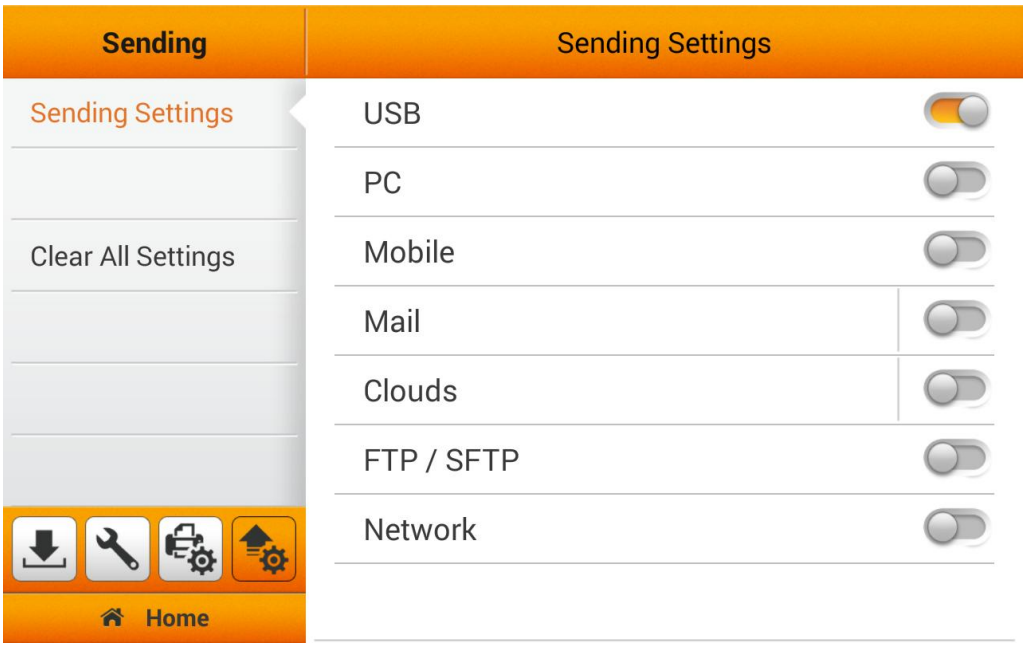
Sending Settings

You can activate the desired sending destinations. Available options are: **USB**, **PC**, **Mobile**, **Mail**, **Clouds**, **FTP/SFTP** and **Network**.



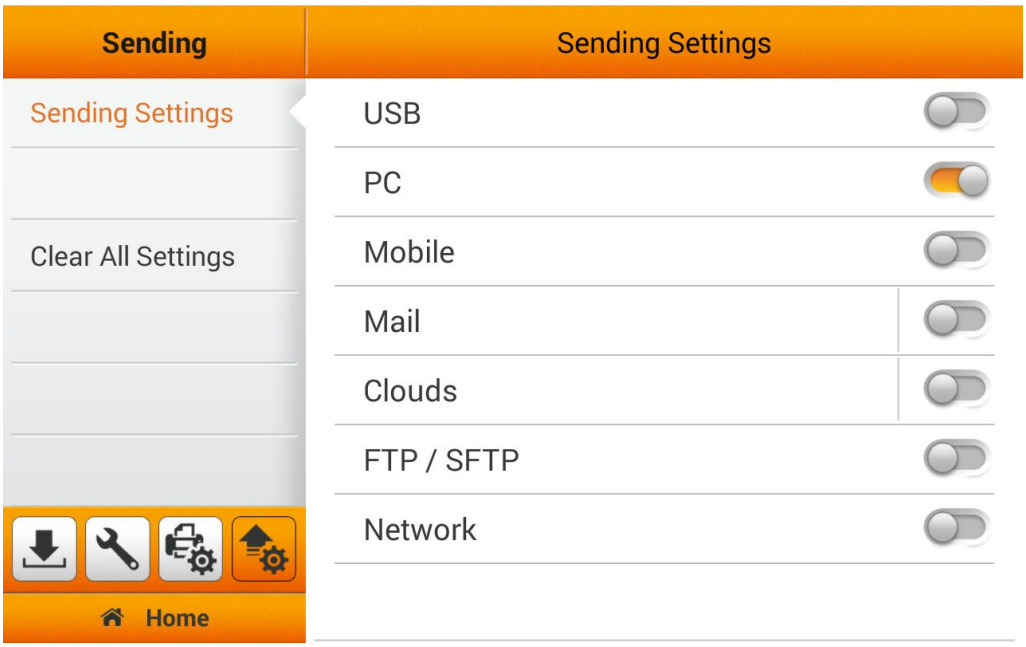
USB

Switch on the **USB** function to enable sending the scanned file to the USB flash drive.



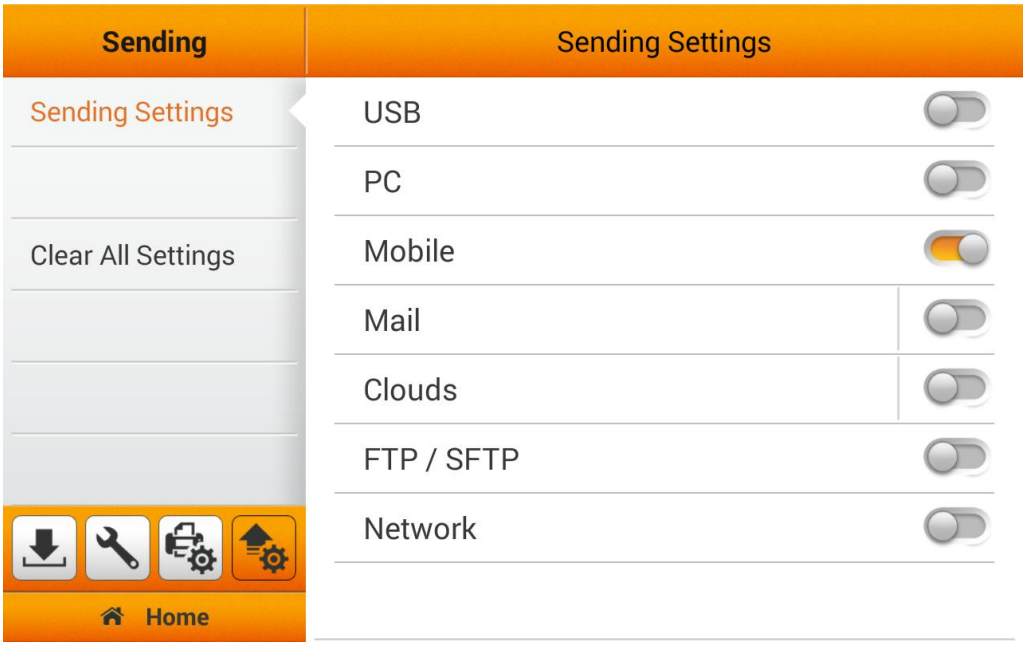
PC *Please download application here

Switch on the **PC** function to enable sending the scanned file to the desired computer. The scanner and the target device must be on the same segment of the network.



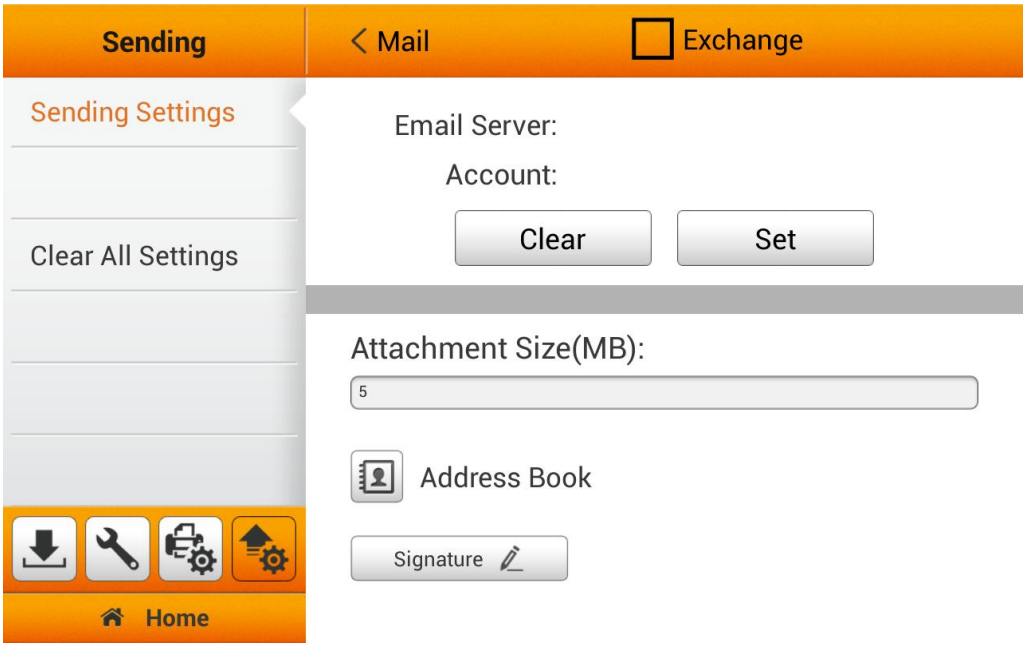
Mobile *Please download app from google/apple store.

Switch on the **Mobile** function to enable sending the scanned file to the desired mobile device. The scanner and the target device must be on the same segment of the network.

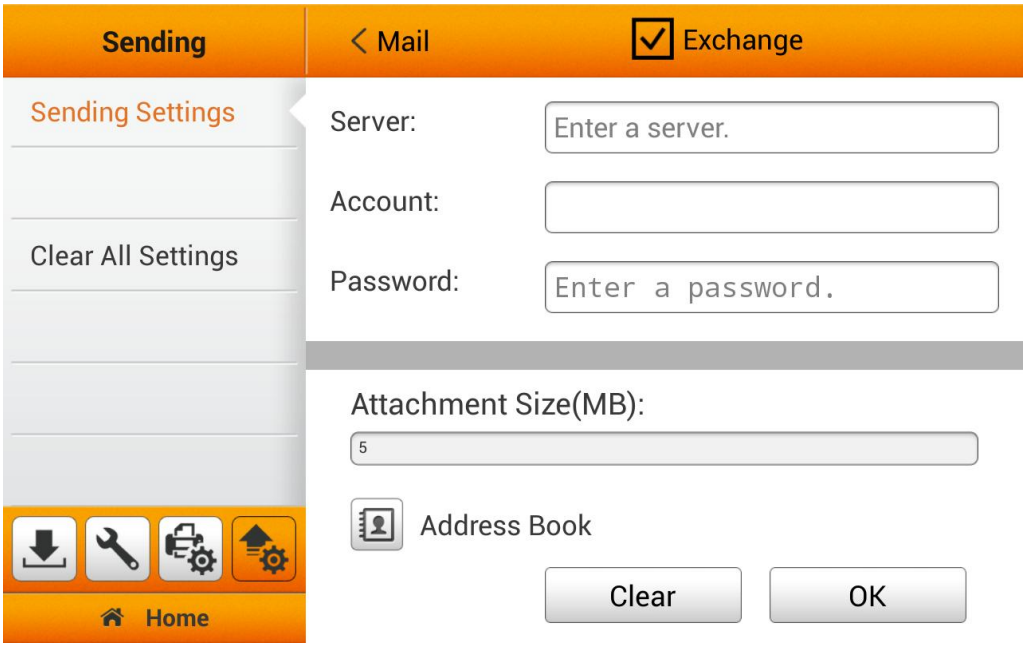


Mail

Switch on the **Mail** function to enable sending the scanned file to the desired e-mail addresses.



If you are Microsoft Exchange server user, please tick the checkbox of **Exchange** on the top. Enter **Server**, **Account** and **Password**, then tap the **OK** button to test the mail server setting.



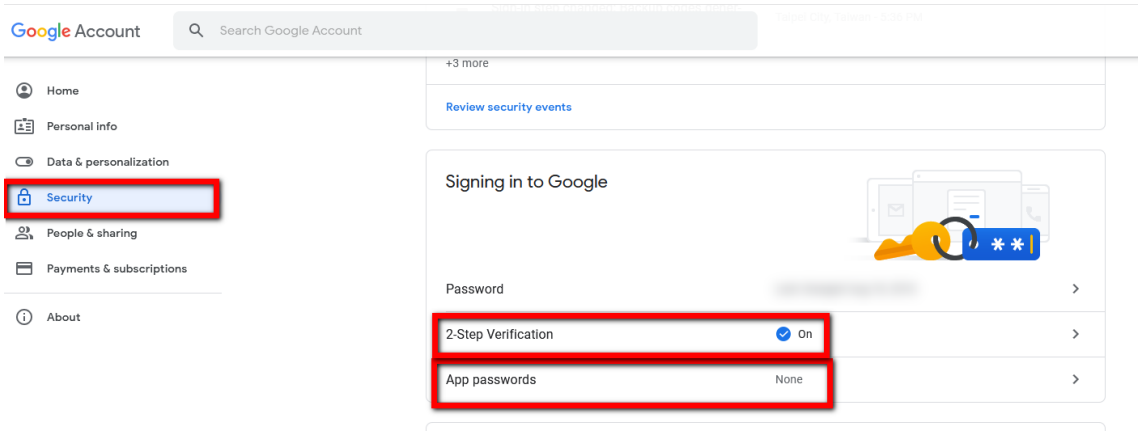
Tap the Set button to set the mail server.

Enter **Account** and **Password** then tap the **Search** button. The information of **Server**, **Port** and **Authentication** method will be detected automatically. Tap the **OK** button to test the mail server setting.

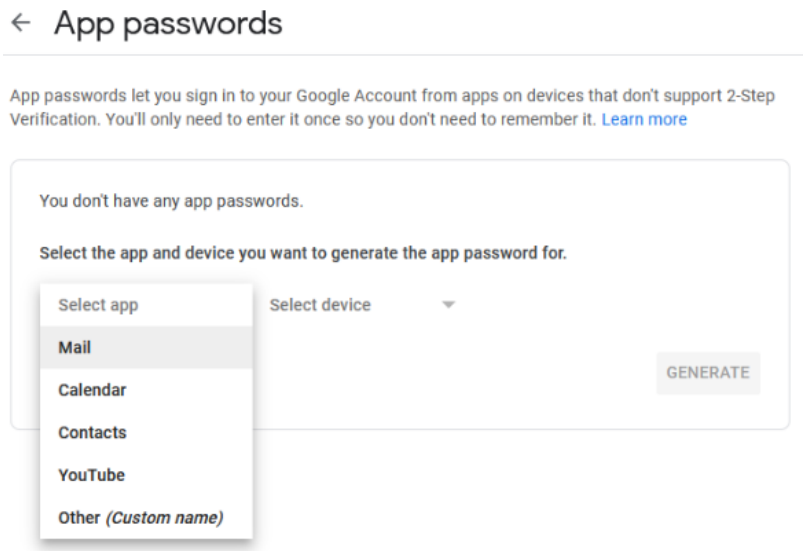
If you use gmail account for the Outgoing SMTP Server Settings, the password here is not your personal password. You have to turn on **2-Step Verification** and create app password to login to your gmail account with eScan for security reason.

Please follow the steps below:

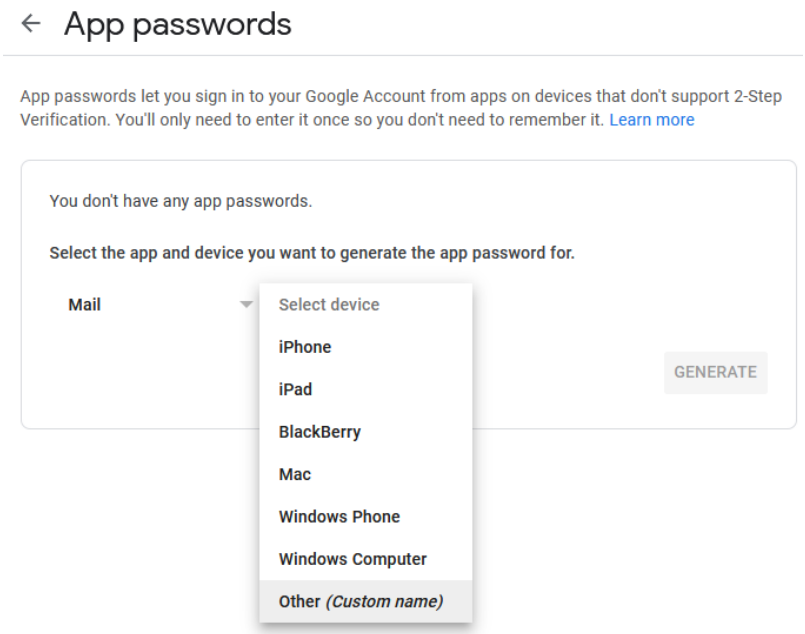
1. Go to your Google account.
2. Select Security, and turn on **2-Step Verification**. Under "Signing in to Google," select **App passwords**. You may need to sign in.



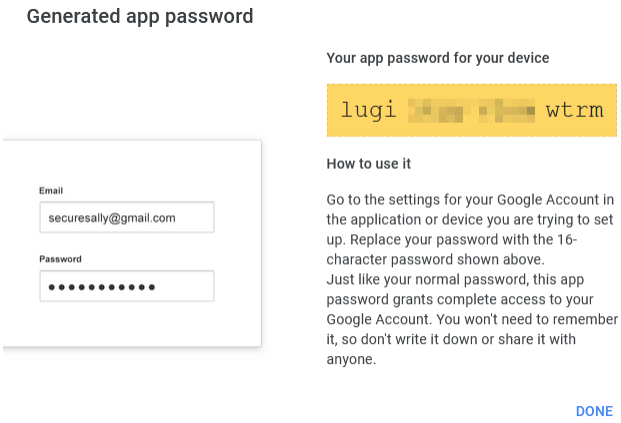
3. At the bottom, choose **Mail** in **Select app** dropdown list.



4. Then choose **Other (Custom name)** in **Select device** dropdown list, and enter the desired name.

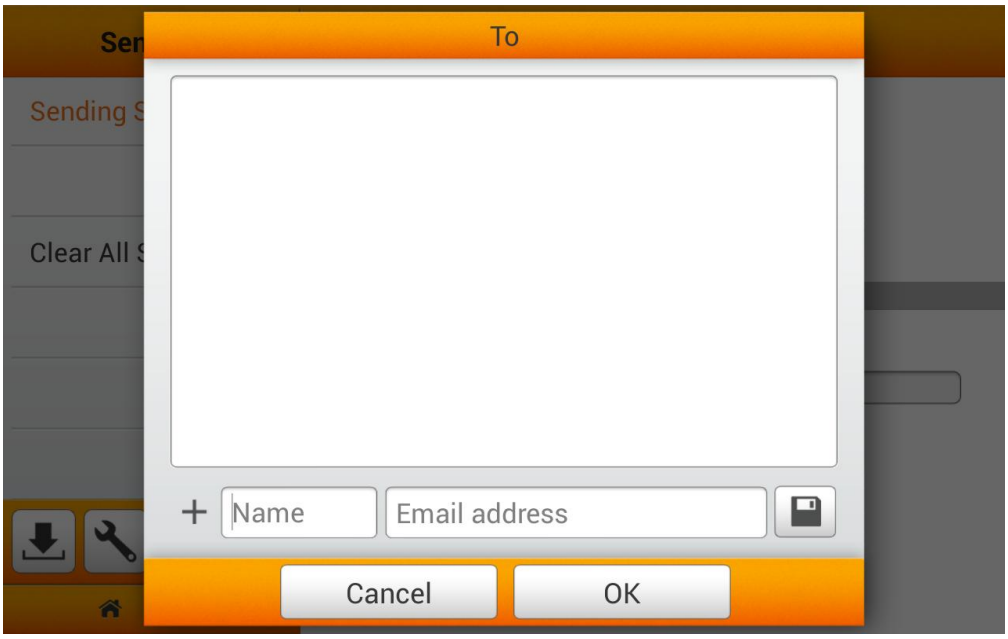


5. Click **Generate** button, and the 16-digit passcode is created. You may login your gmail account with eScan by the app passwords.



If the connection is successful, the mail server information will display on the top of the page. Adjust **Attachment Size(MB)** if scan documents are greater than the default. Note, incoming attachment size various on mail server.

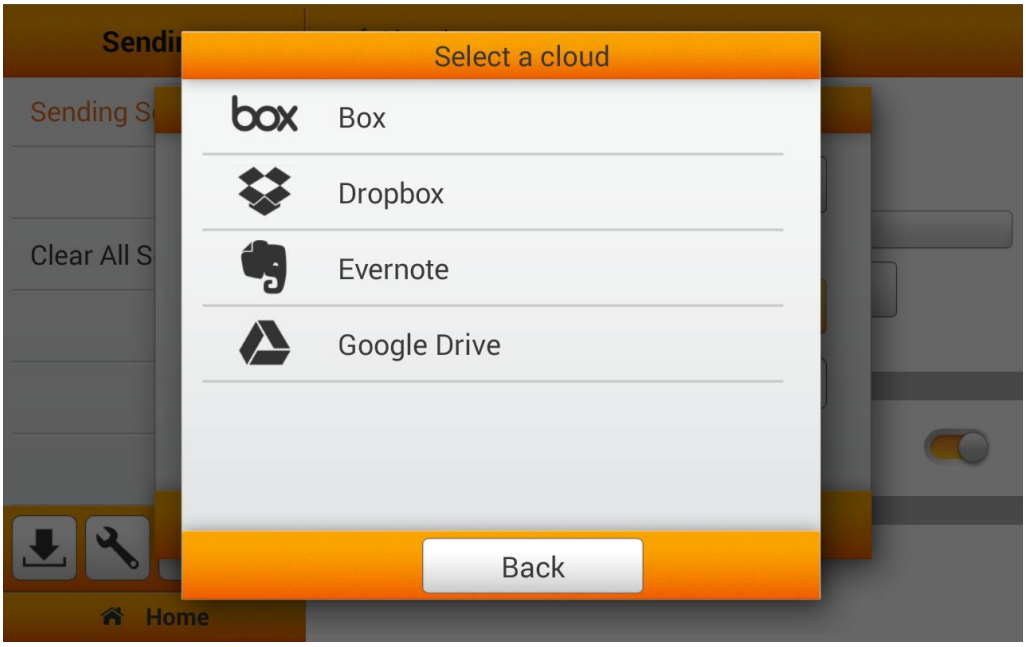
You may tap the button to edit e-mail address book. Enter the **Name** and the **Email address**, then tap the button to save the e-mail address. *You may save up to 20 e-mail addresses in this address book.* Note: You can also manage and edit the Address Book from the **Save to mail** page during your normal scan from the Main Menu.



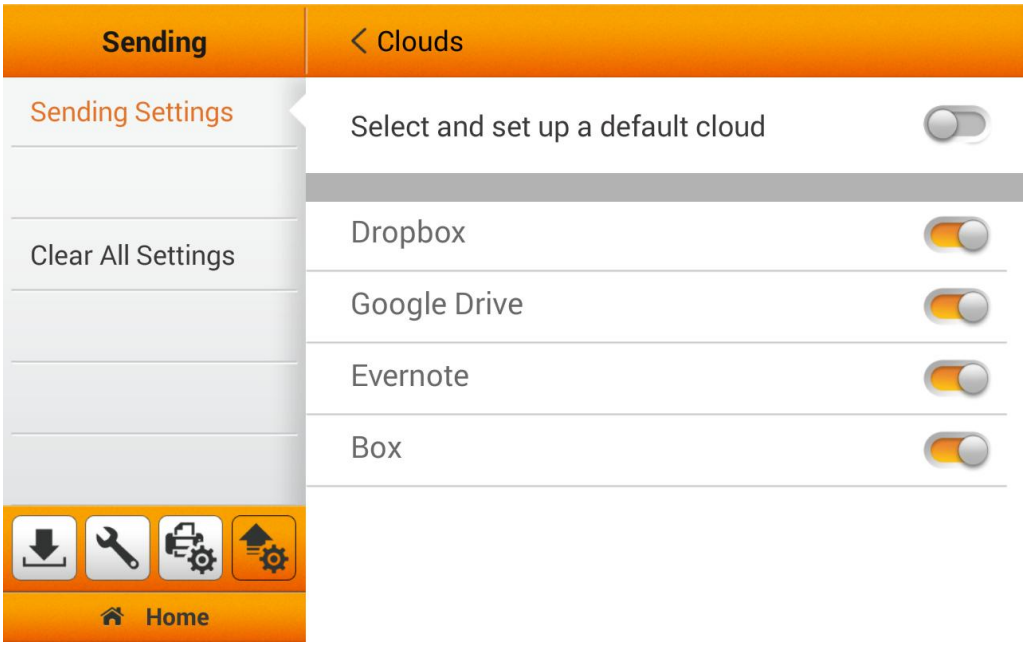
You may tap the Signature button to edit the signature. Enter the desired content in the blank. Tap the Clear All button to clear all the texts. Note: You can also manage and make adjustments to the Digital Signature from the **Save to mail** page during your normal scan from the Main Menu.

Clouds

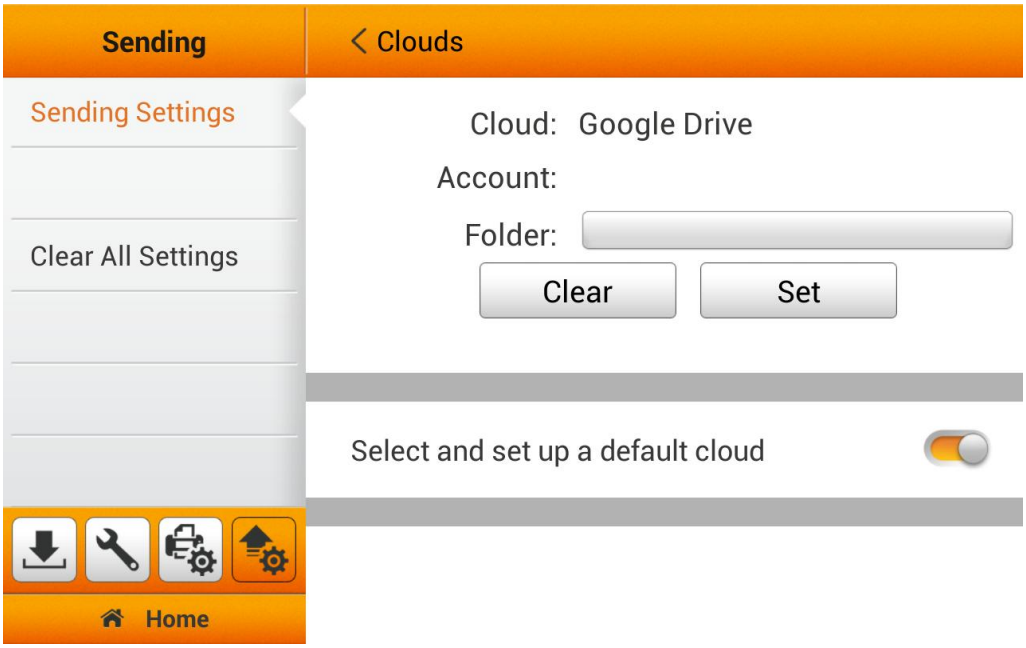
Switch on the **Clouds** function to enable sending the scanned file to the desired cloud server.



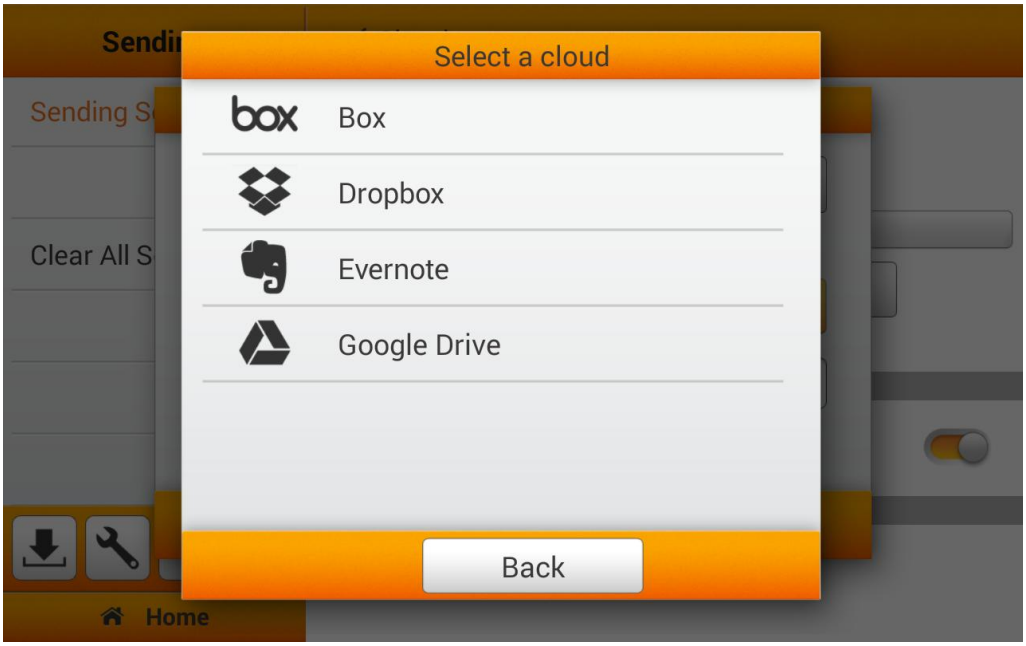
If you switch off the **Select and set up a default cloud** function, you can switch on the desired cloud servers to enable the cloud server option in the user scan interface. Available options: **Dropbox**, **Google Drive**, **Evernote** and **Box**.



To setup a default cloud, as your only cloud destination, tap the Set button to set the cloud server.



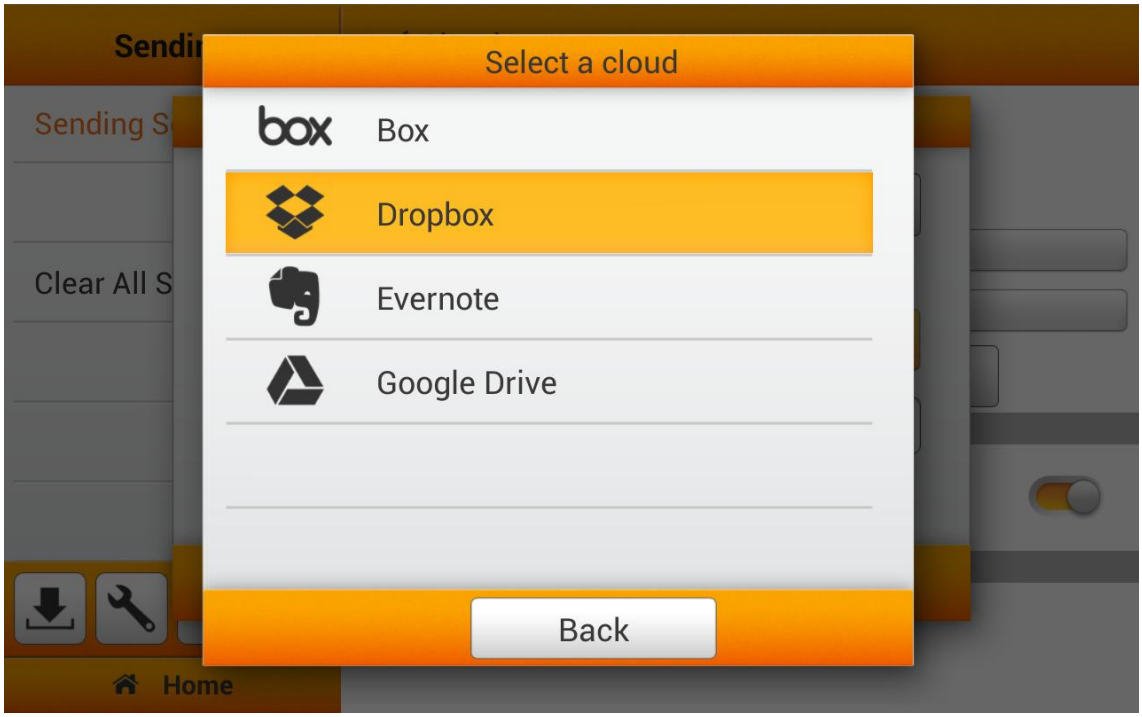
In the **Cloud Settings** dialog, tap the Change button to select the desired cloud server.



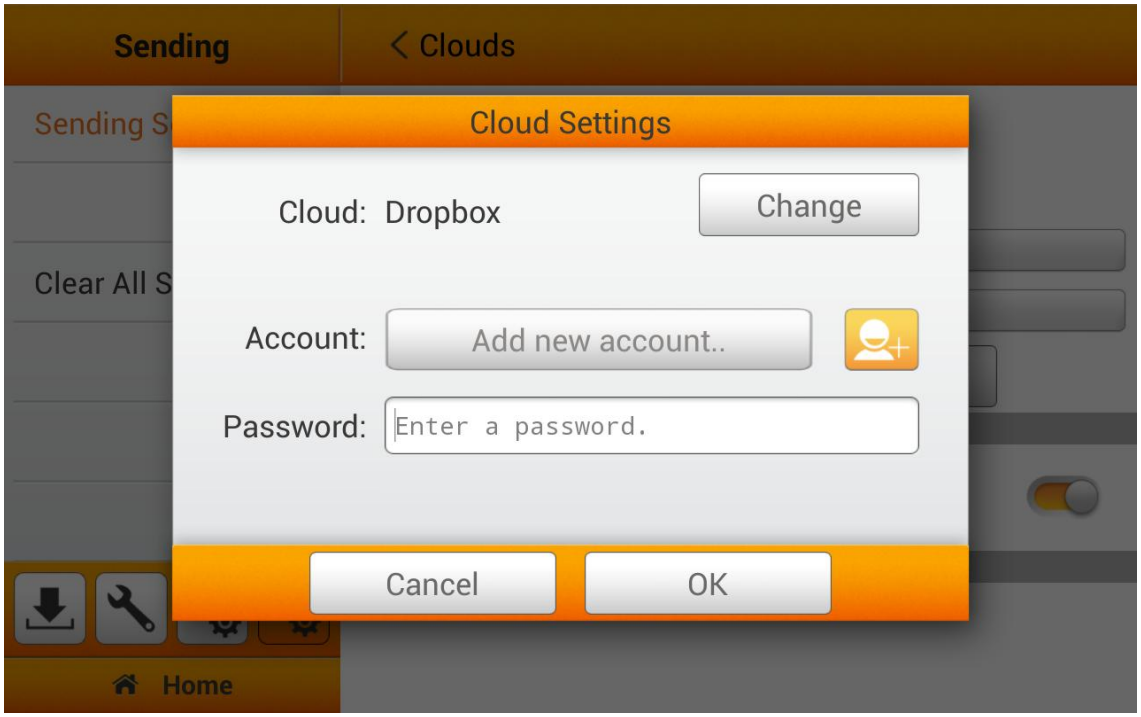
If the preset cloud server is the only destination, you can activate **Select and set up a default cloud** function. **Note: Multiple cloud accounts can be stored. Please enable the various clouds of your choice, and initiate the setup at 'Save as-Cloud' page.**

Selecting Dropbox as the cloud server

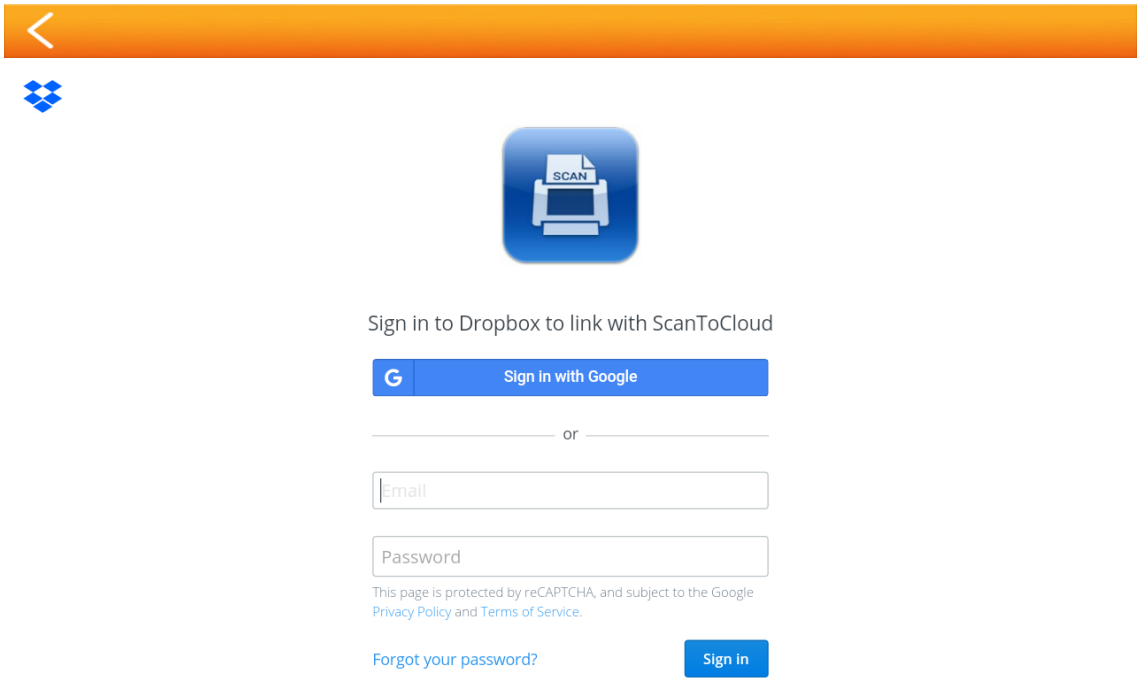
Tap the **Dropbox** to select Dropbox as the cloud server.



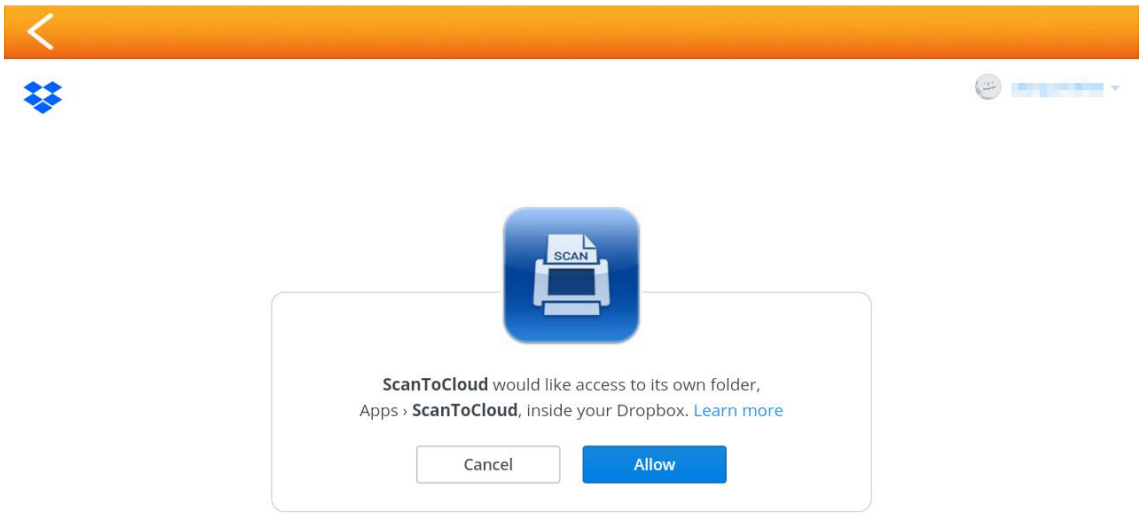
Tap the button to login to the Dropbox for the first time by using the eScan.



The Dropbox login dialog appears. Enter the email address and the password then tap on **Sign in**. Or you may sign in with Google account by tapping on **Sign in with Google** button.



Tap on **Allow** button to allow the ScanToCloud to communicate with the Dropbox and the eScan.

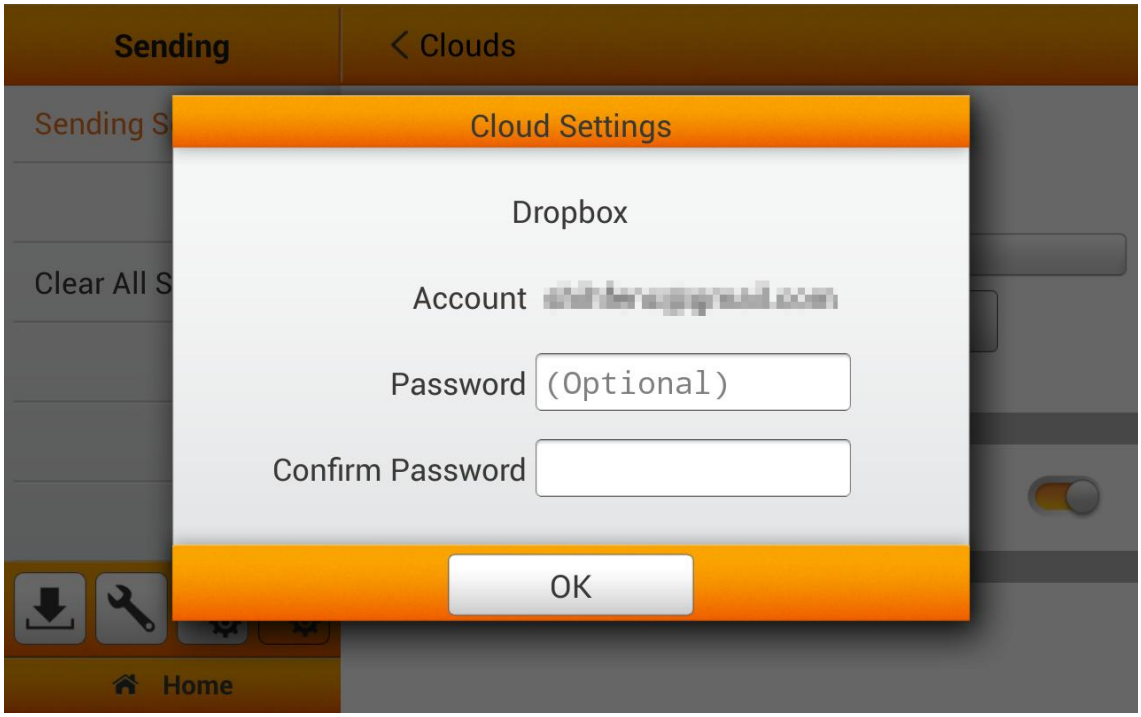


Tap on **Okay, I understand** button for the privacy attention dialog.

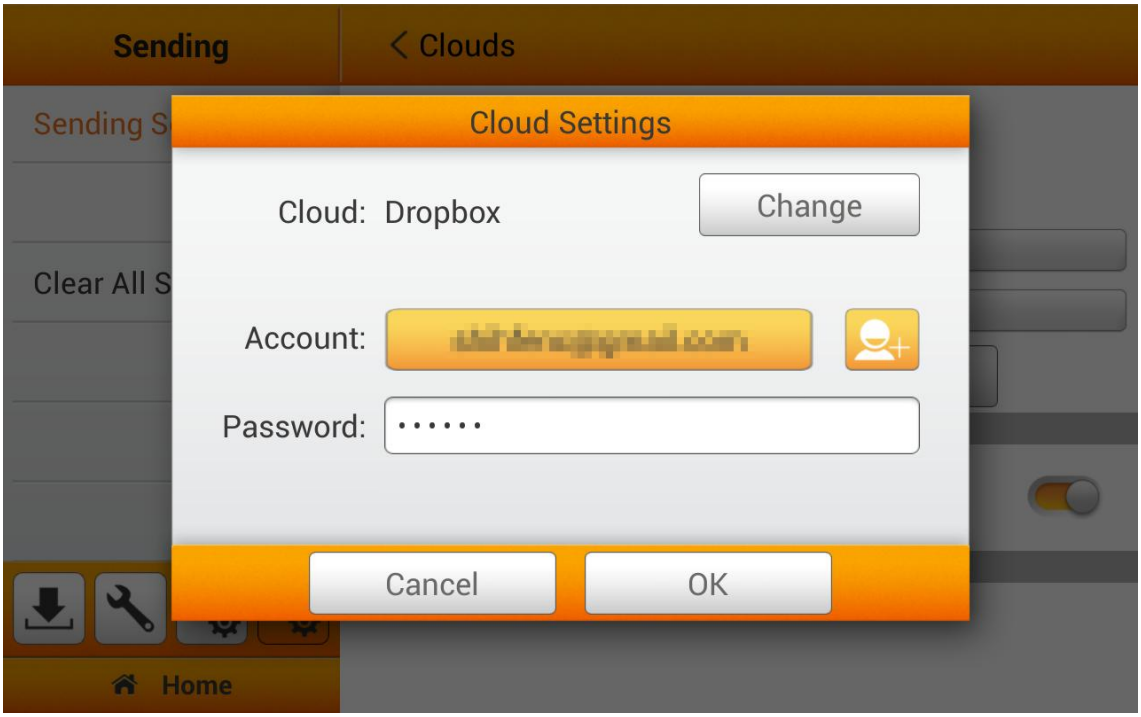
Enter the **Password** if it is necessary. Enter the password in **Confirm Password** to confirm.

The device allows you to store multiple accounts with selected cloud services*. If you are sharing the device, it is recommended that you setup another password to protect your account being intruded by others. The password here, does not have to be identical to your cloud account. You can skip this step, by leaving the 'optional' password blank, and tap on **OK** to continue. (You may setup the password at a later time)

****Storing multiple accounts are currently solely available on Dropbox and Google Drive.***



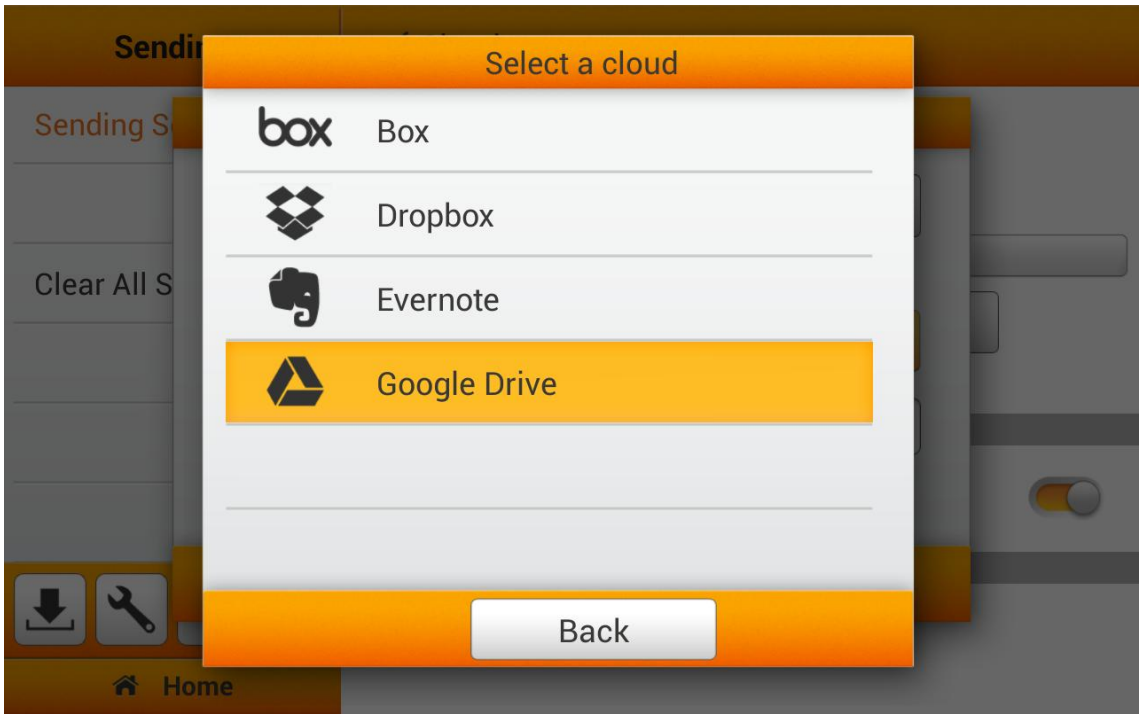
Tap the button to select account if you have already login the Dropbox by eScan. Enter the password you've already set in the previous dialog if it is necessary. Tap the **OK** button to connect to the cloud server. To add another account, simply go through the above step.



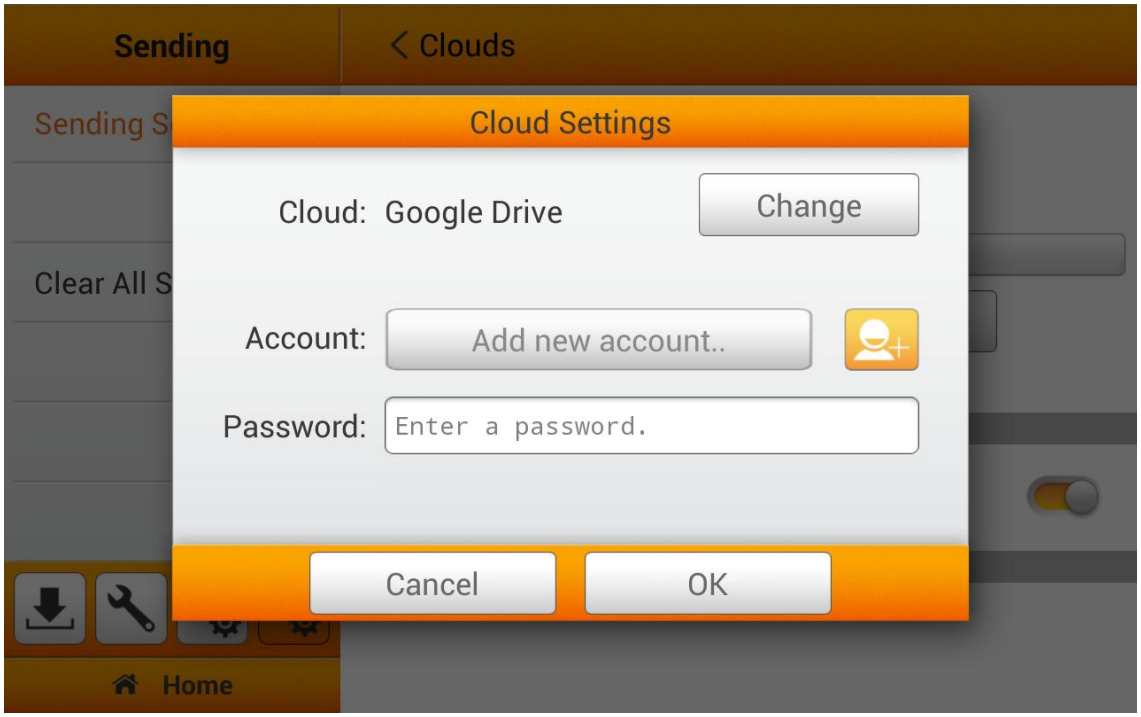
Selecting Google Drive as the cloud server

(You have to set **ON** either **2-Step Verification** or **Allow less secure apps** in your Google account **Sign-in & security** settings first.)

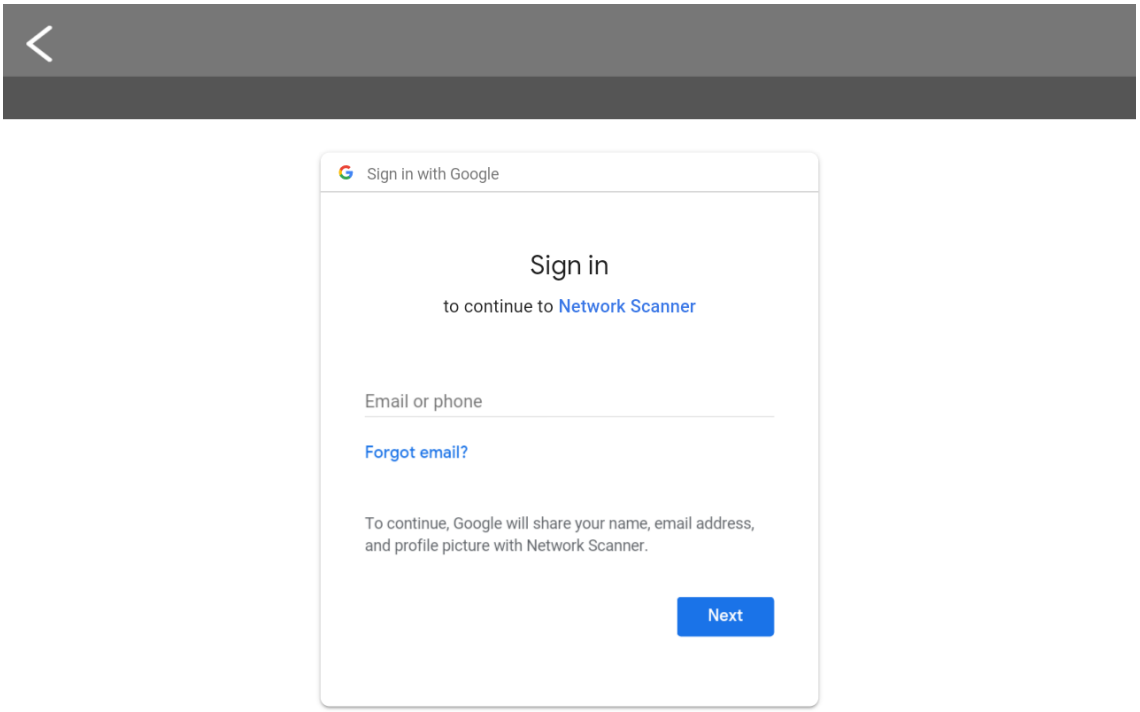
Tap the **Google Drive** to select Google Drive as the cloud server.



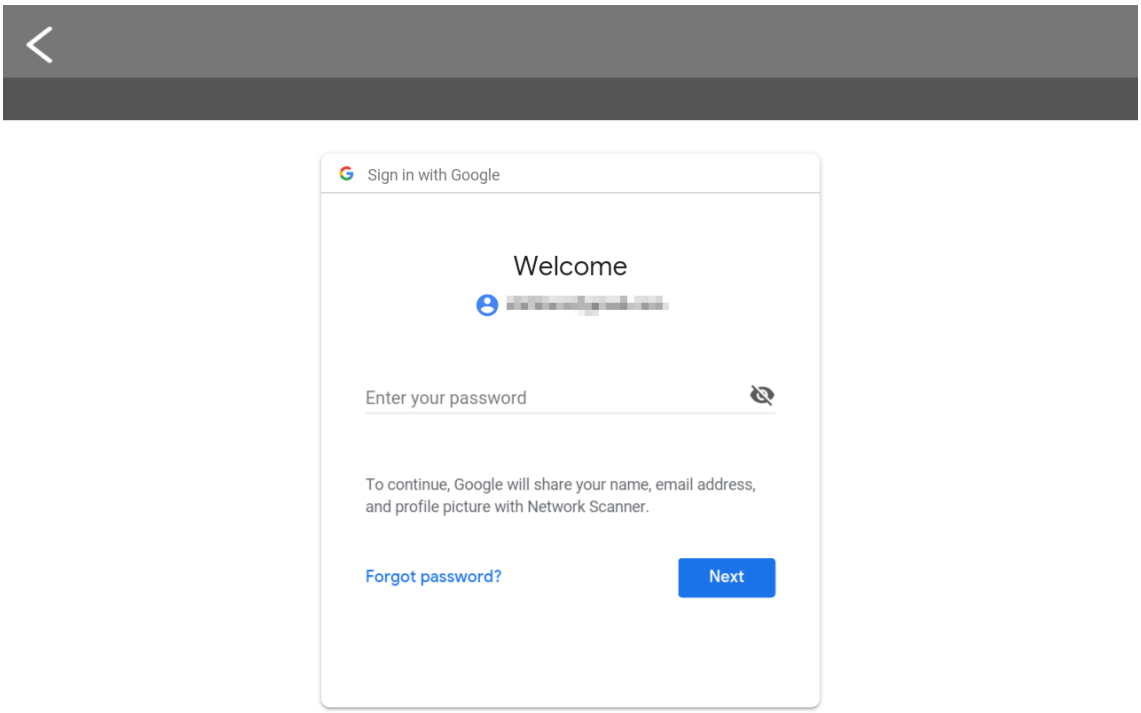
Tap the button to login to the Google Drive when setting up your Google Drive Account for the first time.



The Google login dialog appears. Enter your account then tap on **Next**.

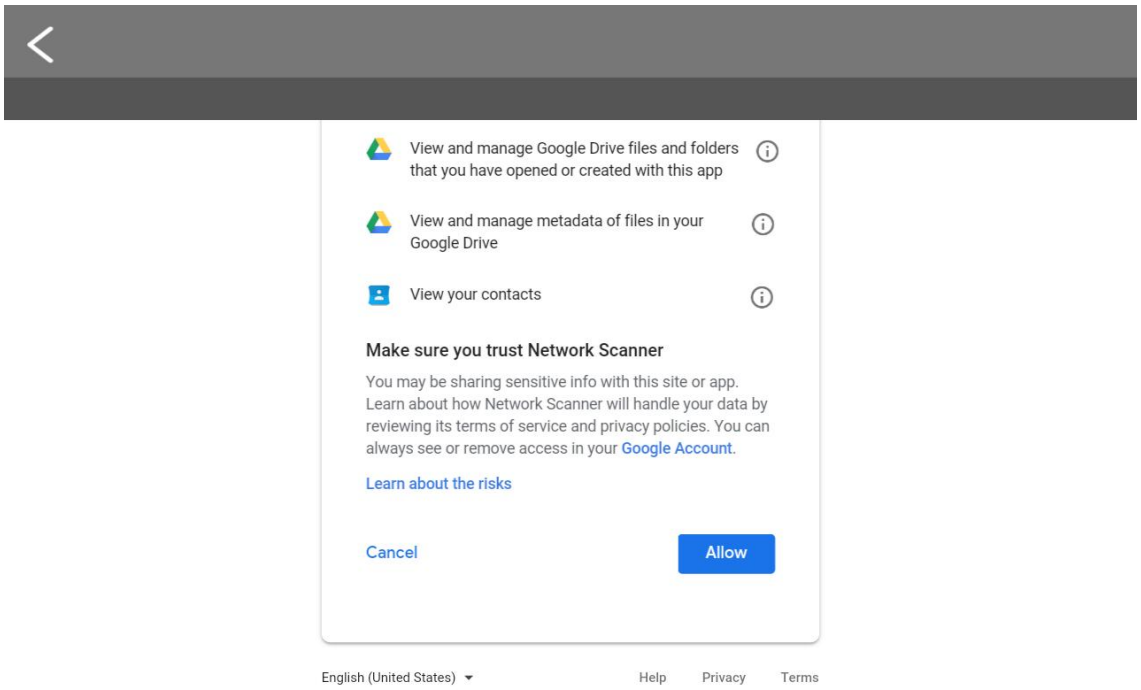


Enter your password then tap on **Next**.

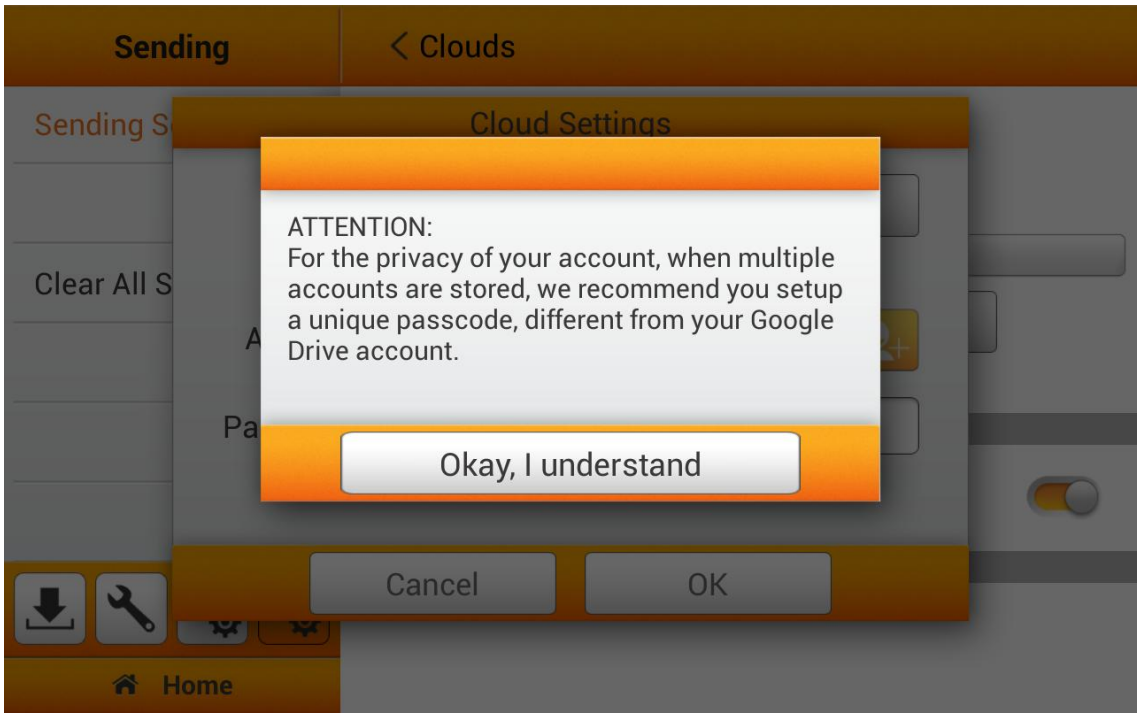


Tap on **Allow** button to allow the Plustek app to communicate with the Google Drive and the eScan.

Note: You may need to swipe up the interface to locate the **Allow** button.

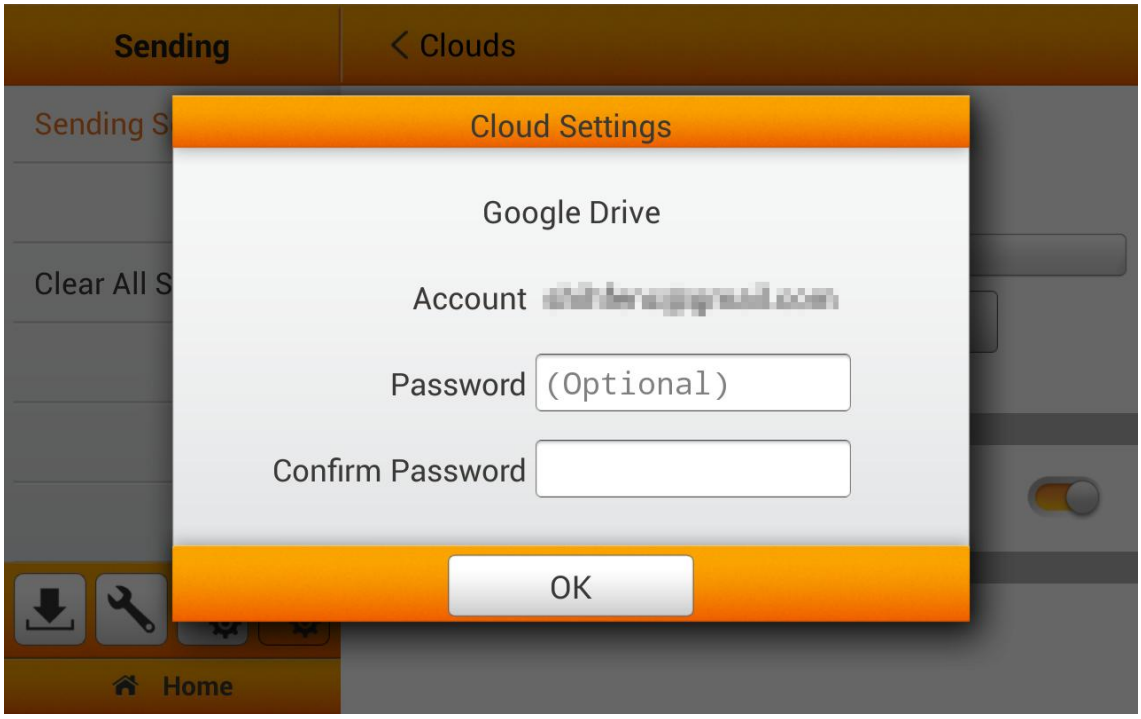


Tap on **Okay, I understand** button for the privacy attention dialog.

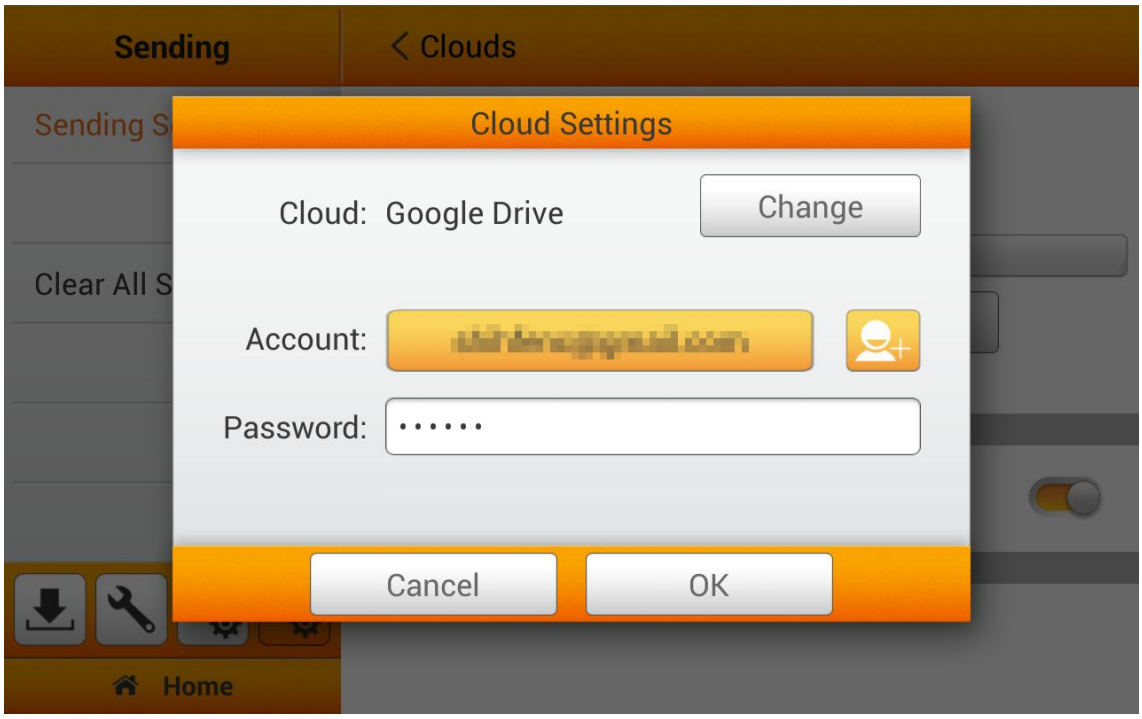


Enter the **Password** if it is necessary. Enter the password in **Confirm Password** to confirm.

The device allows you to store multiple accounts with selected cloud services. If you are sharing the device, it is recommended that you setup another password to protect your account being intruded by others. The password here, does not have to be identical to your cloud account. You can skip this step, by leaving the 'optional' password blank, and tap on **OK** to continue. (You may setup the password at a later time)



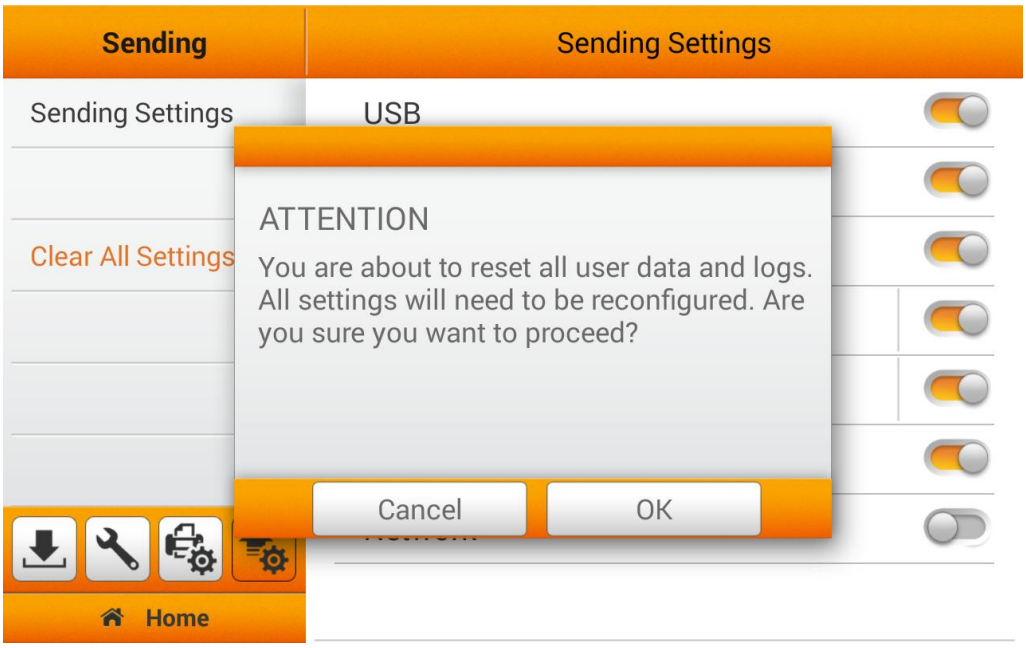
Tap the button to select account if you have already login the Google Drive by eScan. Enter the password you've already set in the previous dialog if it is necessary. Tap the **OK** button to connect to the cloud server.



Information	For all other cloud services [Evernote, Box], please follow the instructed guides on the touch screen interface.

Clear All Settings

Tap on **Clear All Settings** to clear all user data, reset all settings to factory settings which includes email SMTP settings, cloud settings and all the scan settings. Tap the **OK** button to confirm or tap **Cancel** to exit this dialog.



Attention	If the **Disable USB Storage** function is activated from **System Settings** > **General** > **Security Mode** page, this function will not be available.

CHAPTER II. SCANNING

PREPARING DOCUMENTS

Proper document preparation prior to the scan can prevent paper feed errors and damages to the scanner.

- Checking Document Conditions
- Loosening Documents

Checking Document Conditions

Make sure the size and ream weight of your documents are acceptable by the scanner. Refer to “Appendix A: Specifications” of this guide for more information.

To scan multiple documents in a batch from the ADF can increase your work efficiency and make large scanning tasks easier. The ADF of this scanner accepts a variety of paper and stationery you may use in your daily work or personal life, such as:

- Normal paper whose size and ream weight meet the requirements stated in “Appendix A: Specifications” of this guide.
- Notched paper
- Coated paper (e.g., brochure)

Attention	To prevent paper feeding errors and damages to the ADF unit, strictly follow the instructions below: ● Remove all small objects e.g., paper clips, pins, staples or any other fasteners attached, before loading the paper into the ADF. ● Make sure the paper is completely flat with no creased or curled corners. ● Avoid scanning documents with pencil lead and newspaper clippings as they will make the ADF exposure glass and the inner ADF dirty. If you have to scan such paper, clean the scanner frequently (refer to “Chapter III. Care and Maintenance” of this guide for more information).