

***ScanSnap***  
***S1300i***

# **Basic Operation Guide**

## **(Mac OS)**

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# About This Manual

- "Safety Information" (page 5)
- "Manuals" (page 6)
- "Trademarks" (page 8)
- "Manufacturer" (page 9)
- "Symbols Used in This Manual" (page 10)
- "Arrow Symbols in This Manual" (page 11)
- "Screen Examples in This Manual" (page 12)
- "Abbreviations Used in This Manual" (page 13)

# Safety Information

The attached "Safety Precautions" manual contains important information about the safe and correct use of the ScanSnap. Make sure that you read and understand it before using the ScanSnap.

# Manuals

Read the following manuals according to your needs when using the ScanSnap.



## Before Using the ScanSnap

Manual	Description and Location
Safety Precautions	<p>This manual contains important information about the safe use of the ScanSnap. Make sure you read this manual before using the ScanSnap.</p> <p>This manual is included in the package.</p> <p>In addition, when the software is already installed, this manual can be accessed as follows: From the sidebar in Finder, select [Applications] → [ScanSnap Manuals], and then double-click [S1300i Safety Precautions].</p>



## When Setting Up the ScanSnap

Manual	Description and Location
ScanSnap S1300i Getting Started	<p>This manual explains the setup procedure from the moment you open the package to testing the operations.</p> <p>Getting Started is included in the package.</p> <p>In addition, when the software is already installed, this manual can be accessed as follows: From the sidebar in Finder, select [Applications] → [ScanSnap Manuals], and then double-click [S1300i Getting Started].</p>


## When Operating the ScanSnap

Manual	Description and Location
ScanSnap S1300i Basic Operation Guide (this manual)	This manual explains the basic operations and cleaning procedure for the ScanSnap.
ScanSnap Advanced Operation Guide	<p>This manual describes operations including various scanning methods and useful usages of the ScanSnap.</p> <p>You can refer to this manual at the following website.</p> <p><a href="http://www.pfu.fujitsu.com/imaging/downloads/manual/advanced/mac/en/common/index.html">http://www.pfu.fujitsu.com/imaging/downloads/manual/advanced/mac/en/common/index.html</a></p>
ScanSnap Manager Help	<p>This Help file describes the windows, operational troubles and the solutions, as well as messages of the ScanSnap Manager.</p> <p>This manual can be accessed by one of the following methods:</p> <ul style="list-style-type: none"> <li>Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Help] → [Help] from the "ScanSnap Manager Menu" (page 35).</li> <li>Click the Help button (  ) for ScanSnap Manager.</li> <li>Select [Help] in the menu bar → [ScanSnap Manager Help].</li> </ul>

## When Saving Scanned Images to a Mobile Device

Manual	Description and Location
ScanSnap Basic Operation Guide (Mobile Connection for iOS)	<p>This manual describes operations to be performed on an iOS-based mobile device when you save scanned images to the mobile device.</p> <p>This manual can be accessed by the following method:</p> <ol style="list-style-type: none"> <li>1. Start up ScanSnap Connect Application on the mobile device. <ul style="list-style-type: none"> <li>⇒ The [File List] screen appears.</li> </ul> </li> <li>2. Tap . <ul style="list-style-type: none"> <li>⇒ The [Information] screen appears.</li> </ul> </li> <li>3. Tap the [Help] button.</li> </ol>
ScanSnap Basic Operation Guide (Mobile Connection for Android)	<p>This manual describes operations to be performed on an Android-based mobile device when you save scanned images to the mobile device.</p> <p>This manual can be accessed by the following method:</p> <ol style="list-style-type: none"> <li>1. Start up ScanSnap Connect Application on the mobile device. <ul style="list-style-type: none"> <li>⇒ The [File List] screen appears.</li> </ul> </li> <li>2. Tap . <ul style="list-style-type: none"> <li>⇒ The menu appears.</li> </ul> </li> <li>3. Tap [Help].</li> </ol>

## When Updating the Software

Manual	Description and Location
ScanSnap Online Update Help	<p>This Help file describes the operations, windows, and messages of ScanSnap Online Update.</p> <p>This Help file can be accessed by one of the following methods:</p> <ul style="list-style-type: none"> <li>● Click the Help button (  ) of ScanSnap Online Update.</li> <li>● Select [Help] in the menu bar → [ScanSnap Online Update Help].</li> </ul>

## When Using Related Applications

Manual	Description and Location
ScanSnap Organizer Help	<p>This Help file describes the operations, windows, and messages of ScanSnap Organizer.</p> <p>This Help file can be accessed by selecting [Help] in the menu bar → [ScanSnap Organizer Help].</p>
CardMinder Help	<p>This Help file describes the operations, windows, and messages of CardMinder.</p> <p>This Help file can be accessed by selecting [Help] in the menu bar → [CardMinder Help].</p>

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Other company names and product names are the registered trademarks or trademarks of the respective companies.



## Manufacturer



PFU Limited

YOKOHAMA i-MARK PLACE, 4-4-5 Minatomirai, Nishi-ku, Yokohama, Kanagawa, 220-8567, Japan

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## Symbols Used in This Manual

The following indications are used in this manual to obviate any chance of accident or damage to you and people near you, and your property. Warning labels indicate the warning level and statements. The symbols indicating warning levels and their meanings are as follows.

Indication	Description
	This indication alerts operators of an operation that, if not strictly observed, may result in severe injury or death.
	This indication alerts operators of an operation that, if not strictly observed, may result in safety hazards to personnel or damage to the product.

## Arrow Symbols in This Manual

Right-arrow symbols (→) are used to connect icons or menu options you should select in succession.

Example: From the sidebar in Finder, select [Applications] → [ScanSnap].

## Screen Examples in This Manual

The screenshots used in this manual are of OS X El Capitan v10.11.

The actual windows and operations may differ depending on the operating system.

The screen examples in this manual are subject to change without notice in the interest of product development.

If the actual window differs from the screen examples in this manual, operate by following the actual displayed screen.

## Abbreviations Used in This Manual

Also, the following abbreviations are used in this manual.

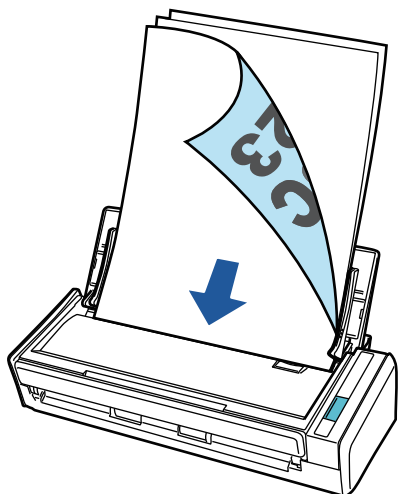
Abbreviation Used	Designation
Mac OS	macOS High Sierra v10.13 macOS Sierra v10.12 OS X El Capitan v10.11
Word	Microsoft® Word 2016 for Mac Microsoft® Word for Mac 2011
Excel	Microsoft® Excel® 2016 for Mac Microsoft® Excel® for Mac 2011
PowerPoint	Microsoft® PowerPoint® 2016 for Mac Microsoft® PowerPoint® for Mac 2011
ABBYY FineReader for ScanSnap	ABBYY FineReader for ScanSnap™ All the descriptions in this manual assume the usage of ABBYY FineReader for ScanSnap bundled with the ScanSnap. Unless otherwise specified, the term ABBYY FineReader for ScanSnap refers to the ABBYY FineReader for ScanSnap bundled with the ScanSnap. Note that ABBYY FineReader for ScanSnap may be upgraded without notice. If the descriptions in this manual differ from the actual displayed screens, refer to the ABBYY FineReader for ScanSnap User's Guide.
Google Drive	Google Drive™
Android	Android™
ScanSnap	Color Image Scanner ScanSnap S1300i

# What You Can Do with the ScanSnap

## Scanning Multiple Documents

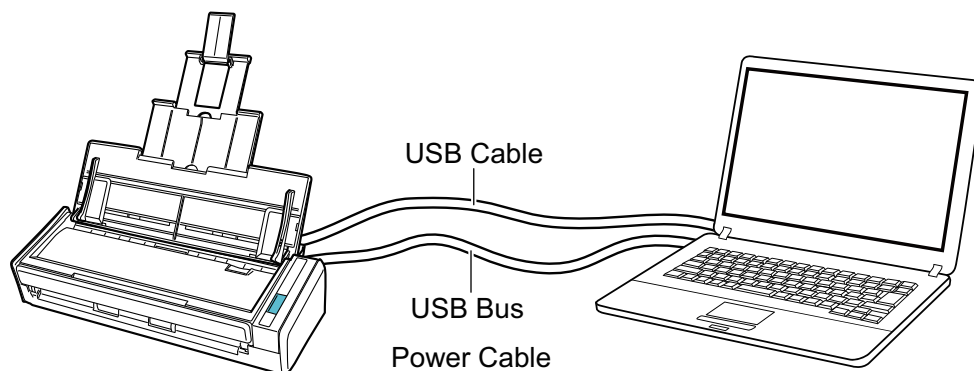
A document stack with a thickness of 1 mm (0.04 in.) or less (for A4 or smaller sizes: up to 10 sheets with 80 g/m<sup>2</sup> [20 lb] paper weight) can be loaded into the ScanSnap for scanning.

For details, refer to "Scanning a Document" (page 15).



## Using the USB Bus-Powered Drive that Does Not Require Any Power Supply

You can use the ScanSnap in an environment where no power supply is available, such as outside or on a business trip, by connecting the ScanSnap to a USB port on a computer.



# Scanning a Document

You can scan documents such as handouts for meetings or business cards.

For details about documents that can be scanned, refer to "Documents to Scan" (page 44).

## 1. If you are loading multiple sheets, check the number of sheets.

The maximum number of sheets in the ScanSnap is as follows:

For A4 or smaller sizes: Up to 10 sheets can be loaded (with paper weight of 80 g/m<sup>2</sup> [20 lb] and thickness of the document stack under 1 mm [0.04 in.]).

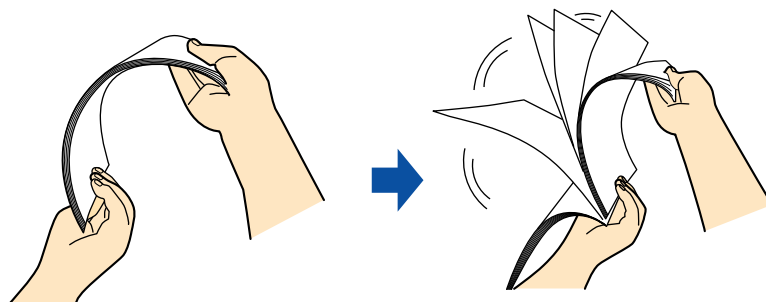
### ATTENTION

If you try to scan more than the maximum amount that can be loaded, the following problems may occur:

- Files cannot be properly created due to excessive file size.
- Paper jams occur during scanning.

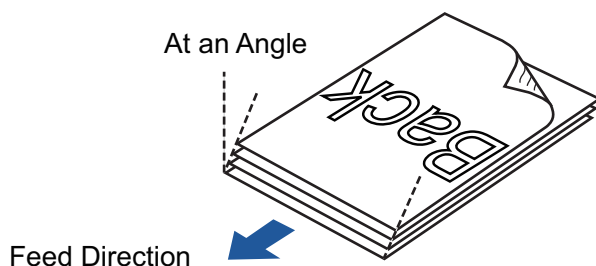
## 2. Fan the documents.

1. Hold both ends of the documents and fan them a few times.



2. Rotate the documents 90 degrees and fan them in the same manner.

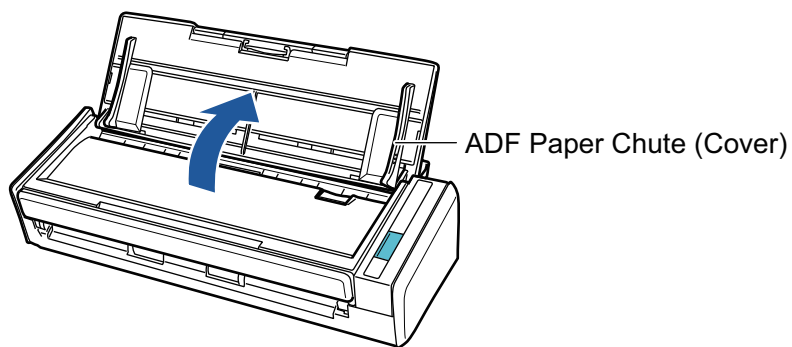
## 3. Straighten the edges of the documents and slightly displace the top edges at an angle.





### ATTENTION

Paper jams or damage to documents may occur if you scan the documents without aligning the edges first.

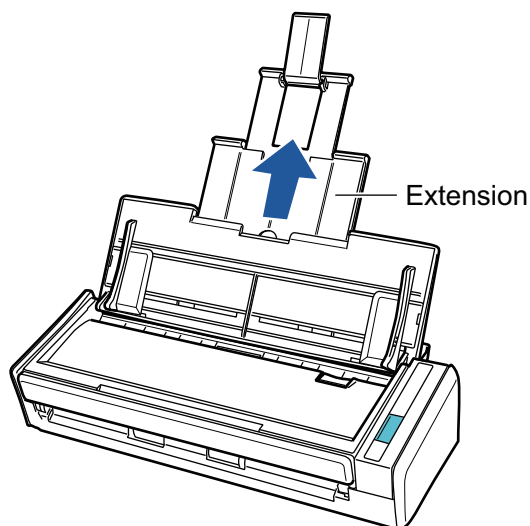
## 4. Open the ADF paper chute (cover) of the ScanSnap.



⇒ The [Scan] button flashes in blue. The button returns to being lit normally when document scanning is enabled.

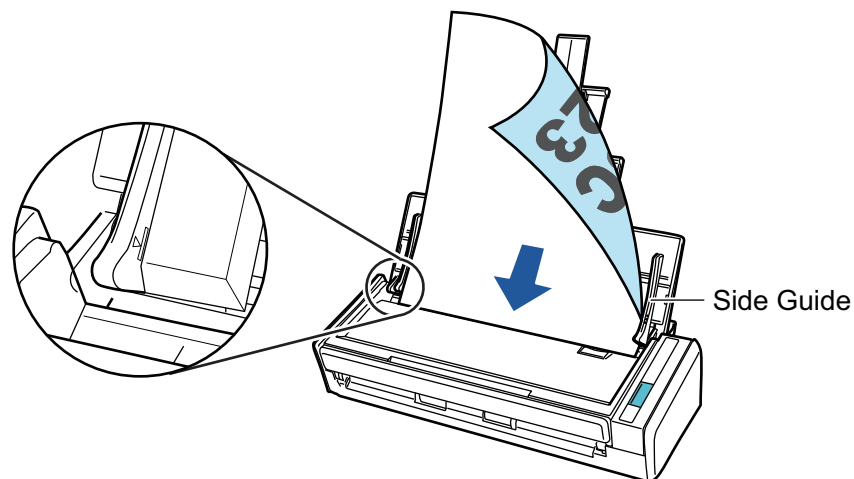
In addition, the ScanSnap Manager icon in the Dock changes from  to .

## 5. Pull out the extension.



## 6. Load the documents in the ADF paper chute (cover).

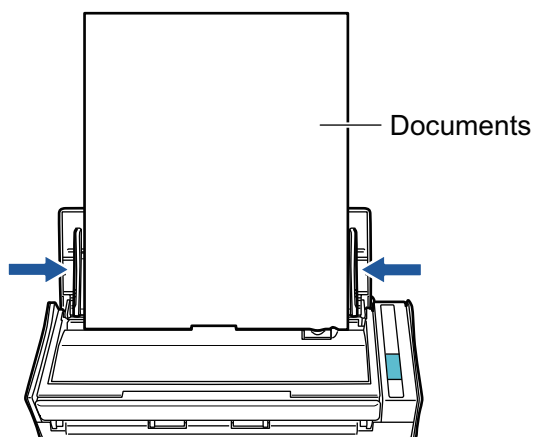
Load the documents face-down and top-first with their back facing you. Adjust the number of documents so that they do not go beyond the reference marks and are kept within the side guides when they are loaded.





## 7. Adjust the side guides to the width of the documents.

Hold each side guide in the middle to adjust them. Otherwise, the documents may be fed skewed.



## 8. Press the [Scan] button on the ScanSnap to start a scan.

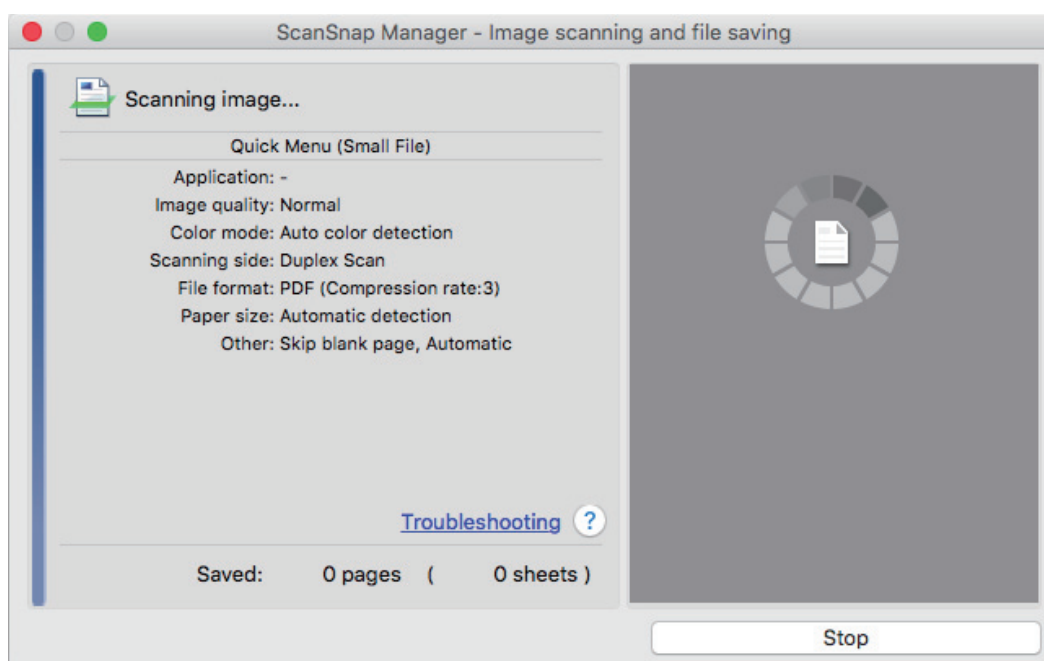
### ATTENTION

Do not perform the following operations during scanning. Doing so will stop scanning.

- Connect or disconnect the ScanSnap and other USB devices.
- Close the ADF paper chute (cover).
- Switch users.
- Allow the computer to enter sleep mode.

⇒ The [Scan] button on the ScanSnap flashes in blue while the documents are being scanned.

The [ScanSnap Manager - Image scanning and file saving] window appears.



⇒ The Quick Menu appears when the scanning is completed.

9. In the Quick Menu, click the icon of the application to link with ScanSnap Manager.




⇒ The selected application starts up. For details, refer to the Advanced Operation Guide.

#### ATTENTION

- You cannot start scanning when the Quick Menu is displayed. Either select an icon from the Quick Menu and finish the process, or close the Quick Menu before you perform the next scan.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

#### HINT

- Clicking  displays the description of an application. Placing the mouse cursor over the icon of another application displays the description of the application.
- Performing a scan while an application that can be automatically linked with is active automatically starts the linkage between ScanSnap Manager and the application. For details, refer to the Advanced Operation Guide.

# Scanning a Long Page

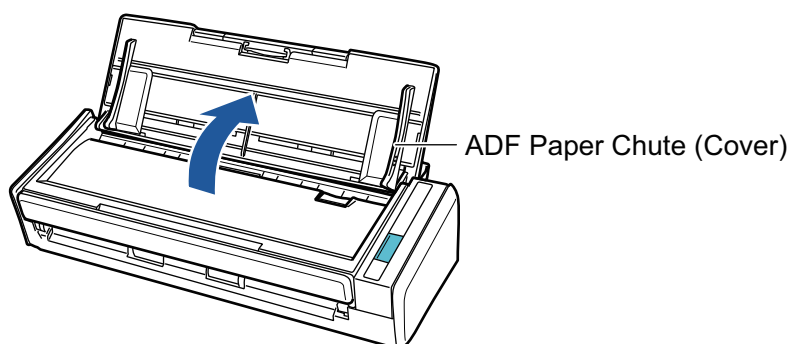
Documents up to 863 mm (34 in.) in length can be scanned.

For details about documents that can be scanned, refer to "Documents to Scan" (page 44).



## HINT

For details about how to load documents that are 360 mm (14.17 in.) or less in length, refer to "Scanning a Document" (page 15).

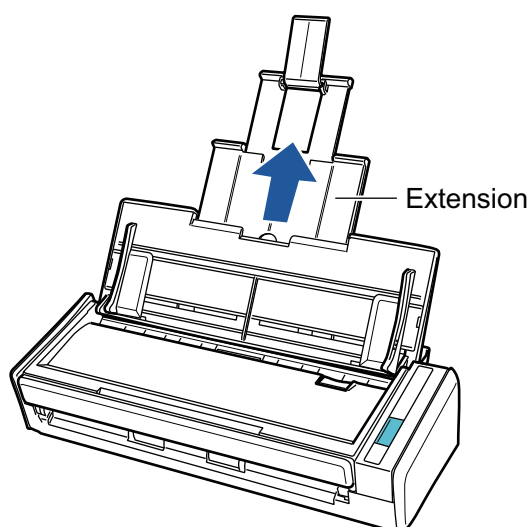
### 1. Open the ADF paper chute (cover) of the ScanSnap.



⇒ The [Scan] button flashes in blue. The button returns to being lit normally when document scanning is enabled.

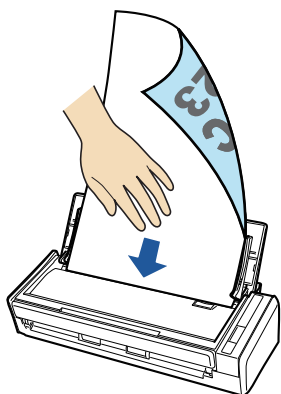
In addition, the ScanSnap Manager icon in the Dock changes from  to .

### 2. Pull out the extension.



### 3. Load only one document in the ADF paper chute (cover).

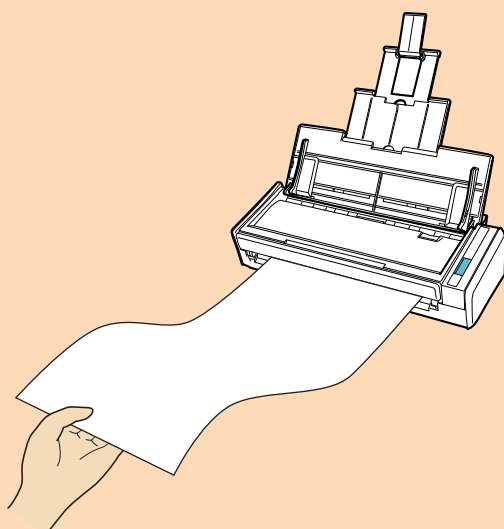
Hold the document with your hand so that it does not fall out of the ADF paper chute (cover).



- 4. Press the [Scan] button on the ScanSnap (for three seconds or longer) until the button flashes in blue to start a scan.**

#### ATTENTION

- Secure enough space where the scanned documents are ejected from the ScanSnap, and pick up the documents with your hands to prevent them from falling off the unit where the ScanSnap is placed on.

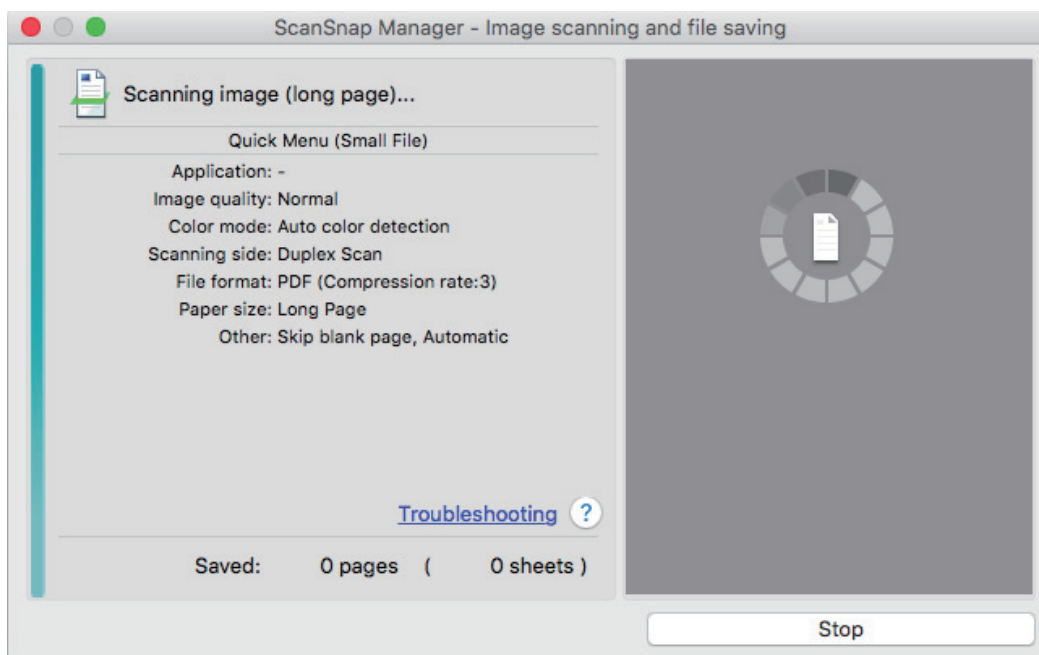


- Do not perform the following operations during scanning. Doing so will stop scanning.
  - Connect or disconnect the ScanSnap and other USB devices.
  - Close the ADF paper chute (cover).
  - Switch users.
  - Allow the computer to enter sleep mode.

#### HINT

When you scan the first page as a long page and continue scanning, the subsequent documents are also scanned as long pages.


- ⇒ The [Scan] button on the ScanSnap flashes in blue while the documents are being scanned.  
The [ScanSnap Manager - Image scanning and file saving] window appears.



⇒ The Quick Menu appears when the scanning is completed.

**5. In the Quick Menu, click the icon of the application to link with ScanSnap Manager.**



When you select , you can manage scanned images by folder with ScanSnap Organizer.

For details, refer to "Managing Paper Documents by Folder on a Computer" (page 62).




⇒ The selected application starts up. For details, refer to the Advanced Operation Guide.

**ATTENTION**

- You cannot start scanning when the Quick Menu is displayed. Either select an icon from the Quick Menu and finish the process, or close the Quick Menu before you perform the next scan.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

**HINT**

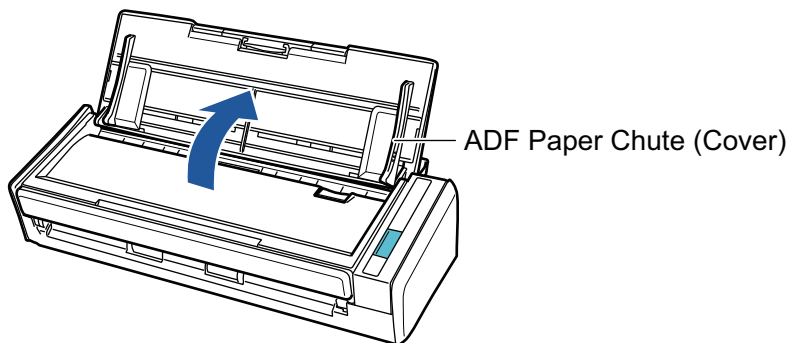
- Clicking  displays the description of an application. Placing the mouse cursor over the icon of another application displays the description of the application.
- Performing a scan while an application that can be automatically linked with is active automatically starts the linkage between ScanSnap Manager and the application.  
For details, refer to the Advanced Operation Guide.

# Scanning Documents of Different Widths or Lengths in One Batch



Documents of different widths or lengths can be scanned in one batch.

For details about documents that can be scanned, refer to "[Documents to Scan](#)" (page 44).

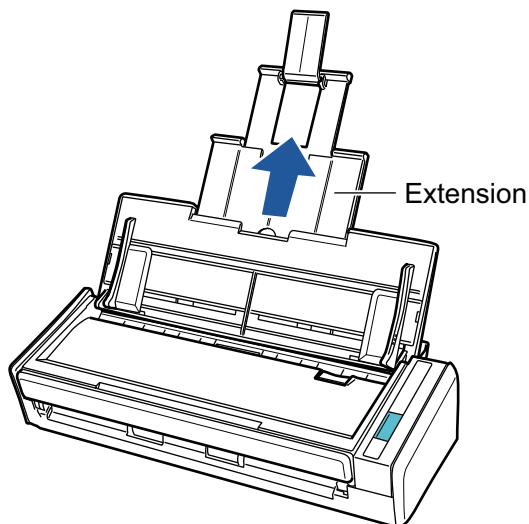
## 1. Open the ADF paper chute (cover) of the ScanSnap.



⇒ The [Scan] button flashes in blue. The button returns to being lit normally when document scanning is enabled.

In addition, the ScanSnap Manager icon in the Dock changes from  to .

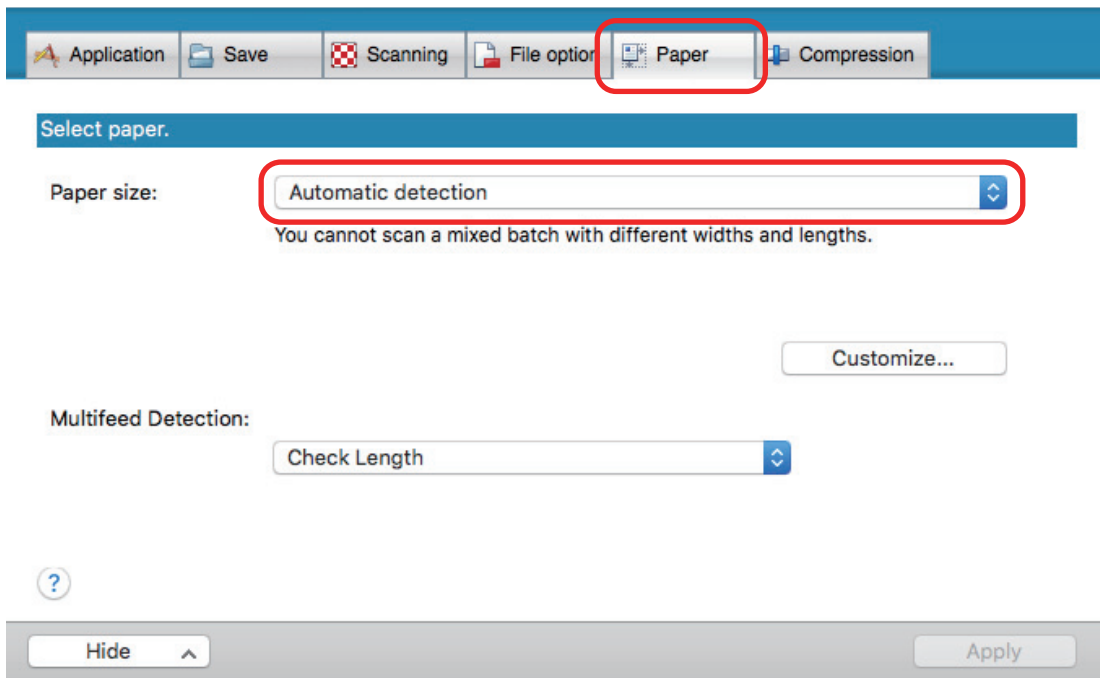
## 2. Pull out the extension.



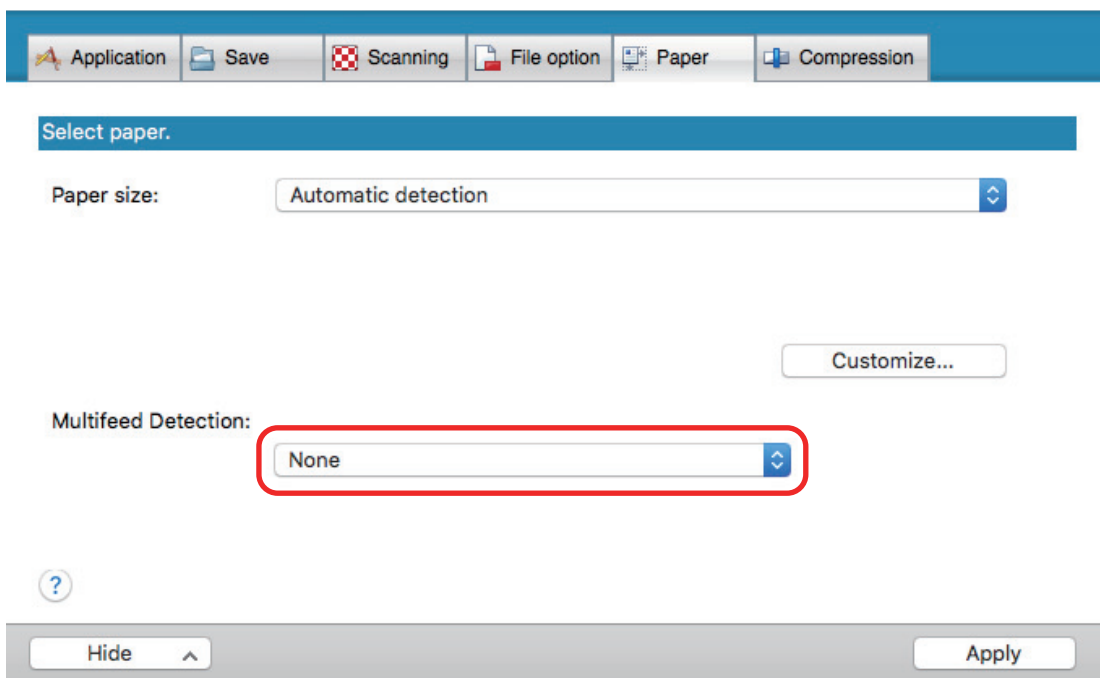
## 3. Click the ScanSnap Manager icon in the Dock while holding down the [control] key on the keyboard, and then select [Settings] from the "[ScanSnap Manager Menu](#)" (page 35).


⇒ The ScanSnap setup window appears.

## 4. In the [Paper] tab, select [Automatic detection] in [Paper size].

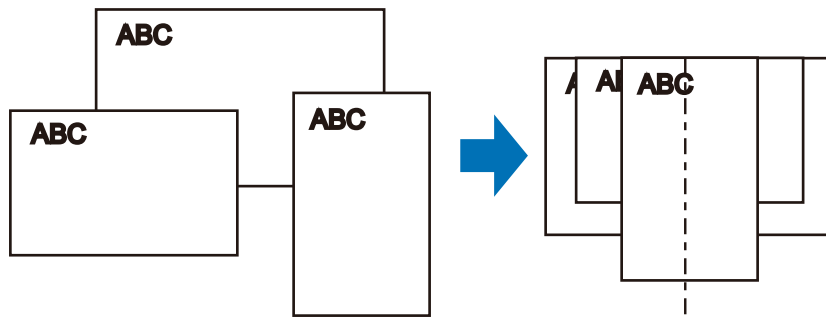


**5. Select [None] in [Multifeed Detection].**

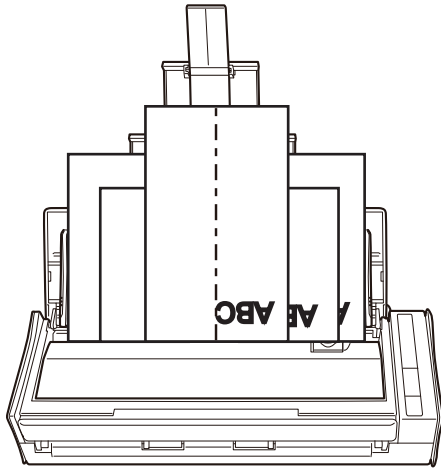


- 6. Click the [Apply] button in the ScanSnap setup window.**
- 7. Click  at the upper left of the window to close the ScanSnap setup window.**
- 8. Load documents in the ScanSnap.**
  1. Align the edges of the documents.





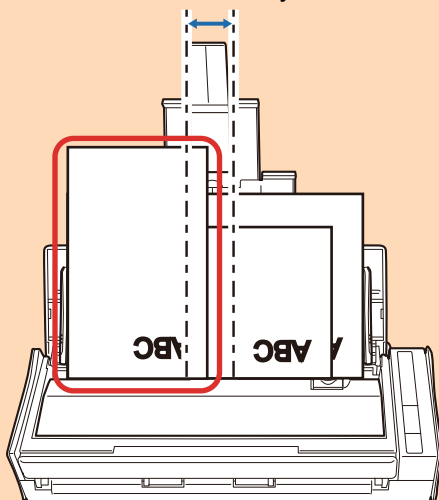
2. Load the documents at the center of the ADF paper chute (cover).



### ATTENTION

- Load all documents over one another above the pick roller (center). Documents that are not loaded above the pick roller cannot be fed.

Pick Roller Assembly's Width



Incorrect

- Adjust the side guides to the widest document. If the side guides are not adjusted properly, a paper jam may occur.
- Load smaller documents so that they can be scanned straight.

If the documents are skewed during scanning, the following problems may occur:

- Part of the document does not appear in the scanned image
- Slant lines appear in the scanned image

- The documents are scanned in a wrong paper size

If the documents are not scanned straight, it is recommended that you select the [Continue scanning after last page] checkbox in the [Scanning] tab of the "[ScanSnap Setup Window](#)" (page 37), separate the documents by their widths, and scan them in different batches.

## 9. Press the [Scan] button on the ScanSnap to start a scan.

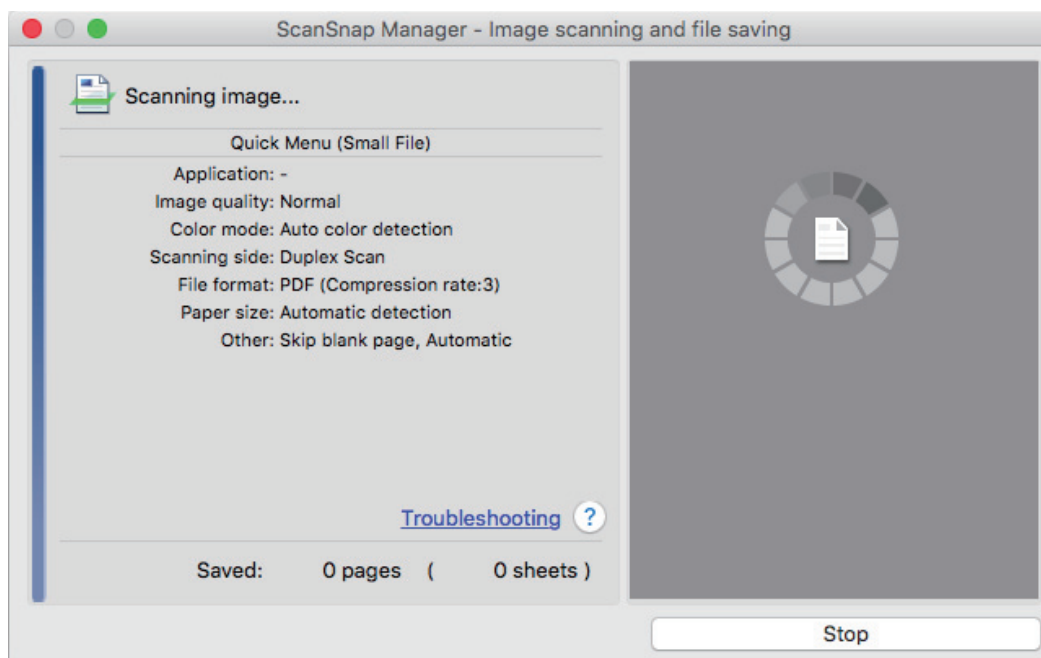
### ATTENTION

Do not perform the following operations during scanning. Doing so will stop scanning.

- Connect or disconnect the ScanSnap and other USB devices.
- Close the ADF paper chute (cover).
- Switch users.
- Allow the computer to enter sleep mode.

⇒ The [Scan] button on the ScanSnap flashes in blue while the documents are being scanned.


The [ScanSnap Manager - Image scanning and file saving] window appears.



⇒ The Quick Menu appears when the scanning is completed.

## 10. In the Quick Menu, click the icon of the application to link with ScanSnap Manager.



When you select , you can manage scanned images by folder with ScanSnap Organizer.

For details, refer to "[Managing Paper Documents by Folder on a Computer](#)" (page 62).




⇒ The selected application starts up. For details, refer to the Advanced Operation Guide.

#### ATTENTION

- You cannot start scanning when the Quick Menu is displayed. Either select an icon from the Quick Menu and finish the process, or close the Quick Menu before you perform the next scan.
- Do not move, delete, or rename scanned images using other applications while the Quick Menu is displayed.

#### HINT

- Clicking  displays the description of an application. Placing the mouse cursor over the icon of another application displays the description of the application.
  - Performing a scan while an application that can be automatically linked with is active automatically starts the linkage between ScanSnap Manager and the application.
- For details, refer to the Advanced Operation Guide.

# ScanSnap Overview

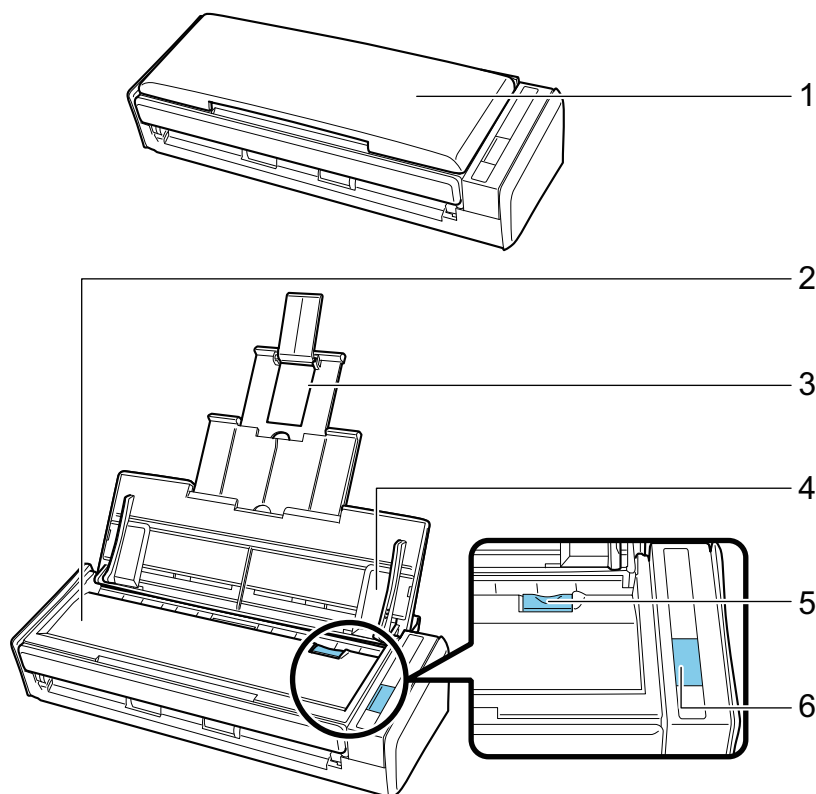
This section provides an overview that you should be aware of before operating ScanSnap.

- ["Parts and Functions" \(page 29\)](#)
- ["System Requirements" \(page 31\)](#)
- ["Overview of the Software Related to the ScanSnap" \(page 32\)](#)
- ["How to Install the Software" \(page 33\)](#)
- ["ScanSnap Manager Icon" \(page 34\)](#)
- ["ScanSnap Manager Menu" \(page 35\)](#)
- ["ScanSnap Setup Window" \(page 37\)](#)
- ["Turning the ScanSnap On or Off" \(page 38\)](#)
- ["Documents to Scan" \(page 44\)](#)

# Parts and Functions

This section explains the names and functions of the ScanSnap parts.

## Front

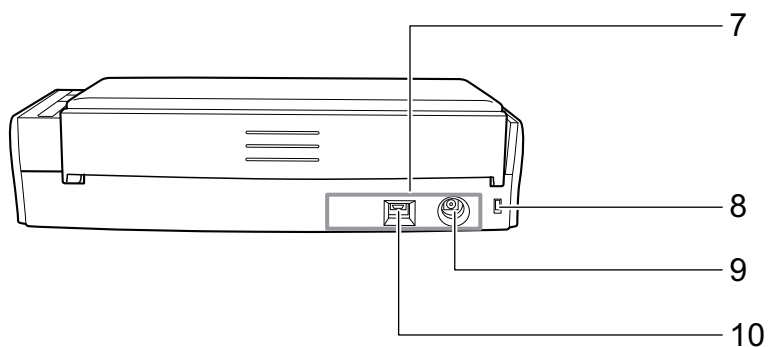


No.	Name	Description
1	ADF paper chute (cover) (*1)	Open it to use the ScanSnap. Opening it turns on the ScanSnap. Then, you can load a document on it.
2	ADF top section	Open it to remove jammed documents, replace the Roller Set, or clean the inside of the ScanSnap.
3	Extension	Pull out when scanning long documents.
4	Side guide	Adjust to the width of documents to prevent them from getting skewed.
5	ADF release tab	Pull this tab to open the ADF top section.
6	[Scan] button (*1)	Starts scanning. Indicates the status of the ScanSnap as follows: Blue (lit): Ready Blue (flashing): Scanning Orange (flashing): Error

\*1: When the ScanSnap has turned off automatically because of the automatic power off function, either press the [Scan] button (this will not start scanning), or close the ADF paper chute (cover), then open it again to turn the ScanSnap back on.

For details, refer to ["Automatic Power OFF" \(page 43\)](#).

## Back



No.	Name	Description
7	Tape seal	Remove this tape seal after installing the software.
8	Security cable slot	Used to connect an anti-theft security cable (commercially available).
9	Power connector	Used to connect a power cable.
10	USB connector	Used to connect a USB cable.

# System Requirements

The ScanSnap has the following system requirements.

For the latest information on requirements, please visit the ScanSnap Support Site at:

<http://scansnap.fujitsu.com/g-support/en/>

<b>Operating system (*1)</b>	macOS High Sierra v10.13 (*2) macOS Sierra v10.12.1 or later (*2) OS X El Capitan v10.11
<b>CPU</b>	Intel® Core™ i5 2.5 GHz or higher
<b>Memory</b>	4 GB or more
<b>Display resolution</b>	1024 × 768 pixels or higher
<b>Disk space</b>	Free space required to install the software related to the ScanSnap is as follows: (*3) <ul style="list-style-type: none"> <li>● ScanSnap Manager: 640 MB</li> <li>● ScanSnap Organizer: 95 MB</li> <li>● CardMinder: 600 MB</li> <li>● ABBYY FineReader for ScanSnap: 980 MB</li> <li>● ScanSnap Online Update: 20 MB</li> <li>● OCR Pack (*4)</li> <li>● ScanSnap S1300i Basic Operation Guide: 100 MB</li> </ul>
<b>USB port</b>	USB 3.0 (*5)/USB 2.0/USB 1.1

\*1: Updating Mac OS to the latest version is recommended.

\*2: ABBYY FineReader for ScanSnap 5.0 is not supported.

\*3: To save scanned images, more free space is required.

For details about estimated image data size, refer to the ScanSnap Manager Help.

\*4: By installing the OCR Pack, you can add extra languages to recognize text.

For the amount of free space required to install the OCR Pack, refer to the following:

<http://www.fujitsu.com/global/support/products/computing/peripheral/scanners/scansnap/software/ocrpack-setup.html>

\*5: When the ScanSnap is connected to a USB 3.0 port, the port operates as a USB 2.0 port.

## ATTENTION

- If the system requirements above are not satisfied, the ScanSnap may not operate.
- If a USB port on the keyboard or on the monitor is in use, the ScanSnap may not operate.
- When using a commercially available USB hub, use a type that is powered from an electrical power supply (and that comes with an adapter).
- Scanning speed decreases in the following cases:
  - The CPU or the memory does not meet the recommended specifications.
  - The version of the USB port or the USB hub is USB 1.1.
- To scan a document, a disk space that is approximately three times larger than the size of the file to be saved is required.

# Overview of the Software Related to the ScanSnap

This section gives an overview of each bundled software and their functions. You can edit, manage, and arrange the scanned image by using the following software:

## **ScanSnap Manager**

This scanner driver is required to scan documents with the ScanSnap. Scanned images can be saved as PDF or JPEG files to a computer.

You need to have ScanSnap Connect Application installed on your mobile device to save PDF or JPEG files to your mobile device.

You can download ScanSnap Connect Application for your mobile device from its application market.

## **ScanSnap Organizer**

You can use this application to display image data (PDF or JPEG files) in a list, create folders, and arrange files as you like.

## **CardMinder**

You can use this application to efficiently digitalize a large number of business cards.

Text recognition can be performed on business cards and you can create a database to facilitate card data management and searches. Data in the database can be printed and linked with various applications. The data can be also shared with PIM (Personal Information Manager), such as Contacts.

## **ABBYY FineReader for ScanSnap**

This application can perform text recognition on the scanned images using OCR (Optical Character Recognition) to convert the image data to Word, Excel, or PowerPoint files that can be edited.

## **ScanSnap Online Update**

This application checks whether the latest updates or software programs are available on the download server. When the latest updates or software programs are available, you can automatically apply updates or download and install the software programs manually.

## **Evernote for Mac**

You can easily save files in Evernote using the ScanSnap.

## **Dropbox for Mac**

You can easily save files to your Dropbox folder using the ScanSnap.



## How to Install the Software

When you insert the Setup DVD-ROM into the DVD-ROM drive on your computer, the [ScanSnap] window appears.

### ATTENTION

- Do not connect the ScanSnap to the computer before installing the software. Doing so may cause the ScanSnap not to be recognized by the computer. In that case, install the software, and then reconnect the ScanSnap to the computer.
- If a DVD-ROM drive is not available, the installers for the software programs can be downloaded from the following web page.

<http://scansnap.fujitsu.com/g-support/en/>



The functions of each button in the [ScanSnap] window are as follows.



Icon	Function
ScanSnap	Starts installing software.
Other Software	Displays the [Other Software] window. From this window, you can access the download web pages of the software programs.
Readme	Displays the Readme file.
Manuals	The [Manuals] window appears. You can refer to Safety Precautions, Getting Started, the Basic Operation Guide (this manual), and the Advanced Operation Guide.

## ScanSnap Manager Icon

When ScanSnap Manager is running, the ScanSnap Manager icon is displayed in the Dock.

The ScanSnap Manager icon indicates whether or not ScanSnap Manager is successfully communicating with the ScanSnap. The appearance of the icon changes according to the communication status as shown below.

This manual assumes that the ScanSnap is powered by a power cable.

Communication Status	ScanSnap Manager Icon
Communicating	
Not communicating	


### HINT

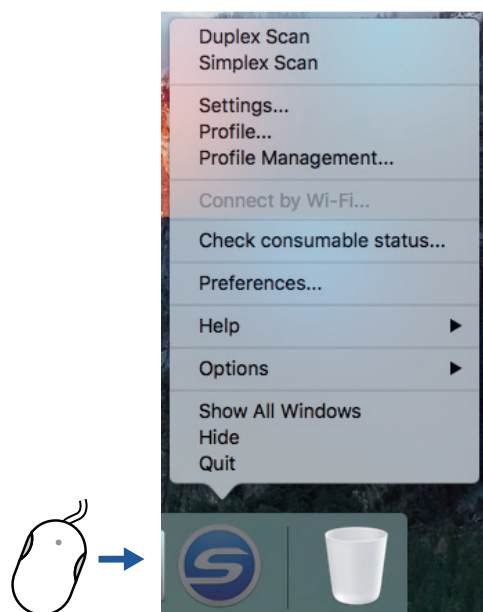
Turn the ScanSnap on to begin communication between ScanSnap Manager and the ScanSnap. For details about how to turn on the ScanSnap, refer to ["Turning the ScanSnap On" \(page 39\)](#).

You can display the menu for scanning documents and ScanSnap Manager settings from the ScanSnap Manager icon.

- Clicking while holding down the [control] key on the keyboard  
Displays the ["ScanSnap Manager Menu" \(page 35\)](#).
- Clicking  
Displays the Profile menu.  
For details, refer to the Advanced Operation Guide.


# ScanSnap Manager Menu

This menu appears when you click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard.




Click while pressing the [control] key on the keyboard

Item	Function
Duplex Scan	Scans both sides of the document. Follows the settings configured in [Settings].
Simplex Scan	Scans only one side of the document. Follows the settings configured in [Settings].
Settings	Displays the "ScanSnap Setup Window" (page 37). You can configure the scan settings in this window.
Profile	Displays the Profile menu. You cannot select this when the [Use Quick Menu] checkbox is selected in the ScanSnap setup window.
Profile Management	Displays the [ScanSnap Manager - Profile Management] window. You cannot select [Profile Management] when the [Use Quick Menu] checkbox is selected in the ScanSnap setup window. For details, refer to the Advanced Operation Guide.
Connect by Wi-Fi	Displays the [ScanSnap Manager - Connect by Wi-Fi] window. Available with iX500 and iX100.
Check consumable status	Displays the [ScanSnap Manager - Check consumable status] window. You can reset the consumable counters after replacing the consumables.
Preferences	Displays the [ScanSnap Manager - Preferences] window.

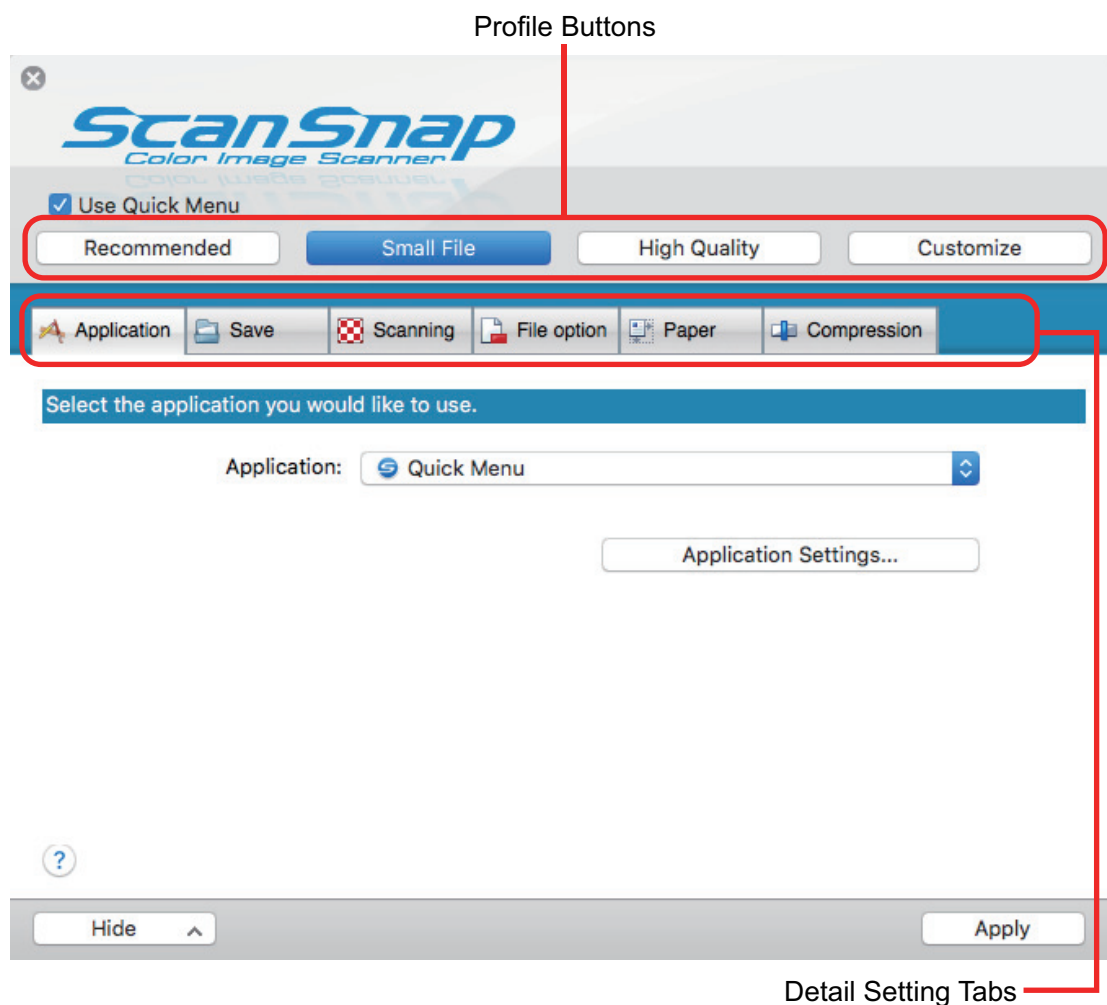
Item	Function
Help	Displays the following menu: <ul style="list-style-type: none"> <li>● Help Opens the ScanSnap Manager Help.</li> <li>● Troubleshooting Displays [Troubleshooting] in the ScanSnap Manager Help.</li> <li>● ScanSnap Portal Site Opens the ScanSnap global homepage (<a href="http://scansnap.fujitsu.com">http://scansnap.fujitsu.com</a>).</li> <li>● About ScanSnap Manager Displays the [ScanSnap Manager - Version Information] window.</li> <li>● ScanSnap information Displays the [ScanSnap Manager - Scanner and driver information] window. Displayed when the ScanSnap and computer are connected.</li> <li>● Online Update Starts the ScanSnap Online Update. For details, refer to "<a href="#">Updating the Software</a>" (page 95).</li> </ul>
To establish connection	Displayed when ScanSnap Manager is not communicating with the ScanSnap correctly.
Options	Displays the following menu: <ul style="list-style-type: none"> <li>● Keep in Dock  Adds the ScanSnap Manager icon  to the Dock.</li> <li>● Open at Login Automatically launches ScanSnap Manager when the computer is started up or logged in.</li> <li>● Show in Finder Displays the contents of the [ScanSnap] folder by using the Finder.</li> </ul>
Show All Windows	Shows all windows from ScanSnap Manager in thumbnails.
Hide/Show	Hides or shows all windows from ScanSnap Manager.
Quit	Quits ScanSnap Manager.

## ScanSnap Setup Window

When you click the ScanSnap Manager icon  while holding down the [control] key on the keyboard, and then select [Settings] from the "ScanSnap Manager Menu" (page 35), the following ScanSnap setup window appears.

In the ScanSnap setup window, you can use the [Use Quick Menu] checkbox to specify whether or not to use the Quick Menu. You can also use the profile buttons and detail setting tabs to specify scan settings according to your scanning needs.

For details, refer to the ScanSnap Manager Help.



# Turning the ScanSnap On or Off

This section explains how to turn the ScanSnap on or off.

- ["Turning the ScanSnap On" \(page 39\)](#)
- ["Turning the ScanSnap Off" \(page 41\)](#)
- ["Sleep Mode" \(page 42\)](#)
- ["Automatic Power OFF" \(page 43\)](#)



## Turning the ScanSnap On

### 1. Turn on the computer.

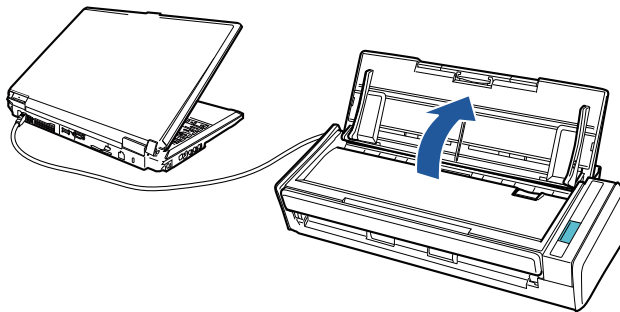
⇒ The computer starts up and the ScanSnap Manager icon  appears in the Dock.





#### HINT

- If the ScanSnap Manager icon  is not displayed in the Dock, click [Applications] from the sidebar in Finder, click [ScanSnap], and then double-click [ScanSnap Manager].
- If ScanSnap Manager does not automatically start when you log in to the computer, display the [System Preferences] window and select [Users & Groups] → [Current User] → [Login Items] → [] → [ScanSnap] → [ScanSnap Manager].

### 2. Open the ADF paper chute (cover) of the ScanSnap to turn the power on.




⇒ The [Scan] button flashes in blue. The button returns to being lit normally when document scanning is enabled.

In addition, the ScanSnap Manager icon in the Dock changes from  to .


#### ATTENTION

With some computers, the initialization of the ScanSnap may be performed several times when the computer is started up.

#### HINT

- It may take more time for the ScanSnap Manager icon in the Dock to change to  depending on computer performance, operating environment, or loading, for example, when many software programs are running at the same time.
- When the ScanSnap is turned on, a notification window notifies you of the ScanSnap's communication status.  
To disable notifications of the ScanSnap's communication status, change the setting in the following procedure:

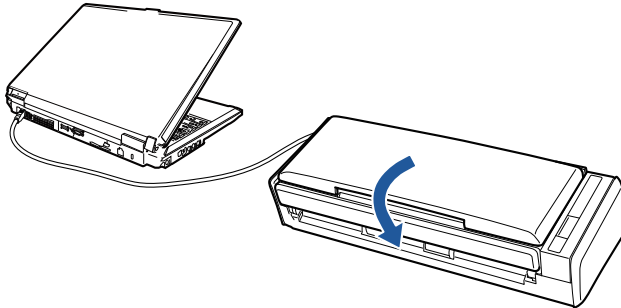


1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and then select [Preferences] from the "ScanSnap Manager Menu" (page 35).
  - ⇒ The [ScanSnap Manager - Preferences] window appears.
2. Clear the [Notify of the communication status] checkbox in the [Status Display] list.





## Turning the ScanSnap Off

### 1. Close the ADF paper chute (cover).



⇒ The [Scan] button turns off.

In addition, the ScanSnap Manager icon in the Dock changes from  to .

#### ATTENTION


- Close the ADF paper chute (cover) after putting the extension back.
- If moving the ScanSnap, first turn the power off and remove all cables.

The bottom part of the ScanSnap may become hot when the ScanSnap is being used but this does not affect ScanSnap operation or cause any physical harm. Be careful not to drop the ScanSnap when carrying it.

#### HINT

- The power of the ScanSnap is linked with the power of the computer to which the ScanSnap is connected. If you keep the ScanSnap connected to the computer, you do not have to worry about turning the power ON/OFF.
- With some computers, it may take 2 to 3 minutes until the light of the [Scan] button goes out after the computer is turned off.
- When the ScanSnap is turned off, a notification window notifies you of the ScanSnap's communication status.

To disable notifications of the ScanSnap's communication status, change the setting in the following procedure:

1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and then select [Preferences] from the "ScanSnap Manager Menu" (page 35).
  - ⇒ The [ScanSnap Manager - Preferences] window appears.
2. Clear the [Notify of the communication status] checkbox in the [Status Display] list.

---

## Sleep Mode

When the ScanSnap is on and has not been used for one minute, it enters sleep (power saving) mode.

---


## Automatic Power OFF

When the ScanSnap is turned on and left unused for the specified time (default is "4 hours"), it will turn itself off automatically.

To turn the ScanSnap back on, perform one of the following operations:

- Press the [Scan] button on the ScanSnap (this will not start scanning)
- Close the ADF paper chute (cover) and open it again

### HINT

- To continue using the ScanSnap, reset the time until auto power-off by performing one of the following:
  - Load a document in the ScanSnap
  - Press the [Scan] button on the ScanSnap
  - Close the ADF paper chute (cover) and open it again
- You can change the time of the ScanSnap to turn off automatically or change the setting so that it will not turn off automatically. Set according to the following procedures:
  1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and then select [Preferences] from the "ScanSnap Manager Menu" (page 35).
    - ⇒ The [ScanSnap Manager - Preferences] window appears.
  2. In the [Power] list, change the settings for [Power setting] based on how it is connected.
- A notification window notifies you 5 minutes before the ScanSnap turns off automatically.

# Documents to Scan

Conditions for documents that can be loaded into the ScanSnap are as follows:

## Office paper, postcards, business cards

<b>Document type</b>	Office paper, postcards, business cards
<b>Paper weight</b>	64 to 104.7 g/m <sup>2</sup> (17 to 20 lb)
<b>Paper size</b>	Width: 50.8 to 216 mm (2 to 8.5 in.) Length: 50.8 to 360 mm (2 to 14.17 in.) ● For long page (*1) 216 × 863 mm (8.5 × 34 in.)

\*1: Scanning starts when you hold down the [Scan] button on the ScanSnap for 3 seconds or longer.

### ATTENTION

The following types of documents must not be scanned:

- Documents attached with the metals such as paper clips or staples that can damage the inside of the ScanSnap  
Remove the metals for scanning.
- Documents on which the ink is still wet  
Wait until the ink dries completely to scan these documents.
- Documents larger than width 216 mm (8.5 in.), length 863 mm (34 in.)
- Documents other than paper such as fabric, metal foil, OHP film, or plastic card
- Documents with photographs or memo papers attached

### Documents that you need to treat with caution

- Documents written in pencil  
When you scan documents written in pencil, there may be black traces left on them. Also, dirt accumulating on the rollers may cause feeding errors. Clean the rollers occasionally when you scan such documents. For details about how to perform cleaning, refer to "Troubleshooting" in the ScanSnap Manager Help.
- Carbonless paper  
Carbonless paper may contain chemicals that can harm the pad assy and the rollers inside the ScanSnap. Make sure to perform cleaning occasionally to maintain the scanner performance when scanning carbonless paper. For details about how to perform cleaning, refer to "Troubleshooting" in the ScanSnap Manager Help. Depending on the type of carbonless paper, the life span of the scanner may be shortened compared to scanning office paper.
- Scanning the following types of documents can result in documents being damaged or scanned incorrectly.
  - Documents smaller than width 50.8 mm (2 in.), length 50.8 mm (2 in.)
  - Documents that weigh less than 64 g/m<sup>2</sup> (17 lb)
  - Documents with an uneven surface (such as envelopes and paper sheets with attached materials)
  - Wrinkled or curled documents
  - Folded or torn documents
  - Tracing paper

- Coated paper
- Photographs (photographic paper)
- Perforated or punched documents
- Documents that are not rectangular or square
- Carbon paper or thermal paper
- Documents with memo papers or sticky notes attached

## Picture Postcards

Picture postcards can be scanned when a power cable connection is used.

<b>Document type</b>	Picture postcards
<b>Paper weight</b>	64 to 326 g/m <sup>2</sup> (17 to 87 lb)
<b>Paper size</b>	Width: 50.8 to 100 mm (2 to 3.9 in.) Length: 50.8 to 148 mm (2 to 5.8 in.)

### ATTENTION

- All conditions below must be satisfied when scanning picture postcards. Otherwise, paper jam may occur.
  - Power cable connection
  - Normal room temperature and humidity levels
  - Load the picture postcard face-down in the ScanSnap
- When you scan photographs or picture postcards, be aware that the picture side may get damaged. It is the responsibility of the customer to scan photographs or picture postcards.

# What You Can Do with Related Software

This section explains the basic operation procedure of software related to the ScanSnap and gives an overview of its functions.

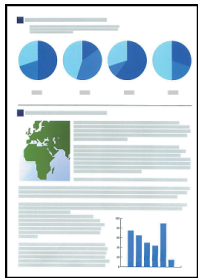
- ["What You Can Do with the ScanSnap Organizer" \(page 47\)](#)
- ["What You Can Do with CardMinder" \(page 52\)](#)

# What You Can Do with the ScanSnap Organizer

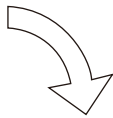
ScanSnap Organizer is an application used for displaying, organizing, and managing image data (PDF or JPEG files) scanned with the ScanSnap.

You can use this application to create folders and arrange files for various uses.

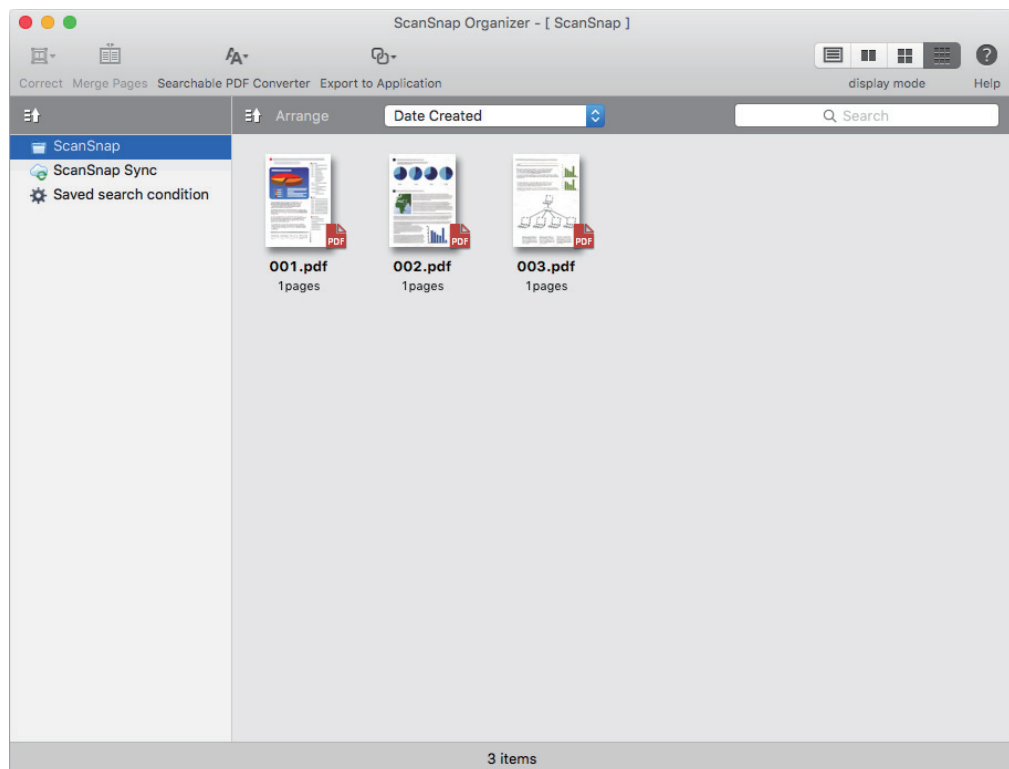
Pages of a PDF file can be opened with an associated application to check the scanned image data.



Scan documents with the ScanSnap



Main Window

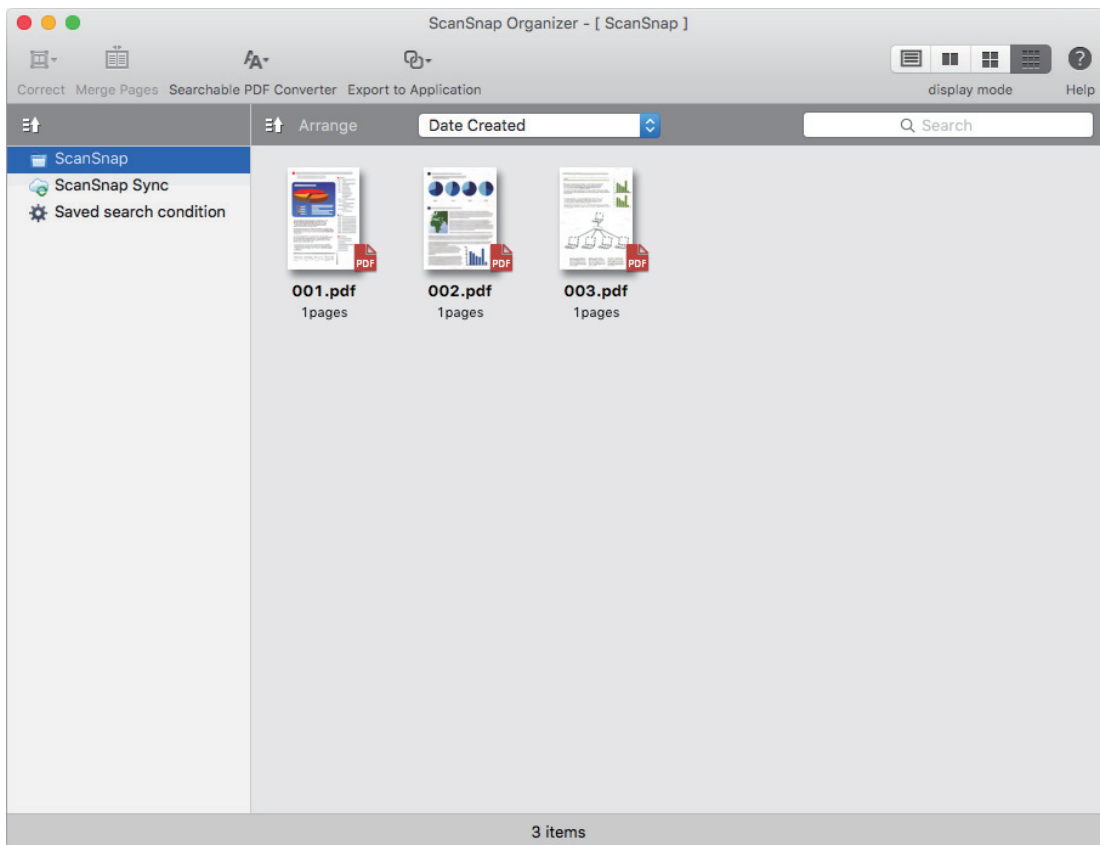


- "Basic Operation Procedure of ScanSnap Organizer" (page 48)
- "Managing Files" (page 49)
- "Using Files" (page 51)

## Basic Operation Procedure of ScanSnap Organizer

This section explains the basic operation procedure of ScanSnap Organizer.

1. From the sidebar in Finder, select [Applications] → [ScanSnap Organizer], and then double-click [ScanSnap Organizer] to start up ScanSnap Organizer.



2. Scan documents with the ScanSnap.

⇒ A list of scanned images is displayed in ScanSnap Organizer.



## Managing Files

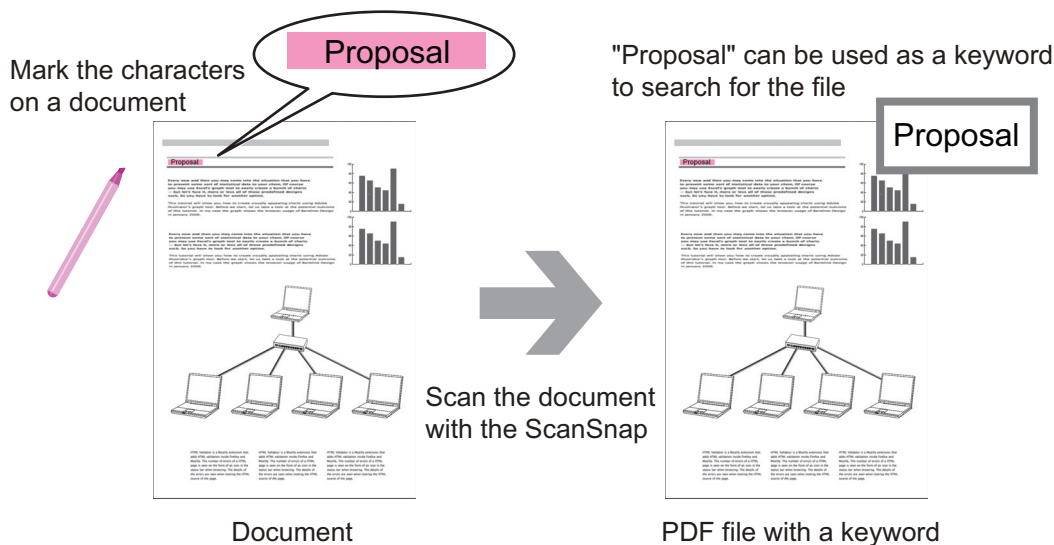
For details about operations, refer to the ScanSnap Organizer Help.

### Setting a Marked Character String as a Keyword

Keywords can be set to a PDF file by using the keyword setting function.

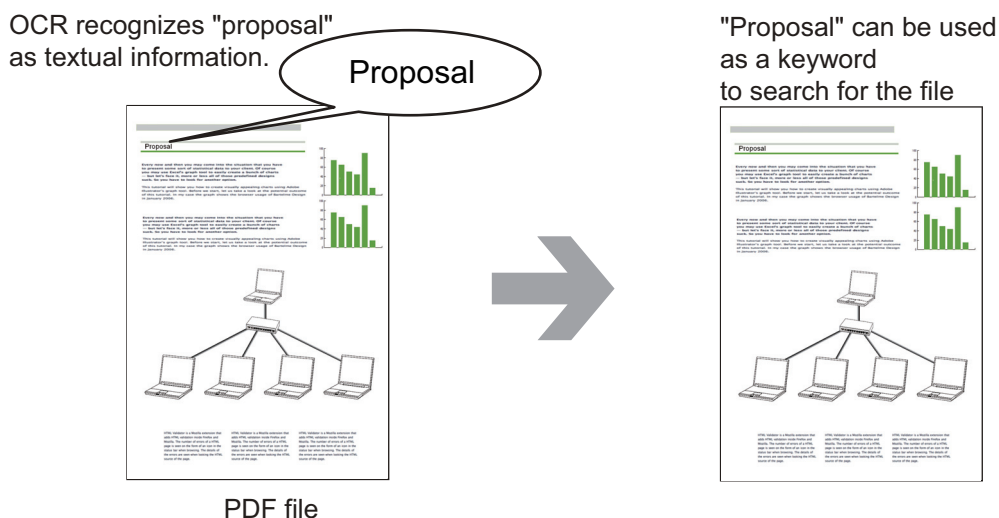
These keywords can be used when you search for PDF files.

When black and white documents that have been marked are scanned by the ScanSnap, the marked character strings are set as keywords for the PDF file.



### Recognizing a Character String in a Page to Embed It into the Page

By using text recognition (OCR) software, you can embed character strings into the page of a PDF file scanned by the ScanSnap, and then search the PDF file using the character strings.



## Searching Files

You can search files that are managed in ScanSnap Organizer.

## Using Files

For details about operations, refer to the ScanSnap Organizer Help.

### **Linking Files with Other Applications**

You can use files with a variety of applications.

### **Sending Files by E-mail**

Files can be sent by e-mail.

### **Using Files by Syncing with a Mobile Device**

By using the ScanSnap Sync function, an image file scanned by the ScanSnap can be synced automatically with a mobile device and can be used easily anytime or anywhere via a cloud service.

The files are organized and managed in the "ScanSnap Sync" folder in ScanSnap Organizer.

### **Syncing Files Made up of Images That Were Saved Together ("JPEG (Save together)" Files)**

Using the ScanSnap Sync function allows you to sync "JPEG (Save together)" files between a mobile device and ScanSnap Organizer.

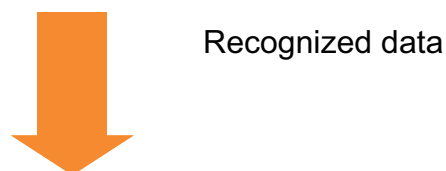
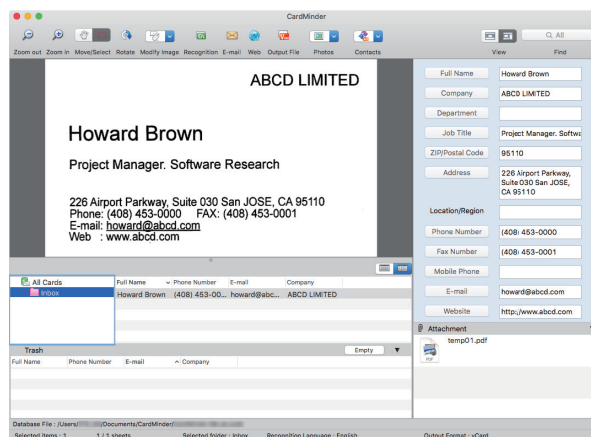
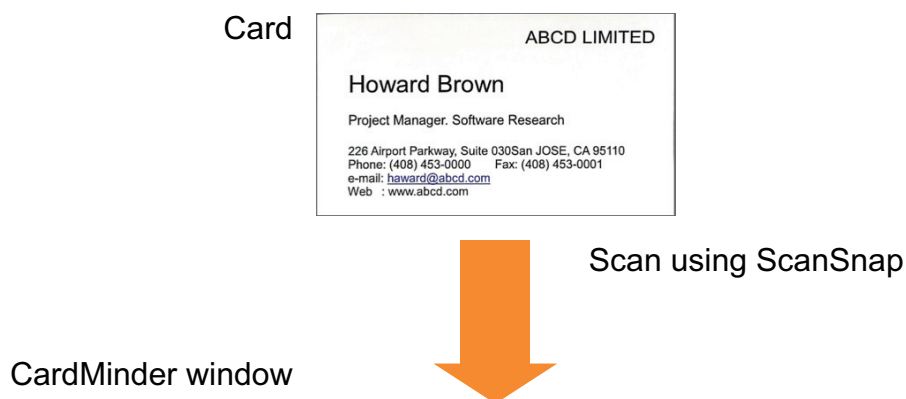
A "JPEG (Save together)" file consists of multiple images that are scanned with ScanSnap Connect Application.

# What You Can Do with CardMinder

CardMinder is an application used for displaying, organizing, and managing card image data scanned with the ScanSnap.

This application digitalizes large amounts of business cards into images at a high speed and recognizes text on those cards, thus allowing you to search for your clients' business cards from those data quickly, and create your client databases conveniently. CardMinder uses an Optical Character Recognition (OCR) engine to recognize text on cards and shares the data with Personal Information Manager (PIM) applications.

CardMinder also enables business card data to be quickly searched from other applications.



Share the recognized data with PIM  
(Example: Contacts)

- "Basic Operation Procedure of CardMinder" (page 54)
- "Linking Card Data with Other Applications" (page 57)
- "Searching Card Data with the Basic Search Toolbar" (page 58)
- "Searching Card Data with Keyboard Shortcuts" (page 59)

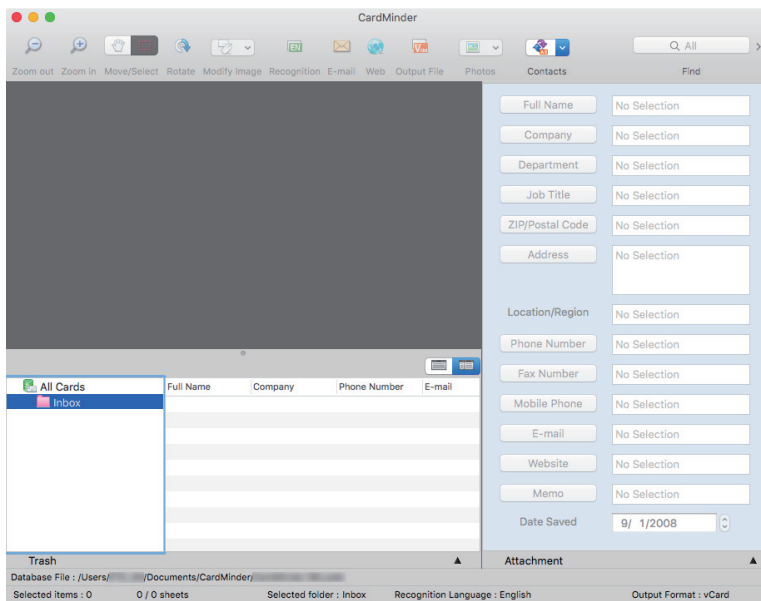
- ["Attaching a File to Card Data" \(page 60\)](#)

## Basic Operation Procedure of CardMinder

This section explains the basic operation procedure of CardMinder.

### 1. Start CardMinder.

From the sidebar in Finder, select [Applications] → [CardMinder], and then double-click [CardMinder].



### 2. Scan a card with the ScanSnap.

Load a card in the ScanSnap and press the [Scan] button to start scanning the card.

When scanning is complete, the information printed on the card (such as name, company, and address) is automatically recognized as text and displayed in the Card Data Edit view.

The image data scanned from the card is displayed in the Card Image view.

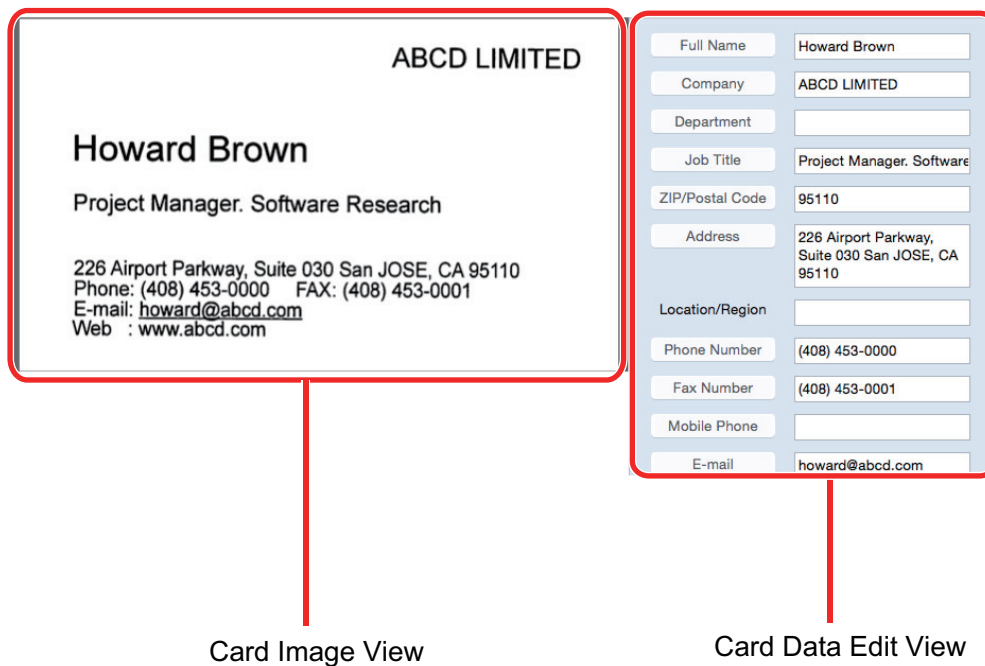
#### ATTENTION

ScanSnap Manager must be installed on your computer when you want to recognize the following languages:

- Chinese (simplified)
- Chinese (traditional)
- Korean

### 3. Check the card data.

Make sure that the front and back card images are correct, and that the text on the card images are displayed correctly in the Card Data Edit view.

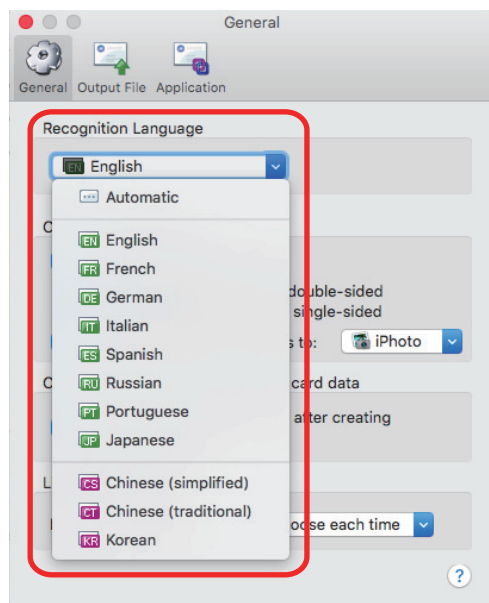


Card Image View

Card Data Edit View

**4. If the language to be used for text recognition is different, perform text recognition again in the following procedure:**

1. Select [CardMinder] menu → [Preferences].  
⇒ The [General] window appears.
2. Select a language for the character strings to be recognized from [Recognition Language].



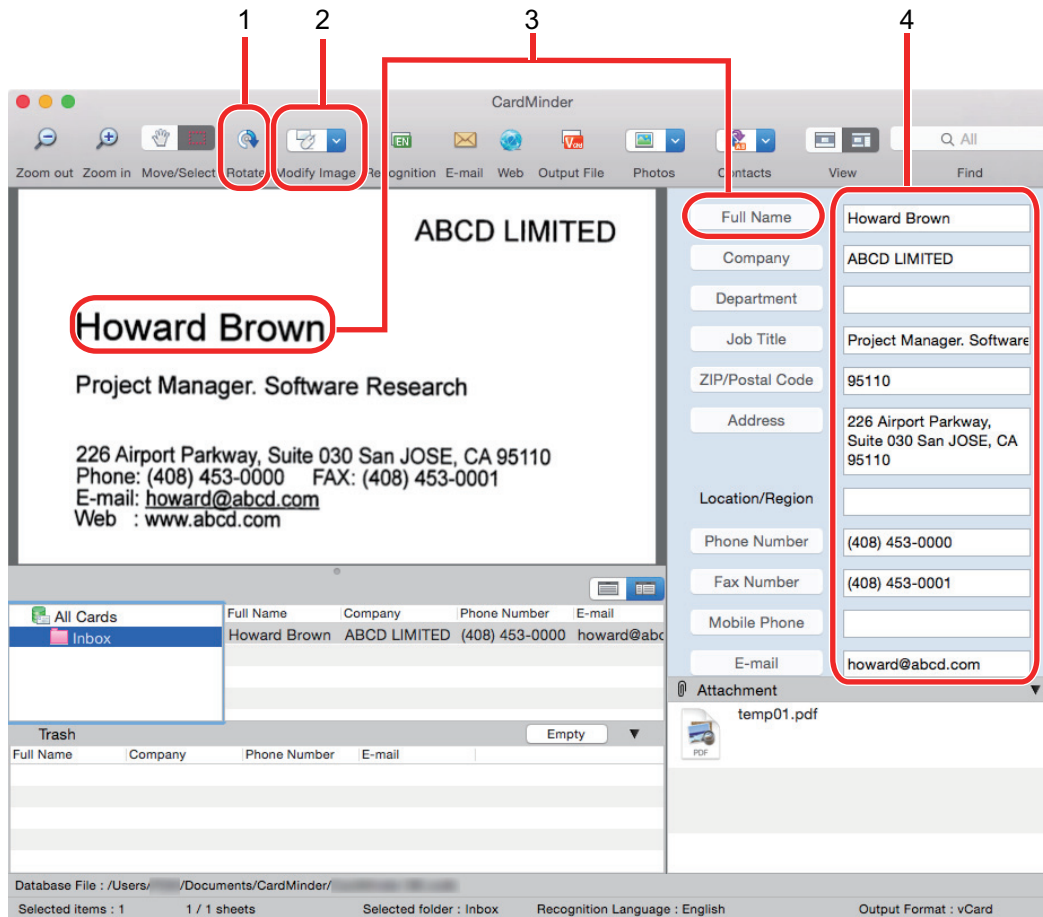
⇒ The recognition language changes.

3. Close the [General] window.
4. Click the [Recognize] button on the Toolbar again.  
⇒ Character strings on the card data will be recognized as the selected language.

## 5. Correct the card data, if necessary.

The card data can be corrected in the following ways. For details, refer to the CardMinder Help.

- Redoing the recognition process on the character strings in the selected areas
- Entering text directly in the Card Data Edit view
- Correcting the orientation of the card image or switching the front and back images



No.	Description
1	Using the [Rotate] button, you can rotate the card image.
2	Using the [Modify Image] button, you can switch the front and back images of the card image, create double-sided cards, and delete the back image.
3	By selecting character strings in the card image and then clicking the buttons of the appropriate fields in the Card Data Edit view, you can redo the recognition process on the selected areas.
4	You can directly correct the text of each field in the Card Data Edit view.

## 6. Exit CardMinder.

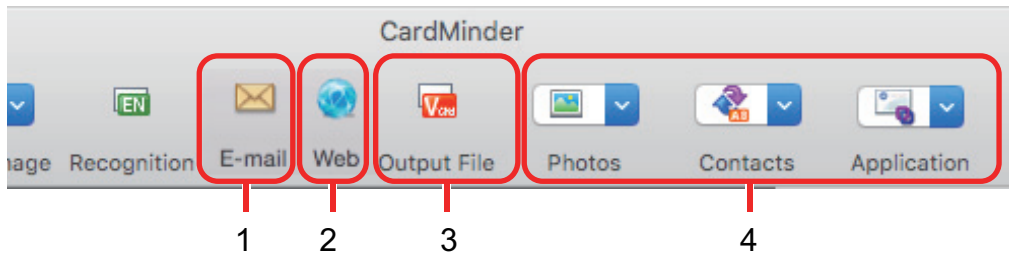
Click [CardMinder] menu → [Quit CardMinder] to quit CardMinder.



## Linking Card Data with Other Applications

Click the following buttons on the Toolbar to use card data in a variety of applications.

The following explains an example in which the Toolbar is customized to display the [Application] button.



No.	Item	Description
1	E-mail	You can start an e-mail program, using the e-mail address specified in [E-mail] for the card data as the destination address.
2	Internet search	You can search the URL specified in [Website] for the card data with a web browser.
3	Outputting card data in a different format	You can output card data in the vCard, CSV, text, or ContactXML format.
4	Linking card data with another application	You can link card data with another application such as Outlook or Salesforce CRM to use the card data in the linked application. You can also link card data with USB media to use the card data on a different computer.

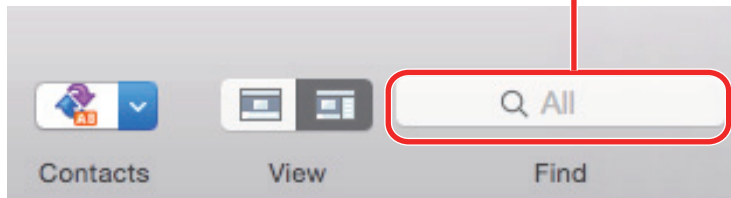
For details, refer to CardMinder Help.

---

## Searching Card Data with the Basic Search Toolbar

This section explains how to search card data with the CardMinder Basic Search Toolbar.

### Find (Basic Search Toolbar)



To search card data, type in a search term (such as an individual name or a company name) in the Basic Search Toolbar.

The search results are displayed in the Card Data List view.

## Searching Card Data with Keyboard Shortcuts

Even when CardMinder is not running, you can search card data by using a character string in another application (such as TextEdit) as the keyword for searching.

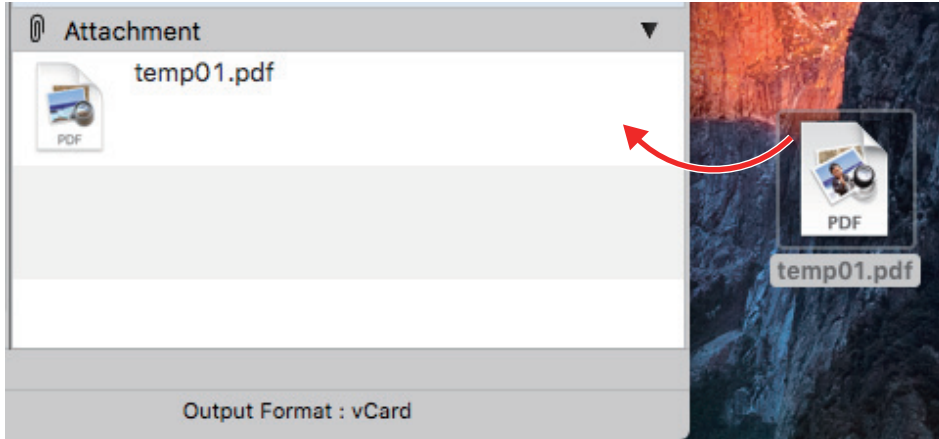
- 1. Drag the mouse to select a character string you want to search for.**
- 2. Press [command ⌘] + [shift] + [&] keys on the keyboard at the same time.**
  - ⇒ While the Card Data Edit view is hidden, CardMinder starts and search is executed.  
Card data matching the search conditions is displayed in the Card Data List view.

### HINT

- Depending on the keyboard type, you may not have to press the [shift] key.
- If the keyboard shortcuts do not work, check the [Search Selected Text in CardMinder] shortcut key by selecting [System Preferences] → [Keyboard] → [Services] in the [Keyboard Shortcuts] tab, and change the shortcut key to the one to be used.

## Attaching a File to Card Data

A file can be attached to card data easily by dragging and dropping it.



# Useful Usages

This section explains how to use related software for the scanned image that is created after a document is scanned with the ScanSnap and how to scan a document with a setting other than the default setting.

- ["Managing Paper Documents by Folder on a Computer" \(page 62\)](#)
- ["Saving Business Cards to a Computer" \(page 65\)](#)

# Managing Paper Documents by Folder on a Computer

This section explains how to digitize paper documents and manage the data by folder in ScanSnap Organizer.

## 1. Scan a paper document with the ScanSnap.

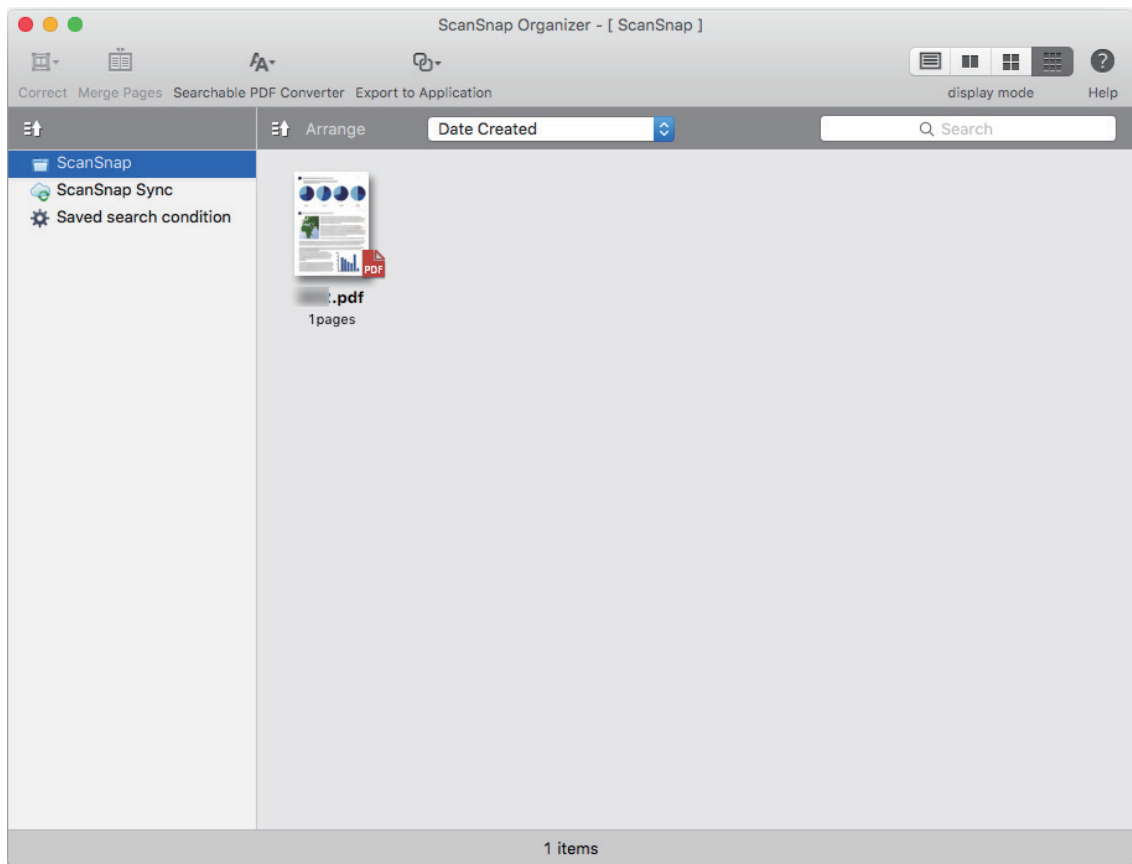
For details about scanning a document, refer to "Scanning a Document" (page 15).

⇒ The Quick Menu appears.



## 2. Click the [ScanSnap Organizer] icon in the Quick Menu.

⇒ The [ScanSnap Organizer] window appears.



**3. From the menu bar, select [File] → [New Folder].**

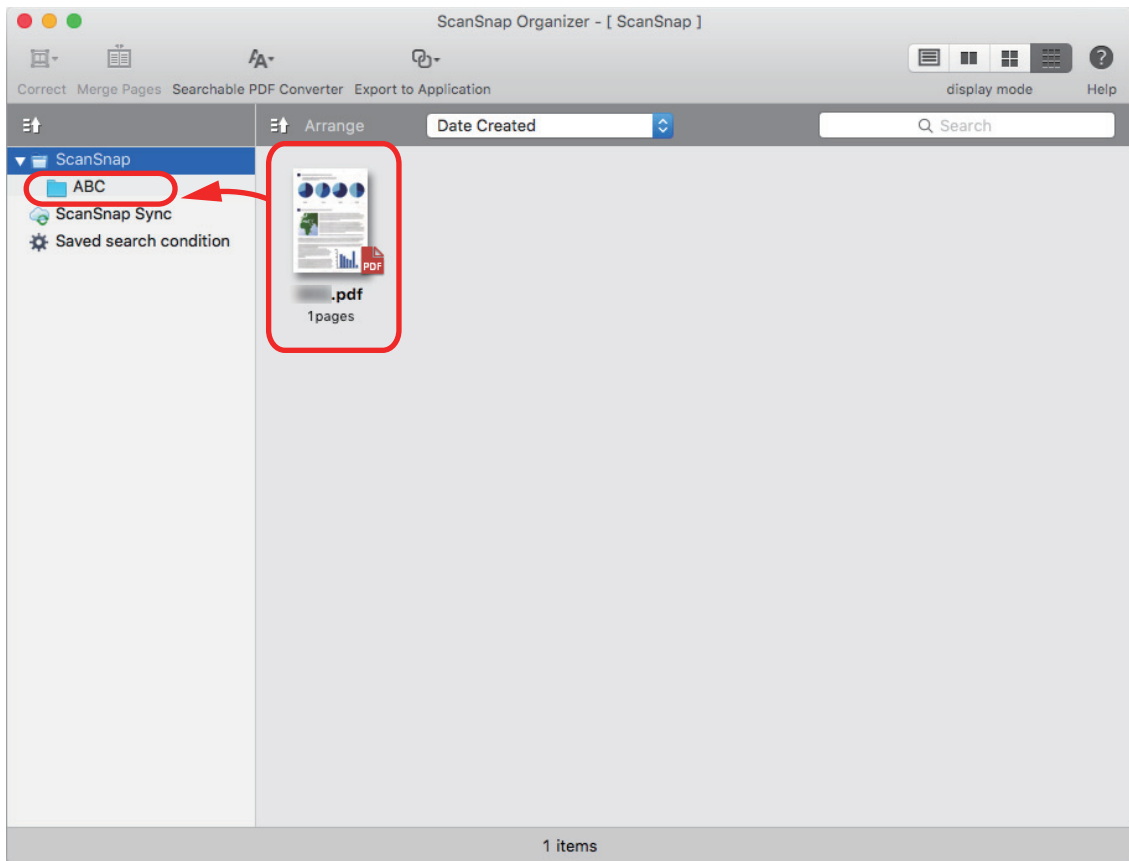
⇒ A new folder is created in the folder list.

**4. Rename the created folder.**

**HINT**

To create multiple folders, repeat steps 3 to 4.

**5. Select the scanned image from the file list, and drag and drop it to the folder.**



⇒ The scanned image is moved to the folder.

#### HINT

For details about other functions, refer to the ScanSnap Organizer Help.



# Saving Business Cards to a Computer

This section explains how to digitize business cards and save the card data in CardMinder.

## ATTENTION

If you do not log in as a user with Administrator privileges, you may not be able to link the ScanSnap with another application properly.

### 1. Scan business cards with the ScanSnap.

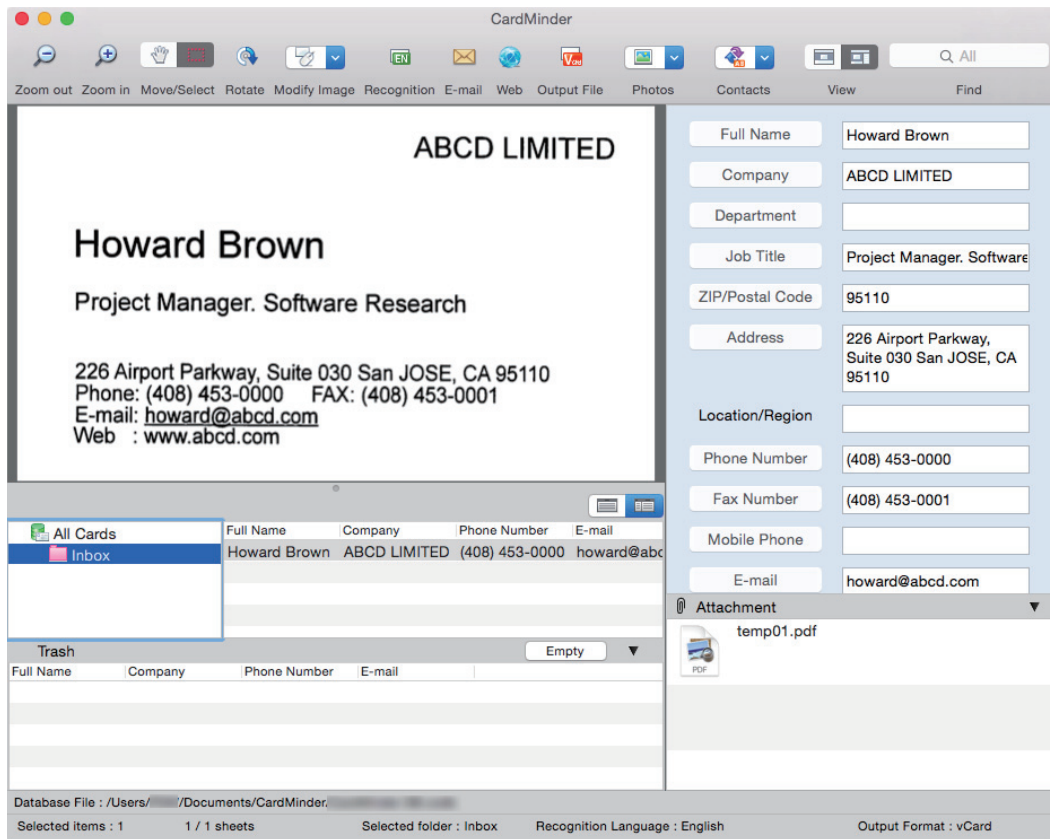
For details about scanning business cards, refer to "Scanning a Document" (page 15).

⇒ The Quick Menu appears.



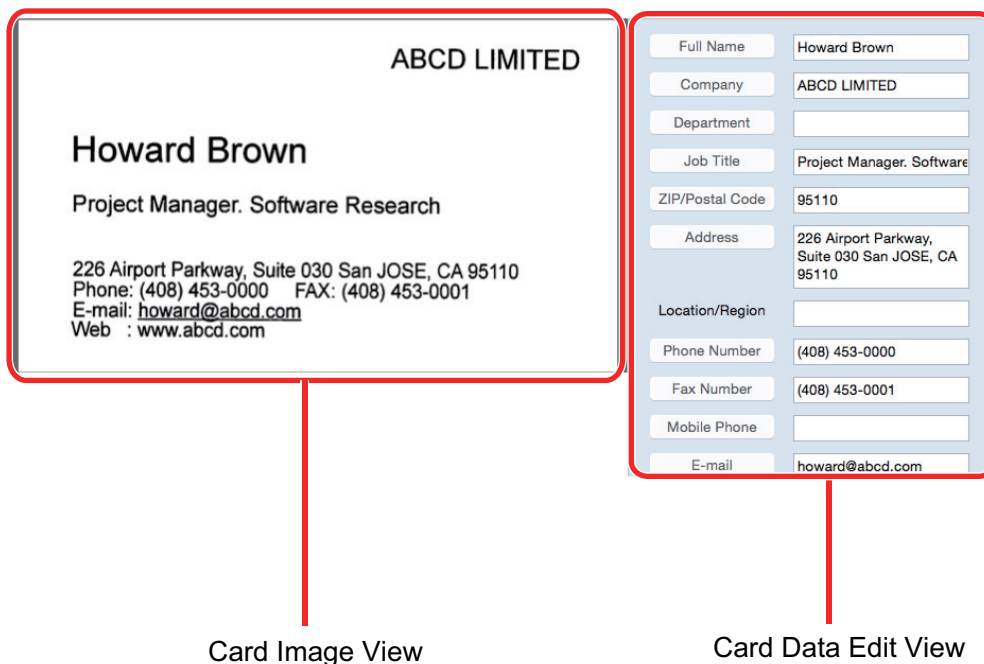
### 2. Click the [CardMinder] icon in the Quick Menu.

⇒ The [CardMinder] window appears.



### 3. Check the card data.

Make sure that the text on the card images are displayed correctly in the Card Data Edit view. If the card data must be corrected, click the text to be corrected and then directly edit it.



**HINT**

When you scan double-sided business cards, you must scan one side of each card and edit the card data in CardMinder.

For details, refer to the CardMinder Help.


# Troubleshooting

This section explains how to solve troubles you may encounter upon installing the software related to the ScanSnap.

- "If You Have Installed the Software Before" (page 69)
- "When the ScanSnap Manager Icon Does Not Appear" (page 70)
- "When ScanSnap Manager Does Not Operate Normally" (page 72)

For details about the troubles you may encounter and the solutions while using the ScanSnap, refer to the following:

- "Troubleshooting" in the ScanSnap Manager Help

To display this section, click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and select [Help] → [Troubleshooting] from the "ScanSnap Manager Menu" (page 35).

- ScanSnap Support Site (<http://scansnap.fujitsu.com/g-support/en/>)

If you cannot solve the problem after referring to the above section, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.


## If You Have Installed the Software Before

If your attempt to reinstall the software related to the ScanSnap (including models other than S1300i) failed, uninstall the software and then reinstall it.

For details, refer to the following:

- ["Uninstalling the Software" \(page 96\)](#)
- ["How to Install the Software" \(page 33\)](#)

# When the ScanSnap Manager Icon Does Not Appear

This section explains how to troubleshoot when the ScanSnap Manager icon  does not appear in the Dock even though the software is installed and the ScanSnap is connected to the computer.

- ["Displaying the ScanSnap Manager Icon" \(page 71\)](#)

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


## Displaying the ScanSnap Manager Icon

1. From the sidebar in Finder, select [Applications] → [ScanSnap], and then double-click [ScanSnap Manager] to start ScanSnap Manager.

### HINT


If the problem is solved, you can change the setting so that ScanSnap Manager will start up automatically from the next time you log in to the computer.

The procedure is as follows.

- On the [System Preferences] window displayed from the Apple () menu, select [Users & Groups] → [Current User] → [Login Items] → [] → [ScanSnap] → [ScanSnap Manager].
- Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and then select [Options] → [Open at Login] from the displayed menu.

If the problem persists, refer to "When ScanSnap Manager Does Not Operate Normally" (page 72).

## When ScanSnap Manager Does Not Operate Normally

If the ScanSnap Manager icon in the Dock is displayed as  even though the software is installed and the ScanSnap is connected to the computer, perform the following procedures.

- ["Checking the Connection between the ScanSnap and the Computer"](#) (page 73)
- ["Checking If ScanSnap Manager Is Operating Normally"](#) (page 74)



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## Checking the Connection between the ScanSnap and the Computer

- 1. Unplug the USB cable from the computer and the ScanSnap, then plug it back in.**

Make sure to leave at least 5 seconds between unplugging and plugging the cable.

If you are using a USB hub, connect the USB cable to the computer directly.

If the problem persists, refer to " <a href="#">Checking If ScanSnap Manager Is Operating Normally</a> " (page 74).
---

## Checking If ScanSnap Manager Is Operating Normally

**1. Turn off the ScanSnap and then turn it on again.**

Make sure to leave at least 5 seconds between turning off and on the ScanSnap.

If the problem persists, proceed to step 2.

**2. If you are using a USB hub, connect the ScanSnap to the computer directly with a USB cable.**

If the problem persists, proceed to step 3.

**3. Turn off the ScanSnap and restart the computer.**

If the problem persists, refer to ["If You Have Installed the Software Before"](#) (page 69). If the problem still persists, perform the procedures described in ["When ScanSnap Manager Does Not Operate Normally"](#) (page 72) once again.


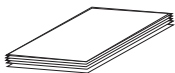
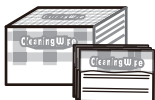
# Cleaning

This section explains about the cleaning materials and how to clean the ScanSnap.

- ["Cleaning Materials" \(page 76\)](#)
- ["Cleaning the Outside of the ScanSnap" \(page 77\)](#)
- ["Cleaning the Inside of the ScanSnap" \(page 78\)](#)

# Cleaning Materials

Cleaning materials and their part numbers are as below.

Product Name	Part No.	Unit	Note
Cleaner F1 	PA03950-0352	1 bottle	Size: 100 ml
Cleaning Paper (*1) 	CA99501-0012	1 pack	10 sheets
Cleaning Wipe (*2) 	PA03950-0419	1 pack	24 packets
Lint-free dry cloth (*3)	Commercially available	-	-

\*1: Used with Cleaner F1.

\*2: The cleaning wipes are wet tissues that have been soaked with Cleaner F1. In place of this product, you can use a cloth soaked with Cleaner F1.

\*3: Any lint-free cloth can be used.

Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for details about purchasing the cleaning materials.

For details, refer to the following web page:

<http://scansnap.fujitsu.com/>

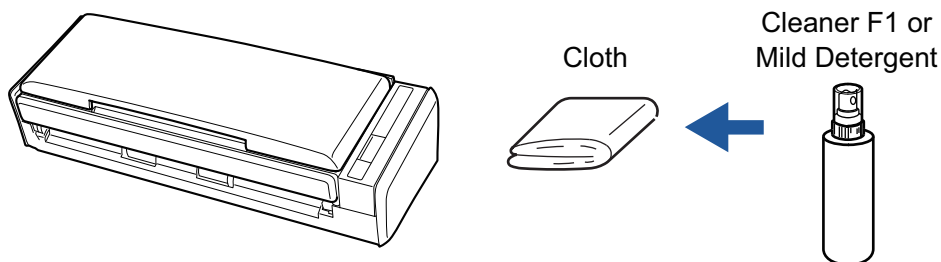
## Cleaning the Outside of the ScanSnap

Clean the outside of the ScanSnap, the ADF paper chute (cover), and the ADF top section in the following procedure.

- 1. Unplug the cables from the ScanSnap.**
- 2. Clean the outside of the ScanSnap with a dry cloth, or a cloth moistened with Cleaner F1/mild detergent.**

### ATTENTION

- Never use paint thinner or any other organic solvents. The shape or color may be changed.
- When cleaning the ScanSnap, prevent liquids from entering the ScanSnap.
- It may take a long time for Cleaner F1 to dry if an excessive amount is used. Moisten the cloth with moderate quantity. Wipe off the cleaner completely with a soft cloth to leave no residue on the cleaned parts.



# Cleaning the Inside of the ScanSnap

Scanning repeatedly may cause dust and paper dust to accumulate inside the ScanSnap resulting in a scanning error.

As a guideline, the inside of the ScanSnap should be cleaned every 200 sheets scanned. Note that this guideline varies depending on the types of documents you scan. For instance, it may be necessary to clean the scanner more frequently when you scan documents on which the toner is not sufficiently fused.



## WARNING

- Before cleaning the ScanSnap, you must turn off the ScanSnap and unplug the power connection cable (power cable or USB bus power cable) from the power supply source (AC outlet or computer). Not doing so may cause fire or electrical shock.
- Do not place internal parts such as the pad assy and the pick roller assembly within reach of small children. Doing so may cause injury.
- When the ScanSnap is operating, the internal glass surface will be hot.  
Before you clean the inside of the ScanSnap, you must unplug the power connection cable (power cable or USB bus power cable) from the power supply source (AC outlet or computer) and leave the ScanSnap for 15 minutes or more.



## CAUTION

- Do not use aerosol spray or spray that contains alcohol to clean the scanner. Paper dust and other dust blown up by strong air from the spray may enter the inside of the scanner which may cause scanner failure or malfunction.  
Also note that sparks generated by static electricity may cause a fire.
- While cleaning, pay attention to the inside structure of the ScanSnap and avoid accidentally getting your hand or a cloth caught on the pick spring (metal part). Otherwise, the pick spring (metal part) may be deformed, which causes injury.

## ATTENTION


- Do not use water or mild detergent to clean the inside of the ScanSnap.
- It may take a long time for Cleaner F1 to dry if an excessive amount is used. Moisten the cloth with moderate quantity.

Wipe off the cleaner completely to leave no residue on the cleaned parts.

## HINT

To check the number of sheets scanned with the ScanSnap, see [Total Page Count] in the [ScanSnap Manager - Check consumable status] window.

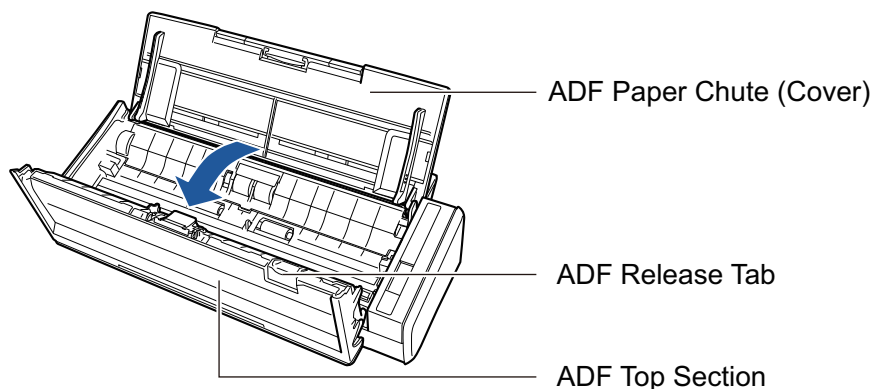
To open the [ScanSnap Manager - Check consumable status] window, click the ScanSnap Manager

icon  in the Dock while holding down the [control] key on the keyboard, and select [Check consumable status] from the "ScanSnap Manager Menu" (page 35).

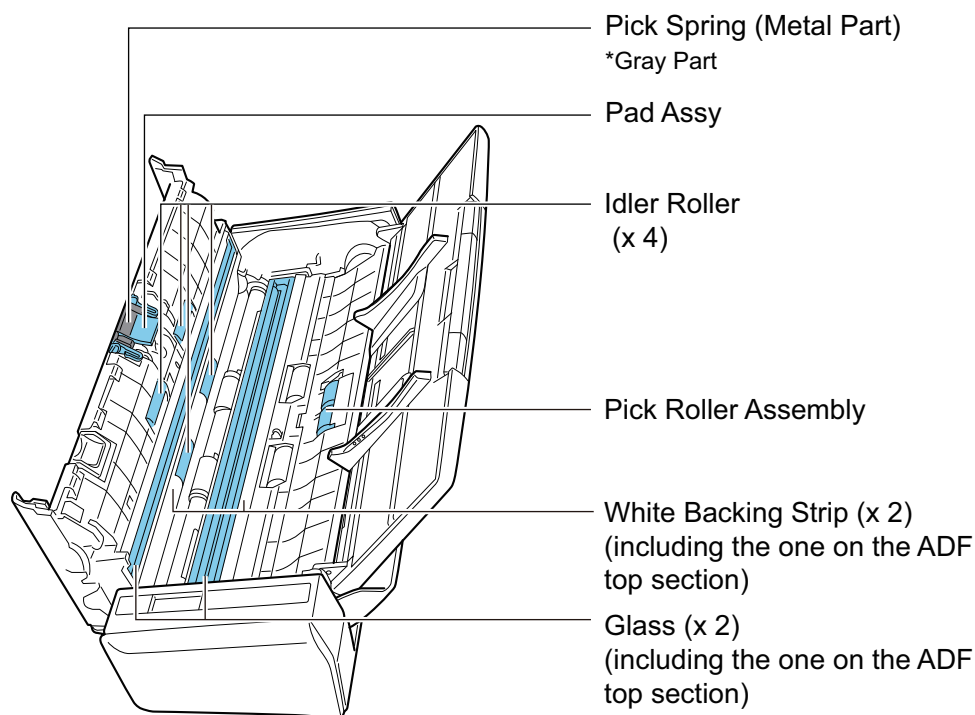
## 1. Clean the following items:

- Pad assy

- Idler roller
  - Glass
  - Pick roller assembly
  - White backing strip
1. Unplug the power connection cable (power cable or USB bus power cable) from the power supply source (AC outlet or computer).
  2. Pull the ADF release tab to open the ADF top section.



3. Clean the following locations with a cloth moistened with Cleaner F1.



- Idler roller (× 4, located on the ADF top section)  
Gently wipe the dirt and dust off the rollers as you rotate them manually. Be careful not to damage the surface of the rollers. Make sure that they are cleaned properly because residue on the rollers will affect the feeding performance.
- Pad assy (× 1, located on the ADF top section)  
Wipe the rubber surface of the pad downward to remove any dirt and dust. Be careful not to accidentally get your hand or a cloth on the pick spring (metal part).
- Pick roller assembly (× 1)

Gently wipe the dirt and dust off the rollers as you manually rotate them downward. Be careful not to damage the surface of the rollers. Make sure that they are cleaned properly because residue on the rollers will affect the feeding performance.

- Glass (× 2, one on the ADF top section and one on the opposite side)

Gently wipe the dirt and dust off the surface of the glass sections. Make sure that they are cleaned properly because dirty glass sections may cause vertical lines on scanned images.

- White backing strip (× 2, one on the ADF top section and one on the opposite side)

The white sections at the edge of the glass sections. Gently wipe the dirt and dust off the surface.

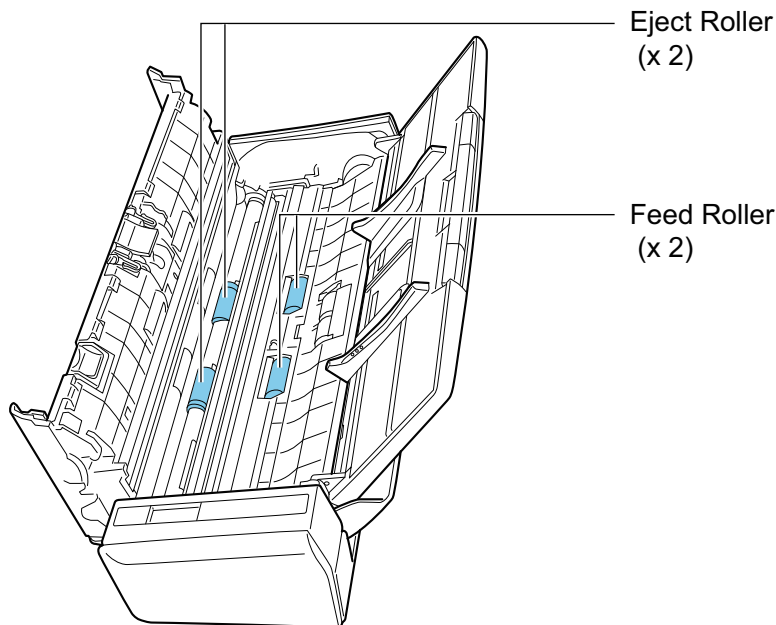
## 2. Clean the feed rollers and eject rollers.

1. Connect the power connection cable (power cable or USB bus power cable) to the power supply source (AC outlet or computer), and press the [Scan] button for three seconds with the ADF top section open.

### ATTENTION

Connect the power connection cable (power cable or USB bus power cable) to the power supply source (AC outlet or computer) only when cleaning the feed rollers and eject rollers.

2. Clean the following locations with a cloth moistened with Cleaner F1.



- Feed roller (× 2)/eject roller (× 2)

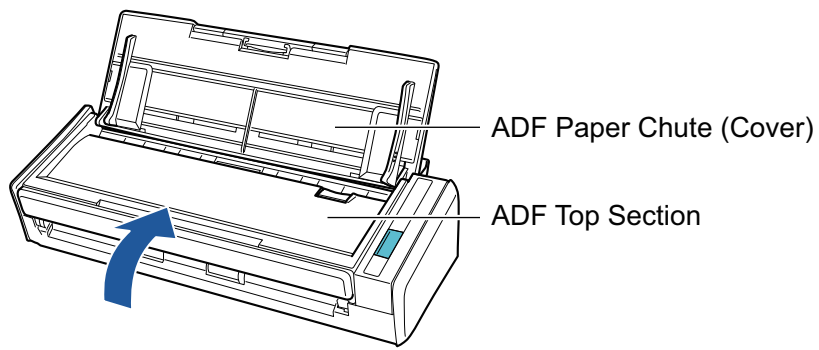
Press the [Scan] button to rotate the rollers. Gently wipe the dirt and dust off while taking care not to damage the surface of each roller. Make sure that they are cleaned properly because residue on the rollers will affect the feeding performance.

### HINT

Pressing the [Scan] button seven times will rotate the feed rollers and the eject rollers one revolution.

## 3. Close the ADF top section.





⇒ It clicks when it returns to its original position.

**ATTENTION**

Make sure that the ADF top section is completely closed.  
Otherwise, paper jams or other feeding errors, or image faults may occur.

# Consumables

This section explains about the consumable part numbers, replacement cycles and how to replace the consumables.



- Before replacing consumables, you must turn off the ScanSnap and unplug the power connection cable (power cable or USB bus power cable) from the power supply source (AC outlet or computer). Not doing so may cause fire or electrical shock.
- Do not place internal parts such as the pad assy and the pick roller assembly within reach of small children. Doing so may cause injury.

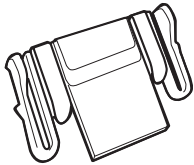
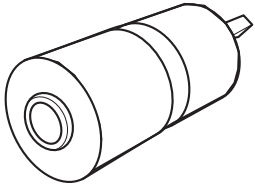
## ATTENTION

The bottom part of the ScanSnap may become hot when the ScanSnap is being used but this does not affect ScanSnap operation or cause any physical harm. Be careful not to drop the ScanSnap when carrying it.

- ["Part Numbers and Replacement Cycle of Consumables" \(page 83\)](#)
- ["Checking the Status of Consumables" \(page 84\)](#)
- ["Replacing Consumables" \(page 85\)](#)

## Part Numbers and Replacement Cycle of Consumables

The following table shows the part number of the consumables and the suggested replacement cycles.

Product Name	Part No.	Suggested replacement cycle
PAD ASSY 	PA03541-0002	10,000 sheets or one year
PICK ROLLER 	PA03541-0001	100,000 sheets or one year

Note that the suggested replacement cycles are guidelines for using A4 (80 g/m<sup>2</sup> [20 lb]) wood-free paper, as these cycles vary depending on the type of documents scanned.

Only use the specified consumables.

Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for details about purchasing the consumables.

For details, refer to the following portal site:

<http://scansnap.fujitsu.com/>

# Checking the Status of Consumables

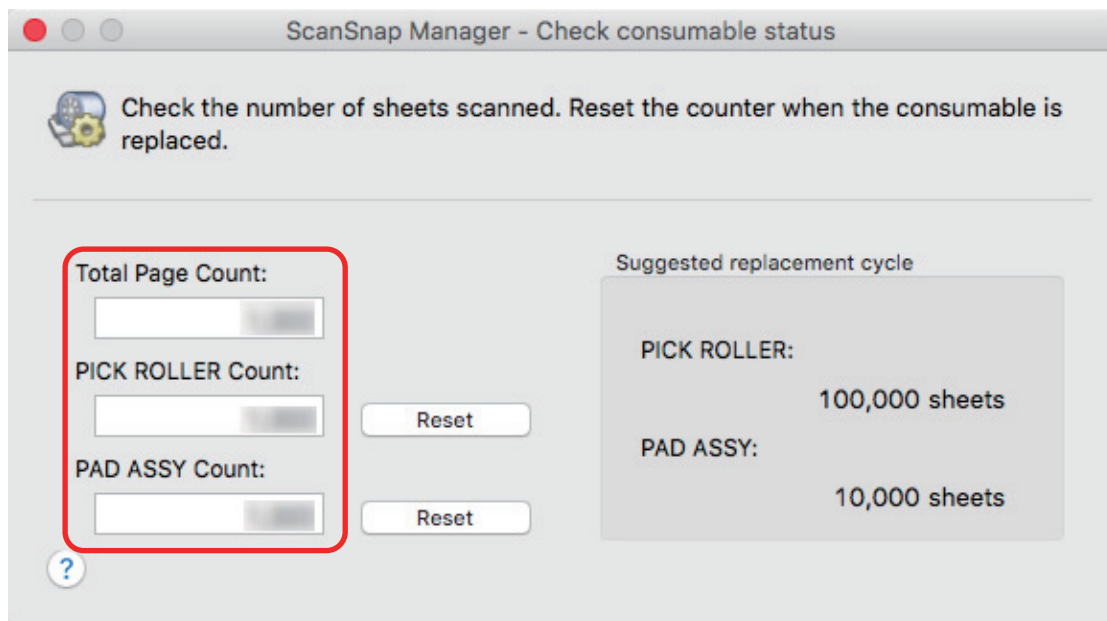
You can check the status of each consumable in the following procedure.

1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and then select [Check consumable status] from the "ScanSnap Manager Menu" (page 35).

⇒ The [ScanSnap Manager - Check consumable status] window appears.

2. Check the status of each consumable.

Refer to [Suggested replacement cycle] as a guideline and replace the consumables.



# Replacing Consumables

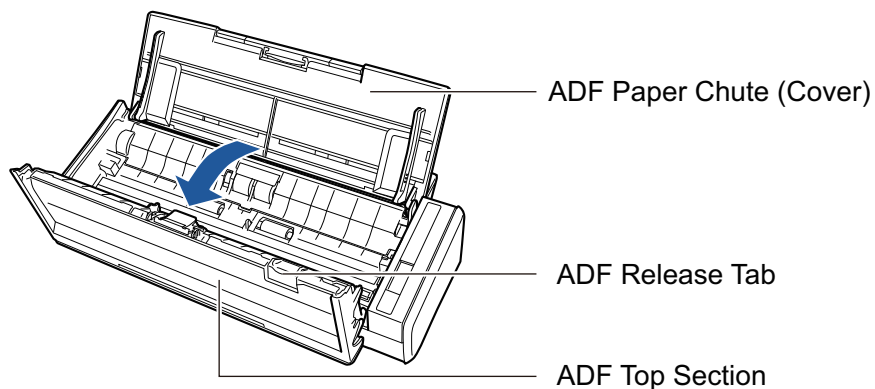
This section explains how to replace the pad assy and the pick roller assembly.

- ["Replacing the Pad Assy" \(page 86\)](#)
- ["Replacing the Pick Roller Assembly" \(page 89\)](#)

## Replacing the Pad Assy

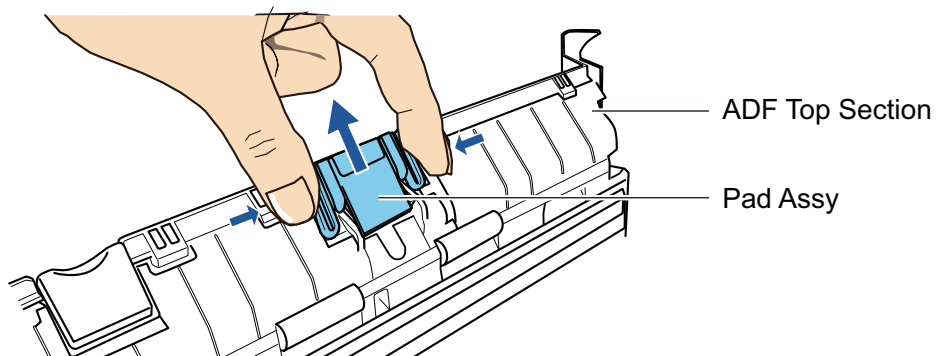
Replace the pad assy in the following procedure:

- 1. Unplug the power connection cable (power cable or USB bus power cable) from the power supply source (AC outlet or computer).**
- 2. Remove any documents from the ADF paper chute (cover).**
- 3. Pull the ADF release tab to open the ADF top section.**

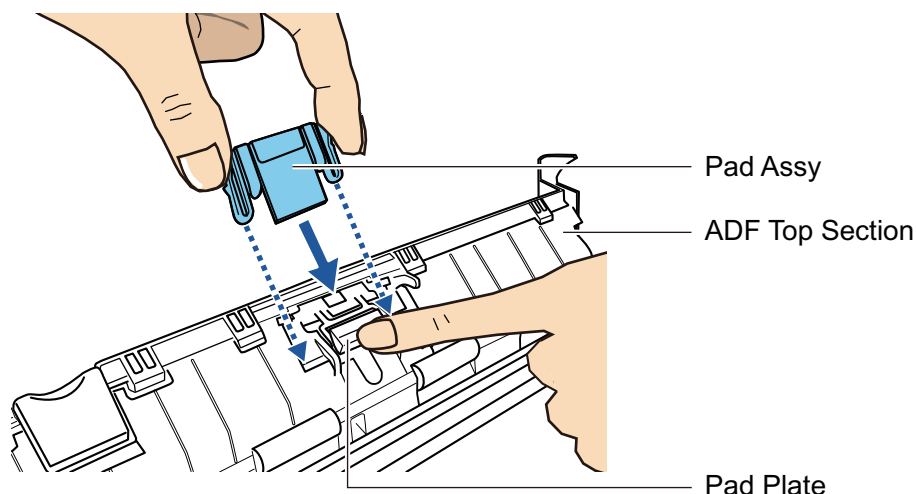


- 4. Remove the pad assy.**

Hold the both ends of the pad assy and remove it in the direction of the arrow.



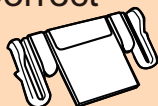
- 5. Attach the new pad assy while pressing the pad plate.**

**ATTENTION**

Attach the pad assy with the front side up.

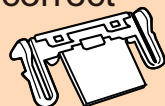
If the pad assy is attached upside down, paper jams or other feeding errors may occur.

Correct



Front

Incorrect



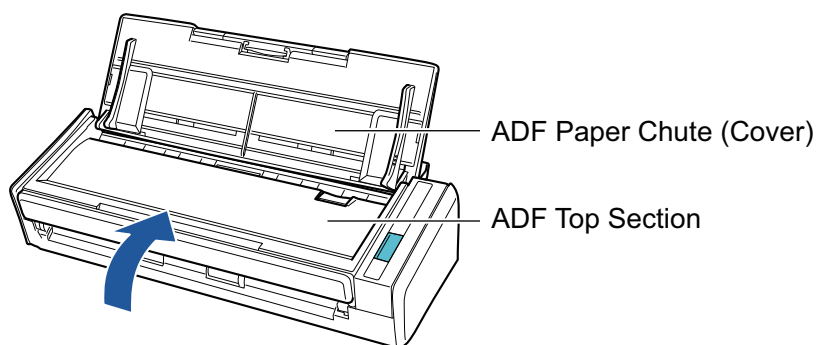
Back

**6. Make sure that the pad assy is attached to the retaining hook firmly.**

**ATTENTION**

Make sure that the pad assy is attached firmly. Otherwise, paper jams or other feeding errors may occur.


**7. Close the ADF top section.**



→ It clicks when it returns to its original position.

**8. Connect the power connection cable (power cable or USB bus power cable) to the power supply source (AC outlet or computer), and turn on the ScanSnap.**

**9. Reset the pad assy count.**

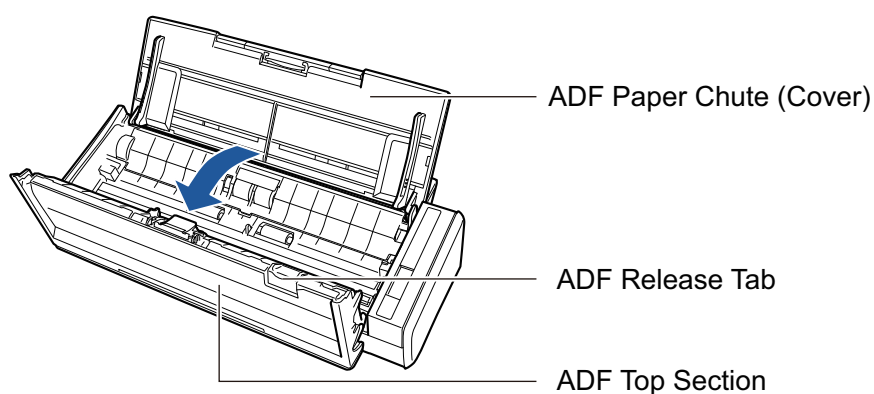
1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and then select [Check consumable status] from the "ScanSnap Manager Menu" (page 35).
  - The [ScanSnap Manager - Check consumable status] window appears.
2. Click the [Reset] button for [PAD ASSY Count].
  - A confirmation window appears.
3. Click the [Yes] button.
  - [PAD ASSY Count] is reset to 0.



## Replacing the Pick Roller Assembly

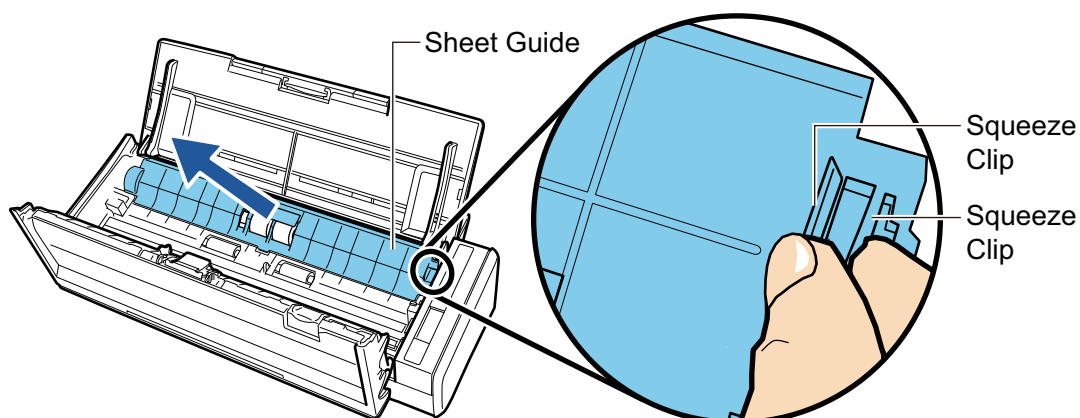
Replace the pick roller assembly in the following procedure:

1. Unplug the power connection cable (power cable or USB bus power cable) from the power supply source (AC outlet or computer).
2. Remove any documents from the ADF paper chute (cover).
3. Pull the ADF release tab to open the ADF top section.

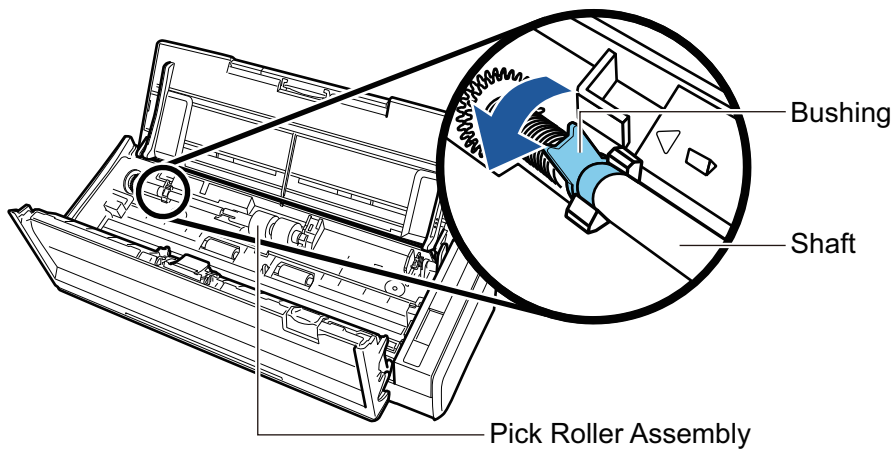


4. Remove the sheet guide.

While holding the squeeze clip on the right end and pressing it inward, lift the sheet guide to remove it.

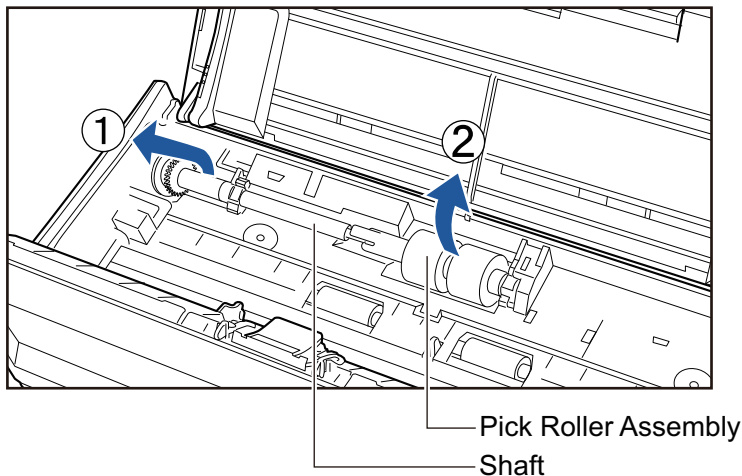


5. Turn the bushing that is on the left.



## 6. Remove the shaft of the pick roller from the ScanSnap.

Lift the left side of the shaft slightly (about 5 mm), move it toward the left, and then lift it upward to pull it out.



### ATTENTION

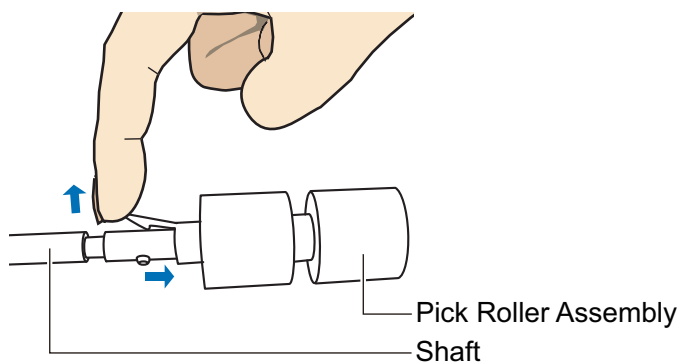
There may be paper dust around the pick roller assembly.

Wipe off the paper dust with a cloth moistened with Cleaner F1. Not doing so may cause image faults.

Do not use water, mild detergent, or aerosol spray.

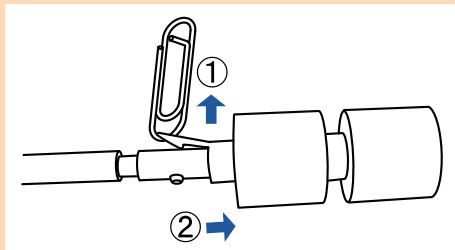
## 7. Remove the pick roller assembly from the shaft.

→ While lifting the retaining clip of the pick roller assembly, pull out the shaft.



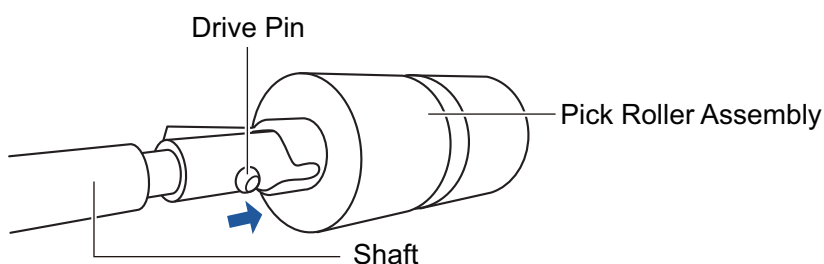
**ATTENTION**

Lifting the retaining clip with your fingernail may hurt or damage your fingernail.  
Use a paper clip or something alike if you have trouble lifting it up.



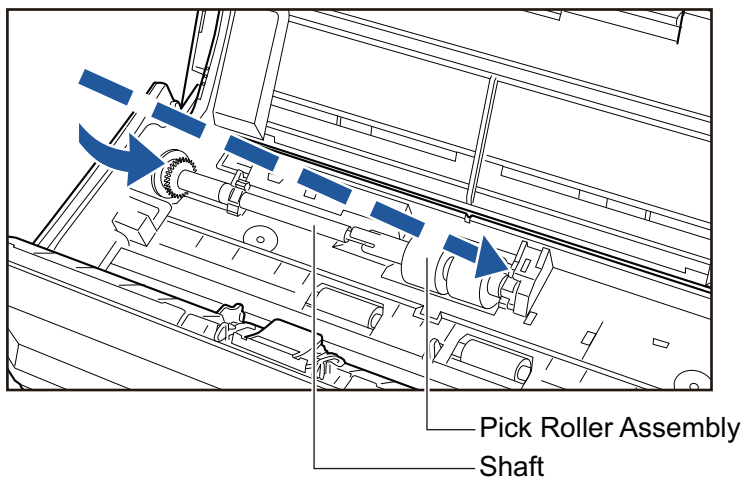
**8. Attach the new pick roller assembly to the shaft.**

Insert the drive pin of the shaft into the slot of the pick roller assembly.

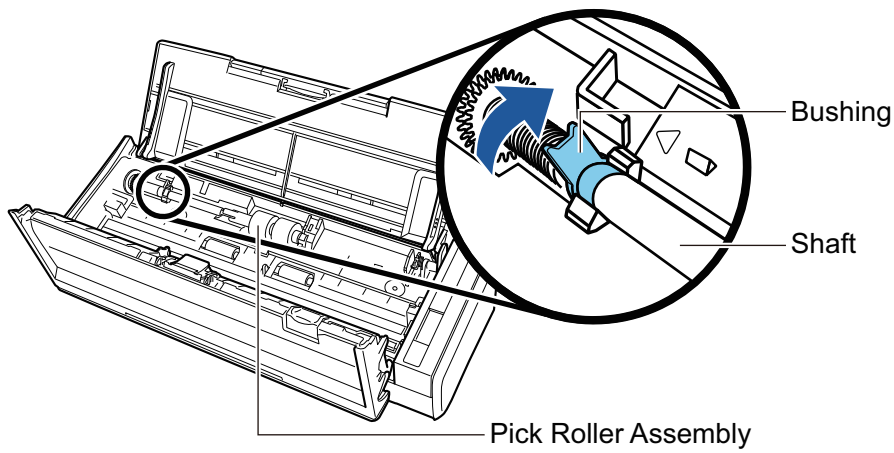


**9. Attach the shaft to the ScanSnap.**

Insert the right end of the shaft into the bushing on the right side, and then slowly attach the left end of the shaft into place.



**10. Secure the bushing on the left.**

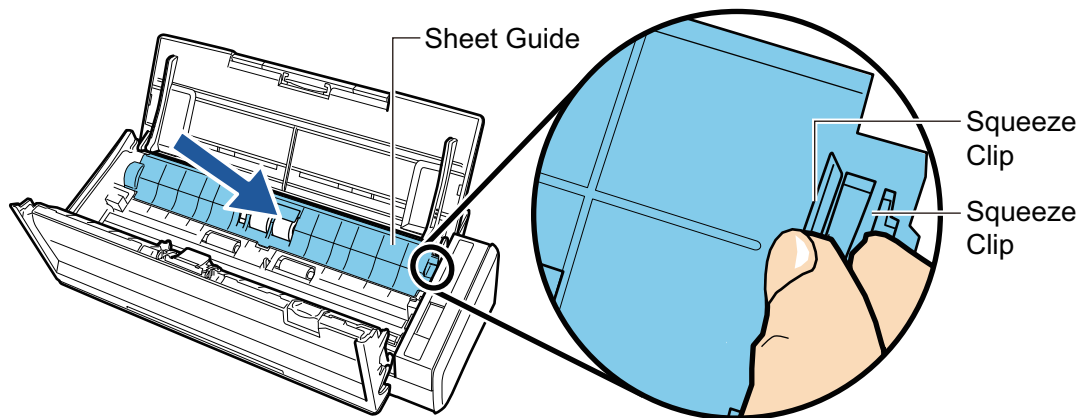


**ATTENTION**

Make sure that the shaft is attached firmly. Otherwise, paper jams or other feeding errors may occur.

**11. Attach the sheet guide.**

While holding the squeeze clip on the right end, attach the sheet guide to its original position.

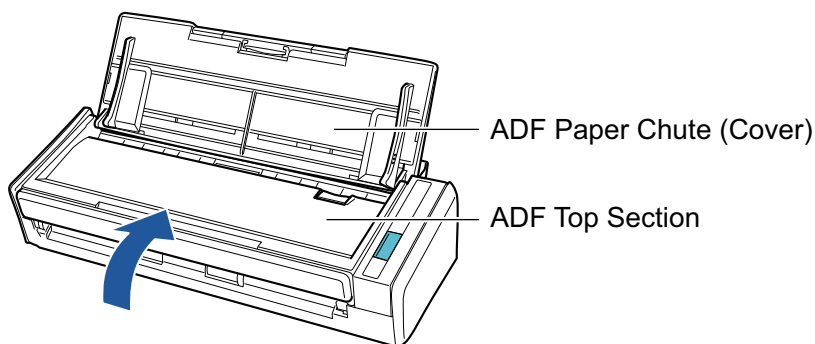


→ It clicks when the squeeze clip is locked in place.

**ATTENTION**

Make sure that the sheet guide is attached firmly. Otherwise, paper jams or other feeding errors may occur.


**12. Close the ADF top section.**



→ It clicks when it returns to its original position.

**13. Connect the power connection cable (power cable or USB bus power cable) to the power supply source (AC outlet or computer), and turn on the ScanSnap.**

**14. Reset the pick roller count.**

1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and then select [Check consumable status] from the "[ScanSnap Manager Menu](#)" (page 35).  
→ The [ScanSnap Manager - Check consumable status] window appears.
2. Click the [Reset] button for [PICK ROLLER Count].  
→ A confirmation window appears.
3. Click the [Yes] button.  
→ [PICK ROLLER Count] is reset to 0.

# Appendix

- ["Updating the Software" \(page 95\)](#)
- ["Uninstalling the Software" \(page 96\)](#)
- ["Specifications of the ScanSnap" \(page 103\)](#)

# Updating the Software

Latest updates for ScanSnap related software are available for free from our download server. This is called ScanSnap Online Update.

It is recommended that you apply latest updates to enhance security, operability and functions.

For the software programs that can be updated, refer to the following:

<http://www.fujitsu.com/global/support/computing/peripheral/scanners/software/online-setup-help.html>

ScanSnap Online Update checks the download server periodically.

When the latest version of ScanSnap is available, the update list window appears.

To install the update, follow the instructions on the window.

For details, refer to the ScanSnap Online Update Help.

You can also manually check from ScanSnap Manager whether a newer version of the program is available and run the update.

- 1. Click the ScanSnap Manager icon  in the Dock while holding down the [control] key on the keyboard, and click [Help] → [Online Update] from the "ScanSnap Manager Menu" (page 35).**

⇒ ScanSnap Online Update checks whether a newer version of ScanSnap Manager is available. Proceed with the update as you follow the instructions.

For details, refer to the ScanSnap Online Update Help.

## ATTENTION

- To run the online update for ScanSnap Manager, you need to have access to the Internet.
- Log in as a user with Administrator privileges.

## HINT

For details about updates of ScanSnap Manager, visit the following web pages:

<http://scansnap.fujitsu.com/g-support/en/>

# Uninstalling the Software

This section explains how to uninstall the following software programs:

- "Uninstalling ScanSnap Manager" (page 97)
- "Uninstalling ScanSnap Organizer" (page 99)
- "Uninstalling CardMinder" (page 100)
- "Uninstalling ABYBY FineReader for ScanSnap" (page 101)
- "Uninstalling ScanSnap Online Update" (page 102)



## Uninstalling ScanSnap Manager



Uninstall ScanSnap Manager.

The procedure is as follows.

- 1. Turn on the computer and log in as a user with Administrator privileges.**
- 2. From the sidebar in Finder, select [Applications] → [ScanSnap] → [Sub], and then double-click [ScanSnap Uninstaller].**
  - ⇒ The [ScanSnap Uninstaller] window (the [Welcome to ScanSnap Uninstaller] screen) appears.
- 3. Click the [Continue] button.**
  - ⇒ The [Important Information] screen appears.
- 4. Read [Read Me], and then click the [Uninstall] button.**
  - ⇒ The authentication window appears.
- 5. Enter the user name and password for a user with Administrator privileges, and click the [OK] button.**
  - ⇒ Uninstallation starts. When the uninstallation is complete, [Uninstall Succeeded] screen appears.
- 6. Click the [Close] button.**

### HINT

When a user other than the user who uninstalled ScanSnap Manager has set ScanSnap Manager as a login item, the following operations are required:

- Log in as a user who has set ScanSnap Manager as a login item.
- From the Apple () menu, select [System Preferences].
  - ⇒ The [System Preferences] window appears.
- Select [Users & Groups].
  - ⇒ The [Users & Groups] window appears.
- From [Current User], select the currently logged-in user.
- Select the [Login Items] tab.
  - ⇒ A list of login items appears.
- From the list of login items, select [ScanSnap Manager].
- Click the [] button under the list of login items.
  - ⇒ [ScanSnap Manager] is deleted from the list of login items.

8. Close the [Users & Groups] window.

## Uninstalling ScanSnap Organizer

Uninstall ScanSnap Organizer.

The procedure is as follows.

- 1. Turn on the computer and log in as a user with Administrator privileges.**
- 2. Exit ScanSnap Organizer if it is running.**
- 3. From the sidebar in Finder, select [Applications] → [ScanSnap Organizer], and drag the [ScanSnap Organizer] folder into the Trash.**
- 4. Empty the Trash.**  
⇒ The [ScanSnap Organizer] folder is deleted.

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## Uninstalling CardMinder

Uninstall CardMinder.

The procedure is as follows.

- 1. Turn on the computer and log in as a user with Administrator privileges.**
- 2. Exit CardMinder if it is running.**
- 3. From the sidebar in Finder, select [Applications] → [CardMinder], and drag the [CardMinder] folder into the Trash.**
- 4. Empty the Trash.**
  - ⇒ The [CardMinder] folder is deleted.

### HINT

To delete the database, drag the database file into the Trash.

To access the database file stored in the default location, select [Documents] → [CardMinder] → [CardMinder DB.cxdb] from the sidebar in Finder.

## Uninstalling ABBYY FineReader for ScanSnap

Uninstall ABBYY FineReader for ScanSnap.

The procedure is as follows.

- 1. Turn on the computer and log in as a user with Administrator privileges.**
- 2. Exit ABBYY FineReader for ScanSnap if it is running.**
- 3. From the sidebar in Finder, select [Applications] → [ABBYY FineReader for ScanSnap], and drag the [ABBYY FineReader for ScanSnap] folder into the Trash.**
- 4. Empty the Trash.**  
⇒ The [ABBYY FineReader for ScanSnap] folder is deleted.

---

## Uninstalling ScanSnap Online Update

Uninstall ScanSnap Online Update.

### HINT

Before uninstalling ScanSnap Online Update, make sure that none of the following software is installed.

- ScanSnap Manager
- ScanSnap Organizer
- CardMinder

The procedure is as follows.

- 1. Turn on the computer and log in as a user with Administrator privileges.**
- 2. From the sidebar in Finder, select [Applications] → [ScanSnap Online Update] → [Sub], and then double-click [AOUUninstaller].**
  - ⇒ The [ScanSnap Online Update Uninstaller] window ([Welcome to ScanSnap Online Update Uninstaller]) appears.
- 3. Click the [Continue] button.**
  - ⇒ The [Important Information] screen appears.
- 4. Read [Read Me], and then click the [Uninstall] button.**
  - ⇒ The authentication window appears.
- 5. Enter the user name and password for a user with Administrator privileges, and click the [OK] button.**
  - ⇒ Uninstallation starts. When the uninstallation is complete, [Uninstall Succeeded] screen appears.

# Specifications of the ScanSnap

The following table summarizes the specifications of the ScanSnap.

Item		Specification
Product Name		ScanSnap S1300i
Scanning method		Automatic Document Feeder (ADF), simultaneous duplex scanning
Scanning color mode		Simplex/duplex, color/gray/black and white/auto (automatic color, gray, and B&W detection)
Optical system/image sensor		Selfoc lens equal-magnification optics/color CIS × 2 (front × 1, back × 1)
Light source		3 color LED (Red/Green/Blue)
Scanning speed (A4 portrait)	Power cable connection	Automatic resolution: 6 sheets/minute Normal: 12 sheets/minute Better: 9 sheets/minute Best: 6 sheets/minute Excellent: 1 sheet/minute
	USB bus power cable connection	Automatic resolution: 2 sheets/minute Normal: 4 sheets/minute Better: 3 sheets/minute Best: 2 sheets/minute Excellent: 1 sheet/minute
Scan area		Refer to <a href="#">"Documents to Scan"</a> (page 44)
Document thickness		
Number of sheets allowed to be loaded		Up to 10 sheets A4: 80 g/m <sup>2</sup> (20 lb)
Interface	USB	USB 2.0/USB 1.1 (connector: USB Mini-B type) (*1)
Input power	Voltage	100 to 240 V ±10% or 5 V (USB bus power)
	Phase	Single phase
	Frequency range	50/60 Hz
Power consumption	Power cable connection	During operation: 9 W or less During sleep mode: 2.6 W or less
	USB bus power cable connection	During operation: 5 W or less During sleep mode: 2 W or less
Temperature/humidity allowable ranges	Temperature	During operation: 5 to 35 degrees C/41 to 95 degrees F During standby: -20 to 60 degrees C/-4 to 140 degrees F During storage/transportation: -20 to 60 degrees C/-4 to 140 degrees F
	Humidity	During operation: 20 to 80% During standby: 8 to 95% During storage/transportation: 8 to 95%
Outer dimensions (Width × Depth × Height)		Min.: 284 × 99 × 77 mm/11.18 × 3.90 × 3.03 in. (when the ADF paper chute (cover) is closed) Max.: 284 × 231 × 240 mm/11.18 × 9.09 × 9.45 in. (when the ADF paper chute (cover) is open and the extension is extended)
Weight		1.4 kg (approx. 3.09 lb)

Item		Specification
Environmental specification		Compliant with the International Energy Star Program, and RoHS Directive
Related Software	Scanner driver	ScanSnap Manager
	File management	ScanSnap Organizer
	Business card management	CardMinder
	Text recognition	ABBYY FineReader for ScanSnap
	Update management and application	ScanSnap Online Update

\*1: When the ScanSnap is connected to a USB 3.0 port, the port operates as a USB 2.0 port.



# About Customer Support and Maintenance

## Customer Support

- ABBYY FineReader for ScanSnap

From the sidebar in Finder, select [Applications] → [ABBYY FineReader for ScanSnap] → [ABBYY FineReader for ScanSnap] → [Help] → [ABBYY FineReader for ScanSnap Help] → [Technical Support].

- Evernote

Refer to the following web page:

<http://www.evernote.com/about/contact/support/>

- Google Drive

Refer to the Google Drive Help Center or the Google Product Forums.

To open them, select [Help] in Google Drive.

- Salesforce

Contact the system administrator of your Salesforce.

- Dropbox

Refer to the following web page:

<http://www.dropbox.com/contact>

- ScanSnap

For other inquiries on the ScanSnap, refer to the ScanSnap Support Site.

<http://scansnap.fujitsu.com/g-support/en/>

If your problem cannot be solved after referring to the above web pages, visit the following web page to check the contact information of a suitable Fujitsu office and contact the Fujitsu office.

<http://imagescanner.fujitsu.com/warranty.html>

## Suppliers of Consumables/Optional Parts

<http://scansnap.fujitsu.com/>

## Maintenance

Contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider for repairs on this product.

For details, refer to the following portal site:

<http://imagescanner.fujitsu.com/warranty.html>

### ATTENTION

For safety reasons, never attempt repairs by yourself.