ImageScan Pro™ 820i

High-Speed Duplex Document & ID Scanner with Automatic Document Feeder

QUICK START GUIDE

Box Contents

1. Scanner
2. USB Cable
3. AC Adapter
4. Stacker
5. Quick Start Guide
6. Setup/Application CD-ROM
7. Calibration Sheet
8. Memo Label
9. Extended Paper Width Slider (2 pieces)
10. Padded Carry Bag (Not included with all scanner models.)
11. Cleaning Cloth
12. Pad Module (Not included with all scanner models.)

Ambir Technology

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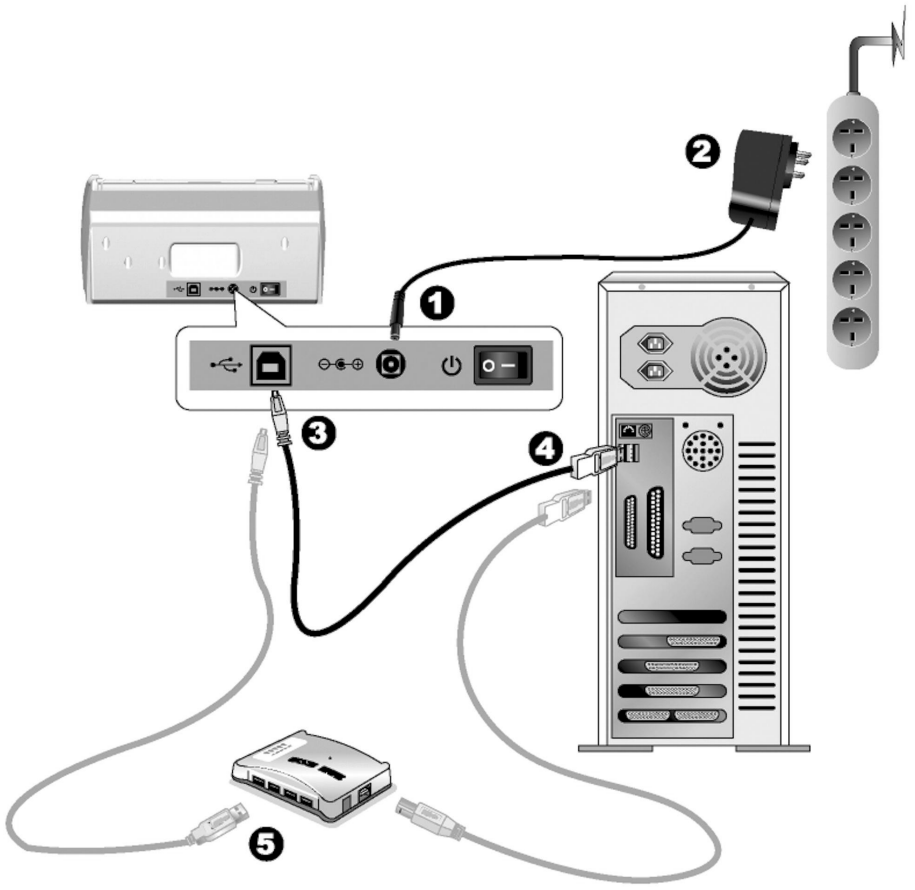
SCANNER SETUP AND SOFTWARE INSTALLATION

Step 1. Connecting the Scanner to Your Computer



1. Plug the AC adapter into the scanner's power receptor. ⊖◉⊕
2. Plug the other end of the AC adapter into a standard AC power outlet.
3. Plug the square end of the included USB cable into the USB port •⇽ at the rear of the scanner.
4. Plug the rectangular end of the USB cable into an available USB port on your computer.
5. If you plan to connect your scanner to a USB hub, make sure the hub is connected to the USB port in your computer. Next, connect the scanner to the USB hub.

Step 2. Installing the Software

1. Switch on the scanner power from the rear of the scanner.
2. If the USB components on your computer are functioning correctly, they will automatically detect the scanner, launching the **Add New Hardware Wizard** or **Found New Hardware Wizard.**

If your computer is off when the scanner is connected, the "Add New Hardware Wizard" message will not be displayed until the computer is on and Windows starts.

3. For Windows 7:

When the Setup/Application CD is for several scanner models:

a. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive. Click **Run install.exe** in the **AutoPlay** window.

b. Click on the **Yes** button if the **User Account Control** dialog pops up. Follow the instructions in the pop-up installation message.

c. In the **Device Manager** window, right-click on this scanner under **Other Devices** and select **Update Driver Software** from the pop-up menu. Click **Browse my computer for driver software** in the window that appears, and click the **Browse** button.

d. In the **Browse For Folder** window, select the folder or the CD-ROM drive that contains this scanner's driver and click the **OK** button to return to the previous screen. Click the **Next** button and click **Install this driver software anyway** if the **Windows Security** window appears. Please skip to Step 7.

When the Setup/Application CD is for one scanner model:

a. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive. Click **Run install.exe** in the **AutoPlay** window.

b. Click on the **Yes** button if the **User Account Control** dialog pops up. If the pop-up wizard window appears, click **Next**. Click **Install this driver software anyway** in the **Windows Security** window then click **Finish** in the wizard window. Please skip to Step 8.

4. For Windows Vista:

a. Select **Locate and install driver software (recommended)** when the "Found New Hardware" window is displayed.

b. Click the **Continue** button when the "User Account Control" dialog pops up.

c. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive when the system prompts you "Insert the disc that came with your USB Scanner", and click on the **Next** button. Please skip to Step 7.

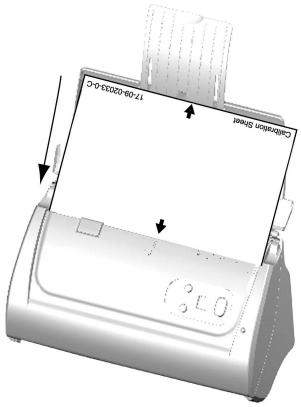
5. For Windows XP:

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

b. Select **Install the software automatically (recommended)** and click the Next button.

c. Click the Next button in the window that appears. Please skip to Step 7.

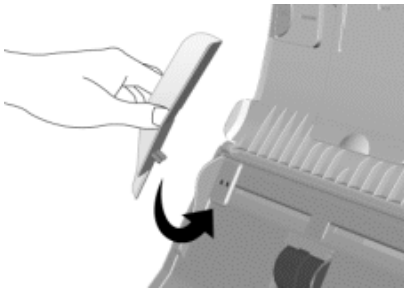
6. During the installation process, a message “Windows can’t verify the publisher of this driver software” might appear. Please ignore it, and click **Install this driver software anyway** to continue the installation. Your scanner will still function.
7. When the system completes the installation, click the **Finish** button.
8. Follow the on-screen instructions to install all the software your new scanner requires.
9. After you install the software, close all open applications and click the **Finish** button to restart your computer.
10. After the computer restarts, you will be prompted to calibrate the scanner.
11. Insert the special calibration sheet into the scanner’s document feeder, with arrows toward the scanner buttons.



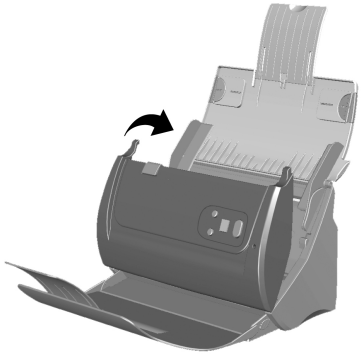
12. Follow the on-screen instructions to complete the scanner calibration. After the calibration is complete, click **OK** and then click **Finish**.

Step 3. Install the Extended Paper Width Slider

1. Open the ADF cover by pulling the gray lever, and get the right and left extended paper width sliders ready.
2. Align and insert the left extended paper width slider onto the paper width slider on the left. Position and insert the right extended paper width slider onto the paper width slider on the right.



3. Close the ADF cover by pushing it back down until it snaps back into place.



Step 4. Install the Stacker

1. Insert the tabs on the stacker into their slots on the scanner.

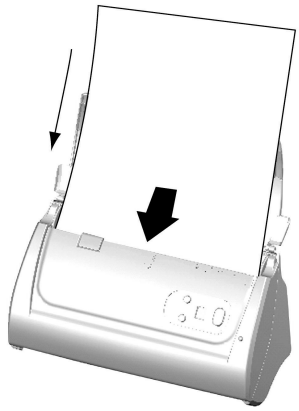
> *Stacker installation is optional.*

LOADING DOCUMENTS

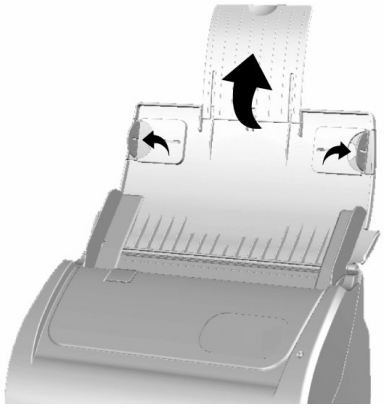
1. Load the documents, headfirst and face down, toward the center of the ADF paper chute and all the way into the ADF until touching the bottom.

   For single-sided scans, load the documents face down so that the side to be scanned faces towards the paper chute.

   For double-sided scans, load the desired page order of documents face down so that the side to be scanned faces towards the paper chute.



2. To scan longer documents, unfold the paper chute extension and side guides to provide further support for the documents



3. Adjust the paper width slider for the paper size you are using. The paper width slider should be gently touching both sides of the documents.

LOADING BUSINESS CARDS

1. Load the business cards, headfirst and face down, toward the center of the ADF and all the way into the ADF until touching the bottom.

   For single-sided scans, load the business cards face down.

   For double-sided scans, load the business cards in the desired order.

2. Adjust the paper width slider to the business card width. The paper width slider should be gently touching both sides of the business cards.

LOADING PLASTIC CARDS

Plastic cards may be embossed credit cards, driver's licenses, ID cards, insurance cards, Medicare cards or any membership card. Make sure to load the embossed side of the embossed card face up into the scanner.

1. Load the plastic card horizontally, headfirst and face up, toward the center of the ADF.

   For single-sided scans, load the card face up.

   For double-sided scans, load the card in the desired order.

2. Adjust the paper width slider to the card width. The paper width slider should be gently touching both sides of the card.

> *Make sure the plastic cards you wish to scan are loaded horizontally into the ADF.*
> *Max. thickness of each plastic card is 0.76 mm (ISO 7810 STANDARD), embossed card is 1.2 mm.*

IMPORTANT NOTES

1. DO NOT load more than 20 business cards in one batch
2. DO NOT load more than 50 sheets of paper (18 lb., 70 g/m2) into the ADF.
3. Paper fed into the ADF must be a minimum of 2” x 2” (5.08 x 5.08 cm, W x L).
4. To prevent paper feeding errors and damage to the ADF unit, follow the instructions below:
   - Remove all small objects e.g., paper clips, pins, staples or any other attached fasteners, before loading the paper into the ADF.
   - Make sure the paper is completely flat with no creased or curled corners.
   - The paper for each batch scanned by ADF can be of the same or different weights. However, make sure the length of each sheet in the scan batch is the same.
5. DO NOT use the ADF to scan photographic sheets or particularly valuable document originals; feeding errors can cause wrinkles and other damage.
6. Calibrate the scanner if colors appear in areas that should be white, or if colors of the scanned image and the original vary significantly. This allows you to adjust and compensate for variations which can occur in the optical component over time.
7. Please clean the scanner before using it for the first time. If you find unusual dots or lines in the scanned image, it is very likely that dust particles or other foreign objects have gotten inside the scanner. Clean the scanner to rectify the problem.
8. Your scanner is designed to be maintenance-free. However, routine care and maintenance can keep your scanner working smoothly. Refer to “Chapter III - Care and Maintenance” of the Scanner User’s Guide for more information.

SCANNING

There are three different ways to operate the scanner:

1. By acquiring images from the scanner through our TWAIN interface within any TWAIN-compliant application programs.
2. By scanning from the buttons on the scanner front panel.
3. By scanning from AmbirScan ADF's Execute menu on the screen.

Scanning via TWAIN Interface

Select the Scan Source:

If you have more than one scanner or other imaging devices installed on your computer, you need to set this scanner as the default scanning source before you acquire image data/scan using a TWAIN compliant program:

1. For Presto! PageManager 7.1, Go to the File menu, click **Select Source**…
2. In the window that opens, choose this scanner and then click the **OK** button to set this scanner as the default scanning source.

Scan with Presto! PageManager 7.1

1. Click the Windows Start button, go to Programs > Presto! PageManager 7 and then click Presto! PageMananger 7 to launch the program.

2. You may adjust scan settings by going into the Tools drop down menu and selecting **Scan Settings**… Here you may change Scan Mode, documents size, resolution and enable duplex scanning.
3. To perform a scan, click . The system will prompt you to insert the item to be scanned..
4. Insert the item and click OK.
5. The scanned image will appear as a thumbnail in the PageManager display area.

Scanning from the Scanner's Front Panel

Completing scanning projects using the scanner buttons is easy and convenient. The number assigned to a scanning task displayed on the scanner's front panel is configured through AmbirScan ADF. AmbirScan ADF offers you quick access to the most frequently-used scanning functions. They are especially useful when you need to repeatedly scan with the same settings and send images to the same destination. Before performing your first scan via scanner buttons, first configure the button settings with your preferences.

Scan with Scanner Buttons

1. Place the document or images onto the scanner. (Refer to the "Scanning" section of the Scanner User Guide for more information about placing paper into the ADF properly).
2. Check current button settings by viewing the memo sticker or the Button Configuration window. If needed, you may also modify settings to meet your current needs. (Refer to "Configure Button Settings" and "View Button Settings" below for more information).
3. Press the UP or DOWN button to select the desired task.
4. Press the Scan button.

The scanner starts to scan immediately and carry out the corresponding action according to settings in the Button Configuration window.

Configure Button Settings

Within the “Button Configuration” window, you can find a row of icons running through the left side of the window. Each icon represents a scanning task, and the number underneath corresponds to the function number displayed on the scanner front panel. Nine (9) frequently-used scanning tasks are pre-configured for your convenience. You may, however, customize the settings of the nine tasks to best meet your needs and preferences. Follow the steps below:

1. Do one of the following to open the Button Configuration window:

Double-click the

icon in the Windows system tray.

Right-click the

icon in the Windows system tray, and then choose **AmbirScan ADF Button Configuration** in the pop-up menu that opens.

2. Select a task number by clicking on the icon.

3. Select the desired function from the drop-down list of Button Template and adjust button settings.

> *Writing down the customized button number settings on the included memo sticker is optional.*

Click the **Help** button within the Button Configuration window for more information about the settings.

View Button Settings

There are three ways to view the button settings:

Double-click the

icon in the Windows system tray.

Right-click the

icon in the Windows system tray, and then choose **AmbirScan ADF Button Configuration** in the pop-up menu that opens.

Look at the memo sticker if you wrote down the customized button number settings on it.

Scanning from the AmbirScan ADF On-screen Execute Menu

You may also use AmbirScan ADF's on-screen Execute menu to perform the same scanning tasks. This program provides a quick and convenient way to perform various scanning functions. Follow the steps below:

1. Place the document or images onto the scanner.
2. Check current button settings by viewing the memo sticker or the Button Configuration window. If needed, you may also modify settings to meet your current needs.
3. Right-click the

icon in the Windows system tray, and then choose **Execute** in the pop-up menu that opens.
4. Click the desired button function item in the pop-up menu. The scanner starts to scan immediately and carries out the corresponding action according to the button configuration you set.

ATTENTION

When you scan with the OCR button in the AmbirScan ADF program, in each batch you can scan up to either 50 sheets of paper for single-sided scans or 25 sheets of paper for double-sided scans.