# FUJITSU

## ScanSnap
### Color Image Scanner
### S1300

# Getting Started

Thank you for purchasing ScanSnap S1300 (hereinafter referred to as "the ScanSnap").

This manual describes the preparation required for use of the ScanSnap. Follow the preparation procedures described in this manual.

Make sure to read the "Safety Precautions" document provided with the ScanSnap before use.

For details about ScanSnap functions and features, basic operation, daily care, consumable replacement and troubleshooting, refer to the "Operator's Guide" (PDF). The "Operator's Guide" is available on the Setup DVD-ROM.

<Trademarks>

Microsoft, Windows, Windows Vista, PowerPoint, and SharePoint are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Apple, the Apple logo, Mac, Mac OS, iPhoto, and Rosetta are trademarks of Apple Inc.

Intel, Pentium, and Intel Core are trademarks or registered trademarks of Intel Corporation in the United Sates and other countries.

PowerPC is a trademark of International Business Machines Corporation in the United States, other countries, or both.

ScanSnap, the ScanSnap logo, CardMinder, and Rack2-Filer are registered trademarks or trademarks of PFU LIMITED in Japan.

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

All Rights Reserved, Copyright © PFU LIMITED 2009

## Checking the Components

Make sure that all items shown below are included in the package. If any other packaging is provided, make sure to store it as well. Make sure to handle the components with care.

The box and packaging materials are required for storage and transportation of the ScanSnap. Do not throw them away. If anything is missing or damaged, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
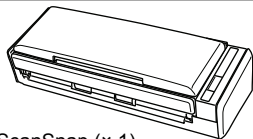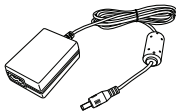


ScanSnap (× 1)

Getting Started (× 1) (This manual)

Safety Precautions (× 1)

AC cable (× 1) (*)

AC adapter (× 1)

USB bus power cable (× 1)

USB cable (× 1)

Setup DVD-ROM (× 1)

Rack2-Filer (× 1) (Exclusive to S1300 with Rack2-Filer)

(*) The contents may vary depending on the country and the ScanSnap model purchased.

# Safety Precautions

The provided "Safety Precautions" document contains important information about the safe use of the ScanSnap. Before using the ScanSnap, make sure to read and understand the information provided in the "Safety Precautions" document.

# Symbols Used in This Manual

The following symbols are used in this manual.

| Symbol | Description |
|---|---|
| ⚠ CAUTION | This symbol alerts operators to an operation that, if not strictly observed, may result in safety hazards to personnel or damage to equipment. |
| ❗ | This symbol alerts operators to particularly important information. Be sure to read this information. |
| ☑ | This symbol alerts operators to helpful advice regarding operations. |
| **Windows** | This symbol indicates operations using Windows®. |
| **Mac OS** | This symbol indicates operations using Mac OS. |

# Referring to the "Operator's Guide"

To refer to the "Operator's Guide", insert the Setup DVD-ROM in to the DVD-ROM drive, and follow the procedure below.

**Windows**
Click the [Documents] button in the [ScanSnap Setup] dialog box, and then the [ScanSnap Manager] button.

**Mac OS**
Double-click the [Operator's Guide] icon in the [ScanSnap] window.

# Installing the Software

This explains the procedures for installing the software from the Setup DVD-ROM supplied with the ScanSnap.
DVD-ROM drive is required for the installation.

> ❗ Make sure that the ScanSnap is not connected to your computer before installing the software.

# Windows® Installation

This explains how to install ScanSnap software on Windows® (Microsoft® Windows Vista®).
For installation procedures for Scan to Microsoft SharePoint and trial software, refer to "Installing the Software" in the Operator's Guide.

## ■ Software

You can install the following software. For details about each software, refer to "Installing the Software" in the Operator's Guide.

- ScanSnap Manager (Scanner driver)
- ScanSnap Organizer (File management software)
- CardMinder (Business card management software)
- ABBYY FineReader for ScanSnap (OCR software)

## ■ System Requirements

| | |
|---|---|
| Operating system | • Microsoft® Windows® 7 (32-bit/64-bit)<br>• Microsoft® Windows Vista® (32-bit/64-bit)<br>• Microsoft® Windows® XP (32-bit) (*1)<br>• Microsoft® Windows® 2000 Professional (*2) |
| CPU | Intel® Core™2 Duo 2.2 GHz or higher recommended<br>(Minimum: Intel® Pentium® 4  1.8 GHz) |
| Memory | Microsoft® Windows® 7<br>  32-bit: 1 GB or more<br>  64-bit: 2 GB or more<br>Microsoft® Windows Vista®<br>Microsoft® Windows® XP<br>Microsoft® Windows® 2000<br>  512 MB or more<br>  (1 GB or more recommended) |
| Display resolution | 800 × 600 pixels or higher |
| Hard disk space | 2.05 GB or more of free hard disk space is required<br>(2.36 GB or more of free hard disk space is required for using with Rack2-Filer) |

*1: Service Pack 2 or later is required
*2: Service Pack 4 or later is required

⚠️ ● If the CPU and the memory do not meet the required specifications, scanning speed will slow down.
● When the font size is large, some screens may not be displayed properly. In that case, use a smaller font size.
● The actual increase in used disk space after installation and the required disk space for installation may differ from each other depending on your Windows® system disk management.
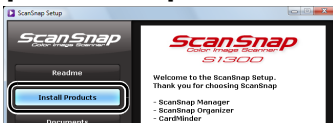
Prepare the Setup DVD-ROM.

**1.** Turn on the computer and log on as a user with Administrator privileges.

**2.** Insert the Setup DVD-ROM into the DVD-ROM drive.
⇨ The [ScanSnap Setup] dialog box appears.

✅ If the [ScanSnap Setup] dialog box does not appear, double-click "ScanSnap.exe" in the DVD-ROM via [Explorer] or [My Computer].
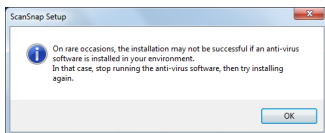
**3.** Click the [Install Products] button.



⇨ The [Welcome to the InstallShield Wizard for ScanSnap] dialog box appears.
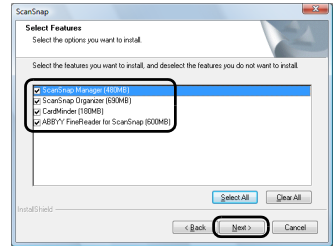
**4.** Click the [Next] button.
⇨ The [ScanSnap Setup] dialog box appears.

**5.** Check the contents of the message regarding anti-virus software, and click the [OK] button.



⇨ The [Select Features] dialog box appears.

**6.** Confirm that all required software are selected, and click the [Next] button.



⚠️ Installing ScanSnap Manger is necessary.

⇨ The [Choose Destination Location] dialog box appears.

**7.** Choose the destination folder and click the [Next] button.
⇨ The [ScanSnap License Agreement] dialog box appears.

**8.** Read the full text of the "ScanSnap License Agreement". If you agree to the terms of this license, select [I accept the terms of the license agreement] and click the [Next] button.

✅ This operation needs to be performed several times, according to the number of software applications to be installed.

⇨ The [Start Copying Files] dialog box appears.

**9.** Check the settings and click the [Next] button.
⇨ The installation is started. When the installation is complete, the [InstallShield Wizard Complete] dialog box appears.

**10.** Click the [Finish] button.
⇨ The [ScanSnap Setup] dialog box appears.

**11.** Remove the Setup DVD-ROM from the DVD-ROM drive.

⇨ Software installation is complete. Proceed to "Connecting the ScanSnap" (page 5).

## Mac OS Installation

This explains how to install ScanSnap software on a Mac OS (Mac OS X v10.5).

### ■ Software

You can install the following software. For details about each software, refer to "Installing the Software" in the Operator's Guide.

- ScanSnap Manager (Scanner driver)
- ABBYY FineReader for ScanSnap (OCR software)
- Cardiris (Business card text-recognized software)

### ■ System Requirements

| Operating system (*1) | ●Mac OS X v10.6 (*2)<br>●Mac OS X v10.5<br>●Mac OS X v10.4 |
|---|---|
| CPU | Intel® Core™2 Duo 2.4 GHz or higher recommended<br>(Minimum: Intel® Core™ Duo 1.83 GHz, PowerPC G5  1.6 GHz) |
| Memory | Mac OS X v10.6<br>  1 GB or more<br>Mac OS X v10.5<br>Mac OS X v10.4<br>  512 MB or more<br>  (1 GB or more recommended) |
| Display resolution | 1024 × 768 pixels or higher |
| Hard disk space | 1.32 GB or more of free hard disk space |

*1: It is recommended to apply the latest updates to Mac OS.
*2: Rosetta must be installed to use Cardiris. You can install Rosetta from the [Optional Installs] package on the Mac OS X installation disk.

> ⚠ If the CPU and the memory do not meet the required specifications, scanning speed will slow down.

Prepare the Setup DVD-ROM.

**1.** Turn your computer on and log on as a user with Administrator privileges.

**2.** Insert the Setup DVD-ROM into the DVD-ROM drive.
   ⇨ The [ScanSnap] window appears.

**3.** Double-click the [ScanSnap] icon.



   ⇨ A confirmation message window appears.

**4.** Click the [Continue] button.



   ⇨ The [Welcome to the ScanSnap Installer] window appears.

**5.** Click the [Continue] button.
   ⇨ The [Important Information] window appears.

**6.** Read the "Important Information", then click the [Continue] button.
   ⇨ The [Software License Agreement] window appears.

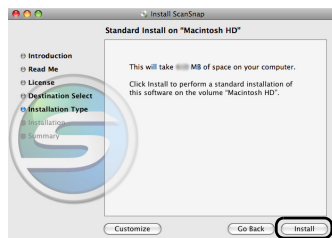**7.** Read the "Software License Agreement", then click the [Continue] button.
   ⇨ A confirmation message window appears.

**8.** To accept the agreement, click the [Agree] button.



   ⇨ The [Standard Install on "*volume_name*)"] window appears.

**9.** Click the [Install] button.

> ☑ To install only ScanSnap Manager, click the [Customize] button to show the [Custom install on "(*volume_ name*)"] window, and clear the [ABBYY FineReader for ScanSnap] and [Cardiris] checkboxes.
> You cannot install "ABBYY FineReader for ScanSnap" or "Cardiris" only.

⇨ The installation is started.

⇨ The Cardiris installation window appears.

**10.** Scroll down and read the "License" to the end. Then, click the [Continue] button.

⇨ A confirmation message window appears.

**11.** Click the [Agree] button.

⇨ The [Select Destination] window appears.

⇨ By default, Cardiris is installed in the Applications Folder.

**12.** Click the [Continue] button.

⇨ The [Installation Type] window appears.

**13.** Confirm that [Easy Install] is specified in the [Installation Type] pop-up menu.

**14.** Click the [Install] button.

⇨ The installation is started.

⇨ The [Finish Up] window appears.

**15.** Click the [Quit] button.

⇨ The [Startup item registration] window appears.

**16.** Click the [OK] button.

⇨ When the installation is complete, the [Installation completed successfully] window appears.

**17.** Click the [Close] button.

**18.** Remove the Setup DVD-ROM from the DVD-ROM drive.

⇨ Software installation is complete. Proceed to "Connecting the ScanSnap" (page 5).

# Connecting the ScanSnap

Connect the ScanSnap after the desired software has been installed.

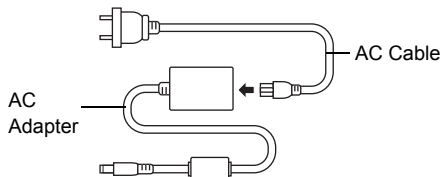> ❗ Only one ScanSnap can be connected to a computer at a time.

**1.** Select the power cable type according to power source for the ScanSnap.

● To use the ScanSnap at a fixed location

Use the power cable (*) to connect to an AC outlet.

For details about the connection, refer to "Using the Power Cable" (page 6) in Step 3.

*: Combination of the AC adapter and AC cable



AC Cable

AC Adapter

● To use the ScanSnap in a remote location with your laptop computer or a place without AC outlets available nearby

Use the USB bus power cable for power supply from your computer.

For details about the connection, refer to "Using the USB Bus Power Cable" (page 6) in Step 3.
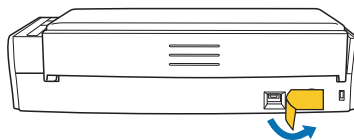


USB Bus Power Cable
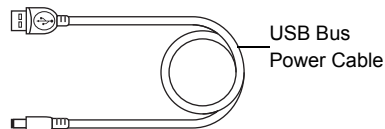
> ⚠ CAUTION
>
> Do not use AC adapters other than the one supplied with this ScanSnap. Doing so may cause damage to the ScanSnap.
> Manufacturer: LEI
> Model No.: NU13-1072166-I3

**2.** Remove the tape seal covering the USB connector and power connector of the ScanSnap.
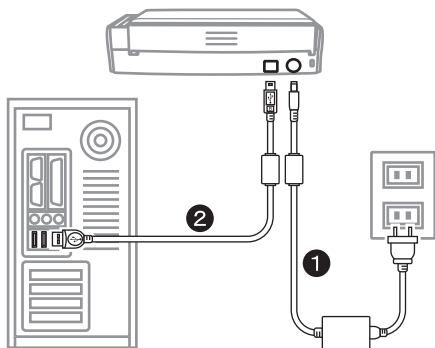
**3.** Connect cables to the ScanSnap.

> ● Use only the cables supplied with the ScanSnap.
> ● To power on the ScanSnap, the USB cable and either of the power cables (power cable or USB bus power cable) are need to be connected.
> ● When connecting to a USB hub, be sure to connect the ScanSnap to the hub nearest to your computer (first stage). If the ScanSnap is connected to a USB hub from the second stage onwards, it may not operate correctly.
> ● If connecting the ScanSnap with USB 2.0, make sure that the USB port and the USB hub are compliant with USB 2.0. The scanning speed slows down if the ScanSnap is connected with USB 1.1. If your computer has the USB 2.0 compatible port, use it.

● Using the Power Cable

**1.** Connect the power cable **1** to the power connector of the ScanSnap and plug in the AC outlet.

**2.** Connect the USB cable **2** to the USB connector on the ScanSnap and the USB port on your computer.



● Using the USB Bus Power Cable

**1.** Connect the USB bus power cable **1** to the power connector on the ScanSnap and the USB port on your computer.

**2.** Connect the USB cable **2** to the USB connector on the ScanSnap and the USB port on your computer.
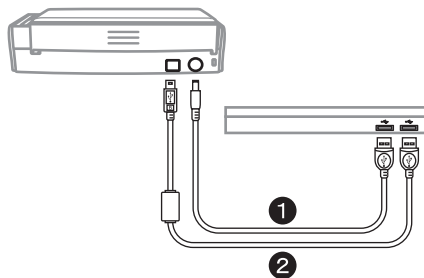


**4.** Open the ADF paper chute (cover) of the ScanSnap.

[Scan] Button

ADF Paper Chute (Cover)
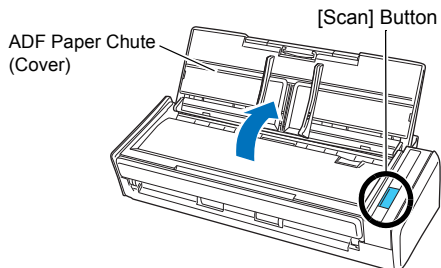


⇨ The [Scan] button lights in blue, indicating that the ScanSnap is turned on.

⇨ The ScanSnap should be automatically detected by your computer.

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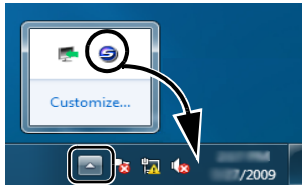
**5.** Check the ScanSnap Manager icon.

⇨ The ScanSnap Manager icon appears on the taskbar.



⚠ ● The icon varies depending on the power source to be used.
For power cable connection: 
For USB bus power cable connection: 
● It may take a few moments until the ScanSnap is ready to be used, and the ScanSnap Manager icon changes to 
or to  in the taskbar.

☑ In Microsoft® Windows® 7, the ScanSnap Manager icon is displayed in the menu which appears when you click  in the taskbar.
Drag and drop the ScanSnap Manager icon onto the taskbar to have the icon always displayed in the taskbar.



**M**ac OS

⇨ The ScanSnap Manager icon appears in the Dock.



⚠ ● The icon varies depending on the power source to use.
For power cable connection: 
For USB bus power cable connection: 
● It may take a few moments until the ScanSnap is ready to be used, and the ScanSnap Manager icon changes to 
or to  in the Dock.

⇨ Connecting the ScanSnap to your computer is complete. Proceed to "Scan Test" (page 7).

# Scan Test

After installing the software and connecting the ScanSnap and computer, use ScanSnap Manager and check that documents can be scanned.
The following procedure is described with the Quick Menu scanning method. For other scanning methods, refer to the Operator's Guide.

**1.** Load a document in the ScanSnap.
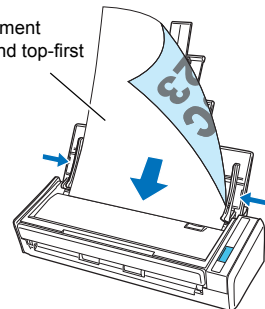
1. Pull up the extension.



Extension
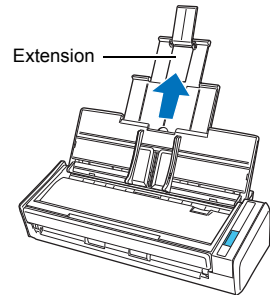
2. Slide open the side guides of the right and left.
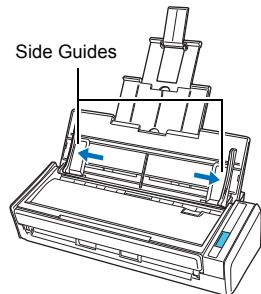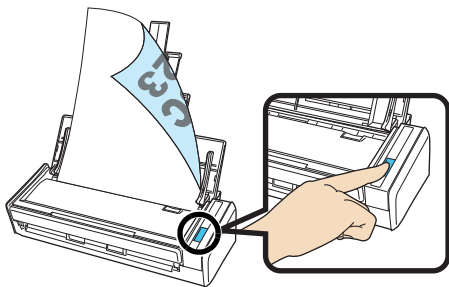


Side Guides

3. Load the document on the ADF paper chute (cover), and adjust the side guides to the size of the document.

Set the document face-down and top-first
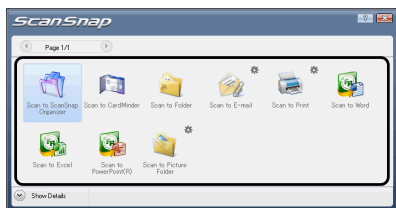
**2.** Press the [Scan] button on the ScanSnap.



⇨ Scanning starts.
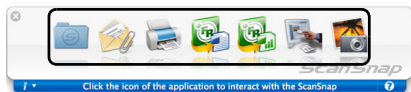⇨ The Quick Menu appears when scanning is completed.

> ⚠ If scanning does not start, refer to "Troubleshooting" in the Operator's Guide.

**3.** From the Quick Menu, click an icon for the item to be performed.

**Windows**



**Mac OS**



⇨ The selected item is performed. When the ScanSnap is interacting with an application, the application window appears.

⇨ Confirm that the function selected from the Quick Menu is performed. If so, the scan test is completed successfully.

ScanSnap preparations are complete.
For details on how to operate or use the ScanSnap, refer to the Operator's Guide.

# Contact for Inquiries

Refer to the contact list on the last page of the "Safety Precautions" document.

Free Manuals Download Website

[http://myh66.com](http://myh66.com)

[http://usermanuals.us](http://usermanuals.us)

[http://www.somanuals.com](http://www.somanuals.com)

[http://www.4manuals.cc](http://www.4manuals.cc)

[http://www.manual-lib.com](http://www.manual-lib.com)

[http://www.404manual.com](http://www.404manual.com)

[http://www.luxmanual.com](http://www.luxmanual.com)

[http://aubethermostatmanual.com](http://aubethermostatmanual.com)

Golf course search by state

[http://golfingnear.com](http://golfingnear.com)

Email search by domain

[http://emailbydomain.com](http://emailbydomain.com)

Auto manuals search

[http://auto.somanuals.com](http://auto.somanuals.com)

TV manuals search

[http://tv.somanuals.com](http://tv.somanuals.com)