

Visioneer® OneTouch®
9450 USB Scanner
User's Guide

visioneer



for Windows

Visioneer 9450 Scanner User's Guide

FOR WINDOWS

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- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
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This equipment has been certified to comply with the limits for a class B computing device, pursuant to FCC Rules. In order to maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception. The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user's authority to operate this equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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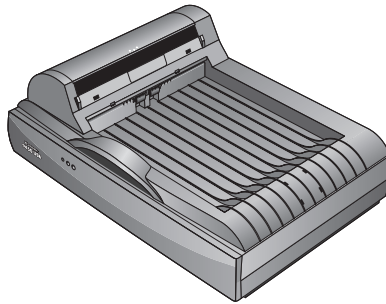
WELCOME

Your new Visioneer 9450 USB scanner can scan stacks of items or single items, and place their images on your computer.

Warning: Do not plug in the USB cable until after you have installed the software. Carefully follow the steps and sequence described in the installation procedure beginning on page 7.

WHAT'S IN THE BOX

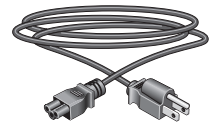
Before starting the assembly and installation, check the contents of the box to make sure that all parts are included. If any items are missing or damaged, contact the dealer where you purchased the scanner.



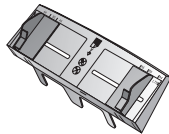
Visioneer 9450 Scanner



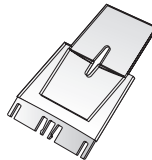
USB cable



Power cable



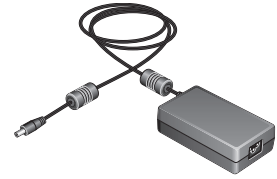
Paper Guide



Paper Guide Extension



Paper Stop



Power supply



Replacement ADF Pad

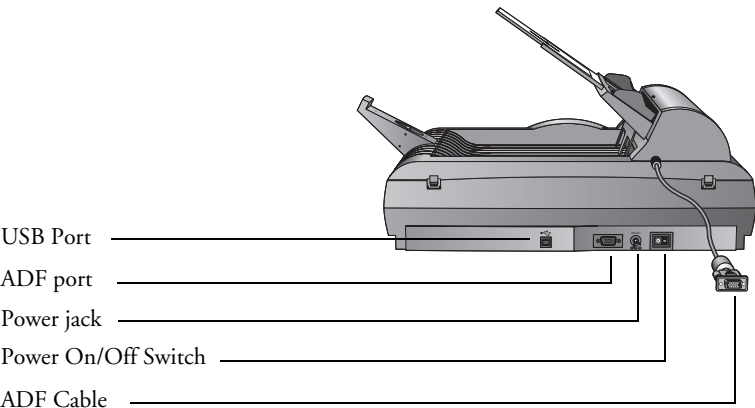
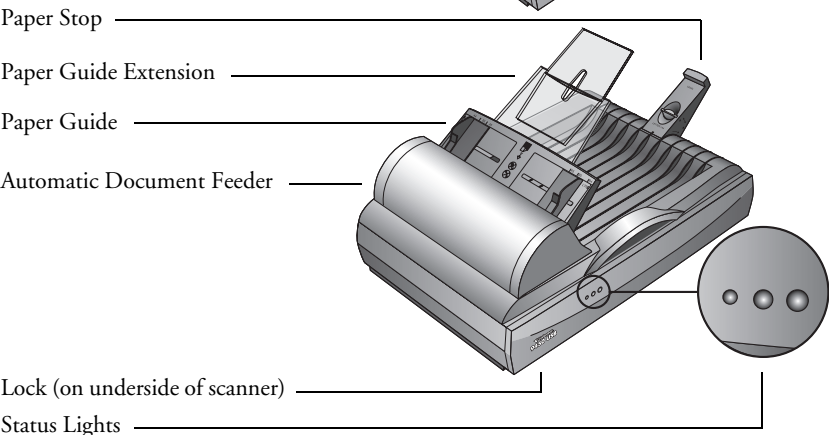
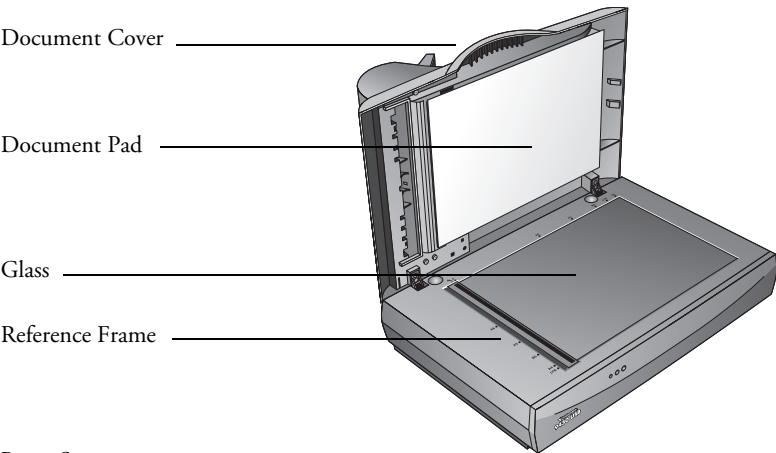


Installation CD



Quick Install Card, and
Technical Support Card

THE VISIONEER 9450 SCANNER



Document Cover—Protects the document from light and contamination during scanning.

Document Pad—Helps to secure the document in place on the scanner glass.

Reference Frame—Place items face down within this frame. Markings on the border of the frame show where to align various paper sizes.

Glass—Place items face down aligned at the upper left corner of the glass.

Paper Stop—Holds items in place as they are ejected from the Automatic Document Feeder. Adjust the stop for either letter-sized or legal-sized pages.

Paper Guide Extension—Unfolds to support multiple pages to scan.

Paper Guide—Holds pages in place. Adjust to fit the size of the paper to scan.

Automatic Document Feeder (ADF)—Feeds a stack of pages onto the glass for scanning. The ADF can hold up to 50 pages at a time.

Lock—Locks or unlocks the scanning head; located on the underside of the scanner.

Status Lights—Shows the scanner's status. Blinking Green light: scanner is preparing itself or the lamp is warming up. Steady Green light: the scanner is on and ready to scan. See "Troubleshooting" on page 131 for additional details.

USB Port—Connects the scanner to the computer.

ADF Port—Connects the ADF cable from the Automatic Document Feeder to the scanner.

Power Jack—Connects the power cord to the scanner.

Power On/Off Switch—Turns the scanner's power on and off.

ADF Cable—Connects the ADF to the scanner body. The cable provides power to the ADF and must be plugged in for it to operate.

WHAT YOU NEED

An IBM-compatible Pentium PC, or AMD equivalent with:

- A CD-ROM drive
- An available Universal Serial Bus (USB) port; 1.1 or 2.0
- Microsoft Windows XP (Service Pack 1 or 2) or Windows 2000 (Service Pack 4)
- Available internal memory (RAM) as follows:
 - 128 MB or more
 - 256 MB recommended for Windows XP
- 200 MB minimum of free hard disk space

Note: USB 2.0 ports operate at higher speeds than USB 1.1 ports. If your computer is not equipped with USB 2.0 ports, you can add them with the Visioneer Hi-Speed USB 2.0 PCI Card. Visit the Visioneer web site at www.visioneer.com for ordering information, or contact the dealer where you purchased your Visioneer 9450 USB scanner. However, you do not have to add USB 2.0 ports to your computer. Your scanner will work with both USB 1.1 and USB 2.0 ports.

A VGA or SVGA Monitor

The recommended settings for your monitor are:

- High Color (16-bit) or True Color (24-bit or 32-bit)
- Resolution set to at least 800 x 600 pixels

To set your monitor's colors and resolution:

- Open the Windows Control Panel
- Double-click on **Display** then select the **Settings** tab.

DOCUMENTATION

Your scanner is delivered with the following documentation:

- Quick Install Card—Abbreviated installation instructions.
- Visioneer 9450 Scanner User's Guide—On the Installation CD; contains detailed installation, scanning, configuration, and maintenance information.
- Online Help—For the scanner configuration, TWAIN and WIA interfaces, and PaperPort software applications.

Installing



Warning: Do not plug in the USB cable until after you have installed the software. Complete the installation steps in the order described in the installation procedure below.

Installation is a quick, four-step process:

1. Assemble the scanner
2. Install the software
3. Connect the power supply
4. Connect the USB cable and turn on the power

BEFORE YOU BEGIN

Please make sure of the following before you begin installation:

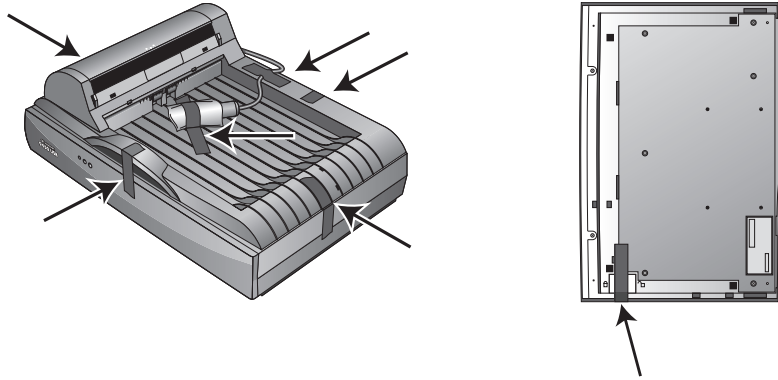
- If your computer has AntiVirus or AntiSpyware software running, you may encounter alerts or messages during installation asking you to allow the installation to proceed. Although the messages will differ based on the software your computer is running, in each case you should allow the installation to proceed if that option is available. Alternatively, you can turn off the AntiVirus or AntiSpyware software before installing your scanner. But if you do, make sure to turn it back on again when installation is finished.
- If you already have a scanner connected to your computer, you may need to remove its driver programs first before beginning the installation of your Visioneer 9450 USB scanner. Please see “How to Uninstall Your Scanner” on page 134 for basic instructions, or see the User’s Guide that you received with your other scanner.

STEP 1: ASSEMBLE THE SCANNER

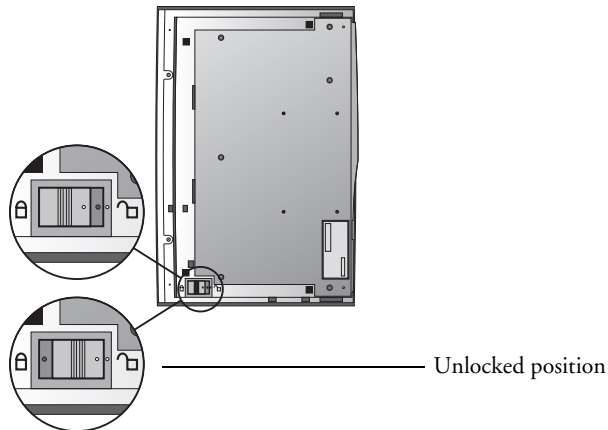
All the components to assemble the scanner are included in the box.

To assemble the scanner:

1. Remove all shipping tape from the top and bottom of the scanner.

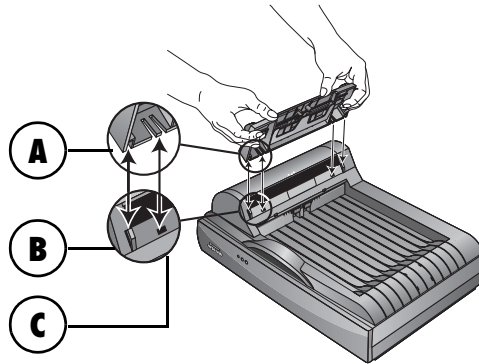


2. Slide the locking tab on the bottom of the scanner to its unlocked position.

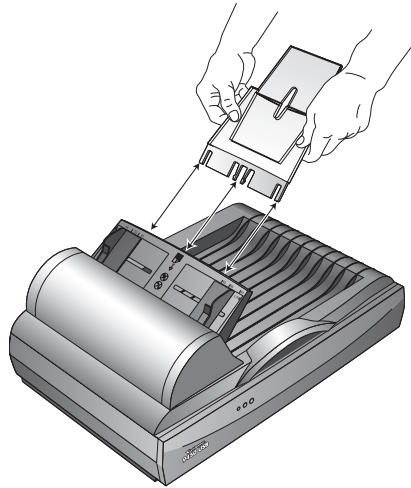


Note: The locking tab protects the scanner's scan head by holding it securely in position. Lock the scanner when transporting it from one location to another, but always remember to unlock it before scanning. The scanner will not scan when locked.

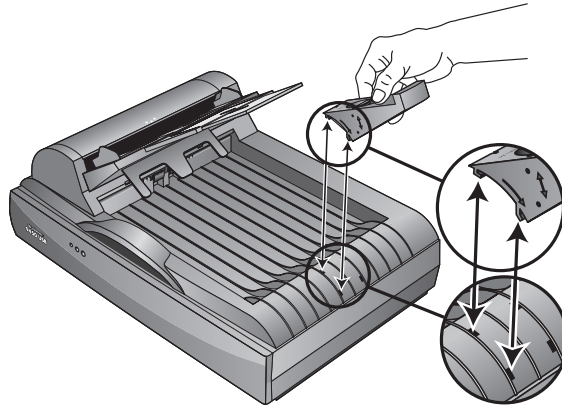
3. Insert the slots (A) on the Paper Guide onto their tabs (B) on the scanner and slide the Guide down into place. The catch tabs (C) “snap” into place. Refer to the picture on page 2 to see the location of the assembled parts.



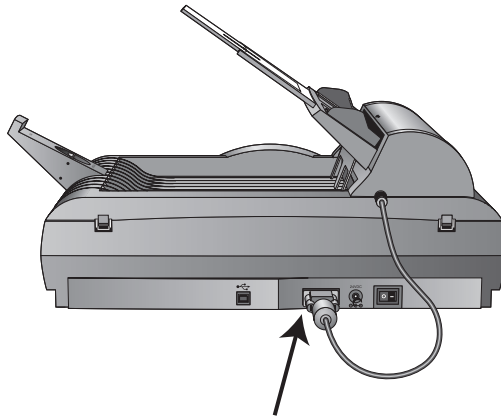
4. Insert the Paper Guide Extension into the Paper Guide and “snap” its tabs into place.



5. Insert the Paper Stop onto the back of the scanner and slide it downward to “snap” its tabs into place.



6. Plug the ADF cable into the ADF port on the body of the scanner. Make sure the cable is plugged in securely. The ADF will not work if the cable is loose or not plugged in.



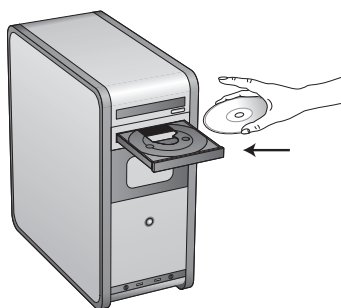
7. Proceed to “Step 2: Install the Software.”

STEP 2: INSTALL THE SOFTWARE

The Installation CD contains all the driver software and scanning software to run your scanner.

To install the software:

1. Start Microsoft Windows and make sure that no other applications are running.
2. Insert the Installation CD into your computer's CD-ROM drive.



The Installation menu automatically opens.

Note: If the CD does not automatically start, check the following:

- Make sure the CD drive's door is completely shut.
- Make sure the CD was inserted in the drive in the proper direction (label side up).

To launch the CD manually.

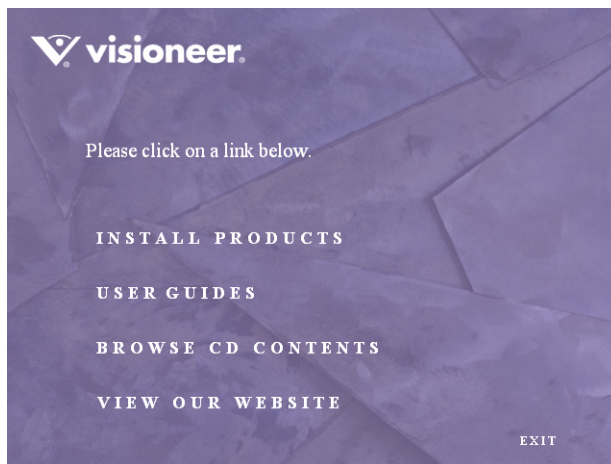
- Open the Windows option for My Computer. You can do this by double-clicking on the **My Computer** icon on your desktop.
- Double-click the icon for your CD-ROM drive.
- The Installation menu for the CD should now open.

If the menu does not open:

- From the list of files on the CD, double-click the file named **START32.EXE**.
-

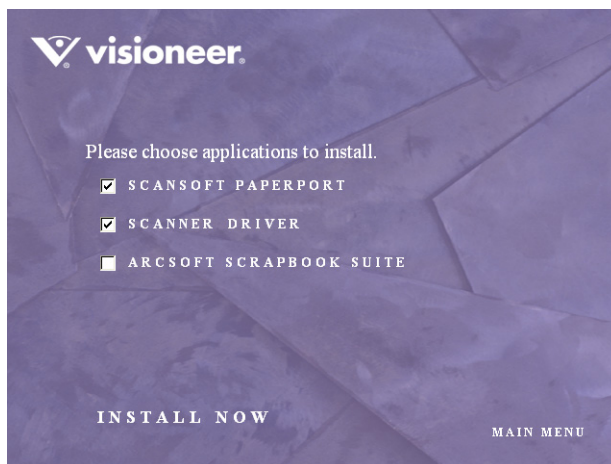
When the CD starts, the Visioneer Installation window opens automatically.

3. On the Installation Main Menu, click **Install Products**.



The next window lists the software that is available to install on your computer.

4. Select **ScanSoft PaperPort** and **Scanner Driver**.

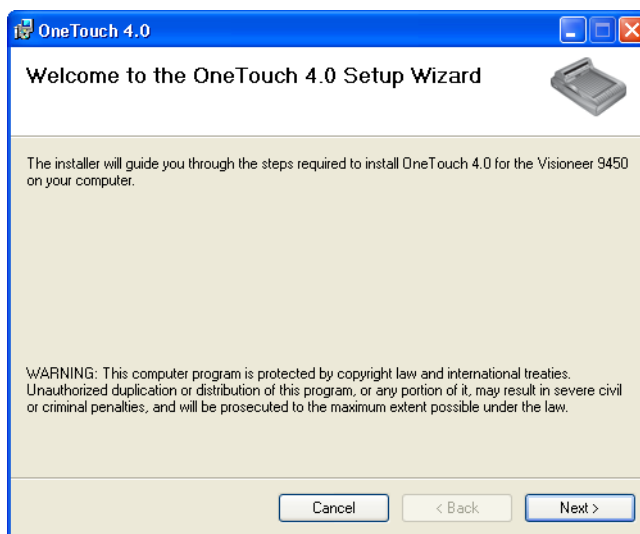


5. Click **Install Now**. The PaperPort software will load first.

6. The Select Language window opens for the PaperPort software. Click the drop-down menu arrow and select the language you want to use. Click **OK**.

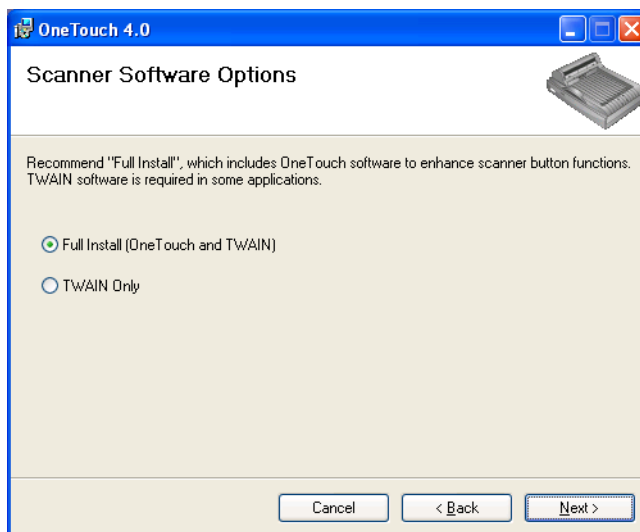
The first PaperPort Installation window opens.

7. Follow the instructions on the PaperPort installation windows.
8. When installation of PaperPort is finished, the Welcome to the OneTouch 4.0 Setup Wizard opens.



9. Click **Next**.
10. On the Visioneer License Agreement window, read the license agreement. If you accept the terms, select **I Agree**, and click **Next**.
If you choose not to accept the license agreement, the installation will terminate and the scanner driver will not be installed.
11. Click **Next**.

The next window lists the choices of the drivers that you can install for your scanner.



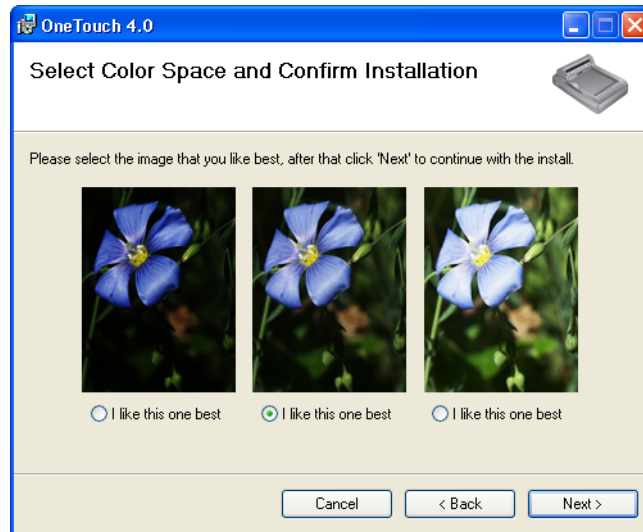
12. Select the option you want.

- **Full Install (OneTouch and TWAIN)**—This is the **recommended** installation. It installs the OneTouch 4.0 software which provides the necessary driver software for the scanner. It also installs scanning interfaces for TWAIN and Microsoft's Windows Image Acquisition (WIA). Installing this option means that you can use several different methods to scan, as explained in this User Guide.
- **TWAIN only**—Only the TWAIN driver is installed. You will only have access to the Visioneer 9450 TWAIN driver and WIA. You will not be able to use the OneTouch software. WIA is only available if your computer is running Windows XP.

Note: If you decide to change your scanner's installed drivers later on, you must first uninstall the drivers the scanner is currently using. See the section "To Install Another Driver" on page 135.

13. Click **Next**.

During installation you will see this window asking you to select one of the images for your Color Space setting.

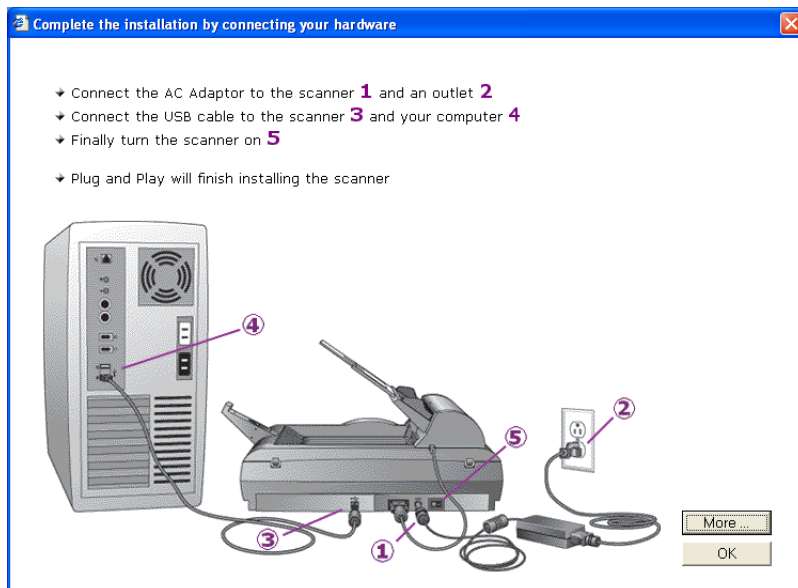


The Color Space setting sets the gamma value for the scanner so scanned items look good on your monitor. Gamma controls the brightness of the midtones of colors. That setting can be changed later on as you're scanning.

14. Select the option that looks best to you and click **Next**.

The driver installation will now begin.

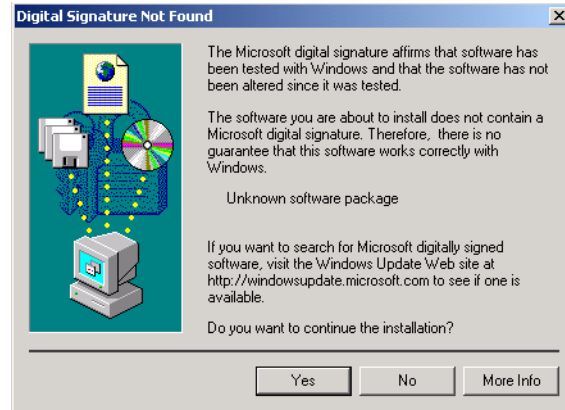
15. **STOP** when you see this Installation Complete window. Do **NOT** click **Finish** yet. Leave the window open and proceed to the next section, “Step 3: Connect the Power Supply.”



Reminder: If your computer is running AntiVirus or AntiSpyware software, you may see messages asking you to allow installation. Select the option to allow installation to proceed.

Note: If you want to see more information about your scanner and a quick explanation of how to use the OneTouch features, click the **More** button on the window. When you're finished, return to the window above to continue with the installation process.

If you are installing the scanner on a Windows 2000 computer:
During the software installation, this “Digital Signature Not Found” message may appear twice.



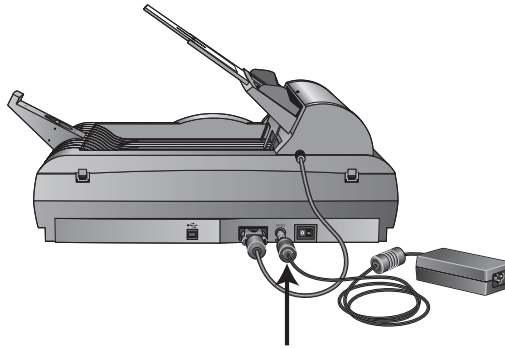
Each time this message appears, you can disregard it and click **Yes**.

STEP 3: CONNECT THE POWER SUPPLY

Connect the power supply and power cord, and plug the power supply into an electrical outlet.

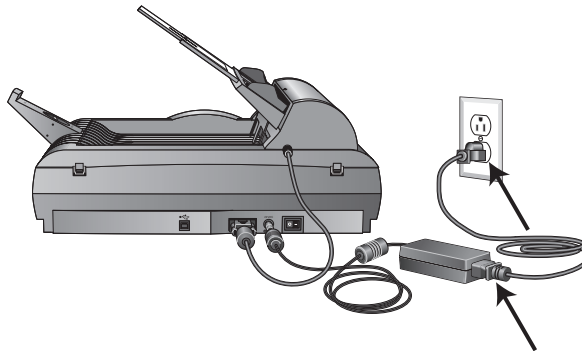
To connect the power supply:

1. Plug the power supply into its power port on the scanner.



Note: Only use the power supply (HEG42-240100-7L(A) LF made by HiTRON) included with your scanner. Connecting any other type of power supply may damage your scanner and will void its warranty.

2. Plug the power cord into the power supply and then into a wall outlet.



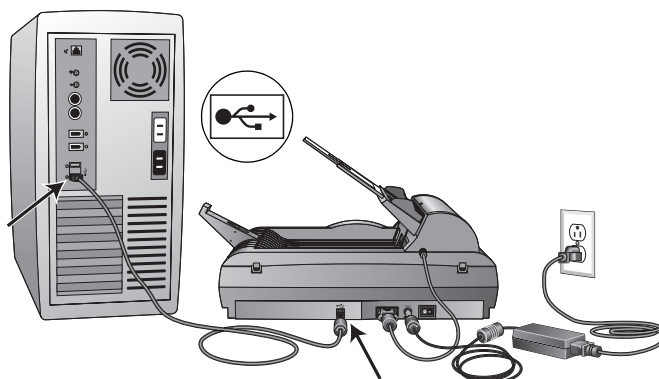
Now proceed to the next section, “Step 4: Connect the USB Cable and Turn on the Power.”

STEP 4: CONNECT THE USB CABLE AND TURN ON THE POWER

Your Visioneer 9450 scanner connects to any available USB port. Check your computer's manual for the USB port locations.

Note: You can connect the scanner to your computer while the computer is running. You do not have to shut down your computer.

1. Remove any protective tape from the USB cable.
2. Plug the USB cable into the USB port on the scanner then into a USB port on the computer. Connection to a USB 2.0 High Speed port provides optimum performance, however your scanner will also connect to a USB 1.1 port.

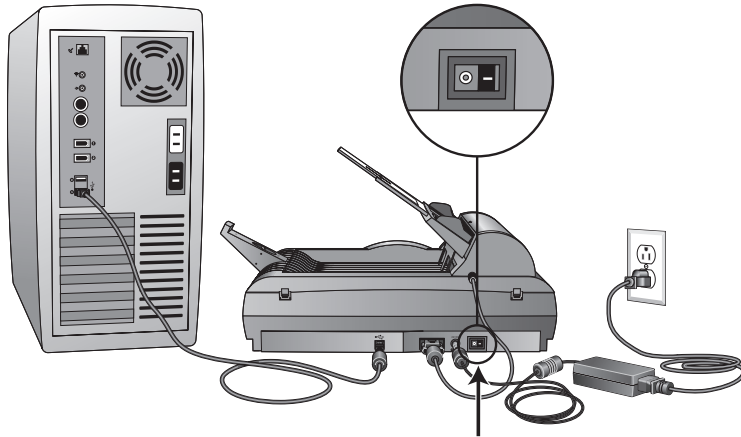


The USB symbol, as seen in the above diagram, identifies the location of the USB port on your computer. If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.

You can also connect the scanner to a USB port on the computer's keyboard if it has one, or to a USB hub. If you use a USB hub, it must have its own power supply already plugged into an electrical outlet.

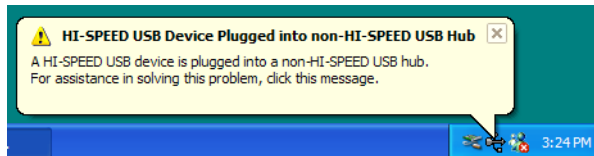
Note: If you have not installed the scanner driver, unplug the USB cable from the computer and install the software now. When the driver installation is complete, a message tells you when to connect the scanner.

3. Turn on the power switch, located on the back of the scanner.



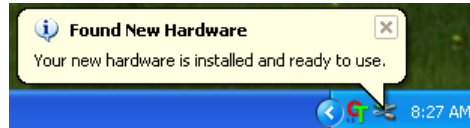
The status light comes on and flashes indicating that the scanner is receiving power.

If you are using Windows XP Service Pack 2, and have plugged the USB cable into a USB 1.1 port, an information bubble may open explaining that “A HI-SPEED USB device is plugged into a non-HI-SPEED USB hub”. Plug the USB cable into a USB 2.0 port (if available) or just disregard the message. If you leave it plugged into the USB 1.1 port, your scanner may scan a bit slower.



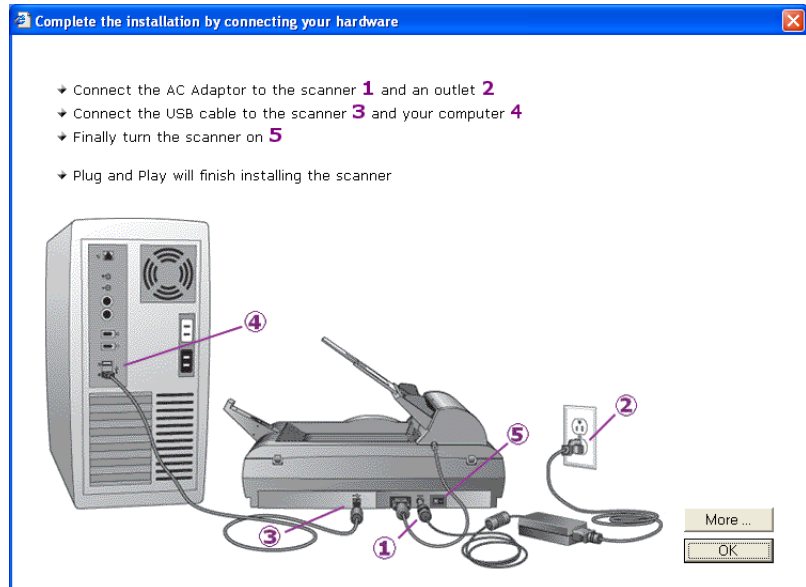
4. Your computer recognizes that a scanner is plugged into the USB port and automatically loads the appropriate driver software to run the scanner.

Do not proceed until you receive a message that your computer has found the new hardware, or updated the driver database. If your computer is running Windows XP, you will see the following message.



If your computer is running Windows 2000 and the “Digital Signature Not Found” message appears, click **Yes**.

5. When you're certain that the software has completely loaded, return to the “Complete the installation by connecting your hardware” window.

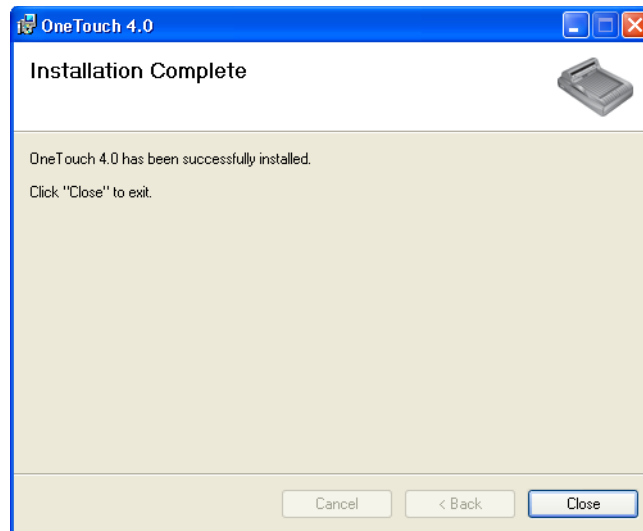


Note: To see more information about your scanner, click the **More** button on the window. When you're finished, return to the window above to continue with the installation process.

6. Click **OK**.

The scanner's status light is green when the scanner and computer are communicating properly.

7. Click **Close** on the Installation Complete window to close and exit the software installer.

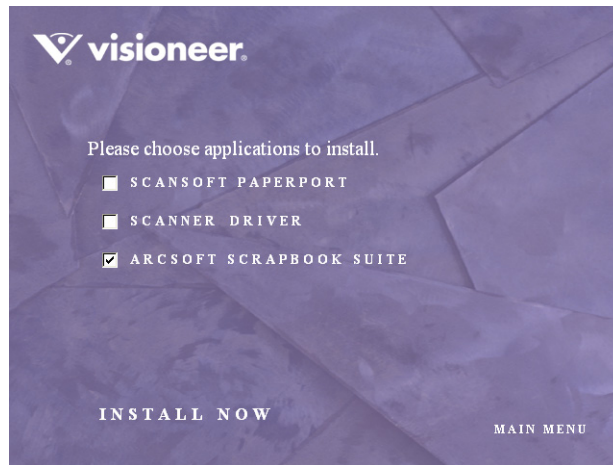


ADDITIONAL APPLICATIONS FOR YOUR SCANNER

Your scanner includes free, additional applications on the installation CD.

To install the additional applications:

1. Return to the Installation window and select **ArcSoft Scrapbook Suite**® if you want to install it on your computer.



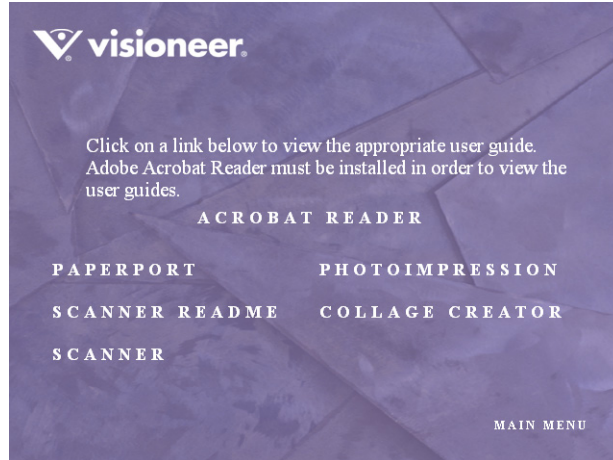
The ArcSoft Scrapbook Suite consists of two applications particularly suited for your scanner:

Photoimpression—Photo imaging software that lets you edit, retouch and enhance photos and images.

Collage Creator—Software that you can use to build and modify collages from your digital images.

2. Click **Install Now**.
3. Follow the instructions on the ArcSoft installation windows.
4. When installation is finished, return to the Visioneer Installation window and click **Main Menu**.

5. On the Main Menu, click **User Guides**. The Visioneer User Guides window opens. Use this window to view and save the User Guides you want.



The User Guides are in Adobe® Acrobat® PDF format. The CD also includes a free copy of Acrobat® Reader® in case your computer does not have it already installed. The Scanner Readme file is in html format and will open in any standard browser.

If you need to, click **Acrobat Reader** to install it now. Follow the instructions on the installation windows.

To view and save the User Guides:

1. Click the name of a User Guide you want to view and it will open in Acrobat Reader. Use the Acrobat Reader **Save** command to save that User Guide on your computer.
2. Return to the Visioneer User Guides window and repeat the process to open, view, and save all the other User Guides you want. **The Scanner Readme file has late-breaking news about your scanner.**
3. When you're finished, click **Main Menu** to return to the main Visioneer Installation window and click **Exit**.

That's it! Installation is finished and your Visioneer 9450 scanner is ready to scan.

REGISTER YOUR SCANNER AND CHECK FOR UPDATES

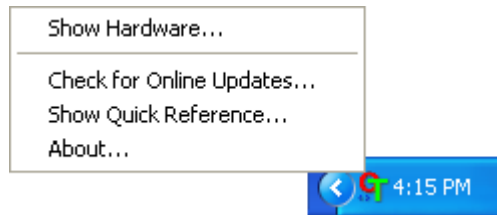
Registering your scanner is important as it provides you with access to our free telephone support service. Registration also gives you free access to software updates for your scanner.

To register your scanner:

The OneTouch Icon



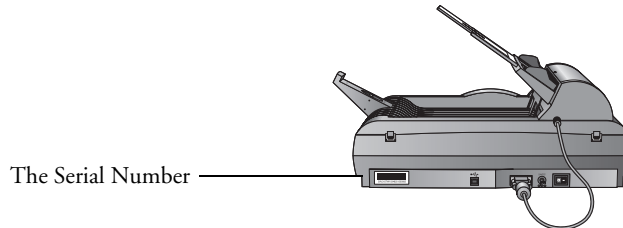
1. *Right-click* on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen).
2. Choose **Check for Online Updates** from the pop-up menu.



3. Follow the instructions on the screen and register your scanner by entering your scanner's serial number and your email address.

Note: A valid email address is required.

The serial number is located on the side of the scanner.



After registration is complete you will receive an email message with your RegID. Your RegID is important as you will need it when accessing free telephone support, or checking for online updates.

4. Write down your RegID so you can find it easily in the future.

RegID: _____

Scanning

If you selected the recommended Full Install option for your scanner's driver (see page 13), then you can scan from the OneTouch buttons on the computer screen or from TWAIN applications loaded on your computer. Each method scans equally well so use the one with appropriate options for the item you are scanning.

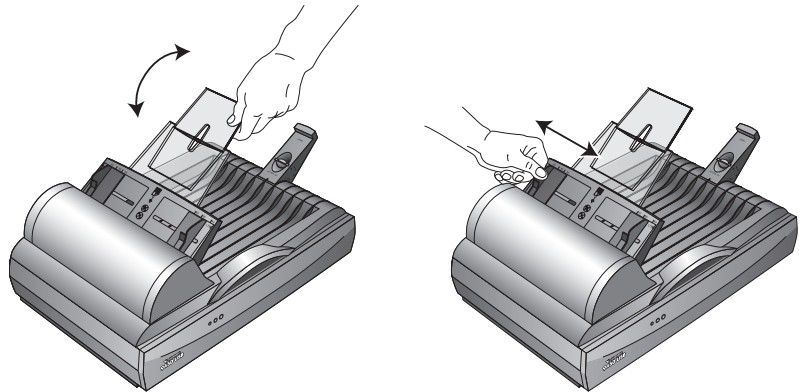
- **OneTouch**—Open the OneTouch scan panel, adjust the scan settings as needed, put the document in the scanner, then click one of the button icons on the OneTouch panel. See “Scanning From the OneTouch Button Panel” on page 28.
- **TWAIN Interface**—This option uses your scanner's TWAIN interface to scan. Select scanning options before scanning, put the document in the scanner, then click a button on the TWAIN interface window. The PaperPort software that you installed for your scanner uses the TWAIN interface for scanning, but many other programs use it too so you can scan from them, as well as from PaperPort. See “Scanning with the TWAIN Interface from PaperPort” on page 93.
- **WIA Interface**—This option uses the Microsoft WIA interface to scan. Select scanning options before scanning, put the document in the scanner, then click a button on the WIA interface window. You can access the WIA interface from the PaperPort software, or from other applications on your computer. See “Scanning from the WIA Interface” on page 119. The WIA interface is only available if your computer is running Windows XP.

LOADING DOCUMENTS TO SCAN

Your scanner can scan a stack of documents or a single item.

To load a stack of documents in the Automatic Document Feeder:

1. Unfold the Paper Guide Extension and adjust the Paper Guide for the size of paper.

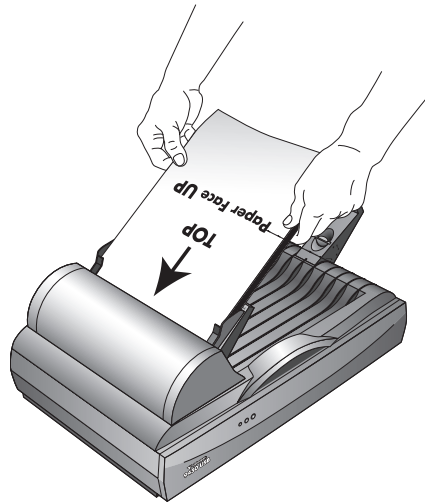


You can also adjust the Paper Stop at the back of the scanner for the size of the paper. Pull out the slide on the Stop for letter-sized pages. Push it in for legal-sized pages.



Note: Remove any staples or paper clips from the documents before loading them into the Automatic Document Feeder. Staples and paper clips can jam the feed mechanism and scratch the glass.

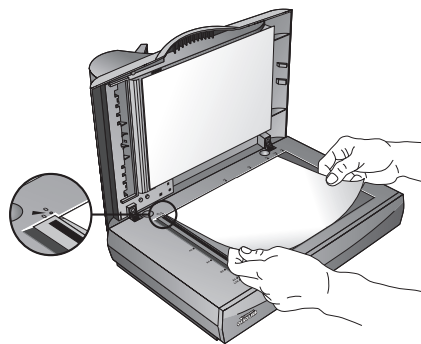
2. Load your stack of documents *face up*, with the top edge of the pages into the Automatic Document Feeder.



Important: Items scanned using the Automatic Document Feeder must be a minimum of 5 x 7 inches (12.7 x 17.8 cm).

To load a single item:

1. Place the item on the scanner glass, face down.
2. Align the item with the arrow on the reference frame.



3. Close the cover.

SCANNING FROM THE ONETOUCH BUTTON PANEL

OneTouch is an application installed on your computer as part of the scanner installation process.

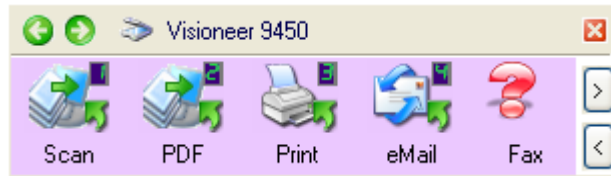
To scan from the OneTouch Button Panel:

1. Adjust the paper guide for the width of paper you want to scan, and load the documents with the top edge into the Automatic Document Feeder.
2. Now click on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen).

The OneTouch Icon



The OneTouch Button Panel opens and shows the first five on-screen scanning buttons. Click the arrows to cycle through the buttons to find the one you want to use for scanning.



Click the button you want to use to scan.

Click these arrows to navigate through the buttons.

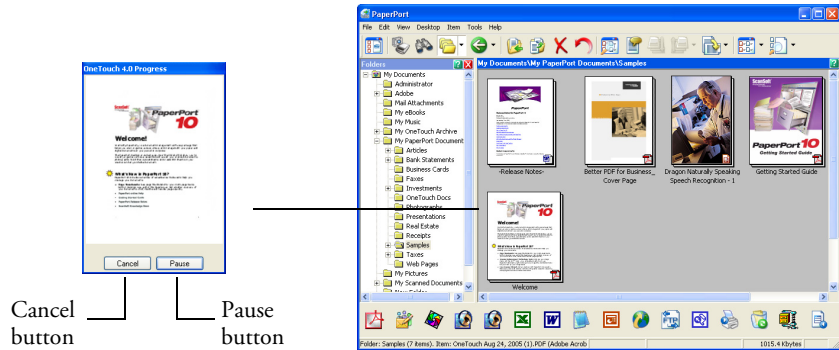
3. Click the button you want to use to scan.



For example, if you want to scan with button 2, which converts the document to PDF, click here.

Or if you want to scan with button 4, which attaches the scanned document to a blank email message, click here.

The scanner begins scanning. When the process finishes, the scanned images appear in the Destination Application. In the example below, the Destination Application is PaperPort.



To cancel scanning, click the **Cancel** button.

To pause the scanning, click the **Pause** button. It will change to a **Continue** button. Put the page back into the scanner and click **Continue** to resume scanning.

Note: Your scanner comes with nine factory-preset OneTouch button settings. You can reconfigure and rename the buttons for your specific scanning requirements.

USING THE ONETOUCH BUTTON PANEL

The OneTouch Button Panel is also your on-screen set of controls for the scanner. The OneTouch Button Panel shows information about the scanner and its settings.



1. To open the OneTouch Button Panel, click the OneTouch icon. It is located in the Windows Notification Area at the bottom right corner of the screen.

The OneTouch Button Panel opens at its Button View, which shows the on-screen scanning buttons.



The Button View

2. To scan from the panel, click the icon you want to use to scan.
3. To see the details for a button, *right-click* on it so you can check the settings before you start scanning.

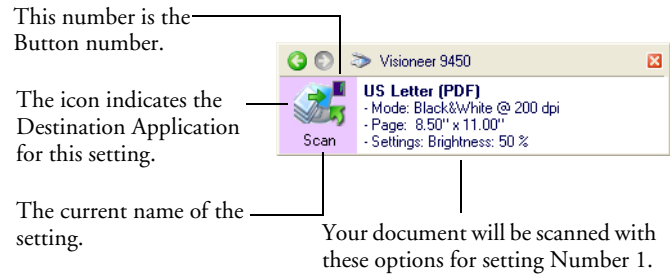
Right-click on a button to see its details in the Detail View and Properties Window.



Left-click the icon in either view to start the scanning using the button's settings.

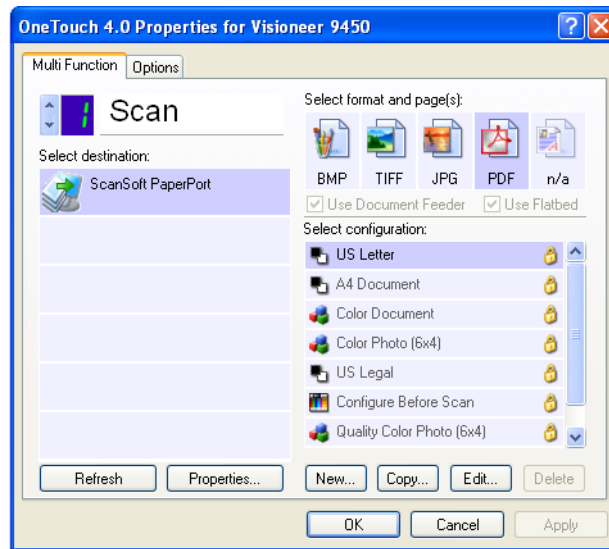
The Detail View

This sample shows the description of setting 1.

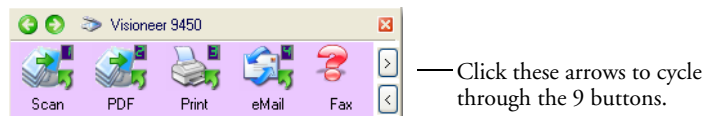


When you right-click on a button, the OneTouch Properties window for that button also opens in case you want to change the settings before scanning.

Note: The configurations shown on this example of the OneTouch Properties window are for illustration purposes only. The configurations you see on your OneTouch Properties window may be different.



- To cycle through the nine buttons, click the arrows on the right side of the panel.

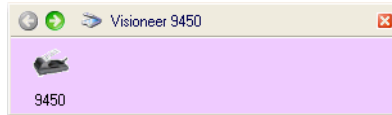


5. To navigate through the panel's three views, click the green arrows at the top of the panel.

Click these arrows to navigate through the panel's three views.



The Button View



The Hardware View



The Detail View

- The Button View is your main scanner control panel. Use it to scan or to see all nine buttons.
- The Detail View shows the current scan settings for a button.
- The Hardware View shows the current scanners connected to your computer.

If the Properties window is not open, right-click the icon on the Detail View or Button View to open it.

From the Hardware View and Detail View, click the green arrow to return to the Button View. You can also click on the hardware icon to return to the Button View.

6. To close the OneTouch Button Panel, click the close button on the panel.

ABOUT THE ONETOUCH BUTTON PANEL'S NAMES AND ICONS

The button names, such as PDF, eMail or Fax, indicate the original factory settings for a button. For example, the eMail button is set up to scan documents then immediately attach them to a new eMail message in the Destination Application, Microsoft Outlook Express®. But you can change the name, the Destination Application, and any of the other aspects of the button.

The Destination Applications available to OneTouch are applications on your computer. When you installed OneTouch, it searched your computer for the applications that will work with the scanner, then listed them as available Destination Applications on the OneTouch Properties window. The icons on the OneTouch Panel and the OneTouch Properties window are the icons for the particular applications.

A question mark for a button instead of an application icon on the OneTouch Panel means your computer does not have appropriate software for the initial factory settings (Fax software in the example above). In that case, you would probably want to change the name and Destination Application to something else. For example, if you scan a lot of documents that have faint images, such as hand-drawn sketches in light pencil, you might want to change the button's name to Sketches, and the Destination Application to Microsoft Paint, or some other drawing program.

See “Configuring the OneTouch Buttons” on page 35 to change the settings of the buttons on the OneTouch Button Panel.

THE DEFAULT ONETOUCH SETTINGS ON YOUR SCANNER

Your scanner is preconfigured to scan items for various basic tasks, such as email or fax, then send the scanned image to an appropriate, preselected Destination Application. The following table shows these factory-default settings. *You can change any of these settings.*

Button	Name	Destination Application	Preconfigured Settings
1	Scan	PaperPort	Black&White @ 200dpi 8.5" x 11" page Brightness 50%
2	PDF	PaperPort	Black&White @ 300dpi 8.5" x 11" page Brightness 50%
3	Print	Printer	Black&White @ 300dpi 8.5" x 11" page Brightness 50%
4	eMail	Microsoft Outlook (attachment)	Black&White @ 200dpi 8.5" x 11" page Brightness 50%
5	Fax	Fax Application	Black&White @ 200dpi 8.5" x 11" page Brightness 50%
6	OCR	Microsoft WordPad	Black&White @ 300dpi 8.5" x 11" page Brightness 50%
7	Archive	Transfer to Storage	Black&White @ 300dpi 8.5" x 11" page Brightness 50%
8	Custom	Microsoft Paint	Color @ 100dpi 6" x 4" photo size Brightness 50% Contrast 50%
9	Paint	Microsoft Paint	Color @ 300dpi 8.5" x 11" page Brightness 50% Contrast 50%

CONFIGURING THE ONE TOUCH BUTTONS

Each OneTouch button configuration consists of a **Destination Application**, a **Scan Configuration**, and a **Document Format**. The OneTouch Properties window is where you select these three elements for a button.

To open the OneTouch Properties window:

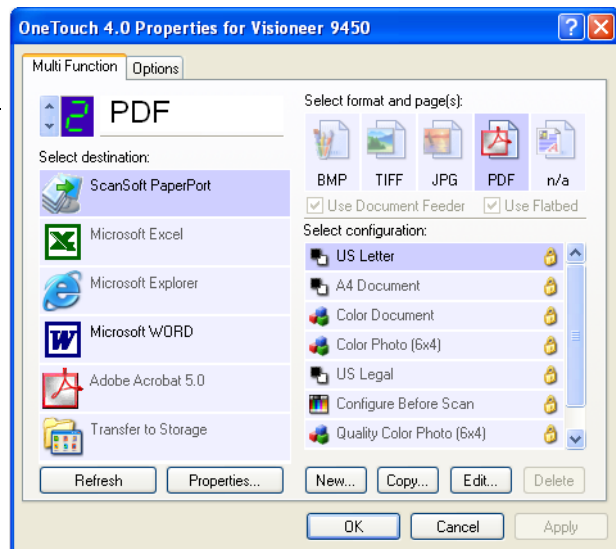


1. Click the OneTouch icon. It is located in the Windows Notification Area at the bottom right corner of the screen.
2. Right-click a button on the OneTouch Button Panel.

Remember that left-clicking a button on the OneTouch Button Panel starts the scanner scanning. *Right-clicking* opens the OneTouch Properties window.

The OneTouch Properties window opens for that button.

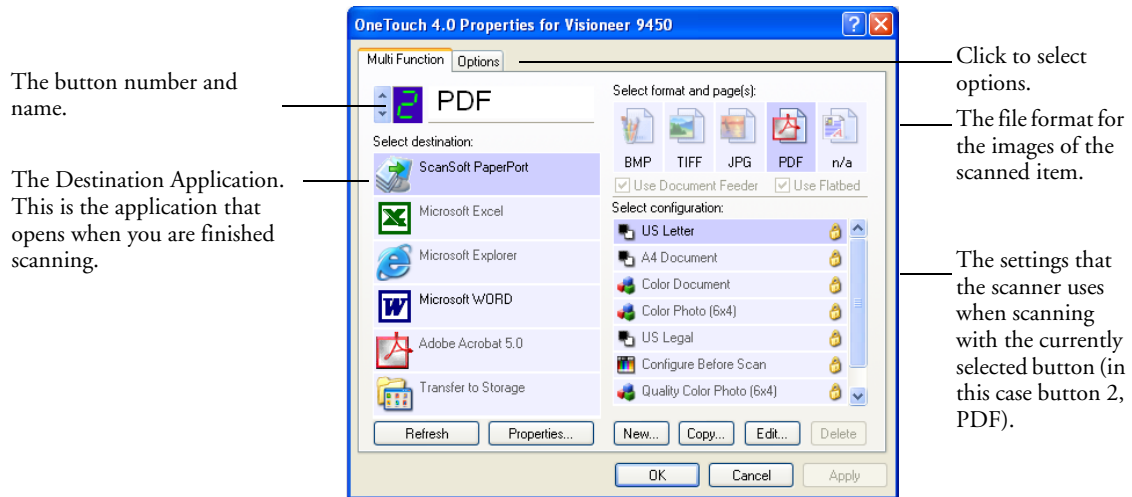
Right-click on a button (for example, button 2) and the Properties window opens for that button.



ABOUT THE ONE TOUCH PROPERTIES WINDOW

The OneTouch Properties window is where you can select new settings for the buttons. The OneTouch Properties window also contains special scanning features such as scanning and burn to a CD, scanning and converting text directly into an HTML web page.

The following example of the OneTouch window shows the settings for Button 2. The button is set to scan with the scan configuration named US Letter then open PaperPort to display the scanned image. The Format and Page(s) option is set to scan in the PDF image format.



To make sure all of your computer's Destination Applications are linked to OneTouch 4.0, click the **Refresh** button.

Important: Later on, if you install new software that can be used as a Destination Application, click the **Refresh** button again to link the new software to OneTouch 4.0. Note that some software installed on your computer may be incompatible with OneTouch 4.0. Incompatible software will not be listed as a Destination Application.

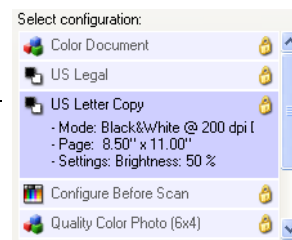
Note: Some of the options on the OneTouch Properties Window (and other OneTouch windows and dialog boxes) are “grayed out” and are not available. Grayed out options are not appropriate for your Visioneer 9450 scanner. For example, the option “Use Document Feeder” is selected and “grayed out” because the Visioneer 9450 automatically knows when to use the Document Feeder and when to scan from the Flatbed Glass. (When pages are inserted into the Automatic Document Feeder the scanner will always scan from it. If no pages are in the ADF, the scanner will scan from the Flatbed Glass.) If you use the OneTouch application with other Visioneer scanners, grayed out options become active, if appropriate.

The settings on the Properties window are:

Select Destination—The list of applications that can open to display the scanned image for the selected button. To configure the list of available applications, click the Options tab at the top of the dialog box and select the desired options. See “Selecting Options for a Button” on page 56 for more information.

Select Configuration—The list of available scan configurations for the selected button. The configuration settings include: scanning mode, resolution (dpi), page size, brightness, color saturation, hue, and gamma. To see a selected scan configuration’s settings, click its icon. Click the icon again to close the detailed information.

Click the icon of a selected configuration to view its — settings.



The icons next to each scan configuration indicate the scanning mode.



Color



Black and White



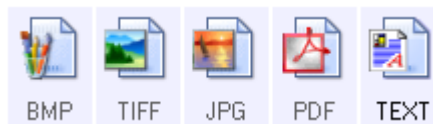
Grayscale

Configure
Before Scan

Note: Use Configure Before Scan if you want to set the scanning mode manually before scanning. See “Configuring Before Scanning” on page 76.

You can also click the **Edit** button or double click the configuration to see more detailed information about the selected configuration.

Select Format and Page(s)—A set of file formats for the scanned image for the selected button. The formats are based on the type of destination application you select. This example shows the formats that apply to Microsoft Outlook.



The button names indicate their file types. See “Selecting Page Format Options” on page 50 for more about the formats.

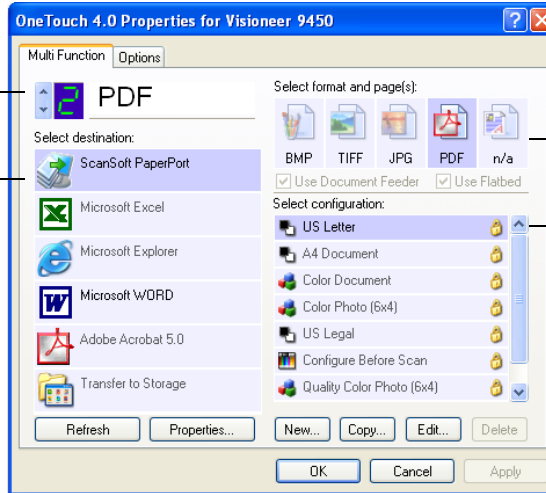
Options tab—Displays a window for selecting options related to the selected destination application for the scanned image.

SELECTING NEW SETTINGS FOR A BUTTON

For each of the nine OneTouch buttons, you can select a new **Destination Application**, **Scan Configuration**, and **Document Format**.

Click these arrows to see the properties for the button whose settings you want to change.

Select a software application as the destination to send scanned documents.



Select a format for the scanned image.

Select a configuration for scanning the item.

To select new settings for a button:

1. Click the button selection arrows to select the button you want to change.

Each button has its own settings. So, as you click the arrows to cycle through the buttons, the available settings on the window change to show them for each button.

2. From the **Select Destination** list, select the application where you want documents sent when scanning is finished.

See “Selecting Options for a Button” on page 56 to display a full list of the Destination Applications that you can use with the scanner.

Note: If you select a word processing program such as Microsoft WordPad or Microsoft Word and a page format that can be used for OCR (such as Text or RTF) the text in scanned images is automatically converted to word processing text.

3. From the **Select Configuration** list, select a scan configuration.

The scan configuration list is preset for the application you select in the Select Destination list. If you select a different application, the configurations are for that application. However, you can create your own scan configurations as well. See “Creating a New Scan Configuration” on page 60.

4. Select a **Format and Page(s)** option.

The available options apply to the Destination Application you select. For example, if you select Microsoft Word as the Destination Application, the available formats are for text, such as .txt and .rtf. However, if you select Microsoft Paint as the Destination Application, then the available formats are for graphics, such as .bmp, and .jpg.

Note: If a format is listed as n/a, that means the text format is not available for that Destination Application.

5. Click **OK**, or if you want to keep the window open and work with other features, click **Apply**.

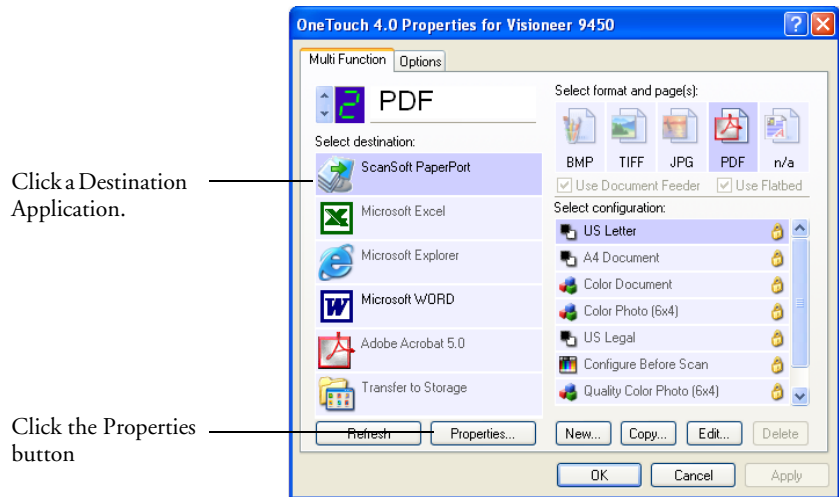
Note that while the OneTouch Properties window is open, you cannot scan yet by clicking a button on the OneTouch Panel. You must click **OK** or close the OneTouch Properties window first.

When you are finished selecting new settings for a button and you click on the button, the document is scanned using the newly configured settings.

SETTING DESTINATION APPLICATION PROPERTIES

The different types of Destination Applications have various properties that you can select.

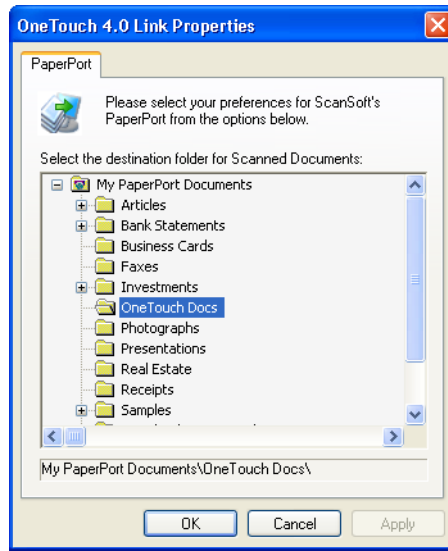
1. On the OneTouch Properties window, click a Destination Application.
2. Click the **Properties** button.



A OneTouch 4.0 Link Properties dialog box opens for the type of Destination Application you selected, and the available options are for that type of application.

PaperPort Properties

These properties apply to PaperPort, and are for designating the folder to receive your scanned items.

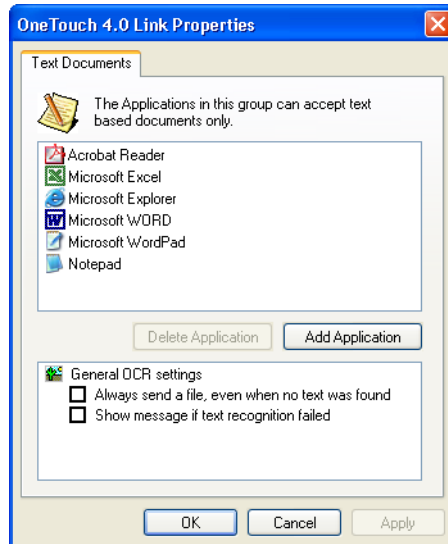


1. Select the PaperPort folder where you want the file of the scanned image to be located.
2. Click **OK**.
3. Click **OK** or **Apply** on the OneTouch Properties window.

When PaperPort opens after you finish scanning, the thumbnails of your scanned documents are on the Desktop in that folder.

Text Documents Properties

These properties apply to Microsoft Word, Microsoft Excel®, Adobe Acrobat Reader, and the other applications indicated by their icons in the list. The properties apply to the OCR settings for the applications.



1. Click in the OCR settings boxes for the options you want.

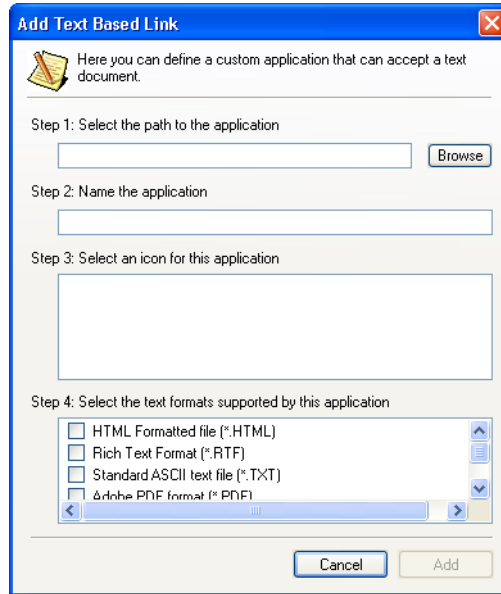
The options will apply to all the applications in the group.

Always send a file, even when no text was found—The scanned file is sent to the OCR reader even if the image does not appear to contain text. This could occur if you scanned a photograph with a OneTouch button set for text applications.

Show message if text recognition failed—A message will open on the screen if the OCR reader does not detect text in the image.

2. To add another application to the list, click the **Add Application** button.

The Add Text Based Link dialog box opens.



3. Click **Browse** to find the application you want to add to the list.
When you select the application using the Browse button, steps 1, and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.
4. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the OneTouch Destination List.
5. In step 4 of the dialog box, select the file formats that the application will accept.

Refer to the documentation that you received with the application to see which text formats the application accepts.

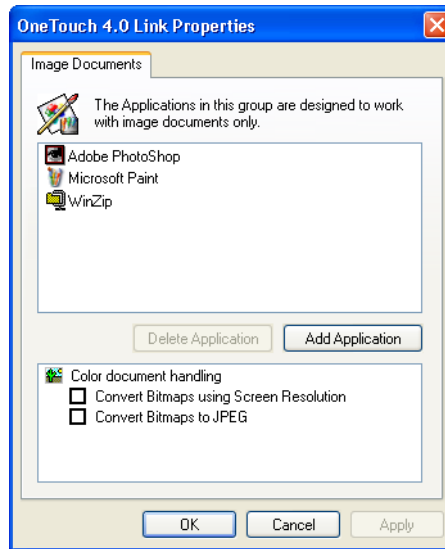
The options you select under step 4 determine the page format icons that appear in the OneTouch Properties window for that group of applications.

6. Click the **Add** button.

7. Click **OK** or **Apply** on the OneTouch Properties window.
8. Click **Refresh** on the OneTouch Properties window.

Image Documents Properties

These properties apply to Microsoft Paint and other image processing applications.



1. Click in the Color document handling settings boxes for the options you want.

The options will apply to all the applications in the group.

Convert Bitmaps using Screen Resolution—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

2. To add another application to the list, click the **Add Application** button.

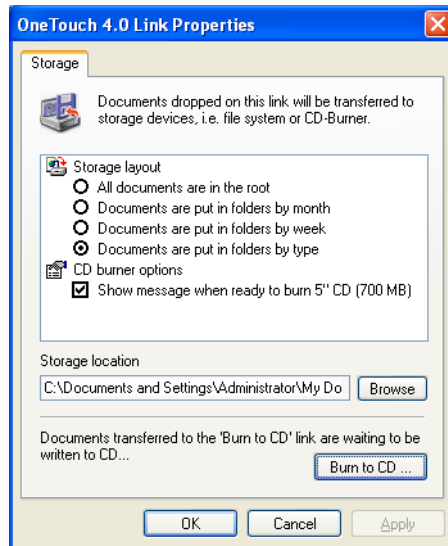
See the steps on page 44 to add an application to the list.

3. Click **OK**.
4. Click **OK** or **Apply** on the OneTouch Properties window.
5. Click **Refresh** on the OneTouch Properties window.

Storage Properties

These properties apply to the Destination Application named Transfer to Storage. If a CD burner is attached to your computer, you also use this dialog box to start the Burn to CD process. See the section “Scan and Burn to a CD” on page 78.

You can also set up multiple configurations to store scanned items in separate locations. See “The Storage Options Tab (Archive)” on page 68 and “Scanning to Multiple Folders” on page 70.



Note: If you do not have a CD burner attached to your computer, the CD options are not shown on the dialog box. The Burn to CD option is only available for Windows XP.

6. Click the Storage Layout options you want.

All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

7. Click the **Browse** button to specify the location to store the scanned documents, or type a location directly into the box.

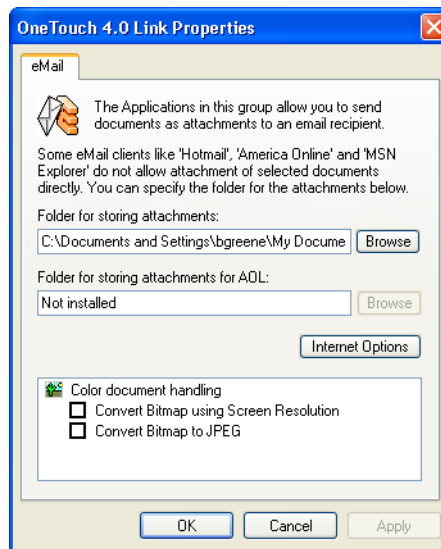
If you are scanning to a shared network drive, it must be a mapped drive. For more information about mapped drives, see your network administrator.

8. If you have a CD burner attached to your computer, the option **Show message when ready to burn 5" CD (700MB)**, should also be selected so you will see a message when it's time to click the **Burn to CD** button.
9. Click **OK** on the Link Properties window.

eMail Properties

These properties apply to email applications so you can specify the folder for documents that you will attach to an email message.

Microsoft Outlook® will accept direct attachment of documents to a blank email message as soon as scanning is finished, but other email applications do not. If you're using one of those applications, such as America Online® (AOL), you need to know which folder contains the scanned documents so you can manually attach them to your email messages.



1. Click the **Browse** button under **Folder for storing attachments** and choose a folder for your eMail attachments to be stored, or type a location directly into the box.

See the steps on page 46 to add an application.

2. If you are using AOL on your computer, and the folder name for AOL is incorrect, click the **Browse** button and find the correct AOL folder.

For scanned images to be auto-attached to a blank email address, you must have the specific folder location AOL uses to find the attachments. Please contact AOL for more information about the folder location in which AOL stores attachments.

3. If you need to set or change any internet options for AOL click the **Internet Options** button.

The Windows Internet Options Control Panel opens. See your Windows documentation and AOL user manual for the settings on the Windows Control Panel.

4. Select the options for color document handling.

Convert Bitmaps using Screen Resolution—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.

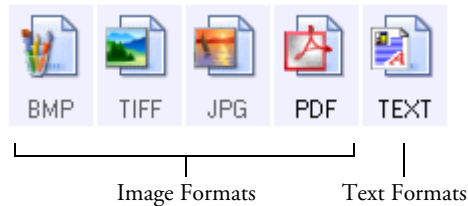
Convert Bitmaps to JPEG—JPEG files can be compressed to produce smaller files sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

5. Click **OK**.
6. Click **OK** or **Apply** on the OneTouch Properties window.

SELECTING PAGE FORMAT OPTIONS

The Page Format options that you select determines the file format of the scanned document. Appropriate page format options and file types are available for the type of Destination Application selected for the button.

The available options are for images and text.



The Text Formats are for text file types. The names of the formats indicate their file types. See “Text Formats” on page 51 for details.

IMAGE FORMATS

Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction. Both of those file formats tend to be larger than the JPEG format.

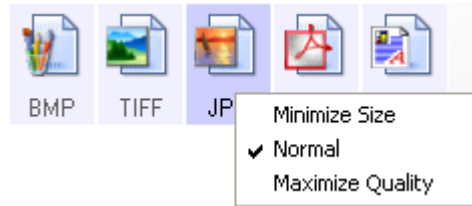
Because JPEG image files can be reduced in size, the JPEG format is often used for images on web pages, or if file size might be a problem when electronically sending the files. JPEG files are reduced in size by lowering their image quality, and you can select the degree of quality for your scanned images from the JPEG file format icon.

The PDF format is often used to create images of text pages. You may want to select PDF as the page format when scanning text pages that do not require OCR processing. The PDF format is also used to put multi-page documents on web sites as pdf-readable files. As with the JPEG option, the PDF format can be reduced in size or quality.

To select a JPEG or PDF file size:

1. Select **JPG** or **PDF** as the page format.
2. Right-click on the **JPG** or **PDF** icon.

A menu opens.



3. Choose the file size/image quality option for your scanned images.

Minimize Size—Smallest file size, lowest image quality.

Normal—Medium file size, some loss of image quality.

Maximum Quality—Largest file size, no loss of image quality.

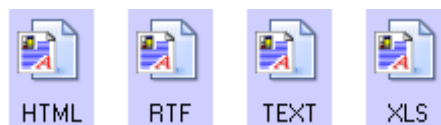
Your selection pertains only to the button currently selected on the OneTouch Properties window. Other buttons that have JPG or PDF selected as the Page Format are not affected, so you can set the JPEG or PDF file size/image quality independently for each button.

4. Click **OK** or **Apply** on the OneTouch Properties window.

TEXT FORMATS

Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text. See “Scanning with Optical Character Recognition (OCR)” on page 53.

The text formats are:



Select a text format for documents with text or numbers, such as a business letter, report, or spreadsheet. The text format icon may have additional file formats available, depending on the Destination Application you select.

The specific file format is the file name extension on the text format icon.



— The specific text format; this example is for Microsoft Word Rich Text Format.

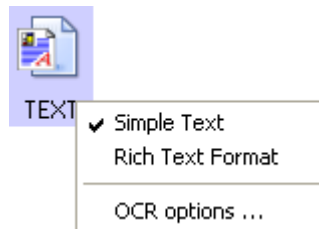
As you select Destination Applications that are text applications, the text format icon changes to match the file type of the application. In some cases, the Destination Application supports several file types, and you can right-click on the icon to choose the particular file type for that application.

To select a file type for the text format:

1. Select the Destination Application.
2. Right-click on the text format icon.

A menu opens. The following figure shows samples for different formats.

Example menu for the
Text format.



3. Choose the file type that you want for the text format.

Your selection of a file type pertains only to the button currently selected on the OneTouch Properties window. Other buttons that have a text option selected as the Page Format are not affected, so you can set the text file type independently for each button.



Simple Text—The .txt file format. Text with no formatting; used by the standard Microsoft Notepad application.



Rich Text Format—The .rtf file format. Text that retains formatting when converted. Available with Microsoft Wordpad and Word.



Excel Spreadsheet—The .xls file format used by Microsoft Excel.



HTML Document—The .htm file format used to create web pages.

4. Click **OK** on the OneTouch Properties window.

SCANNING WITH OPTICAL CHARACTER RECOGNITION (OCR)

Optical Character Recognition (OCR) converts text and numbers on a scanned page into editable text and numbers. You can then work with the text and numbers to edit, spellcheck, change font or type size, sort, calculate, and so forth.

To scan with OCR:

1. Select a Destination Application that has one of the Text formats (TEXT, RTF, XLS, or HTML).
2. Scan the document.

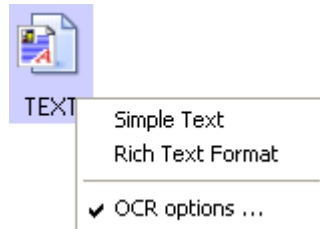
Your scanned pages appear in the Destination Application with their text ready for editing and other text processing.

Note: OCR scanning is also for spreadsheets so you can work in Microsoft Excel (or other spreadsheet applications) with the figures and text from the original spreadsheets.

To select OCR settings:

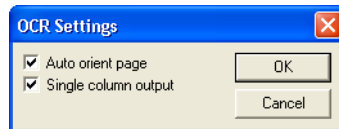
1. Select the Destination Application.
2. Right-click on a text format icon.

A menu appears. The following figure shows a sample for the Text format.



3. Choose **OCR options**.

A dialog box of OCR options opens.



4. Select the option you want for the OCR conversion of your documents.

Auto orient page—Select this option to check the page orientation and automatically rotate an improperly oriented page image so the text is recognizable by the OCR process.

Single column output—Select this option to produce a single column of text in the Destination Application, even if the original image had multiple columns of text.

5. Click **OK**.

Note that the OCR options apply to all the Destination Applications for which OCR applies. If you change them for one Destination Application, those changes apply to the others as well.

RENAMING A ONETOUCH BUTTON

The OneTouch buttons have names that identify their pre-set functions, such as OCR and PDF, but you can edit the names.

To change the button names:

1. Open the OneTouch Properties window.
2. Using the arrows, choose the button that you want to rename.
3. Select the name's text and type a new name.

Click the arrows to get to the button to rename, then select the name text.



Type a new name for the button.



4. Click **OK** or **Apply**.

The button is now renamed.

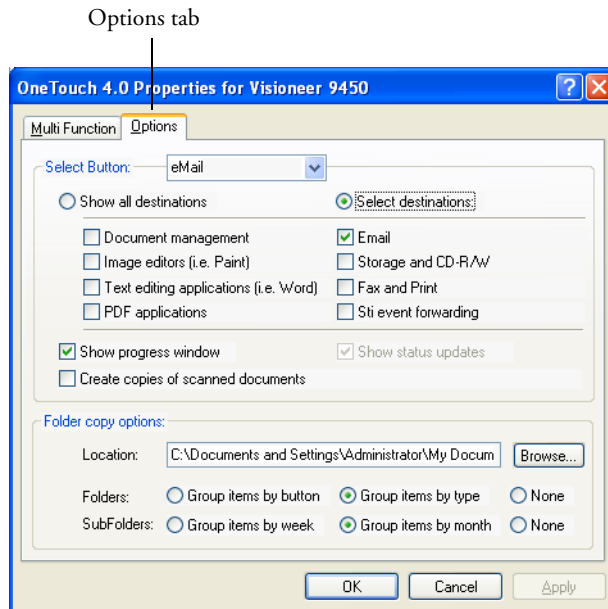


SELECTING OPTIONS FOR A BUTTON

The OneTouch Options determine the types of Destination Applications available for a button, as well as the location of the files of your scanned items.

To select options:

1. Open the OneTouch Properties window and click the **Options** tab.



2. Click the menu arrow and choose the button for new options.
3. Select button options as described below.

Show All Destinations—This option selects all the Destination Application categories. The list of Destination Applications available for the selected button will include all the applications on your computer that fall into these categories. This is the default selection for Button 8 (Custom). The list also includes printers and other devices connected to your computer so, for example, you can scan an item and have it printed immediately.

Select Destinations—Select this option to individually choose the types of applications to include in the list of Destination Applications. Check the boxes for the type of application to include.

- **Document Management** includes PaperPort and other applications for processing and keeping track of your scanned documents.
- **Image Editors** include Microsoft Paint and other drawing and graphics applications.
- **Text Editors** include Microsoft Word and WordPad, Microsoft Excel, and other word processing and spreadsheet applications. Select this option if you want OCR processing to convert your scanned documents to text that you can edit.
- **PDF applications** are for documents scanned to PDF format.
- **Email** includes Microsoft Outlook and other email applications. See “eMail Properties” on page 48 for details about attaching scanned documents to your email messages.
- **Storage and CD-R/W** is for either storing scanned documents in a folder, or sending them to a CD burner to create a CD containing the scanned documents. See “Transferring Scanned Documents to Storage” on page 84 and “Scan and Burn to a CD” on page 78 for details.
- **Fax and Print** is for sending your scanned documents directly to your printer or fax software for faxing.
- **Sti event forwarding** is for using another application’s interface for scanning. The OneTouch Event Forwarding dialog box opens so you can select which application to use to continue scanning. See “Scanning with Event Forwarding” on page 80 for details.

4. After selecting a new category of Destination Applications, click the **Multi Function** tab to see which ones are added to the list.

Show Progress Window—Select this option to display the progress window of the document(s) during scanning.

Create copies of scanned documents—Sometimes the image of a scanned document is only saved as a temporary file until its Destination Application is finished using it. In those cases you may want an additional, permanent copy saved on your hard drive.

For example, if you scan a picture to an email application, the scanned image is saved as a temporary file, then attached to the email, and the email is sent. Later, the temporary file of the scanned picture is deleted. The same situation may occur when you scan directly to a printer or scan to a fax application. After a scanned item is printed or faxed, its temporary file is deleted. However, by selecting this **Create copies of scanned documents** option, you can choose to save permanent copies of the scanned items on your hard drive.

The copies will be saved in the folder specified in the Folder Copy Options section (see the figure on page 59 and the description below).

You can selectively choose the types of Destination Applications that will have their scanned images saved permanently. For example, if your computer is connected to multiple printers and fax machines, each one is considered a separate Destination Application. By selecting the **Fax and Print** box and clicking the **Create copies of scanned documents** option, every scanned document you fax or print from the scanner is also saved as a permanent file on your hard drive.

This option is not available if either the **Document Management** or **Storage and CD-R/W** options are selected because, by default, file copies for those types of Destination Applications are already automatically saved in the folder for copies.

For that reason, this option is not available for the default settings of Buttons 1 and 2. Those buttons have PaperPort as their Destination Applications, and PaperPort is a **Document Management** application.

Likewise, the option is also not available for the default setting of Button 7, Archive, because it is set as Transfer to Storage with the Destination Application type set as **Storage and CD-R/W**.

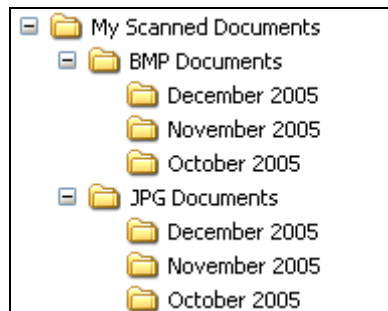
Folder Copy Options—This section of the dialog box sets the location for copies of your scanned documents and how you want to group them.

All copies of your scanned documents, regardless of type of Destination Application, are saved in this folder.

Note that if the Button selected at the top of the dialog box is set to **Transfer to Storage** as the Destination Application, and the type of application is **Storage and CD-R/W**, (such as Button 7), the location in this section is where your scanned documents are stored. When you use the OneTouch 4.0 **Burn to CD** feature, the location is where scanned documents are stored before they are burned onto the CD.

Click the **Browse** button and find the folder for the copies. Select the grouping option for the documents. The Group by button option groups the documents under the name of the OneTouch button. For example, if the button is named Printer, the documents are grouped under the name Printer. Group by type arranges the scanned documents by the type of file, such as .doc or .jpg. If you also want to group them by date you can choose the week and month options.

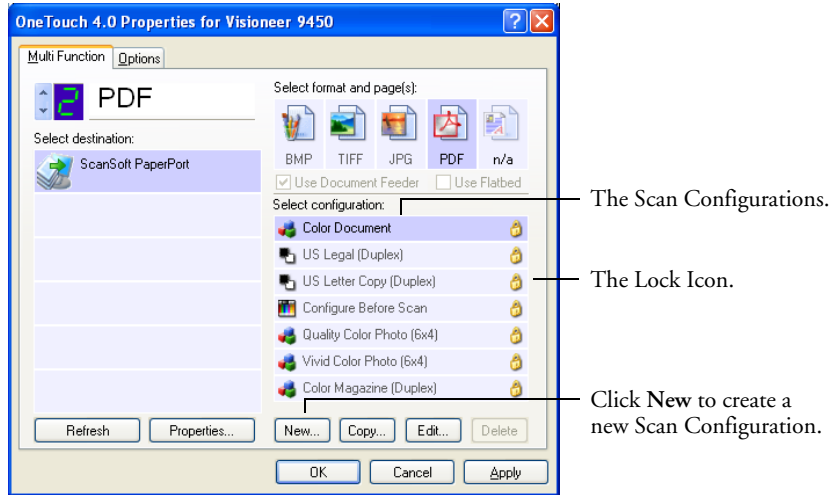
The following example shows the folders when the selections are **Group items by type** and **Group items by month**.



5. Click **OK** to save the options for the selected button.

CREATING A NEW SCAN CONFIGURATION

The scan configurations are where you select the scanning resolution, brightness, mode (color, black&white, or grayscale), and a number of other settings.



Note the lock icon on the preset configurations. Although you can unlock and edit the preset configurations, we recommend that you leave them locked, and only add new configurations. That way, you will always have the original factory-set configurations available.

To create a new configuration:

1. Open the OneTouch Properties window and make sure the **Multi Function** tab is selected.
2. Scroll through the applications in the Select Destination list and click the type of application for which you want to create a new scan configuration.

When you create a new scan configuration, it will be listed for the buttons that are set for the same types of Destination Applications. For example, if you create a new configuration for a button that is set to show image editor applications, that new configuration is also listed for any other buttons set for image editors, but not for

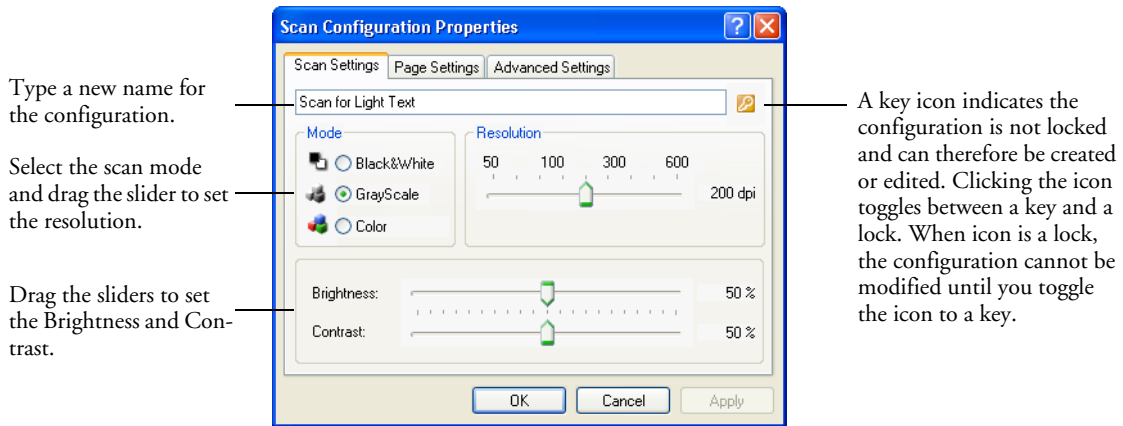
buttons set for text editing applications. Thus, you can create specific sets of scan configurations for specific functions and they are listed only when appropriate.

3. Click the **New** button.

If you want to start from the settings of another configuration, select the configuration, then click the **Copy** button.

If the **Scan Settings** tab is not selected, click it.

4. On the Scan Configuration Properties dialog box, type a name.



Note: If you select a printer or other device in the Select Destinations list, the dialog box may have an additional Device Settings tab for setting specific options for the particular device.

5. Select scan settings for the new scan configuration.

Mode—Select a scanning mode:

- **Black&White** to scan in black and white. For example, letters and memos are usually scanned in black and white. This scan mode produces the smallest file size.
- **GrayScale** to scan items such as documents containing drawings or black and white photographs. The scanning produces an image of up to 256 shades of gray.
- **Color** to scan color photographs and other color items. Color scans have the largest file size.

Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

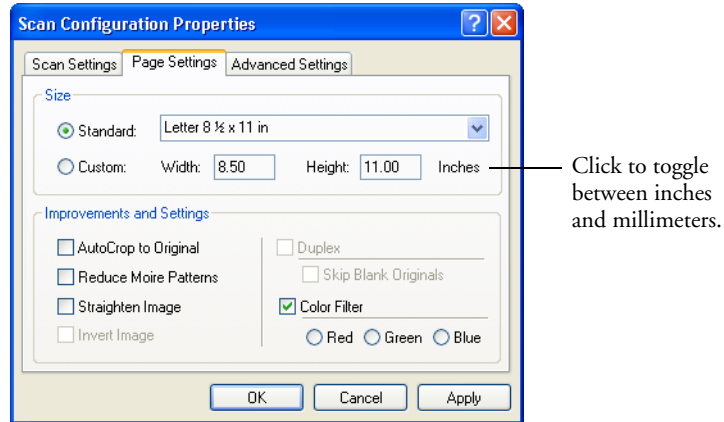
Brightness and Contrast—Sometimes an item is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

Brightness refers to the lightness or darkness of the image. Contrast is the range between the darkest and lightest portions of the image. The greater the contrast, the more difference between the lighter and darker shades in the image.

Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to Black&White mode.

6. If you want to lock the configuration, click the key icon to change it to a lock.

7. Click the **Page Settings** tab to select page settings.

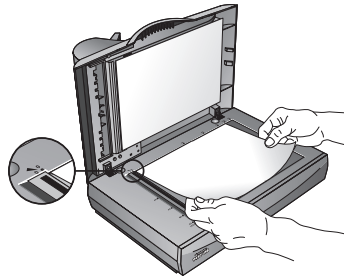


Size—Click **Standard**, click the menu arrow and choose a page size from the list, or click **Custom** and enter the horizontal and vertical page dimensions in the boxes. The maximum size for items scanned with the Automatic Document Feeder is 8.5" x 14". The maximum size for items scanned on the Flatbed glass is 8.5" x 11.69". The units of measurement can be inches or millimeters. Click the name of the units, inches or millimeters, to toggle between them.

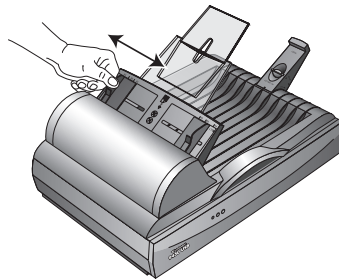
Improvements and Settings—Only the options that apply to the selected Destination Application are available.

- **AutoCrop to Original**—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you scan a 5" by 7" photo, the scanner will determine the size of the photo.

When using the **AutoCrop to Original** option for a single page on the Flatbed Glass, make sure to align the top left corner of the item with the arrows at the top left corner of the Flatbed Glass.



When using the **AutoCrop to Original** option with the Automatic Document Feeder, make sure to adjust the paper guides on the scanner so the page is not skewed when it feeds into the scanner. Skewed pages may not scan properly and the autocropped image may not be correct.

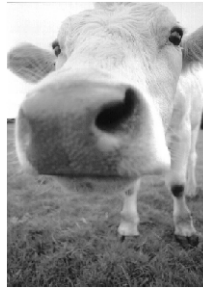


- **Reduce Moire Patterns**—Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations.

Selecting **Reduce Moire Patterns** will limit or eliminate moire patterns in the scanned image. This option is only available for the Grayscale or Color Mode at 300dpi or less.

- **Straighten Image**—Select this option to let the scanner automatically determine if a page is skewed, then straighten its image. The scanner detects page edges and can sense when the page is fed through at an angle. However, if the page is fed through at too great an angle, the image may not scan correctly. In that case, re-scan the page using the paper guides to feed the paper in straight.
- **Invert Image**—Only available for Black&White Mode, this option reverses the black and whites of an image.

Original Image



Inverted Image



- **Color Filter**—Color filter is the ability of your scanner to automatically remove a color from a scanned item. For example, if you are scanning a letter with a red watermark, you can choose to filter out the red so the scanned letter just shows the text and not the red watermark. Color filter applies to Black&White or Grayscale Mode.

The original with a red watermark over black text.

Marketing

ABC Inc. distributes and sells its product worldwide through CEMOCMs, and distributors. As of June 1999, ABC has employed over 21 well trained marketing, sales, and support personnel.

To better serve its customers, ABC has assigned an account manager for each of its CEMOCM customers. These account managers are responsible for effectively coordinate the outstanding issues in sales, manufacturing, or development and ensure the status of each customer's product is properly monitored. Our goal is to achieve and maintain complete customer satisfaction.

The scanned item with the red filtered out.

Marketing

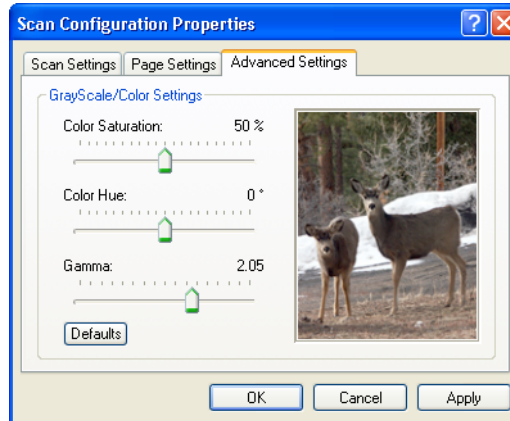
ABC Inc. distributes and sells its product worldwide through CEMOCMs, and distributors. As of June 1999, ABC has employed over 21 well trained marketing, sales, and support personnel.

To better serve its customers, ABC has assigned an account manager for each of its CEMOCM customers. These account managers are responsible for effectively coordinate the outstanding issues in sales, manufacturing, or development and ensure the status of each customer's product is properly monitored. Our goal is to achieve and maintain complete customer satisfaction.

8. Click the **Advanced Settings** tab.

The options of the Advanced Settings tab are for the Color or Grayscale scanning mode.

Saturation is the strength or purity of a color, hue is the color your eyes see as reflected from the image, and gamma controls the brightness of the midtones of the color.



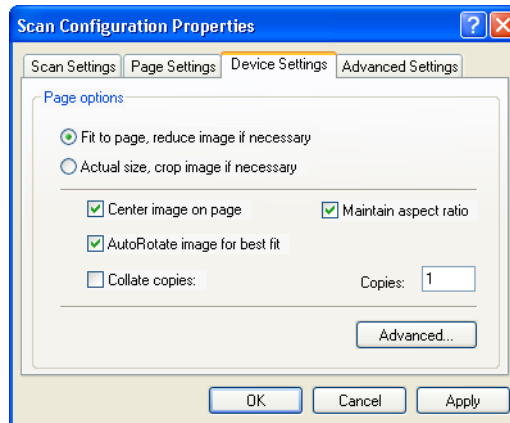
9. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.
10. Click **OK** to save the new configuration.

It will now appear in the list of Scan Configurations on the OneTouch Properties window for the appropriate Destination applications.

THE DEVICE SETTINGS TAB

A Device Settings tab appears on the Scan Configurations dialog box when your selected Destination Application sends the scanned image to a printer, fax application, or other device. You use the options on the Device Settings tab to select settings for the device.

1. Click on the **Device Settings** tab.



Fit to page, reduce image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be reduced to fit the page.

Actual size, crop image if necessary—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be cropped around its edges to fit on the page.

Center image on page—The image will be printed in the center of the page instead of at the top right corner.

Maintain aspect ratio—The aspect ratio is the length-to-width relationship of the image's dimensions. Select this option so the image's relative proportions remain constant.

AutoRotate image for best fit—If the image is a Landscape format and the device is printing in the Portrait mode, or vice versa, rotate the image to fit on the page.

Collate copies—If you're printing more than one page, collate the

copies. Enter the number of copies in the **Copies** box.

Advanced—Click to see additional settings for the device. The dialog that opens is specific to the device. For example, if the device is your printer, the dialog box is your printer's setup settings.

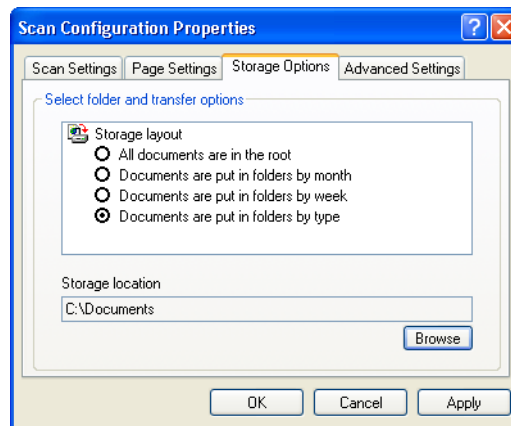
2. Click **OK** or **Apply**.

THE STORAGE OPTIONS TAB (ARCHIVE)

A Storage Options tab is on the Scan Configurations dialog box when the selected Destination Application is set as Transfer to Storage. You use the options on this tab to select where you want to save your scanned items for storage when scanning with that particular Scan Configuration. Button 7 is set as the default Archive button for scanning to storage, with Transfer to Storage as the destination. So if you want to have the Scan Configuration apply to Button 7, switch to it first before creating the new Scan Configuration.

Note: The selections you make using the Storage Options tab override the storage options that apply to the Storage Properties. This means that you can create separate Scan Configurations to store scanned items at various locations in addition to the main location set by the Storage Properties. See “Storage Properties” on page 46 and “Transferring Scanned Documents to Storage” on page 84 for more details.

1. Click on the **Storage Options** tab.



2. Click the Storage Layout options you want.

All documents are in the root—The scanned documents are saved in the root of the folder specified in the Storage Location.

Documents are put into folders by month, week, or type—Folders are created based on your selection (month, week, or type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

3. Click the **Browse** button to specify the location to store the scanned documents, or type a location directly into the box.
4. Click **OK** or **Apply**.

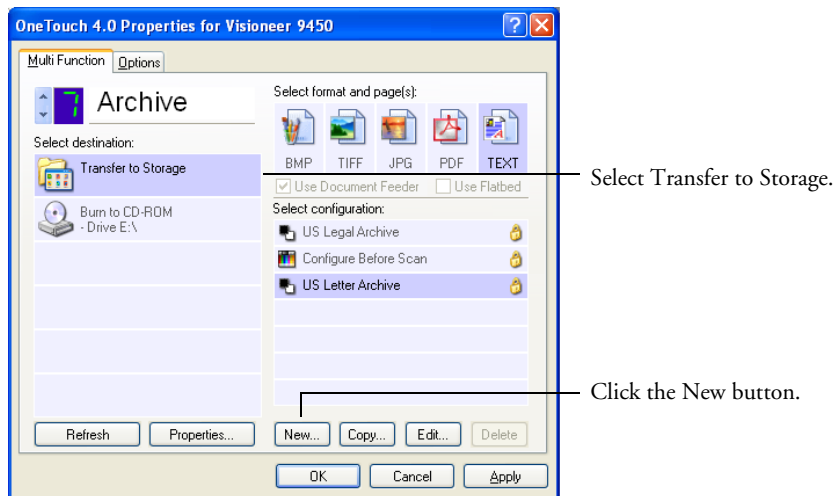
SCANNING TO MULTIPLE FOLDERS

When archiving documents with the Transfer to Storage option, you can scan them to multiple folders. For example, one folder might be for “Business Receipts,” a second folder might be for “Personal Receipts,” and a third folder might be for “Annual Receipts.”

To scan to multiple folders, you create multiple scan configurations with Transfer to Storage as the Destination Application, and assign each scan configuration to one of the buttons.

Setting up multiple folders for transfer to storage:

1. Using Microsoft Windows, create the folders that you want to use for storing scanned items. Note that you can also create the folders later while creating the new scan configurations.
2. Open the OneTouch Properties window.
3. Select **Transfer to Storage** as the Destination Application.
4. Click the **New** button.

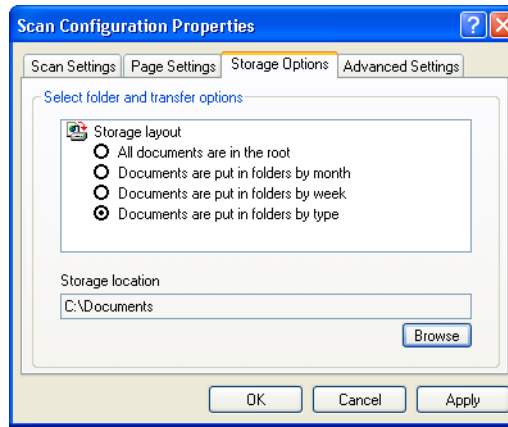


The Scan Configuration Properties dialog box opens.

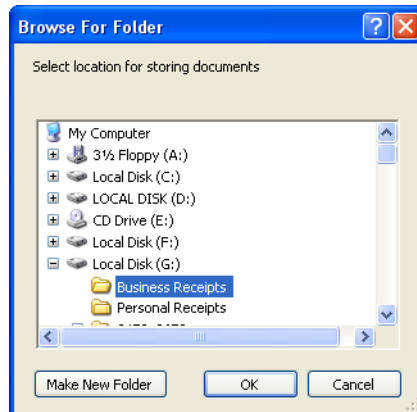
5. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.

To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as “Storage for Business Receipts.”

6. Click the **Storage Options** tab.

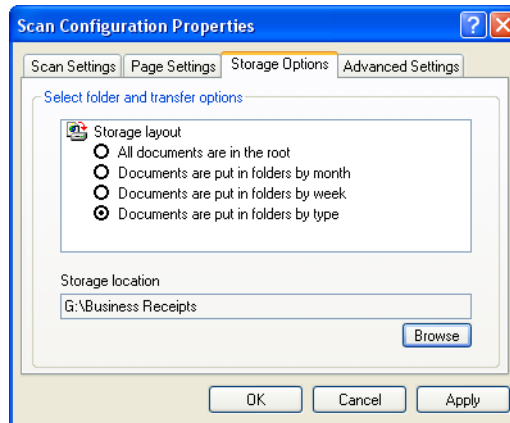


7. Click the **Browse** button.
8. Select the folder you created for storing the scanned documents.



If you haven't created the folder yet, you can click the **Make New Folder** button and type the name for the new folder.

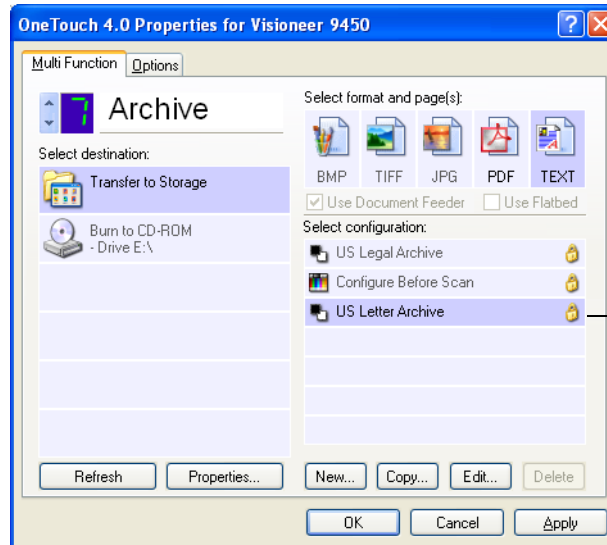
9. Click **OK**. The selected folder will now be set as the Storage Location, such as “Business Receipts.”



10. Click **Apply**. The new configuration is now listed as a Transfer to Storage configuration.
11. Repeat the process to create additional new configurations, such as one named “Storage for Personal Receipts.”

12. Make sure to designate separate folders as the Storage Locations for the new configurations.

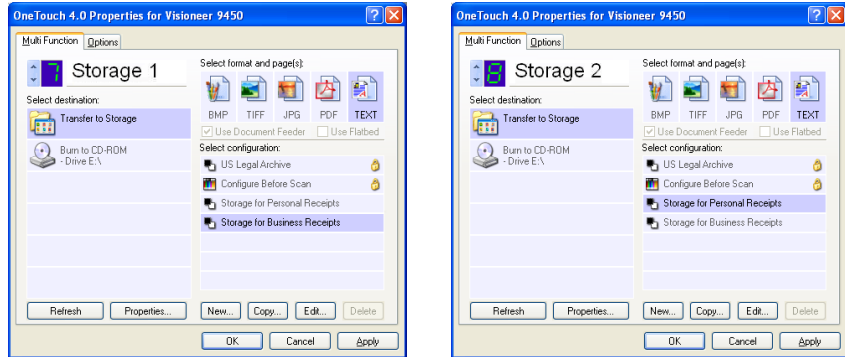
You will now have multiple configurations set up for the Transfer to Storage destination, and each configuration scans documents to separate folders.



The new configurations apply to the Transfer to Storage Destination Application.

13. Now click the arrow buttons to select a button for each new configuration. Click **Apply** to set that button for that configuration.

The following examples show that buttons 7 and 8 have been set to scan to each of the new configurations.



Note that the button names have also been changed to Storage 1 and Storage 2 to remind you that both send documents to storage, but to different locations. To change button names, see “Renaming a OneTouch Button” on page 55.

Scan to multiple storage folders:

1. Insert the documents you want to scan to multiple storage folders.
2. Open the OneTouch Panel and click the arrows to get to one of the buttons set up for scanning to storage.
3. Click the button on the OneTouch Panel.
4. When scanning is finished, re-insert the documents and click the arrows on the OneTouch Panel to get to the next button you have set up for scanning.
5. Click that button on the OneTouch Panel.

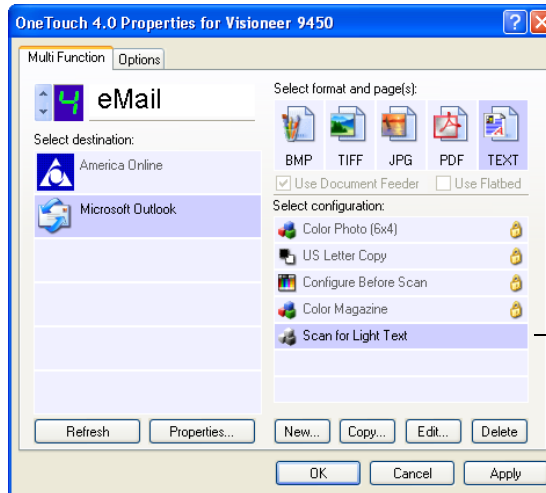
When scanning is finished, the documents are stored in the two separate folders.

EDITING OR DELETING SCAN CONFIGURATIONS

Note: Your scanner comes with a number of configurations pre-set at the factory. We recommend that you keep those configurations locked and do not edit or delete them. That way, you will always have the factory-settings available. If you do edit or delete them, and want to get the factory pre-sets back again, you will need to uninstall then re-install your scanner.

To edit or delete a scan configuration:

1. Open the OneTouch Properties window.
2. Select the scan configuration you want to edit or delete.



3. To delete the configuration, click the **Delete** button.

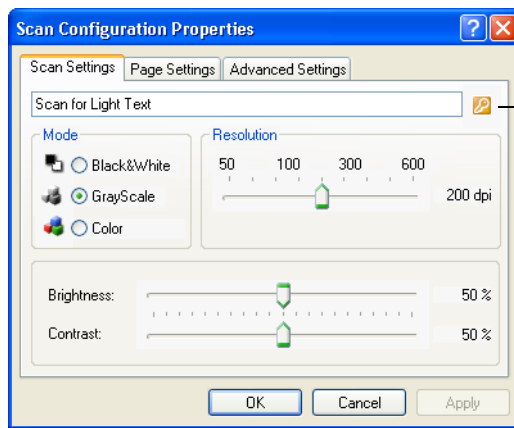
Note: If the Delete button is not available, the selected configuration is locked and cannot be deleted. You must first click the **Edit** button and unlock the configuration, as explained in the next step.

4. To edit the configuration, click the **Edit** button.

The Scan Configuration Properties dialog box opens for that configuration.

You can make changes to a configuration, but for the changes to be saved, the configuration must first be unlocked.

Click the lock icon to unlock the configuration. Clicking it toggles between locking and unlocking the configuration. The key icon indicates the configuration is unlocked.



Click the Key/Lock icon to toggle between locked and unlocked.

5. Edit the settings and click **OK**.
6. Click **OK** to close the dialog box.

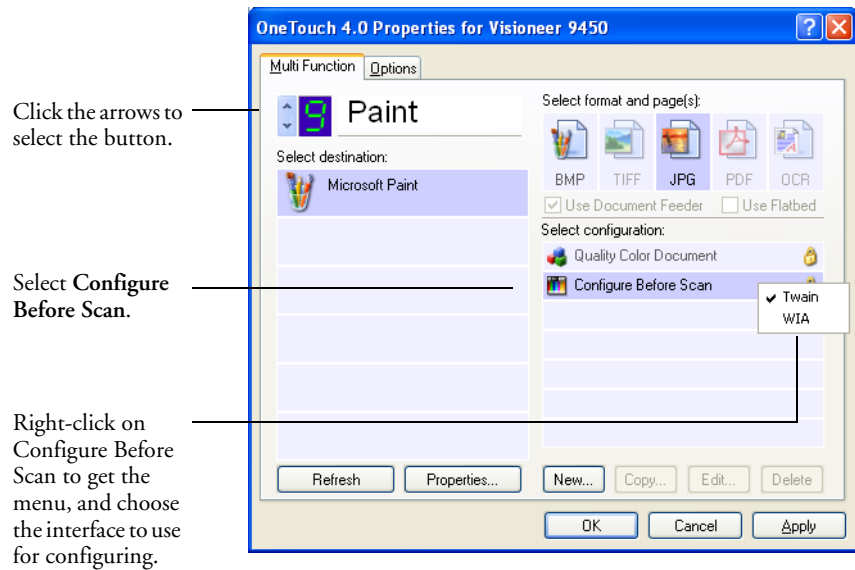
CONFIGURING BEFORE SCANNING

You can manually configure the scan settings before beginning the scanning process. In that case, you select Configure Before Scan as the Scan Setting. When you press a scan button, one of the scanning interfaces opens for you to set the scanning options.

To configure before scanning:

1. Open the OneTouch Properties window.
2. Using the arrows, choose the button that you want to set to configure before scanning.

3. Select the scan configuration **Configure Before Scan**.



4. Right-click on **Configure Before Scan** and choose an interface to use for scanning.

TWAIN—The TWAIN Interface opens for you to configure the scanning. See “Scanning with the TWAIN Interface from PaperPort” on page 93.

WIA—The Windows Image Acquisition Interface (WIA) opens for you to configure the scanning. See “Scanning from the WIA Interface” on page 119.

Note: The WIA option is only available if your computer is running Microsoft Windows XP.

5. Click **OK** or **Apply** on the OneTouch Properties window.

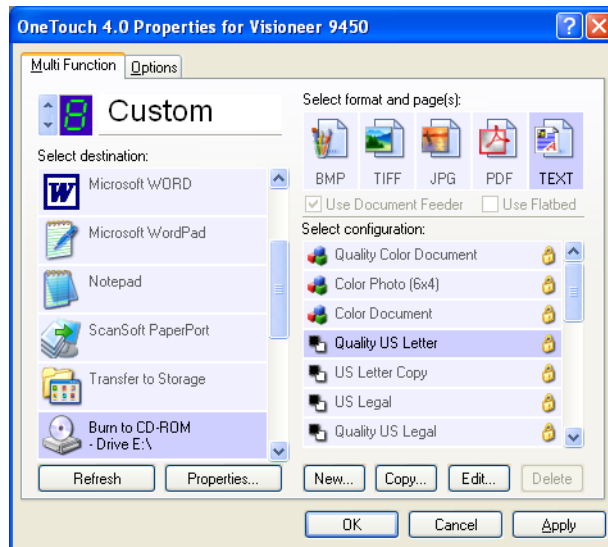
SCAN AND BURN TO A CD

If you have a CD burner attached to your computer, you can scan directly from your Visioneer 9450 scanner onto a CD. This feature is available only on computers running Windows XP.

To scan and burn to a CD:

1. Put a blank CD into your computer's CD Drive.
2. Open the OneTouch Properties window.
3. Using the arrows, choose a button to use for scanning and burning to a CD.
4. Select **Burn to CD** as the Destination Application.

The Burn to CD Destination Application is only available if you have a CD burner attached to your computer, but you do not need to have a CD in the burner to select the destination.



5. Choose a Page Format and a Scan Configuration.
6. Click **OK**.

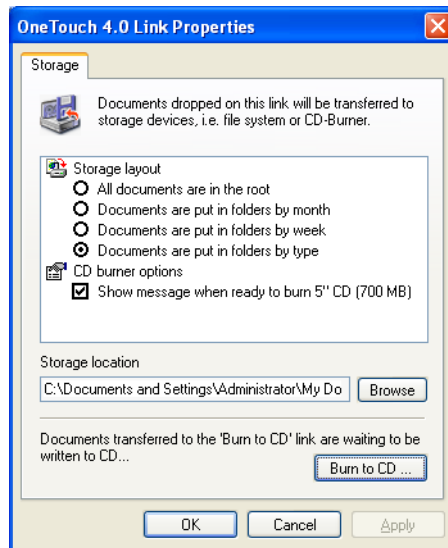
The OneTouch Properties window closes.

7. Now start scanning using the button you selected to use to scan and burn to CD.

When scanning is finished, a bubble message on the screen tells you that files are waiting to be burned to the CD.

8. Open the OneTouch window and make sure that the **Burn to CD** Destination Application is still selected and click the **Properties** button.

The OneTouch 4.0 Link Properties window opens.



9. Make sure a CD is in the CD burner.
10. Click the **Burn to CD** button.

The CD burner begins and your scanned documents are written to the CD.

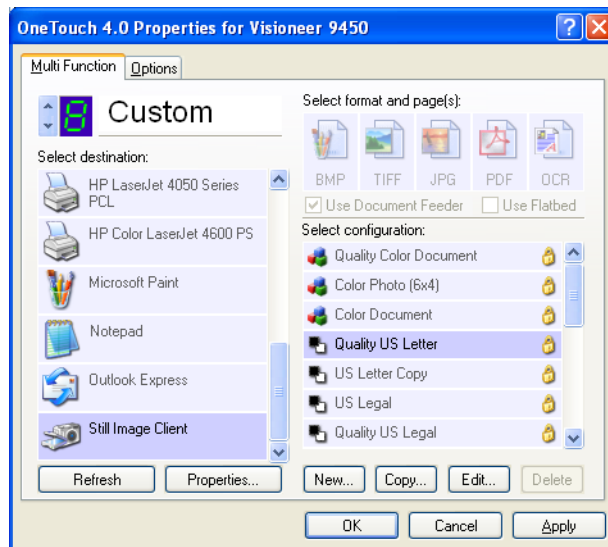
SCANNING WITH EVENT FORWARDING

If you want to specify an application to use for scanning at the start of the process, you can use event forwarding. The scanner will feed in the first page, but will then stop until you select the application to use. After you select the application, its interface will open and you can use it to continue with the scanning.

To scan with event forwarding:

1. Open the OneTouch Properties window.
2. Using the arrows, choose a button to use for the event forwarding.
3. Select **Still Image Client** as the Destination Application.

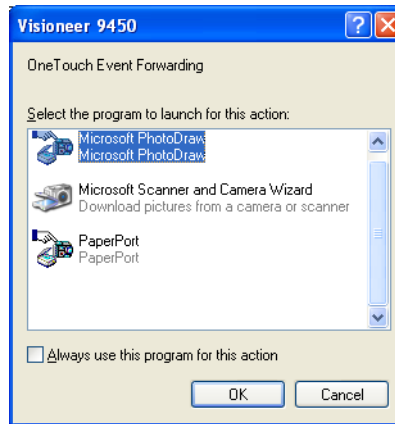
Note that you cannot choose a page format for this option because the actual destination application is not selected until after the scanner feeds in the first page of your document.



4. Choose a Scan Configuration.
5. Click **OK**.

The OneTouch Properties window closes.

6. Start scanning using the button you selected for event forwarding.
A dialog box opens for you to select the application to use for scanning.



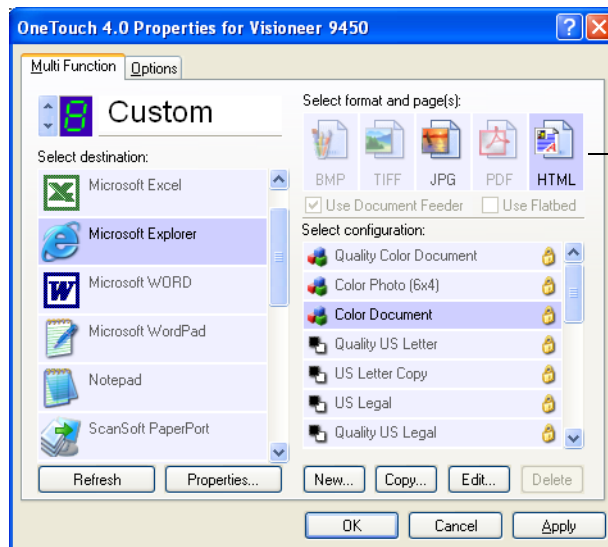
7. Select the application in the box and click **OK**.
Now the application you selected opens and you can continue the scanning from that application's TWAIN interface.

CREATING AN HTML WEB PAGE FROM YOUR SCANNED DOCUMENTS

If you scan a document, whether a single page or multiple pages, you can have the pages converted directly to html formatted pages for posting directly to your web site. Those pages are then viewable by visitors to your web site without the need for any internet plug-ins or other special processing. This is, essentially, from your scanner to a web-ready format in one automatic step.

To scan and create an HTML web page:

1. Open the OneTouch Properties window.
2. Using the arrows, choose Button 6 (OCR), or any other button that has Microsoft Explorer as one of its Destination Applications.
3. Select **Microsoft Explorer** as the Destination Application.
4. Choose **HTML** as the Page Format.



5. Choose a Scan Configuration that has the settings for the image on the HTML page.

For example, if you want the image to be in color on the HTML page, choose a color configuration.

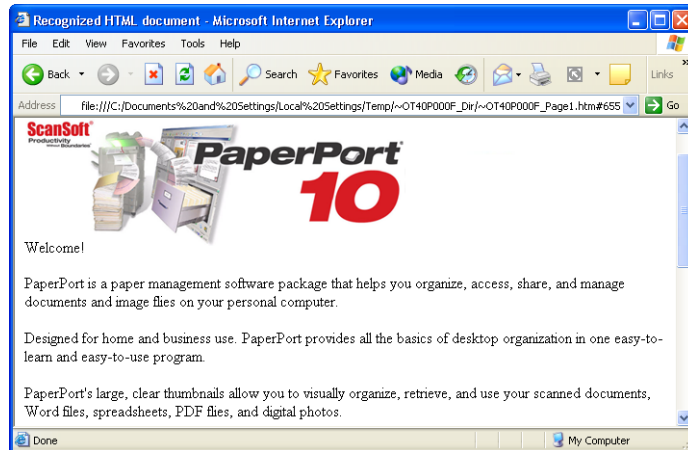
6. Click **OK**.

The OneTouch Properties window closes.

7. Now on the OneTouch Button Panel, click Button 8 (or if you used another button, click it).

When scanning is finished, the document is first converted to editable text using the OCR process, then is converted into an HTML format. Microsoft Internet Explorer then opens showing your converted page.

Note: Depending on the complexity of the document, its conversion to the HTML format may take a few moments.



8. Choose **Save As** from the Internet Explorer **File** menu, give the page a name, and save it in the location you use for your web page files.

You may also want to write down the address shown in the Address bar to make sure you'll know where to find your new HTML page later on.

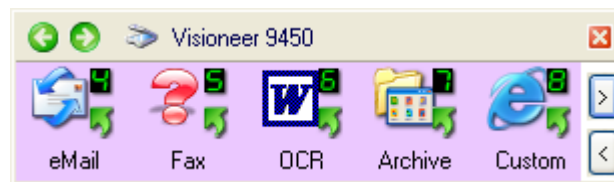
9. You can now use Microsoft Internet Explorer or other application to post the document to your web page as you would any other HTML page.

TRANSFERRING SCANNED DOCUMENTS TO STORAGE

With the Transfer to Storage scanning process, you can scan documents and save them in a folder in one step. The process is ideal for archiving documents without having to manually save or process them in any other way. If you choose a text format for the file format, the documents are also automatically converted by the OCR process into editable text and numbers before being stored.

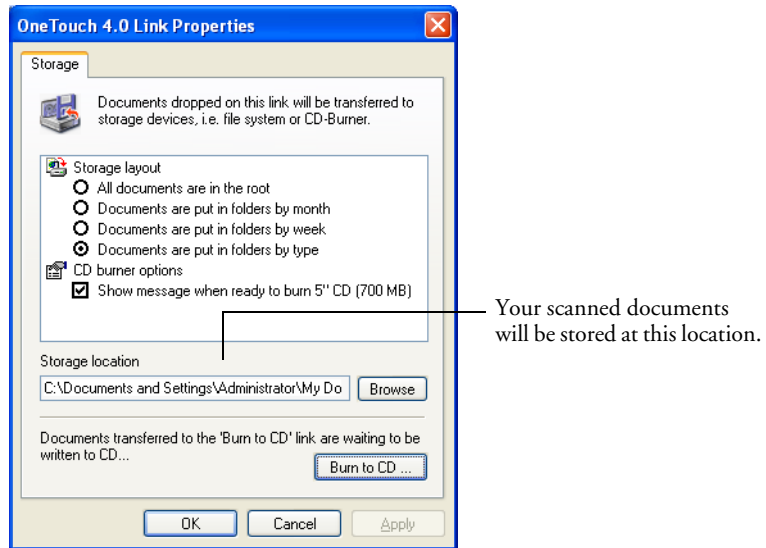
Note: OneTouch Button 7 is preset as your Archive button. But you can also set up any other button to scan to Archive the text.

1. On the OneTouch Panel, click the arrows to see Button 7, then click Button 7.



Click the arrows until Button 7 is on the panel, then click it.

Your scanned pages are stored in the location that you specified on the OneTouch 4.0 Link Properties window.



To Use OCR Before Transferring to Storage

If the documents you want to transfer to storage are text documents or spreadsheets, you can have them converted by the OCR process prior to being stored.

1. Open the OneTouch Properties window.
2. Using the arrows, choose Button 7 (Archive), or any other button if it is set up with Transfer to Storage as one of its Destination Applications.
3. Choose a text format as the file format.
4. Choose a Scan Configuration.
5. Click **OK**.

The OneTouch Properties window closes.

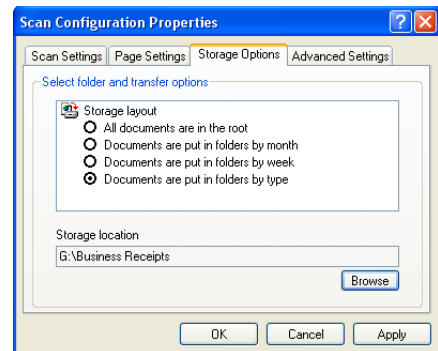
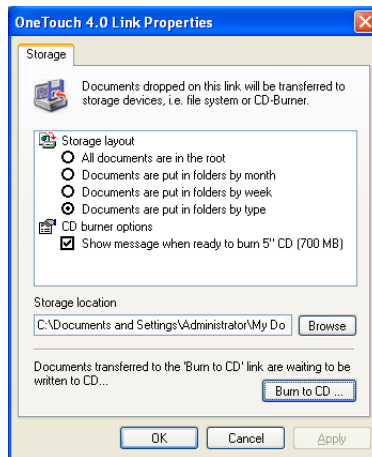
6. Now start scanning using Button 7 (or other button you set up for archiving).

When scanning is finished, the documents are saved in the text file format and in the location you specified.

TO TRANSFER DOCUMENTS TO A SERVER OR MAPPED DRIVE

When selecting the storage location for scanned documents, you can select a local folder, or a folder on a server or mapped drive. You select a mapped drive using the **Browse** button.

1. See “Scanning to Multiple Folders” on page 70 or “Transferring Scanned Documents to Storage” on page 84 for the steps to select the Transfer to Storage options.
2. On either the OneTouch 4.0 Link Properties window, or from the Scan Configuration Properties window, click the **Browse** button.



The Browse For Folder window opens.

3. Select a storage location on the mapped drive or server for the scanned documents.

Servers and mapped drives are represented by an icon that indicates its network connection.



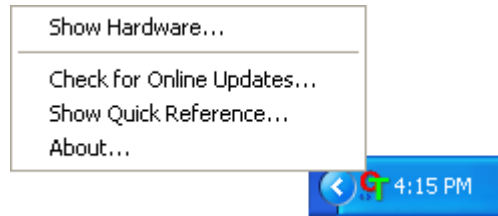
Select a mapped drive or server as indicated by the icon.

4. Click **OK**.

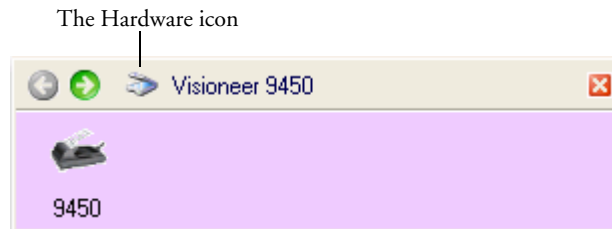
Now when you scan using Transfer to Storage as the Destination Application, the documents are stored on the server or mapped drive.

CHECKING THE HARDWARE AND SETTING THE LAMP POWER SAVING

1. Right-click on the OneTouch icon and choose **Show Hardware** from the pop-up menu.

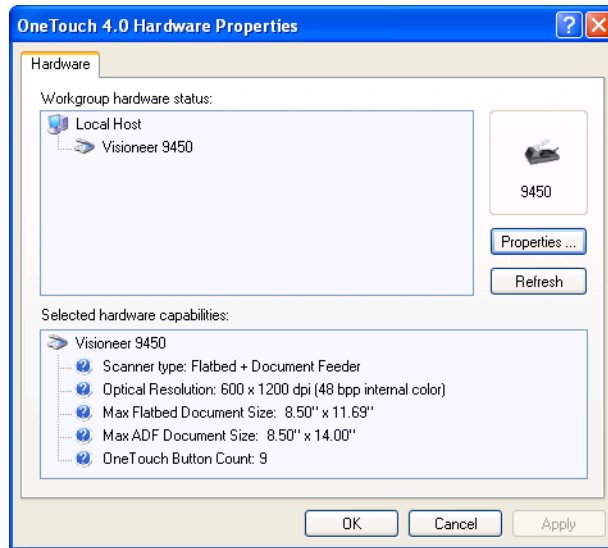


You can also click the scanner icon at the top of the OneTouch Button Panel.

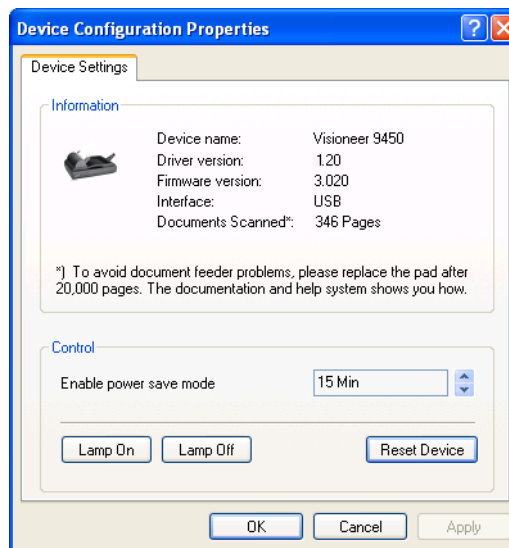


If the Hardware View of the panel is open you can also right-click on the 9450 icon.

The Hardware Properties dialog box opens and shows information about your Visioneer 9450 scanner.



2. Click the **Properties** button.



Your scanner has a built-in power saving feature that is set to power down after 15 minutes of idle time. You can change the time before the scanner powers down, from 10 minutes to a maximum of 10 hours.

3. Click the arrows for the Lamp timeout setting and choose a time.

To turn the lamp on and off manually without turning off power to the scanner, click the **Lamp On** or **Lamp Off** buttons.

To return the scanner to its factory settings, click **Reset Device**.

4. Click **OK** to save the changes and close the dialog box.

Scanning from the TWAIN Interface

Instead of using the OneTouch Button Panel to scan, you can scan from the TWAIN interface. The PaperPort application that you received with your scanner uses the TWAIN interface for scanning. This scanning method is particularly helpful when you're using PaperPort to file and save scanned items, or if you want to adjust scanning settings prior to scanning.

A Note About Your Scanner and the TWAIN standard: TWAIN is a widely recognized standard that computers use to receive images from scanners, digital cameras, and other digital devices. This guide shows how to scan with the PaperPort TWAIN interface, but many other graphics and imaging applications also comply with the TWAIN standard, so you can use your scanner with those applications too. To use your scanner with other TWAIN software, please refer to their user guides.

Note: If the OneTouch configuration you are using to scan is set to **Configure Before Scan**, and the selected option is **TWAIN**, the TWAIN interface opens right away without opening PaperPort first.

GETTING HELP WITH THE PAPERPORT SOFTWARE

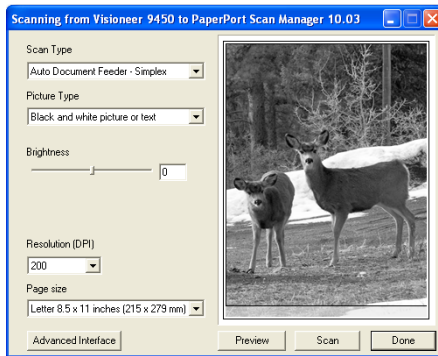
The PaperPort software includes a complete set of help topics that answer questions about each feature of the software. To open the Help Topics window, press the **F1** key or choose **PaperPort Help** from the **Help** menu.

You can also refer to the *PaperPort Getting Started Guide* and *PaperPort User's Guide* on the CD.

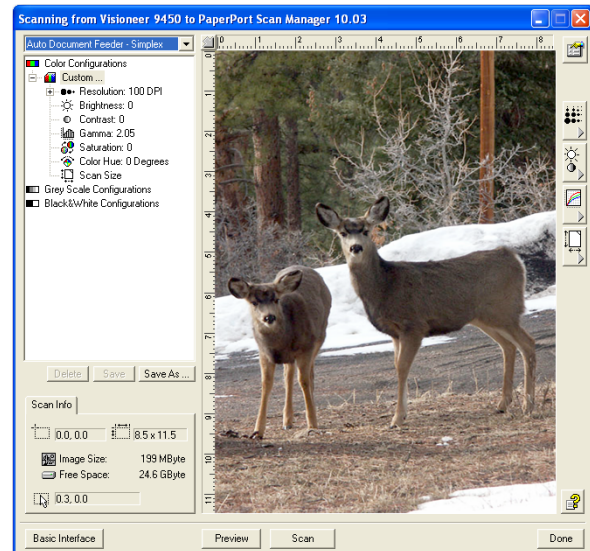
THE TWO TWAIN INTERFACE OPTIONS

When scanning with TWAIN, you have two interface options:

- **Basic Interface**—Use the Basic Interface if you don't need to make many adjustments to the image before scanning. You can adjust brightness, contrast, resolution, page size and picture type. You can also choose to scan from the ADF or Flatbed. See “Scanning from the TWAIN Basic Interface” on page 96.
- **Advanced Interface**—The Advanced Interface includes all the settings of the Basic Interface, plus a wide range of more advanced settings, such as color saturation, gamma, and hue. See “Scanning from the TWAIN Advanced Interface” on page 100.



The **Basic Interface** has the settings for scanning typical documents.



The **Advanced Interface** has all the scan settings of the Basic Interface, plus a range of additional settings for more advanced image adjustment.

Basic Interface

Advanced Interface

To switch between the Basic and Advanced Interfaces, click the **Basic Interface** or **Advanced Interface** button.

SCANNING WITH THE TWAIN INTERFACE FROM PAPERPORT

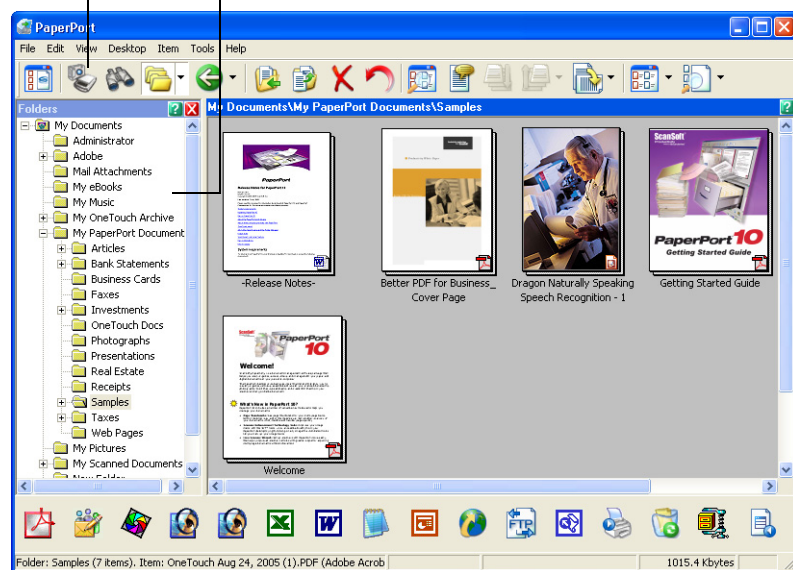
The instructions in this section are for scanning with the TWAIN interface in the PaperPort application.

To scan an item in PaperPort using the TWAIN interface:

1. On the Windows taskbar, click **Start**, point to **Programs**, point to **ScanSoft PaperPort**, then click **PaperPort**.

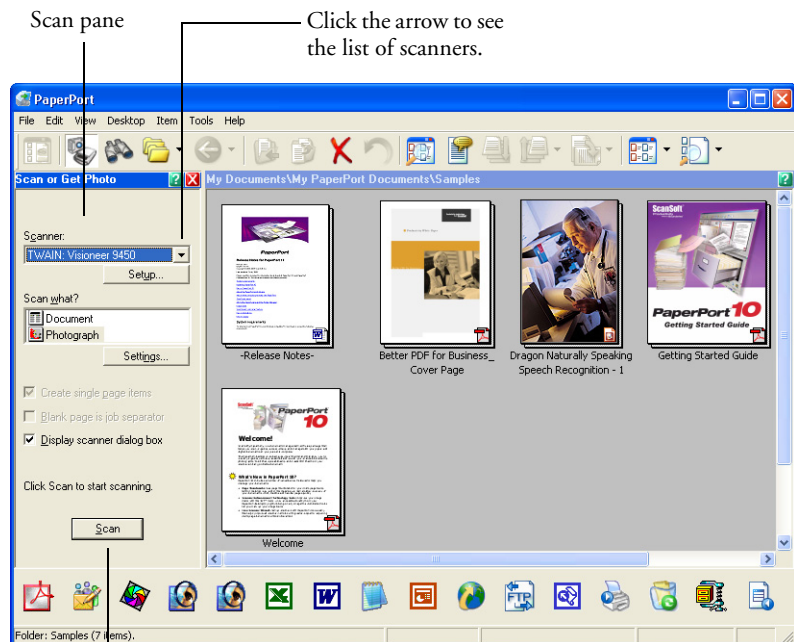
The PaperPort desktop opens.

Scan icon Folders pane



2. Click the **Scan** icon on the PaperPort command bar.

The Folders pane (which shows folders for organizing your scanned images) is replaced by the Scan pane.



If this Scan button is not active, see the section on page 114 to setup your computer.

Note: Please wait a few moments for your selection from the drop-down list to become active. This delay only occurs the first time you select from the list while PaperPort initializes the scanner. Later on, the scanner initializes immediately when you select it from the list.

Note: If the Scan button at the bottom of panel is not available when you make a selection from the Scanner drop-down list, your computer needs to be setup to use the scanner. See the section, “Setting Up Your Scanner to Work with PaperPort” on page 114.

3. Click the Scanner drop-down arrow, and select **TWAIN: Visioneer 9450** from the drop-down list.

4. In the “Scan what?” section, choose to scan a **Document** or **Photograph**.

If you want to change the format of the scanned item’s file name or file type before you start scanning, click **Settings**. The default file type for documents is .pdf and the default for photographs is .jpg. See the *ScanSoft PaperPort User’s Guide* for more information about the PaperPort Settings.

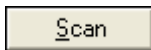


5. When scanning documents, use the **Create single page items** check box as follows:

- When the check box is selected, all pages in the Automatic Document Feeder are scanned, the TWAIN interface closes, and each page is placed on the PaperPort Desktop as an individual file.
- When the check box is not selected, the scanned pages are not placed on the PaperPort Desktop until you indicate the scanning job is finished by clicking **Done** on the **PaperPort-Scan** window. Multiple pages are “stacked” on the PaperPort Desktop if the type of image file can be stacked. Not all image file types can be stacked. See “The Create Single Page Items Check Box” on page 98 for more about the options. Also see the *ScanSoft PaperPort User’s Guide* for more information about stacks.

6. The option **Blank page is job separator** is for when you load several separate scanning jobs into the Automatic Document Feeder at the same time. Insert a blank page between them and each job will become a separate stack on the PaperPort Desktop when scanning is finished.

Please see the *ScanSoft PaperPort User’s Guide* for more information about this option.

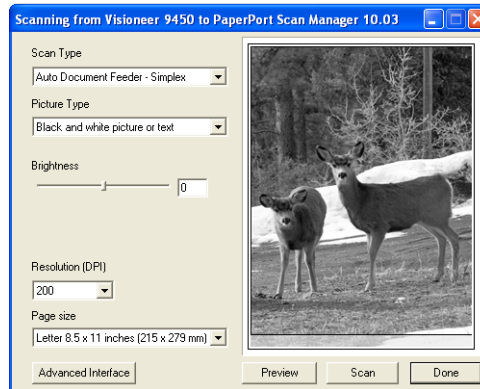


7. Click the **Scan** button on the Scan pane.

The TWAIN Basic Interface or the Advanced Interface opens. The interface that opens is the one you previously used to scan.

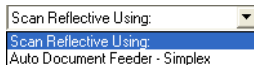
SCANNING FROM THE TWAIN BASIC INTERFACE

The Basic Interface can scan a preview of the image so you can adjust its appearance before scanning the final image. After adjusting the appearance, you click the **Scan** button on the Basic Interface to scan the item.



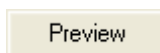
Click the Advanced Interface button if you would rather scan with the Advanced Interface.

To scan from the Basic Interface:



1. From the **Scan Type** menu, choose the option to scan:
 - **Scan Reflective Using**—Scans the document on the Flatbed.
 - **Auto Document Feeder-Simplex**—Scans one-sided documents from the Automatic Document Feeder.
2. Choose the color, grayscale, or black and white option from the **Picture Type** menu.

Note: If you want to preview the document before scanning from the ADF, make sure only one page is loaded into the scanner.



3. Click the **Preview** button.

The scanner scans the item and displays a preview image. You can now use the options on the Basic Interface to adjust the image.

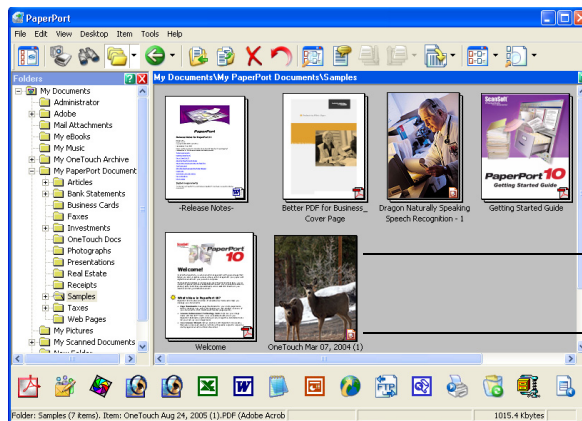
Note: If you want to preview a stack of pages, use one of the pages as a test page and load it into the scanner. Click the Preview button and adjust the scanner settings. Then replace the page on the stack at its original position and load the stack into the scanner. Then just click the Scan button.

4. Adjust the **Brightness**, **Contrast**, and **Resolution** until the picture is what you want. You can also change the picture type again, for example, from color to grayscale.
5. When you are satisfied with the preview image, remember to place the document into the ADF again if you're scanning a stack of pages. Click **Scan**.
6. When you're finished scanning items, click **Done** to close the Basic Interface.

If the **Create single page items** check box is selected on the PaperPort Desktop, you will see options to continue scanning. See "The Create Single Page Items Check Box" on page 98.

7. On the PaperPort Scan message box, click **Done**.

When scanning is complete, thumbnail images appear on the PaperPort Desktop.



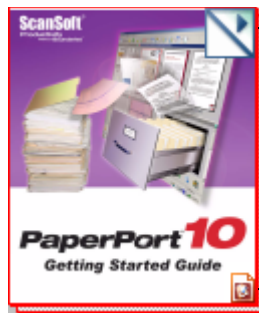
A thumbnail image of the scanned item appears on the PaperPort desktop

The small icon represents the file format, in this case the PaperPort format

ON THE PAPERPORT DESKTOP

Unless you changed it with the Settings option, the name of the scanned image is the day, date, and number of scanned items that day. For example, the second item scanned on a day is followed by a (2), the third by a (3) and so on. To change a name, click it to select its text and type a new name.

The thumbnail images of a stack of documents has “go to page arrows” at their top right corners so you can click to flip through the pages in the stack.



Click the arrows to flip through the stack's pages.

The small icon represents the file format, in this case the PaperPort format

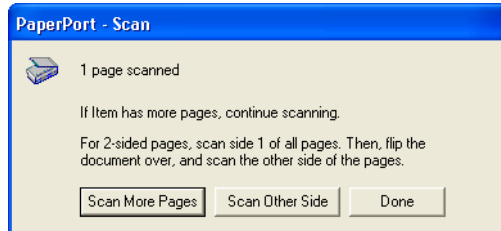
The small icon at the bottom right corner of the thumbnail image indicates the file format of the scanned item.

THE CREATE SINGLE PAGE ITEMS CHECK BOX



The **Create single page items** check box (on the PaperPort Desktop Scan Pane) provides the option to add additional items to a scanning job. When the check box is selected, all pages in the Automatic Document Feeder are scanned, the TWAIN interface closes, and each page is placed on the PaperPort Desktop as an individual file. If the check box is not selected (this is the default), this message box opens when you close the TWAIN Interface. When the check box is not

selected, all pages are scanned and placed in a stack on the PaperPort desktop. Note that some file types, such as JPEG, cannot be stacked. In that case pages are placed on the PaperPort desktop as single pages.



- Click **Scan More Pages** to scan additional pages and add them to the stack of items placed on the PaperPort desktop.
- Click **Scan Other Side** to reload and scan the other side of the page you just scanned. This option is only available once.
- Click **Done** if you are finished scanning. The scanned items are placed on the PaperPort desktop.

To learn more about the PaperPort scan settings, or about the PaperPort software in general, please see the *PaperPort User's Guide* on the Installation CD.

SCANNING FROM THE TWAIN ADVANCED INTERFACE

The Advanced Interface has a wide range of image adjustments for scanning.

1. Open the TWAIN Interface as described in the section “Scanning with the TWAIN Interface from PaperPort” on page 93.

Advanced Interface

2. If the Basic Interface opens, click the **Advanced Interface** button.

The Advanced Interface opens.

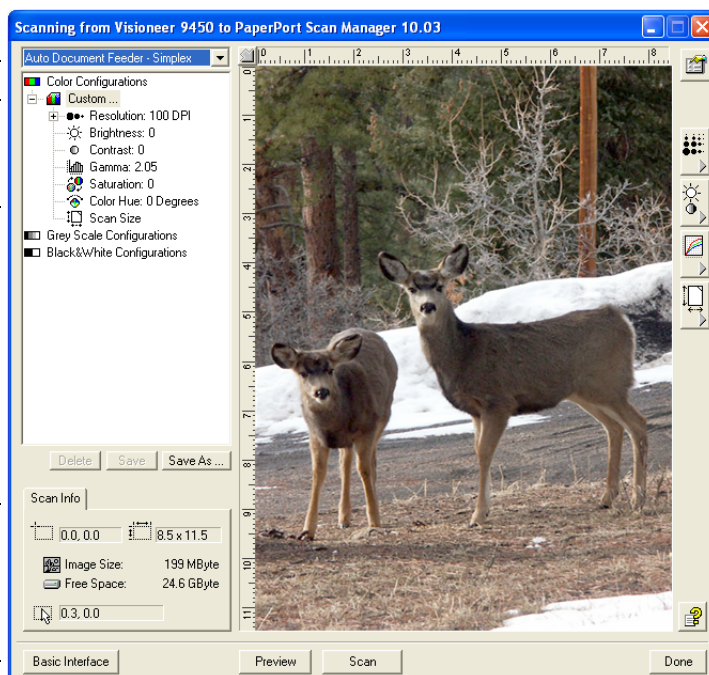
Choose from this menu to scan from the ADF or Reflective (from the Flatbed).

Click an icon to select a configuration—Color, Grey Scale, or Black&White. Clicking the “+” sign in front of Custom shows Custom’s scan settings.

Click a setting in the list to change it. The setting’s options appear on the right side of the Advanced Interface where you can make changes if necessary.

Check the Scan Info to make sure your computer has sufficient space for the image. Warning icons on this box appear if your computer does not have enough space for the scanned image’s file.

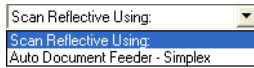
If you don’t need all the features of the Advanced Interface, click Basic Interface to return to it.



Click Preview to preview the image before scanning.

When you are satisfied with the scan settings, click Scan.

Click Done to close the Advanced Interface.



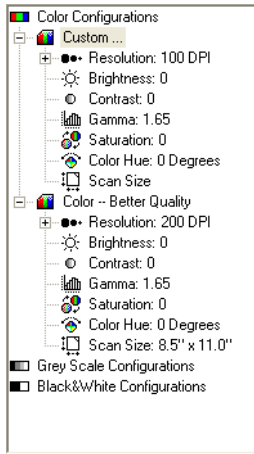
3. From the **Scan Type** menu, choose the option to scan:

- **Scan Reflective Using**—Scans the document on the Flatbed.
- **Auto Document Feeder-Simplex**—Scans one-sided documents from the Automatic Document Feeder.

4. Click one of the icons to select a configuration.

For example, select **Color Configurations** and then select **Custom** to scan a color item with the preset Custom scan settings.

The configuration settings appear as a list. Click the + (plus) sign to see the full list. Click the - (minus) sign to collapse the list.



- **Color** scans the image in full color. Use this setting to scan color photographs and other color images. The file size is the largest of the image type options.
- **Grey Scale** scans the image using up to 256 true shades of gray. Use this setting to scan black and white photographs and other higher quality black and white images. You can also scan a color photo with this setting to turn its colors into gray shades. The file size is about one third the size of a color scan.
- **Black&White** is for letters, memos, pen and ink drawings, and other black and white material. This setting produces the smallest file size for scanned items.

5. Click the **Preview** button to preview the image before scanning.
6. Review the image to determine if adjustments are needed.
7. To adjust a setting, click the setting in the list on the left below the selected configuration.

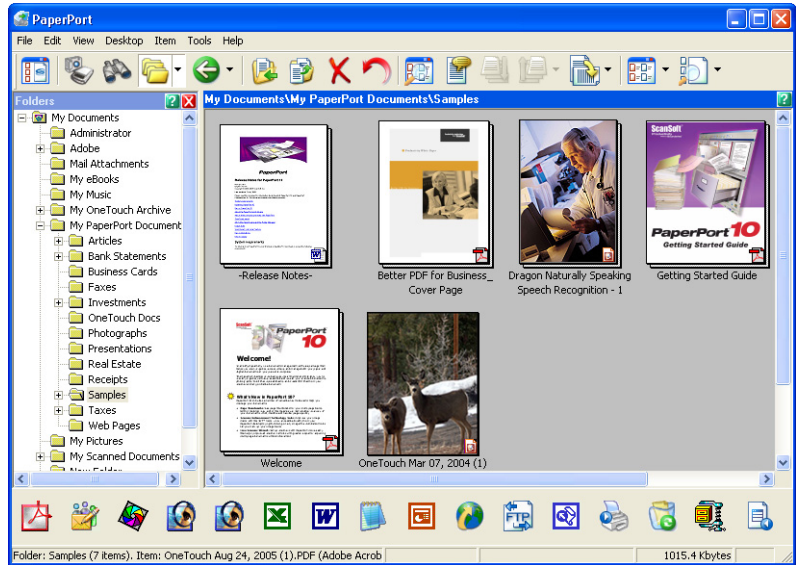
A panel opens on the right side of the Advanced Interface for the selected setting. Select new options on that panel. See “Adjusting the Image with the Advanced Interface” on page 103 for details about changing scan settings.

8. (optional) To preview the image again, put the document back into the scanner Automatic Document Feeder if you’re scanning from it, and click the **Preview** button again. Readjust the settings if necessary.

9. When you're satisfied with the image, load all the documents into the ADF Input Tray and click the **Scan** button.

A scan progress window opens. To Cancel scanning while it is in progress, click the **Cancel** button on the progress window.

10. When you're finished scanning items, click **Done** to close the Advanced Interface.



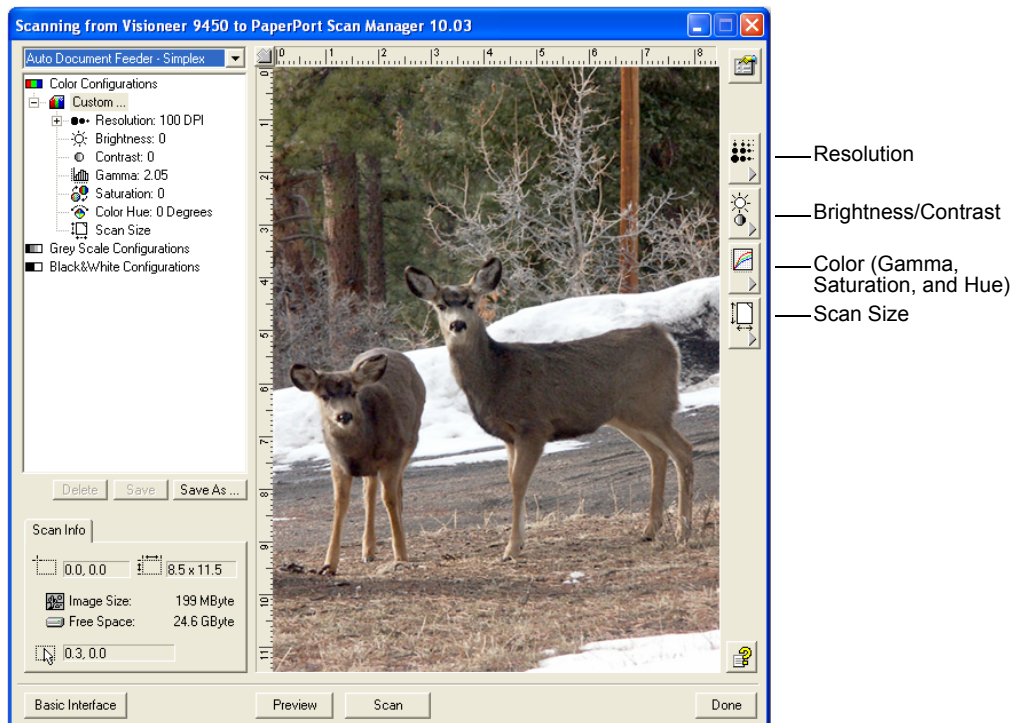
If the **Create single page items** check box is selected on the PaperPort Desktop, you will see options to continue scanning. See "The Create Single Page Items Check Box" on page 98.

ADJUSTING THE IMAGE WITH THE ADVANCED INTERFACE

You can adjust the scan settings on the Advanced Interface to produce the best possible image for the documents you're scanning.

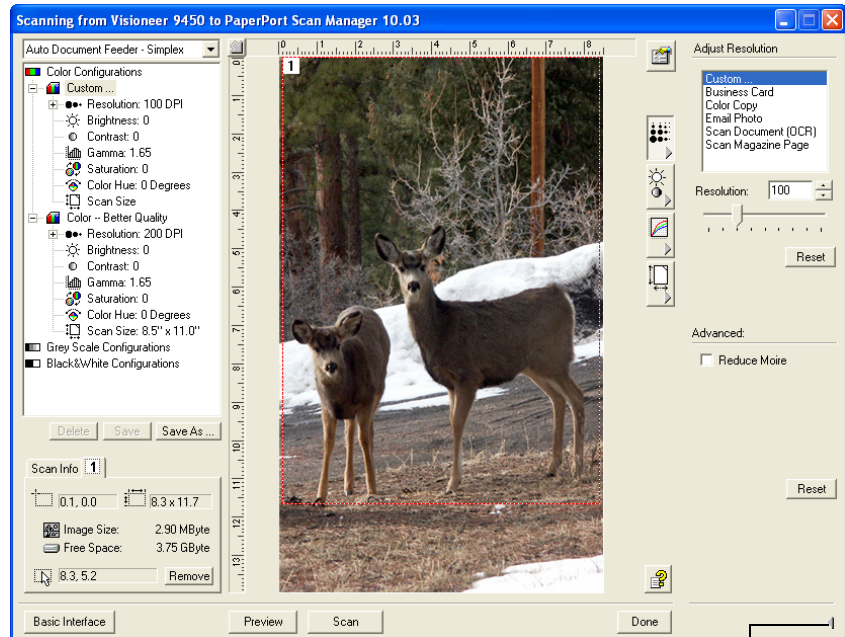
To adjust a setting:

1. On the left side of the Advanced Interface, select a configuration, for example, **Color Configurations**.
2. Click a setting in the list of settings, or click its corresponding button on the right side of the Advanced Interface.



Note: The list of scan settings for a configuration applies only to that type of configuration. For example, the Black&White Configuration does not have a setting for adjusting the Color Hue.

The following figure shows an example of the Advanced Interface if you click the **Resolution** setting in the list, or click the **Resolution** button.



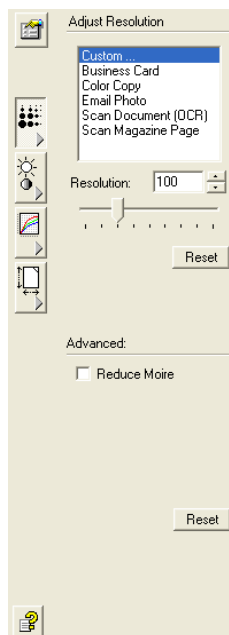
Click to close the settings panel

Note: The information in the scan settings list and the options you select on the various settings panels are interactive. As you change the settings on the panel, the numbers in the list on the left also change.

ADJUSTING THE RESOLUTION

Resolution determines the amount of detail you can see in the scanned image. The resolution setting for a scan is in dots-per-inch (dpi). The higher the resolution, the finer the details. However, higher dpi settings also take longer to scan and produce larger file sizes. Usually the higher resolution settings are used for precision work, such as photographs or fine artwork.

The following figure shows the resolution options.



Note: The location of various buttons on the panels may be slightly different on your Advanced Interface window. The appearance of the window depends on your computer monitor's screen resolution.

To adjust the resolution:

1. To use one of the preset resolutions for typical scanned items, click one of the options in the list.

For example, to set the resolution for scanning a business card, select Business Card. That setting is preset to read small print on a typical business card.

2. To set the resolution manually, drag the **Resolution** slider to the left to decrease the resolution or to the right to increase it.

You can also type a number directly into the resolution setting box, or click the up and down arrows to increase or decrease the setting. The resolution settings on your Visioneer 9450 scanner range from 50 dpi to 600 dpi.

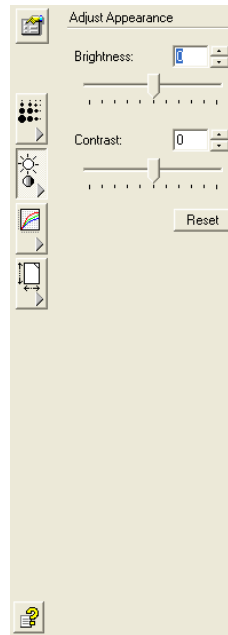
3. Click **Reset** to return the resolution to its original setting.

The resolution panel also includes an advanced setting for Moire patterns. Moire patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. To scan the image and limit or eliminate moire patterns, select the **Reduce Moire** option. This option is only available from 50 to 300 dpi.

ADJUSTING THE BRIGHTNESS AND CONTRAST

Sometimes an item is scanned with the brightness and contrast set to be too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

The following figure shows the brightness and contrast options. Contrast is only available for Color and Gray Scale configurations.



To adjust the brightness and contrast:

1. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter.
2. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.

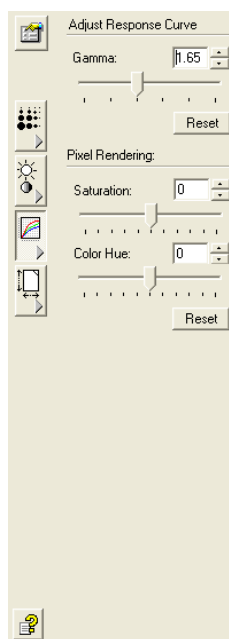
You can also type a number directly into the brightness or contrast setting boxes, or click the up and down arrows next to the box to increase or decrease the setting.

3. Click **Reset** to return the settings to their original numbers

ADJUSTING GAMMA, SATURATION, AND COLOR HUE

If you're using the Color Configuration to scan, you can adjust a group of color settings. Gamma controls the brightness of the color midtones. Saturation is the strength or purity of a color and hue is the color your eyes see as reflected from the image.

The following figure shows the color options.



To adjust the color settings:

1. Drag the **Gamma**, **Saturation**, and **Color Hue** sliders to the left to decrease the settings or to the right to increase the settings.

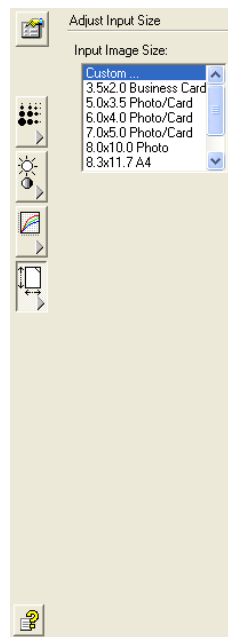
You can also type a number directly into the setting boxes, or click the up and down arrows next to the boxes.

2. Click **Reset** to return the settings to their original numbers.

ADJUSTING INPUT SIZE

You can scan documents up to 8.5" x 14" in the Automatic Document Feeder, or up to 8.5" x 11.69" when using the Flatbed glass, but you can select other scan sizes, or adjust the input size to scan only specific sections of an image. For example, if you're scanning a photograph and want to focus on one section, adjusting the input size removes the rest of the photograph from the final scanned image.

The following figure shows the input size options.

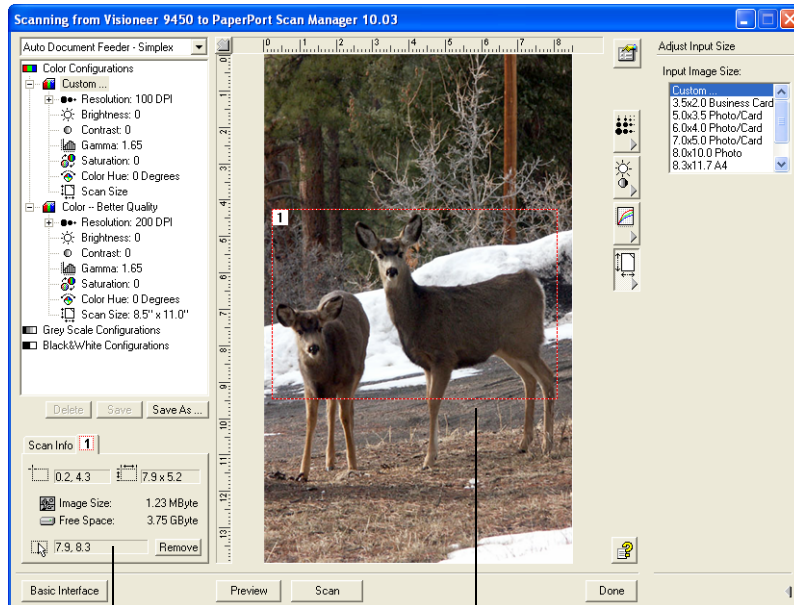


To set the image size:

1. Select the image size from the menu.

The dotted outline shows the selected area in the image.

The following figure shows an example of a manually selected area.



The Scan Info box shows the size and position of the area.

The selected scan area.

This is the image that appears on the PaperPort desktop when scanning is finished.



You can now move or resize the outline to select the specific area you want to scan.

2. To move the dotted outline, put the pointer in the selected area and drag the mouse.
3. To resize the selected area, put the pointer on a dotted line and drag it.

Note that as you drag a dotted line, the menu selection for the image size changes to **Custom** to indicate you are customizing the size.

The Scan Info box on the lower left portion of the Advanced Interface shows the information for the new area.

4. If the dotted line is not exactly where you want it, put the pointer on the line and drag the mouse.
5. If you want to remove the selected area and start over, click **Remove** on the Scan Info box.

Note: Clicking Remove causes the entire 8.5" x 14" area to be selected.

The ruler units

The ruler around the edges of the image help you precisely position a custom sized image. You can change the ruler units to suit the type of measurements you want.

To set the ruler units:

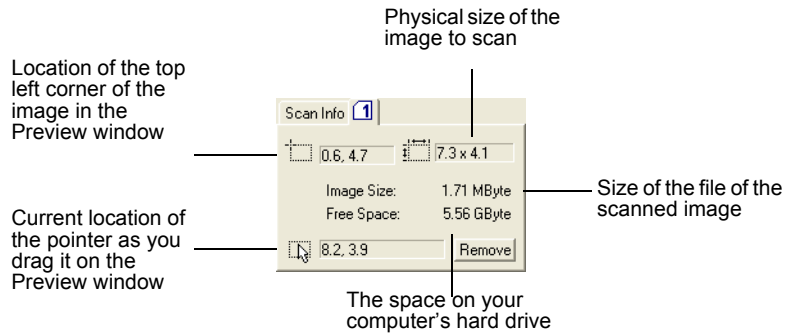


1. Click the **Ruler Units** button.

The ruler units across the top and down the side of the window cycle through centimeters, inches, and pixels.

The Scan Info Box

The following figure shows the information on the Scan Info box:



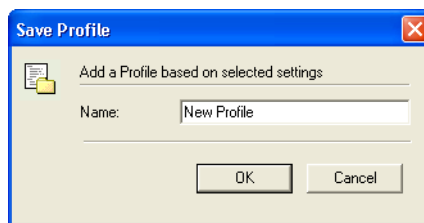
CREATING A NEW ADVANCED INTERFACE PROFILE

You cannot change the settings of the preset profiles in the Advanced Interface. However you can create new profiles and save them for future use.

To create a new profile:

1. On the Advanced Interface, select one of the preset profiles, for example, Black&White Configurations/Custom.
2. Adjust the settings as required and then click the **Save As** button.

The Save Profile dialog box opens.



3. Type a name for the new profile and click **OK**. The name must be at least two characters long.

Your new profile is added to the configuration list.

To change or delete a profile you created:

1. Select your profile from the configuration list.
2. Make changes to the profile as needed, and then click **Save**.
3. If you want to delete the selected profile, click **Delete**.

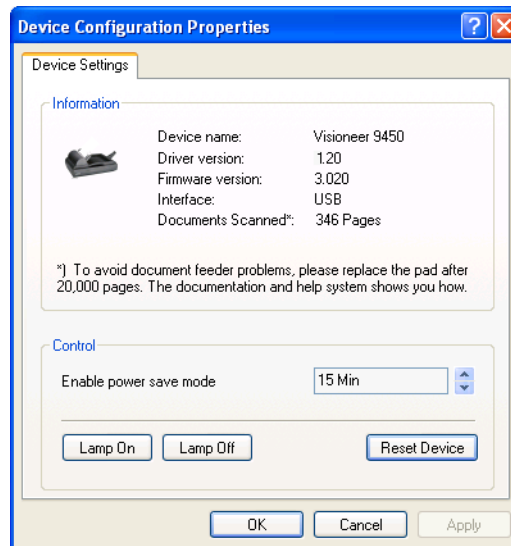
DISPLAY THE DEVICE CONFIGURATION



1. Click the **Device Configuration** button.

The Device configuration window opens and shows the information about your scanner.

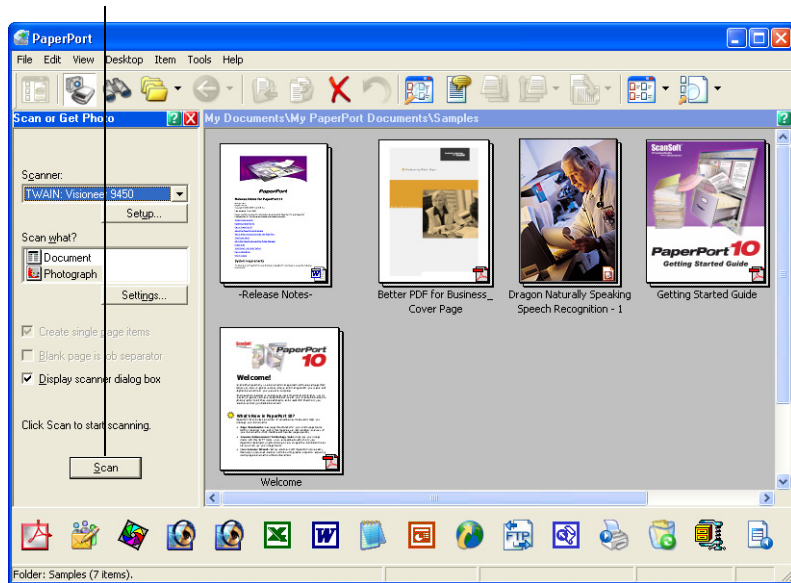
See the section “Checking the Hardware and Setting the Lamp Power Saving” on page 88 for more information about the device settings.



SETTING UP YOUR SCANNER TO WORK WITH PAPERPORT

When you selected a scanning option from the Scanner drop-down list, such as **TWAIN: Visioneer 9450** or **WIA: Visioneer 9450**, the **Scan** button at the bottom of the panel should become active after approximately 5 to 10 seconds. If it doesn't, you need to set up your scanner to work with the selected option.

If this Scan button is not active,
you need to set up your scanner.

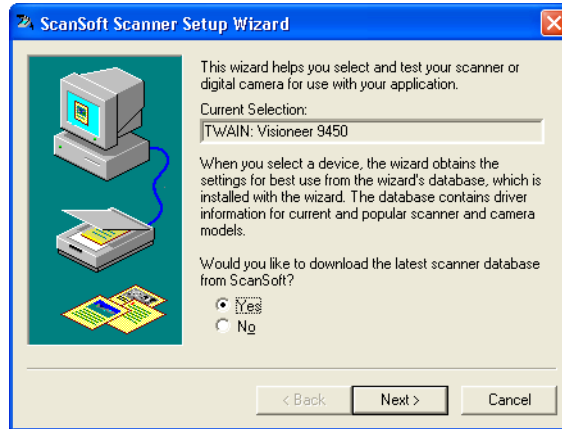


Note: Setting up your scanner is a one-time-only process for each option from the Scanner drop-down list. Therefore, you may have to set up your scanner once each for **TWAIN: Visioneer 9450** and **WIA: Visioneer 9450**. The setup process, described below, is the same for each option. You will not have to set up the scanner again for an option unless you uninstall the scanner and PaperPort software, then re-install them.

To set up your scanner:

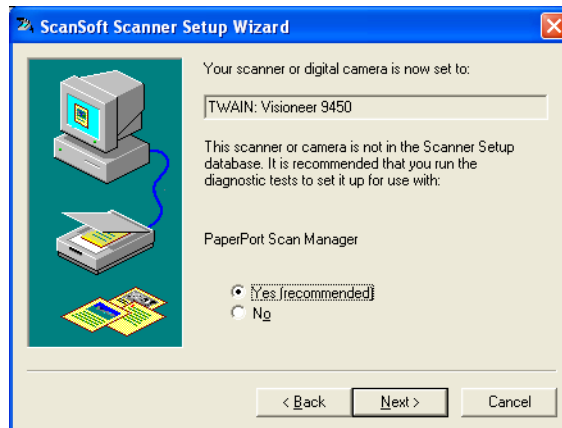
1. From the Scanner drop-down list, select one of the options, such as **TWAIN: Visioneer 9450**.
2. Click the **Setup** button.

A window opens to begin the setup process.



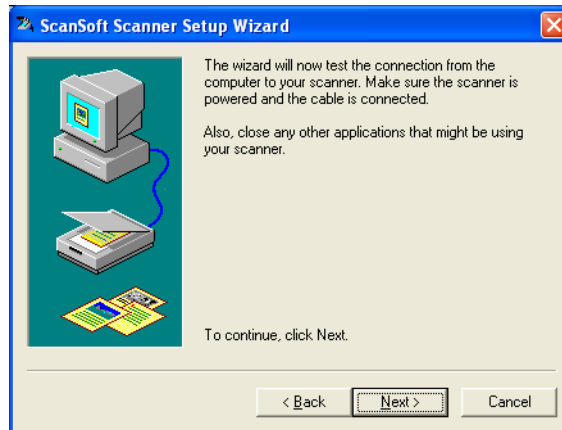
3. Click **Yes** then click **Next**.

The next window offers you the option to run hardware diagnostics.



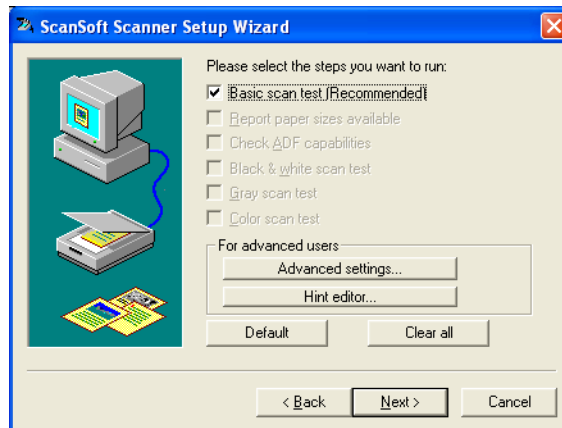
4. Click **Yes (recommended)** then click **Next**.

The next window is for checking the connection between your scanner and the computer.



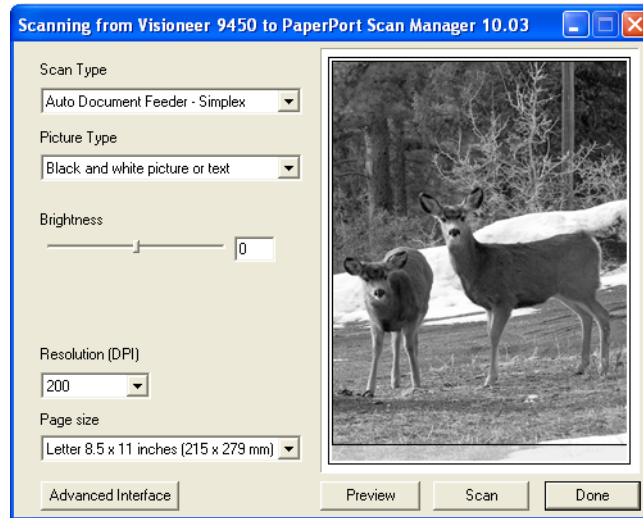
5. Click **Next**.

After the Setup Wizard checks the connections, the next window is displayed. It has a series of setup options, but only the Basic scan test is necessary because your scanner was already tested when you installed the OneTouch 4.0 software.



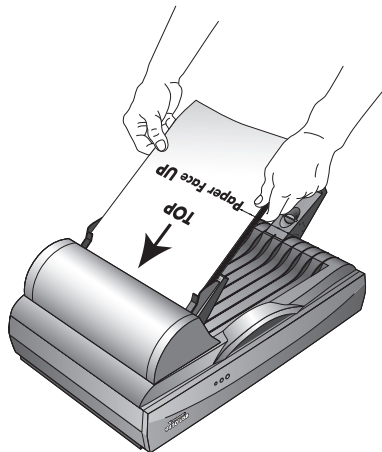
6. Click **Next**.

The TWAIN Basic Interface opens.



Note: If you are setting up the scanner for the WIA scanning options, the WIA interface opens instead.

7. Insert a page into the scanner, face up, and the **Scan** button on the Basic Interface will become active.



8. Click the **Scan** button on the Basic interface.

The Setup Wizard runs the scan test.

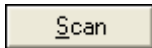
A message window opens that says “Basic scan test passed.”

9. Click **Next** on the message window.

The final Setup window opens to let you know the setup process is finished.



10. Click **Finish**.



Your scanner is now setup for the scanning option you selected (in the example above, it's the TWAIN option) and the **Scan** button on the PaperPort window will now become active.

Scanning from the WIA Interface

Microsoft Windows includes its own scanning interface—known as Windows Image Acquisition (WIA)—for acquiring images from scanners, digital cameras, and other digital devices.

Note: Scanning with the Windows Image Acquisition (WIA) is only available if your computer is running Windows XP.

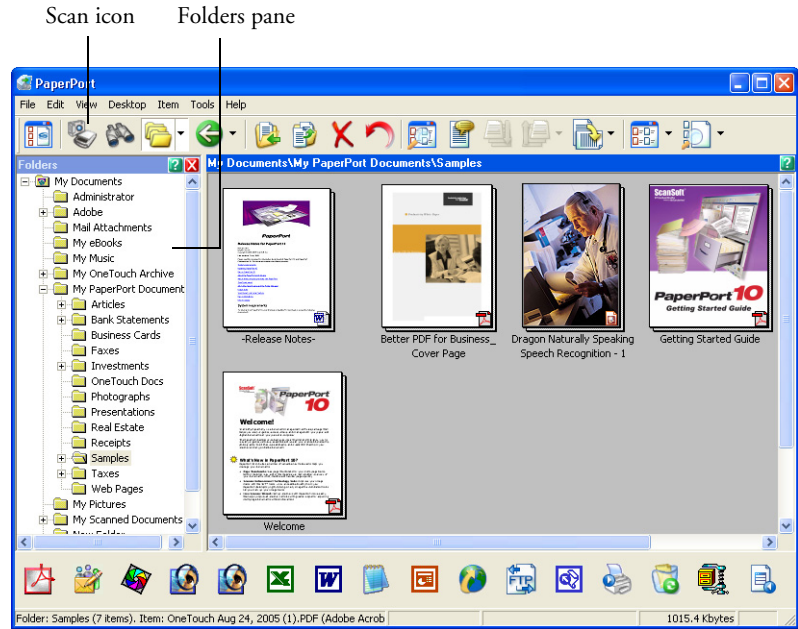
SCANNING WITH THE WIA INTERFACE FROM PAPERPORT

The instructions in this section are for scanning with the WIA interface from the PaperPort application. You can also scan from other applications that support the WIA interface.

To scan an item using WIA:

1. On the Windows taskbar, click **Start**, point to **Programs**, point to **ScanSoft PaperPort**, then click **PaperPort**.

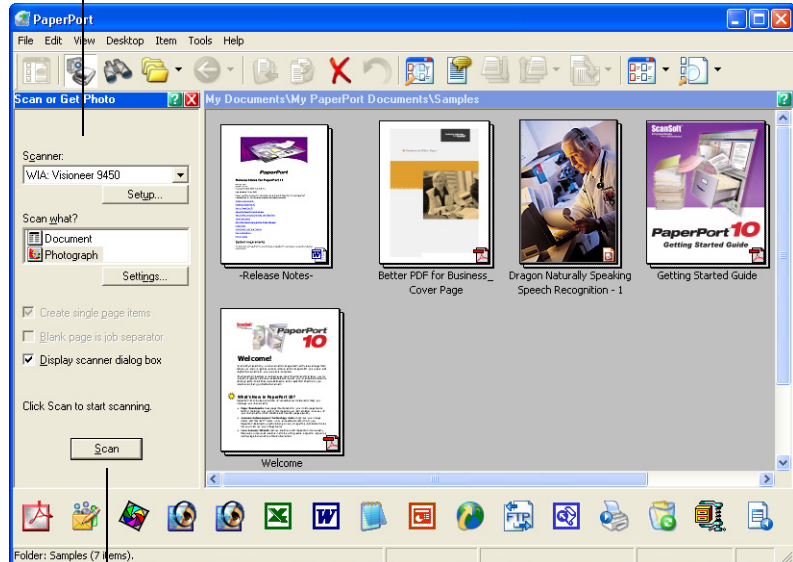
The PaperPort desktop opens.



2. Click the **Scan** icon on the PaperPort command bar.

The Folders pane (which shows folders for organizing your scanned images) is replaced by the Scan pane.

Scan pane



If this Scan button is not active, see the section on page 114 to setup your computer.

3. From the Scanner drop-down list, select **WIA: Visioneer 9450**.

Note: If the Scan button at the bottom of the panel is not available when you make a selection from the Scanner drop-down list, your computer needs to be setup to use the scanner. See the section, “Setting Up Your Scanner to Work with PaperPort” on page 114.

4. In the “Scan what?” section, choose to scan a **Document** or **Photograph**.

If you want to change the format of the scanned item’s file name or file type before you start scanning, click **Settings**. The default file type for documents is .pdf and the default for photographs is .jpg. See the *PaperPort User’s Guide* for more information about the PaperPort Settings.

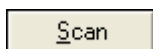


5. The **Create single page items** check box offers options to create single pages or stacks of pages on the PaperPort Desktop.

See "The Create Single Page Items Check Box" on page 98 for more information about this option. Also see the *ScanSoft PaperPort User's Guide* for more information about stacks.

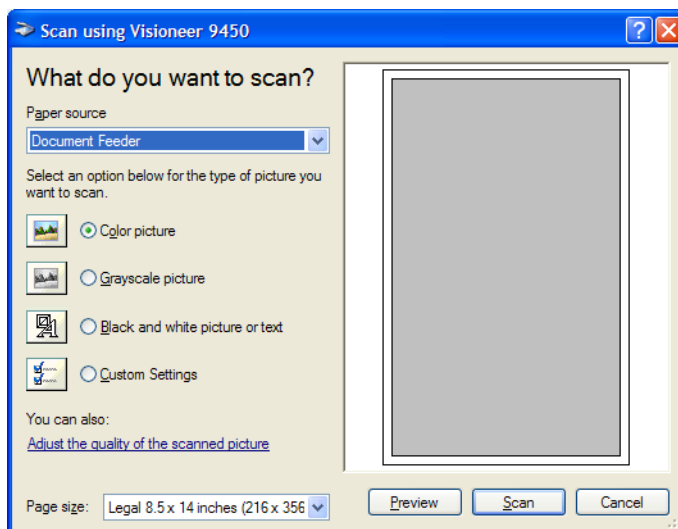
6. The option **Blank page is job separator** is for when you load several separate scanning jobs into the Automatic Document Feeder at the same time. Insert a blank page between them and each job will become a separate stack on the PaperPort Desktop when scanning is finished.

Please see the *PaperPort User's Guide* for more information about this option.



7. Click the **Scan** button on the Scan pane.

The scan window opens. Use this window to select scanning options and start the scanner.



8. From the Paper Source drop-down list, choose **Document Feeder** to scan from the Automatic Document Feeder, or **Flatbed** to scan a from the Flatbed glass.

9. If you're scanning from the Automatic Document Feeder, select a paper size from the Page Size list.

If you're scanning from the Flatbed glass, you can change the size of the scanned image after seeing a preview.
10. Click **Preview** to preview the image before scanning.

The image is displayed on the right side of the window.

Note: If you preview when scanning a stack of documents, the first page of the stack feeds through the ADF for the preview. After adjusting the scanner settings, replace that page on the stack so it is scanned with the rest of the pages.

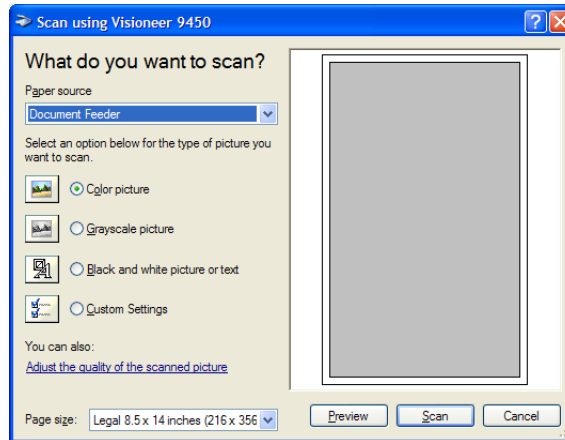
11. Adjust settings of the previewed image as desired:
 - Change the button selection for the type of image.
 - Adjust the custom settings; refer to the next section, "Fine Tuning Your Scans".
 - If you're scanning from the Flatbed, change the size of the scanned image. To do this, click and hold the mouse pointer over one of the four sizing-boxes on the corners of the previewed image. Then drag the box to increase or decrease the size of the image.
12. Preview the image again. When you are satisfied with the image, click the **Scan** button.
13. On the PaperPort - Scan message box, click **Done**.

If the **Create single page items** check box is selected on the PaperPort Desktop, you will see options to continue scanning. See "The Create Single Page Items Check Box" on page 98.

FINE TUNING YOUR SCANS

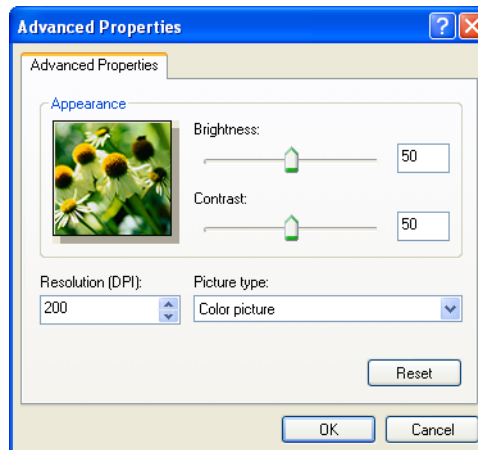
You can select new settings before you scan an item to fine tune exactly how you want to scan a particular item.

To select the scanner settings before you scan:



1. On the scan window, click **Adjust the quality of the scanned picture**.

The Advanced Properties dialog box opens.



2. Select the options for scanning.

Brightness and **Contrast**—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the setting **Black and White picture or text**.

Resolution (DPI)—Click the menu arrow and choose the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

Picture type—Click the menu arrow and choose the most appropriate type for the item you're scanning.

3. Click **OK**.

The Custom Settings button is now set to scan with the options you selected.

If you want to reset the settings and start over, click **Reset**.

Maintenance

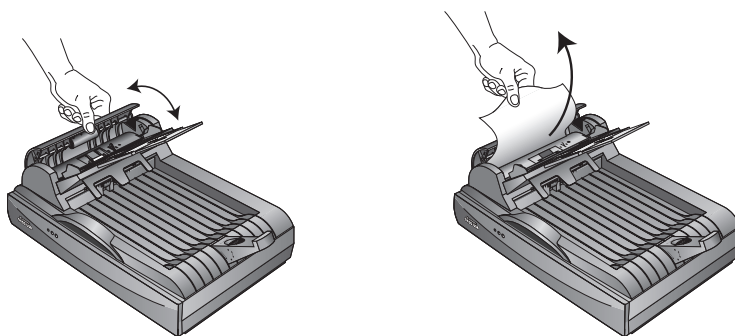
This section contains information on maintenance activities, troubleshooting, uninstalling, technical support, and scanner specifications.

CLEARING PAPER JAMS

If your scanner stops scanning due to a paper jam in the Automatic Document Feeder, a warning dialog box appears after a few moments.

To clear a paper jam:

1. Open the Automatic Document Feeder cover.
2. Remove the jammed paper and close the cover.



To reduce the number of paper jams, smooth and straighten paper before scanning, adjust the guides to the paper size, and insert the paper evenly into the ADF.

CARE AND MAINTENANCE

Your scanner is designed to require limited maintenance. Occasional cleaning, however, can help ensure continual optimal performance.

CLEANING THE SCANNER GLASS

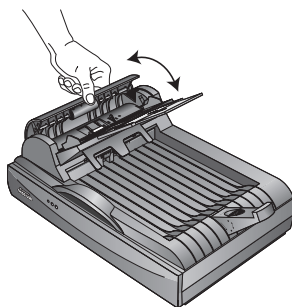
Scanning items that have excessive amounts of dirt or dust may dirty the glass. To ensure the best quality scanned item, wipe the scanner glass with a soft clean cloth to rid the glass of dust or other debris.

CLEANING THE AUTOMATIC DOCUMENT FEEDER

You may need to clean the ADF feed mechanism if your scanned documents do not feed easily into the ADF, or several feed in at the same time.

To clean the ADF:

1. Wet a cotton swab with some isopropyl (rubbing) alcohol (95%).
2. Open the ADF cover.



3. Wipe the feed roller from side to side. Rotate the roller to clean its entire surface.
4. Wipe the pad from top to bottom. Be careful not to snag the swab on the springs on either side of the pad.
5. Close the cover when you're finished.

REPLACING THE ADF PAD ASSEMBLY

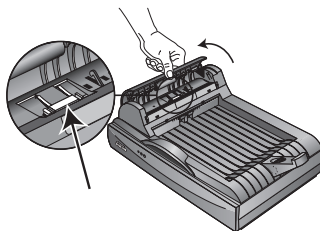
The ADF pad spring may begin to wear out after 20,000 scanned pages. Problems with documents feeding into the ADF is an indication that the pad spring may be wearing out.



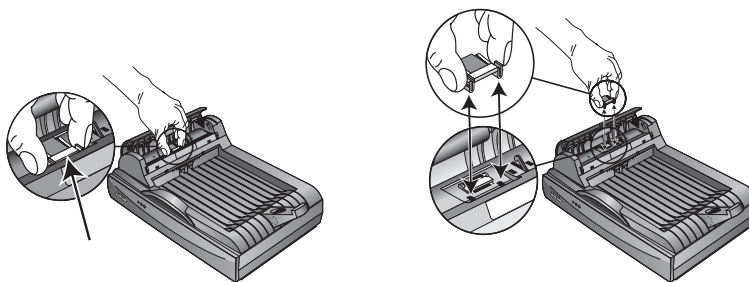
You received a replacement pad in the original scanner box, and you can also order a new one. See the "Visioneer 9450 Scanner Parts List" on page 137 for ordering information.

To replace the ADF Pad assembly:

1. Open the ADF cover.

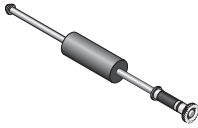


2. Squeeze the plastic clamps that hold the pad assembly in place and lift the pad up and out



3. Reverse the procedure to replace the new pad into its slots.

REPLACING THE ROLLER ASSEMBLY

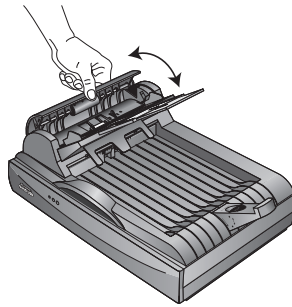


After extended use, the roller may wear out and may need to be replaced. It is a user-replaceable part and can be reordered. See the section, “Visioneer 9450 Scanner Parts List” on page 137 for the part number.

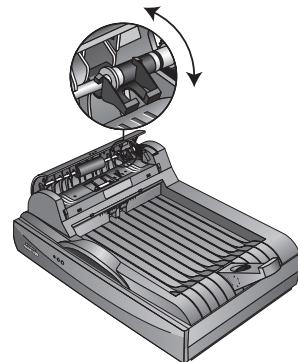
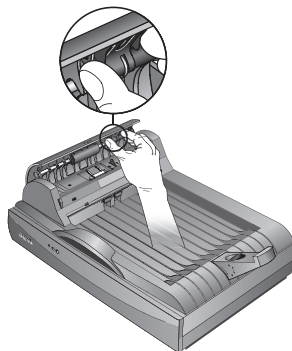
Frequent paper jams are a symptom of a worn roller assembly. A worn roller can cause documents to feed in skewed at an angle, or multiple pages to feed at the same time. In both cases, paper jams may occur. A worn roller should be replaced to avoid damage to the scanner’s internal parts.

To replace the roller assembly:

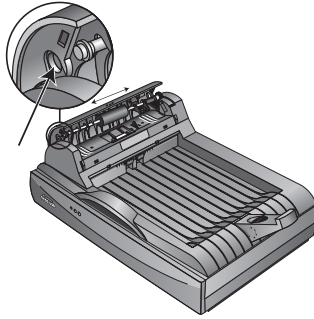
1. Open the ADF cover.



2. Squeeze the plastic clamp that holds the roller in place, and then rotate the clamp forward until the locking tabs are free from the ADF cover.



3. Gently slide the roller to the right until the left side is free from its mounting hole.



4. You can now angle the roller assembly out and away from its housing.
5. Reverse the procedure to replace the new roller. Make sure both sides of the roller assembly are seated properly into their housings.

TROUBLESHOOTING

In addition to the troubleshooting information contained in this section, please see the Readme file in the PaperPort directory on your computer's hard drive. The Readme file contains additional information that may help you diagnose problems with the scanner.

If you try all the troubleshooting procedures described in this section and in the Readme file, and the scanner still has problems, you may have a malfunctioning scanner. Please see the technical support card that you received with your scanner for technical assistance telephone numbers. Also visit our web site at www.visioneer.com for additional technical information.

Problem: The scanner won't scan. What's wrong?

Check for one of these possible problems:

- **Is a cable loose or not plugged in securely?** Inspect all cable connections. Make sure all the cables are plugged in securely.
- **Are the scanner's status lights on?** Turn on the scanner's power. If the lights still don't come on, plug the power supply into another electrical outlet.
- **Is the scanner's locking tab in the locked position?** If you tried to scan with the scanner locked, you must unlock the scanner and then restart both the computer and the scanner. Slide the locking tab to the unlocked position and turn off the power to the scanner. Then, restart your computer. While the computer is restarting, turn on the power to the scanner.
- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.
- **Did you select another Twain source for scanning?** If you use multiple Twain devices with your computer, you may have selected another source for images. Start the PaperPort software, then click the **Scan** icon and choose **Visioneer 9450**.

Problem: During installation I got the error message: PaperPort Installation is not complete. What do I do?

The installation procedure was not successful. You need to reinstall the PaperPort software.

Problem: I got the error message: PaperPort cannot allocate enough memory to perform internal critical operations. What do I do?

Close any other active applications so that additional memory is available. If you click Continue, PaperPort moves the file to the PaperPort data directory and renames the file with the prefix "bad." This allows you to recover the file later.

To recover the file, you can import it into PaperPort by using the Import command in the File menu.

Problem: If the USB cable is disconnected during a scan, the scanner does not reconnect when the USB cable is plugged back in.

- Unplug the power cable from the scanner, and then plug it back in.
- If the scanner does not reconnect:
 1. Unplug the power cable from the scanner.
 2. Restart your computer.
 3. After the restart is complete, plug the power cable back in.

Problem: The check status light is blinking what does this mean?

The check status light indicates the current state of the scanner. Descriptions of the most common patterns are listed below. Contact Visioneer Technical Support if you experience a different blinking pattern.

- **Green, blinking:** indicates the scanner is preparing to scan.
- **Amber, 6 blinks followed by a 3 second pause:** indicates a problem with the status light itself. Contact Visioneer Technical support.
- **Amber, 8 blinks followed by a 3 second pause:** indicates a paper jam. Refer to "Clearing Paper Jams" on page 126.
- **Amber, 9 blinks followed by a 3 second pause:** indicates a scanner lock error. Make sure the lock on the bottom of the scanner is in the unlocked position.

Problem: The installation will not complete successfully. If installation finishes, the scanner's OneTouch 4.0 options do not seem to work properly. What do I do?

A likely cause is that some driver programs are already installed on your computer for another scanner. They are interfering with the installation and OneTouch options, and you need to remove those other drivers and re-install your Visioneer 9450 scanner. Please see the documentation that you received with the other scanner for the steps to remove its driver programs. You can also use the basic steps in the section "To Install Another Driver" on page 135, but instead of uninstalling OneTouch 4.0, uninstall the other scanner's driver programs. After uninstalling the other scanner's driver programs, uninstall OneTouch 4.0 using the steps on page 134, then reinstall it using the steps starting on page 10.

Problem: How do I uninstall PaperPort?

See the section, "How to Uninstall Your Scanner" on page 134. Uninstalling does not delete your scanned items, and they remain in the PaperPort Data folder.

HOW TO UNINSTALL YOUR SCANNER

To uninstall the Visioneer 9450 scanner, remove the OneTouch 4.0 scanner software first, and then remove PaperPort, or other scanner software.

STEP 1: UNINSTALLING THE ONETOUCH 4.0 SCANNER SOFTWARE

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. Double-click the **Add or Remove Programs** icon.
The Add or Remove Programs window opens.
3. Select OneTouch 4.0 then click the **Remove** button.
4. An “Add or Remove” message box opens and asks if you are sure you want to remove OneTouch 4.0 from your computer. Click **Yes**.
The OneTouch 4.0 software is removed from your computer.
5. Unplug the scanner USB cable.
6. Close all open windows and reboot (restart) your computer.

STEP 2: UNINSTALLING THE PAPERPORT SOFTWARE

1. On the Windows taskbar, click **Start**, point to **Settings**, then click **Control Panel**.
2. Double-click the **Add or Remove Programs** icon.
The Add or Remove Programs window opens.
3. Select **PaperPort** and click **Remove**.
4. An “Add or Remove” message box opens and asks if you are sure you want to remove PaperPort from your computer. Click **Yes**.
The PaperPort software is removed from your computer.
5. Close all open windows and reboot (restart) your computer.

TO INSTALL ANOTHER DRIVER

Before you can install another driver for your scanner, you must remove the currently installed driver first. Then the new driver can be installed.

1. Uninstall the OneTouch 4.0 driver.
 - a. Open the Windows Control Panel.
 - b. Double-click the **Add or Remove Programs** icon.
 - c. Select OneTouch 4.0 then click on the **Remove** button.
 - d. An “Add or Remove” message box opens and asks if you are sure you want to remove OneTouch 4.0 from your computer. Click **Yes**.

The OneTouch 4.0 software is removed from your computer.

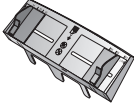
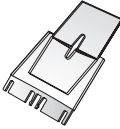


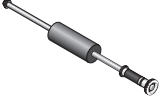



2. Unplug the scanner USB cable.
3. Reboot (restart) your computer.
4. Follow the instructions in “Step 2: Install the Software” on page 10 of this User Guide and follow steps for installing one of the other driver options.

VISIONEER 9450 SCANNER SPECIFICATIONS

Bit depth	True 48-Bit color (internal), 16-Bit gray (internal), 1-Bit line art/text
Scanning resolution	Optical resolution: 600 x 1200 dpi
Maximum item sizes	ADF Mode 8.5 x 14 inches (21.6 x 35.6 cm) Flatbed Mode 8.5 x 11.69 inches (21.6 x 29.7 cm)
ADF scanning speed	Up to 8 pages per minute @ 200 dpi B&W
ADF capacity	50 pages
Light source	Cold cathode fluorescent lamp
Interface	USB 2.0 Full Speed
Scanner dimensions	
Height	7.5 inches (19 cm)
Width	12 inches (30.5 cm)
Length	17.5 inches (44.5 cm)
Weight	10.95 pounds (4.96 kg)
Operating temperature	50°–104° F (5°–35° C without condensation)
Relative humidity	20%–80% (@35° C without condensation)
Power adaptor	DC Jack, 24Vdc/1.0A (24W), 100-240Vac, Class 1, Two Cores, Energy Star and RoHS compliant
Power consumption	< 24 Watts
Power cord	AC, US, 3P, 10A/125V, 180 cm, 3C, 18AWG, RoHS compliant
USB cable	A(M) to B(M) type, 4P/4P, 185 cm, 28AWG, with core
Safety and agency certifications	UL, C-UL, FCC Class B, CE
Hardware warranty	One-year limited warranty

VISIONEER 9450 SCANNER PARTS LIST

Please use the following part names and numbers when ordering replacements for your Visioneer 9450 scanner.

	Part Name	Part Number
	Paperguide assembly	57-0097-000
	Paperguide extension	57-0098-000
	Paper stopper assembly	57-0099-000
	ADF Pad assembly	57-0100-000
	Roller assembly	57-0110-000
	USB cable	35-0063-100
	AC power cord	35-0103-000
	Power supply	37-0046-200

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