



Visioneer®
Patriot 680 Scanner
User's Guide



visioneer



for Windows

Visioneer Patriot 680 Scanner User's Guide

FOR WINDOWS

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- Reorient or relocate the receiving antenna.
- 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.
- Consult the dealer or an experienced radio/TV technician for help.

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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.

TABLE OF CONTENTS

Welcome	1
What's in the Box	1
The Visioneer Patriot 680 Scanner	2
What You Need	3
Documentation	4
Installation	5
Before You Begin	5
Step 1: Assemble the Scanner	6
Step 2: Install the Software	8
Step 3: Connect the Scanner	12
Step 4: Register Your Scanner	15
Additional Applications for Your Scanner	16
View and Save the User Guides	19
Scanning	21
Loading Documents to Scan	22
Automatic Document Feeder (ADF)	22
Flatbed Glass	23
Scanning from OneTouch	24
The Default OneTouch Settings	24
Scan from the OneTouch Scanner Buttons	25
Scan from the OneTouch Button Panel	26
Features of the OneTouch Button Panel	27
Configuring the OneTouch Buttons	28
Renaming a OneTouch Button	31
Creating a New Scan Configuration	31
Editing or Deleting Scan Configurations	38
Configure Before Scan	39
Selecting File Format Options	42
Selecting Options for a Button	46
Setting Destination Application Properties	48

Scanning with Optical Character Recognition (OCR)	55
Scan and Burn to a CD	56
Scanning with Event Forwarding	57
Scanning to an HTML Web Page	58
Transferring Scanned Documents to Storage	59
Checking the Hardware and Setting the Lamp Power Saving . .	64
Scanning with the TWAIN Interface	66
Accessing the TWAIN Interface	67
The Two TWAIN Interface Options	68
Scanning from the TWAIN Basic Interface	69
Scanning from the TWAIN Advanced Interface	70
Adjusting the Image with the Advanced Interface	72
Creating a New Advanced Interface Profile	78
Display the Device Configuration	79
Scanning with the Windows Image Acquisition	80
Fine Tuning Your Scans	82
Scanning with the ISIS Interface	83
Maintenance	84
Cleaning the Scanner	84
Clearing Paper Jams	85
Replacing the ADF Pad Assembly	86
Replacing the Roller Assembly	87
Troubleshooting	90
Status Light Troubleshooting Codes	92
Uninstalling Your Scanner	94
Visioneer Patriot 680 Scanner Specifications	95
Visioneer Patriot 680 Scanner Parts List	96
Index	97

WELCOME

Your new Visioneer Patriot 680 scanner can quickly scan a single-sided or double-sided stack of documents, up to 8.5" x 14", and place their images on your computer.

WHAT'S IN THE BOX

Before proceeding, check the contents of the box. If items are missing or damaged, contact the dealer where you purchased the scanner.



Visioneer Patriot 680 Scanner



Input Tray



Replacement
ADF Pad



Two Discs



Power Cord



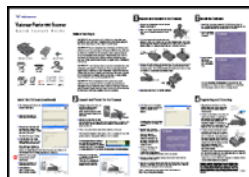
Power Supply



USB Cable



User Guide

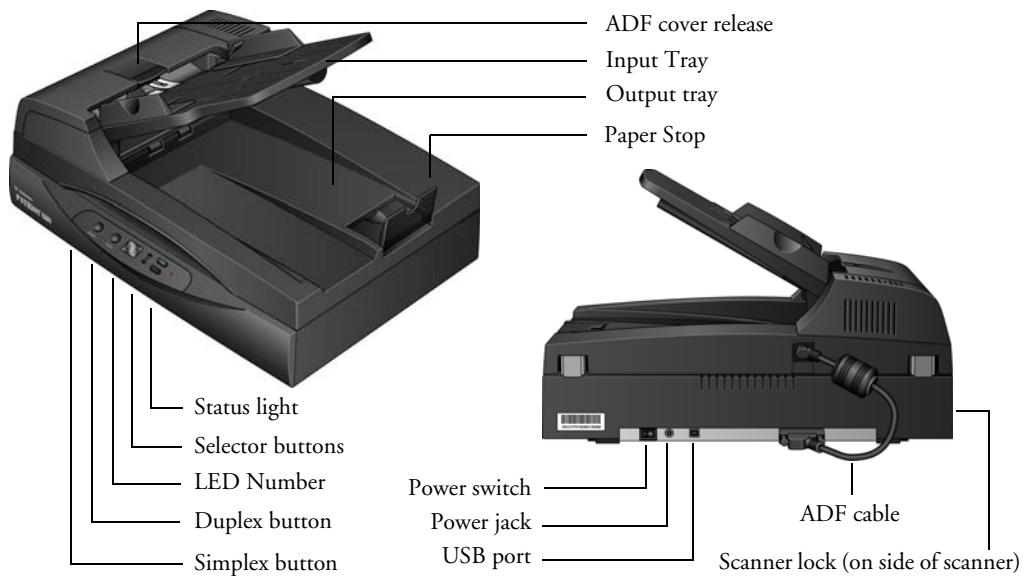


Quick Install Guide



Technical Support
Card

THE VISIONEER PATRIOT 680 SCANNER



ADF cover release—Opens the cover on the ADF.

Input tray—Holds documents in place.

Output tray—Holds documents after being scanned.

Paper Stop—Keeps scanned documents on the output tray.

Status light—Shows the scanner's status. Refer to "Troubleshooting" on page 90 for additional details.

Selector buttons—Selects the scan setting for the OneTouch buttons.

LED Number—Shows the current scan setting for the Simplex and Duplex scanning buttons.

Duplex button—Press to scan a two-sided document.

Simplex button—Press to scan a one-sided document.

Scanner lock—Locks the scanner's scan head in place to protect it.

ADF cable—Connects the ADF to the scanner body.

Power switch—On/Off power switch.

Power jack—Connects the power cord to the scanner.

Universal Serial Bus (USB) port—Connects the scanner to the computer.

WHAT YOU NEED

IBM-compatible Pentium PC, or AMD equivalent with:

- A CD-ROM drive
- An available Universal Serial Bus (USB) port
- Microsoft® Windows® operating system: 2000 (Service Pack 4), Windows XP (Service Pack 2), or Windows Vista

The scanner is compatible with Service Pack 3 for Windows XP and Service Pack 1 for Windows Vista.

- *Windows 2000 and Windows XP*: Minimum of 512 megabytes (MB) of internal memory (RAM)
Windows Vista: Minimum of 1 gigabyte (GB) of internal memory (RAM)
- 350 MB minimum of free hard disk space

A VGA or SVGA Monitor

The recommended settings for your monitor are:

- Color quality of 16-bit, 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
- Right-click on your Windows desktop and select **Properties** from the list, then click on the **Settings** tab

DOCUMENTATION

The following documentation is provided with your scanner:

- **Quick Install Guide**—Abbreviated installation instructions.
- **Visioneer Patriot 680 Scanner User's Guide**—Contains detailed installation, scanning, configuration, and maintenance information. Also on the Installation Disc 1.
- **Visioneer OneTouch Mini-Guides**—On the Installation Disc 1; each mini-guide contains detailed instructions on using the OneTouch VRS and OneTouch OmniPage features, and the SharePoint destination link. Please see “View and Save the User Guides” on page 19 for more information about these mini-guides.
- **Online Help**—For the scanner configuration, TWAIN and WIA interfaces.
- **Kofax VRS™ User's Guide**—On the Installation Disc 1; contains detailed instructions on using the Kofax Virtual ReScan® software provided with your scanner.
- **Captiva QuickScan™ User's Guide**—On the Installation Disc 1; contains detailed feature information and instructions for using the QuickScan software provided with your scanner.
- **Nuance OmniPage® Pro User's Guide**—On the Installation Disc 2; contains detailed instructions for using the software and configuring the OCR features in the OmniPage software.

Installation

Installation is a quick, four-step process:

1. Assemble the scanner
2. Install the software
3. Connect the scanner
4. Register your scanner

BEFORE YOU BEGIN

Please make sure of the following before you begin installation:

- The information in this guide may cover software not provided with the scanner you purchased. Disregard any information about the software not applicable to your chosen product. Please visit our web site at www.visioneer.com for the latest software updates for your Visioneer Patriot 680 scanner.
- If your computer has AntiVirus or AntiSpyware software running, you may see 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. 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 Visioneer or Xerox desktop scanner connected to your computer, you should remove its driver programs first before beginning the installation of your Visioneer Patriot 680 scanner. Please see “Uninstalling Your Scanner” on page 94 for basic instructions, or see the User’s Guide that you received with your other scanner for specific instructions.
- If your computer is running Windows Vista, you may see the Vista User Account Control screen asking you to confirm system changes. Click the Continue button to allow the installation to proceed.

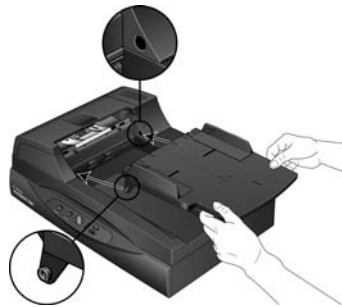
STEP 1: ASSEMBLE THE SCANNER

To assemble the scanner:

1. Remove all shipping tape from the scanner and from the Paper Tray.



2. Slide the tray in so the pins seat into the holes on the ADF.



3. Lift the ADF cover release and open the Automatic Document Feeder.

ADF Cover Release



4. Carefully remove any foam particles that may have gotten inside the document feeder, and close the cover.

5. Swing the input tray up until it snaps into place.



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



7. Push the locking tab down to the 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 remember to unlock it before scanning. The scanner will not scan when locked.

8. When you're finished assembling the scanner, place it on a level surface on your desk. If the scanner is on an uneven surface, it may stall when scanning from the Flatbed.

STEP 2: INSTALL THE SOFTWARE

To install the software:

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



The Installation menu automatically opens.

Note: If the disc does not start, check the following:

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

To launch the disc manually:

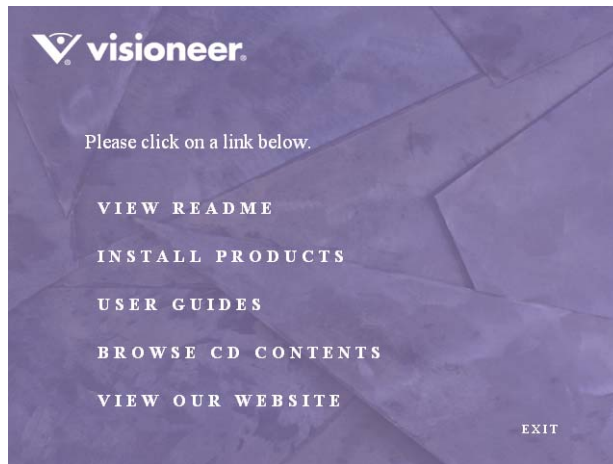
- Open the Windows option for My Computer. You can do this by double-clicking on the **My Computer** icon on your desktop.
- Double-click the icon for your CD-ROM drive.
- The Installation menu for the disc should now open.

If the menu does not open:

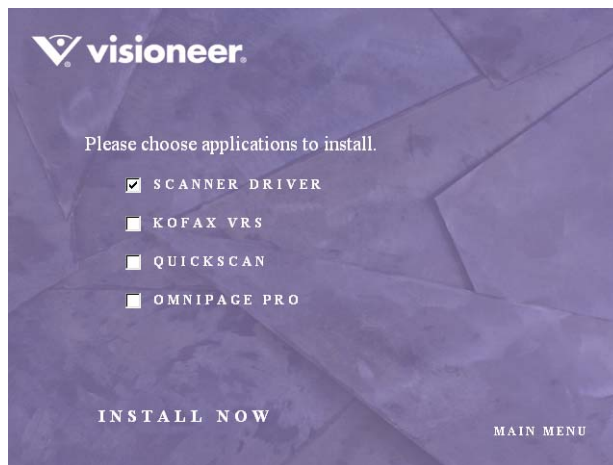
- From the list of files on the disc, double-click the file named **START32.EXE**.

Note: The Scanner Readme file has late-breaking news about your scanner. The Scanner Readme file is in HTML format and will open in any standard browser.

3. On the Installation menu, select **Install Products**.



4. Make sure the box for **Scanner Driver** is selected.



5. Click **Install Now**.

The Welcome to the OneTouch 4.0 Setup Wizard opens.

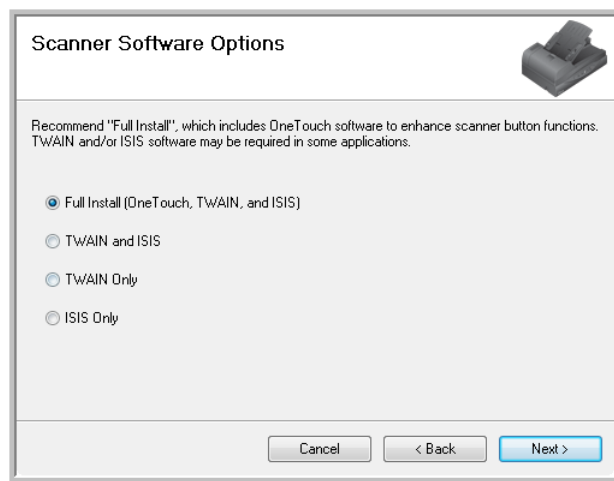


6. Click **Next**.

7. On the Visioneer License Agreement window, read the license agreement. If you accept the terms, select **I Agree** then click **Next**.

If you choose not to accept the license agreement, the installation will terminate and the scanner driver will not be installed.

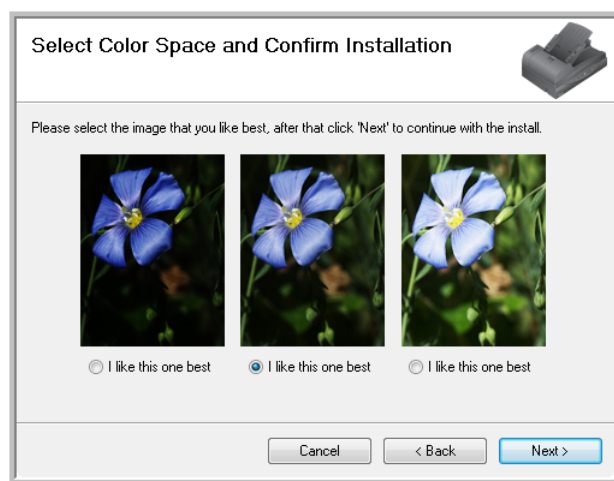
The next window lists the choices of the drivers that you can install for your scanner.



8. Select the option you want then click **Next**.
 - **Full Install (OneTouch, TWAIN and ISIS)**—This is the recommended installation. It installs the OneTouch 4.0 software which provides the necessary driver software for the scanner's buttons to work. It also installs the TWAIN and ISIS drivers for scanning from within TWAIN and ISIS scanning applications.
 - **TWAIN and ISIS**—The TWAIN and ISIS drivers are installed and you can scan from within TWAIN and ISIS scanning applications. You will not be able to use the buttons on the scanner.
 - **TWAIN only**—The TWAIN driver is installed and you can scan from TWAIN scanning applications only. You will not be able to use the buttons on the scanner.
 - **ISIS only**—The ISIS driver is installed and you can scan from within ISIS scanning applications only. You will not be able to use the buttons on the scanner.

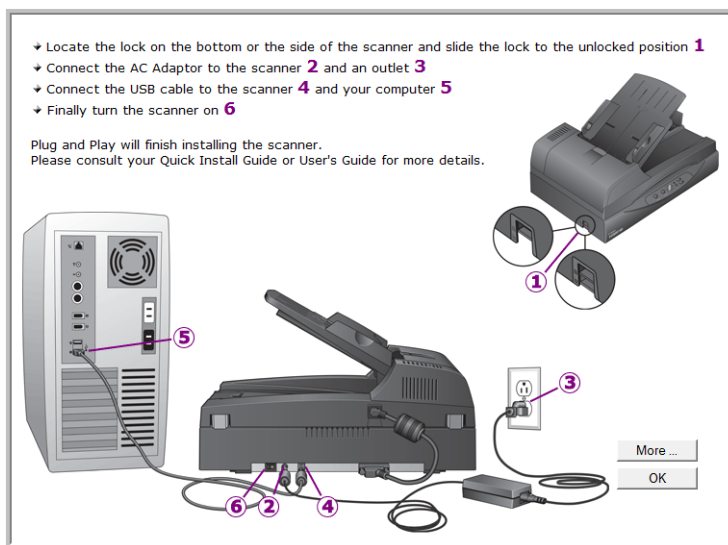
Note: If your computer is running Windows XP or Windows Vista, Microsoft's Windows Image Acquisition (WIA) interface for scanning is always available, regardless of your selection on this window.

9. When you see this window asking you to select an image for your Color Space setting, select the option that looks best to you. Click **Next**.



The Color Space setting sets the default gamma value for the scanner.

10. **STOP** when you see the “Complete the installation by connecting your hardware” window. Do **NOT** click **OK** yet. Leave the window open and proceed to “Step 3: Connect the Scanner”.



STEP 3: CONNECT THE SCANNER

To connect the power:

1. Plug the power supply into the power port on the scanner.
2. Plug the power cord into the power supply then into a wall outlet.



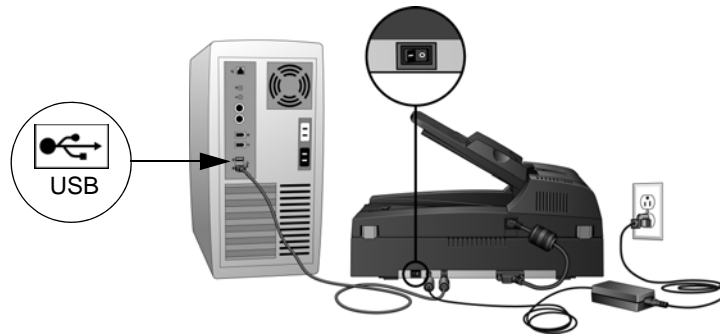
Note: Only use the power supply (HEG42-240200-7L made by HiTron) included with your scanner. Connecting any other type of power supply may damage your scanner, and will void its warranty.

To connect to the 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. (Check your computer's manual for USB port locations.)

If you use a USB hub, it must have its own power supply already plugged into an electrical outlet.

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

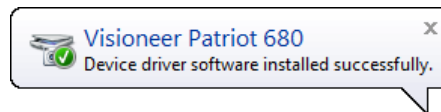


The status light comes on and flashes indicating that the scanner is receiving power.

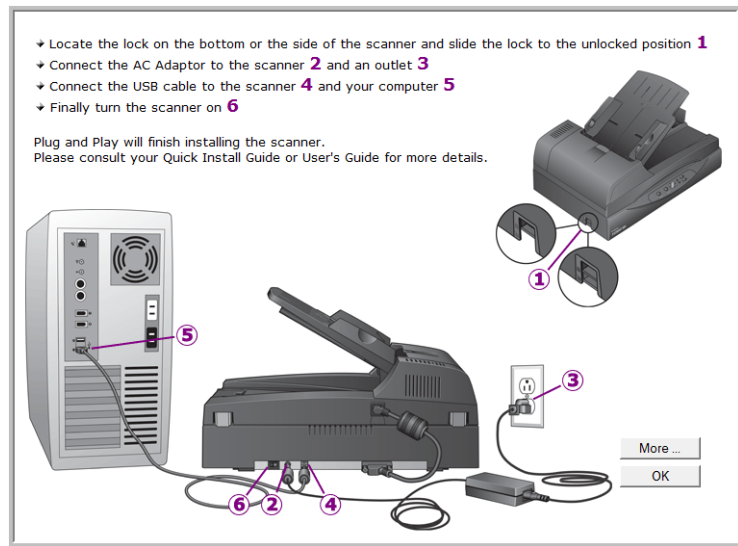
If you are using Windows XP or Windows Vista, and have plugged the USB cable into a USB 1.1 port, an information bubble may open explaining that “A HI-SPEED USB device is plugged into a non-HI-SPEED USB hub”. Plug the USB cable into a USB 2.0 port (if available) or just disregard the message. If you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

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

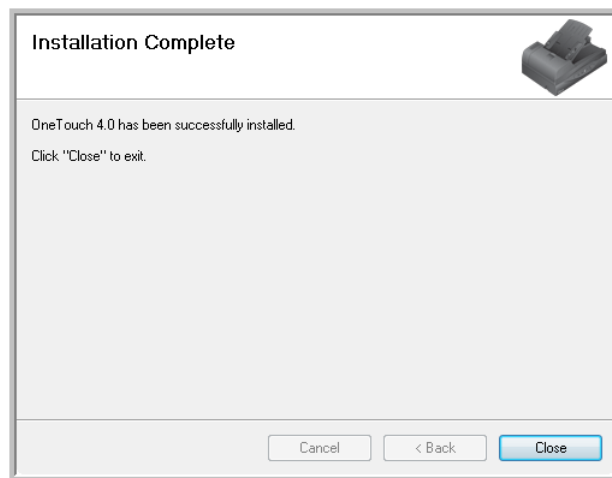
If your computer is running Windows XP or Windows Vista, you will see a Found New Hardware message similar to the following.



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



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.

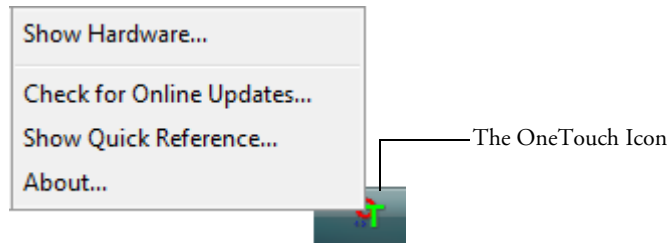


STEP 4: REGISTER YOUR SCANNER

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

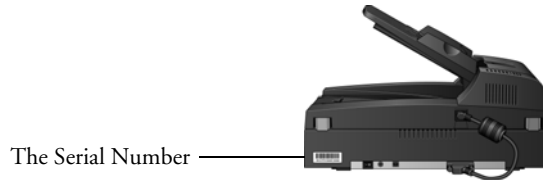
To register your scanner:

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.
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.

4. Write down your RegID below so you will be able to find it easily in the future.

RegID: _____

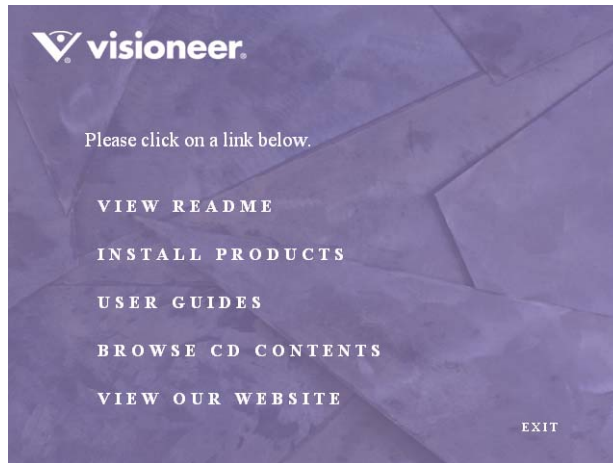
Note: If you did not choose the "Full Install" option for your scanner driver. You can go online to www.visioneer.com and select **Register Your Product** from the Support and Drivers section.

ADDITIONAL APPLICATIONS FOR YOUR SCANNER

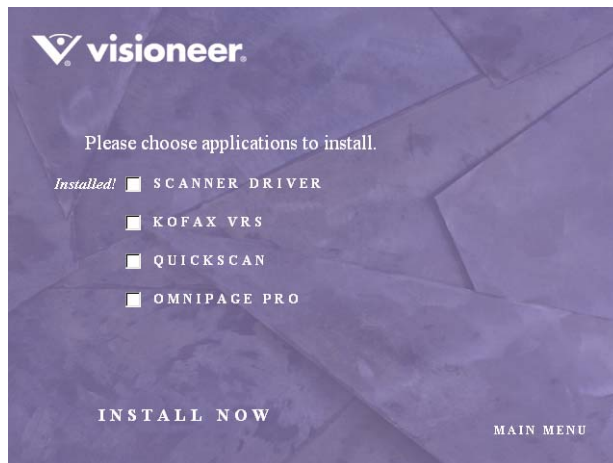
Your scanner includes free, additional applications on the installation CD.

To install the additional applications:

1. Insert installation disc 1 into the CD-ROM drive. From the disc's Main Menu click on **Install Products**.



2. Select the additional applications you want to install, then click **Install Now**.



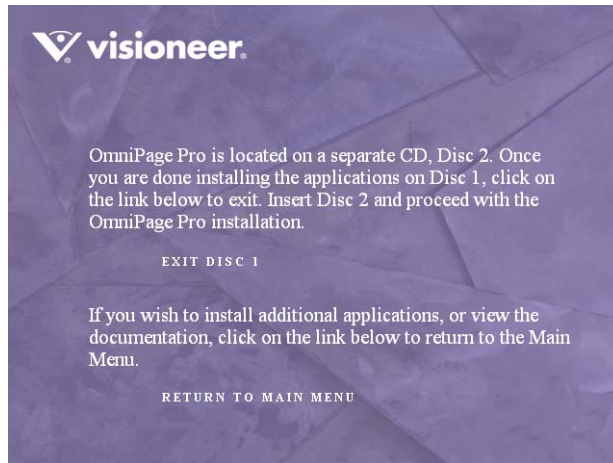
3. Follow the instructions on the screen to install each of the additional products.

The following table describes each of the additional applications available.

Software	About the Software
Adobe® Reader®	<p>Adobe Reader is a stand-alone application that you use to open, view, search, and print PDF files. The user guides on the installation disc are in PDF format and require Adobe Reader for you to view and save them.</p> <p>The Adobe Reader software is located on the installation disc 1 in the User Guides section.</p>
Kofax® VRS®	<p>Kofax VRS automatically enhances scanned documents from less than perfect originals. The VRS settings use the patented Virtual ReScan (VRS) technology, and ensures your scanning is as efficient and easy as possible, while also improving the quality of the scanned image.</p> <p>When installing the Kofax VRS software you will see a message “SVS001: The VRS installation does not install an ISIS driver for the scanner you selected. Please install the ISIS driver packaged with your scanner.”</p> <p>This is not an error, please disregard this message and click OK. The Kofax VRS Certified ISIS® driver was installed correctly when you installed your Visioneer Patriot 680 scanner driver.</p>
QuickScan™ Demo	<p>QuickScan is an out-of-the-box imaging solution that provides all the necessary capabilities for high-speed scanning, image enhancement, viewing, annotation, printing, and storing images. It uses an ISIS-certified driver for scanning and includes flexible job separation and barcode recognition.</p> <p>The Demo version lets you try the application.</p>
OmniPage® Pro	<p>OmniPage Pro provides precision OCR analysis, advanced layout detection, and Logical Form Recognition™ (LFR) technology. Advanced security features quickly turn office documents and forms into over 30 different PC applications for editing, searching and sharing. Custom workflows handle large volumes of documents, and you can use its tools to print to PDF.</p>

Installing OmniPage Pro

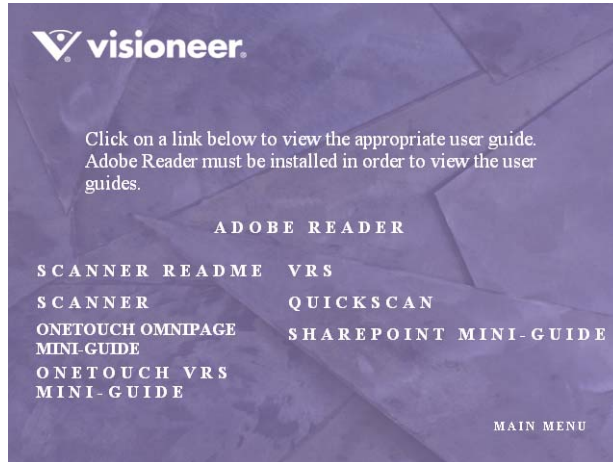
If you selected OmniPage Pro for installation, a window tells you to insert the second CD to install it.



1. Click **Exit Disc 1** to close the disc's interface.
2. Remove **Disc 1** from the CD-ROM drive.
3. Insert **Disc 2** into the CD-ROM drive.
The OmniPage Pro Installation menu opens automatically.
4. Select **Install OmniPage Pro**.
5. Follow the instructions on the screen to install OmniPage Pro.
6. When installation is finished return to the disc's main menu and select User Guide to view and save the OmniPage Pro user guide to your computer.
7. Remove **Disc 2** and store it in a safe place.

VIEW AND SAVE THE USER GUIDES

1. On the Main Menu of Disc 1, click User Guides.
2. The Visioneer user guides window opens, use this window to view and save the user guides.



The User Guides are in Adobe® Reader® PDF® format. The Scanner Readme file is in HTML format and will open in any standard browser.

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

If your computer already has Adobe® Reader® installed, please do not select it unless the version provided on the installation CD is a newer version than the one currently installed on your computer.

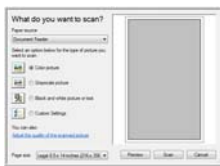
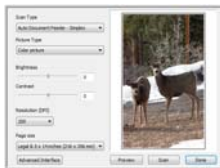
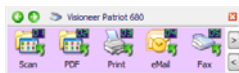
3. Click the name of a User Guide you want to view and it will open in Adobe Reader. Use the Adobe Reader **Save** command to save that User Guide on your computer.

4. Return to the Visioneer User Guides window and repeat the process to open, view, and save all the other User Guides you want.
 - The SharePoint Mini-Guide has information about a feature in the OneTouch 4.0 software to link to Microsoft's SharePoint application. This brief Mini-Guide explains how to setup the SharePoint link when creating a new scan configuration.
 - The OneTouch VRS Mini-Guide has information about a new feature in the OneTouch 4.0 software to use Kofax VRS settings when scanning. This brief Mini-Guide explains what the feature is and how to use the VRS settings when creating or modifying a scan configuration. The settings described in this mini-guide are only available if the Kofax VRS software is installed.
 - The OneTouch OmniPage Mini-Guide has information about the OmniPage Module in the OneTouch 4.0 software to use the OmniPage OCR settings when scanning. This brief Mini-Guide explains what the feature is and how to use the OCR settings when creating or modifying a scan configuration. The OmniPage Module was installed when you completed a full install of the scanner driver. Using the OmniPage Module's settings does not require installation of the OmniPage Pro software.
5. When you're finished, click **Main Menu** to return to the main Visioneer Installation window and click **Exit**.
6. Remove the disc and store both discs in a safe place.

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

Scanning

If you selected the recommended Full Install option for your scanner's driver (see page 11), you have several different scanning options with your Visioneer Patriot 680 scanner. Each method scans equally well, so use the one with appropriate options for the item you are scanning.



- **OneTouch Scanner Buttons**—When you press the Simplex or Duplex button, documents are scanned using the scan settings indicated by the LED number. The scanned images are then sent to a software application or to a storage folder on your computer. See “Loading Documents to Scan” on page 22.
- **OneTouch Button Panel**—Use this scan option when you want to scan from the computer screen. Scanning from the on-screen OneTouch Button Panel is the same as pressing a scanner button, except you click an icon that represents the scanner. See “Scan from the OneTouch Button Panel” on page 26.
- **TWAIN Interface**—The TWAIN interface is for scanning from various programs on your computer. The TWAIN interface is available from the OmniPage software, as well as from other programs such as Microsoft Word or Adobe® Acrobat® Professional. See “Scanning with the TWAIN Interface” on page 66.
- **Windows Image Acquisition (WIA)**—If your computer is running Windows XP or Windows Vista, you can use this option to scan with the Microsoft Windows Image Acquisition interface. See “Scanning with the Windows Image Acquisition” on page 80.
- **ISIS Interface**—This option uses the ISIS interface for scanning. The ISIS interface for each application varies depending on the application. See “Scanning with the ISIS Interface” on page 83.

LOADING DOCUMENTS TO SCAN

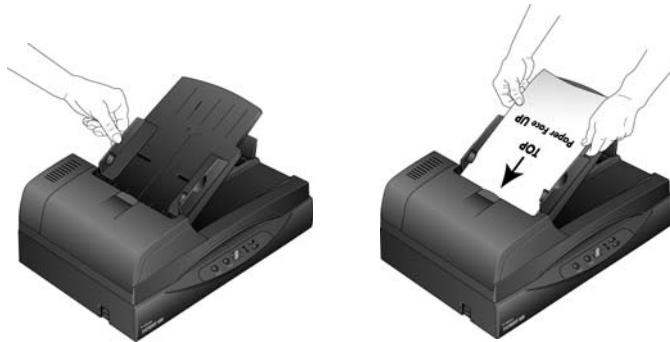
You can use your Visioneer Patriot 680 to scan a single page or a stack of double-sided pages. The maximum page size is 8.5 x 14 inches for both the Automatic Document Feeder and Flatbed glass.



Note: Always remove any staples or paper clips from documents before inserting them into the scanner. Staples and paper clips can jam the feed mechanism and scratch the internal components. Also, remove any labels, stickers, or Post-It™ notes that may come off during the scanning process and get stuck in the scanner. Misuse as described here will void your scanner's warranty.

AUTOMATIC DOCUMENT FEEDER (ADF)

1. Lift the lid and make sure there is no paper on the flatbed glass.
If a page is left on the glass this can cause a paper jam.
2. Adjust the paper guide for the width of paper being scanned.
3. Load the documents *face up* with the tops of the pages inserted into the Automatic Document Feeder.



4. Lift the paper stop on the back of the tray to keep documents in the output tray after scanning completes.
5. You can now scan the document using the OneTouch scanner buttons, the OneTouch button panel, or one of the other scanning interfaces.

IMPORTANT: Items scanned using the Automatic Document Feeder must be a minimum of 5.5 x 4.5 inches.

FLATBED GLASS

1. Remove any paper from the Automatic Document Feeder (ADF).
The scanner automatically detects if paper is in the ADF and will scan pages in it. You must remove these pages prior to scanning if you want to scan from the flatbed.
2. Lift the scanner cover and place the document *face down* on the glass.
3. Align the item with the arrow on the reference frame for the size page being scanned, then close the cover.



4. You can now scan the document using the OneTouch scanner buttons, the OneTouch button panel, or one of the other scanning interfaces.

SCANNING FROM ONETOUCH

OneTouch is your main scanning interface for using the scanner. The OneTouch functions on the scanner mirror the OneTouch Button Panel.



The 99 scanner functions mirror the OneTouch panel.



THE DEFAULT ONETOUCH SETTINGS

Based on the recommended Full Install of the scanner driver, your scanner is pre-configured to scan items for various basic tasks, such as email or printing, then send the scanned image to an appropriate, pre-selected Destination Application.

You can change any of these settings. Please see “Selecting New Settings for a Button” on page 29 for instructions on changing the button settings.



For example, the eMail button is set to scan documents then immediately attach them to a new eMail message. The eMail application will default to the program specified in the internet options of Internet Explorer.



A folder icon for a button, such as shown for button 7, means that the button is set to scan and send items directly to a folder location on your computer or network without first opening it in an application.



A question mark for a button means that your computer does not have the appropriate software or hardware for the initial factory setting. In that case, you would probably want to change the button name and destination application to something else.



If the OneTouch OmniPage module or OmniPage Pro software is not installed, then the options for sending to word processing applications such as Microsoft's Word will not be available. The OneTouch OmniPage Module was installed during the Full Install of the scanner driver.

Note: The default page size in each configuration is based on your computer's Windows setup of United States or Metric units.

SCAN FROM THE ONETOUCH SCANNER BUTTONS

Pressing a scanner button scans the item and sends the image to the Destination Application associated with the current LED function number. Each function's scan settings are determined by the selected settings show in the OneTouch Properties window.

1. Load a stack of documents *face up* in the ADF or place a single page *face down* on the flatbed glass.
2. Use the button selector arrows to change to the LED function you want to use to scan.



3. Press either the Simplex or Duplex button on the scanner to initiate the scan.

To scan a single-side document from the ADF press the **Simplex** button.

To scan a double-side document from the ADF press the **Duplex** button.

When scanning from the Flatbed, pressing the Simplex or Duplex button simply initiates a scan. Only the face down side of the page is scanned.



4. A scan progress window opens and the image is sent to the selected application in the OneTouch software.

SCAN FROM THE ONETOUCH BUTTON PANEL

Scanning from the OneTouch Button Panel is like pressing a button on the scanner. The scanner scans the item, then sends the image to the destination indicated by the button's icon.

1. Load a stack of documents *face up* in the ADF or place a single page *face down* on the flatbed glass.
2. Click on the OneTouch icon in the Windows Notification Area (at the bottom right corner of the screen).

The OneTouch Button Panel opens.



Click these arrows to navigate through the 99 functions.

Click the button you want to use to scan.

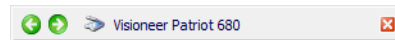
3. Click a button on the panel.
4. A scan progress window opens and the image is sent to the selected destination for that OneTouch button.

FEATURES OF THE ONETOUCH BUTTON PANEL

The OneTouch Button Panel is your on-screen set of controls for the scanner. From the panel you can scan, access the hardware settings for your scanner, and configure the OneTouch buttons.



Click on the OneTouch icon to open the panel.



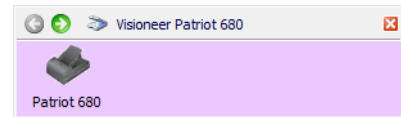
The Title Bar



The Button View



The Detail View



The Hardware View

The Title Bar

- Green arrows—click to cycle through the panel's three views.
- Scanner icon—click to open the scanner's hardware properties.
- Red "X"—click to close the OneTouch panel.

The Button View

- *Left-click* on a Destination Application icon to start scanning.
- *Right-click* on a Destination application icon to open the OneTouch Properties for configuring the buttons.

The Detail View

- *Left-click* on a Destination Application icon to start scanning.
- *Right-click* on a Destination application icon to open the OneTouch Properties for configuring the buttons.
- *Double-click* on the detailed information to open the OneTouch Properties for configuring the buttons.

The Hardware View

- *Left-click* on the scanner icon to return to the Button View.
- *Right-click* on the scanner icon to open the scanner's hardware properties.

CONFIGURING THE ONE TOUCH BUTTONS

When you first connect your scanner to a computer, the scanner's OneTouch software configures each button with appropriate settings. Each OneTouch button configuration consists of a **Destination Application**, a **Scan Configuration**, and a **File Format**. The OneTouch Properties window is where you select these three elements for a button.

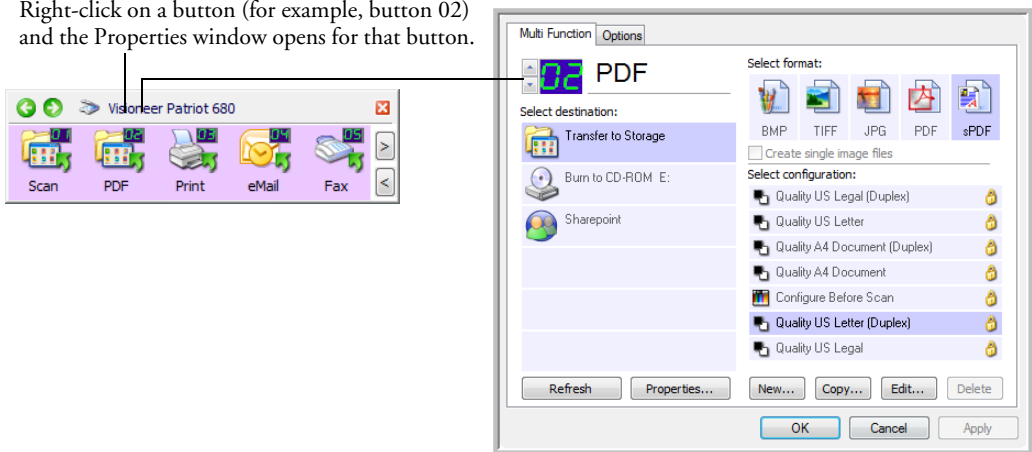
To open the OneTouch Properties window:



1. Click the OneTouch icon.
2. Right-click a button on the OneTouch Button Panel.

The OneTouch Properties window opens for that button.

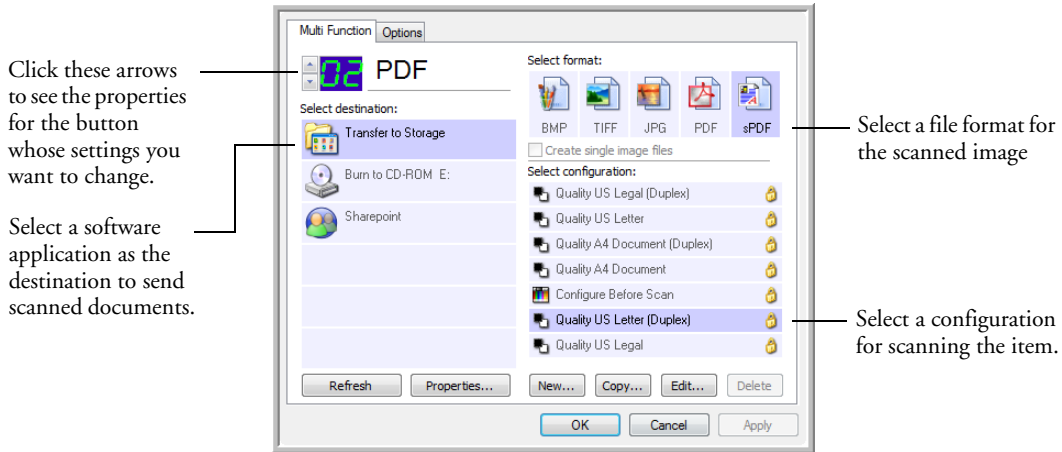
Right-click on a button (for example, button 02) and the Properties window opens for that button.



The OneTouch Properties window also opens when you press, hold down, and release the Simplex or Duplex button on the scanner.

Note: Some of the options on the OneTouch Properties Window (and other OneTouch windows and dialog boxes) may be “grayed out” and are not available. Grayed out options are not appropriate for your Visioneer Patriot 680 scanner.

SELECTING NEW SETTINGS FOR A BUTTON



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

TIP: To jump quickly to another number, click on the Options tab, click the drop arrow for the Select Button list and choose the button you want to make the changes for, then click back on the Multi-Function tab and the OneTouch Properties will be for that number.

2. Choose the application where you want the scan sent in the **Select Destination** list.
3. To configure the list of available applications, click on the Options tab. See “Selecting Options for a Button” on page 46.
4. From the **Select Configuration** list, select a scan configuration.

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



Color



Black and White



Grayscale



Configure
Before Scan

Use Configure Before Scan if you want to set the scanning mode manually before scanning. See “Editing or Deleting Scan Configurations” on page 38.

5. Select a **Format** option.

The available formats are based on the type of Destination Application you select. See “Selecting File Format Options” on page 42.

TIP: If you selected a word processing program, such as Microsoft WordPad, the scanned text is automatically converted to editable text. See “Scanning with Optical Character Recognition (OCR)” on page 55.

6. 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. However, you can scan at any time by pressing the Simplex or Duplex button on the scanner.

OTHER OPTIONS IN THE ONETOUCH PROPERTIES WINDOW

Properties button—Displays a window for selecting properties for each type of Destination Application. See “Setting Destination Application Properties” on page 48.

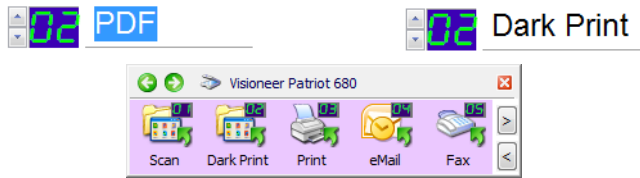
Refresh button—If you install new applications on your computer, and they do not appear in the **Select Destination** list, click the **Refresh** button.

New/Copy/Edit/Delete buttons—Click **New** or **Copy** to add new scan configurations to the list. Click **Edit** or **Delete** to change or remove them. See the sections “Creating a New Scan Configuration” on page 31 and “Editing or Deleting Scan Configurations” on page 38.

RENAMING A ONE TOUCH BUTTON

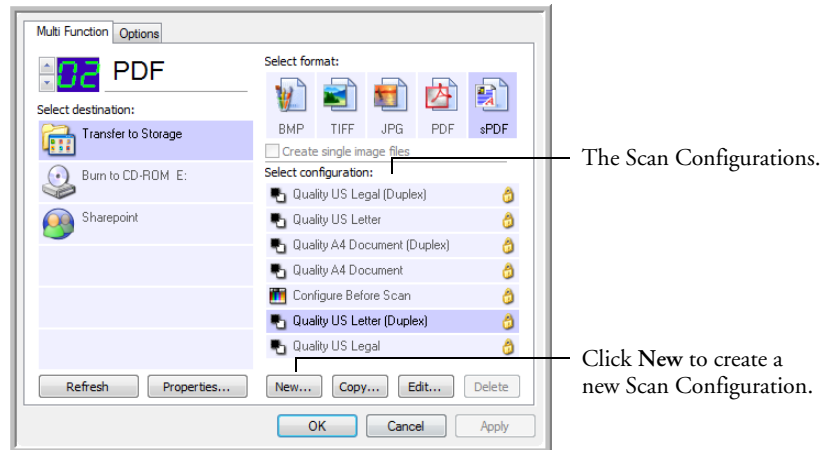
The OneTouch buttons have names that identify their pre-set functions, such as OCR and PDF, but you can edit the names.

1. Open the OneTouch Properties window.
2. Select the name's text and type a new name.
3. Click **OK** or **Apply**. The button is now renamed.



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.



To create a new configuration:

1. Open the OneTouch Properties window.
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.

- Click the **New** button.

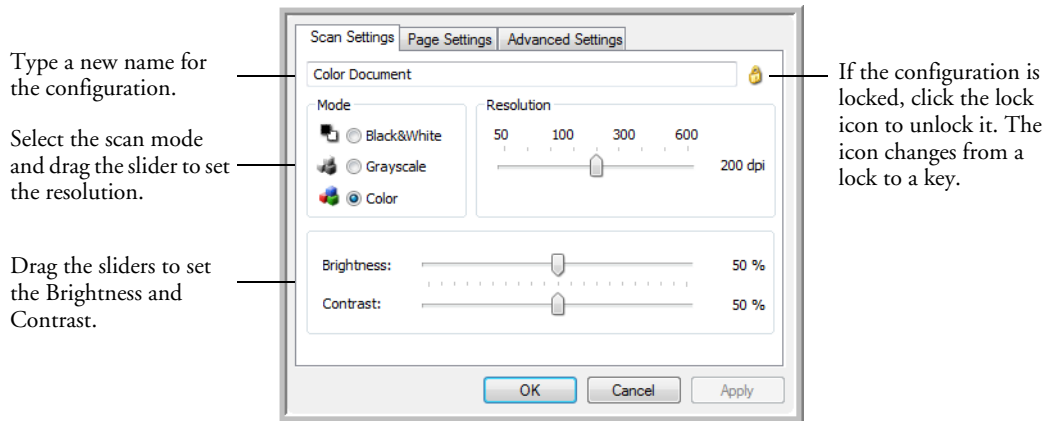
If you want to start from the settings of another configuration, select the configuration, then click the **Copy** button.

Note: There are 3 settings tabs in a configuration for selecting the Scanning Mode, Page Size and Color intensity. Depending on the selected Destination Application, an additional settings tab will activate for you to make changes specific to the current destination. For example, scanning to a printer will activate a Device Settings tab for you to set your printer properties.

THE SCAN SETTINGS TAB

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

TIP: If you set the new configuration to scan duplex (two-sided), include that in the name, such as “Scan for Light Print (Duplex),” to indicate that it will scan in Duplex when the scan is initiated from the OneTouch Button Panel.



- 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.
- **Grayscale** to scan items such as documents containing drawings or black and white photographs.

■ **Color** to scan color photographs and other color items.

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.

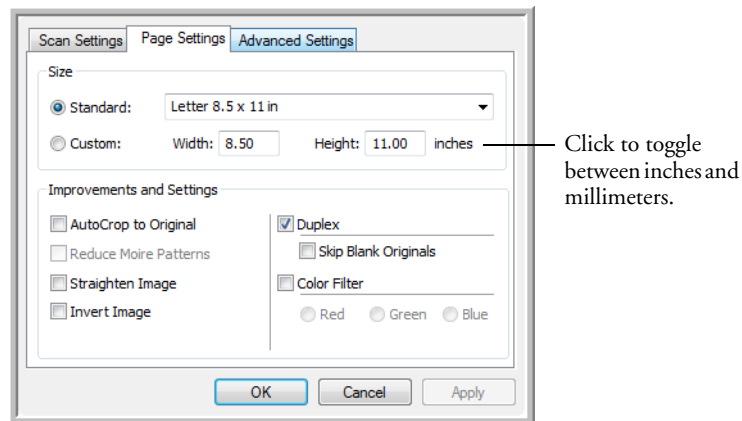
Brightness—Brightness is the overall lightness or darkness of the image.

Contrast—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. The Contrast setting does not apply to the Black&White mode.

3. Click on **Apply** to save the changes on the Scan Settings tab.

THE PAGE SETTINGS TAB

Click the Page Settings tab to select from the processing options available and define the paper size of the scanned batch.



Size—Input the page dimensions of the items you will be scanning.

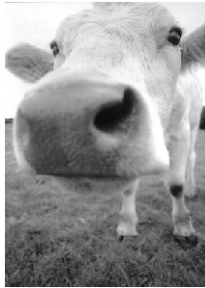
■ **Standard**—Choose a pre-defined page size from the list.

■ **Custom**—Enter the horizontal and vertical page dimensions in the boxes. The maximum size is 8.5" x 14". The units of measurement can be inches or millimeters.

Improvements and Settings—Only the options that apply to the selected scanning mode on the Scan Settings tab are available.

- **Reduce Moiré Patterns**—Moiré patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce Moiré Patterns** will limit or eliminate moiré patterns in the scanned image. This option is only available for the Grayscale or Color Mode at 300 dpi or less.
- **Invert Image**—Only available for Black&White Mode, this option reverses the black and whites of an image.

Original Image



Inverted Image

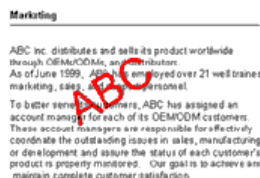


- **Duplex**—Scan both sides of the page. If this option is not selected, the scanner will scan the front side of the page only.

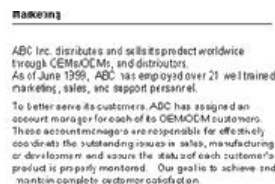
Note: The Simplex and Duplex buttons on the scanner take precedence over the OneTouch settings. In other words, if the LED number on the scanner is configured in the OneTouch Properties to scan in duplex, but you press the Simplex button on the scanner to scan, then the resulting scan will be in single sided, and vice versa.

- **Skip Blank Originals**—Skips pages that are completely blank. This option is only available for Duplex scanning.
- **Color Filter**—Color filter is the ability of your scanner to automatically remove a color from a scanned item. Color filter applies to Black&White or Grayscale Mode.

The original with a red watermark over black text.

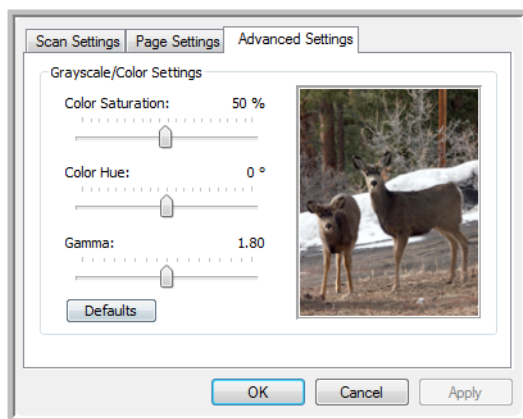


The scanned item with the red filtered out.



THE ADVANCED SETTINGS TAB

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



1. 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.

Color Saturation—the strength or purity of a color.

Hue—the color your eyes see as reflected from the image.

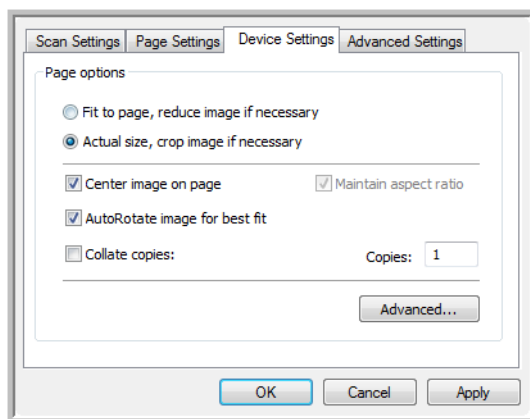
Gamma—the brightness of the midtone colors.

2. Click **OK** to save the new configuration.

It will now be listed in the list of Scan Configurations on the OneTouch Properties window for the appropriate Destination Applications.

THE DEVICE SETTINGS TAB

A Device Settings tab is on the Scan Configurations dialog box when your selected Destination Application is a printer or fax application.



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.

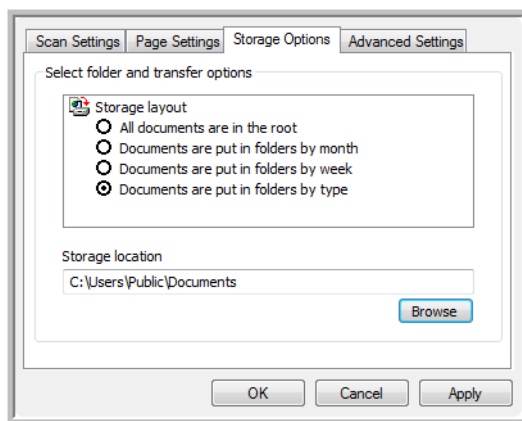
Collate copies—If you are printing more than one page, collate the copies. Enter the number of copies in the **Copies** box.

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

THE STORAGE OPTIONS TAB (ARCHIVE)

A Storage Options tab is on the Scan Configuration dialog box when the Destination Application is Transfer to Storage. You use the options on this tab to select where to save your scanned items when scanning with that particular Scan Configuration.

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. Type refers to the file type selected as the File Format on the OneTouch Properties window.

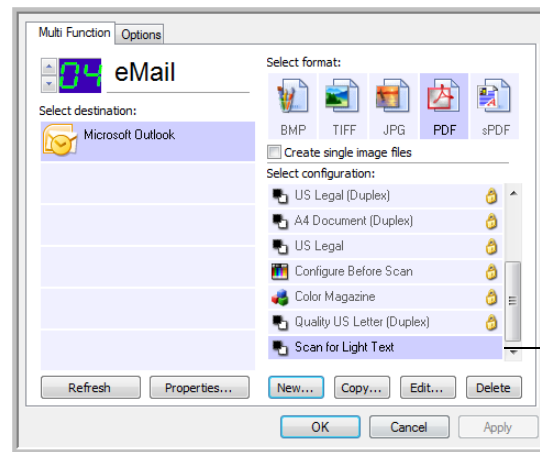
3. If you want to store your archive documents in some other location, click the **Browse** button to specify the new location.
4. Click **OK** or **Apply**.

EDITING OR DELETING SCAN CONFIGURATIONS

Note: Your scanner comes with a number of configurations pre-set at the factory. To ensure that your scanner will always have a set of correct scan configurations, do not delete the preset configurations. We also recommend that you keep those configurations locked so they are not inadvertently deleted. 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 driver.

To edit or delete a scan configuration:

1. Open the OneTouch Properties window.
2. Select the scan configuration you want to edit or delete.
 - To delete the configuration, click the Delete button.
 - To edit the configuration, click the Edit button.
Edit the settings then click OK.



Select the scan configuration to edit or delete. It must be unlocked, as indicated by having a key or no icon displayed here.

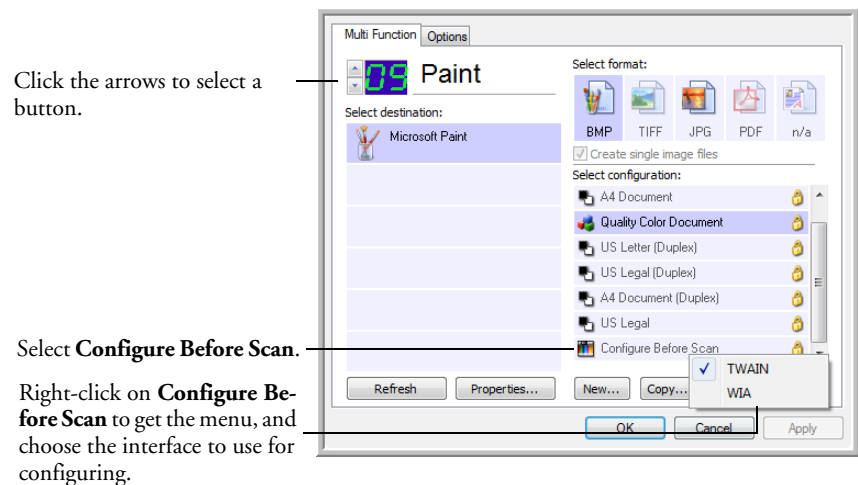
3. Click **OK** to close the dialog box.

CONFIGURE BEFORE SCAN

Choosing Configure Before Scan simply opens either the TWAIN or WIA scanning interface when you press or click a button. You can then use the interface to change the Picture Type, Resolution, and other settings. When you scan, the scanned image will still be sent as the file type and to the same Destination Application already selected in the OneTouch Properties window for that button.

TO SET CONFIGURE BEFORE SCAN

1. Open the OneTouch Properties window.
2. Using the button selection 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 configuring before scanning.

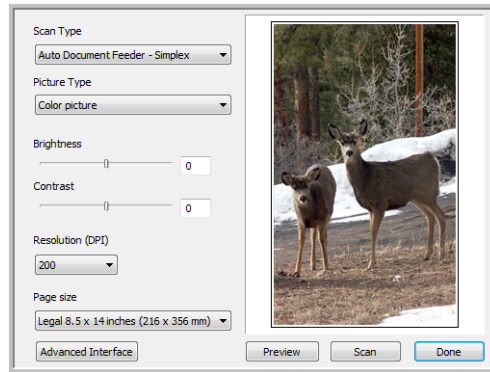
TWAIN—The TWAIN Interface opens for you to set the scanning mode. See “Scanning with the TWAIN Interface” on page 66 for detailed instructions about scanning with the TWAIN Interface.

WIA—The Windows Image Acquisition Interface (WIA) opens for you to configure the scanning. See “Scanning with the Windows Image Acquisition” on page 80 for detailed instructions about scanning with the WIA Interface.

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

TO SCAN USING CONFIGURE BEFORE SCAN

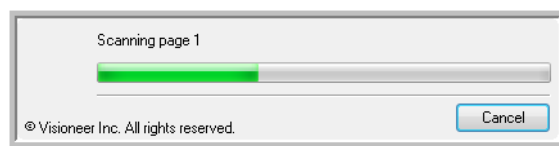
1. Load the documents *face up* with their tops into the scanner or place a page *face down* on the flatbed glass.
2. Click the button you set up to use the Configure Before Scan option. The TWAIN or WIA interface will open. This example shows the Basic TWAIN Interface.



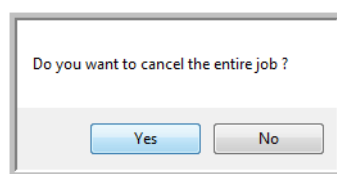
3. Under Scan Type choose where the scanner should scan the paper from.
Auto Document Feeder - Simplex—scans single-sided from the ADF; only the side of the pages facing up are scanned.
Auto Document Feeder - Duplex—scans double-sided from the ADF; both sides of the pages are scanned.
Scan Reflective Using—the scanner scans from the flatbed.
4. Select the **Picture Type** (Color, Grayscale, or Black & White), **Resolution** and **Page Size** that apply to your scanning batch.
5. Click on the **Scan** button in the TWAIN interface.
6. Your document will be scanned and sent to the Destination Application specified in the OneTouch 4.0 Properties window.

CANCELING A CONFIGURE BEFORE SCAN

1. Click **Cancel** in the scanning progress window.



2. The following window will open asking if you want to cancel the entire job.



- **Yes**—Scanning stops and all pages scanned in this batch, up to this point, will be deleted. The TWAIN interface will close and you can restart your scan from the beginning.

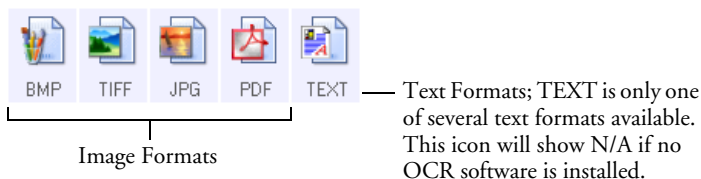
For instance, the scan Mode is Black & White but you want to scan your documents in color. Choose **Yes** to delete any scanned pages, then start over the correct scan Mode selected.

- **No**—Scanning stops and the TWAIN interface remains open. You can place a new set of pages into the ADF or a single page on the flatbed glass, adjust the TWAIN settings for them, then click the **Scan** button in the TWAIN interface to continue scanning. At the end of the scanning batch, all pages from the first portion of the scan and second will be sent to the Destination Application.

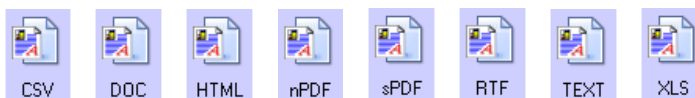
Choose this option if, for instance, you have been scanning in Black & White but want to scan the remaining pages in color. You stop the current scan, change the scan Mode to Color, then restart the scanning without losing the pages already scanned.

SELECTING FILE FORMAT OPTIONS

The File Format options that you select determines the file format of the scanned document. The available file formats are based on the Destination Application you have selected to receive the scanned images.



The Text Formats are for text file types and are selectable by right-clicking on the text format icon.



CREATE SINGLE IMAGE FILES

The TIFF and PDF formats, as well as the text file formats, support multiple page documents. Select **Create single image files** if you want one file created for each image scanned. Note that this option is automatically selected and disabled if you have selected a format that only supports single pages, such as BMP or JPG.

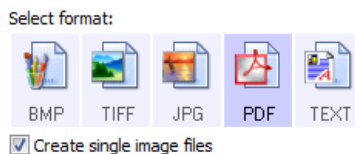


IMAGE FORMATS

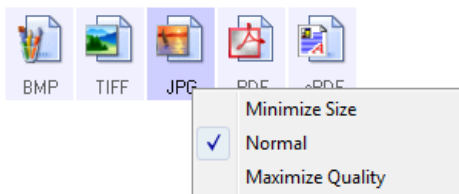
Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction. Both of those file formats tend to be larger than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



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 file 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

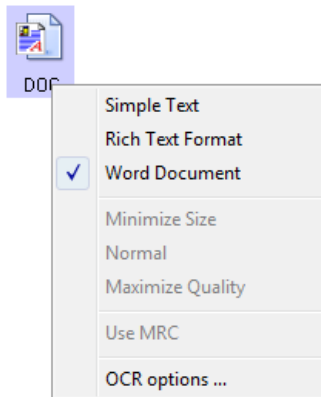
Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text. The text file formats are only available if the OneTouch OmniPage Module or OmniPage Pro software is installed on your computer. Please see the OneTouch OmniPage Mini-Guide on the Installation Disc 1 for instructions on scanning using OCR and details about the OCR Options in OneTouch.

To select a file type for the text format:

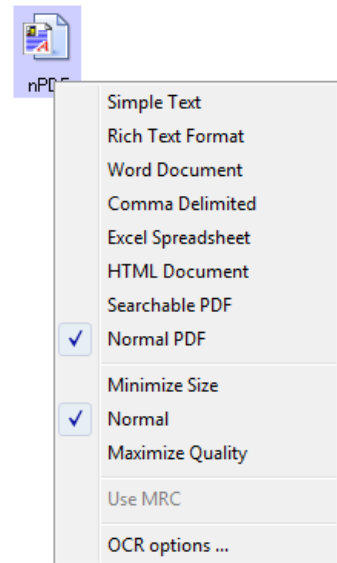
1. Select the Destination Application.
2. Right-click on the text format icon.

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

Example menu for the TEXT file options when the Destination Application is Microsoft Word.



Example menu for the TEXT file options when the Destination Application is a Storage location.



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.



TEXT

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



RTF

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



DOC

Word Document—The .doc file format used by Microsoft Word.



CSV

Comma Delimited—The .csv file format; used for database or spreadsheet data with fields separated by commas. When the document is converted into editable text by the OCR software the fields are maintained.



XLS

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



HTML

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



sPDF

Searchable PDF—Selecting this version of the Adobe® Reader® PDF file format scans the image, OCRs the text then saves the PDF file as an image with searchable text.



nPDF

Normal PDF—Selecting this version of the Adobe® Reader® PDF file format scans the image, OCRs the text and creates an editable PDF file that can be edited with a PDF editing program such as Adobe® Reader® Professional.

4. To change the OCR settings, choose **OCR Options**.

Note that the OCR Options settings apply to all buttons. If you change them for one button, those changes apply to the other buttons as well.

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

Please see the OneTouch OmniPage Mini-Guide on the Installation Disc 1 for instructions about the features found in the OCR Options, and full instructions on scanning with the text file formats.

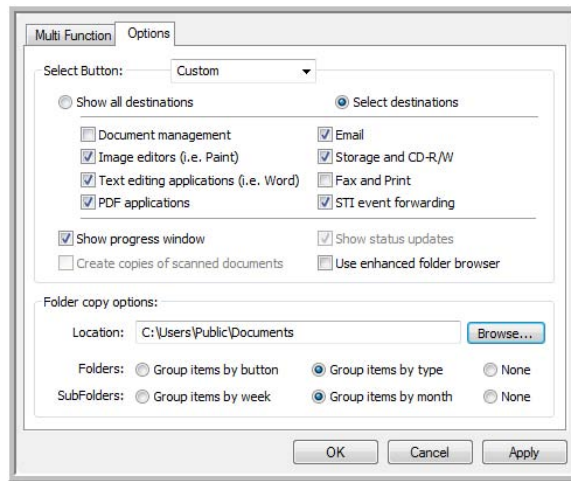
SELECTING OPTIONS FOR A BUTTON

The OneTouch Options determine the types of Destination Applications available for a button. There are also settings on the Options tab that are global to all OneTouch buttons.

To select options:

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

Options tab



2. Click the menu arrow and choose the button for setting new options.
3. The OneTouch Destination Options are:

Show All Destinations—Selecting this option activates all the Destination Application categories for the current button, so that in the OneTouch Properties window for that button, all available destinations are seen under the Select Destination list.

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.

Destination Categories:

- **Document Management** applications, such as Nuance PaperPort®, that are 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, Microsoft Excel and other word processing and spreadsheet applications.
 - **PDF applications** are for documents scanned to PDF format.
 - **Email** includes Microsoft Outlook and other email applications.
 - **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.
 - **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.
4. Click **Apply**, then click on the Multi-Function tab to see the list of Destination Applications.

ONETOUCH GLOBAL OPTIONS

- **Show Progress Window**—Select this option to display the progress window of the document(s) during scanning.
- **Use enhanced folder browser**—Select this option if you want to save your scans to a network location that is not a mapped drive on your computer.
- **Create copies of scanned documents**—Images sent to an application are temporary files until you use that application's "Save" command, when sending to a printer the image temporary until printing is complete. Selecting this option enables the Folder Copy Options field for you to choose where a permanent copy of the file should be saved.

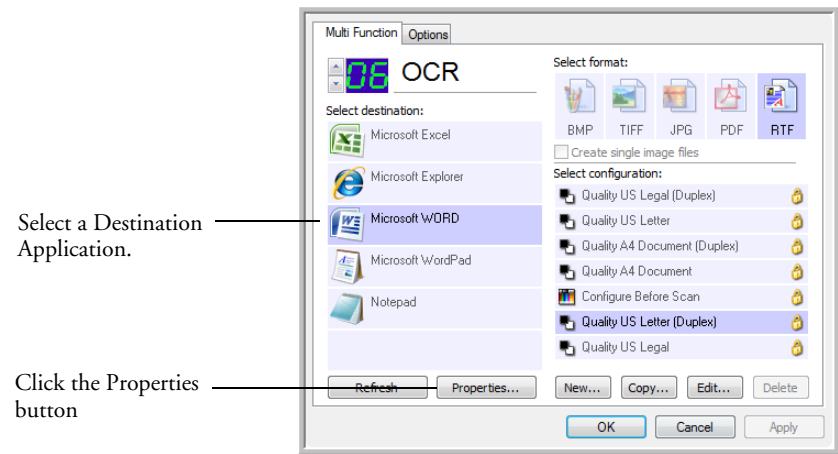
This option is not available if either Document Management or Storage and CD-R/W are selected because these destinations automatically save the files in the folder location you specified under the Destination Application Properties.

- **Folder Copy Options**—Click the Browse button and select a folder to save the images. Select the grouping option you want the scanned images organized by.

SETTING DESTINATION APPLICATION PROPERTIES

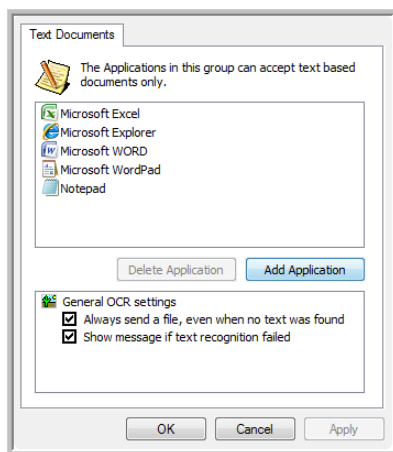
The different types of Destination Applications have various properties that you can set.

On the OneTouch Properties window, select a Destination Application then click the **Properties** button.



TEXT DOCUMENTS PROPERTIES

These properties apply to Microsoft Word, Microsoft Excel®, and other text editing applications.

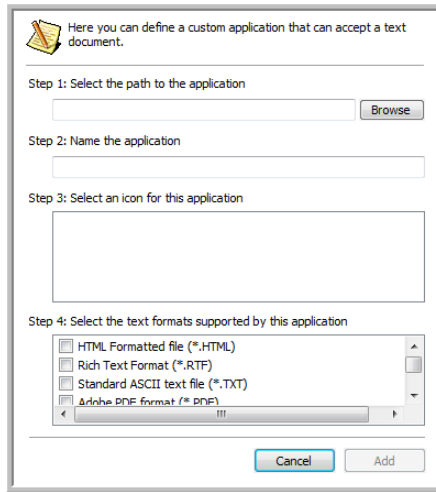


1. Click in the OCR settings boxes for the options you want.

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.

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

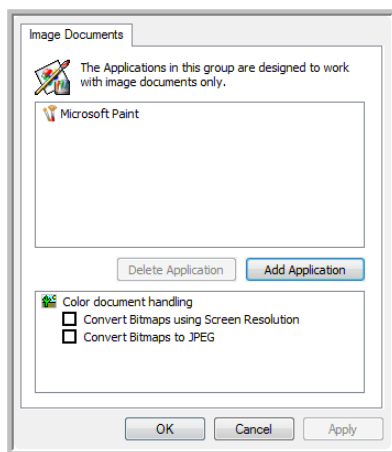
2. To add another application to the list, click the **Add Application** button. The Add Text Based Link dialog box opens.



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.
6. Click the **Add** button.
7. Click **OK** or **Apply** on the Link Properties window.
8. Click **Refresh** on the OneTouch Properties window.

IMAGE DOCUMENTS PROPERTIES

These properties apply to the OmniPage Pro software that you received with your scanner, plus Microsoft Paint and other image processing applications.



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

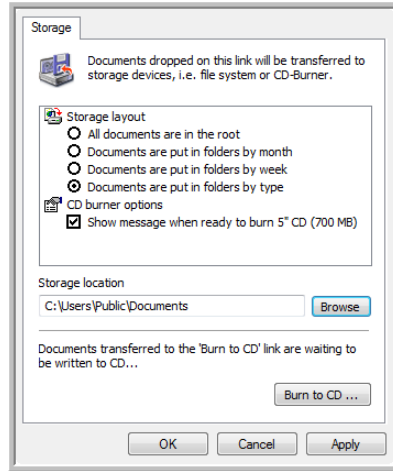
Convert Bitmaps using Screen Resolution—Bitmap images with a high resolution may be too big to fit on the screen. Matching the screen resolution ensures that the image fits on the monitor screen.

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 the previous page to add an application to the list.
3. Click **OK**.
4. Click **OK** or **Apply** on the Link Properties window.
5. Click **Refresh** on the OneTouch Properties window.

STORAGE PROPERTIES

These properties apply to the Destination Application named Transfer to Storage.



1. 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.

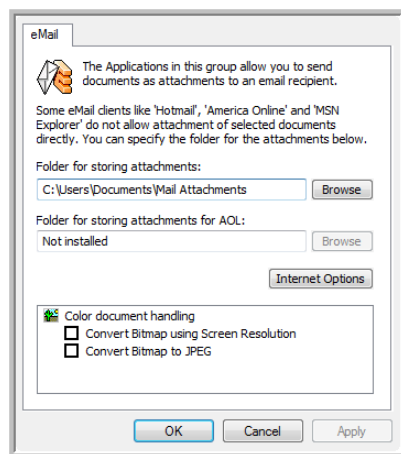
2. Click the **Browse** button to specify the location to store the scanned documents.

If your computer has a CD burner and you are using Windows XP or Windows Vista, select 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.

3. Click **OK** on the Link Properties window.

EMAIL PROPERTIES

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



1. Click the **Browse** button for **Folder for storing attachments** and choose a folder for your email attachments.

Microsoft Outlook® will accept direct attachment of documents to a blank email message as soon as scanning is finished, you do not need to change this folder location.

2. If you are using America Online® (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 change your email client, or any other internet options, click the **Internet Options** button.

The Windows Internet Options Control Panel opens. Click the Programs tab and choose a new email client from the Email list. These are the standard Windows Internet options. Please see your Windows

documentation for more information about Internet options. If you are using AOL, please see the AOL user manual for making changes to the Internet options applicable to AOL.

1. Select the options for color document handling.

Convert Bitmaps using Screen Resolution—Bitmap images with a high resolution may be too big to fit on the screen. Matching the screen resolution ensures that the image fits on the monitor 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. Click **OK**.
3. Click **OK** or **Apply** 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, spell check, change font or type size, sort, calculate, and so forth.

Note: Visioneer recommends that all OCR processing use the original factory settings for OCR scanning that came with your scanner. When scanning with other settings, use at least 300 dpi for the resolution. If the original documents are of poor quality and have small type, 400 dpi can be used as the maximum resolution.

OneTouch 4.0 and OmniPage Pro work together to combine scanning with OCR processing into one integrated step. The OCR process is automatic when the file format on the OneTouch Properties window is a text format, such as DOC, TEXT, XLS, RTF, and so forth.

The OneTouch OmniPage Module or the OmniPage Pro software must be installed on your computer in order to use the OCR options with the OneTouch 4.0 software and your scanner. The OneTouch OmniPage Module was automatically installed when you installed the scanner's driver from the installation disc. The OmniPage Pro software is on the installation Disc 2 that you received with your scanner. The OneTouch OmniPage Module and the OmniPage software can both be installed on your computer at the same time.

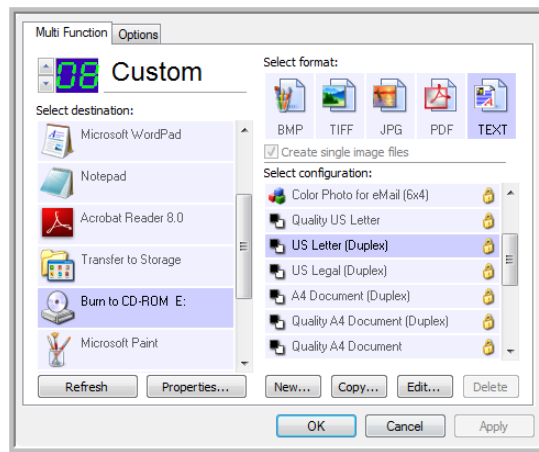
Please refer to the *OneTouch OmniPage Mini-Guide*, on Disc 1 that you received with your scanner, for detailed instructions on configuring and scanning with the advanced OCR options. The instructions in the Mini-Guide details the OCR features when accessed from within OneTouch.

Please refer to the OmniPage Pro user guide on installation Disc 2 for instructions on using the OmniPage Pro software application.

SCAN AND BURN TO A CD

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

4. Open the OneTouch Properties window.
5. Choose a button to use for scanning and burning to a CD.
6. Select **Burn to CD** as the Destination Application.



7. Choose a Format and a Scan Configuration. Click **OK**.
8. Now start scanning using the button you selected to use to scan and burn to a CD.

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

9. Open the OneTouch window, select **Burn to CD** and click the **Properties** button.
10. Make sure a blank CD is in the CD burner.
11. Click the **Burn to CD** button. The CD burner begins and your scanned documents are written to the CD.

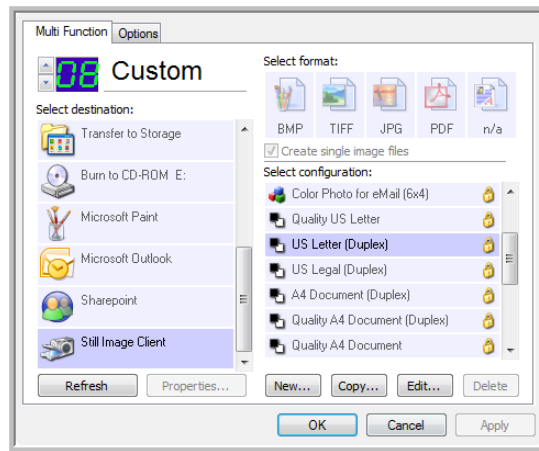
If other documents are waiting to be written to the CD they will be burned to the CD with the OneTouch files.

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.

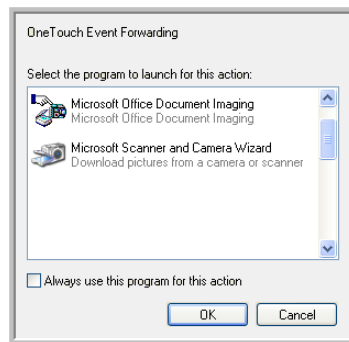
1. Open the OneTouch Properties window.
2. Select **Still Image Client** as the Destination Application.

You cannot choose a file format for this option as the Destination Application is not selected until after starting the scanning batch.



3. Click **OK**.
4. Start scanning using the button you selected for event forwarding.

A dialog box opens for you to select the application to use for scanning. Select the application in the box and click **OK**.

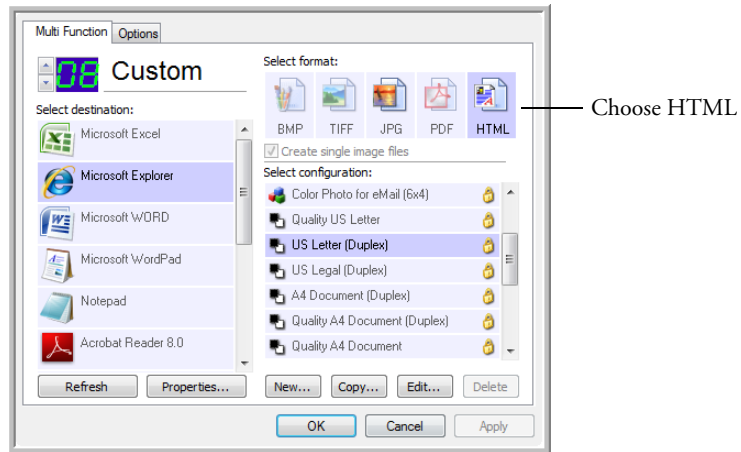


- Now the application you selected opens and you can continue scanning using the application's TWAIN interface.

SCANNING TO AN HTML WEB PAGE

You can convert scanned pages to HTML format 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.

- Open the OneTouch Properties window.
- Select **Microsoft Explorer** as the Destination Application.
- Choose **HTML** as the File Format.



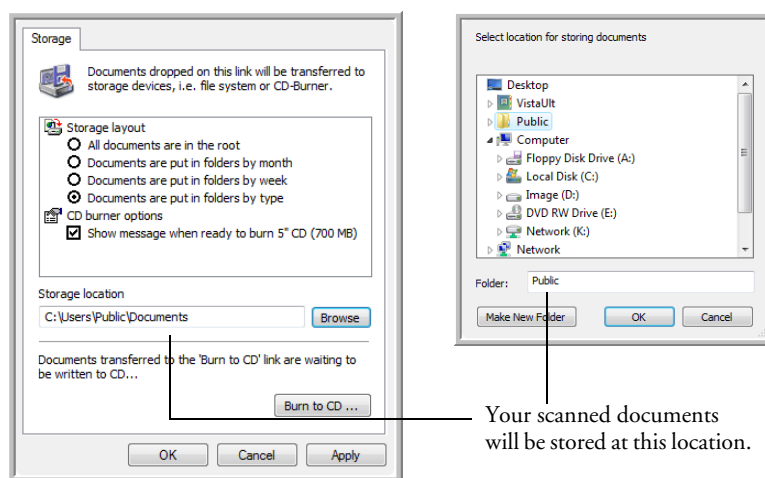
- Choose a Scan Configuration that has the settings for the image on the HTML page.
- Click **OK**.
- Load the documents *face down* with their tops into the scanner.
- On the OneTouch Button Panel or on the scanner LED select the button you setup to scan using HTML.
- When scanning is finished, the 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.
- 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.

10. 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

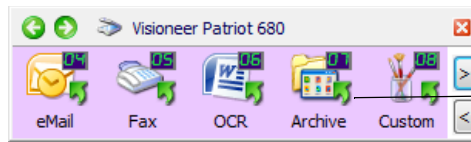
With the Transfer to Storage scanning process, you can scan documents and save them in a folder in one step. The process is ideal for archiving documents without having to manually save them.

1. Open the OneTouch Properties.
2. Select button to scan to the Transfer to Storage destination.
3. Click on the **Properties** button.
4. Click on the **Browse** button in the OneTouch Link Properties for Transfer to Storage window.
5. Browse to a folder on your computer, mapped network drive or a server location. Select the folder then click **OK**.



6. Select a File Format and Scan Configuration. Click **OK**.
7. Load the documents *face up* with their tops into the ADF or place a page *face down* on the scanner glass.

8. Start scanning using the button you set to scan to Transfer to Storage.



This folder icon indicates that the Destination Application is Transfer to Storage.

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

SCANNING TO MULTIPLE FOLDERS

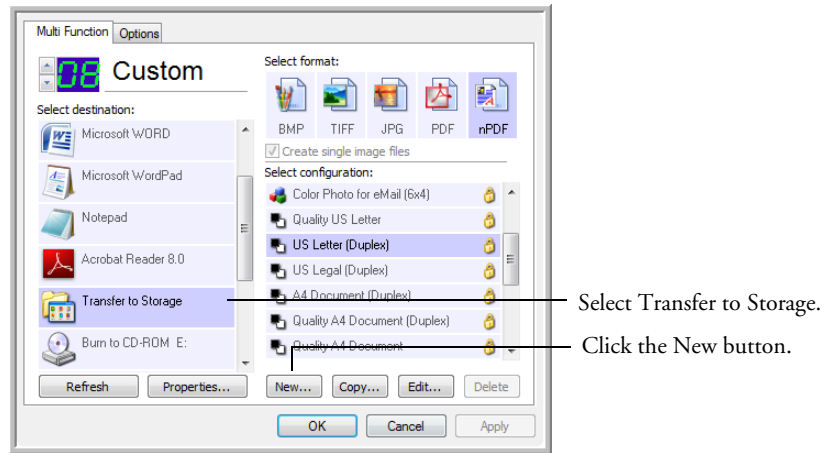
When archiving documents with the Transfer to Storage option, you can scan them to multiple folders. For example, one folder might be for “Business Receipts,” a second folder might be for “Personal Receipts,” and a third folder might be for “Annual Receipts.”

To scan to multiple folders, you create multiple scan configurations, each with a different storage location for the scanned documents. Scan one set of documents using the scan configuration with the appropriate storage location for that set. Then switch to another scan configuration and scan the next set of documents to store them in their folder.

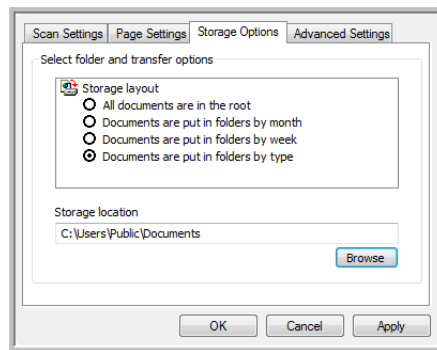
Setting up multiple folders for transfer to storage:

1. Using Microsoft Windows, create the folders that you want to use for storing scanned items.
2. Open the OneTouch Properties window.
3. Select **Transfer to Storage** as the Destination Application.

4. Click the **New** button.

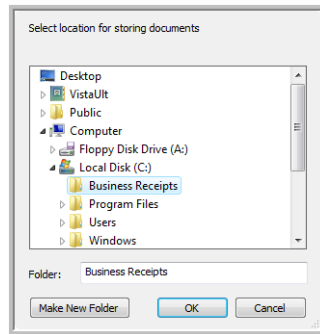


5. To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as “Storage for Business Receipts.”
6. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.
7. Click the **Storage Options** tab.

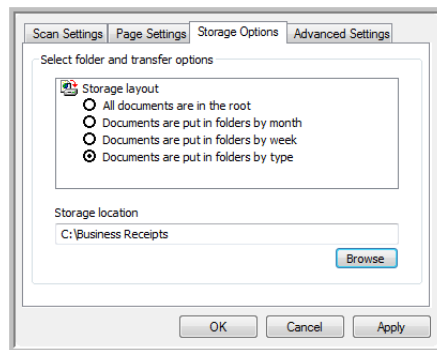


8. Click the **Browse** button.

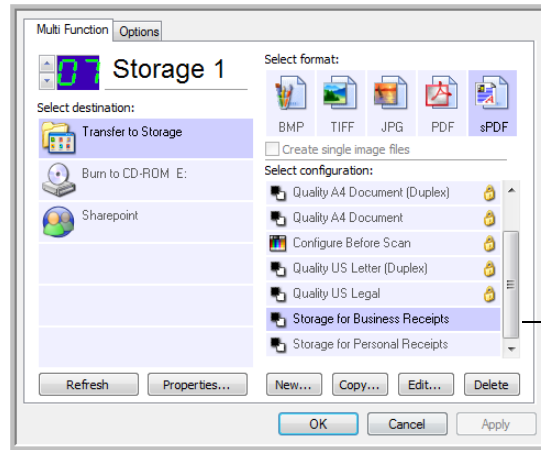
9. Select the folder you created for storing the scanned documents.
If you haven't created the folder yet, you can click the **Make New Folder** button and type the name for the new folder.



10. Click **OK**. The selected folder will now be set as the Storage Location, such as "Business Receipts."

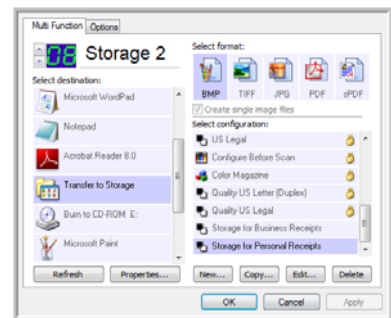
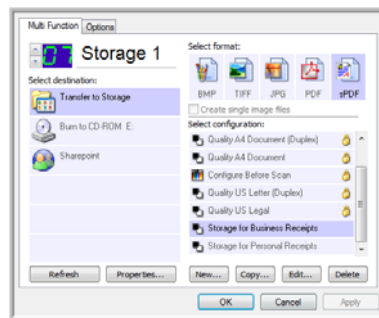


11. Click **OK**. The new configuration is now listed as a Transfer to Storage configuration.
12. Repeat the process to create additional new configurations, such as one named "Storage for Personal Receipts."
13. You will now have multiple configurations set up for the Transfer to Storage destination, and each configuration scans documents to separate folders.



14. Now click the arrow buttons to select a scanner 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.



Scan to multiple storage folders:

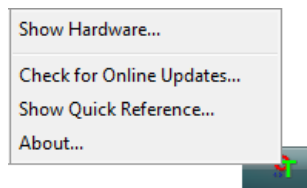
1. Load the documents you want to scan to multiple storage folders.
2. Press the **Function** button on the scanner to get to the button set up for scanning to storage.
3. Open the OneTouch Properties window.
4. Click the button selection arrow to get to the button you've set up for archiving documents.
5. Select a configuration you created for storage and click **OK**.

6. Change the LED number on the scanner to 7 and press the **Simplex** or **Duplex** button to scan the documents, or click the Button 7 on the OneTouch Button Panel.
7. When scanning is finished, insert the next set of documents.
8. Change the LED number on the scanner to 8 and press the **Simplex** or **Duplex** button again, or click Button 8 on the OneTouch Button Panel.

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

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.

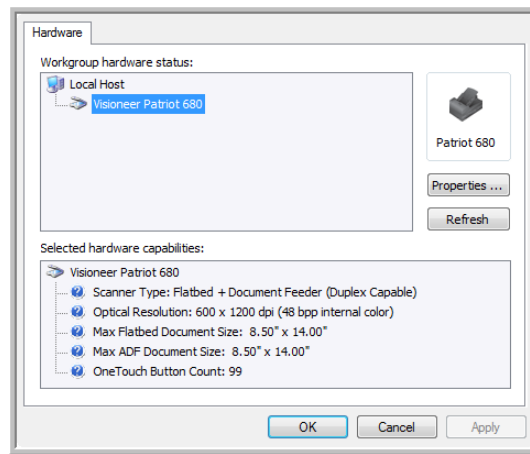


You can also click the scanner icon at the top of the OneTouch Button Panel, or right-click on the Patriot 680 icon in the panel Hardware view.

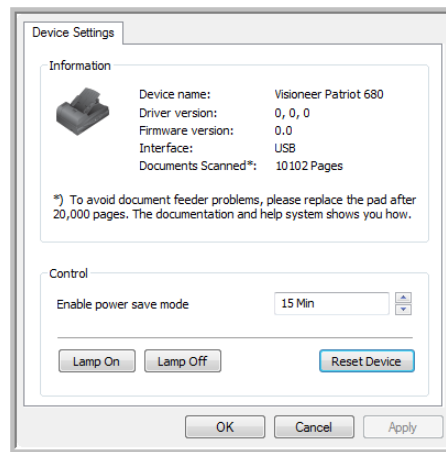
The Hardware icon



2. The Hardware Properties dialog box opens and shows information about your Visioneer Patriot 680 scanner.



3. 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 1 minute to a maximum of 3 hours.

4. Click the arrows for the Lamp time-out setting and choose a time setting. To turn the lamp on and off manually, click the **Lamp On** or **Lamp Off** buttons. To return the scanner to its factory settings, click **Reset Device**.
5. Click **OK** to save the changes and close the dialog box.

Scanning with the TWAIN Interface

You can scan from any TWAIN scanning application instead of scanning from the OneTouch buttons on your scanner or the OneTouch button panel.

A Note About Your Scanner and the TWAIN standard: TWAIN is a widely recognized procedure that software applications use to receive images from scanners, digital cameras, and other digital devices. The TWAIN scanning interface can be accessed from any TWAIN compliant scanning application on the computer. The OmniPage software, provided with your scanner, can access the TWAIN scanning interface. Because the TWAIN interface is essentially the same regardless of the software you use to open it, you can still use the instructions in this *User's Guide* for scanning with your Visioneer Patriot 680 scanner. Please refer to an application's user guide for the appropriate steps to open the TWAIN Interface for your scanner.

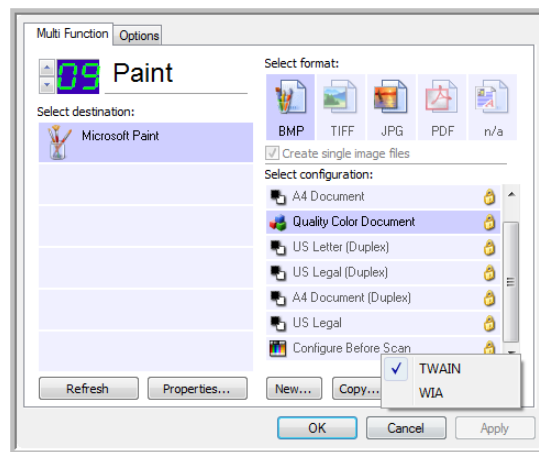
The OmniPage Pro user's guide is located on the Installation Disc 2 you received with the scanner.

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. You don't need to open it from another application as explained in the following steps.

ACCESSING THE TWAIN INTERFACE

Open the TWAIN interface from OneTouch

1. Open the OneTouch properties and select a button to set for Configure Before Scan.
2. Select a Destination Application and File Format.
3. Select Configure Before Scan then *right-click* on it and select TWAIN from the menu.
4. Click on OK to close the OneTouch Properties window.
5. Load documents in the scanner then press the OneTouch button you set to use as Configure Before Scan.



In this example, button 9 is being set to use Configure Before Scan.

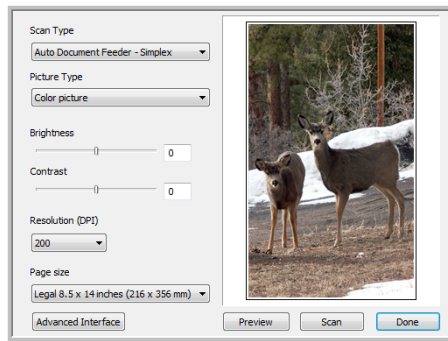
Open the TWAIN interface from an application

1. Open a TWAIN-compliant scanning application.
2. Use that applications command to open the TWAIN scanning interface.
Many Microsoft Office applications can access the TWAIN interface from the **Insert** menu, by choosing **Picture** then **From Scanner or Camera**.
3. The TWAIN Interface will open and you are ready to start scanning.

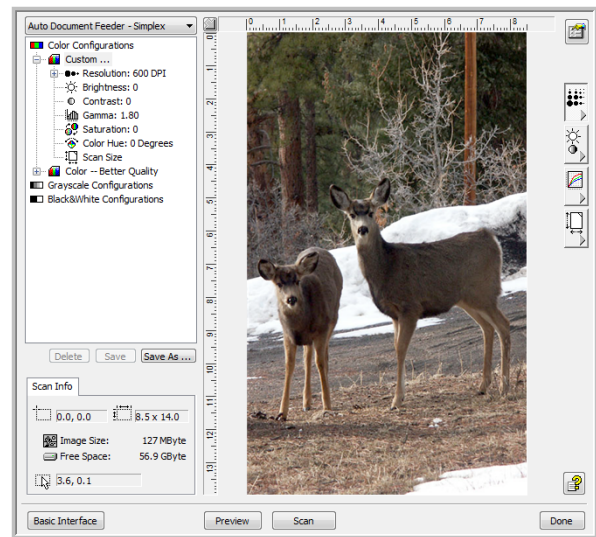
Please refer to an application's user guide for the appropriate steps to open the TWAIN Interface for your scanner.

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. See “Scanning from the TWAIN Basic Interface” on page 69.
- **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 70.



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.

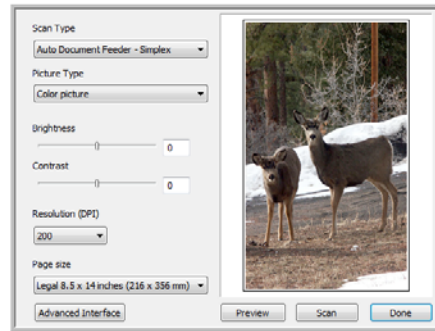
Basic Interface

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

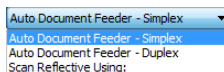
Advanced Interface

If you have previously scanned with the TWAIN interface, the interface that opens first will be the interface you used the last time.

SCANNING FROM THE TWAIN BASIC INTERFACE



To scan from the Basic Interface:



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

Auto Document Feeder-Simplex—Scans single-sided documents from the Automatic Document Feeder.

Auto Document Feeder-Duplex—Scans double-sided documents from the Automatic Document Feeder.

Scan Reflective Using—Scans the document on the Flatbed.

2. Choose the color, grayscale, or black and white option from the Picture Type menu.
3. Choose a resolution from the Resolution menu.
4. Choose a page size from the Page Size menu.
5. Click the **Scan** button.

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

- Click the Preview button.
 - The scanner scans the item and displays a preview image.
 - 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.
 - When you are satisfied with the preview image, place your previewed page back with the rest of the document. Click Scan.
-

SCANNING FROM THE TWAIN ADVANCED INTERFACE

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

Advanced Interface

1. Open the TWAIN Interface.

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

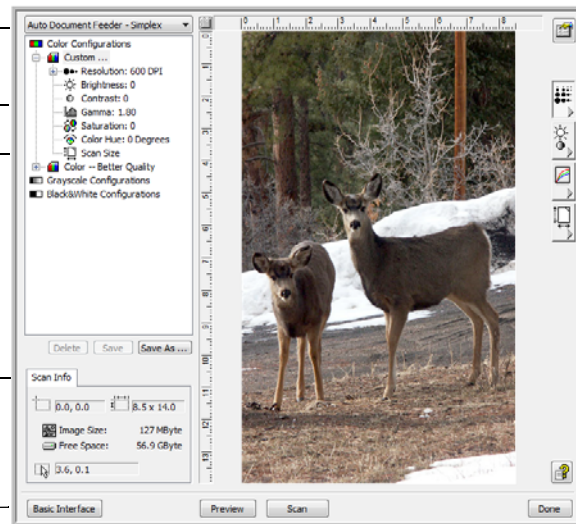
Choose from this menu to scan from the ADF or Flatbed.

Click an icon to select a scanning configuration.

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.

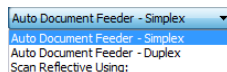
Changes to the Basic interface.



Click Preview to view the image in the window.

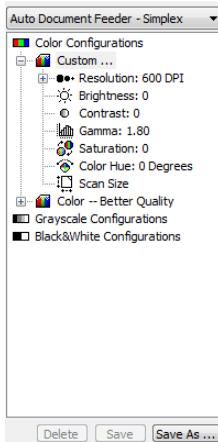
Click to scan the pages in the scanner.

Click Done to close the Advanced Interface.



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

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



3. Click one of the icons to select a configuration.
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.
 - **Grayscale** 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.
 - **Black&White** is for letters, memos, pen and ink drawings, and other black and white material. This setting produces the smallest file size.
4. Click the Scan button.
5. When you're finished scanning items, click Done to close the Advanced Interface.
6. The scanned images will appear in the TWAIN application you're using.

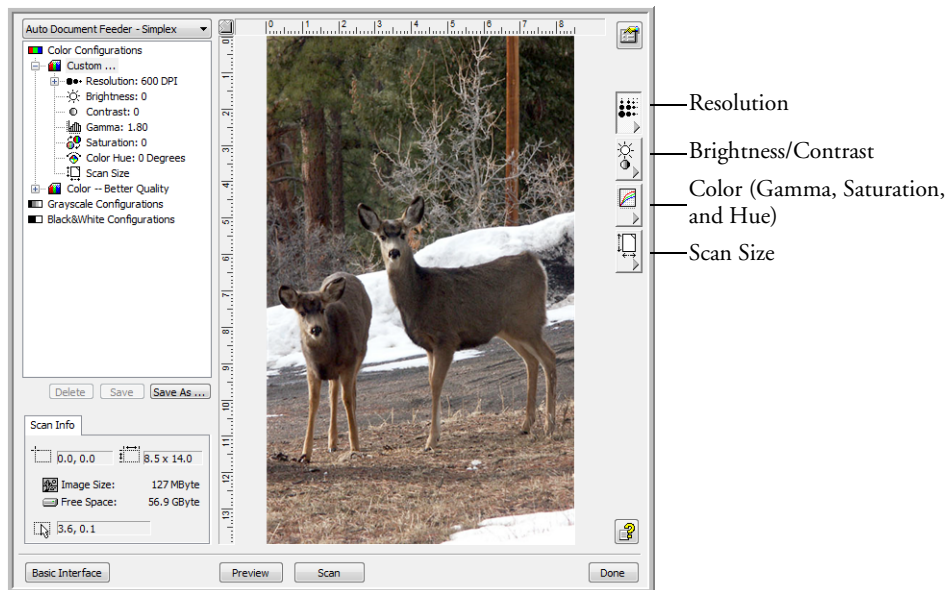
Note: If you want to preview a document before scanning from the ADF, make sure only one page is loaded into the scanner.

- Click the Preview button.
 - The scanner scans the item and displays a preview image.
 - 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.
 - When you are satisfied with the preview image, place your previewed page back with the rest of the document. Click Scan.
-

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.

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.

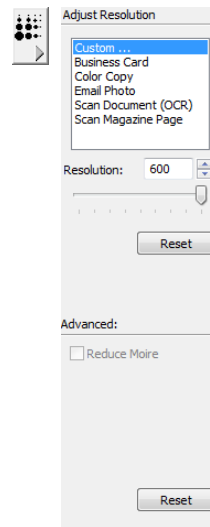


Note: The list of scan settings for a configuration applies only to that type of configuration. For example, the Black&White Configuration does not have a setting for adjusting the Color Hue.

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. For black and white documents, 150 dpi will make a copy of similar quality to the original. If you are scanning photographs to make copies, 300 dpi will make a direct size copy of similar image quality to the original. You would use a higher dpi setting to enlarge a picture from the original size.



To adjust the resolution:

1. To use one of the preset resolutions for typical scanned items, click one of the options in the list.
2. To set the resolution manually, drag the **Resolution** slider to the left to decrease the resolution or to the right to increase it. The scanner has a Resolution range of 50dpi to 600 dpi.
3. Click **Reset** to return the resolution to its original setting.

Reduce Moiré—Moiré patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Select the **Reduce Moiré** option to limit or eliminate these patterns during scanning. This option is not available for high-resolution scanning.

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 Grayscale 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.

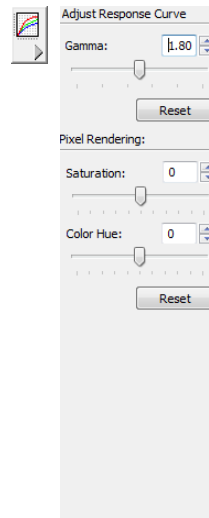
You can also type a number directly into the brightness or contrast setting boxes, or click the up and down arrows next to the box to increase or decrease the setting.

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.
The Gamma setting is available when scanning Grayscale.
2. Click **Reset** to return the settings to their original numbers.

ADJUSTING INPUT SIZE

You can scan documents up to 8.5" x 14", but you can select other scan sizes, or create a crop area in the preview window to scan only a specific section of an image. Please note that not all of these defaults will be available when scanning from the Automatic Document Feeder as the minimum paper size for the ADF is 5.5" x 4.5" (width-by-length).



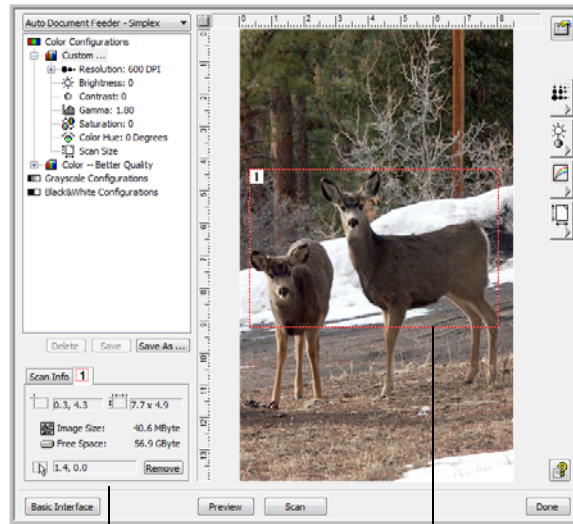
To select a standard size:

In the list, select the page size for the current scanning batch.

To set a crop area:

1. Place an item *face down* on the flatbed glass.
2. Click **Preview** in the TWAIN interface.
3. Place the mouse cursor in the preview area at the upper-left corner of the specific area you want to scan.
4. Left-click and hold down the mouse button while dragging your mouse down and to the right.
5. Release the mouse button when the full area of the item you want to scan is within the crop box.

A dotted outline shows the selected area in the image.



This is the image that appears when scanning is finished.



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

The selected scan area.

6. You can now move or resize the outline crop area.

Move the area—put the pointer in the selection, click and drag the mouse.

Resize the area—put the pointer on a dotted line, click and drag the mouse.

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

7. If you want to remove the selected area and start over, click **Remove** on the Scan Info box and the entire 8.5" x 14" area will be selected again.

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.

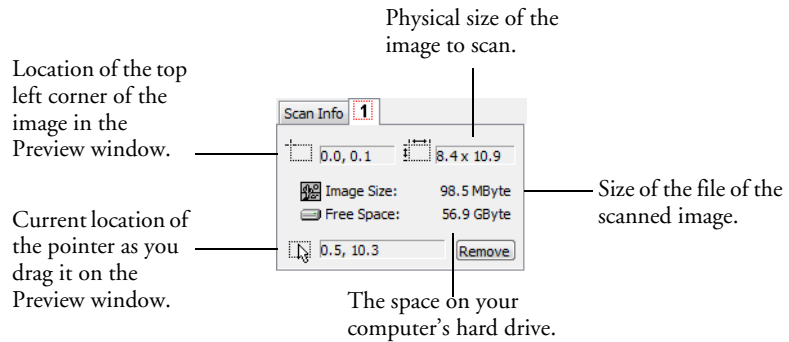


Click the **Ruler Units** button.

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.

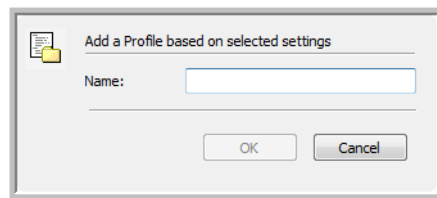


CREATING A NEW ADVANCED INTERFACE PROFILE

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.



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**.

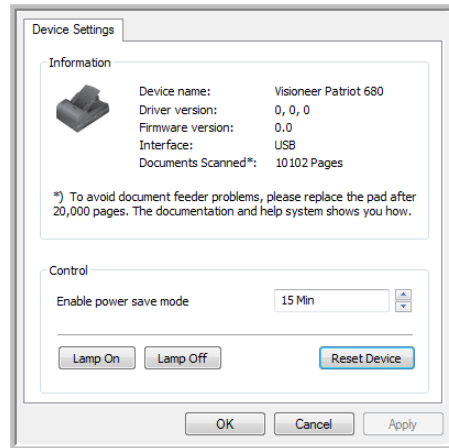
DISPLAY THE DEVICE CONFIGURATION



Click the **Device Configuration** button on the Advanced Interface.

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 64 for more information about the device settings.



Scanning with the Windows Image Acquisition

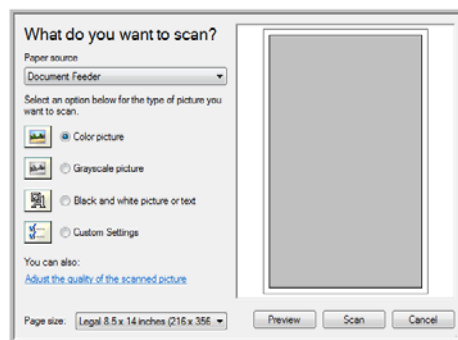
Microsoft Windows XP and Windows Vista includes their own scanning interface—known as Windows Image Acquisition (WIA)—for acquiring images from scanners, digital cameras, and other digital devices.

This section briefly describes how to scan from Microsoft's Paint application. Please refer to your Windows documentation for detailed instructions on using WIA to scan.

To scan using WIA from Microsoft Paint:

1. On the Windows taskbar, click **Start**, point to **All Programs**, point to **Accessories**, and then click **Paint**.
2. From the **File** menu choose **From Scanner or Camera**.

The WIA interface opens, use this window to select scanning options and start the scan process.



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

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

If you are scanning from the Flatbed glass, you can change the size of the scanned image after seeing a preview.

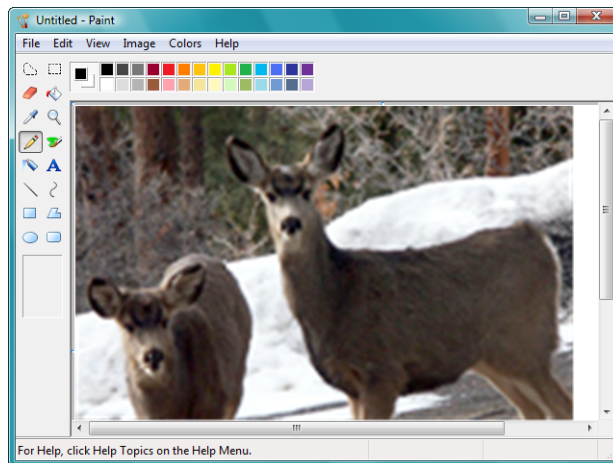
4. Click **Preview** to preview the image before scanning, the image is displayed on the right side of the window.

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.

5. Adjust settings of the previewed image as desired.

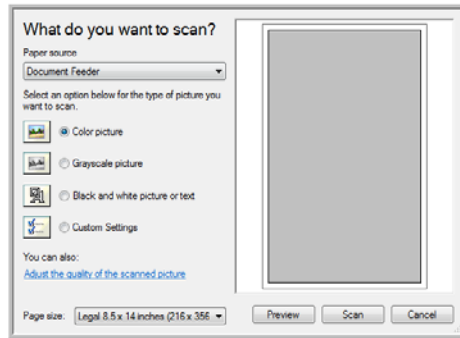
If you're scanning from the Flatbed, change the size of the scanned image. To do this, click and hold the mouse pointer over one of the four sizing-boxes on the corners of the previewed image. Then drag the box to increase or decrease the size of the image.

6. Preview the image again. When you are satisfied with the image, click the **Scan** button.
7. The scanned images will appear in Microsoft Paint (or other WIA application you're using).

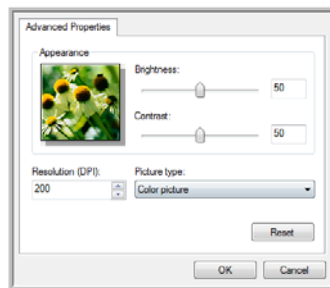


FINE TUNING YOUR SCANS

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



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



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 up or down arrow 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.

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

3. Click **OK**.

Scanning with the ISIS Interface

You can use the ISIS interface from QuickScan™ or any other application that will access the ISIS driver. The QuickScan Demo software was provided with your scanner.

Note that the ISIS interface for each application varies depending on the application. Please refer to that software application's User Guide for instructions on scanning the ISIS interface. The QuickScan User's Guide is available on the installation disc that you received with the scanner.

ACCESSING THE ISIS INTERFACE FROM QUICKSCAN

Open the QuickScan software to access the ISIS driver scanning options. Please note that you may see the following warning message:



1. Please disregard the message and click Continue.
The ISIS drivers were installed correctly during the installation of your scanner.
2. The Scanner Selection dialog box will then appear.
Select Visioneer Patriot 680 from the list of scanners and click OK.
3. QuickScan is now ready to scan using your scanner.

Maintenance

This section contains information on maintenance, troubleshooting, scanner specifications, and spare parts.

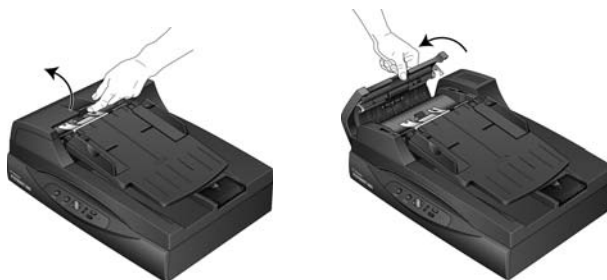
CLEANING THE SCANNER

Regular maintenance of your scanner can help to ensure continual optimal performance.

CLEANING THE AUTOMATIC DOCUMENT FEEDER

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

1. Dampen a soft cloth with some 95% Isopropyl rubbing alcohol.
2. Open the ADF cover.



3. Wipe the feed roller from side to side. Rotate the roller to clean its entire surface.

Note: Please be careful when cleaning the roller. The roller is designed to rotate in one direction only. As you're cleaning the roller, make sure it rotates easily, and continue rotating it in that direction while wiping it clean. Do NOT force the roller to rotate in the opposite direction. Forcing the roller to rotate will damage it, and may cause the scanner to feed pages incorrectly.

4. Wipe the ADF pad from top to bottom. Be careful not to snag the cloth on the springs on either side of the pad.

5. Close the cover when you're finished.

CLEANING THE FLATBED GLASS

To ensure the best quality scanned item, wipe the entire flatbed scanner glass with a soft, dry, clean cloth to rid the glass of dust or other debris.

If any residue remains after wiping the glass with a dry cloth, try dampening the cloth with 95% Isopropyl rubbing alcohol and wipe off the residue.

Note: If lines appear on the images scanned from the ADF, but not from the Flatbed, the glass may be dirty. The ADF scanning area is at the side of the flatbed glass and has the white reference frame. This is where the images are captured by the scanner when scanning from the ADF.

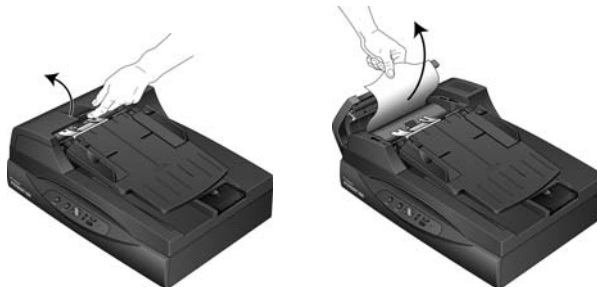
Clean the raised, thin plate of glass here if lines appear on scans from the ADF, but not from the Flatbed glass.



CLEARING PAPER JAMS

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

1. Gently lift the ADF cover release to open the ADF cover.
2. Remove the jammed paper and close the cover.



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

REPLACING THE ADF PAD ASSEMBLY

The ADF pad will wear out and is designed to be a user-replaceable part. Problems with documents feeding into the ADF is an indication that the pad is wearing thin.

You received a replacement pad in the original scanner box, and you can also order a new one. See the "Visioneer Patriot 680 Scanner Parts List" on page 96 for ordering information.



To replace the ADF Pad assembly:

1. Gently lift the ADF cover release to open the ADF cover. The pad is located in the middle of the ADF.



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 will need to be replaced. It is a user-replaceable part and can be ordered. See the section, “Visioneer Patriot 680 Scanner Parts List” on page 96 for the part number.

A worn roller can cause pages to feed in at an angle, multiple pages to feed at the same time, or pages to not feed in at all because the scanner cannot grab them as the roller slips on the page. If standard maintenance of cleaning the roller and replacing the ADF pad assembly does not resolve paper feed issues, it may be time to replace the roller.

Please note that you cannot accurately determine if the roller has worn out if it has not been cleaned first. Excessive dust on the roller can make it smooth to the touch so it appears worn out. You can take the roller out of the scanner to clean and examine it before making the decision to replace the roller.

To remove the roller assembly:

1. Open the ADF cover.

The roller assembly fits in a channel in the ADF cover. You can identify the roller assembly by its orange lock flange.



2. To remove the roller, push the lock flange down to unlock it. The roller will now be loose and can be removed from its channel.



3. Holding the right hand side of the roller, gently pull it down and away from its channel.



4. Now angle the left side of the roller assembly out and away from its housing.



5. You can discard the roller. It cannot be refurbished or reused.

To replace the roller assembly:

1. Hold the roller by its right hand side and slide the left hand side into its housing. Make sure the small wheel on the left end of the roller seats properly into its housing.



2. Angle the roller up and into its channel. Make sure the wheel on the left hand side remains seated in its housing.



3. Push the locking flange up to lock the roller in place.



4. Close the ADF cover.

Your scanner is now ready to scan with its new roller assembly.

TROUBLESHOOTING

In addition to the troubleshooting information contained in this section, please see the Readme file on your installation CD. The Readme file contains additional information that may help you diagnose problems with the scanner. 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:

- **Are the cables loose or not plugged in securely?** Inspect the cable connections. Make sure the cables are plugged in securely.
- **Is the scanner's status light on?** Turn on the scanner's power. If the status light doesn't come on, plug the power supply into another electrical outlet.
- **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 plug the scanner into a USB hub?** If you're using a USB hub to connect the scanner, the hub must have its own power supply. If the hub does not have its own power supply, plug the scanner into a USB port on the computer.
- **Did you select another scanning source from a TWAIN application?** If you use multiple devices with your computer, you may have selected another source for images with your TWAIN scanning application. Make sure your Visioneer 680 scanner is the selected scanning device.
- **Did you set up the scanner properly?** If the light on your scanner is flashing, or you see an Error number on the LED, turn off the scanner, plug in the ADF cable and unlock the scanner. For setup instructions, see the section starting on page 6 of this *User's Guide*.

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 the OneTouch options, and you need to remove those other drivers and re-install your Visioneer Patriot 680 scanner. Please see the documentation that you received with the other scanner for the steps to remove its driver programs. After uninstalling the other scanner's driver programs, uninstall OneTouch 4.0 using the steps on page 94, then reinstall it using the steps on page 8.

Problem: Paper feeding issues and frequent paper jams in the ADF. How can I keep from having these issues so often?

To reduce the number of paper feeding issues and paper jams, smooth and straighten the paper before scanning, and adjust the guides to the paper size. Paper fed into the ADF at an angle can cause the feed mechanism to jam. If paper feed issues are occurring more frequently, try cleaning the rollers and the ADF pad with a soft cloth dampened with Isopropyl rubbing alcohol. Excessive dust on the roller and ADF pad can make it appear worn and will cause issues feeding paper. See "Cleaning the Scanner" on page 84 for cleaning instructions. If cleaning the scanner does not resolve the problem of frequent paper jams, the scanner's ADF pad or roller assembly may be worn and will need to be replaced. First try replacing the ADF pad, if the problems persist, replace the feed roller. See "Replacing the ADF Pad Assembly" on page 86 and "Replacing the Roller Assembly" on page 87.

Problem: The paper jams about halfway through the scan. How can I keep this from happening?

Check the flatbed glass to make sure no items are on it when you scan from the ADF. Multiple items placed on the flatbed glass will raise the lid slightly, thus preventing the pages feeding through the ADF from touching the glass. When that occurs, the pages are unable to feed back out of the ADF and the pages can jam.

Problem: The motor runs but doesn't feed the paper. How can I fix it?

Make sure the paper is securely seated in the ADF so the paper rests on the rollers. The paper sensor that initiates the rollers to grab the paper may be engaged, but the paper may not be fully in the ADF tray so the rollers cannot grab a page to feed it through.

Problem: The scans from the ADF are always crooked. What do I need to do to get the scans straight?

Make sure to align the paper guides to the edges of the paper. If you are scanning small items that are smaller than the paper guides' minimum adjustment, scan these items on the flatbed glass instead.

STATUS LIGHT TROUBLESHOOTING CODES

A green status light indicates the normal state of the scanner.

Normal Operation

- **Blinking green:** indicates the scanner is waking up from power saving and preparing to scan.
- **Steady green:** indicates the scanner is ready to scan.

Error Codes

If your scanner experiences hardware problems, the status light will blink red, and the LED flashes an "E" and the error code number.

The LED blinks back and forth between "E" and the error code number (such as 4).



The red light flashes the number of times as the error code.

The E-code number indicates what the hardware issue is. Use the table listed on the next page as a reference for resolving the hardware issue.

In all cases, you should turn off your scanner and check your scanner hardware setup.

- Open the ADF and make sure the ADF pad is securely snapped into place, make sure the main roller is securely seated in its housing, make sure the input tray is fully seated into the ADF and close the ADF cover.
- Make sure the ADF cable is fully and securely seated into the ADF port on the bottom of the scanner. The ADF will not function properly without the cable being plugged in securely.
- Verify that the scanner is unlocked. If the scanner is locked, turn off the scanner and unlock it, then turn the scanner back on.

- Verify that the USB cable is plugged into the computer and that the USB cable is no longer than 6' (feet).
- If the scanner's power is plugged into a power strip, try plugging it directly to a wall outlet.

Error Code	Problem Description	Solution
0	The scanner is not communicating with the computer	Make sure the USB cable is plugged in. If the USB cable is plugged into a USB hub or keyboard, try plugging the cable directly to the back of the computer. Try a different USB port on the computer or try a different USB cable. Note that the USB cable should not be longer than 6' (feet).
1 or 6	The scanner does not recognize that the scanning head is in the correct position to start scanning.	This usually occurs after a paper jam. Turn the scanner off then back on again. If the problem persists, turn off the scanner, re-start the computer, then turn the scanner back on.
2 or 3	The scanner lamp is either turned off or the lamp has not warmed up enough to initiate scanning.	In the OneTouch hardware properties turn the scanner lamp on. If the lamp is already on, turn the lamp off then on again. If the problem persists and your scanner's power is plugged into a surge protector or UPS battery backup, try plugging the scanner power directly into a wall outlet.
4	Paper jam.	Open the ADF cover and remove the jammed page. See "Clearing Paper Jams" on page 85 for details.
5 or 8	ADF or Flatbed cover open.	If either of these E-codes show when attempting to scan from the ADF, make sure the ADF door is securely closed and the scanner lid is fully closed against the flatbed glass.
7	The scanner was locked when you tried to scan.	Turn off the scanner, unlock the lock by pushing the lock tab down, then turn the scanner back on. The lock is located on the side of the scanner. If the problem persists, reboot your computer.
9	Multiple page feed error.	Multiple pages were fed through the ADF at one time. Open the ADF and pull out all pages. If the problem persists clean the scanner and/or replace the ADF pad assembly.
16	The ADF cable is not securely plugged into the base of the scanner.	Turn off the scanner and plug in the ADF cable. If the cable is already plugged in, unplug the cable, plug it back in again then turn the scanner power back on.

Error Code	Problem Description	Solution
All Other Codes	An internal part in the scanner may have malfunctioned.	Turn off your scanner, re-boot your computer, turn the scanner power back on after your computer has finished logging back into Windows. If the problem persists, contact Visioneer Technical Support.

UNINSTALLING YOUR SCANNER

To uninstall the Visioneer Patriot 680 scanner you remove the OneTouch software.

1. Open the Windows Control Panel.
2. *Windows 2000 and XP:* Double-click the **Add or Remove Programs** icon.
Windows Vista: Double-click the **Programs and Features** icon.
3. Select OneTouch 4.0 then click the **Remove** or **Uninstall** button.
4. Click **Yes** when asked to confirm that you want to remove the software program.
5. Follow these same steps to select and remove the **Kofax Virtual ReScan 4.x** and **OneTouch 4.0 ScanSoft OmniPage OCR** modules from the installed programs list.
6. The OneTouch 4.0 software and modules are now removed from your computer.
7. **Unplug the scanner USB cable.**
8. Close all open windows and reboot (restart) your computer.

To Reinstall the Driver:







1. Insert the Installation Disc 1 into the computer's CD-ROM drive.
2. From the Main Menu click on Install Products.
3. Select Scanner Driver then click on Install Now.
4. Follow the instructions starting on page 8 to install the driver and select the type of driver you want to install.

VISIONEER PATRIOT 680 SCANNER SPECIFICATIONS

Optical resolution	600 dpi
Bit depth	24-bit color internal, 8-bit grayscale internal, 1-bit bitonal (black & white)
Maximum item size	8.5" x 14.0"
Minimum item size	5.5" x 4.5" (Automatic Document Feeder)
Scan method	Automatic Document Feeder (ADF) and legal size flatbed
ADF specifications	
Scanning Speed	Up to 40 pages per minute. Up to 80 images per minute @ 200 dpi Black and White
Capacity	100 sheets (16 lb. paper)
Paper Thickness	16 - 28 lbs (0.002" - 0.006")
Light source	Cold cathode fluorescent lamp
Interface	USB 2.0 High-Speed
Scanner dimensions	
Height	13.6 inches (344.6 mm)
Width	16.2 inches (411.5 mm)
Length	20.9 inches (530.9 mm)
Weight	23.6 pounds (10.7 kg)
Operating temperature	50°–104° F (10°–35° C without condensation)
Relative humidity	40%–70% (@35° C without condensation)
Power adaptor	DC Jack, 24Vdc/2.0A (48W), 100-240Vac, RoHS compliant
Power consumption	< =40 Watts (during operation); < = 25 Watts (on standby); < = 6 Watts (power save after 15 minutes without scanning, can be adjusted by software); < = 1 Watt (power off)
Power cord	AC, US, 3P, 10A/125V, 180 cm, 3C, 18AWG, RoHS compliant
USB cable	185 cm, 28AWG, with core, RoHS compliant
Safety and agency certifications	UL, C-UL, FCC Class B, RoHS, WEEE

VISIONEER PATRIOT 680 SCANNER PARTS LIST

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

	Part Name	Part Number
	Paper Input Tray	57-0107-000
	ADF Pad	57-0109-000
	Roller Assembly	57-0114-000
	AC Power Cord	35-0103-000
	USB Cable	35-0102-000
	Power Supply	37-0076-000

INDEX**A**

ADF cleaning 84
 ADF pad assembly
 replace 86
 Adobe Reader 17
 Install 19
 Advanced Settings Tab 35
 Advanced TWAIN Interface 70
 adjust settings 72
 new profile 78
 America Online® (AOL) 53
 aspect ratio 36
 Automatic Document Feeder 22
 cleaning 84
 AutoRotate image 36

B

bit depth 95
 Black&White 32, 71
 blurred image 73
 BMP 43
 Brightness 33, 74, 82
 Burn to CD 52, 56
 button options 46
 button settings 29

C

CD-ROM drive 3
 Color 33, 71
 hue 35, 75
 color filter 34
 Comma Delimited 45
 components 2
 computer specifications 3
 Configure Before Scan 39
 cancel 41
 Contrast 33, 74, 82
 csv file format 45

D

Destination Application 28, 46

 properties 48
 text file format 42
 Device Settings Tab 36
 doc file format 45
 Document Management 46
 documentation 4
 dots-per-inch (dpi) 33, 73, 82
 Duplex 34, 40, 69
 duplex button 2, 21, 34

E

eMail 47
 Properties 53
 error codes 92
 Event forwarding 57
 Excel Spreadsheet 45

F

Fax and Print 47
 File Format 28, 30
 Image 43
 options 42
 Text 44
 file storage location 59
 Flatbed cleaning 85
 full feature install 11

G

gamma 35, 75
 Grayscale 32, 71

H

help 4
 htm file format 45
 HTML Document 45
 HTML Web Page 58
 hue 35

I

Image Editors 46
 Image Documents Properties 51
 image file format 43
 improvements and settings 33
 input size 76

installation 5
 invert image 34
 ISIS 11, 17, 21, 83

J

JPEG 51, 54
 JPG
 file size 43

K

Kofax VRS 17

L

Lamp timeout setting 65
 LED number 21, 34
 Link Properties 48
 locking tab 7, 92

M

Microsoft Internet Explorer 58
 Microsoft Outlook 47, 53
 Moire Patterns 73
 Moiré Patterns 34
 monitor 3

N

nPDF
 Normal PDF 45

O

OCR 44
 OmniPage 17, 20, 45, 51, 55
 Install 18
 on/off switch 13
 OneTouch Button Panel 21
 names 31
 Scan 26
 OneTouch icon 28
 OneTouch Properties 28, 31, 48
 options 46
 OneTouch scanner buttons 2, 21
 Scan 25
 Optical Character Recognition (OCR) 30, 44, 55
 Options tab 46

P

Page Settings Tab 33
 paper jam 85, 87
 paper size 33, 76
 PDF 43
 Applications 47
 file size 43
 nPDF 45
 sPDF 45
 Picture type 82
 power saving 65
 Preview button 69, 71, 81

Q

QuickScan 17, 83

R

Reduce Moiré 34, 73
 Resolution 33, 73, 82
 Rich Text Format 45
 roller replacement 87
 rtf file format 45

S

saturation 35, 75
 Scan Configuration 28
 Scan Info box 78
 Scan Reflective 40, 69
 Scan Settings Tab 32
 scanner
 components 2
 connecting 12
 locking tab 7
 troubleshooting 90
 Scanning
 ISIS 83
 OneTouch 25
 Still Image Client 57
 Transfer to Storage 59
 TWAIN Advanced Interface 70
 TWAIN Basic Interface 69
 Windows Image Acquisition (WIA) 80
 Select Configuration 29

- Select Destination 29, 46
- setup 5
- Show All Destinations 46
- Show Hardware 64
- Simple Text 45
- Simplex 40, 69
- simplex button 2, 21, 34
- skip blank originals 34
- sPDF
 - Searchable PDF 45
- status light 13, 14, 90
 - troubleshooting codes 92
- Sti event forwarding
 - Still Image Client 47
- Still Image Client 57
- Storage and CD-R/W 47
- Storage Options Tab 37, 60
- Storage Properties 52
- system requirements 3

T

- Text Editors 47
 - Text Documents Properties 49
- text file format 44
- Text Formats 44

- TIFF 43
- Transfer to Storage 59
- troubleshooting 90
- TWAIN 39, 58
 - Adjust settings 72
 - Advanced Interface 70
 - Install 11
 - Interface 21, 39
 - ruler units 77
 - standard 66
- txt file format 45

U

- USB port 13

V

- VRS 17, 20

W

- Windows Image Acquisition (WIA) 11, 21, 39, 80
- Word Document 45

X

- xls file format 45

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