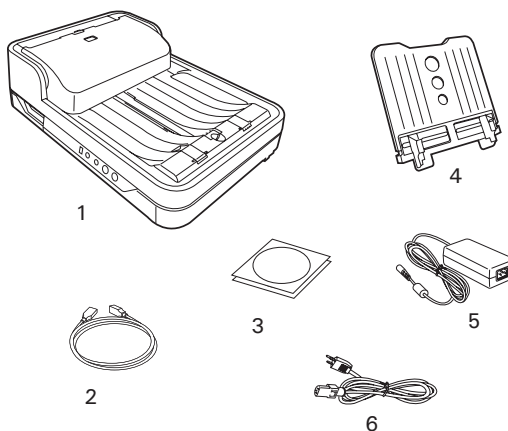English

Start Here
▼ **Installing your Microtek ArtixScan DI 5240/5250/5260**
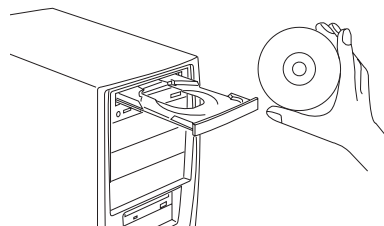
① Unpack Contents

Unpack your scanner package and check for major components.

1. Scanner
2. Hi-Speed USB cable
3. Software CDs/DVDs
4. Document Feed Tray
5. Power adapter
6. Power cord

② Install Software

Important: You must install software before connecting your scanner. Always close any open programs, and turn off Anti-virus utilities before installing software.

PC:

A. Place the Microtek Software CD/DVD into a drive, and follow the on-screen instructions to install the scanner driver and software.

B. Restart your computer at the end of all software installation.

NOTE: If the Microtek Software Installer screen does not come up automatically, double-click the following in succession: "My Computer"; the CD-ROM (or DVD-ROM) icon; then cdsetup.exe to start the installer program.

MAC:

A. Place the Microtek Software CD/DVD (ScanPotter) into a drive, and double-click the ScanPotter installer icon to install ScanPotter.

B. Install the remaining software components, then restart your computer at the end of all software installation.

NOTE: After rebooting your Macintosh, the Microtek software will attempt to locate your scanner on the system. Since this is your first install and you have not yet connected the scanner, simply ignore the message that appears and proceed to the next step.

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I49-005046 B, June 2016

MICROTEK

3 Unlock Scanner

A. Remove the yellow "Unlock Scanner" sticker from your scanner.

B. With the scanner power off, tilt the front right corner of the scanner to see the locking switch at the bottom.

C. Push the locking switch to the position as indicated in the graph, with the icon on the lock showing as "Unlocked".

Locked   Unlocked
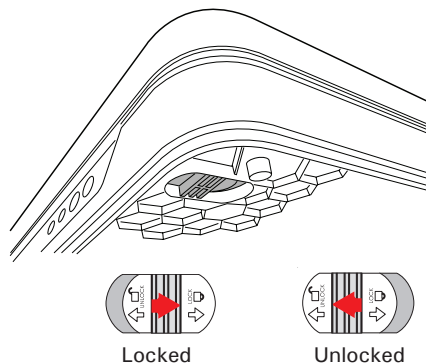
NOTE: To lock the scanner (for shipping and other reasons), tilt the scanner and look for the locking switch on the right corner at the front, then push the locking switch to the "Locked" position. DO NOT turn the scanner upside down when attempting to lock the unit.

4 Connect Scanner

To the power adapter

A. Connect the power adapter to the back of the scanner.

B. Plug one end of the power cord into the power adapter, and plug the other end of the power cord into a wall outlet or other power source.

To the Hi-Speed USB cable

C. Connect one end of the cable to your computer.

D. Connect the other end of the cable to the scanner's USB port.

E. Press and hold the Power button (⏻) until the orange LED lights on.

Once the scanner is powered on, the green LED will be lighted up, and the 7-segment LED display (SSD) will also be activated as well.
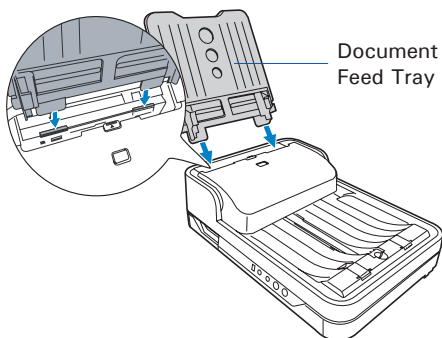
The system will detect the scanner automatically.

电源
⏻
POWER

Power button located at the front of the scanner.

E

A

B

C

D
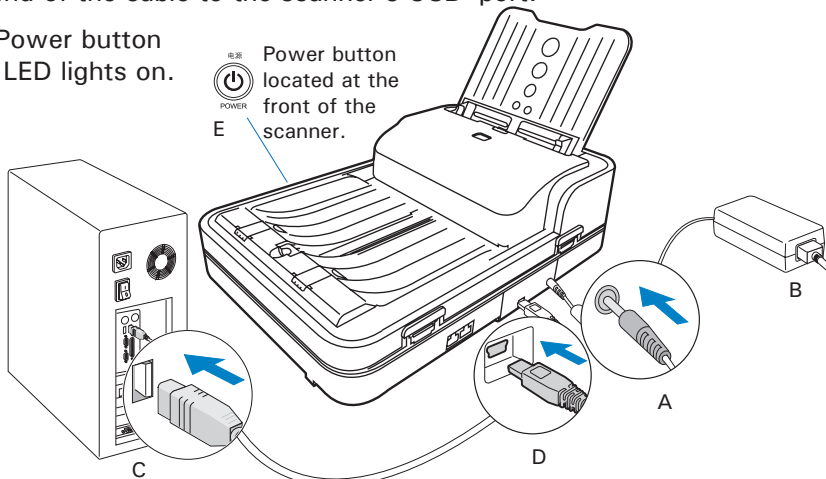
Install & Close Document Feed Tray

Install Document Feed Tray

A. Insert the Document Feed Tray by sliding the tabs into the slots at the back of the scanner.
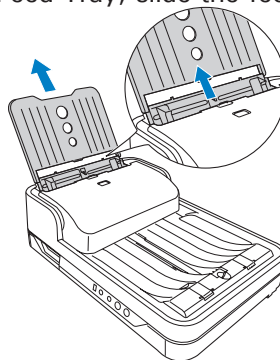
Document Feed Tray

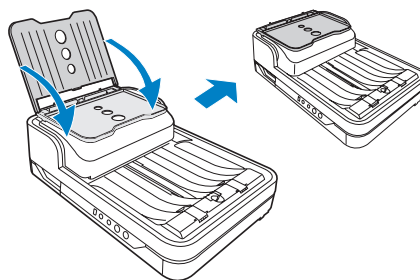B. Push the tray down until it locks in place, and ensure that the tray sits tightly on the scanner.
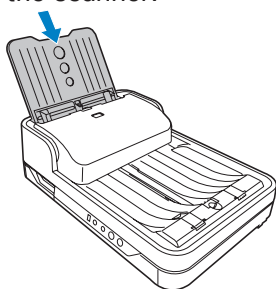
Close Document Feed Tray

A. Along the tracks of the two sides of the Document Feed Tray, slide the feed tray UP until it reaches the highest level.

B. Tilt the Document Feed Tray forward in the direction as the arrow shown in the graph to close the tray.

Customize the Function Button

Your scanner is equipped with one Select, one Scan/Stop and one Favorite buttons, plus a LED display, used to automate a number of customized and predefined operations, such as scanning to a file, sending an image to your printer, scanning for OCR, etc. Customizing is done through the *Scanner Button Settings* interface in the ScanWizard DI, refer to the scanner's User's Manual for more details.

LED display:
Display the selected function button number.

选择 SELECT 快捷 FAVORITE 扫描/取消 SCAN / STOP 电源 POWER

- **Select**: Toggle through the numbers of predefined function buttons (F1 to F5).

- **Scan/Stop**: Start scan immediately or cancel a ongoing scan job.

- **Favorite**: Carry out the function defined to the Favorite button directly.

Position Documents

The scanner supports scanning of document in various materials, such as A4 printouts, insurance papers and legal documents. A stack of up to 75 sheets of papers 8 to 32 lb. (30.08 to 120.32 g/m²) can be fed in the scanner's Document Feed Tray at one time. Paper sizes can range from 3.149" x 3.149" (80 mm x 80 mm) to 8.5" x 65" (216 mm x 1651 mm).

A. Into the ADF

1. Before loading the stack of papers into the scanner's Document Feed Tray, please fan the papers and then align the top edges of the papers neatly.

2. Load the stack of papers into the scanner's Document Feed Tray, with the side to be scanned facing down and the top edge facing toward the feeder.
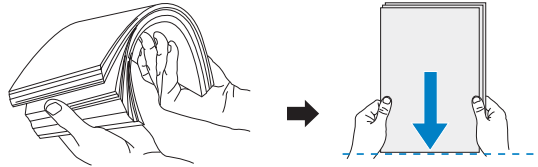
   Push the stack of papers into the tray until the paper's edge touches the bottom edge of the feeder.

   WARNING: The document feeder is not designed for scanning photos; doing so may damage your originals. Microtek accepts no responsibility for damage that may arise from misuse of equipment.

   Document Feed Tray

3. Align the stack of originals with the center of the Document Feed Tray by sliding the two Guide Arms toward the stacked papers if needed.

   Guide Arms

4 Use either of the Paper Stopper (A) or (B) to keep a stack of papers stay neatly in the output tray after the scan.
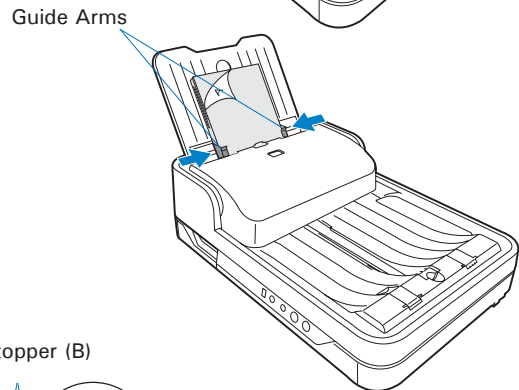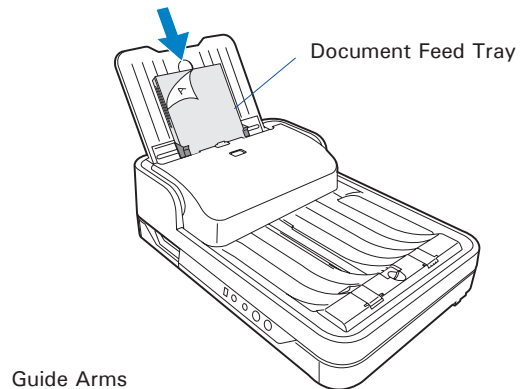
Paper Stopper (A)
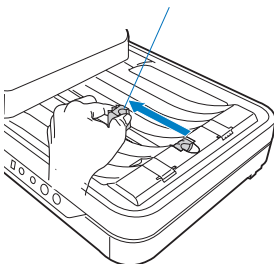
Paper Stopper (B)
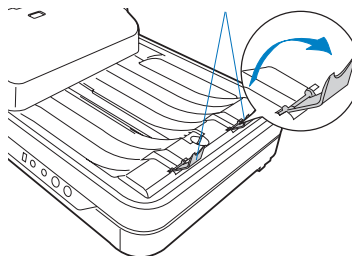
NOTE: For more details on how to use the Paper Stopper, please refer to the section "Using the Paper Stoppers" at the next page.

Using the Paper Stoppers

There are two types of Paper Stoppers at the output tray, which are designed to prevent the outputs of stacked papers falling in a mess into the output tray a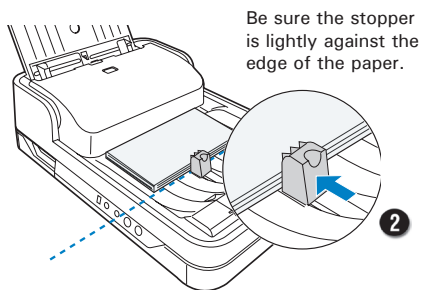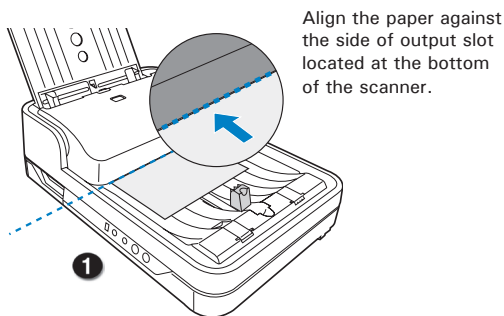fter being scanned. Based on the paper size in use, adjust either of Paper Stoppers to appropriate position to keep the after-scanned outputs neatly in the output tray before scanning.

- Use the Paper Stopper (A) when the scanned documents are smaller than A4.

  1) Load the paper to be scanned inside the space between the stopper and the output slot of the scanner.

  2) Slide the Paper Stopper (A) until the stopper touches the edge of the paper.

     If done, reload the papers to be scanned into the feed tray to start your scan.

  NOTE: The position of the Paper Stopper (A) on the tray must be equivalent to the length of the paper. Incorrect positioning of the Paper Stopper (A) will result in disorders and mess for the after-scanned outputs.

Align the paper against the side of output slot located at the bottom of the scanner.

Be sure the stopper is lightly against the edge of the paper.

- Use the Paper Stopper (B) when the scanned documents are equivalent to A4 or Letter size.

  Lift up two Paper Stoppers (B) as the direction shown in the graph.

Open two Paper Stoppers (B)
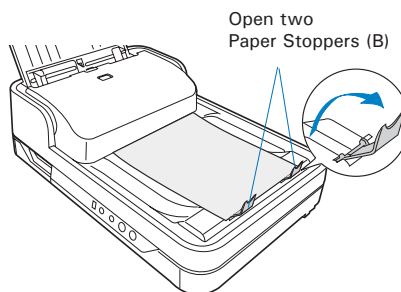
- Ensure that the Paper Stoppers (B) are closed when the scanned documents are larger than A4 or Letter.

Close two Paper Stoppers (B)
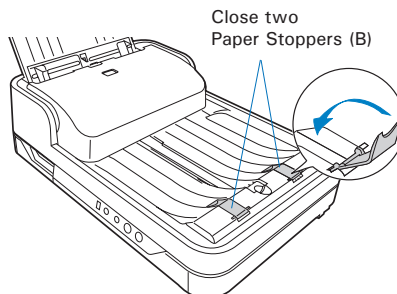
B. On the Flatbed

1. Fold down the Document Feed Tray to close it.

    Please refer to the previous section "Close Document Feed Tray" in this guide to close it.
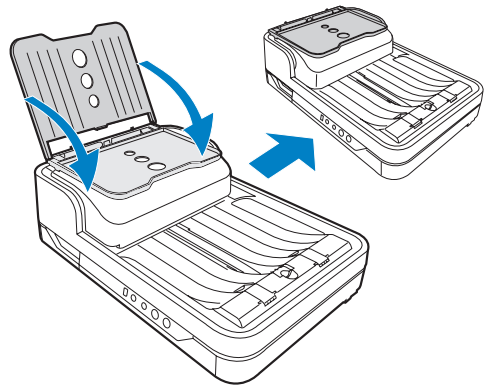
2. Raise the scanner lid (ADF).

    Locate the notch at the left-front lower side of the scanner. Then, grab on the edge and corner of the scanner lid (ADF) to lift it up with your two hands.
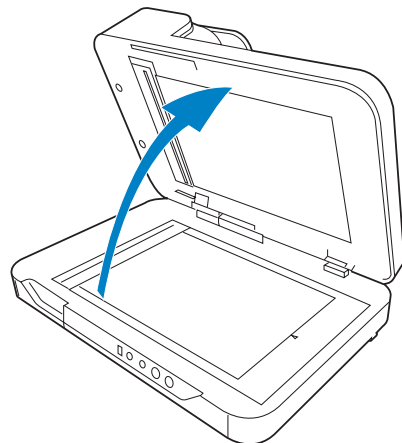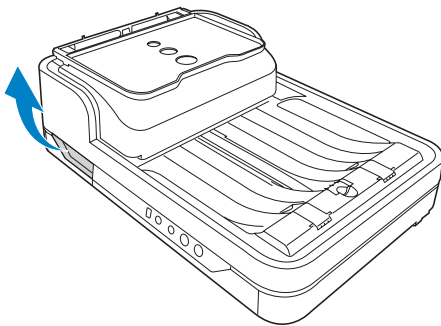
3. Place the document to be scanned face down on the scanner glass surface. Position the top end of the paper towards the right of the scanner; then, lower the scanner lid on the scanner glass surface.

WARNING: Due to the weight of the scanner lid (ADF) at the top of the scanner, every time when you raise or lower the scanner lid, please hold it with your hands tightly; otherwise, the scanner lid may fall down forcingly and then result in personal injury and product malfunction.
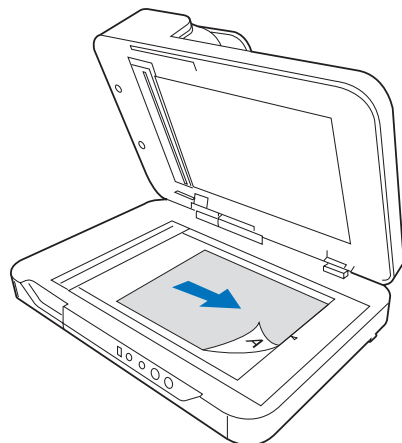
Basic Scanning for PC Users

1. Load the document to be scanned either on the scanner glass surface or into the ADF's document feed tray.

    WARNING: Do not place photo paper or fragile sheets of paper on the feed tray, as doing this will damage the original photo or frail papers during the feeding process.

2. Launch *ScanWizard DI* as a stand-alone program by clicking on the ScanWizard DI icon on the desktop.

3. Click the *Scan Setup* button in the interface to activate the Scan Setup interface.

4. In the *Scan Setup* interface, follow the steps below to specify your basic settings.

    a) Select *ADF (Front Side)*, *ADF (Back Side)* or *ADF (Duplex)* in the Scan Source drop-down menu as your image input device.

        Please note that if the document to be scanned is placed on the scanner's glass surface, select "Flatbed".

    b) Select the appropriate image type in the *Color Mode* as your image output type.

        –   Select *RGB Color (24 bits)* to scan the image in color.

        –   Select *Grayscale (8 bits)* to scan the image in grayscale.

        –   Select *Black & White (1 bit)* to scan the image in black-and-white.

        –   Select *Auto Color Detection* to scan the image in color or non-color based on the automatic judgement and detection of the system.

        –   Select *Complex* to scan the image in color, grayscale or non-color based on the customization. Refer to the "The Scan Setup Interface" section in the back for how to customize a desired image output type.

    c) Select a dimension in the *Paper Size* as your preview image size.

    d) Select a desired resolution in the *Resolution* for your image output resolution.

    e) If necessary, select "Text Orientation Recognition" in the *Rotate* menu to ensure the scanned images in a readable orientation. When it is selected, you can select the preferred language used as an identification in the options menu.

    f) If "Auto-crop" & "Auto-deskew" is selected, the scanner automatically detects the size of the original image, crops the full scan frame to fit the image, and removes unwanted black borders after the scan, as well as corrects the distorted image for proper alignment.

5. Click the *Show Preview Window* and *Show Setting Window* tabs in the Scan Setup interface to display other interfaces which are helpful for your scanning processing.

6. Click the *Preview* button to perform a preliminary view of the entire image. When done, a preview image appears in the Preview window. Do not forget to put the document back on the document feed tray.

7. Go to the "General" panel by clicking the *General* tab in the Settings window. Specify the settings for your requirements there.

   a) If necessary, specify the image settings for the front or back side of documents separately by using the *Sides of Material* control when Scan Source is set as "ADF (Duplex)".

   b) Select the image type in the *Document Type* as your input image type.

      – Select *Photo* to scan color prints.

      – Select *Text* to scan text.

   c) If necessary, check "Double Feed", then select a suitable paper thickness for the ultrasonic double-feed detection in the Paper Type options menu to prevent multiple pages from being fed together while papers are fed through the ADF.

   d) If necessary, check "Remove Blank Page" and "Remove Punch Hole" to enhance the quality of the scanned images.

8. If necessary, go to the "Image Process" panel by clicking the *Image Process* tab in the Settings window. Use the image correction tools presented there to enhance the image quality according to your specific requirements.

9. Click the *OK* button to close the Scan Setup interface and return to the Main interface of ScanWizard DI.

10. In the Main interface, click the *File Format* menu button to select a file format for the scanned images.

11. In the Main interface, click the File Name menu button to specify a file naming method for the scanned images.

12. In the Main interface, select and click the *Normal Scan* button to start scanning.

    When done, the scanned images will be automatically saved into the folder defined in the File Location menu box. At the same time, the scanned images will be displayed in thumbnail sizes in the Thumbnail View window and labeled with the file name and file format specified earlier.

13. Click the *Open Folder* button to locate the scanned images if you want to view.

NOTE: For more details on other scanning scenarios applicable to your scanner, refer to the scanner's User's Manual in the Microtek Software CD/DVD.

File Location menu box

⑫ ③ ⑪ ⑩ ⑬

Click on a thumbnail image to enlarge it in the Image View Window at the right side of the interface.
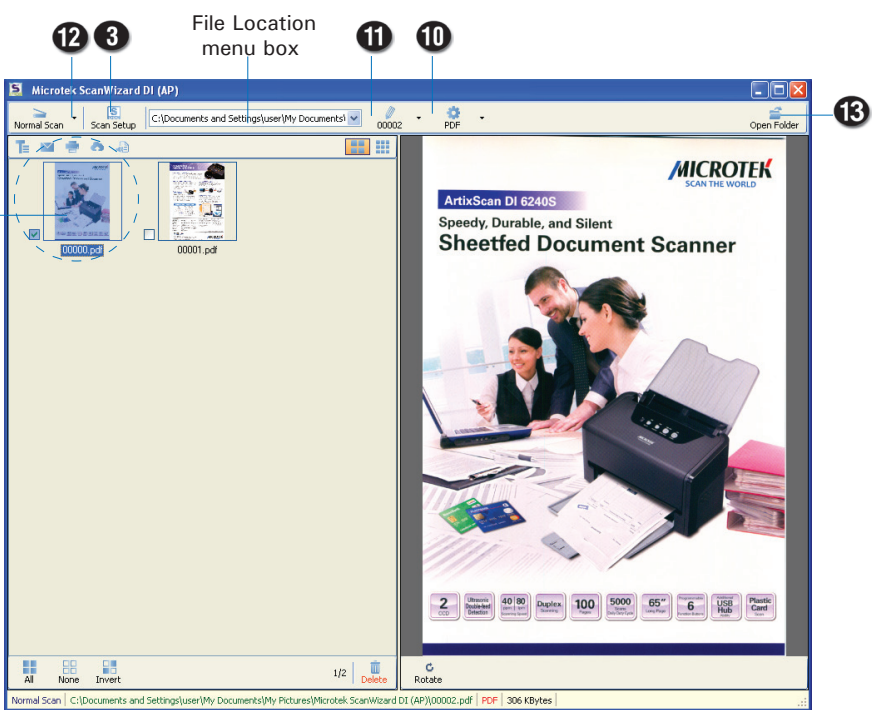
AP control panel (Main interface)

⑦ ⑧

④

⑤
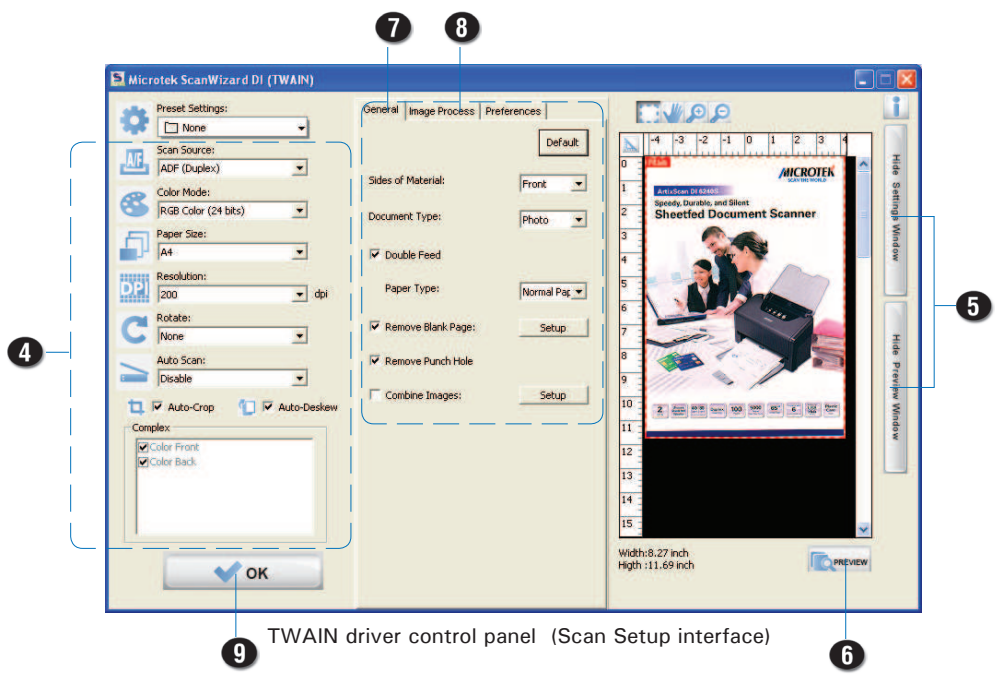
⑨ TWAIN driver control panel (Scan Setup interface) ⑥

Basic Scanning for Mac Users

1. Load the document to be scanned either on the scanner glass surface or into the ADF's document feed tray.

   WARNING: Do not place photo paper or fragile sheets of paper on the feed tray, as doing this will damage the original photo or frail papers during the feeding process.

2. Launch *ScanPotter* as a stand-alone by clicking on the program icon, or by selecting it from the application folder in your Mac OS X system.

3. In the Scan Source options menu, choose *ADF-Simplex* or *ADF-Duplex* for as your input image device.

   Please note that if the document to be scanned is placed on the scanner's glass surface, select *Flatbed*.

4. Specify your scanning requirements in the *Scanner Settings* column.

   a) Select the appropriate image type (e.g., RGB Color) in the *Color Type* as your image output type.

      – Select *Color* to scan the image in color.

      – Select *Grayscale* to scan the image in grayscale.

      – Select *Black & White* to scan the image in black-and-white.

   b) Select a desired resolution in the *Resolution* for your image output resolution.

   c) Select a dimension in the *Scan Frame* your preview image size.

5. If necessary, click the *Preview* button to perform a preliminary scan of the image in the Preview window. Then, reload the document into the feed tray.

6. If necessary, resize the scan frame (floating dotted rectangle) around the image by dragging on the square spots on the edge or on the corner of the scan frame to determine the final size of the actual scan.

7. If necessary, specify file settings for your output image files, using the options offered in the *File Saving Settings* column.

8. If necessary, click the *Image Settings* button to switch to a window in which you can use additional image correction tools to adjust image quality manually.

9. Click the *Scan* button to start scanning.

NOTE: For more details on using ScanPotter, refer to the ScanPotter Reference Manual in the Microtek Software CD/DVD.

5 **9**

Click the Scan Settings button to switch back to the default control panel of ScanPotter

ScanPotter

Zoom In Zoom Out Preview Scan Reveal in Finder Scan Settings Image Settings

8

Scanner Settings

Scan Source: ADF **3**

Color Type: RGB Color
Resolution: 300 dpi
Scan Frame: 1 customized frame
Transform: 0° 90° 180° 270° **4**

Calibrate Scanner...

Click the Image Settings button to switch to a window where contains a additional image correction tools (Additional Adjustment column) for your scanned image.

File Saving Settings

Location: /Users/rex/Pictures/ScanPotter
File Name: 20131107-00001.png
Method: Date + Suffix | Text + Suffix | Text
Custom Text: Scan   Suffix: 00001
File Format: PNG image (.png)   Settings...
Option: Barcode Separator

7

Medi-3200
Medical Imaging System

Professional Mammography Film Digitizer

Advantages

Introduced by Microtek (ISO13485 certified), the professional design of Medi-3200 can easily transfer mammography film into digital format, simply using customized templates and the One-Pass-Scan feature together, the Medi-3200 can easily carry out the auto-crop function to scan multi-films at a time. In addition, it captures details in bright and dark areas at a high optical resolution up to 3200 dpi, 4.2 Dmax, and 16-bit grayscale. Therefore, it provides the medical professionals a smart and easy way to digitize and observe the mammography films.

Furthermore, the digitized mammography films can be easily read and utilized in the optional DICOM gateway software to be integrated with HIS/PACS system.

- The most economical mammography film digitizer
- One-Pass-Scan to auto-crop multi-films scan at a time
- Provides high optical resolution up to 3200 dpi for better image detail
- Offers dynamic range up to 4.2 Dmax
- Covers various sizes of x-ray films up to 12"x16"
- Supports telemedicine with an optional DICOM software
- Minimizes the space and cost of the film storage
- Offers better quality, excellent performance, and secures records

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Application

Scan | Copy | E-Mail | Share

Send to an application

Preview iPhoto Evernote Pixelmator

/Applications/Preview.app

Reset to Default

A4 HD Scanner / Driver:v1.00

Preview window

Scan frame (enclosed by dotted lines)

6

Scan Settings Image Settings

Exposure	0
Brightness	0
Contrast	0
Saturation	0
Hue	0
Highlight	100
Shadow	0
Threshold	128
Effect	None
Sharpen/Blur	Sharpen Luminance
Descreen	None
	Invert

Embed ICC destination profile in scan image

RGB Color	sRGB IEC61966-2.1
CMYK Color	Generic CMYK
Grayscale	Generic Gray

Reset to Default

Fixing Paper Jams

1. Push the Release button to open the ADF cover as shown in the graph.

Release button

ADF cover

2. Pull out the jammed paper in an upward direction from the feeder.

3. Push the ADF cover back down into place until you hear a "click" .

NOTE: Do not pull out the jammed piece of paper by force from the feeder when the ADF cover closes. If doing so, it may damage the rollers and cause the ADF to work improperly.

Care and Cleaning

To ensure optimal performance from the your scanner, it is important to clean several critical parts of the scanner on a regular basis. Please follow the sections below to clean each part carefully.

Cleaning the Scanner Glass Surfaces

With the scanner lid (ADF) opened, use a soft, non-abrasive and lint-free cloth to gently wipe the glass surfaces of the flatbed and ADF of the scanner.
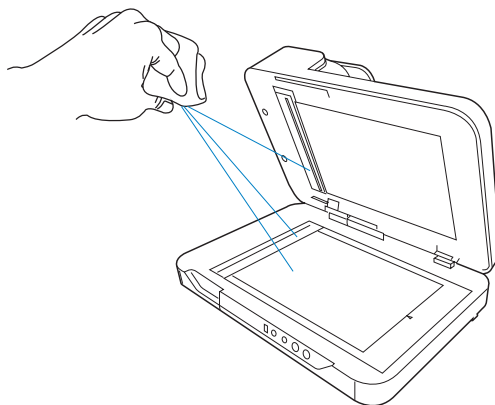
Cleaning the Rollers and the Separation Module Assembly

With the ADF cover opened, find several groups of rollers and the Separation Module Assembly. Then, clean them with a lint-free cloth or a swab moistened with alcohol (ethanol) or water.
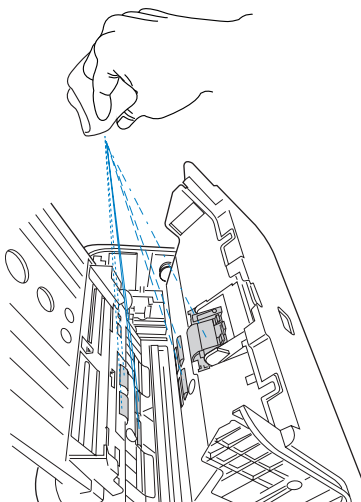
Cleaning the Sensors

With the ADF cover opened, find 3 sets of sensors (Ultrasonic Double-feed sensors, I/O sensors, and Tray sensors), and then clean the sensors with a dust blower.
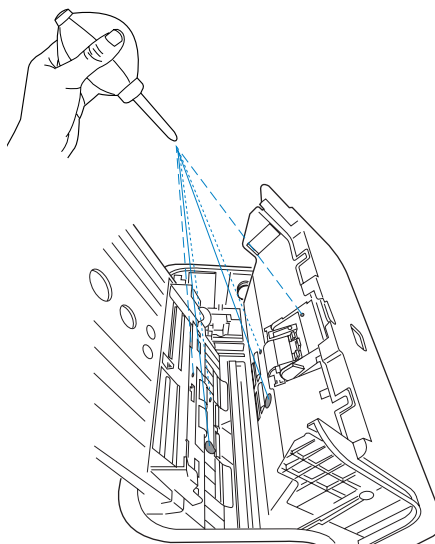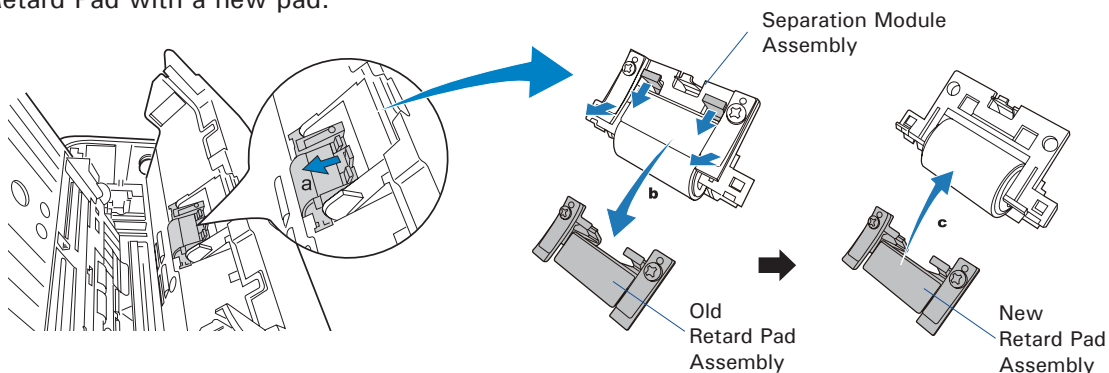
NOTE:
- *The recommended cleaning cycle time would be after approximately 3,000 to 5,000 scans.*
- *For more details on cleaning, refer to the scanner's User's Manual in the Microtek Software CD/DVD and see the "Care and Cleaning" section.*

Maintenance

After usage for a period of time, the Separation Module Assembly and Feed Rollers may become worn out, and problems such as document double-feed may occur. In this case, check either the Separation Module Assembly or the Feed Roller Assembly, and replace them if needed.
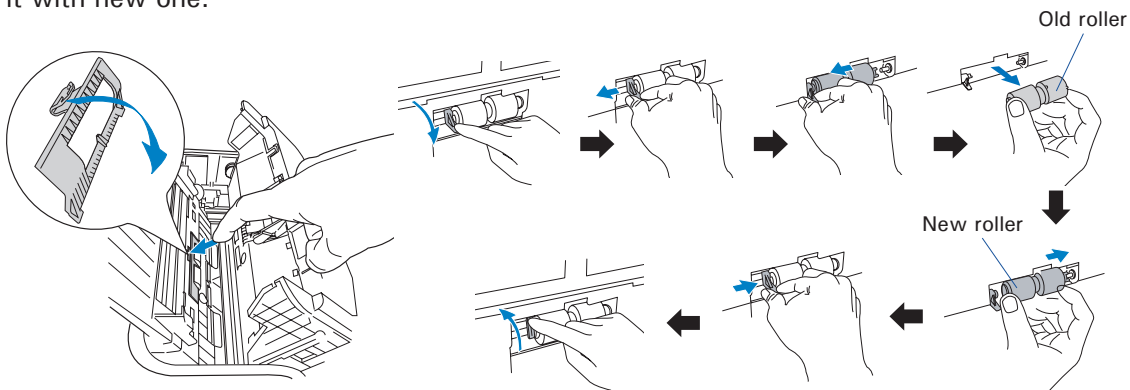
Replacing Separation Module Assembly

With the ADF cover opened, a) press the tab at the top of the Separation Module backward and take it out from its component; b) press two tabs and hold two arms of the module to remove the Retard Pad from the module assembly; c) then, replace the old Retard Pad with a new pad.

Separation Module Assembly

Old Retard Pad Assembly

New Retard Pad Assembly

Replacing the Feed Roller Assembly

With the ADF cover opened, a) press the tab on the top of the roller cover with your finger to pull it out, b) then remove the Feed Roller Assembly from its compartment and replace it with new one.


Old roller

New roller

NOTE:
- *The recommended replacement point for the Separation Module Assembly is approximate after 100,000 scans; for Feed Roller Assembly is around 150,000 scans.*
- *Please contact your local resellers for purchasing new Separation Module Assembly and new feed roller.*
- *For more details of replacement, refer to the scanner's User's Manual in the Microtek Software CD/DVD and see the "Maintenance" section.*

Problems?

The green LED lighting (the SCAN/STOP button) indicates the status of the scanner. The orange LED lighting (the POWER button) stands for power and should always stay on steady when the scanner is on.

Green LED
Orange LED

- All On: Ready to scan.
- Flashing Green: Scanning.
- All Off: Scanner is off.
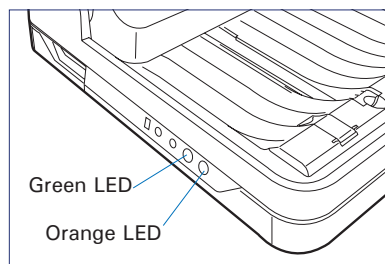
First, make sure that you have followed Steps 1 to 4 as described in this guide (unpack, install, connect). Then if your problem is listed here, try the suggested solution.

1. **No light comes on when the scanner is turned on.**

   Make sure your scanner is connected to your computer and plugged into a power source.

2. **The Add/Remove Hardware Wizard appears on your screen.**

   Click the "Cancel" button and close the ScanWizard DI or ScanPotter Control Panel. Disconnect the Hi-Speed USB cable from the back of your computer, and refer to the installation instructions in this guide .

3. **After clicking scan, a blank screen appears.**

   Uninstall and reinstall the ScanWizard DI or ScanPotter software.

4. **When trying to scan, an error message appears on your screen that reads, "Can't Find Scanners".**

   Make sure your scanner is connected to your computer and plugged in to a power source (see Step 4 in the "Initial Setup" section).

   Uninstall and reinstall the ScanWizard DI or ScanPotter software.

5. **When trying to scan, an error message appears on your screen that reads, "Code -206, ADF paper jam or roller failure."**

   Click OK first; then open the scanner cover, as illustrated in the pervious section "Fixing Paper Jams".

   - If the problem is occurring from a paper jam, follow the procedures laid out in the "Fixing Paper Jams" section of this guide.
   - If the problem is occurring from situations other than a paper jam, follow the procedures laid out in the "Position Documents" section.

   Finally, close the scanner cover and restart scanning.

Do You Need Assistance?

Manuals

If you have additional questions and need further instruction or information, we provide electronic manuals for:

1. Using your scanner (scanner's User's Manual)

2. Using the ScanWizard DI or ScanPotter scanning software (Reference Manual)

To access the electronic manuals: Insert the scanner's software CD/DVD into your computer's CD-ROM/DVD-ROM drive. Next, locate and click the "Manuals" option when the software installer window appears on your screen. Finally, select and click the title of the manual you wish to view.

Missing Items

If your package is missing items, please call the Microtek Customer Service Department.

Drivers & Software Upgrades

After you finish the installation of software, if you found that the installed drivers and software cannot run your product or your computer system properly later, please go to the Microtek Download Service site at ww7.microtek.com.tw/service.php to download and install any updates you may require.

For additional information about Microtek products, please visit our website at www.microtek.com.

Power Adapter
Use only power supplies (AC/DC adapters) listed below:

Voltage	Manufacturer	Model No.
100V to 240V	HARD	HDAD38W101

NOTE: Please make sure that the electrical outlet to where the scanner will be connected is nearby and readily accessible.

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