Microtek ScanMaker 5950

THREE OPTIONS FOR SCANNING:

ONE TOUCH CONTROLS
STANDARD CONTROL PANEL
ADVANCED CONTROL PANEL

Scanning basics:

Place original on glass
    Face down
    Top toward you

Place originals in document feeder – up to 50 pages *** *DO NOT* AUTO FEED PHOTOS ***
    Face up
    Top toward rear wall

One Touch Controls: located on front of scanner

c/s Cancel/Setup	Scan	Copy	OCR
cancel a scan – setup options	perform scan	copy a color photograph	scan text for editing

NOTE: previous user's settings are retained. Your MUST use setup button to customize your scan.

Select the **C/S** button to set options for scanning c/s
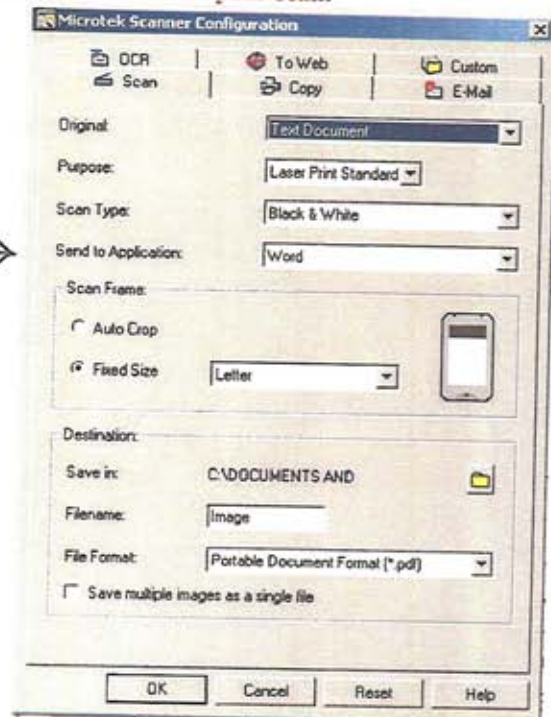
Choose **Scan** or **OCR** tab

Make selections desired

Click OK

Press the ⌒ or 📖 button to initiate scan

NOTE: scanned files are saved to a "my images" folder unless you specify a different location. There is an alias on the desktop to navigate to that folder.

If scanning more than one document / image and want all scans retained in one file, check the box at the bottom: Save multiple images as a single file.

→

Microtek Scanner Configuration

OCR	To Web	Custom
Scan	Copy	E-Mail

Original: Text Document
Purpose: Laser Print Standard
Scan Type: Black & White
Send to Application: Word

Scan Frame:
○ Auto Crop
● Fixed Size   Letter

Destination:
Save in: C:\DOCUMENTS AND
Filename: Image
File Format: Portable Document Format [*.pdf]
☐ Save multiple images as a single file

| OK | Cancel | Reset | Help |

Automatic Document Feeder: DO NOT place photos in ADF.

Place originals in feeder, face up, top toward rear wall

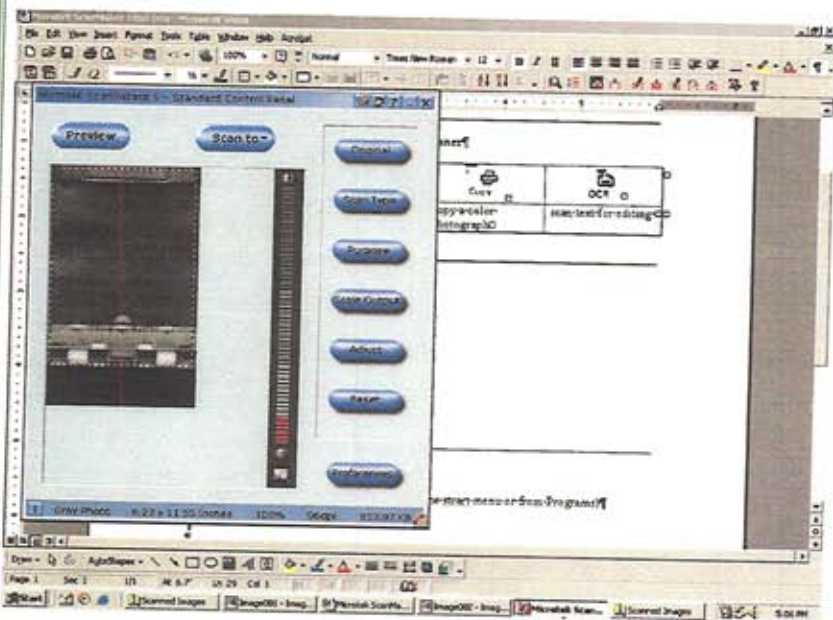Select the **C/S** button to set options for scanning ⊙/⑤
Make desired selections

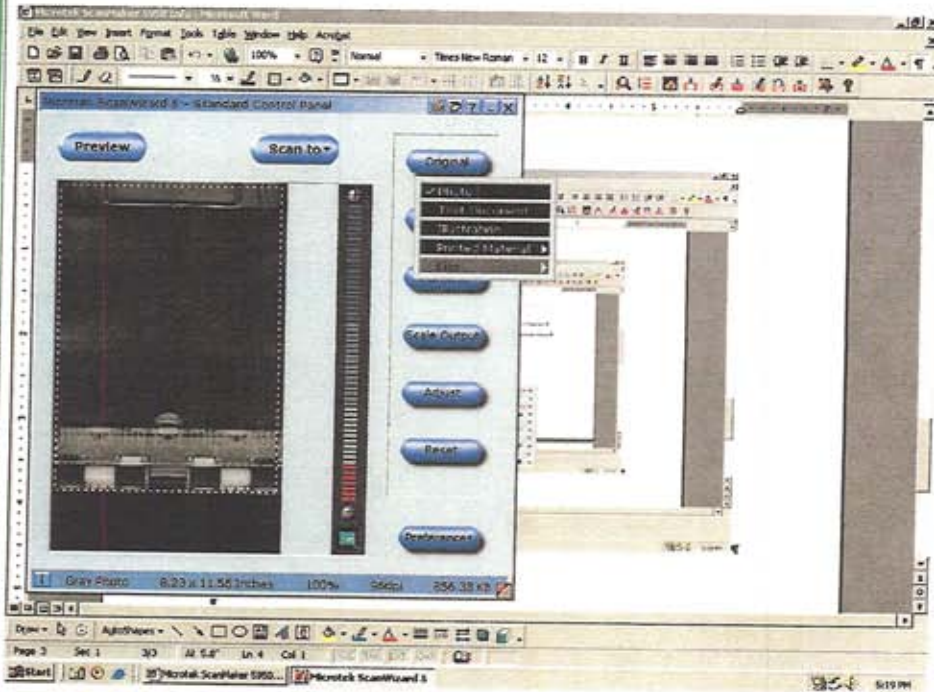Press the ⊴ or ⬀ button to initiate scan

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Standard Control Panel: Use ScanWizard 5

Open the ScanWizard 5 application   (from the **Start** menu or from **Programs**)
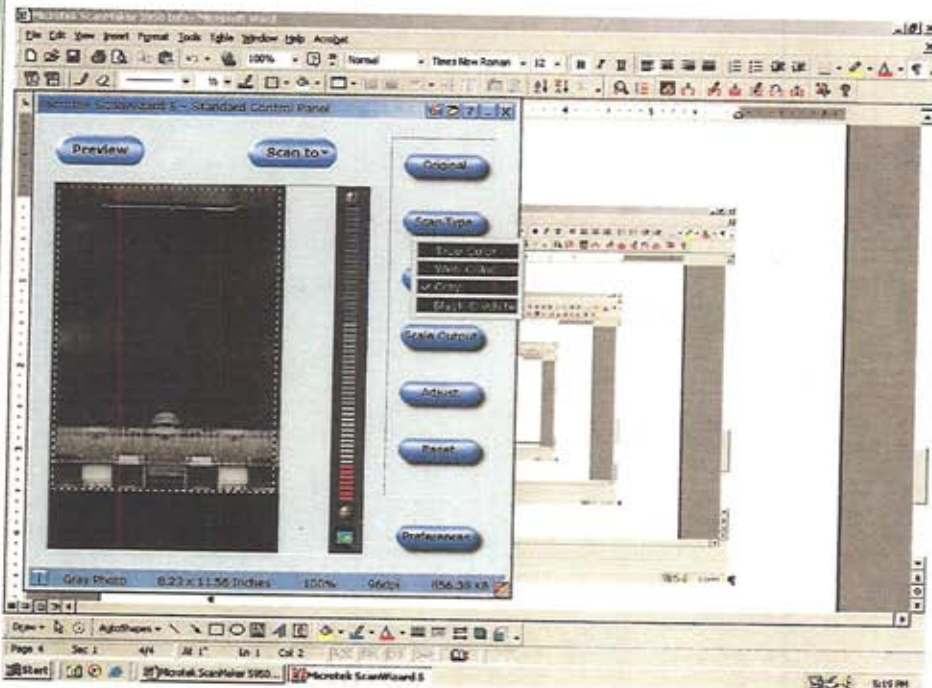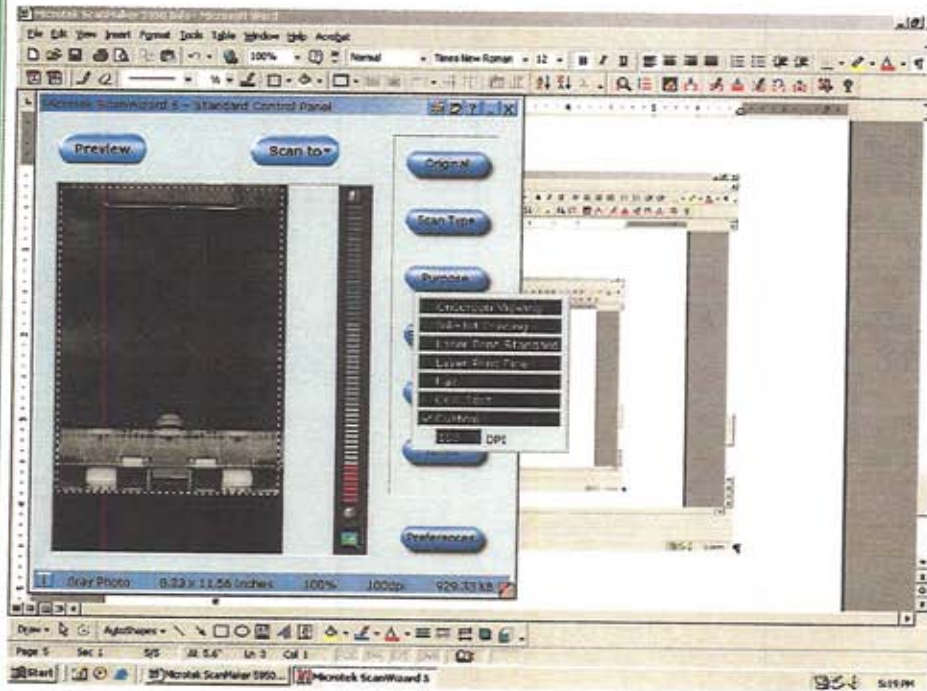**Use the tool buttons on the right side of the dialogue box to select options**

Original: Select the type of original you will be scanning

Scan Type: Select the type of scan – true color, web color, grey, black & white

Purpose: Select how image will be utilized for resolution purposes

Scale Output: Select size desired
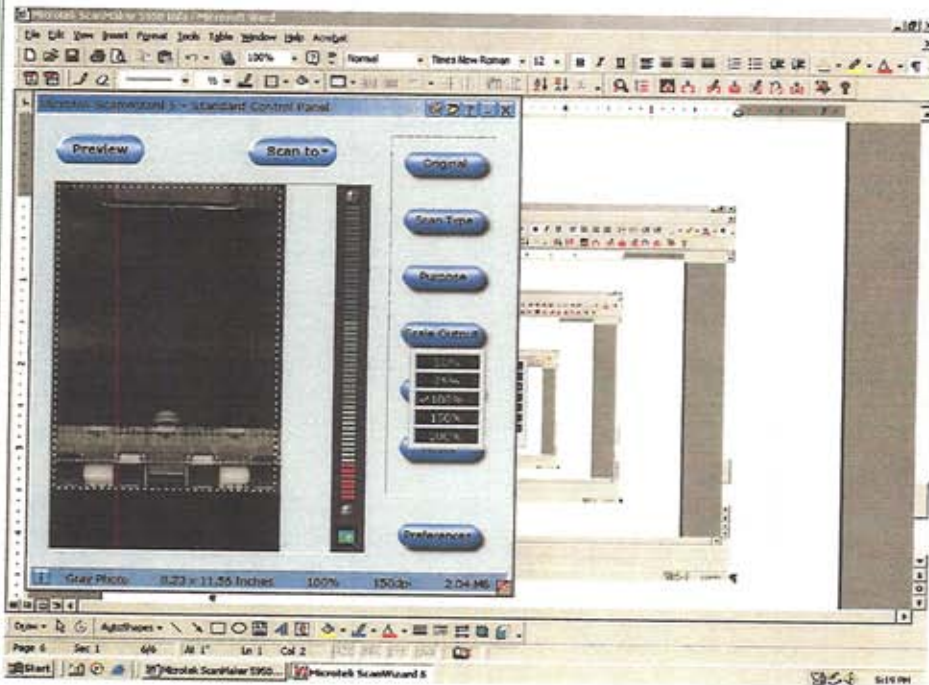
Adjust: adjust brightness, contrast, sharpness, etc.
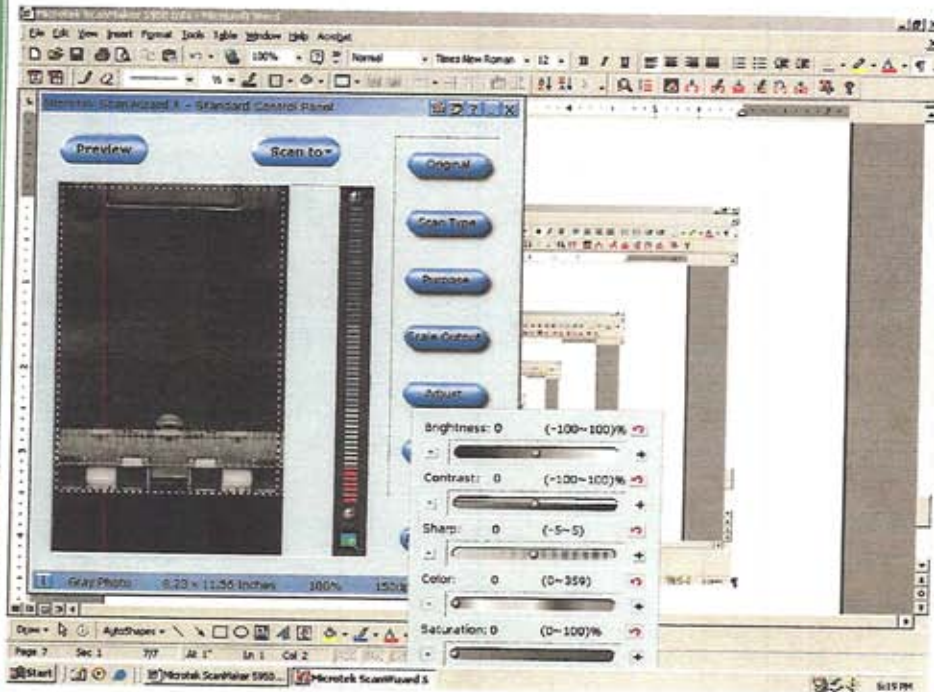
Scan to: locate folder where you want to store your images.

NOTE: scanned files are saved to a "my images" folder unless you specify a different location. There is an alias on the desktop to navigate to that folder.
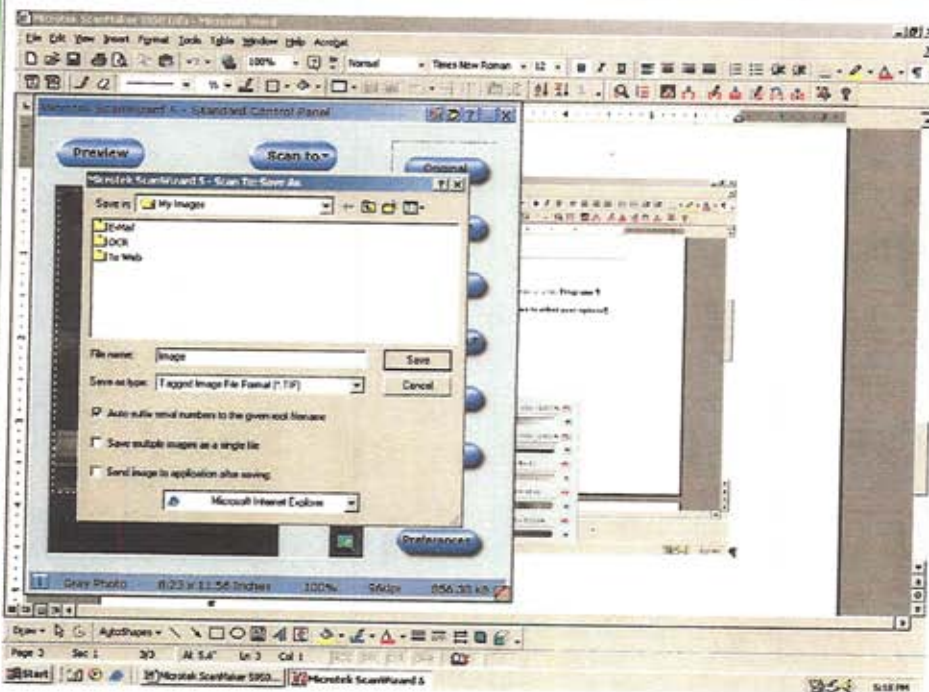
Click Save and scanning will begin

Advanced Control Panel: Use ScanWizard 5

Select the Advanced Control button: top right of dialogue box – button farthest left
(the blue box with red arrow and green bottom corner)

You will receive a notice that ScanWizard is ready to switch – select OK

You will then have the more advanced features available to you – much like the scanners in the Graphics Room in B8.

Scanning a text document for editing using OCR (optical character reader) software:

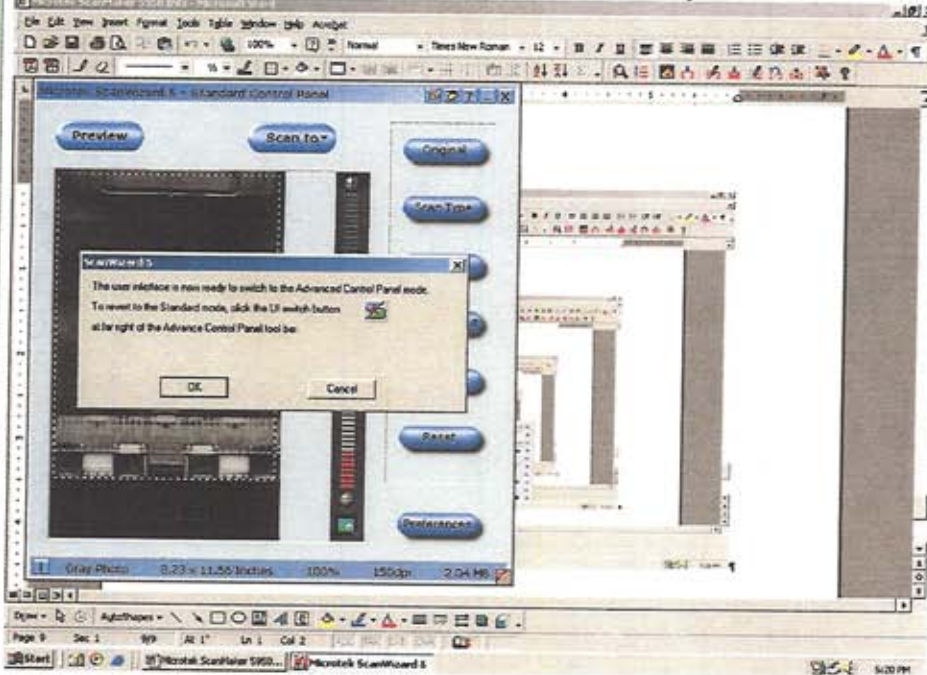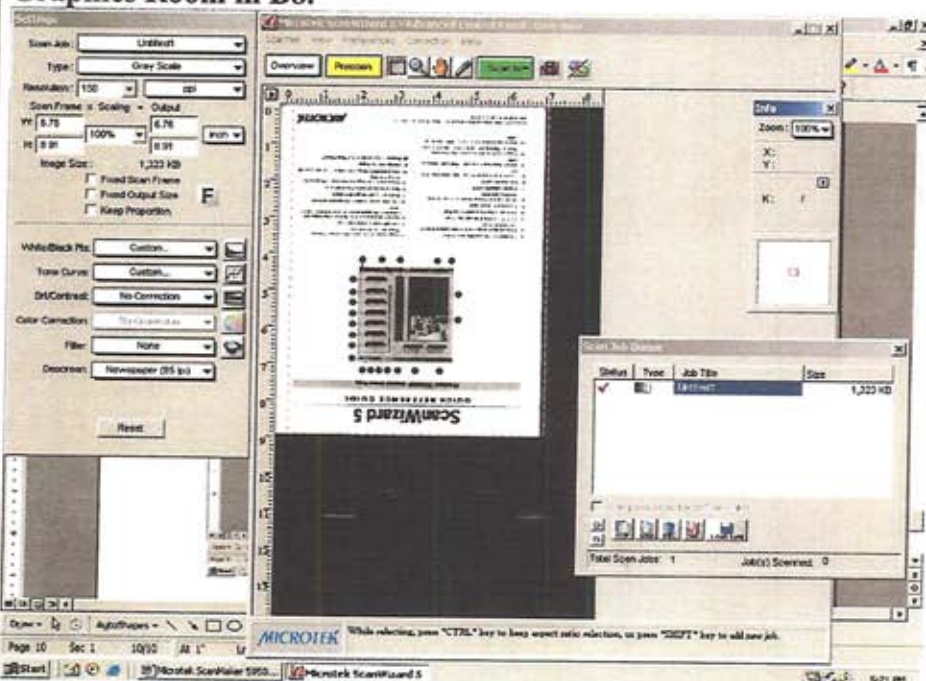**Place original on glass or stack pages in automatic document feeder**

Choose **OCR** tab

Make selections desired

Click OK

Press the button to initiate scan

Open the "My Images" shortcut on the desktop to retrieve your files from the OCR folder

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Open ScanWizard 5 software

Select **ORIGINAL** button
        Choose *Text Document*

Select **PURPOSE** button
        Choose *OCR*

Click and HOLD the **SCAN TO** button
        Select *OCR*
        Provide *File Name / Location*
        Select *type of output* file, i.e., *rtf*

If scanning more than one document / image and want all scans retained in one file, check the box at the bottom: Save multiple images as a single file.
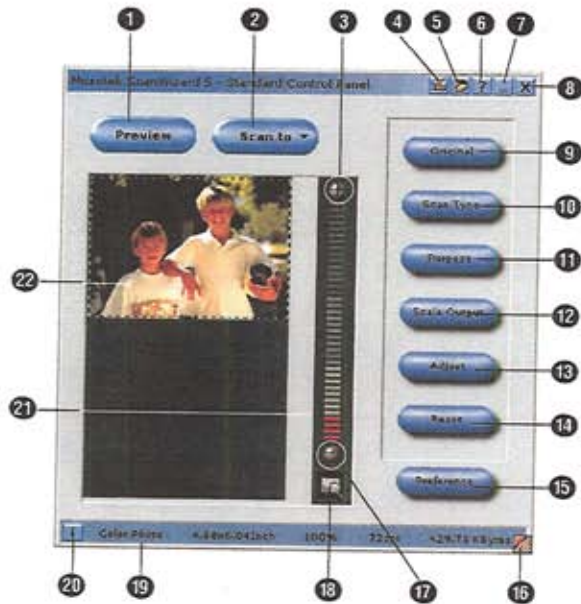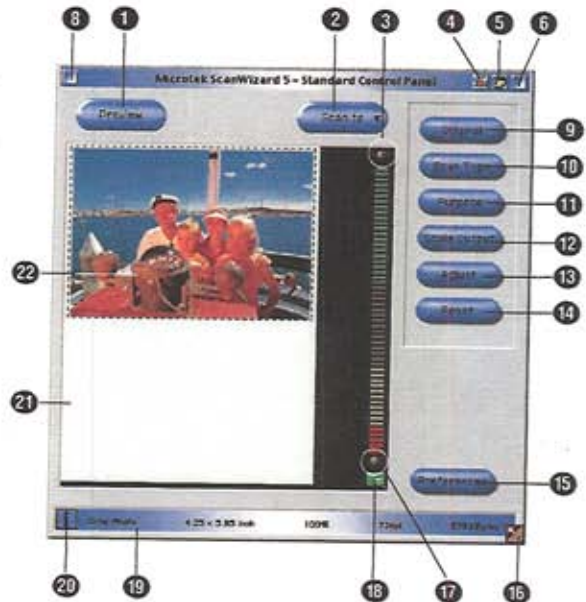
Select **Save**

Scanning will begin

ScanWizard 5

QUICK REFERENCE GUIDE

### Preview Window (Standard Control Panel)

Windows version

Mac OS 9.x version

1. Prescans and previews the scan material.
2. Performs the final scan and selects a destination for the scanned image.
3. Zoom in (+), magnifies preview image.
4. Switches to the Advanced Control Panel.
5. Scanner info, power-save, and JPEG compression control (if applicable).
6. Online help and Tutorial Guide for a step-by-step scanning operation.
7. Minimizes ScanWizard 5 (Windows only)
8. Exits ScanWizard 5.
9. Type of scan material (Photo, Text, Document, Film, etc.).
10. Output image type (True color, Web color, Gray, or B&W).
11. Image output resolution presets for Onscreen Viewing, Printing, etc., plus custom resolution input.

12. Output size or ratio (50%, 75%, 100%, 150%, or 200%).
13. Image enhancement tools (Brightness, Contrast, Sharpness, or Saturation).
14. Cancel/Revert to default settings.
15. Preferences menu options (Scanning functions and to customize the appearance of your Standard Control Panel).
16. Drag this corner to resize the preview window.
17. Zoom out (-), shrinks preview image.
18. Pans or moves around a magnified area.
19. Shows current settings and becomes a **Progress** bar during scanning.
20. Shows detailed settings and status of current scan job.
21. Resizes preview image.
22. Preview image enclosed in a "Scan Frame".

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Preview Window (Advanced Control Panel only)
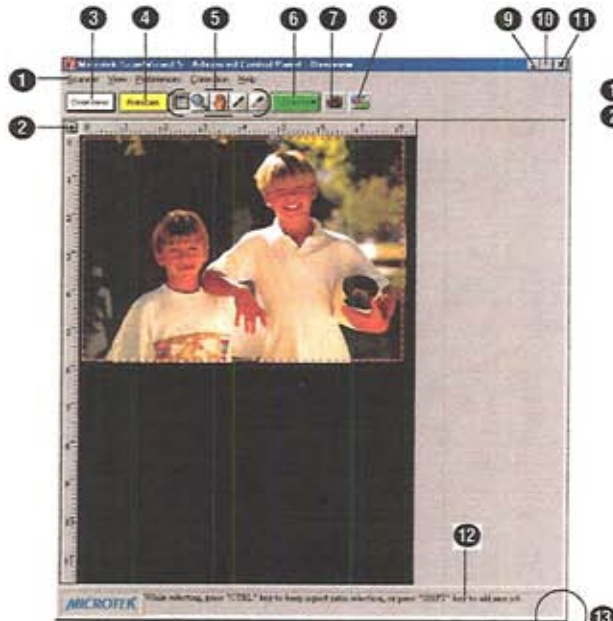
Windows version

Mac OS 9.x version

1. The **Menu bar** provides 5 menus: Scanner Menu (set up scanner-to-host interface); View Menu (control image and view/hide options); Preferences Menu (customize software); Correction Menu (adjust/correct image); and Help Menu (access online help).

2. **Unit of measurement** for rulers. Options include inch, cm, mm, point, pixel, and pica.

3. The **Overview** button previews the image(s) on your scanner bed.

4. The **Prescan** button shows a higher resolution image of the area selected by the Scan Frame tool.

5. The **Toolbar** selects actions to be performed on the overview or prescan image.

> **Scan Frame:** Lets you select a scan frame area
>
> **Zoom:** Click to enlarge; Shift or Option + Click to shrink
>
> **Pan:** Scrolls through an overview or prescan image
>
> **Black Point tool:** Click to set black reference point.
>
> **White Point tool:** Click to set white reference point.

6. The **Scan/Scan to** button performs the final scan, and delivers the scanned image to your application program. The **Scan** button is available only when ScanWizard 5 is launched from an image-editing program (e.g., Photoshop Elements or Photoshop LE). The **Scan To** button is available when ScanWizard 5 is launched as a stand-alone program

(e.g., launched from the Start menu or the ScanWizard 5 icon on the desktop). Click the **Scan To** button to active the options menu:

Scan to – saves the scanned image into a file; **Copy** – sends the output to a printer; **E-mail** – attaches the output to an E-mail message; **OCR** – converts the text into an editable format; or **To Web** – uploads the output to a photo-sharing website.

7. The **Scan Material icon** indicates the type of the current scan material.

Reflective   Positive film   Negative film

8. The **Switch button** takes you back to the Standard Control Panel.

9. For Windows, the **Minimize button** lets you minimize the Advanced Control Panel window. The same is achieved with the Shrink button for the Macintosh.

10. The **Inactive** button is a non-performing feature in ScanWizard 5 but is included in the interface due to the nature of Windows.

11. For Windows, the **Close button** is used to exit ScanWizard 5. For Macintosh, select Quit from the File menu to exit ScanWizard 5.

12. The **Status bar** gives useful tips relating to the selected tool in the Toolbar.

13. Drag this corner to resize your Preview window.

The Settings Window (Advanced Control Panel only)
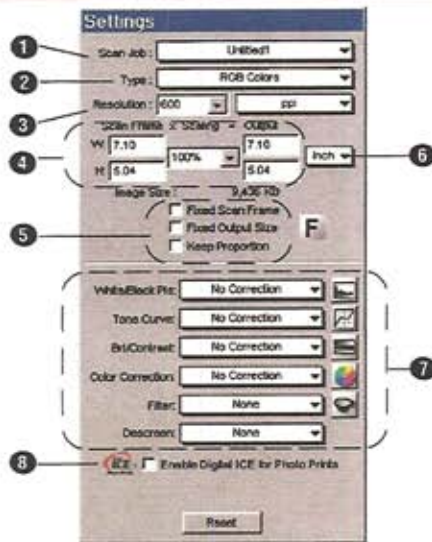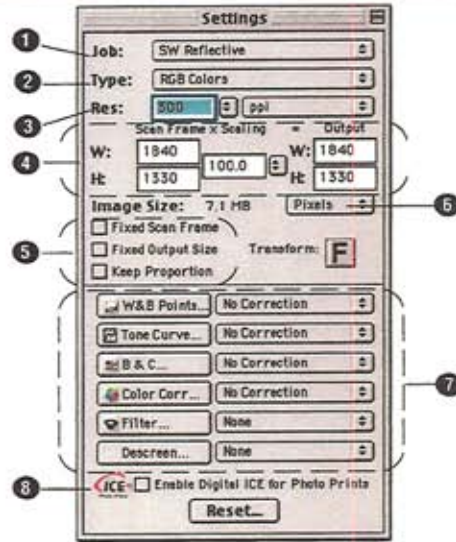
Windows version

Mac OS 9.x version

1. The **Scan Job/Job** box shows the current scan job as highlighted in the Scan Job window. This job is also the currently selected image in the Preview window.

2. The **Type** box shows the image type of the current scan job.

   - *RGB Colors/RGB Colors (48-bit):* RGB colors use three colors to reproduce up to 16.7 million colors on-screen. The 48-bit option is used for professional scanners.

   - *Gray Scale/Gray Scale (16-bit):* Grayscale images use shades of gray to simulate gradations of color. The 16-bit option is used for professional scanners.

   - *Web/Internet Colors:* This mode applies to images that are displayed on the Web or Internet.

   - *256 Colors (Default/Custom):* This mode has a single channel and uses a color lookup table containing up to 256 colors. The Default mode uses an *Adaptive* palette with *Diffusion*; the Custom mode gives you additional options.

   - *Line art:* Line art images are made up of one bit of color (black or white) per pixel. This mode is useful for images consisting purely of black and white or of a single color, such as mechanical drawings and blueprints.

   - *B&W Diffusion:* This is a single-bit black-and-white image dithered with error diffusion.

   - *Fast JPEG Color:* This is a compressed true color image which takes up less disk space. The JPEG image type is for Microtek's JPEG-implemented scanners only.

3. The **Resolution/Res** box lets you specify the resolution level for the final scan.

4. The **Scan Frame settings, Scaling,** and **Output settings** control your image dimensions.

5. The **Scan Frame options** provide controls relating to the scan frame and the output image size.

6. Choose your **Unit of measurement** from the available options; e.g., inch, cm, mm, etc.

7. The **Advanced Image Correction** (AIC) controls let you adjust and enhance the image. The correction results are displayed in real time in the Preview window and in the AIC dialog box.

8. Optional settings for **Enable Digital ICE for Photo Prints** or **Fast JPEG Quality/Image Quality**, depending on the scanner you are using. If your scanner does not implement Digital ICE or JPEG compression, these options will not appear in this area.

   - **Enable Digital ICE for Photo Prints:** This lets you enable Digital ICE in ICE-implemented scanners to automatically remove dust, scratches, cracks, creases, folds, and other defects of the scanned image.

   - **Fast JPEG Quality/Image Quality:** This lets you choose the JPEG image compression ratio for JPEG-implemented scanners. If the JPEG image type is not selected, this option will not appear.

   To choose the Fast JPEG format in the Advanced Control Panel:
   a) Choose *Fast JPEG Color* at the **Type** selection.
   b) Choose the *Fast JPEG Quality/Image Quality* mode with the JPEG compression ratio.

   To choose the Fast JPEG format in the Standard Control Panel:
   a) In the Preview window, choose *Fast JPEG Color* at the **Scan Type** selection.
   b) In the Toolbar, click on the **Scanner icon** to display the "Scanner Control" dialog box. Then set the JPEG compression ratio.

# The Advanced Image Correction Tools (Advanced Control Panel only)

1. The **White/Black Point tool** lets you change the shadow and highlight points of an image. By using this tool, you can manipulate shades so that the Shadow point becomes the new darkest values and the Highlight point becomes the new lightest value.

2. The **Tone Curve tool** lets you control the gamma, which measures the intensity affecting the mid-level grays (midtones) of an image. Adjusting the gamma lets you change the values of the middle range of gray tones without dramatically altering the shadows and highlights.

3. The **Brightness/Contrast tool** changes the brightness and contrast of the entire image. Brightness is the balance of the light and dark shades in the image, while contrast is the range between the darkest and lightest shades in the image.

Descreen:

4. The **Color Correction tool** adjusts the hue or saturation of colors. This tool applies only to color images and is not available for use with grayscale or black-and-white images.

   Saturation refers to the intensity of a color.

   Hue is the aspect of color that distinguishes one color from another (whether it is red, green, or blue).

5. The **Filter tool** lets you apply or create special effects to your image. This tool is disabled when your image type is set to billions of colors, 1,000 shades of gray, line art and halftone.

6. The **Descreen tool** lets you remove moiré patterns in images. A moiré is an undesirable pattern in printing that results from incorrect screen angles of overprinting halftones. Moirés usually result when you scan images taken directly from a magazine (instead of scanning a photographic original or transparency).

The Information Window (Advanced Control Panel only)
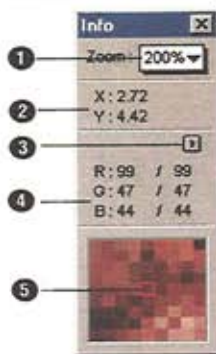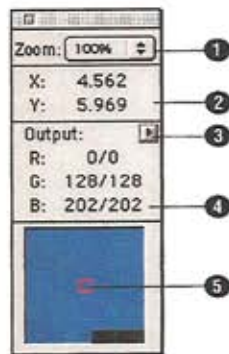
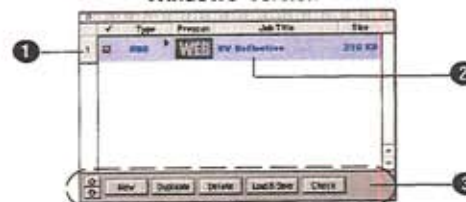**Windows version**   **Mac OS 9.x version**

1. The **Zoom Level Display** shows and lets you select magnification levels.

2. The **Mouse Cursor Position** displays the position of the mouse cursor on the x/y axis of the image.

3. The **Color Meter Options** let you view color information (in values or percentages), and let you define the size of the sample area.

4. The **Color Output Meter** displays the output values of a pixel at the specific x/y location.

5. The **Sample Display Area** shows a pixelated display of a specific x/y location in the image. The size of the sampling area depends on the selection made in the Color Meter Options.

The Scan Job Window (Advanced Control Panel only)

Windows version

Mac OS 9.x version

1. **Check** mark indicates the job will be scanned when you click the Scan (or Scan to, Copy, E-mail, OCR, or To Web) button. "P" indicates job has been prescaned.

2. The highlighted scan job is the **Current scan job**.

3. **Function** buttons (Duplicate, New, Delete, Check, Load/Save).

4. [Windows only] **One-pass Scan for Multiple Jobs** enables the scanner to perform scanning in a single pass for all the selected scan jobs.

5. [Windows only] **Multiple Auto-crop for EZ-Lock Film Holder** enables the scanner to auto-crop films loaded in the EZ-Lock Film Holder.

4

Microtek ADF-650/651
Installing and Getting Started

This document describes the features of the Automatic Document Feeder (ADF-650/651) and provides information on how to install the ADF-650/651.

Introduction

The ADF-650/651 is an optional sheet feeder accessory for the Microtek ScanMaker-series of flatbed scanners. The ADF-650 is designed for the ScanMaker 5600, ScanMaker 6700, and ScanMaker 6800, while the ADF-651 is designed for the ScanMaker 5800 and ScanMaker 5900.

ADF-650   ADF-651

The ADF-650/651 allows automatic scanning of up to 50 sheets of original scan material from A6 size (4.14" x 5.83") up to legal size (8.5" x 14"). Sheets to be scanned are fed from the feeder's top tray, guided and scanned as they pass the scanner's image sensor, and then exit into the feeder's bottom tray.

The ADF-650/651 mounts onto the scanner in place of the scanner's document cover or Transparent Media Adapter (TMA).

Checking the Package

The ADF-650/651 is packaged as an assembled unit, ready to be mounted on the scanner. After unpacking the ADF-650/651, make sure that the following items are included:

- ADF-650/651 unit
- Warranty Card
- *ADF-650/651 Installing and Getting Started* document

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Installing the ADF-650/651

Follow these steps to install the ADF-650/651:

1. Make sure that your flatbed scanner model has a built-in 15-pin accessory port that is compatible with your ADF-650/651.

2. Make sure your scanner has been installed and works properly.

3. Power off your scanner.

15-pin Accessory port

4. Remove the scanner cover. Open the cover until it stands vertically to the scanner, then pull upward to remove.
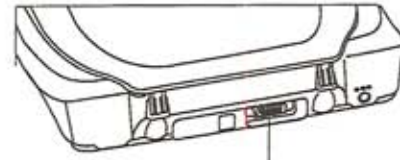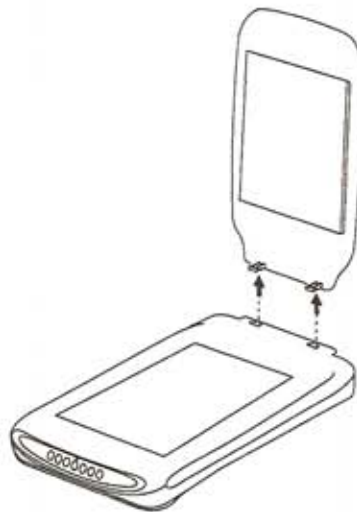
**Note**: The ADF-650/651 uses the same connector as the Transparency Media Adapter (TMA). If your scanner is equipped with its own TMA (or document cover with TMA combination), disconnect the TMA and remove from the scanner before installing the ADF-650/651.

5. Hold the ADF-650/651 firmly on both sides in a vertical position, with its hinge studs and connector at the bottom. With the feeder vertically positioned on the scanner, carefully align and insert the feeder studs into the hinge slots originally used by the scanner cover (or TMA).
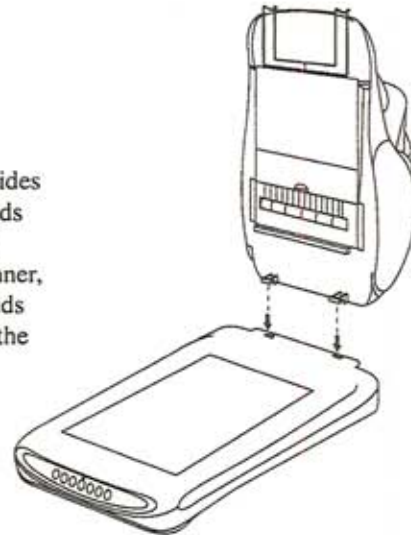
6. Remove the protective film from the transparent cover of the scan sensor area, then lower the ADF-650/651.

Protective film
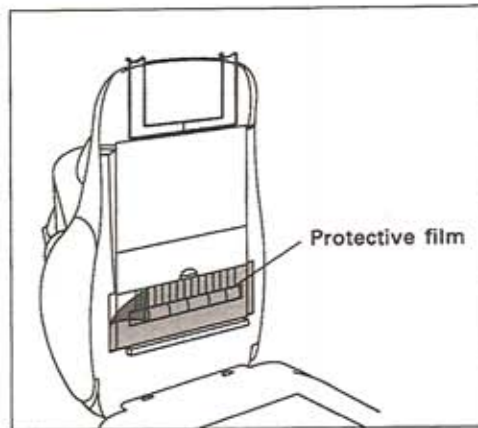
7. Plug the feeder's connector into the 15-pin Accessory port at the back panel of the scanner. Secure the connector by tightening the retaining screws.

15-pin
connector

8. Turn on your scanner, and wait for the light on the scanner's front panel to stop blinking and stay on steady. Your system will detect the scanner with ADF-650/651 automatically, indicating that the ADF-650/651 is ready to scan.

Scanning Text Originals for OCR

1. Make sure you have ScanWizard 5 installed on your computer, and do not load any material at this point.

2. Launch *ScanWizard 5* in stand-alone mode.

   Specify your own scan settings by clicking on the Tool buttons in the Standard Control Panel (see settings below); or by selecting the appropriate setup items from the Settings window in the Advanced Control Panel.

   a) Click the *Original* button, then select *Text Document* as your scan material type.

   b) Click the *Scan Type* button, then select *Black & White* as your output image type.

   c) Click the *Purpose* button, then select *OCR Text*.
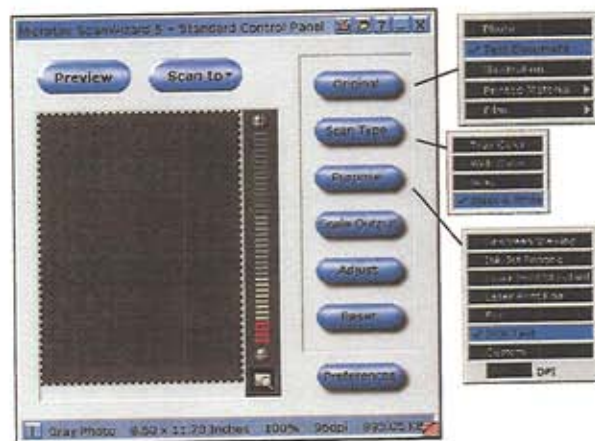
Note: When scanning colored text originals, you must select "Photo" and use either True Color/Web Color (unless B/W is the chosen output).

3. Place the stack of paper to be scanned on the document feed tray.

   a) Open the top Tray Flap and load the stack of papers on the feed tray, with the side to be scanned facing up. Push the paper stack into the tray, until the edges of the paper touch the feeder rollers.


Tray Flap
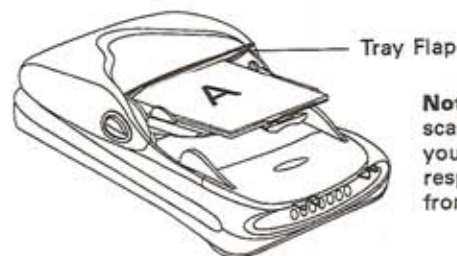
Note: The ADF-650/651 is not designed for scanning photos. Doing so may damage your originals. Microtek accepts no responsibility for damages that may arise from misuse of equipment.

b) Pull out the top tray extender for better paper support if the length of the originals exceeds 10 inches.

- Feed tray
- Tray extender
- Output tray

c) Align the material with the center of the feed tray by sliding the two guide arms in toward the stacked sheets if the width of the originals is less than 8.5 inches.


- Guide arms
- Output tray extender (ADF-651 only)
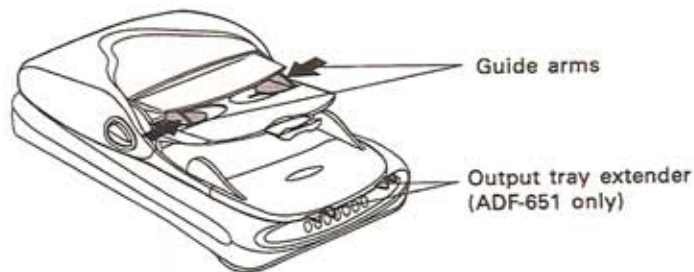
Note: To preview a single sheet only: Click the Preview button (Overview button in Advanced Control Panel) to perform a preliminary view of the entire document. The previewed sheet will then roll from the feed tray of the ADF-650/ 651 to the output tray. Load the previewed sheet along with the paper stack on the document feed tray. You are now ready to scan the stack.

4. Click and hold the *Scan to* button in the ScanWizard 5 software. When the options menu appears, select *OCR*.

5. When the *OCR: Save As* dialog box appears, use the default "Document" file name, or key in your preferred file name and select the export file format (.rtf, .txt, .htm, .xls, or .pdf).

6. The default language for OCR is *English*. To change the language, select your preferred language from the *OCR Language* options menu.

7. Click *Save* to start OCR scanning from the top sheet. The scanned document will be saved to your chosen folder.
   - If the check box "Send document to application after saving" is enabled, the saved file is automatically opened to your designated application for further editing.

- If the check box "Save multiple pages as a single file" is enabled, all pages of the originals are scanned before they are saved under a single file name. Take note that this will not work if the chosen output file format is PDF. This file format can only be saved and assigned with individual file names for each page.
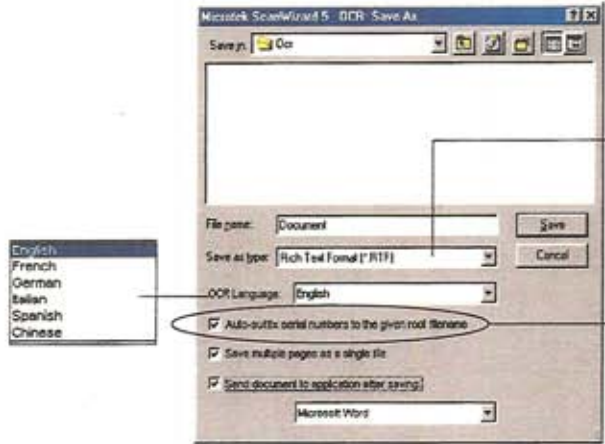

Rich Text Format (*.RTF)
Portable Document Format (*.PDF)
Unformatted text in ANSI encoding (*.TXT)
Unformatted text in MS-DOS encoding (*.TXT)
Unformatted Unicode text (*.TXT)
Microsoft Excel spreadsheet format (*.XLS)
Text in HTML format (*.HTM)
PDF with hidden text (*.PDF)

Selecting this check box will create files under the specified file name, and numbers are added serially and in order to generate multiple file names for the scanned/saved documents.
For example, assuming the document is saved as "Sample," the first document will be Sample.001, followed by Sample.002, Sample.003, etc.

Fixing Paper Jams

When a paper jam occurs, do the following:

1. Open the feeder cover by lifting the two Earlobe levers located on each side of the cover.


Earlobe levers
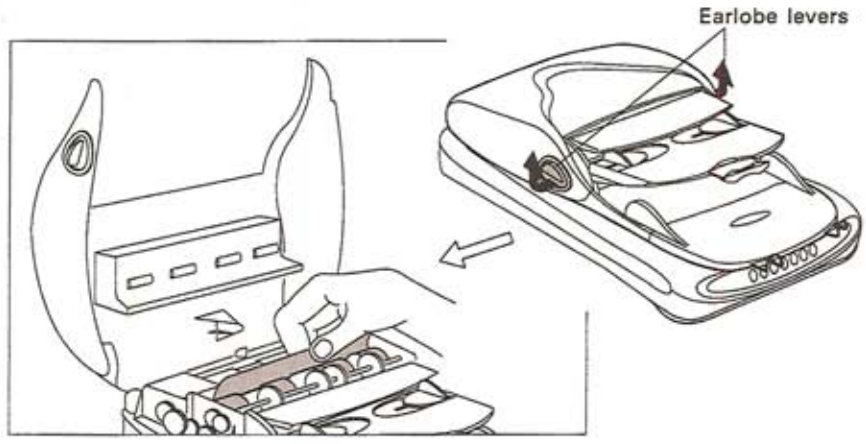
2. With the cover fully opened, pull out the jammed document from the feeder by doing the following:

- Pull the paper in a forward direction if paper is jammed in the **first stage** (paper feed) rollers.

- If the paper is jammed in the **second stage** (scanning) rollers , you may pull it out in either direction (forward or backward).

- You can also open the transparent cover of the scan sensor area (at the bottom of the feeder) to pull out the jammed paper.
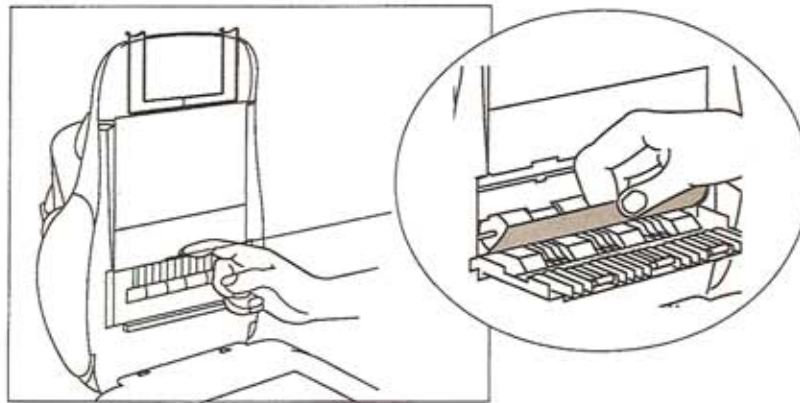
### Cleaning the Scan Sensor Cover

The transparent cover of the scan sensor area at the bottom of the feeder needs regular cleaning to maintain its clear transparency for quality scanning. Use non-abrasive lint-free cloth to gently wipe both surfaces of the cover. To remove stains, use cotton swabs moistened with rubbing alcohol.
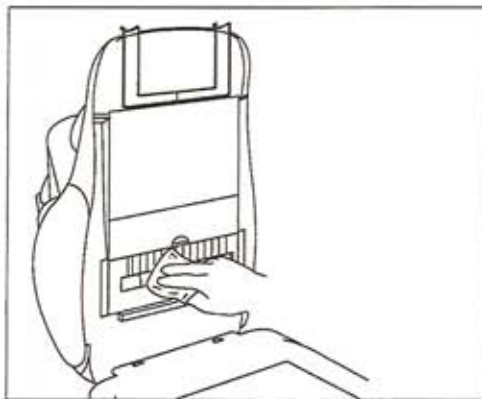
Cleaning the Rollers

Prolonged use of the ADF-650/651 may result in accumulation of ink and other residue on the feeder's rollers, affecting their efficiency. Check for residue on the rollers if paper flow through the rollers becomes erratic. Open the feeder cover to periodically clean the rollers with a lint-free cloth or a swab moistened with water.

Note: Do not attempt to turn the roller while cleaning, as this may damage the train drive mechanism of the ADF-650/651.
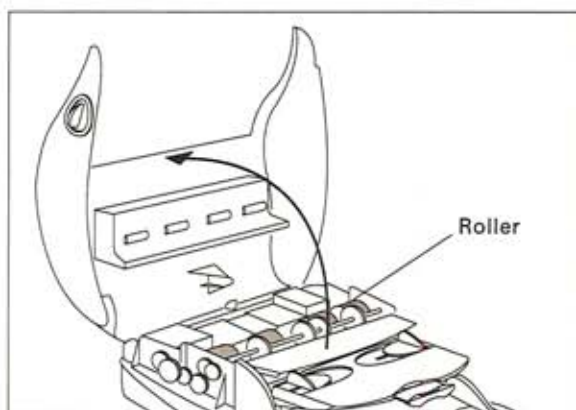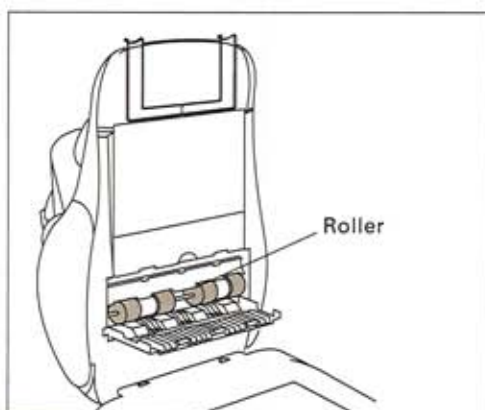
Specifications

Capacity	50 sheets of copy bond paper (unfolded)
Paper Basis Weight	16 to 24 lb.
Paper Size	Min. A6 (105 mm x 148 mm) (4.14" x 5.83") Max. Legal (21.59 cm x 35.56 cm) (8.5" x 14")
Accuracy	Paper skew: ±1° Paper length: ±1% 1 failure per 500 pages (Failure occurs in the form of no feeds, multiple feeds, or paper jam)
Connector	15-pin subminiature D-shell
Physical	Dimension: 10.75" x 18.79" (273 mm x 477.29 mm) Input tray height: 2.84" (72.11 mm)
Weight	4.69 lb. (2.13 kg)
Power Consumption	12V $\leq$ 0.5A (continuous) 6W 5V $\leq$ 0.1A
Operating Environment	50°F to 95°F (10°C to 35°C) 10% to 85% relative humidity