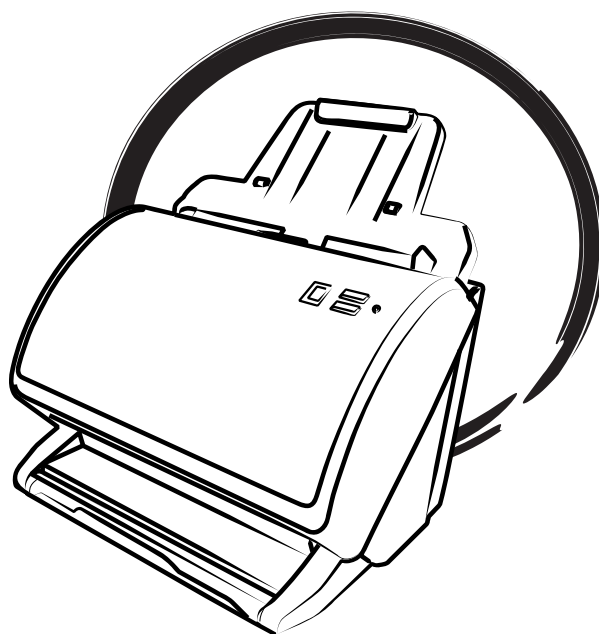




Document Imaging
Scanner

FileScan 3125c

User's Manual



Preface

Copyright

Copyright © 2023, Microtek International, Inc., all rights reserved. This document may not be reproduced or copied in any way, stored electronically, or translated into any language, without the permission of Microtek International, Inc.

Trademarks

Microtek, ScanMaker, ArtixScan, ScanWizard and ColoRescue are trademarks or registered trademarks of Microtek International, Inc. All other trademarks or registered trademarks are the property of their respective holders. Specifications, software and hardware bundles are subject to change without notice. Not responsible for typographical errors.

Disclaimer

The contents of this manual have been checked carefully for accuracy, and every effort has been made to ensure that there are no errors. However, Microtek makes no guarantee as to the accuracy of the contents of this document and reserves the right to make changes to the contents without prior warning.

I49-005052, B
09/2023

Microtek International, Inc.
No. 6, Industry East Road 3, Hsinchu Science Park, Hsinchu, 30075, Taiwan
Tel: 886-3-5772155, Fax: 886-3-5772598, <https://www.microtek.com>

FCC Compliance Statement

This equipment (Model: MRS-600ADFplus) has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- 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.

NOTE: A shielded Hi-Speed USB interface cable with ferrite core installed on the scanner connector end must be used with this equipment.

Caution: Changes or modifications not expressly approved by the manufacturer responsible for compliance could void the user's authority to operate the equipment.

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

Safety Precautions

Before using your scanner, read the following safety guides carefully, which detail the proper operation of the scanner and its accessories to prevent injuries or damage to users or equipment.

Power Source and AC Power Cord:

- Use a power source only with a power rating specified on the marking label.
- Insert the plug completely into the outlet, as a loose connection may cause arcing and result in fire.
- Place and route the power supply cord such that it is not likely to be walked on or pinched by items placed upon or against them, paying particular attention to the cord near the power plugs, convenience receptacles, and at the point where it exits from the outlet.
- When the scanner is left unattended and unused for long periods of time, unplug it from the wall outlet.

Moving and Storing the Scanner:

- Do not place the scanner on any slippery, slanted, or unstable surface. The product may slide or fall, causing serious injury to people as well as serious damage to the product.
- Do not use this scanner near water. Never spill liquid of any kinds on the product, or it may result in electric shock or other hazards.
- This scanner should be situated away from heat sources such as radiators, heat registers, stoves, or other products (including amplifiers) that produce heat.

Service:

- When you need a repair service, unplug the scanner from the power outlet and consult qualified service personnel.
- When replacement parts are required, use replacement parts that are specified by the manufacturer or have the same characteristics as the original parts.

Table of Contents

Preface	2
FCC Compliance Statement	3
Safety Precautions	4
Knowing about Your Scanner	7
Features of the FileScan 3125c	7
Installation Requirements	9
Taking a Closer Look	10
Front View	10
Open/Back View	11
Initial Setup	12
Step 1: Unpacking Package Contents	12
Step 2: Installing the Software.....	13
Step 3: Installing the Document Feed Tray	14
Step 4: Connecting the Scanner.....	15
To the Power Adapter	15
To the Hi-Speed USB Cable	15
Positioning Documents	16
To Load a Stack of Documents	16
To Load Cards	17
Document Notices.....	17
Scanning Scenarios	19
Using ScanWizard DI	19
Scanning Documents.....	19
Scanning Documents with Barcodes	23
Scanning from TWAIN-Compatible Application Software	25
Utilizing Scanned Documents	26
Scanning for OCR	26
Scanning for E-mail	28
Scanning for Copying	29
Scanning to Cloud.....	30
Scanning as Text-to-Speech (TTS)	31

Function Button	33
Starting up the Scanner Button Settings Interface	34
Customizing the Function Button.....	35
How the Function Button Works	36
Care and Cleaning	37
Cleaning the Scanner Glass Surfaces	37
Cleaning the Rollers.....	38
Maintenance	39
Replacing the Separation Roller Assembly	39
Replacing the Feed Roller Assembly.....	41
Appendix	43
Fixing Paper Jams	43
Troubleshooting	44
Specifications	46

Knowing about Your Scanner

The FileScan 3125c is a sheet-fed color document scanner with an built-in automatic document feeder that can hold up to 100 sheets of papers for the unattended volume scanning. It features 600 dpi optical resolution, 35-inch (889 mm) long document scanning support, and has a throughput run of 25 pages (simplex) or 50 images per minute (duplex) in color.

Features of the FileScan 3125c

The FileScan 3125c comes with several important features, including the following:

- Perfect for tight space — With a small footprint and versatile tray design, the FileScan 3125c makes it ideal for using on desktops and countertops or anywhere there are tight spaces only. The three-way design allows scanners to be used with built-in eject tray closed, opened, or half-opened with stopper to suit your workspace.
- Advanced feeding technology — Equipped with an ultrasonic sensor, the FileScan 3125c is able to detect the gap between overlapping pages and to prevent multiple pages from being fed together, efficiently preventing the happens of mis-feed or double-feed when delivering papers through the ADF.
- Superb ability to handle documents in versatile materials — FileScan 3125c lets users easily digitize credit cards, business cards, bank statements, legal documents, insurance papers, and medical records in just seconds.
- Duplex scanning in a single pass— Allows to scan both sides of one sheet in a single pass. With this feature, the scanner can handle up to 50 ipm in grayscale, black & white and color at 200 dpi.
- Automatic document feeder with card scanning — The automatic document feeder can hold up to 100 sheets of papers (0.05" /1.25 mm thickness) at a time, supporting dimensions from 2.91" x 2.1" (74 mm x 52 mm) to 8.5" x 35" (216 mm x 889 mm).
- Energy-saving LED light source — Adopting LEDs as the light source, when the scanner is detected by the system, there are no requirements for any warm-up time before carrying out the scan, which boots your productivity and reduces energy costs amazingly. With its stable performance, the image quality will remain consistent even after used for a certain period of time.
- Chic and Easy-to-access programmable function button — The FileScan 3125c is equipped with one Select and one Enter buttons, used to automate a number of customized and predefined operations, allowing you an intuitive and easy way to access scanner functions.

- New and Advanced Microtek ScanWizard DI software — ScanWizard DI offers a host of features and image adjustment controls for scanning. Its distinctive features include:
 - Text Orientation Recognition — With this feature, ScanWizard DI enables every scanned and saved files present in a readable direction based on a specific OCR language selected. No more fuzzy editing software is needed.
 - Smart Threshold — This feature enables the software to specify the best level for a threshold used in high-contrast and black-and-white images automatically, improving the clearance and readability of black-and-white documents.
 - Combine Images — This feature enables the software to merge two separate images as one united image. With this function, you do not need other after-scan editing program to modify your scanned documents.
 - Remove Blank Page — With this feature, blank pages are automatically detected and removed by the software when scanning a stack of documents. This function is quite helpful especially when users are scanning double-sided documents and some of the pages only have text on the front side.
 - Remove Punch Hole — With this feature, the software automatically detects the location of the punch holes on the scanned documents and fills them in white. This function works for most common hole puncher standards.
 - Save multiple images as a single file : This advanced feature allows user to save multiple scanned images as a single file, depending on the number of the scanned images that are defined for document archival.
 - Auto-crop and auto-deskew : The auto-crop function automatically detects the size of the original image, crops the full scan frame to fit the image, and removes unwanted black borders. The auto-deskew function automatically corrects distorted images for proper alignment.
 - Color dropout : Red, green and blue colors can be dropped out to allow for clearer and more accurate forms processing with problematic color documents number of the scanned images that are defined for document archival.

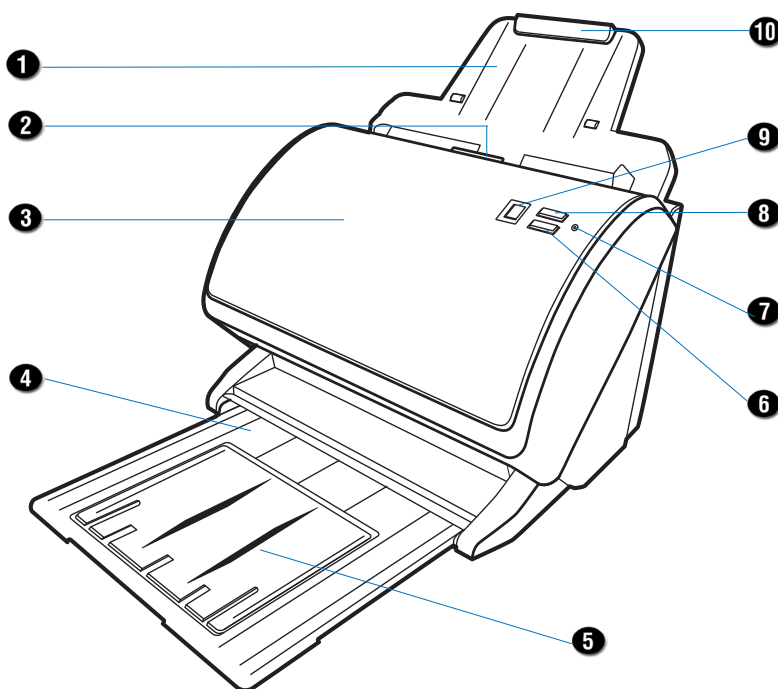
Installation Requirements

In order to use your FileScan 3125c, your computer must satisfy the following system requirements:

- CD/DVD-ROM drive (for installing software)
- Color display with 24-bit color output capability
- 512 MB RAM or more
- Pentium IV PC or higher with Hi-Speed USB (USB 2.0) port
- Windows 7, 10 or 11

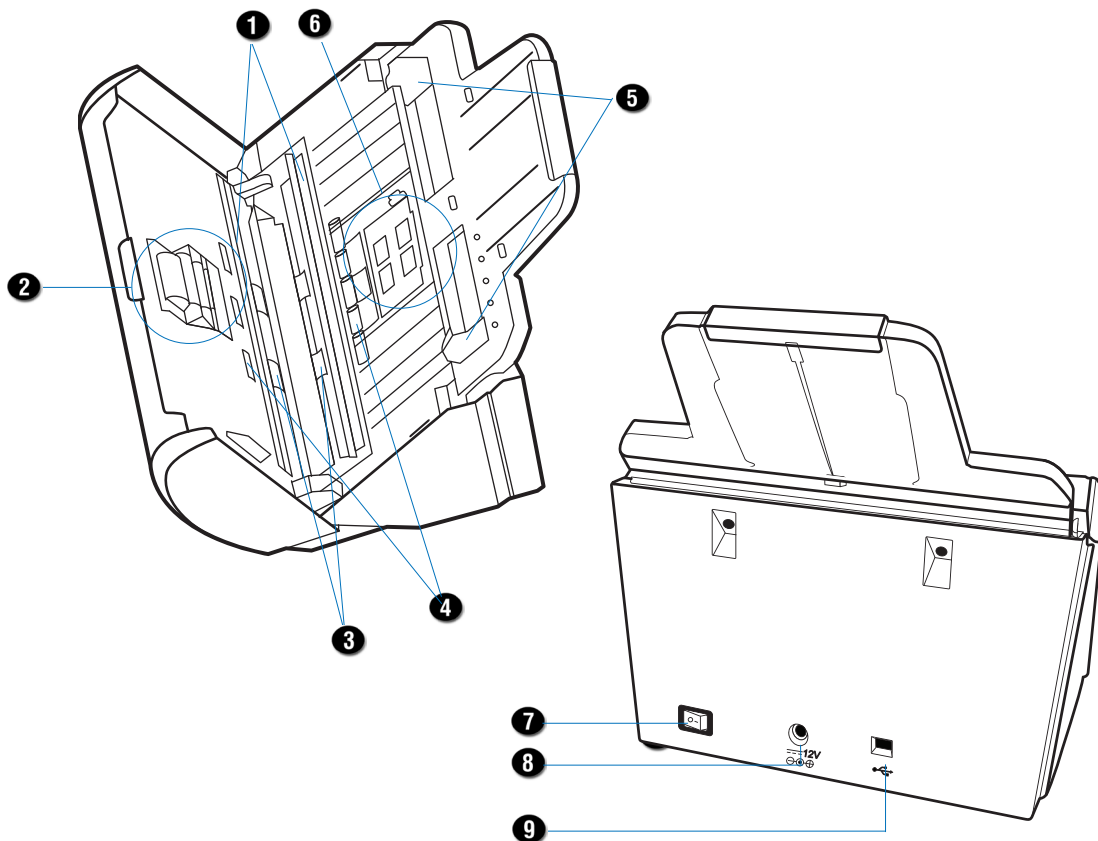
Taking a Closer Look

Front View



No.	Names of Parts	Functions of Parts
1	Document Feed Tray	Holds the documents to be fed into the feeder.
2	Release button	Lifts up to open the scanner cover.
3	Scanner cover	Used to cover the inner parts of the scanner.
4	Document Output Tray	Stores the stacked documents which have been scanned.
5	Output Tray Extender	Used to extend the length of the Document Output Tray.
6	Enter button	Presses to confirm the selection and start scanning.
7	Indicator	Indicates the status of the scanner. - Green: The scanner is ready to scan. - Red: Errors happen when the scanner is running.
8	Select button	Presses to toggle through the list of the preferred functions.
9	LED Display	Displays the numbers of the selected function or of the scanning errors.
10	Feed Tray Extender	Used to extend the length of the Document Feed Tray.

Open/Back View



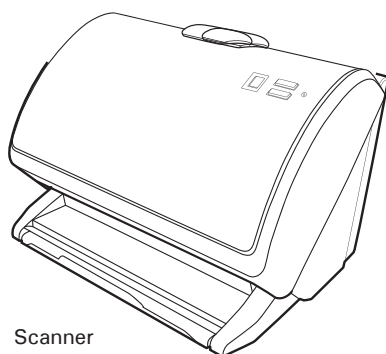
No.	Names of Parts	Functions of Parts
1	Glass Surfaces	The places where the CCD cartridges are stored.
2	Separation Roller Assembly	Used to separate each sheet of documents when a stack of documents are fed into the feeder.
3	Output Rollers	Used to eject documents after scanning.
4	Pick Rollers	Used to pick up documents into the feeder.
5	Guide Arms	Slides to hold a stack of documents.
6	Feed Roller Assembly	Used to feed documents into the feeder.
7	Power Switch	Turns the scanner on or off.
8	Power Connector	Connects the scanner to the power adapter.
9	Hi-Speed USB Port	Connects the Hi-Speed USB (USB 2.0) cable to the computer.

Initial Setup

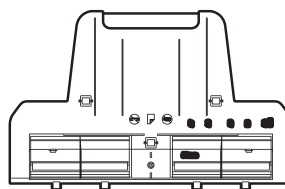
After unpacking your scanner package, follow the steps in order for a quick and easy installation process.

Step 1: Unpacking Package Contents

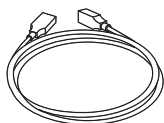
After unpacking your scanner package, please check for the major components listed below.



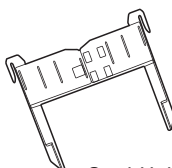
Scanner



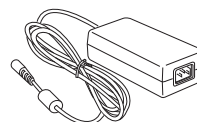
Document Feed Tray



Hi-Speed USB Cable



Card Holder



Power Adapter




Power Cord

Step 2: Installing the Software

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



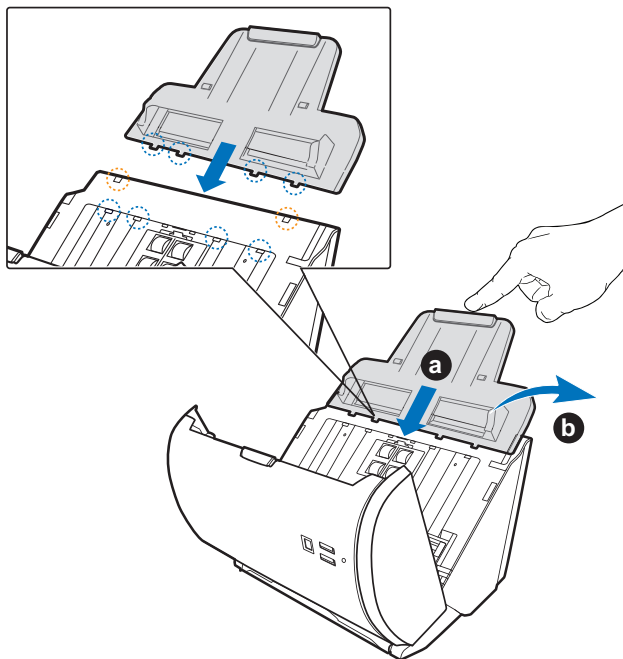
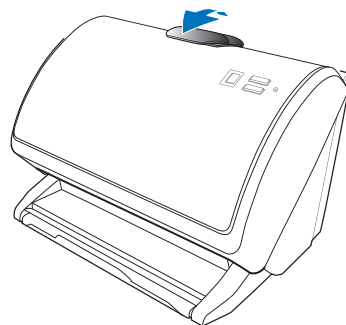
1. Visit the Microtek website at www.microtek.com.
2. Use the search  function to find the product "FileScan 3125c" and navigate to the "Downloads" page associated with this product.
3. Download the necessary drivers and software marked as "Yes" on the download list, based on your operating system.
4. Once the download is finished, double-click the downloaded file (*.exe) to begin the installation process.
5. After installing all the required drivers and software, restart your computer.

NOTE: The file download process may take some time. The duration may vary based on your internet speed, bandwidth, file size, and other factors. Please be patient during the download. If you encounter any issues or need further assistance, please contact Microtek Customer Service Department.

Step 3: Installing the Document Feed Tray

Before using the Document Feed Tray with your scanner, you need to install it on the scanner. Follow the instructions and graphs below to correctly install the Document Feed Tray.

1. Lift up the Release button in the direction of the arrow shown to open the scanner cover.

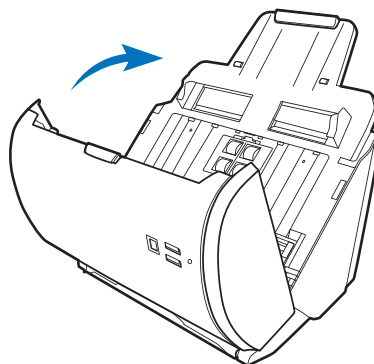


2. Install the Document Feed Tray on the scanner;

- a). insert the four flanges (tabs) of the feed tray into the holes on the scanner, indicated in the graphic by blue circles.
- b). push down the two flanges (tabs) located at the rear of feed tray into another two holes, indicated in the graphic by red circles.

Make sure the Document Feed Tray snaps into place and sits tightly on the scanner.

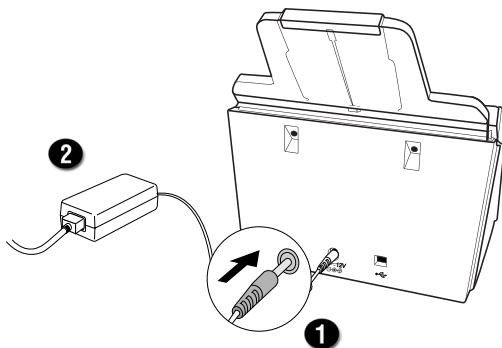
3. Close the scanner cover. You would hear a click sound when the scanner cover returns to its original position.



Step 4: Connecting the Scanner

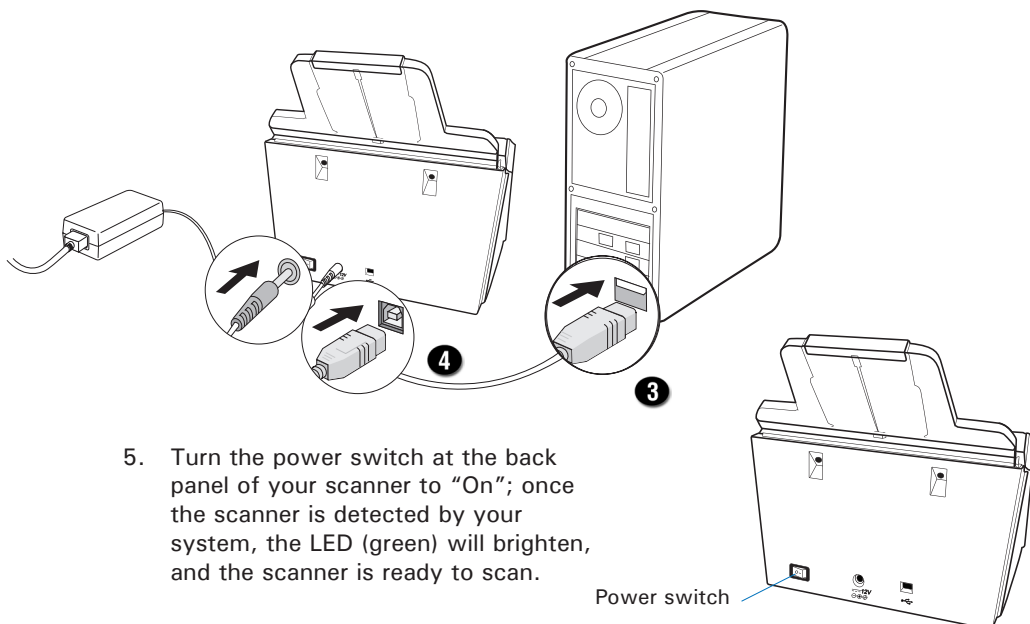
To the Power Adapter

1. Connect the power adapter to the back of the scanner.
2. 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

3. Connect one end of the Hi-Speed USB cable to your computer.
4. Connect the other end of the Hi-Speed USB cable to the scanner's USB port.



5. Turn the power switch at the back panel of your scanner to "On"; once the scanner is detected by your system, the LED (green) will brighten, and the scanner is ready to scan.

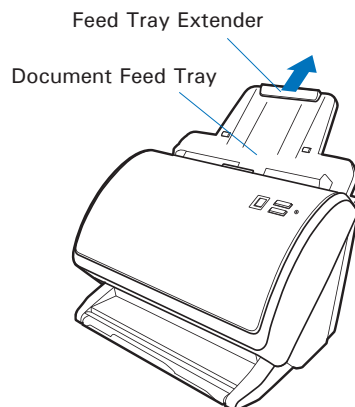
Power switch

Positioning Documents

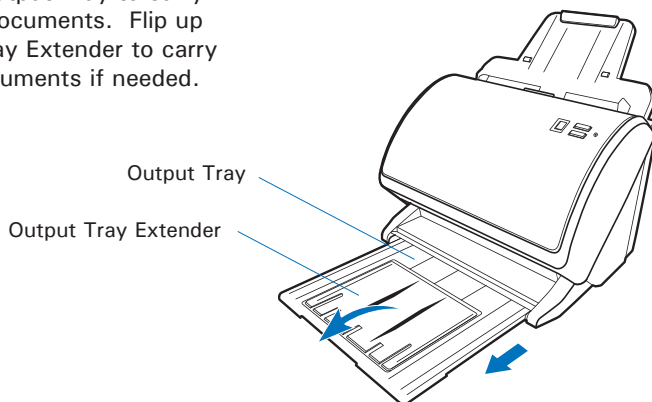
This section shows you how to position a stack of documents, as well as credit cards and driver's license into the feeder.

To Load a Stack of Documents

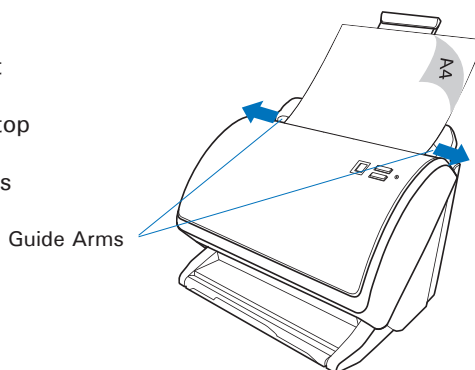
1. Pull out the Feed Tray Extender for better paper support if needed.



2. Pull out the Output Tray to carry the scanned documents. Flip up the Output Tray Extender to carry the longer documents if needed.

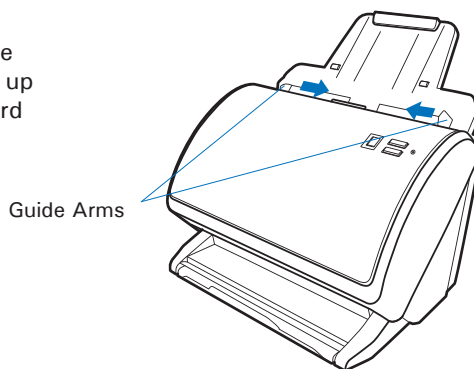


3. Load and center the stack of documents onto the Document Feed Tray, with the side to be scanned facing down and the top edge facing toward the feeder. Then, slide the two Guide Arms toward the stacked papers if needed.



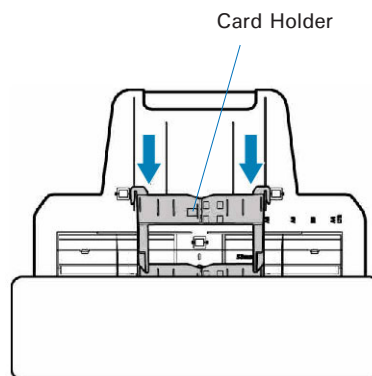
To Load Cards

1. Slide the Guide Arms toward the center of the feed tray and free up the enough space to put the Card Holder.

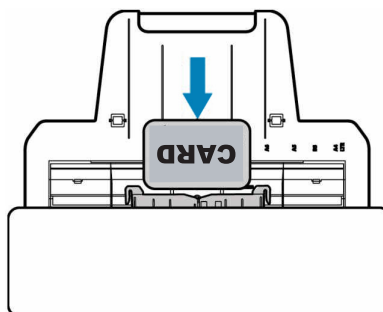


2. To install the Card Holder into the feed tray, with its front side up, slide the Card Holder along the sides of the Guide Arms down until it completely hangs on the arms.

After installed, there will be a slot hollow space between the Card Holder and the Document Feed Tray for loading the card.



3. Insert the card into the slot hollow space between the Card Holder the feed tray until it meets resistance, with the side to be scanned facing up and the top edge facing toward the feeder.



NOTE: When scanning a card, you have to choose ADF (Duplex) in the Scan Source drop-down menu as your image input device; otherwise, it may cause incorrect or unwanted results for your scanned images.

Document Notices

NOTE: There are several precautions and reminders about using the scanner correctly. Please refer to the section as below for the detail.

- The scanner 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.
- The scanner can handle document specifications:
 - Paper size: Min. 2.91" x 2.1" (74 mm x 52 mm)
Max. 8.5" x 35" (216 mm x 889 mm)
 - Paper weight: 8 to 28 lbs. (30-105 g/m²)
 - Paper thickness: Up to 0.05" (1.25 mm).
- If the documents are torn, curled, or wrinkled, do not put them into the scanner to scan, because they may cause paper jams.
- Remove paper clips or staples before placing documents into the tray. DO NOT use the scanner to scan documents with paper clips or staples because they may cause paper jams or damage the scanner.
- Feeder capacity: Up to 100 sheets of 20 lb. paper or 5 pieces of cards.

Scanning Scenarios

Using ScanWizard DI

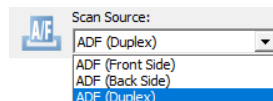
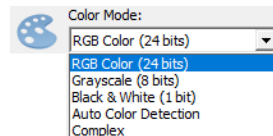
ScanWizard DI is a scanning software designed by Microtek for document scanning in color, black and white, and grayscale in both duplex and simplex modes. Its user-friendly interface enables you to easily start the scanning process. Refer to the ScanWizard DI software manual for more details.

Warning:

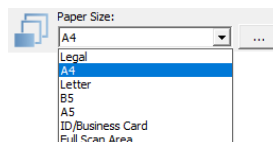
- Do not place photos or fragile materials in the feed tray, for it will damage the originals when performing the feeding process.

The following sections will show you step by step how to use ScanWizard DI.

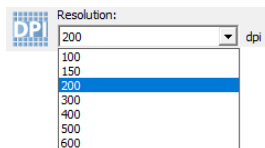
Scanning Documents

1. Load the document to be scanned into the document feed tray of the scanner.
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.
 
 - 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.

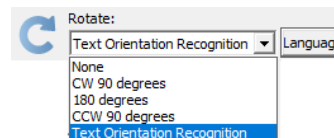
- c) Select a dimension in the *Paper Size* as your preview image size.



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



- e) If necessary, select “Text Orientation Recognition” in the Rotate 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.

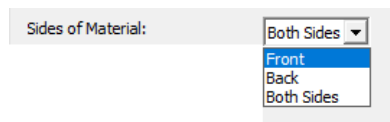


5. Click the *Show Preview Window* and *Show Setting Window* tabs in the Scan Setup interface to display other interfaces which are helpful for your scanning processing.
6. Click the *Preview* button to perform a preliminary view of the entire image. When done, a preview image appears in the Preview 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.

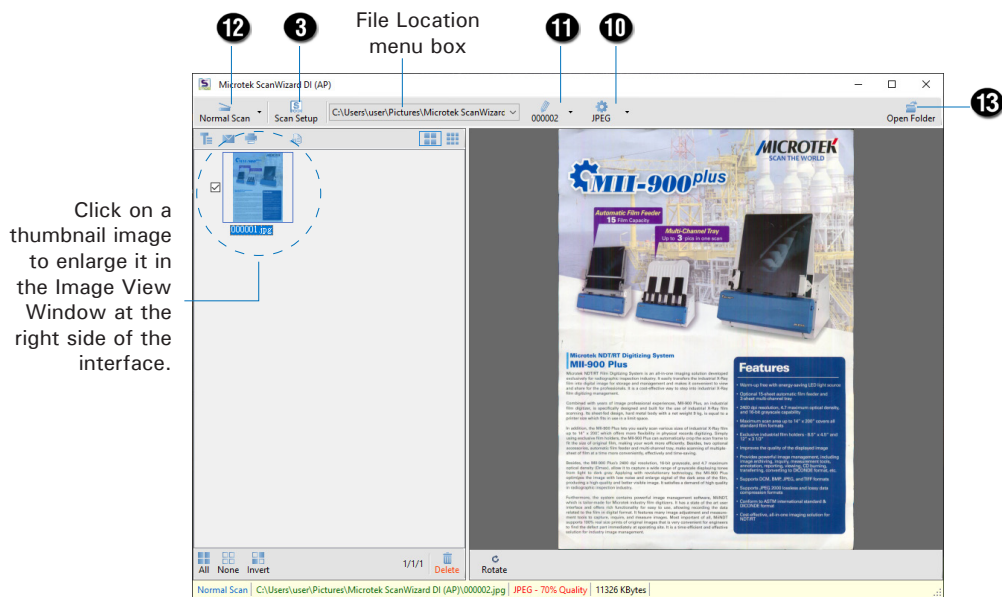


- Select *Photo* to scan color prints.
- Select *Text* to scan text.

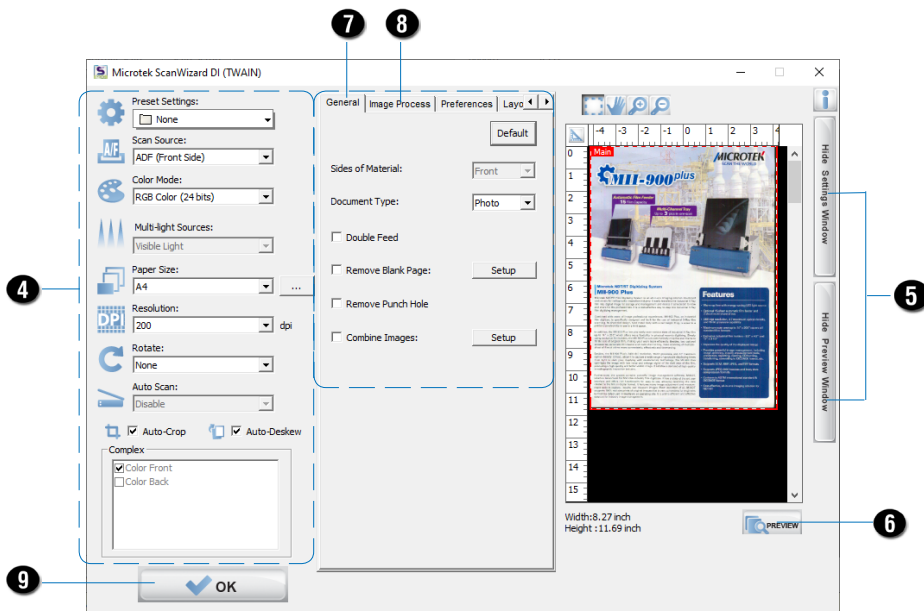
- c) If necessary, check "Double Feed" to prevent multiple pages from being fed together while papers are fed through the ADF.
 - d) If necessary, check "Remove Blank Page" and "Remove Punch Hole" to enhance the quality of the scanned images.
8. If necessary, go to the "Image Process" panel by clicking 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.



AP control panel (Main interface)

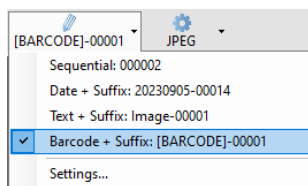


TWAIN driver control panel (Scan Setup interface)

Scanning Documents with Barcodes

This scanning scenario is useful for the documents to be filed with barcode numbers.

1. Load the document to be scanned into the document feed tray of the scanner.
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.
4. Follow the procedure (steps 4 through 8) for “Scanning Documents” section to specify your scanning requirements in the interface.
5. Click the *OK* button to close the Scan Setup interface and return to the Main interface of ScanWizard DI.
6. In the Main interface, click the *File Format* menu button to select a file format for the scanned images.
7. In the Main interface, click the *File Name* menu button and then select “Barcode + Suffix” from its drop-down menu for the scanned images.

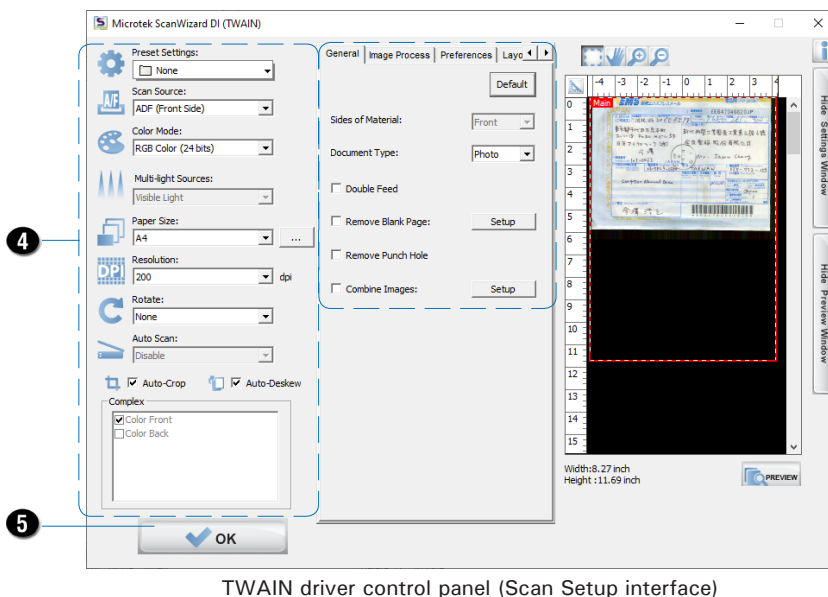
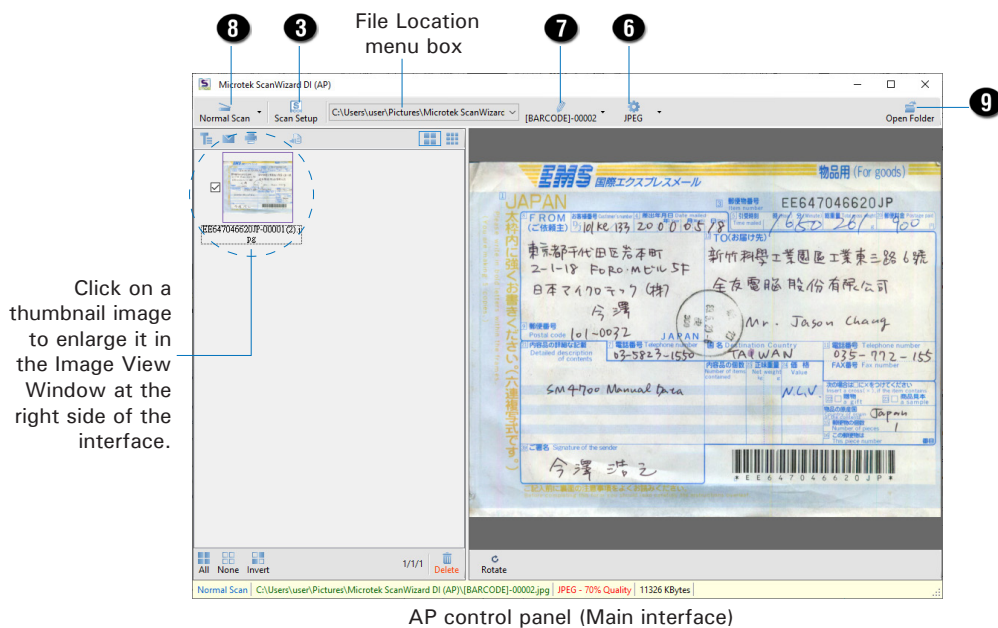


NOTE: If you want to know more about how to deal with documents with barcodes, refer to the *ScanWizard DI Reference Manual* in the Microtek Software CD/DVD.

8. 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 detected barcode values and chosen file format.

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



Scanning from TWAIN-Compatible Application Software

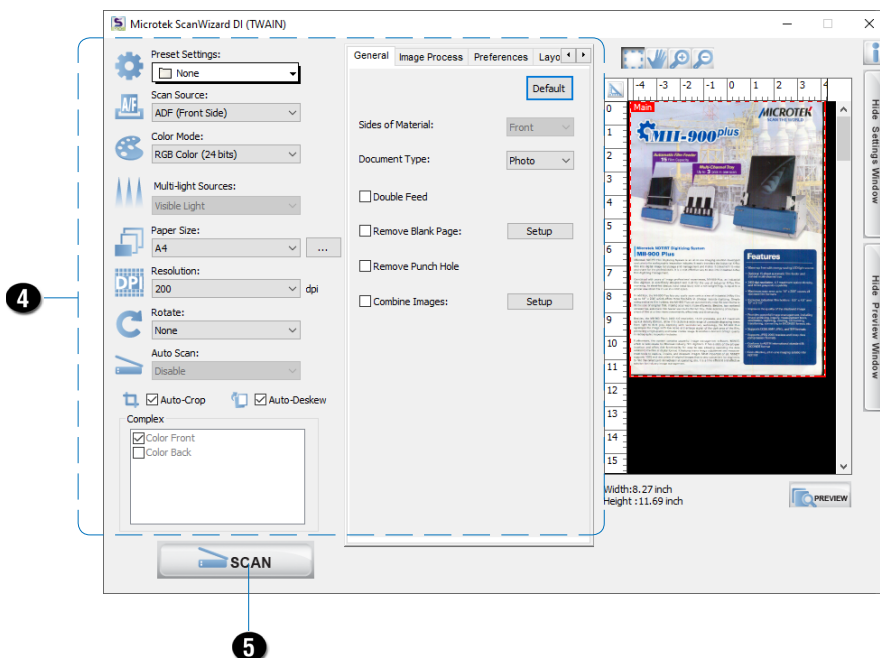
This scanning scenario guides users to scan documents from a TWAIN-compatible application software, such as Adobe PhotoShop.

1. Load the document to be scanned into the document feed tray of the scanner.
2. Launch your application (e.g., Adobe PhotoShop).
3. Select the “Microtek ScanWizard DI (TWAIN)” driver in the Import options from the File menu.

When succeeded, the ScanWizard DI (TWAIN) driver interface appears on the screen.

4. In the interface, follow the procedure (steps 4 through 8) for “Scanning Documents” section to specify your scanning requirements.
5. When finished, click the *Scan* button to start scanning.

When done, the scanned images is then delivered to the Adobe PhotoShop and opened automatically, where the images can be saved, printed, or edited as your desired.



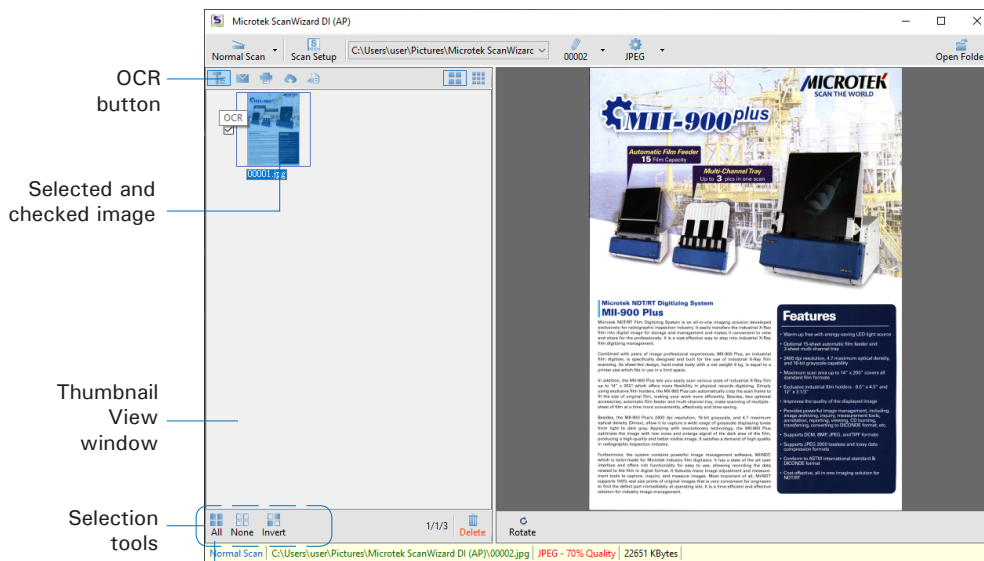
Utilizing Scanned Documents

Depending on your needs, you may utilize your scanned and saved documents directly in the following ways.

Scanning for OCR

The OCR (Optical Character Recognition) function allows to convert the scanned and saved images into searchable PDF or text files that can be edited in any common word processing application.

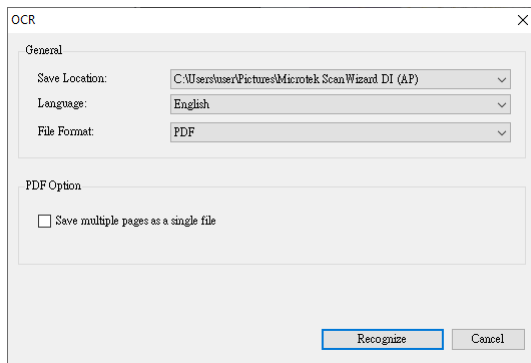
1. Check the box next to the images or use the selection tools (All and Invert) to select the image files you want to perform OCR in the Thumbnail View window.



If you like to select all images at one time, click the All button.

2. Click the *OCR* button in the Thumbnail View window to activate the OCR Settings window.

3. In the OCR Settings window, set up related requirements:



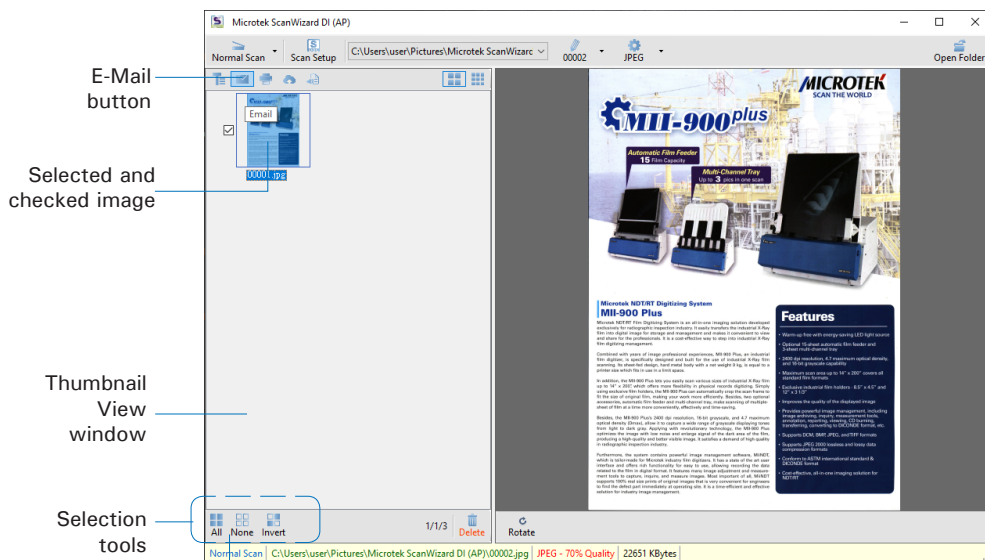
- Save Location: Specify a directory for saving the converted files.
 - Language: Select a language in which the original text document is written. OCR supported languages include English, German, Portuguese, Korean, and Chinese.
 - File Format: Select a file format for the converted files. Supported file formats include PDF and TXT. When PDF is selected, the “PDF Option” section is enabled at bottom of the window.
 - Save multiple pages as a single file: If this option is checked, the system allows you to save the multiple scanned image files as a single file when OCR is complete.
4. When done, click the *Recognize* button to perform OCR.

Once OCR is complete, the converted file is sent to your chosen folder.

Scanning for E-mail

The e-mail function allows the scanner to save and send the scanned images to the default E-mail application assigned by the system. This lets you share your scanning results with others fast and easily.

1. Check the box next to the images or use the selection tools (All and Invert) to select the image files you want to send out by E-mail in the Thumbnail View window.



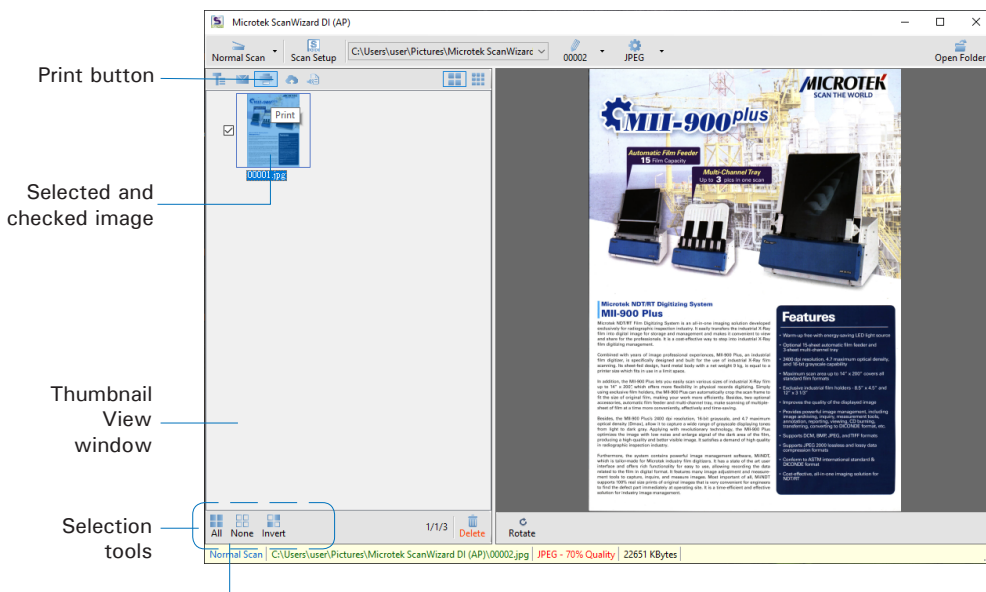
If you like to select all images at one time, click the All button.

2. Click the *E-Mail* button in the Thumbnail View window to activate the default E-Mail application. Then, follow instructions of the E-Mail application you are using to send out the selected image files.

Scanning for Copying

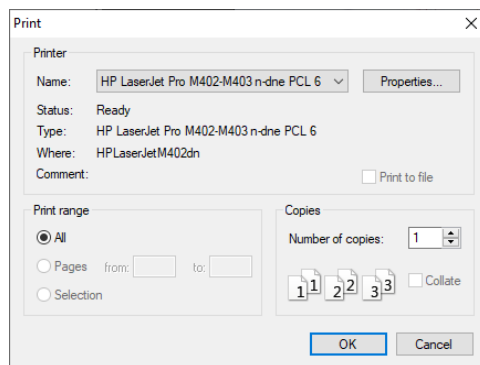
The Print function allows the scanner to work like a copier. Using together with your printer, documents can be printed successively without interruptions. This feature transforms your scanner and printer into a convenient copy station.

1. Check the box next to the images or use the selection tools (All and Invert) to select the image files you want to make a copy in the Thumbnail View window.



If you like to select all images at one time, click the All button.

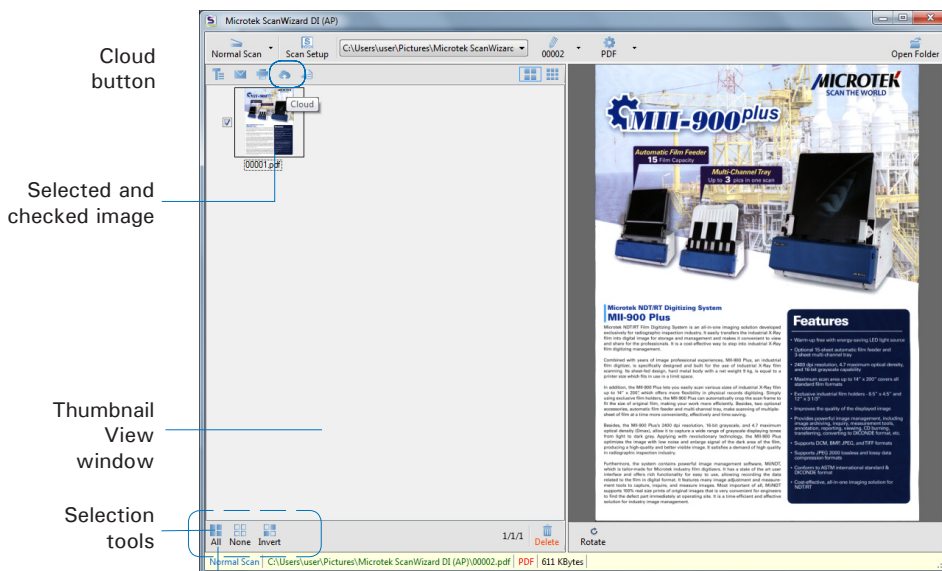
2. Click the *Print* button in the Thumbnail View window to activate the Print window.
3. Specify the number of copies to be made, then click *OK*.



Scanning to Cloud

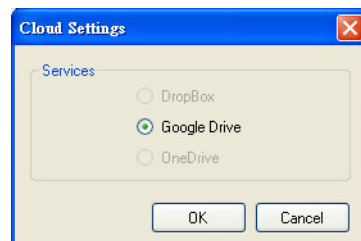
The Cloud function allows to save the scanned image files locally and also attach it to paste to the internet storage spaces assigned by the website service providers. This lets you back up your scanning results in a safer way.

1. Check the box next to the images or use the selection tools (All and Invert) to select the image files you want to save and upload in the Thumbnail View window.



If you like to select all images at one time, click the All button.

2. Click the *Cloud* button in the Thumbnail View window to activate the Cloud Settings window.
3. In the Cloud Settings window, select a webside service provider to which you want to upload your scanned files. Please note that only the providers who have been installed and detected by the system will be available in the list.
4. When done, click the *OK* button to start uploading of scanned files.

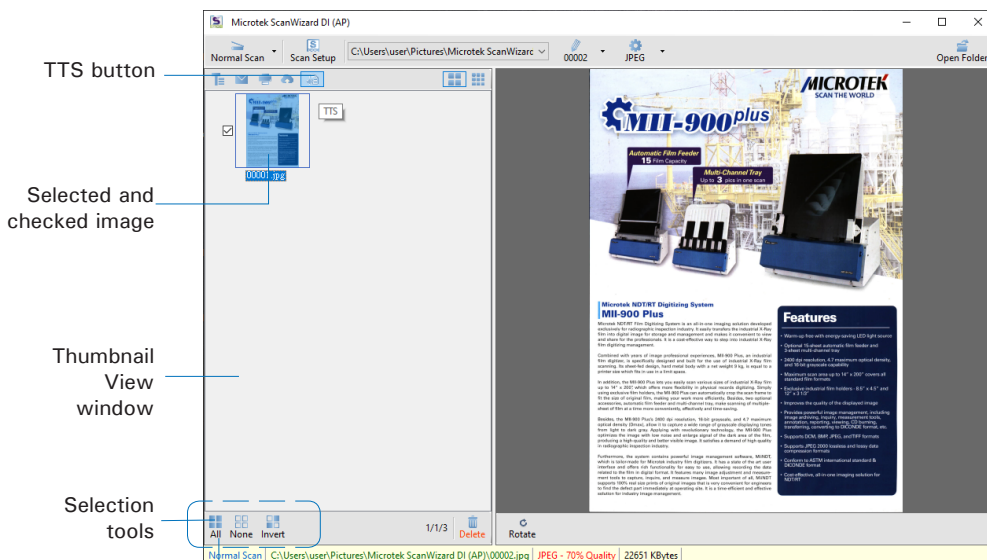


Once the uploading process is complete, there will be a "cloud" mark appearing at the left corner of the image in the Thumbnail View window.

Scanning as Text-to-Speech (TTS)

The Text-to-Speech (TTS) function allows to convert the scanned and saved images into text files that can be read out word by word by the system.

1. Check the box next to the image to select the image file you want to save and transfer as a TTS file in the Thumbnail View window.

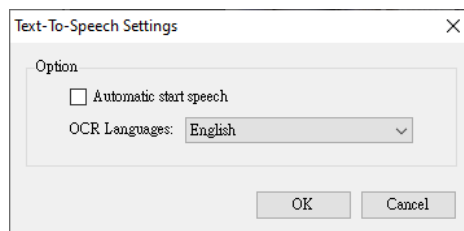


If you like to select all images at one time, click the All button.

2. Click the *Text-to-Speech (TTS)* button in the Thumbnail View window to activate the TTS Settings window.
3. In the TTS Settings window:

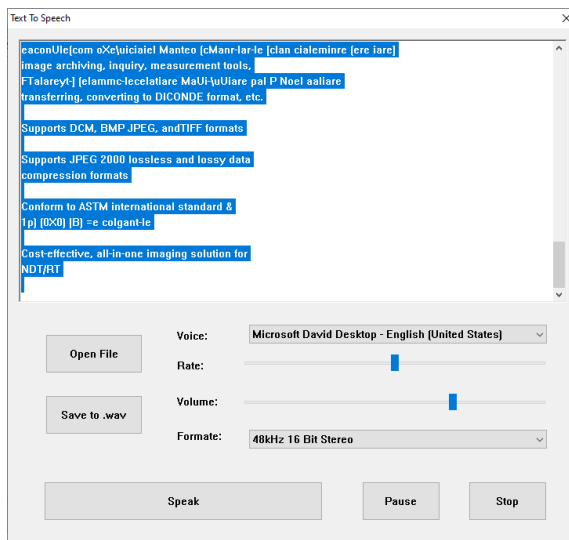
Automatic start speech: If this option is checked, the saved and converted file will be opened and read out word by word in orders automatically in the "Text to Speech" window. If this option is not checked, the saved and converted file will be opened and highlighted in the "Text to Speech" window.

OCR Languages: Select a language in which the original text document is written. Supported options include most common used languages in the world.



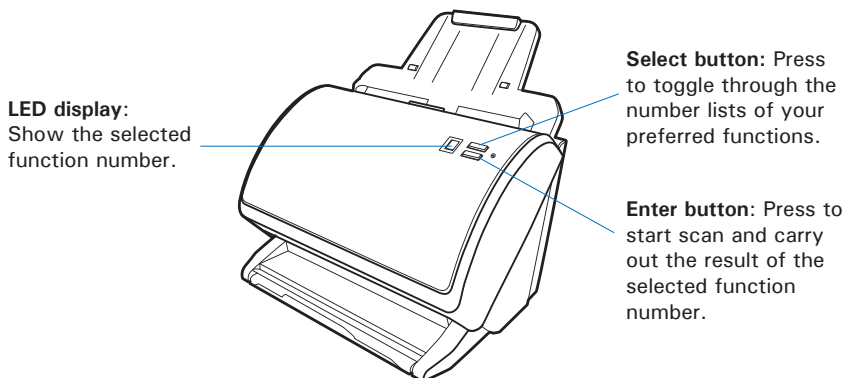
4. When done, click the *OK* button to perform TTS.

Once TTS is complete, The scanned and recognized file will be opened in “Text to Speech” window.



Function Button

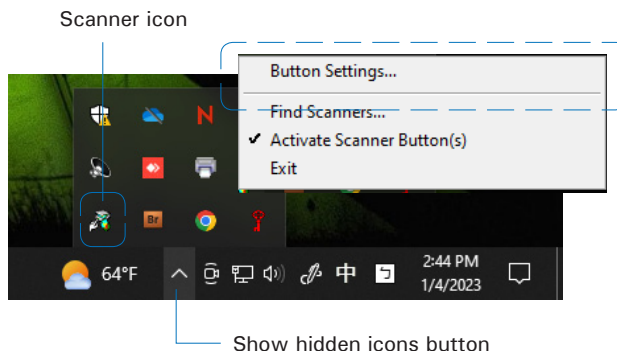
The FileScan 3125c is equipped with two physical buttons, Select and Enter, used to automate a number of customized and predefined operations, such as scanning to a file, sending an image to your printer or e-mail account, scanning for OCR, etc. Customizing is done through the *Scanner Button Settings* interface, as explained below.



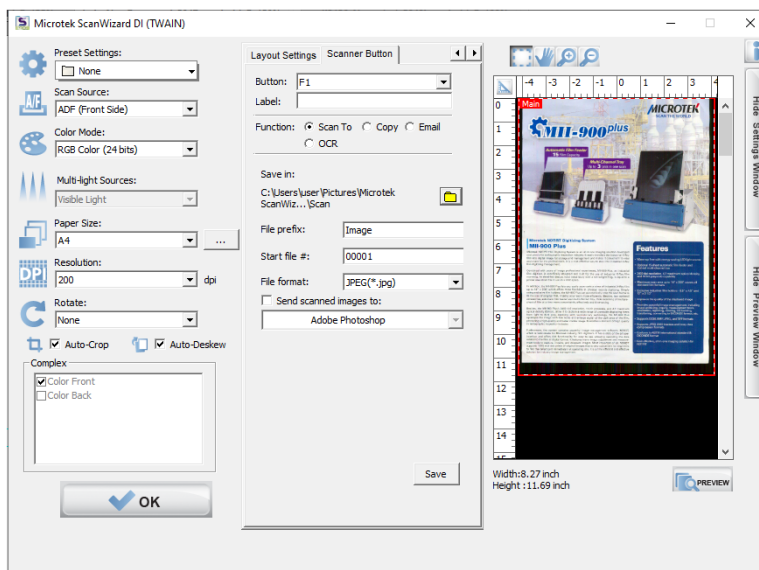
Starting Up Scanner Button Settings Interface

Before setting up scanner function buttons, follow the steps below to enable the Scanner Button Settings interface.

1. Open up the hidden icons by clicking the *Show hidden icons* (small up arrow) button in the taskbar at the right corner of the Windows desktop.



2. Locate the *Scanner* icon in the hidden icons box and right-click it; then, select *Button Settings (or Settings)* from the options menu to activate the Scanner Button Settings interface.



Scanner Button Settings Interface

Customizing the Function Button

1. Follow the steps in “Starting Up the Scanner Button Settings Interface” to activate the Scanner Button Settings interface.
2. Follow the procedures (steps 4 through 8) for the “Scanning Documents” section to specify your scanning requirements in this interface.

When done, click “</>” to switch back to the “Scanner Button” panel.

3. In the panel, specify your requirements for the function button that you wish to define.

- a) Select F1, F2, F3, F4 or F5 (e.g., F1) to be defined from the Button options.
- b) Key in your preferred string in the Label edit box for the selected function button.
- c) Make your selection among the Function radio buttons below to define your selected button. The four functions provided are:

- Scan To: Captures images that can be automatically saved as files or sent to another application for further processing. This is the default selection.
- Copy: Scans the image and sends it to your printer, transforming your scanner and printer into a convenient copy station. Simply specify the number of copies you want.
- Email: Captures images that can be automatically saved as files or sent to the system default E-mail application.
- OCR: Performs OCR (Optical Character Recognition) of a document and converts it to a fully editable digital file. Saves time from retyping documents into your word processor.

- d) Next, specify a file’s name, saving location, and saving format for the scanned images.
- e) When done, click the *Save* button to save the parameters currently used for the selected button.

The screenshot shows the 'Scanner Button' settings window. It includes fields for 'Button' (F1), 'Label', 'Function' (Scan To), 'Save in:' (C:\Users\User\Pictures\Microtek ScanWiz...\Scan), 'File prefix' (Image), 'Start file #' (00001), 'File format' (JPEG(*.jpg)), and 'Send scanned images to:' (unchecked, Adobe Photoshop). A 'Save' button is located at the bottom right.

4. To define another custom function button if desired, follow steps 2 through 3 of this section.
5. When done, click the *OK* button to exit the Scanner Button Settings Interface.

NOTE:

1. When you have finished the settings for the function buttons in the interface, you have to exit interface before you perform the predefined scanning task by pressing the function button on the scanner.
2. If ScanWizard DI is launched and the Main interface (AP control panel) is activated on the screen, the scanned image files will appear in the Thumbnail View window for your viewing after you perform the scanning task by pressing the function button on the scanner.

How the Function Button Works

When you finish customizing the function button, follow the steps below to perform the scanning task by pressing the button on the scanner. The scan will be performed in accordance with the designated button function using the parameters configured in the Scanner Button Settings interface.

1. Load the document to be scanned into the document feed tray of the scanner.
2. Exit the Scanner Button Settings interface.
3. Press the *Select* button to toggle through the numbers of predefined function buttons (F1 to F5). When you see the number you would like to use, press the *Enter* button to activate the function associated with that button easily.

When done, the scanned images will be automatically saved into an assigned folder in the "Scanner Button" panel.

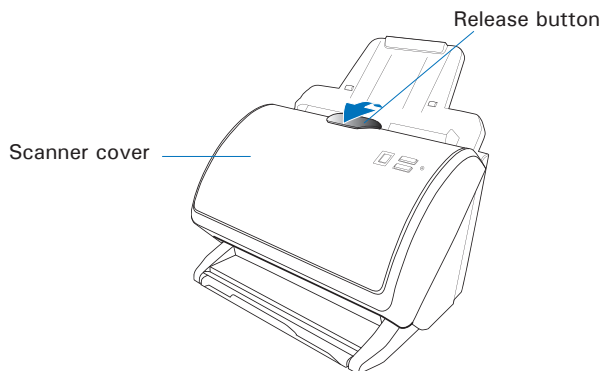
4. If necessary, specify new settings for each function button. Follow the procedures (steps 1 through 5) for the "Customizing the Function Buttons" section to specify your new requirements for the buttons that you wish to redefine.

Care and Cleaning

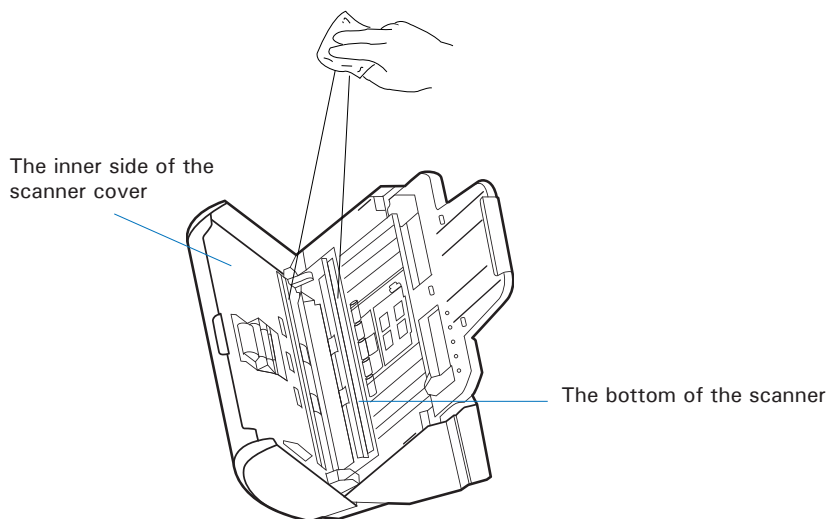
To ensure optimal performance from the FileScan 3125c, it is important to clean several critical parts of the scanner on a regular basis.

Cleaning the Scanner Glass Surfaces

1. Lift up the Release button in the direction of the arrow shown to open the scanner cover.



2. Bei hochgeklapptem Scannerdeckel sehen Sie zwei Scannerglasflächen an der Innenseite des Scannerdeckels und unten im Scanner. Wischen Sie die Glasflächen mit einem weichen, nicht scheuernden und fusselfreien Tuch vorsichtig ab.

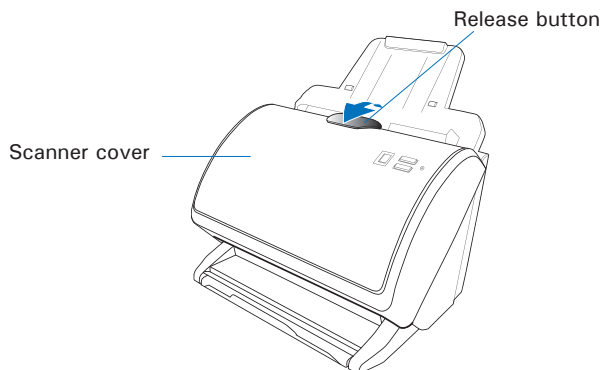


NOTE: Do not use any detergents, synthetic cleaning solutions, cleaning naphtha, or other solvents to clean the glass surface directly. To remove stains, use cotton swabs moistened with rubbing alcohol.

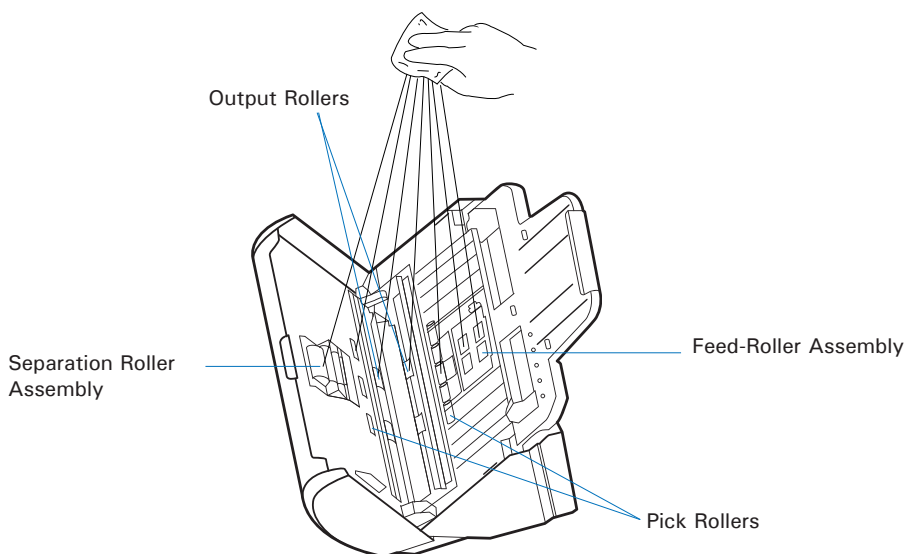
Cleaning the Rollers

Prolonged use of the scanner may result in accumulation of ink and other residue on the feeder's rollers, affecting their efficiency. Clean the rollers periodically to maintain performance.

1. Lift up the Release button in the direction of the arrow shown to open the scanner cover.



2. When the scanner cover is opened, you can find several groups of rollers locating at the bottom of the scanner and the inner side of the scanner cover. Then, clean the rollers with a lint-free cloth or a swab moistened with alcohol or ECO cleaner, as shown in the graphic below.



NOTE: Do not attempt to spin or rotate the rollers while cleaning, for it may damage the drive train mechanism of the scanner.

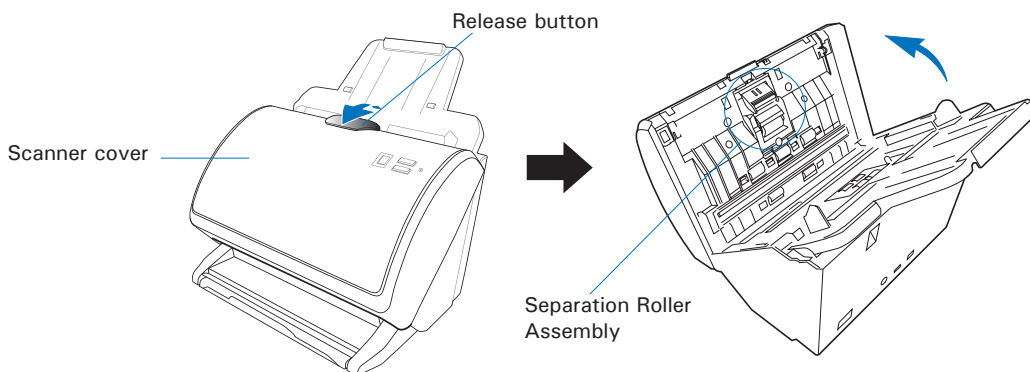
Maintenance

The Separation Roller Assembly and the Feed Roller Assembly in your scanner are designed to make document feeding smooth. After usage for a period of time, the Separation Roller and Feed Rollers may become worn, and a problem such as document double-feed may occur. In this case, check either the Separation Roller Assembly or the Feed Roller Assembly, and replace them if needed. Follow the procedure below for replacement of the Separation Roller and Feed Roller Assembly.

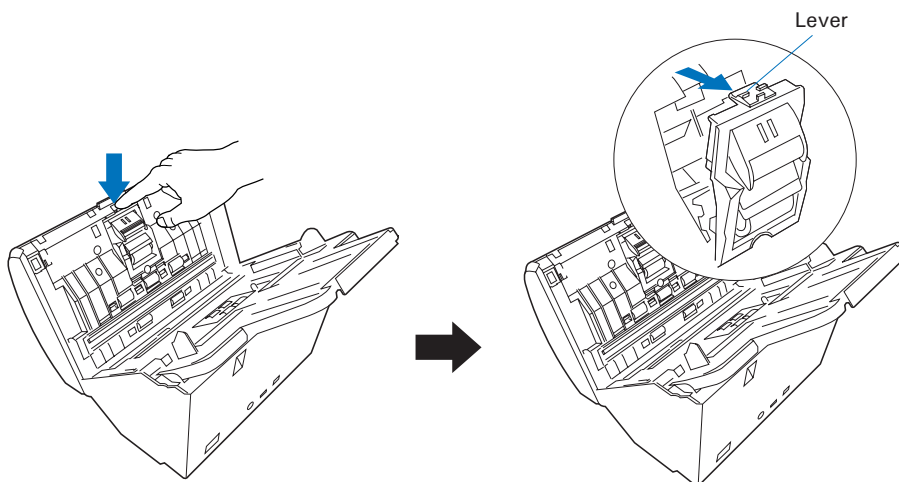


Replacing the Separation Roller

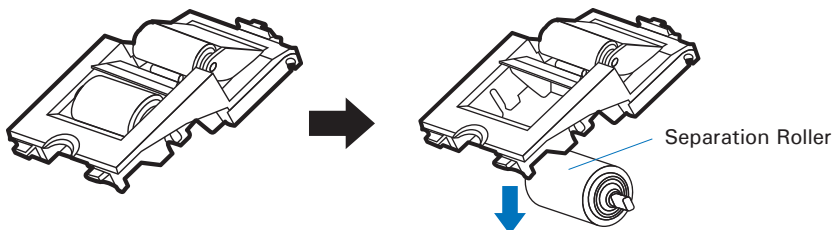
1. Lift up the Release button in the direction of the arrow shown to open the scanner cover. Locate the Separation Roller Assembly at the top of the inner side of the scanner cover.



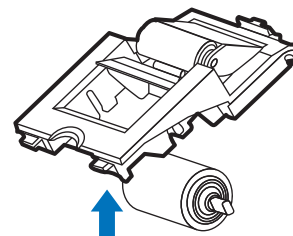
2. Push down the lever of the assembly with your fingers to pull out the whole assembly from its component.



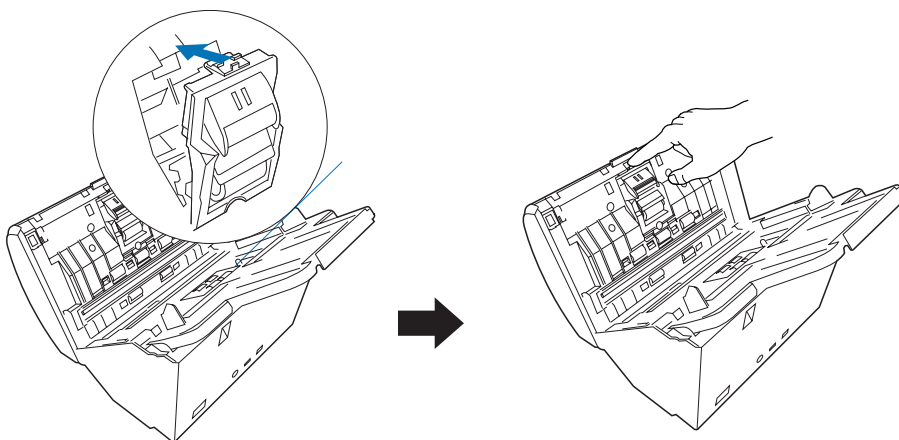
3. To remove the Separation Roller from the assembly unit, hold the roller and then pull it out from the assembly unit.



4. To install a new Separation Roller onto the assembly unit, insert the axes on both sides of the roller into the slots of the assembly.

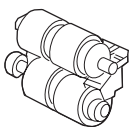


5. Insert and push the whole assembly back into its component until you hear a "click".



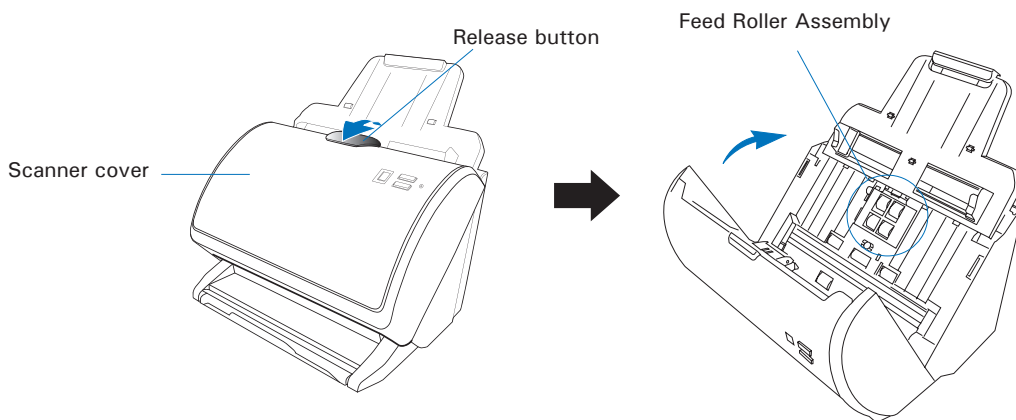
NOTE:

- The recommended replacement point for the Separation Roller is approximately 30,000 scans through the feeder.
- Please contact your local resellers for purchasing new Separation Roller.

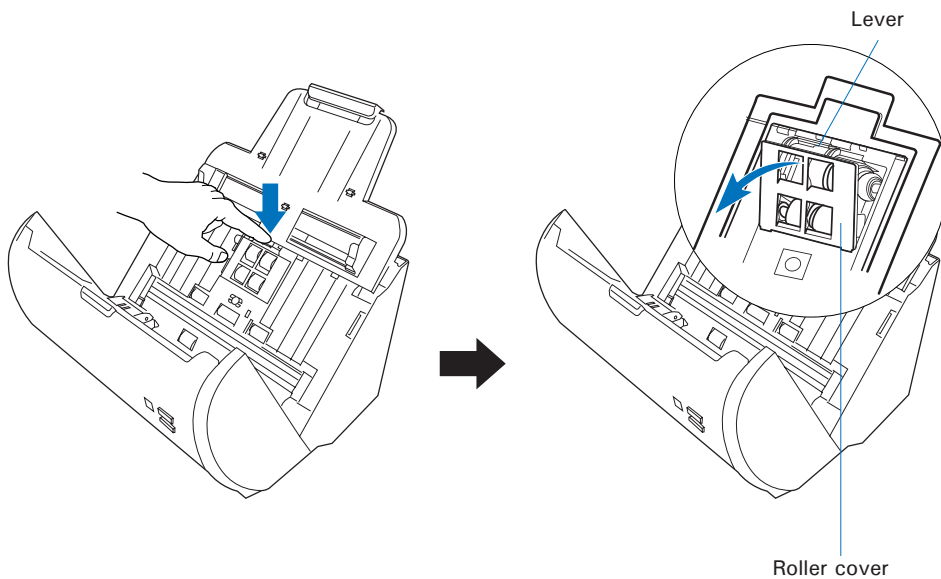


Replacing the Feed Roller Assembly

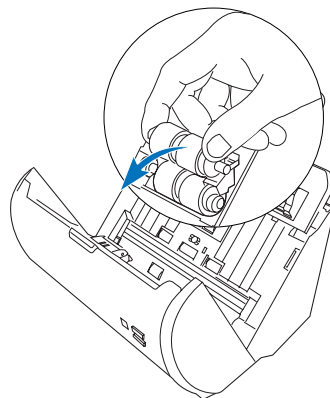
1. Lift up the Release button in the direction of the arrow shown to open the scanner cover. Locate the Feed Roller Assembly at the inner side of the scanner.



2. Push down the lever of the roller cover with your finger to pull out the roller cover.

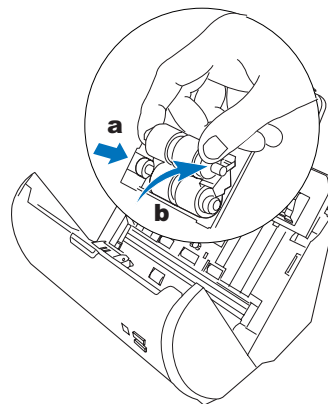


3. Hold the both sides of the assembly to pull it out carefully from its compartment.

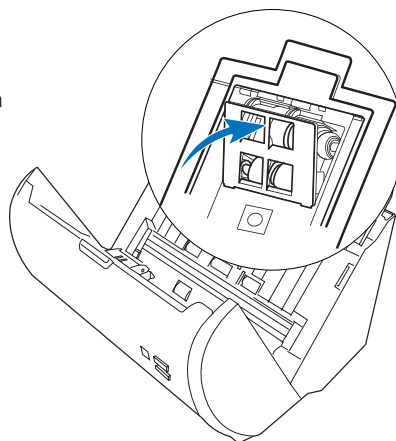


4. Insert the new Feed Roller Assembly into its compartment;

- a) mount the shaft with a white cap at the end of the shaft into the mounting socket (in white) at the left side of compartment.
- b) Then, insert and push the whole assembly back into its compartment until it snaps into place.



5. Put the roller cover back until you hear a "click".



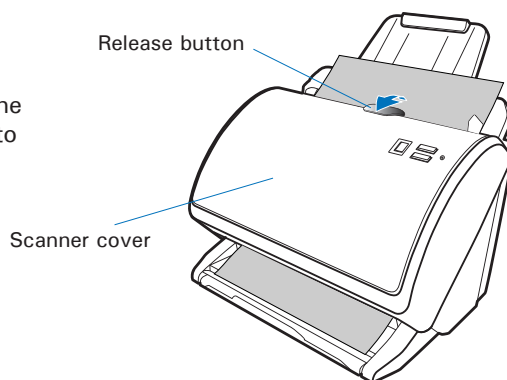
NOTE:

- The recommended replacement point for your Feed Roller Assembly is after scanning approximately 30,000 scans through the feeder.
- Please contact your local resellers for purchasing new Feed Roller Assembly.

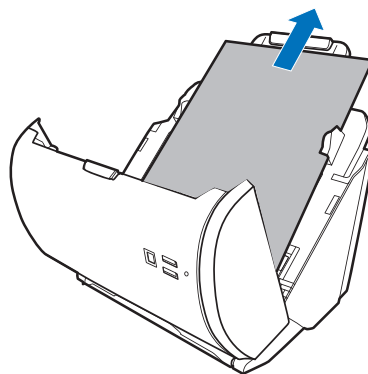
Appendix

Fixing Paper Jams

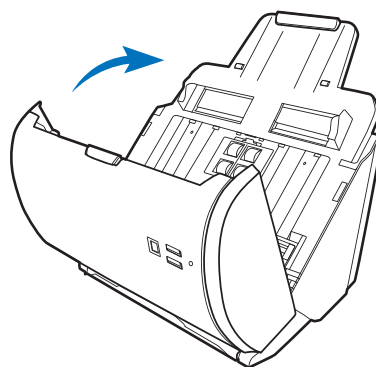
1. Lift up the Release button in the direction of the arrow shown to open the scanner cover.



2. Remove the jammed paper by taking out it in a forward-moving direction.







3. Close the scanner cover. You would hear a click sound when the scanner cover returns to its original position.

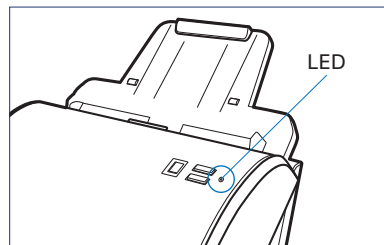


NOTE: Do not take out a jammed paper by force from the scanner when the scanner cover closes. If doing so, it may damage the rollers and cause the scanner work improperly.

Troubleshooting

The LED on the scanner cover indicates the status of the scanner.

	Green On: Ready to scan.
	Flashing Green: Scanning.
	Flashing On: Scanning errors happens.
	Off: Scanner is off.



First, make sure that you have followed Steps 1 to 4 as described in the “Initial Setup” section of this document (unpack, install, connect). Then if your problem is listed here, try the suggested solution.

- 1. No light comes on when the scanner is already supplied with power.**
 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 Control Panel. Disconnect the Hi-Speed USB cable from the back of your computer, and refer to the installation instructions in this document.
- 3. 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 software.
- 4. Ink stains or strips appear on the scanned images.**
 Clean the glass surface areas with a soft, non-abrasive and lint-free cloth.
 Clean the rollers with a lint-free cloth or a swab moistened with alcohol or ECO cleaner
- 5. After clicking scan, a blank screen appears.**
 Uninstall and reinstall the ScanWizard DI software.
- 6. When trying to scan, an error message appears on your screen that reads, “ADF is not ready or no paper”.**
 Make sure there are papers on the Document Feed Tray.
 Make sure the top edges of papers have been inserted into the feeder.

7. The scanner cannot pick up papers into the feeder.

Make sure the sheets of papers loaded on the Document Feed Tray do not exceed the thickness limit. The thickness limit of the paper is 0.05" (1.25 mm). Maximum paper capacity is 0.4" (10 mm) high.

Check if the Separation Roller Assembly becomes worn and needs to be changed.

8. 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.
- 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.

9. When trying to scan a stack of documents, double-feed of papers happens and an error message "Er1" appears in the LED display of the scanner.

Follow the procedures laid out in the "Position Documents" section to re-position documents on the Document Feed Tray.

10. When trying to scan a stack of documents, an error message "Er2" appears in the LED display of the scanner.

Contact the local retailer to check if the ultrasonic sensor inside the scanner works properly.

11. When trying to scan a stack of documents, an error message "Er3" appears in the LED display of the scanner.

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

Contact the local retailer to check if the main board inside the scanner works properly.

Specifications

Type	Sheet-fed color document scanner		
Scanning Modes	Color, grayscale, and black-and-white in a single scanning pass Input: 48-bit color/16-bit grayscale/1-bit B&W Output: 24-bit color/8-bit grayscale/1-bit B&W		
Optical Resolution	600 dpi		
Scanning Sensor	CCD		
Light Source	LED (Light Emitting Diode)		
Scanning Speed	Simplex: 25 ppm, at 200 dpi, A4/line art 25 ppm, at 200 dpi, A4/grayscale 25 ppm, at 200 dpi, A4/color Duplex: 50 ipm, at 200 dpi, A4/line art 50 ipm, at 200 dpi, A4/grayscale 50 ipm, at 200 dpi, A4/color		
Scanning Area	8.5" x 35" (216 mm x 889 mm)		
Feeder Capacity	Up to 100 sheets of 20 lb. paper or 5 pieces of hard card		
Paper Weight	8 to 28 lbs. (30-105 g/m ²)		
Paper Size	Min: 2.91" x 2.1" (74 mm x 52 mm) Max: 8.5" x 35" (216 mm x 889 mm)		
Paper Thickness	Up to 0.05" (1.25 mm)		
Separation Roller Assembly Life	30,000 scans		
Feed Roller Assembly Life	30,000 scans		
Duty Cycle	2,000 scans per day		
Interface	Hi-Speed USB 2.0		
Dimensions (L x W x H)	8.19" x 11.77" x 7.76" (208 mm x 299 mm x 197 mm)		
Weight	8.8 lbs. (4 kg.)		
Voltage	AC 100V-240V, 50-60 Hz, 1.2A max. (Input) DC 24V, 1.75A (Output)		
Power consumption	36 W max.		
Power supply (AC/DC adapter)	Voltage	MFR	Model No.
	100V to 240V	APD*	DA-48M24
Environment	Operating temperature: 59° to 95°F (15° to 35°C) Relative humidity: 30% to 80%		

* APD (Asian Power Devices Inc.)