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Easy Scan 9600

User's Manual

Version 1.2

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Preface

This manual is for users of the Easy Scan 9600. No specific knowledge is required for installation or operation of this product.

This user's manual uses the following conventions for commands:

'Configuration screen' Software term, shown on the screen.

<ENTER>   Key that has to be pressed on the keyboard.

[c:\set-up]   A command that is to be entered using the keyboard.

Important information is given in the form shown below:

Note: *The disk should not be formatted.*

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1. Introduction

The scanner can be used to scan texts and images. The bundled software enables the scanned images to be edited.

Take time to read this manual thoroughly so that you can make optimal use of the scanner's features.

Note: *The scanner does NOT work under DOS, OS/2 or with an Apple Macintosh computer. You must be running Windows 3.1x, Windows 95 or Windows NT on a PC.*

System requirements

Your computer must meet the following minimum requirements for you to be able to operate this scanner:

- Compatible PC with 486 processor running at 33MHz

- Microsoft Windows 3.1x

- Printer port

- Hard disk with at least 20 MB free space

- 16 MB RAM

- Graphics card that can display at least 65,535 colours

- CD-ROM drive

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2. Safety First

Please read the following instructions carefully:

1. Remove the plugs from the sockets before cleaning the equipment. Do not use liquid cleaning agents or spray cans. Wipe off the equipment with a damp cloth.

2. Do not use this equipment in damp environments such as in bathrooms, damp cellars or at swimming pools etc.

3. Make sure there is nothing on the power cable. Do not place the equipment where the mains cable may be subject to wear and tear or become damaged.

4. Never insert objects into the slots on the outside of the equipment as you can touch live components. This can cause fire or severe electric shocks.

5. Never attempt to repair the equipment yourself. If you open or remove the housing, you may accidentally touch parts carrying a voltage. You may also face other hazards. This equipment may only be serviced by specially trained personnel.

6. Remove the plug from the socket under the following conditions and have the equipment repaired by specially trained personnel:

    a) the cable or the plug has been damaged or worn;

    b) liquid has been spilled into the equipment;

    c) the equipment has been exposed to rain or water;

    d) the equipment is not working normally;

    e) the equipment has been dropped and/or the housing is damaged;

    f) the equipment is clearly performing poorly.

7. Do not place the scanner in direct sunlight. Direct exposure to the sun or excessive heat can damage the housing.

3. Installing the scanner

3.1 Contents of the packaging

After unpacking you should have the following items:

- Scanner

- Mains adapter

- Interface cable

- CD with drivers and applications

- User's guide

Contact your dealer if anything is missing or damaged.

3.2 Transport safety catch

The scanner is delivered with the transport safety catch engaged. This is position 1 (figure 1). Move this to position 2 to disengage the safety catch. The switch for the transport safety catch is on the bottom of the scanner.
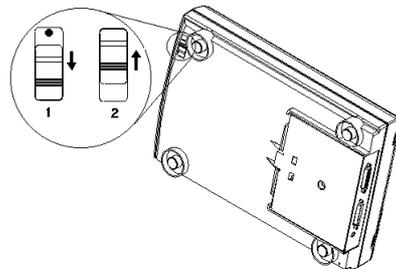

Figure 1:   Transit safety catch (1 = transport, 2 = operation)

3.3 Connection

Note: *Only connect peripherals when the computer is switched off.*

Proceed as follows to connect the scanner to your PC:

1. Switch off the computer and all the peripherals connected.

2. Unplug the printer cable from the parallel port on the rear panel of your computer.

3. Connect the printer cable to the 'Printer' connection on the rear panel of the scanner. See figure 2.

4. Now take the scanner cable out of the package. Connect it to the parallel port of your computer. This is the connection to which your printer was connected.

5. Connect the other end of the cable to the remaining connection on the scanner. See figure 2.

6. Connect the mains adapter cable to the scanner.

7. Then plug the mains adapter into the socket.

Your scanner and printer are now connected. You are ready to install the driver and the applications.

Note: *The scanner is switched on and off automatically and therefore has no on/off switch.*
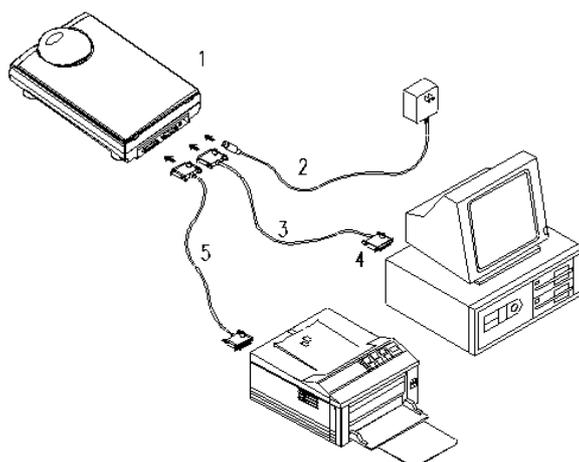
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Figure 2:   Connecting the scanner, printer and PC

1.   Scanner

2.   Mains adapter

3.   Scanner cable

4.   Computer

5.   Printer cable

4. Software installation

All the files required to install the drivers and the application software are on the CD.

Note: *It is assumed in the examples that your computer uses the following drive designations: drive 'C:' for the hard disk and drive 'D:' for the CD-ROM drive. Replace these if necessary by the designations used by your system.*

4.1 Installing the TWAIN driver

The TWAIN driver is the software that drives the scanner. All the applications that work with your scanner use this driver. You must, therefore, install at least the TWAIN driver in order to be able to operate the scanner.
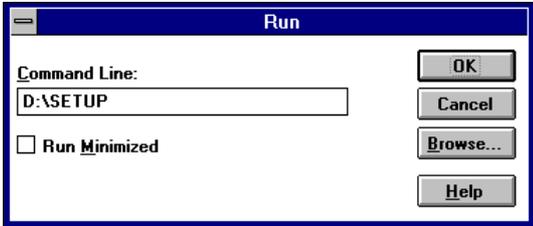
4.1.1 Windows 3.1x

1. Restart Windows 3.1x.

2. Place the CD in your CD-ROM drive.

3. In 'Program Manager' select the 'Run' option from the 'File' menu. See figure 3.

Figure 3:   Installation under Windows 3.1x

4. Type **[D:\SET-UP.EXE]** in the command line and press **<ENTER>**. See figure 4. After a few seconds the installation program starts. See figure 6.

Figure 4:   Starting installation under Windows 3.1x

5.   Click on 'Scanner Driver'. The 'Select Model' window will appear.

6.   Click the button of the 9600 Easy Scan.

7.   In the menu select the language you want to use and follow the instructions on the screen. As far as possible choose the values that the system suggests. Installation takes a few minutes.

8.   Restart Windows once installation is complete.

4.1.2 Windows 95 / Windows NT

1.   Restart Windows.

2.   Place the CD in your CD-ROM drive. The program usually starts automatically. If so, go on to item 5.

3.   If your CD-ROM does not start automatically, click 'Start' with the mouse and select 'Run'.

4.   Type **[D:\SET-UP.EXE]** in the command line and press **<ENTER>**. See figure 5. After a few seconds the installation program starts. See figure 6.
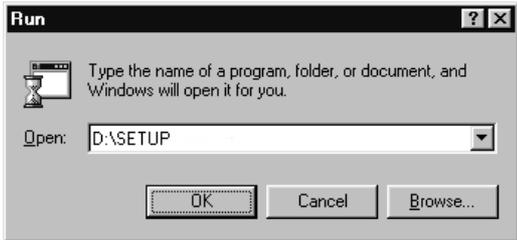

Figure 5:   Starting the installation program

5.   Click on 'Scanner Driver'. The 'Select Model' window will appear.

6.   Click the button of the 9600 Easy Scan.
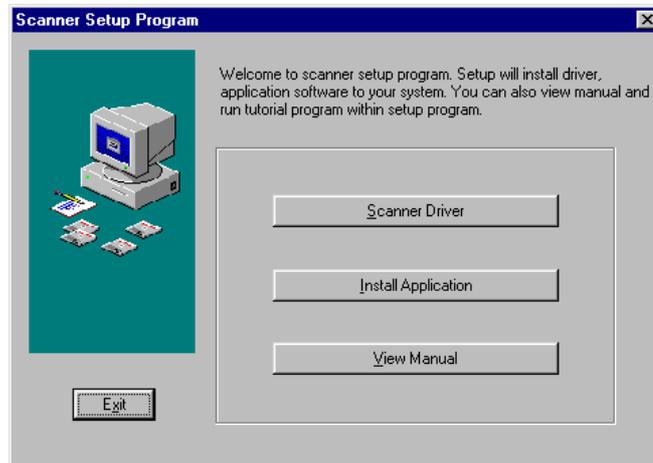
Figure 6: The main screen for the scanner set-up

7. In the menu select the language you want to use and follow the instructions on the screen during installation. Restart the computer once installation of the TWAIN driver is complete.

See the next section for details of installing the applications.

4.2 Installing MGI PhotoSuite SE.

MGI PhotoSuite is a program for scanning and editing images.

4.2.1 Windows 3.1x

1. Restart Windows 3.1x.

2. Place the CD in your CD-ROM drive.

3. In 'Program Manager' select the 'Run' option from the 'File' menu. See figure 3.

4. Type **[D:\SET-UP.EXE]** in the command line. Then click 'OK'. See figure 4. After a few seconds, the installation program starts. See figure 6.

5. Click on 'Install Application'. A new window will be visible.

6. Click 'PhotoSuite'.

7. Select the language in which you wish to install MGI PhotoSuite SE.

8

8.   Follow the instructions on the screen. Installation takes a few minutes.

Now go to the 'Installing TextBridge' chapter.

4.2.2 Windows 95 / Windows NT

***Note***:   *The MGI PhotoSuite program can also be installed by starting the program **[D:\editor\ieditor.exe]**.*

1.   Restart Windows.

2.   Place the CD in your CD-ROM drive. The program usually starts automatically If so, go on to item 5.

3.   If your CD-ROM does not start automatically, click 'Start' with the mouse and select 'Run'.

4.   Type **[D:\SET-UP.EXE]** in the command line and press **<ENTER>**. See figure 5. After a few seconds, the installation program starts. See figure 6.

5.   Click on 'Install Application'. A new window will be visible.

6.   Click 'MGI PhotoSuite'.

7.   Select the language in which you wish to install MGI PhotoSuite SE.

8.   Follow the instructions on the screen.

Now go to the 'Installing TextBridge' chapter.

4.3   Installing TextBridge

TextBridge is intended for scanning and recognising texts. The scanned text is converted into real text which you can later edit using a word processor. Retyping thus becomes superfluous.

4.3.1 Windows 3.1x

1.   Restart Windows 3.1x.

2.   Place the CD in your CD-ROM drive.

3.   In 'Program Manager' select the 'Run' option from the 'File' menu. See figure 3.

4.   Type **[D:\SET-UP.EXE]** in the command line. Then click 'OK'. See figure 4. After a few seconds, the installation program starts. See figure 6.

5. Click on 'Install Application'. A new window will be visible.

6. Click 'Xerox TextBridge'. The TextBridge installation window is displayed.

7. Select the language you wish to use during installation and click 'OK'. A TextBridge 3.0 OCR installation screen appears.

8. Click 'Continue'.

9. Click 'Accept' to accept the licence agreement.

10. Click 'Continue' to install TextBridge 3.0 OCR.

11. Select the languages for OCR recognition (multiple languages possible). You can only recognise texts in the languages that you select here.

12. Click 'Continue'. TextBridge 3.0 OCR is now installed. This takes a few minutes.

The scanner is automatically recognised by TextBridge. Now go to the 'Installing 'PaperCom' chapter.

4.3.2 Windows 95 / Windows NT

1. Restart Windows.

2. Place the CD in your CD-ROM drive. The program usually starts automatically. If so, go on to item 5.

3. If your CD-ROM does not start automatically, click 'Start' with the mouse and select 'Run'.

4. Type **[D:\SET-UP.EXE]** in the command line and press **<ENTER>**. See figure 5. After a few seconds, the installation program starts. See figure 6.

5. Click on 'Install Application'. A new window will be visible.

6. Click 'Xerox TextBridge OCR' with the mouse. After a few seconds the installation window is displayed.

7. Select the language you wish to use during installation and click 'OK'.

8. In the next screen select 'Full Installation (software and scanner)' and then click 'Continue'. A screen showing the licence agreement is displayed.

9. Click 'Yes' to accept the licence and continue the installation.

10. Select the languages for OCR recognition (multiple languages possible) and click 'Continue'. You can only recognise text in the languages that you select here.

11. Click 'Continue' to accept the installation folder for TextBridge Classic.

12. After installation you have to select the scanner type. Select 'TWAIN' and 'Continue'. See figure 7. A window showing the available TWAIN drivers is displayed.

Figure 7:   Selecting the input equipment

13. Select 'Trust Easy Scan 9600 / 32' from the list and click 'Select'. A window as in figure 8 is displayed.

Figure 8:   Finish installation

14. Click 'End' to finish the installation.

4.4   Installing PaperCom

Note: *PaperCom does not run under Windows NT 4.0*

PaperCom is an application with which you can process a piece of text or an image from a single menu with the scanner.

4.4.1   Windows 3.1x

1.   Restart Windows 3.1x.

2.   Place the CD in your CD-ROM drive.

3.   In 'Program Manager' select the 'Run' option from the 'File' menu. See figure 3.

4.   Type **[D:\SET-UP.EXE]** in the command line. Then click 'OK'. See figure 4. After a few seconds, the installation program starts. See figure 6.

5.   Click on 'Install Application'. A new window will be visible.

6.   Click 'PaperCom'. A screen is now displayed in which you can choose the language to install.

7.   Select the language you wish to use and press 'OK'. Follow the instructions on the screen. Installation takes a few minutes. After installation of the software the PC will be restarted.

You are now ready to use the scanner.

4.4.2 Windows 95

1.   Restart Windows.

2.   Place the CD in your CD-ROM drive. The program usually starts automatically. If so, go on to item 5.

3.   If your CD-ROM does not start automatically, click 'Start' with the mouse and select 'Run'.

4.   Type **[D:\SET-UP.EXE]** in the command line and press **<ENTER>**. See figure 5. After a few seconds, the installation program starts. See figure 6.

5.   Click on 'Install Application'. A new window will be visible.

6.   Click 'PaperCom'. A screen is now displayed in which you can choose the language to install.

7.   Select the language you wish to use and press 'OK'. Follow the instructions on the screen. Installation takes a few minutes. After installation of the software the PC will be restarted

You are now ready to use the scanner.

5. Working with MGI PhotoSuite SE

5.1 Once-only set-up

Proceed as follows to set up MGI PhotoSuite SE for the scanner:

1. Start 'MGI PhotoSuite SE'. A window as in figure 9 appears.

Figure 9: The location of the 'Work on your own' button

2. Click 'Work on your own'.

3. Click 'File'.

4. Click 'Get Photos From ->'.

5. Select 'Select Source'. See figure 10. A list of available scanners is displayed.

Figure 10: Setting up the scanner

6. From the list select the Trust Easy Scan 9600/16 if you are running Windows 3.1x or the Trust Easy Scan/32 if you are running Windows 95 or NT4.

7. Then click 'Select'.

You can now use your scanner in MGI PhotoSuite SE. The scanner only has to be set up once.

5.2 Scanning with MGI PhotoSuite SE

1. Start the 'MGI PhotoSuite SE' program.

2. Click 'Work on your own'. See figure 9.

3. Click 'File'.

4. Click 'Get Photos From ->'.

5. Select 'Camera/Scanner...". See figure 10.

6. The 'TWAIN' window appears. See figure 12.

7. Place the original that you wish to scan on the scanner's glass plate, with the image downwards (figure 11).

8. Click 'Preview'. The scanner now produces a test scan.

9. Use the mouse to select the size, resolution etc. of the image that you wish to scan. For images the 'Colour' option and 300 dpi resolution generally yield the best results.

10. Click 'Scan'. The scanner now begins to scan.

11. Once the scanner has finished scanning, click 'Exit' to return to PhotoSuite. You can now further edit the image. Please refer to the on-line help for more information.

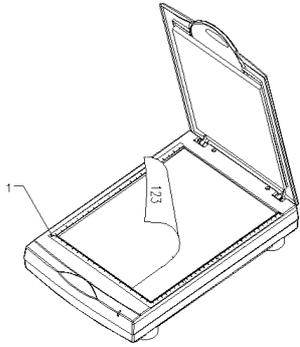This was a brief introduction to the program. Consult the on-line help for more information.

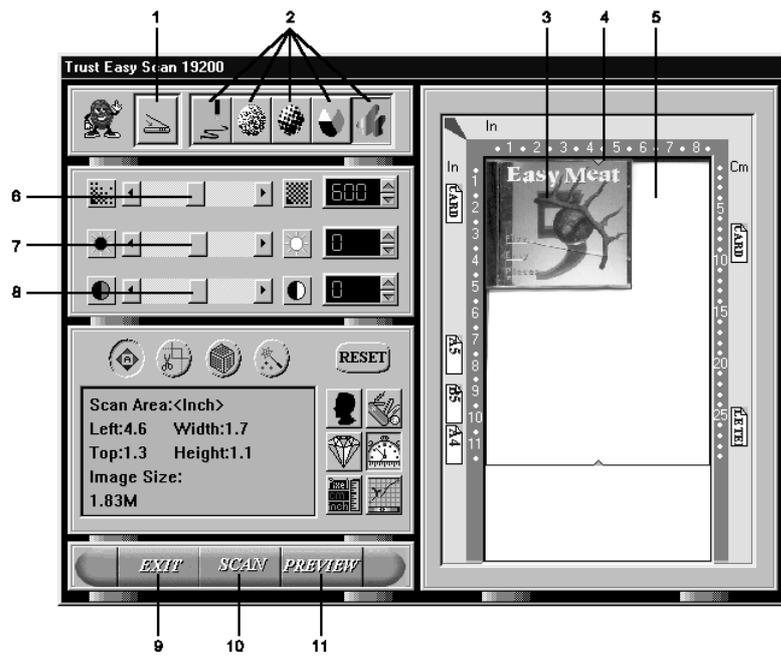**Figure 11:   Positioning a document (1 = reference point)**

Figure 12:   TWAIN window

1. Scanning source: Flatbed or transparency

2. Number of colours:

   a) Line-Art: black-and-white scanning, to use with an OCR program such as TextBridge.

   b) Diffusion: black-and-white scanning, with the transition between black and white being spread with small dots. Use this for black-and-white photos if you need to restrict the space they take up on the disk.

   c) Halftone: black-and-white scanning using dots of varying size as used for photos in a newspaper. Use this if the image has to be faxed.

   d) GrayScale: scanning in 256 grey scales, to use with black-and-white photos.

   e) True Colour: scanning in 16.7 million colours, for use with colour photos.

3. Result of the 'Preview'. Specify the area to be scanned here.

4. Area to be scanned framed in red.

5. Maximum area to be selected.

6. Resolution setting (50 - 9,600 dpi).The higher the resolution, the sharper the scan.You are recommended not to use a resolution above 1,200 dpi.This does not improve sharpness any further and costs a lot of memory.

7. Brightness: Brightness setting (-50 0 50).

8. Contrast: Contrast setting (-50 0 50).

9. Exit: Close the TWAIN window and return to the application.

10. Scan: Produce a scan of the selected area.

11. Preview: Produce a test scan. The result of this is displayed after a few seconds in the 'Preview' window.
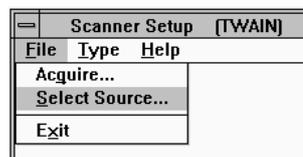
6. Working with TextBridge

TextBridge is a program for scanning text and editing the text with a text editor or word processor. A detailed user's guide to the program can be found on the CD-ROM.

6.1 TextBridge 3.0 OCR for Windows 3.1x

6.1.1 Once-only set-up of the scanner

1. Start the 'Scanner Set-up' program in the TextBridge OCR program group.

2. Click 'Type'.

3. Select 'TWAIN'.

4. Then click 'File'.

5. Select 'Select Source...'. See figure 13.

```
┌───────────────────────────────────┐
│ ⊟   Scanner Setup    [TWAIN]      │
├───────────────────────────────────┤
│ File  Type  Help                  │
│ ┌─────────────────────┐           │
│ │ Acquire...          │           │
│ │ Select Source...    │           │
│ ├─────────────────────┤           │
│ │ Exit                │           │
│ └─────────────────────┘           │
└───────────────────────────────────┘
```
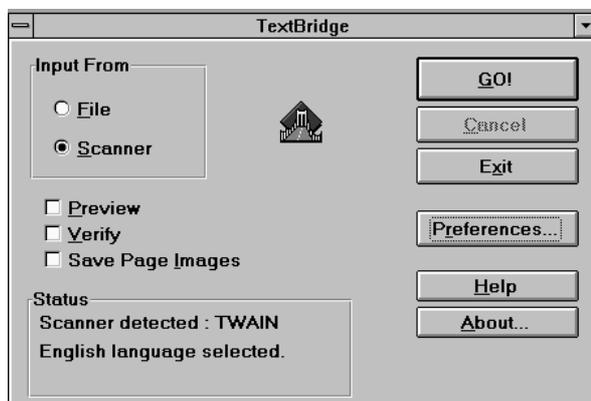
Figure 13: Scanner set-up

6. Select 'Trust Easy Scan 9600/16' and click 'Select'.

Your TextBridge is now ready to use.

6.1.2 Producing a scan with TextBridge 3.0 OCR

1. Start 'TextBridge' by double-clicking the icon. A screen such as in figure 14 appears.

Figure 14:   TextBridge 3.0 OCR for Windows 3.1x

2.   Under 'Input From' you must select 'Scanner'.

3.   Deactivate the 'Save Page Images' option.

4.   Click 'GO!' to scan the text. The TWAIN window (see figure 12) now appears.

5.   Click 'Preview' to produce a test scan first.

6.   Use the mouse to select the text you wish to scan. This is usually the whole page.

7.   Click 'Line-art'.

8.   Set the resolution to 300 dpi.

9.   Now press 'Scan' to begin scanning. This takes a few seconds. A window then appears asking whether you wish to add more pages. You can now recognise a number of pages of text.

10.   Click 'End'. This ends the scanning process. Now save the recognised text file so that you can use it with a text editor or word processor.

11.   Under 'File Name' type a name for the file consisting of a maximum of 8 letters.

12.   In 'List Files of Type' select the file format that your text editor or word processor can use. The 'ASCII Std (*.TXT)' option will usually work.

13.   Press 'OK' to save this and to close the scanning session. You now return to the beginning.

14.   Click 'Exit' to close TextBridge 3.0 OCR.

To edit the scanned text that you have just saved you must open a text editor, for example 'Notepad'. You can also use your own text editor or word processor.

6.2 TextBridge Classic for Windows 95

6.2.1 Setting up the scanner

The scanner was already set up to use the software during installation of the application.

6.2.2 Scanning with TextBridge Classic

1. Start TextBridge Classic.

2. Place the document that is to be scanned on the scanner.

3. Press the 'Go' button (figure 15) in TextBridge. The TWAIN window (figure 12) now appears on the screen.

Figure 15: 'Go' button

4. Click 'Preview' to produce a test scan.

5. Use the mouse to select the area you wish to scan.

6. Click 'Line-art'.

7. Set the resolution to 300 dpi.

8. Click 'Scan'. Once scanning is complete, TextBridge Classic asks whether there is anything else to scan. You can now scan more pages.

9. Click 'End' to finish scanning. Text recognition now starts automatically. A window then appears asking you to save the text that has been scanned.

10. Type a name for your text under 'File Name'.

11. Under 'Save as Type' select the file format. You should choose a file format that is supported by your text editor or word processor. If in doubt, select 'ASCII Std. (*.txt)'.

12. Click 'Save' to save the file. You have now finished the recognition process.

13. Close TextBridge Classic.

To be able to edit the scanned text you have just been saved you, you need a text editor or /word processor. Enter the name of the file that you saved in item 12.

TextBridge also has more advanced options. Refer to the on-line help and the documentation on the CD for further information.

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7. Working with PaperCom

Note: *PaperCom does not run under Windows NT 4.0*

PaperCom gives you fast access to the scanner's many functions. You are hardly required to make any settings. Once PaperCom is running, a window as in figure 16 is displayed.
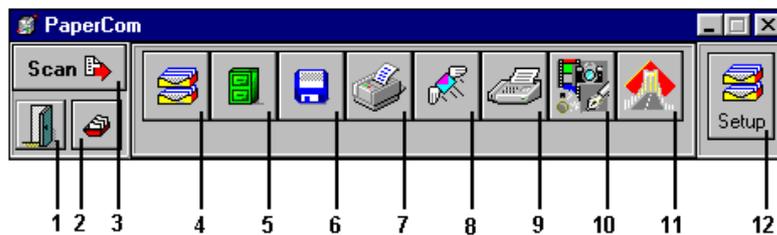
Figure 16: PaperCom (Quick Selector) window

Function of the buttons:

1. Close PaperCom

2. To Inbox Manager

3. Start Scan (the action which you chose in items 4 to 11 is carried out)

4. Set scanning to 'Inbox'

5. Set scanning to database

6. Set scanning to file

7. Set scanning to your printer (copier function)

8. Set document to be sent by e-mail. You need an e-mail program and a network or Internet connection for this.

9. Set document to be sent by fax. You need a fax/modem for this.

10. Set scanning and editing of images

11. Set scanning and recognition of text (OCR)

12. Change PaperCom settings

8. Maintenance

Clean the glass plate regularly with a soft, clean cloth to remove dust and other marks. A clean glass plate is important because marks can be seen in the scanned image.

Observe the following safety measures when cleaning the equipment:

1. Remove the plugs from the sockets before cleaning the equipment.

2. Do not use any aggressive liquids to clean the scanner/glass plate.

3. Do not use liquid cleaning agents or spray cans.

4. Wipe off the equipment with a damp cloth.

9. Troubleshooting

Problem	Possible cause	Solution
Scan too dark.	Scanner not yet warmed up.	Let the scanner warm up for a few minutes before scanning.
	Monitor too dark.	Change the monitor brightness.
	Brightness in the TWAIN incorrectly set.	Set the brightness of the TWAIN driver.
Scan is of poor quality.	Resolution too low.	Set the resolution of the TWAIN driver to at least 300 dpi.
	Number of colours on VGA card too low.	Set your display adapter to a minimum of 65,536 colours.
	Glass plate is dirty.	Clean the glass plate.
Scanner working sluggishly.	Printer port not set to EPP in the BIOS.	Consult the user's guide of your computer/motherboard for details of setting the printer port in the BIOS.
	Resolution is set too high.	Only use high resolutions (>300 dpi) for small originals. Normally 300 dpi is sufficient for an image or text.
	Insufficient memory.	Minimum 8MB necessary. 16 MB is recommended for Windows 3.1x or 32 MB for Windows 95.

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Problem	Possible cause	Solution
Error message during the scanning.	Hard disk full.	You need 3 times the space of the image to be scanned as free space on the hard disk.
		Free up space on your hard disk.
		Choose a lower resolution.
	Resolution is set too high.	Select a maximum of 300 dpi when scanning an A4 format in colour.
	Too large an area selected.	Select a resolution above 600 dpi for small originals only (1.3 x 1.3 cm).
Printer not responding.	Printer incompatible.	The scanner's printer connection can have problems with a number of printers.
		You are recommended to add a printer card.
	Scanner not connected to mains.	Ensure that the scanner is connected to the mains.
	Printer working in accordance with GUI principle.	Use a separate printer card.
		Connect your printer directly to the parallel port when you wish to print.

If you are still having problems with your scanner after having tried these solutions, contact your dealer or the Trust helpdesk.

Before contacting your dealer or the Trust Helpdesk, ensure that you have the following information on hand.

1. Serial number of the scanner

2. Model number of the scanner

3. Operating system

4. Hardware configuration:

    a) CPU (MHz)

    b) Memory (MB)

    c) Free space on the hard disk: (MB)

    d) Display adapter: resolution + number of colours

5. Version of TWAIN driver

6. Name and version of application software

Appendix A: Technical Specifications

Type	Flatbed
Optical resolution (H x V)	300 x 600 optical
Maximum resolution (H x V)	9600 x 9600 dpi
Scanning method	• 1 bit black-and-white • 10 bit grey scale • 30 bit colour
Document format	• A4 • Letter
Interface	Printer port
Mains source	• 220 Vac - 240 V ac • 50 - 60 Hz • External
Output	12 watts
Dimensions (WxHxD)	399 x 73 x 260 mm
Weight (excl. packaging)	2.7 kg