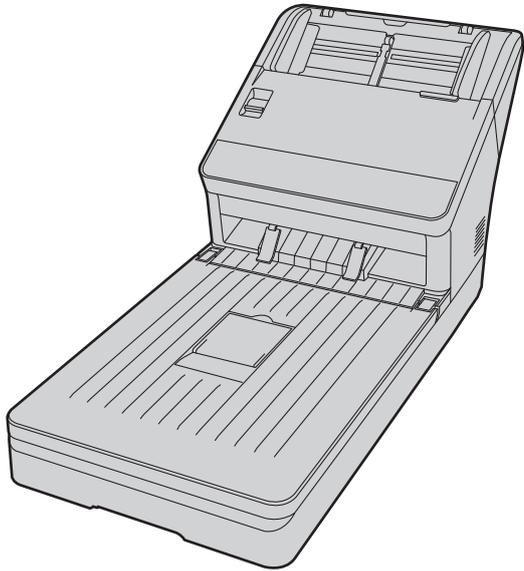


# Panasonic®

## Operating Manual

### Document Scanner

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Model No. **KV-SL3066**  
**KV-SL3056**

These instructions contain information on operating the scanner. Before reading these instructions, please read the Quick Installation Guide enclosed with this unit.

Keep all documentation in a safe place for future reference.

**Current model availability depends on your country/area. Please contact your dealer.**

# Introduction

Thank you for purchasing a Panasonic Document Scanner.

## Trademarks

- Microsoft®, Windows®, and Windows Vista® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.
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## About the Descriptions in This Manual

- Windows refers to the Microsoft Windows operating system (hereafter Windows).
- Windows XP refers to the Microsoft Windows XP operating system (hereafter Windows XP).
- Windows Vista refers to the Microsoft Windows Vista operating system (hereafter Windows Vista).
- The screen shots used in this manual may differ from the screens displayed on your computer.
- A4 size: This is a standard paper size of 210 mm × 297 mm.
- dpi (dots per inch): This is the number of dots per inch. This unit is used for scanning and printing resolution. The higher the dpi value is, the higher the resolution becomes.
- lb.: "Weight in pounds" of paper represents the weight of 500 (432 mm × 559 mm [17 in. × 22 in.]) sheets.

## Note

- Locations represented with page numbers in ( ) include a link to that location. When using Adobe Reader (version 11), if you press the [Alt] key and the [←] key at the same time after moving to a referenced page, you can return to the previous page. For details about using Reader, see the Reader's help.

## About the Documentation

The scanner documentation consists of 2 manuals: the Operating Manual (this manual), and the Quick Installation Guide.

<b>Operating Manual (this manual)</b>	This manual provides information about the operation of the unit.
<b>Quick Installation Guide</b>	The Quick Installation Guide explains about safety precautions and other important information, and outlines brief installation procedures of the unit and software.

## About the Software Help

Each software contains help files.

For details about viewing the help files, see "4.5.2 To view the help" (page 16).

## Software / Manual CD-ROM Contents

<b>Drivers</b>	Device Driver
	TWAIN
	ISIS
<b>Applications</b>	Image Capture Plus <sup>*1</sup>
<b>Utilities</b>	User Utility
	Scan Button Setting Tool
<b>Documents<sup>*2</sup></b>	Operating Manual
	Control sheet <sup>*3</sup>

\*1 Image Capture Plus is a Panasonic original application for configuring advanced scanning settings.

\*2 Each document is a PDF document. To view documents correctly, install Adobe Reader.

\*3 For details about the control sheet, see "6.4.4 Using Control Sheets (ADF)" (page 43).

## System Requirements

<b>Computer</b>	IBM PC/AT or compatible machine with a CD-ROM drive
<b>CPU</b>	Intel Core 2 Duo 1.8 GHz or higher
<b>Interface</b>	USB 2.0

### Note

- For details about the system requirements, refer to [Read me first] in the Software / Manual CD-ROM.
- The scanning speed differs depending on the host computer's operating environment or the application used.
- Due to the slower speed of USB 1.1, it is recommended to use a USB 2.0 interface.
- If you connect the unit to a USB hub, it is not guaranteed to work.

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# 1 Feature Highlights

## High-speed Double Sided Scanning

- This scanner can scan documents at high speed, regardless of the image type (monochrome / color).

## Flatbed Scanning

- This scanner can scan very thin paper, damaged documents, bound documents etc. with the flatbed.
- You can start scanning the documents with the flatbed by simply closing the document cover. Refer to "Manual Feed Mode" of Image Capture Plus, TWAIN, or ISIS help.

## Continuous scanning from the ADF and flatbed

- After scanning documents from the ADF, this scanner can scan documents automatically from the flatbed. After scanning documents from the flatbed, this scanner can scan documents automatically from the ADF. Refer to "Paper Source" of Image Capture Plus or TWAIN help.

## Background Color Switching Function

- The background color of the scanned images can be switched between white and black.

## Double Feed Detection Function

- Double feeding can be detected even if you scan documents that contain paper of various thicknesses.

## Double Feed Skip (DFS) Function

- If the scanning process stops because documents (such as envelopes or receipts attached to documents) are being detected as double fed, the double feed skip (DFS) function can be used to resume scanning.

## Push Scan

- If you register the scanning conditions for a job in advance, you can start scanning without operating the computer.

## Card Scanning

- A maximum of 3 cards can be loaded on the feed tray.

## Mixed Batch Card Guide

- A mixed batch card guide is available for scanning mixed media (cards and papers) at the same time.

## Manual Feed Selector

- Bound documents can be scanned by setting the manual feed selector to manual feeding.

## Other Features

- The paper feed path can be opened widely to easily remove jammed paper and perform maintenance.
- This scanner has a counter function which indicates the approximate time for cleaning and replacement of the rollers. The counters can be configured and checked in User Utility.

## 2 Before You Start

### 2.1 Precautions

#### Illegal Duplication

**It is unlawful to make duplication of certain documents.**

Duplicating certain documents may be illegal in your country/area.

Penalties of fines and/or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to duplicate in your country/area.

- Currency
- Bank notes and checks
- Bank and government bonds, and securities
- Passports, licenses, official or private documents, identification cards, and the like
- Copyright materials, or trademarks without the consent of the owner
- Postage stamps, and other negotiable instruments

This list is not inclusive, and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

**Notice**

Install your machine near a supervised area to prevent illegal duplication from being made.

#### Installation

- Do not place the unit in direct sunlight, in a cold draft, or near heating apparatus.
- Do not place the unit near apparatus which generate electronic or magnetic noise.
- Protect the unit from static electricity.
- Do not move the unit immediately from a cold place to a warm place. It may cause condensation, which may damage the unit. Using the unit immediately will cause the document scanning to be imperfect. To avoid this, clean the inside rollers with a dry and soft cloth, leave the unit in a warm place for 1 or 2 hours, and then use the unit after you make sure that the inside of the unit has dried.
- When the unit is not used over an extended period of time, turn the unit off, and unplug the power cord. The unit consumes approximately 0.5 W of electricity even when the main unit is turned off.
- Use only the power cord and the USB cable that are provided with the unit.
- Do not turn on the unit's power before installing the software.

## 2.1 Precautions

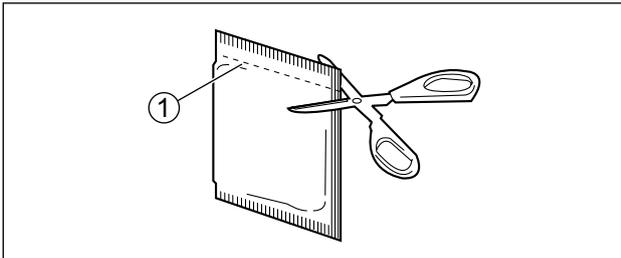
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### CD-ROM

- Do not write or stick paper on the front and/or back of CD-ROM.
- Do not touch the data side of the CD-ROM. When handling the CD-ROM, be careful not to leave fingerprints or otherwise damage the CD-ROM.
- Do not leave the CD-ROM where it is directly exposed to sunlight or near a heater for extended periods.
- Do not throw or bend the CD-ROM.

### Roller Cleaning Paper

Using a pair of scissors, open the bag along the dotted line (①), and take out the roller cleaning paper.



- Keep the roller cleaning paper out of reach of small children.
- Do not store the roller cleaning paper in direct sunlight or in a place with a temperature over 40 °C (104 °F).
- Only use the roller cleaning paper to clean the rollers.
- For details about the roller cleaning paper, please refer to the Safety Data Sheet (SDS). Please ask your Panasonic sales company about obtaining the Safety Data Sheet.
- If the bag is left opened for a long period of time before using it, the alcohol will evaporate. Please use the roller cleaning paper immediately after opening the bag.

KEEP AWAY FROM FIRE.

### Security Notice

The management of documents and scanned data is the responsibility of the user. In particular, pay attention to the following points.

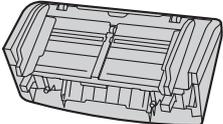
- Make sure you have the same number of pages for important documents both before and after scanning, and take care not to leave any pages in the scanner.
- Periodically back up important data.
- When having your computer or hard disk serviced, or when disposing of your computer or hard disk, completely erase any stored image data.

### Others

- Make sure to remove paper clips and staples from documents before scanning. Failing to do so can damage the unit, document, or both.
- Do not use thinner, benzene, or cleaners containing abrasives or surfactants, for cleaning the outside of scanner.

## 2.2 Check the Accessories

Check that all accessories are included before installing the unit. In the event that an item is missing, please contact your dealer.

Accessories	Name	Notes
	USB cable	—
	Software / Manual CD-ROM	Drivers, Applications, Utilities, Documents
	Feed tray	—
	Mixed batch card guide	When the unit is shipped, this is stored in the feed tray. For details, see "6.4.3 Mixed Batch Card Guide (ADF)" (page 39).
	Quick Installation Guide	—
	Power cord	Use the power cord appropriate for where you use the unit.

### Note

- It is highly recommended to keep the original carton and all packing materials. They are necessary when repacking.

### 2.2.1 Optional Accessories

Part Name	Part Number	Notes
Roller exchange kit <ul style="list-style-type: none"> <li>Paper feed roller</li> <li>Double feed prevention roller module</li> </ul>	KV-SS061	See "8.3 Replacing the Rollers" (page 59).
Roller cleaning paper	KV-SS03	See "Roller Cleaning Paper" (page 8).
Carrier sheet	KV-SS076	See "6.2.1.3 Carrier sheet" (page 25).

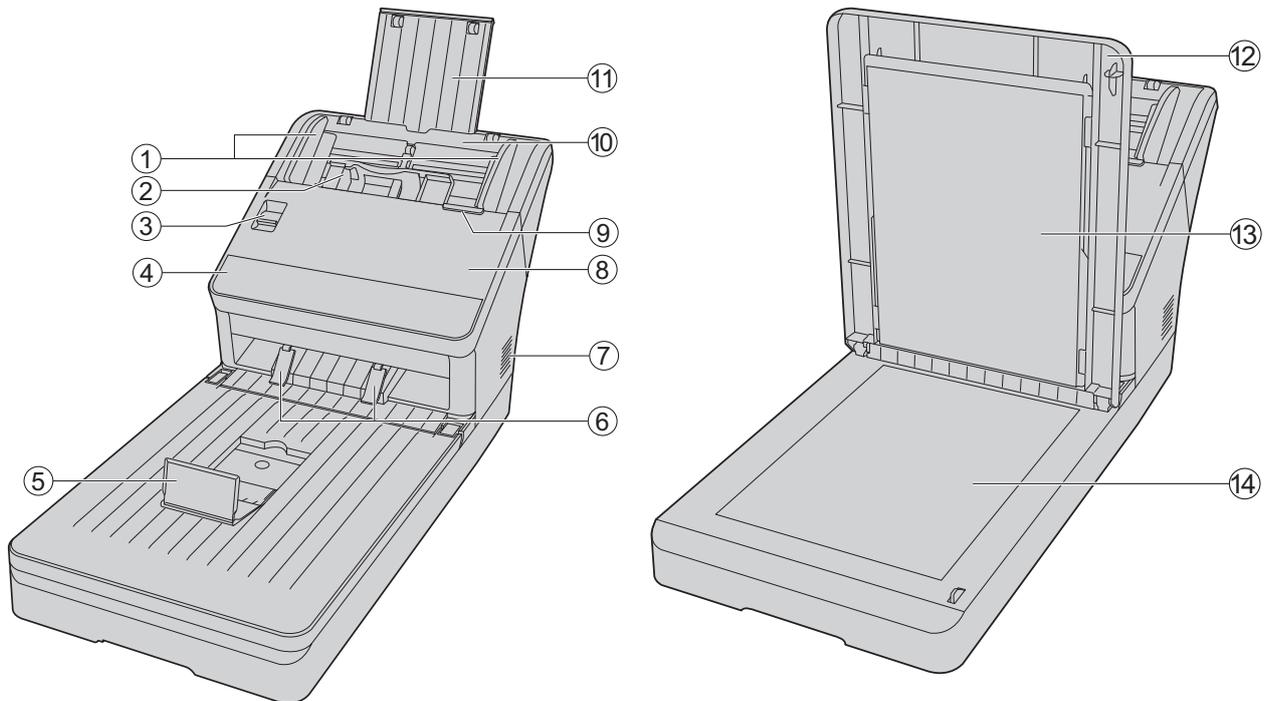
### Note

- To purchase separately sold items, contact your dealer.

## 3 Location of Controls

### 3.1 Main Unit

#### 3.1.1 Front



① **Document guides**

② **Mixed batch card guide**

When the unit is shipped, this is stored in the feed tray. For details, see "6.4.3 Mixed Batch Card Guide (ADF)" (page 39).

③ **Manual feed selector**

You can select the document feeding method.

 : Manual feeding

 : Automatic feeding

④ **Operation panel**

For details, refer to "5 Operation Panel" (page 17).

⑤ **Exit stopper**

⑥ **Exit guides**

When the documents are curled or paper jam occurs, fold up the exit guides (page 32).

⑦ **Fan exhaust vent**

⑧ **ADF door**

⑨ **ADF door release**

 : Push to open the ADF door.

**⑩ Feed tray**

: Load the documents with the surface to be scanned facing down.

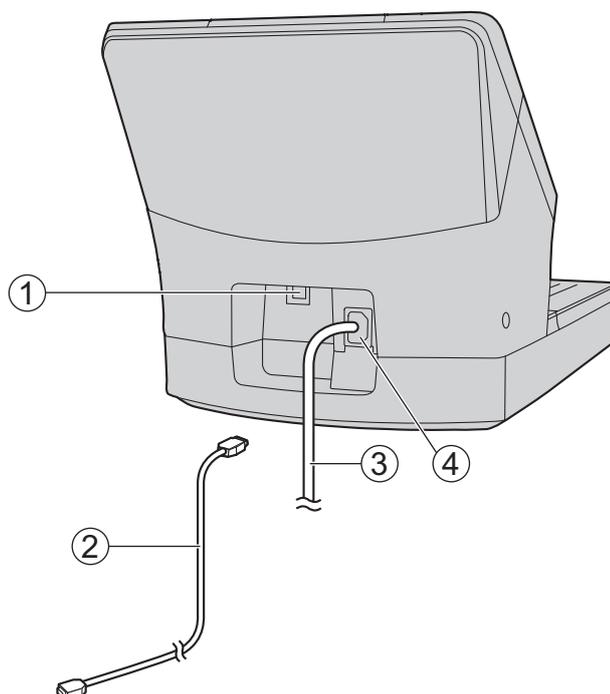
: Make sure to remove paper clips and staples from documents.

**⑪ Feed extension tray****⑫ Document cover****⑬ Flatbed sheet**

The background color of the scanned images can be switched between white and black. (page 36)

**⑭ Flatbed glass**

## 3.1.2 Rear

**① USB connector****② USB cable**

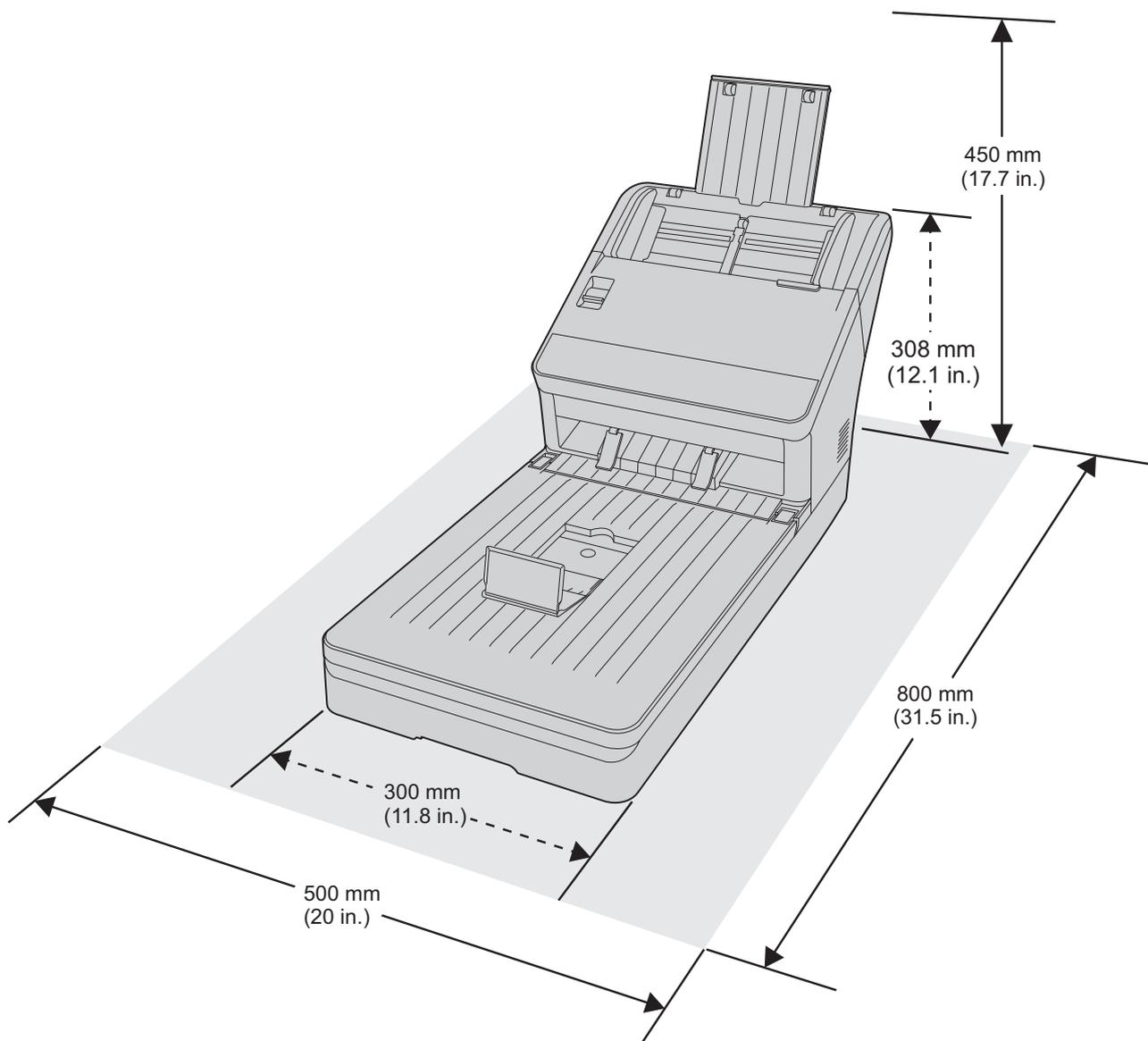
Connect the USB cable to the scanner and the other end of the USB cable to the computer.

**③ Power cord****④ AC inlet**

## 4 Installation

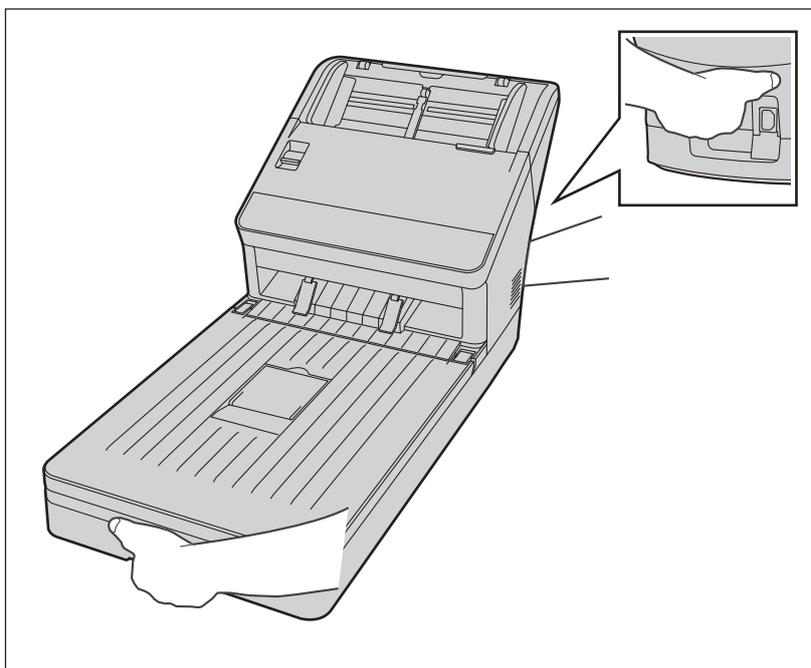
### 4.1 Required Space Around the Scanner

In order to ensure proper operation, install the unit maintaining the proper distances from surrounding objects, as shown in the following illustration.



## 4.2 Moving the Unit

When moving the unit, hold the part shown by the arrow in the following illustration.



### Notice

- Do not hold the feed tray when moving the unit.
- Do not move the unit immediately from a cold place to a warm place. It may cause condensation, which may damage the unit. Using the unit immediately will cause the document scanning to be imperfect. To avoid this, clean the inside rollers with a dry and soft cloth, leave the unit in a warm place for 1 or 2 hours, and then use the unit after you make sure that the inside of the unit has dried.
- Do not place the unit in extremely high temperature such as near by heat sources or etc.

# 4.3 Installing the Software

### Notice

- Make sure to connect the unit to your computer after installing the software. Connecting the unit to your computer and turning on the unit's power before installing the software may influence the software installation. If you connect the unit to your computer and turn on the unit's power before installing the software by mistake, install the software after disconnecting the unit from your computer.
- Make sure to log on as an administrator to install the software.

The software on the enclosed Software / Manual CD-ROM can be installed on your computer. You can select from the 2 installation methods below, depending on your needs.

- a. Complete:** Install all the drivers, applications, utilities and Operating Manual.  
**b. Custom:** Install only selected items.

### Note

- Normally, it is recommended to select [Complete].
1. Check that the unit has been turned OFF.
    - If the power is turned on, turn off the unit's power (page 19).
  2. Insert the Software / Manual CD-ROM into the CD/DVD drive on your computer.
    - The setup window will appear.

### Note

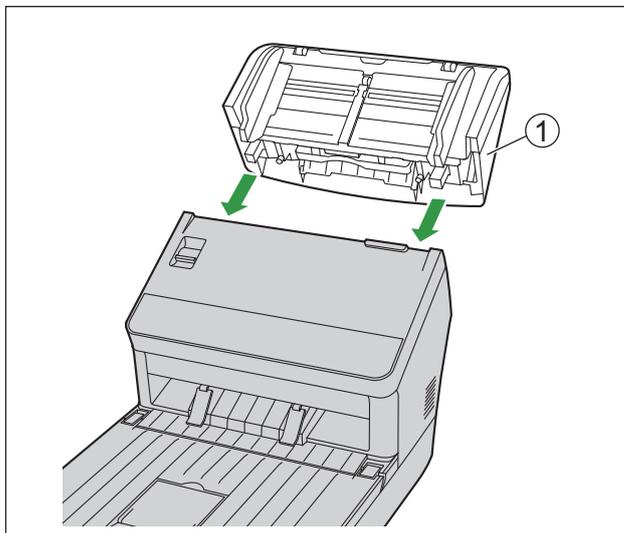
- If the AutoPlay dialog box is displayed, select [CDRun.exe].
  - If the setup window does not appear, double-click [CDRun.exe] in the Software / Manual CD-ROM.
3. Check the [Read me first] file.
  4. Select the desired installation methods from "Software" on the left side of the screen.
    - If you selected [Complete], continue to step 6.
    - If you selected [Custom], continue to step 5.
  5. If you selected [Custom] for the installation type in step 4, select the item that you want to install.

### Note

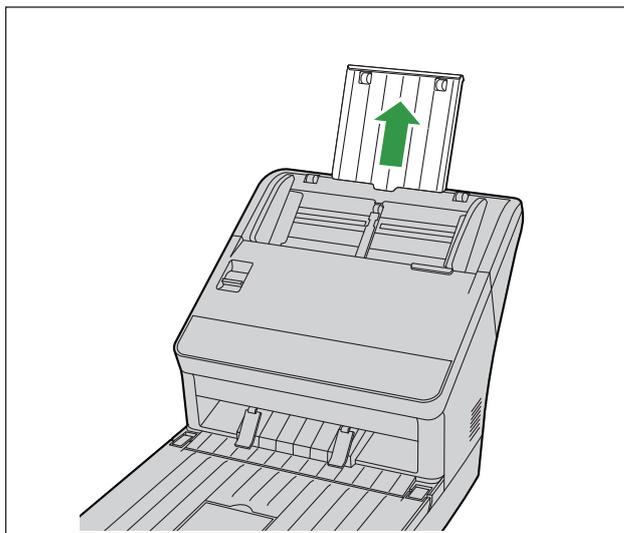
- If you select TWAIN or ISIS, Image Capture Plus will also be installed.
6. Follow the instructions on the screen and complete the installation.
    - Restart your computer if you are prompted to do so.

## 4.4 Installing the Unit

1. Remove all packing materials.
2. Attach the feed tray (①) to the unit.



3. Pull out the feed extension tray in the direction of the arrow shown in the illustration below.



4. Plug in the power cord and connect the USB cable.
5. Turn ON the unit's power (page 19).
  - If the hardware wizard appears, follow the on-screen instructions to complete installation.

# 4.5 Viewing Operating Manual and Help Installed

You can view the Operating Manual and the software help installed on the computer.

## 4.5.1 To view the Operating Manual

1. Select [All Programs] → [Panasonic] → [Scanner Manuals].
2. Select the manual.
  - The manual will open.

### Note

- In Windows 8, select the [Panasonic Document Scanner] section on the Apps screen.

## 4.5.2 To view the help

### For Image Capture Plus

1. Select [All Programs] → [Panasonic] → [Image Capture Plus] → [Image Capture Plus Help].

### For User Utility or Scan Button Setting Tool

1. Select [All Programs] → [Panasonic] → [Scanner Tools].
2. Select that item's help.

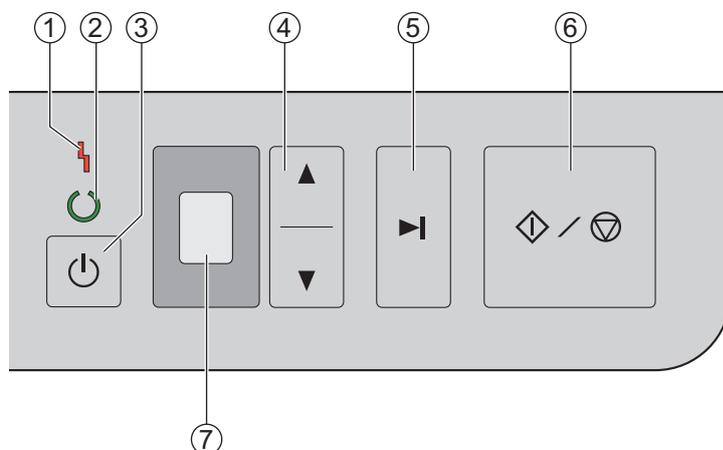
### Note

- In Windows 8, select the [Panasonic Document Scanner] section on the Apps screen.

### For TWAIN or ISIS

1. Click the help button on any driver screen.

## 5 Operation Panel



- ① **LED (Red)**  
Lights when an error occurs.
- ② **LED (Green)**  
Shows the scanner's status.
- ③ **Power button (⏻)**  
For details, see "6.1.1 Turning ON/OFF the unit's power" (page 19).
- ④ **Cursor button**
- ⑤ **Skip button (▶|)**  
If you press this button after a double feed is detected and scanning has been paused, the document (or documents) detected as a double feed will be scanned, and then ejected from the scanner. Scanning will continue after the document is scanned and ejected.
- ⑥ **Start/Stop button (◀/⏹)**
  - If you set [Wait Key] for "Manual Feed Mode" in your application software, pushing this button starts scanning. For details about "Manual Feed Mode", refer to the Image Capture Plus, TWAIN, or ISIS help.
  - During scanning, pushing this button stops scanning.
  - If you press this button after a double feed is detected and scanning has been paused, the document (or documents) detected as a double feed will be ejected from the scanner without being scanned. Scanning will stop.
- ⑦ **7-segment LED**  
If you are using the scanner with Image Capture Plus, you can perform a push scan using the 7-segment LED. A registered job number is displayed on the 7-segment LED. Use the cursor button (④) to select a job.

## 5.1 About LED

The status of the scanner is displayed by the LED (Red) (①) and the LED (Green) (②), as shown in the table below:

① LED (Red)	② LED (Green)	Status
OFF	OFF	Power OFF <sup>*1</sup>
OFF	ON	Ready mode or Scanning
OFF	Blinking (Fast)	Warming up
OFF	Blinking (Fast, 2 times consecutively)	Double Feed Skip mode
OFF	Blinking (Fast, 3 times consecutively)	Dog-ear detection skip mode
OFF	Blinking (Slow)	Sleep mode <sup>*2</sup> or Cleaning mode
Blinking (Slow)	Blinking (Slow)	Sleep mode <sup>*2</sup> and Notification mode
Blinking (Slow)	ON	Notification mode
ON	OFF	Error <sup>*3</sup>

<sup>\*1</sup> If the power off feature in sleep mode is enabled, and if no operation is performed for a certain period of time, the scanner will be turned off automatically. Press the power button (⏻) of the scanner to turn it on. You can enable/disable the power off feature, and change the time until the scanner turns off in User Utility.

<sup>\*2</sup> If no operation is performed for 15 minutes or longer, the scanner will enter sleep mode automatically to conserve energy. Press any button (except the power button) on the scanner's operation panel to return to ready mode. The time until the scanner enters sleep mode can be changed in User Utility.

<sup>\*3</sup> For details about the error, check in User Utility.

## 6 Operation

### 6.1 Basic Operations

#### 6.1.1 Turning ON/OFF the unit's power

##### Turning ON the unit's power

1. Press the power button (⏻).
  - The LED (Green) will flash and then turn on.

##### Turning OFF the unit's power

1. Press and hold the power button (⏻) for 1 second or more to turn the unit off.

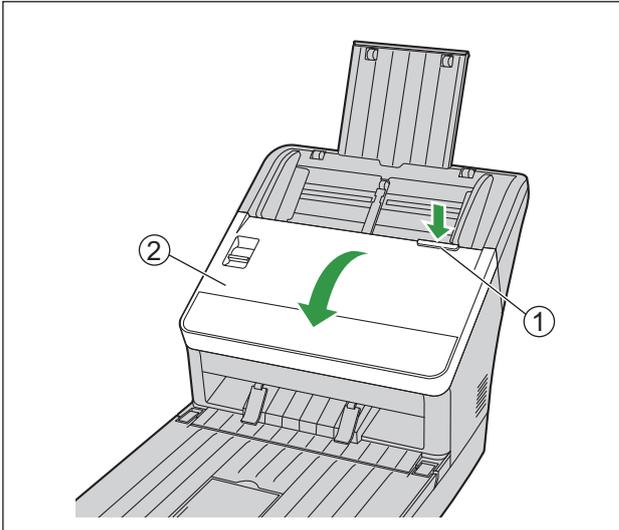
#### 6.1.2 Returning from sleep mode

1. Press any button other than the power button (⏻) on the operation panel.

## 6.1.3 Opening/Closing the ADF door

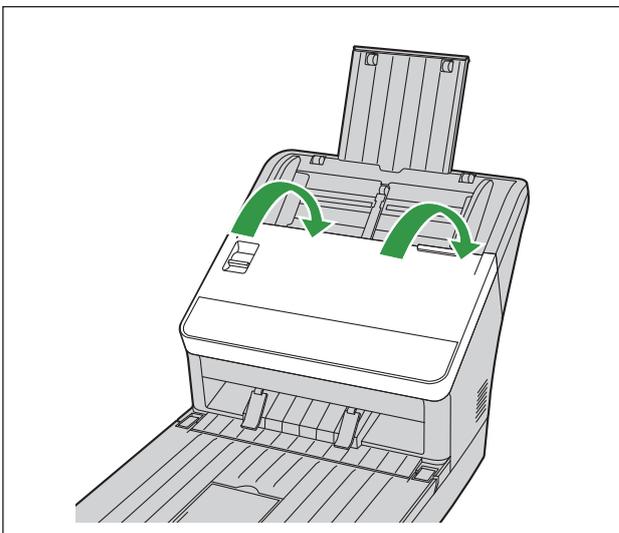
### Opening the ADF door

1. Press the ADF door release (①), and open the ADF door (②).



### Closing the ADF door

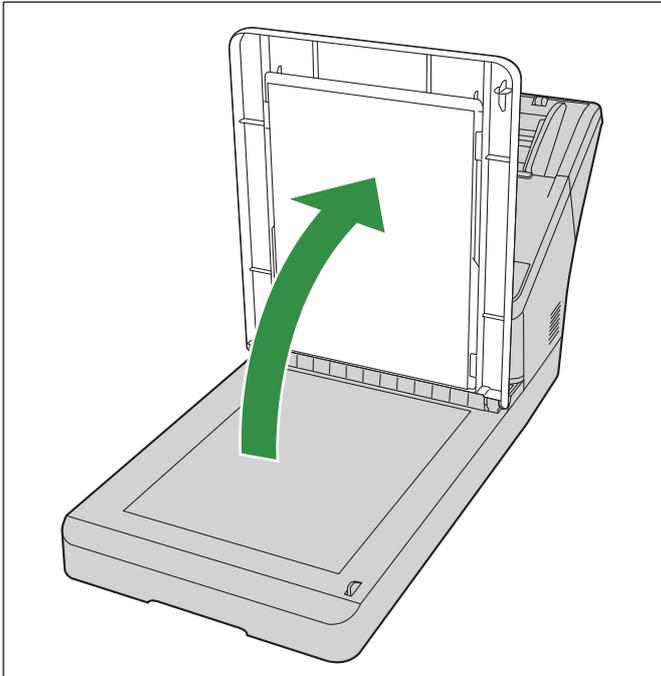
1. Push both sides of the ADF door down slowly until it clicks into place.



## 6.1.4 Opening/Closing the document cover

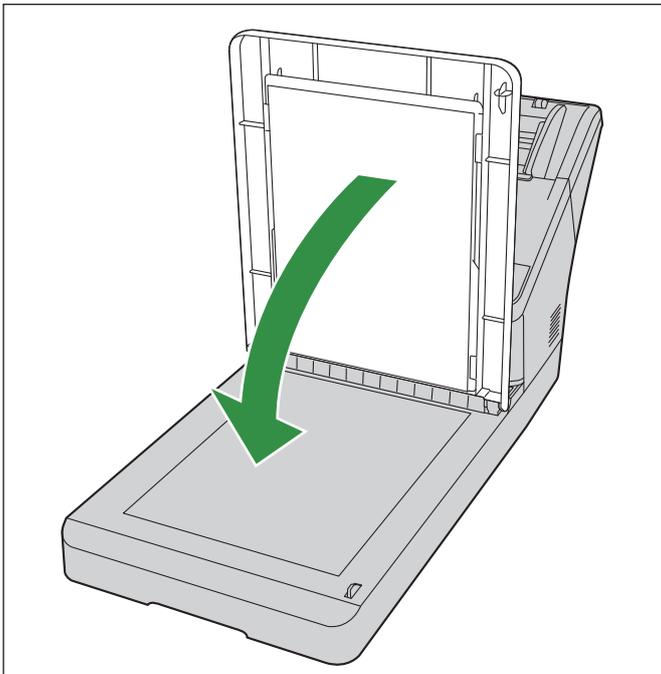
### Opening the document cover

1. Open the document cover.



### Closing the document cover

1. Close the document cover gently.

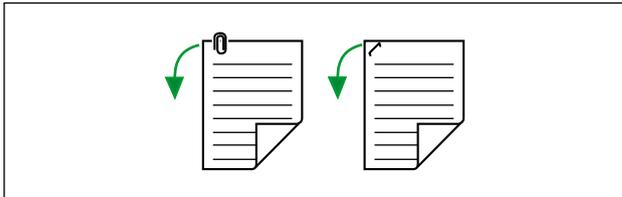


## 6.2 Preparing Documents for the ADF

### 6.2.1 About documents for the ADF

**Notice**

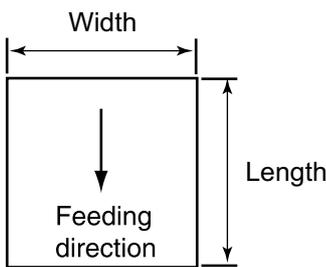
- Make sure to remove paper clips and staples from documents before scanning. Failing to do so can damage the unit, document, or both.



- Before feeding, ensure that the document is not creased or folded. If the document is creased or folded, a paper jam or damage to the document may occur.

#### 6.2.1.1 Compatible Paper

**Paper size:**



The compatible paper sizes for this unit are as follows.

Width	48 mm – 216 mm (1.9 in. – 8.5 in.)
Length	When feeding one sheet: 54 mm – unlimited (2.1 in. – unlimited) <sup>*1</sup> When feeding multiple sheets: 54 mm – 356 mm (2.1 in. – 14 in.)

<sup>\*1</sup> Using "Long Paper", you can scan long documents by splitting them into smaller parts. For details about "Long Paper", refer to the Image Capture Plus, TWAIN, or ISIS help.

**Paper thickness:**

0.04 mm – 0.5 mm (1.6 in. – 19.7 mils)

**Note**

1 mil = 0.001 in.

**Paper weight:**

20 g/m<sup>2</sup> – 413 g/m<sup>2</sup> (5 lb. – 110 lb.)

**Paper capacity for the feed tray:**

100 sheets (80 g/m<sup>2</sup> (21 lb.), High-quality woodfree paper)<sup>\*1</sup>

<sup>\*1</sup> Less than 100 mm (3.9 in.) length paper or legal size: 75 sheets (80 g/m<sup>2</sup> (21 lb.), High-quality woodfree paper)

**Recommended paper types:**

<ul style="list-style-type: none"> <li>• High-quality woodfree paper</li> <li>• Bond paper</li> <li>• Newspaper</li> </ul>	<ul style="list-style-type: none"> <li>• Recycled paper</li> <li>• OCR paper</li> <li>• Bank checks</li> </ul>
--	--

**Note**

- High-quality woodfree paper is the recommended paper type.

**Curl and Folding:**

Documents must also meet the following conditions:

<b>Curl</b>	<p>Less than 5 mm (0.2 in.)</p> <p>Feeding direction</p>
<b>Folding</b>	<p>Less than 5 mm (0.2 in.)</p> <p>Feeding direction</p>

**Mixed documents**

Documents must also meet the following conditions:

<b>Width</b>	Same width
<b>Length<sup>*1</sup></b>	Longest paper is 2 times length or less of shortest paper.
<b>Thickness</b>	Thickest paper is 1.5 times thickness or less of thinnest paper.

\*1 Using "Length Control", you can adjust the length of scanned image automatically. For details about "Length Control", refer to the Image Capture Plus, TWAIN, or ISIS help.

## 6.2.1.2 Compatible Card

The compatible card types for this unit are as follows.

### ISO format card:

Size: 85.6 mm × 54 mm (3.4 in. × 2.1 in.)

Thickness: 0.76 mm (0.03 in.)  
Embossed card up to 1.4 mm (0.055 in.)

- Embossed cards are also compatible. When scanning embossed cards, it is recommended to place them in landscape orientation with the side to be scanned facing up.
- A maximum of 3 cards can be loaded on the feed tray. When loading, ensure that the embossed portions of cards do not stick together.
- Use the landscape orientation when scanning an embossed card. If the scanning fails, place the card upside down, and then try again.
- Use the mixed batch card guide (page 39) when scanning mixed media (cards and papers) at the same time.

### 6.2.1.3 Carrier sheet

You can use an optional carrier sheet (KV-SS076) to scan incompatible documents like very thin paper, curled or wrinkled documents, photographs, bound documents etc. When using carrier sheet, please note following conditions for the documents.

#### Document size:

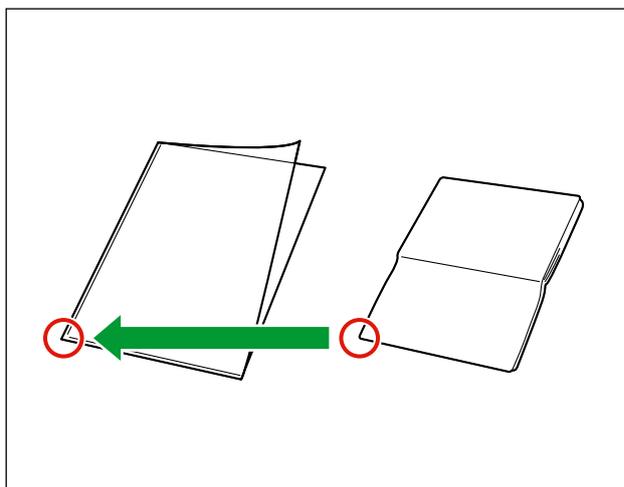
Width:	150 mm (5.91 in.) or less
Length:	200 mm (7.87 in.) or less
Thickness:	2.6 mm (0.1 in.) or less (including carrier sheet)

#### How to insert the document in a carrier sheet

The corner of the document should be adjusted to match the corner of the carrier sheet.

Make sure the documents do not protrude from the carrier sheet.

When scanning the bound documents, put the thinner part (the opened half with less page) in the carrier sheet first, as shown in the illustration.



#### Note

- When using a carrier sheet, please refer to "6.2.2.1 When using the carrier sheet" (page 33).
- When scanning the documents with the carrier sheet, the image processing function may not work properly. Scan beforehand to confirm the scanned image.

## 6.2.1.4 Incompatible Documents

### The following types of documents may not scan properly:

- Torn or frayed documents
- Curled, wrinkled or folded documents
- Carbon paper
- Perforated or punched paper
- Non-rectangular or irregularly shaped paper
- Coated paper
- Bound or glued documents
- Chemical paper such as carbonless copy paper  
If papers like this are scanned, the rollers will need to be cleaned frequently and the lifetime of the rollers may be shortened.
- Paper with wood content
- Photographs  
Photographs may be scratched or damaged.
- Extremely smooth, shiny paper, or paper that is highly textured

### Notice

- Paper with a glossy surface such as coated paper or photographs that are susceptible to damage such as scratching.
- Scanning the following kinds of documents may contaminate the inside of the scanner or adversely influence the lifetime of the rollers. When scanning the following kinds of documents, clean the inside of the scanner frequently.
  - Documents with toner or graphite (pencil) powder
  - Documents treated chemically or containing impurities

### Do not scan the following types of paper:

- Documents out of specified size, thickness, and weight
- Thermal or photosensitive paper
- Cloths or metallic sheets
- Transparent or partially transparent documents such as OHP sheet, tracing paper, plastic film, etc.
- Documents containing hard attachments such as metal or plastic (ex. clips or staples)
- Document with wet ink or cinnabar seal ink
- Damaged or notched documents or cards

### 6.2.1.5 Notes about Documents for Scanning

- Depending on the paper type, scanning results may be poor when you scan incompatible documents, or even documents that should be compatible.  
If scanned images are skewed, paper jams occur, or double feeding occurs, try scanning again after doing the following:
  - Clean the inside of the scanner (page 50)
  - Reduce the number of sheets of paper loaded on the feed tray.
  - Change the orientation (portrait/landscape) of the placed documents.
  - In the scan settings, set "Feeding Speed" to [Slow].<sup>\*1</sup>
  - Scan the documents using manual feeding.
  - Scan the documents with the flatbed.
- <sup>\*1</sup> For details about configuring the scan settings, refer to the Image Capture Plus, TWAIN, or ISIS help.
- When scanning important documents, confirm that the number of scanned images matches the number of pages in the feed tray. Also, check the condition of the scanned documents.

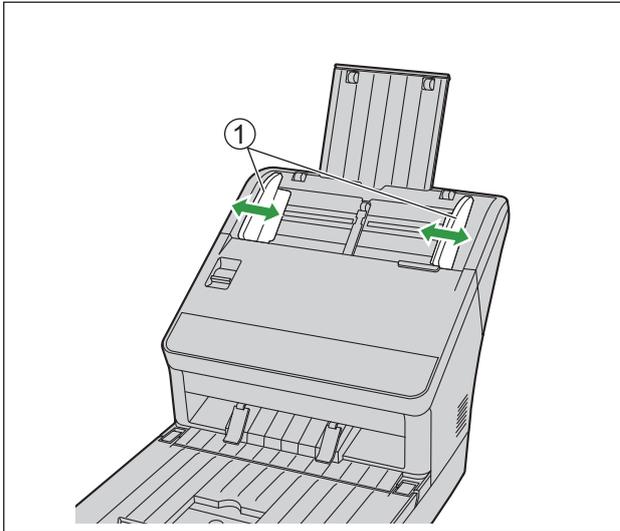
### 6.2.1.6 Notes about Double Feed Detection

This unit uses an ultrasonic sensor to detect double feeding (where two or more sheets of a document are fed at the same time).

- Double feeding cannot be detected with unsupported paper types.
- Even with supported types of cards, scanning them in portrait orientation may result in the detection of a double feed. In this case, try scanning them in landscape orientation, or disable the double feed detection.
- Documents must be 70 mm (2.8 in.) or longer for double feed detection to function.

## 6.2.2 Loading documents on the ADF

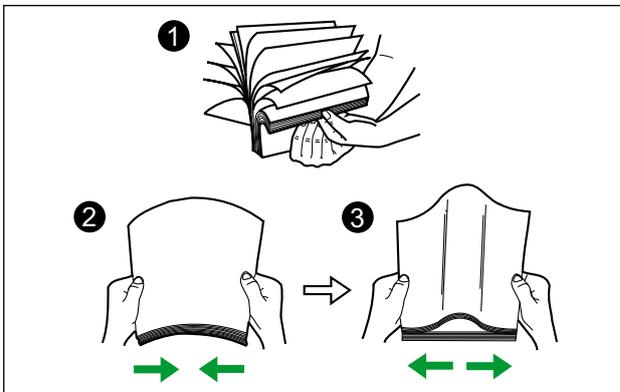
1. Adjust the document guides (①) slightly larger than the actual size of the documents.



2. Fan the documents.

- Documents that have been stapled together or stacked together (as in a file folder) will need to be separated.

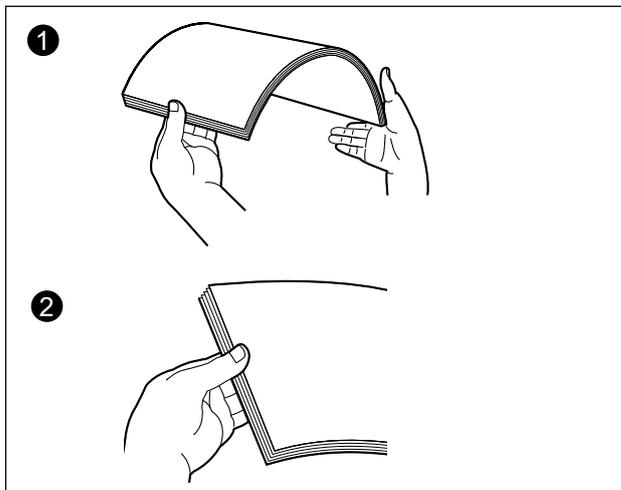
- ① Fan the stack of documents to separate all the edges.
- ② Hold both ends and bend the documents as shown in the illustration.
- ③ To flatten the documents, hold firmly and pull them apart as shown in the illustration.



Repeat these steps as necessary.

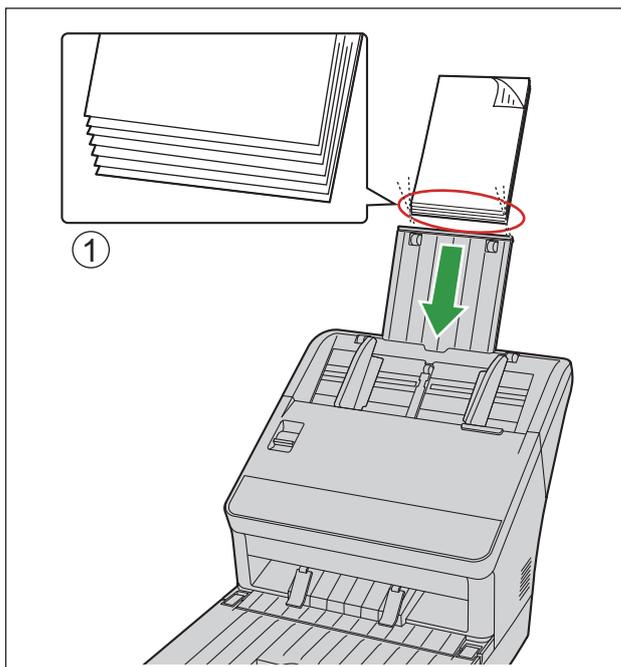
### 3. Carefully align the documents.

- The documents feed better when the leading edges are aligned slantwise as shown in the illustration.



### 4. Place the documents on the feed tray with the side to be scanned facing down.

- Set the leading edge of documents as shown in the illustration (①).
- Insert the documents slowly until they stop.



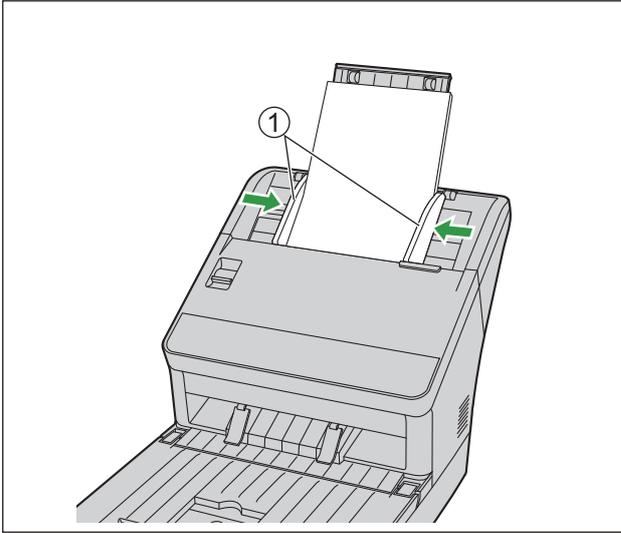
### Note

- The height of the documents should not exceed the limit mark (  ) on the document guide. Exceeding the limit mark may cause a paper jam or skewing.

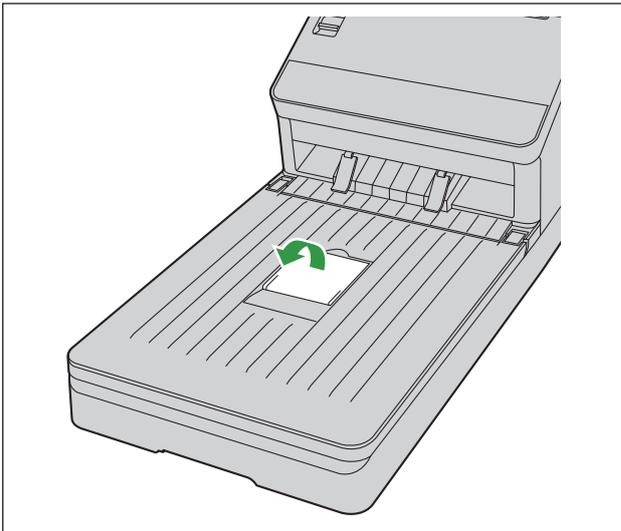
## 6.2.2 Loading documents on the ADF

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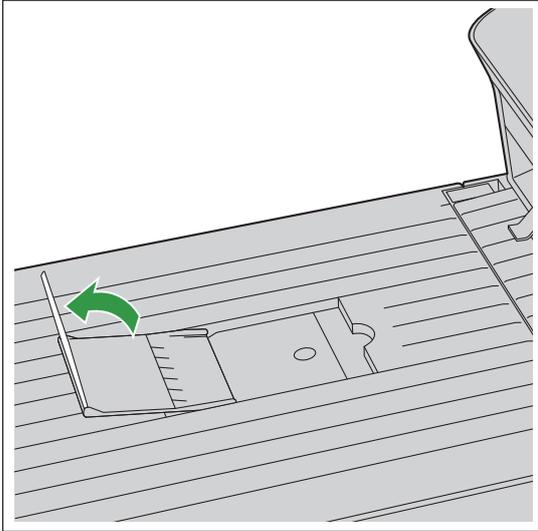
5. Adjust the document guides (①) to the size of the documents to be scanned.



6. Raise the exit stopper and adjust to match the size of the scanned documents.



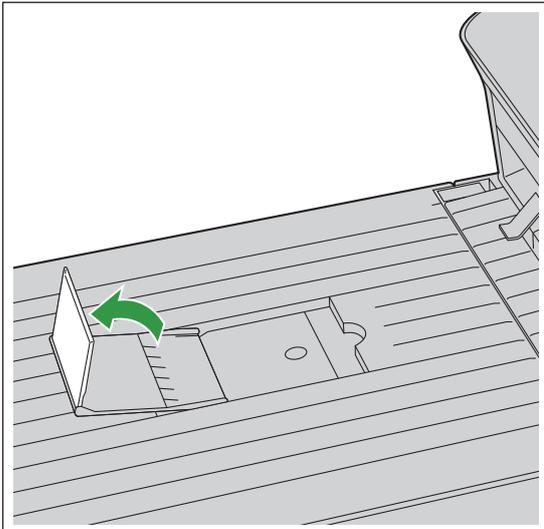
**Case 1: Documents length is longer than A4 (297 mm [11.69 in.])**



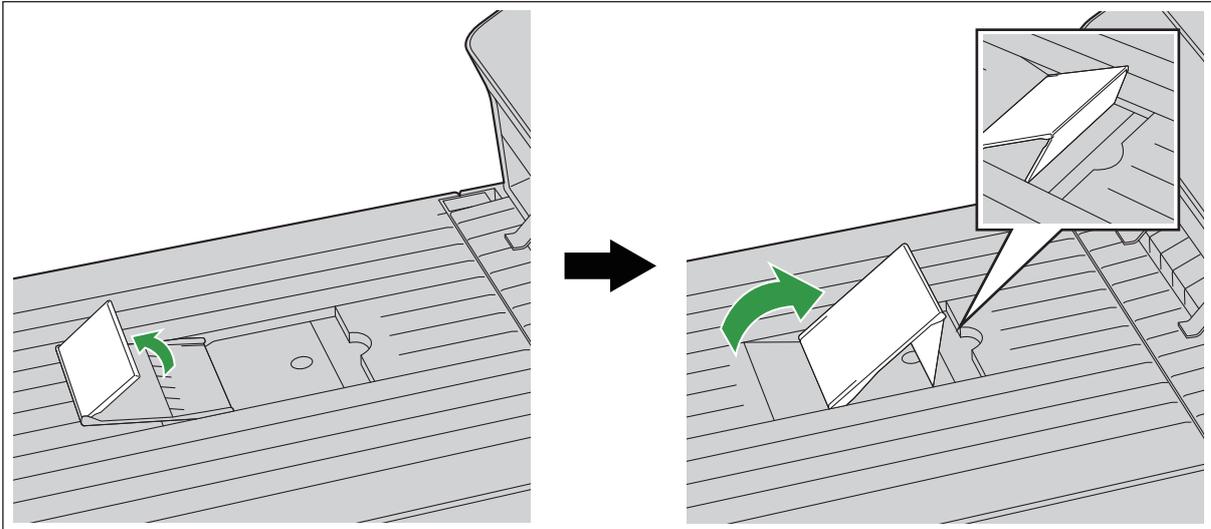
**Note**

- When using the very long paper (roll paper etc.), close the exit stopper.

**Case 2: Documents length is 170 mm [6.69 in.] to A4 (297 mm [11.69 in.])**

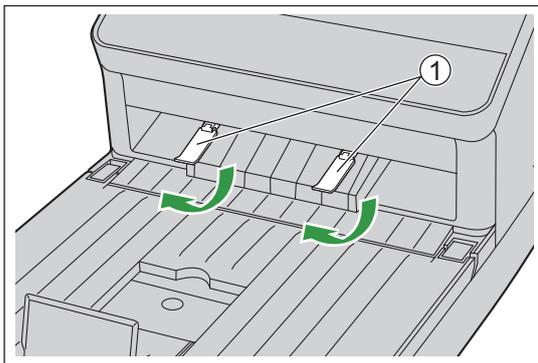


**Case 3: Documents length is 170 mm [6.69 in.] or less**



**Note**

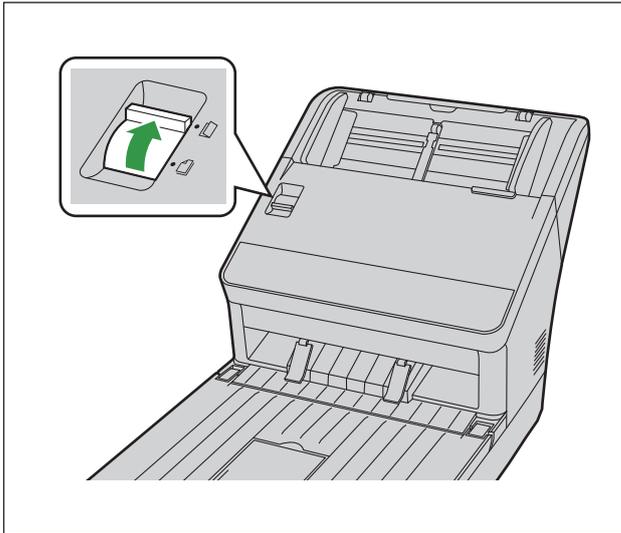
- When the documents are curled or a paper jam occurs, fold up the exit guides (①) and then resume scanning.



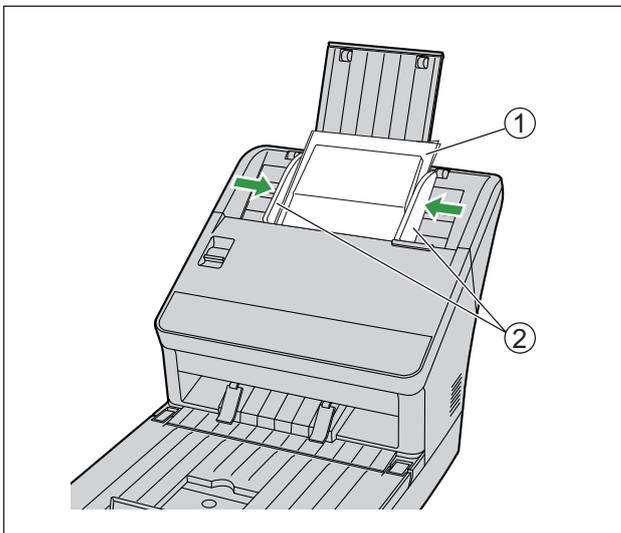
### 6.2.2.1 When using the carrier sheet

You can use an optional carrier sheet (KV-SS076) to scan incompatible documents like very thin paper, curled or wrinkled documents, photographs, bound documents etc. For the conditions for documents when using the carrier sheet, please refer to "6.2.1.3 Carrier sheet" (page 25).

1. Set the manual feed selector to manual feeding.



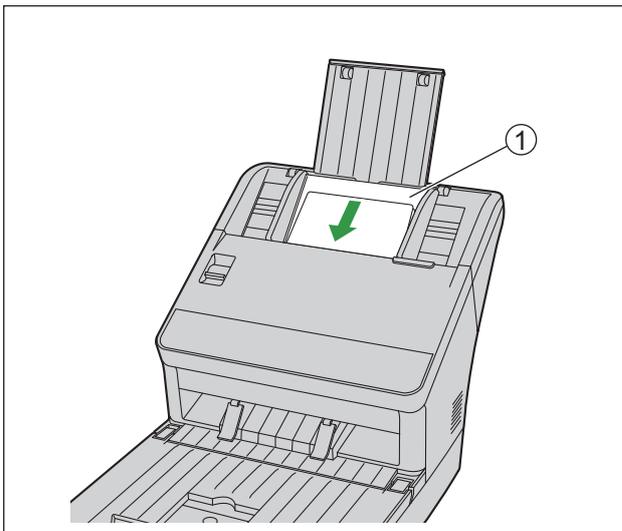
2. Place the carrier sheet (①) on the feed tray with the surface to be scanned facing down.
  - Adjust the document guides (②) to the size of the carrier sheet to be scanned.



## 6.2.2 Loading documents on the ADF

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3. Insert the carrier sheet (①) until it stops as shown in the illustration.



### Note

- When manual feeding is selected, make sure to insert the documents until they come into contact with the paper feed roller.

## 6.3 Preparing Documents for the Flatbed

### 6.3.1 About documents for the flatbed

Maximum paper size: 216 mm × 297 mm (8.5 in. × 11.69 in.)

#### Notice

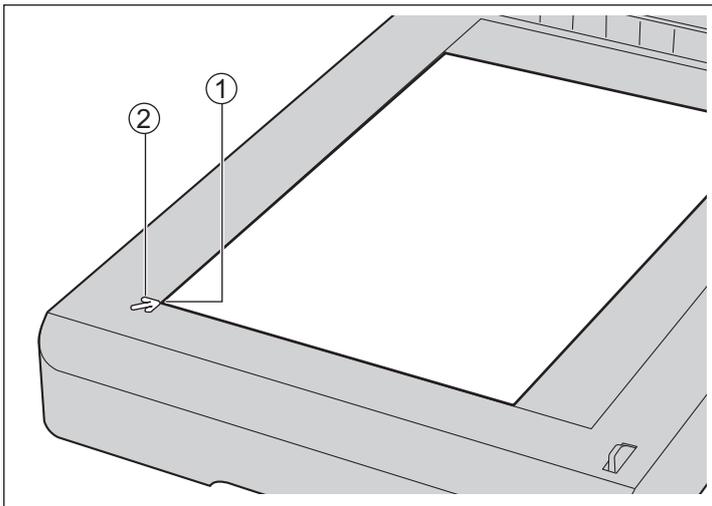
- Confirm that any ink, paste or correction fluid has dried completely.
- If the document is folded, creased or crooked, smooth it out before placing it on the flatbed glass.

### 6.3.2 Loading documents on the flatbed

#### Notice

- Make sure not to damage the flatbed glass.
- Place the original onto the flatbed glass gently. To avoid malfunction, do not press down too firmly.

1. Open the document cover (page 21).
2. Place the document face down, and align the edge of the document (①) with the standard mark (②) in the lower left of the flatbed glass.



↗: Standard mark

▭: Landscape

3. Close the document cover gently.

#### Notice

- Be sure to close the document cover before starting a scan.
- Do not close the document cover quickly or let it slam down. Also, do not open the document cover during scanning. (Doing so may move the document and prevent proper scanning.)

#### Notes for scanning thickly bound documents

- Please note that areas of the document that do not touch the flatbed glass will not be scanned properly.
- Do not move the document during scanning.

## 6.4 Scanning Documents

1. Load the documents.
  - When using the ADF, refer to "6.2.2 Loading documents on the ADF" (page 28).
  - When using the flatbed, refer to "6.3.2 Loading documents on the flatbed" (page 35).
2. Open your scanning application and scan the documents.
  - For details about the application, refer to the help of each application.
  - You can also start up applications automatically to scan documents (push scan). For details about push scan settings, see "6.5 Using Push Scan" (page 45).
  - Remove documents after they have been scanned.

### Notes for scanning with the carrier sheet

- If the rollers are dirty, the scanned image will be stretched or distorted. In such cases, clean the rollers.
- If vertical streaks appear on the scanned image, clean the ADF glasses and the carrier sheet. Vertical streaks that appear may be caused by scratches on the carrier sheet. If vertical streaks appear after cleaning the ADF glasses and the carrier sheet, flip over the carrier sheet to the other side, or replace the carrier sheet, and then scan the documents.

### 6.4.1 Switching the Background Color of Scanned Images

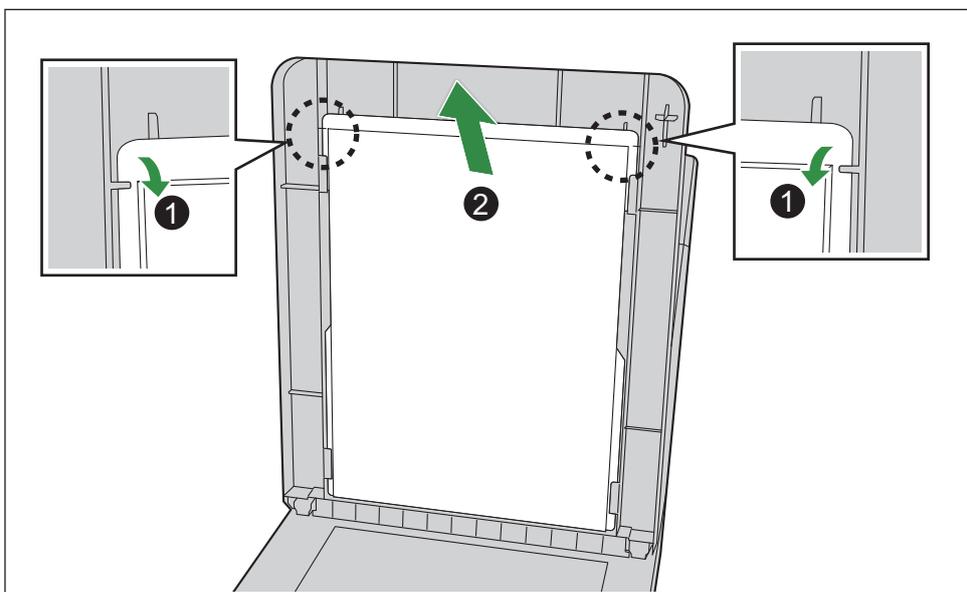
The background color of the scanned images can be switched between white and black.

#### How to switch the ADF in order to change the background color:

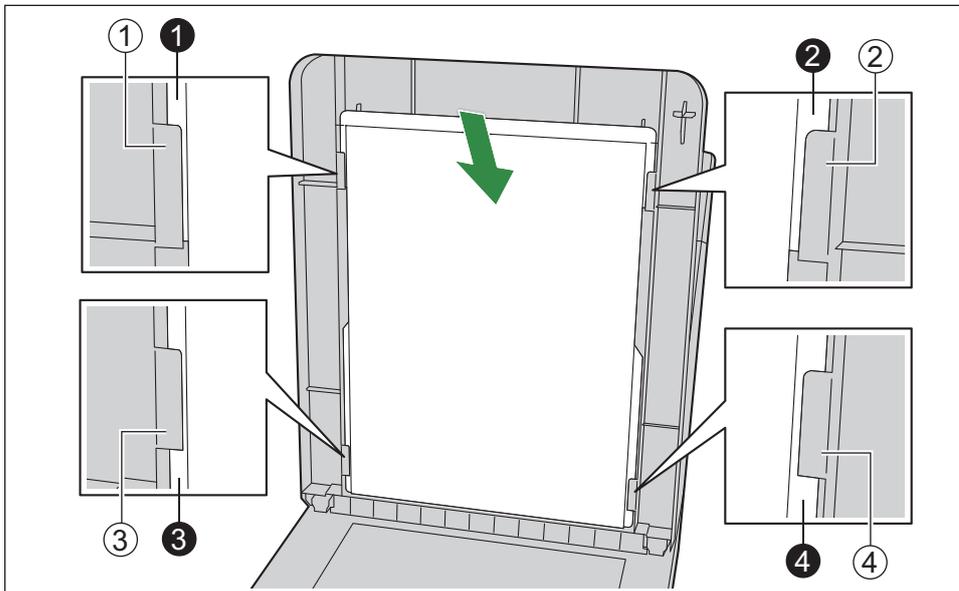
Using the software, you can switch the background color.  
For details, refer to the Image Capture Plus, TWAIN, or ISIS help.

#### How to switch the flatbed in order to change the background color:

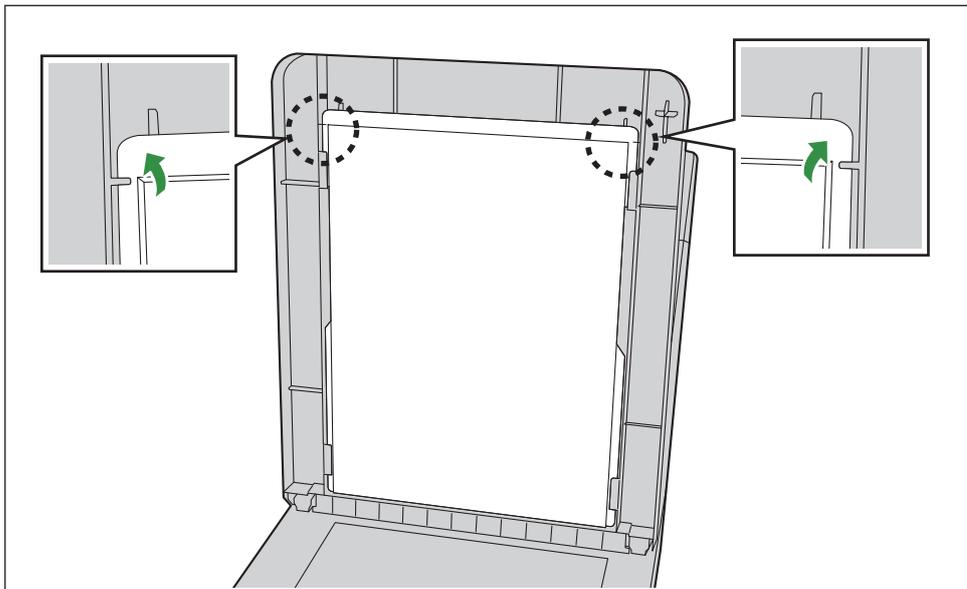
1. Open the document cover (page 21).
2. Slightly lift the top of the flatbed sheet (❶) to unhook it from the document cover, and then remove the flatbed sheet (❷).



- Reverse the flatbed sheet, and then place the tips of the ears of the flatbed sheet (①, ②, ③, ④) so that they fit under the tabs of the document cover (①, ②, ③, ④).



- Fit the grooves of the flatbed sheet into the document cover.



**Notice**

- Confirm that all 4 ears of the flatbed sheet are under the tabs.

- Close the document cover (page 21).

### 6.4.2 Using Manual feeding (ADF)

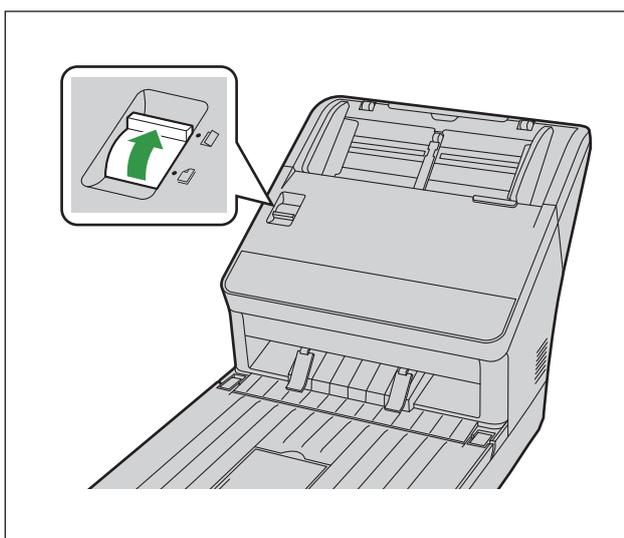
You can select Manual feeding with the Manual Feed Selector.

-  : Manual feeding
-  : Automatic feeding

When using manual feeding, the documents are scanned without separation. Place the documents on the feed tray one by one.

Manual feeding is recommended to scan important documents or bound documents.

Automatic feeding is recommended for normal use.



#### Note

- Double feed detection is not available when using manual feeding.

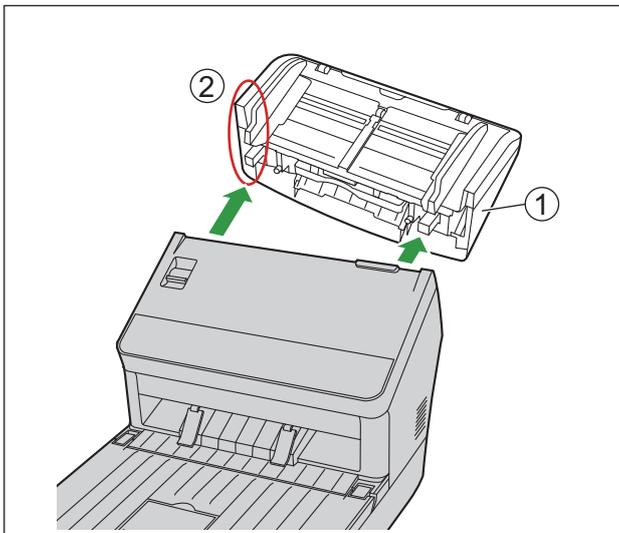
## 6.4.3 Mixed Batch Card Guide (ADF)

No adjustment to the document guide is required when using the mixed batch card guide. The mixed batch card guide prevents a card from skewing when scanning paper documents and a card simultaneously.

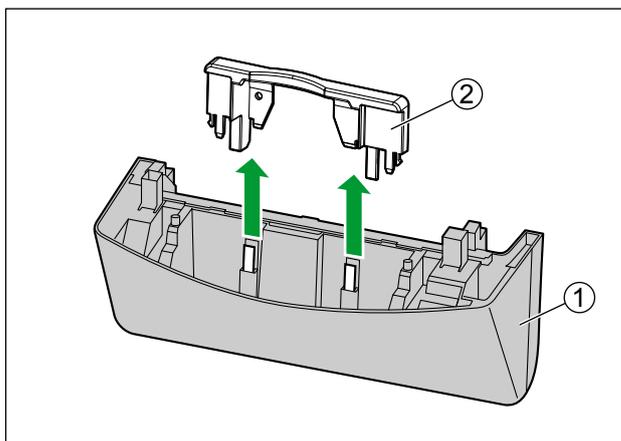
### 6.4.3.1 Installing the mixed batch card guide

The mixed batch card guide is stored inside the feed tray. Install the mixed batch card guide as shown in the following illustration.

1. Remove the feed tray (①) from the unit.
  - Remove the left side of the feed tray (②) first as shown in the illustration.



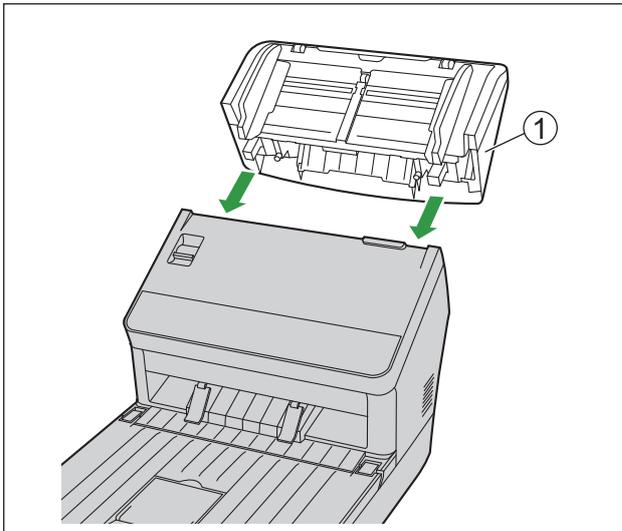
2. Pull out the mixed batch card guide (②) from the feed tray (①).



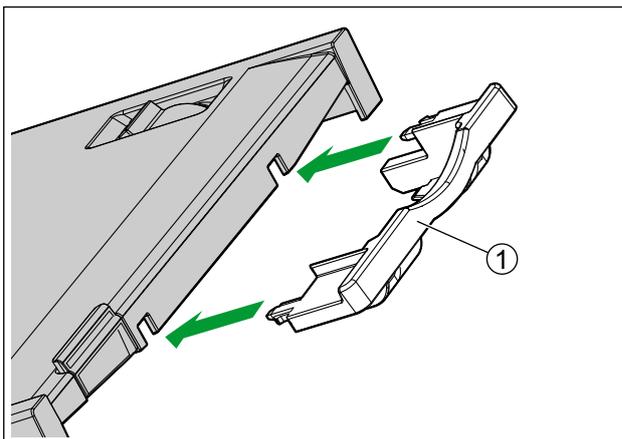
### 6.4.3 Mixed Batch Card Guide (ADF)

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3. Attach the feed tray (①) to the unit.



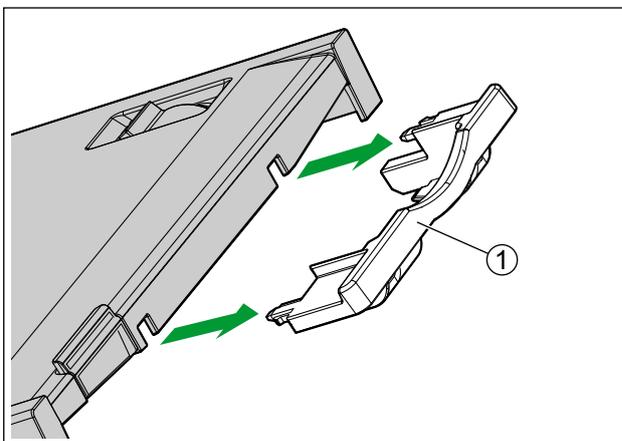
4. Attach the mixed batch card guide (①) to the unit.



#### 6.4.3.2 Removing the mixed batch card guide

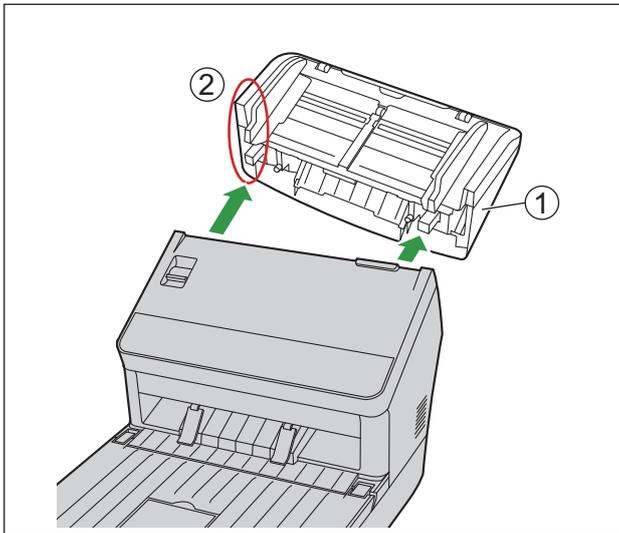
Remove the mixed batch card guide as shown in the following illustration.

1. Remove the mixed batch card guide (①) from the unit.

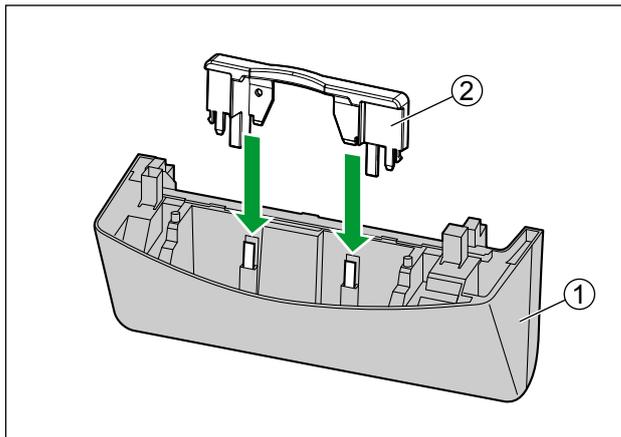


2. Remove the feed tray (①) from the unit.

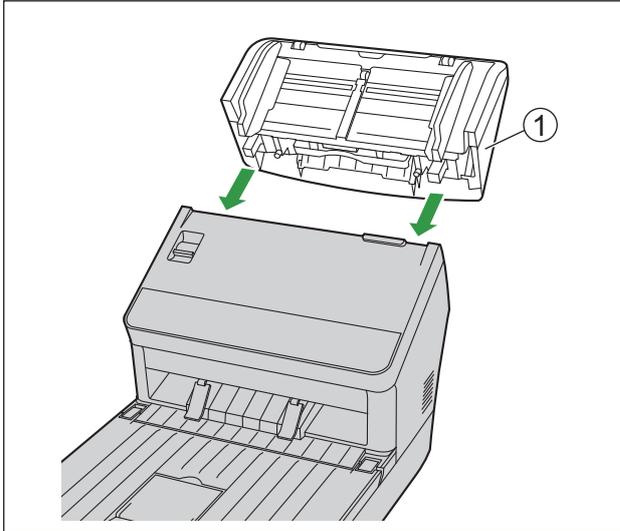
- Remove the left side of the feed tray (②) first as shown in the illustration.



3. Attach the mixed batch card guide (②) to the feed tray (①).



4. Attach the feed tray (①) to the unit.



#### 6.4.3.3 Using the Mixed Batch Card Guide

Set paper documents on the feed tray, and a card on the mixed batch card guide respectively.

- The card set on the mixed batch card guide is fed after completing the paper document scanning.
- The mixed batch card guide is suitable for the following card type.

**ISO format card:**

Size:	85.6 mm × 54 mm (3.4 in. × 2.1 in.)
Thickness:	0.76 mm (0.03 in.) Embossed card up to 1.4 mm (0.055 in.)

- Set the card in landscape orientation.
- A maximum of 3 cards can be set in the mixed batch card guide.
- Ensure that the embossed portions of cards do not stick together.
- If acceptable results cannot be obtained, try changing the scanning orientation or reversing the scan face of the card, and then perform scanning again.

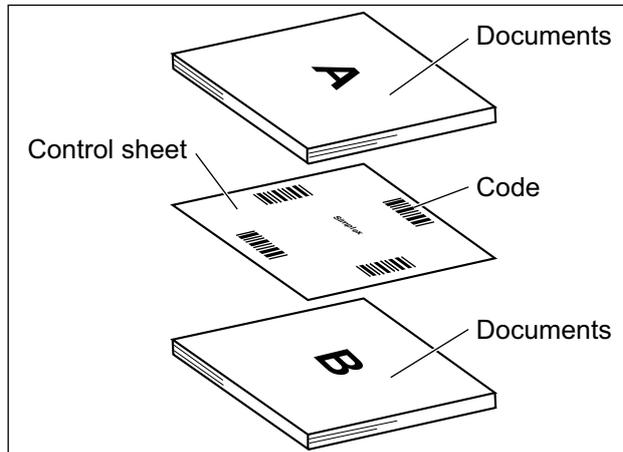
**Note**

- When using the mixed batch card guide, the document guides cannot be adjusted to less than A5 size.
- Make sure that the total height of the paper on the feed tray does not exceed 2 mm (0.08 in.). (This is equivalent to about 20 sheets at 80 g/m<sup>2</sup> [21 lb.] )

## 6.4.4 Using Control Sheets (ADF)

Placing a control sheet in the middle of documents lets you change the scanning conditions for pages scanned after the control sheet. Also, you can change the folder used to save the scan data of documents scanned after the control sheet.

- Print out control sheets from the included CD-ROM.



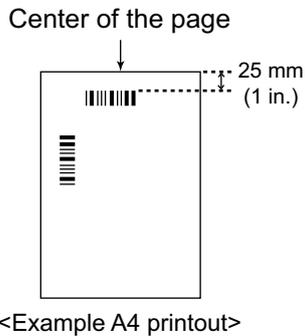
### Control sheet functions

Simplex, Duplex, Binary, 256 level gray, Color, Dynamic Threshold, Dither, Error diffusion, Function #1 - #9, Separation Sheet

- For details about control sheets, refer to "Detect Control Sheet" in the Image Capture Plus, TWAIN, or ISIS help.
- For details about separation sheets, refer to "Detect Separation Sheet" in the Image Capture Plus, TWAIN, or ISIS help.

### 6.4.4.1 About Printing Control Sheets

- Print the control sheet at the specified size; do not enlarge or reduce the size.
- When printing the control sheet, make sure that the pattern is 25 mm (1 in.) from the top of the page and centered horizontally.



- Use the control sheet that is the same size as the document you are scanning.
- Be careful not to get the control sheet dirty. Do not fold or crease the control sheet. Scanning will not be performed properly.
- For details about control sheets, refer to "Detect Control Sheet" in the Image Capture Plus, TWAIN, or ISIS help.

### Printing control sheets

#### Note

- In order to print control sheets, Adobe Reader must be installed on your computer.
  - Refer to the instruction manual for your printer for details about changing print settings.
1. Insert the included CD-ROM into the CD/DVD drive on your computer.
    - The setup window will appear.

#### Note

- If the AutoPlay dialog box is displayed, select [CDRun.exe].
  - If the setup window does not appear, double-click [CDRun.exe] in the Software / Manual CD-ROM.
2. Select [Control Sheet] from "Documents" on the right side of the screen.
  3. Print the control sheets at the same size as your document.

## 6.5 Using Push Scan

This scanner has a push scan function for starting scanning without operation through a computer.

### 6.5.1 Setting the scanning conditions

Scanning conditions are set on the setting screen of each application. For details about the setting screen of each application, refer to the manual or help for that application.

#### Note

- If the unit is in sleep mode, return to ready mode first (page 19).
- Press and hold the Start/Stop button (⏏/⏏) for more than 2 seconds to open the application setting screen.

### 6.5.2 Selecting the behavior of push scan

Select the behavior of push scan using the Scan Button Setting Tool.

1. Double click the (🔍) icon in the notification area of the task bar to open the Scan Button Setting Tool.
  - In Windows 8, open the Scan Button Setting Tool on the Desktop screen.
2. Select [Touch Free Scanning] or [Single Touch Scanning].
  - When using the flatbed, [Touch Free Scanning] is not available.

#### Note

- In Image Capture Plus and Scan Button Setting Tool, [Single Touch Scanning] means performing push scanning using the 7-segment LED.
- For details about the Scan Button Setting Tool, refer to the Scan Button Setting Tool help.

### 6.5.3 Performing push scan

#### Note

- Register jobs in advance. For details about registering jobs, refer to the Image Capture Plus help.
1. Use ▲ or ▼ of the cursor button to select a job number.
  2. **When using the ADF:**  
Load the documents (page 28).
    - [Touch Free Scanning]: Scanning will start.
    - [Single Touch Scanning]: Press the Start/Stop button (⏏/⏏) to start scanning.
- When using the flatbed:**  
Load the documents (page 35).
- [Single Touch Scanning]: Press the Start/Stop button (⏏/⏏) to start scanning.

### 6.5.4 Checking events

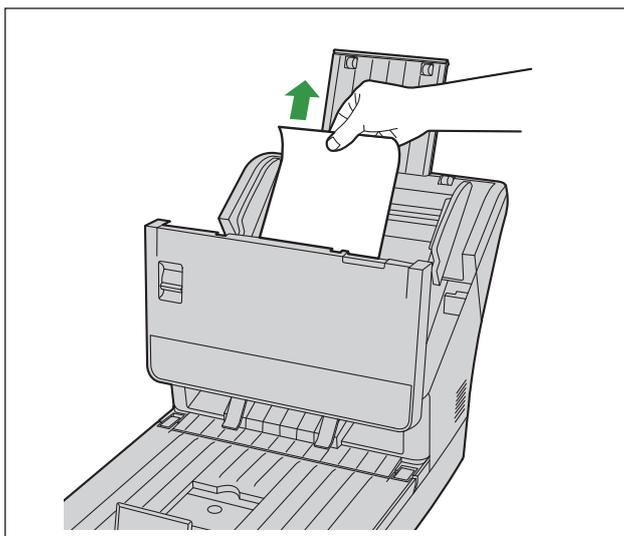
Check the following if an application does not start up after being set by the Scan Button Setting Tool.

1. Display the Scan properties screen.
  - **If you are using Windows 10:**  
Right-click [Start], select [Control Panel] → [Devices and Printers], right-click the scanner icon, and then display the [Scan properties] screen.
  - **If you are using Windows 8 / Windows 7:**  
[Control Panel] → [View devices and printers], right-click the scanner icon, and display the [Scan properties] screen.
  - **If you are using Windows Vista:**  
[Control Panel] → [Scanners and Cameras], select the scanner icon, and then click the Properties button.
  - **If you are using Windows XP:**  
[Control Panel] → [Scanners and Cameras], right-click the scanner icon, and display the Properties screen.
2. Click the [Events] tab.
3. Check that Scan Button Setting Tool is selected as the program to start for each event.
  - If an application other than Scan Button Setting Tool is selected, change the application to Scan Button Setting Tool.
4. Click [OK].
5. Restart the computer.

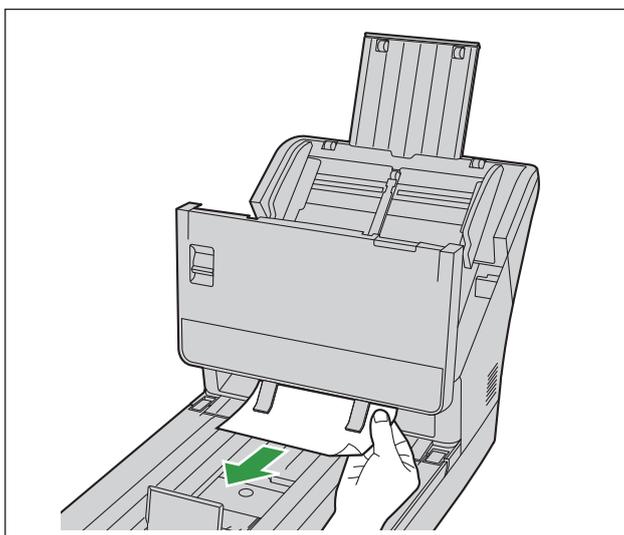
## 7 Clearing Paper Jams

Torn paper, thin paper or paper that is creased on the top edge may cause paper jams. If a paper jam occurs, remove the jammed sheet according to the following procedure.

1. Remove all documents from the feed tray.
2. Open the ADF door (page 20).
3. Remove the jammed document.
  - If the document is jammed in the feed tray area, pull it backwards as shown in the illustration.



- If the document is jammed in the exit area, pull it forward as shown in the illustration.



4. Close the ADF door (page 20).

### Notice

- Close the ADF door after confirming that no documents remain inside the unit.

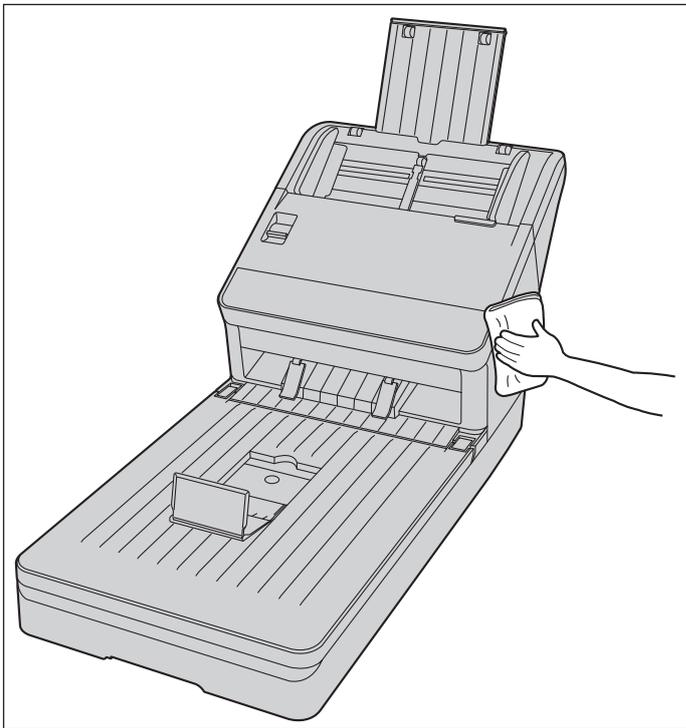
## 8 Care and Maintenance

### 8.1 Cleaning the Outside of the Scanner

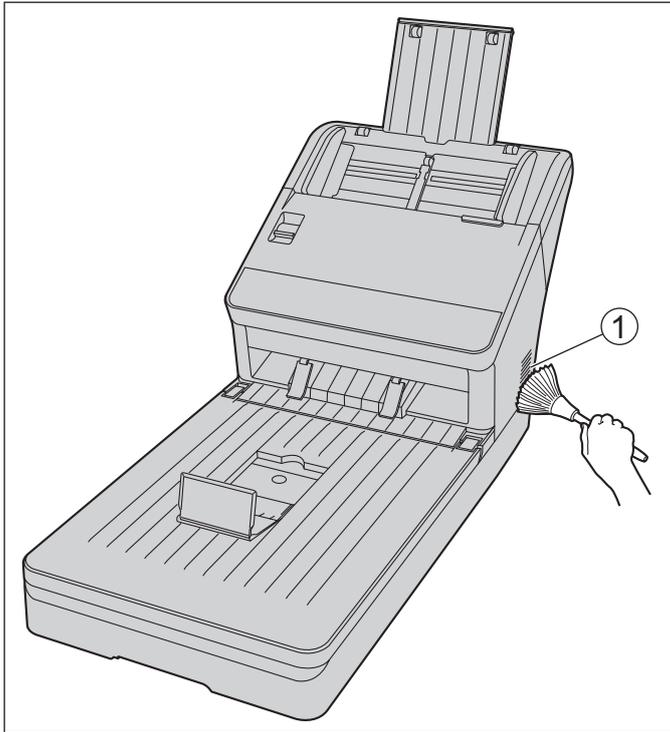
#### Notice

- Before moving the unit, be sure to unplug the power cord and USB cable.
- Do not use commercially available cleaners, detergent, thinner, or benzine. (Doing so may cause deformation, discoloration or damage.)
- Clean the scanner at least once a month.

1. Clean the outside of the scanner with a soft, slightly damp cloth.



2. Remove dirt and dust from the fan exhaust vent (①) with a brush.



## 8.2 Cleaning the Inside of the Scanner

Prepare the following cleaning supplies.

Soft and dry cloth (one that does not easily generate fibrous dust)	Used to clean the conveyor, ADF glasses, flatbed glass, and flatbed sheet.
Thin cotton swab	Used to clean the double feed detectors and the starting sensors.
Roller cleaning paper (KV-SS03)	Recommended for use in cleaning the rollers. If you do not have the roller cleaning paper, use a soft cloth with a small amount of isopropyl alcohol or water. Do not use commercially available cleaners, detergent, thinner, or benzene. (Doing so may cause deformation, discoloration or damage.)

### Note

- Clean the inside of the scanner when approximately 8,000 sheets have been scanned. The time for cleaning may differ depending on documents you scan. To maintain proper scanning, clean the scanner parts frequently.
- Clean the rollers if paper jamming or double feeding occurs frequently.
- If double feed detection does not function properly, clean the double feed detectors.
- Clean the ADF glasses, flatbed glass, and flatbed sheet when vertical streaks appear on the scanned images.
- Be careful not to damage any parts of the unit.
- Do not use flammable aerosol cleaners.
- Clean the flatbed glass and flatbed sheet when black dots or white patches appear on the images scanned with the flatbed.

### 8.2.1 Cleaning the ADF unit

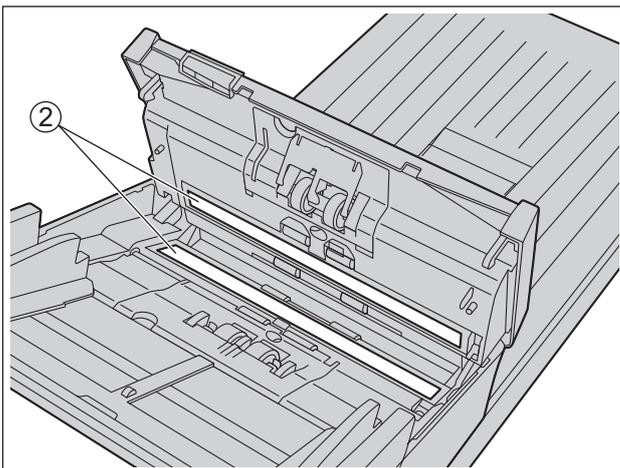
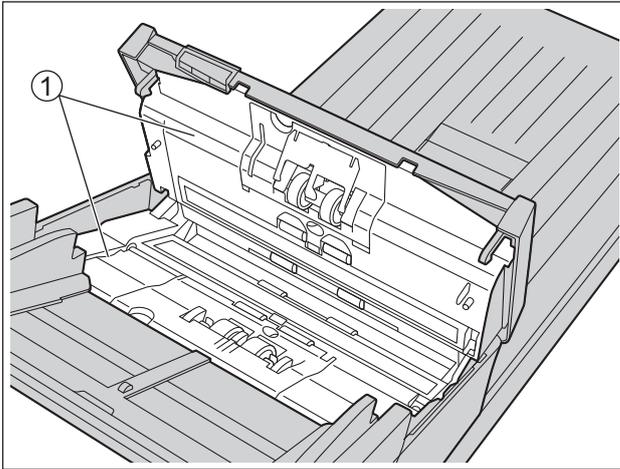
1. Open the ADF door (page 20).
2. Clean the conveyor, ADF glasses, double feed detectors, starting sensors and rollers.
  - Clean the parts in the following order: conveyor and ADF glasses, double feed detectors and starting sensors, rollers.
  - For details about cleaning, refer to the following:
    - "8.2.1.1 Cleaning the Conveyor and ADF Glasses" (page 51)
    - "8.2.1.2 Cleaning the Double Feed Detectors and Starting Sensors" (page 51)
    - "8.2.1.3 Cleaning the Rollers" (page 52)
3. Close the ADF door (page 20).

### Notice

- If roller cleaning notifications via the After Clean Roller Counter are enabled, reset the After Clean Roller Counter in User Utility to 0.  
For details, refer to the User Utility help.

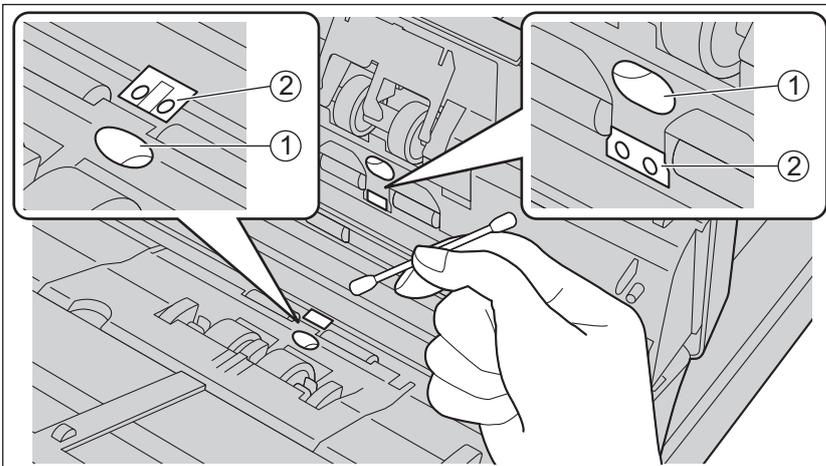
### 8.2.1.1 Cleaning the Conveyor and ADF Glasses

1. With a soft and dry cloth, wipe off any dirt on the conveyor (①) and ADF glasses (②).
  - If the dirt does not come off, use a soft, slightly damp cloth.



### 8.2.1.2 Cleaning the Double Feed Detectors and Starting Sensors

1. Remove dust from the double feed detectors (①) and starting sensors (②) with a cotton swab.



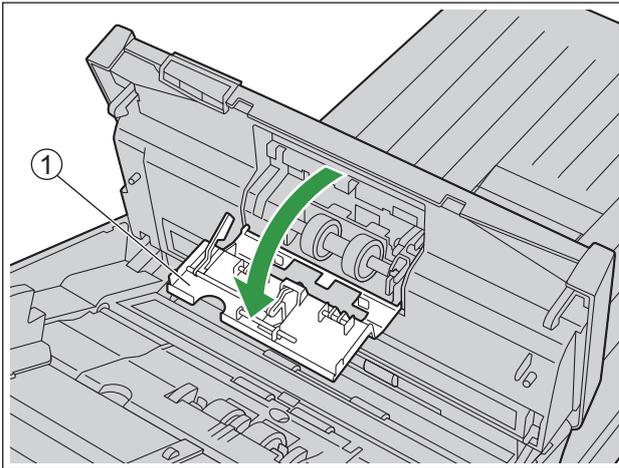
### 8.2.1.3 Cleaning the Rollers

Use the roller cleaning paper (KV-SS03) (page 8) to wipe dirt off from the surfaces of all rollers.

#### Notice

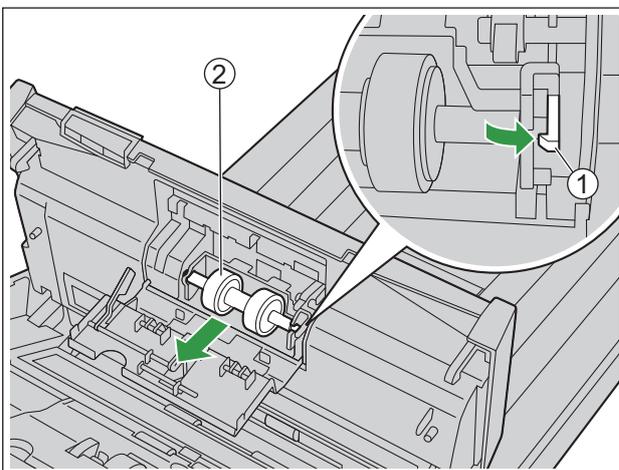
- Be careful not to damage any parts of the unit.

1. Open the double feed prevention roller cover (①).

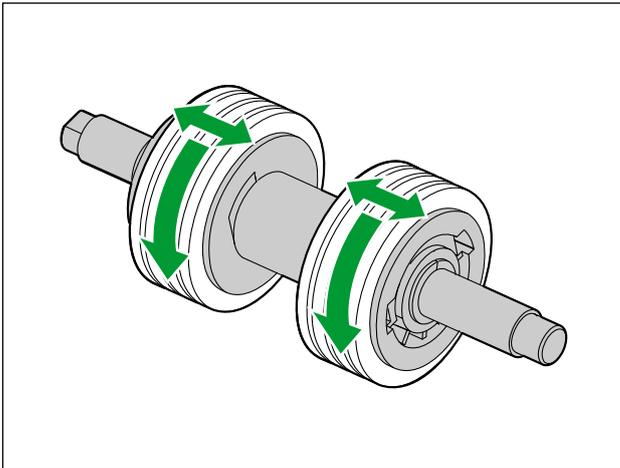


2. Remove the double feed prevention roller.

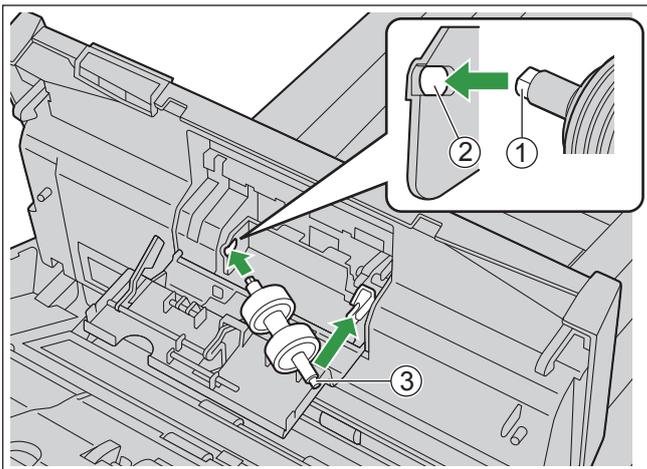
- While pushing the latch (①) to the right side as the direction indicated by the arrow, remove the double feed prevention roller (②) in the direction of the arrow. Then, pull out the left shaft (when facing it) from the notch in the roller mount.



3. Use the roller cleaning paper to clean the surface of the double feed prevention roller.
  - Wipe the entire surface of both rollers.



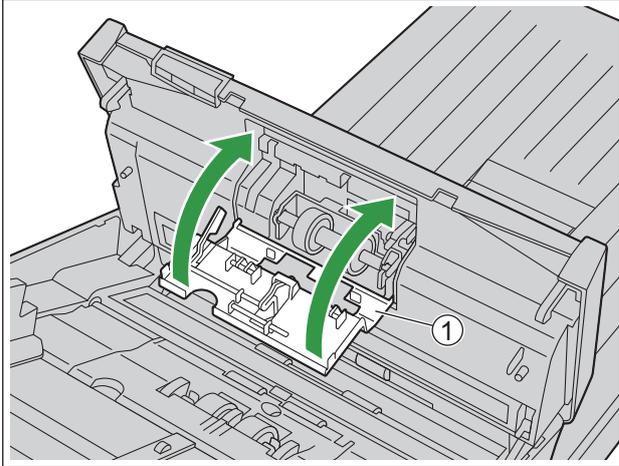
4. Install the double feed prevention roller.
  - Align the shaft that is shaped as indicated by ① with the notch in the roller mount (②), and then insert the shaft in the notch. Push the shaft on the opposite side (③) until it clicks into place.



## 8.2.1 Cleaning the ADF unit

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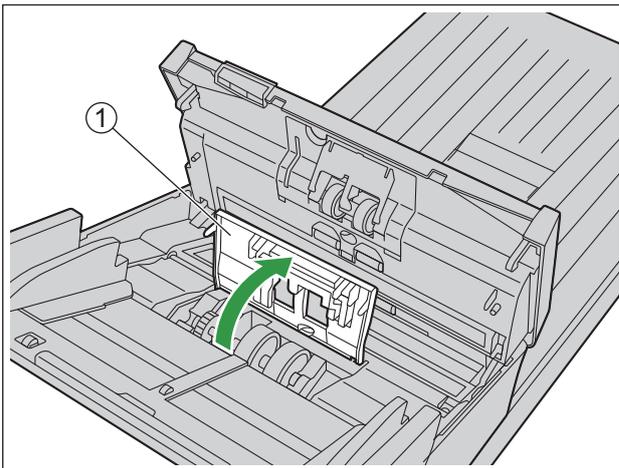
5. Close the double feed prevention roller cover (①) firmly.



### Notice

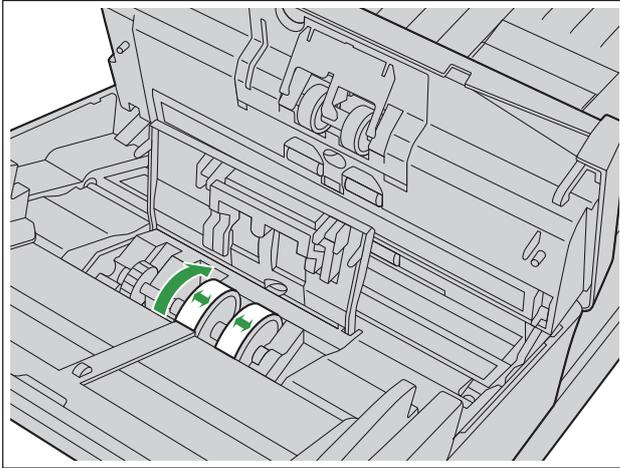
- Be sure to close the double feed prevention roller cover until it clicks into place.

6. Open the paper feed roller cover (①).



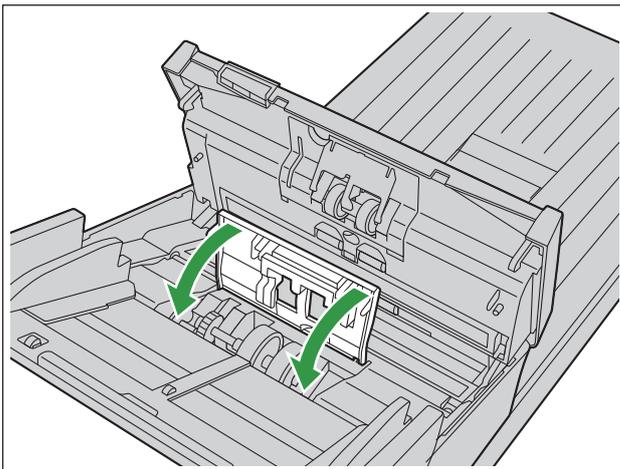
**7.** Use the roller cleaning paper to clean the paper feed roller.

- Wipe the rollers from one end to the other (in the direction of the arrow) all the way around them, as shown in the illustration.



**8.** Close the paper feed roller cover firmly.

- Make sure to close both sides of the paper feed roller cover until they click into place.



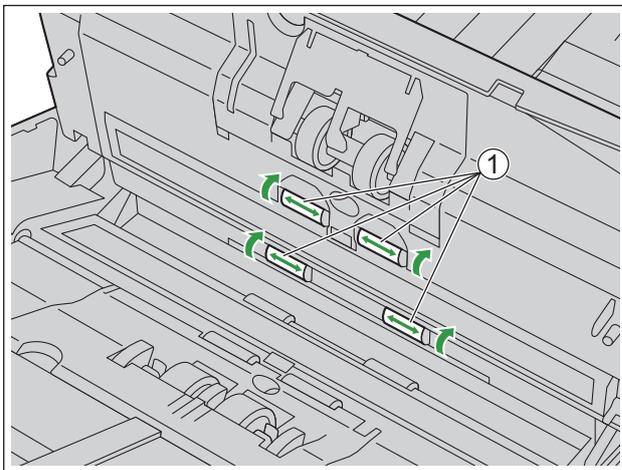
**9.** Clean the conveyor rollers and exit rollers. For details, see "8.2.1.4 Cleaning Mode" (page 57).

## 8.2.1 Cleaning the ADF unit

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10. Use the roller cleaning paper to clean the surface of the free rollers (①).

- Wipe the rollers from one end to the other (in the direction of the arrow) all the way around them, as shown in the illustration. Use your finger to rotate the roller and wipe dirt off of the entire surface of the roller.



### Note

- If misfeeding or double feeding occurs after cleaning or replacing the rollers, the rollers may not be installed properly. Confirm the installation conditions again.

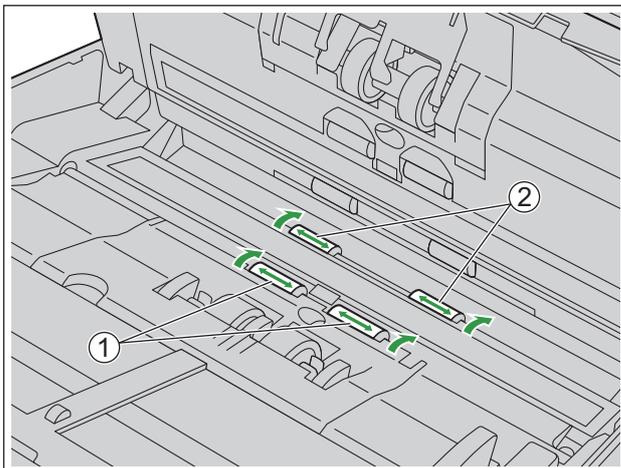
## 8.2.1.4 Cleaning Mode

Cleaning Mode can be used to help cleaning the conveyor rollers and the exit rollers. During Cleaning Mode, the conveyor rollers and the exit rollers rotate a small amount every time the Start/Stop button (◀/▶) on the scanner is pressed. So you do not have to rotate the conveyor rollers and the exit rollers by using your fingers in order to clean the entire surface of each roller.

### Notice

- Do not touch the rollers while they are rotating.
- Use Cleaning Mode only to clean the conveyor rollers and exit roller.

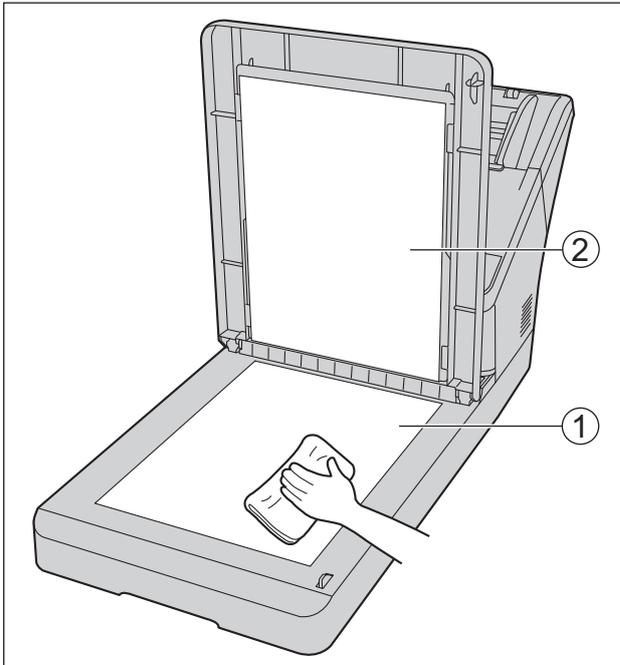
1. Close the ADF door (page 20).
2. Plug in the power cord and connect the USB cable.
3. Turn ON the unit's power (page 19).
4. Start the User Utility.
5. Select Cleaning Mode in User Utility.
6. Open the ADF door (page 20).
7. Enter Cleaning Mode in User Utility.
  - "E" is displayed on the 7-segment LED during Cleaning Mode.
8. Clean the conveyor rollers (①) and exit rollers (②).
  - i. Use the Roller Cleaning Paper (page 8) to wipe the rollers from one end to the other (in the direction of the arrow) all the way around them, as shown in the illustration.
  - ii. Press the Start/Stop button (◀/▶) on the scanner to rotate the rollers a small amount.
  - iii. Repeat these steps until all surfaces of all rollers are cleaned.



9. Exit Cleaning Mode after cleaning is completed.

## 8.2.2 Cleaning the flatbed unit

1. Turn OFF the unit's power (page 19).
2. Open the document cover (page 21).
3. Clean up the surface of flatbed glass (①) and flatbed sheet (②) with a soft and dry cloth.



4. Close the document cover (page 21).

## 8.3 Replacing the Rollers

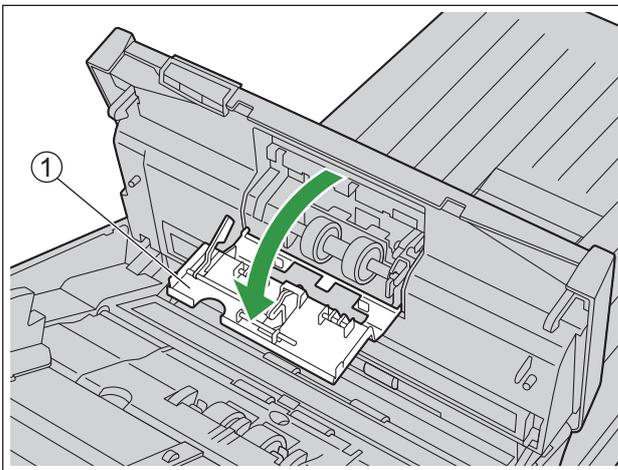
As a rough guideline, we recommend to replace the paper feed roller and double feed prevention roller module after scanning 250,000 sheets of paper. ("250,000 sheets" is based on scanning high-quality woodfree paper. Depending on the type of paper and other factors, the actual lifetime of the rollers may be shorter.)

In User Utility, you can check the number of sheets that have been scanned.

### Notice

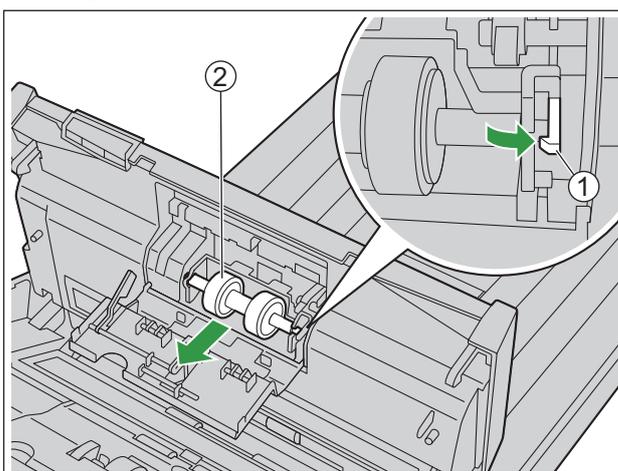
- Be careful not to damage any parts of the unit.

1. Open the ADF door (page 20).
2. Open the double feed prevention roller cover (①).



3. Remove the double feed prevention roller.

- While pushing the latch (①) to the right side as the direction indicated by the arrow, remove the double feed prevention roller (②) in the direction of the arrow. Then, pull out the left shaft (when facing it) from the notch in the roller mount.



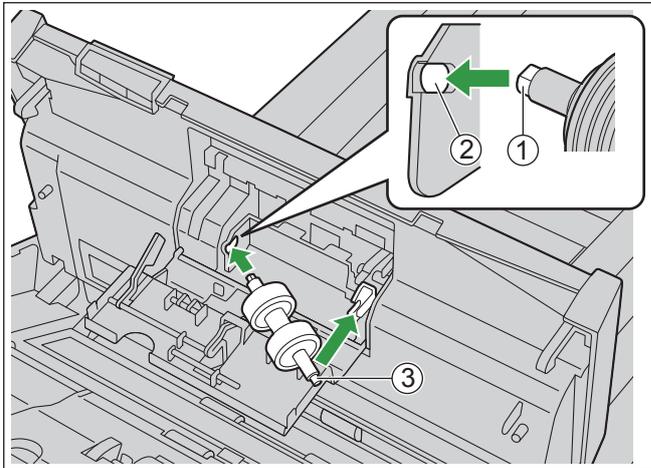
4. Take out the new double feed prevention roller module in the optional roller exchange kit.

### 8.3 Replacing the Rollers

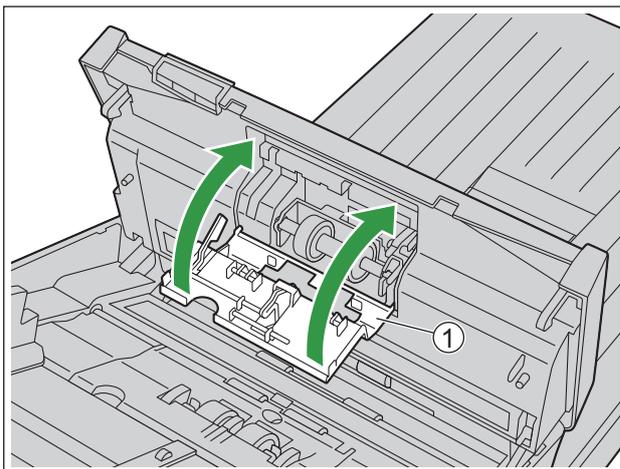
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**5.** Install the double feed prevention roller.

- Align the shaft that is shaped as indicated by ① with the notch in the roller mount (②), and then insert the shaft in the notch. Push the shaft on the opposite side (③) until it clicks into place.



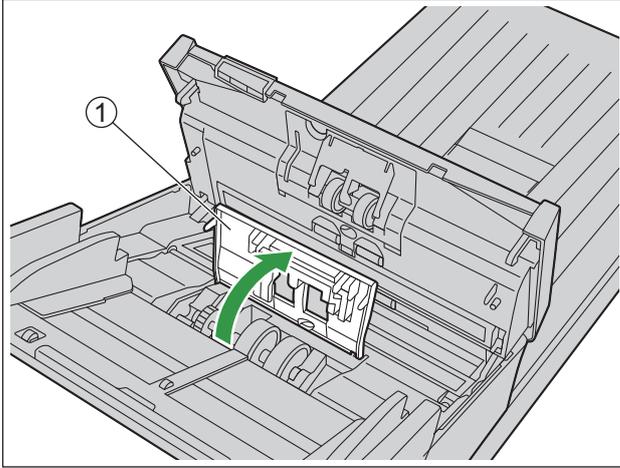
**6.** Close the double feed prevention roller cover (①) firmly.



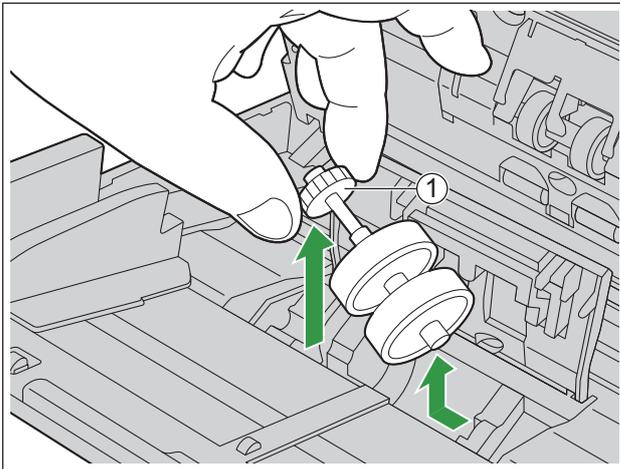
**Notice**

- Be sure to close the double feed prevention roller cover until it clicks into place.

7. Open the paper feed roller cover (①).



8. Lift up the gear (①) on the left side of the paper feed roller, and then remove the paper feed roller.

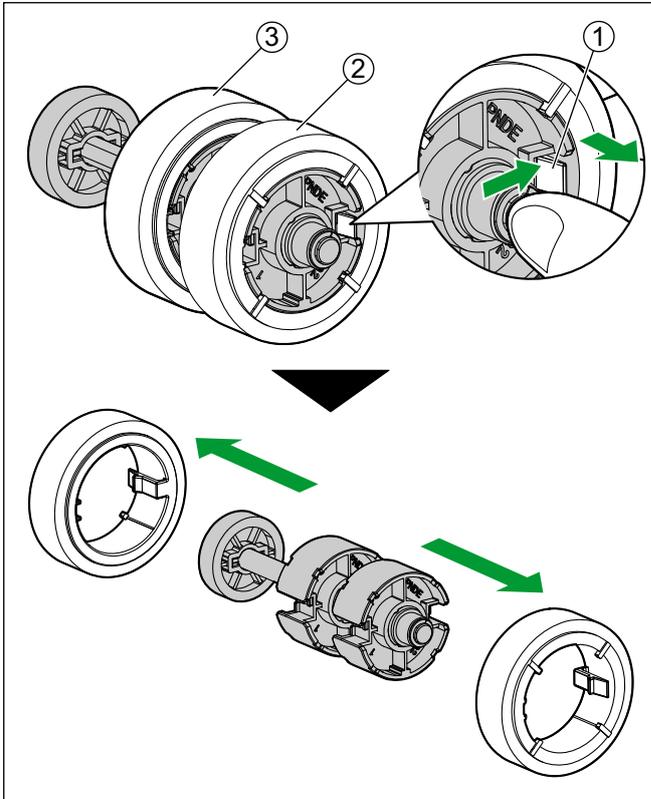


### 8.3 Replacing the Rollers

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**9.** Remove the rubber rollers from the paper feed roller shaft.

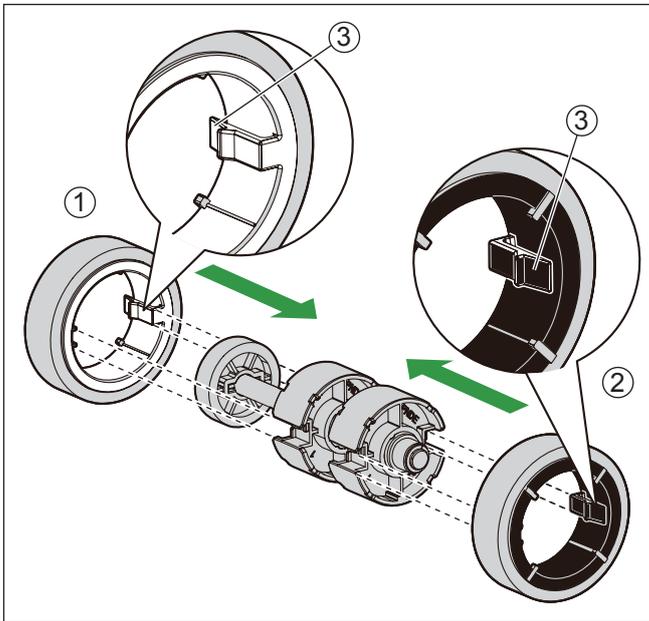
- Push the tab (1) to remove the rubber roller (2) from the paper feed roller shaft. Remove the other rubber roller (3) in the same way.



**10.** Take out the new paper feed roller in the optional roller exchange kit.

**11.** Install the two new rubber rollers onto the paper feed roller shaft.

- Make sure the left (① white) and right (② black) paper feed rollers are installed correctly.
- After confirming the tabs (③) of both rubber rollers are facing outwards, insert the rubber rollers onto the paper feed roller shaft until they click into place.

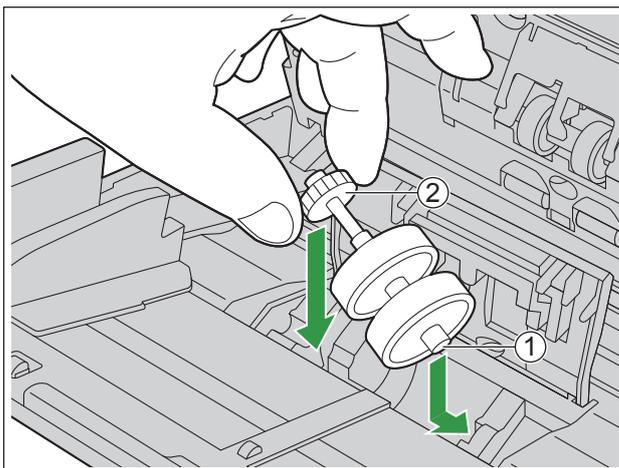


**Notice**

- Inserting a rubber roller with the tab facing inwards may damage the roller.

**12.** Install the paper feed roller with the new rubber rollers.

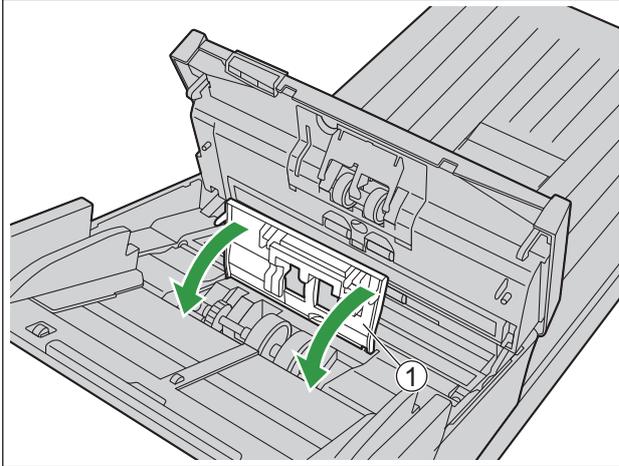
- Insert the short side of the paper feed roller shaft (①) to the roller mount, and then insert the gear (②) in the direction indicated by the arrow.



## 8.3 Replacing the Rollers

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13. Close the paper feed roller cover (①) firmly.



### Notice

- Make sure to close both sides of the paper feed roller cover until they click into place.
- After installing the paper feed roller, confirm that the paper feed roller can rotate in the feeding direction.

14. Close the ADF door (page 20).

15. Reset the After Replace Roller Counter in User Utility to 0.

- For details, refer to the User Utility help.

### Note

- If misfeeding or double feeding occurs after cleaning or replacing the rollers, the rollers may not be installed properly. Confirm the installation conditions again.

## 9 Appendix

### 9.1 Troubleshooting

If a problem occurs while the scanner is being used, check the following items and check the scanner status in User Utility. If the unit still malfunctions, turn it off, unplug the power cord and call for service.

Symptom	Possible Cause	Remedy
The LED (Green) does not light when the unit's power is turned on.	The power cord is not plugged in.	Insert the power plug firmly.
The computer does not recognize the scanner. The scanner is not functioning correctly.	The scanner is not connected to the computer correctly.	Connect the USB cable correctly.
	The software is not installed correctly.	Uninstall the software from the computer (page 68), and then install the software again (page 14).
	The scanner is connected via USB hub.	Do not connect via USB hub.
	There is a problem with the USB cable.	Make sure to use the included USB cable.
	The unit's power was turned off because no operation was performed for a certain period of time.	Turn on the unit's power (page 19).
Scan speed is slow.	The scanner is connected over a USB 1.1 connection.	Connect over USB 2.0.
The document has been loaded on the feed tray, but the scanner does not start scanning. (ADF)	The document is not loaded properly.	Load the document correctly. (page 28)
	The sensor cannot detect the document as the edge of the document is curled.	Flatten the document (page 23) and load it again (page 28).

## 9.1 Troubleshooting

Symptom	Possible Cause	Remedy
Double feeding occurs frequently. (ADF)	The paper feed roller or double feed prevention roller have become worn down.	Replace the paper feed roller or double feed prevention roller. (page 59)
	The double feed detectors are dirty.	Clean the double feed detectors. (page 51)
	Right and left sides of the document to be scanned are not the same in height, because of curling or folding.	Flatten the document (page 23) and load it again after reducing the number of sheets.
	The document is printed on an unsupported type of paper or thick paper.	Make a copy of the document on paper of a compatible type and thickness (page 22), and then scan the copy.
	The length of the paper is too short.	Make a copy of the document on paper of a compatible size (page 22), and then scan the copy.
	The document is not aligned correctly.	Realign the document. (page 28)
	Too many sheets are set on the feed tray.	Remove sheets until the sheets on the feed tray are under the limit mark on the document guide.
	The double feed detectors are not adjusted properly.	Remove the documents, and then turn off/on the unit's power (page 19).
The documents are not fed one at a time, but in bunches. (ADF)	The scanning method is set to manual.	Select automatic scanning using the manual feed selector. (page 10)
A double feed is detected when scanning cards. (ADF)	The cards are set in portrait orientation.	Either disable the double feed detection function or set the cards in landscape orientation.
Paper jams occur frequently. (ADF)	The document is wrinkled.	Smooth out the document.
	The rollers are dirty.	Clean the rollers. (page 52)
	The document is not aligned correctly.	Realign the document. (page 28)
	Too many sheets are set on the feed tray.	Remove sheets until the sheets on the feed tray are under the limit mark on the document guide.
Scanned documents have been rolled up in the exit tray area when using the exit guides. (ADF)	The documents are curved or curled.	Scan the documents with the exit guides folded. (page 28)

Symptom	Possible Cause	Remedy
Scanned image is skewed. (ADF)	The document guides are not adjusted to the size of the document to be scanned, or the document to be scanned is set slanted on the feed tray.	Adjust the document guides properly to the size of the document to be scanned. (page 28)
	Right and left sides of the document to be scanned are not the same in height, because of curling or folding.	Flatten the document (page 23) and load it again after reducing the number of sheets.
The image for a scanned document is blank.	The document to be scanned was loaded upside down.	Load the document correctly. (page 28 and page 35)
Vertical streaks appear on the scanned document.	The ADF glasses, flatbed glass and flatbed sheet are dirty.	Clean the ADF glasses, flatbed glass and flatbed sheet. (page 51 and page 58)
The scanning density is uneven.	The ADF glasses, flatbed glass and flatbed sheet are dirty.	Clean the ADF glasses, flatbed glass and flatbed sheet. (page 51 and page 58)
The color of the scanned document is extremely different from the original document.	The settings of the computer monitor are wrong.	Adjust the computer monitor settings.
	Depending on the documents scanned, the color of documents may not be scanned properly. For example, the color of a highlighter pen may be scanned lighter than it appears.	Setting the value for [Chroma] higher in the scanning conditions may solve this problem.
Dark spots or noise appear on the scanned documents.	The ADF glasses, flatbed glass and flatbed sheet are dirty.	Clean the ADF glasses, flatbed glass and flatbed sheet. (page 51 and page 58)
There is noise or wave patterns (moire pattern) on the scanned image.	The scanning resolution settings, combined with patterns within the scanned image, may cause this problem.	Change the scanning resolution or turn the Moire Reduction function on, and perform scanning again. About Moire Reduction function, refer to the Image Capture Plus, TWAIN, or ISIS help.
The sound made by paper being ejected is higher than usual when you scan short documents.	If the length of documents are less than about 148 mm (5.8 in.), feeding speed control will be activated for exiting documents; this is normal behavior.	—
"U" or "F" is displayed on the 7-segment LED.	An error has occurred.	Check the scanner status in User Utility.

# 9.2 Uninstalling the Software

If you want to remove the software that is installed on your computer, follow the procedure below to uninstall it.

1. In [Control Panel], open [Uninstall a program].
  - In Windows XP, select [Add or Remove Programs].
2. Uninstall the following software programs.
  - Image Capture Plus
  - Scan Button Setting Tool
  - IDREngine
  - Panasonic Scanner Manuals
  - Panasonic Document Scanner Device Driver
  - MCD
  - KV-SL3066 KV-SL3056 ISIS Driver
  - Panasonic Document scanner TWAIN Driver
  - Panasonic Scanner User Utility
  - OCREngine
3. Follow the instructions on the screen.

## 9.3 Repacking Instructions

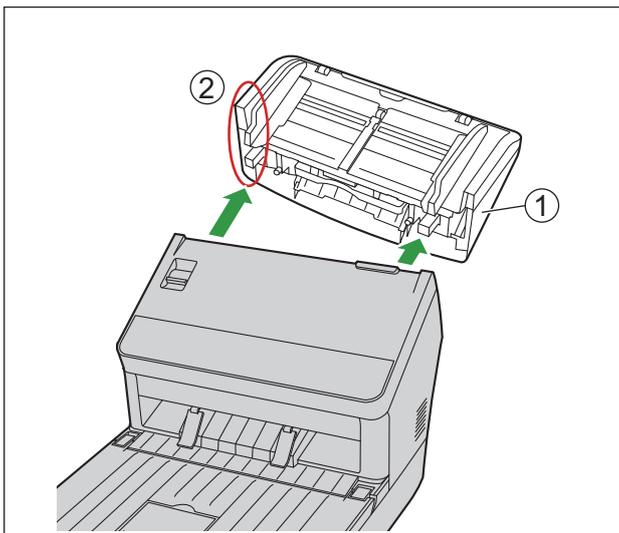
It is highly recommended that you keep the original carton and *ALL* packing materials. If you need to transport or ship the scanner, please follow these instructions.

### Note

- Improper repacking of the scanner may result in a service charge to repair the scanner.
- Please use the original carton and all of the original packing materials.
- The scanner should be handled in the correct (horizontal) position.

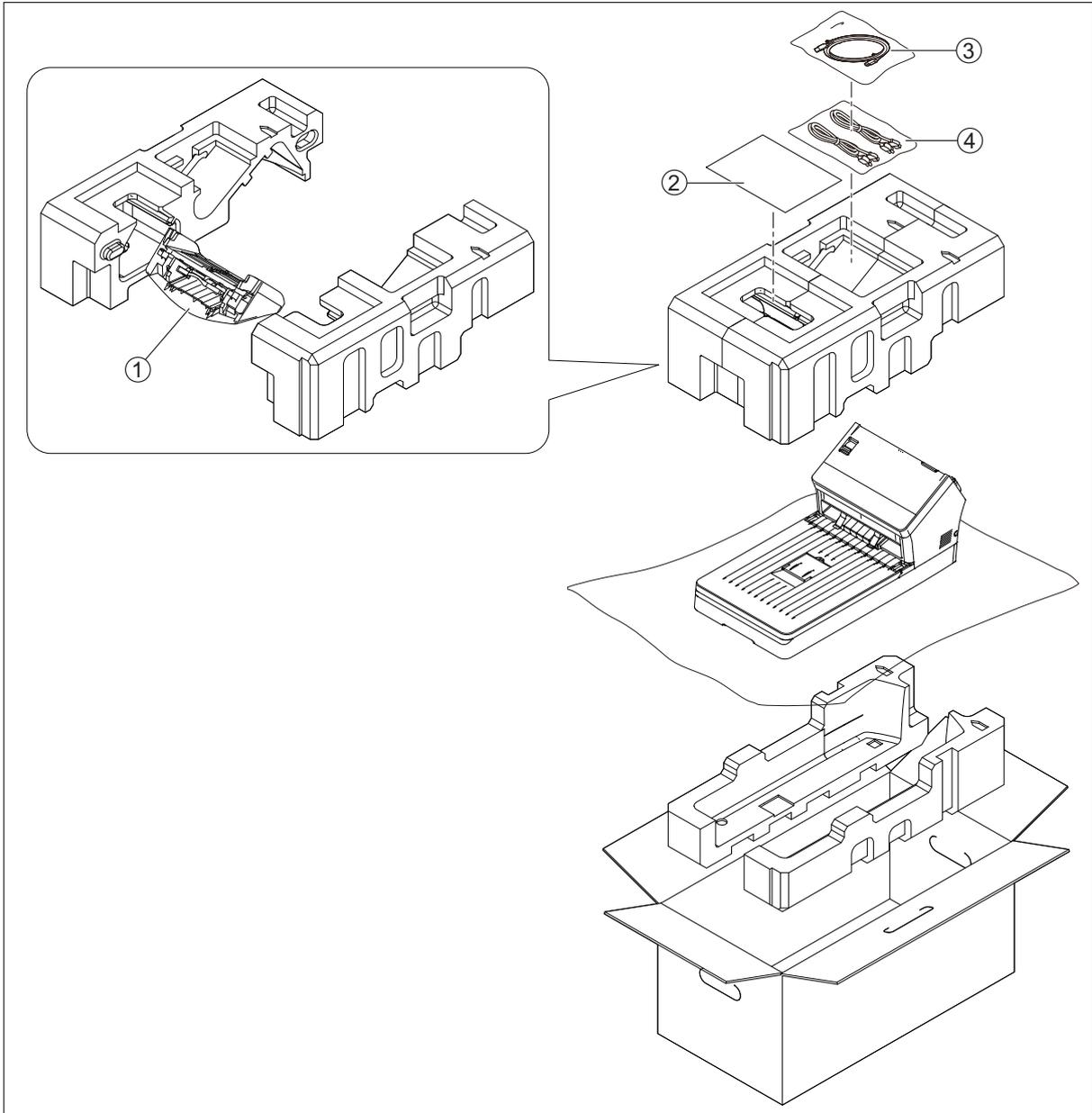
### Required Materials

- Original scanner carton and packing materials
  - Shipping tape and scissors
1. Turn the unit OFF (page 19), unplug the power cord and disconnect the USB cable.
  2. Remove the feed tray (①) from the unit.
    - Remove the left side of the feed tray (②) first as shown in the illustration.



## 9.3 Repacking Instructions

### 3. Pack the scanner.



- ① Feed tray
- ② Quick Installation Guide and Software / Manual CD-ROM
- ③ USB cable
- ④ Power cord

## 9.4 Specifications

### Scanning

Item		KV-SL3066	KV-SL3056
Scanning face		Duplex	
Scanning method		Color CIS (600 dpi)	
Scanning speed <sup>*1</sup> • A4 / Portrait • Binary / color • (200 dpi, 300 dpi)	ADF (Simplex)	65 pages/min.	45 pages/min.
	ADF (Duplex)	130 images/min.	90 images/min.
	Flatbed	1.5 s/page	
Scanning resolution <sup>*2</sup>		100 dpi – 600 dpi (1 dpi step), 1,200 dpi (Interpolated) Optical: 300 dpi / 600 dpi (Automatic switch)	
Paper size for ADF <sup>*3</sup>	Width × Length	<b>When feeding one sheet:</b> 48 mm × 54 mm - 216 mm × unlimited (1.9 in. × 2.1 in. - 8.5 in. × unlimited) <sup>*4</sup> <b>When feeding multiple sheets:</b> 48 mm × 54 mm - 216 mm × 356 mm (1.9 in. × 2.1 in. - 8.5 in. × 14 in.)	
	Thickness	Paper: 0.04 mm – 0.5 mm (1.6 mils– 19.7 mils) Bound documents: 2.6 mm (102.4 mils) (including carrier sheet) Note: 1 mil = 0.001 in.	
	Weight	20 g/m <sup>2</sup> – 413 g/m <sup>2</sup> (5 lb. – 110 lb.)	
Paper size for flatbed		216 mm × 297 mm (8.5 in. × 11.69 in.)	
Card <sup>*5</sup>	Format	ISO format	
	Size	85.6 mm × 54 mm (3.4 in. × 2.1 in.)	
	Thickness	0.76 mm (0.03 in.) Embossed card up to 1.4 mm (0.055 in.)	
	Feed capacity	3 cards on the feed tray or on the mixed batch card guide	
Feed capacity		100 sheets (80 g/m <sup>2</sup> [21 lb.] High-quality woodfree paper) <sup>*6</sup>	
Roller replacement <sup>*7</sup>		250,000 sheets	

\*1 The scanning speed differs depending on the host computer, the operating system, the application, the measuring method, the quantity of data in the image, and the paper type. The scanning speed depends on a measuring method of Panasonic.

\*2 When scanning a document larger than A5 size at high resolutions over 600 dpi, the scanning may fail due to insufficient memory.

\*3 For details, see "6.2.1.1 Compatible Paper" (page 22).

\*4 Using "Long Paper", you can scan long documents by splitting them into smaller parts. For details about "Long Paper", refer to the Image Capture Plus, TWAIN, or ISIS help.

\*5 For details, see "6.2.1.2 Compatible Card" (page 24).

\*6 Less than 100 mm (3.9 in.) length paper or legal size: 75 sheets

\*7 For details, see "8.3 Replacing the Rollers" (page 59).

## 9.4 Specifications

### General

Item		KV-SL3066	KV-SL3056
External dimensions (Width × Depth × Height)		300 mm × 650 mm × 308 mm (11.8 in. × 25.6 in. × 13.7 in.)	
Weight		6.7 kg (14.8 lb.)	
Power requirement* <sup>1</sup>		AC 220 – 240 V, 50/60 Hz, 0.5 A	
Power consumption	Scanning	40 W or less	37 W or less
	Ready	10 W or less	
	Sleep	1.8 W or less	
	Power OFF	0.5 W or less	
Operating environment		Temperature: 5 °C – 35 °C (41 °F – 95 °F) Humidity: 20 % – 80 % RH	
Storage environment		Temperature: -10 °C – 50 °C (14 °F – 122 °F) Humidity: 8 % – 75 % RH	
Interface		USB 2.0	

\*<sup>1</sup> The power requirement differs depending on the country/area. Do not use a power source that does not meet the power source specifications marked on the unit. The power source specifications of this unit are listed on the rating name plate.

