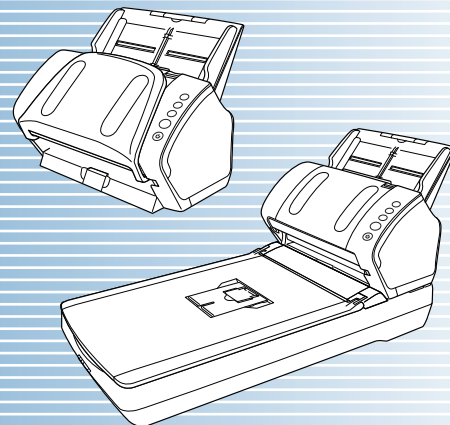# FUJITSU

fi-7140/fi-7240

Image Scanner

Operator's Guide

Thank you for purchasing our image scanner.
This manual explains about the basic operations and handling of the scanner.
For information on scanner installation, connection and software installation, refer to "Getting Started".

Introduction

Explains the names and functions of parts and basic scanner operation.	Scanner Overview
Explains how to load documents on the scanner.	How to Load Documents
Explains how to use the Operator Panel.	How to Use the Operator Panel
Explains about various ways of scanning	Various Ways to Scan
Explains how to clean the scanner.	Daily Care
Explains how to replace the consumables.	Replacing the Consumables
Explains about troubleshooting.	Troubleshooting
Explains how to configure settings in the Software Operation Panel.	Operational Settings

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How to Use This Manual

How to Use This Manual

The following shows the tips for using this manual.

- To display or print this manual, either Adobe® Acrobat® (7.0 or later) or Adobe® Reader® (7.0 or later) is required.

- In this manual, you can use the Search tool of Adobe® Acrobat® or Adobe® Reader®.
  For details, refer to the Adobe® Acrobat® or Adobe® Reader® Help.

- Use the [Page Up] key to return to the previous page, and the [Page Down] key to go to the next page.

- Click a blue character string, tab or contents/index title (where the mouse cursor changes into a shape such as 🖑) to jump to the link.

  - Common for All Pages

    Jumps to the first page of each chapter. This tab is on every page.
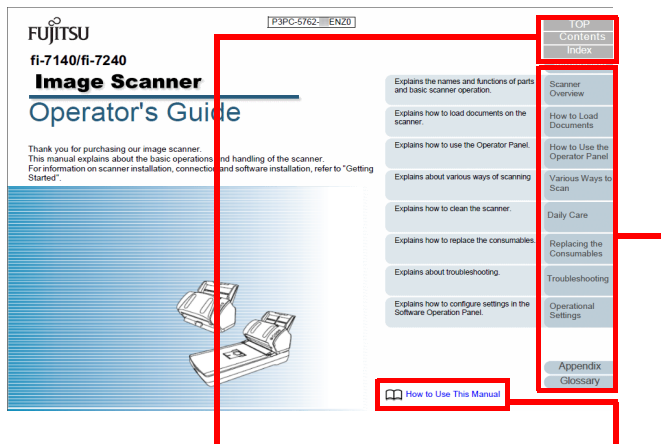
    TOP: Jumps to the cover page.
    Contents: Jumps to the contents page.
    Index: Jumps to the index page.
    This tab is on every page.

    Jumps to this page.
    Click on a blue character string to jump to the link.

- Contents Page

  Click on a title to jump to the link.

- Index Page

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Introduction

Thank you for purchasing our Color Image Scanner fi Series.

About This Product

"This product" refers to two scanner models, which are fi-7140 and fi-7240.

Each scanner is equipped with an Automatic Document Feeder (ADF) that allows duplex (double-sided) scanning, and supports USB interface.

The following table shows the differences between each model.

Model	Scanner Type		Interface	Scanning Speed (*2)
	ADF	Flatbed (*1)	USB	
fi-7140	Yes	-	Yes	40 ppm/80 ipm
fi-7240	Yes	Yes	Yes	40 ppm/80 ipm

Yes: Available
-: Not available
*1: Flatbed allows you to scan thin paper and thick documents such as a book.
*2: When scanning A4 size documents at 300 dpi.

Manuals

The following manuals are included for this product. Read them as needed.

Manual	Description
Safety Precautions (paper, PDF)	Contains important information about the safe use of this product. Make sure to read this manual before using the scanner. The PDF version is included in the Setup DVD-ROM.
Getting Started (paper, PDF)	Outlines the procedures from installation to operation of the scanner. The PDF version is included in the Setup DVD-ROM.
Operator's Guide (this manual) (PDF)	Provides detailed information on how to operate and maintain the scanner daily, how to replace the consumables, and how to troubleshoot problems. Included in the Setup DVD-ROM.
fi-718PR Imprinter Operator's Guide (PDF)	Provides detailed information on how to operate and maintain the option fi-718PR imprinter daily, how to replace the consumables, and how to troubleshoot problems. Included in the Setup DVD-ROM.
PaperStream Capture User's Guide (PDF)	Provides an overview of PaperStream Capture, and detailed information on installation, how to scan documents, activation, and multistation operation. Included in the Setup DVD-ROM.

Manual	Description
Scanner Central Admin User's Guide (PDF)	Explains about the overview, installation, operation and maintenance of Scanner Central Admin. Included in the Setup DVD-ROM.
Error Recovery Guide (HTML Help)	Details the status of the scanner and explains how to resolve problems encountered. Contains movie segments that explain operation procedures such as cleaning this product and replacing the consumables. Included in the Setup DVD-ROM.
Help (scanner driver)	Explains how to use and configure the settings for the scanner drivers. Can be referenced from each scanner driver.
Help (application)	Explains how to use and configure the settings for the application software. Read them as needed. Can be referenced from each application.

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Manufacturer

PFU Limited

YOKOHAMA i-MARK PLACE, 4-5 Minatomirai 4-chome, Nishi-ku, Yokohama-shi, Kanagawa 220-8567 Japan.

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Conventions

Safety Information

The attached "Safety Precautions" manual contains important information about the safe and correct use of this product. Make sure that you read and understand it before using the scanner.

Symbols Used in This Manual

The following indications are used in this manual to obviate any chance of accident or damage to you, people near you, and your property. Warning labels consist of a symbol indicating the severity and a warning statement. The symbols and their meanings are as follows.

⚠ WARNING	This indication alerts operators of an operation that, if not strictly observed, may result in severe injury or death.
⚠ CAUTION	This indication alerts operators of an operation that, if not strictly observed, may result in safety hazards to personnel or damage to the product.

Abbreviations Used in This Manual

The operating systems and products in this manual are indicated as follows.

Name	Indication
Windows Server® 2008 R2 Standard (64-bit)	Windows Server 2008 R2 (*1)
Windows® 7 Professional (32-bit/64-bit)	Windows 7 (*1)
Windows® 7 Enterprise (32-bit/64-bit)	
Windows Server® 2012 Standard (64-bit)	Windows Server 2012 (*1)
Windows Server® 2012 R2 Standard (64-bit)	Windows Server 2012 R2 (*1)
Windows® 8.1 (32-bit/64-bit)	Windows 8.1 (*1)
Windows® 8.1 Pro (32-bit/64-bit)	
Windows® 8.1 Enterprise (32-bit/64-bit)	
Windows® 10 Home (32-bit/64-bit)	Windows 10 (*1)
Windows® 10 Pro (32-bit/64-bit)	
Windows® 10 Enterprise (32-bit/64-bit)	
Windows® 10 Education (32-bit/64-bit)	

Name	Indication
Windows Server® 2016 Standard (64-bit)	Windows Server 2016 (*1)
Windows Server® 2019 Standard (64-bit)	Windows Server 2019 (*1)
Windows Server® 2022 Standard (64-bit)	Windows Server 2022 (*1)
Windows® 11 Home (64-bit)	Windows 11 (*1)
Windows® 11 Pro (64-bit)	
Windows® 11 Enterprise (64-bit)	
Windows® 11 Education (64-bit)	
PaperStream IP (TWAIN)	PaperStream IP driver
PaperStream IP (TWAIN x64)	
PaperStream IP (ISIS) for fi-71xx/72xx	

*1: Where there is no distinction between the different versions of the above operating system, the general term "Windows" is used.

Arrow Symbols in This Manual

Right-arrow symbols (→) are used to separate icons or menu options you should select in succession.
Example: Click [Start] menu → [Control Panel].

Screen Examples in This Manual

Microsoft product screenshots are reprinted with permission from Microsoft Corporation.
The screen examples in this manual are subject to change without notice in the interest of product development.
If the actual displayed screen differs from the screen examples in this manual, operate by following the actual displayed screen while referring to the user's manual of the scanner application that you are using.
The screenshots used in this manual are of Windows 7. The actual windows and operations may differ depending on the operating system. Also note that with some scanner models, the screens and operations may differ from this manual when you update the software. In that case, refer to the manual provided upon updating the software.

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Chapter 1 Scanner Overview

This chapter explains about the names and functions of the scanner components, as well as the methods for basic operations.

1.1 Main Features

This section explains about the main features of this product.
The scanner is equipped with the following features:

High speed scanning

Realizes a scanning speed of 40 ppm/80 ipm (*1). Furthermore, you can load up to 80 sheets of documents for continuous scanning which allows you to quickly digitize a large volume of documents.

Function Number Display

The scanner mounts the Function Number Display that displays the error status. It is used to easily check the status of the scanner.

Improved efficiency for pre-scan work

The scanner can perform "batch scanning" which allows you to scan documents with different paper weights and sizes at once. This simplifies the process of sorting the documents before scanning.

Reduced work loss caused by multifeeds

The scanner mounts an ultrasonic multifeed sensor that accurately detects "multifeed" errors where two or more sheets are fed through the scanner at once. This multifeed detection is reliable even when scanning a mixed batch of documents with different paper weights and sizes, avoiding potential work loss.

Intelligent Multifeed function

When there is paper of the same size attached to a designated location on the page, the Intelligent Multifeed function enables the scanner to recognize the location of the attachment. This allows you to continue scanning instead of pausing the scan by detecting every paper attachment as multifeed. Furthermore, the "paper protection" function will reduce the risk of damaging your valuable documents.

Advanced image processing function

The scanner's automatic detection function outputs images in color or monochrome by the document content.

Imprinter option

Imprinter is available as an option, which is often demanded for managing/verifying documents. Having the capability to print on the scanned documents could drastically improve usability.
The imprinter can be installed on fi-7140.

Scanning on black background

A black document pad is available as an option, which allows you to perform scanning on a black background when the flatbed is used. It can be used to automatically correct skewed images or accurately detect the size of the scanned document.
The black document pad can be used on fi-7240.

Capable of scanning photographs, clippings, and documents larger than A4/Letter size

The Carrier Sheet, which is available as an option, allows you to scan documents that are larger than A4/Letter size, as well as non-standard size documents such as photographs or clippings. You can load multiple Carrier Sheets or mix it with regular documents in the same batch.

Centralized management of multiple scanners

The bundled "Scanner Central Admin Agent" application allows you to manage multiple scanners together. For example, you can update the scanner settings and drivers, as well as monitor the operating status of each scanner.
For details, refer to the Scanner Central Admin User's Guide.

*1: When scanning A4 size documents at 300 dpi.

1.2 Parts and Functions

This section shows the names of the scanner parts.

fi-7140

■Front

Side Guides

Positions the documents in place when the documents are loaded in the ADF paper chute (feeder) as they are fed into the scanner.

ADF (Automatic Document Feeder)

Pulls and feeds the documents one sheet at a time from the ADF paper chute (feeder).
Open this to replace consumables or to clean the inside of the scanner.

Stacker

Stacks up the ejected documents.

Stopper

Lift up to adjust to the document length.

Stacker Extension 2

Slide out to adjust to the document length.

Stacker Extension 1

Slide out to adjust to the document length.
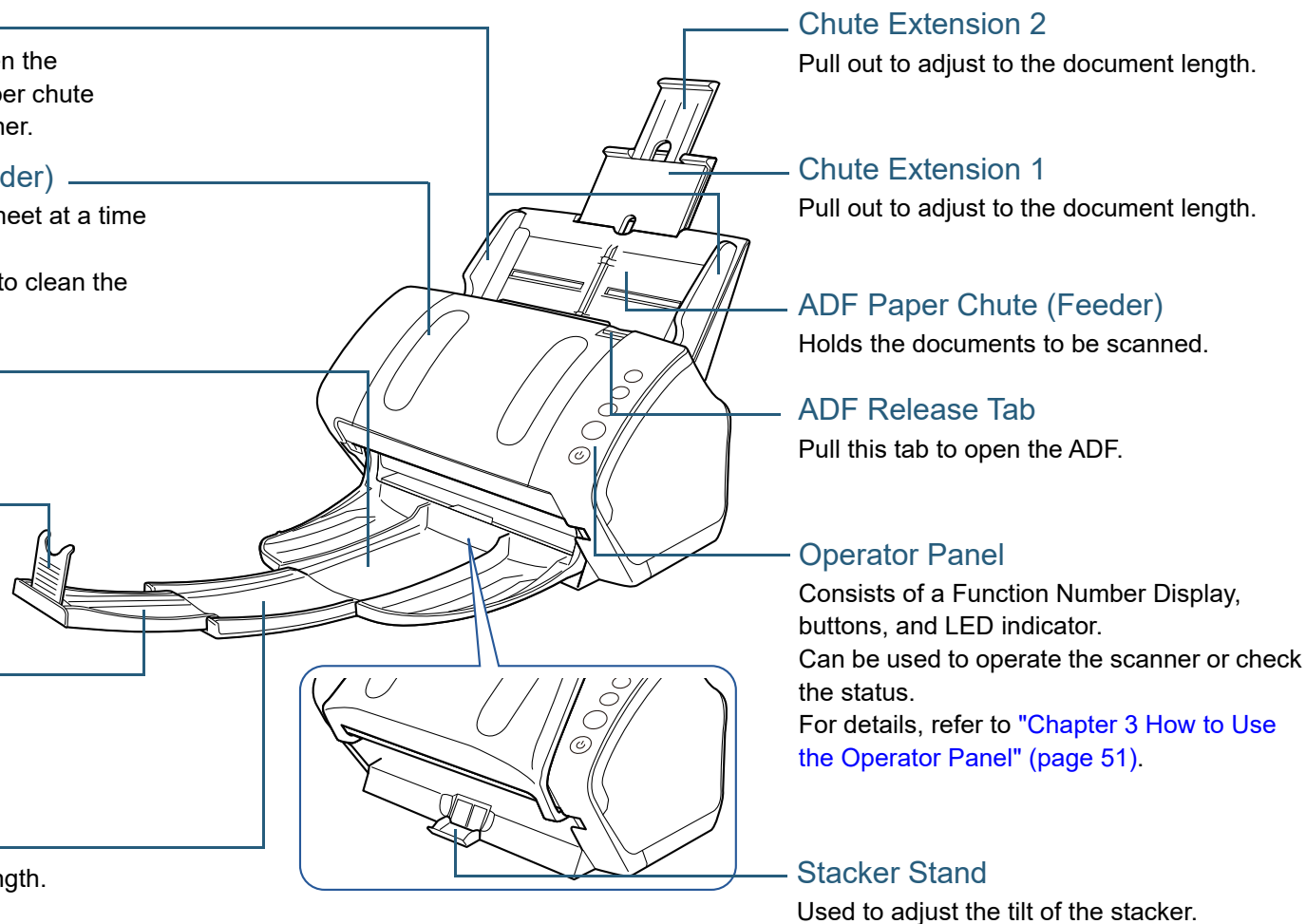
Chute Extension 2

Pull out to adjust to the document length.

Chute Extension 1

Pull out to adjust to the document length.

ADF Paper Chute (Feeder)

Holds the documents to be scanned.

ADF Release Tab

Pull this tab to open the ADF.

Operator Panel

Consists of a Function Number Display, buttons, and LED indicator.
Can be used to operate the scanner or check the status.
For details, refer to .

Stacker Stand

Used to adjust the tilt of the stacker.

■Back

Ventilation Port

Holes for ventilating hot air from inside the scanner.

USB Connector

Used to connect a USB cable.

Power Connector

Used to connect the power cable.
"Power cable" refers to the AC cable and AC adaptor connected together.

EXT Connector

Used to connect the imprinter.
The imprinter is used to print text (such as alphabets or numbers) after a document is scanned, and is available as an option.
It can be useful for managing documents when you add a name, date or serial number on the scanned document.
For details, refer to "A.4 Scanner Options" (page 168).

Security Cable Slot

Used to connect an anti-theft security cable (commercially available).

■Removable Parts

Pick Roller

ADF Paper Chute (Feeder)

Brake Roller

fi-7240

■Front

Side Guides

Positions the documents in place when the documents are loaded in the ADF paper chute (feeder) as they are fed into the scanner.

ADF (Automatic Document Feeder)

Pulls and feeds the documents one sheet at a time from the ADF paper chute (feeder).
Open this to replace consumables or to clean the inside of the scanner.

Stopper

Lift up to adjust to the document length.

Stacker

Stacks up the ejected documents.

Transport Lock Switch

Locks the carrier unit (which is inside the flatbed) to prevent damage during transportation.

Flatbed

For scanning documents (such as thin paper or books) that cannot be scanned with the ADF.

Chute Extension 2

Pull out to adjust to the document length.

Chute Extension 1

Pull out to adjust to the document length.

ADF Paper Chute (Feeder)

Holds the documents to be scanned.

ADF Release Tab

Pull this tab to open the ADF.

Operator Panel

Consists of a Function Number Display, buttons, and LED indicator.
Can be used to operate the scanner or check the status.
For details, refer to .

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◾Inside (Flatbed)
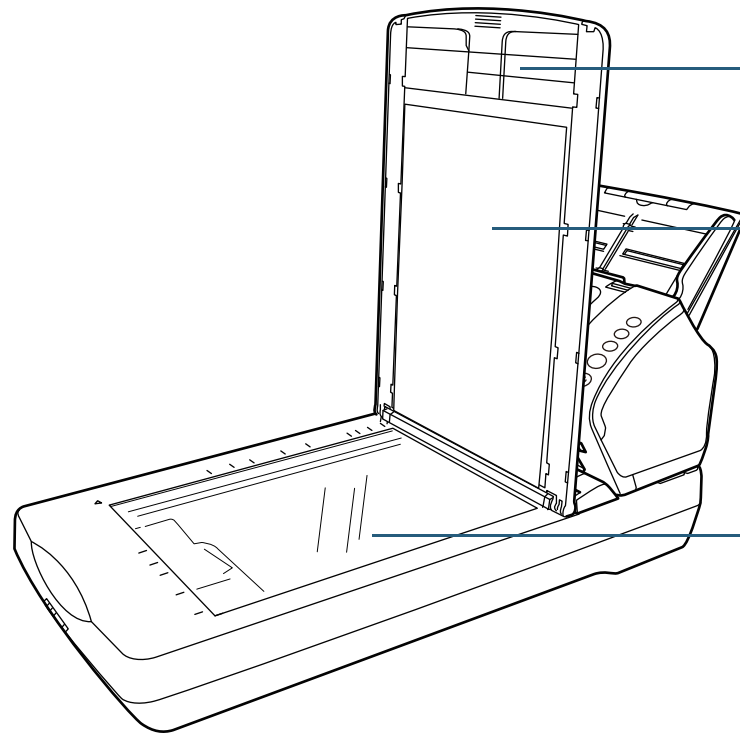
Document Cover

Close it to hold the document in place.

Document Pad

Holds the document down against the document bed.
Document cover with a black document pad is also available as an option.
Use it to perform scanning in black background on the flatbed.
For details, refer to "A.4 Scanner Options" (page 168).

Document Bed

Place a document on the glass section.

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■Back

Ventilation Port

Holes for ventilating hot air from inside the scanner.

USB Connector

Used to connect a USB cable.

Power Connector

Used to connect the power cable.
"Power cable" refers to the AC cable and AC adaptor connected together.

Security Cable Slot

Used to connect an anti-theft security cable (commercially available).

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■Removable Parts

Document Cover

Pick Roller

ADF Paper Chute (Feeder)

Brake Roller

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Common Parts for All Models

■Inside (ADF)

Glass (× 2)
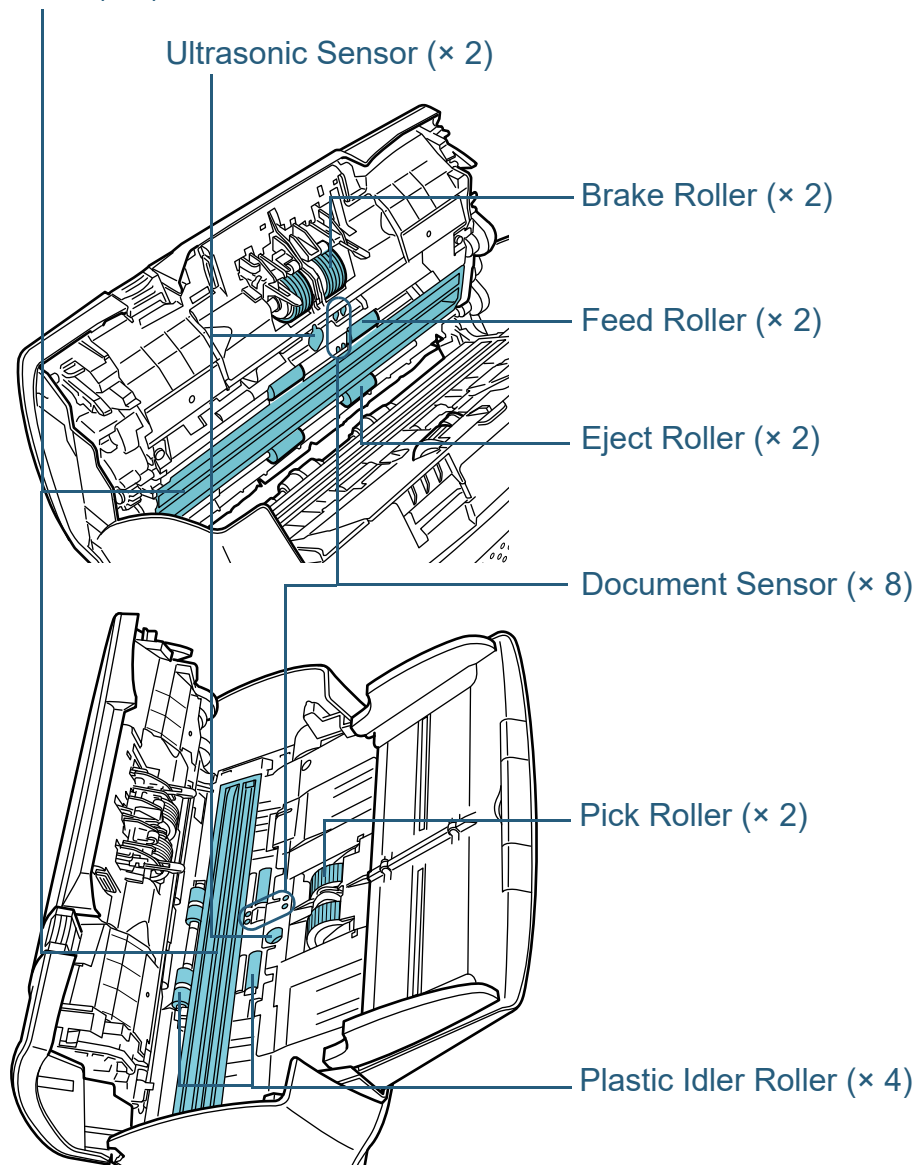
Ultrasonic Sensor (× 2)

Brake Roller (× 2)

Feed Roller (× 2)

Eject Roller (× 2)

Document Sensor (× 8)

Pick Roller (× 2)

Plastic Idler Roller (× 4)

1.3 Turning the Power ON/OFF

This section explains how to power on/off the scanner.

> **HINT**
> The method by which the scanner is powered on/off can be specified from one of the following:
> - Press the [Power] button on the operator panel
> - Use an AC power strip to control power supply for peripherals such as a scanner in accordance with the computer's power.
> - Turn on/off the scanner in accordance with the computer's power.
>
> For details, refer to "Method of Turning the Scanner ON/OFF [Power Switch Control]" (page 161).

How to Turn the Power ON

1 Press the [Power] button on the operator panel.

Check

Function

Send to

Scan /Stop
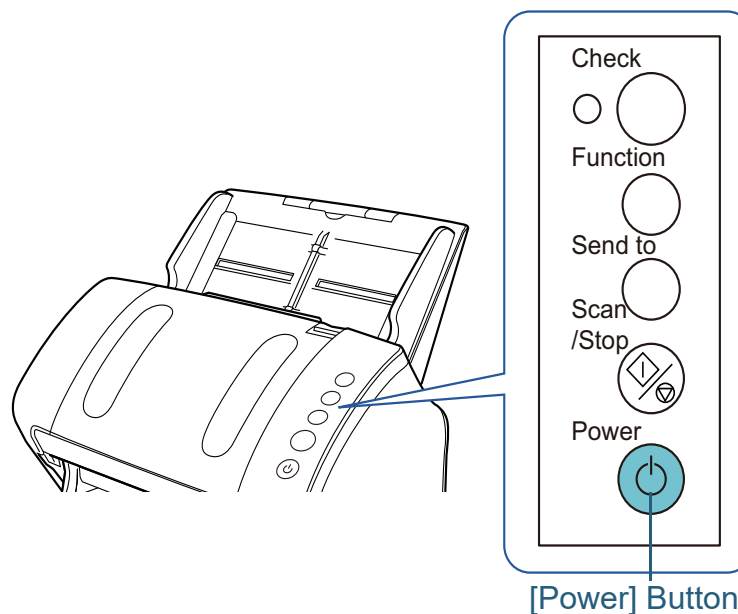
Power

[Power] Button

⇨ The scanner is turned on, and the [Power] button lights in green. During initialization, the Function Number Display on the operator panel changes in the following order: "8" → "P" → "0" → "1". The scanner is ready when "1" is shown on the Function Number Display.

> **HINT**
> When the [Power] button is pressed, the LED indicator lights for a moment. Note that it is due to an initial diagnosis and not a failure.

How to Turn the Power OFF

1 Press the [Power] button on the operator panel for more than 2 seconds.
⇨ The scanner is turned off, and the [Power] button switches off.

1.4 Opening/Closing the ADF

This section describes how to open and close the ADF.

How to Open the ADF

1 Remove all documents from the ADF paper chute (feeder).

2 Pull the ADF release tab towards you to open the ADF.

ADF Release Tab
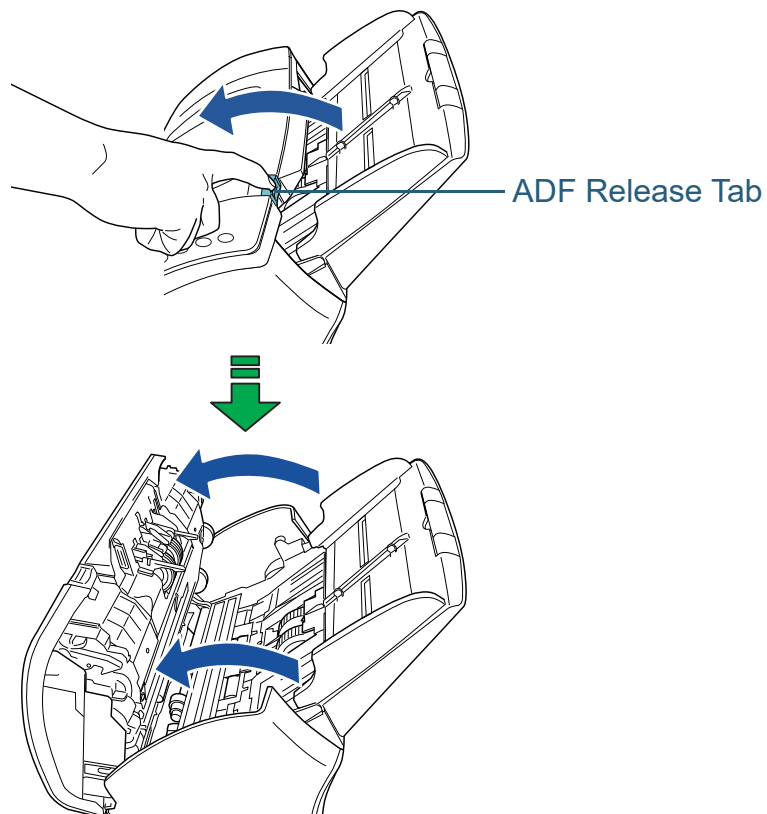
⚠ CAUTION	When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

How to Close the ADF

1 Close the ADF.
Push the center of the ADF until it locks in place.
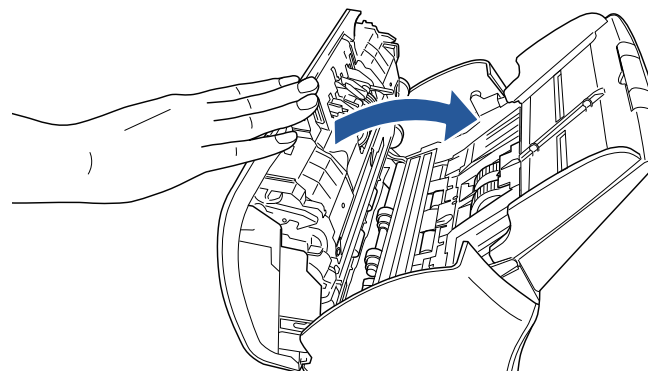
⚠ CAUTION	Be careful not to get your fingers caught when closing the ADF.

ATTENTION
Make sure that there is no foreign matter caught inside the ADF.

1.5 Opening/Closing the Document Cover (fi-7240)

This section describes how to open and close the document cover.

How to Open the Document Cover

1 Open the document cover.
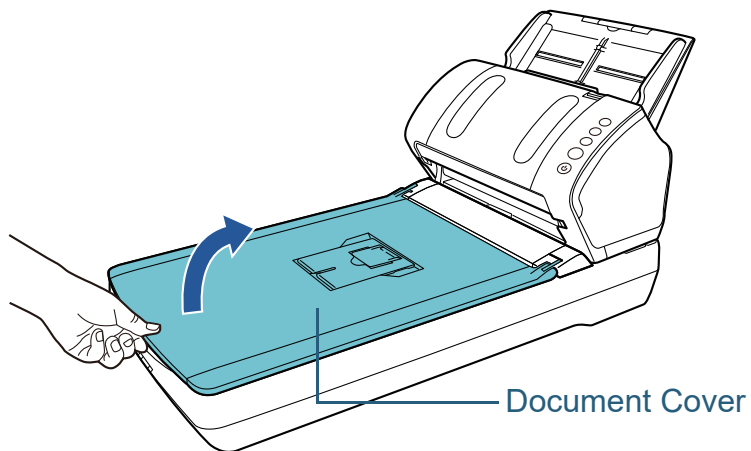
Document Cover

How to Close the Document Cover

1 Gently close the document cover.
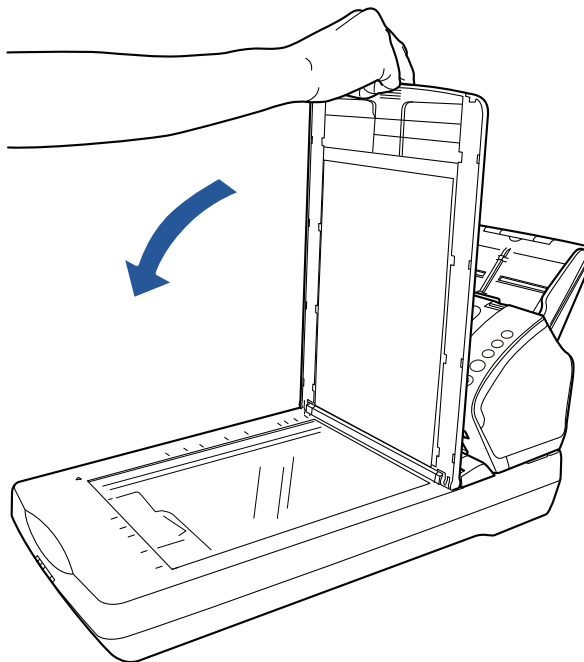
1.6 Setting Up the ADF Paper Chute (Feeder)

Documents loaded in the ADF paper chute (feeder) are fed into the ADF one by one.
Using the chute extensions will keep the documents straight and feed them smoothly.

1 Pull out chute extension 1.
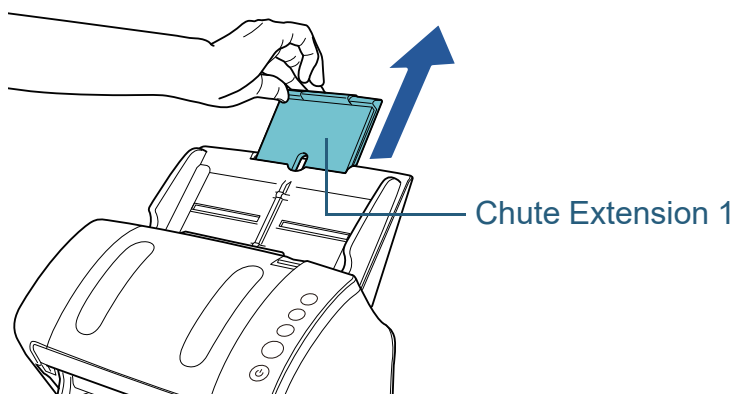
Chute Extension 1

> **HINT**
> Make sure to hold the scanner while you pull out the chute extension.

2 Pull out chute extension 2.
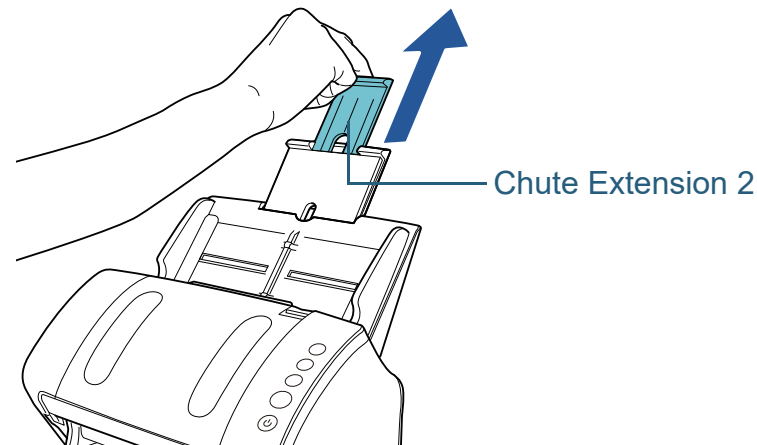
Chute Extension 2

> **HINT**
> Make sure to hold the scanner while you pull out the chute extension.

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1.7 Setting Up the Stacker

Documents loaded in the ADF paper chute (feeder) are ejected onto the stacker one by one.
Using the stacker, stacker extension 1, stacker extension 2, and stopper will keep the documents straight and stack them neatly.

fi-7140

■A6 (Landscape) or Larger

1 Bring down the stacker from the top towards you.
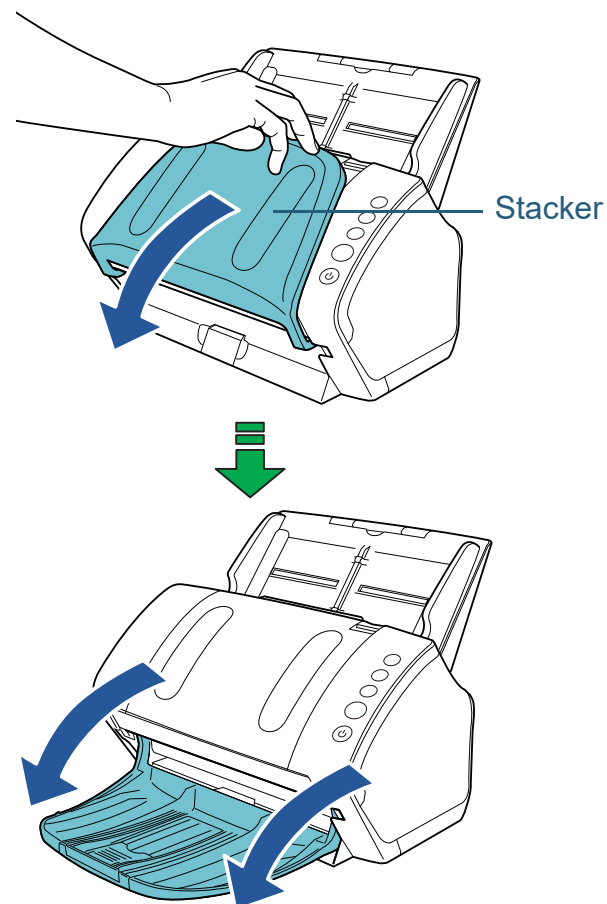
Stacker

2 Slide out the stacker extension 1 towards you.

Stacker Extension 1
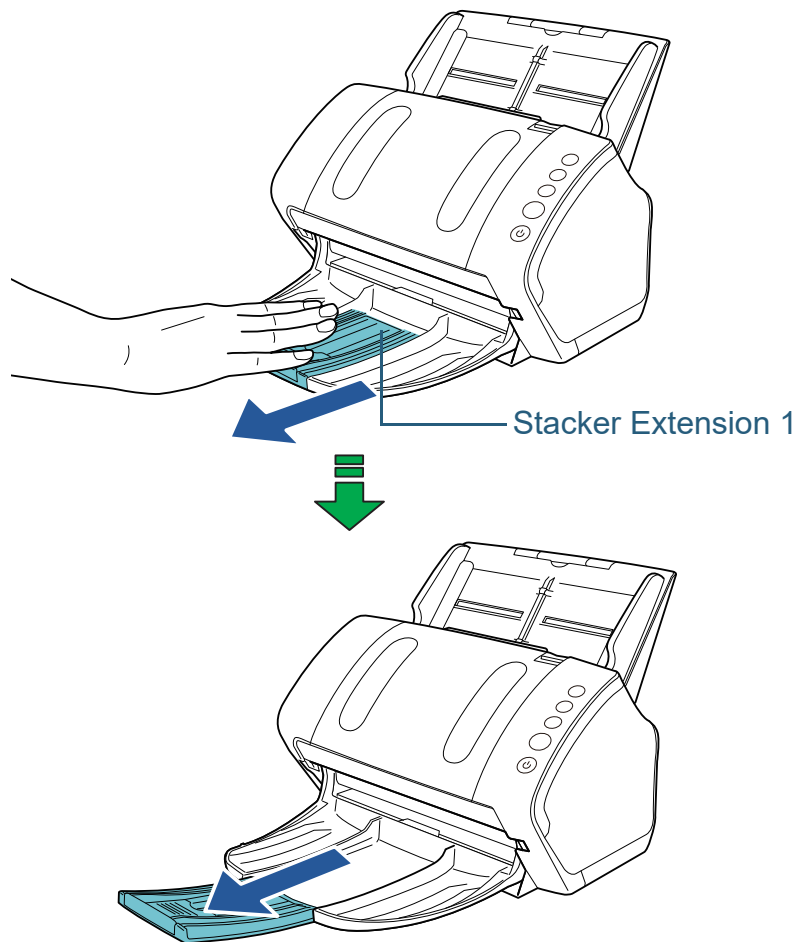
3 Slide out the stacker extension 2 towards you.

Stacker Extension 2
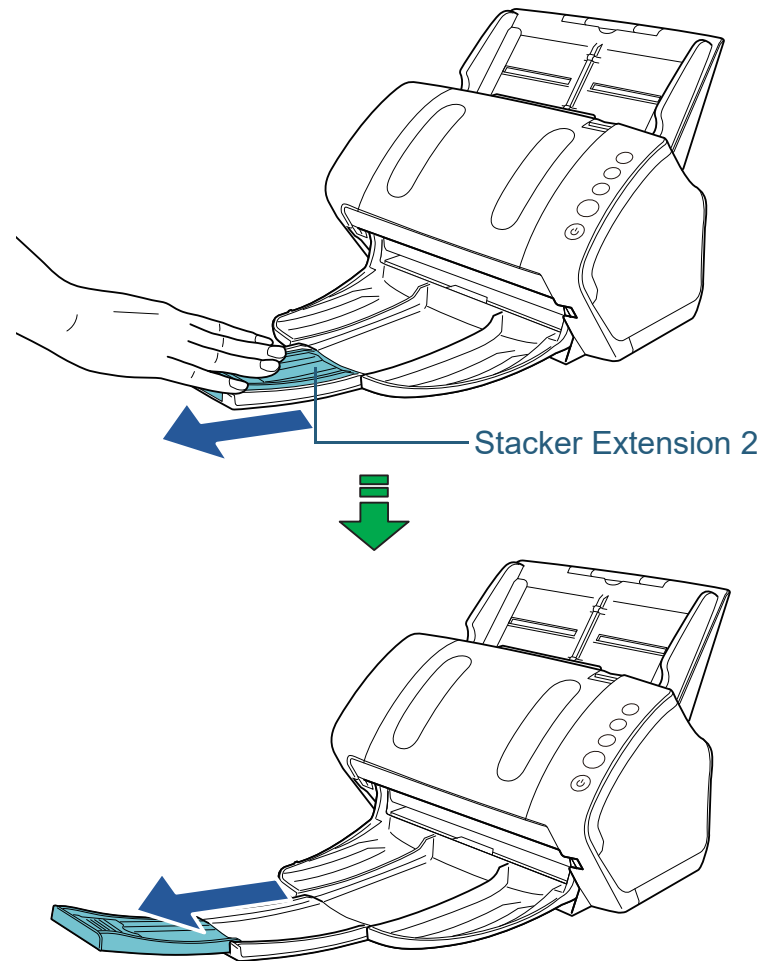
HINT
For A4 size documents, slide out the stacker extension 2 towards you to click in place.
For legal size documents, slide out the stacker extension 2 towards you all the way.

4 Lift up the stopper.
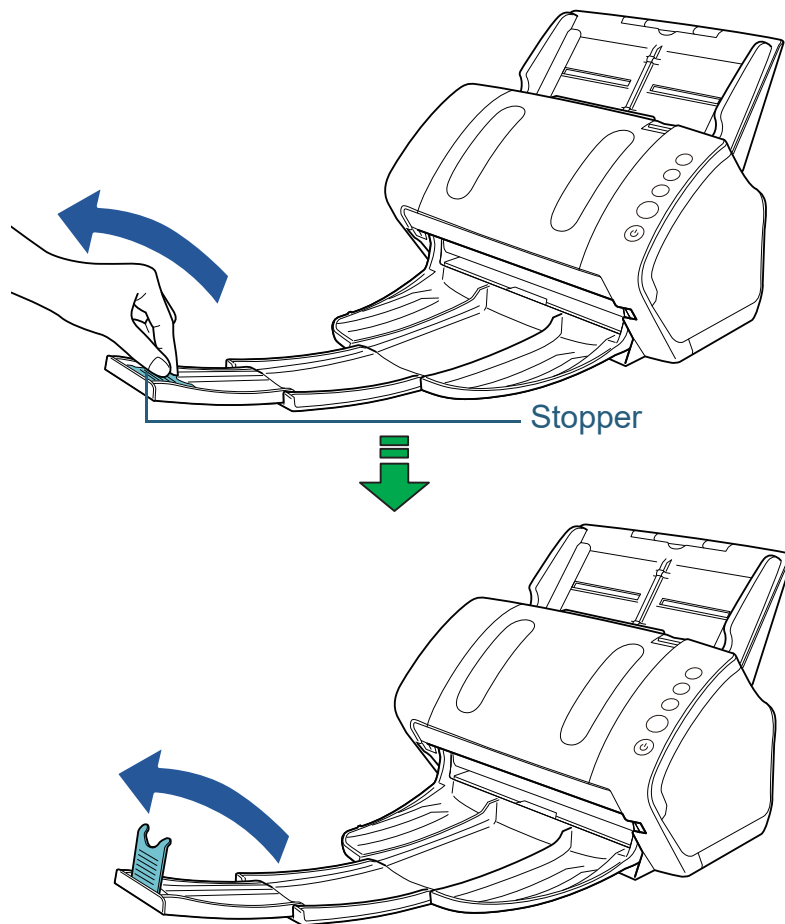
Stopper

ATTENTION
Do not lift up the stopper more than 90 degrees, because it may break.

■A7 (Landscape) or Smaller

1 Bring down the stacker from the top towards you.
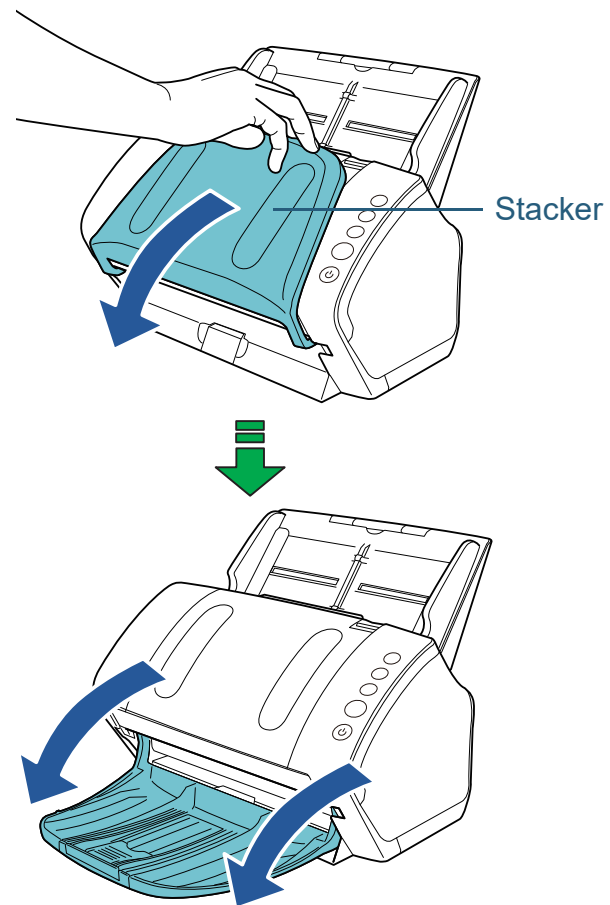
Stacker

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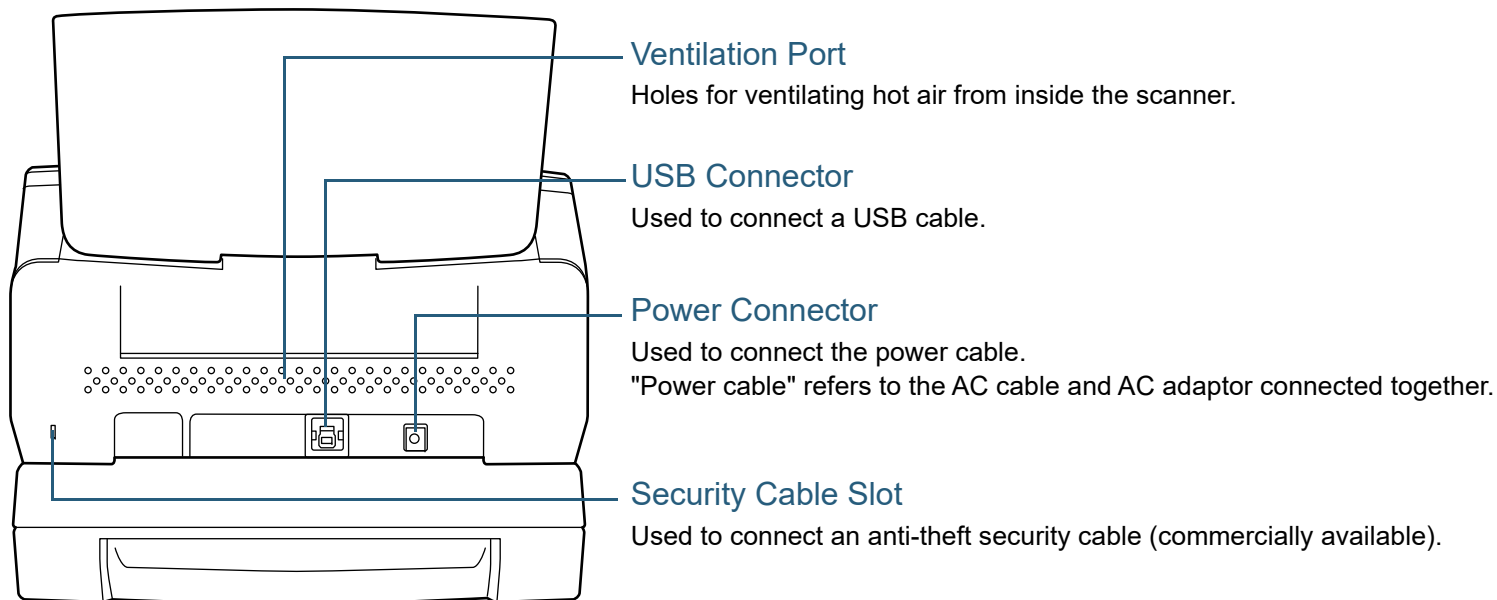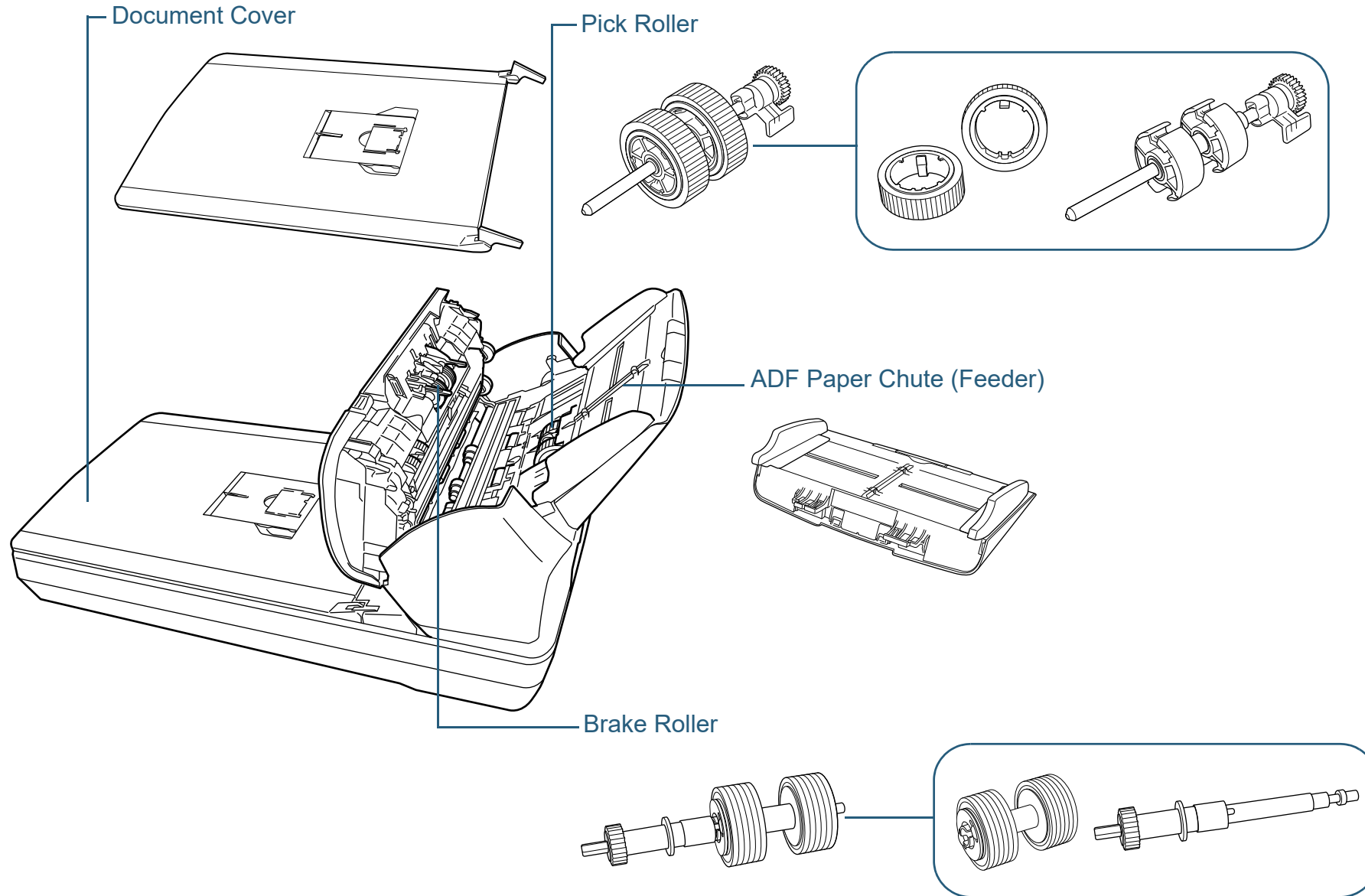Troubleshooting

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2 Lift up the stopper.
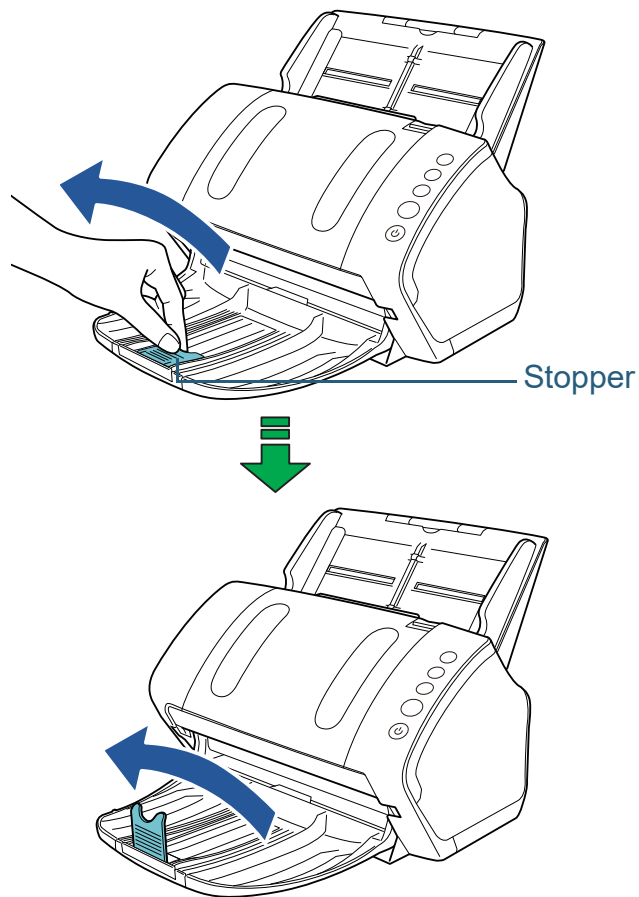
Stopper

ATTENTION

Do not lift up the stopper more than 90 degrees, because it may break.

HINT

The stopper can be slid to adjust to the length of the document. If the ejected documents are not stacked neatly, adjust the position of the stopper so that the space for the ejected documents can be longer than the document length.

Stopper
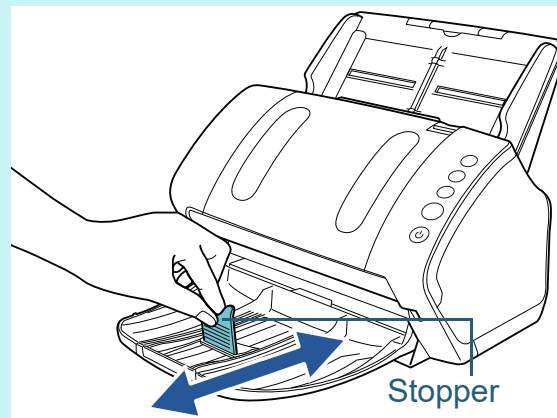
■Documents with Different Sizes

1 Hold both sides of the stacker stand and bring it down from the top towards you.

Stacker Stand
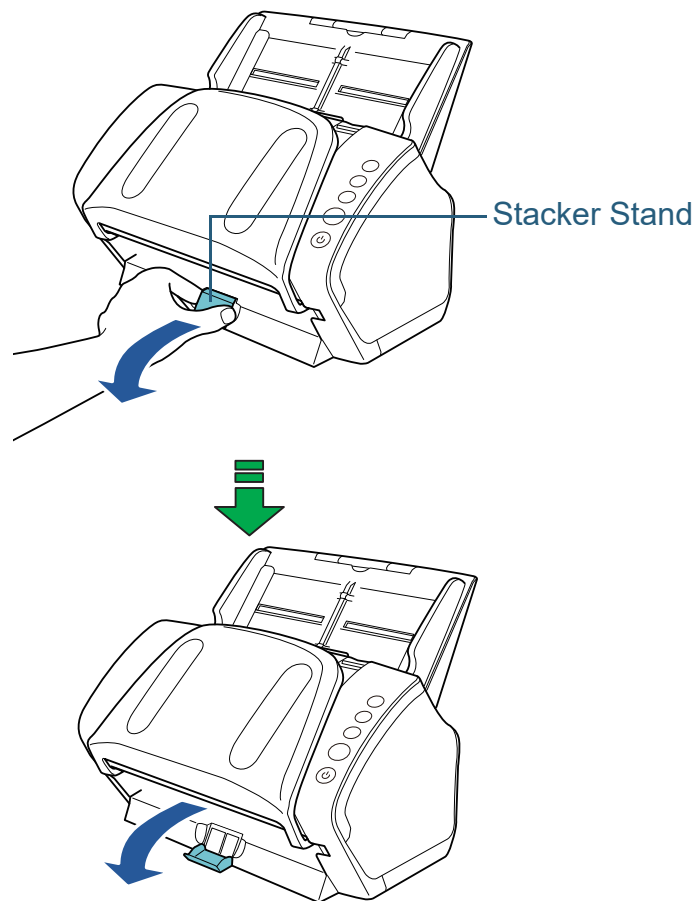
2 Adjust the stacker to fit the longest document.
- If the longest document is A6 (landscape) or larger.
  For details, refer to .
- If the longest document is A7 (landscape) or smaller.
  For details, refer to .

fi-7240

■A5 (Portrait) or Larger

1 Lift up the stacker towards you.

Stacker

2 Lift up the stopper towards you.
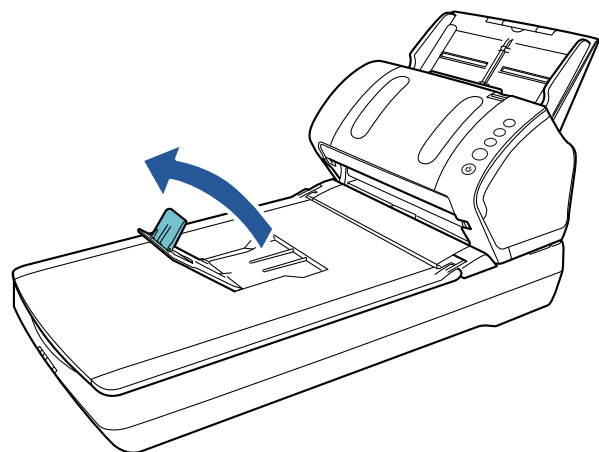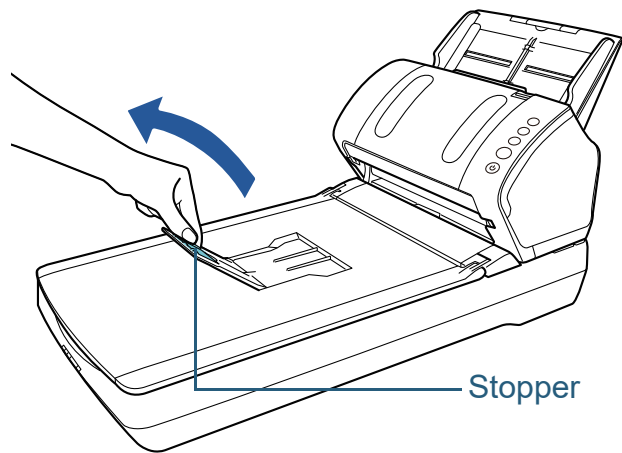
Stopper

ATTENTION
Do not lift up the stopper more than 90 degrees, because it may break.

■**A6 (Portrait)/A5 (Landscape) or Smaller**

1 Lift up the stopper.
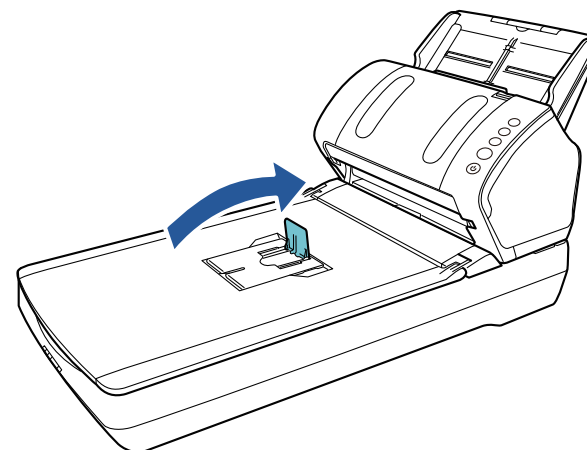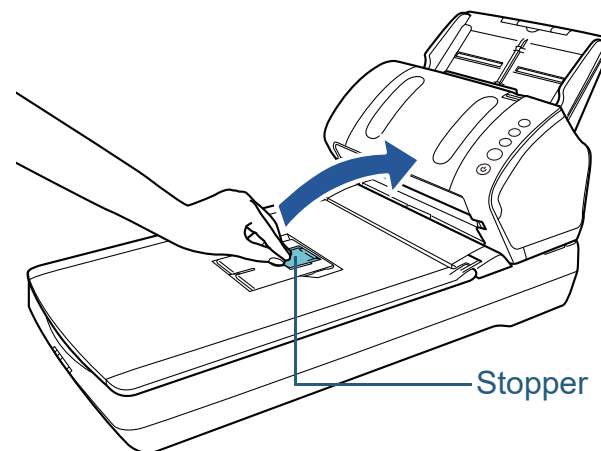
Stopper

ATTENTION
Do not lift up the stopper more than 90 degrees, because it may break.

1.8 Power Saving Mode

Power saving mode keeps the power consumption low when the scanner has not been used for a certain period of time.
If the scanner is left powered on for 15 minutes without being used, it automatically enters power saving mode.
When the scanner enters power saving mode, the Function Number Display on the operator panel switches off. The [Power] button remains lit in green.
To resume from power saving mode, perform one of the following:

- Load a document in the ADF paper chute (feeder)
- Press any button on the operator panel
  Note that pressing the [Power] button for more than 2 seconds will turn the power off.
- Perform scanning from an application

The scanner is turned off automatically if it is left on for a certain period of time without being used, reducing the power consumption until the next scan.
To prevent the scanner from being turned off automatically, clear the [Power off after a certain period of time] check box in [Device Setting] on the Software Operation Panel. For details, refer to "Waiting Time to Enter Power Saving Mode [Power saving]" (page 160).
To turn the power back on after the power is turned off automatically, press the [Power] button on the operator panel. For details, refer to "1.3 Turning the Power ON/OFF" (page 23).

ATTENTION
- The scanner may not enter power saving mode if there is a document remaining on the paper path. In this case, remove the document.
  For details, refer to "7.1 Paper Jam" (page 92).
- For some applications, the scanner may not be turned off even if the [Power off after a certain period of time] check box is selected.
- If the scanner is automatically turned off while you are using the image scanning application, exit the application, and then turn the power on.

HINT
- You can use the Software Operation Panel to change the waiting time for entering power saving mode.
  For details, refer to "Waiting Time to Enter Power Saving Mode [Power saving]" (page 160).
- For details about the operator panel, refer to "Chapter 3 How to Use the Operator Panel" (page 51).

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## 1.9 Basic Flow of Scanning Operation

This section explains about the basic flow of performing a scan.

In order to perform a scan, you need a scanner driver and an image scanning application that supports the scanner driver. The following scanner drivers and image scanning applications are bundled with the scanner:

- Scanner driver
  - PaperStream IP (TWAIN)
    Conforms to the TWAIN standard. Used when you operate the scanner using TWAIN-compliant 32-bit applications.
  - PaperStream IP (TWAIN x64)
    Conforms to the TWAIN standard. Used when you operate the scanner using TWAIN-compliant 64-bit applications.
  - PaperStream IP (ISIS) for fi-71xx/72xx
    Conforms to the ISIS standard. Used when you operate the scanner using ISIS-compliant applications.
- Image scanning application
  - PaperStream ClickScan
    A 32-bit image scanning application which supports PaperStream IP (TWAIN).
    Scanning can be performed via simple settings and operations. This program starts automatically when you log in to your computer and resides in the notification area located at the far right of the task bar.
    For details, refer to the PaperStream ClickScan Help.
  - PaperStream Capture
    A 32-bit image scanning application which supports both PaperStream IP (TWAIN) and PaperStream IP (ISIS) for fi-71xx/72xx. By defining scan settings as document profiles, you can customize the settings according to your preference.

HINT
- For details about the scanner driver, refer to the PaperStream IP driver Help.
- For details about the image scanning applications, refer to the image scanning application manual.

The following describes the normal procedure for scanning.

1 Turn on the scanner.
For details, refer to "1.3 Turning the Power ON/OFF" (page 23).

2 Load the documents in the ADF paper chute (feeder).
Load a document face-down in the ADF paper chute (feeder).
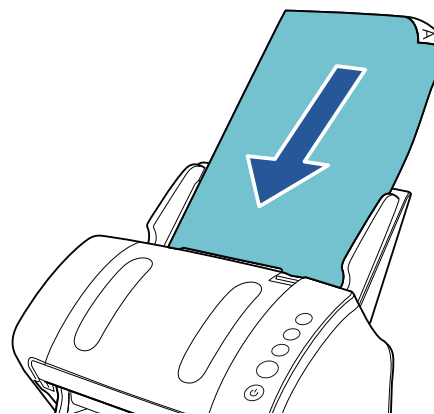
For details, refer to "Chapter 2 How to Load Documents" (page 37).

3 Start an image scanning application.

4 Select a scanner driver.
For some image scanning applications, selection of a scanner driver may not be needed.

5 Select a scanner.

Make sure to select the scanner model that is connected to the computer.

For some image scanning applications, selection of a scanner may not be needed.

6 In the setup window for the scanner driver, configure the scan settings.

For some image scanning applications, the setup window for the scanner driver may not appear.

7 Scan the document with the image scanning application.

ATTENTION

When the scanner and the computer are communicating, for instance, during scanning, do not perform an operation that causes disconnection of their communication, such as unplugging the USB cable or logging off the user account.

Chapter 2　How to Load Documents

This chapter explains how to load documents on the scanner.

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2.1 Loading Documents in the ADF

This section explains how to load documents in the ADF.

Preparation

> **HINT**
> For details about the paper size and quality required for normal operations, refer to "2.3 Documents for Scanning" (page 41).

1 If you are loading multiple sheets, check the documents.
1 Check if the documents to be loaded are of the same width or different widths.
Ways to load documents differ depending on whether they are the same width or not.
If the document width varies, refer to "Conditions for Mixed Batch Scanning" (page 47) or "Documents with Different Widths" (page 56).
2 Check the number of sheets.
Up to 80 sheets can be loaded (with paper weight of 80 g/m^2 [20 lb] and thickness of the document stack under 8 mm).
For details, refer to "Loading Capacity" (page 44).

2 Fan the documents.
1 Grab a stack of documents, which should be 8 mm or less.
2 Hold both ends of the documents and fan them a few times.
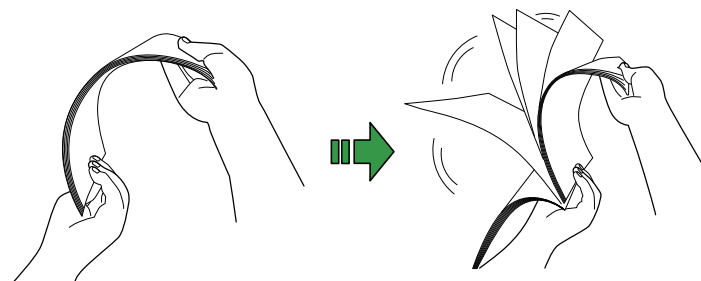
3 Rotate the documents by 90 degrees and fan them in the same manner.
4 Perform steps 1 to 3 for all documents.
5 Align the edges of the documents.

> **HINT**
> For more details about how to fan documents, refer to the Error Recovery Guide.

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1 Pull out the chute extensions according to the length of the document.
For details, refer to "1.6 Setting Up the ADF Paper Chute (Feeder)" (page 27).

2 Bring down the stacker, slide out the stacker extension 1 and stacker extension 2 towards you, and lift up the stopper according to the length of the document.
For details, refer to "1.7 Setting Up the Stacker" (page 28).

3 Load a document in the ADF paper chute (feeder).
Load a document face-down in the ADF paper chute (feeder).

ATTENTION
Remove all paper clips and staples. Reduce the number of sheets if a multifeed or pick error occurs.

4 Adjust the side guides to the width of the document.
Do not leave space between the side guides and the document.
Otherwise, the document may be fed skewed.
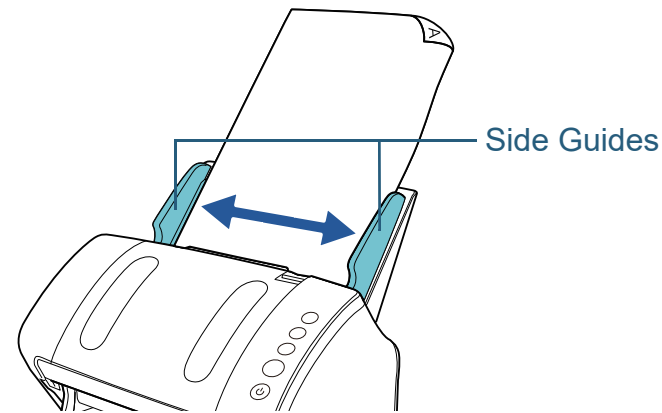
Side Guides

5 Scan the document with the image scanning application.
For details, refer to the image scanning application manual.

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2.2 Loading Documents on the Flatbed (fi-7240)

1 Open the document cover.

For details, refer to "1.5 Opening/Closing the Document Cover (fi-7240)" (page 26).

2 Load a document on the document bed.

Place the document face-down to align its top left-hand corner with the reference point.

Reference Point

3 Close the document cover.

For details, refer to "1.5 Opening/Closing the Document Cover (fi-7240)" (page 26).

4 Scan the document with the image scanning application.

For details, refer to the image scanning application manual.

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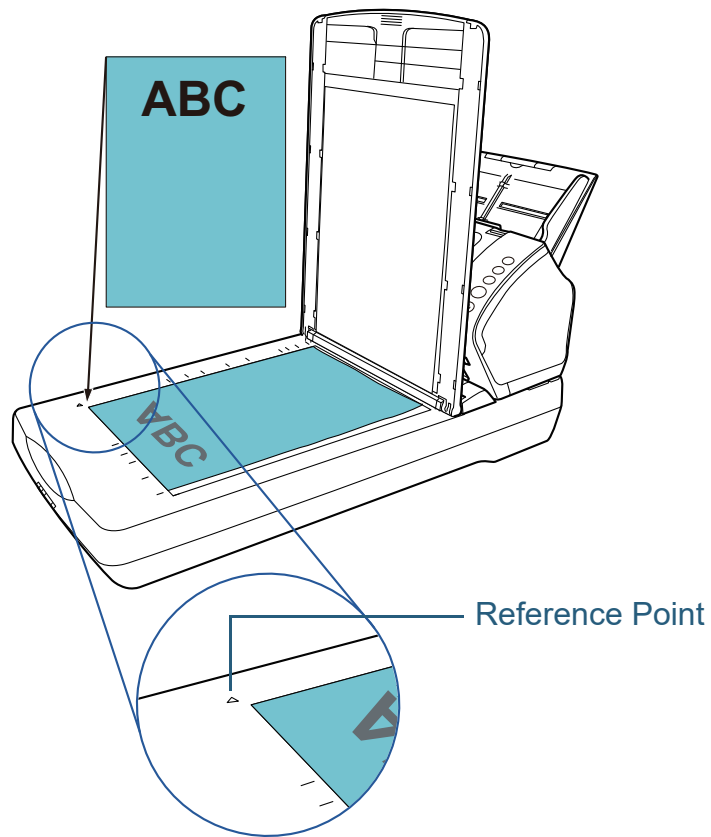
2.3 Documents for Scanning

Paper Size

The following paper sizes can be scanned:

ADF	● Maximum
	  - A4 (portrait) (210 × 297 mm/8.3 × 11.7 in.)
	  - Legal (8.5 × 14 in.)
	  - Long Page (*1)
	    (216 × 863 mm/8.5 × 34 in., 216 × 5,588 mm/
	    8.5 × 220 in.)
	● Minimum
	  50.8 × 54 mm/2 × 2.1 in.

Flatbed [fi-7240]	● Maximum 216 × 297 mm/8.5 × 11.7 in.

*1: Depending on the application or the scan settings for the scanner driver, there may be insufficient memory to perform scanning. Long page scanning supports documents with a length of up to 5,588 mm (220 in.) when the resolution is set to 200 dpi or less.

Conditions

Paper Type

The following paper types are recommended:
● Wood-free paper
● Wood-containing paper
● PPC paper (recycled)
● Plastic card

When using paper types other than the above, make sure to test with the same type of paper first to check if the document can be scanned.

Paper Weight (Thickness)

The following paper weights can be used:
● 27 to 413 g/m^2 (7.2 to 110 lb)
● 127 to 209 g/m^2 (34 to 56 lb) for A8 size
● 1.4 mm or less for plastic cards

Precautions

The following types of documents may not be scanned successfully:
● Documents of non-uniform thickness (such as envelopes or documents with attachments)
● Wrinkled or curled documents
● Folded or torn documents
● Tracing paper
● Coated paper
● Carbon paper
● Photosensitive paper
● Perforated documents
● Documents that are not square or rectangular
● Very thin paper
● Photographs (photographic paper)

The following types of documents must not be scanned:
- Paper-clipped or stapled documents
- Documents on which the ink is still wet
- Documents smaller than 50.8 × 54 mm (2 × 2.1 in.)
- Documents wider than 216 mm (8.5 in.)
- Documents other than paper/plastic card such as fabric, metal foil and OHP film
- Important documents that must not be damaged or smeared

ATTENTION
- Since carbonless papers contain chemical substances that may harm the rollers (such as a pick roller), take note of the following.
  Cleaning: If paper jams occur frequently, clean the brake roller and pick roller.
  For details, refer to "Chapter 5 Daily Care" (page 72).
  Consumable replacement: The life of the brake roller and pick roller may end sooner compared to scanning wood-containing papers.
- When scanning wood containing papers, the life of the brake roller and pick roller may end sooner compared to scanning wood-free papers.
- Brake roller and pick roller may be damaged when a photo/sticky note on the document contacts these parts during scanning.
- The surface of the document may be damaged when gloss papers such as photographs are scanned.
- The light of the LED may reflect brightly when gloss papers are scanned.

- When you scan plastic cards, take note of the following.
  - Up to three plastic cards can be loaded in the ADF paper chute (feeder).
    Note that you can only load one card at a time if the plastic card is embossed.
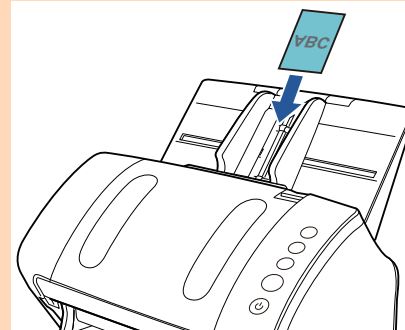
  - It is recommended that the card should be placed face-down in the ADF paper chute.
  - Cards should be within the following specifications:
    ISO7810 ID-1 type compliant
    Size   : 85.6 × 53.98 mm
    Thickness : 1.4 mm or less
    Material   : PVC (polyvinyl chloride) or PVCA (polyvinyl chloride acetate)
    Make sure to check if the card can be fed before scanning it.
  - Rigid cards may not be fed properly.
  - If there is dirt on the surface of the card, such as grease marks (fingerprints), perform scanning after wiping the dirt off.
  - Plastic cards cannot be scanned when the imprinter is connected.
  - Scanning thick documents such as plastic cards will be falsely detected as multifeed.
    In that case, to scan documents successfully, use the multifeed window display function of the scanner driver, use the Intelligent Multifeed function, or disable the multifeed detection.

HINT
- When scanning semi-transparent documents, increase the brightness for scanning to avoid bleed-through.
- When you scan documents written in lead pencil, make sure to clean the rollers frequently. Otherwise, the rollers will be contaminated which may leave black traces on the document or cause feeding errors.
  For details about cleaning, refer to "Chapter 5 Daily Care" (page 72).
- If multifeeds, pick errors, or paper jams occur frequently, refer to "7.3 Troubleshooting" (page 99).
- When you scan documents with the ADF, all documents must be flat on the leading edge. Make sure that curls on the leading edge of the documents are kept within the following range:
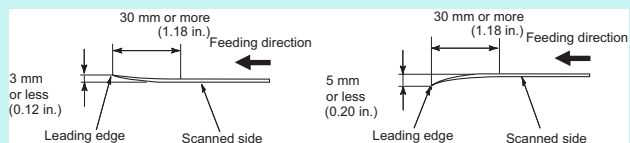
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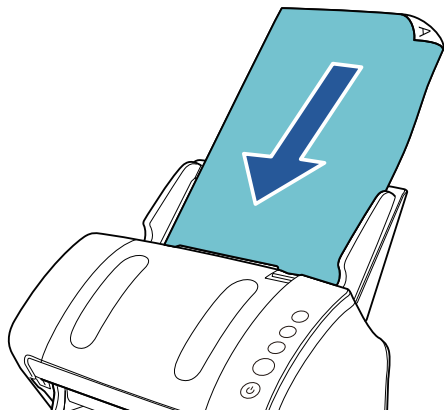
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Loading Capacity

The number of sheets that can be loaded in the ADF paper chute (feeder) is determined by the paper size and paper weight. See the graph below.
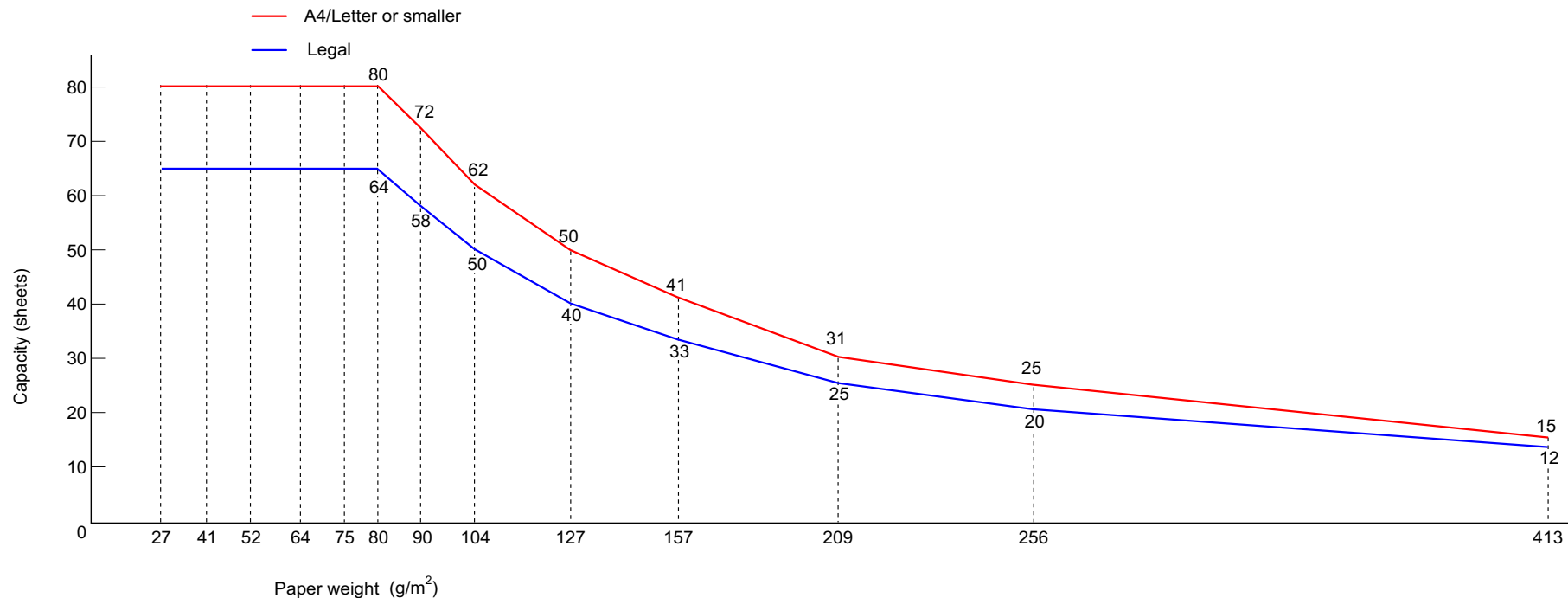
Unit	Conversion												
g/m^2	27	41	52	64	75	80	90	104	127	157	209	256	413
lb	7.2	11	14	17	20	21	24	28	34	42	56	68	110
kg	23	35	45	55	65	69	77	90	110	135	180	220	355

Area Not to Be Perforated

An error may occur when there are punched holes in the area shaded in light blue in the figure below. Use the flatbed (fi-7240) to scan such documents.

Fig. 1

Reference point

35

Top

Front side

Feed direction

Bottom

Center

(Unit: mm)

HINT
If there are any holes in the 35 mm-wide central column, you can move the document to the left or right to avoid an error.

Conditions for Multifeed Detection

Multifeed is an error where two or more sheets are fed through the ADF at once. It is also called a multifeed when a different document length is detected.
Multifeed detection is performed by either checking the overlapping of documents, length of the documents, or the combination of both. The following conditions are required for an accurate detection.

Detection by Overlapping

- Paper weight: 27 to 413 g/m^2 (7.2 to 110 lb)
- Do not punch holes within 35 mm (1.38 in.) over the center of the document. See "Fig. 1" (page 45).
- Do not attach other documents within 35 mm (1.38 in.) over the center of the document. See "Fig. 1" (page 45).

Detection by Length

- Load documents of the same length in the ADF paper chute (feeder).
- Variance in document lengths: 1% or less
- Do not punch holes within 35 mm (1.38 in.) over the center of the document. See "Fig. 1" (page 45).

Detection by Overlapping and Length

- Load documents of the same length in the ADF paper chute (feeder).
- Paper weight: 27 to 413 g/m^2 (7.2 to 110 lb)
- Variance in document lengths: 1% or less
- Do not punch holes within 35 mm (1.38 in.) over the center of the document. See "Fig. 1" (page 45).
- Do not attach other documents within 35 mm (1.38 in.) over the center of the document. See "Fig. 1" (page 45).

ATTENTION
- The above condition applies when the document is set to the center of the pick roller width.
- When you use detection by overlapping, scanning thick documents such as plastic cards will be falsely detected as multifeed.
  In that case, to scan documents successfully, use the multifeed window display function of the scanner driver, use the Intelligent Multifeed function, or disable the multifeed detection.

HINT
- Accuracy of multifeed detection may drop with some documents. Multifeed cannot be detected for the top 30 mm of a document.
- For the shaded area in "Fig. 1" (page 45), you can also specify a length not to detect multifeeds in the Software Operation Panel. For details, refer to "8.6 Settings Related to Multifeed Detection" (page 153).

Conditions for Mixed Batch Scanning

The following conditions apply when a mixed batch of documents with different paper weights/friction coefficients/ sizes is scanned.

Make sure to test a few sheets first to check if the mixed batch of documents can be fed.

For details, refer to "Documents with Different Widths" (page 56).

Paper Direction

Align the direction of the paper fiber with the feed direction.

Paper Weight (Thickness)

The following paper weights can be used:

27 to 413 g/m^2 (7.2 to 110 lb)

Friction Coefficient

It is recommended that the same type of paper from the same manufacturer should be used.

When papers of different manufacturers/brands are mixed, it affects the feeding performance as the difference in the friction coefficient increases.

The following friction coefficients are recommended:

0.35 to 0.60 (reference value for paper friction coefficient)

Document Position

Use paper sizes that fit the 39 mm width of the pick roller in the center.

Pick roller

39 mm
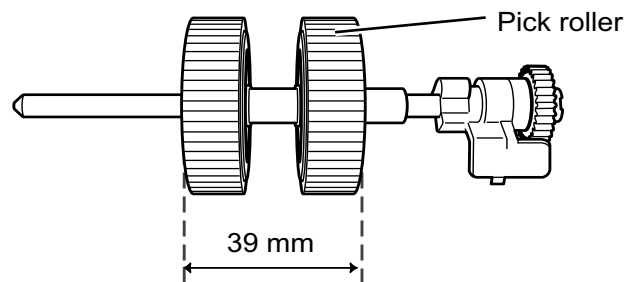
Paper Size

When you scan a mixed batch with different sizes, not feeding the documents straight may cause troubles such as paper jams or part of the image to appear missing.

It is recommended that you check the documents thoroughly before scanning and also check the image if the document was skewed.

ATTENTION
- When a mixed batch with different sizes is scanned, documents are more likely to skew because the side guides do not contact every sheet.
- When using multifeed detection, select [Check Overlapping(Ultrasonic)], not [Check Length] or [Check Overlapping and Length].

Documents That Cannot Be Scanned in a Mixed Batch

The following types of documents cannot be mixed in the same batch:
- Carbonless paper
- Bond paper
- Perforated documents
- Thermal paper
- Carbon-backed paper
- OHP film
- Tracing paper

Combinations of Standard Paper Sizes in a Mixed Batch

Refer to the table below for a guideline of the range available for mixed batch scanning.

However, note that not feeding the documents straight may cause troubles such as paper jams or part of the image to appear missing.

It is recommended that you check the documents thoroughly before scanning and also check the image if the document was skewed.

	Maximum size		LTR (P) Carrier Sheet	A4 (P) A5 (L)	B5 (P) B6 (L)	A5 (P) A6 (L)	B6 (P) B7 (L)	A6 (P) A7 (L)	B7 (P) B8 (L)	A7 (P) A8 (L)	B8 (P)	A8 (P)
	Width (mm) (*1)		216	210	182	149	129	105	91	74.3	64.3	52.5
Minimum size	LTR (P) Carrier Sheet	216										
	A4 (P) A5 (L)	210										
	B5 (P) B6 (L)	182	Available range									
	A5 (P) A6 (L)	149										
	B6 (P) B7 (L)	129										
	A6 (P) A7 (L)	105										
	B7 (P) B8 (L)	91										
	A7 (P) A8 (L)	74.3										
	B8 (P)	64.3										
	A8 (P)	52.5										

LTR: Letter size
(P): Portrait
(L): Landscape

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*1: The figure below shows how to set the widest and the narrowest documents of the batch between the side guides.

Maximum width

Minimum width

Widest document

Narrowest document

Side guides
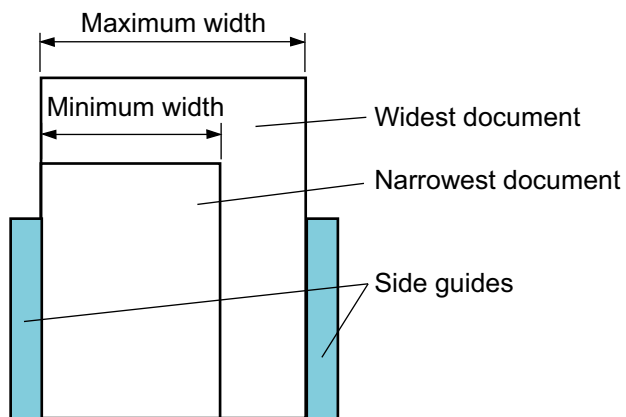
ATTENTION
B8 (portrait) and A8 (portrait) cannot be scanned with paper of other sizes.

Conditions for Automatic Page Size Detection

[Automatic Page Size Detection] does not work with the following types of documents:

● Non-rectangular documents

[Automatic Page Size Detection] may not work with the following types of documents:

● White documents with glossy edges
● Documents with darkish (gray) edges

Conditions for Using the Carrier Sheet

■Paper Size

The following paper sizes can be scanned:
- Carrier Sheet (216 × 297 mm)
- A3 (297 × 420 mm) (*1)
- A4 (210 × 297 mm)
- A5 (148 × 210 mm)
- A6 (105 × 148 mm)
- B4 (257 × 364 mm) (*1)
- B5 (182 × 257 mm)
- B6 (128 × 182 mm)
- Post card (100 × 148 mm) (*2)
- Business card (91 × 55 mm, 55 × 91 mm) (*2)
- Letter (8.5 × 11 in./216 × 279.4 mm)
- Double Letter (11 × 17 in./279.4 × 431.8 mm) (*1)
- Custom size

  Width: 25.4 to 216 mm (1 to 8.5 in.)

  Length: 25.4 to 297 mm (1 to 11.7 in.)

*1: Fold in half for scanning.

*2: You can scan with PaperStream IP (TWAIN) or PaperStream IP (TWAIN x64).

■Conditions

Paper Type

The following paper type is recommended:
Standard office paper

Paper Weight (Thickness)

The following paper weights can be used:

Up to 209 g/m^2 (56 lb)

Up to 104 g/m^2 (28 lb) when folded in half

Precautions

Take note of the following:
- Up to three Carrier Sheets can be loaded at once.

- Depending on the amount of memory used by running applications, there may be insufficient memory to scan a double-page spread document with the Carrier Sheet in high resolution. In that case, specify a lower resolution and try scanning again.
- Do not write on, color, stain, or cut the end with a black and white pattern on the Carrier Sheet. Otherwise, the Carrier Sheet may not be recognized correctly.
- Do not place the Carrier Sheet upside down. Otherwise, a paper jam may occur and damage the Carrier Sheet and the document inside.
- Do not leave your document inside the Carrier Sheet for a long time. Otherwise, the ink on the document may be transferred onto the Carrier Sheet.
- To avoid deformation, do not use or leave the Carrier Sheet in high temperature places such as under direct sunlight or near a heating apparatus for a long time.
- Do not fold or pull the Carrier Sheet.
- Do not use a damaged Carrier Sheet because it may damage or cause the scanner to malfunction.
- To avoid deformation, keep the Carrier Sheet on a flat surface without any weight on it.
- Be careful not to cut your finger on the edge of the Carrier Sheet.
- If paper jams occur frequently, feed about 50 sheets of PPC paper (recycled paper) before scanning with the Carrier Sheet.
  The PPC paper can either be blank or printed.
- Paper jams may occur when you place several small documents (such as photos or postcards) in the Carrier Sheet for scanning. It is recommended that you place only one document at a time in the Carrier Sheet.

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Chapter 3   How to Use the Operator Panel

This chapter explains how to use the operator panel.

3.1 Operator Panel

The operator panel consists of a Function Number Display, buttons and LED indicator.

Names and Functions

LED Indicator

Lights in orange when an error occurs.
Flashes when the ADF is open.

Function Number Display

Indicates the status of the scanner.
Switches off when the scanner enters power saving mode.

[Function] Button

Switches the number (from 1 to 9/C) for the application that is launched when the [Send to] button is pressed.

[Send to] Button (*1) (*2)

Launches the linked application software.
Clears the displayed error indication.
Pauses the scan.

[Scan/Stop] Button (*1)

Launches the linked application software.
Clears the displayed error indication.
Cancels the scan while scanning by pressing this button.
Resumes the scan.

[Power] Button

Turns the power on/off.
Lights in green when the scanner is turned on.

Check
Function
Send to
Scan/Stop
Power

*1: For details about the setup method for a scan using the [Scan/Stop] button or the [Send to] button, refer to the scanner driver's Help or "Using a Button on the Scanner to Start Scanning" (page 67).
*2: Pressing the [Send to] button when scanning a document, pauses the scanning process, after the document is scanned.

Indications on Function Number Display

Display	Description
8	Displayed when the scanner is turned on.
P	Indicates that the initialization is in process after the scanner is turned on.
0	Indicates that the initialization is in process and is near the end of process after the scanner is turned on.
1	Ready to start scanning. Indicates that the initialization was successfully completed after the scanner is turned on. This status is referred to as "ready status".
Function number (such as "1") Flashing	After multifeed is detected, the function number flashes. This indicates that the process to determine whether or not to memorize the overlap pattern is in progress. For details, refer to "Ignoring Multifeed for a Set Pattern" (page 69).
c Flashing	Indicates that the ADF is open in ready status. In this case, the LED indicator also flashes. When the ADF is closed, the display returns to the ready status ("1"). For details about how to close the ADF, refer to "1.4 Opening/Closing the ADF" (page 25). If the display does not return to the ready status ("1") even after the ADF is closed, turn the power off then back on. If the problem still persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
P Flashing	Indicates that the [Send to] button was pressed to pause the scan. Press the [Scan/Stop] button to resume the paused scan.

Display	Description
J U	Indicates that a temporary error occurred during scanning. The letter "J" or "U" and an error code appear alternately. For more details about the errors, refer to "Temporary Errors" (page 95). Press the [Scan/Stop] button or the [Send to] button in this status to return to the ready status ("1").
E F C H A L	Indicates that a device error (alarm) occurred during initialization or scanning. The letter "E", "F", "C", "H" or "L" and an alarm number appear alternately. For more details about the errors, refer to "Device Errors" (page 96). Press the [Scan/Stop] button or the [Send to] button in this status to return to the ready status ("1"). When this alarm occurs, turn the power off then back on. If the problem still persists, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
None	Switches off when the scanner enters power saving mode.

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Chapter 4   Various Ways to Scan

This chapter explains how to configure scanner settings and scan different types of documents with the image scanning application.

4.1 Summary

The following lists the main ways of scanning documents.

Scanning Documents of Different Types and Sizes

Advanced Scanning

Customizing the Scanner Settings

For information on other ways of scanning, refer to the scanner driver's Help.

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4.2 Scanning Documents of Different Types and Sizes

Documents with Different Widths

> **ATTENTION**
> When you scan a mixed batch with different widths, some of the narrower documents may be skewed or not fed into the scanner. In that case, you should place the narrower documents at the center of the ADF so that the documents are fed into the scanner by feed rollers without any problems.

> **HINT**
> For more details about scanning a mixed batch of documents, refer to "Conditions for Mixed Batch Scanning" (page 47).

1 Align the top of the documents.
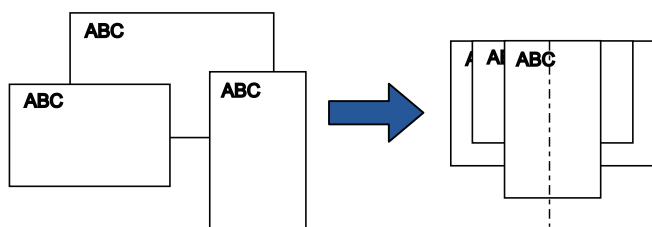
2 Place the documents at the center of the ADF paper chute (feeder), and adjust the side guides to the widest document in the batch.
For details, refer to "Chapter 2 How to Load Documents" (page 37).

> **ATTENTION**
> Make sure that all documents are placed underneath the pick roller. Otherwise, some documents may be skewed or not fed into the ADF.
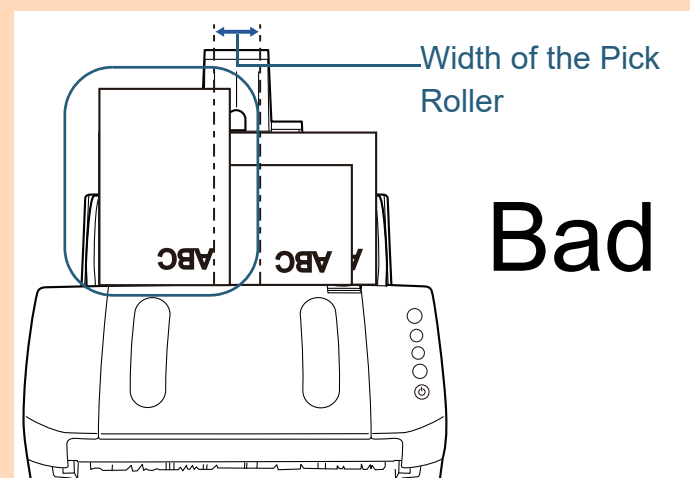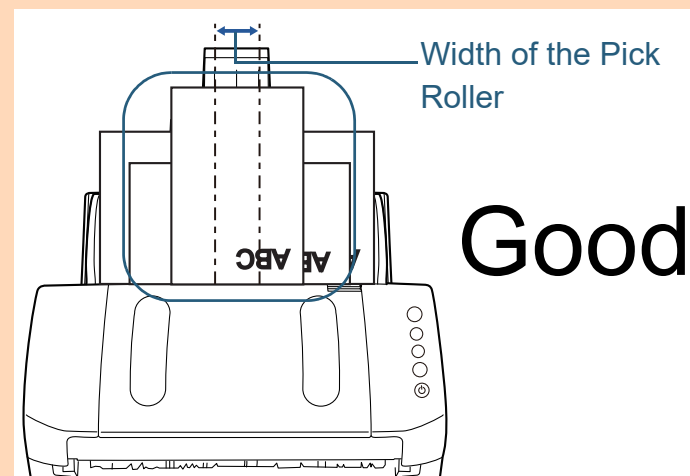
Width of the Pick Roller

Good

Width of the Pick Roller

Bad

3 Adjust the stacker to fit the longest document.
For details, refer to .

4 In the scanner driver, configure the scan settings to detect the paper size automatically.
For details, refer to the scanner driver's Help.

5 Scan the document with the image scanning application.
For details, refer to the image scanning application manual.

Documents Larger than A4/Letter Size

The Carrier Sheet can be used to scan documents larger than A4/Letter size, such as A3 or B4. By folding the document in half and scanning in duplex mode, the two sides are merged into a single image.

ATTENTION

Part of the image around where the document is folded may appear missing. Using the Carrier Sheet is not recommended for obtaining high quality image.

HINT

You can also scan a double-sided document the size of which is A4 or smaller, and output the image as a double-page spread image.
In this case, place the double-sided document the size of which is A4 or smaller inside the Carrier Sheet shown in step 2.

1 Place the document inside the Carrier Sheet.
1 Fold the document in half so that the sides to be scanned are facing out.
Fold it tightly and smooth out any creases.
Otherwise, it may cause the document to skew while the feeding is in progress.
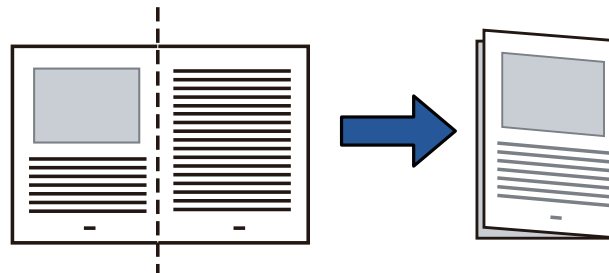
2 Place the document inside the Carrier Sheet.
Align the fold line with the right edge of the Carrier Sheet so that the document fits in the upper right-hand corner.
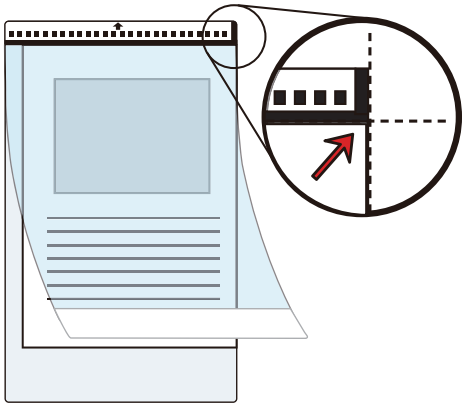
HINT
The front side of the Carrier Sheet has a thick vertical line on the right side of the black and white pattern.

2 Load the Carrier Sheet face-down in the ADF paper chute (feeder).
Secure the Carrier Sheet with the side guides to avoid skewing.
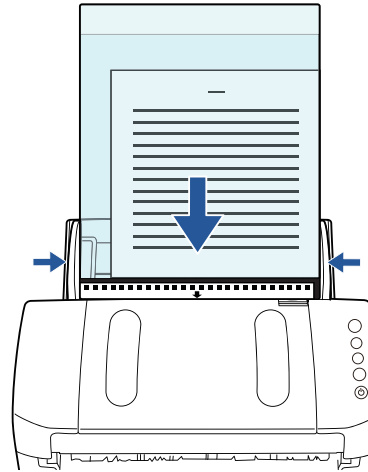
3 Configure the scan settings in the scanner driver to use the Carrier Sheet.
For details, refer to the scanner driver's Help.

For some image scanning applications, the setup window for the scanner driver may not appear.

4 Scan the document with the image scanning application.

For details, refer to the image scanning application manual.

⇨The images on the front and back are merged into a single image.
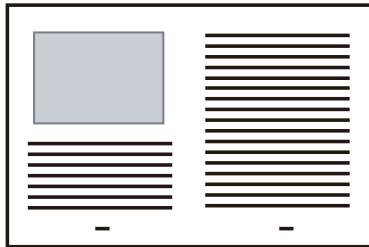
ATTENTION

- A line or a gap may appear between the front and back side images.
  Also when you scan thick papers, images on both left and right may skew towards each other from the top.
  These symptoms may be improved when you perform the following:
  - Fold the document tightly
  - Align the edges of the document neatly with the edges of the Carrier Sheet
  - Turn over the Carrier Sheet to the other (reverse) side
- When [Automatic] is specified for [Paper Size], the closest standard size (A3, B4 or Double Letter) is selected from the same drop-down list. Note that the size of the image may become smaller than the original document depending on the document scanned.
  Example: When you scan an A3 size document whose content is printed to fit A4 size in the center
  ⇨The image is output in B4 size.
  To output the scanned image in the actual size of the document, specify the document size for [Paper size].
- Part of the image around where the document is folded may appear missing. In that case, set the document so its edge is about 1 mm inside from the edge of the Carrier Sheet.
- When [Black & White] is specified for [Image Mode], a shadow may appear on the edges around the document that is scanned.

Scanning Photographs and Clippings

Using the Carrier Sheet allows you to scan documents that can be damaged quite easily such as photographs, or documents that are difficult to load directly such as newspaper clippings.

1 Place the document inside the Carrier Sheet.

Place it against the top center of the Carrier Sheet.
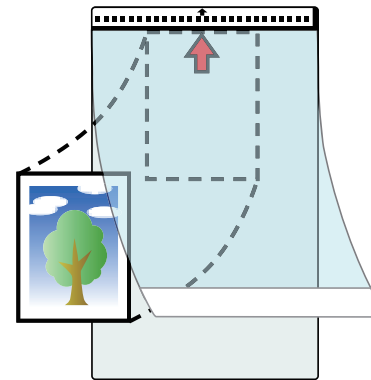
2 Load the Carrier Sheet face-down in the ADF paper chute (feeder), as shown below.

Secure the Carrier Sheet with the side guides to avoid skewing.
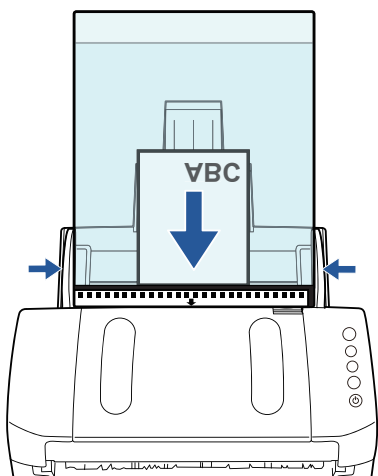
3 Configure the scan settings in the scanner driver to use the Carrier Sheet.

For details, refer to the scanner driver's Help.

4 Scan the document with the image scanning application.

For details, refer to the image scanning application manual.

ATTENTION
- The image is output at the center of the page in the size specified in [Paper Size].
- When [Automatic] is specified for [Paper Size], the closest standard size is selected from the same drop-down list. Note that the size of the image may become smaller than the original document depending on the document scanned, or part of the image may appear missing.

Example: When an A5 size image is printed in the center of an A4 size document
  ⇨The image is output in A5 size.

To output the scanned image in the actual size of the document, specify the document size for [Paper size].

HINT
In the following cases, place a blank (white) sheet of paper underneath the document when scanning.
- The scanned image is not output in the correct size when [Automatic] is selected in the [Paper size] drop-down list
- Shadows appear around the edges of the scanned image
- Black lines appear around the edges of a uniquely shaped cutting
- Colors outside the document appear on the scanned image
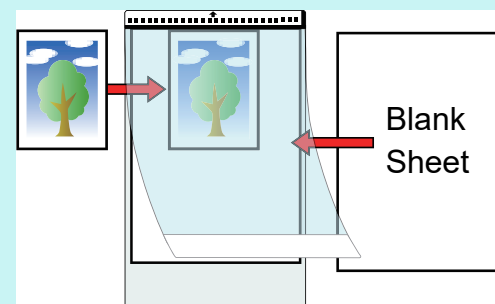
Blank Sheet

Long Page Scanning

Documents with a length up to 5,588 mm (220 in.) can be scanned by long page scanning.

Depending on the resolution setting or the image scanning application, the document sizes that can be scanned may differ.

For details, refer to the image scanning application manual.

1 Load the documents in the ADF paper chute (feeder).

For details, refer to .

ATTENTION
- Long page documents should be loaded one sheet at a time in the ADF paper chute (feeder).
- When you scan long pages, take note of the following.
  - Loading
    Hold the document with your hand so it does not fall out of the ADF paper chute (feeder).

  - Removing
    Secure enough space around the stacker to prevent the ejected sheet from falling off the stacker.
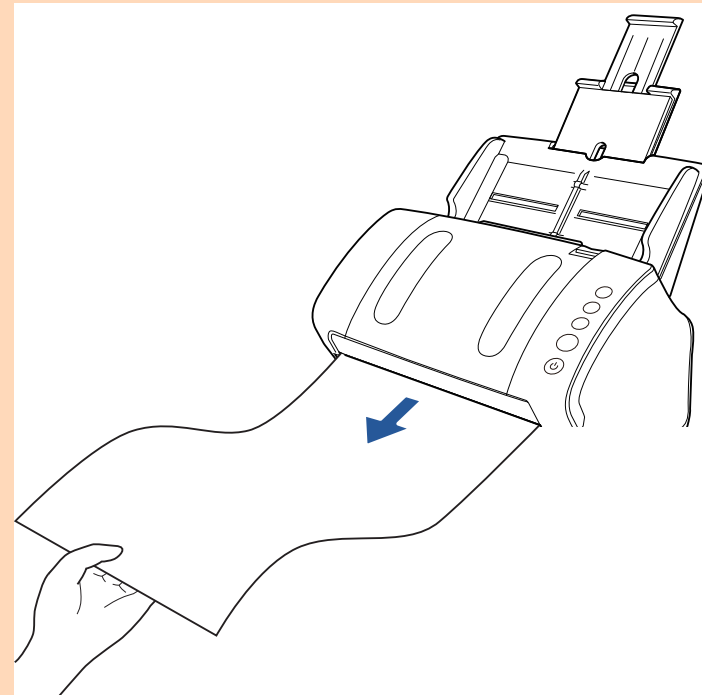
HINT
To scan documents longer than A4/Letter size, perform the following:
- Pull out the chute extensions all the way.
  For details, refer to .
- Bring down the stacker, slide out stacker extension 1 and stacker extension 2 towards you, and lift up the stopper according to the length of the document.
  For details, refer to .

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2 Configure the scan settings in the scanner driver to scan the paper size of the long page.

For details, refer to the scanner driver's Help.

For some image scanning applications, the setup window for the scanner driver may not appear.

3 Scan the document with the image scanning application.

For details, refer to the image scanning application manual.

Scanning a Book (fi-7240)

1 Open the document cover.

For details, refer to .

2 Remove the document cover by pulling it out in the direction of the arrow.

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3 Load the document on the document bed.
Place the document face-down to align its top left-hand corner with the reference point.

Reference Point

4 Configure the scan settings in the scanner driver to use the flatbed.
For details, refer to the scanner driver's Help.

5 Scan the document with the image scanning application.
For details, refer to the image scanning application manual.

⚠ **CAUTION** Do not look directly into the light source.

ATTENTION
Do not move the document during scanning.

6 Attach the document cover.

7 Close the document cover.
For details, refer to "1.5 Opening/Closing the Document Cover (fi-7240)" (page 26).

Scanning a Large Document on the Flatbed (fi-7240)

1 Open the document cover.
For details, refer to "1.5 Opening/Closing the Document Cover (fi-7240)" (page 26).

2 Remove the document cover by pulling it out in the direction of the arrow.

3 Load the document on the document bed.
Place the document face-down to align its top left-hand corner with the reference point.

Reference Point

4 Configure the scan settings in the scanner driver to use the flatbed.
For details, refer to the scanner driver's Help.

5 Scan the document with the image scanning application.
For details, refer to the image scanning application manual.

⚠ **CAUTION** Do not look directly into the light source.

ATTENTION
Do not move the document during scanning.

6 Attach the document cover.

7 Close the document cover.
For details, refer to .

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4.3 Advanced Scanning

Feeding Documents Manually in the ADF

Documents can also be loaded manually one sheet at a time in the ADF.

Normally, in automatic feeding, the scanner stops scanning once all the documents loaded in the ADF paper chute (feeder) have been scanned. In manual feeding, the scanner waits for the next document to be loaded within a specified time. Scanning will continue as long as another document is loaded within the set time, and stops if no document is loaded. By using this method, you can perform scanning as you check the documents one by one.

Manual feeding is effective in the following cases.

● To scan as you check the contents of each sheet.
● To scan documents that cause multifeed or paper jam when loaded together in the same batch.
● To continue scanning documents such as magazine or newspaper clippings that cannot be loaded together.

1 Enable manual feeding in the Software Operation Panel.
For details, refer to .

2 Load a document in the ADF paper chute (feeder).
For details, refer to .

3 Scan the document with the image scanning application.
For details, refer to the image scanning application manual.

⇨After the document is scanned, the rollers inside the ADF keep rotating, waiting for the next document to be loaded for the time specified in the Software Operation Panel.

4 Load the next document in the ADF paper chute (feeder).
⇨The document is scanned.

5 Repeat step 4 until all documents are scanned.
⇨Scanning will stop if no document is loaded within the set time.

HINT
● Pressing the [Send to] button on the operator panel while the scanner is waiting for the next document to be loaded will stop the scan immediately.
● When [Manual-feed timeout] is enabled, the scanner will wait for the set time even if you start scanning with no document in the ADF paper chute (feeder).
● When you use manual feeding frequently, replacement cycle of the consumables may be shortened.

4.4 Customizing the Scanner Settings

Using a Button on the Scanner to Start Scanning

The [Scan/Stop] button and the [Send to] button on the operator panel can be configured to perform scanning by pressing the button.
To configure this setting, you first need to assign an application to be launched from the [Scan/Stop] button and the [Send to] button.

> **HINT**
> The image scanning application that is started up when the [Scan/Stop] button is pressed differs depending on whether PaperStream ClickScan resides in the taskbar or not.
> ● When it resides in the taskbar
>   PaperStream ClickScan will be started up.
> ● When it does not reside in the taskbar
>   PaperStream Capture will be started up.

Computer Setup

1 Confirm that the scanner is connected to the computer, then turn on the scanner.
For details about how to connect the scanner to the computer, refer to "Connecting the Cables" in Getting Started.
For details about how to turn on the scanner, refer to "1.3 Turning the Power ON/OFF" (page 23).

2 Display the [Control Panel] window.
● Windows Server 2008 R2/Windows 7
  Click [Start] menu → [Control Panel].

● Windows Server 2012
  Right-click the Start screen, and select [All apps] on the app bar → [Control Panel] under [Windows System].

● Windows Server 2012 R2/Windows 8.1
  Click [↓] on the lower left side of the Start screen → [Control Panel] under [Windows System].

  To display [↓], move the mouse cursor.

● Windows 10/Windows Server 2016/Windows Server 2019/Windows Server 2022
  Click [Start] menu → [Windows System] → [Control Panel].

● Windows 11
  Click [Start] menu → [All apps] → [Windows Tools] and double-click [Control Panel].

3 Click [View devices and printers].
⇨The [Devices and Printers] window appears.

4 Right-click on the scanner icon, and select [Scan properties] from the displayed menu.
⇨The properties window of the scanner appears.

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5 Click the [Events] tab and select an event.

From the [Select an event] drop-down list, select an event from which you want to launch an application.
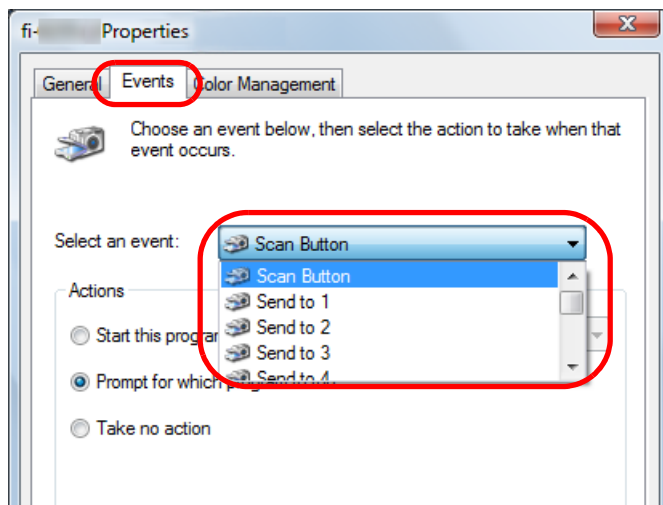
In this function, the following events can be specified:

- [Scan Button]
  Press the [Scan/Stop] button

- [Send to 1] to [Send to 9]
  Press the [Send to] button while the function number display shows a number (from 1 to 9)

6 Select an action and an application to be launched by the scanner button event.

Click [Start this program] under [Actions], and select an application from the drop-down list on the right.
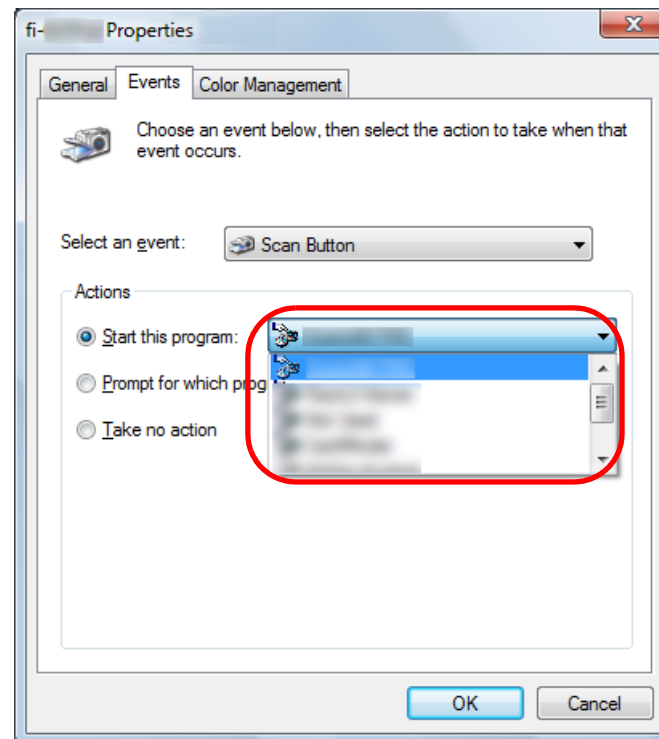
7 Click the [OK] button.

The setup of the computer is completed. Proceed to configure the scanner settings.

HINT

To configure multiple events, repeat steps 4 to 7.
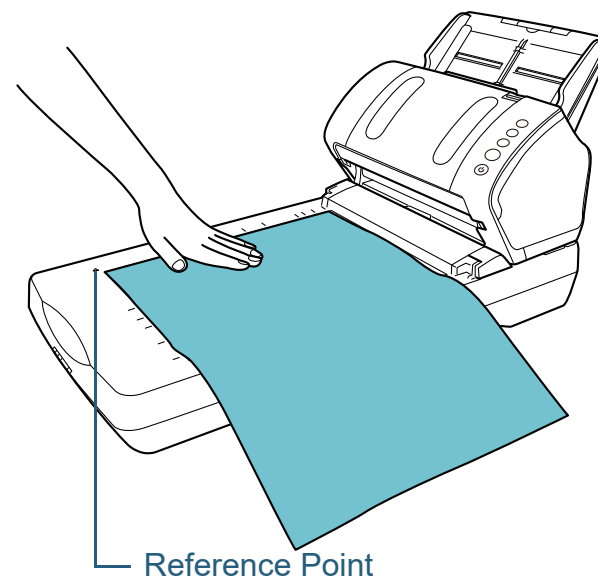
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Scanner Setup

— [Send to] Button
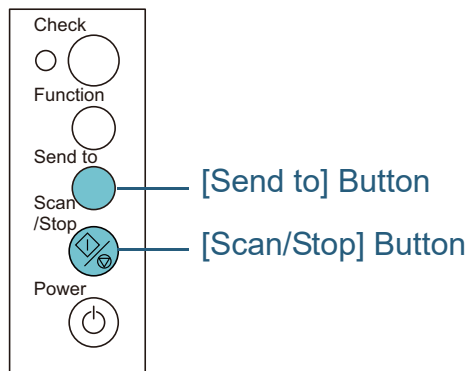
— [Scan/Stop] Button

● Using the [Scan/Stop] button
No special settings required.

⇨Press the [Scan/Stop] button to launch the selected application.

● Using the [Send to] button

Press the [Function] button to change the number in the function number display.

Match the number with the event configured in the computer ([Send to 1] to [Send to 9]).

For example, to execute the [Send to 2] event, the function number display shows "2".

⇨Press the [Send to] button to launch the selected application.

> **HINT**
> ● For details about the operator panel, refer to "Chapter 3 How to Use the Operator Panel" (page 51).
> ● Each time when you press the [Function] button, the display changes as follows: "1, 2, 3, ... 9, C, 1, 2, 3, ...".
> The number from 1 to 9 corresponds to the event configured in the computer ([Send to 1] to [Send to 9]).
> "C" corresponds to Software Operation Panel. (The settings cannot be changed.)

Ignoring Multifeed for a Set Pattern

If you attempt to scan a document with an attachment such as sticky note, receipt, or photo while multifeed detection is enabled, the scanner may falsely recognize this as a multifeed error and stop the scan. To scan these types of documents, the "Intelligent Multifeed Function" is available.
There are two modes in this function. In one mode, you can suppress multifeeds forcibly by using the operator panel on the scanner. In the other mode, you can suppress multifeeds automatically by letting the scanner memorize the location and the length of the attachment.
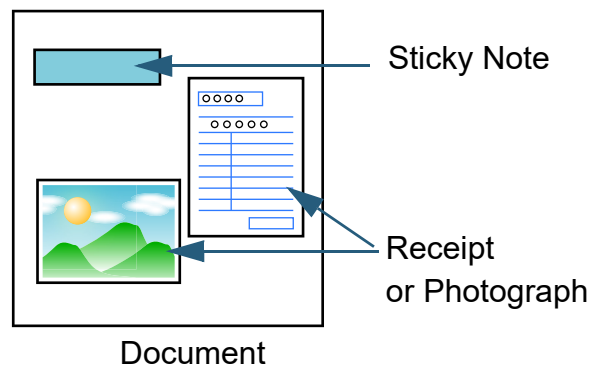
Sticky Note

Receipt
or Photograph

Document

Intelligent Multifeed Function

The following three modes are available:

Mode	Description
Manual mode (Bypass by front panel button)	Checks for any paper attached every time a multifeed occurs, and continues scanning.
Auto mode 1 (Bypass by combination of length and position)	Used to scan documents with paper of the same size attached in the same location.
Auto mode 2 (Bypass by length)	Used to scan documents with paper of different sizes attached in different locations.

ATTENTION

Irregular images may be output when multifeeds occur.

Select the mode in the Software Operation Panel.
For details, refer to "Specifying an Area Not to Detect Multifeed [Intelligent Multifeed Function]" (page 158).

Operational Procedure

Function Number Display

[Function] Button

[Send to] Button

[Scan/Stop] Button
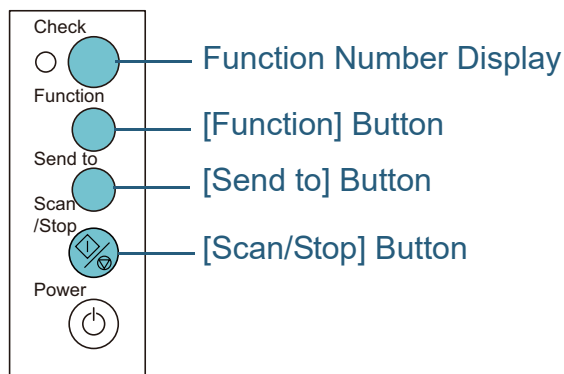
1 After a multifeed error occurs, either press the [Send to] button to eject the document from the paper path or open the ADF to remove the document.

> ⚠ **CAUTION**   When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

2 If you open the ADF to remove the document, close it.
For details, refer to "1.4 Opening/Closing the ADF" (page 25).

When the ADF is closed, indication on the function number display of the operator panel changes as follows:

● When a multifeed occurs
"J" and "2" appear alternately.

● When a document is ejected
The function number flashes.

> ⚠ **CAUTION**   Be careful not to get your fingers caught when closing the ADF.

ATTENTION

Confirm that the ADF is closed properly. Otherwise, the document may not be fed into the ADF.

3 Load the documents back in the ADF paper chute (feeder).
If a multifeed by difference in length is detected, either press the [Scan/Stop] button or perform a scan from the computer (do not press the [Function] button).
If there is an attachment which is likely to be the cause of the multifeed error, then proceed to the next step.

4 Press the [Function] button and confirm that the function number flashing is faster, and then either press the [Scan/Stop] button or perform a scan from the computer.

From this point, note that the function number flashing speed switches between "slower" ↔ "faster" every time you press the [Function] button. When the flashing speed is set to faster, the scanner operates in each mode as follows:

> **ATTENTION**
> When switching the flashing speed between "slower" ↔ "faster" by pressing the [Function] button, do not hold down the button for five seconds or more. Doing so may erase the memorized overlap pattern and longest overlap length.

- Manual mode (Bypass by front panel button)
  Scans the next sheet without multifeed detection, and from the second sheet, multifeeds are detected based on the setting configured in the scanner driver or the Software Operation Panel.
- Auto mode 1 (Bypass by combination of length and position)
  Memorizes the length and location of the paper attachment that was detected as multifeed, and continues scanning. When a paper attachment of a similar pattern is detected, multifeed detection is automatically suppressed.(*1)(*2)
- Auto mode 2 (Bypass by length)
  Memorizes the length of the longest paper attachment that was detected as multifeed, and continues scanning. When a paper attachment of the same length or shorter is detected, multifeed detection is automatically suppressed.(*1)(*2)

  *1: Eight overlap patterns can be memorized in this mode. When it exceeds this limit, the first pattern that was memorized is erased from the memory.

  *2: To erase the memorized overlap patterns and the longest overlap length, hold down the [Function] button for five seconds or more while the function number is flashing. After erasing is completed, the function number display shows "□".
  This allows you to erase multifeed patterns and the longest overlap length that were not supposed to be memorized. Be careful with this operation because all memorized patterns will be erased.

Chapter 5 Daily Care

This chapter describes how to clean the scanner.

⚠ CAUTION 🚫	Do not use aerosol spray or spray that contains alcohol. Paper dust blown up by strong air from the spray may enter inside the scanner which may cause the scanner to fail or malfunction. Also note that sparks generated by static electricity may cause a fire.

⚠ CAUTION ⚡ 🔥	The inside of the ADF becomes very hot when the scanner is being used. Before you start cleaning the inside, make sure to turn off the power, unplug the power cable and wait at least 15 minutes for the inside of the ADF to cool down.

5.1 Cleaning Materials and Locations that Require Cleaning

Cleaning Materials

Name	Part No.	Notes
Cleaner F1	PA03950-0352	100 ml Moisten a cloth or Cleaning Paper with this liquid to wipe the scanner clean. It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use it in small quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.
Cleaning Paper	CA99501-0012	10 sheets Use this non-woven sheet with Cleaner F1.
Cleaning Wipe	PA03950-0419	24 packets Pre-moistened with Cleaner F1. It can be used instead of moistening a cloth with Cleaner F1.
Cotton swab	Commercially available	
Dry cloth		

ATTENTION
In order to use the cleaning materials safely and correctly, read the precautions on each product thoroughly.

For more information about the cleaning materials, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Location and Frequency

Location		Frequency
ADF	Brake roller	Every 5,000 sheets
	Pick roller	
	Plastic idler roller	
	Glass	
	Ultrasonic sensor	
	Document sensor	
	Feed roller	
	Eject roller	
Flatbed (fi-7240)	Document pad	
	Document bed	
	Plastic frame	

ATTENTION

Cleaning cycles may vary depending on the condition of the documents. Also, cleaning must be performed more frequently when the following types of documents are scanned:

- Smooth-faced documents such as coated paper
- Documents with printed text/graphics that almost cover the entire surface
- Chemically-treated documents such as carbonless paper
- Documents containing a large amount of calcium carbonate
- Documents written in lead pencil
- Documents on which the toner is not sufficiently fused

5.2 Cleaning the Outside

The outside of the scanner, including the ADF paper chute (feeder) and the stacker, should be cleaned with either a piece of dry cloth, a cloth moistened with Cleaner F1/mild detergent, or a sheet of Cleaning Wipe.

ATTENTION
- To avoid deformation and discoloration, never use paint thinner or any other organic solvents.
- Be careful not to let any moisture or water inside the scanner during cleaning.
- It may take a long time to dry if an excessive amount of Cleaner F1/ mild detergent is used. Use it in small quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.

fi-7140

fi-7240
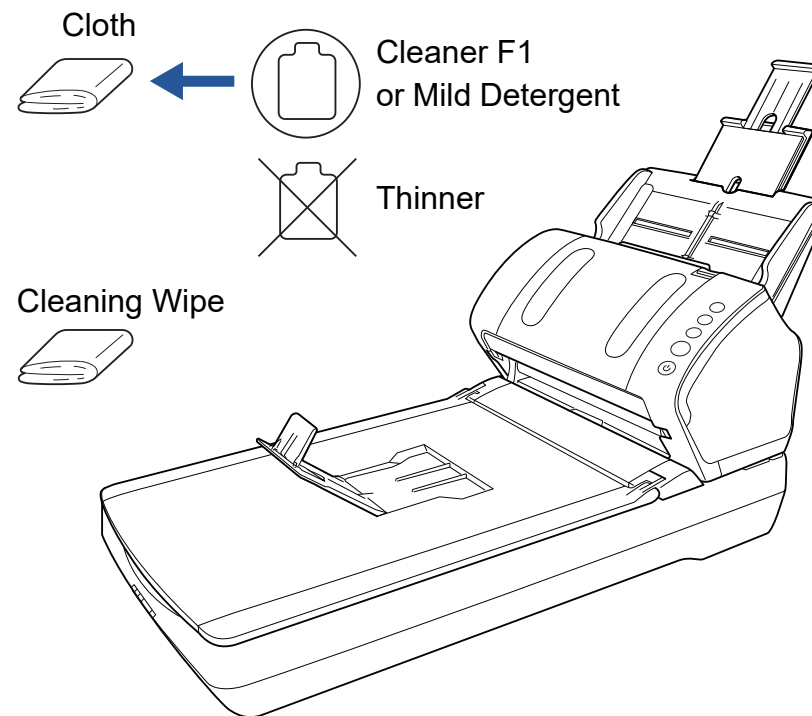
5.3 Cleaning the Inside

Cleaning the ADF (with Cleaning Paper)

The ADF can be cleaned with a sheet of Cleaning Paper moistened with Cleaner F1.

As the scanner continues to feed the documents, paper dust will accumulate inside the ADF and it may cause scanning errors.

Cleaning should be performed approximately every 5,000 sheets scanned. Note that this guideline varies depending on the types of documents you scan. For instance, it may be necessary to clean the scanner more frequently when you scan documents on which the toner is not sufficiently fused.

ATTENTION
- Do not use water or mild detergent to clean the ADF.
- It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use it in small quantity.

1 Turn on the scanner.
For details, refer to "1.3 Turning the Power ON/OFF" (page 23).

2 Spray the Cleaning Paper with Cleaner F1.

3 Pull out the chute extensions according to the length of the Cleaning Paper.
For details, refer to "1.6 Setting Up the ADF Paper Chute (Feeder)" (page 27).

4 Bring down the stacker, slide out stacker extension 1 and stacker extension 2 towards you, and lift up the stopper according to the length of the document.
For details, refer to "1.7 Setting Up the Stacker" (page 28).

5 Load the Cleaning Paper in the ADF paper chute (feeder).
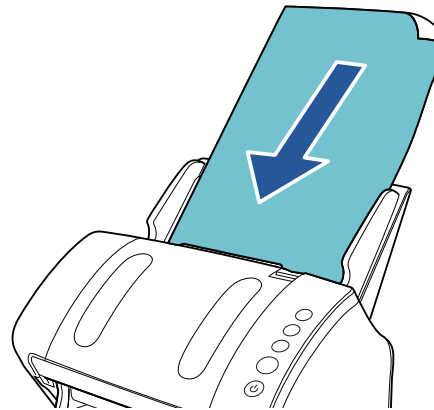
6 Adjust the side guides to the width of the Cleaning Paper.
Do not leave space between the side guides and the Cleaning Paper.

Otherwise, the Cleaning Paper may be fed skewed.

Side Guides
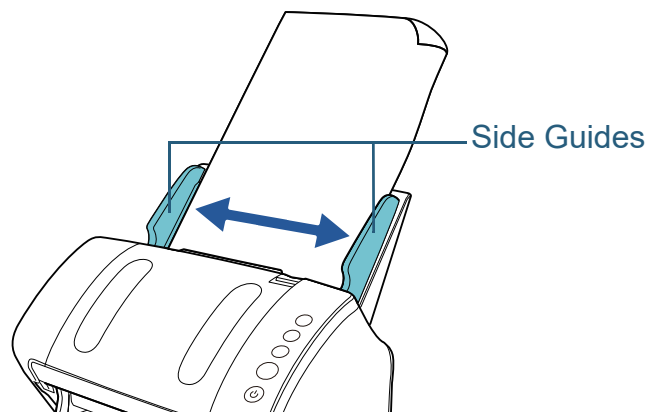
7 Start an application available for scanning and scan the Cleaning Paper.

⇨The Cleaning Paper is fed and ejected onto the stacker.

8 Reset the cleaning counter in the Software Operation Panel.

For details, refer to .

Cleaning the ADF (with Cloth)

The ADF can be cleaned with a piece of cloth moistened with Cleaner F1, or a sheet of Cleaning Wipe.

As the scanner continues to feed the documents, paper dust will accumulate inside the ADF and it may cause scanning errors.

Cleaning should be performed approximately every 5,000 sheets scanned. Note that this guideline varies depending on the types of documents you scan. For instance, it may be necessary to clean the scanner more frequently when you scan documents on which the toner is not sufficiently fused.

⚠ CAUTION	The inside of the ADF becomes very hot when the scanner is being used. Before you start cleaning the inside, make sure to turn off the power, unplug the power cable and wait at least 15 minutes for the inside of the ADF to cool down.

ATTENTION

● Do not use water or mild detergent to clean the ADF.
● It may take a long time to dry if an excessive amount of Cleaner F1 is used. Use it in small quantity. Wipe off the cleaner completely to leave no residue on the cleaned parts.

1 Turn off the scanner and wait for at least 15 minutes.

For details, refer to .

2 Open the ADF.

For details, refer to .

⚠ CAUTION	When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

3 Clean the following locations with a cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe.

Glass (× 2)

Ultrasonic Sensor (× 2)

Brake Roller (× 2)

Feed Roller (× 2)

Eject Roller (× 2)

Document Sensor (× 8)

Pick Roller (× 2)

Plastic Idler Roller (× 4)
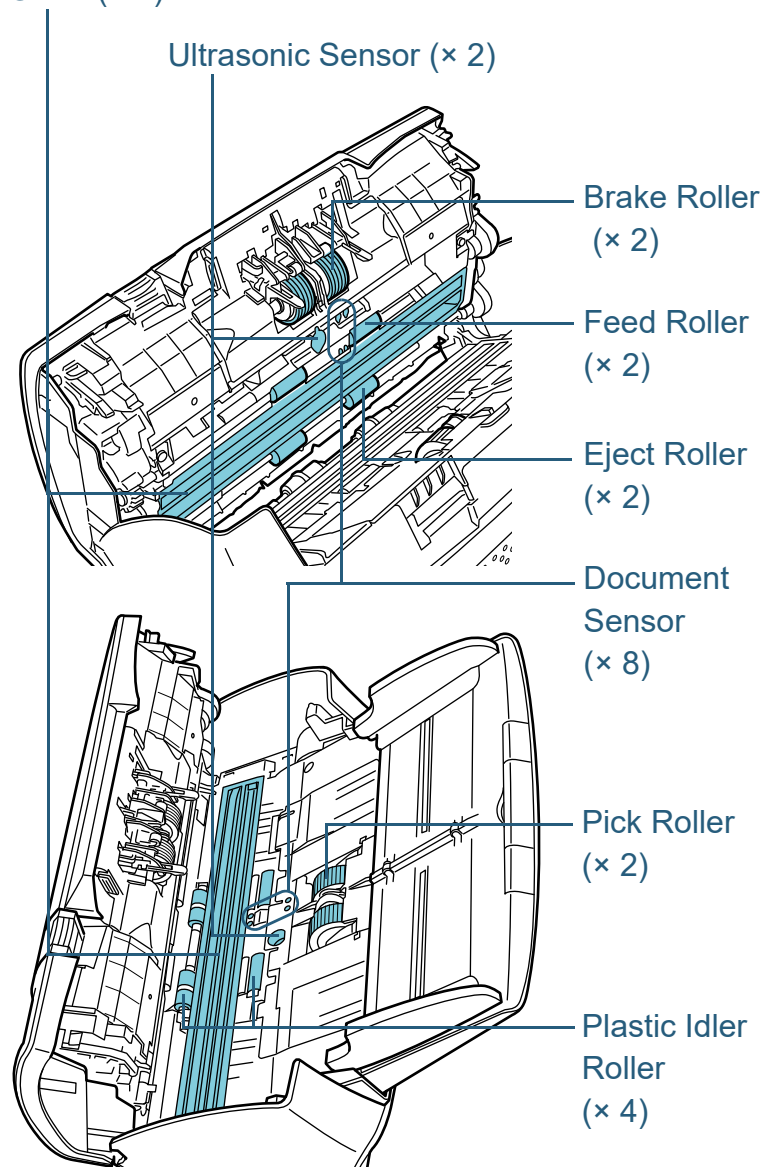
Brake Roller (× 2)

Remove the roller from the scanner.

For details about removing the brake roller, refer to .

Gently wipe off any dirt or dust along the grooves, taking care not to damage the roller surface.
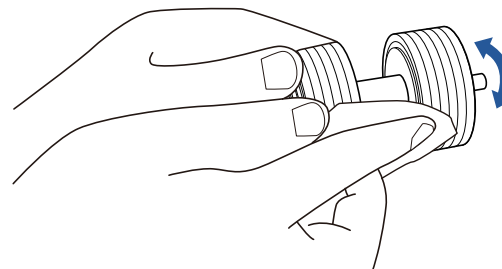
Pick Roller (× 2)

Gently wipe off any dirt or dust along the grooves as you rotate the roller manually, taking care not to damage the roller surface. Make sure that it is wiped properly because black residue on the roller will affect the feeding performance.

Plastic Idler Roller (× 4)

Gently wipe off any dirt or dust on the surface of the rollers. Make sure that it is wiped properly because black residue on the roller will affect the feeding performance.

Be careful not to damage the sponge that is attached to the middle of the roller.

Glass (× 2)

Gently wipe the dirt and dust off the surface of the glass sections.

ATTENTION

Vertical streaks may appear on the scanned image when the glass is dirty.

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Ultrasonic Sensor (× 2)/Document Sensor (× 8)

Gently wipe the dirt and dust off the surface of the ultrasonic/document sensors.

> **HINT**
> If it is difficult to clean, use a cotton swab.
>
>
>
> Ultrasonic Sensor
>
> Document Sensor
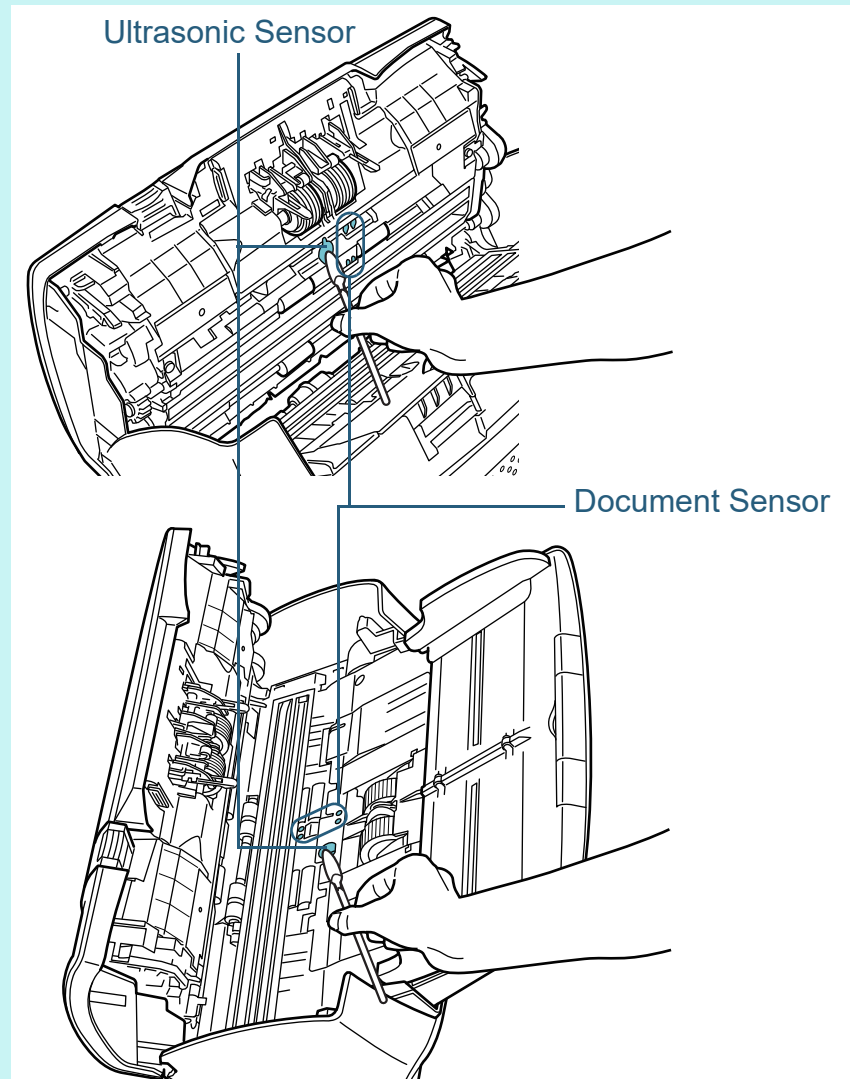
Feed Roller (× 2)/Eject Roller (× 2)

The power must be turned on to rotate the feed/eject rollers.

1 Turn on the scanner.
   For details, refer to .

2 After "1" is displayed on the Function Number Display on the operator panel, open the ADF.

   For details, refer to .

> ⚠ **CAUTION**   When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

3 When you press the [Send to] and [Scan/Stop] buttons on the operator panel at the same time, the feed/eject rollers rotate a certain amount.

[Send to] Button

[Scan/Stop] Button
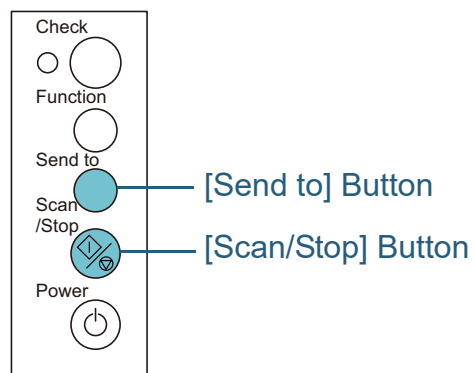
> ⚠ **CAUTION**   Be careful not to touch the rollers with your hand while they are rotating.

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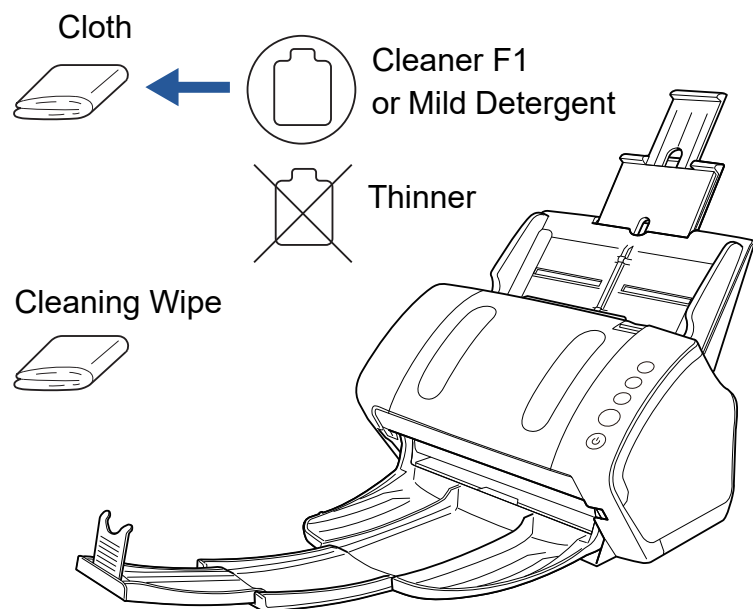Operational Settings

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4 Put a piece of cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe against the roller surface, and wipe horizontally. Wipe off any dirt or dust on the surface by pressing the [Send to] and [Scan/Stop] buttons at the same time to rotate the rollers. Make sure that it is wiped properly because black residue on the roller will affect the feeding performance.
As a guideline, pressing the [Send to] and [Scan/Stop] buttons seven times simultaneously will rotate the feed/eject rollers one revolution.

4 Close the ADF.

For details, refer to "1.4 Opening/Closing the ADF" (page 25).

⚠ CAUTION	Be careful not to have your fingers caught when closing the ADF.

ATTENTION

Confirm that the ADF is closed properly. Otherwise, the document may not be fed into the ADF.

5 Reset the cleaning counter in the Software Operation Panel.

For details, refer to "Resetting the Sheet Counters" (page 139).

Cleaning the Flatbed (fi-7240)

The flatbed should be cleaned with a piece of cloth moistened with Cleaner F1, or a sheet of Cleaning Wipe.

1 Open the document cover.

For details, refer to "1.5 Opening/Closing the Document Cover (fi-7240)" (page 26).

2 Clean the following locations with a cloth moistened with Cleaner F1 or a sheet of Cleaning Wipe.

Document Pad

Plastic Frame
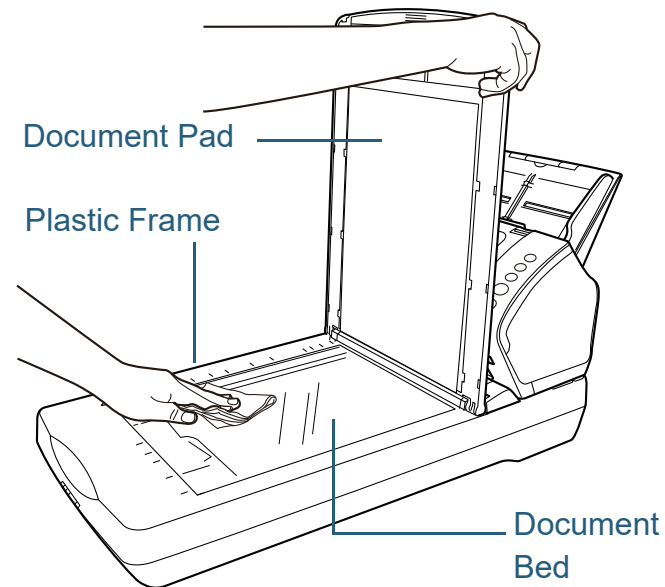
Document Bed

ATTENTION

Be careful not to let the cleaner in between the document bed and the plastic frame.

3 Wait for the cleaned parts to dry.

4 Close the document cover.
For details, refer to "1.5 Opening/Closing the Document Cover (fi-7240)" (page 26).

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5.4 Cleaning the Carrier Sheet

The Carrier Sheet should be cleaned with either a piece of dry cloth, a cloth moistened with Cleaner F1/mild detergent, or a sheet of Cleaning Wipe.

Gently wipe the dirt and dust off the surface and the inside of the Carrier Sheet.

As you keep using the Carrier Sheet, dirt and dust will accumulate on the surface and the inside.

Clean it regularly because it may result in scanning errors.

ATTENTION
- Make sure that the Carrier Sheet is not creased.
- To avoid deformation and discoloration, never use paint thinner or any other organic solvents.
- Do not use force to rub against the Carrier Sheet because it may be damaged or deformed.
- After cleaning the inside, do not close the Carrier Sheet until it is completely dry.
- The Carrier Sheet should be replaced approximately every 500 scans.
  For information on purchasing the Carrier Sheet, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

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Chapter 6   Replacing the Consumables
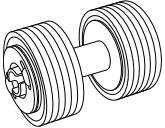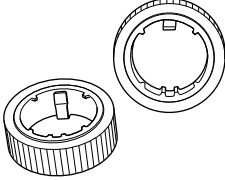
This chapter describes how to replace the consumables for the scanner.

⚠ CAUTION ⚡ 🔥	The inside of the ADF becomes very hot when the scanner is being used. Before you replace the consumables, make sure to turn off the power, unplug the power cable and wait at least 15 minutes for the inside of the ADF to cool down.

6.1 Consumables and Replacement Cycles

The following table shows the consumables used for the scanner.

Name	Part No.	Suggested Replacement Cycle
BRAKE ROLLER	PA03670-0001	200,000 sheets or one year
PICK ROLLER	PA03670-0002	200,000 sheets or one year

Consumables need to be replaced periodically. It is recommended that you keep a stock of new consumables and replace them before it reaches the end of the consumable life. The scanner records the number of sheets scanned after the consumables (brake roller/pick roller) are replaced, which allows you to check the status on each consumable.
For details, refer to .
Note that the suggested replacement cycles are guidelines for using A4 (80 g/m^2 [20 lb]) wood-free or wood-containing paper, as these cycles vary depending on the type of documents scanned and how often the scanner is used and cleaned.

HINT
Only use the specified consumables.

To purchase the consumables, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

6.2 Replacing the Brake Roller

Replace the brake roller in following procedure.

1 Remove all documents from the ADF paper chute (feeder).

2 Open the ADF.
For details, refer to "1.4 Opening/Closing the ADF" (page 25).

> ⚠️ **CAUTION**
>
> When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

3 Remove the brake roller.
1 Hold both ends of the cover, and open it in the direction of the arrow.

Cover
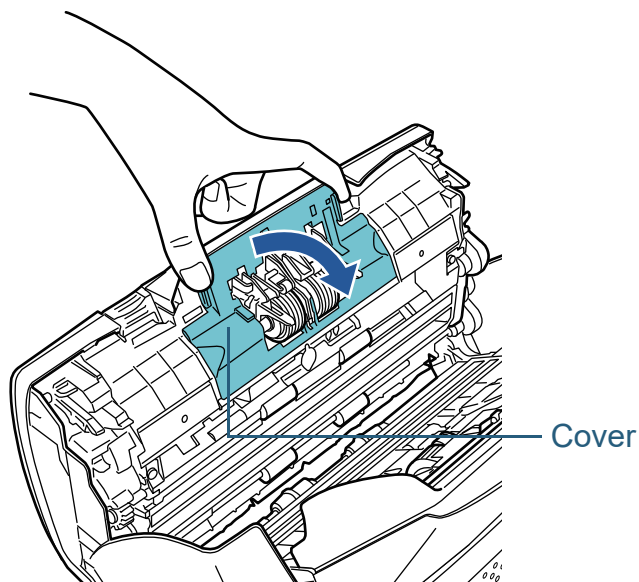
2 Lift the right side of the roller first, then pull out the shaft from the slot on the left.
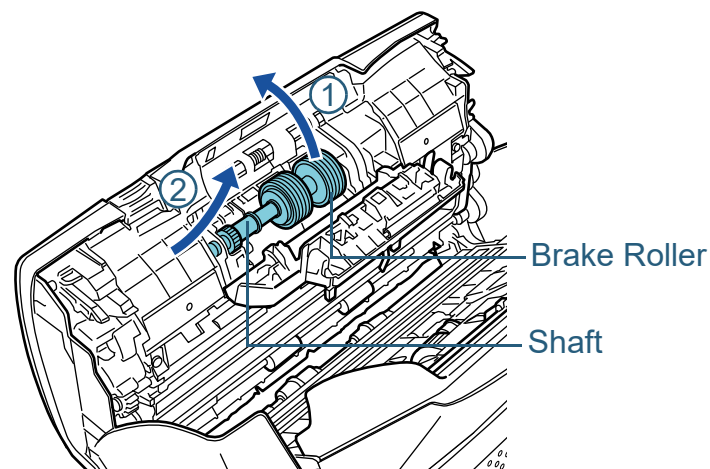
Brake Roller

Shaft

4 Remove the brake roller from its shaft.
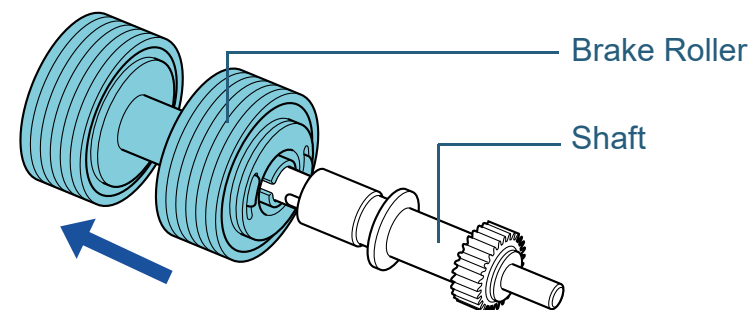
Brake Roller

Shaft

5 Attach a new brake roller on the shaft.

Insert the protrusion on the shaft into the slot.

- Brake Roller
- Slot
- Protrusion
- Shaft
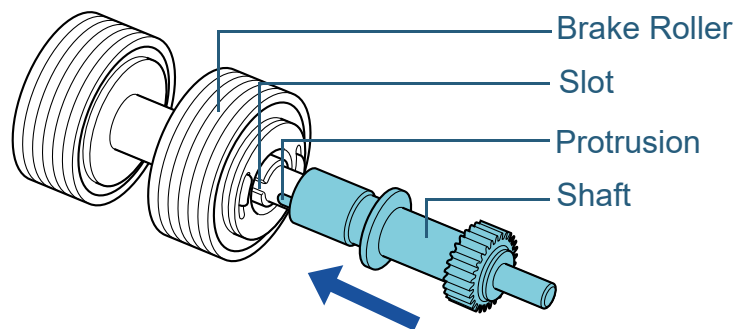
6 Attach the shaft.

1 Insert the left end of the shaft into the hole in accordance with the hole shape, and then attach the right side of the shaft.

- Shaft
- Brake Roller
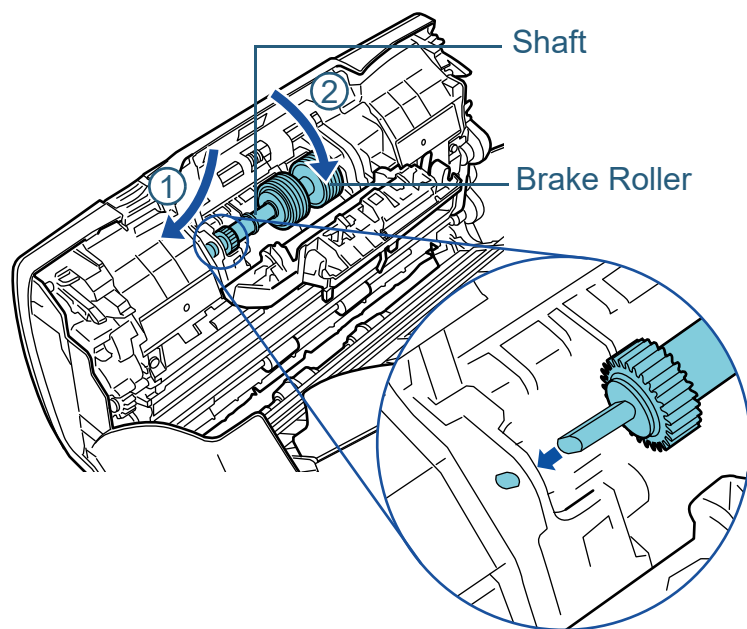
2 Close the cover.

ATTENTION

Confirm that the brake roller is installed properly. Otherwise, it may cause feeding errors such as paper jams.

7 Close the ADF.

For details, refer to .

⚠ CAUTION	Be careful not to have your fingers caught when closing the ADF.

8 Reset the brake roller counter in the Software Operation Panel.

For details, refer to .

6.3 Replacing the Pick Roller

Replace the pick roller in following procedure.

1 Remove all documents from the ADF paper chute (feeder).

2 Remove the ADF paper chute (feeder).
Hold both ends of the ADF paper chute (feeder), then lift it in the direction of arrow ① and pull it out in the direction of arrow ② .

ADF Paper Chute (Feeder)
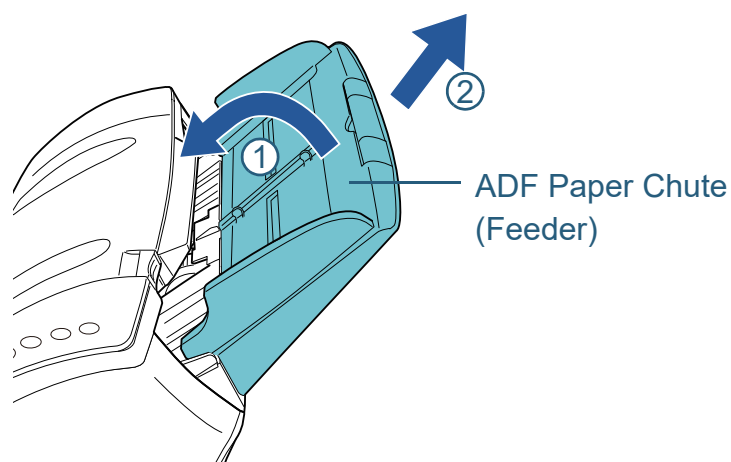
3 Open the ADF.
For details, refer to "1.4 Opening/Closing the ADF" (page 25).

⚠ CAUTION | When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

4 Remove the pick roller.
1 Open the sheet guide by lifting the tab.
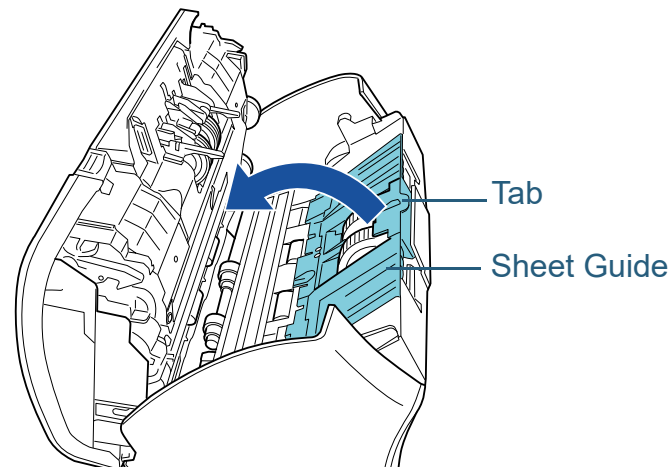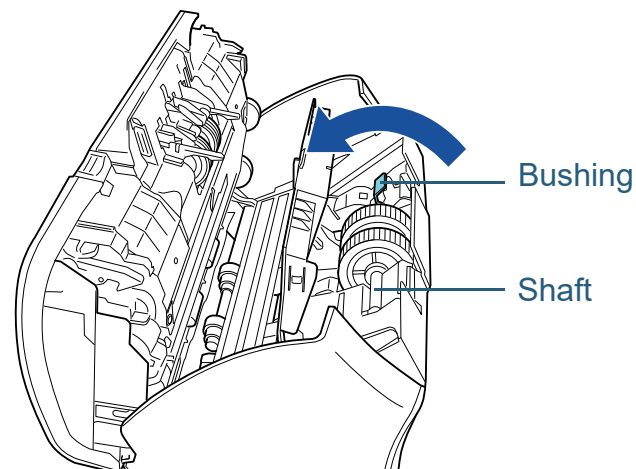
Tab

Sheet Guide

2 Rotate the bushing on the shaft.

Bushing

Shaft

3 Lift up the bushing in direction ① (about 5 mm), and slide the shaft in direction ② to pull out the leading end from the slot, then lift the shaft in direction ③ to remove it.
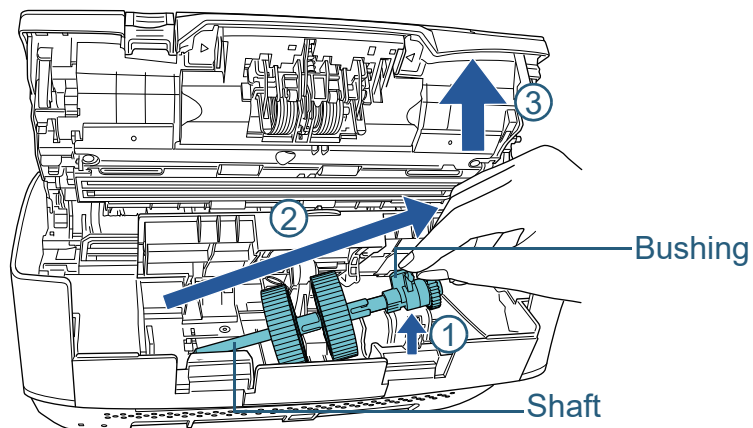
Bushing

Shaft

ATTENTION
Be careful not to touch the gear near the bushing on the shaft as it contains grease.

5 Remove the two pick rollers from the shaft one at a time.

1 Pull out the pick roller from the shaft as you lift the retaining clip.

Retaining Clip
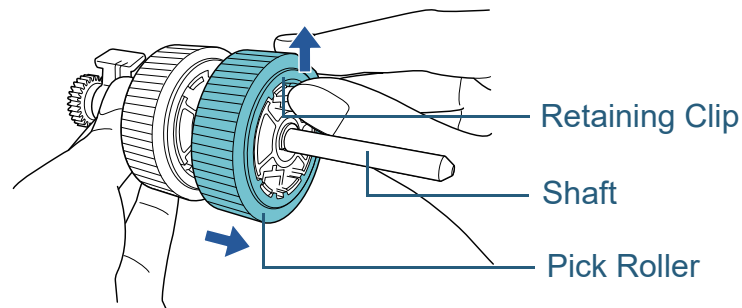
Shaft

Pick Roller

2 Pull out the other pick roller from the shaft as you lift the retaining clip.

Retaining Clip
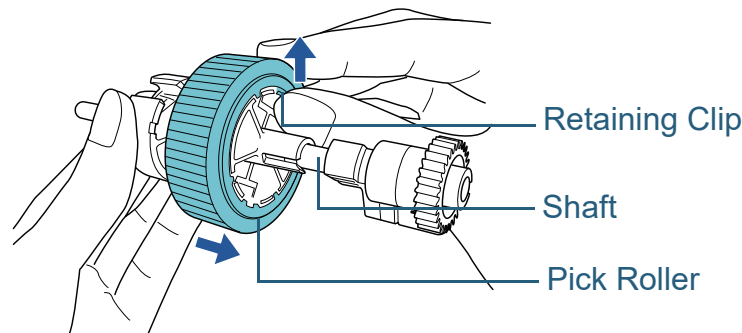
Shaft

Pick Roller

6 Attach the two new pick rollers on the shaft on at a time.

1 Insert the retaining clip of the pick roller into the slot.

- Pick Roller
- Retaining Clip
- Shaft
- Slot
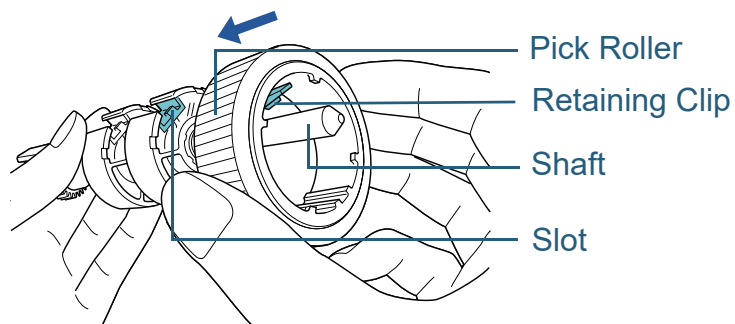
2 Insert the retaining clip of the other pick roller into the slot.
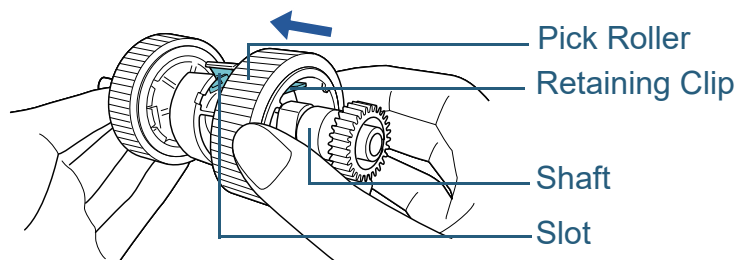
- Pick Roller
- Retaining Clip
- Shaft
- Slot

ATTENTION
Confirm that the pick roller is installed properly. Otherwise, it may cause feeding errors such as paper jams.
Make sure to insert the pick roller until it locks in place.

7 Attach the shaft.

1 Insert the left end of the shaft into the slot, and lower the other end gradually.
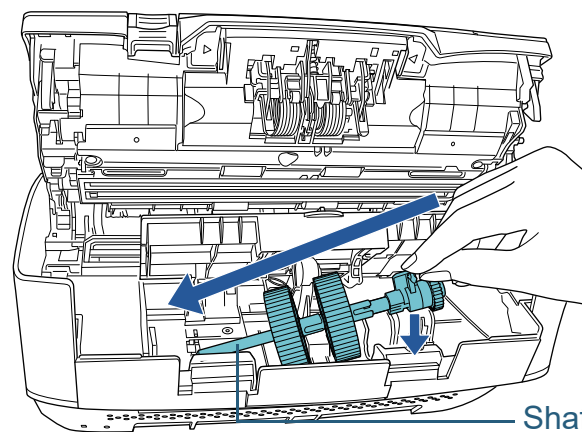
- Shaft

2 Rotate the bushing on the shaft in the direction of the arrow.

- Bushing
- Shaft
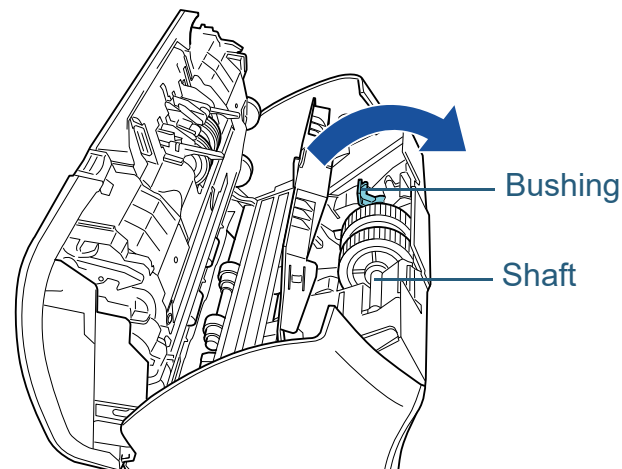
3 Close the sheet guide. Make sure that both ends of the sheet guide are locked firmly.

ATTENTION
Confirm that the pick roller is installed properly. Otherwise, it may cause feeding errors such as paper jams.

8 Close the ADF.

For details, refer to .

⚠ CAUTION	Be careful not to have your fingers caught when closing the ADF.

9 Attach the ADF paper chute (feeder).

Insert the tabs into the slots on the back of the scanner in the direction of arrow ① and tilt the ADF paper chute (feeder) downwards in the direction of arrow ② until it locks in place. Attach the ADF paper chute (feeder) with the side guides facing upwards.

Tab

Side Guides

ADF Paper Chute (Feeder)
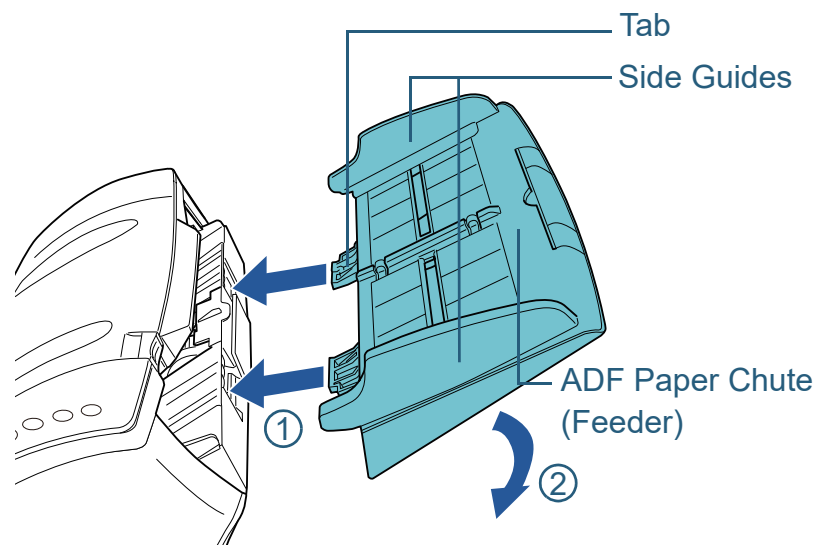
ATTENTION
Do not leave any space between the ADF paper chute (feeder) and the scanner.

10 Reset the pick roller counter in the Software Operation Panel.

For details, refer to .

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Chapter 7   Troubleshooting

This chapter explains about the countermeasures against paper jams and other troubles, items to check before contacting your scanner service provider, and how to read the product labels on the scanner.

ATTENTION
For details about other errors/troubles that are not covered in this chapter, refer to the scanner driver's Help or the Error Recovery Guide.

7.1 Paper Jam

When your document is jammed inside the scanner, remove the document in the following procedure.

⚠ CAUTION	● Do not use force to pull out the jammed document, and make sure to open the ADF first. ● Be careful not to touch any sharp parts upon removing jammed documents. ● Be careful not to get things such as hair, a tie or necklaces caught inside the scanner. ● The inside of the ADF may become extremely hot during operation.

1 Remove all documents from the ADF paper chute (feeder).

2 Open the ADF.
For details, refer to "1.4 Opening/Closing the ADF" (page 25).

⚠ CAUTION	When the ADF is open, it might close accidentally. Be careful not to get your fingers caught.

3 Remove the jammed document.
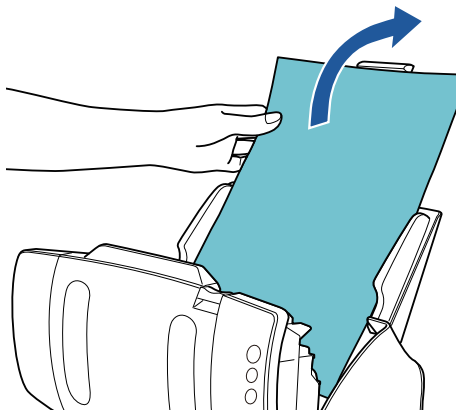
ATTENTION
● Make sure to check the documents and the paper path thoroughly. Remove any metal objects such as staples or paper clips to prevent paper jams.
● Be careful not to damage the glass surface and the guides when removing documents with metal objects such as staples or paper clips.

4 Close the ADF.
For details, refer to "1.4 Opening/Closing the ADF" (page 25).

⚠ CAUTION	Be careful not to get your fingers caught when closing the ADF.

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> **ATTENTION**
> - Confirm that the ADF is closed properly. Otherwise, the document may not be fed into the ADF.
> - Occasionally when scanning is complete or canceled, documents may remain in the ADF without any error message displayed. In that case, remove the documents by following the above steps 1 to 4.
> - To continue scanning, check which page you want to resume from, and load the document in the ADF paper chute (feeder) again.

7.2 Error Indications on Operator Panel

When an error occurs during operation, the LED indicator lights in orange.
In addition, the indication on the Function Number Display changes as follows:

- For temporary errors
  The letter "J" or "U" and an error code appear alternately.
- For device errors
  The letter "E", "F", "C", "H", "A" or "L" and an alarm number appear alternately.

Temporary errors can be recovered by the operator, whereas device errors require troubleshooting by a service engineer. While a temporary error is displayed, press the [Scan/Stop] button or the [Send to] button to return to the ready status ("1"). Note that a paper jam message disappears after a certain period of time elapses if there are no documents ([Ready] status) in the scanner.

— LED Indicator

— Function Number Display

— [Send to] Button

— [Scan/Stop] Button
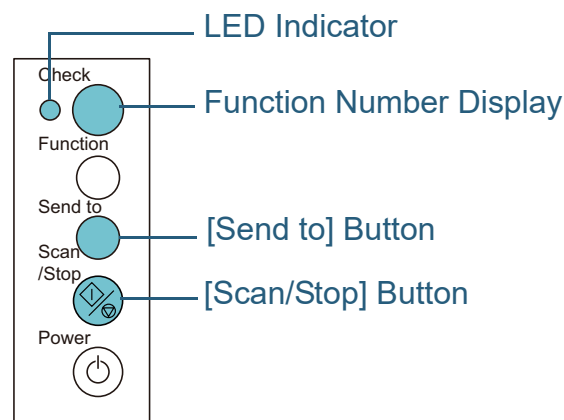
If the Error Recovery Guide is installed in the computer, the Error Recovery Guide window appears when the Windows operating system is started up. When an error occurs, the Error Recovery Guide window displays related information such as the name of the error and the error code (number). Write down the information shown in the window and click the [More Info] button to check for troubleshooting methods.
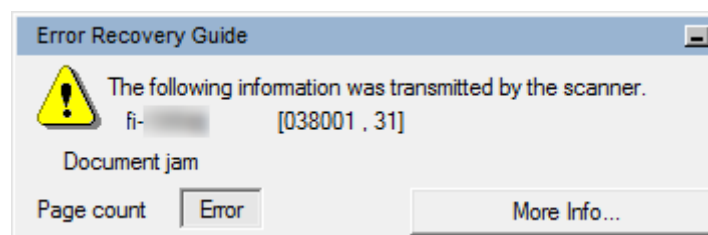
Temporary Errors

The following are lists of temporary errors which can be recovered by operators.

■Paper Feeding Errors

The letter "J" and an error code appear alternately

Display	Description	Action
J0	Scanning stopped to prevent paper damage.	1 Remove the jammed document. For details, refer to "7.1 Paper Jam" (page 92).
J1	Paper jammed.	2 Check if the document is suitable for scanning by ADF. For details, refer to "2.3 Documents for Scanning" (page 41).
J2	Multifeed occurred.	Press the [Send to] button on the operator panel to eject the documents.
J8	A sensor error occurred.	Open the ADF and clean the eight document sensors. For details, refer to "Chapter 5 Daily Care" (page 72).

■Transport Lock, Cover Open, and Print Errors

The letter "U" and an error code appear alternately.

Display	Description	Action
U0	A transport lock error occurred. (fi-7240)	Unlock the transport lock switch. For details, refer to "Installing the Scanner" in Getting Started.
U4	The ADF was opened during scanning.	Close the ADF and reload the documents.
U5	The print cartridge cover of the imprinter was opened during scanning. (only when imprinter is installed)	Close the print section of the imprinter, and load the document again.
U6	The print cartridge of the imprinter is not loaded. (only when imprinter is installed)	This error is related to the imprinter. For details, refer to the fi-718PR Imprinter Operator's Guide.

Device Errors

The following are lists of device errors which require troubleshooting by a service engineer.

■Internal and Optical Errors

The letter "E" and an alarm number appear alternately.

Display	Description	Action
E0	A flatbed motor error occurred. (fi-7240)	1 Confirm that the transport lock switch is not locked. For details, refer to "Installing the Scanner" in Getting Started.
E1	An optical error (flatbed) occurred. (fi-7240)	2 Turn the scanner off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
E2	An optical error (ADF front) occurred.	1 Clean the glass section. For details, refer to "Chapter 5 Daily Care" (page 72).
E3	An optical error (ADF back) occurred.	2 Turn the scanner off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
E6	An operator panel error occurred.	Turn the scanner off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
E7	An EEPROM error occurred.	

■Overrun Error

The letter "F" and an alarm number appear alternately.

Display	Description	Action
F4	A background switching mechanism error occurred.	Turn the scanner off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

■Chip Error

The letter "C" and an alarm number appear alternately.

Display	Description	Action
C8	An internal communication error of the scanner occurred.	Turn the scanner off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

■Motor Circuit Error

The letter "H" and an alarm number appear alternately.

Display	Description	Action
H0	A motor circuit error occurred.	Turn the scanner off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
H6	An imprinter circuit error occurred. (only when imprinter is installed)	
H7	A lamp circuit error occurred.	

■Option Error (When Imprinter Is Installed)

The letter "A" and an alarm number appear alternately.

Display	Description	Action
A0	An imprinter control board error occurred.	1 Confirm that the EXT cable of the imprinter is connected properly to the EXT connector on the back of the scanner. For details about the EXT cable, refer to "Back" (page 16). For details about how to connect the EXT cable, refer to the fi-718PR Imprinter Operator's Guide.
A1	A communication timeout error occurred with the imprinter.	
A2	A printer head error of the imprinter occurred.	2 Confirm that the print cartridge is installed correctly. For details, refer to the fi-718PR Imprinter Operator's Guide.
A3	An imprinter EEPROM error occurred.	
A4	An imprinter ROM error occurred.	3 Turn the scanner off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

■Sensor Error

The letter "L" and an alarm number appear alternately.

Display	Description	Action
L0 L2	A sensor error occurred.	1 Clear any paper dust around the document sensors. 2 Turn the scanner off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
L6	A sensor error occurred.	1 Clear any paper dust around the ultrasonic sensors. 2 Turn the scanner off then back on. If the problem persists, write down the displayed error code and contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

7.3 Troubleshooting

This section describes the actions taken for troubles that you may encounter when using the scanner. Please check the following items before you request a repair. If the problem persists, check each item in "7.4 Before You Contact the Scanner Service Provider" (page 119), and then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.
The following are some examples of troubles that you may experience.

Symptoms
"Scanner cannot be powered ON." (page 100)
"The Function Number Display or the [Power] button or both switch off." (page 101)
"Scanning does not start." (page 102)
"Scanning takes a long time." (page 103)
"Image quality is poor." (page 104)
"Quality of scanned text or lines is unsatisfactory." (page 105)
"Images are distorted or not clear." (page 106)
"Vertical streaks appear on the scanned image." (page 107)
"An error ("E" or other letter or number) is already displayed in the Function Number Display after power-on." (page 108)
"Multifeed error occurs frequently." (page 109)
"Situation in which the document is not fed into the ADF occurs frequently." (page 111)
"Paper jams/pick errors occur frequently." (page 112)

Symptoms
"Scanned images turn out elongated." (page 113)
"A shadow appears at the top or the bottom of the scanned image." (page 114)
"There are black traces on the document." (page 115)
"The Carrier Sheet is not fed smoothly./Paper jams occur." (page 116)
"Part of the image appears missing in the case where the Carrier Sheet is used." (page 118)

Scanner cannot be powered ON.

| Is the power cable connected properly? | ➡ | Connect the power cable properly. |

Yes ⬇   No

| Did you press the [Power] button on the scanner's operator panel? | ➡ | Press the [Power] button on the operator panel. |

Yes   No

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

The Function Number Display or the [Power] button or both switch off.

Has the scanner been left out of operation for a long time after being powered on?	➡️ Yes	The scanner has entered power saving mode or has been automatically turned off.
		● If the scanner has entered power saving mode
		  The Function Number Display turns off but the [Power] button light remains green.
		  Resume from power saving mode by one of the following methods:
		  - Load a document in the ADF paper chute (feeder)
		  - Press any button on the operator panel
		    Note that pressing the [Power] button for more than 2 seconds will turn the power off.
		  - Perform scanning from an application
		● If the scanner has been automatically turned off
		  The Function Number Display and the [Power] button light are off.
		  Turn on the scanner.
		  For details, refer to "1.3 Turning the Power ON/OFF" (page 23).

⬇️ No

Does the Function Number Display and the [Power] button light remain off even if you turn the scanner off and then on again?	➡️ No	The scanner is operating correctly.

Yes ➡️

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Scanning does not start.

Did you unlock the transport lock switch? (fi-7240)	➡ No	Turn off the scanner, and unlock the transport lock switch. For details about how to turn off the scanner, refer to "1.3 Turning the Power ON/OFF" (page 23). For details, refer to "Installing the Scanner" in Getting Started.

Yes ⬇

Is the document loaded in the ADF paper chute (feeder) correctly?	➡ No	Reload the document in the ADF paper chute (feeder).

Yes ⬇

Is the ADF closed properly?	➡ No	Close the ADF firmly. If the document is caught in the ADF, remove the document and close the ADF.

Yes ⬇

Is the USB cable connected properly?	➡ No	Connect the USB cable properly. For details, refer to "Connecting the Cables" in Getting Started.

Yes ⬇

Is the connector on the USB cable broken or damaged?	➡ Yes	Use a new cable and make sure that it is connected properly.

No ⬇

Does scanning start after turning the scanner off then back on?	➡ Yes	The scanner is operating correctly.

No ➡

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

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Scanning takes a long time.

| Does your computer meet the recommended requirements? | ➡ No | Use a computer that meets the recommended CPU, memory, and other requirements. For details, refer to "System Requirements" in Getting Started. |

Yes ⬇

| Is the USB cable connected to the USB1.1 port? | ➡ Yes | You can check the type of the USB port that the USB cable is connected to by selecting [Interface] → [Currently connected interface] in [Device Info] of the Software Operation Panel. Connect the USB cable to the USB2.0 port. |

No ⬇

| Did you start a scan while the computer was unstable (for example, immediately after computer start-up or logon)? | ➡ Yes | When you start or log onto the computer, wait a while before starting a scan. |

No ⬇

| Are the rollers clean? | ➡ No | Clean the rollers. For details, refer to "Chapter 5 Daily Care" (page 72). |

Yes ➡

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Image quality is poor.

| Did you configure the settings in the scanner driver to scan in black & white mode? | ➡ No | Use a scanner driver to configure grayscale or other scan settings that do not simply "binarize" (output in black and white), and then perform a scan. (*1) |

Yes ⬇

| Are the glasses inside the ADF clean? | ➡ No | Clean the inside of the ADF. For details, refer to "Chapter 5 Daily Care" (page 72). |

Yes ➡

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

*1: The scanned image may differ from the original image significantly if you simply "binarize" (output in black & white) a picture or a photo.

Quality of scanned text or lines is unsatisfactory.

ADF: Are the glass and rollers inside the ADF clean? **Flatbed (fi-7240):** Is the document pad or the document bed clean?	➡ No	Perform cleaning. For details, refer to "Chapter 5 Daily Care" (page 72).

Yes ⬇

Is the resolution appropriate?	➡ No	Specify a higher resolution in the scanner driver.

Yes ⬇

Did you configure the settings in the scanner driver to scan in grayscale or color mode?	➡ No	Configure the settings in the scanner driver to scan in black & white mode. (*1)

Yes ⬇

Is there any foreign matter (such as dust or paper dust) on the document?	➡ Yes	Remove any foreign matter off the document. Foreign matter may get on the glass inside the ADF or the document bed of the flatbed (fi-7240), and cause the image to become dirty.

No ➡

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

*1: When you scan in grayscale or in color mode, the scanned image may not become sharp and clear.

Images are distorted or not clear.

ADF:
Are the glass and rollers inside the ADF clean?
Flatbed (fi-7240):
Is the document pad or the document bed clean?

→ No

Perform cleaning.
For details, refer to "Chapter 5 Daily Care" (page 72).

Yes ↓

Is the ADF being pushed down during scanning? Or is there a heavy object on top of the ADF?

→ Yes

Do not push down the top of the ADF, or place any heavy objects on the ADF during scanning.

No ↓

Is a scan performed on a place that is unstable or vibrates?

→ Yes

Perform a scan on a place that is stable and does not vibrate.

No ↓

Is the scanner placed on a flat, level surface? Are the rubber pads attached on the bottom of the scanner?

→ No

Either place the scanner on a flat and level surface, or attach the rubber pads on the bottom of the scanner.

Yes ↓

Are there any wrinkles or curls on the document?

→ Yes

Smooth out the wrinkles or curls on the document.

No →

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Vertical streaks appear on the scanned image.

| Do the streaks always appear in the same location? | **Yes** → | Clean the glass and rollers inside the ADF, or the document bed of the flatbed (fi-7240).
For details, refer to "Chapter 5 Daily Care" (page 72). |

No ↓

| Does the vertical streak disappear when you set a lower resolution? | **Yes** → | Specify a lower resolution. |

No ↓

| Is there any foreign matter (such as dust or paper dust) on the document? | **Yes** → | Remove any foreign matter off the document.
Foreign matter may get on the glass inside the ADF or the document bed of the flatbed (fi-7240), and may cause vertical streaks to appear on the scanned image. |

No →

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

An error ("E" or other letter or number) is already displayed in the Function Number Display after power-on.

Did you unlock the transport lock switch? (fi-7240)	**No** →	Turn off the scanner, and unlock the transport lock switch. For details about how to turn off the scanner, refer to "1.3 Turning the Power ON/OFF" (page 23). For details, refer to "Installing the Scanner" in Getting Started.

Yes ↓

Is the error code still displayed after you turned the power off then back on?	**No** →	The scanner is operating correctly.

Yes ↓

Is the letter "c" flashing on the Function Number Display while the LED indicator is flashing?	**Yes** →	Close the ADF and the print section of the imprinter (only when imprinter is installed) properly. For details, refer to "1.4 Opening/Closing the ADF" (page 25). If the indication does not return to the ready status ("1") after you closed the ADF, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

No →

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Multifeed error occurs frequently.

Do the documents meet the requirements described in "Precautions" in "Conditions" (page 41)?	➡ No	Use documents that meet the requirements. For details, refer to "2.3 Documents for Scanning" (page 41).

Yes ⬇

Are you using the Carrier Sheet?	➡ Yes	In the scanner driver, configure the scan settings for using the Carrier Sheet ("Documents Larger than A4/Letter Size" (page 57) or "Scanning Photographs and Clippings" (page 59)).

No ⬇

If multifeed detection is enabled, does the batch of documents fulfill the conditions for an accurate detection?	➡ No	Fulfill the conditions for an accurate multifeed detection. For details, refer to "Conditions for Multifeed Detection" (page 46). Also specify the multifeed detection area if necessary ("Specifying the Area to Detect Multifeed [Document check area specification for Multifeed Detection]" (page 155)).

Yes ⬇

Did you scan a plastic card or any other thick document?	➡ Yes	To scan documents successfully, use the multifeed window display function of the scanner driver, use the Intelligent Multifeed function, or disable the multifeed detection.

No ⬇

Did you fan the documents before loading them?	➡ No	Fan the documents.

Yes ⬇

Have the documents just been printed out from a copy machine or a laser printer?	➡ Yes	Fan the documents a few times to remove static electricity.

No ⬇

Are the consumables (*1) installed correctly?	➡ No	Install the consumables (*1) correctly. For details, refer to "Chapter 6 Replacing the Consumables" (page 83).

Yes ⬇

Yes (continued) ⬇

| Are the consumables (*1) clean? | | No ➡ | Clean the consumables (*1).
For details, refer to "Chapter 5 Daily Care" (page 72). |

Yes ⬇

| Are the consumables (*1) worn out? | | Yes ➡ | Check the consumable counters and replace them if necessary.
For details, refer to "Chapter 6 Replacing the Consumables" (page 83). |

No ⬇

| Is the scanner used at 2,000 m or higher altitudes? | | Yes ➡ | Select [Enable] for [High Altitude Mode] (*2) in [Device Setting 2] on the Software Operation Panel.
For details, refer to " Scanning at High Altitude [High Altitude Mode]" (page 152). |

No ➡

| If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |

*1: "Consumables" refers to the brake roller and the pick roller.

*2: If the scanner is used at an altitude lower than 2,000 m with [Enable] selected for [High Altitude Mode], multifeeds may not be detected.

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Situation in which the document is not fed into the ADF occurs frequently.

Do the documents meet the requirements described in "Precautions" in "Conditions" (page 41)?

No ➡ Use documents that meet the requirements.
For details, refer to "2.3 Documents for Scanning" (page 41).

Yes ⬇

Did you fan the documents before loading them in the ADF paper chute (feeder)?

No ➡ Fan the documents before loading them. Or reduce the amount of documents.

Yes ⬇

Are the consumables (*1) installed correctly?

No ➡ Install the consumables (*1) correctly.
For details, refer to "Chapter 6 Replacing the Consumables" (page 83).

Yes ⬇

Are the consumables (*1) clean?

No ➡ Clean the consumables (*1).
For details, refer to "Chapter 5 Daily Care" (page 72).

Yes ⬇

Are the consumables (*1) worn out?

Yes ➡ Check the consumable counters and replace them if necessary.
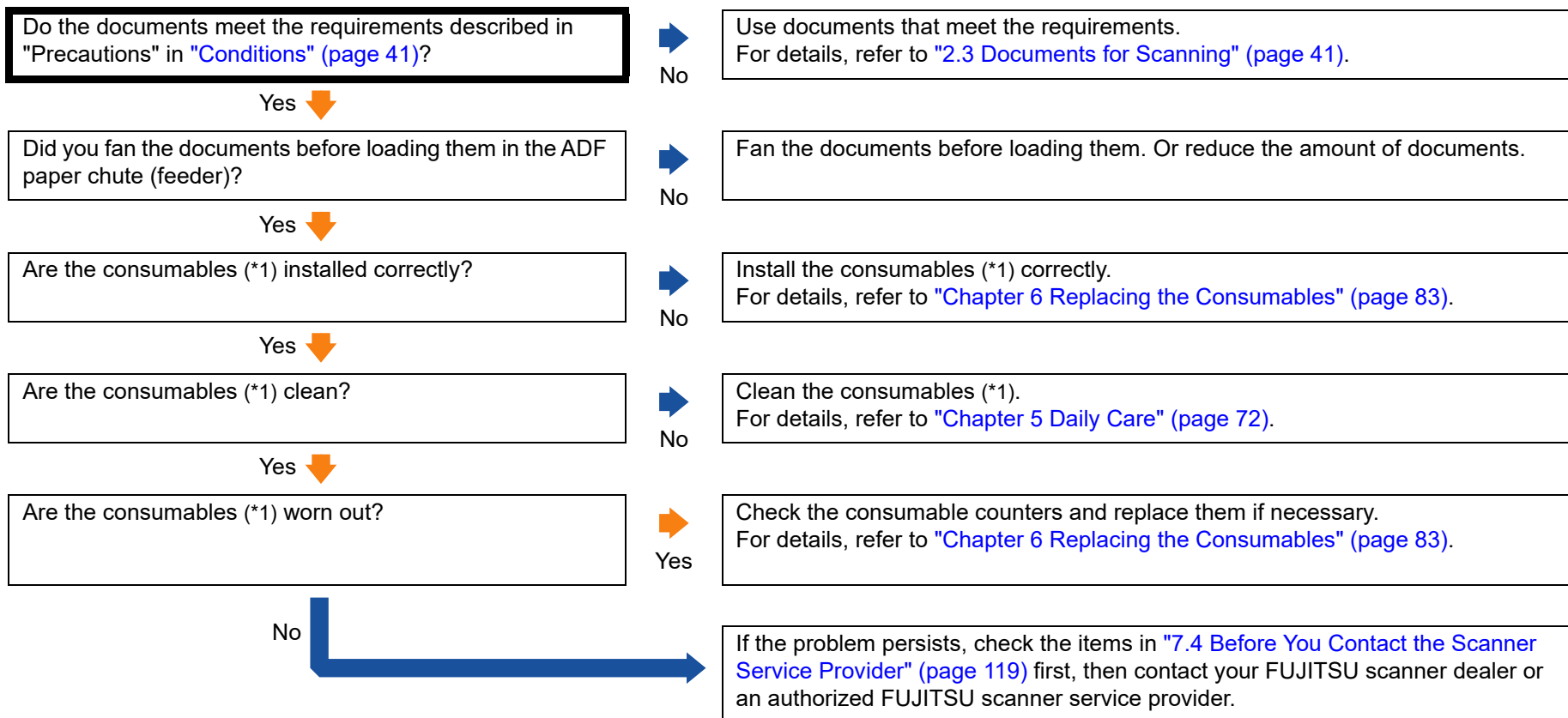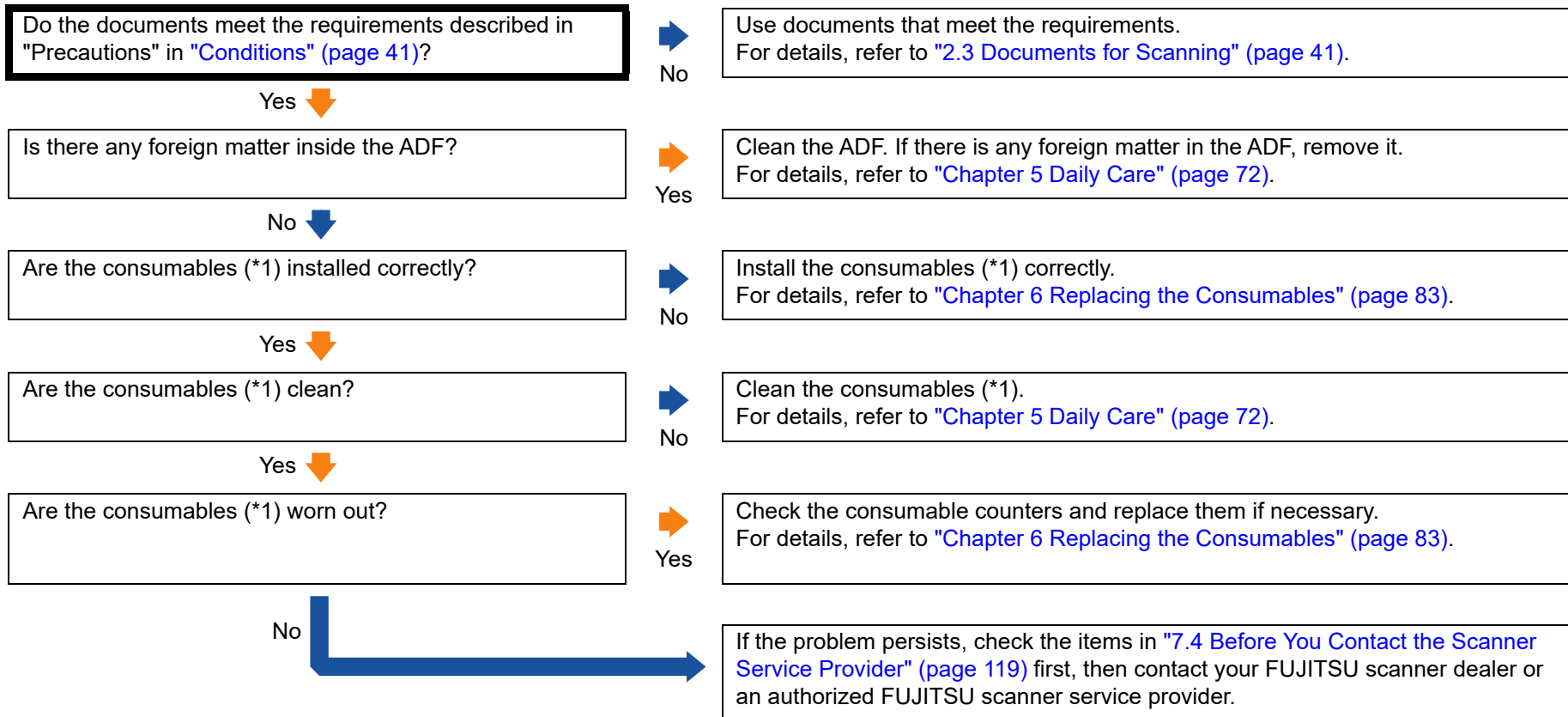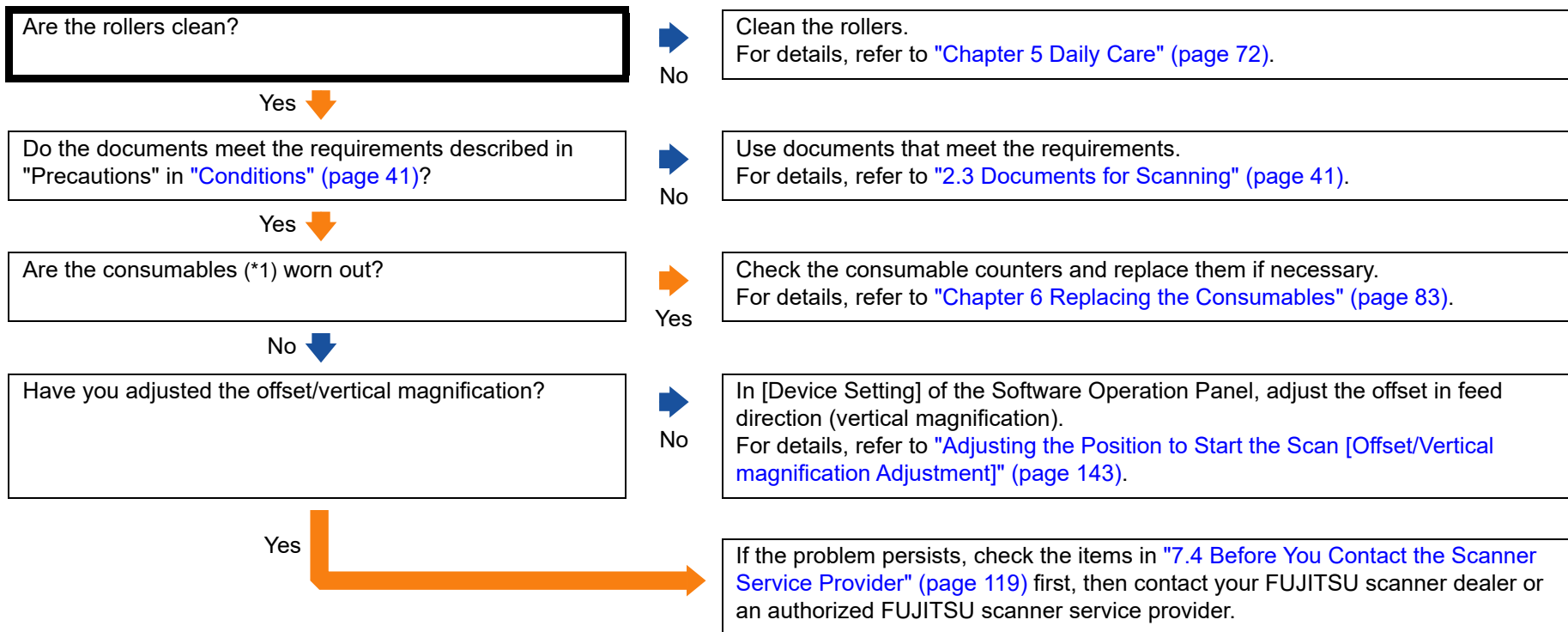For details, refer to "Chapter 6 Replacing the Consumables" (page 83).

No ➡ If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

*1: "Consumables" refers to the brake roller and the pick roller.

Paper jams/pick errors occur frequently.

| Do the documents meet the requirements described in "Precautions" in "Conditions" (page 41)? | ➡ No | Use documents that meet the requirements.
For details, refer to "2.3 Documents for Scanning" (page 41). |

Yes ⬇

| Is there any foreign matter inside the ADF? | ➡ Yes | Clean the ADF. If there is any foreign matter in the ADF, remove it.
For details, refer to "Chapter 5 Daily Care" (page 72). |

No ⬇

| Are the consumables (*1) installed correctly? | ➡ No | Install the consumables (*1) correctly.
For details, refer to "Chapter 6 Replacing the Consumables" (page 83). |

Yes ⬇

| Are the consumables (*1) clean? | ➡ No | Clean the consumables (*1).
For details, refer to "Chapter 5 Daily Care" (page 72). |

Yes ⬇

| Are the consumables (*1) worn out? | ➡ Yes | Check the consumable counters and replace them if necessary.
For details, refer to "Chapter 6 Replacing the Consumables" (page 83). |

No ➡

| | | If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider. |

*1: "Consumables" refers to the brake roller and the pick roller.

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Scanned images turn out elongated.

| Are the rollers clean? | ➡ No | Clean the rollers.
For details, refer to "Chapter 5 Daily Care" (page 72). |

Yes ⬇

| Do the documents meet the requirements described in "Precautions" in "Conditions" (page 41)? | ➡ No | Use documents that meet the requirements.
For details, refer to "2.3 Documents for Scanning" (page 41). |

Yes ⬇

| Are the consumables (*1) worn out? | ➡ Yes | Check the consumable counters and replace them if necessary.
For details, refer to "Chapter 6 Replacing the Consumables" (page 83). |

No ⬇

| Have you adjusted the offset/vertical magnification? | ➡ No | In [Device Setting] of the Software Operation Panel, adjust the offset in feed direction (vertical magnification).
For details, refer to "Adjusting the Position to Start the Scan [Offset/Vertical magnification Adjustment]" (page 143). |

Yes ➡

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

*1: "Consumables" refers to the brake roller and the pick roller.

A shadow appears at the top or the bottom of the scanned image.

| Have you adjusted the offset (position to start the scan)? | ➡ No | In [Device Setting] of the Software Operation Panel, adjust the offset in the sub-scanning direction.
For details, refer to "Adjusting the Position to Start the Scan [Offset/Vertical magnification Adjustment]" (page 143). |

↓ Yes

| Did you use the Page Edge Filler function to fill out the shadow around the edge? | ➡ No | In the scanner driver or in [Device Setting 2] of the Software Operation Panel, use the Page Edge Filler function to fill out the shadow around the edge.
For details, refer to "Removing Shadows/Streaks that Appear around the Scanned Image [Page Edge Filler (ADF)]/[Page Edge Filler (FB)] (fi-7240)" (page 144). |

Yes →

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

There are black traces on the document.

| Are you scanning documents written in lead pencil or carbon paper? | → Yes | When you scan documents written in lead pencil, make sure to clean the rollers frequently. Otherwise, the rollers will be contaminated which may leave black traces on the document or cause feeding errors.
For details, refer to "Chapter 5 Daily Care" (page 72). |

No ↓

| Are the glass and rollers inside the ADF clean? | → No | Perform cleaning.
For details, refer to "Chapter 5 Daily Care" (page 72). |

Yes →

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

The Carrier Sheet is not fed smoothly./Paper jams occur.

Did you scan just the Carrier Sheet continuously?	➡ Yes	Feed about 50 sheets of PPC paper (recycled paper) before scanning with the Carrier Sheet. The PPC paper can either be blank or printed.

No ⬇

Is the Carrier Sheet clean?	➡ No	Perform one of the following. ● Clean the Carrier Sheet. For details, refer to "Chapter 5 Daily Care" (page 72). ● Replace the Carrier Sheet. For information on purchasing the Carrier Sheet, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

Yes ⬇

Did you start the scan after loading the Carrier Sheet in the ADF paper chute (feeder)?	➡ No	Start the scan after loading the Carrier Sheet in the ADF paper chute (feeder). For details, refer to "Documents Larger than A4/Letter Size" (page 57) or "Scanning Photographs and Clippings" (page 59).

Yes ⬇

Are the glass and rollers inside the ADF clean?	➡ No	Perform cleaning. For details, refer to "Chapter 5 Daily Care" (page 72).

Yes ⬇

Are the consumables (*1) worn out?	➡ Yes	Check the consumable counters and replace them if necessary. For details, refer to "Chapter 6 Replacing the Consumables" (page 83).

No ⬇

Is there any foreign matter inside the ADF?	➡ Yes	Clean the ADF. If there is any foreign matter in the ADF, remove it. For details, refer to "Chapter 5 Daily Care" (page 72).

No ⬇

No (continued)

| Did you place a thick document inside the Carrier Sheet? | Yes → | Some papers may be too thick to place inside the Carrier Sheet.
Use documents that meet the requirements.
For details, refer to "Conditions for Using the Carrier Sheet" (page 50). |

No

If the problem persists, check the items in "7.4 Before You Contact the Scanner Service Provider" (page 119) first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

*1: "Consumables" refers to the brake roller and the pick roller.

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Part of the image appears missing in the case where the Carrier Sheet is used.

Did you place several small documents (such as photos or postcards) in the Carrier Sheet for scanning?	➡ Yes	Place only one document at a time in the Carrier Sheet.

No ⬇

Does the fold line of the document hang off the Carrier Sheet?	➡ Yes	Part of the image around where the document is folded may appear missing. Place the document so its fold line is set about 1 mm inside from the edge of the Carrier Sheet.

No

If the problem persists, check the items in first, then contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

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7.4 Before You Contact the Scanner Service Provider

Please check the following items before contacting your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

General

Item	Findings
Scanner model name	Example: fi-7240 For details, refer to "7.5 Checking the Product Labels" (page 121).
Serial No.	Example: XXXX000001 For details, refer to "7.5 Checking the Product Labels" (page 121).
Date of manufacture	Example: 2015-05 (May 2015) For details, refer to "7.5 Checking the Product Labels" (page 121).
Date of purchase	
Symptom	
Frequency of trouble	
Warranty	
Options used	Example: fi-718PR For details, refer to "A.4 Scanner Options" (page 168).

Error Status

■Computer Connection Issues

Item	Findings
Operating system (Windows)	
Error message	
Interface	Example: USB interface
Interface controller	

■Feeding Issues

Item	Findings
Paper type	
Main purpose of use	
Date of last cleaning	
Date of consumable replacement	
Operator panel status	

■**Image Quality Issues**

Item	Findings
Scanner driver and version	
Interface controller	
Operating system (Windows)	
Application	Example: PaperStream ClickScan
Scanning sides	Example: front, back, both
Resolution	Example: 600 dpi, 75 dpi
Image mode	Example: color, grayscale, black & white

■**Other**

Item	Findings
Can you send the output image and a photo that shows the paper condition by e-mail or fax?	

7.5 Checking the Product Labels

This section explains about the product labels on the scanner.

Location

The label is located on the back of the scanner.
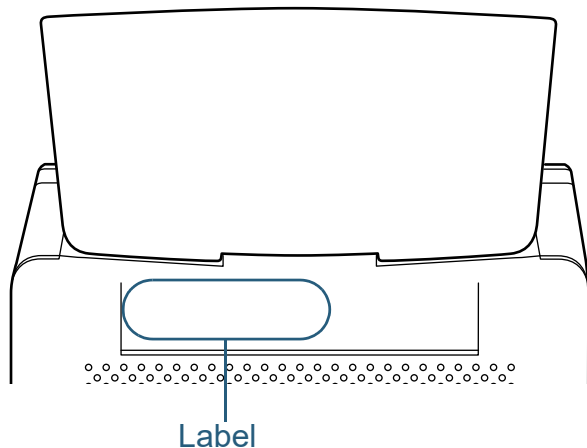
Label

Label (example): Shows the scanner information.
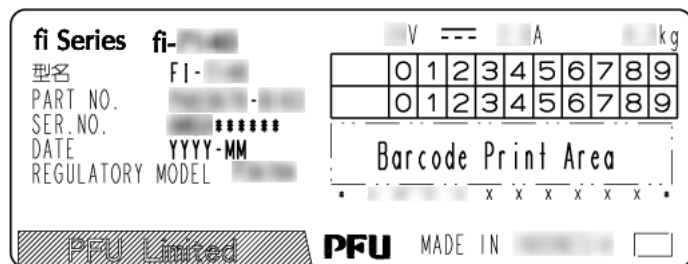
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Chapter 8   Operational Settings

This chapter explains how to use the Software Operation Panel to configure the scanner settings.

8.1 Starting Up the Software Operation Panel

The Software Operation Panel is installed together with the PaperStream IP driver.
This application allows you to configure various settings such as the operation of the scanner and management of the consumables.

ATTENTION
- Do not start up the Software Operation Panel during scanning.
- Do not use the operator panel while the Software Operation Panel is running.
- If you connect multiple scanners, the second scanner as well as subsequent scanners will not be recognized.
  Connect only one scanner at a time.

1 Confirm that the scanner is connected to the computer, then turn on the scanner.

For details about how to connect the scanner to the computer, refer to "Connecting the Cables" in Getting Started.
For details about how to turn on the scanner, refer to "1.3 Turning the Power ON/OFF" (page 23).

2 Display the [Software Operation Panel] window.
- Windows Server 2008 R2/Windows 7
  Click [Start] menu → [All Programs] → [fi Series] → [Software Operation Panel].
- Windows Server 2012
  Right-click the Start screen, and select [All apps] on the app bar → [Software Operation Panel] under [fi Series].
- Windows Server 2012 R2/Windows 8.1
  Click [↓] on the lower left side of the Start screen and select [Software Operation Panel] under [fi Series].
  To display [↓], move the mouse cursor.
- Windows 10/Windows Server 2016/Windows Server 2019/Windows Server 2022
  Click [Start] menu → [fi Series] → [Software Operation Panel].
- Windows 11
  Click [Start] menu → [All apps] → [fi Series] → [Software Operation Panel].
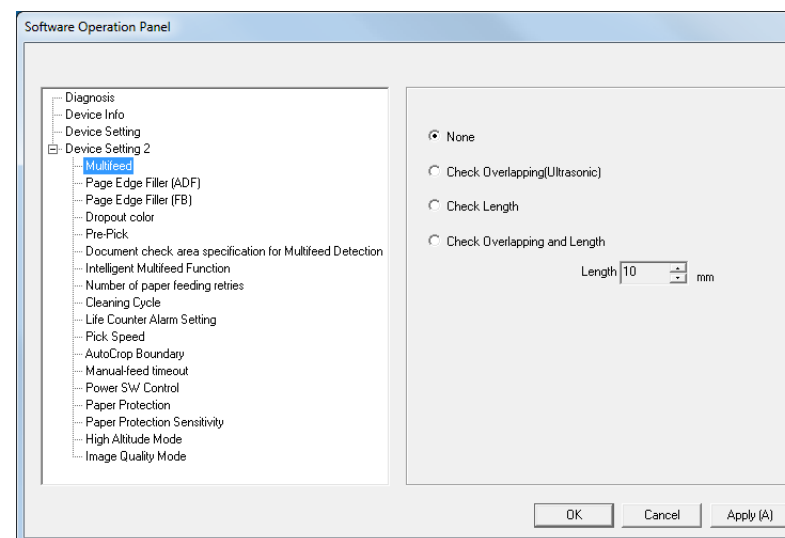
⇨The Software Operation Panel icon is displayed in the menu that appears when you click [icon] in the notification area.

To have the Software Operation Panel icon always displayed in the notification area, drag the icon and drop it onto the notification area. The notification area is located at the far right of the taskbar.
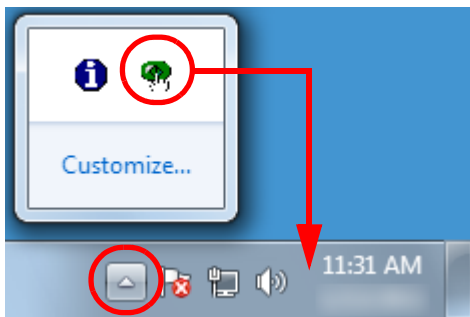
Procedures from here will be explained under the assumption that the Software Operation Panel is always displayed in the notification area.

8.2 Password Setting

By setting a password, the Software Operation Panel can run in [View Only mode] which allows users to only view the scanner settings.

The scanner settings can be configured if no password is set. In order to prevent unnecessary changes to the settings, a password can be used to restrict user operations.
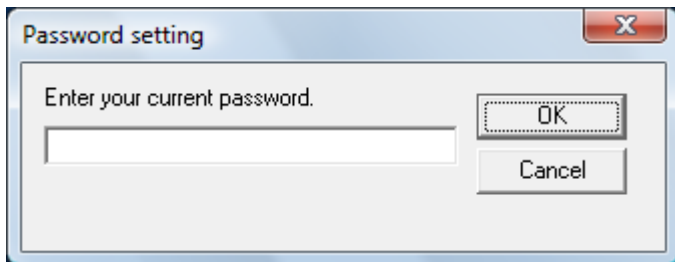
Setting a Password

Set a password in the following procedure:

1 Right-click the Software Operation Panel icon in the notification area, and select [Password Setting] from the menu.
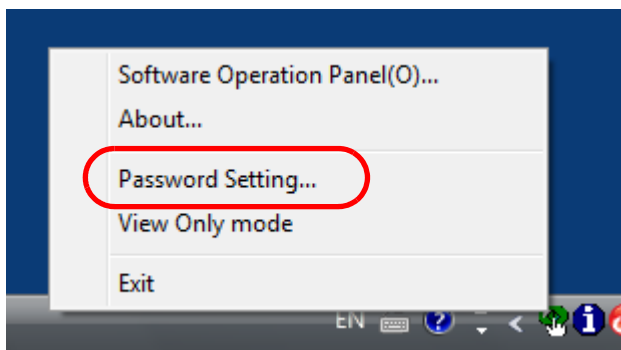

⇨The [Password setting] window appears.

2 Enter a new password then again to confirm, and click the [OK] button.

Up to 32 characters can be used for the password.

Note that only alphanumeric characters (a to z, A to Z, 0 to 9) are allowed.
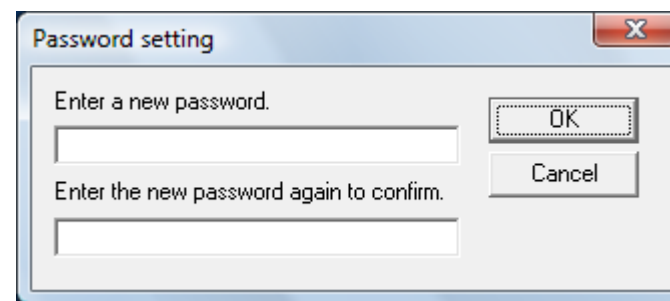
⇨A confirmation message appears.
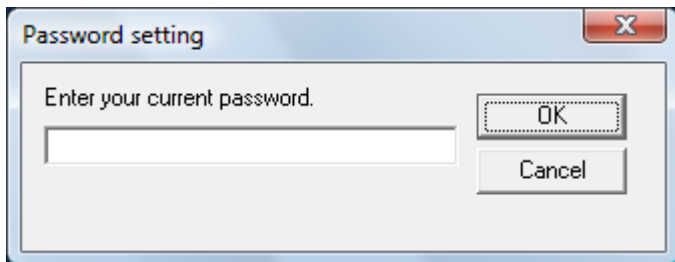
3 Click the [OK] button.

⇨The password is set.

Setting [View Only mode]

Set the Software Operation Panel to [View Only mode] in the following procedure:

1 Set a password.
For details, refer to "Setting a Password" (page 125).

2 Right-click the Software Operation Panel icon in the notification area, and select [View Only mode] from the menu.
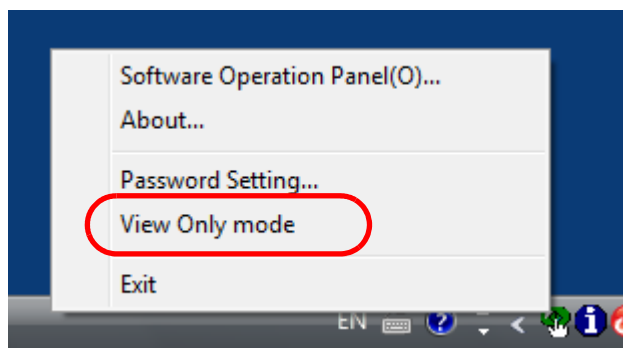
⇨The Software Operation Panel enters [View Only mode].
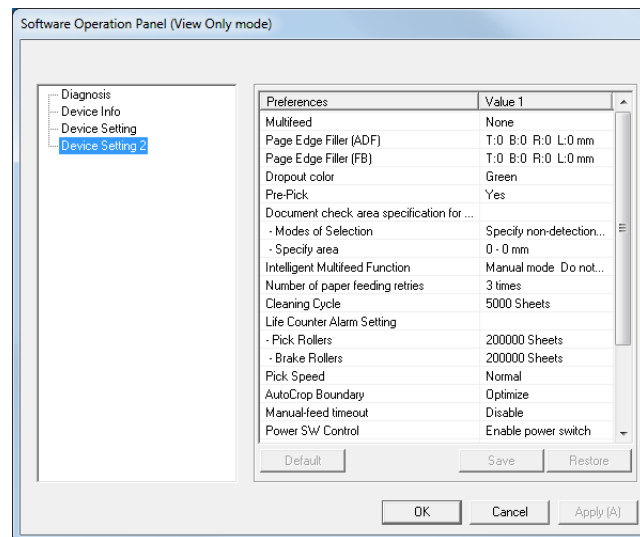
HINT
In [View Only mode], a check mark appears next to [View Only mode] in the menu that is displayed by right-clicking the Software Operation Panel icon in the notification area.
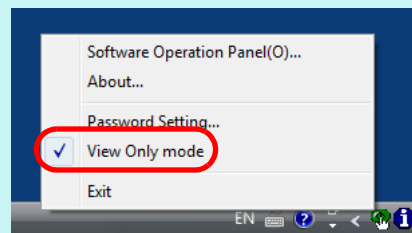
Clearing [View Only mode]

Clear [View Only mode] in the following procedure:

1 Right-click the Software Operation Panel icon in the notification area, and select [View Only mode] from the menu.
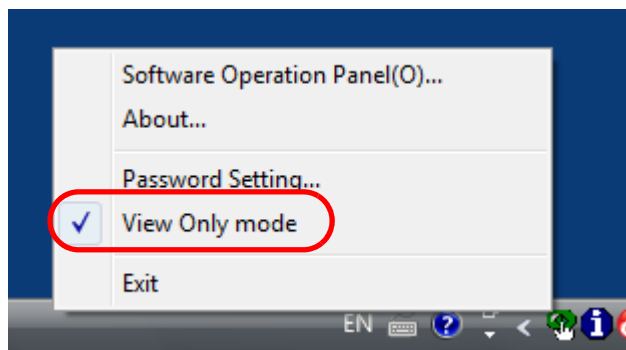

⇨The [Password setting] window appears.

2 Enter the current password and click the [OK] button.
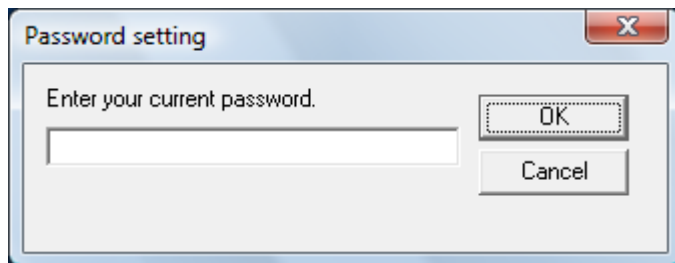
⇨[View Only mode] is cleared, and the scanner settings can now be changed.
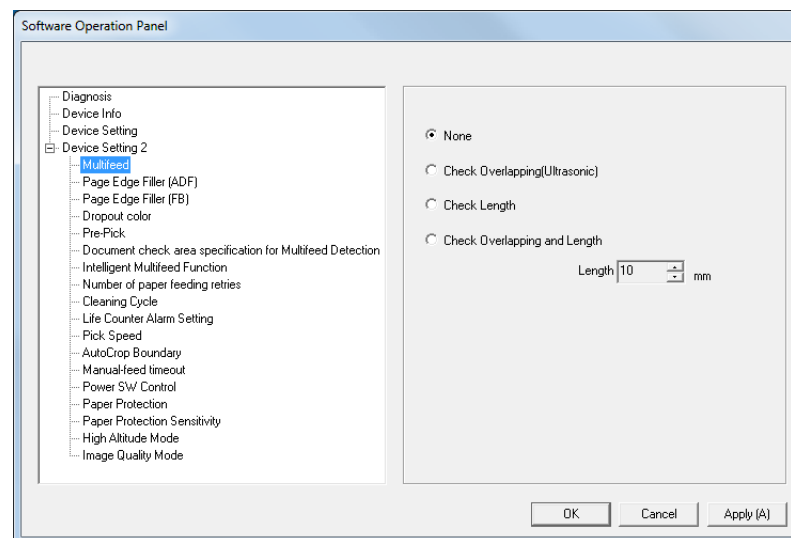
HINT

When you exit [View Only mode], the check mark next to [View Only mode] disappears from the menu that is displayed by right-clicking the Software Operation Panel icon in the notification area.
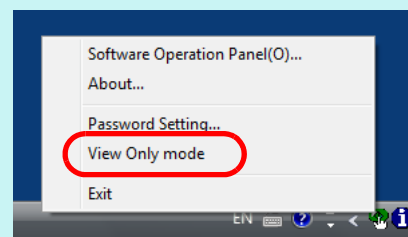
Changing the Password

Change the password in the following procedure:

1 Right-click the Software Operation Panel icon in the notification area, and select [Password Setting] from the menu.

⇨The [Password setting] window appears.

2 Enter the current password and click the [OK] button.

⇨The [Password setting] window appears.

3 Enter a new password then again to confirm, and click the [OK] button.

Up to 32 characters can be used for the password.

Note that only alphanumeric characters (a to z, A to Z, 0 to 9) are allowed.
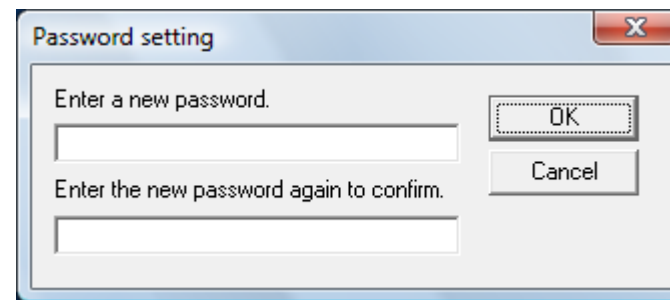
⇨A confirmation message appears.

4 Click the [OK] button.
⇨The password is set.

Clearing the Password

Clear the password in the following procedure:

1 Right-click the Software Operation Panel icon in the notification area, and select [Password Setting] from the menu.
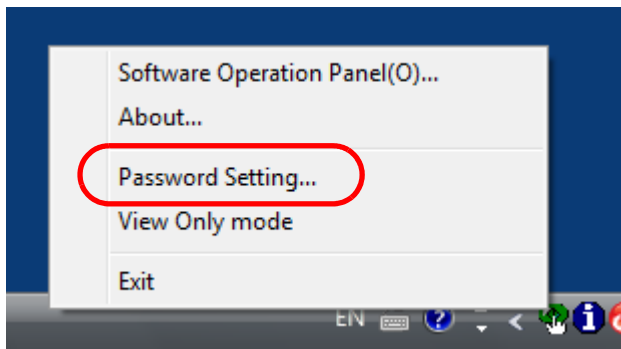
⇨The [Password setting] window appears.

2 Enter the current password and click the [OK] button.

⇨The [Password setting] window appears.

3 Leave both fields blank and click the [OK] button.
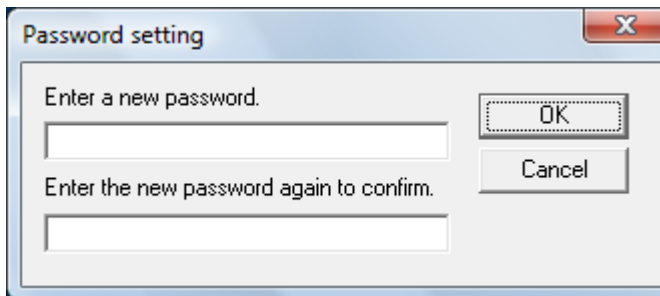
⇨A confirmation message appears.

4 Click the [OK] button.
⇨The password is cleared.

Resetting the Password

In case you forgot your password, it can be reset in the following procedure.

1 Right-click the Software Operation Panel icon in the notification area, and select [Password Setting] from the menu.
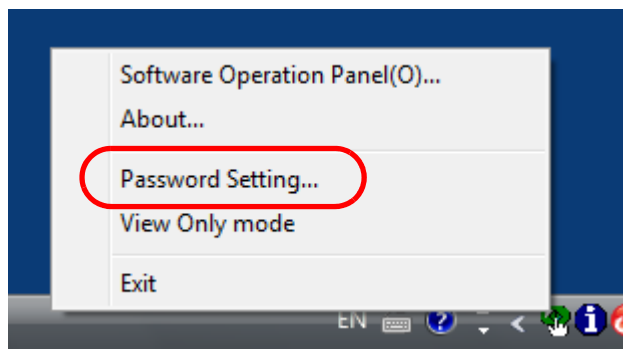
⇨The [Password setting] window appears.

2 Enter the default password which is "fi-scanner", and click the [OK] button.
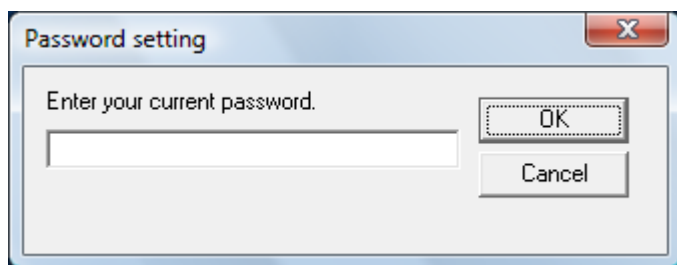
⇨The [Password setting] window appears.

3 Enter a new password then again to confirm, and click the [OK] button.

Up to 32 characters can be used for the password.

Note that only alphanumeric characters (a to z, A to Z, 0 to 9) are allowed.

⇨A confirmation message appears.

4 Click the [OK] button.
⇨The password is set.

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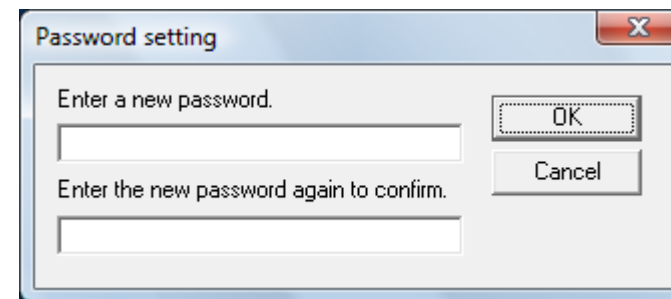
8.3 Configuration Items

The Software Operation Panel allows the configuration of the following settings for the scanner that is connected to the computer:

Device Setting

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 123).

2 From the listing on the left, select [Device Setting].
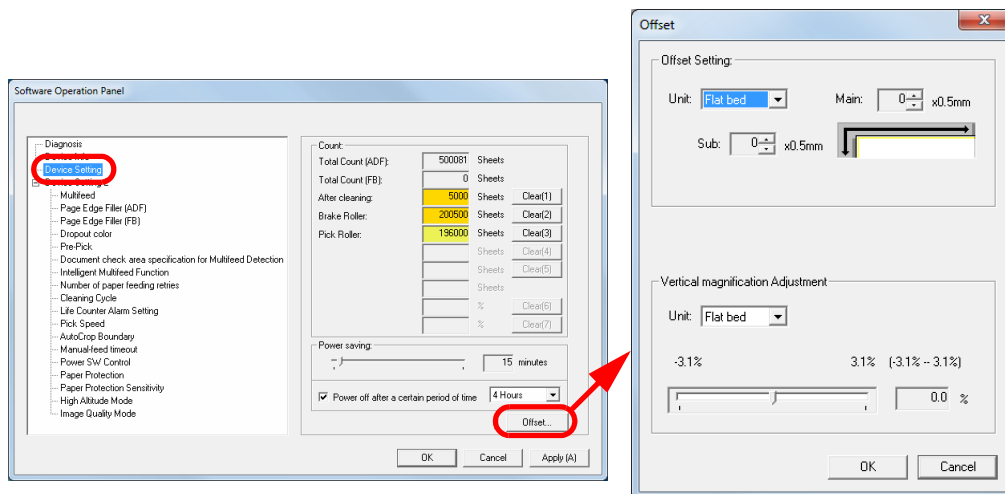
Items that can be configured in the above window are shown in the next page.

Item	Description	Parameter/Value	Factory Default
Count (page 138)	Check the counters to determine when to replace the consumables and to perform cleaning. Also use it to reset the counter when you have replaced the consumables or performed cleaning.	Total Count(ADF)/Total Count(FB)(*1)/After cleaning/Brake Roller/Pick Roller	0
		Remaining Ink (when the imprinter is installed)	(*2)
Power saving (page 160)	Specify the waiting time before the scanner enters power saving mode.	Range: 5 to 115 min. (in increments of 5)	15 min.
	Power off after a certain period of time: Select to set the scanner to turn the power off automatically if the scanner is left on for a certain period of time without being used. Specify the timeout period for the scanner to be automatically turned off.	[Power off after a certain period of time] check box	Selected
		1 Hour/2 Hours/4 Hours/8 Hours (When the [Power off after a certain period of time] check box is selected)	4 Hours
Offset Setting (page 143)	Adjust the position to start a scan on the selected scanning side.	Unit: Flat bed (*1)/ADF(front)/ADF(back) Main/Sub: -2 to 2 mm (in increments of 0.5)	Main/Sub: 0 mm
Vertical magnification Adjustment (page 143)	Adjust the magnification level in feed direction for the selected scanning method.	Unit: Flat bed (*1)/ADF Range: -3.1 to 3.1% (in increments of 0.1)	0%

*1: Displayed when fi-7240 is used.

*2: Displayed when the imprinter is installed.

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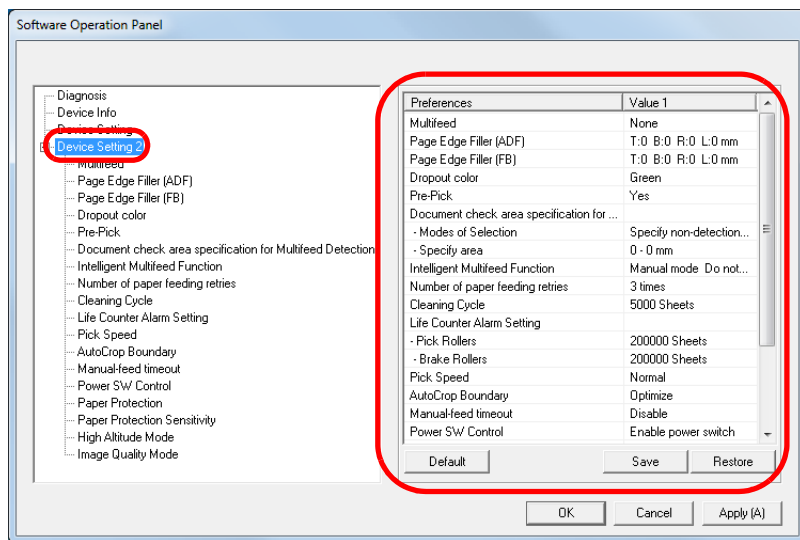Daily Care

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Device Setting 2

1 Start up the Software Operation Panel.

For details, refer to .

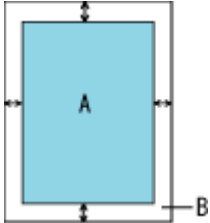**2** From the listing on the left, select [Device Setting 2].

The settings that are currently configured in [Device Setting 2] are listed on the right of the window.

Items that can be configured in the above window are shown in the next page.

HINT

● The Software Operation Panel settings can be restored to the factory default.

To restore the settings to the factory default, click the [Default] button. After a message is displayed, click the [OK] button. Note that the settings you have configured will be cleared.

● The Software Operation Panel settings can be backed up.

To back up the settings, click the [Save] button, then specify the file name and click the [Save] button in the displayed window.

● You can use a backup file of the Software Operation Panel settings to restore the settings on other scanners only if the scanner type is the same.

To restore the settings, click the [Restore] button, then specify the backup file and click the [Open] button in the displayed window. After a message is displayed, click the [OK] button. Note that restoration cannot be performed for other types of scanners.

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Item	Description	Parameter/Value	Factory Default
Multifeed [(page 153)](page 153)	Specify a method for multifeed detection. Detect multifeeds by monitoring the overlap, document length, or the combination of both. This setting can also be configured in the scanner driver. Note that priority is given to the scanner driver setting.	None/Check Overlapping (Ultrasonic)/Check Length/Check Overlapping and Length Length (When [Check Length] is specified: Select from 10/15/20 mm)	None Length: 10 mm
Page Edge Filler (ADF) Page Edge Filler (FB) (fi-7240) [(page 144)](page 144)	Specify a width for the margin around the scanned image to fill the margin in white or black. The specified area is filled in white or black, according to the background color. This setting can also be configured in the scanner driver. In that case, Page Edge Filler of the scanner driver is used on the output image.	ADF: Top/Left/Right: 0 to 15 mm Bottom: -7 to 7 mm (in increments of 1) FB (fi-7240): Top/Bottom/Left/Right: 0 to 15 mm (A: image, B: filled area, A+B: output)	Top/Bottom/Left/Right: 0 mm
Dropout color [(page 146)](page 146)	Select a color to be removed from the scanned image (only available in black & white or grayscale mode). This setting can also be configured in the scanner driver. Note that priority is given to the scanner driver setting.	Red/Green/Blue/None	Green
Pre-Pick [(page 147)](page 147)	Select [Yes] to prioritize the processing speed. Select [No] for otherwise. This setting can also be configured in the scanner driver. Note that priority is given to the scanner driver setting.	Yes/No	Yes

Item	Description	Parameter/Value	Factory Default
Document check area specification for Multifeed Detection (page 155)	Selected range: Select this item to restrict the area to run multifeed detection.	[Selected range] check box	Not selected
	Enable/Disable (Middle): Specify whether to enable or disable multifeed detection in the selected area.	Enable/Disable (When [Selected range] is selected)	Disable
	Start (Middle): Specify the start position of the area in length (mm) from the leading edge of the document.	0 to 510 mm (in increments of 2)	0 mm
	End (Middle): Specify the end position of the area in length (mm) from the leading edge of the document.	0 to 510 mm (in increments of 2)	0 mm
Intelligent Multifeed Function (page 158)	When there is a paper of the same size attached to a designated location on the page, configure the scanner to memorize the location of the attachment and not detect multifeeds for that location. Note that you first need to select [Check Overlapping (Ultrasonic)] or [Check Overlapping and length] in either the scanner driver or the multifeed detection setting in "Specifying a Multifeed Detection Method [Multifeed]" (page 153).	Manual mode/Auto mode 1/Auto mode 2	Manual mode
	Select to clear the overlap pattern (length, location) memorized in Auto mode.	[Clear overlap pattern] check box	Not selected
	Select to enable the function for memorizing an overlap pattern when overlapped documents are detected in Auto mode.	[Memorize the overlap pattern automatically] check box	Not selected
	Specify whether or not to memorize the overlap pattern upon power-off.	Remember/Do not remember	Do not remember
Number of paper feeding retries (page 148)	Configure this setting to change the number of feeding retries when a pick error occurs.	1 to 12 times	3 times

Item	Description	Parameter/Value	Factory Default
Cleaning Cycle (page 141)	Specify the scanner cleaning cycle. Select whether or not to display the cleaning instruction message from the scanner driver.	1,000 to 255,000 sheets (in increments of 1,000) Show cleaning instructions: Selected/Not selected	5,000 sheets Not selected
Life Counter Alarm Setting (page 141)	Specify the replacement cycle for the consumables.	Pick Rollers/Brake Rollers: 10,000 to 2,550,000 sheets (in increments of 10,000)	Pick Rollers: 200,000 sheets Brake Rollers: 200,000 sheets
Pick Speed (page 148)	When multifeeds and paper jams occur frequently, you may be able to improve the performance by slowing down the speed in which documents are picked or fed.	Normal/Slow	Normal
AutoCrop Boundary (page 149)	Specify whether or not to optimize (round up/down) the fractional part of the scanned image data.	Optimize/Round Down	Optimize
Manual-feed timeout (page 159)	Select whether to disable or enable manual feeding.	Disable/Enable	Disable
	Paper-out detection time: Specify the waiting time to cancel manual feeding.	5, 10, 20, 30, 40, 50, 60, 70, 80, 90, 100, 110 (seconds)	10 seconds
Power Switch Control (page 161)	Specify the method by which the scanner is powered on/off.	Enable power switch/Disable power switch/ Enable USB power feeding	Enable power switch
Paper Protection (page 150)	Select whether to disable or enable paper protection. When enabled, this function reduces the risk of having the documents damaged by stopping the scan when the scanner detects a document that is unusually warped when a feeding error occurs. In manual feed mode, the paper protection setting is disabled. This setting can also be configured in the scanner driver. Note that the highest priority is given to the scanner driver setting.	Enable/Disable	Enable

Item	Description	Parameter/Value	Factory Default
Paper Protection Sensitivity (page 151)	Specify the sensitivity level to detect anomalies upon feeding the documents when paper protection is on.	Low/Normal/High	Normal
High Altitude Mode (page 152)	Select whether to enable or disable high altitude mode. Enable to use the scanner at 2,000 m or higher altitudes.	Enable/Disable	Disable
Image Quality Mode (page 152)	Set the image quality mode. To obtain an image quality that is close to the image quality for scanning with fi-6x30Z/fi-6x40Z, set the image quality mode.	fi-6x30Z/fi-6x40Z Disable	Disable

8.4 Settings Related to Sheet Counters

Checking and Resetting the Sheet Counters

■Checking the Sheet Counters

The status of each consumable part can be viewed to determine when to replace or clean the consumables.
The color of the counter gradually changes when a replacement for a consumable is needed or when cleaning is needed. The color of each counter changes as follows:

● Brake roller counter/pick roller counter
These counters turn light yellow when the page count after the consumable replacement reaches 95% of the value specified in "Replacement Cycle of Consumables [Life Counter Alarm Setting]" (page 141) in the Software Operation Panel, and turn yellow when the page count reaches 100%.

● Cleaning counter
This counter turns yellow when the page count after cleaning reaches 100% of the value specified in "Scanner Cleaning Cycle [Cleaning Cycle]" (page 141) in the Software Operation Panel.

● Ink counter
This counter turns yellow when the amount of remaining ink reaches below 33% (only displayed when the imprinter is installed).

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 123).

**2** From the listing on the left, select [Device Setting].
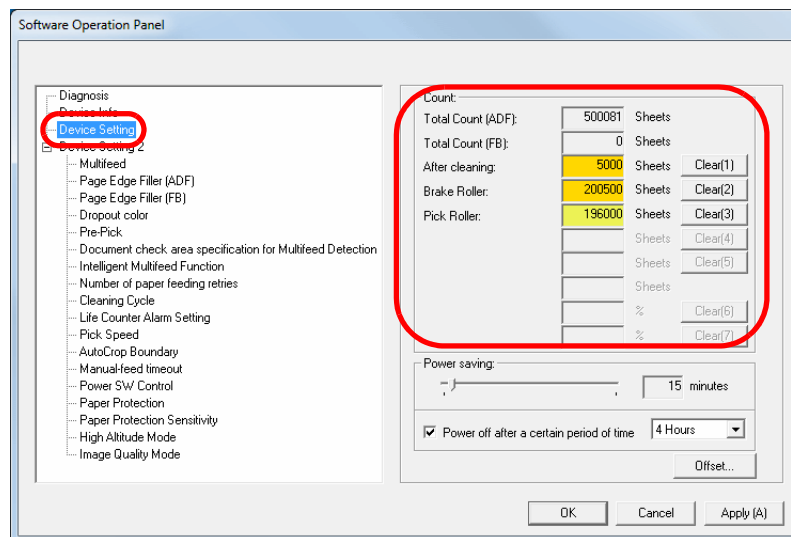
In this window, you can check the following items:

Item	Description
Total Count (ADF)	Approximate total number of sheets scanned through the ADF
Total Count (FB) (fi-7240)	Approximate total number of sheets scanned on the flatbed (fi-7240)
After cleaning	Approximate total number of sheets scanned after cleaning

Item	Description
Brake Roller	Number of sheets scanned after the brake roller is replaced The number of sheets is counted in increments of 500.
Pick Roller	Number of sheets scanned after the pick roller is replaced The number of sheets is counted in increments of 500.
Remaining Ink	Amount of ink remaining in the print cartridge of the imprinter (only displayed when imprinter is installed)

ATTENTION

If you turned off the scanner by unplugging the power cable, or selected [Disable power switch], the number of scanned sheets may not be counted in [Total Count].
For details about disabling the power switch, refer to "Method of Turning the Scanner ON/OFF [Power Switch Control]" (page 161).

■**Resetting the Sheet Counters**

When you have replaced or cleaned a consumable part, reset the corresponding counter by using the following procedure:

1 If you have replaced a consumable, click the [Clear] button of the consumable that you replaced. If you performed cleaning, click the [Clear] button of [After cleaning].
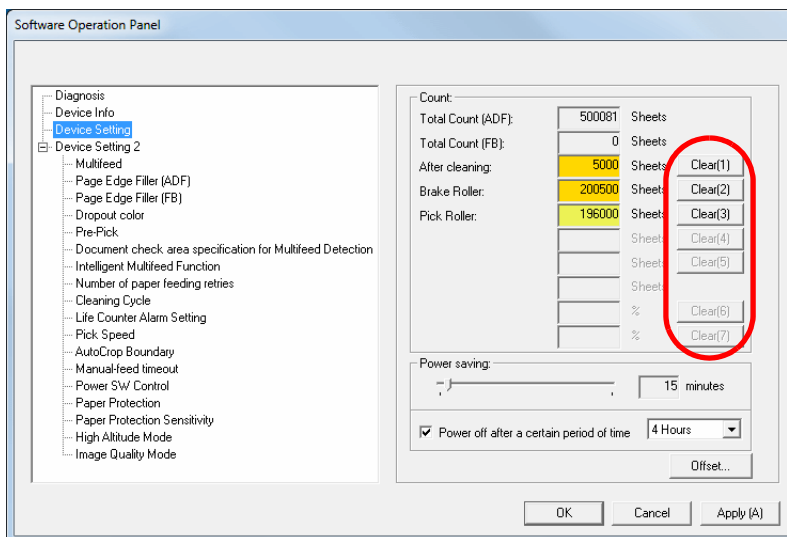
⇨The counter is reset to 0.
    For the ink counter, the value will be set to 100.

2 Click the [OK] button.
    ⇨A confirmation message appears.

3 Click the [OK] button.
    ⇨The settings are saved.

■**Messages for Cleaning or Replacing Consumables**

The following message may appear while the scanner is in use:

Message for replacing consumables
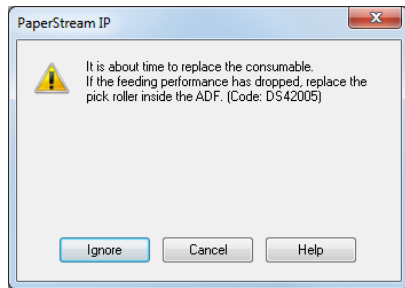
Message for cleaning
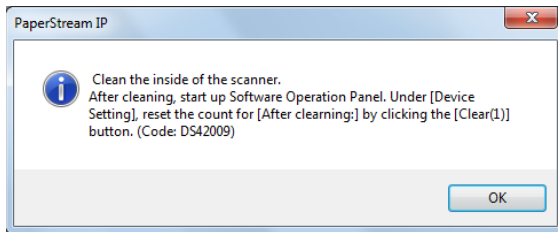
Check the message, and replace the consumable or perform cleaning accordingly.

If you click the [Ignore] button, the message disappears and the scan can be continued. However, it is recommended that you replace the consumable as soon as possible.
To stop the scan and replace the consumable right away, click the [Cancel] button.

For details about replacing consumables, refer to the following:

- Brake roller

- Pick roller

For details about cleaning, refer to .

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Scanner Cleaning Cycle [Cleaning Cycle]

The cleaning cycle for the scanner can be specified.
The background color of the cleaning counter (in [Device Setting]) turns yellow when the page count after cleaning is performed reaches 100% of the specified value.
You can also display a cleaning instruction message (page 140).

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 123).

2 From the listing on the left, select [Device Setting 2] → [Cleaning Cycle].
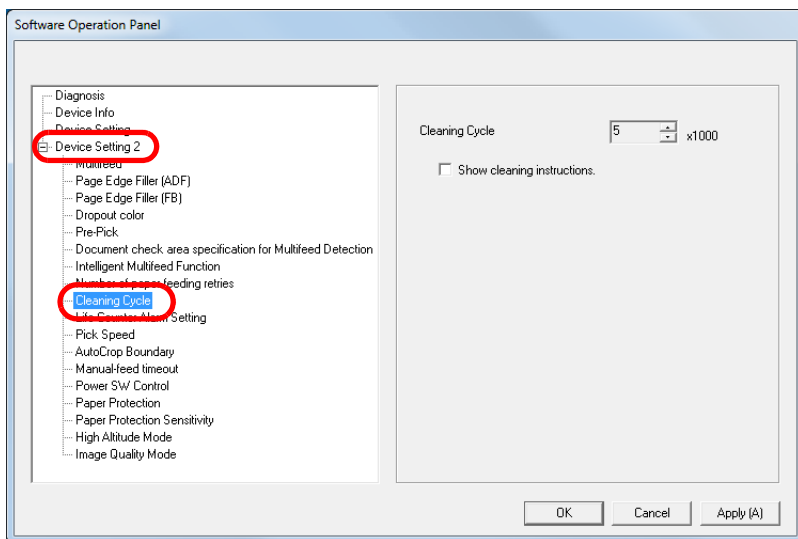
3 Specify a value for the cleaning cycle.
The value can range from 1,000 to 255,000 sheets (in increments of 1,000).
Specify whether or not to display the cleaning instruction message.

Replacement Cycle of Consumables [Life Counter Alarm Setting]

The replacement cycle for each consumable can be specified.
The background color of the brake roller/pick roller counter (in [Device Setting]) changes to light yellow when the page count after a consumable replacement reaches 95% of the value specified here, and turns yellow when the page count reaches 100%.
A message for replacing a consumable (page 140) also appears.

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 123).

2 From the listing on the left, select [Device Setting 2] → [Life Counter Alarm Setting].
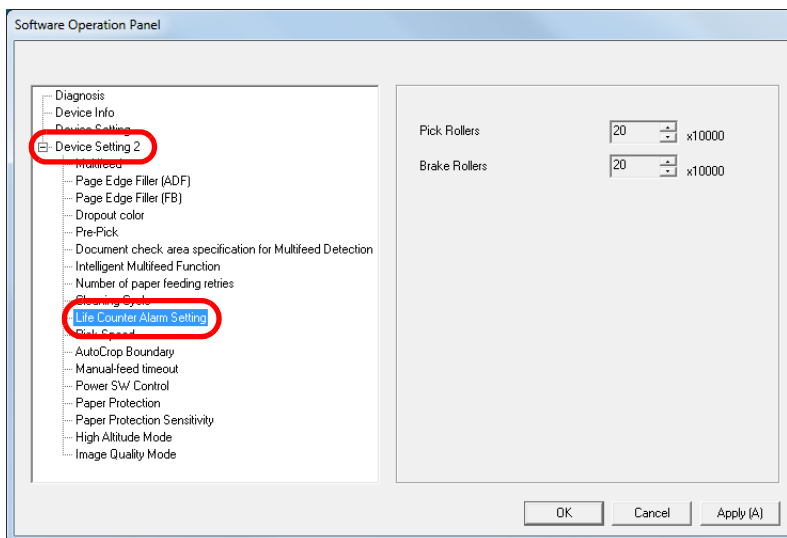
3 Specify a value as the replacement cycle for each of the consumables (brake roller and pick roller).

The value can range from 10,000 to 2,550,000 sheets (in increments of 10,000).

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8.5 Settings Related to Scanning

Adjusting the Position to Start the Scan [Offset/Vertical magnification Adjustment]

When the output position of the scanned image is not correct or the image appears shortened/elongated (vertically), adjust the offset and the vertical magnification in the following procedure.

> **ATTENTION**
> Normally, you should not have to make any adjustments as the factory default settings are configured at appropriate values.

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 123).

2 From the listing on the left, select [Device Setting] and click the [Offset] button.
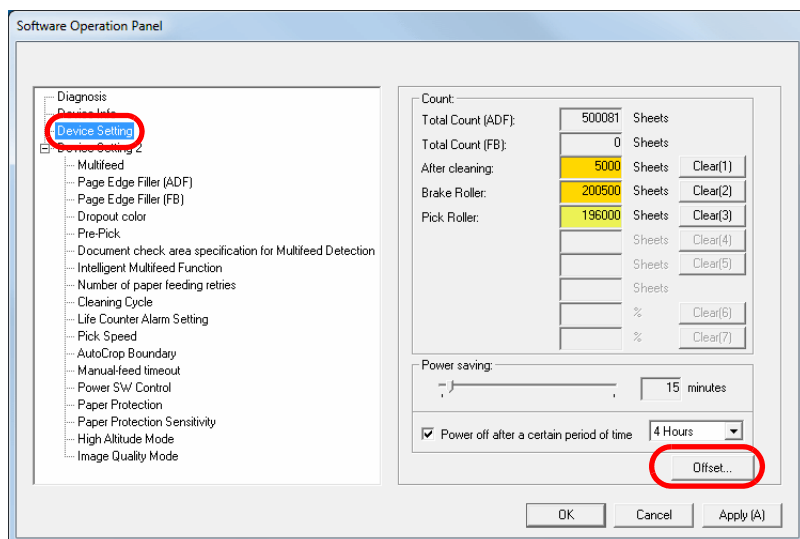
3 Adjust the level of offset/vertical magnification as needed.
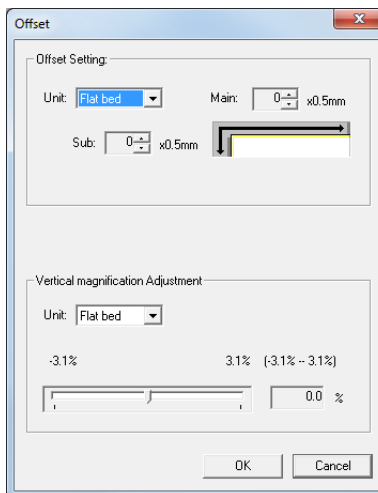
Offset Setting	Description
Unit	Select [Flat bed] (fi-7240), [ADF (front)] or [ADF (back)] as the target for an offset adjustment.
Main	Adjusts the horizontal (width) offset. The value can range from -2 to +2 mm (in increments of 0.5).
Sub	Adjusts the vertical (length) offset. The value can range from -2 to +2 mm (in increments of 0.5).

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Vertical magnification Adjustment	Description
Unit	Select [Flatbed] (fi-7240) or [ADF] as the target for a vertical magnification adjustment.
Vertical magnification Adjustment (Sub: length)	Adjusts the vertical (length) magnification. The value can range from -3.1 to +3.1% (in increments of 0.1).

Removing Shadows/Streaks that Appear around the Scanned Image [Page Edge Filler (ADF)]/[Page Edge Filler (FB)] (fi-7240)

Depending on the condition of the documents that you scan, the shadow of the document may appear as black streaks. In that case, you can improve the image quality around the edges of the document by using the "Page Edge Filler" function to fill in the edges.

1 Start up the Software Operation Panel.
For details, refer to .

2 From the listing on the left, select [Device Setting 2] → [Page Edge Filler (ADF)] or [Page Edge Filler (FB)] (fi-7240).
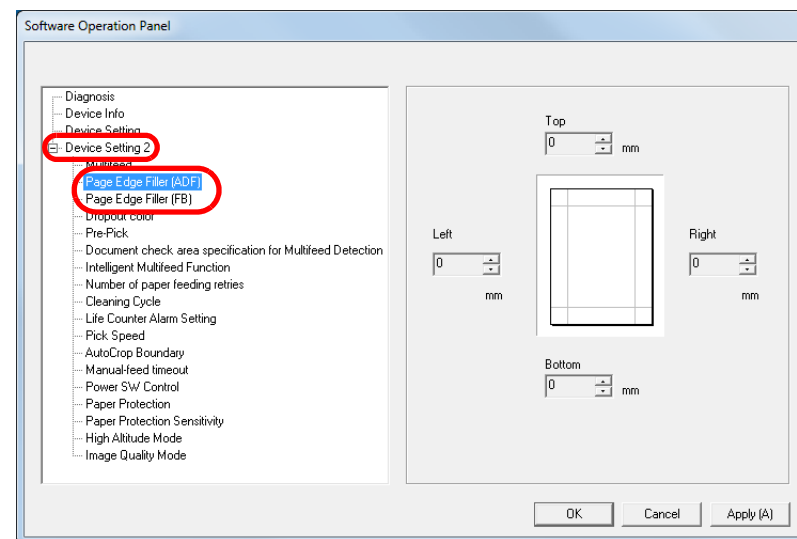
3 Specify the width of each margin to fill in: top/bottom/left/right.
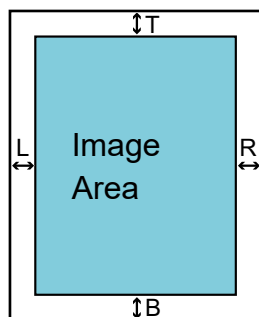
ADF

T: top = 0 to 15 mm

B: bottom = -7 to 7 mm

R: right = 0 to 15 mm

L: left = 0 to 15 mm

FB (fi-7240)

T: top = 0 to 15 mm

B: bottom = 0 to 15 mm

R: right = 0 to 15 mm

L: left = 0 to 15 mm

(in 1 mm increments)

The specified area is filled in white or black, according to the background color.

ATTENTION

Note that if the target range of Page Edge Filler is too wide, some characters near the edge may appear missing.

HINT

● The color of the background is normally white. You can change the background to black in the scanner driver.
  For details, refer to the scanner driver's Help.
● Depending on the value specified for the bottom margin in [Page Edge Filler (ADF)], the Page Edge Filler function operates as follows:
  - 1 to 7 mm
    Fills the margin in white, from the detected page bottom.
  - -1 to -7 mm
    Outputs the image without filling in the margin. (Outputs the image with the specified area added when the page end detection mode is set.)
  "Detected page bottom" refers to the bottom edge of the scanned document detected by the scanner.
● This setting can also be configured in the scanner driver. In that case, Page Edge Filler of the scanner driver is used on the output image.

Removing a Color from the Scanned Image [Dropout color]

With "Dropout color", you can select either green, red, or blue (primary colors) to remove the details of the selected color from a scanned image.

For example, when scanning a document with black characters and a green background, you can only scan the black characters of the document by selecting green for the dropout color.

ATTENTION

Dropout works the best with light (low intensity) colors, and dark colors may not drop out.

HINT

Dropout color is only available in black & white or grayscale mode.

1 Start up the Software Operation Panel.
For details, refer to .

2 From the listing on the left, select [Device Setting 2] → [Dropout color].
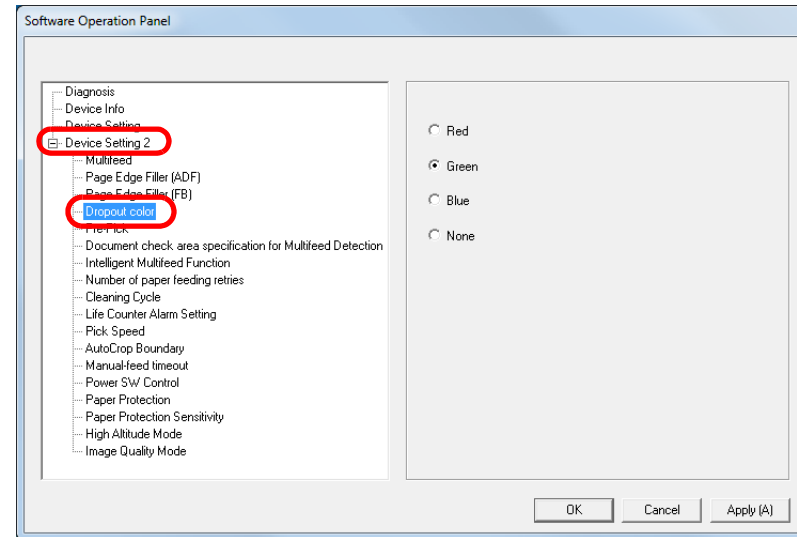
3 Select a color to drop out.
Red, Green, Blue: The selected color is dropped out.

None: No color is dropped out.

ATTENTION

The Software Operation Panel allows you to choose the color from red, green, and blue only. To drop out a color of your choice, configure the setting in the scanner driver.
For details, refer to the scanner driver's Help.

HINT

This setting can also be configured in the scanner driver. Note that priority is given to the scanner driver setting.

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Shortening the Scanning Intervals [Pre-Pick]

"Pre-pick" refers to feeding the document to the starting position for scanning before the next scan.
Enabling [Pre-Pick] shortens the interval between scanning each document.

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 123).

2 From the listing on the left, select [Device Setting 2] → [Pre-Pick].
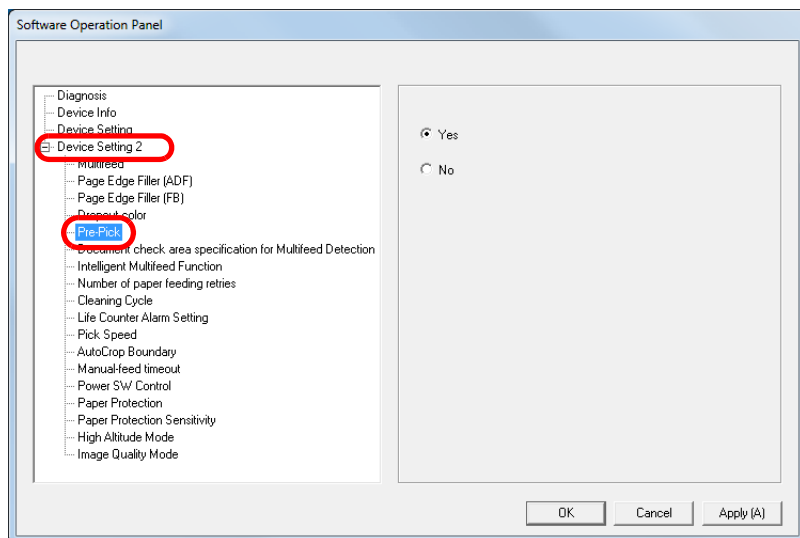
3 Specify whether or not to enable pre-pick.
Select [Yes] or [No].

> **HINT**
> - If you cancel in the middle of scanning while pre-pick is enabled, you will have to remove the pre-picked document, then load the document again.
> - This setting can also be configured in the scanner driver. Note that priority is given to the scanner driver setting.

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Number of Paper Feeding Retries

Configure this setting to change the number of feeding retries when a pick error occurs.

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 123).

2 From the listing on the left, select [Device Setting 2] → [Number of paper feeding retries].
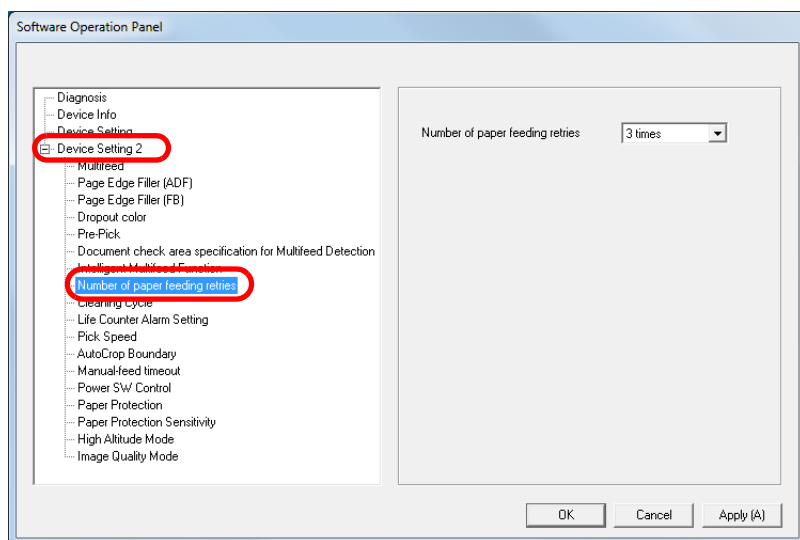
3 Specify the number of paper feeding retries.
The value can range from 1 to 12 times.

Document Feed Speed [Pick Speed]

When multifeeds and paper jams occur frequently, you may be able to improve the performance by slowing down the speed in which documents are picked or fed.
This setting is effective when you scan thin paper.

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 123).

2 From the listing on the left, select [Device Setting 2] → [Pick Speed].
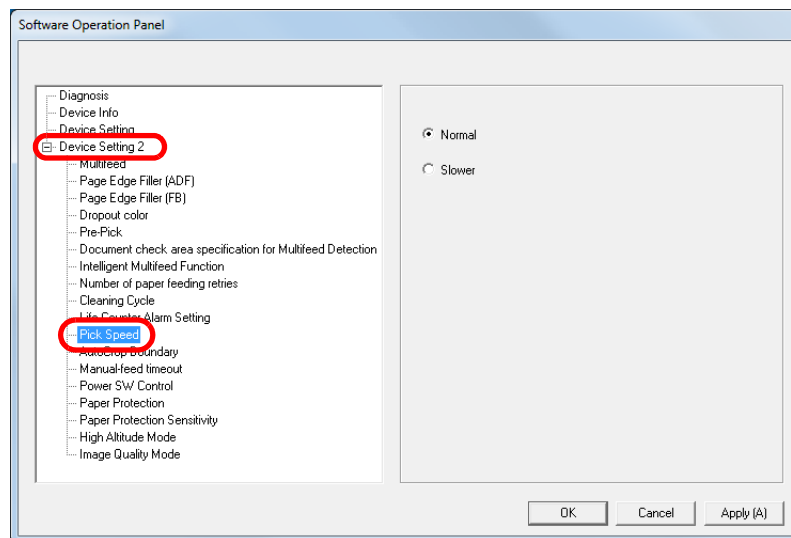
3 Specify the document feed speed.
Normal: Normal document feed speed

Slow: The document feed speed is slower than normal

ATTENTION
The total time for scanning is longer because the document feed speed slows down.

Cropping the Image Boundary [AutoCrop Boundary]

Some fractional data may be generated in the images in the process of scanning. You can specify whether to include or exclude such fractional data by using the "AutoCrop Boundary" function.

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 123).

2 From the listing on the left, select [Device Setting 2] → [AutoCrop Boundary].
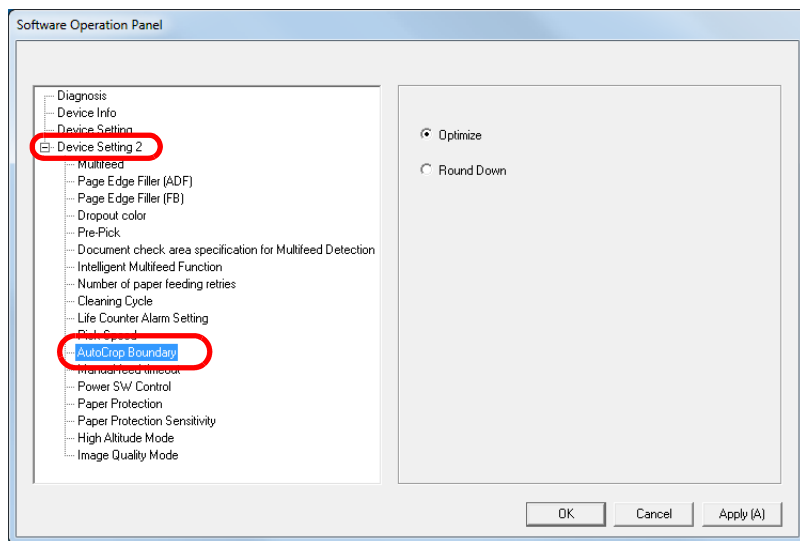
3 Select whether to include or exclude the fractional data.
Select [Optimize] to prevent any exclusion of fractional data from scanned images.

> **ATTENTION**
> ● While selecting [Optimize] can prevent data loss, it may also generate black lines near the right edge.
> ● When you scan a document with text near the right edge while [Round Down] is selected, some pixel data there may be lost.
> ● For details about setting automatic page size detection, refer to the scanner driver's Help.

> **HINT**
> This setting is only applied in black & white mode.

Protecting the Documents from Being Damaged [Paper Protection]

Select whether to disable or enable paper protection.

Feeding errors during scanning could damage or tear valuable documents.

When enabled, this function reduces the risk of having the documents damaged by stopping the scan when the scanner detects a document that is unusually warped when a feeding error occurs.

This function can be used to scan documents such as thin papers which are difficult to feed.

1 Start up the Software Operation Panel.
For details, refer to .

2 From the listing on the left, select [Device Setting 2] → [Paper Protection].
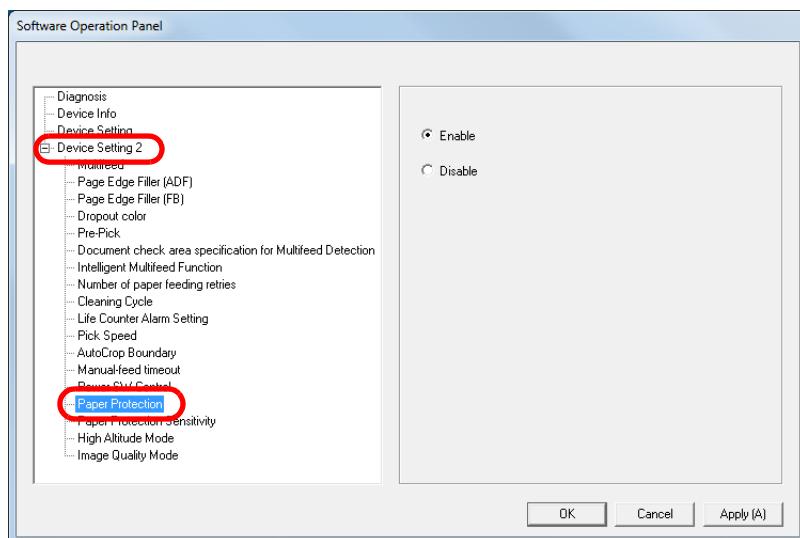
3 Select whether to disable or enable paper protection.
If [Enable] is selected, the scan is stopped when the scanner detects a document that is unusually warped.

ATTENTION
- Note that paper protection is a function that suppresses the documents from being damaged, and does not guarantee all documents to be saved.
- When you use paper protection, make sure to load the documents with their top edges aligned (especially for a mixed batch with different lengths).
  If the top edges are not aligned properly, the paper protection function may be activated and stop the scan even when the documents are being fed correctly.

HINT
- In manual feed mode, the paper protection setting is disabled.
- This setting can also be configured in the scanner driver. Note that the highest priority is given to the scanner driver setting.

Specifying the Sensitivity Level for Paper Protection
[Paper Protection Sensitivity]

Specify the sensitivity level to detect anomalies upon feeding the documents when paper protection is on.

Documents are warped and deformed when documents are not fed by the rollers properly.

To detect such a symptom and stop the scan, select [Low] to only detect documents that are highly deformed. Select [High] to also detect documents that are slightly deformed.

1 Start up the Software Operation Panel.

For details, refer to .

2 From the listing on the left, select [Device Setting 2] → [Paper Protection Sensitivity].
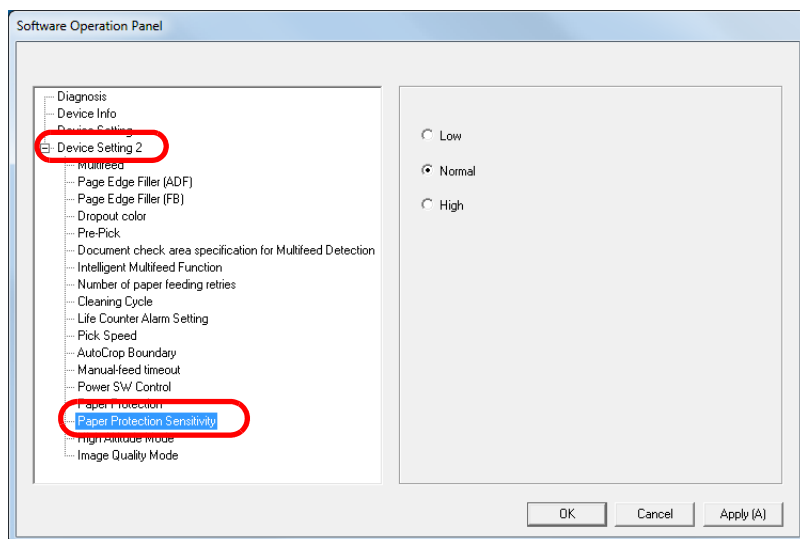
3 Specify the sensitivity level.

Low: Decreases the sensitivity level to detect warped documents.

Normal: Monitors warped documents in normal sensitivity. Keep this setting for normal use.

High: Increases the sensitivity level to detect warped documents.

> **HINT**
> - To detect paper warp faster and stop the scan, select [High].
> - To decrease the frequency of paper jam detection if paper jams occur frequently in the feeder, select [Low].

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Scanning at High Altitude [High Altitude Mode]

Select whether to enable or disable high altitude mode.
Low atmospheric pressure at high altitudes may lower the accuracy in multifeed detection by the ultrasonic sensor. Enabling the high altitude mode allows you to use the scanner at 2,000 m or higher altitudes.

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 123).

2 From the listing on the left, select [Device Setting 2] → [High Altitude Mode].
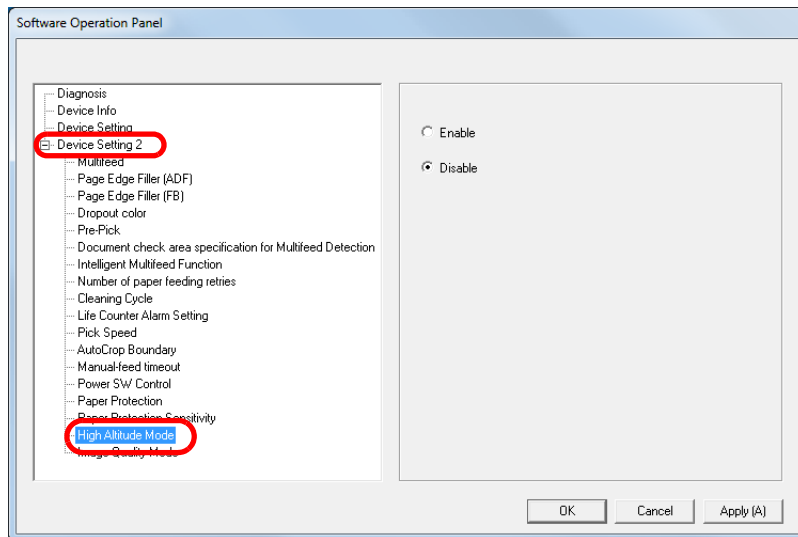
3 Select whether to enable or disable high altitude mode.

Setting the Image Quality for Scanning [Image Quality Mode]

Set the image quality mode.
To obtain an image quality that is close to the image quality for scanning with fi-6x30Z/fi-6x40Z, set the image quality mode.

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 123).

2 From the listing on the left, select [Device Setting 2] → [Image Quality Mode].
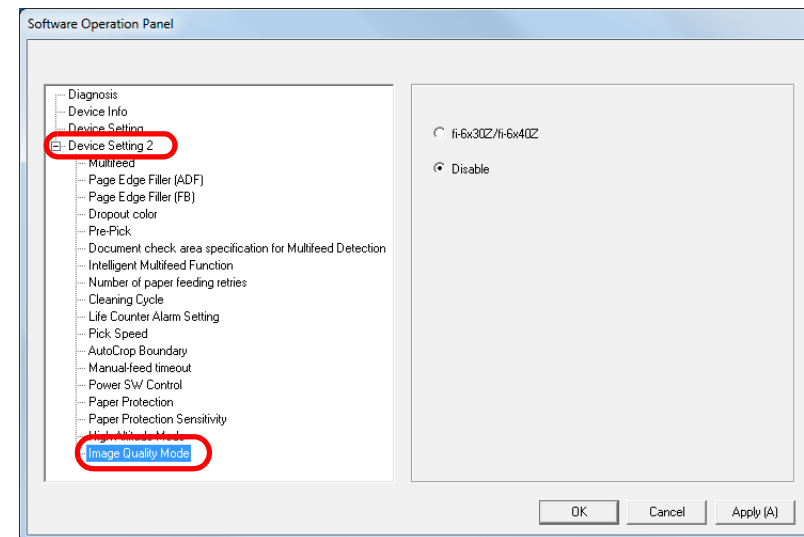
3 Select whether to obtain an image quality that is close to the image quality with fi-6x30Z/fi-6x40Z.

8.6 Settings Related to Multifeed Detection

Specifying a Multifeed Detection Method [Multifeed]

Multifeed is an error where two or more sheets are fed through the ADF at once. It is also called a multifeed when a different document length is detected.

Not noticing multifeed errors while scanning may put you in a situation where important data are missing from the scanned images.

Multifeed detection can be used to prevent such troubles.

When this function is enabled, an error message is displayed as soon as it detects a multifeed, and stops the scan. Note that multifeed cannot be detected within 30 mm from the leading edge of the document.

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 123).

2 From the listing on the left, select [Device Setting 2] → [Multifeed].
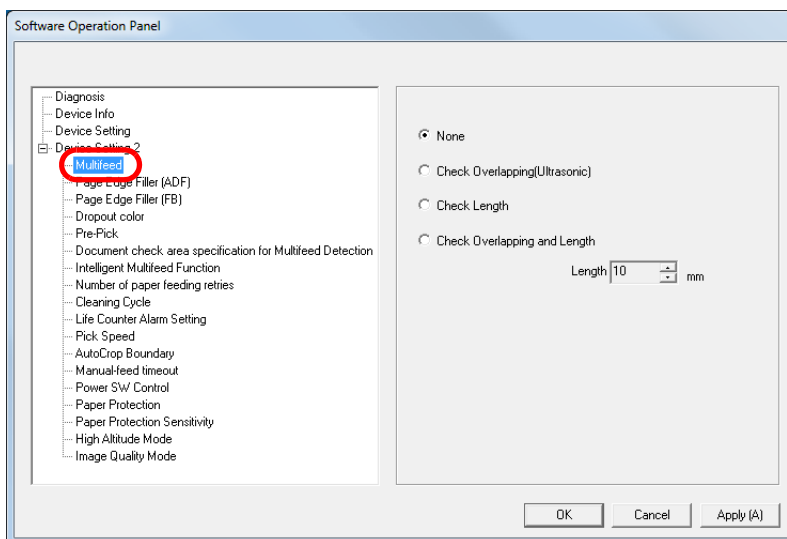
3 Select a detection method.

Method	Description
None	Does not detect multifeed.
Check Overlapping (Ultrasonic)	Detects multifeed by the overlapping of documents. When this is selected, you can also specify the two following options: ● Specify the detection range by the length from the top of the document. Proceed to "Specifying the Area to Detect Multifeed [Document check area specification for Multifeed Detection]" (page 155) for more details. ● Ignore the multifeed when there is paper of the same size attached to a designated location on the page. Proceed to "Ignoring Multifeed for a Set Pattern" (page 69) for more details.
Check Length	Detects multifeed by the difference in length of the documents. Note that multifeeds cannot be detected accurately when a mixed batch of different sizes is scanned.

Method	Description
Check Overlapping and Length	Detects multifeed by the combination of [Check Overlapping (Ultrasonic)] and [Check Length]. Note that multifeeds cannot be detected accurately when a mixed batch of different sizes is scanned. When this is selected, you can also specify the two following options: ● Specify the detection range by the length from the top of the document. Proceed to "Specifying the Area to Detect Multifeed [Document check area specification for Multifeed Detection]" (page 155) for more details. ● Ignore the multifeed when there is paper of the same size attached to a designated location on the page. Proceed to "Ignoring Multifeed for a Set Pattern" (page 69) for more details.
Length	Select a length difference from 10/15/20 mm when detecting a multifeed by the difference in length of the documents. Any length under the specified value will not be detected as multifeed.

ATTENTION

● To scan documents with different lengths, specify [Check Overlapping (Ultrasonic)].
● When an attachment such as a sticky note, receipt, or photo is attached on the document, the overlapping part of the document may be falsely detected as multifeed if [Check Overlapping (Ultrasonic)] is specified. In that case, specify [Check Length].
  Note however that you can still use [Check Overlapping (Ultrasonic)] by restricting the detection range.
● Multifeed cannot be detected when the Carrier Sheet is used.

HINT
This setting can also be configured in the scanner driver. Note that priority is given to the scanner driver setting.

Specifying the Area to Detect Multifeed [Document check area specification for Multifeed Detection]

The following setting is only available when you specified [Check Overlapping (Ultrasonic)] or [Check Overlapping and Length].

1 From the listing on the left, select [Device Setting 2] → [Document check area specification for Multifeed Detection].
Select the [Selected range] check box in the window.
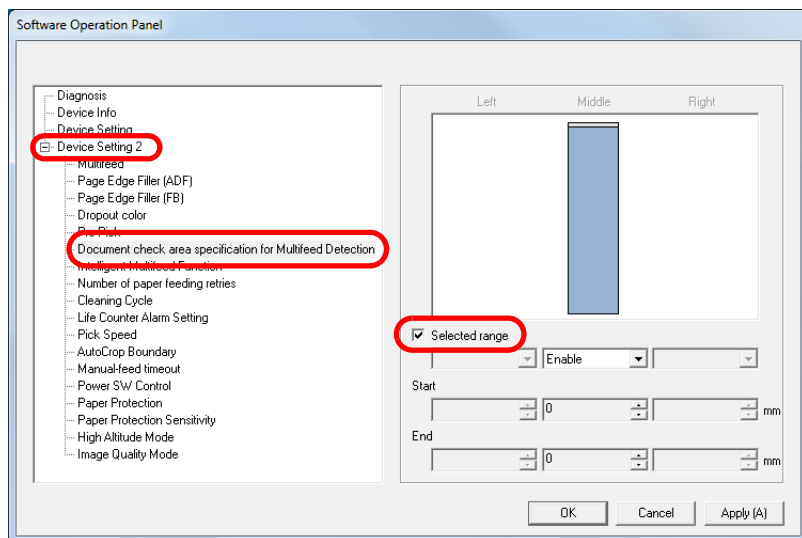
2 Specify the detection range.

Range	Description
Selected range	Select the check box to specify the detection range (colored in light blue) in the picture below. Unit: mm Select the check box to enable the setting in this window. Clear the check box to disable the setting. Clearing this check box sets both start and end positions to "0", making the whole document to be detected for multifeeds. The above condition applies when the document is set to the center of the pick roller width. Multifeed cannot be detected for the top 30 mm of a document.
Disable (Middle)	Does not detect multifeeds for the selected area.
Enable (Middle)	Detects multifeeds for the selected area.

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Range	Description
Start (Middle)	Displays the start position of the detection by the length from the leading edge of the document. Range: 0 to 510 mm, in 2 mm increments, Start<End
End (Middle)	Displays the end position of the detection by the length from the leading edge of the document. Range: 0 to 510 mm, in 2 mm increments, Start<End

HINT

- When both [Start] and [End] are set to "0", multifeed detection is performed for the whole area regardless of whether it is enabled or disabled.
- To disable multifeed detection for the whole document, select [Disable] and set the start position to "0" and the end position to equal the document length or longer.
- If you set a value larger than the document length for the start position, selecting [Disable] detects the whole length of the document and selecting [Enable] disables the multifeed detection.
- To detect multifeeds, the detection range must be at least 5 mm in length.
  Configure the setting so that the value of the end position minus the start position is 6 mm or more.
- You can also set the start and the end positions by the following methods:
  - Draw an area with the mouse on the displayed image.
  - Drag the handles for [Start] and [End] positions on the displayed image.

Example 1:

Position: Middle

Selected range = Enable, Start = 50 mm, End = 200 mm
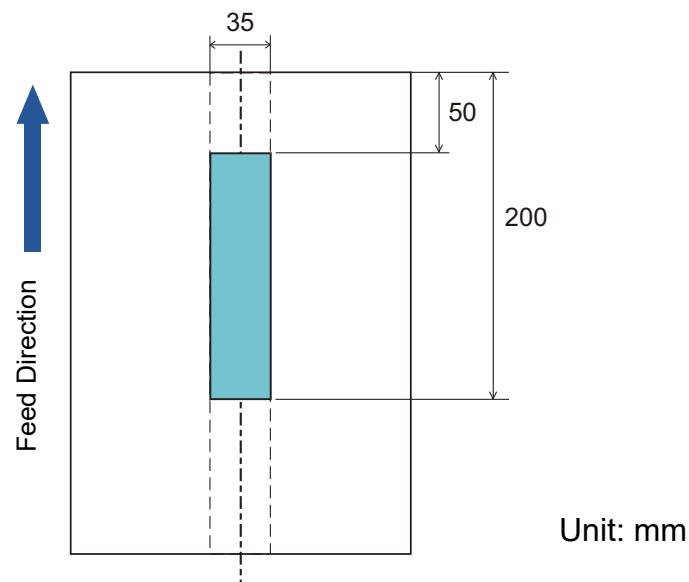
Unit: mm

Multifeeds are detected only within the area of light blue.

Example 2:

Position: Middle

Selected range = Enable, Start = 0 mm, End = 0 mm

Unit: mm
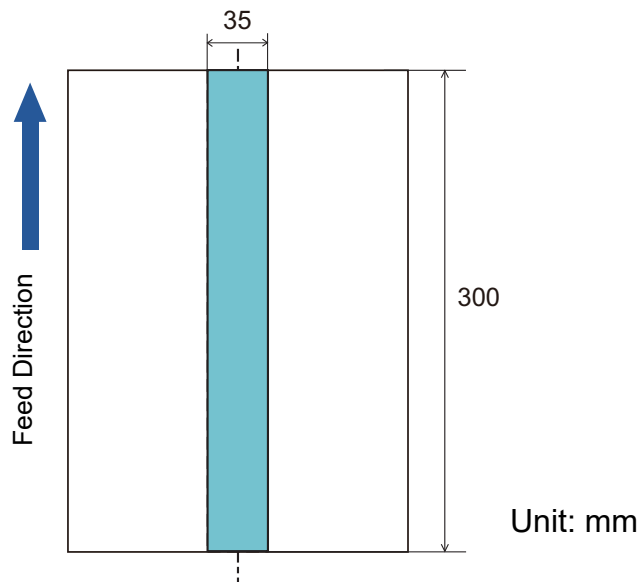
Multifeeds are detected only within the area of light blue.

> **HINT**
> When you use detection by overlapping, accuracy of multifeed detection may drop if the documents are glued tightly or attached together by static electricity.

Example 3: (Bad Example)

Position: Middle

Selected range = Enable, Start = 100 mm, End = 102 mm

Unit: mm
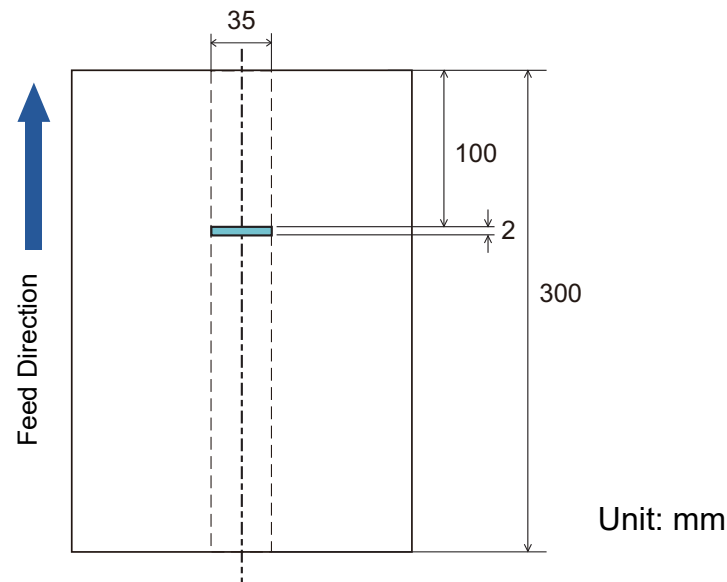
Since the detection range (length) is less than 5 mm, multifeeds cannot be detected accurately.

Specifying an Area Not to Detect Multifeed [Intelligent Multifeed Function]

When there is paper of the same size attached to a designated location on the page, the scanner memorizes the location of the attachment and can be configured not to detect multifeeds for that location. Note that you first need to select [Check Overlapping (Ultrasonic)] or [Check Overlapping and length] in either the scanner driver or the multifeed detection setting in "Specifying a Multifeed Detection Method [Multifeed]" (page 153).

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 123).

2 From the listing on the left, select [Device Setting 2] → [Intelligent Multifeed Function].
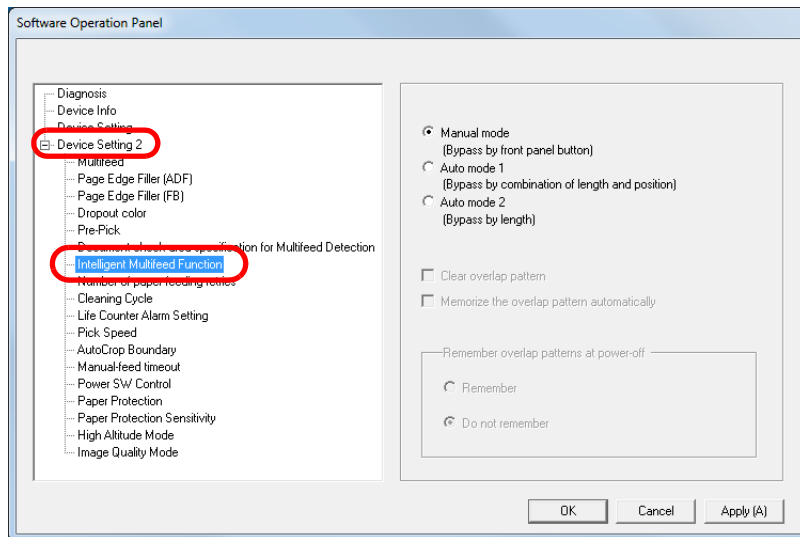
3 Specify an operation mode.

Mode	Description
Manual mode	Does not memorize the size or location of the paper attachment when a multifeed is detected. Ignores the multifeed when you load the documents back in the ADF paper chute (feeder) and scan them again.
Auto mode 1	Memorizes the size and location of the paper attachment when a multifeed is detected. The memorized pattern is ignored from the next scan.
Auto mode 2	Memorizes the size of the paper attachment when a multifeed is detected. The memorized pattern (including any length less than the attachment) is ignored from the next scan.

HINT
- By selecting the [Clear overlap pattern] check box, you can erase the overlapping patterns (length, position) that were memorized in Auto mode.
- By selecting the [Memorize the overlap pattern automatically] check box, you can enable the function for memorizing an overlap pattern when overlapped documents are detected in Auto mode.
- In [Remember overlap patterns at power-off], you can select whether or not to keep the overlap pattern upon turning the power off. When [Remember] is selected, you can use eight of the most recent patterns the next time the scanner is powered on.

For details about the procedure after this step, refer to "Ignoring Multifeed for a Set Pattern" (page 69).

8.7 Settings Related to Waiting Time

Waiting Time in Manual Feed Mode [Manual-feed timeout]

When you scan by manually loading one sheet at a time, you can specify the waiting time (interval) for loading the next document in the ADF paper chute (feeder). This enables continuous scanning as long as you load a document within the set time.
If the set time is exceeded, the scan is finished automatically and manual feeding will be canceled.
Note that you can also press the [Send to] button on the operator panel to cancel manual feeding.

1 Start up the Software Operation Panel.
For details, refer to .

2 From the listing on the left, select [Device Setting 2] → [Manual-feed timeout].
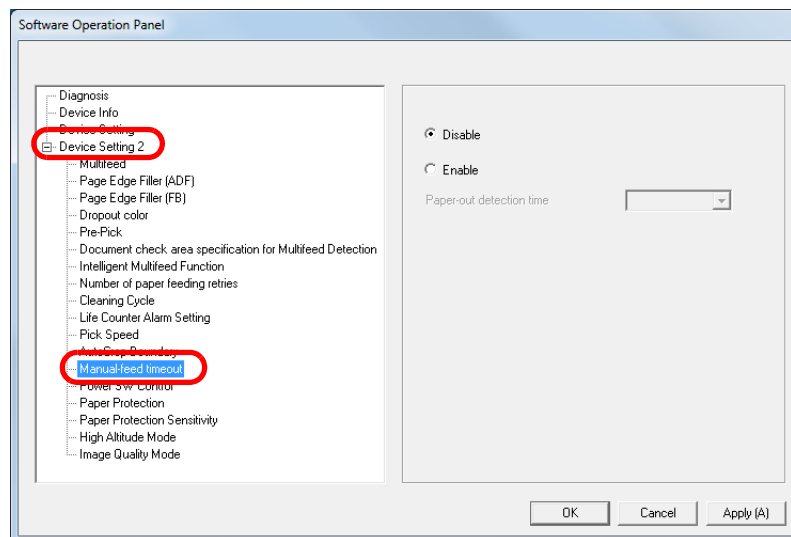
3 Specify whether to enable or disable [Manual-feed timeout].
If you selected [Enable], then also specify the time period for which the scanner waits to confirm that no documents are loaded in the ADF paper chute (feeder), which is the interval between the time when the scanner scanned the last document and the time when the scanner checks whether the next document to be scanned is loaded, in [Paper-out detection time].

HINT
When [Manual-feed timeout] is enabled, the scanner will wait for the set time even if you start scanning with no document in the ADF paper chute (feeder).

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Waiting Time to Enter Power Saving Mode [Power saving]

The waiting time for the scanner to enter power saving mode can be specified.

1 Start up the Software Operation Panel.
For details, refer to "8.1 Starting Up the Software Operation Panel" (page 123).

2 From the listing on the left, select [Device Setting].
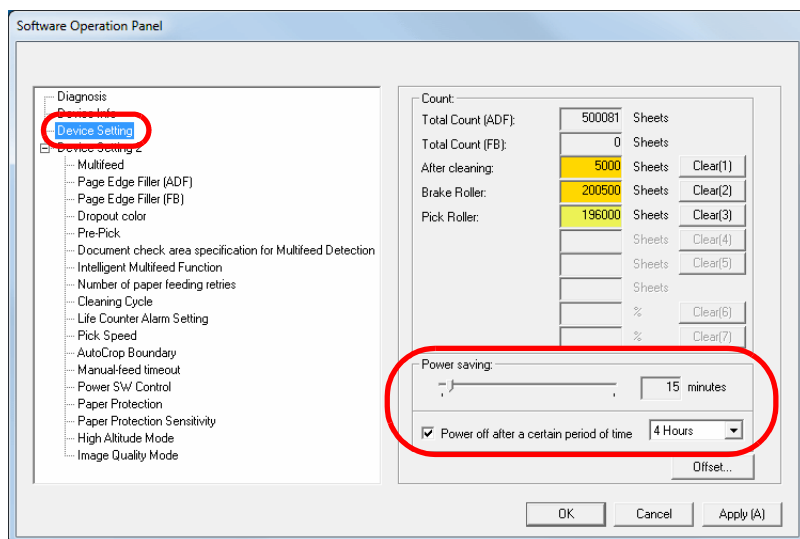
3 Use the slider to specify the waiting time before the scanner enters power saving mode.

The value can range from 5 to 115 minutes (in increments of 5).

HINT
Selecting the [Power off after a certain period of time] check box turns the power off automatically if the scanner is left on for a certain period of time without being used.
You can select the timeout period for the scanner to be automatically turned off by [1 Hour]/[2 Hours]/[4 Hours]/[8 Hours].

8.8 Settings Related to Power ON/OFF

Method of Turning the Scanner ON/OFF [Power Switch Control]

The method by which the scanner is powered on/off can be specified from one of the following:

- Press the [Power] button on the operator panel
- Use an AC power strip to control power supply for peripherals such as a scanner in accordance with the computer's power.
- Turn on/off the scanner in accordance with the computer's power.

1 Start up the Software Operation Panel.
For details, refer to

2 From the listing on the left, select [Device Setting 2] → [Power Switch Control].
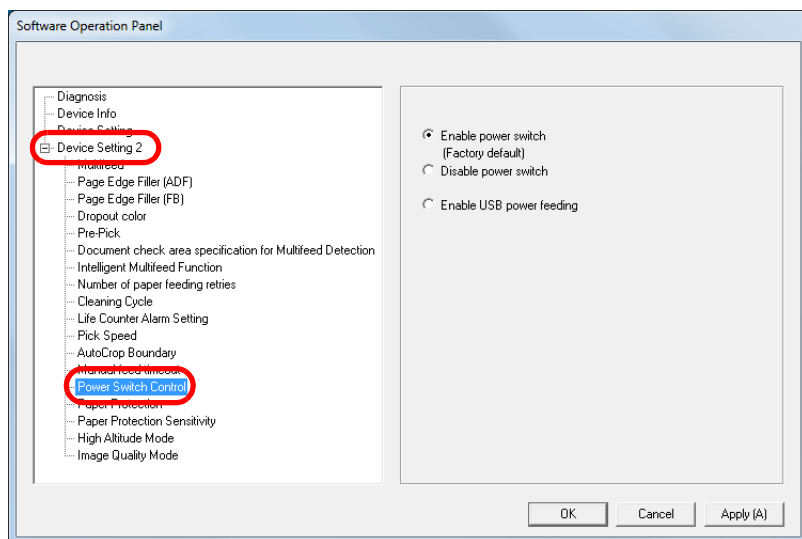
3 Select one of the following:

[Enable power switch]: Press the [Power] button on the operator panel.

[Disable power switch]: Use an AC power strip to control power supply for peripherals such as a scanner in accordance with the computer's power.

[Enable USB power feeding]: Turn on/off the scanner in accordance with the computer's power.

> **ATTENTION**
> - When you select [Disable power switch], the scanner is not turned off even if the [Power off after a certain period of time] check box is selected in [Device Setting] on the Software Operation Panel.
> - Some types of computers and USB hubs keep supplying power to the USB bus even after the computer is turned off.
>   In that case, the [Enable USB power feeding] mode may not work properly.

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Appendix

This appendix provides the following information.

A.1 Basic Specification

Item			Specification		Notes
			fi-7140	fi-7240	
Scanner type			ADF	ADF + Flatbed	-
Image sensor			Color CCD × 2 (front, back)	Color CCD × 3 (front, back, flatbed)	-
Light source			White LED × 2 (front, back)	White LED × 3 (front, back, flatbed)	-
Scanning area	Minimum	ADF	50.8 × 54 (mm)/2 × 2.1 (in.) (portrait)		
	Maximum	ADF	216 × 355.6 (mm)/8.5 × 14 (in.)		(*1)
		Flatbed	-	216 × 297 (mm)/8.5 × 11.7 (in.)	-
Paper weight (thickness)			27 to 413 g/m^2 (7.2 to 110 lb) 127 to 209 g/m^2 (34 to 56 lb) for A8 size 1.4 mm or less for plastic cards (*2)		(*3)
Scanning speed (A4 landscape) (*4)	Binary (black & white)		Simplex: 40 ppm Duplex: 80 ipm		300 dpi
	Grayscale				
	Color				
Loading capacity (*5)			80 sheets		Paper weight: 80 g/m^2 (20 lb) Total thickness: 8 mm or less
Optical resolution			600 dpi		-
Output resolution	Binary (black & white)		50 to 600 dpi, 1,200 dpi		50 to 600 dpi: configurable in 1 dpi increments 1,200 dpi: created by scanner driver
	Grayscale				
	Color				

Item	Specification		Notes
	fi-7140	**fi-7240**	
Grayscale level	8-bit for each color		10-bit during internal processing
Interface	USB 2.0/1.1 (*6)		Type B

*1: Long page scanning supports documents with a length of up to 5,588 mm (220 in.) when the resolution is set to 200 dpi or less.

*2: When scanning plastic cards from the ADF, you can load up to 3 cards in the ADF paper chute (feeder).

*3: The paper weight only applies to using the ADF. There is no limitation when the flatbed is used.

*4: Note that this is the hardware limitation, and the software's processing time such as data transfer time is added to the actual time of scanning.

*5: The capacity varies depending on the paper weight.
   For details, refer to "2.3 Documents for Scanning" (page 41).

*6: Use the USB cable that is supplied.
   When connecting the USB cable to a USB hub, make sure you connect it to a USB hub that is connected to the USB port of a computer.
   Connection with USB 2.0 requires the USB port and the hub to support USB 2.0. Also note that the scanning speed slows down when USB 1.1 is used.

A.2 Installation Specification

Item		Specification	
		fi-7140	**fi-7240**
Outer dimensions (W × D × H) (*1)		300 × 170 × 163 (mm)/11.81 × 6.69 × 6.42 (in.)	300 × 577 × 234 (mm)/11.81 × 22.72 × 9.21 (in.)
Installation space (W × D × H) (*2)		400 × 700 × 380 (mm)/15.75 × 27.56 × 14.96 (in.)	400 × 800 × 450 (mm)/15.75 × 31.5 × 17.72 (in.)
Weight		4.2 kg (9.26 lb)	8.8 kg (19.4 lb)
Input power	Voltage range	AC 100 to 240 ± 10%	
	Phase	Single phase	
	Frequency range	50/60 ± 3 Hz	
Power consumption	Operation	36 W or less	39 W or less
	Power saving	1.80 W or less	
	Power OFF	0.30 W or less	
Ambient condition	Temperature	Operating: 5 to 35°C (41 to 95°F), Not operating: -20 to 60°C (-4 to 140°F)	
	Humidity	Operating: 20 to 80%, Not operating: 8 to 95%	
Calorific value	Operation	30.96 kcal/Hr or less	33.54Kcal/Hr or less
	Power saving	1.55 kcal/Hr or less	
	Power OFF	0.26 kcal/Hr or less	
Shipping weight (*3)		6.5 kg (14.33 lb)	13.0 kg (28.67 lb)
Support period		5 years	

*1: The depth excludes the ADF paper chute (feeder) and stacker.
*2: The required installation space is a reference for scanning A4 size documents.
*3: Includes the package weight.

A.3 Outer Dimensions

The outer dimensions are as follows:

fi-7140
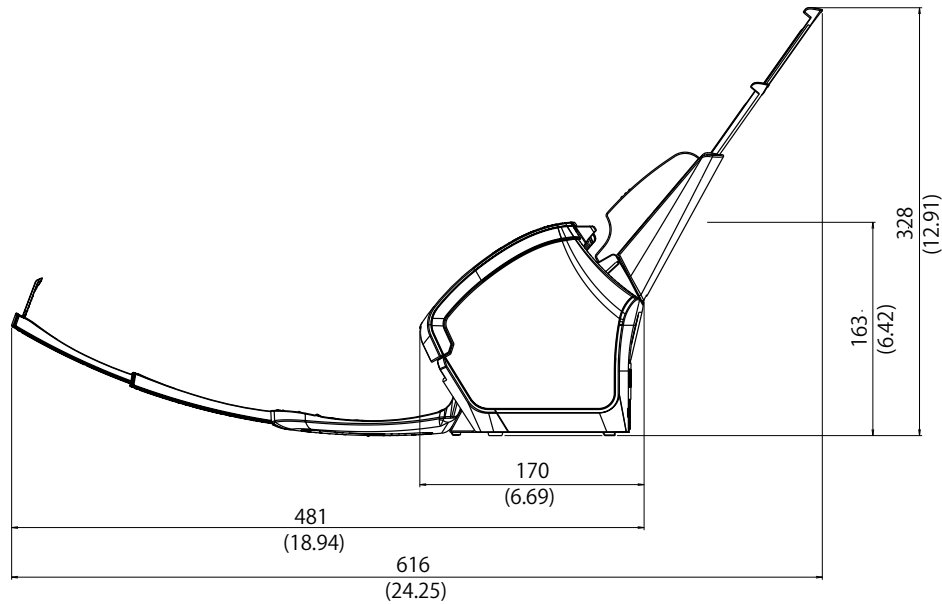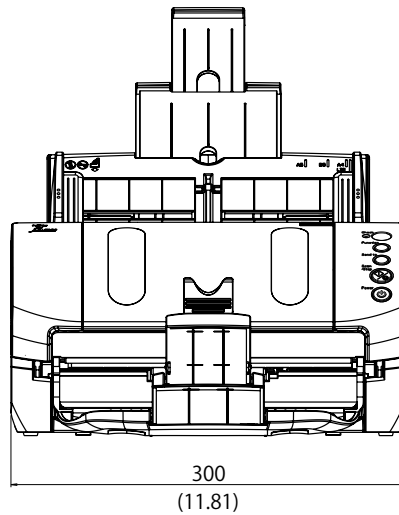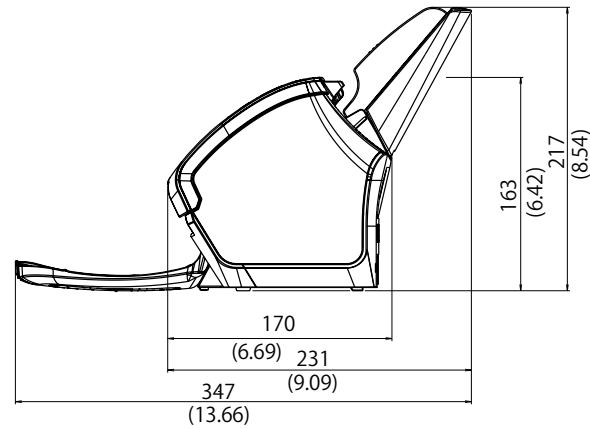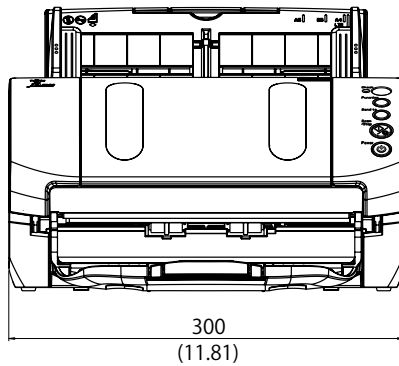
300
(11.81)

217
(8.54)

163
(6.42)

170
(6.69)

231
(9.09)

347
(13.66)

300
(11.81)

328
(12.91)

163
(6.42)

170
(6.69)

481
(18.94)

616
(24.25)

Unit: mm (in.)

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fi-7240

288
(11.34)

234
(9.21)

300
(11.81)

577
(22.72)

637
(25.08)

398
(15.67)

234
(9.21)

300
(11.81)

577
(22.72)

712
(28.03)

Unit: mm (in.)

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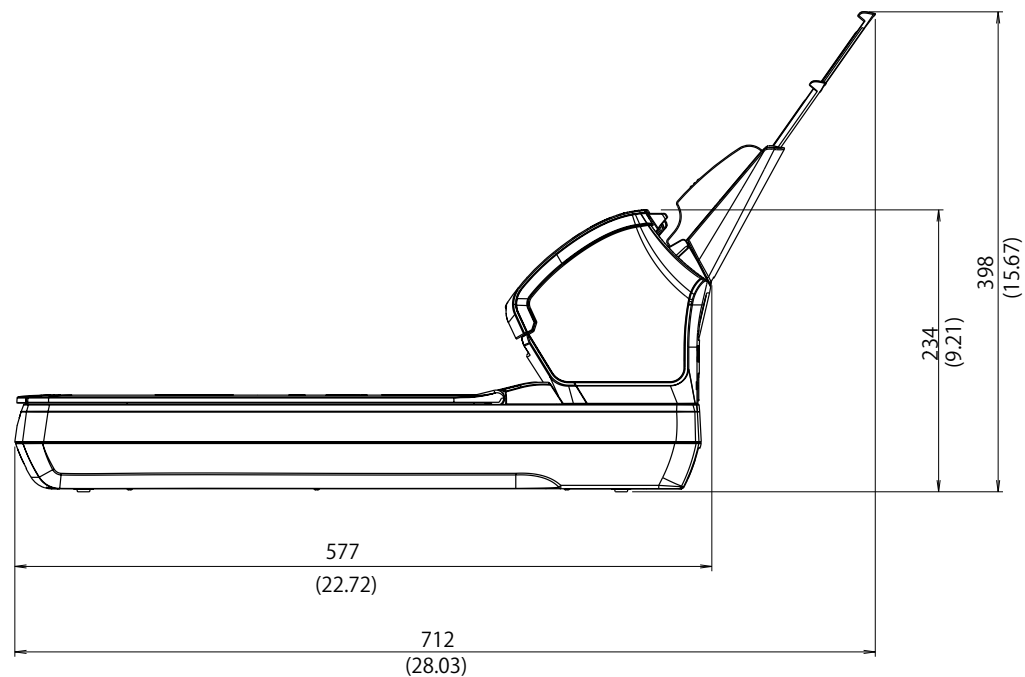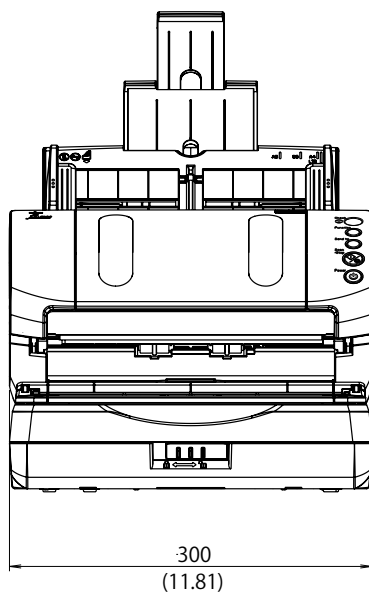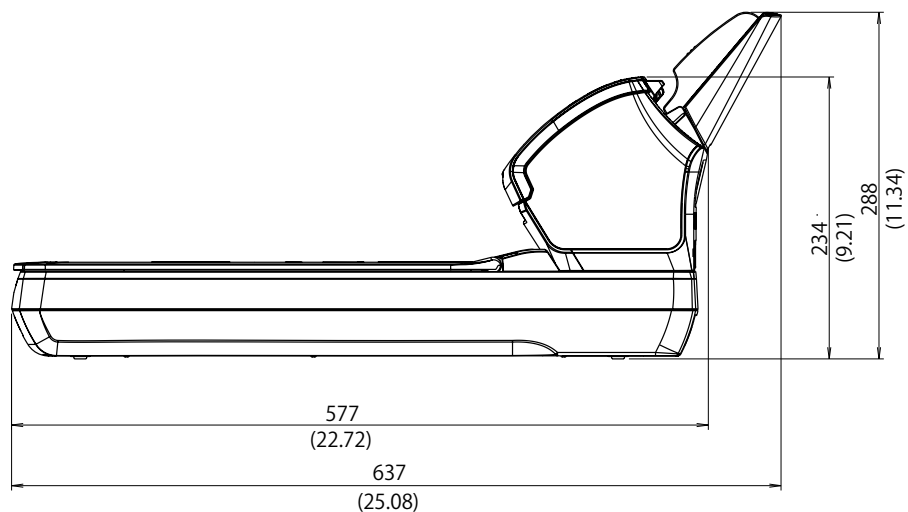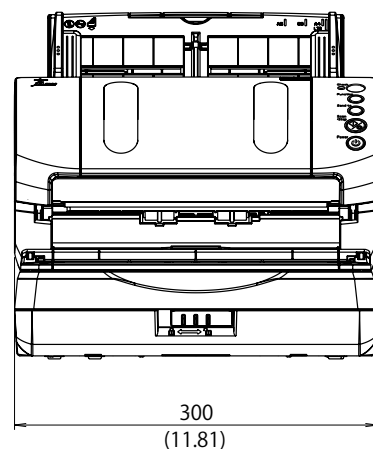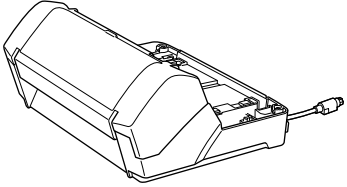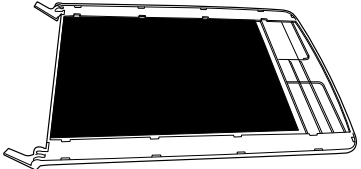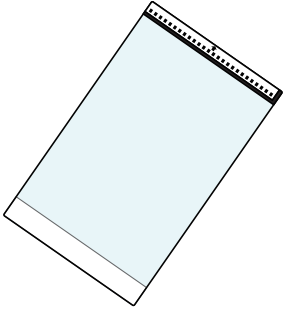
A.4 Scanner Options

Name	Part No.	Supported model	Description
Imprinter	PA03670-D201	fi-7140	An option imprinter that can print text (such as alphabets and numbers) on the back of the document after scanning. It can be used to organize your documents by printing a name, date or serial number on the scanned document. For details, refer to the fi-718PR Imprinter Operator's Guide.
Black Document Pad	PA03670-D801	fi-7240	An option that enables scanning in black background on the flatbed. It is available as a document cover with a black document pad, and can be replaced with the standard document cover that has a white document pad. It can be used to automatically correct skewed images or accurately detect the size of the scanned document when scanning with the flatbed.
Carrier Sheet	PA03360-0013	fi-7140 fi-7240	Use this option to scan documents larger than A4/Letter size, as well as non-standard size documents such as photographs and clippings. Using the Carrier Sheet allows you to scan documents that are larger than A4/Letter size such as A3 and B4, scan documents that can be easily damaged such as photographs, and scan documents that are difficult to load directly such as newspaper clippings. When the Carrier Sheet is too damaged or worn out to be used for scanning, it can be purchased separately (5 sheets per set). The Carrier Sheet should be replaced approximately every 500 scans. However, replace it if damage or dirt is noticeable.

For details about purchasing the scanner options and more information, contact your FUJITSU scanner dealer or an authorized FUJITSU scanner service provider.

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A.5 Uninstalling the Software

1 Turn on the computer and log onto Windows as a user with administrator privileges.

2 Exit all running software.

3 Display the [Control Panel] window.

- Windows Server 2008 R2/Windows 7
  Click [Start] menu → [Control Panel].

- Windows Server 2012
  Right-click the Start screen, and select [All apps] on the app bar → [Control Panel] under [Windows System].

- Windows Server 2012 R2/Windows 8.1
  Click [↓] on the lower left side of the Start screen → [Control Panel] under [Windows System].

  To display [↓], move the mouse cursor.

- Windows 10/Windows Server 2016/Windows Server 2019/ Windows Server 2022
  Click [Start] menu → [Windows System] → [Control Panel].

- Windows 11
  Click [Start] menu → [All apps] → [Windows Tools] and double-click [Control Panel].

4 Select [Uninstall a Program].
  ⇨ The [Programs and Features] window appears with a list of the currently installed software.

5 Select a software to uninstall.
- When Uninstalling PaperStream IP Driver
  Select one of the following:
  - PaperStream IP (TWAIN)
  - PaperStream IP (TWAIN x64)
  - PaperStream IP (ISIS) for fi-71xx/72xx

- When Uninstalling Software Operation Panel
  Select [Software Operation Panel].
  The Software Operation Panel is installed together with the PaperStream IP driver.
- When Uninstalling Error Recovery Guide
  Select [Error Recovery Guide for fi-7140/7240].
- When Uninstalling PaperStream ClickScan
  Select [PaperStream ClickScan].
- When Uninstalling PaperStream Capture/PaperStream Capture Pro (EVALUATION)
  Select [PaperStream Capture].
- When Uninstalling ABBYY FineReader for ScanSnap™
  Select [ABBYY FineReader for ScanSnap(TM)].
- When Uninstalling Manuals
  Select [fi Series manuals for fi-7140/7240].
- When Uninstalling Scanner Central Admin Agent
  Select [Scanner Central Admin Agent].
- When Uninstalling fi Series Online Update
  Select [fi Series Online Update].

6 Click the [Uninstall] button or the [Uninstall/Change] button.

7 If a confirmation message appears, click [OK] or [Yes].
  ⇨ The software is uninstalled.

Glossary

A

A4 size
A standard paper size which is 210 × 297 mm (8.27 × 11.7 in.).

A5 size
A standard paper size which is 148 × 210 mm (5.83 × 8.27 in.).

A6 size
A standard paper size which is 105 × 148 mm (4.13 × 5.83 in.).

A7 size
A standard paper size which is 74 × 105 mm (2.91 × 4.13 in.).

A8 size
A standard paper size which is 52 × 74 mm (2.05 × 2.91 in.).

ADF (Automatic Document Feeder)
A paper feeding mechanism which allows multiple sheets of documents to be scanned one sheet at a time.

Automatic size/skew detection
End of Page Detection:
Detects the end of the page and scans the length of the document.

Automatic Page Size Detection:
Detects the paper size and outputs the image data in the same size.

Black Background:
Sets the background color to black for scanning.

B

Blank Page Skip
A function that detects and automatically deletes blank (white or black) pages in a batch of documents.

Brake roller
A roller that prevents more than one sheet of documents to be fed into the ADF at once.

Brightness

    Refers to the brightness of a scanned image.

C

Carrier Sheet

    A transparent plastic sheet designed for scanning documents that are larger than A4/Letter size.

CCD (Charge-Coupled Device) Image Sensor

    A sensor which perceives the light reflected from the document and converts it into digital form. CCD technology is the basis of high quality image acquisition in scanners, cameras and other devices.

D

Default setting

    (Hardware)
    Preset values from the factory.

    (Software)
    Values set upon installation of software.

Density

    Refers to the deepness of a color in an image.

Device errors

    Errors that require troubleshooting by a service engineer.

Dither

    The process by which a group of dots is arranged to reproduce the density of grayscale. Grayscale density is reproduced by configuring preset dot patterns. This method requires less memory compared to multilevel gray.

Document sensor

    A sensor which detects the changes in the amount of light transmission. Paper feeding errors such as multifeed and paper jam are detected by monitoring the passing of documents.

Double Letter size

    A standard paper size used in the United States and other countries (11 × 17 in.).

dpi (dots per inch)

A measurement of resolution which is used for scanners and printers. Higher dpi indicates better resolution.

Driver

A program specifically designed for operating systems, which enables interaction with a hardware device.

Dropout color

A function which removes a specified color from a scanned image.

Duplex scanning mode

A mode for scanning both sides of the document at once. (⇔ simplex scanning mode)

E

Edge Extract

A function which traces the boundaries between black and white areas, and extracts them as outlines.

Eject roller

Rollers that feed documents from the ADF onto the stacker.

Emphasis

A function which decreases the density of bright colors (except for white) around black areas. Increasing the value for this function removes dotted image noise and also produces "softened" images.

Error diffusion

Method of halftone (pseudo-grayscale) image processing which is based on black & white pixel binarization. It sums the optical density of a pixel and its adjacent pixels, then relocates black pixels in the order of density to minimize the difference between scanned and output images. By diffusing the errors onto other pixels, the density data of adjacent pixels can be binarized. This function suppresses moire patterns of dotted halftone images such as newspapers, and reproduces its grayscale gradation.

F

Feed roller

A roller that feeds the document through the ADF.

Filter

A function that applies a type of filter operation process on a scanned image.
Types of filtering are as follows:

Digital Endorser:
Adds alphanumeric character strings on the scanned image data.

Page Edge Filler:
Fills in the margins of the scanned image in a specified color.

Flatbed

An input device of the scanner.
A user places sheets of documents one by one on the document bed (glass section) and scans each sheet.
Used to scan documents that cannot be scanned in the ADF, such as books and magazines.

G

Gamma

A unit which indicates the changes in the brightness of an image. It is expressed as a function of the electric input power to devices (such as a scanner and a display) and the brightness of the image. If the gamma rate is larger than 1, the brightness of an image increases and vice versa. Normally, set the gamma rate to 1 when reproducing the same brightness as the original.

Grayscale

A method which expresses the gradation (density) from black to white in 256 levels. Suitable for scanning images such as photographs.

H

Halftone

Reproduces the color density in black & white by using dot patterns. This method is effective for scanning images such as photographs in black & white.

I

Image processing

Refers to processing and outputting the scanned image via specified scan parameters.

Imprinter

A printer that can print text (such as alphabets and numbers) on the back of the scanned document.
It can be use to manage the documents by adding a name, date or serial number on the scanned document.

Intelligent Multifeed Function

A function that excludes certain patterns of overlapping of documents that is detected as multifeed, by letting the scanner memorize the overlap pattern.
For instance, when there is paper of the same size attached to a designated location on the page, the scanner memorizes the location of the attachment and can be configured not to detect multifeeds for that location.

Interface

The connection that allows communication between the computer and the scanner.

Inversion

A scanning method in which the black part and the white part of the image are inverted.

ISIS

ISIS (Image Scanner Interface Specification) is an API (Application Program Interface) standard for imaging devices (such as scanners and digital cameras) which was developed by Captiva, a division of EMC Corporation (the former Pixel Translations) in 1990. In order to use devices that comply with this standard, it is necessary to install a driver software that supports ISIS standard.

J

Job Separator
A sheet to insert between documents in a batch for separating different jobs.
The following types of job separators are available:

Job separator with patch codes:
A sheet with patch codes printed.

Job separator with barcodes:
A sheet with barcodes printed.

L

Landscape
Orientation in which the short side of the document is set parallel to the feed direction.

Legal size
A standard paper size used in the United States and other countries (8.5 × 14 in.).

Letter size
A standard paper size used in the United States and other countries (8.5 × 11 in.).

M

Moiré patterns
Recurrent patterns on scanned images caused by incorrect settings of angles.

Multi Image
A function which outputs the image in both color/grayscale and black & white at once.

Multifeed
Multifeed is an error when two or more sheets are fed through the ADF at once. It is also called a multifeed when a different document length is detected.

N

Noise removal

A function which improves the quality of an image by removing isolated noise that appear as black dots in a white area (or vice versa).

O

OCR (Optical Character Recognition)

A device or a technology that recognizes the text on documents and converts them into text data that can be edited. The shape of the characters are recognized by the differences in the light reflected off the documents.

Operating environment

Conditions (such as temperature and humidity) required to operate or store the scanner.

Operator panel

A panel that consists of a display and buttons. It is used for scanner operations such as selecting functions and changing settings.

Overscan

A function that scans the document in a size larger than the specified paper size.

P

Paper jam

Refers to an error in which a document is jammed inside the paper path or feeding is interrupted by documents slipping.

Paper Protection

A function that stops a scan when the scanner detects a document that is unusually warped when documents are fed into the scanner.

Patch code

A special code to let the scanner recognize the start and the end of each job or image mode.

Pick roller

A set of rollers which separates one sheet off the documents loaded in the ADF paper chute (feeder), and feeds the document into the ADF.

Pick start time

The period of time between setting the document and until picking starts after the document passes the hopper empty sensor.

Pixel

The dots that make up a scanned image.

Portrait

Orientation in which the long side of the document is set parallel to the feed direction.
Documents/images are set/displayed vertically.

Pre-pick

Refers to feeding the document in advance to the position to start scanning.
It shortens the interval between setting the document and feeding the document to the starting position.

R

Resolution

A measurement to indicate the quality (fineness) or an image. Resolution is displayed by the number of pixels within an inch. An image is a collection of small dots (pixels). If the same image contains different amount of pixels, the one with more pixels can express greater details. Therefore, the higher the resolution, the finer the image becomes.

S

Simplex scanning mode

A mode for scanning only one side (front or back) of the document. (⇔ duplex scanning mode)

Smoothing

Refers to the removal of irregularities on diagonal lines and curves. It is a processing method commonly used in OCR applications.

T

Temporary error

An error that can be fixed by the operator.

Threshold

The value which is used to determine whether a certain color is black or white. Threshold value must be configured in order to scan images with grayscale gradation. Each pixel is converted into black or white according to the specified value.

TWAIN

TWAIN (Technology Without Any Interesting Name) is an API (Application Program Interface) standard for imaging devices (such as scanners and digital cameras) developed by TWAIN Working Group. In order to use devices that comply with this standard, it is necessary to install a driver software that supports TWAIN standard.

U

Ultrasonic sensor

A sensor that detects multifeed errors by ultrasonic soundwave. It detects multifeeds by monitoring the difference in the amount of ultrasonic waves transmitted through the documents.

USB

USB (Universal Serial Bus) is a standard for interfaces used to connect devices such as keyboards and scanners. Up to 127 devices can be connected by this interface. It can be connected and disconnected without powering off the devices.
For USB 2.0, the data transfer rate is 1.5 Mbps in Low-Speed, 12 Mbps in Full-Speed, and a maximum of 480 Mbps in Hi-Speed mode.

W

White reference sheet

The white part located inside the ADF which the scanner defines as white, in order to adjust the brightness of all other areas accordingly.

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fi-7140/fi-7240 Image Scanner

Operator's Guide

P3PC-5762-05ENZ0

Issue date: February 2022

Issued by: PFU Limited