Plustek X100

Plustek X100 Flatbed Scanner User Manual

Model: X100

1. INTRODUCTION

Thank you for choosing the Plustek X100 Flatbed Scanner. This manual provides detailed instructions for setting up, operating, maintaining, and troubleshooting your scanner to ensure optimal performance and longevity. Please read this manual thoroughly before using the device.

Image 1.1: The Plustek X100 Flatbed Scanner. This image displays the compact, silver and black flatbed scanner unit from an angled perspective, showing its scanning surface and control panel.

2. SETUP

2.1 Unpacking the Scanner

1. Carefully remove the scanner unit (Body Room) and all accessories from the packaging.
2. Retain the packaging materials for future storage or transport.
3. Remove any protective films or tapes from the scanner.

2.2 Connecting the Scanner

1. Place the scanner on a stable, flat surface.

2. Connect the power adapter to the scanner's power input and then plug it into an electrical outlet.

3. Connect the USB cable to the scanner's USB port and the other end to an available USB port on your computer.

2.3 Driver and Software Installation

1. Insert the provided installation CD into your computer's CD/DVD drive, or download the latest drivers and software from the official Plustek website (www.plustek.com).

2. Follow the on-screen instructions to complete the installation process.

3. Restart your computer if prompted.

3. OPERATING THE SCANNER

3.1 Powering On/Off

- To power on, press the power button located on the scanner. The indicator light will illuminate.

- To power off, press and hold the power button until the indicator light turns off.

3.2 Placing Documents for Scanning

1. Lift the scanner lid.

2. Place the document face down on the scanner glass, aligning it with the arrow or corner guide.

3. Close the scanner lid gently.

3.3 Initiating a Scan

1. Open the Plustek scanning software on your computer.

2. Select your desired scanning mode (e.g., Color, Grayscale, Black & White) and resolution.

3. Click the 'Scan' button within the software to begin the scanning process.

4. The scanned image will appear in the software's preview window.

3.4 Saving Scanned Images

- After scanning, use the software to crop, rotate, or adjust the image if necessary.

- Select the desired file format (e.g., JPEG, PDF, TIFF) and destination folder.

- Click 'Save' to store the scanned document on your computer.

4. MAINTENANCE

4.1 Cleaning the Scanner Glass

- Ensure the scanner is powered off and unplugged before cleaning.

- Use a soft, lint-free cloth lightly dampened with a non-abrasive glass cleaner.

- Wipe the scanner glass gently to remove dust, smudges, or fingerprints. Avoid spraying cleaner directly onto the glass.

- Allow the glass to dry completely before closing the lid or powering on the scanner.

4.2 Cleaning the Exterior

- Use a soft, dry cloth to wipe the exterior surfaces of the scanner.

- Do not use harsh chemicals or abrasive cleaners, as they may damage the finish.

4.3 Software Updates

- Periodically check the Plustek website for updated drivers and scanning software.

- Keeping your software up-to-date ensures compatibility and access to the latest features and bug fixes.

5. TROUBLESHOOTING

5.1 Scanner Not Detected

- Ensure the power cable and USB cable are securely connected to both the scanner and the computer.

- Verify the scanner is powered on.

- Try connecting the USB cable to a different USB port on your computer.

- Reinstall the scanner drivers.

5.2 Poor Scan Quality

- Clean the scanner glass as described in Section 4.1.

- Ensure the document is placed correctly and flat on the scanner glass.

- Adjust scanning settings (resolution, brightness, contrast) in the scanning software.

- Check for any dust or debris on the document itself.

5.3 Software Errors

- Close and restart the scanning software.

- Restart your computer.

- Ensure your operating system and scanner software are up-to-date.

- If the issue persists, reinstall the scanning software.

6. SPECIFICATIONS

Feature	Detail
Product Dimensions	1.1 x 9.7 x 6.5 inches
Item Weight	3.75 pounds
Manufacturer	Plustek
Language	English
Item model number	PLUS-SS-X100
Batteries	1 Lithium Ion batteries required (for internal clock/memory, not for operation)

Date First Available	March 6, 2023

7. Warranty and Support

7.1 Warranty Information

For detailed warranty information regarding your Plustek X100 Flatbed Scanner, please refer to the warranty card included with your product or visit the official Plustek website. Warranty terms and conditions may vary by region.

7.2 Technical Support

If you encounter issues that cannot be resolved using the troubleshooting guide, or require further assistance, please contact Plustek technical support. Support contact information can typically be found on the Plustek website or in the documentation provided with your scanner.

Official Plustek Website: www.plustek.com