

ScanSnap iX1400

ScanSnap iX1400 Document Scanner User Manual

High-Speed Simple One-Touch Button Color Document, Photo & Receipt Scanner

1. INTRODUCTION

The ScanSnap iX1400 is designed for straightforward document digitization, offering a simple one-button operation to scan, organize, and manage various types of documents. This manual provides essential information for setting up, operating, maintaining, and troubleshooting your scanner.

Key Features

- **Simple One-Touch Scanning:** Digitize documents with a single button press.
- **Versatile Document Handling:** Scans business cards, receipts, envelopes, documents, and photos.
- **Reliable USB Connection:** Ensures stable and consistent performance.
- **Automatic Image Optimization:** Detects document size and color, removes streaks and blank pages, de-skews, and rotates images automatically.
- **ScanSnap Home Software:** All-in-one software for managing, editing, and utilizing scanned data.

2. SETUP

2.1 Unpacking and Contents

Carefully remove all components from the packaging. Ensure all items are present before proceeding with the setup.

What's in the box

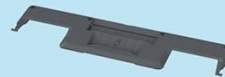


ScanSnap iX1400



ScanSnap Home

Access to our free apps for macOS and Windows



Receipt Guide accessory
Helps hold smaller documents

ABBYY® FineReader® for ScanSnap®

Create searchable PDFs and editable files

ABBYY and FineReader are trademarks of ABBYY DEVELOPMENT INC.



**Power cable
and adapter**



USB cable



**Getting Started
guide**



**Help and
Service info**

Image: The ScanSnap iX1400 box contents, showing the scanner unit, ScanSnap Home software access, Receipt Guide accessory, power cable and adapter, USB cable, Getting Started guide, and Help and Service info.

2.2 Connecting the Scanner

1. Connect the power adapter to the scanner and then to an electrical outlet.
2. Connect the supplied USB cable to the scanner's USB port and to an available USB port on your computer (Mac or PC).

2.3 Software Installation

The ScanSnap iX1400 requires the ScanSnap Home software for full functionality. This software can be downloaded from the official ScanSnap website. Follow the on-screen instructions during installation.

- Visit the official ScanSnap support website.
- Download the ScanSnap Home software package compatible with your operating system (macOS or Windows).
- Run the installer and follow the prompts to complete the installation.
- Ensure the scanner is connected and powered on during the software installation process.

3. OPERATING THE SCANNER

3.1 Loading Documents

Open the scanner's cover to reveal the automatic document feeder (ADF). Place your documents face down and facing the rear of the scanner. Adjust the side guides to fit the width of your documents.



Image: The ScanSnap iX1400 scanner with various documents, including a business report, an energy statement, and a photo, loaded into the automatic document feeder.

3.2 One-Touch Scanning

The iX1400 features a single blue 'Scan' button for initiating the scanning process. Once documents are loaded and the scanner is connected, simply press this button.

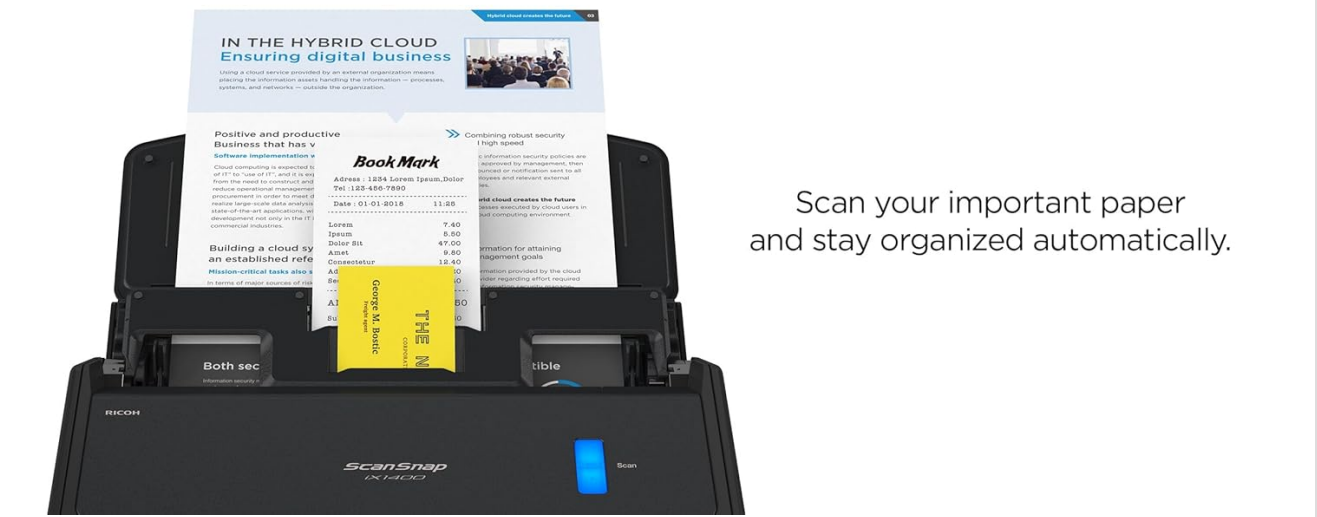


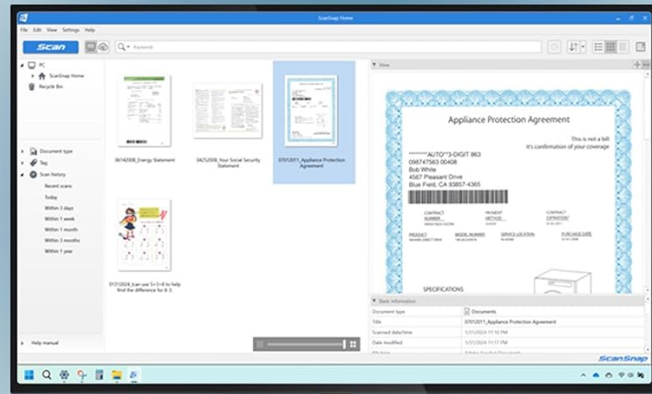
Image: A user operating the ScanSnap iX1400 scanner in a home office environment, demonstrating the ease of one-touch scanning.

3.3 ScanSnap Home Software

ScanSnap Home is the central application for managing your scanned data. It allows you to view, edit, organize, and send your scanned documents to various applications or cloud services.

ScanSnap Home

Stay organized automatically with our thoughtfully-designed desktop app for macOS and Windows.



Weights 7.1 pounds

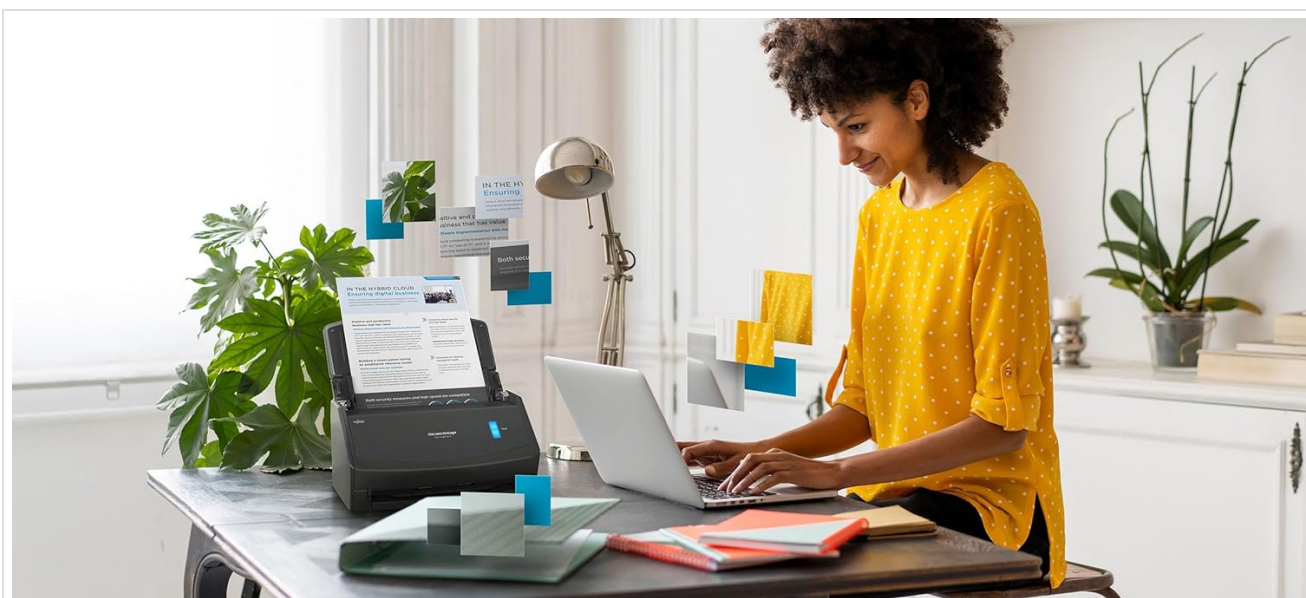
The classic desktop ScanSnap

Technology doesn't have to be complicated. If you can press a button, you can get organized.

Image: A desktop monitor displaying the ScanSnap Home application, showcasing its interface for organizing and managing scanned documents, including a contract and other files.

3.4 Scanning Various Document Types

The iX1400 is capable of scanning a wide range of materials, including standard documents, photos, receipts, and business cards. The automatic image optimization features ensure clear and accurate scans regardless of the original document type.



Your docs, your way



Scan all your important things:
documents, letters, receipts, photos,
plastic cards and more



Save your documents in
 a range of formats, including
PDF, Searchable PDF, and JPEG



Convert paper documents
 to **editable Word, Excel,**
and PowerPoint files

Image: An infographic titled 'Your docs, your way', showing icons for various scannable items like documents, letters, receipts, photos, and plastic cards, and output options such as PDF, searchable PDF, JPEG, and conversion to editable Word, Excel, and PowerPoint files.

Removes blank pages

Straightens and rotates images

Detects color documents

Identifies the type of document

Scan without the struggle

No fiddling with settings and drivers. ScanSnap offers fully automatic intelligent image processing, so your scans are clear and accurate every time.

Image: A visual representation of the ScanSnap iX1400's automatic image processing capabilities, demonstrating how it removes

blank pages, straightens and rotates images, detects color documents, and identifies document types for a seamless scanning experience.

4. MAINTENANCE

4.1 Cleaning the Scanner

Regular cleaning ensures optimal performance and scan quality. Use a soft, lint-free cloth and a mild cleaning solution (e.g., isopropyl alcohol) for cleaning.

- **Exterior:** Wipe the outer casing with a damp cloth.
- **Feed Rollers:** Gently clean the feed rollers to prevent paper jams and misfeeds.
- **Glass Scan Area:** Clean the glass surface to avoid streaks or smudges on scanned images.
- Always ensure the scanner is powered off and unplugged before cleaning.

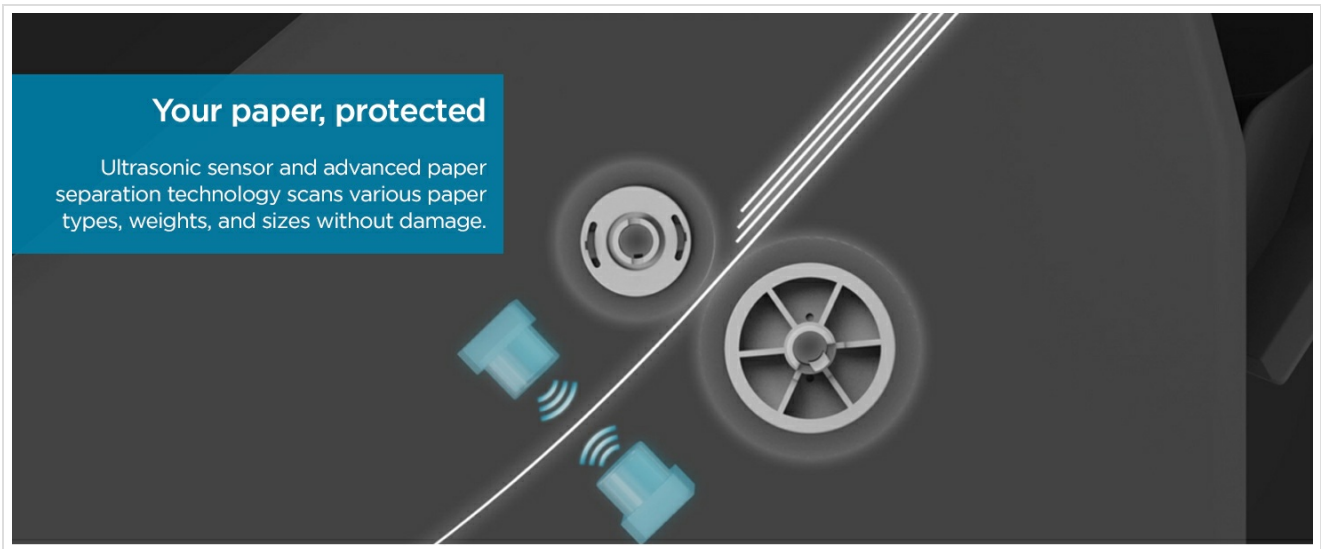


Image: A detailed diagram highlighting the 'Your paper, protected' feature of the ScanSnap iX1400, showcasing the ultrasonic sensor and advanced paper separation technology designed to scan various paper types, weights, and sizes without causing damage.

5. TROUBLESHOOTING

5.1 Common Issues and Solutions

Problem	Solution
Scanner not recognized by computer	Ensure the USB cable is securely connected to both the scanner and the computer. Try a different USB port or cable. Verify that ScanSnap Home software is installed correctly.
Paper jam	Open the scanner cover and carefully remove any jammed paper. Ensure documents are loaded correctly and not creased or stapled. Clean the feed rollers if necessary.
Poor scan quality (streaks, blurry images)	Clean the glass scan area and feed rollers. Ensure documents are free of dust or debris. Adjust scan settings in ScanSnap Home if specific quality issues persist.
Scanner does not power on	Check that the power adapter is securely connected to the scanner and a working electrical outlet. Try a different outlet.

For more detailed troubleshooting, refer to the help section within the ScanSnap Home software or visit the official ScanSnap support website.

6. SPECIFICATIONS

Feature	Detail
Model Name	iX1400
Item Model Number	PA03820-B235
Scanner Type	Document, Receipt
Connectivity Technology	USB
Product Dimensions	6.3"D x 11.5"W x 6"H (6.3 x 11.5 x 6 inches)
Item Weight	7.1 Pounds
Resolution	600 dpi
Color Depth	24 bits
Standard Sheet Capacity	50 sheets
Wattage	17 watts
Manufacturer	PFU Limited
Date First Available	January 19, 2021

7. WARRANTY AND SUPPORT

7.1 Product Warranty

The ScanSnap iX1400 is manufactured by PFU Limited. For specific warranty terms and conditions, please refer to the warranty documentation included with your product or visit the official ScanSnap website. Warranty coverage typically includes defects in materials and workmanship for a specified period from the date of purchase.

7.2 Customer Support

For technical assistance, software updates, or additional support resources, please visit the official ScanSnap support website. The website provides access to FAQs, drivers, manuals, and contact information for customer service.

Official ScanSnap Website: www.scansnap.com