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plustek PSD300+

Plustek PSD300 Plus Document Scanner User Manual

Model: PSD300+ | Brand: Plustek

1. Product Overview

The Plustek PSD300 Plus Document Scanner is designed for efficient document digitization, offering direct scanning to various cloud services and network folders. It features an Automatic Document Feeder (ADF) for batch scanning and includes advanced image processing capabilities to ensure clear and organized digital files.

Figure 1.1: Plustek PSD300 Plus Document Scanner with accompanying eConnector software.

Key features include fast scanning speeds, duplex scanning, and built-in barcode recognition for automated file naming and separation. The bundled eConnector utility application streamlines workflow by allowing one-touch scanning to preset destinations.

Figure 1.2: Key characteristics of the scanner, highlighting 50-page ADF, 60 IPM (Images Per Minute), Duplex scanning, WIA/TWAIN compatibility, and Quick Scan button.

2. Setup

2.1 Unpacking and Component Identification

Carefully unpack all components from the box. Verify that all items listed below are present:

Figure 2.1: Contents of the box, including the scanner unit, Quick Guide, Calibration Sheet, Output Tray, Extended Paper Slider, Cleaning Cloth, eConnector CD, USB Cable, and Power Adapter.

Familiarize yourself with the scanner's physical components:

Figure 2.2: Diagram showing the Ergonomic Handle, Power and Switch Button, USB Port for PC connection, Input Tray, Open Lever, Function Button, Scan Button, and Output Tray.

2.2 Hardware Connection

1. Connect the power adapter to the scanner's power input and then to a power outlet.
2. Connect the USB cable from the scanner's USB port to an available USB port on your computer.
3. Assemble the Output Tray and Extended Paper Slider onto the scanner as shown in the Quick Guide.

2.3 Software Installation

The scanner requires driver and software installation for full functionality. It is recommended to download the latest drivers and eConnector utility from the official Plustek website for optimal performance and compatibility.

- Insert the provided eConnector CD into your computer's CD/DVD drive, or navigate to the Plustek support website to download the latest software package for the PSD300 Plus model.

- Follow the on-screen instructions to install the scanner drivers and the eConnector Utility Application.
- Restart your computer if prompted after installation.

Figure 2.3: Accessing drivers and downloads from the Plustek website.

Figure 2.4: The eConnector Utility Application software, essential for optimizing scanning workflows.

3. Operating Instructions

3.1 Basic Scanning Operation

1. Ensure the scanner is powered on and connected to your computer.
2. Open the eConnector Utility Application on your computer.
3. Place the documents face down into the Input Tray. Adjust the paper guides to fit the document width.
4. Select your desired scanning profile or destination within the eConnector application.
5. Press the **Scan Button** on the scanner or click the scan icon in the software to begin scanning.
6. The scanner will automatically feed and scan documents.

The PSD300 Plus offers fast scanning speeds of up to 30 pages per minute (ppm) for single-sided documents and 60 images per minute (ipm) for double-sided documents, thanks to its single-pass duplex scanning capability.

Figure 3.1: Optimizing scanning tasks with the eConnector software interface.

3.2 Scanning to Cloud Services and Network Folders

The eConnector software allows direct scanning to a variety of destinations, enhancing workflow efficiency:

- **Cloud Services:** Directly scan to Microsoft Office 365 (SharePoint, OneNote, OneDrive, Outlook), Dropbox, Google Drive, Evernote, and Box.
- **Network & Local Destinations:** Scan to Microsoft Exchange, SMB/CIFS network folders, FTP/SFTP/FTPS, and local folders.
- **SharePoint On-Premises:** Supports SharePoint On-Premises 2013/2016/2019 with Windows Authentication and Forms Based Authentication.

Figure 3.2: The scanner's capability to directly send scanned documents to various cloud platforms and network locations.

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Video 3.1: Demonstration of the Plustek PSD300 Plus scanner streamlining documents to SharePoint On-Premises.

The scanner also supports SharePoint Document Check-In, allowing inputting of SharePoint library metadata fields

directly during the scanning process.

Figure 3.3: Illustrates the SharePoint Document Check-In feature, enabling seamless integration with existing document management systems.

3.3 Advanced Features

- **Long Document Scanning:** Capable of scanning documents up to 200 inches in length, suitable for various business documents, receipts, and contracts.
- **Barcode Recognition:** Built-in barcode recognition supports up to 12 barcode types, allowing for automatic renaming of scanned files and splitting of documents with ease. This simplifies batch processing and organization.
- **Advanced Image Processing:** Features include automatic blank page removal, image compression, splitting images, removing punch holes, image edge fill, auto-rotate, and adjustable image settings. These functions ensure high-quality, optimized digital output.
- **Built-in Preview & Editing Tool:** Allows users to rotate, crop, and remove unwanted pages directly within the software before saving, ensuring only necessary content is retained.
- **ABBYY FineReader Engine (Plustek OCR):** The bundled software converts scanned image files into searchable and editable formats such as PDF, Microsoft Word (DOC), Excel (XLS), and plain text (TXT).
- **WIA & TWAIN Support:** Ensures broad compatibility with various scanning and document management applications.

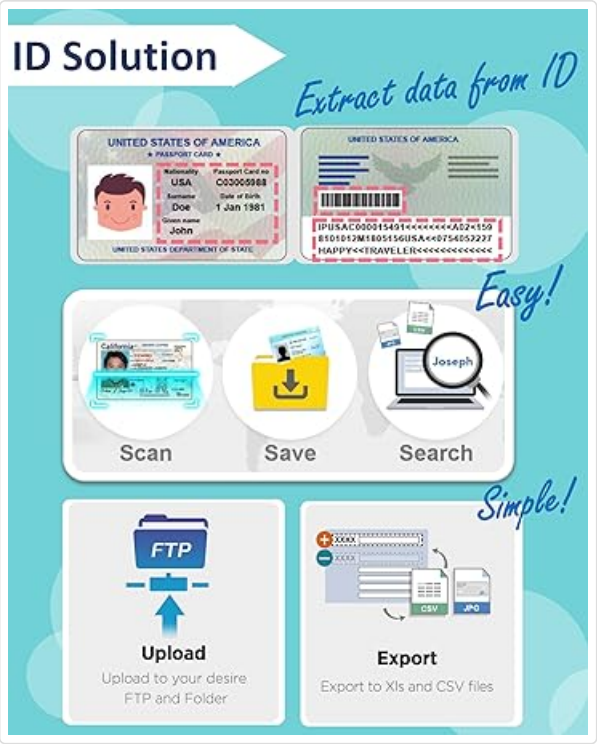

Figure 3.4: The scanner supports both WIA (Windows Image Acquisition) and TWAIN drivers for versatile integration.

4. Maintenance

4.1 Cleaning the Scanner

Regular cleaning helps maintain optimal scanning performance and prevents paper jams or image quality issues. Use the provided cleaning cloth or a soft, lint-free cloth slightly dampened with water or a mild, non-abrasive cleaner.

1. Power off the scanner and disconnect it from the power source and computer.
2. Gently wipe the exterior of the scanner.
3. Open the scanner cover to access the internal rollers and glass scanning surface. Carefully wipe these components to remove dust, paper residue, or ink smudges.
4. Allow all surfaces to dry completely before closing the cover and reconnecting the scanner.

Note: Avoid using harsh chemicals or abrasive materials, as they can damage the scanner's surfaces.

5. Troubleshooting

This section addresses common issues you might encounter with your Plustek PSD300 Plus scanner.

5.1 Common Issues and Solutions

Problem	Possible Cause	Solution

Problem	Possible Cause	Solution
Scanner not turning on.	Power cable loose or not connected; power outlet issue.	Check all power connections. Try a different power outlet.
Documents not feeding correctly (jams).	Paper guides not adjusted; dirty rollers; overloaded input tray.	Adjust paper guides to fit document width. Clean the scanner rollers. Do not overload the input tray. Ensure documents are not creased or stapled.
Poor scan quality (streaks, blurry images).	Dirty scanning glass or rollers; incorrect scan settings.	Clean the scanning glass and rollers. Adjust scan resolution and image settings in the eConnector software.
Software not recognizing scanner or installation issues.	Incorrect drivers; USB connection issue; operating system compatibility.	Ensure the correct drivers are installed from the Plustek website. Try a different USB port or cable. Verify operating system compatibility (e.g., some users reported issues with Windows 11 Pro, check Plustek support for latest compatibility).

If you encounter persistent issues not covered here, please refer to the support section for further assistance.

6. Specifications

Detailed technical specifications for the Plustek PSD300 Plus Document Scanner:

Product Dimensions: 5 x 10.4 x 5.9 inches (12.7 x 26.4 x 15 cm)

Item Weight: 5.81 pounds (2.64 kg)

Scanner Type: Business Card / Document Scanner with ADF

Media Type: Receipt, Business Card, Documents

Connectivity Technology: USB

Optical Resolution: 600 dpi

Maximum Sheet Size: 8.5 x 11 Inches (A4)

Long Document Scan Length: Up to 200 inches

Color Depth: 8 bpp

Manufacturer: Plustek

Model Number: PSD300+

Date First Available: January 20, 2022

7. Warranty and Support

7.1 Customer Support

Plustek provides comprehensive customer support for its products. For technical assistance, troubleshooting, or general inquiries, please contact Plustek's US-based customer support team located in California, USA.

- Realtime Online Zendesk Support
- USA Expert Phone Support
- Online Form/Email Support
- Consultant Support for Solution and SDK

Figure 7.1: Plustek's US-based customer support options for assistance.

For the most up-to-date contact information and support resources, please visit the official Plustek website: www.plustek.com

7.2 Warranty Information

Specific warranty terms and conditions may vary by region and purchase date. Please refer to the warranty card included with your product or visit the Plustek official website for detailed warranty information and registration procedures. Retain your proof of purchase for warranty claims.

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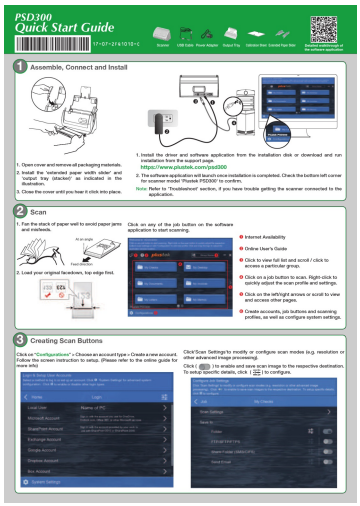

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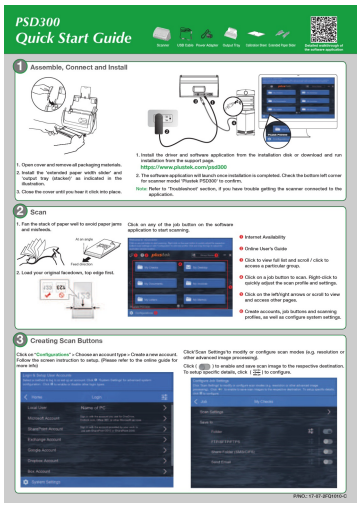

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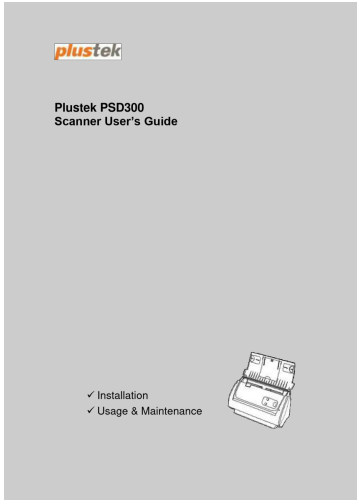

[pdf] User Manual Instructions Guide

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