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› Fujitsu ScanSnap iX1400 Document Scanner User Manual

## Fujitsu iX1400

# Fujitsu ScanSnap iX1400 Document Scanner User Manual

Model: iX1400 (PA03820-B111)

## 1. INTRODUCTION

The Fujitsu ScanSnap iX1400 is a desktop document scanner designed for individuals, families, and small teams to efficiently digitize, organize, and share documents. This manual provides essential information for setting up, operating, maintaining, and troubleshooting your scanner to ensure optimal performance.



Image: The ScanSnap iX1400 scanner actively scanning a document, illustrating its automatic feeding and output capabilities.

## 2. SETUP

### 2.1 Unboxing and Contents

Carefully remove the scanner and all accessories from the packaging. Verify that all components are present:

- ScanSnap iX1400 Scanner Unit
- AC Adapter and Power Cable
- USB Cable
- Setup DVD-ROM (or download instructions)
- Safety Precautions and other documentation

### 2.2 Physical Connection

1. Place the scanner on a stable, flat surface.
2. Connect the AC adapter to the scanner's power input and then plug it into a wall outlet.
3. Connect one end of the supplied USB cable to the USB port on the scanner and the other end to an available USB port on your computer.



Image: Rear view of the ScanSnap iX1400, highlighting the connectivity ports for power and USB.

## 2.3 Software Installation

Insert the Setup DVD-ROM into your computer's optical drive, or download the latest ScanSnap Home software from the official Fujitsu ScanSnap website. Follow the on-screen instructions to install the software and drivers. This software is essential for operating the scanner and managing your scanned documents.

# 3. OPERATING THE SCANNER

## 3.1 Loading Documents

Open the Automatic Document Feeder (ADF) cover. Adjust the side guides to match the width of your documents. Load up to 50 sheets of paper into the ADF. Ensure documents are free of staples, paper clips, or tears to prevent jams.



Image: The ScanSnap iX1400 with a business card and a standard document loaded in the automatic document feeder, ready for scanning.

### 3.2 Initiating a Scan

The ScanSnap iX1400 features a simple one-touch scan button. Once documents are loaded and the scanner is powered on, press the blue 'Scan' button on the front panel. The scanner will automatically detect document size, color, and orientation, and begin the scanning process.



Image: A user's hand initiating a scan by pressing the prominent blue 'Scan' button on the iX1400 scanner.

### 3.3 Document Types and Features

- **Versatile Document Handling:** Scans various document types from A8 to A4 sizes, including receipts, business cards, and invoices.
- **Duplex Scanning:** Automatically scans both sides of a document simultaneously at a speed of 40 sheets (80 images) per minute.
- **A3 Manual Scan:** For larger documents up to A3 size, use the manual scan mode.
- **Output Formats:** Documents can be saved as searchable PDFs, standard PDFs, JPEG images, or converted into editable Microsoft Word, Excel, or PowerPoint formats.



Image: The ScanSnap iX1400 completing a scan, with a document smoothly exiting into the output tray.

## 4. MAINTENANCE

### 4.1 Cleaning the Scanner

Regular cleaning ensures consistent scan quality and extends the life of your scanner. It is recommended to clean the rollers and glass surfaces periodically.

- **Power Off:** Always turn off and unplug the scanner before cleaning.
- **Exterior:** Wipe the exterior with a soft, dry cloth.
- **Rollers:** Open the scanner cover and gently wipe the feed rollers with a cloth lightly dampened with isopropyl alcohol or a specialized roller cleaner. Ensure they are dry before use.
- **Glass Surfaces:** Use a lint-free cloth and a non-abrasive glass cleaner to clean any glass surfaces inside the scanner.

Avoid using harsh chemicals or abrasive materials, as these can damage the scanner components.

## 5. TROUBLESHOOTING

If you encounter issues with your ScanSnap iX1400, refer to the following common solutions:

- **Scanner Not Detected:** Ensure the USB cable is securely connected to both the scanner and the computer. Try a different USB port or cable. Verify that the scanner drivers are correctly installed.
- **Paper Jams:** Turn off the scanner and carefully open the covers to remove any jammed paper. Ensure documents are properly aligned and free of obstructions before loading.
- **Poor Scan Quality:** Clean the scanner's rollers and glass surfaces as described in the Maintenance section. Adjust scan settings within the ScanSnap Home software (e.g., resolution, color mode).
- **Software Issues:** Restart your computer and the scanner. Ensure your ScanSnap Home software is up to date. If problems persist, try reinstalling the software.

For more detailed troubleshooting, consult the comprehensive help section within the ScanSnap Home software or visit the official Fujitsu ScanSnap support website.

## 6. SPECIFICATIONS

Feature	Specification
Model Name	iX1400
Part Number	PA03820-B111
Scanner Type	Document Scanner
Connectivity Technology	USB
Max Sheet Input Capacity	50 sheets (Automatic Document Feeder)
Scanning Speed	40 ppm (pages per minute) / 80 ipm (images per minute)
Duplex Scanning	Yes
Max Media Size	A3 (via manual scan mode), A4 (ADF)
Supported Media Types	Plain Paper, Receipts, Business Cards
Scanner Resolution	600 dpi
Color Depth	24 bpp
Light Source Type	LED
Product Dimensions (W x D x H)	39 x 25 x 27 cm
Product Weight	4.39 kg

Color	Black
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## 7. WARRANTY AND SUPPORT

### 7.1 Warranty Information

For detailed warranty information, including coverage period and terms, please refer to the warranty card included with your product or visit the official Fujitsu ScanSnap website. Keep your proof of purchase for warranty claims.

### 7.2 Customer Support

If you require further assistance, technical support, or have questions not covered in this manual, please visit the official Fujitsu ScanSnap support website or contact their customer service directly. Support contact details can typically be found on the manufacturer's website or in the documentation provided with your scanner.