

Epson B11B270202

Epson RapidReceipt RR-400W User Manual

Model: RR-400W (B11B270202) | Brand: Epson

1. INTRODUCTION

The Epson RapidReceipt RR-400W is a wireless compact desktop color 2-sided receipt and document scanner designed to streamline your document management. Featuring ScanSmart AI PRO Receipt Management & PDF Software and a 20-page Auto Document Feeder, it efficiently converts physical documents into smart digital data.

This manual provides detailed instructions for setting up, operating, maintaining, and troubleshooting your RR-400W scanner to ensure optimal performance and longevity.

2. KEY FEATURES

- **ScanSmart AI PRO Technology:** Intelligently converts and extracts scanned information into smart digital data – making your documents AI-ready.
- **Export to Financial Software:** Turn stacks of receipts and invoices into categorized digital data that easily integrates into financial applications, such as QuickBooks and TurboTax.
- **Compact Desktop Design:** Saves 60% of desk space in virtually any environment, ideal for hybrid and remote workers.
- **TrueFeed Technology:** Robust 20-page document feeder with paper skew and staple protection easily feeds stacks of various sized documents.
- **Fast 2-Sided Scanning:** Single-Step technology quickly captures both sides of a document in one pass up to 30 pages per minute.
- **Wireless Scanning:** Wirelessly scan directly to the cloud, smartphones, tablets, Windows PC or Mac.
- **Create Searchable and Editable PDFs:** Includes powerful PDF creation and editing software for Windows and Mac.
- **Scan to Cloud:** Such as OneDrive, Dropbox, and Google Drive from your PC, Mac, or via the Epson Smart Panel mobile app.

- **HyperClear Technology:** High-resolution optics produce enhanced scans of each page – including auto cropping, background removal and more.
- **Included Business Card Software:** Easily scan and organize your business contacts with business card software for Windows.

3. SETUP GUIDE

3.1 Unpacking and Initial Placement

Carefully remove the scanner and all accessories from the packaging. Place the scanner on a stable, flat surface, ensuring adequate space for document feeding and output. The compact design allows for flexible placement, saving up to 60% of desk space compared to traditional scanners.



Figure 3.1: The Epson RapidReceipt RR-400W scanner in use, demonstrating its compact footprint and efficient document feeding.



Export to Financial Software¹

Easily integrate with popular financial software

QuickBooks® | Quicken® | TurboTax® | and more

¹ Requires Epson ScanSmart® Accounting Edition Software installed on the connected Windows® PC or Mac®. Not available for Android®/iOS® devices. Internet connection required for some applications.

Figure 3.2: Dimensions of the RR-400W scanner and a visual representation of the included accessories: Start Here Poster, USB Cable, and AC Adapter with Power Cable.

3.2 Power Connection

Connect the AC adapter to the scanner's power input and then plug the power cable into a standard electrical outlet. Press the power button on the scanner to turn it on. The power indicator light will illuminate.

3.3 Software Installation

To utilize the full capabilities of your RR-400W, including ScanSmart AI PRO, you must install the necessary software. Insert the included software CD or download the latest drivers and software from the official Epson support website. Follow the on-screen instructions to complete the installation.

For wireless setup, ensure your computer or mobile device is connected to the same Wi-Fi network as the scanner, or connect directly to the scanner's built-in Wi-Fi access point (AP mode) as indicated by the "AP" light. The Wi-Fi password for AP mode is typically found on a label on the back of the scanner.

4. OPERATING INSTRUCTIONS

4.1 Loading Documents

Open the document feeder tray. Adjust the paper guides to fit the width of your documents. Place the documents face-down in the feeder, ensuring they are aligned properly. The 20-page Automatic Document Feeder supports various sizes and types of documents, including receipts and invoices.



Figure 4.1: User loading multiple documents into the scanner's automatic document feeder in an office environment.

Epson ScanSmart® AI Pro

Convert data into AI-ready documents

Can you search all of my receipts and find out how much I spent at restaurants this year?



Sure! Based on the data you provided, you've spent this much at restaurants this year:

\$5,238



Screen image simulated.

Copilot | ChatGPT | Apple Intelligence

Includes Optical Character Recognition (OCR) technology. OCR leverages artificial intelligence (AI) techniques to convert documents and images of text into digital files for use with 3rd party generative AI solutions. Data entered in 3rd party AI solutions is subject to the 3rd party's terms of use and privacy policies. Always check the output of AI generated content for accuracy.

Figure 4.2: A detailed view of the scanner's feeder mechanism handling a receipt and an invoice, demonstrating its ability to manage various document types.

4.2 Scanning Documents

Once documents are loaded, open the Epson ScanSmart software on your computer or the Epson Smart Panel app on your mobile device. Select your desired scanning settings, such as color mode (Black-and-White, Grayscale, or Color), resolution (up to 600 dpi), and output format (PDF, Searchable PDF, JPEG, TIFF, etc.).

Press the scan button on the software interface or on the scanner itself. The scanner will automatically feed and scan both sides of the documents at speeds up to 30 pages per minute.

Compact Desktop Design

Ideal for hybrid and remote workers

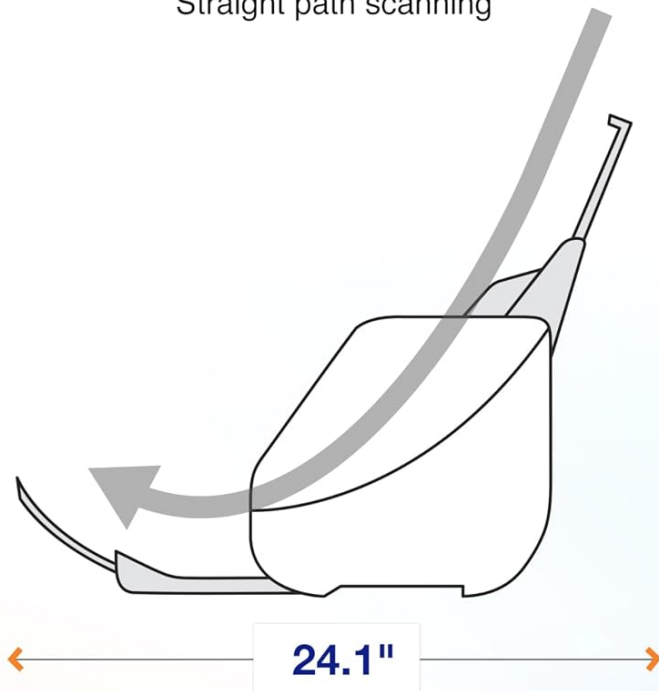
RR-400W

Vertical path scanning



Traditional Desktop Scanners

Straight path scanning



¹ In vertical path scanning position compared to Epson RapidReceipt[®] RR-600W with trays extended.

Figure 4.3: A user initiating a scan, showcasing the scanner's capability for fast, two-sided document capture.

Your browser does not support the video tag.

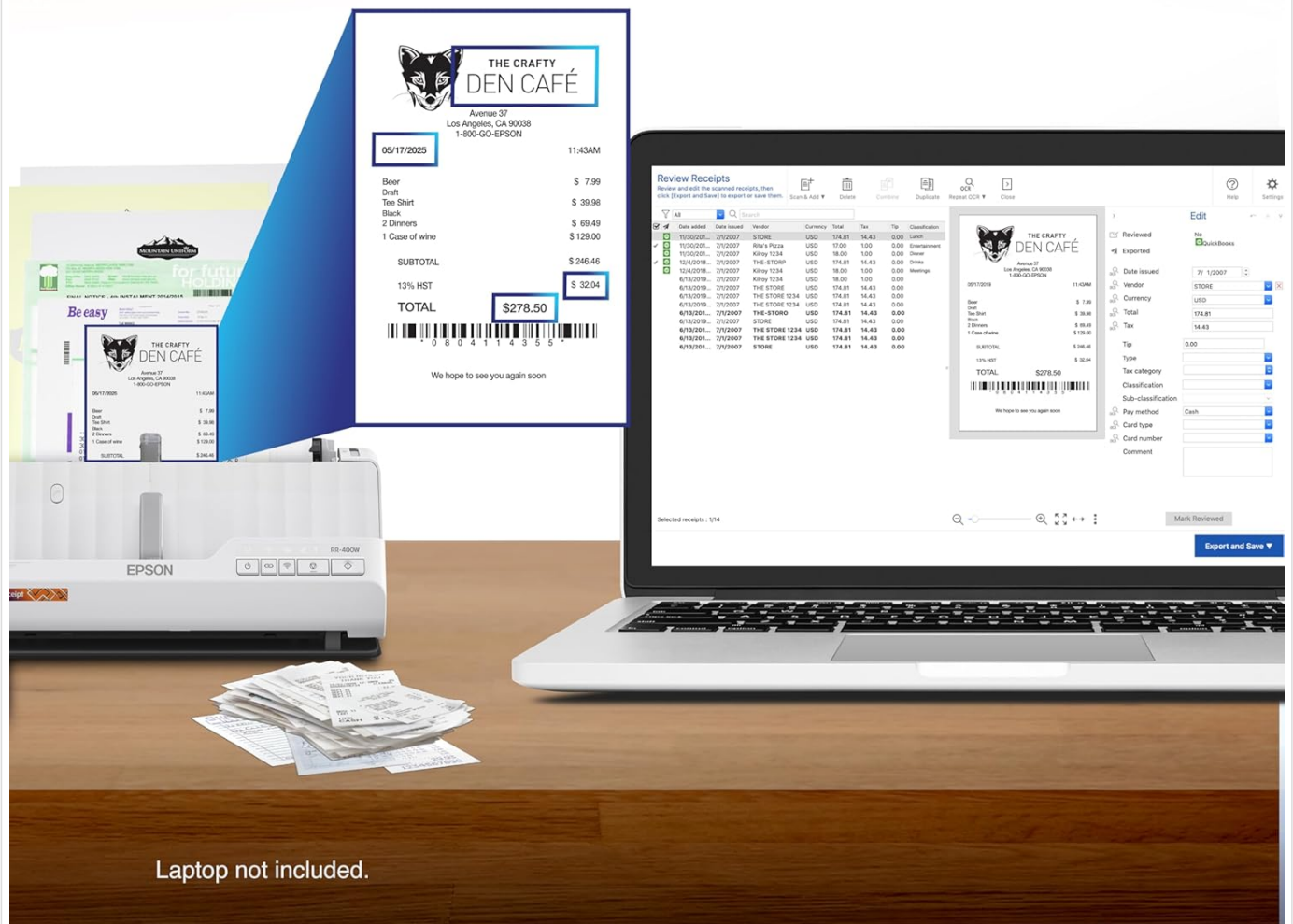
Video 4.1: Official product video demonstrating the features and operation of the Epson RapidReceipt RR-400W Wireless Receipt and Document Scanner. This video highlights its compact design, automatic double-sided scanning, 20-page auto document feeder, fast scan speeds, and powerful ScanSmart software with OCR technology for organizing receipts and invoices, and integration with financial software.

4.3 Managing Scanned Documents with ScanSmart AI PRO

After scanning, the ScanSmart AI PRO software will display the scanned images. You can review, edit, and reorder them. The software automatically extracts key data from receipts and invoices, categorizing them for easy management. This data can then be exported to financial applications like QuickBooks and TurboTax.

Receipt & Invoice Management

Automatically extracts and categorizes key data



Laptop not included.

Figure 4.4: The ScanSmart AI PRO interface displaying a scanned receipt with automatically extracted and categorized data, ready for review and export.

The software also allows you to create searchable and editable PDFs, enhancing document accessibility and usability. You can also scan directly to cloud services such as OneDrive, Dropbox, and Google Drive.

TrueFeed™ Technology

Robust 20-page auto document feeder

Ultrasonic Sensor

Detects Double-Feeding



Figure 4.5: The ScanSmart software's export options, showing integration with popular financial software and cloud storage platforms.

5. MAINTENANCE

5.1 Cleaning the Scanner

Regular cleaning ensures optimal scanning quality. Use a soft, lint-free cloth slightly dampened with water or a mild, non-abrasive cleaner to wipe the exterior of the scanner. For the internal rollers and glass surfaces, refer to the detailed cleaning instructions in the ScanSmart software or the online user guide.

5.2 Roller and Pad Replacement

Over time, the document feeding rollers and separation pad may wear out, affecting feeding performance. Consult the Epson support website or your user guide for instructions on how to inspect and replace these components if necessary. Replacement kits are available from authorized Epson retailers.

6. TROUBLESHOOTING

This section addresses common issues you might encounter with your Epson RapidReceipt RR-400W scanner.

6.1 Scanner Not Detected

- Ensure the scanner is powered on and the power cable is securely connected.
- If using a USB connection, try a different USB port or cable.
- For wireless connection, verify that the scanner and your computer/mobile device are on the same Wi-Fi network. Restart both the scanner and your router.
- Check your computer's device manager (Windows) or System Information (Mac) to see if the scanner is listed.
- Reinstall the Epson ScanSmart software and drivers.

6.2 Document Jams or Misfeeds

- Ensure documents are not wrinkled, torn, or stapled (unless using staple protection feature).
- Adjust the paper guides to fit the documents snugly but not too tightly.
- Clean the rollers and separation pad as described in the Maintenance section.
- Do not overload the document feeder; adhere to the 20-page capacity.

6.3 Poor Scan Quality

- Clean the scanner's glass surfaces and rollers.
- Adjust the scan resolution settings in the ScanSmart software to a higher DPI.
- Ensure documents are placed correctly and flat in the feeder.
- Check for any software updates for ScanSmart AI PRO.

7. SPECIFICATIONS

Feature	Specification
Model Name	RapidReceipt RR-400W
Item Model Number	B11B270202
Scanner Type	Receipt, Document
Connectivity Technology	Wi-Fi, USB
Max Scan Speed	Up to 30 pages per minute (ppm)
Auto Document Feeder (ADF) Capacity	20 pages
Optical Resolution	300 dpi (up to 600 dpi supported by software)
Product Dimensions	4.1"D x 11.7"W x 4.9"H
Item Weight	4 pounds
Power Consumption	10 watts
Supported Sheet Size	8.5" x 120" maximum, 2" x 2" minimum

8. WARRANTY AND SUPPORT

The Epson RapidReceipt RR-400W typically comes with a standard manufacturer's warranty. Please refer to the warranty card included in your product packaging or visit the official Epson website for detailed warranty terms and conditions specific to your region.

For technical support, driver downloads, FAQs, and additional resources, please visit the Epson support website or contact their customer service. Keep your product's serial number handy when contacting support.

Epson Support Website: epson.com/support

ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question