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> [Acouto Portable Document Scanner A4 900DPI User Manual](#)

## Acouto Acoutorxhsy83596-12

# Acouto Portable Document Scanner User Manual

Model: Acoutorxhsy83596-12

## INTRODUCTION

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This manual provides instructions for the safe and efficient operation of your Acouto Portable Document Scanner. Please read this manual thoroughly before using the device and keep it for future reference. Proper use and maintenance will ensure optimal performance and longevity of your scanner.

## SAFETY INFORMATION

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Observe the following safety guidelines to prevent damage to the device or injury to yourself.

- **General Safety:** Keep the device away from water and high humidity. Do not attempt to disassemble or repair the device yourself. Use only specified batteries. Keep out of reach of children.
- **Battery Safety:** Ensure correct polarity when inserting batteries. Do not mix old and new batteries. Remove batteries if the device will not be used for an extended period to prevent leakage.
- **Environmental:** Do not expose the scanner to extreme temperatures or direct sunlight.

## PACKAGE CONTENTS

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Verify that all items are present in the package:

- Portable Document Scanner
- USB Cable
- Cleaning Cloth
- Storage Pouch



Image: The Acouto Portable Document Scanner shown with its included accessories: a USB cable, a cleaning cloth, and a black storage pouch.

## PRODUCT OVERVIEW

Familiarize yourself with the scanner's components and controls.



Image: Top view of the Acouto Portable Document Scanner, showing the control panel, display, and main body.



Image: Close-up of the scanner's control panel, highlighting the JPG/PDF button, DPI button, LCD display, and scan indicator.

### Controls and Ports:

- **JPG/PDF Button:** Toggles between JPG and PDF file formats for scanning.
- **DPI Button:** Selects scanning resolution (300, 600, or 900 DPI).
- **LCD Display:** Shows current settings such as DPI, file format, and battery status.
- **SCAN Button:** Initiates and stops the scanning process.
- **MicroSD Card Slot:** For inserting a MicroSD card (up to 32GB) to store scanned files.
- **USB Port:** Connects the scanner to a computer for file transfer.

- **TIME SET Button:** Used to adjust the date and time settings.

## SETUP

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### 1. Battery Installation

1. Locate the battery compartment on the scanner.
2. Open the battery compartment cover.
3. Insert 2 AA dry cell batteries (not included), ensuring correct polarity (+ and - terminals).
4. Close the battery compartment cover securely.

### 2. Memory Card Insertion

1. Locate the MicroSD card slot on the side of the scanner.
2. Insert a MicroSD card (up to 32GB, not included) into the slot with the contacts facing down until it clicks into place.
3. To remove the card, gently push it in until it springs out.

### 3. Power On/Off

Press and hold the **SCAN** button for a few seconds to turn the scanner on or off. The LCD display will illuminate when the device is powered on.

## OPERATING INSTRUCTIONS

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### 1. Setting DPI (Resolution)

Press the **DPI** button repeatedly to cycle through the available resolution settings: 300 DPI, 600 DPI, and 900 DPI. The selected DPI will be indicated on the LCD display. Higher DPI settings result in more detailed scans but larger file sizes.

### 2. Setting File Format

Press the **JPG/PDF** button to switch between JPG (Joint Photographic Experts Group) and PDF (Portable Document Format) file formats. The current format will be shown on the LCD display.

### 3. Scanning a Document

1. Place the document, photo, or receipt on a flat, clean surface.
2. Hold the scanner firmly with both hands and align it with the top edge of the document.
3. Press the **SCAN** button once to begin scanning. The 'SCAN' indicator on the LCD will light up.
4. Slowly and steadily glide the scanner downwards across the entire document. Maintain even pressure and speed for best results.
5. Press the **SCAN** button again to stop scanning. The scanned image will be automatically saved to the MicroSD card.

### 4. Viewing Scans and Transferring Files

1. Ensure the scanner is powered on.
2. Connect the scanner to your computer using the provided USB cable.
3. Your computer should recognize the scanner as a removable disk or mass storage device.
4. Open the drive to access the MicroSD card's contents. Your scanned files will be located in a folder

(e.g., DCIM).

5. Copy the desired files to your computer.
6. Safely eject the removable disk from your computer before disconnecting the USB cable.

## 5. Setting Time

To ensure your scanned files have accurate timestamps:

1. Press the **TIME SET** button to enter time setting mode.
2. Use the **JPG/PDF** and **DPI** buttons to adjust the year, month, day, hour, and minute.
3. Press the **TIME SET** button again to confirm each setting and move to the next.
4. Once all settings are confirmed, the scanner will exit time setting mode.

## MAINTENANCE

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### 1. Cleaning the Scanner

- Use the provided cleaning cloth to gently wipe the scanner lens and exterior casing.
- Do not use liquid cleaners, solvents, or abrasive materials, as these can damage the scanner's surface or internal components.
- Ensure the scanner is powered off before cleaning.

### 2. Storage

- When not in use for extended periods, store the scanner in a dry, cool place, preferably in its storage pouch.
- Remove the batteries if storing the device for a long time to prevent potential battery leakage.

## TROUBLESHOOTING

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If you encounter issues with your scanner, refer to the following common problems and solutions:

- **Scanner not turning on:**
  - Check battery installation and ensure batteries are inserted with correct polarity.
  - Ensure batteries are charged. Replace with new batteries if necessary.
- **Poor scan quality (blurry, streaky, or uneven):**
  - Ensure the scanner lens is clean using the provided cleaning cloth.
  - Scan slowly and steadily across the document. Avoid jerky movements.
  - Check DPI settings; higher DPI generally provides better quality.
  - Ensure the document is flat and free of wrinkles.
- **Cannot transfer files to computer:**
  - Ensure the USB cable is securely connected to both the scanner and the computer.
  - Check if the computer recognizes the scanner as a removable disk. Try a different USB port or cable.
  - Ensure the scanner is powered on when connected to the computer.
- **Memory card error:**
  - Ensure the MicroSD card is inserted correctly and fully.

- Try reformatting the card (**Note: This will erase all data on the card. Back up important files first.**).
- Use a different MicroSD card if the issue persists, as the card may be faulty.

## SPECIFICATIONS

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Feature	Detail
Product Type	Portable Document Scanner
Model Number	Acoutorxhsy83596-12
Material	ABS
Weight	Approx. 290g
Length	Approx. 28 cm
Battery Type	2 x AA dry cell batteries (not included)
Memory Card Support	MicroSD card up to 32GB (not included)
Scanning Resolution	300x300 dpi, 600x600 dpi, 900x900 dpi
File Format	PDF / JPG
USB Version	2.0
Maximum Scanning Size	A4 (8.27 inches)
Connectivity Technology	USB
Optical Sensor Technology	CIS

## WARRANTY AND SUPPORT

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For warranty information, technical assistance, or customer support, please refer to the documentation provided with your purchase or contact your retailer. Keep your proof of purchase for warranty claims.