

PFU Limited (ScanSnap) FI-IX110W

Ricoh PFU ScanSnap iX110 Document Scanner Instruction Manual

Model: FI-IX110W

1. INTRODUCTION

The Ricoh PFU ScanSnap iX110 is a lightweight and compact mobile document scanner designed for efficient digitization of various documents. Featuring USB Type-C connectivity and built-in Wi-Fi and battery, it offers cordless scanning to PCs, smartphones, and tablets. This manual provides essential information for setting up, operating, and maintaining your ScanSnap iX110.

2. KEY FEATURES

- **Compact and Lightweight Design:** Weighing approximately 400g, the iX110 is highly portable, making it suitable for use in various locations such as offices, homes, or on the go.
- **Versatile Document Handling:** Efficiently digitize documents, business cards, receipts, and photos. The 'Dual Scan' function allows scanning of two small papers simultaneously. It also supports plastic cards.
- **Wireless Connectivity:** Equipped with Wi-Fi and a built-in battery, enabling cordless connection to PCs, smartphones, and tablets. It automatically switches between access point connection mode and direct connection mode based on the Wi-Fi environment.
- **USB Type-C Support:** Features a new USB Type-C port for charging and stable wired connection to PCs.
- **ScanSnap Home Software:** The dedicated 'ScanSnap Home' software provides comprehensive support for viewing, organizing, extracting information, searching, tagging, and linking with various applications.
- **ScanSnap Cloud Integration:** With 'ScanSnap Cloud', documents are automatically identified by type and saved directly to cloud services (e.g., Evernote, Google Drive, OneDrive, Dropbox) without needing a PC or smartphone as an intermediary.
- **Enhanced Scanning Functions:** Includes convenient features such as automatic page merging for spreads and diverse scanning modes.
- **Multi-OS Compatibility:** Compatible with Windows, Mac, iOS, iPadOS, Android, and ChromeOS, ensuring efficient document management across different platforms.

3. SETUP

3.1 Unpacking and Initial Inspection

Carefully remove the scanner and all accessories from the packaging. Verify that all components are present according to the packing list. Retain the packaging for future transport or storage.

3.2 Charging the Battery

Before first use, fully charge the scanner's internal battery. Connect the scanner to a USB power source (e.g., computer USB port, USB AC adapter) using the provided USB Type-C cable. The charging indicator will show the charging status.



Image: The USB Type-C port on the side of the ScanSnap iX110 scanner, used for charging and wired connection.

3.3 Software Installation

Download and install the latest 'ScanSnap Home' software from the official PFU ScanSnap website. Follow the on-screen instructions for installation. This software is essential for managing your scanned documents and configuring scanner settings.

3.4 Connecting the Scanner

- **Wired Connection (USB):** Connect the scanner to your computer using the supplied USB Type-C cable.
- **Wireless Connection (Wi-Fi):** Follow the instructions in the ScanSnap Home software to connect your scanner to your Wi-Fi network or directly to your device. The scanner supports both access point connection and direct connection modes.

4. OPERATING INSTRUCTIONS

4.1 Loading Documents

Open the document cover of the scanner. Adjust the side guides to fit the width of your document. Insert the document face-down into the input slot until it stops. For multiple pages, ensure they are neatly stacked.



Image: The ScanSnap iX110 scanner with its document cover open, ready for document loading.

4.2 Performing a Scan

Once the document is loaded, press the 'Scan' button on the scanner or initiate a scan from the ScanSnap Home software on your connected device. The scanner will automatically detect the document size, color, and orientation, and process it.



Image: The ScanSnap iX110 actively scanning multiple receipts, demonstrating its document feeding capability.

4.3 Using ScanSnap Home Software

ScanSnap Home allows you to manage your scanned images. You can view, edit, search, and organize documents. It also provides options to send documents to cloud services or other applications.

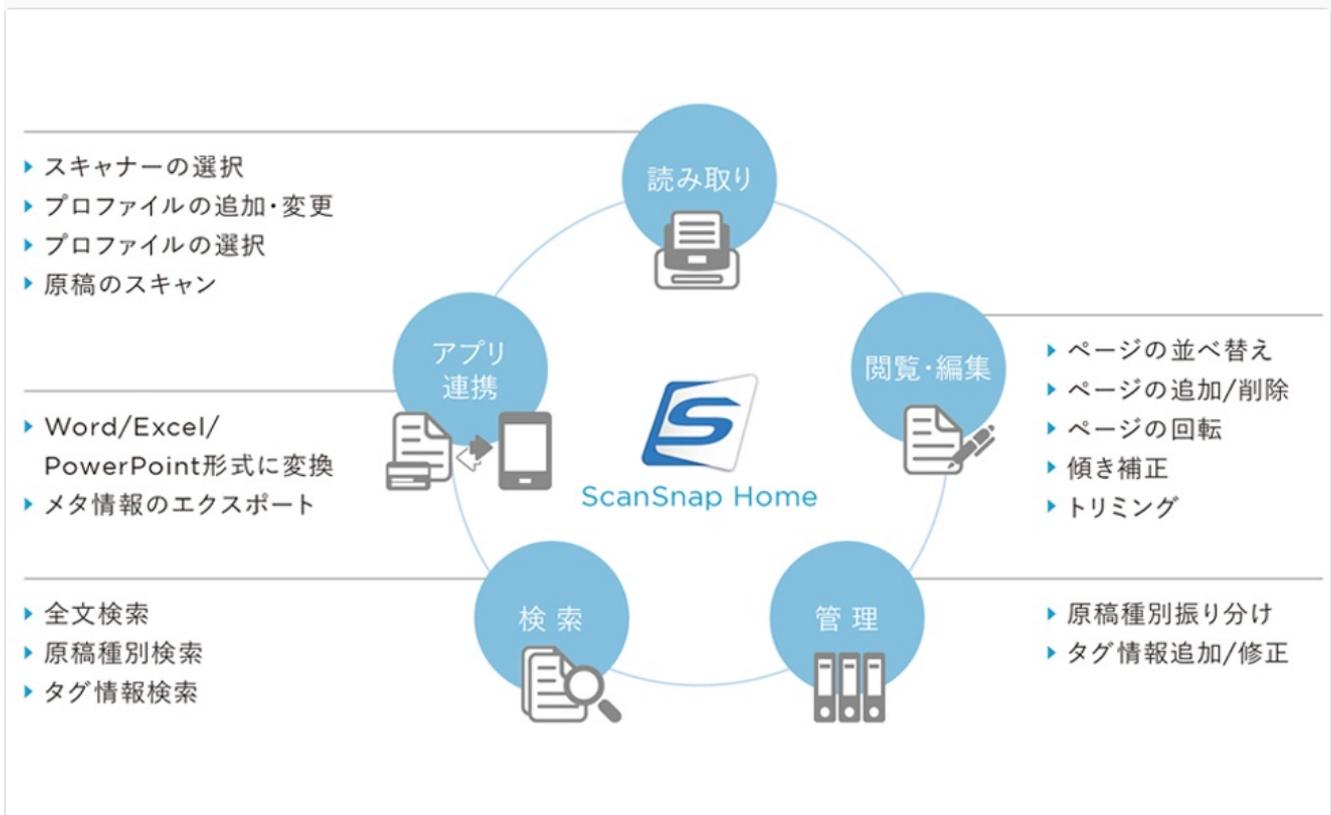


Image: A diagram illustrating the ScanSnap Home workflow, showing steps from scanning to viewing, editing, managing, searching, and app integration.

4.4 Mobile Scanning

For mobile devices, download the ScanSnap Connect Application. This app allows you to scan documents directly to your smartphone or tablet via Wi-Fi. You can then view, share, or upload the scanned images to cloud services.

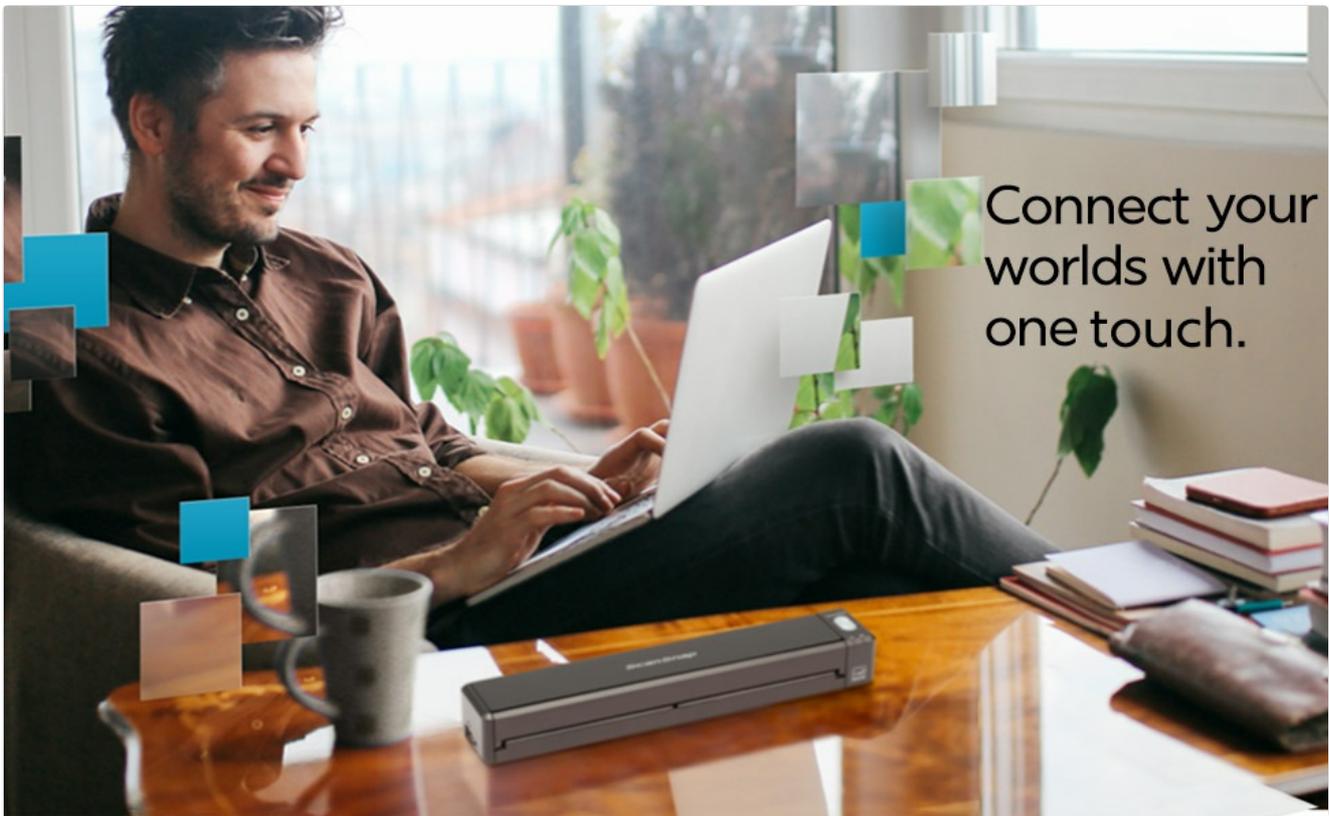


Image: A person comfortably working on a laptop with the compact ScanSnap iX110 scanner positioned conveniently on the table, highlighting its mobile and desktop integration.

4.5 Illustrative Video: ScanSnap iX100 Home Use

Your browser does not support the video tag.

Video: This video demonstrates typical home usage scenarios for a mobile ScanSnap scanner (iX100 model, similar to iX110), including scanning receipts, children's artwork, photos, and letters for organization and sharing.

4.6 Illustrative Video: ScanSnap iX100 Business Use

Your browser does not support the video tag.

Video: This video showcases business applications of a mobile ScanSnap scanner (iX100 model, similar to iX110), such as digitizing business cards, documents for client meetings, and medical records, emphasizing efficiency and portability.

5. MAINTENANCE

5.1 Cleaning the Scanner

Regular cleaning helps maintain optimal scan quality. Use a soft, lint-free cloth slightly dampened with water or isopropyl alcohol to wipe the exterior of the scanner. For internal components like rollers and sensors, refer to the ScanSnap Home software's help section or the online manual for detailed instructions and recommended cleaning kits.

5.2 Battery Care

To prolong battery life, avoid fully discharging the battery frequently. If storing the scanner for an extended period, ensure the battery is charged to about 50% and store it in a cool, dry place.

6. TROUBLESHOOTING

6.1 Paper Jams

If a paper jam occurs, gently pull the jammed document out of the scanner. If resistance is met, open the scanner cover to access the paper path and carefully remove the paper. Ensure documents are properly aligned and not wrinkled before scanning.

6.2 Connectivity Issues

- **Wi-Fi:** Ensure the scanner is within range of your Wi-Fi router or directly connected to your device. Check Wi-Fi settings on both the scanner and your device. Restarting both devices can often resolve temporary issues.
- **USB:** Verify the USB Type-C cable is securely connected to both the scanner and your computer. Try a different USB port or cable if problems persist.

6.3 Poor Scan Quality

If scans appear blurry, streaky, or have artifacts, clean the scanner's rollers and sensors as described in the maintenance section. Ensure the document is clean and free from debris. Adjust scan settings (e.g., resolution, color mode) in ScanSnap Home if necessary.

7. SPECIFICATIONS

Feature	Specification
Brand	ScanSnap
Model Number	FI-IX110W
Scanner Type	Document Scanner
Connectivity Technology	USB, Wi-Fi
Optical Resolution	600 dpi
Minimum System Requirements	Windows, macOS
Product Weight	700 g
Package Dimensions	31.5 x 13.8 x 7.4 cm
Battery	1 Lithium Ion battery (included)
Lithium Battery Energy Content	2.7 Watt Hours

8. WARRANTY AND SUPPORT

For warranty information, technical support, and service inquiries, please refer to the official PFU ScanSnap website or contact their customer support directly. Keep your purchase receipt as proof of purchase for warranty claims.

Official ScanSnap Store: [ScanSnap Store on Amazon.co.jp](#)

