Manuals+ — User Manuals Simplified.

DocketPORT DP687 Duplex Card Scanner User Guide

Contents

DocketPORT®

DocketPORT DP687 Duplex Card Scanner

CE Conformity and FCC Statement

- This equipment has been tested and found to comply with the limits of the European Council Directive on the approximation of the member states relating to electromagnetic compatibility according to EN 55022/55024 Part 15 B
- This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.
- However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

1. Reorient the receiving antenna
2. Increase the separation between the equipment and the receiver
3. Move the computer away from the receiver
4. Connect the equipment to an outlet on a circuit different from that to which the receiver is connected

Trademarks

Windows, Windows 2000, 2003, XP, Vista, and Microsoft are the registered trademarks of Microsoft Corporation. Adobe ACROBAT Signature is registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

What's included with this package

DocketPORT 687 Scanner

User Manual Printable From CD Only

USB Cable (6ft.)

Carrying Pouch

Quick Install Guide

Installation CD

Document sleeve (1), Calibration targets (2) Cleaning sheet (1)

Welcome

- Thank you for purchasing our DocketPORT® 687 document scanner.
- We have designed this product to provide the user with a simple but effective tool to capture, manage, and archive documents of many types. We encourage you to read this short, but important User Guide carefully.

- Your DocketPORT® 687 scanner has the latest technology and compatible drivers. These drivers are tested and certified by our in-house testing lab to be compliant with Windows Vista, Windows XP (SP2), 2003(SP2), and Windows 2000 (SP4) operating systems. We also feature a TWAIN 1.9 compatible driver that will work with hundreds of imaging applications. If you experience any difficulty with these drivers, please check our website **www.docucap.com** to verify that you are using the latest version.

Software & Hardware Installation

FOR BEST RESULTS PLEASE INSTALL THE SOFTWARE FROM THE CD PROVIDED BEFORE PLUGGING IN YOUR SCANNER!

Note: As a precaution, a RED warning label has been placed over the computer end of the USB plug to remind you to install the software CD first. Remember to remove this warning label prior to using the USB cable.

Install Scanner Driver Software

- Insert the installation CD into your CD-ROM drive.
- The installation program will begin automatically.
- Select the "Install Scanner Driver" option and follow the installation instructions.

Fig. 1

Fig. 2

- If your CD does not start automatically then double-click the MY COMPUTER icon on your Windows desktop, then double-click the CD-ROM drive icon. You can also manually start the installation by double-clicking the SETUP.exe icon located in the Driver folder on the CD.
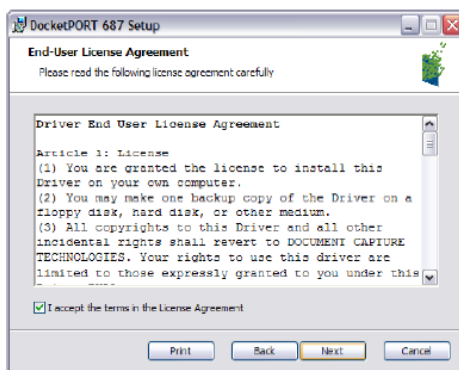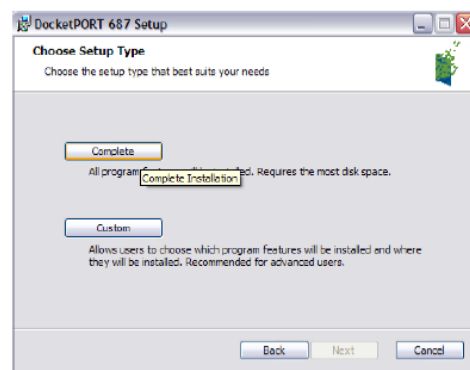

Fig. 3

Fig. 4

- Check the EULA accept box then click the "Next" button (Fig. 3) above.
- Follow the on-screen step-by-step setup instructions to complete the installation (Fig. 4) above.
- During the installation, the Windows Logo screen will appear stating that the software is not Windows-certified.
- We assure you that our software driver has been tested fully to function properly under the Windows environment, select the "Continue Anyway" button to proceed with the installation.
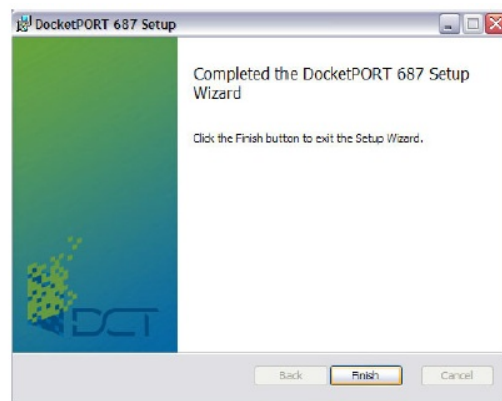
Fig. 5

Fig.6

- You will be redirected back to the main menu at the end of the installation.
- You can either install PageManager7 or Adobe Reader 8.1 application now or later.

Note: After you have completed all your software installations, we recommend that you restart your computer even though you are not requested by Windows to do so.

Uninstall Scanner Driver Software

- If you should need to uninstall the scanner driver, you can do so from Add or Remove Programs.
- **Go to:** START / Control Panel / Add or Remove Programs.
- From the list of Currently installed programs select your scanner model "DocketPORT 687".
- Select the Remove button and your driver will be removed from your system.
- It is important that the scanner is connected to your computer when performing this function.
- You can also uninstall your PageManger7 or Adobe Reader 8 applications from here.

Install Scanner hardware

- Connect the USB cable (provided) to your computer and scanner. (Fig. 1)
- Make sure the red warning label is removed before connecting this end to your computer.
- You may need to reconnect the cable to another USB port on your computer if the scanner cannot be detected.
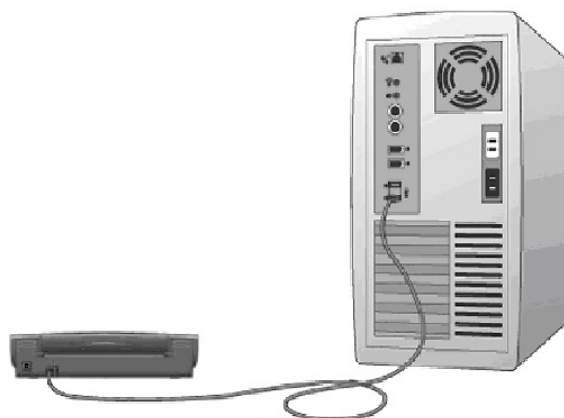 (Check your computer's user guide to identify other available USB ports and their locations.
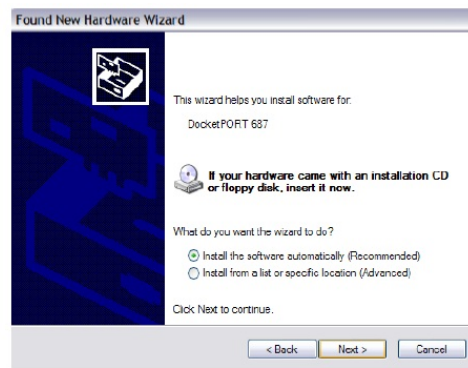

Fig. 1

Fig. 2   Fig. 3

- Once your scanner is connected to your computer, the "Found New Hardware Wizard" window will appear. Choose "No. not this time" then click "Next". (Fig.2)
- Make sure you select the "Install the software automatically (Recommended)" option on the second screen that follows. (Fig. 3)
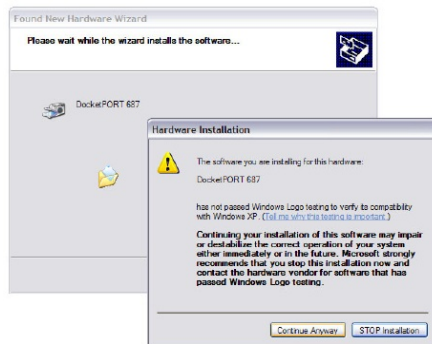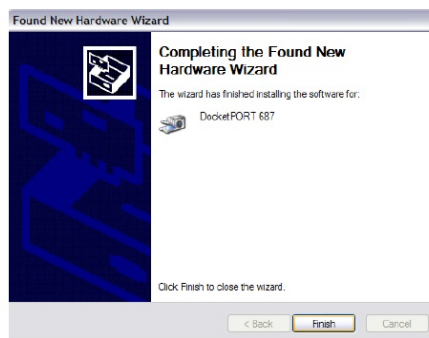

Fig. 4   Fig. 5

- The "Hardware Installation" window will appear, this is normal and to be expected.
- Select the "Continue Anyway" and then the "Finish" button to finalize your scanner installation.
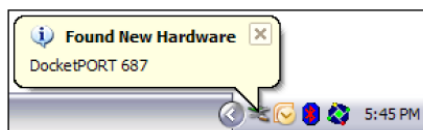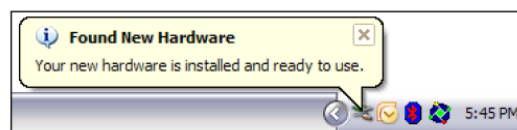

Fig. 6   Fig. 7

- When your software and hardware have been installed successfully you will see the following information displayed from your system tray when your installation is complete.

Using your Scanner

Important note: Before using your scanner for the first time you must calibrate the unit.

Performing Initial Scanner Calibration

There are two different ways to calibrate your scanner:

**Calibrate from Scanners and Cameras under the Control Panel**

- Go to Windows "START" / Control Panel /(Printer and Other Hardware) Scanners and Cameras; you will see your model listed here.
- Right-click on your scanner model and a pull-down window will appear.
- Select the "Calibrate" option to start this process.
- Vista users need to right-click on the scanner model and go to "Properties".

- Insert the calibration target and select the "Calibrate" button.

From your bundled software application (or your own TWAIN-compliant application)

- Install the bundled software application.
- Under the menu toolbar select: File / Select Source (Scanning Source).
- Choose your scanner model "DocketPORT 687".
- Do not select the "WIA-DocketPORT 687" at this time.
- Under the menu toolbar select: File / Acquire Image Data…
- The TWAIN user interface appears (see image below).
- Insert the calibration target that came with your scanner then select "Calibrate".
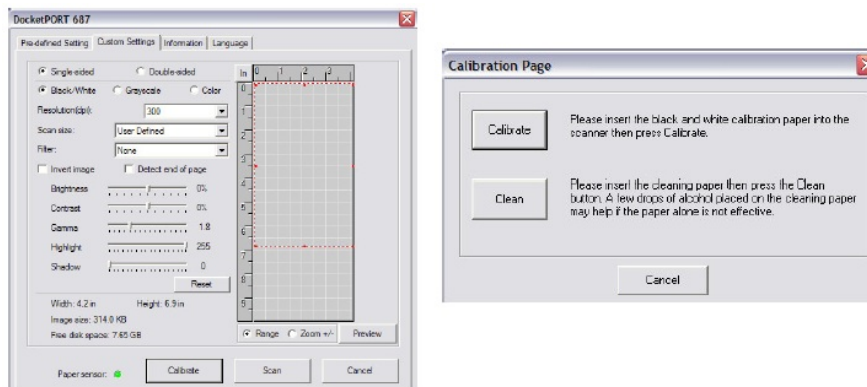
NOTE: If scanned image quality has become unsatisfactory, we recommend you first clean the scanner with the included cleaning sheet and then recalibrate the scanner.

NOTE: Should you lose or forget the calibration target when traveling, you can simply use any plain "white" piece of printer paper cut to (4" x 6") to perform the calibration. Accept the message to proceed to scanning.
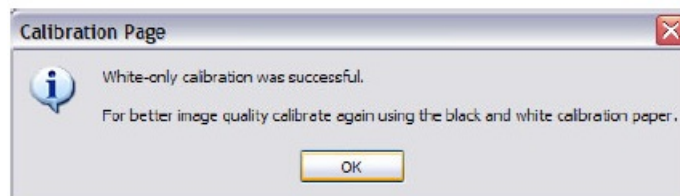
Using DocketPORT® 687 scanner with other applications

DocketPORT® 687 scanner is fully TWAIN compliant, you can use it with literally hundreds of applications that use standard TWAIN device input. From desktop publishing to games, and from faxing to business card scanning, you will discover many useful applications for this scanner. Simply select the scanner source from your program's "source" options and look for the DocketPORT® 687 list. Sometimes these "source" scanner options may be found under "TWAIN devices available" or "import from".

Tips & Cautions

Your DocketPORT® 687 scanner will provide you with a long and productive service. We encourage you to follow the suggestions listed below to prolong your investment and improve the convenience and quality of your scanning and document management experience.

- Do not introduce stapled items or pages into the scanner.
- Do not scan documents that have chipped or un-dried White-Out.
- Do not insert any type of adhesive material, even POST-IT paper.

- Make sure the leading edge of your documents are straight and not wrinkled or folded. Insert the document at a level to the intake slot. If your document has a fold, sharp bend, or is wrinkled, you will need to straighten or flatten it first before scanning.
- Clean the scanner with the included cleaning sheet and 70% isopropyl alcohol (not included). Place a few drops along the middle of the cleaning material and proceed to the Calibrate menu, select the CLEAN option instead. Your scanner will automatically pass the cleaning material back and forth over the internal image sensor glass.

Technical Support & Warranty

FREE SUPPORT THROUGH EMAIL & WEB

Visit our website at **www.docucap.com**. Click the Support section where you can access valuable information including Installation guides, FAQs, spare parts ordering, troubleshooting, and driver downloads, and email your scanner issue to **support@docucap.com**.

TECHNICAL SUPPORT BY TELEPHONE

1-408-436-6152 (10:00 A.M. – 5:00 P.M. U.S. Pacific Time Monday – Friday)

For all DocketPORT® products, you can speak directly to a technical support representative or leave a message for a call-back. You will be connected to a highly trained, friendly, and professional support agent who will work with you to resolve your issue. For expediency, please be in front of your system with your software and documentation handy for troubleshooting.

Telephone support calls will usually be answered within 1 business day, however, we strongly suggest that you make contact via email first, to provide an explanation of the problem you are experiencing and a callback number if necessary for us to speak to you directly.

Product Warranty Information

Statement of Limited Warranty for the United States, Canada, and European Economic Community:

Machine – DocketPORT® 687

Warranty Period – 1 year *Contact your place of purchase for warranty service information

Warranty for Machines:

The manufacturer warrants that each machine is free from defects in materials and workmanship and conforms to

the manufacturer's published specifications. The warranty period for a machine is a specified, fixed period commencing on its date of purchase, as evidenced by your original sales receipt.

Extent of Warranty:

The warranty does not cover the repair or exchange of a machine resulting from misuse, accident, modification, unsuitable physical or operating environment, improper maintenance, or failure caused by a product for which the manufacturer is not responsible. The warranty is voided by removal or alteration of machine parts or identification labels.
Items not covered by the warranty:

Host computer operating systems, application programs, or hardware configurations For customer service or further warranty information please email **support@docucap.com.**

Please provide the model name and number, place, and date of purchase, your name and daytime telephone number, and a description of the difficulty you are experiencing. You will normally receive a written email response or call-back within 1 business day.

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- **Updated Drivers and User Guides** **http://www.docucap.com/index.php?/downloads/index**

FREQUENTLY ASKED QUESTIONS

What is the DocketPORT DP687 Duplex Card Scanner?

The DocketPORT DP687 is a duplex card scanner designed for scanning, digitizing, and managing various types of cards, including business cards, identification cards, and more.

What types of cards can I scan with this device?

You can typically scan a variety of cards, such as business cards, identification cards, driver's licenses, and other card types.

What is the scanning speed of the DocketPORT DP687 Duplex Card Scanner?

This card scanner is often designed for high-speed scanning, processing cards rapidly, often measured in cards per minute.

Is it compatible with both Windows and Mac operating systems?

The DocketPORT DP687 Duplex Card Scanner is typically compatible with both Windows and Mac operating systems.

Does it come with OCR (Optical Character Recognition) for text recognition?

Yes, it often includes OCR technology to recognize and extract text from scanned cards for data entry and management.

Is this card scanner suitable for businesses and professionals?

Yes, it is suitable for businesses and professionals looking to digitize and organize their card collections and identification documents.

What is the size and portability of the DocketPORT DP687 Duplex Card Scanner?

It is typically a compact and portable card scanner, making it suitable for on-the-go scanning or for use at a workstation.

Can I export scanned card data to other software or databases?

Yes, it often allows you to export scanned card data to various software applications and databases for record-keeping and data management.

Is there a warranty provided with the DocketPORT DP687 Duplex Card Scanner?

The warrantie typically range from 1 year to 2 years.

Can I adjust the scanning settings for different types of cards?

Yes, it often offers adjustable settings to optimize scanning for various card types and sizes.

Is there an automatic feed system for scanning multiple cards?

The DocketPORT DP687 Duplex Card Scanner is typically equipped with an automatic feed system, allowing you to scan multiple cards in a batch.

What file formats can be used for saving scanned card images?

The scanner typically supports common image formats like JPEG for saving scanned card images.

DOWNLOAD THE PDF LINK: [DocketPORT DP687 Duplex Card Scanner User Guide](#)