Manuals+ — User Manuals Simplified.

DOCUCAP DocketPORT 667 Simplex Card Scanner User Guide

Contents

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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 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:

- Reorient the receiving antenna
- Increase the separation between the equipment and the receiver
- Move the computer away from the receiver
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected
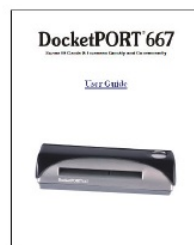
Trademarks

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What's included with this package
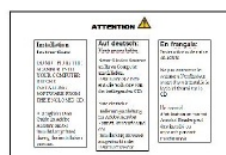

DocketPORT 667 Scanner

User Manual
Printable From CD Only

USB Cable (6ft.)

Carrying Pouch

Quick Install Guide

Installation CD
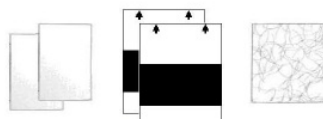
Photo sleeves (2), Calibration targets (2),
Cleaner sheet (1)

Welcome …………………

Thank you for purchasing our DocketPORT® 667 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® 667 scanner has the latest technology and compatible drivers. These drivers are certified by Microsoft for Windows Vista, and XP

(SP2) and have been tested to be compliant with Windows 2000 (SP4) operating systems. We also feature a TWAIN 1.9 compatible driver that will work with thousands 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.

Installation of Software & Hardware

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
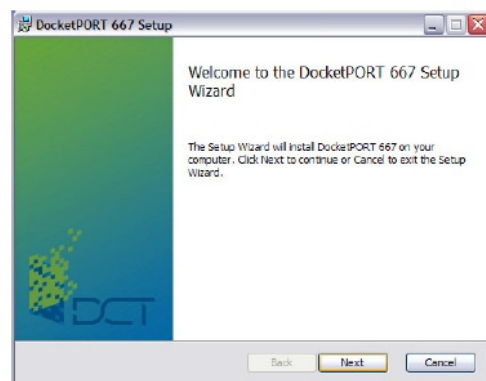
Fig. 2

- 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.
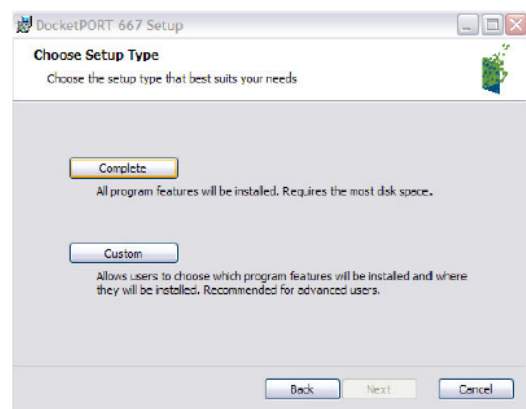

Fig. 3

Fig. 4

- Accept the EULA agreement and select the complete installation button.
- Follow the on-screen step-by-step setup instructions to complete the installation.
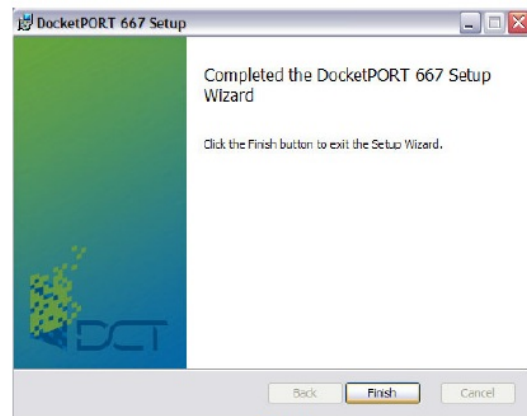
| Fig. 5 | Fig.6 |

- At the end of the driver installation process, you will be redirected back to the main menu.
- You can either install the PageManager7 or Adobe Reader 8.0 application now or later.

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

Uninstall Scanner Driver Software

1. If you should need to un-install the scanner driver later in time, you can do so by inserting the installation CD and running the "install driver" setup again.
2. The second installation will display a different setup window.
3. Select the Remove option and your scanner driver will be uninstalled.
4. To remove PageManger7 or Adobe Reader you will need to uninstall them from Add or Remove Programs under Control Panel.
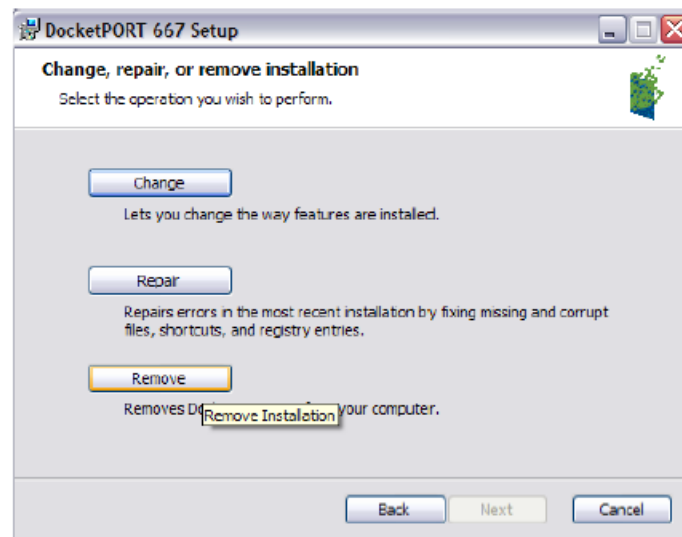
Install Scanner hardware

- Connect the USB cable provided to your computer and scanner.
- 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 initially. (Check your computer's user guide to identify other available USB ports and their locations.

| Fig. 1 | Fig. 2 |
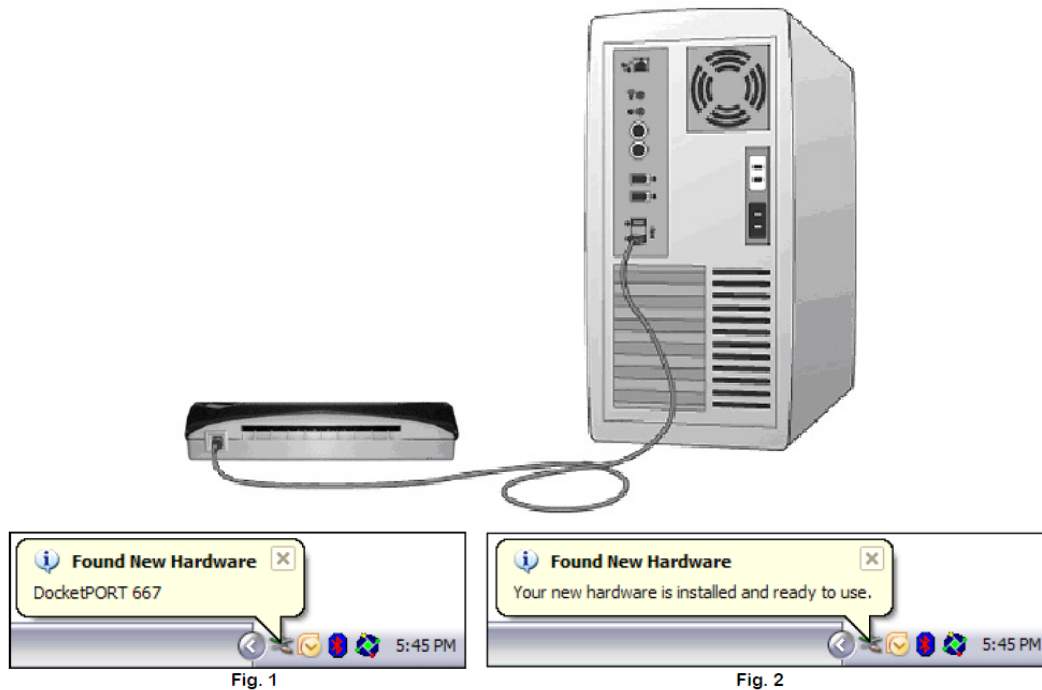
- When your software has been installed successfully you will see the following information displayed from your system tray when you connect the scanner to your computer. (see above)

Initial Setup with PageManager 7

NOTE: Calibration is a critical step in setting up your scanner. This process will balance the image quality between your computer and the scanner unit. If at any time you switch the scanner to another computer then you will need to reinstall the scanner driver and recalibrate the scanner.

Selecting Scanning Source

- When using Presto! PageManager7 for the first time you will need to define the Scanning Source this application will be using. This also applies when switching to another scanner.
- Run the PageManger7 application and select the file in the toolbar menu.
- Under the file pull-down menu choose the Select Source option, then your model.

Performing Scanner Calibration

- To calibrate your scanner select the acquire image data icon (scanner and camera icon) under the toolbar menu. (see Fig. 1)
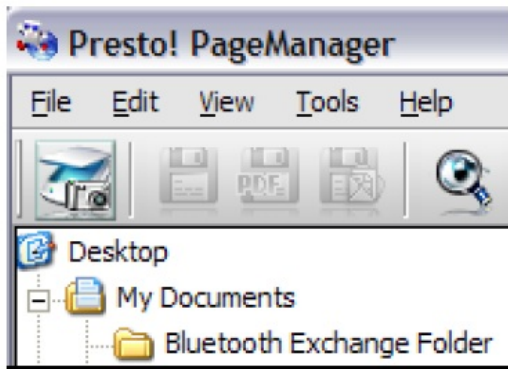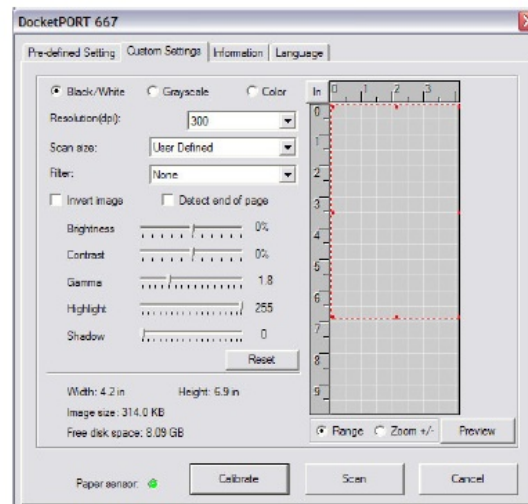
Fig. 1

Fig. 2

- The TWAIN user interface screen will appear (see Fig. 2).
- Insert the calibration target with the printed arrow end first.
- Make sure the black bar side is inserted facing down, then select the Calibration button.

NOTE: When 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 a sheet to this dimension (4 inch x 7.25 inch) to perform the calibration. The following message will appear (see below). Accept the warning and click "OK" to proceed with your scanning.

Calibration Page

White-only calibration was successful.

For better image quality calibrate again using the black and white calibration paper.

OK
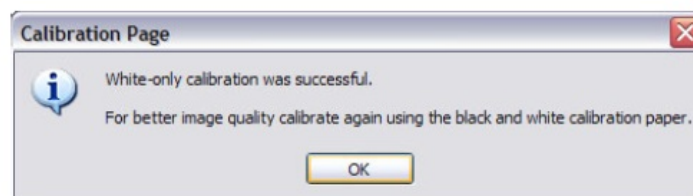
Using your Scanner

Defining your document and image settings with your Presto! PageManager7.

1. TWAIN Custom Settings control panel page allows you to select from the most common paper sizes, image settings, and basic file output information.
2. Scanned image files are saved and displayed in JPEG format.

DocketPORT 667

Pre-defined Setting | Custom Settings | Information | Language

○ Black/White   ○ Grayscale   ○ Color   In 0   1   2   3

Resolution(dpi):   300

Scan size: User Defined

Filter: None

☐ Invert image   ☐ Detect end of page

Brightness   0%
Contrast   0%
Gamma   1.8
Highlight   255
Shadow   0

Reset

Width: 4.0 in   Height: 6.0 in
Image size: 267.2 KB
Free disk space: 8.02 GB

○ Range   ○ Zoom +/-   Preview

Paper sensor: ●   Calibrate   Scan   Cancel

3. The TWAIN control panel (shown above) allows you to control all details and settings of the scanner. This type of "fine adjustment" may be necessary for some of your document needs.

4. When scanning documents make sure the image side to be captured is inserted face down.

5. Please note the Page Tabs at the top of the TWAIN control panel; they are Custom Settings, Information, and Language. Take a moment to explore these Tabs and their functions. The Information Tab provides important information regarding the software driver version. This may be required if you want to know if the software you are using is the latest version.

6. The Custom Settings control panel allows you to change the settings to the detailed specifications that you feel are required. You can adjust the Mode, Resolution, Filter (None or De-screen) together with scanning size. In addition, you can also adjust the Brightness, Contrast, Color (Gamma), Highlight, and Shadow of the image with the 5 slide-bar controls. In case you forget the original settings of these slide-bar controls, you can press the RESET button, which restores these settings to the scanner's default settings. Once your settings are defined, select either the "Preview" button to take a quick look at how your image will look in the scanning window or you can press the "SCAN" button to perform final scanning.

Using DocketPORT® 667 scanner with other applications

DocketPORT® 667 scanner is fully TWAIN compliant, you can use it with literally thousands 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® 667 list. Sometimes these "source" scanner options may be found under TWAIN devices available or "import from".

Tips & Cautions

Your DocketPORT® 667 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 CLEAN 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® 667**

  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 of 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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- **Main Number** +1-408-436-9888
- **Technical Support** +1-408-436-6152
- **sales@docucap.com**

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

FREQUENTLY ASKED QUESTIONS

What is the DOCUCAP DocketPORT 667 Simplex Card Scanner?

The DOCUCAP DocketPORT 667 is a simplex card scanner designed for scanning and digitizing various types of cards, including identification cards, driver's licenses, and business cards.

What types of cards can I scan with this card scanner?

You can scan a variety of cards, including ID cards, driver's licenses, insurance cards, and business cards.

What is the scanning speed of the DOCUCAP DocketPORT 667 scanner?

This scanner is typically designed for efficient card scanning, processing cards quickly and accurately.

What is the maximum scanning resolution of this card scanner?

The maximum optical scanning resolution is typically 600 dpi, ensuring high-quality scans of card data.

Is it compatible with both Windows and Mac computers?

It is typically compatible with Windows operating systems, but compatibility with Mac may vary depending on the model.

Can this card scanner be used for scanning double-sided cards?

This scanner is primarily designed for single-sided card scanning and may not support double-sided cards.

Is this card scanner suitable for businesses and organizations?

Yes, it's designed for businesses and organizations that need efficient card data capture and management.

What is the size and portability of the DOCUCAP DocketPORT 667 scanner?

It is typically compact and portable, making it easy to use on a desk or carry with you for on-the-go card scanning.

Does it come with bundled software for card scanning and data extraction?

Yes, it often includes software for card scanning, OCR (Optical Character Recognition), and data extraction for efficient document processing.

What types of file formats can I save scanned card data in?

The supported file formats typically include standard formats like PDF, JPEG, and other image formats for exporting card data.

Is there a warranty provided with the DOCUCAP DocketPORT 667 scanner?

The warrantie typically range from 1 year to 2 years.

Can I export scanned card data to popular contact management software?

Yes, it typically offers options for exporting scanned card data to popular contact management software and applications.

Does it offer features like OCR (Optical Character Recognition) for accurate data extraction?

Yes, it often features OCR technology to accurately extract and format card data from various cards.

Is the DOCUCAP DocketPORT 667 scanner energy-efficient?

The scanner is typically designed to be energy-efficient, and it may feature power-saving modes to conserve energy.

Can I scan and extract information from different card types in one scanning session?

Yes, the scanner is usually capable of scanning and extracting information from different card types in a

single session.

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