



## Plustek A255 Network Document Scanner Quick Start Guide

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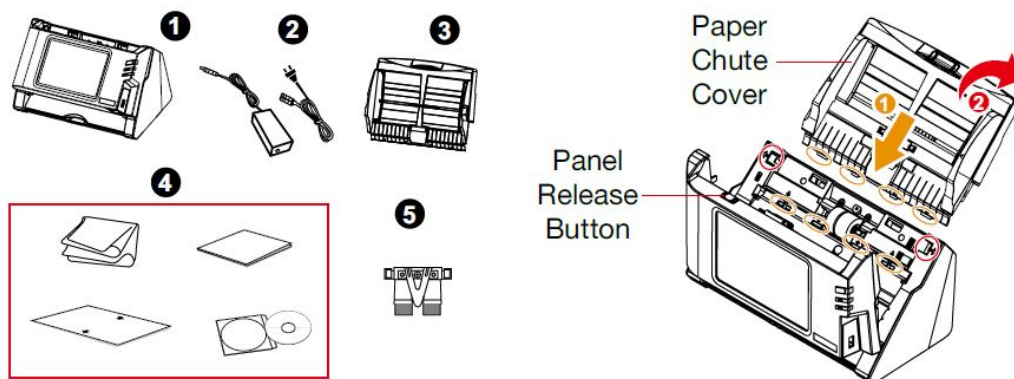
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**Plustek A255 Network Document Scanner**



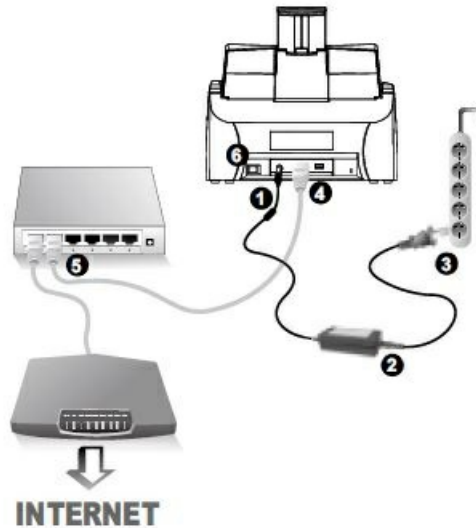
## Unpack and Assemble



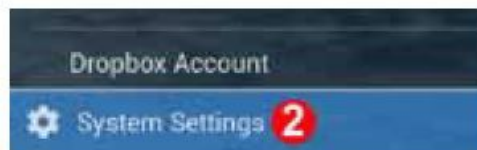
- The pad module may vary on the scanner model.
- Install the paper chute by opening the upper panel unit and removing all packing materials.

## Connecting the eScan

- Connecting with Ethernet (RJ45) cable.



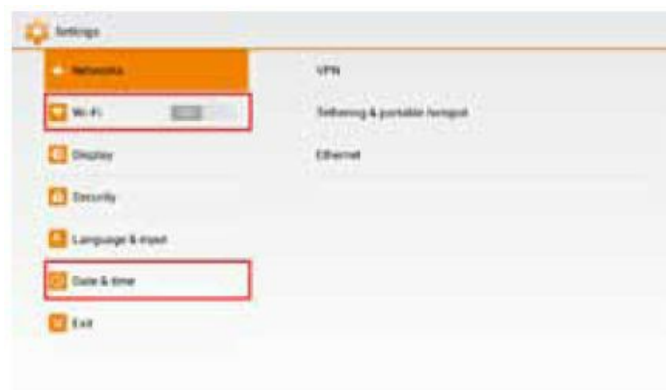
- When using a wireless network connection, please configure Wi-Fi and Time-Zone settings under the “Settings” menu
  - Tap Configurations > System Settings



- Tap More Settings...

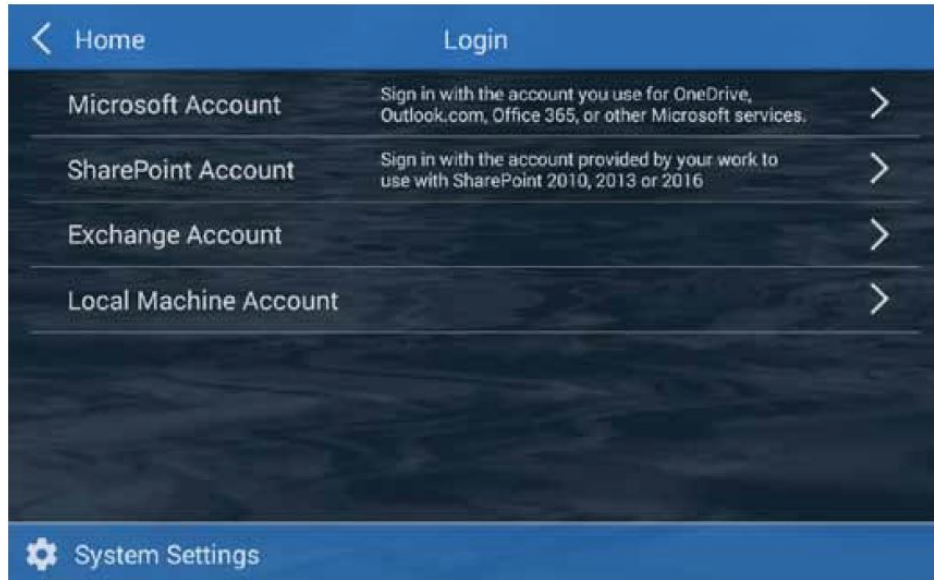



- Adjust Wi-Fi and Date & time settings



## Creating Scan Buttons

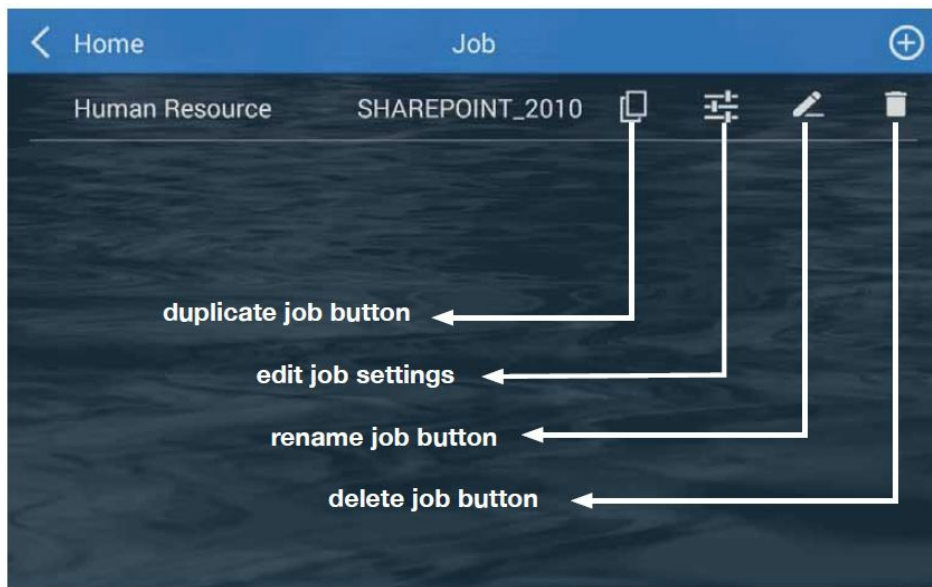
- Tap on 'Configurations' > Choose an account type > Create a new account. Follow the screen instructions to set up. (Please refer to the online guide for more info) For SharePoint 2010/2013/2016: The host field is a required field to enter the relevant IP address or domain name. For example 192.168.1.10 or example.domain.com. If the host is a site collection, you have to enter the entire path. For example: 192.168.1.10/sites/site\_collection\_name/



- Enable the desired saving destination and tap to configure. Tap  on Scan Settings to configure scan settings.



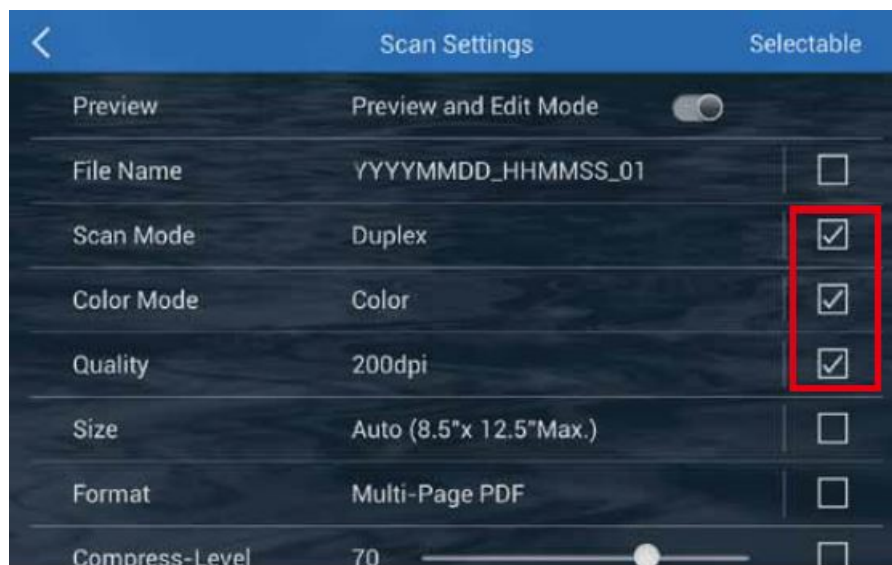
## Job Button Configurations



## Scan Settings Configurations

Tap the checkbox in the Selectable column to enable the respective settings adjustable in the user's interface.

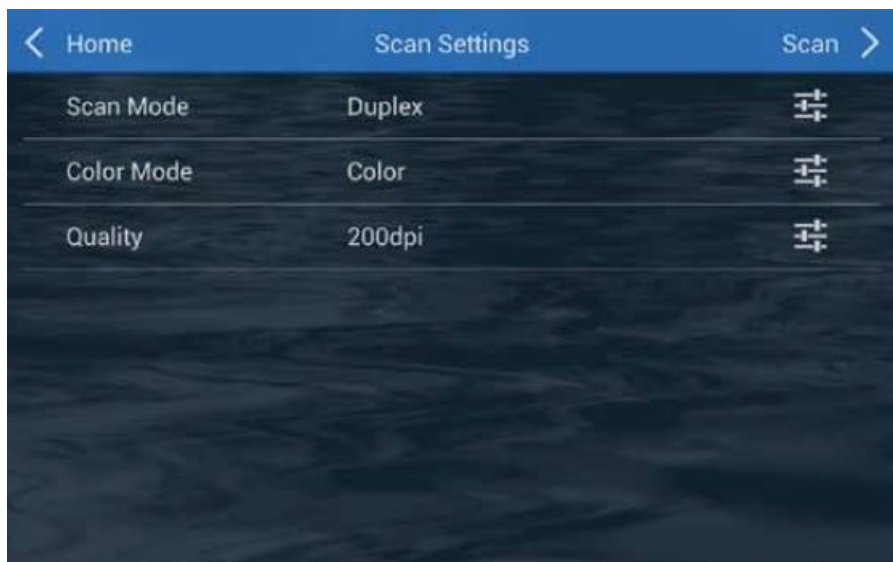
### Administrator's view



User can then adjust scan settings in the user's interface.

### User's view



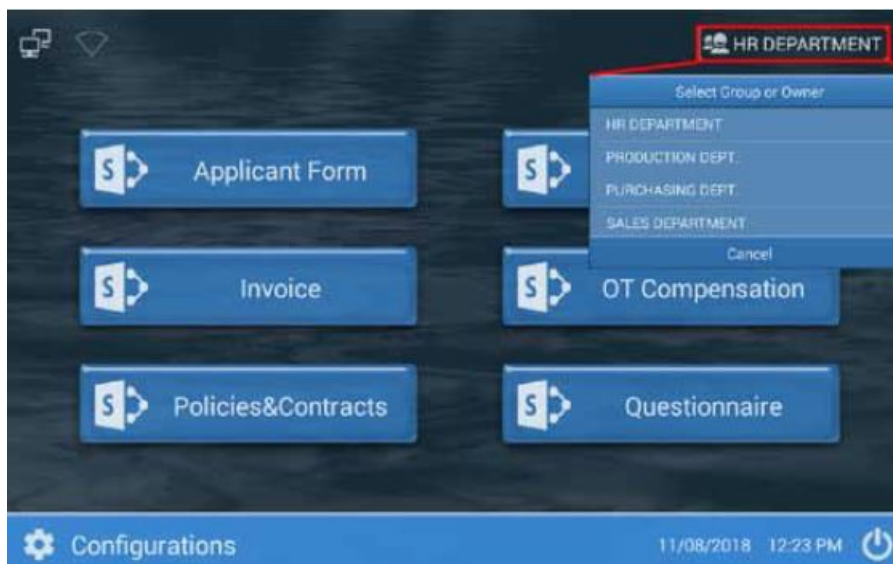


## How to organize job buttons into “Groups”

- Enter a Group name when creating the scan job if necessary, to organize and sort job buttons (You many also edit group names, under the job menu)



- Groups are displayed in the upper right corner of the menu, tap to view the full list of groups created. Each group can include up to 12 job buttons.



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**Tutorials**



**Online Guide**

**Tutorials** Scan to watch eScan SharePoint tutorials

**Online Guide** For more info pls refer to the online guide at [https://plustek.com/us/products/network-scanners/ecSPT\\_Help\\_eng.html](https://plustek.com/us/products/network-scanners/ecSPT_Help_eng.html)

## **TROUBLESHOOTING**

- **Power Problems:** Confirm proper power connection, ensuring the scanner is plugged in and the power indicator is on. Verify cable connections and power source.
- **Network Connectivity:** Ensure the scanner is linked to the network. Check network cables, and router settings, and confirm the scanner has a valid IP address.
- **Driver and Software:** Validate the correct installation of scanner drivers and software on the connected computer. Reinstall or update drivers if needed.
- **Document Feed Challenges:** Address document feeding issues by adjusting guides and checking for paper jams or misfeeds.
- **Image Quality Concerns:** Improve scanned image quality by cleaning the scanner glass, correctly placing documents, and adjusting scanning software settings.
- **Undetected Scanner:** Resolve scanner recognition issues by checking USB or network connections, restarting both the scanner and computer, and ensuring the scanner is powered on.
- **Slow Scanning Speed:** Optimize scanning speed by adjusting settings for file size and resolution in the scanning software.
- **Software Compatibility:** Confirm software compatibility with the computer's operating system and update the software accordingly.
- **Error Messages:** The address displayed error messages by consulting the user manual for explanations and steps to resolve specific error codes.
- **Firmware Updates:** Keep the scanner's firmware up-to-date by checking for updates on the manufacturer's website.
- **Network Security Settings:** Resolve network connection issues by checking firewall and antivirus settings,

ensuring the scanner is permitted on the network.

- **Check Consumables:** Inspect and replace consumables such as rollers or pads if necessary.
- **Network Permissions:** Verify user account permissions for accessing the scanner and check both scanner and computer settings.
- **Check for Physical Damage:** Inspect the scanner for visible physical damage that may impact performance.

## FREQUENTLY ASKED QUESTIONS

What is the Plustek A255 Network Document Scanner?

The Plustek A255 is a network document scanner designed for efficient and high-quality digitization of documents. It features network connectivity, making it suitable for use in various business and office environments.

What types of documents can the A255 Scanner handle?

The Plustek A255 Network Document Scanner is capable of handling a wide range of documents, including standard paper, business cards, and other document types. Its versatility makes it suitable for diverse scanning needs.

What is the scanning speed of the A255 Scanner?

The scanning speed of the Plustek A255 Network Document Scanner is notable for its high-speed performance. Users should refer to the product specifications for specific details on scanning speed, which is crucial for efficient document processing.

Does the A255 Scanner support duplex scanning?

Yes, the Plustek A255 Network Document Scanner is typically equipped for duplex scanning, allowing users to scan both sides of a document simultaneously. This feature enhances scanning efficiency, particularly for double-sided documents.

Is the A255 Scanner suitable for color scanning?

Yes, the Plustek A255 Network Document Scanner supports color scanning, enabling users to capture documents in full color. This capability is beneficial for preserving the details and nuances present in color documents.

What is the document feeder capacity of the A255 Scanner?

The document feeder capacity of the Plustek A255 Network Document Scanner may vary. Users should check the product specifications for information on the number of sheets the document feeder can accommodate. A higher capacity allows for more efficient batch scanning.

Can the A255 Scanner handle different paper sizes?



Yes, the Plustek A255 Network Document Scanner is typically designed to handle various paper sizes. It is equipped to scan documents of different dimensions, providing flexibility for users with diverse scanning requirements.

What image processing features does the A255 Scanner offer?

The A255 Scanner often comes with advanced image processing features, such as automatic image orientation, color dropout, and image enhancement. These features contribute to the quality and accuracy of scanned documents.

Is the A255 Scanner compatible with document management systems?

Yes, the Plustek A255 Network Document Scanner is typically compatible with various document management systems. This allows users to seamlessly integrate scanned documents into their existing workflows and databases.

Does the A255 Scanner come with bundled software?

Yes, the A255 Scanner often comes with bundled software for document management and scanning applications. Users should check the product package for details on the included software and its capabilities.

What are the connectivity options of the A255 Scanner?

The A255 Scanner typically offers various connectivity options, including network connectivity. This allows users to integrate the scanner into their network infrastructure for efficient scanning and data transfer.

Can the A255 Scanner scan receipts and invoices?

Yes, the Plustek A255 Network Document Scanner is often suitable for scanning receipts, invoices, and other small documents. Its versatility makes it a valuable tool for digitizing a wide range of business documents.

Is the A255 Scanner compatible with TWAIN and ISIS drivers?

Yes, the A255 Scanner is typically compatible with TWAIN and ISIS drivers. This compatibility ensures seamless integration with a variety of scanning applications and platforms.

What is the warranty coverage for the A255 Network Document Scanner?

The warranty for the Plustek A255 Network Document Scanner typically ranges from 1 year to 3 years.

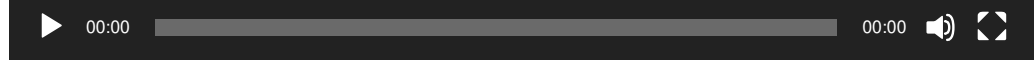
Is the A255 Scanner suitable for high-volume scanning?

The A255 Scanner is designed for efficient and high-quality scanning, making it suitable for moderate to high-volume scanning needs. Its reliable performance is beneficial for users with substantial scanning requirements.

Can the A255 Scanner be used with both Windows and Mac operating systems?

The Plustek A255 Network Document Scanner is often compatible with Windows operating systems. Users should check the product specifications for information on Mac OS compatibility or consult Plustek's official support resources for the latest information.

## VIDEO – PRODUCT OVERVIEW



[Download the PDF link: Plustek A255 Network Document Scanner Quick Start Guide Document-Scanner-Quick-Start-Guide.mp4](#)

## References

- [User Manual](#)