How to use Fujitsu fi-5220C scanner on LIB-DSS 11

***** LIB-DSS 11 is not connected to the internet nor to printers. Save scanned images to your USB to take the files out of the computer. *****

The Fujitsu fi-5220C scanner has a flat-bed scanner for bound materials and a document feeder for loose documents. The feeder can scan single or double sided documents and has been tested successfully with up to 25 pages. Multiple pages can be saved as PDF documents, scanned either from the flat-bed or feeder. Image files can only be saved individually.
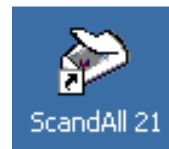
Documents can be scanned using either of the two programs, ScandAll or Adobe Acrobat.

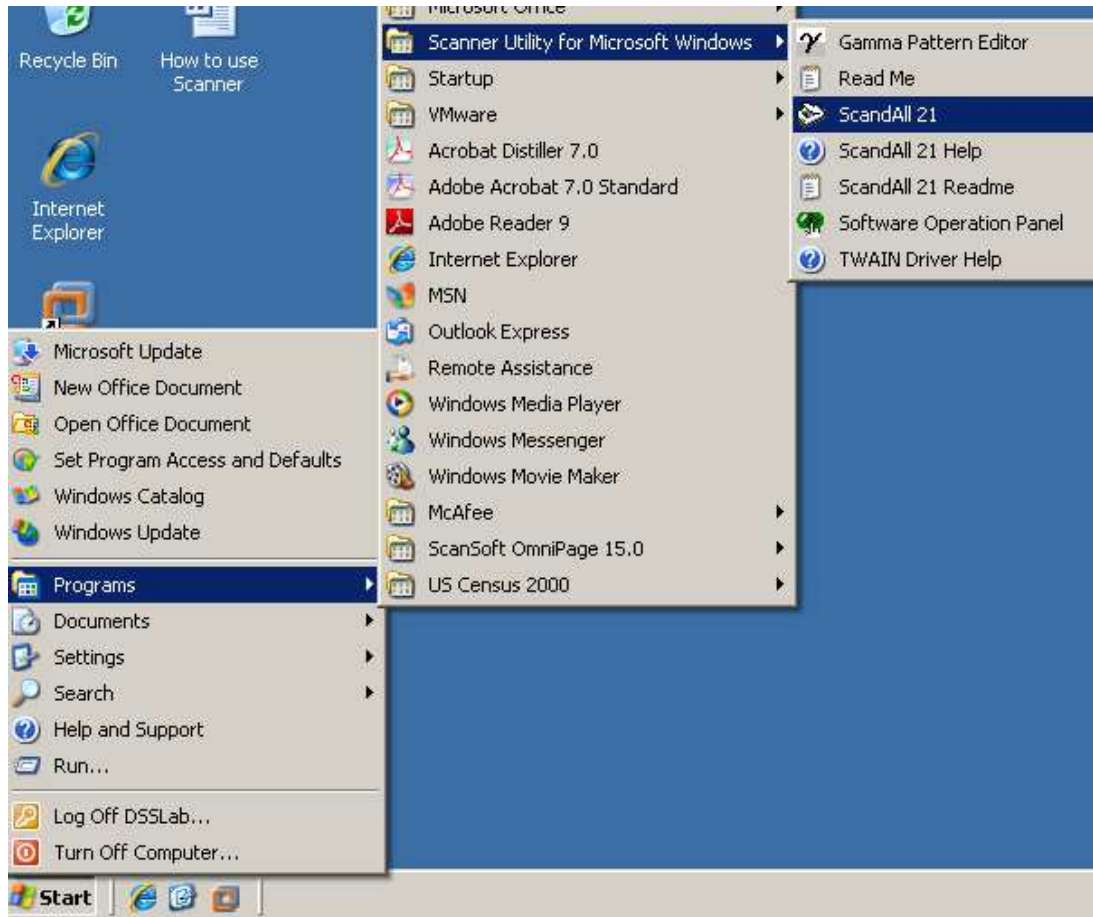## Contents

Using ScandAll

Start ScandAll

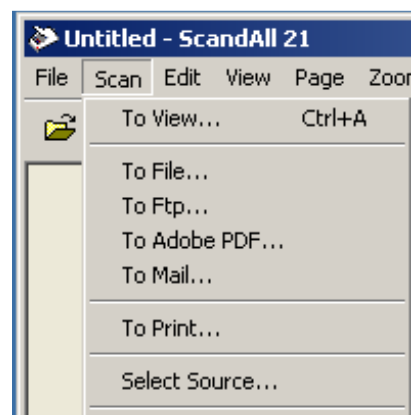   Click on ScandAll 21 icon on the desktop.

    If you do not see the icon on the desktop, you may select
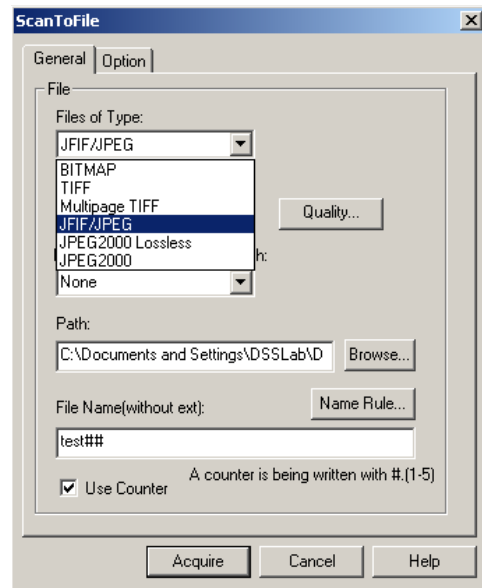   Start -> Programs -> Scanner Utility for Microsoft Windows -> ScandAll 21
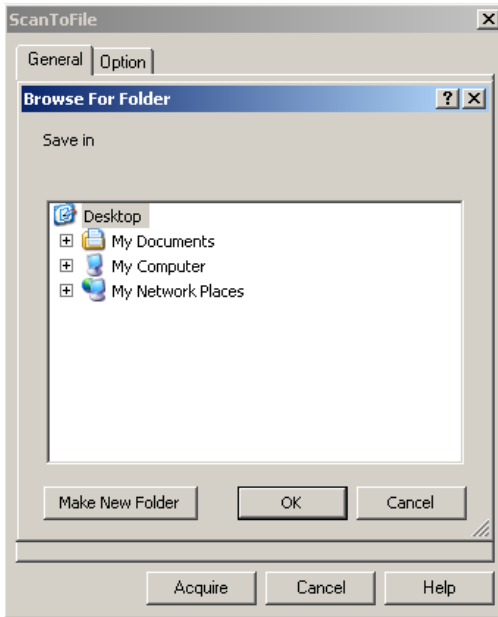
Scan images

    From the ScandAll 21 top menu bar,
        select Scan -> To File…

In the General tab, select Files of Type: from the drop down menu

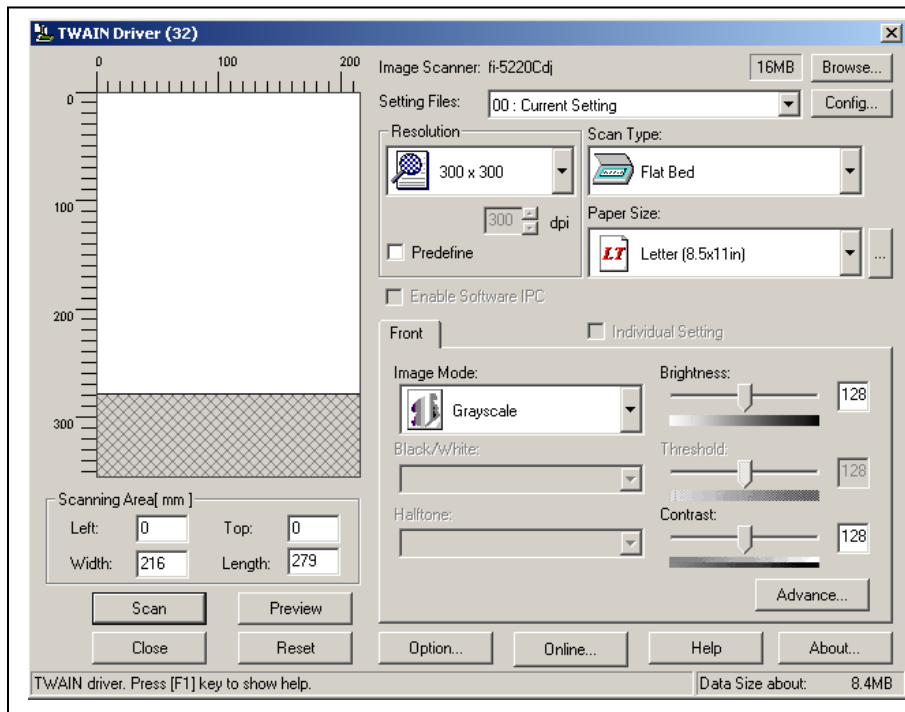Specify location to save scanned image by clicking Browse…

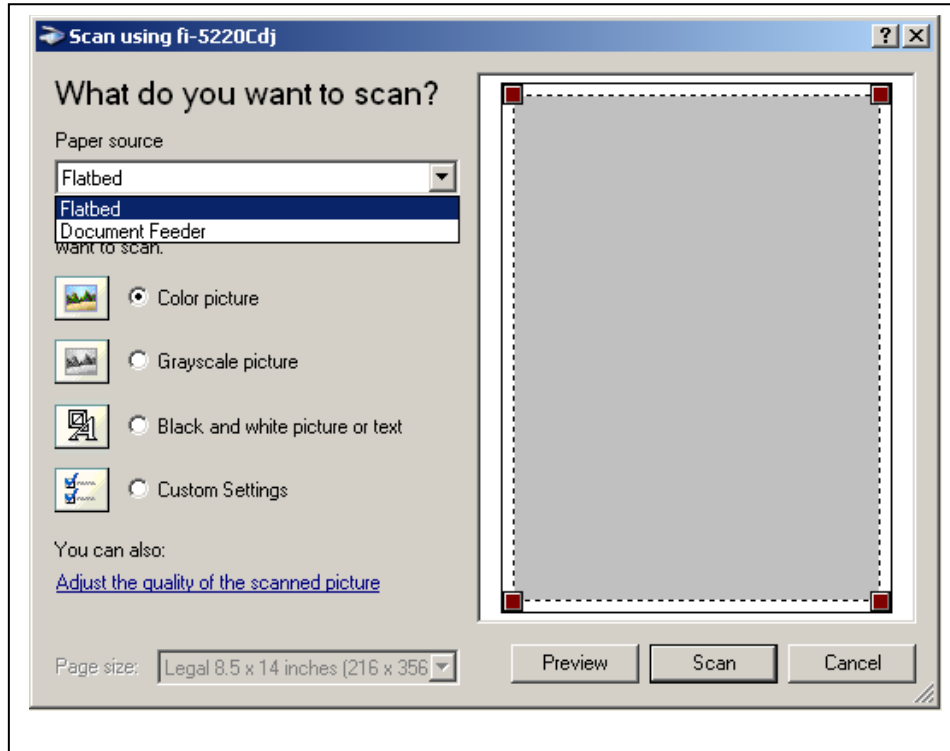Give a name in the box under File Name: (do not give a file extension such as .jpg)

Counter is an automatic number the program will generate if you scan multiple times

Click Acquire

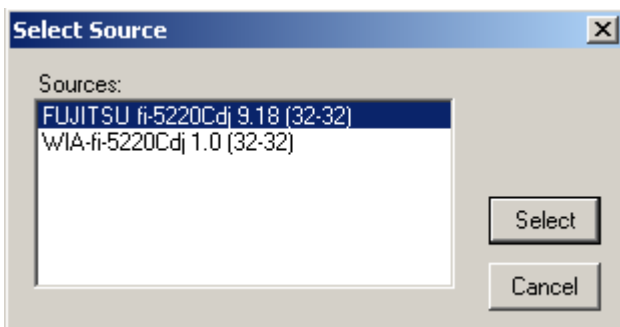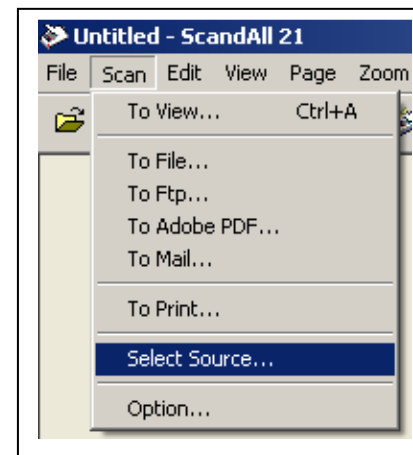TWAIN Driver (32) window [as shown below] appears automatically.
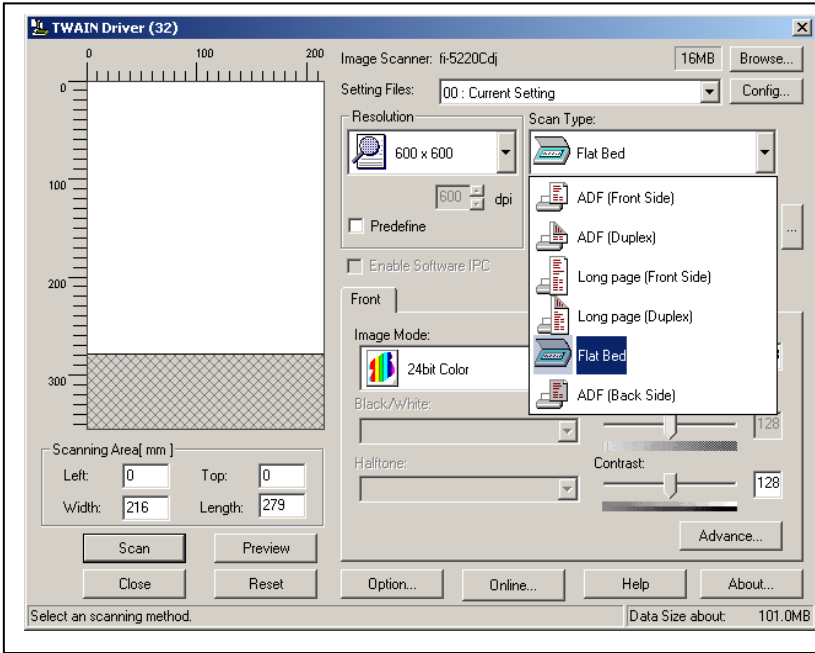
** If a different window as in the below appears,

Select Scan -> Select Source… from ScandAll top menu

Highlight FUJITSU on the list in the Select
Source window, and click Select

In the TWAIN Driver (32) window,

Select Resolution. Higher resolution will make the file size large. The highest you can choose is 600 x 600.

Select Scan Type.

If you are scanning:	Select:	Use
Letter size paper, single sided loose documents	ADF Front or Back Side	
Letter size paper, double sided loose documents	ADF Duplex	Feeder
Legal size paper, single sided loose documents	Long Page Front Side	
Legal size paper, double sided loose documents	Long Page Duplex	
Bound materials	Flat Bed	Flat bed

To use the feeder:

Place documents face down, and top of the page going into the feeder first. Front Side scans the documents placed face down. Back Side scans documents placed face up. If you have multiple pages, you may place all the documents at once.
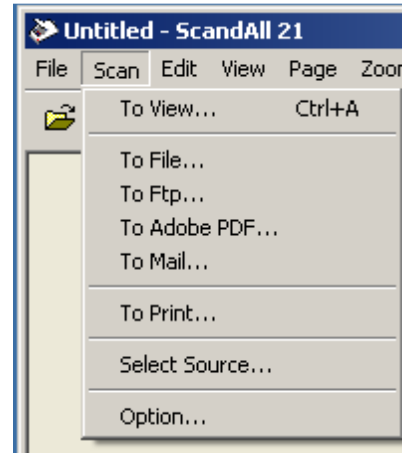
To use the flatbed:

Open the flat bed lid and place the document you want to scan face down, with the upper-left corner of the page aligned with the arrowed corner of the scanner.
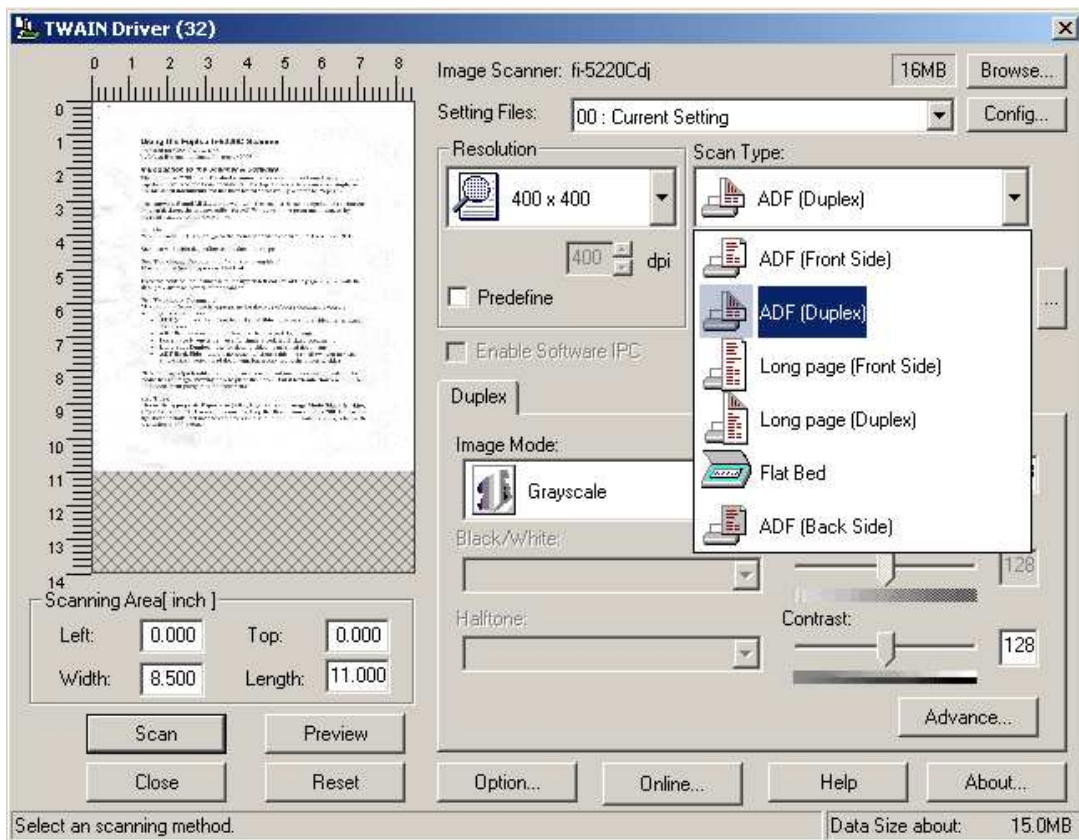
Click Scan

Click Close

Scan documents

From the ScandAll 21 top menu bar,
select Scan -> To Adobe PDF…

TWAIN Driver (32) window [as shown below]
appears automatically.

** If a different window appears, refer to page 4.

Select Resolution. Higher resolution will make the file size large. The highest you can choose is 600 x 600.

Select Scan Type.

If you are scanning:	Select:	Use
8x11 ½ size paper, single sided loose documents	ADF Front or Back Side	
8x11 ½ size paper, double sided loose documents	ADF Duplex	Feeder
Legal size paper, single sided loose documents	Long Page Front Side	
Legal size paper, double sided loose documents	Long Page Duplex	
Bound materials	Flat Bed	Flat bed

To use the feeder:

Place documents face down, and top of the page going into the feeder first. Front Side scans the documents placed face down. Back Side scans documents placed face up. If you have multiple pages, you may place all the documents at once.

To use the flatbed:

Open the flat bed lid and place the document you want to scan face down, with the upper-left corner of the page aligned with the arrowed corner of the scanner.

Click Scan

Click Close

Specify the PDF file name window appears automatically. Choose a location to save from the drop down list next to Save in: . Give a name to the file in the box next to File Name: and click Save.
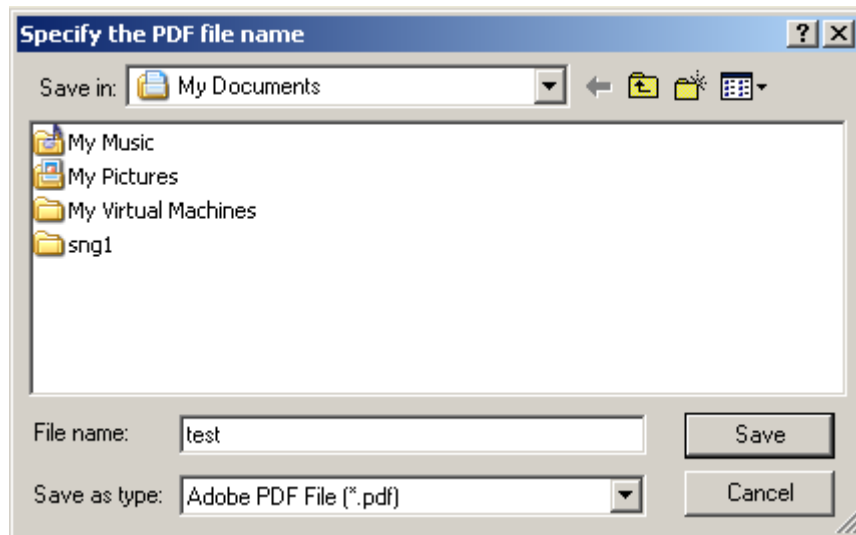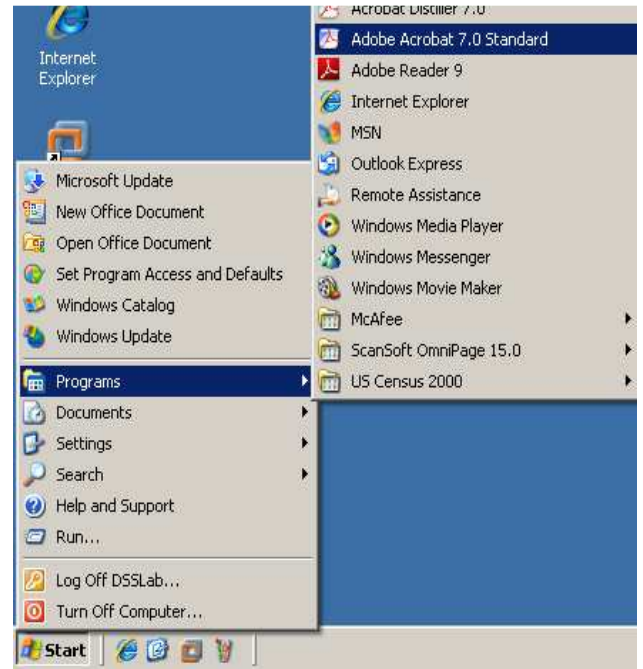
Scanning from Adobe

Start Adobe Acrobat 7.0 Standard
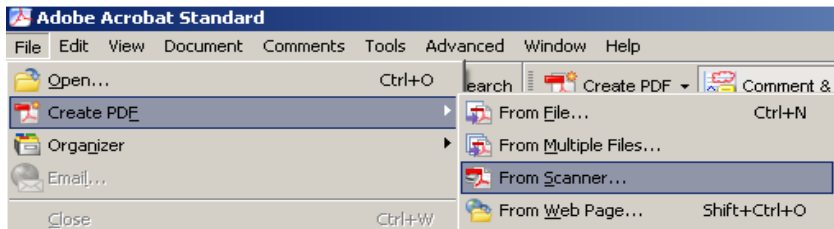
    Double-click Adobe Acrobat 7.0
        Standard icon on the desk top

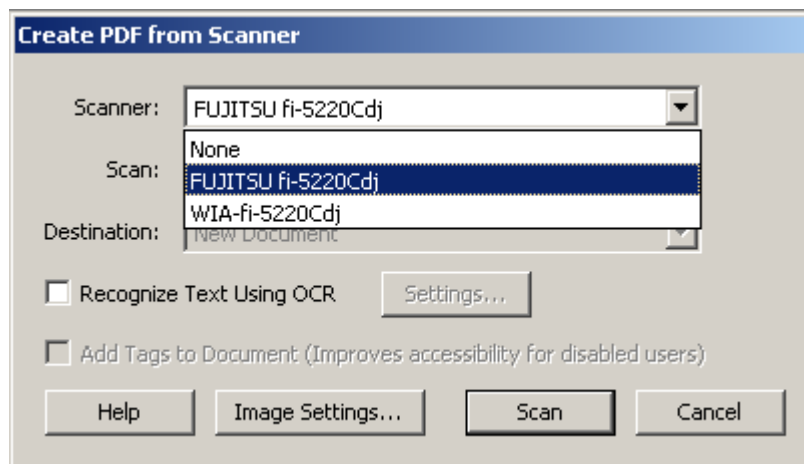   Or Select Start-> Programs -> Adobe
        Acrobat 7.0 Standard

Scan documents

    From the top menu bar in Adobe, select
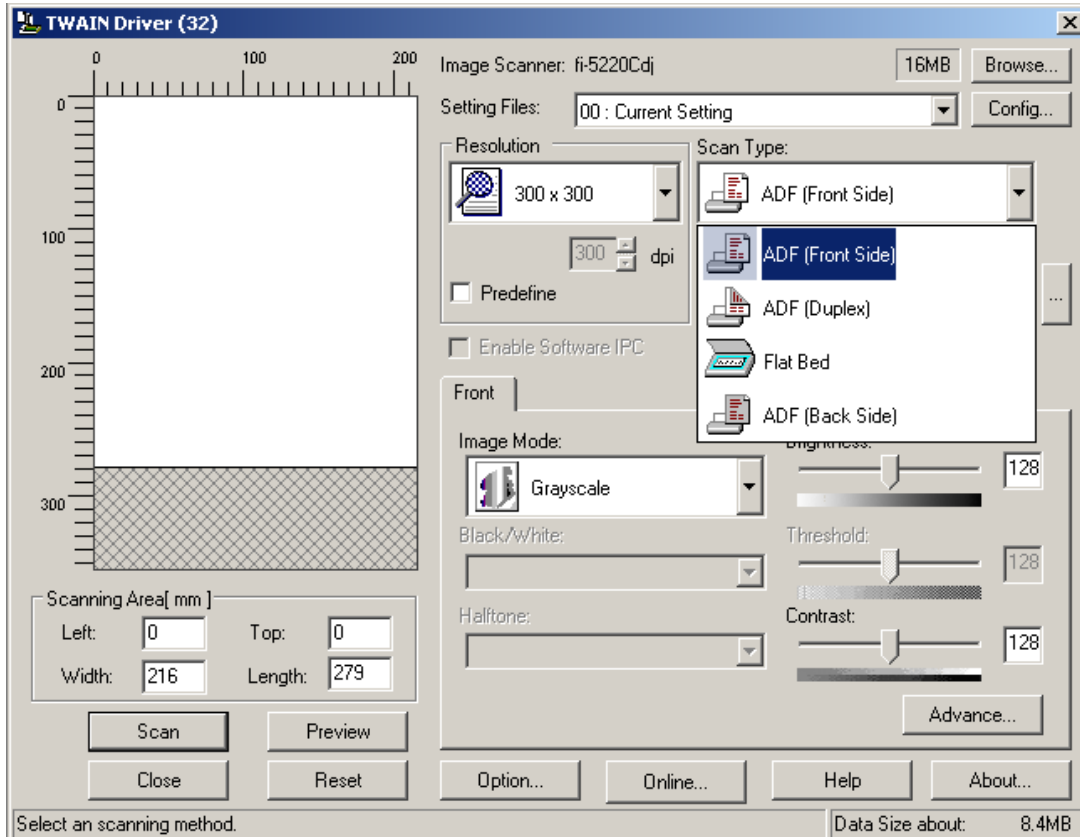   File -> Create PDF -> From
        Scanner

    In Create PDF from Scanner window, select FUJITSU from the drop down box next to Scanner:

    Click Scan

In the TWAIN Driver (32) window, select Resolution and Scan Type.

If you are scanning:	Select:	Use
single sided loose documents	ADF Front or Back Side	Feeder
double sided loose documents	ADF Duplex	
Bound materials	Flat Bed	Flat bed

To use the feeder:

Place documents face down, and top of the page going into the feeder first. Front Side scans the documents placed face down. Back Side scans documents placed face up. If you have multiple pages, you may place all the documents at once.

To use the flatbed:

Open the flat bed lid and place the document you want to scan face down, with the upper-left corner of the page aligned with the arrowed corner of the scanner.

If you scan from the flatbed, the following dialogue box appears asking if you have multiple pages. If you have additional pages, click Next. If you click Next, the previous TWAIN Driver (32) window appears. Repeat the selections, and click Scan. When you are done, click Done.

The PDF file of the scan appears in the window.

Save scanned files

Select File -> Save from the top menu
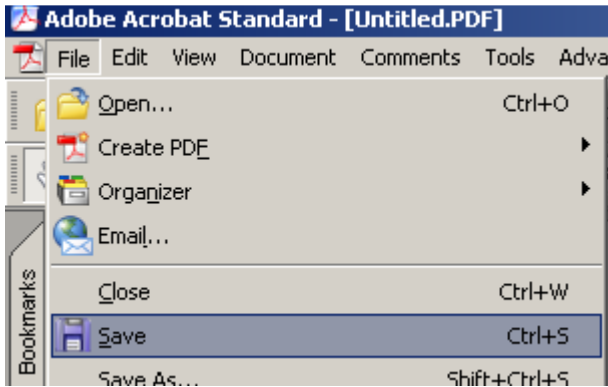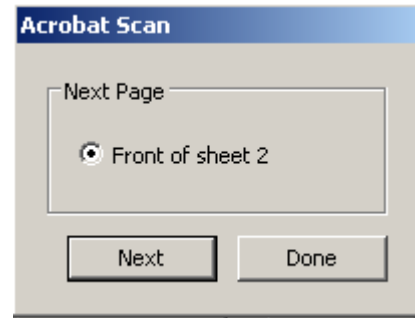
Select the location to save from the drop down menu next to Save in: , give a file name next to the box File name: and click Save.