

# DocketPORT<sup>®</sup> 468

Compact, Fast and Easy to Use

## User Guide



## CE Conformity and FCC Statement .....

**CE** 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

**FCC** 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:

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

### Trademarks

Windows, Windows 2000, XP, Vista, 7 and Microsoft are the registered trademarks of Microsoft Corporation.

## What's included with this package .....



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**Welcome** .....

**Thank you for purchasing our DocketPORT® 468 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® 468 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 7, Windows Vista, Windows XP (SP3), 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.docuap.com](http://www.docuap.com) to verify that you are using the latest version.**

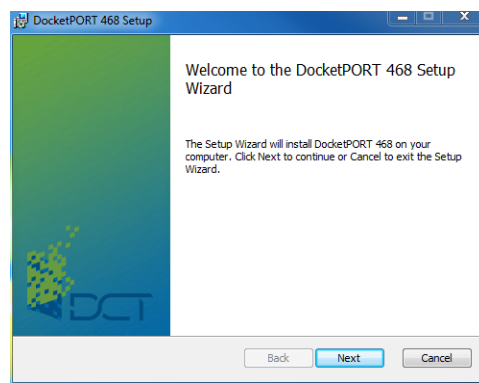
# ***Installation of Software & Hardware .....***

**(FOR BEST RESULTS PLEASE INSTALL THE SOFTWARE FROM THE CD PROVIDED BEFORE PLUGGING IN YOUR SCANNER)**

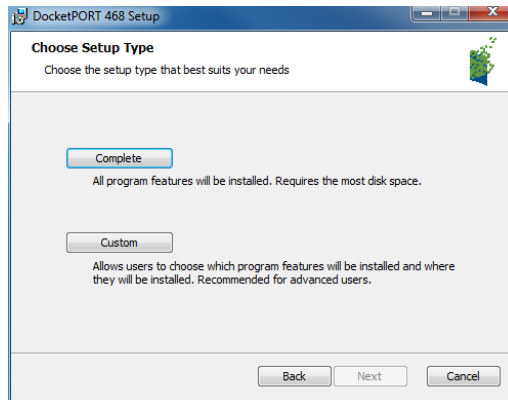
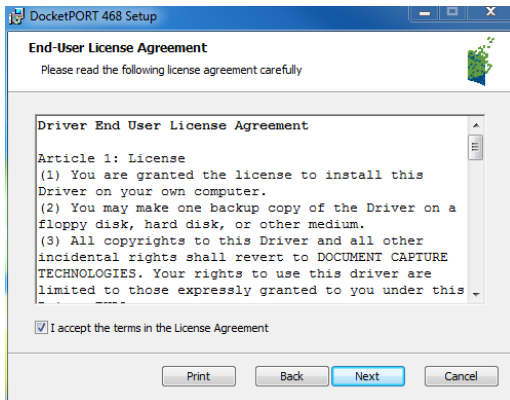
*NOTE: As a precaution, a RED warning label has been placed over the computer end of the USB plug to remind you to install the software CD first. Remember to remove this warning label prior to using the USB cable.*

## **Install Scanner Driver Software**

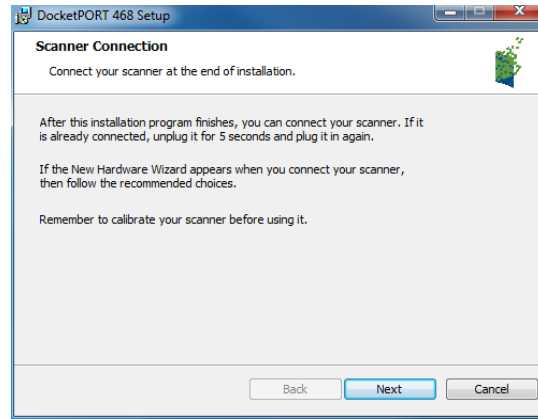
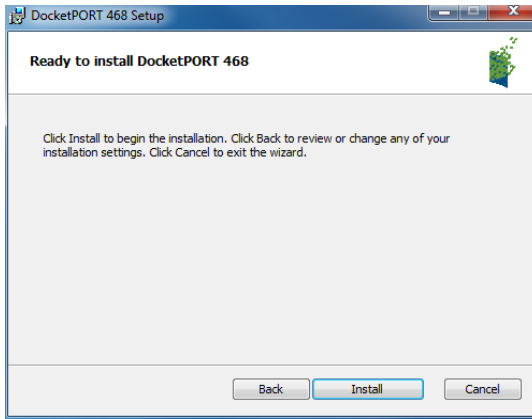
- a) **Insert the installation CD into your CD-ROM drive.**
- b) **The installation program will begin automatically.**
- c) **Select “Install Scanner Driver” option and follow the installation instruction.**



- d) **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 selecting the SETUP.exe icon located in the Driver folder on the CD.**



- e) **Accept the EULA agreement and select the Complete installation button.**
- f) **Follow the on screen step-by-step setup instruction to complete the installation.**

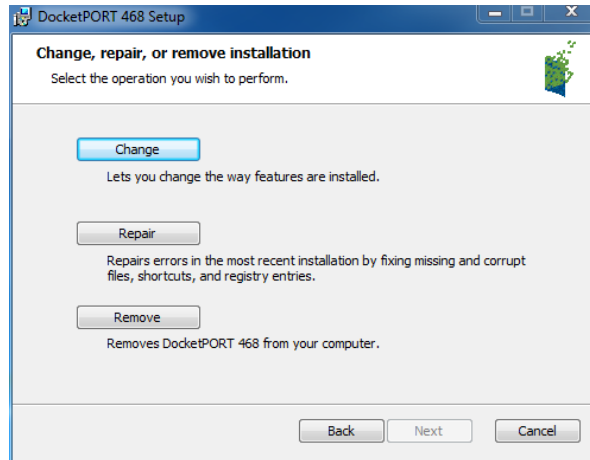


- g) **At the end of the driver installation process you will be redirected back to the main menu.**
- h) **If you wish you can update to Adobe Reader 9.3 at this time or at a later time.**
- i) **If you don't have any scanning application, then install DocketSCAN II now.**
- j) **You can always update or install these applications at a later time.**

*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**

- a) **If you should need to un-install the scanner driver, you can do so by inserting the installation CD and run the "install driver" setup again. (Or you can uninstall DocketPORT 468 in Uninstall or change a program in Programs and Features under Control Panel.)**
- b) **The second installation process will display a different setup window.**
- c) **Select the Remove option and your scanner driver will be uninstalled.**
- d) **To remove PageManager 7 or Adobe Reader 9.3 you will need to uninstall these from Programs and Features: Uninstall a program under Control Panel.**



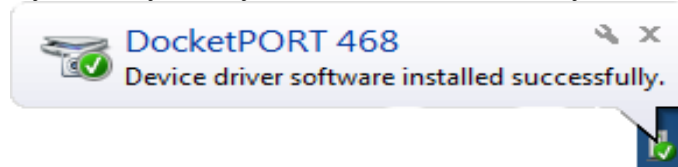
## **Install Scanner hardware**

*NOTE: Proceed with this step only if you have successfully install the scanner driver.*

- a) **Connect the USB cable provided to your computer and scanner. The installation will proceed automatically.**
- b) **Make sure the red warning label is removed before connecting this end to your computer.**
- c) **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.)**



- d) **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:**



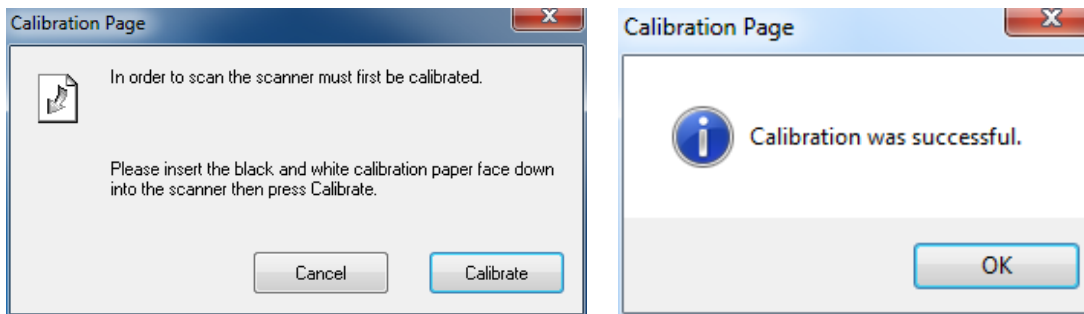
## *Initial Calibration with DocketSCAN II® .....*

**NOTE:** Calibration is a critical step in setting up your scanner. It allows the image quality to be “balanced” for your computer and scanner combination. If at any time you switch the computer that you use with your scanner, or change scanners, you will be required to calibrate again.

To launch the DocketSCAN II® application you can either double-click the DocketSCAN II icon in your system tray or shortcut icon on your desktop or the “Taskbar tray” icon (usually in the lower right-hand corner of the Windows desktop).



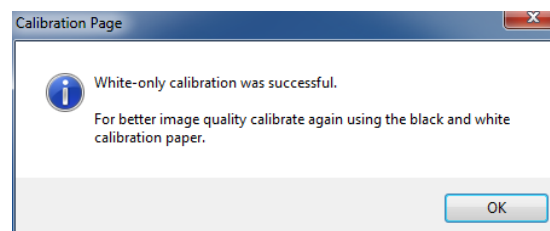
Once you have launched DocketSCAN II® for the first time, you should select the SCAN button and the step-by-step calibration instructions will appear in a succession of prompts.



This calibration process will require the special black and white calibration sheet that was included with your scanner. When calibrating make sure the page with the black bars are facing down and note the direction of the arrows for proper insertion. When the calibration process has been completed successfully, you will see the message above otherwise you would need to re-calibrate again.

If you switch scanners or your image quality has become unsatisfactory, you can re-calibrate your scanner by choosing the CUSTOM button in the DocketSCAN II® window and select the Calibrate button.

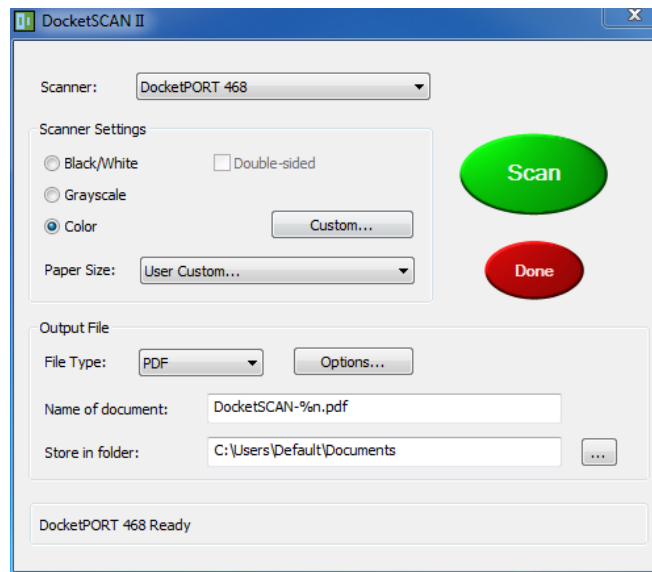
Should you lose or forget the black and white calibration paper that was included with your scanner, you can simply use any plain “white” (the brighter the “white” the better) piece of letter size (or A4) printer paper to perform the calibration. Simply fold the paper in half and insert the folded end into the scanner first when calibrating. The following message will be displayed (see below).



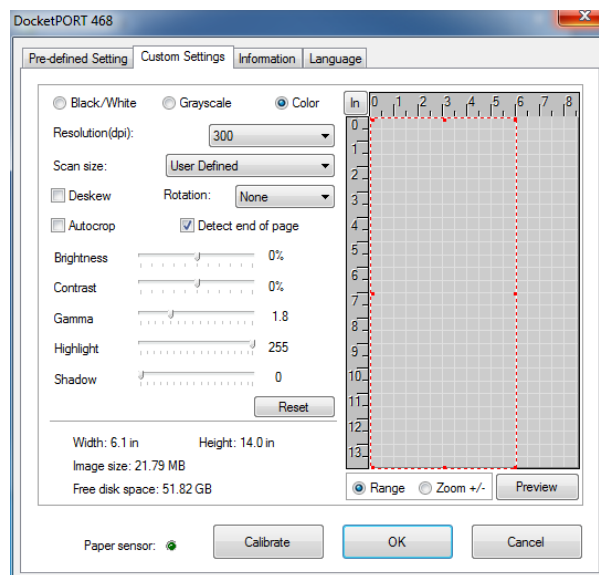
## Using your Scanner .....

There are two easy ways for you to scan and manage your documents and images with your DocketSCAN II®. When scanning documents make sure the front image side to be captured is inserted faced down.

The first is by utilizing the document manager control panel (shown below) that allows you to select from the most common paper sizes, image settings and basic file output information (location & name of your document). You can save your scans as PDF, JPG, or TIFF format files.



The second way is through the TWAIN control panel, which you can find by pressing the “Custom...” button on the DocketSCAN II® control panel. The TWAIN control panel (shown below) allows you to control all details and settings of the scanner. This type of “fine-adjustment” of your scans may be required for some of your document needs.





Please notice the page tabs at the top of the TWAIN control panel; they are: **Pre-defined Setting**, **Custom Settings**, **Information**, and **Language**. Take a moment to explore these Tabs and their function. 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. The **Language** tab allows you to switch the text of the TWAIN control panel to another language.

The **Pre-defined Setting Tab** allows you to quickly choose the most frequent and common scan setting. These are designed for your convenience. The settings are viewed once you click “Acquire” and can be easily launched by selecting their respective user interface.

The **Custom Settings control panel** allows you to change the settings to the detailed specification 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 default settings. Once your settings are defined, select either “**Preview**” button to take a quick look at how your image will look in the scanning window or you can press “**SCAN**” button to perform final scanning.



### Using DocketPORT® 468 scanner with other applications

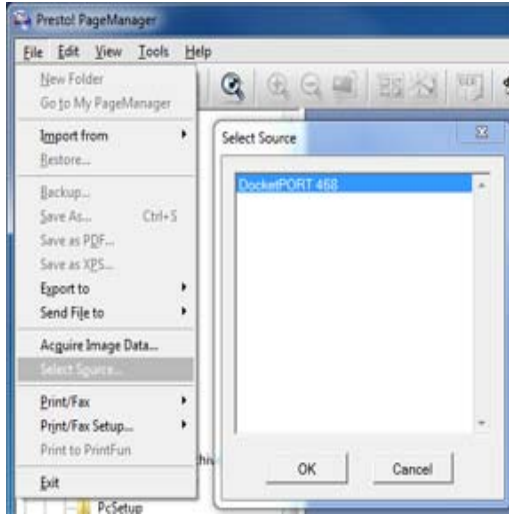
DocketPORT® 468 scanner is fully TWAIN compliant, you can use it with literally thousands of applications that use standard TWAIN device input. From desktop publishing to games, and from faxing to business card scanning, you will discover many useful applications for this scanner. Simply select the scanner source from your program’s “source” options and look for DocketPORT® 468. Sometimes these “source” scanner options may be found under TWAIN devices available or “import from”.

# Initial Setup with Presto! 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

- a) When using Presto! PageManager 7 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.
- b) Run the PageManger7 application and select file in the toolbar menu.
- c) Under file pull-down menu choose the Select Source option, then your model.



## Performing Scanner Calibration under TWAIN

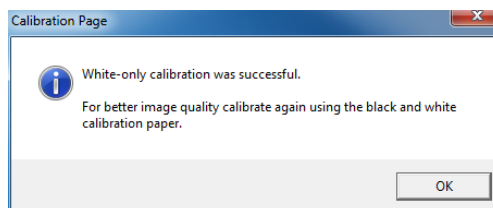
- a) Tools → Scan Settings → uncheck Suppress TWAIN User Interface
- b) To calibrate your scanner select the Acquire Image Data icon (scanner and camera icon) under the toolbar menu.



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

*NOTE: When the image quality has become unsatisfactory, we recommend you clean the scanner with the included cleaning sheet(see Tips & Cautions page) and then recalibrate the scanner.*

*If you lose or forget the calibration target when traveling, use any plain “white” piece of printer paper to perform the calibration. The following message will appear (see below). Select “OK” and proceed to scanning.*



## ***Tips & Cautions*** .....

Your DocketPORT® 468 scanner will provide you a long and productive service. We encourage you 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 document at 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](http://www.docucap.com). Click the Support section where you can access valuable information including: Installation guides, FAQ's, spare parts ordering, troubleshooting, driver downloads, and email your scanner issue to [support@docucap.com](mailto: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<sup>®</sup> products you can speak directly to a technical support representative or leave a message for 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 call back number if is 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<sup>®</sup> 468**

**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](mailto:support@docucap.com).

Please provide 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 with 1 business day.

## **Document Capture Technologies Inc.**

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Updated Drivers and User Guides

<http://www.docucap.com/index.php?/downloads/index>