

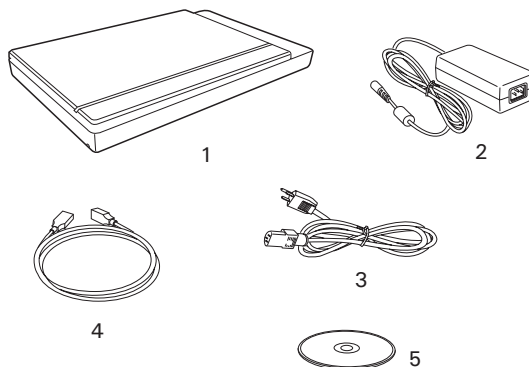
Start Here

Installing your Microtek XT3500 Scanner

1. Unpack Contents


Unpack your scanner package and check for major components.

1. Scanner
2. Power adapter
3. Power cord
4. Hi-Speed USB cable
5. Software DVD



2. Install Software



- A. Visit the Microtek website at <https://www.microtek.com>.
- B. Use the search  function to find the product "XT3500" and navigate to the "Downloads" page associated with this product.
- C. Download the necessary drivers and software marked as "Yes" on the download list, based on your operating system.
- D. Once the file download is finished, proceed with the software installation.
 - **For Windows:** Double-click the downloaded file (*.exe) to begin the installation process.
 - **For Mac:** Double-click the downloaded file (*.dmg) to reveal its contents. If it's a **ScanPotter PKG** file, double-click it to begin the installation. If it's a **ScanPotter.app** file, just copy it to the "Applications" folder, and the installation will be done.
- E. After installing all the required drivers and software, restart your computer.

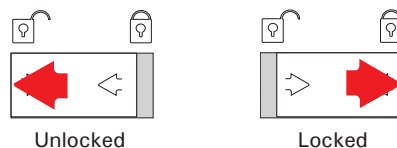
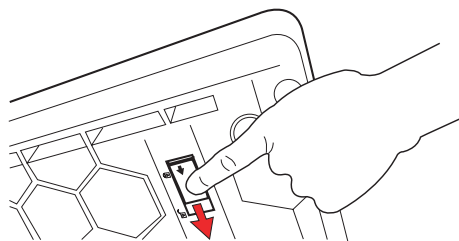
NOTE: The file download process may take some time. The duration may vary based on your internet speed, bandwidth, file size, and other factors. Please be patient during the download. If you encounter any issues or need further assistance, please contact Microtek Customer Service Department.



Windows users can also install the driver and software from the software CD provided with the scanner. Insert the **Microtek software DVD** into your DVD drive and follow the on-screen instructions to install the driver and software.

3. Unlock Scanner

- Remove the yellow "Step 3" sticker from your scanner.
- With the scanner power off, tilt the front right corner of the scanner to see the locking switch at the bottom.
- Push the locking switch to the position as indicated in the graphic, with the icon on the lock showing as "Unlocked".



NOTE: To lock the scanner (for shipping and other reasons), tilt the scanner and look for the locking switch on the right front corner at the bottom, then push the locking switch to the "Locked" position. DO NOT turn the scanner upside down when attempting to lock the unit.

4. Connect Scanner

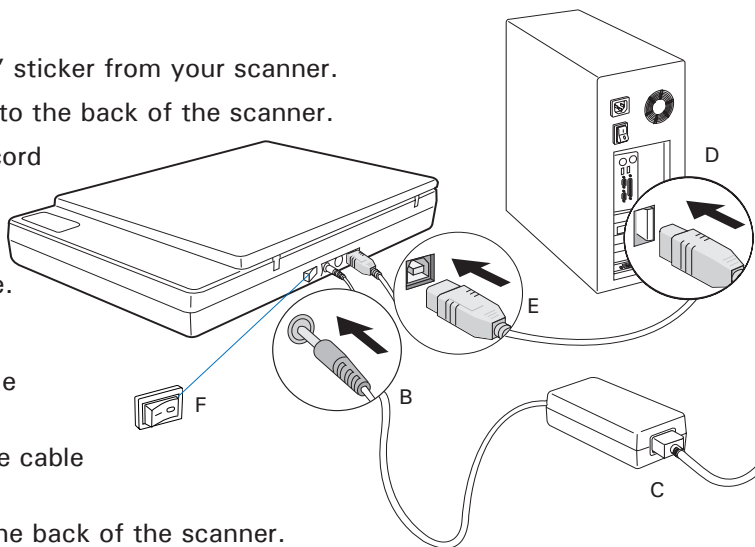
To the power adapter

- Remove the yellow "Step 4" sticker from your scanner.
- Connect the power adapter to the back of the scanner.
- Plug one end of the power cord into the power adapter, and plug the other end of the power cord into a wall outlet or other power source.

To the Hi-Speed USB cable

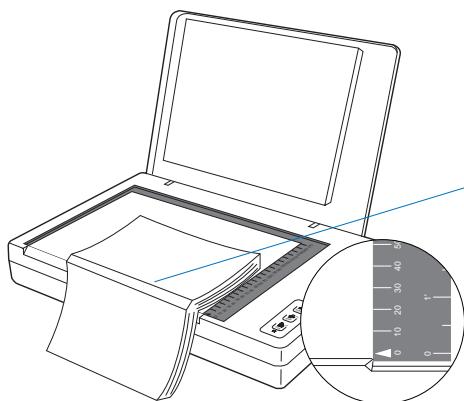
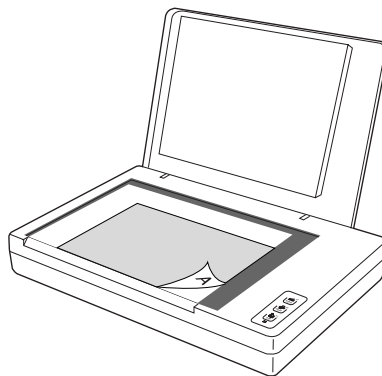
- Connect one end of the cable to your computer.
- Connect the other end of the cable to the scanner.
- Press the power switch at the back of the scanner.

When the scanner is detected by your system, the LED will be lightened up, and the scanner is ready to scan.



Position Documents

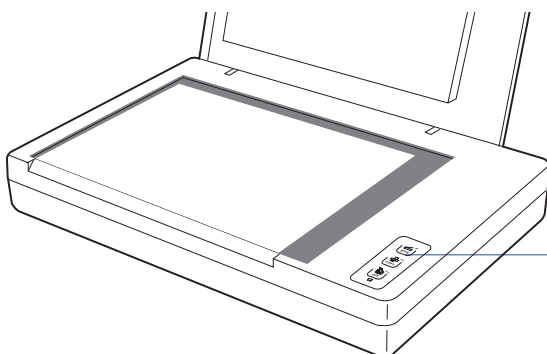
1. Raise the scanner lid.
2. Place the document to be scanned facing down on the glass surface of the scanner. Align the top of the document along the horizontal ruler on the scanner, using the arrow printing mark on the horizontal ruler as a point of reference.
3. Lower the scanner lid.



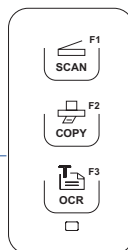
NOTE: To scan a book or thick documents, you may lift the scanner lid out of its hinge sockets. Then, align the inner margin of a book along the edge of the scanner glass surface as indicated in the graphic, using the arrow printing mark on the horizontal ruler as a point of reference.

Customize the Function Buttons

The XT3500 is equipped with 3 programmable function buttons (Scan/F1, Copy/F2, and OCR/F3) that can be customized to automate a number of predefined operations, such as scanning to a file, sending an image to your printer or e-mail account, scanning for OCR, etc. Customizing is done through the Scanner Button Settings interface in the ScanWizard DI, refer to the scanner's User's Manual for more details.

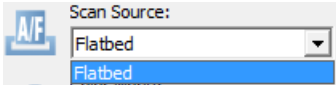
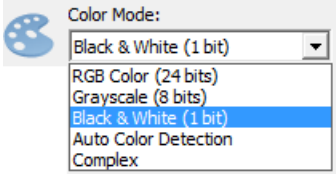
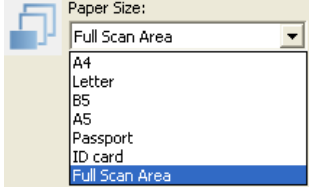
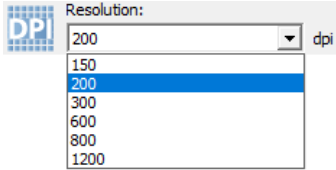
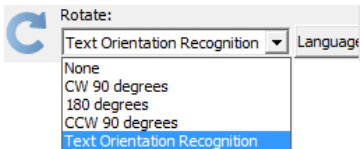


- **Scan (F1), Copy (F2), and OCR (F3) :** Customizes the function buttons to perform your preferred functions.



Basic Scanning

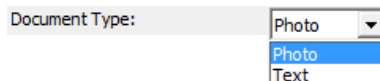
In this section, we will focus on the basic scanning procedures using ScanWizard DI software. For information about ScanPotter software and other scanning operations, please visit the Microtek website to download the related manual for reference.

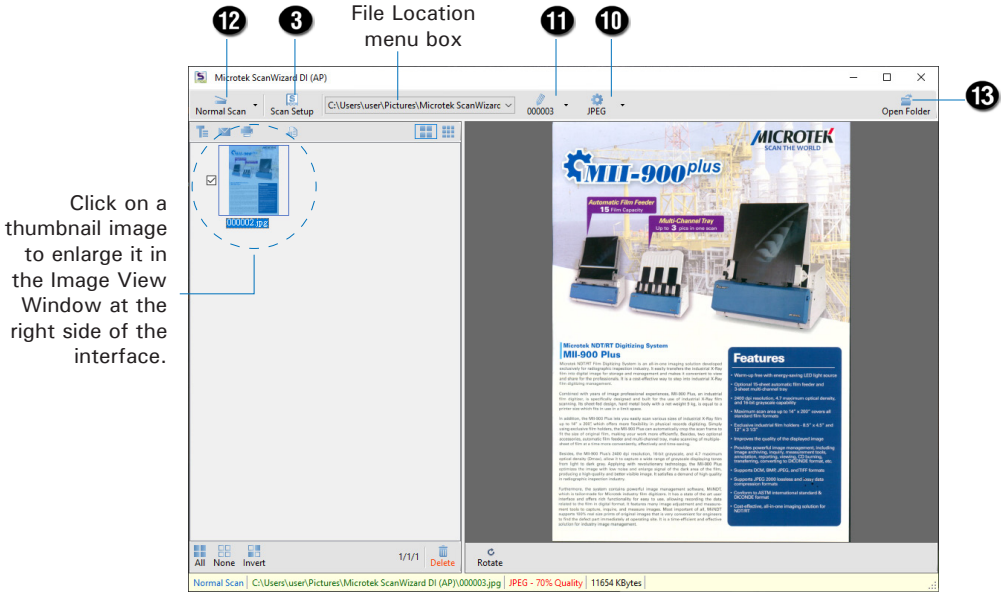
1. Place the document to be scanned on the scanner's glass surface.
2. Launch ScanWizard DI as a stand-alone program by clicking on the *ScanWizard DI* icon on the desktop.
3. Click the *Scan Setup* button in the interface to activate the Scan Setup interface.
4. In the Scan Setup interface, follow the steps below to specify your basic settings.
 - a) Select *Flatbed* in the Scan Source as your image input device.
 
 - b) Select the appropriate image type in the *Color Mode* as your image output type.
 
 - c) Select a dimension in the *Paper Size* as your preview image size.
 
 - d) Select a desired resolution in the *Resolution* for your image output resolution.
 
 - e) If necessary, select "Text Orientation Recognition" in the *Rotate* to ensure the scanned images in a readable orientation. When it is selected, you can select the preferred language used as an identification in the options menu.
 
 - f) If "Auto-crop" & "Auto-deskew" is selected, the scanner automatically detects the size of the original image, crops the full scan frame to fit the image, and removes unwanted black borders after the scan, as well as corrects the distorted image for proper alignment.



5. Click the *Show Preview Window* and *Show Setting Window* tabs in the Scan Setup interface to display other interfaces which are helpful for your scanning processing.
6. Click the *Preview* button to perform a preliminary view of the entire image. When done, a preview image appears in the Preview window.
7. Go to the General panel by clicking the *General* tab in the Settings window. Specify the settings for your requirements there.
 - a) Select the image type in the *Document Type* as your input image type.
 - Select *Photo* to scan color prints.
 - Select *Text* to scan text.
 - b) If necessary, check *Remove Blank Page* and *Remove Punch Hole* to enhance the quality of the scanned images.
8. If necessary, go to the Image Process panel by clicking the *Image Process* tab in the Settings window. Use the image correction tools presented there to enhance the image quality according to your specific requirements.
9. Click the *OK* button to close the Scan Setup interface and return to the Main interface of ScanWizard DI.
10. In the Main interface, click the *File Format* menu button to select a file format for the scanned images.
11. In the Main interface, click the *File Name* menu button to specify a file naming method for the scanned images.
12. In the Main interface, select and click the *Normal Scan* button to start scanning.

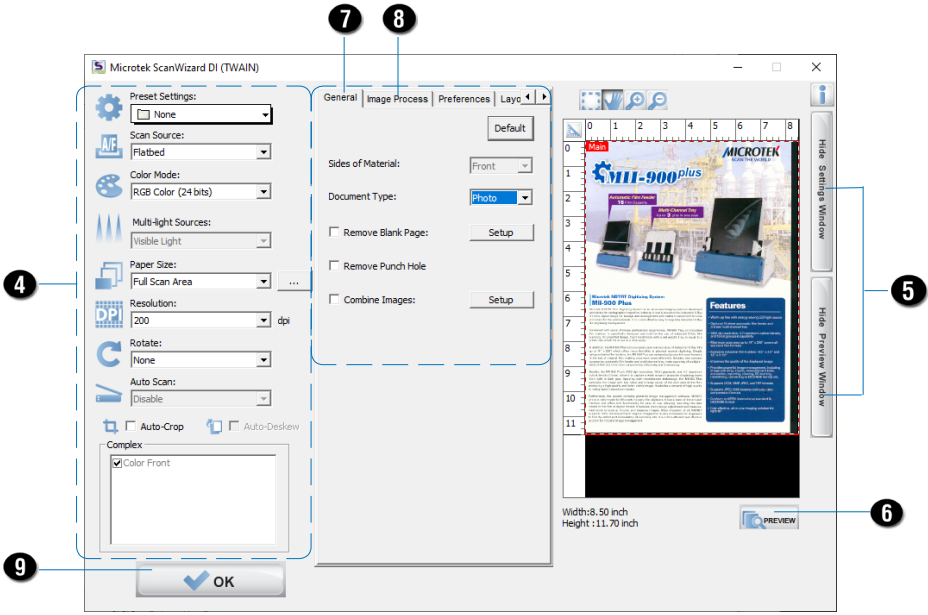
When done, the scanned images will be automatically saved into the folder defined in the File Location menu box. At the same time, the scanned images will be displayed in thumbnail sizes in the Thumbnail View window and labeled with the file name and file format specified earlier.
13. Click the *Open Folder* button to locate the scanned images if you want to view.





Click on a thumbnail image to enlarge it in the Image View Window at the right side of the interface.




AP control panel (Main interface)

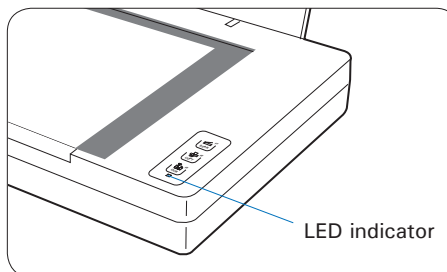


TWAIN driver control panel (Scan Setup interface)

Problems?

The LED on the front panel indicates the status of the scanner.

	On - Ready to scan
	Green Flashing - Scanning
	Off - Scanner is off



First, make sure that you have followed Steps 1 to 4 as described in this guide (unpack, install, unlock, connect). Then if your problem is listed here, try the suggested solution.

1. No light comes on when the scanner is turned on.

Make sure your scanner is connected to your computer and plugged into a power source.

Make sure your scanner is detected by your computer.

2. The Add/Remove Hardware Wizard appears on your screen.

Click the “Cancel” button and close the ScanWizard DI or ScanPotter Control Panel. Disconnect the Hi-Speed USB cable from the back of your computer, and refer to the installation instructions in this guide.

3. When trying to scan, an error message appears on your screen that reads, “Can’t Find Scanners”.

Make sure your scanner is unlocked (Step 3).

Make sure your scanner is connected to your computer and plugged in to a power source (Step 4).

Uninstall and reinstall the ScanWizard DI or ScanPotter software.

4. After clicking scan, a blank screen appears.

Make sure your scanner is unlocked (Step 3).

Uninstall and reinstall the ScanWizard DI or ScanPotter software.

5. Having trouble scanning the documents.

Make sure you place the document to be scanned properly on the scanner glass surface.

Uninstall and reinstall the ScanWizard DI or ScanPotter software.

Do You Need Assistance?

Manuals

If you need additional product information or guidance, we provide electronic manuals for the following:

1. XT3500 scanner user's manual
2. ScanWizard DI and ScanPotter software manual

To access these manuals, visit the Microtek website at www.microtek.com. Search for the product keyword to find the product's "Downloads" page. Then, download the manual you wish to view. The software manual is also accessible through the software's online help/manual feature.

Missing Items

If your package is missing items, please contact Microtek Customer Service Department.

Drivers & Software Upgrades

If the installed drivers or software are not working properly on your product or operating system after installing the software package, please go to the Microtek website at www.microtek.com. Search for the product keyword to find the product's "Downloads" page. Then, download and install any necessary updates needed. If you encounter any issues or need further assistance, please contact Microtek Customer Service Department.

For more information about Microtek products, please visit our website at www.microtek.com.

Power Adapter

Use only power supplies (AC/DC adapters) listed below:

Voltage	Manufacturer	Model No.
100V to 240V	HAIDER	HDAD38W101

NOTE: Please make sure that the electrical outlet to where the scanner will be connected is nearby and readily accessible.

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