

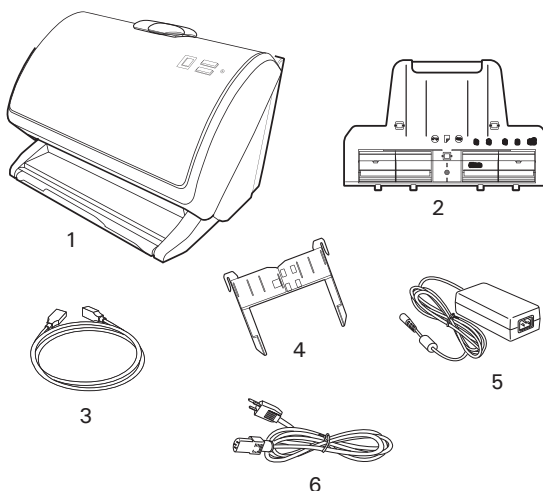
# Start Here

## Installing your Microtek FileScan 3125c Scanner

### 1. Unpack Contents


Unpack your scanner package and check for major components.

1. Scanner
2. Document feed tray
3. Hi-Speed USB cable
4. Card Holder
5. Power adapter
6. Power cord



### 2. Install Software



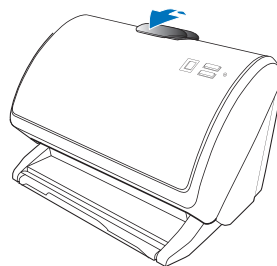
- A. Visit the Microtek website at [www.microtek.com](http://www.microtek.com).
- B. Use the search  function to find the product "FileScan 3125c" and navigate to the "Downloads" page associated with this product.
- C. Download the necessary drivers and software marked as "Yes" on the download list, based on your operating system.
- D. Once the download is finished, double-click the downloaded file (\*.exe) to begin the installation process.
- 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.*

# 3. Install the Document Feed Tray

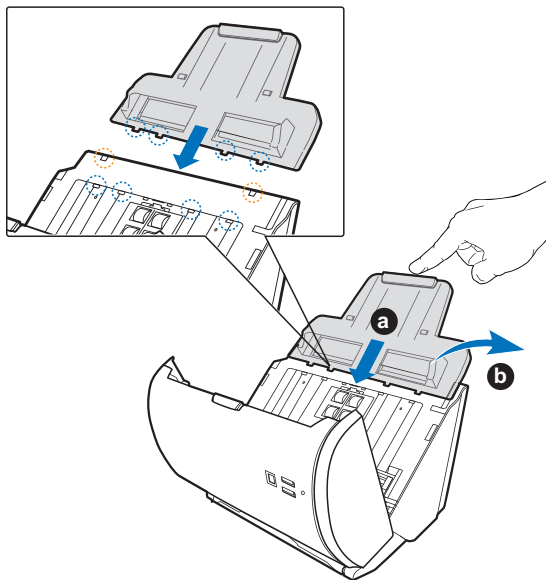
Before using the Document Feed Tray with your scanner, you need to install it on the scanner. Follow the instructions and graphs below to correctly install the Document Feed Tray.

- A. Lift up the Release button in the direction of the arrow shown to open the scanner cover.



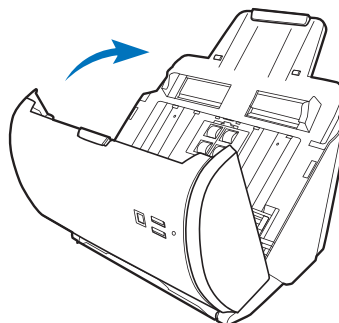
- B. Install the Document Feed Tray on the scanner;

- a) insert the four flanges (tabs) of the feed tray into the holes on the scanner, indicated in the graphic by blue circles.
- b) push down the two flanges (tabs) located at the rear of feed tray into another two holes, indicated in the graphic by red circles.



Make sure the Document Feed Tray snaps into place and sits tightly on the scanner.

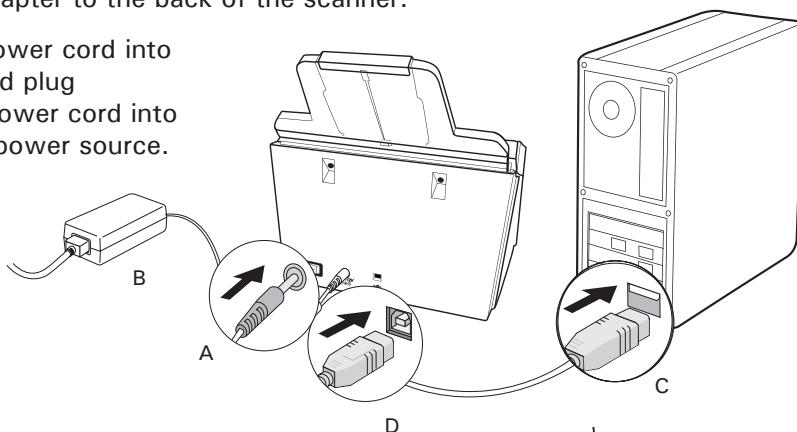
- C. Close the scanner cover. You would hear a click sound when the scanner cover returns to its original position.



# 4. Connect Scanner

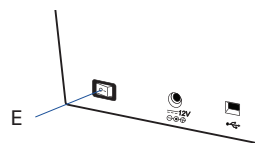
## To the power adapter

- A. Connect the power adapter to the back of the scanner.
- B. 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

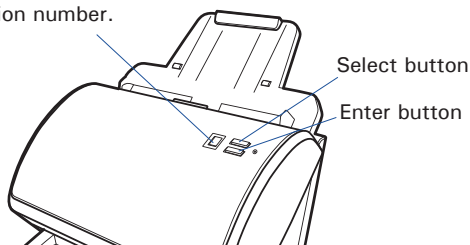
- C. Connect one end of the cable to your computer.
- D. Connect the other end of the cable to the scanner's USB port.
- E. Turn the power switch at the back panel of your scanner to "On"; once the scanner is detected by your system, the LED (green) will brighten, and the scanner is ready to scan.



## Customize the Function Button

The FileScan 3125c is equipped with one Select and one Enter buttons, used to automate a number of customized and predefined operations, such as scanning to a file, sending an image to your printer, 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.

LED Display:  
Show the selected  
function number.



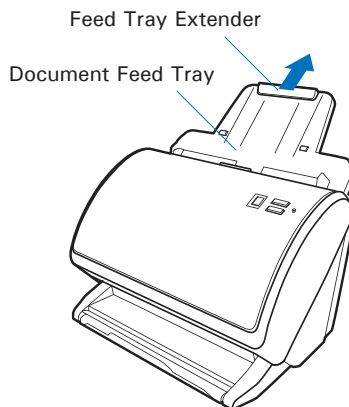
- **Select:** Toggle through the number lists of your preferred functions.
- **Enter:** Start scan and carry out the result of the selected function number.

## Position Documents

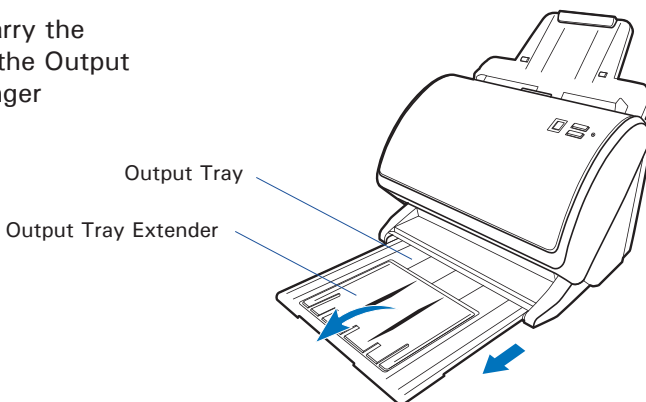
The scanner supports scanning of document in various materials, such as A4 printouts, insurance papers, legal documents, postcards, credit cards, business cards, and etc. A stack of up to 100 sheets can be fed in the scanner's Document Feed Tray. Paper sizes can range from 2.91" x 2.1" (74 mm x 52 mm) to 8.5" x 35" (216 mm x 889 mm).

### To load a stack of documents

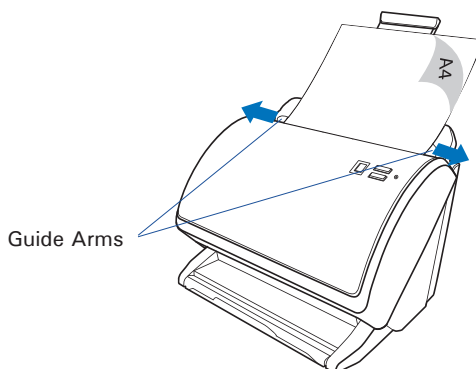
1. Pull out the Feed Tray Extender for better paper support if needed.



2. Pull out the Output Tray to carry the scanned documents. Flip up the Output Tray Extender to carry the longer documents if needed.

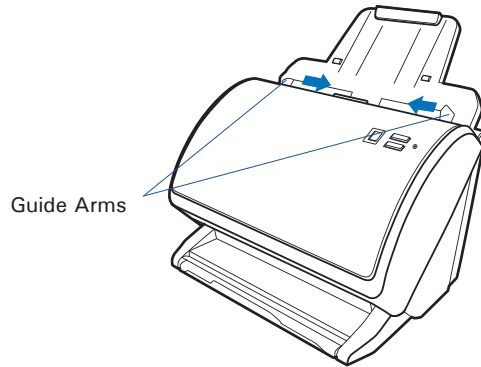


3. Load and center the stack of documents onto the Document Feed Tray, with the side to be scanned facing down and the top edge facing toward the feeder. Then, slide the two Guide Arms toward the stacked papers if needed.



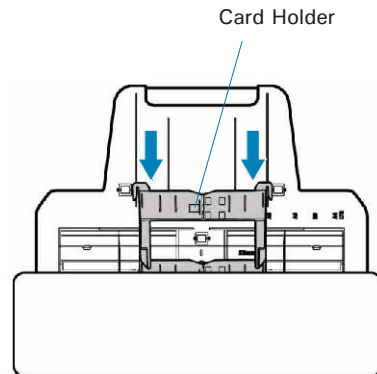
## To Load Cards

1. Slide the Guide Arms toward the center of the feed tray and free up the enough space to put the Card Holder.

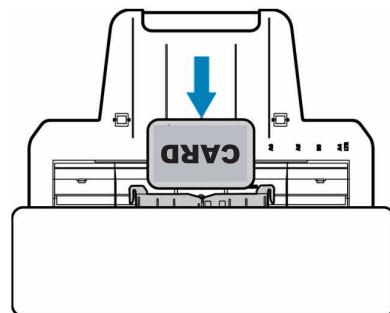


2. To install the Card Holder into the feed tray, with its front side up, slide the Card Holder along the sides of the Guide Arms down until it completely hangs on the arms.

After installed, there will be a slot hollow space between the Card Holder and the Document Feed Tray for loading the card.



3. Insert the card into the slot hollow space between the Card Holder the feed tray until it meets resistance, with the side to be scanned facing up and the top edge facing toward the feeder.



**NOTE:** When scanning a card, you have to choose ADF (Duplex) in the Scan Source drop-down menu as your image input device; otherwise, it may cause incorrect or unwanted results for your scanned images.

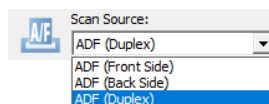
## Basic Scanning

1. Load the document to be scanned into the document feed tray of the scanner.

**WARNING:** Do not place photo paper or fragile sheets of paper on the feed tray, as doing this will damage the original photo or frail papers during the feeding process.

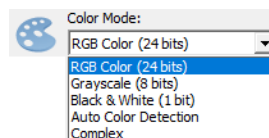
2. Launch *ScanWizard DI* as a stand-alone program by clicking on the ScanWizard DI icon on the desktop.
3. Click the *Scan Setup* button in the interface to activate the Scan Setup interface.
4. In the *Scan Setup* interface, follow the steps below to specify your basic settings.

- a) Select *ADF (Front Side)*, *ADF (Back Side)* or *ADF (Duplex)* in the Scan Source drop-down menu as your image input device.

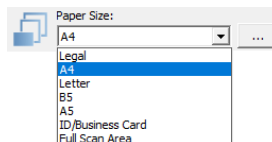


- b) Select the appropriate image type in the *Color Mode* as your image output type.

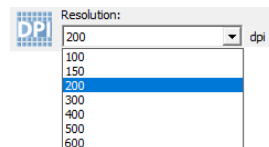
- Select *RGB Color (24 bits)* to scan the image in color.
- Select *Grayscale (8 bits)* to scan the image in grayscale.
- Select *Black & White (1 bit)* to scan the image in black-and-white.
- Select *Auto Color Detection* to scan the image in color or non-color based on the automatic judgement and detection of the system.
- Select *Complex* to scan the image in color, grayscale or non-color based on the customization. Refer to the “The Scan Setup Interface” section in the back for how to customize a desired image output type.



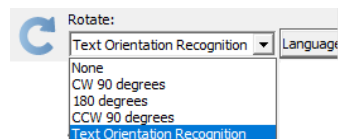
- c) Select a dimension in the *Paper Size* as your preview image size.



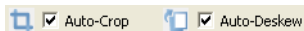
- d) Select a desired resolution in the *Resolution* for your image output resolution.



- e) If necessary, select “Text Orientation Recognition” in the *Rotate* menu 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.

Do not forget to put the document back on the document feed tray.

7. Go to the “General” panel by clicking the *General* tab in the Settings window. Specify the settings for your requirements there.

- a) If necessary, specify the image settings for the front or back side of documents separately by using the *Sides of Material* control when Scan Source is set as “ADF (Duplex)”.



- b) Select the image type in the *Document Type* as your input image type.



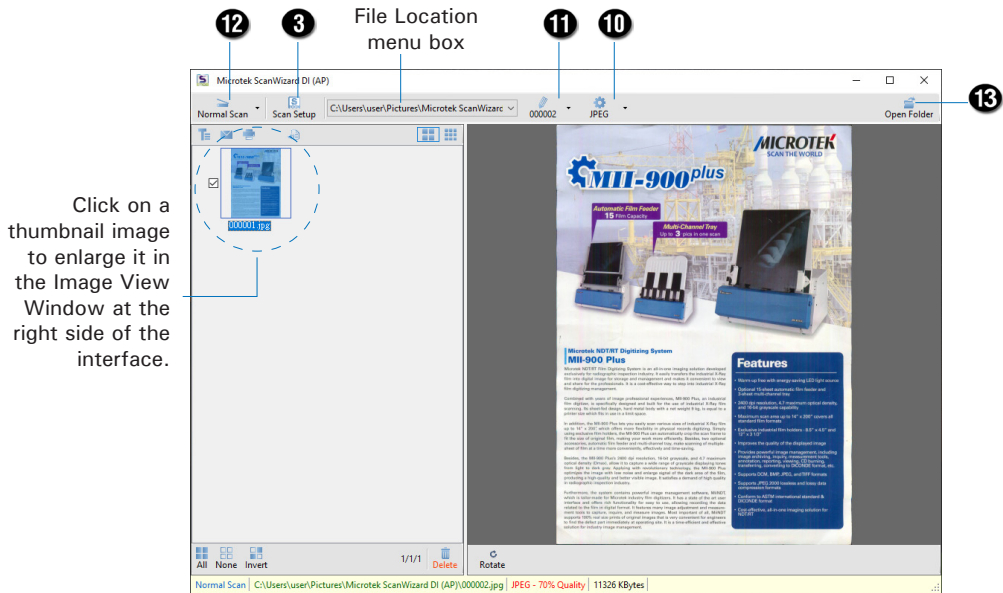
- Select *Photo* to scan color prints.
- Select *Text* to scan text.

- c) If necessary, check “Double Feed” to prevent multiple pages from being fed together while papers are fed through the ADF.
  - d) 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.

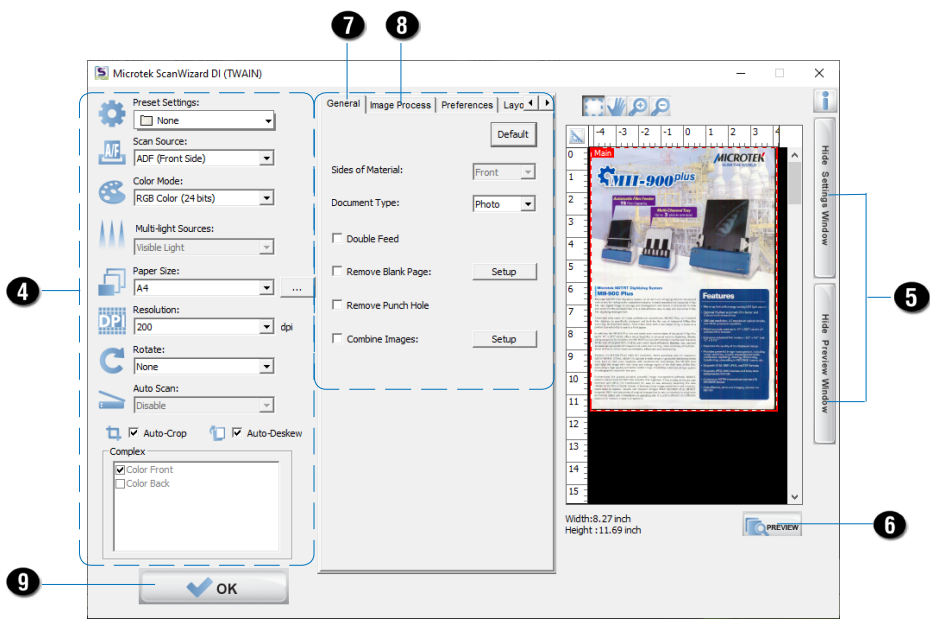
When done, the scanned images will be automatically saved into the folder defined in the File Location menu box. At the same time, the scanned images will be displayed in thumbnail sizes in the Thumbnail View window and labeled with the file name and file format specified earlier.

13. Click the *Open Folder* button to locate the scanned images if you want to view.

**NOTE:** For more details on other scanning scenarios applicable to your scanner, refer to the scanner user’s manual.



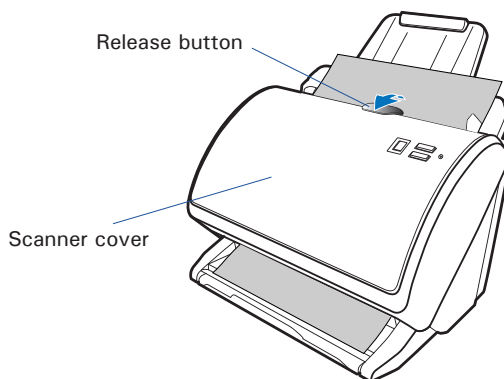
AP control panel (Main interface)



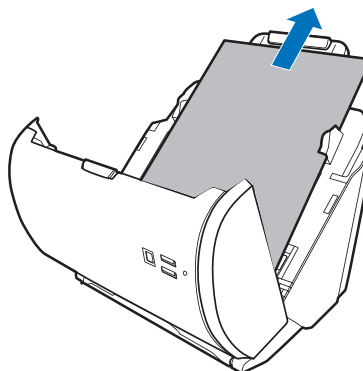
TWAIN driver control panel (Scan Setup interface)

## Fixing Paper Jams

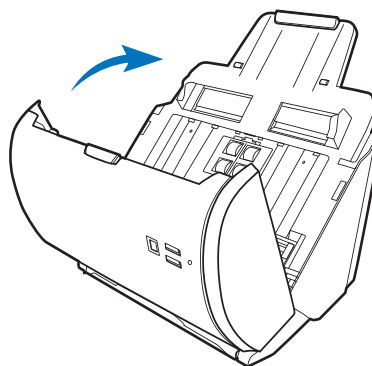
1. Lift up the Release button in the direction of the arrow shown to open the scanner cover.



2. Remove the jammed paper by taking out it in a forward-moving direction.







3. Close the scanner cover. You would hear a click sound when the scanner cover returns to its original position.

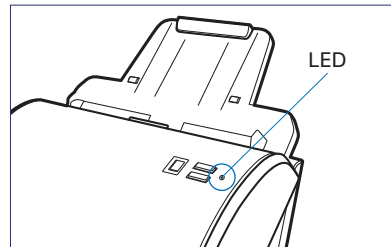


**NOTE:** Do not take out a jammed paper by force from the scanner when the scanner cover closes. If doing so, it may damage the rollers and cause the scanner work improperly.

## Problems?

The LED on the scanner cover indicates the status of the scanner.

-  **Green On:** Ready to scan.
-  **Flashing Green:** Scanning.
-  **Red:** Scanning errors happens.
-  **Off:** Scanner is off.



First, make sure that you have followed Steps 1 to 4 as described in this guide (unpack, install, 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.

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

Click the "Cancel" button and close the ScanWizard DI Control Panel. Disconnect the Hi-Speed USB cable from the back of your computer, and refer to the installation instructions in this guide or the FileScan 3125c User's Manual.

**3. When trying to scan, an error message appears on your screen that reads, "Can't Find Scanners".**

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

Uninstall and reinstall the ScanWizard DI software.

**4. After clicking scan, a blank screen appears.**

Uninstall and reinstall the ScanWizard DI software.

**5. When trying to scan, an error message appears on your screen that reads, "Code -206, ADF paper jam or roller failure."**

Click OK first; then open the scanner cover, as illustrated in the pervious section "Fixing Paper Jams".

- If the problem is occurring from a paper jam, follow the procedures laid out in the "Fixing Paper Jams" section of this guide.
- If the problem is occurring from situations other than a paper jam, follow the procedures laid out in the "Position Documents" section.

Finally, close the scanner cover and restart scanning.

# Do You Need Assistance?

## Manuals

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

1. FileScan 3125c scanner user's manual
2. ScanWizard DI software manual

To access these manuals, visit the Microtek website at [www.microtek.com](http://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](http://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](http://www.microtek.com).

### Power Adapter

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

Voltage	Manufacturer	Model No.
100V to 240V	APD	DA-48M24

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

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