

PANTUM

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Pantum DS-200 Series Scanner



It is recommended that you read this Guide carefully before using the printer

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Overview

You may execute routine scan tasks quickly and easily through Pantum Scanning Assistant. There are nine different functions that can be assigned or performed. Those functions have assigned the predefined tasks, to facilitate your immediate use after installation. However, you can easily configure every function to handle with your most important task. If you need to collect large, high-resolution or uncompressed documents periodically or if you need more advanced batch collection function, including advanced indexing, image processing and output function, this scanner can support many automatic functions, enable flexible upgrade, is free from cost-per-click and provide a series of varied output options and thus it can definitely offer a substantial return for your investment.

Start Pantum Scanning Assistant

Note: Please connect the host PC to the Internet, and then install the drivers.

The icon "scanner" will appear in the system tray after installing the scanner driver, connecting the scanner to host PC correctly and installing the application of Pantum Scanning Assistant. This scanning assistant can run from the system tray. After installing the software driver and scanner correctly, Pantum Scanning Assistant will be started and the icon "scanner" will appear in the system tray.

Ready: 

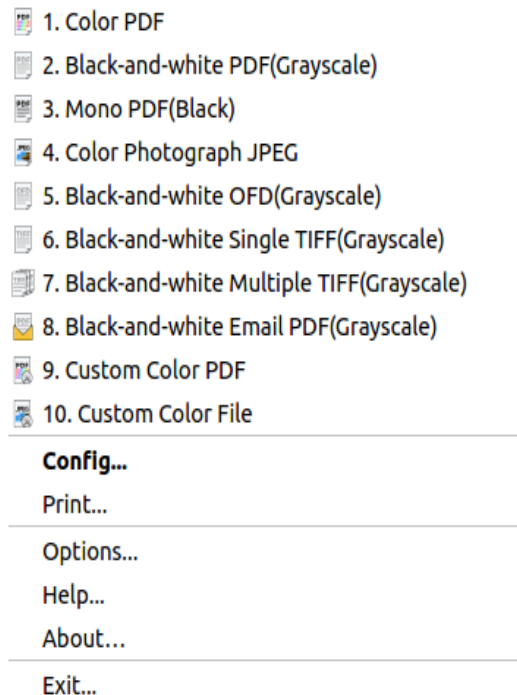
Start from scanner:

Press the left and right arrow buttons on the scanner's control panel to browse the functions and select the desired one.



Use Pantum Scanning Assistant in combination with default function number and predefined task

It is the list of default function number and tasks below. They can be customized easily, to satisfy your app requirements. For detailed information, refer to the section titled “custom tasks”.



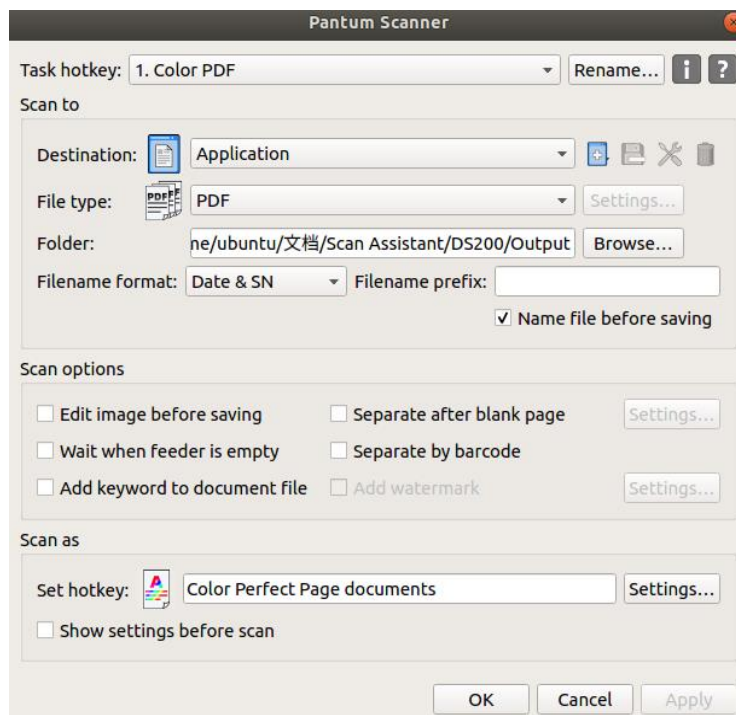
Note: according to the scanner used, the sequence of default function number, task and graphic list may possibly vary from those indicated here.

1. **Color PDF** – to scan a color document and save it as PDF, please choose this option.
2. **Black-and-white PDF (Grayscale)** – to scan a document and save it as black-and-white PDF (grayscale), please choose this option.
3. **Mono PDF (black)** – to scan a document and save it as Mono PDF (black), please choose this option.
4. **Color Photograph JPEG** – to scan a color photo and save it as JPG, please choose this option.
5. **Black-and-white OFD(Grayscale)**- to scan a document and save it as Black-and-white OFD(Grayscale), please choose this option.
6. **Black-and-white Single TIFF(Grayscale)** – to scan a black-and-white document and save every image as single-page TIFF, please choose this option.
7. **Black-and-white Multiple TIFF(Grayscale)** – to scan a black-and-white document and save all images as multi-page TIFF, please choose this option.
8. **Black-and-white Email PDF(Grayscale)** – to scan a document and send the black-and-white PDF to email recipient, please choose this option.

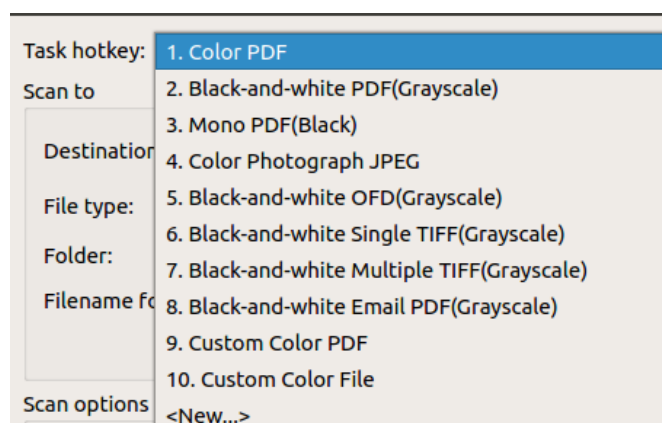
9. **Custom Color PDF** – scan a file and start the window “edit” of Pantum Scanning Assistant. After completing image editing and clicking, the image will be presented in PDF.
10. **Custom Color File** – to set the scanner before scanning a document, please choose this option. Then, this document will be saved as color JPG.

Configuration window

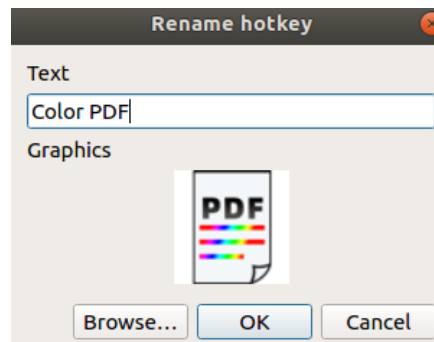
The followings are description of various options in the configuration window.



Task shortcuts – choose the function (1~10) to be modified.



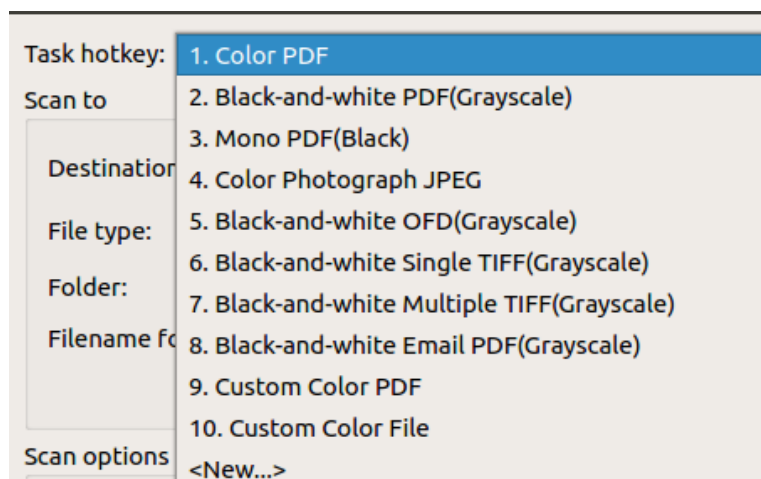
Rename – display the dialog “rename shortcut”. You can enter or modify the task shortcut and alter or delete graphs here. Text and graphics entered here will be displayed on the operator control panel of the scanner.



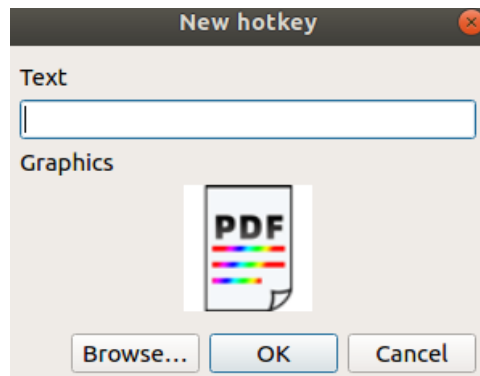
Text: enter the name of task shortcut that can describe the scan task.

Graphics: if required, graphics to be displayed on the operator control panel can be added. Click to browse and find the required image file (type may be JPG, BMP, GIF, PNG and ICO).

Add task shortcut: this model supports the definition of 20 task shortcuts. To add a new task, choose the option <new> at the bottom of the task shortcut list.



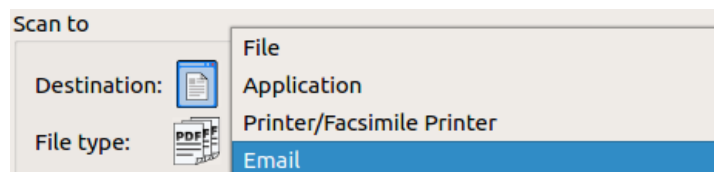
In the dialog “new shortcut”, enter the name of new shortcut in the field “text”. To add a graphic (optional), click the button “browse”, find and choose the required graphic and then, click the button “open”. Choose “OK”.



Each task will be assigned with an available number until 20, in sequence.

Scan to setting

Destination – may possibly list out one or more destination(s) of the followings:

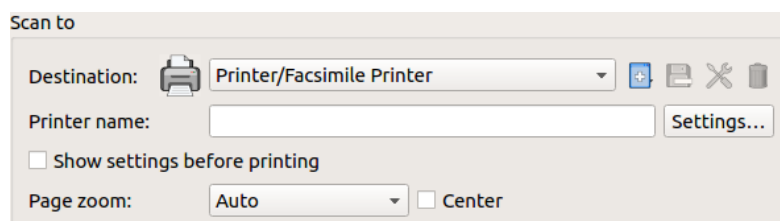


File: use the scanned document to create an electronic file and then, save it in the specified location in the folder path.

Application (app): use the scanned document to create an electronic file and then, start the app via which the saved file can be opened. For instance, if your system is set as reading PDF by Adobe Reader, it will use Adobe Reader to open the saved files.

Printer/ facsimile printer: send the scanned document to printer or facsimile printer.

Note: if the **printer/ facsimile printer** is chosen, the scan-to option will be altered.



Setting: display the dialog “print”. You can choose different printer or different print options of this function here. Those settings will be saved and used during every function operation, by default. If “display settings before printing” is chosen, this option will be unavailable.

Display settings before printing: if this option is chosen, the dialog “print” will be displayed after document scanning and you can choose the printer and print setting options here. The dialog “print” will be displayed when this function is operated every time.

Page zoom: offer the following options.

Automatic – it may reduce the printed image to fit printing in the printable area of the paper, or keep the same size as the original document.

Resize to fit paper size – reduce or enlarge the printed image to fit the printable area of the print paper chosen.

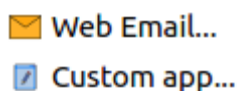
Nil – the printed image will be kept the same size as the original document.

Center: if chosen, the output content will be centered on the paper. If not chosen, the output content will be at the top left corner of the paper.

Email: use the scanned document to create an electronic file and then, start your default email program and deem the saved file as an attachment. If email has a login password, this option may be used only when email program is logged in.



New – allow you to create a new scan-to destination. When clicking this key, you can choose to add a new Web email or custom app.



Save as – allow you to use a new name to save the scan-to destination. This option will be very useful if it needs to copy Web email or custom app destination and alter several settings.



Modify – allow you to modify the scan to destination created by you.



Delete – allow you to delete the scan to destination created by you. Pre-defined destination cannot be deleted.

File type – according to the mode of scanned image saved or sent by you, choose one of the following types.

PDF – searchable: same as PDF file, added with the full-text search function favorable for text search.

PDF: appearance same as original document, retain font, image, graphic and layout of the source file, no matter it is created by which application and platform.

TIFF-multi-page: combine all scanned images into one TIFF file.

JPEG/ TIFF-single-page: if a multi-page or multi-sided document will be scanned, every page or side will be saved as a separate JPEG or TIFF file. If JPEG compression function is enabled, create JPEG file; otherwise, create TIFF image.

PNG: one bitmap format of lossless compression.

PDF – single-page searchable: same as PDF-single-page file, added with the full-text search function available for text search.

PDF – single-page: if a multi-page or multi-sided document should be scanned, every page or side will be saved as a separate PDF file.

BMP: if a multi-page or multi-sided document should be scanned, every page or side will be saved as a separate bitmap file.

OFD: create a file of official document format, appearance same as original document, retain font, image, graphic and layout of the source file.

TXT: Create a text document.

Settings button – if **PDF-searchable, PDF – single-page searchable TXT** is chosen in “file type”. It will display the dialog “OCR settings” and you can choose the language of scanned document here. For instance, to scan the document written in Italian, you can choose Italian as the language for document scanning and then, click “OK”.

Folder: enter the folder name of scanned image to be saved by you, or click to browse and find the folder. It will display the dialog “browse folder” and you can search the existing folder or click “new folder” to create a new folder here.

Document name & format: choose the format used to generate the unique output file name automatically:

Date and time stamp – if this option is chosen, file name will contain the creation date and time of output file. For instance, 2013-08-03T085026, pdf is created on Aug. 03, 2013 at 08:50:26 a.m.

Date and sequence number – if this option is chosen, file name will contain the creation date and number of output file. For instance, 2013-08-01(1).pdf (used for the first PDF file created), 2013-08-01(2).pdf used for the second PDF file created, and so on.

- **Barcode and serial number** – if this option is chosen and there is barcode, file name will contain barcode information, and then add serial number.

- **Barcode and time stamp** – if this option is chosen and there is barcode, file name will contain barcode information, and then add time.

Note: If the file is named with the "Barcode and Serial Number" or "Barcode and Time Stamp", the barcode detection option should be enabled, which is located in the "Detect" tab of the "Image Settings".

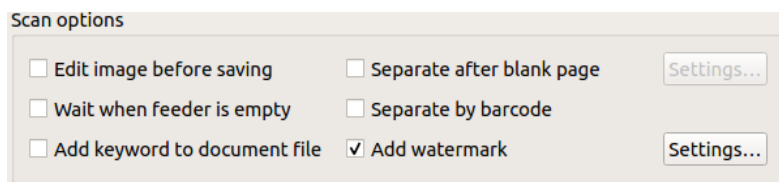
File name prefix: if file name should be added with a prefix, it will be added before every file name and added to the file name together with date, serial number and appropriate filename extension (for instance, .pdf, .tif). For instance, if the word “Invoice” should be placed before file name, enter “Invoice” in the file name prefix field and the file will be named as: Invoice2013-08-27(1).pdf: Invoice2013-08-27(2).pdf, and so on.

Set file name before saving/ sending file: if chosen, the dialog “save as” will be displayed after document scanning and you can designate the file name and storage location here. The dialog “save as” will be displayed when this function is operated every time.

Note: after choosing “name before saving file” and “split by barcode”, the first barcode read in the batch will be used as file name only. If barcode should be used for file naming, please cancel the selection of “name before saving file”.

Scan options

Available scan options include:



Scan options

<input type="checkbox"/> Edit image before saving	<input type="checkbox"/> Separate after blank page	Settings...
<input type="checkbox"/> Wait when feeder is empty	<input type="checkbox"/> Separate by barcode	
<input type="checkbox"/> Add keyword to document file	<input checked="" type="checkbox"/> Add watermark	Settings...

Edit image before sending – if this option is chosen, the scanned image will be displayed in the window “edit” for editing. Please refer to the section titled “Pantum Scanning Assistant – edit window”.

Wait for other page when feeder is empty – if this option is chosen, the scanner will be stopped when the feeder is empty and remind you to add paper to the document feeder for scanning.

Add keyword to document file – allow you to add a word in the document file, so as to help you search document later.

Note: keyword cannot be saved as bitmap file.

Split after blank page – if this option is chosen, you can put several files into the feeder and place a blank page between every two documents; then, Pantum Scanning Assistant will create the separated document file for scanned image set after every blank page.

Note: in the scanning application, blank image detection must be set as nil, to enable this function.

Split by barcode – you can set the scanner as barcode search in image. The scanner will search every image and find the first barcode for decoding. If this option is chosen, you can put several files added with barcode into the feeder. Then, Pantum Scanning Assistant can create the separate document file for scanned image set after every barcode. The followings are detectable barcodes:

Interleaved2of5

Code3of9

Code128

Codabar

UPC-A

UPC-E

EAN-13

EAN-8

PDF417

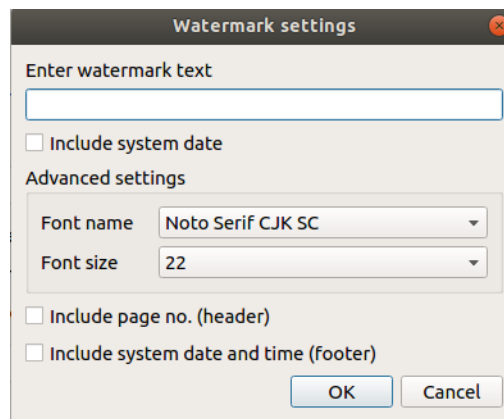
QR Code

Note:

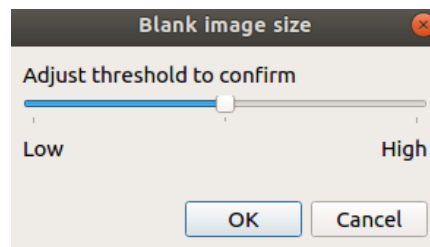
To obtain the optimum barcode detection, please use 300 dpi or higher resolution.

After choosing “name before saving file” and “split by barcode”, the first barcode read in the batch will be used as file name only. If barcode should be used for file naming, please cancel the selection of “name before saving file”.

Add watermark – choose the watermark added to the file.



Setting – display the dialog “blank image size”. This option enables you to choose the max size of image that is deemed by the scanner as blank. Any image greater than that value will be deemed as non-blank and saved as one part of document file.



You may adjust the threshold used to determine an image as blank page from **low** to **high**. It should be noted that:

If Pantum Scanning Assistant is allowed to determine image as a blank page, the following choices must be done:

- File type cannot be .bmp.
- In scan as: display settings before starting scanning.
- Blank image deletion = nil.
- Compression type = JPEG or group IV.
- Compression quality = draft, good or preferable color file

If Pantum Scanning Assistant fails to detect any blank page from a black-and-white document, please turn to “scan as” setting. On the tag “adjust”, set the switch quality to normal (ATP) or draft (fixed).

Scan as setting

Settings shortcut – display the name of one group of names of scanner settings used and currently defined by the scanner. Those groups of named scanner settings are called shortcuts.

Settings: display the window “scanner” and allow you to choose different scanner settings shortcuts.

New settings shortcut will be saved and used when this function is performed every time, by default.

Note: for detailed information about the window “scanner” and TWAIN data source, please refer to the instructions for scan settings in the setup CD.

Display before scanning setting: if it is chosen, the window “scanner” will be displayed before document scanning and you are allowed to choose settings shortcut of the scanner. The dialog “scanner” will be displayed when this function is performed every time.

OK – close the window “configure”, if you make any change but fail to save it, one message will be displayed and ask you whether this change will be saved or not.

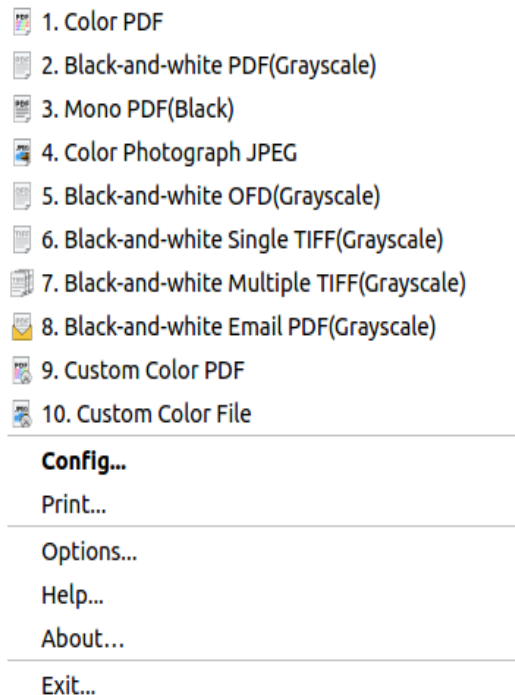
Cancel – close the window “configure” without saving any change.

Apply – save any change.

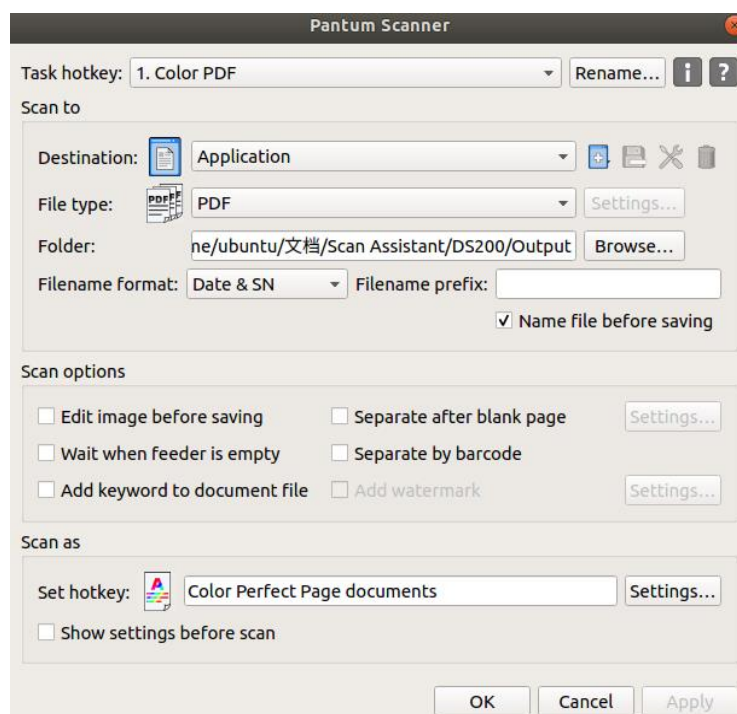
Custom tasks

To customize the task and function number, please perform the following steps. For details about options in the window “configure” of Pantum Scanning Assistant, please refer to the section titled “configuration window”.

1. Click the icon “scanner” in the system tray.
2. Choose configuration.



Then, it will display the window “configure”.



3. Choose the task shortcut to be configured from the dropdown list of task shortcut.

Note: if you intend to rename any task shortcut, click "rename". When the dialog "rename shortcut" appears, you can enter the new name and graphic (if required). For more information, please refer to the section titled "configuration window" herein.

4. Choose the required destination from the dropdown list of destinations.

Note: if the printer or facsimile printer is chosen as the destination, the option scan to: file type will be disabled. On the contrary, you can choose a printer different from the default printer.

5. Choose the required file type from the dropdown list of file types. This operation will decide the file type of email to be created.

6. Your documents will be saved to the folder "my documents", by default. If you need to change the storage location, please enter the folder name or click to browse and choose other folder.

7. Choose the required file name and format from the dropdown list.

8. If required, you can enter the text in the file name prefix field to add the file name prefix.

9. If you want to define the file name by yourself, please choose the checkbox "name before saving file" from the window "configure".

10. Choose any scan option required.

Note: if the destination is printer/ facsimile printer, those options "add keyword to document file", "split after blank page", "split by barcode" and "add watermark" will be disabled.

11. To edit any image before saving, sending email or printing, please choose to save the image edited before.

12. If required, you can choose the button save as: settings. According to the type of document to be scanned, choose different "settings shortcut" for the scanner. TWAIN data source will be started and the main window "scanner" will be displayed by clicking settings.

Note: for detailed information about TWAIN data source, please refer to the instructions for scan settings in the setup CD.

13. If it needs to change the settings shortcut of scanner before scanning, please choose the setting "display before scanning" from the window "configure" of Pantum Scanning Assistant.

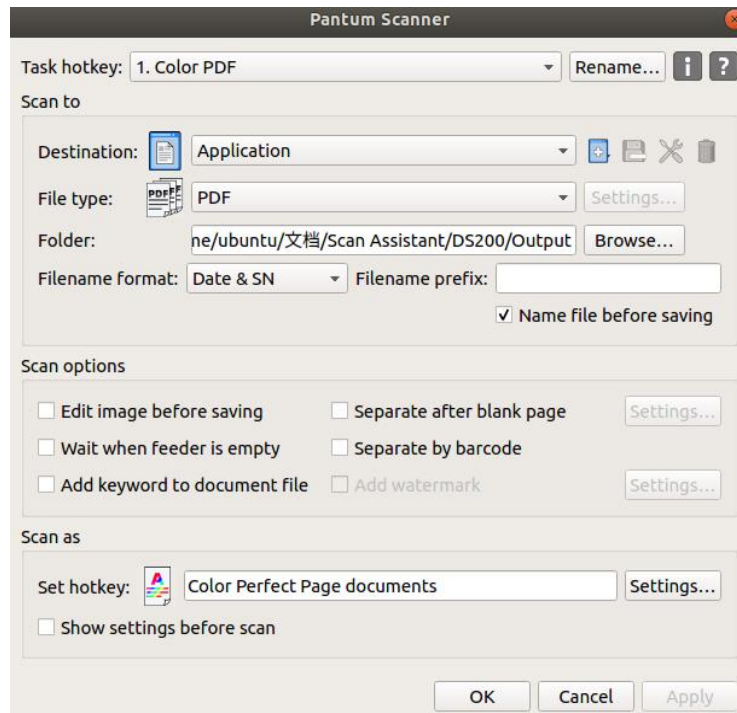
14. Click "apply".

15. Repeat steps 3~14 to modify other task shortcuts.

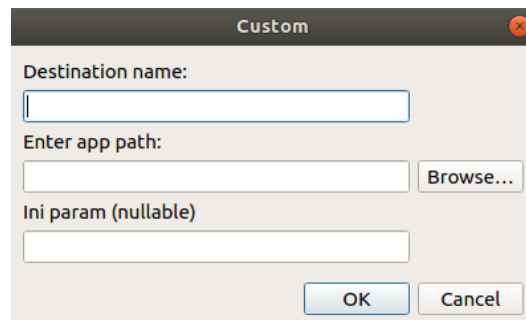
16. After that, click OK.

Custom app

1. If you want to create a custom app, please perform the following steps.
In the window “configure”:

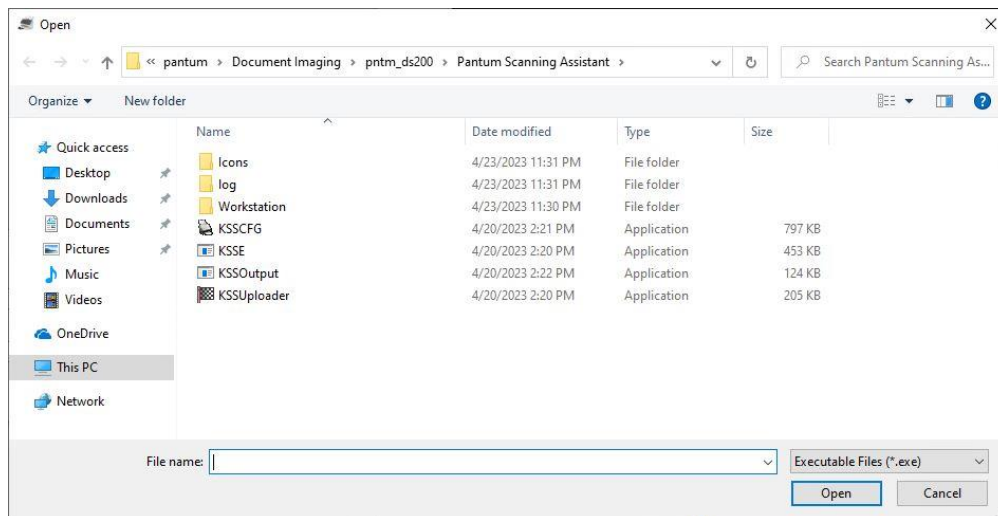


2. Click the icon “new” and then choose custom app. In such a case, the dialog “customize” will appear.

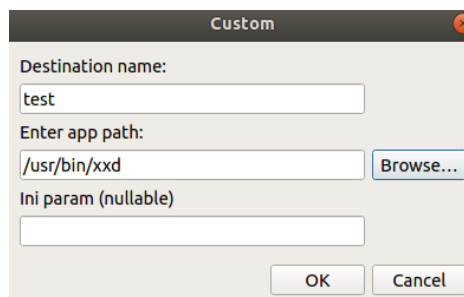


3. In the destination name field, enter the required name displayed in the dropdown list of destinations and then click “browse”, and choose app.

In such a case, the dialog “open” will appear.



4. Find and choose the app(For example, the executable files located in the directory of /usr/bin). Then, click “open”. The app chosen will be added into the dialog “customize”.



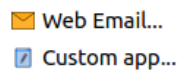
5. Click “OK”. New destination in the list will be available.

Set Pantum Scanning Assistant

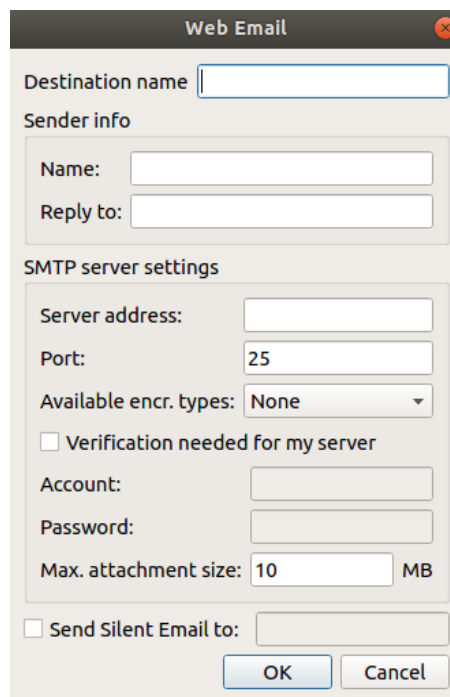
scan to Web email destination

Create Web email destination:

1. Choose the icon “new” and then choose “Web email”.



2. Then, the dialog “Web email” will appear.

A screenshot of a 'Web Email' dialog box. It has a title bar with a close button. The dialog is divided into sections: 'Destination name' with a text field; 'Sender info' with 'Name:' and 'Reply to:' text fields; 'SMTP server settings' with 'Server address:', 'Port:' (set to 25), 'Available encr. types:' (set to None), a checkbox for 'Verification needed for my server', 'Account:', 'Password:', 'Max. attachment size:' (set to 10 MB), and a checkbox for 'Send Silent Email to:'. At the bottom are 'OK' and 'Cancel' buttons.

3. In the destination name field, enter the required name displayed in the dropdown list of destinations.

4. Enter the following sender information:

Name: sender name shown in the email.

Reply-to address: sender’s email address shown in the email.

5. Enter SMTP server settings for Web email system used by yourself. This information can be generally found in the online help of Web email system. Your system administrator may also provide that information.

Server address: SMTP server address for sending the email.

Port: port number of SMTP server.

Use the following types of encrypted connection: choose this option according to the requirements of SMTP server for secure connection.

Options include:

N/A

SSL – this option uses secure sockets layer.

TLS – this option uses transport layer security and is a subsequent version of SSL.

My server needs to be verified: this option will be chosen if password must be entered for SMTP server accessing to the email.

Account name – enter the user login name of the email account, to send email.

Password – enter the corresponding password to access to the email account.

Set the max attachment size as the max allowable attachment size of Web email.

Note:

When you use the task shortcut “scan to Web email configuration” to activate the scan, it will scan the document and create a file and attach it to the email. The system will remind you to enter the email address where the attachment should be sent, as well as the subject line and content text of the email.

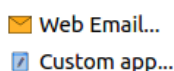
It takes a long time to send .bmp file by Web email. Therefore, it should better use other file type or send smaller .bmp file.

If Pantum Scanning Assistant uses PC and direct internet connection for scanning, Web email can achieve the optimal effects.

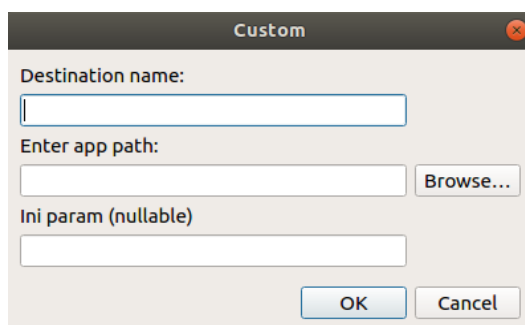
scan to custom app

To create the custom app destination for the task shortcut, please perform the following steps:

1. Choose the icon “new destination” and then choose “custom app”.



2. Then, the dialog “customize” will appear.

A screenshot of a dialog box titled 'Custom'. It contains three input fields: 'Destination name:' with an empty text box, 'Enter app path:' with an empty text box and a 'Browse...' button to its right, and 'Ini param (nullable)' with an empty text box. At the bottom right are 'OK' and 'Cancel' buttons.

2. In the destination name field, enter the required name displayed in the dropdown list of destinations.
3. Enter the route of custom app used.

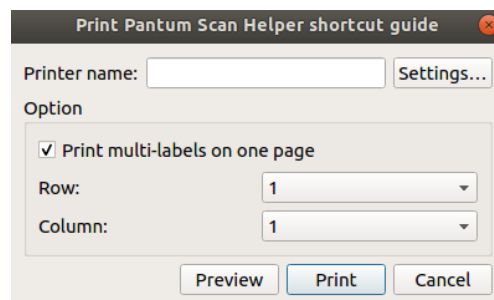
Note: after choosing “browse”, a window will appear and you can browse to the folder used via this window.

4. Click “OK”.

Print shortcut indexes for Pantum Scanning Assistant

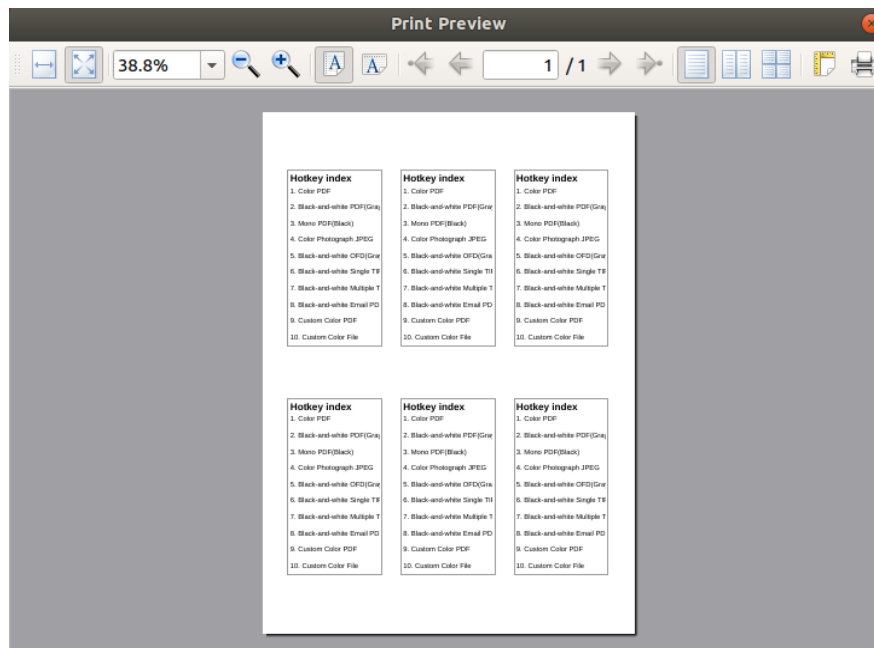
After customizing the function number and task, you may need to print the shortcut indexes for the list of print tasks. To create the shortcut index, please perform the following steps:

1. Right click the icon “scanner” in the system tray, to display the function list. Then, choose “print”, to display the dialog “print shortcut indexes for Pantum Scanning Assistant”.



2. If required, click the setting button to change printer.
3. If you want to print several tags on a paper, please choose the option “print several tags on a paper”. If you choose that option, please select the line and column number and make them be equal to the number of tags to be printed. At most 6 tags can be printed on each page.

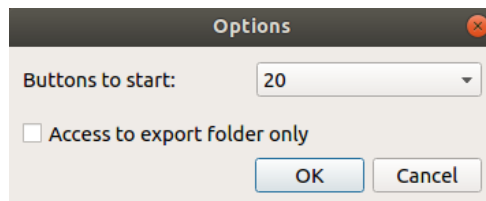
4. If required, click “preview” to check the print method of tags.



5. Click “print”.

Option “settings” of Pantum Scanning Assistant

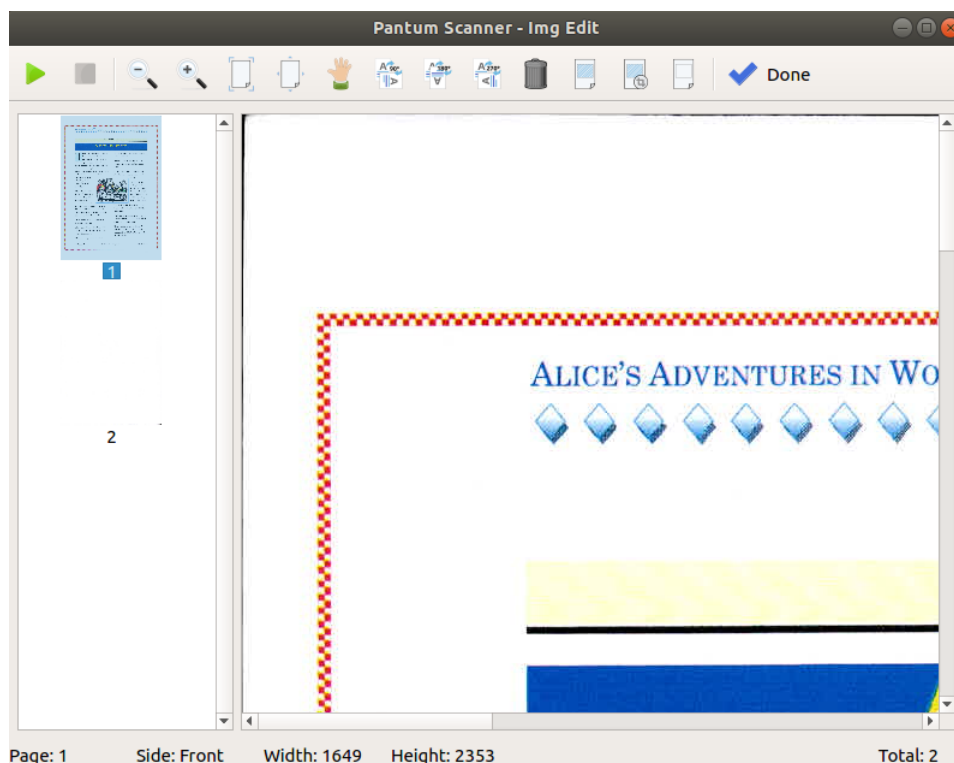
You can choose options from the system tray and set the number of buttons to be enabled.



Choose the number of buttons to be assigned and enabled, and then, click “OK”.

Window “edit” of Pantum Scanning Assistant















Window “edit” of Pantum Scanning Assistant can enable you to check before sending the scanned image to the final destination. After document scanning, the image will be displayed in the window “edit”.



You can perform ordinary editing tasks, i.e. rotate and delete blank pages etc., from this window. Upon completion, click “complete” to send the image to the final designation.

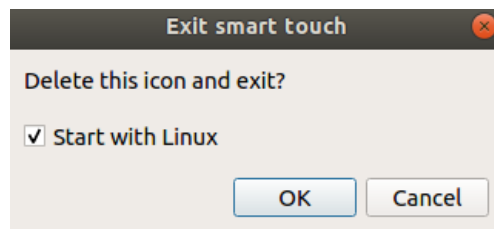
To enable the window “edit”, please choose the option “edit image before sending” from the window “configure” set by you.

Then, the following icons in the window “edit” will be available. To use a certain tool, click its icon to choose it and then, apply it to the required image.

	Start scanning – allow you to scan other documents and then attach them to the current image.
	Stop scanning – cancel the document scanning.
	Finish – please click this icon to complete the image check or editing and send it to the destination.
Tools	
	Zoom Out and Zoom In – magnify one part of the image. Hold down the left mouse button in the image, to magnify it. Drag this tool on the image, to magnify different parts of the image.
	Actual size of image - Display the image at actual size (default)
	Size fit for window - Display the image at size fit for current window
	Translate – allow you to move the image in the window at will. If the display window cannot show the entire image, use this tool in the image, for instance, after magnifying the image.
	Rotate by 90 degrees – rotate the image to the right by 90 degrees. Click in the image to rotate it.
	Rotate by 180 degrees – rotate the image to the right by 180 degrees. Click in the image to rotate it.
	Rotate by 270 degrees – rotate the image to the right by 270 degrees. Click in the image to rotate it.
	Delete – delete the image. Click in the image to delete it. The dialog “OK” will appear before deleting the image.
	Select region – allow to draw a rectangular region on every image. Use this tool in coordination with tools “crop” and “blank”. Click the icon at the left bottom corner of the image, to remove (cancel) this region.
	Cut – crop the image. The part of image in this region will be kept only. The dialog “OK” will appear before cropping the image.
	Empty – replace the part of image in this region with white background. The dialog “OK” will appear before modifying the image.

Delete the icon “scanner” from the system tray

1. Click the icon “scanner” in the system tray.
2. Choose “exit”. In this way, it will display the dialog “exit Pantum Scanning Assistant”.



3. When you click “yes”, you will turn off Pantum Scanning Assistant and remove it from the system tray.
4. If this checkbox is chosen at the same time of exit, Pantum Scanning Assistant will be started automatically and displayed in the system tray at the time of your next login.
5. If this checkbox is not chosen at the same time of exit, Pantum Scanning Assistant will not be started at the time of subsequent login. Administrative privileges are required to change this setting.

Q&A

If Pantum Scanning Assistant is installed in the computer, can the computer be such configured that Pantum Scanning Assistant will always be used by pressing the scanner button?

Yes. To do this:

1. Log on as an administrator.
2. Start Pantum Scanning Assistant.
3. Right click the icon “scanner” in the system tray.
4. Choose “exit”.
5. Check whether the checkbox “run app when starting Windows” is chosen; if not, choose this checkbox and exit Pantum Scanning Assistant; and then, start Pantum Scanning Assistant once again.
6. Cancel the administrator account.
7. Log on as a non-administrator user.

Note: If you generally log on as an administrator when Pantum Scanning Assistant is used, the app started last will be application opened by pressing the scanner button.

How to restore the task shortcut definition to the attached definition of Pantum Scanning Assistant?

Pantum Scanning Assistant does not provide the function to restore default value. However, you can do this by: exiting Pantum Scanning Assistant, converting to /home/user/.config/ Pantum directory, deleting "DS200" folder and its contents; and then, restarting Pantum Scanning Assistant in the start > program menu.

Which Web email apps can be used in coordination with Pantum Scanning Assistant?

Pantum Scanning Assistant is suitable for using in combination with all Web email systems using SMTP. For instance, Gmail, Hotmail, AOL and Yahoo Mail using SMTP. If you need to inquire the online help of Web email provider, find out the settings required for that Web email system.

What's the difference between email and Web email destinations?

Email should be used as the destination when it is scanned to the email system which conforms to MAPI standard.

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