DocketPORT® 488

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

FC 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, 2003, XP, Vista, 7, and Microsoft are the registered trademarks of Microsoft Corporation.   Adobe ACROBAT Signature is registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

What's included with this package   …………………

DocketPORT 488 Scanner
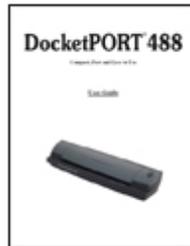
DocketPORT 488
User Manual
Printable from CD

USB Cable (6ft.)

Carrying Pouch
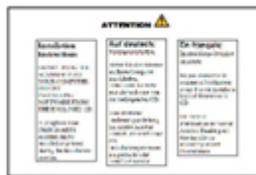
Quick Install Guide

Installation CD

Document Sleeves (2) for thin paper documents
Calibration Targets (2), Cleaning Sheet (1)

Contents ....

Welcome ....

Thank you for purchasing our DocketPORT® 488 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® 488 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), 2003(SP2), Windows 2000 (SP4) operating systems.   We also feature a TWAIN 1.9 compatible driver that will work with hundreds of imaging applications.   If you experience any difficulty with these drivers, please check our website www.docucap.com to verify that you are using the latest version.

Software & Hardware Installation …………………

** (*FOR BEST RESULTS PLEASE INSTALL THE SOFTWARE FROM THE CD FIRST BEFORE CONNECTING THE SCANNER TO YOUR COMPUTER*) **

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. 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 (Fig. 1) and follow the installation instruction (Fig. 2).**
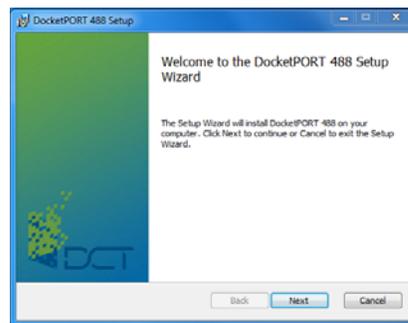
Fig. 1   Fig. 2

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 double-click the Setup.exe icon located in the Driver (32-bit) folder or the Driver64 (64-bit) folder on the CD.
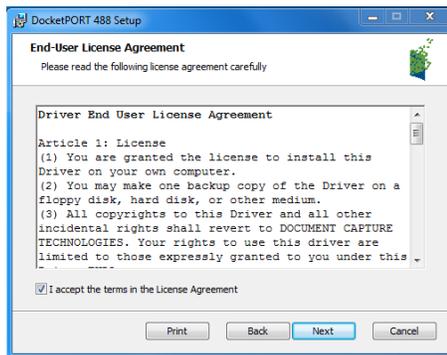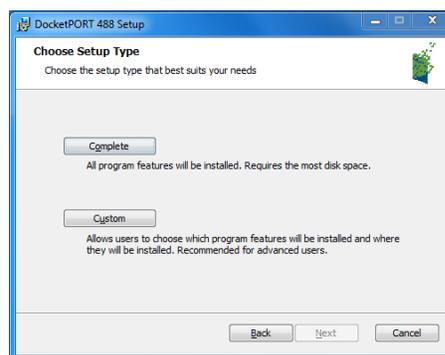

Fig. 3   Fig. 4

e) **Check the EULA accept box then click "Next" (Fig. 3).**

f) **The Choose Setup Type window shows two choices of installation, select the "Complete" button and allow the full installation (Fig. 4).**

g) Click "Install" to begin the installation (Fig. 5).

h) Click "Next" to finish installation (Fig. 6).
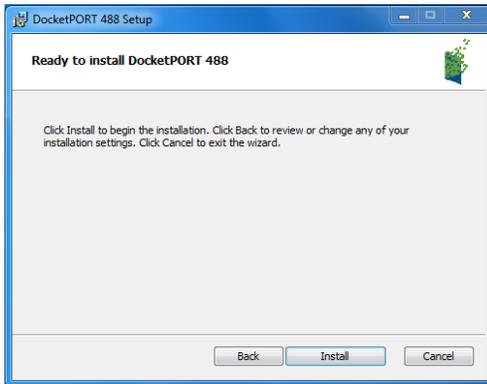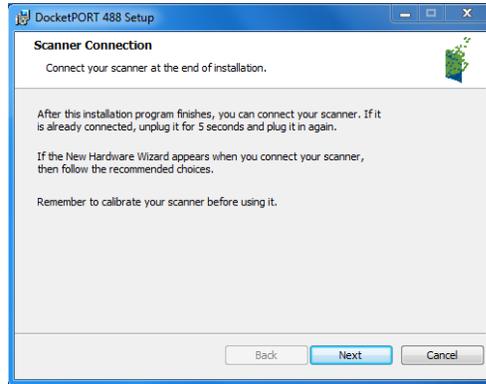
Fig. 5   Fig.6

i) You will be redirected back to the main menu at the end of the installation.

j) You can either install PageManager 7 and/or Adobe Reader 9.3 application now or later.

Note: After you have completed all your software installations, we 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 uninstall the scanner driver, you can do so from Uninstall or change a Program.

b) Go to: START / Control Panel / Uninstall a program.

c) Select your scanner model "DocketPORT 488".

d) Select the Uninstall button and your driver will be removed from your system.

e) It is important that the scanner is connected to your computer when performing this function.

f) You can also uninstall your PageManager 7 and/or Adobe Reader 9.3 application from here.

Install Scanner hardware

    a)   **Connect the USB cable (provided) to your computer and scanner (Fig. 1).**

    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. (Check your computer's user guide to identify other available USB ports and their locations.)**

Fig. 1

    d)   **Once your scanner is connected to your computer, "Installing Device Driver Software" balloon will pop out from the system tray and your scanner will be automatically installed.**

    e)   **Scanner is ready to use when you see "DocketPORT 488 Device driver software installed successfully" balloon.**

Using your Scanner …………………

Note: Before using your scanner for the first time you must calibrate the unit.

Performing Initial Scanner Calibration

There are two different ways to calibrate your scanner:

1) From Windows

   a. Go to: Windows "START" / Control Panel / Devices and Printers (Scanners and Cameras for Windows Vista users) and you will see your model listed.

   b. Right click on your scanner model and a pull down window will appear. (Windows Vista users need to right click on the scanner model and go to "Properties.") Select "Scan properties" option.

   c. Go to the "Advanced" tab and select "Calibrate" button.

   d. Insert the calibration target and click on "Calibrate."

2) From DocketSCAN II application (or your own TWAIN compliant application)

   a. Select your scanner model "DocketPORT 488". DO NOT select the "WIA-DocketPORT 488" at this time.

   b. Click on "Custom" button and the TWAIN user interface appears (Fig. 1).

   c. Insert the calibration target that came with your scanner then select "Calibrate" (Fig. 2).
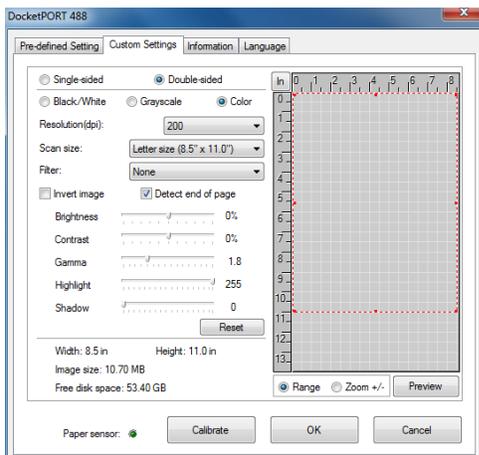

Fig. 1
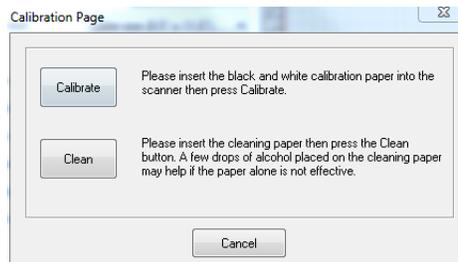
Fig. 2
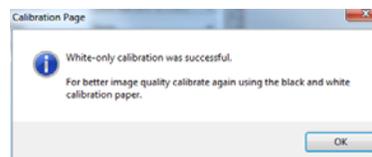
Fig. 3

NOTE: If scanned image quality has become unsatisfactory, we recommend you first clean the scanner with the included cleaning sheet and then recalibrate the scanner.

NOTE: Should you lose or forget the calibration target when traveling, you can simply use any plain "white" piece of printer paper to perform the calibration. Accept the message to proceed to scanning (Fig. 3).

Using DocketPORT® 488 scanner with other applications

DocketPORT® 488 scanner is fully TWAIN compliant, you can use it with literally hundreds 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 the DocketPORT® 488 list. Sometimes these "source" scanner options may be found under "TWAIN devices available" or "import from".

Tips & Cautions ....

Your DocketPORT® 488 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 option 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.   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.

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® 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® 488

Warranty Period – 1 year   *Contact your place of purchase for warranty service information

Warranty for Machines:

The manufacturer warrants that each machine if free from defects in materials and workmanship and conforms to the manufacturers 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 of 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.
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 within 1 business day.

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Updated Drivers and User Guides
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