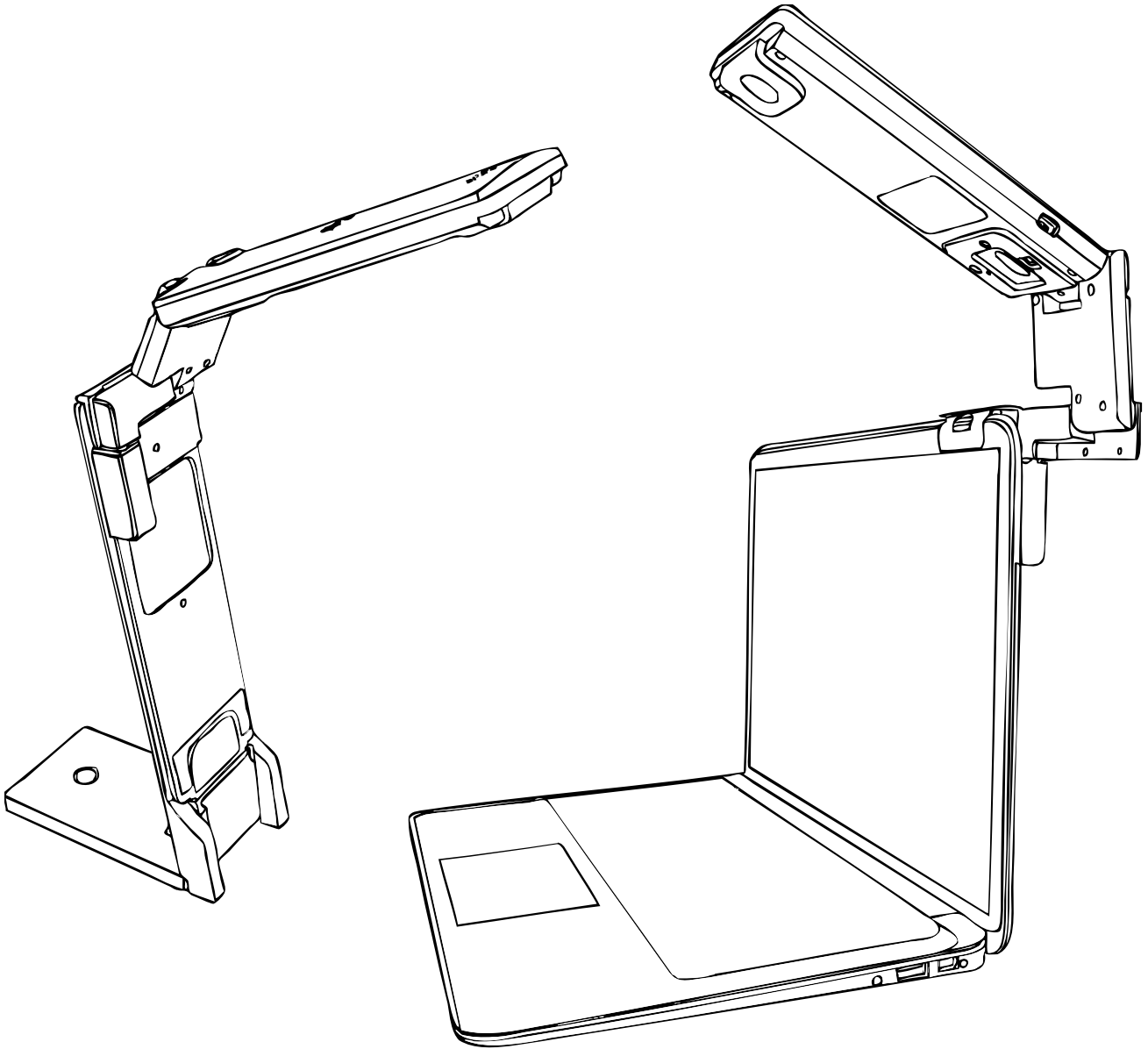


---

# XCANEX

Model: XC-1B



**USER'S MANUAL**

**piQx**  
Imaging

---

---

# TABLE OF CONTENTS

<b>1.</b>	<b>GETTING STARTED.....</b>	<b>1</b>
1.1	ITEMS IN THE PACKAGE.....	1
1.2	INTRODUCTION.....	2
1.3	MECHANICAL INSTALLATION.....	3
1.3.1	<i>Option A: Attaching to stand</i> .....	3
	Unfolding the stand.....	3
	Adjusting length of elastic strap.....	4
	Placing scanner on the stand.....	4
	Securing the Flexi hook.....	5
	Fastening the elastic strap.....	5
1.3.2	<i>Option B: Attaching to laptop PC</i> .....	6
	Measure depth of laptop.....	6
	Adjusting length of elastic strap.....	6
	Pasting Hook tape on laptop.....	7
	Placing scanner on laptop.....	7
	Securing the Flexi hook.....	8
	Securing the elastic Strap.....	8
	Fine adjustment to elastic strap positioning.....	9
1.4	PC SYSTEM REQUIREMENTS.....	10
1.5	SOFTWARE INSTALLATION.....	11
1.6	LAUNCHING PERFECAPTURE, BCO AND SWITCHING XCANEX LED ON/OFF FOR LIGHTING PURPOSES.....	13
<b>2.</b>	<b>PREREQUISITES BEFORE USING.....</b>	<b>14</b>
2.1	POSITIONING THE XCANPAD.....	14
2.1.1	<i>With XCANEX attached to stand</i> .....	14
2.1.2	<i>With XCANEX attached to laptop</i> .....	14
2.1.3	<i>XCANPAD foot setup (for placement on laptop keyboard)</i> .....	15
2.2	AIMING THE CAMERA.....	15
2.2.1	<i>Adjusting height</i> .....	15
2.2.2	<i>Adjusting angle</i> .....	16
2.3	DOCUMENT PLACEMENT.....	17
	Normal mode.....	17
	Gloss mode.....	17
	Document placement when auto document orientation is OFF.....	18
<b>3.</b>	<b>BASICS AND FEATURES.....</b>	<b>19</b>
3.1	USER INTERFACE LAYOUT.....	19
3.1.1	<i>Panels and icons</i> .....	19
	Main panel.....	19
	Preview panel.....	20
	Edit panel.....	20
	Thumbnail panel.....	21
	Settings panel.....	21
	Video settings.....	21
	Scan settings.....	22
	Languages.....	24
3.2	SCAN & MANAGE.....	25
3.2.1	<i>Selecting operation modes</i> .....	25
3.2.2	<i>Selecting preview screen orientation</i> .....	25
3.2.3	<i>Starting a scan</i> .....	26
	Starting a scan manually.....	26
	Starting a scan automatically.....	26
	Starting a scan by fixed interval timer.....	26
	Scan Indicators.....	27
3.2.4	<i>The thumbnail display &amp; Page Manager</i> .....	28
	Managing your pages.....	28

3.2.5	<i>Edit mode features</i> .....	29
	Zooming, panning & orientating .....	29
	Marquee & crop.....	29
	Digital highlighter.....	30
	Switching between document and photo enhancement modes.....	30
	Defining document corners manually .....	31
	Removing finger images manually .....	34
3.2.6	<i>Saving and using scans</i> .....	35
	Saving as various file formats.....	35
	Direct paste text or graphics to other applications .....	36
3.2.7	<i>Using the Canvas</i> .....	36
	Launching the Canvas.....	36
	The Canvas panel .....	37
	Picking the desired data .....	37
	Rotate, resize and move the data blocks .....	40
	Saving the picked data.....	41
3.2.8	<i>Changing frequently used scan settings using Fast settings</i> .....	41
<b>4.</b>	<b>SCANNING SHEET DOCUMENTS .....</b>	<b>44</b>
4.1	SHEET SCANNING MODE.....	44
4.2	DOCUMENT PLACEMENT ON XCANPAD .....	44
4.3	SCANNING MULTIPLE DOCUMENTS (DUO / QUAD MODE) .....	45
4.4	FLATTENING DOCUMENTS .....	45
4.4.1	<i>Using fingers to flatten document</i> .....	45
4.4.2	<i>Precautions on finger placement</i> .....	46
4.5	SCANNING GLOSSY DOCUMENTS.....	48
4.6	SCANNING STAPLED DOCUMENTS .....	49
4.6.1	<i>Orientation of document</i> .....	49
4.6.2	<i>Flattening corner fold</i> .....	50
4.6.3	<i>Aligning pages</i> .....	51
4.7	SCANNING LARGE SIZED DOCUMENTS (E.G. NEWSPAPER).....	52
4.7.1	<i>Example 1</i> .....	52
4.7.2	<i>Example 2</i> .....	56
4.8	SCANNING RECEIPTS AND SMALL DOCUMENTS .....	60
<b>5.</b>	<b>SCANNING BOOKS.....</b>	<b>61</b>
5.1	SELECTING BOOK SCANNING MODE.....	61
5.2	PLACING & ORIENTATING THE BOOK.....	61
5.3	PREVIEW ORIENTATION .....	63
5.4	POSITIONING THE PAGE .....	63
5.5	METHODS TO FLATTEN BOOK PAGE.....	64
5.5.1	<i>Finger placement</i> .....	64
5.5.2	<i>Thin side, center and thick side pages</i> .....	65
5.5.3	<i>Fragile or tightly bound books</i> .....	66
5.5.4	<i>Thin &amp; wide materials (E.g. Magazines)</i> .....	66
5.5.5	<i>Glossy pages</i> .....	67
5.6	MODES FOR SCANNING RANDOM AND CONTIGUOUS PAGES .....	68
5.7	SCANNING MULTIPLE CONTIGUOUS PAGES.....	69
5.8	INSERTING PAGES IN BETWEEN THUMBNAI LS .....	71
5.9	SCANNING RANDOM PAGES.....	71
5.10	SCANNING PAGES WITHOUT FULL BLEED PRINTING (EDGE PRINTING) .....	72
5.11	SCANNING FULL BLEED PRINTED PAGES (E.G. MAGAZINES) .....	72
5.12	SCANNING BOOK OR MAGAZINE COVERS .....	73
<b>6.</b>	<b>SCANNING BUSINESS CARDS.....</b>	<b>74</b>
6.1	SELECTING BUSINESS CARD SCANNING MODE .....	74
6.2	CARD PLACEMENT .....	75
6.2.1	<i>Card positioning on XCANPAD</i> .....	75
6.2.2	<i>Card placement near XCANPAD's folding line</i> .....	76

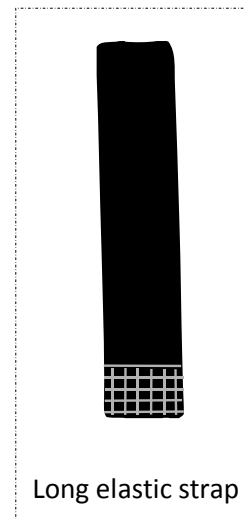
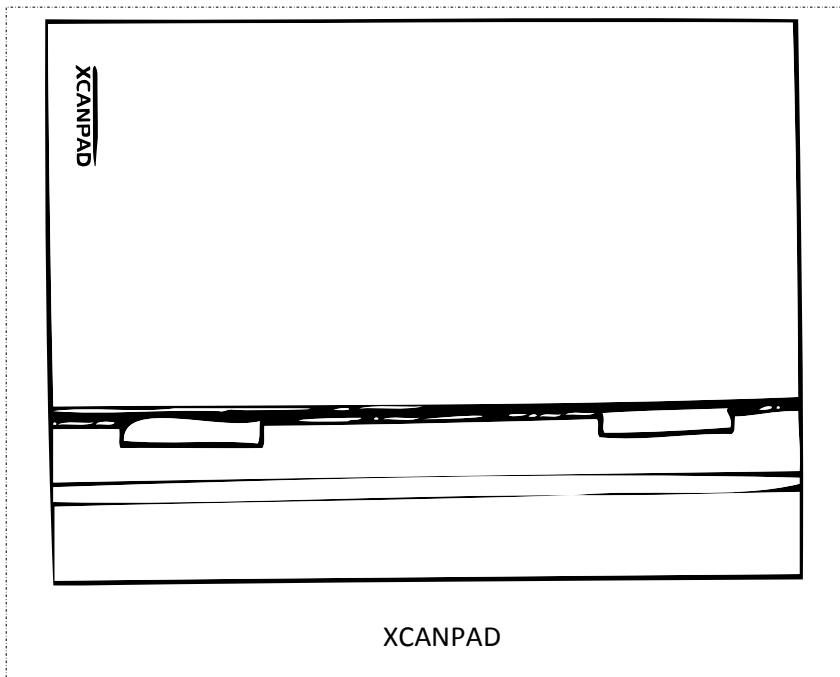
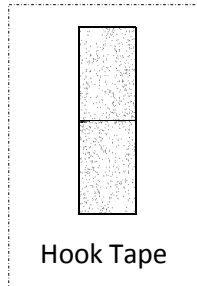
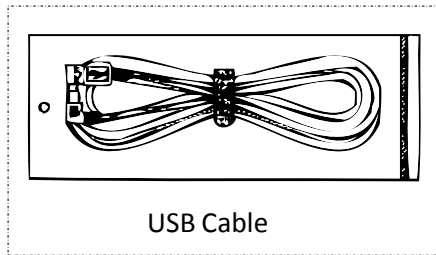
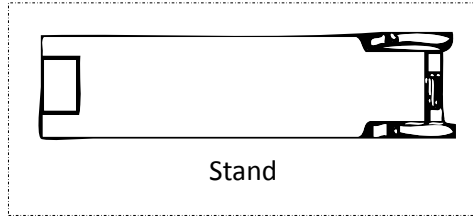
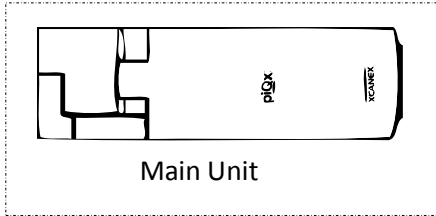
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6.3	MULTI-CARD SCANNING .....	76
6.4	BUSINESS CARD ORGANIZER (BCO).....	77
	Data display & search.....	78
<b>7.</b>	<b>DOCUMENT CAMERA.....</b>	<b>79</b>
7.1	SELECTING DOCUMENT CAMERA MODE .....	79
7.2	SELECTING CAMERA RESOLUTION.....	79
7.3	ZOOMING AND PANNING .....	80
7.4	SWITCH TO FULL SCREEN VIEW.....	80
7.5	SNAPSHOT CAPTURE .....	81
<b>8.</b>	<b>VIDEO RECORDING.....</b>	<b>82</b>
8.1	SELECTING VIDEO RECORDING MODE .....	82
8.2	SELECTING CAMERA RESOLUTION.....	82
8.3	RECORDING .....	83
<b>9.</b>	<b>USING XCANEX AS WEB CAMERA.....</b>	<b>84</b>
<b>10.</b>	<b>APPENDIX .....</b>	<b>85</b>
10.1	SAFETY INSTRUCTIONS.....	85
10.1.1	<i>Laser compliance and precaution</i> .....	85
	Label for laser compliance.....	85
10.1.2	<i>Safety measures</i> .....	85
10.2	DEVICE SPECIFICATIONS.....	86
10.2.1	<i>Hardware specifications</i> .....	86
10.2.2	<i>Software specifications</i> .....	86
10.3	KEYBOARD SHORTCUTS.....	87

# GETTING STARTED

# 1. GETTING STARTED

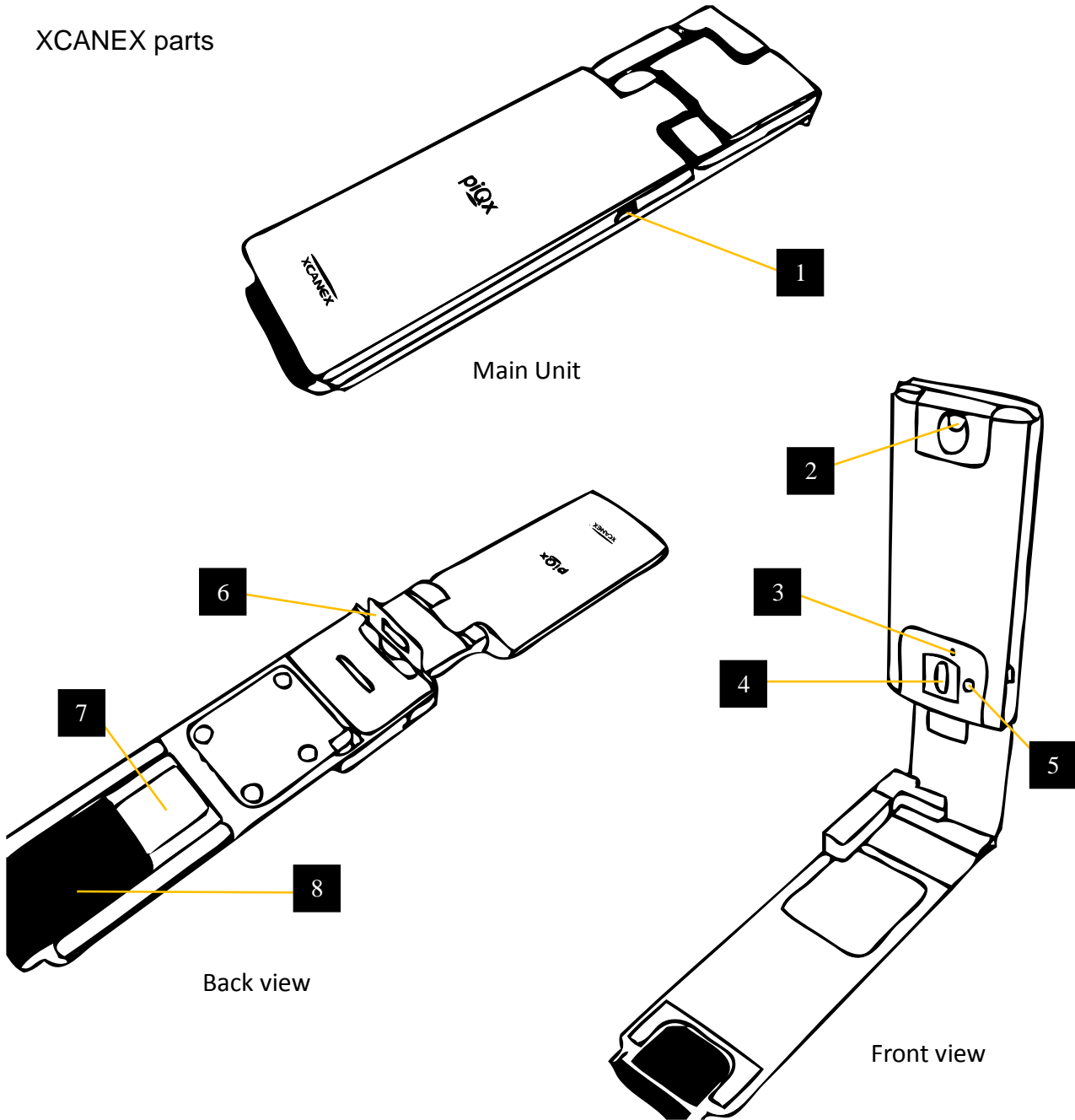
## 1.1 Items in the Package



(For use with laptops of depth > 10 inches only)

## 1.2 Introduction

XCANEX parts

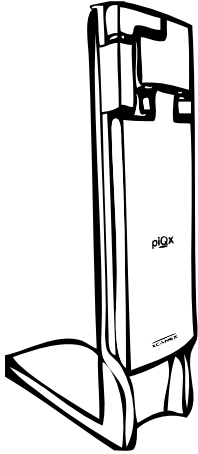


- |          |               |          |               |
|----------|---------------|----------|---------------|
| <b>1</b> | USB Connector | <b>5</b> | Video Light   |
| <b>2</b> | Camera Window | <b>6</b> | Flexi Hook    |
| <b>3</b> | Laser Window  | <b>7</b> | Hook Tape     |
| <b>4</b> | Xenon Flash   | <b>8</b> | Elastic Strap |

## 1.3 Mechanical Installation

### Installation Options

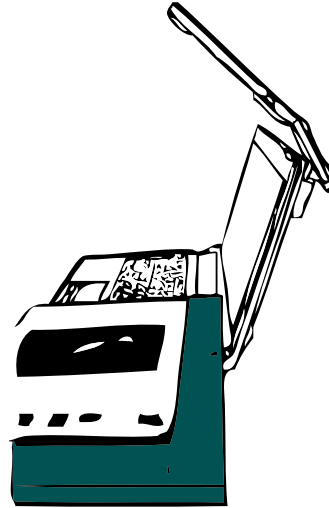
Option A



Attach to Stand

OR

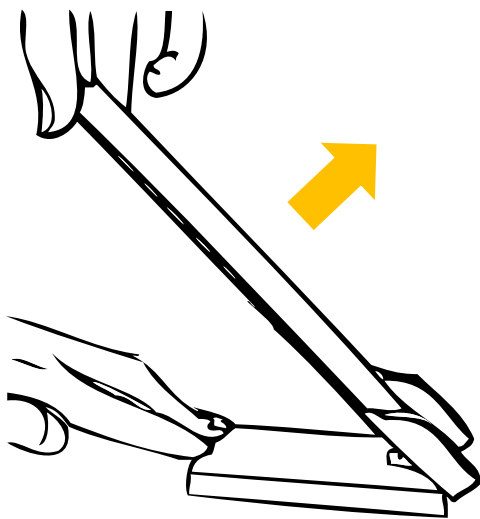
Option B



Attach to Laptop / Notebook PC

### 1.3.1 Option A: Attaching to stand

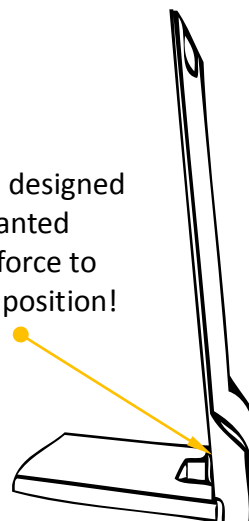
*Unfolding the stand*



Pull stand upwards from base



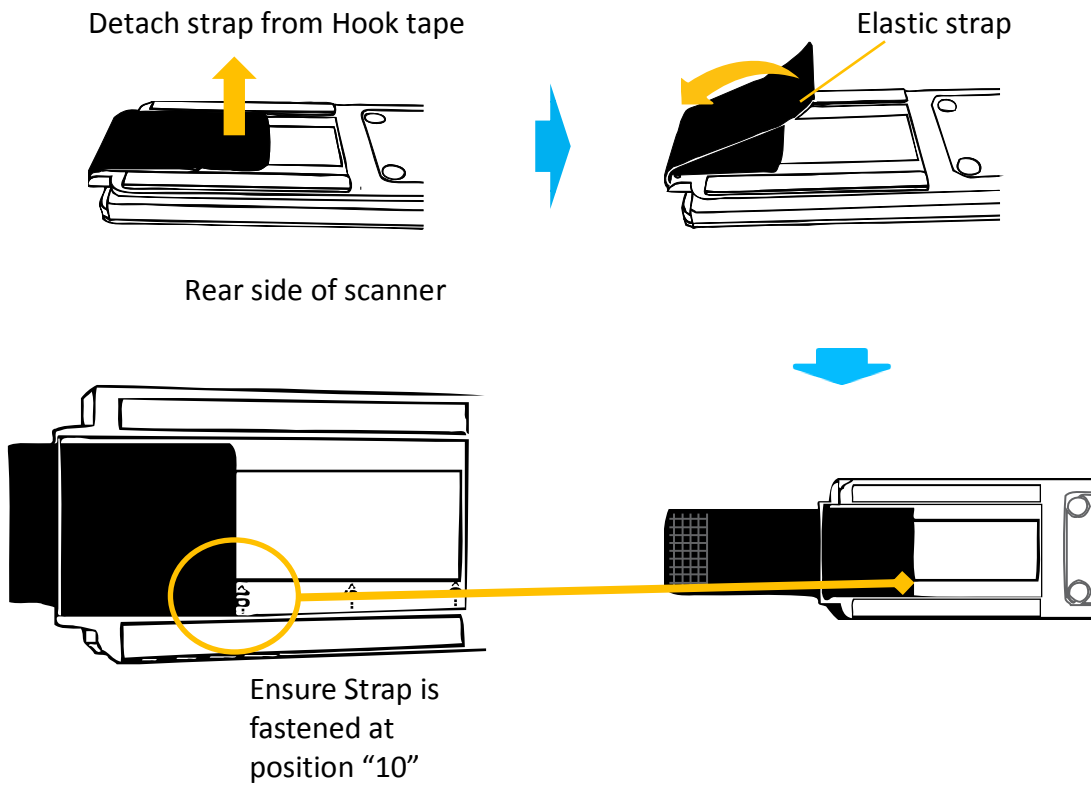
Stand is designed to be slanted  
Do not force to upright position!



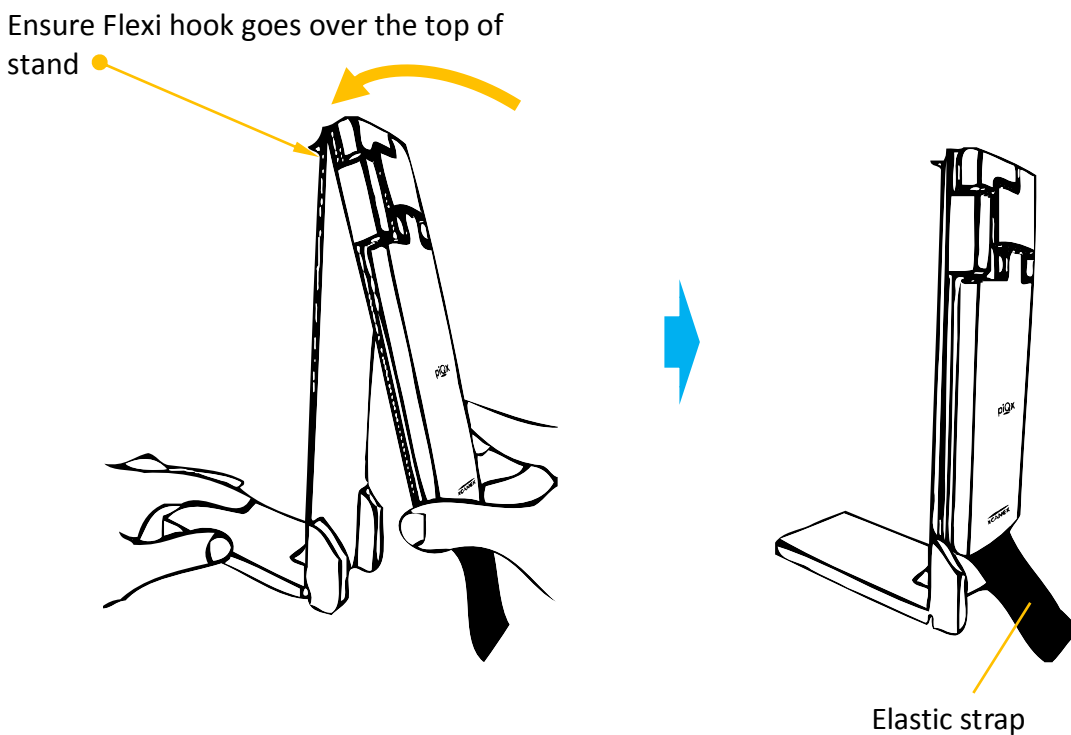
Opened condition



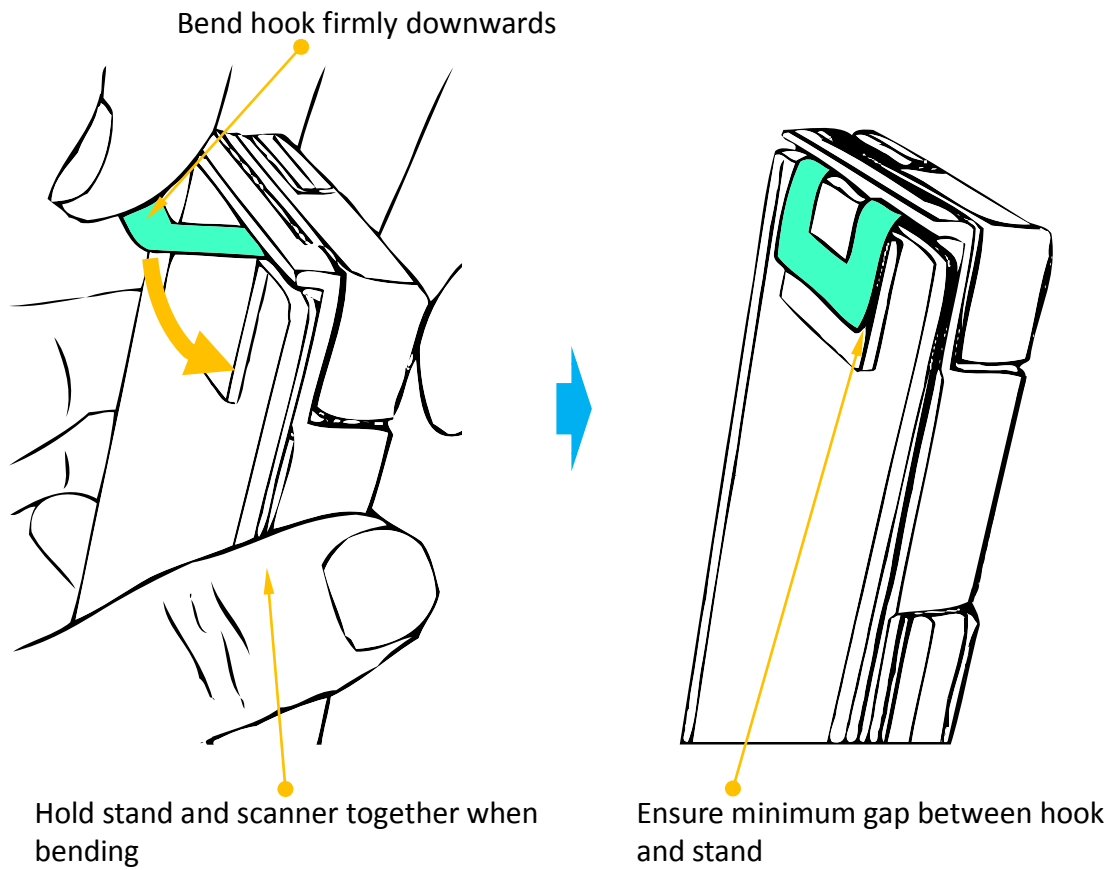
*Adjusting length of elastic strap*



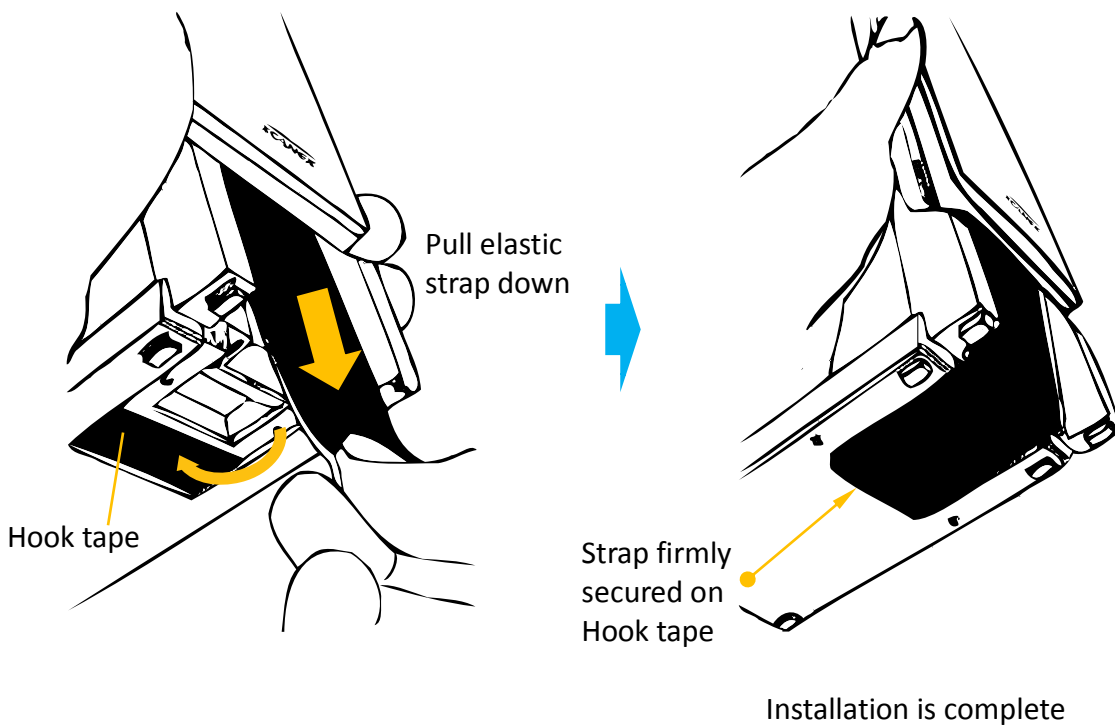
*Placing scanner on the stand*



Securing the Flexi hook



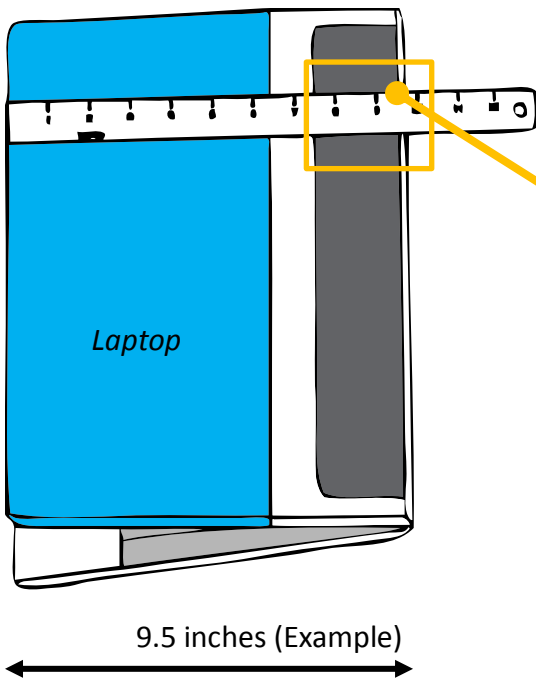
Fastening the elastic strap



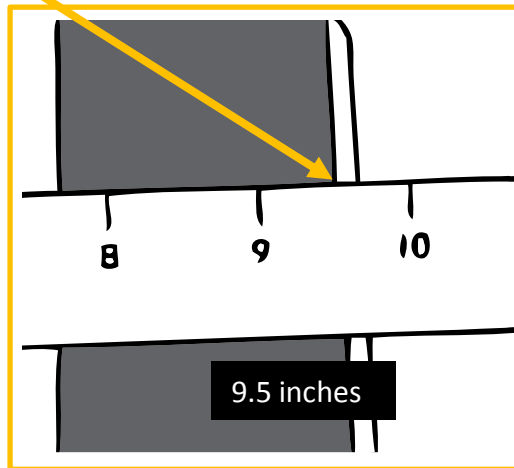
### 1.3.2 Option B: Attaching to laptop PC

Measure depth of laptop

(supports attachment to laptop with depth between 8.2 and 11 inches only)

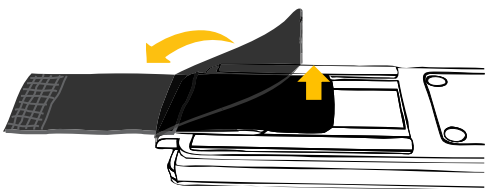


**!** For **laptop depths of 10 inches or more**, please perform the procedure under “Check the distance between edge of laptop’s lid and scanner” on page 10 to ensure belt tightness does not exceed the appropriate level (due to laptop’s thickness)



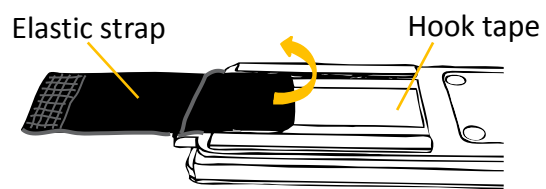
Adjusting length of elastic strap

Unwrap strap

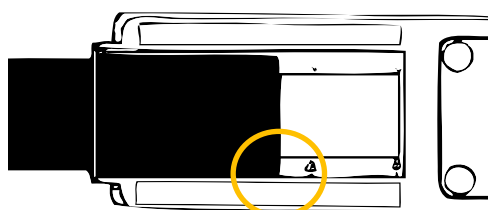


Rear side of scanner

Detach strap from hook tape

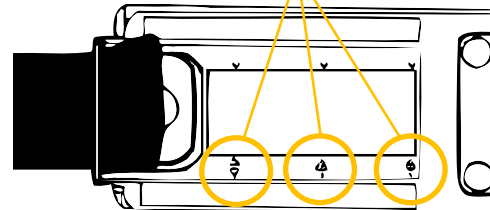


Ensure Strap is fastened at position corresponding to measured laptop’s depth

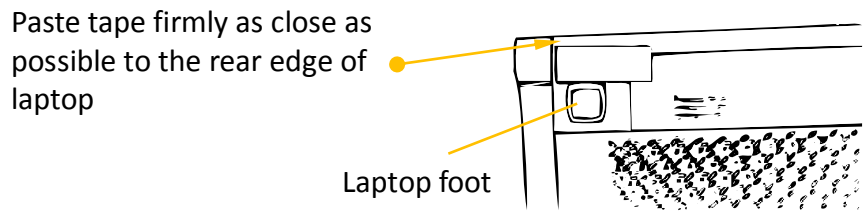
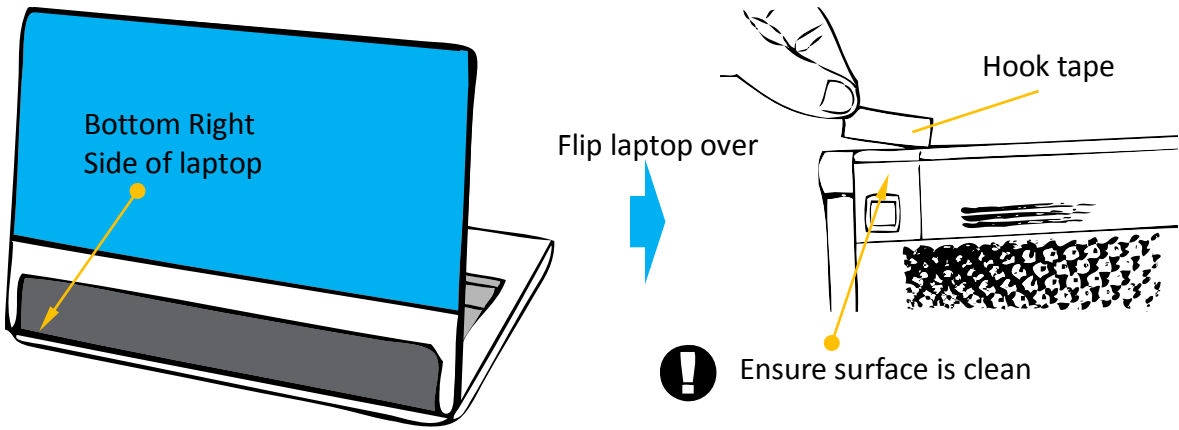


9.5 inches (for laptop in this example)

Numbers corresponds to depth of laptop in INCHES



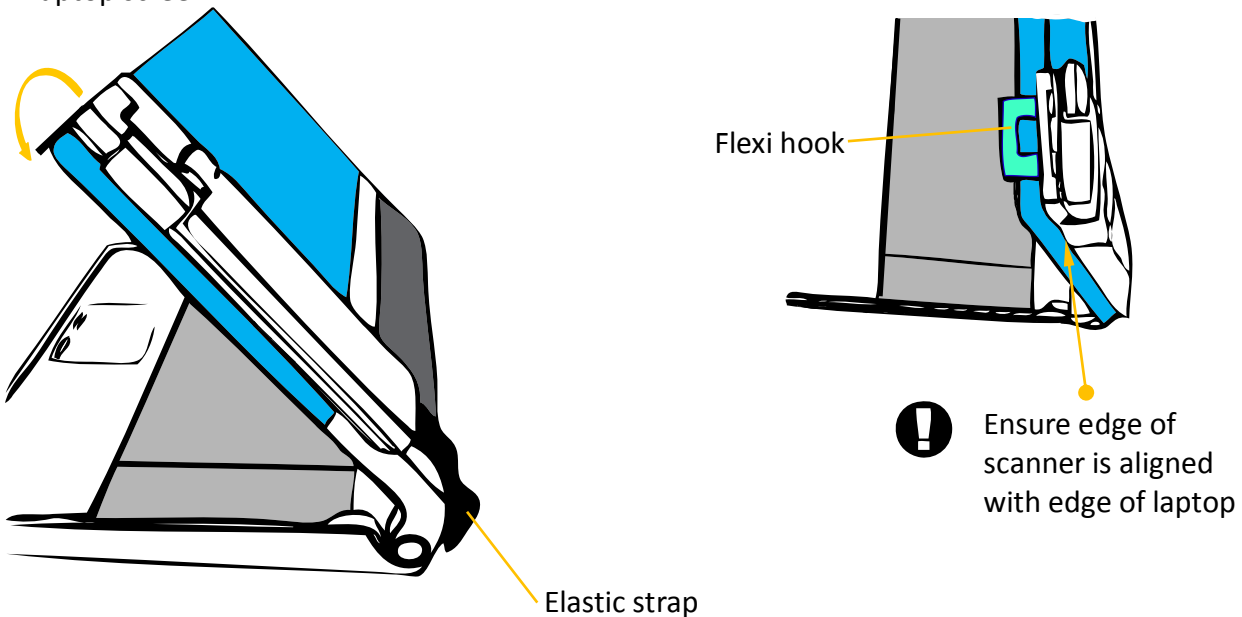
## Pasting Hook tape on laptop



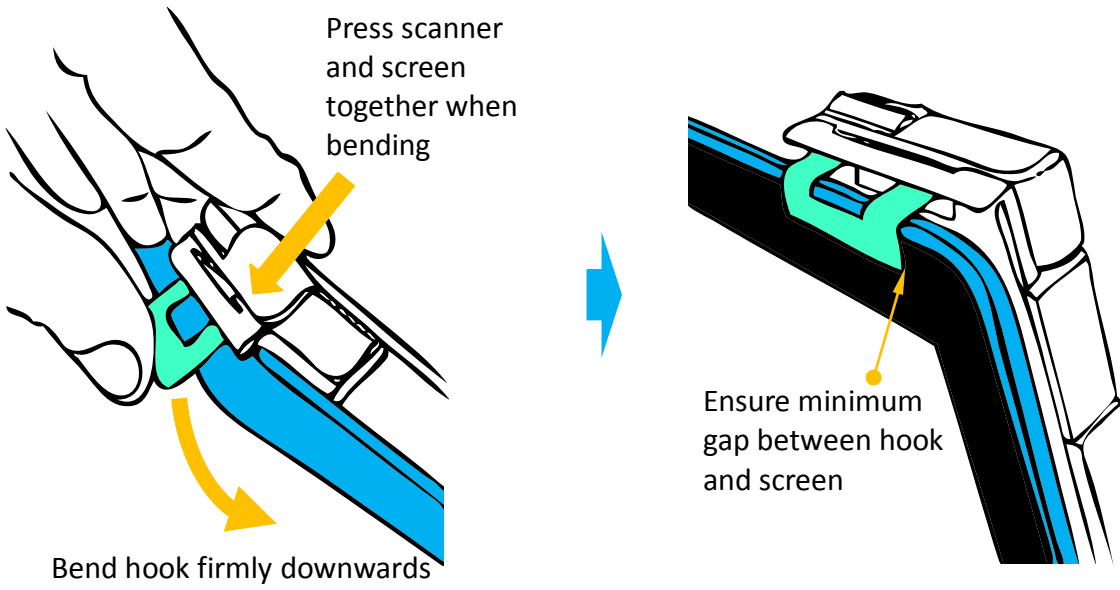
! To ensure full taping strength, wait for at least 60 minutes before attaching elastic strap to Hook tape

## Placing scanner on laptop

Place Flexi hook over laptop screen

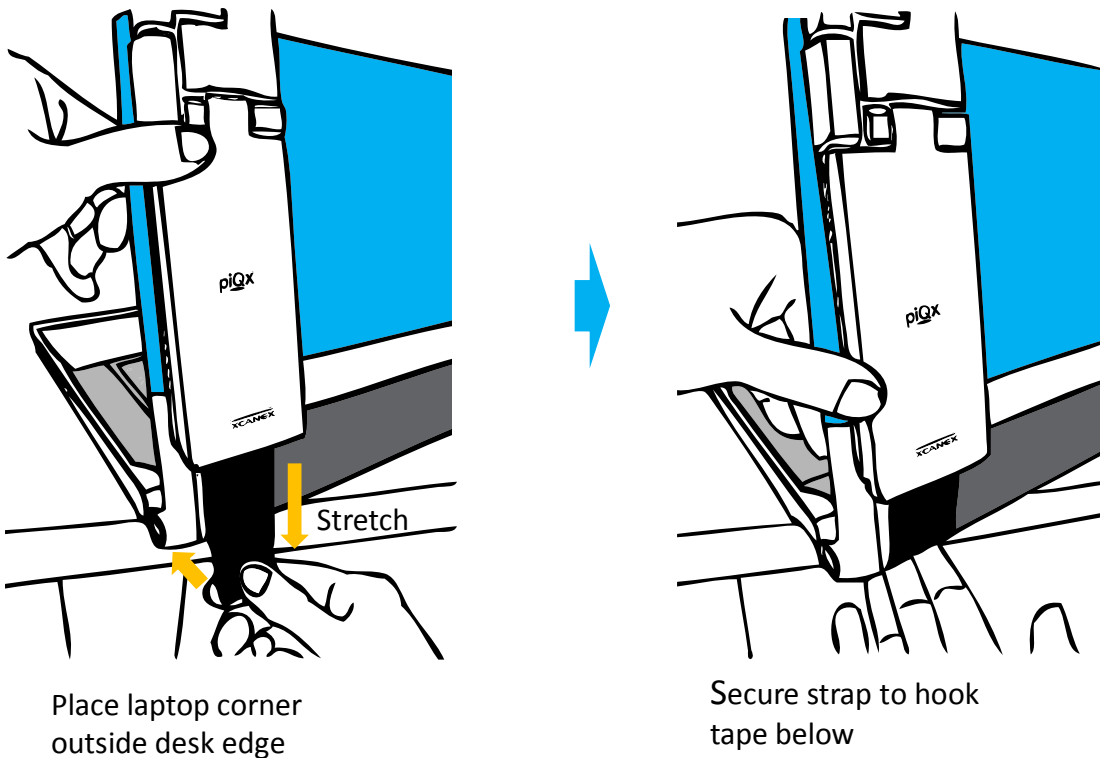


Securing the Flexi hook

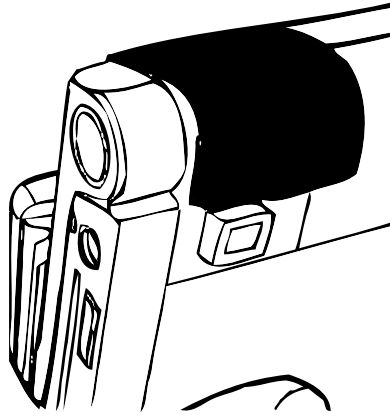


Securing the elastic Strap

**!** Before performing this, ensure a minimum of 60 minutes has passed since pasting of Hook tape below laptop



## Securing the elastic Strap

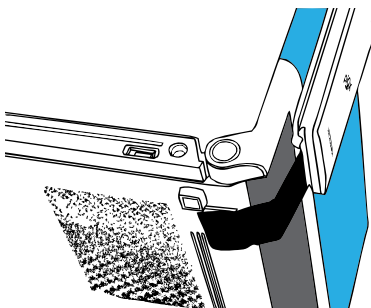


Installation is complete

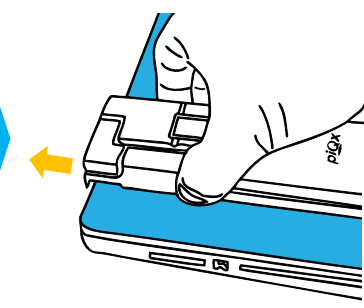
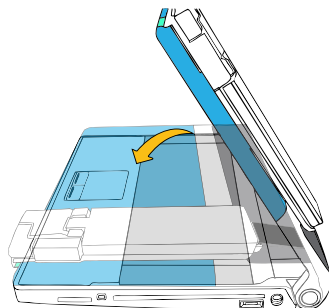
## Fine adjustment to elastic strap positioning

- This simple procedure prevents over/under tightening due to various laptop thicknesses and Hook tape pasting position:

## Unhooking scanner from laptop's lid



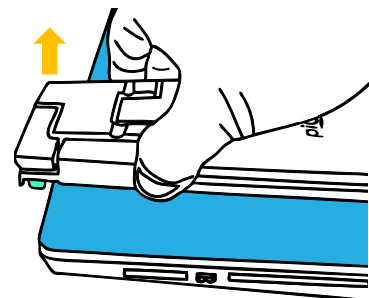
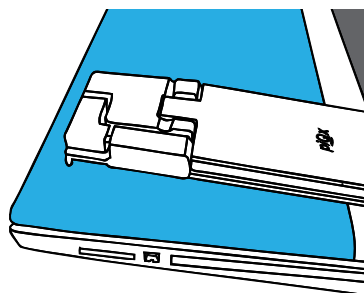
Keep elastic strap fastened



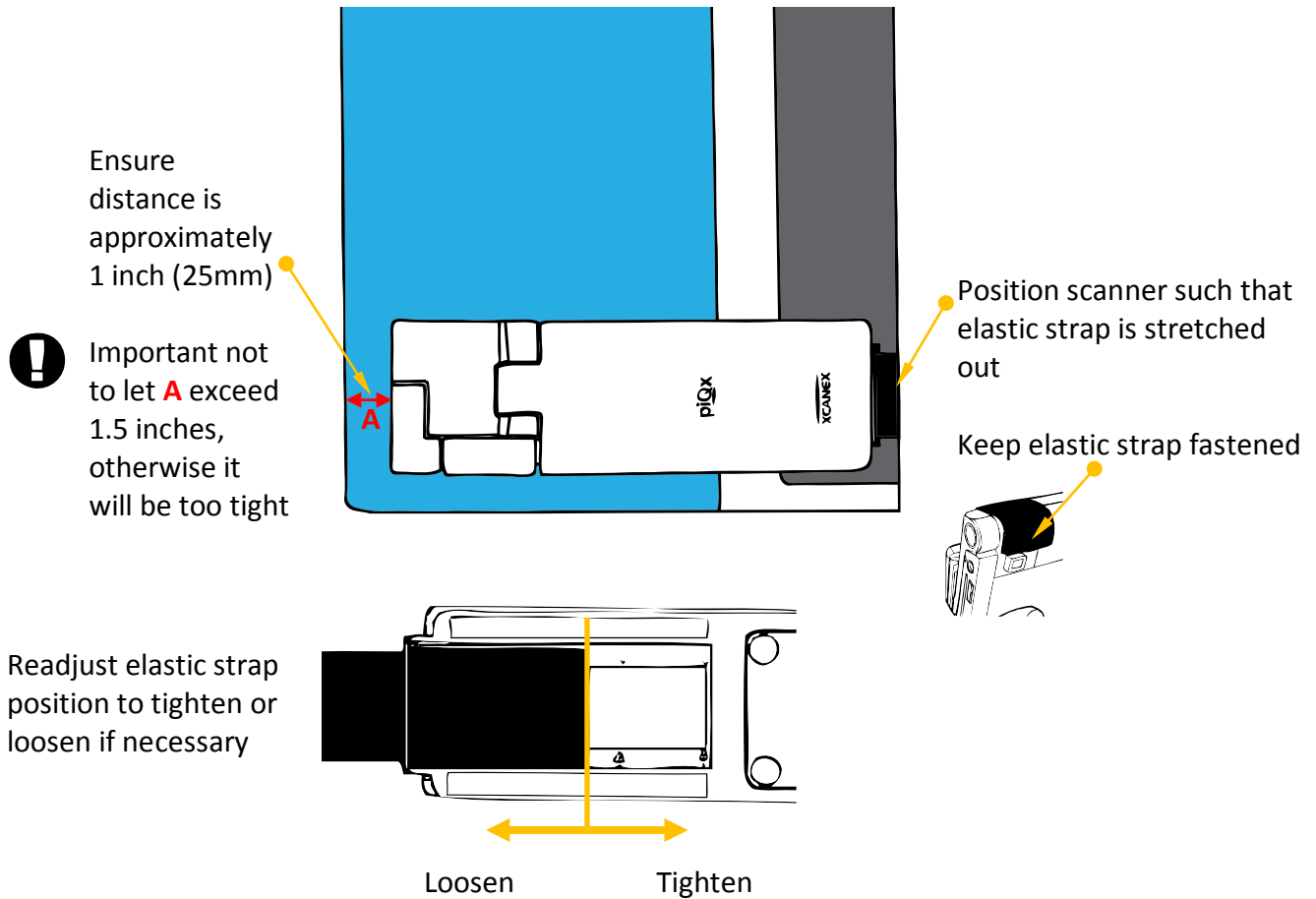
Unhook  
by shifting  
& lifting  
scanner



Place scanner  
on laptop's lid  
& release



Check the distance between edge of laptop's lid and scanner







If the standard pre-attached elastic strap on XCANEX is unable to achieve the recommended **A** distance of 1 inch (possible for laptops with depth >10 inches), replace the standard strap with the “long elastic strap” provided in the package.





## 1.4 PC System Requirements

**!** Important for ensuring scanning speed performance

### Recommended

-  Intel® Core™ i5 (2.4GHz) or AMD Phenom™ II X4 processor
-  Windows® 7 OS
-  4 GB Memory
-  4GB Free Disk Space

### Minimum Requirements

-  Intel® Core™ 2 Duo or AMD Athlon™ II processor
-  Windows® XP OS (with latest Service Pack or update)
-  1 GB of Free RAM
-  2.5 GB Free Disk Space

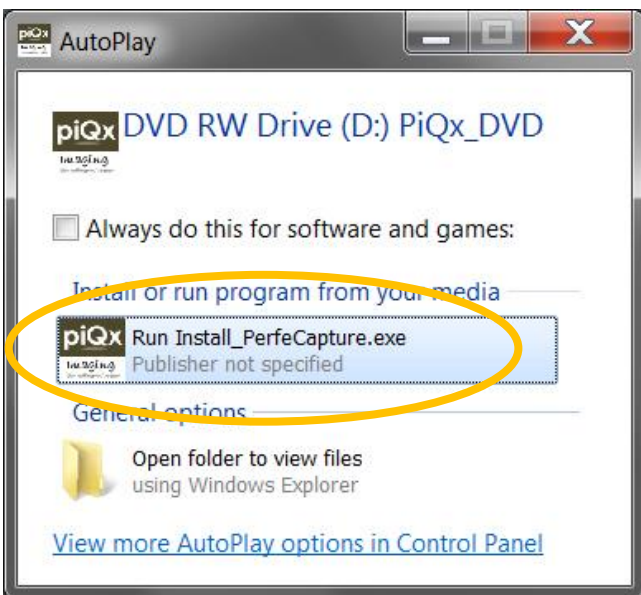
## 1.5 Software Installation



- Before installing the software,
  - Do not connect the scanner to the computer*
  - Quit all running applications*

- Log in as administrator
- Do not switch users during the installation process

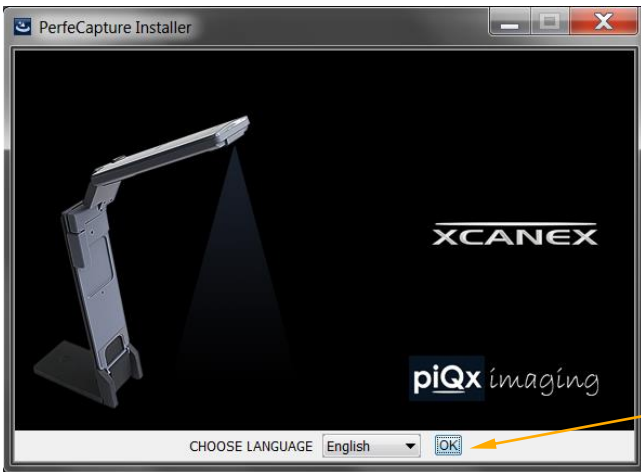
Insert Installer DVD into DVD drive of the PC  
If the Installer does not run automatically, click 'Install\_PerfeCapture.exe'



Next, click 'Install PerfeCapture' button in the Start Up Commander Window to start installation



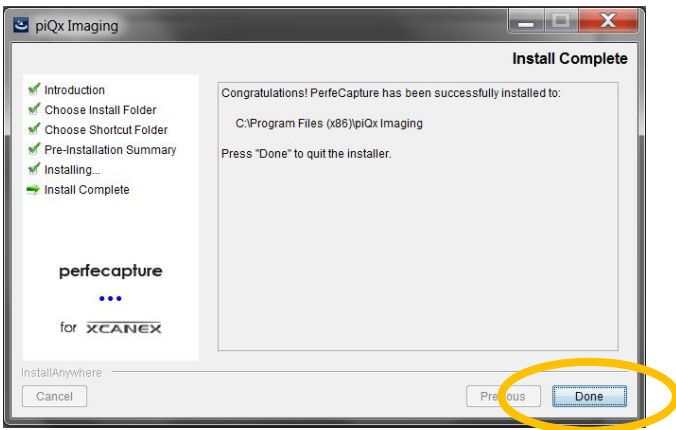




Select other language options here

Follow the on-screen instructions to perform the installation.

When the installation is completed, click 'Done' to quit the installer.




To view the User's Manual or Video Tutorials, click on their respective buttons on the Start Up Commander.




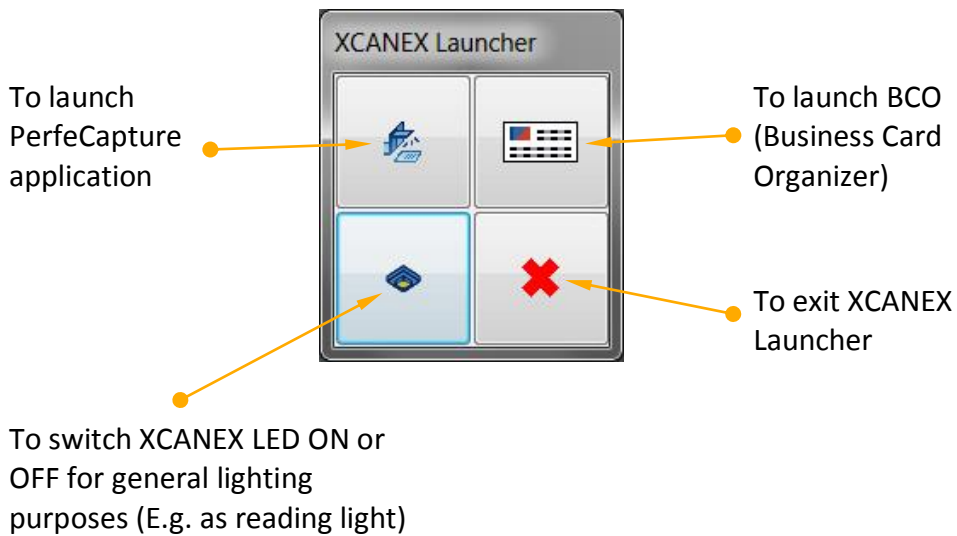
Remove the installer DVD from the DVD drive and store in a safe place.

## 1.6 Launching PerfeCapture, BCO and Switching XCANEX LED ON/OFF for Lighting Purposes

On the Windows Taskbar, click the up-arrow icon  to show the application tray.



Double click on  icon to execute XCANEX Launcher

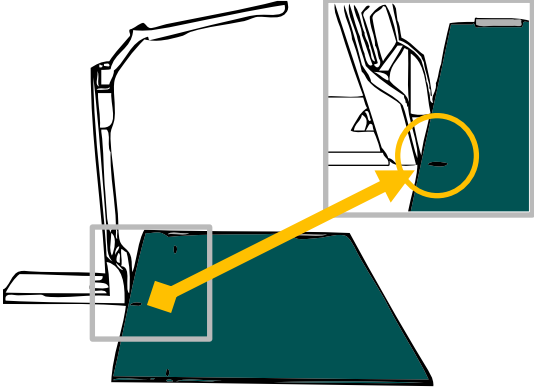


# **PREREQUISITES BEFORE USING**

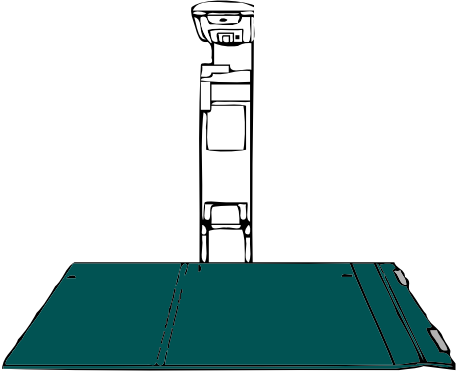
2. PREREQUISITES BEFORE USING

2.1 Positioning the XCANPAD

2.1.1 With XCANEX attached to stand



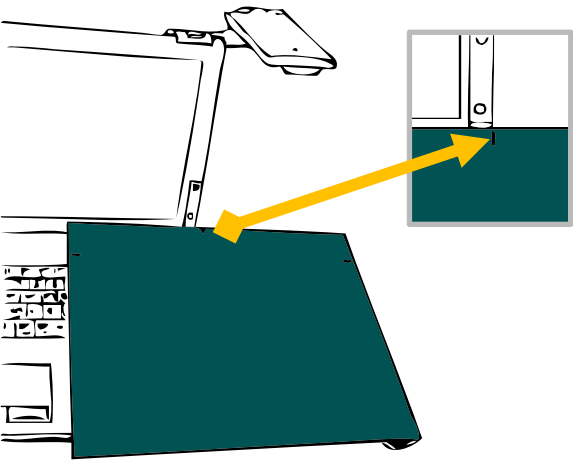
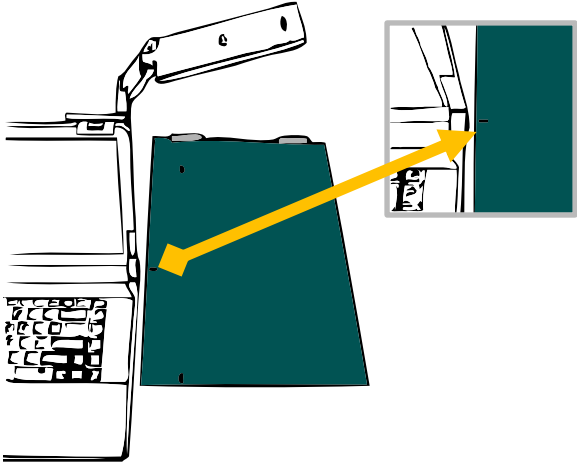
OR



Scanner at the side (left or right) of user:  
For scanning **Books**

Scanner at the front of user:  
For scanning **Sheet Documents**

2.1.2 With XCANEX attached to laptop

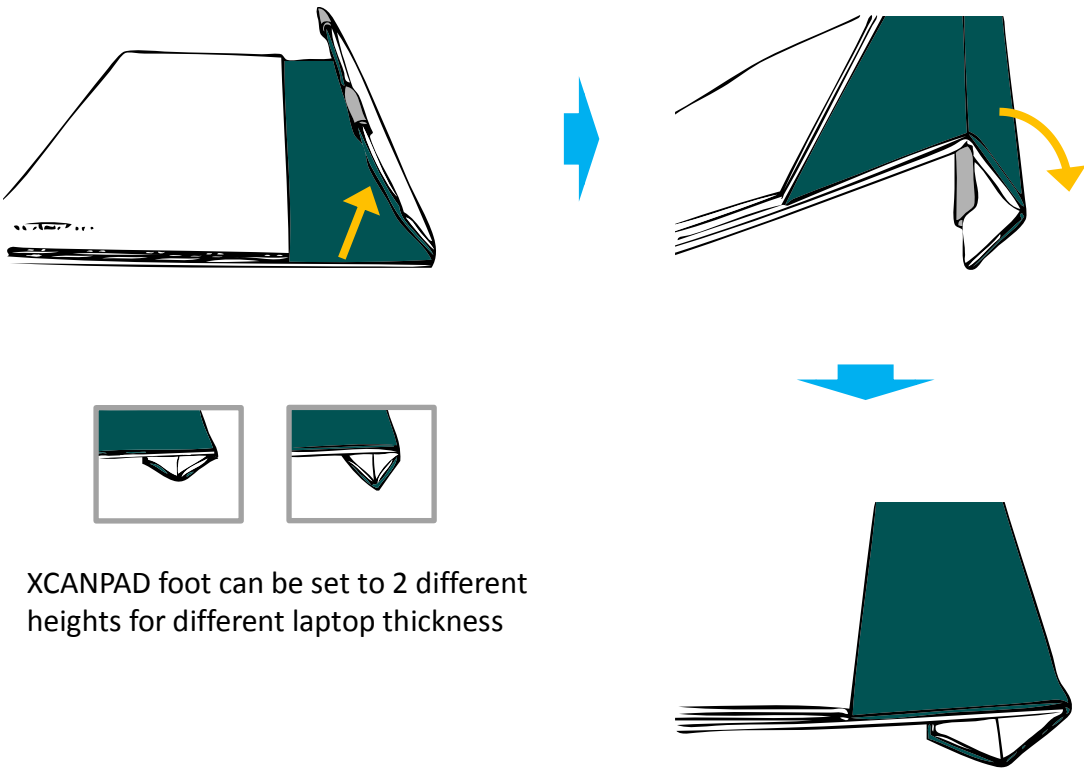


Scanner facing right:  
For scanning **Books**

Scanner facing user:  
Mainly for scanning **Sheet Documents**  
(Can also be used for scanning books when desk space is limited - see section 5.2 on book scanning)

*\*See next page for XCANPAD foot setup*

2.1.3 XCANPAD foot setup (for placement on laptop keyboard)

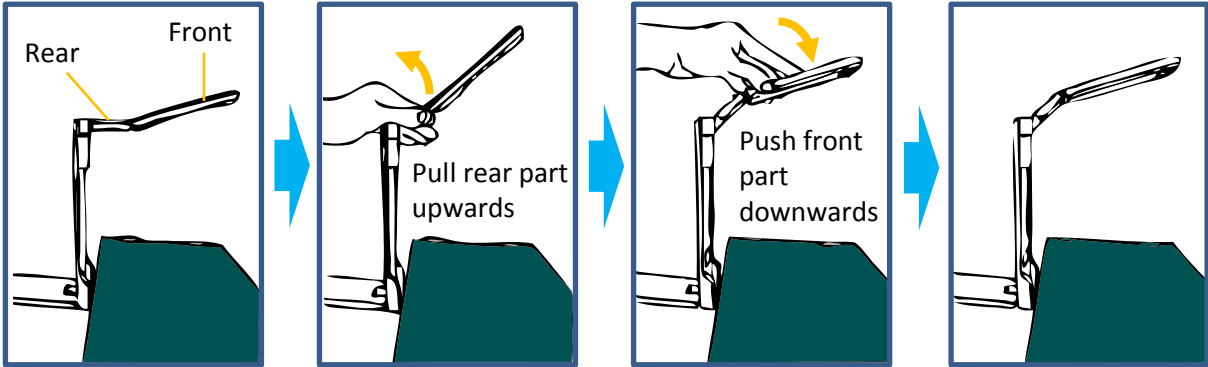
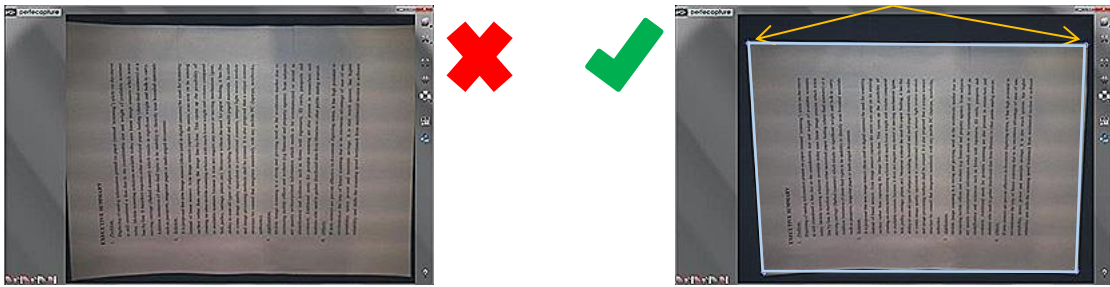


2.2 Aiming the Camera

2.2.1 Adjusting height

Cannot see all corners of document:  
Camera is too low !

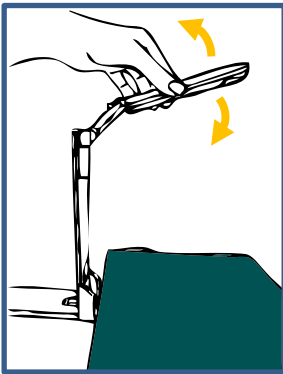
All 4 corners of document can be seen



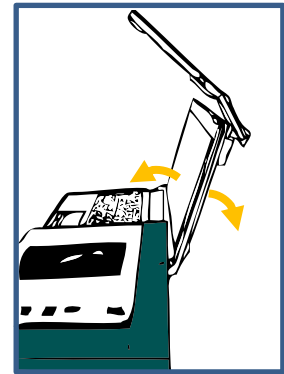
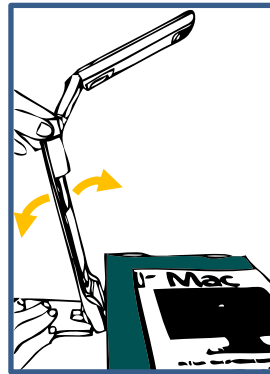
## 2.2.2 Adjusting angle

- ✎ Always adjust **scanner** angle first [Important!]  
- This is to ensure camera sees the most of the XCANPAD
- ✎ After adjusting scanner angle, then adjust **stand** angle  
- This is to switch between scanning of normal & glossy documents

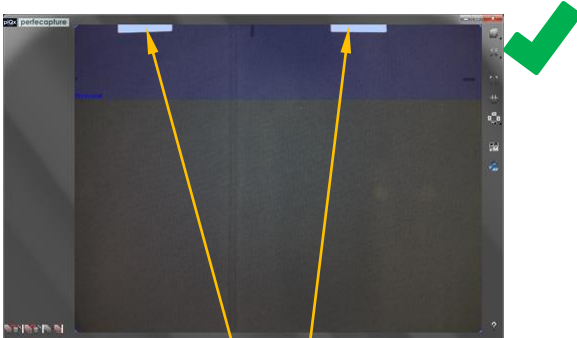
Adjust Scanner angle



Adjust Stand or Laptop's lid angle



### Adjusting Scanner angle

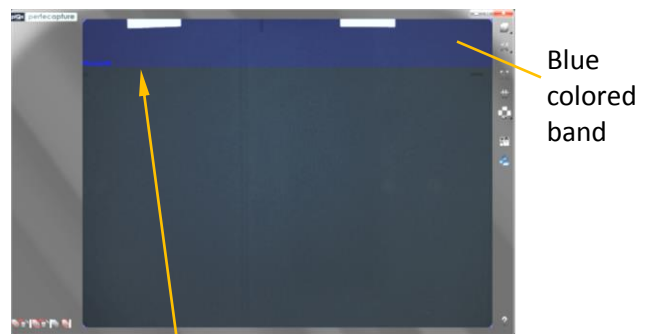


Align preview display's top edge to the 2 white labels on the XCANPAD

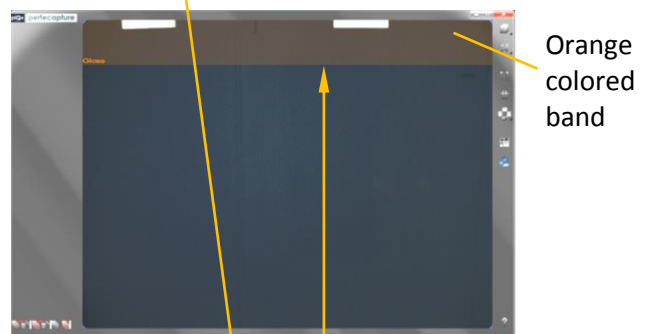
### Adjusting Stand angle

Purpose: to switch between normal & gloss modes, and to shift color band's position

Normal mode – for scanning non-glossy documents



Gloss mode – for scanning glossy documents



Color band indicates 'forbidden zone' – document content should not enter this area

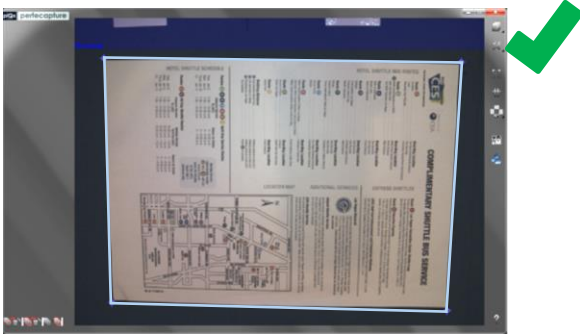
## 2.3 Document Placement

### Normal mode



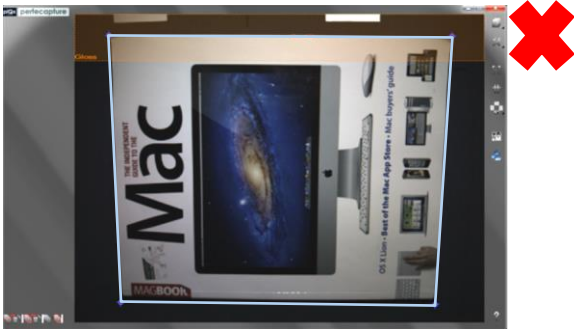
Do not let document content enter the blue colored band  
– Text/content in this area may be faded in resulting scan.

Re-position document or shift blue band by adjusting stand angle.



Do not adjust forbidden zone too far away from page unnecessarily as it may cause scanned image sharpness to drop

### Gloss mode




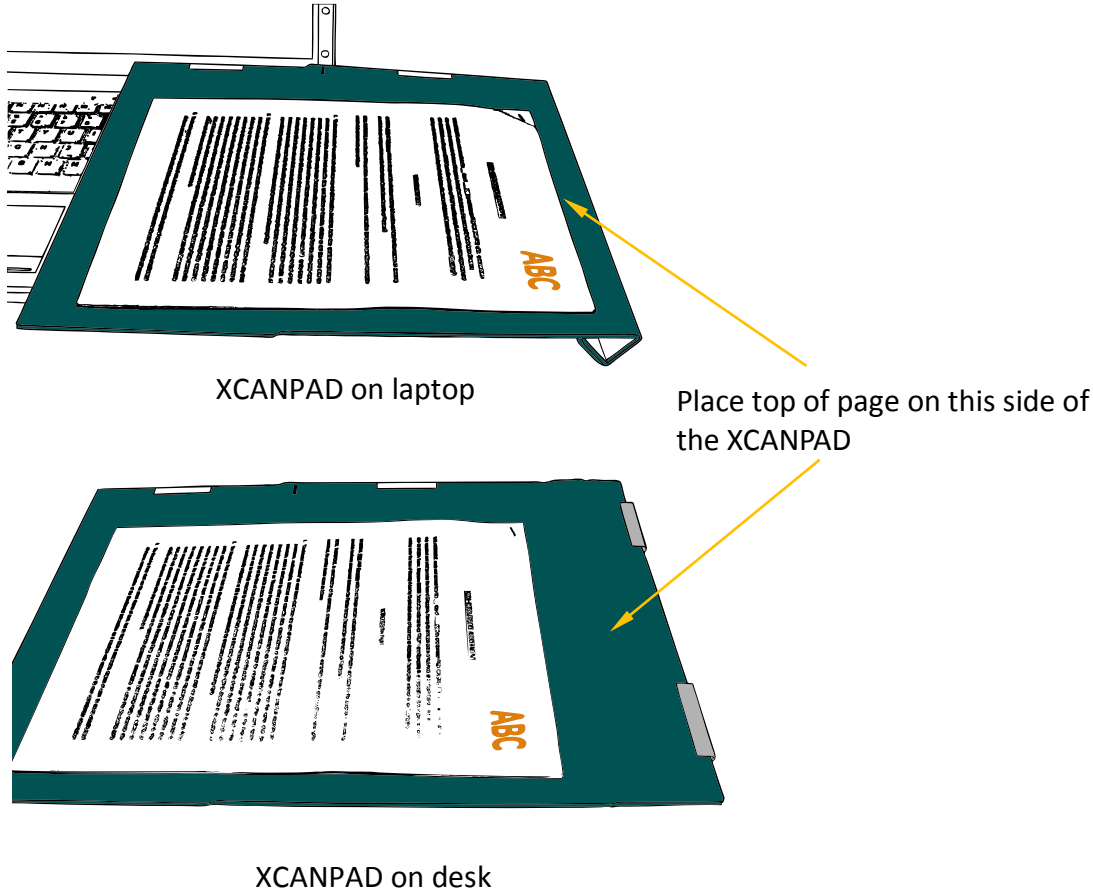
Do not let document enter the orange colored band, otherwise white patches may appear in resulting scan.

Re-position document or shift orange band by adjusting stand angle.



Document placement when auto document orientation is OFF

When auto orientation is not used, place the document such that the preview display shows the desired orientation for the scan result. However for larger documents with portrait layout, change the preview display to “Scanner facing right”  and place document with its top on the side of XCANPAD with adjustable foot:





# **BASICS AND FEATURES**

### 3. BASICS AND FEATURES

#### 3.1 User Interface Layout

##### 3.1.1 Panels and icons

Main panel

Preview display

To exit Perfecapture

Main Panel : Preview Mode

Thumbnail display

Preview Panel

Thumbnail Panel

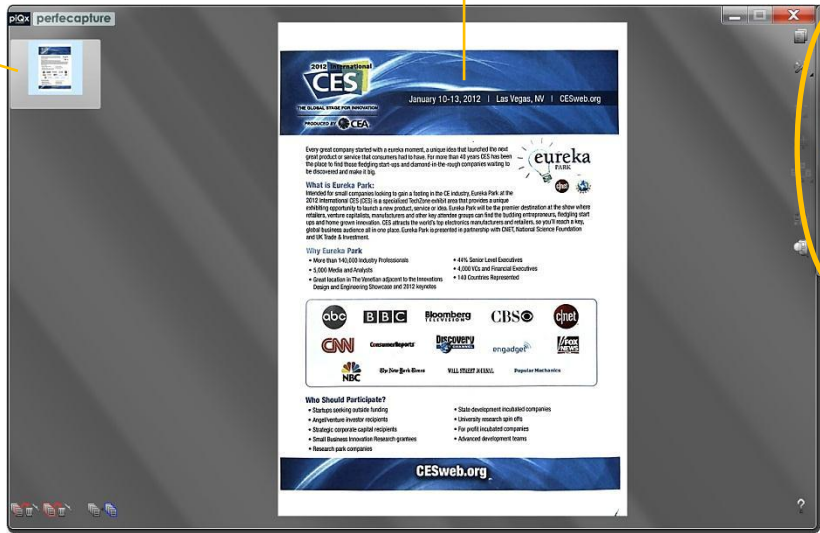
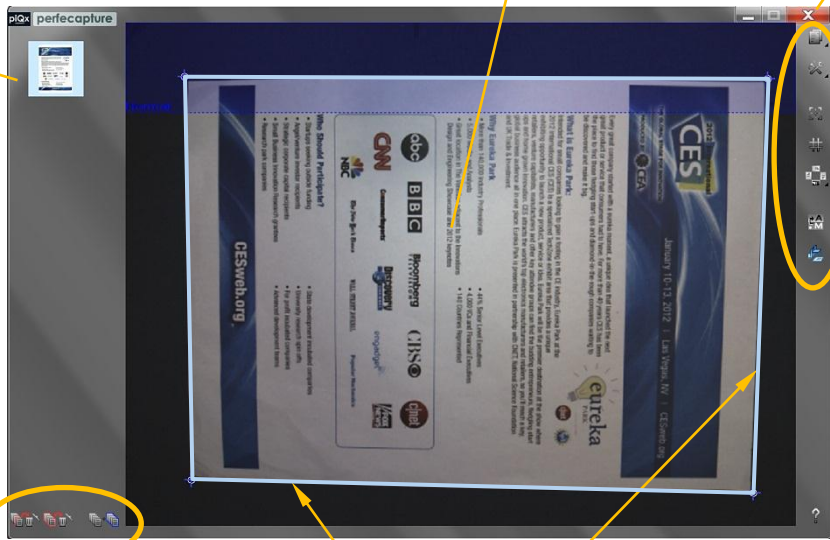
Page Frame

Main Panel : Edit Mode

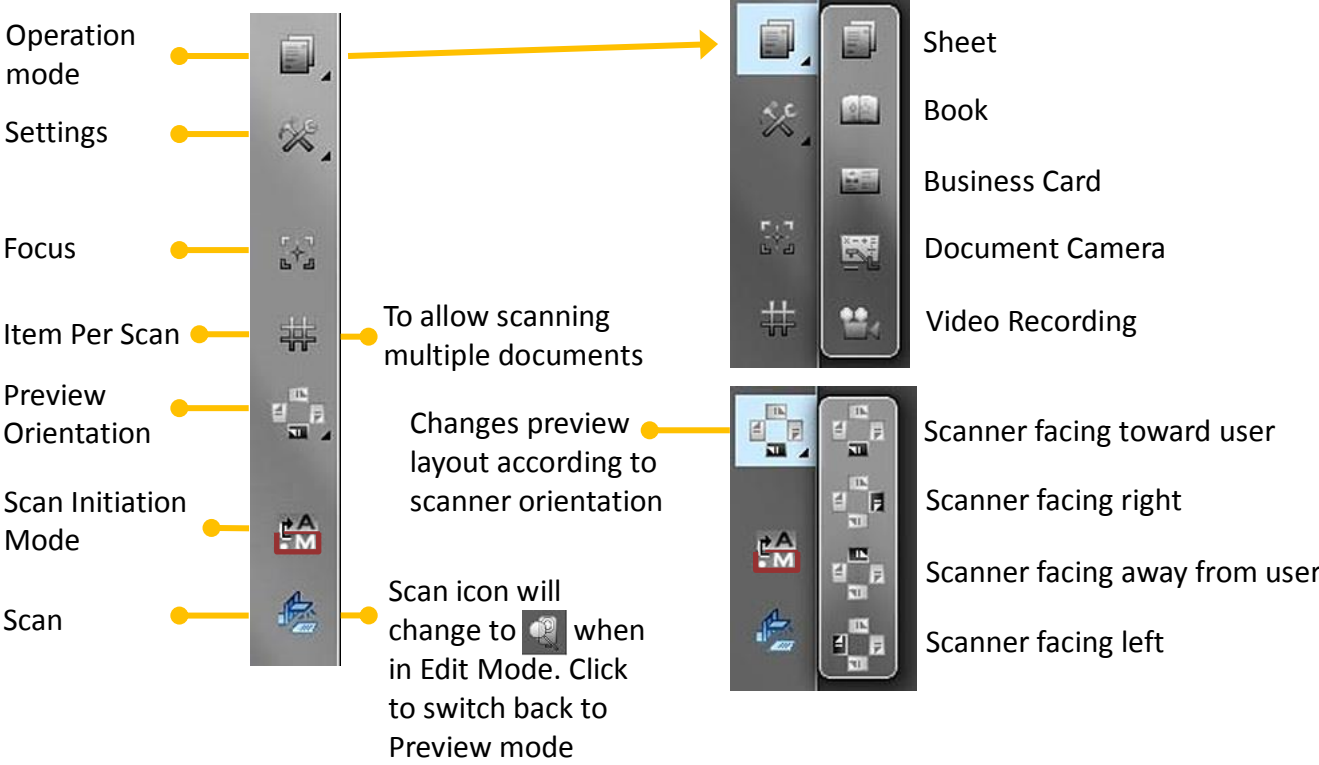
Scanned document

Click on thumbnail to switch from Preview to Edit Mode

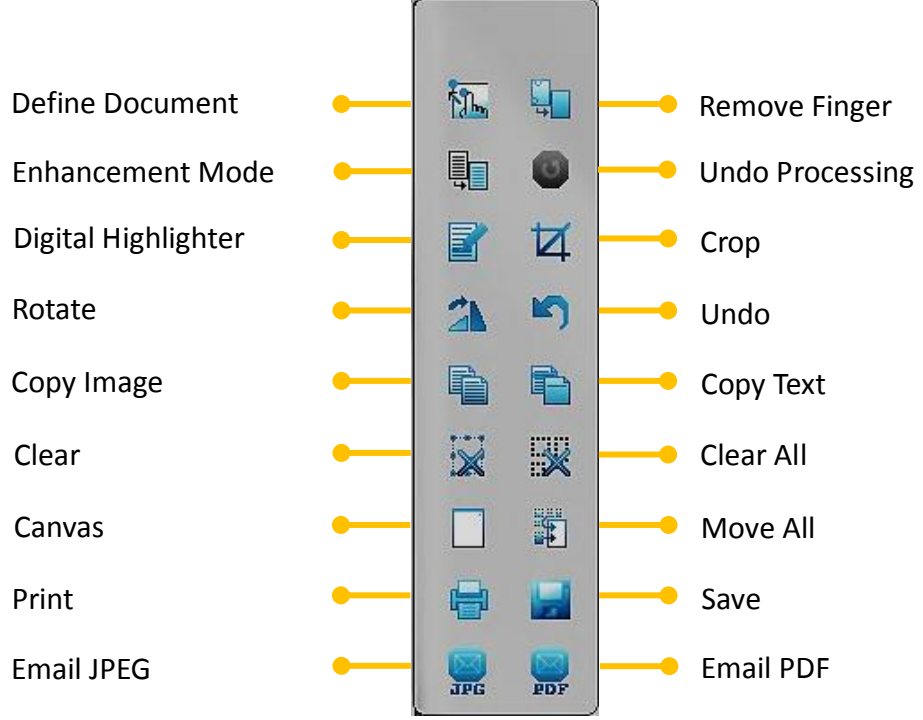
Edit Panel



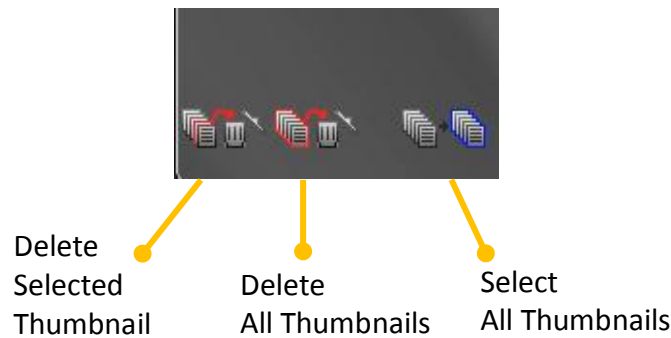
Preview panel



Edit panel



## Thumbnail panel



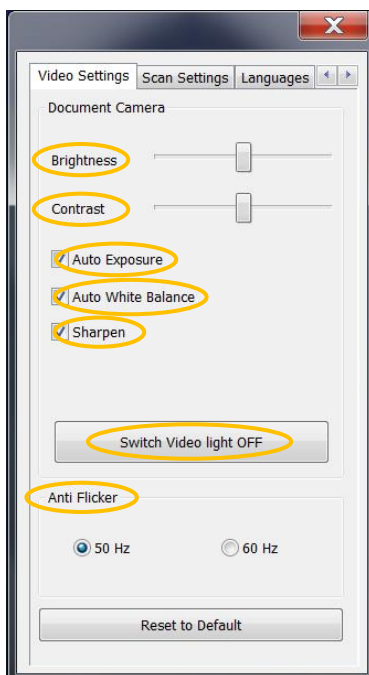
## Settings panel

Launch the settings dialog by clicking 'Settings'



## Video settings

These settings affect the operations in **Document Camera** mode only [except for "Switch Video Light ON/OFF"]



### Brightness

*Adjusts overall brightness of video*

### Contrast

*Adjust overall contrast of video*

### Auto Exposure

*Automatically adjusts brightness level corresponding to ambient lighting conditions*

### Auto White Balance

*Maintains color of white documents under different types of ambient lighting*

### Sharpen

*Sharpens video image to add clarity*

### Switch Video Light ON/OFF

*Turns video light off in cases whereby it is not required or interfering*

This setting is for **Scan Preview**, **Document Camera** and **Video Recording** modes

### Anti Flicker

*This is to prevent video flickering which appears as wavy lines across the display, caused by flickering of indoor lighting which follows the AC power supply frequency.*

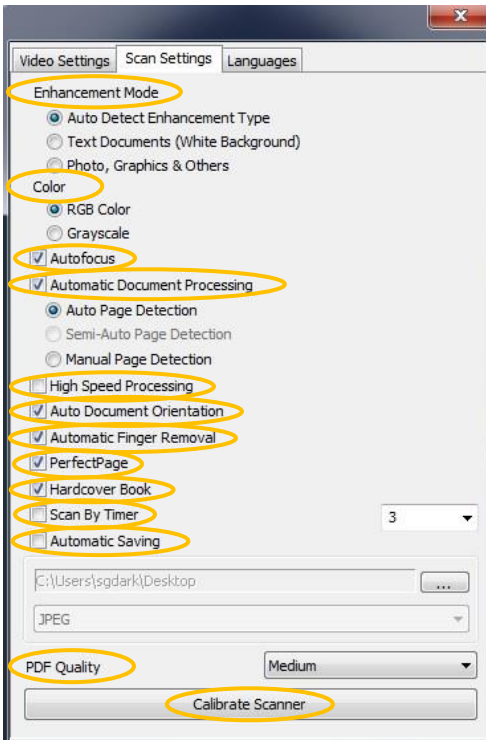
*For regions which AC power supply of 50 Hz (e.g. UK), select 50 Hz.*

*For regions which AC power supply of 60 Hz (e.g. USA), select 60 Hz.*

*If unsure, select the setting which results in lesser amount of wavy lines in videos.*

## Scan settings

These settings are for scan modes ([Sheet](#), [Book](#) and [Business Cards](#)). Most of the settings here can also be changed using “Fast Settings” by right-clicking mouse button on the scan preview display (see section 3.2.8 for details).



### Enhancement Mode

PerfeCapture has 2 modes to enhance scan quality:

**Text Documents:** Enhances text contrast and clears the document background to white. Use when scanning documents with more text than graphics, and with clear white background (this mode is not available in “Semi Auto page detection” & “Business Card”)

**Photos, Graphics & Others:** Enhances color vividness. Leaves background colors and details intact.

Select Auto Detect to let PerfeCapture determine which enhancement mode best suits the document being scanned.

### Color

Choose between color or grayscale (monochrome) scans.

### Autofocus

To disable/enable autofocusing before every scan. Autofocusing may be turned OFF to accelerate the scanning process. However it requires occasional manual focusing using the “Focus” button as focusing may drift over long usage.



### Automatic Document Processing

To disable/enable all automatic image processes and produce raw photographs. Disable when scanning large format documents such as newspaper (see section 4.7)

PerfeCapture has 3 page detection modes:

**Auto Page Detection:** For scanning books without edge-to-edge printing and all types of sheets

**Semi-Auto Page Detection:** For scanning books with edge-to-edge printing

**Manual Page Detection:** Allows user definition of where the document page is by clicking on its 4 corners. Use when XCANPAD is unavailable or when certain documents result in poor auto page detection.

### High Speed Processing

Enable high speed processing if high image quality is of lower priority than processing speed.

It will affect the other processes below once enabled:

- Enhancement mode : Photo
- Auto cropping : rough instead of fine
- Auto orientation: OFF
- Auto finger removal: OFF

## Auto Document Orientation

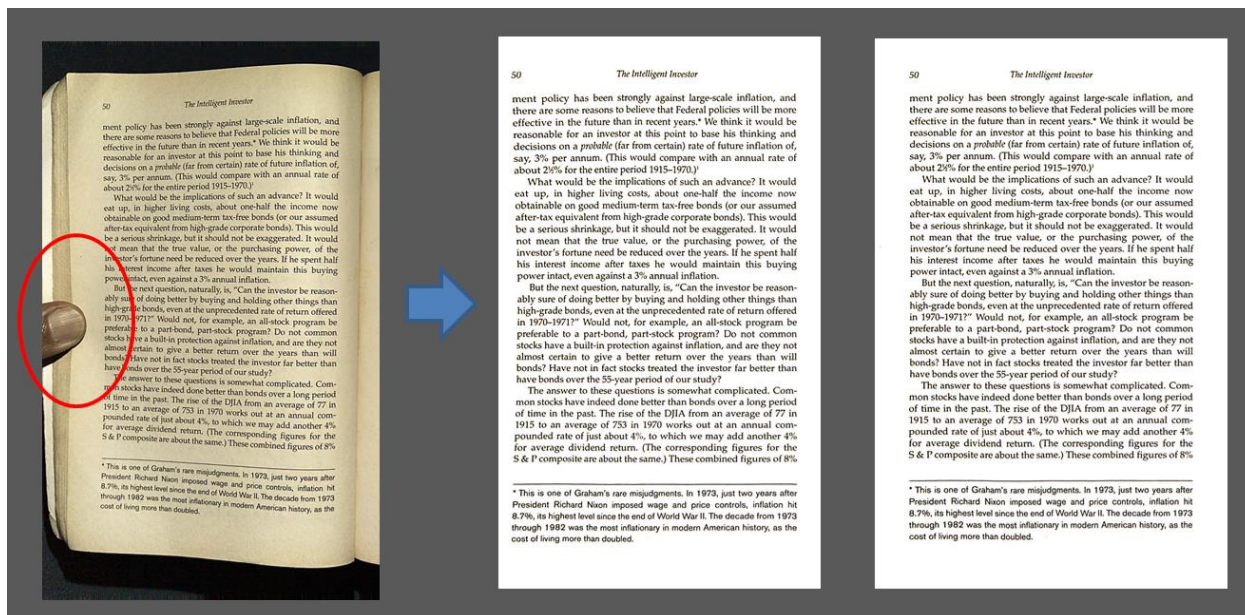
Automatically orientates the scan result based on printed text content. If document has little or no printed text, this feature may be turned OFF to prevent erratic orientation of resultant scans. (Refer to section 2.3 on how to place documents when auto orientation is OFF)

## Automatic Finger Removal

To disable auto finger image removal when fingers are not used to flatten documents. This will enhance image processing speed.

## PerfectPage

Perfectpage is an advanced algorithm that intelligently analyzes page content to remove imperfections caused by the inherent process of scanning a naturally curved book page. This includes centering of content such as paragraphs, framed graphics and tables/charts. Other imperfections such as "page dent" (caused by the finger pressure exerted on the edge of a page and inherent camera lens distortions) are also automatically detected and corrected.



Finger pressure on page edge

PerfectPage OFF  
- Curved paragraph edge  
- Content not centralized

PerfectPage ON

## Hardcover Book

Turn this ON when scanning books with hardcovers. When turned OFF, Digital page flattening and cropping may not work on certain hardcovers. Turn this option OFF when scanning softcovers to increase post-processing speed.

## Scan By Timer

Initiates scan automatically every fixed interval. Interval can be user selected.

## Automatic Saving

Automatically saves every scan on the thumbnail either as JPEG, TIFF, PNG or PDF OCR format. Saving destination can be user defined.



When PDF OCR is selected, files are automatically saved only after user exits PerfeCapture.

## PDF Quality

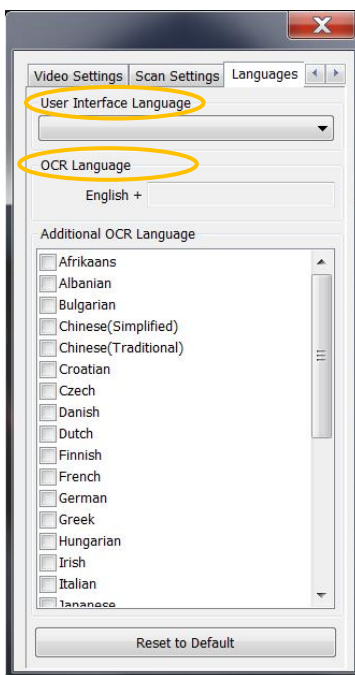
User selectable image quality for the PDF files saved. Choose lower quality if small file size is of higher priority than image quality.

## Calibrate Scanner

Scanned image brightness varies as ambient temperature changes and is auto calibrated every time PerfeCapture is launched after a fixed off-time.

This function is used to further fine tune scan brightness level in case ambient temperature changes too drastically. Use it when scanned image appears abnormally bright or dark.

## **Languages**



### User Interface Language

All text displayed on PerfeCapture's user interface shall be changed to selected language the next time PerfeCapture is launched.

Make sure the selected language is correct before exiting PerfeCapture.



### OCR Languages

2 OCR languages are allowed, with a default being English.



If needed, select an additional language for OCR by checking any of the boxes under "Additional OCR Language"

### 3.2 Scan & Manage



#### 3.2.1 Selecting operation modes

 Sheet 



Scan sheet type documents (single or multi-stapled) – E.g. catalogues, receipts or invoices

 Book 


Scan bound materials – E.g. novels, textbooks, magazines

 Business Card 

Scan business cards and add to Business Card Organizer automatically

 Document Camera 

To stream live video for presentations and teleconferencing


 Video Recording 

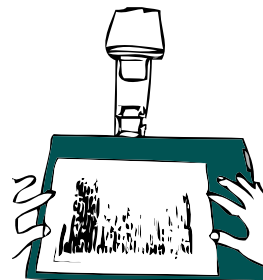
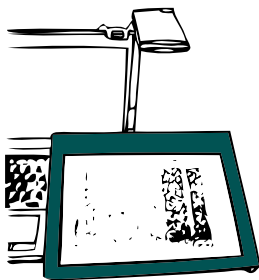
For recording video and audio (from PC's microphone)


#### 3.2.2 Selecting preview screen orientation

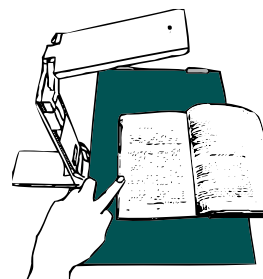


Darkened icon represents scanner's facing direction

 Select this when scanner is facing towards user




 Select this when scanner is facing to the right






## 3.2.3 Starting a scan

### Starting a scan manually



- ✎ Once “Page Frame” appears on edges of the document, press keyboard’s “Spacebar” or click “Scan” button  on the preview panel
  - *Note: In some cases, Page Frame may not refresh after document is shifted too slightly – A refresh could be forced by waving your hand below the camera*

### Starting a scan automatically

- ✎ Set to automatic mode by clicking on “Scan Initiation Mode” toggle button 
  - *When “A” is highlighted on icon, it means automatic mode is selected*
  - *When “M” is highlighted on icon, it means manual mode is selected*
- ✎ Place the document on XCANPAD and once **no motion is detected**, it will scan (do not move too slowly when placing document)
  - *Note: In some rare cases, automatic scan may not start – A scan can be forced by pressing ‘spacebar’ or waving your hand below the camera*
- ✎ Document can be removed once a flash of light appears and placing of next document can proceed (no need to wait for process completion of last document)

### Starting a scan by fixed interval timer

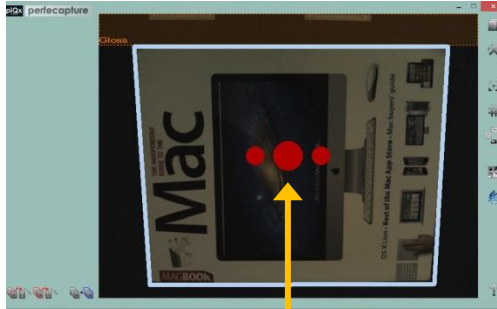
- ✎ Choose timer mode by checking the “Scan By Timer” checkbox in the Settings → Scan settings dialog box.

In the preview panel,  will be changed to .

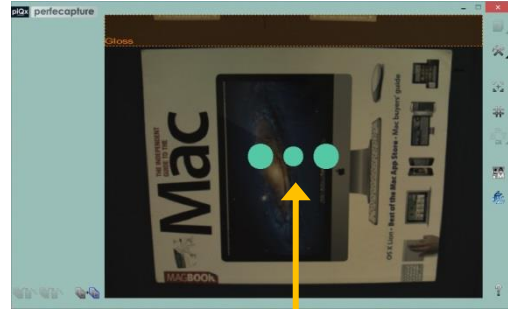
  - *When “T” is highlighted on icon, it means timer mode is selected*
  - *When “M” is highlighted on icon, it means manual mode is selected*
- ✎ Scan shall initiate automatically in fixed intervals. Interval timing can be changed in the Settings → Scan settings dialog box.
- ✎ Document can be removed once a flash of light appears and placing of next document can proceed (no need to wait for process completion of last document)

## Scan Indicators

- After scan is initiated, 3 red circles will appear. These are “Pre-scan Indicators” to signify that capture is about to occur and the page(s) to be scanned should appear entirely inside the preview window and remain stationary. After capture is complete, 3 green circles (Post-scan Indicators) will replace the red ones to indicate that the document can be removed or the book page can be flipped for the subsequent scan.

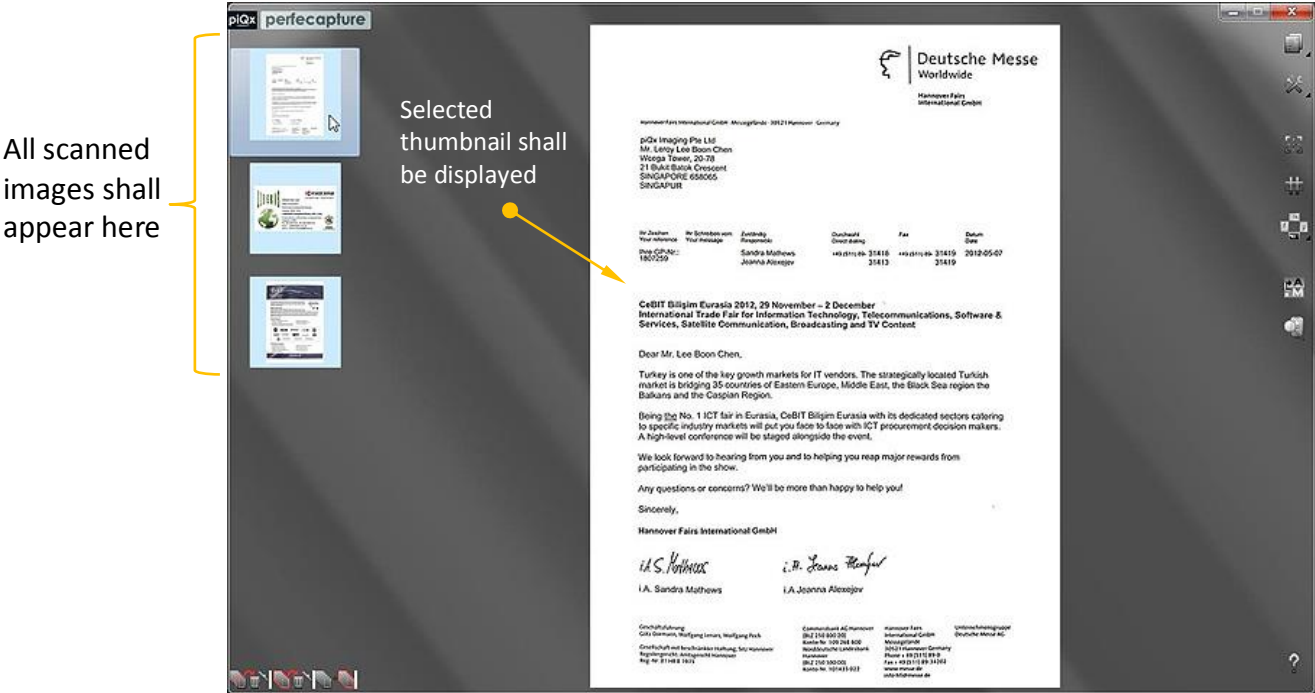


Pre-scan Indicators



Post-scan Indicators

3.2.4 The thumbnail display & Page Manager



Managing your pages

Click and hold on source page

Drag source page to destination

Release mouse at destination



3.2.5 Edit mode features

Zooming, panning & orientating

Point at document and use mouse's scroll wheel to zoom



Click and hold **right** mouse button to pan image

To rotate image 90 degrees clockwise, click 'Rotate' button



Marquee & crop

Marquee desired portion of document by holding **left** mouse button & drag

Click "Crop" button



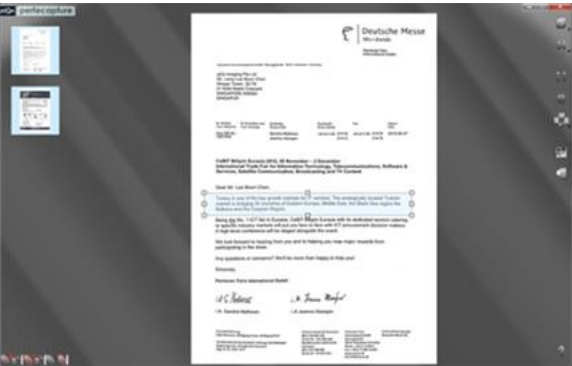
To clear marquee, click 'Clear' or 'Clear All'



Digital highlighter

Marquee the desired area to be highlighted

Click "Digital Highlighter" button

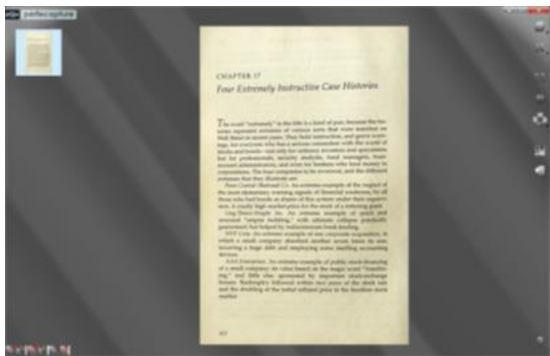


To clear marquee, click 'Clear' or 'Clear All'



Switching between document and photo enhancement modes

Click "Enhancement Mode" button



Document mode




Photo mode

Note: By default, Automatic Enhancement is turned ON, whereby document or photo enhancement is decided automatically based on content. In some cases the result may not suit user's preference - use this button to switch to the preferred enhancement type.

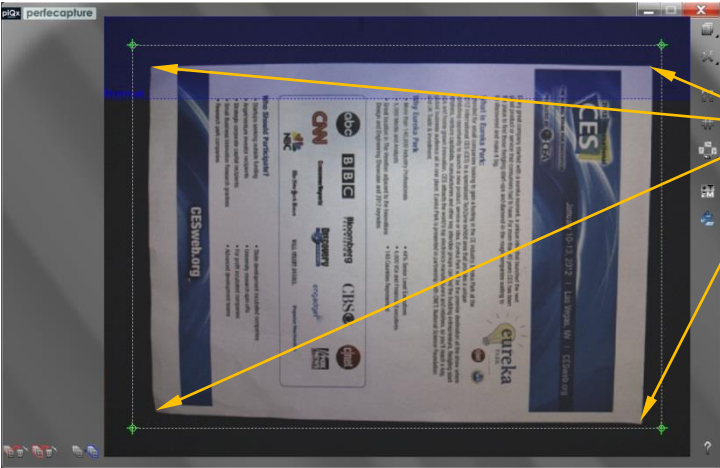
Defining document corners manually

For certain edge-to-edge printed documents/books, Automatic Document Detection may not work properly. It is advisable to use manual document detection.


There are 2 methods:

- a. Defining document corners before scan
  -  For whole pages (including page edges)
- b. Defining document corners after scan
  -  For items inside a page (e.g. newspaper articles)
  -  For amending imprecise scans done by auto page detections

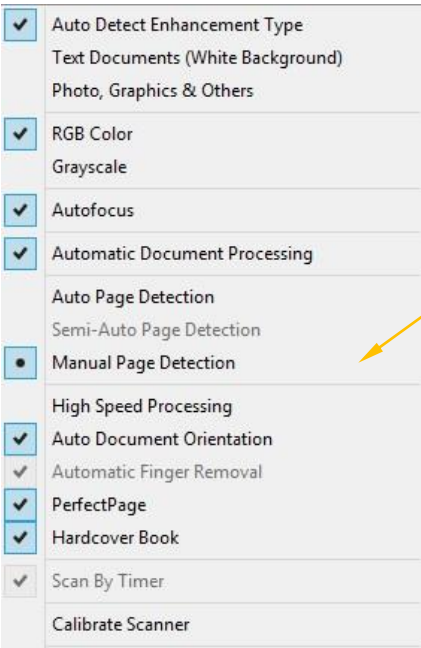
- (a) Defining document corners before scan
  - i. To use manual detection only once (will return to automatic detection after 1 scan), double click left mouse button while pointing to preview display



Click on 4 corners of the document. Be careful not to shift document after defining corners

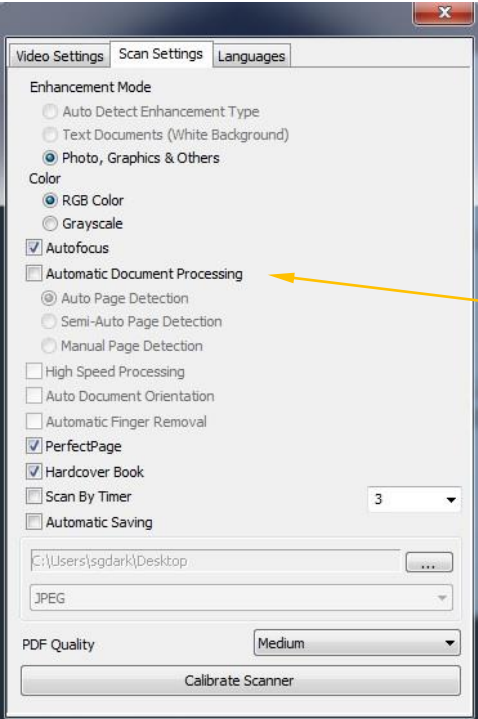
After defining corners, click scan button  or tap spacebar to scan

- ii. To use manual detection multiple times, click right mouse button to launch the Fast Settings dialog and select "Manual document detection". Corners of the document can then be manually defined by clicking on the 4 corners of the document



Select "Manual Page Detection"

(b) Defining document corners after scan



Launch the settings dialog by clicking 'Settings'



Uncheck 'Automatic Document Processing'

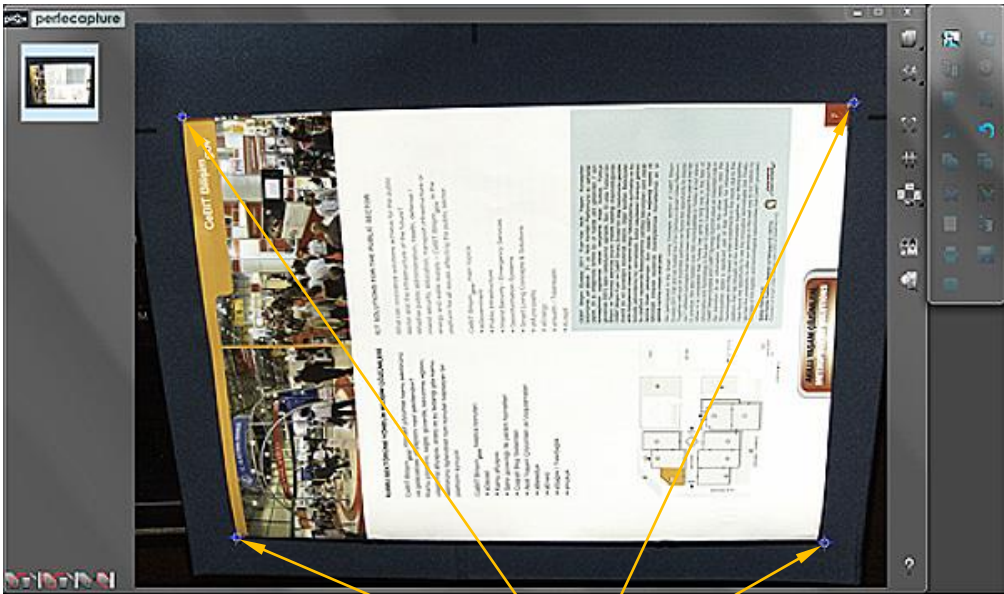


With Automatic Document Processing turned off, image will not be automatically processed after scan

Click on 'Define Document' button




to allow defining corners manually



Point to each corner of the document and click once

The Document Detected Indicator  will be shown once you click

After defining the 4 corners, click on 'Define Document' button  again. It will then start processing the image.

Result of processed image





Removing finger images manually

This is a tool to allow manual removal of fingers.

Finger in scanned image




Press 'Remove Finger' button  to enter finger removal mode

Marquee the finger to totally enclose it

In finger removal mode, the center of the image is shaded



If more than 1 finger image are to be removed, perform multiple marquees even if they are in separate scans

When all fingers images to be removed are defined, press 'Remove Finger' button  again to start the process.

Result after manual finger removal



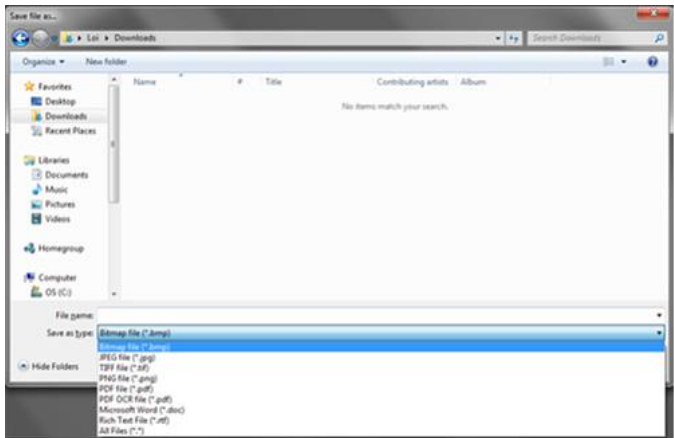
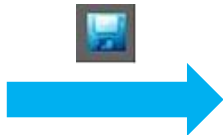
3.2.6 Saving and using scans

Saving as various file formats




Click on desired image to be saved

Click 'Save' button



Select file type on drop down menu

To select more than a page, press and hold 'CTRL' key and continue selecting. You may also click 'Select All' .

To save as multiple single page file, choose JPEG, BMP, TIFF, PNG or Single Page PDF/Word/RTF file formats.

- Multiple save dialog will pop up correspondingly for each image to be saved

To save as a single multipage file, choose either multipage PDF, Word or RTF file formats.

For automatic saving of every thumbnail image into a user specified folder, go to "Settings→Scan Settings" and enable automatic saving (default is OFF). Refer to section 3.1.1 on "Panels and Icons → Settings Panel → Scan Settings".

Direct paste text or graphics to other applications

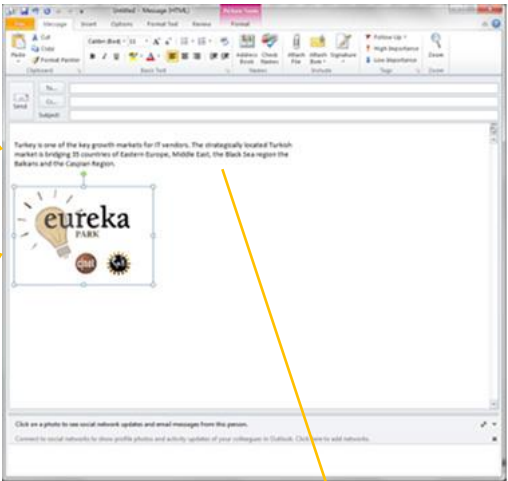
PerfeCapture allows direct transfer of scan items to other applications without saving as files.



Marquee text and click "Copy Text"



Right click mouse and "paste"



Marquee graphics and click "Copy Image"



Text is OCR decoded & editable

For copying as images, an alternative way is to directly drag and drop on the destination application

3.2.7 Using the Canvas

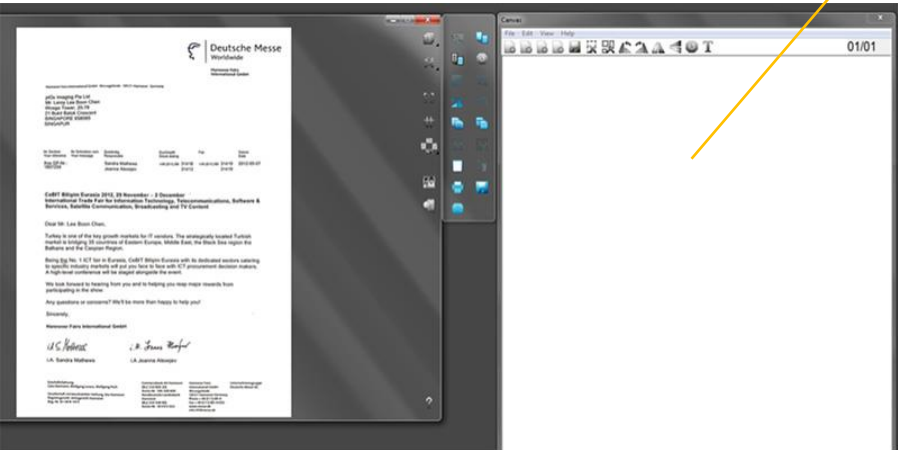
Data items could be picked into a canvas (single or multipage, portrait or landscape) and saved as concise and searchable formats such as PDF OCR. Annotation could also be added to enable searches of self-defined keywords.

Launching the Canvas

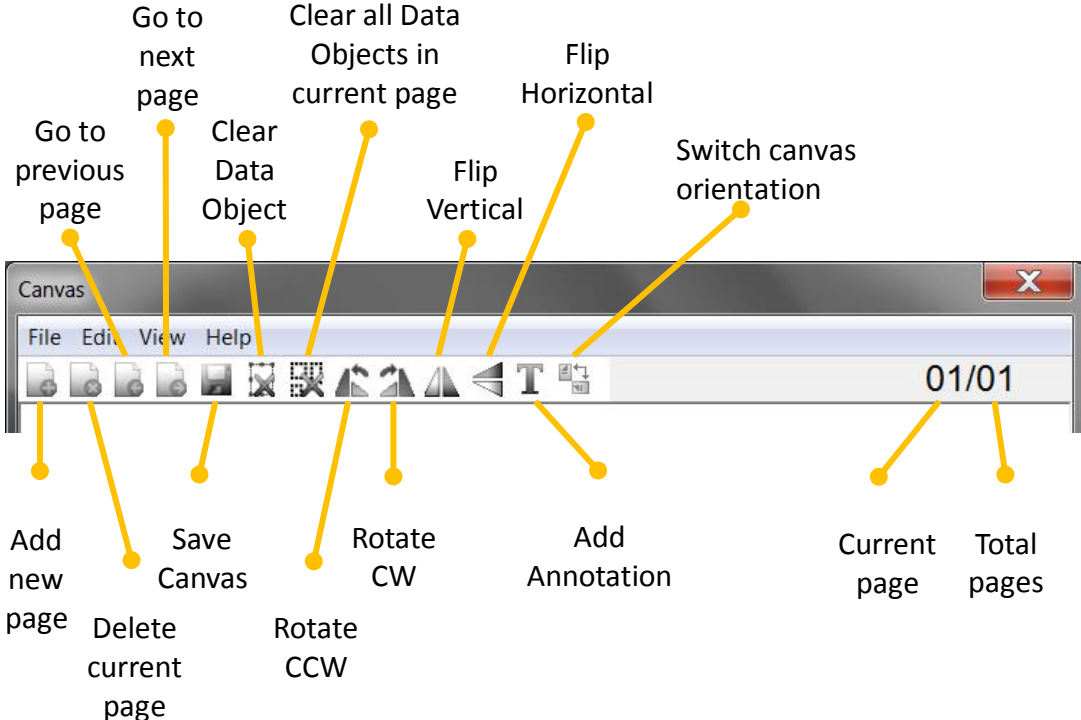
When in Edit mode, you can launch a blank Canvas by clicking "Canvas" button



A blank Canvas is launched next to the main GUI

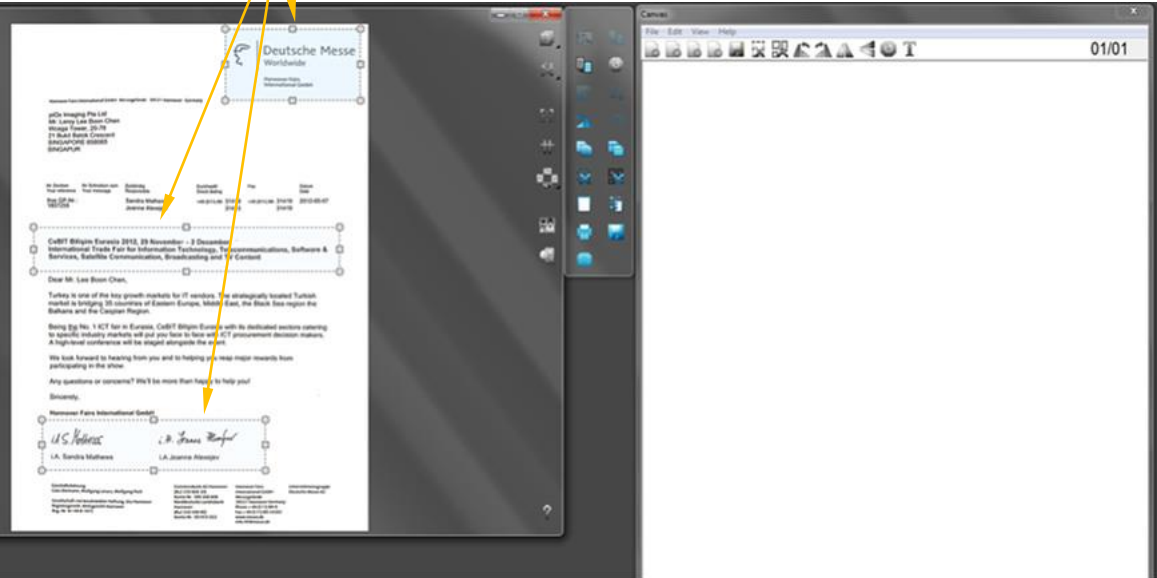


The Canvas panel

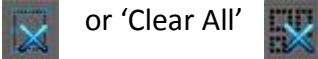


Picking the desired data

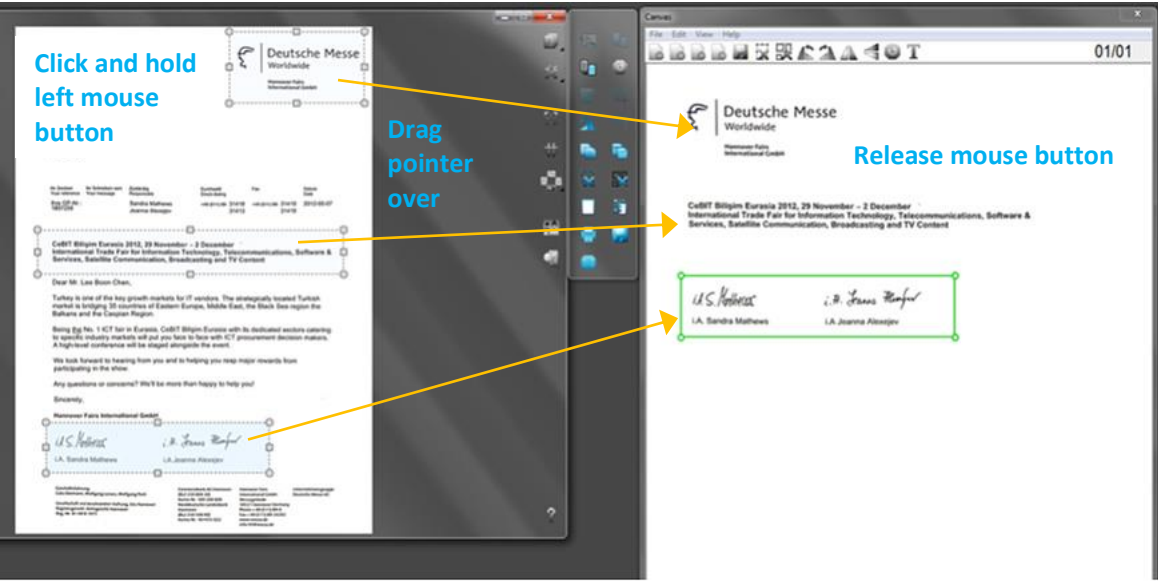
Marquee the desired data to be picked (left click mouse button and drag)



To clear marquee, click 'Clear' or 'Clear All'



To transfer data to Canvas, simply Drag & Drop into Canvas  
Alternatively, click “Move All”



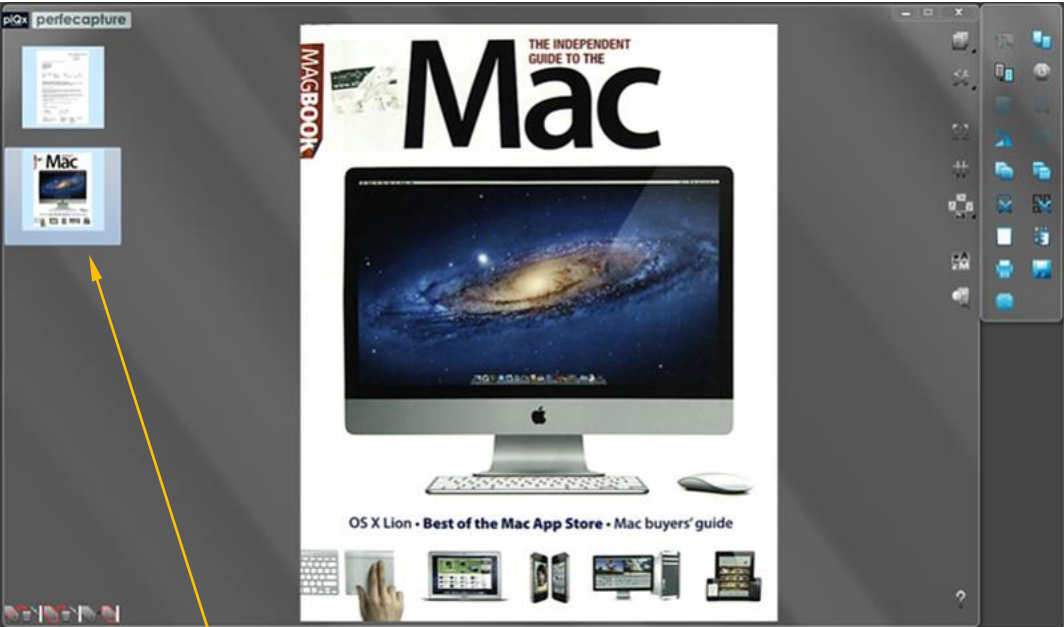
To clear marquee, click ‘Clear’



or ‘Clear All’

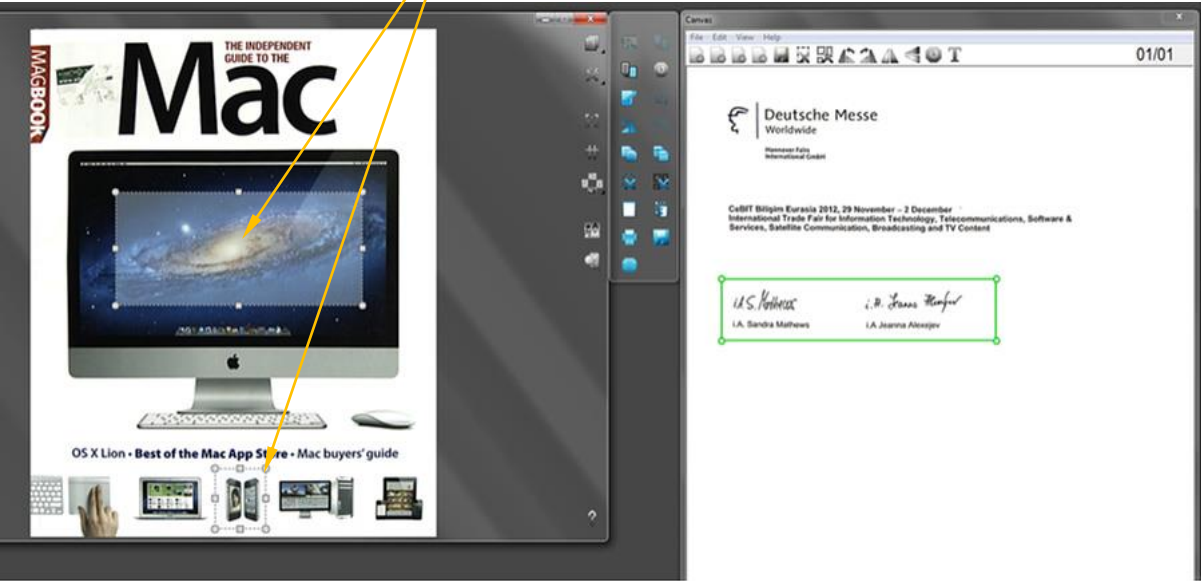




Data from multiple source pages can also be picked into the same canvas



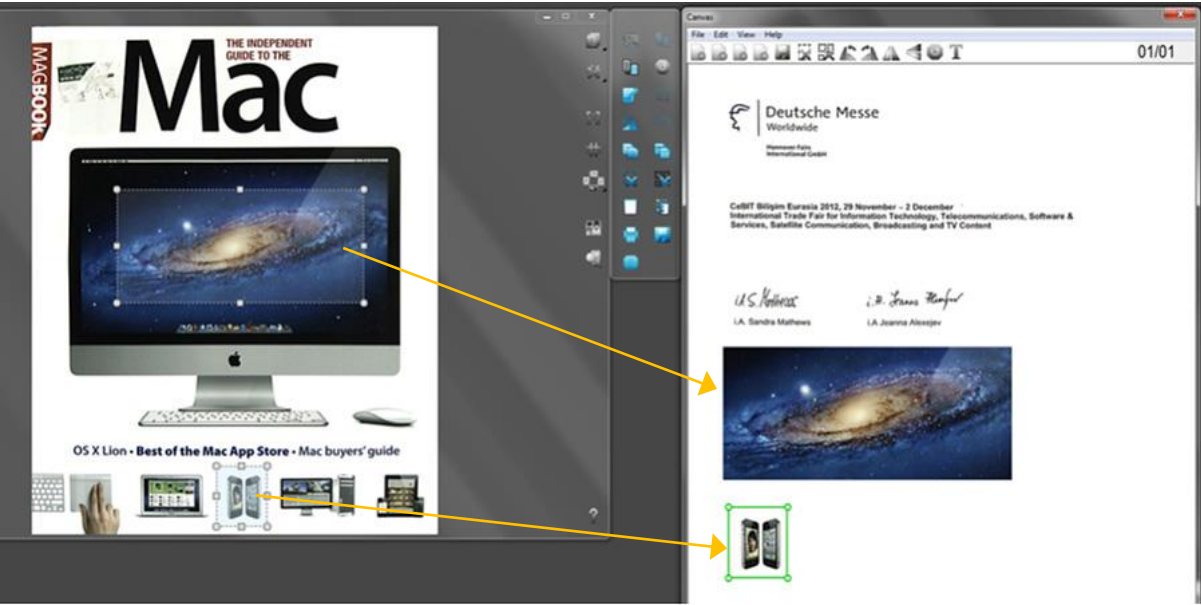
Click on thumbnail to show desired page

Marquee the desired data to be picked (left click mouse button and drag)



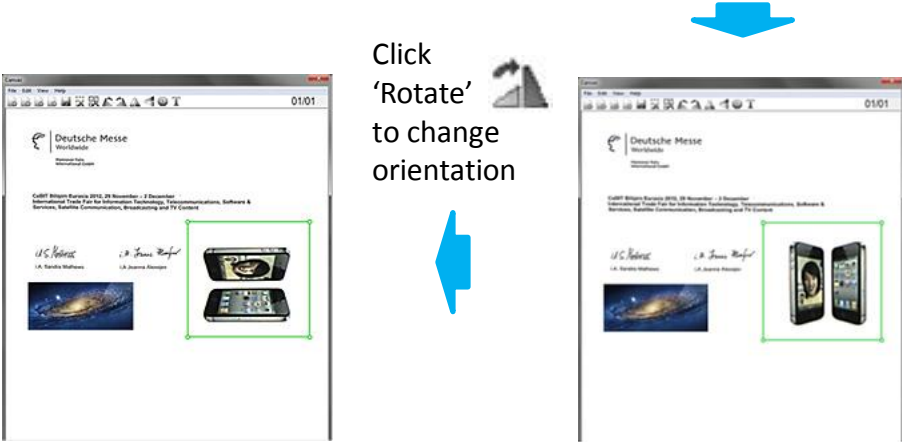
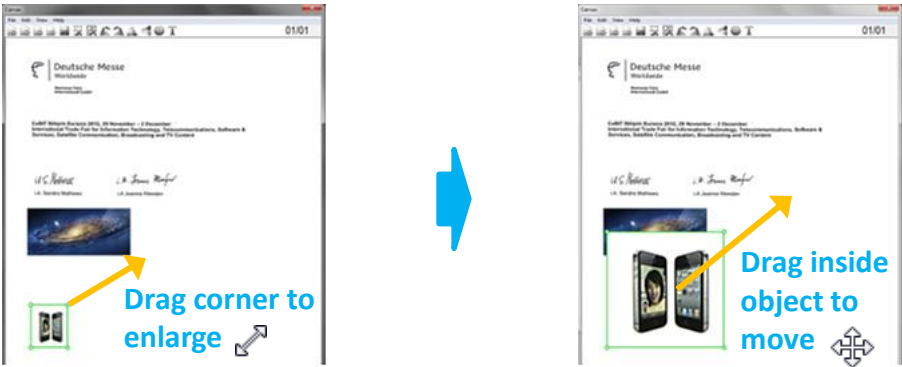
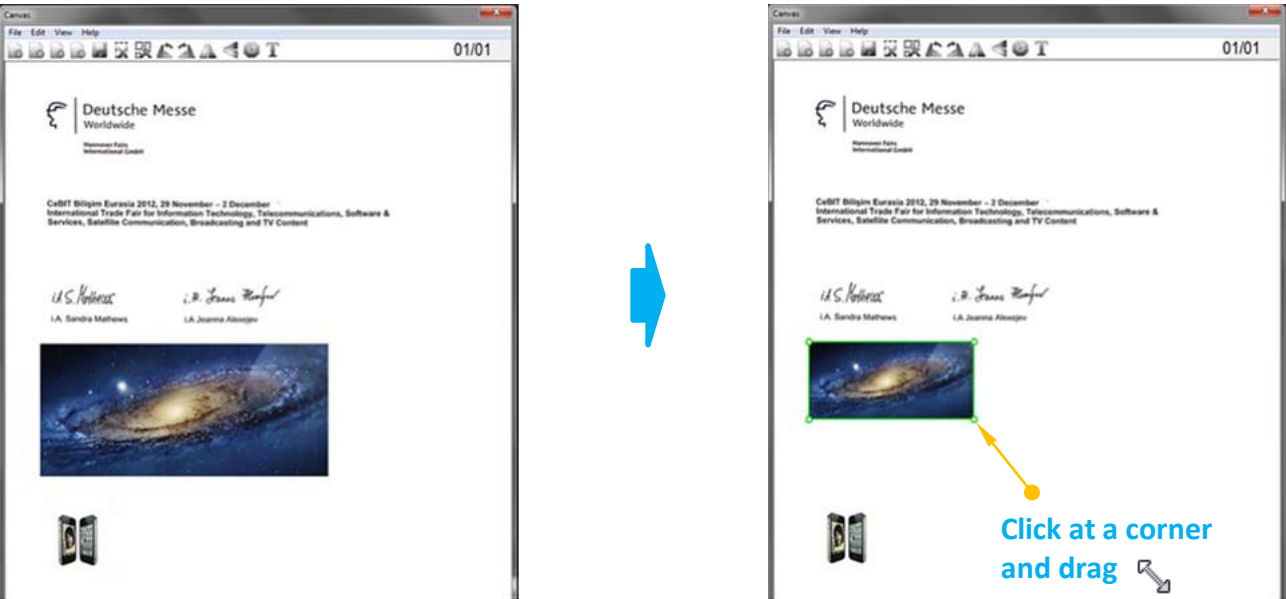
To clear marquee, click 'Clear'  or 'Clear All' 

Using the same method as before, Drag & Drop into the Canvas  
Alternatively, click "Move All" 



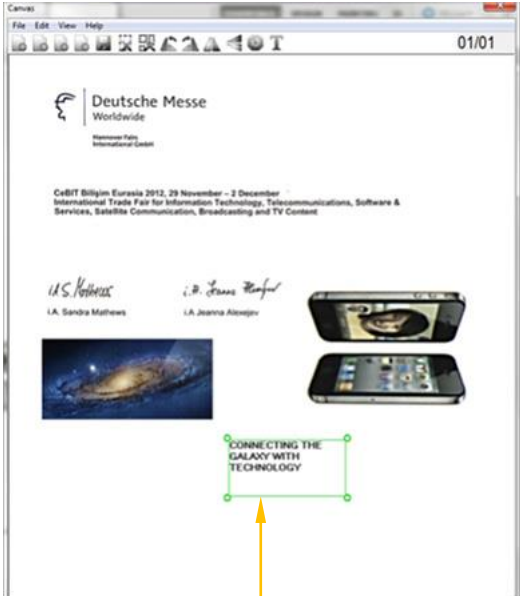
Rotate, resize and move the data blocks

Data objects can be resized in the Canvas




Saving the picked data

Click 'Save'  on Canvas Panel to save



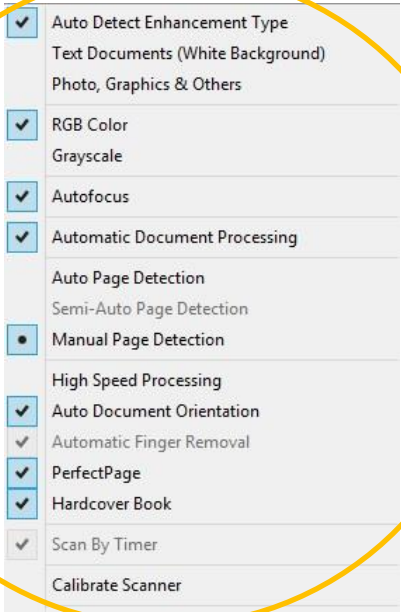
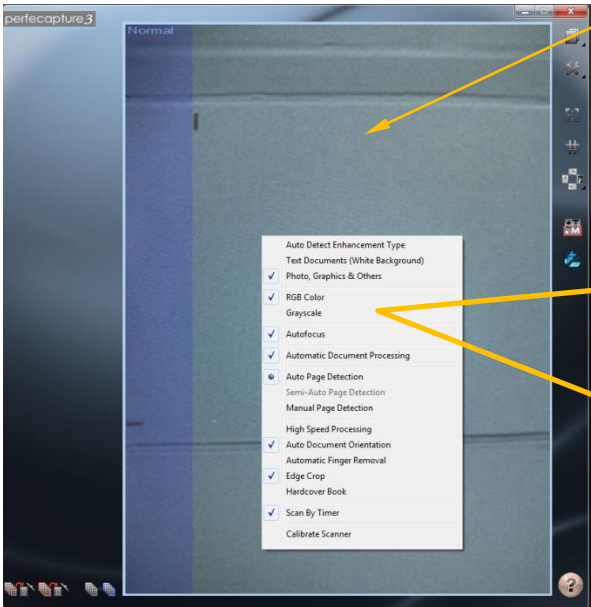
Click 'Annotate'  to add text

To clear a textbox, click 

Saved digital document

3.2.8 Changing frequently used scan settings using Fast settings

By right-clicking the mouse on the preview screen, you can quickly change several frequently used settings







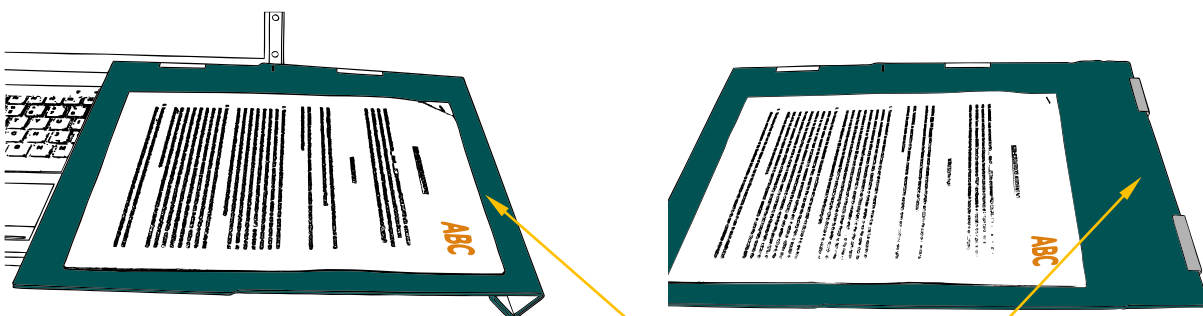
## Changing frequently used scan settings

<input checked="" type="checkbox"/>	Auto Detect Enhancement Type	Automatically decides to use Document or Photo Enhancement
	Text Documents (White Background)	Use only Document enhancement – for text documents with white background
	Photo, Graphics & Others	Use only Photo enhancement – also for document with colored background
<input checked="" type="checkbox"/>	RGB Color	Select between color or grayscale scan
	Grayscale	
<input checked="" type="checkbox"/>	Autofocus	To disable/enable autofocusing before every scan.
<input checked="" type="checkbox"/>	Automatic Document Processing	Turn ON/OFF auto document processing <sup>[1]</sup>
	Auto Page Detection	Fully auto document detection <sup>[2]</sup>
	Semi-Auto Page Detection	Semi auto document detection <sup>[3]</sup>
<input type="radio"/>	Manual Page Detection	Manually select document <sup>[4]</sup>
	High Speed Processing	Enable/disable High Speed Processing mode <sup>[5]</sup>
<input checked="" type="checkbox"/>	Auto Document Orientation	Enable/disable Automatic document Orientation <sup>[6]</sup>
<input checked="" type="checkbox"/>	Automatic Finger Removal	Turn ON/OFF auto finger image removal
<input checked="" type="checkbox"/>	PerfectPage	Turn ON/OFF PerfectPage function
<input checked="" type="checkbox"/>	Hardcover Book	Turn ON/OFF hardcover book scanning
<input checked="" type="checkbox"/>	Scan By Timer	Enable/disable scanning by timer interval
	Calibrate Scanner	Fine tune scan brightness level in the event of drastic ambient temperature variation

[1] (Automatic Document Processing is turned OFF) For taking photographs only – no image processing is done. For scanning individual articles on large documents (e.g. newspapers) or non-rectangular objects. Image processing could be applied after scan using “Define Document” feature.

[2] For scanning books without edge-to-edge printing (for example novels) and all types of sheets  
- see section on ‘Scanning Books without Full Bleed Printing’ in chapter 5 (Scanning Books)

- [3] Available only in book mode for scanning edge-to-edge printed pages like magazines or brochures  
- see section on 'Scanning Full Bleed Printed Pages' in chapter 5 (Scanning Books)
- [4] Useful for scanning selected articles. Can also be turned ON by double-clicking on preview display
- [5] High Speed Processing mode is only available in sheet and card mode.  
Use when high image quality is not required.  
In this mode, auto finger removal, auto orientation, background whitening and text enhancement are disabled.
- [6] Turn auto orientation OFF when scanning documents without significant text to prevent unpredictable orientation of resulting scans.  
Controlling scan orientation when auto orientation is turned OFF:
- i) For smaller documents which could fit the preview window in any orientation:  
Place the document such that its orientation on the preview display is the desired orientation of the scan result. Scan result's orientation shall follow the orientation observed on the preview display.
  - ii) For larger documents which could only fit the preview window in 2 out of 4 possible orientations:
    - For documents with landscape layout: Use "Facing User" preview orientation  (NOT necessary to physically adjust scanner facing) and place document such that it appears correctly orientated on preview display.
    - For documents with portrait layout: Use "Facing Right"  preview orientation (NOT necessary to physically adjust scanner facing) and place document such that the top of page is near the adjustable foot of XCANPAD.



Place top of page near this side  
of the XCANPAD

# SCANNING SHEET DOCUMENTS

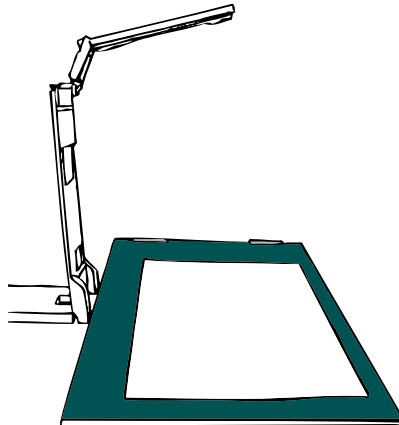
## 4. SCANNING SHEET DOCUMENTS

### 4.1 Sheet Scanning Mode

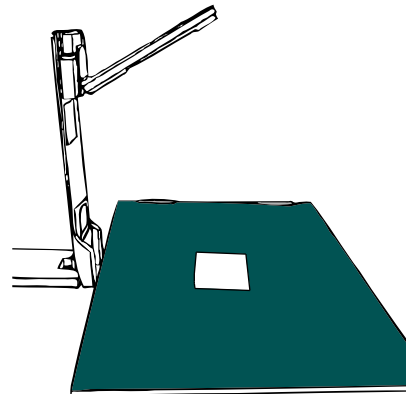
To select Sheet Document Scanning mode, click 'Sheet' button on Preview Panel



Sheet



Set camera higher for scanning large documents



Set camera lower for scanning small documents (cards, stamps) in order to get better resolution

### 4.2 Document Placement on XCANPAD

Non glossy document



Blue forbidden zone


Glossy document



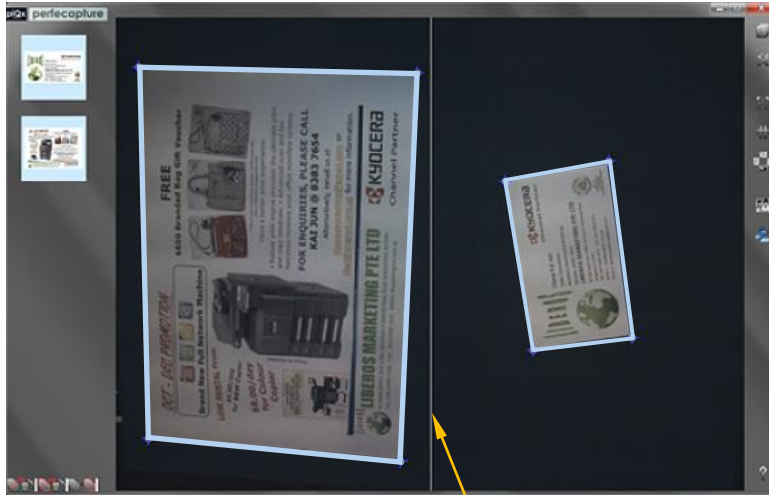
Orange forbidden zone

Make sure document is placed outside of the forbidden zones

## 4.3 Scanning Multiple Documents (Duo / Quad Mode)

Click 'Item Per Scan' button  to cycle among Single, Duo and Quad modes

Example: Scanning 2 documents in Duo mode

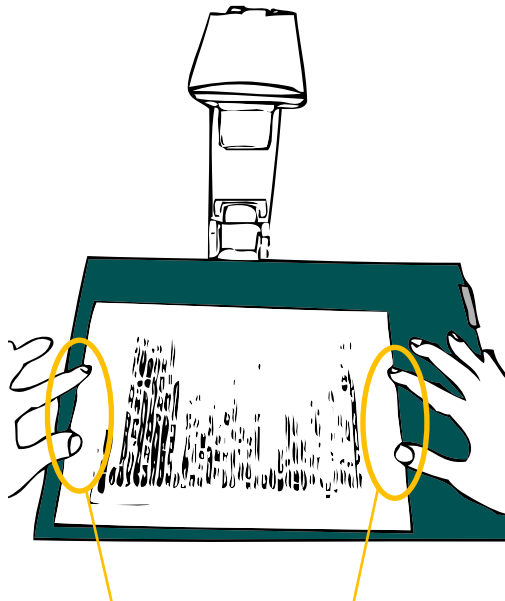


Place each document within its own boundary

## 4.4 Flattening Documents

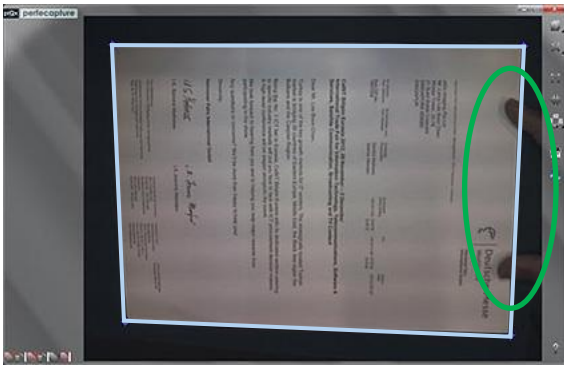
### 4.4.1 Using fingers to flatten document

To get best image quality, use your fingers to flatten uneven/wavy/folded documents

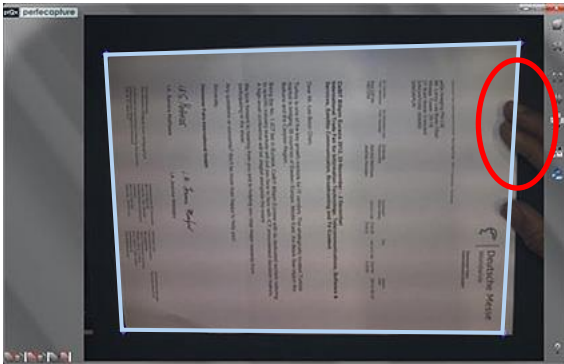


Please follow guidelines on finger placement in next section

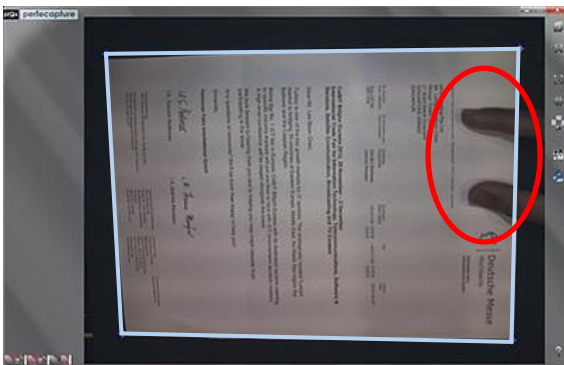
## 4.4.2 Precautions on finger placement



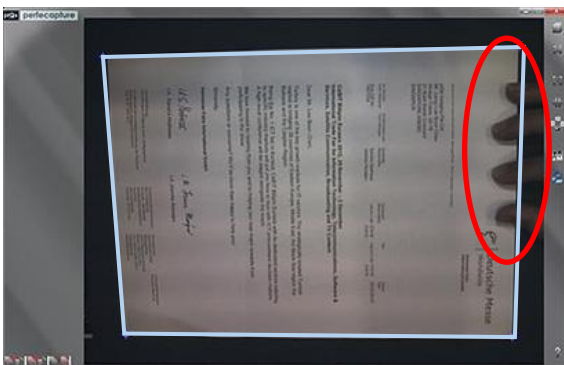
Please follow this finger placement method to get consistent auto finger removal from scanned image



Fingers too close together

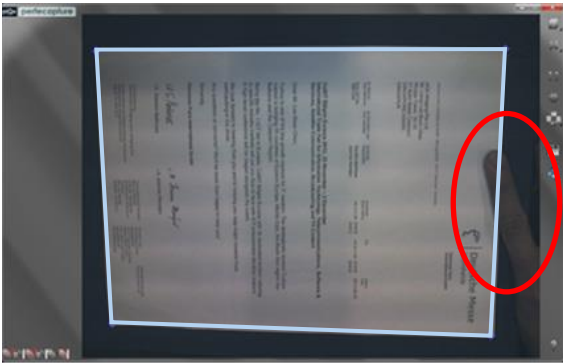


Fingers too deep into document

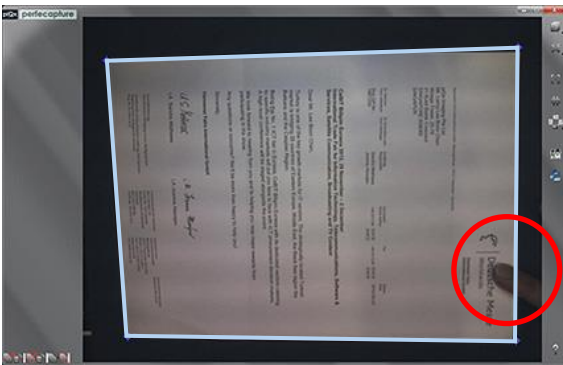


Too many fingers

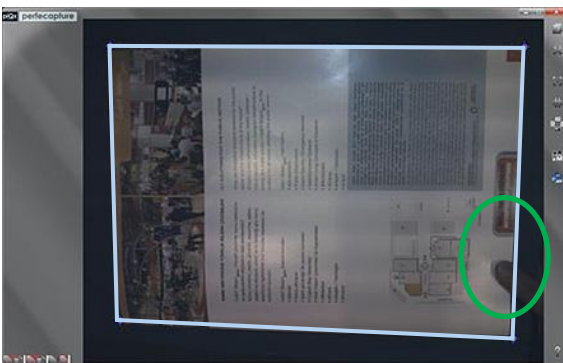
## Precautions on finger placement



Finger too slanted



Finger too near content



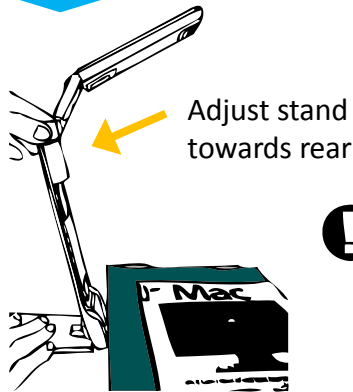
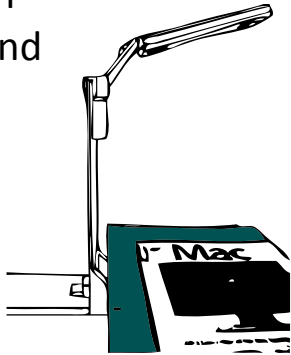
Finger away from image boundary



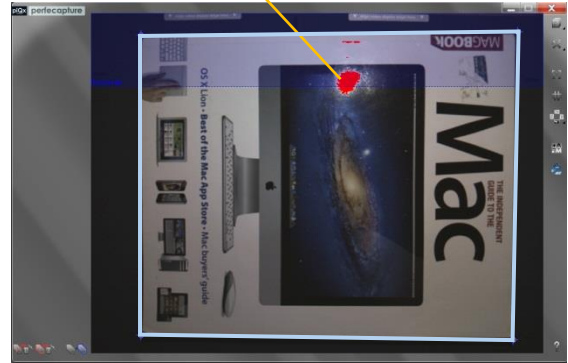
Finger too close to image boundary

4.5 Scanning Glossy Documents

\*On Stand



Gloss alert – gloss spot will appear in scanned image

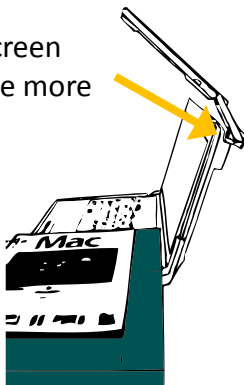


! Do not adjust forbidden zone too far away from page unnecessarily as it may cause scanned image sharpness to drop

\*On Laptop



Let screen recline more



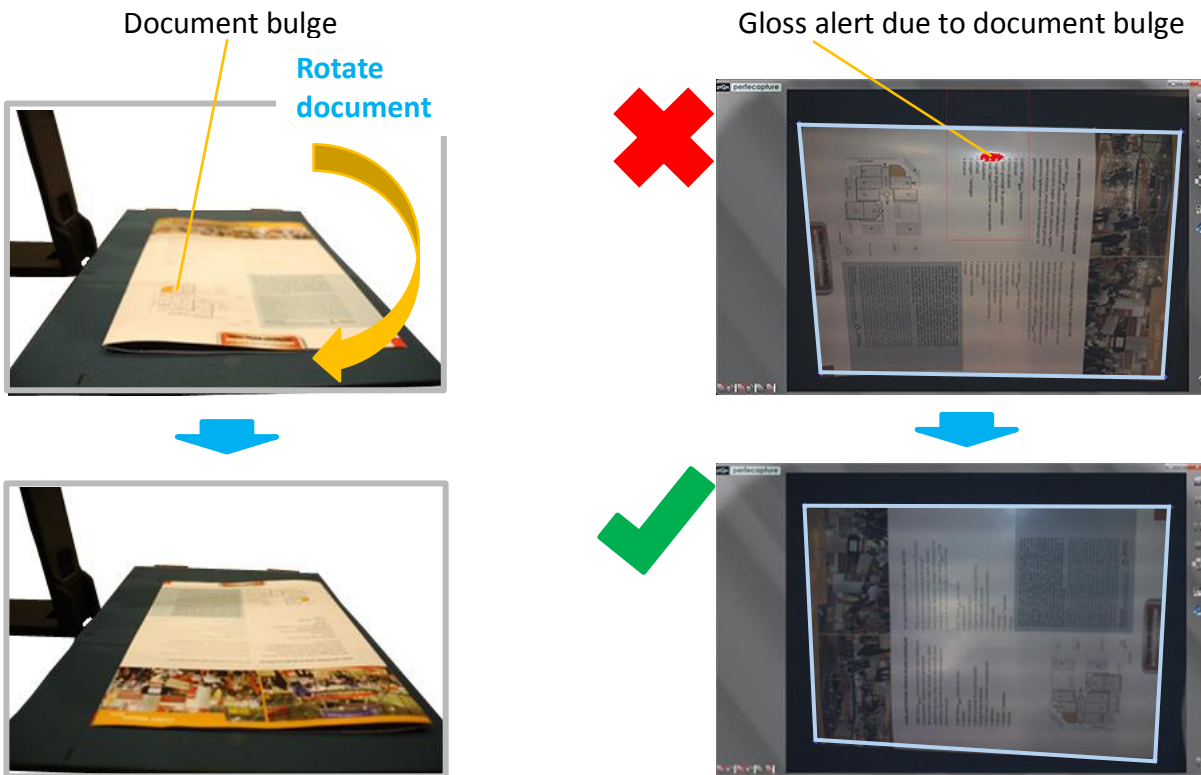
Gloss alert – gloss spot will appear in scanned image





## [Gloss alerts]

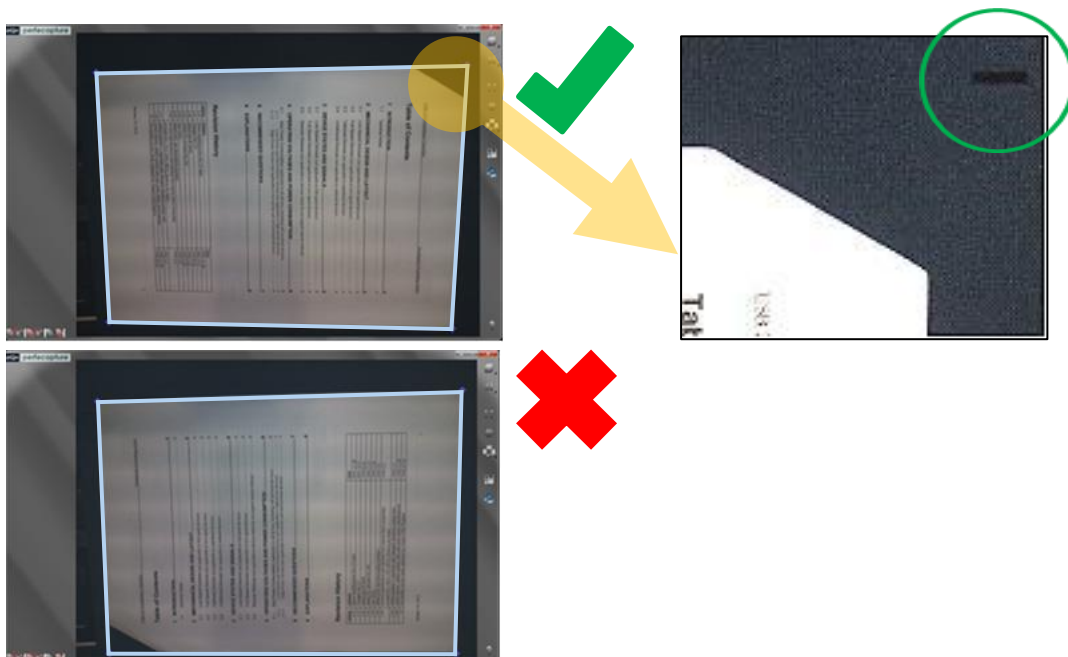
Gloss alert shows up as a red patch on the preview display. Its purpose is to warn against potential gloss reflections caused by flash light. It is an additional precautionary measure to forbidden zones in cases whereby document is uneven.



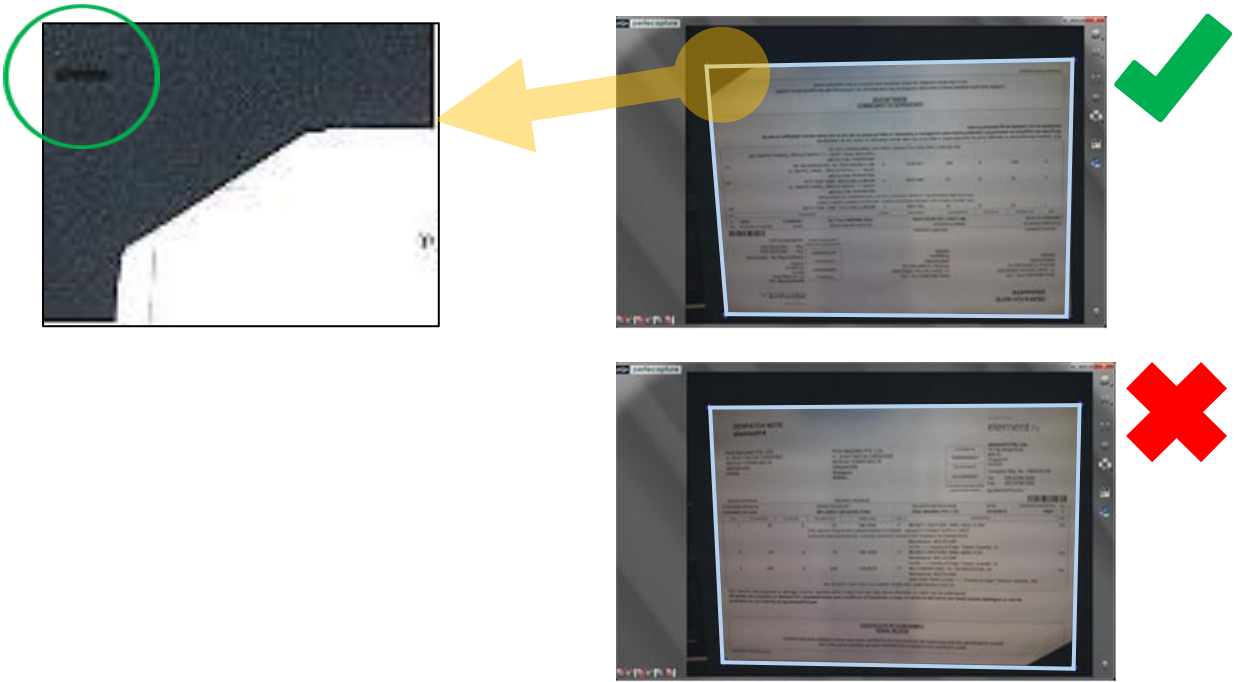
## 4.6 Scanning Stapled Documents

### 4.6.1 Orientation of document

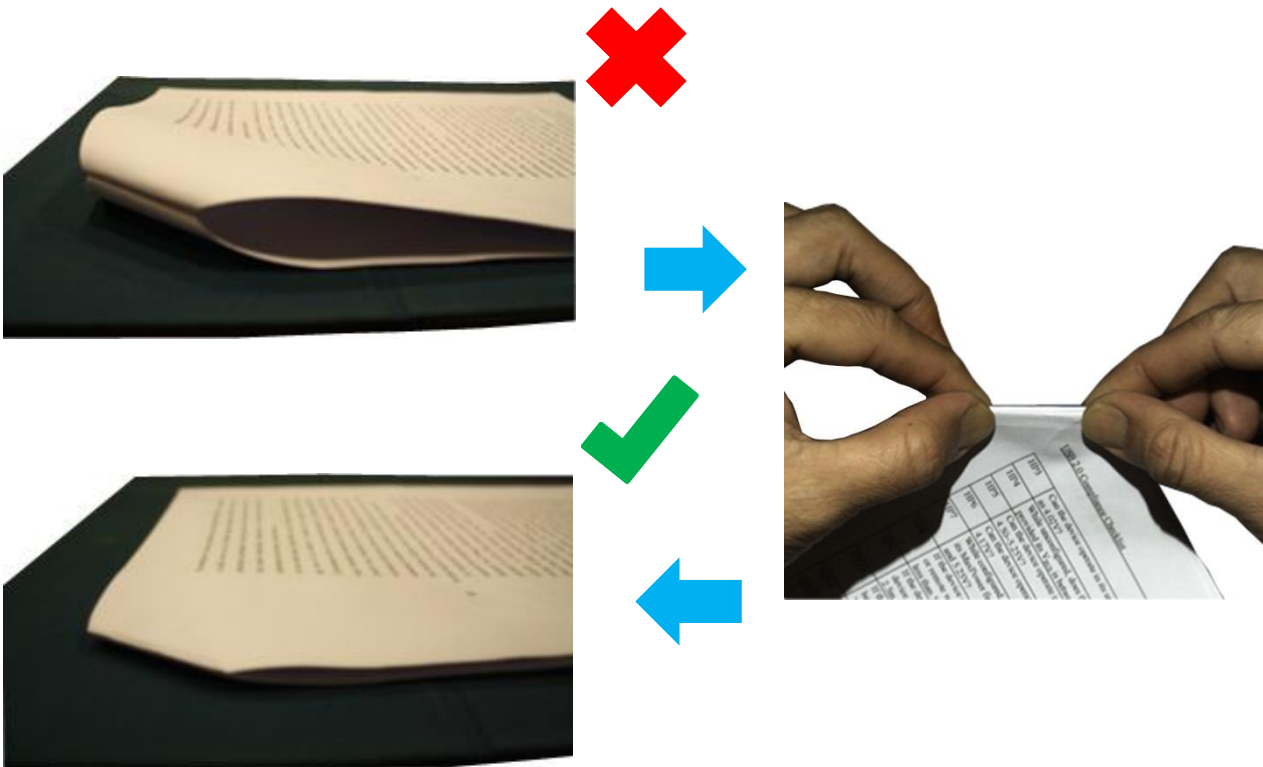
When scanning stapled documents with corner fold, make sure document is oriented such that fold is near either XCANPAD markings. This is to cater for automatic corner fold removal.



Orientation of document

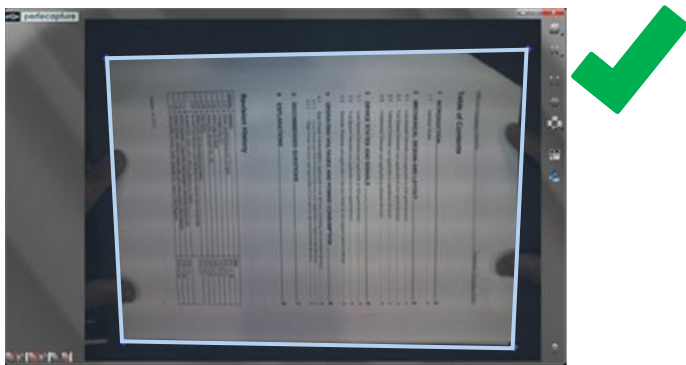
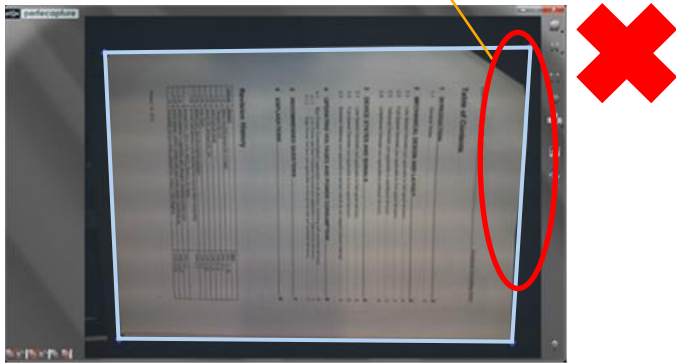


4.6.2 Flattening corner fold

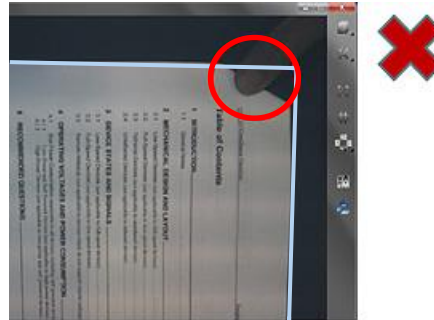


## Flattening corner fold

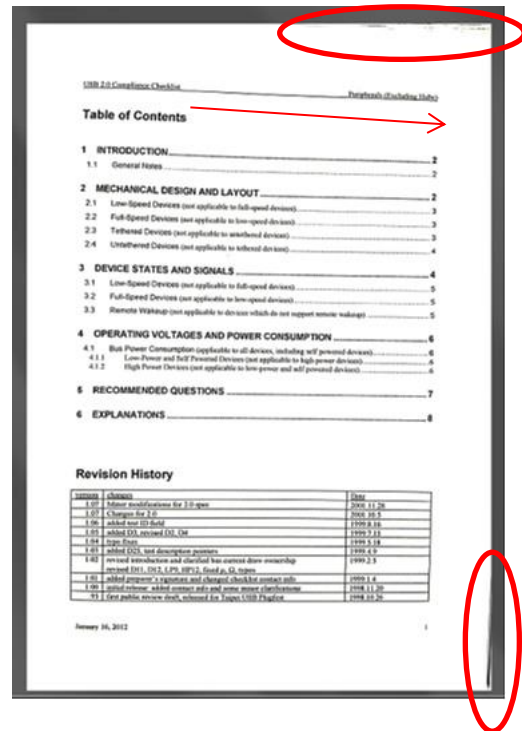
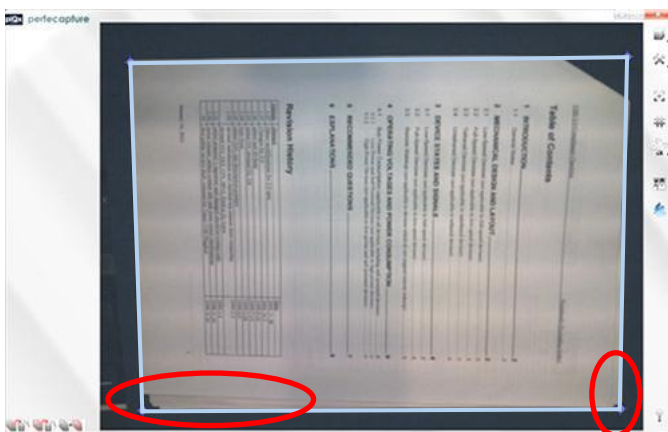
Document bulge



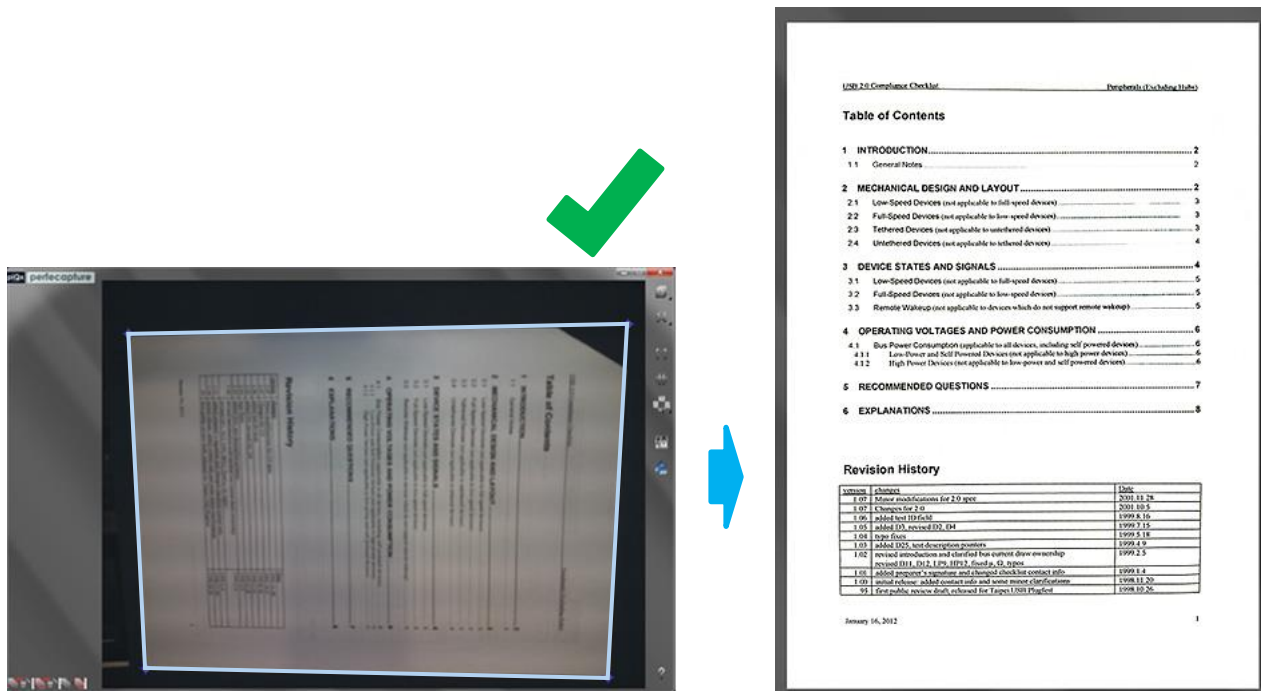
Avoid placing finger on document fold



## 4.6.3 Aligning pages



## Aligning pages

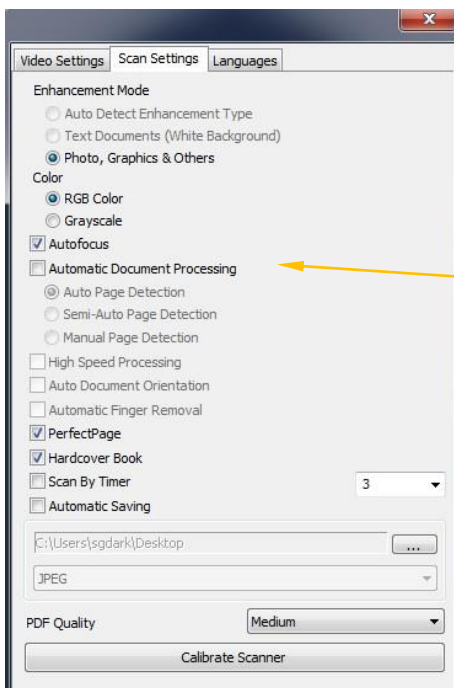


## 4.7 Scanning Large Sized Documents (E.g. Newspaper)

### 4.7.1 Example 1

Note: This section requires the knowledge of instructions in section 3.2.7 'Using the Canvas'

Turn OFF Automatic Document Processing by clicking on 'Settings' button



Uncheck 'Automatic Document Processing'

## Example 1

Using the stand, place XCANEX on top of newspaper

Aim camera at top part of article and scan  
1<sup>st</sup> image

Aim camera at bottom part of article and scan  
2<sup>nd</sup> image



Use your fingers to flatten newspaper but do not enter article area



Select 1st image by clicking the thumbnail

Click on 'Define Document' button



to allow defining corners manually



Click on 4 corners of the article to define desired area

Adjust the corners such that the guiding grid lines is as **parallel** to texts and lines on the newspaper as possible

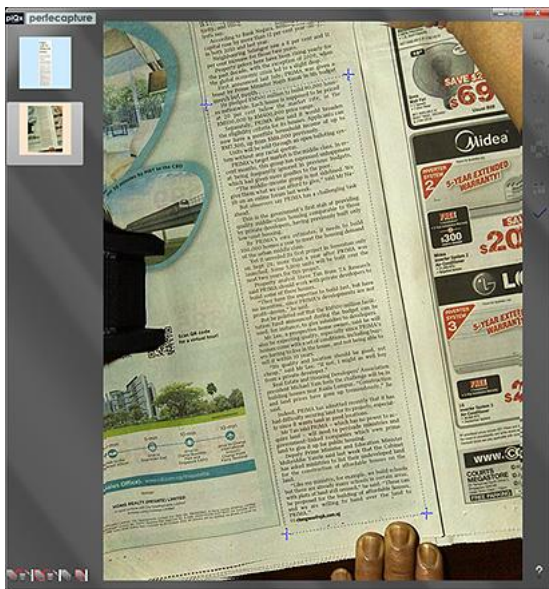


## Example 1

After defining the corners, click  again to process the image



Perform the same procedure to the 2<sup>nd</sup> image



Example 1


Launch the Canvas and pick the top portion of article



Pick bottom part of article into the Canvas



## Example 1

Click  to save the Canvas into the desired file format



## 4.7.2 Example 2

This example is an extension of the method used in Example 1. It shows how a large article can be scanned and combined into a multipage file.

Scan and process left portion of article





## Example 2

Scan and process right portion of article



Select 4 different zones and pick each zone over to the Canvas



Example 2

Click on 2<sup>nd</sup> thumbnail and pick the rest of the article over



Pick graphics and resize

Resize graphics



Example 2

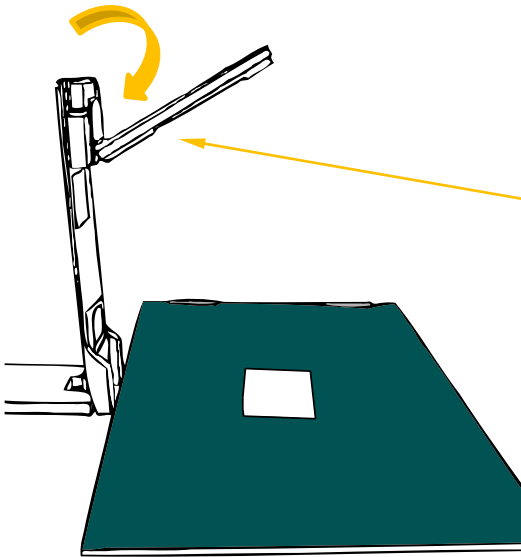
Add a new page to Canvas and pick the rest of the article into page 2



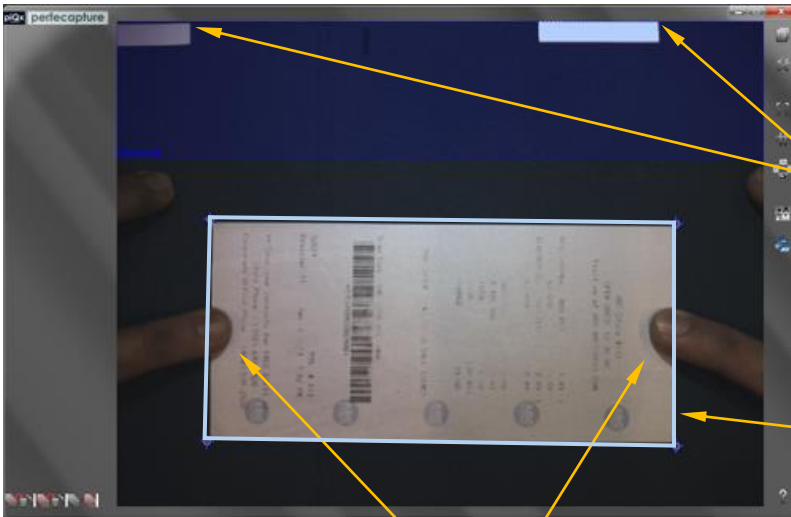
Save Canvas as a multi-page PDF file



## 4.8 Scanning Receipts and Small Documents



Lower the camera by pushing down the rear body so that the document appears as large as possible on the preview display



Select sheet scanning mode

Align the top edge of preview display to the white labels of the XCANPAD

Place document in landscape orientation

If it is necessary to flatten the document, place index finger on each side of the document. It is important to follow the finger placement guidelines as shown in section 4.4.2.

# SCANNING BOOKS

## 5. SCANNING BOOKS

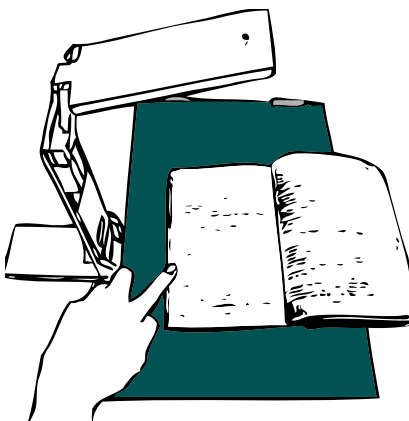
### 5.1 Selecting Book Scanning Mode

To select Book Scanning mode, click 'Book' button on Preview Panel

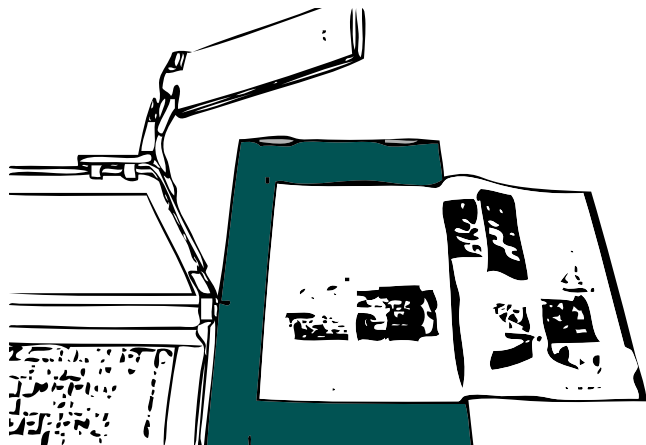


### 5.2 Placing & Orientating the Book

If the stand is used, place XCANEX either to your left or right



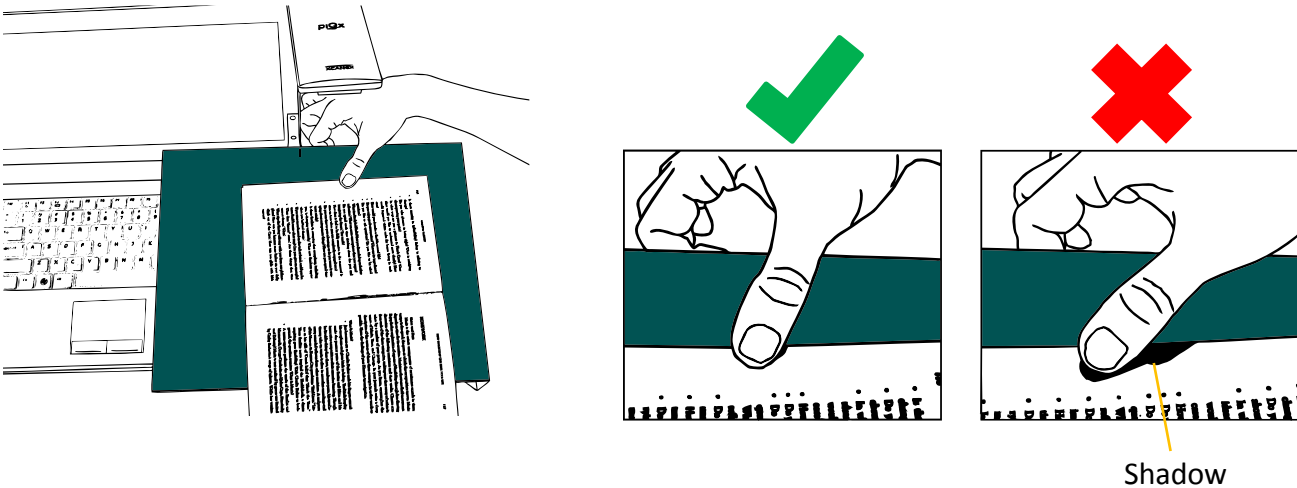
If XCANEX is attached to a laptop, rotate it to face the right and place XCANPAD below it



## Placing the book

When desk space is scarce, books could also be scanned with XCANEX facing the front. User should shift the sitting position to face the left and use the thumb to hold the book page flat.

Take note not to raise thumb which will create a shadow – this may result in ineffective finger image removal.



## Orientating the book

To scan a left page



To scan a right page, rotate the book upside down



Do not place book in this manner as automatic page detection will not work



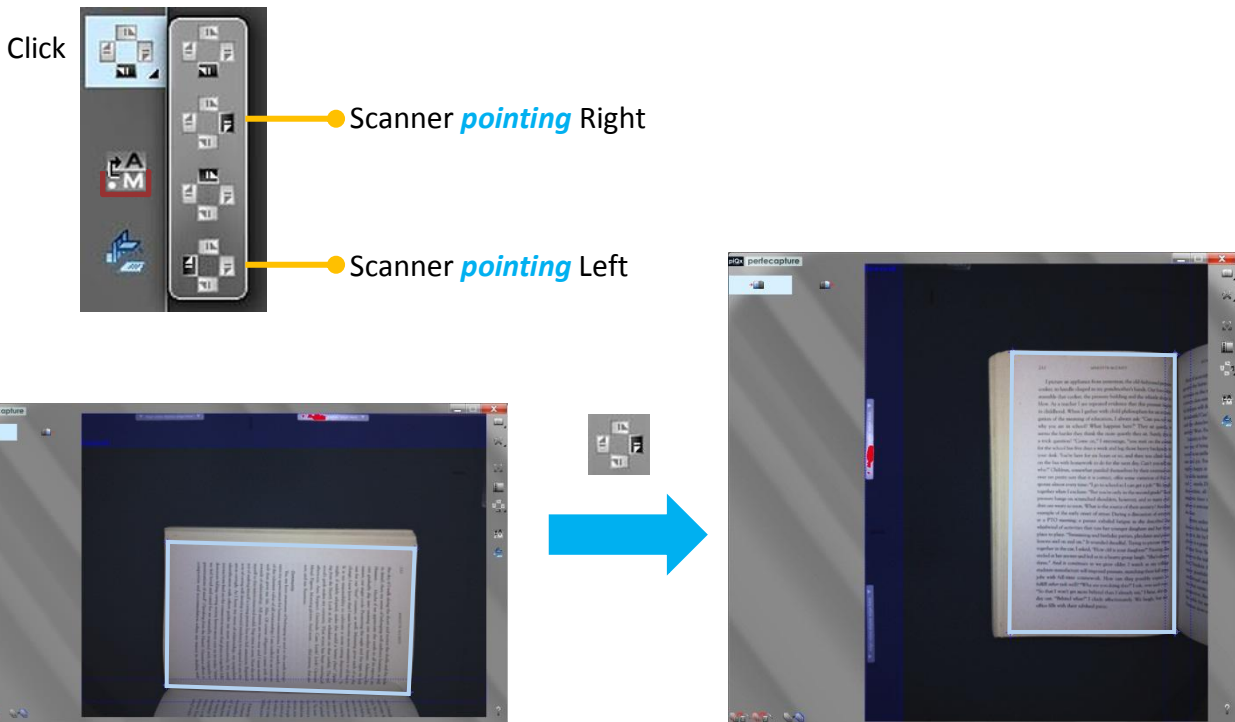
Note 1: Perfecapture automatically orientates the page (if it contains printed text)

Note 2: Perfecapture allows you to scan all LEFT pages first before rotating the book to scan all the RIGHT pages, or vice-versa.

Pages shall be automatically arranged when saving : see section on 'Scanning Multiple Contiguous Pages'

### 5.3 Preview Orientation

Change Preview Orientation to suit actual book orientation

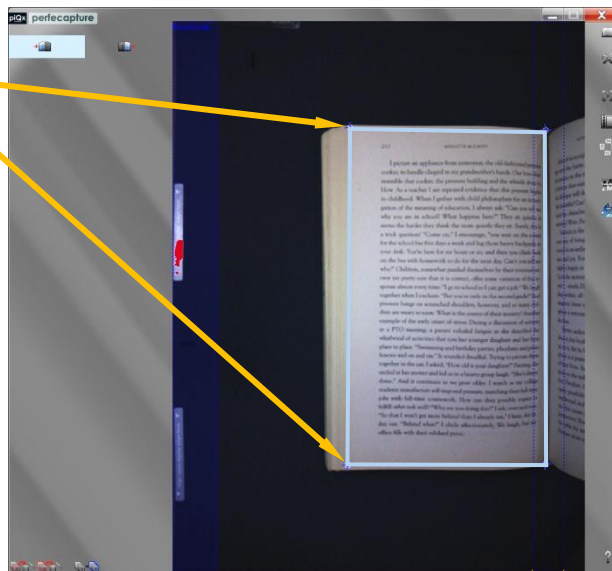


### 5.4 Positioning the Page

Optimum placement for Automatic Page Detection

'Page Frame' signifies that page has been successfully detected

**!** Do not adjust forbidden zone too far away from page unnecessarily as it may cause scanned image sharpness to drop



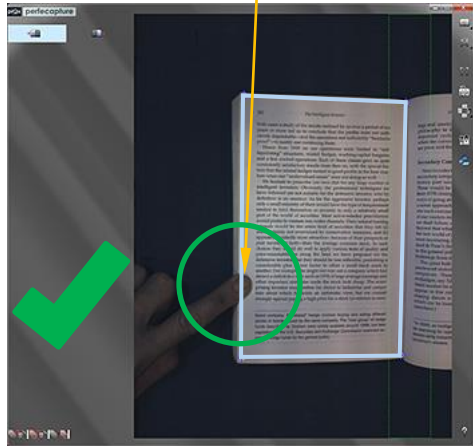
Position the book spine within these 2 spine guides



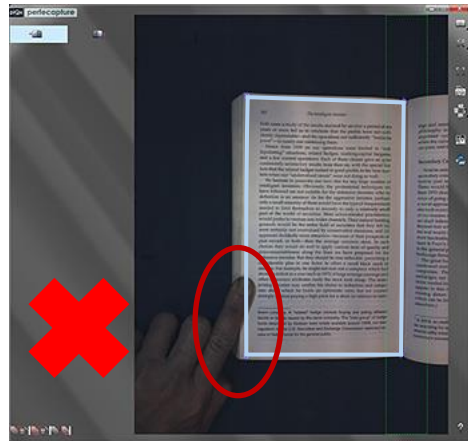
## 5.5 Methods to Flatten Book Page

### 5.5.1 Finger placement

Place finger as far away from text as possible

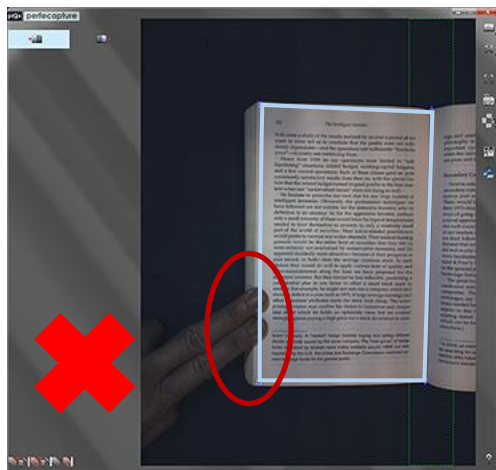


Finger too slanted

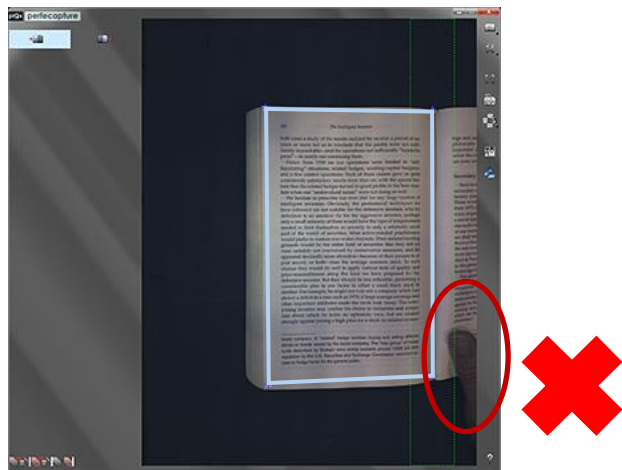


This may cause ineffective automatic finger image removal

Although 2 fingers can be used, do not place them too close together



Do not place fingers near spine as it may interrupt spine detection



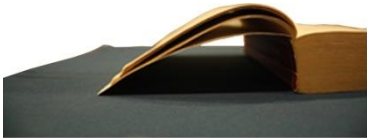
5.5.2 Thin side, center and thick side pages

Illustrations below show how a book page may be flattened for thin, center and thick side pages:

Pages on thin side

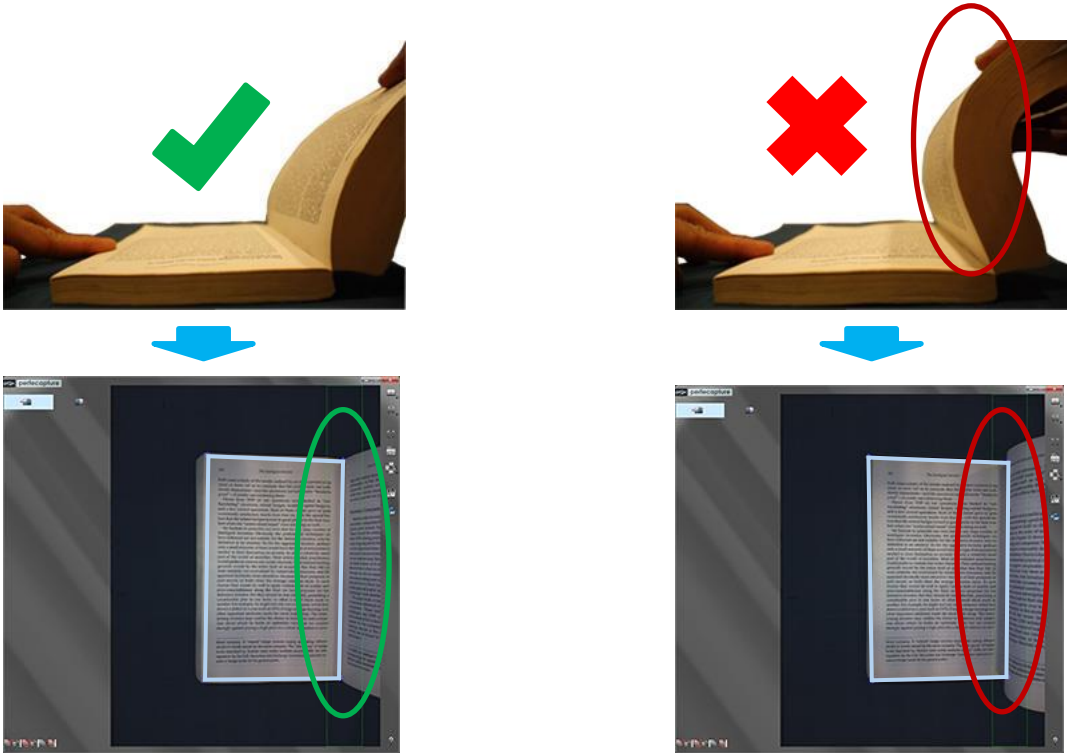
Center pages

Pages on thick side

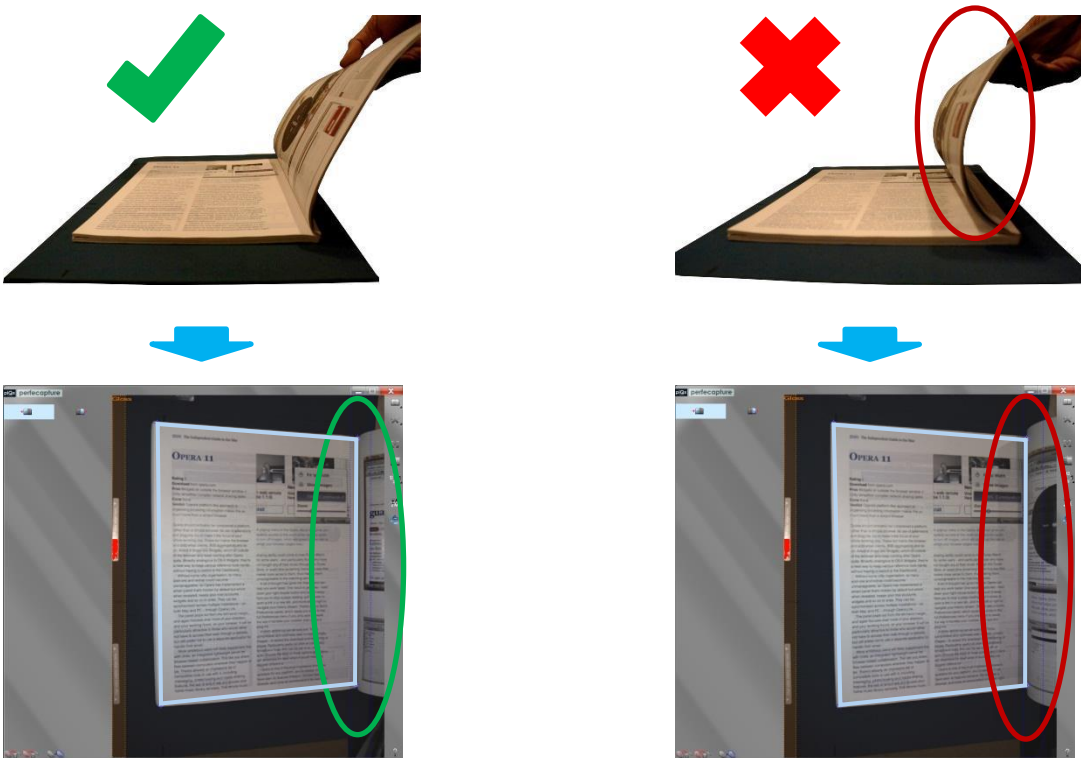


## 5.5.3 Fragile or tightly bound books

The opposite side of book may be held up during scan. Always ensure spine is clearly visible.

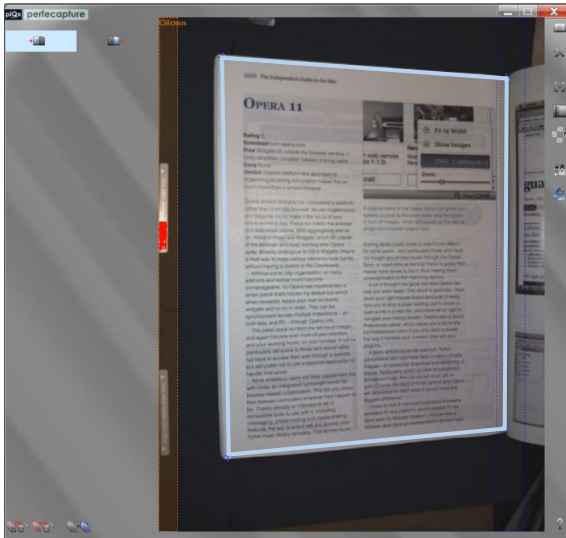


## 5.5.4 Thin & wide materials (E.g. Magazines)



## 5.5.5 Glossy pages

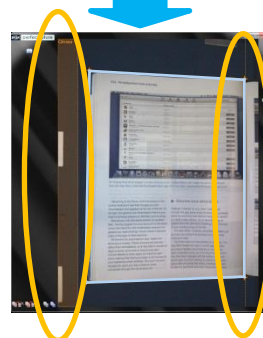
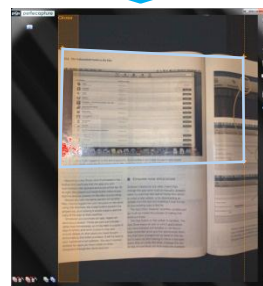
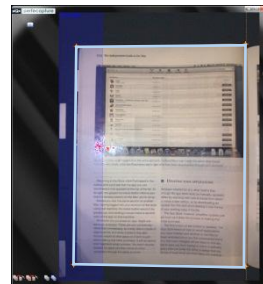
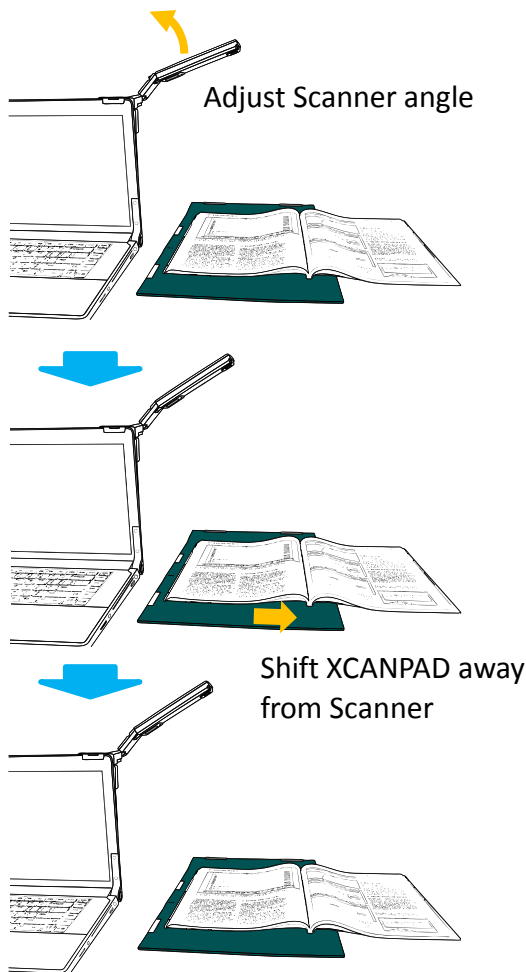
When scanning book or magazine pages made with glossy paper, it is important to:



- adjust the stand or laptop lid angle until forbidden zone is orange in color with the words “Gloss” displayed
- position the page outside of the forbidden zone
- For more details on adjusting forbidden zone and placement of glossy documents, refer to section 4.5 : Scanning glossy documents.

### Adjusting to “Gloss Mode” when XCANEX is mounted on laptop and facing the side

As the laptop’s lid must be in upright position in this case, the scanner angle is used instead to enter gloss mode.



**!** Do not adjust forbidden zone too far away from page unnecessarily as it may cause scanned image sharpness to drop

Properly align XCANPAD and gutter

**!** Glossy pages on thin side pages of thick books

For glossy pages on thin side pages of thick books, faded text or white patches may still be found in resulting scans even when placed outside the forbidden zone. This is caused by the page being at too large a slanted angle (relative to the XCANPAD) due to the thickness of the book. If this happens, use the holding method below to reduce the slant angle:

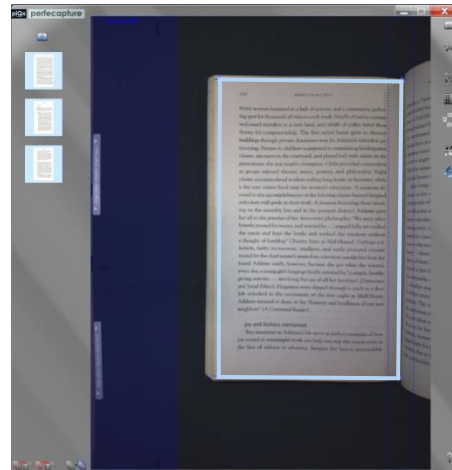


**5.6 Modes for Scanning Random and Contiguous Pages**


**Random page mode**

For scanning any random page.

Saved multipage file will have same sequence as thumbnail sequence.

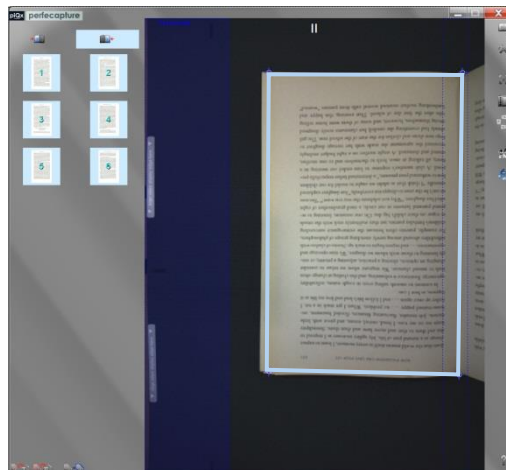


**Contiguous page mode**

By clicking on the “Page Sequence Mode” button  dual thumbnail column will appear corresponding to Contiguous Page Mode.

For scanning multiple pages which have contiguous without breaks – E.g. a whole chapter

Left/Right column corresponds to Left/Right pages of the book



## 5.7 Scanning Multiple Contiguous Pages

Perfecapture allows scanning of all LEFT pages first →  
 Rotate book once → Scan all RIGHT pages

Always start scanning from the first page:  
 If first page is a left page, click on the left column icon

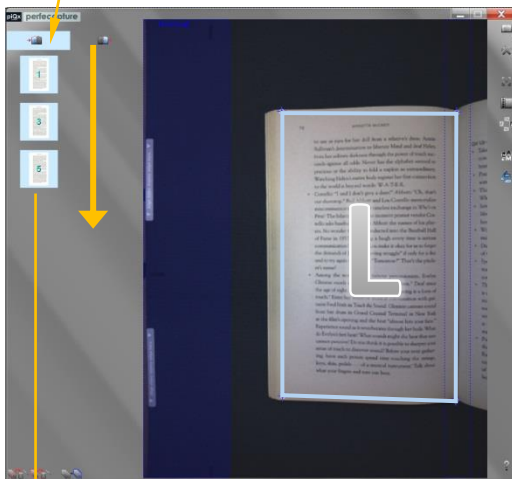


If first page is a right page, click on the right column icon



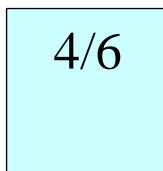
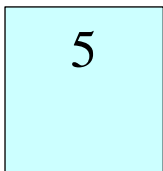
Example of first page being a left page:

Click Left Column for left pages



Scan pages 1, 3, 5

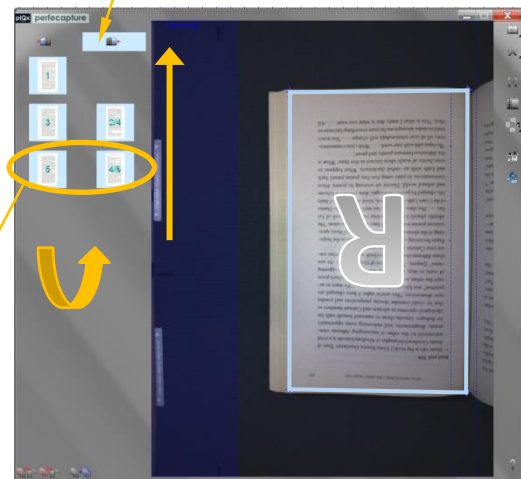
Numbers on the thumbnail indicates page number with reference to the first page scanned



Rotate book



Click Right Column before continuing with right pages \*



Scan pages 6, 4, 2 or 4, 2 \*

\* If right column is not clicked, a dialog box shall appear to confirm if book has been rotated after scanning a right page. If yes, column shall switch automatically to the right.

\* In this example, the right thumbnail number shows 4/6, meaning this page could be the 4<sup>th</sup> or 6<sup>th</sup> page. PerfeCapture will only know & decipher this when scan is complete during the file saving process.

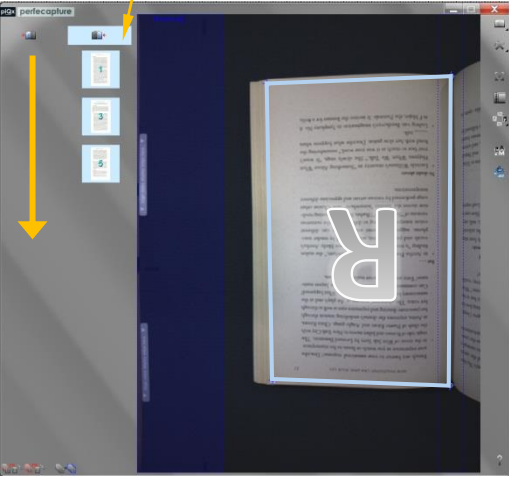


**DO NOT ATTEMPT TO REARRANGE THE PAGES UNTIL END OF SCAN**

You can also scan all RIGHT pages first → Rotate book once → Scan all LEFT pages


Example of first page being a right page:

Click Right Column for right pages

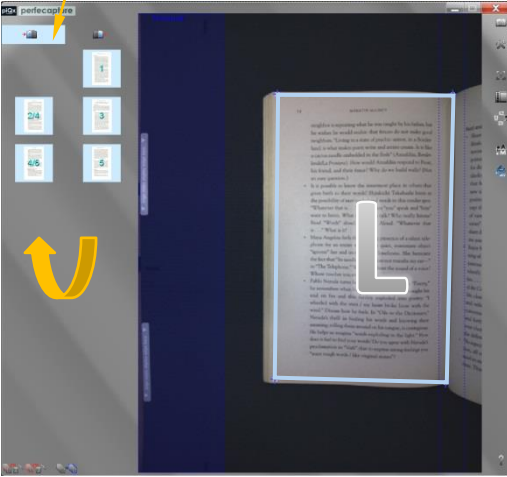


Scan pages 1, 3, 5

Rotate book

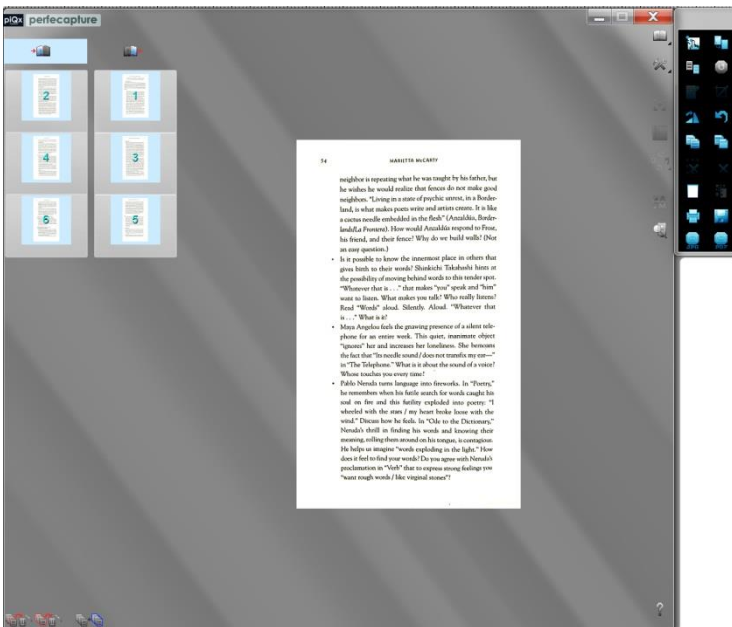


Click Left Column before continuing with left pages



Scan pages 6, 4, 2 or 4, 2

Saving the pages



The pages saved in a multi-page file shall be automatically arranged in the correct order

Click 'Select All Pages'

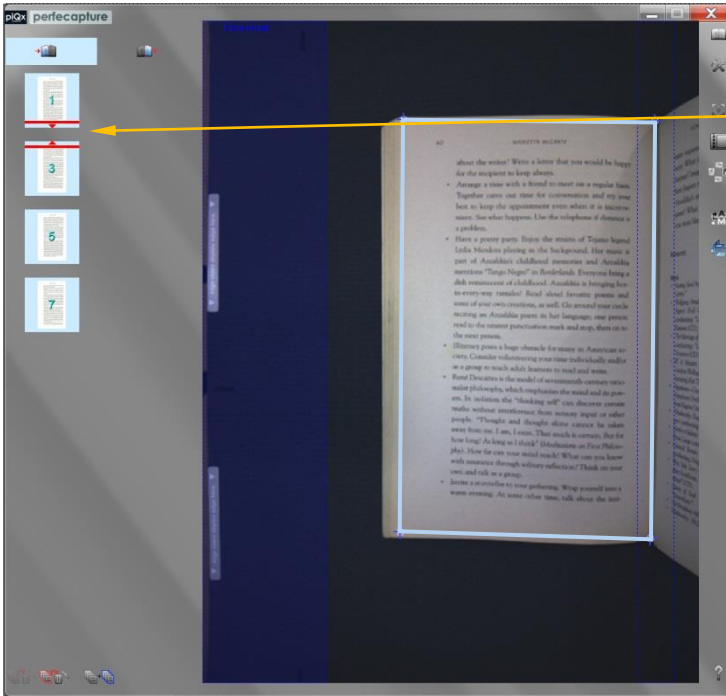


then 'Save As'



## 5.8 Inserting Pages in Between Thumbnails

If a page is missed during scan, it can be inserted any time before saving them to file.



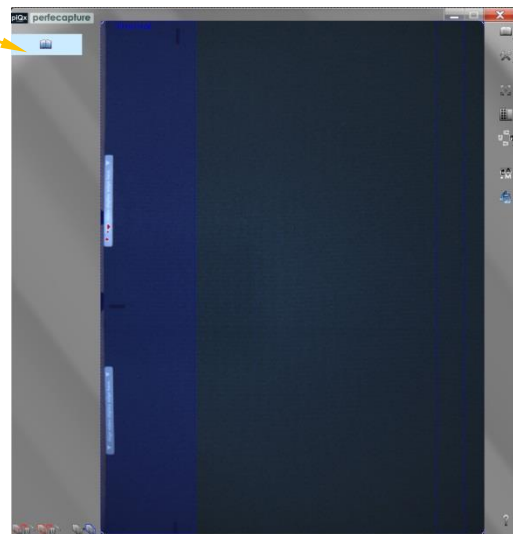
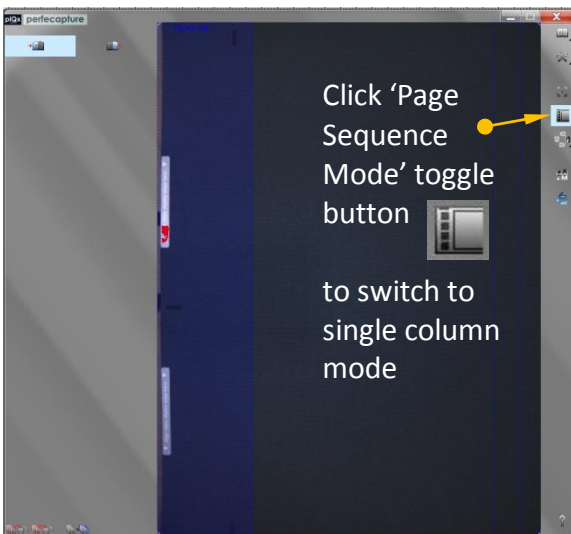
Right click mouse button while pointing in between 2 thumbnails.

The subsequent scan shall be inserted here.

Right click again to remove page insertion markers if incorrectly placed.

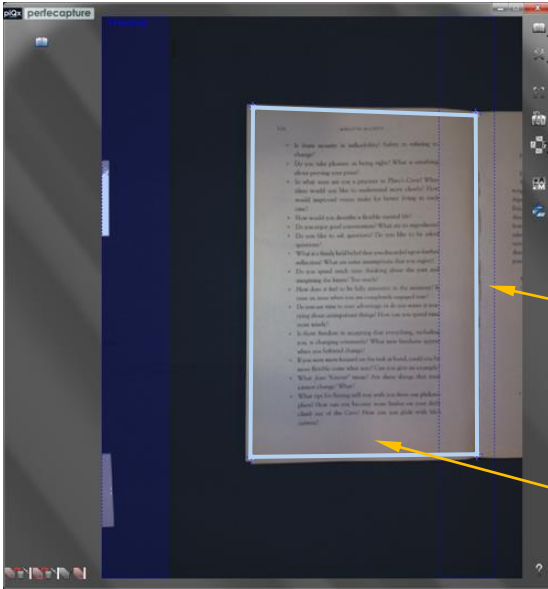
## 5.9 Scanning Random Pages

In case of scanning non-contiguous random pages, switch to Random Page Mode (with a single column). There is no Auto Page Arrangement in this mode – pages saved in a multipage file shall follow the thumbnail sequence.





## 5.10 Scanning Pages without Full Bleed Printing (Edge Printing)

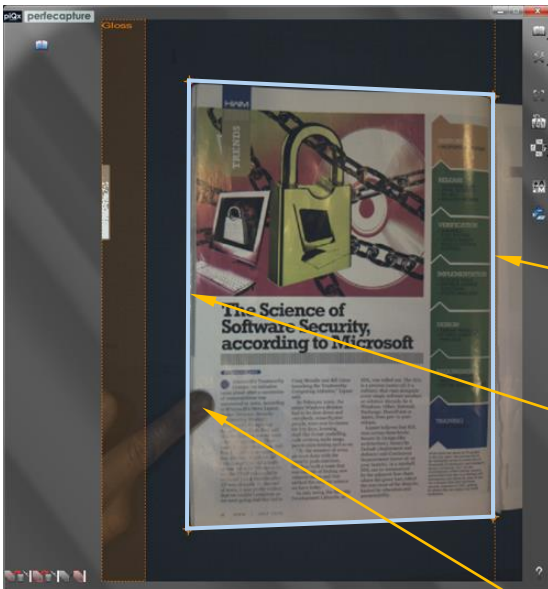


When in book scanning mode, select “Auto page detection” (see Section 3.1 on “Scan Settings”) mode whereby book gutter position is automatically detected

Place book gutter anywhere in between the 2 blue lines

*Pages without full bleed printing means there are no printing near all 4 edges & the gutter*

## 5.11 Scanning Full Bleed Printed Pages (e.g. Magazines)



When in book scanning mode, select “Semi Auto Page Detection” (see Section 3.1 on “Scan Settings”) whereby book gutter has to be manually adjusted to align to a guide

Align magazine gutter with the orange dotted line – page shall be cropped exactly at this line

*Full bleed printed pages: Pages which have printing all the way until the edges or gutter*

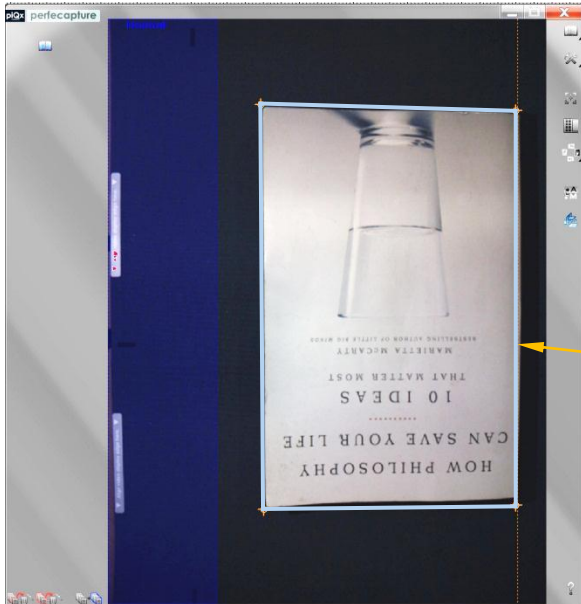
A finger may be placed on an area with least image details to flatten pages.  
In case page edge is full of details with no clear space, it is recommended to turn OFF automatic finger removal and use manual finger removal instead.

## 5.12 Scanning book Or Magazine Covers

Scanning book covers is effectively done using the “Semi auto page detection” mode.



Do not use “Auto page detection mode” as it may cause cropping error due to shadow created by book.



Place the spine of book or magazine such that it aligns with the orange guide line

# SCANNING BUSINESS CARDS

## 6. SCANNING BUSINESS CARDS

### 6.1 Selecting Business Card Scanning Mode

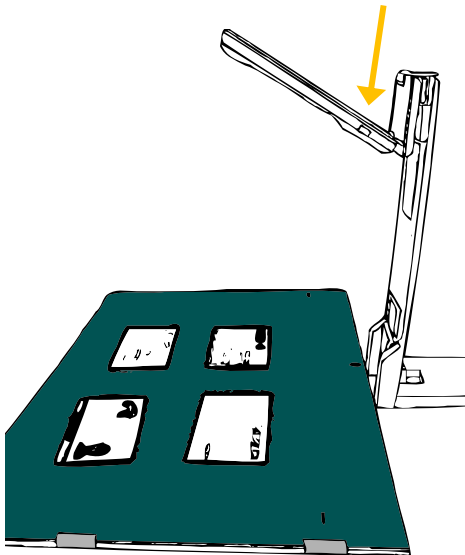
To select Card Scanning mode, click 'Business Card' button on Preview Panel. In this mode, the digital card shall be automatically added to the Business Card Organizer.



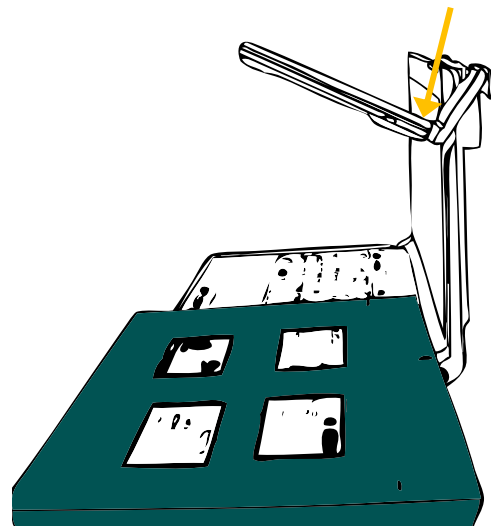
Business Card



Adjust camera to lower height for scanning cards to get best resolution



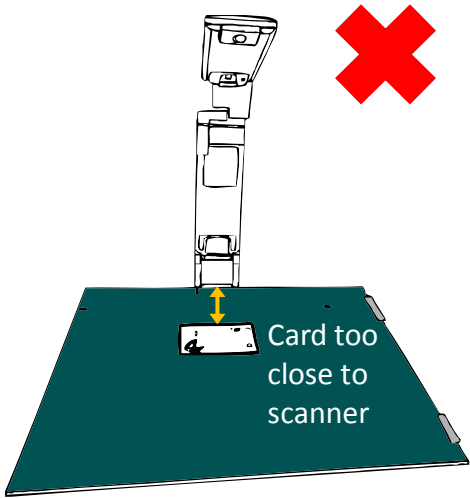
On stand



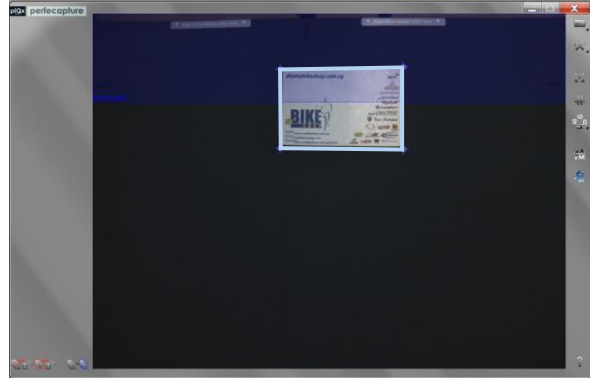
On laptop

6.2 Card Placement

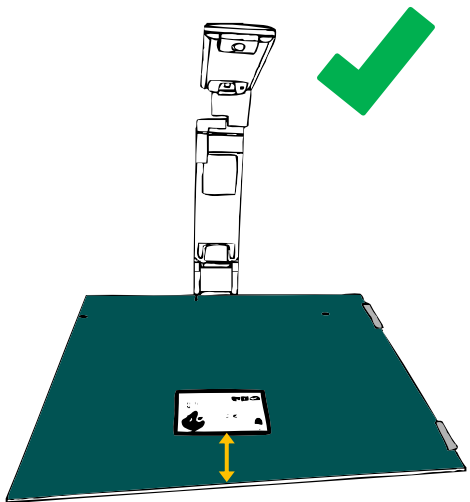
6.2.1 Card positioning on XCANPAD



Cards placed too close to scanner may result in faded text and graphics



Card inside forbidden zone



Place card closer to opposite side of scanner



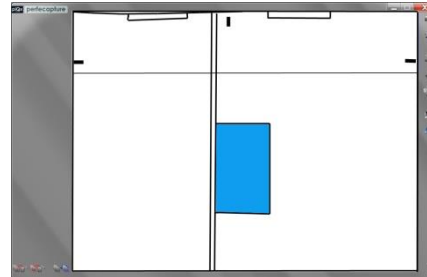
Card outside forbidden zone

### 6.2.2 Card placement near XCANPAD's folding line

Avoid placing any card or document with any of its edge exactly aligned with XCANPAD's folding line as it may interfere with automatic document detection.



XCANPAD's folding lines



Picture illustration

### 6.3 Multi-card Scanning

Card placement



Ensure Page Frame appears and encloses each card

*Note: In some cases, Page Frame may not refresh after document is moved slightly – A refresh may be forced by waving your hand below the camera*



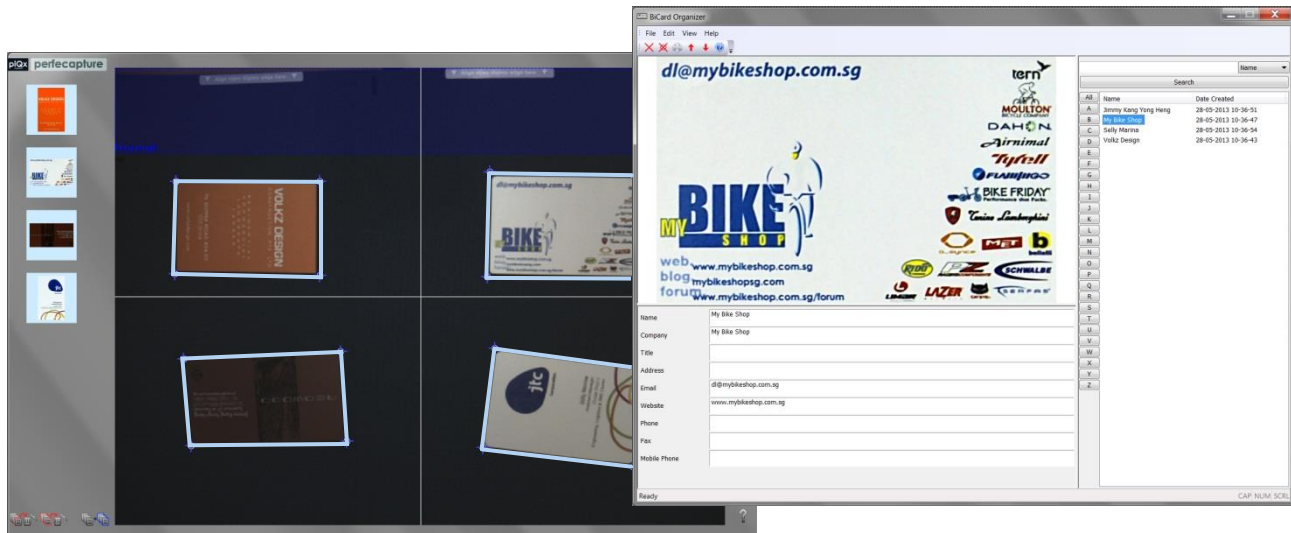
Ensure card does not touch or cross boundaries

*Note: To switch to single scan mode, press 'Item Per Scan' button*



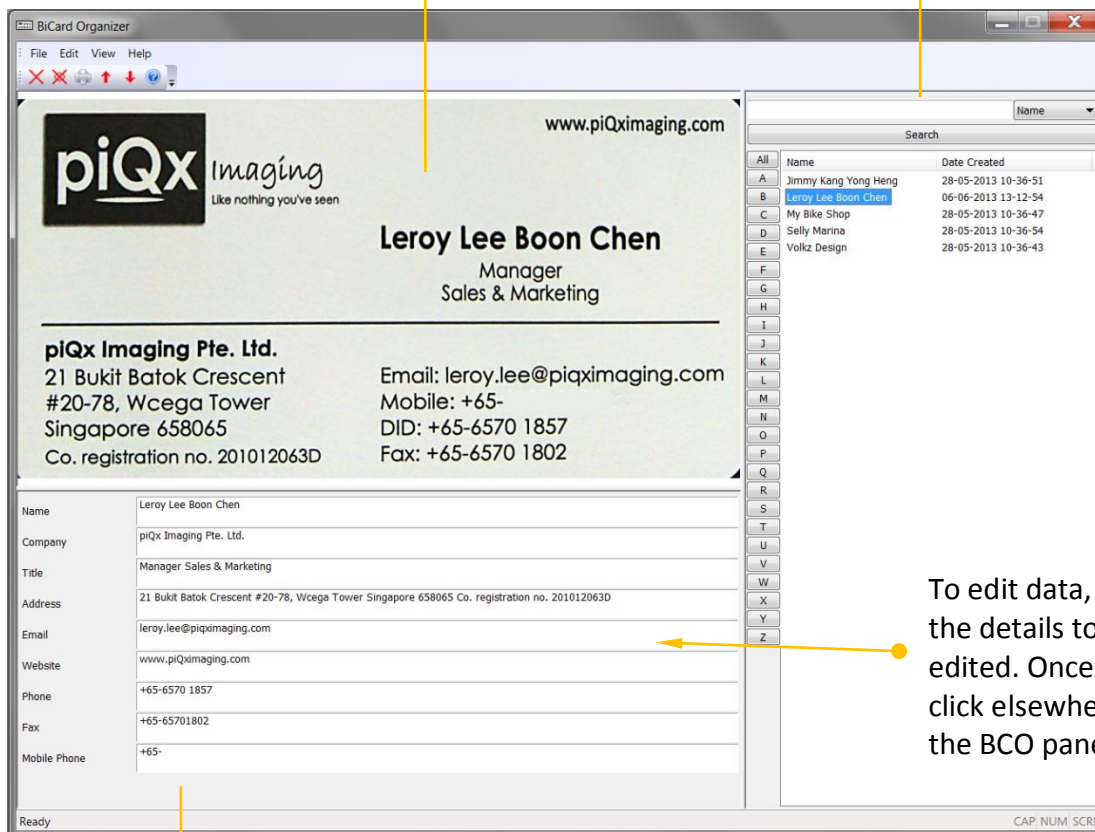
## 6.4 Business Card Organizer (BCO)

BCO is automatically launched once the first card is processed. The BCO panel should be minimized if not preferred to be viewed while scanning (Do not close it as it will be launched again when the next card is scanned). Scanned cards are automatically included into the BCO's database (no saving needed).



Graphic display

Data display & search



To edit data, click on the details to be edited. Once done, click elsewhere on the BCO panel

Edit panel

## Business Card Organizer (BCO)

### Data display & search

Choose search category

You can choose to display names according to its first alphabet or display all

Click on "Name" or "Date Created" to sort according to preference

The screenshot shows the Business Card Organizer interface. At the top right, a dropdown menu is open, showing search categories: Name, Company, Title, Address, Email, Website, Phone, Fax, and Mobile Phone. An arrow points to the 'Name' option. Below the dropdown is a search bar and a table of business cards. The table has columns for Name, Date Created, and a third column. The first row is 'Jimmy Kang Yong Heng' with date '28-05-2013 10-36-51'. To the left of the table is a vertical list of buttons labeled 'All', 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', and 'M'. An arrow points to the 'All' button.

	Name	Date Created	
All	Jimmy Kang Yong Heng	28-05-2013 10-36-51	
A	Leroy Lee Boon Chen	06-06-2013 13-12-54	
B	My Bike Shop	28-05-2013 10-36-47	
C	Selly Marina	28-05-2013 10-36-54	
D	Volkz Design	28-05-2013 10-36-43	
E			
F			
G			
H			
I			
J			
K			
L			
M			

Enter search criteria

The screenshot shows the Business Card Organizer interface. The search bar at the top contains the text 'piQx'. The dropdown menu is set to 'Company'. The table below shows the same data as the previous screenshot, but with the row for 'Leroy Lee Boon Chen' highlighted in blue.

All	Name	Date Created
A	Jimmy Kang Yong Heng	28-05-2013 10-36-51
B	Leroy Lee Boon Chen	06-06-2013 13-12-54
C	My Bike Shop	28-05-2013 10-36-47
D	Selly Marina	28-05-2013 10-36-54
E	Volkz Design	28-05-2013 10-36-43
F		
G		
H		
I		
J		
K		
L		
M		

Click 'Search'

Search result

The screenshot shows the Business Card Organizer interface. The search bar is highlighted in blue. The table below shows only one row: 'Leroy Lee Boon Chen' with date '06-06-2013 13-12-54'. The rest of the table is empty.

All	Name	Date Created
A	Leroy Lee Boon Chen	06-06-2013 13-12-54
B		
C		
D		
E		
F		
G		
H		
I		
J		
K		
L		
M		



# DOCUMENT CAMERA

## 7. DOCUMENT CAMERA

### 7.1 Selecting Document Camera Mode

The Document Camera Mode allows live video streaming from the camera. This feature can be used for presentation of documents, writings or objects via a projector.

To select Document Camera mode, click 'Document Camera' button on Preview Panel



Document Camera

### 7.2 Selecting Camera Resolution

The default setting is 2 megapixels.

Click on the "resolution" button  to select the camera resolution.

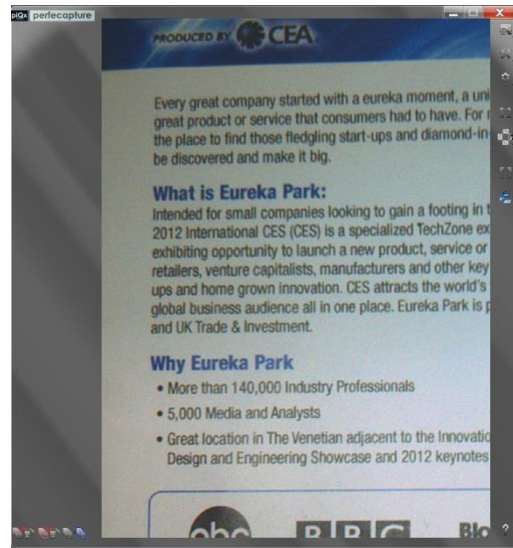
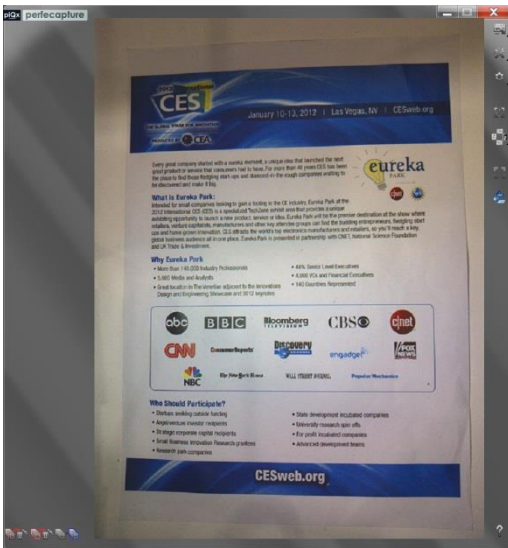


2 megapixels

8 megapixels

### 7.3 Zooming and Panning

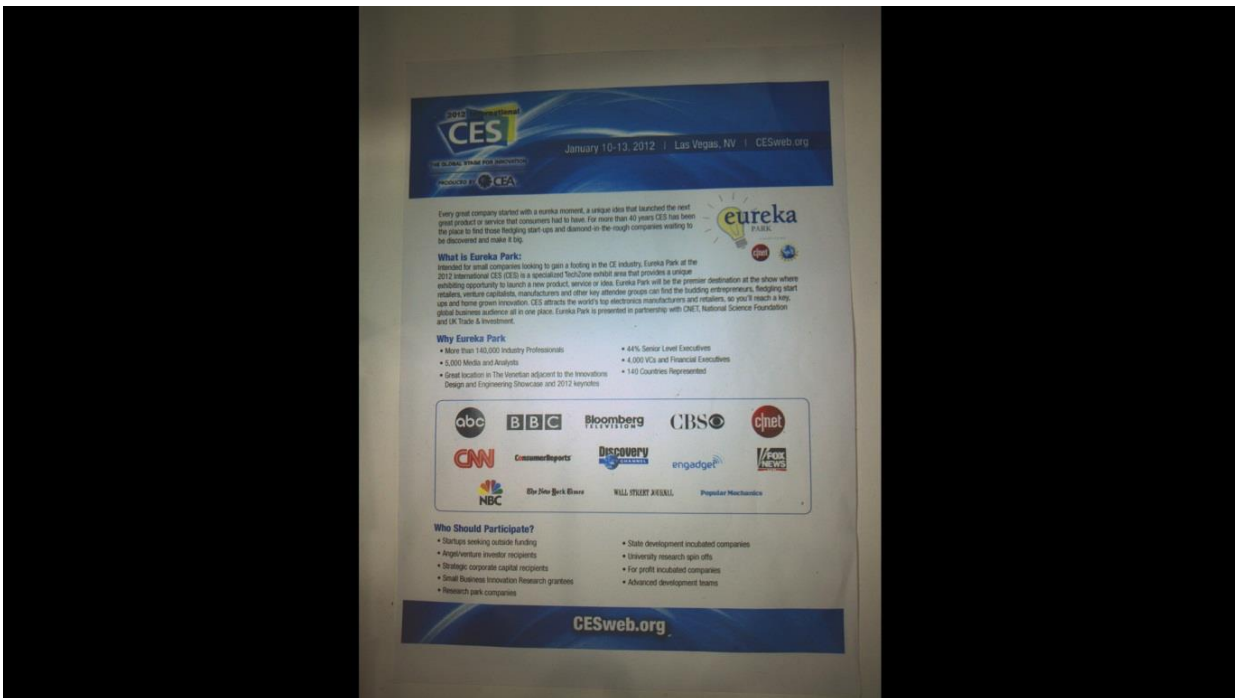
Point at document and rotate mouse scroll wheel to zoom



Click and hold **right** mouse button to pan image

### 7.4 Switch to Full Screen View

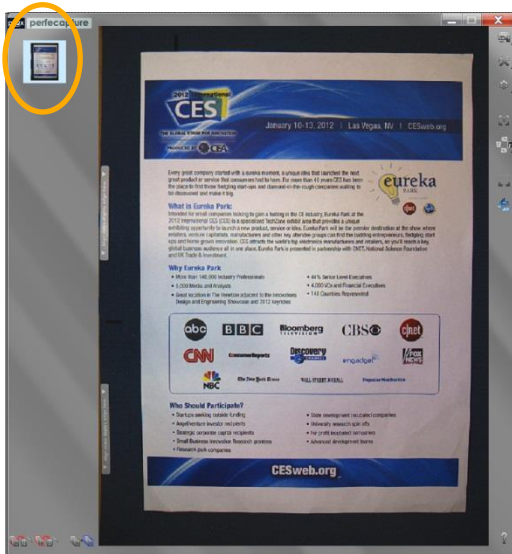
The document camera can be switched to full screen view by clicking on the “Full screen” button



To exit full screen view, press “Esc” button.

## 7.5 Snapshot Capture








Click on the “Snapshot” button  to capture the preview screen



Click on the desired thumbnail to go to the edit mode



Available features, edit modes and usage methods are similar to scanned images:

-  Rotate
-  Copy Image
-  Copy Text
-  Canvas
-  Print
-  Save
-  Email

# VIDEO RECORDING

## 8. VIDEO RECORDING

This feature allows recording of live streaming video, together with audio from the PC's microphone.

### 8.1 Selecting Video Recording Mode

To select Video Recording mode, click 'Video Recording' button on Preview Panel

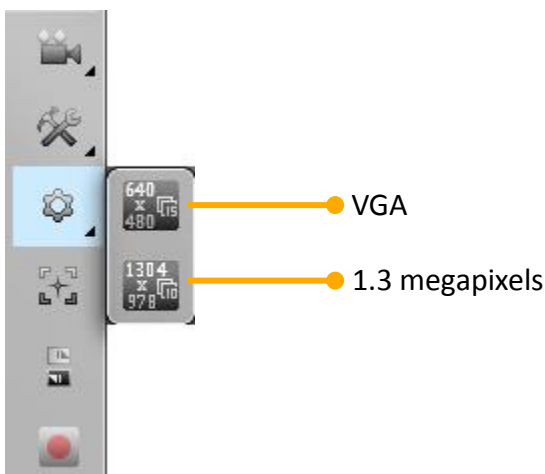


### 8.2 Selecting Camera Resolution

The default setting is VGA.

Click on the "resolution" button  to select the camera resolution.


You can select either VGA or 1.3 megapixels.



### 8.3 Recording

To start recording, click the “Record” button



The preview screen will be recorded until the “Stop” button  is clicked

A “Save file as” window will appear.

Choose the file name and file location.

The file will be saved in WMV format.

To play the recorded video, click on the thumbnail associated with each recording.

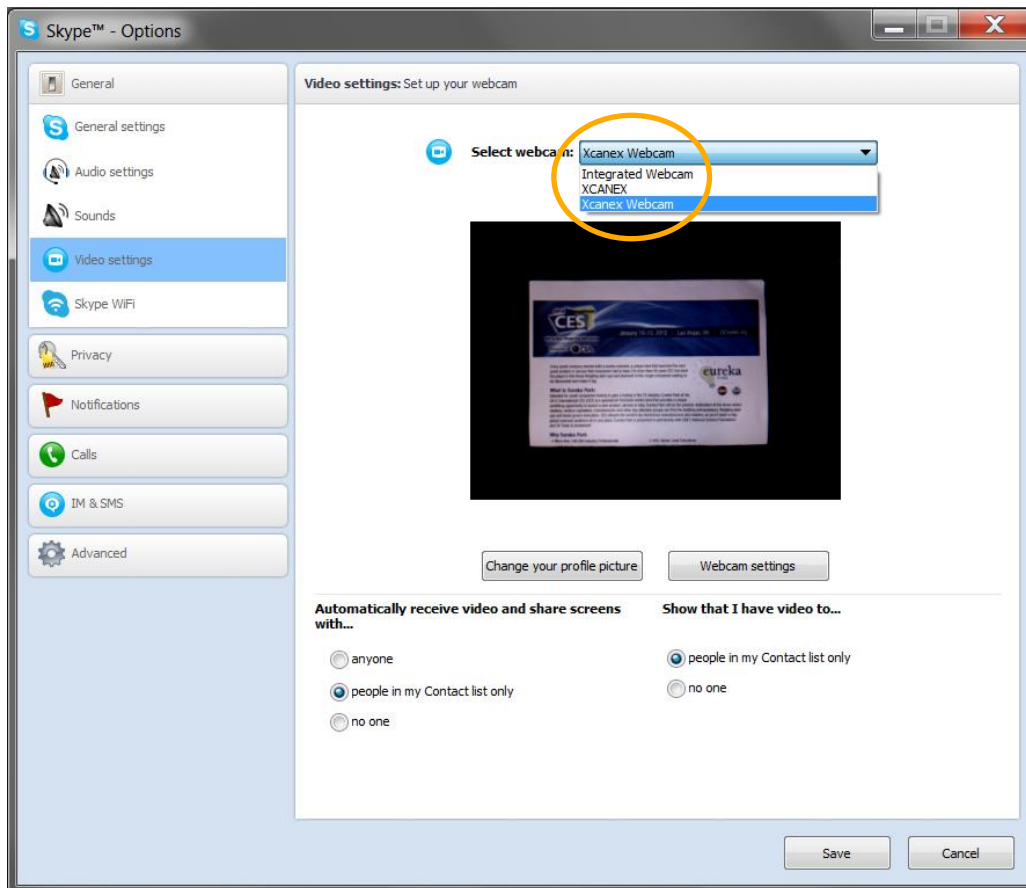
# **USING XCANEX AS WEB CAMERA**



## 9. USING XCANEX AS WEB CAMERA

To use XCANEX for remote conferencing, select “XCANEX Webcam” option from the video settings of your video conferencing application (E.g. Skype). Note that XCANEX communicates directly with the application and not via PerfeCapture. Therefore do not launch PerfeCapture when attempting to use XCANEX as web camera.

The example below shows how to feed video from XCANEX to the Skype application:



Note 1: DO NOT select “XCANEX” option - instead select “XCANEX Webcam”.



Note 2: Although higher resolutions (1.3, 2.0 and 8.0 MP) are available options, some service providers do not support high resolution streaming due to its high bandwidth requirement. Please check with your service provider if in doubt.

# APPENDIX

## 10. APPENDIX

### 10.1 Safety Instructions

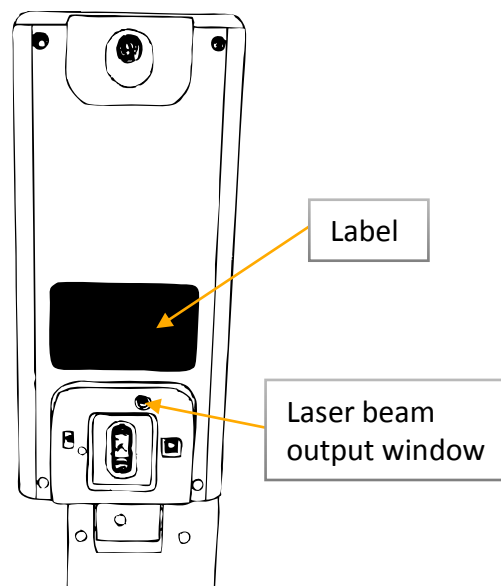
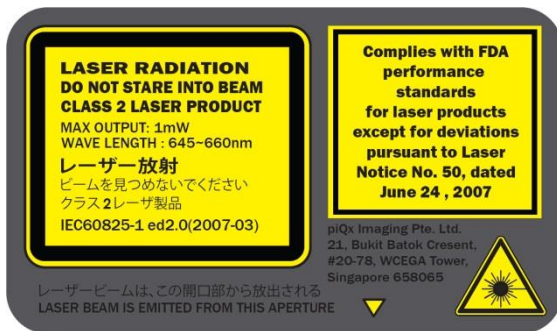
#### 10.1.1 Laser compliance and precaution

XCANEX is a Class 2 Laser Product in accordance to IEC 60825-1:2007 Ed. 2.0. The Laser classification for FDA (CDRH) is implemented based on IEC 60825-1:2007 Ed. 2.0 in accordance to the requirements of Laser Notice No. 50.

It has a maximum power output of 1.0mW at 645~660nm.

The label is attached to XCANEX at the location shown below:





Label for laser compliance



Laser units of Class 2 are low power units (<1mW), emitting visible radiation. The eye is not endangered if the exposure of the laser radiation is very short (up to 0.25s) and accidental. In case a laser beam of Class 2 hitting the eyes by accident, eye protection is ensured by the eyelid closing reflex within less than 0.25s and the aversion reaction.

As a direct safety requirement it is sufficient not to look deliberately into the beam.

#### 10.1.2 Safety measures

-  To avoid possible eye damage, never point the laser at people, especially their faces, or look directly into the laser beam
-  Avoid pointing the laser beam at a mirror or other highly reflective surface
-  This product is not intended to be used by a minor without adult supervision.
-  Never view the laser beam using telescopic devices, such as a microscope or binoculars

Caution:

Any attempt to disassemble, adjust or repair the unit may result in exposure to laser light or other safety hazards

## 10.2 Device Specifications

### 10.2.1 Hardware specifications

Sensor	8 Megapixels HD CMOS sensor
Optical Format	1/3.2 inch
Scan Pixel Count	3264 x 2448
Scan Size	A4, Letter or smaller
Video Image Resolution	3264 x 2448, 1600 x 1200, 1280 x 960, 640 x 480
Interface	Hi-Speed USB 2.0
Frame Rate	Up to 20fps
Power Requirements	USB powered (DC 5V, 0.5A, 2.5W)
Zoom	16x Digital
Video Lighting	1 x White LED
Scan Lighting	1 x Custom Xenon Flash
Dimension (with Cling-On)	208.6 x 63.2 x 18 mm
Net Weight	200g (Scanner unit), 400g (Stand)
Operating Range	Temperature: 10° to 35° C (50° to 95° F) Humidity: 20% to 80% relative humidity without condensation
Storage Range	Temperature: -10° to 60° C (14° to 140°F) Humidity: 20% to 85% relative humidity without condensation

### 10.2.2 Software specifications

Operating Systems	Windows 8 / 7 / Vista / XP SP 3
Image Processing	Auto Document & Book Page Detection Auto Crop Auto Rotation & Orientation Auto Perspective Correction Auto White Balance Intelligent Text & Graphic Enhancement Finger Removal Background Removal Noise Reduction
Software Features	Page Manager Data Picker Direct Copy and Paste Digital Highlighter Direct Print and Email Multi documents scan
OCR	ABBYY® FineReader Engine 10
BCR	Integrated Business Card Organiser
Output File Format	JPEG, BMP, TIFF, PNG, RTF, MS Word, Multi-Page Searchable PDF

## 10.3 Keyboard Shortcuts

Operation Modes					Function
Sheet	Book	Business Card	Document Camera	Video Recording	
F5 or F	F5 or F	F5 or F	F5 or F	F5 or F	Manual focus
F6 or Space	F6 or Space	F6 or Space			Scan
			F6 or Space		Take snapshot
F7 or S	F7 or S	F7 or S	F7 or S	F7 or S	Launch Setting dialog
	F8	F8	F8	F8	Switch to “Scan Sheets” mode
F9		F9	F9	F9	Switch to “Scan Books” mode
F11	F11		F11	F11	Switch to “Scan Business Cards” mode
F10	F10	F10		F10	Switch to “Document Camera” mode
F12	F12	F12	F12		Switch to “Video Recording” mode
A	A	A			Toggle between Auto or Manual scan
G		G			Cycle among Single, Duo, Quad mode
R	R	R	R		Change preview screen orientation
			Esc		Exit Full Screen