PS186 / PS188
Quick Start Guide
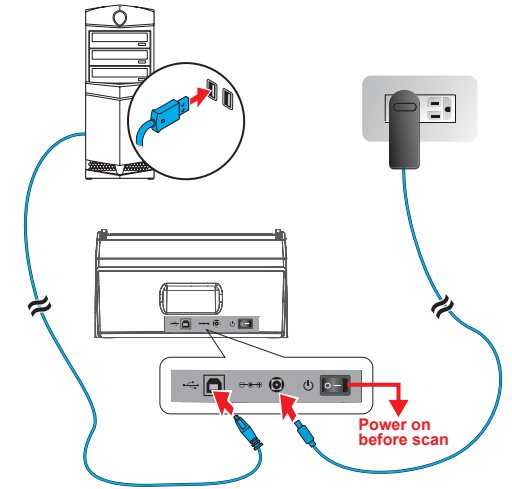
1 Assemble and Connect

In the Box

Clean Cloth   Calibration sheet

Accessory bag
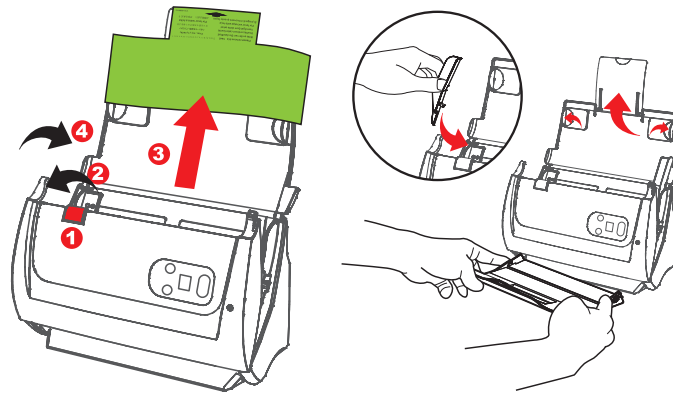
Open cover and remove all packing material. Close the cover until you hear it click into place.

Power on before scan

Connect scanner to computer.

2 Install Software and Scan a Document

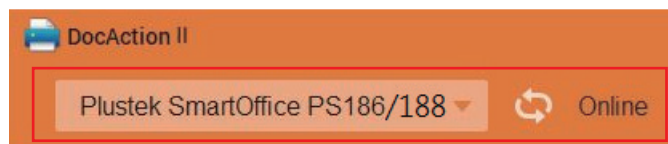Insert the setup DVD or download and run the product's software package.

Visit Plustek's support site listed below for your model.
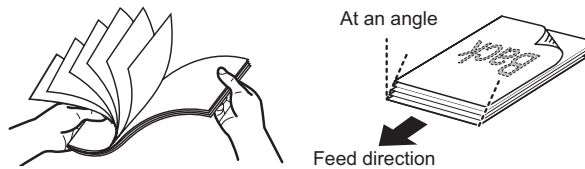
www.plustek.com/SmartOffice/Start
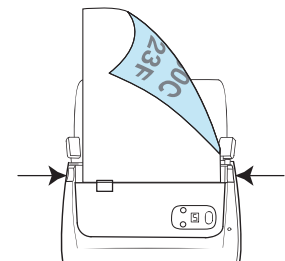
(1) Launch scan software

Click **Plustek DocAction II** shortcut

(2) Check Scanner status

DocAction II

Plustek SmartOffice PS186/188   ↻   Online

(3) Fan the stack of paper well to avoid paper jams and misfeeds.

At an angle
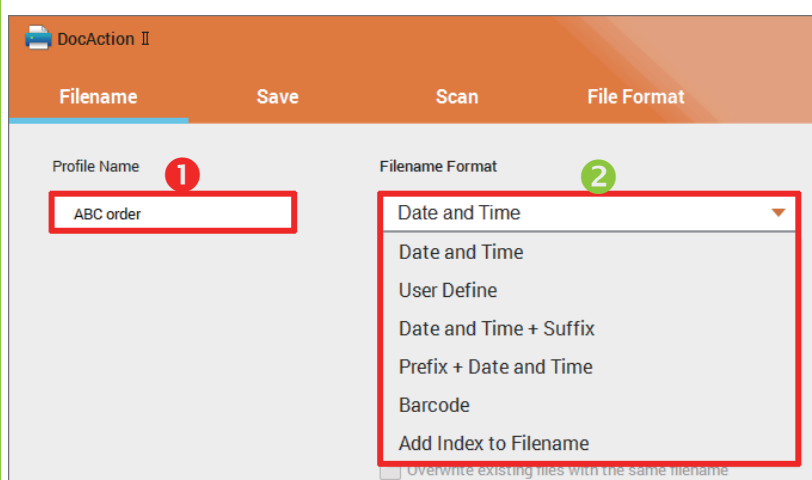
Feed direction

(4) Load your papers facedown, top edge first.

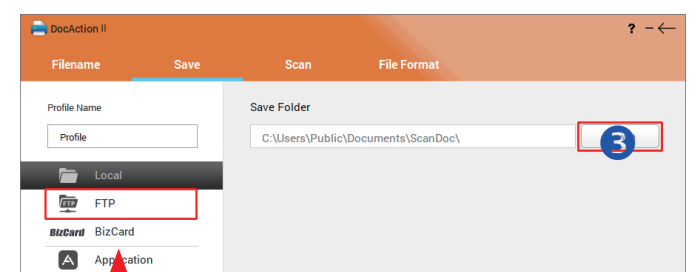(5) Double-click the **Quick Scan** button to quickly scan through the simplify settings.

Adjust Source, **Resolution (dpi), Color Mode** and **Save Path,** then click **Scan** button. The application starts automatically and your document is scanned.

⊕ Customize your scan profile

1. Double-click ⊕ New button. Set **Profile Name** ❶ (e.g., ABC order) and **Filename Format** ❷ (e.g., Naming by Barcode).
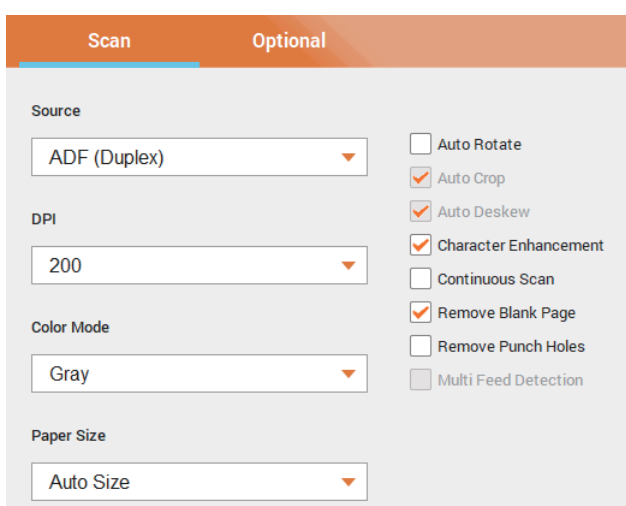
DocAction II

| Filename | Save | Scan | File Format |

Profile Name ❶

ABC order

Filename Format ❷

Date and Time
- Date and Time
- User Define
- Date and Time + Suffix
- Prefix + Date and Time
- Barcode
- Add Index to Filename

☐ Overwrite existing files with the same filename

2. Select file saving **folder** ❸.

DocAction II   ? – ←

| Filename | Save | Scan | File Format |

Profile Name

Profile

Save Folder

C:\Users\Public\Documents\ScanDoc\   ❸

- Local
- FTP
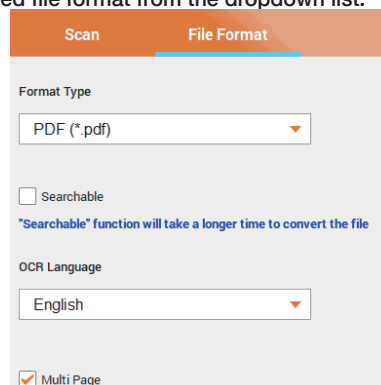- BizCard BizCard
- Application

You may save the file to **FTP folder.**

3. Select **Resolution (dpi), Color Mode** and **Paper Size,** you may tick the check box of each function on the right-hand side to optimize your scan images.

| Scan | Optional |

Source

ADF (Duplex)

DPI

200

Color Mode

Gray

Paper Size

Auto Size

☐ Auto Rotate
☑ Auto Crop
☑ Auto Deskew
☑ Character Enhancement
☐ Continuous Scan
☑ Remove Blank Page
☐ Remove Punch Holes
☐ Multi Feed Detection

4. Select desired file format from the dropdown list.

| Scan | File Format |

Format Type

PDF (*.pdf)

☐ Searchable

"Searchable" function will take a longer time to convert the file

OCR Language

English

☑ Multi Page

- In order to activate image to text conversion, please select "**Searchable**" and "**OCR Language**".

⚠ Enable "**Searchable**" function need more time for the file conversion to finish.
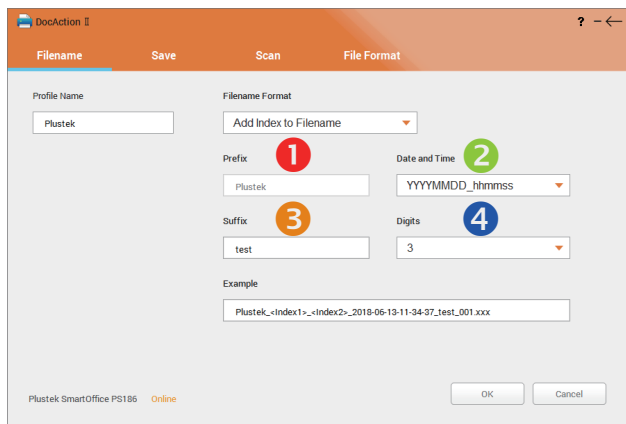
- Deselect the "**Multi Page**" function, then you can save each page by each PDF file.

5. Click **OK** to complete the settings. Double-click the job button you created to start scanning, or you can drag the buttons to the left for shortcut.
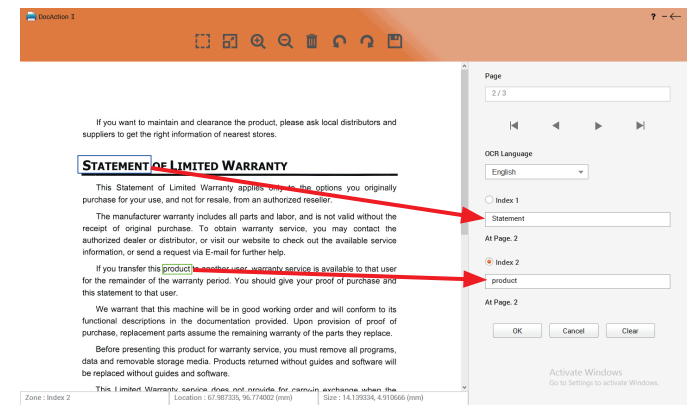
DocAction II   ? – ×

Plustek SmartOffice PS186   ↻ Online
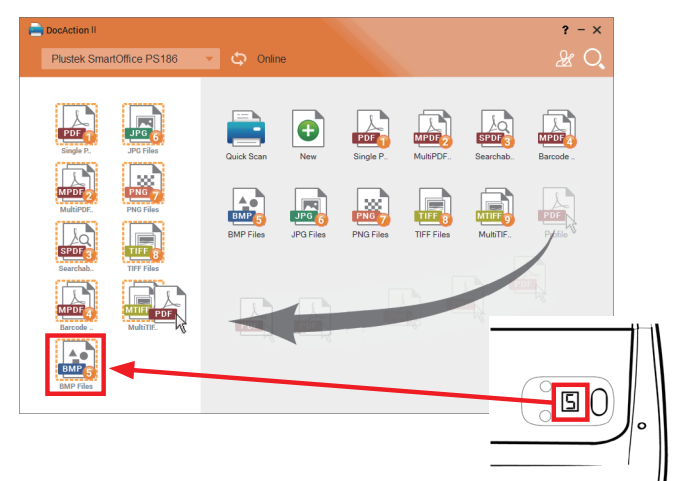
💡 Add index to filename

Add index/keyword to filename in order to describe files easily.

The filename will be saved as the **Example** shown.

Example

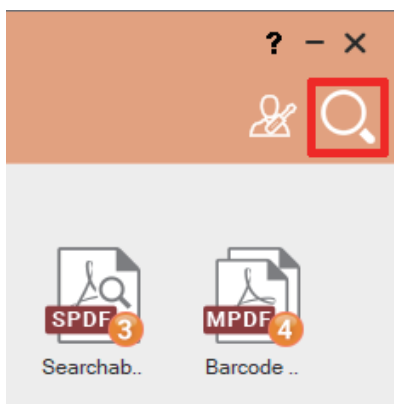Plustek_<Index1>_<Index2>_2018-06-13-11-34-37_test_001.xxx
❶ ❷ ❸❹

After scanning, crop the text on the image that you want to set as index/keyword or manually type the words. Note: maximum 12 characters allowed per index field.
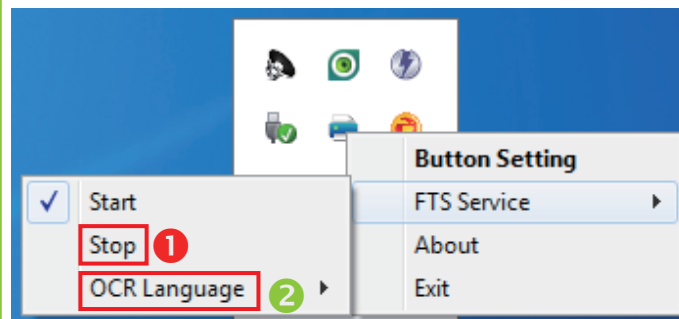

🔍 Full Text Search

Full Text Search ensures that you can search not only the keyword and filename, but also the document content.
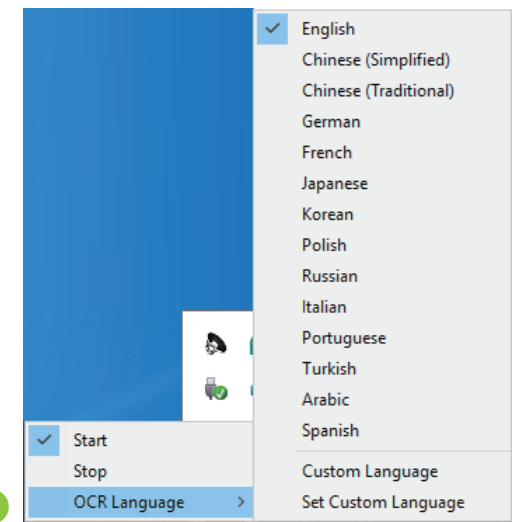
Click 🔍 to open FTS Manager.

⛔ Stop FTS or Change OCR language

Right-click DocAction II icon under system tray and select **FTS service** then select **stop** ❶. **Note: Modification applies from the next scan batch.**
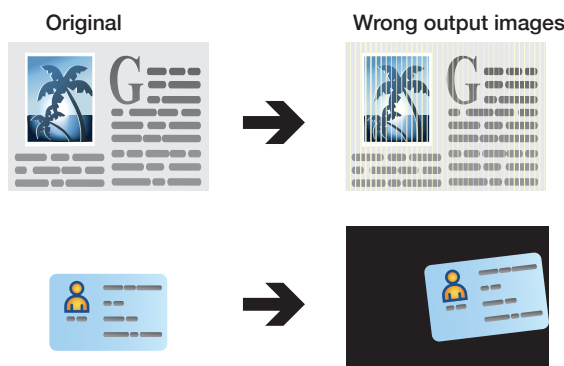

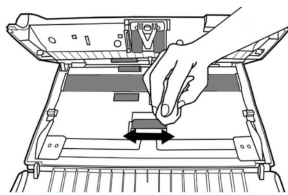❷ Click "**OCR Language**" to open OCR language list, and select language of scan document.

Troubleshooting

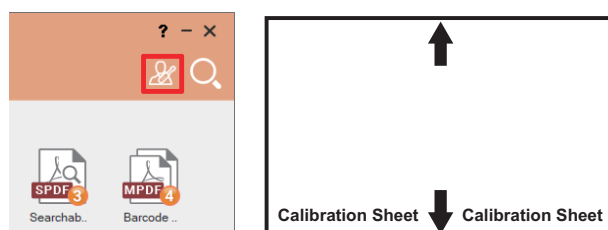**FAQ 1:** If the color of the scanned images are not correct, please follow the instruction below:

Original → Wrong output images

Instructions:

Clean the scanner

Calibrate the scanner ❗ **Please use the calibrate sheet in the accessory bag of box**

Calibration Sheet ↕ Calibration Sheet

FAQ 2: When I select searchable PDF as the file format, why the text cannot be recognized after the scan is completed?

Answer:
Please make sure that the selected OCR language is consistent with your scanned file.
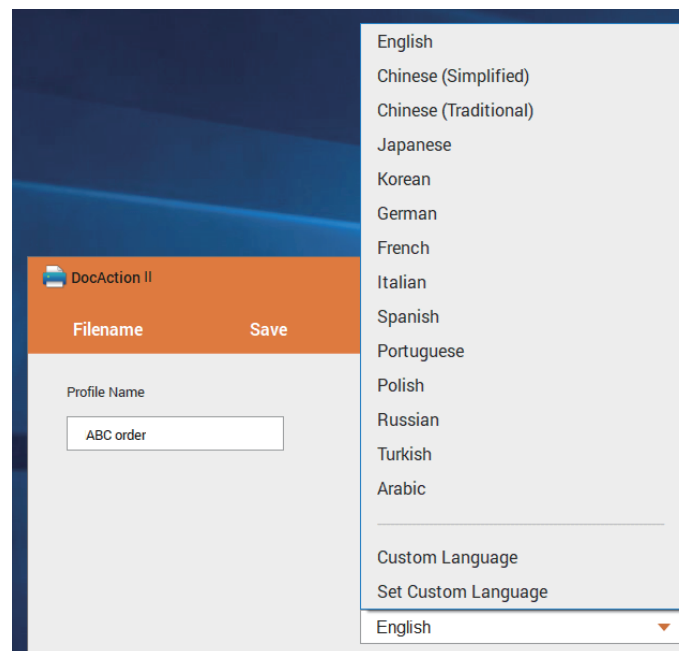
FAQ 3: When I view the scanned document content under FTS, why is the preview garbled?

Answer:
When the file format selected for scanning is not searchable pdf, there may be garbled characters displayed in the FTS preview window. Please make sure that the selected OCR language of the FTS is consistent with your scanned file. Regarding how to select OCR languages, please refer to

"⛔ **Stop FTS or Change OCR language**"

💡 **Find more instructions**
Click on ❓ button to access the online help.
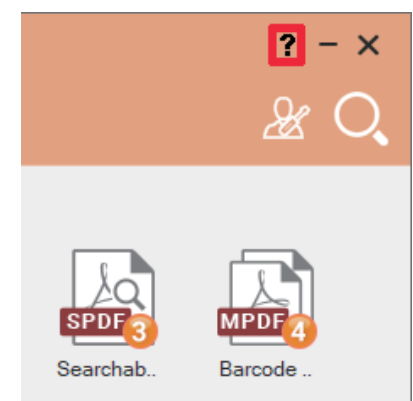
Or visit **www.plustek.com/ps186** then click FAQ tab.
visit **www.plustek.com/ps188** then click FAQ tab.

Technical Support