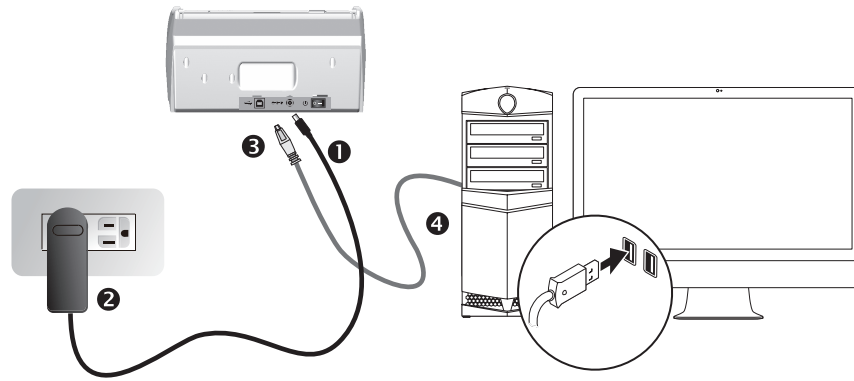# Quick Installation Guide

17-07-2A65L80-C

Step 1 Connecting

Connecting the scanner to your computer
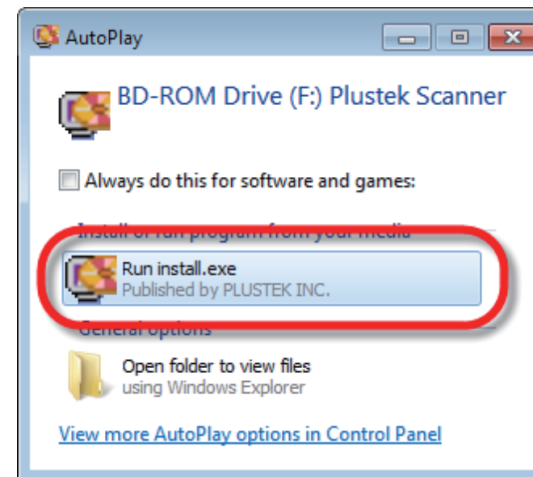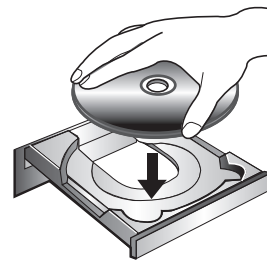
*Please use the AC adapter provided with the scanner.
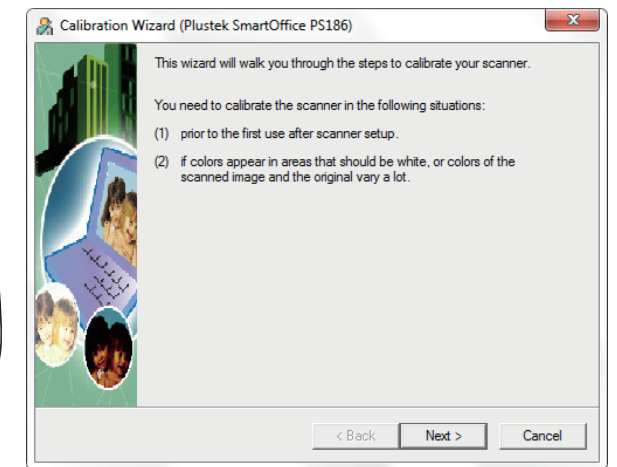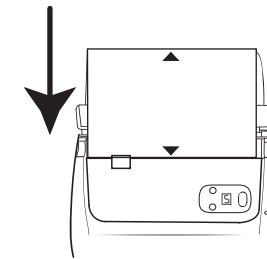
Step 2 Installing

Do one of the following to install the scanner software:
- Insert the Setup/Application CD/DVD-ROM, included with your scanner, into your CD/DVD-ROM drive.
- Download the driver from our official website: **www.plustek.com/PS186** or search **PS186** in **http://plustek.com/usa/support/drivers-and-downloads.html**

AutoPlay

BD-ROM Drive (F:) Plustek Scanner

☐ Always do this for software and games:

Install or run program from your media

Run install.exe
Published by PLUSTEK INC.

General options

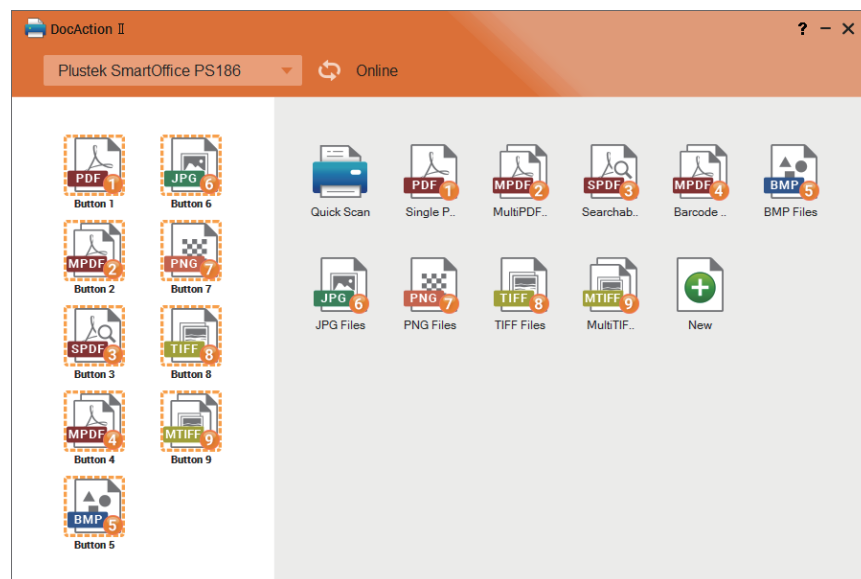Open folder to view files
using Windows Explorer

View more AutoPlay options in Control Panel

Step 3 Calibrating

After the software is installed, you will be prompted to perform the scanner calibration.

Calibration Wizard (Plustek SmartOffice PS186)

This wizard will walk you through the steps to calibrate your scanner.

You need to calibrate the scanner in the following situations:

(1) prior to the first use after scanner setup.
(2) if colors appear in areas that should be white, or colors of the scanned image and the original vary a lot.
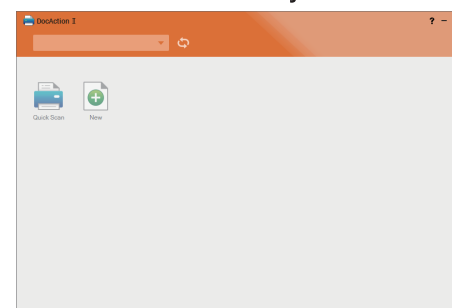
< Back   Next >   Cancel

Step 4 Scanning

Double-click the icon on the desktop. Start the scanning with scanner panel buttons, **Quick Scan** button or the scan profiles on the screen.
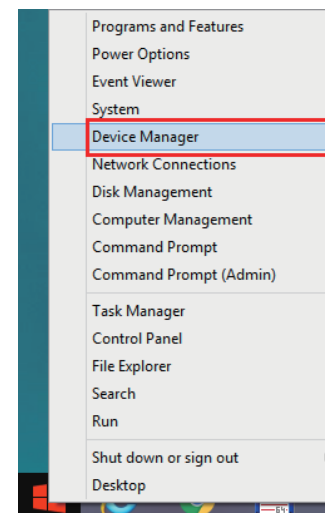
DocAction II

Plustek SmartOffice PS186   Online

PDF Button 1 JPG Button 6 Quick Scan Single P... MultiPDF... Searchab... Barcode .. BMP Files
MPDF Button 2 PNG Button 7 JPG Files PNG Files TIFF Files MultiTIF... New
SPDF Button 3 TIFF Button 8
MPDF Button 4 MTIFF Button 9
BMP Button 5

Troubleshooting

1. If the scanner is not detected by DocAction II:

DocAction II

Quick Scan   New

- Check the USB cable connection between the computer and scanner.
- Make sure the scanner is power on.
- Check the scanner panel monitor, if it shows 0 maybe the software installation is failed, please try manually installing the software. (For Windows OS)
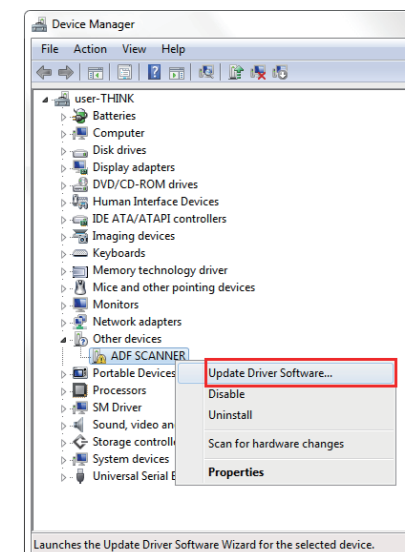
  a. Right-click on Windows **Start** and go to **Device Manager.**

Programs and Features
Power Options
Event Viewer
System
Device Manager
Network Connections
Disk Management
Computer Management
Command Prompt
Command Prompt (Admin)
Task Manager
Control Panel
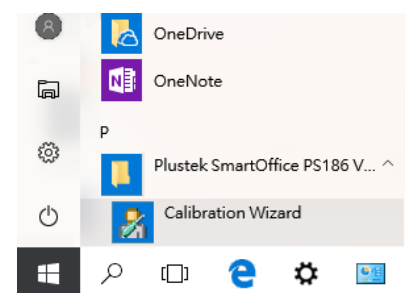File Explorer
Search
Run
Shut down or sign out
Desktop

b. In the **Device Manager** window, right-click on this scanner under **Other devices** and select **Update Driver Software.**

c. Click **Browse my computer for driver software.**

d. Select the folder or the CD/DVD-ROM drive that contains this scanner's driver and manually run the **install.exe** file.
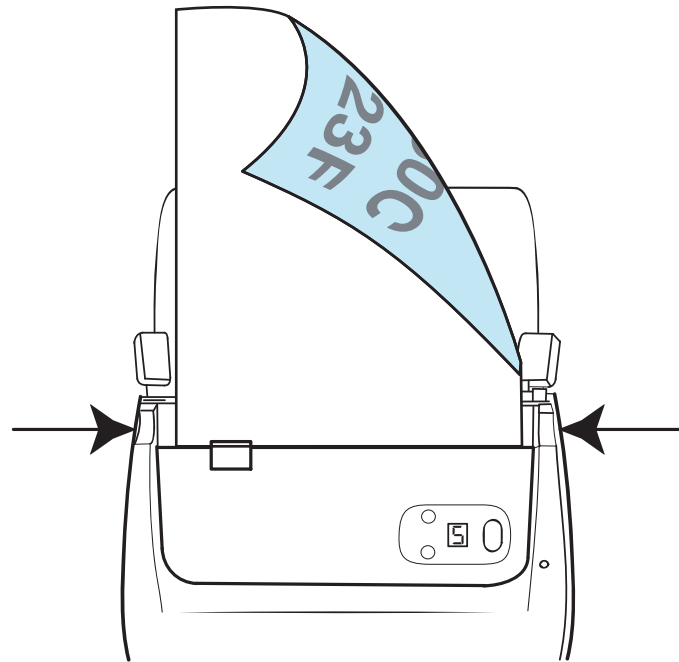
Device Manager
File Action View Help

user-THINK
  Batteries
  Computer
  Disk drives
  Display adapters
  DVD/CD-ROM drives
  Human Interface Devices
  IDE ATA/ATAPI controllers
  Imaging devices
  Keyboards
  Memory technology driver
  Mice and other pointing devices
  Monitors
  Network adapters
  Other devices
    ADF SCANNER
  Portable Devices
  Processors
  SM Driver
  Storage controll
  System devices
  Universal Serial B

Update Driver Software...
Disable
Uninstall

Scan for hardware changes

Properties

Launches the Update Driver Software Wizard for the selected device.

2. IF you encounter color issue, please find **Calibration Wizard** as following:

OneDrive
OneNote
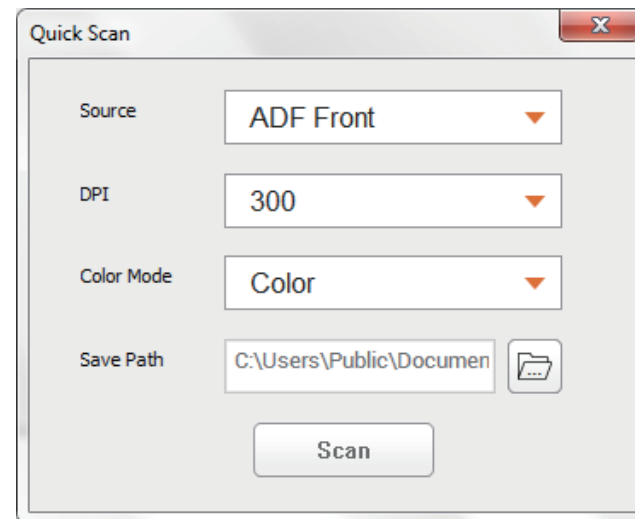P
Plustek SmartOffice PS186 V...
Calibration Wizard

Place Documents

Load the documents, headfirst and face down, toward the center of the ADF paper chute. Adjust the paper width slider for the paper size you are using.
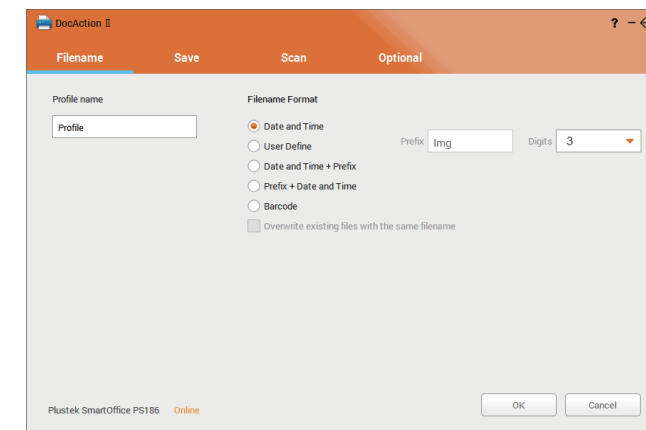

Scan from the Quick Scan Button

Double-click the **Quick Scan** button to pop-up the settings dialog.

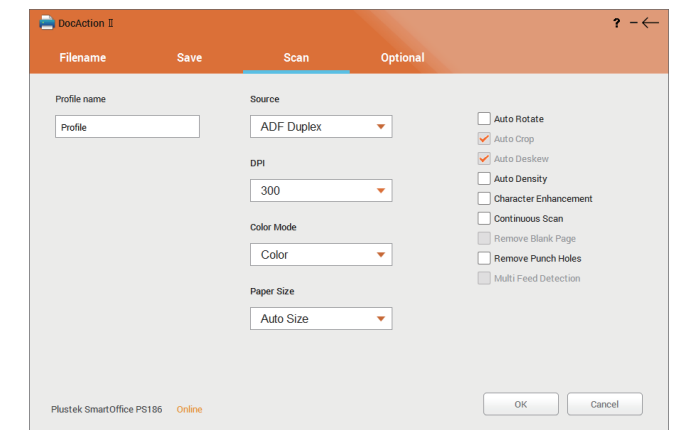Adjust **Source, DPI**, **Color Mode** and **Save Path**, then click **Scan** button.

Add Customized Scan Profiles(1/3)

Double-clicking the **New** button or right-clicking the **New** button, and select **New** from the pop-up menu. Select **Filename** format and **Save** destination.

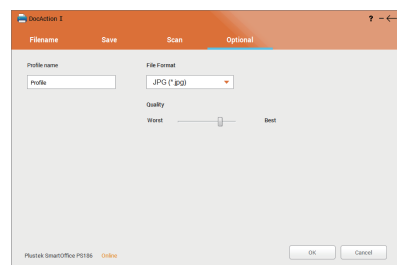## Add Customized Scan Profiles(2/3)

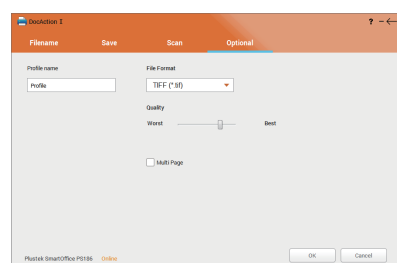Adjust scan parameter settings.

Add Customized Scan Profiles(3/3)

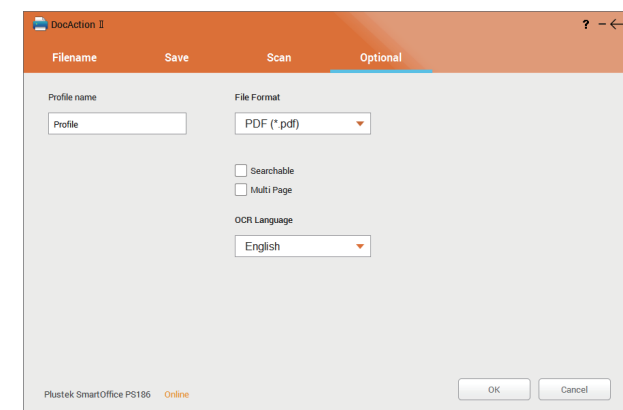You may configure the optional settings in this page.

- **JPG**: You can adjust the quality of the JPG file format.

- **TIFF**: You can adjust the quality of the TIFF file format. You may activate the **Multi Page** function to save the scanned images in Multi-page TIFF format.

- **PDF**: You may activate the **Searchable** function to save the scanned images in Searchable PDF format. You may activate the **Multi Page** function to save the scanned images in Multi-page PDF format. Select the **OCR Language** from the dropdown list, if you want to save the scanned images as Searchable PDF format.

Drag and Drop to Set Customized Button

You may drag and drop the desired scan profiles from the **Scan profile area** to set the button functions.

Scan from the Scanner Buttons

1. Check current button settings in the **Button display area.** If needed, you may also modify settings to meet your current needs in the **Scan profile area.**
2. Press the up or down button to select the desired task.
3. Press the **Scan** button.