

# SmartOffice PS30D Quick Start Guide

Please read this guide before using your scanner.

For product detailed information, please visit:

For software video tutorials, please visit:

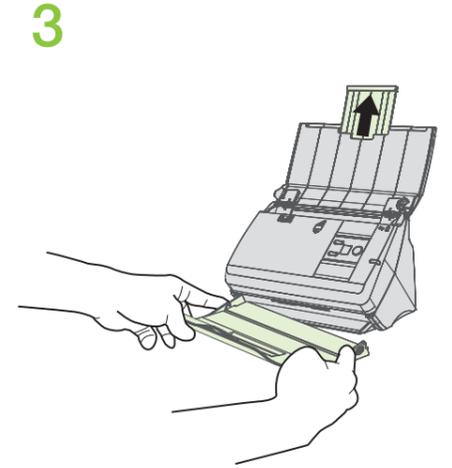
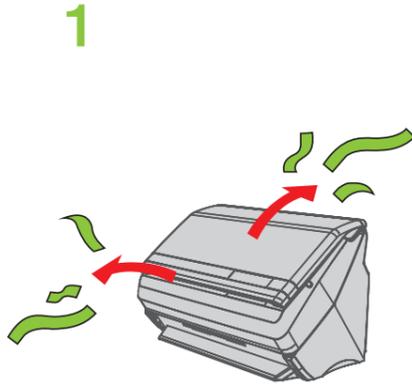
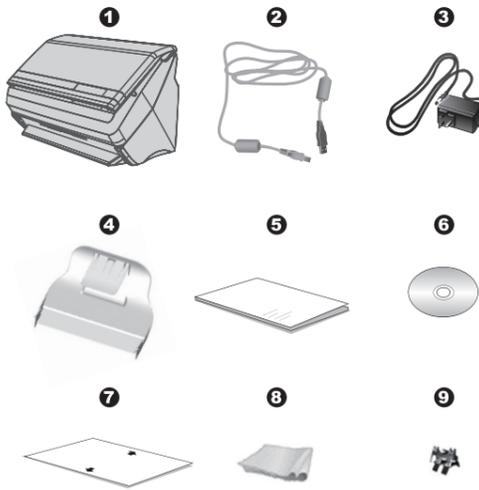


Scan me



Scan me

## 1. Unpack and Assemble



1. Remove all packing materials.

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

3. Pull up paper chute extension and install paper stacker.

**Note:** The Pad Module (No. 9) is a consumable part, you need to replace it after 20000 scans.

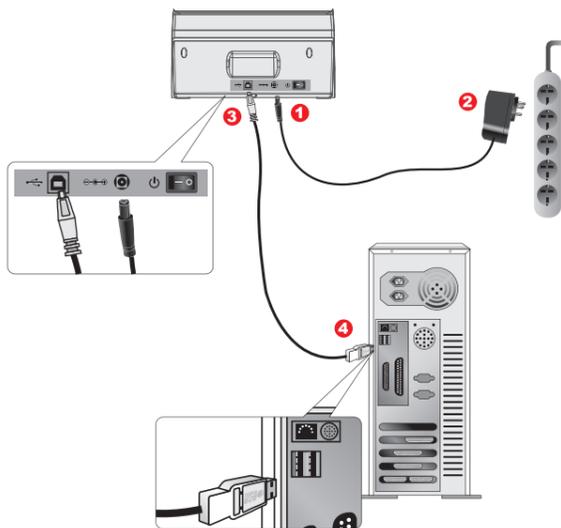
## 2. Connect and Install Software

1. Connect scanner to computer.

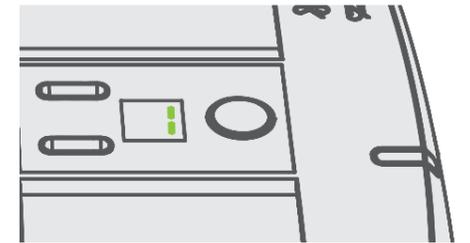
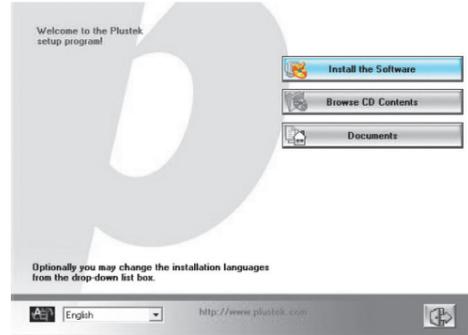
2. Insert Setup/Application disk into DVD-ROM driver.

3. Follow on-screen instructions to install all software.

4. Check if scanner monitor displays No.1 or check system tray for successful installation.



**Note:** If your computer does not have a DVD-ROM please download driver from Plustek website. [www.plustek.com](http://www.plustek.com) → Support & Downloads → Drivers & Downloads → Search for PS30D



**For Windows OS**



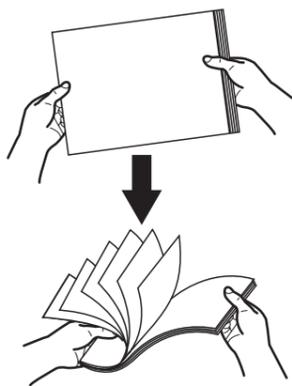
**For Mac OS**



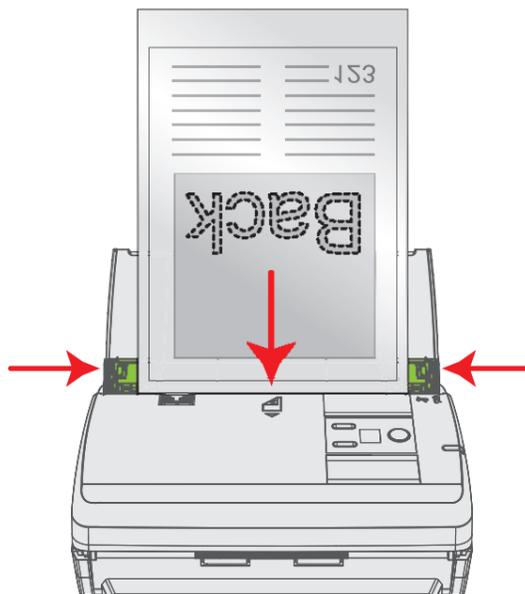
Please use the AC adapter, and the USB cable provided with the scanner.

## 3. Scan a Document

1. Fan documents



2. Place documents in scanner



3. **For Windows OS:**

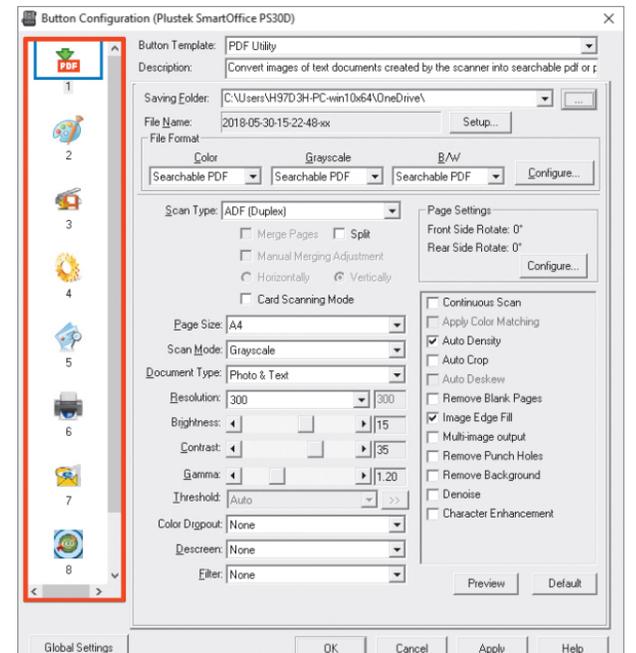
Click Windows Start button to launch DocAction.

**For Mac Os:**

Double click MacAction icon in dock.

At an angle

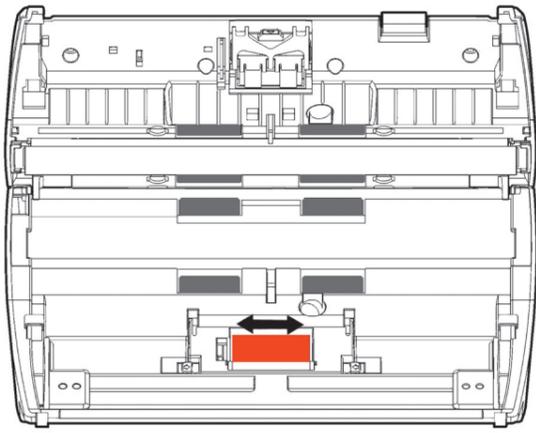
Feed direction



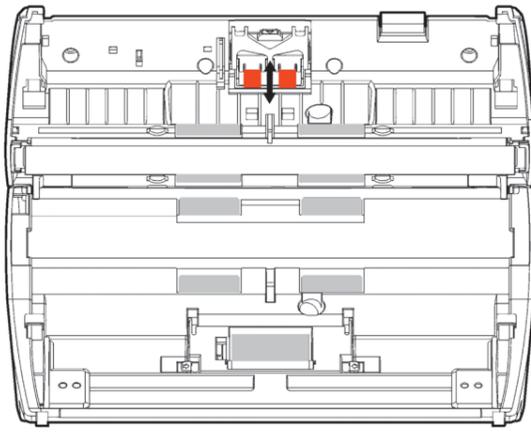
Please scan the QR code in the title bar to see more software video tutorials.

# 4 Clean the scanner

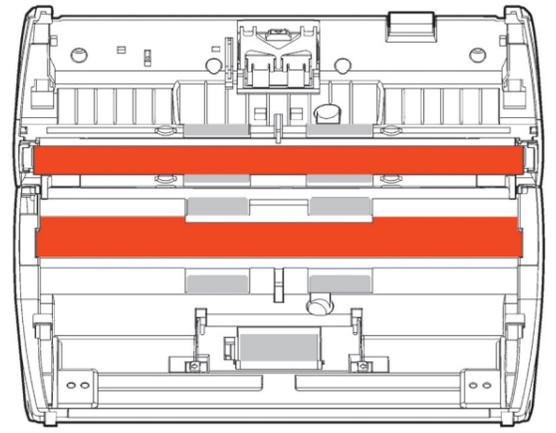
## 1. Clean Feed Roller:



## 2. Clean Pad Module:



## 3. Clean ADF Glass:

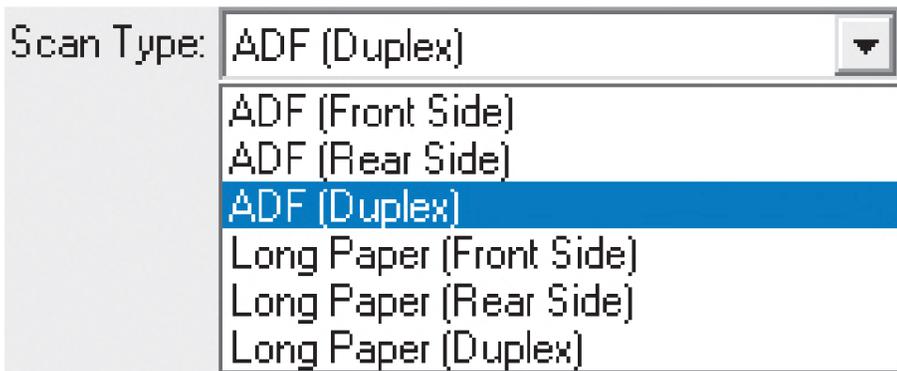


## Troubleshooting

**FAQ 1:** How to scan a single sided document?

**Solution:**

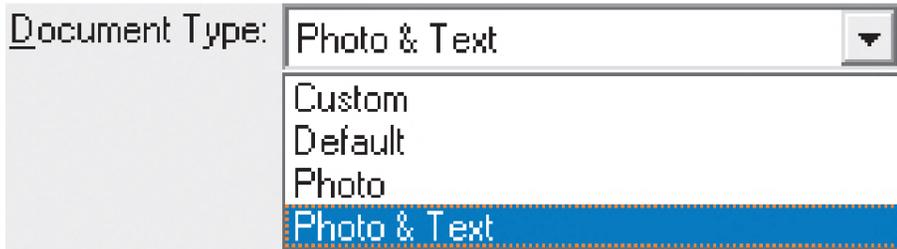
Select to scan the **Front Side** or the **Rear Side** from the dropdown list.



**FAQ 2:** How could I select the document type?

**Solution:**

According to your original document, you may select **Photo**, **Text** or **Photo & Text** to get the best scanning result.



- Photo** : Use this setting if your original document is a photo. You may adjust threshold, brightness and contrast value to get best image quality.
- Text** : Use this setting if your original contains pure text, since it is an optimal setting for regular business document.
- Photo & Text** : Use this setting if your original contains a mix of graphics and texts, you will get the most balanced result.

**FAQ 3:** The colors of the scanned images are strange.

**Solutions:**

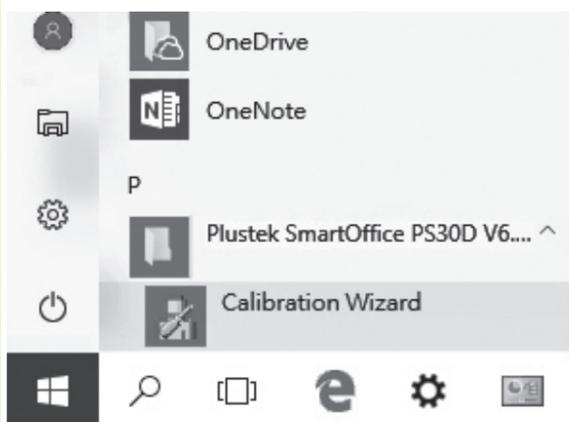
- Please reset the scan settings to default in DocAction/MacAction and perform the scanning task again.



- Calibrate the scanner if colors of the scanned image vary a lot. Find **Calibration Wizard** as follows:

**For Windows OS:**

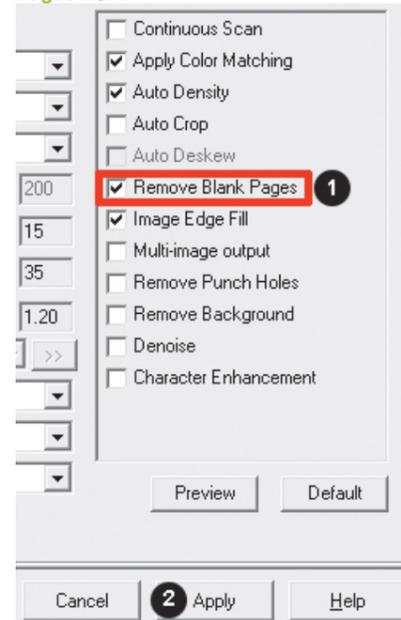
**For Mac Os:**



**FAQ 4:** How can I delete unnecessary blank pages?

**Solution:**

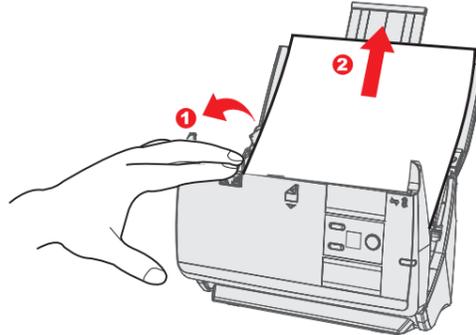
Check the box **Remove Blank Pages No. 1**



**FAQ 5:** Clearing a paper jam

**Solution:**

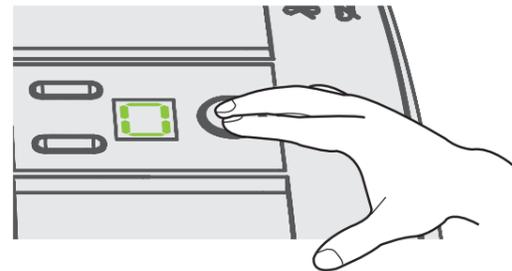
Open the ADF cover, gently but firmly pull the jammed documents out of the ADF.



**FAQ 6:** Wake up the scanner from standby mode (When the LED turns orange).

**Solution:**

Simply press any scanner button on the scanner panel and the scanner will be back to active status.



**FAQ 7:** Where can I find the ISIS driver?

**Solution:**

The ISIS driver is originally packed with the installation disc, you may also find the ISIS driver on our support webpage: <http://plustek.com/us/products/workgroup-scanners/smartoffice-ps30d/support.php>

## Technical Support

**USA/CA**  
714-670-7713 • infoUSA@PlustekUS.com  
9am to 5:30pm, Pacific Time, Monday through Friday

**United Kingdom**  
0125-674-1513 • PLUSTEKsupport@agxuk.com  
9am-16pm, Monday through Friday

For detailed information, please visit product website:  
<http://plustek.com/us/products/workgroup-scanners/smartoffice-ps30d/index.php>