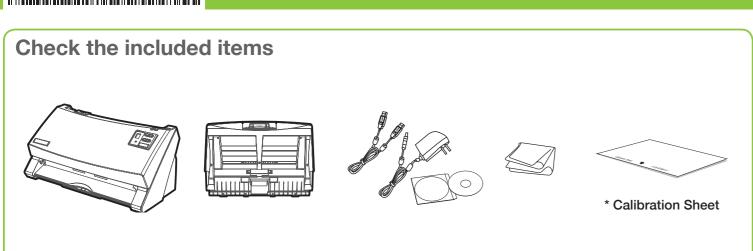
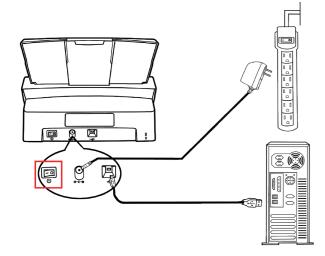
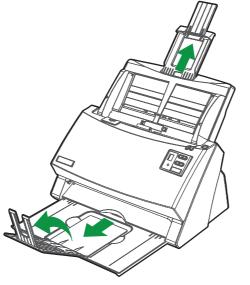
SmartOffice PS3140U **Quick Start Guide**

17-07-2FQ5040-C



Connect and Install





Insert the product CD/DVD or download and run your product's software package:

plustek.com/a/highspeed/

Check icon to see if the installation is successful.

For Windows OS





For Mac OS

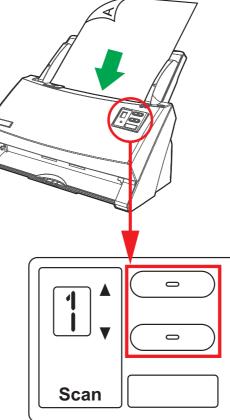
For more information, please visit plustek.com/v/highspeed/

For installation tutorial video, please visit plustek.com/v/highspeed/

You may directly chat with our online support by zendesk on our official website.

Scanning Document

From scanner buttons



Select the desired task. Press the Scan button.

FAQ

1. How to activate/disable the detecting for overlapping of documents?

Tick/untick the checkbox of Multi-feed Detection.

2. How to scan extra-long document? Select Long Paper from Scan Type dropdown list.

3. What to do if paper jam occurred?

Except remove the paper from scanner, you may select Automatic Size from Page Size dropdown list.

From DocAction icons Double-clicking the desired icon to scan.					
Ton Configuration (Plustek SmartOffice PS3140U)					
PDS ^	Button Template: PDF Utility v Description: Convert images of text documents created by the scanner into searchable pdf or p				
1	Saving Folder: C:\Users\Public\Documents\ScanDoc\				
ø	File Name: 2021-01-14-10-41-06-xx Setup				
2	Color Grayscale B/W Searchable PDF ▼ Searchable PDF ▼				
6	Scan Type: ADF (Duplex) Page Settings				
3	Merge Pages Split Front Side Rotate: 0*				
Re	Manual Merging Adjustment C Horizontally C Vertically				
4	Card Scanning Mode				
ø	Page Size: A4 Character Apply Color Matching Character Auto Density Character Auto Density				
5	Document Type: Photo & Text Auto Crop				
	Resolution: 300 V Remove Blank Pages				
6	Brightness:				
œ.	Contrast.				
7	Threshold: Auto				
	Color Dropout: None				
8	Descreen: None				
< >	Filter: None				
Global Settings	OK Cancel Apply Help				

For more information, please refer to the rear side.

-	ADF (Duplex)	Page Settings Front Side Rotate: 0* Rear Side Rotate: 0* Configure Configure Continuous Scan Apply Color Matching Auto Density Auto Density Auto Density Auto Deskew P Remove Blank Pages Image Edge Fill		
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Click "Apply" button to save settings.				

DF Button		OCR Button 🕅 🖬 🖬
Saving Folder: C:\Users\Public\Documents\ScanDoc\ File Name: 2021-02-25-15-33-42-xx File Format	 Select File Format. (If you don't want to take time for the OCR purpose, you may select PDF from the dropdown list.) 	1. Click Configure button behind the OCR Application.
Color Grayscale B/W Searchable PDF ▼ Searchable PDF ▼		OCR Application: Plustek OCR
2 Scan Type: ADF (Duplex)	2. If you want to scan long document, select Long Paper from Scan Type dropdown list.	Launch designated application after exporting file
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OK Cancel Apply Help	JPEG 🗾 JPEG 💌	
Click "Apply" button to save settings.	Note: This feature requires network connection.	
Ž Tips:		G File Button
f you want to adjust PDF page settings, click Configure button in the Fi	le Format:	Scans documents or images and saves them to specific folder. Click Setup button to modify file name settings.
Searchable PDF (*,pdf)	elect the desired OCR language.	Saving Folder: C:\Users\Public\Documents\ScanE
TIFF - Compressed Figure 2 Figure	File Name: 2021-02-25-15-33-42-xx	
C Generate one TIFF/ PDF file every 1 → page(s) C Generate one TIFF/ PDF file every 1 → page(s) C Generate one TIFF/ PDF file for scanned pages once a blank page is scanned	File Format	
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P.S Please click "Apply" button to save settings EVERY	Tel.: 714-670-7713 Te	
For more settings, please visit plustek.com/v/highspeed/	Web: https://plustek.com/us/support/technical-support- form.php for	
Dr you may chat with our online technical support by zendesk on our of	ficial website.	

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United Kingdom Service Hours (Except National Holiday):

Monday to Friday, 9AM to 4PM

Tel.: 0125-674-1513 Web: https://plustek.com/gbr/support/technical-supportform.php