



Operating Manual

DocuPen RC800



PLANON SYSTEM SOLUTIONS INC.

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Canada ICES 003, Issue 3

This Class B digital apparatus complies with Canadian ICES-003.

Planon System Solutions Inc.
5484 Tomken Rd. Unit 19
Mississauga, Ontario. L4W 2Z6
Phone: (905) 507-3926 Fax (905) 624-6629
Email: planon@planon.com website: www.planon.com
Help Line: 1-877-DOCUPEN (362-8736)

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Introduction

Thank you for purchasing our DocuPen RC800 portable scanner.

DocuPen RC800 functions as a quick and simple tool that can be taken anywhere to swipe over a smooth flat surface to capture black&white as well as color images.

We recommend that you fully charge your DocuPen before the first use. You can charge the DocuPen by simply plugging it into any USB port. It takes about 50 minutes to fully charge the DocuPen.

This manual provides instructions for scanning documents with the DocuPen RC800 and downloading the scanned images to your PC.

Please read these instructions carefully to obtain optimum performance and longer service life from the unit. Retain this manual for future reference.

In case you have any questions, need further information or experience any kind of difficulties during installation or operation don't hesitate to contact our Customer support at:

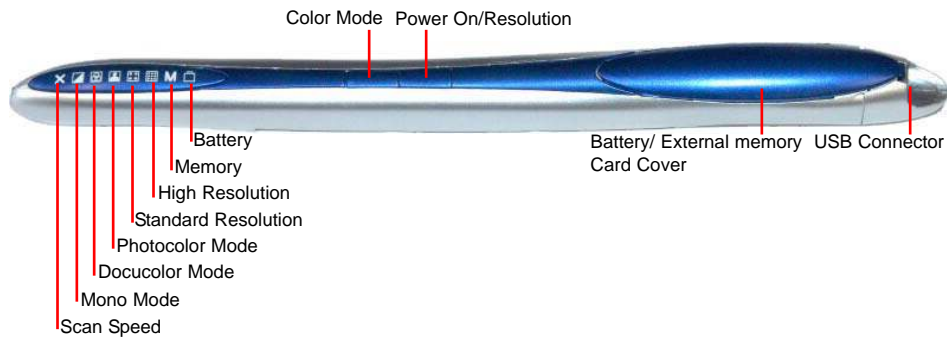
support@planon.com
1-877-DOCUPEN or
1-905-507-3926

Check the Contents

The following components are included in your DocuPen product package:

- The DocuPen RC800 unit
- USB cable for communication with PC (Mac) & recharging.
- Installation CD containing DocuPen PenTwain driver, DocuPen stand-alone application & PaperPort Software
- Quick Start Guide
- Leather Case

DocuPen RC800 Features



The DocuPen Scanner has **two control** buttons on top. On the left-hand side of the DocuPen you can see eight LEDs indicating the scan settings and on the right you see the **Battery and External memory card cover** and the **USB port**. By pressing the control buttons you will be able to select the desired color mode and scan resolution. The LEDs on the left-hand side of the scanner will indicate the mode that you have selected.

Power On/Rez (Resolution) Button

Press the **Power On/Rez** button once to turn the DocuPen on. The DocuPen will turn itself on in default or last used configuration. The corresponding LEDs will be on. For details on the various configurations please go to section Scan Settings - LEDs Indicators, page 19.

Press the **Power ON/Rez** button again to select between Standard Resolution and Hi Resolution (Hi Rez) setting. There are two Standard Rez and two Hi Rez settings which can be set via the **Pen Configurator Dialog** explained in Section Scan Settings, p.20. The Resolution LEDs will turn on/off accordingly.

After the scan is completed the DocuPen will save the data into memory and turn itself off automatically. For safety purposes you can also turn the DocuPen off manually by pressing and holding the **Power ON/Rez** button for 5 seconds.

Color Mode Button

Press the **Color Mode** button to select desired Color mode. There are three color modes available: Mono, Docucolor and Photocolor. The Color Mode LEDs will turn on/off accordingly. When both desired **Color mode** and **Rez setting** are selected, you can start gliding the DocuPen down your document.

Note: YOU MUST INSTALL THE DRIVERS BEFORE STARTING TO WORK WITH THE DOCUPEN!

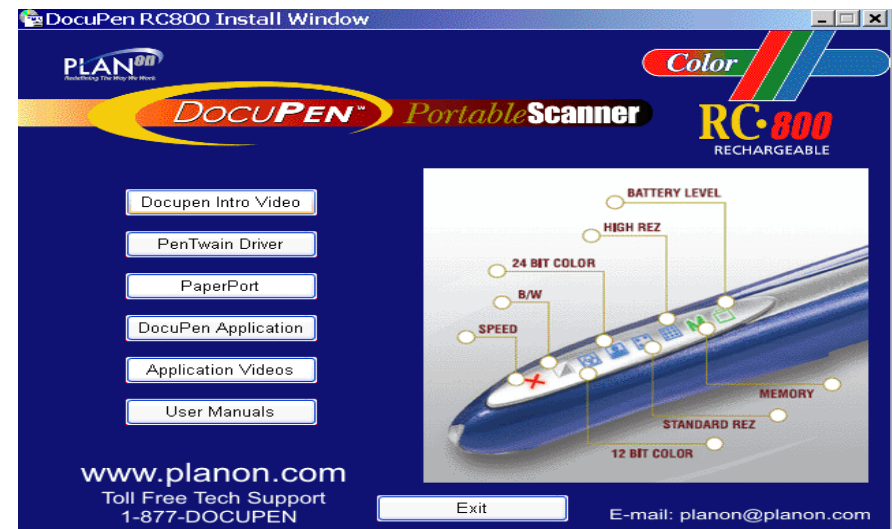
Driver and Software Installation

Before starting to work with the DocuPen RC800 you must install the necessary drivers. Please insert the DocuPen RC800 Installation CD in your CD-drive and follow the on-screen instructions.

The DocuPen interfaces with your computer via a proprietary Twain driver. After installation, the DocuPen driver is made available to all Windows Twain-compatible applications, such as PaperPort, Windows Imaging, etc. This ensures that the scanned images can be downloaded to your computer.

DocuPen Driver Platform Requirements: Before you install the DocuPen PenTwain driver, make sure that your computer meets the following minimum system requirements:

Microsoft Windows 2000/NT/ME/XP
CD-ROM for driver installation



After inserting the Installation CD in your CD drive The **DocuPen RC800 Installer control window** will appear. (See above)

By clicking on the corresponding button you will install the **PenTwain driver** (obligatory), the **DocuPen Application** (recommended) and the **PaperPort** software (recommended). The **DocuPen Application** will allow you to view the images from your DocuPen without using any additional graphics software.

ScanSoft's PaperPort is one of the leading Document Management Software packages on the market and works seamlessly with our DocuPen. Although you can use any Twain compatible graphics software we recommend PaperPort due to its document editing capabilities

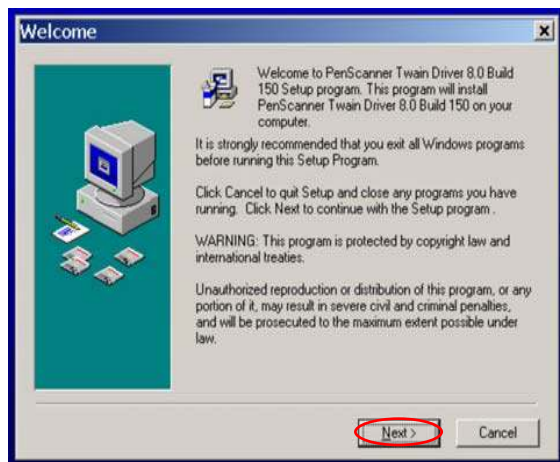
Software Installation (Continued)

Note: You must be logged on your PC as **Administrator**

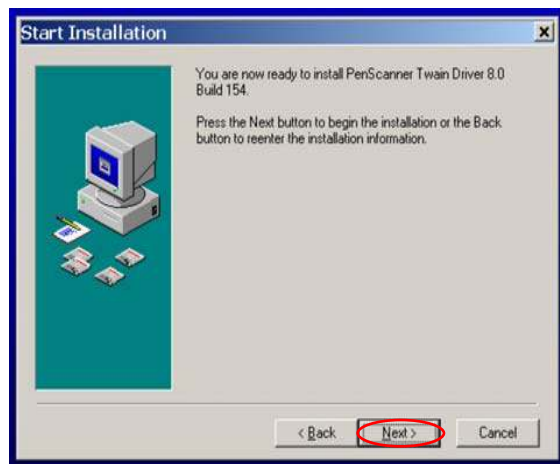
Note: The DocuPen USB cable **must be DISCONNECTED** during installation of the Pentwain driver

We recommend that you close all Windows programs and disable all virus protection software temporarily during the Pentwain driver & PaperPort installation

1. Insert the DocuPen CD-ROM into your CD drive
2. The CD is auto play, and will self start.
3. In the **DocuPen RC800 Install window** please click on the button **PenTwain Driver**



4. In the Welcome window, click the **Next** button



5. In the Start Installation window, click the **Next** button to begin installation

Software Installation (Continued)

6. The PenTWAIN driver will start installing. You will be prompted to click the **Finish** button to complete the Pen Twain installation.

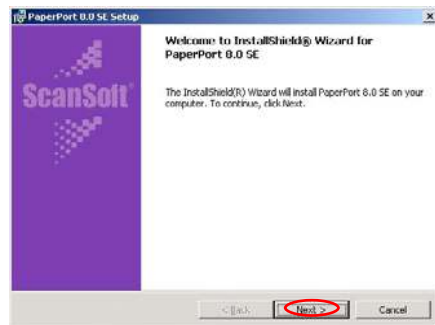


The installation of the Docupen Application (Start by selecting **DocuPen Application** button in the **DocuPen RC800 Install window**) is identical, hence not explained here.

Now you have installed the **PenTwain driver** and the **DocuPen application**. You are almost done! As a next step we recommend installing the ScanSoft's PaperPort software package.

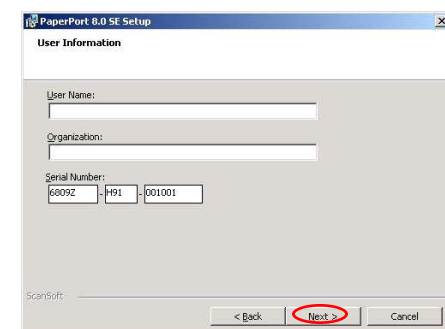
Installing the PaperPort Software

1. In the **DocuPen RC800 Install window** select **PaperPort** and simply follow the on-screen instructions



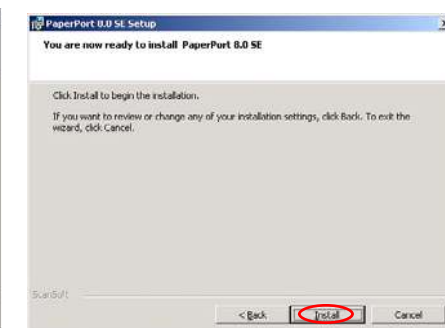
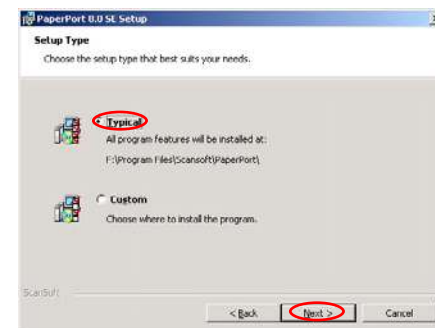
2. In the Welcome window click **Install**

3. In the Setup window click **Next**



4. Accept License Agreement, click **Next**

5. Fill in user information, click **Next**

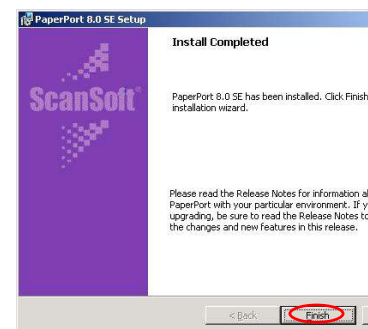


6. Installation Setup - **Typical**, click **Next**

7. Setup Ready to Install, click **Install**

Installing the PaperPort Software (continued)

8. Installation complete, click **Finish**



9. Registration window

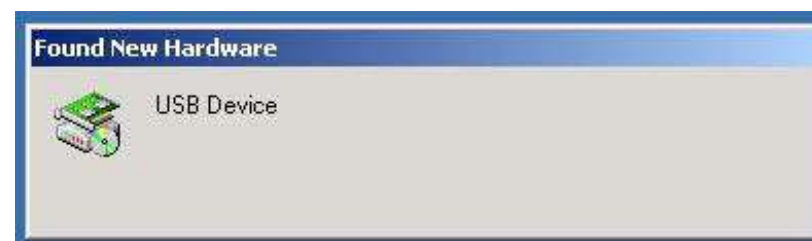


Note: Depending on your Operation System a **Restart** might be required

Once your computer is restarted, you must **CONNECT** the DocuPen with your computer and proceed to the **USB Driver Installation**.

Installing the USB driver

Connect the DocuPen to your computer and press the **Power ON/Rez** button to turn it on. You might briefly see a pop-up message from the **Windows Found New Hardware Wizard**.



Note: Make sure that the **Installation CD** is in your CD drive

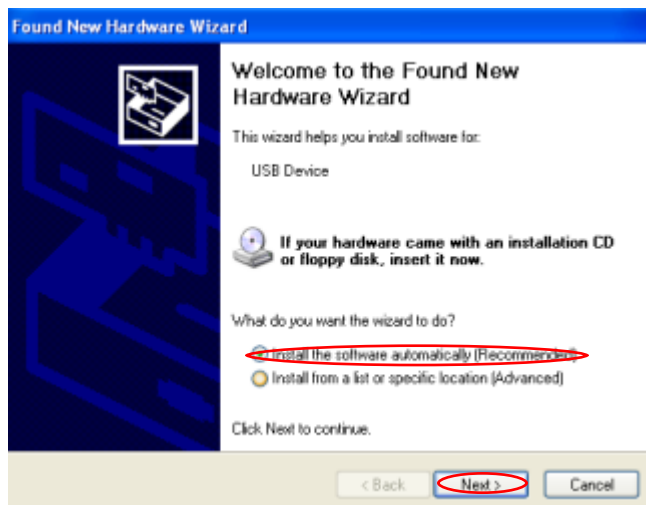
Windows should **self install** the USB driver from the Installation CD. Please follow the on-screen instructions of the **Found New Hardware Wizard** (shown on the next page)

If you need further assistance don't hesitate to contact our Customer care:

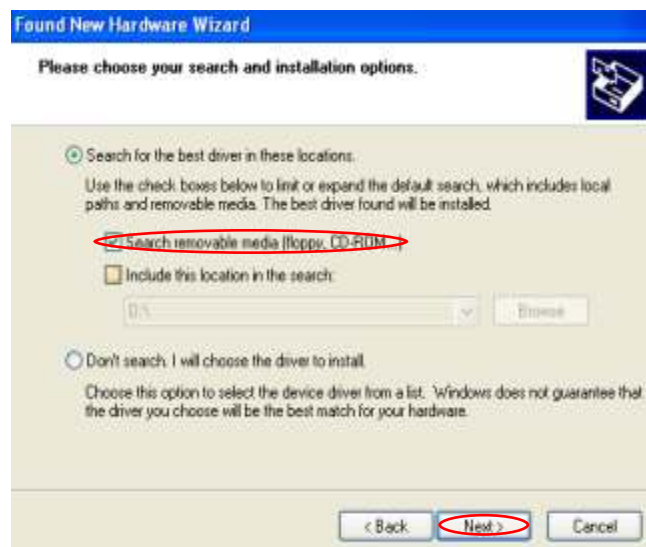
support@planon.com
TOLL FREE 1-877-DOCUPEN

Installing the USB driver (continued)

1. In the **Found New Hardware Wizard**, select **Install the software automatically**, click **Next**



2. Select search removable media .. click **Next**

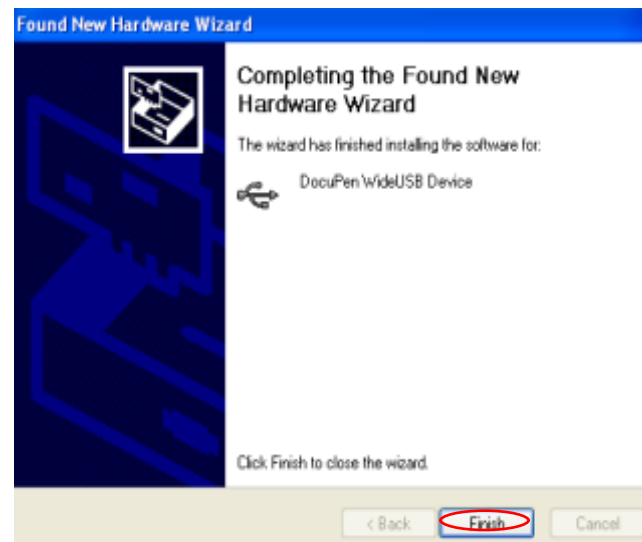


Installing the USB driver (continued)

3. Wait a few seconds while driver is being installed



4. Complete the USB installation by clicking on the **Finish** button



Congratulations! The Software installation is now complete!

Note: Depending on your Operation System a **Restart** might be required. We recommend that you restart your computer after installation is completed

Note: The DocuPen is **completely independent** from the computer i.e. it should not (We recommend that it is not) connected to the USB cable while scanning. You need to connect to download, calibrate or simply to charge the battery

Now you are ready to use your DocuPen!

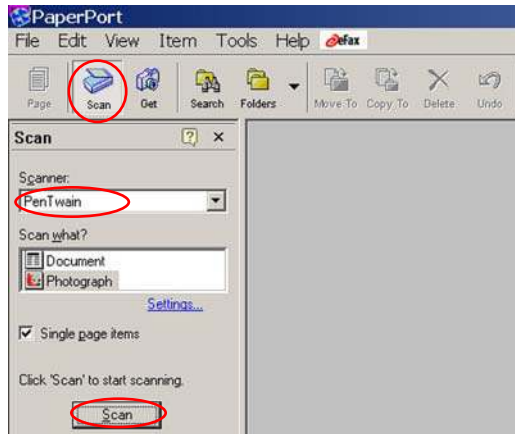
Download the scanned Images to PaperPort

As mentioned above you can use the DocuPen with any TWAIN compatible software package. As, however, we provide one of the best Document Management Software packages, i.e. Scansoft's PaperPort we will explain in detail how you download the images from the DocuPen to your computer using the PaperPort software

You can also use the stand-alone **DocuPen Application** which will allow to view the thumbnails and save the images without using the PaperPort software. Simply double-click on the thumbnails in the **DocuPen Scanner Control window** and it will open up with your default graphics software on your desktop.

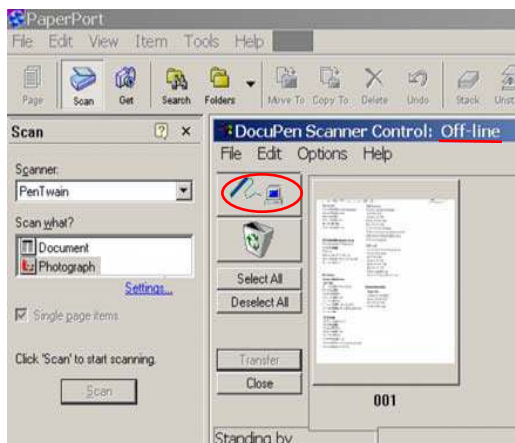
Note: Make sure that your DocuPen is **CONNECTED** to your PC

1. Start the PaperPort Software
2. Select Scan (click on the **Scan button** on the top control menu) and you will see a vertical menu on the left-hand side of the PaperPort window. Choose **PenTwain** from the scroll-down menu under **Scanner:**



You may have **more than one source** in the scroll-down menu, so **PenTwain** must be selected when using the DocuPen.

3. After you've selected PenTwain from the scroll-down menu, you can click on the **Scan** button below. This will open the **DocuPen Scanner Control window**.

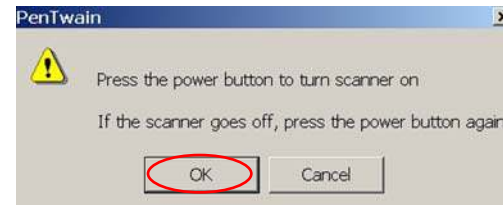


The window indicates **Off-line**. This message changes to **On-line** only during download.

4. Click on the **download** button and a dialog window will appear prompting you to turn the DocuPen ON.

Download the scanned Images to PaperPort (cont.)

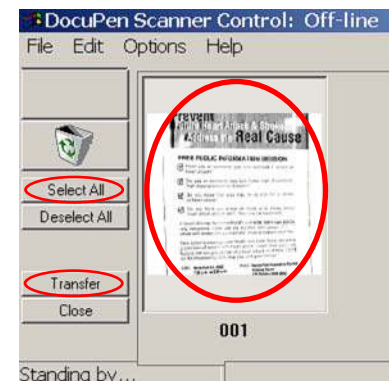
5. In the dialog Click **OK** and press the **Power On** button on your DocuPen



6. The **Transferring...** dialog will pop-up, displaying the status of the download process



7. When the download is complete you will see thumbnails of the images in the **Docupen Scanner Control** window

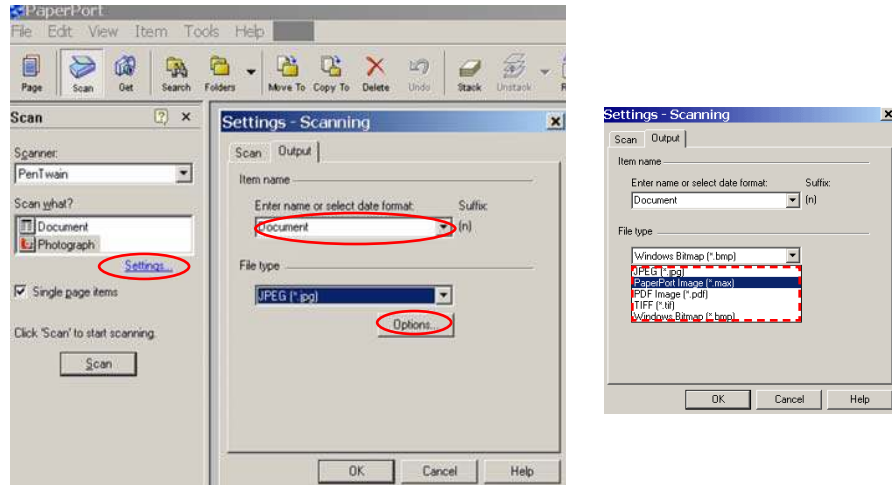


8. You can select the images you want to download by clicking on them or you can select all images by clicking on the **Select All** button

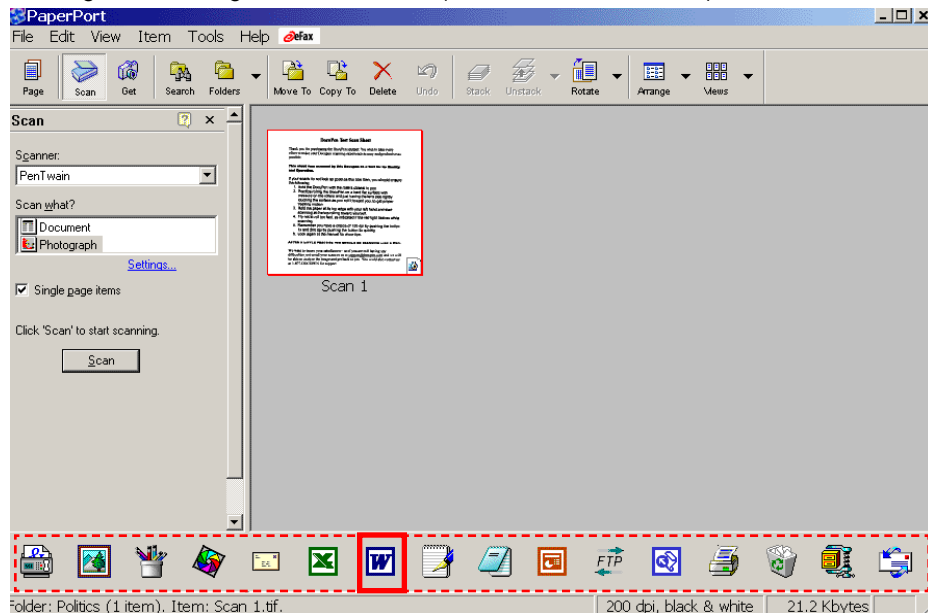
By clicking on the **Transfer** button you will transfer the selected thumbnails to the PaperPort desktop area

Download the scanned Images to PaperPort (cont.)

You can download the images in PaperPort's default file format - **.max**, which allows the most editing options. By selecting the **Settings..** link, however, you can select other file formats as well: **jpg, tiff or bmp**



In the PaperPort desktop area you can select an image and it can be run under all the applications that the PaperPort software has detected such as Word, or Excel, etc. All relevant windows applications are automatically listed at the bottom status bar of the PaperPort window. At this moment you can run the OCR function by simply selecting the image and clicking on the Word icon (in the bottom Status Bar)

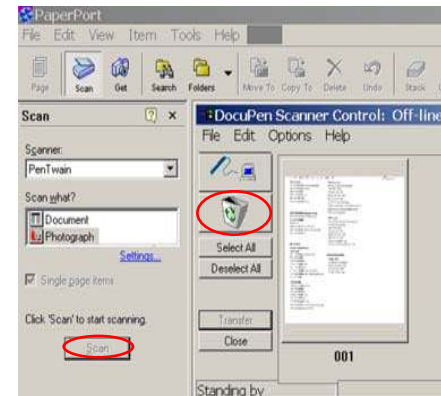


Erasing the DocuPen Memory

After you have saved the desired image files on your hard disk, it is recommended that you empty the DocuPen's memory bank. By doing so, you ensure maximum storage capacity and optimum download speed.

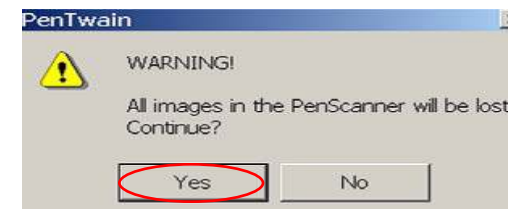
Note: Make sure that your DocuPen is **CONNECTED** to your PC

1. While in PaperPort simply click on the **Scan** button

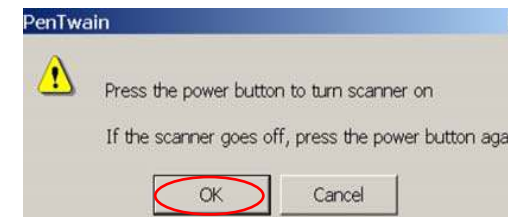


2. The **DocuPen Scanner Control** Window will open

3. In the **DocuPen Scanner Control** Window select the **Recycle Bin** button



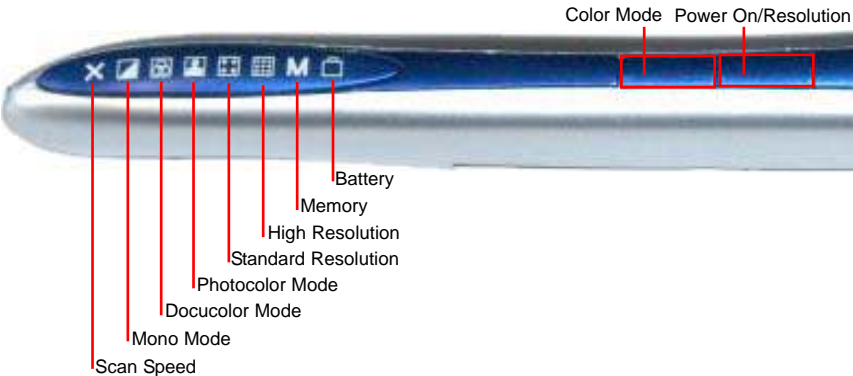
A dialog window will prompt you that you are about to erasing DocuPen's memory bank. Click on the **Yes** button.



A pop-up dialog prompts you to turn your DocuPen ON. Press the **Power ON** button on the DocuPen and click on the **OK** button in the dialog window. The DocuPen memory bank will be erased.



Scan Settings



As mentioned in the beginning of section (page 6) the DocuPen RC800 has two control buttons and eight LEDs indicating the selected scan settings

By pushing the **Power ON/OFF Resolution (Rez)** button you can:

- 1. Turn scanner **ON**. The corresponding LEDs will light on, indicating the current scan settings
- 2. Change between **High Resolution** and **Standard Resolution** setting
- 3. Turn scanner **OFF** - The DocuPen is designed to turn itself OFF automatically. You can also turn it OFF manually by pushing and holding the button for 5 seconds

By pushing the **Color Mode** button you can switch between Mono, Docucolor (Standard Color) and Photocolor setting









You have to start the scanning operation within a few seconds after turning the DocuPen ON. If there is no manipulation, i.e. no movement or no setting-up of the Scan mode, the scanner will turn itself OFF. You will need to turn it ON again.






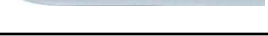
Following on the next page you can see a detailed explanation of the different Scan modes and the corresponding LED configurations.

Note: For optimal scan quality and memory usage we recommend scanning in **Monomode in 200 dpi or 400 dpi** and in **Docu- and Photo-color Modes in 100 or 200 dpi**.

LED Indicators

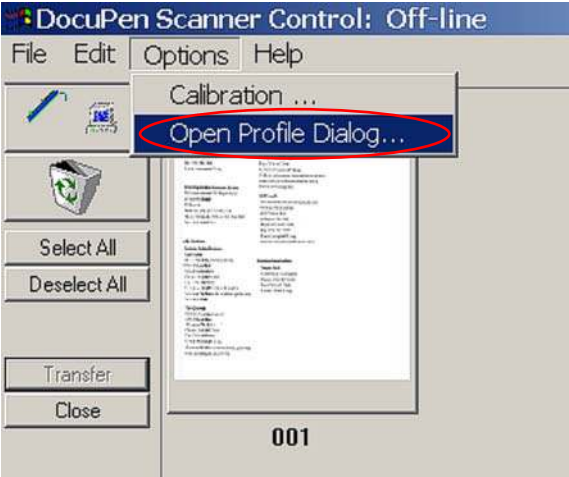
The 8 LED indicators at the top of the DocuPen from left to right indicate the following:

LED	Explanation
Speed 	Scan speed indicator - if this LED blinks during scan operation, then slow down.
Mono Color 	This LED indicates that the scan will be performed in Monochrome or Grayscale mode.
Standard Color 	This LED indicates that the scan will be performed in Docucolor (Standard) mode [12bit color]
Photo Color 	This LED indicates that the scan will be performed in Hi Quality Photocolor mode [24bit color]
Standard Rez 	This LED indicates that the scan will be performed in standard resolution [100,200 dpi]
High Rez 	This LED indicates that the scan will be performed in high resolution. [200,400 dpi]
Memory 	This LED shows the available memory capacity. When it flashes in Green 75-100%, Yellow/Orange 26-50%, Red <25% Free
Battery 	This LED shows the available battery capacity on the pen When it flashes in Green 75-100%, Yellow/Orange 26-50%, Red <25% Free

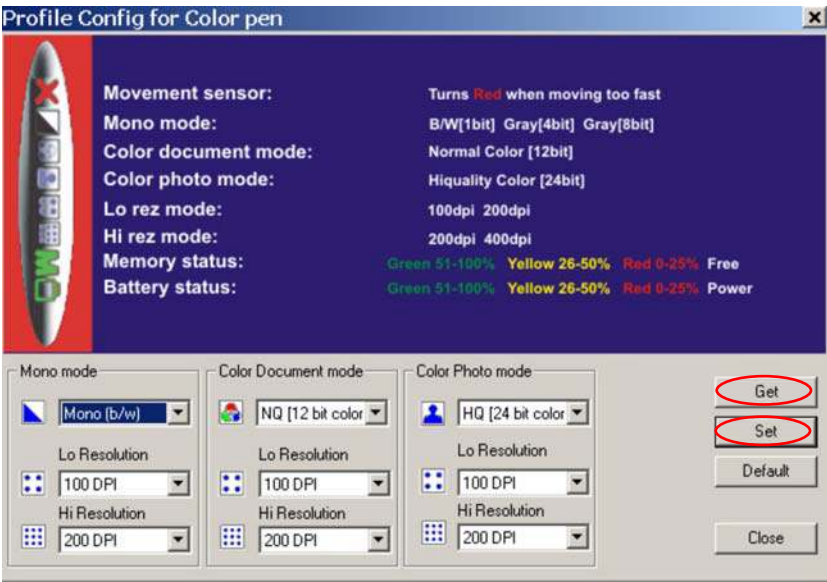
LED Combination	Scan Mode Explained
	Monocolor Standard-rez Mode - Takes the least amount of memory. Best suited for black & white documents, graphics or handwriting.
	Monocolor Hi-rez Mode - Best suited for fine print documents, lower quality faxes or when the result needs to be printed out.
	Docucolor Standard-rez Mode - Best suited for web-view of color images (magazines, newspapers)
	Docucolor Hi-rez Mode - Same as above but image is in higher resolution and best suited for print.
	Photocolor Standard-rez Mode - Best suited for web-viewing and printing of high quality images
	Photocolor Hi-rez Mode - Best suited for printing of high quality images. (NOTE: The images scanned in this mode are very large in size!)

Scan mode - Profile Configurator

You can setup the exact values of the color and resolution modes, using the interactive **Profile Configurator** dialog box. The **Profile Configurator** dialog is part of the **DocuPen Scanner Control** window and can be started by selecting the **Open Profile Dialog..** from the pull-down menu in the **DocuPen Scanner Control** window.



In the **Profile Configurator** dialog you can choose from: (See table on following page)



Scan mode - Profile Configurator (continued)

	Mono Mode	Standard Color Document Mode	Hi-Color Photo Mode
Color Depth	Mono [b/w 1Bpp] Grayscale [4Bpp] Grayscale [8Bpp]	Docu Color [12bit]	Photo Color [24bit]
Standard Resolution	100 or 200 dpi	100 or 200 dpi	100 or 200 dpi
Hi Resolution	200 or 400 dpi	200 or 400 dpi	200 or 400 dpi

You can select the desired values from the corresponding pull-down menus in the **Profile Configurator** dialog. When desired selection is completed, you can press the **Set** button. You will be prompted to turn the DocuPen ON and then the values will be transferred to the DocuPen.

Note: Your DocuPen must be **CONNECTED** to your PC

You can also check the current values in your DocuPen by selecting the **Get** button. You will be then prompted to turn the DocuPen on and then the value will be displayed in the corresponding cell.

By clicking the **Default** button the values will be automatically set to:

	Mono Mode	Standard Color Document Mode	Hi-Color Photo Mode
Color Depth	Mono [b/w]	Docu Color [12bit]	Photo Color [24bit]
Standard Resolution	200 dpi	100 dpi	100 dpi
Hi Resolution	400 dpi	200 dpi	200 dpi

Note: You must click on the **Set** button after every manipulation of the data. Only then will the data be transferred and saved into the DocuPen!

When desired color and resolution values are set and uploaded to DocuPen you can close the **Profile Configurator** dialog. Click the **Close** button within the **Profile Configurator** dialog box and resume your scanning operation.

DocuPen Color Calibration procedure

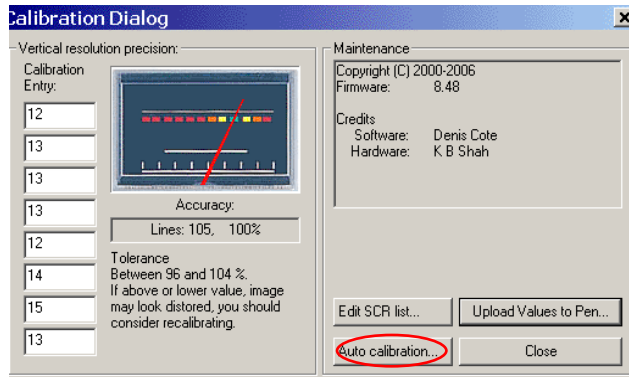
Note: You need letter-sized printouts for both Color (photo-paper is recommended for Color calibration) and Roller Calibration. Please download the files from the CD and print them before starting the calibration procedure

The DocuPen is factory calibrated and there should be no need to re-calibrate. We advise you to recalibrate only if you experience poor scan quality, e.g. scanned image appears in white or black - meaning that the color conversion tables have been lost.

Note: Your DocuPen must be **CONNECTED** to your PC before starting the Calibration procedure



1. Open the **DocuPen Scanner Control** Window. Click on **Options** and select **Calibration**.



2. In the **Calibration Dialog** window that appears click on the **Auto Calibration** button



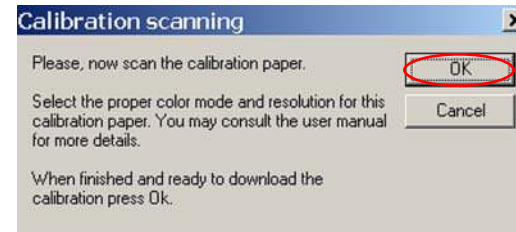
3. In the **Calibration Setup** window that appears please **Calibrate Color** and click **OK**.

4. You will be prompted to turn the DocuPen ON. Press the **Power On** button on your DocuPen and Click **OK** in the Dialog window.

Note: Your DocuPen memory will be **erased**!

DocuPen Color Calibration Procedure (continued)

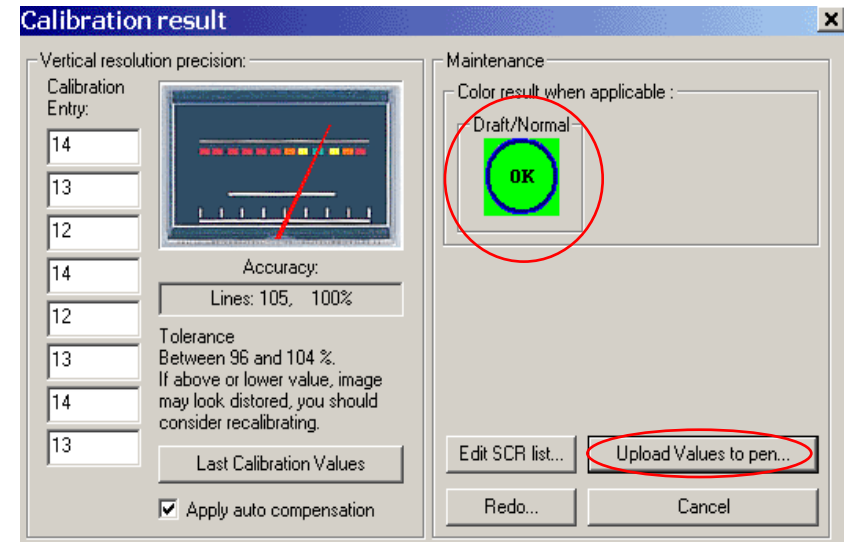
After the memory has been erased the **Calibration scanning** window will appear.



5. **Disconnect** the DocuPen and scan the **Color Calibration** sheet. For optimal results you must scan in **Photo Mode** and in **Hi-Rez**. The **Red** LED on the DocuPen will start flashing indicating that the DocuPen is in calibration mode. Position the DocuPen on top of the **Color Calibration** sheet and glide it over the image from top to bottom. Stop the movement about 2 cm below the last gray band.

6. The DocuPen will now save the Calibration image into memory. After the calibration image is saved into DocuPen's memory, **connect** the DocuPen to your computer and click **OK** in the **Calibration scanning** window. You will be prompted to turn the DocuPen ON.

You should see the **Green OK** sign in the **Calibration result** window - You have successfully calibrated your DocuPen!



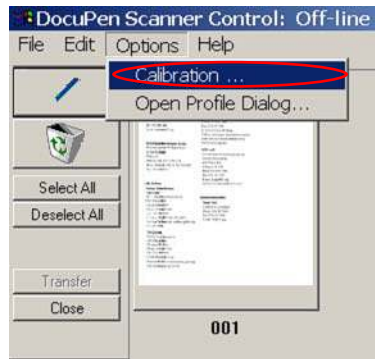
7. Finally, click **Upload Values to pen** button in the **Calibration result** window to send the calibration result to the DocuPen. You will be prompted to turn the DocuPen ON. Turn ON the scanner and click **OK** in the dialog window.

DocuPen Roller Calibration Procedure

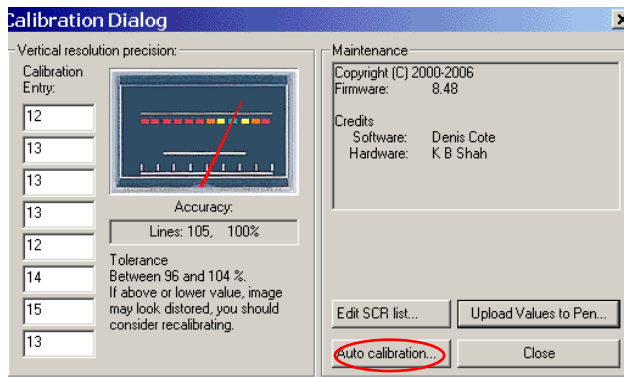
If your scanned image looks disproportionately stretched (or shrunk) then you need to calibrate the rollers.

As a rule, color calibration must be done first, before roller calibration

Note: Your DocuPen must be **CONNECTED** to your PC before starting the Calibration procedure



1. Open the **DocuPen Scanner Control** window. Click on **Options** and select **Calibration**.



2. In the **Calibration Dialog** window that appears click on the **Auto Calibration** button



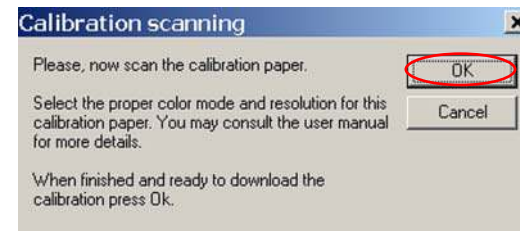
3. In the **Calibration Setup** window that appears please **Calibrate Roller** and click on **OK**.

4. You will be prompted to turn the DocuPen ON. Press the **Power On** button on your DocuPen and Click **OK** in the Dialog window.

Note: Your DocuPen memory will be **erased**!

DocuPen Roller Calibration Procedure (continued)

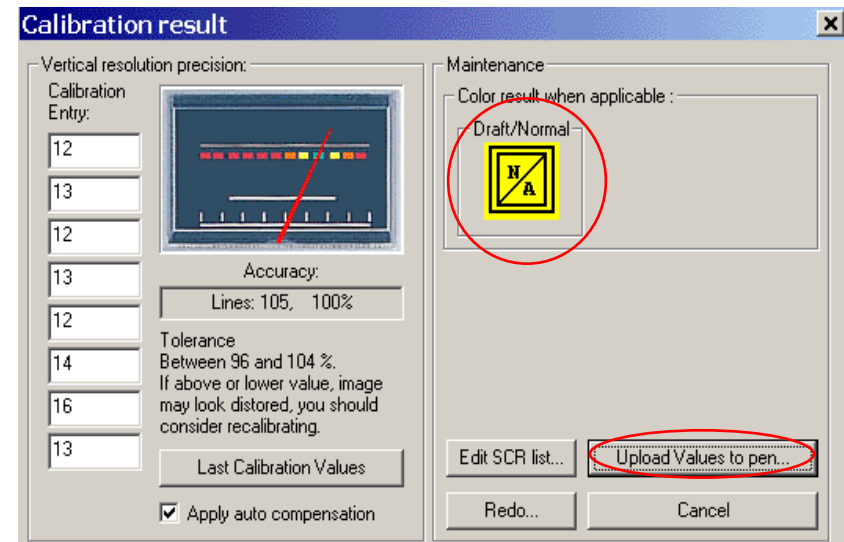
After the memory has been erased the **Calibration scanning** window will appear.



5. **Disconnect** the DocuPen and scan the **Roller Calibration sheet**. For optimal results we recommend to perform the Roller Calibration in Mono Mode B/W by Resolution 200dpi. The **Red** LED on the DocuPen will start flashing indicating that the DocuPen is in calibration mode. Position the DocuPen on top of the **Calibration sheet** and glide it over the image from top to bottom. Stop the movement at the bottom of the **Calibration sheet**.

6. The DocuPen will now save the Calibration image into memory. After the calibration image is saved into DocuPen's memory, **connect** the DocuPen to your computer and click **OK** in the **Calibration scanning** window. You will be prompted to turn the DocuPen ON.

You should see the **yellow N/A** sign in the Calibration result window - You have successfully calibrated your DocuPen!



7. Finally, click **Upload Values** button in the **Calibration result** window to send the calibration result to the DocuPen. Turn ON the scanner and click **OK**.

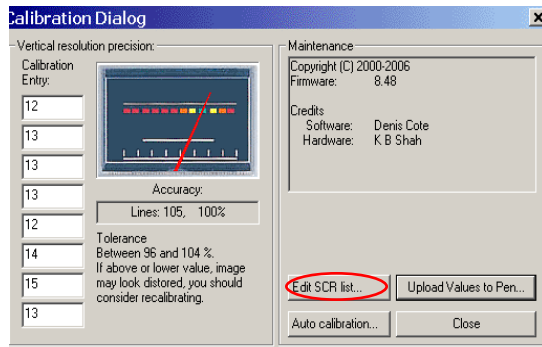
DocuPen Scratch Removal Procedure

The DocuPen uses contact image sensors to capture the information you would like to scan. In case you accidentally scratch the lens surface or dust particles enter within the lens the scanned image could have a distortion in the location of the scratch.

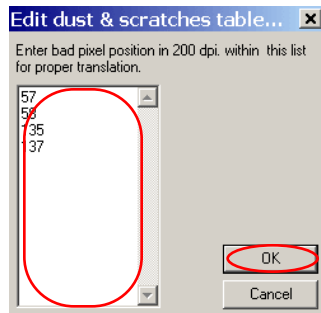
If the **Auto Color Calibration** procedure does not solve the problem completely then you can refer to the Manual **Scratch Removal** procedure.

The **Scratch Removal** procedure allows you to manually enter the scratch, dust or dead pixel(s) location(s) so the DocuPen can correct the distortion.

In order to be able to edit the **Scratch list** you need to perform an image scan in **resolution 200 dpi**. Open the scanned image in Microsoft Paint (standard Windows OS application) and place your mouse cursor on the location of the distortion. In the lower right corner of the Microsoft Paint window you will then see the precise {x,y} coordinates of the error pixel location in the format e.g. {135,50}. If the distortion covers more than one pixel please note all error locations.



To correct the error pixels please open the **DocuPen Scanner Control** window. Click on **Options** and select **Calibration**. In the **Calibration Dialog** window that appears click on the **Edit SCR list..** button



In the **Edit Dust&Scratches dialog** window that appears please enter the error pixel {X} coordinate, e.g. if the error pixel location is {135,50} enter {135}.

When you enter all error pixel locations please click **OK**.

Note: You can enter maximum **4 consecutive pixels** at a time and a **maximum of 128** in total.

Finally, click **Upload Values** button in the **Calibration dialog** window to send the values result to the DocuPen. You will be prompted to turn the DocuPen ON. Turn ON the scanner and click **OK** in the dialog window.

Note: Your DocuPen must be **CONNECTED** to your PC

Perform another test scan to test if the distortion has been corrected. In case there are still some inaccuracies please perform the procedure again.

Points to Remember Before You Scan

What you scan is what you get. The DocuPen is sensitive to changes in direction and scan speed and records every movement you make. The more uniform your scan swipe, the better your scanned image results. This may take a little practice at first. Scanning too quickly or abruptly changing acceleration causes the **RED X** LED to flash, reminding you to reduce your scanning speed. To obtain the best scan results, note the following:

Hold document



Keep DocuPen flat



Do Not tilt



The document you scan must be well supported on a smooth flat surface. It is recommended that you hold the top of the document with one hand while you scan with the other. Place the DocuPen just above the area you want to scan, with the LEDs on the left side of the document to be scanned.



Detach the USB cable while scanning. It could hinder your gliding motion by pulling on one side of the DocuPen.



Remove staples or clips as they will impede the gliding movement and the resulted scan will be distorted.

Apply even pressure, in the center of the scanner to allow the rollers to rotate smoothly.

Press the **Power ON** button, select the desired color and resolution settings and slowly glide the DocuPen down across the area you want to scan. The unit begins scanning as soon as you start moving the pen. When you stop moving, the scan light (at the bottom of the pen) shuts off and the DocuPen saves the data. You must wait momentarily till the data is stored in memory. The DocuPen will then automatically shut off.

On-board memory and External memory card

DocuPen RC800 is equipped with 8MB on-board Flash-memory and a slot for external MicroSD memory card which gives you almost unlimited capacity.

The MicroSD memory card slot is located on the right-hand side of the DocuPen under the removable cover.

To remove the cover you have to place your index finger on the right side of the cover (just above the USB port) and gently lift up.

Closed cover



The cover detaches and you see the MicroSD memory slot covered by the cradle.

Open Cover/
External memory slot



Slide the cradle to the left and lift it up to open.



Open cradle



MicroSD card inserted

Place the MicroSD card in the slot, press lightly and close the cradle, sliding it to the right until it clicks. Close the DocuPen cover.

Note: Newly inserted external memory must be **formatted** before it is recognized by the Docupen

The formatting of the memory is accomplished by choosing the recycle symbol in the **Docupen scanner control window** to erase the DocuPen memory which also formats this new memory. (See Erasing the DocuPen Memory in this manual for more details, p.17)

Appendix

A. DocuPen RC 800 Specifications

Size - 8.9"x0.5"x0.5" (227X13x13 mm)

Weight - 2 oz, 57 grams

Resolution - 100-400 dpi

Scan mode - B/W[1bit], Grayscale [4bit/8bit], Standard color [12 bit], Hi color [24 bit]

Scan width - 8" (205mm)

Scan Speed - 4-10 seconds Letter-size page (depending on resolution and color mode)

Memory - 8 MB flash; or external MicroSD (sold separately). MicroSD memory card slot - 128 MB, 256 MB, 512MB. The number of pages varies depending on text, graphics, and scanning resolution

Battery - Lithium Ion Rechargeable

Battery Charge - Full Battery Charge 50 min

Software interface - PenTwain driver & DocuPen application, OCR Software

Scanning method - Contact image sensor

Included Accessories - USB Cable, Leather Case, CD - Installation and Manuals, Quickstart Guides

SOFTWARE SUPPORT

Windows 2000/ME/XP TWAIN driver interface

Windows Imaging or other scan software such as PaperPort OCR

CD-ROM installation disk

B. Proper Handling and Safe Use

Avoid bending or dropping the DocuPen unit.

Do not scan over sharp objects such as staples, or paper clips

Do not store the unit in high, or very low temperatures, or humid or dusty places.

Do not place or drag the scanner lens down on a hard abrasive surface.

If you drop the unit in water or get water inside it, contact your Planon Systems Solutions Inc. representative.

To help keep the scanning area clean, store the unit in the leather pouch when not in use.

After storing for extended periods of time it is recommended to plug the unit in to a USB source to recharge the battery for optimum performance.

If the unit becomes dirty, it can be wiped with a soft damp cloth or alcohol swab.

If unit is left in extreme cold or hot conditions, allow to adjust to normal room temperatures before proceeding to scan.

Avoid any abrasive or harsh chemicals.

Do not leave this device within the reach of children.

C. Technical Support

Planon Systems Solutions Inc.
1-877-DOCUPEN (1-877-362-8736)
support@planon.com