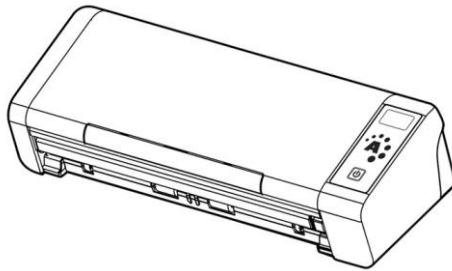


nScan 700gt



USER GUIDE

nScan 700gt User Guide



Contents

Product Safety Guide	3
Introduction	5
Package Items.....	6
Front View.....	7
Rear View	9
Side View.....	10
Scanner Installation	11
Installing the Rear Feed Tray	12
Connecting to Power	13
Turning on the Power	13
Installing the Scanner.....	Error! Bookmark not defined.
Connecting to the Computer	14
Loading Your Paper	15
Loading Your Document into the ADF Paper Tray	16
Loading Paper to the Document Feeder	17
Loading A Single-Page Document into the Front Input Tray.....	19
Loading A Single-Page Document into the Rear Feed Tray.....	20
Rear Ejection	21
Displaying the TWAIN Interface.....	22
Scanning a Stack of Documents with Various Sizes and Weights	23
Maintenance.....	25
Clean the Scanner Glass, Separation Pad and Rollers.....	25
Replacing the Separation Pad	31
Troubleshooting	33
Clear a paper jam	33
Error Messages	34
Technical Support	35

Product Safety Guide

Please clearly read and follow all instructions and warnings before installing and using the device.

The following indications are used in this document to prevent any chance of accident or damage to you and/or the device.

 WARNING	Indicates potentially hazardous situations, which if instructions are not followed, could result in death or serious injury.
 CAUTION	Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

WARNING

- Use only the AC power adapter that came with your device. Using any other AC power adapter could cause fire, electrical shock, or injury.
- Use only the AC power cord and USB cable that came with your device and avoid abrasions, cuts, fraying, crimping, and kinking. Using any other AC power cord and USB cable could cause fire, electrical shock, or injury.
- **Do not** place objects on top of the AC power cord, and do not allow the AC power adapter or the AC power cord to be stepped on or run over.
- Place the device and its AC power adapter near an electrical outlet where the AC power adapter can easily be unplugged.
- If using an extension cord with the scanner, make sure that the total ampere rating of the devices plugged into the extension cord does not exceed the cord's ampere rating.
- Place the scanner close enough to the computer so that the interface cable can easily reach between the device and the computer.

nScan 700gt User Guide

- **Do not** place or store the device or its AC power adapter:
 - Outdoors
 - Near excessive dirt or dust, water, or heat sources
 - In locations subject to shocks, vibrations, high temperature or humidity, direct sunlight, strong light sources, or rapid changes in temperature or humidity
- **Do not** use the scanner with wet hands.
- Never disassemble, modify, or attempt to repair the AC power adapter, device, or device option by yourself, except as specifically explained in the device's documentation. This could cause fire, electrical shock, or injury.
- **Do not** insert objects into any opening, as they may touch dangerous voltage points or short-out components. Beware of electrical shock hazards.
- Unplug the device and the AC power adapter, and refer servicing to Ambir Support under the following conditions:
 - The AC power adapter or plug is damaged.
 - Liquid has entered the device or the AC power adapter.
 - Object has entered the device or the AC power adapter.
 - The device or the AC power adapter has been dropped, or the case has been damaged.
 - The device or the AC power adapter does not operate normally (i.e. appearance of smoke, strange smell, odd noise, etc.), or exhibits a distinct change in performance
- Unplug the scanner and the AC power adapter before cleaning.

CAUTION:

- **Do not** place the device on unstable surface. The device may fall and may result in injury.
- **Do not** place heavy objects on the unit. It may cause unbalance and the device may fall. This may result in injury.
- Store the AC Power cord/USB cable bundled out of the reach of children to avoid the risk of injury.
- Keep plastic bags bundled out of the reach of children to avoid the danger of suffocation.

Introduction

Congratulations on your purchase of the Ambir nScan 700gt! With this scanner, you can scan documents from the auto document feeder to increase your productivity. We're excited for you to enjoy its rich product features, including:

- Dual-functionality scanning (top-load or single page)
- Scan to Searchable PDF, Word, Excel and Cloud services
- Managed Profile Software

Before you install and operate the new scanner, please take a few minutes to read through this manual. It provides proper instructions for you to unpack, install, operate and maintain the scanner.



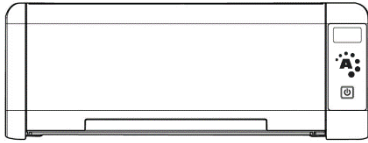
WARNING

Only use the AC adapter in the box. Using other AC adapters may damage the machine and void the warranty. Please check the contents against the checklist.

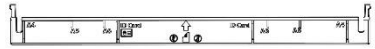
nScan 700gt User Guide

Package Items

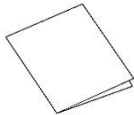
The following figure indicates the package contents. Please check all the items against your checklist. If you did not receive all the items, please contact Ambir Technology.



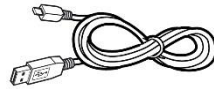
Scanner



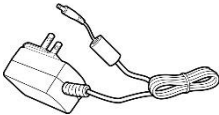
Rear Feeder



Installation Guide



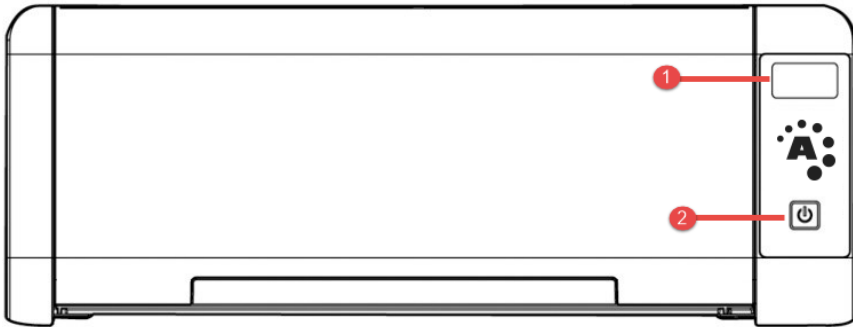
USB Cable




Power Adapter

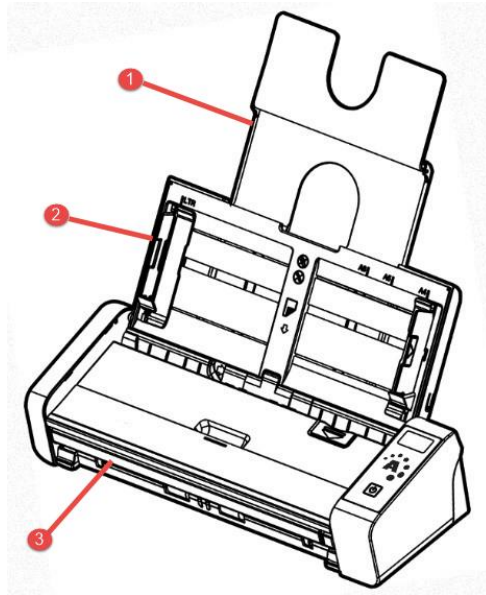
nScan 700gt User Guide

Front View



Item	Name	Description
1	LCD Display	Displays the function button via the AmbirScan Button Manager software.
2	Power 	Press to turn on the power.

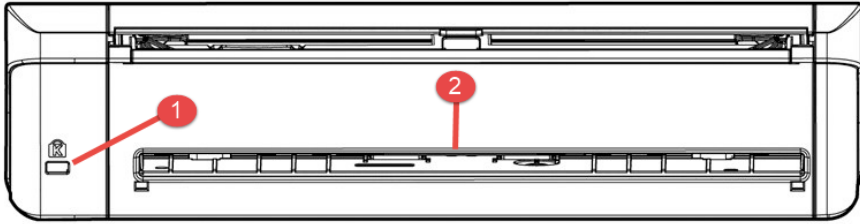
nScan 700gt User Guide



ITEM	NAME	DESCRIPTION
1	Document Extension Plate	Open the plate to support the document when loading a long document.
2	Document Guides	These guides ensure documents are fed straight. Raise the guides when loading a document, and then align them to the edges of the document to be scanned.
3	Front Feed tray	This tray is used for feeding documents. Open it when scanning documents.

nScan 700gt User Guide

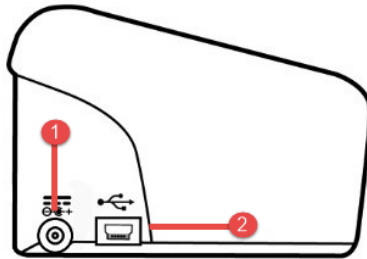
Rear View



ITEM	NAME	DESCRIPTION
1	Kensington Security Slot	Attach to a lock to secure the scanner.
2	Rear Slot	Used to insert a rear feeder.


nScan 700gt User Guide

Side View



ITEM	NAME	DESCRIPTION
1	Power Jack	Connect the AC adapter to the scanner.
2	Micro USB port	Used to plug the micro end of the USB cable to connect to PC.

Scanner Installation

 **IMPORTANT:** You must have full administrative rights to install the scanner driver and software.

If you are unsure of your user and/or installation privileges, please contact your local IT support.

Please visit www.ambir.com/setup-nscan700gt for instructions on installing the scanner driver and software.



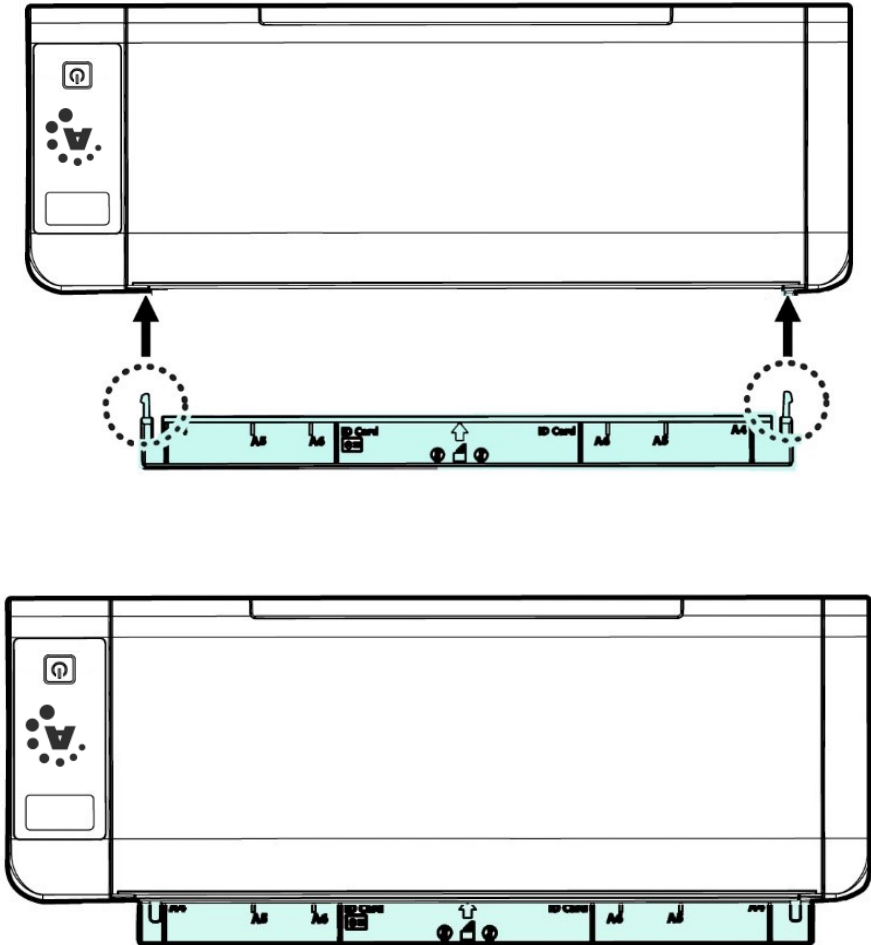
NOTE:

1. To ensure your computer can identify the USB scanner, please **install scanner driver first** before connecting the scanner to your computer.
2. The scanner driver contains TWAIN and WIA drivers.
3. Start the AmbirScan software to begin capturing your images.

nScan 700gt User Guide

Installing the Rear Feed Tray

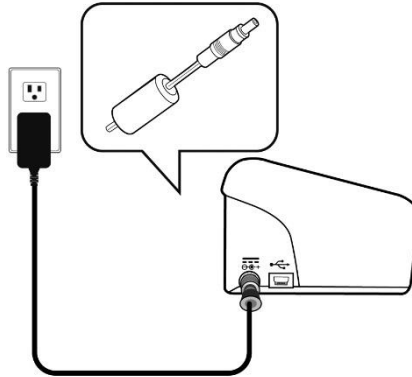
Attach the rear feed tray to the back slot of the scanner as indicated.



nScan 700gt User Guide

Connecting to Power

Plug the small end of the power adaptor into the power jack of your scanner. Insert the other end to an appropriate power outlet.



Turning on the Power

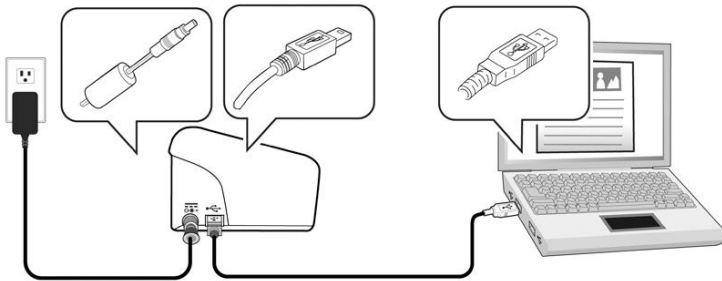
Press the **Power Switch button** on the front panel. The Power LED will flash. When it is finished and ready to scan, the LED indicator will stop flashing and become steadily on.

To turn off the scanner, press the Power Switch button for approximately 3 seconds and the Power LED will turn off.

nScan 700gt User Guide

Connecting to the Computer

1. Connect the **square end** of the USB cable to the USB port of your scanner. Connect the **rectangle end** to the USB port at the rear side of your computer.



2. The computer should detect a new USB device and prompt a **“New Hardware Found”** message.
3. By following the on-screen instructions, click the **Next** button to continue. When the certification screen appears, click **Continue Anyway** to complete the installation.
4. When the **Finish** dialog is prompted, click the **Finish** button.

Completing Your First Scan

Loading Your Paper

Before using the ADF, please make sure that your paper meets the following specifications:

- Document (s) can range in size from 50 x 50 mm (2 x 2 in.) to 216 x 356 mm (8.5 x 14 in.)
- Document (s) can range in weight from 27 ~ 413 g/m² (7 ~ 110 lb.)
- ID cards up to 1.25 mm (0.05 in.) thick
- Document(s) should be square or rectangular and in good condition (not fragile or worn).
- Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.
- Document(s) should be free of staples, paper clips, paper sticky notes.

Loading Your Document into the ADF Paper Tray

Fanning Your Document



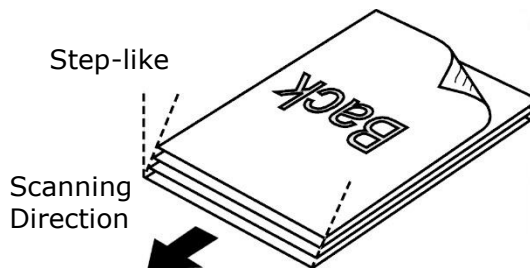
NOTE:

To avoid occasional multi-feeds or paper jams, please fan your documents and align the top edges before feeding them into the scanner.

1. Hold both ends of the documents and fan them a few times.



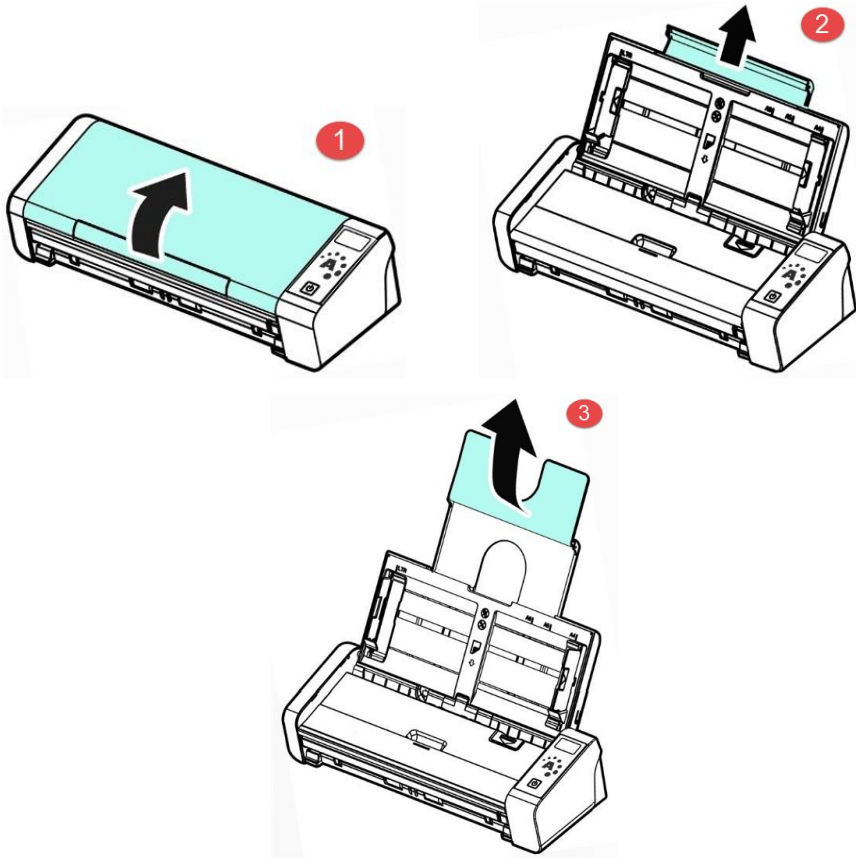
2. Rotate the documents by 90 degrees and fan them in the same manner.
3. Align the edges of the documents in a step-like pattern (see picture below).



nScan 700gt User Guide

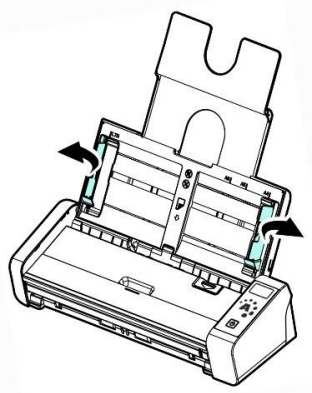
Loading Paper to the Document Feeder

1. Unfold the document feeder and its extension.

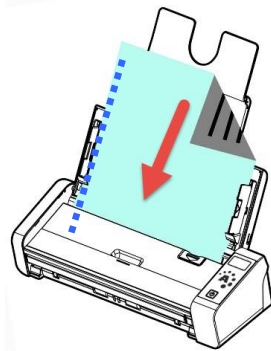


nScan 700gt User Guide

2. **Raise the paper guide** to hold your multi-page document.



3. **Load the stack of documents facing down** with the top of the pages pointing into the feeder.



4. Verify the paper guides are aligned with the edges of the stack.



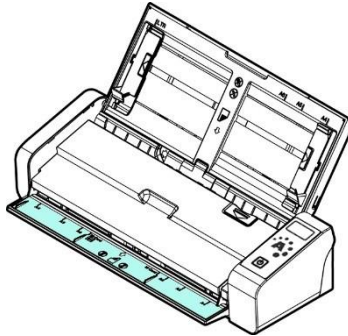
IMPORTANT:

To load paper through the automatic document feeder, be sure to close the cover of the front input tray.

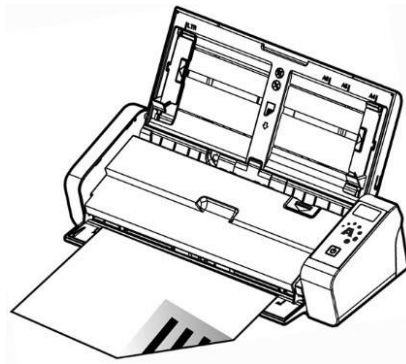
nScan 700gt User Guide

Loading A Single-Page Document into the Front Input Tray

1. **Open** the cover of the **front input tray**.



2. Load your single-page document to the **front input tray** with the top of the page pointing to the front input tray. Load the one-sided document with the **text facing down**.



3. Center your document with the paper size marks.

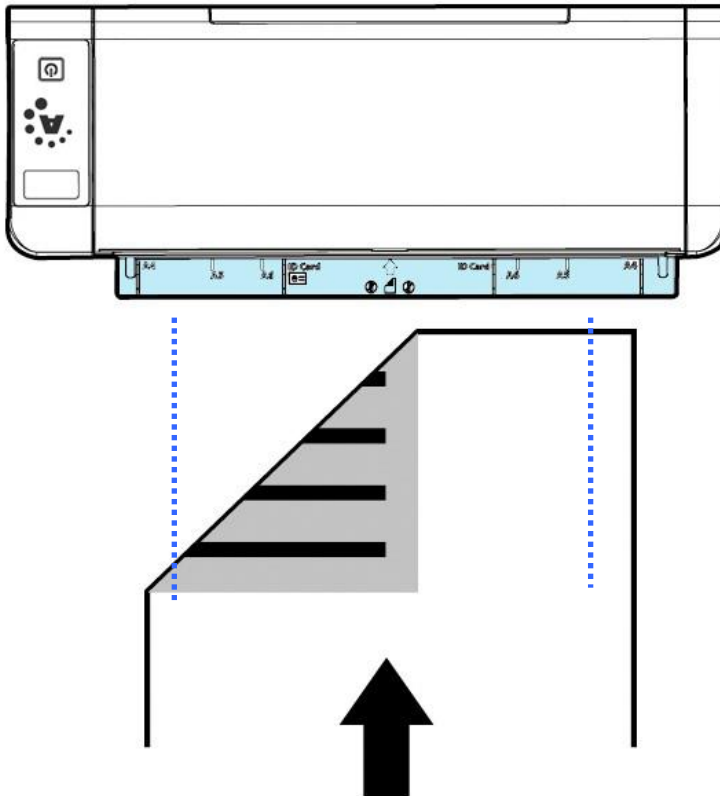


IMPORTANT:

Only one sheet of paper is allowed to load in the front paper tray.

Loading A Single-Page Document into the Rear Feed Tray

Load your single-page document **FACE DOWN, TOP EDGE FIRST** into the **rear feed tray**. Align the document to the paper size mark, and gently insert the document into the feed tray as indicated.



nScan 700gt User Guide



Rear Ejection

If you are feeding paper from the front or rear feed tray, the scanner provides two eject paths: front (default) and rear side.

You can switch between these paths by checking or not checking the **eject paper opposite** on the **Setting** tab via the TWAIN user interface (scanner Properties dialog box). Select an eject method according to your needs.

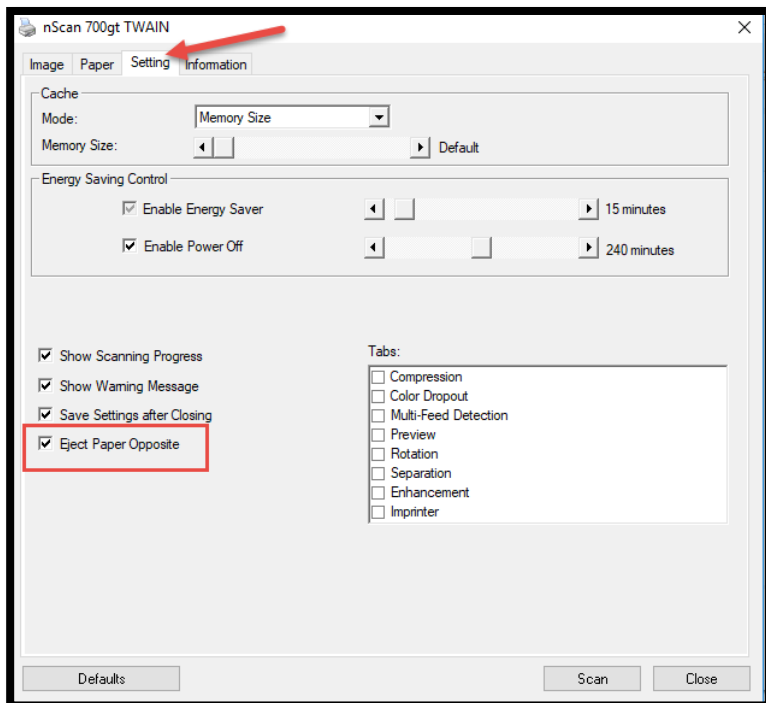
The following section provides details on how to configure this setting.

nScan 700gt User Guide

Displaying the TWAIN Interface

To display the TWAIN interface, complete the following steps:

1. **Open AmbirScan Profile Manager** software.
2. Click **Settings** tab in the left side menu.
3. In **Settings**, select **Show TWAIN Interface**.
4. Click **Scan** in the left menu to return to the dashboard.
5. Click the green **Scan** button.
6. A new window will display (see below). **This is the TWAIN interface.**
7. Click the **Setting** tab at the top of the menu.
8. Select **Eject Paper Opposite**.
9. Click **Close** to exit the menu.

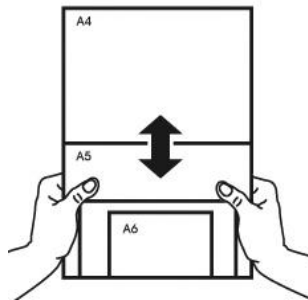


nScan 700gt User Guide

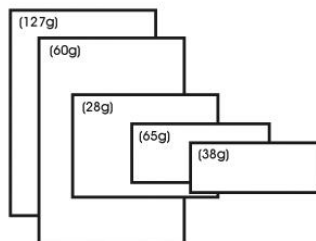
Scanning a Stack of Documents with Various Sizes and Weights

When scanning a batch of documents with different sizes and weights, be sure to follow these guidelines to avoid a skewed image or a paper jam:

1. Align the documents **TOP EDGE** first in the sequence of paper size from largest to smallest.

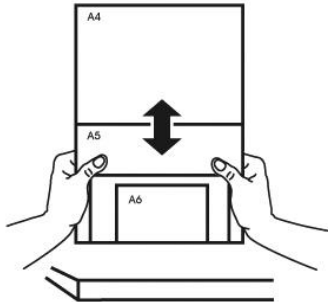


2. If two pages are of the same size yet with different weight, arrange these pages in the sequence of paper weight from heavyweight to lightweight.

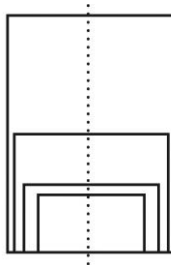


nScan 700gt User Guide

3. Align the edges of the documents by tapping the bottom of the stack against the table top.



4. Center these pages in the document feeder and make sure that the edges of page of the largest size slightly touch the Paper Guide.



nScan 700gt User Guide

Maintenance

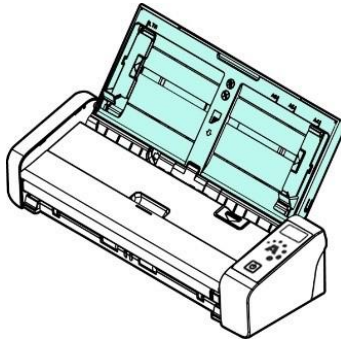
Clean the Scanner Glass, Separation Pad and Rollers

If the scanned images contain streaks or scanned documents become dirty, the scanning glass, separation pad and roller inside the scanner are likely to be dirty. Clean them periodically.

Use only the recommended or supplied tool to clean the scanner and feeder dock.

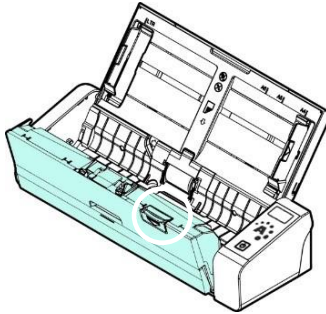
Cleaning steps:

1. **Open the feed tray.**

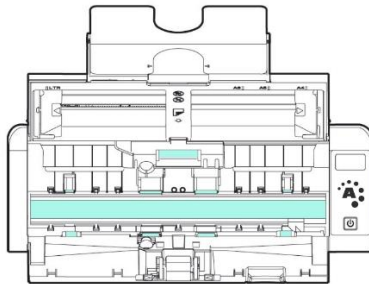


nScan 700gt User Guide

2. Press the **ADF Release** button to open the **feeder cover**.



3. Wipe the **separation pad, rollers and the glass** with the cleaning cloth.



NOTE:

- Adding some isopropyl alcohol (95%) on the cleaning cloth is more efficient when cleaning the rollers.
- Do not use any solvents or corrosive liquid (*i.e., alcohol*), to clean any part of the scanner, otherwise the plastic material will be permanently damaged.

Replacing the Feed Roller

The feed roller and separation pad inside the scanner wear with scanning. If the feed roller and separation pad are worn, documents may not feed correctly, and paper jams may occur. When document feed performance deteriorates, replace the feed roller and separation pad.



NOTE:

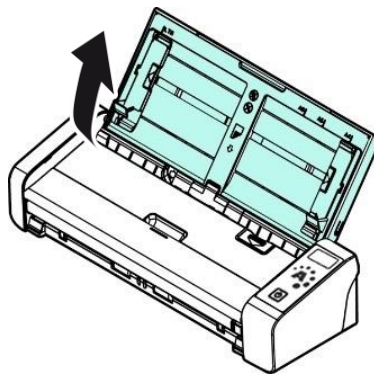
It is recommended to replace the feed roller or separation pad when the total number of pages of documents fed in the scanner exceeds one of the following quantities:

Feed Roller: 100,000 sheets

Separation Pad: 30,000 sheets

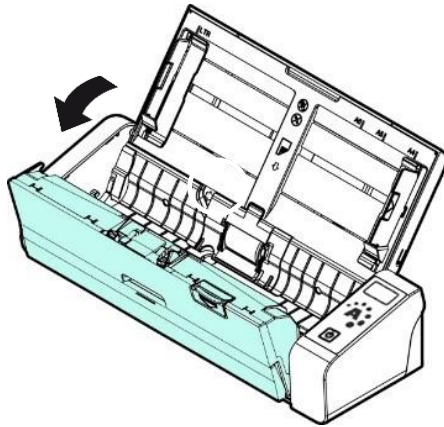
To replace the **Feed Roller**, complete the following steps:

1. **Open** the feed tray.

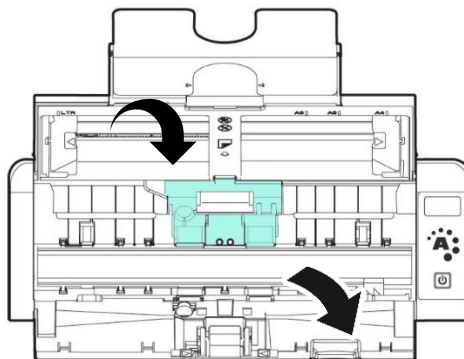


nScan 700gt User Guide

2. Press the **ADF Release button** to open the feeder cover.

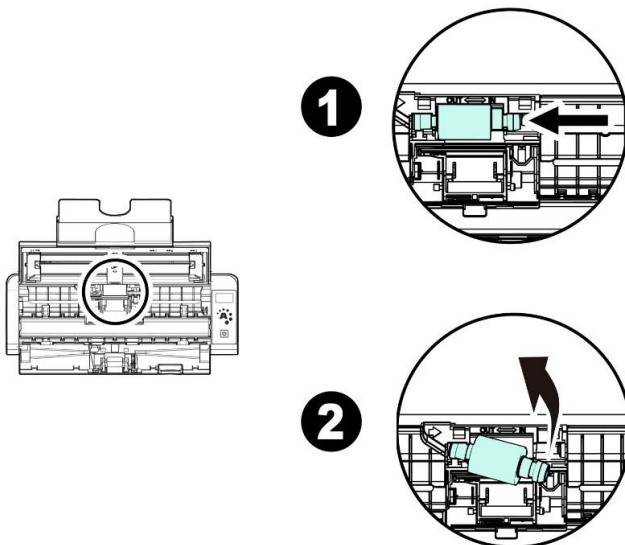


3. Open the roller cover.



nScan 700gt User Guide

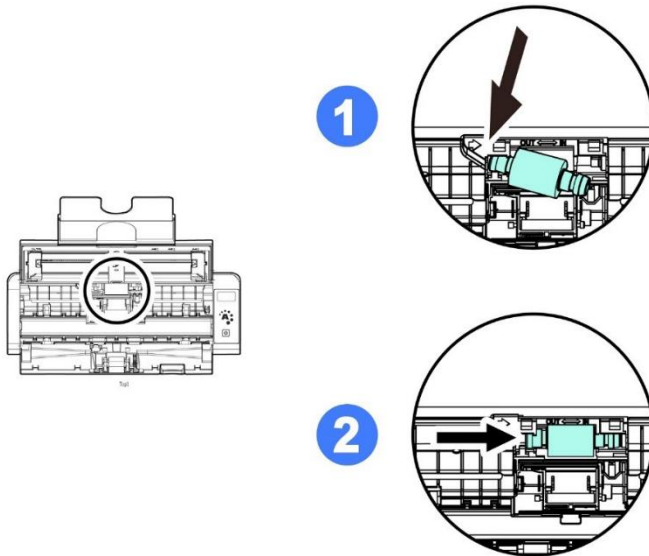
4. **Slide** the feed rollers to the left.



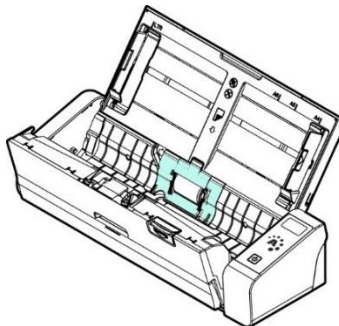
5. **Remove** the feed rollers.

nScan 700gt User Guide

6. Attach the new feed rollers. Insert the **left end** of the shaft to the notch and **slide the feed roller to the right**. A snap-in sound could be heard.



7. Completely **close the roller cover** so that it **clicks** into place.

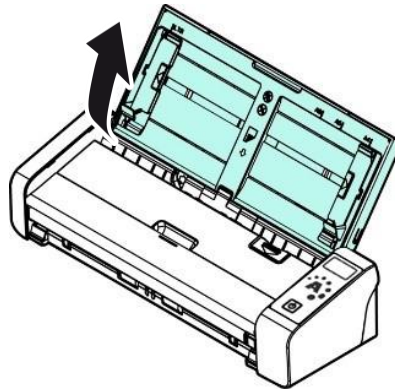


8. **Close the feeder cover.**

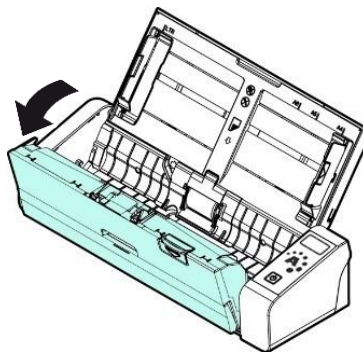
Replacing the Separation Pad

To replace the **Separation Pad**, complete the following steps:

1. **Open the feed tray.**

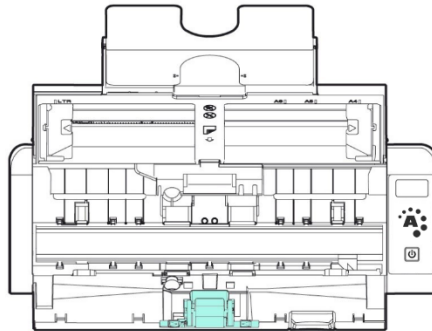


2. **Open the feeder cover.**



nScan 700gt User Guide

3. Press two arms of the **separation pad** inwardly with two fingers and lift it up to remove the **separation pad**.



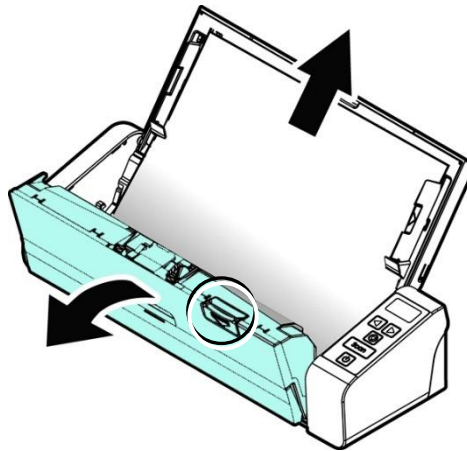
4. Hold two arms of the **separation pad** with two fingers and **attach** the new **separation pad** to the scanner.
5. **Close the feeder cover**.

Troubleshooting

Clear a paper jam

In the event of a paper jam, follow the steps below to remove the paper:



1. Press the **ADF Release button** to open the **feeder cover**.
2. Carefully pull the paper out of the feed tray.
3. **Close the feeder cover**. Your scanner is now ready to use.



nScan 700gt User Guide

Error Messages

If there is error during scanning, the LED light will be flashing in red color and an error drawing will be displayed. Refer to the following table to clear the error conditions.

ERROR DRAWING/MEANING	CAUSE	HOW TO RESTORE
Paper jam  A black and white line drawing of a document feeder. A document is shown partially inserted into the feeder, but it is stuck and not moving forward, indicating a paper jam.	<ol style="list-style-type: none">1. Document has become stuck in the feeder.2. Document exceeds max. length [300 dpi: 36" (914mm), 600 dpi: 14" (356mm)]	Open the feeder cover and pull the original out of the feeder.
Cover open  A black and white line drawing of a document feeder. The top cover is shown in an open position, hinged upwards, indicating that the feeder cover is not closed.	Feeder cover open.	Close the feeder cover.

nScan 700gt User Guide



Technical Support

If you need additional assistance in troubleshooting your scanner, please contact Ambir Support. Support is available Monday – Friday, 8 am – 5 pm CT (*excluding holidays*).

Before contacting Ambir, please prepare the following information:

- Scanner serial number (located on the bottom of the scanner).
- The name and version of your scanning software application.
- The version of your scanner driver.

Please visit www.ambir.com/setup-nscan700gt/ for additional information on your scanner, including FAQs and videos.