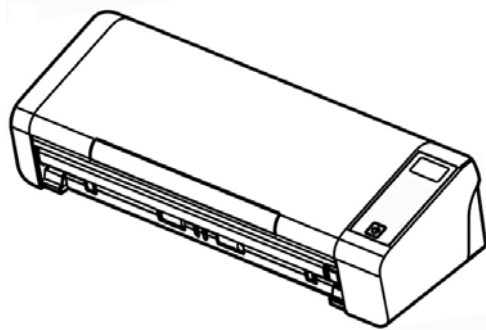


Avision



USER'S MANUAL

Portable Document Scanner

Regulatory Model Number: FL-1513B

www.avision.com

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The optional Optical characters recognition (OCR) capabilities are provided by Nuance Communications, Inc.

OmniPage Capture SDK

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Federal Communications Commission (FCC) compliance information statement Part 15

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one of the following measures:

- ➔ Reorient or relocate the receiving antenna.
- ➔ Increase the separation between the equipment and receiver.
- ➔ Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- ➔ Consult the dealer or an experienced radio/TV technician for help.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.



European Union Regulatory Notice

Products bearing the CE marking comply with the following EU Directives:

- ➔ Low Voltage Directive 2014/35/EC
- ➔ EMC Directive 2014/30/EC
- ➔ Restriction of the use of certain hazardous substances (RoHS) Directive 2011/65/EU
- ➔ RED (Radio Equipment Directive) (2014/53/EC)

CE compliance of this product is valid if powered with the correct CE-marked AC adapter provide by Avision.

This product satisfies the Class B limits of EN55022, EN55024, safety requirements of EN 60950 and ROHS requirements of EN50581.

*This machine is certified as Class 1 LED product.



Disposal of Waste Equipment by Users in Private Union

This symbol on the product or on its packaging indicates that the product can not be disposed of with your other household waste. Instead it should be sent to appropriate facilities for recovery and recycling in an effort to protect human health and the environment. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, your household waste disposal service or the shop where you purchased the product.



As an ENERGY STAR® Partner, Avison Inc. has determined that this product meets the ENERGY STAR guidelines for energy efficiency.


System Requirements

CPU:	Intel® i3 or higher
Memory:	32 bit: 2 GB 64 bit: 4 GB
Optical Drive:	DVD-ROM Drive
USB Port:	USB 2.0 (compatible with USB 3.0)
Compatible Operating System:	Microsoft Windows 10 (32 bits/64 bits), Windows 8 (32 bits/64 bits), Windows 7, Windows Vista, Windows XP (SP3)

Product Safety Guide

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

The following indications are used in this document to obviate 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 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 you use an extension cord with the device, 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 device close enough to the computer so that the interface cable can easily reach between the device and the computer.
- 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 device 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 qualified service personnel 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 device and the AC power adapter before cleaning.

⚠ CAUTION:

- Do not locate the device on rickety or aslope tables. Do not locate the device on unstable surface. The device may fall down and this may result in injury.
- Do not place heavy objects on the unit. It may cause unbalance and the device may fall down. 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 or throw them away to avoid the danger of suffocation.
- If you are not going to use the device for a long period, unplug the USB cable from the electrical outlet.

1. INTRODUCTION

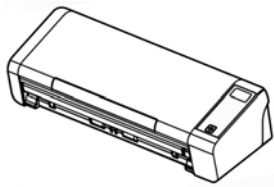
1.1 Overview

Thank you for purchasing PaperAir 215L scanner. The PaperAir 215L scanner is compact and easy to travel with your laptop computer. With the 20-page auto document feeder, the PaperAir 215L is your ideal portable solution for batches scanning. The main features of the PaperAir 215L are as follows:

- ➔ **Easy to Scan**
Simply press the Scan button, the scan is started with the predefined scan settings and the scanned image is stored in a predefined file location.
- ➔ **Easy to search**
Simply enter your keyword(s), your document(s) can be easily searched from the file name, tag information, and document contents within seconds as all your document contents become searchable and editable after the text recognition process and stored into a database.
- ➔ **Create searchable PDF files**
You can create searchable PDF files by performing automatic text recognition for PDF files after scanning.
- ➔ **Convert paper documents into Microsoft Word/Excel/PowerPoint files**
Automatically recognize image text and save image and the text into a Microsoft Word/Excel/PowerPoint file.
- ➔ **E-mail or print a scanned image directly from scanning**
You can attach the scanned image to your default e-mail software application or print it out with your printer instead of using a copy machine.

1.2 Package Items

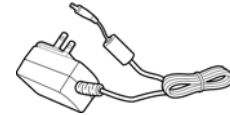
The following figure indicates the package contents. Please check all the items against your checklist. If you do not receive all the items, please contact your authorized local dealer immediately.



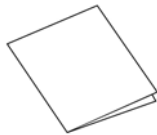
Scanner



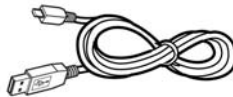
Software CD



Power Adapter



Quick Guide



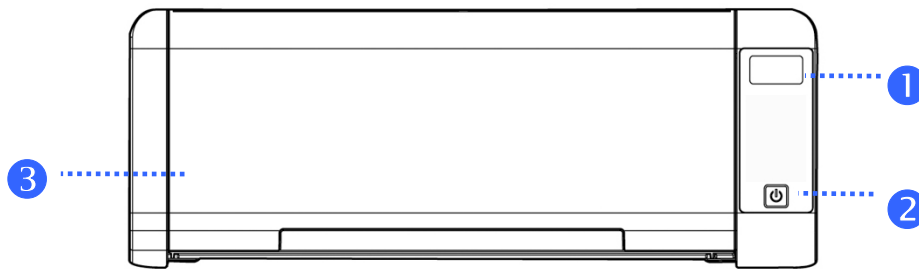
Micro USB Cable


NOTE

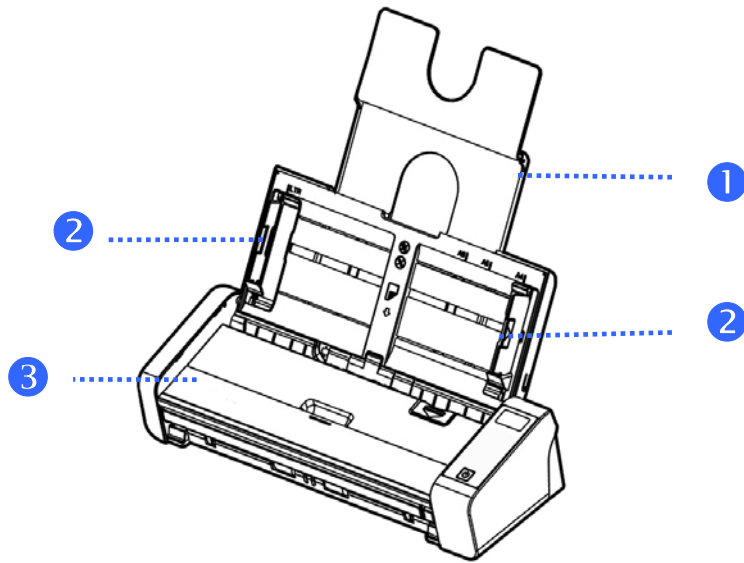


1. Only use the AC adapter WA-36A24R by APD included in the machine. Using other AC adapters may damage the machine and void the warranty.
2. Please unpack the packing carefully, and check the contents against the checklist. If any items are missing or damaged, please contact your dealer immediately.
3. To access more service supports, visit www.avision.com to register your Avision's product.

1.3 Front View

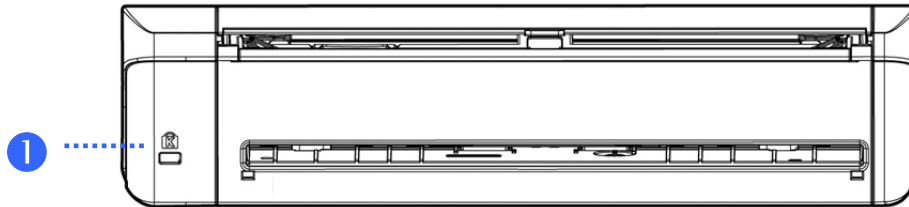


ITEM	NAME	DESCRIPTION
1	LCD Display	Displays the scanner's status.
2		Press to turn on/off the power.
3	ADF Paper Tray	This tray is used for feeding documents. Open it when scanning documents.



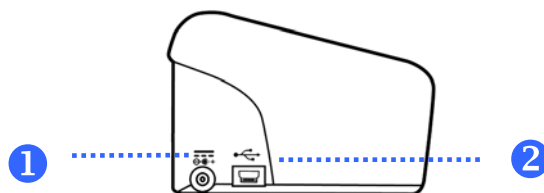
ITEM	NAME	DESCRIPTION
1	Document Extension Plate	Open the plate to support the document when loading a long document.
2	Document Guides	These guides ensure documents are fed straight. Raise the guides when loading a document, and then align them to the edges of the document to be scanned.
3	Front Feed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

1.4 Rear View



ITEM	NAME	DESCRIPTION
1	Kensington Security Slot	Attach to a lock to secure the scanner.

1.5 Side View



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

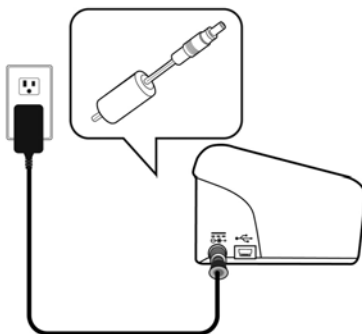
2. SCANNER INSTALLATION

2.1 Precautions

- Keep the scanner out of direct sunlight. Direct exposure to the sun or excessive heat may cause damage to the unit.
- Be sure to use the proper AC power source.
- Do not install the scanner in a humid or dusty place.
- Place the scanner securely on an even, flat surface. Tilted or uneven surfaces may cause mechanical or paper-feeding problems.
- Retain the scanner box and packing materials for shipping purposes.

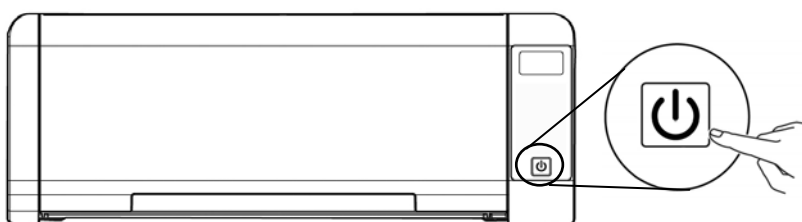
2.2 Connecting to Power

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



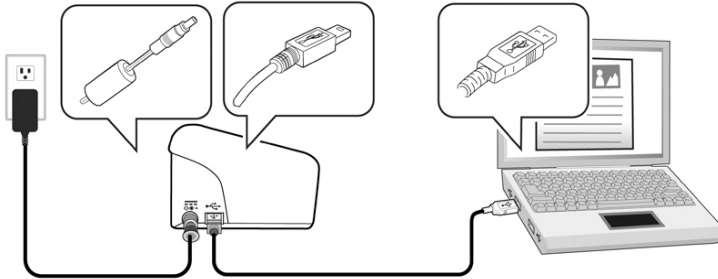
2.3 Turning on the Power

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 about 3 seconds, the Power LED will be off.



2.4 Connecting to the Computer

Connect the **micro-USB** end of the USB cable into the micro-USB port on your scanner. Plug the rectangle end to the USB port at the rear side of your computer.



2.5 Installing the Software

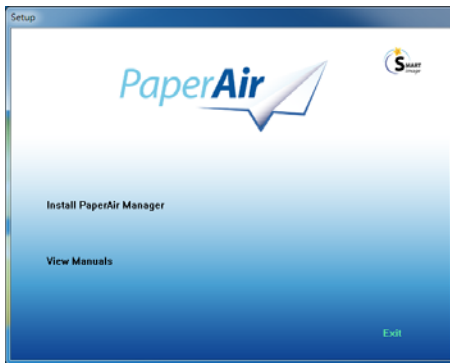
2.5.1 Bundled Software Application

The PaperAir 215L scanner comes with the following software applications:

- ➔ **PaperAir Manager - An easy-to-use scanning software application**
Install the application to scan paper documents to searchable PDF, or JPEG files and send the scanned image to a specified destination or application such as E-Mail, and Printer to access your documents more conveniently.
- ➔ **NewSoft Presto! BizCard – A software application used to scan and manage your business cards**
You can use this application to efficiently digitalize a large number of business cards by performing text recognition on them. By creating your business cards into a database, your contact information can be managed and searched more efficiently.

2.5.2 Installation Steps

1. Insert the Setup DVD-ROM into the DVD-ROM drive on your computer.
>> The following [**Installation**] graphic appears. Click [**Install PaperAir Manager**].

**NOTE**

If the **[Installation]** graphic does not appear, double-click "**Setup.exe**" in the Setup DVD-ROM via Windows Explorer.

2. Select the language you will be used during the installation and click the **[Next]** button.

>> A confirmation about accepting the license agreement appears.

3. Read the **[END-USER LICENSE AGREEMENT]**, select **[I accept the terms of the license agreement]**, and then click the **[Next]** button.

>> A confirmation about accepting our privacy policy appears.

4. Read the **[PRIVACY POLICY]**, select **[I accept the terms of the privacy policy]**, and then click the **[Next]** button.

Choose **[Accept]** to help us improve our product by collecting your operational information and let us provide better service to you. If you do not accept our privacy policy, you may continue to install the program.

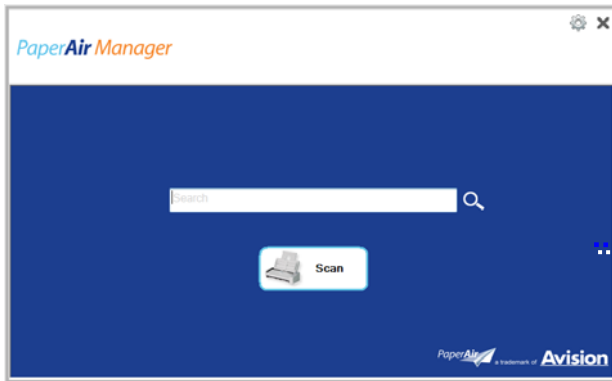
>> A **[Ready to Install the Program]** dialog box appears.

5. Click **[Install]** to begin the installation.

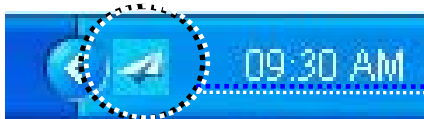


6. Installation starts. When the installation is complete, the **[How to connect the scanner]** dialog box appears.

7. Follow the instructions to turn on your scanner and connect the scanner to your computer with the USB cable.
8. Click the **[Finish]** button when the installation complete notification is displayed.
>>If the installation is successful, the PaperAir Manager's main window will be displayed and the PaperAir Manager's icon will be displayed in Windows system tray. If not, check if the scanner has been turned on and if the USB cable connection is correct.



PaperAir Manager's Main Window



PaperAir Manager icon in the System Tray

9. Remove the Setup DVD-ROM from the DVD-ROM drive.

3. COMPLETING YOUR FIRST SCAN

3.1 Loading Your Paper

3.1.1 Notice on Using the ADF

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 50 ~ 105 g/m² (13 ~ 28 lb.) through ADF
- ➔ Document (s) can range in weight from 27 ~ 413 g/m² (7 ~ 110 lb.) through the Front Tray
- ➔ 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.

3.1.2 Loading Your Document into the ADF Paper Tray

Fanning Your Document



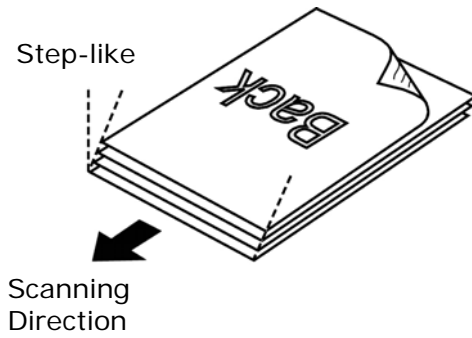
IMPORTANT

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.

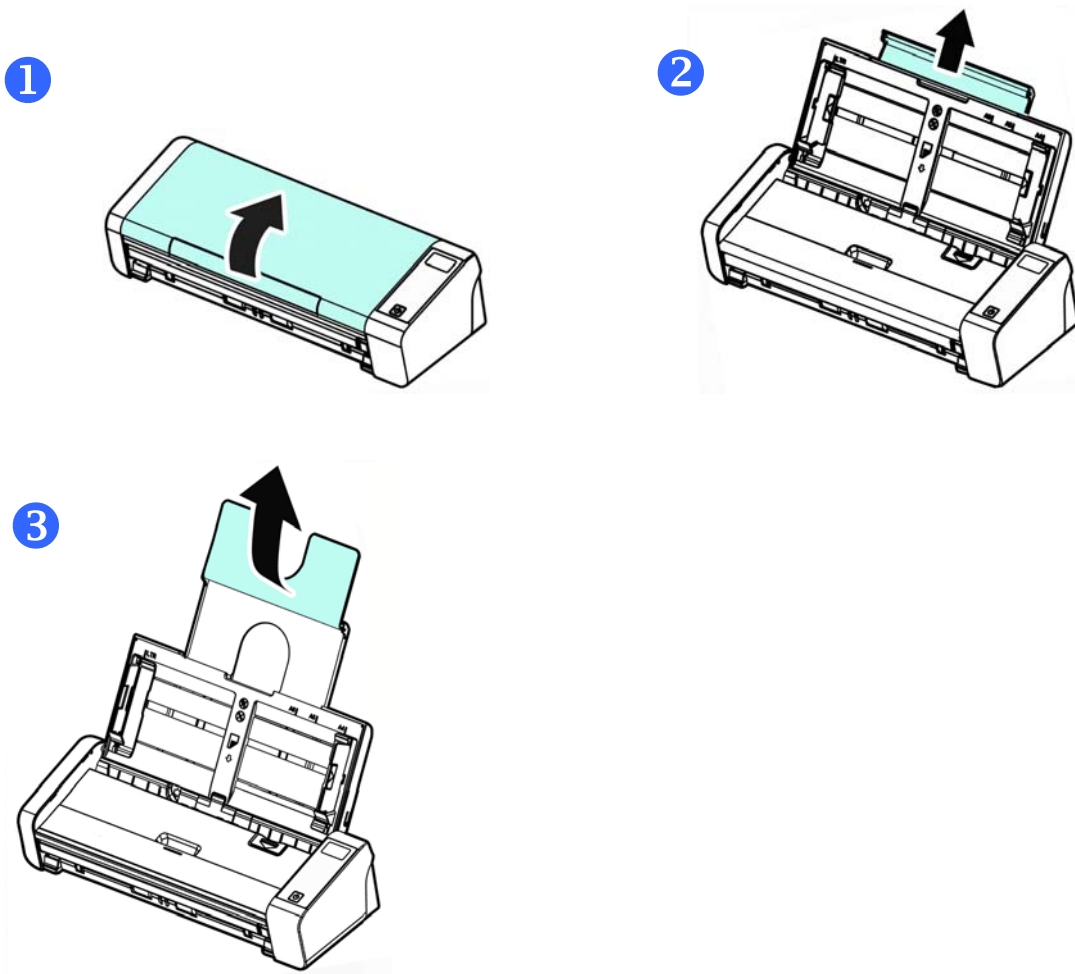


2. Rotate the documents by 90 degrees and fan them in the same manner.
3. Align the edges of the documents in a step-like pattern (see picture below)

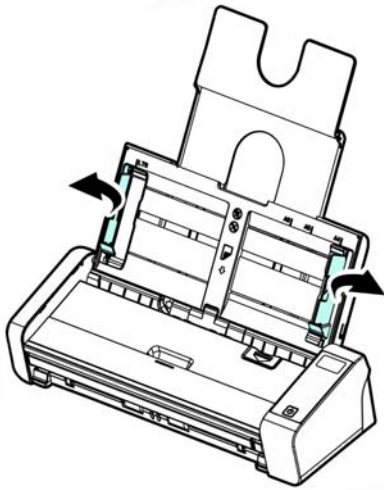


3.1.3 Loading Paper to the Document Feeder

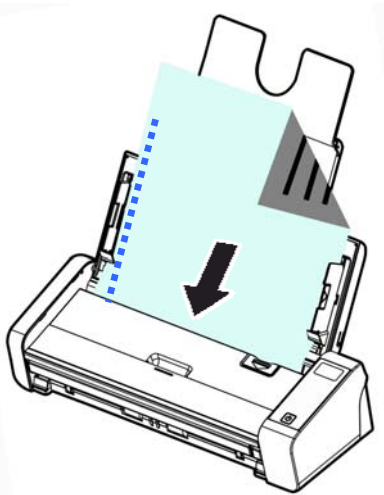
1. Unfold the document feeder and its extension.



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



3. Load the stack of document **Facing Down** with the top of the pages pointing into the feeder.



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

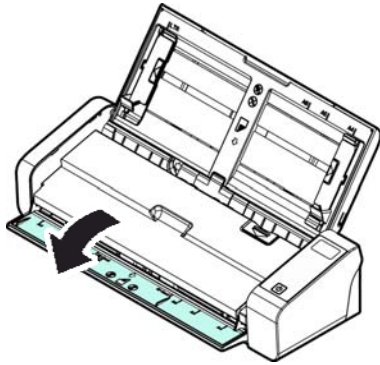


IMPORTANT

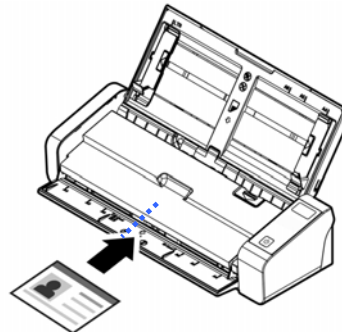
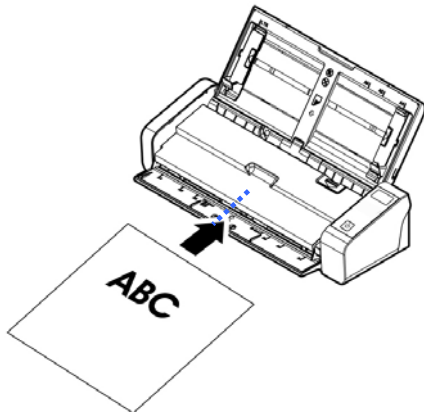
To load paper through the automatic document feeder, be sure to close the cover of the front input tray.

3.1.4 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 one-sided document with the text **facing up**.



3. Center your document with the paper size marks.



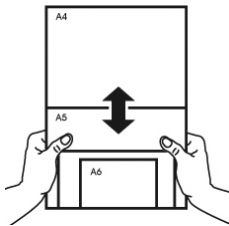
IMPORTANT

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

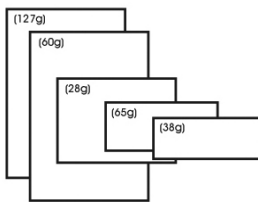
3.1.5 Scanning a Stack of Document with Various Sizes and Weights

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:

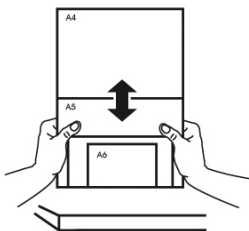
1. Align the documents **TOP EDGE** first in the sequence of paper size from large to small.



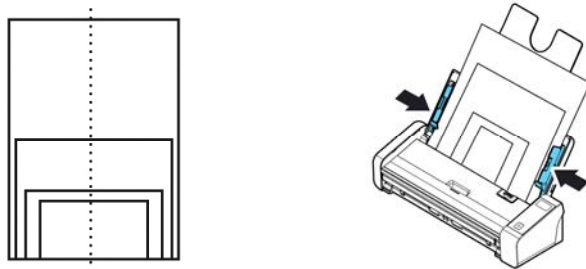
2. If two pages are of the same size yet with different weight, arrange these pages in the sequence of paper weight from heavyweight to lightweight.



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

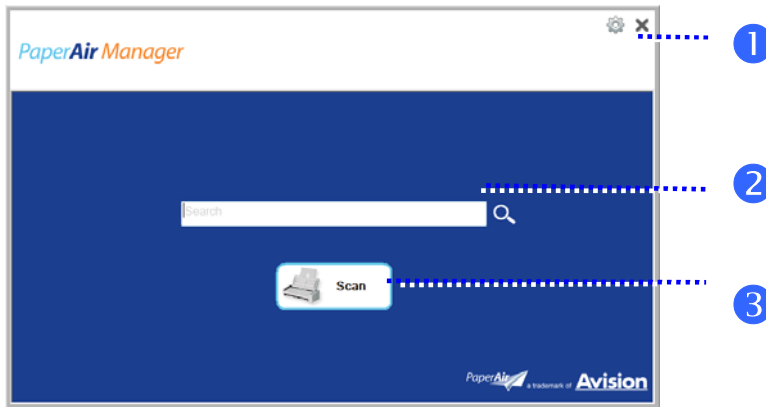


4. Center these pages in the document feeder and make sure that the edges of page of the largest size slightly touch the Paper Guide.



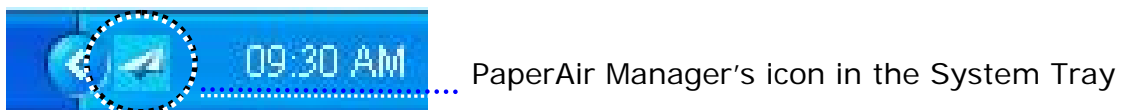
3.2 Starting PaperAir Manager

After the PaperAir Manager software application has been properly installed, the PaperAir Manager is started. The main window of PaperAir Manager and its icon will be displayed.



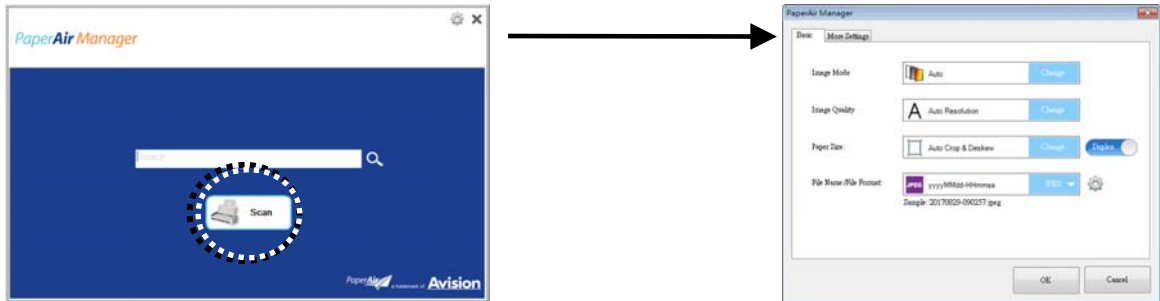
PaperAir Manager's Main Window

ITEM	NAME	DESCRIPTION
1	Options	More settings of the PaperAir Manager.
2	The Keyword Field	Enter your keyword(s) to search your scanned document from the database.
3	The Scan Button	Click to start a scan with predefined scan settings.



3.3 Checking Scan Settings Before Scanning

1. Right-click the Scan button to prompt the Scan Settings window.



The **Scan Settings** window consists of the following options:

NAME	DESCRIPTION
Image Mode	Choose proper image mode for the scanned image. Choice: * Auto , Color, Gray, and Black and White. Auto: Automatically convert image mode according to your original document.
Resolution	Choose your ideal resolution for the scanned image. Choice: * Auto Resolution , High (600 dpi), Medium (300 dpi), Low (200 dpi) Auto Resolution: Automatically select proper resolution to perform scan according to your original document.
Paper Size	Choose your ideal scan size. Choice: * Auto Crop & Deskew A4 – 8.2 x 11.6 in. A5 – 5.8 x 8.2 in. A6 – 4.1 x 5.8 in. B5 – 6.9 x 9.8 in. B6 – 4.9 x 6.9 in. Postcard – 5.8 x 3.9 in. Business Card – 3.5 x 2.1 in. Letter – 8.5 x 11 in. Legal – 8.5 x 14 in. Auto Crop & Deskew: Automatically adjusts the cropping window according to different document sizes and automatically straighten a skew image.
Simplex/Duplex	Click this button to switch between Simplex/Duplex. Simplex: Choose to scan one side of document. *Duplex: Choose to scan the front and rear side of document.
File Name/File Format	Select your desired file name and file format. Choice: * JPEG 、 PDF 、 DOCX 、 XLSX 、 PPTX

*: Default Setting

If you wish to change the setting, use this window to reset the settings. For detailed information on how to change the scan settings, see "Customizing the PaperAir Manager" in the subsequent section to reset the settings.

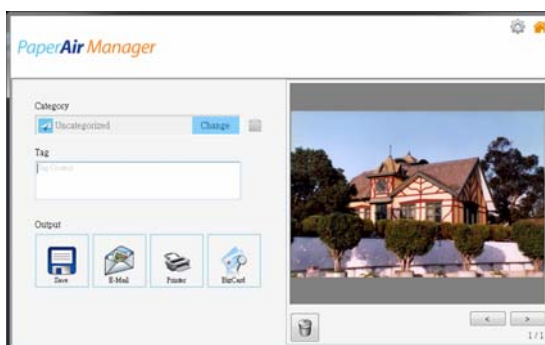
2. Click [OK] to leave the window.

3.4 Scanning Your Document


1. Load paper to your scanner.
2. Click the **[Scan]** button to start a scan.




3. After the scan is completed, the following **[Preview]** dialog box appears.



4. On the **[Preview]** dialog box, if the previewed image is fine, choose the following action:

Category: This option is disabled by default. Enable it and then select [] if you wish to create a new category in a default file location (default file location: My Documents\PaperAir Manager). To enable the option, click the **[Options]**

icon  on the upper-right corner to prompt the **[Options]** dialog box. Choose **[More]** tab and then deselect **[Disable to create a new category]**.

Tag: Click the tag icon to enter the tag information in the pop-up dialog box. Entering tag information helps to create a better search result since our search database including your file name, tag information, and the recognized image text after text recognition process.

Output: Send your scanned image to a list of destinations including Save, E-Mail, Print, and BizCard.

ITEM	DESCRIPTION
------	-------------

Save	Click to save the scanned image in a preset path (default path: My Documents\PaperAir Manager).
-------------	-------------------------------------------------------------------------------------------------

E-Mail	Click to open your default E-mail software and send the scanned image to your recipient as an attachment.
---------------	-----------------------------------------------------------------------------------------------------------

Printer	Click to send the scanned image to a default printer to print the scanned image.
----------------	----------------------------------------------------------------------------------



BizCard	Click to read the text on your name card. Text recognition is performed on the scanned image data which is then managed into a card database.
----------------	-----------------------------------------------------------------------------------------------------------------------------------------------

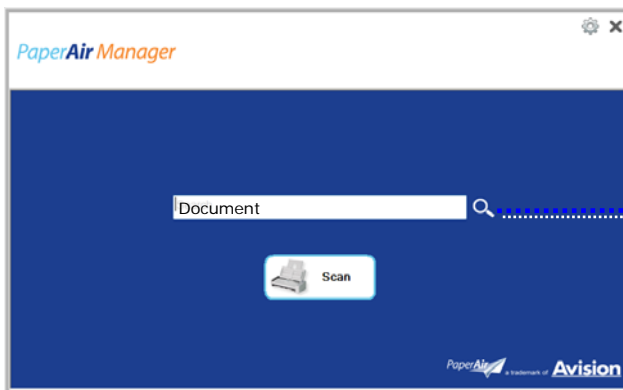
5. The scanned image will be sent to your specified destination.

3.5 Searching Your Document

PaperAir Manager allows you to search your documents from the database of all previously scanned text, file names, and tag information. The image text has been recognized after the text recognition process and saved into a database.

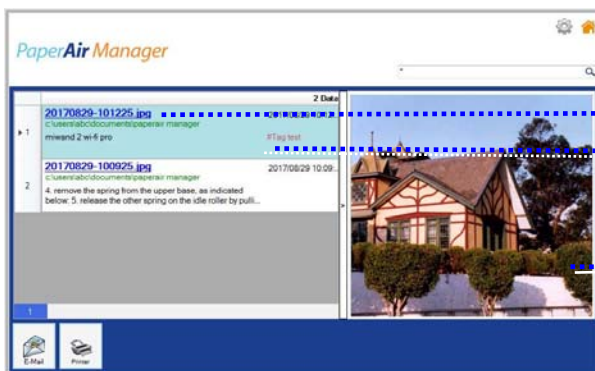
To search your document,

1. On the main window, type your keyword (one or more) in the **Keyword** field. For example, Document or Document scan. And then press the **Search** icon . Or you may enter * in the **Keyword** field and then press the **Search** icon  to find all documents..





Type your keyword(s) here.

2. In a second, the search results will be displayed. Simply select the image file and the image will be displayed in the Preview frame. (Note: PaperAir Manager does not support documents in DOCX, PPTX, XLSX file formats to be displayed in the Preview frame.)



File Name
Tag Information

The Preview Image

If desired, you may also send your document to an E-Mail recipient as an attachment by clicking  Email, print your document by clicking .



NOTE

1. If the previous scanned image has been deleted, the deleted image can not be found and searched.
2. Note the following factors which may affect the OCR accuracy and the Search result:
 - ➔ Document contains stamps or handwritten remarks
 - ➔ Font size too small (If this is the case, try to scan in 600 dpi (resolution))



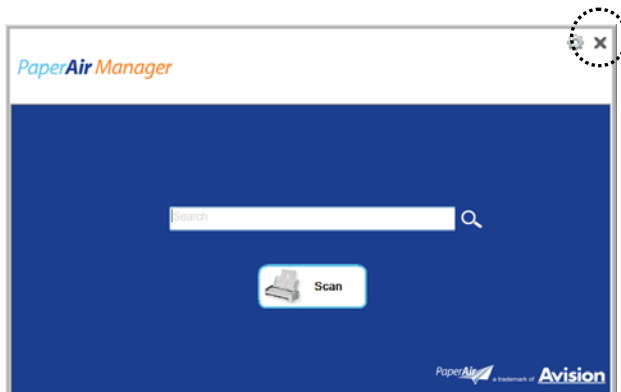
TIPS

Note PaperAir Manager's search engine is designed somehow different with Google's. If you can not find your document in the first search, try to enter keywords in different sequence or combination. For example, if your first entry of keyword is [confidential invoice], you can try [invoice] or [invoice confidential] to find your document.

3.6 Exiting PaperAir Manager

To exit the PaperAir Manager application,

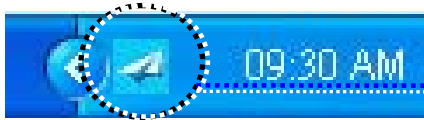
Simply click the [**Exit**] icon  to leave the main window.



3.7 Restarting PaperAir Manager


To restart the PaperAir Manager application,

Simply click the PaperAir icon in the System Tray and the main window will be displayed.

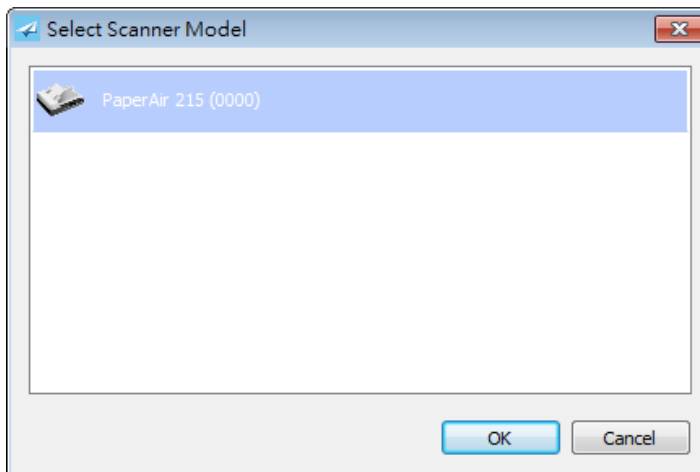


PaperAir Manager's icon in the System Tray

Or

If you have accidentally closed the PaperAir Manager's icon  in the System Tray, restart PaperAir Manager by following these steps:

1. From the **[Start]** menu, select **[All Programs/Programs]** > **[Avision PaperAir 215L scanner]** > **[PaperAir Mnager]**.
2. A **[Select Scanner Model]** dialog box appears.



3. Choose your scanner model and click **[OK]**. The PaperAir Manager's main window will be displayed.


3.8 Using PaperAir Manager Without Connecting to a Scanner

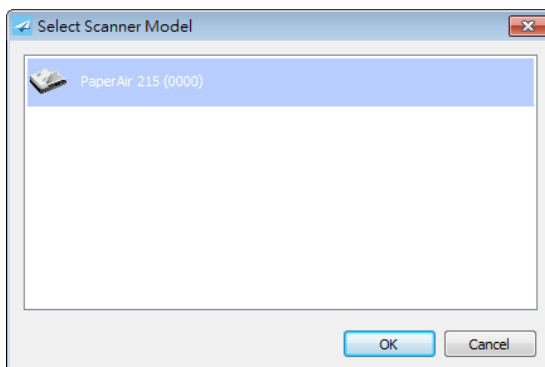
PaperAir Manager is a scanning software application. Yet, without connecting to the scanner, you can still launch it and use the search feature. This is especially useful when you are away on business without carrying the scanner.

To run PaperAir Manager without connecting to a scanner, please follow these steps :

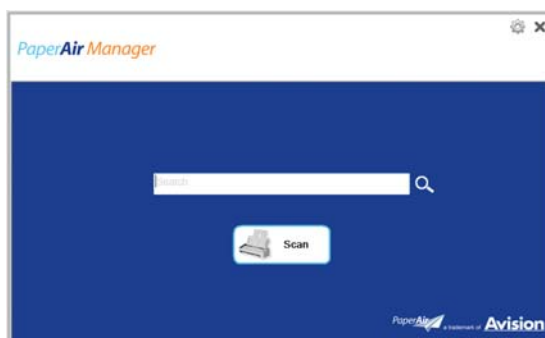
1. From the [**Start**] menu, choose [**All Programs/Programs**] > [**Avision PaperAir 215L scanner**] > [**PaperAir Mnager**].

Or

1. Choose PaperAir Manager's shortcut  on your desktop.
2. A [**Select Scanner Model**] dialog box appears.



3. Choose any scanner and then click [**OK**]. The PaperAir Manager's main window will be displayed.



4. Enter your keyword in the [**Keyword**] field to search your document. A few seconds, the search results will be displayed.

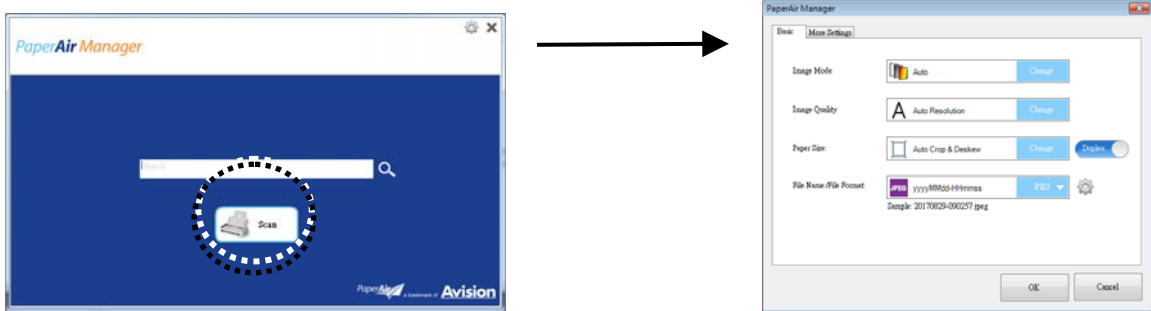
4. CUSTOMIZING PaperAir Manager

This section explains how to customize scan settings to suit your various scanning tasks.

4.1 Using the Scan Settings Window

To customize the settings for each button, you need to use the [Scan Settings] window. [Scan Settings] window can be started in the following way.

1. On the main window, right-click the [Scan] button. The [Scan Settings] window will be displayed.



The [Scan Settings] window consists of the following tabs:

- ➔ **The Basic tab**—Provide basic scan settings including the image mode, image quality, paper size, file name and file format.
- ➔ **The More Settings tab**—Provide more scan settings including the options of removing blank images, rotating the image, and enabling multi-feed detection.

4.2 The Basic Tab

From the Basic tab, most of your configurations can be completed. The Basic tab allows you to set basic settings including basic scan settings, file name, and file format for the scanned image.

4.2.1 Selecting Your Image Mode

➔ Image Mode:

Select proper image mode for the scanned image.
Choice: *Auto, Color, Gray, and Black and White.

ITEM DESCRIPTION

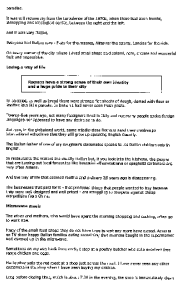
Auto Click to automatically detect and scan your color document in color image mode. If your document is in colors, the scanner will automatically scan the document into a color image. If your document is non-color, the scanner will scan your document in Black and White mode. This option is useful when you have a mixture of color and non-color document.

Color Choose Color to scan color photographs or color documents. Color scan produces the largest file size.

Gray Choose Gray to scan documents containing drawings or black and white photographs. This scanning produces an image of up to 256 shades of gray.

Black and White Choose Black and White to scan document containing purely text, pencil, or ink sketch. This scan mode produces the smallest file size.

*: Default Setting



B&W



Gray



Color

4.2.2 Selecting Your Image Quality

→ Image Quality:

The image quality (resolution) is measured in pixels per inch (ppi) (sometimes referred to as dots per inch or dpi). Higher resolutions result in more detail in the scan, slower scanning and in general, greater file sizes.

Choice: *Auto Resolution, Low (200 dpi), Medium (300 dpi), and High (600 dpi).

Auto Resolution: Automatically select proper resolution to perform scan according to your original document.



Low Resolution



Medium Resolution

4.2.3 Selecting Your Desired Paper Size

→ Paper Size:

Select one of the pre-defined paper sizes that matches the size of the original document.

Choice:

*Auto Crop & Deskew

A4 – 8.2 x 11.6 in.

A5 – 5.8 x 8.2 in.

A6 – 4.1 x 5.8 in.

B5 – 6.9 x 9.8 in.

B6 – 4.9 x 6.9 in.

Postcard – 5.8 x 3.9 in.

Business Card – 3.5 x 2.1 in.

Letter – 8.5 x 11 in.

Legal – 8.5 x 14 in.

Auto Crop & Deskew: Automatically adjusts the cropping window according to different document sizes and automatically straighten a skew image. Use this option for batches of mixed-sized documents.

4.2.4 Selecting Simplex (One-Side) or Duplex (Two-Side)

- ➔ **Simplex/Duplex:** Click this button to switch between Simplex/Duplex.
Simplex: Choose to scan one side of document.
***Duplex:** Choose to scan the front and rear side of document. Note: The availability of this feature varies depending on scanner type.

*: Default Setting


4.2.5 Setting File Name, and File Format

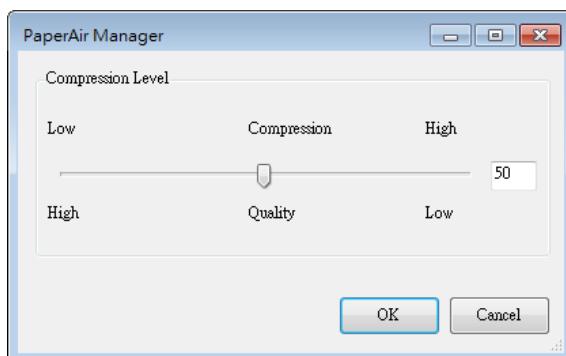
- ➔ **File Name:**
The available file name consists of date and time which are jointed with a dash. Choice: * yyyyMMdd-HHmms, MMddyymm-HHMMSS, and yyyy-MM-dd-HH-MM-ss. For example, 20170417-154235 indicates date (year/month/date) and 154235 indicate time (hour/minute/second).

- ➔ **File Format:**
The file format that you have selected determined the file format for the scanned image of your document. Choose your ideal file format for the specific destination. **Choice:** * **JPEG** \ PDF \ DOCX \ XLSX \ PPTX

JPEG:


JPEG (Joint Photographic Experts Group) compression provides the best results with continuous-tone color and the smallest file size. To compress your file size,

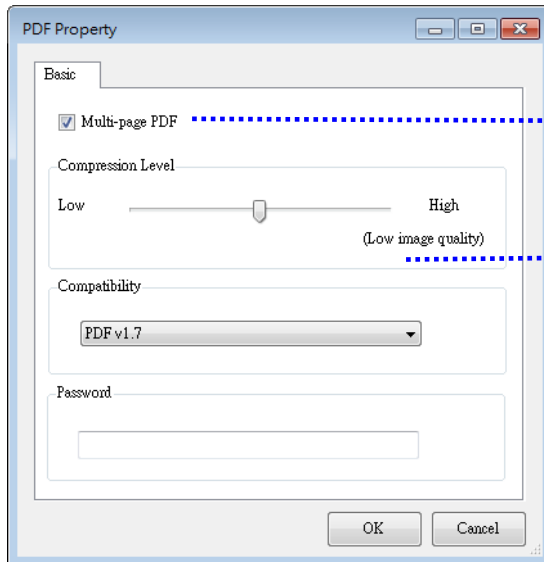
click the **"Properties"**  button. Move the slider to the right or to the left to increase or decrease the level of compression. Note the greater the compression level, the lower image quality.



PDF/Multi-Page PDF:

PDF (Portable Document Format) is a very popular file format used by Adobe. You can view PDF files using Adobe Acrobat or Adobe Reader.

Multi-Page PDF: You may create a multi-page PDF file format by clicking the Properties button  and then check **[Multi-Page PDF]**. Multi-PDF combines all the scanned images into a single PDF file.



Check this button if you wish to convert into a multi-page PDF file.

Move the slider to change your compression level.

More Options

- **Compression Level:** Increase your compression level by moving the compression slider to the right or decrease your compression level by moving the slider to the left. Note: The higher compression level, the lower image quality.
- **Compatibility:** Choose your PDF version from the "Compatibility" option including PDF (Quick Mode), PDF V1.0 ~ V1.7, PDF/A 1a, PDF/A 1b, PDF/A 2a, PDF/A 2b, PDF/A 3a, PDF/A 3b, PDF/A 3u. The specifications for PDF are backward inclusive. The PDF 1.7 specification includes all of the functionality previously documented in the Adobe PDF Specifications for versions 1.0 through 1.6.
- **Password:** If you wish to add security to your file, type your password from the "Password" option and type your password.

PPTX: a file extension for a presentation file format used by Microsoft PowerPoint.

DOCX: a document file format used by Microsoft Words.

XLSX: a file extension for a spreadsheet file format used by Microsoft Excel.

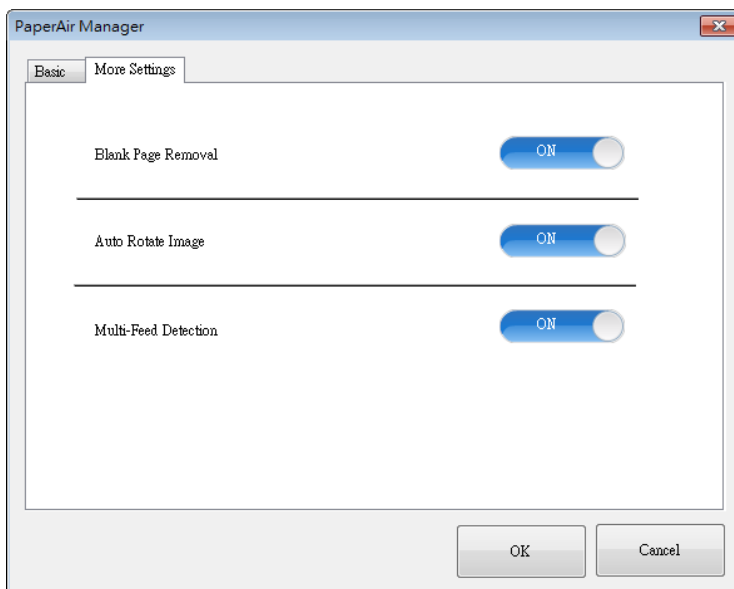


NOTES

- Save your document to Microsoft Word/PowerPoint/Excel when you need to edit the text of your document.
- To save your document in Microsoft Word/PowerPoint/Excel, note the font type may not be the same with your original document.

4.3 The More Settings Tab

The [More Settings] tab provides the following options.



4.3.1 Removing Blank Page

- **Blank Page Removal:**
Automatically remove blank page according to optimized threshold.
Choice: *On, Off

4.3.2 Rotating Your Images

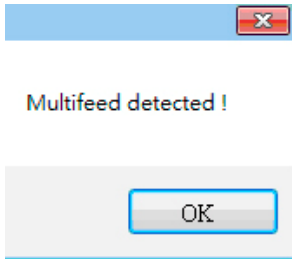
- **Auto Rotate Image**
Automatically rotate image based on the contents of document.
Choice: *On, Off

4.3.3 Enabling Multi-Feed Detection



Multi-Feed Detection

Multi-Feed Detection allows you to detect overlapped document that go through the auto document feeder. Multi-Feed usually occurs due to stapled documents, adhesives on documents, or electro-statically charged document. If Multi-Feed is detected, a warning dialog box will be displayed.




Action:

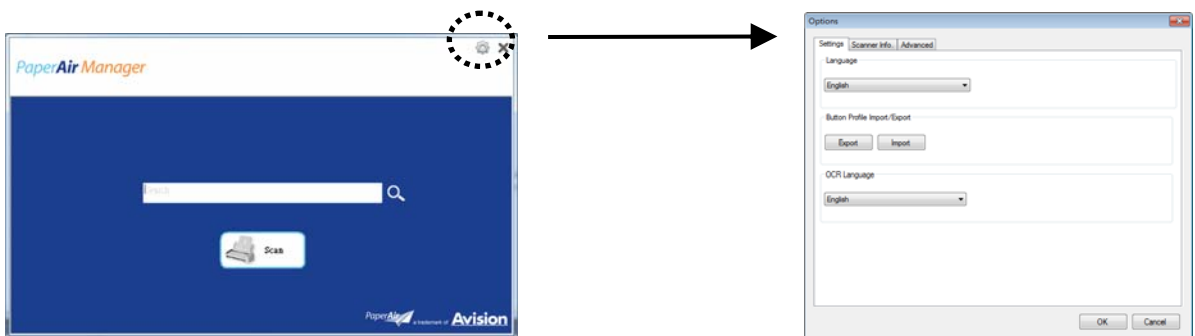
1. Follow the instruction on the Warning dialog box to remove the rest pages on the feeder.
2. Click OK to close the Warning dialog box.
3. Scan the rest pages.

4.4 Creating a Searchable PDF File

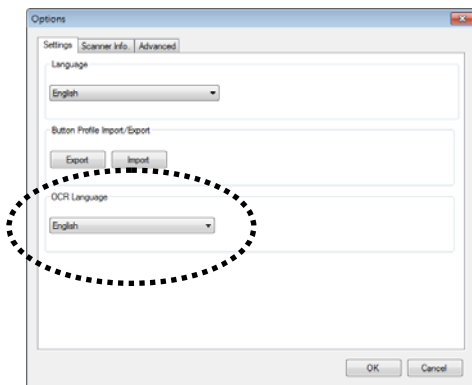
PaperAir Manager allows you to save your scanned images in PDF or searchable PDF file format. With the OCR (Optical Character Recognition) engine which supports over a hundred of languages, your electronic documents can be searched and managed more effectively.

To save your images in searchable PDF file format,

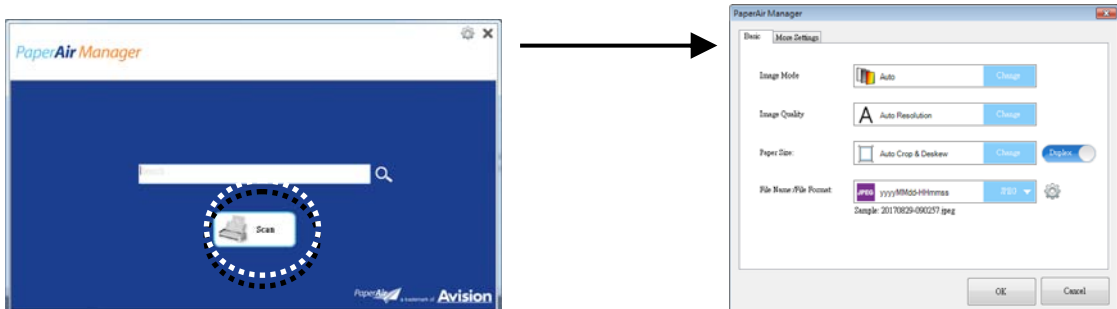
1. On the main window, click  on the upper-right corner. This will prompt the [**Options**] dialog box.



2. Choose your desired language from the [**OCR Language**] option.



3. On the main window, right-click the [**Scan**] button to prompt the [**Scan Settings**] dialog box.




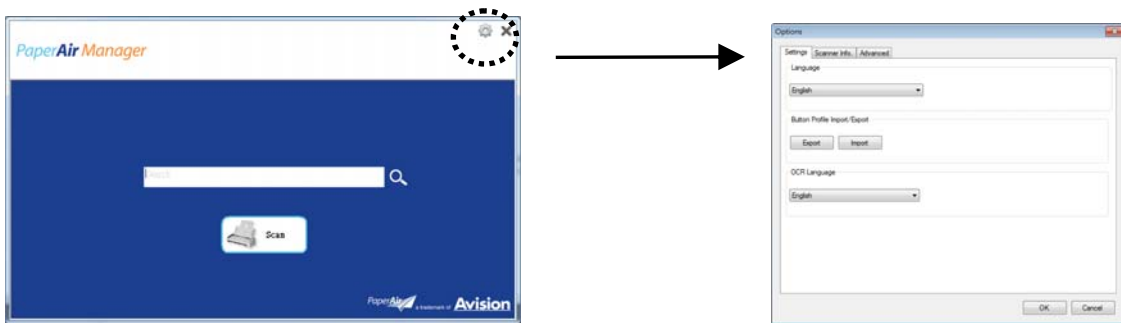
4. Choose [**PDF**] from the [**File Format**] option and click [**OK**] to save the settings and leave the dialog box.

4.5 Using the Options Menu

The **Options** menu allows you to change the application's default settings and view detailed information; such as changing the user interface language and viewing the scan count.

To access the Button Manager Options Menu:

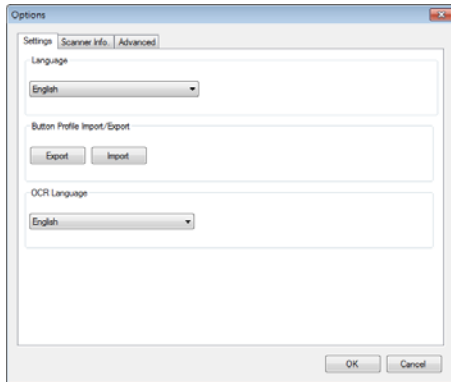
1. On the main window, click  on the upper-right corner. This will prompt the **[Options]** dialog box.



The **[Options]** dialog box includes the **[Settings]** and **[Scanner Info]** tabs which will be described in the following section.

4.5.1 The Settings Tab

The **Settings** tab contains the following options:



→ Language

Select your desired language shown from the combo box. After clicking the **OK** button, the specified language will be immediately displayed.

→ Button Profile Import/Export

This feature allows you to copy the button profiles of one PaperAir 215L to another PaperAir 215L without having to creating the same button profiles repeatedly.

Export:

Click [**Export**] to save current button profiles (destinations and scan settings) to a .bm2 file.

Import:

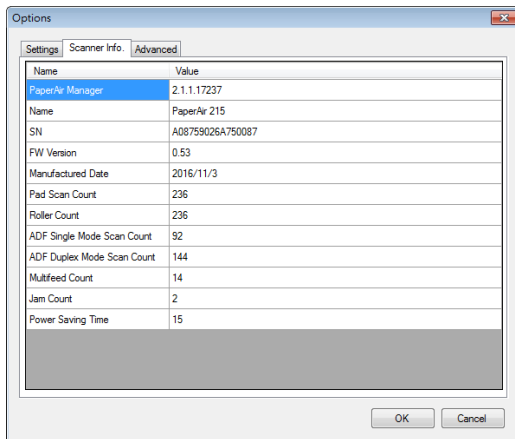
Click [**Import**] to import the button profiles (.bm2 file) of one PaperAir 215L to another PaperAir 215L.

→ OCR Language

If you wish to convert your file to searchable PDF, choose your OCR language from the "OCR Language" option.

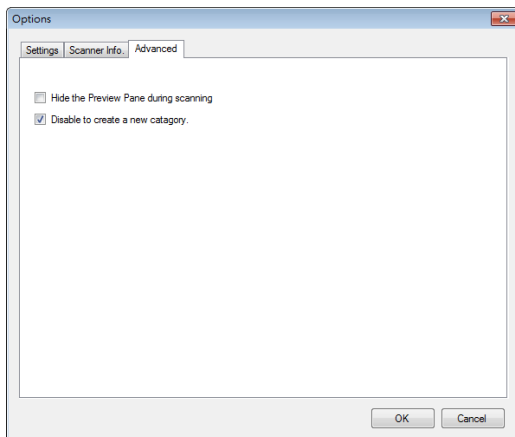
4.5.2 The Scanner Information Tab

The **Scanner Info.** Tab allows you to view all the information about the scanner including serial number, pad count, roller count, and firmware version. These are helpful information when you report a problem to the service personnel.



4.5.3 The More Tab

The **More** Tab contains the following options:



Hide the Preview Pane during scanning

Check this item to hide the Preview Pane during scanning to increase your scanning speed.



Disable to create a new category

Check this item to create a new category in a preset directory for the scanned images.

5. MAINTENANCE

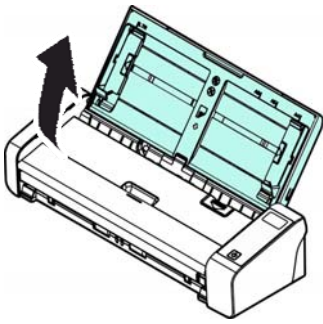
5.1 Clean the Glass, Separation Pad, and Rollers

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.

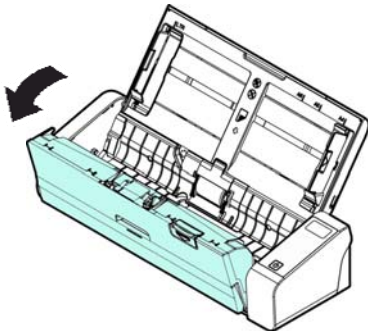
Use only the recommended or supplied tool to clean the scanner and feeder dock.

Cleaning steps:

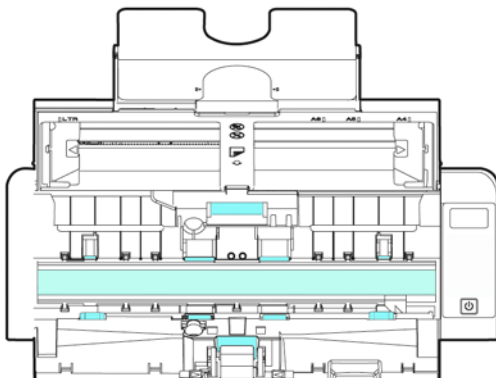
1. Open the feed tray.



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, kerosene, etc.*) to clean any part of the scanner, otherwise the plastic material will be permanently damaged.

5.2 Replace the Feed Rollers

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

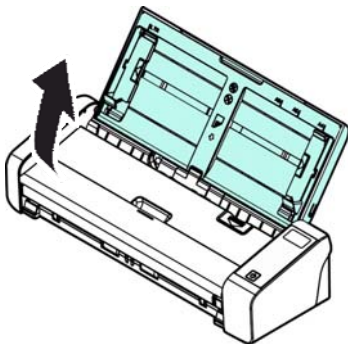


- It is recommended to replace the feed roller or separation pad when the total number of pages of documents fed in the scanner exceeds one of the following quantities:
- Feed Roller: 100,000 sheets
 - Separation Pad: 30,000 sheets

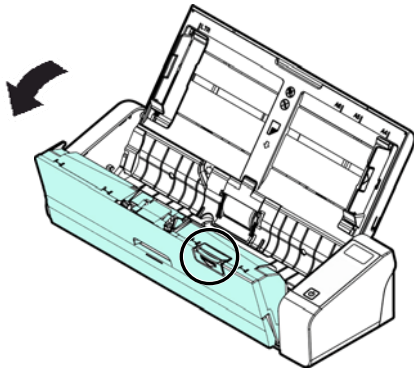
Follow these steps to replace the separation pad and feed roller.

To replace the Feed Roller,

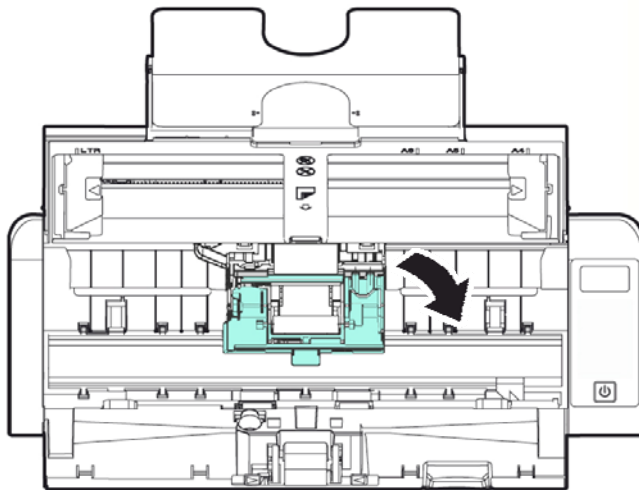
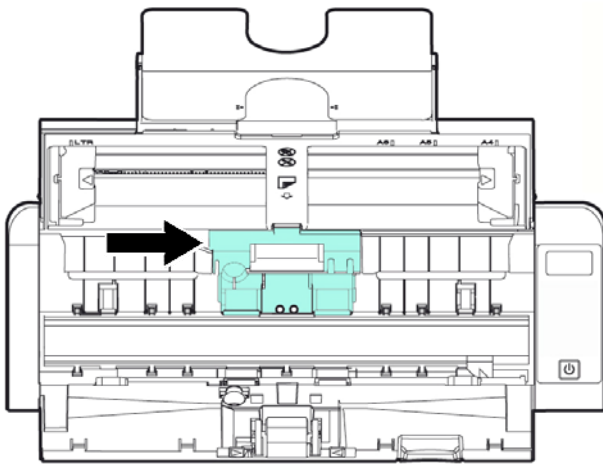
1. Open the feed tray.



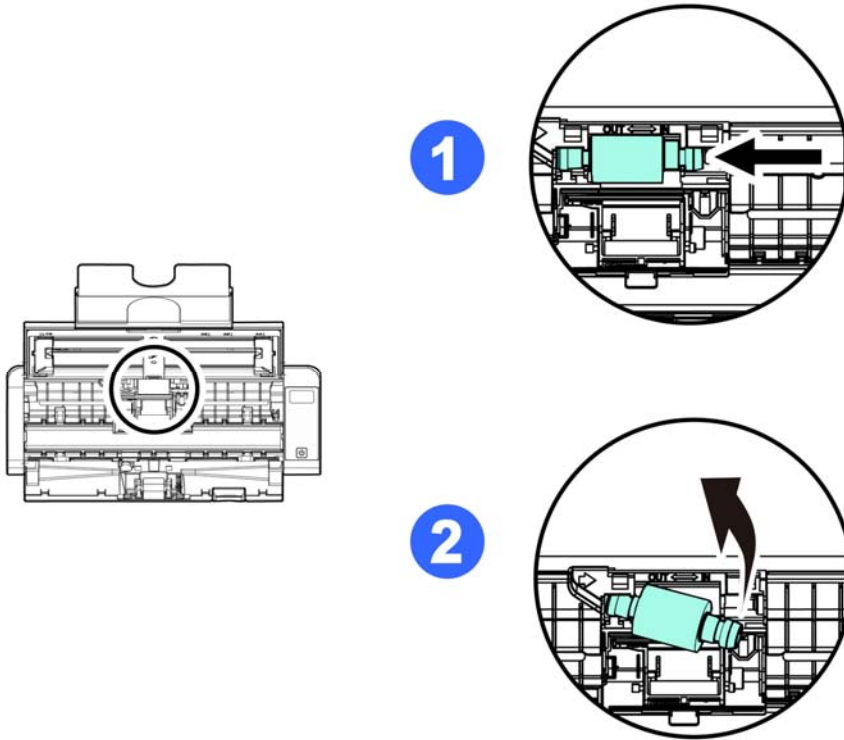
2. Press the ADF Release button to open the feeder cover.



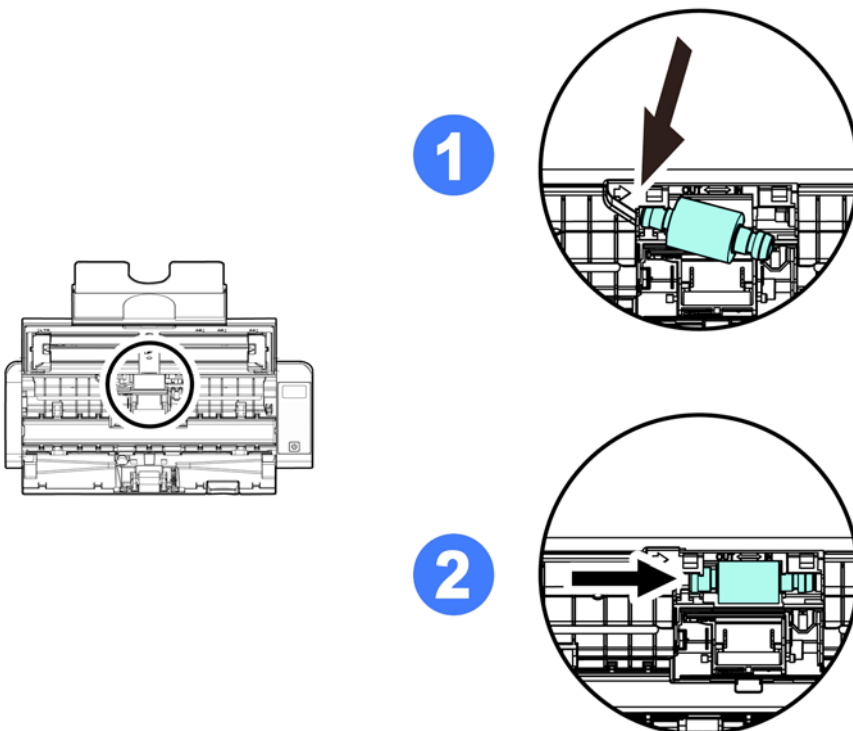
3. Open the roller cover.



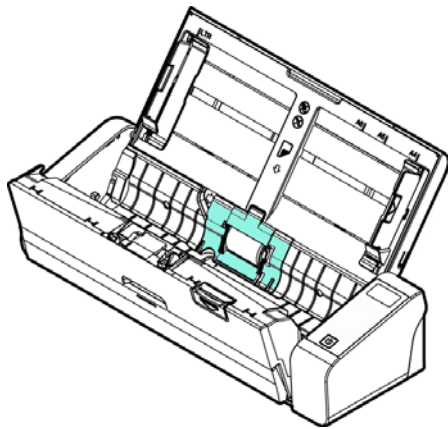
4. Slide the feed rollers to the left.
5. Remove the feed rollers.



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.

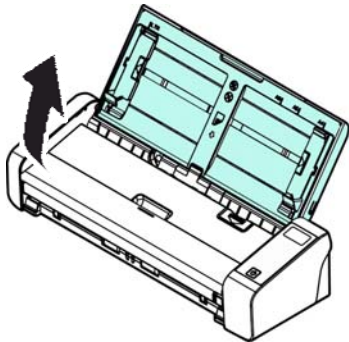


8. Close the feeder cover.

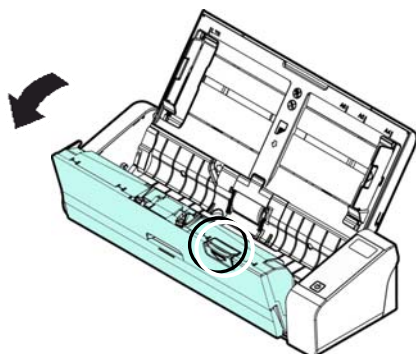
5.3 Replace the Separation Pad

To replace the Separation Pad,

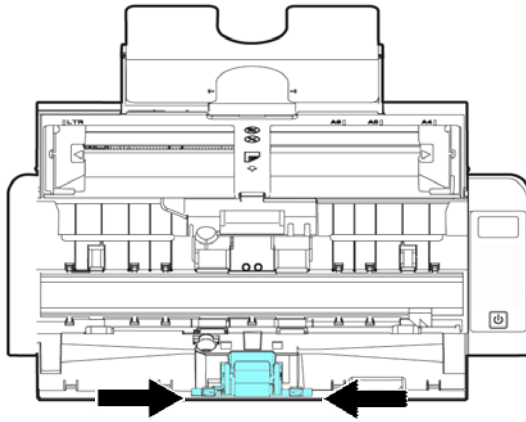
1. Open the feed tray.



2. Open the feeder cover.



3. Press two arms of the separation pad inwardly with two fingers (①) and lift it up (②) to remove the separation pad.



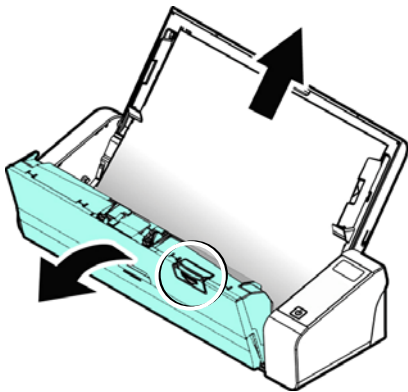
4. Hold two arms of the separation pad with two fingers and attach the new separation pad to the scanner.
5. Close the feeder cover.

6. TROUBLESHOOTING

6.1 Clear a PaperJam

In the event of a paper jam, follow the procedures 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.



6.2 Error Conditions

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

ERROR DRAWING/MEANING	CAUSE	HOW TO RESTORE
----------------------------------	--------------	-----------------------

Paper jam



1. Original has become stuck in the feeder.
2. Original exceeds max. length [300 dpi: 36 in. (914mm), 600 dpi: 14 in. (356mm)]

Open the feeder cover and pull the original out of the feeder.

Cover opens



Feeder cover opens.

Close the feeder cover.

6.3 Frequently asked questions and answers

Q Paper becomes jammed or multi-fed.

- A**
1. Flatten the corners and edges of your documents.
 2. Thoroughly fan your documents before loading them into the scanner.
 3. Reduce the number of pages that you load into the scanner at one time.

Q Paper becomes skewed in the scanner.

- A**
1. Align the document guides to fit the documents as closely as possible and place the documents so that they feed in straight.
 2. Check the condition of the feeding roller. If necessary, follow the cleaning directions in Section 5.1 and perform the cleaning.

Q When I choose optical resolution to be 600 dpi, the "auto crop" and "deskew" functions will be disabled.

- A**
- Since to perform auto crop and deskew consumes great deal of system memory, it is suggested if you wish to perform "auto crop" and "deskew" functions, please choose your optical resolution to be smaller than 600 dpi to prevent an error message.

6.4 Technical Service

Before contacting Avision, please prepare the following information:

- ➔ Scanner serial & revision number (located on the bottom of the scanner);
- ➔ Hardware configuration (e.g., your host CPU type, RAM size, free disk space, display card, interface card);
- ➔ The version of PaperAir Manager;

Please call us at:

Headquarter

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E-MAIL: suporte@avision.com.br | Web Site: <http://www.avision.com.br>

7. SPECIFICATIONS

All specifications are subject to change without notice. For the most up-to-date and detailed specifications, please refer to our web site at <http://www.avision.com>

Model Number :	FL-1513B
Optical Resolution:	600 dpi
Scanning Modes:	Black & White / Gray / Color
ADF Capacity:	Up to 20 pages (75 g/m ²) (20 lb.)
Max. Document Size:	216 x 356 mm (8.5 x 14 in.)
Min. Document Size:	50 x 50 mm (2 x 2 in.)
Paper Weight:	Front Tray: 27 ~ 413 g/m ² (7~110 lb.) ADF: 50~105 g/m ² (13~28 lb.)
ID Card Thickness:	< 1.25 mm (0.05 in.) (Front tray, landscape feeding, embossed side face up)
Interface:	Micro USB
Power (Input):	100-240 VAC, 50/60 Hz
Power (Output):	24V, 1.5A (Adapter)
Operating Temperature:	10° C ~ 35° C
Dimensions: (WxDxH)	
Min.	299 x 104 x 74 mm (11.77 x 4.09 x 2.91 in.)
Max.	299 x 254 x 255 mm (11.77 x 10 x 10 in.)
Weight:	1.5 kg (3.3 lb.)