



# ScanBasic™

## *Installation and User Guide*

*For ScanBasic and EcoScan i4s, i4d, i6s, i6d Scanners*

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## ***Introduction.....***

Thank you for purchasing our EcoScan® card, receipt, and document scanner! This product was designed to provide you with a simple, but effective, tool to capture, manage, and archive documents, business cards, and photos. We encourage you to read this short, but important *User Guide* carefully.

EcoScan® scanners have compatible drivers for the latest technology. These drivers are certified to be compatible with Windows XP (SP3), Windows Vista, Windows 7, Windows 8, Windows 8.1 and Windows 10. Our TWAIN driver will work with hundreds of imaging applications including our line of ScanSharp® scanning, imaging and OCR software products as well as our web services such as Patient Collector. If you experience any difficulty with these drivers, please check our website [www.inuvio.com](http://www.inuvio.com) to verify that you are using the latest version.

Additionally, please feel free to contact us with questions at [support@inuvio.com](mailto:support@inuvio.com) any time.

## ***What's included with an EcoScan® scanner.....***



EcoScan® Scanner



User Manual  
(Print from CD)



USB Cable



Carrying Pouch



Quick Install Guide



Installation CD



Document Sleeve (1), Calibration Targets (2),  
and Cleaning Sheet (1)

## ***CE Conformity and FCC Statement.....***

**CE** This equipment has been tested and found to comply with the limits of the European Council Directive on the approximation of the member states relating to electromagnetic compatibility according to EN 55022/55024 Part 15 B

**FCC** 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 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 or more of the following measures:

- Reorient the receiving antenna
- Increase the separation between the equipment and receiver
- Move the computer away from the receiver
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected

### ***Trademarks***

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## Software & Hardware Installation.....

**\*FOR BEST RESULTS PLEASE INSTALL THE SOFTWARE FROM THE CD PROVIDED BEFORE PLUGGING IN YOUR SCANNER!**

*NOTE: As a precaution, a RED warning label has been placed over the computer end of the USB plug to remind you to install the software CD first. Remember to remove this warning label prior to using the USB cable.*

### INSTALL SCANNER DRIVER SOFTWARE

- Insert the installation CD into your CD-ROM drive.
- The installation program will begin automatically (Fig.1).
- Select the “Install Scanner Driver” option and follow the installation instruction. Select the correct EcoScan® model from the list: i4s, i4d, i6s, or i6d.

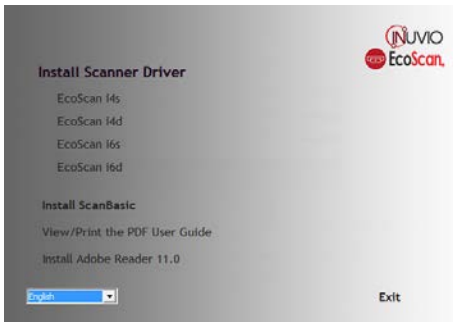


Fig. 1

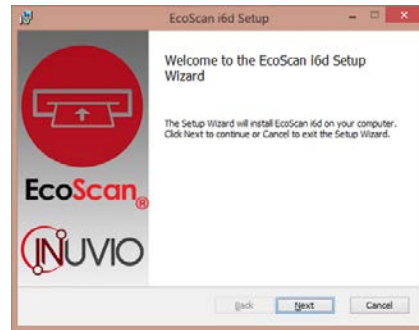


Fig. 2

- If your CD does not start automatically then go to the Start Menu, click Computer; then double-click the CD-ROM drive icon. You can manually start the installation by selecting the CDLauncher.exe program in the root folder of the CD.

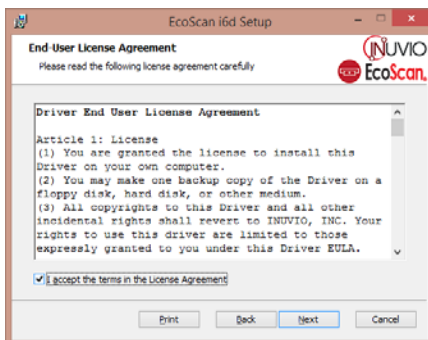


Fig. 3

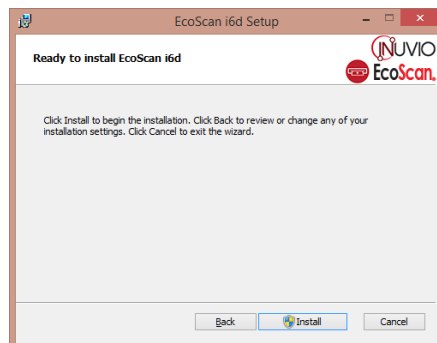


Fig. 4

- Accept the EULA agreement then click the “Next” button (Fig. 3).

- f) Follow the on screen step-by-step setup instructions to complete the installation.

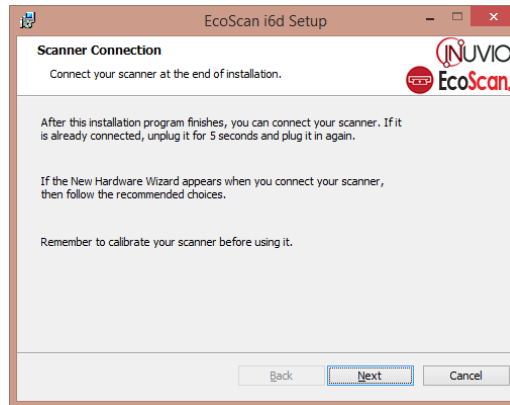


Fig. 5

- g) At the end of the driver installation process you will be redirected back to the main menu (Fig.1).  
 h) You can install either ScanBasic® or Adobe Reader now or at a later time.

*NOTE: After you have completed all of your software installations, we strongly recommend that you restart your computer even though you are not requested by Windows to do so.*

## ***UNINSTALL SCANNER DRIVER SOFTWARE***

- a) If you should need to un-install the scanner driver, you can do so by inserting the installation CD and running the “install driver” setup again. (Or you can uninstall/change a program in Programs and Features under the Control Panel.)  
 b) The second installation process will display a different setup window (Fig. 6).  
 c) Select the Remove option and your scanner driver will be uninstalled.  
 d) To remove Adobe Reader, uninstall from Programs and Features under the Control Panel.

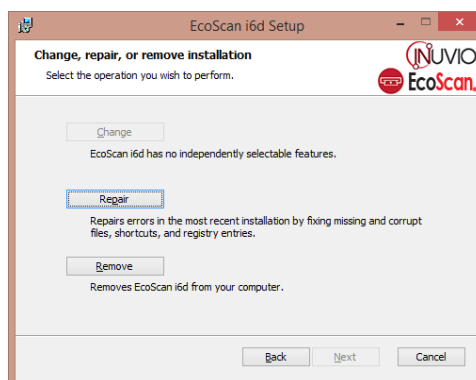


Fig. 6

## Install Scanner Hardware

*NOTE: Proceed with this step only if you have successfully installed the scanner driver.*

- a) Remove the red warning label from the provided USB cable and connect the cable to your computer and scanner.
- b) The installation will proceed automatically and the status can be found on your system tray (Fig.7).

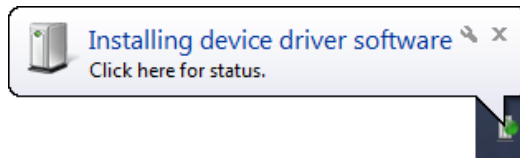


Fig. 7

- c) You may need to reconnect the cable to another USB port on your computer if the scanner cannot be detected initially. Check your computer's user guide to identify other available USB ports and their locations.



Fig. 8

- d) When the software has been successfully installed, a message will appear in your system tray (Fig.9).

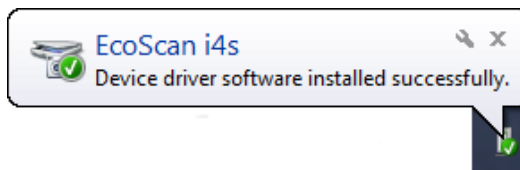


Fig. 9

## Calibration .....

Calibration is a critical step in setting up your scanner, and is required before performing your first scan. It allows the image quality to be “balanced” for your computer and scanner combination. If at any time you switch the computer that you use with your scanner, or change scanners, you are urged to re-calibrate. Calibration is not required before every scan.

- a) Launch the ScanBasic® application by double-clicking the icon on your systems tray (Fig.10) or the shortcut icon on your desktop.

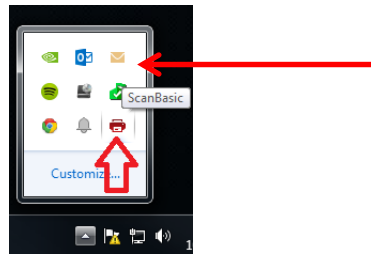


Fig. 10

- b) After launching ScanBasic® for the first time, select the SCAN button (Fig.11) for step-by-step calibration instructions (Fig.12).

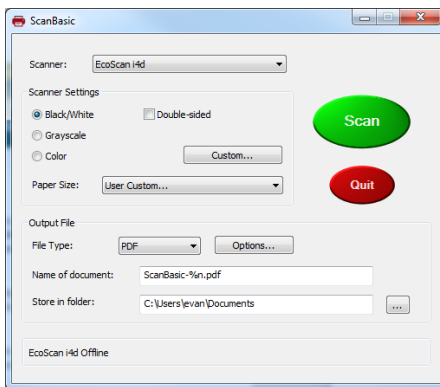


Fig. 11

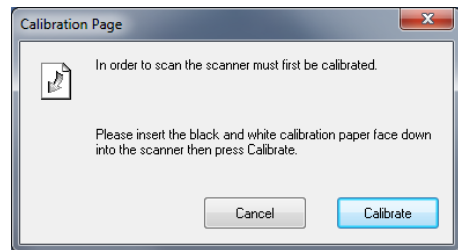


Fig. 12

- c) Use the special black and white calibration sheet that was included with your scanner. Make sure the black bar(s) are facing down and note the direction of the arrows for proper insertion. If a message indicating successful calibration does not appear, then re-calibrate.



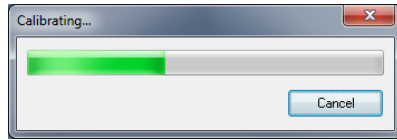


Fig. 13

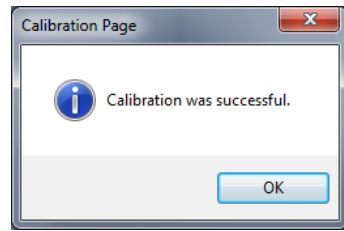


Fig. 14

- d) If you switch scanners or the image quality has become unsatisfactory, please re-calibrate the scanner by selecting CUSTOM (Fig.11), then CALIBRATE (Fig.15), and then CALIBRATE again (Fig.16).

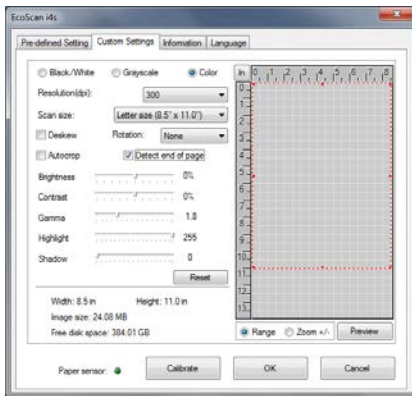


Fig. 15

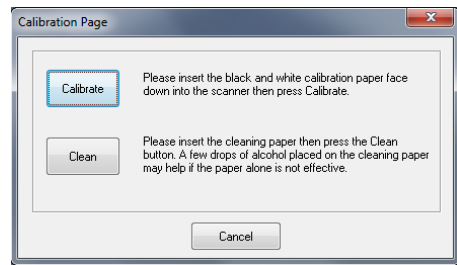


Fig. 16

- e) Should you misplace or forget the black and white calibration paper that was included with your scanner, please visit [www.inuvio.com/service](http://www.inuvio.com/service) for scanning supplies or to print calibration sheets. Alternately, you can use a plain white piece of paper (the brighter the “white” the better). Simply cut or fold the printed calibration sheet or white paper to the proper size and insert the folded edge into the scanner first when calibrating. If using a white piece of paper, an alternate message indicating successful calibration will be displayed (Fig.17).

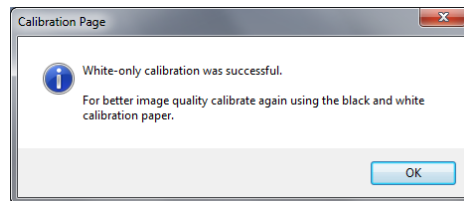


Fig. 17

## Using your Scanner.....

There are two easy ways to scan and manage your documents and images with ScanBasic®. When scanning documents make sure the front is inserted faced down.

The first is to utilize the document manager control panel (Fig.18) which allows you to select from the most common paper sizes, image settings and basic file output information (document name and location). You can save your scans as PDF, JPG, or TIFF format files.

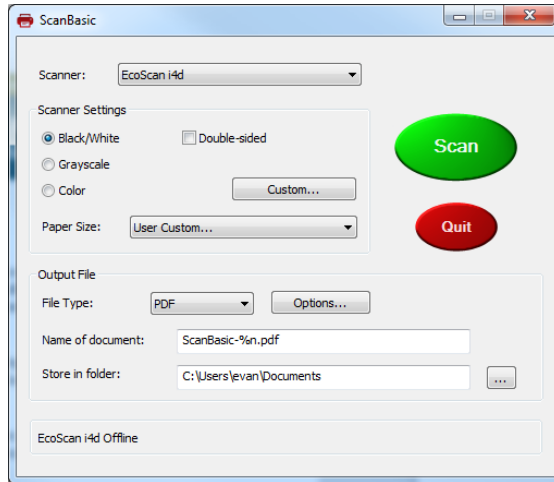


Fig. 18

The second is through the TWAIN control panel, which you can access by selecting CUSTOM from the ScanBasic® control panel. The TWAIN control panel (Fig.19) allows you to control all the scanner settings, which may be useful for some scanning situations.

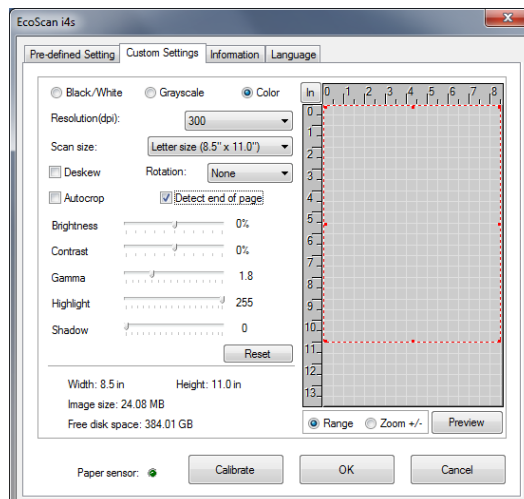


Fig. 19

Please notice the page tabs at the top of the TWAIN control panel: Pre-defined Setting, Custom Settings, Information, and Language. Take a moment to explore these Tabs and their functions.

The Pre-defined Setting Tab (Fig.20) lets you quickly choose the most frequent and common scan settings. The settings can be easily launched by selecting their respective user interface.

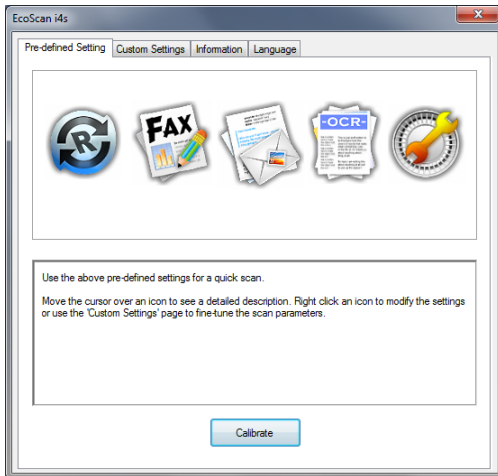


Fig. 20

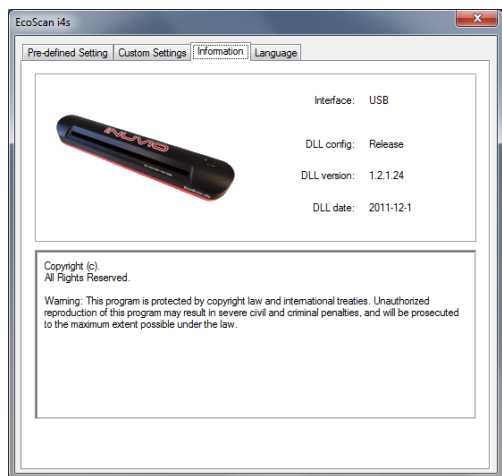


Fig. 21

The Custom Settings Tab (Fig.19) allows you to adjust the scanner settings for your specific requirements. You can change the mode, resolution, de-skew, rotation, and autocrop along with the scanning size. In addition, you can adjust the brightness, contrast, color (gamma), highlight and shadow of the image with the 5 slide-bar controls. The reset button restores the settings to the default. Once your settings are defined, click preview for a quick look at your image in the scanning window, or press scan to capture the document.

The Information Tab (Fig.21) provides important information regarding the TWAIN software driver version.

The Language tab allows you to switch the text of the TWAIN control panel to another language.

The EcoScan® scanner is fully TWAIN compliant. You can use it with any application that uses standard TWAIN device input including our line of ScanSharp® products available at [www.inuvio.com](http://www.inuvio.com). From desktop publishing to document management, from faxing to business card scanning, you will discover many useful applications for this scanner. Simply select the scanner source from your program's "Source" options and look for the EcoScan® scanner. Sometimes these "Source" scanner options may be found under TWAIN devices available or "Import From."

## ***Tips & Warnings .....***

Your EcoScan® scanner will provide you with long and productive service. We encourage you to follow the suggestions listed below to prolong your investment and improve the convenience and quality of your scanning and document management experience.

- ☹ Do not introduce stapled items or pages into the scanner.**
- ☹ Do not scan documents that have chipped or un-dried whiteout.**
- ☹ Do not insert any type of adhesive material, even post-it paper.**



- ☺ Make sure the leading edge of your documents are straight and not wrinkled or folded. Insert the document at the same level as the intake slot. If your document has a fold, sharp-bend or is wrinkled, you will need to straighten or flatten it first before scanning.**
- ☺ Clean the scanner with the included cleaning sheet and 99% isopropyl alcohol (not included). Place a few drops along the middle of the sheet and insert into the scanner. Select “Calibrate” from the TWAIN control panel (Fig.15), then select “Clean” (Fig.16). Your scanner will automatically pass the cleaning material back and forth over the internal image sensor glass.**



## ***Technical Support Information .....***

### ***FREE SUPPORT THROUGH EMAIL & WEB***

Visit [www.inuvio.com/service](http://www.inuvio.com/service) for access to valuable information including Installation guides, FAQs, spare parts ordering, troubleshooting, and downloads.

For technical support, please email [support@inuvio.com](mailto:support@inuvio.com). Provide the scanner model number, serial number, and a brief description of the issue, as well as your name and a daytime telephone number. You will normally receive a written email response or call-back within 1 business day.

### ***TECHNICAL SUPPORT BY TELEPHONE***

**Phone Support: 214.550.5995 Option 2 (8:00 AM - 5:00 PM CST, Monday - Friday)**

For all EcoScan® products you can speak directly to a technical support representative or leave a message for call-back. You will be connected to a highly trained, friendly, and professional support agent who will work with you to resolve your issue. For expediency, please be in front of your system with your software and documentation handy for troubleshooting.

\*Telephone support calls will usually be answered within 1 business day. To expedite resolution, we strongly suggest that you email [support@inuvio.com](mailto:support@inuvio.com) first with an explanation of the problem and a call-back number.

### ***UPDATED DRIVERS AND USER GUIDES***

For the latest drivers and user guides, please visit [www.inuvio.com/service](http://www.inuvio.com/service).



## ***Product Warranty Information.....***

Statement of Limited Warranty for the United States, Canada and European Economic Community:

### ***WARRANTY PERIOD***

- **Industry-Leading 24-Months Warranty, Maintenance, and Support**

\*Please visit [www.inuvio.com/contact](http://www.inuvio.com/contact) to register as a new customer and activate your warranty.

### ***WARRANTY FOR MACHINES***

The manufacturer warrants that each machine is free from defects in materials and workmanship and conforms to the manufacturers published specifications. The warranty period for a machine is a specified, fixed period commencing on its date of purchase, as evidenced by your original sales receipt.

### ***EXTENT OF WARRANTY***

The warranty does not cover the repair or exchange of a machine resulting from misuse, accident, modification, unsuitable physical or operating environment, improper maintenance or failure caused by a product for which the manufacturer is not responsible. The warranty is voided by removal of alteration of machine parts or identification labels.

### ***ITEMS NOT COVERED BY THE WARRANTY***

Host computer operating systems, application programs or hardware configurations

**Innovative Card Scanning, Inc. DBA INUVIO**  
**811 E. Plano Pkwy, Suite 101**  
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[support@inuvio.com](mailto:support@inuvio.com)