PSD300
Quick Start Guide

17-07-2FQ1010-C

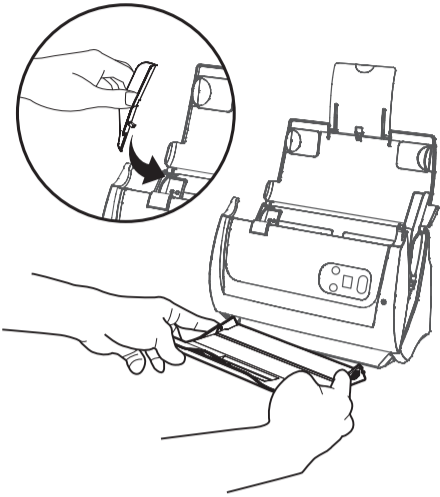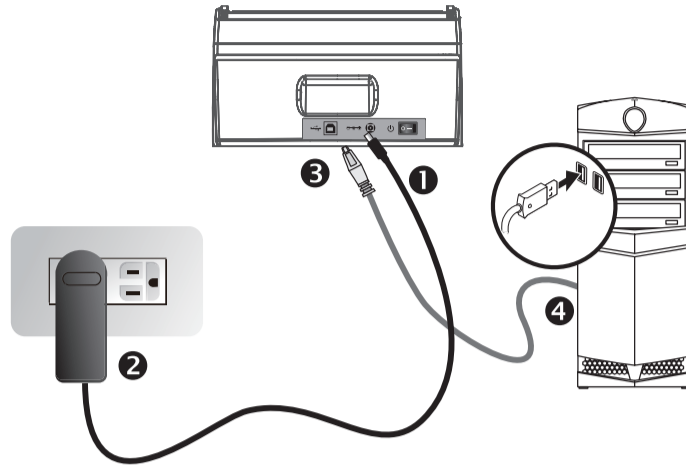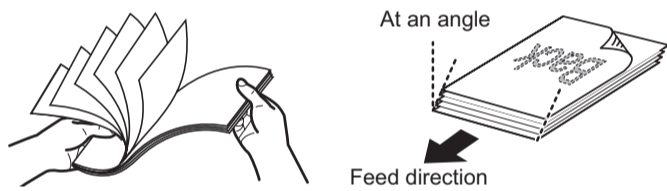| Scanner | USB Cable | Power Adapter | Output Tray | Calibration Sheet | Extended Paper Slider | Detailed walkthrough of the software application |

1 Assemble, Connect and Install

1. Open cover and remove all packaging materials.

2. Install the 'extended paper width slider' and 'output tray (stacker)' as indicated in the illustration.
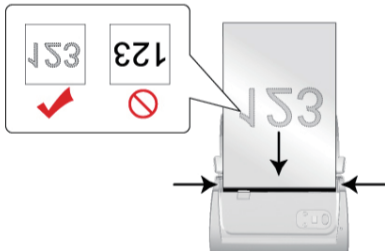
3. Close the cover until you hear it click into place.

1. Install the driver and software application from the installation disk or download and run installation from the support page.

   https://www.plustek.com/psd300

2. The software application will launch once installation is completed. Check the bottom left corner for scanner model 'Plustek PSD300' to confirm.

Note: Refer to 'Troubleshoot' section, if you have trouble getting the scanner connected to the application.

2 Scan

1. Fan the stack of paper well to avoid paper jams and misfeeds.

At an angle

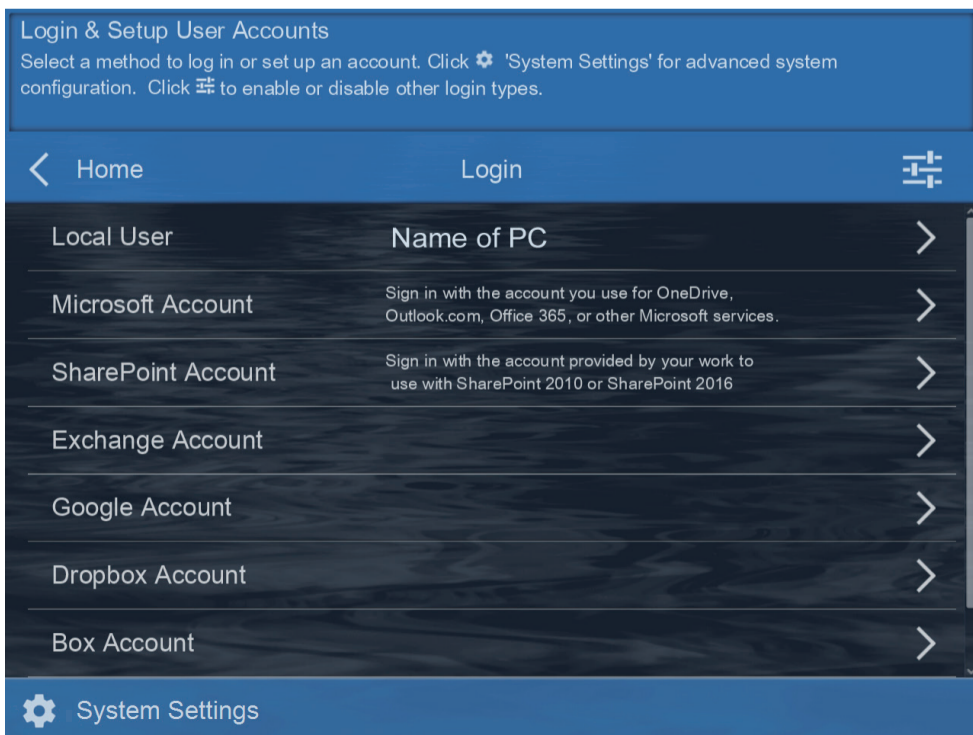Feed direction

2. Load your original facedown, top edge first.

Click on any of the job button on the software application to start scanning.

❶ Internet Availability

❷ Online User's Guide

❸ Click to view full list and scroll / click to access a particular group.

❹ Click on a job button to scan. Right-click to quickly adjust the scan profile and settings.

❺ Click on the left/right arrows or scroll to view and access other pages.

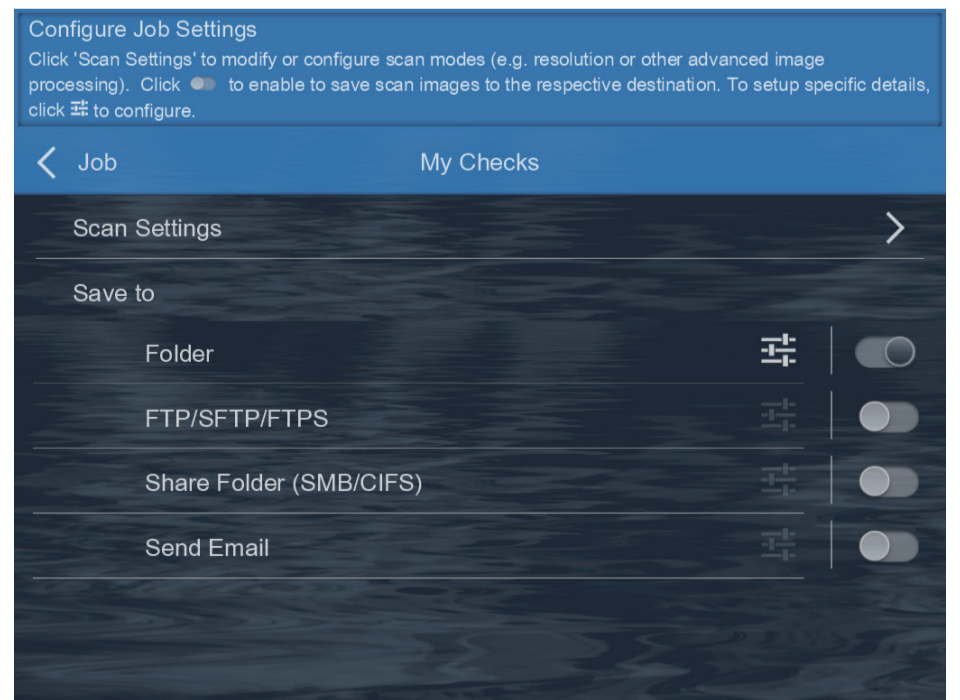❻ Create accounts, job buttons and scanning profiles, as well as configure system settings.

3 Creating Scan Buttons

Click on "**Configurations**" > Choose an account type > Create a new account. Follow the screen instruction to setup. (Please refer to the online guide for more info)

Login & Setup User Accounts
Select a method to log in or set up an account. Click ⚙ 'System Settings' for advanced system configuration. Click ≣ to enable or disable other login types.

< Home	Login	≣
Local User	Name of PC	>
Microsoft Account	Sign in with the account you use for OneDrive, Outlook.com, Office 365, or other Microsoft services.	>
SharePoint Account	Sign in with the account provided by your work to use with SharePoint 2010 or SharePoint 2016	>
Exchange Account		>
Google Account		>
Dropbox Account		>
Box Account		>
⚙ System Settings		

Click 'Scan Settings' to modify or configure scan modes (e.g. resolution or other advanced image processing).

Click (⬤) to enable and save scan image to the respective destination. To setup specific details, click (⚏) to configure.

Configure Job Settings
Click 'Scan Settings' to modify or configure scan modes (e.g. resolution or other advanced image processing). Click ⬤ to enable to save scan images to the respective destination. To setup specific details, click ≣ to configure.

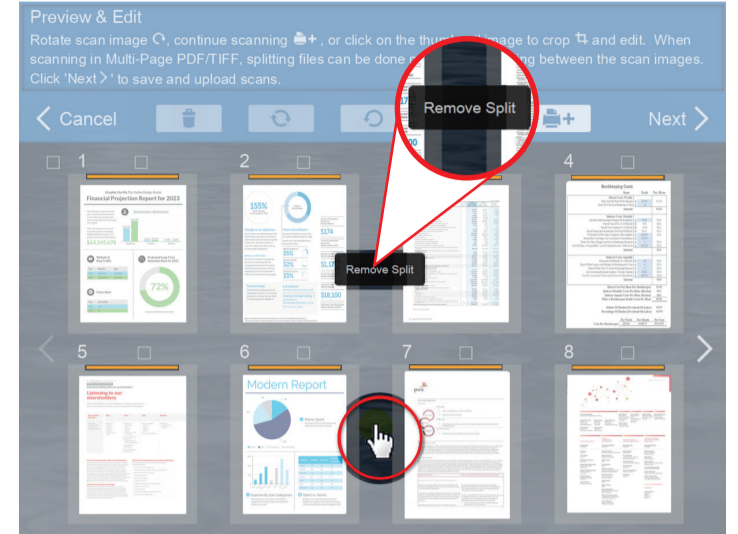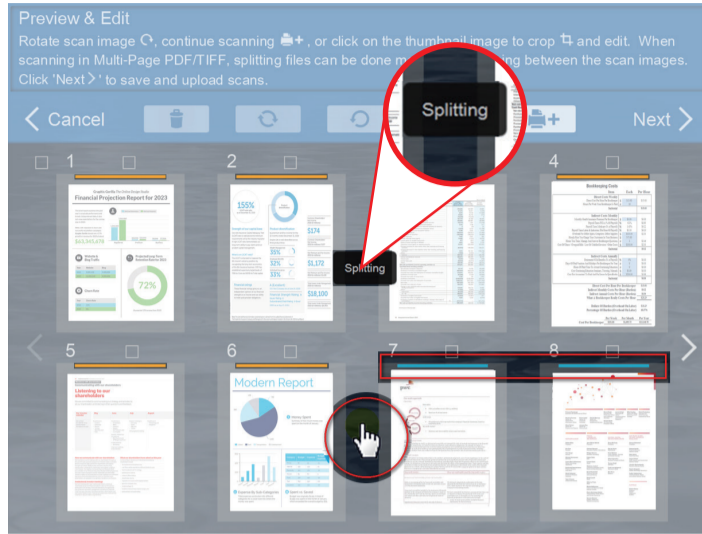| < Job	My Checks	
Scan Settings		>
Save to		
Folder		⚏ ⬤
FTP/SFTP/FTPS		⚏ ⬤
Share Folder (SMB/CIFS)		⚏ ⬤
Send Email		⚏ ⬤

💡 Manual Splitting Documents

When scanning in multiple PDFs or TIFF files, separating can be done manually. A small color bar will appear on the top of the scan, simply click between the two images, to separate into a different file, for about a second, the color bar will change color, indicating separation is complete. To remove, simply click the area again.
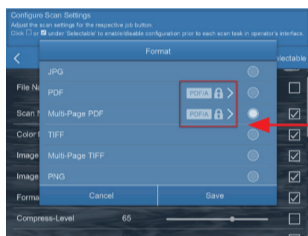
Note:

PSD300 can scan up to 50 sheets/batch and continuous scans in batches with software. Recommend maximum scans not exceed 1,000 images and perform no more than 500 split files.

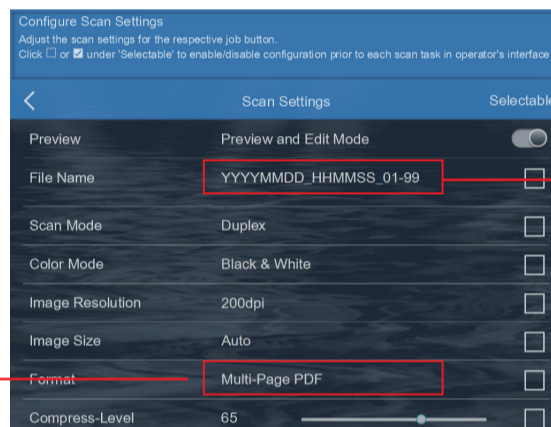## 💡 Custom File Format or File Name

Change File Format
Select the file saving format in the popup dialog.
Available file formats: JPG, PDF, TIFF, PNG, Multi-Page PDF and Multi-Page TIFF.

Click on PDF/A 🔒 > **to:**

1. Enable PDF/A function to preserve the static visual appearance of electronic documents.

2. Enable **Searchable PDF** function to perform OCR for the text within the scanned document function by ABBYY FineReader 12 Sprint® to turn scanned image to readable and editable text.

3. Enable 'Encryption' to configure View/ Allow Print/ Edit/ or Copy of the scanned document rights.
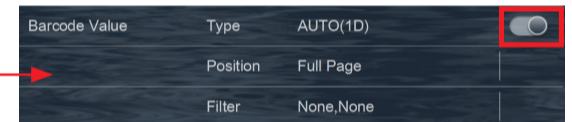
Automatically Rename via Barcode
Activiate (⬤) 'Barcode Value' and click on the 'Type' to configure the type of barcode for the scanned document.

Note:

1. Must use 300dpi or above to scan when the function is enabled.

2. When scanning in various 1D barcode types, select AUTO(1D) to proceed. Refer to online manual for more info.

3. Slow scanning speed and image processing may occur when renaming with barcode function is enabled.

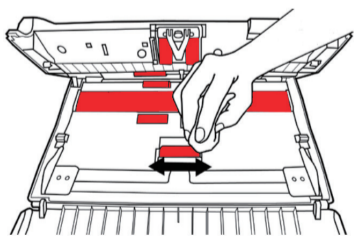| Barcode Value | Type | AUTO(1D) | ⬤ |
| | Position | Full Page | |
| | Filter | None,None | |

⚙️ Troubleshooting

Find more instructions Click on ❓ button to access the online user's guide.

① My scanned image is different from the original, what should I do?
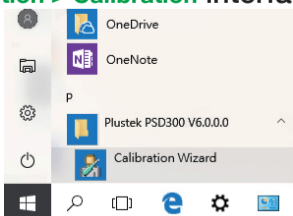
Original → Wrong output images
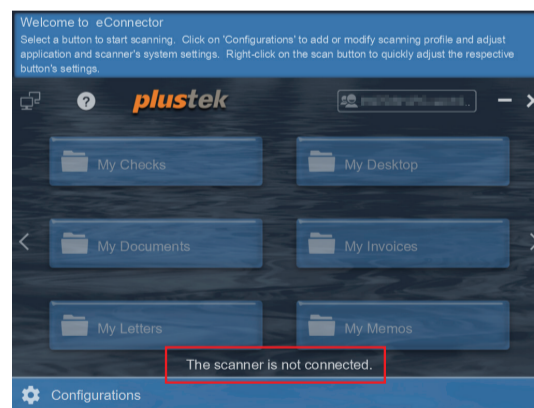
Please follow the instruction below:

1. Wipe the indicated area in RED with the cleaning cloth included with the product.

2. Perform scanner calibration from the **Calibration Wizard** or under **Configuration > System Settings > Device Information > Calibration** interface.
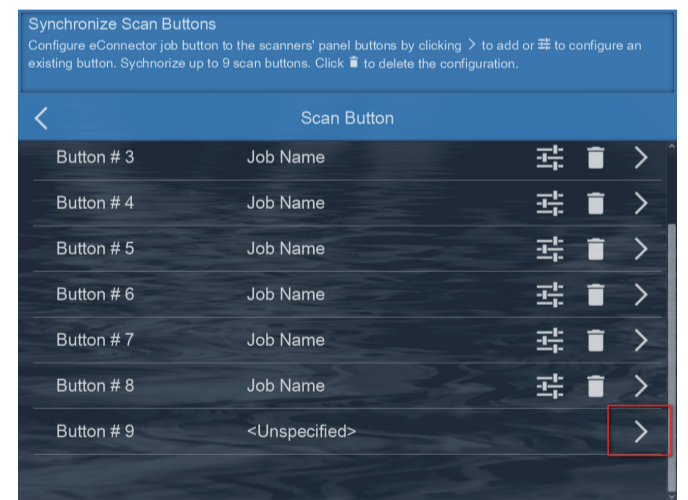
② What should I do when the application displays a message that my scanner is not connected?

The scanner is not connected.

Please follow the instruction below:

1. Check your scanner connections. Refer to section 1 (Assemble, Connect, and Install).

2. Check if the power switch on the back of the scanner is switched on.

3. Check if the scanner went into sleep mode (Orange LED indicator) by pressing on any button on the scanner panel. The LED indicator should be GREEN.

4. Update Windows scanner driver. Go to Device Manager > Imaging devices > Duplex ADF Scanner (K78) > Driver > Update Driver.

③ How do I synchronize the eConnector job buttons to the scanner's hardware buttons?

Scan Button		
Button # 3	Job Name	⚏ 🗑 >
Button # 4	Job Name	⚏ 🗑 >
Button # 5	Job Name	⚏ 🗑 >
Button # 6	Job Name	⚏ 🗑 >
Button # 7	Job Name	⚏ 🗑 >
Button # 8	Job Name	⚏ 🗑 >
Button # 9	<Unspecified>	>

Please follow the instruction below:

Click on **Configurations > System Settings > Scanner Button Settings**

Click > to add or ⚏ to configure an existing button. Synchronize up to 9 buttons. Once synchronization is complete, use the scanner scan button to 'Start Scanning' as well as 'Next' step function.

🕐 Technical Support