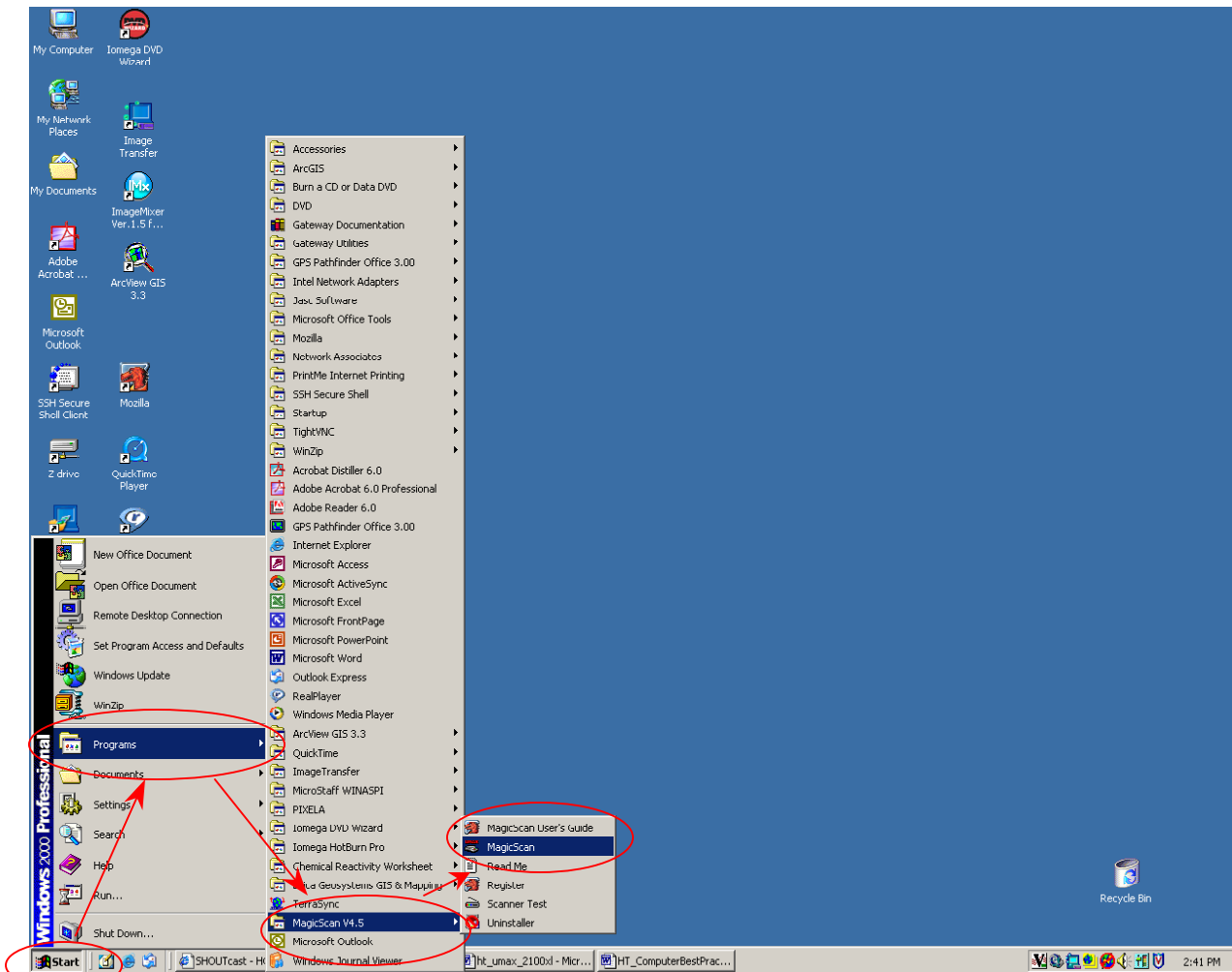


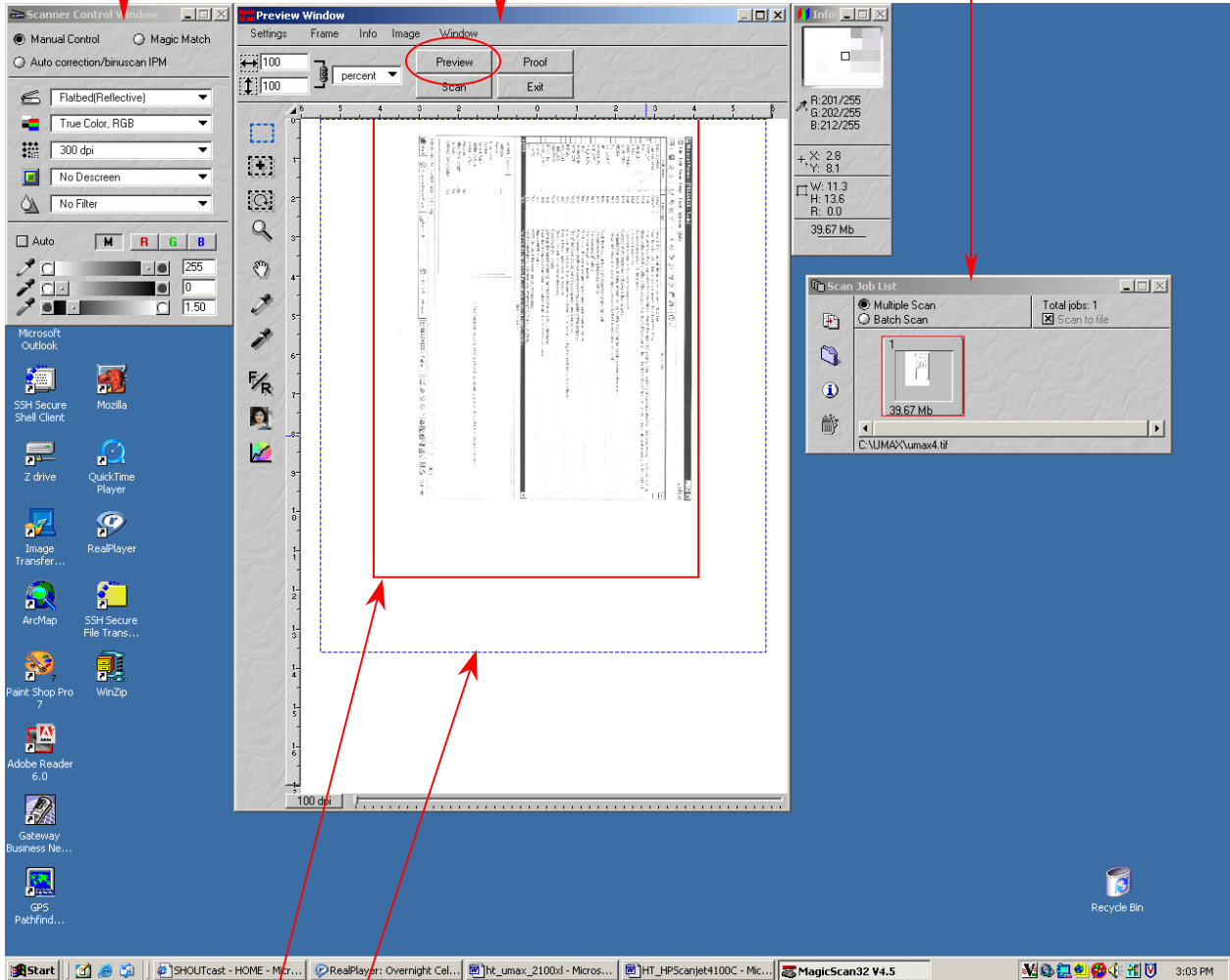
How to Use the UMAX PowerLook 2100XL Scanner

1. Open the scanner cover and place the original, to be scanned, face down on the scanner bed. Align the original with the left upper edge of the scanning surface so that the middle of the document is aligned with the 0 mark on the scanner ruler.
2. Start the MagicScan application program by clicking on the Start button, and selecting Programs → MagicScan V4.5 → MagicScan



3. The scanning software MagicScan opens and the following features are presented:

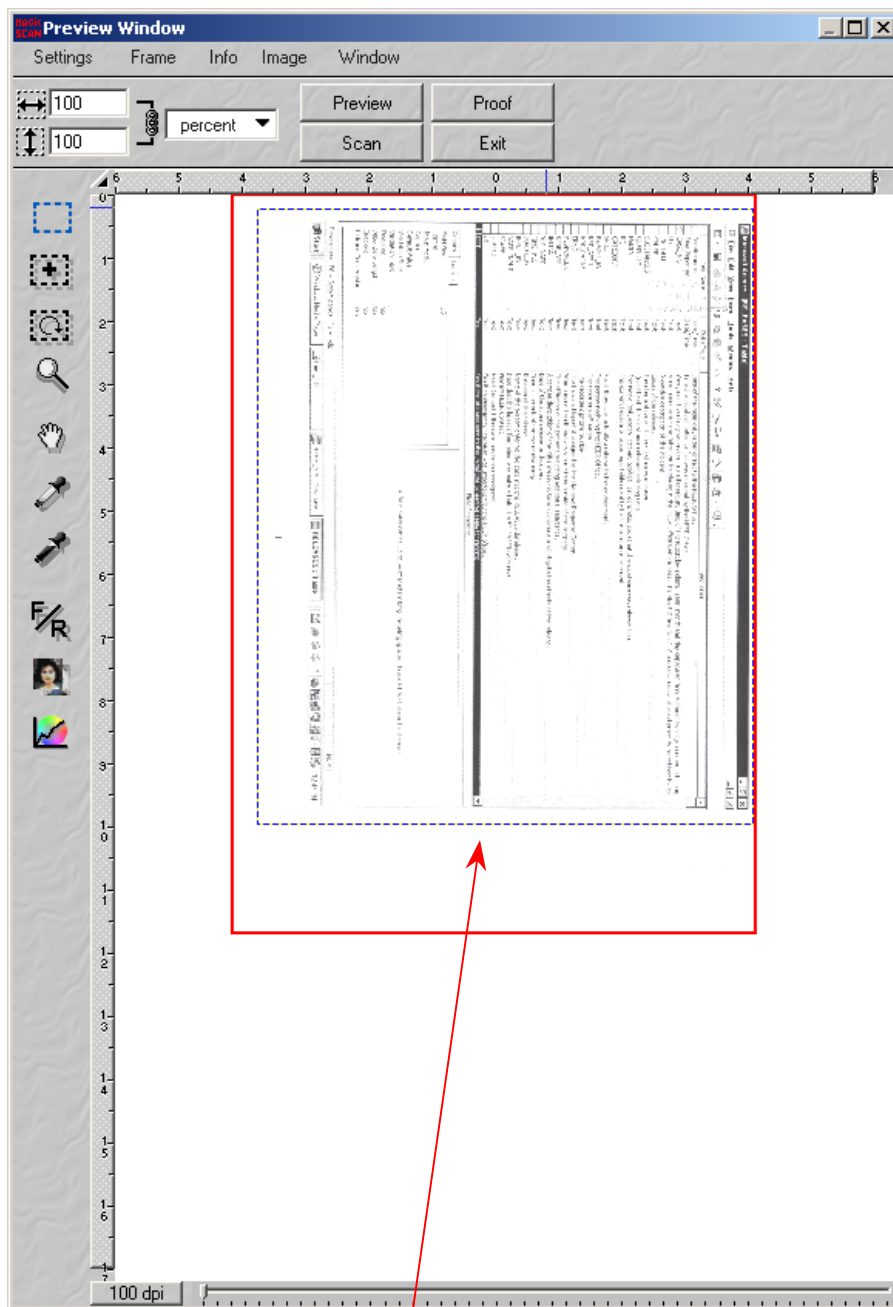
- a. Scanner control window
- b. Preview window
- c. Scan job list
- d. Info



- a. Preview window – a preview of the document is displayed here after clicking the **Preview** button.
 - b. Scanner control window – provides different, more advanced options for scanning.
4. Once the software loads up click the **Preview** button to get an updated preview of the document to be scanned.
5. There are two different areas visible on the Preview window
- a. Preview area – defined by a red solid-line rectangular
 - b. Scanning area – defined by a blue dotted line

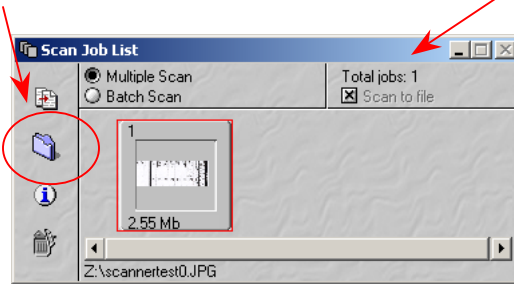
The preview area is fixed and can only be changed through the Settings → Preview Size menu.

The scanning area is changeable, so that after the document has been previewed, the user can adjust the exact position and size of the area to be scanned. This could be done by clicking and dragging any of the blue dashed lines forming the scanning area.



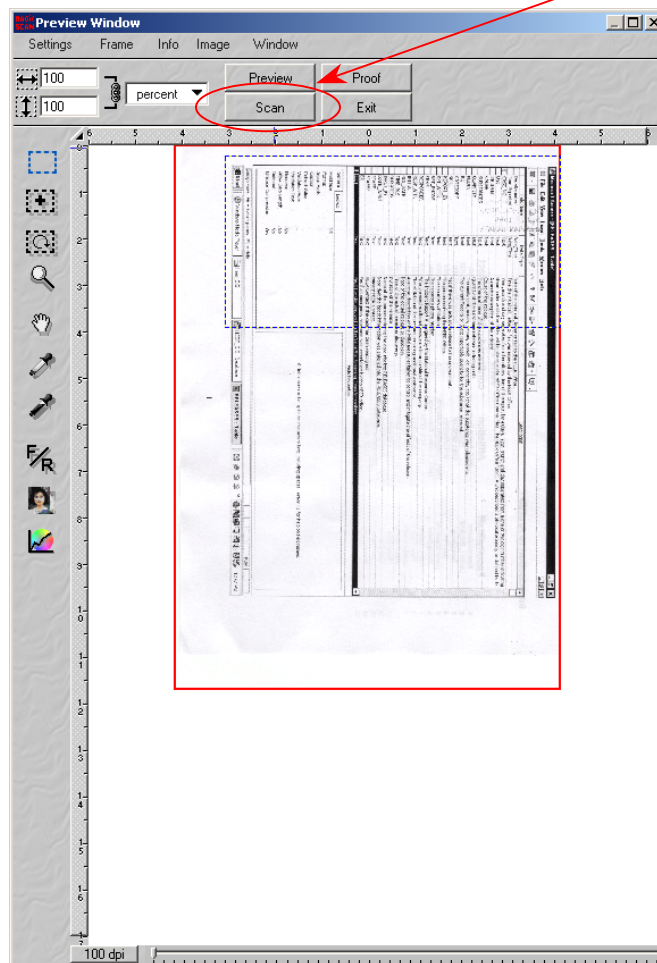
Adjusted scanning area

6. Once the area to be scanned has been selected, use the Scan Job List window to select the desired location of the file to be saved.
7. Click on the folder icon and choose the desired location and the name of the file:



NOTE: The file location has to be on a drive different than C:. Until the file location is not specified, the scan cannot continue.

8. Once the file location and name have been chosen, click on the Scan button to scan the document.



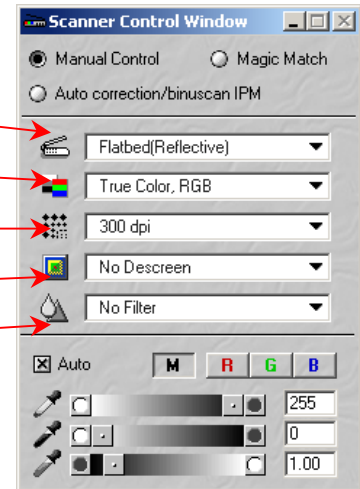
9. After the scan is complete, the file is saved in the desired location. If a re-scan is required, the new file will be saved with the same file name with an added number at

the end. (e.g. scanfile1.jpg, scanfile2.jpg) If required, clicking on the folder icon in the Scan Job List window will change the filename.

Changing the scanning options:

- a. The scanning options could be changed for more specific requirements toward scanning quality and depending on the type of the document to be scanned.
- b. The Scanner Control Window provides the control features:

- Type of input
- Color/Gray output selection
- Scan resolution
- Type of document
- Filter



- The type of input could be changed depending of the document to be scanned, e.g. a regular document, transparency, negatives, etc.
- The color/gray drop down menu gives the options of grey or color output file.
- The scan resolution menu is used to adjust the resolution of the scan in dpi (dots per inch). Normal values range from 72 dpi to 300dpi. Greater scan resolution transfers to a greater file size of the scanned document.
- Type of document refers to what kind of an input document is to be scanned. Options are Art print, magazine, newspaper. Different options set different scanning resolution.
- The filter menu could be used to adjust the sharpness of the scanned output file.