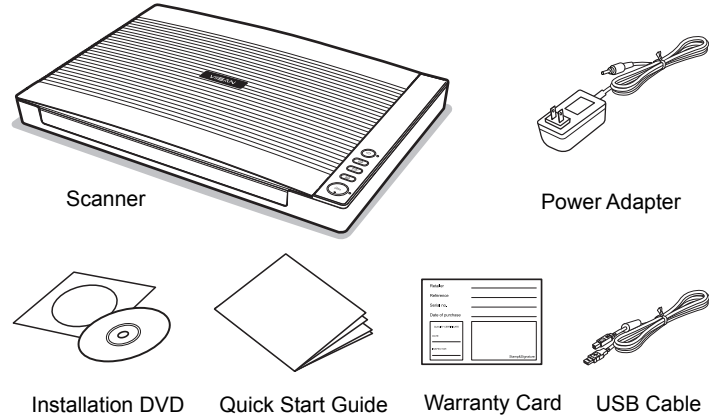# VIISAN

VF3240
VF3120

Quick Start Guide

A3 High Speed Flatbed Scanner

Thank you for purchasing VIISAN's A3 flatbed series scanner. Your large A3 size scanner is a high speed flatbed scanner that connects to your personal computer.
This quick start guide briefly describes the steps to start using your A3 flatbed series scanner. For more detailed information you can refer to user's manual from the supplied DVD-ROM. If you have any technical or service questions about the product, please E-mail to our customer service using info@viisan.com then we will provide you with service and support.

PACKAGE CONTENTS

Make sure following items are included in this package. If any items are missing or damaged, contact the dealer where you purchased the scanner.

Scanner   Power Adapter

Installation DVD   Quick Start Guide   Warranty Card   USB Cable

SPECIFICATIONS

Model	VF3240	VF3120
Scanner Type	A3 High Speed Flatbed Scanner	
Scan Sensor	Contact Image Sensor (CIS)	
Light Source	Three-color (RGB) LED	
Scan Mode	Color: 48-bit input, 24-bit output	
	Grayscale: 16-bit input, 8-bit output	
Scan Area (Max.)	304 x 426 mm (11.98" x 16.8")	
Optical Resolution	2400 x 2400 dpi	1200 x 1200 dpi
Scan Speed	4 Sec/page (200dpi, A3 Size)	8 Sec/page (200dpi, A3 Size)
Function Buttons	Scan / PDF / E-Mail / Print	
Output Format	BMP、PNG、JPEG、PDF、TIF、Multi-page PDF、TIF	
Interface	High Speed USB 2.0	
Dimension (L x W x H)	565 x 394 x 61 mm	
Weight	Approx. 4.3 kgs (9.4 lbs)	
Power Requirements	12 VDC/2A, 24W	
	(Input: 100~120VAC or 200~240VAC, 50~60Hz)	
Power Consumption	Scanning: 8.5W	
Power Saving	Auto power off after no operation for 15min	
Operation Temperature	10 °C - 35 °C (50 °F - 95 °F)	
Operation Humidity	10% to 85% RH	
OS Compatibility	Microsoft® Windows® 11、10、8.1、8、7	
	macOS 10.15 or later	

SYSTEM REQUIREMENTS

Intel i5 Processor or Higher
DVD-ROM
USB 2.0 Jack
At least 4GB RMB (Recommended 8 GB)
2GB Available HDD Space
Microsoft® Windows® 11、10、8.1、8、7 or macOS 10.15 or later

1 Installing the Software

NOTE: Do NOT connect the scanner to computer before installing the software. You must install the scanner driver first then connect the scanner to computer.

1. Insert the Installation disk into the drive of the computer then execute [Setup.exe] from the disk.

If your computer do not with a CD-drive, please visit **https://www.viisan.com/en/download/type2.html** to download the separate software.

2. For Windows 11/10/8/7
   If the [User Account Control] screen appears, click [Yes] to start installation.

3. Click [Easy Installation] and follow the instructions on the screen to complete installation. If you want to reinstall only specific software that you have previously uninstalled, select [Custom Installation] and specify the software.

4. Click [Finish] to exit the program when the installation completed successfully!

Bundled Driver and Applications:

• Scanner Driver and ViiScan Utility
• Event Utility
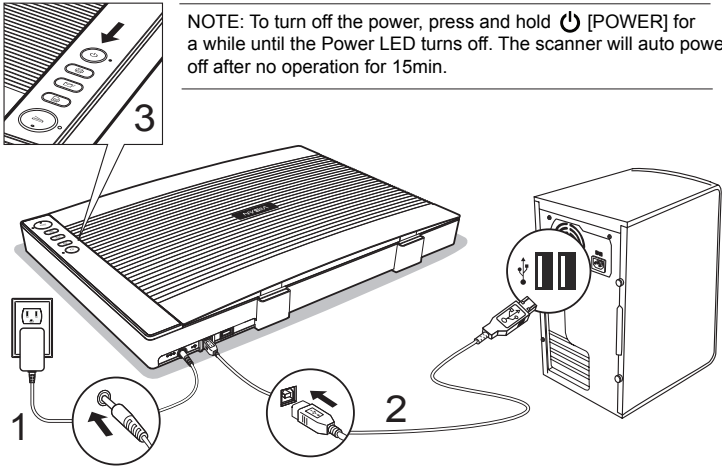• OCR Engine
• Adobe Acrobat Reader
• User's Manual

NOTE: Please install all of the applications to ensure all functions of the Scanner work properly. For the detailed instructions of scanning driver and applications, please refer to user's manual from the supplied DVD-ROM.

2 Connecting the Scanner

NOTE: Only use the USB cable and the power adapter supplied with scanner. Use of other cables may lead to a malfunction.
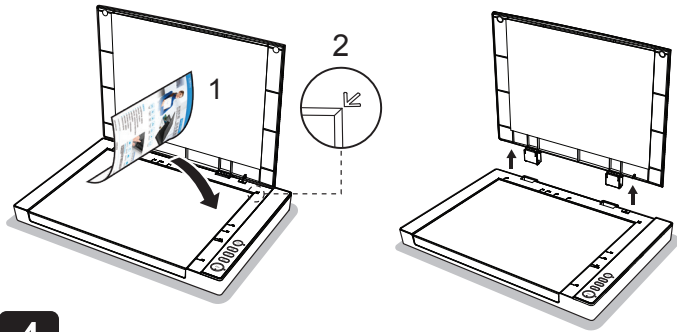
1. Connect supplied Power Adapter to the scanner's DC IN port, and plug the other end to a power outlet.
2. Connect supplied USB Cable to the scanner's USB Port and the other end to the computer.
3. Press and hold [POWER] to turn on the scanner until the Power LED lights up in blue.

NOTE: Windows will automatically detect the scanner when the USB cable is connected and turned on power, please wait a while until Windows appears device driver software installed successfully message.

NOTE: To turn off the power, press and hold [POWER] for a while until the Power LED turns off. The scanner will auto power off after no operation for 15min.
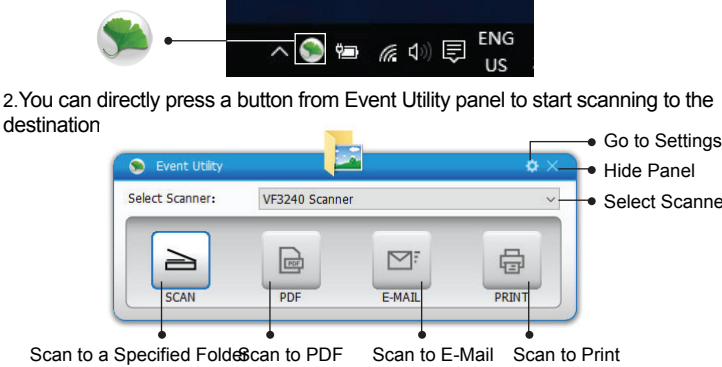
3 Placing the Originals

1. Open the scanner lid and place the original facing down on the flatbed glass.
2. Align the original at the position Arrow Mark and close the scanner lid.
NOTE: If you are scanning books or other thick documents, you can lift the scanner lid straight up or remove it.
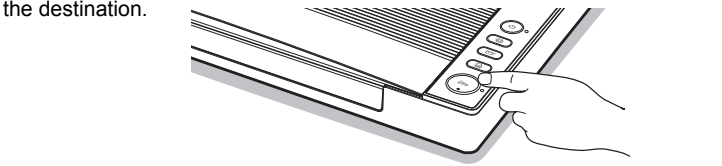
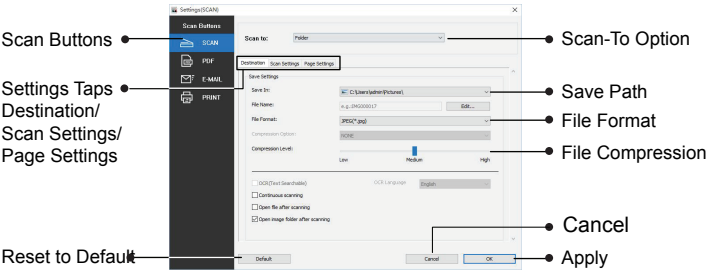## 4 Scanning Using Event Utility

1. Click the Event Utility icon from the system tray to bring up the Event Utility panel. Or click system Windows icon then [All apps] to select Event Utility program.

2. You can directly press a button from Event Utility panel to start scanning to the destination

Go to Settings
Hide Panel
Select Scanner

Scan to a Specified Folder   Scan to PDF   Scan to E-Mail   Scan to Print

3. Alternatively, you can press a button on the Scanner to start scanning to the destination.

NOTE: For more detail settings of Event Utility, you can click the settings icon to open the settings menu for the respective scan-to function of each button, such as scanning to Folder/PDF/Email/Print, creating text OCR or opening scans with a specified application.

Scan Buttons   Scan-To Option
Settings Taps
Destination/   Save Path
Scan Settings/   File Format
Page Settings   File Compression

Reset to Default   Cancel
                                      Apply

NOTE: For more detailed operation of Event Utility, you can refer to user's manual from the supplied DVD-ROM.
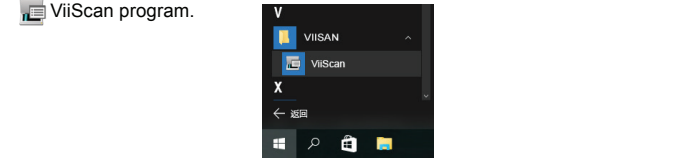
5 Scan Buttons & LED Status Description

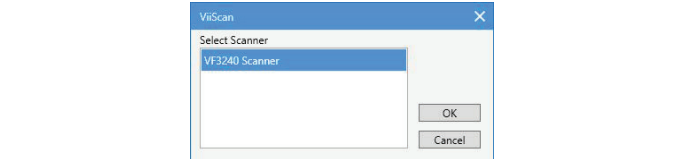|			
1.	Power LED	Emits blue light when the Scanner is turn on.	
2.	Power Button	Turns on or off the power.	
3.	Print Button	Scan directly to your printer to make copies of a scan.	
4.	E-Mail Button	Scan directly to E-Mail program.	
5.	PDF Button	Scan directly to the PDF file format.	
6.	Scan LED	Scanning : Emits green light with flashing.	
		Disconnected : Emits red light.	
7.	Scan Button	Scan directly to the selected folder.	

6 Scanning Using ViiScan Program

The ViiScan is an advanced scanning program, it includes a preview window allowing you to preview the image before scanning the final image.
NOTE: In order to using the ViiScan scanning program, you must install the scanner driver first from the supplied DVD-ROM.
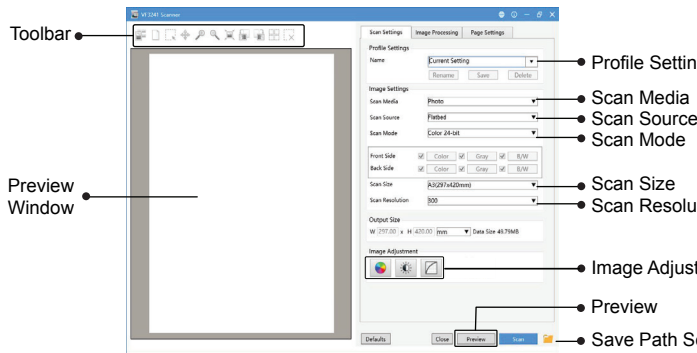
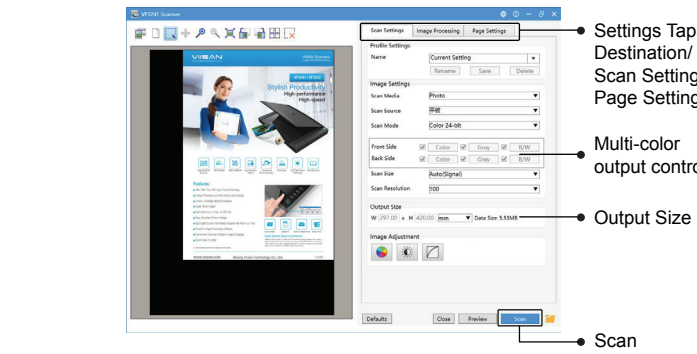1. Click system Windows icon then [All apps] select [VIISAN] folder to open ViiScan program.

2. Select VF3xxx series scanner from the select source list and click [OK] then the ViiScan interface will be openned immediately.

3. You can make changes in the settings as necessary and then click [Preview] to preview the image before scanning.

Toolbar   Profile Settings
                                     Scan Media
                                     Scan Source
                                     Scan Mode
Preview   Scan Size
Window   Scan Resolution

                                     Image Adjustment

                                     Preview
                                     Save Path Settings

4. When the pre-scanned image appears, you can resize the scan area by dragging the marquee handles around the image to frame the desired area of the image.

Settings Taps
Destination/
Scan Settings/
Page Settings

Multi-color
output controls

Output Size

Scan

NOTE: ViiScan is a TWAIN-compliant program, it also can be started from a TWAIN-compliant application such as Adobe Photoshop.
For more detailed operation of ViiScan scanning progran, you can refer to user's manual from the supplied DVD-ROM.

Disclaimer:
• The screen shots in this quick start guide were made with Windows 10. If you are usin others Windows system, your screen will look somewhat different but functions the same.
• Specifications are subject to change without notice.

SAFETY PRECAUTION

• Do not scan originals with glue, grease, correction fluid, or wet ink on it which can cause malfunctions.
• When moving the scanner, disconnect the power cord and connection cable.
• When doing maintenance on the scanner, remove the power plug from the outlet.
• Operate the unit on a level, well-grounded work surface, and free of excessive vibration.
• Never store the unit in hot, or very cold, or humid or dusty places.
• Don not open the unit. Risk of electric shock.
• Never spill liquid of any kinds on the scanner during operation. Also do not touch the power adapter with wet hands.
• For an extended storage period, we recommend storing the unit in a cool and dry place.
• If the scanner is left in extreme cold or hot conditions, allow it to adjust to normal room temperatures before use.
• Only use accessories specified by the manufacturer.
• When left unused for a long period of time, remove the power plug from the outlet.
• Always handle the unit with care. Avoid dropping and strong impact.
• Do not leave the Scanner within the reach of children.

V1.1