



## ScanSnap iX100

ScanSnap  
iX100



- Scan everyday documents in 5 seconds per A4 page
- Scan wirelessly to mobile and desktop devices, cloud services and office applications
- Powerful GI processor for outstanding results
- Cordless operation with Lithium-ion battery
- Choice of paper paths for when space is tight or document type dictates
- Scan two or more small documents such as business cards simultaneously
- Scan A3 documents: Automatically pairs A4 pages with overlapping content
- Productive Win/Mac OS software bundle
- ScanSnap Cloud takes paper directly to your cloud



iOS



**RICOH**  
imagine. change.

# ScanSnap iX100



## Productivity unleashed!

### The completely wireless, rechargeable mobile scanner

Incredibly fast and completely mobile, the portable ScanSnap iX100 makes document capture quicker and easier in the office, at home or on the go. It comes in a compact and lightweight format that additionally packs an A4 document feeder, GI processor for enhanced capture and Wi-Fi or USB connectivity to share and sync your documents anytime, anywhere.

The iX100 offers a wealth of functions to unleash productivity in a robust casing weighing just 400g that will sit unobtrusively with your other devices. It is powered by a lithium-ion battery which can deliver 260 scans\* on a single full charge.

\*depending on environmental and media conditions fewer or higher volumes are achievable

### Productive in the office, agile on the move, organised at home



The iX100 is an ideal solution for anyone who has a need to capture documents on an ad hoc or regular basis in a range of environments and then either store locally or distribute to a colleague, workflow, cloud service or application. Whether you have business cards, receipts, bank statements, contracts, courier delivery slips, written notes, newspaper clippings, postcards or even A3 documents the iX100 can comfortably cope with a wealth of material. Instantly digitise at the touch of a button and increase the efficiency of your everyday routines.

The iX100 is perfectly suited to scanning in any environment due to its built in Wi-Fi capability. You only need to set it up once after which any regularly visited network will be detected automatically so that you can seamlessly switch between home access points, secure office networks and direct connection modes.

- At the office: connect to and scan using the secured Wi-Fi network
- On the train, in the car, in the airport lounge: you can connect and scan via public Wi-Fi or to iOS or Android devices using the downloadable ScanSnap Connect App\*
- Remote workers or families can connect via the home router or use the direct connect mode if preferred

Where wireless connection is not permitted, such as on an aircraft, the iX100 can scan via a USB connection.

\*ScanSnap Connect App is available as a free download from the official application distribution service of the device (Google Play and Apple App store)

### Document scanning made easy, unleash your productive side

The iX100 has been designed with the user in mind taking into account space and time constraints as well as the desire for instant access and availability of information.

There is a choice of document paths with the iX100: choose the straight paper path for scanning thicker items such as postcards, business cards and other card items (up to 209 g/m<sup>2</sup>). Pick the U-turn path for the capture of documents up to 80 g/m<sup>2</sup> and in instances when space may be cluttered or at a premium.

#### Straight path



#### U-turn path



Should you have business cards, receipts and double sided documents, a handy Continuous Document Feeding mode allows you to insert pages one after another by detecting when an item enters and exits the iX100 and creating single page images accordingly.



### Scanning a two-sided document using the CDF Function



**1** Insert the page face up and press the Scan button. **2** The iX100 proceeds to scan the front side using the U-turn path. **3** The page exits facing front side down. **4** Reinsert the page without pressing the Scan button. **5** The page is scanned. Press the Scan button to end the scanning process and create the PDF image file.

Another time saving mechanism should you have multiple small documents to scan is the ability of the iX100 to simultaneously scan two or more small items (Dual Scan) such as business cards or receipts, just have a 10mm gap between them. The displayed separated images will be automatically rotated, deskewed and cropped regardless of how the original documents entered the scanner's feeder.

If you have documents larger than A4 then these can be scanned without any additional effort through the intuitive 'Auto Stitching' feature. Any A3 size document that has graphical elements spread across both halves can be folded in half and both sides can then be scanned one after the other. Either ScanSnap Manager will automatically detect the adjoining pattern during scanning or after scanning ScanSnap Organizer software will allow for manual matching should for example your A3 document be text based.

Should you have fragile documents or photos then they can also be scanned using an optional carrier sheet that can offer extra protection.

Additional automated image correction and enhancement functions include blank page deletion and colour detection. These are further features of the iX100 designed to create the best scan, first time and to minimise user intervention pre, during and after the scan process.

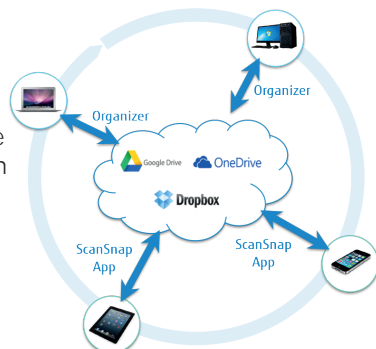
### ScanSnap Receipt

- Organise receipts: Manage all of your receipts in one place
- Extract information: Easily extract data from receipts
- Efficient tax and expense filing: Export in CSV format



### ScanSnap Sync

ScanSnap Sync easily synchronises multiple devices: Scanned data will be synced automatically through your chosen cloud service.



### Choose from a host of software facilitated 'scan to' destinations

After you have captured the scanned image ScanSnap Manager software pops up the Quick Menu which is perfect for both the novice or experienced user. Here you can simply choose what to do with your generated scanned data:

#### Quick Menu for Windows® OS Users\*



\*Quick Menu for Mac OS features other applications

- Scan and create editable Microsoft® Word, Excel® and PowerPoint® files by using the included ABBYY FineReader software. You now no longer need to spend time re-typing a text document or spreadsheet, simply scan and convert directly into your favourite office applications
- Automatically create searchable PDF files making your scanned data far easier to retrieve and manage
- For efficient and productive work routines scan directly to a printer, email address or folder
- With the bundled CardMinder efficiently organise your business cards whether it is a single card from a recent meeting or a stack of cards gathered at a trade show. Simply scan and let the OCR software capture pre-determined information which you can then readily transfer to Excel® or Outlook®
- Capture, access, share and sync your scanned data anywhere and anytime via your cloud accounts such as Salesforce Chatter, Evernote, SugarSync and DropBox
- Easily index, store and retrieve your documents by scanning and feeding directly into Microsoft® SharePoint (Win OS only)

### ScanSnap Cloud Takes paper directly to your cloud

#### New! Now featuring searchable PDFs.

Are you a regular user of cloud services like Dropbox, Google Drive, Evernote or similar? Then ScanSnap Cloud is the go-to solution for your documents, business cards, receipts and photos. Simply scan, or use your smartphone's camera, and ScanSnap Cloud will identify the type of content and route it to your preferred cloud service. No PC required.



# ScanSnap iX100 Specifications

<b>Model</b>		<b>ScanSnap iX100</b>
<b>Supported operating systems</b>		Supports Windows and Mac OS, see <a href="https://www.scansnapit.com/uk/support/">https://www.scansnapit.com/uk/support/</a> for further information
<b>Scanner type</b>		CDF (continuous document feeding), simplex sheetfed two way paper pass (straight path, U-turn path)
<b>Scanning modes</b>		Simplex scanning, Colour / Greyscale / Mono / Automatic (colour / greyscale / mono detection)
<b>Image sensor</b>		CIS (contact image sensor) x 1
<b>Light source</b>		3 Colour LED (red / green / blue)
<b>Optical resolution</b>		600 dpi
<b>Scanning speed<sup>11</sup> (A4 Portrait)</b>	Auto mode <sup>2</sup>	Simplex: 5.2 seconds per page
	Normal mode	Simplex: 5.2 seconds per page (150 dpi)
	Better mode	Simplex: 5.2 seconds per page (200 dpi)
	Best mode	Simplex: 5.2 seconds per page (300 dpi)
	Excellent mode	Simplex: 20.4 seconds per page (600 dpi)
<b>Document size</b>	Normal mode without carrier sheet	A4, A5, A6, B5, B6, business card, postcard, letter, legal and custom sizes Minimum : 25.4 x 25.4 mm / Maximum : 216 x 360 mm / Automatically recognises document size
	Auto Stitching	Automatically stitch a two-page spread when scanning a folded A3, B4 or Double letter size document one side at a time. The image is automatically stitched only if texts or diagrams cover across the two-page spread
	Normal mode with carrier sheet	Use of a carrier sheet permits the scanning of A3, B4, double letter and photographs as well as the document sizes that are listed above
	Long paper scanning <sup>3</sup>	863 mm in length
<b>Recommended paper weight</b>		52 to 209 g/m <sup>2</sup> (Straight path) / 52 to 80 g/m <sup>2</sup> (U-turn path) Cards can be scanned (portrait / landscape), non-embossed : 0.76 mm or less / embossed : 0.76 + 0.48 mm (ISO7810 conforming)
<b>Paper setting</b>		Front side up
<b>Interface<sup>4</sup></b>		USB 2.0 (USB 1.1 Supported)
<b>Power requirements</b>		AC 5V / 0.5A (x 1 port)
<b>Power consumption<sup>5</sup></b>		Operating: 4.7W or less (Sleep mode: 2.2W or less) Auto Standby (OFF) mode: 0.5W or less
<b>Operating environment</b>		Temperature: 5 to 35°C / Relative humidity: 20 to 80% (Non-condensing)
<b>Dimensions (W x D x H)<sup>6</sup>, Weight</b>		273 x 47.5 x 36 mm / 400g
<b>Environmental compliance</b>		ENERGY STAR <sup>®</sup> / RoHS <sup>7</sup>
<b>Driver</b>		Specific driver (Does not support TWAIN / ISIS <sup>™</sup> )
<b>Standard Warranty (Included in the price of the product)</b>		1 Year Standard Warranty: Advance Exchange - Next Business Day

- <sup>1</sup> Scanning speeds may vary due to the system environment used. Scanning speed measured from "start feeding document" to "finish output document" after pre-pick and pressing scan button (not including warm-up time). Warm-up time is less than 2 seconds (or less than 3 seconds from chute cover closed).
- <sup>2</sup> Documents measuring approximately 148 mm in length or less are scanned in "Best mode", while other documents are scanned in "Better mode"
- <sup>3</sup> The iX100 is capable of scanning documents that exceed A4 size in length. This function is available for all modes except Excellent mode
- <sup>4</sup> Compatible with USB 3.0 port but connection will run at USB 2.0 speed
- <sup>5</sup> When battery operated
- <sup>6</sup> When the chute is closed
- <sup>7</sup> PFU Limited, a RICOH company, has determined that this product meets RoHS requirements (2002/95/EC)
- <sup>8</sup> The software is available to be downloaded from the ScanSnap website <https://www.scansnapit.com/uk/support/>
- <sup>9</sup> Available via an online update
- <sup>10</sup> This product has been especially designed for storing and carrying ScanSnap iX100. Please note that this product is not guaranteed to withstand damage by excessive shock or external pressure.
- <sup>11</sup> Although ScanSnap Carrier Sheets have a listed life span of 500 scans, the life span may vary with usage. ScanSnap Carrier sheets are intended to scan paper documents with weights of 127 g/m<sup>2</sup> or less. They also support the scanning of folded documents with areas as large as 216 x 297 mm
- <sup>12</sup> Geographic Limitations may apply to Service Plans and Service Levels in some countries. Please contact us for more information

Software	Purpose	Software	iOS	Android	PC Compatible	MAC Compatible
	Scanner driver	ScanSnap Manager			3	3
	File management	ScanSnap Organizer (ScanSnap Sync <sup>™</sup> )			3	3
	Business card management	CardMinder <sup>™</sup>			3	3
	Text recognition	ABBYY FineReader for ScanSnap <sup>™</sup>			3	3
	ECM linkage software	Scan to Microsoft <sup>®</sup> SharePoint <sup>®</sup> <sup>8</sup>			3	
	Receipt Management	ScanSnap Receipt <sup>9</sup>			3	3
	Sync to your devices	ScanSnap Connect App (ScanSnap Sync <sup>™</sup> )	3	3	3	3

Software	Scans To
ScanSnap Cloud	Box, Dropbox, Evernote, Expensify, Google Drive, Google Photos, OneDrive, Shoeboxed, Concur Expense, QuickBooks Online

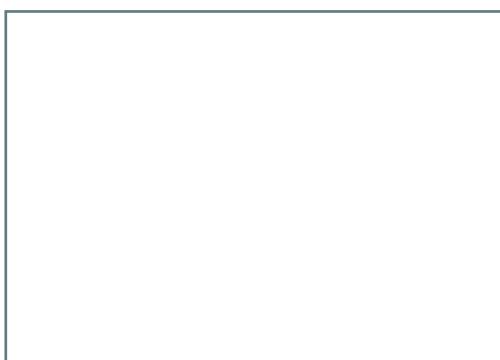


Consumables and options	Order by Part Number	Remarks
Cleaning Wipes	CON-CLE-W24	Pack of 24 F1 Cleaning Wipes for Ricoh scanners.
ScanSnap iX100 Hard Case <sup>10</sup>	PA03688-0001	Added protection for your scanner, case available as a hard or soft option
ScanSnap iX100 Soft Case <sup>10</sup>	PA03688-0011	
ScanSnap Carrier Sheets <sup>11</sup>	PA03360-0013	Carrier sheets designed for scanning fragile documents, photos and A3 documents, can be also used with ScanSnap iX500, S1500, S1500M, S1100I and S1100

Optional Service Plans <sup>12</sup>	Order by Part Number	Service Description
Extended Warranty	U3-EXTW-MOB	3 Year Extended Warranty: Advance Exchange - Next Business Day

**Advance Exchange** = Replacement of the faulty scanner with a new or as new unit.

All names, manufacturer names, brand and product designations are subject to special trademark rights and are manufacturer's trademarks and/or registered brands of their respective owners. All indications are non-binding. Technical data is subject to change without prior notification. Product specifications are subject to change without prior notice due to product modification.



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For more ScanSnap related information, visit our website at :  
[www.scansnapit.com](http://www.scansnapit.com)

