



# Instruction Manual Professional Edition

Component & Accessories.....2

Setup.....3-4

Open Application.....5

Input/Restore Images.....6-10

    ScanSnap.....

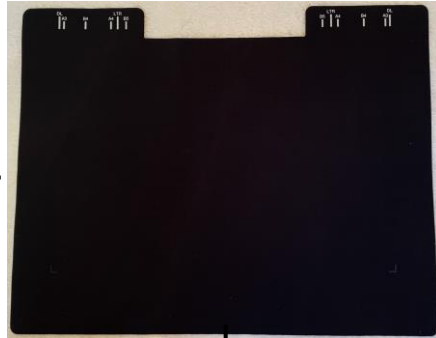
    Computer.....

Record Voice.....11

Create Stories.....12

Save Files / Next User.....12-14

# Components & Accessories



③



②



⑥

① SV600 Scanner

⑤

② Background Pad w/Guide Marks in roll

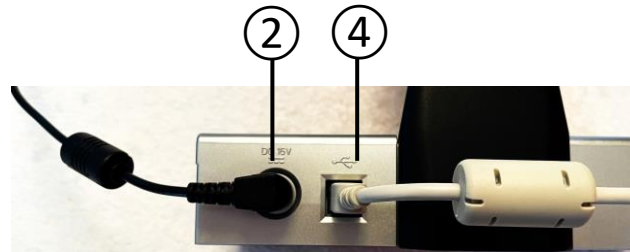
③ Scanner Braces (2)

④ Power Cord

⑤ USB Cable

⑥ Image Stabilizer (\*optional accessory)

# Setup



## ① SV600 Scanner

Stand scanner on sturdy surface.

### Background pad w/Guide Marks

Unroll pad from white protective cover and place edge with notches in front of scanner. Place up to 10 images within the 11x17 guide marks.

## ② Power Cord

Connect the black power supply cable and black outlet cable together and plug into the back of the scanner and a wall outlet.

## ③ ScanSnap Software Installation

Download software:

<https://www.pfu.ricoh.com/global/scanners/scansnap/dl/>

Follow prompts to install software.

## ④ USB Cable

Plug the gray cable into the back of the scanner and a USB port on computer device.

# Setup



## ⑤ Stop Button

If the Scan button is not lit in blue, press **Stop** button to activate scanner.

## ⑥ Scan Button

The blue scan button operates independently of Memory Station software. Use **Scan** button if you wish to scan and create .pdf documents.

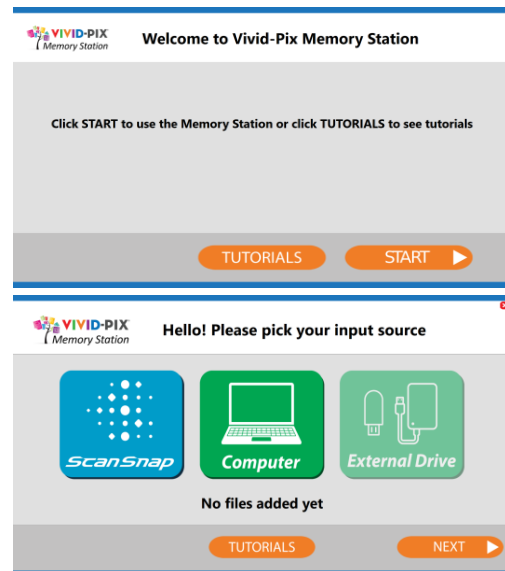
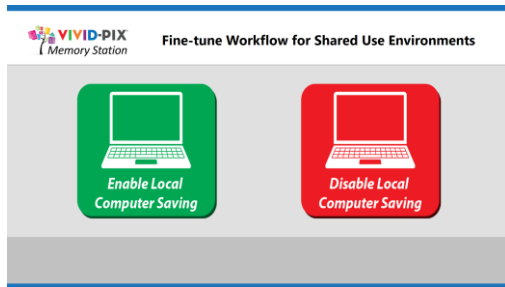
## ⑦ Image Stabilizer (flattens curled photos and documents)

Optium® Museum Acrylic holds/flattens multiple photos and documents in place. Virtually eliminates reflections. Cleans with common household glass cleaner.

**\*Optional Accessory**

# Open Application

*Depending on home use or shared use environment,  
choose if you wish the local computer accessible or not*



① Start  
Click **START**.

② Pick Source: ScanSnap/Computer/USB  
For photo and document hard copies, place up to 10 images ¾" apart on the background pad, inside the guide marks. For electronic photos and documents that have been saved to a computer.

- *Depending on the source you selected, follow the appropriate next steps -*

## ScanSnap



③ ScanSnap

Once the images/documents have been placed on the background pad, click **ScanSnap**. Wait for the scanning to complete.

## Computer

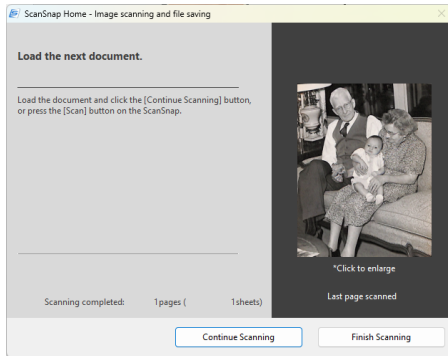


③ Computer

Click **Computer**. The computer will access file manager and display the images.

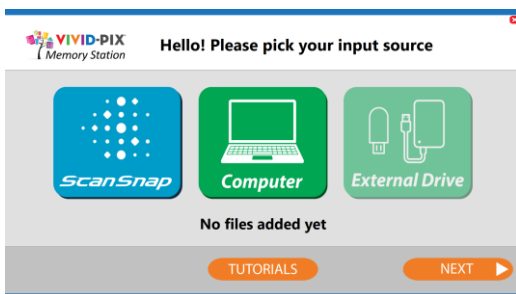
# Import Images

## ScanSnap



### ④ Continue/Finish Scanning

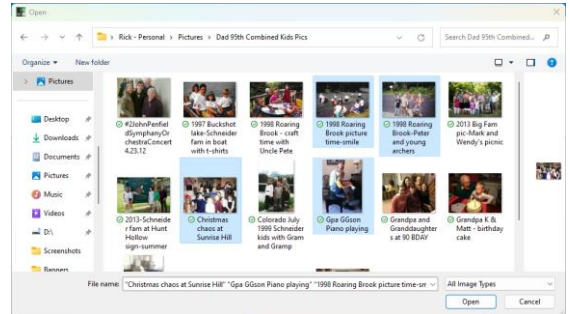
To scan more images/documents, place up to 10 more on the background pad and click **Continue Scanning**. Repeat until you've scanned all of your images/documents/objects. When complete, click **Finish Scanning**.



### ⑤ Confirm Files Added

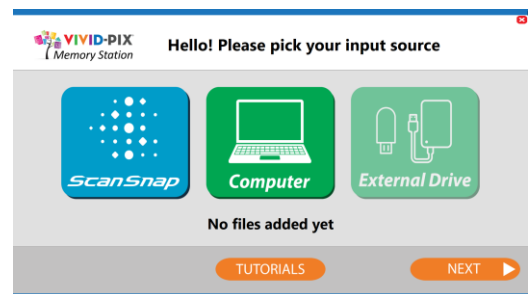
Confirm the number of files, click **Ok**. (depending on version)

## Computer



### ④ Select Images

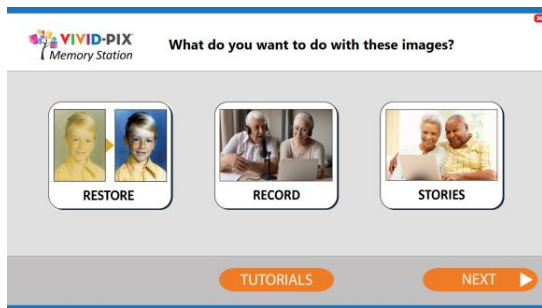
Click on the images you want to edit (hold down the Ctrl key on the keyboard to select multiple images). Click **Ok**.



### ⑤ Confirm Files Added

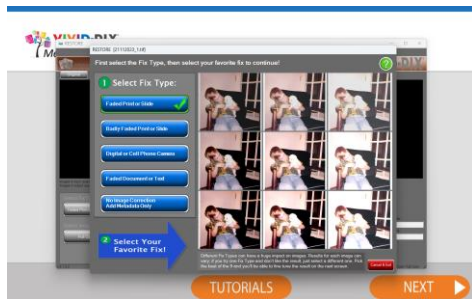
Confirm the number of files selected by clicking **Ok** again. (depending on version)

## ScanSnap



### ⑥ Restore/Record/Stories

To edit images that have been scanned or imported, click **Restore**



### ⑦ Select Fix Type

Click on the blue box that best describes your image and looks best.

### ⑧ Select Your Favorite Fix

Pick 1 of the 9 edited images you like best by clicking on it. Once your selection has been made, the Easy Edit screen will appear.

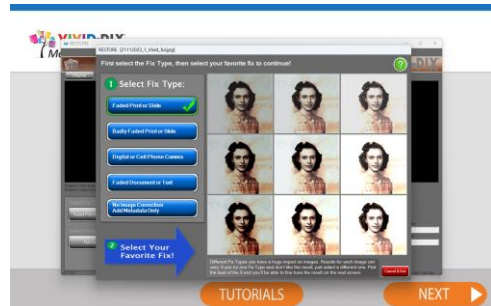
*The center image is what the software perceives is the best contrast / brightness. The lower, left image has more contrast and less light. The upper, right image has less contrast and more light. You choose which looks best to you.*

## Computer



### ⑥ Restore/Record/Stories

To edit images that have been scanned or imported, click **Restore**



### ⑦ Select Fix Type

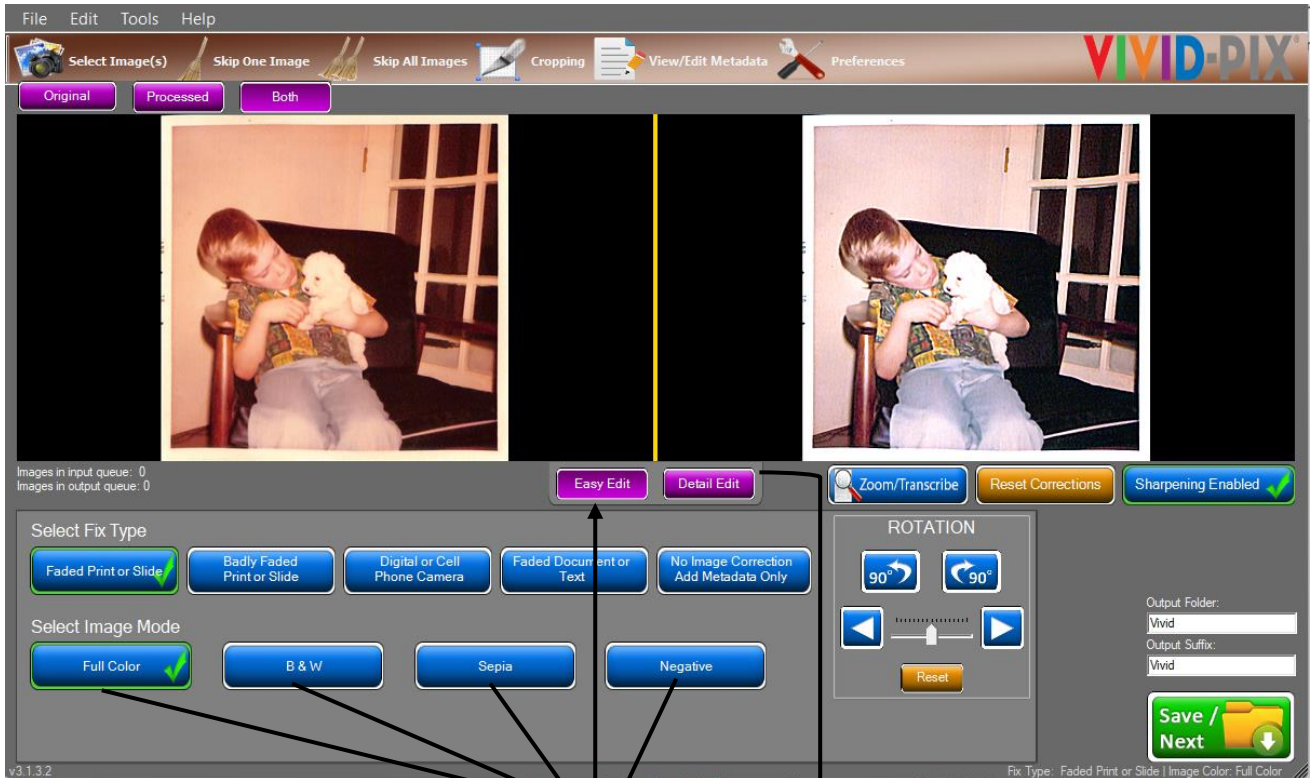
Click on the blue box that best describes your image and looks best.

### ⑧ Select Your Favorite Fix

Pick 1 of the 9 edited images you like best by clicking on it. Once your selection has been made, the Easy Edit screen will appear.

*The center image is what the software perceives is the best contrast / brightness. The lower, left image has more contrast and less light. The upper, right image has less contrast and more light. You choose which looks best to you.*





### ⑨ Easy Edit

On this screen you are in Easy Edit mode. The Fix Type can be changed again by clicking one of the five blue buttons. The Image Mode can also be changed by selecting one of the four blue buttons (Full Color, B&W, Sepia, Negative) to automatically adjust the image. Negative inverts a digitized negative to a positive so that Restore can improve (Windows only feature).

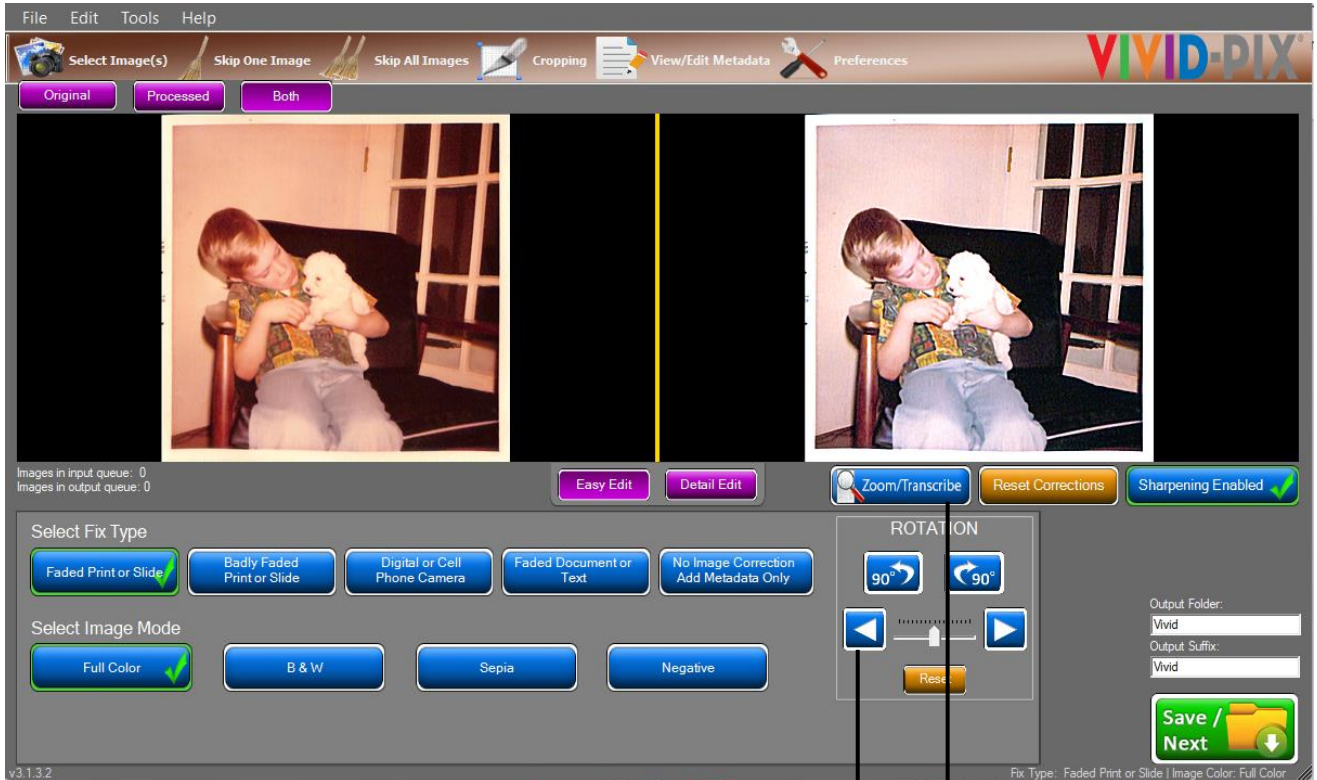
### ⑩ Detail Edit

To further enhance the image/document, click **Detail Edit**.



The left and right arrow keys can be used to fine-tune the lightness, contrast, vividness, sharpness, cyan/red, magenta/green and yellow/blue options.





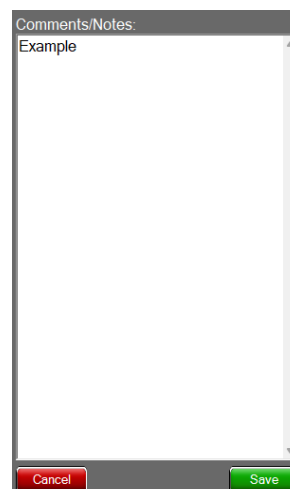
### ⑪ Rotation

The image can be rotated left or right by 90-degrees and/or tilted in 1-degree increments to straighten, by clicking on the **blue arrow** keys. By selecting the **Reset** button, the image can be placed back in the original position.

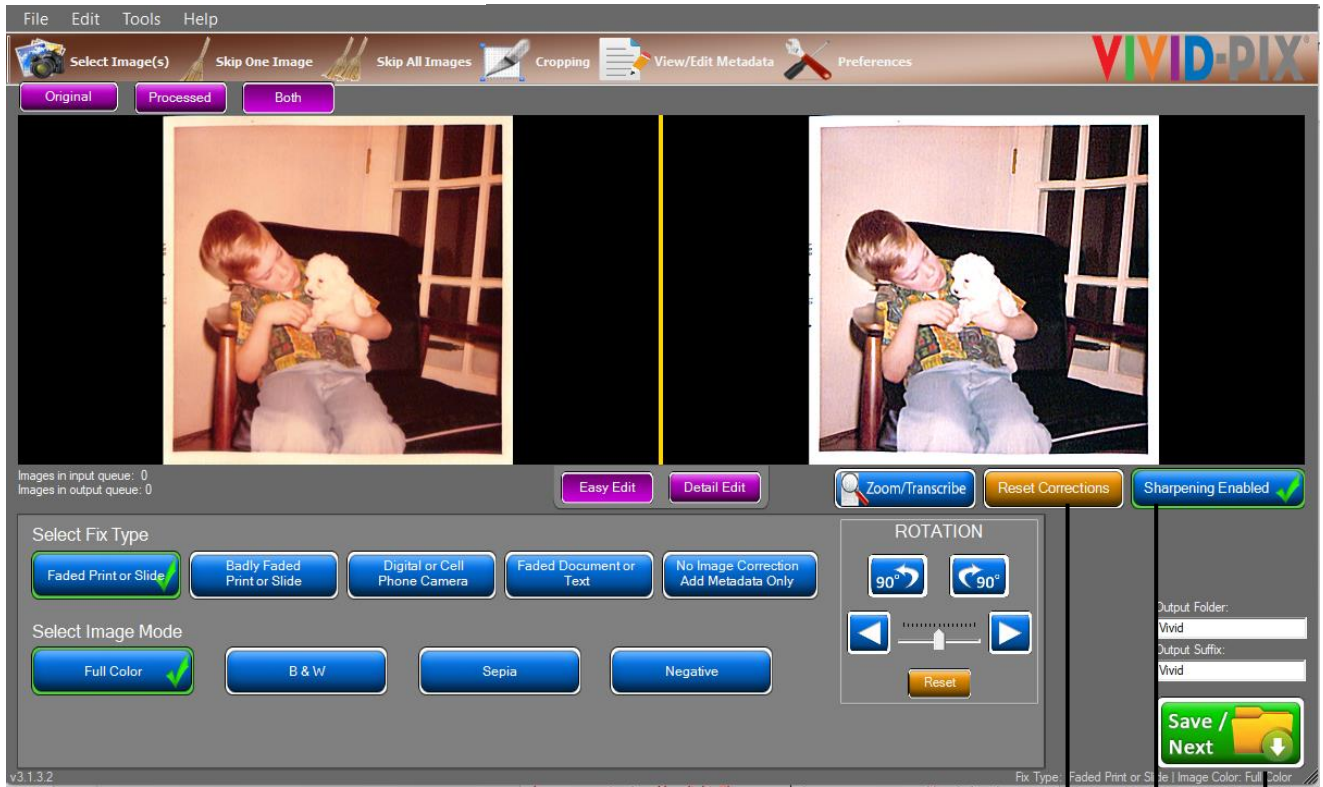
### ⑫ Zoom/Transcribe



To view a specific area, click **Zoom/Transcribe**. Click on the **+/-** keys to adjust how much to zoom in or out the image/document.



Comments/Notes can also be added. Type the information and click **Save**. This data will be recorded with the image and visible to other programs that can read metadata.



⑬ ⑭ ⑮

## ⑬ Reset Corrections

The editing screen displays the original and the edited image, side by side. If you're not happy with the corrected image on the right, click **Reset Corrections** to take you back to the previous 9-up screen to choose again.

## ⑭ Sharpening Enabled

This function sharpens your image. Click to uncheck sharpening if you do not wish your image sharpened (you can increase / decrease sharpening in **Detail Edit**). Images that are printed on matte paper and other image types will have better image improvement results by reducing / increasing sharpening. Using Detail Edit screen sharpening fine-tuning works best.

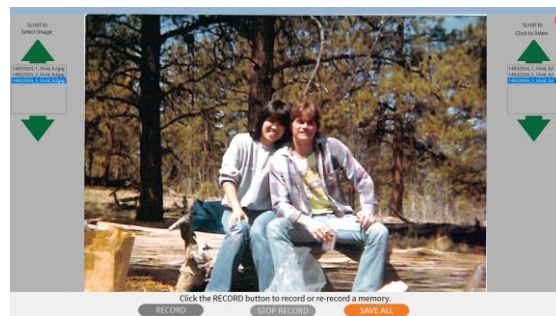
## ⑮ Save/Next

When edits are complete, click **Save / Next**. If multiple images / documents / objects were selected, the next one will populate automatically.



## ⑪ Record Voice

Click **Record** to create a voice recording (such as feelings, memories, name, location, date, etc.) that will be saved with any / all of the images that have been saved.



## ⑫ Select image / record voice / review recording

In the left box, use the green up / down arrows to scroll to the image you want to record your memory. Once the file is highlighted in blue and the image is displayed, click **RECORD** and begin speaking. After speaking about the image click **STOP RECORD**.

The recordings will be displayed in the box on the right. Use these green up / down arrows to scroll to the recording you want to listen to. Once the file is highlighted in blue the recording will play.

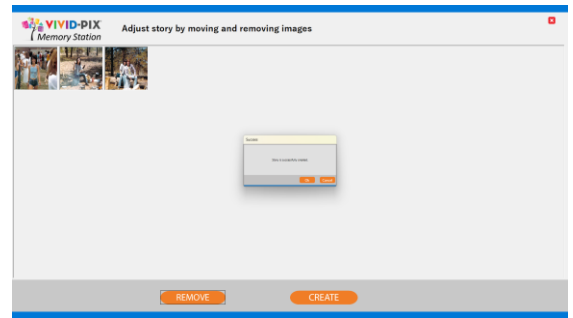
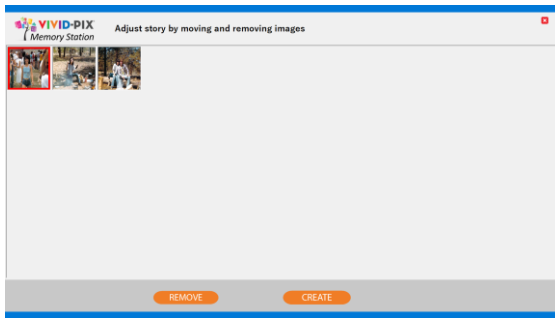
*\*To re-record different information, simply highlight the image in the left box click **RECORD** and begin speaking again. After speaking about the image, click **STOP RECORD**.*

Once you've recorded your voice to the appropriate images, click **SAVE ALL**. From the Restore/Record/Stories screen, click **Next**.



## ⑱ Create Stories

Click **Stories** to combine images and recordings. All Restored images or original images that have not been restored are placed into Stories screen.



## ⑲ Move / Remove images (includes recordings) to create Stories

Highlight images by clicking on images with mouse and move to the location in the story if desired. If you wish to remove an image/recording from the Story, click **REMOVE**.

Removing images from the Story will not delete the original scan, restored image, or recording. They will be Saved into the project folder when completed – **REMOVE** only removes from this Story.

When happy, click **CREATE**.

Story is generated.

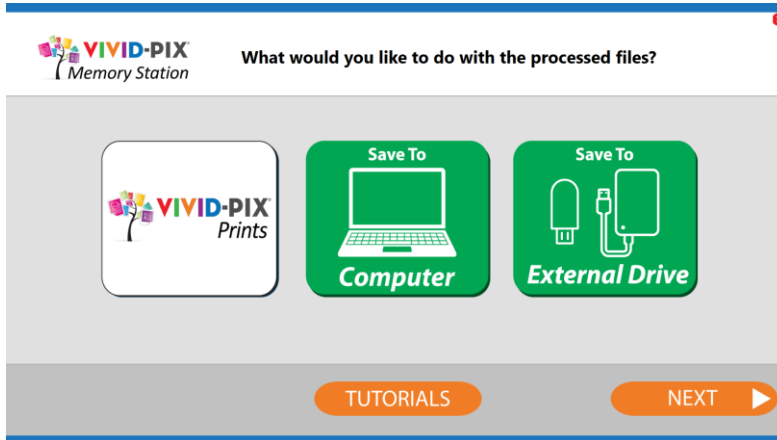
Click **OK** to close screen.

Click **NEXT** to proceed to Saving

## ②⑩ What to do with processed files:

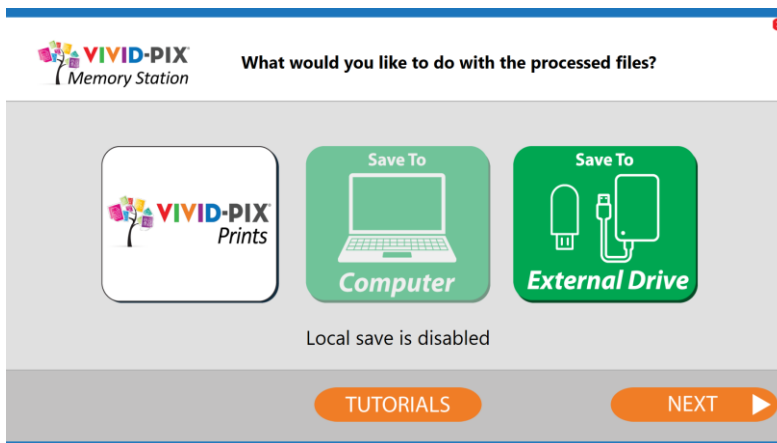
### Computer

If Computer was enabled in the setup, Save images, recordings and story To Computer and/or place External Drive into USB slot on computer to save to External Drive.



### External Drive

If Computer was disabled in the setup, saving to the computer is not available and user must save to External Drive (USB).

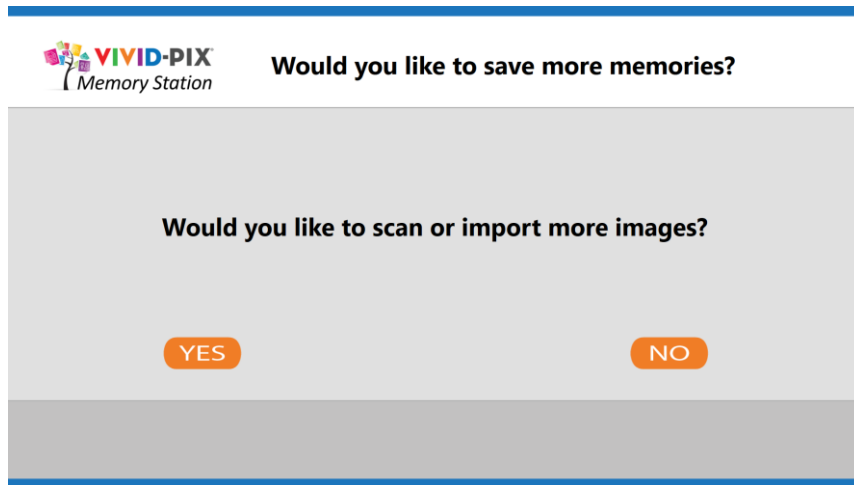


### Vivid-Pix Prints

Vivid-Pix Prints provides professional photofinishing at consumer prices. In a future software release, images will be able to be uploaded into your account. By clicking this button you may view the full assortment of Vivid-Pix products. Go to <https://vivid-pix-prints.com> to place orders.

Click **Next** when completed.

# Scan / Import More Yes / No



We hope you enjoyed Creating / Sharing a Story!

Click Yes to create another or No to complete this session.

## Computer

If Computer was enabled in the setup,  
selecting Yes begins the process again  
selecting No will close Memory Station Software.

## External Drive

If Computer was disabled in the setup,  
selecting Yes begins the process again for the same user  
selecting No will clear all personal information and the screen  
will welcome the next user.

