



User's Guide



User's Guide for the Flip-Pal mobile scanner – model 100C

Table of Contents

- 1 Introduction 3
 - Meet the Flip-Pal® mobile scanner 3
 - What's In the Box? 3
 - Scanner Overview 3
- 2 Setup and Overview..... 4
 - Apply Window Protector Sheet (Optional) 5
 - Install Batteries 4
 - Activate the Batteries (if already installed) 4
 - Power On and Off 4
 - Set Date and Time 4
 - Home Screen 5
 - Review Screen 5
 - Menu and Status Bar 6
 - Customizing Settings 6
 - Setting the Resolution 7
 - Setting the Power-Saver Timer 7
 - Quick Tips 7
 - Customizing the Home Screen 7
- 3 Scanning and Reviewing 8
 - Standard Scanning 8
 - Flip and Scan 8
 - Scanning Large Originals 9
 - Reviewing Scans 10
- 4 Using Scans..... 11
 - Flip-Pal Toolbox Software on the SD Card 11
 - How to Transfer and Delete Scans 12
 - How to Stitch Large Originals with Flip-Pal EasyStitch Software 12
 - How to Edit Scans 13
 - How to Create StoryScans Talking Images 13
 - How to Upload and Share Scans on the Internet 13
- 5 Specifications..... 15
 - Battery Information 15
 - Supported Batteries and Battery Life 15
 - Replacing Batteries 15
 - Extending Battery Life 15
 - SD Memory Cards 15
 - Other Uses for the SD Memory Card 16
 - Product Care 16
 - Operating System and Browser Support 16
 - Accessories 16
 - Troubleshooting 17
 - Customer Support 17
 - Limited Warranty 17
 - Disclaimer 18
 - Declaration of Conformity 18
 - Legal and notice information 18
- Appendix A - EULA 19

Meet the Flip-Pal® mobile scanner

With the Flip-Pal mobile scanner, no longer will your precious photos and other memories be scattered or lost. Have fun, enhance your creativity and share your memories with family and friends. Use it like a traditional scanner, or take advantage of the multi-use, patented flip-and-scan technology. Quickly and automatically reassemble multiple scans into their larger original using EasyStitch. Create StoryScans™ talking images that transform your scans into endearing stories.

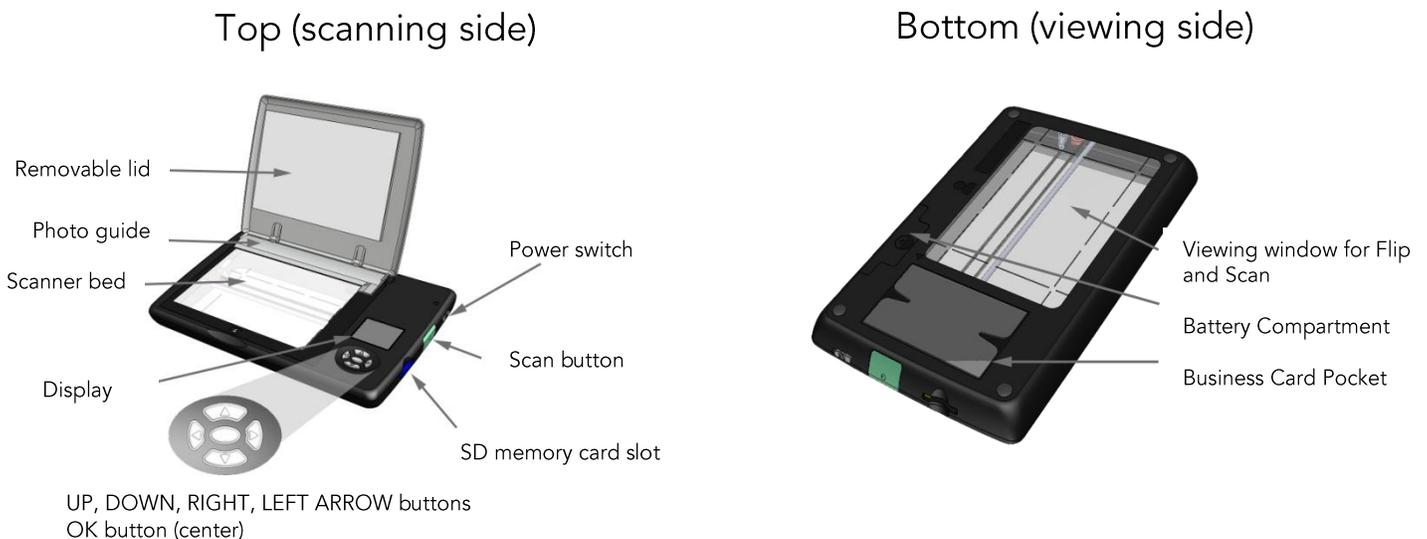
Scan anywhere, anytime. Enjoy its versatility in scanning any size document and even small objects. Appreciate how the scans look just like the original. Save time and keep your photos safe by scanning them while still in an album or frame.

What's In the Box?

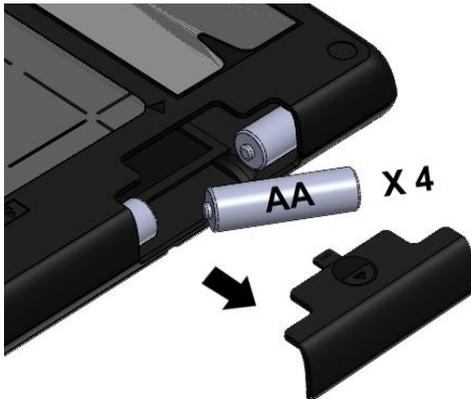
Your Flip-Pal mobile scanner comes with everything you need to scan photos, drawings and other documents. Included with the scanner are:

- Flip-Pal model 100C mobile scanner
 - Four AA batteries (installed in most countries)
 - SD memory card (installed) which stores your scans and also contains Flip-Pal Toolbox software. To remove it, push it in gently; it will spring out, allowing you to slide it out.
- SD memory card to USB adaptor
- Quick Start Guide

Scanner Overview



Install Batteries



Gently press and slide out battery compartment cover. Place four AA batteries into compartment as shown.

Activate the Batteries (if already installed)

In many countries, the scanner is shipped ready to use with four AA batteries. To activate them, remove the battery-protect tab by pulling the plastic tab protruding through the small gap in the battery door, located on the bottom of the scanner. It is not necessary to open the battery door to pull the tab out.



Press gently on battery door while pulling tab sideways to remove

Power On and Off



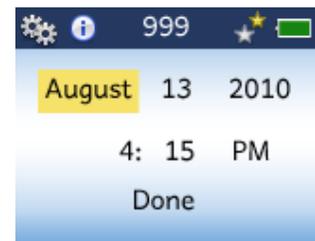
Slide the spring-loaded power switch toward rear, then release

When you are done using your scanner, move the power switch toward the back of the scanner to power it down. The scanner will also power down automatically, based on the Power-Saver Timer setting (default is 2 minutes). It will also power down after 5-10 seconds if the SD memory card is removed.

Set Date and Time

The scanner performs a quick self-test then asks you to set the date and time. Here is the screen you will see.

Use UP ARROW and DOWN ARROW to change the value within each field. Use LEFT ARROW and RIGHT ARROW to scroll to each of the fields in turn, starting with Month and ending with AM/PM.



When you are satisfied with all settings, move the highlight to **Done** and press OK to save the settings and go to the **Home Screen**. If you want to skip this step, you can just press the green scan button; the scanner will use either the default date and time, or the latest one set.

Home Screen



Review Screen

After you have scanned, you will see the **Review Screen**, with the most-recently scanned image.

Use **LEFT ARROW** to scroll backwards through previous scans and **RIGHT ARROW** to scroll forward.



Apply Window Protector Sheet (Optional)

The bottom viewing window is made of a strong, scratch-resistant plastic. It may get scratched when carrying the scanner around. You can protect it with either a carrying case or by applying an optional window protector sheet.

The window protector sheet provides additional protection against scratches to the **bottom viewing window**. **Do not apply it to the scanner bed.** To apply it, follow these steps:

1. Clean the bottom viewing window of any dirt or fingerprints if needed.
2. Peel corner of the protector sheet away from the backing. Align sheet along one side of the bottom window, matching the corners. Carefully hold the protector sheet at the corners when applying to eliminate any oils or fingerprints that may remain on the protector.
3. Lay the sheet down while sliding a credit card across the window protector to apply. To reposition, gently lift up and reapply. Any "bubbles" remaining after you smooth out the sheet will not affect scan quality.
4. Replace window protector as needed. They can be purchased at www.flip-pal.com.



Menu and Status Bar

The bar at the top of the screen shows menu choices and status icons:



Menu	Status
1. Custom Settings: <ul style="list-style-type: none"> • Resolution • Power-Saver Timer 2. Quick Tips: Reminders on how to use the scanner.	3. Estimated Scans Remaining: 4. Resolution Indicator: <ul style="list-style-type: none"> • 1 yellow star: 300 DPI: fastest scan, smaller file • 2 yellow stars: 600 DPI: more detail, good for enlargements 5. Battery Life Indicator

Customizing Settings

There are two settings that you can customize:

Resolution	1 star = 300 DPI* 2 stars = 600 DPI
Power-Saver Timer	1, 2*, or 10 minutes before scanner powers down when not in use. Use a shorter setting to help preserve battery life. Use the 10-minute setting when transferring a large number of scans with the SD card supplied with the Flip-Pal Wireless Upgrade or other wireless cards available from third parties.

*Default Settings

To access the Settings menu, press UP ARROW from either the Home or Review Screen, then press DOWN ARROW to get into the settings menu. You will see the following screen. Current settings are indicated with a green checkmark.



Setting the Resolution

From either the *Home or Review Screen*:

- Press UP ARROW to highlight the Settings icon. The current or factory settings will have a checkmark above them.
- Press DOWN ARROW to move into the Resolution (dpi) menu.
- Use RIGHT ARROW to highlight the desired resolution setting
- Press OK to select.
- Press OK again to move back to the Home Screen or the Review Screen, if there are images to review or Press DOWN ARROW to move to the Power-Saver Timer setting.

Setting the Power-Saver Timer

From the *Resolution setting (above)*:

- Press DOWN ARROW to move to the Power-Saver Timer setting.
- Use RIGHT or LEFT ARROW to highlight the desired timer setting.
- Press OK to select.
- Press OK again to move back to the Home or Review Screen.

Quick Tips

To see a variety of tips on using your scanner, from the Home or Review Screen, press UP ARROW then RIGHT ARROW to move to Quick Tips. You will see the Contents Screen similar to this.

Use UP or DOWN ARROW to scroll through the contents. Press OK to view the Quick Tip for that topic. If a topic takes more than one screen press RIGHT ARROW to move to the next screen.

After reading a Quick Tip, you can:

- Press LEFT ARROW to go back to the index
- Press UP ARROW or DOWN ARROW to scroll through all the tips
- Press OK to return to the Home or Review Screen

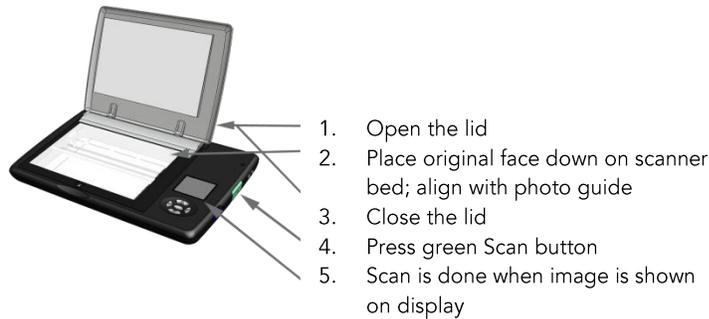


Customizing the Home Screen

You can use one of your own images for the Home Screen. It can be any JPEG file with an image that is 160 pixels wide by 106 pixels tall. The name must be **MyScanner.jpg**. Store it in the top level of the SD memory card.

Standard Scanning

You can scan originals up to 4x6 inches.



The scan is stored on the SD memory card and the scanner will be in Review mode. Scanning is complete when the entire image is displayed.

To help ensure that the scan is straight, align the original with the photo guide on the lid as shown.



Flip and Scan

Flip scanning allows you to scan a photo in an album or frame, scan large originals for stitching together later on your computer, or scan small objects such as coins. To flip and scan:



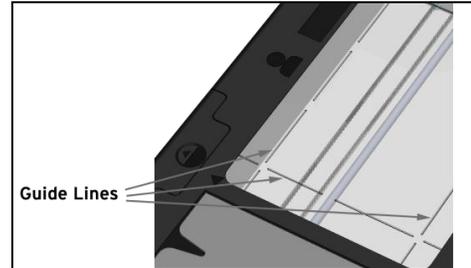
When the scan bar stops its forward motion, the scan is done and you can move the scanner.

Scanning Large Originals

For originals larger than 4x6 inches, you can take multiple scans of the original, then stitch them together later on your computer using Flip-Pal EasyStitch software. (see How to Stitch Large Originals in Chapter 4.)

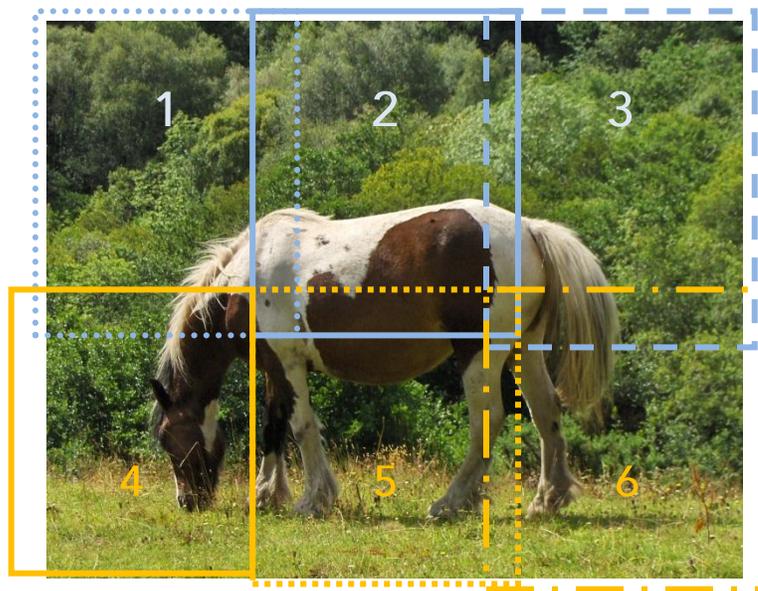
Remove the lid and flip the scanner over. Make multiple scans, allowing 1 inch or more overlap between adjacent scans. The overlaps need not be aligned or spaced precisely; the stitching software compensates for that. It is OK to scan past the edge of the photo. Be sure to keep the scanner still during each scan.

You can use the lines etched in the bottom window to align the overlaps.



If you are scanning something like a framed photo it is acceptable to rotate the scanner along one edge to capture the entire image. The EasyStitch software will rotate individual scans as needed to ensure proper stitching of the final image.

Example:

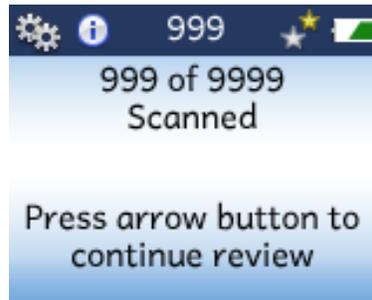


These scans can then be stitched together to form one image.

Reviewing Scans

After you scan, the scanner will automatically be in Review mode. To access Review mode from the Home or Menu Screen, press OK. Use LEFT ARROW to scroll backwards through previous scans and RIGHT ARROW to scroll forward.

When you get to the first scan, pressing LEFT ARROW brings you to this screen.



Press LEFT ARROW to go back to the last scan, or RIGHT ARROW to go back to the first scan.

The Flip-Pal mobile scanner stores scans on the SD memory card the same way your digital camera does. When you are ready to use your scans, simply transfer them to your computer and use them just like any digital photo or image – crop, rotate, adjust color, print, etc.

To remove the SD card from the scanner, push it in gently. It will then spring out slightly, allowing you to slide it out. **It is recommended that you power off the scanner before removing the SD card.** If you remove the SD card while the scanner is on, you will get a warning message “Insert Card/Power On”. The scanner will then turn off after 5-10 seconds.

When you are done using your scans on your computer, you can return the SD card to the scanner.

NOTE: Please refer to your computer’s documentation for the recommended way to safely eject and remove the SD card from your computer’s SD slot. Failure to do so could result in the loss of your scans.

Flip-Pal Toolbox Software on the SD Card

NOTE: The following information for Windows and Mac users assumes that you have the latest version of the Flip-Pal Toolbox software on your SD card. Visit www.flip-pal.com for more details, which can be found on the **Downloads** tab in the **Support** page.

Windows and Mac Users

Flip-Pal Toolbox software provides a variety of tools for transferring and using scans, as well as getting help. Flip-Pal Toolbox software runs directly from the SD memory card. You **do not** need to install it on your computer. It enables you to:

- View or print the Flip-Pal documentation
- Stitch scans together to reconstruct larger originals with EasyStitch
- Create StoryScans™ talking images
- Rotate, crop, and adjust color
- Easily transfer scans to your computer for use and backup
- Upload images to share on the web on your Facebook, Picasa, Evernote, or other accounts
- Connect with the Flip-Pal community
- Copy and delete scans from the SD memory card
- Access the www.flip-pal.com website and customer support

To launch the Flip-Pal Toolbox software, power off the scanner, remove the SD memory card from the scanner and insert it in your computer’s SD card slot. (If your computer does not have an SD card slot, insert the SD memory card into the supplied SD memory card to USB adaptor, then insert the adaptor into a USB slot on your computer.)

After you insert the SD memory card into your computer, find the Flip-Pal SD card icon and open it, then open the **Win Flip-Pal Toolbox** program or the **Mac Flip-Pal Toolbox** application depending on the kind of computer you have.

How to Transfer and Delete Scans

Click the **Files** tab in the Flip-Pal Toolbox software. To transfer scans from the SD memory card to the Pictures folder on your computer, click **Copy Scans** button.

If you click **Open Flip-Pal Folder**, a folder will appear with a view of your scans. You will then use standard functionality of your computer to:

- Transfer scans from the SD memory card to a folder on your computer
- Delete scans from the SD memory card.
- Open/view scans

How to Assemble Large Originals with EasyStitch

The Flip-Pal EasyStitch software enables you to easily stitch together multiple overlapping 4x6" scans of a large original such as an 8x10" photo, scrapbook page or poster.

1. Start the Flip-Pal Toolbox software, then click the **EasyStitch** tab.
2. Click on the individual scans you wish be stitched into a single image
 - To select a range of files, click on the first image in the range, hold down the **SHIFT** key and click on the last image in the range.
 - To select all scans on the SD card to stitch, click **Selection**. A pull down menu will appear then slide cursor down to choose **Select All**
 - To unselect all scans on the SD card, click **Selection**. Slide cursor down the menu that appears and click on **Unselect All**
 - If the newly stitched scans do not appear on the screen, click on **Selection**, then choose **Refresh** on the menu that appears.
 - To choose scans in a folder other than those on your SD card, click **Browse...** to navigate to a folder on your computer containing scans you would like to stitch.
3. Click **Start Stitching** at top right of the screen. The program automatically stitches the scans together into a single image. It then displays the stitched image using your default photo editing or viewing program, and automatically saves the stitched image in the same folder as the original images with the name **Stitch[first image]-[last image].jpg**, using the names of the first and last files you used.
4. If your default photo viewing program is also a photo editor, you can use it at this point to crop, rotate or make other edits to the image. Otherwise, you can use a photo editor at any point in the future. As a good practice, you may want to save the photo with a unique name by clicking **File**, then **Save As** or **Copy As**.

NOTE: If you stitch the same images again, the stitching software uses the same name as above, **Stitch [first image]-[last image].jpg**, over-writing any previous stitched image with that name.

*Flip-Pal EasyStitch software is available for use with this product only.
Any commercial use, distribution, or resale of this software is not permitted
By using this software, the user agrees to the terms of the
End-User Software License Agreement found in Appendix A*

How to Edit Scans

You may perform common image editing - rotate, crop, and adjust color, with the **Edit** tab

1. Click **Edit** tab on the Flip-Pal Toolbox software
2. Select the file you want to edit
3. Click **Rotate** , **Crop** , or **Adjust Color**
4. Perform the desired operations. When you are satisfied with the resulting photo, click **Save**, choose a file name and destination folder and click **Save** again.

How to Create StoryScans Talking Images

You may record your voice or other sound and combine it with the scan to create a single file that is small and high definition.

1. Click **Record** tab on the Flip-Pal Toolbox software
2. Select the file you want to add sound to and click **Record Audio**
3. Click **Start Recording** and begin speaking into the computer's microphone
4. Click **Pause** to pause the recording. Click **Resume** when you are ready to resume.
5. Click **End** when you are finished recording.
6. Click **Listen** to play back the recording, or click **Re-record** to record again from the start
7. When you are satisfied with the resulting recording, click **Save**, choose a file name and destination folder and click **Save** again. The file will be saved in the folder /DCIM/100_SCAN/StoryScans
8. Click **Open StoryScans Folder** to display the StoryScans files and play them with the default player for mp4 files.

How to Upload and Share Scans on the Internet

The Flip-Pal Upload software is an easy way to share your scans to your account on the internet. To learn more about each service, move your cursor (without clicking) over each icon. To use the service, or to get more information, login or create a login, click on the icon.

Each upload is slightly different so in order to describe a single upload procedure, we will use Facebook as the example. The other uploads will be similar to Facebook.

On Facebook, when you run the software for the first time, it creates a new Album in your Photos section of Facebook. The album is titled "Flip-Pal mobile scanner Photos".

1. To start the Upload to Facebook software:
 - Start the Flip-Pal Toolbox software, then click **Share** tab.
2. You will see a screen that has the Facebook and Picasa symbols as well as many others.
3. Click the Facebook icon
4. Another window with a Facebook login will appear. To log in to your Facebook account, you will need the appropriate email address and Facebook password. Note that you are still asked for these, even if you are currently logged in to Facebook. If you do not have a Facebook account, there is a link in the lower-left corner that lets you create one.
5. Select the images to be uploaded. Click on the individual scans you wish be uploaded

- a. To select a range of files, click on the first image in the range, hold down the **SHIFT** key and click on the last image in the range.
 - b. To select all scans on the SD card to stitch, click **Selection**. A pull down menu will appear then slide cursor down to choose **Select All**
 - c. To unselect all scans on the SD card, click **Selection**. Slide cursor down the menu that appears and click on **Unselect All**
 - d. If the newly stitched scans do not appear on the screen, click on **Selection**, then choose **Refresh** on the menu that appears.
 - e. To choose scans in a folder other than those on your SD card, click **Actions** then slide cursor down pull down menu to choose **Browse...** to navigate to a folder on your computer containing scans you would like to upload. Then select the files you wish to upload.
6. Click **Upload Images**.
 7. If you want to add tags or descriptions to the images, you will need to go to your Facebook account and do this using the Facebook tools.

Battery Information

Supported Batteries and Battery Life

The Flip-Pal mobile scanner requires four AA batteries. Supported batteries include:

Type of Battery	Approximate Number of Scans
Alkaline	150
Photo Lithium	450
Rechargeable	500 (NiMH 2000mAH capacity)

It is a good idea to have extra batteries on hand. Do not mix battery types, brands, or old and new batteries. Check the expiration dates printed on the batteries.

Replacing Batteries

When the screen displays the message “batteries too low to scan”, it is time to replace them. Turn off the scanner, press the release on the battery door and slide it in the direction of the arrow. Remove the old batteries, insert four new AA batteries and replace the door. Battery orientation is shown on the inside of the compartment.

The date/time, resolution, and power-saver timer settings are saved at power off. While the batteries are removed, the scanner’s internal clock is paused. After the batteries are replaced and the scanner is turned on, the scanner will display the date/time screen. You may update the settings or move to **Done** and press OK.

Extending Battery Life

After 1, 2 or 10 minutes of inactivity, the scanner turns off, depending on the Power-Saver Timer setting. To extend battery life, use one of the lower settings. The default setting is 2 minutes. (see Customized Settings – Chapter 2).

SD Memory Cards

The Flip-Pal mobile scanner comes with an SD memory card. This card:

- stores your scans in the **DCIM** folder
- contains the Flip-Pal Toolbox software
- stores your customized Home Screen in **MyScanner.jpg** (160x106 pixels)

NOTE: The Flip-Pal mobile scanner and the included SD Memory Card to USB adapter do not support the write protect capability of SD memory cards.

The typical file size for a 300 DPI (1 star) scan is 1.2MB, while a 600 DPI (2 star) scan is 1.6MB. This varies from one scan to the next. A 4GB SD memory card has about 3.5GB available for storing scans, which is approximately **2400 scans** at 300 DPI, or **1600 scans** at 600 DPI.

You can use any common SD or SDHC memory card to store your scans. SD cards up to 32 GB in size have been tested. When you use a new SD card for the first time, the scanner will create the directory structure it needs to store scans.

If you buy a new SD memory card or lose your Flip-Pal SD memory card, please visit www.flip-pal.com for information on how to download Flip-Pal Toolbox software onto a new card.

Other Uses for the SD Memory Card

You can use the SD memory card in other devices, such as a printer, CD burner, digital picture frame or photo kiosk.

Product Care

Exercise care when transporting your Flip-Pal mobile scanner to prevent the top cover, display, or bottom viewing window from getting scratched. You can purchase a carrying case and window protectors for the bottom viewing window at www.flip-pal.com.

You may clean the exterior surfaces of the scanner using a mild cleaning solution applied to a soft cloth. The glass scanner bed can be cleaned with mild soap or glass cleaner applied to a soft cloth. Do not pour or spray the solution directly onto the glass.

You may want to remove the batteries if you will not be using the unit for a long period of time. Note that the scanner's internal clock will be paused during that time and you will need to reset the time and date settings. Setting the time and date is important. It provides information for your computer's software to organize the files so you are able to find them later.

Operating System and Browser Support

Visit www.flip-pal.com for the current operating system and browser support.

Accessories

You can purchase additional accessories at www.flip-pal.com. Available accessories include Flip-Pal Carrying Cases, Window Protector Sheets, Sketch Kits, Cleaning Cloths, Wireless Upgrades, and software on DVD. Also available are recommended third-party rechargeable batteries with charger and backup solutions.

Troubleshooting

There are a few errors that may occur when using your scanner.

Error Message	When it Can Occur	Meaning
Unable to show image	Review Mode	There is a file that is not a valid JPEG file. This can occur with a JPEG file created or edited by a digital camera or computer, or a stitched image.
No Readable Files	Review Mode	There are no scans on the SD memory card
Insert Card Power On	When SD card is missing	Insert the SD card into the scanner and power on.
Memory Card Unreadable	Power On, Review Mode, Scanning	Memory card is unreadable. If it is defective, it will need to be reformatted or replaced.
Memory Card Full	After pressing SCAN	Not enough room on the SD memory card to store the scan. You will need to use a new SD memory card or transfer scans to your computer then delete them from the SD memory card.
Batteries Too Low to Scan	After pressing SCAN	Replace batteries
Self-Test Failure	Power On	Contact Customer Support
Calibration Failure	Power On	Contact Customer Support

Customer Support

Website: www.flip-pal.com

Email: support@flip-pal.com

Phone: 1-970-221-7223

Hours: 9 am-5 pm Mountain Time

Limited Warranty

Couragent, Inc. warrants its products to be free from defects in material and workmanship, under normal non-commercial use for a period of one (1) year from the date of original retail purchase. Keep your original sales receipt. This dated proof of purchase will ensure your warranty coverage.

This warranty does not apply to any defects caused by negligence, misuse, accidents, acts of nature, or unauthorized modification or attempted repair. Cosmetic damage to case parts or to other parts that does not affect product function is not covered.

The Flip-Pal mobile scanner is a sensitive optical device, similar to a digital camera. Damage caused by dropping or other abuse of this device is not covered by this warranty.

Couragent, Inc. will repair, replace or, at its option, refund the purchase price of a defective product during the warranty period. Contact Customer Support for service authorization. Please have ready the product receipt, product serial number (located on bottom of scanner), and a description of the problem (error message or physical defect). Replacement products may be new or factory refurbished items of the same or comparable value.

Warranty coverage is only available from within the country where the products were originally purchased. You may be required to ship products, at your expense, to the authorized warranty service center for the country where the products were purchased.

Disclaimer

Couragent, Inc. assumes no responsibility for loss caused by deletion of data as a result of malfunction, dead battery, or repairs. Be sure to make backup copies of all important data on other media to protect against data loss.

Declaration of Conformity

This equipment complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) this device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

Legal and notice information

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The information in this manual is subject to change without notice.

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Appendix A

END-USER SOFTWARE LICENSE AGREEMENT (EULA)

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