

Scanner User's Guide

plustek



SecureScan

- ✓ **Installation**
- ✓ **Usage**

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For recycling or disposal at end-of-life information, please ask local distributors or suppliers for detailed information. The product is designed and produced to achieve sustainable environmental improvement. We strive to produce products in compliance with global environmental standards. Please consult your local authorities for proper disposal.

The product packaging is recyclable.

Attention for recycling (For EU country only)

Protect your environment! This product should not be thrown into the household waste container. Please give it to the free collecting center in your community.

Screen Examples in This Manual

The screen shots in this guide were made with Windows 7. If you are using Windows 8 / 10, your screen will look somewhat different but function the same.

Table of Contents

| | |
|---|-----------|
| INTRODUCTION | 1 |
| How to Use This Guide..... | 1 |
| <i>A Note about Icons</i> | 2 |
| Safety Precautions..... | 2 |
| System Requirements..... | 3 |
| Box Contents..... | 4 |
| Scanner Overview..... | 5 |
| CHAPTER I. INSTALLING THE SCANNER | 9 |
| Software Installation Requirements..... | 9 |
| Hardware Requirements..... | 9 |
| Installing and Setting up the Scanner..... | 10 |
| <i>Step 1. Connecting the Scanner to Your Computer</i> | 10 |
| <i>Step 2. Installing the Software</i> | 12 |
| <i>Step 3. Testing the Scanner</i> | 13 |
| Uninstalling the Plustek device driver and software..... | 14 |
| CHAPTER II. SCANNING VIA SECURESCAN PROGRAM | 15 |
| CHAPTER III. MANAGING VIA SECURESCAN MANAGER PROGRAM | 17 |
| APPENDIX A: SPECIFICATIONS | 20 |
| APPENDIX B: CUSTOMER SERVICE AND WARRANTY | 23 |
| Service & Support Information (For EU country only)..... | 23 |
| Statement of Limited Warranty..... | 24 |
| FCC Radio Frequency Statement..... | 25 |

Introduction

Thank you for choosing us as your scanner supplier. Your new scanner will improve the professionalism of your day-to-day computing tasks by allowing you to input images and electronic text into your computer system.

Like all of our products, your new scanner is thoroughly tested and backed by our reputation for unsurpassed dependability and customer satisfaction. We hope you will continue to turn to us for additional quality products as your computing needs and interests grow.

How to Use This Guide

This User's Guide provides instructions and illustrations on how to install and operate your scanner. This guide assumes the user is familiar with Microsoft Windows. If this is not the case, we suggest you learn more about Microsoft Windows by referring to your Microsoft Windows manual before using your scanner.

The Introduction section of this manual describes the box contents and minimum computer requirements to use this scanner. Before you start installing your scanner, check the box contents to make sure all parts are included. If any items are damaged or missing, please contact the vendor where you purchased your scanner or our customer service directly.

Chapter I describes how to install the scanner's software and connect the scanner to your computer. Note: The scanner connects to your computer through the Universal Serial Bus (USB). If your computer does not support USB technology, you will need to purchase a USB interface card to add USB capabilities to your computer, or buy and install USB connectors if your motherboard has USB capabilities. This guide assumes that your computer is USB-ready and has a free USB port.

Chapter II describes how to use your scanner.

Chapter III contains detailed information about the SecureScan Manager interface.

Appendix A contains the specifications of the scanner you purchased.

Appendix B contains our customer service, the limited warranty agreement and FCC statement concerning the product.

A Note about Icons

This guide uses the following icons to point out information that deserves special attention.



Warning

A procedure that must be followed carefully to prevent injury, or accidents.



Attention

Instructions that are important to remember and may prevent mistakes.



Information

Optional tips for your reference.

Safety Precautions

Before using this device, please read the following important information to eliminate or reduce any possibility of causing damage and personal injury.

1. Usage — the product is for indoor use in dry locations. Moisture condensation may occur inside this device and cause malfunction under these conditions:
 - when this device is moved directly from a cold to a warm location;
 - after a cold room is heated;
 - when this device is placed in a damp room.

To avoid the moisture condensation, you are recommended to follow these procedures:

- i. Seal this device in a plastic bag for it to adapt to room conditions.
 - ii. Wait for 1-2 hours before removing this device from the bag.
2. Only use the USB cable provided with the scanner. Use of other cable may lead to malfunction.
3. Avoid using the scanner in a dusty environment. Dust particles and other foreign objects may damage the unit.
4. Do not subject the scanner to excessive vibration. It may damage the internal components.
5. Unplug this device if you do not need to use for a certain period of time, such as during night or long weekend, to avoid any risks of causing fire.
6. Do not attempt to disassemble the scanner. There is danger of electrical shock and opening your scanner will void your warranty.

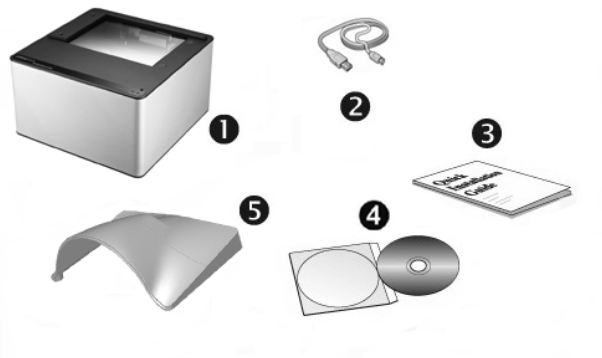
System Requirements¹

- PC with Intel Pentium® IV 1.8GHz processor (2.4GHz Recommended)
- 512 MB RAM (1GB RAM Recommended)
- Available USB 2.0 port
- CD-ROM Drive or DVD-ROM Drive
- 500 MB Free Hard Disk Space
- Operating System: Windows 7 / 8 / 10

¹ Higher requirements might be needed when scanning or editing a large quantity of image data. The system requirements here are only a guideline, as in general the better the computer (motherboard, processor, hard disk, RAM, video graphic card), the better the results.

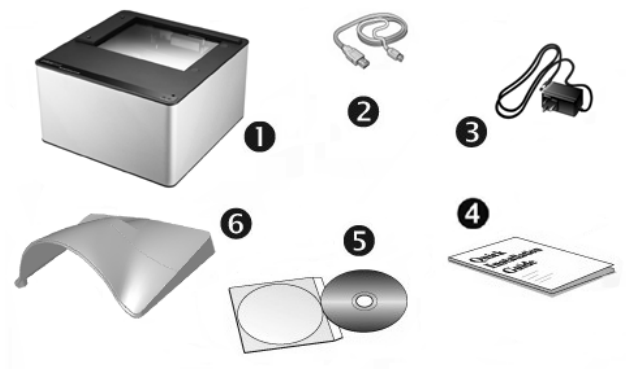
Box Contents²

X50 / X100



1. Scanner
2. USB Cable
3. Quick Guide
4. Setup/Application CD-ROM
5. Cover

X150

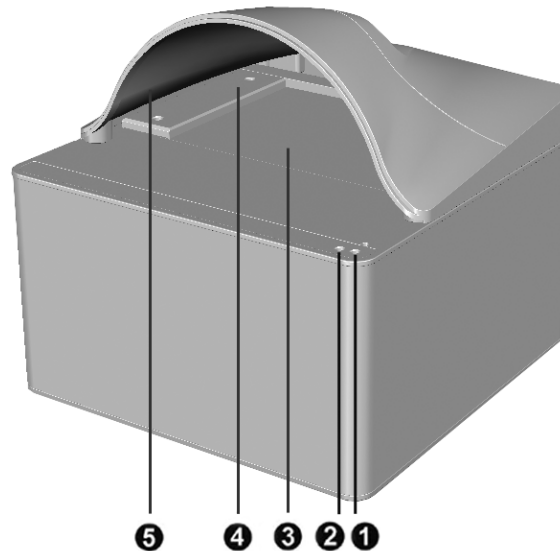


1. Scanner
2. USB Cable
3. AC Adapter
4. Quick Guide
5. Setup/Application CD-ROM
6. Cover

² Save the box and packing materials in case you need to transport this scanner in the future. The product packaging can be recycled.

Scanner Overview

X50 / X100



1. **Scan Indicator:** Indicates the scanner's scan status. The scanner will beep and the scan indicator will blink when the scan process is finished.

| Light | Status |
|----------|---|
| Blinking | The scanner has completed the scanning task. It also comes with a beep sound. |
| Off | The scanner currently is not scanning. |

2. **Power Indicator:** Indicates the scanner's power status.

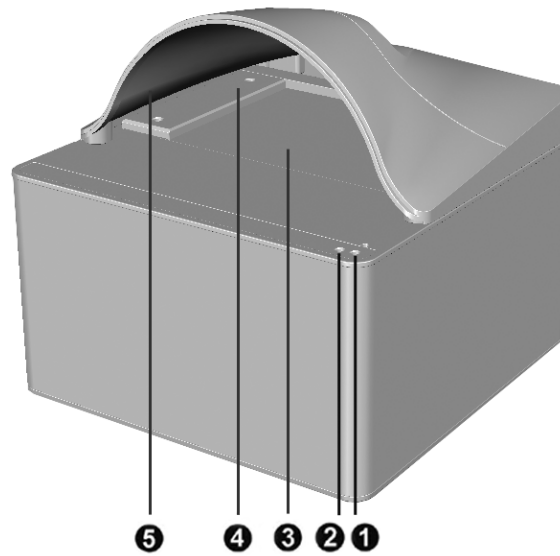
| Light | Status |
|-------|---|
| On | The scanner is turned on, ready to scan images. |
| Off | The scanner is off, either because the power is not turned on, or because the power cord is not properly plugged into an AC power outlet. |

3. **Scanner Glass:** Where you put items for scanning.
4. **Alignment Bar:** Always align the edge of your document to this bar. You may adjust the bar to place it next to the right or left side of the scanner glass.
5. **Cover:** Install the cover onto the scanner to avoid the scanned image's dark background caused by the ambient light in the room.



6. **USB Port:** It connects the scanner to a USB port on your computer by the included USB cable.

X150



1. **Scan Indicator:** Indicates the scanner's scan status. The scanner will beep and the scan indicator will blink when the scan process is finished.

| Light | Status |
|-------|---|
| Blink | The scanner has completed the scanning task. It also comes with a beep sound. |
| Off | The scanner is currently not scanning. |

2. **Power Indicator:** Indicates the scanner's power status.

| Light | Status |
|-------|---|
| On | The scanner is turned on, ready to scan images. |
| Off | The scanner is off, either because the power is not turned on, or because the power cord is not properly plugged into an AC power outlet. |

3. **Scanner Glass:** Where you put items for scanning.
4. **Alignment Bar:** Always align the edge of your document to this arrow bar. You may adjust the bar to place it next to the right or left side of the scanner glass.
5. **Cover:** Install the cover onto the scanner to avoid the scanned image's dark background caused by the ambient light in the room.



6. **Power Switch:** Use this to turn the scanner ON or OFF.
7. **Power Receptor:** Connects the scanner to a standard AC power outlet by the AC adapter included.
8. **USB Port:** Connects the scanner to a USB port on your computer by the included USB cable.
9. **USB Hub:** Connects a desired USB peripheral.
10. **USB Hub:** Connects a desired USB peripheral.

Chapter I. Installing the Scanner

Before installing your scanner, please verify that you have all of the proper components. A list of the package contents is provided in the *Box Contents* section of this guide.

Software Installation Requirements

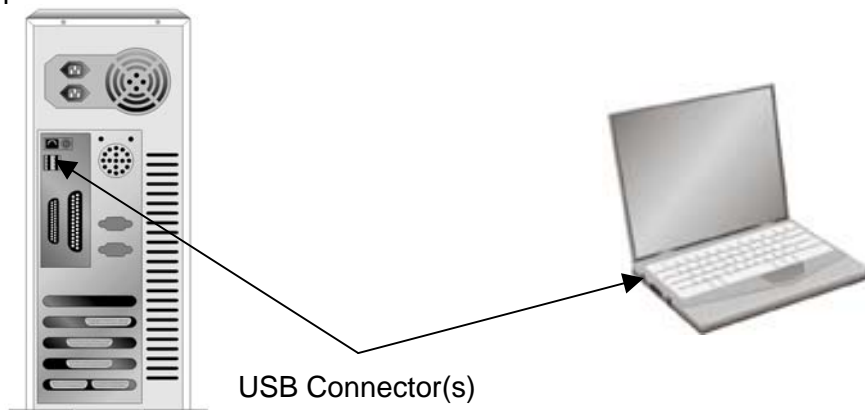
Your scanner comes with the scanner's driver, and the image capture software (SecureScan). All of these software applications use approximately 500 megabytes of hard disk space after they are installed on your computer. To ensure ample room for the installation, as well as for scanning and saving images, a minimum of 1 GB of hard disk space is recommended.

This USB scanner can only operate under the Microsoft Windows 7 / 8 / 10 operating system.

Hardware Requirements

This scanner connects to your computer through the Universal Serial Bus (USB), which supports hot swap. To determine whether your computer is USB-capable, you must check the rear of your PC to locate a USB jack that looks the same as the one pictured below. Note that on some computers, the USB port at the rear of the computer may be occupied and additional ports may be found on the monitor or keyboard. If you are having trouble in locating the USB port on your computer, please refer to the hardware manual that came with your computer.

Upon examination, you should find one or two rectangular USB ports, which usually appear as shown below.



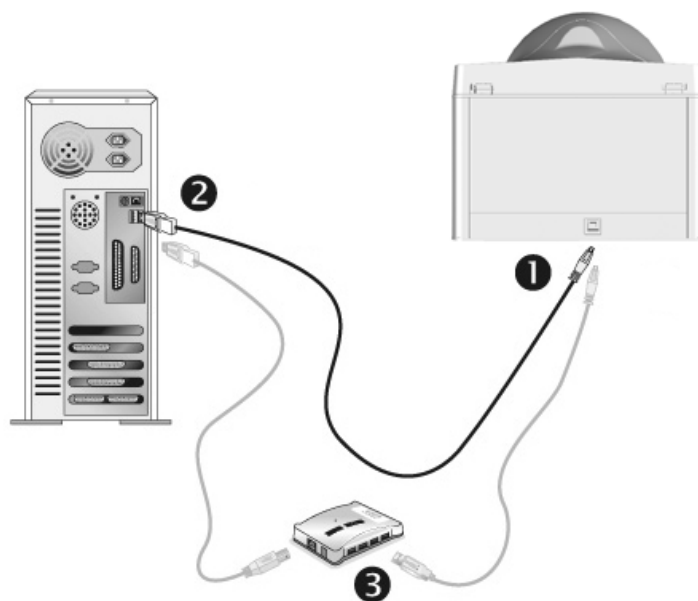
If you do not find such USB ports on your computer, then you need to purchase a certified USB interface card to add USB capabilities to your computer.

Installing and Setting up the Scanner

Please follow the step-by-step procedures described below to install the scanner.

Step 1. Connecting the Scanner to Your Computer

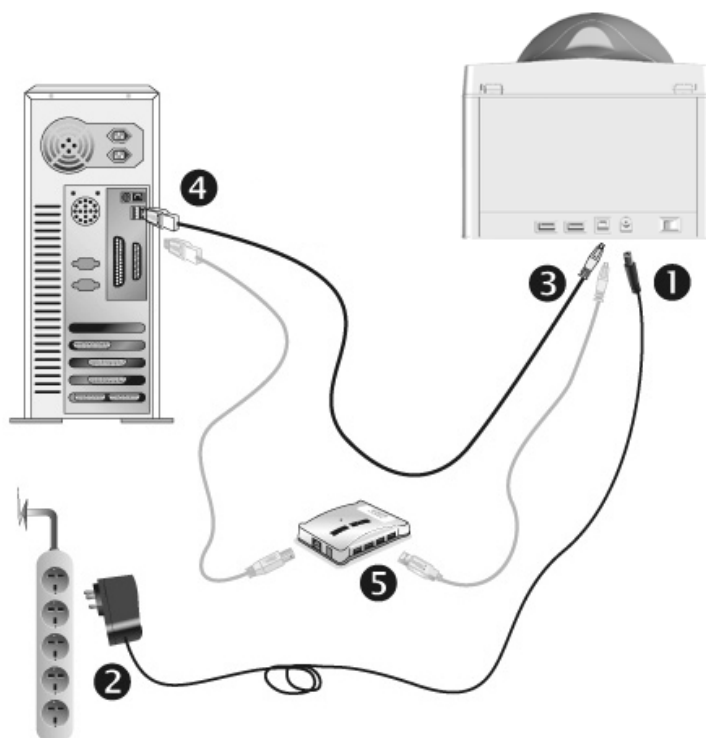
X50 / X100



1. Plug the square end of the included USB cable to the USB port at the rear of the scanner.
2. Plug the rectangular end of the USB cable to an available USB port on your computer.
3. If you plan to connect your scanner to a USB hub³, make sure that the hub is connected to the USB port in your computer. Next, connect the scanner to the USB hub.

³ The USB hub is not included with the scanner.

X150



Attention


Please make sure the scanner is turned OFF before you plug or unplug the scanner power adapter.

1. Plug the AC adapter into the scanner's power receptor.
2. Plug the other end of the power cable into a standard AC power outlet.
3. Plug the square end of the included USB cable to the USB port at the rear of the scanner.
4. Plug the rectangular end of the USB cable to an available USB port on your computer.
5. If you plan to connect your scanner to a USB hub⁴, make sure that the hub is connected to the USB port in your computer. Next, connect the scanner to the USB hub.
6. Switch the scanner power on.

⁴ The USB hub is not included with the scanner.

Step 2. Installing the Software

1. If the USB components on your computer are functioning correctly, they will automatically detect the scanner causing the **Add New Hardware Wizard** or **Found New Hardware Wizard** to be launched.

| | |
|---|---|
|  Information | If your computer is off when the scanner is connected, the “Add New Hardware Wizard” message will not be displayed until the computer is on and Windows starts. |
|---|---|

2. For Windows 7:

When the Setup/Application CD is for several scanner models

- a. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive. Click **Run install.exe** in the **AutoPlay** window.
- b. Click on the **Yes** button if the **User Account Control** dialog pops up. Follow the instructions in the pop-up installation message.
- c. In the **Device Manager** window, right-click on this scanner under **Other devices** and select **Update Driver Software** from the pop-up menu. Click **Browse my computer for driver software** in the window that appears, and click the **Browse** button.
- d. In the **Browse For Folder** window, select the folder or the CD-ROM drive that contains this scanner’s driver and click the **OK** button to return to the previous screen. Click the **Next** button and click **Install this driver software anyway** if the **Windows Security** window appears. Afterwards, please skip to procedure 4.

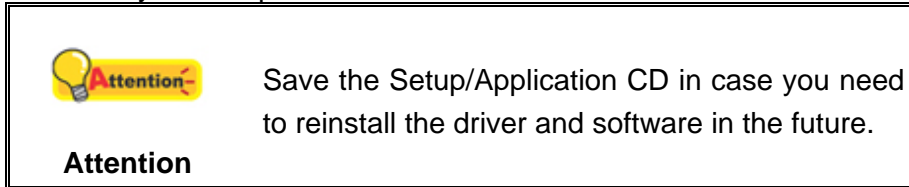
When the Setup/Application CD is for one scanner model

- a. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive. Click **Run install.exe** in the **AutoPlay** window.
- b. Click on the **Yes** button if the **User Account Control** dialog pops up. Afterwards, please skip to procedure 4.

3. For Windows 8 & Windows 10:

- a. Insert the Setup/Application CD-ROM, included with your scanner, into your CD-ROM drive. Click on the pop-up notification, then click **Run install.exe** in the pop-up window. If you miss the pop-up notification, please eject and re-insert the Setup/Application CD-ROM.
- b. Click on the **Yes** button if the **User Account Control** dialog pops up. Afterwards, please skip to procedure 4.


4. Follow the on-screen instructions to install all software that your new scanner requires. If the pop-up wizard window appears click **Next**, and click **Install this driver software anyway** in the **Windows Security** window then click **Finish** in the wizard window.
5. After the software is installed, close all open applications and click the **Finish** button to restart your computer.



Step 3. Testing the Scanner

The following test procedure checks to see if the scanner is properly functioning with your computer and the scanning software. Before testing your scanner, double check to make sure that all connections are securely fastened.

To properly test your scanner, please perform the following steps:

1. Double-click the  **SecureScan** icon in the system tray to display the main window.
2. Select the correct **Model name** from the drop-down list. Choose the alignment method **Left-aligned**. Select **Recognition** from the **Application** drop-down list to scan image and recognize document data. Click the **OK** button to complete the settings.
3. Open the cover and place the passport or ID card face-down on the scanner glass. Align the passport or ID card along with the alignment bar. Gently close the cover.



4. The scanner starts to scan immediately. After the scanning process is completed, the scanner will beep once and the scan indicator will blink once. The scanned image will display on the screen.

Uninstalling the Plustek device driver and software

To uninstall your existing Plustek driver and software, please follow the steps below:


1. From the **Windows START** menu, point to **All Programs > Your Scanner Model Name**, and then click **Uninstall (Your Scanner Model Name)**.

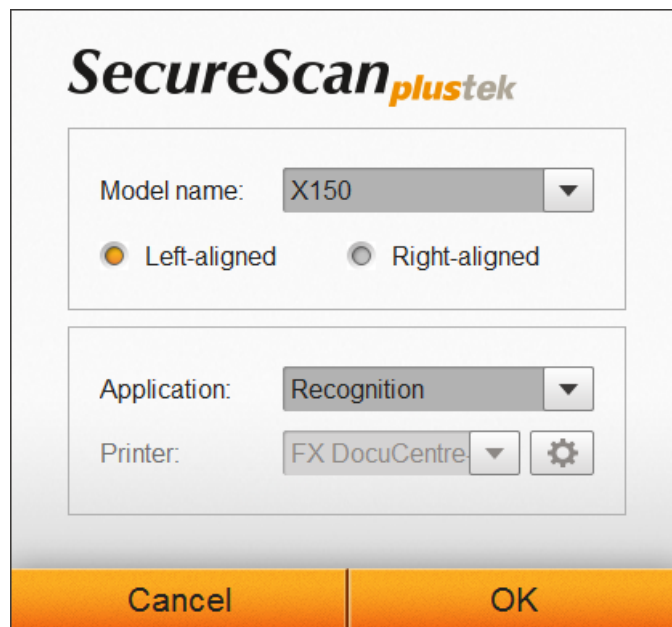
(For Windows 8.1 users: Point your mouse cursor to the upper or lower right corner of your screen to open the **Charm** bar. Click on the **Start** charm, then click on the downwards arrow button in the lower left corner of the screen. The **Apps** screen will be shown. Move your cursor to the right edge of the screen to scroll right until you find **Your Scanner Model Name**, and then click on **Uninstall (Your Scanner Model Name)**.)

2. Follow the on-screen instructions to remove the device driver and software.

Chapter II. Scanning via SecureScan Program

SecureScan program is able to capture and verify relevant data of Size 1 Machine Readable Official Travel Documents (TD1), Size 2 Machine Readable Official Travel Documents (TD2), Size 3 Machine Readable Travel Documents (TD3), as well as visas. This program is capable of reading the Machine Readable Zone and Visual Zone data on the ICAO standard documents including international passports, standard size plastic ID cards, and driver licenses. It is a specialized image capture program that allows you to conveniently capture images, recognize the scanned data and print the scanned results. Follow the steps described below:

1. Double-click the  **SecureScan** icon in system tray to display the main window.

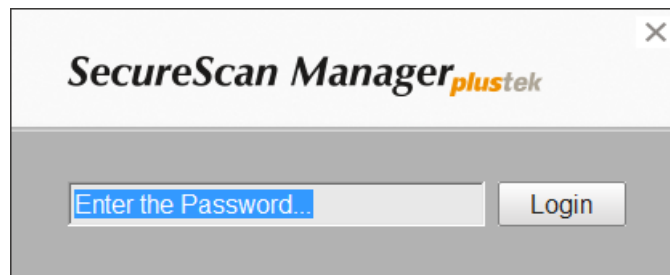


2. Select the correct **Model name** from the drop-down list. Choose the alignment method either **Left-aligned** or **Right-aligned**. (Select **Left-aligned** when the alignment bar is placed next to the left side of the scanner glass. If you select **Right-aligned**, you need to manually remove the alignment bar and place it next to the right side of the scanner glass for better document alignment.) Select **Recognition** from the **Application** drop-down list to scan image and recognize document data. You may select **Print** from the **Application** drop-down list to print the scanned results by your printer. Click the **OK** button to complete the settings.
3. Open the cover and place the passport or ID card face-down on the scanner glass. Align the passport or ID card along with the alignment bar. Gently close the cover.

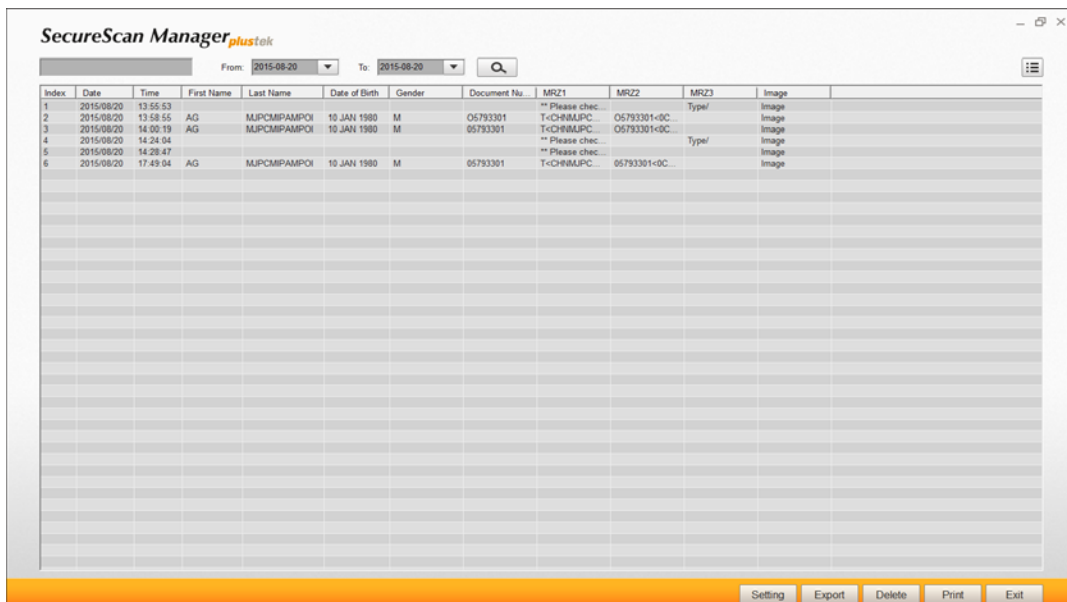
Chapter III. Managing via SecureScan Manager Program

The SecureScan Manager program is important software that comes with your scanner. This program allows you to view and search the scanned data. You can easily adjust settings to export and print the scanned data. Follow the steps described below:

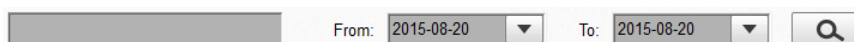
1. From the Windows **START** menu, point to **All Programs > Your Scanner Model Name**, and then click **SecureScan Manager**. (For Windows 8.1 users: Point your mouse cursor to the upper or lower right corner of your screen to open the **Charm** bar. Click on the **Start** charm, then click on the downwards arrow button in the lower left corner of the screen. The **Apps** screen will be shown. Move your cursor to the right edge of the screen to scroll right until you find **Your Scanner Model Name**, and then click on **SecureScan Manager**.) The login window appears.



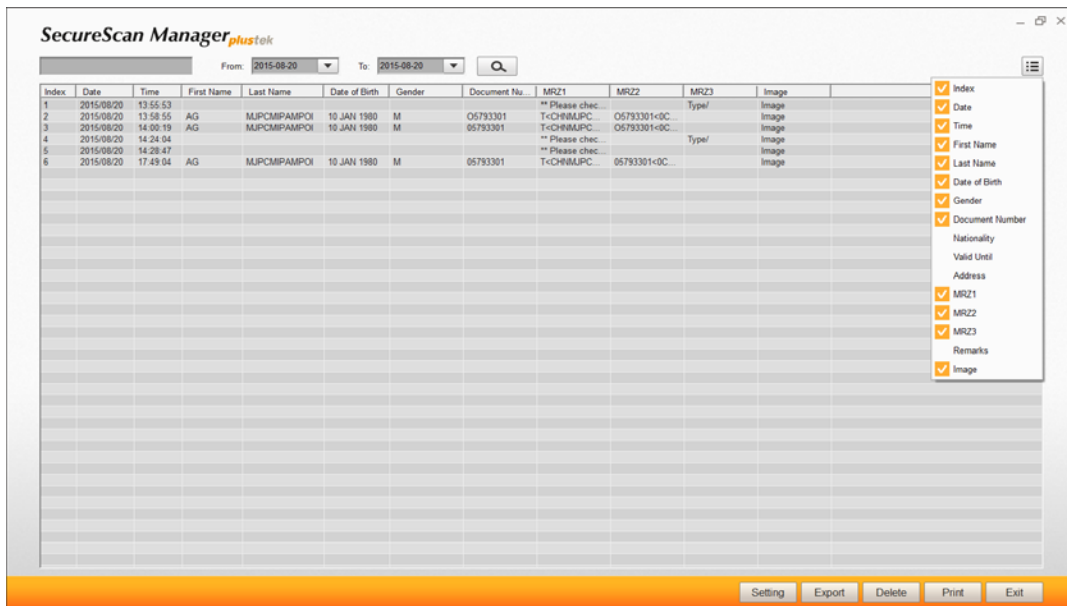
2. Enter the default password **12345678** and click the **Login** button to login the **SecureScan Manager** program.



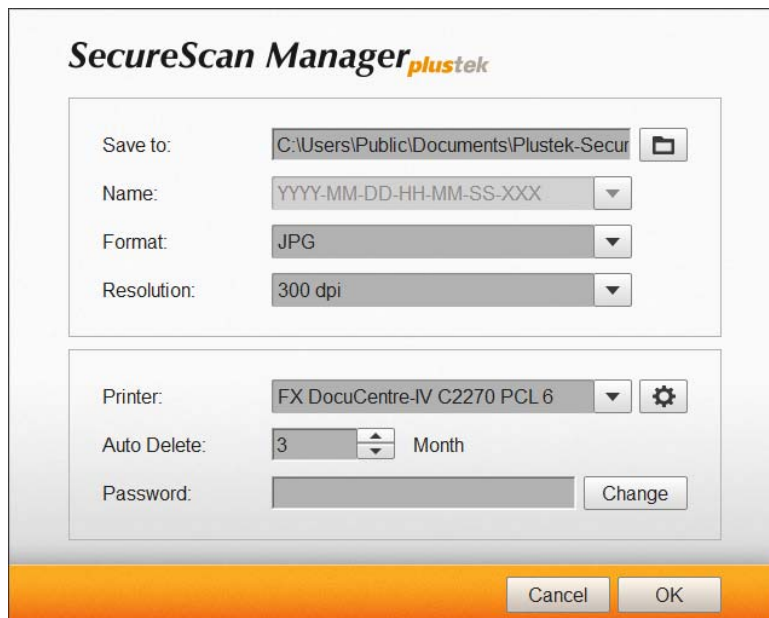
3. You may search the desired data by using the keyword or the specific time period.






4. You may click the  button to select the display items.

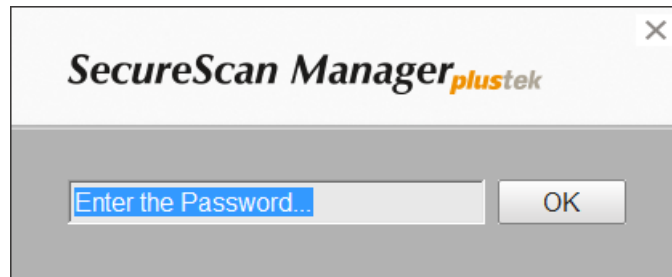


5. Click the **Setting** button to configure settings.



- a. To modify the saving path in the **Save to** field, click the  button to select the desired saving folder.
 - b. Select the desired **Format** from the drop-down list.
 - c. Select the desired **Resolution** from the drop-down list.
 - d. Select the available **Printer** from the drop-down list, and click the  button to configure printer settings.
 - e. Set the **Auto Delete** time by using the  button.
 - f. Modify the password in the **Password** field. Enter the original password and then click the **Change** button to modify the password.
6. Select the desired data and click the **Export** button to export the selected data.
 7. Select the desired data and click the **Delete** button to delete the selected data. You

have to enter the password again to confirm the delete action.



8. Select the desired data and click the **Print** button to print the selected data.
9. Click the **Exit** button to exit the **SecureScan Manager** program.

Appendix A: Specifications⁵

| Plustek SecureScan X50 | |
|--------------------------------|---|
| Image Sensor | CMOS |
| Light Source | White LED |
| Optical Resolution | 5 Megapixels |
| Focus | Fixed |
| Scan Modes | Color: 24-bit Input; 24-bit Output |
| Scanning Speed | Approx. 1 second (Color Mode, Full Page passport image capture) |
| Scanning Area (W x L) | Maximum: 127 x 95 mm (5" x 3.74") |
| Acceptable Paper Sizes (W x L) | Maximum: 125 x 88 mm (4.92" x 3.46") |
| Action Button | Dual Auto Detect Sensors |
| Power Supply | USB Power: 5 Vdc / 0.5A |
| Interface | USB 2.0 |
| Net Weight | 1.7 Kgs (3.78 Lbs) |
| Dimensions (W x D x H) | Without Cover: 200 x 200 x 119 mm (7.87" x 7.87" x 4.69") With Cover: 200 x 200 x 190 mm (7.87" x 7.87" x 7.48") |

⁵ Hardware specifications may change at any time without prior notice.

| Plustek SecureScan X100 | |
|--------------------------------|---|
| Image Sensor | CMOS |
| Light Source | White LED / IR LED |
| Optical Resolution | 5 Megapixels |
| Focus | Fixed |
| Scan Modes | Color: 24-bit Input; 24-bit Output IR: 24-bit Input; 8-bit Output |
| Scanning Speed | Approx. 1 second (Color Mode, Full Page passport image capture) |
| Scanning Area (W x L) | Maximum: 127 x 95 mm (5" x 3.74") |
| Acceptable Paper Sizes (W x L) | Maximum: 125 x 88 mm (4.92" x 3.46") |
| Action Button | Dual Auto Detect Sensors |
| Power Supply | USB Power: 5 Vdc / 0.5A |
| Interface | USB 2.0 |
| Net Weight | 1.7 Kgs (3.78 Lbs) |
| Dimensions (W x D x H) | Without Cover: 200 x 200 x 119 mm (7.87" x 7.87" x 4.69") With Cover: 200 x 200 x 190 mm (7.87" x 7.87" x 7.48") |

| Plustek SecureScan X150 | |
|--------------------------------|---|
| Image Sensor | CMOS |
| Light Source | White LED / IR LED / UV LED |
| Optical Resolution | 5 Megapixels |
| Focus | Fixed |
| Scan Modes | Color: 24-bit Input; 24-bit Output IR: 24-bit Input; 8-bit Output UV: 24-bit Input; 24-bit Output |
| Scanning Speed | Approx. 1 second (Color Mode, Full Page passport image capture) |
| Scanning Area (W x L) | Maximum: 127 x 95 mm (5" x 3.74") |
| Acceptable Paper Sizes (W x L) | Maximum: 125 x 88 mm (4.92" x 3.46") |
| Action Button | Dual Auto Detect Sensors |
| Power Supply | Wall Power: 24 Vdc / 0.75A |
| Interface | USB 2.0 USB 2.0 Port x 2 (Extension) |
| Net Weight | 1.7 Kgs (3.78 Lbs) |
| Dimensions (W x D x H) | Without Cover: 200 x 200 x 119 mm (7.87" x 7.87" x 4.69") With Cover: 200 x 200 x 190 mm (7.87" x 7.87" x 7.48") |

Appendix B: Customer Service and Warranty

Visit our website www.plustek.com for more customer service information. For further assistance call our customer support phone number listed on the website. One of our representatives will be happy to assist you from Monday through Friday during office working hours as shown below:

| | |
|--------------------------|-----------------------------------|
| Europe | 9:00 a.m. – 5:30 p.m. (CET) |
| Other Countries or Areas | 9:00 a.m. – 6:00 p.m. Taiwan Time |

To avoid delays, please have the following information available before calling:

- Scanner name and model number
- Scanner serial number
- A detailed description of the problem
- Your computer manufacturer and its model number
- The speed of your CPU (Pentium 133, etc.)
- Your current operating system and BIOS (optional)
- Name of software package(s), version or release number and manufacturer of the software
- Other USB devices installed

Service & Support Information (For EU country only)

For information about product spare parts product upgrades, please ask local distributors and suppliers.

Information about the Implementing Measure test report, please ask local distributors and suppliers.

Do not dispose anything of the product before asking local distributors and suppliers about the right disposal methods and procedures in order to decrease the environmental impact.

If you want to dispose of the product and/or an accessory, please ask local distributors and suppliers to get the contact information of your nearest electronic disposal center.

If you have any maintenance inquiry, please ask local distributors and suppliers to get the contact information of nearest maintenance center in order to extend the product usage life time.

If you want to maintain and/or have the product cleaned, please ask local distributors and suppliers to get the right information of nearest stores.

Statement of Limited Warranty

This Statement of Limited Warranty applies only to the options you originally purchase for your use, and not for resale, from an authorized reseller.

The manufacturer warranty includes all parts and labor, and is not valid without the receipt of original purchase. To obtain warranty service, you may contact the authorized dealer or distributor, or visit our website to check out the available service information, or send a request via E-mail for further help.

If you transfer this product to another user, warranty service is available to that user for the remainder of the warranty period. You should give your proof of purchase and this statement to that user.

We warrant that this machine will be in good working order and will conform to its functional descriptions in the documentation provided. Upon provision of proof of purchase, replacement parts assume the remaining warranty of the parts they replace.

Before presenting this product for warranty service, you must remove all programmes, data and removable storage media. Products returned without guides and software will be replaced without guides and software.

This Limited Warranty service does not provide for carry-in exchange when the problem results from accident, disaster, vandalism, misuse, abuse, unsuitable environment, programme modification, another machine or non-vendor modification for this product.

If this product is an optional feature, this Limited Warranty applies only when the feature is used in a machine for which it was designed.

If you have any questions about your Limited Warranty, contact the approved retailer from whom you bought the product or the manufacturer.

THIS LIMITED WARRANTY REPLACES ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. HOWEVER, SOME LAWS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES. IF THESE LAWS APPLY, THEN ALL EXPRESS AND IMPLIED WARRANTIES ARE LIMITED IN DURATION TO THE WARRANTY PERIOD. NO OTHER WARRANTIES APPLY AFTER THAT PERIOD.

Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply.

Under no circumstances are we liable for any of the following:

1. Third party claims against you for losses or damages.
2. Loss of, or damage to, your records or data; or
3. Economic consequential damages (including lost profits or savings) or incidental damages, even if we are informed of their possibility.

Some jurisdictions do not allow the exclusion or limitations of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

This Limited Warranty gives you specific legal rights, and you may also have other rights that vary from jurisdiction to jurisdiction.

FCC Radio Frequency Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular television reception (which can be determined by turning the equipment off and on), the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that which the receiver is connected.
- Shielded interconnect cables and shielded power cord which are supplied with this equipment must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.
- Consult the dealer or an experienced radio/TV technician for help if the conditions persist.
- Changes or modifications not expressly approved by the manufacturer or authorized service center could void the user's authority to operate this equipment.

This device 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.