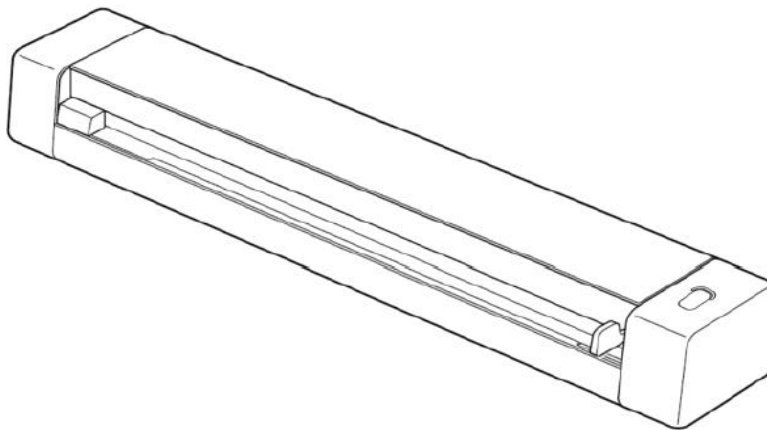




Raven Scanner *GO Simplex USB*

User Manual



Copyrights and Trademarks

Microsoft, Windows, Windows XP, Windows Vista, Windows 7, Windows 8, and Windows 10 are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names used herein are for identification purposes only and may be trademarks of their respective companies. We disclaim any and all rights to those marks.

Warranty

Hardware Warranty

Machine: The Raven Scanner ("Machine" or "Hardware"); Duration: 1 Year ("Warranty Period"); Warranty for Machines: Starfish Technologies, LLC dba Raven ("Manufacturer" or "Raven") warrants that each Machine is free from defects in materials and workmanship and conforms to the manufacturer's published specifications. The warranty period for each Machine is a specified, fixed period commencing on its date of purchase, as evidenced by your original or digital sales receipt; Extent of Warranty: In addition to the limitations and exclusions set forth in the "Disclaimer of Warranties" below, the warranty does not cover the repair or exchange of a Machine resulting from misuse, accident, modification, unsuitable physical or operating environment, improper maintenance or failure caused by a product for which the Manufacturer is not responsible or for cosmetic defects as long as such defects do not interfere with the functionality or performance of the Machine. The warranty is voided by removal or alteration of Machine parts or identification labels; Items not covered by the warranty: Owner computer operating system, application programs other than Raven software or hardware configurations; Return Policy: Machines can be returned within 30 days with proof of purchase (original or digital receipt) in its original packaging. After 30 days from the original date of purchase, a Machine cannot be returned. A Machine cannot be returned if it is damaged as a result of misuse, accident, modification, unsuitable physical or operating environment, improper maintenance or failure caused by a product for which the manufacturer is not responsible. The return policy is voided by removal or alteration of machine parts or identification labels.

Disclaimer of Warranties

YOU EXPRESSLY ACKNOWLEDGE AND AGREE THAT USE OF THE RAVEN SOFTWARE AND HARDWARE IS AT YOUR SOLE RISK AND THAT THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT IS WITH YOU. EXCEPT FOR THE LIMITED WARRANTY ON MEDIA AND HARDWARE SET FORTH ABOVE AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE RAVEN SOFTWARE AND HARDWARE ARE PROVIDED "AS IS", WITH ALL FAULTS AND WITHOUT WARRANTY OF ANY KIND, AND RAVEN AND RAVEN'S LICENSORS HEREBY

DISCLAIM ALL WARRANTIES AND CONDITIONS WITH RESPECT TO THE SOFTWARE AND HARDWARE, EITHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES AND/OR CONDITIONS OF MERCHANTABILITY, OF SATISFACTORY QUALITY, OF FITNESS FOR A PARTICULAR PURPOSE, OF ACCURACY, OF QUIET ENJOYMENT, AND NON-INFRINGEMENT OF THIRD PARTY RIGHTS. RAVEN DOES NOT WARRANT AGAINST INTERFERENCE WITH YOUR ENJOYMENT OF THE RAVEN SOFTWARE AND HARDWARE, THAT THE FUNCTIONS CONTAINED IN THE RAVEN SOFTWARE AND HARDWARE WILL MEET YOUR REQUIREMENTS, THAT THE OPERATION OF THE RAVEN SOFTWARE AND HARDWARE WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT DEFECTS IN THE RAVEN SOFTWARE AND HARDWARE WILL BE CORRECTED. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY RAVEN OR A RAVEN AUTHORIZED REPRESENTATIVE SHALL CREATE A WARRANTY. AFTER THE END OF THE WARRANTY PERIOD, SHOULD THE RAVEN SOFTWARE AND HARDWARE PROVE DEFECTIVE, YOU ASSUME THE ENTIRE COST OF ALL NECESSARY SERVICING, REPAIR OR CORRECTION. SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES OR LIMITATIONS ON APPLICABLE STATUTORY RIGHTS OF A CONSUMER, SO THE ABOVE EXCLUSION AND LIMITATIONS MAY NOT APPLY TO YOU.

RAVEN'S LIMITED WARRANTY DOES NOT APPLY TO A RAVEN PRODUCT THAT HAS BEEN SUBJECTED TO PHYSICAL DAMAGE AFTER PURCHASE, CAUSED, FOR EXAMPLE, BY CASUALTY, ACCIDENT, ACTS OF GOD OR TRANSPORTATION, INCLUDING (A) BY A FAILURE TO PROPERLY PACKAGE AND SHIP THE IMAGING PRODUCT BACK TO RAVEN FOR WARRANTY SERVICE IN ACCORDANCE WITH RAVEN'S THEN CURRENT PACKAGING AND SHIPPING GUIDELINES, INCLUDING FAILURE TO REPLACE THE SHIPPING RESTRAINT PRIOR TO SHIPPING, OR BY A FAILURE TO REMOVE THE SHIPPING RESTRAINT PRIOR TO USE; (B) RESULTING FROM THE USER'S INSTALLATION, SYSTEM INTEGRATION, PROGRAMMING, RE-INSTALLATION OF USER OPERATING SYSTEMS OR APPLICATIONS SOFTWARE, SYSTEMS ENGINEERING, RELOCATION, RECONSTRUCTION OF DATA, OR REMOVAL OF THE PRODUCT OR ANY COMPONENT (INCLUDING BREAKAGE OF A CONNECTOR, COVER, GLASS, PINS, OR SEAL); (C) FROM SERVICE, MODIFICATION OR REPAIR NOT PERFORMED BY RAVEN OR A SERVICE PROVIDER AUTHORIZED BY RAVEN OR BY TAMPERING, USE OF COUNTERFEIT OR OTHER NON-RAVEN COMPONENTS, ASSEMBLIES, ACCESSORIES, OR MODULES; (D) BY MISUSE, UNREASONABLE HANDLING OR MAINTENANCE, MISTREATMENT, OPERATOR ERROR, FAILURE TO PROVIDE PROPER SUPERVISION OR MAINTENANCE INCLUDING USE OF CLEANING PRODUCTS OR OTHER ACCESSORIES NOT APPROVED BY RAVEN OR USE IN CONTRAVENTION OF RECOMMENDED PROCEDURES OR SPECIFICATIONS; (E) BY ENVIRONMENTAL CONDITIONS (SUCH AS EXCESSIVE HEAT OR OTHER UNSUITABLE PHYSICAL OPERATING ENVIRONMENT), CORROSION, STAINING, ELECTRICAL WORK EXTERNAL TO THE PRODUCT OR FAILURE TO PROVIDE ELECTRO-STATIC DISCHARGE (ESD) PROTECTION; (F) BY FAILURE TO INSTALL FIRMWARE UPDATES OR RELEASES AVAILABLE FOR THE PRODUCT AND (G) BY SUCH OTHER SUPPLEMENTAL EXCLUSIONS PUBLISHED FROM TIME TO TIME ONLINE AT [HTTPS://WWW.RAVEN.COM/WARRANTY](https://www.raven.com/warranty).

PURCHASERS OF PRODUCTS FROM FOREIGN DISTRIBUTION CHANNELS MUST SEEK WARRANTY COVERAGE, IF ANY, THROUGH THE ORIGINAL SOURCE OF PURCHASE. RAVEN PROVIDES NO LIMITED WARRANTY FOR PRODUCTS THAT ARE PURCHASED AS PART OF A THIRD PARTY MANUFACTURER'S PRODUCT, COMPUTER SYSTEM OR OTHER ELECTRONIC DEVICE. ANY WARRANTY FOR THESE PRODUCTS IS PROVIDED BY THE OEM (ORIGINAL EQUIPMENT MANUFACTURER) AS PART OF THAT MANUFACTURER'S PRODUCT OR SYSTEM. THE REPLACEMENT PRODUCT ASSUMES THE REMAINDER OF THE LIMITED WARRANTY PERIOD APPLICABLE TO THE DEFECTIVE PRODUCT OR THIRTY (30) DAYS, WHICHEVER IS LONGER.

If any provision of this Limited Warranty is legally invalid, the warranty shall endure except for the invalid provision. This Limited Warranty constitutes the entire agreement between the parties with respect to the use of the Machine.

IN NO EVENT WILL MANUFACTURER BE LIABLE FOR ANY LOST REVENUE, PROFIT, DATA OR FOR SPECIAL, CONSEQUENTIAL, INDIRECT, INCIDENTAL OR PUNITIVE DAMAGES HOWEVER CAUSED AND REGARDLESS OF THE THEORY OF LIABILITY ARISING OUT OF THE USE OR INABILITY TO USE THE MACHINES EVEN IF MANUFACTURER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL MANUFACTURER'S LIABILITY, WHETHER IN CONTRACT, TORT OR OTHERWISE, EXCEED THE PRICE PAID BY CUSTOMER.

The laws of your country or state may require a warranty term longer than one (1) year, in which case the Manufacturer will provide the minimum warranty term required by applicable law.

HOW TO OBTAIN LIMITED WARRANTY SERVICE

Raven Scanners are supplied with information on unpacking, setup, installation and operation. Careful reading of the materials will answer most of the questions the end user might have regarding proper installation, operation and maintenance of the product. However, should additional technical support be required, you may visit our website at: <https://www.raven.com/faq> or contact: 1-800-713-9009

In order to properly service you, please be prepared to describe your issue and provide the Raven account email address, scanner model, serial number and proof of purchase.

For more Raven Scanner information, visit our website at: <https://www.raven.com/>

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

- **WARNING:**

Indicates potentially hazardous situations, which if instructions are not followed, could result in death or serious injury.

- **CAUTION:**

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

Important:

Indicates operational requirements and restrictions. Please read and follow these instructions to ensure a proper operation and to avoid damage to the hardware.

Note:

Indicates further explanation or clarification. Reading this is highly recommended.

- **WARNING:**

To avoid hazardous electric shock or fire, do not remove any covers or screws other than those specified in this manual.

- **CAUTION:**

✓ To reduce the risk of fire, use only no.26AWG or larger telecommunication line cord.

✓ Disconnect the power plug by pulling the plug, not the cable.

✓ Do not touch the metal fingers of the ADF pad module. The edges are sharp and touching them may result in injury.

Precautions

- Do not install the hardware near heating or air conditioning units.
- Do not install the hardware in a humid or dusty place.
- Place the hardware securely on an even, flat surface. Tilted or uneven surfaces may cause mechanical or paper-feeding problems.
- Retain the box and packing materials for shipping purposes.

Federal Communications Commission (FCC) compliance information statement

Part 15

This hardware 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 hardware 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 installation. If this hardware does cause harmful interference to radio or television reception, which can be determined by turning the hardware off and on. The user is encouraged to try to correct the interference by one of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the hardware and receiver.
- Connect the hardware into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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.

FCC Caution:

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this hardware.

This device is intended only for OEM integrators under the following conditions:

- 1) The antenna must be installed such that 20 cm is maintained between the antenna and users.
- 2) The transmitter module may not be co-located with any other transmitter or antenna.

FCC Radiation Exposure Statement:

This hardware complies with FCC radiation exposure limits set forth for an uncontrolled environment. This hardware should be installed and operated with minimum distance 20cm between the radiator & your body. To maintain compliance with FCC RF exposure compliance requirements, please avoid direct contact to the transmitting antenna during transmitting.

"Contains FCC ID: YAI2213"

Product Safety Guide

Please clearly read all these instructions and follow all instructions and warnings before installing and using the device.

The following indications are used in this document to obviate any chance of accident or damage to you and/or the device.

• WARNING	Indicates potentially hazardous situations, which if instructions are not followed, could result in death or serious injury.
• CAUTION	Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

- **WARNING**
 - Use only the AC power adapter that came with your device. Using any other AC power adapter could cause fire, electrical shock, or injury.
 - Use only the AC power cord and USB cable that came with your device and avoid abrasions, cuts, fraying, crimping, and kinking. Using any other AC power cord and USB cable could cause fire, electrical shock, or injury.
 - Do not place objects on top of the AC power cord, and do not allow the AC power adapter or the AC power cord to be stepped on or run over.
 - Place the device and its AC power adapter near an electrical outlet where the AC power adapter can easily be unplugged.
 - If you use an extension cord with the device, make sure that the total ampere rating of the devices plugged into the extension cord does not exceed the cord's ampere rating.
 - Place the device close enough to the computer so that the interface cable can easily reach between the device and the computer.
 - Do not place or store the device or its AC power adapter:
 - Outdoors
 - Near excessive dirt or dust, water, or heat sources
 - In locations subject to shocks, vibrations, high temperature or humidity, direct sunlight, strong light sources, or rapid changes in temperature or humidity
 - Do not use the device with wet hands.
 - Never disassemble, modify, or attempt to repair the AC power adapter, device, or device option by yourself, except as specifically explained in the device's documentation. This could cause fire, electrical shock, or injury.

- Do not insert objects into any opening, as they may touch dangerous voltage points or short-out components. Beware of electrical shock hazards.
- Unplug the device and the AC power adapter, and refer servicing to qualified service personnel under the following conditions:
 - The AC power adapter or plug is damaged.
 - Liquid has entered the device or the AC power adapter.
 - Object has entered the device or the AC power adapter.
 - The device or the AC power adapter has been dropped, or the case has been damaged.
 - The device or the AC power adapter does not operate normally (i.e. appearance of smoke, strange smell, odd noise, etc.), or exhibits a distinct change in performance
- Unplug the device and the AC power adapter before cleaning.
- **CAUTION**
 - Do not locate the device on rickety or aslope tables. Do not locate the device on unstable surface. The device may fall down and this may result in injury.
 - Do not place heavy objects on the unit. It may cause unbalance and the device may fall down. This may result in injury.
 - Store the AC Power cord/USB cable bundled out of the reach of children to avoid the risk of injury.
 - Keep plastic bags bundled out of the reach of children to avoid the danger of suffocation.
 - If you are not going to use the device for a long period, unplug the AC power adapter from the electrical outlet.

Disposal of Waste Equipment by Users in Private Union



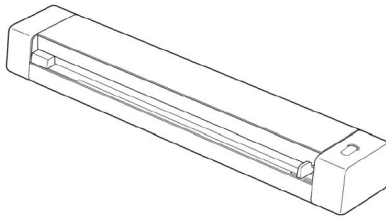
This symbol on the product or on its packaging indicates that the product cannot be disposed of with your other household waste. Instead it should be sent to appropriate facilities for recovery and recycling in an effort to protect human health and the environment. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, your household waste disposal service or the shop where you purchased the product.

Getting Started

Introduction

Thank you for purchasing the Raven GO Simplex USB Document Scanner. With the Raven GO Simplex USB Scanner, you can instantly scan single-sided and deliver the electronic images to various destinations including your desktop, e-mail addresses, fax, and cloud services such as Raven Cloud, Dropbox, Google Drive or Evernote with the use of Raven Desktop.

Package Items



Raven GO Simplex Scanner



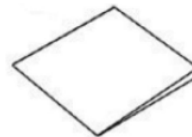
USB Cable



Cleaning Cloth



Calibration sheet

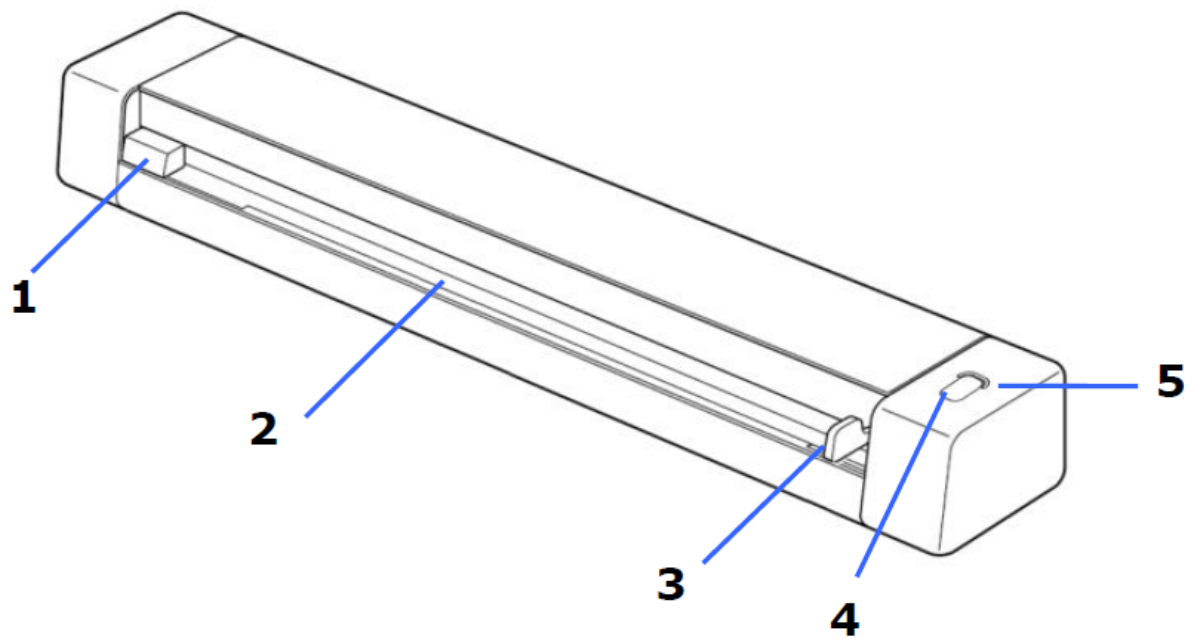


Quick Start Guide

Note:

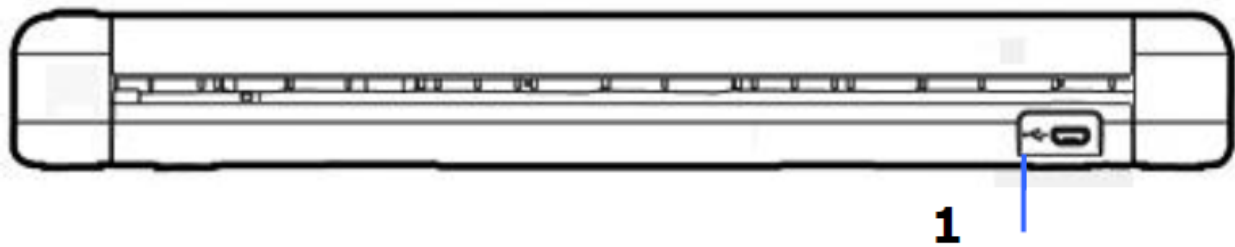
1. Only use the AC adapter included in the machine. Using other AC adapters may damage the machine and void the warranty.
2. Please unpack the packing carefully, and check the contents against the checklist. If any items are missing or damaged, please contact us immediately by emailing support@raven.com or calling +1-800-713-9009.

Front View



Item	Part Name	Function
1	Feeder Slot Left Edge	Insert original into the feed slot, printed side UP and aligned with the left edge to begin scanning.
2	Feed Slot	Feed your original to the slot.
3	Sliding Paper Guide	Slide the guide up to the right edge of the original before inserting original into the feed slot to ensure proper alignment when scanning.
4	Cancel Button	Press to cancel a scanning job during operation.
5	Status Light Indicator	A solid blue light indicates ready status. A flashing blue light indicates scanning status. A flashing red light indicates error status.

Rear View



Item	Name	Description
1	Micro USB Port	Connect to a computer via a micro USB cable.

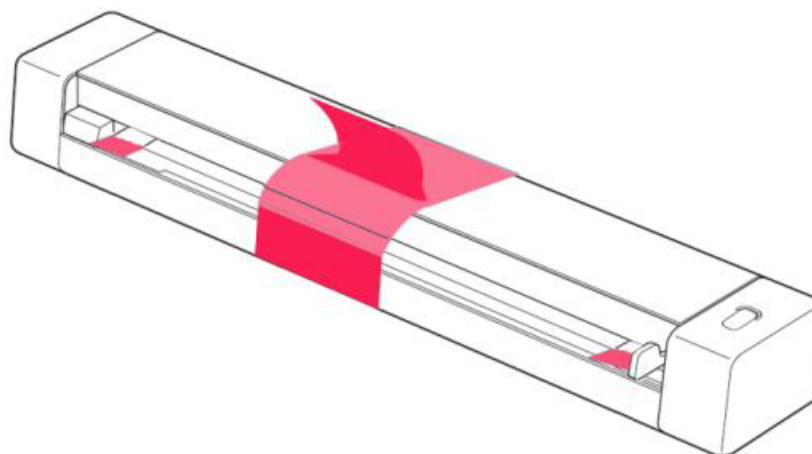
Setting Up Your Scanner

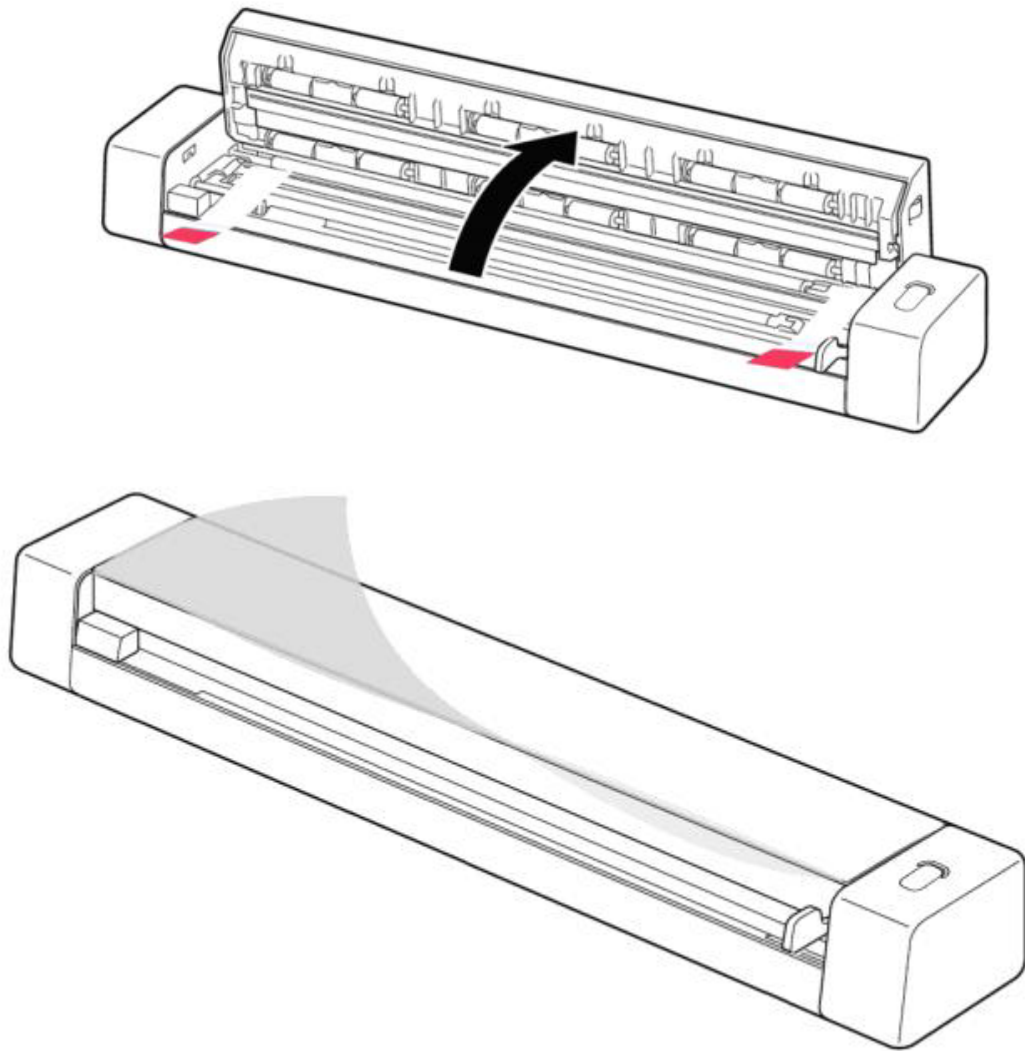
1 Precautions

Keep the scanner out of direct sunlight. Direct exposure to the sun or excessive heat may cause damage to the unit.
Do not install the scanner in a humid or dusty place.
Be sure to use the proper AC power source.
Place the scanner securely on an even, flat surface. Tilted or uneven surfaces may cause mechanical or paper-feeding problems.
Retain the scanner box and packing materials for shipping purposes.

2 Removing the Protective Tape

Remove the protective tapes on the scanner and inside the document feeder as illustrated below.



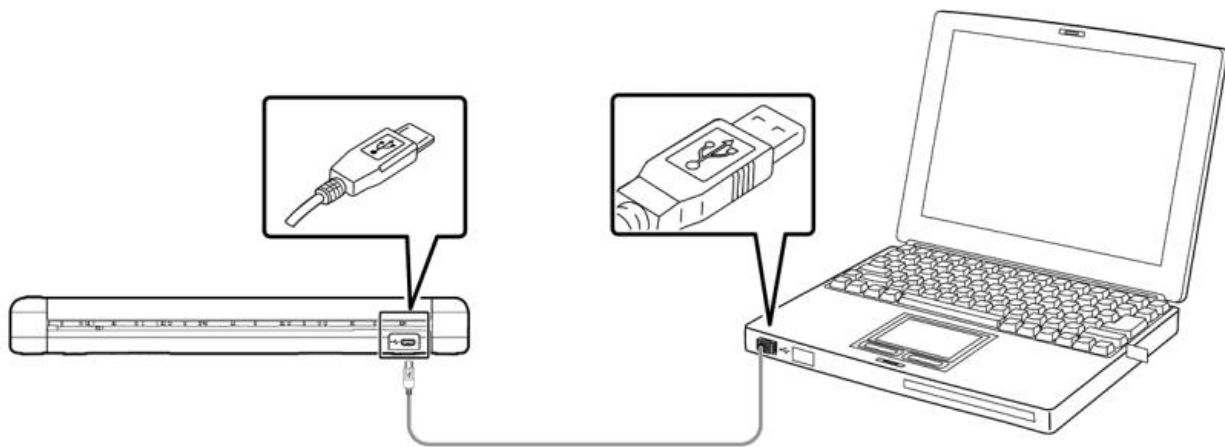


Install Raven Desktop

- 3.1 Visit [Raven.com/Desktop](https://raven.com/Desktop) to download the latest version of Raven Desktop.
- 3.2 Complete the download and installation of Raven Desktop on your computer.
- 3.3 Sign up for a free Raven account, or log in with existing Raven account credentials.

4 Connect to Power/Computer

- 4.1 Connect the micro USB connector to the USB port of the scanner.
Connect the other USB connector(USB A Side) to the USB port on your computer.



- 4.2 The computer should detect a new USB device and prompt a “New Hardware Found” message.

- 4.3 Open Raven Desktop and click to Connect a new scanner, then choose Raven GO and the USB connection method to proceed through the steps to finishing installing drivers and connecting the scanner to your computer. Be sure the scanner is powered on and connected to the computer by USB cable.

Scanning with Raven Desktop


1

Ensure that the scanner shows as Connected in the bottom left corner of Raven Desktop



If the scanner is not connected, click “Connect Scanner” to reconnect or reinstall drivers. If the scanner is in sleep mode, press the power button to wake before connecting.

2 Configure Workflows and Scan Settings

2.1 A default workflow is available and can be customized by adjusting the scan settings and destination selections on the right.

2.2 Additional custom workflows can be created by clicking the  icon next to Workflows, then naming your workflow and saving with your custom settings. Workflows can be dragged to be reorganized and reordered on the left view.



2.3 To choose local folders on your computer or desktop, click  and then  to choose a folder and then save to your destination list.

3 Scanning

3.1 Select your desired workflow, then press the SCAN button on the bottom right. Workflows can also be selected on the scanner screen and started using the scan button on the scanner when Raven Desktop is open and connected.

3.2 Make any desired changes by double clicking the preview pages, or using the buttons on the preview page.

3.3 Click SEND to send the document to the chosen destinations.

3.4 A final status for each cloud destination will be displayed, but can be viewed for 30 days by clicking “HISTORY” on the top navigation.

Adjusting Scanner Settings

Item	Description
Sides	One-sided (Face Up): Choose to scan a single side of your document with the first page facing Up against the feeder.
Size	Auto: Scanner will auto detect page size and crop to the edges of the document (max page size of 8.5 in. x 14 in.) Letter: Fixed letter page size of 8.5 in x 11 in A4: Fixed letter page size of 8 ¼ x 11 ¾ in

	<p>Legal: Fixed legal page size of 8.5 in x 14 in</p> <p>Extra Long: Allows scanning long documents up to 36" in length (e.g. receipts). Note: limited to one-sided, 200dpi</p>
Quality	<p>Excellent: Choose to scan at 600dpi (much slower scanning)</p> <p>Great: Choose to scan at 400 dpi (slower scanning)</p> <p>Better: Choose to scan at 300 dpi (slower scanning)</p> <p>Good: Choose to scan at 200dpi (good for most documents)</p>
Color	<p>Color: The original is scanned in full color. This mode is best for full color originals such as pictures.</p> <p>Black & White: Colors in the original are scanned as black or white. This mode is best for text-only originals.</p> <p>Grayscale: The colors in the original are scanned in black and white as shades of gray (grayscale). Most common setting.</p>
Document Name	Enter a custom file name for the document or click the pencil icon to adjust the default document name.
File Type	PDF or JPEG
Save File As	<p>Separated: Choose to scan each page as its own digital document.</p> <p>Combined: Choose to scan all document pages as a single digital document.</p>
Destinations	<p>Choose one or more destinations where your scanned documents should be sent.</p> <p>Raven Cloud: Scan to your Raven Cloud document management account for searchable filing & organization.</p> <p>Google Drive: Scan to your Google Drive account (login required).</p> <p>SharePoint: Scan to your SharePoint account (login required)</p> <p>OneDrive: Scan to your OneDrive account (login required)</p> <p>Dropbox: Scan to your Dropbox account (login required).</p> <p>Evernote: Scan to your Evernote account (login required).</p> <p>Box: Scan to your Box account (login required).</p> <p>Quickbooks Online: Scan your Quickbooks Online account attachments (login required).</p> <p>Neat: Scan to your NeatFiles or NeatBooks account(login required).</p> <p>Clio: Scan to your Clio account(login required).</p> <p>Email: Scan to one or more email addresses.</p> <p>USB Drive: Scan to a USB flash drive attached to your PC.</p> <p>Folder: Click Manage and then add local folders on your computer to view as destination options.</p>
Blank Page Removal	<p>On: Scanned pages that do not contain content (blank) will be automatically removed from the final document.</p> <p>Off: Scanned pages that do not contain content (blank) will be retained as pages in your final document.</p>

AI Cloud OCR	On: documents will have optical character recognition (OCR) applied to the PDF documents generated, making them fully searchable (internet required) Off: no optical character recognition (OCR) will be applied
Scan Brightness	Adjust the brightness of all scans. Note that adjusting the brightness too much could result in white or black pages.
Scan Contrast	Adjust the contrast of all scans. Note that adjusting the contrast too much could result in poor image quality.
File Compression	High: high compression, smallest file size Medium: medium compression, medium file size (recommended) Low: low compression, large file size None: no compression applied

Operation

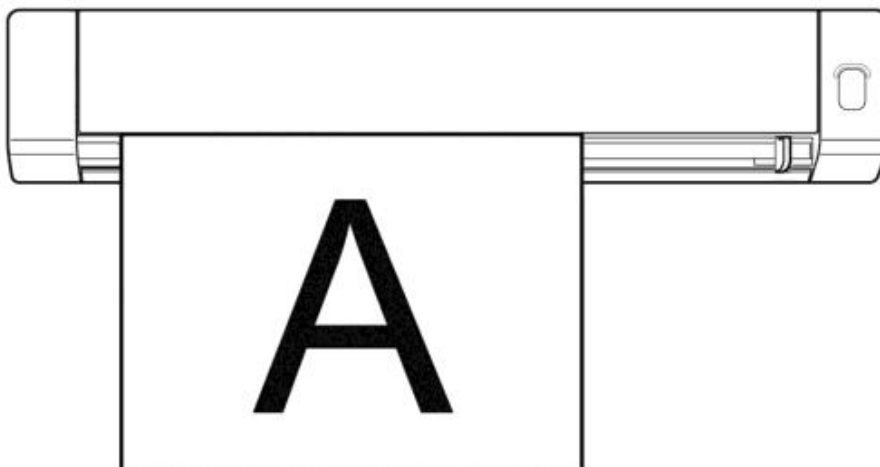
Document Loading Tips

Before using the ADF (Auto Document Feeder), please make sure that your paper meets the following specifications:

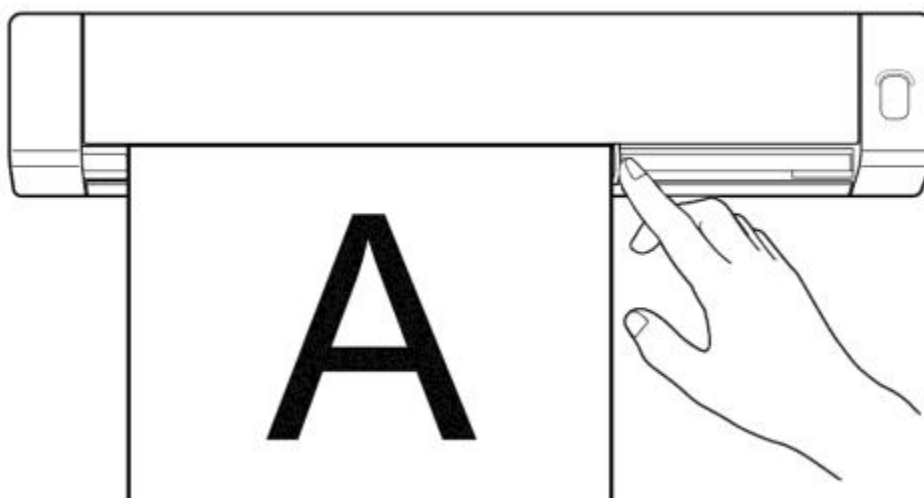
- Document(s) can range in size from 50 x 50 mm (2 x 2 in.) (ID Cards) to 216 x 356 mm (8.5 x 14 in.) (Legal).
- Document(s) can range in weight from 16 to 28 lbs (60 ~ 107 g/m2)
- ID cards up to 1.25 mm (0.05 in.) thick.
- Document(s) should be square or rectangular and in good condition (not fragile or worn).
- Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.
- Document(s) should be free of staples, paper clips, paper sticky notes.

Loading Document(s) in the Automatic Document Feeder (ADF) Tray

1. Insert your document FACE UP to the feeder and align it to the left edge of the feeder.



2. Slide the guide lever against the right side of the original.



3. Gently push the original into the feed slot.

Scanning and Sending Your Document to Raven Cloud

1. Load the single sided document Face Up with the top left edge set against the left side of the scanner.
2. Verify the paper guide is aligned properly with the paper.
3. Select "Raven Cloud" as a Destination in your desired Raven Desktop workflow.

4. Click "SCAN".
5. Preview thumbnails of the scanned pages and make any necessary edits.

Scanning Your Document to E-mail Addresses

1. Load the single sided document Face Up with the top left edge set against the left side of the scanner.
2. Verify the paper guide is aligned properly with the paper.
3. Select "Email" as a Destination in your desired Raven Desktop workflow.
4. Enter email address or addresses to receive the scan, or select from saved contacts in the drop down menu.
5. Click "SCAN".
6. Preview thumbnails of the scanned pages and make any necessary edits.

Scanning Your Document to USB Flash Drives

1. Insert a USB Flash Drive or External USB Hard Drive into the computer.
2. Click on Manage next to destinations on Raven Desktop.
3. Click the +Folder icon in the upper right.
4. Select the USB flash drive/HD that you are wanting to send to
5. Load the single sided document Face Up with the top left edge set against the left side of the scanner.
6. Verify the paper guide is aligned properly with the paper.
7. Select your newly created USB/HDD destination as the destination
8. Click "SCAN".
9. Preview thumbnails of the scanned pages and make any necessary edits.
10. Click Send.

Scanning Your Document to Google Drive

1. Connect your Google Drive account within your account settings by visiting <https://app.raven.com/connect>
2. Load the single sided document Face Up with the top left edge set against the left side of the scanner.
3. Verify the paper guide is aligned properly with the paper.

4. Select "Google Drive" as a Destination in your desired Raven Desktop workflow.
5. Click "SCAN".
6. Preview thumbnails of the scanned pages and make any necessary edits.

Scanning Your Document to SharePoint

1. Connect your SharePoint account within your account settings by visiting <https://app.raven.com/connect>
2. Load the single sided document Face Up with the top left edge set against the left side of the scanner.
3. Verify the paper guide is aligned properly with the paper.
4. Select "SharePoint" as a Destination in your desired Raven Desktop workflow.
5. Click "SCAN".
6. Preview thumbnails of the scanned pages and make any necessary edits.

Scanning Your Document to OneDrive

1. Connect your OneDrive account within your account settings by visiting <https://app.raven.com/connect>
2. Load the single sided document Face Up with the top left edge set against the left side of the scanner.
3. Verify the paper guide is aligned properly with the paper.
4. Select "OneDrive" as a Destination in your desired Raven Desktop workflow.
5. Click "SCAN".
6. Preview thumbnails of the scanned pages and make any necessary edits.

Scanning Your Document to OneNote

7. Connect your OneNote account within your account settings by visiting <https://app.raven.com/connect>
8. Load the single sided document Face Up with the top left edge set against the left side of the scanner.
9. Verify the paper guide is aligned properly with the paper.
10. Select "OneNote" as a Destination in your desired Raven Desktop workflow.
11. Click "SCAN".
12. Preview thumbnails of the scanned pages and make any necessary edits.

Scanning Your Document to Dropbox

1. Connect your Dropbox account within your account settings by visiting <https://app.raven.com/connect>
2. Load the single sided document Face Up with the top left edge set against the left side of the scanner.

3. Verify the paper guide is aligned properly with the paper.
4. Select "Dropbox" as a Destination in your desired Raven Desktop workflow.
5. Click "SCAN".
6. Preview thumbnails of the scanned pages and make any necessary edits.

Scanning Your Document to Box

1. Connect your Box account within your account settings by visiting <https://app.raven.com/connect>
2. Load the single sided document Face Up with the top left edge set against the left side of the scanner.
3. Verify the paper guide is aligned properly with the paper.
4. Select "Box" as a Destination in your desired Raven Desktop workflow.
5. Click "SCAN".
6. Preview thumbnails of the scanned pages and make any necessary edits.

Scanning Your Document to Evernote

1. Connect your Evernote account within your account settings by visiting <https://app.raven.com/connect>
2. Load the single sided document Face Up with the top left edge set against the left side of the scanner.
3. Verify the paper guide is aligned properly with the paper.
4. Select "Evernote" as a Destination in your desired Raven Desktop workflow.
5. Click "SCAN".
6. Preview thumbnails of the scanned pages and make any necessary edits.

Scanning Your Document to Quickbooks Online Attachments

1. Connect your Quickbooks Online account within your account settings by visiting <https://app.raven.com/connect>
2. Load the single sided document Face Up with the top left edge set against the left side of the scanner.
3. Verify the paper guide is aligned properly with the paper.
4. Select "Quickbooks Online" as a Destination in your desired Raven Desktop workflow.

5. Click "SCAN".
6. Preview thumbnails of the scanned pages and make any necessary edits.
7. Locate your documents in Quickbooks Online as PDF attachments to be used with invoice or expense transactions

Scanning to Neat

1. Connect your Neat account within your account settings by visiting <https://app.raven.com/connect>
2. Load the single sided document Face Up with the top left edge set against the left side of the scanner.
3. Verify the paper guide is aligned properly with the paper.
4. Select "Neat" as a destination in your desired Raven Desktop workflow.
5. Click "SCAN"
- 6.

Scanning and Sending to Multiple Destinations

1. Load the single sided document Face Up with the top left edge set against the left side of the scanner.
2. Verify the paper guide is aligned properly with the paper.
3. Select the "Destination" option on the home screen and choose your destinations by tapping the destination rows individually until you have selected all destinations where you would like to send your document, then choose "Save".

Saving Contacts

1. Click "CONTACTS" on the top navigation menu
2. Select "Add Contact"
3. Input the contact name
4. Input the contact email address and/or fax number
5. Select "Save"

Using As A TWAIN Scanner With a Third Party Application

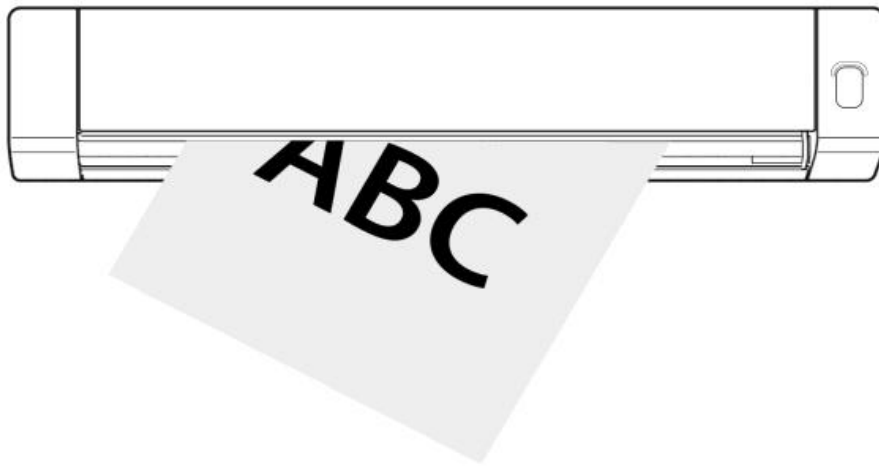
To use your Raven Standard Scanner with 3rd party applications, you must first install Raven Desktop onto your computer and complete the driver installation. After installation of Raven Desktop is completed and you have connected to your scanner, you can close Raven Desktop and the Raven GO Simplex should be available for use with other applications that are TWAIN compatible.

Troubleshooting

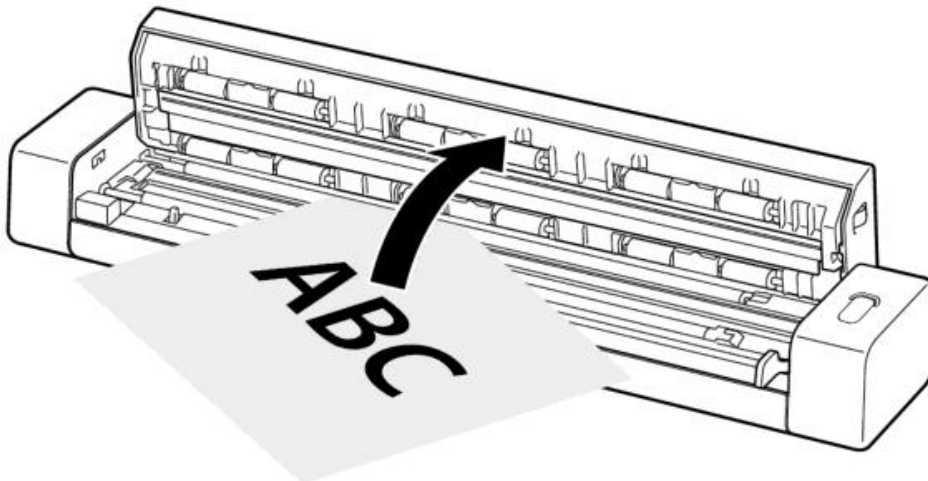
Clearing Paper Jams

In the event of a paper jam, follow the procedures below to remove the paper:

1. Open the cover by holding the scanner with one thumb placed on the feeder and another thumb placed on the cover. Carefully and firmly press your thumb into the feeder and then raise the cover. This will cause the top of the scanner to release from the bottom of the scanner.



2. Remove the Item.



3. Close the cover and reinsert the item to rescan. The light will stop flashing once closed

Error Conditions

If there is error during scanning, the LED light will be flashing in red color. Refer to the following table to clear the error conditions.

Error & LED Indicator	Cause	Solution
Paper Jam 4 Continuous Blinks	Document has become stuck in the feeder.	Remove paper and try again. The Red LED light does not stop blinking unless the paper is removed.
Cover Open 6 Continuous Blinks	Feeder cover is open.	Close cover and then try again. The Red LED will not stop blinking unless the cover has been closed.
Calibration Fails 8 Continuous Blinks	The calibration attempt has failed.	Recalibrate the scanner.(See the Calibrate Scanner” Section)

Questions and Answers

Question:	The Scanner is often disconnected or not found on Raven Desktop
Answer:	After a period of no use, the scanner goes into a low power sleep state. Simply press the power button to wake the scanner before attempting to scan or use Raven Desktop.
Question:	Paper becomes jammed during scanning.
Answer:	Flatten the corners and edges of your documents.
Question:	Paper becomes skewed in the scanner.
Answer:	Align the document guides to fit the documents as closely as possibly and place the documents so that they feed in straight.
Question:	Should the scanner feel warm to the touch?
Answer:	It is normal for the scanner to emit a small amount of heat after a prolonged period of time. However, if there is a strange odor coming from the scanner or the scanner feels a little bit too hot to the touch, turn the scanner off immediately.

Maintenance

Your scanner is designed to be maintenance-free. However, constant care and maintenance can keep your scanner working smoothly.

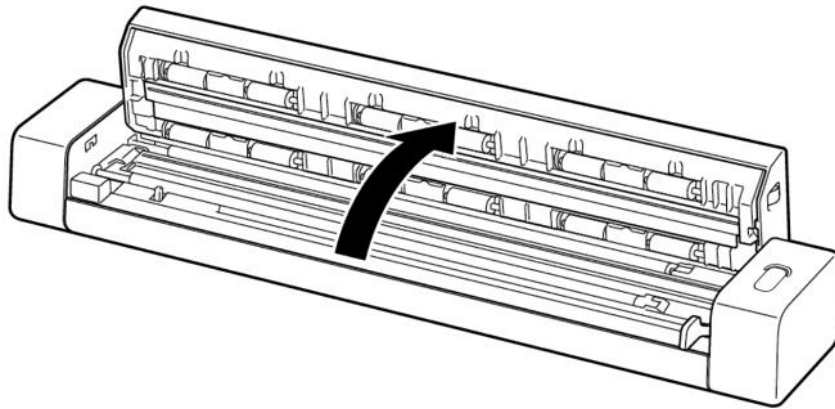
Cleaning the Scanner Glass, Separation Pad and Rollers

In order to maintain the scanned image quality and prevent dust accumulation, it is recommended that you clean the scanner (outer casing and feed rollers) approximately every 200 scans, or if vertical lines or stripes appear on the scanned image.

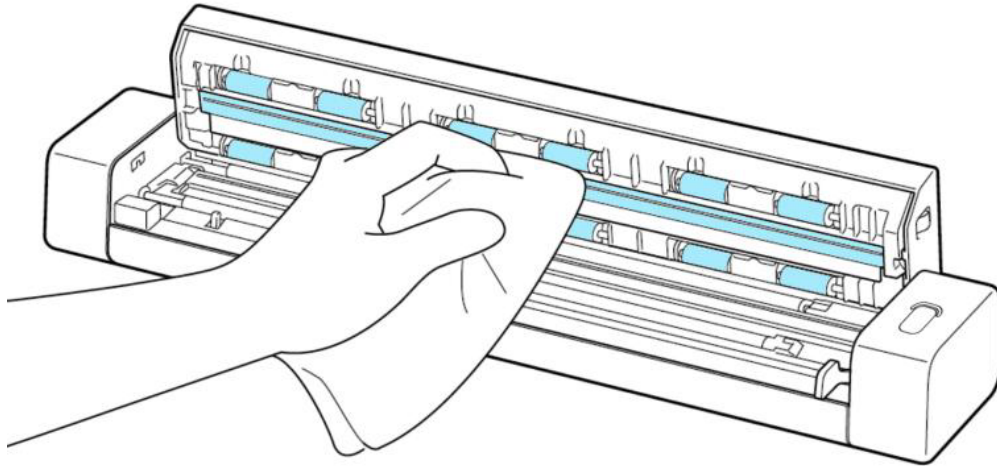
Use only the recommended or supplied tool to clean the scanner and feeder dock.

Cleaning Procedures

1. Open the cover by holding the scanner with one thumb placed on the feeder and another thumb placed on the cover. Carefully and firmly press your thumb into the feeder and then raise the cover. This will cause the top of the scanner to release from the bottom of the scanner.



2. Gently wipe the glass and feeding rollers on the scanner and the CIS cover with the cleaning cloth(included).



3. Close the scanner by pushing the top of the scanner back down on to the bottom of the scanner.

NOTE:

Adding some isopropyl alcohol (95%) on the cleaning cloth is more efficient when cleaning the rollers. Raven Scanner Cleaning Wipes are available on Raven.com for pre-moistened disposable cleaning wipes.

Do not use any solvents or corrosive liquid (i.e., alcohol, kerosene, etc.) to clean any part of the scanner, otherwise the plastic material will be permanently damaged


Calibrating your Raven Go Simplex

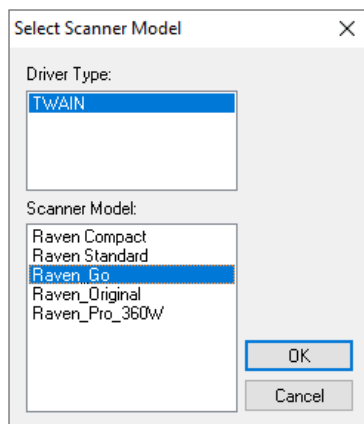
Calibrating the Raven GO is only needed if your scanned images look fuzzy, the color looks abnormal, after 8,000 Scans, or if the scanner has been stored for long use without being used.

Calibrating the Raven Go will reset the Contact Image Sensor to resume its color and sharpness.

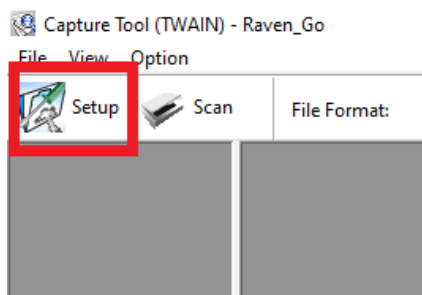
(Coming soon to Raven Desktop)

Calibration Steps - Windows

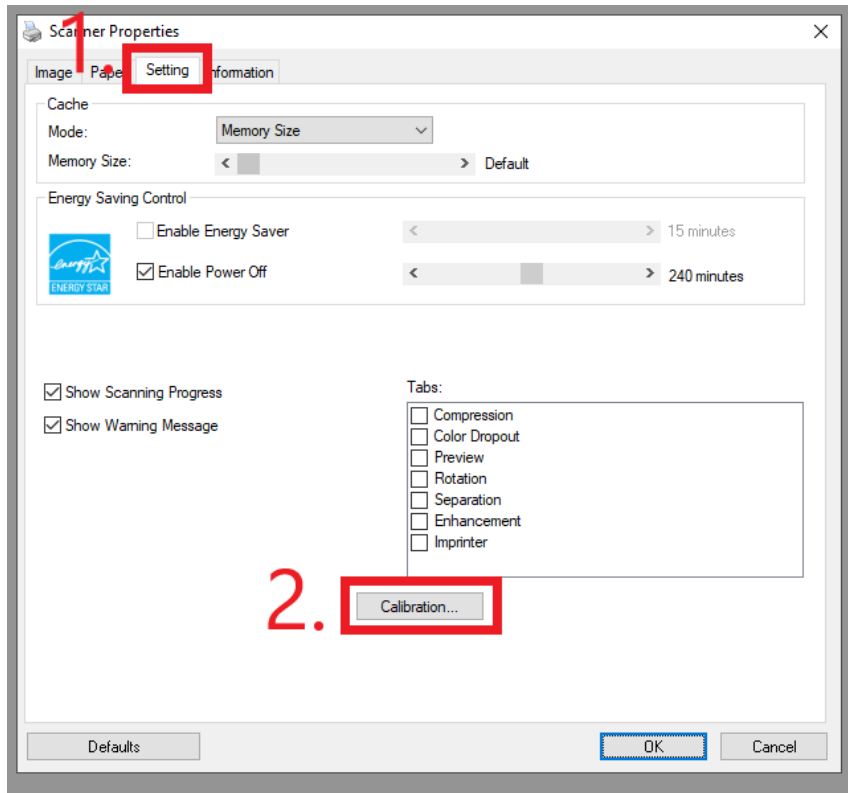
1. Click the Windows Start button 
2. Scroll through your Programs and Apps to Raven_GO Scanner and click the drop down arrow on it.
3. Select Capture tool.
4. On the Capture tool select Twain & Raven_Go and click OK.



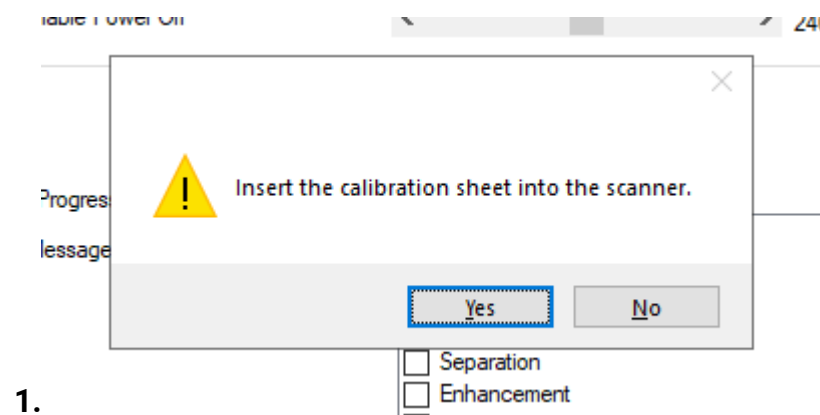
5. Next select Setup in the top left hand corner.



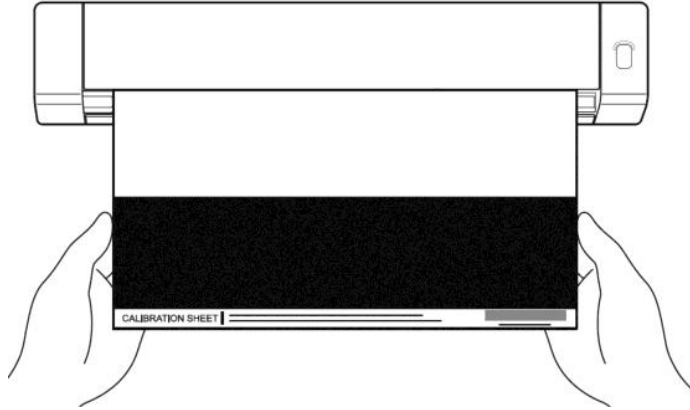
6. Then click on the settings(1) tab at the top and click the Calibration button(2).



7. (1)Once Calibration has been successfully clicked you will be presented with a dialogue box informing you to insert your calibration sheet(comes with the Raven Go) into your Raven GO Scanner. (2)You will insert the calibration sheet text face-up and the white part of the sheet first into the GO Scanner.



2.



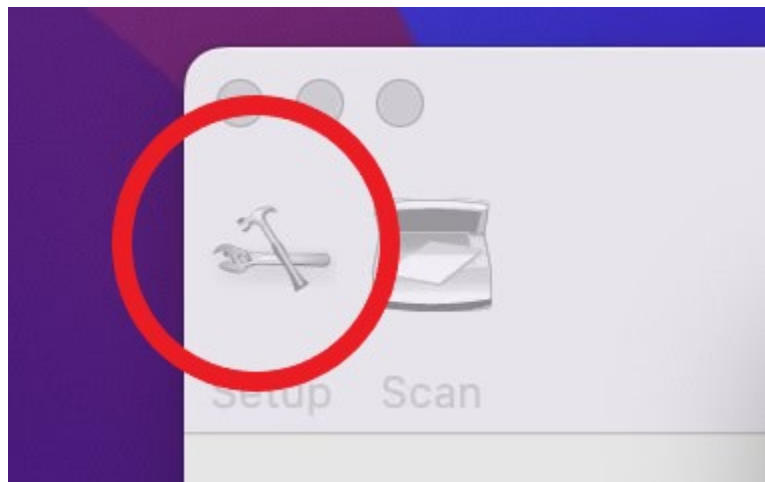
8. After clicking yes, your calibration sheet will be pulled through your GO Scanner to complete the process.

Calibration Steps - Mac

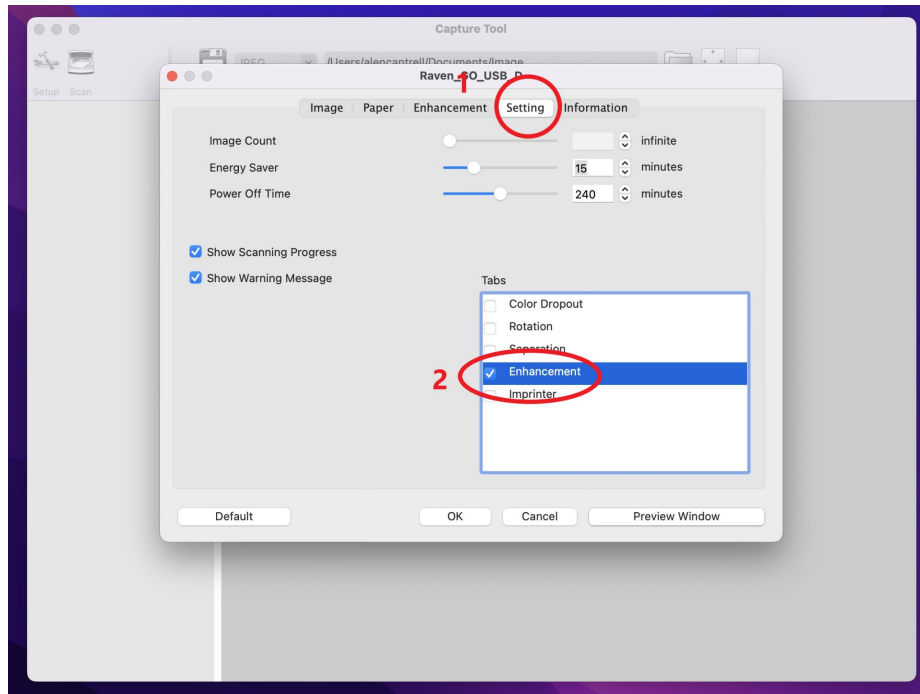
1. Click the Finder Icon



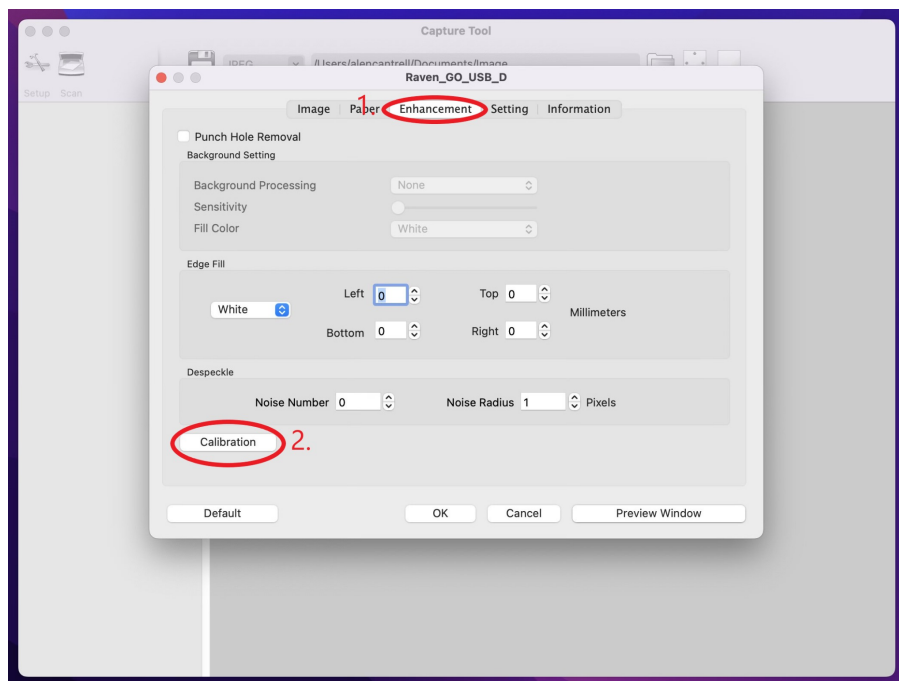
2. In the pop up search tool type in "Capture Tool" and open the program.
3. Next select Setup in the top left hand corner.



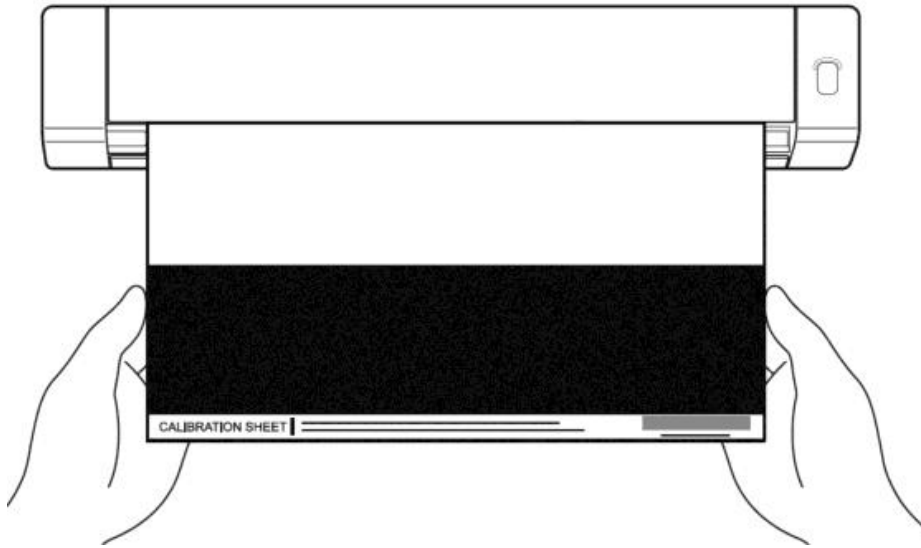
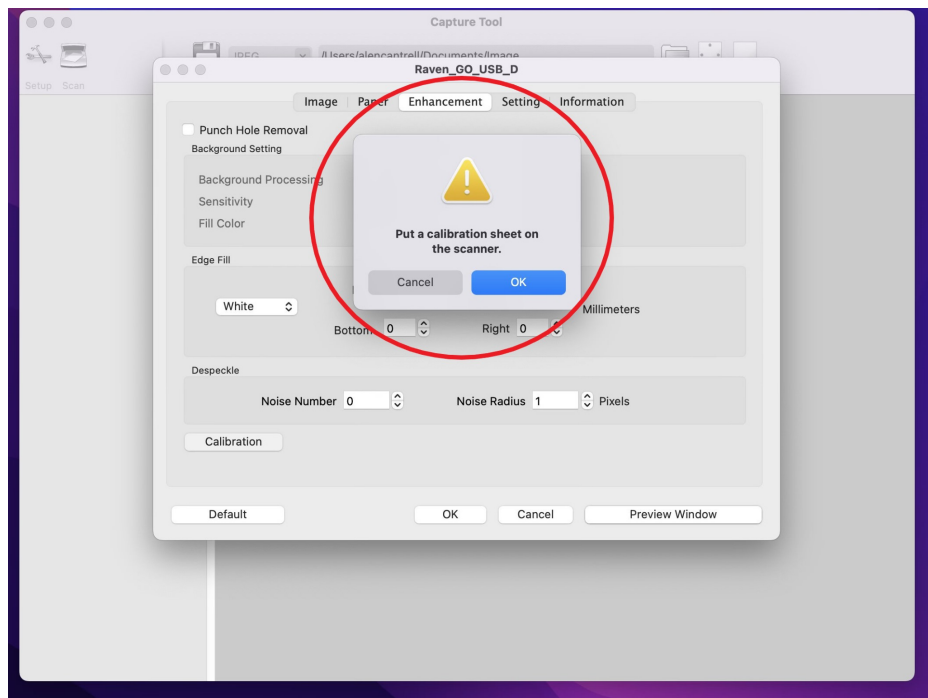
4. Then click on the settings(1) tab at the top and then Check Mark the Enhancements tab to enable it(2).



5. Next click on the enhancements tab(1) at the top. Then click on the calibration button to open the calibration startup(2).



6. Once Calibration has been successfully clicked you will be presented with a dialogue box informing you to insert your calibration sheet(comes with the Raven Go) into your Raven GO Scanner. You will insert the calibration sheet text face-up and the white part of the sheet first into the GO Scanner.



7. After clicking yes, your calibration sheet will be pulled through your GO Scanner to complete the process.

You have now successfully calibrated your Raven GO Scanner!

Warning: If the calibration process failed, the Red LED will be flashing and an error message will be displayed on the screen. Power off the scanner and then repeat the calibration step again.

Warning:


- Do not interrupt the calibration sequence or try to shut off the device while it is calibrating. If you stop the calibration before it has completed, a calibration error may occur. As a result, when you next power up the unit, an error message may be displayed, and you will have to power off the unit and repeat the instructions in this section.
- Calibrate the scanner only when color of the scanned image looks abnormal.
- Keep the calibration sheet from dust and debris. Any dirt may make the calibration chart invalid or impact the calibration result.
- Use only the included calibration sheet to calibrate the scanner.

Specifications

Description	Raven GO SIMPLEX(ONE-SIDED)
Scanner Type	Automatic Document Feeder(ADF) - One-Sided
Image Sensor Technology	Color Contact Image Sensor (CIS) Top
Light Source	LED
Optical Resolution (dpi)	600
Document Feeder Capacity	One-Sided
Document Feeder Paper Sizes	Maximum: 216 x 356 mm (8.5 x 14 in.) Minimum: 63.5 x 63.5 mm (2.5 x 22.5 in.)
Scanning Modes	Color, Grayscale, Monochrome (Black & White)
ID Card Scanning	Minimum Size : 2 x 2 in., Maximum Thickness : 1.25 mm
Scanning Speed	20 ppm at 200dpi
Scanner Size	290 x 52 x 35 mm (12 x 2 x 1 in.)
Scanner Weight	370g (0.81 lb.)
USB Computer Port*	Micro USB 2.0
Internet Connectivity	None
USB Power Requirement	5Vdc, 500mA
Power Consumption	Operation < 35 W, Ready < 20 W, Sleep < 3.6 W, Off < 0.4 W
Environmental Compliance	ENERGY STAR®
Operating Environment	Temperature (50°F~95°F)(10°C~35°C), Humidity (15%~85% RH)
Driver	TWAIN for Win XP / Vista / Win 7 / Win 8 / Win 10 / Win 11 / Mac OS

Included Items: Raven Compact Scanner, AC Cable, AC Adaptor, Quick Guide, USB Cable

For more Raven Scanner information, visit our website at: <https://www.raven.com/>

Safety Precautions 	Be sure to carefully read all safety precautions prior to using this product and use this device as instructed.	Do not place this device in wet, moist, steamy, dusty or oily areas. Using this product under such conditions may result in electrical shock, fire or damage to this product.
---	---	---

Specifications are subject to change without notice.

Technical Support

Raven
11150 S Wilcrest Drive
Suite 200
Houston, Texas 77099

1-800-713-9009

support@raven.com

www.Raven.com