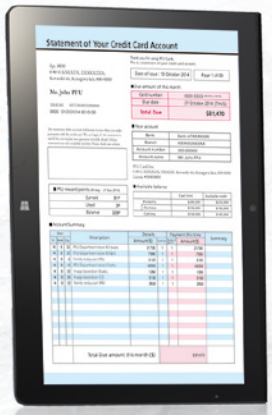


ScanSnap iX100

Productivity unleashed

Light, fast, compact

Equipped with a built-in battery and Wi-Fi connectivity, the iX100 is ultralight weighing a mere 400 grams. High resolution scans* are also fast, with speeds of 5.2 seconds per page. Portability and speed combined, the iX100 combines portability and speed to provide ease of use at your fingertips.

*A4 documents at resolutions of up to 300dpi.

Battery operated, no need for cable connection

The iX100 can be scanned without the cables, so you can use it when power supply is unavailable or limited. The scanner is always ready to be used immediately when needed.

Scans plastic cards and other various document types*

In addition to standard paper types, the iX100 can scan plastic cards like the ones used for membership IDs.

*ISO 7810 card types (including embossed cards).

Continuous Document Feeding (CDF Function)

The Continuous Document Feeding function allows you to insert pages one after another without pressing any extra button by detecting when a sheet enters and exits the iX100.

●Scanning a two-sided document using the CDF Function

1. Set a page of your document face-up into the iX100 and push the Scan button to start the scanning.
2. The iX100 proceeds to scan the front side of that page.
3. The page exits from the top of the scanner which has its paper path set to the U-turn position.
4. Simply reinsert the same page (which exits face-down) without pressing the Scan button to smoothly scan the other side.
5. After you finish scanning your document, press the Scan button again to end the scanning and convert the data to a PDF image file.

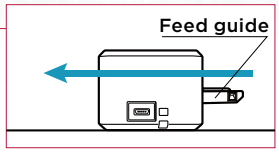
Two selectable paper paths

Switch iX100's output guide to either the folded position for the straight path or the open position for the U-turn path to best suit the document you want to scan.

●Straight path

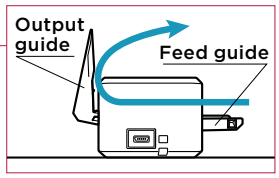
Most suitable for scanning post cards, photos, business cards, plastic cards*, ScanSnap Carrier Sheet (Option), and common office paper.

*This applies to standard ISO 7810 ID-1 card types.



●U-turn path

Most suitable for scanning common office paper and you do not need extra space for the document output.



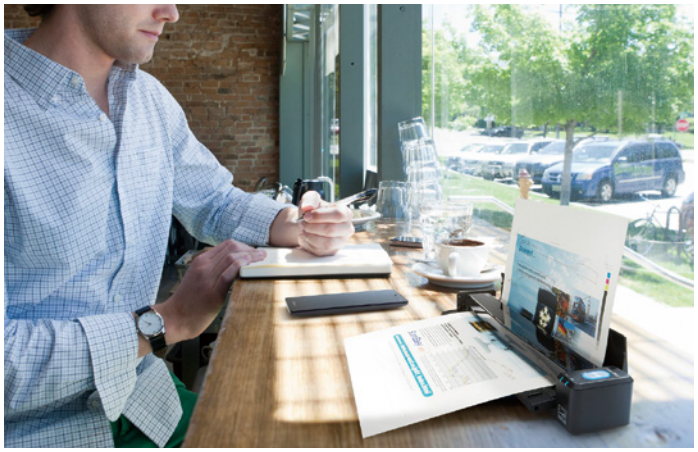
Features for quick digitization

●Dual scan - scanning 2 small sized documents at the same time

You can scan 2 small sized documents such as business card and receipt at the same time. Simply insert documents continuously to the paper feeding entry to greatly reduce your scanning time and lead to increased efficiency.

●Automatically stitch a two-page spread

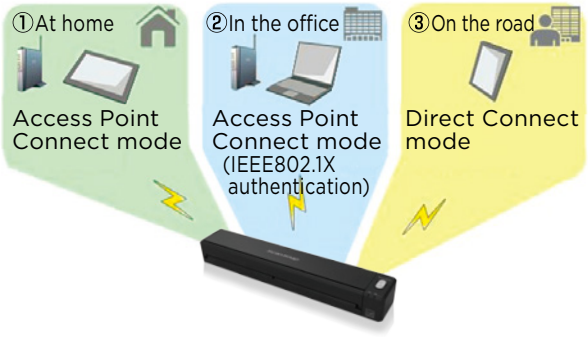
Even documents larger than A4 size can be scanned without any extra effort. Just fold the large documents in half and the iX100 will automatically stitch the diagram or chart that is spread across two pages after scanning.



No need to switch the Wi-Fi mode manually for comfortable scanning anywhere, anytime

The ScanSnap iX100 is equipped with built-in Wi-Fi which is able to automatically detect and switch to the network environment at home, in the office or on the go. You only need to set up initially and iX100 can be scanned wirelessly directly to any platform even without Wi-Fi network in the environment.

- At home: Connect via the access point of the router at home
- In the office: Connect to the secured Wi-Fi network via IEEE802.1X (network device authentication)
- On the road: Connect via Direct Connect mode (do not need an access point)



Easily links documents to clouds

ScanSnap Cloud is a service that delivers scans from your ScanSnap image scanner to your favorite cloud services without the need for a computer or mobile device.
The software automatically classifies your file type by documents, receipts, business cards and photos, and sends it to the appropriate cloud* based on pre-set profiles.

*Available services vary by region.

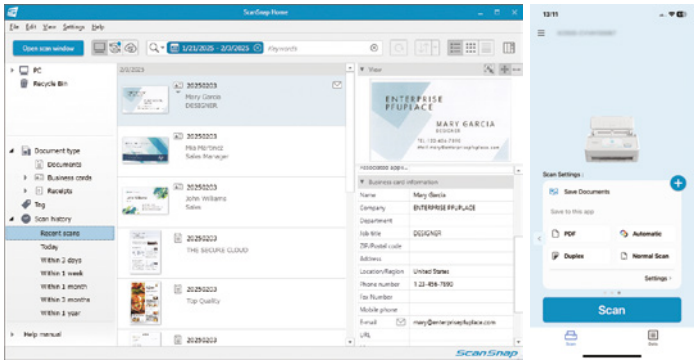
Automated features for near effortless scanning

The iX100 features a powerful set of automated image processing functions including Auto Deskew, Auto Orientation, and Auto Color Detection. These functions make pre-scan work like sorting pages and changing scan settings unnecessary, so you can scan your documents with minimal effort.

ScanSnap Home*1

●The all-in-one solution for document management

ScanSnap Home is a comprehensive document management software specially designed for ScanSnap scanners. Easily manage, edit, and utilize scans with just one application. Both a PC version and mobile version are available.



●Accommodates any scanning environment

- Create profile icons to preset save-to destinations, cloud services, color settings, and much more.
- Save as PDF, searchable PDF, and JPEG for versatile utilization of scanned data.
- For users of ScanSnap Home (for PC), the Quick Menu enables you to select saving and integration destinations after scanning, which raises productivity.

●Accesses to the same data regardless of device and time with Data Sync*2

The Data Sync feature allows you to synchronize scanned data between the PC and mobile versions of ScanSnap Home.
This enables access to the same data whether you scan using a PC or a smartphone. You can utilize scanned data across various locations and devices. For example, check scans done at the office or at home while on the go via your smartphone, or manage the same data on both office and home PCs.*3

*1 There are some differences in supported features between the PC and mobile versions. Also, some features are unavailable in regions where ScanSnap Cloud is not supported. For details, please visit our website at: https://www.pfu.ricoh.com/global/scanners/scansnap/sshome/#tab-b-05.
*2 Data Sync will be released in a later update. An account for a cloud storage service that Data Sync supports is required to use Data Sync.
*3 Data is editable only from the device where the scan was performed.

■ General Specifications

Description		ScanSnap iX100
Scanner type		CDF (Continuous Document Feeding), Simplex sheetfeed two-way paper path (Straight path, U-turn path)
Scanning modes		Color, grayscale, monochrome, automatic (color / grayscale / monochrome detection)
Image sensor		CIS (Contact Image Sensor) x 1
Light source		3 Color LED (Red / Green / Blue)
Optical resolution		600 dpi for color or grayscale, 1200 dpi for monochrome
Scanning speed (A4 portrait) *1	Auto mode (default) *2	5.2 seconds / page
	Normal mode (150 dpi)	
	Better mode (200 dpi)	
	Best mode (300 dpi)	
	Excellent mode (600 dpi)	20.4 seconds / page
Document size *3	Normal mode	A4, A5, A6, B5, B6, Business card, Post card, Letter, Legal and Custom sizes (Max: 216 x 360 mm (8.5 x 14.17 in.), Min: 25.4 x 25.4 mm (1 x 1 in.)) / Automatically recognizes document size
	Normal mode with Carrier sheet	Use of a carrier sheet permits the scanning of A3, B4, double letter and photographs as well as the document sizes that are listed above.
	Long paper scanning *4	Max: 216 x 863 mm (8.5 x 34 in.) (300 dpi or less)
Paper weight (Thickness)		●52.3 to 209.3 g/m², or 14 to 56 lb (Straight path) ●52.3 to 80 g/m², or 14 to 20 lb (U-turn path) ●Card Portrait or Landscape (Straight path) Non-embossed: 0.76 mm or less Embossed: 0.76 + 0.48 mm (ISO7810 Conforming)
Paper setting		Front side up
Interface *5		USB 2.0 (USB 1.1 compatible)
Power source		Li-ion Batterry (3.7 V / 720 mAh)
Power requirement		5 V / 0.5 A (x 1port)
Power consumption *6		During operation: 4.7 W or less During sleep mode: 2.2 W or less During Auto Standby (OFF) mode: Less than 0.5 W
Operation environment		Temperature: 5 to 35 °C (41 to 95 °F) Relative humidity: 20 to 80% (Non-condensing)
Dimensions (W x D x H) *7		273 x 47.5 x 36 mm (10.75 x 1.87 x 1.42 in.)
Device weight		400 g (0.88 lb)
Environmental compliance		ENERGY STAR / RoHS
Multifeed detection		None
Driver		ScanSnap specific driver ●Windows: Does not support TWAIN / ISIS™ ●macOS: Does not support TWAIN

*1 Scanning speeds may vary due to the system environment. For details, please visit our website at: https://www.pfu.ricoh.com/global/scanners/scansnap/. *2 Documents measuring approximately 148 mm in length or less are scanned in "Best mode", while other documents are scanned in "Better mode". *3 Automatically stitch a two-page spread when scanning a folded A3, B4 or Double letter size document one side at a time. The image is automatically stitched only if texts or diagrams cover across the two-page spread. *4 The iX100 is capable of scanning documents that exceed A4 size in length. This function is available for all modes except for "Excellent mode". *5 Computer with USB 3.0 will work as USB 2.0 guaranteed only with USB cable provided with product. *6 When operating with battery. *7 When chuter is closed.

■ Software

Windows	macOS	iOS/iPadOS	Android™/ChromeOS
ScanSnap Home (for PC)*1		ScanSnap Home (for mobile)	
ABBYY FineReader for ScanSnap™		—	

*1 ScanSnap Home (for PC) installation requires a computer and Internet. Please visit the company website for download information. https://www.pfu.ricoh.com/global/scanners/scansnap/g-support/en/

■ Included items

●Safety Precautions ●USB cable

■ Consumables

Description	Part number	Remarks
Cleaner F1	PA03950-0352	100 ml bottle Used to clean rollers
Cleaning Wipe	PA03950-0419	1 pack (24 packets) Used to clean rollers

■ ScanSnap iX100 System Requirements

● Windows

Recommended operating systems		Windows 11 (64-bit) Windows 10 (32-bit / 64-bit) *1*2
Hardware requirements *3	CPU *4	Intel or Intel-compatible processors
	Display resolution	1,024 x 768 pixels or higher
	Disk capacity *5*6	3.8 GB or more of free disk space

*1 ScanSnap scanners do not run with Windows 10 Enterprise 2015 LTSB and Windows 11 and 10 ARM-based PCs such as Surface Pro X (Microsoft). *2 Operate Windows in desktop mode. *3 The ScanSnap device may not work if the connected computer does not meet these requirements. *4 Scanning speeds may vary due to the system environment. *5 Indicated disk capacity requirements apply when downloading ScanSnap Home (for PC). *6 Microsoft .NET Framework 4.8 or later must be installed. If it is not installed, it is installed with ScanSnap Home (for PC). Up to 4.5 GB of disk space is required for the installation. *Please refer to the ScanSnap website for the latest support information of the driver and applications. Compatibility may differ depending on the software's version. *The system requirements may change depending on the duration of support and the support policy of the companies that make the software.

● Mac

Recommended operating systems		macOS Catalina 10.15 or later
Hardware requirements *1	CPU *2	Intel processor or Apple silicon
	Display resolution	1,024 x 768 pixels or higher
	Disk capacity	2.5 GB or more of free disk space

*1 The ScanSnap device may not work if the connected computer does not meet these requirements. *2 Scanning speeds may vary due to the system environment. *Please refer to the ScanSnap website for the latest support information of the driver and applications. Compatibility may differ depending on the software's version. *The system requirements may change depending on the duration of support and the support policy of the companies that make the software.

■ Other Devices

iOS/iPadOS	iOS 16 or later/iPadOS 16 or later
Android™/ChromeOS	Android 10 or later/ ChromeOS 115.0.5790.182 or later

* Wi-Fi environment is required.

■ Options

Description	Part number	Remarks
AC adapter	PA03010-6571 USA, Canada & Taiwan	The AC adapter may vary depending on the country where you purchased the ScanSnap and the specifications of the ScanSnap.
	PA03010-6581 EMEA, England	
	PA03010-6591 China	
	PA03010-6601 Korea	
	PA03010-6611 Australia	
	PA03010-6621 India	
	PA03010-6631 Brazil	
ScanSnap iX100 Case *1	PA03688-0001	Intended for ScanSnap iX100
ScanSnap iX100 Soft Case *1	PA03688-0011	
ScanSnap Carrier Sheets *2	PA03360-0013	5 Carrier Sheets

*1 This product has been especially designed for storing and carrying ScanSnap iX100. Please note that this product is not guaranteed to withstand damage by excessive shock or external pressure. *2 Although ScanSnap Carrier Sheets have a listed lifespan of 500 scans, the lifespan may vary with usage. ScanSnap Carrier sheets are intended to scan paper documents with weights of 209 g/m² or less. They also support the scanning of folded documents that are as large as 216 x 297 mm.

This scanner is designed to digitize materials that can be reproduced lawfully, in accordance with applicable copyright regulations and other laws. ScanSnap users are responsible for how they use this scanner. It is imperative that ScanSnap users comply with all applicable local rules and laws, including, without limitation, copyright laws when using this scanner.

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PFU Limited has determined that this product meets the ENERGY STAR guidelines for energy efficiency. ENERGY STAR and the ENERGY STAR mark are trademarks or registered trademarks of the U.S. Environmental Protection Agency.

⚠ 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.

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https://www.pfu.ricoh.com/global/

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Specifications are subject to change without notice. Visit the ScanSnap website for more information.
https://www.pfu.ricoh.com/global/scanners/scansnap/

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