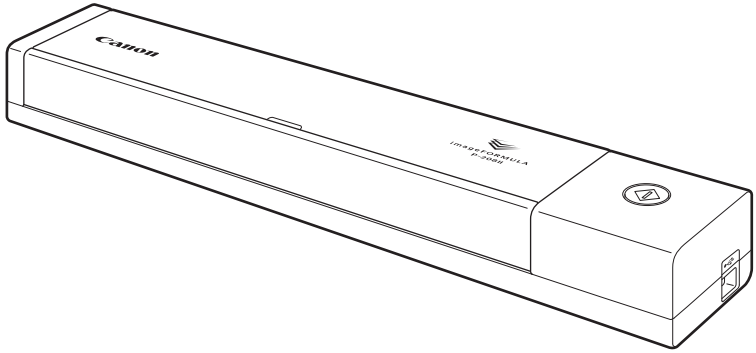
Canon

imageFORMULA

P-208II

User Manual



Please read this manual before operating this scanner. After you finish reading this manual, store it in a safe place for future reference.

CE-IM-0937-1.10

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Chapter 1 Introduction

Thank you for purchasing the Canon imageFORMULA P-208II Document Scanner.

In order to fully understand the features of this scanner and use them more effectively, please read this manual and the manuals shown below thoroughly before using the product. After reading, store the manual in a safe place for future reference.

About This Manual 3

Features of the Scanner 4

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About This Manual

Manuals for the Scanner

Documentation for this scanner consists of the following manuals.

- Before Use

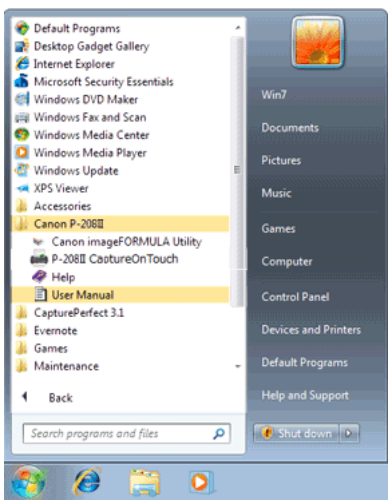
  Make sure to read this information before setting up the scanner.
- Setup Guide

  This manual describes the procedures for setting up the scanner for use. Please follow the procedures in the Setup Guide to set up the scanner. This manual is stored on the supplied Setup Disc as an electric manual.
- User Manual (this manual)

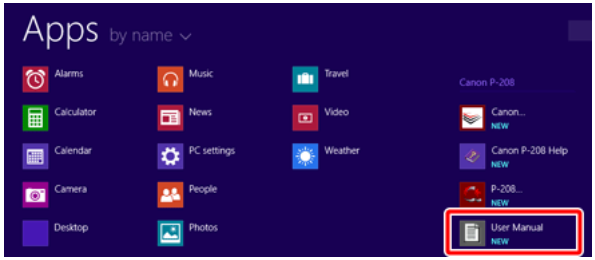
  This manual contains complete explanations for operations on the scanner. This manual is stored on the supplied Setup Disc as an electric manual.

Windows

The User Manual will be registered to the following location in the start menu after you install the software on the Setup Disc.



In Windows 8.1 / 8, it is registered in the following location.



Mac

After the software is installed from the setup disc, the User Manual is shown below.

/Applications/P-208II User Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING

Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.

CAUTION

Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the machine safely, always pay attention to these cautions.

IMPORTANT

Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine.

NOTE

Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Features of the Scanner

The main features of the P-208II document scanner are described below.

- Compact Size

  The scanner has a compact size of 312.5 mm (W) x 40 mm (H) x 56.5 mm (D) (12.3" x 1.57" x 2.22") when the document feed tray is closed.

  The size of the scanner with the feed tray open is 312.5 mm (W) x 40 mm (H) x 89.5 mm (D) (12.3" x 1.57" x 3.52").

- Bus-Powered

  Using the bus powered USB2.0 drive, you can scan up to 8 sheets per minute (A4 size, one- or two-sided scan at 200dpi).

- Auto Start Function

  The CaptureOnTouch Lite software that comes preinstalled in the scanner can be started by turning ON the Auto Start switch on the rear panel. Connecting a computer to the scanner enables scanning even when the driver is not installed.

- Auto Power ON/OFF

  This feature automatically turns the power ON or OFF when the feed tray is opened or closed.

- Equipped with Feeder

  Up to 10 pages of a document can be loaded and then fed continuously, or one at a time.

- Wi-Fi connectivity

  By connecting the optional WU10 to the scanner, you can operate the scanner and load document from a PC or other device with a wireless connection. You can also send scanned data directly to a smartphone, tablet PC, or other smart device with a wireless connection.

- CaptureOnTouch

  When the bundled CaptureOnTouch software is installed, you can perform scanning with a variety of scanning methods, ranging from a normal scan, to a scan that involves a series of steps and which is performed by registering a job.

- Color and Grayscale Support

  The scanner is capable of scanning a document in 24-bit color or 256-level grayscale.

- Two-Sided Scanning

  The scanner supports one-sided and two-sided scanning. Using the skip blank pages function enables you to scan without worrying about whether to scan one side or both sides of a document because scanned images of blank pages are not saved.

- Auto Color Detection

  The scanner detects whether the scanned document is in color, grayscale, or black and white, and saves the image accordingly.

- Full Auto Mode

  A Full Auto Mode is provided in CaptureOnTouch Lite, CaptureOnTouch and scanner driver to allow scanning under automatically determined conditions. Scanning conditions such as the color mode and page size are set automatically based on the document being scanned.

- Auto Resolution Detection

  When enabled in the CaptureOnTouch Lite, CaptureOnTouch or scanner driver settings, this function detects the content of documents and determines the scanning resolution automatically.

- Document Size Auto Detection

  This feature enables automatic detection of the page size of a scanned document. The space around the edges of documents can be omitted during scanning, even for non-standard size documents.

- Deskew

  Even if a document is slanted when fed into the scanner, the scanned image can be straightened.

- Text Enhanced Mode

  Advanced Text Enhancement II is provided to improve the readability when scanning documents in which the background is uniform and both the text and background are light.

  *This feature may not work effectively for some documents

- Picture Mode

  The [Apply corrections suitable for photographs] features compensates for underexposed and overexposed images for photo-quality scans with finer gradation.

- Prescan

  This feature allows you to scan just the first page of a document, confirm the scanned image and adjust the brightness and contrast, and then scan the remaining pages of the document.

- Scan First

  Pressing the Start button on the scanner automatically starts CaptureOnTouch Lite or CaptureOnTouch, which allows simple scanning by following the instructions on screen.

- Auto Detection of Document in Feeder

  An automatic start function is provided for detecting when a document is placed in the feeder and then starting scanning automatically.

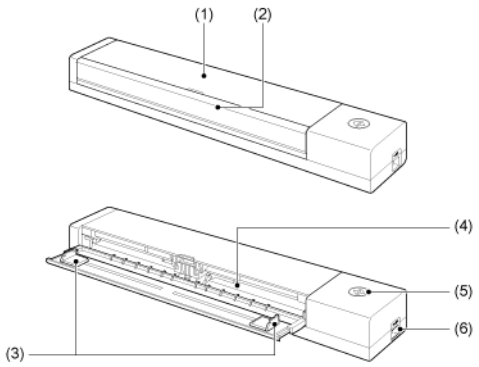
NOTE

Depending on the bundled software you are using, all of the preceding features may not be available.

Names and Functions of Parts

This section describes the name and function of each part. Make sure to read this section and familiarize yourself with the parts of the scanner before using the scanner.

■Front View/Right-Side View



(1) Feeder Cover
Open this when cleaning the scanner.

(2) Document Feed Tray
This tray is for feeding documents. Open it when scanning documents.

(3) Document Guides
These guides ensure documents are fed straight (one on the left and right sides). Slide the guides when loading a document, and then align them to both sides of the document to be scanned.

(4) Feed Inlet
Insert the document to be scanned.

(5) Start Button

Press this button when you want to start scanning the document loaded in the feed tray.
When the power of the scanner is ON, this button lights and indicates the status of the scanner as shown below.

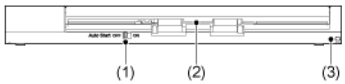
Start button status	Meaning
Lit	The power of the scanner is ON.
Flashing	• Paper is jammed. • A double feed has been detected and the scanner has stopped. • The top unit is open. • Another scanner error has occurred.

(6) USB Connector
Connect the USB cable supplied with the scanner.

IMPORTANT

The Start button may blink slowly when the USB cable is connected and the feed tray is opened. When this occurs, wait for the power indicator to stop blinking and light steadily before using the scanner.

■Back View



(1) Auto Start Switch
Use this switch to change the operation mode of the scanner.

(2) Eject Outlet
This outlet is for ejecting documents when scanning is completed.

(3) Theft Prevention Hole (Security Slot)
Attach a key chain, etc. here to prevent the scanner from being stolen.

NOTE

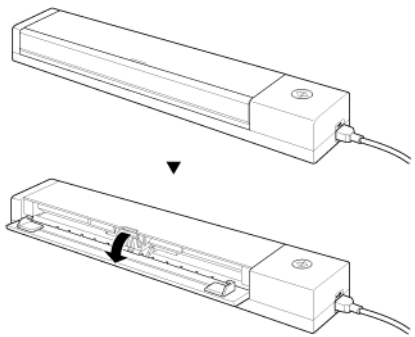
This scanner does not have a power switch. For details, "Power Supply" on p.7

Power Supply

The power of the scanner is designed to turn ON when the feed tray is opened or closed. To turn the power ON or OFF, operate the scanner as described below.

Turning ON the Power

1 Open the document feed tray.



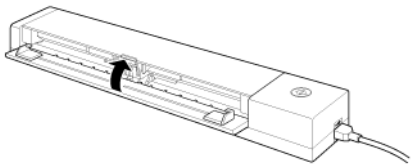
The scanner turns ON, and the Start button lights.

IMPORTANT

The Start button may blink slowly when the USB cable is connected and the feed tray is opened. When this occurs, wait for the power indicator to stop blinking and light steadily before using the scanner.

Turning OFF the Power

1 Close the feed tray.



The scanner turns OFF.

IMPORTANT

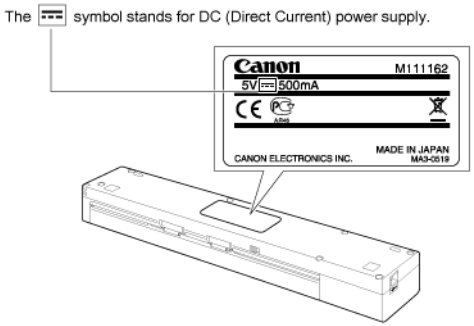
- **If the document feed tray is pulled out, set it back to its original position. See "Loading a document" on p.25 for how to close the document feed tray.**
- **When not using the scanner, close the scanner's Document Feed Tray or disconnect the USB cable.**

NOTE

- **The scanner is set to turn off automatically if it is not used for scanning or for other purposes for 4 hours. (The Start button blinks.)**
- **The scanner turns on when the document is loaded in the document feed tray or when the scanner's Start button is pressed. (The Start button lights.)**

Rating label of the power supply

A rating label with an illustration can be found at the back of the scanner.



Regulations

FCC REGULATIONS (For North America)

Document Scanner, Model M111162

This device complies with Part 15 of FCC Rules and Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of this device.

Le présent appareil est conforme aux la partie 15 des règles de la FCC et CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Note: 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 installation. If this equipment does cause harmful interference to radio or 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 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.
- Use of shielded cable is required to comply with Class B limits in Subpart B of Part 15 of FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.

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Tel. No. (800)652-2666

International ENERGY STAR® Office Equipment Program

As an ENERGY STAR® Partner, CANON ELECTRONICS INC. has determined that this machine meets the ENERGY STAR® Program guidelines for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, monitors, printers, fax, machine, copiers, and scanners. The standards and logos are uniform among participating nations. This model doesn't provide "setting options" for power management.

European Union (and EEA) only.

This symbol indicates that this product is not to be disposed of with your household waste, according to the WEEE Directive (2002/96/EC) and your national law. This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE). Improper handling of this type of waste could have a possible negative impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. At the same time, your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, waste authority, approved WEEE scheme or your household waste disposal service. For more information regarding return and recycling of WEEE products, please visit www.canon-europe.com/environment.

(EEA: Norway, Iceland and Liechtenstein)

Fur EMVG

Dieses Produkt ist zum Gebrauch im Wohnbereich, Geschafts-und Gewerbebereich sowie in Kleinbetrieben vorgesehen.

Model Names

The following names may be provided for the safety regulations in each sales region of the Document Scanner.

P-208II: Model M111162

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Chapter 2 Important Safety Instructions

To ensure the safe operation of this scanner, be sure to read the safety warnings and precautions described below.

Installation Location **11**

Moving the Scanner **12**

Handling **12**

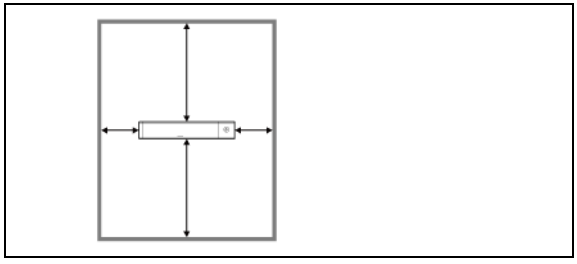
Disposal **13**

When sending the scanner for repairs **13**

Installation Location

The performance of this scanner is affected by the environment in which it is installed. Make sure that the location where the scanner is installed meets the following environmental requirements.

- Provide adequate space around the scanner for operation, maintenance, and ventilation.



- Scanned documents are ejected behind the scanner. Be sure to provide sufficient space behind the scanner.
- Avoid installing the machine in direct sunlight.
- Avoid locations where a considerable amount of dust accumulates.
- Avoid warm or humid locations, such as in the vicinity of a water faucet, water heater, or humidifier. Avoid locations where ammonia gas is emitted. Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.
- Avoid locations that are subject to vibration.
- Avoid exposing the scanner to rapid changes in temperature. If the room in which the scanner is installed is cold but rapidly heated, water droplets (condensation) may form inside the scanner. This may result in a noticeable degradation in scanning quality. The following conditions are recommended for optimal scanning quality:

  Room temperature: 10°C to 32.5°C (50°F to 90.5°F)

  Humidity: 25% to 80% RH
- Avoid installing the scanner near equipment that generates a magnetic field (e.g. speakers, televisions, or radios.)

Moving the Scanner

- When moving the scanner, always hold it with both hands to avoid dropping it.
- Make sure to disconnect any USB cables and when moving the scanner. If the scanner is carried with these items connected, the plugs and connectors may be damaged or cause the scanner to fall and result in personal injury or damage to the scanner.

Handling

⚠ WARNING

Note the following precautions whenever using the scanner. Failure to do so may result in a fire or electric shock.

- Never place alcohol, benzene, paint thinner, or other flammable substances near the scanner.
- Do not allow water or flammable substances (alcohol, benzene, paint thinner, etc.) to spill inside the scanner, as this may result in a fire or electric shock.
- Do not cut, damage, or modify the USB cable. Do not place heavy objects on the cable, and do not pull or excessively bend the cable.
- Never connect the USB cable when your hands are wet.
- Do not knot or coil the USB cable, as this may result in a fire or electric shock.
- Use only the USB cable supplied with the scanner.
- Do not attempt to dismantle the scanner or modify it in any way, as this is dangerous and may result in a fire or electric shock.
- Do not use flammable aerosol spray products near the scanner.
- When cleaning the scanner, turn the scanner OFF and disconnect the USB cable.
- When disconnecting the USB cable, grasp it firmly by its connector. Do not pull directly on the USB cable, as this may damage or expose the cable's internal wiring, resulting in a fire or electric shock.
- Clean the scanner using a slightly dampened cloth that has been well wrung out. Never use alcohol, benzene, paint thinner, or any other flammable substance.
- If the scanner makes strange noises, or gives off smoke, heat, or strange odors, or the scanner does not function or other abnormalities occur when you use the scanner, immediately close the feed tray, turn the scanner OFF, and disconnect the USB cable. Then, contact your local authorized Canon dealer or service representative for further information.

- Do not drop the scanner, or subject it to impact or strong shock. Should the scanner ever become damaged, immediately close the feed tray, turn the scanner OFF, and disconnect the USB cable. Then, contact your local authorized Canon dealer or service representative for further information.
- Before moving the scanner, make sure to close the feed tray, turn the scanner OFF, and disconnect the USB cable.

⚠ CAUTION

- Do not install the scanner on a surface that is unstable, tilted, or subject to excessive vibrations. Doing so may cause the scanner to fall, resulting in personal injury or damage to the scanner.
- Never place small objects, such as staples, paper clips, or jewelry on the scanner. These items may fall into the scanner and cause a fire or electric shock. If such objects ever fall inside the scanner, immediately close the feed tray, turn the scanner OFF, and disconnect the USB cable. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Do not locate the scanner in a humid or dusty location. Doing so may result in a fire or electric shock.
- Do not place objects on top of the scanner. Such objects may tip or fall over, resulting in personal injury.
- Leave sufficient space around the USB cable so that it can be disconnected easily. If objects are placed around the USB cable, you will be unable to disconnect it in an emergency.
- If you will not be using the scanner for an extended period of time, such as during consecutive holidays, disconnect the USB cable for safety.
- Do not wear loose clothing or jewelry that may get caught in the scanner while you are using it. This may result in personal injury. Be extra careful of neckties and long hair. If anything becomes caught in the scanner, immediately disconnect the power to stop the scanner.
- Be careful when placing paper in the scanner and when removing jammed paper. It is possible to cut your hand on the edge of a sheet of paper.

Disposal

When disposing of this scanner, be sure to follow all local ordinances and laws or consult with the retailer who sold you the scanner.

When sending the scanner for repairs

When a request is made for repairs, the scanner needs to be sent to the specified address. When sending the scanner, use the packing box in which it came. Firmly secure the scanner with packaging material when you place it in the packing box.

Chapter 3 Installing the Software

This section describes the software installation procedure using the setup disk (DVD) that comes with this product.

System requirements **14**

Setup Disc Contents **15**

Software Installation **16**

System requirements

The following system requirements are recommended for optimal use of this scanner.

- Computer
  - CPU: Intel Core 2 Duo 1.66 GHz or faster
  - Memory: 1 GB or more
  - Hard disk: 3 GB or more available space required for installation of all software
  - USB interface: Hi-Speed USB 2.0
  - Monitor: Resolution of 1024 x 768 (XGA) or better recommended.
  - Optical drive: Drive capable of reading DVDs.
- Operating system
  - Microsoft Windows XP Service Pack 3 or later
  - Microsoft Windows XP x64 Edition Service Pack 2 or later
  - Microsoft Windows Vista Service Pack 2 or later (32-bit and 64-bit editions)
  - Microsoft Windows 7 Service Pack 1 or later (32-bit and 64-bit editions)
  - Microsoft Windows 8 (32-bit and 64-bit editions)
  - Microsoft Windows 8.1 (32-bit and 64-bit editions)
  - OS X 10.7.5, 10.8.5, 10.9.1
- Other requirement
  - An ISIS-compatible application Windows or a TWAIN-compatible application that is compatible with the above operating systems.
  - .NET Framework 4.0 of later Windows

- Scanning speeds are lower if your computer's standard USB interface is USB Full-Speed (equal to USB 1.1.)
- The USB cable you are using should be the one originally included with the scanner.
- If the CPU, memory, interface card, and other specifications do not satisfy the installation requirements, the scanning speed may be greatly reduced and transmission may take a long time.
- Even if the computer satisfies the system requirements, the scanning speed may vary, depending on the specification of the computer and the environment.

- The scanner drivers provided with the scanner do not necessarily operate on all ISIS Windows or TWAIN-compatible applications. For details, contact your application software retailer.

Windows

Precautions for Use in 64-bit Operating Systems

- The scanner driver supplied with this product supports scanning with 32bit applications only.
- Even with 32-bit applications, not all ISIS/TWAIN compliant applications are guaranteed to operate.
- Scanning speed may vary depending on the specifications of your computer.

Setup Disc Contents

Install the following software necessary for using the scanner from the supplied Setup Disc.

- CaptureOnTouch

  This is a dedicated scanning utility for this product.
- Scanner Driver

  This is the scanner driver for this product.

Third-Party Software

The following software applications are also included on the supplied Setup Disc (DVD-ROM). For details on installing these applications, refer to the Readme.txt file.

- Presto! BizCard

  Business card management software from NewSoft Technology Corp.

  * Presto! BizCard is a registered trademark of NewSoft Technology Corp.
- Evernote

  Multi-platform document filing software from Evernote Corp.

  * Files required for installing this software must be downloaded via the Internet. For details, see Software Installation.

  * For more information on this software, visit the following URL:

  http://www.evernote.com/about/intl/en/

CAUTION

When scanning with third-party software, user the scanner driver of this scanner to configure scanning conditions. For details on how to open the scanner driver, refer to the manuals supplied with each software application.

Cloud Service Software

For some of the supplied third-party software, a cloud service account is required to use some or all of their functions.

Software	Cloud service used
CaptureOnTouch plug-in for Google Drive	Google Drive
Evernote	Evernote
CaptureOnTouch plug-in for Evernote	Evernote
CaptureOnTouch plug-in for Dropbox	Dropbox
CaptureOnTouch plug-in for SugarSync	SugarSync
CaptureOnTouch plug-in for Microsoft OneDrive	Microsoft OneDrive

You will be asked to agree to terms of service when obtaining an account. For details, refer to the website of your cloud service provider.

Simple installation of the above software does not require an account.

Software Installation

Windows
Mac

Windows

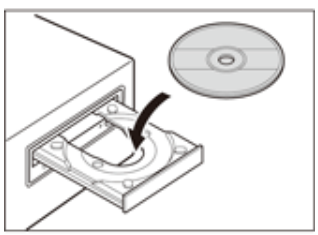
IMPORTANT

Install the software before connecting the scanner to the computer.

- **Log on to Windows as an Administrator.**
- **Close all other applications before installing the software.**

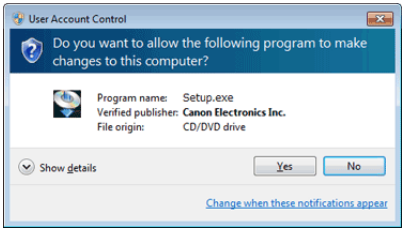
1 Insert the Setup Disc into the disc drive of the computer.

The setup menu automatically starts up when you insert the disc into the drive. (If the menu does not start up, execute setup.exe from the disc.)



For Windows 8.1/8/7/Vista

If the [User Account Control] screen appears, click [Yes] or [Allow].

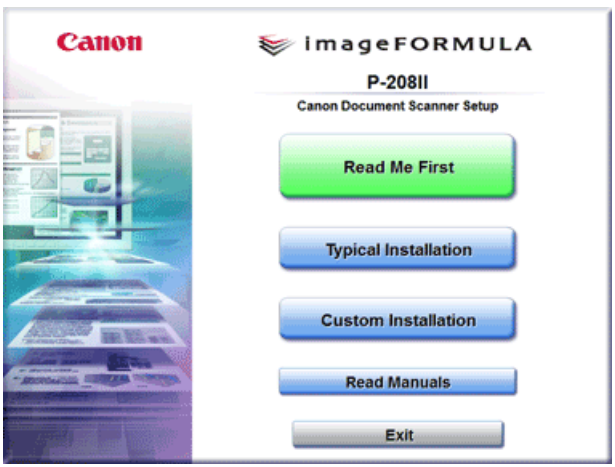


2 The setup menu starts up.

About Read Me First

Click [Read Me First] to display "Setup Guide".

This manual describes the procedures for setting up the scanner for use. Please follow the procedures in the Setup Guide to set up the scanner.

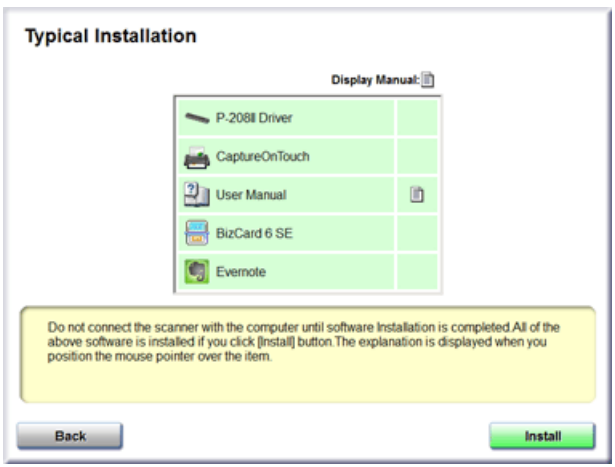


3 Click [Typical Installation].

NOTE

- **If you choose Evernote, the Web browser will start and display a webpage for downloading the software during the installation. Download and install the software following the instructions on the webpage.**
  To install Evernote, you need a connection to the Internet.
- **If you want to reinstall only specific software that you have previously uninstalled, select [Custom Installation] and specify the software.**

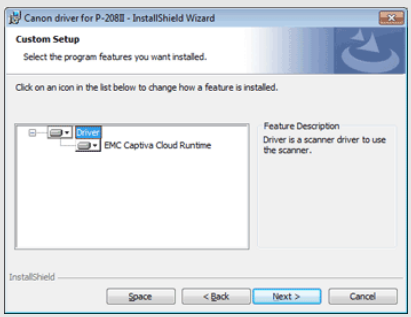
4 Click [Install].



5 **Follow the instructions on the screen to complete installation.**

NOTE

Installation of EMC Cloud Capture Function



EMC Captiva Cloud Runtime provides a component that enables the use of web-based applications.

The applications need to support this function when enabling this function. Be sure to install it only when you are using a supported application.

6 **Click [Exit] to finish installing the software.**

NOTE

For Windows 8.1/8

Depending on the system environment, the web browser may start in full screen during installation. If so, wait until the browser processing has finished, and then return to the desktop and continue the installation process.

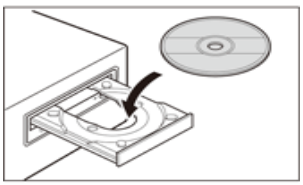
Mac

IMPORTANT

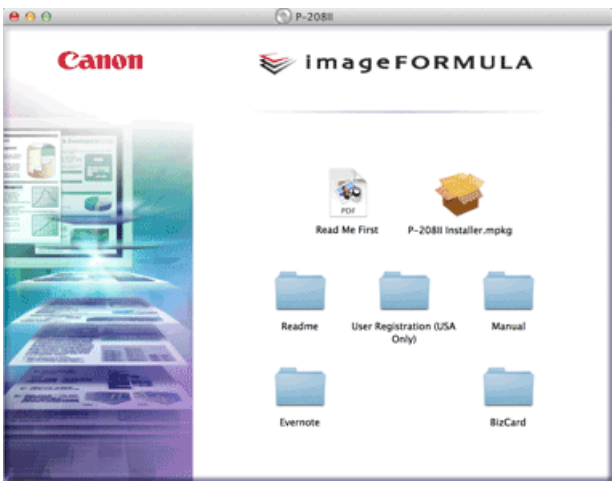
Install the software before connecting the scanner to the computer.

- **Close all other applications before installing the software.**

1 Insert the Setup Disc into the disc drive of the computer.



2 Click [P-208II Installer].



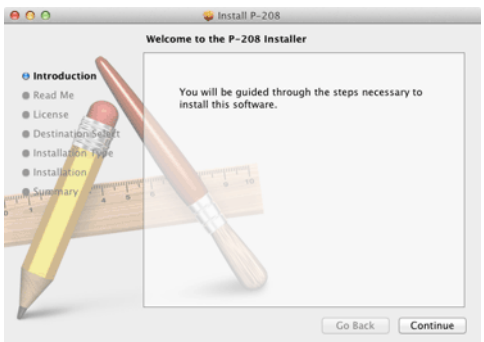
About Installation of Third-Party Software

If you open the folder containing the software instead of selecting [P-208II Installer], you can choose third-party software applications for installation.

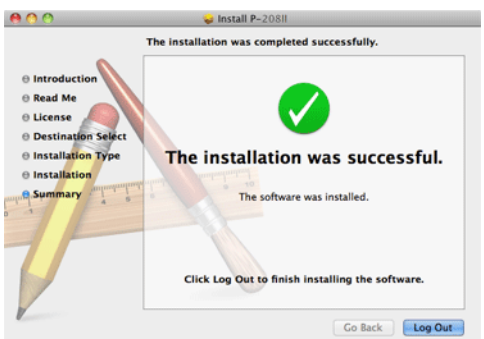
NOTE

If you choose Evernote, the Web browser will start and display a webpage for downloading the software during the installation. Download and install the software following the instructions on the webpage.
To install Evernote, you need a connection to the Internet.

3 Follow the instructions on the screen to complete installation.



4 When the installation is complete, click [Log Out].



Chapter 4 Connecting the Scanner

Connect the scanner to the computer and power outlet.

Connecting the Scanner to the Computer 20

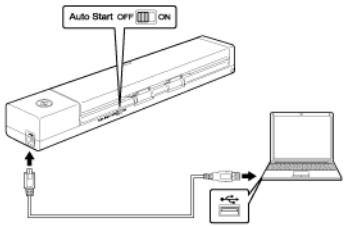
Turning the Power ON 21

Connecting the Scanner to the Computer

Connect the scanner to the computer.

Connecting the Scanner to the Computer

Turn OFF the Auto Start switch on the rear of the scanner, and use the supplied USB cable to connect the scanner to the computer.



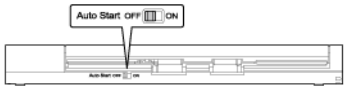
- Take care not to disconnect the USB cable while data is being transferred between the scanner and computer during scanning.
- The USB connector to which the scanner is connected on your computer must be one capable of supplying 500 mA / 5 V of power.
- Do not connect the scanner to the computer before installing the software.

Using a USB Hub

The scanner cannot be used when it is connected to a computer via a bus-powered USB hub. A self-powered USB hub can be used, but operation is not guaranteed.

Auto Start Switch

There is an Auto Start switch at the rear of the scanner for setting whether to operate the scanner as a storage device.



Depending on the position of the Auto Start switch, the scanner operates as shown below.

Switch Position	Scanner Operation
ON	The scanner is recognized as a storage device by the computer. Starting CaptureOnTouch Lite preinstalled in the scanner enables you to perform scanning on a computer without the scanner driver installed. (However, you cannot store scanned images or any other data on the scanner.)
OFF	The scanner is recognized as a scanning device by the computer. You can connect the scanner to a computer with the scanner driver installed, and perform scanning using an application, such as the supplied CaptureOnTouch.

- Turn the Auto Start switch ON or OFF before you connect the scanner to a computer. If it is turned ON or OFF after the scanner is connected to a computer, the scanner may not operate properly.
- When you use the scanner with the Auto Start switch turned ON, the computer needs to be started before you connect the scanner to the computer. If the scanner is connected to a computer that is not started and the feed tray of the scanner has been opened to turn ON the power, the computer may not be able to start.

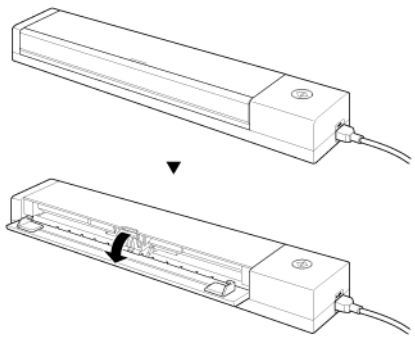
Turning the Power ON

1 Open the document feed tray to turn on the scanner's power supply.

NOTE

- **When connecting a USB cable and opening the document feed tray, the start button can slowly flash. After the start button stops flashing and remains lit, the scanner is ready for use.**

Opening the scanner document feed tray switches on the power supply automatically.

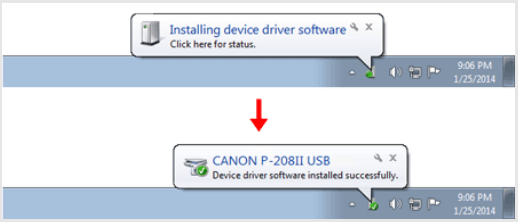


The scanner turns ON, and the Start button lights.

NOTE

Windows

When the scanner is turned on for the first time, the balloon message shown below appears on the Windows task bar. If you wait a while, automatic scanner recognition will end and the scanner will become ready to use.



When the scanner is properly connected to the computer, the (CaptureOnTouch) icon appears on the taskbar as follows.

Windows

Mac

If the taskbar icon appears as or the scanner is not properly connected to the computer. Check the status of the power and USB cable.

Chapter 5 Placing Documents

This section describes how to load a document for scanning.

Documents **23**
Loading a document **25**
Loading cards **27**

Documents

The scanner can scan documents ranging in size from business cards and checks to LTR/A4/LGL. The document sizes that this scanner can scan are shown below.

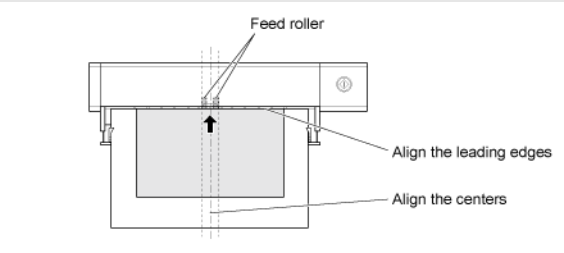
Plain Paper

Size	Width: 50.8 mm to 216 mm (2" to 8.5") Length: 70 mm to 356mm (2.756" to 14")
Paper weight	52 to 209 g/m^2 (0.06 mm to 0.22 mm (0.0024" to 0.0087"))

IMPORTANT

A document must meet the following criteria to be scannable:

- **When scanning multiple documents of different sizes, place the documents so that they cover the entire span of the feed rollers.**



- **Scanning documents before the ink is dry can cause problems with the scanner. Always make sure that the ink on a document is dry before scanning it.**
- **Scanning documents that are written in pencil or similar material may make the rollers and scanning glass dirty, which can lead to smudges on the scanned image and transfer the dirt to subsequent documents. Always clean the internal parts of the scanner after scanning such documents.**
- **When scanning a two-sided document that is printed on thin paper, the image on the opposite side of each page may show through. In this case, adjust the scanning intensity in the application software before scanning the document.**
- **It is recommended that thin documents are fed one sheet at a time.**

Scanning the following types of documents can cause a paper jam or malfunction. To scan such a document, make a photocopy of the document and then scan the photocopy.

- Wrinkled or creased documents
- Curled documents
- Torn documents
- Documents with paper clips or staples
- Carbon paper
- Coated paper
- Extremely thin, translucent paper
- Documents with excessive paper dust particles.

Postcard

Size	88.9 to 108 mm (3.5" to 4.25") x 127 to 152.4 mm (5" to 6")
Paper weight	128 to 300g/m^2 (0.15 to 0.4 mm (0.0059" to 0.0157"))

Business Card

Size	49 to 55 mm (1.93" to 2.17") x 85 to 91 mm (3.35" to 3.58")
Paper weight	128 to 380g/m^2 (0.15 to 0.45 mm (0.0059" to 0.0177"))

Card

Size	86 mm (3.39") x 54 mm (2.13") (ISO/IEC standard)
Card thickness	0.76 mm (0.03") or less
Orientation	Vertical feeding only
For embossed cards	Up to 1.4 mm (0.055")

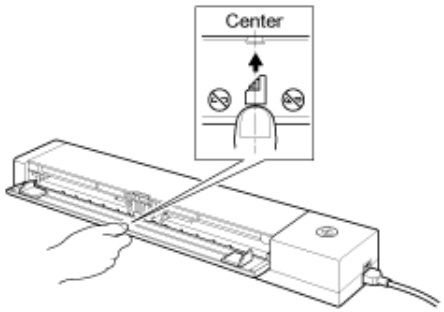
CAUTION

- If you place cards to be fed horizontally, they may not be ejected properly, and cards that get jammed may be damaged when you remove them. Take care of the orientation when placing cards.
- Embossed cards may not be able to be scanned correctly, depending on the type of embossment.

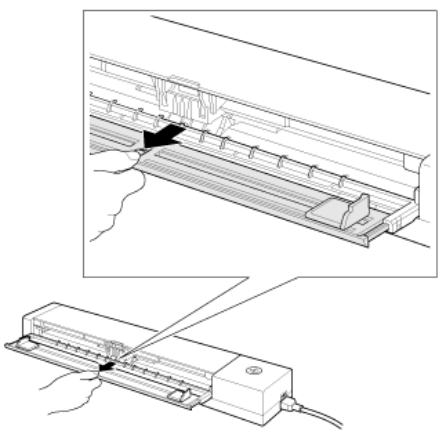
Loading a document

1 Open the feed tray to turn ON the scanner.

2 As shown in the figure, with the document feed tray opened, pull the tray toward you.



As shown in the figure, pull the center part of the document feed tray (see enlarged image) all the way out toward you.



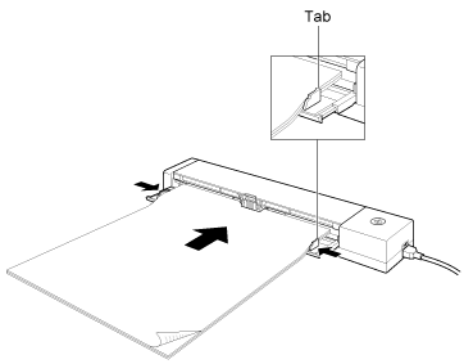
3 Load the document.

- Before you load the document, thoroughly fan the pages.

- Straighten out the creases and folds at the ends of the manuscript.
- If the document is curved, straighten the document before loading it.
- Load the document into the feed inlet of the scanner with the scanning side of the document face down and the top of the document pointing down.

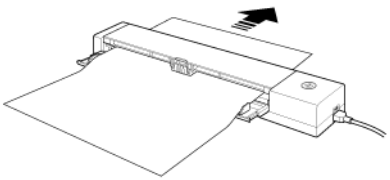
4 Align the document guides with both edges of the loaded document.

- Press the document beneath the tabs of the document guides.
- Up to 10 pages of plain paper can be loaded at the same time. Make sure that the document does not exceed the loading limit marks (▼) on the document guides.



CAUTION

- When the document is inserted all the way in, the paper pressure holds the document in place automatically.
  Be sure to load the paper straight in.
  (If the document is slanted when loading to the back of the paper pressure, it will not be fed correctly.)
- A scanned document is ejected behind the scanner. Do not place any objects behind the scanner.

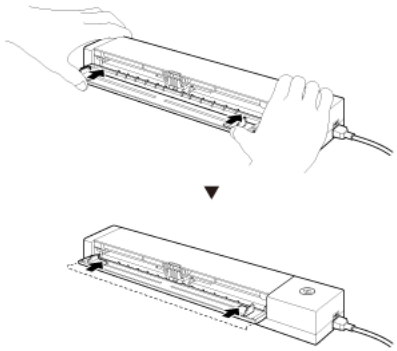


- If double-feeding occurs, reduce the number of pages that you load into the scanner at one time.
- When scanning small size of multiple documents such as receipt, use documents which have the same width.
- Depending on paper quality, you may hear unusual noises while scanning some documents, but this does not indicate a malfunction.

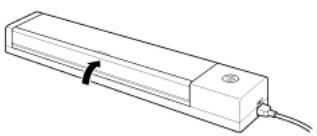
5 When the scan is finished, set the document feed tray back to its original position.

CAUTION

- Set the document feed tray from the pulled out position back to its original position.
- Push in (push back) the document feed tray in the direction of the arrow.



6 Close the feed tray.

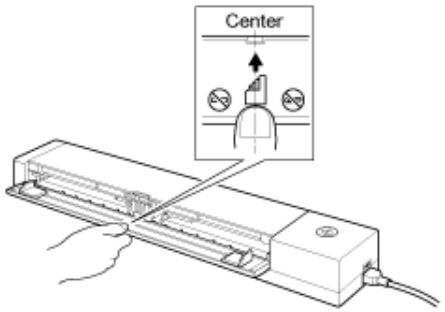


Loading cards

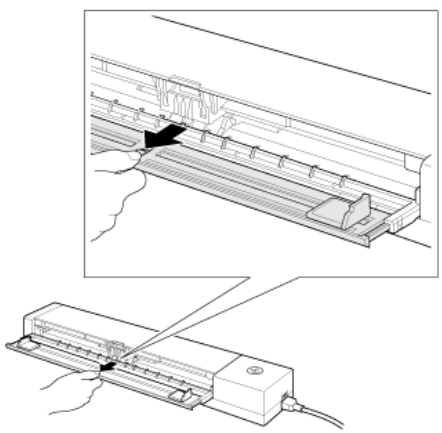
When scanning plastic cards, scan cards one at a time using the following procedure.

1 Open the document feed tray.

2 As shown in the figure, with the document feed tray opened, pull the tray toward you.

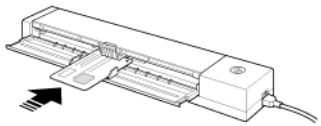


As shown in the figure, pull the center part of the document feed tray (see enlarged image) all the way out toward you.



3 Vertically insert the card directly into the feed inlet, and with the back facing up.

4 Adjust the document guide so that it makes contact with both edges of the card.



The card will be fed when you start scanning.

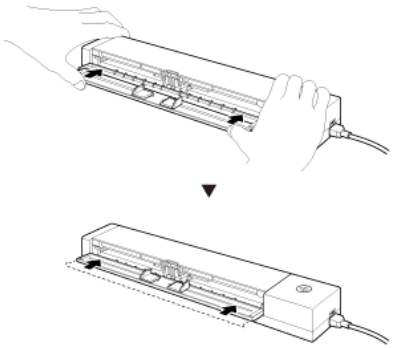
⚠ CAUTION

- If you are scanning an embossed card, load the card with the embossed side facing up.
- Embossed cards may not be scanned correctly, depending on the type of embossment.
- After a card is scanned, it is ejected from the back of the scanner. Do not place objects behind the scanner.

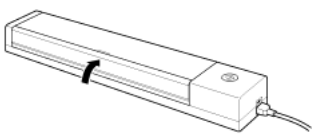
5 When the scan is finished, set the document feed tray back to its original position.

CAUTION

- Set the document feed tray from the pulled out position back to its original position.
- Push in (push back) the document feed tray in the direction of the arrow.



6 Close the feed tray.



Chapter 6 Scanning with CaptureOnTouch Lite

This section describes how to scan when using CaptureOnTouch Lite.

Scanning with CaptureOnTouch Lite **29**

Starting and Exiting CaptureOnTouch Lite **34**

Operations for the scanned image edit window **35**

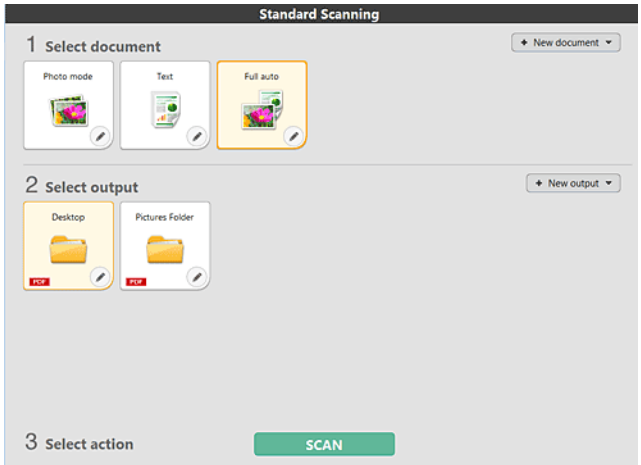
Select document settings **38**

Setting the output **40**

Environmental Settings **41**

Scanning with CaptureOnTouch Lite

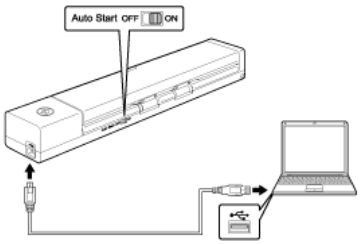
CaptureOnTouch Lite is a scanning application that comes pre-installed in the scanner. It can be used on a computer that does not have the scanner driver installed.



Click the Select document and Output panels, and then click the [Scan] button to scan the document. You can select the scan method according to the document type and purpose of use before scanning.

Scanning Procedure

1 Set the Auto Start switch at the rear panel of the scanner to ON and then connect the scanner to the computer.



2 Open the feed tray, turn ON the scanner, and then load the document.

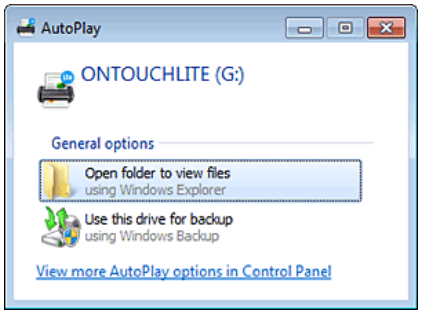
Windows

For details, "Loading a document".
When you open the feed tray, the Start button on the scanner lights and the auto play screen appears.

IMPORTANT

If you are using Windows XP and you set the Auto Start switch to ON before connecting the scanner to the computer, a message requesting that you restart your computer may appear when you turn ON the scanner. You can continue normal use even if you click [No] and do not restart the computer.

1 Click [Open folder to view files].



CaptureOnTouch Lite starts, and the main screen appears.

IMPORTANT

Do not close the feed tray before the main screen of CaptureOnTouch Lite appears.

NOTE

- **The [AutoPlay] screen may not appear in some operating environments. In such cases, open the [ONTOUCHLITE] drive in Windows Explorer, for example, and start the application directly by double-clicking [ONTOUCHL.exe].**
  Depending on your operating system, the drive name may not be [ONTOUCHLITE]. Open the drive on which [ONTOUCHL.exe] is located, and start the application directly.
- **Depending on your operating system, [CaptureOnTouch Lite] may appear in the [AutoPlay] screen. In such cases, double-click [CaptureOnTouch Lite] to start CaptureOnTouch Lite.**

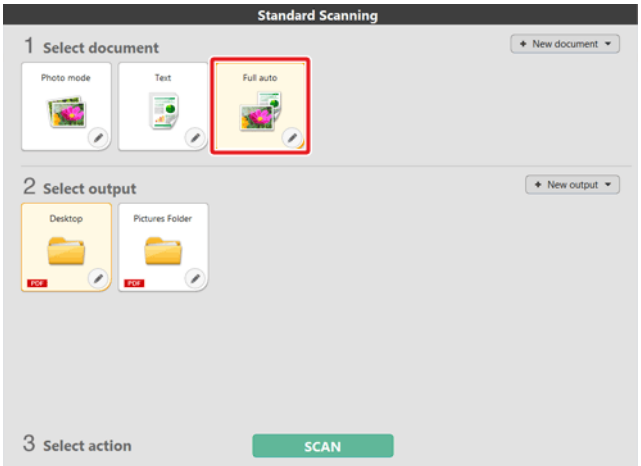
Mac

For details, "Loading a document".
When you open the document feed tray, the Start button on the scanner lights and the Finder window shown below opens automatically.
If you click the [CaptureOnTouch Lite Launcher] icon, CaptureOnTouch Lite starts up and the main screen opens.

NOTE

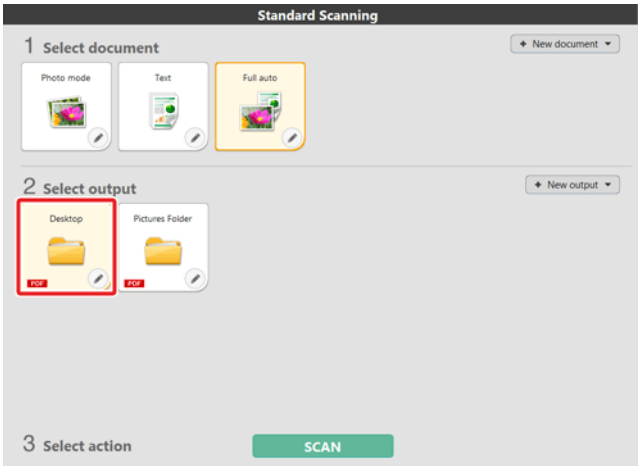
To run CaptureOnTouch Lite, both the [CaptureOnTouch Lite for Mac] folder and the [ONTOUCHLITE] folder must be mounted.

2 Double-click the [CaptureOnTouch Lite Launcher] icon.



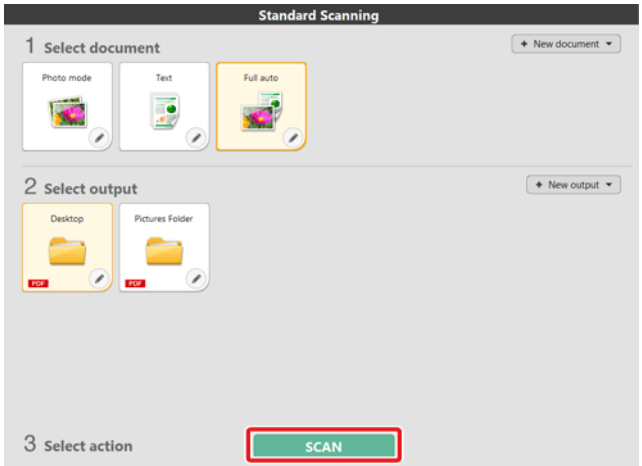
The selected [Select document] panel will be displayed in orange. To edit the [Select document] panel, see "Select document settings".

3 Click the output panel for the scan image application from [2 Output].



The selected [Select document] panel will be displayed in orange. To edit the [Output] panel, see "Setting the output".

4 Click the [SCAN] button.



The document is scanned. While scanning is in progress, the number of pages scanned is displayed in addition to the scanner settings.

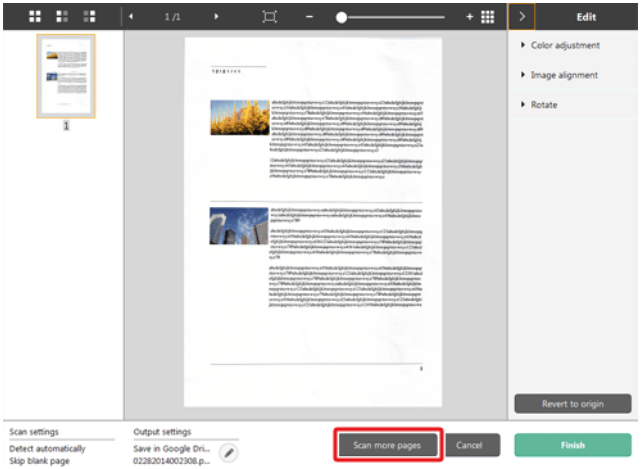
When the scan is finished, the [Scanned image preview screen] opens.

IMPORTANT

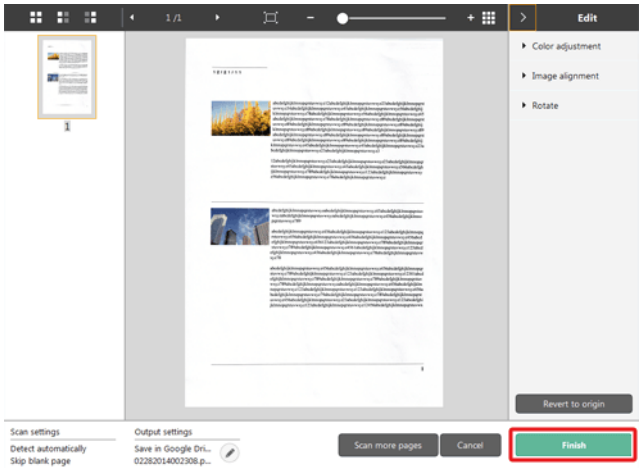
If you configure scanning conditions that consume a large amount of the computer's memory, scanning may stop because of insufficient memory. If an error message appears due to insufficient memory while scanning is in progress, stop scanning, change the scanning conditions, and then try scanning again.

NOTE

If scanning continuously, set the next document, and click the [Scan more pages] button to start the document scan.



5 After confirming the scanned image, click the [Finish] button.

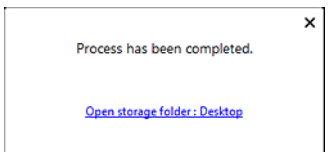


To edit scan images, see ["Operations for the scanned image edit window"].

Click the [ ] button to edit the output settings. "Setting the output"

Click the [Cancel] button to discard the scanned image and return to the main window.

6 When the output has finished, a popup window will be displayed. If saving the scanned image, a link to open the save destination folder will be displayed.



NOTE

If you specify an output method other than Print or E-mail attachment, the [Open storage folder] button appears. This button opens the folder where the saved scanned images were saved.

Starting and Exiting CaptureOnTouch Lite

Once you start CaptureOnTouch Lite it remains present in the system.

NOTE

When the Auto Start switch on the rear of the scanner is not in the ON position, CaptureOnTouch Lite will not start. For details, refer to "Connecting the Scanner to the Computer"

Windows

Double-click (CaptureOnTouch icon) in the taskbar to start CaptureOnTouch and display the main window.

To close the CaptureOnTouch Lite window, click at the top of the window. This closes the window, but CaptureOnTouch Lite will continue to reside in the system.

Mac

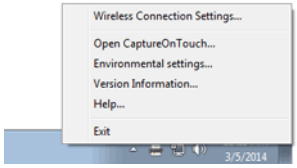
Click (CaptureOnTouch icon) in the menu bar and then click [Launch CaptureOnTouch] from the menu which appears to start CaptureOnTouch and display the main window.

To close the CaptureOnTouch Lite window, click at the top of the window. This closes the window, but CaptureOnTouch Lite will continue to reside in the system.

To quit the residence of the CaptureOnTouch application

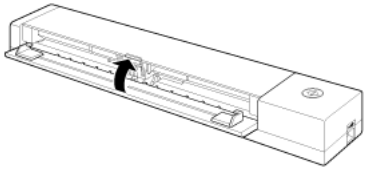
Windows

1 **Click (CaptureOnTouch Lite icon) in the taskbar, and then from menu select [Exit].**



CaptureOnTouch is no longer resident in the system and the icon disappears from the taskbar.

2 **Close the feed tray.**

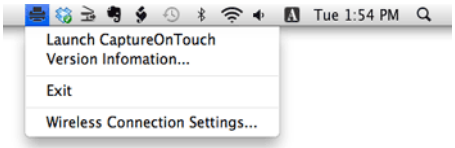


The scanner turns OFF.

3 **Disconnect the USB cable from the scanner and computer.**

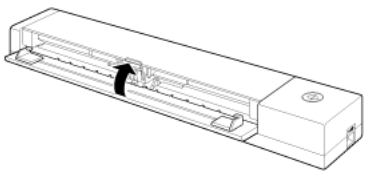
Mac

1 Click (CaptureOnTouch Lite icon) in the menu bar, and select [Exit] from the menu.



2 Drag and drop the [ONTOUCHLITE] folder and [CaptureOnTouch Lite for Mac] folder onto the [Trash] icon.

3 Close the feed tray.



The scanner turns OFF.

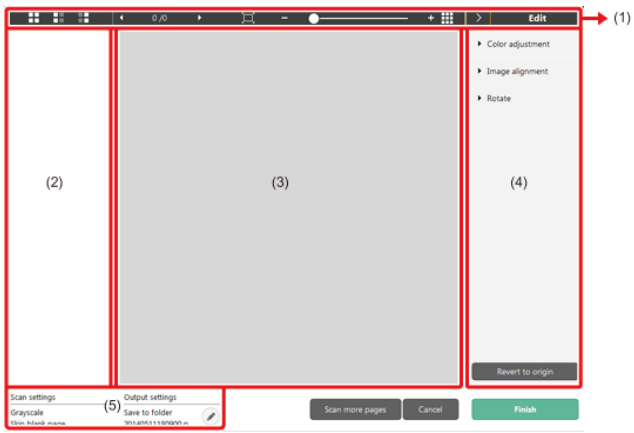
4 Disconnect the USB cable from the scanner and computer.

Operations for the scanned image edit window

When scanning has finished, a preview window of the scanned image will be displayed.

To display the edit window in the preview window, click on the tool bar.

Scanned image preview screen



(1)Toolbar

This tool bar enables operations to thumbnails and preview images.

Tools	Description
	Switches the image selection for the thumbnail area. These buttons mean "All pages", "Odd pages" and "Even pages" from the left.
	Indicates the page of the image displayed on the preview. Click to change the page to be displayed.
	Changes the display magnification. Move the slider to + (plus) or - (minus) to enlarge or reduce the preview image. Click to make the display magnification of the preview enlarged to full-screen.
	Click to display or hide the preview area.
	Click to display or hide the Edit window.

(2)Thumbnail Display Area

Thumbnails of the scanned documents will be displayed. You can implement the following operations.

Click a thumbnail to display a preview of the scanned image in the preview window.

Drag a thumbnail to change pages.

(3)Preview Area

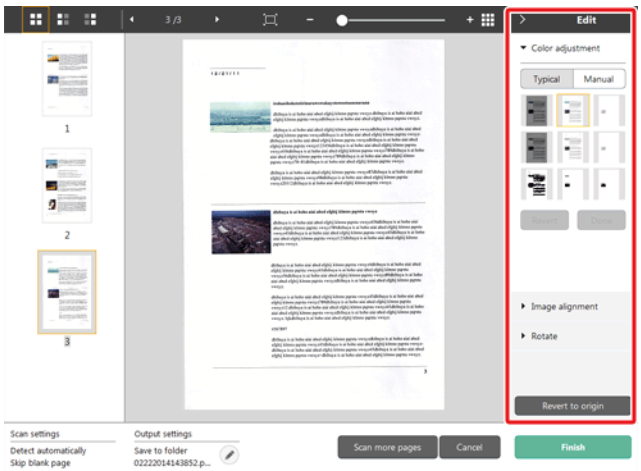
The preview images of scanned documents are displayed.

(4)Edit window

You can edit scanned documents.
Click an item to open the edit window.

Click the [Restore] button to discard the edit results and return to the previous scan image.

[Color adjustment] (Easy settings)



Click [Color adjustment] to display the default.

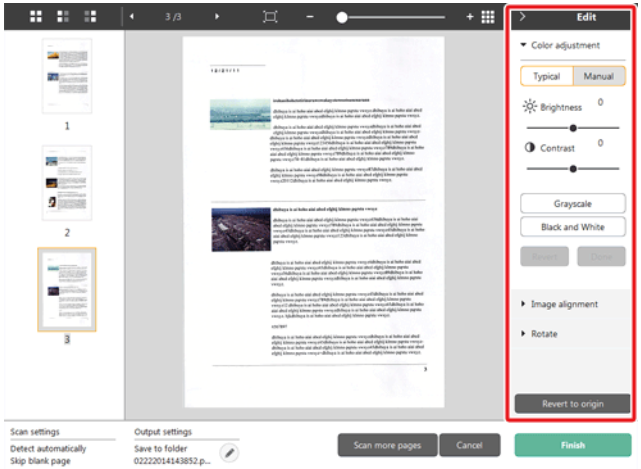
Click the button to toggle between the typical settings and manual settings displays.

Click a thumbnail in typical color adjustment to select the most suitable preview image that is displayed.

9 thumbnail patterns are displayed for the relevant image in color, and 6 patterns in grayscale.

When adjustment is finished, click the [OK] button. To cancel the adjustment, click the [Back] button.

[Color adjustment] (Manual settings)



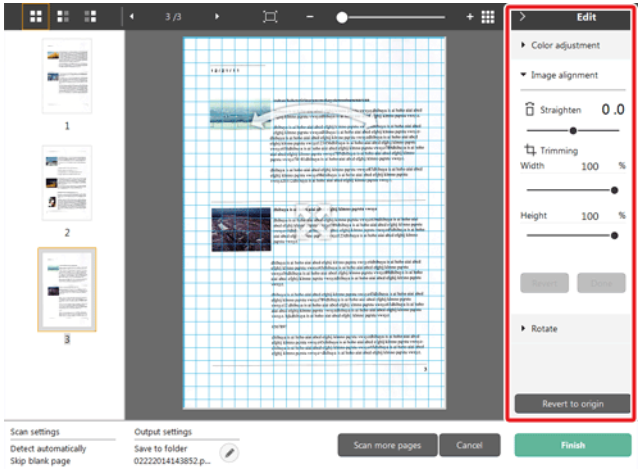
Move the slider to the left or right to adjust the brightness and contrast of the image, checking the preview image.

Click the [Grayscale] button to render the image in grayscale.

Click the [Black and White] button to render the image using 2 values: black and white.

When adjustment is finished, click the [OK] button. To cancel the adjustment, click the [Back] button.

[Image alignment]

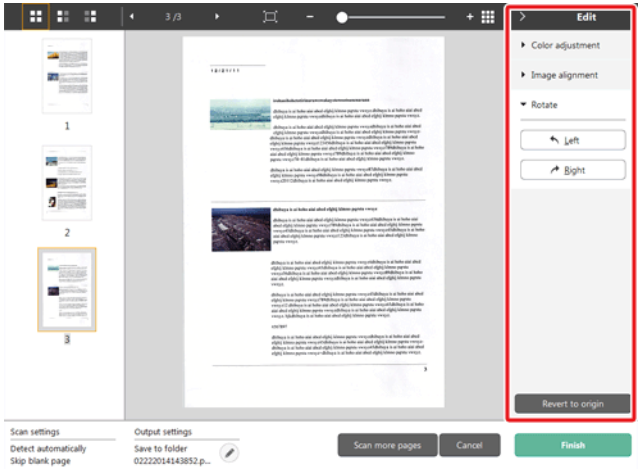


Click [Image alignment] to display.
The preview image or the slider can be used for the straightening and the trimming.

In the preview image, drag the Move grip , the Straighten grip and/or the trimming frame directly. To change the extent of the trimmed image, drag the Move grip on the preview.

When adjustment is finished, click the [OK] button. To cancel the adjustment, click the [Back] button.

[Rotate]



Click [Rotate] to display.
The scanned image can be rotated in 90 degrees to the left or the right.
The rotation can be adjusted according to the preview image.

(5)Information Display Area

The information regarding the "Select document" and "Select output" is displayed.

Click the button, and the Output Settings dialog will appear.

Click the [Scan more pages] button to continue the scanning.

Clicking the [Cancel] button will destroy the scanned images and return to the top screen.

When clicking the [Finish] button, the output processing will start. After it is completed, the screen will return to the top screen.

Select document settings

By default, CaptureOnTouch Lite enables the [Full auto] scan setting, so shortcut scans saved to the folder are implemented using the scan conditions that match the document.

To specify the document size, color mode, and other settings, set the desired scan condition by editing the scan mode panel.

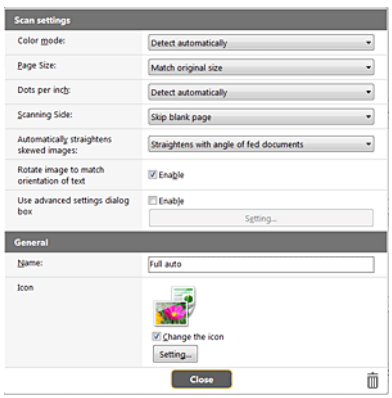
Creating new [Select document] panels

Click the [New document] button, and a [New document] panel will be added.

Click to display the list of panel types. The selected type of the panel is created.

Edit [Select document] panel

The [Select document edit screen] opens when you click the [ ] button in the [Select document] panel.



Scan settings

Makes the scan settings.

[Color mode]

Select the color mode for scanning from below.

Detect automatically	Automatically determines the color mode based on the document content and scans accordingly.
24-bit Color	Scans the document in color.
24-bit color (photograph)	Scans the document in color using photo-compatible tones.
Grayscale	Scans the document in Grayscale.
Grayscale (photograph)	Scans the document in color using photo-compatible tones.
Black and White	Scans the document in black and white (binary).

[Page Size]

Select the paper size of the document to be scanned.

If you specify [Match original size], the page size of the scanned document is detected and the images are saved at the detected size.

[Dots per inch]

Select the resolution.

Select [Detect automatically] and the software will automatically scan the document at the optimum resolution.

[Scanning Side]

Select the scanning side of the document.

If you select [Skip blank page], scanned images of blank pages are not saved.

[Automatically straightens skewed images]

If a document is not straight when fed, the scanner detects that the document is not straight from the scanned image and straightens the skewed image.

Select the setting from below.

[OFF]

[Straightens with angle of fed documents]

[Straightens with angle contents of fed documents]

[Rotate image to match orientation of text]

Check [Enable] on to rotate the image in the same direction with the characters.

[Use advanced settings dialog box]

Document scan settings include basic items that are configured in [Scan settings], and the settings that are configured in the advanced settings dialog box. The settings in the advanced settings dialog box are applied for settings other than the basic items.

Enable [Use advanced settings dialog box] to implement advanced scanner settings other than the basic items using the advanced settings dialog box (scanner driver). To open the scanner driver, enable this item, and then click the [Settings] button.

NOTE

The driver settings dialog box includes setting items that are the same as the basic items in [Scanner setting], but the setting for each of the them is stored separately.

Which settings are used during scanning differs as follows depending on the setting of the [Use advanced settings dialog box] check box.

Setting of [Use advanced settings dialog box]	Basic items	Other than basic items
OFF	Settings of [Scanner setting]	Settings of the advanced settings dialog box of the scanner driver
ON	Settings of the advanced settings dialog box of the scanner driver	

For the advanced settings other than the basic items, see the help in the driver settings dialog box.

General

Set the following items as occasion demands.

Name

Enter the name to be displayed in the select document panel.

Icon

You can change the select document icon displayed in the scan mode panel.

Enable [Change icon] to enable the [Settings] button and select the file.

The file formats that can be selected as icon files are described below.

Windows

- .ico, .exe, .jpg, .png

Mac

- .icns, .app, .jpg, .png

Setting the output

By default, CaptureOnTouch Lite enables the settings to converts the scanned images to PDF file and save to a folder.

To specify the output method and save location, edit the output panel and set the desired output.

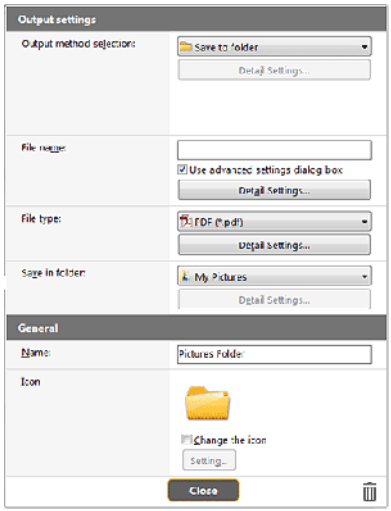
Create new [Output] panel

Click the [New output] panel.

Click to display the list of panel types. The selected type of the panel is created.

Edit [Output] panel

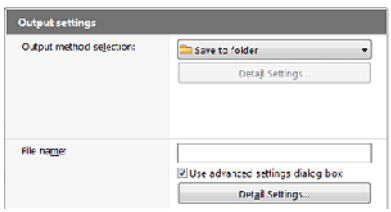
The Edit output screen opens when you click the [ ] button in the Output panel.



Select output method

File formats and save locations that can be selected depend on the output method selected.

Save to folder



Saves the scanned image to the specified folder. When this output method is specified, set the save location folder.

Other output methods

CaptureOnTouch Lite supplies output methods other than [Save to folder] as plugins.

By installing the plug-in, you can use various services such as printing the scanned image or attaching it in an e-mail.

To install plugins, enable the checkbox when installing CaptureOnTouch.

The output methods that can be selected depend on the plugins that have been installed.

For how to use the plugins, see the plugin help.

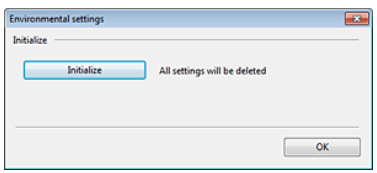
Environmental Settings

Windows

Mac

Windows

In the [Environmental settings] dialog box, you can configure settings related to CaptureOnTouch Lite operations.



Mac

Open the [Environmental settings] dialog box to configure settings related to CaptureOnTouch Lite operations.

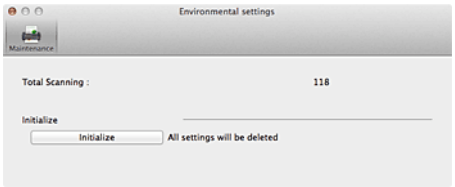
1 Start CaptureOnTouch Lite.

If CaptureOnTouch Lite does not start, double-click [CaptureOnTouch Lite Launcher] in the [CaptureOnTouch Lite for Mac] folder.

If you closed the main window after starting CaptureOnTouch Lite, open it again from the menu bar.

2 Click [Preferences] in the [CaptureOnTouch Lite] menu.

The [Environmental settings] dialog box appears.



You can configure the following in this dialog box.

[Maintenance]Tab

[Initialize]

Return all settings to their default condition.

Chapter 7 Scanning with CaptureOnTouch

This section describes the scanning procedure when using CaptureOnTouch.

What is CaptureOnTouch? **42**

Starting and Exiting CaptureOnTouch **43**

Screen Descriptions **45**

Standard Scanning **46**

Scanning Shortcut **48**

Scanning with Start Button **51**

Operations for the scanned image edit window **52**

Select document settings **55**

Setting the output **56**

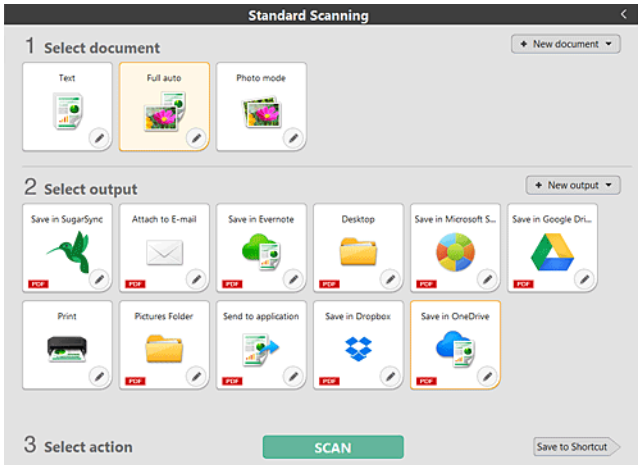
Scanning Shortcut setting **58**

About file formats **58**

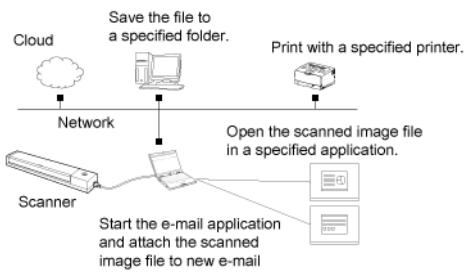
Environmental Settings **60**

What is CaptureOnTouch?

CaptureOnTouch is a scanning application that enables you to scan a document with a simple operation merely by selecting the screen panel.

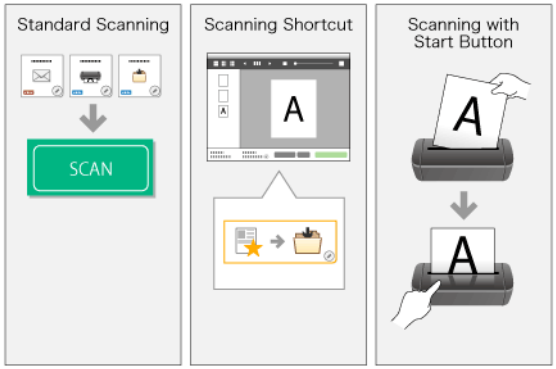


CaptureOnTouch is provided with multiple scanning methods that can be selected according to the purpose and application.



Turn OFF the Auto Start switch on the rear of the scanner, and use the supplied USB cable to connect the scanner to the computer. For details, see Connecting the Scanner to the Computer20.

CaptureOnTouch supports the following scanning methods.



Standard Scanning

Click the Select document and Output panels, and then click the [Scan] button to scan the document. You can select the scan method according to the document type and purpose of use before scanning.

-> "Standard Scanning"

Scanning Shortcut

You can register in advance combinations of frequently-used document selections and output methods as a "Scanning Shortcut". Just click the Scanning shortcut panel to implement the scan.

-> "Scanning Shortcut"

Start button

"Scanning shortcuts" are allocated to the scanner start button in advance. Set the document and press the Start button to start the scan. You can also allocate your own shortcuts to the start button.

-> "Scanning with Start Button"

Starting and Exiting CaptureOnTouch

By default, CaptureOnTouch becomes resident in the system when you start your computer.

Windows

Double-click (CaptureOnTouch icon) in the taskbar to start CaptureOnTouch and display the main window.

NOTE

- **You can also start CaptureOnTouch from the Start menu. Click [Start] - [All Programs] - [Canon P-xxx] - [P-xxx CaptureOnTouch].**
- **The interval between the time you press the Start button on the scanner and the time scanning begins is shortened when the [Make CaptureOnTouch resident] check box is selected in the [Basic settings] tab of the [Environmental settings] dialog box. For details, see Environmental Settings60.**

Mac

Click (CaptureOnTouch icon) in the menu bar and then click [Launch CaptureOnTouch] from the menu which appears to start CaptureOnTouch and display the main window.

NOTE

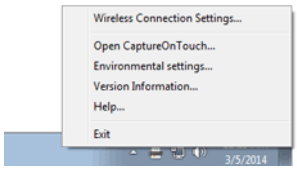
- **The interval between the time you press the Start button on the scanner and the time scanning begins is shortened when the [Make CaptureOnTouch resident] check box is selected in the [Basic settings] tab of the [Environmental settings] dialog box. For details, see Environmental Settings60.**

Exiting CaptureOnTouch

Windows

To close the CaptureOnTouch window, click at the top of the window. This closes the window, but CaptureOnTouch will continue to reside in the system.

To quit the CaptureOnTouch application, click (CaptureOnTouch icon) in the taskbar, and select [Exit] from the menu.

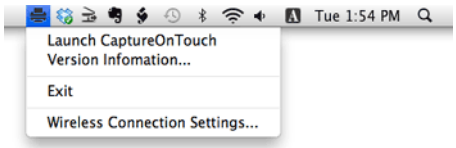


CaptureOnTouch becomes no longer resident in the system and the icon disappears from the taskbar.

Mac

To close the CaptureOnTouch window, click at the top of the window. This closes the window, but CaptureOnTouch will continue to reside in the system.

click (CaptureOnTouch icon) in the menu bar, and select [Exit] from the menu.



Restarting CaptureOnTouch

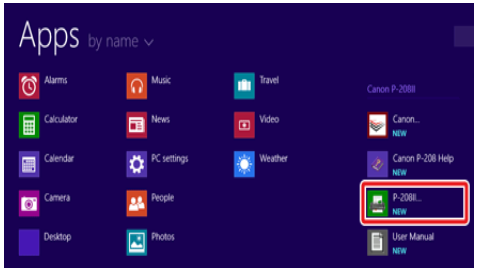
To use CaptureOnTouch after it has been made not resident in the system, use one of the following procedures to restart it. CaptureOnTouch will start and become resident in the system again.

Windows

- Click [Start] - [All Programs] - [Canon P-xxxx] - [P-xxxx CaptureOnTouch].
- Press the Start button on the scanner (in this case, the main screen of CaptureOnTouch will open and scanning will start using the scan method assigned to the Start button).

NOTE

In Windows 8.1 / 8, it is registered in the following location.



Mac

- Open [GO] - [Applications] folder from the Finder, and double-click [CaptureOnTouch P-xxx].
- Press the Start button on the scanner (in this case, the main screen of CaptureOnTouch will open and scanning will start using the scan method assigned to the Start button).

NOTE

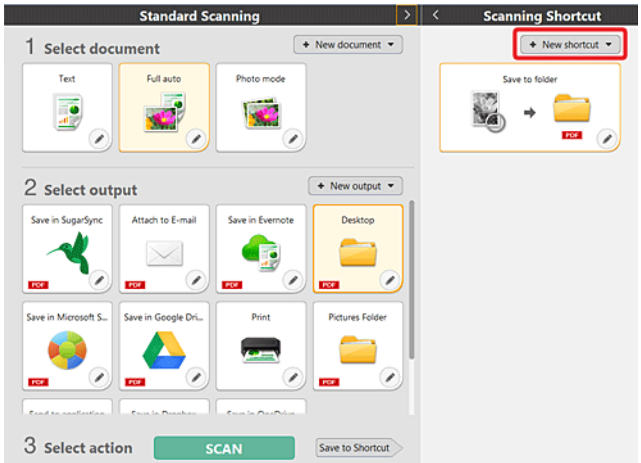
If you are using OS X 10.9, CaptureOnTouch will not start when the [Start] button is pressed.

Open [GO] - [Applications] folder from the Finder, and double-click [CaptureOnTouch P-xxx].

Screen Descriptions

There are two areas in the CaptureOnTouch main screen, [Scanning Shortcut] and [Standard Scanning].

Use the [>] [<] at the top right of the main window to move between sections.



Various panels have been prepared according to the scan types and outputs in each section.

Click the [New document] button, and a [New document] panel will be added.

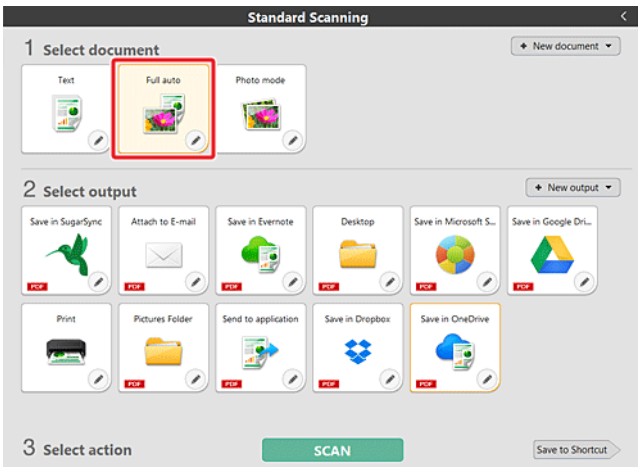
Standard Scanning

Operations;
Selecting the Select document panel-> Selecting the Select output panel->Start scanning

1 Place the document in the scanner.

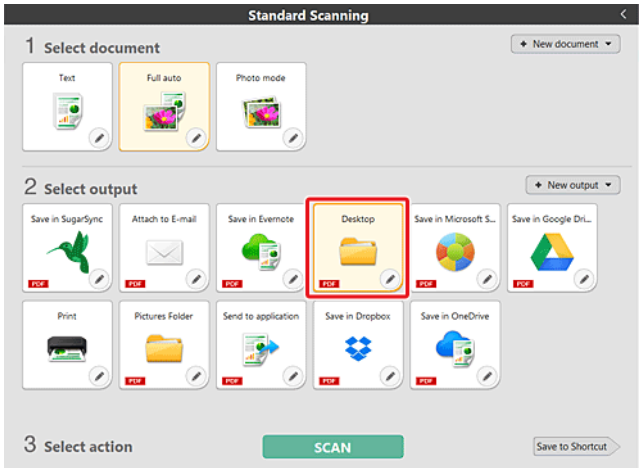
2 Click the select document panel for the document to be scanned from [1 Select document].

The selected [Select document] panel will be displayed in orange. To edit scan images, see "Select document settings".

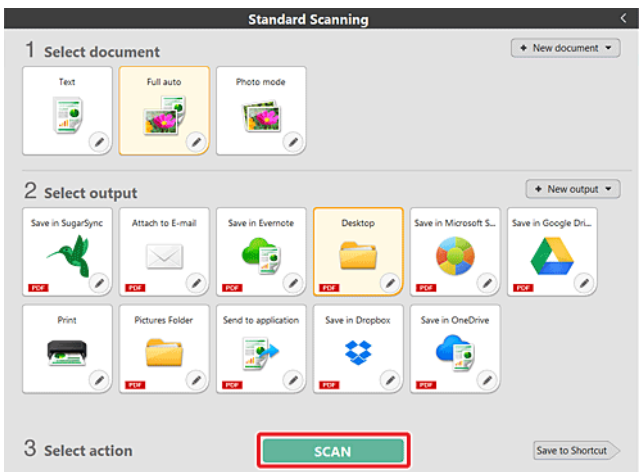


3 Click the output panel for the scan image application from [2 Output].

The selected [Output] panel will be displayed in orange. To edit the [Output] panel, see "Setting the output".



4 Click the [SCAN] button.



The document is scanned. While scanning is in progress, the number of pages scanned is displayed in addition to the scanner settings.

When the scan is finished, the [Scanned image preview screen] opens.

NOTE

If using the same document selection and output combination the next time, click the [Save to Shortcut] button.

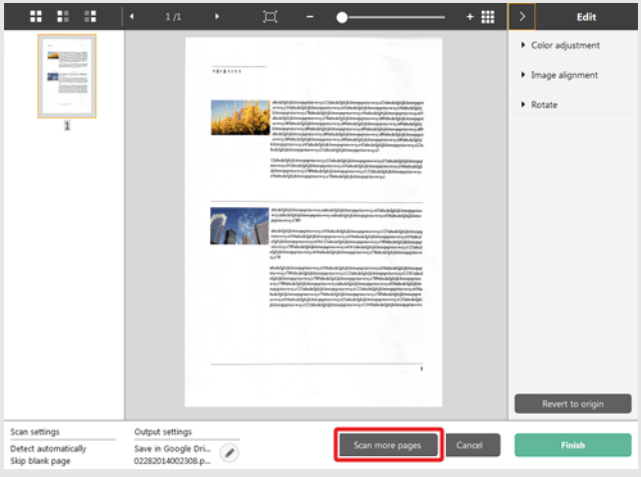
The selected [Output] and [Select document] will be added to the [Scanning shortcut] panel.

CAUTION

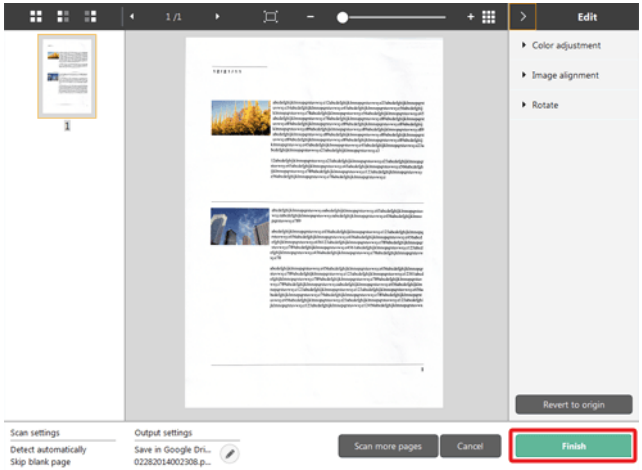
- If you configure scanning conditions that consume a large amount of the computer's memory, scanning may stop because of insufficient memory. If an error message appears due to insufficient memory while scanning is in progress, stop scanning, change the scanning conditions, and then try scanning again.
- A multiple-page scan cannot be saved when it reaches the file size of 2 GB. Change the save settings if an error message is displayed.

NOTE

If scanning continuously, set the next document, and click the [Scan more pages] button to start the document scan.



5 To check the scanned image, click the [Finish] button.



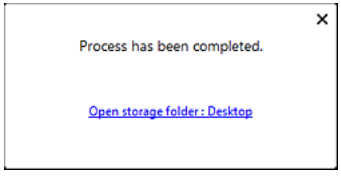
To edit scan images, see Operations for the scanned image edit window52.

Click the [ ] button to edit the output settings. -> "Setting the output"

Click the [Cancel] button to discard the scanned image and return to the main window.

When the output has finished, a popup window will be displayed. If saving the scanned image, a link to open the save destination folder will be displayed.

This completes the Standard Scanning.



NOTE

If you click [Open storage folder], the folder in which the saved scanned images were saved opens. Depending on the output settings, the [Open storage folder] button may not be displayed.

Scanning Shortcut

Operations;
Save [Scanning Shortcut] -> Scan the document -> Output the scanned images

By adding scanning shortcuts that combine frequently-used document selections and outputs, you can scan just by clicking the Scanning Shortcut panel.

NOTE

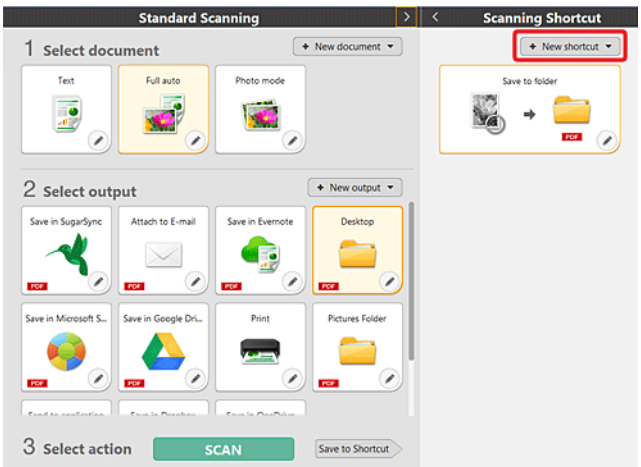
If a registered scanning shortcut is allocated to the start button, you can implement shortcut scans using these settings just by pressing the scanner start button -> "Scanning with Start Button"

Registering and editing scanning shortcuts

Multiple scanning shortcuts can be allocated to CaptureOnTouch.

1 Either click the [New shortcut] button in [Scanning shortcut], or select the document scan and output in [Standard Scanning], and click the [Save to Shortcut] button.

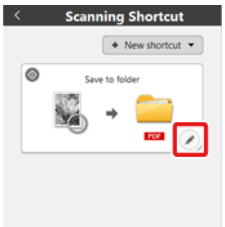
A scanning shortcut panel will be created.



NOTE

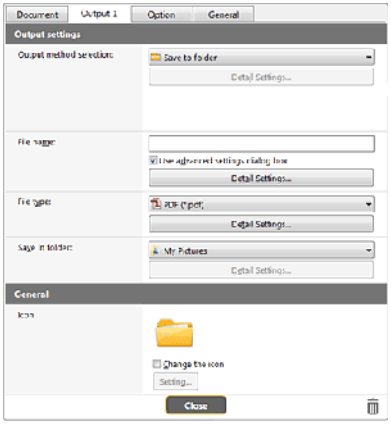
You can also create a new Destination panel by clicking [ ] **on the [New] button, and in the menu that appears, selecting the type of Scanning Shortcut.**

2 The Edit Scanning Shortcut Panel dialog box appears when you click the Edit button.



3 Click the [Document] tab to set the Select document settings. -> "Select document settings"

4 Click the [Output] tab to set the outputs. -> "Setting the output"



5 Click the [Option] tab to set the options.

[Edit after scanning]

Check it on to enable modifying the scanned images in Scan Editing screen. When unchecked, the Edit window is not displayed in Scan Editing screen -> "Operations for the scanned image edit window"

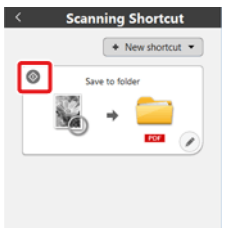
[Enable additional scan]

Check it on to display [Scan more pages] button in the Scan Editing screen to enable continuing scanning.

[Button assignment]

You can allocate one of the settings registered in scanning shortcuts to the scanner start button.

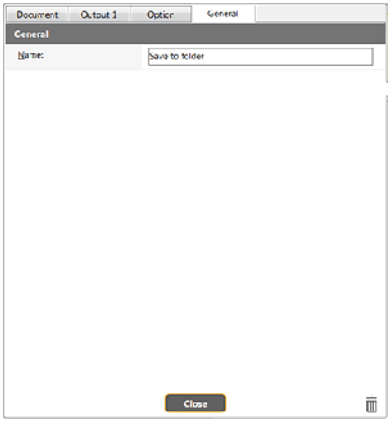
If a scanning shortcut is allocated to the start button, its icon will be displayed in the scanning shortcuts panel.



[Order of output]

Click each button to configure "Adding and Deleting output," and "Order change".

6 **Click the [General] tab to make other settings.**



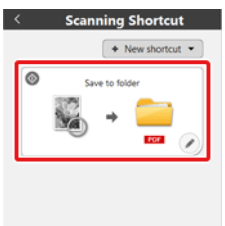
[Name]

Enter the Scanning shortcut panel name.

Selecting and scanning shortcuts

1 **Place the document in the scanner. -> "Chapter 5 Placing Documents"**

2 **Click the scanning shortcut panel.**



The document is scanned. While scanning is in progress, the number of pages scanned is displayed in addition to the scanner settings.

When the scan is finished, the [Scanned image preview screen] opens.

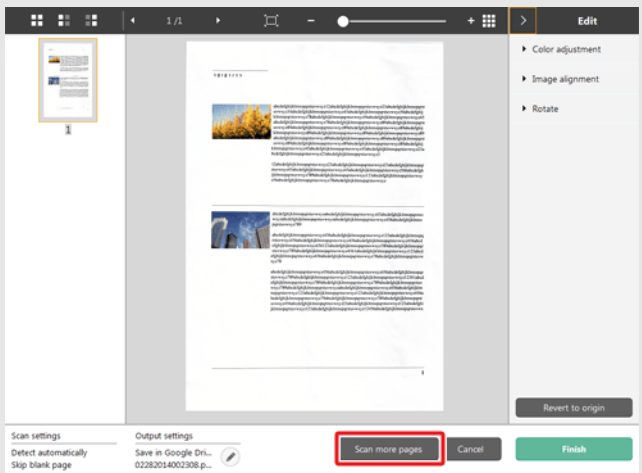
CAUTION

- If you configure scanning conditions that consume a large amount of the computer's memory, scanning may stop because of insufficient memory. If an error message appears due to insufficient memory while scanning is in progress, stop scanning, change the scanning conditions, and then try scanning again.
- A multiple-page scan cannot be saved when it reaches the file size of 2 GB. Change the save settings if an error message is displayed.

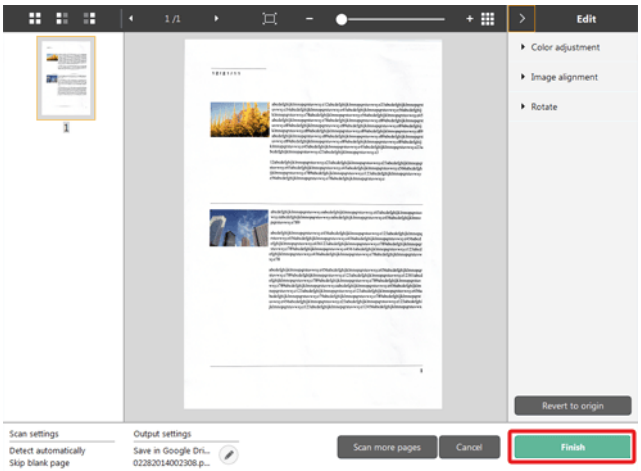
NOTE

If scanning continuously, set the next document, and click the [Scan more pages] button to start the document scan.

If [Enable additional scan] is disabled in the scanning shortcut settings, the [Scan more pages] button will not be displayed.



3 To check the scanned image, click the [Finish] button.



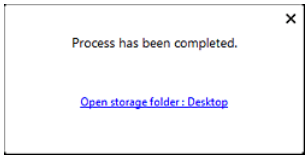
To edit scan images, see Operations for the scanned image edit window52.

NOTE

If [Edit after scanning] is disabled in the scanning shortcut settings, the edit window will not be displayed.

Click the [ ] button to edit the output settings. -> "Setting the output"
Click the [Cancel] button to discard the scanned image and return to the main window.

When the output has finished, a popup window will be displayed.
This completes the shortcut scans.



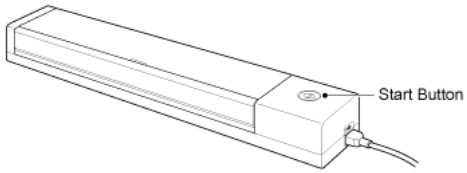
NOTE

If you click [Open storage folder], the folder in which the saved scanned images were saved opens. Depending on the output settings, the [Open storage folder] button may not be displayed.

Scanning with Start Button

Scanning shortcuts" are allocated to the scanner start button in advance.
You can set frequently-used scans to the scanning shortcuts, and then allocate them to the start button.

If you place the document and press the Start button, CaptureOnTouch starts and scanning starts.



NOTE

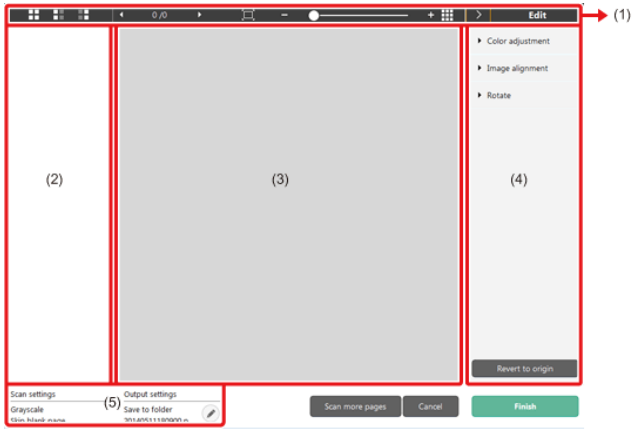
- **If the [Do not display the main screen when the scan is started with the scanner button] checkbox is enabled in the Environmental settings, the main CaptureOnTouch window will not be displayed when a scan is started from the start button. Only dialog boxes, error messages, and completion popup windows are displayed during scanning.**
- **If the [Do not display the main screen when the scan is started with the scanner button] checkbox is enabled in the Environmental settings, [Enable additional scan] and [Edit after scanning] will be disabled when scanning is started from the start button.**

Operations for the scanned image edit window

When scanning has finished, a preview window of the scanned image will be displayed.

To display the edit window in the preview window, click on the tool bar.

Scanned image preview screen



(1)Toolbar

This tool bar enables operations to thumbnails and preview images.

Tools	Description
	Switches the image selection for the thumbnail area. These buttons mean "All pages", "Odd pages" and "Even pages" from the left.
1/3	Indicates the page of the image displayed on the preview. Click to change the page to be displayed.
	Changes the display magnification. Move the slider to + (plus) or - (minus) to enlarge or reduce the preview image. Click to make the display magnification of the preview enlarged to full-screen.
	Click to display or hide the preview area.
Edit	Click to display or hide the Edit window.

(2)Thumbnail Display Area

Thumbnails of the scanned documents will be displayed. You can implement the following operations.

Click a thumbnail to display a preview of the scanned image in the preview window.

Drag a thumbnail to change pages.

(3)Preview Area

The preview images of scanned documents are displayed.

(4)Edit window

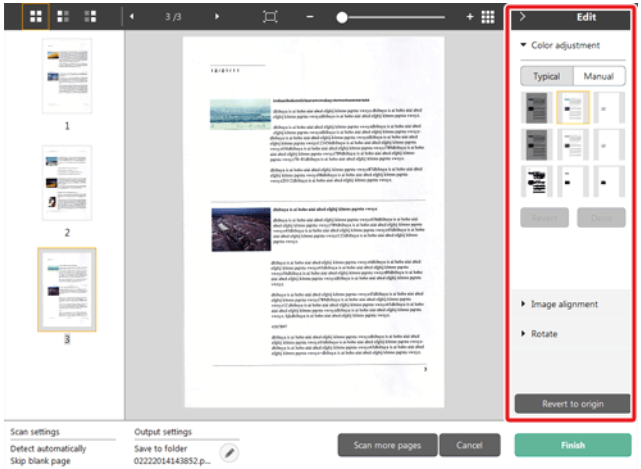
You can edit scanned documents.
Click an item to open the edit window.

Click the [Restore] button to discard the edit results and return to the previous scan image.

NOTE

If [Edit after scanning] is disabled in the scanning shortcut settings, the edit window will not be displayed.

[Color adjustment] (Easy settings)



Click [Color adjustment] to display the default.

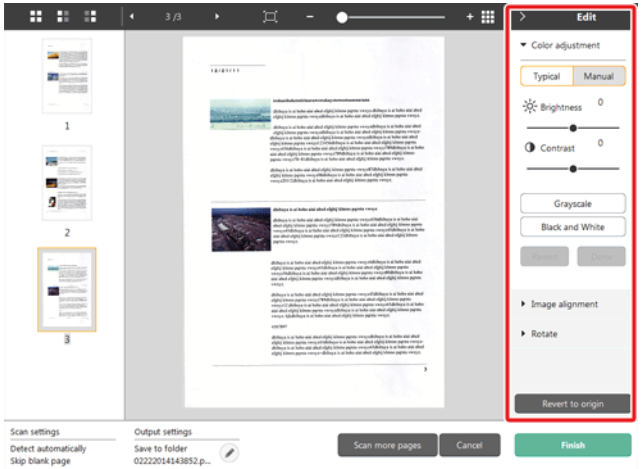
Click the button to toggle between the typical settings and manual settings displays.

Click a thumbnail in typical color adjustment to select the most suitable preview image that is displayed.

9 thumbnail patterns are displayed for the relevant image in color, and 6 patterns in grayscale.

When adjustment is finished, click the [OK] button. To cancel the adjustment, click the [Back] button.

[Color adjustment] (Manual settings)



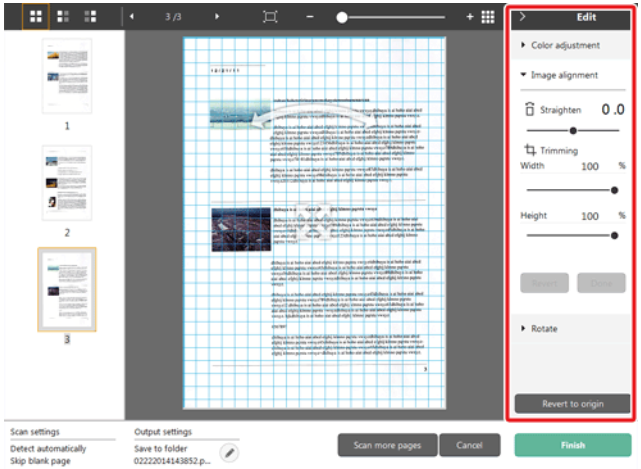
Move the slider to the left or right to adjust the brightness and contrast of the image, checking the preview image.

Click the [Grayscale] button to render the image in grayscale.

Click the [Black and White] button to render the image using 2 values: black and white.

When adjustment is finished, click the [OK] button. To cancel the adjustment, click the [Back] button.

[Image alignment]

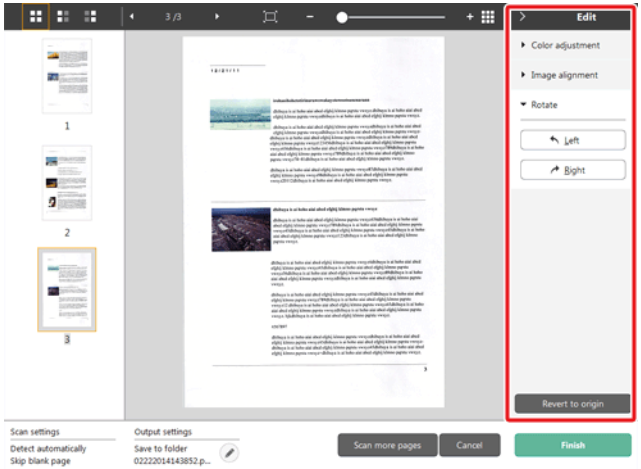


Click [Image alignment] to display.
The preview image or the slider can be used for the straightening and the trimming.

In the preview image, drag the Move grip, the Straighten grip and/or the trimming frame directly. To change the extent of the trimmed image, drag the Move grip on the preview.

When adjustment is finished, click the [OK] button. To cancel the adjustment, click the [Back] button.

[Rotate]



Click [Rotate] to display.
The scanned image can be rotated in 90 degrees to the left or the right.
The rotation can be adjusted according to the preview image.

(5)Information Display Area

The information regarding the "Select document" and "Select output" is displayed.

Click the button, and the Output Settings dialog will appear.

Click the [Scan more pages] button to continue the scanning.

Clicking the [Cancel] button will destroy the scanned images and return to the top screen.

When clicking the [Finish] button, the output processing will start. After it is completed, the screen will return to the top screen.

NOTE

If [Enable additional scan] is disabled in the scanning shortcut settings, the [Scan more pages] button will not be displayed.

Select document settings

By default, CaptureOnTouch enables the [Full auto] scan setting, so shortcut scans saved to the folder are implemented using the scan conditions that match the document.

To specify the document size, color mode, and other settings, set the desired scan condition by editing the scan mode panel.

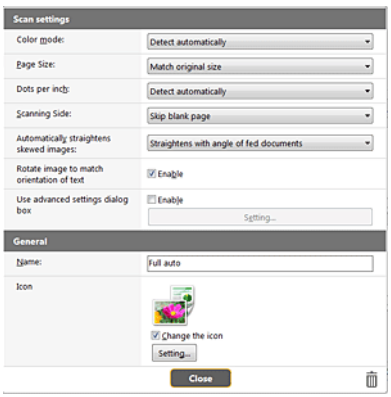
Creating new [Select document] panels

Click the [New document] button, and a [New document] panel will be added.

Click to display the list of panel types. The selected type of the panel is created.

Edit [Select document] panel

The [Select document edit screen] opens when you click the [] button in the [Select document] panel.
Click the [Select document] tab in the shortcuts editing window.



Scan settings

Makes the scan settings.

[Color mode]

Select the color mode for scanning from below.

Detect automatically	Automatically determines the color mode based on the document content and scans accordingly.
24-bit Color	Scans the document in color.
24-bit color (photograph)	Scans the document in color using photo-compatible tones.
Grayscale	Scans the document in Grayscale.
Grayscale (photograph)	Scans the document in color using photo-compatible tones.
Black and White	Scans the document in black and white (binary).

[Page Size]

Select the paper size of the document to be scanned.

If you specify [Match original size], the page size of the scanned document is detected and the images are saved at the detected size.

[Dots per inch]

Select the resolution.

Select [Detect automatically] and the software will automatically scan the document at the optimum resolution.

[Scanning Side]

Select the scanning side of the document.

If you select [Skip blank page], scanned images of blank pages are not saved.

[Automatically straightens skewed images]

If a document is not straight when fed, the scanner detects that the document is not straight from the scanned image and straightens the skewed image.

Select the setting from below.

[OFF]

[Straightens with angle of fed documents]

[Straightens with angle contents of fed documents]

[Rotate image to match orientation of text]

Check [Enable] on to rotate the image in the same direction with the characters.

[Use advanced settings dialog box]

Document scan settings include basic items that are configured in [Scan settings], and the settings that are configured in the advanced settings dialog box. The settings in the advanced settings dialog box are applied for settings other than the basic items.

Enable [Use advanced settings dialog box] to implement advanced scanner settings other than the basic items using the advanced settings dialog box (scanner driver). To open the scanner driver, enable this item, and then click the [Settings] button.

NOTE

The driver settings dialog box includes setting items that are the same as the basic items in [Scanner setting], but the setting for each of the them is stored separately.

Which settings are used during scanning differs as follows depending on the setting of the [Use advanced settings dialog box] check box.

Setting of [Use advanced settings dialog box]	Basic items	Other than basic items
OFF	Settings of [Scanner setting]	Settings of the advanced settings dialog box of the scanner driver
ON	Settings of the advanced settings dialog box of the scanner driver	

For the advanced settings other than the basic items, see the help in the driver settings dialog box.

General

Set the following items as occasion demands.

Name

Enter the name to be displayed in the select document panel.

Icon

You can change the document scan icon displayed in the select document panel and scanning shortcut panel.

Enable [Change icon] to enable the [Settings] button and select the file.

The file formats that can be selected as icon files are described below.

Windows

- .ico, .exe, .jpg, .png

Mac

- .icns, .app, .jpg, .png

Setting the output

By default, CaptureOnTouch enables the settings to converts the scanned images to PDF file and save to a folder.

To specify the output method and save location, edit the output panel and set the desired output.

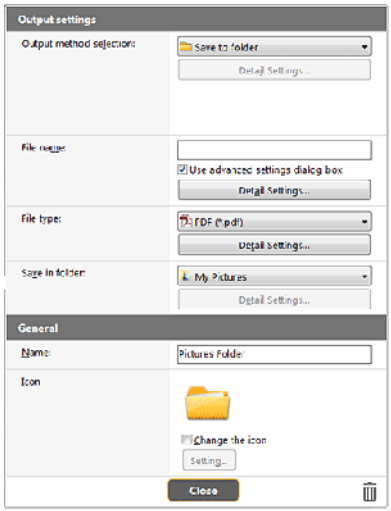
Create new [Output] panel

Click the [New output] button to add a [New output] panel.

Click ▾ to display the list of panel types. The selected type of the panel is created.

Edit [Output] panel

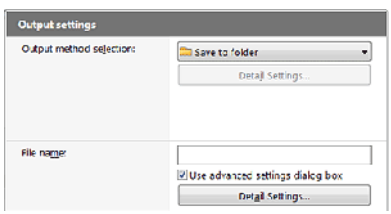
The Edit output screen opens when you click the [✎] button in the Output panel.
Click the [Output] tab in the shortcuts editing window.



Select output method

File formats and save locations that can be selected depend on the output method selected.

Save to folder



Saves the scanned image to the specified folder. When this output method is specified, set the save location folder.

Other output methods

CaptureOnTouch supplies output methods other than [Save to folder] as plugins.

By installing the plug-in, you can use various services such as printing the scanned image or attaching it in an e-mail.

To install plugins, enable the checkbox when installing CaptureOnTouch.

The output methods that can be selected depend on the plugins that have been installed.

For how to use the plugins, see the plugin help.

Scanning Shortcut setting

By default, CaptureOnTouch Lite enables the [Full auto] scan setting, so scanning is implemented using the scan conditions that match the document.

To specify combinations of document selection and outputs, you can edit the scanning shortcut panel to set the desired scanning shortcut.

Creating new [Scanning Shortcut] panels

There are two ways as described below to create a new Scanning Shortcut panel.

- Click the [Save to Shortcut] button in [3 actions] in Standard Scanning to register the selected output and document scan to one of the scanning shortcut panels.
- Click the [New shortcut] button to add [New scanning shortcut] panel.

  Click to display the list of panel types. The selected type of the panel is created.

Editing new [Scanning Shortcut]] panels

When the Edit button is clicked, the Scanning Shortcut panel editing dialog will appear.
The following tabs are on the Edit Scanning Shortcut panel screen.

- [Document] Tab
- [Output] Tab
- [Option] Tab
- [General] Tab

About file formats

Set the file format of the scanned image. When you select a file format other than BMP or PNG, the [Detail Settings] button is enabled, allowing you to make the detail settings for the selected file format.

NOTE

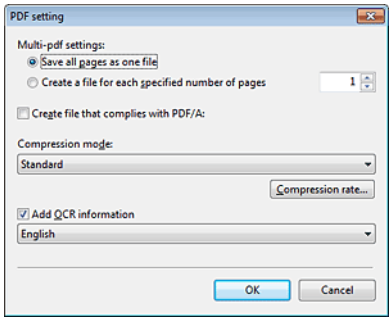
You can select one of the following file formats for the scanned image.

- **PDF format** Windows Mac
- **TIFF format** Windows Mac
- **PNG format** Windows Mac
- **JPEG format** Windows Mac
- **BMP format** Windows
- **PPTX format (File format for Microsoft PowerPoint 2007 and later)** Windows

The file formats that can be selected vary depending on the destination setting.

When you output the scanned image using the plug-in, the image is output in the file format set in the application of the plug-in. Therefore this file format may be different from the one selected in the Select document panel.

PDF setting



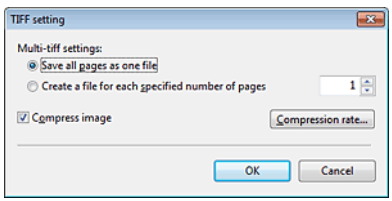
In [Multi-pdf settings], specify whether to save the scanned images as a multi-page file ([Save all pages as one file]) or single page files ([Create a file for each specified number of pages]).

Windows For [Create file that complies with PDF/A], select [ON].

For [Compression mode] select either [Standard] or [high compression].

If you click the [Compression rate] button, you can specify the compression rate in the dialog box that appears.

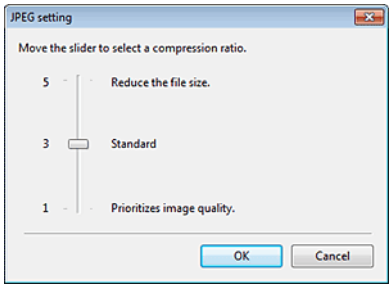
TIFF setting



In [Multi-tiff settings], specify whether to save the scanned images as a multi-page file ([Save all pages as one file]) or single page files ([Create a file for each specified number of pages]).

Windows **By selecting ON for [Compress image] and clicking the [Settings] button, you can specify the compression rate in the dialog box that appears.**

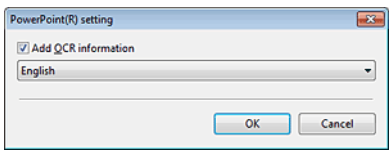
JPEG setting



You can specify the compression rate of JPEG images.

Windows

PPTX settings



You can specify whether to add OCR information to the scanned images.

Environmental Settings

To configure the environmental settings of CaptureOnTouch, open the [Environmental settings] dialog box.

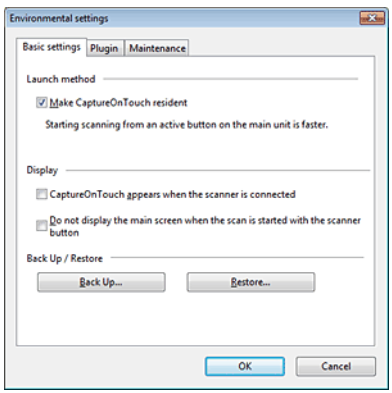
Windows

Click (CaptureOnTouch icon) in the taskbar, and select [Environmental settings] from the menu.

The following describes the setting items of each tab displayed in the [Environmental settings] dialog box.

[Basic settings] Tab

On the [Basic settings] tab, configure the following settings.



Launch method setting

By default, CaptureOnTouch becomes resident in the system when you start your computer. Clear the [Make CaptureOnTouch resident] check box to not make CaptureOnTouch resident in the system.

Display

Select the [CaptureOnTouch appears when the scanner is connected] checkbox to open the main screen of CaptureOnTouch automatically when the scanner is connected to the computer. This setting is only enabled when CaptureOnTouch is running (or resident in the system). When this setting is enabled, the [Do not display the main screen when the scan is started with the scanner button] setting is disabled.

If the [Do not display the main screen when the scan is started with the scanner button] check box is selected, the main screen of CaptureOnTouch is not displayed when the Scanning Shortcut scanning is started by pressing the scanner's Start button. However, dialogs and error messages during scanning and the pop-up screen when the scan is completed will be displayed.
When this setting is enabled, the [Enable additional scan] and [Edit after scanning] check boxes on the Edit Scanning Shortcut settings screen are disabled.

Back Up / Restore

Use the [Back Up] and [Restore] buttons to back up the configuration file (settings, registered jobs, etc.) of CaptureOnTouch and restore the settings from the backup data.

[Back Up] button

Back up the settings of CaptureOnTouch to a backup file (*.cot). You can store the initial settings of CaptureOnTouch by performing a backup before you first use CaptureOnTouch.

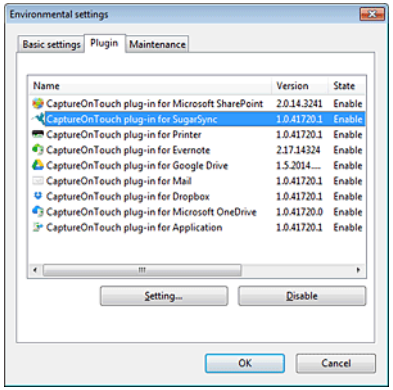
[Restore] button

Restore the settings from the backup file.

When using multiple computers, you can back up the environmental settings of one computer and then perform a restore on the other computers so that all of the computers have the same settings.

[Plugin] Tab

On the [Plugin] tab, confirm the plugins that have been added to CaptureOnTouch.



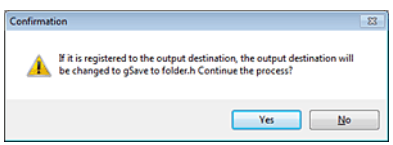
[Setting] button

Displays the detailed information on the selected plugins.

> **NOTE**
>
> **This button may not be displayed for some plugins.**

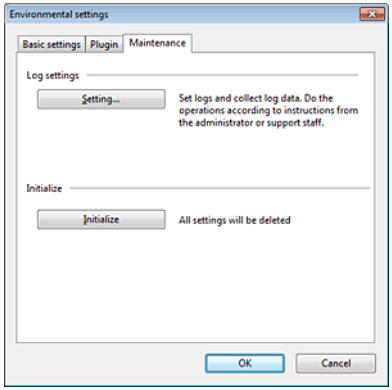
[Enable] [Disable] button

This button is used to toggle between Enable/Disable modes for the plugin selected from the plugin list.
If you click the [Disable] button, the following dialog is displayed.



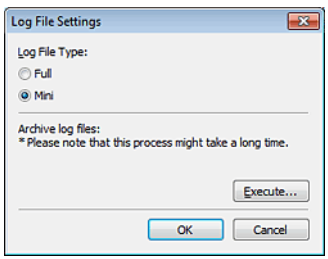
[Maintenance] Tab

On the [Maintenance] tab, you can configure the log settings for the maintenance of CaptureOnTouch and initialize the settings.



Log settings

The Log file settings screen opens when you click the [Settings] button.
Select the type of log file.

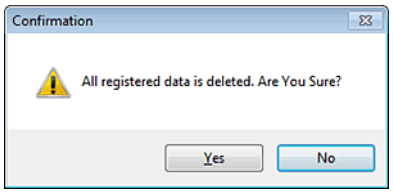


If you click the [Execute] button, the [Save File] dialog is displayed.

The operation slows down if you select [Full] for [Log file type].

[Initialize]

A confirmation dialog box appears when you click the [Initialize] button.



All CaptureOnTouch data are deleted and returned to the default settings.

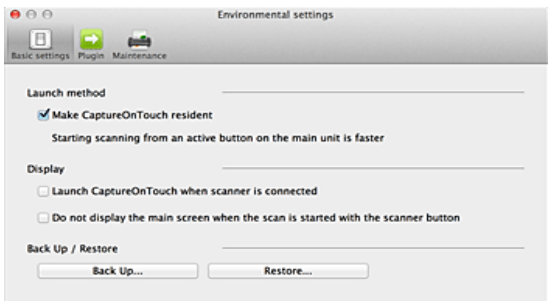
Mac

Click [Preferences] from the [CaptureOnTouch P-xxx] menu while the main screen of CaptureOnTouch is displayed.

The following describes the setting items of each tab displayed in the [Environmental Settings] dialog box.

[Basic settings] Tab

On the [Basic settings] tab, configure the following settings.



Launch method setting

By default, CaptureOnTouch becomes resident in the system when you start your computer. Clear the [Make CaptureOnTouch resident] check box to not make CaptureOnTouch resident in the system.

Display setting for when scanner connected

Select the [Launch CaptureOnTouch when scanner is connected] checkbox to open the main screen of CaptureOnTouch automatically when the scanner is connected to the computer. This setting is only enabled when CaptureOnTouch is running (or resident in the system).

Back Up / Restore

Use the [Back Up] and [Restore] buttons to back up the configuration file (settings, registered jobs, etc.) of CaptureOnTouch and restore the settings from the backup data.

[Back Up] button

Back up the settings of CaptureOnTouch to a backup file (*.plist). You can store the initial settings of CaptureOnTouch by performing a backup before you first use CaptureOnTouch.

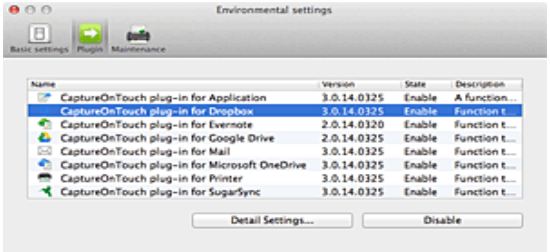
[Restore] button

Restore the settings from the backup file.

When using multiple computers, you can back up the environmental settings of one computer and then perform a restore on the other computers so that all of the computers have the same settings.

[Plugin] Tab

On the [Plugin] tab, confirm the plugins that have been added to CaptureOnTouch.

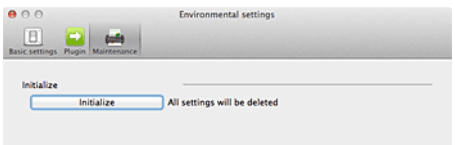


Deleting plugins

Click the [Delete] button to delete a plugin selected in the list.

[Maintenance]Tab

On the [Maintenance] tab, configure the following settings.



[Initialize]

Return all settings to their default condition.

Chapter 8 Setting the Scanner Driver

When you scan a document in an ISIS compatible or TWAIN compatible application (CaptureOnTouch, etc.), open the scanner driver and configure the scanning conditions and other settings.

This section describes the configuration and functions of the scanner driver.

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Setting Basic Scanning Conditions 68

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Configuration and Functions of the Scanner Driver

Driver Dialog Box

Windows

Mac

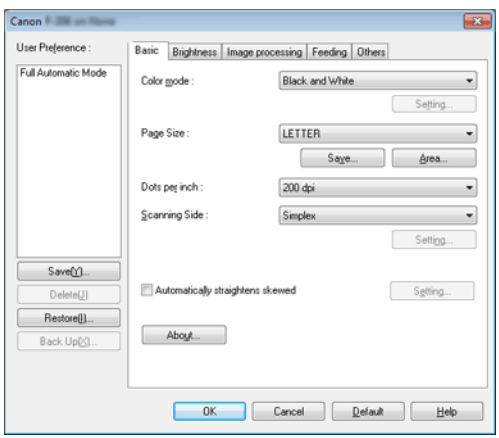
Windows

The scanner driver consists of the following tabs.

NOTE

For details on the setting screen, see the Help of the scanner driver. Click the [Help] button of the driver to display help related to the corresponding tab or dialog box.

[Basic] Tab



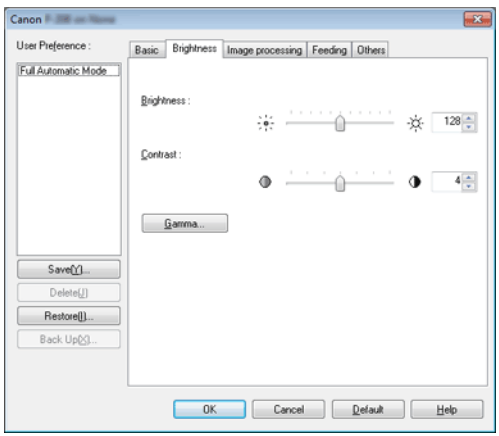
Configure basic scanning conditions such as the mode, page size, resolution, and scanning side.

In addition, you can click the [Area] button and specify the area to be scanned.

NOTE

Depending on the ISIS compatible application, the application may have its own screen for setting scanning conditions. If the scanner driver is opened in such an application, setting items related to the functions provided by the scanner driver other than scanning conditions will be displayed on the [Basic] tab.

[Brightness] Tab



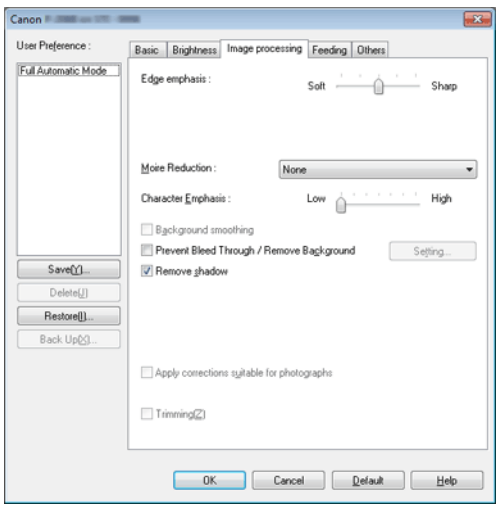
Adjust the brightness and contrast of scanned images.

In addition, you can also click [Gamma] and set the gamma correction value for scanned images.

NOTE

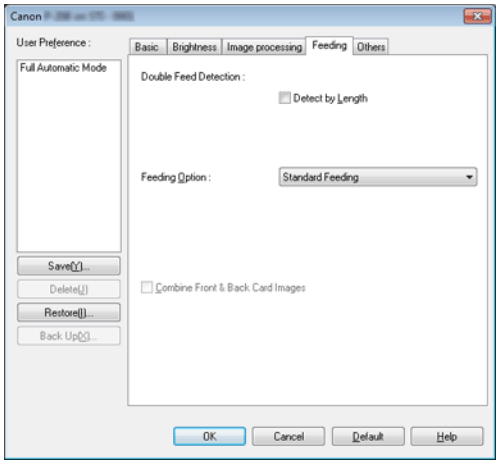
- **Gamma correction is set when the color tone of the scanned image is different from that of the image displayed on the monitor.**
- **For information on your monitor's gamma value, see the instruction manual that came with the monitor.**

[Image processing] Tab



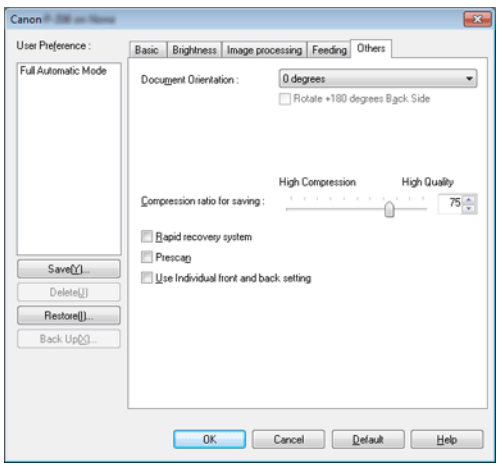
Set the processing method for scanned images.

[Feeding] Tab



Specify scanner operations related to document feeding.

[Others] Tab



Configure settings for specialized scanning and image processing.

Mac

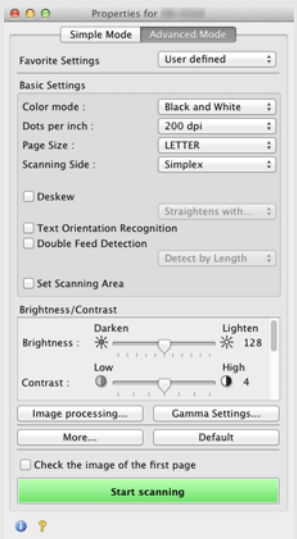
When the scanner driver is opened from CaptureOnTouch, the following settings screen of the scanner driver appears.

NOTE

When you access the settings screen of the scanner driver from a TWAIN compatible application, you can switch the settings screen between Simple Mode and Advanced Mode screens shown below.

Simple Mode

Advanced Mode



When you access the Advanced Settings screen from some applications, the Advanced Settings screen may allow you to switch between Simple mode and Advanced mode as shown below.

Configuration and Functions of the Scanner Driver

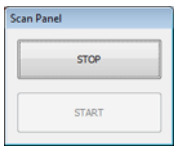
Scan Panel

Scan Panel

Scan Panel is software for controlling scanning operations such as feeding documents and stopping scanning when scanning multiple documents one after the other.

Windows

Scan Panel runs when [Feeding Option] is set to [Panel-Feeding] or [Automatic Feeding] in the settings dialog box of the scanner driver. In this case, the Scan Panel appears when you are not scanning and the scanner enters the wait state.

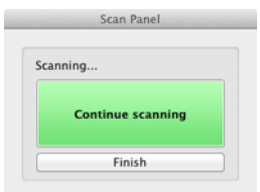


If you place the next document and then click the Start button in Scan Panel, scanning of the placed document starts.

You can stop scanning part way through by clicking the [STOP] button of Scan Panel.

Mac

If you click [More] in the settings screen of the scanner driver and then set [Feeding Option] to [Panel-Feeding] or [Automatic Feeding] in the dialog box which appears, Scan Panel appears when the scanner starts.



When scanning of the first document finishes, Scan Panel appears and the scanner enters the wait state. If you place the next document and then click [Continue scanning], scanning of the placed document starts.

You can stop scanning part way through by clicking [Finish].

Setting Basic Scanning Conditions

This section provides an overview of the basic setting items that are the minimum requirements when configuring the scanner settings.

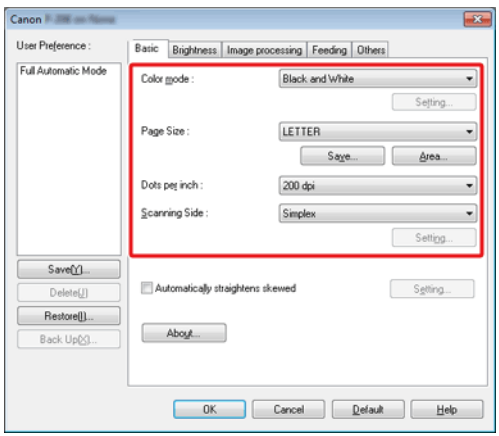
Windows

Mac

Windows

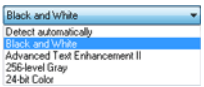
Confirming Basic Conditions for Scanning

When you scan a document, make sure you confirm the [Color mode], [Page Size], [Dots per inch], and [Scanning Side] basic conditions in the Basic settings dialog box.



Color mode

Select the scanning mode.



- [Advanced Text Enhancement II] remove or process the background color and background surrounding text to enhance the text for easy reading. When [Advanced Text Enhancement II] is selected, you can make the text in scanned images easier to read by adjusting the contrast on the [Brightness] tab.
- [Detect automatically] detects whether the document is in color, grayscale, or black and white. You can configure advanced settings related to the detection method by clicking [Setting]. For details, see the Help.

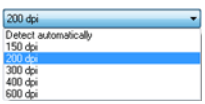
Page Size

Select the page size that matches the document to be scanned.

If [Match original size] is selected, the edges of the document are detected and images that match the size of the document are saved.Further, [Trimming] in the [Image processing] tab is enabled only when [Match original size] is selected.

Dots per inch

Select the scanning resolution.



Higher resolutions provide clearer images but result in larger file sizes and slower scanning.

When [Detect automatically] is specified, the resolution is detected automatically from the content printed in the document.

Scanning Side

Select which of the sides of the document to scan.

If the scanning side is set to [Skip blank page], the images of blank pages are deleted when images are saved.

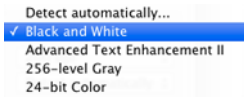
Mac

Confirming Basic Conditions for Scanning

When you scan a document, make sure you confirm the [Color mode], [Dots per inch], [Page Size], and [Scanning Side] basic conditions in the settings screen of the scanner driver.

Color mode

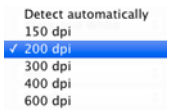
Select the scanning mode.



- [Advanced Text Enhancement II] removes or processes the background color and background surrounding text to enhance the text for easy reading.
- [Detect automatically] detects whether a document is color, grayscale, or black and white based on its content. When this is selected, you can configure detailed settings for the detection method. Refer to the Help for details.

Dots per inch

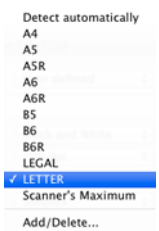
Select the scanning resolution.



- Higher resolutions provide clearer images but result in larger file sizes and slower scanning.
- When [Detect automatically] is specified, the resolution is detected automatically from the content printed in the document.

Page Size

Select the page size that matches the document to be scanned.



If [Detect automatically] is selected, the edges of the document are detected and images that match the size of the document are saved.Further, the [Trimming] dialog box displayed when you click [More] in the settings screen of the scanner driver is enabled only when [Detect automatically] is selected.

Scanning Side

Select which of the sides of the document to scan.

If the scanning side is set to [Skip blank page], the images of blank pages are deleted when images are saved.

Function Restrictions Depending on Mode Setting

Windows

Mac

Windows

Some of the setting items in each of the driver tabs are disabled as follows depending on the setting for [Color Mode] on the [Basic] tab.

[Brightness] tab

Setting value	Contrast
Detect automatically	O
Black and White	O
Advanced Text Enhancement II	O
256-level Gray	O
24-bit Color	O

O: Available for setting -: Not available for setting

[Others] Tab

Setting value	Prescan
Detect automatically	-
Black and White	O
Advanced Text Enhancement II	O
256-level Gray	O
24-bit Color	O

O: Available for setting -: Not available for setting

[Image processing] tab

Setting value	Edge emphasis	Background smoothing	Prevent Bleed Through / Remove Background
Detect automatically	O	O	O*1
Black and White	O	-	O
Advanced Text Enhancement II	-	-	-
256-level Gray	O	O	O
24-bit Color	O	O	O

Setting value	Character Emphasis	Apply corrections suitable for photographs
Detect automatically	O*2	O
Black and White	O	-
Advanced Text Enhancement II	O	-
256-level Gray	-	O
24-bit Color	-	O

O: Available for setting -: Not available for setting

*1Not available for setting if all of the following conditions in the [Auto Image Type Detection Settings] dialog box are met.

- [Detection Mode] is not set to [Color or Gray]
- [Mode in case of binary] in the [Settings for in case of binary] tab is set to [Advanced Text Enhancement II]

*2Not available for setting when [Detection Mode] is set to [Color or Gray] in the [Auto Image Type Detection Settings] dialog box.

Mac

Some of the setting items are disabled as follows depending on the setting for [Color Mode] in the settings screen of the scanner driver.

Simple Mode

Setting value	Check the image of the first page
Detect automatically	-
Black and White	O
Advanced Text Enhancement II	O
256-level Gray	O
24-bit Color	O

O: Available for setting -: Not available for setting

Advanced Mode

Setting value	Enable Back Side Brightness	Enable Back Side Contrast
Detect automatically	O	O
Black and White	O	O
Advanced Text Enhancement II	-	-
256-level Gray	O	O
24-bit Color	O	O

O: Available for setting -: Not available for setting

[Image processing] dialog box

Setting value	Edge emphasis	Background smoothing	Prevent Bleed Through / Remove Background
Detect automatically	O	O*	-
Black and White	O	-	O
Advanced Text Enhancement II	-	-	-
256-level Gray	O	O	O
24-bit Color	O	O	O

Setting value	Color drop-out	Character Emphasis	Apply corrections suitable for photographs
Detect automatically	-	-	O
Black and White	O	O	-
Advanced Text Enhancement II	O	O	-
256-level Gray	O	-	O
24-bit Color	-	-	O

O: Available for setting -: Not available for setting

* Only when [Detection mode] is set to [Color or Gray] in the settings screen that appears after [Detect automatically] is selected.

Chapter 9 Special Scanning

This section provides examples of scanning settings for different purposes. For details on setting options, see "Chapter 8 Setting the Scanner Driver" on p.64

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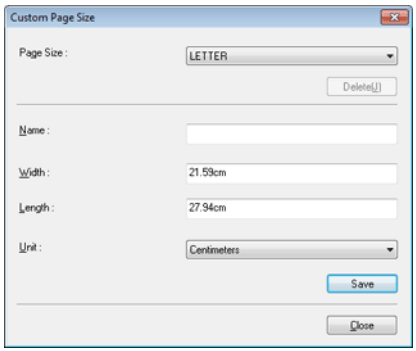
Practical Examples

To scan unregistered size documents

Windows

Configuring the following settings allows you to scan a document of an unregistered page size.

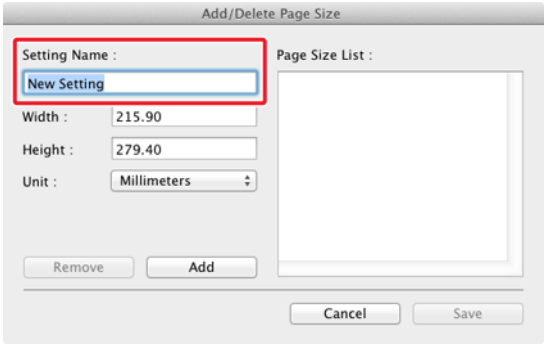
You can register a non-standard page size that has not been registered as a page size by naming and registering it as a custom page size in the [Custom Page Size] dialog box, which is opened from the [Save] button on the [Basic] tab.



Mac

Configuring the following settings allows you to scan a document of an unregistered page size.

When scanning a document of a non-standard page size, select [Add/Delete] for [Page Size] to display the [Add/Delete Page Size] dialog box. Name and register the unregistered page size in [Page Size].

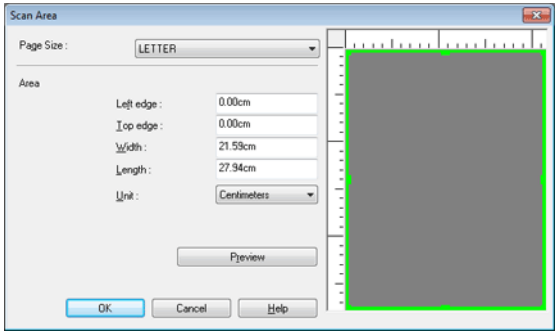


Practical Examples

When you want to specify the scan area

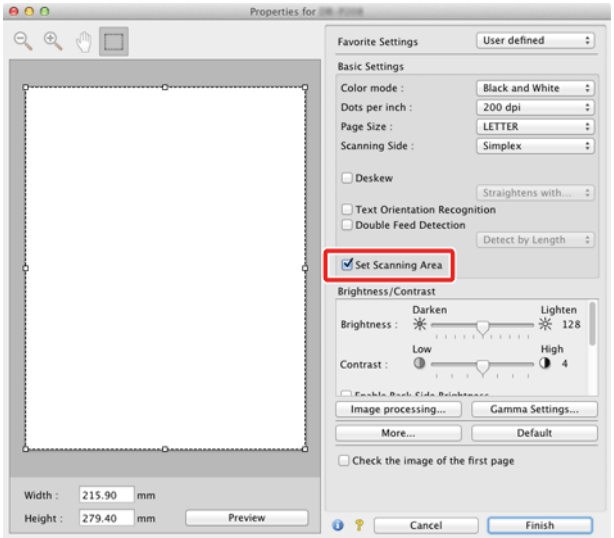
Windows

Specify the area of the document to be scanned in the [Scan Area] dialog box, which is opened from the [Area] button on the [Basic] tab.



Mac

Select the [Set Scanning Area] check box and then specify the area of the document to be scanned.



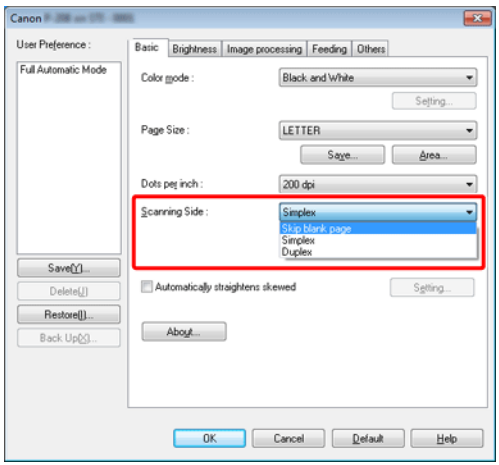
Also, if you scan the document when [Check the image of the first page] is selected, only one page of the document is scanned and the corresponding scanned image is displayed in the preview window.

Practical Examples

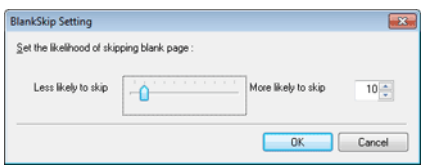
When you want to delete the images of the blank pages in two-sided documents

Windows

Set the scanning side setting to [Skip Blank Page] on the [Basic] tab to delete the images of the blank pages in the document.



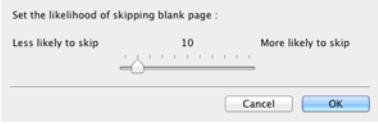
If [Skip Blank Page] is selected, the [Setting] button is enabled, and you can adjust the level for judging whether pages are blank.



Mac

Set the scanning side setting to [Skip blank page] to delete the images of the blank pages in the document.

If [Skip blank page] is selected, you can adjust the level for judging whether pages are blank.

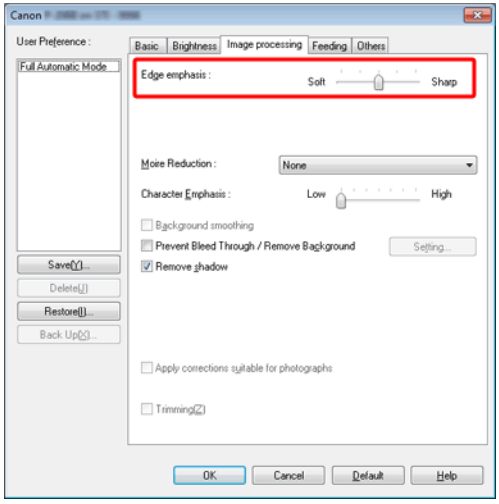


Practical Examples

When you want to enhance contours in images

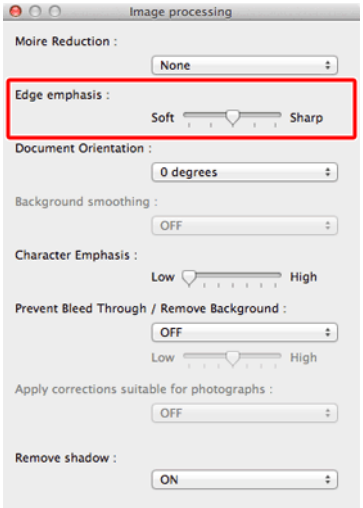
Windows

Adjust the edge emphasis setting on the [Image processing] tab.



Mac

Click [Image processing] and adjust the edge emphasis settings in the dialog box which appears.

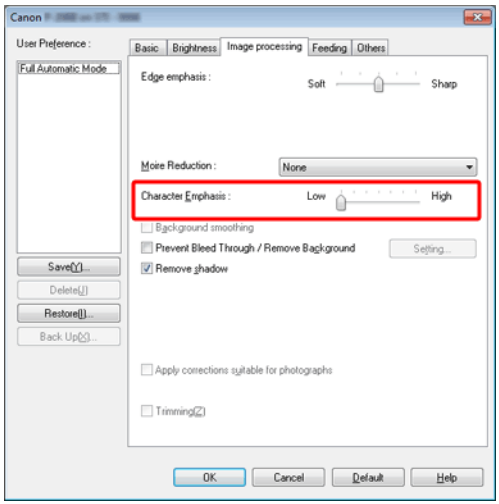


Practical Examples

When you want to make lines or characters in the scanned images thicker

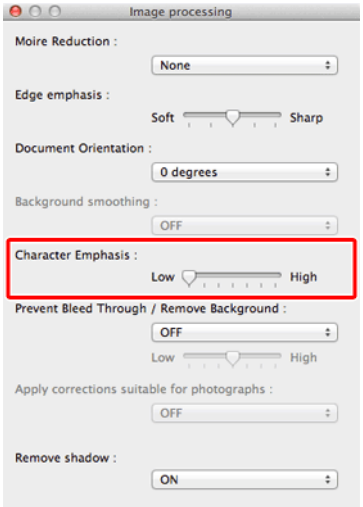
Windows

Drag the slider for [Character Emphasis] on the [Image processing] tab to make the lines and characters that appear in the scanned image thicker.



Mac

Click [Image processing], and in the dialog box that appears adjust letter and line thickness settings.

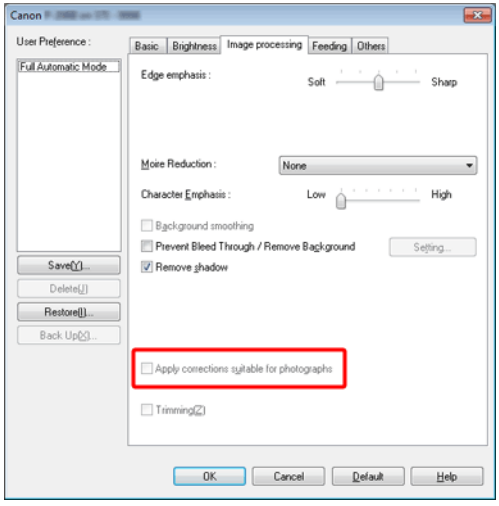


Practical Examples

How to produce a picture quality scan

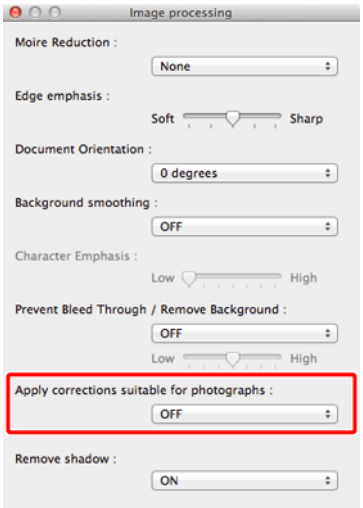
Windows

In the [Image processing] tab, click [Apply corrections suitable for photographs] checkbox to ON.



Mac

Click [Image processing], and in the dialog box [Apply corrections suitable for photographs] that appears, select [ON].



NOTE

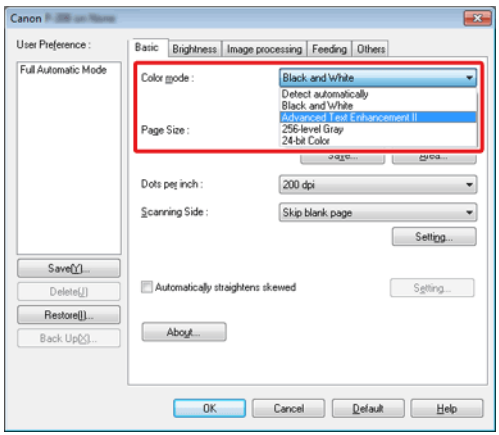
- **[Apply corrections suitable for photographs] is suited to finer outputs than black and white shading. Disabling the checkbox will output character data and image backgrounds that are closer to black as black, and those closer to white as white.**
- **Depending on your environment, the tones of the scanned images and the tones of the images displayed on the monitor may differ. See the User Manual enclosed with the monitor for the monitor settings to use.**

Practical Examples

When you want to enhance text that is difficult to read because of factors such as the background of the scanned document

Windows

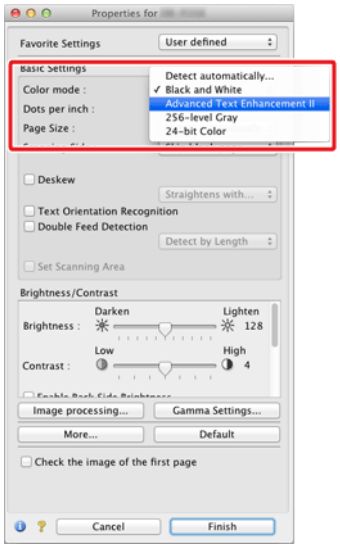
Select [Advanced Text Enhancement II] in the mode setting on the [Basic] tab. The background behind the text is removed or processed so that the text is emphasized for better readability.



[Advanced Text Enhancement II] is suitable for scanning a document with a uniform background color and light text and background. If the background is non-uniform, such as a pattern, the background may not be able to be completely removed and the text may become difficult to read. If necessary, you can make the text in scanned images easier to read by adjusting the contrast on the [Brightness] tab.

Mac

Select [Advanced Text Enhancement II] in the [Color mode] setting. The background behind the text is removed or processed so that the text is emphasized for better readability.

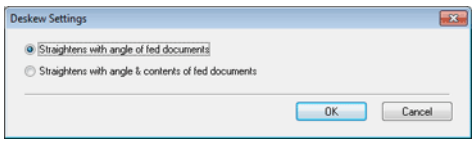


Practical Examples

To correct tilted documents and images

Windows

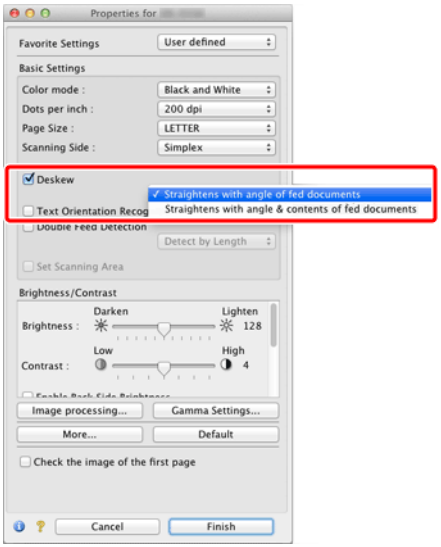
Place a check in [Automatically straightens skewed] under the [Basic] tab, and then click [Setting] to display the [Deskew Settings] screen.



Select a correction method and click [OK].

Mac

Click the [Deskew] check box to ON. You can select either [Straightens with angle of fed documents] or [Straightens with angle & contents of fed documents].

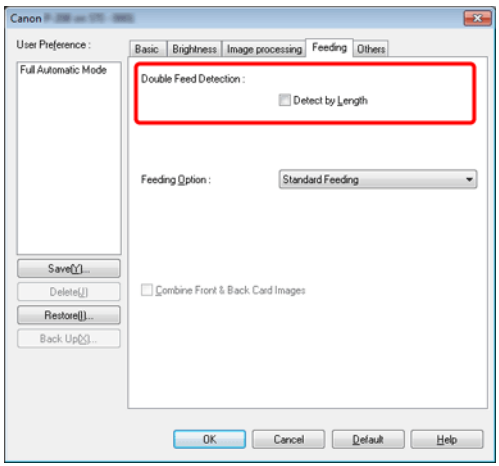


Practical Examples

When you want to detect multiple pages fed at the same time

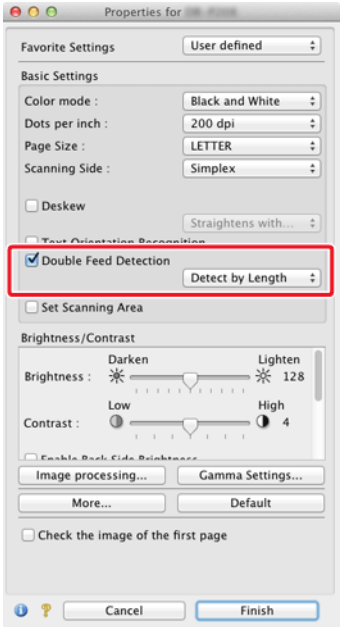
Windows

Select the [Double Feed Detection] check box on the [Feeding] tab. You can enable the [Detect by Length].



Mac

Select the [Double Feed Detection] check box.

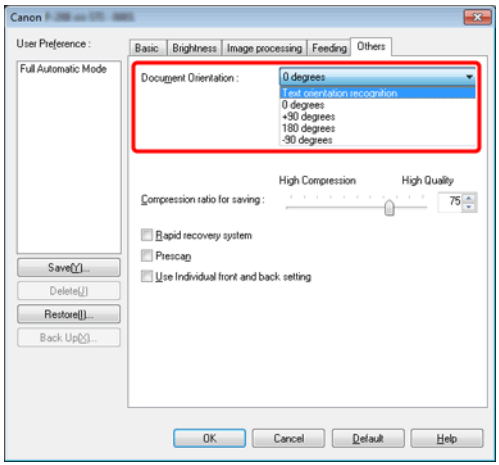


Practical Examples

When you want to match the orientation of images to the text when scanning a mixture of pages with different text orientations

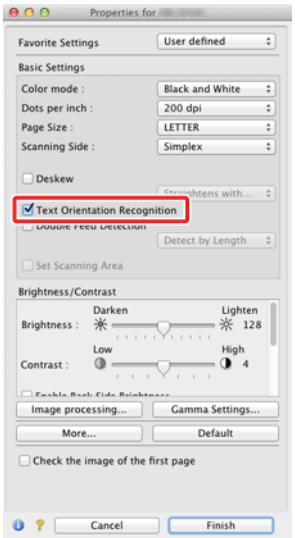
Windows

Select [Text orientation recognition] in [Document Orientation] on the [Others] tab. The text orientation on each page is detected, and the scanned image is rotated in 90-degree increments to correct the orientation.



Mac

Select the [Text Orientation Recognition] check box. The text orientation on each page is detected, and the scanned image is rotated in 90-degree increments to correct the orientation.



NOTE

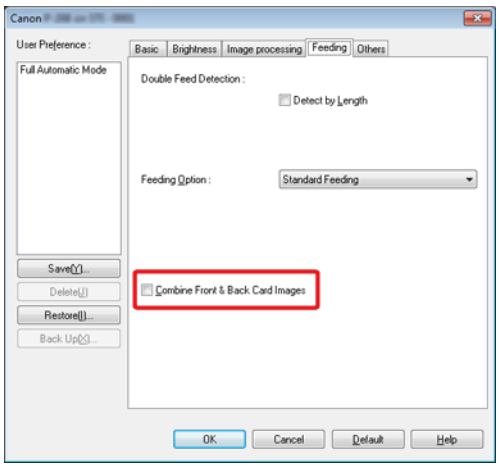
When the [Text Orientation Recognition] check box is selected, [Document Orientation] is unavailable.

Practical Examples

How to scan both sides of a card as an image on one sheet of paper

Windows

If you want to scan the front and back of a card in a single scan, in the [Feeding] tab, click the [Combine Front & Back Card Images] check box to ON.



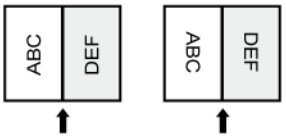
For directions on how to feed a card into the scanner, refer to "Loading cards" on p.27.

CAUTION

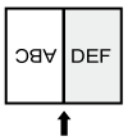
Brightness, contrast, and other settings can be individually set for each side of a card, but mode and resolution cannot be set individually for each side.

NOTE

- **For a landscape card, the image is oriented so that the lettering on both sides is in the same direction.**



- **For a portrait card, the lettering on each side is oriented in opposite directions.**

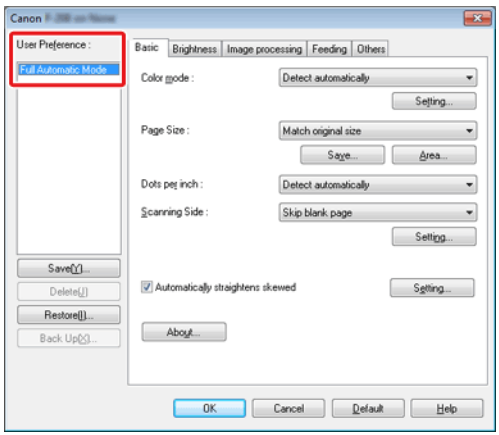


Practical Examples

When you want to set the scanner conditions automatically

Windows

Set [Full Automatic Mode] in [User Preference] to scan with scanning conditions that match the document.



Mac

Set [Full Automatic Mode] in [Favorite Settings] to scan with scanning conditions that match the document.

NOTE

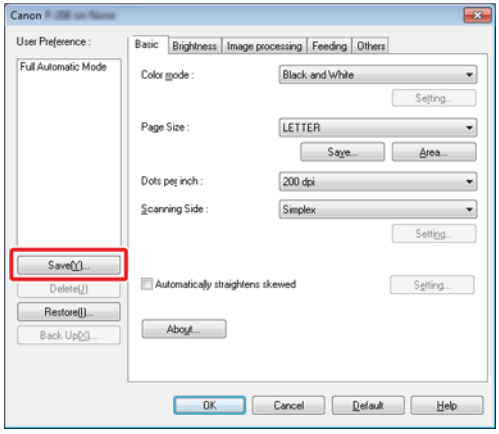
When [Full Automatic Mode] is selected, [Color mode], [Page Size], and [Dots per inch] are all detected automatically. In addition, the [Scanning Side] setting becomes [Skip blank page] and [Document Orientation] becomes [Text orientation recognition].

Practical Examples

When you want to save a scanner driver setting

Windows

When you finish configuring a setting, click the [Save] button of [User Preference] to save the setting.



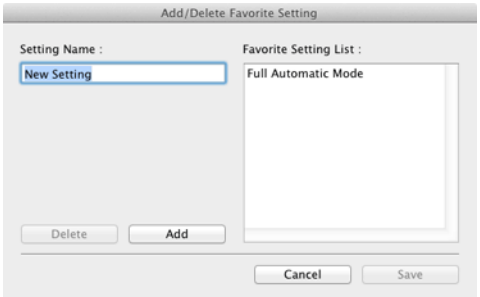
The saved setting is registered to the list. You can delete a setting from the list with the [Delete] button, and save or load a configuration file with the [Back Up] or [Restore] button.

NOTE

The preregistered [Full Automatic Mode] cannot be deleted from [User Preference].

Mac

When you finish configuring a setting, select [Add/Delete] of [Favorite Settings] to save the setting.



Clicking the [Add] button registers the current setting to [Favorite Setting List]. Use the [Delete] button to delete a setting from the list.

NOTE

The preregistered [Full Automatic Mode] cannot be deleted from [Favorite Setting List].

Chapter 10 Regular Maintenance

Clean the scanner and perform maintenance on a regular basis as described below to maintain peak scanning quality.

Cleaning the Scanner **87**

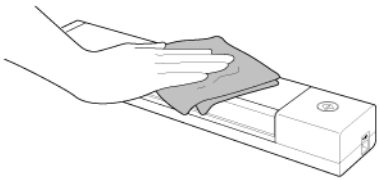
Cleaning the Scanning Glass and the Rollers **88**

CAUTION

- When cleaning the scanner and the inside of the scanner, turn the power OFF and disconnect the power cord from the power outlet.
- Do not use spray cleaners to clean the scanner. Precision mechanisms, such as the light source, may get wet, and cause a malfunction.
- Never use paint thinner, alcohol, or other organic solvents to clean the scanner. Such solvents can damage or discolor the exterior of the scanner, or create a risk of fire or electrical shock.

Cleaning the Scanner

To clean the exterior of the scanner, dampen a cloth with water or a mild detergent, wring the cloth out thoroughly, and then wipe the dirt away. Then use a dry, soft cloth to wipe away any moisture.



CAUTION

Do not use a coarse cloth or dirty cloth because it may result in scratches.

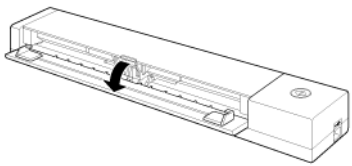
Cleaning the Inside of the Scanner

Dust or paper particles inside the scanner may cause lines or smudges to appear on scanned images. Use compressed air to periodically clean dust and paper particles from the document feed opening and the inside of the scanner. After finishing a large scanning job, turn OFF the scanner and then clean out any paper particles remaining inside the scanner.

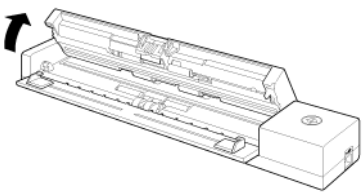
Cleaning the Scanning Glass and the Rollers

If scanned images contain streaks, or if the scanned documents become dirty, the scanning glass or rollers inside the scanner may be dirty. Clean them periodically.

1 Open the feed tray.



2 Open the feeder cover.



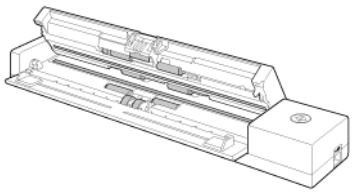
3 Use compressed air to remove dust and paper particles from the inside of the scanner.

4 Remove any dirt from the scanning glass, separation pad and rollers inside the scanner (parts shown in the figure).

Use a clean dry cloth to wipe off any dirt on the scanning glass.

Wipe off any dirt on the rollers with a cloth that has been dampened with water, and then wipe the rollers with a clean soft dry cloth.

Without needlessly rotating the roller, clean the exposed area.



CAUTION

Do not spray water or neutral detergent directly on the scanner. Precision mechanisms, such as the light source, may get wet, and cause a malfunction.

IMPORTANT

Scratches on the sensor glass may cause marks on the images, as well as feeding errors. If there are scratches on the sensor glass, contact your local authorized Canon dealer or service representative.

Chapter 11 Detaching and attaching the separation pad

When replacing the separation pad, perform the following steps to detach it from and attach it to the unit.

When to replace the separation pad 89

Detaching and attaching the separation pad 90

When to replace the separation pad

The separation pad inside the scanner is a consumable item and wears with scanner use. A worn separation pad is no longer able to correctly feed a document and can cause paper jams.

If documents no longer feed correctly as frequent multi feed, replace the separation pad.

IMPORTANT

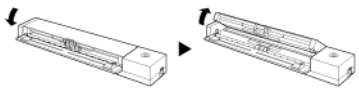
Contact your local authorized Canon dealer or service representative for detailed information about the replacement parts.

Detaching and attaching the separation pad

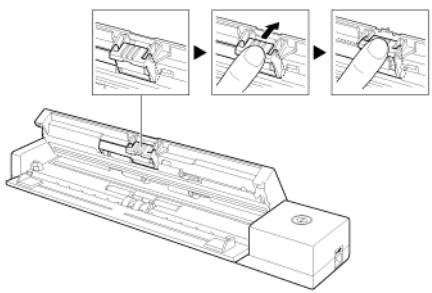
When replacing the separation pad, perform the following steps to detach it from and attach it to the unit.

Detaching the separation pad

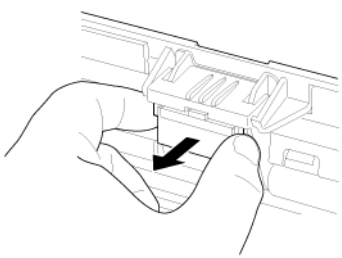
1 Open document feed tray and the feeder cover.



2 Push up the paper pressure until it makes a click sound.

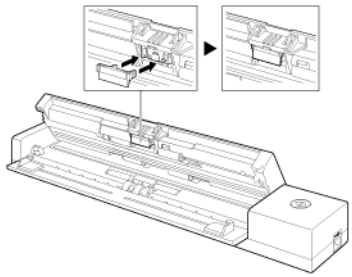


3 With the paper pressure in a raised position, detach the separation pad.

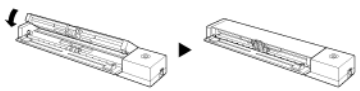


Attaching the separation pad

1 Attach the separation pad.



2 Close the feeder cover.



IMPORTANT

Attach the separation pad securely until it clicks into place. If the pad is not attached completely, feeding errors may occur.

Chapter 12 Uninstalling the Software

If the scan driver, CaptureOnTouch is not operating normally, follow the procedure below to uninstall them. Then, re-install the software from the Setup disc. -> "Software Installation" on p.16

Uninstallation **91**

Uninstallation

Windows

Mac

IMPORTANT

Log on to Windows as an Administrator.

Windows

1 **From the Windows task bar, click the [Start] button, and then [Control Panel].**

2 **Click [Uninstall a program] ([Add or Remove Programs] for Windows XP).**

The [Uninstall or change a program] dialog box appears.

3 **From the Programs list, select the software you want to remove and then click [Uninstall].**

The delete confirmation screen appears.

4 **Click [Yes].**

Uninstallation of the software is now complete.

Mac

No uninstaller is provided for OS X drivers. To uninstall, use Finder to delete the following files.

/Library/Image Capture/TWAIN Data Sources/P208II

/Applications/CaptureOnTouch P-208II

Chapter 13 Troubleshooting

Clearing a Paper Jam 92
Common Problems and Solutions 94
Software Troubleshooting 96
Useful tips 96

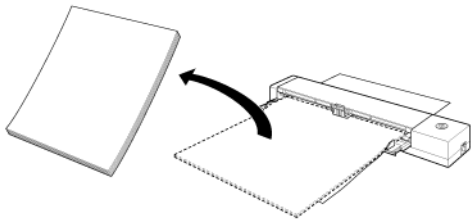
Clearing a Paper Jam

When paper jams occur during scanning, use the following procedure to clear them.

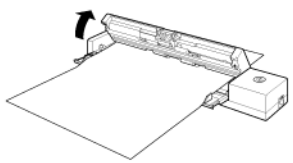
CAUTION

Be careful when removing jammed paper. It is possible to cut your hand on the edge of a sheet of paper.

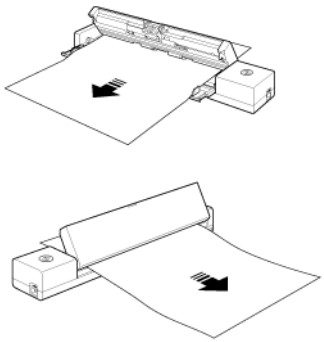
1 **Remove any documents remaining in the feed tray.**



2 **Open the feeder cover.**



3 Remove the jammed document from the feed side or eject side.

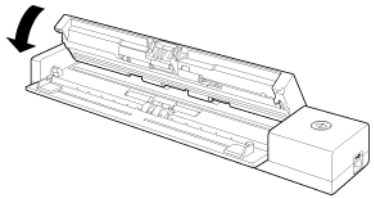


IMPORTANT

Carefully pull out the document without using excessive force. If the jammed paper tears, make sure that you remove any remaining pieces.

Make sure the document does not get caught in the card guides as well.

4 Close the feeder cover.



After you remove the jammed paper, check to see if the last page was scanned correctly, and then continue scanning.

NOTE

When a paper jam or other problem occurs while [Rapid recovery system] is enabled in the scanner driver, the image of the last document that was scanned properly is saved before scanning is stopped. Therefore, you can quickly resume scanning after resolving the cause of the interruption. As the image of the document that was being fed at the time of the interruption may not be saved in such cases, be sure to verify the last scanned image before resuming the operation.

Common Problems and Solutions

This section provides recommended solutions to common problems.

If you have a problem that is not solved by the following, contact your local authorized Canon dealer.

Q1 **The scanner does not turn ON.**

A1
1. The scanner remains OFF while the feed tray is closed. When you open the feed tray, the scanner turns ON automatically.
2. If the scanner is connected to the computer via a USB hub, try removing the hub and connecting directly to the computer.

Q2 **The scanner is not recognized.**

A2
1. Confirm that the scanner is properly connected to the computer with a USB cable.
2. Confirm that the scanner is turned on. See the previous "Q1" "The scanner does not turn ON.". if the scanner does not turn on.
3. The computer's USB interface may not support the scanner. The scanner cannot be guaranteed to work with all USB interfaces.
4. Confirm that the supplied USB cable is used to connect the scanner to the computer. The scanner cannot be guaranteed to work with all available USB cables.
5. If the scanner is connected to the computer via a USB hub, try removing the hub and connecting directly to the computer.
6. When the Auto Start switch on the scanner is set to ON, you can only scan with the built-in application, CaptureOnTouch Lite. In this case, scanning from applications on the computer is disabled.
7. When the scanner is operated with Windows and if "?", "!", or "x" icons appear for the scanner in Device Manager, delete the scanner in Device Manager and reinstall the scanner driver.

Q3 **Documents feed askew (scanned images are slanted).**

A3
1. Reduce the number of pages that you load into the scanner at one time, and then scan again.
2. Align the document guides to fit the documents as closely as possible, and load the documents so that they feed straightly.
3. Enable [Automatically straightens skewed] (or [Deskew]) in the scanner driver settings.
4. If many pages have been scanned since the last roller cleaning, clean the rollers and separation pad. When cleaning the scanner refer to "Cleaning the Scanning Glass and the Rollers" on p.88. When replacing, refer to "When to replace the separation pad" on p.89.
5. Confirm that the separation pad is attached securely.
6. Perfectly straight scanning may not be possible for the document due to the structural design of the scanner.

Q4 **CaptureOnTouch Lite does not start.**

A4
1. If the Auto Start switch on the scanner is set to OFF, the built-in application, CaptureOnTouch Lite, does not start. Close the feed tray to turn OFF the scanner, and set the Auto Start switch to ON.
2. If access to USB devices is blocked by security software, you may not be able to use CaptureOnTouch Lite.

Q5 **The auto play screen appears when the scanner is connected, but you cannot scan with CaptureOnTouch.**

A5 When the Auto Start switch on the scanner is set to ON, you can only scan with the built-in application, CaptureOnTouch Lite. Close the feed tray to turn OFF the scanner, and set the Auto Start switch to OFF.

Q6 **Documents are not scanned according to the settings configured in the scanner driver.**

A6 When you scan using [Select document] panel registered with CaptureOnTouch, the CaptureOnTouch settings have priority over the scanner driver settings. Edit settings in the [Select document] panel, or create a new [Select document] panel using the desired scanning conditions.

Q7 **If white lines or streaks appear in scanned images.**

A7 Clean both sides of the scanner glass, and the rollers. If a sticky substance such as glue or correction fluid is found, carefully wipe with just enough pressure to clean the area where the lines appear. For cleaning the scanner, refer to "Chapter 10 Regular Maintenance". If the problem cannot be solved by cleaning, the internal glass may be scratched. Contact your local authorized Canon dealer.

Q8 **Pages are missing.**

A8 Then the scanner driver's [Scanning Side] setting is [Skip blank page], documents with very little black may be unintentionally skipped. Decrease the [Set the likelihood of skipping blank page] value "When you want to delete the images of the blank pages in two-sided documents" on p.75, or select another scan mode setting such as [Simplex] or [Duplex]. If pages are skipped due to the document double feeding, see "Q9" "Documents jam (or double-feed).".

Q9 **Documents jam (or double-feed).**

A9
1 If the feed roller and the separation pad have been installed correctly, clean them if necessary. For cleaning and replacement, refer to "Chapter 11 Detaching and attaching the separation pad".
2 Proper scanning may not be possible when document pages stick together due to static electricity. Fan the documents before you load them.

Q10 **Multiple pages of scanned images cannot be saved to a single file.**

A10 Depending on the file format, multiple scanned image pages cannot be saved as a single file with CaptureOnTouch Lite and CaptureOnTouch.
- BMP, PNG, JPEG: Always save one page per file.
- PPTX: Always saved multiple pages per file.
- TIFF, PDF: You can save multiple pages to a single file by clicking and selecting in the displayed dialog box.

For the setting method, see "About file formats".

Q11 **All of the placed documents have been scanned, but the scanned image does not appear on the application.**

A11 When [Panel-Feeding] or [Automatic Feeding] is selected as the document feeding method on the scanner driver's setting screen, scanning will continue even after all documents have been scanned because the scanner is waiting for additional documents. To finish the operation and send the scanned images to the application, press the [STOP] button (Windows) / [Finish] button (OS X) on the operating panel.

Q12 **Memory becomes insufficient and scanning stops.**

A12 If you configure scanning conditions that use a large amount of the computer's memory, scanning may stop because of insufficient memory. Although this depends on the computer's memory size, the possibility of insufficient memory increases if any of the following scanning conditions overlap.
- [Color Mode] is set to [24-bit Color]
- A large page size (e.g. Legal) is specified as the [Page Size]. Alternatively, the page size is set to [Scanner's Maximum].
- A high resolution (600dpi etc.) is specified for [Dots per inch].

If an error message appears due to insufficient memory while scanning is in progress, stop scanning, change the scanning conditions (e.g. reduce the resolution or page size) and then try scanning again. In addition, the amount of memory used can be contained by turning off [Moire Reduction] and [Prevent Bleed Through/Remove Background] if they are set to on.

Q13 **The scanner makes unusual noise while feeding documents.**

A13 The paper quality of some documents can result in unusual noises, but this does not indicate a malfunction.

Software Troubleshooting

This section describes troubleshooting problems and solutions for operating the supplied software (CaptureOnTouch).

If scanning is too slow

1. **Close other running programs, if any.**
2. **Scanning can be slowed down by memory shortage caused by memory-resident applications such as anti-virus programs. Close such memory-resident programs if necessary to free up memory space.**
3. **When insufficient hard disk space is available, the scanner may be unable to create the necessary temporary files for scanned data. Delete unneeded data on the hard disk to free up more space.**
4. **Scanning is slow if the computer's USB port is not Hi-Speed USB 2.0 compliant.**
5. **If using a common USB cable that is not Hi-Speed USB 2.0 compliant, replace the cable with the supplied compliant cable.**
6. **When the scanner is connected to the computer via a USB hub that is not Hi-Speed USB 2.0 compliant, remove the hub and connect the scanner directly to the computer.**

If scanned image files cannot be opened in an application

1. **Scanned images saved as multi-page TIFF files can be opened only by programs that support this file format.**
2. **Images saved as compressed TIFF files (single- as well as multi-page) can only be opened by programs that support the compressed format. This can occur with programs that are not compatible with CaptureOnTouch. In this case, select "None" as the image file compression format before scanning.**

CaptureOnTouch plug-in or Captiva Cloud cannot be used

Install .NET framework if it is not yet installed.

Useful tips

Here are some useful tips for scanning documents.

Where are scanned images saved? Can the save destination be changed?

Images are saved to the following locations, according to program settings. All destination locations can be changed to other folders.

- CaptureOnTouch

  Both Standard Scanning and Scanning Shortcut save the output to the destination set in the [Select output] panel.

How are the scan settings configured?

- CaptureOnTouch

  By clicking the Edit button ([ ]) in the [Select document] panel, you can edit the scan settings when the [Select document edit screen] opens.

How do I save multiple pages in one file, or save one file per page?

When scanned images are saved in BMP, PNG, or JPEG format, each page is always saved as separate files.

When scanned images are saved in PPTX format, multiple pages are always saved in one file.

When scanned images are saved in PDF or TIFF format, you can specify multi- or single-page files. See also Q10 in "Common Problems and Solutions" on p.94

Can I copy or back up scanner setting configurations?

- CaptureOnTouch

  The setting configurations can be backed up and restored using [Back Up/Restore] on the [Basic settings] tab on the [Environmental settings] dialog box.

What rules apply to scanned image file names?

- CaptureOnTouch

  For both Standard Scanning and Scanning Shortcut, the file names of scanned images are set based on the settings in the [Select output] panel. This screen opens when you click the Edit button ([ ]) in the [Select document] panel.

  Click the [Detail Settings] button on this screen. You can set the file names of scanned images by setting all or some of the three items shown below.

Setting	Description
File name	Any specified text string to be included in the file name.
Add date and time	Appends the date and time to file names. Select the date format from the list box. YYYY = year, MM = month, and DD = day of month. The time is appended after the date.
Add counter to file names	Append serial numbers in the order of scanned image saving. Specify the number of digits and starting number.

  A sample file name is displayed as the [File name] in the [File name settings] dialog box.

How can I skip blank pages, and scan only non-blank pages?

Specify [Skip Blank Page] in the [Select document] panel or on the scanner driver setting screen, then scan.

How do I scan cards?

Set the card in the portrait orientation into the scanner. Specify the same size as the card (or [Match original size] (Windows) or [Autodetection](OS X)), then scan. For details, see "Loading cards" on p.27

How do I load and scan documents with mixed sizes?

Set [Page Size] to [Match original size] on the scanner driver settings screen, then scan. For details, see "To scan unregistered size documents" on p.73

What's the best way to scan business cards or photos?

Set [Page Size] to [Match original size] on the scanner driver settings screen, then scan. Alternatively, register the size of the cards or photos to be scanned. For details, see "To scan unregistered size documents" on p.73

If you want to scan a photograph but with document quality data, in the scan driver settings screen select "Correct for picture quality image" and then scan the image. For details, refer to "How to produce a picture quality scan" on p.78.

Scanned image edges are lost when scanning while setting [Page Size] to [Match original size] (Windows) or [Detect automatically] (OS X) in the settings screen of the scanner driver. How can I scan correctly without any loss of edges?

Set the check box of [Trimming] in the [Image processing] tab to OFF (Windows)/Set the check box of the [Trimming] dialog box displayed when you click [More] to OFF (OS X) in the settings screen of the scanner driver. Alternatively, set [page size] to any settings other than [Match original size] (Windows) or [Detect automatically] (OS X) in the settings screen of the scanner driver.

Scanned image edges are lost when scanning document that is closer to black with dark borders. How can I scan correctly without any loss of edges?

Set the check box of [Remove Shadow] in the [Image processing] tab to OFF (Windows)/Set the check box of the [Remove Shadow] dialog box displayed when you click [Image processing] to OFF (OS X) in the settings screen of the scanner driver.

How do I print scanned data?

- CaptureOnTouch
  - For both Standard Scanning and Scanning Shortcut, select [Print] in the [Select output] panel.
  - To use this function, you need to install a plug-in.
  - The plug-in can be installed by selecting its checkbox when installing CaptureOnTouch.

I want to save to other folders

- CaptureOnTouch
  - In CaptureOnTouch, destinations other than [Save to folder] are provided as a plug-in.
  - By installing the plug-in, the scanned image can be printed, attached in an e-mail, or shared using various cloud services.
  - The plug-in can be installed by selecting its checkbox when installing CaptureOnTouch.
  - The available output destinations vary depending on the installed plug-in.

How can I attach scanned data to an e-mail (or send it as e-mail)?

- CaptureOnTouch
  - For both Standard Scanning and Scanning Shortcut, select [Attach to E-mail] in the [Select output] panel.
  - To use this function, you need to install a plug-in.
  - The plug-in can be installed by selecting its checkbox when installing CaptureOnTouch.

How do I use the automatic document color detection function?

The scanner driver for this scanner includes a function that automatically detects the color mode from the contents of a document.

The color modes that can be detected automatically by this function depend on the application and scanner driver settings you are using as follows.

Condition	Modes that can be detected
When [Color mode] in [Select document panel editing dialog] of CaptureOnTouch is set to [Detect automatically]	[Color or Gray]
When [Full Automatic Mode] is selected for the scanner driver	
When [Color mode] for the scanner driver is set to [Detect automatically] and advanced settings for auto-detection are set	One of the following can be selected: • [Color or Gray] • [Color or Binary] • [Color, Gray or Binary]

Chapter 14 Appendix

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Specifications

Main Unit

Type	Desktop sheetfed scanner	
Scanning Document Size		
Plain paper	Width	50.8 to 216 mm (2 to 8.5")
	Length	70 to 356 mm (2.756 to 14")
	Thickness (density)	52 to 209 g/m^2 (14 to 55 lb bond) Thickness 0.06 to 0.22 mm (0.0024 to 0.0087")
Postcard	Width	88.9 to 108 mm (3.5 to 4.25")
	Length	127 to 152.4 mm (5 to 6")
	Thickness (density)	128 to 300 g/m^2 (34 to 80 lb bond) Thickness 0.15 to 0.4 mm (0.0059 to 0.0157")
Business card	Width	49 to 55 mm (1.93 to 2.17")
	Length	85 to 91 mm (3.35 to 3.58")
	Thickness (density)	128 to 380 g/m^2 (34 to 58 lb bond) Thickness 0.15 to 0,45 mm (0.0059 to 0.0177")
Card (ISO/IEC compliant)	Width	86 mm (3.39")
	Length	54 mm (2.13")
	Thickness	0.76 mm (0.03") or less Up to 1.4 mm (0.055") for embossed cards
Document Feeding Method		Automatic
Scanning Sensor		Contact image sensor
Light source		LED
Scanning Side		Simplex/Duplex
Scanning modes		Black and White, 256-level Grayscale, Advanced Text Enhancement II, 24-bit Color
Scanning resolution		150 x 150dpi/200 x 200dpi/300 x 300dpi/ 400 x 400dpi/600 x 600dpi

Scanning Speed (Conditions: Core 2 Duo 2.53GHz CPU, 2 GB memory, A4 document size)

When using USB 2.0 bus power:

Grayscale	Simplex	200 x 200 dpi8 pages/min. 300 x 300 dpi8 pages/min.
	Duplex	200 x 200 dpi16 images/min. 300 x 300 dpi16 images/min.
24-bit Color	Simplex	200 x 200 dpi8 pages/min. 300 x 300 dpi6 pages/min.
	Duplex	200 x 200 dpi16 images/min. 300 x 300 dpi12 images/min.

* Power consumption on the scanner may fluctuate depending on the type of document being scanned, the processing load on the scanner, or the condition of your PC. In such cases, the scanning speed may vary.

Interface		Hi-Speed USB 2.0
External Dimensions (WxDxH)		
Document feed tray closed:		312.5 x 56.5 x 40 mm (12.30 x 2.22 x 1.57")
Document feed tray open:		312.5 x 89.5 x 40 mm (12.30 x 3.52 x 1.57")
Weight		Approximately 600 g (1.3 lb)
Power Supply	Supply from USB (500mA / 5V)	
Power Consumption		
	Scanning	2.5 W
	In the Sleep mode:	1.5 W
	Power OFF	0.5 W or less
Noise		Not more than 56 dB
Operating Environment		Temperature: 10°C to 32.5°C (50°F to 90.5°F) Humidity: 25% to 80% RH

Replacement parts

Separation Pad (Product Code: 8028B001)

This is the replacement separation pad. For the replacement procedure, Detaching and attaching the separation pad.

IMPORTANT

Contact your local authorized Canon dealer or service representative for detailed information about the replacement parts.

Product specifications are subject to change without notice.

Option

WU10 (product code: 6910B002 (U.S.A. and Canada only) / 6910B003 (Europe))

If you connect the scanner to the optional Wi-Fi Unit WU10 you can transmit image data from the scanner to a smartphone, tablet PC, or other smart device.

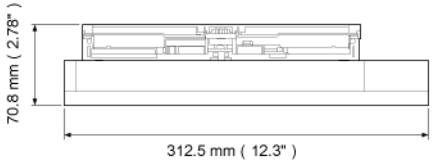
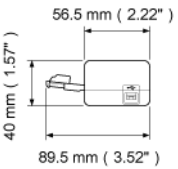
The operating environment is compatible with Wi-Fi Unit WU10 system requirements. In order to use this accessory, it is necessary to install the scanner wireless utility.

Carrying case (product code: 8028B002)

A case especially for carrying this scanner.

External Dimensions

■Front View (Unit with top open)



■Side View (With the document feed tray open)