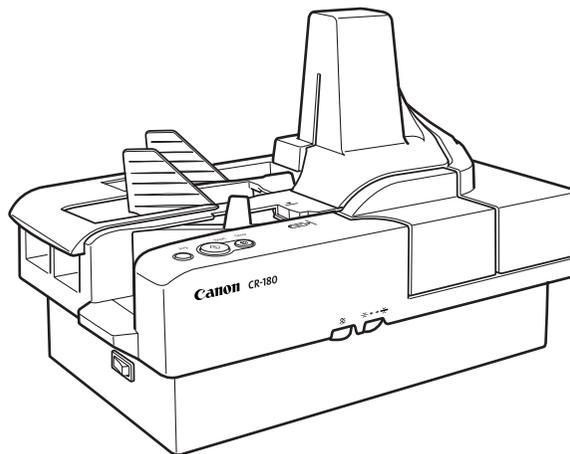


Canon

CANON CHECK READER

CR-180

INSTRUCTIONS



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

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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.

RADIO INTERFERENCE REGULATIONS (For 120V models)

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INTRODUCTION

Thank you for purchasing the Canon Check Reader CR-180. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

Conventions

This manual uses the following symbols and indications. Before you start reading this manual, read and familiarize yourself with the meanings of the symbols shown below.



Warnings are provided for your safety and contain extremely important information. Failure to observe the instructions provided in a warning could result in death or serious injury to yourself or your co-workers.



Caution notices are also provided for your safety and contain important information. Failure to observe the instructions provided in a caution notice could result in serious injury to yourself or your co-workers or damage the equipment.



These important notes contain important information on procedures that must be followed or actions that must be avoided. Failure to observe a request, could result in damage to the equipment or a malfunction.



Notes provide additional tips or advice that can save you time and effort in using the check reader.

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Safety Precautions

Daily Maintenance

When you are working around the scanner, follow these precautions to avoid fire and electrical shock.

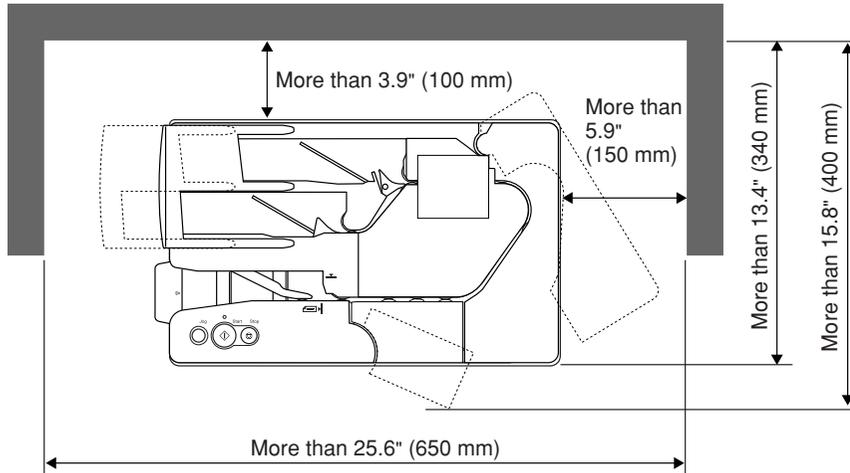


- Never install and operate the scanner near flammable substances, such as alcohol, paint thinner, benzene, or any other type of volatile solution.
- Never damage or modify the power cord, and never place heavy objects on the power cord.
- Always make sure that your hands are dry when you are handling the power cord or plug. Never grasp the plug when your hands are wet.
- Never plug the scanner into a multiplug power strip.
- Never bundle, wrap, or tie the power cord around itself or another object. Connect the plug securely into the power source.
- Use only the power cord and plug provided with the scanner.
- Never attempt to disassemble or modify the scanner.
- Never use flammable aerosol products near the scanner.
- Before you clean the scanner, turn the power OFF and disconnect the power cord from the power outlet.
- To clean the scanner's exterior, use a firmly wrung cloth, moistened slightly with water or mild detergent. Never use any type of volatile solution, such as alcohol, benzene or paint thinner.
- If you hear strange sounds, detect smoke or abnormal heat, sense vibration, or smell odd odors around the scanner, turn OFF the power switch immediately and disconnect the power cord from the power outlet. Call for service immediately.
- Handle the scanner with care. Avoid shocks and vibrations to the scanner caused by reckless handling. If you suspect the scanner has been accidentally damaged, turn OFF the power switch immediately and disconnect the power cord from the power outlet. Call for service immediately.
- Before you move the scanner, always turn OFF the power and disconnect the power cord from the power outlet.



- To avoid damage to the scanner, never place the scanner on an unstable or vibrating surface. The scanner may tip or fall over, causing injury.
- To avoid overheating and causing a fire, never block the air vents on the back of the scanner.
- Keep all liquids, beverages, or any type of liquid, and clips, staples, necklaces, or other metal objects away from the scanner. If you accidentally spill liquid or drop a metal object into the scanner, turn OFF the power immediately and disconnect the power cord from the power outlet. Call for service immediately.
- Never install the scanner in humid or dusty locations. Doing so may cause a fire or electrical shock.
- Never place heavy objects on top of the scanner. Such objects may tip or fall over, and cause injury.
- When you remove the power cord, grip it by the plug head. Never attempt to disconnect the power cord from the power outlet by pulling on the power cord. Doing so, may expose or break the core leads, damage the power cord, and cause a fire or electrical shock.
- Keep the area around the power outlet clear of all obstacles so you can disconnect the power cord easily at all times.
- Never spill water or volatile solutions (alcohol, benzene, paint thinner) into the scanner. Doing so, may cause a fire or electrical shock.
- When the scanner is not being used for a long time, disconnect the power cord from the power outlet.
- Avoid wearing loose fitting clothing, dangling jewelry, long ties, or even long hair that could become entangled with moving parts, especially the rollers that feed paper into the scanner. If such objects become entangled, immediately disconnect the power plug from the power outlet to stop the scanner.
- Be very careful when you are loading a document or clearing a paper jam. You may be injured unexpectedly. For example, the paper edges may cut your fingers.
- Do not open the maintenance cover while the scanner is operating. Doing so may result in a malfunction or injury.
- Do not directly touch the pins and contacts on the scanner connectors with your hands. Doing so may result in a malfunction.

Installation Location



For operation, maintenance and ventilation, make sure that there is enough space around the scanner, as shown in the illustration above.

Avoid placing the scanner in the following places. It may cause a malfunction and adversely affect the scanner or your computer.

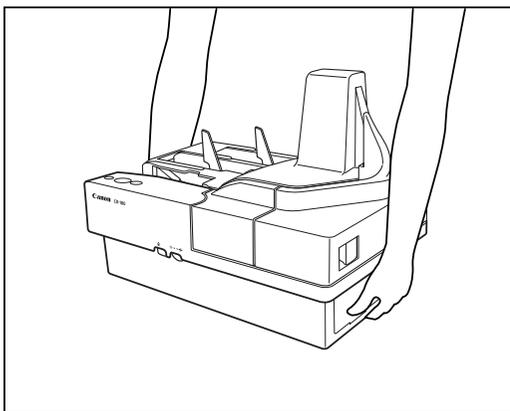
- Places exposed to direct sunlight
If installation in such places is unavoidable, provide a curtain or similar object to shade the scanner.
- Places subject to dust and fumes
Dust and cigarette fumes adversely affect the components inside the scanner.
- Near running water, a heat source, water vapor, or in an area, such as a laboratory exposed to ammonia gas, paint thinner, or other volatile chemicals.
- Places subject to vibration and strong shock
- Places subject to rapid changes in temperature or humidity
Condensation occurring inside the scanner may impair image quality. Place the scanner in a room that is well within the following range:
Room temperature: 50°F to 90.5°F (10°C to 32.5°C)
Relative humidity: 20% to 80% RH
Use the recommended operating environment for the ink cartridge when using the imprinter.
- Near electronic equipment or heavy equipment that generates a strong magnetic field, such as a speaker, TV, and radio

Power Supply

- Be sure to connect the scanner to an AC 220-240V (50/60 Hz) or AC 120V (60 Hz) power supply, according to your region's requirements.
- Make sure that the scanner is connected to an independent power outlet. Do not plug the scanner into an outlet shared with another device. If you use an extension cable, pay attention to the total amperage of the cable.
- If you are unsure of anything relating to the power supply, contact your dealer, service representative, or your local power company.
- Never place an object on top of the power cord or step on the power cord.
- Never bundle the power cord or wrap the cord around an object, such as a table leg.
- Do not tug on the power cord. When you remove the power cord, grip it by the plug head.
- Keep the area around the power outlet free of obstacles.

Carrying

When you move the CR-180, hold it firmly with both hands and carry it carefully. The scanner weighs approximately 13.9 lb (6.3 kg).



When moving the scanner, be sure to turn OFF the power and remove any cables. If the cables are not removed before moving the scanner, you may damage the plugs or connectors by forcibly pulling them out.

Chapter 1

Introduction to the CR-180

This chapter describes the features of the scanner, what comes packaged in the box, and the names and functions of parts on the scanner.

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Features of the CR-180

The Canon Check Reader CR-180 is a scanner with magnetic heads that can read checks and other documents that are printed with MICR (Magnetic Ink Character Recognition) compatible fonts and is capable of OCR (Optical Character Recognition). The CR-180 is compact and can handle large volumes of checks at a speed of 180 ppm.

Features

- **High speed scanning**

The CR-180 performs high-speed scans of check size documents at 180 ppm (200 dpi resolution).

- **Supports large documents**

Documents up to 4.6" x 9.1" (118 mm x 230 mm) can be scanned.

- **High durability**

The scanner has a high durability of 24 million scans.

- **Compact size**

10.7" (H) x 15.7" (W) x 9.5" (D) (271 mm (H) x 399 mm (W) x 242 mm (D))

- **Supports black-and-white (binary) and grayscale output**

- **Reads MICR characters**

A magnetic head is used to scan MICR characters that have been printed with magnetic ink or toner.

- **Supports OCR (Optical Character Recognition)**

Character images, such as E13B, OCR-A, OCR-B, and check writer are recognized as characters by the OCR function.

- **Easy to maintenance**

Large maintenance covers make handling paper jams and cleaning easy.

- **Jogger mechanism is standard**

A jogger mechanism, which uses vibration to align documents, comes standard equipped with the CR-180.

- **Bypass mode**

You can scan vouchers that contain two or more pages together as one document without paper jams.

- **Paper thickness adjustment mechanism**

Adjust the separation roller gap to the thickness of the paper being fed.

- **Automatic separator mechanism**

Scanned documents are automatically ejected to one of two pockets based on separation conditions.

- **Double feed detection**

The scanner detects double fed documents.

- **Drop out color**

This function enables drop out scanning of a specific color in the document.

- **Imprinter is standard equipment**

An imprinter mechanism, to print text on documents as they are scanned, comes standard equipped with the scanner. The imprinter's ink cartridge is not included, and must be purchased separately. (See "About the Ink Cartridge," on p.29.)

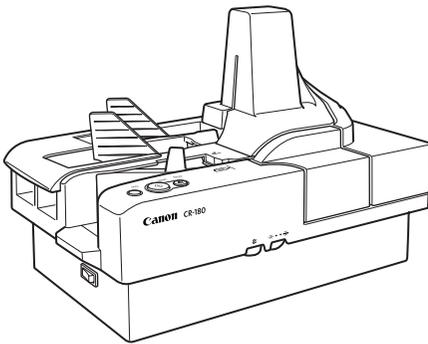
- **Eject pocket full detection (Scanning Utility for CR-180)**

Detects when the eject pocket is full and stops scanning. (See "Scan Procedure," on p.43.)

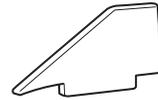
1.2

Packaging: What Is in the Box?

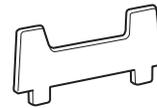
Make sure that you have everything. Check every item you have removed from the box. If any items are missing, contact your local authorized Canon dealer.



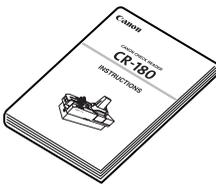
CR-180



Document Feed Guide



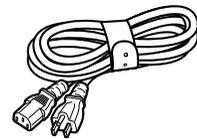
Jogger Support



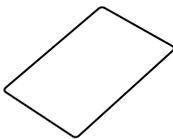
Instructions (This Manual)



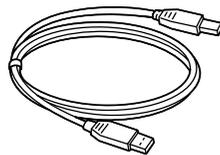
Setup Disc



Power Cord^{*1}



Warranty Card^{*2}



USB Cable

^{*1} The power cord varies according to the country of purchase.

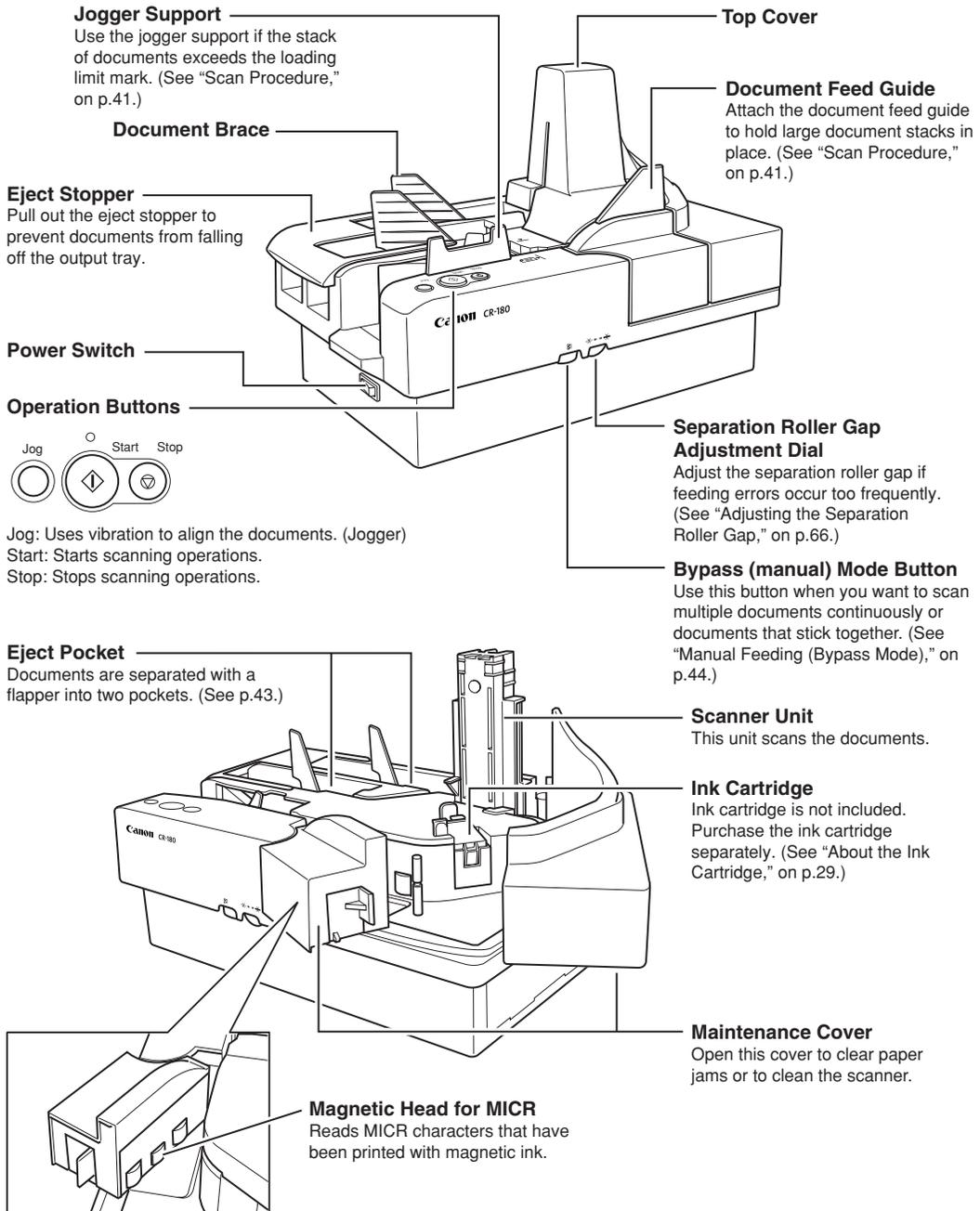
^{*2} For the United States and Canada only.

1.3 Part Names

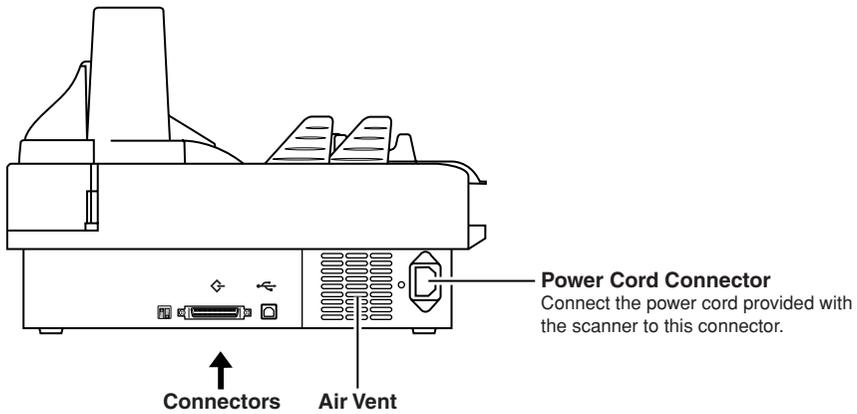
1

This section describes the names and functions of each part. Before you connect the CR-180, take a few minutes to familiarize yourself with the main parts and their functions.

◆ Front View

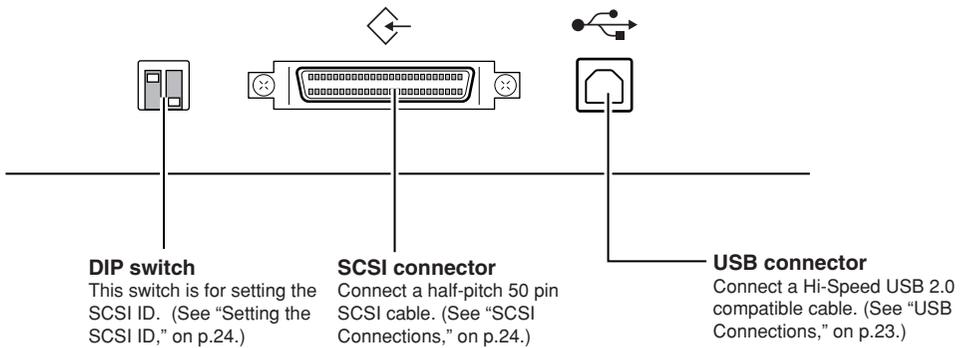


◆ Rear View



To avoid overheating and causing a fire, never block the air vents on the back of the scanner.

◆ Connectors



Chapter 2

Preparation Before Use

This chapter describes how to prepare the scanner to scan documents.

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2.1

Setting Up the Scanner

Perform the following steps to set up the CR-180. Refer to the section for each step for details about that step.

1. **Check your operating environment (See “Checking Your Operating Environment,” on p.17.)**
↓
2. **Install the software (See “Installing the Software,” on p.19.)**
Install the Scanning Utility provided with the CR-180.
↓
3. **Connect the scanner to a computer (See “Connecting the Scanner to a Computer,” on p.23.)**
You need to turn off the computer before connecting the CR-180 to it with a SCSI cable.
↓
4. **Turn ON the power (See “Turning ON the Power,” on p.26.)**
Turn on the CR-180 before turning on the computer if they are connected with a SCSI cable.
↓
5. **Automatically installing the device driver (See p.27.)**
The device driver is installed automatically when Windows recognizes the CR-180.



Important

- To have the device drivers installed automatically when the computer recognizes the CR-180, the software needs to be installed before the CR-180 is connected to the computer.
- If you connect the computer and turn on the CR-180 before installing the software, the following wizard appears. If this happens, click [Cancel] to close the wizard's window, turn off the CR-180 and then install the software.



Wizard Screen (Windows 2000)

2.2

Checking Your Operating Environment

2

Your computer system must meet the following conditions to use the CR-180.

- **IBM PC/AT or compatible machines that meet the following specifications:**

- Intel Celeron 733 MHz or faster
- 256 MB main memory or more (recommended)
- 100 MB or more free space on the hard disk

- **One of the following operating systems:**

- Microsoft Windows 2000 Professional SP4
- Microsoft Windows XP SP2

- **Interface card**

Use the Hi-Speed USB 2.0 interface that is standard on your computer or use either the USB 2.0 interface card or the SCSI card recommended for the CR-180.

Adaptec USB2.0 Interface Card (for PCI bus)

- USB2connect2000LP (AUA-2000)
- USB2connect3100 (AUA-3100LP)
- USB2connect5100 (AUA-5100)

Adaptec USB2.0 Interface Card (for Card bus)

- USB2connect for Notebooks (AUA-1420)

Adaptec SCSI Card (for PCI bus)

- AHA-2930U, AHA-2940AU, ASC-19160, ASC-29160

Adaptec SCSI Card (for Card bus)

- APA-1480

- **Interface cable**

Use the Hi-Speed USB 2.0 interface cable provided or purchase one separately to connect the CR-180 and the computer via a USB interface.

To use the SCSI card for the connections, check the shape of the connector on the SCSI card and use a SCSI cable with connectors that can be connected to the scanner. The scanner's SCSI connector is a half-pitch 50-pin (pin type) connector.

- **Monitor that can display a resolution of 1024 x 768 (XGA) or greater is recommended.**

- **Either an ISIS (compatible) or a TWAIN (compatible) application that operates on one of the operating systems noted above.**



- Use the latest USB 2.0 driver when using USB connections. Contact your local retailer for details.
- Operation is not guaranteed for any USB interface that is standard equipment on a computer. If the USB interface that is standard on your computer does not allow for normal operations, use the Hi-Speed USB 2.0 interface card that is recommended.
- Use the USB cable provided or a cable that supports Hi-Speed USB 2.0.
- If the CPU, memory, SCSI card, or USB interface card does not meet the recommended specifications, the scanning speed may slow down, or the time required to transfer data may increase.
- Even if the computer satisfies the recommended specifications, the scanning speed may be low depending on the scan settings.
- The ISIS/TWAIN driver provided may not operate with all ISIS compatible applications or TWAIN compatible applications. For details, contact your local software retailer.

2.3

Installing the Software

The following software applications are provided on the setup disc that is packaged with the scanner. Be sure to open and read the Readme.txt file on the setup disc before installing the software.

● Scanning Utility

This utility software is a dedicated software application for the CR-180. A dedicated scanner driver is installed after you install the utility software.

● ISIS/TWAIN driver

This scanner driver should be used with ISIS (Image and Scanner Interface Specification) compatible or TWAIN (Technology Without Any Interested Name) compatible software. Install it, only if it is required.



Important

- The Scanning Utility includes a device driver so that Windows can recognize the CR-180. Be sure to install the Scanning Utility before connecting the CR-180 to the computer.
- The ISIS/TWAIN driver provided with the scanner does not necessarily operate all ISIS compatible or TWAIN compatible applications. Contact your software dealer or service representative for further information.
- Some functions mentioned in this manual may not be operated in some applications.

Installing the Scanning Utility

Follow the instructions below to install the Scanning Utility and the dedicated driver.



Note

The dedicated scanner driver is installed after the Scanning Utility has been installed.

1

Turn ON your computer, and log on to Windows.

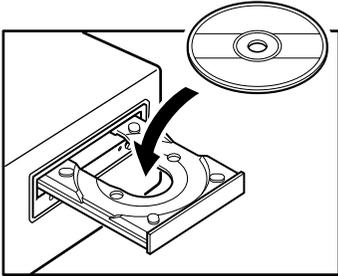


Important

Be sure to log on as the Administrator.

2 Insert the setup disc into the CD-ROM drive.

This manual assumes that “D” is assigned to your CD-ROM drive.

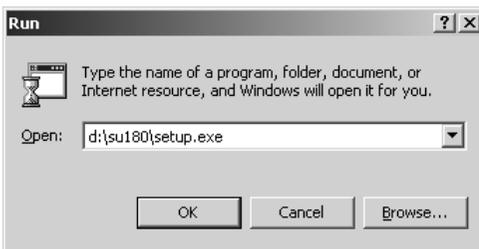


3 Click [Start], and then select [Run].

The screen that appears depends on which Windows operating system you are using.



4 Enter “D:\SU180\setup.exe” in the [Open] fields, and then click [OK].



Installation starts.

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



- The computer may need to be restarted, depending on the operating system, after the installation. If this is necessary, be sure to restart the computer.

Installing the ISIS/TWAIN Driver

2

Connect the scanner to your computer.



- If another ISIS compatible driver is already installed on the computer, be sure to make a backup of the following file. The content of this file may be overwritten when the ISIS/TWAIN driver is installed.

Windows 2000

C:\WINNT\System32\Pix*.dll

C:\WINNT\Pixtran*.*

Windows XP

C:\Windows\System32\Pix*.dll

C:\Windows\Pixtran*.*

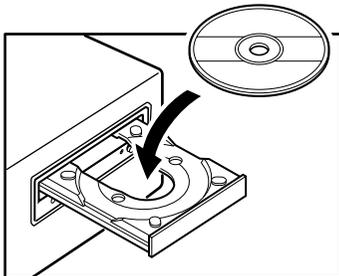
1 Turn ON your computer, and start Windows.



Be sure to log on as the administrator.

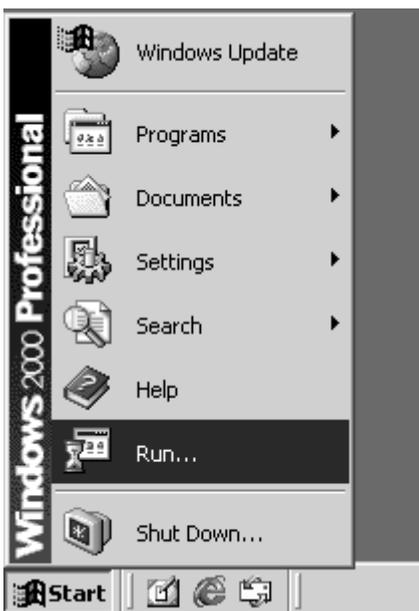
2 Insert the setup disc into the CD-ROM drive.

This manual assumes that "D" is assigned to your CD-ROM drive.



3 Click [Start], and then select [Run].

The screen that appears depends on which Windows operating system you are using.



4 Enter “D:\Driver\setup.exe” in the [Open] field, and then click [OK].



Installation starts.

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



- The computer may need to be restarted, depending on the operating system, after the installation. If this is necessary, be sure to restart the computer.

2.4

Connecting the Scanner to a Computer

2

There are two ways to connect the scanner to your computer; SCSI or USB. Use the method that is compatible with your computer system.

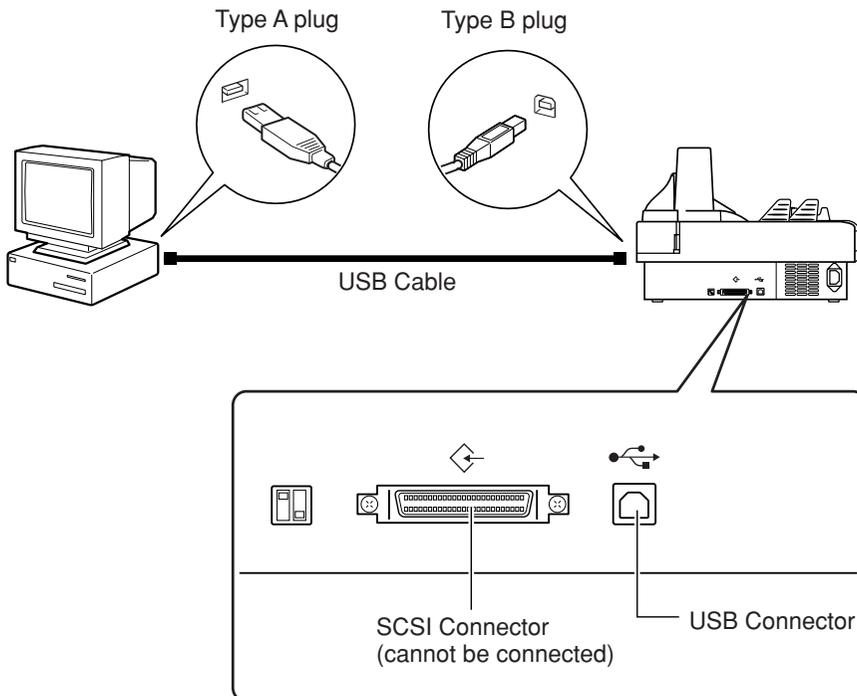


CAUTION

- Do not turn OFF the scanner or remove any interface cables when an application is running.
- Do not connect both SCSI and USB interface cables at the same time.
- Turn OFF the computer and the scanner before changing the cable.

USB Connections

Connect the scanner and the computer with the cable provided or a Hi-Speed USB 2.0 cable.

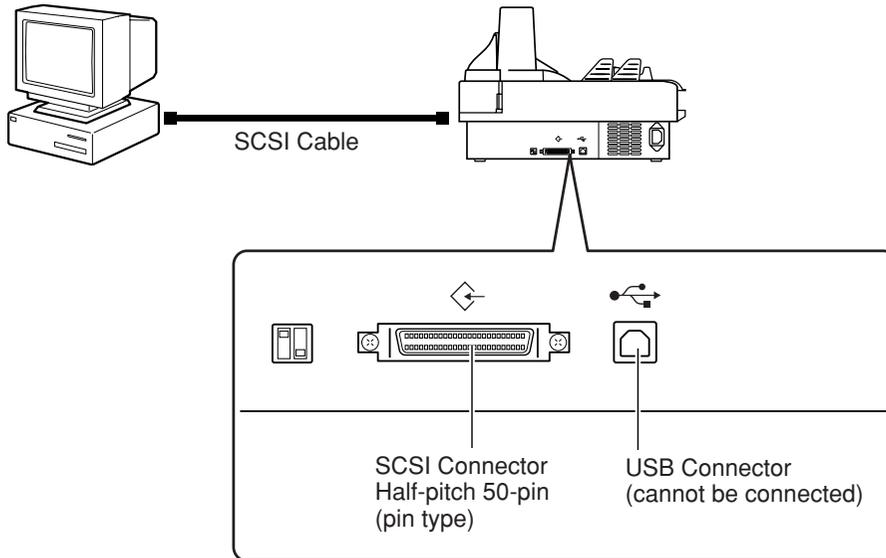


Note

Connect the type B plug (square) to the scanner and connect the type A plug (flat) to the USB port on the computer.

SCSI Connections

Turn off the computer and then connect the scanner and the computer with the SCSI cable.

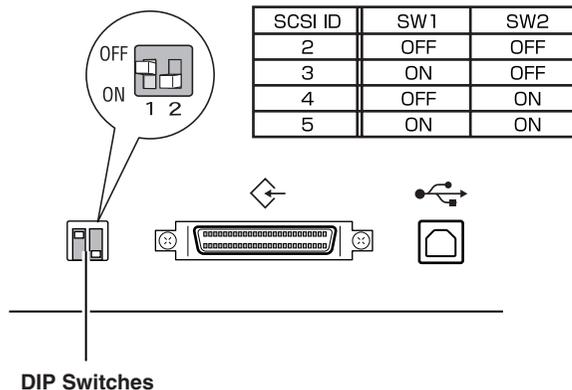


Be sure to turn off the power to the scanner and the computer before connecting the SCSI cable.

◆ Setting the SCSI ID

Set the SCSI ID using the DIP (Dual Inline Package) switch located on the left side of the SCSI connector.

Push the DIP switches down to turn them ON, and push them up to turn them OFF. Refer to the following table to set the SCSI ID using the DIP switches.

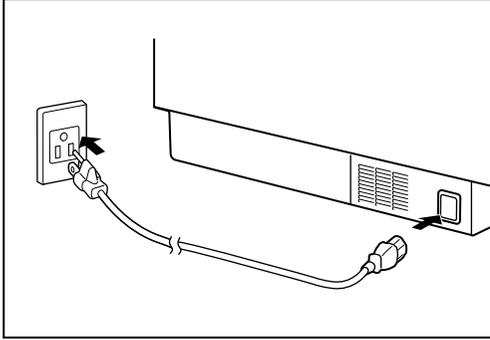


- The SCSI ID default is set to 2. Be careful not to set the same SCSI ID as other SCSI devices that are mounted internally or connected to the computer.
- Disable the terminator on any SCSI device that might be connected between the scanner and the computer.

Connecting the Power Cord

Connect the power cord.

Be sure to use only the power cord provided with the scanner.



2

**WARNING**

When connecting the power cord, follow these precautions. Failure to do so may cause a fire or electrical shock.

- Never grasp the plug when your hands are wet.
- Never plug the scanner into a multiplug power strip.
- Never bundle or tie the power cord around itself or another object. Connect the plug securely into the power source.
- Use only the power cord and plug provided with the scanner.
- Before you connect the power cord, be sure to turn OFF the power switch.
- Be sure to connect the scanner to an AC 220-240V (50/60 Hz) or AC 120V (60 Hz) power supply, according to your region's requirements.
- Do not plug the scanner into an outlet shared with another device. If you use an extension cable, pay attention to the total amperage of the cable.

2.5

Turning ON and OFF the Power

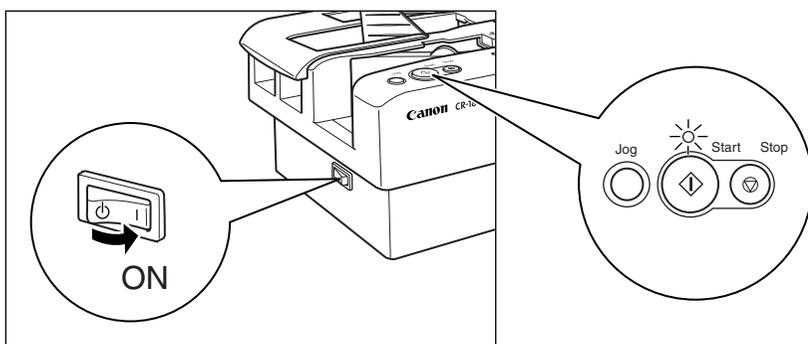
Follow the procedures below to turn the scanner power ON and OFF.

Turning ON the Power



Be sure to turn the power of all connected SCSI devices ON before you turn the computer ON.

1 To turn ON the scanner, press the power switch.



- The LED above the Start button, flashes after you turn the power ON for a few seconds, then it remains lit.
- The eject pocket document sensor may make an incorrect detection when scanning starts if a bright outside light or fluorescent light is shining on the scanner's eject pocket when the scanner is turned on. If this happens, pull the flapper on the eject pocket all the way forward and then return it to cancel the incorrect full detection and then try scanning again. (See p. 44)
- If the scanner does not work, or the LED continues to flash, there is a problem with the scanner. Turn OFF the power, and contact your local retailer or a Canon service department.



If you hear strange sounds, detect smoke or abnormal heat, sense a vibration, or smell odd odors around the scanner, turn OFF the power immediately and disconnect the power cord from the power outlet. Call for service immediately. Failure to do so, may cause a fire.

2 Turn ON your computer.

3 Windows recognizes the CR-180 as new hardware, and installation starts automatically.



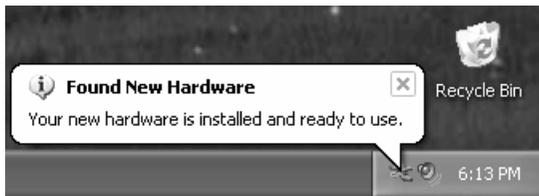
(Windows 2000)



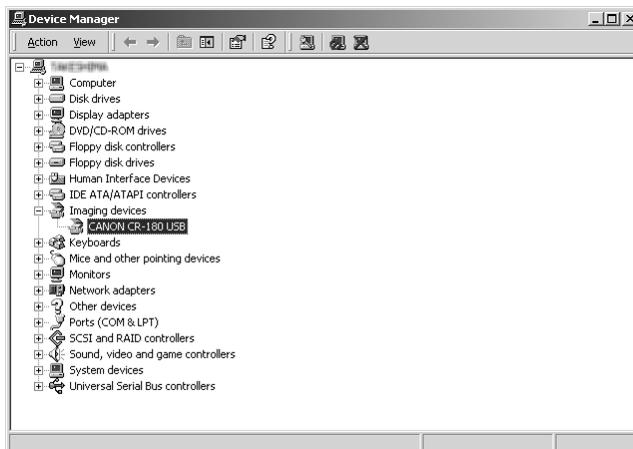
(Windows XP)

**Note**

- The installation finished message is not displayed in Windows 2000.
- If your operating system is Windows XP, a message appears after the device driver is installed.



- The CR-180 will be registered as “CANON CR-180 SCSI” or “CANON CR-180 USB” in the Imaging Device directory.



The displayed device name of the CR-180 differs depending on the connection, via SCSI or USB. Turn OFF the power to the scanner and the computer before changing the connections, and then turn ON the power, and let the computer recognize the scanner again.

Turning OFF the Power

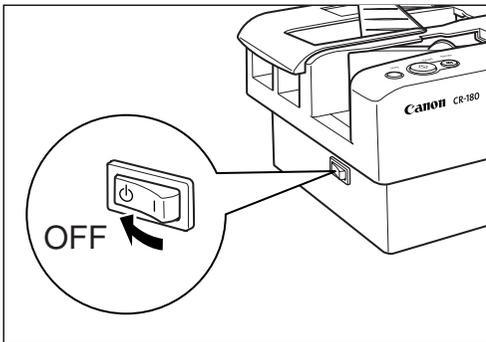


Important

Turn OFF the power to the computer if you are using a SCSI cable to connect the scanner.

1 Turn OFF your computer.

2 To turn OFF the scanner, press the power switch.



CAUTION

- Wait at least 10 seconds before turning the scanner back ON.
- For your safety, disconnect the power plug from the power outlet if you are not using the scanner for a long period of time.

2.6 Preparing the Ink Cartridge

This section describes how to prepare the ink cartridge so that you can use the imprinter to print text on scanned documents.

About the Ink Cartridge

The ink cartridge is not included with the scanner. Purchase an ink cartridge separately, as shown below.

Compatible ink cartridges: Hewlett Packard ink cartridge, model numbers C6602B (blue), C6602G (green), C6602R (red)



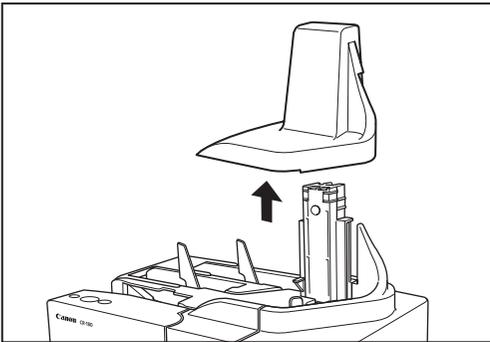
Note

For details on installing the ink cartridge, see “Replacing the Ink Cartridge,” on p.63.

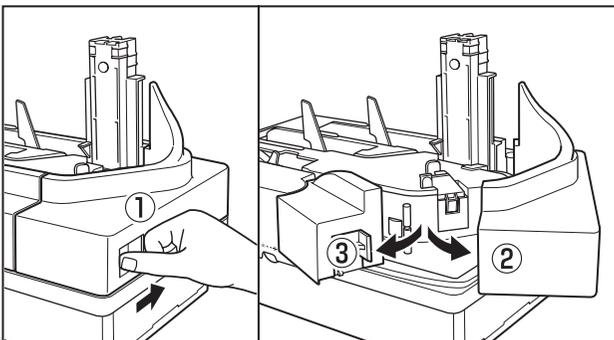
Adjusting the Print Position

You can adjust the print position to three different levels.

1 Remove the top cover.



2 Press the open button, and pull the maintenance cover open to the right and left.

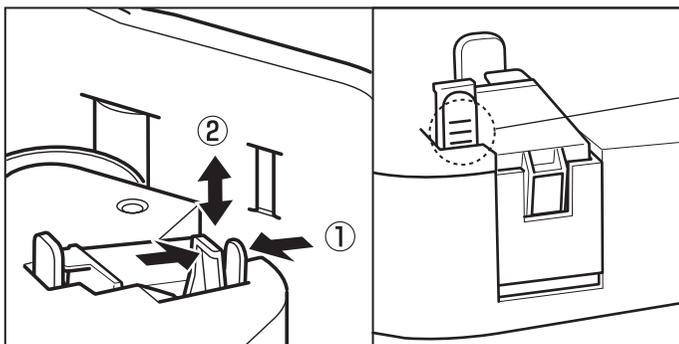


3 Squeeze the print position adjustment lever and lift up to adjust the print position.



Note

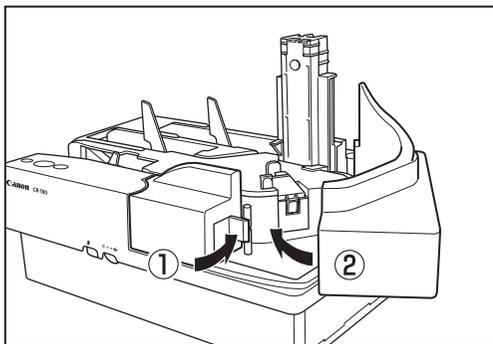
- Adjust the position of the text so that it aligns with the adjustment line on the print position adjustment lever.
- The value of the adjustment line indicates the distance from the bottom edge of the document to the center of the text.



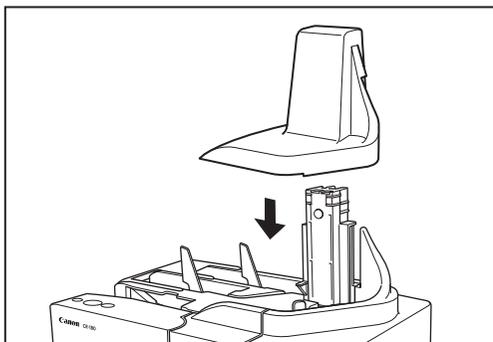
Adjustment Line

- Top:
1.6" (40 mm) from the bottom edge of the document
- Middle:
1.4" (36 mm) from the bottom edge of the document
- Bottom:
1.3" (32 mm) from the bottom edge of the document

4 Close the maintenance cover in the order shown in the diagram below.



5 Carefully replace the top cover.



Note

If the top cover is not firmly in place, the ink cartridge is not installed properly. Check the ink cartridge.

Chapter 3

Software

This chapter describes how to install and use the scanning software, Scanning Utility, and ISIS/TWAIN driver.

3.1 How to Use the Software	32
Starting and Closing the Scanning Utility	32
How to Use the ISIS/TWAIN Driver	34
3.2 Uninstalling the Software	35

3.1

How to Use the Software

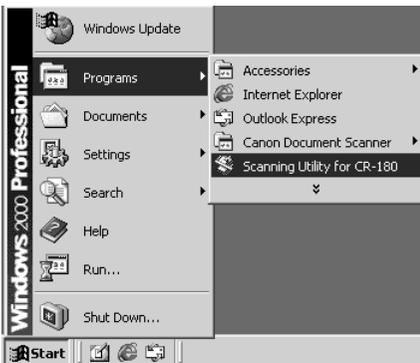
This section describes how to start up the Scanning Utility so that you can use the scanner. Read the Help files for both the Scanning Utility and the ISIS/TWAIN Driver for information on how to use them.

How to Use the Scanning Utility

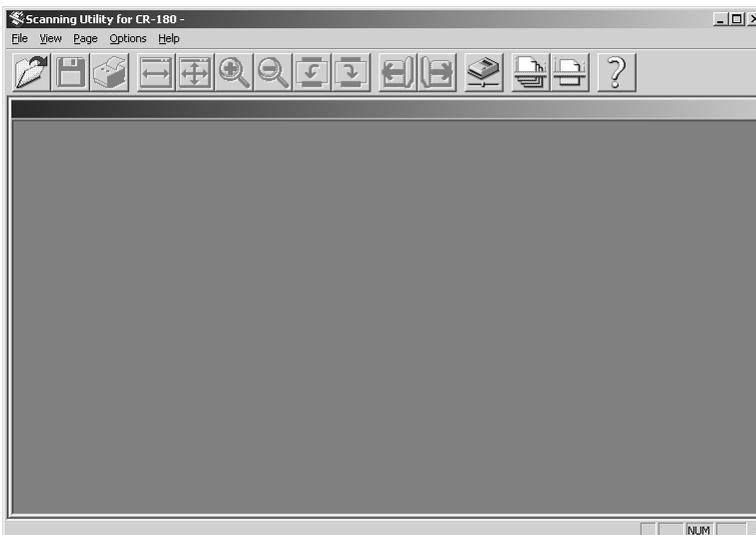
This section describes the procedure for using the Scanning Utility. Read the [Help] file in [Scanning Utility] for more information.

- 1 Click [Start], point to [Programs], then click [Scanning Utility for CR-180].

Click [All Programs], then [Scanning Utility for CR-180] if your Operating System is Windows XP.



- 2 Start the Scanning Utility.



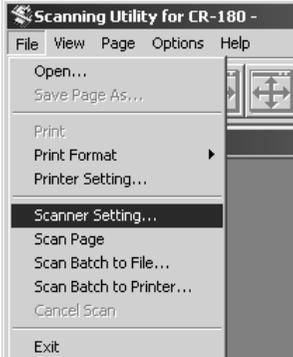


Note

The basic operation of the Scanning Utility is noted in the Scanning Utility help file. On the [Help] menu, click [Help] to view the explanation.

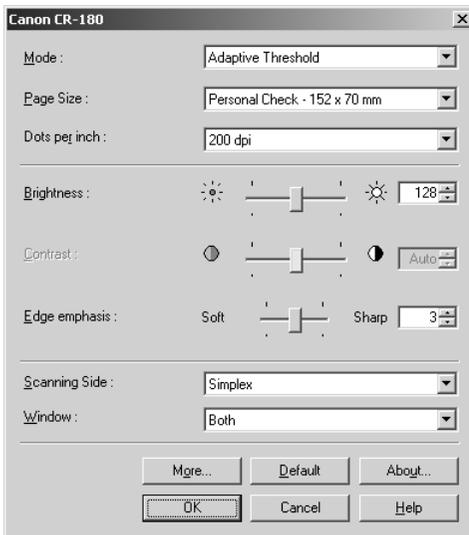


3 Select [Scanner Setting] from the [File] menu.



The Settings dialog box appears.

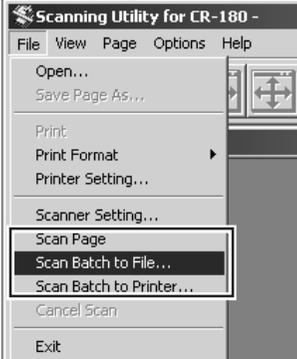
4 Set the scan conditions and click [OK].



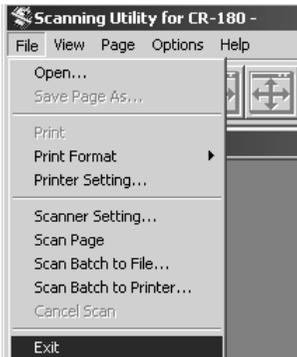
Note

For information about the settings for the scan conditions, click [Help] on the Settings dialog box to open the Help file.

5 Select the scanning method from the [File] menu and start scanning.

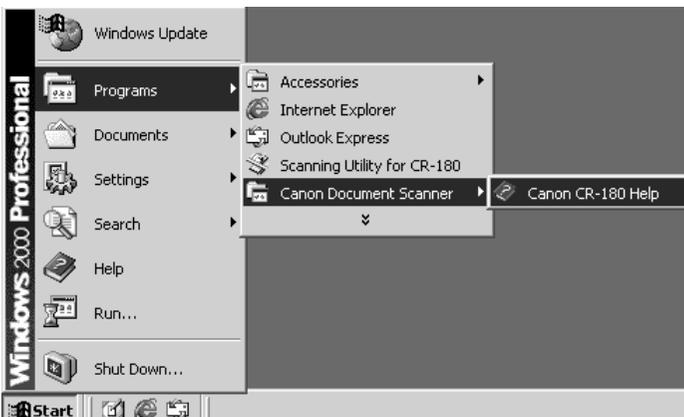


6 When scanning is finished, click [Exit] on the [File] menu to quit the Scanning Utility.



How to Use the ISIS/TWAIN Driver

The explanation on how to use the ISIS/TWAIN driver is in the ISIS/TWAIN driver help file. To view the help file, click [Start] point to [Programs], click [Canon Document Scanner], and then click [Canon CR-180 Help].



3.2 Uninstalling the Software

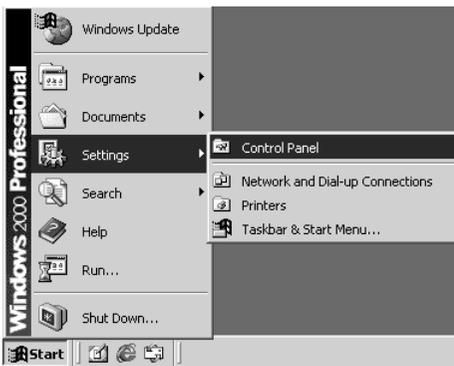
This section describes how to uninstall the Scanning Utility and ISIS/TWAIN driver.



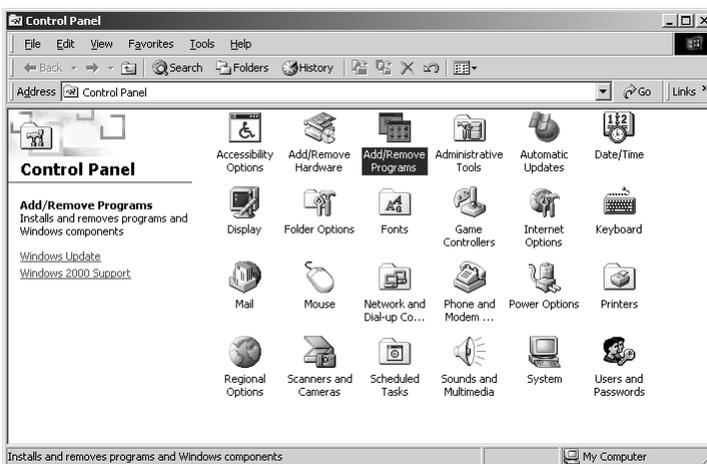
Important

- Be sure to log on as the Administrator.
- The dialog boxes and button names in Windows XP are different from the ones used in this manual. Refer to the Windows XP “Help and Support Center” to uninstall the software.

1 Click [Start], point to [Settings] and click [Control Panel].

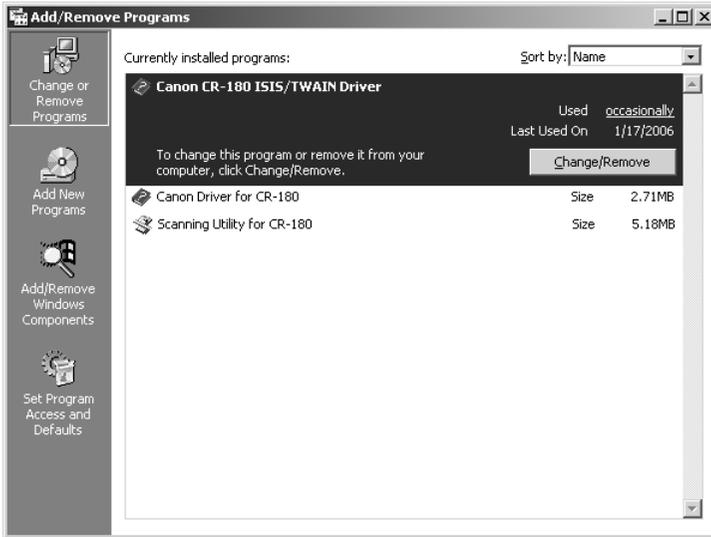


2 Double-click the [Add/Remove Programs] icon.



The [Add/Remove Programs Properties] dialog box appears.

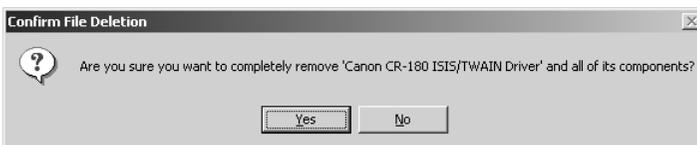
3 Select the software that you want to remove from the list in the dialog box, and then click [Add/Remove].



Important

- If you uninstall the “Scanning Utility for CR-180” you also need to uninstall the “Canon Driver for CR-180.”
- If you uninstall the ISIS/TWAIN driver, select the “Canon CR-180 ISIS/TWAIN Driver.”

4 The [Confirm File Deletion] dialog box appears.



If you selected “Canon CR-180 ISIS/TWAIN Driver,” the above dialog box appears.

5 Click [Yes], and the uninstaller starts.

Follow the instructions on the screen to finish uninstalling the software.

Chapter 4

Document Feeding and Scanning

This chapter describes precautions regarding documents that can be handled on this scanner and scanning operations.

4.1 Documents	38
Types of Documents	38
Placing Documents	40
4.2 Document Feeding and Scanning	41
Scan Procedure	41
Manual Feeding (Bypass Mode)	44

4.1 Documents

This section describes the types of documents that can be used and how to place them.



CAUTION

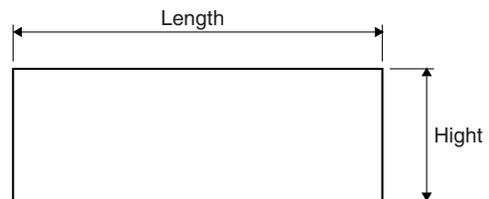
Treat the documents carefully. The paper edges may cut your fingers.

Types of Documents

The CR-180 can feed a wide variety of document sizes. The ranges of width and length for a document are:

- Height : 2.4" to 4.6" (60 to 118 mm)
- Length : 4.7" to 9.1" (120 to 230 mm)
- Thickness : 0.003" to 0.008" (0.08 to 0.20 mm)
- Weight : 17 to 40 lb bond (64 to 157 g/m²)

* For details on paper thickness when using infrared double feed detection function, see p.39.



Follow these guidelines when you prepare a document for scanning:

- Before scanning documents that contain pasted artwork, make sure that the ink or paste is thoroughly dry. If the documents are scanned with wet ink or paste, the inside of the scanner may become dirty and it may cause a malfunction.
- If you scan a document written in pencil, the letters may not be scanned properly or the pencil may rub off onto the rollers and stain subsequent documents. Before you scan this kind of document, make a copy and then scan the copy. After scanning a document written in pencil or some other soft writing material, be sure to clean the scanning rollers. (See “Cleaning the Scanning Glass and Rollers,” on p.55.)
- If you scan thin paper in the Duplex mode, the ink printed on the back side may be scanned. If this happens, adjust the scanning density.
- Scanning documents with a rough surface may not feed easily, and may cause friction between the documents, resulting in a feeding error. If this happens, feed the documents one by one.
- Documents with glossy finish or colored background may cause false double feed detections when using the infrared double feed detection function. If false detections happen too often, disable the double feed detection function. (See “Using Infrared Double Feed Detection,” on p.39.)
- To avoid paper jams, damage to documents, and a scanner malfunction, do not feed the following types of paper into the scanner. If you want to scan these types of paper, first make a copy and then scan the copy.



Wrinkled or creased paper



Carbon backed paper



Curled paper



Coated paper or fax recording paper



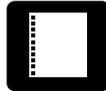
Torn paper



Extremely thin paper



Paper with clips or staples



Paper with binding holes



Note

- Note that mixing documents of different thickness and size may cause a malfunction during feeding.
- Curled, wrinkled, or folded documents may cause an error. If this happens, straighten out the curls, or reduce the number of documents loaded.
- Documents containing text or pictures within 0.2" (5 mm) of its edges, or documents with a color background, may cause errors in automatic size detection.

4

Using Infrared Double Feed Detection

One of the double feed detection functions that the scanner is equipped with uses the penetration of infrared light to detect when two or more documents are fed at the same time.

Documents with glossy finish or colored background may cause false double feed detections when using the infrared double feed detection function. If false detections happen too often, disable the double feed detection function.

Also, the thickness of the documents should be from 0.004" to 0.005" (0.1 mm to 0.14 mm) to use the infrared double feed detection function. Please note that double feed detection cannot be detected for thicker or thinner documents.



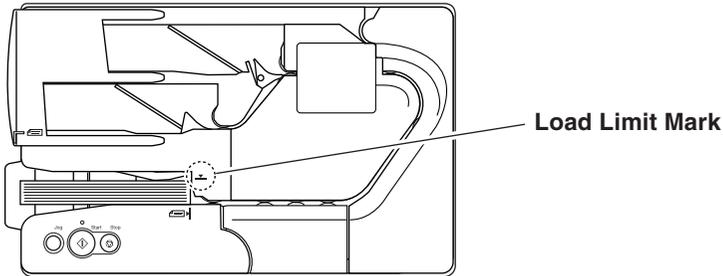
Note

- The Scanning Utility provided includes a specialized driver for the infrared double feed detection function. The infrared double feed detection function cannot be used with ISIS/TWAIN compatible applications used with the ISIS/TWAIN driver.
- Besides infrared light, the double feed detection function also uses document length and thickness to detect if two or more documents are fed at the same time. However, they are different from the double feed detection functions that can be used with the specialized Scanning Utility driver and ISIS/TWAIN driver. Refer to the Help files for the various applications for details.

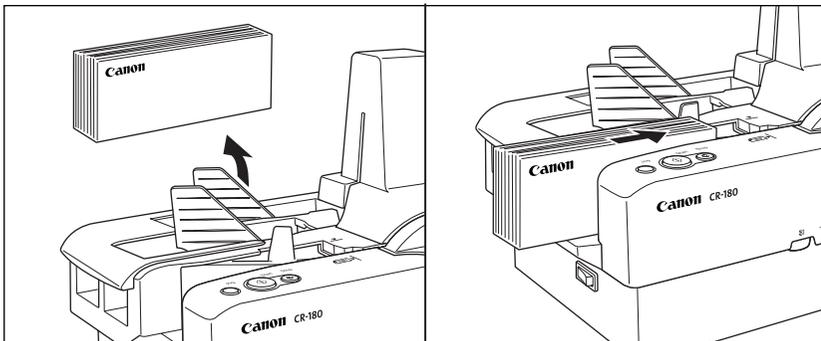
Placing Documents

Note the following points when placing documents on the scanner.

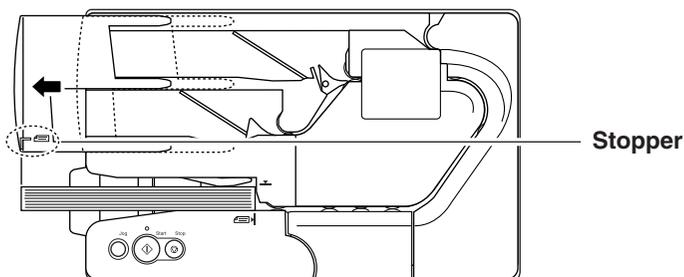
- Place the front of the document toward you.
- Do not exceed the load limit mark when placing documents in the document tray. This may cause feeding errors or paper jams.



- A maximum of 200 documents can be loaded at one time.
- Each eject pocket can hold the same number of documents as the document tray. Remove the documents in the eject pockets before scanning a different document.



- If you place long documents, move the stopper to the edge of the document in the document tray. Otherwise, this may cause a paper eject error.



4.2 Document Feeding and Scanning

This section describes how to load and scan documents.

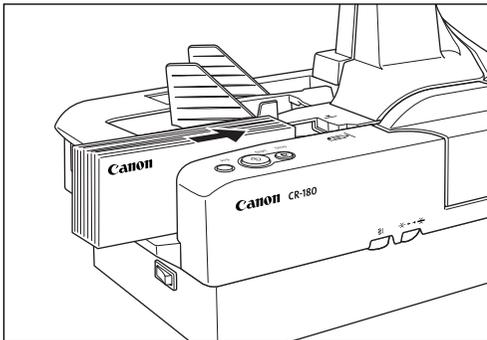


- Avoid wearing loose fitting clothing, dangling jewelry, long ties, or long hair that could become entangled with moving parts, especially the rollers that feed paper through the scanner. If such objects become entangled, immediately disconnect the power plug from the power outlet.
- Check the paper stack and remove all clips, staples, pins, or any other type of metal or plastic fastener. These objects may cause damage to the document, a paper jam, or a scanner malfunction.
- Do not touch anything except the operation buttons when the jogger is operating or documents are being fed (See p.42.)
- Do not touch documents that are being fed under any circumstances. The documents that are being fed may cut your hand.

Scan Procedure

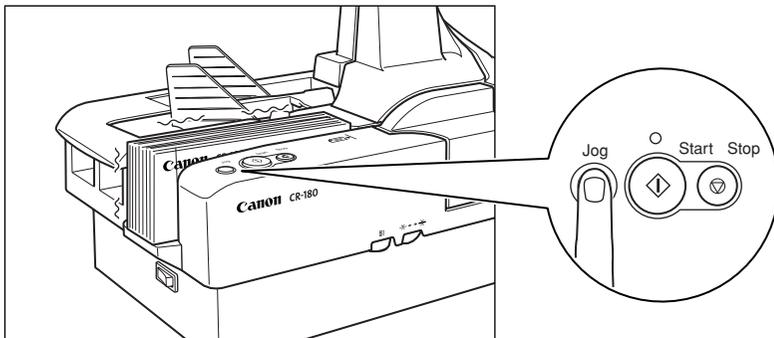
4

- 1 Carefully align the edges of the document.
- 2 Place the first page of the document facing you, and place the leading edge of the document into the scanner.



3 If the documents are not aligned, press [Jog].

The jogger mechanism can be used to align documents.



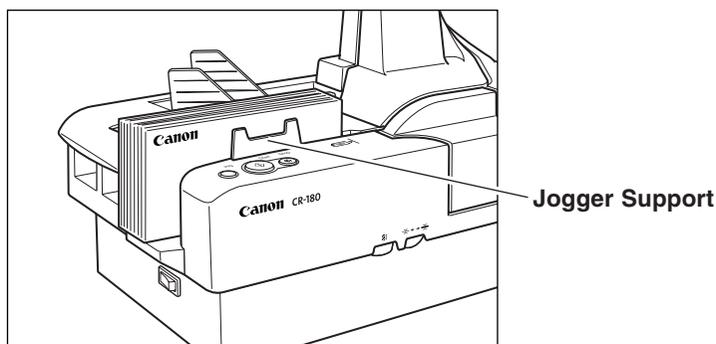
Important

If you press [Jog] when a batch of documents of various sizes are loaded, the alignment will be incomplete, and the documents will not be scanned in the order loaded. If you are scanning documents of various sizes, align the leading edges of all the documents with the entry point of feeding.



Note

- The jogger vibrates for 10 seconds and then stops. Press one of the operation buttons to stop the jogger.
- If the documents are large, the documents may fall over while they are vibrating. If this happens, attach the jogger support to prevent the documents from falling over.



4 Instruct scanning to start from the software application.



Note

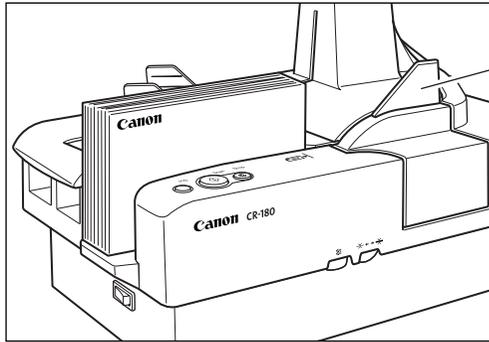
If the feed setting in the software application is "Panel-Feeding", press [Start] to start scanning.

5 Scanning starts.



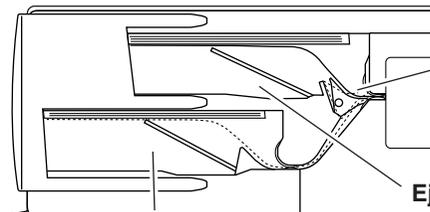
Note

- If the documents are large, the documents may fall over while they are being fed. If this happens, attach the document feed guide to prevent the documents from falling over.



Document Feed Guide

- If “Sort Method” is set in the software application, the document will be ejected to one of the two eject pockets according to the separation conditions that have been set.



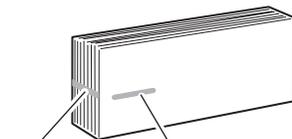
Flapper

Separates documents

Eject Pocket 1

Eject Pocket 2

- When printing with the imprinter, ink may get on the leading edge of the document because the documents are ejected onto the printed surface.



Ink residue

Printed text (back side)



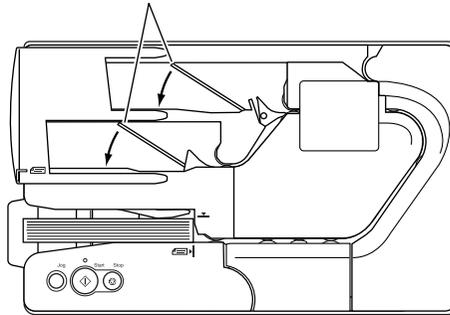
Note

- When Using the Accompanying Scanning Utility for CR-180:
Scanning is suspended and a message is displayed when the eject pocket becomes full of documents. Scanning resumes when the documents are removed from the eject pocket (Eject pocket full detection).



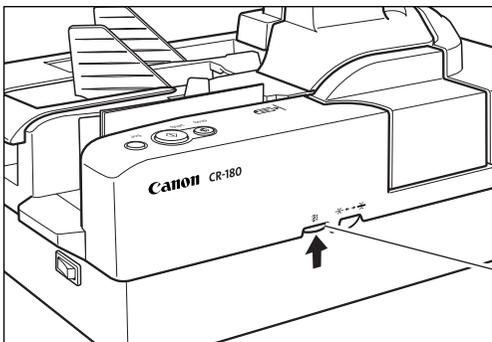
- If you start scanning and the message shown above appears when there are no documents in the eject pocket, pull the document brace all the way forward and then return it to cancel the message and then try scanning again. (See “Turning on the Power” on p. 26)

Document Brace



Manual Feeding (Bypass Mode)

Use the Bypass (manual) mode to scan duplicate forms which have sticky edges or documents that have a rough surface. Feed these documents one by one and press Bypass Mode button.



Bypass Mode Button



Important

For duplicate forms, load the side with the sticky edges toward the feeding entry point.

Chapter 5

Troubleshooting

This chapter describes the problems that might occur in the CR-180, and how to remedy them.

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When the Scanner Is Not Recognized

The following causes and remedies describe why your computer may not recognize the scanner.

Cause **The Scanning Utility is not installed.**

Remedy Install the Scanning Utility before connecting the scanner to the computer. (See “Setting Up the scanner,” on p.16.)

Cause **The scanner is not correctly connected to the computer.**

Remedy Connect the scanner to the computer correctly. (See “Connecting the Scanner to a Computer,” on p.23.)

Cause **The scanner is turned off.**

Remedy Turn on the scanner. However, if you are using SCSI connections, turn off the computer and then turn on the scanner and then turn the computer back on. (See “Turning ON and OFF the Power,” on p.26.)

Cause **Interface card is incorrectly installed to the computer.**

Remedy Refer to the user’s guide for the interface card and correctly install the interface card to the computer. Also, make sure that Windows recognizes the interface card according to the operating system you are using. (See “Setting Up the Scanner,” on p.16.)

Cause **The USB interface provided as standard with your computer is not compatible with the scanner.**

Remedy Use the recommended USB 2.0 interface card. (See “Checking Your Operating Environment,” on p.17.)

Cause **USB cable is not compatible with the scanner (when using USB connections).**

Remedy Use the USB cable provided with the scanner. (See “Checking Your Operating Environment,” on p.17.)

Cause **USB hub is not compatible with the scanner (when using USB connections).**

Remedy Remove the USB hub to use the scanner. (See “Checking Your Operating Environment,” on p.17.)

Cause **The same SCSI ID is used for other SCSI devices (when using SCSI connections).**

Remedy Check the SCSI ID of all connected SCSI devices, and make sure that the same SCSI ID is not set for two or more devices. Reset the SCSI IDs if the same SCSI ID is set. (See “Setting the SCSI ID,” on p.24.)

Cause **Another SCSI device is valid as a terminator (when using SCSI connections).**

Remedy Cancel the SCSI device terminator that is connected between the CR-180 and the computer. The CR-180 must be at the end of the daisy chain, and all other SCSI devices in between the computer and CR-180 must their terminators OFF. (See “Setting the SCSI ID,” on p.24.)

Cause **The scanner was turned ON after turning ON the computer (when using SCSI connections).**

Remedy Turn the computer and scanner OFF, turn ON the scanner, and then turn ON the computer. (See “Turning ON and OFF the Power,” on p.26.)

5.2 Clearing Paper Jams

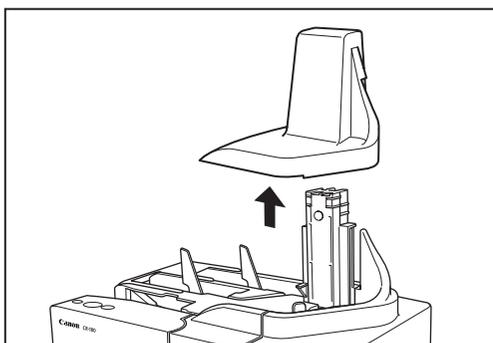
If paper has jammed, open the maintenance cover and remove the jammed paper.



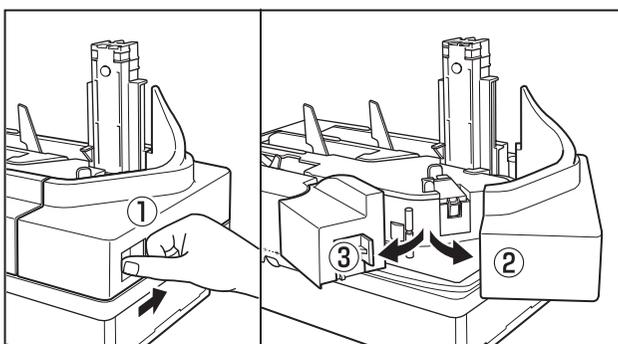
CAUTION

- Be careful when you clear a paper jam. You may be injured unexpectedly. For example, the paper edges may cut your fingers, or the document may be damaged.
- Remove all jammed sheets of paper. Paper scraps left inside the scanner may cause a paper jam or malfunction.

1 Remove the top cover.

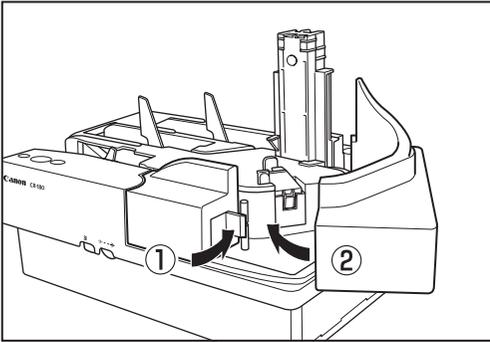


2 Press the open button, and pull the maintenance cover open to the right and left.

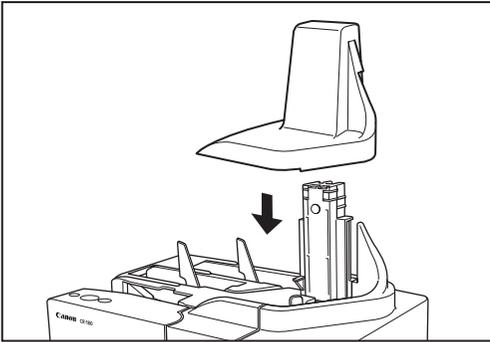


3 Remove the paper that has jammed.

- 4** Close the maintenance cover in the order shown in the diagram below.



- 5** Carefully replace the top cover.





Feeding Trouble

If the document is not fed properly or the detection functions do not work properly, remedy the problem by checking the following conditions.

Condition	A paper jam has occurred.
Cause and Remedy	<ul style="list-style-type: none"> • Check to make sure that the size and thickness of the document are within the supported range of the scanner, and if the quality of the paper is appropriate. For cautions on handling documents, see “Documents,” on p.38. • Documents with rough surfaces may cause a paper feed error to occur. Scan one sheet at a time in the Bypass (manual) mode. (See “Manual Feeding (Bypass Mode),” on p.44.) • Dirty or worn rollers inside the scanner may cause a paper jam. Clean the rollers if they are dirty. (See “Cleaning the Scanning Glass and Rollers,” on p.55.) Worn rollers must be replaced. Contact your dealer or Canon service representative. • The separation roller gap is too wide. Adjust the separation roller gap. (See “Adjusting the Separation Roller Gap,” on p.66.)
Condition	A double feed error occurred even though documents are not being double fed.
Cause and Remedy	A double feed error may occur when documents with different thicknesses are mixed. Turn off the double feed detection mode, if this happens.

Condition	MICR characters are not recognized correctly.
Cause and Remedy	<ul style="list-style-type: none"> • The scanner cannot correctly read MICR characters if the magnetic heads are dirty. Clean the MICR magnetic heads. (See “Cleaning the Magnetic Heads,” on p.58.) • If MICR characters cannot be recognized correctly after cleaning the heads, the MICR heads may be worn. Contact your dealer or Canon service representative. • The MICR text is on the back of the document. Load the side with the MICR characters face up in the document tray.
Other Causes	<ul style="list-style-type: none"> • Some of the MICR characters are scratched or missing. Splattered MICR ink or toner may also be the problem.
Condition	The imprinter is not printing correctly (missing imprint dots).
Cause and Remedy	Ink is clogged in the ink jet nozzle. Clean the ink jet nozzle. Cleaning the ink jet nozzle is recommended before using the CR-180. (See “Cleaning the Ink Heads and Ink Absorber,” on p.60.)
Condition	Documents get dirty when using the imprinter.
Cause and Remedy	Ink from the imprinter has been placed on the feed path. Clean the ink off the feed path. (See “Cleaning the Ink Heads and Ink Absorber,” on p.60.)

5.4

When the Scanned Image Is Not Normal

If there is a problem with the scanned image (the image is not sharp or stripes appear), one of the following conditions may be a probable cause. Check the following conditions, and take the appropriate action.

- **The scanning glass or rollers are dirty.**

If the scanning glass or rollers are dirty, the dirt will appear on the scanned image.

→ Clean the scanning glass and rollers. For details, see “Daily Cleaning,” on p.54.

- **The scan conditions are inappropriate.**

If the scan conditions are inappropriate, the scanned image will not be sharp or will appear as dark.

→ Check the brightness and other scanner settings.

If the scanned image is blurry or the document has not been scanned at all, the brightness may be set too high.

If the scanned image appears dark, the brightness may be set too low.

Also, check the settings on the driver and the software application.

- **The driver or application does not run correctly.**

If the document cannot be scanned correctly even if the scan conditions are adjusted, the driver or the application may not be functioning correctly.

→ Reinstall the driver or application.

For details on how to install the driver, see “Installing the Software,” on p.19.

For details on how to install the application, see the applications instruction manual.

- **Other Causes**

Even if the computer may be recognizing the scanner correctly, and the driver and the application is installed correctly, scanning may not be performed correctly. If this happens, the interface card is not compatible. Use the recommended interface card.

If the above remedies do not rectify the problem, contact your dealer or a Canon service representative.

Chapter 6

Maintenance

This chapter describes how to clean and maintain the scanner.

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6.1

Daily Cleaning

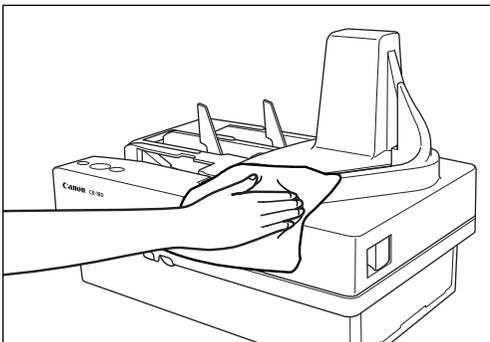
To ensure high-quality image scanning, regularly clean your CR-180 as described below.



- Before you clean the scanner, turn OFF the scanner and computer, and disconnect the power cord from the power outlet. Otherwise, it may cause an electrical shock.
- Never clean the scanner with any kind of organic solvent, such as alcohol, benzene, or paint thinner. This may cause a fire and electrical shock, or cause the exterior of the scanner to disfigure or discolor.
- Never spray mild detergent or water directly on the scanning glass. The spray could penetrate below the glass and contaminate the internal light source and lenses.

Cleaning the Main Unit

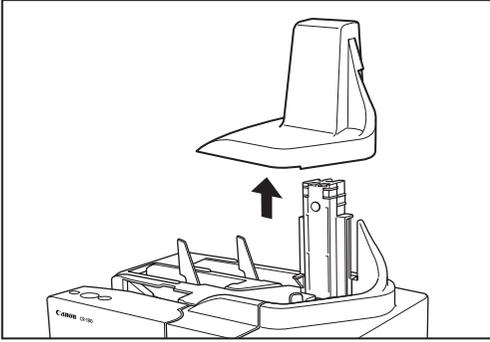
Wipe the scanner with a firmly wrung cloth, moistened slightly with water or mild detergent. Then, wipe off with a clean, dry cloth.



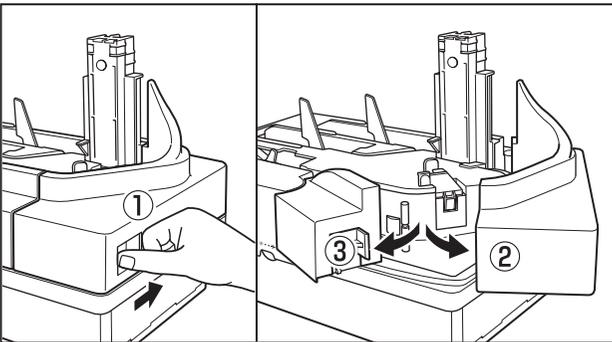
Cleaning the Scanning Glass and Rollers

If stripes appear on scanned images or if dirt appears on scanned documents, clean the scanning glass or rollers. Clean the scanning glass and rollers regularly.

1 Remove the top cover.



2 Press the open button, and pull the maintenance cover open to the right and left.

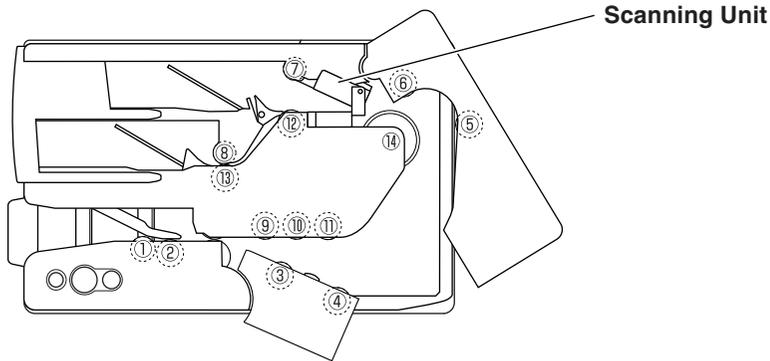


Important

If you notice paper dust in the feed path when you open the maintenance cover, clean it out with a cotton swab.

3 Spin the rollers while wiping them clean with a firmly wrung cloth dampened with water or a mild detergent.

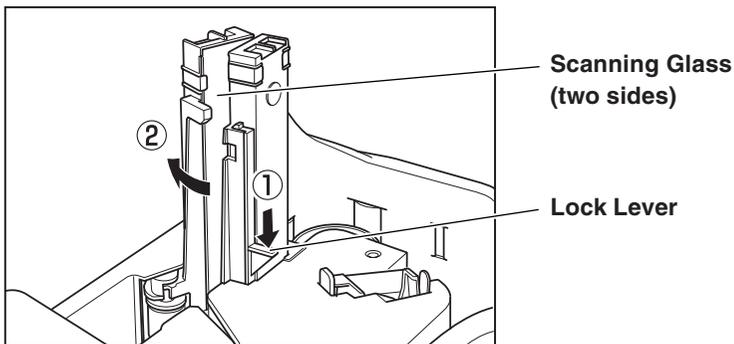
There are 14 roller positions, as shown in the diagram below.



Note

- Use cotton swabs to clean the rollers in locations that are too narrow for your fingers.
- Rollers in positions ⑨ to ⑬ are turned by the roller in position ⑭. Turn the roller in position ⑭ to wipe the rollers.
- Open the scanning unit to clean the rollers in positions ⑦ to ⑫.

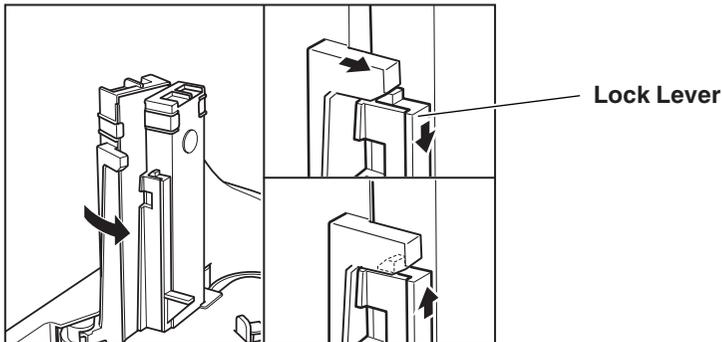
4 Push down the lock lever to release the lock on the scanning unit (①), and then open the scanning unit (②).



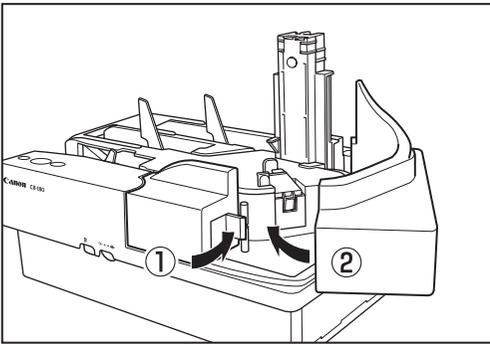
5 Use cotton swabs that are commercially available to clean the entire scanning glass.

6 Carefully close the scanning unit.

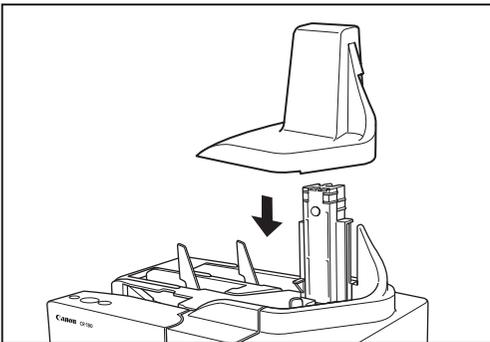
When closing the scanning unit, you will hear a click when it is completely closed.



7 Close the maintenance covers in the order shown in the diagram below.



8 Carefully replace the top cover.

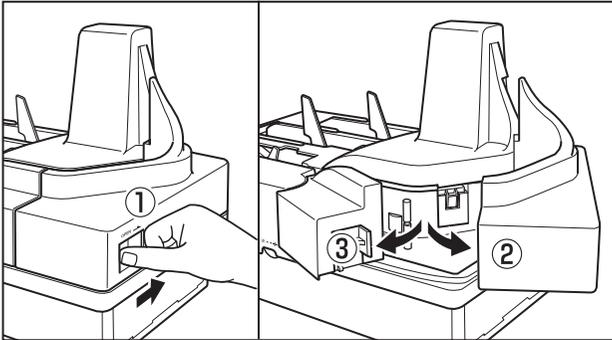


If paper jams and double feeds (two papers being fed at the same time) still occur after cleaning the rollers, the rollers may be worn. The rollers need to be changed. Contact your local dealer or a Canon service representative.

Cleaning the Magnetic Heads

If the magnetic heads are dirty, then MICR characters cannot be scanned correctly. Periodically, clean the magnetic heads with a commercially available audio head cleaner.

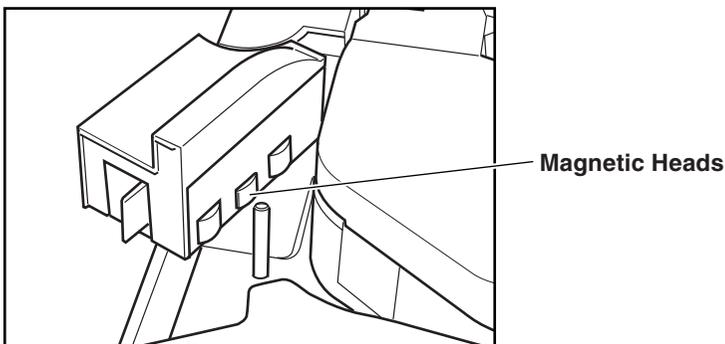
- 1 Press the open button, and pull the maintenance cover open to the right and left.**



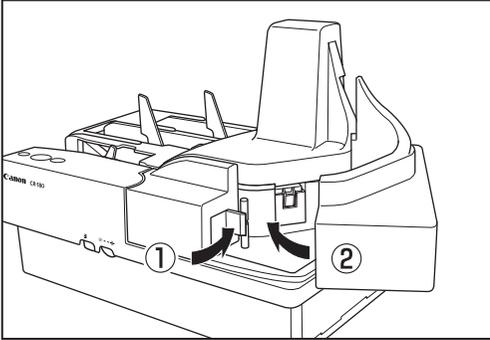
If you notice paper dust in the feed path when you open the maintenance cover, clean it out with a cotton swab.

- 2 Use a commercially available audio head cleaner to clean the magnetic heads.**

The magnetic heads are located in the positions shown in the diagram below.



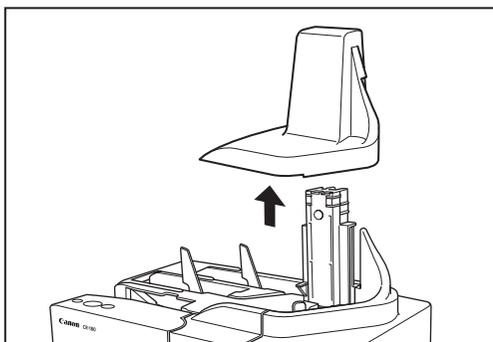
3 Close the maintenance covers in the order shown in the diagram below.



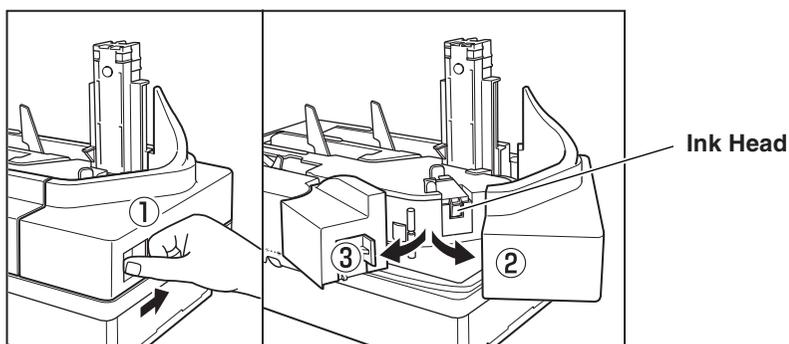
Cleaning the Ink Heads and Ink Absorber

Ink that collects around the ink jet nozzle may stain your documents or cause the text to appear as scratched. Clean the area around the ink heads and the ink absorber periodically.

- 1 Remove the top cover.

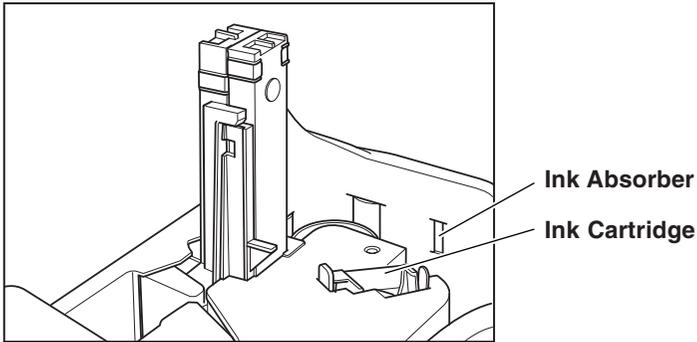


- 2 Press the open button, and pull the maintenance cover open to the right and left.



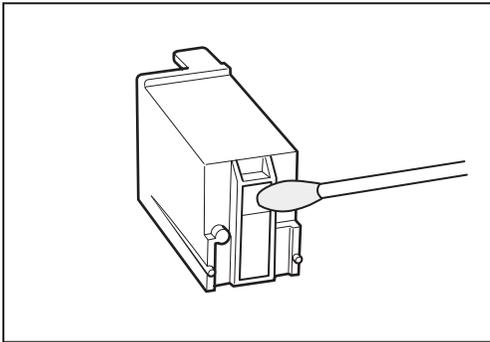
If you notice paper dust in the feed path when you open the maintenance cover, clean it out with a cotton swab.

- 3** Clean the ink heads and absorber with a firmly wrung cloth dampened with water or a mild detergent, then dry them with a clean, dry cloth.



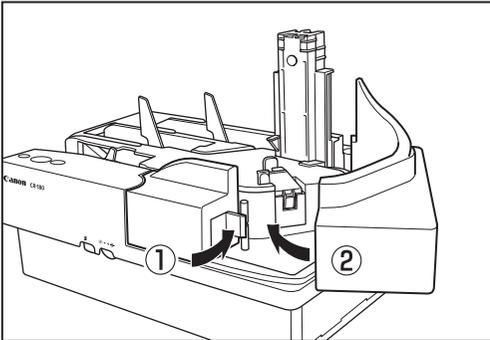
- 4** Remove the ink cartridge.
For more information, see “Replacing the Ink Cartridge,” on p.63.

- 5** Use a cotton swab to remove the ink from around the ink jet nozzle.

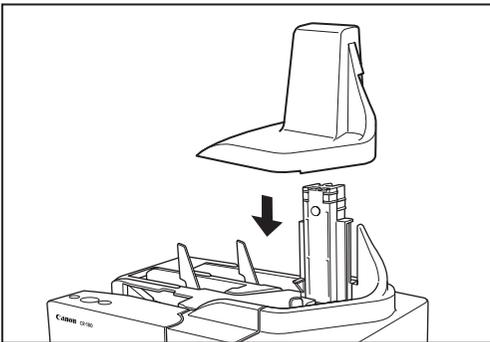


- 6** Insert the ink cartridge.
For more information, see “Replacing the Ink Cartridge,” on p.63.

7 Close the maintenance covers in the order shown in the diagram below.



8 Carefully replace the top cover.



Note

If the top cover is not firmly in place, the ink cartridge is not installed properly. Check the ink cartridge.

6.2 Maintenance

Make the following adjustments to maintain scanning quality.

Replacing the Ink Cartridge

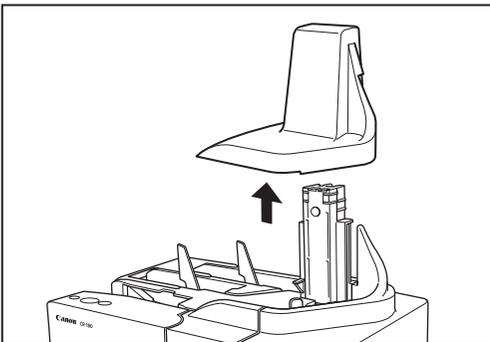
The ink cartridge needs to be replaced if the printed text becomes scratchy or faint even if you have cleaned the ink jet nozzle. Replace the ink cartridge according to the following procedure below.



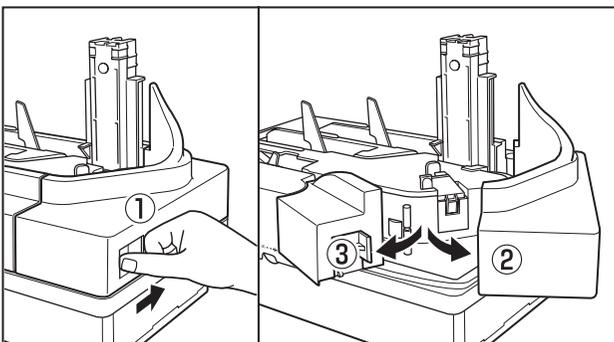
Note

Use a Hewlett Packard ink cartridge. (See “About the Ink Cartridge,” on p.29.)

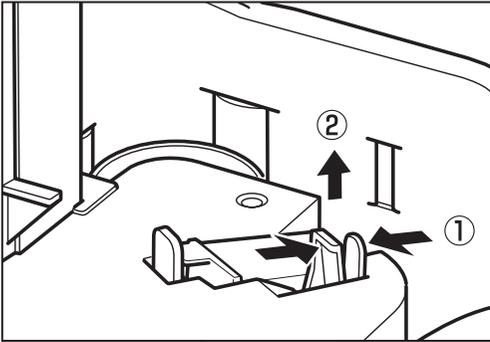
1 Remove the top cover.



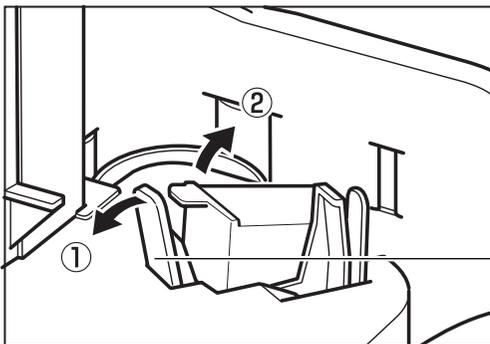
2 Press the open button, and pull the maintenance cover open to the right and left.



- 3** Squeeze the print position adjustment lever, and lift up the cartridge.

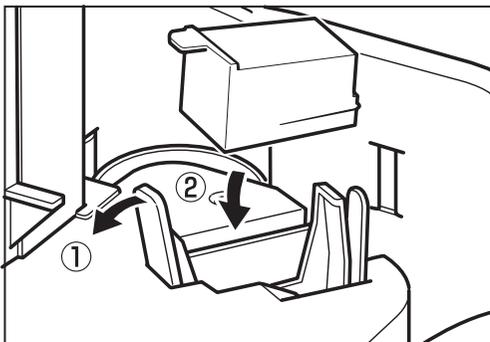


- 4** Bend the lock lever to the left, lever and remove the ink cartridge.



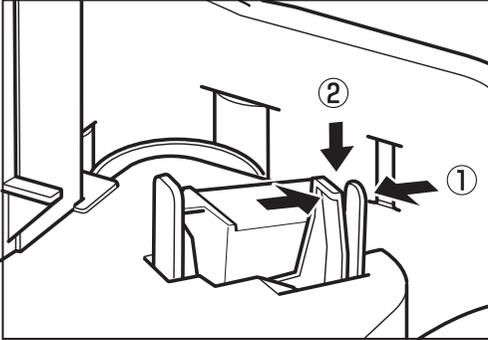
Lock Lever

- 5** Bend the lock lever down, and insert the new ink cartridge.

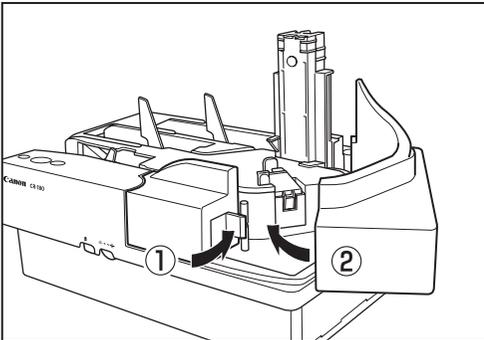


Reposition the lock lever, and make sure that the ink cartridge is securely in place.

- 6** Squeeze the print position adjustment lever, and lower the ink cartridge into place.



- 7** Close the maintenance covers in the order shown in the diagram below.



- 8** Carefully replace the top cover.



Note

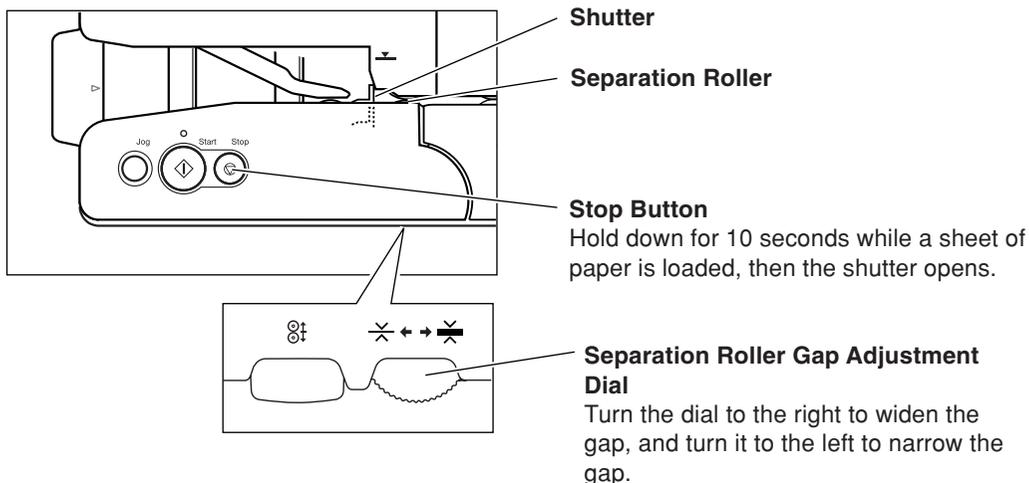
If the top cover is not firmly in place, the ink cartridge is not installed properly. Check the ink cartridge.

Adjusting the Separation Roller Gap

If documents do not feed correctly, the separation roller may not be adjusted correctly. Adjust the separation roller gap according to the following procedure.

- 1 **Place two sheets of paper in the document tray, and hold the Stop button down for 10 seconds.**

The shutter opens.



Note

- If there is no paper in the document tray, the shutter will not open.
- The shutter will not open if the maintenance covers are open.

- 2 **Feed one sheet of paper into the separation roller gap, then turn the adjustment dial to move the paper smoothly into the separation roller gap.**

- 3 **While one sheet of paper is fed into the separation roller gap, adjust the adjustment dial so that the second sheet of paper does not feed into the separation roller gap.**

- 4 **Remove the paper from the document tray, and close the shutter.**



CAUTION

Do not use the adjustment dial any other time except when adjusting the separation roller gap. Turning the adjustment dial too much may damage the scanner.

Specifications

Scanner Specifications

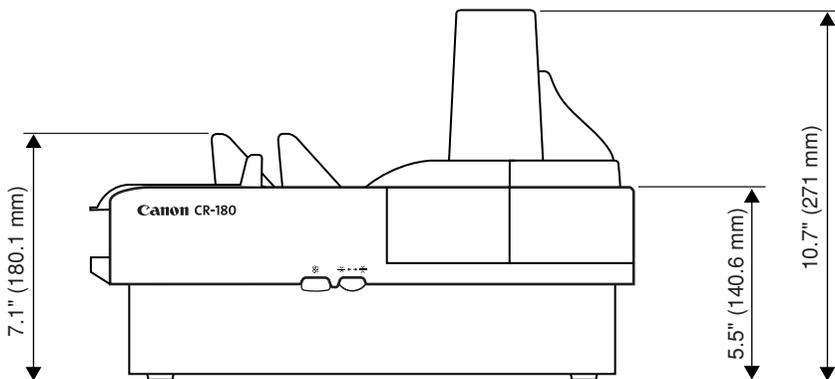
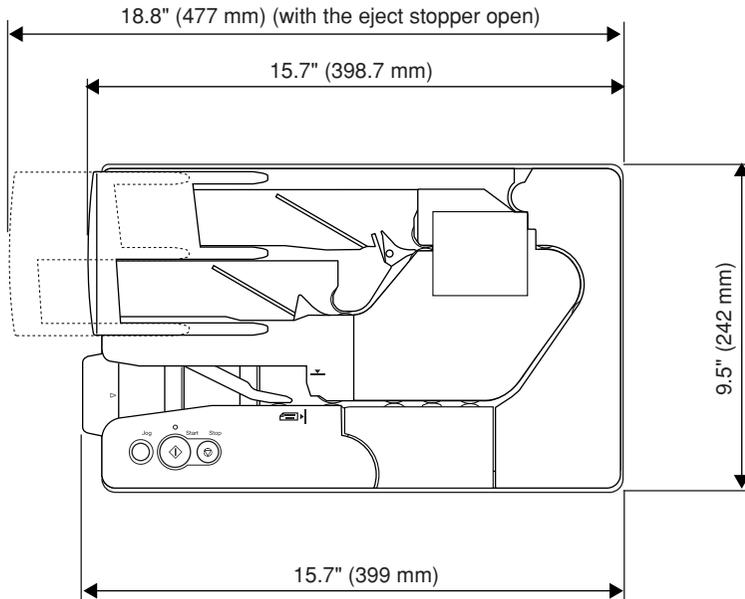
Type	Desktop sheet feed	
Document size	Height: 2.4" to 4.6" (60 to 118 mm) Length: 4.7" to 9.1" (120 to 230 mm) Thickness: 0.003" to 0.008" (0.08 to 0.20 mm) Weight: 17 to 40 lb bond (64 to 157 g/m ²)	
Document feeding	Automatic / Not separate	
Scanning method	Contact image sensor (CMOS)	
Light source	Three color (RGB) LED and 1 white line LED array	
Scanning side	Simplex/duplex	
Scanning mode	Black-and-white, advanced text enhancement, error diffusion, 256 level grayscale	
Scanning resolution (primary scan lines x secondary scan lines)	240 x 240 dpi, 200 x 200 dpi, 150 x 150 dpi, and 100 x 100 dpi	
Scanning speed	180 ppm (American checks)	
Automatic feeder capacity	Load limit of less than 0.8" (20 mm) (within the load limit mark)	
Automatic document feed capacity	Up to 200 sheets (16 to 32 lb bond/60 to 120 g/m ²)	
Interface	SCSI III/Hi-Speed USB 2.0	
Other functions	Automatic paper size detection, Paper thickness and double feed detection, Dropout color, Emboss enhancement	
Dimensions	10.7" (H) x 15.7" (W) x 9.5" (D) (271 mm (H) x 399 mm (W) x 242 mm (D))	
Weight	Approximately 13.9 lb (6.3 kg)	
Power requirement	AC 120V (60 Hz) or AC 220-240V (50/60 Hz)	
Power consumption	120 V model	220-240 V model
	Scanning:	0.6A maximum 0.5A maximum
	Standby:	Under 0.2A Under 0.14A
	Low-power mode:	Under 6.6W Under 9.6W
Noise	Less than 70 dB	
Operating environment	Temperature: 50°F to 90.5°F (10°C to 32.5°C) Humidity: 20% to 80% RH	

- Use the recommended operating environment for the ink cartridge when using the imprinter.
- You can use the functions noted above if your software supports them.
- These functions may not work depending on your computer's capabilities and the software you are using.

Specifications are subject to change without notice.

Exterior Dimensions

Units: inches (units in parenthesis are millimeters)



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CANON SINGAPORE PTE. LTD.

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CANON HONGKONG COMPANY LTD.

19TH FLOOR, THE METROPOLIS TOWER, 10 METROPOLIS DRIVE, HUNGHOM, KOWLOON, HONG KONG.



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