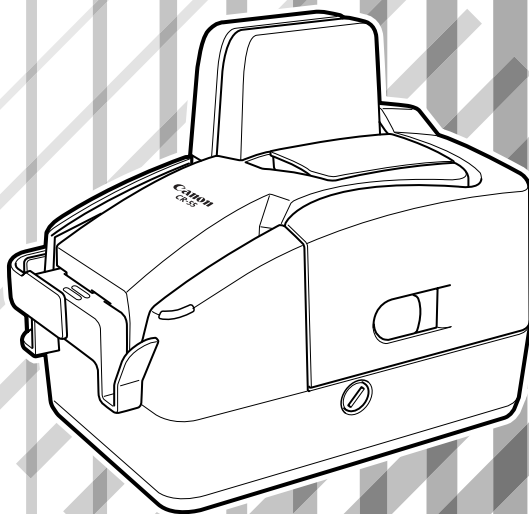


Canon

Canon Check Reader **CR-25/55**

Startup Manual



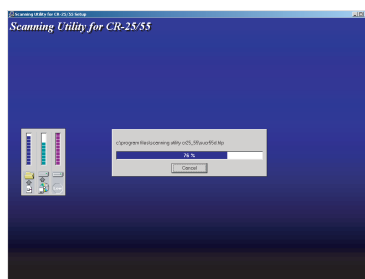
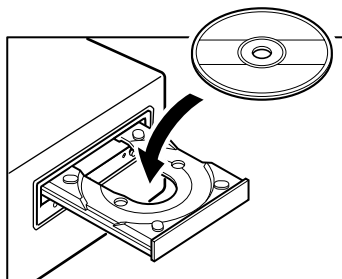
Please read this manual before operating this unit. After you finish reading this manual, store it in a safe place for future reference.

Before Connecting the Canon CR-25/55

Install the accompanying software before connecting the Canon CR-25/55 to a computer.

STEP1 Install the Software

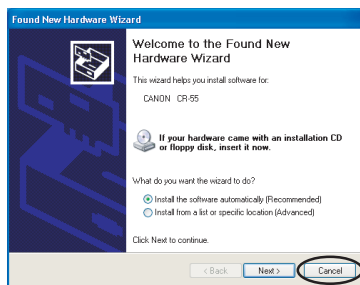
Use the accompanying setup disc to install Scanning Utility for CR-25/55. (See p. 17.)



Installer Screen

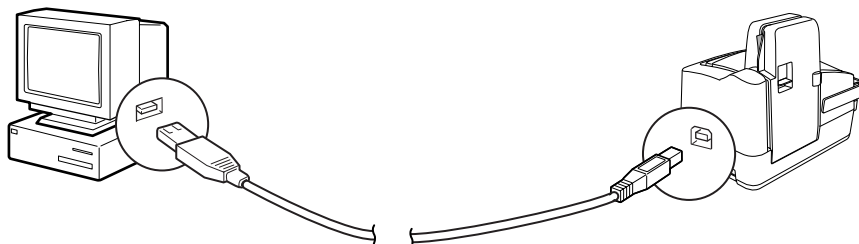


Do not connect the CR-25/55 to a computer before installing the software. If you do connect the CR-25/55 before installing the software and the following dialog box is displayed, click [Cancel].



STEP2 Connect the CR-25/55 to the Computer

Use the accompanying USB cable to connect the CR-25/55 to the computer. (See p. 22.)



FCC REGULATIONS (For 120 V model)

Check Reader, Model M11056/M11061

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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.

One Canon Plaza, Lake Success NY 11042, U.S.A.

Tel. No. (516)328-5000

RADIO INTERFERENCE REGULATIONS (For 120 V models)

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the Interference-causing equipment standard entitled "Digital Apparatus", ICES-003 of the Industry Canada.

RÈGLEMENT SUR LE BROUILLAGE RADIOÉLECTRIQUE (For 120 V models)

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques", NMB-003 édictée par l'Industrie Canada.

MODEL NAMES

- Model CR-25 is identical to model M11061.
- Model CR-25 is the sales name of model M11061.
- Model CR-55 is identical to model M11056.
- Model CR-55 is the sales name of model M11056.

READ CAREFULLY BEFORE OPENING THE SEALED DISK PACKAGE

CANON SOFTWARE LICENSE AGREEMENT

IMPORTANT-READ THIS AGREEMENT BEFORE OPENING THE SEALED DISK PACKAGE! BY OPENING THE SEALED DISK PACKAGE, YOU ARE DEEMED TO AGREE TO BE BOUND BY THIS AGREEMENT.

This legal document is a license agreement between you and Canon Electronics Inc. ("Canon"). BY OPENING THE SEALED DISK PACKAGE, YOU ARE DEEMED TO AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, DO NOT OPEN THE SEALED DISK PACKAGE AND PROMPTLY RETURN THE CANON SCANNER, THE DISK PACKAGE CONTAINING SCANNER DRIVER SOFTWARE PROGRAMS AND/OR SCANNER UTILITY SOFTWARE PROGRAM PROPRIETARY TO CANON OR ITS LICENSOR (THE "SOFTWARE") AND THE ACCOMPANYING DOCUMENTATION AND OTHER ITEMS TO THE PLACE WHERE YOU OBTAINED THEM FOR A REFUND BEFORE THEY ARE USED OR OPENED OR UNPACKED.

In consideration of the right to use the SOFTWARE, you agree to abide by the terms and conditions of this Agreement.

1. GRANT OF LICENSE: Canon grants you the personal, non-exclusive right to use the SOFTWARE only on a single computer. You may physically transfer the SOFTWARE from one computer to another provided that the SOFTWARE is used on only one computer at any time.

You shall not assign, sublicense, sell, rent, lease, loan, convey or transfer to any third party, or send or bring the SOFTWARE out of the country where you originally obtain it to other countries without required authorization of applicable governments, or copy, duplicate, translate or convert to another programming language the SOFTWARE or accompanying documentation, except as expressly provided herein.

Except as expressly permitted under the applicable law, you shall not alter, modify, disassemble, decompile or otherwise reverse engineer the SOFTWARE or accompanying documentation and you also shall not have any third party do so.

2. BACK-UP COPY: You may make one copy of the SOFTWARE solely for a back-up purpose or copy the SOFTWARE onto the permanent storage device (e.g. a hard disk) of your computer and retain the original for a back-up purpose. Except as expressly permitted under the applicable law, any other copying of the SOFTWARE is a violation of this Agreement. You must reproduce and include the copyright notice on the back-up copy.

3. SUPPORT AND UPDATE: Canon, Canon's affiliate, their distributor or dealer is not responsible for maintaining or helping you to use the SOFTWARE. No updates, fixes or support will be made available for the SOFTWARE.

4. LIMITED WARRANTY AND DISCLAIMER OF INDEMNITY: Canon, Canon's affiliate, their distributor or dealer will not guarantee uninterrupted service, or absence or correction of errors. Therefore, the SOFTWARE is licensed on an "AS IS" basis without warranty of any kind. The diskette on which the SOFTWARE is recorded is warranted against defective material or workmanship under normal use for a period of ninety (90) days from the date you purchased the same as evidenced by a receipt or otherwise. The limited warranty does not apply if the failure of the diskette resulted from accident, abuse or misapplication of the SOFTWARE and shall not extend to anyone other than the original user of the SOFTWARE.

CANON, CANON'S AFFILIATE, THEIR DISTRIBUTOR OR DEALER DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE SOFTWARE OR ACCOMPANYING DOCUMENTATION.

NEITHER CANON, CANON'S AFFILIATE, THEIR DISTRIBUTOR NOR DEALER IS LIABLE FOR ANY LOSS OR DAMAGE INCLUDING CONSEQUENTIAL OR INCIDENTAL LOSS OR DAMAGE SUCH AS LOSS OF PROFITS, EXPENSE OR INCONVENIENCE, WHATSOEVER CAUSED BY OR ARISING OUT OF THE SOFTWARE, ACCOMPANYING DOCUMENTATION OR THE USE THEREOF.

CANON, CANON'S AFFILIATE, THEIR DISTRIBUTOR OR DEALER SHALL HAVE NO OBLIGATION TO INDEMNIFY YOU AGAINST ANY CLAIM OR SUIT BROUGHT BY A THIRD PARTY ALLEGING THAT THE SOFTWARE, ACCOMPANYING DOCUMENTATION OR THE USE THEREOF INFRINGES ANY INTELLECTUAL PROPERTY OF SUCH THIRD PARTY.

THE ABOVE IS CANON'S ENTIRE LIABILITY AND YOUR EXCLUSIVE REMEDY IN CONNECTION WITH THE SOFTWARE AND ACCOMPANYING DOCUMENTATION.

5. TERM: This Agreement is effective upon opening the sealed disk package and remains in effect until terminated. You may terminate this Agreement by destroying the SOFTWARE and any copy thereof. This Agreement will also terminate if you fail to comply with any of the terms of this Agreement. In addition to Canon enforcing its respective legal rights, you must then promptly destroy the SOFTWARE and any copy thereof.

6. U.S. GOVERNMENT RESTRICTED RIGHTS NOTICE: The SOFTWARE is provided with RESTRICTED RIGHTS. Use, duplication or disclosure is subject to restrictions as set forth in either subparagraph (c) (1) (ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or subparagraph (c) (1) and (2) of the Commercial Computer Software Restricted Rights Clause at FAR 52.227-19, as applicable.

7. SEVERABILITY: In the event that provision of this Agreement is declared or found to be illegal by any court or tribunal of competent jurisdiction, such provision shall be null and void with respect to the jurisdiction of that court or tribunal and all the remaining provisions of this Agreement shall remain in full force and effect.

8. ACKNOWLEDGEMENT: BY OPENING THE SEALED DISK PACKAGE, YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT, UNDERSTOOD IT, AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. YOU ALSO AGREE THAT THIS AGREEMENT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF AGREEMENT BETWEEN YOU AND CANON CONCERNING THE SUBJECT MATTER HEREOF AND SUPERSEDES ALL PROPOSALS OR PRIOR AGREEMENTS, VERBAL OR WRITTEN, AND ANY OTHER COMMUNICATIONS BETWEEN YOU AND CANON RELATING TO THE SUBJECT MATTER HEREOF. NO AMENDMENT TO THIS AGREEMENT SHALL BE EFFECTIVE UNLESS SIGNED BY A DULY AUTHORIZED REPRESENTATIVE OF CANON.

Should you have any questions concerning this Agreement, or if you desire to contact Canon for any reason, please write to Canon's local affiliate.

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.

Trademarks

- Canon and the Canon logo are registered trademarks of Canon Inc. in the United States and may also be trademarks or registered trademarks in other countries.
- Microsoft and Windows are registered trademarks of Microsoft Corporation in the United States and other countries.
- Intel and Pentium are registered trademarks of Intel Corporation.
- ENERGY STAR® is a U.S. registered mark.
- Adaptec is registered trademark of Adaptec Inc.
- Other product and company names herein may be the trademarks of their respective owners.

Copyright

Copyright 2007 by CANON ELECTRONICS INC. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system without the prior written permission of CANON ELECTRONICS INC.

Disclaimers

The information in this document is subject to change without notice.

CANON ELECTRONICS INC. MAKES NO WARRANTY OF ANY KIND WITH REGARD TO THIS MATERIAL, EITHER EXPRESS OR IMPLIED, EXCEPT AS PROVIDED HEREIN, INCLUDING WITHOUT LIMITATION, THEREOF, WARRANTIES AS TO MARKETABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OF USE OR NON-INFRINGEMENT. CANON ELECTRONICS INC. SHALL NOT BE LIABLE FOR ANY DIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE, OR LOSSES OR EXPENSES RESULTING FROM THE USE OF THIS MATERIAL.

Technical Assistance

If after reading this manual you still need assistance or you need service please contact your local authorized Canon dealer, service representative or the *Canon Service Support Center. You can contact the *Canon Service Support Center at 1-800-423-2366 Monday through Friday 8:00 A.M to 8:00 P.M. Eastern Standard Time for assistance.

* : For US customers only.

INTRODUCTION

Thank you for purchasing the Canon CR-25/55 Check Reader scanner. Please read this manual thoroughly before using the machine 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.

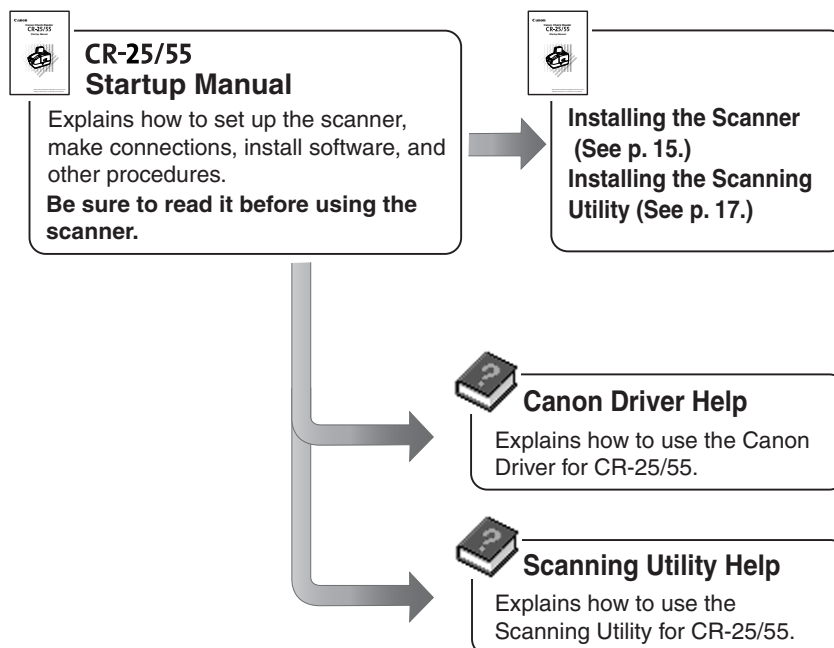
The scanning speed of the CR-55 is 55 checks per minute, suitable for countertop scanning.

The scanning speed of the CR-25 is 25 checks per minute, suitable for remote deposit capture.

Manuals for the Check Reader

The Canon CR-25/55 Check Reader has a Startup Manual (this manual) and online help.

Please refer to the Startup Manual regarding the handling of the scanner, such as installation of software and setting up the scanner. The online help explains how to use the enclosed software, Scanning Utility for CR-25/55.



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.

Contents

INTRODUCTION	1
Manuals for the Check Reader	1
Symbols Used in This Manual	2
Before Using the Scanner	4
Important Safety Instructions	4
Installation Location	4
Power	5
Moving the Scanner	5
Handling	6
Disposal	7
Features of the CR-25/55	8
Checking the Packing List	9
Removing the Protective Packing Tape	10
Names and Functions of Parts	12
Installing the Scanner	15
Installation Requirements	15
Installation Procedure	16
Installing the Scanning Utility	17
Connecting the Power Cord	21
Connecting the Scanner to Your PC	22
Turning the Power ON/OFF	23
Turning the Power ON	23
Turning the Power OFF	25
Installing the Ink Cartridge	26
Installation Procedure	26
Scanning Utility Software	30
Using the Scanning Utility	30
Uninstalling the Scanning Utility	33
Using the Scanner	36
Documents	36
Document Types	36
Placing Documents	37
Confirming Proper Document Feeding	39
Calibrating Paper Thickness	42
Adjusting the Print Position	45
Double Feed Detection	46
Regular Maintenance	47
Cleaning the Scanner	47
Cleaning the Inside of the Scanner	47
Cleaning the Sensor Glass and the Rollers	48
Cleaning the Magnetic Head	51
Cleaning Around the Ink Head and Ink Absorber	52
Replacing the Ink Cartridge	55
Troubleshooting	57
Clearing a Paper Jam	58
The Scanner Does Not Turn ON	60
The PC Does Not Recognize the Scanner	61
Scanning Is Slow	61
Images Are Not Scanned	62
Documents Do Not Feed Properly	62
Scanned Images Are Not Correct	63
Specifications	64
Index	66

Before Using the Scanner

Important Safety Instructions

In order to ensure safe operation, be certain to read the cautions described below.

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:

- Avoid locations exposed to direct sunlight. If the scanner must be placed in such a spot, hang a heavy curtain, or similar object to shade the scanner.
- Avoid dusty locations. Dust can get inside the scanner and cause problems.
- Avoid warm or humid locations, such as in the vicinity of a water faucet, water heater, or humidifier, and avoid locations where the fumes from ammonia, paint thinner, or other volatile chemicals may be present.
- Avoid unstable surfaces and locations subject to vibration.
- Avoid locations that are subject to rapid temperature changes.

Condensation inside of the scanner can result in inferior image quality. Use this scanner under the following environmental conditions:

Temperature: 10°C to 32.5°C (50°F to 90.5°F)

Humidity: 20% to 80% RH

20% to 50% RH when using the imprinter

- Avoid locating the scanner near equipment that generates electromagnetic fields, including speakers, televisions, and radios.

Power

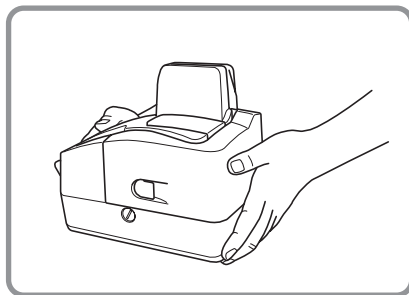
- Connect only to a power outlet of the rated voltage and power supply frequency (either 120 V, 60 Hz or 220-240 V, 50/60 Hz, depending on your region).
- Do not connect to power outlets with other electrical devices. Also, when using an extension cord, make sure that the extension cord is rated for the current requirements of the scanner.
- Disassembling and/or reassembling the AC adapter is extremely dangerous and should not be attempted under any circumstances.
- Do not place heavy objects on the AC adapter or power cord. Do not place the adapter or cords in an area where they are likely to be stepped on.
- Do not use the power cord while it is bundled.
- Never pull directly on the power cord. To remove the plug from the outlet, grasp the plug directly and remove it from the outlet.
- Keep the area around the power plug clear of articles so that the power plug can be disconnected in an emergency.
- Use only the AC adapter provided with the product. Do not use the scanner's AC adapter with any other product.

Model: MG1-3607

- If you have any questions about the AC adapter, contact your local authorized Canon dealer or service representative for further information.

Moving the Scanner

- The scanner weighs approximately 4.4 lb (2 kg). When moving the scanner, always hold it with both hands to avoid dropping it. If held with one hand it can fall and be damaged or break.



- Make sure to disconnect the interface cable and power cord. If the scanner is transported with these items plugged in, the plugs and connectors may be damaged due to physical shock.

Handling

WARNING

- Do not place flammable chemicals, such as alcohol or paint thinner, near the scanner.
- Do not cut, damage, or modify the power cord. Do not place heavy objects on the power cord, do not pull on the power cord, and do not bend the power cord sharply.
- Do not plug in or unplug the power cord with wet hands.
- Do not use multioutlet adapters to connect multiple devices to one outlet.
- Do not tie up or bundle the power cord. Push the plug in as far as it will go when plugging in the power cord.
- Only use the power cord that was provided with this scanner.
- Do not attempt to disassemble or modify this scanner.
- Do not use flammable sprays near this scanner.
- Always turn the scanner OFF and unplug the power cord before cleaning this scanner.
- To clean this scanner, dampen a cloth in a mild detergent solution and then wring the cloth out thoroughly. Do not use flammable liquids to clean the scanner, including alcohol, benzene, or paint thinner.
- If the scanner ever makes a strange noise, emits smoke or a strange odor, becomes hot, or if the scanner does not operate at all even though the power is ON, immediately turn the scanner OFF and unplug the power cord. Contact your local authorized Canon dealer or service representative to have the scanner serviced.
- Do not drop, kick, or otherwise strike the scanner. If the scanner does somehow become damaged, immediately turn the scanner OFF and unplug the power cord. Contact your local authorized Canon dealer or service representative to have the scanner serviced.
- Always turn the scanner OFF and unplug the power cord before moving the scanner.

CAUTION

- Do not install the scanner on a wobbly platform, a sloped surface, or any other type of unstable location. Do not install the scanner in a location that is subject to vibration. The scanner could injure someone if it falls or tips over.
- Do not block the ventilation openings. Doing so could cause the scanner to overheat, creating a risk of fire.

-
- Do not place paper clips, staples, necklaces, or any other metallic objects on top of the scanner. Liquids or small metallic objects that get inside of the scanner create a risk of fire or electrical shock. If such foreign matter does get inside of the scanner, unplug the power cord immediately, and then contact your local authorized Canon dealer or service representative for assistance.
 - Do not install the scanner in a dusty or humid location. Doing so creates a risk of fire or electrical shock.
 - Do not place objects on top of the scanner. The object could injure someone if it falls or tips over.
 - To prevent any risk of fire or electrical shock, be sure that the power source meets the power requirements of the scanner.
 - When unplugging the power cord, always grasp the plug. Pulling on the cord itself could expose or break the wires in the power cord, damaging the cord and creating a risk of fire or electrical shock.
 - To allow you to easily unplug the power cord at any time, do not place other objects around the power outlet. Such obstacles could prevent you from unplugging the power cord quickly in an emergency.
 - Do not spill liquids or flammable chemicals (such as alcohol, paint thinner, or benzene) on the scanner. Doing so creates a risk of fire or electrical shock.
 - If the scanner will not be used for an extended period of time, unplug the power cord for safety's sake.
 - When operating this scanner, avoid wearing loose fitting clothing, dangling jewelry, or other material that could get pulled into the scanner. Injury could result. Be especially careful if you are wearing a necktie or have long hair. In the event that some article or clothing does get caught in the scanner, turn the power OFF immediately.
 - 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.

Features of the CR-25/55

The Canon CR-25/55 Check Reader is a scanner with magnetic head 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 main features of the CR-25/55 are listed below.

■ **Compact Size**

5.5" x 8.8" x 7.4" (W x D x H), 140 mm x 223 mm x 188 mm (W x D x H)

■ **Supports Large Documents**

Documents up to 4.2" x 9.0" (106 mm x 228 mm) can be scanned.

■ **USB 2.0 Interface**

Connecting to a computer is done with Hi-Speed USB 2.0 protocol.

■ **Color/Grayscale Support**

Documents can be scanned in 24-bit color or 256-level grayscale in addition to black & white.

■ **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 Maintenance**

Maintenance covers make handling paper jams and cleaning easy.

■ **Imprinter**

An imprinter mechanism, which prints 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 p. 26.)

■ **Paper Thickness Adjustment Dial**

Adjusts the gap between the separation roller and feeding roller to the thickness of the paper being fed. (See p. 43.)

■ **Double Feed Detection Sensor**

The scanner can detect double fed documents via an infrared sensor. (See p. 46.)

■ **High Speed Scanning**

The scanning speed of the CR-55 is 55 checks per minute, suitable for countertop scanning.

The scanning speed of the CR-25 is 25 checks per minute, suitable for remote deposit capture.

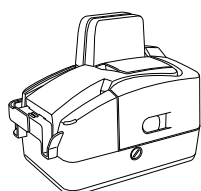


Note

Some functions may not be available depending on the software you are using.

Checking the Packing List

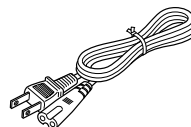
The contents of the carton in which this scanner is shipped are described below. If anything is missing or damaged, contact your local authorized Canon dealer or service representative.



CR-25/55 Scanner



AC Adapter



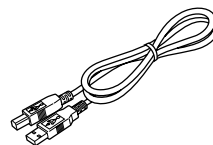
Power Cord



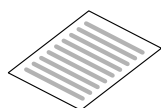
Startup Manual
(This Manual)



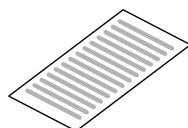
CR-25/55
Setup Disc
(CD-ROM)



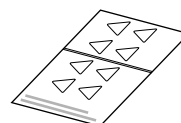
USB Interface Cable



Warranty Card
(U.S.A. and Canada only)



Registration Card
(U.S.A. and Canada only)



Marking labels
for thickness adjustment dial



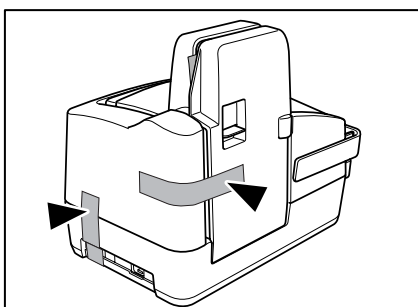
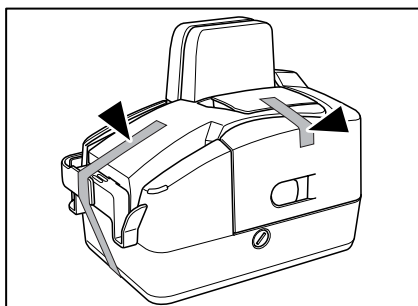
Note

- Remove all of the protective tape from the CR-25/55. (See “Removing the Protective Packing Tape,” on page 10.)
- The CR-25/55 setup disk is in the Startup Manual (this manual).
- Items included in this package may change without notice.
- Keep the carton and the packing material for future use if it is ever necessary to store or transport the scanner.

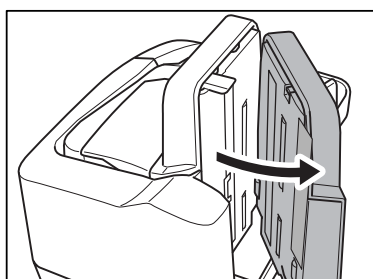
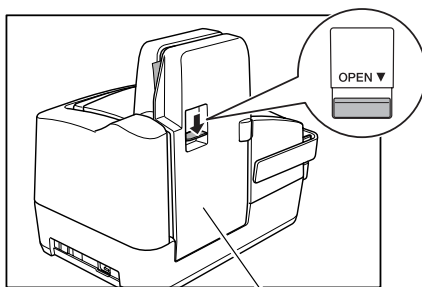
Removing the Protective Packing Tape

Remove all of the protective packing tape before using the scanner.

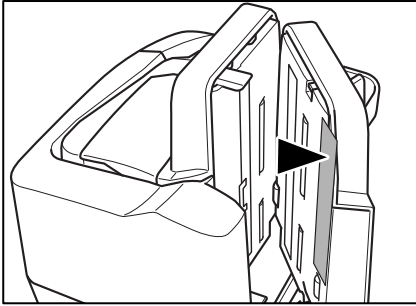
- 1 Remove the protective tape (indicated by the ▼) from the scanner.



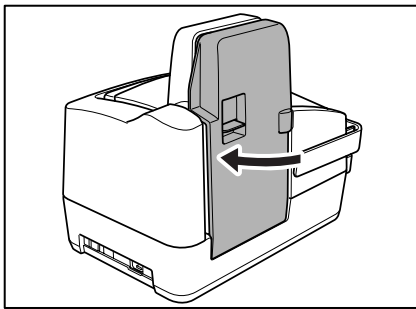
- 2 While lowering the OPEN lever, open the reading unit.



-
- 3** Remove the protective tape (indicated by the ▼) from the reading unit.



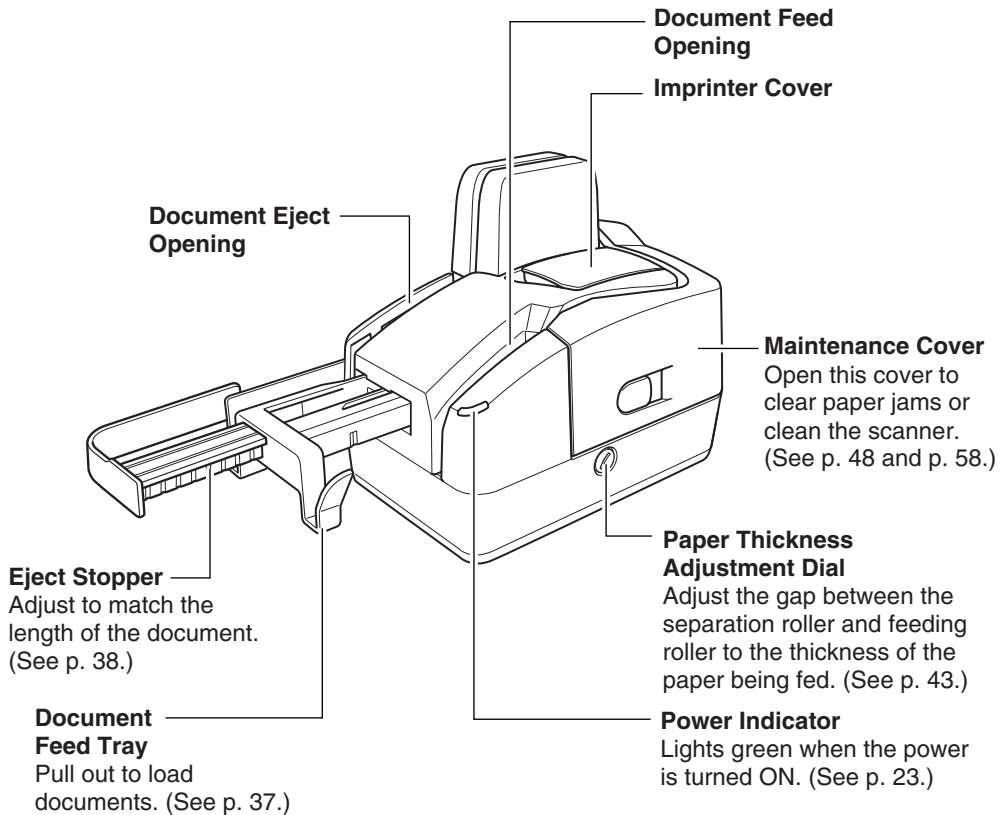
- 4** Gently close the reading unit until it clicks into place.



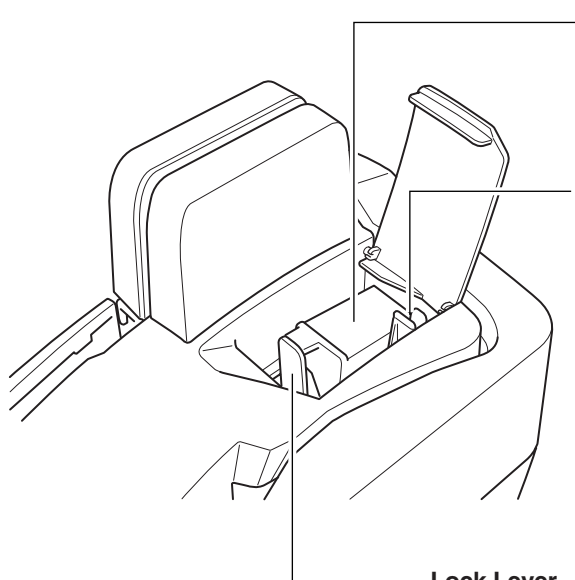
Names and Functions of Parts

This section explains the name and function of each part. Familiarize yourself with the parts before installing the scanner.

■ Front View



■ Inside of the Imprinter Cover



Ink Cartridge

The ink cartridge is not included, and must be purchased separately. (See p. 26.)

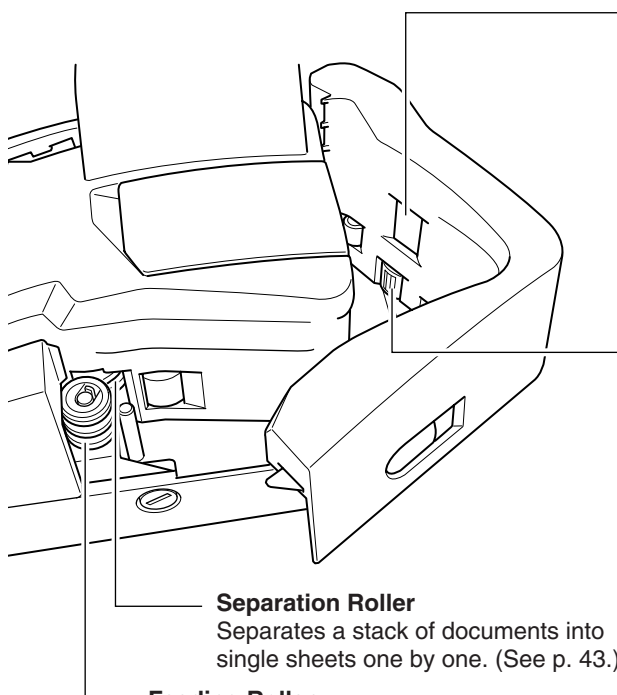
Print Position Adjustment Lever

Adjusts the print position. (See p. 45.)

Lock Lever

Locks the ink cartridge in place. (See p. 28 and p. 56.)

■ Inside of the Maintenance Cover



Ink Absorber

Absorbs any ink that leaks out of the ink cartridge. (See p. 52.)

Magnetic Head for MICR

Reads MICR text printed in magnetic ink. (See p. 51.)

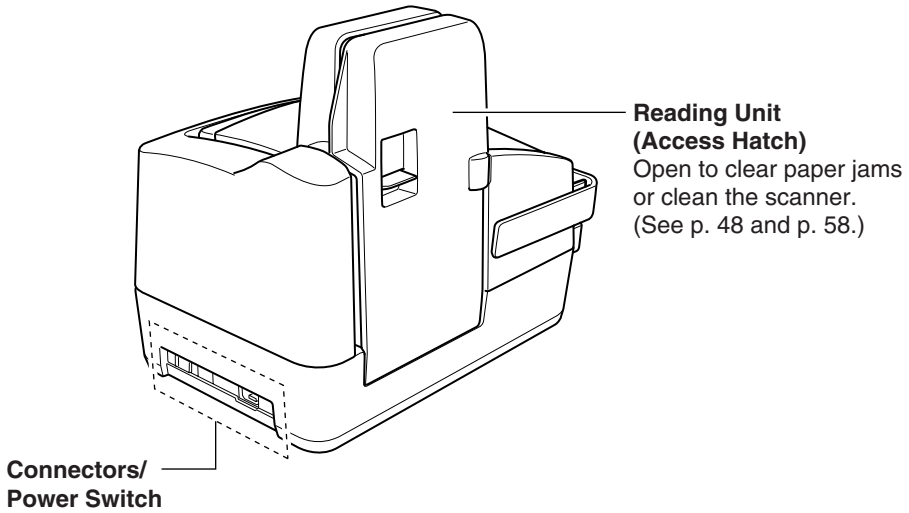
Separation Roller

Separates a stack of documents into single sheets one by one. (See p. 43.)

Feeding Roller

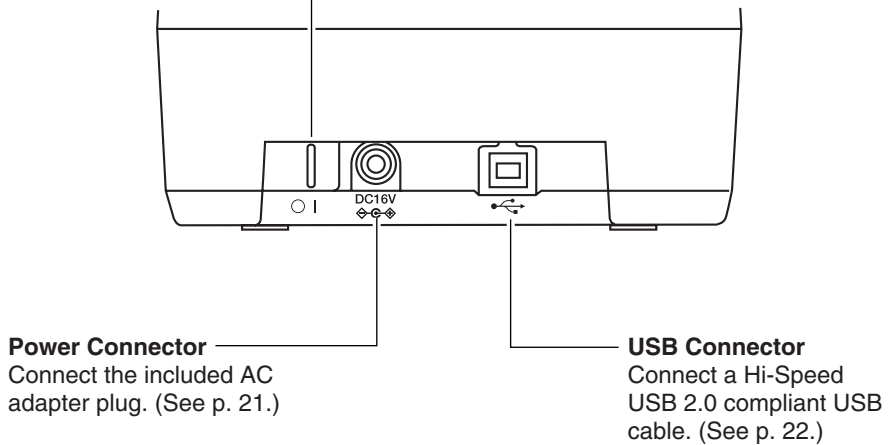
Feeds the document. (See p. 43.)

■ Rear View



■ Connectors/Power Switch

Power Switch
Turns the scanner power ON or OFF. (See p. 23 and p. 25.)



Installing the Scanner

Installation Requirements

To use the CR-25/55, your computer must satisfy the following system requirements:

- One of the following operating systems:
 - Microsoft Windows 2000 Professional SP3 or later
 - Microsoft Windows XP Professional SP1 or later
 - Microsoft Windows XP Home Edition SP1 or later
- A computer that meets the following specifications:
 - CPU: Pentium 4 (1.5 GHz or higher)
 - Memory: 256 MB or more
 - Hard disk: 400 MB or more available space
 - CD-ROM drive
 - Hi-Speed USB 2.0/USB Full-Speed (equal to USB 1.1)
 - Extension slot: PCI or CardBus (for interface cards)
 - Monitor: Resolution of 1024 x 768 (XGA) or better recommended



IMPORTANT

- If you do not know the requirements for your computer system, contact the store where you purchased the computer or the manufacturer of the computer for more information.
- Use the most recent version of the USB 2.0 driver provided by Microsoft. Contact your local authorized Canon dealer or service representative for more detailed information.
- Not all USB interfaces provided as standard with personal computers are guaranteed. Contact your local authorized Canon dealer for more detailed information.
- Scanning speeds are lower if your computer's standard USB interface is USB Full-Speed (equal to USB 1.1).
- Use the USB cable provided with the scanner, or a Hi-Speed USB 2.0 compatible cable.
- 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 recommended specifications, the scanning speed may vary, depending on the scan settings.

Installation Procedure

When installing the CR-25/55 for the first time, be sure to install the accompanying application software before connecting the CR-25/55 to the computer.

The procedure for installing the scanner is outlined below.

1. Install Scanning Utility for CR-25/55.
(See “Installing the Scanning Utility,” on p. 17.)
2. Connect the power cord to the scanner.
(See “Connecting the Power Cord,” on p. 21.)
3. Connect the scanner to the PC.
(See “Connecting the Scanner to Your PC,” on p. 22.)
4. Turn ON the scanner.
(See “Turning the Power ON,” on p. 23.)



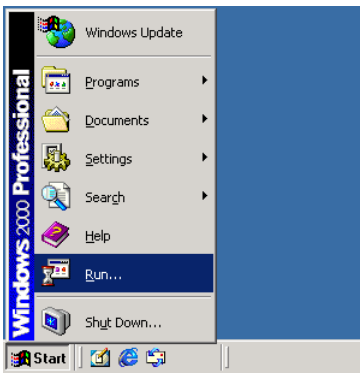
Note

Do not connect the CR-25/55 before installing the accompanying application software. Connecting the CR-25/55 to a computer before installing the application software will cause the Found New Hardware Wizard to appear. If this happens, click [Cancel] to exit the wizard.

Installing the Scanning Utility

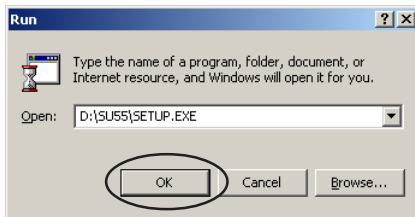
Scanning Utility for CR-25/55 is dedicated application software for the CR-25/55. After installing the scanning utility, the installer proceeds to install the CR-25/55 device driver.

- 1** Turn ON your computer. Windows starts.
- 2** Log on as a user with Administrator privileges.
- 3** Insert the setup disc into the PC's CD-ROM drive.
- 4** Click the [Start] button, and then select [Run].



The [Run] dialog box appears.

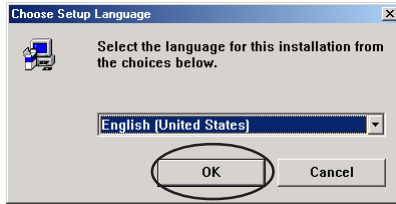
- 5** In the Open box, enter “D:\SU55\SETUP.EXE” (assuming that “D” is the letter assigned to your CD-ROM drive), and then click the [OK] button.



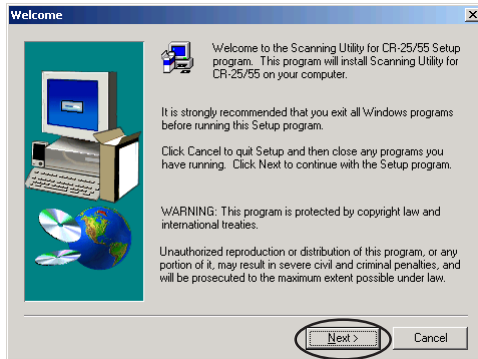
The installer starts.

6 Follow the instructions that appear on the screen to install the software.

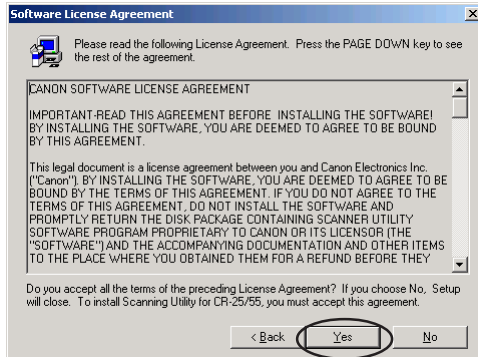
1. Select the installation language, and then click [OK].



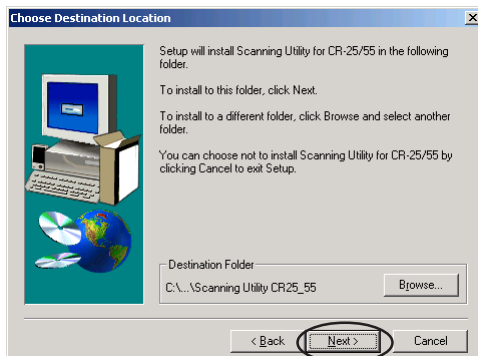
2. Read the Welcome text, and then click [Next].



3. Read the License Agreement text, and then click [Yes].



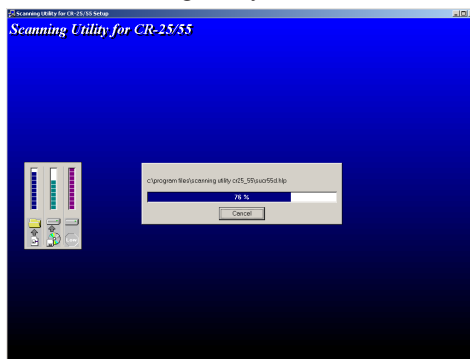
4. Read the Choose Destination Location text, and then click [Next].



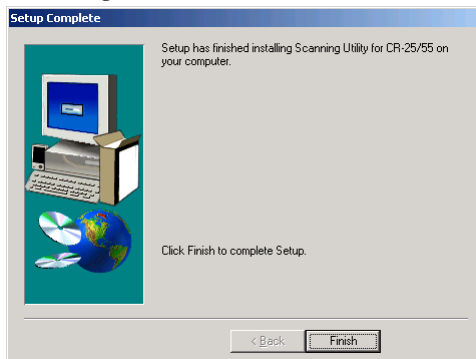
5. Installation of the scanning utility starts.



6. After the scanning utility is installed, installation of the Canon driver starts.



7. This completes the installation.

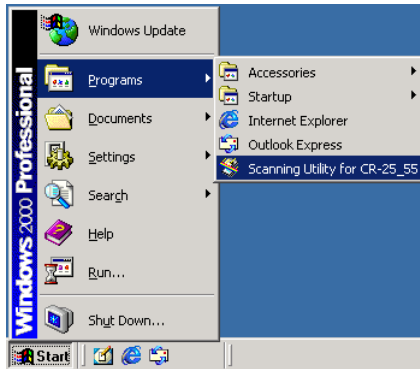


7 After installation is complete, click the [Finish] button to exit the installer.



Note

Installing the scanning utility will put the [Scanning Utility for CR-25_55] icon on your Windows Start menu. (See “Using the Scanning Utility,” on p. 30.)



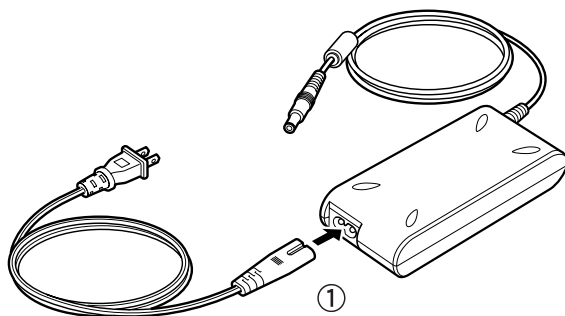
Connecting the Power Cord

Perform the following steps to connect the power cord.

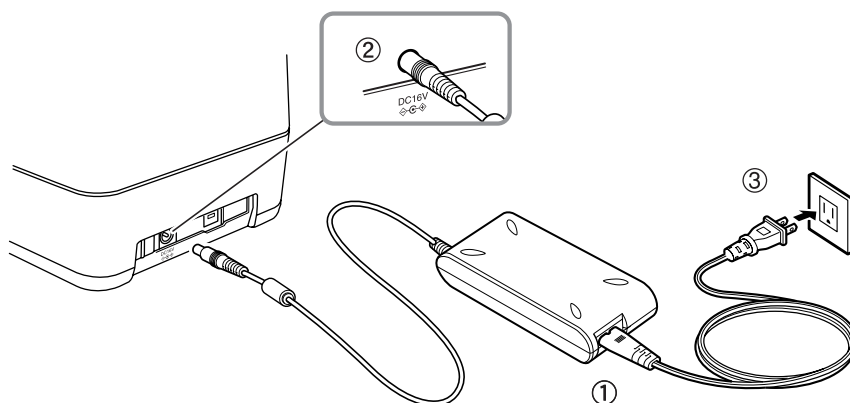
! WARNING

- Make sure to use the power cord and AC adapter provided with the scanner.
- Make sure the scanner is turned OFF when performing this operation.

1 Connect the bundled power cord ① to the AC adapter.



2 Connect the AC adapter power cord into the power connector ② on the rear of the scanner, and connect the power connector into a power outlet ③.



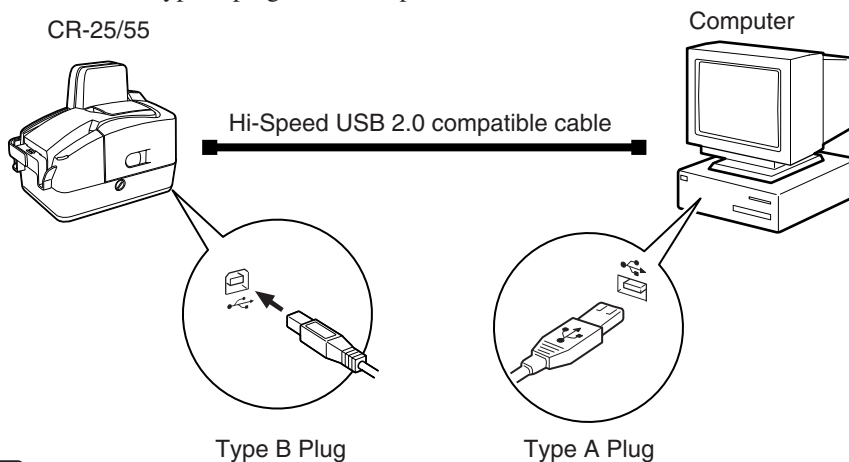
Connecting the Scanner to Your PC

This section describes the procedure for connecting the scanner to a computer using a USB connection.

USB Interface Connection

- If the interface is not Hi-Speed USB 2.0 compatible, the scanning speed will be slower.
- Be sure to use the USB cable bundled with the scanner or a Hi-Speed USB2.0 compatible cable with the length less than 5 m.
- When using a USB extension card that supports Hi-Speed USB 2.0, be sure to choose one verified for use with the scanner. (See p. 15.)

- 1** Connect the type A plug to the scanner.
- 2** Connect the type B plug to the computer.



Note

- The CR-25/55 passed the Hi-Speed USB 2.0 certification test. However, computer operations are not guaranteed for all standard equipped computer USB interfaces. If the computer's standard USB interface does not operate normally, then use a recommended Hi-Speed USB 2.0 interface card.
- When using a USB hub, be sure to use the one compatible with USB 2.0.
- When the application is running, do not turn the scanner OFF or unplug the interface cable.
- Do not connect multiple CR-25/55 scanners to one computer.

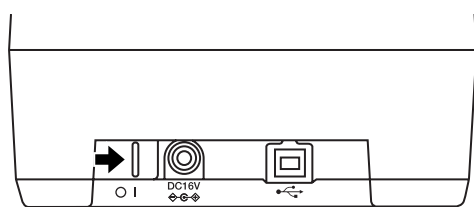
Turning the Power ON/OFF

Follow the procedures described below when turning the power ON or OFF.

Turning the Power ON

- 1 Turn ON your computer, Windows starts.
- 2 Log on as a user with Administrator privileges.
- 3 Turn ON the scanner.

The power switch is on the rear of the scanner.
Push the power switch to the right to turn ON the scanner. The power indicator lights green when the power is ON.



(ON)

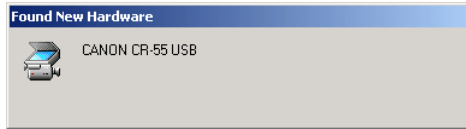
! WARNING

If the scanner makes a strange noise, emits smoke or a strange odor, becomes hot, or if the scanner does not operate at all even though the power is ON, immediately turn the scanner OFF and disconnect the power cord from the power outlet. Contact your local authorized Contact your local authorized Canon dealer, service representative or the *Canon Service Support Center (see p. iii.) to have the scanner serviced.

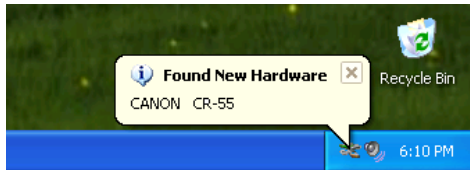
* : For US customers only.

4 Windows recognizes the CR-25/55 as new hardware, and installation starts automatically.

- Windows 2000

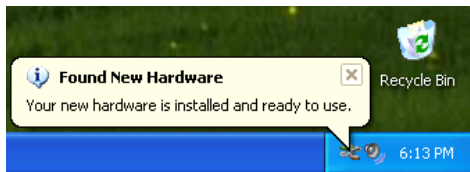


- Windows XP

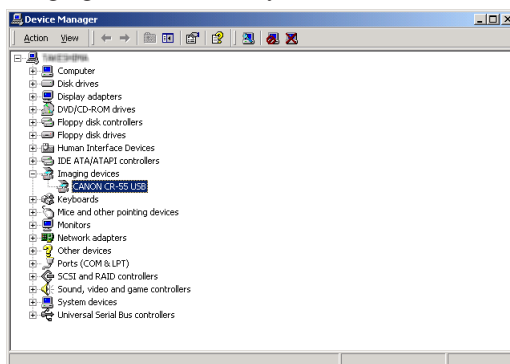


Note

- 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-25/55 will be registered as “CANON CR-25/55 USB” in the Imaging Device directory.



Turning the Power OFF

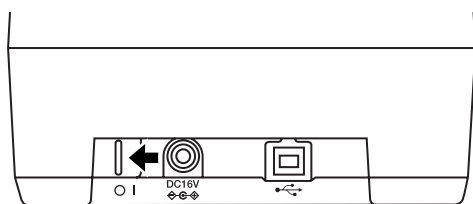
⚠ CAUTION

If the scanner will not be used for an extended period of time, unplug the power cord for safety's sake.

1 Exit the scanning utility.

2 Turn OFF the scanner.

The power switch is located on the lower left rear corner of the scanner. To turn the scanner OFF, push the power switch to the left. When the power indicator turns OFF, the scanner is OFF.



(OFF)



Note

- Exit the scanning utility before turning OFF the scanner. Turning OFF the scanner before exiting the scanning utility can cause unstable operation of the computer.
- Wait at least 10 seconds before turning the scanner back ON after it has been turned OFF.

⚠ WARNING

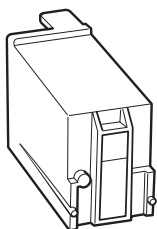
If the scanner makes a strange noise, emits smoke or a strange odor, becomes hot, or if the scanner does not operate at all even though the power is ON, immediately turn the scanner OFF and disconnect the power cord from the power outlet. Contact your local authorized Canon dealer, service representative or the *Canon Service Support Center (see p. iii.) to have the scanner serviced.

* : For US customers only.

Installing 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.

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

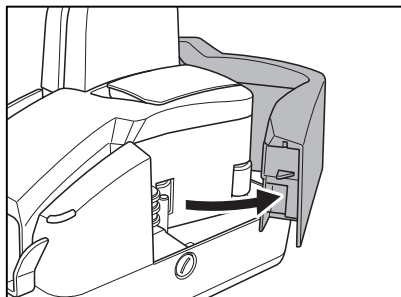
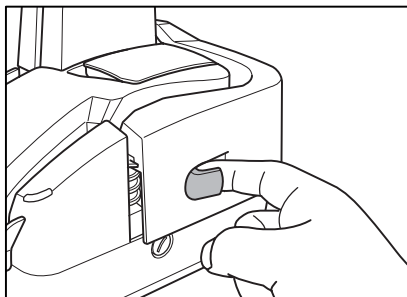


Manufacturer: Hewlett Packard
Model numbers: C6602B (blue)
C6602G (green)
C6602R (red)

Installation Procedure

Perform the following steps to install the ink cartridge.

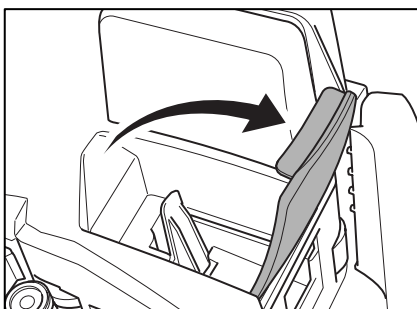
- 1 Hook your finger around the open lever and open the maintenance cover.



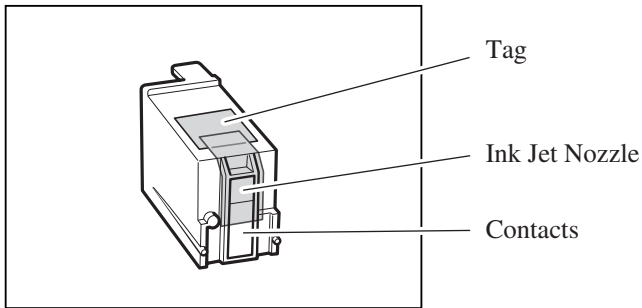
Note

When you open the maintenance cover, the power indicator blinks.

- 2 Open the imprinter cover.



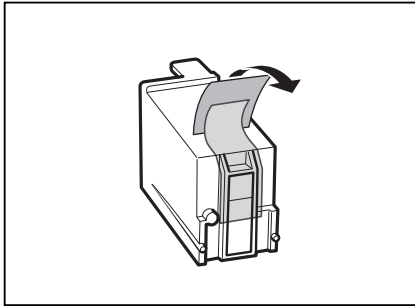
3 Remove the ink cartridge from its bag.



IMPORTANT

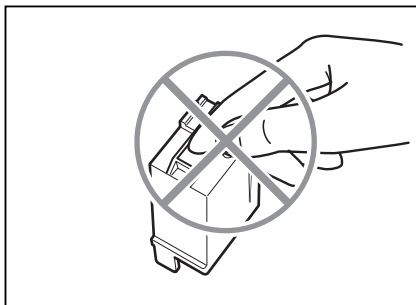
Do not touch the ink cartridge contacts. This can cause a bad electrical contact and reduced print quality.

4 Grasp the tag and then peel off the tape covering the ink jet nozzle.

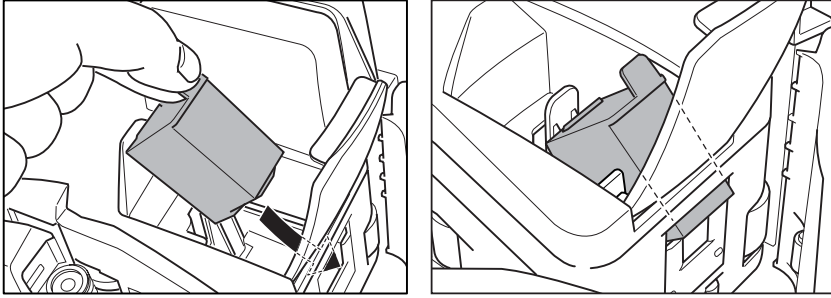


IMPORTANT

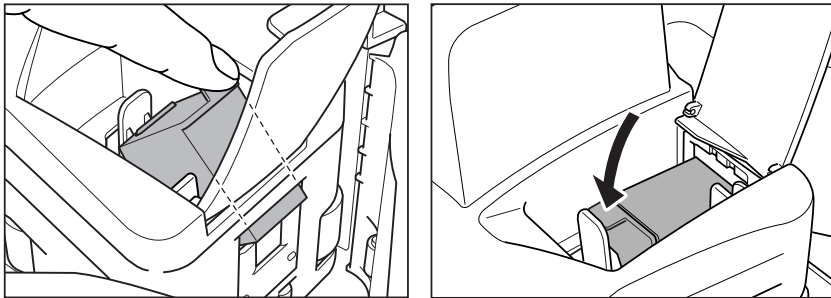
Do not touch the ink jet nozzle or contacts after peeling off the tag and tape.



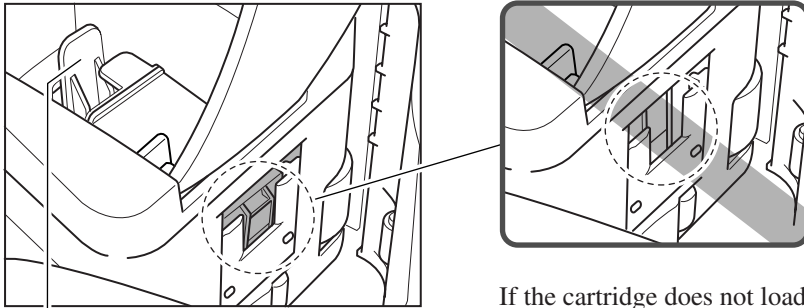
5 Load the ink cartridge as illustrated.



6 Push in the ink cartridge until it clicks into place.



7 Make sure that the ink cartridge lock lever locks the ink cartridge into the correct position.

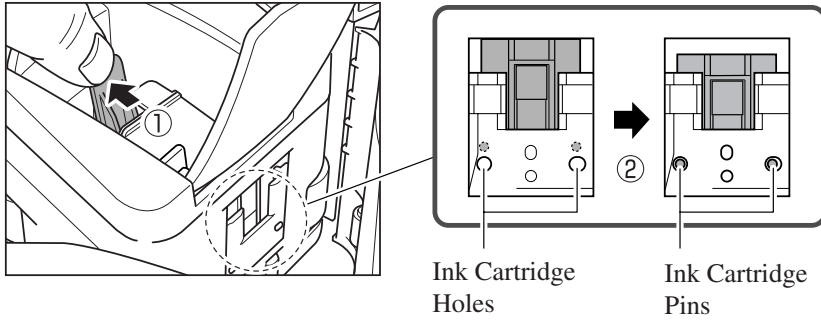


Ink Cartridge Lock Lever

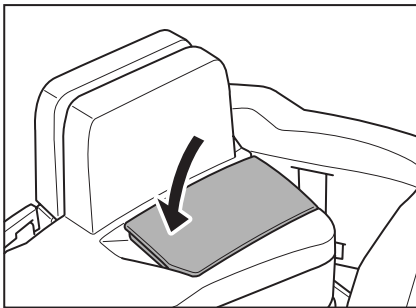
If the cartridge does not load properly, see p. 29.

 **IMPORTANT**

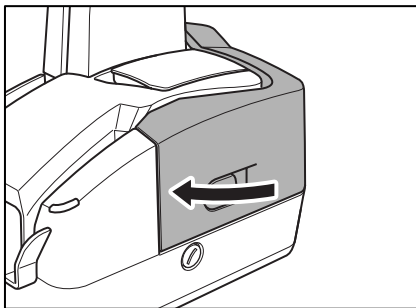
If the ink head drops back when installed, the two ink cartridge pins will not fit into the holes on the carriage. Push back the ink cartridge lock lever ① in the direction of the arrow and reset the cartridge in the correct position ②.



8 Gently close the imprinter cover.



9 Gently close the maintenance cover until it clicks into place.

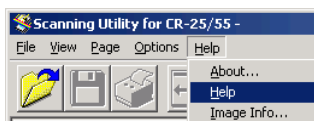


Scanning Utility Software

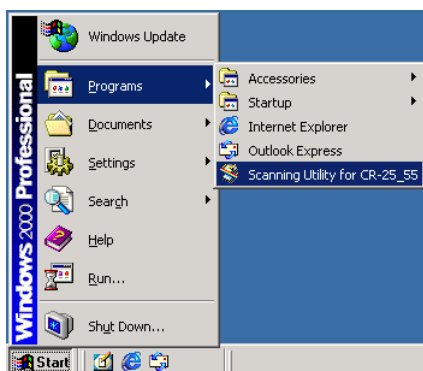
Using the Scanning Utility

This section describes how to start and use the scanning utility.

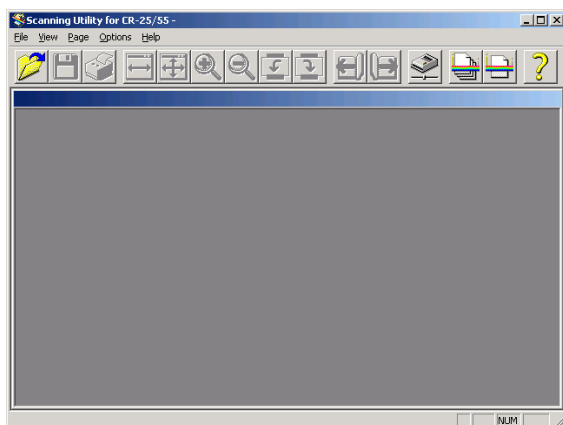
To access the scanning utility help, start the scanning utility, click [Help] on the menu bar, and then select [Help].



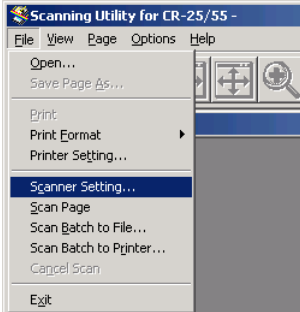
- 1 Turn the scanner power ON.
- 2 Turn ON your computer. Windows starts.
- 3 Click the [Start] button, point to [Programs] (when using Windows XP, point to [All Programs]), and then click [Scanning Utility for CR25_55].



The scanning utility starts.

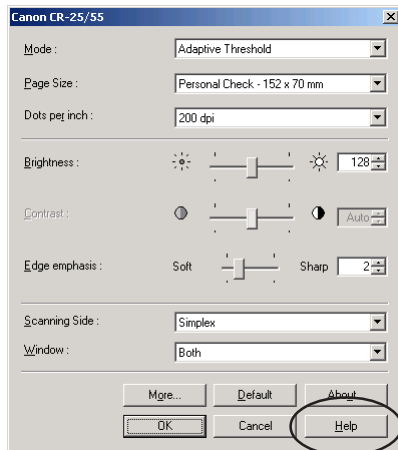


- 4 On the [File] menu, click [Scanner Setting], and then specify the scanning parameters.

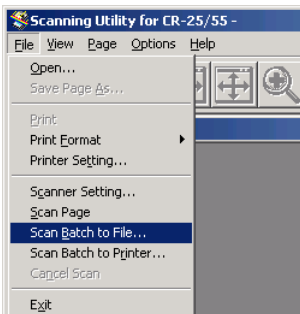


Note

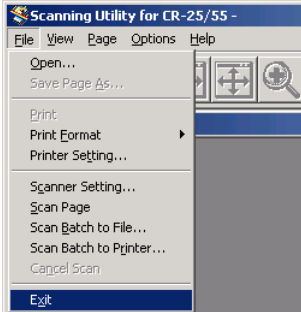
For details about how to configure scanning parameters, click the [Help] button in the settings dialog box to view the Canon driver help.



- 5 Execute the scan operation from the [File] menu.



-
- 6** After scanning is complete, select [Exit] on the [File] menu to quit the scanning utility.



Uninstalling the Scanning Utility

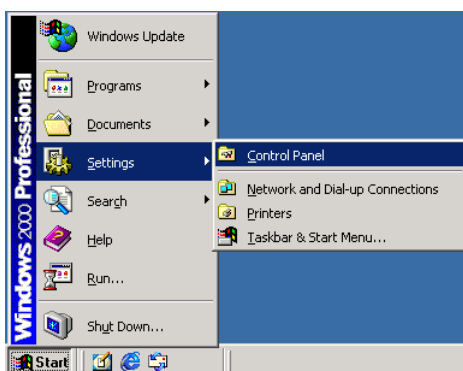
Follow the procedure described below to uninstall the scanning utility.



IMPORTANT

You must uninstall Scanning Utility for CR-25/55 and Canon Driver for CR-25/55 separately.

- 1 Log on as a user with Administrator privileges.
- 2 Click the [Start] button, point to [Settings], and then click [Control Panel].



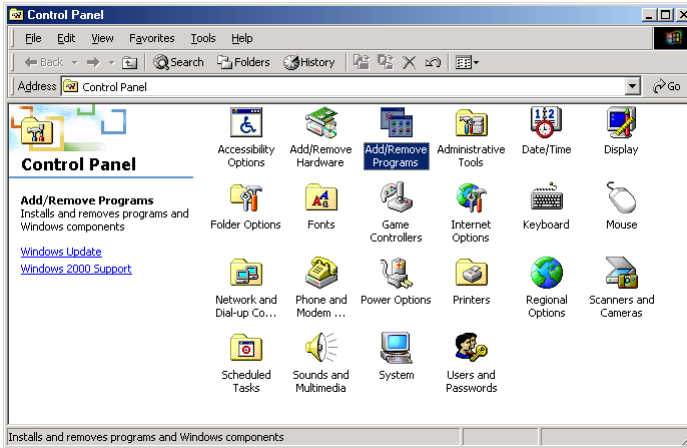
The [Control Panel] window is displayed.



Note

If you are using Windows XP, click the [Start] button, and then click [Control Panel].

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



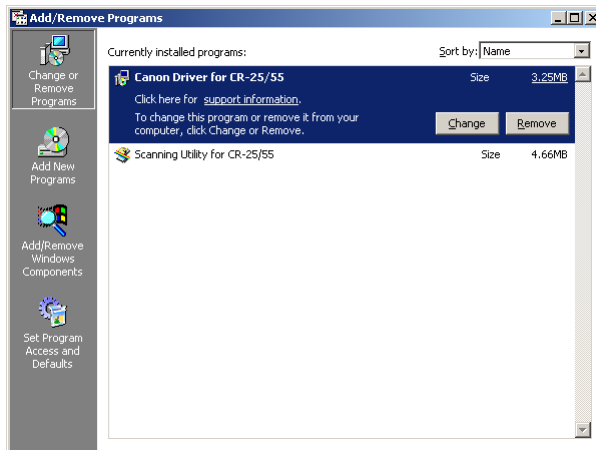
The [Add/Remove Programs Properties] (for Windows XP, [Add or Remove Programs]) dialog box is displayed.



Note

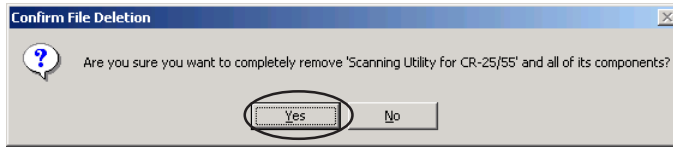
If you are using Windows XP, double-click the [Add or Remove Programs] icon.

4 Select the application that you want to delete from the list in the dialog box, and then click [Change/Remove].

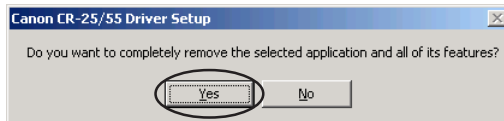


The [Confirm File Deletion] dialog box appears.

5 Click the [Yes] button to start the uninstaller.



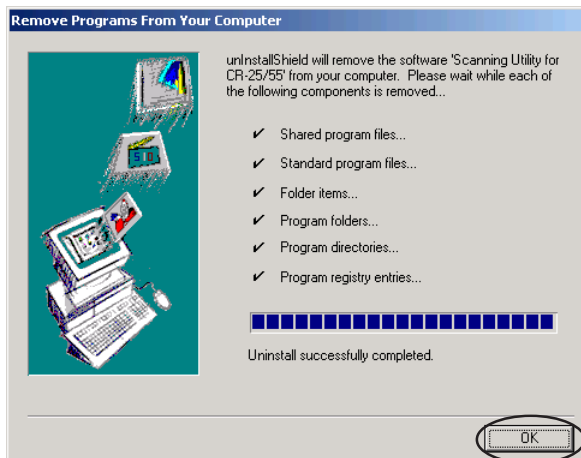
[Scanning Utility for CR-25/55] is selected.



[Canon Driver for CR-25/55] is selected.

Uninstallation starts.

6 After the uninstall is complete, click the [OK] button to exit the uninstaller.

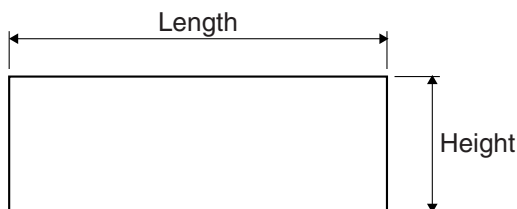


Using the Scanner

Documents

Document Types

This scanner can scan documents of the following sizes:



Height: 2.0" to 4.2" (50 mm to 106 mm)

Length: 3.2" to 9.0" (80 mm to 228 mm)

Thickness: 0.003" to 0.008" (0.08 mm to 0.20 mm)

0.004" to 0.005" (0.10 mm to 0.14 mm) with Double Feed
Detection enabled

Weight: 17 to 40 lb bond (64 to 157 g/m²)

20 to 28 lb Bond (81 to 105 g/m²) with Double Feed Detection
enabled

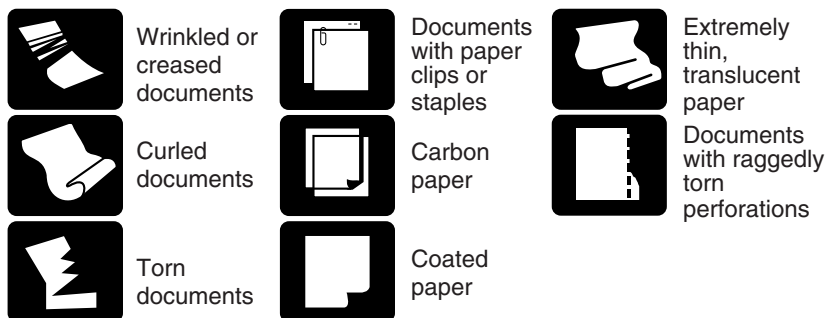


IMPORTANT

A document must meet the following criteria to be scannable:

- Always make sure that the ink on a document is dry before scanning it. Scanning documents before the ink is dry can make the scanning glass and rollers dirty, resulting in lines on images.
- Always clean the rollers after scanning a document written in pencil. Scanning documents that are written in pencil or similar material can make the rollers dirty, which can then transfer the dirt to subsequent 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. Adjust the scanning intensity in the application software before scanning the document.
- Exercise caution when scanning perforated documents. Documents with a ragged edge along the perforation may jam and become damaged.
- Exercise caution when scanning documents with a glossy finish or colored background, since they may be misdetected as double fed documents. If misdetection of double feeds occurs often, turn off Double Feed Detection. (See p. 46).

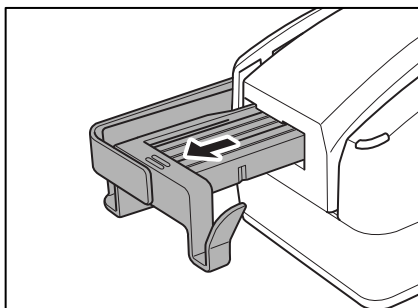
- Your unit has been carefully adjusted to meet most conditions. However, the below adjustment may be needed depending on your environment (humidity, temperature, etc.) and the documents you are scanning (checks, etc.). Perform the adjustment only if necessary.
- Scanning the following types of documents may cause a paper jam or malfunction. To scan these types of documents, make a photocopy of the document and then scan the photocopy.



Placing Documents

This section describes how to place a document for scanning.

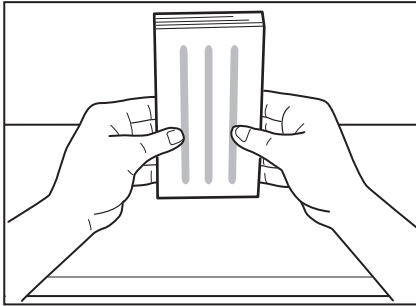
- 1 Pull out the document feed tray.



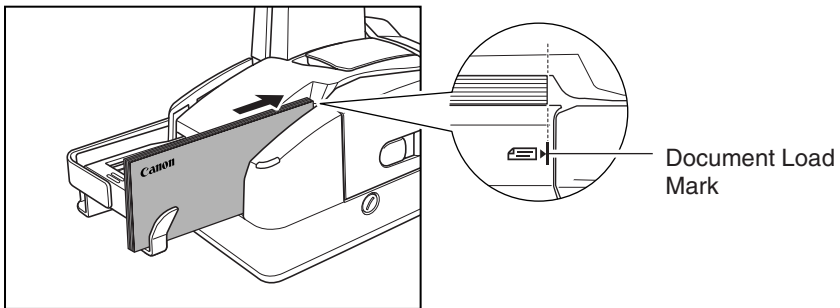
Note

- When scanning multiple documents, sort them into batches of uniform paper quality and thickness and load each batch separately. Note that loading mixed batches may cause paper jams.
- Load a maximum of 50 sheets or a document stack no higher than 0.2" (5 mm) at a time.
- When scanning relatively thick (0.005" to 0.008" {0.15 mm to 0.2 mm}) documents, the feeding process may cause the document to curl and cause paper jams at the document feed opening. For such documents, load no more than 10 sheets at one time.

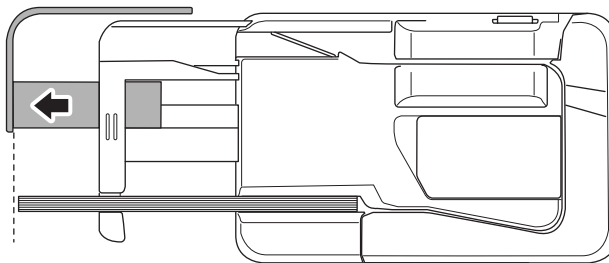
2 Carefully align the edges of the documents.



3 Load the documents with their front sides facing right and with their edges flush against the document load mark.



4 Extend the eject stopper beyond the length of the loaded documents.



IMPORTANT

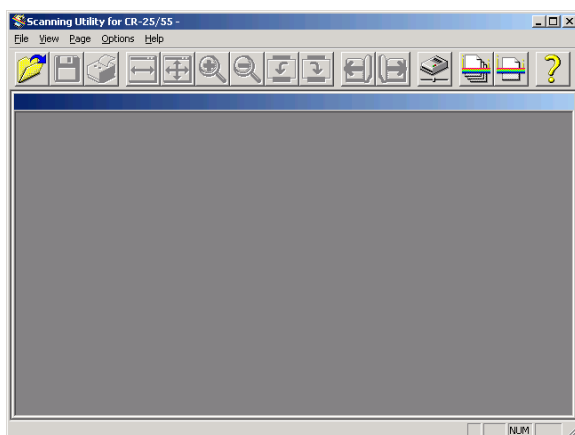
If the eject stopper is not pulled out far enough, a feeding error may occur.

Confirming Proper Document Feeding

Depending on the thickness of documents scanned with the CR-25/55 and the paper thickness setting, double feeds or feeding errors may occur.

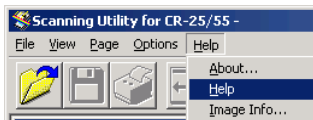
After installing the CR-25/55 or before scanning documents of a different thickness, perform the procedure below to confirm that documents are separated one sheet at a time. If documents do not feed properly, see “Calibrating Paper Thickness,” on page 42 to adjust for paper thickness.

1 Start the Scanning Utility.

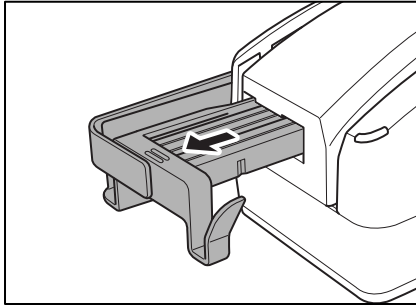


Note

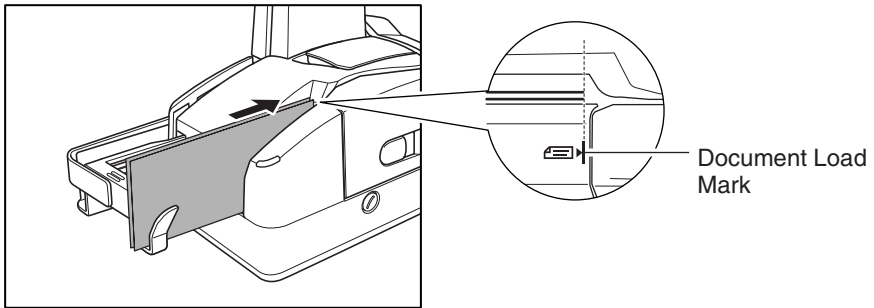
For instructions on using the scanning utility, see “Using the Scanning Utility,” on p. 30. You can also refer to the scanning utility help in the [Help] menu.



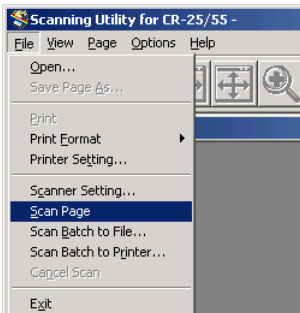
-
- 2** Pull out the document feed tray.



- 3** Load two documents with their edges flush against the mark.



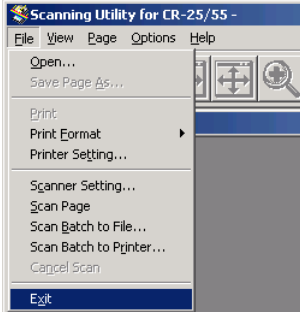
- 4** Adjust the position of the eject stopper. (If necessary, see the illustration in step 4 on p. 38.)
- 5** Click [Scan Page] from the [File] menu and confirm that only one sheet is fed.



Note

If the sheets do not feed properly (they double-feed or no sheets are fed), see “Calibrating Paper Thickness,” on page 42 to adjust for paper thickness.

6 Exit the scanning utility.



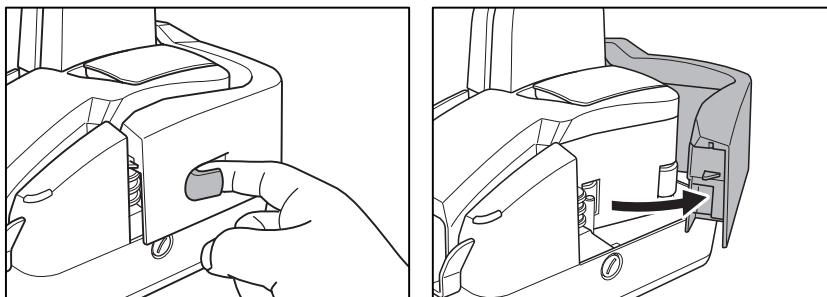
Calibrating Paper Thickness

If documents do not feed properly (sheets double-feed or no sheets are fed), you need to adjust the gap between the separation roller and the feeding roller as follows.

IMPORTANT

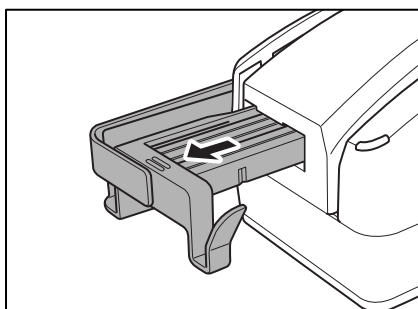
- Make sure that the size, thickness, and weight of your document meets the conditions of this scanner. See “Documents,” on page 36.
- Your unit has been carefully adjusted to meet most conditions. However, the below adjustment may be needed depending on your environment (humidity, temperature, etc.) and the documents you are scanning (checks, etc.). Perform the adjustment only if necessary.

1 Hook your finger around the open lever and open the maintenance cover.

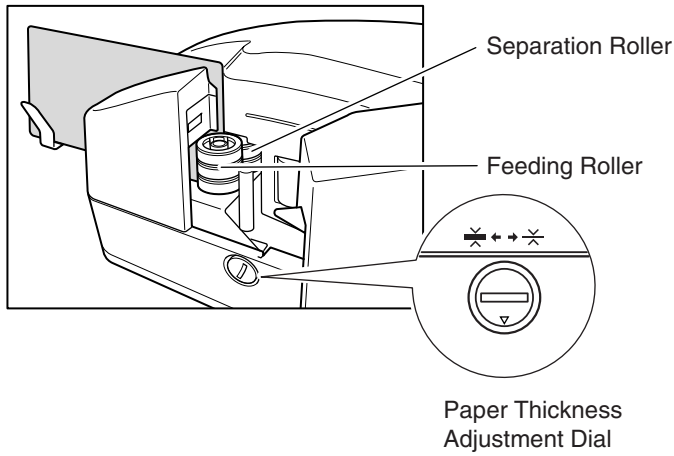


The separation roller and the feeding roller are exposed.

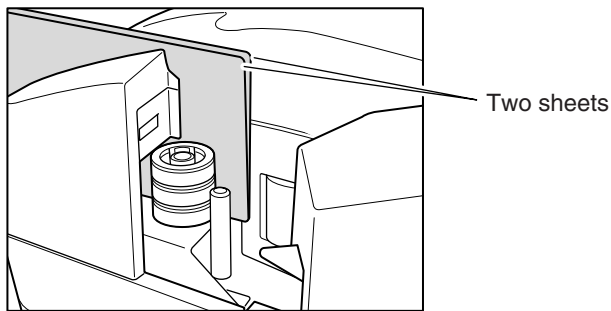
2 Pull out the document feed tray.



-
- 3** Load two checks or check-stock paper together.



- 4** Slide the two sheets through between the feeding roller and the separation roller and stop at the position shown below.



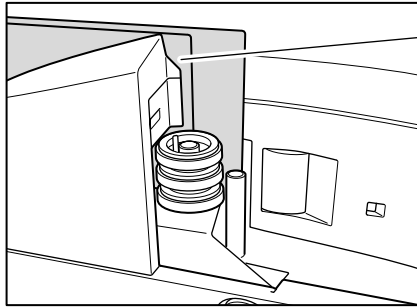
Note

If you were unable to slide both sheets through the gap between the rollers, turn the paper thickness adjustment dial counter-clockwise (left) until both sheets two pieces easily slide through the gap.

- 5** Gently remove one of the sheets.

6 Adjust the gap between the feeding roller and the separation roller to optimum width.

1. While one sheet remains in place between the rollers, continuously attempt to slide the second sheet (in front of the remaining sheet) to the right, back through the roller gap.
2. Slowly turn the paper thickness adjustment dial clockwise (right) just until the second sheet stops feeding into the gap.



Second sheet does not feed into the gap.

IMPORTANT

Turning the adjustment dial clockwise too much may damage the rollers.

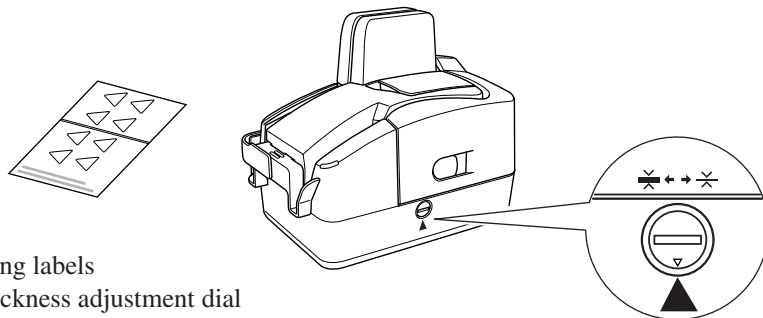
- 7** Remove the sheets from the paper path and close the maintenance cover.
- 8** Confirm that the document feeds properly.

See “Confirming Proper Document Feeding,” on page 39.

If additional assistance is required, contact your local authorized Canon dealer, service representative, or the *Canon Service Support Center.

* : For US customers only.

- 9** Place a marking label on the unit pointing to the adjustment dial as illustrated below. This will serve as a reference point for future adjustments if required.

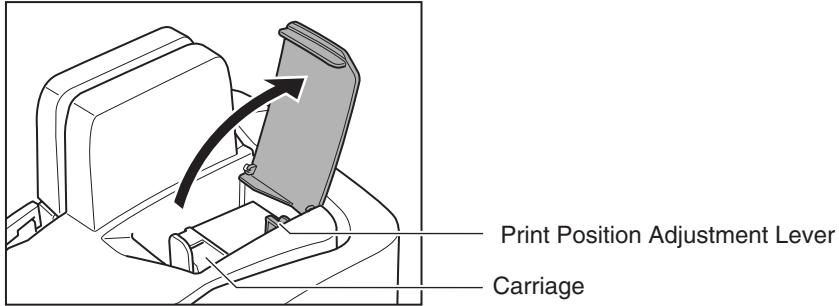


Marking labels for thickness adjustment dial

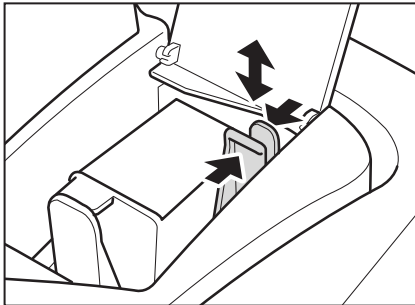
Adjusting the Print Position

Before using the imprinter, adjust the print position.

- 1 Open the imprinter cover.

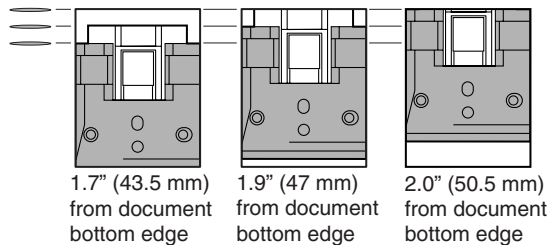
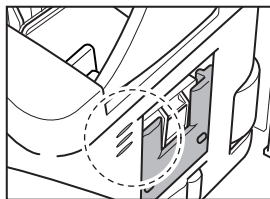


- 2 While squeezing in both sides of the print position adjustment lever, move the print cartridge carriage up or down to adjust the print position.



Note

You can adjust the print position by moving the print cartridge carriage up or down, so that the distance between the document bottom edge and the center of text is one of three levels: either 1.8" (43.5 mm), 1.9" (47 mm), or 2.0" (50.5 mm). (All values are approximate.)



- 3 Gently close the imprinter cover.

Double Feed Detection

The scanner is equipped with an infrared double feed detection sensor that automatically detects when two or more documents are fed at the same time (double feed) while scanning continuously. When the scanner detects a double feed, it stops scanning.



IMPORTANT

- The following types of document may be misdetected as double fed:
 - Documents with a colored background
 - Documents with a glossy finish

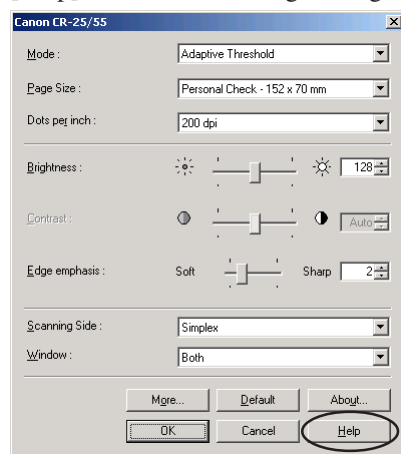
If misdetection of double feeds occurs often, turn off double feed detection.

- Double feed detection is valid for documents with a thickness within the range 0.004" to 0.005" (0.10 mm to 0.14 mm). Double feeds cannot be detected for thicker or thinner documents.



Note

For more details about how to configure scanning parameters, click the [Help] button in the settings dialog box to view the Canon driver help.



Regular Maintenance

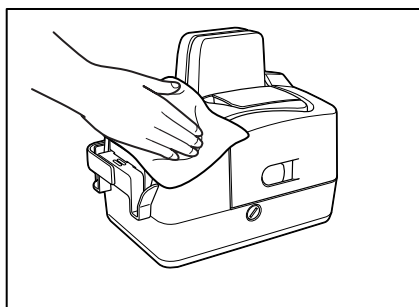
Clean the scanner on a regular basis as described below to maintain peak scanning quality.

⚠ CAUTION

- **When cleaning the scanner, turn OFF the power switch and disconnect the power cord from the power outlet.**
- **Do not use excessive force when removing or attaching the rollers. Doing so may damage them.**
- **Never use paint thinner, alcohol, or other organic solvents to clean the scanner. Such solvents can damage or discolor the exterior of the scanner. They also 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 remaining moisture.



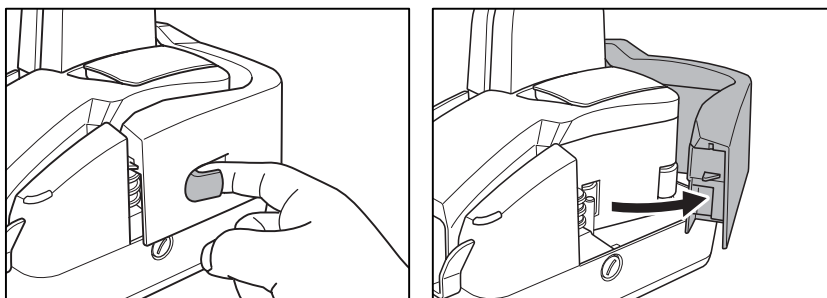
Cleaning the Inside of the Scanner

Dust or paper particles inside the scanner can cause lines in scanned images. Use compressed air for regular cleaning of dust and paper particles from inside the scanner. After finishing a large scanning job, you should turn OFF the scanner and then clean off any paper particles that are remaining.

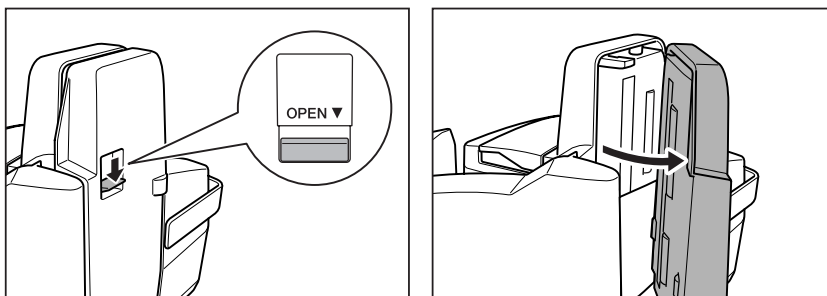
Cleaning the Sensor Glass and the Rollers

If the scanned images have extraneous marks, or if the scanned documents become dirty after scanning, then the sensor glass or rollers inside the scanner may be dirty. Clean them periodically.

- 1 Hook your finger around the open lever and open the maintenance cover.



- 2 While lowering the open lever, OPEN the reading unit.

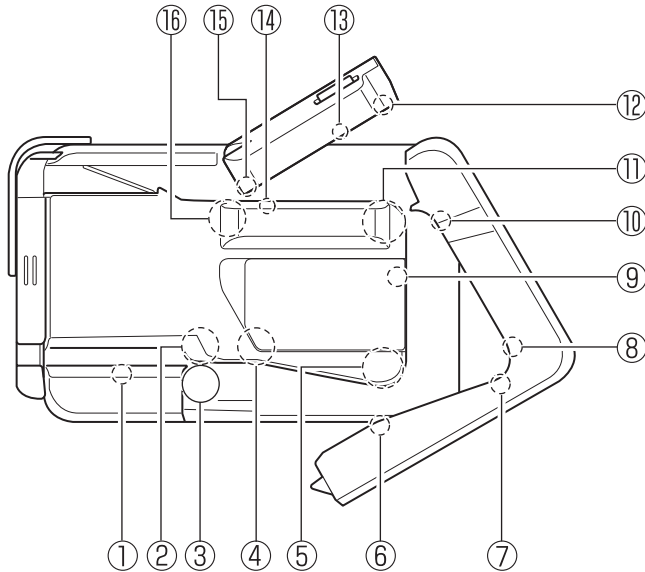


⚠ WARNING

Do not use flammable liquids to clean the scanner, including alcohol, benzene, or paint thinner.

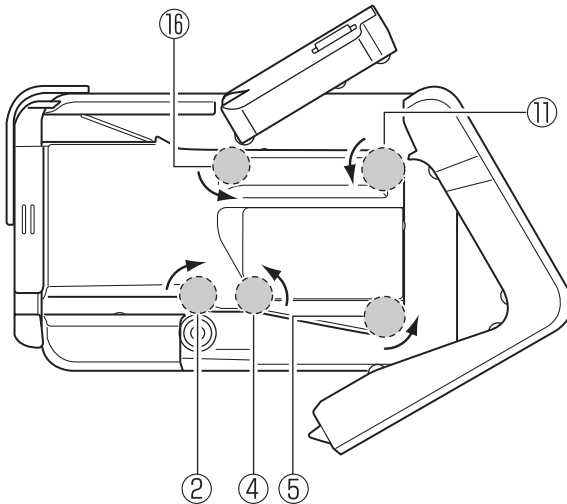
- 3** Dampen a cloth with water, wring the cloth out thoroughly, and then wipe the dirt off of the rollers while rotating them.

There are 18 rollers located in the positions illustrated below. (Rollers ⑬ and ⑭ comprise two rollers each, an upper roller and a lower roller.)



Note

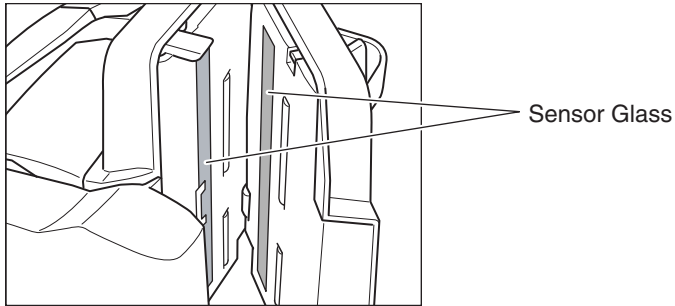
- Move roller ⑤ in the direction of the arrow to rotate rollers ②, ④, ⑤, ⑪, and ⑯.
- When cleaning rollers ②, ④, ⑤, ⑪, and ⑯, wipe them while rotating roller ⑤.



- Use a cotton swab to wipe the dirt off of the rollers that are difficult to reach, such as rollers ①, ②, ⑩, ⑭, ⑮, and ⑯.
- Do not force the rollers if they will not turn. In this case, wipe dirt only off of the exposed area.

-
- 4** Use a commercially available cotton swab to gently wipe dirt off of the sensor glass.

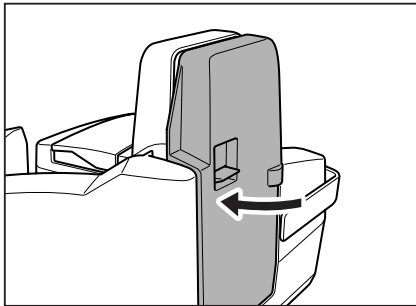
There are two sensor glass areas, one on each side. Use a cotton swab to wipe dirt from the entire surface of each.



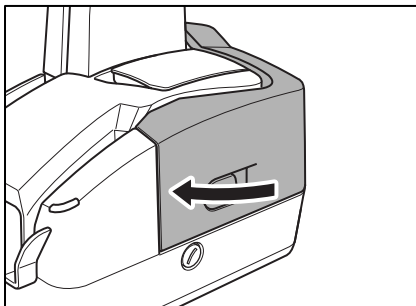
IMPORTANT

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

- 5** Gently close the reading unit until it clicks into place.



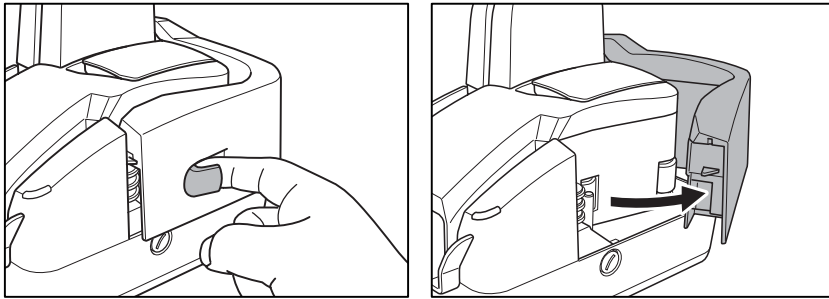
- 6** Gently close the maintenance cover until it clicks into place.



Cleaning the Magnetic Head

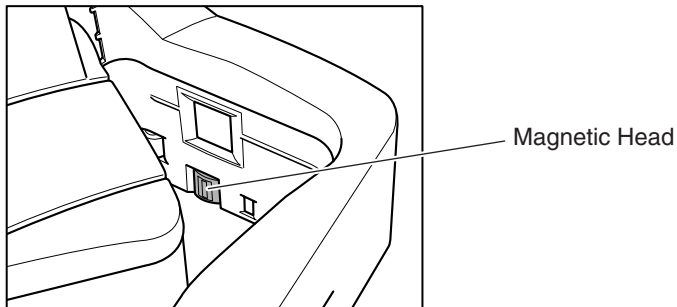
If the magnetic head is dirty, MICR characters cannot be scanned correctly. Periodically clean the magnetic head with a commercially available audio head cleaner.

- 1 Hook your finger around the open lever and open the maintenance cover.

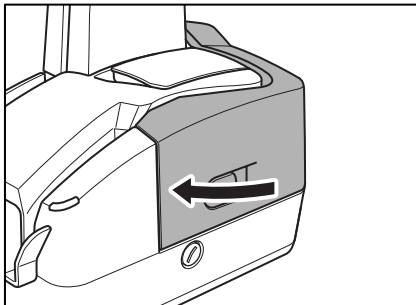


- 2 Clean the magnetic head with a commercially available audio head cleaner.

The magnetic head is on the maintenance cover in the location illustrated below.



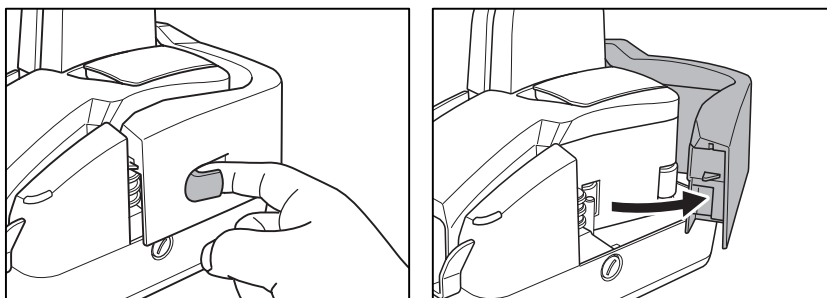
- 3 Gently close the maintenance cover until it clicks into place.



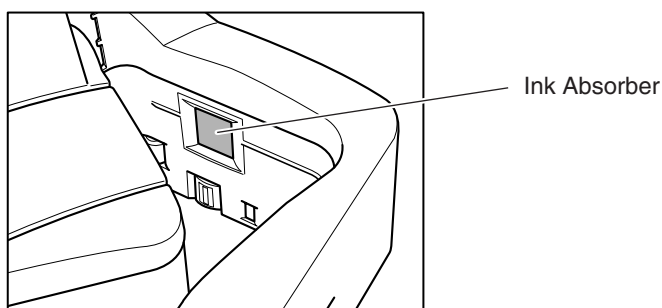
Cleaning Around the Ink Head and Ink Absorber

Ink that collects around the ink jet nozzle may stain your documents or cause text to smudge when it is printed. Periodically clean the area around the ink heads and the ink absorber.

- 1 Hook your finger around the open lever and open the maintenance cover.



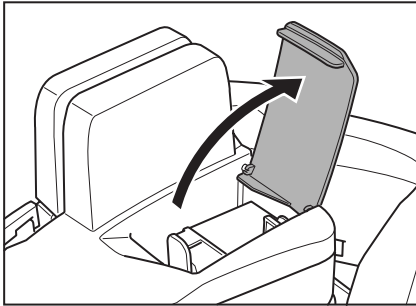
- 2 Dampen a cloth with water, wring the cloth out thoroughly, and then wipe off the dirt around the ink absorber.



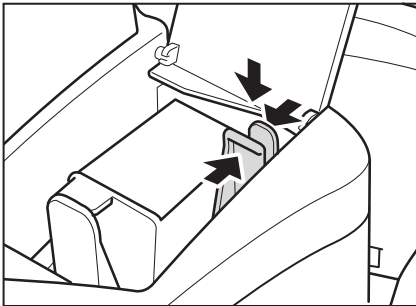
IMPORTANT

If your documents are stained and smudged from printing even after you clean the ink absorber, you should replace the ink absorber. Contact your local authorized Canon dealer or service representative.

-
- 3** Open the imprinter cover.



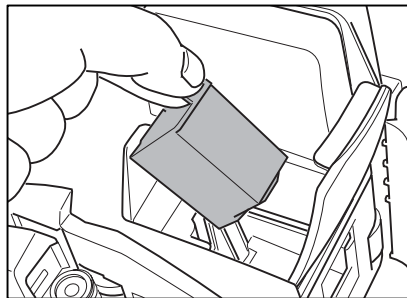
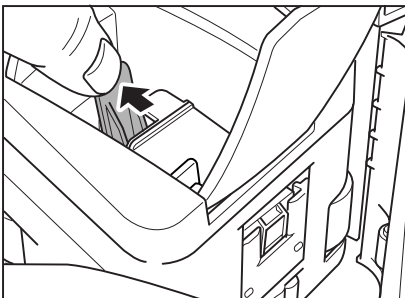
- 4** Squeeze in both sides of the print position adjustment lever and move the print cartridge carriage to its lowest position.



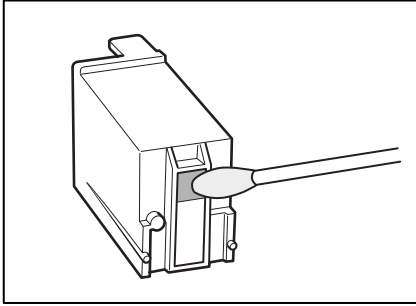
 **IMPORTANT**

When removing the ink cartridge, always make sure that the carriage is lowered to its lowest position. You cannot remove the ink cartridge without lowering the carriage to its lowest position.

- 5** Turn back the ink cartridge lock lever in the direction of the arrow in the illustration below, and pull out the ink cartridge by grasping the tab as shown in the illustration.

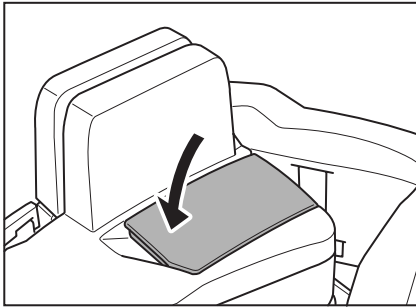


-
- 6** Use a dry cotton swab to wipe off any ink on the ink jet nozzle.

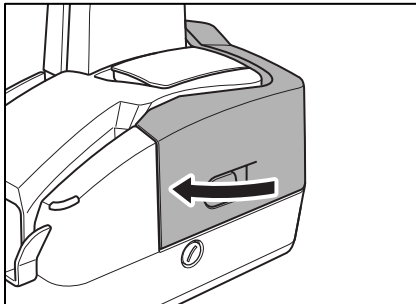


- 7** Reinstall the ink cartridge. (See “Installing the Ink Cartridge,” on p. 26.)

- 8** Gently close the imprinter cover.



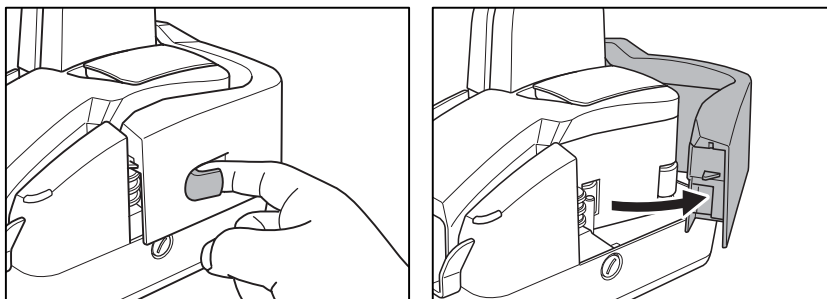
- 9** Gently close the maintenance cover until it clicks into place.



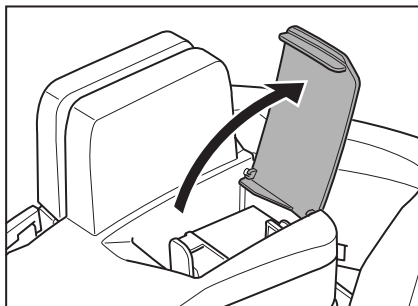
Replacing the Ink Cartridge

The ink cartridge should be replaced if the printed text becomes fuzzy or faint even after you have cleaned the ink jet nozzle. Perform the following steps to replace the ink cartridge.

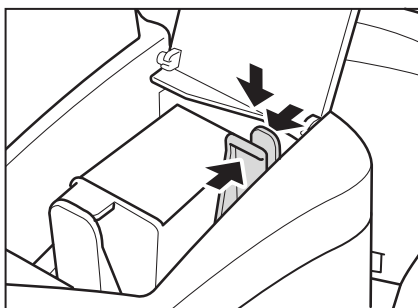
- 1** Hook your finger around the open lever and open the maintenance cover.



- 2** Open the imprinter cover.



- 3** Squeeze in both sides of the print position adjustment lever and move the print cartridge carriage to its lowest position.





IMPORTANT

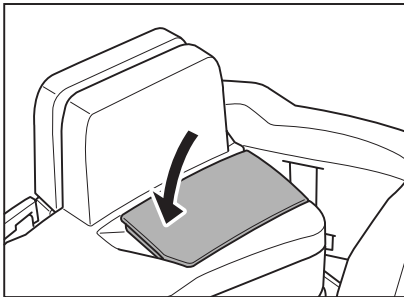
When removing the ink cartridge, always make sure that the carriage is lowered to its lowest position. You cannot remove the ink cartridge without lowering the carriage to its lowest position.

- 4 Push back the ink cartridge lock lever in the direction of the arrow in the illustration below, and pull out the ink cartridge by grasping the tab as shown in the illustration.

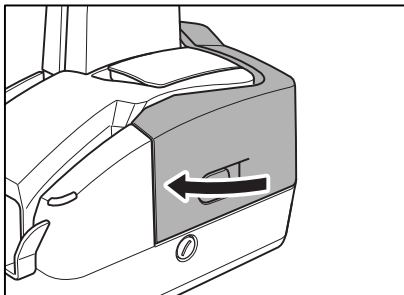


- 5 Install the new ink cartridge. (See “Installing the Ink Cartridge,” on p. 26.)

- 6 Gently close the imprinter cover.



- 7 Gently close the maintenance cover until it clicks into place.



Troubleshooting

This section describes common problems that may occur while you are using the scanner, and how to resolve them.

Refer to the troubleshooting section related to the problem that you have encountered.

Clearing a Paper Jam	p. 58
The Scanner Does Not Turn ON	p. 60
The PC Does Not Recognize the Scanner	p. 61
Scanning Is Slow	p. 61
Images Are Not Scanned	p. 62
Documents Do Not Feed Properly	p. 62
Scanned Images Are Not Correct	p. 63

If you still cannot resolve the problem after consulting the relevant section, contact your local authorized Canon dealer, service representative, or the *Canon Service Support Center. You can contact the *Canon Service Support Center at 1-800-423-2366 Monday through Friday 8:00 A.M to 8:00 P.M. Eastern Standard Time for assistance.

* : For US customers only.

Clearing a Paper Jam

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

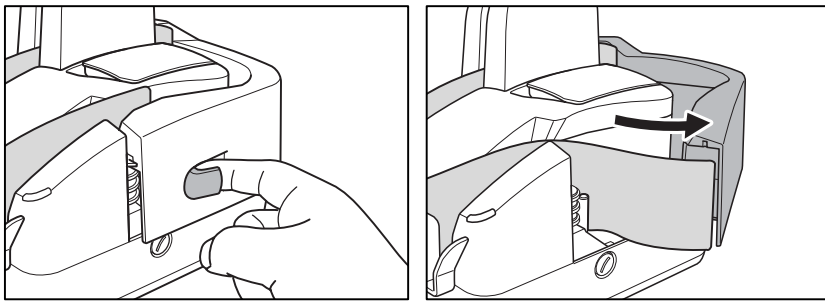
IMPORTANT

Do not attempt to pull the jammed paper upwards or backwards against the feeding direction. Doing so can damage the internal parts of the scanner.

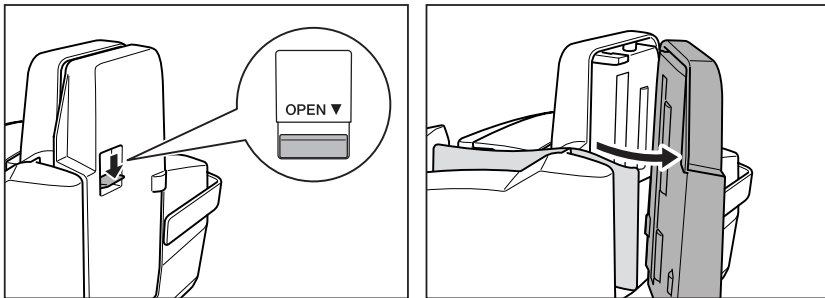
CAUTION

When removing jammed paper, take care not to cut your hand on the edge of the paper.

- 1 Turn OFF the scanner.
- 2 Hook your finger around the open lever and open the maintenance cover.

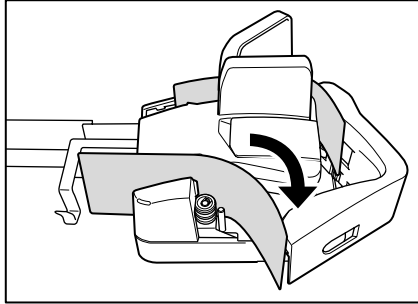


- 3 While pushing down the open lever, open the reading unit.

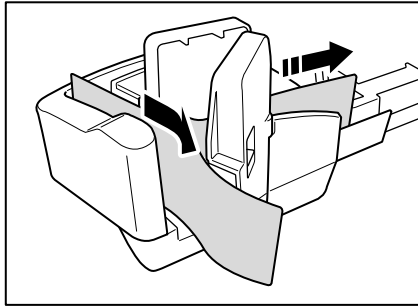


4 Remove the jammed paper.

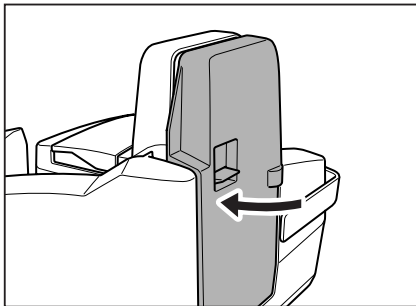
1. If the paper is jammed at the pickup area: Pull the paper forward and clear the jam from the maintenance cover.



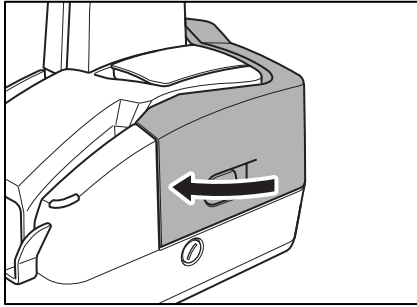
2. If the paper is jammed at any other area: Pull the paper forward and clear the jam from the nearest opening.



5 Gently close the reading unit until it clicks into place.



-
- 6** Gently close the maintenance cover until it clicks into place.



If additional assistance is required, contact your local authorized Canon dealer or service representative.

The Scanner Does Not Turn ON

Check the following:

- Is the power switch in the ON position? (See p. 23.)
- Is the power cord connected into a power outlet? (See p. 21.)

The PC Does Not Recognize the Scanner

The following are possible causes of the PC failing to recognize the scanner. Check each possible cause.

Cause	The scanner is not connected correctly.
Remedy	Check the USB cable connections between the scanner and the PC. (See p. 22.)
Cause	The USB 2.0 interface card is not inserted in the PC correctly.
Remedy	Reseat the USB 2.0 interface card in the PC correctly, referring to the instruction manual for the USB 2.0 interface card. Also, confirm whether the USB interface card is recognized by the operating system you are using.
Cause	The scanner is not ON.
Remedy	Refer to “The Scanner Does Not Turn ON,” on p. 56 and make sure that the scanner is turned ON. If the scanner is not turned ON, turn it ON. (See p. 23.)
Cause	The scanner does not support your USB interface.
Remedy	This product is not guaranteed to operate with all types of USB interfaces. Contact your local authorized Canon dealer or service representative for more information. (See p. 15.)
Cause	The scanner does not support the USB cable.
Remedy	Use the USB cable provided with the scanner. (See p. 22.)
Cause	The scanner does not support the USB hub.
Remedy	Remove the USB hub to use the scanner. (See p. 22.)

Scanning Is Slow

The following problems may affect the scanning speed.

Cause	The USB port you are using does not support Hi-Speed USB 2.0.
Remedy	Scanning speeds are lower if your computer’s standard USB interface is not compatible with Hi-Speed USB 2.0. (See p. 15.) Use a computer that is equipped with USB that is compatible with Hi-Speed USB 2.0 as standard.
Cause	The USB 2.0 interface cable does not support Hi-Speed 2.0.
Remedy	Use the USB cable provided with the scanner. (See p. 22.)
Cause	The USB hub does not support Hi-Speed 2.0.
Remedy	Remove the hub or replace it with one that supports Hi-Speed 2.0. (See p. 22.)

Images Are Not Scanned

Check the following if the scanner does not scan an image when you perform the scanning operation:

- Is the scanner correctly connected to the PC?
- Has the scanner driver been installed?
- Has the application software been installed correctly? Has the application software been set up correctly?
- Is there a problem in the PC system?



Note

- If a system error causes the scanner to stop functioning, turn OFF the scanner and wait at least ten seconds before turning it back ON.
- Make sure that the last document scanned was scanned correctly when scanning resumes.

Documents Do Not Feed Properly

The following are possible causes of a document failing to feed properly. Check each possible cause.

Cause	Attempting to scan a document of a size, thickness, or weight that the scanner cannot scan.
Remedy	Check the size, thickness, and weight of the document. (For more information on precautions concerning documents, see “Documents,” on p. 36.)
Cause	Gap between the rollers needs to be fine-tuned to match paper thickness.
Remedy	Follow instructions in “Calibrating Paper Thickness,” on page 42 to adjust the gap between the feeding roller and the separation roller.
Cause	The rollers inside the scanner are dirty or worn.
Remedy	Clean the rollers. (For instructions on cleaning the rollers, see “Cleaning the Sensor Glass and the Rollers,” on p. 48.) If the rollers are worn, then they should be replaced. Contact your local authorized Canon Dealer, service representative, or the *Canon Service Support Center. * : For US customers only.

For instructions on clearing a paper jam, see “Clearing a Paper Jam,” on p. 58.

Scanned Images Are Not Correct

If the scanned images are not clear, if there are lines or spots on the images, or if there is some other problem with scanned images, the likely causes are listed below. Check each item and take the appropriate action.

Cause The sensor glass or the rollers inside the scanner are dirty.

Remedy Clean the sensor glass and rollers. (For instructions on cleaning the sensor glass and rollers, see “Cleaning the Sensor Glass and the Rollers,” on p. 48.)

Cause The scanner’s internal sensor glass is scratched.

Remedy Contact your local authorized Canon dealer or service representative.

Cause The application software is not set up properly for scanning.

Remedy Check the scanning settings of the scanning utility.
For example, if the scanned image is blank, the brightness setting may be too high. If the resulting scanned images are too dark, the brightness setting may be too low.

Cause The scanner driver or application software is not running normally.

Remedy If the software is set properly for scanning and scanning is still not possible, the scanner driver or the application software may not be running normally. Reinstall the scanner driver or the application software. (For details on how to install the scanner driver, see “Installing the Scanning Utility,” on p. 17. For details on how to install the application software, refer to the application software instruction manual.)

Cause Attempting to use a function of the CR-25/55 that is not supported by the application software.

Remedy Some application software may not support certain functions, such as automatically detecting the paper size or changing the scanning mode/resolution through the scan panel. Using such application software for scanning may yield abnormal scanning results. Try scanning without using functions such as automatic paper size detection or margin settings.

If problems with the scanned images persist even after trying these solutions, contact your local authorized Canon dealer, service representative, or the *Canon Service Support Center.

* : For US customers only.

Specifications

Type	Desktop sheet-through scanner	
Scanning Document Specifications		
Height:	2.0" to 4.2" (50 mm to 106 mm)	
Length:	3.2" to 9.0" (80 mm to 228 mm)	
Thickness:	0.003" to 0.008" (0.08 mm to 0.20 mm) 0.004" to 0.005" (0.10 mm to 0.14 mm) with double feed detection enabled	
Weight:	17 to 40 lb bond (64 to 157 g/m ²) 20 to 28 lb bond (81 to 105 g/m ²) with double feed detection enabled	
Document Feeding Method	Automatic	
Scanning Method	Contact image sensor	
Light Source	LED	
Scanning Side	Simplex/duplex	
Scanning Modes	Black and white, advanced text enhancement, Adaptive Threshold, error diffusion, 256-level grayscale, 24 bit color	
Scanning Resolution (Primary Scan Lines x Secondary Scan Lines)		
Excluding 24-bit Color:	100 x 100 dpi/200 x 200 dpi/300 x 300 dpi	
24-bit Color:	100 x 100 dpi/200 x 100 dpi	
Scanning Speed	CR-25 : 25 pages/minute (American checks) CR-55 : 55 pages/minute (American checks)	
Interface	Hi-Speed USB 2.0	
Other Functions	Double feed detection	
Dimensions	5.5" x 8.8" x 7.4" (W x D x H) 140 mm x 223 mm x 188 mm (W x D x H)	
Weight	Approximately 4.4 lb (2 kg)	
Power Supply	DC16V 0.8A (excluding AC adapter)	
Power Consumption	<u>120V model</u>	<u>220-240V model</u>
Maximum Power:	27 W	27 W
Low Power Mode:	4 W	6 W
Power SW OFF:	0.4 W	0.5 W
Noise	Not more than 65 dB	
Operating Environment	Temperature : 10°C to 32.5°C (50°F to 90.5°F) Humidity : 20% to 80% RH (20% to 50% RH when using the imprinter.)	

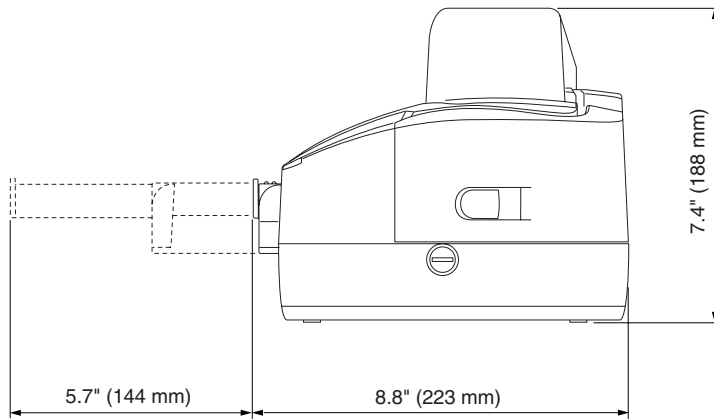
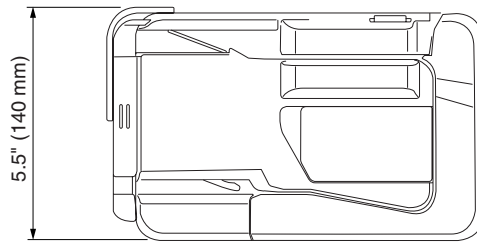
AC Adapter (100 - 240V)

Model	MG1-3607
Input	AC 100-240V 50/60Hz 65VA-82VA
Output	DC16V 1.8A
Power Supply	0.5 W max. (separate AC adapter)
Weight	Approximately 0.7 lb (0.3 kg) (including power cord)

Specifications are subject to change without notice.

External Dimensions

Units: inches (units in parentheses are millimeters)



Index

A

AC adapter 5, 21

C

Carriage 29, 45

Checking the packing list 9

Cleaning

 Ink absorber 52

 Ink cartridge 53

 Inside 47

 Magnetic head 51

 Rollers 48

 Scanner 47

 Sensor glass 48

D

Documents 36

Document eject opening 12

Document feed opening 12

Document feed tray 12

Double feed detection mechanism 8, 46

E

Eject stopper 12

F

Features 8

Feeding error 50

Feeding roller 43

H

Hi-speed USB 2.0 compatible cable 22

I

Imprinter cover 12

Ink absorber 13

Ink cartridge 13

Ink cartridge lock lever 13

Installation requirements 15

Interface cards 15

M

Maintenance cover 12

 Open lever 26

Magnetic Head for MICR 13

N

Names and functions of parts 12

Notes concerning disposal 7

Notes on normal handling 6

P

Paper jam 58

Paper thickness adjustment dial 12

Print position adjustment lever 13

Protective tape 10

Power connector 14

Power cord 9, 21

Power indicator 12

Power switch 14

R

Reading unit 14

 Open lever 48

Regular maintenance 47

S

Software

 Installing the scanning utility 17

 Uninstalling the scanning utility 33

 Using the scanning utility 30

Scanning utility

 Scanning utility 17, 33

 Canon driver 33

Scanner

 Installation Procedure 16

Specifications 64

 AC adapter 65

 External dimensions 65

Separation roller 13

T

Troubleshooting 57

U

USB connector 14

Using the scanner

 Documents 36

 Paper Thickness 42

 Placing Documents 37

Canon

CANON ELECTRONICS INC.

1248, SHIMOKAGEMORI, CHICHIBU-SHI, SAITAMA 369-1892, JAPAN

CANON U.S.A. INC.

ONE CANON PLAZA, LAKE SUCCESS, N.Y. 11042, U.S.A.

CANON CANADA INC.

6390 DIXIE ROAD, MISSISSAUGA, ONTARIO L5T 1P7, CANADA

CANON EUROPA N.V.

BOVENKERKERWEG 59-61, P.O.BOX 2262, 1180 EG AMSTELVEEN, THE NETHERLANDS

CANON LATIN AMERICA, INC.

703 WATERFORD WAY, SUITE 400 MIAMI, FLORIDA 33126, U.S.A.

CANON AUSTRALIA PTY. LTD.

1 THOMAS HOLT DRIVE, NORTH RYDE, SYDNEY. N.S.W, 2113. AUSTRALIA

CANON SINGAPORE PTE. LTD.

1 HARBOUR FRONT AVENUE #04-01, KEPPEL BAY TOWER, SINGAPORE 098632

CANON HONGKONG COMPANY LTD.

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



CE-IE-569