Canon

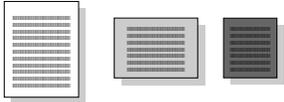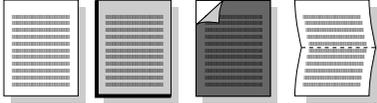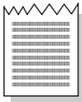# DR-5020 / 5080C

QUICK REFERENCE

SCANNING BASICS

USEFUL FEATURES

TROUBLESHOOTING

DOCUMENT SCANNER

PRECAUTIONS

The Canon DR-5020/5080C are versatile document scanners that feature reliable paper feeding capabilities. To ensure an optimal level of scanner performance on each job, please follow the recommendations listed below.

Does your stack include…	If so, then make these adjustments:
Papers of different types and sizes?	● Set the **double feed detection** function to OFF (P.6). ● Center small documents in the feeder. When scanning documents with a width of 130mm or less, turn double feed detection OFF.
Papers of uniform size but varying thickness? **For example, a document with an extra page or pages attached.**	● Set the **double feed detection** function to OFF (P.6). Double feed detection by document length can be set using the driver or application software.
Very thin or very thick paper types?	● Switch to **Manual mode** (P.3) if automatic feeding is not working properly.
Papers with an uneven top edge?	● Set the **fixed thickness mode** to ON.
Difficult-to-feed paper types?	● Adjust the **paper feed adjustment lever** (P.2) to either position II or III.

■ DOCUMENT TYPES TO AVOID

Wrinkled or creased paper

Paper with clips or staples

Onion skin or other thin paper

Curled paper

Carbon-backed paper

Paper with binding holes

Torn paper

Coated paper or fax recording paper

More detailed information on acceptable document types can be found in Section 3.1 of the DR-5020/5080C Instructions manual ("About Documents").
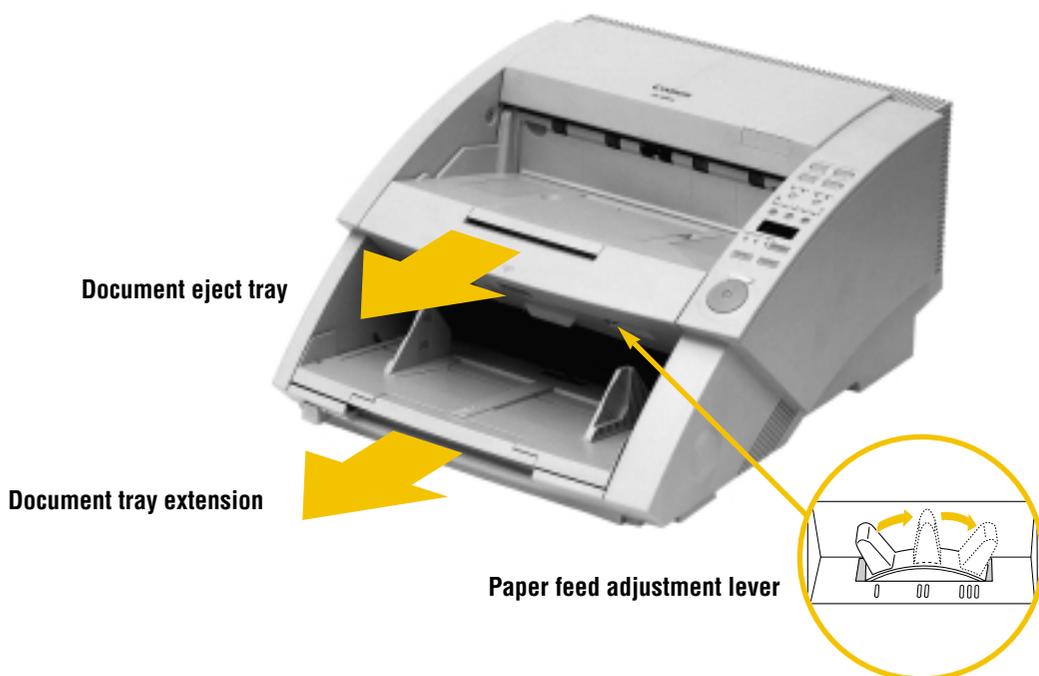
1 SCANNING BASICS

> **The purpose of this Quick Reference is to provide a concise overview of the DR-5020/5080C. It is designed to supplement – not replace – the Instructions manual included with the scanner. Please review the DR-5020/5080C Instructions manual for key information on safety precautions, installation procedures, and maintenance guidelines.**

▶**GETTING STARTED**

This section explains the basic steps involved in scanning a document. It assumes that the stack to be scanned contains papers all of the same size and thickness. When working with the DR-5020/5080C, you should always make sure that the scanner has been turned ON before turning the computer ON.

▶**S T E P 1**

To prepare the DR-5020/5080C for document scanning, first pull out the **document tray extension** from the scanner's lower section and the **document eject tray** from the scanner's upper unit. A **paper feed adjustment lever** is located underneath the scanner's upper unit; when working with standard paper, this lever should be set to the left position (I).

Document eject tray

Document tray extension

Paper feed adjustment lever

SCANNING BASICS

▶**STEP 2**

The scanner is equipped with four different feed modes to match different types of document scanning jobs.

■ **Remote mode (default):**
Use this mode when you wish to scan only one document stack.

■ **Semi-Auto:** **Use this mode when you wish to continuously scan separate, differently-sized stacks of documents.**
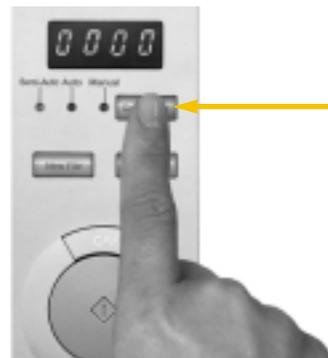
■ **Auto:** **Use this mode to scan multiple stacks of papers all of the same size.**

■ **Manual:** **This mode is most suited for documents which cannot be smoothly fed into the scanner; when using this mode, documents are fed into the scanner one page at a time.**
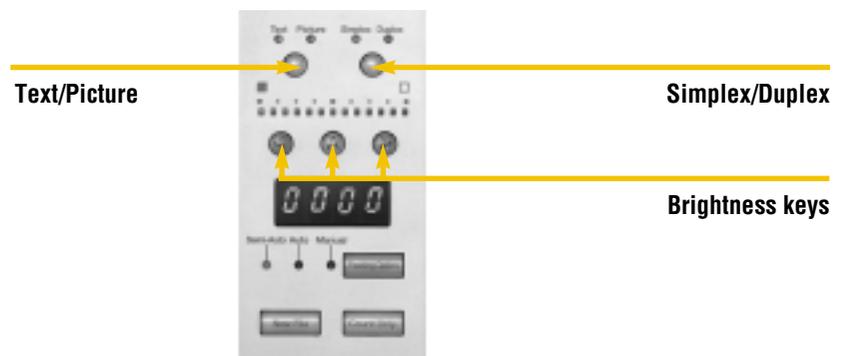
To set the feed mode, press the Feeding Option key on the scanner's operation panel until the desired mode is indicated. If none of the indicator lights are on, this means that the scanner is in Remote mode.

Feeding Option key

▶**STEP 3**

Use the operation panel (or application software) to make the following settings as needed. The **Text/Picture** modes enables you to set the scanner mode to match your document type, and the **Simplex/Duplex** key sets the unit to scan either one side or both sides of the document. Brightness can be manually adjusted in 13 steps or set to adjust automatically (A).

Text/Picture

Simplex/Duplex

Brightness keys
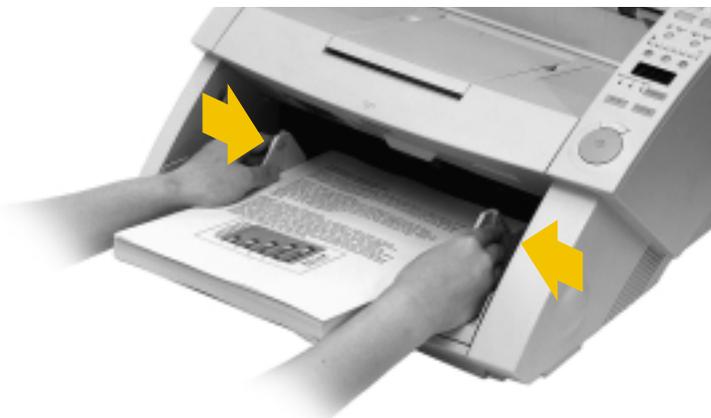
REMOTE • SEMI-AUTO • MANUAL

▶**S T E P 4**

If you are scanning a stack of documents with the DR-5020/5080C set to Remote or Semi-Auto, first prepare the papers so that the stack's edges are even. Then load the stack onto the document tray with the documents face up, their top edge inserted first into the scanner. (If you are using Manual mode, set the single sheet onto the document tray in the same manner.)

▶**S T E P 5**

Set the paper guides on the document tray to match the width of the documents to be scanned.

▶**S T E P 6**

Use the application software to instruct the scanner to start scanning. (If you are using Semi-Auto mode, at this point you will have to take the extra step of pressing the Start button to begin.)

Semi-Auto mode, Manual mode: To scan more pages, reload the document tray and press the Start button. To end scanning, press the Stop key.

SCANNING BASICS

WHEN USING AUTO MODE

▶**S T E P 4**

Place one page of the stack on the document tray, and set the paper guides to match the width of the document.

▶**S T E P 5**

Use the application software to instruct the scanner to start scanning. At this point, the Start key on the operation panel will change colors from red to green. This means that the scanner is ready to accept your document.

▶**S T E P 6**

Prepare the stack of papers so that the stack's edges are even. Then load the stack onto the document tray with the documents face up, their top edge inserted first into the scanner. A sensor located on the document tray will detect the documents and start scanning.
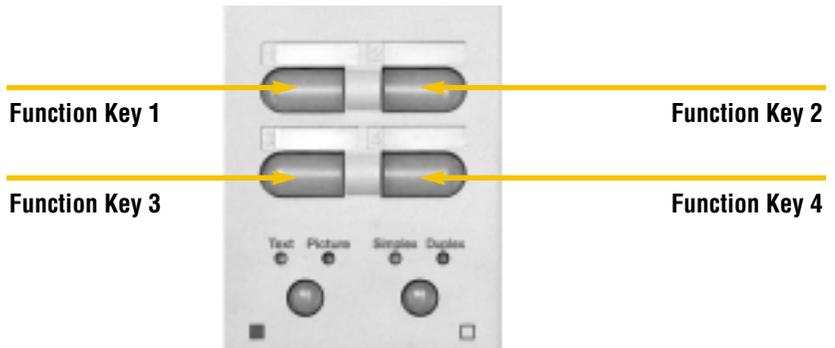
To scan more pages, reload the document tray and the scanner will start scanning automatically. To end scanning, press the Stop key.

2 USEFUL FEATURES

▶**FUNCTION KEYS**

Positioned at the top of the scanner's operation panel, the four Function Keys allow various settings to be registered (via the application software) for one-touch recall. Default settings for the four keys are: 1) manual thickness adjustment; 2) Imprinter ON/OFF (when this option is installed); 3) fixed thickness mode ON/OFF; and 4) double feed detection ON/OFF.

Function Key 1   Function Key 2

Function Key 3   Function Key 4

▶**MANUAL THICKNESS ADJUSTMENT**

Especially useful when scanning very thick or very thin papers, this function enables users to manually specify paper thickness so that documents may be fed smoothly into the scanner.

▶**FIXED THICKNESS MODE**

This mode disables the scanner's automatic paper thickness detection function; in doing so, it instructs the scanner to use the paper thickness value established through manual thickness adjustment (above).
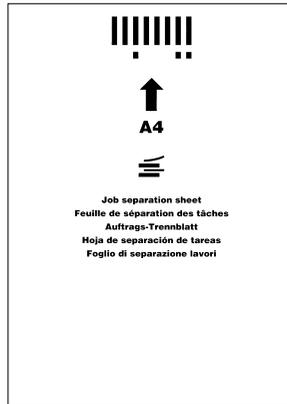
▶**DOUBLE FEED DETECTION**

This function memorizes the length and thickness of the first page in the stack, and compares these values to every other page in the stack. An error message is displayed when a double feed (simultaneous feeding of two or more pages) occurs. This function should be OFF when feeding stacks of various paper types and sizes.

For further details on these features, please refer to section 3.3 of the DR-5020/5080C Instructions manual ("Setting Scan Conditions").
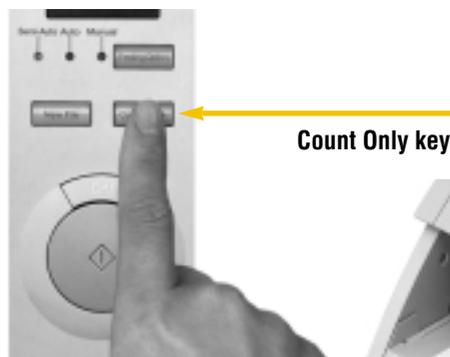
USEFUL FEATURES

▶**FUNCTION SHEETS**

Function Sheets are a convenient way of changing scan settings. Place it in the stack where you wish the change in scan mode to take effect; the scanner will then "read" the instructions printed on the Function Sheet and configure itself accordingly. Five types of Function Sheets are provided, each with a different setting: Duplex mode, Simplex mode, Photo mode, Text mode, and Job Separation (to automatically divide a stack into separate image data files).

▶**COUNT-ONLY MODE**

By using the Count Only mode, you can find out how many pages are in your document stack without having to scan the material. The easy two-step procedure begins by pressing the Count Only key on the operation panel (to set the mode), and then simply loading the documents. When counting ends, the number of pages in the stack is indicated in the counter display.

Count Only key

▶ **ADDITIONAL FUNCTIONS**

A collection of other available features makes the DR-5020/5080C useful for an even wider range of document scanning needs. Many of these features can be set using the application software provided with the scanner.

■ Automatic paper size detection

This function enables the scanner to detect the size of your document.

■ Image processing filters

The image data produced by the document scanner can be polished in a number of ways by the application software. The various parameters include edge emphasis, erase black dot, erase white dot, erase notch, complement thin line, user gamma, and negative image.

■ Color or grayscale output (DR-5080C only)

In addition to binary (black-and-white) images, the DR-5080C is designed to produce grayscale and color images. Grayscale output comes in 4, 16, or 256 gradations, and color processing covers 3-, 6-, 12-, or 24-bit scanning.

■ Dropout color settings (DR-5080C only)

A standard feature with the DR-5080C, this function produces scans with a specific color eliminated from the image data. (Red color dropout is possible with the DR-5020 by changing the LED unit.)

■ Imprinter (option)

The Imprinter option prints serial numbers and user-designated messages on the front of each scanned document.

■ Endorser (option)

The Endorser option prints dates and other information on the back of checks and other types of documents (up to A4/LTR-size).

■ Barcode Decoder (option)

Convenient for record keeping tasks, this feature reads the barcode on scanned documents and generates an indexed list from these codes. Users can then refer to this list to retrieve individual image files.

TROUBLESHOOTING

CLEARING PAPER JAMS

Paper may be jammed if scanning stops midway or "PXX" appears on the counter display. Please follow the procedure below to clear the paper jam; when finished, confirm the final scanned document on the PC monitor before continuing to scan.

▶**S T E P 1**

Remove documents from the scanner's upper and lower trays, and remove any extra parts attached to the upper (eject) tray. Close the document eject tray guide if it is open.
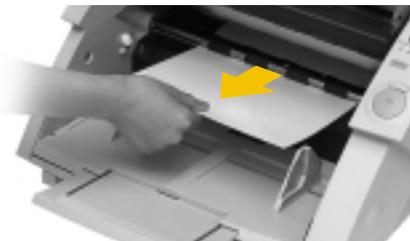
▶**S T E P 2**

Press the open/close button to open the upper unit. If it appears that paper is jammed inside the scanner,* raise the upper unit until it stops and holds position.

▶**S T E P 3**

Remove the jammed paper from inside the scanner or from the exit section.

▶**S T E P 4**

Close the upper unit by pushing it up as far as it allows, and then letting go. The unit will begin to descend slowly. **Do not push the unit down during its descent.** When the upper unit has fallen as far as it can go, press down firmly on both sides until you hear it click into place.

* If a document is jammed in the scanner's exit section, the upper unit only needs to be lifted up slightly for jammed paper to be removed. To close the upper unit, simply press down firmly on both sides until it clicks into place.

ERROR CODES

Error codes appear on the operation panel's counter display when a scanner malfunction occurs.

Error Code	Cause and Solution
d01, d02, d03	**Two or more document pages were scanned.** Press the Stop key to reset the counter display. Check the document with the scanned image, and scan the document again. • Feeding a stack of mixed size or thickness with double feed detection ON will cause this error message to appear, regardless of whether a double feed has actually occurred. Set double feed detection OFF when working with these types of stacks.
P00, P01, P02, P03, P04, P06, P08, P10, P20	**Scanned paper jam.** Remove the jammed paper and scan the document again. • If this error continues to occur, use the fixed thickness mode or the paper feed adjustment lever to establish the appropriate setting.
P80	**Paper feed error.** Open and close the upper unit. • If this error continues to occur, use the fixed thickness mode or the paper feed adjustment lever to establish the appropriate setting.
J18	**Skew error occurs even though paper is not being fed at an angle.** The scanner erroneously judges that a skew is occurring. Remove the jammed paper and scan the document again. • This error occurs when the area 5 mm (0.2 in.) from the top edge of the original contains text or pictures, when the original has a dark background, or when the edges of the original are damaged. If this error occurs, turn skew detection OFF and scan the document again. Or, make a copy of the document on different paper, provide a wider margin around the document (or lighten the background), and scan the document again.

A complete list of error codes and solutions to other types of scanner trouble can be found in Chapter 4 of the Instructions manual ("Troubleshooting").

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