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DR-7080C

QUICK REFERENCE

SCANNING BASICS

USEFUL FEATURES

TROUBLESHOOTING

UNIVERSAL DOCUMENT SCANNER

PRECAUTIONS

The DR-7080C is a universal scanner that offers high-speed scanning in black and white, grayscale, and color. To ensure optimum performance, please follow the recommendations below.

● Make sure that your documents are within the acceptable scanning sizes.

> Width: 5.5 to 12 inches (139.7 to 304.8 mm)
>
> Length: 5 to 17 inches (128 to 432 mm)
>
>> Long Document Mode: document length can be up to 24 inches (630 mm)
>> Long Document Mode/Color 600 dpi Mode: length up to 21 inches (540 mm)
>
> Document thickness:
>
>> Black and white documents: 0.06 to 0.15 mm (Simplex), 0.07 to 0.15 mm (Duplex)
>> Mixed batches (black and white, color documents): 0.07 to 0.15 mm
>> Color documents: 0.08 to 0.15 mm
>
> Document weight:
>
>> Black and white documents (Simplex): 11 to 32 lb. bond (42 to 128 g/m^2)
>> Black and white documents (Duplex): 13 to 32 lb. bond (50 to 128 g/m^2)
>> Mixed batches (black and white, color documents): 13 to 32 lb. bond (50 to 128 g/m^2)
>> Color documents: 17 to 32 lb. bond (64 to 128 g/m^2)

● Turn on the Long Document Mode to scan long documents. (See p.9)

● If there is any wet ink or paste on the document, wait until the ink or paste has thoroughly dried before scanning the document.

● Always clean the scanning rollers after scanning a document that has pencil writing on it.

● If you scan thin paper in Duplex mode, the ink printed on the back side may appear in your image data. Adjust scanning density to avoid this.

● Scanning documents with a rough surface may cause a paper jam. To avoid this, select [Flatbed] and scan the documents one page at a time.

● When you scan a batch of NCR documents, make sure they are not stuck together. If a jam occurs, select [Flatbed] and scan the documents one page at a time.

> Refer to Chapter 4.1 of the DR-7080C Instructions manual for further details on acceptable document types.

■ DOCUMENT TYPES TO AVOID

Feeding such documents may result in paper jams, damage to documents, or scanner malfunction. To scan these documents, use the flatbed (platen glass) instead.

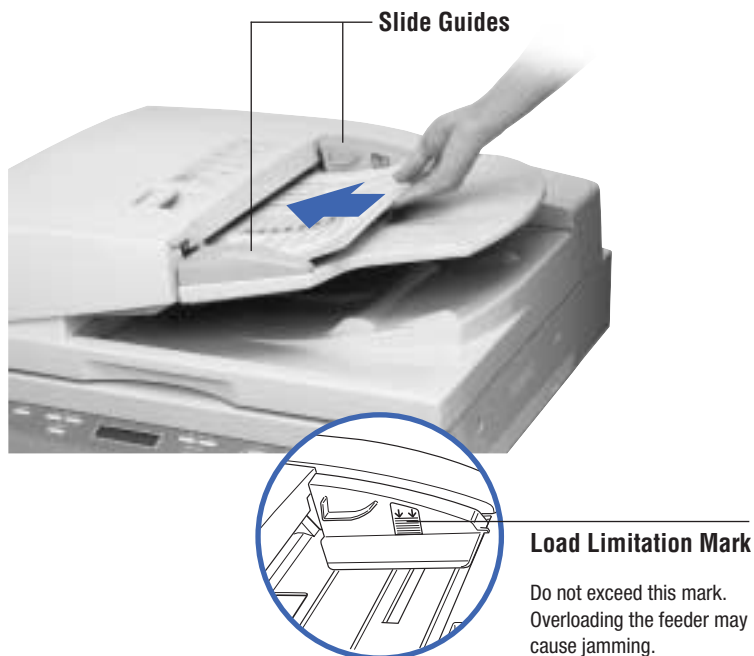|		
Wrinkled or creased paper	**Paper with clips or staples**	**Onion skin or other thin paper**
Curled paper	**Carbon-backed paper**	**Paper with binding holes**
Torn paper	**Coated paper or fax recording paper**	

1 SCANNING BASICS

> **The purpose of this Quick Reference is to provide a concise overview of the DR-7080C. It is designed to supplement—not replace—the Instructions manual included with the scanner. Please review the DR-7080C 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. Batches are assumed to contain papers all of the same size and thickness. When turning ON the power, be sure to turn ON the scanner before you turn ON the connected computer.

▶FEEDER

To prepare the feeder for scanning, adjust the slide guides to the appropriate document size. Also, align the edges of your documents to ensure smooth feeding. Documents are loaded into the feeder with the scanning side face up.

Slide Guides

Load Limitation Mark

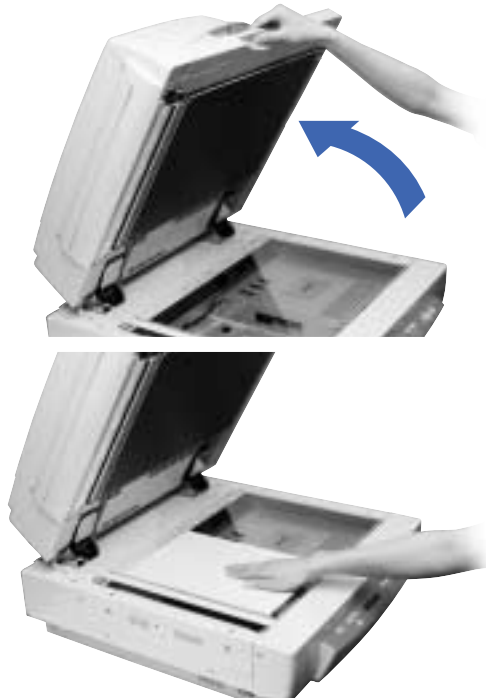Do not exceed this mark. Overloading the feeder may cause jamming.

If you are scanning large-sized NCR paper or thin paper, place some paper in the document eject tray before scanning. For details, refer to Chapter 4.2 of the DR-7080C Instructions manual.

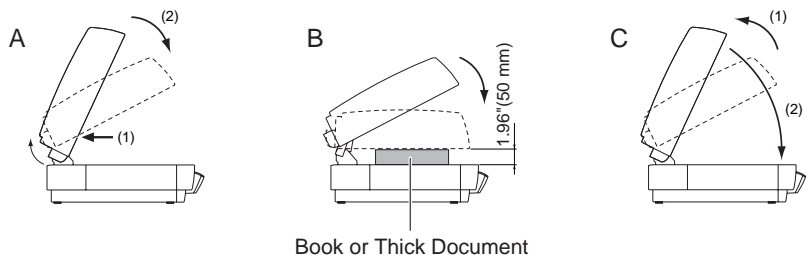# SCANNING BASICS

▶**FLATBED**

■ How to use the flatbed

First, raise the feeder. Documents are to be placed on the platen glass with the scanning side face down. The corner of the document should be aligned with the upper left corner of the platen glass. When you lower the feeder, do this slowly and carefully.

■ Scanning a book or thick document

When scanning thick documents or books, either leave the feeder raised or operate the feeder as shown below.

Book or Thick Document

A. Raise the feeder. While pressing on the bottom of the feeder (1), pull the feeder down and forward (2).

B. Set the thick document or book on the platen glass and hold the feeder lightly while scanning.

C. To return the feeder to its original position, raise it all the way (1) and then close it slowly and carefully (2).
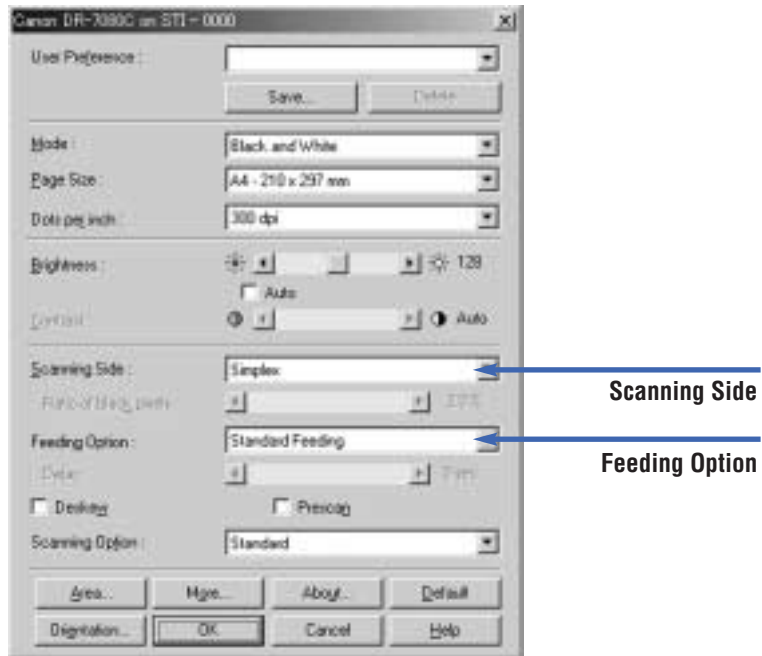
▶SCAN SETTINGS

The DR-7080C is operated via the bundled ISIS/TWAIN driver, which is compatible with a wide range of application software. Prior to scanning, use the ISIS/TWAIN driver to select the scanning side, feeding option, and any other setting you require.

▶SCANNING SIDE

■ **For feeder scanning:** Select [Simplex] or [Duplex].

■ **For flatbed scanning:** Select [Flatbed].

Scanning Side

Feeding Option

▶FEEDING OPTION

■ **Standard:**
Select this mode when you wish to use your application software to start or stop scanning.

■ **Panel:**
Select this mode if you need to continuously scan multiple batches or scan a book page by page. In this mode, scanning starts by pressing the scanner's built-in [Start] key.

■ **Automatic:**
For feeder use only. Select this mode to scan batches of documents with the feeder. The scanner will start automatically when it detects a document in the document feeder tray.

1 SCANNING BASICS

STANDARD FEEDING

▶ **S T E P 1**   Set [Scanning Side] and [Feeding Option] in the ISIS/TWAIN driver.

▶ **S T E P 2**   Place the document on the scanner.

▶ **S T E P 3**   From the application you are using, execute the required command to start scanning.

▶ **S T E P 4**   When scanning of the document is complete, the application goes into Ready Mode. If you wish to scan another document, repeat steps 2 and 3.

To finish scanning, execute the required command from the application.

PANEL FEEDING

▶**S T E P 1**   Set [Scanning Side] and [Feeding Option] in the ISIS/TWAIN driver.

▶**S T E P 2**   From the application you are using, execute the required command to start scanning. The [Start] key lamp will turn green.

▶**S T E P 3**   Place the document on the scanner.

▶**S T E P 4**   Press the [Start] key.

▶**S T E P 5**   When scanning of the document is complete, the scanner goes into Ready Mode. If you wish to scan another document, repeat steps 3 and 4.

To finish scanning, press the [Stop] key.

SCANNING BASICS

AUTOMATIC FEEDING

▶**S T E P 1**   Set [Scanning Side] and [Feeding Option] in the ISIS/TWAIN driver.

▶**S T E P 2**   From the application you are using, execute the required command to start scanning. The [Start] key lamp will turn green.

▶**S T E P 3**   Load the document into the document feeder tray. Scanning will start automatically when the sensor on the document feeder tray detects the document.

▶**S T E P 4**   When scanning of the document is complete, the scanner goes into Ready Mode. If you wish to scan another document, repeat step 3.

To finish scanning, press the [Stop] key.

USING THE JOB MODE

Job functions provide an easy way to scan documents to specific folders, printers, and e-mail addresses.

For further details on the Job function, refer to Chapter 4.4 of the DR-7080C Instructions manual.

▶**S T E P 1**

Press the Job [▲] key to enter the Job Mode.

▶**S T E P 2**

Use the Job [▲] and [▼] keys to select the number of the job (01 through 99) you want.

▶**S T E P 3**

Place the document on the scanner.

▶**S T E P 4**

Press the [Start] key.

When scanning of the document is complete, press the [Stop] key to exit the Job Mode.

▶ USER MODES

User Modes (such as Count Only Mode and Long Document Mode) allow scanner settings to be configured quickly. They can be displayed on the operation panel using the [Menu] key.
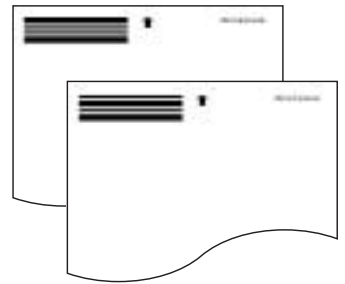
▶ COUNT ONLY MODE

Documents are sent through the feeder to be counted only, not scanned. Operation in this mode can be performed without a computer.

Selecting a User Mode

▶ PATCH CODE SHEETS

The scanner can recognize sheets of paper with patch codes printed on them. This allows files to be separated without interrupting the scan. Two patch code patterns are provided.
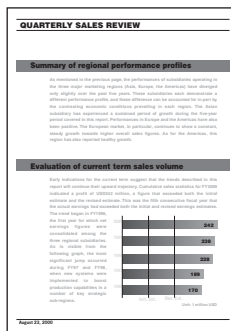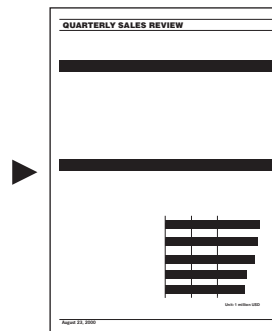
▶ TEXT ORIENTATION RECOGNITION

The DR-7080C can detect the text orientation in scanned images and rotate the images in 90 degree increments to normalize text orientation.
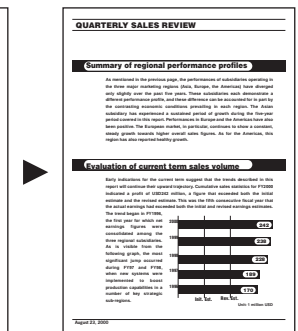
▶ ADVANCED TEXT ENHANCED

Scans are optimized so that various hard-to-scan elements (such as text printed on dark color backgrounds, text printed with light colors, and pencil writing) are clearly legible in the image data.

Original document   **Text Enhanced OFF**   **Text Enhanced ON**

▶**USER PREFERENCES**

Up to 100 sets of customized scan settings can be registered in the ISIS/TWAIN driver. After registration, settings can be easily accessed from a pull-down menu.

▶**PRESCAN**

Prescan lets you to scan the first page of your batch, adjust the brightness and contrast of the on-screen image to desired levels, and then continue scanning the rest of the batch without having to go back and scan the first page again.

▶**SKEW DETECTION**

Skew correction automatically detects if the document is fed at an angle, and straightens out skewed documents.
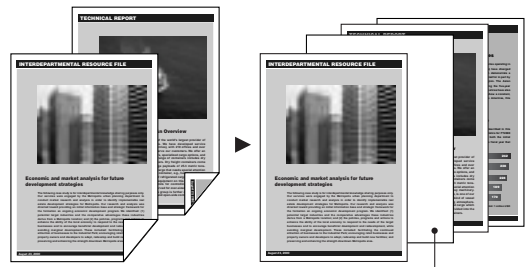
▶**MULTISTREAM™**

The scanner can produce two images from a single document scan (for example, a color image for archiving and a binary image for OCR). Use of this feature requires a compatible software application.

MultiStream is a trademark of Pixel Translations, a division of Captiva Software Corp.

▶**SKIP BLANK PAGE**

During batch scanning of single- and double-sided documents, blank pages are automatically removed from the image file.
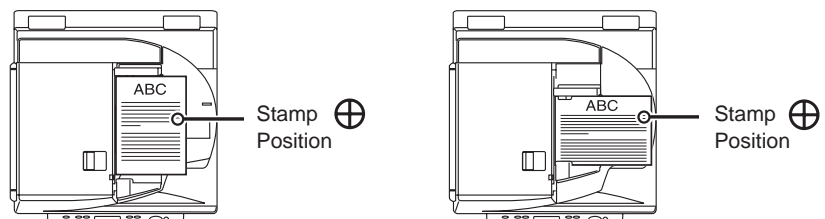
This blank page gets omitted from the image file.

▶**COLOR DROPOUT**

Red, green, or blue can be removed from the scanned image. This leads to improved readability for OCR applications.

▶**STAMP UNIT (OPTIONAL)**

The Stamp Unit affixes a "scanned" stamp on document pages that are scanned using the feeder.

ABC — Stamp ⊕ Position

ABC — Stamp ⊕ Position

TROUBLESHOOTING

CLEARING JAMS IN THE FEED SECTION

A paper jam is indicated when scanning stops unexpectedly and "Feeding Miss" appears in the display panel. Follow the procedure below to clear the paper jam.

▶**S T E P 1**

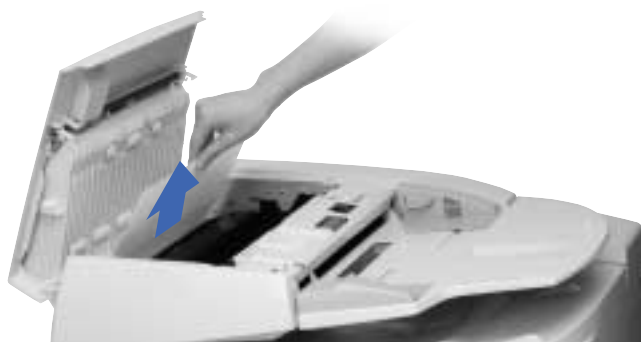Remove all document pages from the document feeder tray and the document eject tray.

▶**S T E P 2**

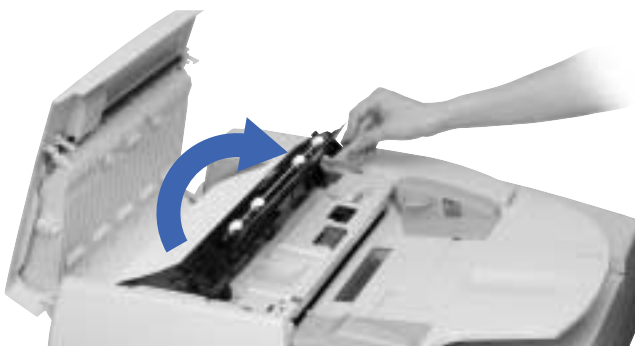Open the feeder cover with the opening lever. Slowly raise the cover until it stops.

▶**S T E P 3**

Remove the jammed paper.

▶**S T E P 4**

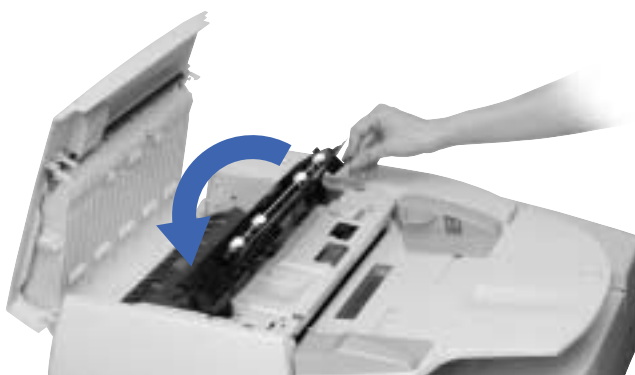Grasping the tab inside the scanner, open the feeder guide.

▶ **S T E P 5**   Rotate the dial on your side of the scanner to remove any paper jammed inside the scanner.

▶ **S T E P 6**   Close the feeder guide, and then close the feeder cover.

▶ **S T E P 7**   Raise the feeder and remove any paper jammed inside the feeder. When done, lower the feeder slowly and carefully.

3 TROUBLESHOOTING

ERROR MESSAGES

Error messages appear on the display panel when a scanner malfunction occurs.

Display	Cause and Remedy
`Cover  Open      01`	**The feeder cover is open.** Close the feeder cover.
`Cover  Open      02`	**The feeder is raised.** Lower the feeder back down.
`Feeding  Miss`	**Jam** Check the document and try again. If this error continues to appear, scan the document from the flatbed (platen glass).
`Jam          xxxx`	**Paper is jammed in the feeder.** Use the procedure on p.11 – 12 to clear the jammed paper.
`Send  failed.`	**Scan to Mail send error occurs when sending images using the Job Registration Tool.** Check the configuration of the Job Registration Tool settings and try again.
`Detect  Mix  Doc.`	**You are attempting to scan a document that contains mixed page sizes while the Different Size Originals Mode is off.** Confirm the front/rear sides of the ejected document, then turn on the Different Size Originals Mode and scan the document again.
`Error      Exxxxxxx`	**This is a "service call error," which indicates that the scanner has an internal problem.** This error requires servicing from your service representative. Turn off the scanner. With the displayed error code on hand, contact your sales representative or your service representative.

OTHER FORMS OF TROUBLESHOOTING

Check the following points when you have problems with scanner operation.

Display panel is too dark or too bright.

● **Cause: The display panel brightness is not adjusted correctly.**
● Remedy: Adjust the display panel brightness in the User Modes.

Cannot scan with the feeder.

● **Cause: The ISIS/TWAIN driver [Scanning Side] setting is [Flatbed].**
● Remedy: Change the [Scanning Side] setting to something other than [Flatbed].

Job titles do not appear when the [Job] keys are pressed.

● **Cause 1: There are no jobs registered with the Job Registration Tool.**
● Remedy 1: Use the Job Registration Tool to register a job.

● **Cause 2: The computer is turned OFF or it is not connected to the scanner.**
● Remedy 2: Job data is stored on the computer. Make sure the computer is connected properly and turned ON.

The Job function does not work when the [Start] key is pressed after selecting a job.

● **Cause 1: The computer is running an operating system that does not support the Job function.**
● Remedy 1: The Job function is not supported under Windows 95 or NT. Use a computer running another operating system when you want to use the Job function.

● **Cause 2: The Windows Event function is not configured to start the DR-7080C Job Tool.**
● Remedy 2: On the Windows Control Panel, double-click [Scanners and Cameras] to open DR-7080C SCSI properties. Specify [DR-7080C Job Tool] as the [Event] startup application.

Cannot scan with USB cable connections.

● **Cause: The SCSI terminator has not been turned ON.**
● Remedy: For this scanner to operate normally, the SCSI terminator needs to be turned ON even when using USB connections. Be sure to turn ON the SCSI terminator.

A comprehensive guide to troubleshooting is included in Chapter 6 of the DR-7080C Instructions manual.