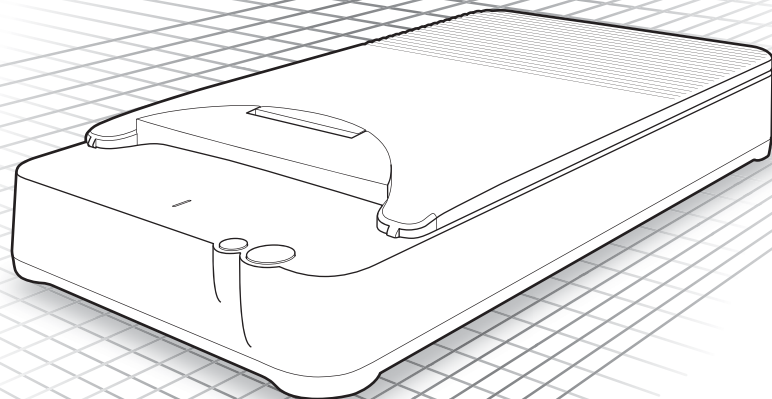


User Manual



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

READ CAREFULLY BEFORE OPENING THE SEALED DISK PACKAGE

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As an ENERGY STAR® Partner, Canon Electronics Inc. has determined that this machine meets the ENERGY STAR® Program guidelines for energy efficiency.



The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment.

The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, monitors, printers, fax, machine, copiers, and scanners. The standards and logos are uniform among participating nations.

This model doesn't provide setting options for power management.

■ European Union (and EEA) only.



This symbol indicates that this product is not to be disposed of with your household waste, according to the WEEE Directive (2002/96/EC) and your national law.

This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE). Improper handling of this type of waste could have a possible negative impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. At the same time, your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, waste authority, approved WEEE scheme or your household waste disposal service. For more information regarding return and recycling of WEEE products, please visit www.canon-europe.com. (EEA: Norway, Iceland and Liechtenstein)

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■ FCC REGULATIONS (For 120 V model)

Document Scanner, Model M181011

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**

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

Model Flatbed Scanner Unit 101 is identical to model M181011.

Model Flatbed Scanner Unit 101 is the sales name of model M181011.

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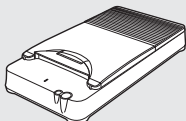
Setup Guide

Please read first.

STEP 1 Checking the Accessories

If any of the items listed below are missing or damaged, contact your local authorized Canon dealer or service representative.

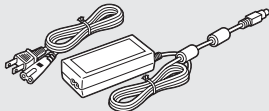
- Items included in this manual are subject to change without notice.
- You must keep the machine's packaging and packing materials for storing or transporting the machine.



Flatbed Scanner
Unit 101



USB Cable
Type A/Type B
(Length: 1.8 m) (2)



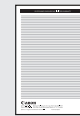
AC Adapter/Power Cord*
(Connected length: 2.6 m)



User Manual
(This Document)



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



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

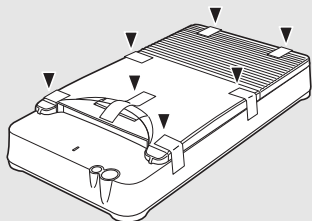


Setup Disc


* The shape of the power plug varies by country and region.

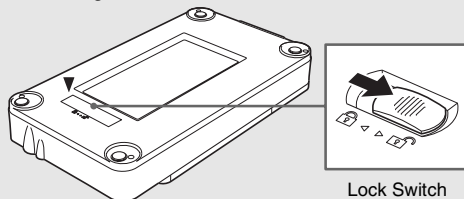
STEP 2 Removing the Protective Material

Remove the flatbed from the box, and remove the orange tape and protective sheets (▼) from the flatbed.

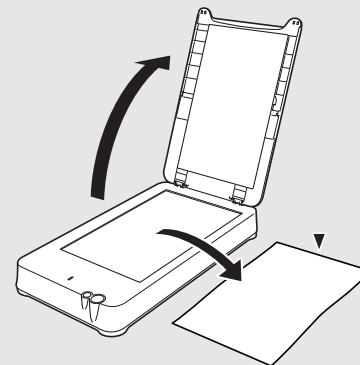


Releasing the Lock Switch

The flatbed is shipped with the internal scanning unit locked into place. Before using the flatbed, set the lock switch on the underside of the flatbed to the  position to release the scanning unit.



Lock Switch



STEP 3 Installing the Software

Before Installation

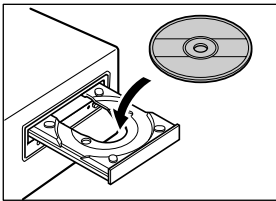
- Do not connect the scanners to the computer before installing the software.
- Log on to Windows as an Administrator.
- Close all other applications before installing the software.
- Make sure that the driver for the connected Canon DR-series document scanner is already installed.

If you connect a scanner and turn it ON before you install the software, the following wizard screen will appear. If this wizard is displayed, click the [Cancel] button to exit the wizard, and turn the scanner OFF.



1 Insert the Setup Disc into the computer's CD-ROM drive.

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



3 Click [Install].

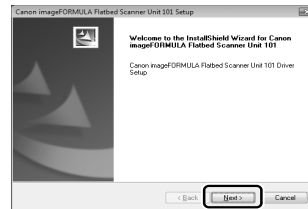


For Windows Vista

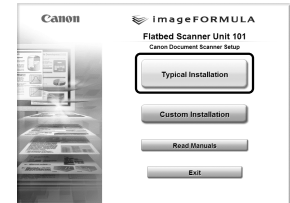
If the following screen appears, enter the current administrator password and click [OK].



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



2 Click [Typical Installation].



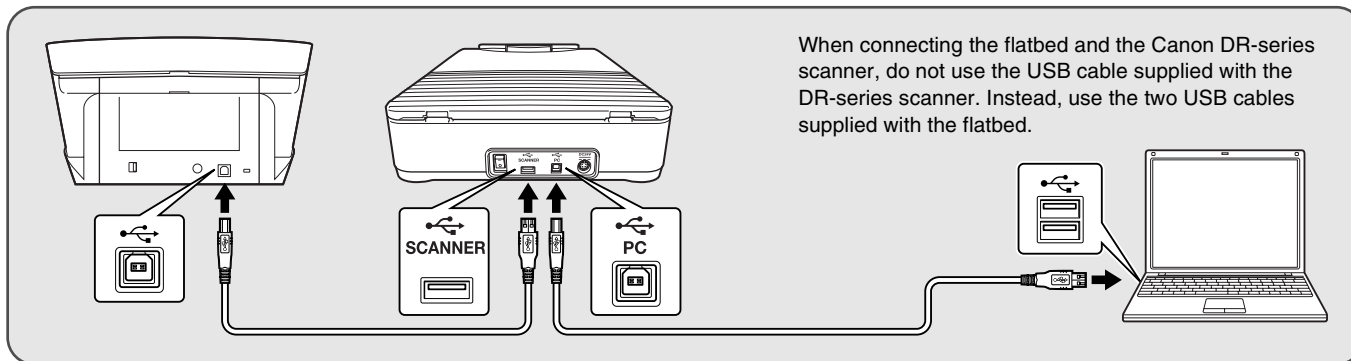
5 Click [Exit] to close the setup menu.



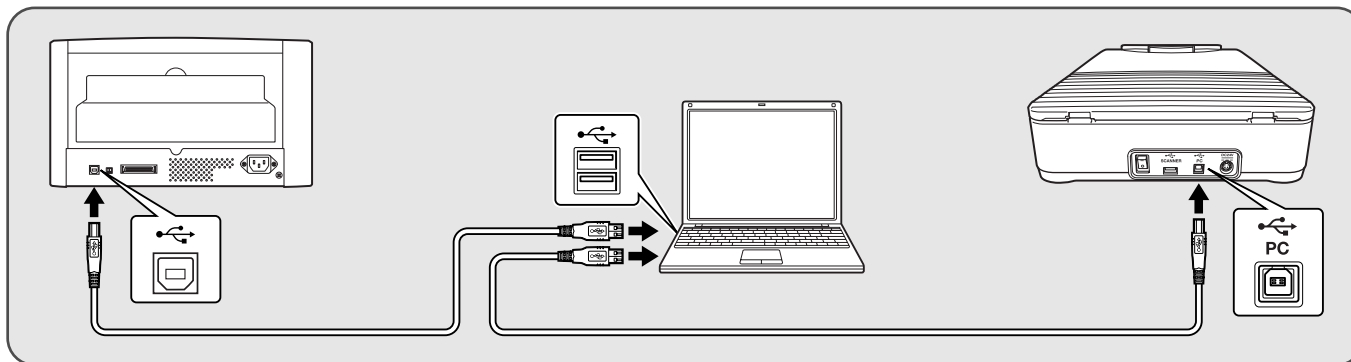
STEP 4

Connecting the Scanners to a Computer

For scanners that use an AC adapter (DR-2010C, DR-2510C, DR-3010C)



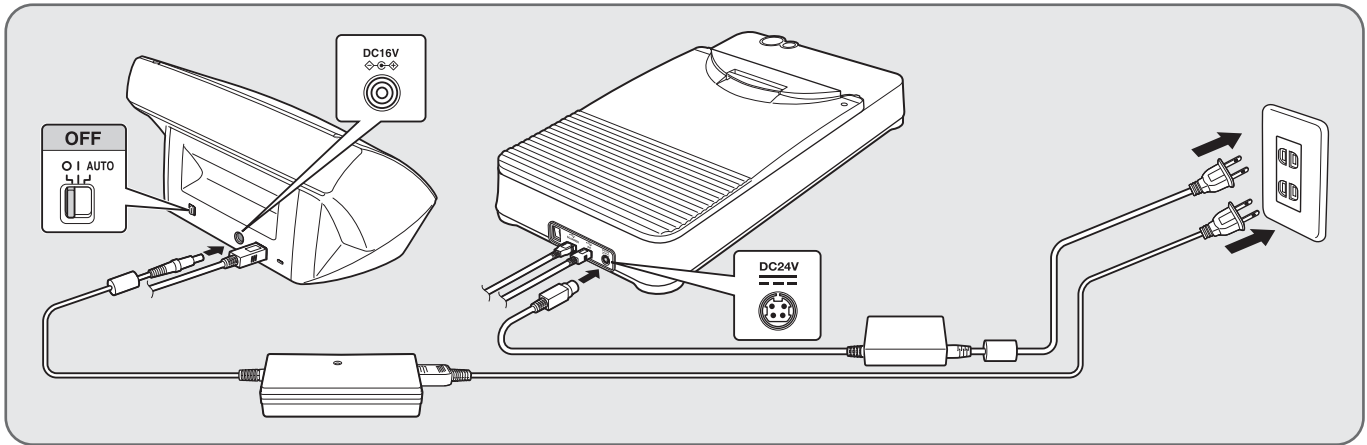
For scanners that do not use an AC adapter (DR-4010C, DR-6010C, DR-6050C, DR-7550C, DR-9050C)



If you own multiple Canon DR-series scanners

If you own multiple Canon DR-series scanners, with the exception of the Canon DR-series scanner connected to the flatbed, do not connect any other scanners to the computer, regardless of compatibility. Proper functioning is not guaranteed if multiple scanners are connected.

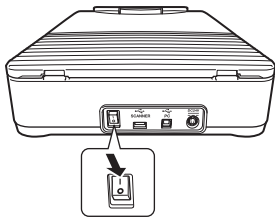
STEP 5 Connecting the Scanners to a Power Supply



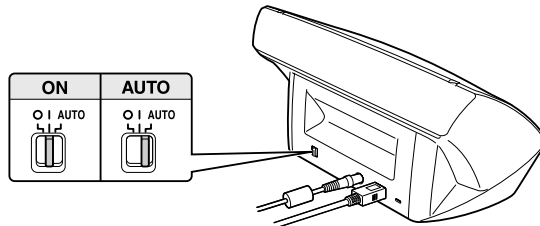
STEP 6 Turning the Scanners ON

Turn ON the flatbed first, and then turn ON the Canon DR-series scanner.

1



2



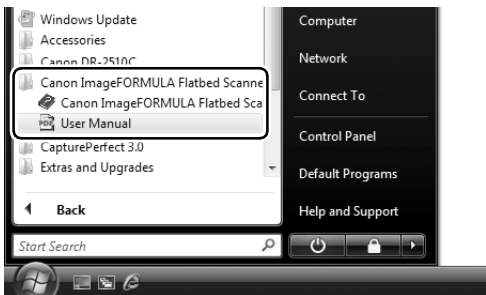
This completes the setup.

Introduction

Thank you for purchasing the Canon imageFORMULA Flatbed Scanner Unit 101. Please read this manual thoroughly before using the scanner 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.

NOTE

An electronic version of this manual is installed to the following location as a PDF (Portable Documents Format) file during software installation from the setup disc.



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.

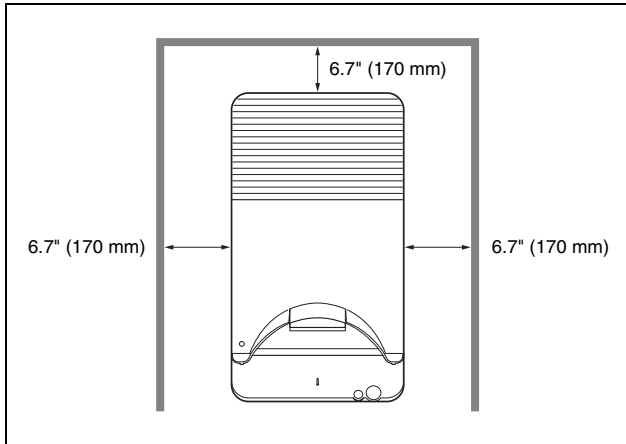
Important Safety Instructions

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

Installation Location

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

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




- Avoid installing the flatbed in direct sunlight. If this is unavoidable, use curtains to shade the flatbed.
- Avoid locations with excessive dust. Dust can have negative effects on the inner parts of the flatbed.
- Avoid warm or humid locations, such as in the vicinity of a water faucet, water heater, or humidifier.
- Avoid locations where ammonia gas is emitted.
- Avoid locations near volatile or flammable chemicals, such as alcohol or paint thinner.
- Avoid locations that are subject to vibration.

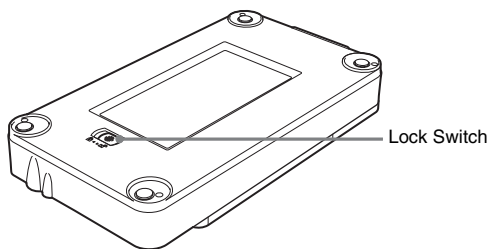
- Avoid exposing the flatbed to rapid changes in temperature. If the room in which the flatbed is installed is cold but rapidly heated, water droplets (condensation) may form inside the flatbed. This may result in a noticeable degradation in scanning quality.
- The following conditions are recommended for optimal scanning quality:
Room temperature: 50 °F to 90.5 °F (10 °C to 32.5 °C)
Humidity: 20% to 80% RH
- Avoid installing the flatbed near equipment that generates a magnetic field (e.g., speakers, televisions, or radios.)


AC Adapter

- Connect the AC adapter only to a power outlet of the rated voltage and power supply frequency (120 V, 60 Hz or 220-240 V, 50/60 Hz depending on your region).
- Do not connect other electrical equipment to the same power outlet to which the flatbed is connected. Also, if you use an extension cord, make sure that the extension cord is rated for the current requirements of the flatbed.
- Never disassemble or modify the AC adapter, as this is dangerous.
- The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord and AC adapter may lead to an accident, such as a fire or electrical shock.
- Do not use the power cord while it is coiled.
- Do not pull directly on the power cord. When disconnecting the power cord, grasp the power plug and remove it from the power outlet.
- Keep the area around the power cord clear of objects so that the power cord can be disconnected easily in an emergency.
- Do not use an AC adapter other than the one provided with the flatbed. Do not use the AC adapter provided with the flatbed with other products.
- If you have any questions regarding the power supply, contact your local authorized Canon dealer or service representative for further information.

Moving the Flatbed

- If you move the flatbed, make sure to first set the lock switch on the underside of the flatbed to the  position to lock the scanning unit into place. Make sure to carry the flatbed it with both hands so as not to drop it. The flatbed weighs approximately 7.7 lb. (3.5 kg).



- Before you use the flatbed, make sure to set the lock switch on the underside of the flatbed to the  position to release the scanning unit.
- Make sure to disconnect the interface cable and AC adapter before you move the flatbed. If the flatbed is transported with these items connected, the plugs and connectors may be damaged, or cause the flatbed to fall and result in personal injury or damage to the flatbed.

Handling

WARNING

- Never use alcohol, benzene, paint thinner, aerosol sprays, or any other flammable substance near the flatbed.
- Do not cut, damage, or modify the power cord. Do not place heavy objects on the power cord, and do not pull or excessively bend the power cord.
- Never connect the power cord when your hands are wet.
- Do not connect the flatbed to a multiplug power strip.
- Do not knot or coil the power cord, as this may result in a fire or electric shock. When connecting the power cord, make sure that the power plug is securely and completely inserted into the power outlet.
- Do not use a power cord or AC adapter other than the ones provided with this flatbed.
- Do not take the flatbed apart or modify it.

- Never disassemble or modify the AC adapter, as this is dangerous.
- When cleaning the flatbed, turn the power switch OFF and disconnect the power cord from the power supply.
- Clean the flatbed using a slightly dampened cloth that has been well wrung out. Never use alcohol, benzene, paint thinner, or any other flammable substances.
- Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.
- If the flatbed makes strange noises, or gives off smoke, heat or strange odors, or the flatbed does not function or other abnormalities occur when you use the flatbed, immediately turn the power switch OFF and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative for further information.
- Do not drop the flatbed, or subject it to impact or strong shock. Should the flatbed ever become damaged, immediately turn the power switch OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Before moving the flatbed, be sure to turn the power switch OFF, and disconnect the power plug from the power outlet.

CAUTION

- Do not install the flatbed on a surface that is unstable, tilted, or subject to excessive vibrations. Doing so may cause the flatbed to fall, resulting in personal injury or damage to the flatbed.
- Never place small metal objects, such as staples, paper clips, or jewelry on the flatbed. These items may fall into the flatbed, and cause a fire or electric shock. If such objects ever fall inside the flatbed, immediately turn the power switch OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Do not install the flatbed in a humid or dusty location. Doing so may cause a fire or electric shock.
- Do not place objects on top of the flatbed, as these objects may tip or fall over, resulting in personal injury.

- Connect the AC adapter only to a power outlet of the rated voltage and power supply frequency (120 V, 60 Hz or 220-240 V, 50/60 Hz depending on your region).
- When unplugging the power cord, grasp it firmly by its power plug. Do not pull directly on the power cord, as this may damage or expose the cord's internal wiring, resulting in a fire or electric shock.
- Leave sufficient space around the power plug so that it can be disconnected easily. If objects are placed around the power plug, you will be unable to disconnect it in an emergency.
- Do not allow water or flammable substances (alcohol, paint thinner, benzene, etc.) to spill onto the flatbed, as this may result in a fire or electric shock.
- Turn OFF the power switch for safety when not using the flatbed for a long period of time, such as overnight. Also, turn OFF the power switch, and disconnect the power cord from the power outlet for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.
- Open and close the document cover gently. Failure to do so may result in a malfunction or personal injury.
- Be careful when closing the document cover to avoid pinching your hands. Failure to do so may result in personal injury.
- Do not press down hard on the document cover. Doing so may result in damage to the glass, a malfunction, or personal injury.
- Never place any object other than documents to be scanned onto the scanning glass. Doing so may result in a malfunction or personal injury.
- When using the flatbed in cold temperatures, wait a few moments after turning the power switch ON. Failure to do so may result in a condensation error.

Disposal

When disposing the flatbed or AC adapter, make sure to follow the local ordinances and laws or consult with your local authorized Canon dealer or service representative.

When Sending the Flatbed for Repairs

If you need to send the flatbed out for repairs, use the packing box in which it came. Firmly secure the flatbed with packaging material when you place it in the packing box.

Features

The Flatbed Scanner Unit 101 is intended to be used in combination with the Canon DR-series document scanners. The flatbed cannot operate as a stand-alone unit

The main features of the flatbed are described below.

● Supports a Variety of Document Types

Connect the flatbed scanner unit to a Canon DR-series scanner to enable flatbed scanning. The flatbed allows you to scan books, magazines, thin document sheets, and a variety of other documents that cannot be scanned using a feeder.

● High Image Quality

The flatbed enables high-quality 1,200 dpi scanning in 24-bit color, grayscale, and black and white scanning modes.

● Document Cover Designed for Continuous Scanning

The folding document cover is designed to improve efficiency when scanning by allowing you to replace documents without having to open and close the cover for each document.

● Easy Scanning with One Button Touch

Press the start button to start job functions or the CaptureOnTouch scanning application, and begin scanning the document placed on the flatbed.

● Seamless Dual-Scanner Operation

Use two scanners to create a single scanned image from a single scan procedure.

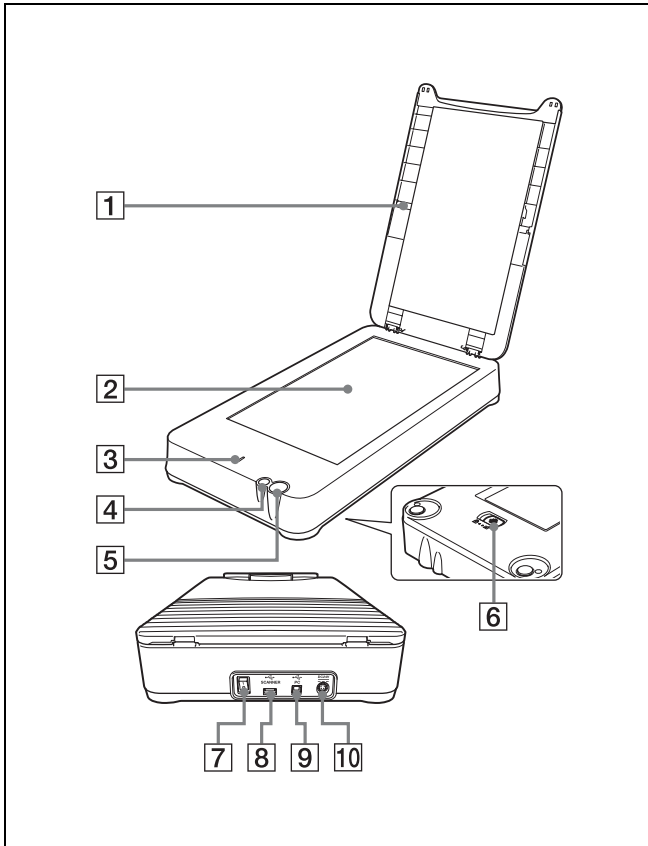
● Supports Legal Page Size

Scan documents as large as legal-size documents.

NOTE

The flatbed does not support all of the scanning options available on the connected Canon DR-series scanner. (See "Supported Functions" on p. 16.)

Names and Functions of Parts



1 Document Cover

Close this to keep documents in place while scanning. You can fold this cover for easy document placement during continuous scanning of multiple small documents.

2 Scanning Glass

3 Power Indicator

This lights when the flatbed is turned ON and flashes when scanning is in progress.

4 Stop Button

Press this button to stop scan procedures in progress.

5 Start Button

Press this button to start scanning the document placed on the scanning glass.

6 Lock Switch

Use this to lock the internal scanning unit into place.

7 Power Switch

Use this to turn the flatbed ON and OFF.

8 USB Connector (Type B)

Use this connector to connect the flatbed to a scanner that uses an AC adapter. This connector is not used when a scanner that does not use an AC adapter is used.

9 USB Connector (Type A)

Use this connector to connect the flatbed to a computer.

10 Power Connector

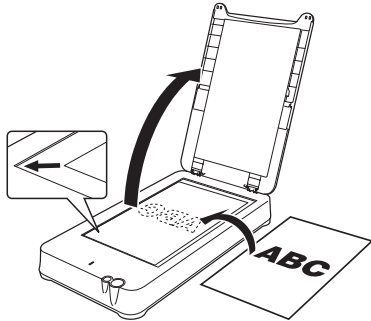
Connect the provided AC adapter here.

Documents

The flatbed can scan documents ranging from 8.5" (216 mm) to 14.0" (356 mm) in size.

Placing Documents

Open the document cover, and place the document on the scanning glass, as shown below, with the scanning side facing down. Make sure the bottom right corner of the scanning side is aligned with the bottom left corner of the scanning glass. Close the document cover.

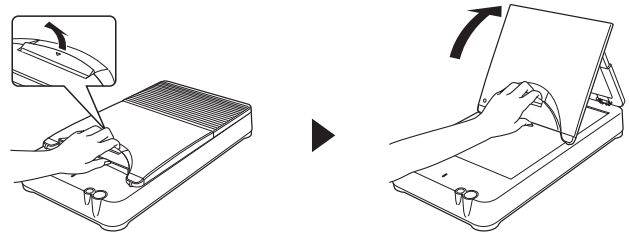


! IMPORTANT

- Do not place objects other than the document to be scanned onto the scanning glass. Doing so may result in damage or personal injury.
- Open and close the document cover gently. Excessive force may result in damage to the cover or breaking the scanning glass and personal injury.
- Depending on your scanning application, you may have to align the top left corner of the document with the top right corner of the scanning glass when placing the document.
- You cannot scan film.
- Make sure to straighten wrinkled or curled documents before placing them on the flatbed, and gently press down on the document cover while scanning is in progress.

When Scanning with the Document Cover Folded

The document cover can be set to two positions when folded. Each position exposes an A5R or LTR/A4 size area, respectively, on the scanning glass, enabling easy document placement during continuous scanning of multiple documents.



Adjust the document cover into one of the three positions based on the size of the document placed on the scanning glass.

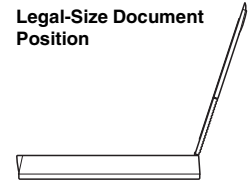
A5R Document Position



LTR/A4 Document Position



Legal-Size Document Position



! IMPORTANT

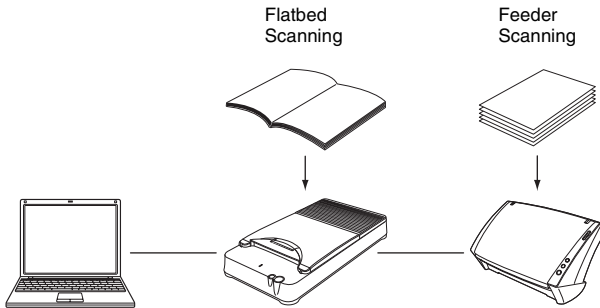
Be careful when folding the document cover to avoid pinching your hands.

NOTE

Make sure to click the [Ambient Light Canceling Mode] check box under <Scanning Side> on the driver settings screen when you scan with the document cover folded. (See "Scanner Settings" on p. 22.)

Scanning Methods

When the flatbed scanner unit is connected to a scanner and computer, you can select one of the following methods to scan documents, based on the document type and intended purpose.



Flatbed Scanning

You can use the flatbed to scan documents one sheet at a time, single page documents, or documents that cannot be scanned using the feeder.

When you place the document on the scanning glass and press the start button, the job functions supported by the flatbed or CaptureOnTouch starts, and document scanning begins automatically.

You can also use scanning applications such as CapturePerfect, to specify advanced scanning conditions before scanning.

Feeder Scanning

Use the feeder on a connected Canon DR-series scanner to perform operations such as multipage document scanning. When scanning with this method, the operations on the connected Canon DR-series scanner are the same as those during stand-alone use. For details on feeder scanning, refer to the *User Manual* of the connected Canon DR-series scanner.

Limitations

- To use the flatbed, you must install the software included on the provided setup disc. (See the *Setup Guide* page insert of this document.)
- The software that operates the connected Canon DR-series scanner (ISIS/TWAIN driver) must also be installed.
- The flatbed cannot operate as a stand-alone unit. A Canon DR-series scanner must be connected.
- Both the flatbed and the connected Canon DR-series scanner must be turned ON to scan using the flatbed. If the flatbed is turned ON but the Canon DR-series scanner is turned OFF, you cannot scan documents using the flatbed. However, you can scan documents using the Canon DR-series scanner while it is turned ON, even if the flatbed is turned OFF.
- When the conditions for scanning require a large amount of the computer's memory, scanning may not be possible if the memory is insufficient. If a memory error appears during scanning, exit the application and change the scanning conditions before attempting to scan again.

Supported Functions

To scan using the functions supported by the flatbed, the connected Canon DR-series scanner must also support the functions used.

Support	Function	
Supported by the Flatbed	• Detect Page size	• Deskew
	• Auto Color Detection	• Moire Reduction
	• Advanced Text Enhancement II	• Edge emphasis
	• Document Orientation	• Border Removal
	• Punch Hole Removal	• Prevent Bleed Through / Remove Background
	• Gamma Correction	• Color drop-out / color enhance
	• Panel-Feeding	• Barcodes
	• MultiStream	
	• Text Orientation Recognition	

Support	Function	
Not Supported by the Flatbed	<ul style="list-style-type: none"> • Duplex scanning • Folio • Reverse side • Staple Detection • Manual Feeding • Verify Count • Addon • Batch Separation • Hi-Speed Text Enhancement • Drop-out color custom • JPEG Transfer 	<ul style="list-style-type: none"> • Advanced Text Enhancement • Skip Blank Page • Back-side settings • Double Feed Detection • Imprinter • Patchcode • Speed priority • Auto brightness • Custom color enhance • Rapid recovery system • Prescan • Margin



NOTE

- When using the Canon DR-series scanner to scan documents, all of its supported functions will be available.
- The above functions may change as newer Canon DR-series scanners are released.

Scanning with Job Functions/CaptureOnTouch

Scanning with Job Functions

By using Job Registration Tool or the job function in CaptureOnTouch, you can register scanning conditions as jobs. Registered jobs can be executed by pressing the start button on the flatbed.

The following software supplied with Canon DR-series scanners is required to use the job function.

Canon DR-Series Scanner	Required Software
DR-2010C, DR-2510C, DR-3010C	CaptureOnTouch
DR-6010C, DR-6050C, DR-9050C	Job Registration Tool

❗ IMPORTANT

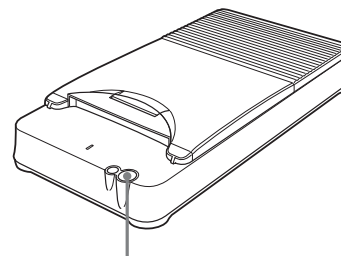
- If you connect the flatbed to a Canon DR-series scanner that you have been using since before the flatbed was purchased, make sure to download the latest version of the above software from the Canon support Web site (<http://www.canon.com>).
- For details on compatibility with newer models that are not listed above, contact your local authorized Canon dealer.

1 Register a job.

Start Job Registration Tool or CaptureOnTouch, and register a job. For details, refer to the Help for Job Registration Tool or CaptureOnTouch.

2 Place the document (See p. 15).

3 Press the start button on the flatbed.



Start Button

The job function or CaptureOnTouch starts, and the document placed on the flatbed is scanned automatically.

❗ IMPORTANT

Do not move the document placed on the scanning glass while the power indicator is flashing and scanning is in progress.

💡 NOTE

Registered jobs can also be assigned to the buttons on the connected Canon DR-series scanner (start button or job buttons, depending on the scanner model).

Scanning with CaptureOnTouch

You can scan documents placed on the flatbed using the software for the connected scanner, CaptureOnTouch.

Scan First is assigned to the start button on both the flatbed and the connected Canon DR-series scanner. You can start a scan procedure by pressing the start button on the scanner in which the document is placed.

Other operations for scanning are the same as those during stand-alone use of the Canon DR-series scanner. For details, refer to the *User Manual* of the connected Canon DR-series scanner.

Scanning with CapturePerfect

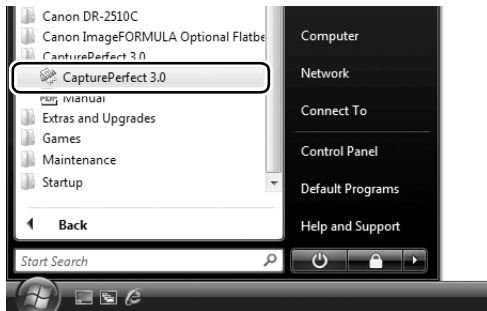
You can use the CapturePerfect software provided with the connected Canon DR-series scanner to specify the scanning conditions and saving options before scanning.

The following describes how to scan documents with CapturePerfect using the [Scan Batch to File] setting. When you use this scanning method, documents that are scanned one sheet at a time on the flatbed are saved to the same image file.

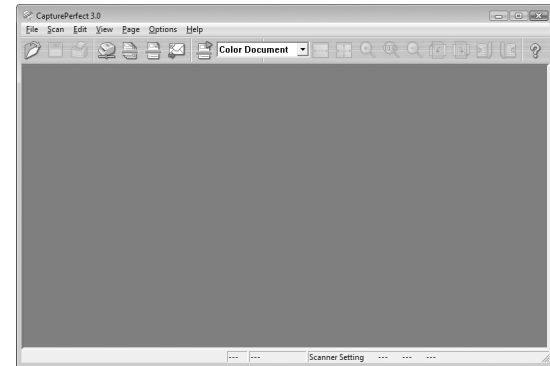
NOTE

For details on how to scan using other methods, refer to the *CapturePerfect 3.0 Operation Guide*.

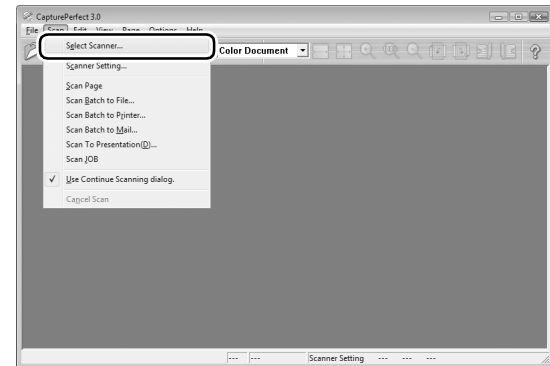
- 1** From the Windows Taskbar, click [Start] and select [All Programs], [CapturePerfect 3.0], and [CapturePerfect 3.0].



CapturePerfect starts.

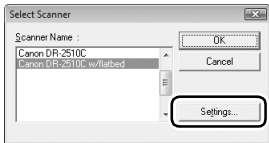


- 2** Select [Select Scanner] from the [Scan] menu.



The [Select Scanner] dialog box appears.

- 3** Select the scanner you are using (the name of the connected Canon DR-series scanner should be followed by “w/flatbed”), and click [Settings].



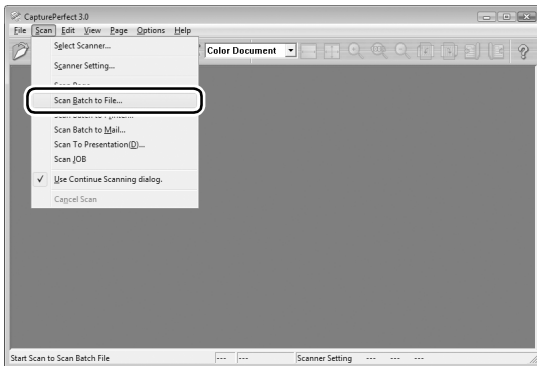
The [Configure Device Settings] dialog box appears.

! IMPORTANT

If the flatbed and the Canon DR-series scanner are connected properly, “w/flatbed” should appear after the scanner name. If only the scanner name appears, try reinstalling the software included on the setup disc provided with the flatbed.

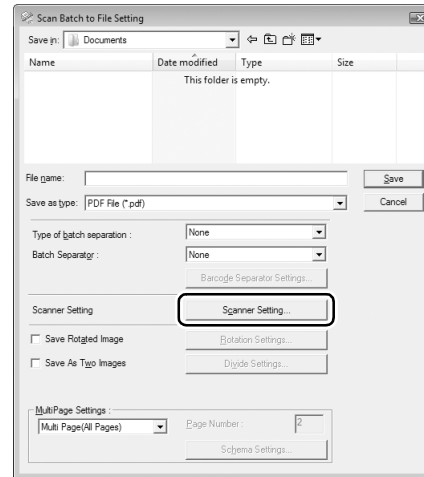
- 4** Click [OK] to finish scanner selection.

- 5** Select [Scan Batch to File] from the [Scan] menu.

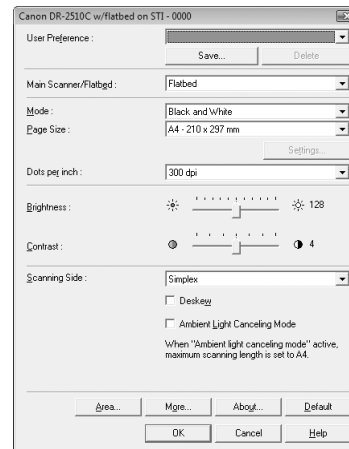


The [Scan Batch to File Setting] dialog box appears.

- 6** Click [Scanner Setting], and configure the scanner settings.



The properties dialog box for the scanner driver appears.



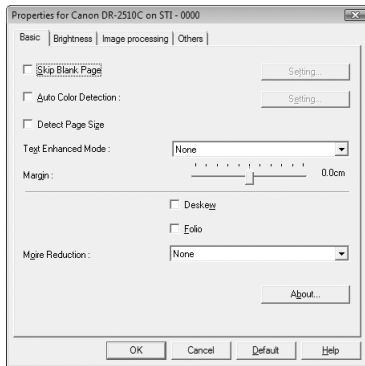
7 Configure the [Main Scanner/Flatbed] setting.

Select [Flatbed] if the document is placed on the flatbed, and select [Main Scanner] if the document is placed in the Canon DR-series scanner. If you select [Auto], the scanner in which the document is placed is detected automatically.

8 Configure the Canon DR-series scanner's settings if necessary.

Click the [More] button to open the settings dialog box for the Canon DR-series scanner. When you finish configuring settings, click [OK] to close the dialog box.

For details on each setting, refer to the Help.



9 Configure the scanning conditions.

For details on settings, see “Scanner Settings” on p. 22.

10 Specify the file name and format for the image file to be saved.

For details on other settings in the [Scan Batch to File Setting] dialog box, refer to the *CapturePerfect 3.0 Operation Guide*.

11 Place the documents to be scanned, and click [Save] to start scanning.

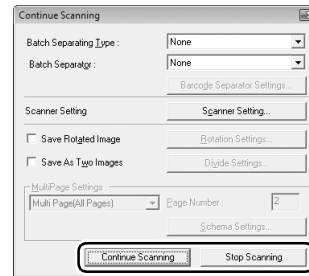
! IMPORTANT

- The method for placing documents differs, depending on the [Feeding Option] setting. For details, see “Changing the Feeding Option for Scanning” on p. 24.
- Do not move the document placed on the scanning glass while the power indicator is flashing and scanning is in progress.

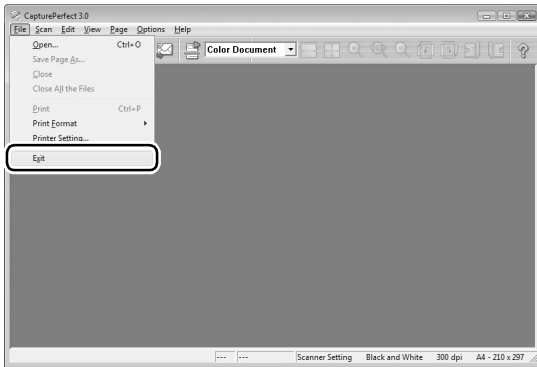
12 When the [Continue Scanning] dialog box appears, check whether a document is placed, and click [Continue Scanning] or [Stop Scanning].

💡 NOTE

If [Use Continue Scanning dialog] is not selected from the [Scan] menu, scanning finishes without displaying the [Continue Scanning] dialog box.

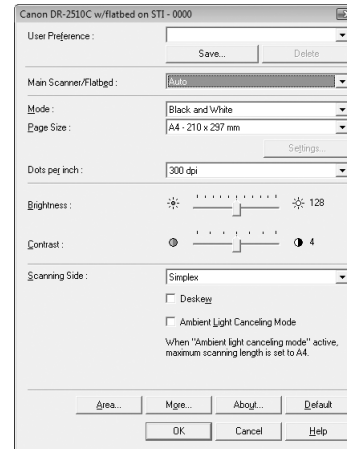


- 13** When scanning is complete, select [Exit] from the [File] menu to exit CapturePerfect.



Scanner Settings

When you open the settings dialog box for your scanner while the flatbed is connected, you can configure scan conditions with the following settings.



! IMPORTANT

Make sure to configure the [Main Scanner/Flatbed] setting first. The settings in the scanner settings dialog box are saved separately for each selection option of the [Main Scanner/Flatbed] setting. If you change the [Main Scanner/Flatbed] option midway through configurations, any settings configured before the change will be disabled.

[User Preference]

Enter a name and click [Save]. You can recall the name and its configurations in the settings dialog box, whenever necessary.

[Main Scanner/Flatbed]

Select [Flatbed] to scan the document placed on the flatbed. Select [Main Scanner] to scan documents placed in the feeder of the connected Canon DR-series scanner.

If you select [Auto], the scanner in which the document is placed is detected automatically.

For details, see "Using Two Scanners" on p. 26.

[Mode]

Select the scanning mode.

[Page Size]

Select the page size of the document to be scanned.

If you select [Auto-detection], the document size is detected automatically. The [Settings] button is also enabled with this selection. Click the button to open a dialog box for specifying the detection area based on the size of the document to be scanned (All Area, A4 area, A5R area).

[Dots per inch]

Specify the scanning resolution.

[Brightness]

Adjust the brightness of scanned images.

[Contrast]

Adjust the contrast of scanned images.

[Scanning Side]

When scanning documents placed in the feeder of the connected Canon DR-series scanner, select which sides of a document to scan.

[Deskew]

Click to ensure that if a document is scanned at an angle, the slant is detected and straightened out in the scanned image.

[Ambient Light Canceling Mode]

Click to ensure that if you are scanning documents on the flatbed with the document cover open, light that enters from the edges of the document is removed in the scanned images. Depending on the nature of the ambient light and other scanning condition settings, the ambient light may not be completely removed.

This setting is only available when [Page Size] is set to A4 or smaller. If you enable [Ambient Light Canceling Mode] while [Page Size] is set to [Auto-detection] and the size detection area is set to [All Area], the size detection area setting will change to [A4 area] automatically.

[Area]

Click this to display a dialog box for specifying the area of the document to scan.

[More]

Click this to display the settings dialog box for the connected Canon DR-series scanner, and configure advanced scan conditions. For details on settings, refer to the Help for the ISIS/TWAIN driver.

[Default]

Return all configurations in the settings dialog box to their default values.

Other Methods for Scanning

This section describes the various scanning options.

Changing the Feeding Option for Scanning

Changing the feeding option setting in the scanner settings dialog box can be helpful when scanning multipage documents.

The following three feeding options are available:

- **[Standard Feeding]**

This is the standard feeding method. The scanning operation ends when the documents placed in either scanner finish scanning.

- **[Panel-Feeding]**

When the documents placed in either scanner finish scanning, the scanner enters a standby state and waits for additional documents to be placed. When you place additional documents and press the Start button, scanning continues.

- **[Automatic Feeding]**

When additional documents are placed after a document finishes feeding, the scanner automatically detects these documents and continues scanning.

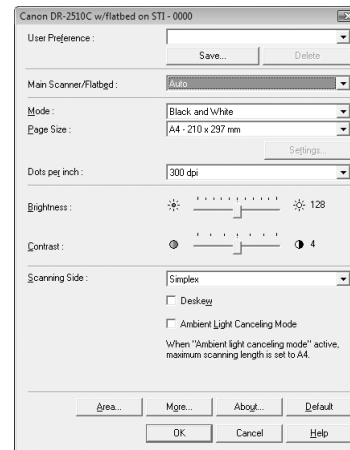
This feeding option only applies to documents placed in the feeder of the connected Canon DR-series scanner. Documents placed on the flatbed are not detected automatically.

Configuring the Feeding Option

This section describes how to set [Feeding Option] to [Panel-Feeding].

1 Open the scanner settings dialog box from your application.

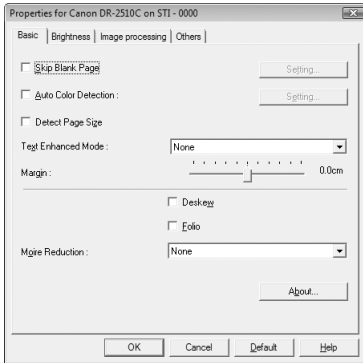
When using CapturePerfect, for example, select [Scanner Setting] from the [Scan] menu. For details on how to open the settings dialog box from other applications, refer to the operation manual of the application.



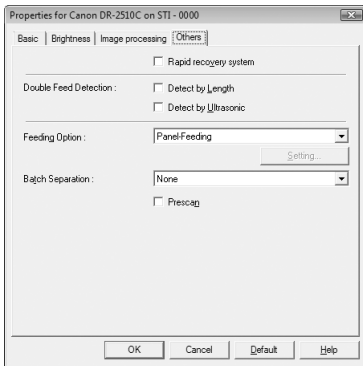
2 Configure the [Main Scanner/Flatbed] setting.

If the document is placed in the feeder of the connected Canon DR-series scanner, select [Main Scanner]. If you plan to switch between using the feeder and flatbed for scanning, select [Auto].

- 3 Click the **[More]** button to open the settings dialog box for the Canon DR-series scanner.



- 4 Click the **[Others]** tab.



- 5 Set **[Feeding Option]** to **[Panel-Feeding]**.
- 6 Click **[OK]** to close the settings screen.
- 7 Click **[OK]** to close the scanner settings dialog box.
- 8 Place the document in the scanner, and start the scan procedure from the application.
- 9 Press the start button on the scanner in which the document is placed.
If the document is placed in the Canon DR-series scanner, pressing the start button on the scanner will start the scan procedure.
If the document is placed on the flatbed, pressing the start button on the flatbed will start the scan procedure.
When the document finishes scanning, the scanner waits for the next document to be placed.
- 10 Place the next document to be scanned.
If you selected **[Auto]** for **[Main Scanner/Flatbed]** in step 2, you can place the document in either the feeder or the flatbed to continue scanning.
- 11 Repeat steps 9 and 10 until all documents are scanned.
- 12 Press the start button on the scanner when all documents have been scanned.
This completes the scan procedure.

Using Two Scanners

Setting [Main Scanner/Flatbed] to [Auto] in the scanner settings dialog box makes it easy to scan certain types of documents with one scanner or the other, or scan using a combination both scanners.

Example 1: Scan using the appropriate scanner for each scan operation

By configuring the following settings, you can scan documents suited for the flatbed (e.g., a single page of a book) or documents suited for the connected Canon DR-series scanner (e.g., one or more document sheets), without having to specify the scanner.

[Main Scanner/Flatbed]: [Auto]

[Feeding Option]: [Standard]

Example 2: Scan different document types to a single image file

By configuring the following settings, you can scan multiple documents of different types (e.g., multiple pages of a book and multiple document sheets) to a single file.

[Main Scanner/Flatbed]: [Auto]

[Feeding Option]: [Panel-Feeding]

For example, perform the following to scan a multipage application form and a passport.

- (1) Start the scan procedure from the application.
- (2) Place the application form in the Canon DR-series scanner, and press the start button on the DR-series scanner.
- (3) When the application form is scanned, place the passport on the flatbed, and press the start button on the flatbed.
- (4) When you are finished scanning, press the stop button on the flatbed or DR-series scanner.

Troubleshooting

Common Problems and Solutions

This section provides recommended solutions to common problems. If you have a problem that is not solved by the following, contact your local authorized Canon dealer.

Problem 1 The flatbed will not turn ON.

- Solutions
- (1) Confirm that the power switch is set correctly.
 - (2) Confirm that the AC adapter is plugged firmly into a power outlet.

Problem 2 The flatbed is not recognized.

- Solutions
- (1) Confirm that the flatbed is properly connected to the computer with a USB cable.
 - (2) Confirm that the scanners (both the flatbed and the connected Canon DR-series scanner) are turned ON. If the flatbed is turned ON but the Canon DR-series scanner is turned OFF, the flatbed will not operate. See Problem 1 if the scanner does not turn ON.
 - (3) The computer's USB interface may not support the flatbed. The flatbed cannot be guaranteed to work with all USB interfaces.
 - (4) Confirm that the supplied USB cable is used to connect the flatbed to the computer. The flatbed cannot be guaranteed to work with all available USB cables.
 - (5) If the flatbed is connected to the computer via a USB hub, try removing the hub and connecting the flatbed directly to the computer.

Problem 3 White lines or streaks appear in scanned images.

- Solution
- Clean the scanning glass. If a sticky substance such as glue or correction fluid is found, carefully wipe with just enough pressure to clean the area where the lines appear. If the problem cannot be solved by cleaning, the internal glass may be scratched. In this case, contact your local authorized Canon dealer.

Problem 4 Text is not enhanced in scanned images, even though text enhancement mode is enabled in the Canon DR-series scanner's ISIS/TWAIN driver settings dialog box.

- Solution
- This flatbed only supports Advanced Text Enhancement II. If you scan a document using the flatbed with any other text enhancement mode, a black and white image will result. However, the other text enhancement modes will function properly if the document is scanned using the connected Canon DR-series scanner.

Problem 5 The scanner is recognized by the computer, but scanning does not start.

- Solution
- Check the position of the lock switch on the underside of the flatbed (See p. 12). If the lock switch is set to the locked position, set it to the unlocked position.

Problem 6 Job functions do not start when the start button is pressed.

- Solution
- If another application that uses the flatbed's driver is running, job function scanning is disabled.

Appendix

Routine Cleaning

Clean the flatbed on a regular basis to maintain scanning performance.

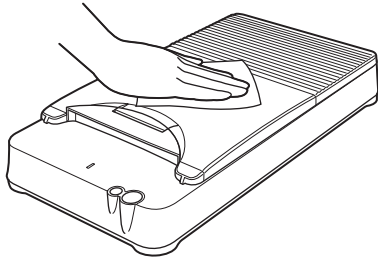
WARNING

For safety, always turn the power switch OFF and disconnect the power cord from the power outlet before cleaning the flatbed. Do not use spray-type cleaners to clean the flatbed. Precision mechanisms may get wet and malfunction.

Never use paint thinner, alcohol, or other solvents to clean the flatbed. Doing so may deform, discolor, or dissolve surfaces, or result in a fire or electric shock.

Cleaning the Flatbed

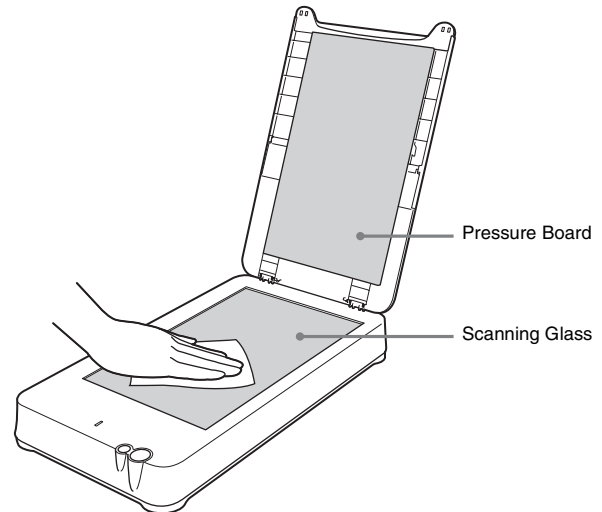
Use a cloth dampened with water and thoroughly wrung out to clean the outside of the flatbed, and use a clean dry cloth to wipe the flatbed dry.



Cleaning the Scanning Glass and Pressure Board

If streaks appear in scanned images, or if scanned documents become dirty, the scanning glass and pressure board may be dirty. Be sure to clean them regularly.

- 1** Open the document cover gently, and use a clean, dry cloth to wipe the scanning glass and pressure board clean.



- 2** Close the document cover gently.

CAUTION

If you use excessive force when you close the document cover, it may result in damage to the glass, malfunction, or personal injury.

Specifications

Main Unit

Type	Desktop flatbed		
Scanning Document Size	Width: 8.5" (216 mm) Length: 14.02" (356 mm)		
Scanning Sensor	CCD		
Light Source	LED		
Scanning Side	Simplex		
Scanning Modes	Black and White, Error Diffusion, 256-level Grayscale, Advanced Text Enhancement II, 24-bit Color		
Scanning Resolution (Primary Scan Lines x Secondary Scan Lines)	100 x 100dpi/150 x 150dpi/200 x 200dpi 240 x 240dpi/300 x 300dpi/400 x 400dpi 600 x 600dpi/1,200 x 1,200dpi		
Scanning Speed	(Conditions: Pentium 4 3.2 GHz CPU, 1 GB memory, LTR/A4 document size)		
	24-bit color	1200 dpi	37 sec.
		600 dpi	10 sec.
		400 dpi	8 sec.
		300 dpi	4 sec.
		200 dpi	3 sec.
		150 dpi	3 sec.
		100 dpi	3 sec.
	Grayscale	1200 dpi	35 sec.
		600 dpi	6 sec.
		400 dpi	5 sec.
		300 dpi	3 sec.
		200 dpi	3 sec.
		150 dpi	3 sec.
		100 dpi	3 sec.
Interface	Hi-Speed USB 2.0 (Type A x 1, Type B x 1)		
External Dimensions	11.4" x 20.2" x 3.48" (W x D x H) 290 mm x 513 mm x 88.5 mm (W x D x H)		
Weight (without AC adapter)	Approximately 7.7 lb. (3.5 kg)		

Power Supply (using AC adapter)

DC 24 V, 2.2 A

Power Consumption

Scanning: Maximum 15.2 W

In Sleep mode: Maximum 5.1 W

With power turned OFF: Maximum 0.5 W

Noise Not more than 59 dB

Operating Environment

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

Humidity: 20% to 80% RH

AC Adapter (100 to 240 V type)

Model Number MG1-4314

Input AC 100 to 240 V, 50/60 Hz, 65 VA to 82 VA

Output DC 24 V, 2.2 A

Weight Approximately 0.88 lb. (0.4 kg) (including power cord)

Recommended Operating Environment

CPU: Intel Core 2 Duo 3.0 GHz or faster

Memory: 1 GB or more

Hard Disk: 1 GB or more free space

Monitor: Resolution of 1024 x 768 (XGA) or higher

USB Interface: Hi-Speed USB 2.0

Other: CD-ROM drive

Operating System:

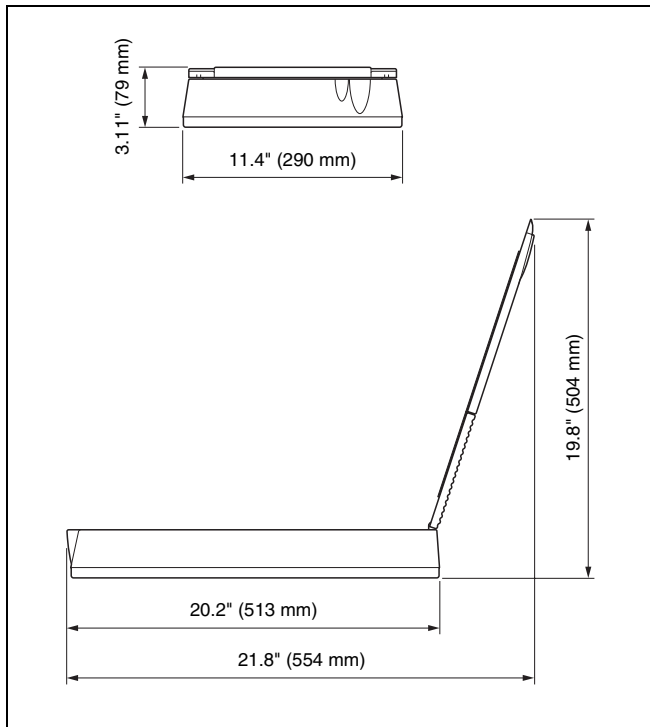
Microsoft Windows 2000 Professional with Service
Pack 4 or later

Microsoft Windows XP with Service Pack 3 or later
Microsoft Windows XP x64 Edition with Service Pack
2 or later (32-bit and 64-bit editions)

Microsoft Windows Vista with Service Pack 2 or later
(32-bit and 64-bit editions)

Microsoft Windows 7 (32-bit and 64-bit editions)

External Dimensions Diagram





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