



Quick Scan

Version 1.0

User's Guide

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Preface

Thank you for using the Quick Scan integrated Web application. Please read this manual thoroughly before operating the product on your device. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

This manual describes how to use the Quick Scan integrated Web application. Users must have a Box.com account, and have and know how to use a Web Scan API-enabled Canon imageFORMULA scanner.

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, and instructions that should be observed for safety.

 **IMPORTANT** Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damaging the machine.

 **NOTE** Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Box Web User Interface Screens Used in This Manual

Box.com updates its Web Experience (UI) occasionally. The screen shots and terms contained within this document are based on the “New Web Experience”. In this version, Box applications appear under “Integrations”, and not “More Actions”. Also, Quick Scan can only be initiated from the parent folder, and not within the target folder.

Box also has the “Old Web Experience.” For example, Box applications appear under the “More Actions” option, and Quick Scan can be initiated from within the target folder.

Please note that Box does not support the launch of an integrated Web application from the “All Files” folder.

Buttons Used in This Manual

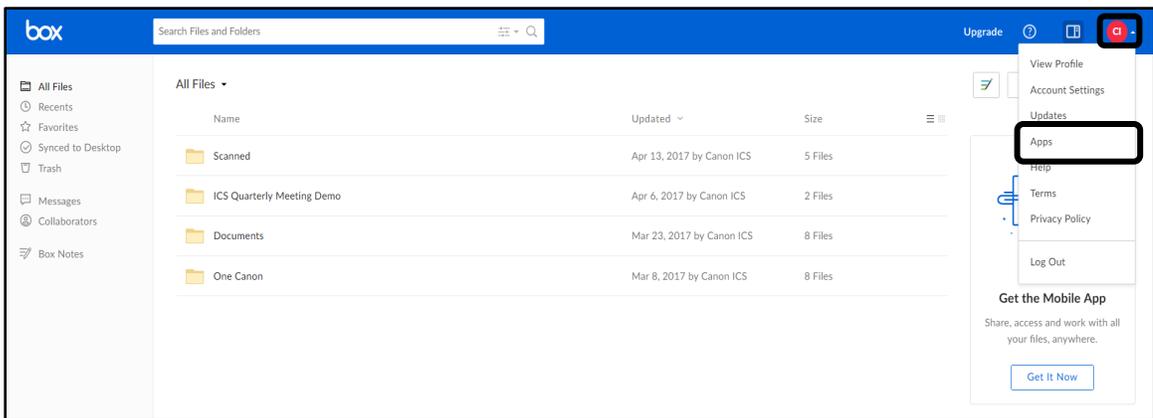
Buttons on the Quick Scan integrated Web application screens that you should click, are circled, and represented as shown below.

Buttons on the Box.com UI: [Button Name]
Examples: [More Actions]
[Add]

When multiple buttons can be clicked on a screen, all buttons are marked.

Example:

1. From any screen, click on your profile initial's drop → select [Apps].



Hyperlinks

When this manual is in its native PDF form, the blue underlined text represents a hyperlink to the corresponding sections of this manual or to external Web sites.

For example: See [Chapter 1, “Introduction,”](#) on p. 9.

Likewise, all entries in the Table of Contents are hyperlinks.

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Chapter 1 Overview

The Quick Scan integrated Web application enables a user to scan directly from their imageFORMULA Web Scan API-enabled scanner to their Box.com account. This application maintains the many scan functions of your scanner, which allow you to continue to take advantage of certain features, such as Automatic Skip Blank Page, Page Crop, Image De-Skew, and Full Text Optical Character Recognition (OCR).

To use the Quick Scan application with a select, compatible imageFORMULA scanner, you must install the latest driver for your scanner. Visit www.usa.canon.com/support, and search for your imageFORMULA scanner model to download the latest driver.

To learn more about the supported Quick Scan imageFORMULA scanners, see [“Hardware Requirements,”](#) on p. 11.

1.1 System Requirements

This section describes the supported OS (Operating Systems), supported Web browsers, and the required settings that must be set to enable the Quick Scan functions. These requirements are based on the imageFORMULA Web Scan specifications.

1.1.1 Supported Operating Systems

- Windows 7 Professional 32- or 64-bit with the latest updates, and .Net Framework 4.5
- Windows 8.1 Professional 32- or 64-bit with the latest updates, and .Net Framework 4.5
- Windows 10 Professional 32- or 64-bit with the latest updates, and .Net Framework 4.5

1.1.2 Supported Browsers and Required Settings

- Internet Explorer 11¹ with the latest updates, and this required setting:
 - [Internet Options] > [Advanced] > [Security] > [Enable DOM Storage]
- Google Chrome with the latest updates, and this required setting:
 - [Settings] > [Show advanced settings] > [Content settings] > [Allow local data to be set (recommended)]
- Firefox with the latest updates, and this required setting:
 - [Options] > [Privacy] > [History] > [Remember history]
 - In the address bar, input “about:config”, and then press [ENTER] on the keyboard.
 - Add a new item named “security.enterprise_roots.enabled” with a value of “True”.

1 Internet Explorer 11 does not support Windows 7, 32-bit and Windows 8.1, 32-bit Operating Systems.

1.2 Hardware Requirements

This section describes the supported imageFORMULA scanners that can be used with the Quick Scan integrated Web application.

- imageFORMULA DR-C240 Office Document Scanner
- imageFORMULA DR-C225 Office Document Scanner
- imageFORMULA DR-C225W Office Document Scanner
- imageFORMULA P-215II Mobile Document Scanner
- imageFORMULA DR-M160II Office Document Scanner
- imageFORMULA DR-M140 Office Document Scanner

Visit www.usa.canon.com/support, and search for your imageFORMULA scanner model to download the latest driver.

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Chapter 2 Using Quick Scan

This chapter describes how to add and use the Quick Scan integrated Web application on a supported imageFORMULA scanner.

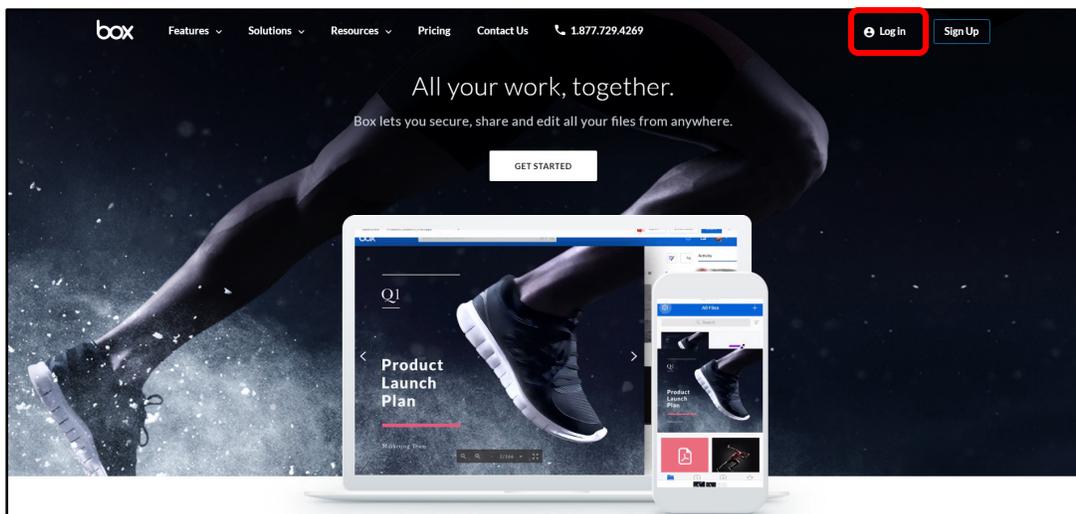
IMPORTANT

You must have a Box.com account to use the Quick Scan application.

2.1 Logging On to Your Box Account

This section describes how to log on to your Box account, so that you can add the Quick Scan Web application to it.

1. If this is your first time logging on to Box, click [Log in] on the Main screen.



2. Enter your e-mail address and password in the designated text boxes → click [Sign In].

Sign In to Your Account

Email Address

Password

[Sign In](#)

[Reset Password](#) [Sign In with SSO](#)

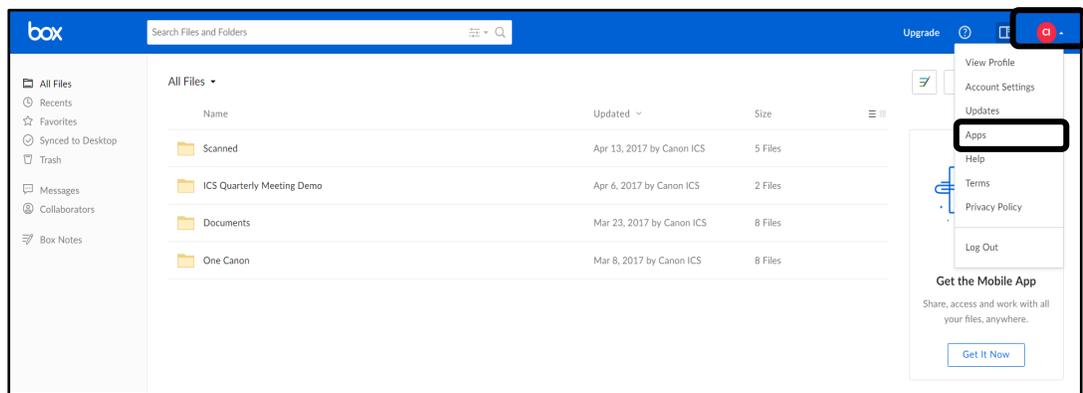
2.2 Adding the Quick Scan Application

This section describes how to add the Quick Scan app to your Box account from the Box App Gallery.

1. Log on to your Box.com account.

For instructions on how to log on to your box account, see [“Logging On to Your Box Account,”](#) on p. 13.

2. From any screen, click on your profile initial’s drop-down list → select [Apps].

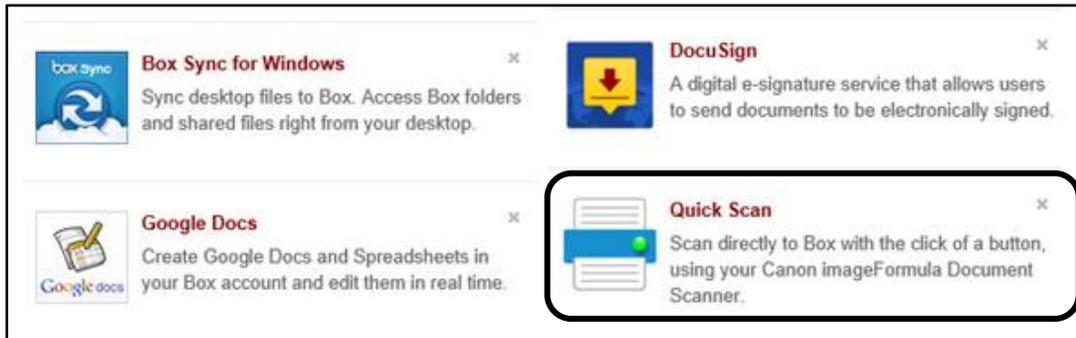


IMPORTANT

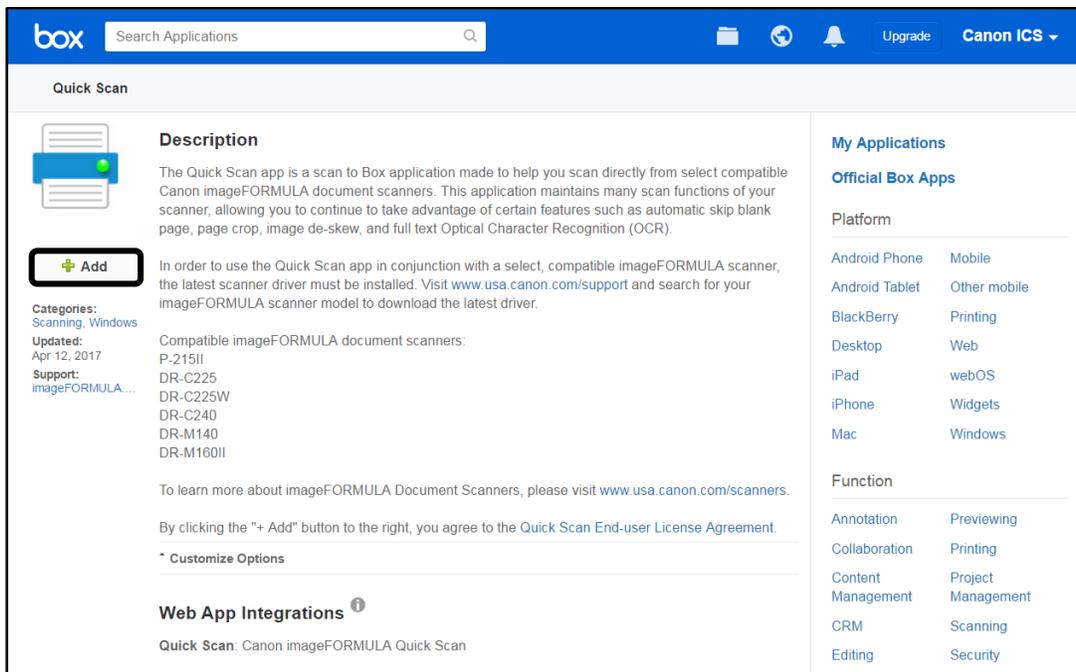
The Box.com screens that you see may vary, depending on which Box Web UI is enabled. All screen shots in this manual are taken with the new Box Web UI.

The Box App Gallery screen is displayed.

3. Navigate to or search for the Quick Scan app → click on the [Quick Scan] app.

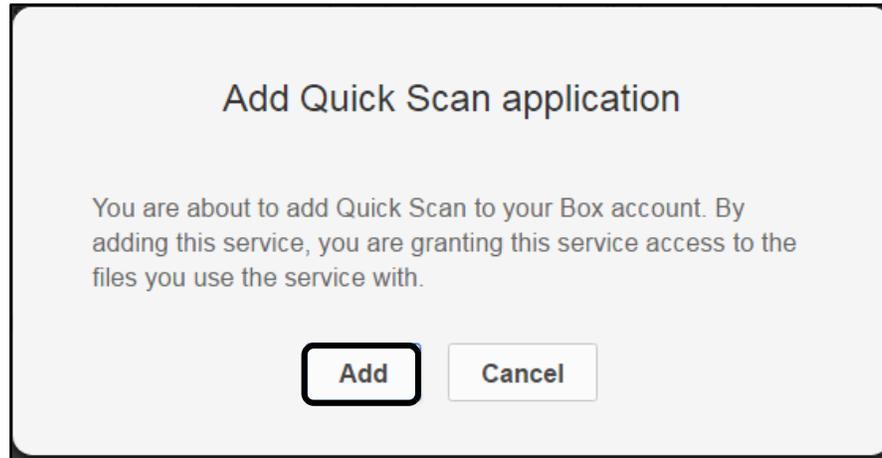


4. Click [Add].



A confirmation dialog screen appears.

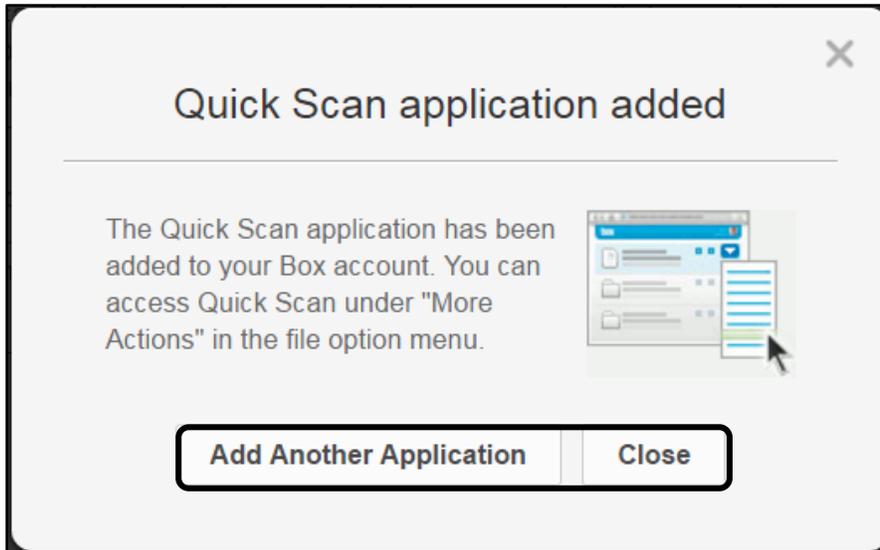
5. Click [Add].



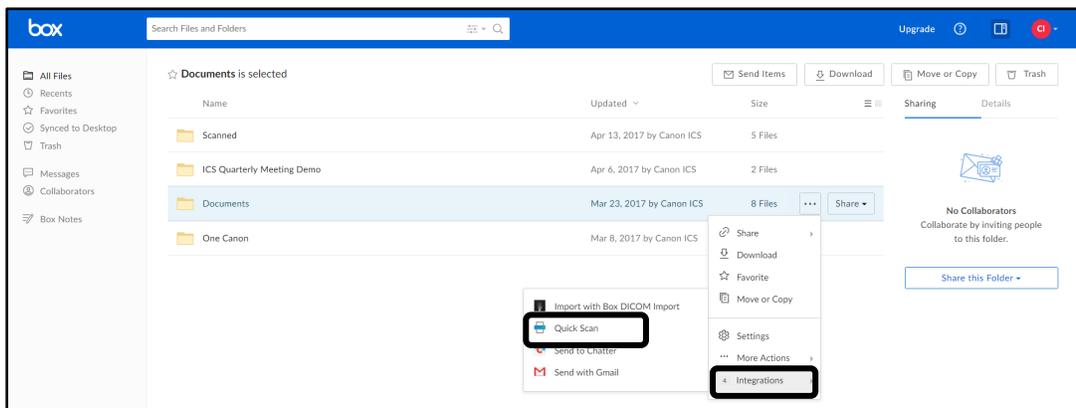
If you do not want to add the Quick Scan application, click [Cancel].

A confirmation screen displays that the Quick Scan application has been added successfully.

6. If you want to add another application, click [Add Another Application], or click [Close] if you are finished adding applications.



The Quick Scan application appears when you select a folder → click [...] (More Options) → [Integrations], as shown below.



2.3 Scanning a Document to Your Box Account

Quick Scan enables you to scan a document from a supported imageFORMULA device to your Box.com account.

Follow the procedure below to scan a document to your Box.com account.

1. Place the document you want to scan into the imageFORMULA scanner (make sure that the latest scanner driver that supports imageFORMULA Web Scan is installed).

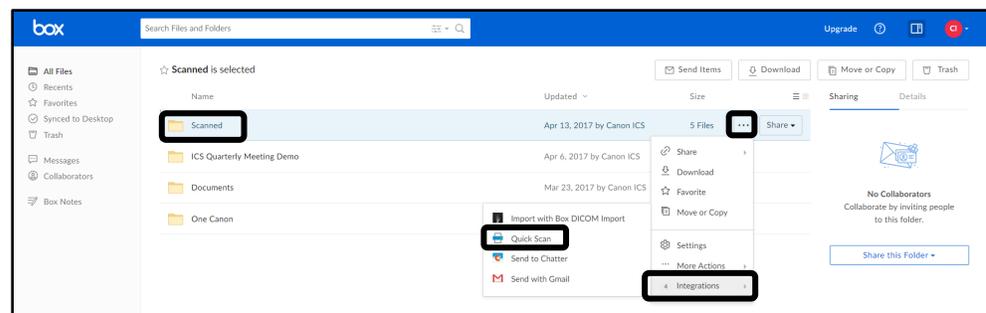
For information on how to place your document into the scanner, see the documentation that came with your machine.

2. Launch the Quick Scan Integrated Web application.

- 2.1 Log on to your Box account.

For instructions on how to log on to your Box account, see [“Logging On to Your Box Account,”](#) on p. 13.

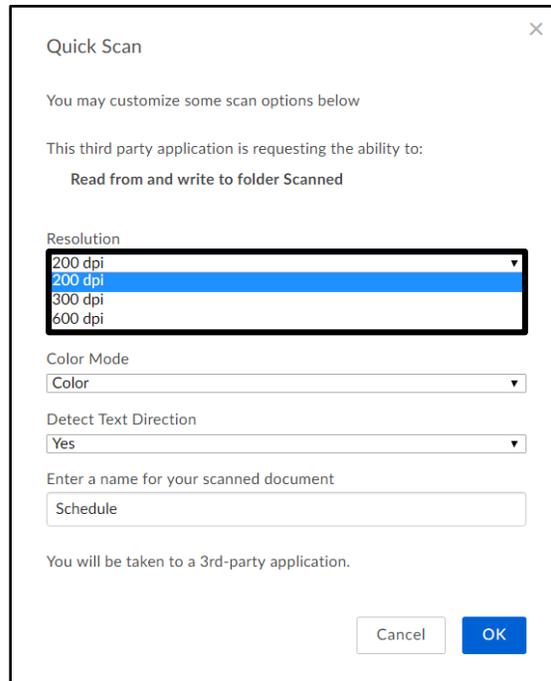
- 2.2 Select a folder into which you want to scan a document → click [...] (More Options) → select [Integrations] → [Quick Scan].



A scan settings screen appears. If you want to change the default scan settings, follow the instructions in step 3 below.

3. Specify the default scan settings for your document.

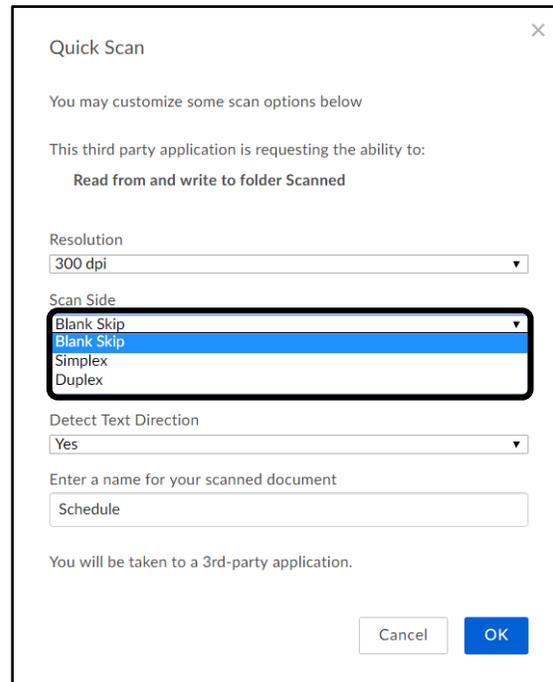
- 3.1 To specify the scan resolution, click the Resolution drop-down list → select the desired scanning resolution.



The image shows a 'Quick Scan' dialog box with a close button (X) in the top right corner. The text inside reads: 'You may customize some scan options below', 'This third party application is requesting the ability to: Read from and write to folder Scanned'. Below this is a 'Resolution' dropdown menu with a black border and a blue highlight on the selected '200 dpi' option. The other options are '200 dpi', '300 dpi', and '600 dpi'. Below the resolution menu are three more dropdown menus: 'Color Mode' set to 'Color', 'Detect Text Direction' set to 'Yes', and a text input field for 'Enter a name for your scanned document' containing the text 'Schedule'. At the bottom, there is a message 'You will be taken to a 3rd-party application.' and two buttons: 'Cancel' and 'OK'.

The default resolution is '200 dpi'.

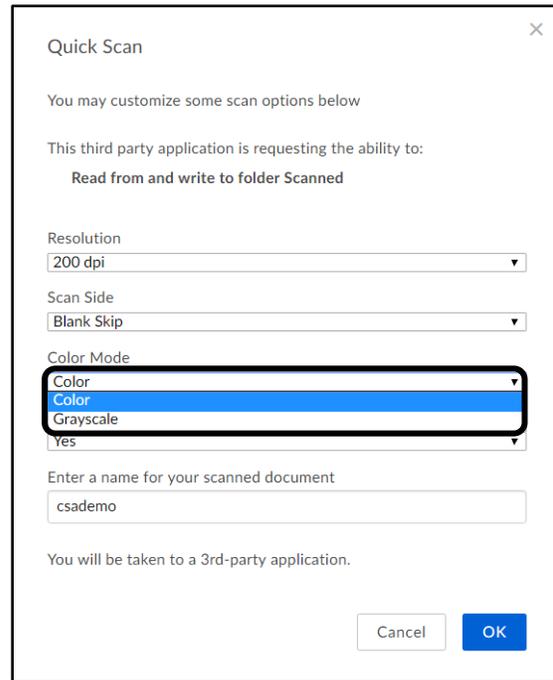
- 3.2 To specify if you want to scan a document in the Simplex or Duplex mode, or scan and skip the blank pages in a document, click the Scan Side drop-down list → select [Blank Skip], [Simplex], or [Duplex].



The image shows a 'Quick Scan' dialog box with a close button (X) in the top right corner. The text inside reads: 'You may customize some scan options below', 'This third party application is requesting the ability to: Read from and write to folder Scanned', 'Resolution: 300 dpi', 'Scan Side: Blank Skip (selected), Blank Skip, Simplex, Duplex', 'Detect Text Direction: Yes', 'Enter a name for your scanned document: Schedule', and 'You will be taken to a 3rd-party application.' At the bottom are 'Cancel' and 'OK' buttons.

The default Scan Side is 'Blank Skip'.

- 3.3 To specify the color mode, click the Color Mode drop-down list → select [Color] or [Grayscale].



The image shows a 'Quick Scan' dialog box with a close button (X) in the top right corner. The text inside reads: 'You may customize some scan options below', 'This third party application is requesting the ability to: Read from and write to folder Scanned'. Below this are four dropdown menus: 'Resolution' set to '200 dpi', 'Scan Side' set to 'Blank Skip', 'Color Mode' which is open showing 'Color' (highlighted in blue) and 'Grayscale', and 'Yes'. Below the dropdowns is a text input field labeled 'Enter a name for your scanned document' containing 'csademo'. At the bottom, it says 'You will be taken to a 3rd-party application.' and has 'Cancel' and 'OK' buttons.

The default Color Mode is ‘Color’.

- 3.4 If you want Quick Scan to detect the scanned text direction, select [Yes]. If you do not want Quick Scan to detect the scanned text direction, select [No].

Quick Scan

You may customize some scan options below

This third party application is requesting the ability to:
Read from and write to folder Scanned

Resolution
200 dpi

Scan Side
Blank Skip

Color Mode
Color

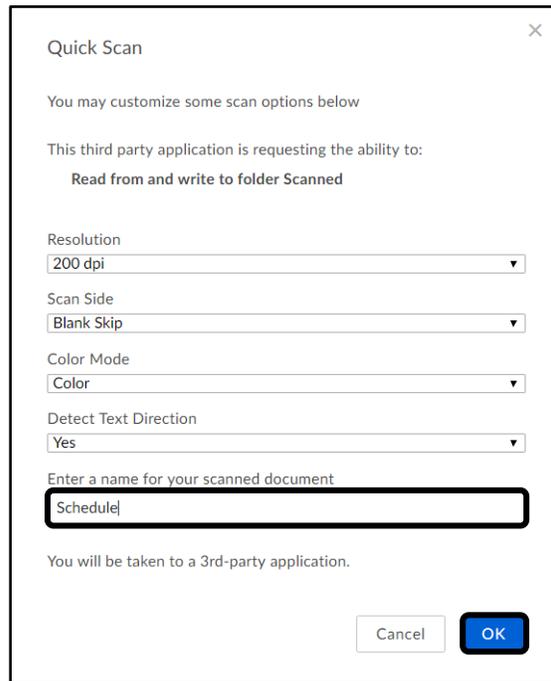
Detect Text Direction
Yes
Yes
No

csademo

You will be taken to a 3rd-party application.

Cancel OK

- 3.5 Enter a name for your scanned document → make sure a supported imageFORMULA scanner is powered ON → click [OK].



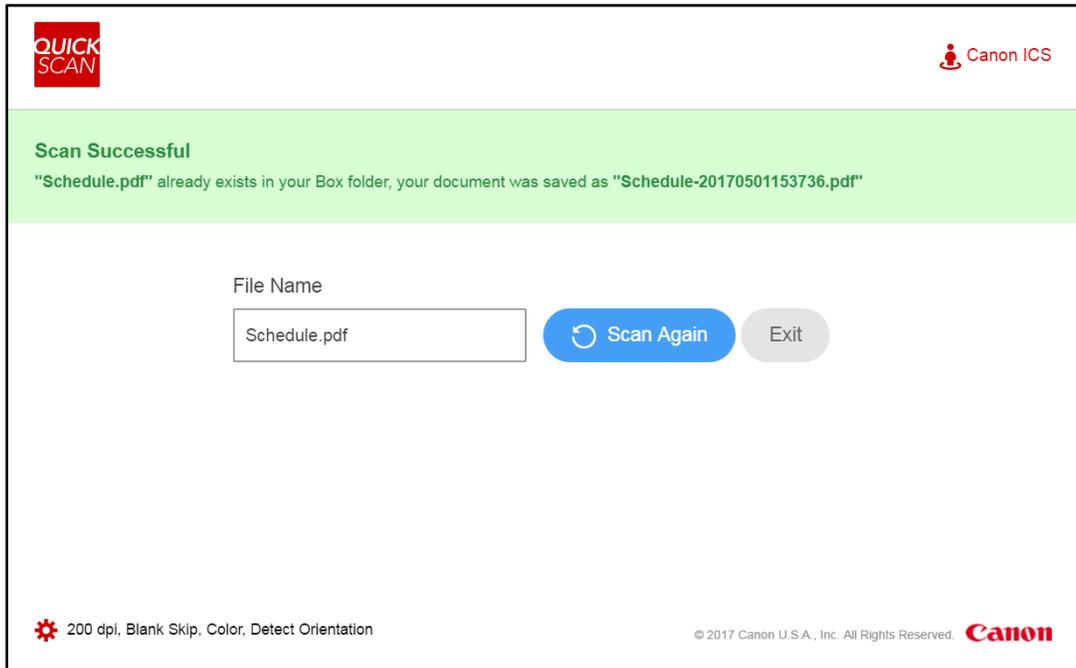
The image shows a 'Quick Scan' dialog box with a close button (X) in the top right corner. The text inside reads: 'You may customize some scan options below', 'This third party application is requesting the ability to: Read from and write to folder Scanned'. Below this are five dropdown menus: 'Resolution' (200 dpi), 'Scan Side' (Blank Skip), 'Color Mode' (Color), and 'Detect Text Direction' (Yes). A text input field labeled 'Enter a name for your scanned document' contains the text 'Schedule'. At the bottom, it says 'You will be taken to a 3rd-party application.' and has 'Cancel' and 'OK' buttons.

If you do not want to continue the scanning process, click [Cancel].

If scanning does not start automatically, press the [Start] button on the scanner.

The Scan Settings are set, and scanning starts.

When scanning is complete, the screen below appears in the Quick Scan application window.



Before you scan another document, make sure that you change the file name, and that the new file name is unique. If you click [Scan Again] and the file name already exists in the target folder, “YYYYMMddhmmss” is appended to the file name. “YYYYMMddhmmss” is the 4 digit year, 2-digit month, 2-digit day, hour, minute, and second in which you scanned your document into the folder.

If you want to scan another document, click [Scan Again]. If you do not want to scan another document and return to the folder screen, click [Exit].

If scanning is successful, the scanned document appears as a PDF in the selected folder.

2.4 Viewing a Scanned Document

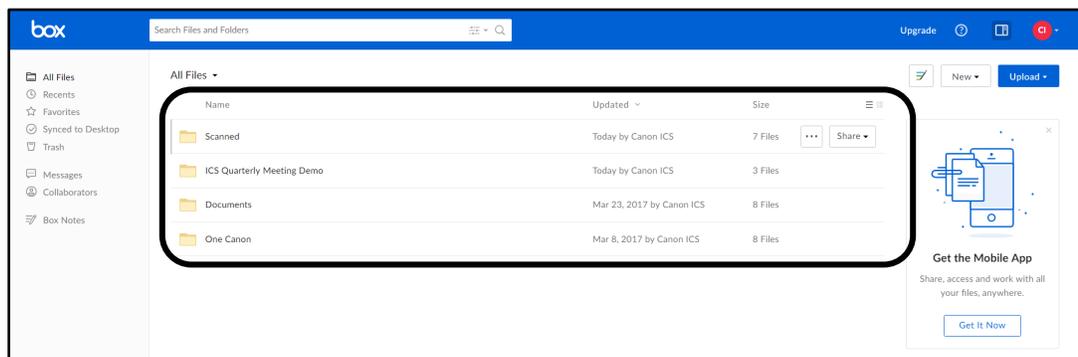
After you scan a document from a supported imageFORMULA device to your Box.com account, you can view the resulting PDF document.

Follow the procedure below to view a scanned document.

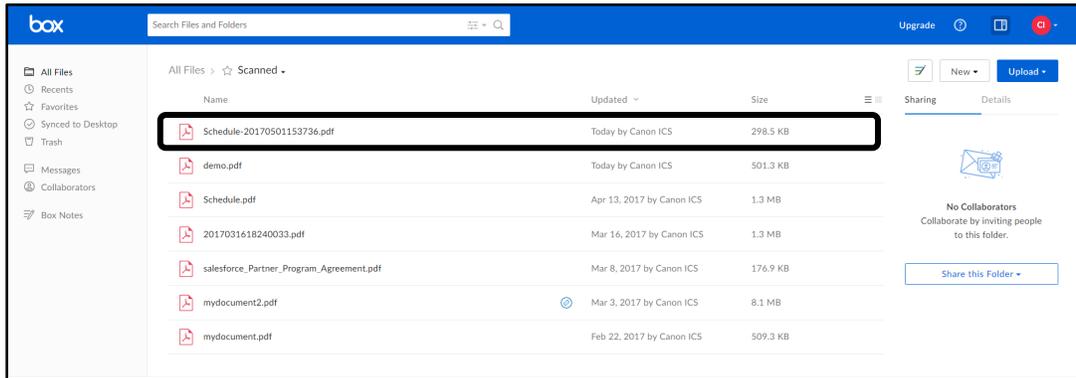
1. Log on to your Box.com account.

For instructions on how to log on to your box account, see [“Logging On to Your Box Account.”](#) on p. 13.

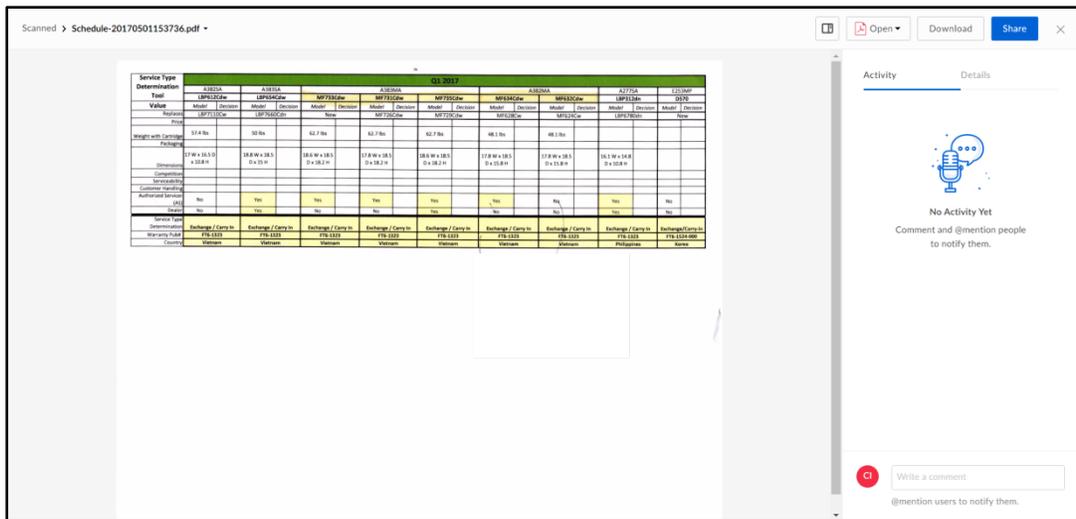
2. Click on the folder in which you sent the scanned document you want to view.



3. Click on the document you want view.



4. View the document.



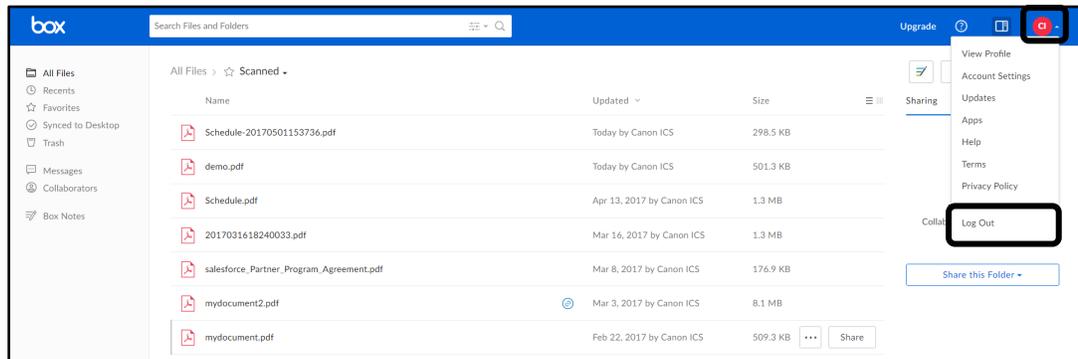
From this screen, you can open the PDF, share, or download the document.

To close the view screen, click the [X] in the upper-right corner of the screen.

2.5 Logging Out of Your Box Account

When you are finished using the Quick Scan application, follow the directions below to log out of your Box account.

1. From any screen, click on your profile initial's drop-down list.
2. Select [Log Out].



You have logged out of your Box account successfully.

Chapter 3 List of Scanning Error Messages

This chapter explains the various messages that appear on the Quick Scan scanning screens, along with possible causes and remedies.

Message	Cause	Remedy
A double feed was detected.	A few pages were stuck together during the scan.	Separate the pages, click [Resume], and try to scan again.
Please clear the paper jammed in the scanner.	A paper jam occurred in the scanner.	Clear the paper jam, click [Resume], and try to scan again.
Please close the front cover of the scanner.	The front cover of the scanner has been left open.	Close the front cover of the scanner, click [Resume], and try to scan again.
No scanners were detected.	The scanner may not be turned ON, or connected to your computer properly.	Check to make sure that the scanner's power is ON, and that the USB cable is connected to your computer properly.
The scanner is locked.	The Quick Scan application window was closed before an active Scan operation was completed.	<ol style="list-style-type: none">1. Power OFF the scanner.2. Click [Resume].3. When the "No scanners were detected" message appears, power ON the scanner.4. Click [Resume] to continue scanning.
An error occurred attempting to scan.	You may not be using the proper driver for your scanner.	Make sure the proper driver for your scanner is installed. If the proper driver is installed, log out of your PC, log back in, and then try to scan again.
We encountered a problem communicating with Box.	There was a problem connecting to Box.com.	Reboot your PC, reconnect to Box.com, and try to scan again.

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