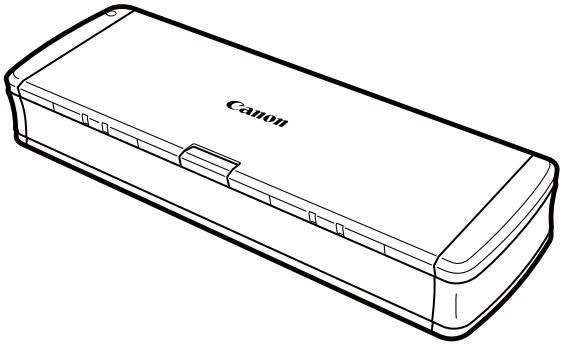
Canon

imageFORMULA
R10

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.

6T3-0016-E1.10

Contents

Contents 2

Chapter 1 Introduction 4

About This Manual 4
Features of the Scanner 5
Names and Functions of Parts 6
Power Supply 8
Regulations 10
Trademarks 12
System requirements 12

Chapter 2 Important Safety Instructions 14

Installation Location 14
Moving the Scanner 15
Handling 15
Disposal 16
When sending the scanner for repairs 16

Chapter 3 Connecting the Scanner 17

Connecting the Scanner to the Computer 17
Turning the Power ON 18

Chapter 4 Placing Documents 19

Documents 19
Loading a document 21
Loading cards 22

Chapter 5 Scanning with CaptureOnTouch Lite 23

Scanning with CaptureOnTouch Lite 23
Starting and Exiting CaptureOnTouch Lite 28
Operations for the scanned image edit window 29
Setting the scan mode 32
Configuration and Functions of the Advanced Settings Dialog Box 34
Scan Panel 37
Setting Basic Scanning Conditions 37
Function Restrictions Depending on Mode Setting 40
Setting the output 42
Environmental Settings 43

Chapter 6 Special Scanning 44

Practical Examples 44
When you want to delete the images of the blank pages in two-sided documents 44
Practical Examples 45
When you do not want to scan colored lines and text 45
Practical Examples 46
When you want to enhance the color red 46
Practical Examples 47
When you want to enhance contours in images 47
Practical Examples 48
When you want to make lines or characters in the scanned images thicker 48
Practical Examples 49
How to produce a scanned image for graphics 49
Practical Examples 50
When you want to enhance text that is difficult to read because of factors such as the background of the scanned document 50
Practical Examples 51
To correct tilted documents and images 51
Practical Examples 52
When you want to detect multiple pages fed at the same time 52
Practical Examples 53
When you want to match the orientation of images to the text when scanning a mixture of pages with different text orientations 53
Practical Examples 54
When you want to rotate the images of a document placed horizontally to correct the orientation 54

Chapter 7 Regular Maintenance 56

Cleaning the Scanner 56
Cleaning the Scanning Glass and the Rollers 57

Chapter 8 Detaching and attaching the feed roller and separation pad 58

Replacing Consumable Parts 58
Detaching and attaching the Feed Roller 60
Detaching and attaching the separation pad 61

Chapter 9 Updating CaptureOnTouch Lite 63

How to Update 63

Chapter 10 Troubleshooting 64

Clearing a Paper Jam 64
Common Problems and Solutions 66
Software Troubleshooting 68
Useful tips 69

Chapter 11 Appendix 71

Specifications 71
Replacement parts 72
Option 72
External Dimensions 73

Chapter 1 Introduction

Thank you for purchasing the Canon imageFORMULA R10 Document Scanner.

In order to fully understand the features of this scanner and use them more effectively, please read this manual and the manuals shown below thoroughly before using the product. After reading, store the manual in a safe place for future reference.

About This Manual 4

Features of the Scanner 5

Names and Functions of Parts 6

Power Supply 8

Regulations 10

Trademarks 12

System requirements 12

About This Manual

Manuals for the Scanner

Documentation for this scanner consists of the following manuals.

- Setup Guide

  This manual describes the flow from setting up the scanner to scanning. Please follow the procedures in the Setup Guide to set up the scanner.

- User Manual (this manual)

  This manual contains complete explanations for operations on the scanner. It is provided on the Canon website as an electronic manual.

  https://soft.canon-elec.co.jp/ims/r10/

  In addition, a shortcut icon for the above website is displayed on the computer when the scanner is turned ON. For details, see "Chapter 5 Scanning with CaptureOnTouch Lite" on p.23.

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.

Features of the Scanner

The main features of the R10 document scanner are described below.

- Compact Size

  The scanner has a compact size of 285 mm (W) x 40 mm (H) x 95 mm (D) (11.22" x 1.57" x 3.74") when the document feed tray is closed.

- Bus-Powered

  Supporting USB 2.0 bus power, the scanner is capable of scanning at a speed of 12 black-and-white (grayscale) pages per minute and 9 24-bit color pages per minute using bus power via a single USB cable (200-dpi simplex scanning of A4 documents is assumed in both examples).

- Auto Start Function

  Scanning is enabled immediately by simply connecting the scanner to a computer and starting the CaptureOnTouch Lite software that comes preinstalled in the scanner. There is no need to install a driver.

- Auto Power ON/OFF

  This feature automatically turns the power ON or OFF when the feed tray is opened or closed.

- Equipped with Feeder

  Up to 20 pages of a document can be loaded and then fed continuously, or one at a time.

- Dedicated Card Slot

  The scanner includes a dedicated slot for scanning plastic cards.

- Color and Grayscale Support

  The scanner is capable of scanning a document in 24-bit color or 256-level grayscale.

- Two-Sided Scanning

  The scanner supports one-sided and two-sided scanning. Using the skip blank pages function enables you to scan without worrying about whether to scan one side or both sides of a document because scanned images of blank pages are not saved.

- Auto Color Detection

  The scanner detects whether the scanned document is in color, grayscale, or black and white, and saves the image accordingly.

- Full Auto Mode

  A Full Auto Mode is provided in CaptureOnTouch Lite to allow scanning under automatically determined conditions. Scanning conditions such as the color mode and page size are set automatically based on the document being scanned.

- Auto Resolution Detection

  When enabled in the CaptureOnTouch Lite, this function detects the content of documents and determines the scanning resolution automatically.

- Document Size Auto Detection

  This feature enables automatic detection of the page size of a scanned document. The space around the edges of documents can be omitted during scanning, even for non-standard size documents.

- Deskew

  Even if a document is slanted when fed into the scanner, the scanned image can be straightened.

- Text Enhanced Mode

  Advanced Text Enhancement II is provided to improve the readability when scanning documents in which the background is uniform and both the text and background are light.

  *This feature may not work effectively for some documents

- Drop-Out Color

  This feature makes it possible to ignore specific colors when scanning a document.
- Graphic Mode

  The [Apply corrections suitable for graphics] features compensates for underexposed and overexposed images with finer gradation.
- Prescan

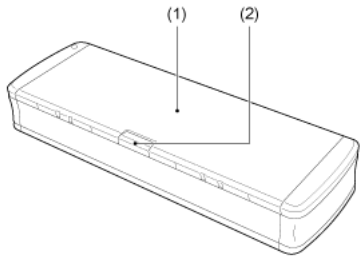
  This feature allows you to scan just the first page of a document, confirm the scanned image and adjust the brightness and contrast, and then scan the remaining pages of the document.
- Auto Detection of Document in Feeder

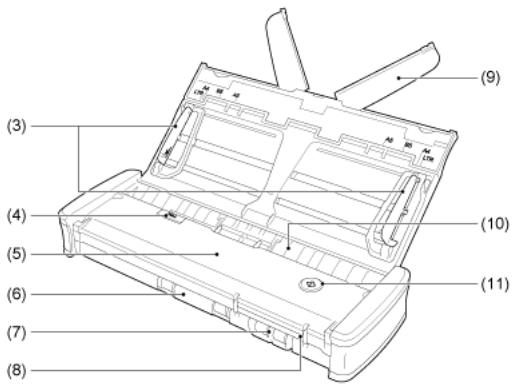
  An automatic start function is provided for detecting when a document is placed in the feeder and then starting scanning automatically.

Names and Functions of Parts

This section describes the name and function of each part. Make sure to read this section and familiarize yourself with the parts of the scanner before using the scanner.

■Front View/Right-Side View





(1) Document Feed Tray

This tray is for feeding documents. Open it when scanning documents.

(2) Feed Tray Release Lever

Press this lever to release the document feed tray when opening the tray.

(3) Document Guides
These guides ensure documents are fed straight (one on the left and right sides). Raise the guides when loading a document, and then align them to both sides of the document to be scanned.

(4) Feeder Cover Release Lever
Pull this lever to open the feeder cover when cleaning the scanner.

(5) Feeder Cover
Open this when cleaning the scanner.

(6) Eject Outlet
This outlet is for ejecting documents when scanning is completed.

(7) Card Slot
Insert plastic cards here.

(8) Card Guides
These guides ensure that cards inserted in the card slot are fed straight.

(9) Feed Extension Plate
Open this plate to support the document when loading a long document.

(10) Feed Inlet
Insert the document to be scanned.

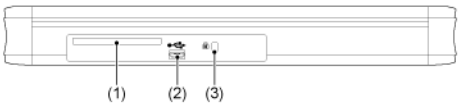
(11) Start Button
Press this button when CaptureOnTouch Lite is running to start scanning.
When the power of the scanner is ON, this button lights and indicates the status of the scanner as shown below.

Start button status	Meaning
Lit	The power of the scanner is ON.
Flashing	• Paper is jammed. • A double feed has been detected and the scanner has stopped. • The top unit is open. • Another scanner error has occurred.

IMPORTANT

The Start button may blink slowly when the USB cable is connected and the feed tray is opened. When this occurs, wait for the power indicator to stop blinking and light steadily before using the scanner.

■Back View



(1) Rear Card Slot
When a plastic card is fed, a portion of the card protrudes from here momentarily.

(2) USB Connector
Connect the USB cable supplied with the scanner (or one that supports Hi-Speed USB 2.0).

(3) Theft Prevention Hole (Security Slot)
Attach a key chain, etc. here to prevent the scanner from being stolen.

NOTE

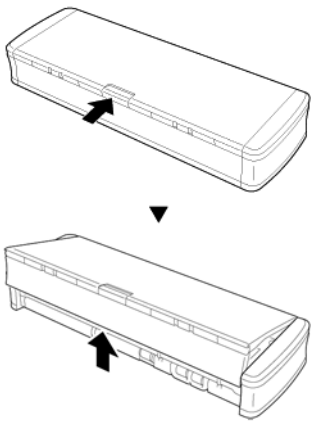
This scanner does not have a power switch. For details, see "Power Supply" on p.8.

Power Supply

The power of the scanner is designed to turn ON when the feed tray is opened or closed. To turn the power ON or OFF, operate the scanner as described below.

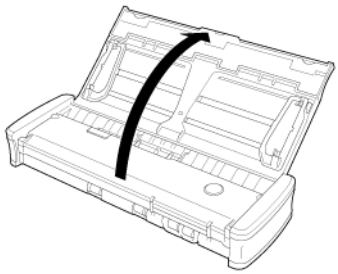
Turning ON the Power

1 Raise the feed tray slightly while pressing the feed tray release lever.



2 Extend the front panel of the feed tray before opening the entire feed tray.

The scanner turns ON, and the Start button lights.

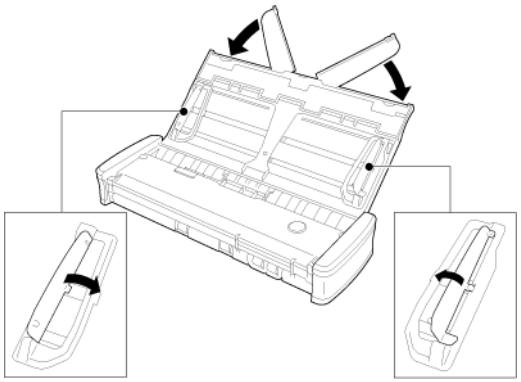


IMPORTANT

The Start button may blink slowly when the USB cable is connected and the feed tray is opened. When this occurs, wait for the power indicator to stop blinking and light steadily before using the scanner.

Turning OFF the Power

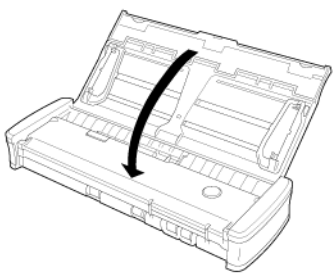
1 If the feed extension plates and document guides are raised, lower them.



NOTE

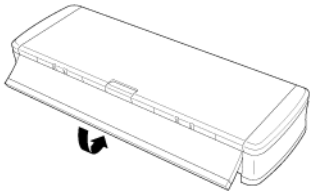
Do not close the feed tray while the document guides are spread open. This can damage to the scanner and result in malfunction.

2 Close the feed tray.



The scanner turns OFF.

3 Push the section (front cover) at the front of the feed tray to close it.



IMPORTANT

- **When not using the scanner, close the scanner's Document Feed Tray or disconnect the USB cable.**
- **When transporting the scanner, make sure to close the front cover beforehand. Failure to do so may result in the feed tray opening and causing the scanner to fall.**

Supplying Power to the Scanner

The scanner is bus powered by connecting it to a computer with a USB cable. Power cannot be supplied from a power outlet using an AC adapter, etc.

Regulations

FCC REGULATIONS (For North America)

Document Scanner, Model 6130200

This device complies with Part 15 of FCC Rules and Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of this device.

Le présent appareil est conforme aux la partie 15 des règles de la FCC et CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

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 Park, Melville, NY 11747, U.S.A.

Tel. No. (800)652-2666

ENERGY STAR® Office Equipment Program

This program is for U.S.A and Canada.

As an ENERGY STAR® Partner, CANON ELECTRONICS INC. has determined that this machine meets the ENERGY STAR® Program guidelines for energy efficiency.

The 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.

Model Names

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

R10: Model 6130200

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- Passports, licenses, or other certificates or documents issued by government officials or agencies

This is not an exhaustive list.
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System requirements

To use the scanner, your computer must satisfy the following system requirements.

- Computer
  - CPU: Intel Core 2 Duo 1.66GHz or faster Windows
    Intel Core i7 2.3GHz or faster Mac
  - Memory: 1 GB or more Windows
    8 GB or more Mac
  - Hard disk: 3 GB or more available space required for installation of all software
  - USB interface: Hi-Speed USB2.0
  - Monitor: Resolution of 1024 × 768 (XGA) or better recommended. Windows
  - Optical drive: Drive capable of reading CDs/DVDs. Windows
- Operating system
  - Microsoft Windows 8.1 (32-bit and 64-bit editions)
  - Microsoft Windows 10 (32-bit and 64-bit editions)
  - macOS Mojave 10.14
  - macOS Catalina 10.15
  - macOS Big Sur 11

  This is the environment as of December 2020.

  For the latest software support information, go to the Products page on the Canon website.

IMPORTANT

- **Use the USB interface provided as standard with your computer. However, normal operation is not guaranteed with all USB interfaces, even if present as standard equipment on the computer. For details, consult your local authorized Canon dealer.**
- **Scanning speeds are lower if your computer's standard USB interface is USB Full-Speed (equal to USB 1.1.)**
- **The USB cable you are using should be the one originally included with the scanner.**
- **If the CPU, memory, interface card, and other specifications do not satisfy the installation requirements, the scanning speed may be greatly reduced and transmission may take a long time.**
- **Even if the computer satisfies the system requirements, the scanning speed may vary, depending on the specification of the computer and the environment.**
- **In Windows 10 tablet mode, the software may disrupt the display.**

Precautions for Use in 64-bit Operating Systems (Windows only)

- **Scanning speed may vary depending on the specifications of your computer.**

Chapter 2 Important Safety Instructions

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

Installation Location **14**

Moving the Scanner **15**

Handling **15**

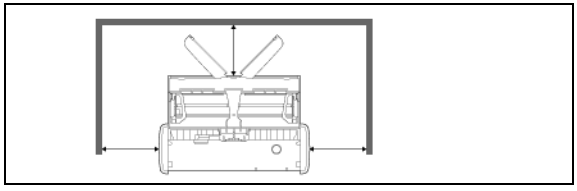
Disposal **16**

When sending the scanner for repairs **16**

Installation Location

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

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



- Scanned documents are ejected from the front of the scanner. Be sure to provide sufficient space at the front of the scanner.
- Avoid installing the machine in direct sunlight.
- Avoid locations where a considerable amount of dust accumulates.
- 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 materials, such as alcohol or paint thinner.
- Avoid locations that are subject to vibration.
- Avoid exposing the scanner to rapid changes in temperature. If the room in which the scanner is installed is cold but rapidly heated, water droplets (condensation) may form inside the scanner. This may result in a noticeable degradation in scanning quality. The following conditions are recommended for optimal scanning quality:

  Room temperature: 10°C to 32.5°C (50°F to 90.5°F)

  Humidity: 25% to 80% RH
- Avoid installing the scanner near equipment that generates a magnetic field (e.g. speakers, televisions, or radios.)

Moving the Scanner

- When moving the scanner, always hold it with both hands to avoid dropping it.
- Make sure to disconnect USB cable and when moving the scanner. If the scanner is carried with a cable connected, the connector may be damaged or cause the scanner to fall and result in personal injury or damage to the scanner.

Handling

WARNING

Note the following precautions whenever using the scanner. Failure to do so may result in a fire or electric shock.

- Never place alcohol, benzene, paint thinner, or other flammable substances near the scanner.
- Do not allow water or flammable substances (alcohol, benzene, paint thinner, etc.) to spill inside the scanner, as this may result in a fire or electric shock.
- Do not cut, damage, or modify the USB cable. Do not place heavy objects on the cable, and do not pull or excessively bend the cable.
- Never connect the USB cable when your hands are wet.
- Do not knot or coil the USB cable, as this may result in a fire or electric shock.
- Use only the USB cable supplied with the scanner.
- Do not attempt to dismantle the scanner or modify it in any way, as this is dangerous and may result in a fire or electric shock.
- Do not use flammable aerosol spray products near the scanner.
- When cleaning the scanner, turn the scanner OFF and disconnect the USB cable.
- When disconnecting the USB cable, grasp it firmly by its connector. Do not pull directly on the USB cable, as this may damage or expose the cable's internal wiring, resulting in a fire or electric shock.
- Clean the scanner using a slightly dampened cloth that has been well wrung out. Never use alcohol, benzene, paint thinner, or any other flammable substance.
- If the scanner makes strange noises, or gives off smoke, heat, or strange odors, or the scanner does not function or other abnormalities occur when you use the scanner, immediately close the feed tray, turn the scanner OFF, and disconnect the USB cable. Then, contact your local authorized Canon dealer or service representative for further information.
- Do not drop the scanner, or subject it to impact or strong shock. Should the scanner ever become damaged, immediately close the feed tray, turn the scanner OFF, and disconnect the USB cable. Then, contact your local authorized Canon dealer or service representative for further information.
- Before moving the scanner, make sure to close the feed tray, turn the scanner OFF, and disconnect the USB cable.

Customers with Pacemakers

This product emits a low level magnetic field.
If you have a cardiac pacemaker or other medical implant and feel any abnormalities, move away from the product and consult your doctor.

CAUTION

- Do not install the scanner on a surface that is unstable, tilted, or subject to excessive vibrations. Doing so may cause the scanner to fall, resulting in personal injury or damage to the scanner.
- Never place small objects, such as staples, paper clips, or jewelry on the scanner. These items may fall into the scanner and cause a fire or electric shock. If such objects ever fall inside the scanner, immediately close the feed tray, turn the scanner OFF, and disconnect the USB cable. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Do not locate the scanner in a humid or dusty location. Doing so may result in a fire or electric shock.
- Do not place objects on top of the scanner. Such objects may tip or fall over, resulting in personal injury.
- When disconnecting the USB cable, grasp it firmly by its connector. Do not pull directly on the USB cable, as this may damage or expose the cable's internal wiring, resulting in a fire or electric shock.
- Leave sufficient space around the USB cable so that it can be disconnected easily. If objects are placed around the USB cable, you will be unable to disconnect it in an emergency.

- Do not allow water or flammable substances (alcohol, benzene, paint thinner, etc.) to spill inside the scanner, as this may result in a fire or electric shock.
- If you will not be using the scanner for an extended period of time, such as during consecutive holidays, disconnect the USB cable for safety.
- Do not wear loose clothing or jewelry that may get caught in the scanner while you are using it. This may result in personal injury. Be extra careful of neckties and long hair. If anything becomes caught in the scanner, immediately disconnect the power to stop the scanner.
- Be careful when placing paper in the scanner and when removing jammed paper. It is possible to cut your hand on the edge of a sheet of paper.

Disposal

When disposing of this scanner, be sure to follow all local ordinances and laws or consult with the retailer who sold you the scanner.

When sending the scanner for repairs

When a request is made for repairs, the scanner needs to be sent to the specified address. When sending the scanner, use the packing box in which it came. Firmly secure the scanner with packaging material when you place it in the packing box.

Chapter 3 Connecting the Scanner

Connect the scanner to the computer and power outlet.

Connecting the Scanner to the Computer 17

Turning the Power ON 18

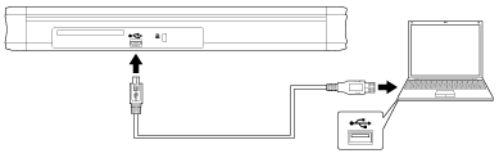
Connecting the Scanner to the Computer

Connect the scanner to the computer.

Connecting the Scanner to the Computer

Use the supplied USB cable to connect the scanner to the computer.

The USB connector to which the scanner is connected on your computer must be one capable of supplying 500 mA / 5 V of power.



- Take care not to disconnect the USB cable while data is being transferred between the scanner and computer during scanning.

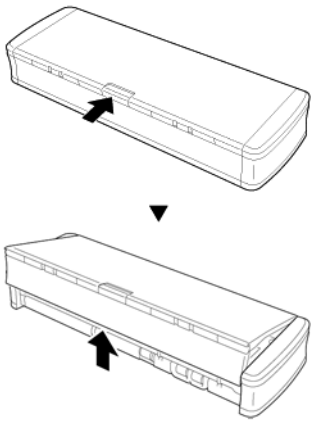
Using a USB Hub

The scanner cannot be used when it is connected to a computer via a bus-powered USB hub. A self-powered USB hub can be used, but operation is not guaranteed.

Turning the Power ON

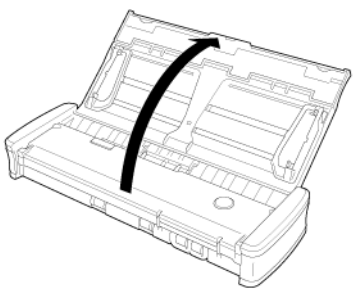
1 Raise the feed tray slightly while pressing the feed tray release lever.

Opening the scanner document feed tray switches on the power supply automatically.



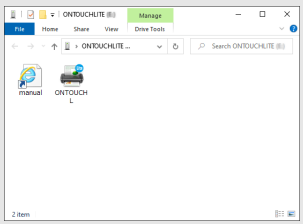
2 Extend the front panel of the feed tray before opening the entire feed tray.

The scanner turns ON, and the Start button lights.



NOTE

When the scanner is turned ON while the operating system of the computer is running, a screen for starting CaptureOnTouch Lite is displayed on the computer. For details on screen operations, see "Scanning with CaptureOnTouch Lite" on p.23.



When the scanner is properly connected to the computer, the (CaptureOnTouch Lite icon) appears on the taskbar as follows.

Windows

Mac

If the taskbar icon appears as or the scanner is not properly connected to the computer. Check the status of the power and USB cable.

Chapter 4 Placing Documents

This section describes how to load a document for scanning.

Documents **19**
Loading a document **21**
Loading cards **22**

Documents

The scanner can scan documents ranging in size from business cards and checks to LTR/A4/LGL. The document sizes that this scanner can scan are shown below.

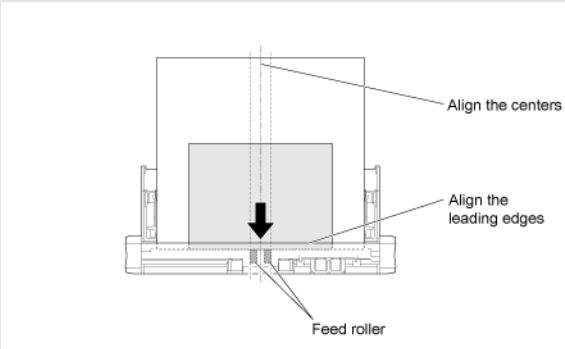
Plain Paper

Size	Width: 50.8 mm to 216 mm (2" to 8.5") Length: 70 mm to 356 mm (2.756" to 14")
Paper weight	64 to 128 g/m^2 (0.08 to 0.15 mm (0.0031" to 0.0059"))
Loading capacity	Approx. 20 sheets (64 g/m^2 (17 lb bond)) Make sure stacks do not exceed 3 mm in height

IMPORTANT

A document must meet the following criteria to be scannable:

- **When scanning multiple documents of different sizes, place the documents so that they cover the entire span of the feed rollers.**



- **Scanning documents before the ink is dry can cause problems with the scanner. Always make sure that the ink on a document is dry before scanning it.**
- **Scanning documents that are written in pencil or similar material may make the rollers and scanning glass dirty, which can lead to smudges on the scanned image and transfer the dirt to subsequent documents. Always clean the internal parts of the scanner after scanning such documents.**
- **When scanning a two-sided document that is printed on thin paper, the image on the opposite side of each page may show through. In this case, adjust the scanning intensity in the application software before scanning the document.**
- **It is recommended that thin documents are fed one sheet at a time.**
- **Note that scanning a thick, glossy document may damage the document.**

Scanning the following types of documents can cause a paper jam or malfunction. To scan such a document, make a photocopy of the document and then scan the photocopy.

- Wrinkled or creased documents
- Curled documents
- Torn documents
- Documents with paper clips or staples
- Carbon paper
- Coated paper
- Extremely thin, translucent paper
- Documents with excessive paper dust particles.
- Photographs

Business Card

Size	49 to 55 mm (1.93" to 2.17") x 85 to 91 mm (3.35" to 3.58")
Paper weight	128 to 225 g/m^2 (0.15 to 0.3 mm (0.0059" to 0.0118"))

Card (Plastic cards)

Size	86 mm (3.39") x 54 mm (2.13") (ISO/IEC standard)
Card thickness	0.76 mm (0.03") or less
Orientation	Vertical feeding only.
For embossed cards	Up to 1.4 mm (0.055")

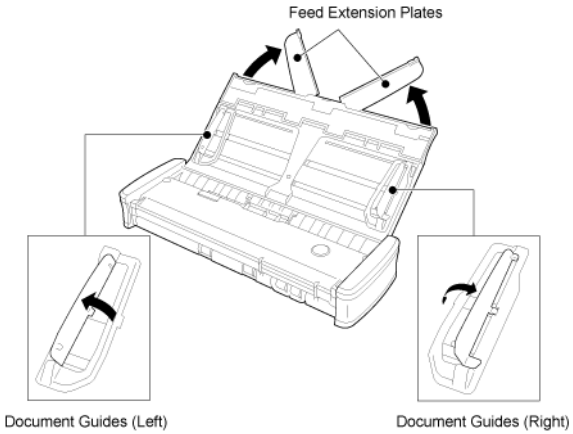
CAUTION

- Use the card slot when scanning plastic cards.
- Embossed cards may not be able to be scanned correctly, depending on the type of embossment.

Loading a document

1 Open the feed tray to turn ON the scanner.

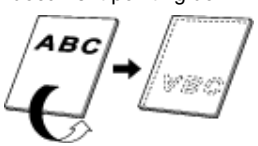
2 Raise the document guides and feed extension plates.



3 Load the document.

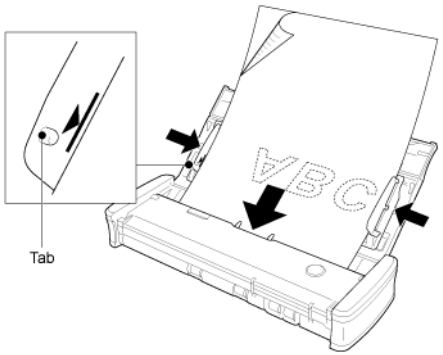
- Before you load the document, thoroughly fan the pages.

- Straighten out the creases and folds at the ends of the manuscript.
- Load the document into the feed inlet of the scanner with the scanning side of the document face down and the top of the document pointing down.



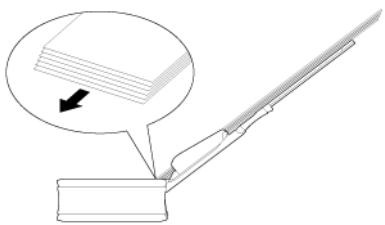
4 Align the document guides with both edges of the loaded document.

- Press the document beneath the tabs of the document guides.
- Up to 20 pages of plain paper can be loaded at the same time. Make sure that the document does not exceed the loading limit marks (▼) on the document guides.



⚠ CAUTION

- When loading a multi-page document, place the pages of the document with their edges slightly askew.



- If the document is curved, straighten the document before loading it.
- The scanned document is ejected from the front. Do not place any objects in front of the scanner.

- If double-feeding occurs, reduce the number of pages that you load into the scanner at one time.
- When scanning small size of multiple documents such as receipt, use documents which have the same width.
- Depending on paper quality, you may hear unusual noises while scanning some documents, but this does not indicate a malfunction.

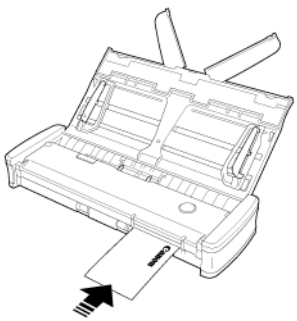
Loading cards

Use the card slot when scanning plastic cards. Use the following procedure to scan the cards one by one.

1 Open the document feed tray.

2 Turn the card face up, and insert the card straight into the card slot.

When the edge of the card touches the slot, the rollers will move automatically. The roller will stop when it has caught the edge of the card, allowing you to let go of the card and start scanning from an application.



The card will be fed when you start scanning with an application program. After the card has been fed completely, the rollers will turn in the opposite direction and scanning of the card will start.

The scanned card will be ejected from the front card slot.

CAUTION

- The card slot is disabled when documents are placed on the feed tray. When you want to insert a card in the card slot, remove any documents from the feed tray.
- During scanning, a portion of the card will protrude from the rear card slot at the rear of the scanner. Keep the area in front of the rear card slot clear of objects.
- Embossed cards may not be scanned correctly, depending on the type of embossment.

Chapter 5 Scanning with CaptureOnTouch Lite

This section describes how to scan when using CaptureOnTouch Lite.

Scanning with CaptureOnTouch Lite **23**

Starting and Exiting CaptureOnTouch Lite **28**

Operations for the scanned image edit window **29**

Setting the scan mode **32**

Configuration and Functions of the Advanced Settings Dialog Box **34**

Advanced Settings Dialog Box **34**

Scan Panel **37**

Setting Basic Scanning Conditions **37**

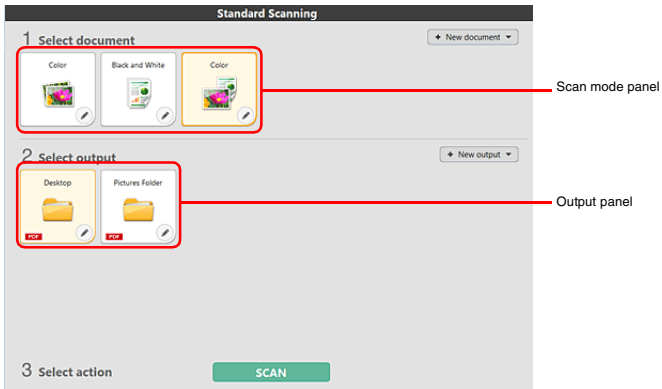
Function Restrictions Depending on Mode Setting **40**

Setting the output **42**

Environmental Settings **43**

Scanning with CaptureOnTouch Lite

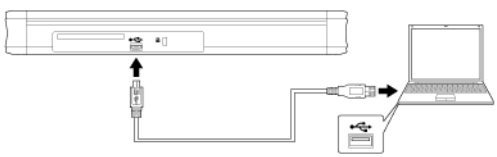
CaptureOnTouch Lite is a scanning application that comes pre-installed in the scanner. It can be used on a computer that does not have the scanner driver installed.



Click the scan mode and output panels, and then click the [SCAN] button to scan the document. You can select the scan method according to the document type and purpose of use before scanning.

Scanning Procedure

1 Connect the scanner to a computer while the operating system is running.

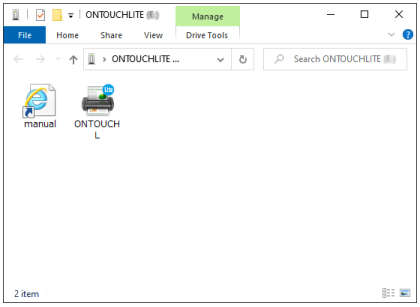


2 Open the feed tray, turn ON the scanner, and then load the document.

For details, see "Loading a document".

Windows

When you open the document feed tray, the Start button on the scanner lights and the window shown below opens automatically.
If you double-click the [ONTOUCH L] icon, CaptureOnTouch Lite starts up and the main screen opens.



If you double-click the [manual] icon, the User Manual appears.

IMPORTANT

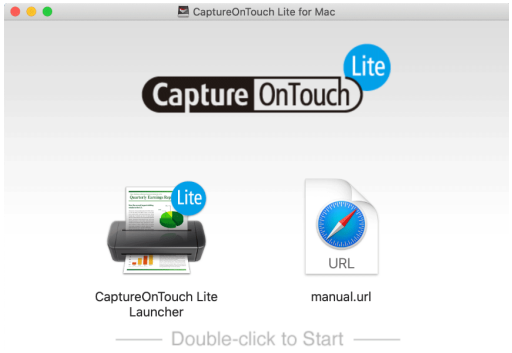
Do not close the feed tray before the main screen of CaptureOnTouch Lite appears.

NOTE

- **The [ONTOUCHLITE] screen may not appear in some operating environments. In such cases, open the [ONTOUCHLITE] drive in Windows Explorer, for example, and start the application directly by double-clicking [ONTOUCHL.exe].**
  Depending on your operating system, the drive name may not be [ONTOUCHLITE]. Open the drive on which [ONTOUCHL.exe] is located, and start the application directly.
- **Depending on your operating system, [CaptureOnTouch Lite] may appear in the [AutoPlay] screen. In such cases, double-click [CaptureOnTouch Lite] to start CaptureOnTouch Lite.**

Mac

When you open the document feed tray, the Start button on the scanner lights and the Finder window shown below opens automatically.
If you click the [CaptureOnTouch Lite Launcher] icon, CaptureOnTouch Lite starts up and the main screen opens.

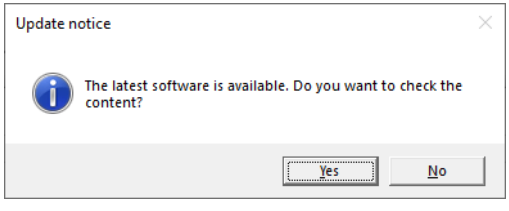


If you click the [manual.url] icon, the User Manual appears.

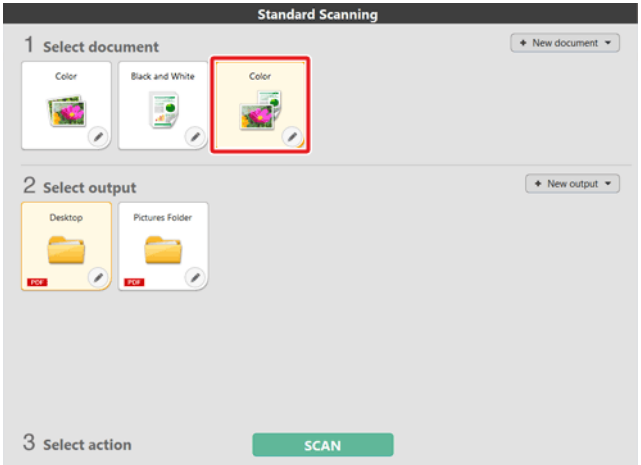
NOTE

- **To run CaptureOnTouch Lite, both the [CaptureOnTouch Lite for Mac] folder and the [ONTOUCHLITE] folder must be mounted.**
- **In macOS Big Sur, when you start CaptureOnTouch Lite for the first time, message screens appear regarding access to the removable volume. Click [OK] to continue. For details, see "When Using macOS Big Sur" on p.27.**

If there is an update for CaptureOnTouch Lite when the computer is connected to the Internet, the software update notice screen appears. For details on updating, see "Chapter 9 Updating CaptureOnTouch Lite" on p.63.

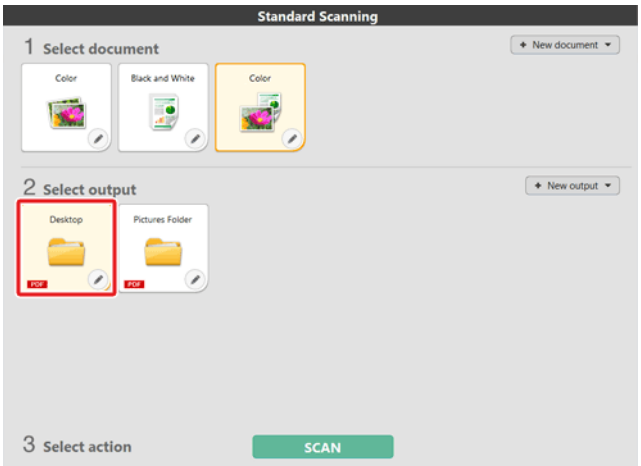


3 Click the scan mode panel appropriate for the document to be scanned in [1 Select document].



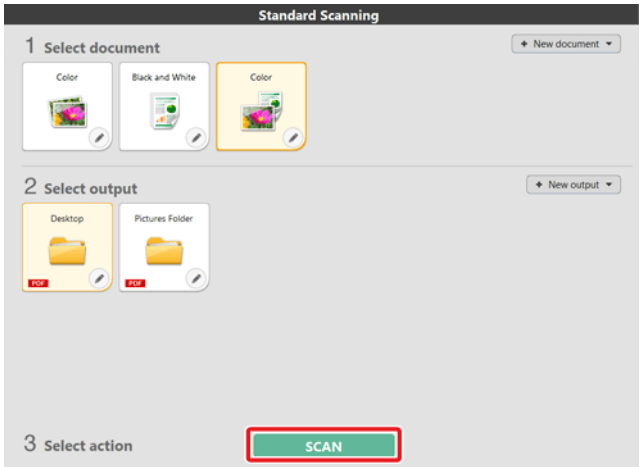
The selected Scan mode panel will be displayed in orange. To edit the Scan mode panel, see "Setting the scan mode".

4 Click the output panel for the scan image application from [2 Select output].



The selected output panel will be displayed in orange. To edit the output panel, see "Setting the output".

5 Click the [SCAN] button.



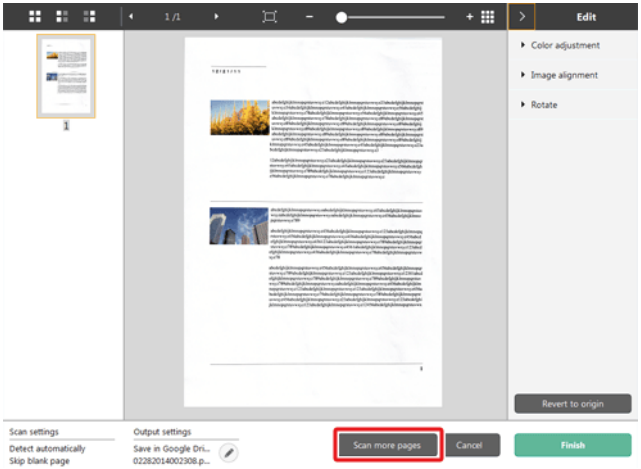
The document is scanned. While scanning is in progress, the number of pages scanned is displayed in addition to the scanner settings.
When the scan is finished, the [Scanned image preview screen] opens.

IMPORTANT

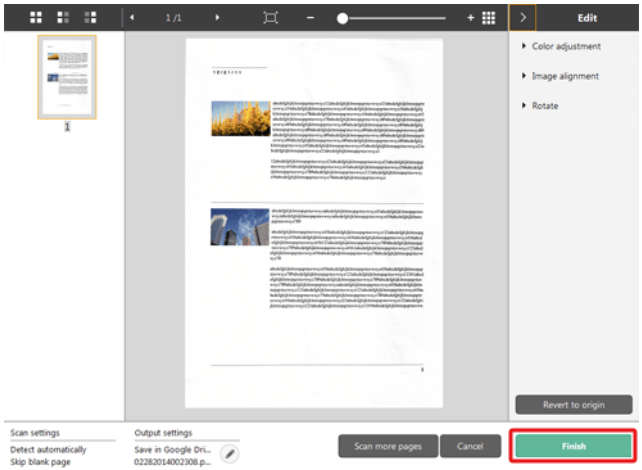
If you configure scanning conditions that consume a large amount of the computer's memory, scanning may stop because of insufficient memory. If an error message appears due to insufficient memory while scanning is in progress, stop scanning, change the scanning conditions, and then try scanning again.

NOTE

If scanning continuously, set the next document, and click the [Scan more pages] button to start the document scan.



6 After confirming the scanned image, click the [Finish] button.

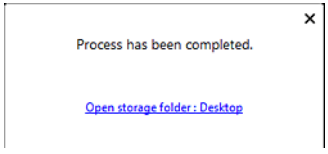


To edit scan images, see "Operations for the scanned image edit window".

Click the [ ] button to edit the output settings.

Click the [Cancel] button to discard the scanned image and return to the main window.

7 When the output has finished, a popup window will be displayed. If saving the scanned image, a link to open the save destination folder will be displayed.



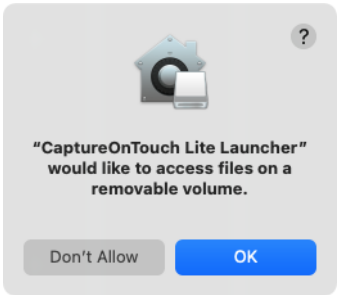
NOTE

If you specify an output method other than Print or E-mail attachment, the [Open storage folder] button appears. This button opens the folder where the saved scanned images were saved.

When Using macOS Big Sur

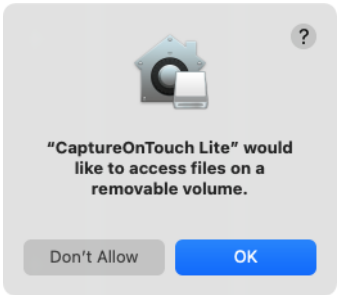
In macOS Big Sur, when you start CaptureOnTouch Lite for the first time, two message screens appear before the application launches. Click [OK] on both screens. The procedure is as follows.

1 **When launching CaptureOnTouch Lite Launcher, the following screen appears. Click [OK] to close the screen and proceed to the next step.**



If [Don't Allow] is clicked, an error message appears and CaptureOnTouch Lite Launcher cannot be launched. See "macOS Big Sur System Preferences" on p.27.

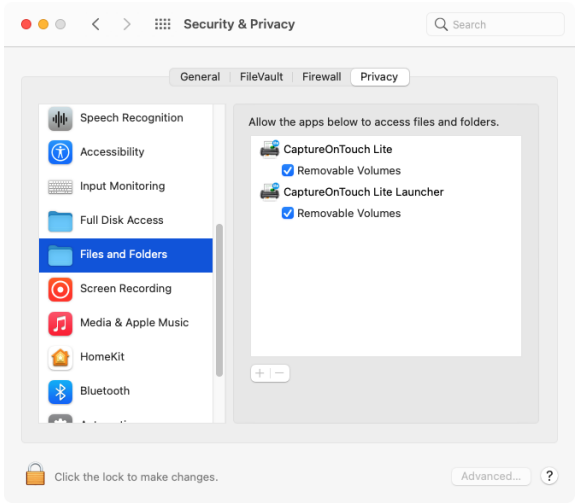
2 **When launching CaptureOnTouch Lite via CaptureOnTouch Lite Launcher, the following screen appears. As in the previous step, click [OK] to close the screen. CaptureOnTouch Lite launches.**



If [Don't Allow] is clicked, CaptureOnTouch Lite still launches but an error message appears and scanning operations are disabled. See "macOS Big Sur System Preferences" on p.27.

macOS Big Sur System Preferences

If [Don't Allow] is clicked on the message screen displayed when CaptureOnTouch Lite Launcher is launched for the first time, then CaptureOnTouch Lite cannot be used. In this case, open [System Preferences], and click [Security & Privacy] > [Privacy] tab > [Files and Folders]. Place a check mark in [Removable Volumes] for both [CaptureOnTouch Lite Launcher] and [CaptureOnTouch Lite] in the list.



Starting and Exiting CaptureOnTouch Lite

Once you start CaptureOnTouch Lite it remains present in the system.

Windows

Double-click (CaptureOnTouch Lite icon) in the taskbar to start CaptureOnTouch Lite and display the main window.

To close the CaptureOnTouch Lite window, click × at the top of the window. This closes the window, but CaptureOnTouch Lite will continue to reside in the system.

Mac

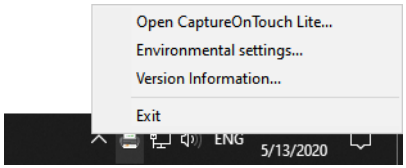
Click (CaptureOnTouch Lite icon) in the menu bar and then click [Launch CaptureOnTouch] from the menu which appears to start CaptureOnTouch Lite and display the main window.

To close the CaptureOnTouch Lite window, click at the top of the window. This closes the window, but CaptureOnTouch Lite will continue to reside in the system.

To quit the residence of the CaptureOnTouch Lite application

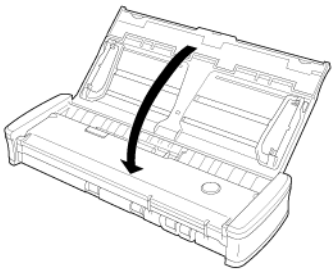
Windows

1 **Click (CaptureOnTouch Lite icon) in the taskbar, and then from menu select [Exit].**



CaptureOnTouch Lite is no longer resident in the system and the icon disappears from the taskbar.

2 **Close the feed tray.**

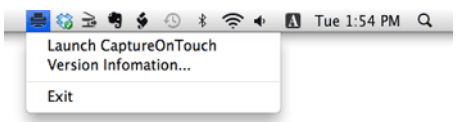


The scanner turns OFF.

3 **Disconnect the USB cable from the scanner and computer.**

Mac

1 **Click (CaptureOnTouch Lite icon) in the menu bar, and select [Exit] from the menu.**

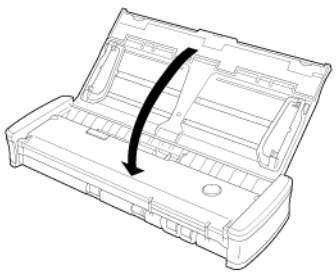


2 **Drag and drop the [ONTOUCHLITE] folder and [CaptureOnTouch Lite for Mac] folder onto the [Trash] icon.**

NOTE

If a message appears when moving the folder to the Trash, click [Force Eject]. This operation will not affect the operation of CaptureOnTouch Lite.

3 **Close the feed tray.**



The scanner turns OFF.

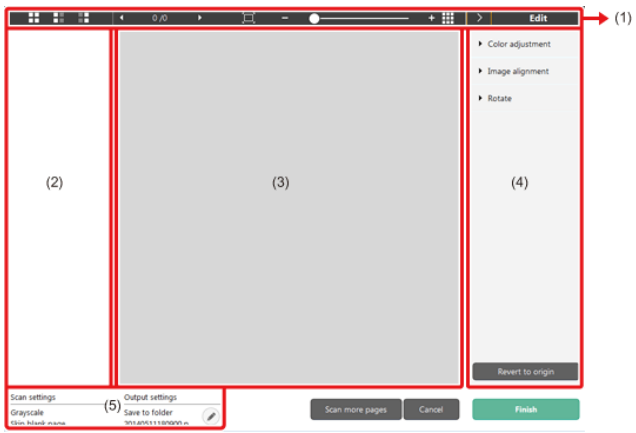
4 **Disconnect the USB cable from the scanner and computer.**

Operations for the scanned image edit window

When scanning has finished, a preview window of the scanned image will be displayed.

To display the edit window in the preview window, click on the tool bar.

Scanned image preview screen



(1) Toolbar

This tool bar enables operations to thumbnails and preview images.

Tools	Description
	Switches the image selection for the thumbnail area. These buttons mean "All pages", "Odd pages" and "Even pages" from the left.
	Indicates the page of the image displayed on the preview. Click to change the page to be displayed.

	Changes the display magnification. Move the slider to + (plus) or - (minus) to enlarge or reduce the preview image. Click to make the display magnification of the preview enlarged to full-screen.
	Click to display or hide the preview area.
Edit	Click to display or hide the Edit window.

(2) Thumbnail Display Area

Thumbnails of the scanned documents will be displayed. You can implement the following operations.

Click a thumbnail to display a preview of the scanned image in the preview window.

Drag a thumbnail to change pages.

(3) Preview Area

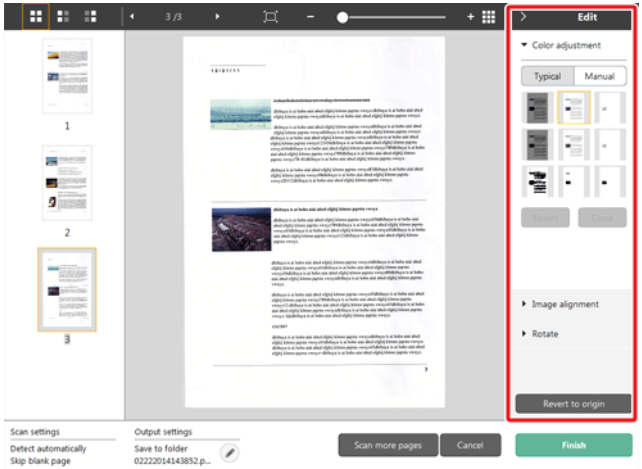
The preview images of scanned documents are displayed.

(4) Edit window

You can edit scanned documents.
Click an item to open the edit window.

Click the [Restore] button to discard the edit results and return to the previous scan image.

[Color adjustment] (Typical settings)



Click [Color adjustment] to display the default.

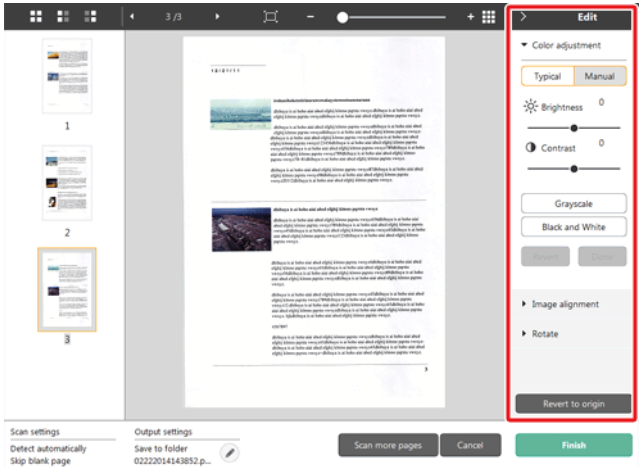
Click the button to toggle between the typical settings and manual settings displays.

Click a thumbnail in typical color adjustment to select the most suitable preview image that is displayed.

9 thumbnail patterns are displayed for the relevant image in color, and 6 patterns in grayscale.

When adjustment is finished, click the [Done] button. To cancel the adjustment, click the [Revert] button.

[Color adjustment] (Manual settings)



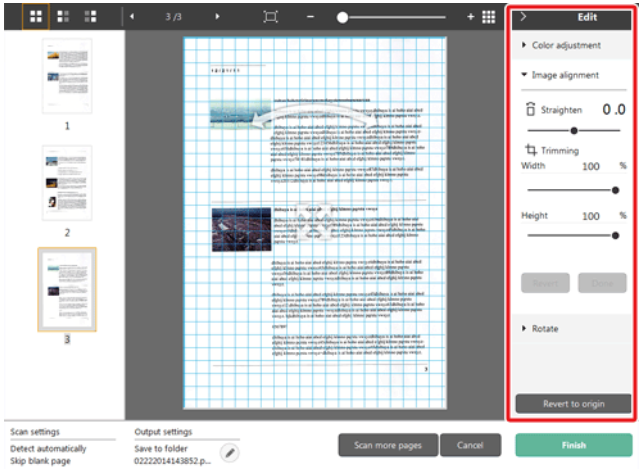
Move the slider to the left or right to adjust the brightness and contrast of the image, checking the preview image.

Click the [Grayscale] button to render the image in grayscale.

Click the [Black and White] button to render the image using 2 values: black and white.

When adjustment is finished, click the [Done] button. To cancel the adjustment, click the [Revert] button.

[Image alignment]

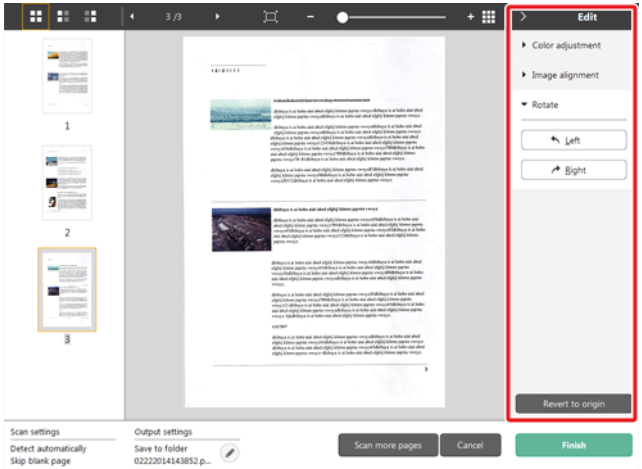


Click [Image alignment] to display.
The preview image or the slider can be used for the straightening and the trimming.

In the preview image, drag the Move grip , the Straighten grip and/or the trimming frame directly. To change the extent of the trimmed image, drag the Move grip on the preview.

When adjustment is finished, click the [Done] button. To cancel the adjustment, click the [Revert] button.

[Rotate]



Click [Rotate] to display.
The scanned image can be rotated in 90 degrees to the left or the right.
The rotation can be adjusted according to the preview image.

(5) Information Display Area

The information regarding the scan settings and output settings is displayed.

Click the button, and the Output Settings dialog will appear.

Click the [Scan more pages] button to continue the scanning.

Clicking the [Cancel] button will destroy the scanned images and return to the top screen.

When clicking the [Finish] button, the output processing will start. After it is completed, the screen will return to the top screen.

Setting the scan mode

By default, CaptureOnTouch Lite enables the [Full auto] scan setting, so shortcut scans saved to the folder are implemented using the scan conditions that match the document.

To specify the document size, color mode, and other settings, set the desired scan condition by editing the scan mode panel.

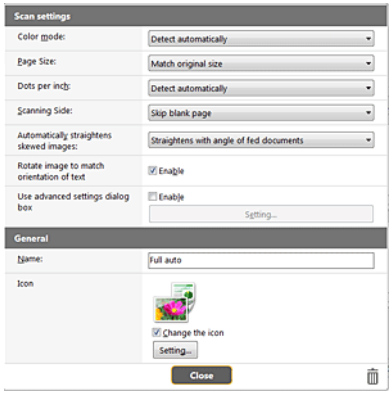
Creating new Scan mode panels

Click the [New document] button of [Select document] in the [Standard Scanning] screen to add a [New document] panel.

Click to display the list of panel types. The selected type of the panel is created.

Edit Scan mode panel

The scan mode edit screen opens when you click the [ ] button in the scan mode panel.



Scan settings

Makes the scan settings.

[Color mode]

Select the color mode for scanning from below.

Detect automatically	Automatically determines the color mode based on the document content and scans accordingly.
24-bit Color	Scans the document in color.
Grayscale	Scans the document in Grayscale.
Black and White	Scans the document in black and white (binary).
24-bit Color (image enhanced)	Scan the document in color with multi-tone.
Grayscale (image enhanced)	Scan the document in grayscale with multi-tone.

[Page Size]

Select the paper size of the document to be scanned.

If you specify [Match original size], the page size of the scanned document is detected and the images are saved at the detected size.

[Dots per inch]

Select the resolution.

Select [Detect automatically] and the software will automatically scan the document at the optimum resolution.

[Scanning Side]

Select the scanning side of the document.

If you select [Skip blank page], scanned images of blank pages are not saved.

[Automatically straightens skewed images]

If a document is not straight when fed, the scanner detects that the document is not straight from the scanned image and straightens the skewed image.

Select the setting from below.

[OFF]

[Straightens with angle of fed documents]

[Straightens with angle contents of fed documents]

[Rotate image to match orientation of text]

Check [Enable] on to rotate the image in the same direction with the characters.

[Use advanced settings dialog box]

Scan mode settings include basic items that are configured in [Scan settings], and the settings that are configured in the advanced settings dialog box. The settings in the advanced settings dialog box are applied for settings other than the basic items.

If you set the [Enable] checkbox of [Use advanced settings dialog box] to ON and click the [Settings] button, the advanced settings dialog box appears.

NOTE

The advanced settings dialog box includes setting items that are the same as the basic items in [Scanner setting], but the setting for each of the them is stored separately.

Which settings are used during scanning differs as follows depending on the setting of the [Use advanced settings dialog box] check box.

Setting of [Use advanced settings dialog box]	Basic items	Other than basic items
OFF	Settings of [Scanner setting]	Settings of the advanced settings dialog box
ON	Settings of the advanced settings dialog box	

For details on the advanced settings dialog box, see "Configuration and Functions of the Advanced Settings Dialog Box."

General

Set the following items as occasion demands.

Name

Enter the name to be displayed in the Scan mode panel.

Icon

You can change the icon displayed in the scan mode panel.

Enable [Change icon] to enable the [Settings] button and select the file.

The file formats that can be selected as icon files are described below.

Windows

- .ico, .exe, .jpg, .png

Mac

- .icns, .app, .jpg, .png

Configuration and Functions of the Advanced Settings Dialog Box

If you enable [Use advanced settings dialog box] of [Scan settings] and then click the [Settings] button when setting the scan mode in CaptureOnTouch Lite, the advanced settings dialog box appears.

Advanced Settings Dialog Box

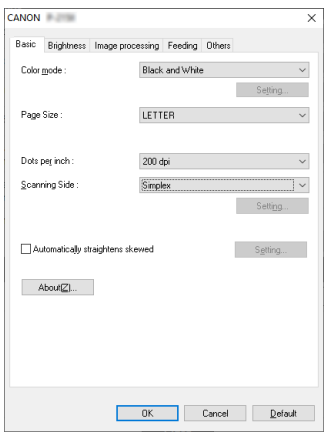
→ Windows

→ Mac

Windows

The advanced settings dialog box consists of the following tabs.

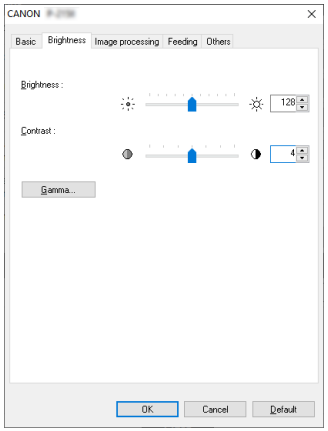
[Basic] Tab



Configure basic scanning conditions such as the mode, page size, resolution, and scanning side.

In addition, you can click the [Area] button and specify the area to be scanned.

[Brightness] Tab



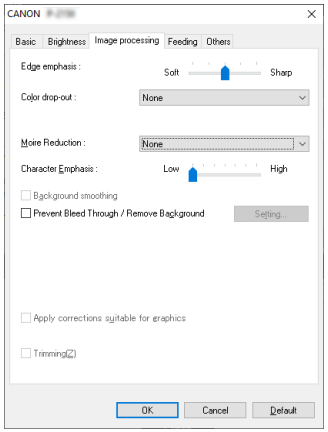
Adjust the brightness and contrast of scanned images.

In addition, you can also click [Gamma] and set the gamma correction value for scanned images.

NOTE

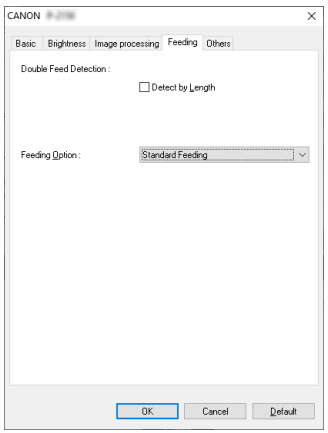
- **Gamma correction is set when the color tone of the scanned image is different from that of the image displayed on the monitor.**
- **For information on your monitor's gamma value, see the instruction manual that came with the monitor.**

[Image processing] Tab



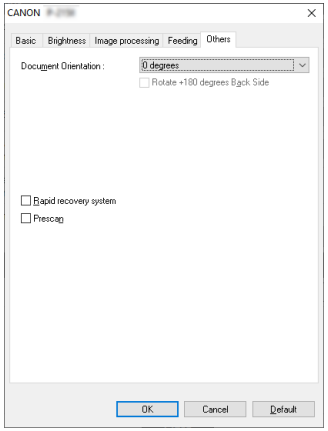
Set the processing method for scanned images.

[Feeding] Tab



Specify scanner operations related to document feeding.

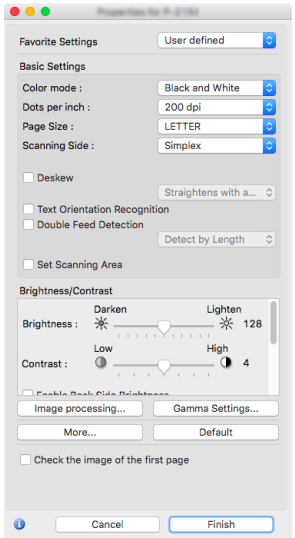
[Others] Tab



Configure settings for specialized scanning and image processing.

Mac

When the advanced settings dialog box is opened from CaptureOnTouch Lite, the following settings screen appears.



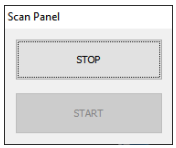
Scan Panel

Scan Panel

Scan Panel is software for controlling scanning operations such as feeding documents and stopping scanning when scanning multiple documents one after the other.

Windows

Scan Panel runs when [Feeding Option] is set to [Panel-Feeding] or [Automatic Feeding] in the advanced settings dialog box. In this case, the Scan Panel appears when you are not scanning and the scanner enters the wait state.

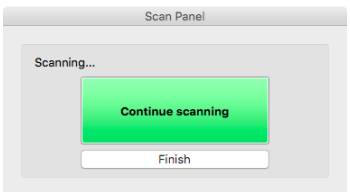


If you place the next document and then click the Start button in Scan Panel, scanning of the placed document starts.

You can stop scanning part way through by clicking the [STOP] button of Scan Panel.

Mac

If you click [More] in the advanced settings dialog box and then set [Feeding Option] to [Panel-Feeding] or [Automatic Feeding] in the dialog box which appears, Scan Panel appears when the scanner starts.



When scanning of the first document finishes, Scan Panel appears and the scanner enters the wait state. If you place the next document and then click [Continue scanning], scanning of the placed document starts.
You can stop scanning part way through by clicking [Finish].

Setting Basic Scanning Conditions

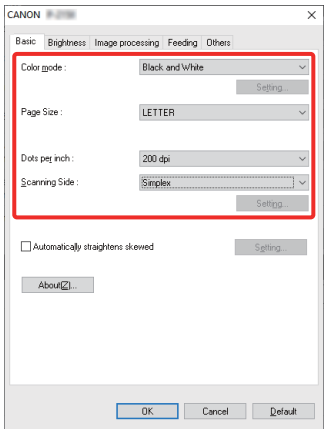
This section provides an overview of the basic setting items that are the minimum requirements when configuring the scanner settings.

Windows
Mac

Windows

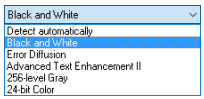
Confirming Basic Conditions for Scanning

When you scan a document, make sure you confirm the [Color mode], [Page Size], [Dots per inch], and [Scanning Side] basic conditions in the Basic tab.



Color mode

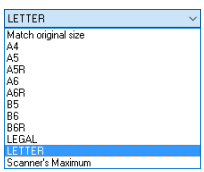
Select the scanning mode.



- [Advanced Text Enhancement II] remove or process the background color and background surrounding text to enhance the text for easy reading. When [Advanced Text Enhancement II] is selected, you can make the text in scanned images easier to read by adjusting the contrast on the [Brightness] tab.
- [Detect automatically] detects whether the document is in color, grayscale, or black and white. You can configure advanced settings related to the detection method by clicking [Setting]. For details, see the Help.

Page Size

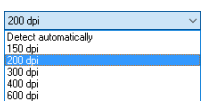
Select the page size that matches the document to be scanned.



If [Match original size] is selected, the edges of the document are detected and images that match the size of the document are saved. Further, [Trimming] in the [Image processing] tab is enabled only when [Match original size] is selected.

Dots per inch

Select the scanning resolution.

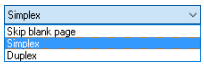


Higher resolutions provide clearer images but result in larger file sizes and slower scanning.

When [Detect automatically] is specified, the resolution is detected automatically from the content printed in the document.

Scanning Side

Select which of the sides of the document to scan.

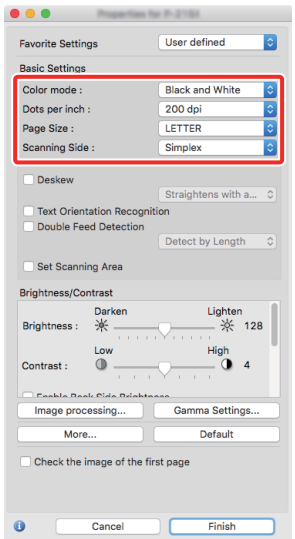


If the scanning side is set to [Skip blank page], the images of blank pages are deleted when images are saved.

Mac

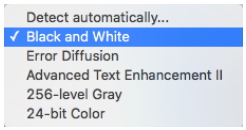
Confirming Basic Conditions for Scanning

When you scan a document, make sure you confirm the [Color mode], [Dots per inch], [Page Size], and [Scanning Side] basic conditions in the advanced settings dialog box.



Color mode

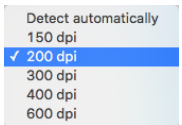
Select the scanning mode.



- [Advanced Text Enhancement II] removes or processes the background color and background surrounding text to enhance the text for easy reading.
- [Detect automatically] detects whether a document is color, grayscale, or black and white based on its content. When this is selected, you can configure detailed settings for the detection method. Refer to the Help for details.

Dots per inch

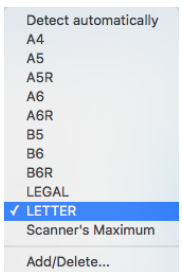
Select the scanning resolution.



- Higher resolutions provide clearer images but result in larger file sizes and slower scanning.
- When [Detect automatically] is specified, the resolution is detected automatically from the content printed in the document.

Page Size

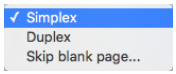
Select the page size that matches the document to be scanned.



If [Detect automatically] is selected, the edges of the document are detected and images that match the size of the document are saved. Further, the [Trimming] dialog box displayed when you click [More] in the advanced settings dialog box is enabled only when [Detect automatically] is selected.

Scanning Side

Select which of the sides of the document to scan.



If the scanning side is set to [Skip blank page], the images of blank pages are deleted when images are saved.

Function Restrictions Depending on Mode Setting

Windows

Mac

Windows

Some of the setting items in each of the advanced settings dialog box tabs are disabled as follows depending on the setting for [Color Mode] on the [Basic] tab.

[Brightness] tab

Setting value	Contrast
Detect automatically	✓
Black and White	✓
Advanced Text Enhancement II	✓
Error Diffusion	✓
256-level Gray	✓
24-bit Color	✓

✓: Available for setting Blank: Not available for setting

[Others] Tab

Setting value	Prescan
Detect automatically	
Black and White	✓
Error Diffusion	✓
Advanced Text Enhancement II	✓
256-level Gray	✓
24-bit Color	✓

✓: Available for setting Blank: Not available for setting

[Image processing] tab

Setting value	Edge emphasis	Color drop-out	Background smoothing	Prevent Bleed Through / Remove Background
Detect automatically	✓		✓	✓*1
Black and White	✓	✓		✓
Error Diffusion	✓	✓		✓
Advanced Text Enhancement II		✓		
256-level Gray	✓	✓	✓	✓
24-bit Color	✓		✓	✓

Setting value	Character Emphasis	Apply corrections suitable for graphics
Detect automatically	✓*2	✓
Black and White	✓	
Error Diffusion	✓	
Advanced Text Enhancement II	✓	
256-level Gray		✓
24-bit Color		✓

✓: Available for setting Blank: Not available for setting

*1 Not available for setting if all of the following conditions in the [Auto Image Type Detection Settings] dialog box are met.

- [Detection Mode] is not set to [Color or Gray]
- [Mode in case of binary] in the [Settings for in case of binary] tab is set to [Advanced Text Enhancement II]

*2 Not available for setting when [Detection Mode] is set to [Color or Gray] in the [Auto Image Type Detection Settings] dialog box.

Mac

Some of the setting items are disabled as follows depending on the setting for [Color Mode] in the advanced settings dialog box.

Simple Mode

Setting value	Check the image of the first page
Detect automatically	
Black and White	✓
Error Diffusion	✓
Advanced Text Enhancement II	✓
256-level Gray	✓
24-bit Color	✓

✓: Available for setting Blank: Not available for setting

Advanced Mode

Setting value	Enable Back Side Brightness	Enable Back Side Contrast
Detect automatically	✓	✓
Black and White	✓	✓
Error Diffusion	✓	✓
Advanced Text Enhancement II		
256-level Gray	✓	✓
24-bit Color	✓	✓

✓: Available for setting Blank: Not available for setting

[Image processing] dialog box

Setting value	Edge emphasis	Background smoothing	Prevent Bleed Through / Remove Background
Detect automatically	✓	✓*	
Black and White	✓		✓
Error Diffusion	✓		✓
Advanced Text Enhancement II			
256-level Gray	✓	✓	✓
24-bit Color	✓	✓	✓

Setting value	Color drop-out	Character Emphasis	Apply corrections suitable for graphics
Detect automatically			✓
Black and White	✓	✓	
Error Diffusion	✓	✓	
Advanced Text Enhancement II	✓	✓	
256-level Gray	✓		✓
24-bit Color			✓

✓: Available for setting Blank: Not available for setting

* Only when [Detection mode] is set to [Color or Gray] in the settings screen that appears after [Detect automatically] is selected.

Setting the output

By default, CaptureOnTouch Lite enables the settings to converts the scanned images to PDF file and save to a folder.

To specify the output method and save location, edit the output panel and set the desired output.

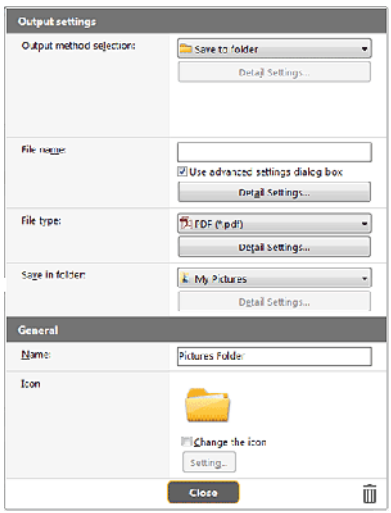
Create new Output panel

Click the [New output] button to add a [New output] panel.

Click to display the list of panel types. The selected type of the panel is created.

Edit Output panel

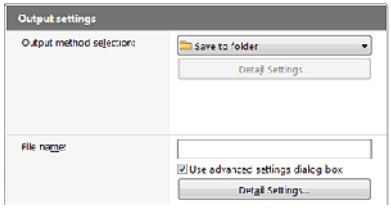
The Edit output screen opens when you click the [ ] button in the Output panel.



Output method selection

File formats and save locations that can be selected depend on the output method selected.

Save to folder



Saves the scanned image to the specified folder. When this output method is specified, set the save location folder.

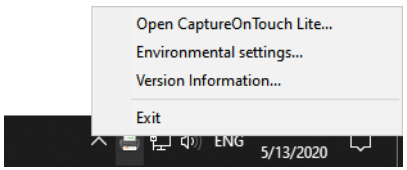
Environmental Settings

Windows

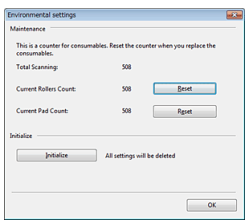
Mac

Windows

If you click CaptureOnTouch Lite icon on the taskbar and then click [Environmental settings] from the menu, the [Environmental settings] dialog box appears.



In the [Environmental settings] dialog box, you can configure settings related to CaptureOnTouch Lite operations and perform scanner maintenance.



Maintenance

View the total number of pages scanned with the scanner, and view counters for the roller and separation pad. When you replace the roller and separation pad, you can reset the counters here.

Initialize

Return all settings to their default condition.

Mac

Open the [Environmental settings] dialog box to configure settings related to CaptureOnTouch Lite operations.

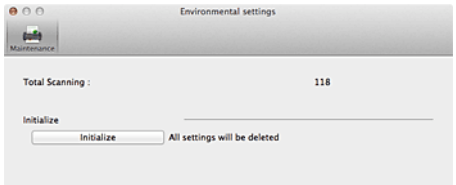
1 Start CaptureOnTouch Lite.

If CaptureOnTouch Lite does not start, double-click [CaptureOnTouch Lite Launcher] in the [CaptureOnTouch Lite for Mac] folder.

If you closed the main window after starting CaptureOnTouch Lite, open it again from the menu bar.

2 Click [Preferences] in the [CaptureOnTouch Lite] menu.

The [Environmental settings] dialog box appears.



You can configure the following in this dialog box.

[Maintenance]Tab

[Initialize]

Return all settings to their default condition.

Chapter 6 Special Scanning

This section provides examples of scanning settings for different purposes. For details on setting options, see "Configuration and Functions of the Advanced Settings Dialog Box" on p.34.

Practical Examples

When you want to delete the images of the blank pages in two-sided documents 44

When you do not want to scan colored lines and text 45

When you want to enhance the color red 46

When you want to enhance contours in images 47

When you want to make lines or characters in the scanned images thicker 48

How to produce a scanned image for graphics 49

When you want to enhance text that is difficult to read because of factors such as the background of the scanned document 50

To correct tilted documents and images 51

When you want to detect multiple pages fed at the same time 52

When you want to match the orientation of images to the text when scanning a mixture of pages with different text orientations 53

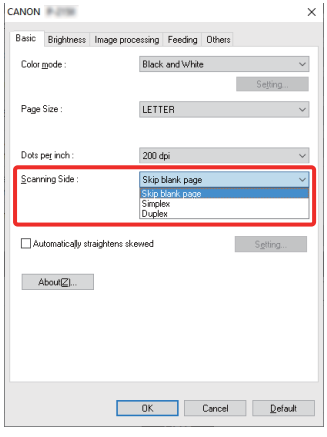
When you want to rotate the images of a document placed horizontally to correct the orientation 54

Practical Examples

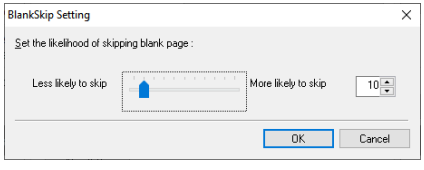
When you want to delete the images of the blank pages in two-sided documents

Windows

Set the scanning side setting to [Skip Blank Page] on the [Basic] tab to delete the images of the blank pages in the document.

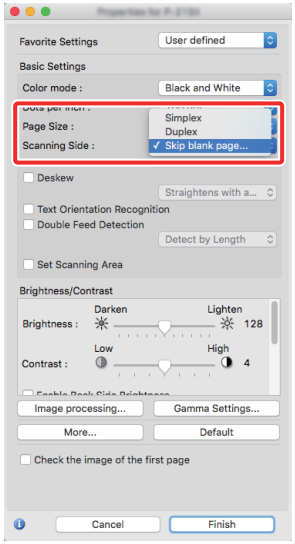


If [Skip Blank Page] is selected, the [Setting] button is enabled, and you can adjust the level for judging whether pages are blank.

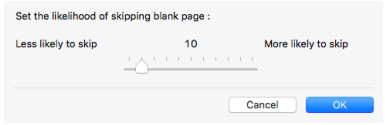


Mac

Set the scanning side setting to [Skip blank page] to delete the images of the blank pages in the document.



If [Skip blank page] is selected, you can adjust the level for judging whether pages are blank.

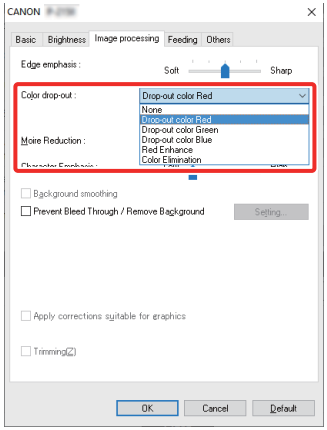


Practical Examples

When you do not want to scan colored lines and text

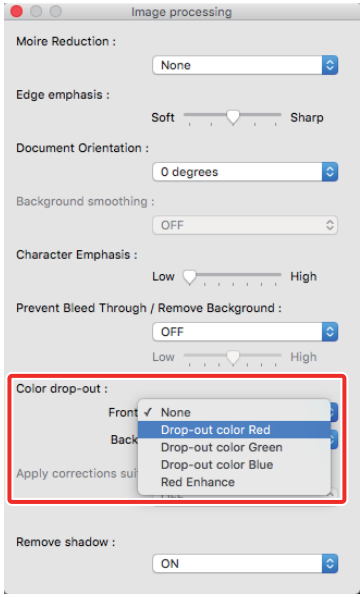
Windows

Specify the color (red, blue, green or Color Elimination) to be ignored (dropped out) in the color drop-out settings on the [Image processing] tab, and that color will not be scanned.



Mac

Click [Image processing] and specify the color (red, blue, or green) to be ignored (dropped out) in the dialog box which appears, and that color will not be scanned.

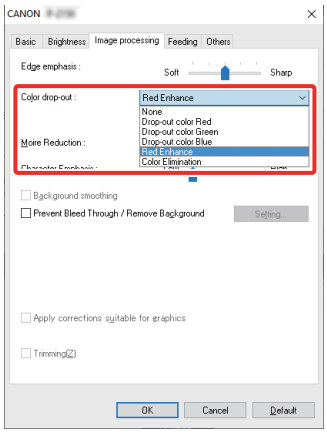


Practical Examples

When you want to enhance the color red

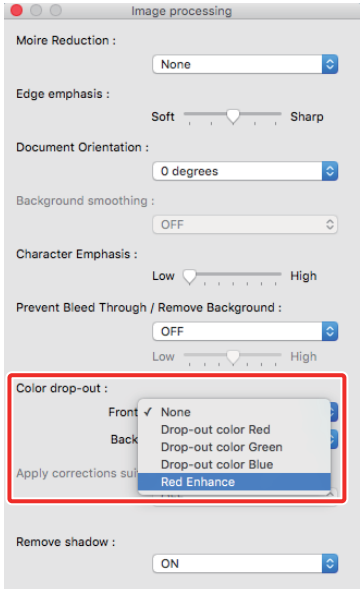
Windows

Specify [Red Enhance] for [Color drop-out] on the [Image processing] tab to enhance the color red in the document.



Mac

Click [Image processing] and specify [Red Enhance] for [Color dropout] in the dialog box that appears to enhance the color red in the document.

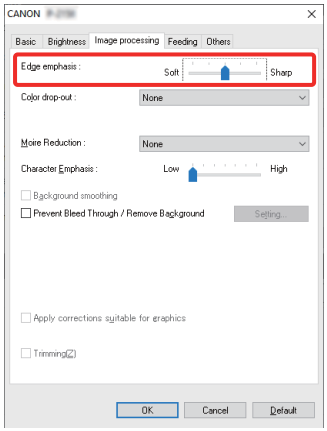


Practical Examples

When you want to enhance contours in images

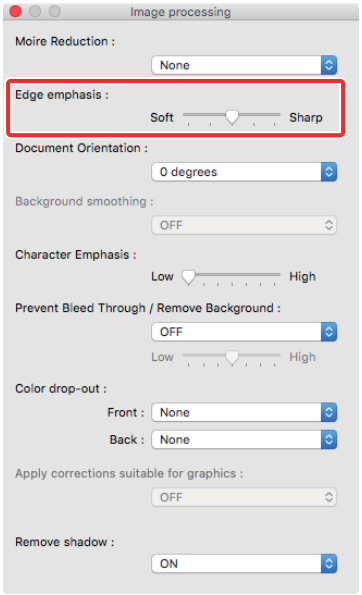
Windows

Adjust the edge emphasis setting on the [Image processing] tab.



Mac

Click [Image processing] and adjust the edge emphasis settings in the dialog box which appears.

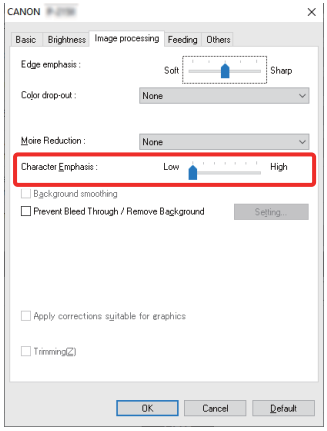


Practical Examples

When you want to make lines or characters in the scanned images thicker

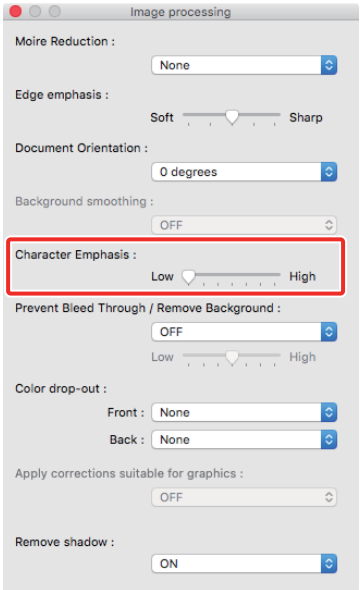
Windows

Drag the slider for [Character Emphasis] on the [Image processing] tab to make the lines and characters that appear in the scanned image thicker.



Mac

Click [Image processing], and adjust the character emphasis settings in the dialog box which appears.

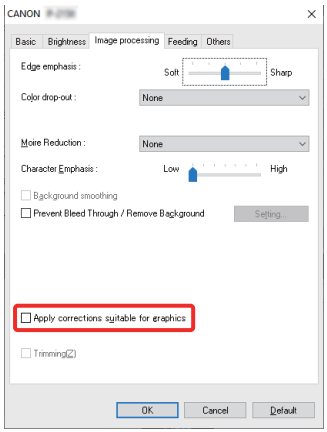


Practical Examples

How to produce a scanned image for graphics

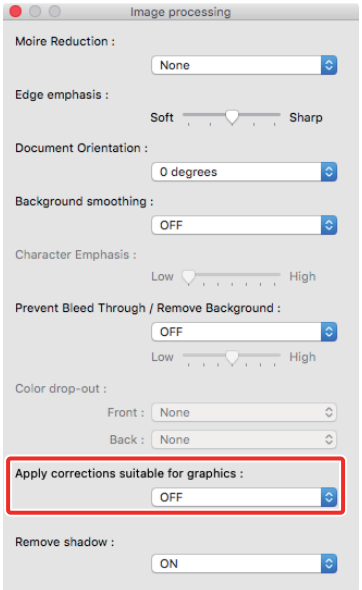
Windows

In the [Image processing] tab, click [Apply corrections suitable for graphics] checkbox to ON.



Mac

Click [Image processing], and in the dialog box [Apply corrections suitable for graphics] that appears, select [ON].



NOTE

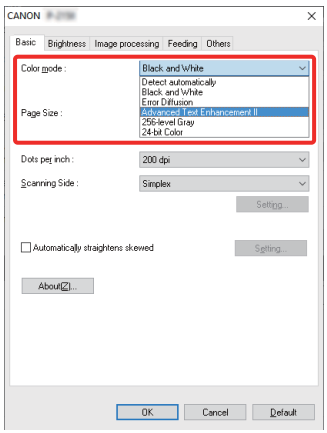
- **[Apply corrections suitable for graphics] is suited to finer outputs than black and white shading. Disabling the checkbox will output character data and image backgrounds that are closer to black as black, and those closer to white as white.**
- **Depending on your environment, the tones of the scanned images and the tones of the images displayed on the monitor may differ. See the User Manual enclosed with the monitor for the monitor settings to use.**

Practical Examples

When you want to enhance text that is difficult to read because of factors such as the background of the scanned document

Windows

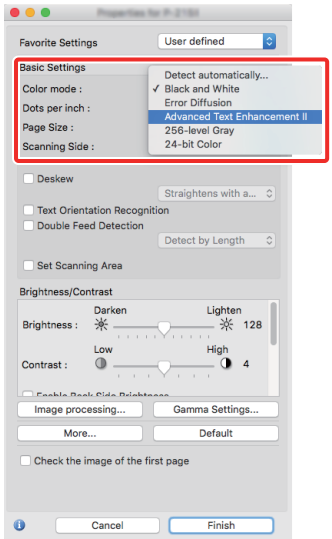
Select [Advanced Text Enhancement II] in the mode setting on the [Basic] tab. The background behind the text is removed or processed so that the text is emphasized for better readability.



[Advanced Text Enhancement II] is suitable for scanning a document with a uniform background color and light text and background. If the background is non-uniform, such as a pattern, the background may not be able to be completely removed and the text may become difficult to read. If necessary, you can make the text in scanned images easier to read by adjusting the contrast on the [Brightness] tab.

Mac

Select [Advanced Text Enhancement II] in the [Color mode] setting. The background behind the text is removed or processed so that the text is emphasized for better readability.

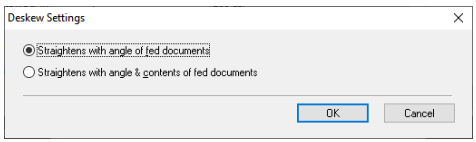


Practical Examples

To correct tilted documents and images

Windows

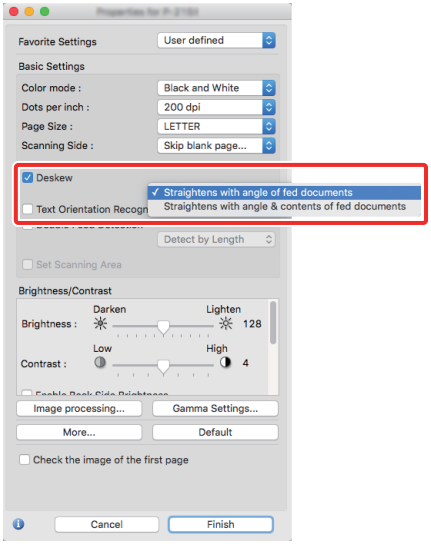
Place a check in [Automatically straightens skewed] under the [Basic] tab, and then click [Setting] to display the [Deskew Settings] screen.



Select a correction method and click [OK].

Mac

Click the [Deskew] check box to ON. You can select either [Straightens with angle of fed documents] or [Straightens with angle & contents of fed documents].

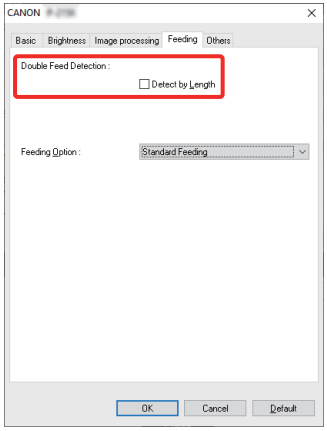


Practical Examples

When you want to detect multiple pages fed at the same time

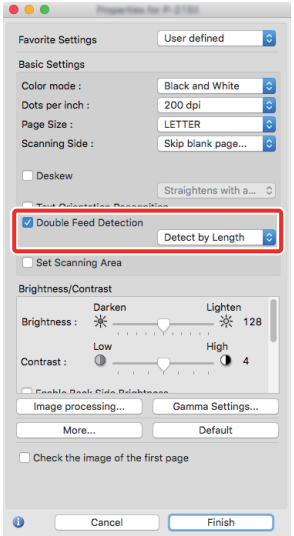
Windows

Select the [Double Feed Detection] check box on the [Feeding] tab. You can enable the [Detect by Length].



Mac

Select the [Double Feed Detection] check box.

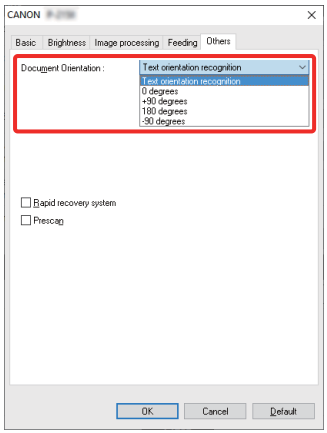


Practical Examples

When you want to match the orientation of images to the text when scanning a mixture of pages with different text orientations

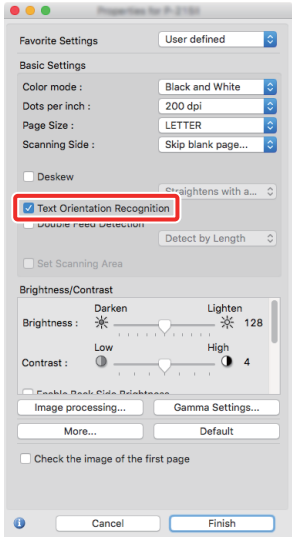
Windows

Select [Text orientation recognition] in [Document Orientation] on the [Others] tab. The text orientation on each page is detected, and the scanned image is rotated in 90-degree increments to correct the orientation.



Mac

Select the [Text Orientation Recognition] check box. The text orientation on each page is detected, and the scanned image is rotated in 90-degree increments to correct the orientation.



NOTE

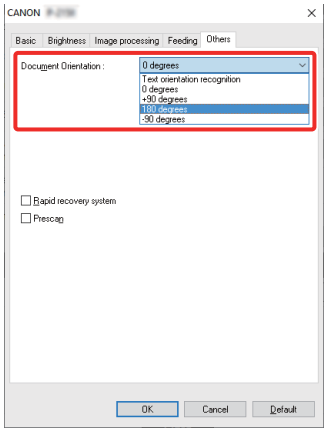
When the [Text Orientation Recognition] check box is selected, [Document Orientation] is unavailable.

Practical Examples

When you want to rotate the images of a document placed horizontally to correct the orientation

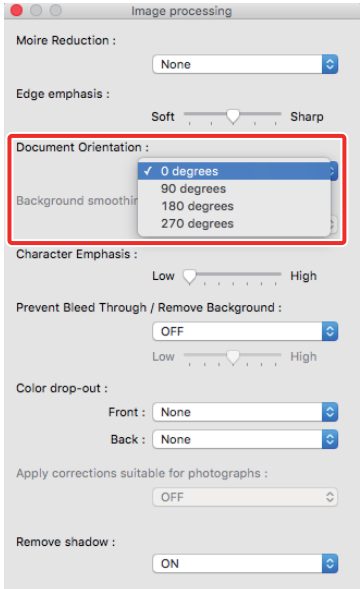
Windows

Specify the rotation angle in [Document Orientation] on the [Others] tab.



Mac

Click [Image processing] and specify the rotation angle in [Document Orientation] in the dialog box which appears.



Chapter 7 Regular Maintenance

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

Cleaning the Scanner **56**

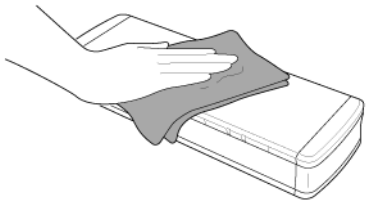
Cleaning the Scanning Glass and the Rollers **57**

CAUTION

- When cleaning the outside and inside of the scanner, turn the power OFF and disconnect the USB cable from the computer.
- Do not use spray cleaners to clean the scanner. Precision mechanisms, such as the light source, may get wet, and cause a malfunction.
- Never use paint thinner, alcohol, or other organic solvents to clean the scanner. Such solvents can damage or discolor the exterior of the scanner, or create a risk of fire or electrical shock.

Cleaning the Scanner

To clean the exterior of the scanner, dampen a cloth with water or a mild detergent, wring the cloth out thoroughly, and then wipe the dirt away. Then use a dry, soft cloth to wipe away any moisture.



CAUTION

Do not use a coarse cloth or dirty cloth because it may result in scratches.

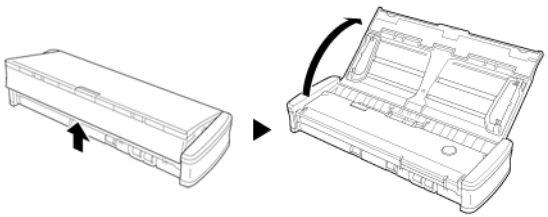
Cleaning the Inside of the Scanner

Dust or paper particles inside the scanner may cause lines or smudges to appear on scanned images. Use compressed air to periodically clean dust and paper particles from the document feed opening and the inside of the scanner. After finishing a large scanning job, turn OFF the scanner and then clean out any paper particles remaining inside the scanner.

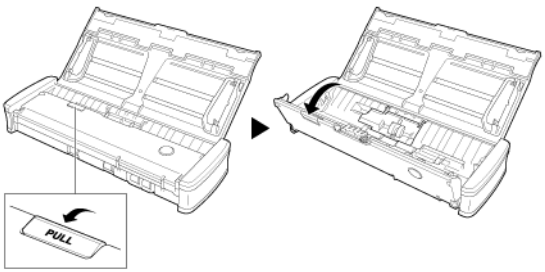
Cleaning the Scanning Glass and the Rollers

If scanned images contain streaks, or if the scanned documents become dirty, the scanning glass or rollers inside the scanner may be dirty. Clean them periodically.

1 Open the feed tray.



2 Open the feeder cover.



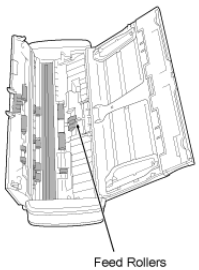
3 Use compressed air to remove dust and paper particles from the inside of the scanner.

4 Remove any dirt from the scanning glass, separation pad and rollers inside the scanner (parts shown in the figure).

Use a clean dry cloth to wipe off any dirt on the scanning glass.

Wipe off any dirt on the rollers with a cloth that has been dampened with water, and then wipe the rollers with a clean soft dry cloth.

Remove the feed rollers before cleaning them. For details on removal, see Detaching and attaching the Feed Roller.



CAUTION

Do not spray water or neutral detergent directly on the scanner. Precision mechanisms, such as the light source, may get wet, and cause a malfunction.

IMPORTANT

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

Chapter 8 Detaching and attaching the feed roller and separation pad

When replacing the separation pad, perform the following steps to detach it from and attach it to the unit.

Replacing Consumable Parts **58**

Detaching and attaching the Feed Roller **60**

Detaching and attaching the separation pad **61**

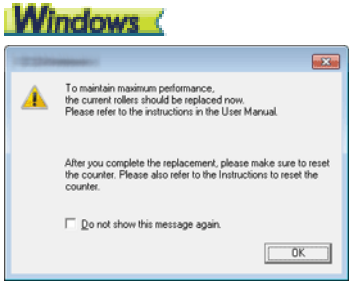
Replacing Consumable Parts

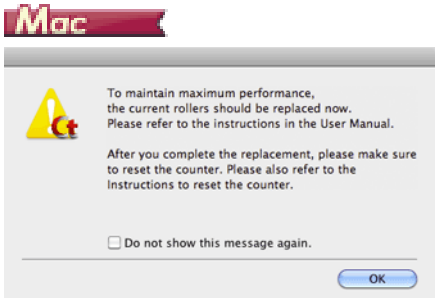
The feed rollers and separation pad inside the scanner are consumable parts and will wear with scanning. If either the feed roller or the separation pad or both are worn, documents may not feed correctly and paper jams may occur. When the total number of pages of documents fed in the scanner exceeds the following quantity, a message appears when the scanner is connected to the computer. In such cases, you must replace the part indicated in the message.

IMPORTANT

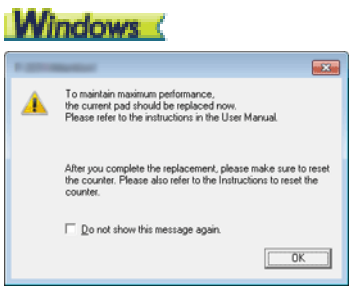
Contact your local authorized Canon dealer or service representative for detailed information about the replacement parts.

Feed Roller: 100,000 sheets





Separation Pad: 10,000 sheets



Furthermore, the counter in the scanner that records the number of pages fed also needs to be reset when you replace the rollers.

For details on resetting the counter, see "Environmental Settings" on p.43.

NOTE

This message only serves as a rough guide for when to replace the feed roller and separation pad.

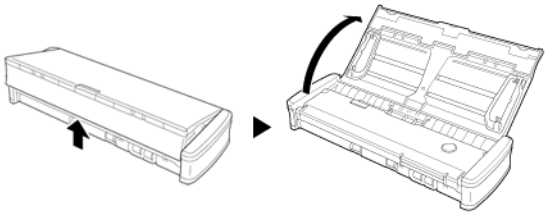
They may wear out sooner if, for example, a lot of pages with rough surfaces are scanned.

Detaching and attaching the Feed Roller

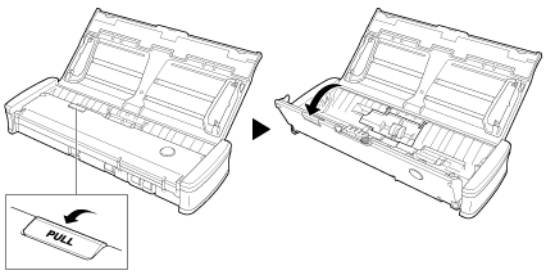
To remove or attach the feeding roller, follow the procedure below.

Detaching the Feed Roller

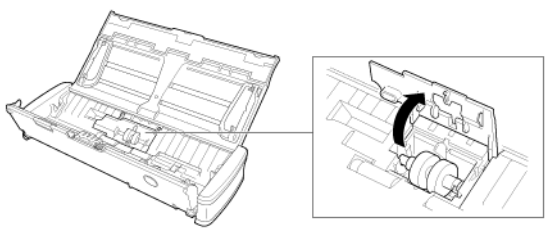
1 Open the feed tray.



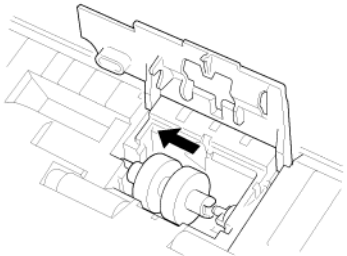
2 Open the feeder cover.



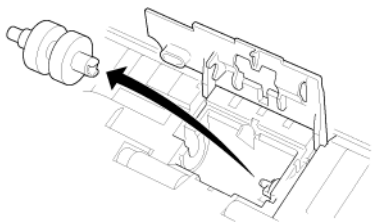
3 Open the roller cover



4 Slide the feed rollers to left.



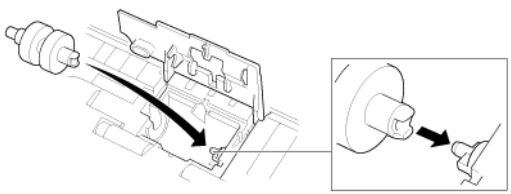
5 Remove the feed rollers.



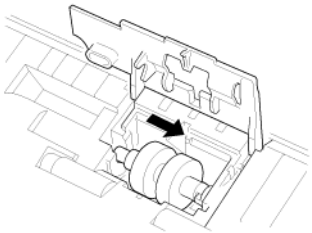
Attaching the Feed Roller

Use the following procedure to replace the feed roller.

1 Attach the new feed rollers. Align the notch on the roller with the shaft on the main unit side.



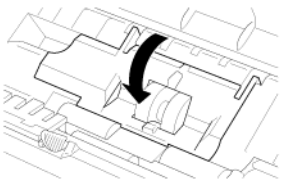
2 Slide the feed rollers to right.



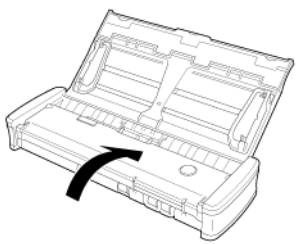
3 Completely close the roller cover so that it clicks into place.

Make sure to close the roller cover so that it clicks into place.

Failure to securely close the feed cover will cause document feed problems.



4 Close the feeder cover.

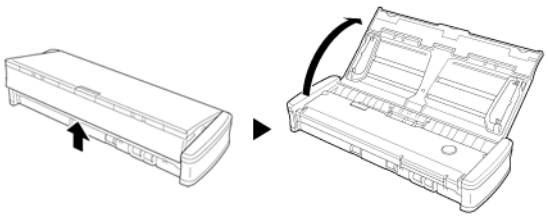


Detaching and attaching the separation pad

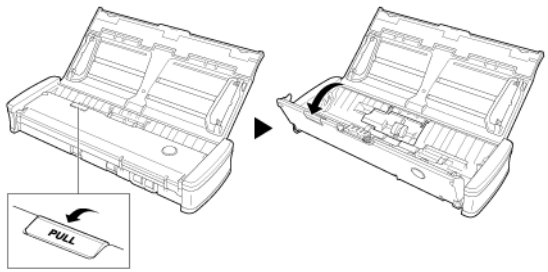
When replacing the separation pad, perform the following steps to detach it from and attach it to the unit.

Detaching the separation pad

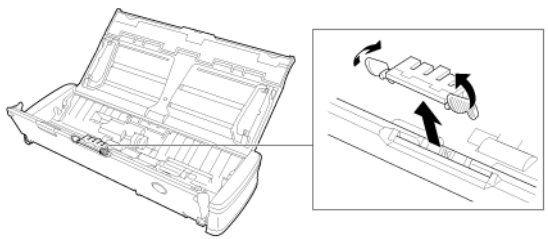
1 Open the feed tray.



2 Open the feeder cover.

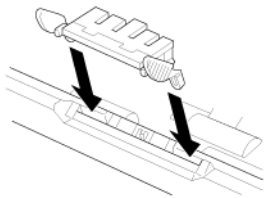


3 Remove the separation pad.

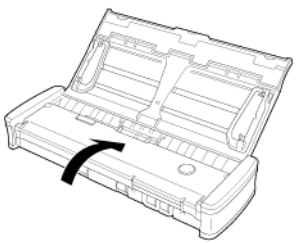


Attaching the separation pad

1 Attach the separation pad.



2 Close the feeder cover.



IMPORTANT

Attach the separation pad securely until it clicks into place. If the pad is not attached completely, feeding errors may occur.

Chapter 9 Updating CaptureOnTouch Lite

If the software update notice screen appears when CaptureOnTouch Lite starts, download the update file and update CaptureOnTouch Lite.

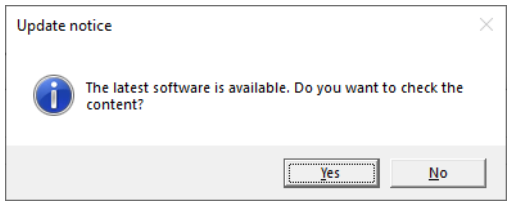
How to Update.....63

How to Update

The update notice screen appears when there is an update for CaptureOnTouch Lite and CaptureOnTouch Lite started while the computer is connected to the Internet.

1 **Click the [Yes] button in the update notice screen.**

The Web browser starts, and downloading of the update file begins.



2 **Following the instructions on the screen, install the update.**

Chapter 10 Troubleshooting

Clearing a Paper Jam 64
Common Problems and Solutions 66
Software Troubleshooting 68
Useful tips 69

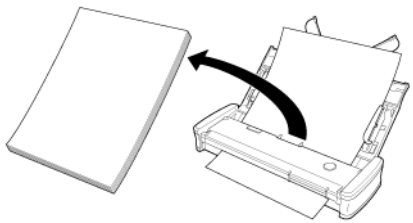
Clearing a Paper Jam

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

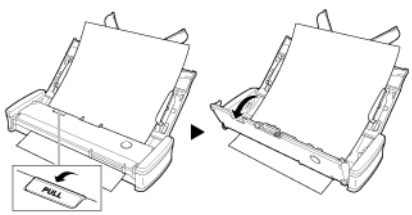
CAUTION

Be careful when removing jammed paper. It is possible to cut your hand on the edge of a sheet of paper.

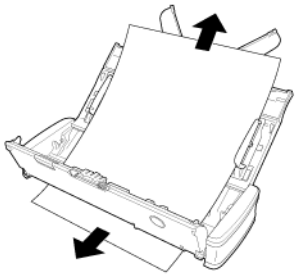
1 **Remove any documents remaining in the feed tray.**



2 **Open the feeder cover.**



3 Remove the jammed document from the feed side or eject side.

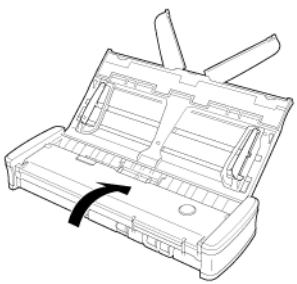


IMPORTANT

Carefully pull out the document without using excessive force. If the jammed paper tears, make sure that you remove any remaining pieces.

Make sure the document does not get caught in the card guides as well.

4 Close the feeder cover.

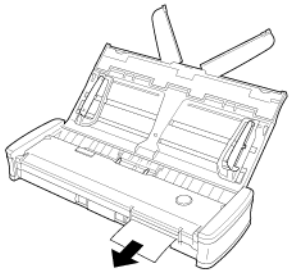


After you remove the jammed paper, check to see if the last page was scanned correctly, and then continue scanning.

Clearing a Card Jam

If a card is inserted into the slot at an angle, the card may jam during scanning.

If a card jam occurs, try pulling the card out, or open the feeder cover to remove the card.



IMPORTANT

When opening the feeder cover to remove a jammed card, open the cover slowly. Opening the feeder cover too wide will put pressure on the card and may damage it.

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.

Q1 **The scanner does not turn ON.**

A1
1. The scanner remains OFF while the feed tray is closed. When you open the feed tray, the scanner turns ON automatically.
2. If the scanner is connected to the computer via a USB hub, try removing the hub and connecting directly to the computer.

Q2 **The scanner is not recognized.**

A2
1. Confirm that the scanner is properly connected to the computer with a USB cable.
2. Confirm that the scanner is turned on. See the previous "Q1" "The scanner does not turn ON.". if the scanner does not turn on.
3. The computer's USB interface may not support the scanner. The scanner cannot be guaranteed to work with all USB interfaces.
4. Confirm that the supplied USB cable is used to connect the scanner to the computer. The scanner cannot be guaranteed to work with all available USB cables.
5. If the scanner is connected to the computer via a USB hub, try removing the hub and connecting directly to the computer.

Q3 **Documents feed askew (scanned images are slanted).**

A3
1. Reduce the number of pages that you load into the scanner at one time, and then scan again.
2. Align the document guides to fit the documents as closely as possible, and load the documents so that they feed straightly.
3. Set [Automatically straightens skewed images] to other than [OFF] in the scan mode settings.
4. If many pages have been scanned since the last roller cleaning, clean the rollers and separation pad. When cleaning the scanner refer to "Cleaning the Scanning Glass and the Rollers" on p.57. When replacing, refer to "Replacing Consumable Parts" on p.58.
5. Confirm that the separation pad is attached securely.
6. Perfectly straight scanning may not be possible for the document due to the structural design of the scanner.

Q4 **CaptureOnTouch Lite does not start.**

A4 If access to USB devices is blocked by security software, you may not be able to use CaptureOnTouch Lite.

Q5 **If white lines or streaks appear in scanned images.**

A5 Clean both sides of the scanner glass, and the rollers. 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. For cleaning the scanner, refer to "Chapter 7 Regular Maintenance". If the problem cannot be solved by cleaning, the internal glass may be scratched. Contact your local authorized Canon dealer.

Q6 **Pages are missing.**

A6 Then [Scanning Side] setting in the advanced settings dialog box is [Skip blank page], documents with very little black may be unintentionally skipped. Decrease the [Set the likelihood of skipping blank page] value "When you want to delete the images of the blank pages in two-sided documents" on p.44, or select another scan mode setting such as [Simplex] or [Duplex]. If pages are skipped due to the document double feeding, see "Q7" "Documents jam (or double-feed).".

Q7 **Documents jam (or double-feed).**

A7
1 If the feed roller and the separation pad have been installed correctly, clean them if necessary. For cleaning and replacement, refer to "Chapter 8 Detaching and attaching the feed roller and separation pad".
2 Proper scanning may not be possible when document pages stick together due to static electricity. Fan the documents before you load them.

Q8 **Multiple pages of scanned images cannot be saved to a single file.**

A8 Depending on the file format, multiple scanned image pages cannot be saved as a single file with CaptureOnTouch Lite.
- BMP, JPEG: Always save one page per file.
- PPTX: Always saved multiple pages per file.
- TIFF, PDF: You can specify whether to save scanned images as multi- or single-page files in the dialog box displayed by clicking the [Detail settings] button of [File type] in the edit screen of the output panel.
- For the edit screen of the output panel, see "Setting the output" on p.42.

Q9 **All of the placed documents have been scanned, but the scanned image does not appear on the application.**

A9 When [Panel-Feeding] or [Automatic Feeding] is selected as the document feeding method on the advanced settings dialog box, scanning will continue even after all documents have been scanned because the scanner is waiting for additional documents. To finish the operation and send the scanned images to the application, press the [STOP] button (Windows) / [Finish] button (OS X) on the operating panel.

Q10 **Memory becomes insufficient and scanning stops.**

A10 If you configure scanning conditions that use a large amount of the computer's memory, scanning may stop because of insufficient memory. Although this depends on the computer's memory size, the possibility of insufficient memory increases if any of the following scanning conditions overlap.
- [Color Mode] is set to [24-bit Color]
- A large page size (e.g. Legal) is specified as the [Page Size]. Alternatively, the page size is set to [Scanner's Maximum].
- A high resolution (600dpi etc.) is specified for [Dots per inch].

If an error message appears due to insufficient memory while scanning is in progress, stop scanning, change the scanning conditions (e.g. reduce the resolution or page size) and then try scanning again. In addition, the amount of memory used can be contained by turning off [Moire Reduction] and [Prevent Bleed Through/Remove Background] if they are set to on.

Q11 **The scanner makes unusual noise while feeding documents.**

A11 The paper quality of some documents can result in unusual noises, but this does not indicate a malfunction.

Software Troubleshooting

This section describes troubleshooting problems and solutions for operating the CaptureOnTouch Lite.

If scanning is too slow

1. **Close other running programs, if any.**
2. **Scanning can be slowed down by memory shortage caused by memory-resident applications such as anti-virus programs. Close such memory-resident programs if necessary to free up memory space.**
3. **When insufficient hard disk space is available, the scanner may be unable to create the necessary temporary files for scanned data. Delete unneeded data on the hard disk to free up more space.**
4. **Scanning is slow if the computer's USB port is not Hi-Speed USB 2.0 compliant.**
5. **If using a common USB cable that is not Hi-Speed USB 2.0 compliant, replace the cable with the supplied compliant cable.**
6. **When the scanner is connected to the computer via a USB hub that is not Hi-Speed USB 2.0 compliant, remove the hub and connect the scanner directly to the computer.**

If scanned image files cannot be opened in an application

1. **Scanned images saved as multi-page TIFF files can be opened only by programs that support this file format.**
2. **Images saved as compressed TIFF files (single- as well as multi-page) can only be opened by programs that support the compressed format. This can occur with programs that are not compatible with CaptureOnTouch Lite. In this case, select "None" as the image file compression format before scanning.**

There is a display glitch on the UI screen of CaptureOnTouch Lite

Depending on the computer that you are using, a display glitch may occur on the UI screen when there are too many Scan mode panels, Output panels. Delete any panel that you will not use.

Useful tips

Here are some useful tips for scanning documents.

Where are scanned images saved? Can the save destination be changed?

Images are saved to the following locations, according to program settings. All destination locations can be changed to other folders.

- CaptureOnTouch Lite

  Images are saved to the output destination set in the output panel.

How are the scan settings configured?

- CaptureOnTouch Lite

  Click the edit button ([ ]) in the scan mode panel and then edit the scan settings in the displayed screen.

How do I save multiple pages in one file, or save one file per page?

When scanned images are saved in BMP, PNG, or JPEG format, each page is always saved as separate files.

When scanned images are saved in PPTX format, multiple pages are always saved in one file.

When scanned images are saved in PDF or TIFF format, you can specify multi- or single-page files. See also Q8 in "Common Problems and Solutions" on p.66

Can I copy or back up scanner setting configurations?

Backup is not possible.

What rules apply to scanned image file names?

- CaptureOnTouch Lite

  The file names of scanned images are set based on the settings in the Output panel.

  Click the edit button ([ ]) in the Output panel and then set the file name in [File name] in the displayed screen.

  If you enable [Use advanced settings dialog box] of [File name] and then click the [Detail Settings] button, the [File name settings] dialog box appears. The scanned image file name is determined by setting some or all of the three items in this dialog box.

Setting	Description
File name	Any specified text string to be included in the file name.
Add date and time	Appends the date and time to file names. Select the date format from the list box. YYYY = year, MM = month, and DD = day of month. The time is appended after the date.
Add counter to file names	Append serial numbers in the order of scanned image saving. Specify the number of digits and starting number.

  A sample file name is displayed as the [File name] in the [File name settings] dialog box.

How can I skip blank pages, and scan only non-blank pages?

Specify [Skip Blank Page] in the edit screen or advanced settings dialog box of the scan mode panel, then scan.

How do I scan cards?

Set [Page size] to [Match original size] ([Detect automatically] in the advanced settings dialog box of OS X) in the edit screen or advanced settings dialog box of the scan mode panel, then scan. For details, see "Loading cards" on p.22.

How do I load and scan documents with mixed sizes?

Set [Page size] to [Match original size] ([Detect automatically] in the advanced settings dialog box of OS X) in the edit screen or advanced settings dialog box of the scan mode panel, then scan.

What's the best way to scan business cards?

Set [Page size] to [Match original size] ([Detect automatically] in the advanced settings dialog box of OS X) in the edit screen or advanced settings dialog box of the scan mode panel, then scan.

Scanned image edges are lost when scanning while setting [Page Size] to [Match original size] (Windows) or [Detect automatically] (OS X) in the advanced settings dialog box. How can I scan correctly without any loss of edges?

Set the check box of [Trimming] in the [Image processing] tab to OFF (Windows)/Set the check box of the [Trimming] dialog box displayed when you click [More] to OFF (OS X) in the advanced settings dialog box. Alternatively, set [Page size] to [Match original size] ([Detect automatically] in the advanced settings dialog box of OS X) in the edit screen or advanced settings dialog box of the scan mode panel, then scan.

How do I use the automatic document color detection function?

CaptureOnTouch Lite includes a function that automatically detects the color mode from the contents of a document.

The modes that can be detected by this automatic detection function differ depending on the screen for setting the automatic detection function.

Condition	Modes that can be detected
When [Color mode] in the edit screen of the scan mode panel of CaptureOnTouch Lite is set to [Detect automatically]	[Color or Gray]
When [Color mode] for the advanced settings dialog box is set to [Detect automatically] and advanced settings for auto-detection are set	One of the following can be selected: • [Color or Gray] • [Color or Binary] • [Color, Gray or Binary]

Chapter 11 Appendix

Specifications **71**

Replacement parts **72**

Option **72**

External Dimensions **73**

Specifications

Main Unit

Type	Desktop sheetfed scanner	
Scanning Document Size		
Plain paper	Width	50.8 to 216 mm (2 to 8.5")
	Length	70 to 356 mm (2.756 to 14")
	Thickness (density)	64 to 128 g/m^2 (17 to 34 lb bond) Thickness 0.08 to 0.15 mm (0.0031 to 0.0059")
Business card	Width	49 to 55 mm (1.93 to 2.17")
	Length	85 to 91 mm (3.35 to 3.58")
	Thickness (density)	128 to 225 g/m^2 (34 to 60 lb bond) Thickness 0.15 to 0,3 mm (0.0059 to 0.0118")
Card (ISO/IEC compliant)	Width	86 mm (3.39")
	Length	54 mm (2.13")
	Thickness	0.76 mm (0.03") or less Up to 1.4 mm (0.055") for embossed cards
Document Feeding Method		Automatic
Scanning Sensor		Contact image sensor
Light source		LED
Scanning Side		Simplex/Duplex
Scanning modes		Black and White, Error Diffusion, 256-level Grayscale, Advanced Text Enhancement II, 24-bit Color
Scanning resolution		150 x 150 dpi/200 x 200 dpi/300 x 300 dpi/ 400 x 400 dpi/600 x 600 dpi

Scanning Speed (Conditions: Core 2 Duo 2.53GHz CPU, 2 GB memory, A4 document size)

Grayscale	Simplex	200 x 200 dpi	12 pages/min.
		300 x 300 dpi	12 pages/min.
	Duplex	200 x 200 dpi	14 images/min.
		300 x 300 dpi	14 images/min.
24-bit Color	Simplex	200 x 200 dpi	9 pages/min.
		300 x 300 dpi	6 pages/min.
	Duplex	200 x 200 dpi	10 images/min.
		300 x 300 dpi	6 images/min.

* When scanning in duplex mode using only USB 2.0 bus power, power consumption on the scanner may fluctuate depending on the type of document being scanned and the processing load on the scanner. In such cases, the scanning speed may vary.

Interface	Hi-Speed USB 2.0

External Dimensions (WxDxH)		
Document feed tray closed:		285 × 95 × 40 mm (11.22 × 3.74 × 1.57")
Document feed tray open:		285 × 257 × 174 mm (11.22 × 10.12 × 6.85")
Weight		Approximately 1 kg (2.20 lb)
Power Supply	Using USB bus power (USB 2.0: 500 mA (communication cable only)	
Power Consumption		
USB cable only		
		USB 2.0: 2.5 W
	In the Sleep mode:	1.5 W
	Power OFF	0.1 W or less
Noise		Not more than 66 dB
Operating Environment		Temperature: 15°C to 70°C (59°F to 81.5°F) Humidity: 25% to 75% RH

Replacement parts

Separation Pad (Product Code: 4971C001)

This is the replacement separation pad. For the replacement procedure, see "Detaching and attaching the separation pad".

Feed Rollers (Product Code: 6144B002)

This is the replacement feed rollers. For the replacement procedure, see "Detaching and attaching the Feed Roller".

IMPORTANT

Contact your local authorized Canon dealer or service representative for detailed information about the replacement parts.

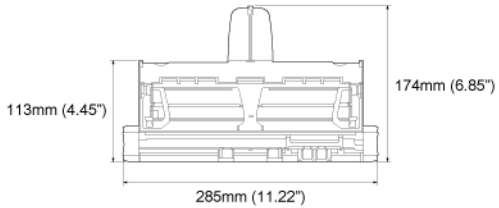
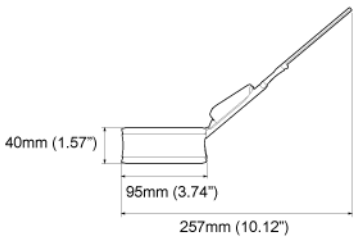
Product specifications are subject to change without notice.

Option

USB Cable (Product Code: 6144B003)

This USB cable is designed specifically for connecting the scanner to a computer.

Carrying case (Product code: 4179B003)

This case is used for holding the scanner when carrying it.

External Dimensions