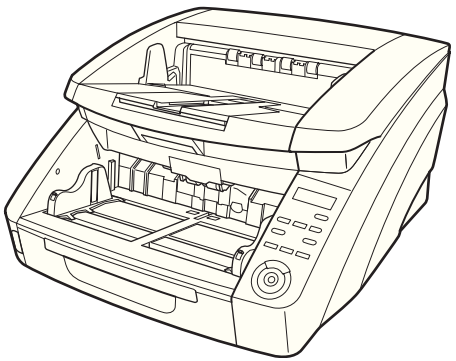
Canon

imageFORMULA

DR-G1130
DR-G1100

User Manual



Please read this manual before using the scanner.
After you finish reading this manual, keep it in a safe place for future reference.

FCC REGULATIONS (For 120 V model)

Document Scanner:
– DR-G1130: Model M111171
– DR-G1100: Model M111181

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

– Reorient or relocate the receiving antenna.
– Increase the separation between the equipment and receiver.
– Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
– Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.
One Canon Park, Melville, NY 11747, U.S.A.
Tel. No. (800)652-2666

RADIO INTERFERENCE REGULATIONS (For 120 V models)

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the Interference-causing equipment standard entitled “Digital Apparatus”, ICES-003 of the Industry Canada.

RÈGLEMENT SUR LE BROUILLAGE RADIOÉLECTRIQUE (For 120 V models)

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur: “Appareils Numériques”, NMB-003 édictée par l’Industrie Canada.

International ENERGY STAR® Office Equipment Program

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

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, displays, printers, facsimiles, copiers, and scanners. The standards and logos are uniform among participating nations.

This model doesn’t provide “setting options” for power management.

European Union (and EEA) only.

This symbol indicates that this product is not to be disposed of with your household waste, according to the WEEE Directive (2002/96/EC) and your national law. This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE). Improper handling of this type of waste could have a possible negative impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. At the same time, your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, waste authority, approved WEEE scheme or your household waste disposal service. For more information regarding return and recycling of WEEE products, please visit www.canon-europe.com/environment.
(EEA: Norway, Iceland and Liechtenstein)

Für EMVG

Dieses Produkt ist zum Gebrauch im Wohnbereich, Geschäfts-und Gewerbebereich sowie in Kleinbetrieben vorgesehen.

Für 3. GPSGV

“Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779”

Model Names

The following names may be provided for the safety regulations in each sales region of the Document Scanner.
DR-G1130: Model M111171
DR-G1100: Model M111181

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Preface

Thank you for purchasing the Canon imageFORMULA DR-G1130/G1100 Document Scanner. Please read this and the following manuals thoroughly before using the scanner to become acquainted with its capabilities and make the most of its many functions. After reading the manuals, store them in a safe place for future reference.

Manuals for the Scanner

The documentation for the scanner consists of the *Reference Guide* (supplied with the scanner), the *User Manual* (this manual), and the *CapturePerfect3.1 Operation Guide*, which are provided in electronic form and registered in the Windows Start Menu during software installation.

Reference Guide

This manual consists of the basic scanner operating instructions extracted from the *User Manual*.

User Manual (This Manual)

This manual consists of two sections: Hardware and Software.
The Hardware section provides general information about the scanner operational settings, maintenance, and troubleshooting.
The Software section describes how to use the ISIS/TWAIN driver with the scanner, and how to set up job registration tools.

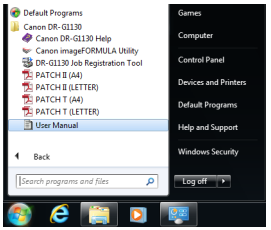
CapturePerfect 3.1 Operation Guide (Electronic Manual)

This is the operation guide for CapturePerfect 3.1, the Canon document scanner application program.

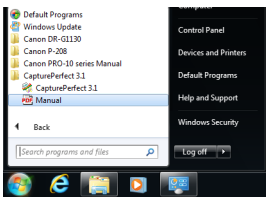
Hint

- The User Manual and the CapturePerfect 3.1 Operation Guide are installed in the following locations during software installation.

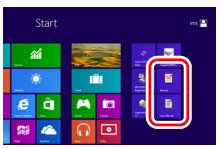
User Manual



CapturePerfect 3.1 Operation Guide



- Register Windows 8 at the following locations.



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 scanner 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 scanner safely, always pay attention to these cautions.

IMPORTANT

Indicates operational requirements and restrictions. Make sure that you read these items carefully to operate the scanner correctly, and avoid damage to the scanner.

Hint

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

How This Manual is Organized

This manual consists of the following chapters.

■ Hardware

Chapter 1 Before You Start Using the Scanner
Provides an overview of the scanner

Chapter 2 Setup
Describes the operating environment and how to connect to a PC

Chapter 3 Basic Operation
Describes the basic uses of the scanner

Chapter 4 Other Functions
Describes the User Mode and other functions

Chapter 5 Maintenance
Describes routine cleaning and roller replacement

Chapter 6 Practical Examples
Describes displayed messages and troubleshooting solutions

Chapter 7 Appendix
Provides a list of specifications and support information

■ Software

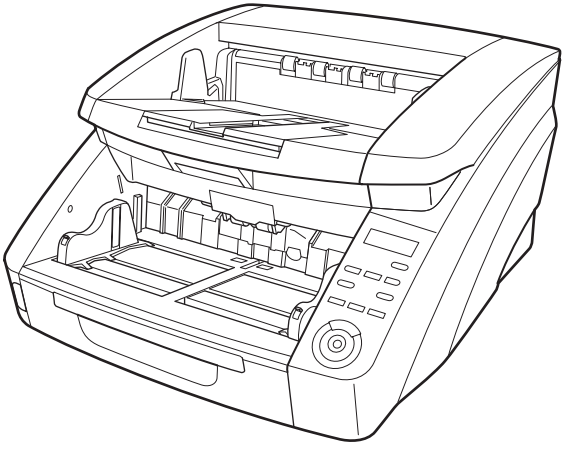
Chapter 8 ISIS/TWAIN Driver Settings
Describes the settings for the ISIS/TWAIN driver

Chapter 9 Job Registration Tool Settings
Describes the settings for the Job Registration Tool

Chapter 10 Practical Examples
Provides information for reference when making software settings

User Manual

Hardware



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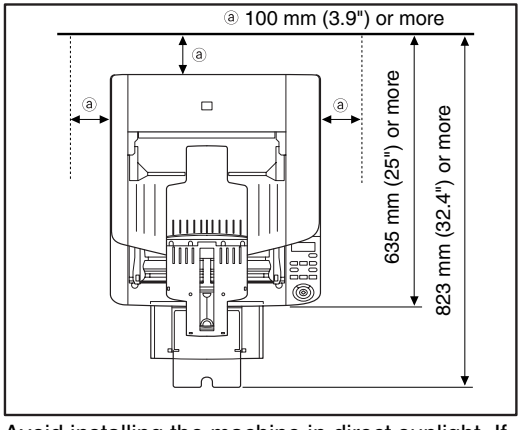
1. Important Safety Instructions

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

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.



- Avoid installing the machine in direct sunlight. If this is unavoidable, use curtains to shade the scanner.
- 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, and avoid locations where the fumes from ammonia, paint thinner, or other volatile chemicals may be present.
- 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: 20% to 80% RH
- Avoid installing the scanner near equipment that generates a magnetic field (e.g. speakers, televisions, or radios).

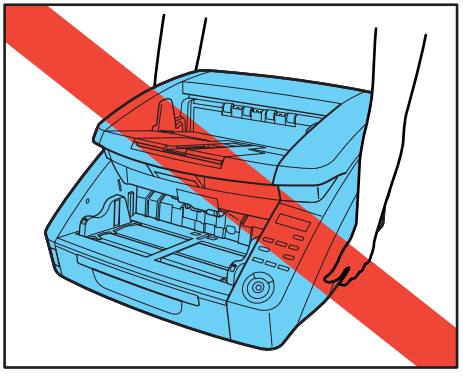
Power

- Connect only to a power outlet of the rated voltage and power supply frequency (either 120 V, 60 Hz or 220-240 V, 50/60 Hz, depending on your region).
- Do not use the scanner with a power supply that is not rated for the specified voltage. Doing so might cause fire or electric shock.
- Do not connect other electrical equipment to the same power outlet to which the scanner is connected. Also, when using an extension cord, make sure that the extension cord is rated for the current requirements of the scanner.
- The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.

- Do not use the power cord while it is coiled.
- Do not pull directly on the power cord. When disconnecting the power cord, grasp the plug and remove it from the outlet.
- Keep the area around the power plug clear of objects so that the power cord can be disconnected easily in an emergency.
- If you have any questions regarding the power supply, contact your local authorized Canon dealer or service representative for further information.

Moving the Scanner

- The scanner weights about 22.8 kg (50.3 lbs). To lift or move the scanner, always use two people, one on each side. Never attempt to lift the scanner by yourself. You could drop the scanner or pinch your fingers, resulting in personal injury or damage to the scanner. Remember to be extra careful when moving it.



- Make sure to disconnect the interface cable and power cord when moving the scanner. If the scanner is carried with these items connected, the plugs and connectors 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 use alcohol, benzene, paint thinner, aerosol sprays, or any other highly flammable substance near the scanner.
- Do not cut, damage, or modify the power cord. Do not place heavy objects on the power cord, and do not pull or excessively bend the power cord.
- Never connect the power cord when your hands are wet.
- Do not connect the scanner to a multiplug power strip.
- Do not knot or coil the power cord, as this may result in a fire or electric shock. When connecting the power cord, make sure that the power plug is securely and completely inserted into the power outlet.
- To use a reel-type extension cord, unwind all of the cord from the reel. Long-term operation with the cord wound on the reel may cause the cord to overheat and could cause a fire.
- Do not use power cords other than the power cord provided with this scanner.

- Never try to take the scanner apart or modify it in any way, as this is dangerous and may lead to a fire or electric shock.
- Do not use flammable aerosol sprays products near the scanner.
- When cleaning the scanner, turn the power switch OFF and disconnect the power plug from the power supply.
- Clean the scanner using a slightly dampened cloth which has been well wrung out. Never use alcohol, benzene, paint thinner, or any other flammable substances.
- 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 turn the power switch OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative for further information.
- Do not drop the scanner, or subject it to impact or strong shock. Should the scanner ever become damaged, immediately turn the power switch OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Before moving the scanner, make sure to turn the power switch OFF, and disconnect the power plug from the power outlet.

⚠ CAUTION

- Do not install the scanner on a surface that is unstable or tilted, or in an area subject to excessive vibrations, as this may cause the scanner to fall, resulting in personal injury or damage to the scanner.
- Do not block the ventilation openings. Doing so could case the scanner to overheat, creating a risk of fire.
- Never place small metal 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. Should such objects ever fall inside the scanner, immediately turn the power switch OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Do not locate the scanner in a humid or dusty location. Doing so may cause 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 unplugging the power cord, grasp it firmly by its plug. Do not pull directly on the power cord, as this may damage or expose the cord's internal wiring, resulting in a fire or electric shock.
- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.
- Do not allow water or flammable substances (alcohol, paint thinner, benzene, etc.) to spill into the scanner, as this may result in a fire or electric shock.
- Turn OFF the power switch for safety when not using the scanner for a long period of time, such as overnight. Also, turn OFF the power switch, and disconnect the power cord from the power outlet for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.

■ 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 cord 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.

CAUTION : Hot Surface

■ The part where the seal is attached can become hot, and handling it carelessly can result in burns. To ensure safe handling, be sure to observe all safety precautions.

Disposal

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

2. Features

The main features of the DR-G1130/G1100 are described below.

Scanner Features

- **Variety of Scanning Modes**
  The scanner is equipped with six scanning modes: Black and White, Error Diffusion, Advanced Text Enhancement, Advanced Text Enhancement II, 256-level Gray, and 24-bit Color.
  * Advanced Text Enhancement can clarify scanned text by processing background or foreground colors.
- **Fast Document Feeding**
  The scanner can scan up to 100 document sheets per minute of LTR/A4-size paper in black and white, grayscale, and color scanning modes. (For the DR-G1130)
  * Scanning conditions: LTR/A4 portrait, duplex, 200 dpi
- **Large Capacity Feeder**
  Up to 500 plain paper document sheets can be loaded in the document feed tray.
- **Count-Only Mode**
  When operating the scanner as a stand-alone device, this mode counts the number of loaded document sheets. (See “Count-Only Mode” on p. 4-2.)
- **Adjustable Document Feed Tray**
  The position of the document feed tray can be adjusted up or down according to the number of document sheets to be loaded. (See “Preparing the Document Feed Tray” on p. 3-5.)
- **Long Document Mode**
  Document sheets up to 3,000 mm long can be scanned. (See “Long Document Mode Setting” on p. 3-3.)
- **Job Function**
  Scanning conditions and the saving destination for image files are registered with the job, so you can scan using only control panel key operations. (See “About the Job Function” on p. 3-13.)
- **Freely Adjustable Document Guides**
  The left and right document guides can be adjusted so that documents can be positioned to scan either the left or right side. (See “Adjusting the Document Guides” on p. 3-7.)
- **User Mode**
  The User Mode functions can be employed to set the scanner for practically any condition. (See “User Mode Functions” on p. 4-6.)

Detection Functions

- **Color Document Auto Detection**
  The scanner automatically detects whether documents are in color, grayscale, or black and white.
- **Auto Paper Size Detection**
  The document page size is detected before scanning.

Fixed-Size Scanning

Auto-Size Detection Scanning

- **Skew Detection**
  The scanner stops feeding when a skewed document is detected as it touches the edge of the feeder inlet.
- **Staple Detection**
  The scanner stops feeding when it detects the presence of stapled documents. (See "Staple Detection Setting" on p. 4-6.)
- **Ultrasonic Double-Feed Detection**
  The scanner stops feeding when the ultrasonic sensor detects that two or more document pages are feeding at the same time. (See "Double-Feed Control Setting" on p. 4-6.)
  * A non-detection zone can be specified to avoid double-feed detection in areas such as those containing adhesive labels.
- **Double-Feed Detection by Document Length**
  The scanner stops feeding when a double feed is detected by comparing document lengths. (See "Double-Feed Control Setting" on p. 4-6.)
  * Using the length of the first document page as a reference, the scanner detects a double feed when a page of a different length is fed.
- **Prescan**
  At the start of scanning, this function prescans the first page of a document and pauses so that you can use the first image to adjust the brightness and contrast before resuming scanning.
- **Verify Scan**
  While scanning, the count of document pages scanned is verified against a pre-specified count or the count obtained from Count-Only Mode. (See "Verify Scan" on p. 4-2.)
- **Text Orientation Detection**
  The text orientation on each page is detected, and the scanned image is rotated in 90-degree increments as necessary for normalization.

Feeding Direction

The text orientation is detected and the image is rotated

Image Processing

- **Prevent Bleed Through/Remove Background**
  Prevents the background or original image on the reverse side of thin originals from appearing in scanned images.
- **Image Rotation**
  The scanner can rotate scanned images in 90° increments, or detect the text orientation and rotate the image in 90° increments to correct its orientation.

● Deskew

The scanner straightens an image when it recognizes from the image that the document page was fed askew.

Skewed Image　　Deskewed Image

● Dropout and Color Enhancement

The scanner is equipped with color drop-out and enhancement functions that enable you to specify one color (red, blue, or green) to be omitted (dropped out) or enhanced when scanning, respectively.

Color Document　　Image with Red Drop-Out set (red filtered)

● Remove Binder Holes

Erases the shadows that appear on scanned images form binding holes on the original document.

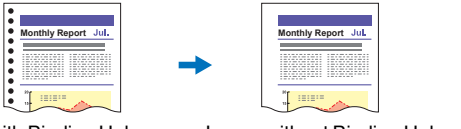


Image with Binding Holes　　Image without Binding Holes

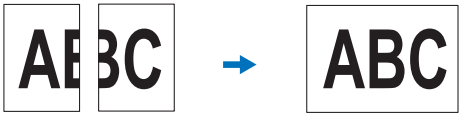
● Skip Blank Page

The scanner scans both sides of a document and skips saving the image of any side it determines to be a blank page.

Two-Sided Documents with a Blank Side　　Images with Blank Page Skipped

● Folio Scan

Documents that are too large to fit in the feeder inlet can be folded and scanned on both sides, and the images are combined into a single image. (See “Scanning documents wider than the feeder inlet (Folio Scan)” on p. 10-3.)



Front and Back Images　　Reconstructed Image

● MultiStream

The scanner supports MultiStream, which can create three images with different scanning conditions from a single scan pass depending on the intended purpose. However, this function is only available when using software that supports Multi-Stream.

Document to be Scanned　　(150 dpi, Color) (300 dpi, Black & White) Two Types of Output Image

- Making text or lines bold
  If any text or lines are unclear, this scanner has a function for scanning and making them bolder.
- Background smoothing
  This processes the background in a scanned image to make it look smoother. It can be used when [Detect automatically], [256-level Gray], or [24-bit Color] is selected in [Color Mode] on the [Basic] tab sheet.

Other Functions

- Rapid Recovery System
  When this function is activated and a sensor detects a misfeed due to a paper jam or double feed, which causes feeding to stop, scanning pauses to allow you to correct the cause of the misfeed, after which scanning continues from the document page on which the abnormality was detected. (See "Handling Interruptions in Scanning" on p. 3-22.)
  * The Rapid Recovery System is effective when feeding stops as a result of detection of a Paper Jam, Double Feed, Skew, or Staple.

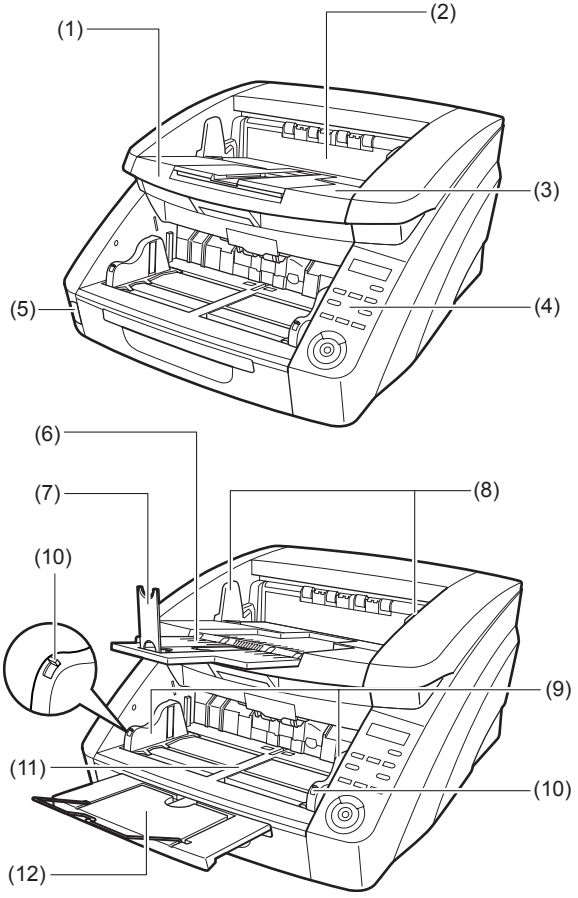
Options

- Imprinter (Option)
  As an option, printing can be made on scanned documents.
- Barcode Detection (Option)
  Barcodes on documents can be detected and decoded by installing the optional barcode module.
- Patchcode Support (Option)
  By installing the optional patchcode decoder, patch code sheets inserted between document pages can be detected for batch separation. (See "Using Patchcode Sheets (Option)" on p. 3-19.)

3. Names and Functions of Parts

The names and functions of the DR-G1130/G1100 parts are shown below.

Front View, Feeder Inlet, and Eject Outlet



(1) Upper Unit
Open when cleaning the rollers or paper jams. (See p. 3-22.)

(2) Imprinter Cover
Open when replacing the ink cartridge in the optional imprinter or when cleaning the imprinter. (See p. 5-16.)

(3) Document Eject Tray
Scanned documents are output here. (See p. 3-9.)

(4) Control Panel (See p. 1-12.)

(5) Power Switch
Turns the scanner ON and OFF. (See p. 2-8.)

(6) Document Eject Tray Extension
Open the Document Eject Tray Extension to prevent documents from falling off of the eject tray. (See p. 3-9.)

(7) Eject Paper Stoppers
Adjust to fit the length of documents, to avoid document spillage. (See p. 3-9.)

(8) Document Guides
Adjust to fit the width of documents, so that ejected documents stack neatly. (See p. 3-9.)

(9) Document Guides
Adjust to fit the width of documents. (See p. 3-7 and p. 3-8.)

(10) Document Guide Lock Lever
Locks the Document Guides. (See p. 3-8.)

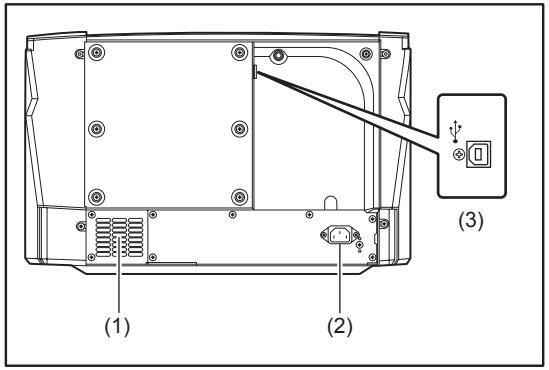
(11) Document Feed Tray
Load documents to be scanned here. (See p. 3-5.)

(12) Document Feeder Tray Extension / Extension Wire
Extend as needed to fit the length of the documents. (See p. 3-6.)

CAUTION

Do not open the imprinter cover if the optional imprinter is not installed.

Rear View



(1) Ventilation Holes (Exhaust Fan)
Exhausts heat from inside the scanner.

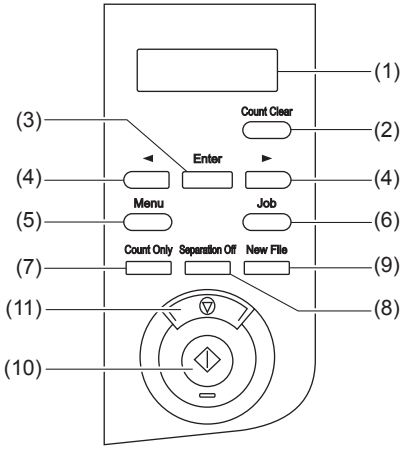
(2) Power Connector
Connect the supplied power cord here. (See p. 2-6.)

(3) USB Connector (Type B)
Connect the supplied USB cable here. (See p. 2-7.)

CAUTION

Do not block the ventilation holes. Doing so could cause the scanner to overheat, creating a fire hazard.

Control Panel



(1) Display Panel
Displays the user mode, job info, messages, and counter.

(2) Count Clear Key
Clears and resets the counter on the display panel.

(3) Enter Key
Selects the user mode, and accepts settings.

(4) ◀ ▶ Keys
Selects the user mode and job.

(5) Menu Key
Displays the user mode. (See p. 4-4.)

(6) Job Key
Selects jobs. (See p. 3-13.)

(7) Count Only Key
Feeds and counts the number of document pages. (See p. 4-2.)

(8) Separation Off Key
Raises the Document Feed Tray for the non-separating (manual) mode. (See p. 3-10.)

(9) New File Key
When File Separation by Key is enabled, separates files.

(10) Start Key
Starts scanning.

(11) Stop Key
Stops the scanning process.

Chapter 2 Setup

1. Setup Procedures 2-2
2. Installation Requirements 2-3
3. Software Installation 2-4
4. Connecting the Scanner to the Computer 2-6
   Interface Connector Locations 2-6
   Connecting the Scanner to the Computer 2-6
5. Turning the Power ON 2-8
   Turning Off the Power 2-8

1. Setup Procedures

Perform the following setup procedures to prepare the scanner for use.

Step 1: Confirm the installation requirements. (See p. 2-3)

Step 2: Install the Software. (See p. 2-4)

Step 3: Connect the scanner to the computer. (See p. 2-6)

Step 4: Turn the power ON (Scanner recognition). (See p. 2-8)

2. Installation Requirements

The following system requirements are recommended for optimal use of this scanner.

■ Computer

- CPU: Intel Core i3 2.13 GHz or faster
- Memory: 4 GB or more
- Hard disk: 3 GB or more available space required for installation of all software
- USB interface: Hi-Speed USB 2.0
- Monitor: Resolution of 1024 x 768 (XGA) or better recommended.
- Optical drive: Drive capable of reading DVDs.

■ Operating system

- Microsoft Windows XP Service Pack 3 or later
- Microsoft Windows XP x64 Edition Service Pack 2 or later
- Microsoft Windows Vista Service Pack 2 or later (32-bit and 64-bit editions)
- Microsoft Windows 7 Service Pack 1 or later (32-bit and 64-bit editions)
- Windows 8 (32-bit and 64-bit editions)

■ Other requirement

- An ISIS-compatible application or a TWAIN-compatible application that is compatible with the above operating systems.
- .NET Framework 3.5 or later

WARNING

- Use the latest USB 2.0 driver made available by Microsoft. For details, consult your local authorized Canon dealer.
- Scanning speeds are slower 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 recommended specifications, the scanning speed may vary, depending on the specified scan settings.
- The scanner drivers provided with the scanner do not necessarily operate on all ISIS or TWAIN-compatible applications. For details, contact your application software provider.
- Precautions for Use in 64-bit Operating Systems
  - The scanner driver supplied with this product supports scanning with 32bit applications only.
  - Even with 32-bit applications, not all ISIS/TWAIN compliant applications are guaranteed to operate.
  - Scanning speed may vary depending on the specifications of your computer.

3. Software Installation

This section describes how to install the software.

- CapturePerfect 3.1
  This is a scanning application that is bundled with the scanner and other Canon DR series scanners.
- Scanner Driver
  This is the scanner driver for this product.

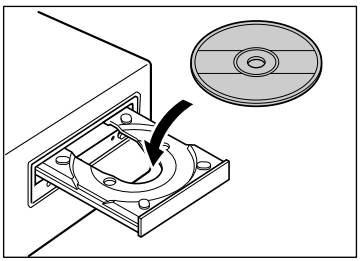
IMPORTANT

Install the software before connecting the scanner to the computer.

- Log on to Windows as an Administrator.
- Close all other applications before installing the software.

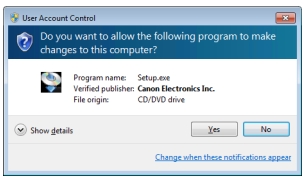
1. Insert the Setup Disc into the disc drive of the computer.

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

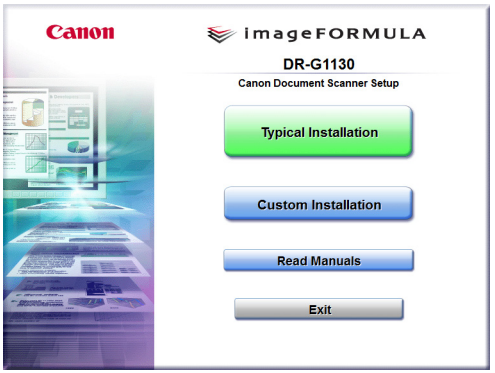


For Windows 8/7/Vista

If the [User Account Control] screen appears, click [Yes] or [Allow].



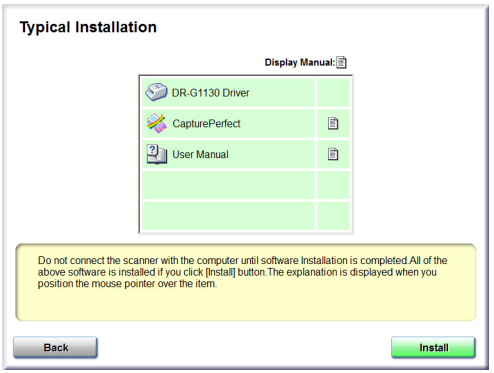
2. Click [Typical Installation].



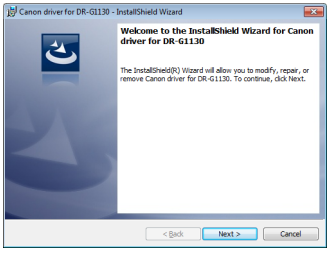
Hint

- When reinstalling the software that has been uninstalled, click [Custom Installation] to specify the uninstalled software.

3. Click [Install].

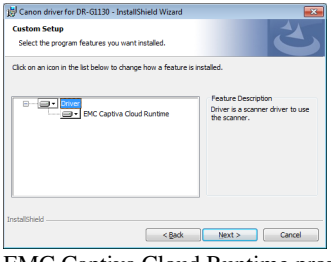


4. Follow the instructions on the screen to complete installation.



Hint

Installation of EMC Cloud Capture Function



EMC Captiva Cloud Runtime provides a component that enables the use of web-based applications.
Be sure to install the component only when using a compatible application that supports the function.

5. Click [Exit] to finish installing the software.

Hint

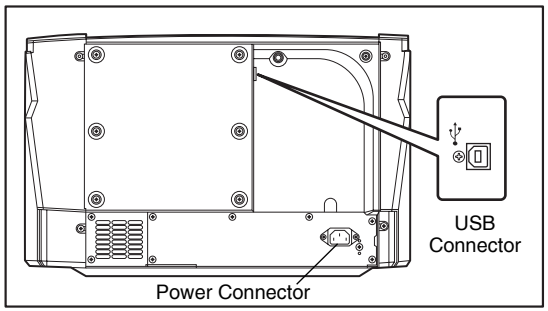
For Windows 8
Depending on the system environment, the web browser may start in full screen during installation. If so, wait until the browser processing has finished, and then return to the desktop and continue the installation process.

4. Connecting the Scanner to the Computer

Use a USB port to connect the device to the PC.

Interface Connector Locations

The USB connector is located on the scanner as shown below.



IMPORTANT

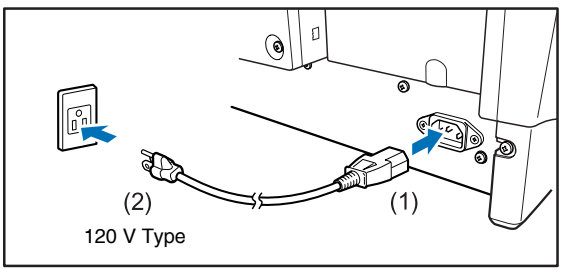
- Use only the supplied power cord.
- The scanner and computer should both be turned OFF when making connections.

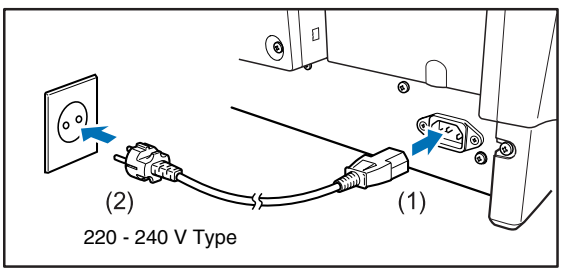
Connecting the Scanner to the Computer

To connect to the computer, follow the procedure for the intended connection method.

■ Using a USB Connection

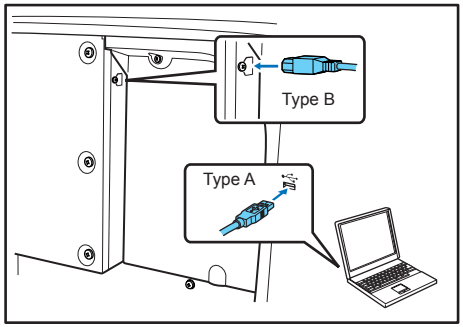
1. Connect the supplied power cord into the power connector on the back of the scanner. (1)
2. Connect the power cord into an AC outlet. (2)





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

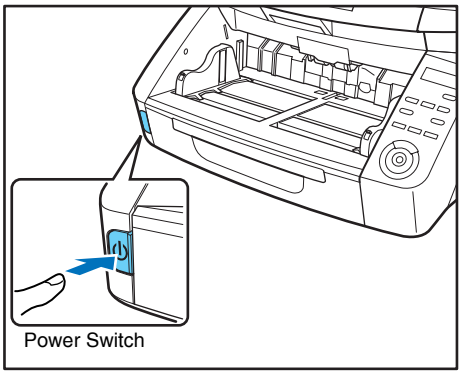
Connect the square plug (Type B) of the USB cable to the scanner. Connect the flat plug (Type A) of the USB cable to the computer.



5. Turning the Power ON

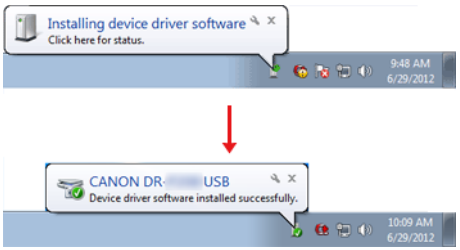
The power of the scanner can be turned ON and OFF with the power button on the front of the scanner.

1. Make sure that the scanner and computer are connected properly with the supplied USB cable.
2. Press the power switch.



Hint

When the scanner is turned on for the first time, the balloon message shown below appears on the Windows task bar. If you wait a while, automatic scanner recognition will end and the scanner will become ready to use.



Turning Off the Power

Press the power switch again to turn the scanner off.

IMPORTANT

- After turning the scanner off, wait at least 10 seconds before turning it back on.
- If you will not be using the scanner for an extended period, you should disconnect the power cord from the AC outlet for safety.

Hint

The scanner's Auto power OFF function is enabled by default, and the scanner will turn off automatically if it is not operated for 4 hours.

To disable this setting, follow the steps in (See “Auto Power OFF Function” on p. 5-6).

Chapter 3 Basic Operation

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1. Documents

The scanner can scan documents ranging in size from business cards and checks to 11" × 17"/A3 size. The size and type of paper that can be fed depends on the feeding method.

Acceptable Documents

The scanner can feed the following document sizes.

Size

Width: 50.8 mm to 305 mm (2" to 12")
Length: 70 mm to 432 mm (2.8" to 17") (without using the Long Document Mode)
70 mm to 1,000 mm (2.8" to 39.4") (using [ON1] in the Long Document Mode)
70 mm to 3,000 mm (2.8" to 118.1") (using [ON2] in the Long Document Mode)

Hint

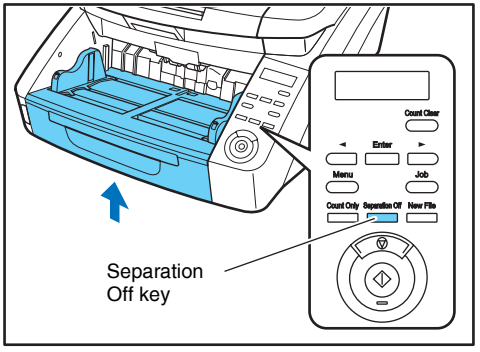
Setting the scanner to Long Document Mode lets you scan documents up to 3,000 mm (118.1") long.
(See “Long Document Mode Setting” on p. 3-3.)

Paper Thickness

Continuous Feeding: 20 g/m^2 to 209 g/m^2 (5 to 56 lb bond) (0.04 mm to 0.25 mm)
Manual Feeding: 20 g/m^2 to 255 g/m^2 (5 lb to 64 lb bond) (0.04 mm to 0.30 mm)

Hint

- Continuous feeding feeds document pages one after another by the feed and retard rollers until the batch of documents placed in the Document Feed Tray is completed.
- Manual feeding feeds one document at a time while the [Separation Off] key on the control panel is lit and the Document Feed Tray is raised.



IMPORTANT

A document must meet the following criteria to be scannable:

- When scanning a multipage document, pages must be grouped together so that they have the same size, thickness, and weight. Scanning different types of paper at one time may cause the scanner to jam.
- Always make sure that the ink on a document is dry before scanning it. Scanning documents with the ink still wet may soil the rollers or scanning glass, cause lines or smudges to appear on images, or dirty other documents.
- Always clean the rollers or scanning glass after scanning a document written in pencil. Scanning documents with pencil written on them may soil the rollers or scanning glass, cause stripes to appear in images, or dirty other 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. Adjust the scanning brightness from the application program, or enable the [Prevent Bleed Through/Remove Background] setting before scanning.

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

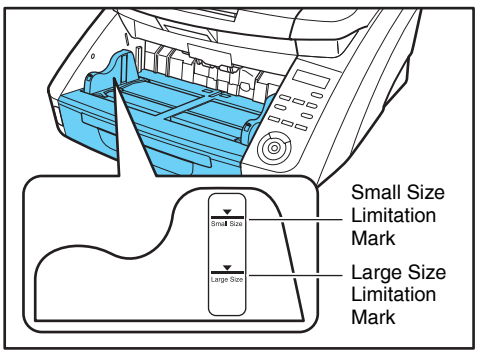
- To scan bound multi-page documents such as invoice booklets, place the bound edge against the feeder inlet and scan by manual feeding.
- To use the Long Document Mode, feed document pages manually, one after another.

Document Feeder Capacity

Up to 500 sheets of high grade paper or paper up to 48mm high (max.)

IMPORTANT

Do not exceed the load limitation mark when placing documents in the Document Feed Tray. It may cause paper jams.



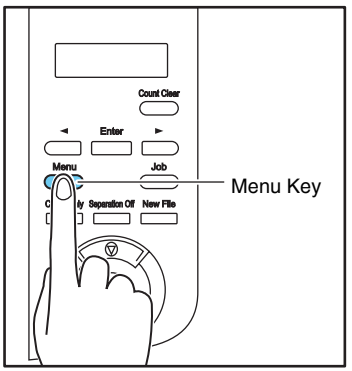
Small Size Limitation Mark:
When placing documents that are smaller than LTR/A4 size.
Large Size Limitation Mark:
When placing documents that are larger than LTR/A4 size.

Long Document Mode Setting

Using the Long Document mode, pages up to 3,000 mm (118.1") long can be scanned.
Changing the Long Document Mode setting can be done from the Control Panel.

■ Setting Long Document Modes on the Control Panel

1. Press the Menu key on the control panel.



The User Mode is activated.

```
Separation Mode
[HI]  Normal  LO
```

2. Press the [▶] key seven times to display Long Document Mode. (See p. 4-7.)

```
Long Document
   ON2   ON1  [OFF]
```

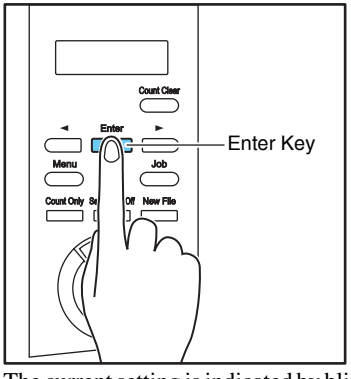
3. Confirm your settings.

[ON2]: When the [Match original size] or [Scanner's Maximum] page size setting is selected, scanning document page lengths up to 3,000 mm (118.1") is enabled.

[ON1]: When the [Match original size] or [Scanner's Maximum] page size setting is selected, scanning document page lengths up to 1,000 mm (39.4") is enabled.

[OFF]: When the [Match original size] page size setting is selected, scanning document page lengths up to 432 mm (17.0") is enabled.

4. Press [Enter].



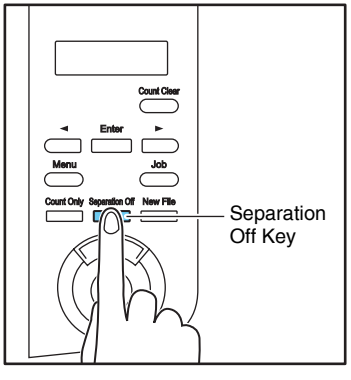
The current setting is indicated by blinking square brackets [ ].

5. Press the [◀] or [▶] key and press [Enter] to accept the selection.

6. Press the Stop key to exit the User Mode.

IMPORTANT

- Processing may be slowed when scanning in the Long Document Mode.
- When Long Document Mode is set to [ON1] (1,000 mm), a scanned image may be lost if the scanning mode is set to color and the image quality is set to [Image quality priority]. In the event, scan the document in black and white or reduce the image quality.
- When Long Document Mode is set to [ON2] (3,000 mm), a scanned image may be lost if the scan is performed at 400/600 dpi or with the scanning mode set to color and the scanning side set to [Duplex]. In the event, scan the document at a lower resolution, in black and white, or with the scanning side set to [Simplex].
- When scanning using Long Document Mode, [High-Quality Moire Reduction], [Auto orientation compensation], or document orientation of [+90 degrees] or [-90 degrees] cannot be used.
- If a sheet is loaded at a skewed angle when scanning long documents, it may be damaged by contacting both sides of the transport path. So be careful to avoid loading documents at skewed angles.
- Paper jam detection may react slowly when scanning long documents, which could result in jammed documents being damaged. Be especially careful to avoid paper jams.
- To feed each document page manually when scanning long documents, press the [Separation Off] key on the control panel.



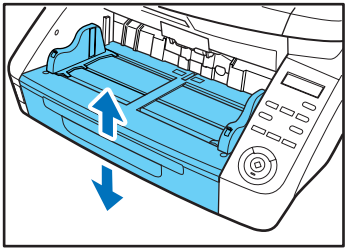
2. Document Feed and Eject Trays

Before scanning, prepare the Document Feed and Eject Trays for the desired paper size.

Preparing the Document Feed Tray

■ Document Feed Tray

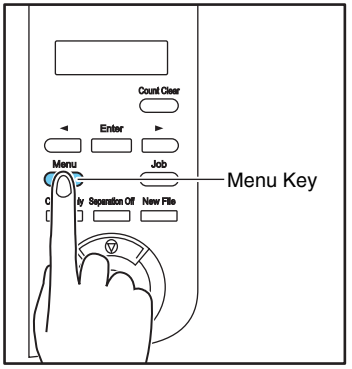
The height of the Document Feed Tray can be adjusted according to the number of document pages to be loaded (the default setting is the lowest position).



Tray Position Setting

The proper height of the Document Feed Tray can be set in advance by the Tray Position in the User Mode setting, which minimizes the time required to start feeding the documents to be placed on the Document Feed Tray.

1. Press the Menu key on the control panel.



The User Mode is activated.

```
Separation Mode
[HI]  Normal   LO
```

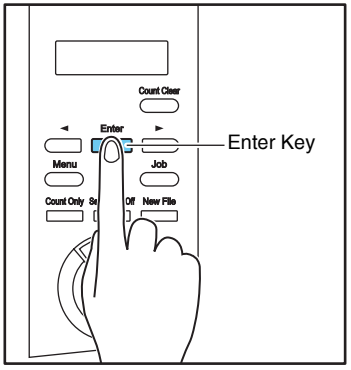
2. Press the [◀] key five times to display Tray Position. (See p. 4-8.)

```
Tray Position
    2       1      [0]
```

3. Confirm your settings.

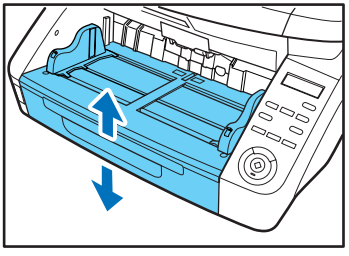
[0]: To load up to 500 sheets
[1]: To load up to 300 sheets
[2]: To load up to 100 sheets

4. Press [Enter].



The current setting is indicated by blinking square brackets [ ].

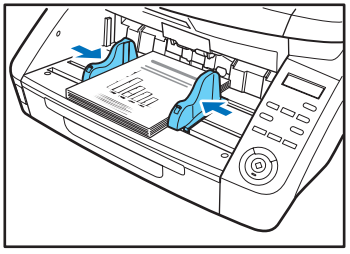
5. Select with the [◀] or [▶] key and press [Enter] to accept the selection.
The Document Feed Tray moves to the selected height.



6. Press the Stop key to exit the User Mode.

■ Document Guides

Slide the document guides to fit the width of your document.

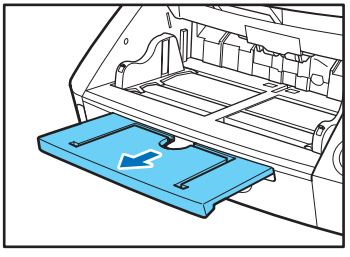


Hint

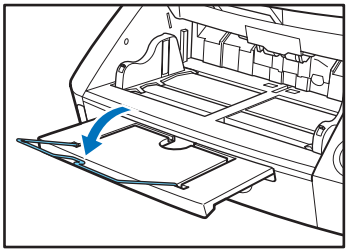
The positions of the left and right document guides can also be locked independently for off-center loading. (See “Adjusting the Document Guides” on p. 3-7)

■ Document Feeder Tray Extension / Extension Wire

Pull out the tray extension as needed for the length of your document.



Gently open the extension wire.

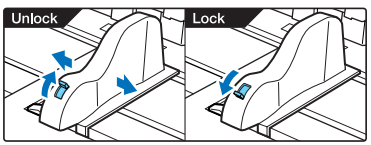


Hint

Use the extension wire if the document beyond the edge of the document tray extension.

Adjusting the Document Guides

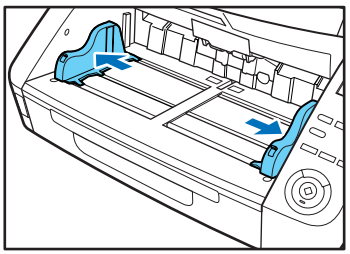
The document guides normally extend at equal distances to the left and right ends from the center of the feeder so that documents are by default to be placed at the center of the feeder inlet.
However, each document guide has its own lock lever, so you can place documents either toward the left or right side of the feeder inlet by locking the document guides at the appropriate positions.



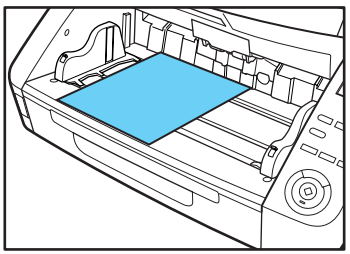
■ Loading Documents at the Left Side

This example shows the procedure for loading documents at the left side of the feeder.

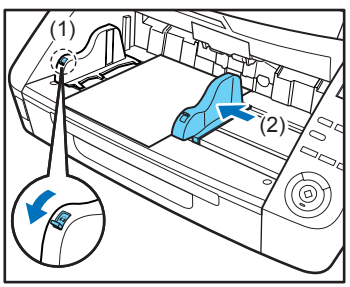
1. Spread the document guides all the way to the left and right.



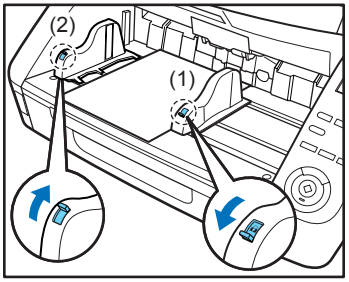
2. Load your documents against the left feed guide.



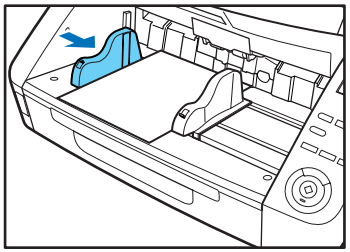
3. Lock the left document guide (1) by pulling out the lock lever, then slide the right document guide to the right edge of your documents (2).



4. Lock the right document guide (1), and unlock the left document guide (2).



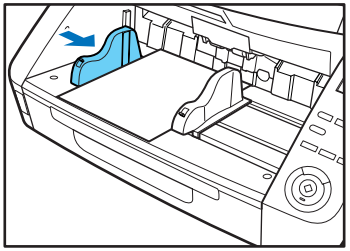
5. Slide the left document guide to the left edge of your documents.



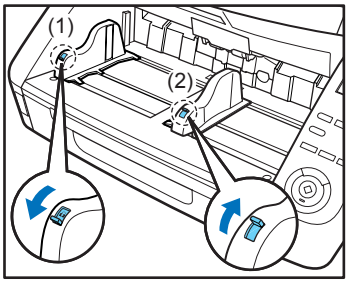
■ Resetting the Document Guides

To reset the guides so that they are equidistant from the center, perform the following procedure to spread the guides to the left and right as far as they will go.

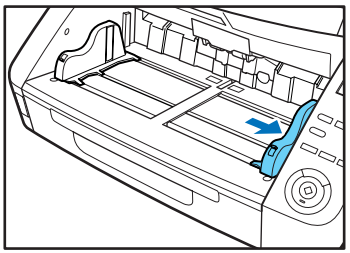
1. Confirm that the right document guide is locked (1), and slide the left guide all the way to the left (2).



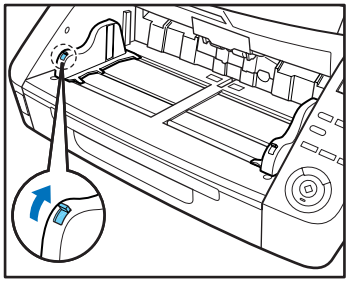
2. Lock the left document guide (1), and unlock the right document guide (2).



3. Slide the right document guide all the way to the right.



4. Unlock the left document guide.



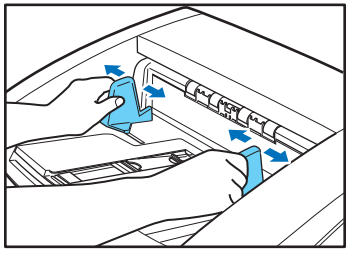
Preparing the Document Eject Tray

The Eject Tray includes two Document Eject Guides, the Eject Tray Extension and Eject Paper Stopper, to be adjusted to fit the width and length of your documents.

■ Document Guides

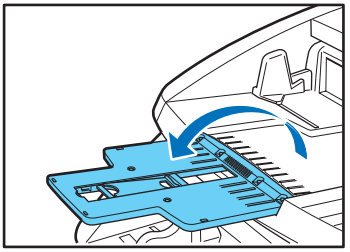
Slide the document eject guides to fit the width of your documents.

The eject position of the document can be checked by feeding a single sheet of the document in Count-Only Mode. (See “Count-Only Mode” on p. 4-2.)



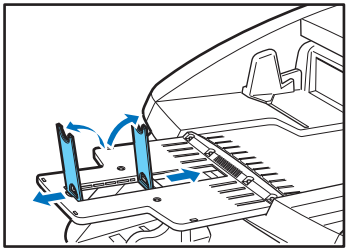
■ Document Eject Tray Extension

Open the Document Eject Tray Extension when documents look like they are going to fall off of the eject tray.



■ Eject Paper Stoppers

Raise the appropriate Eject Paper Stoppers to stop ejected documents from spilling out of the eject tray.



Hint

The eject paper stoppers are attached to the document eject tray extension, so you can adjust their positions to suit your document length.

When LTR/A4-size documents are loaded, close the document eject tray extension and stand up the upper eject paper stoppers. When A3-size documents are loaded, open the document eject tray extension and stand up the upper eject paper stoppers.

3. Document Feeding Methods

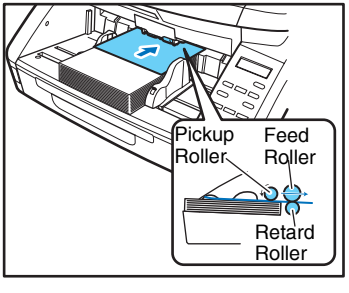
Two document feeding methods are available: Continuous Feeding, which feeds documents automatically from the document tray by the pickup roller; and Manual Feeding, which requires manually feeding one document at a time for transport by the feed roller, while the pickup roller is disabled.

Selecting the Document Feeding Method

Continuous Feeding is the default feeding method, but Manual Feeding can be enabled by selecting Manual Feeding as the Feeding Option for the ISIS/TWAIN driver, or by pressing the Separation Off key on the control panel. Continuous Manual Feeding Mode is also provided as a way to scan a batch of document pages that cannot be automatically transported.

Continuous Feeding

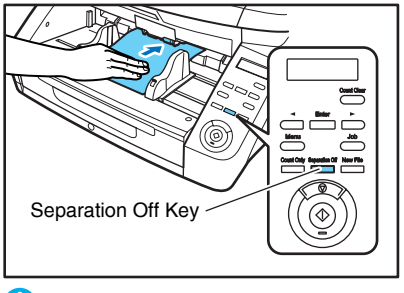
With Continuous Feeding, documents loaded in the Document Feed Tray are picked up automatically by the pickup roller and transported by the feed roller, while the retard roller separates each page to avoid double feeding.



Manual Feeding

The Separation Off key lights and the Document Feed Tray rises so that documents can be fed manually one at a time.

In the Manual Feeding mode, you must insert each document page far enough to be pulled in by the feed roller (because the pickup roller is disabled).



IMPORTANT

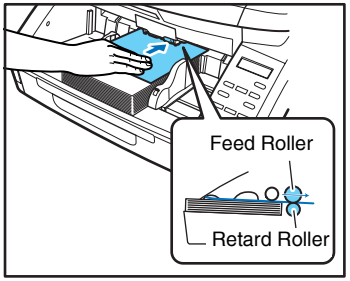
- Because pages are not separated by the retard roller during manual feeding, a paper jam will occur if multiple pages are loaded together.
- To scan bound multi-page documents such as invoice booklets, place the bound edge against the feed inlet and scan using manual feeding.

Hint

- The [Separation Off] key is linked to the [Manual Feeding] Feed Option setting of the ISIS/TWAIN driver.
- When the [Separation Off] key on the control panel is pressed or the [Manual Feeding] Feed Option is selected, the [Separation Off] key lights and the Document Feed Tray rises.

Continuous Manual Feeding Mode

Enable the Continuous Manual Feeding Mode from the User Mode when document pages do not separate well using Continuous Feeding.



IMPORTANT

When the Continuous Manual Feeding Mode is set to ON from the User Mode, make sure to disable it (set to OFF) when finished scanning. Otherwise, normal continuous feeding will be disabled the next time someone uses the scanner.

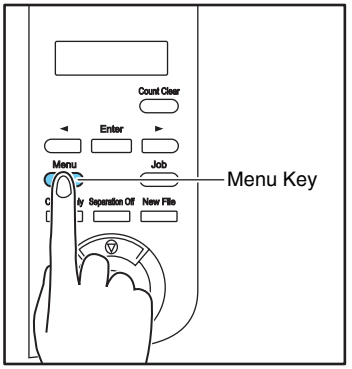
Hint

For Manual Feeding, you must feed document one page at a time. For Continuous Manual Feeding, you may place a stack of documents on the Document Feed Tray and insert them into the Document Feed Tray opening one page at a time, making operation easier.

■ Continuous Manual Feeding Mode Setting

Select Manual Feed Mode in the User Mode settings to enable continuous manual feeding.

1. Press the Menu key on the control panel.



The User Mode is activated.

```
Separation Mode
[HI] Normal LO
```

2. Press the [▶] key one times to display “Manual Feed Mode”. (See p. 4-7.)

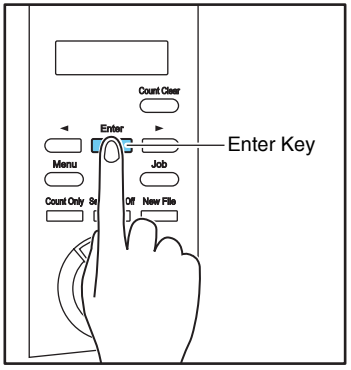
```
Manual Feed Mode
     ON  [OFF]
```

3. Confirm your settings.

[ON]: Disables the pickup roller so that loaded documents have to be hand fed to the feed roller one page at a time.

[OFF]: Documents are fed continuously by the pickup roller, except when the Separation Off key is lit.

4. Press [Enter].



The current setting is indicated by blinking square brackets [ ].

5. Press the [◀] or [▶] key and press [Enter] to accept the selection.

6. Press the Stop key to exit the User Mode.

4. Scanning

Scanning operations can be controlled by a scanning application program such as the CapturePerfect 3.1 software included with the scanner, or directly from the control panel of the DR-G1130/G1100, using the Job Function.
This section describes the Job Function and provides an overview of CapturePerfect 3.1.

About the Job Function

The Job Function enables you to use the Job Registration Tool to register different jobs which can then be selected for scanning by pressing the [Job] key on the control panel. Job registration stores scanning conditions such as scanner settings, image file format selection, save destination, and image data processing settings for each job to be used with the Job Function.

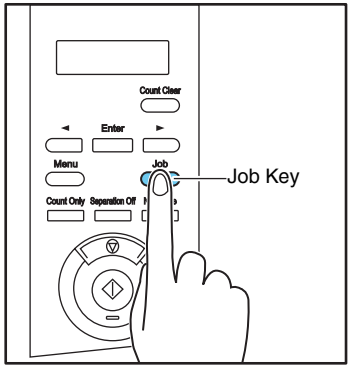
Hint

The Job Registration Tool is a TWAIN-compliant application that is installed along with the ISIS/TWAIN driver. See Chapter 9 "Job Registration Tool Settings" for details.

■ Executing Jobs

Use the following procedure to execute jobs that have been registered by the Job Registration Tool.

1. Press the Job key on the control panel.

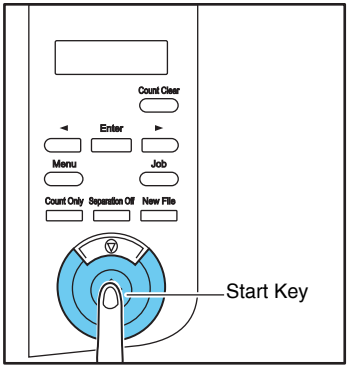


Registered jobs are displayed.

Hint

If no job is displayed, you must register a job using the Job Registration Tool.

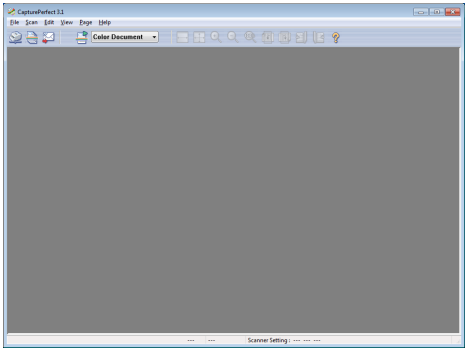
2. Press the [◀] or [▶] key to select a job.
3. Execute the displayed job by pressing the Start key.



4. Open the folder specified during job registration to confirm that the image files have been created.

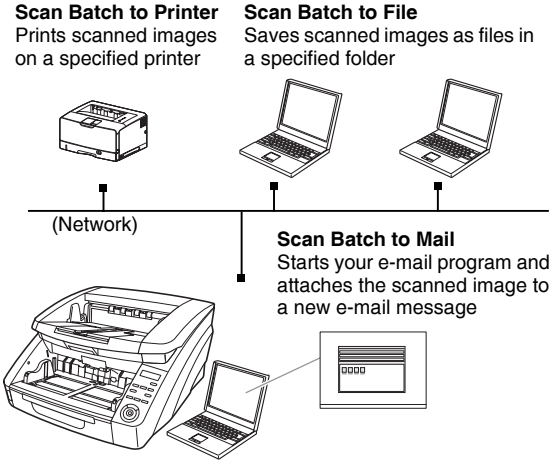
CapturePerfect 3.1

CapturePerfect 3.1 is an ISIS-compatible application developed for Canon document scanners.
CapturePerfect 3.1 includes scan modes described in this section. Select the desired scan mode from the Scan menu to perform scanning. For more information on CapturePerfect 3.1, refer to the *CapturePerfect 3.1 Operation Guide*.



■ Scanning with CapturePerfect

The following three scanning methods are available from the CapturePerfect 3.1 Scan menu.



Scan Batch to File

Documents are scanned with the preset scanning conditions, and the scanned image data is saved to a specified folder.

Scan Batch to Printer

Documents are scanned with the preset scanning conditions, and the scanned image is printed on a specified printer.

Scan Batch to Mail

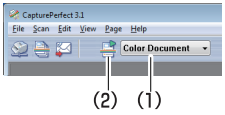
Scanning is performed with the specified scanning conditions, and the MAPI-compliant e-mail client set as the default in the computer will open up a new e-mail message with the scanned images as attachments.

Scan Page

Only one page of the document is scanned.

Select Job

The scanning conditions and scan mode (Scan Batch to File, Scan Batch to Printer, or Scan Batch to Mail) are registered in advance as a job. The scan job can then be performed in two steps: (1) select the registered job from the toolbar ➔ (2) click [Scan Job].



Hint

The following two scan jobs are already registered and up to 99 additional jobs can be registered.

- Color Document
  Scan the document using 24-bit color, simplex, at 300 dpi resolution, and save the file in the folder [Pictures].
- Binary Document
  Scan the document in black-and-white, simplex, at 200 dpi resolution, and save the file in the folder [Pictures].

Scan Batch to Microsoft SharePoint

If Microsoft SharePoint Server is available, this mode enables you to send scanned images to the Microsoft SharePoint website.

Scan Batch to Presentation

This mode is convenient when a compact scanner is used in an environment such as a conference hall, where it is connected to a large display or projector. By setting CapturePerfect for full-screen display before scanning, scanned images are displayed at full size on the screen.

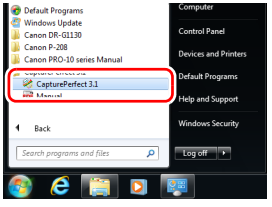
Hint

This function is not usually practical for large scanners.

■ Using CapturePerfect 3.1

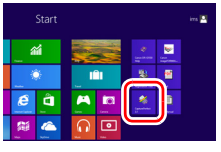
This section describes how to start CapturePerfect 3.1 and scan documents. The procedure for using the Scan Batch to File function is described here as an example.
For details, refer to the *CapturePerfect 3.1 Operation Guide*.

1. From the Windows task bar, click [Start] ➔ click [All Programs] ➔ [CapturePerfect 3.1] ➔ [CapturePerfect 3.1].

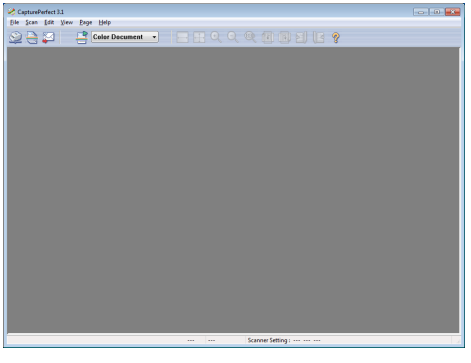


Hint

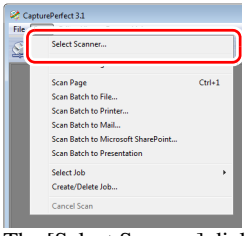
In Windows 8, CapturePerfect3.1 is saved to the following location.



CapturePerfect 3.1 starts.

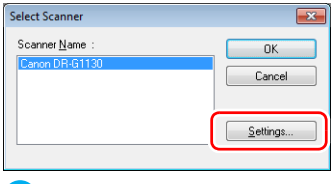


2. From the [Scan] menu, select [Select Scanner].



The [Select Scanner] dialog box opens.

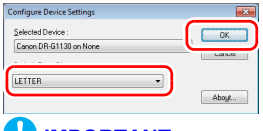
3. Select [CANON DR-XXXX] and click [Settings]. (XXXX varies depending on the model you are using)



IMPORTANT

If [CANON DR-XXXX] is not displayed in the list of scanners, you must re-install the ISIS/TWAIN driver.

4. Select the default page size and click [OK].

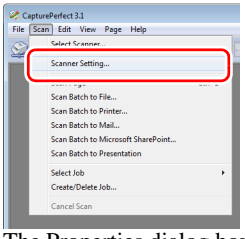


IMPORTANT

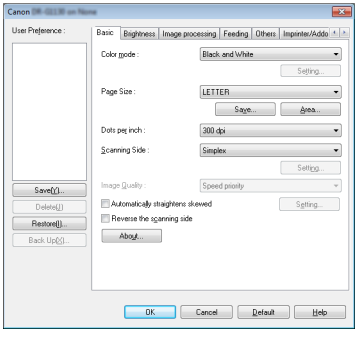
If you select [Default] in the ISIS driver properties dialog box, that setting is applied here.

5. Click [OK] to finish scanner selection.

6. From the [Scan] menu, select [Scanner Settings].



The Properties dialog box for the ISIS driver opens.

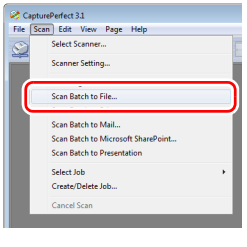


7. Set the scan settings.

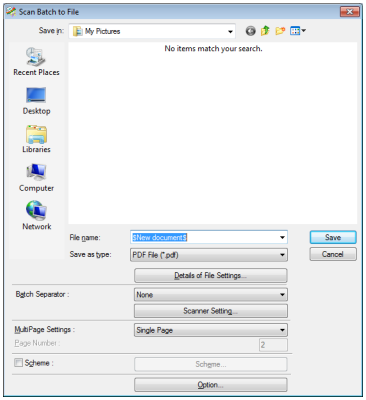
Hint

For more information on specifying the scan settings, see “ISIS/TWAIN Driver Settings Dialog Box” on p. 8-2.

8. From the [Scan] menu, click on [Scan Batch to File].



The [Scan Batch to File] dialog box opens



9. Specify the file name and the file type for saving the image data.

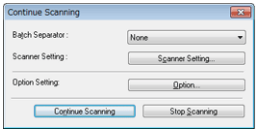
For details on other settings in the [Scan Batch to File] dialog box, refer to the *CapturePerfect 3.1 Operation Guide*.

10. Place your document and click [Save] to start scanning.

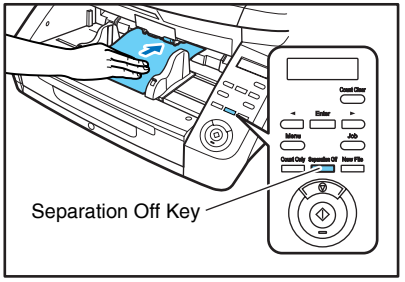
IMPORTANT

You must load your documents as described below, depending on the specified Feed Option setting.

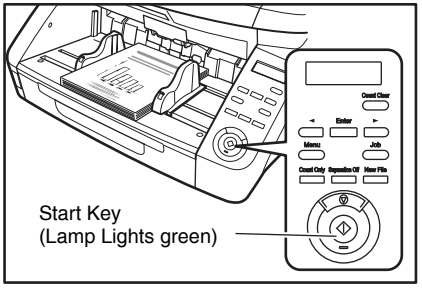
- If the [Standard Feeding] Feed Option is enabled, load your documents before scanning. When all of the documents have been scanned, the Continue Scanning dialog box appears.



- If the [Manual Feeding] Feed Option is enabled, the Separation Off key is lit and the Document Feed Tray is raised. You must insert one page at a time to be scanned, and press the Stop key to display the Continue Scanning dialog box.



- If a Feed Option other than [Standard Feeding] or [Manual Feeding] is selected, once you have started scanning, each document placed in the Document Feed Tray is scanned, and when no document is loaded, the scanner enters the standby state.
- If the [Automatic Feeding] Feed Option is enabled, scanning is performed automatically whenever a sensor in the Document Feed Tray detects a loaded document, and pressing the Stop key causes the Continue Scanning dialog box to appear.
- If the [Panel-Feeding] Feed Option is enabled, the Start key lamp is lit. You must load a document and press the Start key to scan. Pressing the Stop key causes the Continue Scanning dialog box to appear.



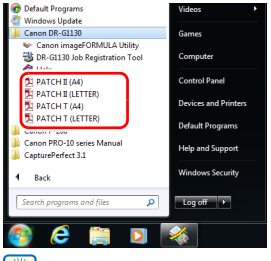
11. Verify that a document is loaded and click either [Continue Scanning] or [Stop Scanning].
12. When scanning is complete, select [Exit] from the [File] menu to quit CapturePerfect 3.1.

5. Using Patchcode Sheets (Option)

When the optional patchcode decoder is installed, the DR-G1130/G1100 supports Automatic File Separation by detecting patchcode sheets inserted within a document, and performs batch separation.

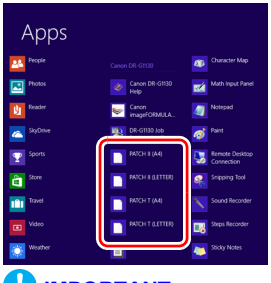
About Patchcode Sheets

Patchcode patterns are printed on the patchcode sheets used to automatically separate files. Patchcode pattern icons are registered in the following location when the ISIS/TWAIN driver is installed.



Hint

In Windows 8, the batch code sheets are saved to the applications table.



IMPORTANT

- Patchcode sheets can be used only when the application you are using supports separating files by patchcode patterns.
- Patchcode sheets are available in PDF format. There are four types; [PATCH II (A4)], [PATCH II (LTR)], [PATCH T (A4)], [PATCH T (LTR)], organized according to the paper size and pattern.

■ Printing Patchcode Sheets

Open the desired patchcode sheet file with CapturePerfect 3.1 or an application that supports the PDF file format, and print the page image only at its original size.

IMPORTANT

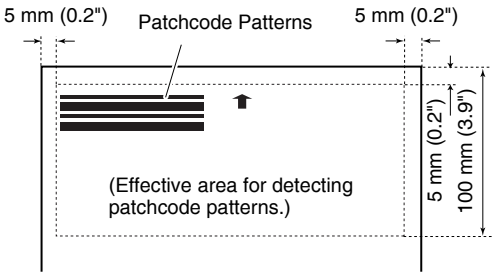
- Print (at original size) PATCH T (A4) and PATCH II (A4) sheets on A4-size paper, or PATCH T (LTR) and PATCH II (LTR) on LTR paper.
- Patchcode sheets must be printed in their original size. The scanner may not recognize them as patchcode sheets if they are enlarged or reduced.

■ Creating a Patchcode Sheet

To copy a patchcode pattern to create a different size patchcode sheet, make sure to pay attention to the following precautions:

IMPORTANT

- Adjust the patchcode so that it fits into the effective area for detecting patchcode patterns.



- When copying a patchcode pattern, the copy should be the same size as the pattern on the original.
- Be careful to keep patchcode sheets clean. If a patchcode sheet has been folded or becomes creased, reprint or replace the sheet.

■ Patchcode Pattern Function

There are two types of patchcodes, and their function changes according to their pattern.

PATCH T

When the scanner recognizes this patchcode printed on a patchcode sheet, it creates a separate file for the document that comes after the patchcode sheet. The image of this sheet is saved or not saved, depending on the application's settings.

PATCH II

When the scanner recognizes this patchcode printed on a patchcode sheet, it creates a separate file starting from the patchcode sheet. The image of this sheet is saved, regardless of the application's settings.

How to Use Patchcode Sheets

This section describes how to use patchcode sheets with CapturePerfect 3.1.

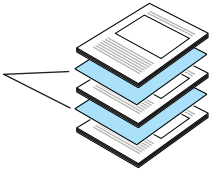
1. Print the patchcode sheets on a printer.

IMPORTANT

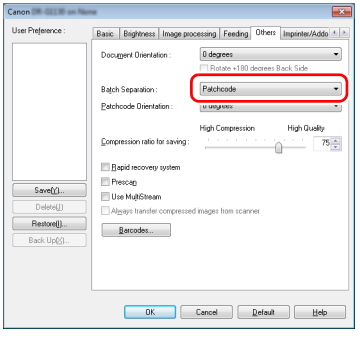
- Print (at original size) PATCH T (A4) and PATCH II (A4) sheets on A4 paper, or PATCH T (LTR) and PATCH II (LTR) on LTR paper.
- The scanner may not recognize the patchcodes if they are enlarged or reduced.

2. Insert the patchcode sheet in front of the document that you want to save as a separate file before placing the documents on the scanner.

Insert patchcode sheets in front of the documents you want to save as separate files.



3. On the [Others] tab of the ISIS driver properties, select [Patchcode] from the Batch Separation drop-down list.



IMPORTANT

If the patchcode decoder is not installed, the [Patchcode] batch separation setting is not displayed.

4. Perform [Scan Batch to File].
5. Set the [Type of batch separation] setting to [Scan, Continue Scanning] or [Skip, Continue Scanning].

Hint

- If [Scan, Continue Scanning] is selected or if the patchcode is PATCH II type, the patchcode sheet image is also saved and scanning continues.
- If [Skip, Continue Scanning] is selected and the PATCH T pattern is detected, the patchcode sheet image is not saved and scanning continues.

6. Handling Interruptions in Scanning

If an error occurs during scanning, document feeding will be interrupted. This section describes how to handle such occurrences.

Check Error Message on Control Panel

When document feeding is interrupted, an error message will appear on the display panel.

■ When a paper jam is detected

```
Jam
                    P001
```

■ When a skewed document is detected

```
Skew Detected
                    J018
```

■ When a staple is detected

```
Staple Detected
                    J001
```

■ When a double feed is detected (Rapid Recovery System disabled)

```
DBL Feed
                    D002
```

■ When a double feed is detected (Rapid Recovery System enabled)

```
DBL Feed
[START] STOP DFR
```

Refer to the following based on the error.

When a paper jam, slanted document, or staple is detected, (See "Handling Paper Jams, Skewed Documents, and Staples" on p. 3-22.)

When a double feed is detected, (See "Handling a Double Feed" on p. 3-23.)

Handling Paper Jams, Skewed Documents, and Staples

When paper jam, paper skew or a staple is detected, remove any documents that remain in the eject tray or inside the scanner.

CAUTION

- Remove documents that remain inside the scanner carefully. Your documents could be damaged or you could be injured by paper cuts.
- Remove documents that remain inside the scanner completely. Paper shreds remaining inside the scanner may cause future jams or damage.

1. Remove any documents that remain in the eject tray.
2. Open the upper unit gently.
   (See "Opening the Upper Unit" on p. 5-3)

   CAUTION

   Be careful to avoid pinching your hands when opening and closing the upper unit.
3. Remove any documents that remain inside the scanner.

   IMPORTANT

   - If the document has stopped in the midst of ejecting to the eject tray, raise the upper unit only slightly and remove it.
   - If the document remains completely inside the scanner, open the upper unit as far as it goes up to remove it.

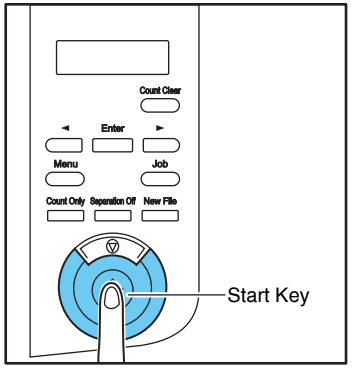
4. Close the upper unit gently. Then press it at both ends to make sure it is fully closed.
(See “Closing the Upper Unit” on p. 5-3)

5. Check to verify the last saved image, and perform rescanning.

IMPORTANT

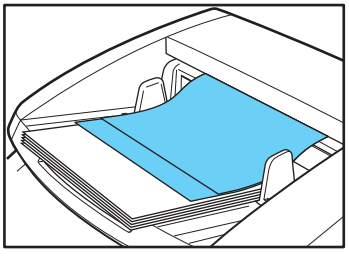
- Even if a document is ejected onto the eject tray, the scanned image of the document may not be saved. Before rescanning, always check the last saved image.
- Before rescanning, straighten documents that were detected as skewed.
- Before rescanning, remove any staples that were detected in documents.

Place the document removed from inside the scanner in front of the other documents in the feed tray, and press the Start key to resume scanning.



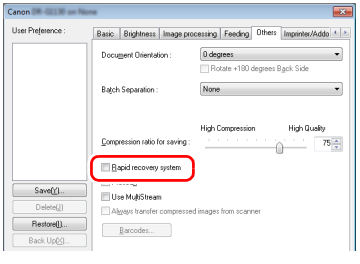
Handling a Double Feed

When a double feed is detected while scanning, the document pages for which double feeding was detected are ejected at the eject outlet, an error message appears on the Control Panel display, and feeding stops.



IMPORTANT

When a double feed is detected, the following process occurs, and messages appear according to the Rapid Recovery System setting in the ISIS/TWAIN driver.
(See “[Rapid Recovery System] Check Box” on p. 8-6.)



■ When the Rapid Recovery System is Disabled

- When the Rapid Recovery System is disabled, images scanned before the double feed are saved as files, scanning finishes, and the following error message is displayed.

When detecting double feeds by document length

```
D B L   F e e d
                D 0 0 2
```

When detecting double feeds by ultrasonic sensors

```
DBL  Feed
                D004
```

Return the document pages ejected as a result of double-feed detection to the top of the document stack yet to be scanned, and resume scanning.

■ When the Rapid Recovery System is Enabled

- When the Rapid Recovery System is enabled, scanning pauses when a double feed is detected, and the following error message is displayed.

```
DBL  Feed
[START]  STOP  DFR
```

1. Check the rejected document page(s).

Hint

- If attached paper, such as a label on the document page, appears to be the cause of the double-feed detection, ignore the detection.
- If two document pages were fed together, rescan the double-fed pages.

2. Select a process with the [◀] and [▶] keys and press [Enter].

[Start]:

The image when a double feed is detected is cancelled and the document rescanned.

[Stop]:

Images scanned before double feed detection are saved in files and scanning is finished.

[DFR]:

The images of documents when a double feed is detected are saved and the documents rescanned.

Chapter 4 Other Functions

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2. User Mode 4-4
User Mode Operating Procedure 4-4
3. User Mode Functions..... 4-6

1. Function Description

The function for counting the documents before scanning is described below.

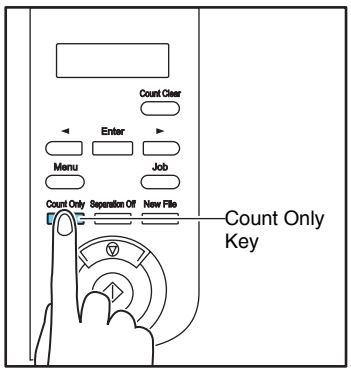
■ Count-Only Mode

Counts the number of loaded document sheets by simply feeding them through the scanner.

Hint

The Count-Only mode is executed by the Count Only key on the control panel, and can be used to count document sheets even when no computer is connected.

1. Place the documents into the tray.
2. Press the Count Only key on the control panel.



The Count Only key lights blue when the Count-Only mode is enabled.

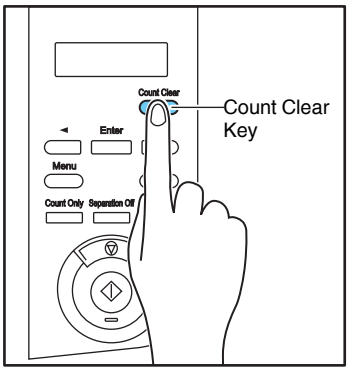
```
Ready
                    00000
```

3. Press the Start key to start scanning and count the loaded document sheets.

```
Counting...
                    XXXXX
```

IMPORTANT

To reset the page counter, press the Count Clear key for approximately two seconds while the Count Only key is lit.



■ Verify Scan

The scanner compares the document page count obtained from the Count-Only mode (or entered manually) with the actual count of document pages scanned, and an error message is displayed if the two counts do not match.

1. Setting the Count.

```
Ready
                    00000
```

Hint

The document page count can be specified by using the count obtained from the Count-Only mode or by pressing the [◀] and [▶] keys to enter a number.

2. Select Verify Count in the ISIS/TWAIN driver settings.

3. Press the Start Key to start scanning.
"Verifying…" is displayed.

```
Verifying...
                    XXXXX
```

Hint

If the specified count is exceeded while scanning, or if the scanned count does not reach the specified count when scanning is finished, an error is displayed.

The specified count is exceeded while scanning

```
Count Mismatch
                    U001
```

Scanning finishes without reaching the specified count

```
Count Mismatch
                    U002
```

2. User Mode

The User Mode provides the user with the capability to change certain scanner functions.

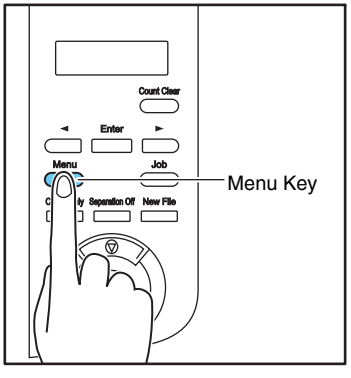
User Mode Operating Procedure

User Mode operations are controlled by the following procedure.

Hint

Operating procedures differ according to User Mode function. For details, refer to the indicated pages.

1. Press the Menu key on the control panel.



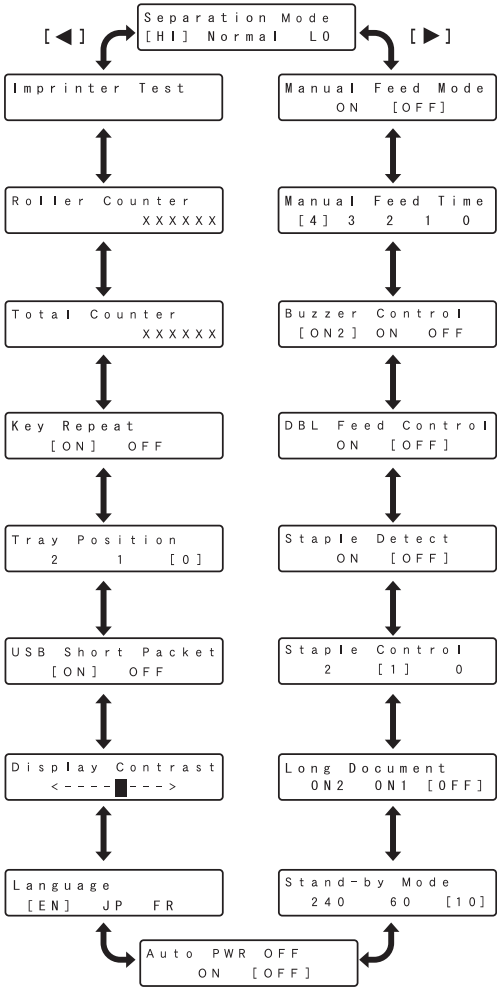
The User Mode is activated.

```
Separation Mode
[HI] Normal  LO
```

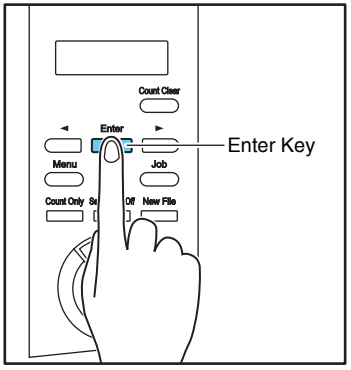
2. Press the [◀] and [▶] keys to select the User Mode function.

```
Long Document
  ON2  ON1 [OFF]
```

The User Mode functions are displayed in the following sequence.



3. Press [Enter].



The current setting is indicated with blinking square brackets [ ].

```
Long Document
  ON2   ON1  [OFF]
```

4. Press the [◀] or [▶] key to select [ON2], [ON1] or [OFF], and press [Enter] to accept the selection.

```
Long Document
  ON2  [ON1]  OFF
```

5. Press the [Stop] key to exit the User Mode.

3. User Mode Functions

The following functions are available in the User Mode.

■ Separation Mode Setting

If double feeding or a paper jam occurs, change to Separation Mode.

```
Separation Mode
[HI] Normal LO
```

HI: Use if friction between sheets is great, and you are feeding documents that are difficult to separate.
Normal: Use this setting normally.
LO: Use when feeding fine documents.

IMPORTANT

On [HI], as the separation power is great, the paper may tear. If this happens, use [Normal] or [LO].

■ Buzzer (Beeper) Control Setting

```
Buzzer Control
[ON2] ON1 OFF
```

The beeper ("buzzer") sounds when you press the control panel keys and when a scanning error occurs.
ON2: The beeper sounds when a scanning error occurs, and when a control panel key is pressed.
ON1: The beeper sounds when a scanning error occurs.
OFF: The beeper never sounds.

■ Double-Feed Control Setting

```
DBL Feed Control
ON [OFF]
```

Select whether double feed detection is enabled when in Count-Only mode. If set to [ON], double feeds are detected during feeding in Count-Only mode.
There are two methods of double feed detection, comparing the length of documents and detecting unevenness between documents by ultrasonic sensors, which can be set according to the ISIS/TWAIN driver. (See p. 8-5)
In Count-Only mode, double feed is set to be detected by ultrasonic sensors.

■ Staple Detection Setting

```
Staple Detect
ON [OFF]
```

Select whether staple detection is enabled when the Count-Only mode is enabled.
ON: Detects staples in the Count-Only mode.
OFF: Does not detect staples in the Count-Only mode.
Staple detection during scanning is set with the ISIS/TWAIN driver. (See p. 8-5)

■ Staple Detection Level Setting

```
Staple Control
2 [1] 0
```

Sets the staple detection sensitivity level.
[1] is the default setting, [2] provides higher sensitivity, and [0] provides lower sensitivity.

■ Long Document Mode Setting

```
Long Document
  ON2   ON1  [OFF]
```

You can enable this mode to scan document pages up to 3,000 mm (118.1") long when the Auto Detection page size setting is selected. (See "Long Document Mode Setting" on p. 3-3.)

ON2: Automatically detects page sizes when scanning documents up to 3,000 mm (118.1") long.

ON1: Automatically detects page sizes when scanning documents up to 1,000 mm (39.4") long.

OFF: Automatically detects page sizes when scanning documents up to 432 mm (17") long.

Hint

Feeding a document longer than maximum detectable page size for Auto Detection causes paper jams, and transport stops.

■ Continuous Manual Feeding Mode Setting

```
Manual Feed Mode
     ON   [OFF]
```

This mode disables automatic feeding by the pickup roller, so that the loaded document stack must be fed by hand one sheet at a time by the operator. (See "Continuous Manual Feeding Mode" on p. 3-11.)

ON: The pickup roller is disabled.

OFF: Documents are fed by the pickup roller.

■ Setting the manual feed time for feeding intervals

```
Manual Feed Time
 [4] 3  2  1  0
```

Set the time that the feed roller will continue to rotate after feeding in a sheaf of documents.

0: 0s

1: 30s

2: 60s

3: 180s

4: 300s

■ Stand-by Mode Setting

```
Stand-by Mode
  240    60   [10]
```

Selects the amount of time (240, 60 or 10 minutes) from when the scanner is last used to when the Stand-by mode is activated.

■ Display Language Setting

```
Language
  [EN]  JP  FR
```

Selects English, Japanese or French for the language to display on the control panel.

EN: English display panel

JP: Japanese display panel

FR: French display panel

■ Display Contrast Adjustment

```
Display Contrast
    <----■---->
```

Use to adjust display panel contrast.

■ USB Short Packet Setting

```
USB Short Packet
    [ON]   OFF
```

If the scanner does not operate normally when using the USB interface, change this setting to [OFF].

■ Tray Position Setting

```
Tray Position
    2      1     [0]
```

The document feed tray should be set to fit the number of document sheets to be loaded. (See "Preparing the Document Feed Tray" on p. 3-5.)

0: Up to 500 sheets
1: Up to 300 sheets
2: Up to 100 sheets

■ Key Repeat Setting

```
Key Repeat
    [ON]   OFF
```

Selects the panel display method.

ON: The panel display scrolls continuously while a key is pressed.

OFF: The panel display scrolls each time a key is pressed.

Hint

Key repeat is valid in the following situations.

- When using the Job Function
- When selecting each of the functions in the User Mode

■ Total Counter

```
Total Counter
              XXXXXX
```

Displays the lifetime total number of document pages fed by the scanner.

■ Roller Counter

```
Roller Counter
              XXXXXX
```

Displays the number of document pages fed since roller installation or replacement (pickup, feed, and retard rollers). Make sure to reset this counter when replacing the rollers. (See "Checking and Resetting the Page Counter" on p. 5-7.)

■ Imprinter Test

```
Imprinter Test
```

When the optional imprinter is installed, this function executes a test printing of the imprinter. (See "Performing an Imprinter Test" on p. 5-20.)

■ Auto power OFF function settings

```
Auto PWR OFF
     ON   [OFF]
```

Set the auto power OFF function.
Select ON to enable the auto power OFF function, and if after 4 hours of inactivity, the power turns OFF automatically.

Chapter 5 Maintenance

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1. Regular Maintenance

To maintain scanning quality, routinely clean the scanner as described below.

CAUTION

- Do not use spray cleaners to clean the scanner. Precision mechanisms may get wet and malfunction.
- Never use paint thinner, alcohol, or other organic solvents to clean the scanner. Such solvents may deform or discolor the exterior of the scanner, and cause other damage.
- When opening and closing the upper unit, be careful not to get your fingers caught, as this may result in personal injury.

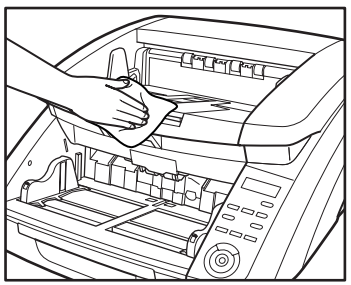
Cleaning the Scanner

■ About the Cleaning Cloth

Use the cleaning cloth supplied with the scanner to clean its interior.

■ Cleaning the Scanner Exterior

To clean the outside of the scanner, use a cloth moistened with water or mild detergent solution. Wring out the cloth thoroughly, and use a clean dry cloth to wipe the scanner dry.



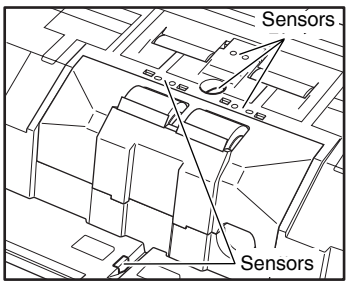
■ Cleaning the Document Feed Inlet and Transport Path

Dust or paper particles in the document feed inlet or inside the scanner can cause spots to appear on scanned images. Use compressed air to periodically clean dust and paper particles from the inlet and the inside of the scanner. After completing large scanning jobs, turn OFF the scanner and clean out any paper particles.

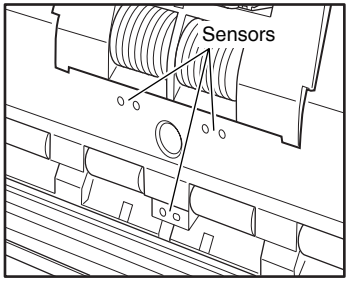
Cleaning the Sensors

Dust and debris that collect on the sensors may cause documents to be recognized incorrectly. Clean the sensors periodically using a blower, etc. so that dust and debris do not collect on them.

Main unit inner lower side



Main unit inner upper side (Upper Unit)



Opening and closing the upper unit

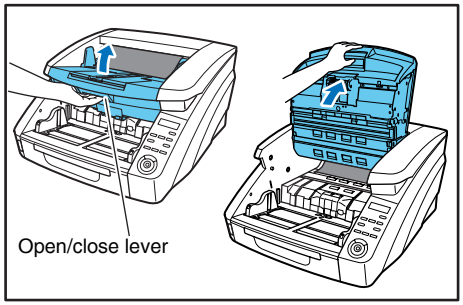
When cleaning the inside of the device, make sure to open and close the upper unit using the following procedure.

CAUTION

When opening and closing the upper unit, make sure not to catch your hand.

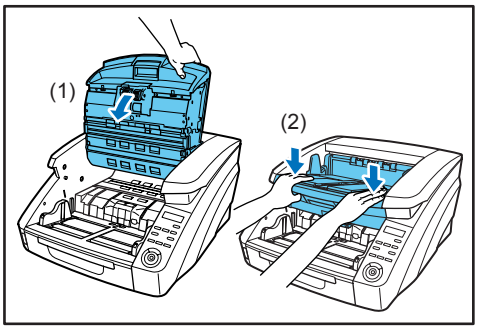
■ Opening the Upper Unit

Pull and hold the open/close lever, and open the unit smoothly until the upper unit stops.



■ Closing the Upper Unit

Smoothly close the upper unit (1). Further, press both ends of the upper unit to verify that it is securely closed. (2)



Hint

If the upper unit is open, an error is displayed.

```
Cover Open
                    C001
```

Cleaning the Scanning Glass, Roller, and Pad

If there are streaks in the scanned images, or the scanned documents are dirty, it is possible that the scanning glass or rollers are dirty. Periodically clean the parts.

IMPORTANT

Scratches on the scanning glass may cause spots or streaks on scanned images, as well as feeding errors. If you find a scratch on the scanning glass, contact your local authorized Canon dealer or service representative to have the glass replaced.

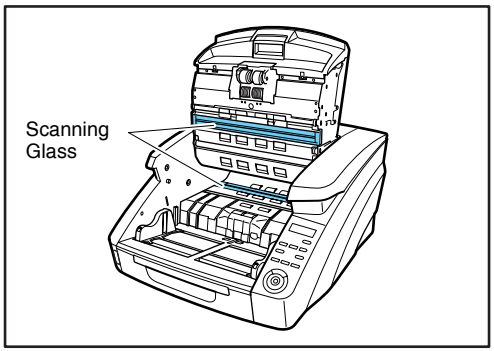
1. Turn the power switch off, and disconnect the power plug from the power outlet.
2. Close the document eject tray extension if it is open.
3. Open the upper unit smoothly. (See “Opening the Upper Unit” on p. 5-3)

4. Wipe any dust off the scanning glass with a cleaning cloth or a clean, dry cloth.

Make sure that you clean both scanning glasses, the one on the upper unit and the one on the main unit.

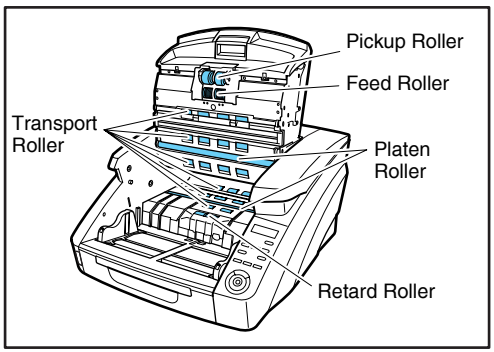
CAUTION

Never spray mild detergent or water directly on the scanning glasses. The spray could penetrate below the glass, and contaminate the internal light source and lenses.



5. Wipe the rollers using a moistened and firmly wrung-out cloth while rotating the rollers.

The rollers are located at the positions indicated in the figure below.

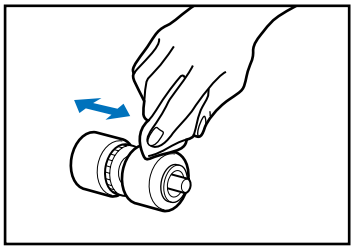


6. Remove the pickup roller, feed roller, retard roller, and retard roller cover. (See “Removing and Reinstalling the Rollers” on p. 5-9.)

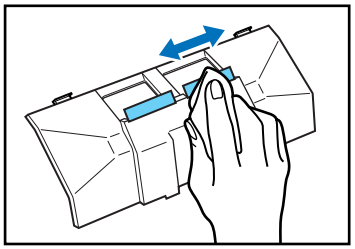
IMPORTANT

Remove the pickup roller, feed roller, and retard roller before wiping away the dirt. The pad is mounted to the retard roller cover. Wipe away the dirt from the pad once the retard roller cover has been removed from the device.

7. Wipe the rollers that you removed using a moistened and firmly wrung-out cloth.

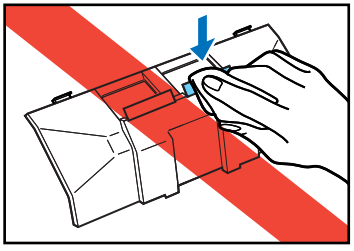


8. Wipe away the dirt from the pad mounted to the retard roller cover while removed using a cloth that has been dipped in water and thoroughly wrung.



IMPORTANT

When wiping the pad, do not apply excessive force. Doing so may damage the pad.



9. Replace the rollers that you removed. (See “Removing and Reinstalling the Rollers” on p. 5-9.)
10. Smoothly close the upper unit. (See “Closing the Upper Unit” on p. 5-3.)

IMPORTANT

If paper jams or double feeds still occur frequently even after cleaning the rollers, roller replacement may be necessary. Contact your service representatives or Canon dealers.

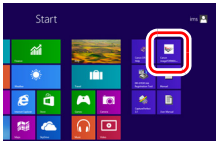
Adjusting the Compression

If the roller mounted inside the scanner is worn, the scan images may become slightly elongated vertically. In this case, the image elongation can be suppressed by adjusting the compression.

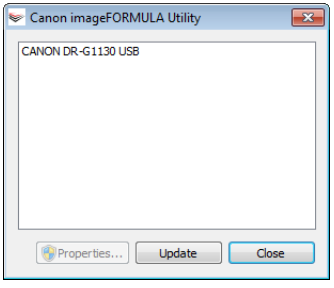
1. Start Windows, and login as a user with administrator privileges.
2. Click the "Start" button, and then select [All programs], [Canon DR-XXXX], and [Canon imageFORMULA Utility]. XXXX depends on the model in use.

Hint

In Windows 8, the Canon imageFORMULA utility is saved to the following location.

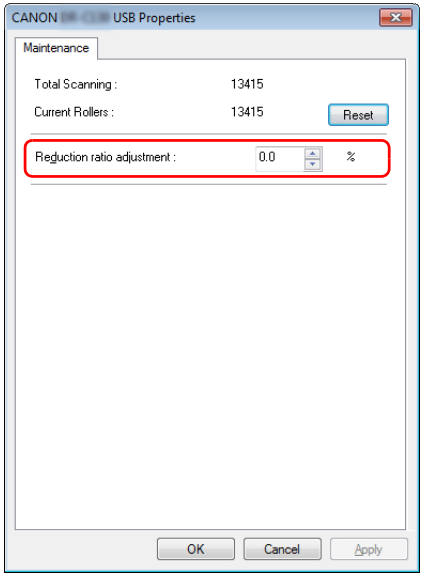


The imageFORMULA utility will start.



3. Click [CANON DR-XXXX USB], and then click "Properties". XXXX depends on the model in use.
The scanner properties will be displayed.

4. Change the [Reduction ratio adjustment] values.
The adjustment value can be set in the range -3.0% to +3.0%.



5. Click [OK] to close the scanner properties.

Auto Power OFF Function

An auto power OFF function is built into the device. When the auto power OFF function is ON, the power supply automatically turns OFF after four hours have elapsed without a scan or other operation with the scanner.
The auto power OFF function can be set using user mode.
(See “User Mode” on p. 4-4.)

Power Outlet

If you leave the power plug connected to the power outlet for a long period of time, dust may accumulate at the power outlet, and cause a fire or electrical shock. Clean the power plug and power outlet regularly.

2. Replacing the Transport Rollers

As the rollers start to wear out, feeding quality declines, and document feed errors, such as paper jams, become more likely. If document feed errors continue to occur after cleaning the rollers, purchase the Roller Replacement Kit and replace the transport rollers (pickup, feed, and retard rollers).

Roller Replacement Cycle

The feeding rollers are consumables that must be replaced after feeding about every 450,000 pages.
When the rollers have fed more than 450,000 pages, a roller replacement message appears on the display panel whenever the scanner is turned ON. When the scanner is configured to reboot with the computer, a roller replacement message also appears on the computer screen.

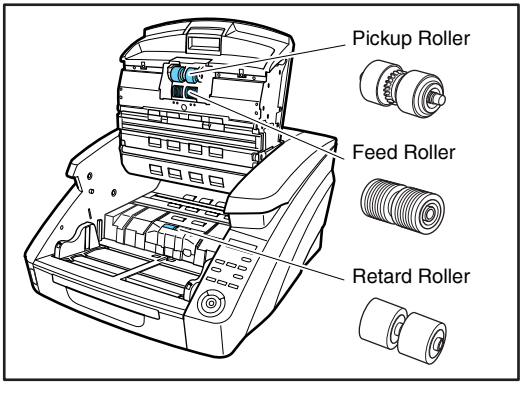
```
Replace Roller
```

IMPORTANT

- When the roller replacement message appears, purchase the Roller Replacement Kit and replace the rollers by following the relevant steps in the following sections.
  - (See “Removing and Reinstalling the Pickup Roller” on p. 5-10.)
  - (See “Removing and Reinstalling the Feed Roller” on p. 5-11.)
  - (See “Removing and Reinstalling the Retard Roller” on p. 5-12.)
- When the rollers start to wear out, problems such as paper jams and document misfeeds may occur more frequently. If this happens, replace the rollers, regardless of the page count of the roller usage counter.
- Messages on the display panel can be cleared by pressing the Count Clear key. However, the messages will continue to be displayed each time the scanner is turned ON until the roller counter is reset.
- Make sure to reset the roller counter when replacing the rollers. (See “Checking and Resetting the Page Counter” on p. 5-7.)

■ Roller Replacement Kit

The Roller Replacement Kit consists of replacement pickup, feed, and retard rollers. For details, contact your local authorized Canon dealer or service representative.
Product Name: Roller Replacement Kit
Product Code: 8262B001



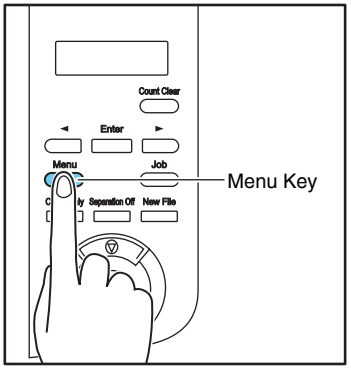
Checking and Resetting the Page Counter

The roller usage counter can be checked and reset using the Roller Counter in the User Mode setting.

IMPORTANT

- This counter shows the number of pages transported by the currently installed feed rollers. Make sure to reset the counter when you replace the rollers.
- The Total Counter shows the total number of pages fed over the life of the scanner, and cannot be reset.

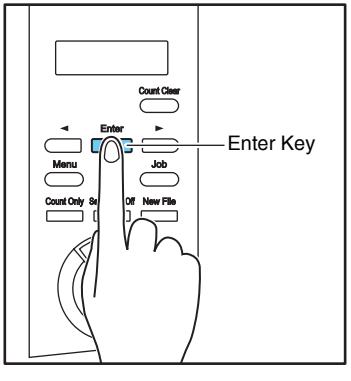
1. Press the Menu key on the control panel to activate the User Mode.



2. Press the [◀] key twice to display [Roller Counter].

```
Roller Counter
                250800
```

3. Check the number of pages fed by the rollers, and press [Enter].



The counter reset mode is activated.

```
Roller Counter
   RESET [CANCEL]
```

4. Press the [◀] key to select [RESET], and press [Enter].
The counter is reset to zero.

```
Roller Counter
                    0
```

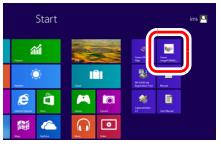
5. Press the [Stop] key to exit the User Mode.

■ Verification and Reset Using the imageFORMULA Utility

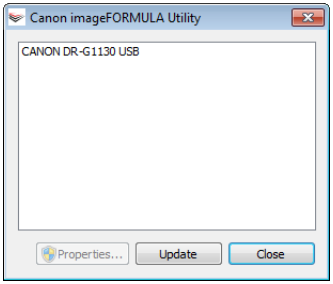
1. Start Windows, and login as a user with administrator privileges.
2. Click the "Start" button, and then select [All programs], [Canon DR-XXXX], and [Canon imageFORMULA Utility]. (XXXX depends on the model in use.)

Hint

In Windows 8, the Canon imageFORMULA utility is saved to the following location.

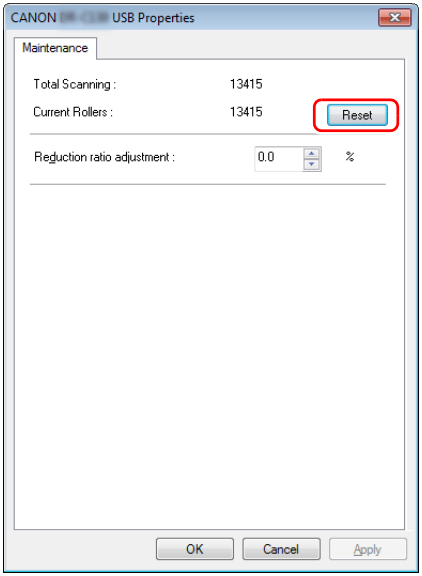


The imageFORMULA utility will start.



3. Click [Canon DR-XXXX USB], and then click "Properties". (XXXX depends on the model in use.)
The scanner properties will be displayed.

4. Click [Reset].



The counter value of the "Roller in use" will be reset.

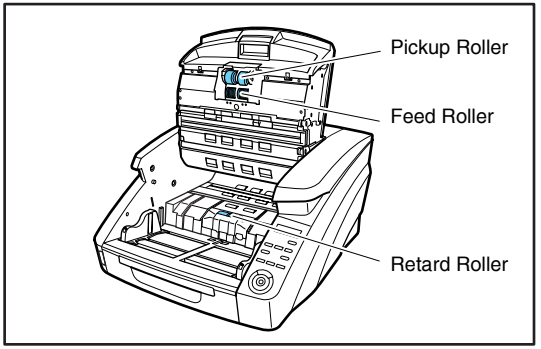
5. Click [OK] to close the scanner properties.

Removing and Reinstalling the Rollers

Follow the procedure shown below to remove and reinstall the rollers when you need to clean or replace the Pickup, Feed, or Retard Rollers.

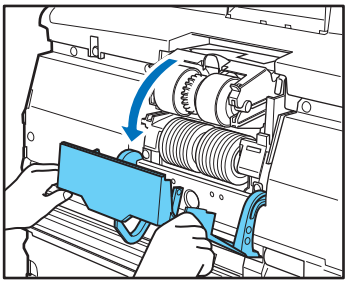
CAUTION

- Turn OFF the power switch, and disconnect the power plug from the power outlet when you remove or reinstall the rollers. Leaving the power turned ON may result in an electric shock.
- Do not place excessive force on the rollers when removing or reinstalling the rollers. Deformation of the rollers may cause feed errors.

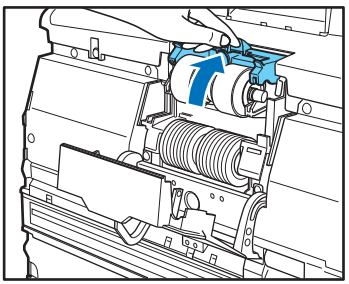


■ Removing and Reinstalling the Pickup Roller

1. Open the upper unit smoothly. (See “Opening the Upper Unit” on p. 5-3.)
2. Open the roller cover.



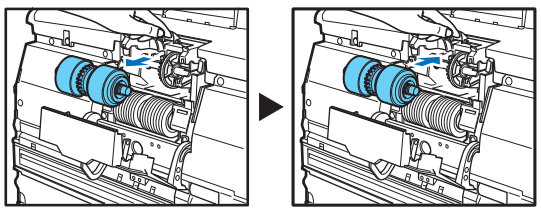
3. Open the roller holder.



Hint

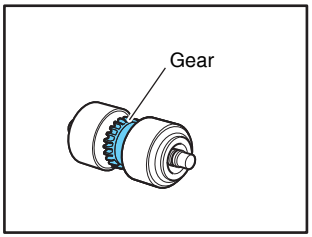
The roller holder returns to its original position when released.

4. Remove the pickup roller, and set a clean pickup roller or a replacement pickup roller.

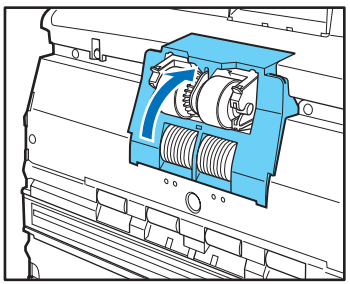


IMPORTANT

Install the Pickup Roller so that the side with the gear is on the left.



5. Close the roller cover. Make sure to hear a latching sound and that it is securely returned to its original position.



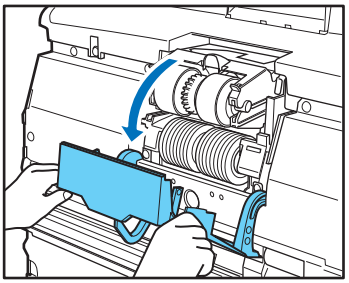
IMPORTANT

Failure to firmly close the roller holder and roller cover may cause a feed error. Always be sure to check that the roller holder and roller cover are closed.

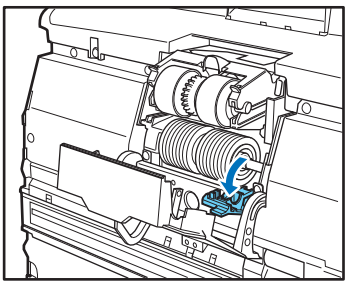
6. Smoothly close the upper unit. (See “Closing the Upper Unit” on p. 5-3.)

■ Removing and Reinstalling the Feed Roller

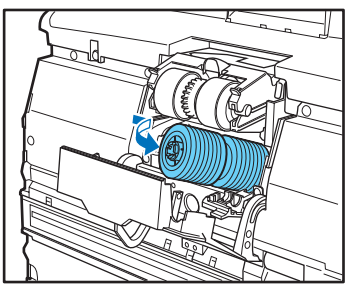
1. Open the upper unit smoothly. (See “Opening the Upper Unit” on p. 5-3.)
2. Open the roller cover.



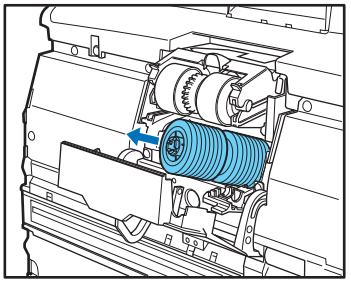
3. Pull the roller lock lever down.



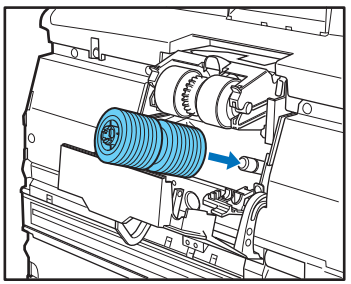
4. Slide the feed roller to the right, and then pull them towards you.



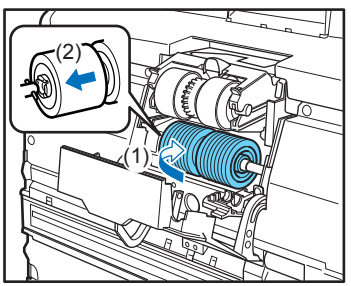
5. Remove the feed roller.



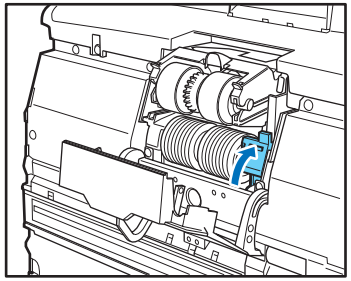
6. Place the new feed roller on the pin.



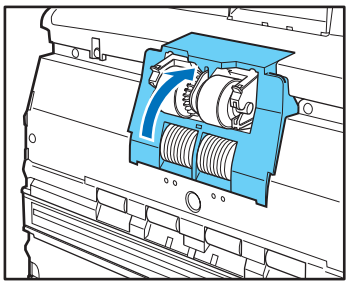
7. Put the feed roller in place (1), and align the notch in the roller’s axle with the shaft on the scanner (2).



8. Push the roller lock lever up to lock the feed roller.



9. Close the roller cover. Make sure to hear a latching sound and that it is securely returned to its original position.



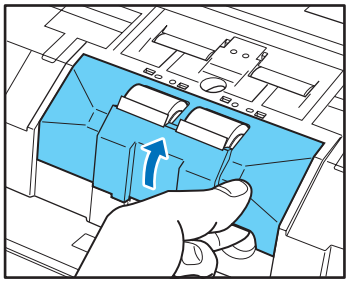
IMPORTANT

Failure to firmly close the roller cover may cause a feed error. Always be sure to check that the roller cover is closed.

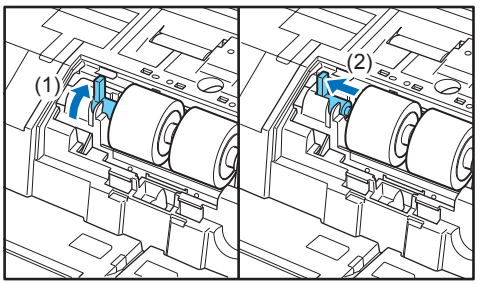
10. Smoothly close the upper unit. (See “Closing the Upper Unit” on p. 5-3.)

■ Removing and Reinstalling the Retard Roller

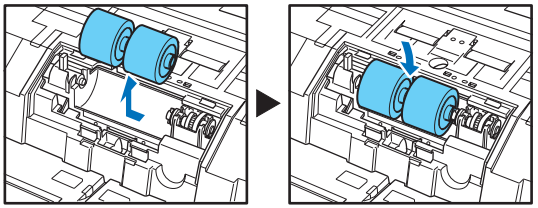
1. Open the upper unit smoothly. (See “Opening the Upper Unit” on p. 5-3.)
2. Grasp and pull the retard roller cover with your fingers to remove it. (See “Opening the Upper Unit” on p. 5-3.)



3. Push the roller lock lever up (1) and move it to the left (2) to unlock the roller.



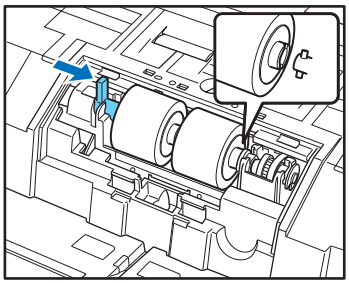
4. Remove the retard roller, and set a clean retard roller or a replacement retard roller.



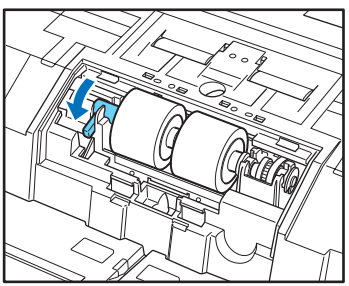
CAUTION

The metal sections of the roller can become extremely hot after continuous use. Do not directly touch the metal. Wait until the roller has thoroughly cooled before replacing it.

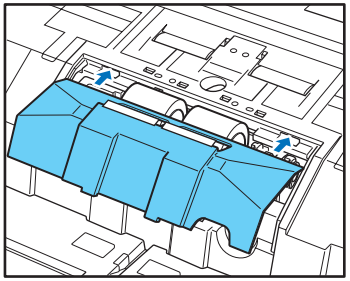
5. Align the roller cutout to the axle on the device, and slide the roller securing lever in the direction of the arrow.



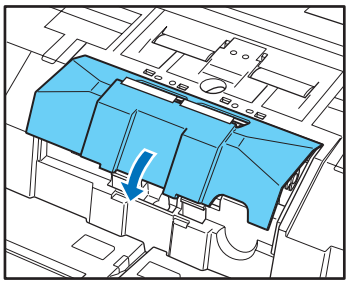
6. Pull the roller lock lever down to lock the retard roller in place.



7. Replace the retard roller cover.



8. Push the front of the retard roller cover in. Make sure to hear a latching sound that it is securely returned to its original position.



9. Smoothly close the upper unit. (See “Closing the Upper Unit” on p. 5-3.)

CAUTION

Make sure that the hook is completely latched and the retard roller cover is not loose. If the retard roller cover is loose, the Document Feed Tray will catch on it causing the scanner to malfunction.

3. Detaching and attaching the separation pad (retard roller cover)

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

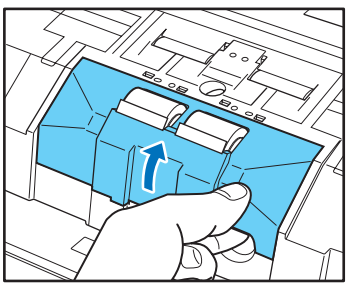
When to replace the separation pad (retard roller cover)

The separation pads are consumables that must be replaced after feeding about every 6,000,000 pages.
A worn separation pad is no longer able to correctly feed a document and can cause paper jams. If documents no longer feed correctly as frequent double-feed, replace the separation pad.

Detaching and attaching the separation pad (retard roller cover)

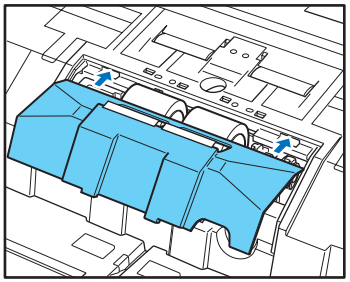
■ Detaching the separation pad (retard roller cover)

1. Open the upper unit smoothly. (See “Opening the Upper Unit” on p. 5-3.)
2. Grasp and pull the retard roller cover with your fingers to remove it. (See “Opening the Upper Unit” on p. 5-3.)

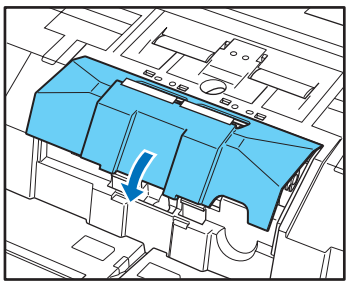


■ Attaching the separation pad (retard roller cover)

1. Replace the retard roller cover.



2. Push the front of the retard roller cover in. Make sure to hear a latching sound that it is securely returned to its original position.



3. Smoothly close the upper unit. (See “Closing the Upper Unit” on p. 5-3.)

CAUTION

Make sure that the hook is completely latched and the retard roller cover is not loose. If the retard roller cover is loose, the Document Feed Tray will catch on it causing the scanner to malfunction.

■ **Replacement parts**

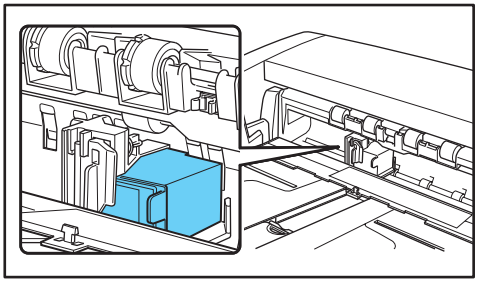
Product Name: Separation pad
Product Code: 8262B002

4. Imprinter Ink Cartridge Replacement and Cleaning

When the optional imprinter is used, printing will become faint or nonexistent when the ink is depleted. It is recommended to keep a spare ink cartridge available.

About the Imprinter

The ink cartridge for the imprinter that prints on scanned documents is installed in the following location.



■ Preparing an Ink Cartridge

Use one of the following red, blue or green HP ink cartridges. For details, contact your local authorized Canon dealer or service representative.

Product Name: Ink Cartridge (Blue)
Product Code: 3693A002 (C6602B)

Product Name: Ink Cartridge (Red)
Product Code: 3693A003 (C6602R)

Product Name: Ink Cartridge (Green)
Product Code: 3693A004 (C6602G)

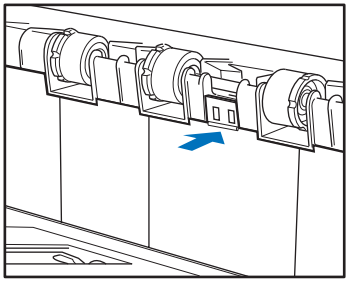
Replacing Ink Cartridges

Replace the ink cartridge using the following procedure.

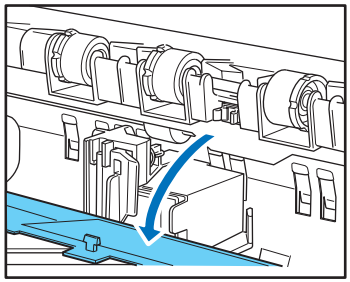
IMPORTANT

After replacing an ink cartridge, run a test print to confirm proper printing. (See “Imprinter Testing” on p. 5-20.)

1. Spread the document guides all the way to the left and right.
2. With your finger, push in the area of the imprinter cover shown by the arrow to release it.
   The imprinter cover unlocks and opens to the front.



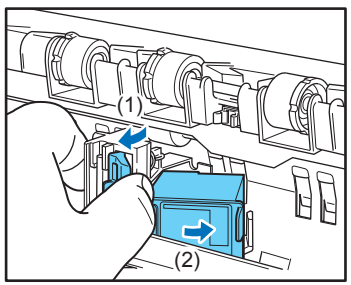
3. Open the imprinter cover until it makes contact with the eject tray.



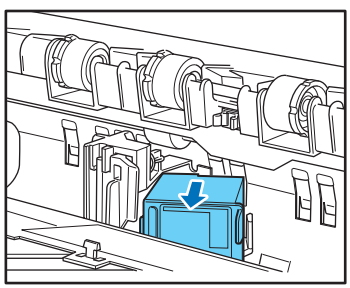
Hint

Perform the steps that follow with the imprinter cover fully open.

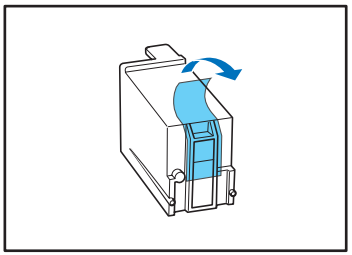
4. Pull the lock lever outward (1) to release the ink cartridge lock (2).



5. Remove the ink cartridge.

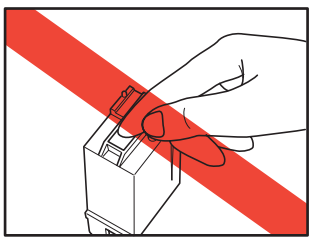


6. Peel off the seal covering the nozzles of a new ink cartridge.

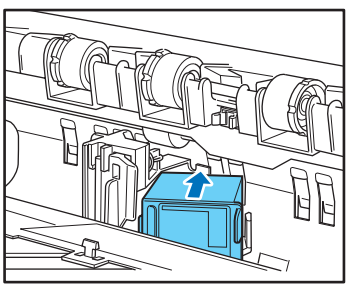


CAUTION

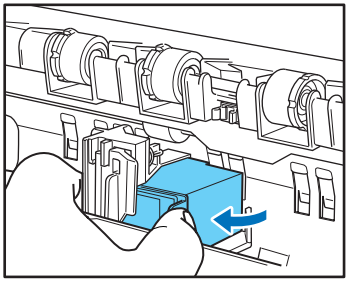
Peel off the seal covering the nozzles of a cartridge only if you are going to use it immediately. Also, avoid touching the metal contacts or nozzles of the ink cartridge.



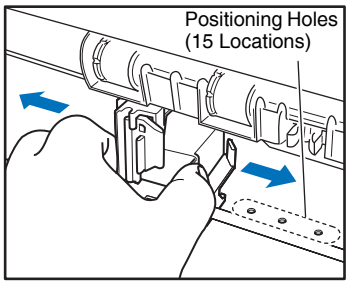
7. Install the new cartridge with the nozzles facing to the right.



8. Push the ink cartridge as indicated by the arrow until it clicks into place.



9. Adjust the carriage position by moving it left or right, then make sure you can feel it click in. (See "Specifying the Printing Position" on p. 5-18.)

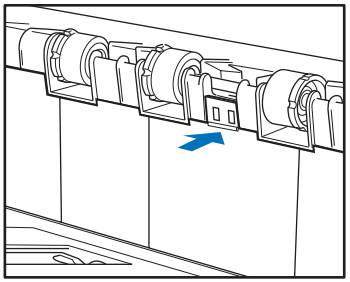


Hint

If you do not feel it click in, the carriage is not aligned correctly with a positioning hole. Always move the carriage to a position where it clicks in.

10. Close the imprinter cover.

With your finger, push in the area of the imprinter cover shown by the arrow to lock it.



Hint

The imprinter cover will not close unless the carriage is correctly aligned with a positioning hole. If it will not close, check the position of the carriage.

IMPORTANT

When closing the imprinter cover, make sure that it is locked so that it will not open unexpectedly. An error message appears on the display panel if the imprinter cover is open.

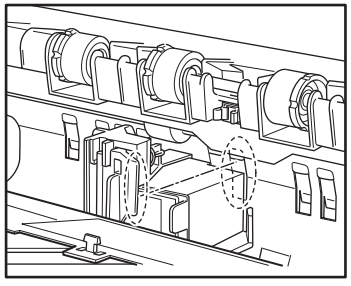
```
Cover Open
                C009
```

Specifying the Printing Position

Manually specify the printing position in the horizontal direction of the document.

To do this, move the carriage left or right and align it with one of the 15 positioning holes.

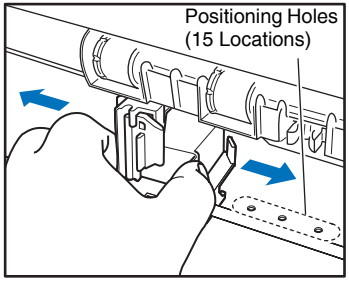
1. Roughly align the right edge of the lock lever with the desired printing position.



Hint

The position of the right edge of the lock lever indicates the current printing position.

2. Finely adjust the carriage position by moving it left or right, then make sure you can feel it click in.



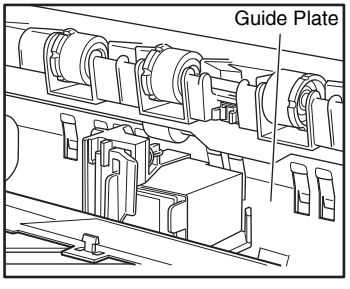
Hint

- If you do not feel it click in, the carriage is not aligned correctly with a positioning hole. Always move the carriage to a position where it clicks in.
- The imprinter cover will not close unless the carriage is correctly aligned with a positioning hole. If it will not close, check the position of the carriage.

Cleaning the Imprinter

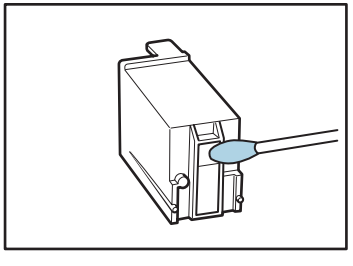
■ Cleaning the Guide Plate

Ink that collects on the guide plate inside the optional imprinter may stain the documents when they are scanned. Clean off the ink with water and a mild detergent on a soft cloth that has been firmly wrung-out, and then thoroughly dry it with a dry cloth.



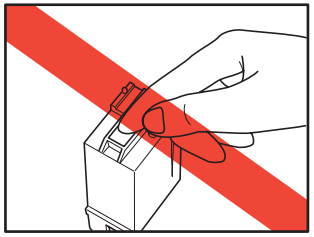
■ Cleaning the Ink Cartridges

If the imprinter print head nozzles are dirty, printing may become streaked or spotty. To prevent this, periodically remove the ink cartridge and clean the print head with a soft, dry cloth or cotton swab.



CAUTION

Do not touch the metal contacts on the ink cartridge. Doing so may cause poor connections, resulting in poor print quality.



Imprinter Testing

After replacing an ink cartridge or cleaning the print head, perform a test print to confirm proper printing. Test printing is performed by the “Imprinter Test” User Mode selection.

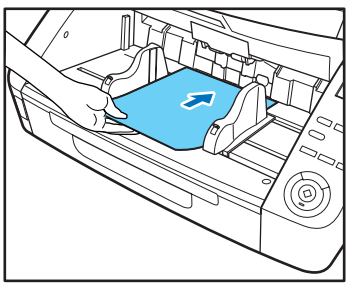
IMPORTANT

Before performing an Imprinter Test, load a sheet of paper into the Document Feed Tray.

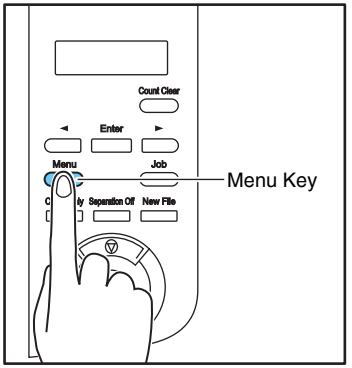
■ Performing an Imprinter Test

Use the following procedure to execute the Imprinter Test.

1. Load a sheet of paper into the Document Feed Tray for test printing.



2. Press the Menu key on the control panel.



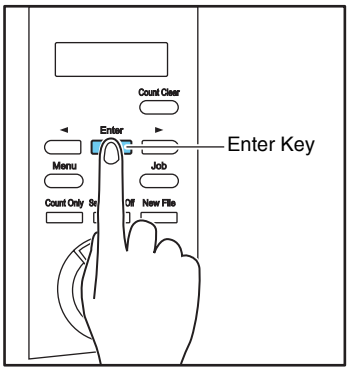
The User Mode is activated.

```
Separation Mode
[HI]  Normal   LO
```

3. Press the [◀] key once to display “Imprinter Test”.

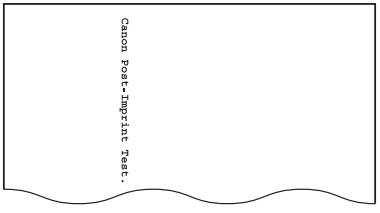
```
Imprinter Test
```

4. Press [Enter].



The Imprinter Test is enabled.

5. Press the [◀] key to select [OK], and press [Enter].
The test print is executed.



IMPORTANT

If no paper is loaded for test printing, the imprinter test finishes without printing.

6. Press the [Stop] key to exit the User Mode.

Chapter 6 Practical Examples

1. Messages 6-2
Status Display 6-2
Error Messages 6-3
2. Troubleshooting 6-5
Trouble Categories 6-5
Problem and Solution 6-5
3. Uninstalling the Software 6-9

1. Messages

There are two types of display panel messages: “status indicator messages” and “error messages” that appear when the scanner encounters a problem.

Status Display

The following messages appear on the display panel to indicate the scanner’s operating state:

■ Counting...

```
Counting...
                    XXXXX
```

Status: Operating in Count-Only mode.

■ Press Start Key

```
Press Start Key
```

Status: Waiting. Load a document and press the Start key.

■ Ready

```
Ready
                    00000
```

Status: The scanner is ready to use.

■ Scanning...

```
Scanning...
                    XXXXX
```

Status: Scanning is in progress.

■ Sleeping...

```
Sleeping...
```

Status: The scanner is in Sleep Mode. Press any key to recover.

■ Please wait...

```
Please wait...
```

Status: The scanner is busy processing. Wait until the display changes.

■ Verifying…

```
Verifying...
                    XXXXX
```

Status: The scanner is verifying a scan.

■ Replace Roller

```
Replace Roller
```

Status: It is time to replace the rollers (the number of fed pages has exceeded 450,000). (See “Roller Replacement Cycle” on p. 5-7.)

Error Messages

When one of the following messages appears on the display panel, an error has occurred in the scanner. Follow the indicated procedure to resolve the error.

■ Check Imprinter

Error Code: H001
Problem: No ink cartridge is installed in the imprinter.
Solution: Install an ink cartridge.

■ Cover Open

Error Code: C001
Problem: The scanner's upper unit is open.
Solution: Close the upper unit. (See p. 5-5.)
Error Code: C009
Problem: The imprinter cover is open.
Solution: Close the imprinter cover. (See p. 5-18.)
Error Code: C010
Problem: The pickup roller cover is open.
Solution: Close the pickup roller cover. (See p. 5-10.)

■ Jam

Error Code: Pxxx
Problem: Paper has jammed.
Solution: Open the upper unit and remove the jammed paper. (See p. 3-22.)

Hint

The displayed error code indicates the location of the paper jam.
- P001, P002: The document is jammed near the feed inlet.
- P004: The document is jammed inside the scanner.
- P006, P007: The document is jammed near the eject outlet.

* P001, P006 can be considered to be due to the document feed speed being too fast or the leading edge of the document not feeding correctly.

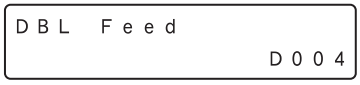
■ Call for Service

Error Code: Exxx
Problem: Internal scanner error.
Solution: Turn the power OFF, and restart the scanner. If this does not solve the problem, make a note of the error code, and contact your Canon service representative.

■ Skew Detected

Error Code: J018
Problem: A skewed document page contacted the wall of the transport path.
Solution: Remove and reposition the document page.

■ Double Feed

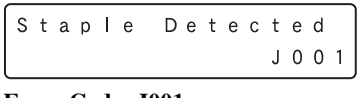


Error Code: D002
Problem: A double feed was detected by the document length.
Solution: Remove the double fed document page(s), return them to the Document Feed Tray, and scan again.
(See p. 3-23.)
Error Code: D004
Problem: A double feed was detected ultrasonically.
Solution: Remove the double fed document page(s), return them to the Document Feed Tray, and scan again.
(See p. 3-23.)

■ Double Feed (Rapid Recovery System)

Problem: Double feeding of document pages has been detected while scanning with the Rapid Recovery System enabled.
Solution: Remove the double fed document page(s), return them to the Document Feed Tray, and scan again.
(See p. 3-23.)

■ Staple Detected



Error Code: J001
Problem: A stapled document has been detected.
Solution: Remove the staple(s), and rescan the document.

■ Tray Error

Error Code: E021
Problem: An error has occurred with the Document Feed Tray.
Solution: Turn the power OFF, and restart the scanner.

■ Count Mismatch

Error Code: U001
Problem: The specified count has not yet been reached.
Solution: Check the document count, and scan again.
Error Code: U002
Problem: Scanning finished without reaching the specified count.
Solution: Check the document count, and scan again.

2. Troubleshooting

This section describes the problems that may occur during use of the scanner and how to solve them.

Trouble Categories

The following trouble categories are addressed:

- The Scanner Does Not Turn ON (See p. 6-5)
- The Scanner Is Not Recognized (Connecting via USB) (See p. 6-5)
- Scanning Is Not Performed (See p. 6-5)
- Slow Scanning Speed (See p. 6-6)
- Documents Do Not Feed Properly (See p. 6-6)
- Saved Image Files Do Not Open (See p. 6-7)
- Scanning Results Are Not as Expected (See p. 6-7)

It you cannot resolve a problem, contact your local authorized Canon dealer or your service representative.

Problem and Solution

■ The Scanner Does Not Turn ON

If the scanner does not turn ON, first confirm the following:

- ✔ Is the power cord connected correctly?
- ✔ Is the power cord inserted into the power outlet?

■ The Scanner Is Not Recognized (Connecting via USB)

If the scanner's USB connection is not recognized, first confirm the following:

- ✔ Are the scanner and PC connected correctly using the proper cable?
- ✔ Is the scanner's power switch turned ON?

If this does not solve the problem, consider the following possible causes:

Cause	The scanner does not support your USB interface.
Solution	This product is not guaranteed to operate with all types of USB interfaces. Contact your local authorized Canon dealer or service representative for more information.

Cause	The scanner does not support the USB cable.
Solution	Use the USB cable provided with the scanner.

Cause	The USB hub is not compatible with the scanner.
Solution	Remove the USB hub.

■ Scanning Is Not Performed

If scanning does not start when it should, first confirm the following:

- ✔ Are the scanner and PC correctly connected with the proper cable?
- ✔ Is the scanner's power switch turned ON?

If this does not solve the problem, consider the following possible causes:

Cause	The ISIS/TWAIN driver and Job Registration Tool are not installed correctly.
Solution	Uninstall and then reinstall the ISIS/TWAIN driver and Job Registration Tool.

IMPORTANT

- If the scanner does not operate because of a system error, turn the scanner OFF and wait at least 10 seconds before turning it back ON. If errors continue to occur, reboot the scanner and computer.
- When scanning with configurations that use a large amount of the computer's memory, scanning will be performed properly for the first scan. However, if a second scan is performed with the same configurations, an error may occur due to insufficient memory and scanning may not be possible. In such cases, restart the application you are using and change the configurations before scanning again.

■ Slow Scanning Speed

If the scanning speed is slow, first confirm the following: Scanning may be slow if the USB interface does not support Hi-Speed USB 2.0.

- ✔ Does the PC's USB interface support only Full-Speed USB 1.1?
- ✔ Is the USB cable you are using the one that was supplied with the scanner (Hi-Speed USB 2.0 compliant)?
- ✔ Is a USB 1.1-compliant device connected to the USB hub at the same time?

If this does not solve the problem, consider the following possible causes:

Cause	Other applications are running in the background on your PC.
Solution	Quit all other applications that are running.
Cause	Resident applications, such as anti-virus software, are draining memory resources.
Solution	Quit all resident applications.
Cause	Temporary files cannot be created in the TEMP folder, as there is not enough free space on the hard disk.
Solution	Delete unnecessary files on the hard disk to increase free space.

■ Documents Do Not Feed Properly

If a document does not feed properly, first confirm the following:

- ✔ Are pages sticking together because of static electricity or another cause?
- ✔ Are you attempting to scan a document with size, paper thickness or quality that is not supported by the scanner? (See "Documents" on p. 3-2.)
- ✔ Are the feed rollers dirty?
- ✔ Are the feed rollers worn out?

IMPORTANT

- Double feeding occurs when document pages stick together, and incompatible paper thickness or quality can cause paper jams. Check your documents carefully before loading.
- Replacement rollers can be purchased as consumables. If performance is not improved after cleaning the rollers, contact your local Canon dealer or service representative to purchase a Roller Replacement Kit, and replace the rollers (pickup, feed and retard rollers). (See "Replacing the Transport Rollers" on p. 5-7.)

If this does not solve the problem, consider the following possible problems and causes:

Problem	Documents do not feed.
Cause	The Continuous Manual Feed Mode is enabled.
Solution	Set the Continuous Manual Feed Mode to [OFF] from the User Mode. (See "Continuous Manual Feeding Mode Setting" on p. 3-11.)

■ Saved Image Files Do Not Open

If image files saved by CapturePerfect 3.1 cannot be opened by another application, first confirm the following:

✔ Does the application you are using support CapturePerfect 3.1 image file types (*.bmp, *.tif, *.jpg and *.pdf)?

If this does not solve the problem, consider the following possible causes:

Cause	The application does not support multi-page TIFF files.
Solution	Open the files using an application that supports multi-page TIFF files, or save the images as single-page TIFF files using CapturePerfect 3.1.

Cause	The compression format used by CapturePerfect 3.1 is not supported.
Solution	Open the image file with CapturePerfect 3.1, set the compression format to [None], and save it again.

■ Scanning Results Are Not as Expected

If the scanned images do not appear as expected, one or more ISIS/TWAIN driver settings may be incorrect, or your application may not support certain scanner functions.

Problem	The scanned image is too dark (or faint).
Cause	The [Brightness] setting is not set to an appropriate value.
Solution	If the image is too dark, set a higher brightness setting, or if the image is too faint, set a lower brightness setting.

Problem	Text or images from the back side of your document appear in the scanned image.
Cause	Brightness may be set too low.
Solution	Increase the Brightness setting. Or, enable the [Prevent Bleed Through/Remove Background] setting.
Cause	The paper is too thin.
Solution	Photocopy the document, and scan the copy.

Problem	Double-sided scanning is not possible.
Cause	Scanning Side is set to [Simplex].
Solution	Set Scanning Side to [Duplex]. If the Scanning Side is set to [Skip blank page], images of blank pages are not saved.

Problem	A black margin appears around the scanned document.
Cause	A document smaller than the preset paper size has been scanned. Or, the loaded document has shifted out of position.
Solution	Choose one of the following: (1) Set the page size to [Match original size]. (2) Adjust the margin setting in a single direction. (3) Enable Border Removal.

Problem	The scanned image is skewed. (skew)
Cause	The document has been fed at an angle.
Solution	Slide the document guides to fit the width of your document.

Problem	Lines, smudges, or dirt appear on the scanned image.
Cause	The scanning glass or rollers inside the scanner are dirty.
Solution	Clean the scanning glass and rollers. (See "Regular Maintenance" on p. 5-2.) If lines still appear on the image even after you clean the scanning glass and rollers, the scanning glass inside the scanner may be scratched. Contact your local authorized Canon dealer or service representative.

Problem	The scanned image is abnormal for certain documents.
Cause	A detection function such as border removal is enabled when scanning a document that includes text or photos extending to the edge of the page (the scanner cannot accurately process the edges of documents).
Solution	When a page has text or photos extending to its edges, turn the detection functions off or scan that page individually.

Problem	The scanned image is abnormal in some applications.
Cause	A function not supported by the application was used.
Solution	Some applications do not support functions such as auto-detection of page size, so scanning with such applications will produce abnormal scanned images. If abnormal image appearance seems to be application-dependent, try scanning with auto-detection disabled.

Problem	There are white lines or streaks in the scan image.
Solution	Clean the scanning glass (both front and back) and the rollers (feed roller and retard roller). When cleaning adhesive dirt such as glue or corrective fluid, try wiping the streaky areas with considerable vigor. If the problem has not been solved after cleaning, it is possible that the scanning glass is scratched. Contact your vendor or service center.

3. Uninstalling the Software

IMPORTANT

Log on to Windows as an Administrator.

1. From the Windows task bar, click the [Start] button, and then [Control Panel].
2. Click [Uninstall a program] ([Add or Remove Programs] for Windows XP).
   The [Uninstall or change a program] dialog box appears.
3. From the Programs list, select the software you want to remove and then click [Remove].
   The delete confirmation screen appears.
4. Click [Yes].
   Uninstallation of the software is now complete.

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1. Specifications

Unit Specifications

Type

Desktop sheet-fed scanner

Scannable Document Requirements

Width: 50.8 mm to 305 mm (2" to 12")

Length: 70 mm to 432 mm (2.8" to 17")

Weight: Continuous Feeding: 20 g/m^2 to 209 g/m^2 (5 lb to 56 lb bond) (0.04 mm to 0.25 mm)
Manual Feeding: 20 g/m^2 to 255 g/m^2 (5 lb to 64 lb bond) (0.04 mm to 0.30 mm)

Document Feeding Methods

Continuous, Manual, and Continuous Manual

Document Feeder Capacity

Up to 500 sheets of good quality paper or up to 48 mm (1.9") high (maximum)

Scanning Sensor

Contact image sensor

Light Source

LED

Scanning Sides

Simplex/Duplex/Skip blank page

Scanning Modes

Black and White, Error Diffusion, Advanced Text Enhancement, Advanced Text Enhancement II, 256-level Gray, and 24-bit Color

Scanning Resolution

150, 200, 240, 300, 400 and 600 dpi

Scanning Speed (LTR/A4 portrait)

		DR-G1130	DR-G1100
Black and white			
Simplex	200dpi	100 pages/min.	75 pages/min.
	300dpi	100 pages/min.	75 pages/min.
Duplex	200dpi	200 pages/min.	150 pages/min.
	300dpi	200 images/min.	150 images/min.
Grayscale			
Simplex	200 dpi	100 pages/min.	75 pages/min.
	300 dpi	100 pages/min.	75 pages/min.
Duplex	200 dpi	200 pages/min.	150 pages/min.
	300 dpi	200 images/min.	150 images/min.
Color			
Simplex	200 dpi	100 pages/min.	75 pages/min.
	300 dpi	100 pages/min.	75 pages/min.
Duplex	200 dpi	200 pages/min.	150 pages/min.
	300 dpi	170 images/min.	150 images/min.

Other

Double-Feed Detection, Deskew, User Mode, Long Document Mode, and Folio Scan

External Dimensions

480 mm (W) × 535 mm (D) × 315 mm (H)
18.9" (W) × 21.1" (D) × 12.4" (H)

Maximum External Dimensions (with Document Feeder Tray Extension / Extension Wire, and Document Eject Tray Extension / Eject Paper Stoppers open)

480 mm (W) × 723 mm (D) × 390 mm (H)
18.9" (W) × 28.5" (D) × 15.4" (H)

Weight

Approx. 22.8 kg (50.3 lbs)

Power Supply

120 V model
AC 120 V (60 Hz), 1.0 A

220-240 V model
AC 220-240 V (50/60 Hz), 0.6 A

Power Consumption

120 V model
Scanning: 95.0 W
Stand-by Mode (Sleep Mode): 1.6 W

220-240 V model
Scanning: 94.3 W
Stand-by Mode (Sleep Mode): 1.7 W

Noise

Not more than 54 dB

Operating Environment

Temperature: 10 to 32.5°C (50 to 90.5°F)
Humidity: 20 to 80% RH

* Specifications are subject to change without notice.

Options

Imprinter Unit (Product Code: 4009B003)

This imprinter unit prints a text string on document pages after scanning them.

Barcode Module (Product Code: 1922B001)

Add-on software that enables barcode recognition by the ISIS/TWAIN driver.

Patchcode Decoder (Product Code: 8262B003)

This unit detects patchcode sheets within documents. (See "Using Patchcode Sheets (Option)" on p. 3-19.)

Consumables

Roller Replacement Kit (Product Code: 8262B001)

Replacement kit for transport rollers (pick-up roller, feed rollers, and retard roller). (See "Replacing the Transport Rollers" on p. 5-7.)

Separation Pad (Product Code: 8262B002)

IMPORTANT

- Rollers and separation pads are consumable parts. When the rollers or separation pads start to wear out, problems, such as paper jams and misfeeds, are more likely to occur. If this happens, replace the rollers and separation pads, regardless of the page count.
- For information about the roller replacement kit and separation pads, contact your local authorized Canon dealer or service representative.

Ink Cartridge: Blue (Product Code: 3693A002 (C6602B))

This blue ink cartridge is used by the imprinter. (See "Replacing Ink Cartridges" on p. 5-16.)

Ink Cartridge: Red (Product Code: 3693A003 (C6602R))

This red ink cartridge is used by the imprinter.

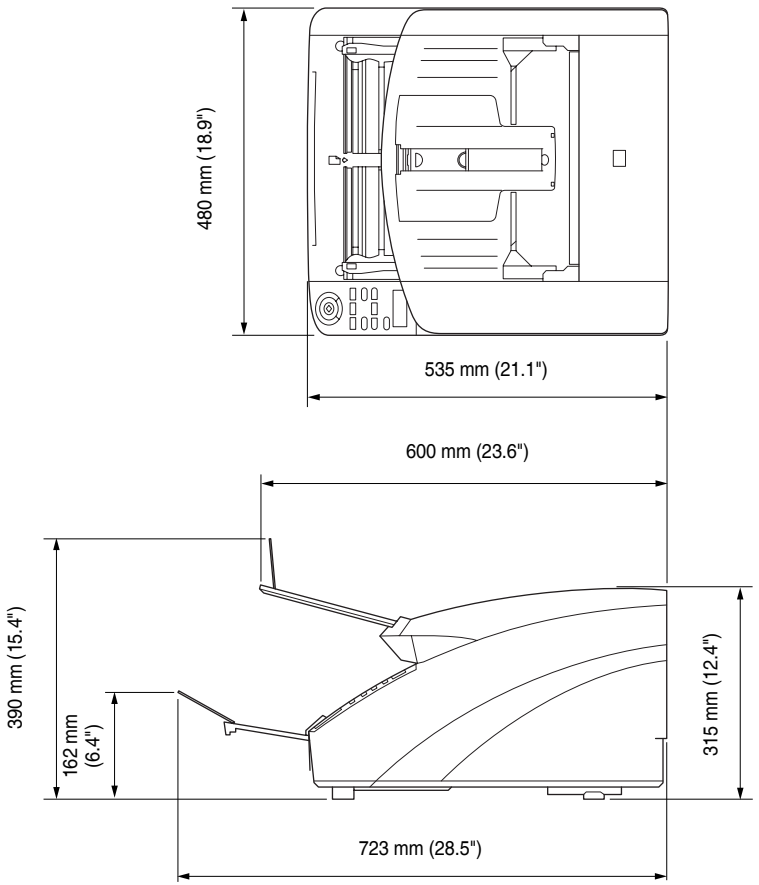
Ink Cartridge: Green (Product Code: 3693A004 (C6602G))

This green ink cartridge is used by the imprinter.

IMPORTANT

- Reorder HP's ink cartridges by specifying their product codes (indicated in parentheses).

External Dimensions



2. Option Specifications

This section contains the specifications for the separately sold Barcode Module (p. 7-3) and imprinters. Refer to "Using Patchcode Sheets (Option)" (p. 3-19) for the specifications of the patchcodes that can be detected by the patchcode decoder.

Barcode Specifications

The following barcodes can be read by installing the optional barcode module.

■ Barcode Types

Code	No. of Digits	Checksum
EAN	8 or 13	Modulus 10, Weight 3
Codabar	3 to 32 (including Start/Stop characters)	Modulus 16, 7 DR
Code 39	3 to 32 (including Start/Stop characters) (Standard ASCII or Full ASCII)	Modulus 43
ITF	2 to 32 (Even number. of digits only)	Modulus 10, Weight 3
Code 128	1 to 32 (Valid data only)	Modulus 103
UPC-A	13	Modulus 10, Weight 3
UPC-E	8	Modulus 10, Weight 3

Note: EAN, UPC-A and UPC-E add-ons supported

■ Detection Conditions

Item	Condition	
Printed Side	Front or back (or both, but at reduced speed)	
Orientation	Perpendicular (0 degrees) or parallel (90 degrees) to the feeding direction Reading direction should be specified beforehand Note: Speed is slow when both directions are specified.	
Size	Line Width	0.3 to 1 mm (0.01" to 0.04") When module width exceeds 0.508 mm (0.02"), Code 128, UPC-A, UPC-E and EAN detect incorrectly
	Code Width	105 mm (4.1") or less (including quiet zone)
	Bar Height	At least 10 mm (0.4")
	Margins	At least one character at each end
Slew	Within ±3°	
Element Ratio	2.2 to 3.0	
PCS Value	At least 0.60 (with a white point of at least 75% reflectance)	

Item	Condition	
Position	Feeding Direction	At least 2 mm (0.1") from the edge of the page
	Perpendicular to Feeding Direction	At least 5 mm (0.2") from the edge of the page
Quantity	Up to four per page	
Spacing	At least 5 mm (0.2")	
Conditions	No background or overlapping barcodes	

Imprinter Specifications

Printing Side
Front
Position
Set in the ISIS/TWAIN driver (See p. 8-6)
One of 15 positions
Printing Content
Set in the ISIS/TWAIN driver
Imprinter Font Sizes (Dots)
12 × 12 (with no added space between characters)
12 × 8 (with no added space between characters)
12 × 12 (with added space between characters)
12 × 8 (with added space between characters)
Number of Printable Characters
Up to 32 characters
Printable Paper
Plain paper without water-resistant coating
Compatible Ink Cartridges
HP Ink Cartridges
Color: Blue, Red, Green (see p. 5-16)
Image Density
12 nozzles/oblique line (96 dpi)
Ink Type
Water-based

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User Manual

Software

Please read this manual before using the scanner.
After you finish reading this manual, keep it in a safe place for future reference.

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1. ISIS/TWAIN Driver Settings Dialog Box

If menus or buttons are selected to configure the scanner settings from an application tool such as CapturePerfect 3.1 or the Job Registration Tool, the following ISIS/TWAIN Driver Settings dialog box is displayed. The ISIS/TWAIN Driver Settings dialog box consists of the standard tab sheets [Basic], [Brightness], [Image processing], [Feeding], [Others], and [Imprinter/Addon Dialog].

Hint

See "CapturePerfect 3.1" on p. 3-14 for the procedure for executing scans from the scanning application.

Dialog box buttons

■ [OK] button

Applies the settings and closes the dialog box.

Hint

When you use an application program that scans from the TWAIN Driver Settings dialog box, [Scan] is displayed instead of [OK] to scan with the configured settings.

■ [Cancel] button

Rejects the changes to settings and closes the dialog box.

■ [Default] button

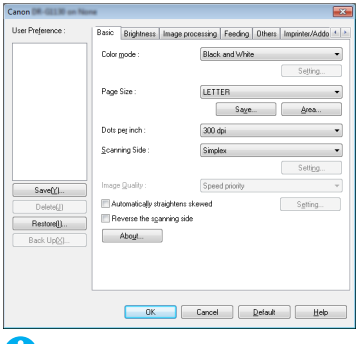
Returns the settings to their default state.

■ [Help] button

Displays the Help screen for the open tab sheet and dialog box.

[Basic] Tab Sheet

You can set basic scan conditions on the [Basic] tab sheet. The items that can be set vary depending on the application program you are using. Specify the settings as necessary for the screen that is displayed.



IMPORTANT

- When you use a TWAIN-compatible application program that scans from the settings dialog box, [Scan] is displayed instead of [OK].

  Hint

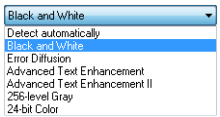
  - The scan conditions may be set using unique application windows depending on applications which have compatibility with ISIS. If opening the scanner drivers using the application, the settings for the functions supplied by the scanner drivers other than the scan conditions will be displayed in the [basic] tab.

■ Checking the basic Scanning Conditions

When scanning the documents, make sure to set the "Color mode", "Paper Size", "Dots per inch", and "Scanning Side" in the basic conditions on the "Basic" tab.

Color mode

Select the mode for scanned images.

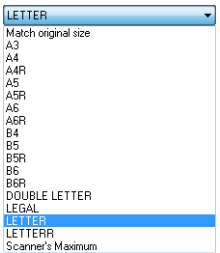


Hint

- Some functions are limited depending on the color mode setting.
- Advanced text enhancement modes are useful if you want to scan documents with a background color or design behind the text as black-and-white images, and remove or process the surrounding background to enhance the text for easy reading.
- Two advanced text enhancement modes are provided to suit different background types. Select the mode that best suits your document. We recommend confirming the image by prescanning the first page.
- When saving an image file in JPEG format, select [256-level Gray] or [24-bit Color].

Page Size

Select the page size of the document to be scanned.

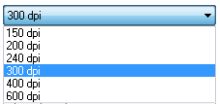


IMPORTANT

- Select [Match original size] to scan the following types of documents.
  - Documents of a non-standard size
  - Documents containing pages of different sizes
  - When using the Long Document mode (See “Long Document Mode Setting” on p. 3-3.)
- When [Match original size] is selected, the area settings in the Scan Area dialog box are disabled.
- The [Match original size] process may malfunction in the following situations. If this occurs, select a standard size (such as [A4] or [Letter]), or click the [Area] button to create a custom page size.
  - When scanning a page with a dark area at the left or right edge
  - When scanning a glossy or reflective document
  - When the brightness setting is incorrect
  - When the Custom setting is selected in the Gamma Settings dialog box
- Depending on the application program, operation may become unstable when [Match original size] is enabled. In that case, [Match original size] should be disabled.

Dots per inch

Select the scanning resolution.

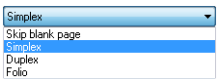


Hint

- Higher resolutions provide clearer images, but produce larger files.
- The [Moire Reduction] setting is enabled when the resolution is set to 300 dpi or lower, and the [Image Quality] setting is enabled when the resolution is set to 400 or 600 dpi.

Scanning Side

Select which page side(s) to scan.



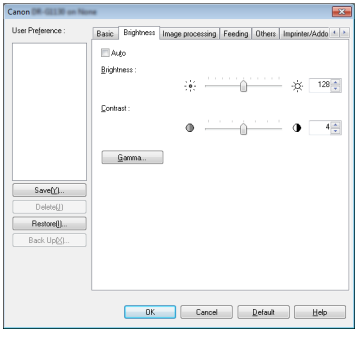
Hint

- Select [Skip blank pages] to delete the blank page images before saving.

- Select [Folio] to fold the document in two before setting, to enable front and back images created during duplex scanning to be synthesized in a single sheet image. (See p. 10-3)

[Brightness] Tab Sheet

On the [Brightness] tab sheet you can adjust brightness and contrast for scanning, and access gamma settings. The availability of brightness and contrast settings depends on the mode setting of the [Basic] tab sheet.

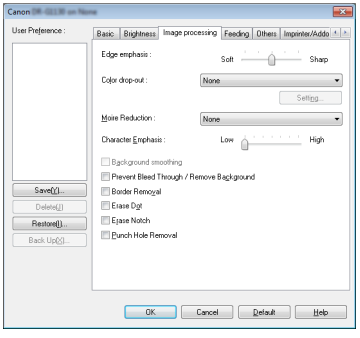


Hint

- If all of the settings on the [Brightness] tab sheet are disabled, the gamma setting is set to Custom.
- Set gamma compensation when the color tone of the scanned image and the color tone of the image displayed on the monitor are different.
- Refer to the user manual enclosed with the monitor for the gamma values for the monitor used.

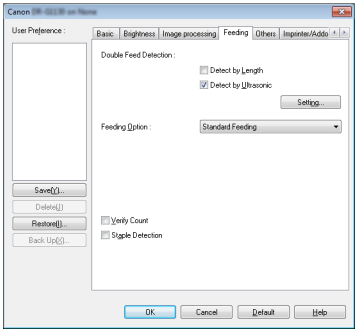
[Image processing] Tab Sheet

The [Image processing] tab sheet provides settings that affect the processing of scanned images. Some settings may be disabled, depending on the mode settings on the [Basic] tab sheet. For examples of "Image processing" tab use, (See “Configuring Scanner Settings According to the Purpose” on p. 10-5).



[Feeding] Tab Sheet

The [Feeding] tab sheet provides settings for different feeding options. Options such as double feed detection and staple detection can be set.



Double Feed Detection

This function stops document transport when double feeding of document pages is detected, and enables you to select the detection method to suit the type of documents to be scanned.

[Detect by Length]

This method of double feed detection is useful for batch scanning of same-size documents. The length of the first document page fed is measured as a standard, and if a subsequent document is detected to be 35 mm (1.4") longer (or shorter) than the standard, a double feed is judged to have occurred, and document transport is stopped.

[Detect by Ultrasonic]

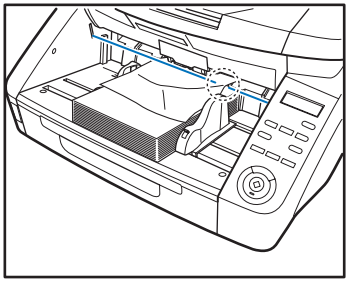
This method of double feed detection is useful for batch scanning of different-size documents. When the ultrasonic sensor detects overlapping documents and spacing between documents, a double feed is judged to have occurred, and document transport is stopped.

Hint

Both detection methods can be used together.

■ Staple Detection

When sensors at both sides of the feed inlet detect the bent corner of a stapled document, an error message appears and feeding stops.



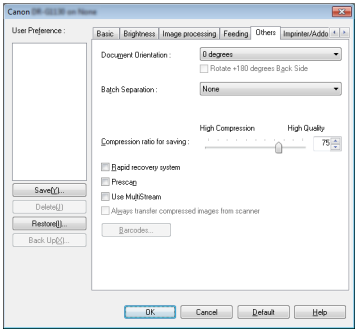
```
Staple Detected
                J001
```

IMPORTANT

- Staple detection detects the bent corner that occurs when one of the four corners of a document has been stapled.
- Staple detection may not operate properly in the following cases where bending does not occur in documents.
  - The document is stapled at two or more corners.
  - The document is size smaller than STMT/A5.
  - The position of the left or right document guide has been changed, and the document has been shifted to the left or right side. (See “Adjusting the Document Guides” on p. 3-7.)
  - When feeding document manually

[Others] Tab Sheet

The settings on the [Others] tab sheet are different for the ISIS and TWAIN drivers. Some settings may be disabled, depending on the mode settings on the [Basic] tab sheet.



Hint

[Batch Separation] is the function to be set in the ISIS driver, so it is not displayed in the TWAIN driver.

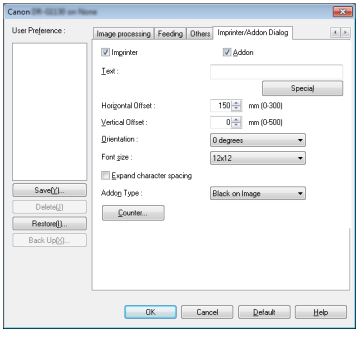
[Rapid Recovery System] Check Box

If a paper jam causes paper transport to stop while scanning, scanning stops without sending an error notification to the application program. After fixing the cause of the stoppage, you can continue scanning.

[Imprinter/Addon Dialog] Tab Sheet

The [Imprinter/Addon Dialog] tab sheet allows you to imprint/add any character string or counter on scanned documents.

The [Imprinter] check box is enabled only if the optional imprinter unit is installed.



Chapter 9 Job Registration Tool Settings

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1. Before Use

The Job Registration Tool is an application for registering jobs that can be executed from the [Job] key on the control panel. This chapter describes the settings for the Job Registration Tool. For details on the Job Function, see "About the Job Function" on p. 3-13.

Job Function

The job function is for using the [Job] key on the control panel to select and execute jobs registered by Job Registration Tool, and to implement scans.

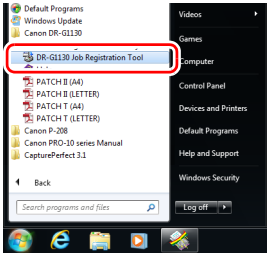
Hint

- Job registration stores scanning condition settings, image file format selection, save destination and image data processing settings for each job to be used with the Job Function.
- Up to 99 jobs can be registered with the Job Registration Tool.

Starting the Job Registration Tool

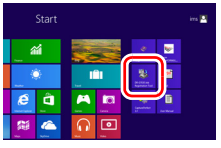
Follow the procedure below to start the Job Registration Tool.

1. Click the [Start] button, and then click [All Programs] - [Canon DR-XXXX] - [Job Registration Tool]. (XXXX varies depending on the model you are using)

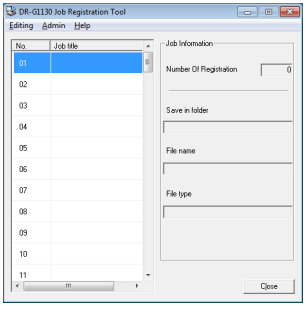


Hint

In Windows 8, the job registration tool is saved to the following location.

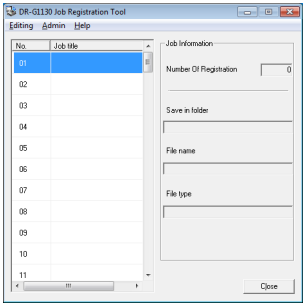


The Job Registration Tool starts.



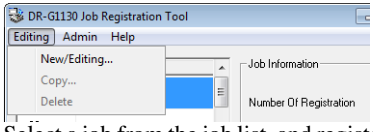
2. Job Registration Tool

The Job Registration Tool consists of the main window below and the [New/Editing] and [Admin] dialog boxes. For details on the dialog boxes, see the description of each dialog box.



Menu Bar

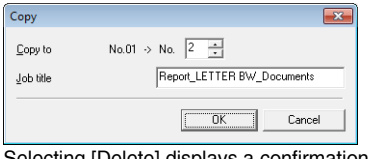
[Editing] Menu



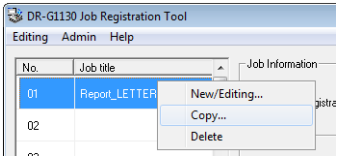
Select a job from the job list, and register a new job or edit, copy, or delete the job. (See "[New/Editing] Dialog Box" on p. 9-4.)

Hint

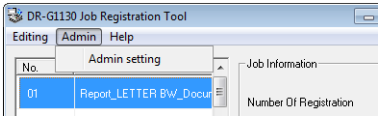
- If you select a registered job, [Copy] and [Delete] are enabled. Selecting [Copy] displays the following dialog box. Specify the job number to copy to and job title, and click the [OK] button to copy the job to the specified job number.



- Selecting [Delete] displays a confirmation message.
- The items of the [Editing] menu are also displayed in a submenu when you right-click a job.



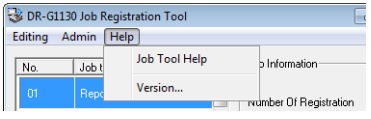
[Admin] Menu



Open the [Admin] dialog box to configure settings for monitoring the storage folder for images and backing up job data. (See "[Admin] Dialog Box" on p. 9-7.)

[Help] Menu

Display the help and version of the Job Registration Tool.



Job List

Displays the job numbers (01 to 99) and job titles.

Job Information

Displays the information for the job selected in the job list.

[Close] Button

Ends the Job Registration Tool.

3. Settings Dialog Boxes

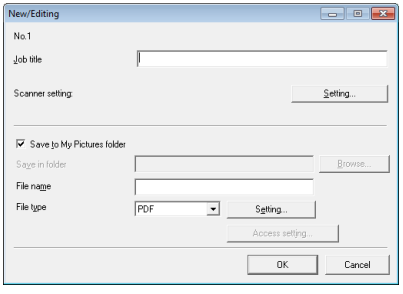
The settings dialog boxes of the Job Registration Tool include the [New/Editing] dialog box and [Admin] dialog box. For details, see the description of each dialog box.

Hint

See "About the Job Function" on p. 3-13 for the procedure for executing jobs registered by the Job Registration Tool.

[New/Editing] Dialog Box

In the [New/Editing] dialog box, you can register new jobs and edit registered jobs.



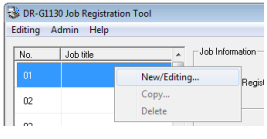
■ Opening the [New/Editing] Dialog Box

Double-click a job number displayed in the job list to open the [New/Editing] dialog box.

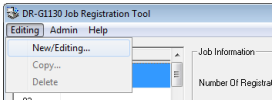
Hint

The [New/Editing] dialog box can also be opened in the following ways.

- Right-click the job number you want to register and click [New/Editing] in the submenu.



- Select the job number you want to register and click [New/Editing] in the [Editing] menu.



■ [New/Editing] Dialog Box Settings

You can configure the following settings in the [New/Editing] dialog box.

No.

Displays the selected job number.

Job title

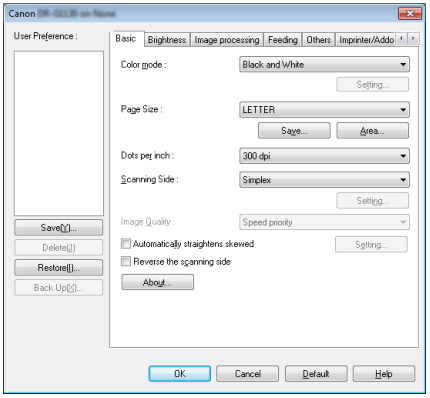
Enter the job title to display on the display panel of the control panel.

Hint

- A maximum of 29 alphanumeric single-byte characters can be entered for a job title.
- If special characters with accent marks as used in European languages are used in the job title, the accent marks are not displayed on the display panel.

Scanner Settings

Press the [Setting] button to configure scanner settings.



[Save to Pictures folder] Check Box

Select this check box to save image files to the Pictures folder of the user logged in to Windows.

Hint

- The name displayed for Pictures differs depending on the name of the folder in the Windows you are using.
  Example: My Pictures, Pictures
- When this check box is not selected, the [Save in folder] and [Access setting] buttons are enabled.

Save in folder

When the [Save to Pictures folder] check box is not selected, this is enabled for you to specify any name for the folder in which to save scanned images.

File name

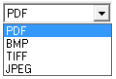
Enter a name for the files that will be saved.

Hint

- File names may consist of up to 32 alphanumeric characters.
- A time stamp is appended to the file name indicating the time of scanning.

File type

Enter the file format for saved files.



When scanning multi-page documents, image files are created as follows according to the selected file format:

PDF: All pages are saved in a single image file.

BMP: Each page is saved in a separate image file.

TIFF: You can select the method for saving multiple pages in the [TIFF Setting] dialog box displayed by clicking the [Setting] button.

JPEG: Each page is saved in a separate image file.

Hint

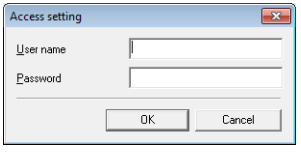
- Selecting [TIFF] or [PDF] enables the [Setting] button.
- When a mode other than [256-level Gray] or [24-bit Color] is selected, an error is displayed if [JPEG] is selected when you click the [OK] button. If the error appears, change the file format or scanner mode.

[Setting] Button

This button is enabled to display the corresponding setting dialog box when the [TIFF] or [PDF] file format is selected.

[Access setting] Button

This button is enabled when the [Save to Pictures folder] check box is not selected, and allows you to enter the user name and password required to access the shared network folder specified for [Save in folder].

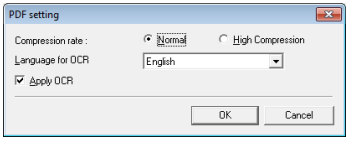


IMPORTANT

Access to shared network folders may be restricted to users with certain access permission. In this case, users cannot access the shared folder without entering the correct user name and password. Confirm the access rights for the shared network folder with the network administrator, then enter the user name and password.

■ [PDF setting] Dialog Box Settings

You can configure the following settings in the [PDF setting] dialog box.



Compression rate

Select the compression rate for PDF files from [Normal] and [High Compression].

Hint

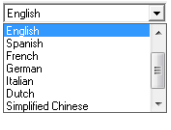
- Select [Normal] to save files with normal compression.
- Select [High Compression] to save files with high compression. Although file size is reduced, image quality may be slightly degraded.

IMPORTANT

The Compression rate setting is enabled when the scanner is set to [256-level Gray] or [24-bit Color] mode. When [Black and White] or [Error Diffusion] binary image scanning mode is selected, file size depends on the content of the scanned document.

Language for OCR

When the [Apply OCR] check box is selected, the target language for OCR can be selected in the list box.

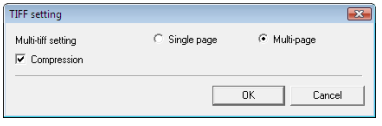


Hint

Characters within document images are recognized as text and saved as appended text data in PDF (*pdf) files.

■ [TIFF setting] Dialog Box Settings

You can configure the following settings in the [TIFF setting] dialog box.



Multi-tiff setting

Select the method for saving image files when scanning multi-page documents.

Hint

- Select [Single page] to save each page as one image file.
- Select [Multi-pages] to save all pages as one image file.

[Compression] Check Box

Select this check box to compress images saved to files. Black and white (binary) images are compressed in CCITT Group 4 format, and grayscale and color images in JPEG format. When this check box is not selected, the saved files are much larger.

Hint

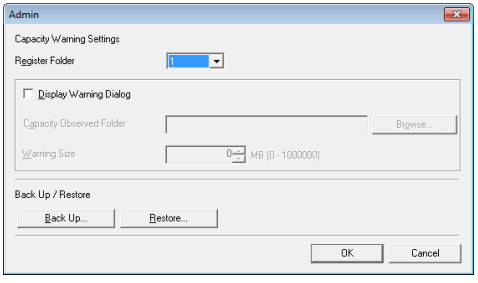
- CCITT Group 4 is a compression format designed for data communications (such as with fax devices) of black and white (binary) images.
- JPEG is a compression format for saving grayscale and color images. When the [Compression] check box is selected, a standard level of JPEG compression is applied.

IMPORTANT

If your application program does not support the above compression formats, you may be unable to open scanned image files. In this case disable [Compression] when scanning.

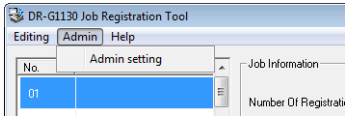
[Admin] Dialog Box

The [Admin] dialog box allows you to configure settings for monitoring the storage folder for images and backing up job data.



■ Opening the [Admin] Dialog Box

Click [Admin setting] in the [Admin] menu to open the [Admin] dialog box.



■ Capacity Warning Settings

The Capacity Warning Settings allow you to specify in advance the folder for saving image files, and the space to be available for saving files. If the space required to save a file would exceed the specified Warning Size when starting to scan or while scanning, a warning message appears.

Register Folder

A warning size (capacity) can be specified for up to five folders, with the number (1 to 5) of the folder to be selected registered by [Register Folder].

[Display Warning Dialog] Check Box

Select this check box when you want to limit space available in a destination folder, by registering the folder number and specifying a warning size.

[Capacity Observed Folder]

Specify a folder for which to limit space available.

[Warning Size]

Enter the maximum total size for all files saved to the specified folder.

IMPORTANT

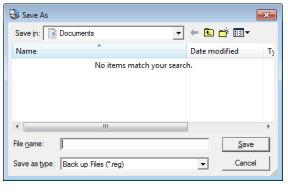
- When saving to removable storage media such as flash drive, specify the maximum capacity of the media.
- When folder monitoring ([Display Warning Dialog]) is enabled, a warning message appears when starting to scan if the total size of the files in the specified folder exceeds the specified limit.
- If a warning message appears, follow the instructions in the message to either continue scanning or change the save destination first.

■ Job Back Up Function

You can use this function to back up the registered jobs when the same job is to be executed in a different environment, such as when multiple users log on to Windows or when multiple scanners are used.

[Back Up] Button

Writes a backup file (*.reg) of registered job data to the specified folder.



[Restore] Button

Restores the job data from a stored backup file (*.reg).

Hint

If the currently registered job number is the same as that of an existing backup file, the existing backup file is overwritten by the registered job.

Chapter 10 Practical Examples

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Specifying the Scanning Area 10-4
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Registering Your Settings 10-10

1. Practical Examples

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

Scanning Documents of Unregistered Page Sizes

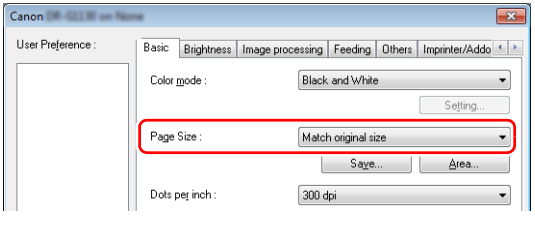
Configuring the following settings allows you to scan a document of an unregistered page size.

■ Scanning documents longer than 432 mm (17") (Long Document Mode)

When you want to scan a document that is longer than 432 mm (17") , you can enable [Long Document] in the scanner settings and set the page size setting to [Match original size] in order to scan documents up to 3,000 mm (118.1") long.

1. In the User Mode, set [Long Document] of the scanner settings to [ON1] or [ON2]. (See “Long Document Mode Setting” on p. 3-3.)

2. Set the page size to [Match original size] and scan the document.

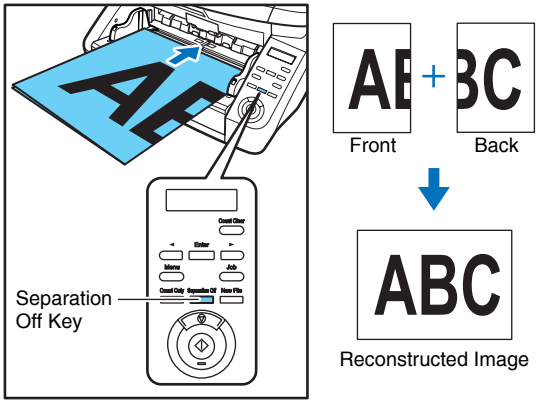


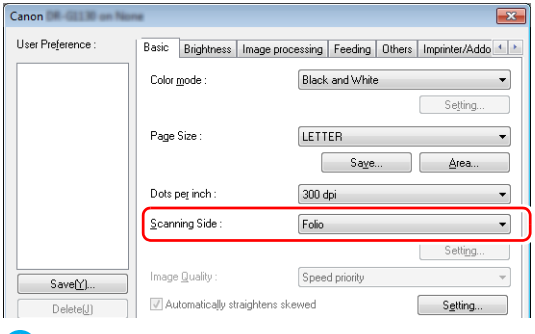
IMPORTANT

- When scanning a long document, load and scan the pages of the document one at time.
- When scanning with the Long Document Mode set to [ON1], if the scan is performed with the scanning mode set to color and the image quality set to [Image quality priority], the image may be lost. If this occurs, scan by using black and white or reducing the image quality.
- When scanning with the Long Document Mode set to [ON2], if the scan is performed at 400/600 dpi or the scan is performed with the scanning mode set to color and the scanning side set to [Duplex], the image may be lost. If this occurs, scan by reducing the resolution, using black and white, or setting the scanning side to [Simplex].
- When scanning using Long Document Mode, [High-Quality Moire Reduction], [Auto orientation compensation], or document orientation of [+90 degrees] or [-90 degrees] cannot be used.

■ Scanning documents wider than the feeder inlet (Folio Scan)

When you want to scan a document that is wider than the feeder inlet, you can scan the document if you fold the document into two, load it into the feed tray, and set the scanning side setting to [Folio].



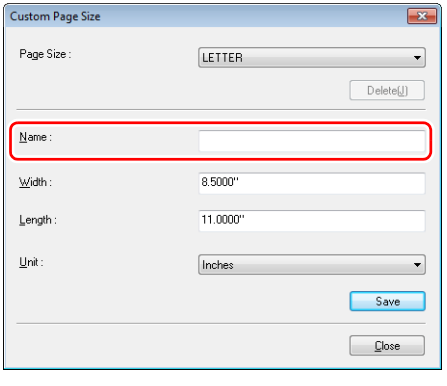


IMPORTANT

- Folio scanning requires that you feed each page manually (The Separation Off key is lit).
- Fold each page with a sharp, straight crease. Otherwise, the paper may jam or the image may be misaligned.
- Seam artifacts may appear in the reconstructed image because of the crease line or differences in the loading position of each side.
- Load the document with the crease line on the right side.
- The scan image of the front side becomes the left half of the reconstructed image.
- The maximum document size for Folio Scan is 22" × 34"/A1.
- 22" × 34"/A1 document pages should be folded lengthwise and scanned with the following settings:
  Scanner: Long Document Mode [ON1]
  Page Size: Auto-Detection
- If scanning is performed when Long Document Mode is enabled, the image may be lost. Set Long Document Mode to [OFF] except when scanning 22" × 34"/A1 document pages.
- If scanning is performed with the scanning mode set to color, image quality set to [Image quality priority], and scanning side set to [Duplex], the image may be lost. If this occurs, scan by using black and white, reducing the image quality, or setting the scanning side to [Simplex].

■ Registering of unregistered non-standard page sizes

You can register a non-standard page size that has not been registered as a page size by naming and registering it as a custom page size in the [Custom Page Size] setting, which is opened from the [Save] button on the [Basic] tab sheet.

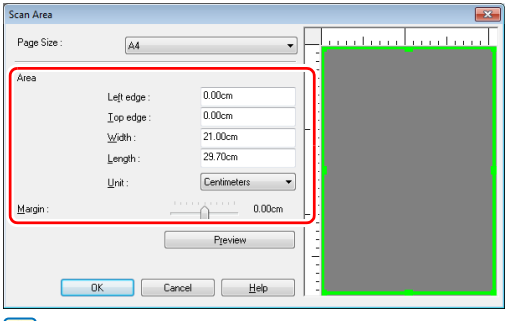


Specifying the Scanning Area

Configure the following settings when you want to specify the area of the document to scan.

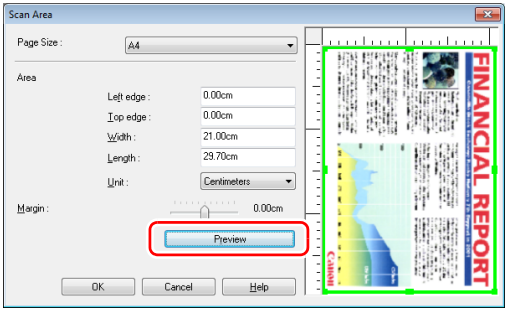
■ Specifying an area

Specify the area of the document to scan in the Scan Area dialog box.



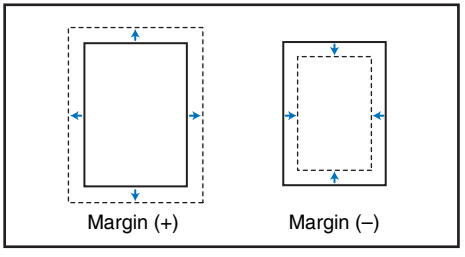
Hint

- Load the document you want to specify the area of and press the [Preview] button to scan the document and display the preview image in the Area panel. You can then specify the area from the displayed preview image.



■ Adjusting the margins

When the document is deskewed and edges are missing from the image or black borders are created around the image, adjust the scanning area by setting the margins.

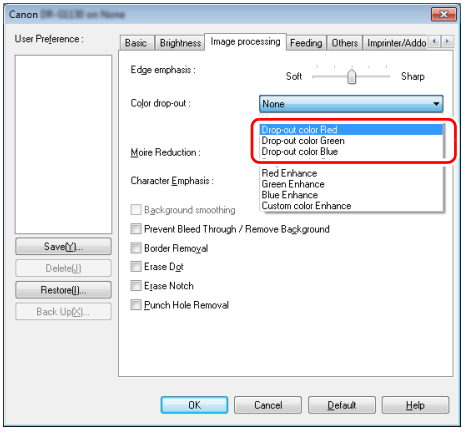


Configuring Scanner Settings According to the Purpose

Set the scanning conditions according to the scanning purpose.

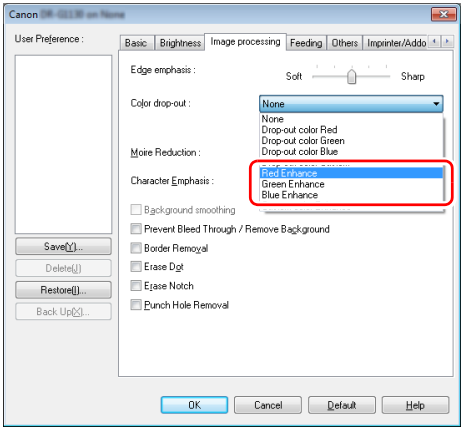
■ When you do not want to scan colored lines and characters

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



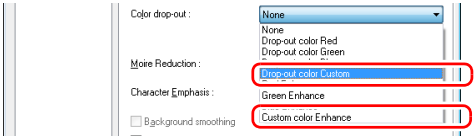
■ When you want to enhance a particular color

Select the color (red, blue, or green) to be enhanced in [Color drop-out] on the [Image processing] tab sheet, and that color will be enhanced.

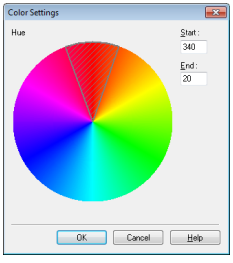


■ When you want to skip or enhance intermediate colors

Select an intermediate color in [Color drop-out] on the [Image processing] tab sheet.

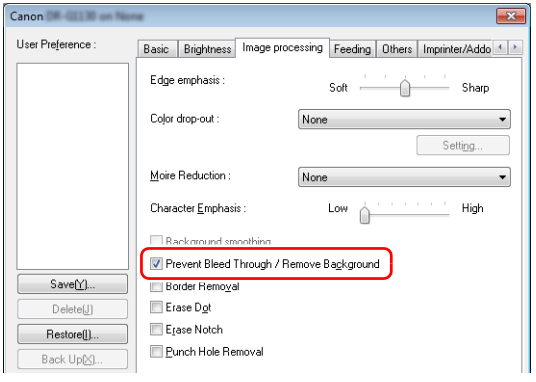


Click the [Setting] button to display the Color Settings dialog box, and then you can specify the color range of the intermediate colors to ignore (drop out) or enhance.



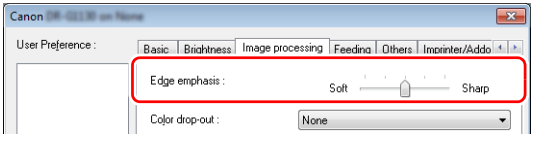
■ When you want to prevent the bleed-through of text and other items from the back side of thin pages, or remove the background from scanned images

Select [Prevent Bleed Through / Remove Background] on the [Image processing] tab sheet. The bleed-through on thin pages and background are removed from scanned images.



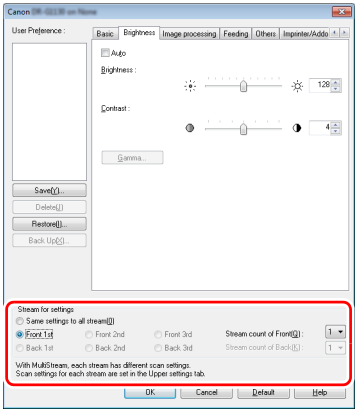
■ When you want to enhance contours in images

Adjust the [Edge emphasis] setting on the [Image processing] tab sheet.



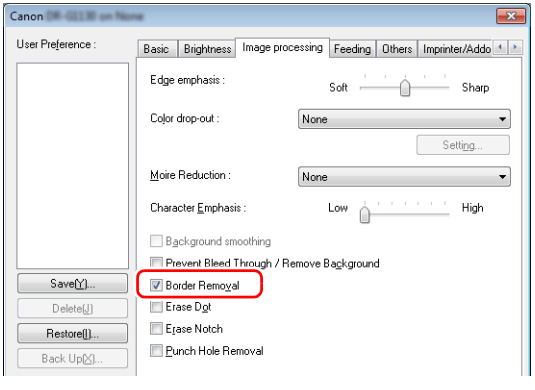
■ When you want to change the brightness on the front and back sides to scan a document with front and back sides of different densities

Enable [Use multi-stream] in the [Others] tab to set the brightness for each stream.



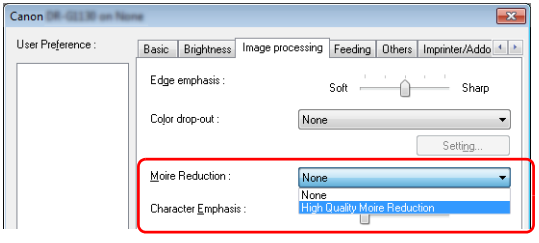
■ When you want to eliminate black borders around scanned images

Select [Border Removal] on the [Image processing] tab sheet. The black borders created around scanned images are removed.



■ When you want to reduce the moire patterns that appear when color photos in magazines and other documents are scanned at low resolutions

Setting [Moire Reduction] on the [Image processing] tab sheet allows you to reduce the moire patterns that are generated when color photos are scanned at low resolutions.

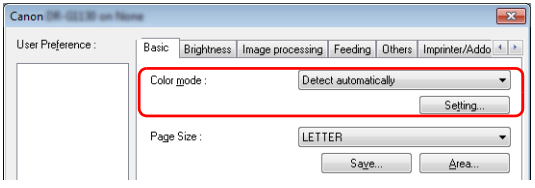


Hint

Moire reduction is enabled when the resolution is 300 dpi or less, and [High-Quality Moire Reduction] is displayed when the resolution is 240 dpi or less.

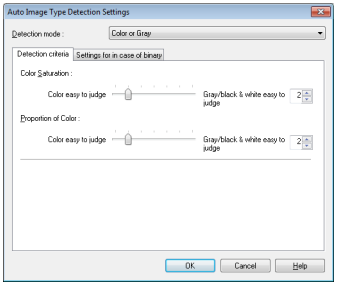
■ When you want to save black and white images and color images separately when scanning a mixture of black and white documents and color documents

When documents are scanned while the mode is set to [Detect automatically] on the [Basic] tab sheet, the document colors are detected and black and white images and color images are saved separately.



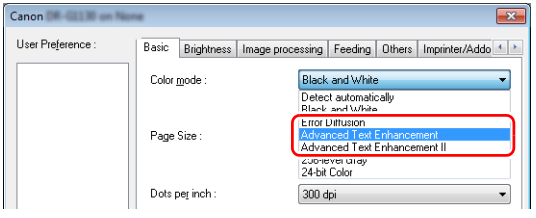
Hint

Selecting [Detect automatically] enables the [Setting] button, and you can configure settings for judging whether documents are color, and select the mode for when documents are judged to be black and white.



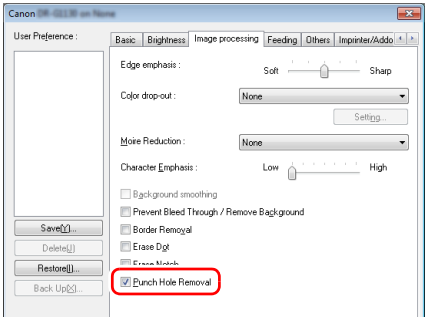
■ When you want to enhance text that is difficult to read because of factors such as the background of the scanned document

Select [Advanced Text Enhancement] as the color mode on the [Basic] tab sheet. The background behind the text is removed or processed so that the text is emphasized for better legibility.



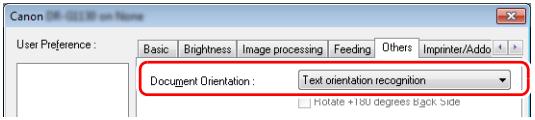
■ When you want to remove the black spots from scanned images when scanning documents with punch holes

Select [Punch Hole Removal] on the [Image processing] tab sheet. The black spots from punch holes in documents are removed from scanned images.



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

Select [Text orientation recognition] by the setting of Document Orientation in the [Others] tab sheet.

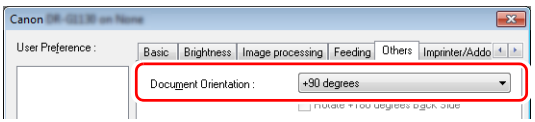


The text orientation on each page is detected, and the scanned image is rotated in 90-degree increments to correct the orientation.

Text Orientation	ABC	ABC	ABC	ABC
Output Image	ABC	ABC	ABC	ABC

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

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



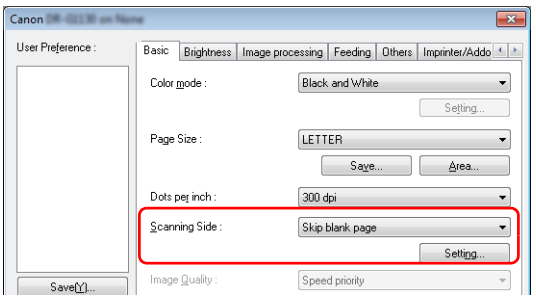
Hint

Images are rotated as follows according to the orientation of the loaded document and the selected angle.

Feeder Document: Face Up	ABC	ABC	ABC	ABC
Document Orientation (Clockwise)	0 degrees	+90°	180 degrees	-90°
Output Image	ABC	ABC	ABC	ABC

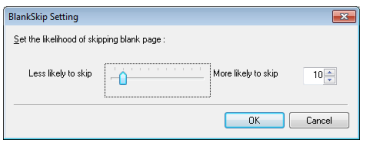
■ When you want to delete the images of the blank pages in two-sided documents

If you set the scanning side setting to [Skip blank page] on the [Basic] tab sheet, the images of blank pages in the document are deleted.



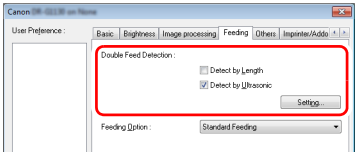
Hint

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



■ Detecting when multiple documents have been fed together

Enable the [Double Feed Detection] check box in the [Feeding] tab. Either [Detect by Length] or [Detect by Ultrasonic] can be enabled singly, or both together



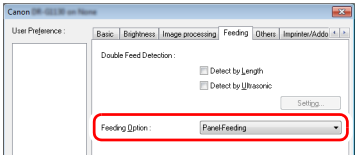
Hint

Even if Detection by ultrasonic is enabled, double feeds may not be detected if the document size is small.

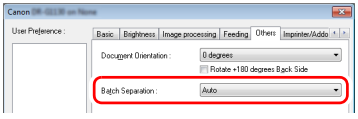
■ Saving data by document bundle (batch separation)

If using batch separation, you can save the data in units of the document bundles placed in the tray. In this case, set the scanner drivers as described below.

Set the [Feeding Option] in the [Feeding] tab to [Panel-Feeding] or [Automatic Feeding].



Set the [Batch Separation] in the [Others] tab to [Auto] or [Panel].



When the [Batch Separation] is set to [Auto], and the next documents have been set so scanning is continuous, the batches are separated.

When [Batch Separation] is set to [Panel], and the [New File] key on the control panel is pressed, batch separation is implemented, so the batches can be separated after multiple bundles have been scanned.

Hint

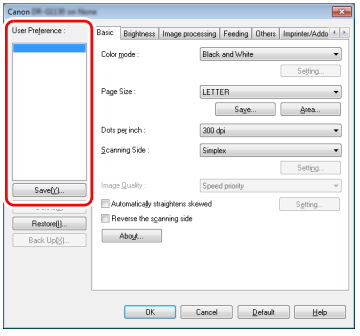
- When [Feeding Option] on the [Feeding] tab is set to [Standard Feeding], [Auto] and [Panel] in [Batch Separation] are disabled.
- To use the batch separation function, suitable application software is required.

Registering Your Settings

You can register the scanning conditions so that you can use them next time.

■ Registering scanning conditions

Press the [Save] button in the user settings to add a name to the scan conditions and implement registration. When you want to use the registered scanning conditions, select the registered name to apply the registered set conditions.



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