

**Canon**



**Canon Color Image Scanner  
CanoScan D646U**

# Product Guide





As an ENERGY STAR Partner, Canon Inc. has determined that this model meets the ENERGY STAR Program 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, scanners and multifunction systems. Their standards and logos are uniform among participating nations.

Use of a shielded cable with the ferrite core provided with the scanner is necessary to comply with the technical requirements of the EMC Directive.

## Warning

When you use this product, you should pay attention to the following legal issues:

- Scanning of certain documents, such as bank notes (bank bills), government bonds and public certificates, may be prohibited by law and may result in criminal and/or civil liability.
- You may be required under law to obtain authorization from a person possessing copyrights or other legal rights to the item being scanned.

If you are uncertain of the legality of scanning any particular item, you should consult your legal adviser in advance.

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# Table of Contents

## Handling and Care of the Scanner

- ⚠ Safety Precautions ..... 5
- Setup and Operating Conditions ..... 7
- Before Transporting the Scanner ..... 8
- Care and Maintenance ..... 9

## Guide to the Software

### Software for Windows

- ScanGear CS-U ..... 11
- ScanGear Toolbox CS ..... 13
- ArcSoft PhotoStudio 2000 ..... 18
- ScanSoft OmniPage Pro ..... 19

### Software for Macintosh


- Canon Plug-in Module CS-U ..... 15
- CanoScan Toolbox ..... 17
- ArcSoft PhotoStudio 2000 ..... 18
- ScanSoft OmniPage SE ..... 19

- Precautions for Scanning at High Resolutions ..... 20

- Customer Support Help Desk ..... 21

# Handling and Care of the Scanner

This section describes the general precautions for using the scanner. Please be sure to read each section for safe handling and operation.

 Safety Precautions .....	5
Setup and Operating Conditions .....	7
Before Transporting the Scanner .....	8
Care and Maintenance .....	9

# Safety Precautions

Please read and take note of the following precautions before using the equipment.

## **WARNING**

Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the equipment 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. In order to use the equipment safely, always pay attention to these cautions.

## About Locations

### **WARNING**

- Do not place the equipment near flammable liquids such as alcohol or thinners. If the internal electrical parts come in contact with flammable liquids, fire or electrical shock may result.
- Do not place the following objects on top of the equipment. If the internal electrical parts come in contact with these objects, fire or electrical shock may result.
  - metallic objects, such as necklaces
  - containers with liquid, such as cups, vases and flower pots
- Do not place the equipment on shaky stands, unstable surfaces or surfaces subject to frequent vibrations. If the equipment falls, it may cause injuries.
- Do not place heavy objects on the equipment. Objects may fall and cause injuries.

## About the Power Supply

### **WARNING**

- Do not damage, mutilate or modify the AC adapter. Do not place heavy objects on, pull or excessively bend the cord of the AC adapter. Damaged wires may cause fire or electrical shock.
- Do not plug in/unplug the AC adapter with wet hands. Fire or electrical shock may result.
- Do not connect excessive numbers of plugs into one electrical outlet. Fire or electrical shock may result.
- Do not twist or tie the AC adapter together. Fire or electrical shock may result.
- Always plug the AC adapter in all the way. If it is not plugged in completely, fire or electrical shock may result.
- Do not use AC adapters other than the one supplied. Fire or electrical shock may result.
- As a rule, do not use electrical extension cords. Fire or electrical shock may result. If the use of an extension cord is necessary, do not use one longer than 5 m (15 feet). Make sure that the extension cord is not twisted, and that the AC adapter is fully plugged into the extension cord. Do not use multiple extension cords.
- Do not use extension cords in corridors or other high traffic areas where they can be stepped on or tripped over. This could damage the cords and result in fire or electrical shock.
- Do not use the AC adapter outdoors or in exposed areas.

**⚠ CAUTION**

- Do not plug the equipment into outlets with voltages other than the specified voltages. Incorrect voltages may result in fire or electrical shock.
- When unplugging the AC adapter, always pull on the main body. Pulling on the cord may damage the wires and lead to fire or electrical shock.
- Do not place objects around the AC adapter in case it needs to be unplugged during emergencies.
- Unplug the AC adapter from the outlet at least once a year and clean the area around the base of the AC adapter's metal pins to ensure that all dust is removed. If dust accumulates in this area, it may result in fire.

## General Handling Precautions

**⚠ WARNING**

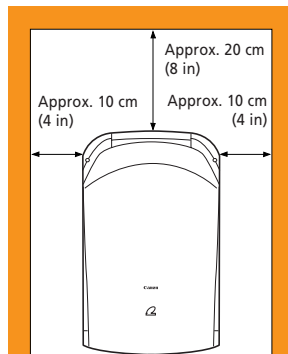
- Do not take apart or modify the equipment. Fire or electrical shock may result from improper handling of its components.
- If you hear unusual noises, see smoke, feel excessive heat or smell anything unusual, immediately unplug the AC adapter and contact your retailer or Canon Customer Support Help Desk. Continued use may result in fire or electrical shock.
- Do not use flammable sprays near this equipment. Also do not spill water, liquids, or flammable liquids on the equipment. If these fluids enter this equipment and contact the electrical parts, fire or electrical shock may result. If anything enters the equipment, immediately unplug the AC adapter and contact your retailer or Canon Customer Support Help Desk.
- When cleaning the equipment, always unplug the AC adapter. Otherwise, fire or electrical shock may result.
- When cleaning the equipment, use a water-moistened cloth that is well wrung out. Do not use flammable liquids, such as alcohol, benzene or thinners. If a flammable liquid enters the inner electrical parts, fire or electrical shock may result.

**⚠ CAUTION**

- Carefully close the document cover in order not to pinch your hands.
- Do not press heavily on the document cover. The document glass may break and injure you.
- When not in use for extended periods, such as long weekends, unplug the AC adapter for safety.
- When transporting the equipment, be extremely careful. Dropping it could cause an injury.
- Wait until the equipment has cooled before placing a cover over it. Otherwise fire may result.
- Do not use the supplied CD-ROM in regular CD players. It produces excessively loud sound that may cause hearing damage.

# Setup and Operating Conditions

- Please use in an area where the following temperature and humidity conditions can be met.  
Surrounding temperature:  
10 degrees - 35 degrees C (50 degrees - 95 degrees F)  
Surrounding humidity:  
10% - 90% RH (without condensation)
- Please use where the electrical conditions (normal home outlets) can be met in your country.
- Make certain there is plenty of clear space around the scanner.  
(Below is a diagram looking straight down on the scanner)



- Set up the scanner so that the cable reaches from the scanner to the electrical outlet.
- Do not set up in areas where there is an excessive fluctuation in temperature. Also do not move the equipment from low temperature areas to high temperature areas. Condensation may cause image errors. Leave the scanner enough time to gradually adapt to the new conditions before use.
- Do not use the scanner in areas subject to direct sunlight. The humidity may rise inside the equipment and cause damage or decrease image quality. If you have to use the scanner in direct sunlight, make sure to use a thick curtain to block the light.

# Before Transporting the Scanner

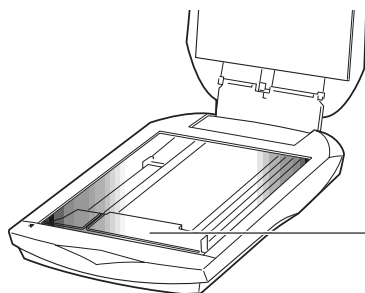
Always lock the scanning unit by pushing the lock switch toward the lock mark before moving or transporting the scanner.

1. **Unplug the AC adapter from the electrical outlet and detach the USB cable from the computer.**

2. **Confirm the position of the scanning unit.**

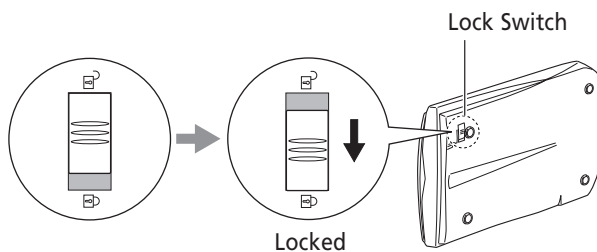
Open the document cover, and confirm that the scanning unit is at the front of the scanner. If it has not returned, follow the procedures below to return the scanning unit to the home position.

- 1 Ensure that there are no items on the document glass (platen).
- 2 Turn on the computer.
- 3 Close the document cover, connect the AC adapter to the electrical outlet, and connect the USB cable to the computer.
- 4 Start ScanGear CS-U (Windows)/Canon Plug-in Module CS-U (Macintosh), and click the [Preview] button.
- 5 Confirm that the scanning unit has completely returned to the front of the scanner.
- 6 Disconnect the AC adapter and USB cable.



Scanning Unit  
Confirm that the scanning unit is in this position

3. **Lock the scanning unit by pushing the lock switch toward the lock mark (  ).**



## WARNING

- Carrying or transporting the scanner without locking the scanning unit may damage it. Be particularly careful to lock the scanning unit when transporting the scanner in a vehicle.



# Care and Maintenance

Clean off the dirt and dust that adheres to the exterior, document glass and document cover of the scanner during the course of ordinary operation using the following procedures.

- 1. Unplug the AC adapter from the electrical outlet and detach the USB cable from the computer.**
- 2. When cleaning the document cover or document glass, dampen a clean, soft cloth with water and wring the cloth well. Use the well-wrung cloth to gently remove dirt and dust. Then, thoroughly remove any moisture or water vapor with a soft, dry cloth. Be particularly careful to remove any traces of dirt or liquid when wiping the document glass.**
  - Moisture left on the document glass or cover may damage photographs and other documents as well as produce poor results.
  - Do not dampen the connectors, ports or other metallic components on the scanner's back panel. Immediately remove any moisture that contacts these components by wiping them with a dry cloth.
  - Do not use a sodden cloth or apply a liquid directly to any portion of the scanner. Any moisture that enters the interior, the underside of the document glass or the sensors may degrade image quality and lead to malfunctions.
  - Never use substances containing alcohol, thinners or benzene on the equipment. Use of these substances may deform, discolor or dissolve the casing.

## WARNING

- *Wipe the outer casing using a soft, dry cloth. Using tissues or rough cloth will result in scratching the surface.*

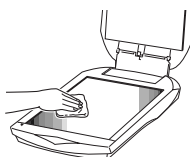
Outer Casing



Document Cover



Document Glass



Never use substances containing alcohol, thinners or benzene to clean the equipment.

# Guide to the Software

This section introduces to the software programs bundled with the scanner. For detailed instructions of each program, please read the respective PDF manuals contained in the CD-ROM.

## Software for Windows

ScanGear CS-U .....	11
ScanGear Toolbox CS .....	13
ArcSoft PhotoStudio 2000 .....	18
ScanSoft OmniPage Pro .....	19

## Software for Macintosh

Canon Plug-in Module CS-U .....	15
CanoScan Toolbox .....	17
ArcSoft PhotoStudio 2000 .....	18
ScanSoft OmniPage SE .....	19

Precautions for Scanning at High Resolutions .....	20
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# ScanGear CS-U

ScanGear CS-U is the specialized driver for Windows that allows you to scan and load images from the scanner. It cannot be used as a stand-alone program. And must be started within an application program. It is also called a TWAIN driver (see the next page for information about TWAIN drivers).

## Window in the Simple Mode

All you need to do is select the Image Type to scan immediately at the optimal settings.

Image Type

Toolbar

Adjust images easily with the zoom, rotate and auto crop buttons, etc.

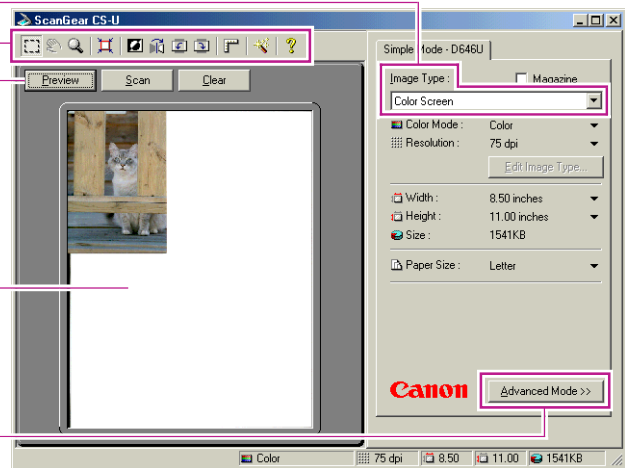
Preview Button

Previews items and displays the results in the preview area.

Preview Area

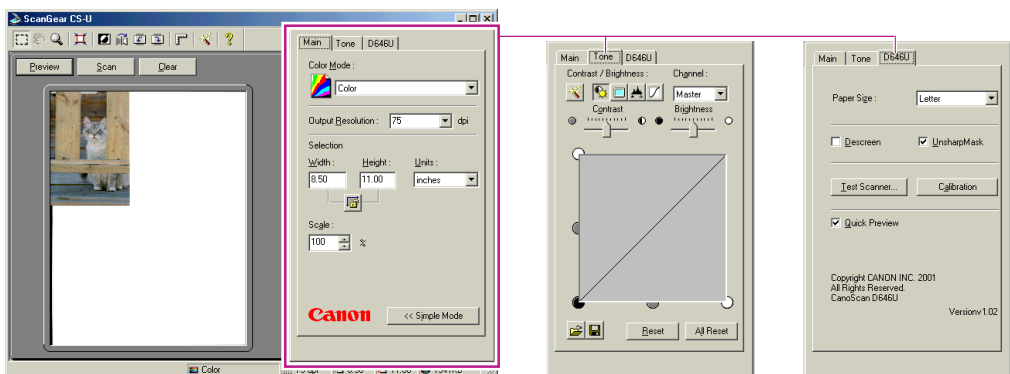
Displays the preview image. Use it to select a scan area or adjust the image.

Simple/Advanced Mode Button



## Window in the Advanced Mode

Set the Color Mode and Output Resolution to scan. Image brightness, contrast and color balance can be fine-tuned.



## ScanGear CS-U Features

- Scan with the optimal settings just by selecting the Image Type to suit your purposes in the Simple Mode
- Adjust various settings, such as the color mode, resolution, color balance and brightness, in the Advanced Mode
- Initiate various functions with the single press of a toolbar button
- See the image clearly in the large, easy-to-see preview area

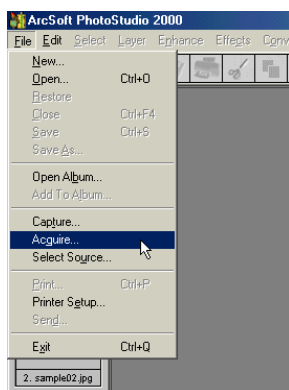
## Starting ScanGear CS-U

Select ScanGear CS-U as a TWAIN driver from ScanGear Toolbox, PhotoStudio 2000, OmniPage Pro or other TWAIN-compliant application programs. Please refer to each program's manual for the correct procedure since it varies between programs.

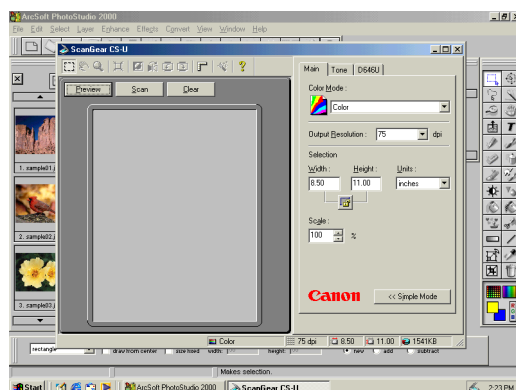
### What is a TWAIN Driver?

- TWAIN is the acronym for a set of worldwide standards for software that processes data exchanged between graphics application programs and input devices, such as scanners. A device driver based on these standards is called a TWAIN driver.
- ScanGear CS-U is not a stand-alone program that can be started by itself. It is used as a TWAIN driver. Start the application program first, then start ScanGear CS-U from within the program. The images scanned while both programs are running will be directly loaded into the application program (the application program must comply with the TWAIN\_32 standard).

#### PhotoStudio 2000



Start TWAIN driver from within an application program.



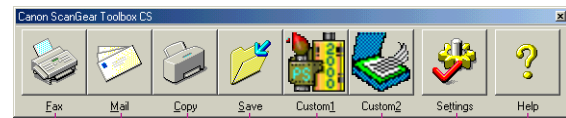
ScanGear CS-U works as a TWAIN driver on top of the application program's window.

- The methods for starting TWAIN drivers vary between application programs. See the respective manuals for other programs.

# ScanGear Toolbox CS

ScanGear Toolbox CS is a convenient program used to scan images, copy (print), attach images to email messages or faxes, or save images in a few simple steps.

ScanGear Toolbox CS Toolbar



- For sending scanned images to a fax program
- For sending scanned images to an email program
- For sending scanned images to a printer
- For saving scanned images
- For editing scanned images
- For scanning newspaper, magazine or book content as text for a word processor
- For scanning with fewer setting adjustments
- For obtaining more information about how to use ScanGear Toolbox

- **NOTE**
  - *The Custom 1-2 buttons are automatically set to PhotoStudio 2000 and OmniPage Pro respectively, if all the application programs are installed from the CanoScan Setup Utility CD-ROM.*
  - *To use the copy (print) function, the printer must be connected and on-line and its printer driver must be installed on the computer.*
  - *To use the email function, a MAPI-compliant (Messaging Application Programming Interface) program, such as Microsoft Outlook or Microsoft Exchange, must be installed and enabled.*
  - *To use the fax function, a fax modem must be connected, faxing software must be installed and the system enabled for sending faxes.*

## How to Use ScanGear Toolbox CS

### Starting ScanGear Toolbox CS

- Click the [Start] button on the Windows taskbar and select [Programs], [Canon ScanGear Toolbox CS 2.2] and [Canon ScanGear Toolbox CS 2.2].

### How to Use the Functions

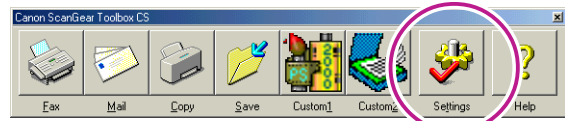
- Click a button on the toolbar.

## ScanGear Toolbox CS Settings

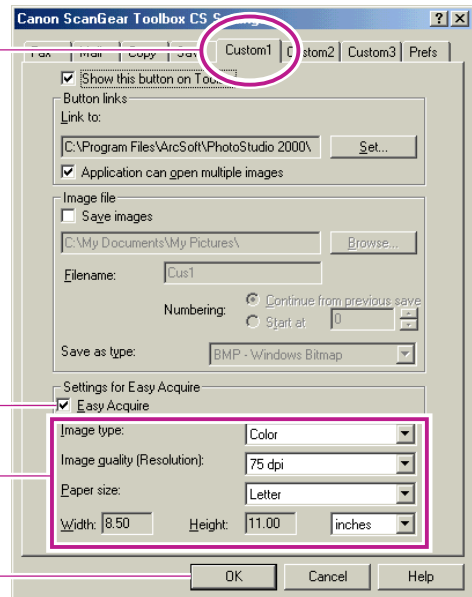
You can make scanning simpler by setting ScanGear Toolbox CS in the following way. This example shows PhotoStudio 2000 being used without displaying the ScanGear CS-U window. The scan can be performed simply by clicking the button on the toolbar.

### To Scan without Displaying the ScanGear CS-U Window

1. Click the [Settings] button on the toolbar to display the ScanGear Toolbox CS Settings dialog.



2. Click the [Custom1] tab.
3. Place a check in the [Easy Acquire] check box.
4. Select [Image type], [Image quality (Resolution)] and [Paper size] settings as required.
5. Click the [OK] button.

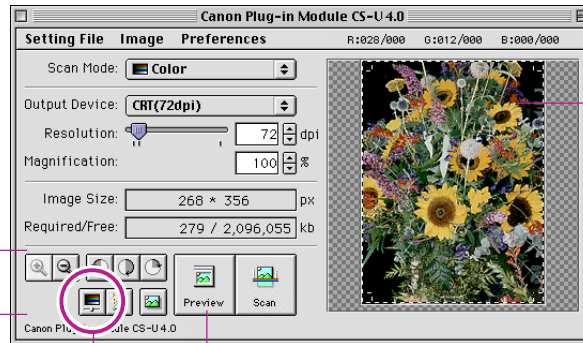


When the Custom1 button on the toolbar is pressed, scanning will start immediately. The scanned image will appear in the PhotoStudio 2000 window.

# Canon Plug-in Module CS-U

Canon Plug-in Module CS-U is the specialized Macintosh driver that allows you to scan and load images from the scanner. It cannot be used as a stand-alone program and must be started from within an application program. It is also called a plug-in module (see the next page for information about plug-in modules).

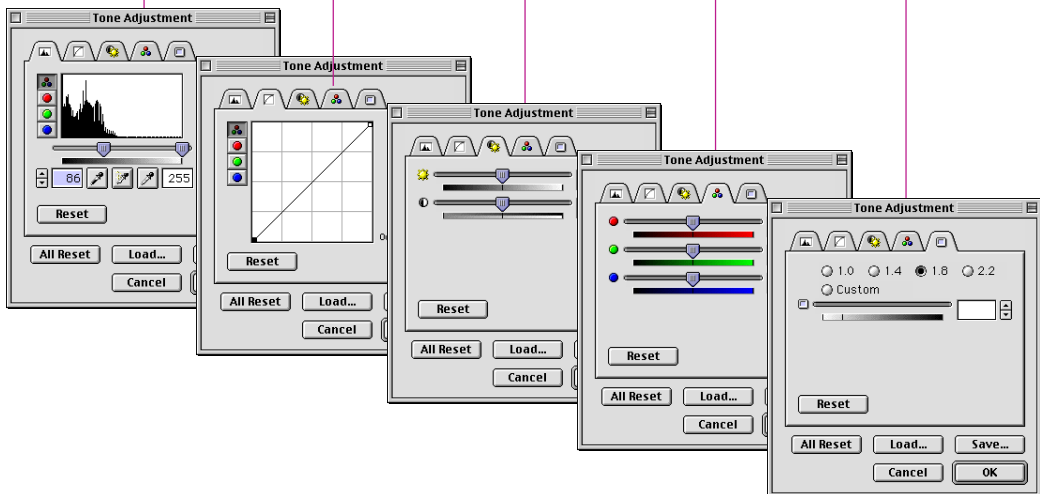
**Tool Buttons**  
Edit images easily with the zoom, rotate, tone adjustment, auto tone adjustment and browser buttons.



**Preview Area**  
Displays the preview image. Use it to select a scan area or adjust the image.

**Preview Button**  
Previews items and displays the results in the preview area.

Click the [Tone Adjustment] button to access five methods of adjusting the image coloring.



## Canon Plug-in Module CS-U Features

- Designed with an ergonomic control panel for effective access to all functions
- Supports a large, easy-to-view preview area that adjusts to the size (resolution) of your display
- Supports ColorSync color matching for consistent colors between the scanner, display and printer
- Displays details of the scanned image prior to scanning for accurate checks with the browser function
- Provides full-featured tone adjustment with the histogram, tone curve, brightness and contrast, color balance and gamma value functions

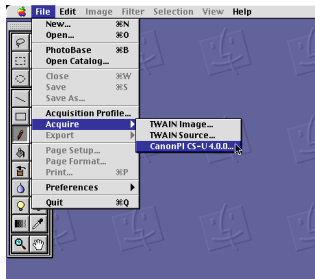
## Starting Canon Plug-in Module CS-U

Select Canon Plug-in Module CS-U as a plug-in from CanoScan Toolbox, PhotoStudio 2000, OmniPage SE or other plug-in-compliant application programs. Please refer to each program's manual for the correct procedure since it varies between programs.

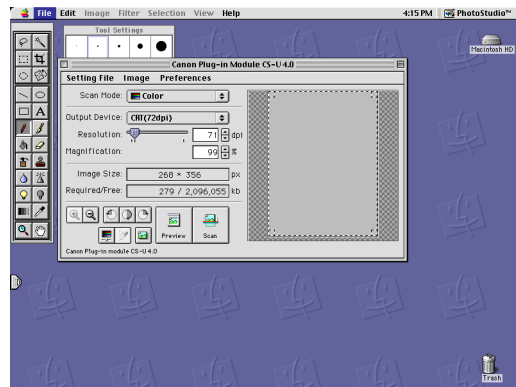
### What is a Plug-in?

- A plug-in is a program that augments the functions of a plug-in compatible application program (such as CanoScan Toolbox or PhotoStudio 2000). It may be called a plug-in or plug-in module.
- Canon Plug-in Module CS-U is not a stand-alone program that can be started by itself. It is used as a plug-in program. In this case, start an application program first, then select [CanonPI CS-U 4.0.0...] from within the program. The scanned images will load directly into that application program.

#### PhotoStudio 2000



Start the plug-in from the application software



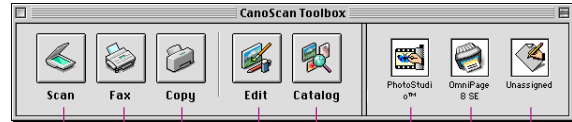
The plug-in operates in the application program window

- The methods for starting plug-ins vary between application programs. See the respective manuals for other programs.



# CanoScan Toolbox

CanoScan Toolbox is a convenient program to scan or edit images, create or edit albums, copy (print), or attach images to faxes. When it is linked to image editing programs such as PhotoStudio 2000, you can start the application and open an image file just by dragging and dropping an image from an album onto the application icon.



Starts Canon Plug-in Module CS-U

Scans an image and attaches it to a fax message

Scans an image and sends it to a printer

Processes and saves an image in an album

Opens an album

Starts linked applications when an image file from an album is dropped on the icon

- **NOTE** ●
  - *To use the fax function, a fax modem must be connected, generic faxing software or the bundled fax software must be installed and the system enabled for sending faxes.*
  - *To use the print function, the printer must be connected and on-line and its printer driver must be installed on the computer.*
  - *To link applications to the toolbar, click the Unassigned buttons and select the application files.*

## How to Use CanoScan Toolbox

### Starting CanoScan Toolbox

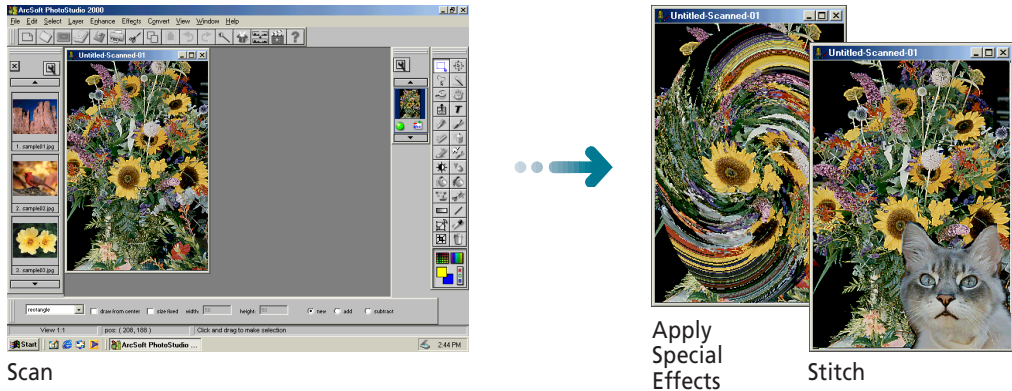
- Double click the CanoScan Toolbox icon in the CanoScan Toolbox folder.

### How to Use the Functions

- Click a button on the toolbar.
- Drag the image from an album and drop it on the application icon.


# ArcSoft PhotoStudio 2000

ArcSoft PhotoStudio 2000 is an image editing program that can be used to load images from scanners and digital cameras and process them with editing, retouching tools, special effects and enhancements.



## Starting PhotoStudio 2000 and the Driver Software

### Windows

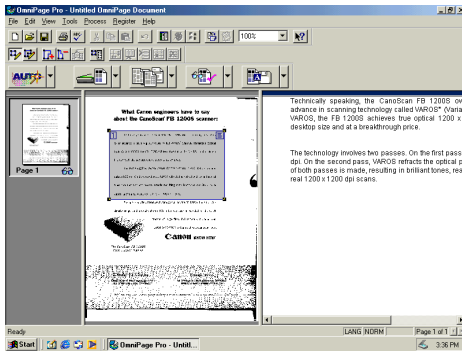
1. Click the Windows [Start] button and select [Programs], [ArcSoft PhotoStudio 2000] and [PhotoStudio 2000]. PhotoStudio 2000 will start.
2. Click  (Acquire icon) on the toolbar, or click the [File] menu and select [Acquire]. ScanGear CS-U will start and display its main window.
  - *If other TWAIN driver is installed on your computer, you must choose this scanner before proceeding to Step 2. Click the [File] menu and select [Select Source], and select [CanoScan D646U] on the dialog box.*

### Macintosh

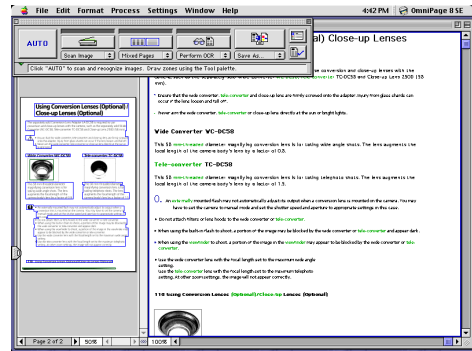
1. Open the [ArcSoft PhotoStudio] folder and double-click the [PhotoStudio™] icon. PhotoStudio 2000 will start.
2. Open the [File] menu and select [Acquire] and [CanonPI CS-U 4.0.0...]. Canon Plug-in Module CS-U will start and display its control panel.

# ScanSoft OmniPage

ScanSoft OmniPage Pro (Windows) / SE (Macintosh) is an optical character recognition (OCR) program that converts characters scanned from a book, magazine or newspaper into text data for editing or digital transmission. After conversion, the text can be edited with word processors and similar programs.



Windows



Macintosh

## Starting OmniPage and the Driver Software

### Windows

When you install OmniPage Pro, the Add Scanner Wizard will display. Choose the [CanoScan D646U] option. This instructs OmniPage Pro to select the correct scanner for scanning.

1. Click the Windows [Start] button and select [Programs], [Caere Applications] and [OmniPage Pro 9.0]. OmniPage Pro will start.
2. Click the [Scan Image] button on the toolbar, or open the [Process] menu and select [Scan Image]. The scanner will start scanning and display the scanned image in OmniPage Pro.

- *If the toolbar button displays as [Load Image], click the arrow and select [Scan Image]. Or if the Process menu item displays as [Load Image], open the [Process] menu and select [Process Settings]. In the [Process] tab, select [Scan Image].*

### Macintosh

1. Open the [OmniPage 8 SE Folder] folder and double-click the [OmniPage 8 SE] icon. OmniPage SE will start.

- *For the initial setting, open the [Settings] menu and select [Select Scanner], then select [CanoScan D646U].*

2. Click the [Scan Image] button on the toolbar, or open the [Process] menu and select [Scan Image]. Canon Plug-in Module CS-U will start and display its control panel.
3. Select [Black & White] as the scan mode and [OCR(300dpi)], [OCR(400dpi)] or [OCR(600dpi)] as the output device. Click the [Scan] button. The scanned image will display in OmniPage SE.

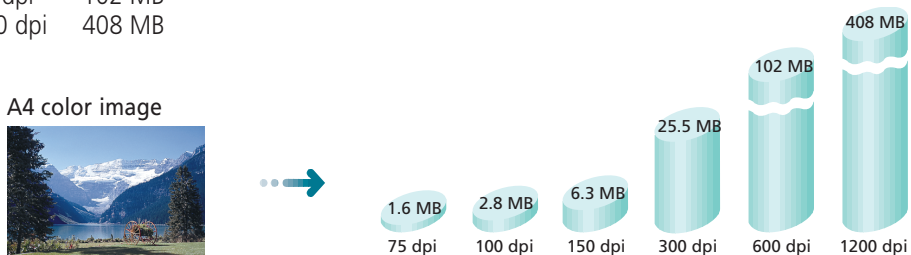
- *If the toolbar button displays as [Load Image], select [Scan Image] from the button below it. Or if the Process menu item is labeled [Load Image], open the [Process] menu and select [Process Settings] and [Scan Image].*

# Precautions for Scanning at High Resolutions

Please note that file sizes increase almost exponentially as the resolution is raised when scanning in color mode. Scanning at high resolutions may require more time for scanning and image processing. You are recommended to avoid raising the resolution beyond the minimum requirement to scan in color mode.

## File Size Estimates for Scanning an A4 Size Original in Color

- 75 dpi 1.6 MB
- 100 dpi 2.8 MB
- 150 dpi 6.3 MB
- 300 dpi 25.5 MB
- 600 dpi 102 MB
- 1200 dpi 408 MB

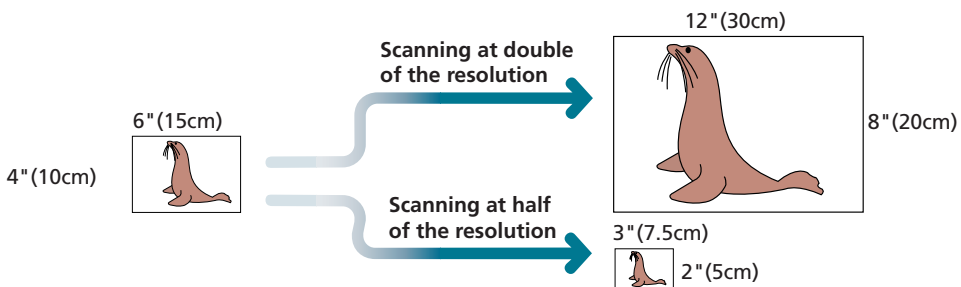


\* These numbers are approximate and may differ from actual scan results.

## Resolution Guidelines

- For uploading to a web site or viewing on a computer monitor, choose 75 dpi
- For scanning print photos and magazine clippings, choose 150 - 300 dpi
- For printing on an inkjet printer, choose a resolution approximately half the printer's rating (180 dpi, 360 dpi, 720 dpi)

A resolution higher than 600 dpi is effective in case for scanning relatively small originals that will be blown up to larger sizes for printing.



The maximum size of a file scanned by the bundled PhotoStudio 2000 is limited by Windows Me/98 to 256 MB. Windows 2000 Professional does not impose these limits.

# Customer Support Help Desk

## CANON INC.

30-2, Shimomaruko 3-chome, Ohta-ku  
Tokyo 146-8501, Japan

## CANON U.S.A., INC.

### Digital Home and Personal Systems Division

2995 Redhill Avenue  
Costa Mesa, CA 92626, U.S.A.  
1-800 OK CANON  
<http://www.ccsi.canon.com>

## CANON CANADA INC.

6390 Dixie Road, Mississauga  
Ontario L5T 1P7, Canada  
1-800 OK CANON  
<http://www.canon.ca>

## CANON LATIN AMERICA, INC.

6505 Blue Lagoon Drive, Suite 325  
Miami, Florida 33126, U.S.A.

## CANON MEXICANA, S. de R.L. de C.V.

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