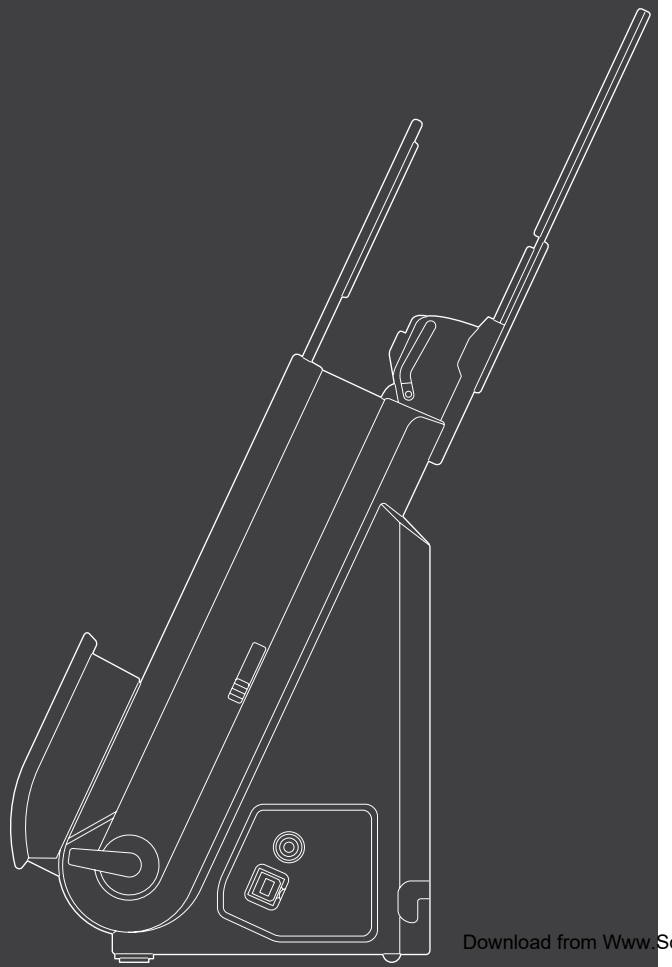
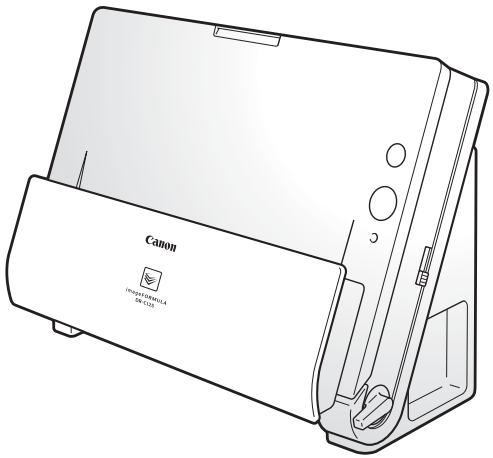
Canon

imageFORMULA
DR-C125

User Manual





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

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FCC REGULATIONS (For 120 V model)

Document Scanner, Model M111081

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

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

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

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

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

Canon U.S.A. Inc.
One Canon Plaza, Lake Success NY 11042, U.S.A.
Tel. No. (516)328-5000

RADIO INTERFERENCE REGULATIONS (For 120 V models)

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

RÈGLEMENT SUR LE BROUILLAGE RADIOÉLECTRIQUE (For 120 V models)

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

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, monitors, printers, fax, machine, copiers, and scanners. The standards and logos are uniform among participating nations.

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)

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Für EMVG

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

Model Names

The following names may be provided for the safety regulations in each sales region of the Document Scanner.
DR-C125: Model M111081

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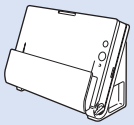
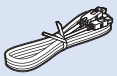
Setup Guide

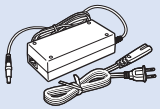
Please read first.

STEP 1 Checking the Accessories

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


Scanner


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


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

Setup Disc

Reference Guide

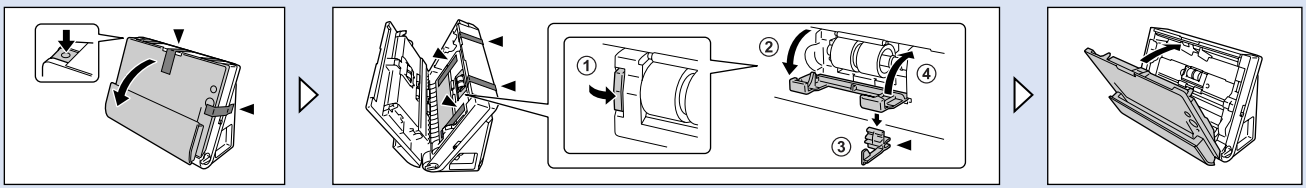
Before Use

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

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

- Items included in this manual are subject to change without notice.
- You must keep the machine's packaging and packing materials for storing or transporting the machine.
- A print version of *Reference Guide* is supplied in English.
  The content of the *Reference Guide* can be found in other languages in the *User Manual* on the Setup Disc.
- The shape of the power plug varies by country and region.

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



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Setup Disc Contents

Install the following software necessary for using the scanner from the supplied Setup Disc.

- **CaptureOnTouch**
  This is a dedicated scanning utility for this product.
- **Scanner Driver**
  This is the scanner driver for this product.

Third-Party Software

The following software applications are also included on the supplied Setup Disc. For details on installing these applications, refer to the Readme.txt file.

- **Presto! BizCard**
  Business card management software from NewSoft Technology Corp. For Mac OS X, run the installer (BizCard/BCRInstaller) from the Setup Disc to install.
  * Presto! BizCard is a registered trademark of NewSoft Technology Corp.
- **OmniPage SE 4 (Windows only)**
  Optical character recognition (OCR) software from Nuance Communications Inc. with multiple language support.
- **PaperPort® (Windows only)**
  File management application from Nuance Communications Inc. that makes it easy to store, organize, and retrieve digital documents.
  – A separate localized version of the installer is provided for Asian regions (Simplified Chinese, Traditional Chinese, Korean, and Japanese), in addition to a version for all other regions. Install the appropriate version based on your operating environment.
  – In order to receive support of this product, you need to upgrade to a Professional version. For details on upgrading, visit the following URL. http://www.nuance.com/partneroffer/canon
- **eCopy PDF Pro Office (Windows only)**
  Nuance Communications PDF creation/editing software.
- **Presto! PageManager (Mac OS X only)**
  Photo and document management software from NewSoft Technology Corp. Run the following installer (PageManager/PM8Installer) from the Setup Disc to install.
- **Evernote**
  Multi-platform document filing software from Evernote Corp.
  – Files required for installing this software must be downloaded via the Internet. For details, refer to page 7 (Windows) or page 11 (Mac OS X).
  – For more information on this software, visit the following URL: http://www.evernote.com/about/intl/en/

IMPORTANT

When scanning with third-party software, user the scanner driver of this scanner to configure scanning conditions. For details on how to open the scanner driver, refer to the manuals supplied with each software application.

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STEP 2 Installing the Software

System requirements

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

Computer

CPU:	Intel Core 2 Duo 1.66 GHz or faster
Memory:	1 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)
- Mac OS X 10.4.11, 10.5.8, 10.6.6

Other requirement

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

IMPORTANT

- If you do not know the requirements for your computer system, contact the store where you purchased the computer or the manufacturer of the computer for more information.
- If you use the scanner with Windows, use the latest USB 2.0 driver made available by Microsoft. For details, consult your local authorized Canon dealer.
- Use the USB interface provided as standard with your computer. However, normal operation is not guaranteed with all USB interfaces, even if present as standard equipment on the computer. For details, consult your local authorized Canon dealer.
- Scanning speeds are lower if your computer's standard USB interface is USB Full-Speed (equal to USB 1.1.)
- The USB cable you are using should be the one originally included with the scanner.
- If the CPU, memory, interface card, and other specifications do not satisfy the installation requirements, the scanning speed may be greatly reduced and transmission may take a long time.
- Even if the computer satisfies the 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 (only for Windows) or TWAIN-compatible applications. For details, contact your application software retailer.

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.

Precautions for Use in Mac OS X

On a Macintosh computer equipped with a PowerPC CPU, the scanner driver of this product cannot be used with Classic Environment.
The driver will not run correctly when Classic Environment is running so use the scanner when Classic Environment is not running.

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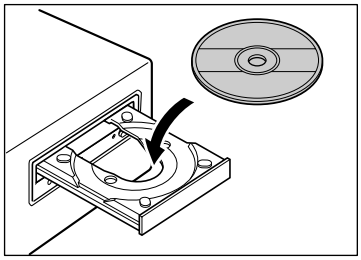
Installing in Windows

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.

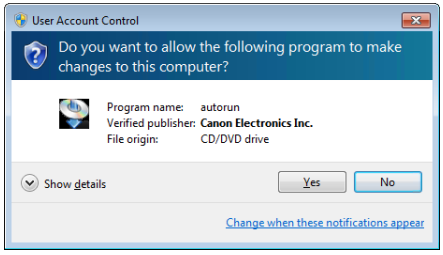
1 Insert the Setup Disc into the DVD drive of the computer.

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.)

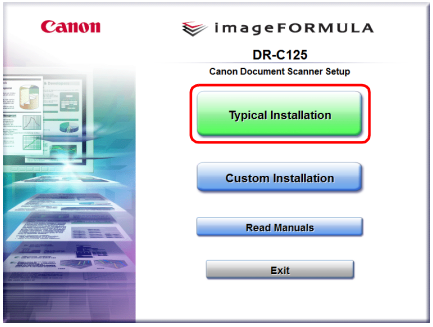


For Windows 7/Vista

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



2 Click [Typical Installation].



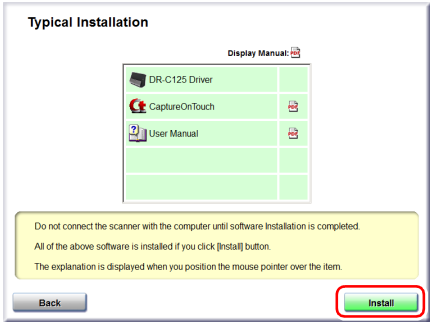
About Installation of Third-Party Software

If you select [Custom Installation], you can choose third-party software applications for installation.

Hint

- If you choose Evernote, the Web browser will start and display a webpage for downloading the software during the installation. Download and install the software following the instructions on the webpage.
  To install Evernote, you need a connection to the Internet.
- If you want to reinstall only specific software that you have previously uninstalled, select [Custom Installation] and specify the software.

3 Click [Install].



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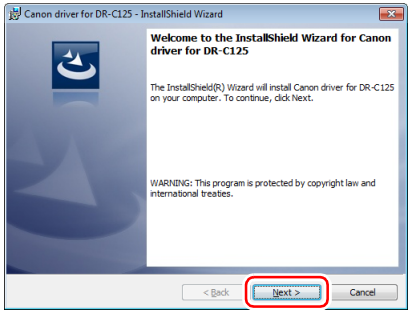
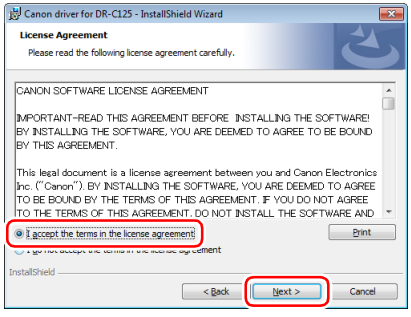
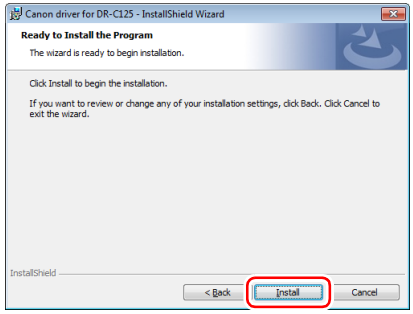
4 Click [Next].



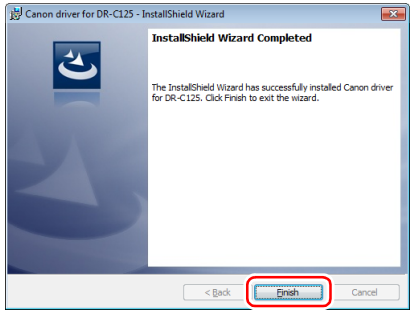
5 Read the license agreement, and click [I accept the terms in the license agreement] and then [Next] if you agree to it.



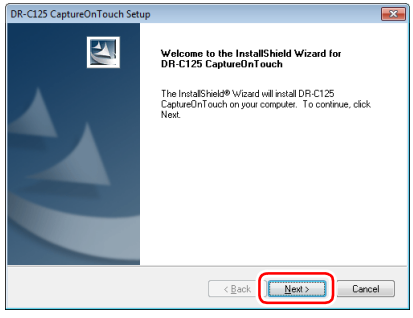
6 Click [Install].



7 When the driver installation is complete, click [Finish].



8 Click [Next].



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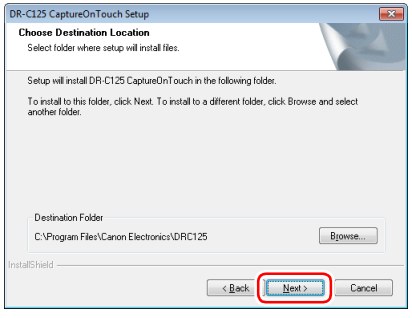
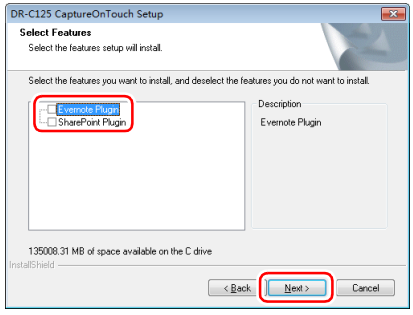
9 Read the license agreement, and click [Yes] if you agree to it.

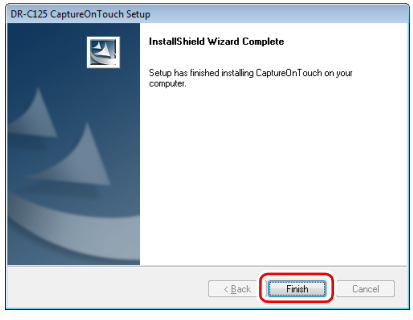
10 Click [Next].



11 Specify whether to install plug-in for Evernote and SharePoint, and click [Next].



12 When CaptureOnTouch installation is complete, click [Finish].



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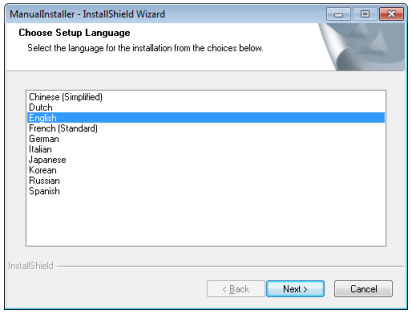
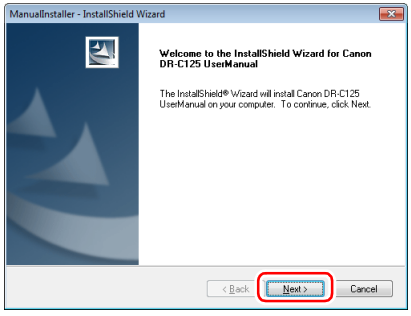
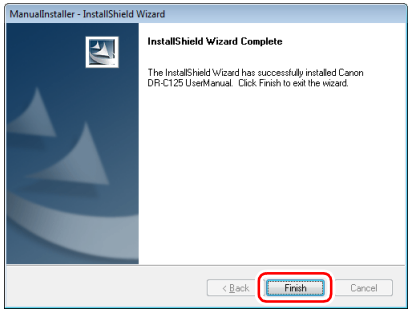
13 Click [Next].

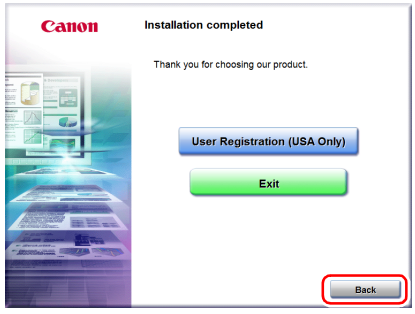




14 When the User Manual installation is complete, click [Finish].



15 Click [Exit] to finish installing the software.

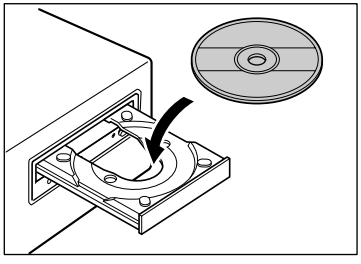


Installing in Mac OS X

IMPORTANT

- Install the software before connecting the scanner to the computer.
- Close all other applications before installing the software.

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



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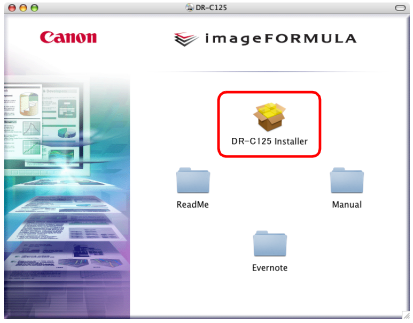
2 Click [DR-C125 Installer].



About Installation of Third-Party Software

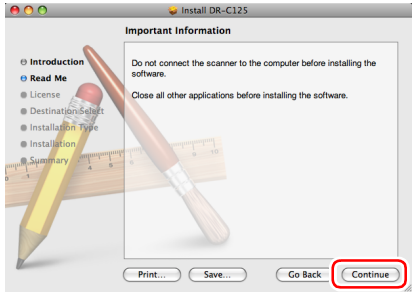
If you open the folder containing the software instead of selecting [DR-C125 Installer], you can choose third-party software applications for installation.

Hint

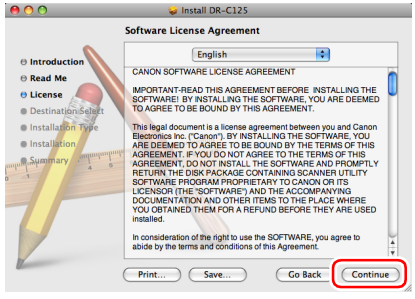
- If you choose Evernote, the Web browser will start and display a webpage for downloading the software during the installation. Download and install the software following the instructions on the webpage.
  To install Evernote, you need a connection to the Internet.
- Evernote cannot be installed in Mac OS X 10.4.x (Tiger).

3 Click [Continue].

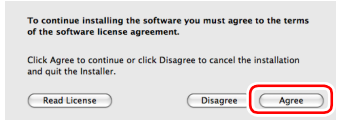
4 Click [Continue].



5 Read the license agreement and click [Continue] to accept it.



6 Click [Agree].



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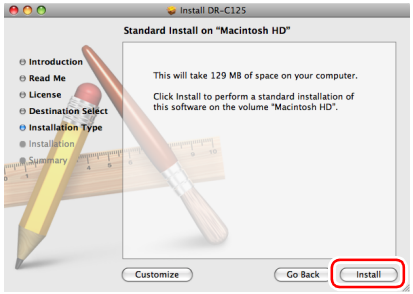
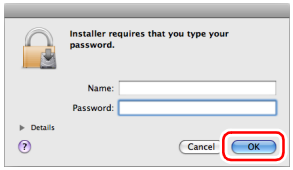
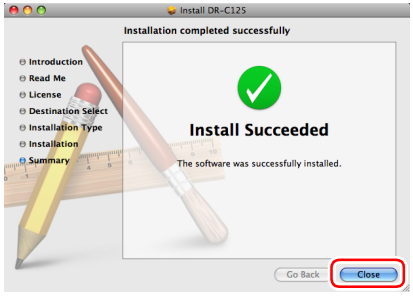
7 **Click [Install].**



8 **Enter the user name and the password with administrator privileges, and click [OK].**



9 **When the installation is complete, click [Close].**



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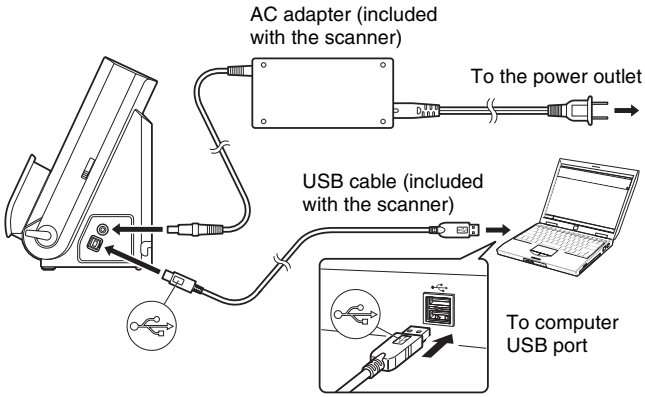
STEP 3 Connecting to a Computer

Connect the scanner to the computer and the power supply.

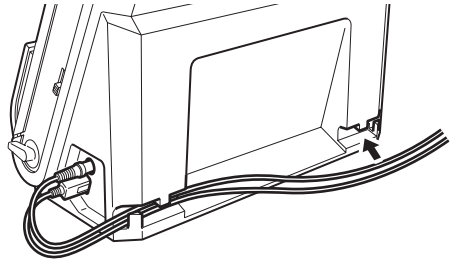
IMPORTANT

- Do not connect the scanner to the computer before installing the software.
- Before connecting the scanner to the computer, verify that the power of the scanner is OFF. If the power is ON, turn it OFF.



Hint

You can secure the cables to the back of the scanner. Make sure there is sufficient slack in the cable when doing so to reduce stress on the connector.



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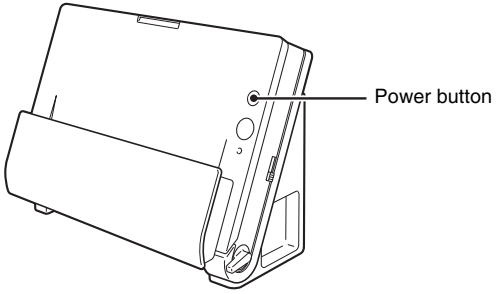
STEP 4 Turning the Power ON

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.

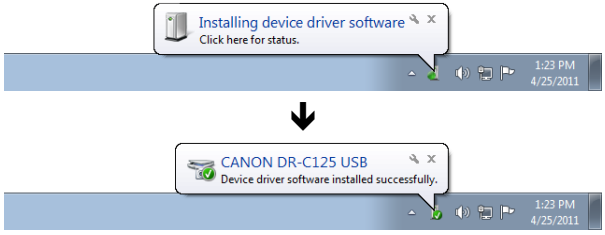
2 Press the power button.



The power button lights blue when the power turns ON.

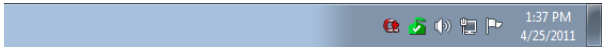
Hint

In Windows, a balloon message such as shown below appears on the task bar. If you wait a while, automatic scanner recognition will end and the scanner will become ready to use.

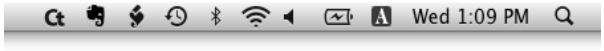


When the scanner is properly connected to the computer, the (CaptureOnTouch) icon appears on the taskbar (or menu bar) as follows.

Windows taskbar



Mac OS X menu bar



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

Turning Off the Power

Press and hold the power button until the indicator goes out.

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.

This completes setup.

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Introduction

Thank you for purchasing the Canon imageFORMULA DR-C125 Document Scanner.
Please read the following manuals carefully and familiarize yourself with the functions of the scanner before use to ensure you sufficiently understand the functions and make the most of the scanner's capabilities. After reading the manuals, store them in a safe place for future reference.

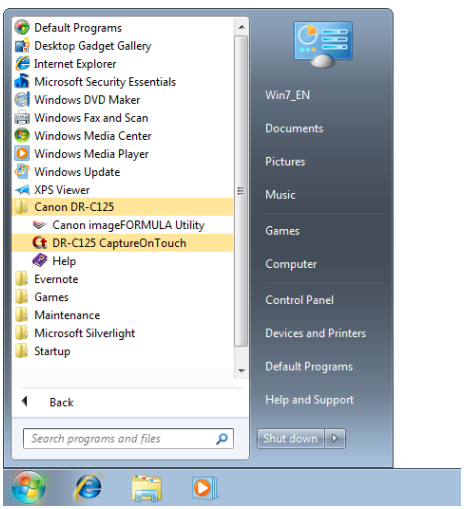
Manuals for the Scanner

Documentation for this scanner consists of the following manuals.

- **Reference Guide**
  This describes setup procedures for the scanner. Read this manual when you first use the scanner.
- **User Manual (this manual)**
  This manual contains the operating procedures of the scanner. (PDF electronic manual only)

Hint

- The manuals for this scanner are stored on the Setup Disc as electronic manuals in PDF format.
- If you are using Windows, the User Manual (electronic manual) will be registered to the following location when the software is installed.



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. Be sure to read these items carefully to operate the scanner correctly, and avoid damaging the scanner.

Hint

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

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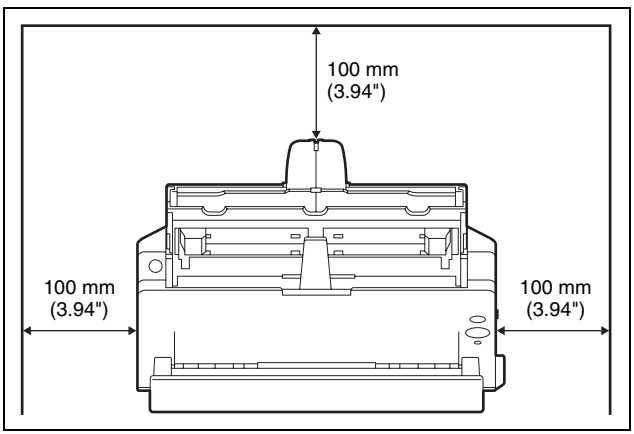
Important Safety Instructions

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.



- When scanning documents using the straight path, provide adequate space in front of the scanner for scanned document output.
- 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. Avoid locations where ammonia gas is emitted. Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.
- Avoid locations that are subject to vibration.
- Avoid exposing the scanner to rapid changes in temperature. If the room in which the scanner is installed is cold but rapidly heated, water droplets (condensation) may form inside the scanner. This may result in a noticeable degradation in scanning quality. The following conditions are recommended for optimal scanning quality:
  Room temperature: 10°C to 32.5°C (50°F to 90.5°F)
  Humidity: 20% to 80% RH
- Avoid installing the scanner near equipment that generates a magnetic field (e.g. speakers, televisions, or radios.)

AC Adapter

- Connect only to a power outlet of the rated voltage and power supply frequency (120 V, 60 Hz or 220-240 V, 50/60 Hz depending on your region).
- Do not connect other electrical equipment to the same power outlet to which the scanner is connected. Also, when using an extension cord, make sure that the extension cord is rated for the current requirements of the scanner.
- Never try to take the AC adapter apart or modify it in any way, as this is dangerous.
- The power cord may become damaged if it is often stepped on or if heavy objects are placed on it.
- 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 cord clear of objects so that the power cord can be disconnected easily in an emergency.
- Do not use an AC adapter other than the one provided with the scanner. Do not use the AC adapter provided with the scanner with other products.
- If you have any questions regarding the power supply, contact your local authorized Canon dealer or service representative for further information.

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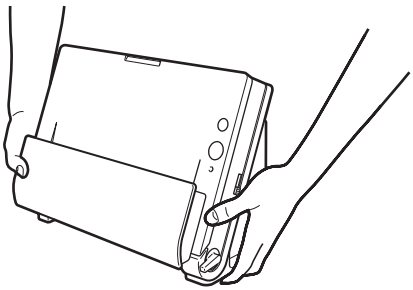
Moving the Scanner

- When moving the scanner, always hold it with both hands to avoid dropping it. The scanner weighs approximately 2.4 kg (5.3 lb).
- Make sure to disconnect the interface cable and AC adapter before moving the scanner. If the scanner is transported with these items connected, the plugs and connectors may be damaged.



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 multi plug power strip.
- Do not knot or coil the power cord as this may result in a fire or electric shock. When connecting the power cord, make sure that the power plug is securely and completely inserted into the power outlet.
- Do not use a power cord or AC adapter other than the ones provided with this scanner.
- Do not take the scanner apart or modify it.
- Never try to take the AC adapter apart or modify it in any way, as this is dangerous.
- Do not use flammable spray near the scanner.
- When cleaning the scanner, push the power button to turn it OFF and disconnect the power cord 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 machine, immediately push the power button to turn it 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 drop the scanner, or subject it to impact or strong shock. Should the scanner ever become damaged, immediately push the power button to turn it 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, be sure to push the power button to turn it 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.
- 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 push the power button to turn it OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Do not install the scanner in a humid or dusty location. Doing so might 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.
- Connect only to a power outlet of the rated voltage and power supply frequency (120 V, 60 Hz or 220-240 V, 50/60 Hz depending on your region).

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- 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.
- Push the power button to turn the scanner OFF for safety when not using the scanner for a long period of time, such as overnight. Also, push the power switch to turn it OFF, 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 loading paper into the scanner and when removing jammed paper. It is possible to cut your hand on the edge of a sheet of paper.

Disposal

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

When sending the scanner for repairs

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

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Features of the Scanner

The main features of the document scanner DR-C125 are described below.

- **Compact Design**
  The scanner has a compact size of 300 (W) x 336 (H) x 235 (D) (11.81" (W) x 13.2" (H) x 9.25" (D)) mm when the document feed is open. A newly designed feed mechanism saves space by eliminating the need for space to eject paper at the front of the scanner.
- **Fast Document Feeding**
  Documents can be scanned at a speed of up to 25 pages per minute (when scanning one-sided or two-sided documents of A4 size at 200 dpi).
- **Two Eject Paths for Scanning a Variety of Documents**
  Use the U-turn path to scan paper of standard thickness, or use the straight path to scan cards and other thick documents.
- **High Image Quality**
  The 600 dpi optical resolution sensor incorporated in the scanner enables documents to be scanned with high image quality.
- **USB 2.0 Interface**
  The scanner supports Hi-Speed USB 2.0.
- **Color/Grayscale Support**
  Documents can be scanned in 24-bit color or 256-level grayscale.
- **Supports a Variety of Scanning Modes**
  The scanner supports the following scanning modes, depending on the document type:
  - Single-sided or double-sided scanning (with Skip Blank Page function)
  - Continuous or single sheet feed
- **Card Scan**
  You can scan business or ID cards.
- **Paper Size Detection**
  The scanner automatically detects the size of a scanned document and eliminates any unnecessary space around the edges of the image when storing the image, even when storing a document of irregular size.
- **Auto Color Detection**
  The scanner detects whether the scanned document is in color, grayscale, or black and white (binary), and saves the image accordingly.
- **Full Auto Mode**
  A Full Auto Mode is provided in CaptureOnTouch and the scanner driver to allow scanning under automatically determined conditions. Scanning conditions such as the color mode and page size are set automatically based on the document being scanned.
- **Auto Resolution Detection**
  When enabled in the CaptureOnTouch or scanner driver settings, this function detects the content of documents and determines the scanning resolution automatically.
- **Folio Scan**
  You can scan folded documents. The scanner will scan both sides and combine the scanned images into a single image.
- **Deskew**
  The scanner straightens scanned images when it detects that the document was placed askew.
- **Ultrasonic Double Feed Detection**
  Ultrasonic waves are used to detect pages that are fed at the same time as well as the space between pages. Scanning stops if a double feed is detected.
- **Text Enhancement Modes**
  The scanner is equipped with the Advanced Text Enhancement Mode (only for Windows), for enhancing the text of documents with dark or uneven backgrounds, and the Advanced Text Enhancement II mode, for enhancing the text when both the text and background are light.
  These modes may not work, depending on the type of document.
- **Color Drop-out**
  The scanner is equipped with a Color Drop-out function that enables you to specify a color for the scanner to omit from the scanned image during black and white or grayscale scanning.

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- **Skip Blank Page Function**
  The scanner is equipped with a Skip Blank Page function that enables you to scan a document without storing images of blank pages, regardless of whether each page of the document is two-sided or one-sided. Both sides are scanned, but saving the image is skipped for scan images judged to be from a blank page.
- **Prescan Function**
  The scanner is equipped with a Prescan function that allows you to adjust the contrast and brightness of a prescanned image and then send the adjusted image to the application software, without needing to scan the document again.
- **Scan First**
  Pressing Start Button starts CaptureOnTouch. You can then perform a scan simply by following the on-screen guidance.
- **Select Scan Job**
  You can register scanning conditions and methods for processing scanned images as jobs, and register up to 10 jobs in CaptureOnTouch. By simply selecting a registered job, you can perform scanning operations in a determined order.
- **Auto Start**
  The scanner is equipped with an auto start function, which enables scanning to be automatically started when a document placed in the feeder is detected.
- **Sleep Mode**
  The scanner is designed to save energy by entering the sleep mode when it is not scanning documents.

Hint

Some functions may not be available depending on the software you are using.

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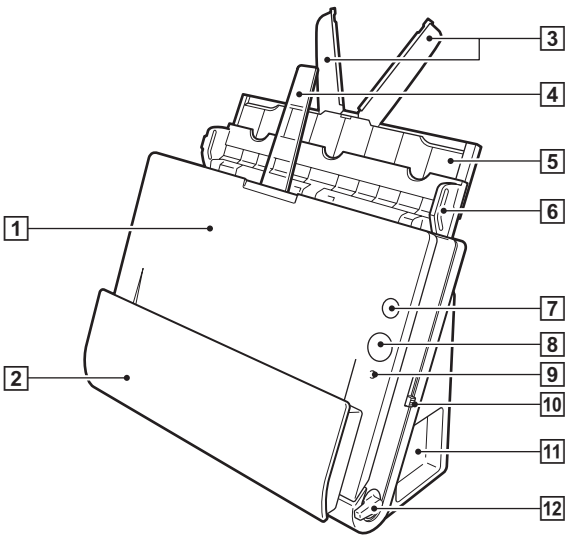
Names and Functions of Parts

Front View



1 Front Unit
Open this when removing paper jammed inside the scanner, cleaning the inside of the scanner, or replacing rollers.

2 Document Eject Pocket
Scanned documents are output here.

3 Feed Extension Plates
Pull this out when loading long documents.

4 Eject Support
Open this when loading long documents.

5 Feed Support
Pull out this to support loaded documents.

6 Document Feed Tray
Open this when loading documents for scanning.

7 Power Button
This turns the scanner ON and OFF.

8 Start Button
This starts scanning the document loaded in the document feed tray

9 Feed Selection Indicator
This indicates the way documents are currently being fed in accordance with the position of the feed selection lever.

Lever position	Indicator color
Upper (bypass feeding)	Orange
Lower (standard feeding)	Black

10 Feed Selection Lever
This changes the way documents are fed.

11 Connectors
Connectors for connecting an AC adapter and USB cable are available. (See p. 23)

12 Eject Selection Lever
Use this lever to change the way documents are ejected.

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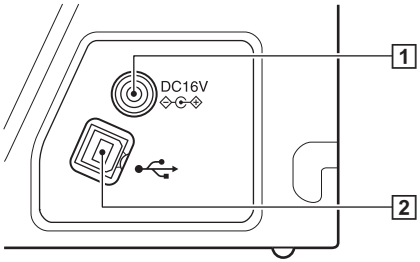
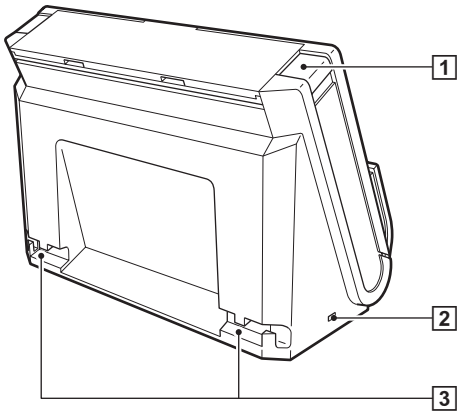
Connectors



1 Power Connector
Connect the supplied AC adapter to this connector.

2 USB Connector
Connect the supplied USB cable to this connector.

Back View



1 OPEN Button
Press this button to open the front unit.

2 Kensington Slot
Connect an anti-theft key chain or the like.

3 Cable Grooves
Secure the USB cable and power cord that are connected to the scanner along the rear of the scanner. Use these when you want to run the cables on the side opposite the connectors.

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Documents

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

Plain Paper

Size

Width: 50.8 mm to 216 mm (2" to 8.5")

Length: 53.9 mm to 356 mm (2.12" to 14")*

Paper thickness:

When U-turn path: 52 to 128 g/m^2 (14 to 34 lb bond)
0.06 to 0.15 mm (0.0024" to 0.0059")

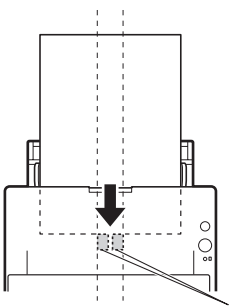
When straight path: 40 to 209 g/m^2 (11 to 58 lb bond)
0.05 to 0.25 mm (0.002" to 0.0098")

* Setting the scanner to Long Document mode enables documents up to 3,000 mm (118.1") long to be scanned. For details on Long Document mode, refer to "Setting the Long Document Mode" on p. 33.

IMPORTANT

The documents to be scanned must satisfy certain criteria. Read the following items carefully.

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



- It is recommended that documents exceeding 356 mm (14") in size are fed one sheet at a time.
- Use the straight path when scanning documents that are 70 mm (2.76") long or less.
- Scanning documents before the ink is dry can cause problems with the scanner. Always make sure that the ink on a document is dry before scanning it.
- Scanning documents that are written in pencil or similar material may make the rollers and scanning glass dirty, which can lead to smudges on the scanned image and transfer the dirt to subsequent documents. Always clean the internal parts of the scanner after scanning such documents.
- When scanning a two-sided document that is printed on thin paper, the image on the opposite side of each page may show through. In this case, adjust the scanning intensity in the application software before scanning the document.
- It is recommended that thin documents are fed one sheet at a time.
- 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.

There are creases or fold lines.

Carbon paper

There are curls.

The surface is coated.

There are tears.

Extremely thin document such as semi-transparent thin paper.

There are clips or staples.

Documents with excessive paper dust particles.

Business Card

Size:	50 mm x 53.9 mm (1.97" x 2.12") or larger
Paper weight:	300 g/m^2 (80 lb bond) 0.35 mm (0.0138") or less
Orientation:	Vertical feeding only

IMPORTANT

If a stack of business cards cannot be fed properly, reduce the number of cards in the stack.

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Card (plastic or laminated)

Size:	53.9 mm x 85.5 mm (2.12" x 3.37") (ISO standard)
Card thickness:	0.76 mm (0.03") or less
Orientation:	Horizontal feeding only
Feed path:	Straight path only

Embossed cards can be scanned.

CAUTION

- Use the straight path when scanning cards.
- If you place cards to be fed vertically, they may not be ejected properly, and cards that get jammed may be damaged when you remove them. Take care of the orientation when placing cards.
- Embossed cards may not be able to be scanned correctly, depending on the type of embossment.

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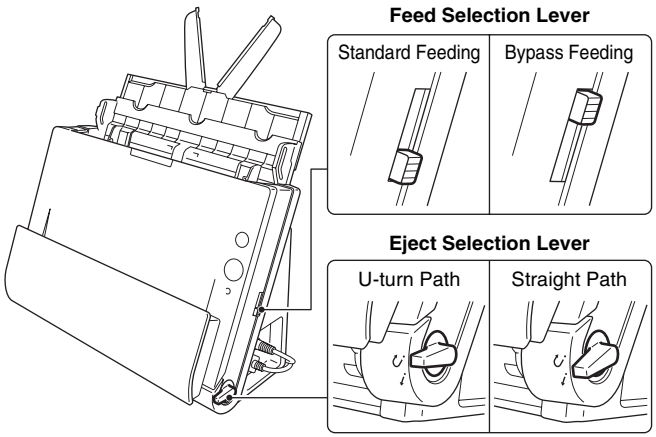
How to Place Documents

Switching the Feed and Eject Methods

Use the two levers on the scanner to switch the feed and eject methods based on the type of document you are scanning.



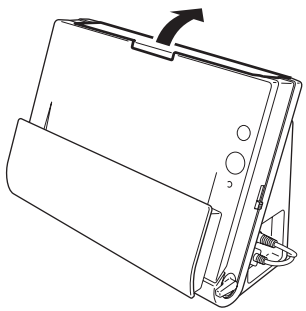
The feed and eject methods and lever positions for each document type are as follows.

Document type	Feed method (lever position)	Eject method (lever position)
Standard paper and business cards	Standard feeding (lower)	U-turn path (upper) or straight path (lower)
Plastic cards, thick paper, thin paper, and bound or fastened paper	Bypass feeding (upper)	Straight path (lower)

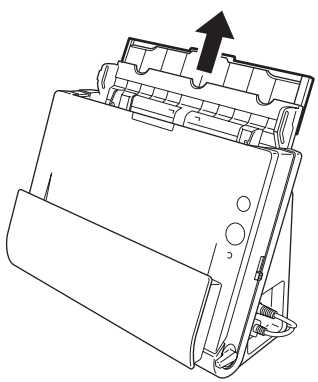
Placing Documents for Standard Feeding

Ordinarily, standard feeding should be used when scanning multiple documents of a standard size at one time. Standard feeding enables the multiple documents to be fed while separating each page.

1 **Open the document feed tray.**



2 **Pull out the feed support.**



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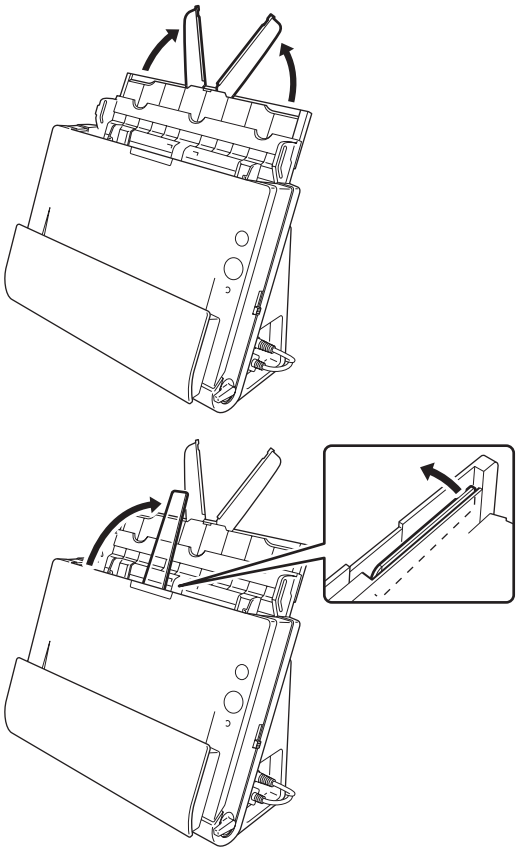
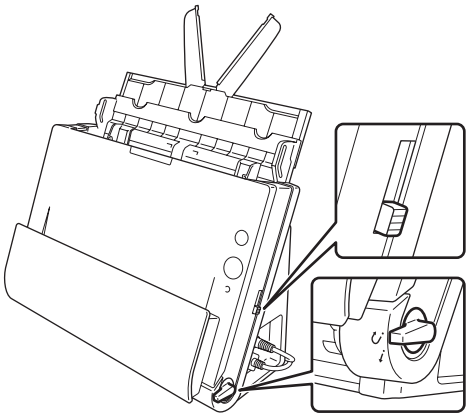
3 When scanning long documents, pull out the feed extension plates and eject support.



4 Set the feed selection lever and the eject selection lever.

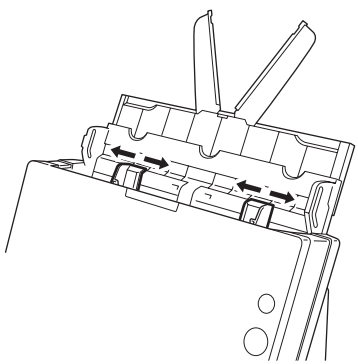
Set the feed selection lever to the standard feeding position (lower position).

Set the eject selection lever to the U-turn path position (↻).



When scanning documents that contain both standard paper and plastic cards, use the straight path.

5 Adjust the document guides to fit the width of the document to be scanned.



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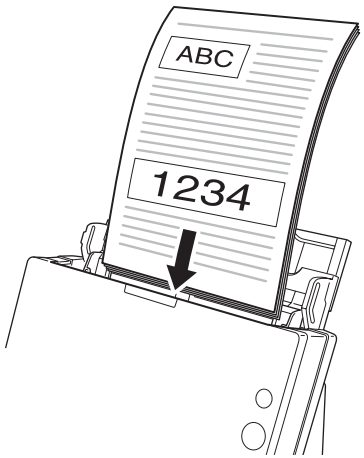
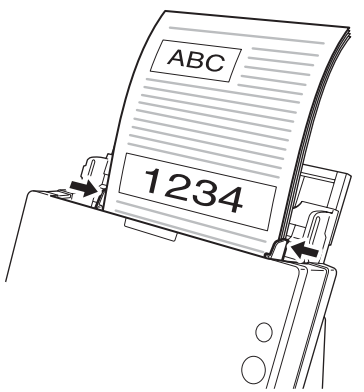
6 Place the document.

Insert the document in the feed tray so that the front is facing forward and the top is facing upward.



After inserting the document in the document feeder, align the document guides with both edges of the document.



IMPORTANT

- When placing documents into the feed tray, take care not to cut your hands on the edges of the paper.
- Make sure that the document does not exceed the loading limit marks (▼) on the document guides. Up to 30 pages of ordinary plain paper (80 g/m^2) can be loaded at the same time.
- Before you place a document, check to make sure it does not contain paper clips, staples, or other small metal objects. These items may cause a fire or electrical shock, damage the document, or cause a paper jam or scanner malfunction.
- 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 gets caught in the scanner, immediately turn OFF the power switch, and disconnect the power cord from the power outlet to stop scanning.
- Always smooth out any folds or curls in your documents before placing them into the feeder. If the leading edge of a document is curled, it may cause a paper jam.
- If feeding stops due to a system error or paper jam while the scanner is scanning, resolve the problem, make sure that the scanned image of the last page that was successfully fed has been stored, and then resume scanning the remaining document pages.
- After you finish scanning, close the document feed tray to prevent damage to the scanner while it is not being used.
- Although standard feeding can be used in combination with the straight path when scanning, multi-page documents will be ejected in reverse order in such cases.
- If you select the [Upside-down feeding] check box in the scanner driver settings, you can insert documents into the scanner in the opposite orientation (see p. 52, p. 76).

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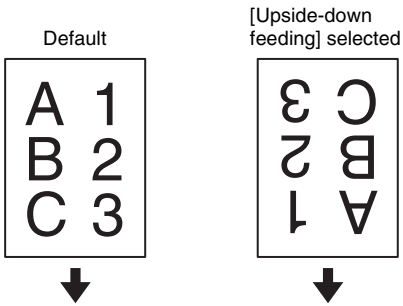
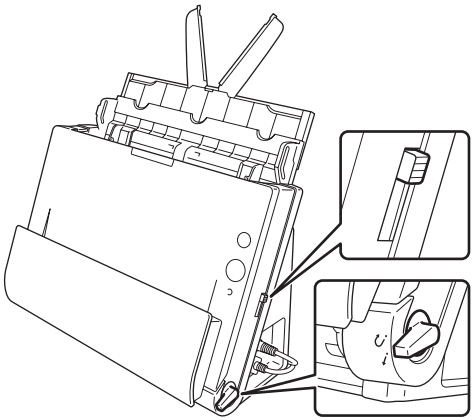


Placing Documents for Bypass Feeding

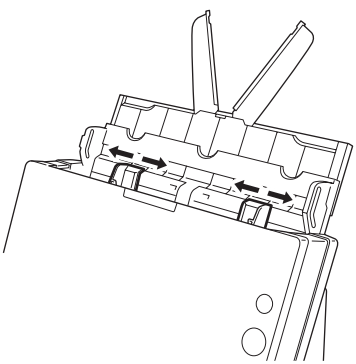
When scanning a thick document one page at a time or scanning a document that has multiple pages fastened together, set document feeding to bypass. This enables the placed document to be scanned without the pages being separated, regardless of the number of pages.

1 **Set the feed selection lever and the eject selection lever.**

Set the feed selection lever to the bypass position (upper position). The feed selection indicator will light orange.
Set the eject selection lever to the straight path position ( ).



2 **Adjust the document guides to fit the width of the document.**



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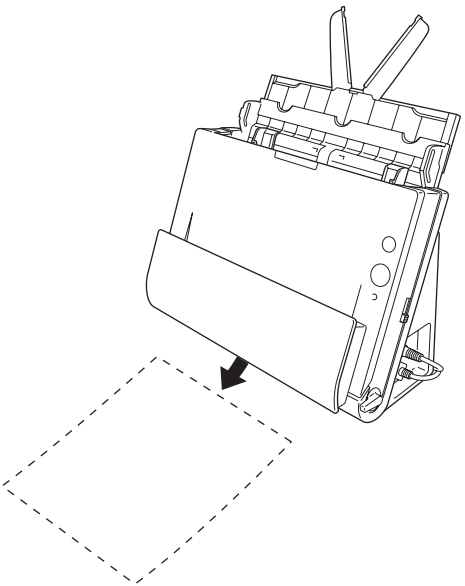
3 Place the document in the document feed tray.

IMPORTANT

- With the straight path, documents are ejected at the front of the scanner. Do not place anything that will block output near the document eject area. Also, install the scanner on a smooth surface to enable documents to be smoothly ejected.

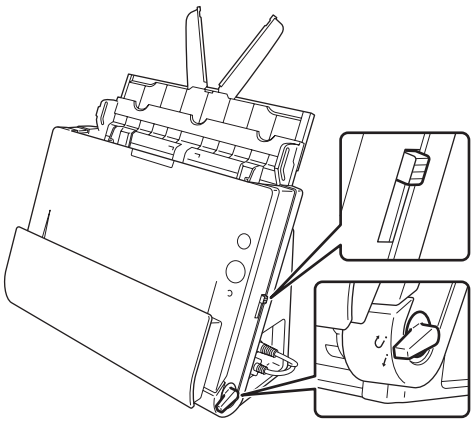


- When scanning multiple page documents that are fastened together, such as invoices, place the documents so that the edge that is fastened together is facing down.

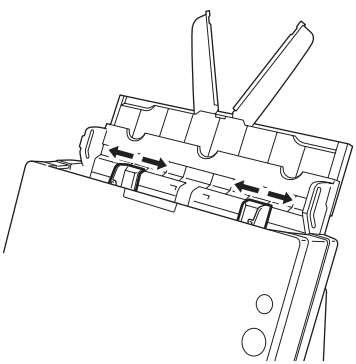
Placing Cards

1 Set the feed selection lever and the eject selection lever.

Set the feed selection lever to the bypass position (upper position). The feed selection indicator will light orange.
Set the eject selection lever to the straight path position ( ).



2 Adjust the document guides to fit the width of the card to be scanned.



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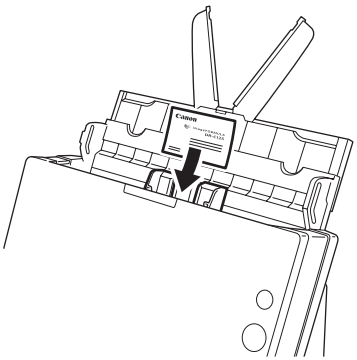
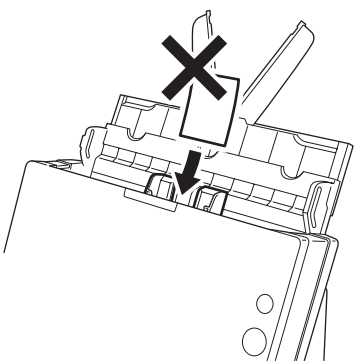
3 Place the card horizontally with the top edge facing upward.



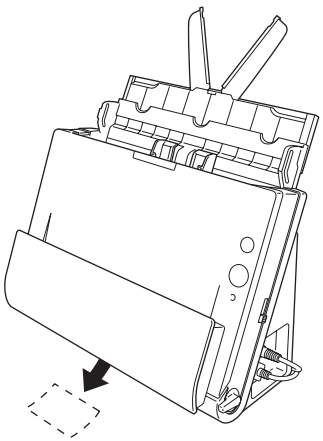
CAUTION

- Place the card one at a time.
- If you place cards to be fed vertically, they may not be ejected properly, and cards that get jammed may be damaged when you remove them. Take care of the orientation when placing cards.



IMPORTANT

With the straight path, documents are ejected at the front of the scanner. Do not place anything that will block output near the document eject area. Also, install the scanner on a smooth surface to enable documents to be smoothly ejected.



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Placing Folded Documents

Folio Scan enables you to scan documents that are larger than LTR/A4 and therefore do not fit in the feeder. (The maximum size is 11" x 17"/A3.) To use the function, fold the document in half lengthwise and place it into the feeder. The DR-C125 will scan both sides and combine the scanned images into a single image.

1 Set the feed selection lever and the eject selection lever.

Set the feed selection lever to the bypass position (upper position). The feed selection indicator will light orange.
Set the eject selection lever to the straight path position ( ).

2 Fold the document in half.

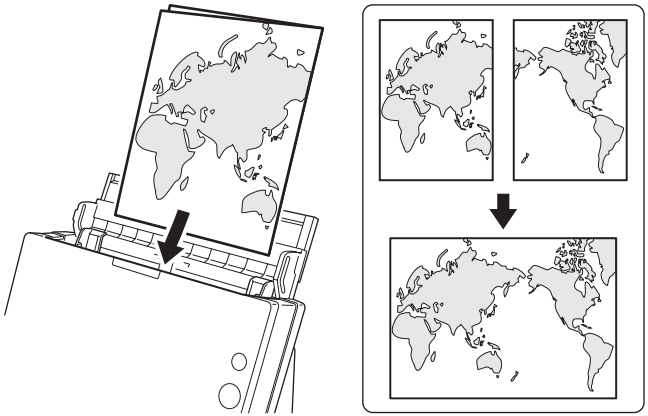
Align the left and right sides of the document, and crease the document firmly. If the document is not folded properly, paper jams may occur or distortions may appear in the combined scanned image.

IMPORTANT

A portion of the scanned image will be missing at the fold line.

3 Place the document in the document feed tray.

Under default conditions, place the document with the folded edge facing right. If the [Upside-down feeding] check box is selected in the scanner driver settings, place the document with the folded edge facing left.



IMPORTANT

Adjust the document guides to fit the width of the document. Otherwise, the image may scan as skewed or shifted.

Hint

- The side of the folded document that is facing forward will be the left side of the combined image (or the right side if the [Upside-down feeding] check box is selected).
- When scanning a folded document, set [Scanning Side] on the scanner driver settings screen to [Folio]. (See p. 43 (Windows), p. 72 (Mac OS X))
- The maximum size for the combined image is A3. When scanning a folded document of a size other than the standard formats, set [Page Size] on the scanner driver settings screen to auto-detection. (See p. 43 (Windows), p. 72 (Mac OS X))

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Setting the Long Document Mode

The length of documents that can be scanned with the scanner is normally 356 mm (14"), but you can scan documents up to 3,000 mm (118.1") long by setting the scanner to the Long Document mode.

IMPORTANT

By selecting the Long Document mode and setting the [Paper Size] on the scanner driver settings screen to auto-detection, documents of up to 3,000 mm (118.1") in length can be scanned. Note the following when using the Long Document mode:

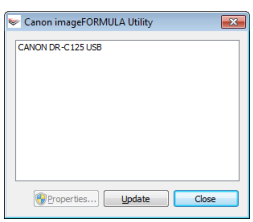
- When scanning in the Long Document mode, if the document is placed on the scanner in a skewed position, it may hit the edges of the feeding area and be damaged. Be careful to place the document so that it is not skewed.
- When scanning with the Long Document mode, paper jam detection may react slowly, resulting in damage to the document. Be careful to avoid paper jams.
- When scanning long documents, make sure to set the feed selection lever to Bypass, and scan the documents one at a time.
- When scanning large-sized documents with the Long Document mode, scanning may be slower. Errors may also occur due to memory shortage and scanning may be disabled.

Under Windows

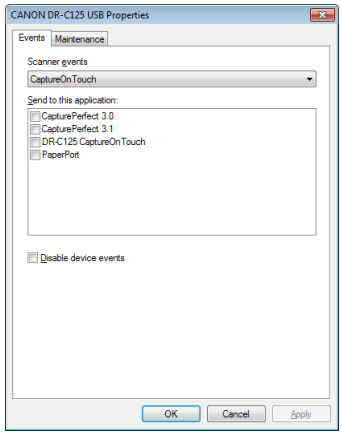
1 **Start Windows and log in as a user with administrator privileges.**

2 **Click the Start button, and then click [All Programs], [Canon DR-C125], and [Canon imageFORMULA Utility].**

imageFORMULA Utility starts.

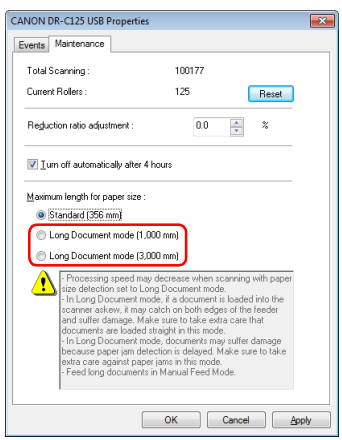


3 **Click [CANON DR-C125 USB] and click [Properties].**



4 **Click the [Maintenance] tab, and then select a Long Document mode.**

Select [Long Document mode (1,000 mm)] or [Long Document mode (3,000 mm)] depending on the length of the document.



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5 **Click [OK].**

6 **Turn the scanner OFF and then ON again.**

Setting procedure under Mac OS X

1 **Starts CaptureOnTouch.**

2 **Click [Scan First].**

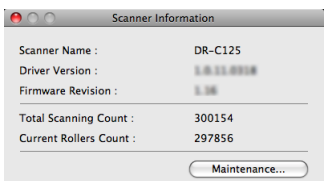
3 **Click [OFF] of [Scan in Full Auto mode].**

4 **Click [Scanner Setting] button.**

5 **Click [OFF] of [Use Advanced Settings dialog box].**

6 **Click .**
This will open the advanced settings dialog box for the scanner.

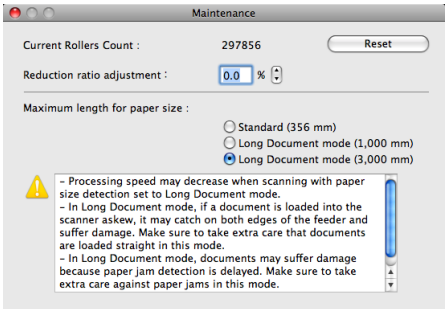
7 **Click to display the [Scanner Information] dialog box.**
The [Scanner Information] dialog box appears.



8 **Click [Maintenance].**
The [Maintenance] dialog box appears.

9 **Click the [Maintenance] tab, and then select a Long Document mode.**
Select [Long Document mode (1,000 mm)] or [Long Document mode (3,000 mm)] depending on the length of the document.

10 **Click to close the dialog box.**



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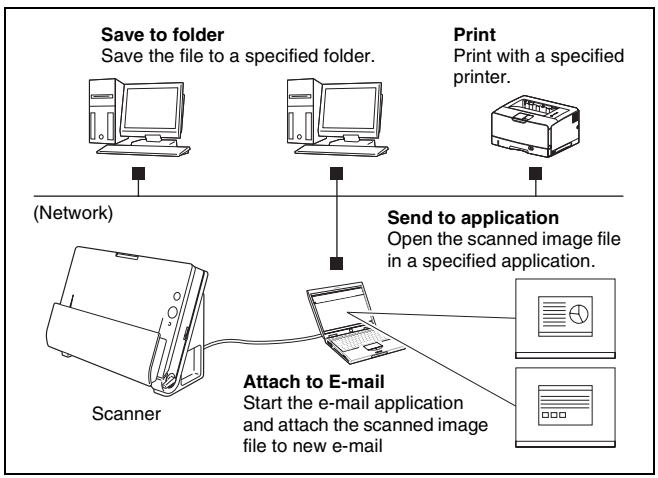
Scanning with CaptureOnTouch (Windows)

What is CaptureOnTouch?

CaptureOnTouch is a scanning application that allows you to scan a document with a simple operation by following the instructions on the screen.



CaptureOnTouch is provided with multiple scanning methods that can be selected according to the purpose and application.

Scan First

Scan a document and then select the output method. This method allows you to easily scan a document by just following the instructions on the screen.

Select Scan Job

Register scanning settings from the scanning conditions to the output method as jobs, and then scan a document by just selecting the job that suits your purpose. This method is convenient when you want to repeat scanning using a set procedure.

Scan with Start Button

Scan First is pre-assigned to the Start button of the scanner, so you can load a document and then start scanning by just pressing the Start button. You can also assign any job to the Start button.

File Formats of Saved Images

You can specify one of the following file formats for scanned images when using any output method other than [Print].

- PDF
- TIFF
- JPEG
- BMP
- PPTX (file format for Microsoft PowerPoint 2007 or later)

Starting and Exiting CaptureOnTouch

By default, CaptureOnTouch becomes resident in the system when you start your computer.

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

Hint

- You can also start CaptureOnTouch from the Start menu. Click [Start] – [All Programs] – [Canon DR-C125] – [DR-C125 CaptureOnTouch].
- The first time you start CaptureOnTouch on a computer with Evernote installed, a message for confirming the registration of jobs for sending scanned images to Evernote appears. If you click the

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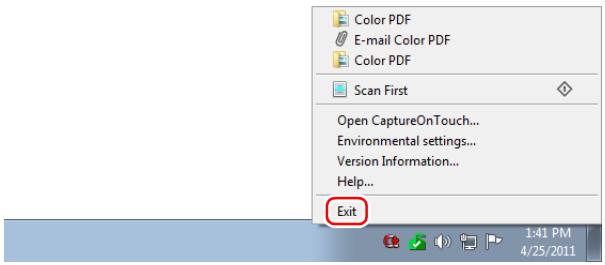
[Yes] button, two jobs for Evernote are registered to CaptureOnTouch.

- The interval between the time you press the Start button on the scanner and the time scanning begins is shortened when the [Make CaptureOnTouch resident] check box is selected in the [Basic settings] tab of the [Environmental settings] dialog box. For details, see “Environmental Settings” on p. 46.

Exiting CaptureOnTouch

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

To quit the CaptureOnTouch application, click (CaptureOnTouch icon) in the taskbar, and select [Exit] from the menu.



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

Restarting CaptureOnTouch

To use CaptureOnTouch after it has been made not resident in the system, use one of the following procedures to restart it.

CaptureOnTouch will start and become resident in the system again.

- Click [Start] – [All Programs] – [Canon DR-C125] – [DR-C125 CaptureOnTouch].
- Press the Start button on the scanner (in this case, the main screen of CaptureOnTouch will open and scanning will start using the scan method assigned to the Start button).

Scan First

Operation Flow

Scan the document

▼

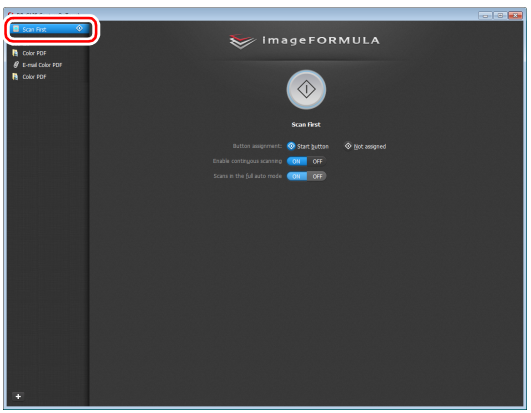
Configure the output settings

▼

Output the scanned images

1 **Place the document in the scanner.**

2 **Click [Scan First].**



The top screen of Scan First appears.

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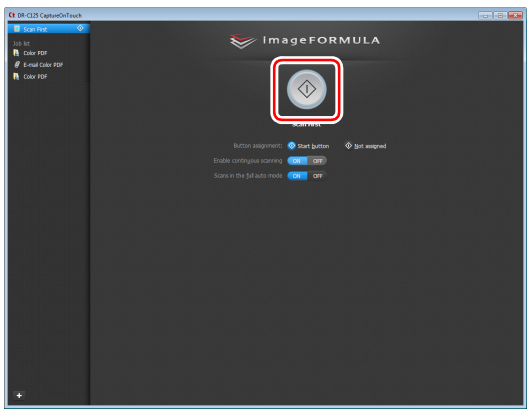
3 Set the scan method in the top screen.

① Specify whether to enable continuous scanning. When scanning multiple documents as one scanned image or splitting up a large document to scan in parts, select [ON] to enable continuous scanning.

② Specify whether to scan the document in full auto mode. When you want to specify arbitrary scanning conditions, select [OFF] and configure the scanner settings. (See p. 42)

4 Click the Start button.



The document is scanned. While scanning is in progress, the number of pages scanned is displayed in addition to the scanner settings.

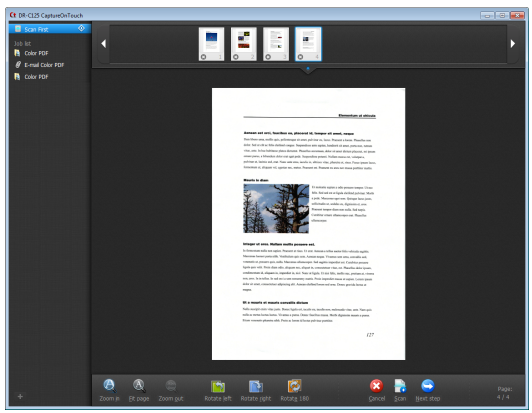
When scanning is finished, the Output settings screen appears.

IMPORTANT

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

Hint

If a document is scanned when [Enable continuous scanning] is set to [ON], the continuous scanning screen (see p. 44) appears when scanning of the document is finished.



If you place the next document and click [Scan], scanning of the document starts.

When scanning of all the documents is finished, click [Next step].

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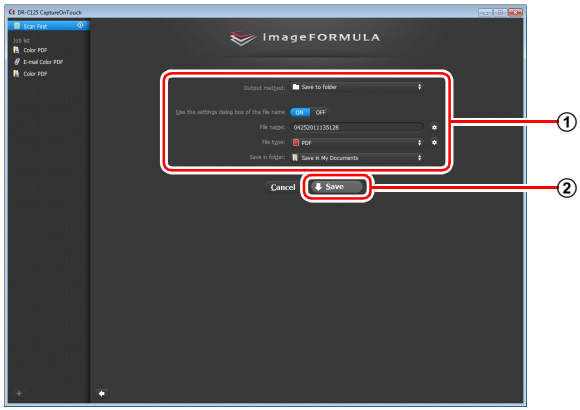
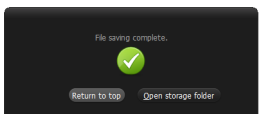
5 Configure the settings related to output and then output the scanned images.



① Configure the settings related to output. (See p. 45)
② Click this button to output the scanned images. The button name differs for each output method. For example, it is [Save] when the output method is set to [Save to folder].

When output is finished, the complete screen appears. Scan First is now finished.



Hint

- Clicking [Return to top] returns to the main screen of Scan First.
- When [Attach to E-mail] or [Print] is specified as the output method, you can click [Open storage folder] to open the folder in which the scanned images were saved.

Select Scan Job

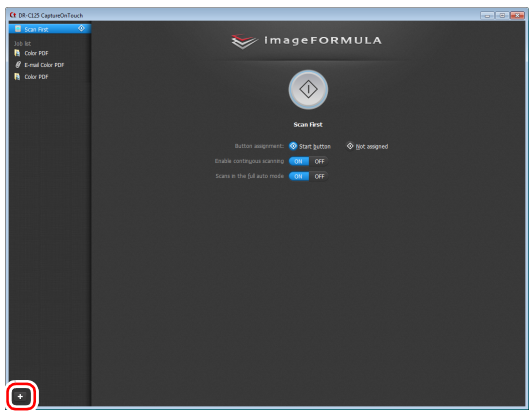
Operation Flow

Register the job
▼
Select the job
▼
Scan the document
▼
Output the scanned images

Registering and Editing Jobs

In CaptureOnTouch, up to 10 jobs can be registered for use with Select Scan Job.

1 Click the + button.



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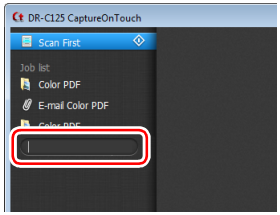
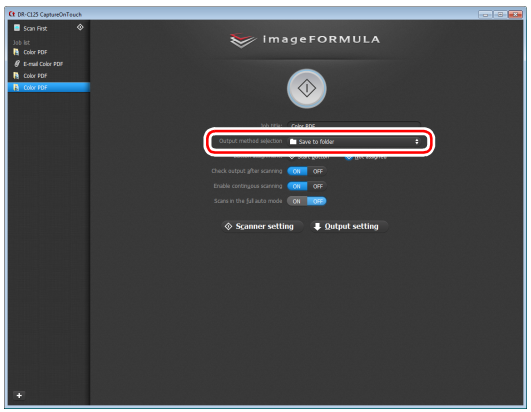
2 Enter the job name, and press the Enter key.

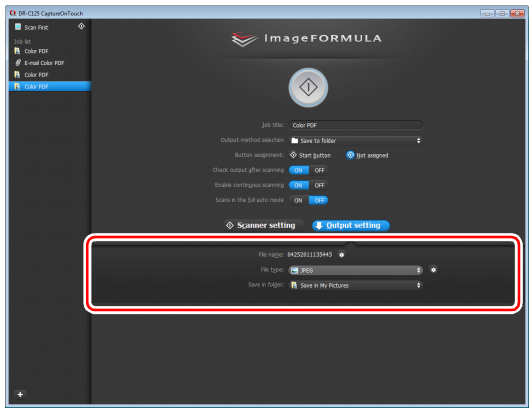


3 Specify the output method of the job. (See p. 45)



4 Click [Output settings], and configure the output settings.

The output setting items differ depending on the specified output method. For details on the setting items, see the Help of CaptureOnTouch.



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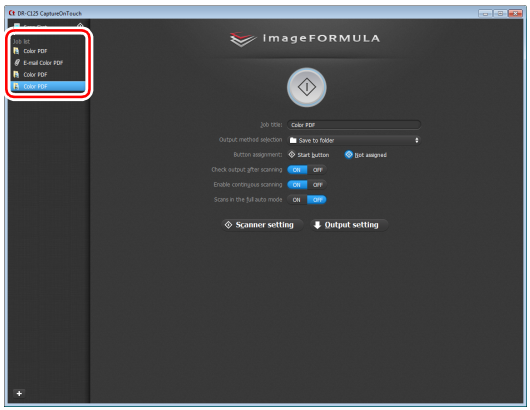
Selecting a Job and Scanning

1 **Place the document in the scanner.** (See p. 26)

The top screen of Select Scan Job appears.

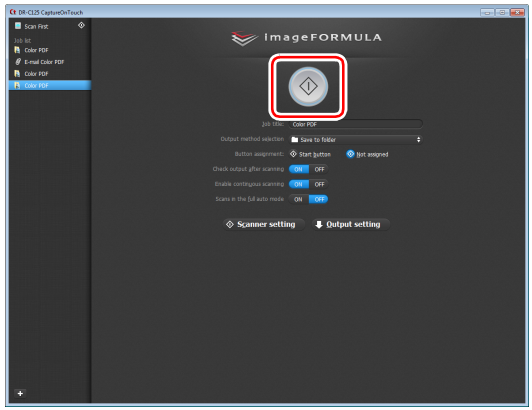
2 **Click a job.**



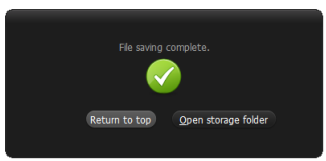
Hint

- If you set [Check output after scanning] to [ON], you can check the output settings after scanning.
- If you set [Enable continuous scanning] to [ON], you can continue scanning after all the pages of the document are scanned.

3 **Click the Start button.**



The document is scanned. While scanning is in progress, the number of pages scanned is displayed in addition to the scanner settings.
When all the pages of the document are scanned, the scanned images are output according to the registered job settings and the complete screen appears.



IMPORTANT

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

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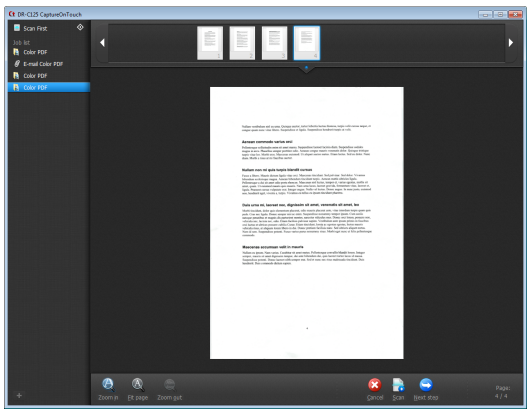
Hint

- Clicking [Return to top] returns to the top screen of Select Scan Job.
- When [Attach to E-mail] or [Print] is specified as the output method, you can click [Open storage folder] to open the folder in which the scanned images were saved.

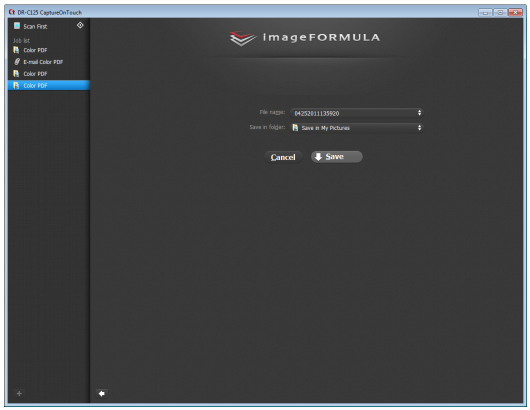
When [Enable continuous scanning] is set to [ON]

The continuous scanning screen (see p. 44) appears when all the pages of the document are scanned.
If you want to scan another document, place the document in the scanner and then click [Scan].
When scanning of all the documents is finished, click [Next step].



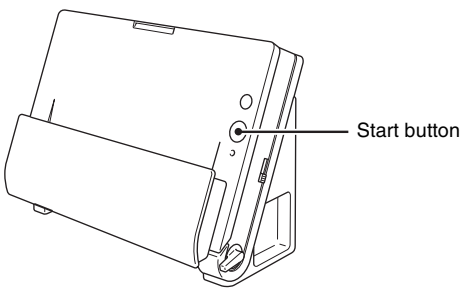
When [Check output after scanning] is set to [ON]

The Output Confirmation screen appears before the scanned images are output.
Change the settings for the output method if necessary and then click the output button. The name of the output button differs for each selected output method.



Scanning with Start Button

By default, Scan First is pre-assigned to the Start button.



If you place the document and press the Start button, CaptureOnTouch starts and scanning starts.

Hint

You can also assign any job to the Start button. If a job is assigned, the document is scanned and the scanned images are output according to the settings of the job. The main window of CaptureOnTouch closes automatically 5 seconds after the output process finishes.

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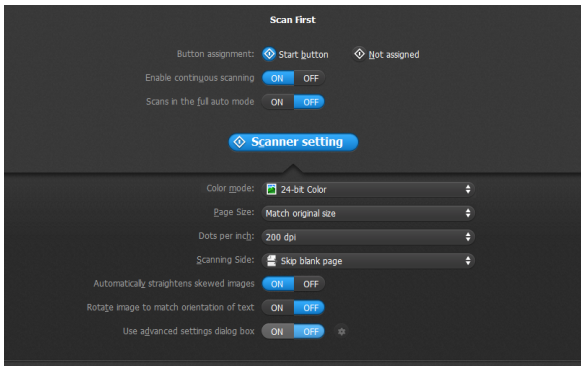
Scanner Settings

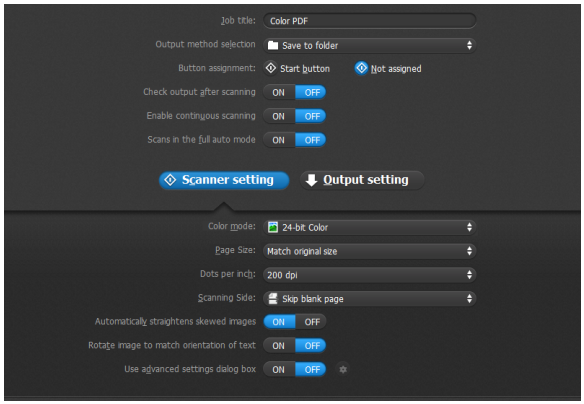
By default, CaptureOnTouch scans with scanning conditions that match the document because scanning in full auto mode is enabled. If you want to specify, for example, the scanning mode and document size, you can configure the desired scanning conditions in the scanner settings.
The scanner setting items are common to Scan First and Select Scan Job.

When Scan First:



For Scan First, configure the scanner settings before you start scanning.

When Select Scan Job:



For Select Scan Job, configure the scanner settings for each job.

Setting Basic Items

Scanner settings include the basic items that are configured in [Scanner setting], and the setting items that are configured in the advanced settings dialog box. The settings in the advanced settings dialog box are applied for settings other than the basic items.
The settings in the driver settings dialog box are applied for any other settings.

Color mode

Select from the following modes for scanning documents.

Detect automatically	Detects whether the document is color or gray and then scans.
24-bit Color	Scans the document in color.
Grayscale	Scans the document in Grayscale.
Black and White	Scans the document in black and white (binary).

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Page Size

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

Dots per inch

Specify the scanning resolution.
When [Detect automatically] is specified, the resolution is detected automatically from the content of the scanned document.

Scanning Side

Specify whether to scan only one side or both sides of a document.
When [Skip blank page] is specified, any blank paged detected within the document is skipped during scanning.
When scanning a folded document, select [Folio].

Automatically straightens skewed images

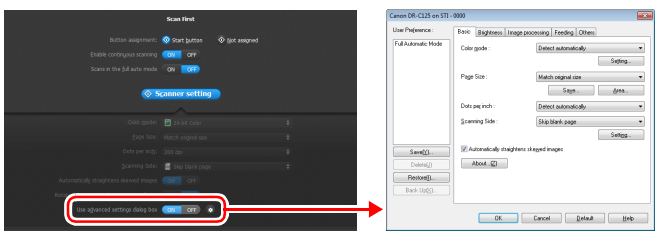
When a document is scanned skewed, the skewed scanned images are detected and then straightened.

Rotate image to match orientation of text

The orientation of text in scanned images is detected, and the images are rotated so that the text is correctly oriented.

Use advanced settings dialog box

Configure scanner settings other than the basic items in the advanced settings dialog box (scanner driver). To open the scanner driver, select [ON] and then click the button.



For details on the setting items, see the Help of the driver settings dialog box.

Hint

The driver settings dialog box includes setting items that are the same as the basic items in [Scanner setting], but the setting for each of the them is stored separately. Which settings are used during scanning differs as follows depending on the setting of the [Use advanced settings dialog box] check box.

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

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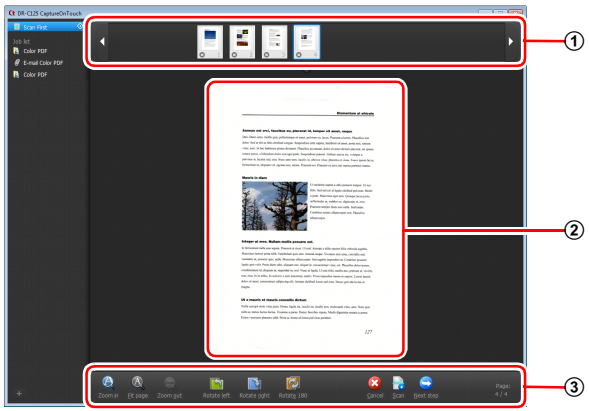
Operation in Continuous Scanning Screen

If a document is scanned with either Scan First or Select Scan Job when [Enable continuous scanning] is set to [ON] in the Start screen, the continuous scanning screen appears when all of the pages of the placed document have been fed. You can confirm the scanned images and then continue scanning.



① **Thumbnail Display Area**
Displays the thumbnail images of the scanned document. The following operations are possible.
Click a thumbnail image to display a preview of that scanned image in the preview area.
Drag thumbnail images to change the positions of pages.
Click on a thumbnail image to delete the scanned image for that page (Scan First only).

② **Preview Area**
Displays the preview images of the scanned document.

③ **Preview Controls**
Control the preview images and cancel or continue scanning with the following buttons.

Tools (Name)	Description
(Zoom in)	Enlarges the preview image.
(Fit page)	Enlarges or reduces the preview image to fit the current window size.
(Zoom out)	Reduces the preview image.
(Rotate left)	Rotates the image 90 degrees counterclockwise. (Scan First only)
(Rotate right)	Rotates the image 90 degrees clockwise. (Scan First only)
(Rotate 180)	Rotates the image 180 degrees. (Scan First only)
(Cancel)	Cancels the image scanning operation and returns to the top screen.
(Scan)	Starts scanning of the next document.
(Next step)	Proceeds to the next step in the scan process.
Page: 4 / 4 (Page Number / Total Number of Pages)	Displays the current page and total number of pages.

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Setting the Output Method

CaptureOnTouch is provided with various output methods for processing scanned images.
The output method specification is common to Scan First and Select Scan Job.

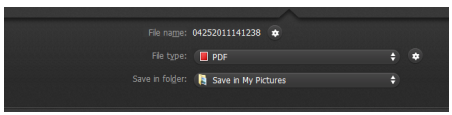
When Scan First:

For Scan First, select an output method in the output method selection screen that appears after scanning, and then specify each of the output method items.

When Select Scan Job:

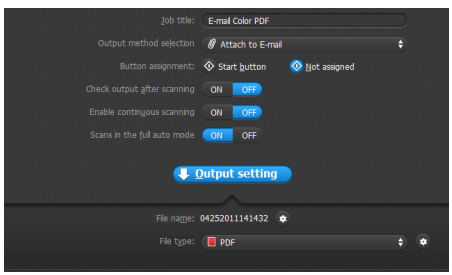
For Select Scan Job, specify the output method separately for each job.
The setting items related to output differ depending on the output method.

Save to folder



Saves the scanned images to a specified folder. When you specify this output method, configure the settings for the image files to be saved.

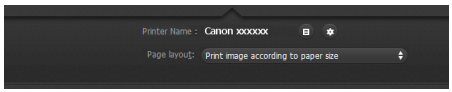
Attach to E-mail



Attaches the scanned images to new e-mail in the e-mail application. When you specify this output method, configure the settings for the image files to be attached to e-mail.

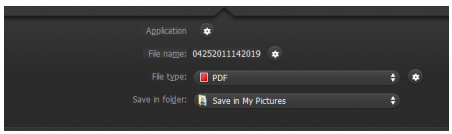
To use this feature, an e-mail application such as Windows Mail or Outlook Express (both of these applications come standard with the operating system) that supports MAPI (Microsoft Messaging Application Programming Interface) needs to be specified as the default program of the operating system.

Print



Prints the scanned images with a specified printer. When you specify this output method, specify the printer for printing.

Send to application



Saves the scanned image file in a specified folder and then opens it with a specified application. When you specify this output method, click the button next to [Application] and specify the executable file of an application that can open image files. In addition, configure the settings of the image file to be saved

Other Output Methods

You may also be able to select the following output methods depending on your computer environment.

- If Evernote is installed on your computer, you can select [Save in Evernote]. When you specify this output method, configure the settings for the image files to be sent.
- In an environment in which SharePoint Server has been introduced, you can send scanned images to a SharePoint site. To do so, select [Save in SharePoint] as the output method, and configure the setting for the image files to be sent.
  You must also open the advanced settings dialog box and configure settings such as the URL of the SharePoint site, account information, and the save destination folder. For details on settings, see the help (click the [Help] button in the settings screen).

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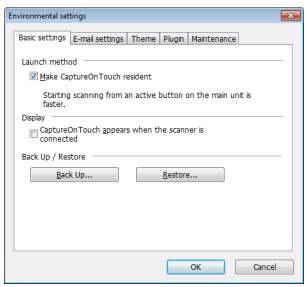
Environmental Settings

To configure the environmental settings of CaptureOnTouch, open the [Environmental settings] dialog box.
Click (CaptureOnTouch icon) in the taskbar, and select [Environmental settings] from the menu.

The following describes the setting items of each tab displayed in the [Environmental settings] dialog box.

[Basic settings] Tab

On the [Basic settings] tab, configure the following settings.



Launch method setting

By default, CaptureOnTouch becomes resident in the system when you start your computer. Clear the [Make CaptureOnTouch resident] check box to not make CaptureOnTouch resident in the system.

Display setting for when scanner connected

Select the [CaptureOnTouch appears when the scanner is connected] checkbox to open the main screen of CaptureOnTouch automatically when the scanner is connected to the computer. This setting is only enabled when CaptureOnTouch is running (or resident in the system).

Back Up / Restore

Use the [Back Up] and [Restore] buttons to back up the configuration file (settings, registered jobs, etc.) of CaptureOnTouch and restore the settings from the backup data.

IMPORTANT

Please note that when a job with the output method set to [Send to SharePoint] is registered, the setting items related to SharePoint will not be backed up.

[Back Up] button

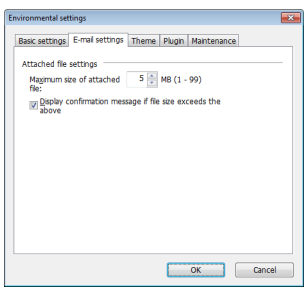
Back up the settings of CaptureOnTouch to a backup file (*.reg). You can store the initial settings of CaptureOnTouch by performing a backup before you first use CaptureOnTouch.

[Restore] button

Restore the settings from the backup registry file.
When using multiple scanners, you can back up the environmental settings of one scanner and then perform a restore on the other scanners so that all of the scanners have the same settings.

[E-mail settings] Tab

On the [E-mail settings] tab, set the maximum size for the image files to be attached to e-mail.



Maximum size of attached file

Select the [Display confirmation message if file size exceeds the above] check box to display a confirmation message when an attached file exceeds the maximum size.

- For Scan First, a confirmation message appears if the file size of scanned images is larger than the file size set here.
- For Select Scan Job, a confirmation message appears if the set file size is exceeded during scanning.

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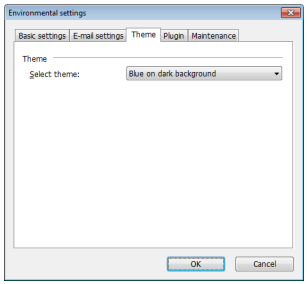
[Theme] Tab

On the [Theme] tab, specify the appearance of the main screen of CaptureOnTouch.

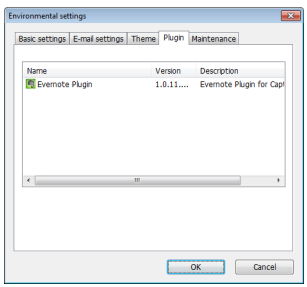


Select theme

Specify the appearance type for the main screen of CaptureOnTouch with [Select theme].

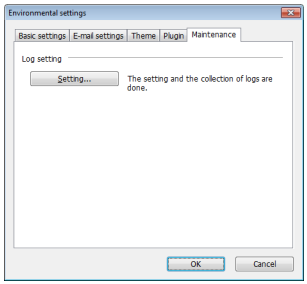
[Plugin] Tab

On the [Plugin] tab, confirm the plugins that have been added to CaptureOnTouch.



[Maintenance] Tab

On the [Maintenance] tab, output the log file for maintenance of CaptureOnTouch.



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Setting the Scanner Driver (Windows)

When you scan a document in an ISIS compatible or TWAIN compatible application (CaptureOnTouch, etc.), open the scanner driver and configure the scanning conditions and other settings. This section describes the configuration and functions of the scanner driver.

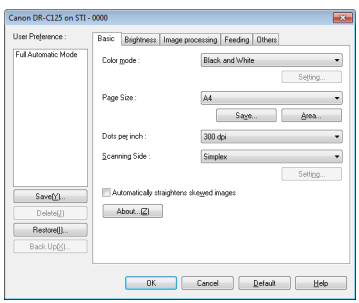
Configuration and Functions of the Scanner Driver

The scanner driver consists of the following five tabs.

Hint

For details on the setting screen, see the Help of the scanner driver. Click the [Help] button of the driver to display help related to the corresponding tab or dialog box.

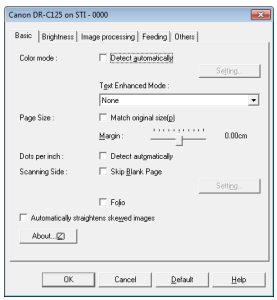
[Basic] Tab



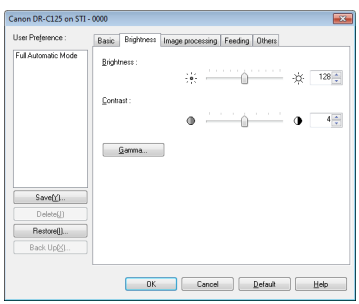
Configure basic scanning conditions such as the mode, page size, resolution, and scanning side.
In addition, you can click the [Area] button and specify the area to be scanned.

Hint

Depending on the ISIS compatible application, the application may have its own screen for setting scanning conditions. If the scanner driver is opened in such an application, setting items related to the functions provided by the scanner driver other than scanning conditions will be displayed on the [Basic] tab.



[Brightness] Tab



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

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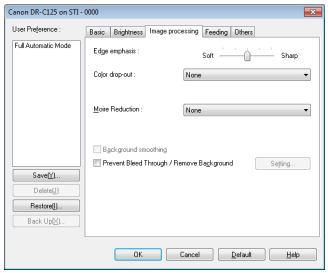
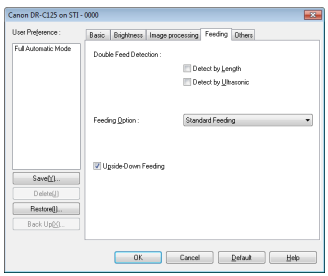
[Image processing] Tab



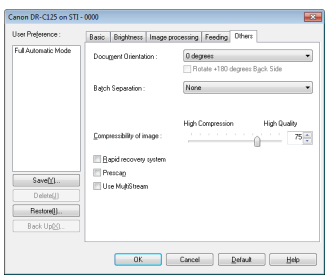
Set the processing method for scanned images.

[Feeding] Tab



Specify scanner operations related to document feeding.

[Others] Tab



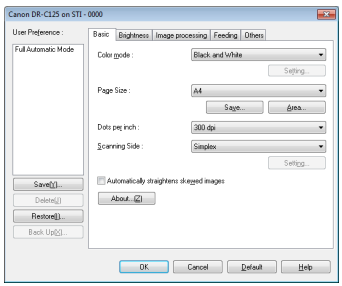
Configure settings for specialized scanning and image processing.

Setting Basic Scanning Conditions

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

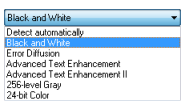
Confirming Basic Conditions for Scanning

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



Color mode

Select the scanning mode.



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

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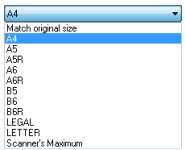
Page Size

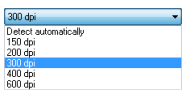
Select the page size that matches the document to be scanned.



If [Match original size] is selected, the edges of the document are detected and images that match the size of the document are saved.

Dots per inch

Select the scanning resolution.



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

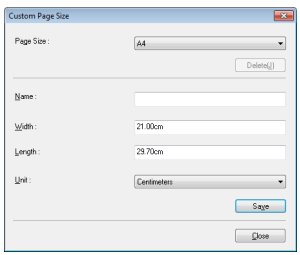
Scanning Side

Select which of the sides of the document to scan.

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

Scanning Documents of Unregistered Page Sizes

Configuring the following settings allows you to scan a document of an unregistered page size.
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 Paper Size dialog box, which is opened from the [Save] button on the [Basic] tab.

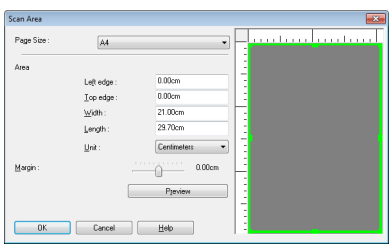


Specifying the Scan Area

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

Specifying an area

Specify the area of the document to be scanned in the Scan Area dialog box, which is opened from the [Area] button on the [Basic] tab.



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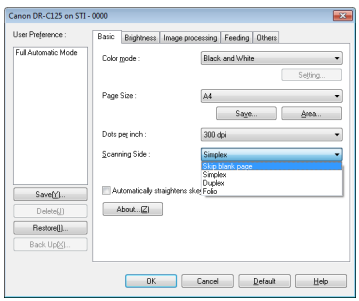
Configuring Scanner Settings According to Purpose

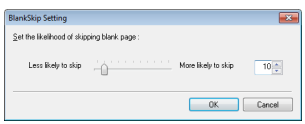
Set the scanning conditions according to the scanning purpose.

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

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

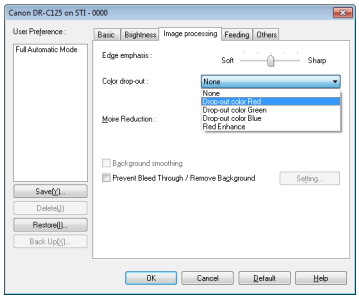


If [Skip Blank Page] is selected, the [Setting] button is enabled, and you can adjust the level for judging whether pages are blank.



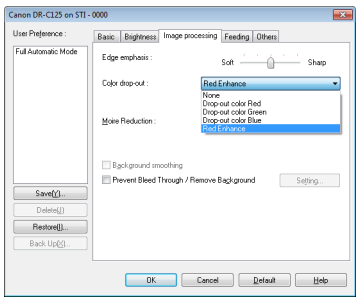
When you do not want to scan colored lines and text

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



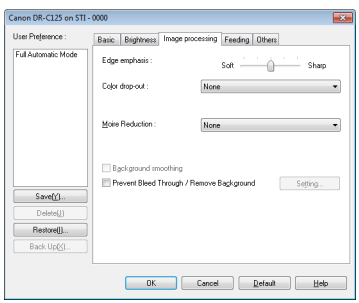
When you want to enhance a particular color

Specify the color (red) to be enhanced in the color drop-out settings on the [Image processing] tab, and that color will be enhanced.



When you want to enhance contours in images

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



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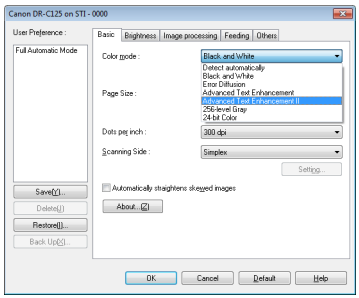
When you want to enhance text that is difficult to read because of factors such as the background of the scanned document

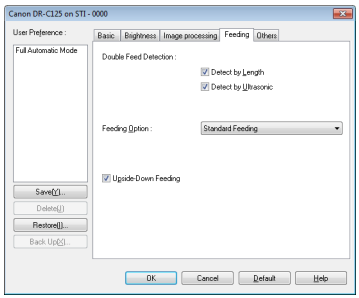
Select [Advanced Text Enhancement] or [Advanced Text Enhancement II] in the mode setting on the [Basic] tab. The background behind the text is removed or processed so that the text is emphasized for better readability.



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

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

Select the [Double Feed Detection] check box on the [Feeding] tab. You can enable either one or both of [Detect by Ultrasonic] and [Detect by Length].

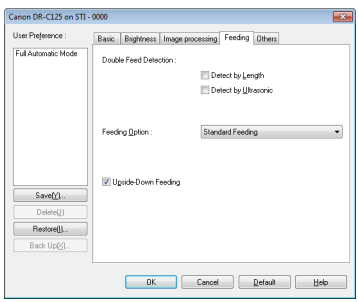


Hint

Even if [Detect by Ultrasonic] is enabled, a double feed may not be detected if the document is small.

When you want to scan a document placed upside-down

Select the [Upside-down feeding] check box on the [Feeding] tab if you want to insert documents into the scanner upside-down (i.e., with the top edge of the document facing down).



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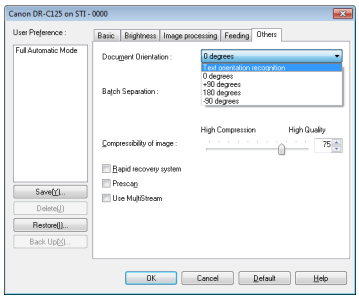
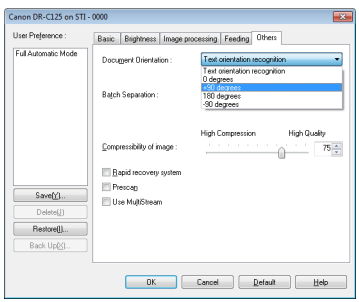
When you want to match the orientation of images to the text when scanning a mixture of pages with different text orientations

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



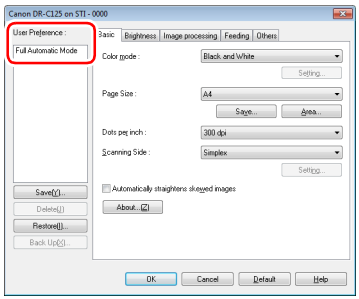
When you want to rotate the images of a document placed horizontally to correct the orientation

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



When you want to set the scanner conditions automatically

Set [Full Automatic Mode] in [User Preference] to scan with scanning conditions that match the document.



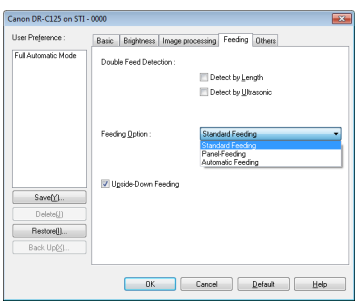
Hint

When [Full Automatic Mode] is selected, [Color mode], [Page Size], and [Dots per inch] are all detected automatically. In addition, the [Scanning Side] setting becomes [Skip blank page] and [Document Orientation] becomes [Text orientation recognition].

When you want to use batch separation for scanning

When you want to divide and scan a document, you can separate a batch at the timing with which each next document is placed and scanned. In this case, set the scanner driver as follows.

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



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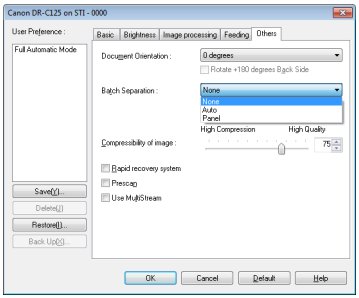
• Set [Batch Separation] on the [Others] tab to [Auto] or [Panel].



When [Batch Separation] is set to [Auto], the batch is separated after the next document is placed and scanning is continued. When [Panel] is set, the batch is separated after the [Batch Separation] check box of “Scan Panel” on p. 57 is selected and then scanning is continued.

Hint

This function is only enabled for applications that support batch separation.

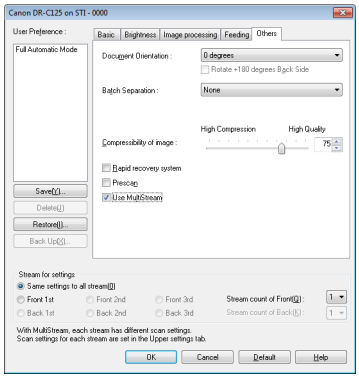
When you want to use multistream settings for scanning

Multistream settings allow you to output multiple different scanned images with a single scan operation, and output scanned images with different scanning conditions for each of the front and back pages.

IMPORTANT

The multistream settings can only be used in Windows.

When you want to use the multistream settings for scanning, select the [Use MultiStream] checkbox on the [Others] tab to display the setting items related to multistream, and then configure the setting items in the following order.



① When you want to specify different scanning conditions for the front and back pages of a document, select [Skip Blank Page] or [Both] for [Scanning Side] on the [Basic] tab in advance.
② Specify the number of scanning conditions to apply in [Stream count of Front]. Up to three can be specified.
③ Select [Front 1st], and then open the other tabs and set the scanning conditions. Depending on the value specified for [Stream count of Front], configure the remaining [Front 2nd] and [Front 3rd] in the same way.
④ When specifying the scanning conditions of the back, configure the settings in the same way as described in ② to ③. In this case, specify [Stream count of Back], and then set the scanning conditions for each of [Back 1st] to [Back 3rd].

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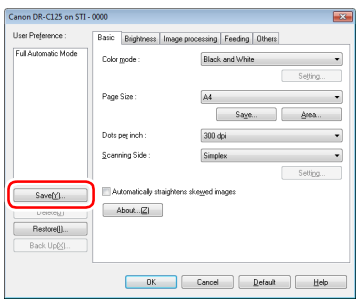
Hint

The following shows the setting conditions that can be set in the multistream settings.

Tab	Items that can be set
[Basic] tab	[Color mode] and [Dots per inch] (excluding [Detect automatically] for both)
[Brightness] tab	[Brightness] and [Contrast]
[Image processing] tab	[Edge emphasis] and [Color drop-out]
[Feeding] tab	None (all disabled)
[Others] tab	None (only [Use MultiStream] is enabled)

When you want to save a scanner driver setting

When you finish configuring a setting, click the [Save] button of [User Preference] to save the setting.



The saved setting is registered to the list. You can delete a setting from the list with the [Delete] button, and save or load a configuration file with the [Back Up] or [Restore] button.

Hint

The preregistered [Full Automatic Mode] cannot be deleted from [User Preference].

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Function Restrictions Depending on Mode Setting

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

[Brightness] tab

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

(O: Available for setting, X: Not available for setting)

[Image processing] tab

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

(O: Available for setting, X: Not available for setting)

[Others] Tab

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

(O: Available for setting, X: Not available for setting)

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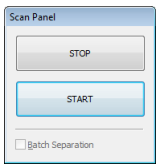
Scan Panel

Scan Panel is software for controlling scanning operations such as feeding documents and stopping scanning when scanning multiple documents one after the other.
Scan Panel runs when [Feeding Option] is set to [Panel-Feeding] in the settings dialog box of the scanner driver. In this case, the Scan Panel appears when you are not scanning and the scanner enters the wait state.



If you place the next document and then click the Start button in Scan Panel, scanning of the placed document starts.
You can stop scanning part way through by clicking the Stop button of Scan Panel.

Hint

When [Batch Separation] on the [Others] tab is set to [Panel], you can separate the batch by selecting [Batch Separation] in Scan Panel and then clicking [Start].

Settings for Third Party Software

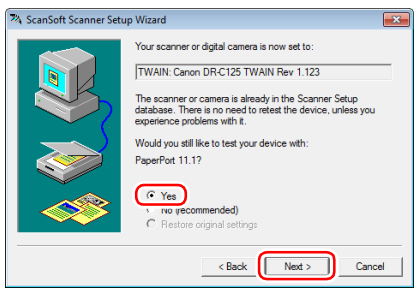
Precautions for using PaperPort

If you use the bundled software PaperPort with the settings still set to the defaults, scanning will not be able to be performed properly when the page size is detected automatically with the scanner driver of this product. After installing the scanner driver of this product and PaperPort, use the following procedure to start Scanner Setup Wizard and change the settings.

1 **Click the Start button, and then click [All Programs], [ScanSoft PaperPort11], and [Scanner Setup Wizard].**

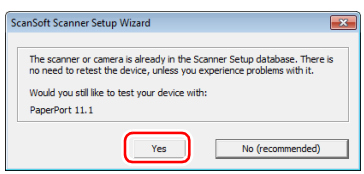
2 **Click [Next] three times.**

3 **Click [Yes] and then click [Next] when the following screen appears**



Hint

Click [Yes] when the following screen appears.



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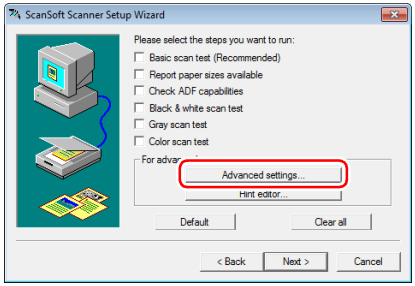
4 **Click [Next].**

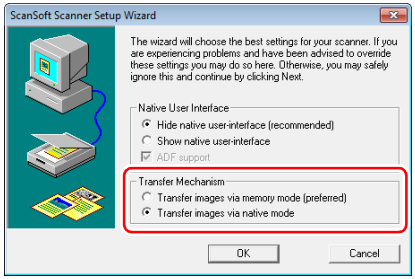
5 **Click [Advanced settings] when the following screen appears.**



Hint

This wizard was not started for the purpose of performing a scanner test so we recommend clearing all of the checkboxes displayed for [Please select the steps you want to run].

6 **Click [Transfer image via native mode] of [Transfer Mechanism] and then click [OK].**



7 **Click [Next].**

8 **Click [Finish] to end the wizard.**

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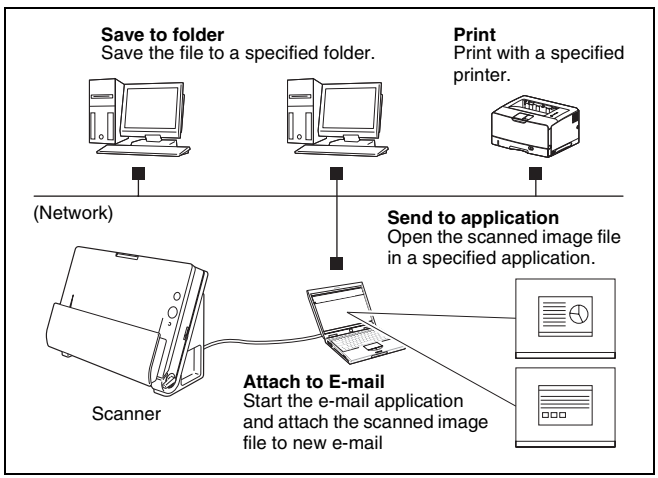
Scanning with CaptureOnTouch (Mac OS X)

What is CaptureOnTouch?

CaptureOnTouch is a scanning application that allows you to scan a document with a simple operation by following the instructions on the screen.



CaptureOnTouch is provided with multiple scanning methods that can be selected according to the purpose and application.

Scan First

Scan a document and then select the output method. This method allows you to easily scan a document by just following the instructions on the screen.

Select Scan Job

Register scanning settings from the scanning conditions to the output method as jobs, and then scan a document by just selecting the job that suits your purpose. This method is convenient when you want to repeat scanning using a set procedure.

Scan with Start Button

Scan First is pre-assigned to the Start button of the scanner, so you can load a document and then start scanning by just pressing the Start button. You can also assign any job to the Start button.

File Formats of Saved Images

You can specify one of the following file formats for scanned images when using any output method other than [Print].

- PDF
- TIFF
- JPEG

Launching and Quitting CaptureOnTouch

By default, CaptureOnTouch becomes resident in the system when you start your computer.

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

Hint

- The first time you launch CaptureOnTouch on a computer with Evernote installed, a message for confirming the registration of jobs for sending scanned images to Evernote appears. If you click the [OK] button, two jobs for Evernote are registered to CaptureOnTouch.

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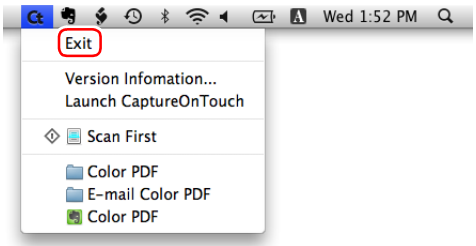
- The interval between the time you press the Start button on the scanner and the time scanning begins is shortened when the [Make CaptureOnTouch resident] check box is selected in the [Basic settings] tab of the [Environmental settings] dialog box. For details, see “Environmental Settings” on p. 69.

Quitting CaptureOnTouch

To close the CaptureOnTouch window, click at the top of the window. This closes the window, but CaptureOnTouch will continue to reside in the system.
To quit the CaptureOnTouch application, click (CaptureOnTouch icon) in the taskbar, and select [Exit] from the menu.



Restarting CaptureOnTouch

To use CaptureOnTouch after it has been made not resident in the system, use one of the following procedures to restart it. CaptureOnTouch will launch and become resident in the system again.

- Open [Applications] - [Canon DR-C125] folder from the Finder, and double-click [CaptureOnTouch DR-C125].
- Press the Start button on the scanner (in this case, the main screen of CaptureOnTouch will open and scanning will start using the scan method assigned to the Start button).

Scan First

Operation Flow

Scan the document

▼

Configure the output settings

▼

Output the scanned images

1 **Place the document in the scanner.**

2 **Click [Scan First].**

The top screen of Scan First appears.

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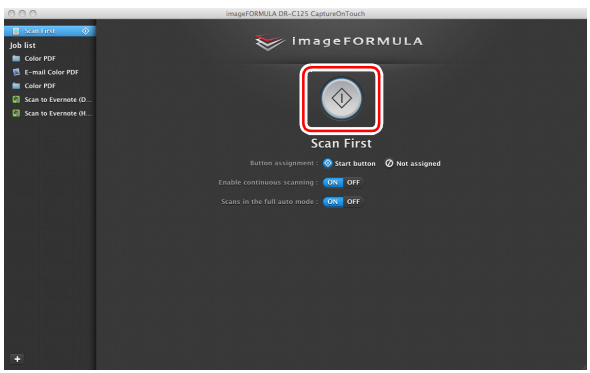
3 Set the scan method in the top screen.

① Specify whether to enable continuous scanning. When scanning multiple documents as one scanned image or splitting up a large document to scan in parts, select [ON] to enable continuous scanning.

② Specify whether to scan the document in full auto mode. When you want to specify arbitrary scanning conditions, select [OFF] and configure the scanner settings. (See p. 65)

4 Click the Start button.



The document is scanned. While scanning is in progress, the number of pages scanned is displayed in addition to the scanner settings.

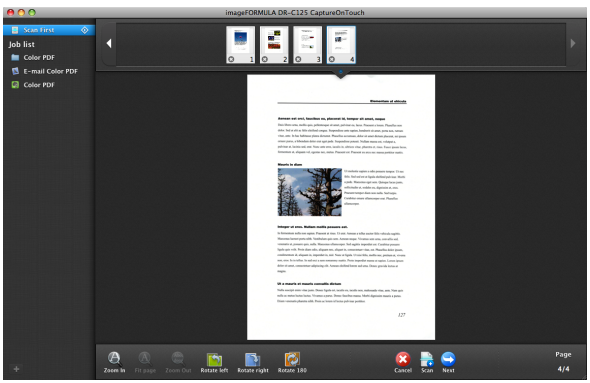
When scanning is finished, the Output settings screen appears.

IMPORTANT

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

Hint

If a document is scanned when [Enable continuous scanning] is set to [ON], the continuous scanning screen (see p. 67) appears when scanning of the document is finished.



If you place the next document and click [Scan], scanning of the document starts.

When scanning of all the documents is finished, click [Next step].

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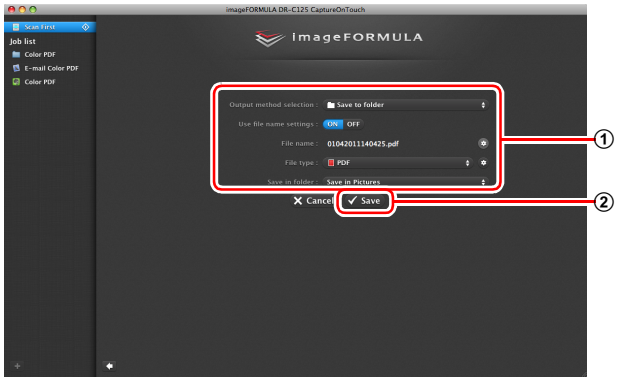
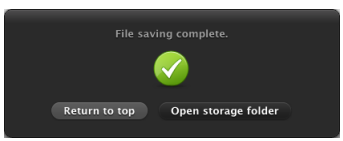
5 Configure the settings related to output and then output the scanned images.



① Configure the settings related to output. (See p. 68)
② Click this button to output the scanned images. The button name differs for each output method. For example, it is [Save] when the output method is set to [Save to folder].

When output is finished, the complete screen appears. Scan First is now finished.



Hint

- Clicking [Return to top] returns to the main screen of Scan First.
- When [Attach to E-mail] or [Print] is specified as the output method, you can click [Open storage folder] to open the folder in which the scanned images were saved.

Select Scan Job

Operation Flow

Register the job
▼
Select the job
▼
Scan the document
▼
Output the scanned images

Registering and Editing Jobs

In CaptureOnTouch, up to 10 jobs can be registered for use with Select Scan Job.

1 Click the + button.

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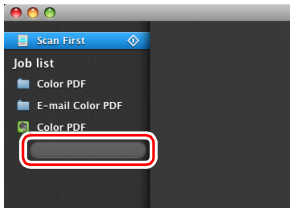
2 **Enter the job name, and press the Enter key.**



3 **Specify the output method of the job.** **(See p. 68)**

4 **Click [Output settings], and configure the output settings.**

The output setting items differ depending on the specified output method. For details on the setting items, see the Help of CaptureOnTouch.

Selecting a Job and Scanning

1 **Place the document in the scanner.** **(See p. 26)**

The top screen of Select Scan Job appears.

2 **Click a job.**

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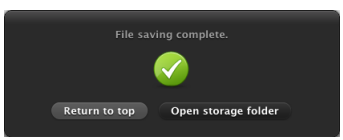
Hint

- If you set [Confirm file saving] to [ON], you can check the output settings after scanning.
- If you set [Enable continuous scanning] to [ON], you can continue scanning after all the pages of the document are scanned.

3 Click the Start button.

The document is scanned. While scanning is in progress, the number of pages scanned is displayed in addition to the scanner settings.

When all the pages of the document are scanned, the scanned images are output according to the registered job settings and the complete screen appears.



IMPORTANT

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

Hint

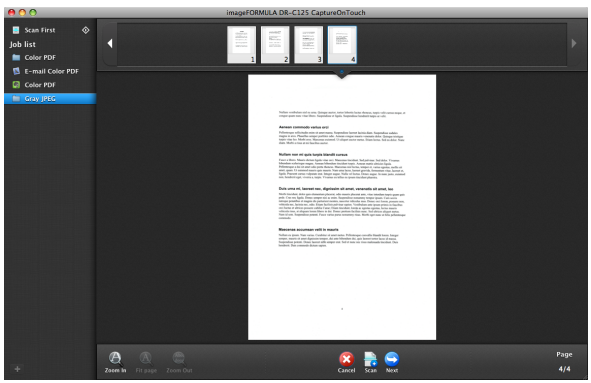
- Clicking [Return to top] returns to the top screen of Select Scan Job.
- When [Attach to E-mail] or [Print] is specified as the output method, you can click [Open storage folder] to open the folder in which the scanned images were saved.

When [Enable continuous scanning] is set to [ON]

The continuous scanning screen (see p. 67) appears when all the pages of the document are scanned.

If you want to scan another document, place the document in the scanner and then click [Scan].

When scanning of all the documents is finished, click [Next step].



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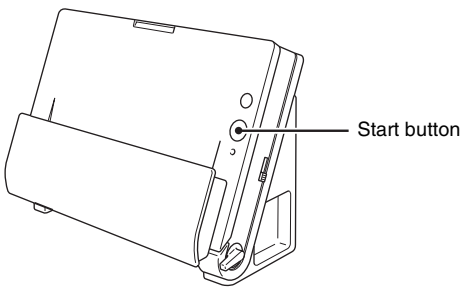
When [Check output after scanning] is set to [ON]

The Output Confirmation screen appears before the scanned images are output.
Change the settings for the output method if necessary and then click the output button. The name of the output button differs for each selected output method.

Scanning with Start Button

By default, Scan First is pre-assigned to the Start button.



If you place the document and press the Start button, CaptureOnTouch launches and scanning starts.

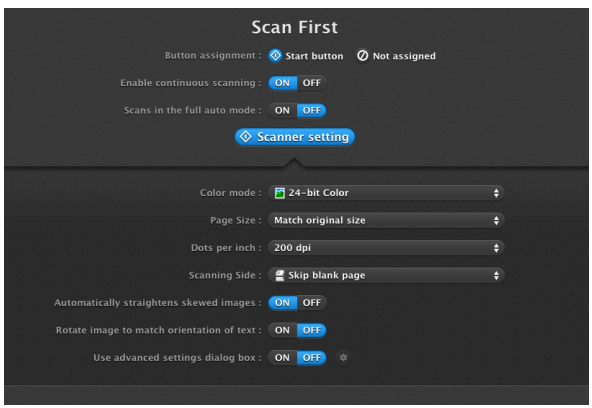
Hint

You can also assign any job to the Start button. If a job is assigned, the document is scanned and the scanned images are output according to the settings of the job. CaptureOnTouch ends automatically 5 seconds after the output process finishes.

Scanner Settings

By default, CaptureOnTouch scans with scanning conditions that match the document because scanning in full auto mode is enabled. If you want to specify, for example, the scanning mode and document size, you can configure the desired scanning conditions in the scanner settings.
The scanner setting items are common to Scan First and Select Scan Job.

When Scan First:



For Scan First, configure the scanner settings before you start scanning.

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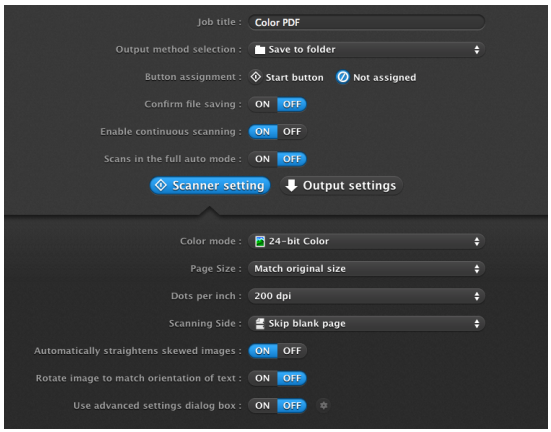
When Select Scan Job:



For Select Scan Job, configure the scanner settings for each job.

Setting Basic Items

Scanner settings include the basic items that are configured in [Scanner setting], and the setting items that are configured in the advanced settings dialog box. The settings in the advanced settings dialog box are applied for settings other than the basic items.
The settings in the driver settings dialog box are applied for any other settings.

Color mode

Select from the following modes for scanning documents.

Detect automatically	Detects whether the document is color or gray and then scans.
24-bit Color	Scans the document in color.
Grayscale	Scans the document in Grayscale.
Black and White	Scans the document in black and white (binary).

Page Size

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

Dots per inch

Specify the scanning resolution.
When [Detect automatically] is specified, the resolution is detected automatically from the content of the scanned document.

Scanning Side

Specify whether to scan only one side or both sides of a document.
When [Skip blank page] is specified, any blank paged detected within the document is skipped during scanning.
When scanning a folded document, select [Folio].

Automatically straightens skewed images

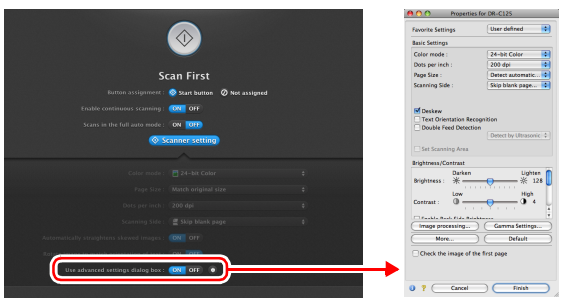
When a document is scanned skewed, the skewed scanned images are detected and then straightened.

Rotate image to match orientation of text

The orientation of text in scanned images is detected, and the images are rotated so that the text is correctly oriented.

Use advanced settings dialog box

Configure scanner settings other than the basic items in the advanced settings dialog box. To open the advanced settings dialog box, select [ON] and then click the ⚙ button.



For details on the setting items, see the Help of the driver settings dialog box.

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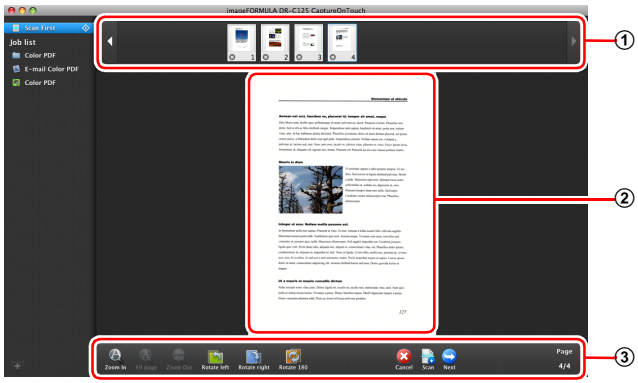
Hint

The driver settings dialog box includes setting items that are the same as the basic items in [Scanner setting], but the setting for each of the them is stored separately. Which settings are used during scanning differs as follows depending on the setting of the [Use advanced settings dialog box] check box.

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

Operation in Continuous Scanning Screen

If a document is scanned with either Scan First or Select Scan Job when [Enable continuous scanning] is set to [ON] in the Start screen, the continuous scanning screen appears when all of the pages of the placed document have been fed. You can confirm the scanned images and then continue scanning.



① **Thumbnail Display Area**
Displays the thumbnail images of the scanned document. The following operations are possible.
Click a thumbnail image to display a preview of that scanned image in the preview area.
Drag thumbnail images to change the positions of pages.
Click on a thumbnail image to delete the scanned image for that page (Scan First only).

② **Preview Area**
Displays the preview images of the scanned document.

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③ **Preview Controls**

Control the preview images and cancel or continue scanning with the following buttons.

Tools (Name)	Description
(Zoom in)	Enlarges the preview image.
(Fit page)	Enlarges or reduces the preview image to fit the current window size.
(Zoom out)	Reduces the preview image.
(Rotate left)	Rotates the image 90 degrees counterclockwise. (Scan First only)
(Rotate right)	Rotates the image 90 degrees clockwise. (Scan First only)
(Rotate 180)	Rotates the image 180 degrees. (Scan First only)
(Cancel)	Cancels the image scanning operation and returns to the top screen.
(Scan)	Starts scanning of the next document.
(Next step)	Proceeds to the next step in the scan process.
(Page Number / Total Number of Pages)	Displays the current page and total number of pages.

Setting the Output Method

CaptureOnTouch is provided with various output methods for processing scanned images.
The output method specification is common to Scan First and Select Scan Job.

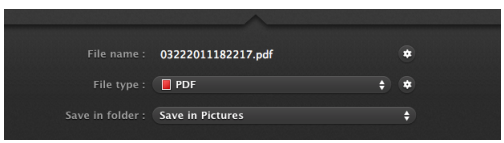
When Scan First:

For Scan First, select an output method in the output method selection screen that appears after scanning, and then specify each of the output method items.

When Select Scan Job:

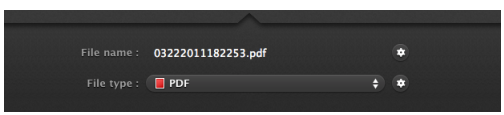
For Select Scan Job, specify the output method separately for each job.
The setting items related to output differ depending on the output method.

Save to folder



Saves the scanned images to a specified folder. When you specify this output method, configure the settings for the image files to be saved.

Attach to E-mail



Attaches the scanned images to new e-mail in the e-mail application. When you specify this output method, configure the settings for the image files to be attached to e-mail.
To use this feature, your e-mail application needs to be specified as the default program of the operating system. The following shows examples of typical software that is supported.

- Mail (application that comes standard with the operating system)
- Microsoft Entourage 2004 for Mac

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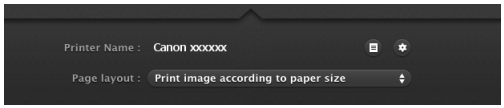
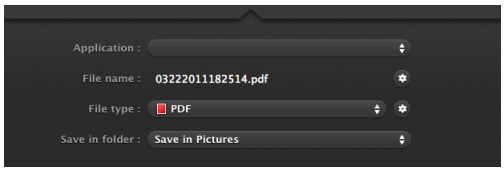
Print



Prints the scanned images with a specified printer. When you specify this output method, specify the printer for printing.

Send to application



Saves the scanned image file in a specified folder and then opens it with a specified application. When you specify this output method, specify the executable file of an application that can open image files. In addition, configure the settings of the image file to be saved

Other Output Methods

If Evernote is installed on your computer, you can select [Scan to Evernote]. When you specify this output method, configure the settings for the image files to be sent.

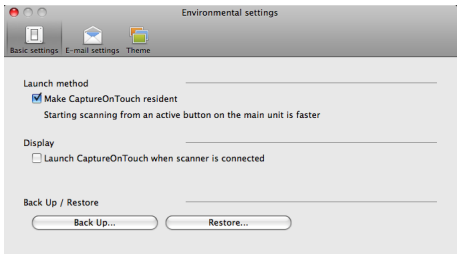
Environmental Settings

To configure the preferences of CaptureOnTouch, open the [Environmental Settings] dialog box.
Click [Environmental Settings] from the [CaptureOnTouch DR-C125] menu while the main screen of CaptureOnTouch is displayed.

The following describes the setting items of each tab displayed in the [Environmental Settings] dialog box.

[Basic settings] Tab

On the [Basic settings] tab, configure the following settings.



Launch method setting

By default, CaptureOnTouch becomes resident in the system when you start your computer. Clear the [Make CaptureOnTouch resident] check box to not make CaptureOnTouch resident in the system.

Display setting for when scanner connected

Select the [Launch CaptureOnTouch when scanner is connected] checkbox to open the main screen of CaptureOnTouch automatically when the scanner is connected to the computer. This setting is only enabled when CaptureOnTouch is running (or resident in the system).

Back Up / Restore

Use the [Back Up] and [Restore] buttons to back up the configuration file (settings, registered jobs, etc.) of CaptureOnTouch and restore the settings from the backup data.

[Back Up] button

Back up the settings of CaptureOnTouch to a backup file (*.reg). You can store the initial settings of CaptureOnTouch by performing a backup before you first use CaptureOnTouch.

[Restore] button

Restore the settings from the backup registry file.
When using multiple scanners, you can back up the preferences of one scanner and then perform a restore on the other scanners so that all of the scanners have the same settings.

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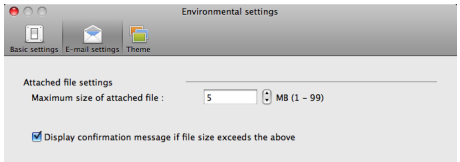
[E-mail settings] Tab

On the [E-mail settings] tab, set the maximum size for the image files to be attached to e-mail.



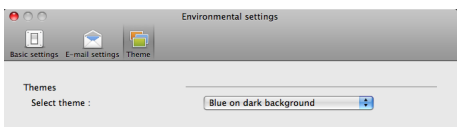
Maximum size of attached file

Select the [Display confirmation message if file size exceeds the above] check box to display a confirmation message when an attached file exceeds the maximum size.

- For Scan First, a confirmation message appears if the file size of scanned images is larger than the file size set here.
- For Select Scan Job, a confirmation message appears if the set file size is exceeded during scanning.

[Theme] Tab

On the [Theme] tab, specify the appearance of the main screen of CaptureOnTouch.



Select theme

Specify the appearance type for the main screen of CaptureOnTouch with [Select theme].

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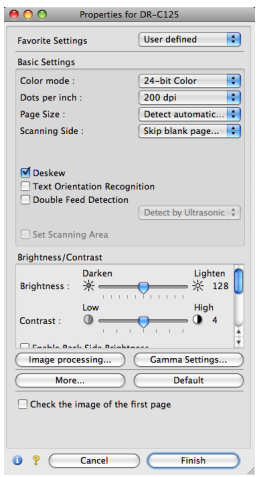
Setting the Scanner Driver (Mac OS X)

When you scan a document in an TWAIN compatible application (CaptureOnTouch, etc.), open the scanner driver and configure the scanning conditions and other settings.
This section describes the how to open and the functions of the scanner driver.

Configuration of the Scanner Driver

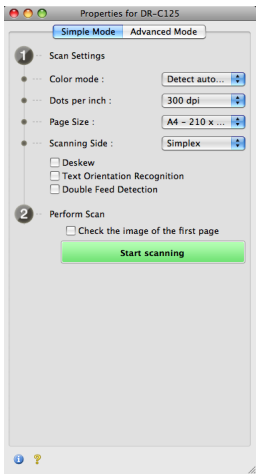
When the scanner driver is opened from CaptureOnTouch, the following settings screen of the scanner driver appears.



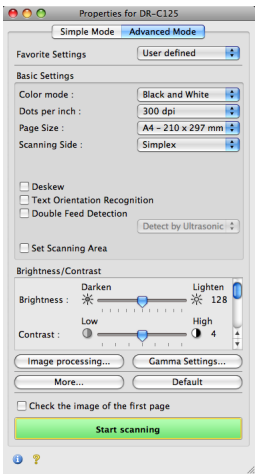
Hint

When you access the settings screen of the scanner driver from a TWAIN compatible application, you can switch the settings screen between Simple Mode and Advanced Mode screens shown below.

Simple Mode



Advanced Mode



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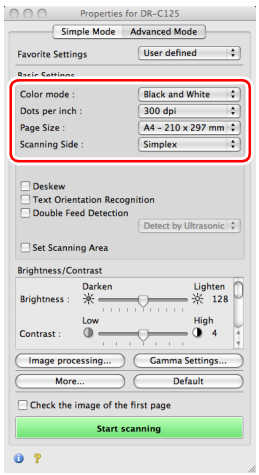
Setting Basic Scanning Conditions

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

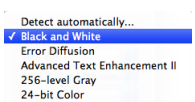
Confirming Basic Conditions for Scanning

When you scan a document, make sure you confirm the [Color mode], [Dots per inch], [Page Size], and [Scanning Side] basic conditions in the settings screen of the scanner driver.



Color mode

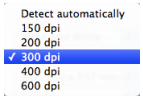
Select the scanning mode.



- [Advanced Text Enhancement II] removes or processes the background color and background surrounding text to enhance the text for easy reading.
- [Detect automatically] saves color images for color documents, and grayscale images for black and white documents.

Dots per inch

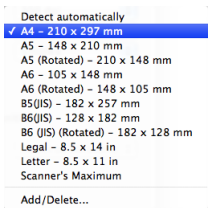
Select the scanning resolution.



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

Page Size

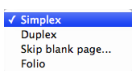
Select the page size that matches the document to be scanned.



If [Detect automatically] is selected, the edges of the document are detected and images that match the size of the document are saved.

Scanning Side

Select which of the sides of the document to scan.



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

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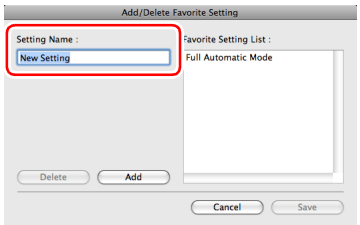
Scanning Documents of Unregistered Page Sizes

Configuring the following settings allows you to scan a document of an unregistered page size.
When scanning a document of a non-standard page size, select [Add/Delete] for [Page Size] to display the [Add/Delete Page Size] dialog box. Name and register the unregistered page size in [Page Size].

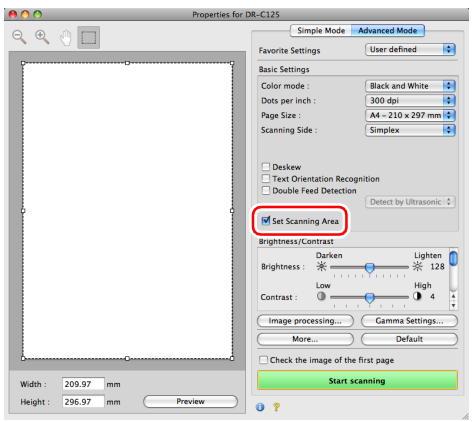


Specifying the Scan Area

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

Specifying an area

Select the [Set Scanning Area] check box and then specify the area of the document to be scanned.



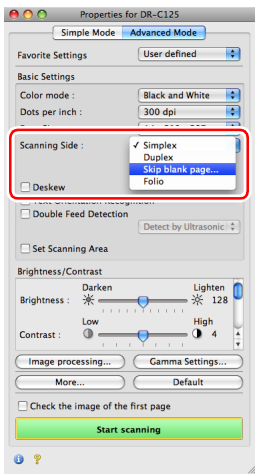
Also, if you scan the document when [Check the image of the first page] is selected, only one page of the document is scanned and the corresponding scanned image is displayed in the preview window.

Configuring Scanner Settings According to Purpose

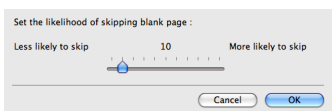
Set the scanning conditions according to the scanning purpose.

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

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



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



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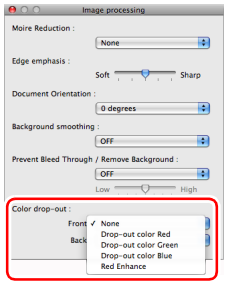
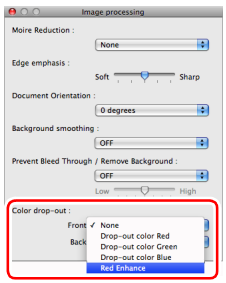
When you do not want to scan colored lines and text

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



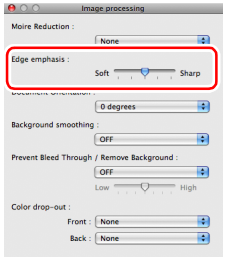
When you want to enhance a particular color

Click [Image processing] and specify the color (red) to be enhanced in the dialog box which appears, and that color will be enhanced.



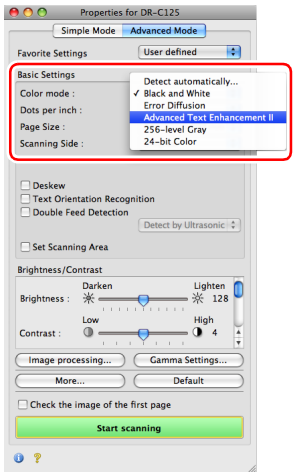
When you want to enhance contours in images

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



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



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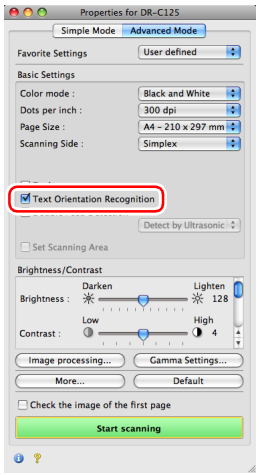
When you want to match the orientation of images to the text when scanning a mixture of pages with different text orientations

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

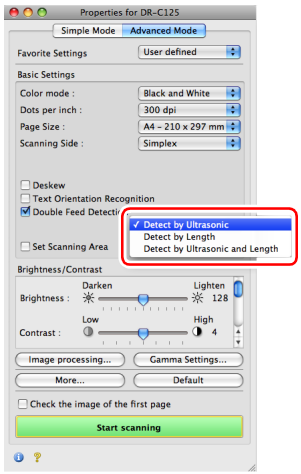
Hint

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



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

Select the [Double Feed Detection] check box, and then select any one of [Detect by Ultrasonic], [Detect by Length], and [Detect by Ultrasonic and Length].



Hint

Even if [Detect by Ultrasonic] or [Detect by Ultrasonic and Length] is selected, a double feed may not be detected if the document is small.

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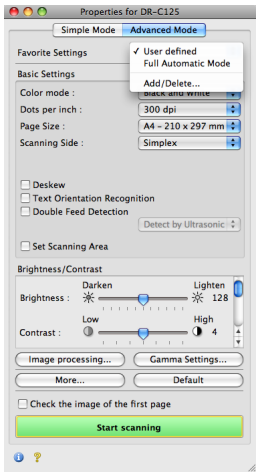
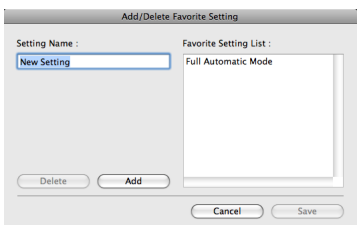
When you want to set the scanner conditions automatically

Set [Full Automatic Mode] in [Favorite Settings] to scan with scanning conditions that match the document.



When you want to save a scanner driver setting

When you finish configuring a setting, select [Add/Delete] of [Favorite Settings] to save the setting.



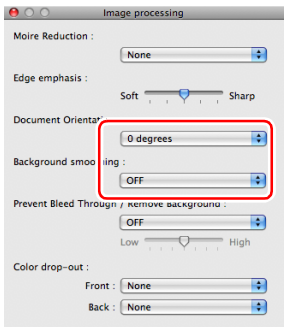
Clicking the [Add] button registers the current setting to [Favorite Setting List]. Use the [Delete] button to delete a setting from the list.

Hint

The preregistered [Full Automatic Mode] cannot be deleted from [Favorite Setting List].

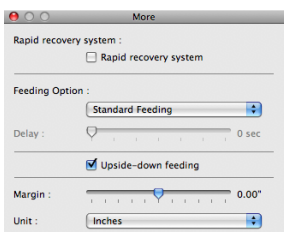
When you want to rotate the images of a document placed horizontally to correct the orientation

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



When you want to scan a document placed upside-down

Select the [Upside-down feeding] check box in the dialog box that appears when you click [More] if you want to insert documents into the scanner upside-down (i.e., with the top edge of the document facing down).



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Function Restrictions Depending on Mode Setting

Some of the setting items are disabled as follows depending on the setting for [Color Mode] in the settings screen of the scanner driver.

Simple Mode/Advanced Mode

Setting value	Enable Back Side Brightness	Enable Back Side Contrast	Check the image of the first page
Detect automatically	O	O	X
Black and White	O	O	O
Error Diffusion	O	O	O
Advanced Text Enhancement II	X	X	O
256-level Gray	O	O	O
24-bit Color	O	O	O

(O: Available for setting, X: Not available for setting)

[Image processing] dialog box

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

(O: Available for setting, X: Not available for setting)

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

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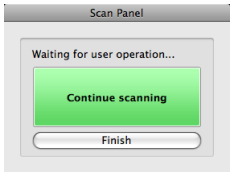
Scan Panel

Scan Panel is software for controlling scanning operations such as feeding documents and stopping scanning when scanning multiple documents one after the other.
If you click [More] in the settings screen of the scanner driver and then set [Feeding Option] to [Panel-Feeding] or [Automatic Feeding] in the dialog box which appears, Scan Panel appears when the scanner starts.



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

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Daily Maintenance

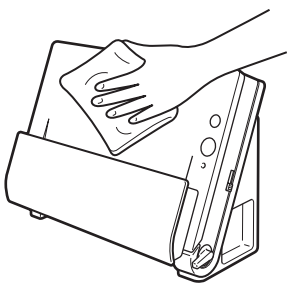
Clean the scanner on a regular basis, as described below, to maintain peak scanning quality.

WARNING

- When cleaning the scanner and the inside of the scanner, turn OFF the power switch and disconnect the power cord from the power outlet.
- Do not use spray cleaners to clean the scanner. Precision mechanisms, such as the light source, may get wet, and cause a malfunction.
- Never use paint thinner, alcohol, or other organic solvents to clean the scanner. The exterior of the scanner may become deformed, discolored, or melted. Such solvents may also cause a fire or electric shock.

Cleaning the Outside of the Scanner

To clean the outside of the scanner, wipe off any dirt with a cloth that has been dampened with water or mild detergent solution and thoroughly wrung out, and then wipe the scanner dry with a clean dry cloth.



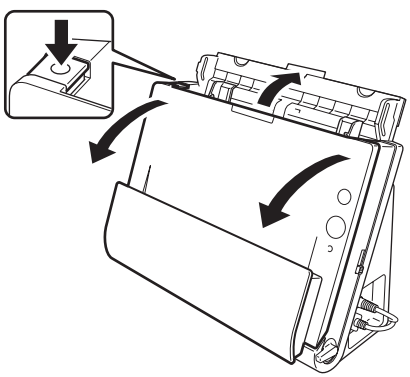
Cleaning the Inside of the Scanner

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

Cleaning the Scanning Glass and the Rollers

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

1 **Open the document feed tray. Press the OPEN button and pull open the front unit toward you.**



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

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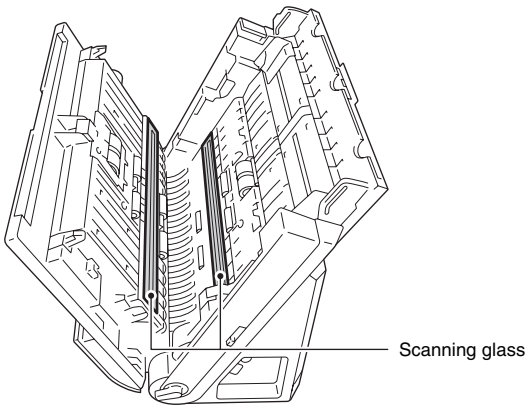
3 Clean the scanning glass.

Wipe the scanning glass with a cloth that has been dampened with water and thoroughly wrung out, and then use a dry, soft cloth to wipe away any moisture.



CAUTION

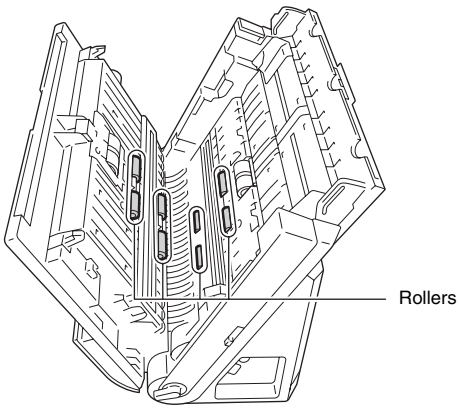
Do not spray water or neutral detergent directly on the scanner. Precision mechanisms, such as the light source, may get wet, and cause a malfunction.

IMPORTANT

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

4 Clean the rollers.

Wipe the rollers with a cloth that has been dampened with water and thoroughly wrung out, and then use a dry, soft cloth to wipe away any moisture.



5 Remove the retard roller and feed roller. (See p. 86, p. 85)

IMPORTANT

Remove the retard roller and feed roller from the scanner to clean them, and make sure to reattach them to the scanner when cleaning is finished.

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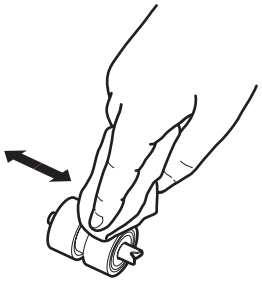
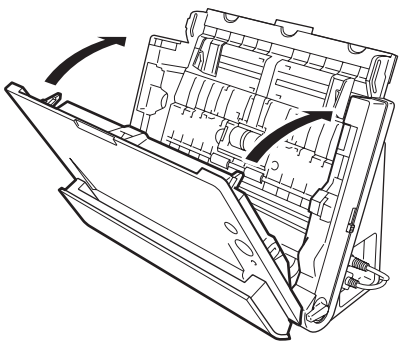
6 **Wipe the removed rollers with a cloth that has been dampened with water and thoroughly wrung out.**

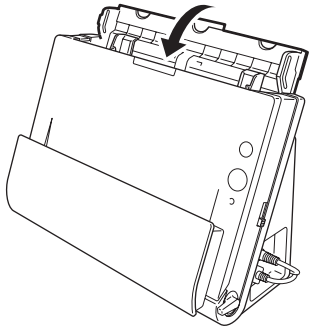


7 **Reattach the retard roller and feed roller.** **(See p. 86, p. 85)**

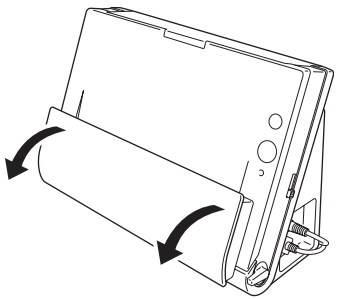
8 **Close the front unit by gently pushing it up on both sides until it clicks into place. Make sure that the front unit is completely closed by pushing until you hear a click.**



9 **Close the document feed tray.**



10 **Open the document eject pocket.**



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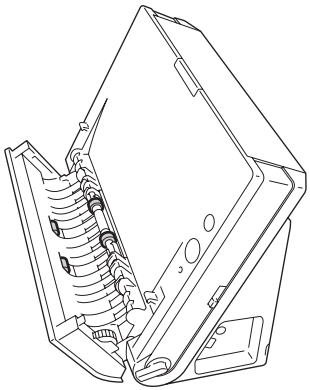
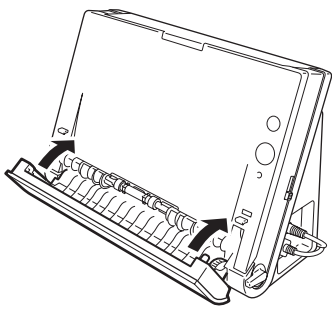
11 **Clean the rollers inside the document eject pocket.**

Wipe the rollers with a cloth that has been dampened with water and thoroughly wrung out, and then use a dry, soft cloth to wipe away any moisture.



12 **Close the document eject pocket.**



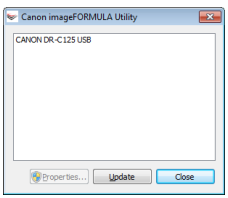
Adjusting the Reduction Ratio

The two rollers (feed roller and retard roller) installed in the scanner are consumable parts that wear with scanning.
If the rollers are worn, scanned images may become stretched in the vertical direction. If this happens, you can reduce the amount of stretching of the image by adjusting the reduction ratio.

1 **Start Windows and log in as a user with administrator privileges.**

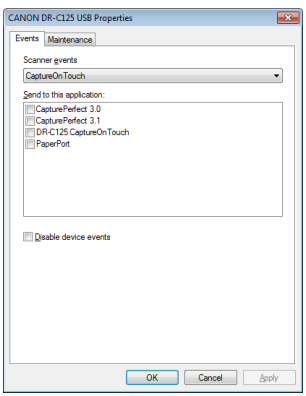
2 **Click the Start button, and then click [All Programs], [Canon DR-C125], and [Canon imageFORMULA Utility].**

imageFORMULA Utility starts.



3 **Click [CANON DR-C125 USB] and click [Properties].**

Scanner properties are displayed.



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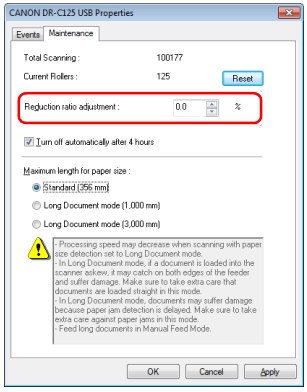
4 **Click the [Maintenance] tab and then change the value of [Reduction ratio adjustment].**

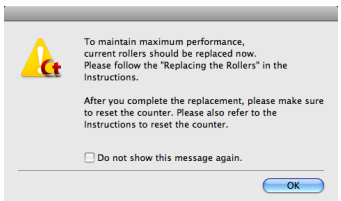
The adjustment value can be set within the range from -3.0% to 3.0%.



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

Replacing Consumable Parts

The two rollers (feed roller and retard roller) installed in the scanner are consumable parts. The feed roller and retard roller wear with scanning. If the feed roller and retard roller are worn, documents may not feed correctly and paper jams or double-feed errors may occur. When more than 100,000 pages have been fed (total number of pages fed by the scanner), a message prompting you to replace the rollers is displayed when the computer is started.



If this message begins to be displayed at startup, purchase an exchange roller kit and replace the worn parts with the consumable parts included in the kit (feed roller and retard roller). For details on the exchange roller kit, see p. 99.

Furthermore, the counter in the scanner that records the number of pages fed also needs to be reset when you replace the rollers. (See p. 86)

Hint

Even before it becomes time to replace the rollers, scanned images may become stretched in the vertical direction due to wear of the rollers. If this happens, adjust the reduction ratio. (See p. 82)

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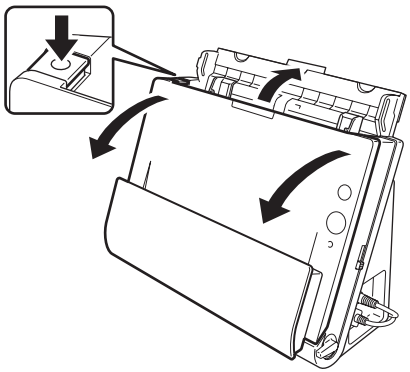
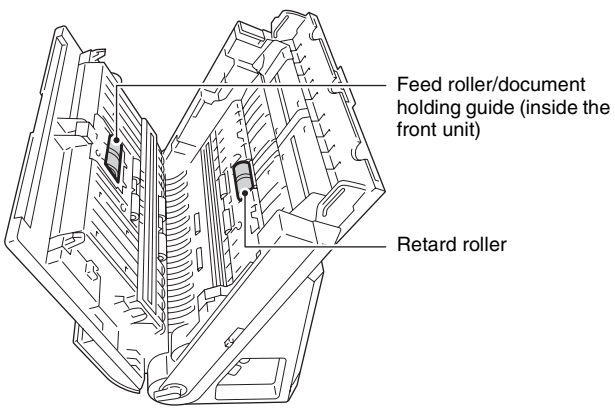
Opening and Closing the Front Unit

1 **Open the document feed tray. Press the OPEN button and pull open the front unit toward you.**

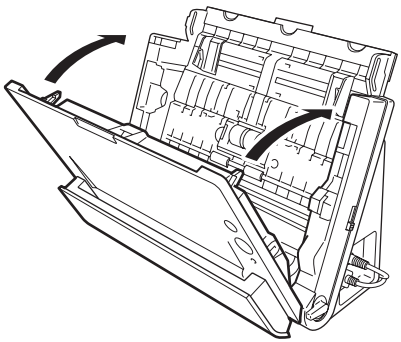


Hint

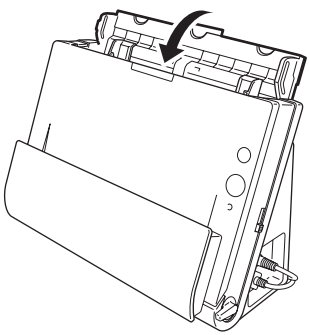
The location of each of the consumable parts is shown below.



2 **When closing the front unit, make sure that it is completely closed by gently pressing the left and right until you hear a click.**



3 **Close the document feed tray.**



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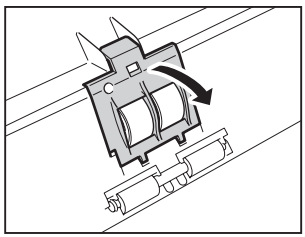
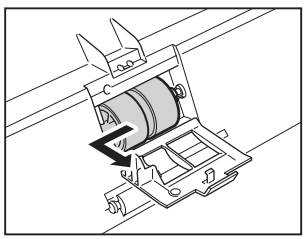
Replacing the Feed Roller

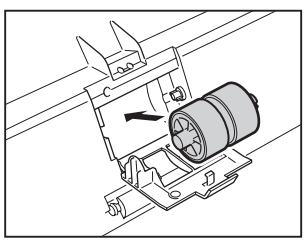
1 **Open the roller cover.**



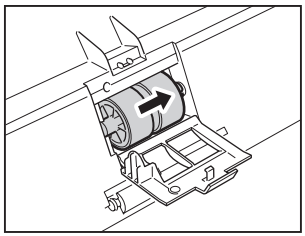
2 **Slide the feed roller to the left, and then remove it.**



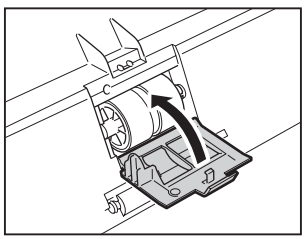
3 **Install the new feed roller. When installing the feed roller, align the notch on the roller with the shaft of the front unit.**



4 **Slide the roller to the light to secure it.**



5 **Close the roller cover. Make sure that it is completely closed by pressing until you hear a click.**



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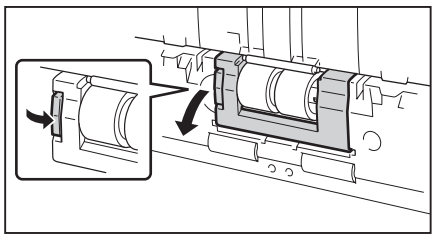
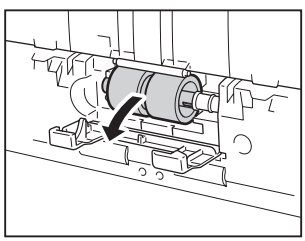
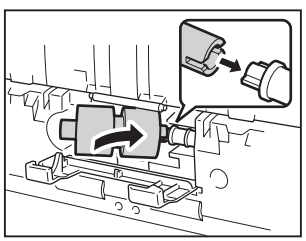
Replacing the Retard Roller

1 **Open the roller cover.**

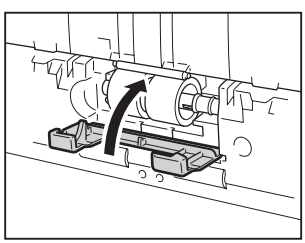


2 **Remove the retard roller and then install the new retard roller. When installing the feed roller, align the notch on the roller with the shaft of the main unit.**





3 **Close the roller cover. Make sure that it is completely closed by pressing until you hear a click.**

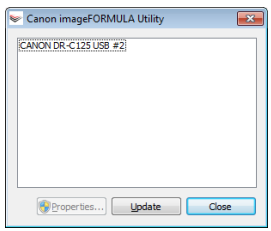


Resetting the Counters

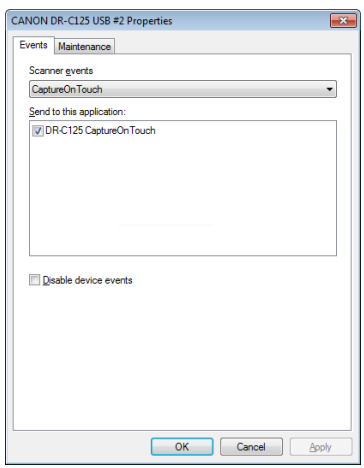
Under Windows

1 **Start Windows and log in as a user with administrator privileges.**

2 **Click the Start button, and then click [All Programs], [Canon DR-C125], and [Canon imageFORMULA Utility].**
imageFORMULA Utility starts.



3 **Click [CANON DR-C125 USB] and click [Properties].**
The scanner's properties appear.



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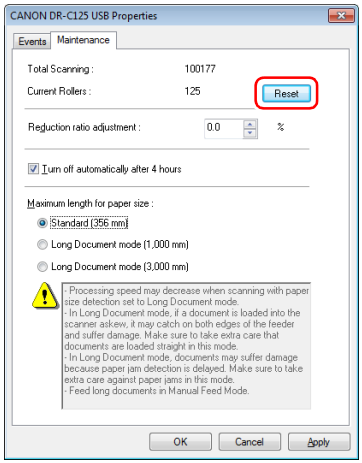
4 **Click the [Maintenance] tab, and click [Reset].**



The counter for [Current Rollers] resets.

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

Under Mac OS X

1 **Start CaptureOnTouch.**

2 **Click [Scan First].**

3 **Click [OFF] next to [Scans in the full auto mode].**

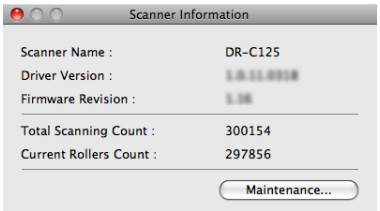
4 **Click the [Scanner setting] button.**

5 **Click [ON] next to [Use advanced settings dialog box].**

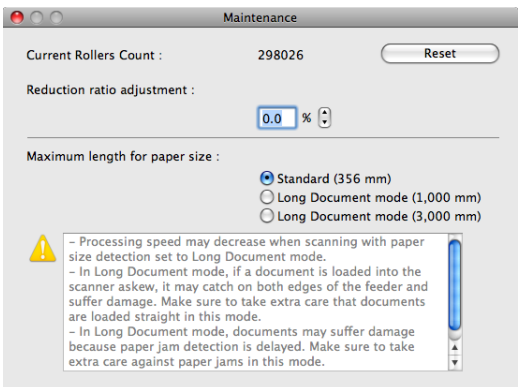
6 **Click .**

This will open the advanced settings dialog box for the scanner.

7 **Click to display the [Scanner Information] dialog box.**



8 **Click [Maintenance] to display the [Maintenance] dialog box.**



9 **Click [Reset].**

10 **Click to close the [Maintenance] dialog box.**

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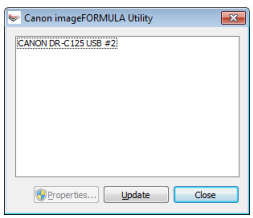
Auto Power Off Setting

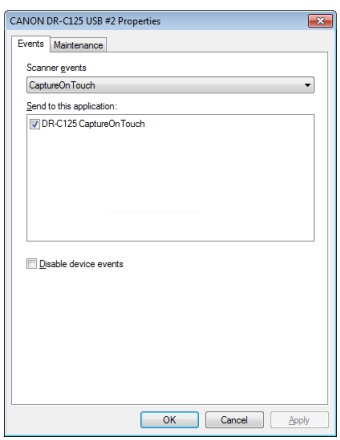
The scanner automatically turns off if 4 hours elapse without scanning or another operation being performed.
To disable this setting, follow the procedure below.

1 **Start Windows and log in as a user with administrator privileges.**

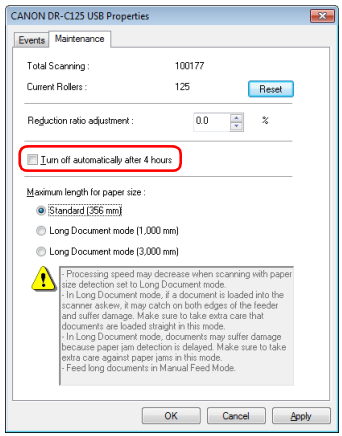
2 **Click the Start button, and then click [All Programs], [Canon DR-C125], and [Canon imageFORMULA Utility].**
imageFORMULA Utility starts.



3 **Click [CANON DR-C125 USB] and click [Properties].**
Scanner properties are displayed.



4 **Click the [Maintenance] tab and then clear the [Turn off automatically after 4 hours] check box.**



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

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Common Problems and Solutions

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

Problem 1 **The scanner will not turn on.**

Solutions Confirm that the AC adapter is plugged firmly into a power outlet.

Problem 2 **The scanner is not recognized.**

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

Problem 3 **Documents feed askew (scanned images are slanted).**

Solutions
(1) Align the document guides to fit the documents as closely as possible, and load the documents so that they feed straightly.
(2) Enable [Automatically straightens skewed images] (or [Deskew]) in the scanner driver settings.
(3) If many pages have been scanned since roller cleaning, clean the rollers. If documents still feed askew, roller replacement or other maintenance may be needed. See Chapter 7 Maintenance for roller replacement procedures.

Problem 4 **Both sides are not scanned even when the Duplex scanner driver setting is enabled.**

Solutions In CaptureOnTouch, executing a job for which single-sided (simplex) scanning is registered will always result in simplex scanning, regardless of scanner driver settings.
To perform duplex scanning, either change the job setting or create another job for duplex scanning.

Problem 5 **If white lines or streaks appear in scanned images.**

Solutions Clean both sides of the scanner glass, and the rollers. If a sticky substance such as glue or correction fluid is found, carefully wipe with just enough pressure to clean the area where the lines appear. If the problem cannot be solved by cleaning, the internal glass may be scratched. Contact your local authorized Canon dealer.

Problem 6 **Pages are missing.**

Solutions Then the scanner driver’s [Scanning Side] setting is [Skip Blank Page], documents with very little black may be unintentionally skipped. Click the [Setting] button and decrease the [Set the likelihood of skipping blank page] value, or select another scan mode setting such as [Simplex] or [Duplex]. If pages are skipped due to the document double feeding, see “Problem 7 Documents jam (or double-feed)”.

Problem 7 **Documents jam (or double-feed).**

Solutions
(1) If the roller has been installed correctly, clean it if necessary.
(2) Proper scanning may not be possible when document pages stick together due to static electricity. Fan the documents before you load them.
(3) Set the feed selection lever to the bypass position, and manually feed the scanner one page at a time.

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Problem 8 **Each scanned image of a multi-page document is saved as a separate document.**

Solutions With CaptureOnTouch, you can scan multiple pages into one image file when TIFF or PDF file format is selected. To do this, select [File type], click the button, and select [Save all pages as one file] in the displayed dialog box.

Problem 9 **Documents feed, but the scanning procedure does not complete.**

Solutions When Panel-Feeding or Auto-Feeding is selected as the feeding method on the scanner driver's setting screen, after a document is fed, scanning does not occur until the scan button is clicked on the scan panel.

Problem 10 **Scanned images of multiple pages cannot be saved in a single JPEG or BMP (PICT) file.**

Solutions Multiple scanned images cannot be saved in a single JPEG or BMP (PICT) file. Save the images in either multi-page TIFF or PDF format.

Problem 11 **Memory becomes insufficient and scanning stops.**

Solutions If you configure scanning conditions that use a large amount of the computer's memory, scanning may stop because of insufficient memory. Although this depends on the computer's memory size, the possibility of insufficient memory increases if any of the following scanning conditions overlap.

- [Color Mode] is set to [24-bit Color]
- A large page size (e.g. Legal) is specified as the [Page Size]. Alternatively, the page size is set to [Scanner's Maximum].
- A high resolution (600dpi etc.) is specified for [Dots per inch].

If an error message appears due to insufficient memory while scanning is in progress, exit the application, change the scanning conditions (e.g. reduce the resolution or page size) and then try scanning again. In addition, the amount of memory used can be contained by turning off [Moire Reduction] and [Please change prevent bleed through and remove] if they are set to on.

Problem 12 **Scanned images are upside down.**

Solutions Confirm the scanner driver settings.
In Windows, confirm that the [Upside-down feeding] check box in the [Feeding] tab is cleared.
In Mac OS X, confirm that the [Upside-down feeding] check box in the [More] dialog box is cleared.

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Software Troubleshooting

This section describes troubleshooting problems and solutions for operating the supplied software (CaptureOnTouch).

If scanning is too slow

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

If scanned image files cannot be opened in an application

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

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Useful tips

Here are some useful tips for scanning documents.

Where are scanned images saved? Can the save destination be changed?
Images are saved to the following locations, according to program settings.
For example, save locations such as the following can be set in CaptureOnTouch.
- For Scan First scanning, files are saved in the folder specified on the Output Settings screen.
- For selected job scanning, files are saved in the folder specified on the [Output settings] during job registration.

How are the scan settings configured?
The settings can be configured in CaptureOnTouch as follows.
- For Scan First scanning, click [Scanner setting] on the first (top) screen to display available scan settings.
- For selected job scanning, click [Scanner setting] during job registration to display available scan settings.

How do I save multiple pages in one file, or save one file per page?
When scanned images are saved in BMP (PICT) or JPEG format, each image is always saved in a separate file.
When scanned images are saved in PDF or TIFF format, you can specify multi- or single-page files. See also “Problem 9” in “Common Problems and Solutions”.

Can I copy or back up scanner setting configurations?
Scanner settings can be backed up by CaptureOnTouch environmental settings. See also the following question, “Can I copy or back up CaptureOnTouch settings?”.

Can I copy or back up CaptureOnTouch settings?
The setting configurations can be backed up and restored using [Backup/Restore] on the [Basic settings] tab on the [Environmental settings] dialog box.

What rules apply to scanned image file names?
In CaptureOnTouch, scanned image file names are constructed according to the settings in the [File name settings] dialog box. This dialog box appears when you click the button on the [File name] on the Scan First output settings screen, and on the [Output settings] tab on the [Register new job] screen.
Scanned image file names are constructed partly or wholly according to the following three settings in the dialog box.

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

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

How do I scan half-folded documents (folio scanning)?
Fold the document in half, and set it in the scanner with the fold at the right. Specify half-size document (the size after folding) and select [Folio] for the [Scanning side], then scan. For details, see p. 32.

How can I skip blank pages, and scan only non-blank pages?
Specify [Skip Blank Page] on the scanner driver setting screen, then scan.

How do I scan cards?
Set a card in landscape orientation in the scanner. Specify the same size as the card (or auto-detection), then scan. For details, see p. 30.

How do I load and scan documents with mixed sizes?
Set [Page Size] to [Match original size] (or [Detect automatically]) on the scanner driver settings screen, then scan. For details, see p. 50 (Windows) or see p. 72 (Mac OS X).

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What's the best way to scan business cards or photos?
Set [Page Size] to [Match original size] (or [Detect automatically]) on the scanner driver settings screen, then scan. Alternatively, register the size of the cards or photos to be scanned. For details, see p. 50 (Windows) or see p. 73 (Mac OS X).

How do I print scanned data?
The settings can be configured in CaptureOnTouch as follows.
- For Scan First scanning, select [Print] on the output method selection screen.
- For selected job scanning, select [Print] as the [Output method] when registering the job.

How do I save scanned data in a shared folder?
The settings can be configured in CaptureOnTouch as follows.
- For Scan First scanning, select [Save to folder] on the output method selection screen, and specify the shared folder as the save destination on the Output Setting screen.
- For selected job scanning, select [Save to folder] in [Output method] during job registration, and specify the shared folder as the save destination on the Output Setting screen.

How can I attach scanned data to an e-mail (or send it as e-mail)?
The settings can be configured in CaptureOnTouch as follows.
- For Scan First scanning, select [Attach to E-mail] on the output method selection screen.
- For selected job scanning, select [Attach to E-mail] in [Output method] during job registration.

How do I use the automatic document color detection function?
The scanner driver for this scanner includes a function that automatically detects the color mode from the contents of a document. The color modes that can be detected automatically by this function depend on the application and scanner driver settings you are using as follows.

Condition	Modes that can be detected
When [Color mode] is set to [Detect automatically] in the CaptureOnTouch scanner settings	[Color or Gray]
When [Full Automatic Mode] is selected in the scanner driver	
When [Color mode] is set to [Detect automatically] in the scanner driver and advanced settings for auto-detection are set	One of the following can be selected: • [Color or Gray] • [Color or Binary] • [Color, Gray or Binary]

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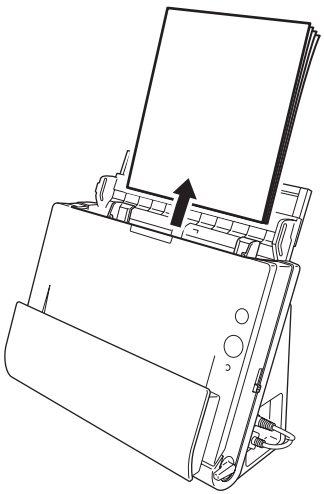
Clearing a Paper Jam

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

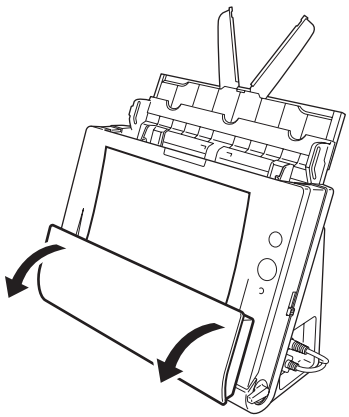
WARNING

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

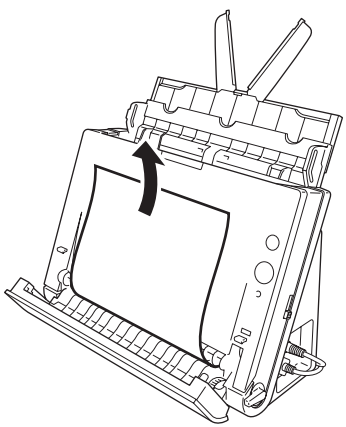
1 **Remove any documents that have been left in the eject tray.**



2 **When the jammed document is on the document ejecting side, open the document eject tray.**



3 **Remove the jammed document.**



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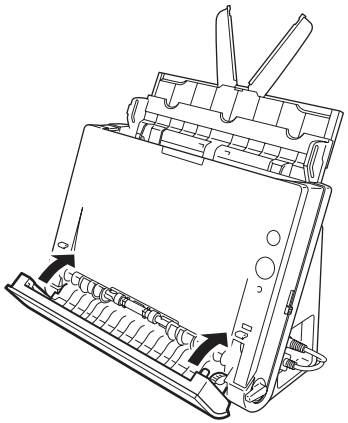
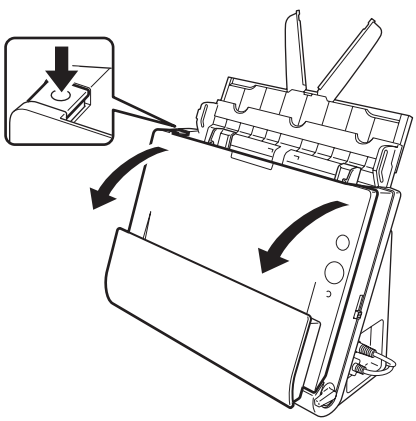
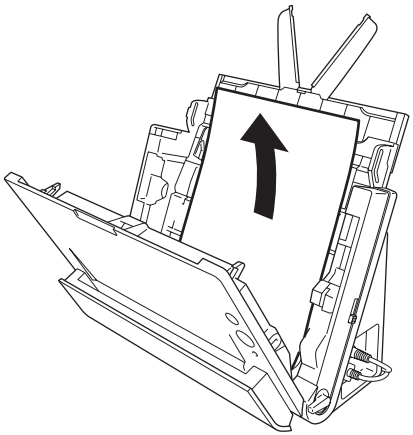
4 **Return the document eject tray to its original position. Make sure that it is completely closed by pushing until you hear a click.**



5 **Press the OPEN button and pull open the front unit toward you.**



6 **Remove the jammed document.**



IMPORTANT

Make sure to pull the document out carefully, without applying too much force. If the jammed paper tears while you are pulling it out, make sure to remove any remaining pieces from inside the scanner.

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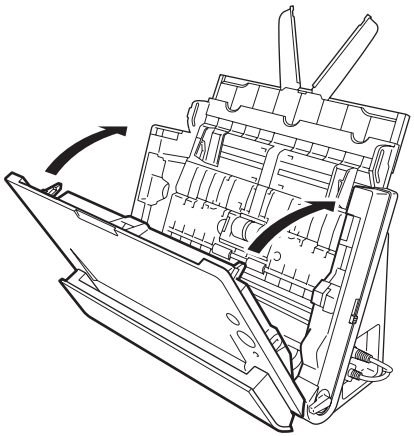
7 **Close the front unit by gently pushing it up on both sides until it clicks into place. Make sure that the front unit is completely closed by pushing until you hear a click.**



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

Hint

If a paper jam occurs when [Rapid recovery system] check box is ON in the scanner driver setting screen, the image data of the document is not saved and operation is interrupted. This allows you to continue scanning from the document that caused the paper jam after the paper jam is fixed. This function is only enabled in applications that support rapid recovery system.

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Uninstalling the Software

If the scan driver, CaptureOnTouch is not operating normally, follow the procedure below to uninstall them. Then, re-install the software from the Setup disc. (See p. 7, p. 10)

Uninstalling on Windows

IMPORTANT

Log on to Windows as an Administrator.

1. **From the Windows task bar, click the [Start] button, and then [Control Panel].**
2. **Double-click [Uninstall a program].**
   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].**
5. **Click [Finish].**
   Uninstallation of the software is now complete.

Uninstalling on Mac OS X

No uninstaller is provided for Mac OS X drivers. To uninstall, use Finder to delete the following files.

Scanner Driver:
/Library/Image Capture/TWAIN Data Sources/DRC125.ds
/Applications/Canon DR-C125

CaptureOnTouch:
/Library/Receipts/DR-C125 Driver.pkg
/Library/Receipts/DR-C125 CaptureOnTouch.pkg

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Specifications

Main Unit

Type: Desktop sheetfed scanner

Scanning Document Size

Plain Paper

Size: Width: 50.8 mm to 216 mm (2" to 8.5")
Length: 53.9 mm to 356 mm (2.12" to 14")
(You can scan documents up to 3,000 mm (118.1") long by setting the scanner to the Long Document mode.)

Thickness (page separation mode)
When U-turn path: 52 to 128 g/m^2 (14 to 34 lb bond) 0.06 to 0.15 mm (0.0024" to 0.0059")
When straight path: 40 to 209 g/m^2 (11 to 58 lb bond) 0.05 to 0.25 mm (0.002" to 0.0098")

Business Card

Size: 50 mm x 53.9 mm (1.97" x 2.12") or larger

Paper weight: 300 g/m^2 (80 lb bond) 0.35 mm (0.0138") or less

Orientation: Vertical feeding only

Card

Size: 53.9 mm x 85.5 mm (2.12" x 3.37") (ISO standard)

Card thickness: 0.76 mm (0.03") or less

Orientation: Horizontal feeding only

Feed path: Straight path only

Embossed cards can be scanned.

Document Feeding Method: Automatic

Scanning Sensor: Contact image sensor

Light source: LED

Scanning Side: Simplex/duplex

Scanning modes: Black and White, Error Diffusion, 256-level Grayscale, Advanced Text Enhancement, Advanced Text Enhancement II, 24-bit Color

Scanning resolution: 150 x 150dpi/200 x 200dpi/300 x 300dpi/ 400 x 400dpi/600 x 600dpi

Scanning Speed (Conditions: Core 2 Duo 3.0GHz CPU, 2 GB memory, A4 document size)

Black and white	Simplex	200dpi	25 pages/min.
		300dpi	25 pages/min.
	Duplex	200dpi	50 images/min.
		300dpi	50 pages/min.
Grayscale	Simplex	200dpi	25 pages/min.
		300dpi	25 pages/min.
	Duplex	200dpi	50 images/min.
		300dpi	50 pages/min.
24-bit Color	Simplex	200dpi	25 pages/min.
		300dpi	15 pages/min.
	Duplex	200dpi	50 images/min.
		300dpi	30 pages/min.

Interface: Hi-Speed USB 2.0

Other functions: Auto document thickness adjustment, folio scanning

External Dimensions
300 mm (11.81")(W) x 217 mm (8.54")(H) x 156 mm (6.14")(D)
(with the feed tray close).
300 mm (11.81")(W) x 336 mm (13.2")(H) x 235 mm (9.25")(D)
(with the feed tray open).

Weight (without AC adapter)
Approximately 2.6 kg (5.73 lb)

Power Supply (using AC adapter)
DC16V 1.0A

Power Consumption

100V	Scanning: maximum 12.7 W; in the sleep mode: maximum 1.8 W; with power switch OFF: maximum 0.5 W
120V	Scanning: maximum 12.7 W; in the sleep mode: maximum 1.8 W; with power switch OFF: maximum 0.5 W
200 - 240V	Scanning: maximum 12.8 W; in the sleep mode: maximum 1.9 W; with power switch OFF: maximum 0.5 W

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Noise	Not more than 40 dB
Operating Environment	
	Temperature: 10°C to 32.5°C (50°F to 90.5°F)
	Humidity: 20% to 80% RH

AC Adapter (100 to 240 V type)

Model Number	MG1-4578
Input	AC 100 to 240 V, 50/60 Hz, 0.3 to 0.53 A
Output	DC 16 V, 1.8 A
Weight	Approximately 0.2 kg (0.44 lb) (excluding power cord)

Replacement parts

Exchange roller kit (product code: 5484B001)
Kit to replace the rollers (feed roller, retard roller) and document holding guide.

- For the replacement procedure, see “Replacing Consumable Parts” on p. 83.
- Contact your local authorized Canon dealer or service representative for detailed information about the replacement parts.

Option

Flatbed Scanner Unit 101 (product code: 4101B001)
Flatbed scanner unit that can be connected to and used with a DR scanner. Connecting the unit to this scanner enables you to use this scanner as a flatbed scanner with an automatic document feeder.

Specifications are subject to change without notice due to product improvements.

About the Flatbed Scanner Unit 101

The optional Flatbed Scanner Unit 101 can be connected to and used with this scanner.

System requirements

The computer must comply with the necessary system requirements of Flatbed Scanner Unit 101.

The scanner driver of Flatbed Scanner Unit 101 needs to be installed to use the unit.

Hint

The unit cannot be used with Mac OS X.

About Use with CaptureOnTouch

About Assigning Function to Start Button

When you connect Flatbed Scanner Unit 101, you can assign Scan First of CaptureOnTouch or any job to the start button of Flatbed Scanner Unit 101.

- **When Scan First:**
  Scan First is assigned to the start button of both this scanner and Flatbed Scanner Unit 101. This enables scanning to be started by pressing the start button of the one where the document has been placed.
- **When job:**
  A different job can be assigned to the start button of each of this scanner and Flatbed Scanner Unit 101.

Limitation of Full Auto Mode

When a document is scanned with Flatbed Scanner Unit 101, Full Auto mode of CaptureOnTouch may not function effectively.

Limitation of Restarting with Start Button

When CaptureOnTouch is set not to be resident in memory, CaptureOnTouch cannot be restarted by pressing the start button on Flatbed Scanner Unit 101 after you end CaptureOnTouch.

About Scanner Driver Settings

If a function of this scanner cannot be selected in the settings dialog box of the Flatbed Scanner Unit 101, click [Option] in the dialog box to open the scanner driver for this scanner, and configure the functions you want to use.

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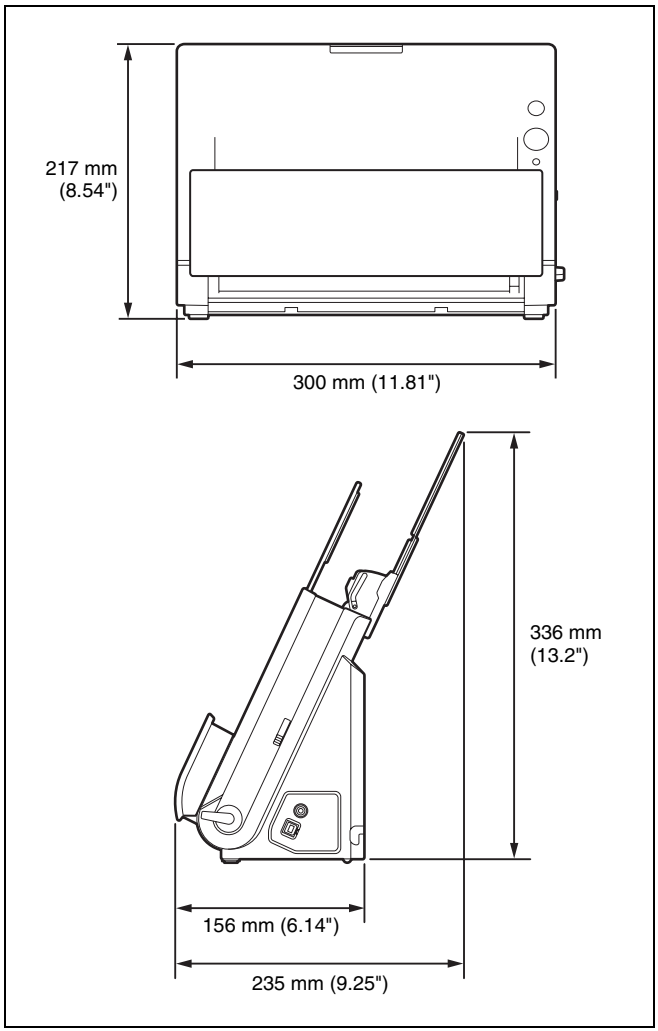
Dimensions



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