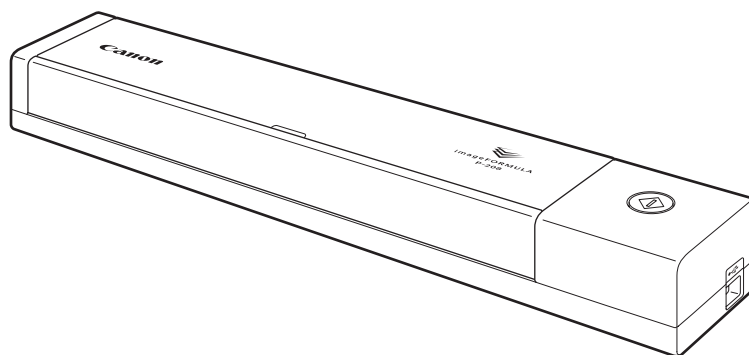




imageFORMULA P-208

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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Chapter 1 Introduction

Thank you for purchasing the Canon imageFORMULA P-208 Document Scanner.

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

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About This Manual

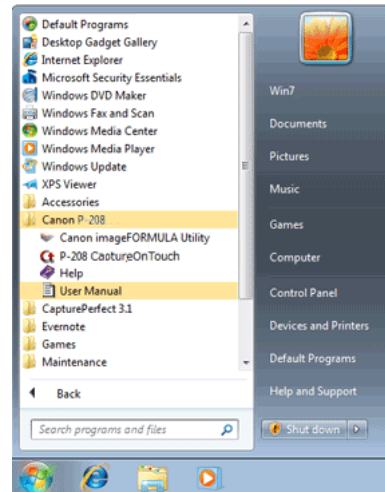
Manuals for the Scanner

Documentation for this scanner consists of the following manuals.

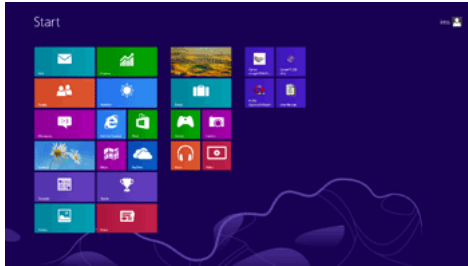
- Setup Guide
This provides complete and comprehensive information about the scanner.
- User Manual (this manual)
This manual contains complete explanations for operations on the scanner. This manual is stored on the supplied Setup Disc as an electric manual.

Windows

The User Manual will be registered to the following location in the start menu after you install the software on the Setup Disc.



Register Windows 8 at the following locations.



After the software is installed from the setup disc, the user manual is shown below.

/Applications/P-208 User Manual.app

Symbols Used in This Manual

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



WARNING

Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.



CAUTION

Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the machine safely, always pay attention to these cautions.



IMPORTANT

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



NOTE

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

Features of the Scanner

The main features of the P-208 document scanner are described below.

- Compact Size
The scanner has a compact size of 312.5 mm (W) x 39 mm (H) x 55.5 mm (D) (12.3" x 1.54" x 2.19") when the document feed tray is closed.
The size of the scanner with the feed tray open is 312.5 mm (W) x 39 mm (H) x 75.5 mm (D) (12.3" x 1.54" x 2.97").
- Bus-Powered
Using the bus powered USB2.0 drive, you can scan up to 8 sheets per minute (A4 size, one- or two-sided scan at 200dpi).
- Auto Start Function
The CaptureOnTouch Lite software that comes preinstalled in the scanner can be started by turning ON the Auto Start switch on the rear panel. Connecting a computer to the scanner enables scanning even when the driver is not installed.
- Auto Power ON/OFF
This feature automatically turns the power ON or OFF when the feed tray is opened or closed.

- Equipped with Feeder
Up to 10 pages of a document can be loaded and then fed continuously, or one at a time.
- Wi-Fi connectivity
By connecting the optional WU10 to the scanner, you can operate the scanner and load document from a PC or other device with a wireless connection. You can also send scanned data directly to a smartphone, tablet PC, or other smart device with a wireless connection.
- CaptureOnTouch
When the bundled CaptureOnTouch software is installed, you can perform scanning with a variety of scanning methods, ranging from a normal scan, to a scan that involves a series of steps and which is performed by registering a job.
- Color and Grayscale Support
The scanner is capable of scanning a document in 24-bit color or 256-level grayscale.
- Two-Sided Scanning
The scanner supports one-sided and two-sided scanning. Using the skip blank pages function enables you to scan without worrying about whether to scan one side or both sides of a document because scanned images of blank pages are not saved.
- Auto Color Detection
The scanner detects whether the scanned document is in color, grayscale, or black and white, and saves the image accordingly.
- Full Auto Mode
A Full Auto Mode is provided in CaptureOnTouch Lite, CaptureOnTouch and 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 Lite, CaptureOnTouch or scanner driver settings, this function detects the content of documents and determines the scanning resolution automatically.
- Document Size Auto Detection
This feature enables automatic detection of the page size of a scanned document. The space around the edges of documents can be omitted during scanning, even for non-standard size documents.
- Deskew
Even if a document is slanted when fed into the scanner, the scanned image can be straightened.
- Text Enhanced Mode
Advanced Text Enhancement II is provided to improve the readability when scanning documents in which the background is uniform and both the text and background are light.
*This feature may not work effectively for some documents
- Picture Mode
The [Apply corrections suitable for photographs] features compensates for underexposed and overexposed images for photo-quality scans with finer gradation.
- Prescan
This feature allows you to scan just the first page of a document, confirm the scanned image and adjust the brightness and contrast, and then scan the remaining pages of the document.
- Scan First
Pressing the Start button on the scanner automatically starts CaptureOnTouch Lite or CaptureOnTouch and scans the document in the feed tray when you use the Scan First function.
- Auto Detection of Document in Feeder
An automatic start function is provided for detecting when a document is placed in the feeder and then starting scanning automatically.



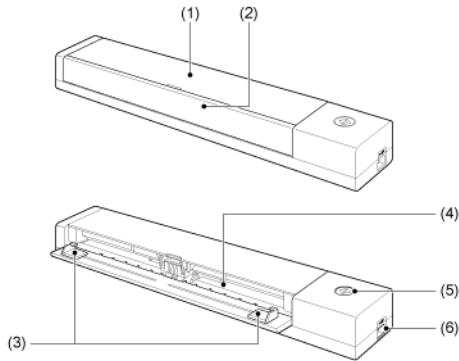
NOTE

Depending on the bundled software you are using, all of the preceding features may not be available.

Names and Functions of Parts

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

■ Front View/Right-Side View



- (1) Feeder Cover
Open this when cleaning the scanner.
- (2) Document Feed Tray
This tray is for feeding documents. Open it when scanning documents.
- (3) Document Guides
These guides ensure documents are fed straight (one on the left and right sides). Slide the guides when loading a document, and then align them to both sides of the document to be scanned.
- (4) Feed Inlet
Insert the document to be scanned.

- (5) Start Button
Press this button when you want to start scanning the document loaded in the feed tray.
When the power of the scanner is ON, this button lights and indicates the status of the scanner as shown below.

Start button status	Meaning
Lit	The power of the scanner is ON.
Flashing	<ul style="list-style-type: none">• Paper is jammed.• A double feed has been detected and the scanner has stopped.• The top unit is open.• Another scanner error has occurred.

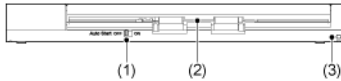
- (6) USB Connector
Connect the USB cable supplied with the scanner.



IMPORTANT

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

■ Back View



- (1) Auto Start Switch
Use this switch to change the operation mode of the scanner.
- (2) Eject Outlet
This outlet is for ejecting documents when scanning is completed.
- (3) Theft Prevention Hole (Security Slot)
Attach a key chain, etc. here to prevent the scanner from being stolen.



NOTE

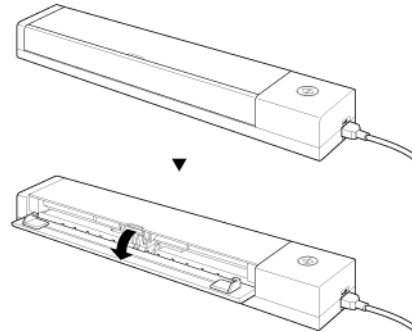
This scanner does not have a power switch. For details, "Power Supply" on p.7

Power Supply

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

Turning ON the Power

- 1 Open the document feed tray.



The scanner turns ON, and the Start button lights.

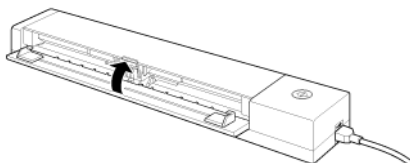


IMPORTANT

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

Turning OFF the Power

1 Close the feed tray.



The scanner turns OFF.



IMPORTANT

When not using the scanner, close the scanner's Document Feed Tray or disconnect the USB cable.

Regulations

FCC REGULATIONS (For North America)

Document Scanner, Model M111161

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

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

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.
- Use of shielded cable is required to comply with Class B limits in Subpart B of Part 15 of FCC Rules.

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

Canon U.S.A. Inc.

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

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)

Fur 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.

P-208: Model M111161

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Chapter 2 Important Safety Instructions

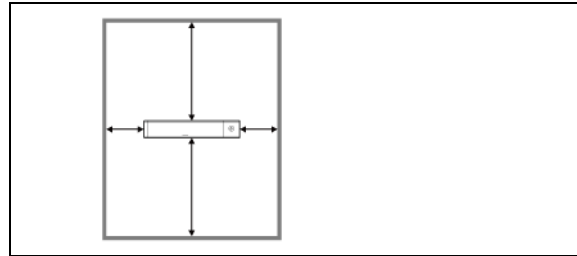
To ensure the safe operation of this scanner, be sure to read the safety warnings and precautions described below.

- Installation Location..... 11
- Moving the Scanner..... 12
- Handling 12
- Disposal..... 13
- When sending the scanner for repairs 13

Installation Location

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

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



- Scanned documents are ejected behind the scanner. Be sure to provide sufficient space behind the scanner.
- Avoid installing the machine in direct sunlight.
- Avoid locations where a considerable amount of dust accumulates.
- Avoid warm or humid locations, such as in the vicinity of a water faucet, water heater, or humidifier. Avoid locations where ammonia gas is emitted. Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.
- Avoid locations that are subject to vibration.
- Avoid exposing the scanner to rapid changes in temperature. If the room in which the scanner is installed is cold but rapidly heated, water droplets (condensation) may form inside the scanner. This may result in a noticeable degradation in scanning quality. The following conditions are recommended for optimal scanning quality:
Room temperature: 10°C to 32.5°C (50°F to 90.5°F)
Humidity: 25% to 80% RH
- Avoid installing the scanner near equipment that generates a magnetic field (e.g. speakers, televisions, or radios.)

Moving the Scanner

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

Handling



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

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

- Do not drop the scanner, or subject it to impact or strong shock. Should the scanner ever become damaged, immediately close the feed tray, turn the scanner OFF, and disconnect the USB cable. Then, contact your local authorized Canon dealer or service representative for further information.
- Before moving the scanner, make sure to close the feed tray, turn the scanner OFF, and disconnect the USB cable.

CAUTION

- Do not install the scanner on a surface that is unstable, tilted, or subject to excessive vibrations. Doing so may cause the scanner to fall, resulting in personal injury or damage to the scanner.
- Never place small objects, such as staples, paper clips, or jewelry on the scanner. These items may fall into the scanner and cause a fire or electric shock. If such objects ever fall inside the scanner, immediately close the feed tray, turn the scanner OFF, and disconnect the USB cable. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Do not locate the scanner in a humid or dusty location. Doing so may result in a fire or electric shock.
- Do not place objects on top of the scanner. Such objects may tip or fall over, resulting in personal injury.
- Leave sufficient space around the USB cable so that it can be disconnected easily. If objects are placed around the USB cable, you will be unable to disconnect it in an emergency.
- If you will not be using the scanner for an extended period of time, such as during consecutive holidays, disconnect the USB cable for safety.
- Do not wear loose clothing or jewelry that may get caught in the scanner while you are using it. This may result in personal injury. Be extra careful of neckties and long hair. If anything becomes caught in the scanner, immediately disconnect the power to stop the scanner.
- Be careful when placing paper in the scanner and when removing jammed paper. It is possible to cut your hand on the edge of a sheet of paper.

Disposal

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

When sending the scanner for repairs

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

Chapter 3 Installing the Software

This section describes the software installation procedure using the setup disk (DVD) that comes with this product.

System requirements	14
Setup Disc Contents	15
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System requirements

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

- 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)
 - Microsoft Windows 8 (32-bit and 64-bit editions)
 - Mac OS X 10.6.8, 10.7.4, 10.8
- Other requirement
 - An ISIS-compatible application or a TWAIN-compatible application that is compatible with the above operating systems.
 - .NET Framework 3.5 or later **Windows**



CAUTION

- Use the latest USB 2.0 driver made available by Microsoft. For details, consult your local authorized Canon dealer. **Windows**
- 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 or TWAIN-compatible applications. For details, contact your application software retailer.

Windows

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.

Mac

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.

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 (DVD-ROM). For details on installing these applications, refer to the Readme.txt file.

- Presto! BizCard
Business card management software from NewSoft Technology Corp.
* Presto! BizCard is a registered trademark of NewSoft Technology Corp.



CAUTION

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.

Cloud Service Software

For some of the supplied third-party software, a cloud service account is required to use some or all of their functions.

Software	Cloud service used
Google docs plug-in for CaptureOnTouch	Google docs
Evernote	Evernote

You will be asked to agree to terms of service when obtaining an account. For details, refer to the website of your cloud service provider.

Simple installation of the above software does not require an account.

Software Installation

→ Windows

→ Mac

Windows



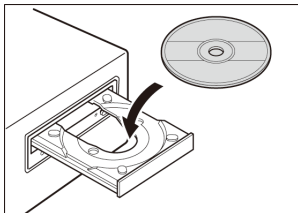
IMPORTANT

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.

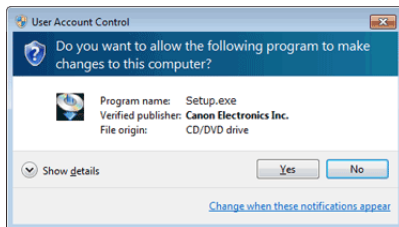
1 Insert the Setup Disc into the disc drive of the computer.

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

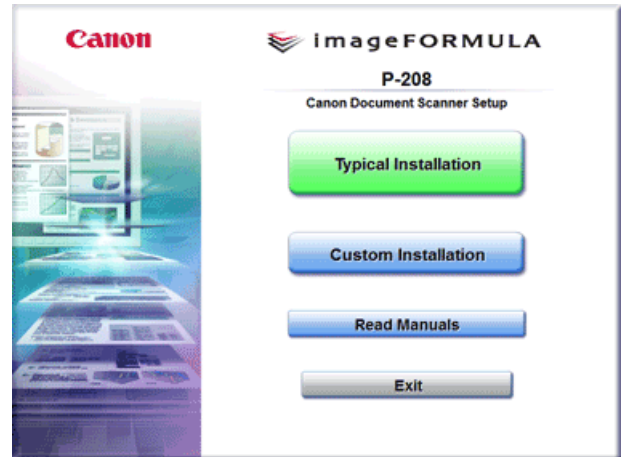


For Windows 7/8/Vista

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



2 Click [Typical Installation].



About Installation of Third-Party Software

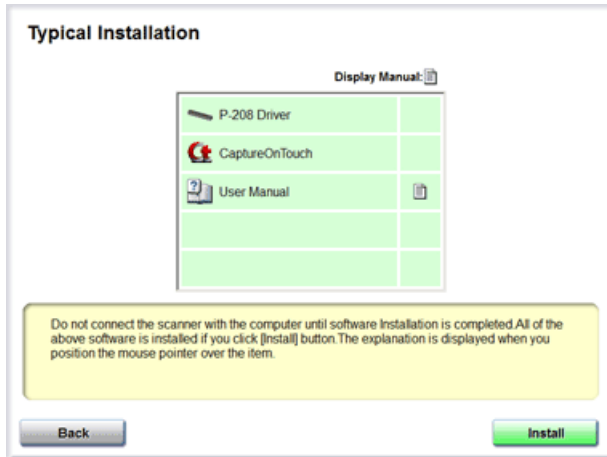
If you select [Custom Installation], you can choose third-party software applications for installation.



NOTE

- 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].

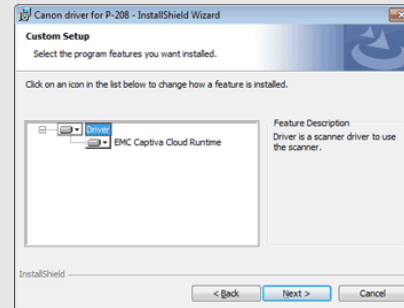


4 Follow the instructions on the screen to complete installation.



NOTE

Installation of EMC Cloud Capture Function



EMC Captiva Cloud Runtime provides a component that enables the use of web-based applications.

The applications need to support this function when enabling this function. Be sure to install it only when you are using a supported application.

5 Click [Exit] to finish installing the software.





NOTE

For Windows 8

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

Mac



IMPORTANT

Install the software before connecting the scanner to the computer.

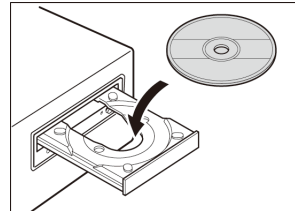
- **Close all other applications before installing the software.**

Important precautions when using this device with MAC OS X 10.8

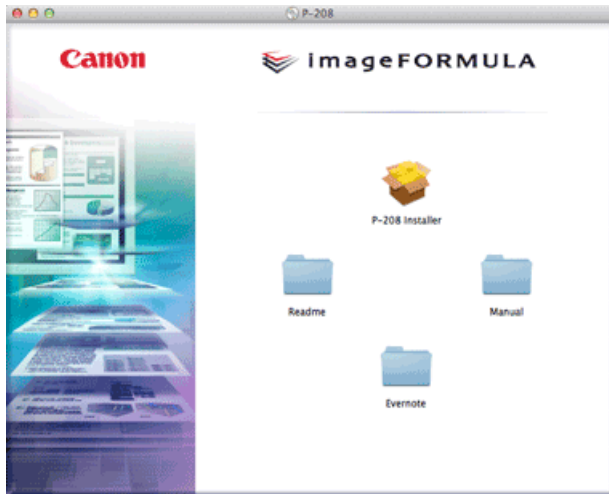
When installing software downloaded from the Internet, the OS security function sometimes generates an error message. If this occurs, change the security settings with the following steps, and then reinstall the software.

- From [System Preferences], select [Security & Privacy], and in the dialog box that appears, change [Allow applications downloaded from:] to [Anywhere].

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



2 Click [P-208 Installer].



About Installation of Third-Party Software

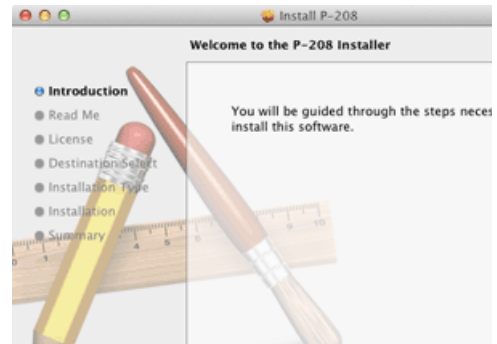
If you open the folder containing the software instead of selecting [P-208 Installer], you can choose third-party software applications for installation.



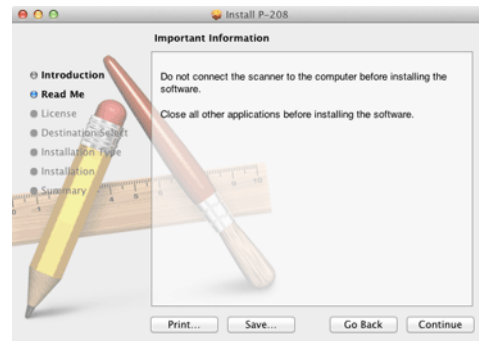
NOTE

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.

3 Click [Continue].



4 Click [Continue].



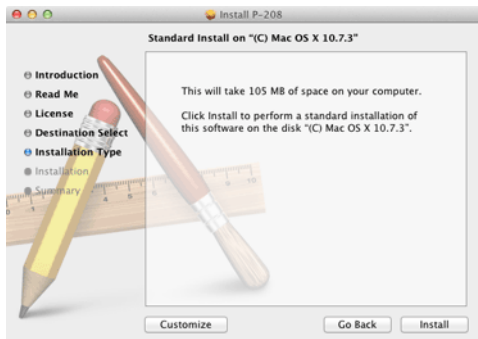
5 Read the license agreement and click [Continue] to accept it.



6 Click [Agree].



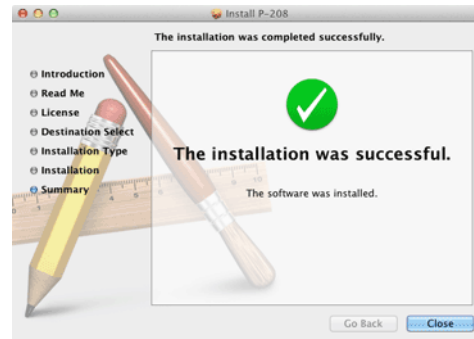
7 Click [Install].



8 Enter the user name and the password with administrator privileges, and click [Install Software].



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



IMPORTANT

Important precautions when using this device with MAC OS X 10.8

- After installation of the software, be sure to restart the computer.

Chapter 4 Connecting the Scanner

Connect the scanner to the computer and power outlet.

Connecting the Scanner to the Computer..... 21

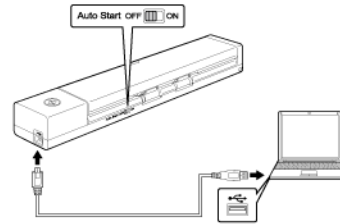
Turning the Power ON..... 22

Connecting the Scanner to the Computer

Connect the scanner to the computer.

Connecting the Scanner to the Computer

Turn OFF the Auto Start switch on the rear of the scanner, and use the supplied USB cable to connect the scanner to the computer.



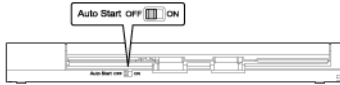
- Take care not to disconnect the USB cable while data is being transferred between the scanner and computer during scanning.
- The USB connector to which the scanner is connected on your computer must be one capable of supplying 500 mA / 5 V of power.
- Do not connect the scanner to the computer before installing the software.

Using a USB Hub

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

Auto Start Switch

There is an Auto Start switch at the rear of the scanner for setting whether to operate the scanner as a storage device.



Depending on the position of the Auto Start switch, the scanner operates as shown below.

Switch Position	Scanner Operation
ON	The scanner is recognized as a storage device by the computer. Starting CaptureOnTouch Lite preinstalled in the scanner enables you to perform scanning on a computer without the scanner driver installed. (However, you cannot store scanned images or any other data on the scanner.)
OFF	The scanner is recognized as a scanning device by the computer. You can connect the scanner to a computer with the scanner driver installed, and perform scanning using an application, such as the supplied CaptureOnTouch.

- Turn the Auto Start switch ON or OFF before you connect the scanner to a computer. If it is turned ON or OFF after the scanner is connected to a computer, the scanner may not operate properly.
- When you use the scanner with the Auto Start switch turned ON, the computer needs to be started before you connect the scanner to the computer. If the scanner is connected to a computer that is not started and the feed tray of the scanner has been opened to turn ON the power, the computer may not be able to start.

Turning the Power ON

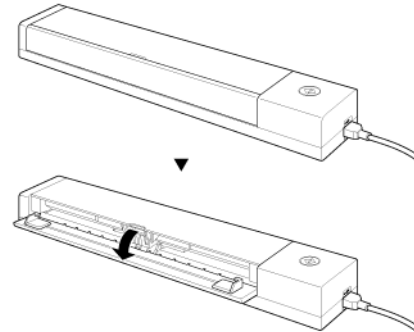
- 1 Open the document feed tray to turn on the scanner's power supply.



NOTE

- When connecting a USB cable and opening the document feed tray, the start button can slowly flash. After the start button stops flashing and remains lit, the scanner is ready for use.

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



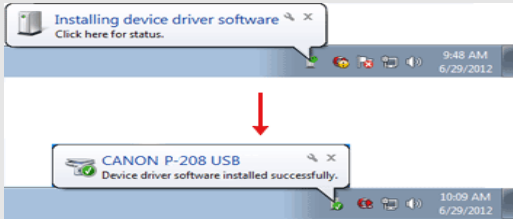
The scanner turns ON, and the Start button lights.



NOTE

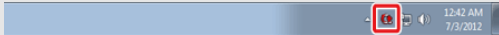
Windows

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





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

Windows



Mac



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

Chapter 5 Placing Documents

This section describes how to load a document for scanning.

Documents	24
Loading a document.....	26
Loading cards	27

Documents

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

Plain Paper

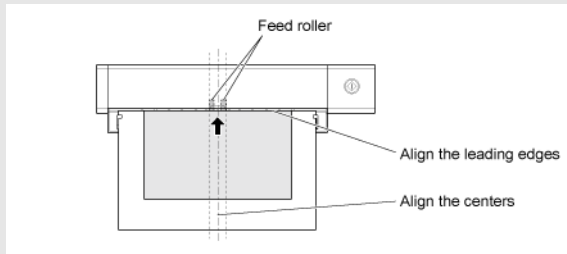
Size	Width: 50.8 mm to 216 mm (2" to 8.5") Length: 70 mm to 356mm (2.756" to 14")
Paper weight	52 to 209 g/m ² (0.06 mm to 0.22 mm (0.0024" to 0.0087"))



IMPORTANT

A document must meet the following criteria to be scannable:

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



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

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



Wrinkled or creased documents



Carbon paper



Curled documents



Coated paper



Torn documents



Extremely thin, translucent paper



Documents with paper clips or staples



Documents with excessive paper dust particles.

Postcard

Size	88.9 to 108 mm (3.5" to 4.25") x 127 to 152.4 mm (5" to 6")
Paper weight	128 to 300g/m ² (0.15 to 0.4 mm (0.0059" to 0.0157")

Business Card

Size	49 to 55 mm (1.93" to 2.17") x 85 to 91 mm (3.35" to 3.58")
Paper weight	128 to 380g/m ² (0.15 to 0.45 mm (0.0059" to 0.0177")

Card

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



CAUTION

- 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.

Loading a document

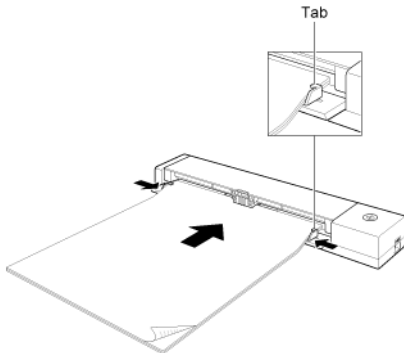
1 Open the feed tray to turn ON the scanner.

2 Load the document.

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

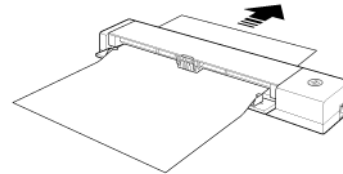


- Straighten out the creases and folds at the ends of the manuscript.
- Load the document into the feed inlet of the scanner with the scanning side of the document face down and the top of the document pointing down.
- Align the document guides with both edges of the loaded document.
- Press the document beneath the tabs of the document guides.
- Up to 10 pages of plain paper can be loaded at the same time. Make sure that the document does not exceed the loading limit marks (▼) on the document guides.



CAUTION

- If the document is curved, straighten the document before loading it.
- When the edge of the document is inserted in the feed inlet, the paper pressure lowers automatically. Do not move the needlessly move the paper pressure.
- A scanned document is ejected behind the scanner. Do not place any objects behind the scanner.

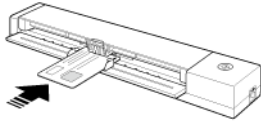


- If double-feeding occurs, reduce the number of pages that you load into the scanner at one time.
- Depending on paper quality, you may hear unusual noises while scanning some documents, but this does not indicate a malfunction.

Loading cards

When scanning plastic cards, scan cards one at a time using the following procedure.

- 1 Open the document feed tray.
- 2 Vertically insert the card directly into the feed inlet, and with the back facing up.
- 3 Adjust the document guide so that it makes contact with both edges of the card.



The card will be fed when you start scanning.

CAUTION

- If you are scanning an embossed card, load the card with the embossed side facing up.
- Embossed cards may not be scanned correctly, depending on the type of embossment.
- After a card is scanned, it is ejected from the back of the scanner. Do not place objects behind the scanner.

Chapter 6 Scanning with CaptureOnTouch Lite

This section describes how to scan when using CaptureOnTouch Lite.

Scanning with CaptureOnTouch Lite.....	28
Starting and Exiting CaptureOnTouch Lite.....	32
Scanner Settings	33
Operation in Continuous Scanning Screen	37
Environmental Settings.....	38

Scanning with CaptureOnTouch Lite

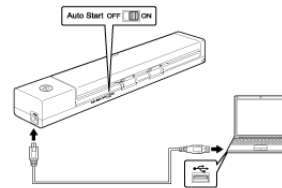
CaptureOnTouch Lite is a scanning application that comes pre-installed in the scanner. It can be used on a computer that does not have the scanner driver installed.



You can follow the instructions on the screen to scan a document and save the scanned images in any file format.

Scanning Procedure

- 1 Set the Auto Start switch at the rear panel of the scanner to ON and then connect the scanner to the computer.



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

Windows

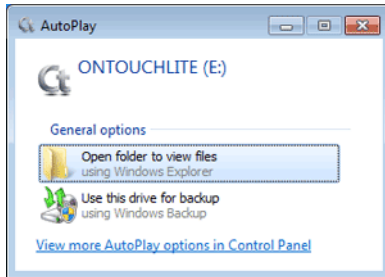
For details, "Loading a document" on p.26.

When you open the feed tray, the Start button on the scanner lights and the auto play screen appears.

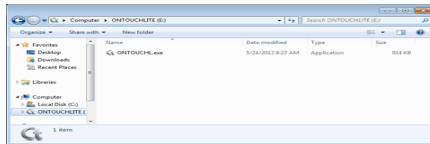
IMPORTANT

If you are using Windows XP and you set the Auto Start switch to ON before connecting the scanner to the computer, a message requesting that you restart your computer may appear when you turn ON the scanner. You can continue normal use even if you click [No] and do not restart the computer.

- (1) Click [Open folder to view files].



The [ONTOUHLITE] folder opens.



- (2) Double-click [ONTOUHL.exe].
CaptureOnTouch Lite starts, and the main screen appears.

IMPORTANT

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

NOTE

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

Mac

For details, "Loading a document" on p.26.

When you open the document feed tray, the Start button on the scanner lights and the [ONTOUHLITE] folder and [CaptureOnTouch Lite for Mac] folder appear on the desktop.

NOTE

To run CaptureOnTouch Lite, both the [CaptureOnTouch Lite for Mac] folder and the [ONTOUHLITE] folder must be mounted.

- (1) Double-click the [CaptureOnTouch Lite Launcher] icon.



CaptureOnTouch Lite starts, and the main screen appears.



IMPORTANT

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

3 Set the scanning method.



- (1) Specify whether to enable continuous scanning. When previewing the 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. ("Scanner Settings")



IMPORTANT

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

4 Click the Start button.



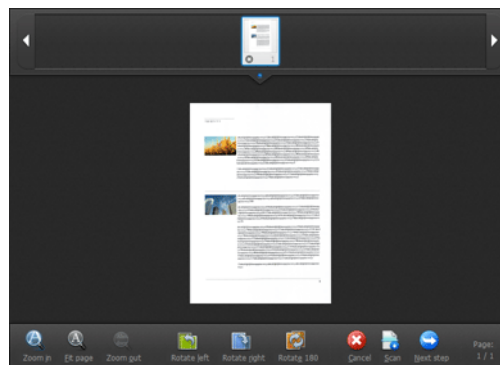
Scanning of the document starts.

When scanning of the whole document is completed, the output settings screen appears.



NOTE

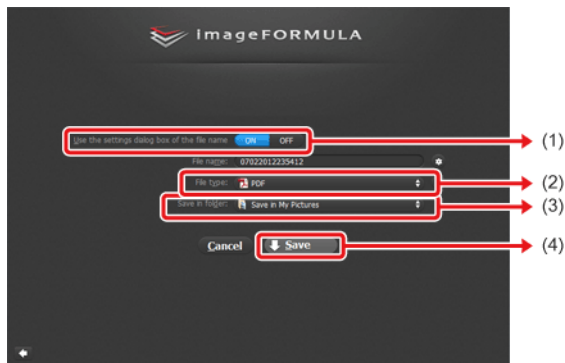
If a document is scanned when [Enable continuous scanning] is set to [ON], the continuous scanning screen ("Operation in Continuous Scanning Screen") appears when scanning of the document is finished.




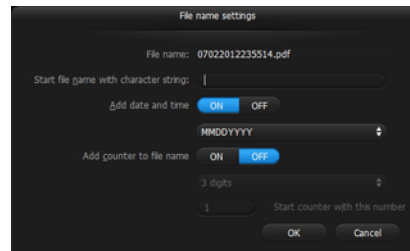
If you place the next document and click [Scan], scanning of the document starts.


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

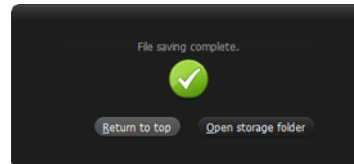
5 Configure the settings related to output and then output the scanned images.



- (1) Specify the file name for the scanned images. If [Use the settings dialog box of the file name] is set to [OFF], enter the file name directly into the file name field. If you set [Use the settings dialog box of the file name] to [ON] and then click , you can specify a format for creating file names.



- (2) Select the file format. Select the file format. When selecting a file format other than the BMP format, click  to set specify advanced settings. For details, refer to "About file formats" on p.54.
 - (3) Specify the storage location for the scanned images.
 - (4) Output the scanned images.
- When output is finished, the complete screen appears.



NOTE

- Clicking [Return to top] returns to the main screen of Scan First.
- If you click [Open storage folder], the folder in which the saved scanned images were saved opens.

Starting and Exiting CaptureOnTouch Lite

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




NOTE

When the Auto Start switch on the rear of the scanner is not in the ON position, CaptureOnTouch Lite will not start. For details, refer to "Connecting the Scanner to the Computer" on p.21.

Windows





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

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

Mac



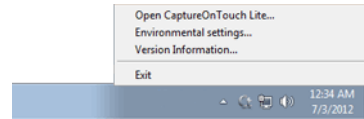
Click  (CaptureOnTouch Lite icon) in the menu bar and then click [Launch CaptureOnTouch Lite] from the menu which appears to start CaptureOnTouch Lite and display the main window.

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

To quit the residence of the CaptureOnTouch application

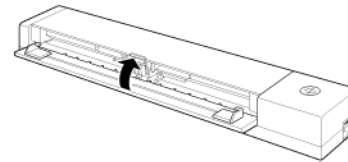
Windows

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



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

- 2 Close the feed tray.

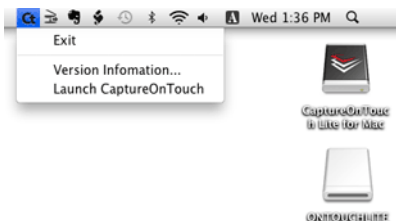


The scanner turns OFF.

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

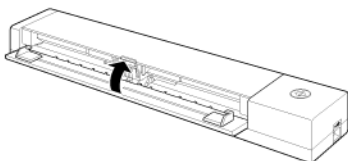
Mac

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



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

- 3 Close the feed tray.



The scanner turns OFF.

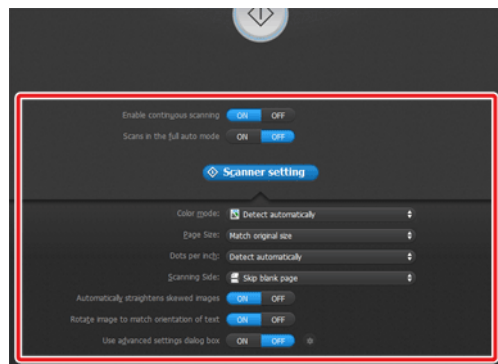
- 4 Disconnect the USB cable from the scanner and computer.

Scanner Settings

By default, CaptureOnTouch Lite 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.

To configure scanner settings, click [OFF] for [Scans in the full auto mode] in the top screen, and then click [Scanner setting].



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	Automatically determines the color mode based on the document content and scans accordingly.
24-bit Color	Scans the document in color.
Grayscale	Scans the document in Grayscale.
Black and White	Scans the document in black and white (binary).

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.


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

If you select [ON] and click , you can configure scanner settings other than the basic setting items. For details, see the following "Advanced Settings" section.



NOTE

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.

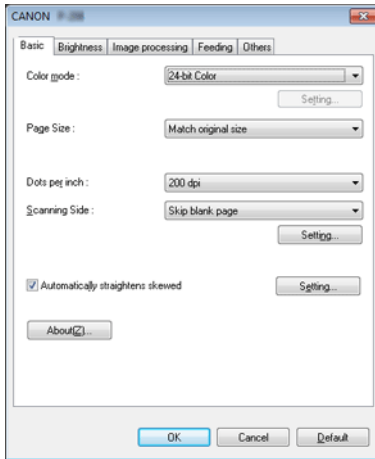
Setting of [Use advanced settings dialog box]	Basic items	Other than basic items
OFF	Settings of [Scanner setting]	Settings of the advanced settings dialog box of the scanner driver
ON	Settings of the advanced settings dialog box of the scanner driver	

Advanced Settings

You can configure scanning conditions and scanner operations in detail in the advanced settings dialog box.

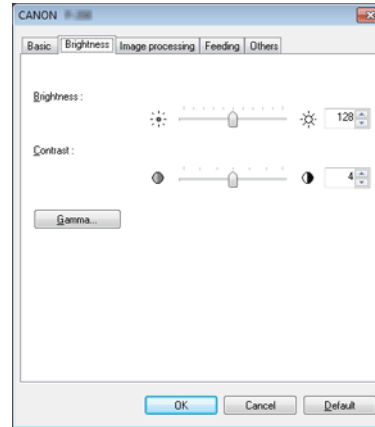
Windows

[Basic] tab



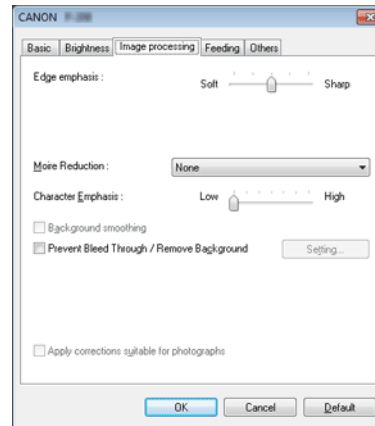
Configure basic scanning conditions.

[Brightness] tab



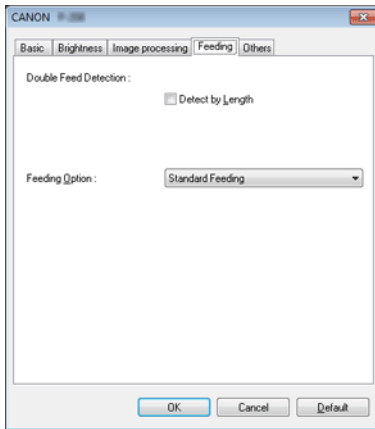
Configure the brightness and contrast of scanned images.

[Image processing] tab



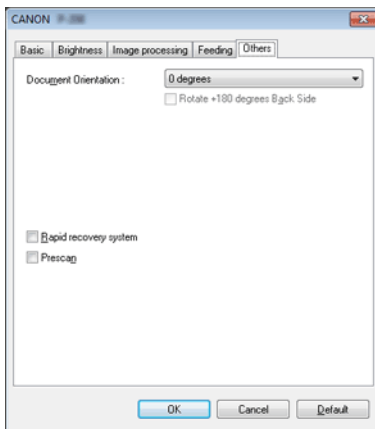
Configure settings related to the processing of scanned images.

[Feeding] tab



Configure the feeding method for documents.

[Others] tab



Configure settings for specialized scanning and image processing.



You can configure detailed scanner settings in the advanced settings dialog box.



NOTE

The setting items are identical to those in Advanced Mode of the scanner driver settings screen. (Configuration and Functions of the Scanner Driver)

Scanner Information Display and Maintenance

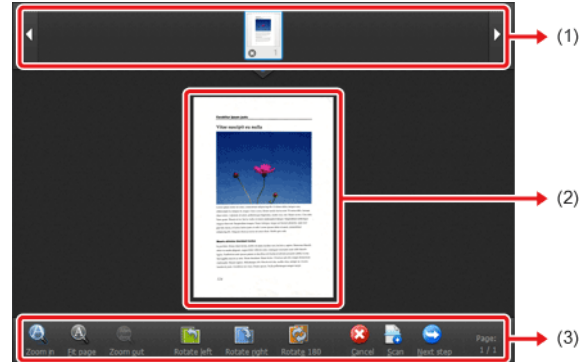
You can display scanner information and perform maintenance in the advanced settings dialog box opened with CaptureOnTouch Lite.

- Click **i** in the advanced settings dialog box to display the [Scanner Information] screen. This screen allows you to view version information for the scanner driver and firmware, the total number of pages scanned.

Scanner Information	
Scanner Name :	DR-P208
Driver Version :	1.0.12.0607
Firmware Revision :	0.01
<hr/>	
Total Scanning Count :	258

Operation in Continuous Scanning Screen

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.

(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.

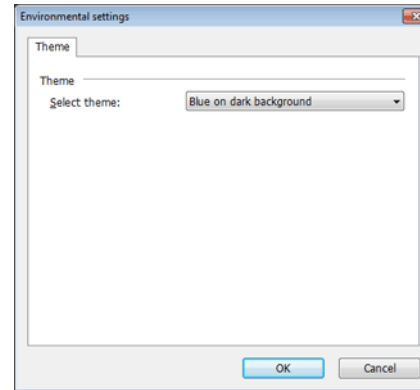
Tools (Name)	Description
 (Zoom in)	Enlarges the preview image.
 (Fit page)	Enlarges or reduces the preview image to fit the current window size.
 (Zoom out)	Reduces the preview image.
 (Rotate left)	Rotates the image 90 degrees counterclockwise.
 (Rotate right)	Rotates the image 90 degrees clockwise.
 (Rotate 180)	Rotates the image 180 degrees.
 (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.

Environmental Settings



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

[Theme] tab



Change the color scheme of the CaptureOnTouch Lite window.



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

1 Start CaptureOnTouch Lite.

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

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

- 2 Click [Preferences] in the [CaptureOnTouch Lite] menu.
The [Environmental settings] dialog box appears.



You can configure the following in this dialog box.

[Theme]

Change the appearance of the CaptureOnTouch Lite main screen in [Select theme].

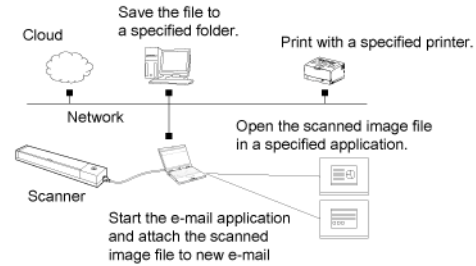
Chapter 7 Scanning with CaptureOnTouch

This section describes the scanning procedure when using CaptureOnTouch.

- What is CaptureOnTouch? 40**
- Starting and Exiting CaptureOnTouch 41**
- Scan First 43**
- Select Scan Job 45**
- Scanning with Start Button..... 48**
- Scanner Settings 48**
- Operation in Continuous Scanning Screen 51**
- Setting the Output Method..... 52**
- About file formats 54**
- Environmental Settings..... 55**

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.

Turn OFF the Auto Start switch on the rear of the scanner, and use the supplied USB cable to connect the scanner to the computer. For details, see "Connecting the Scanner to the Computer" on p.21.

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].

For details, see "About file formats" on p.54.

Windows

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

Mac


- PDF
- TIFF
- JPEG

Starting and Exiting CaptureOnTouch

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

Windows



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




NOTE

- You can also start CaptureOnTouch from the Start menu. Click [Start] - [All Programs] - [Canon P-208] - [P-208 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.55.

Mac



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.





NOTE

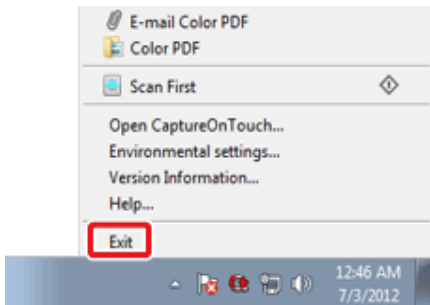
- The first time you start CaptureOnTouch on a computer with the Evernote plug-in installed, a message for confirming the job registration for sending scanned images to Evernote appears. Clicking the [OK] button registers two Evernote jobs to CaptureOnTouch.
- The interval between the time you press 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.55.

Exiting CaptureOnTouch

Windows


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.

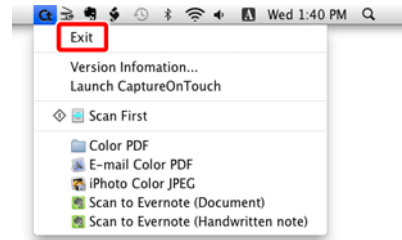


CaptureOnTouch becomes no longer resident in the system and the icon disappears from the taskbar.

Mac

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.

click  (CaptureOnTouch icon) in the menubar, 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 start and become resident in the system again.

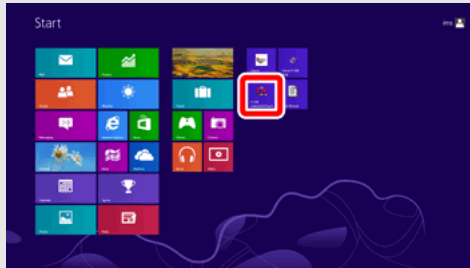
Windows

- Click [Start] - [All Programs] - [Canon P-208] - [P-208 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).



NOTE

In Windows 8, it is registered at the following location.



Mac

- Open [Applications] - and double-click [CaptureOnTouch P-208].
- 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.



3 Set the scan method in the top screen.



- (1) Specify whether to enable continuous scanning. When previewing the scanned image or splitting up a large document to scan in parts, select [ON] to enable continuous scanning.

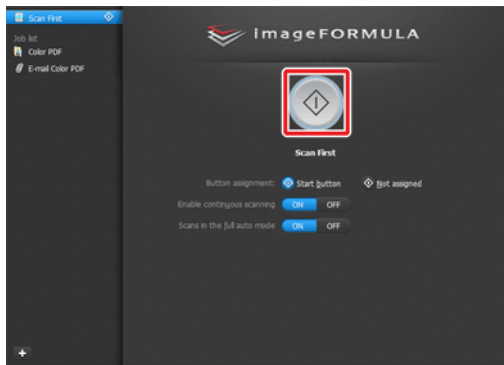
- (2) Specify whether to scan the document in full auto mode. When you want to specify arbitrary scanning conditions, select [OFF] and configure the scanner settings. -> "Scanner Settings" on p.48



NOTE

Full Auto Mode automatically sets the appropriate scan settings for the document.

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.

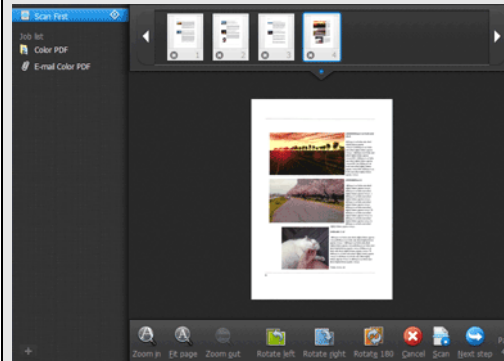
CAUTION

- If you configure scanning conditions that consume a large amount of the computer's memory, scanning may stop because of insufficient memory. If an error message appears due to insufficient memory while scanning is in progress, stop scanning, change the scanning conditions, and then try scanning again.
- A multiple-page scan cannot be saved when it reaches the file size of 2 GB. Change the save settings if an error message is displayed.



NOTE

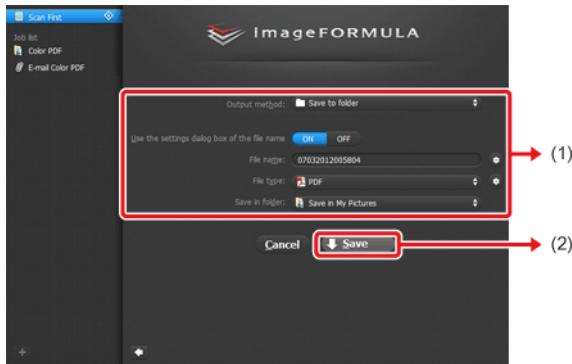
If a document is scanned when [Enable continuous scanning] is set to [ON], the continuous scanning screen appears when scanning of the document is finished. -> "Operation in Continuous Scanning Screen" on p.51



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

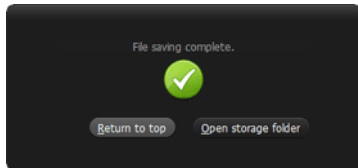
When scanning of all the documents is finished, click [Next step].

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



- Configure the settings related to output. -> "Setting the Output Method" on p.52
- 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.



NOTE

- Clicking [Return to top] returns to the main screen of Scan First.
- When you specified an output method other than [Attach to E-mail] or [Print], 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



NOTE

In Select Scan Job, the page order cannot be changed using thumbnail images.

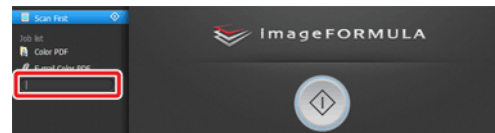
Registering and Editing Jobs

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

- Click the **+** button.



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

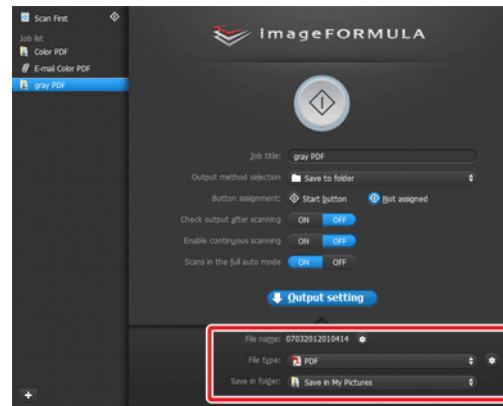


3 Specify the output method of the job. -> "Setting the Output Method" on p.52



4 Click [Output setting], 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.



NOTE

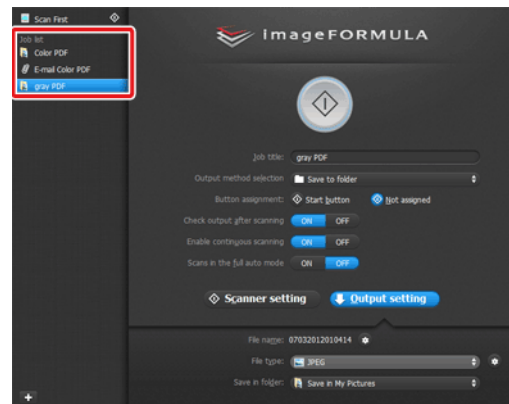
You can assign the job to the Start button by selecting [Start button] for [Button assignment]. -> "Scanning with Start Button" on p.48

Selecting a Job and Scanning

1 Place the document in the scanner. -> "Chapter 5 Placing Documents" on p.24

The top screen of Select Scan Job appears.

2 Click a job.





NOTE

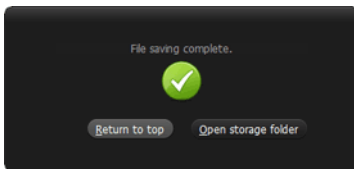
- If you set [Check output after scanning] to [ON], you can check the output settings after scanning.
- If you set [Enable continuous scanning] to [ON], you can continue scanning after all the pages of the document are scanned.

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.



CAUTION

- If you configure scanning conditions that consume a large amount of the computer's memory, scanning may stop because of insufficient memory. If an error message appears due to insufficient memory while scanning is in progress, stop scanning, change the scanning conditions, and then try scanning again.
- A multiple-page scan cannot be saved when it reaches the file size of 2 GB. Change the save settings if an error message is displayed.



NOTE

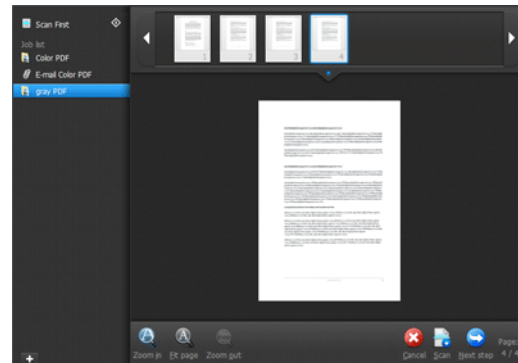
- Clicking [Return to top] returns to the top screen of Select Scan Job.
- When [Attach to E-mail] or [Print] is specified as the output method, you can click [Open storage folder] to open the folder in which the scanned images were saved.

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

The continuous scanning screen appears when all the pages of the document are scanned. -> "Operation in Continuous Scanning Screen" on p.51

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.

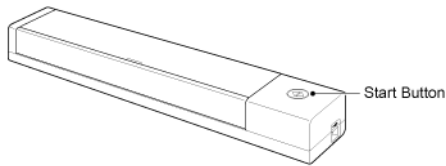
Change the settings for the output method if necessary and then click the output button. The name of the output button differs for each selected output method.



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.



NOTE

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 the CaptureOnTouch closes automatically 5 seconds after the output process finishes.

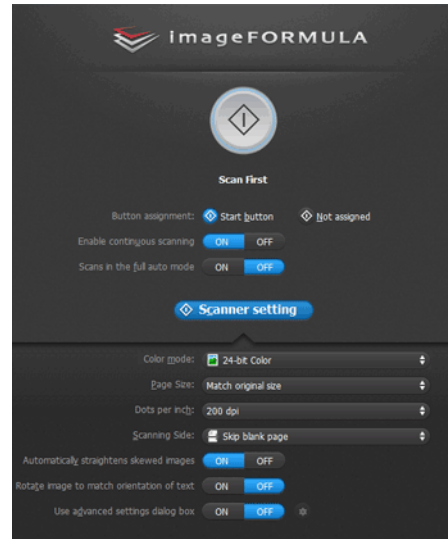
Scanner Settings

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.

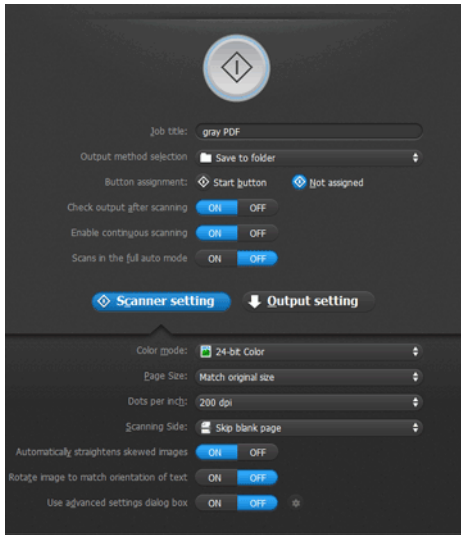
The scanner setting items are common to Scan First and Select Scan Job.

When Scan First:



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

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	Automatically determines the color mode based on the document content and scans accordingly.
24-bit Color	Scans the document in color.
Grayscale	Scans the document in Grayscale.
Black and White	Scans the document in black and white (binary).

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.


Automatically straightens skewed images

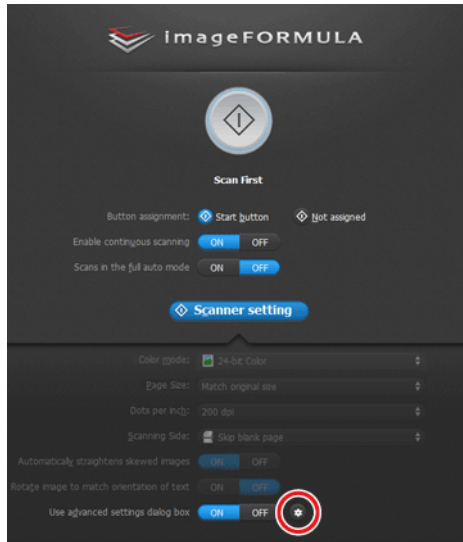
When a document is scanned skewed, the skewed scanned images are detected and then straightened.

Rotate image to match orientation of text

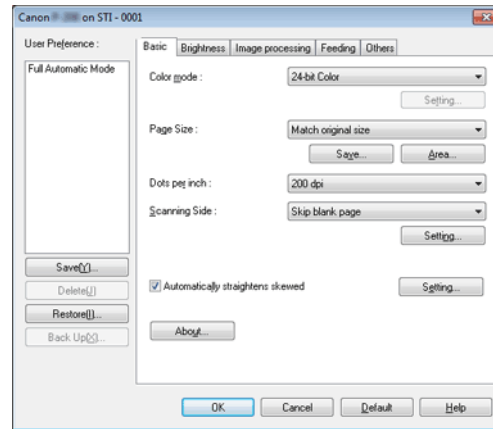
The orientation of text in scanned images is detected, and the images are rotated so that the text is correctly oriented.

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.



Windows



Mac



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



NOTE

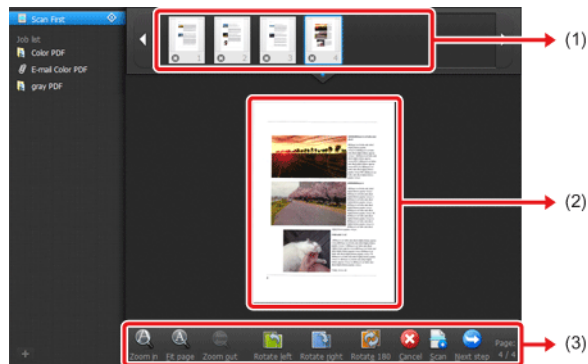
The driver settings dialog box includes setting items that are the same as the basic items in [Scanner setting], but the setting for each of them is stored separately.


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

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 (Scan First only).
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 Control**

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	Cancel 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:

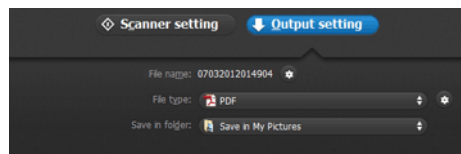
For Scan First, select an output method in the output method selection screen that appears after scanning, and then specify each of the output method items.

When Select Scan Job:

For Select Scan Job, specify the output method separately for each job.

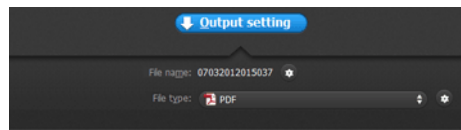
The setting items related to output differ depending on the output method.

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, the e-mail application that you want to use needs to be specified as the default program of the operating system. Standard compatible software is given below.

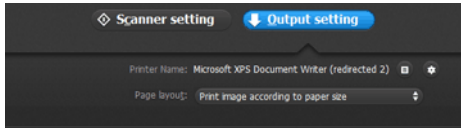
Windows

- Email applications such as Windows Mail or Outlook Express (both of which are standard applications provided with the operating system) that support MAPI (Messaging Application Programming Interface).

Mac

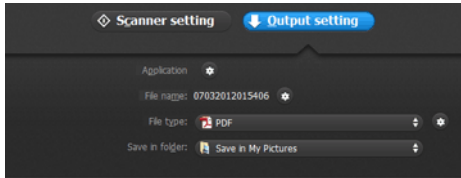
- Mail (application that comes standard with the operating system)
- Microsoft Entourage 2004 for Mac


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

Depending on the plug-ins you installed during installation of CaptureOnTouch, you can select the following output methods. You must configure settings for the saved image file, regardless of your output method selection.


- Save in Google docs

Saves the scanned images to Google docs.

Windows

When using this output method, open the settings screen by clicking  next to [Detail Settings], and then enter the account information and configure the destination settings. For details on the settings, see the Help (click the [Help] button in the settings screen).

Mac

A Google account is required to use this output method. If you click the  button next to [Detail Settings], you can enter account information and configure destination settings.


- Save in Evernote

Saves the scanned images to Evernote.

- Save in Microsoft SharePoint

Windows


Save in Microsoft SharePoint

In an environment in which Microsoft SharePoint has been introduced, you can save the scanned images to a Microsoft SharePoint site. When using this output method, open the advanced settings screen by clicking  next to [Detail Settings], and configure settings such as the URL of the Microsoft SharePoint site, the account information, and the destination file settings. For details on the settings, see the Help (click the [Help] button in the settings screen).

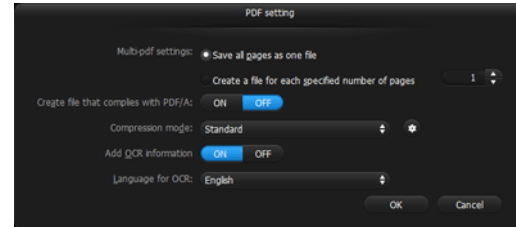
CAUTION

To use the [Save in Google docs] and [Save in Evernote] output methods, the respective cloud service accounts are required. -> "Cloud Service Software" on p.15


About file formats


Select the file format. If you select a file format other than BMP, you can click  to configure advanced settings.


PDF



In [Multi-pdf settings], specify whether to save the scanned images as a multi-page file ([Save all pages as one file]) or single page files ([Create a file for each specified number of pages]).

 For [Create file that complies with PDF/A], select [ON].

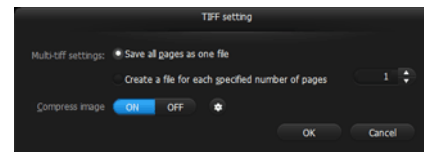
 For Compression mode select either [PDF file compression mode] or [high compression].

Click , and in the dialog box that appears specify the compression rate that you want.



CAUTION

When using CaptureOnTouch Lite, simplified Chinese and traditional Chinese will not display in the [OCR target language].

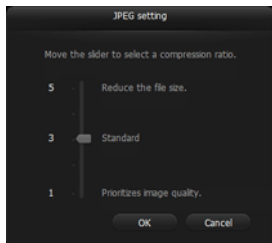
TIFF



In [Multi-tiff settings], specify whether to save the scanned images as a multi-page file ([Save all pages as one file]) or single page files ([Create a file for each specified number of pages]).

 After you select ON for [Compress image], click , and in the dialog box that appears specify the compression rate that you want.

JPEG



You can specify the compression rate of JPEG images.



PPTX



You can specify whether to add OCR information to the scanned images.




CAUTION

When using CaptureOnTouch Lite, simplified Chinese and traditional Chinese will not display in the [OCR target language].

Environmental Settings

To configure the environmental settings of CaptureOnTouch, open the [Environmental settings] dialog box.

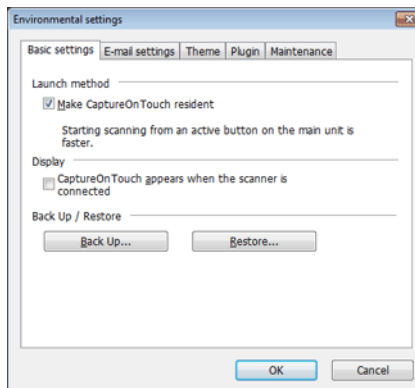


Click  (CaptureOnTouch icon) in the taskbar, and select [Environmental settings] from the menu.

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.



CAUTION

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

[Back Up] button

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

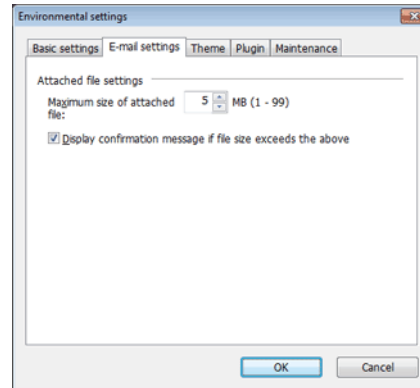
[Restore] button

Restore the settings from the backup file.

When using multiple computers, you can back up the environmental settings of one computer and then perform a restore on the other computers so that all of the computers 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.



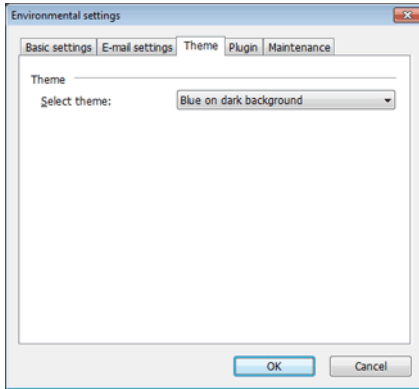
Maximum size of attached file

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.

[Theme] Tab

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

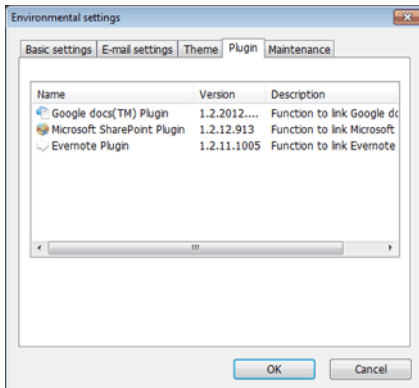


Select theme

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

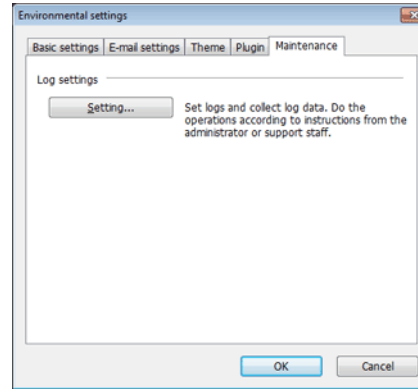
[Plugin] Tab

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.



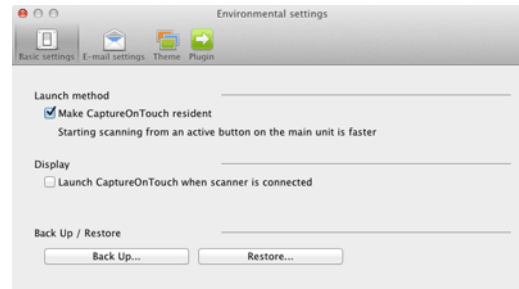
Mac

Click [Preferences] from the [CaptureOnTouch P-208] 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 (*.plist). You can store the initial settings of CaptureOnTouch by performing a backup before you first use CaptureOnTouch.

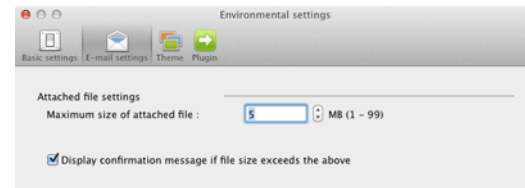
[Restore] button

Restore the settings from the backup file.

When using multiple computers, you can back up the environmental settings of one computer and then perform a restore on the other computers so that all of the computers 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.

[Theme] Tab

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

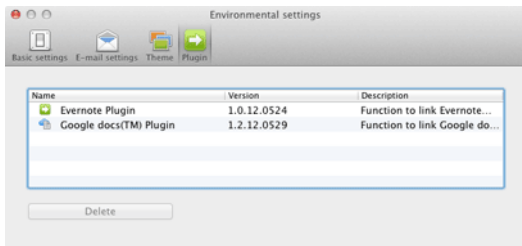


Select theme

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.



Deleting plugins

Click the [Delete] button to delete a plugin selected in the list.

Chapter 8 Setting the Scanner Driver

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 60

Setting Basic Scanning Conditions 63


Configuration and Functions of the Scanner Driver

→ Windows

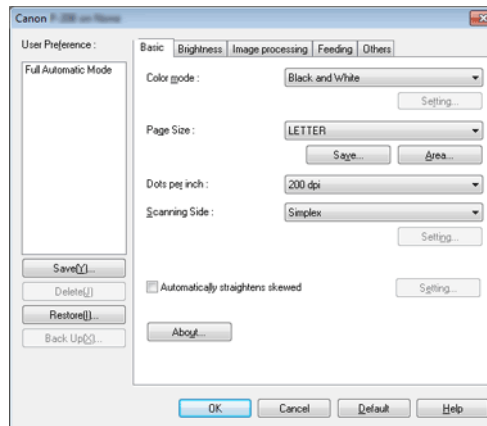
→ Mac

Windows

The scanner driver consists of the following five tabs.

 **NOTE**
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.

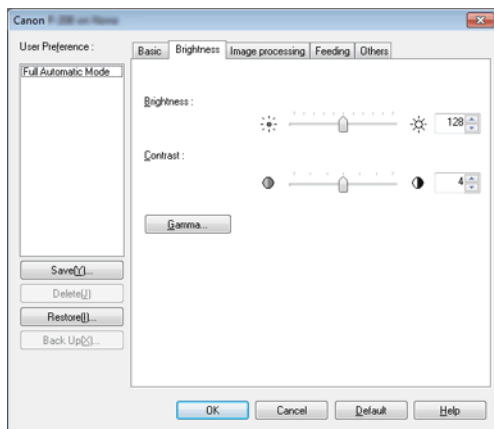
In addition, you can click the [Area] button and specify the area to be scanned.



NOTE

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.

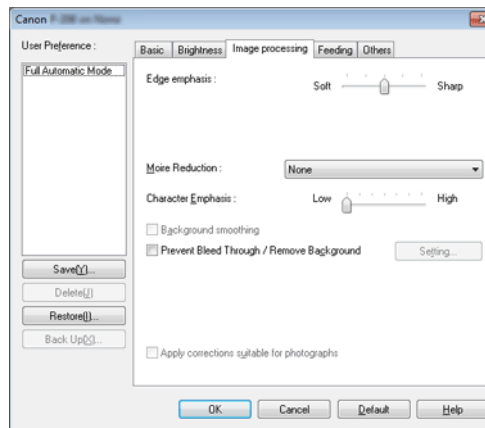
In addition, you can also click [Gamma] and set the gamma correction value for scanned images.



NOTE

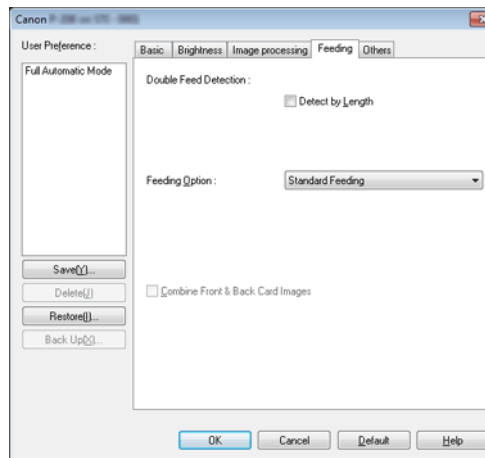
- Gamma correction is set when the color tone of the scanned image is different from that of the image displayed on the monitor.
- For information on your monitor's gamma value, see the instruction manual that came with the monitor.

[Image processing] Tab



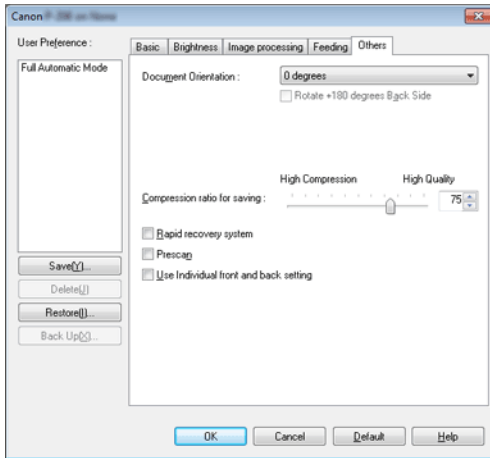
Set the processing method for scanned images.

[Feeding] Tab



Specify scanner operations related to document feeding.

[Others] Tab



Configure settings for specialized scanning and image processing.



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

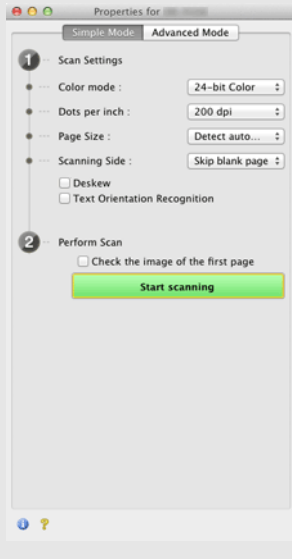




NOTE

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



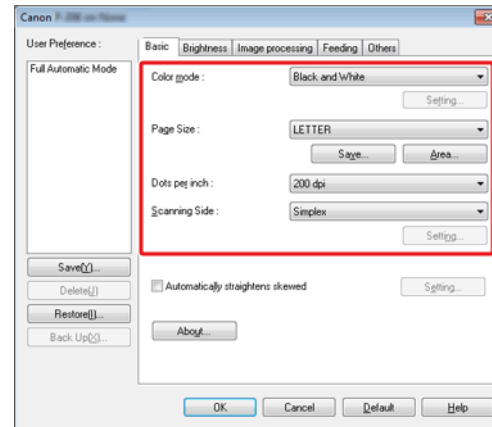
Setting Basic Scanning Conditions

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



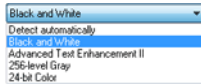
Confirming Basic Conditions for Scanning

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

Page Size

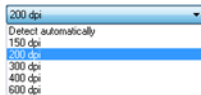
Select the page size that matches the document to be scanned.



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

Dots per inch

Select the scanning resolution.

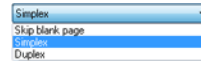


Higher resolutions provide clearer images but result in larger file sizes and slower scanning.

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.



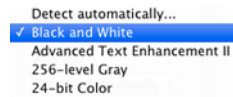
Confirming Basic Conditions for Scanning

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

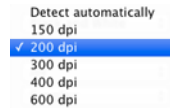
Select the scanning mode.



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

Dots per inch

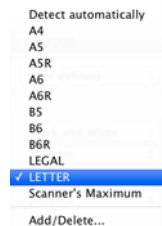
Select the scanning resolution.



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

Page Size

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



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

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.

Chapter 9 Special Scanning

This section provides examples of scanning settings for different purposes. For details on setting options, see "Chapter 8 Setting the Scanner Driver" on p.60

Practical Examples

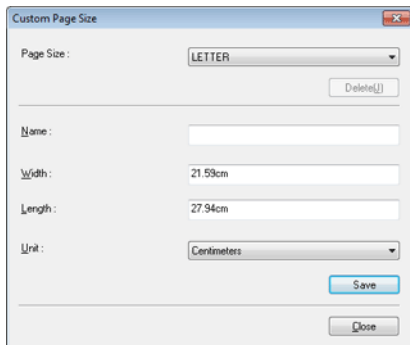
- To scan unregistered size documents 66
- When you want to specify the scan area 67
- When you want to delete the images of the blank pages in two-sided documents 68
- When you want to enhance contours in images 69
- When you want to make lines or characters in the scanned images thicker 70
- How to produce a picture quality scan 71
- When you want to enhance text that is difficult to read because of factors such as the background of the scanned document 72
- To correct tilted documents and images 73
- When you want to detect multiple pages fed at the same time 74
- When you want to match the orientation of images to the text when scanning a mixture of pages with different text orientations 75
- How to scan both sides of a card as an image on one sheet of paper..... 76
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Practical Examples

To scan unregistered size documents

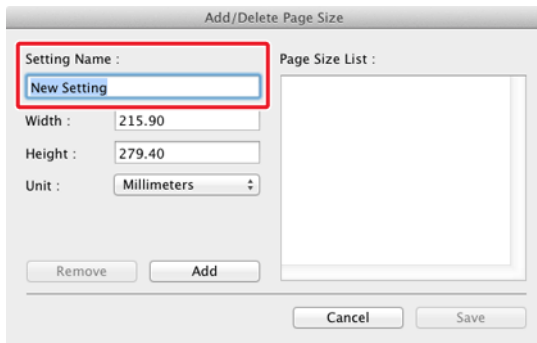
Windows

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.



Mac

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].

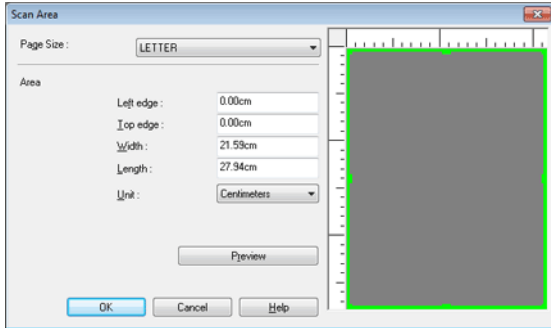


Practical Examples

When you want to specify the scan area

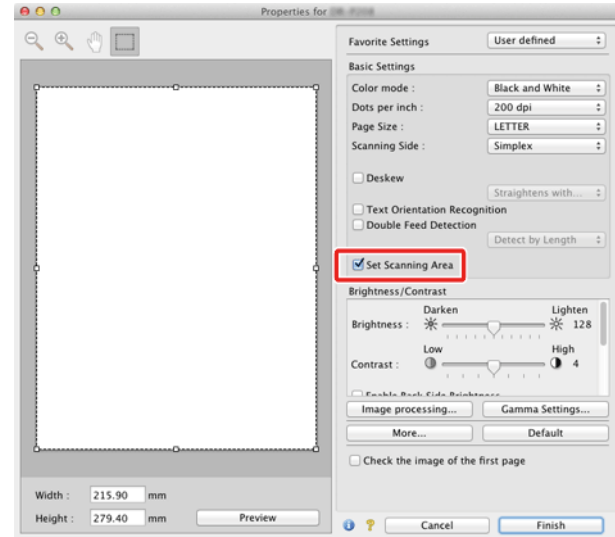
Windows

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.



Mac

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



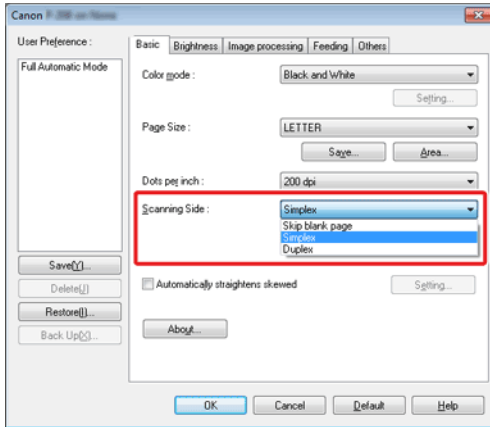
Also, if you scan the document when [Check the image of the first page] is selected, only one page of the document is scanned and the corresponding scanned image is displayed in the preview window.

Practical Examples

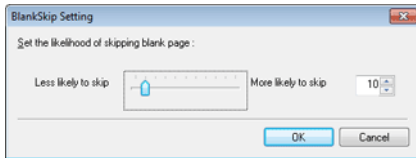
When you want to delete the images of the blank pages in two-sided documents

Windows

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



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

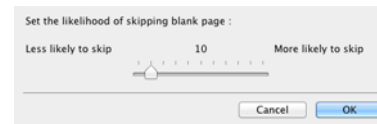


Mac

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



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

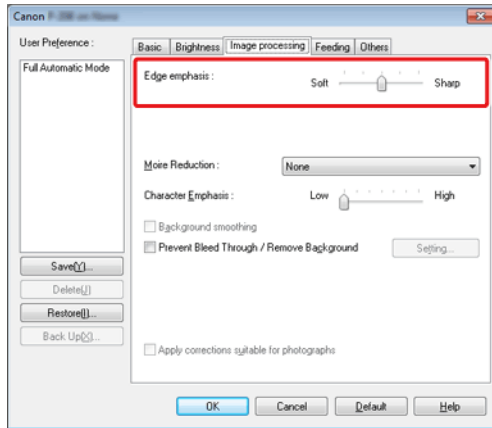


Practical Examples

When you want to enhance contours in images

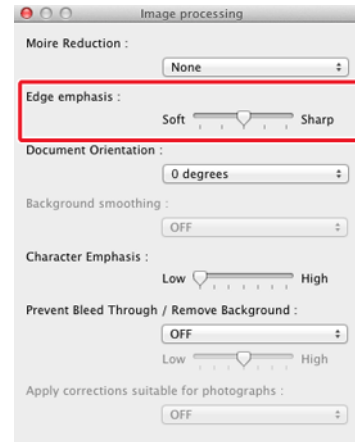
Windows

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



Mac

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

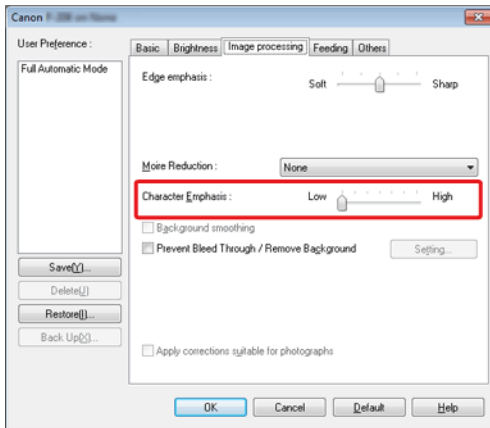


Practical Examples

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

Windows

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



Mac

Click [Image processing], and in the dialog box that appears adjust letter and line thickness settings.

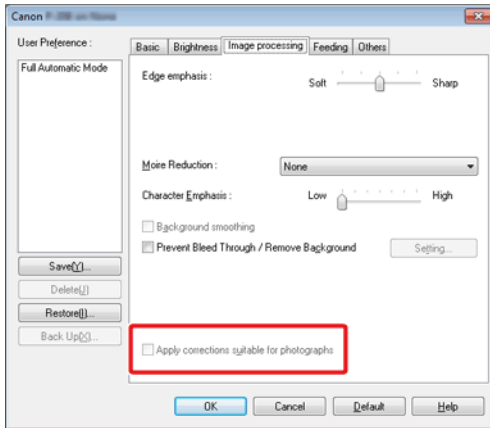


Practical Examples

How to produce a picture quality scan

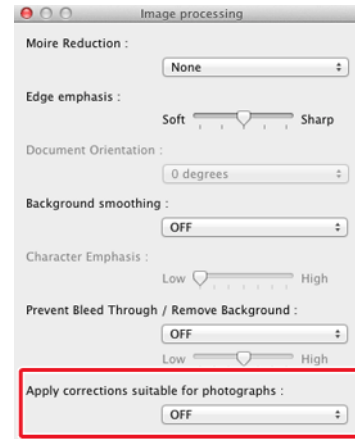
Windows

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



Mac

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



NOTE

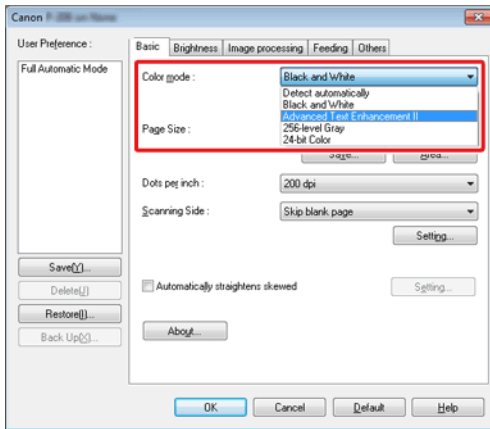
- [Picture Mode] is suited to finer outputs than black and white shading. Disabling the checkbox will output character data and image backgrounds that are closer to black as black, and those closer to white as white.
- Depending on your environment, the tones of the scanned images and the tones of the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

Practical Examples

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

Windows

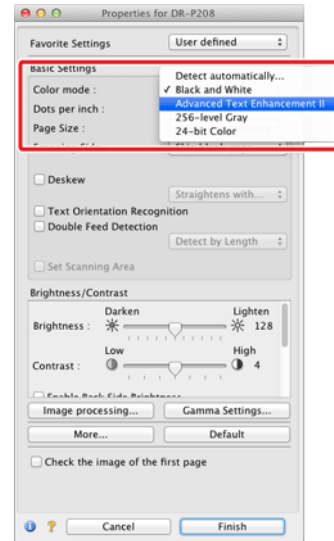
Select [Advanced Text Enhancement II] in the mode setting on the [Basic] tab. The background behind the text is removed or processed so that the text is emphasized for better readability.



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

Mac

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

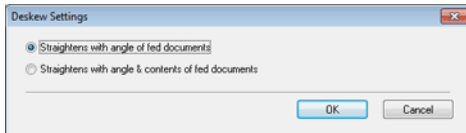


Practical Examples

To correct tilted documents and images

Windows

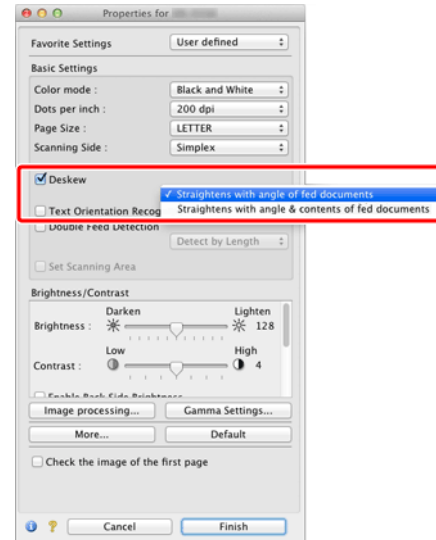
Place a check in [Automatically straightens skewed] under the [Basic] tab, and then click [Setting] to display the [Deskew Settings] screen.



Select a correction method and click [OK].

Mac

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

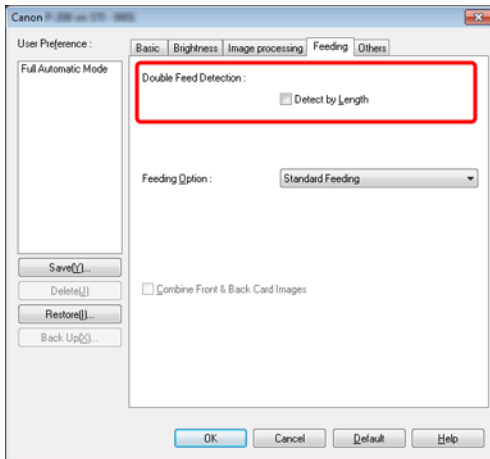


Practical Examples

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

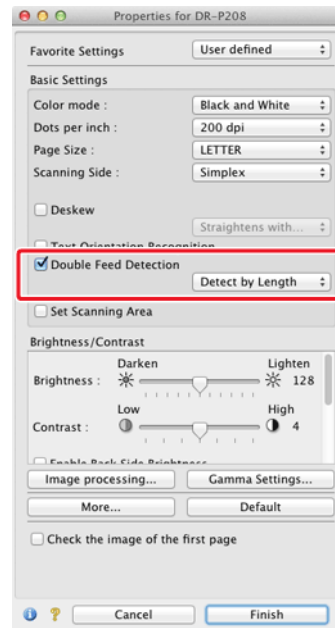
Windows

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



Mac

Select the [Double Feed Detection] check box.

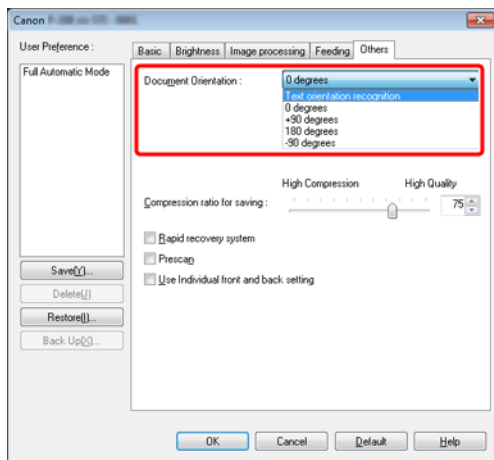


Practical Examples

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

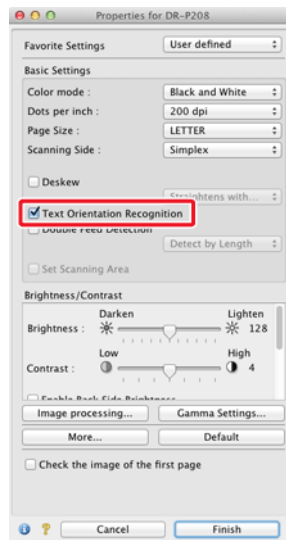
Windows

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



Mac

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



NOTE

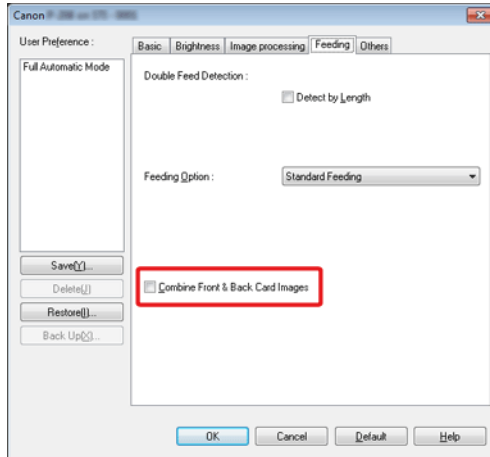
When the [Text Orientation Recognition] check box is selected, [Document Orientation] is unavailable.

Practical Examples

How to scan both sides of a card as an image on one sheet of paper

Windows

If you want to scan the front and back of a card in a single scan, in the [Feeding] tab, click the [Combine Front & Back Card Images] check box to ON.



For directions on how to feed a card into the scanner, refer to "Loading cards" on p.27.

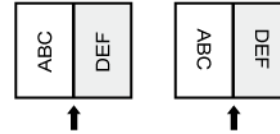
CAUTION

Brightness, contrast, and other settings can be individually set for each side of a card, but mode and resolution cannot be set individually for each side.

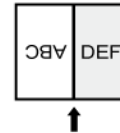


NOTE

- For a landscape card, the image is oriented so that the lettering on both sides is in the same direction.



- For a portrait card, the lettering on each side is oriented in opposite directions.

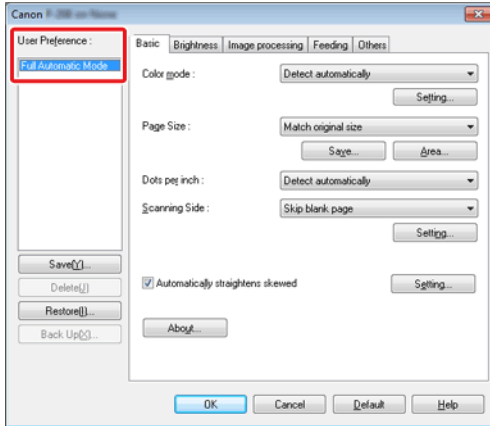


Practical Examples

When you want to set the scanner conditions automatically

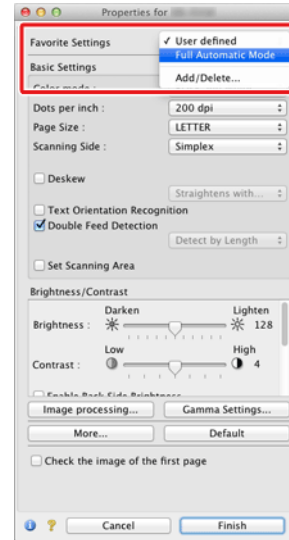
Windows

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



Mac

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



NOTE

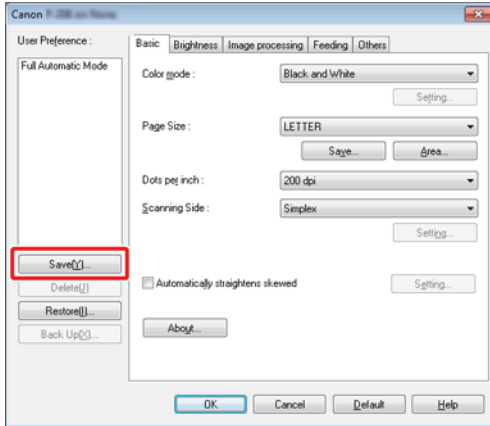
When [Full Automatic Mode] is selected, [Color mode], [Page Size], and [Dots per inch] are all detected automatically. In addition, the [Scanning Side] setting becomes [Skip blank page] and [Document Orientation] becomes [Text orientation recognition].

Practical Examples

When you want to save a scanner driver setting

Windows

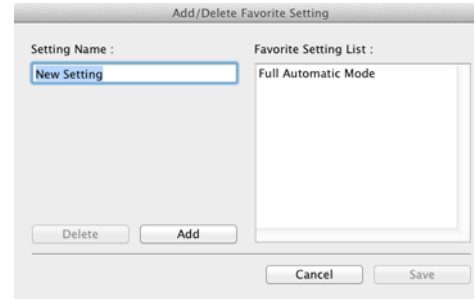
When you finish configuring a setting, click the [Save] button of [User Preference] to save the setting.



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.

Mac

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.



NOTE

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



NOTE

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

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	○
Black and White	○
Advanced Text Enhancement II	○
256-level Gray	○
24-bit Color	○

○: Available for setting -: Not available for setting

[Others] Tab

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

○: Available for setting -: Not available for setting

[Image processing] tab

Setting value	Edge emphasis	Background smoothing
Detect automatically	○	○
Black and White	○	-
Advanced Text Enhancement II	-	-
256-level Gray	○	○
24-bit Color	○	○

Setting value	Prevent Bleed Through / Remove Background	Character Emphasis
Detect automatically	○*1	○*2
Black and White	○	○
Advanced Text Enhancement II	-	○
256-level Gray	○	-
24-bit Color	○	-

○: Available for setting -: Not available for setting

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

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

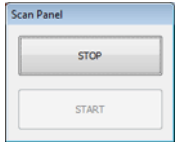
*2Not available for setting when [Detection Mode] is set to [Color or Gray] in the [Auto Image Type Detection Settings] dialog box.

Scan Panel

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

Windows

Scan Panel runs when [Feeding Option] is set to [Panel-Feeding] 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.

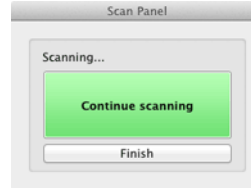


If you place the next document and then click the Start button in Scan Panel, scanning of the placed document starts.

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

Mac

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].

Chapter 10 Regular Maintenance

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

Cleaning the Scanner 81

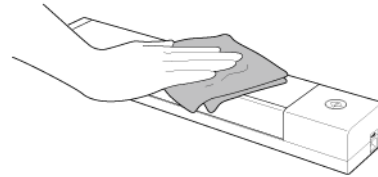
Cleaning the Scanning Glass and the Rollers 82

CAUTION

- When cleaning the scanner and the inside of the scanner, turn the power OFF 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. Such solvents can damage or discolor the exterior of the scanner, or create a risk of fire or electrical shock.

Cleaning the Scanner

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



CAUTION

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

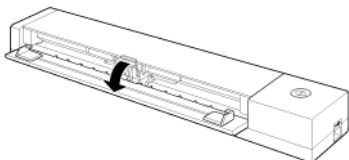
Cleaning the Inside of the Scanner

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

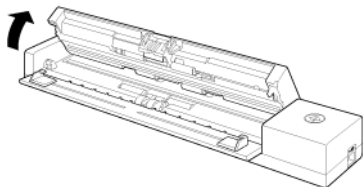
Cleaning the Scanning Glass and the Rollers

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


- 1 Open the feed tray.



- 2 Open the feeder cover.



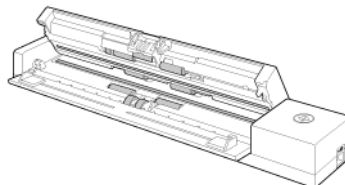
- 3 Use compressed air to remove dust and paper particles from the inside of the scanner.

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

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

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

Without needlessly rotating the roller, clean the exposed area.



CAUTION

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

IMPORTANT

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

Chapter 11 Detaching and attaching the separation pad

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

When to replace the separation pad 83

Detaching and attaching the separation pad 84

When to replace the separation pad

The separation pad inside the scanner is a consumable item and wears with scanner use. A worn separation pad is no longer able to correctly feed a document and can cause paper jams.

If documents no longer feed correctly as frequent multi feed, replace the separation pad.



IMPORTANT

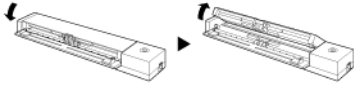
Contact your local authorized Canon dealer or service representative for detailed information about the replacement parts.

Detaching and attaching the separation pad

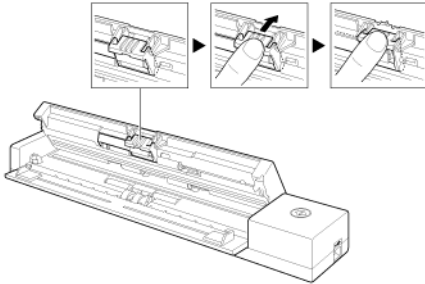
When replacing the separation pad, perform the following steps to detach it from and attach it to the unit.

Detaching the separation pad

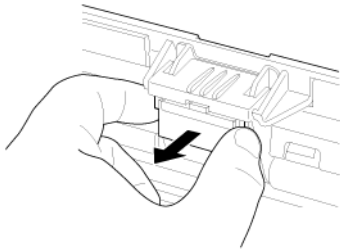
- 1 Open document feed tray and the feeder cover.



- 2 Push up the paper pressure until it makes a click sound.

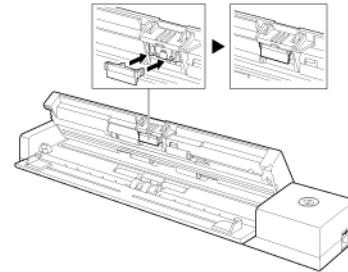


- 3 With the paper pressure in a raised position, detach the separation pad.

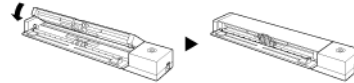


Attaching the separation pad

- 1 Attach the separation pad.



- 2 Close the feeder cover.



IMPORTANT

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


Chapter 12 Uninstalling the Software

If the scan driver, CaptureOnTouch or CapturePerfect is not operating normally, follow the procedure below to uninstall them. Then, re-install the software from the Setup disc. -> "Software Installation" on p.16

Uninstallation 85

Uninstallation



 **IMPORTANT**
Log on to Windows as an Administrator.



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



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

/Library/Image Capture/TWAIN Data Sources/P208.ds

/Applications/CaptureOnTouch P-208.app

Chapter 13 Troubleshooting

Clearing a Paper Jam	86
Common Problems and Solutions	88
Software Troubleshooting	90
Useful tips	90

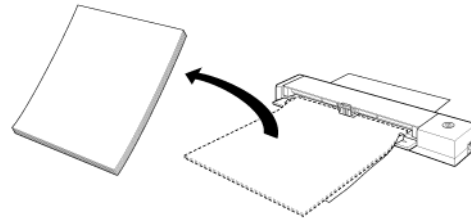
Clearing a Paper Jam

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

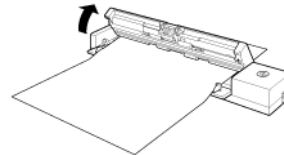


Be careful when removing jammed paper. It is possible to cut your hand on the edge of a sheet of paper.

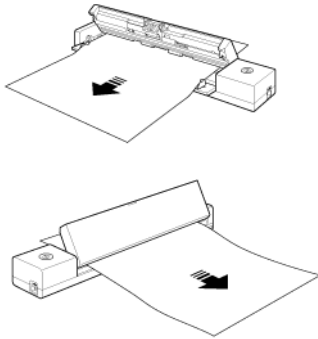
- 1 Remove any documents remaining in the feed tray.



- 2 Open the feeder cover.



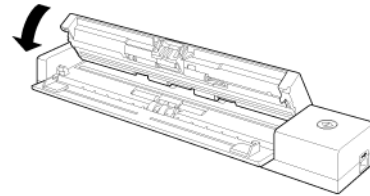
3 Remove the jammed document from the feed side or eject side.



IMPORTANT

Carefully pull out the document without using excessive force. If the jammed paper tears, make sure that you remove any remaining pieces. Make sure the document does not get caught in the card guides as well.

4 Close the feeder cover.



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



NOTE

When a paper jam or other problem occurs while [Rapid recovery system] is enabled in the scanner driver, the image of the last document that was scanned properly is saved before scanning is stopped. Therefore, you can quickly resume scanning after resolving the cause of the interruption. As the image of the document that was being fed at the time of the interruption may not be saved in such cases, be sure to verify the last scanned image before resuming the operation.

Common Problems and Solutions

This section provides recommended solutions to common problems.

If you have a problem that is not solved by the following, contact your local authorized Canon dealer.

Q1 The scanner does not turn ON.

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

Q2 The scanner is not recognized.

- A2
- 1 Confirm that the scanner is properly connected to the computer with a USB cable.
 - 2 Confirm that the scanner is turned on. See the previous "Q1" "The scanner does not turn ON.". If the scanner does not turn on.
 - 3 The computer's USB interface may not support the scanner. The scanner cannot be guaranteed to work with all USB interfaces.
 - 4 Confirm that the supplied USB cable is used to connect the scanner to the computer. The scanner cannot be guaranteed to work with all available USB cables.
 - 5 If the scanner is connected to the computer via a USB hub, try removing the hub and connecting directly to the computer.
 - 6 When the Auto Start switch on the scanner is set to ON, you can only scan with the built-in application, CaptureOnTouch Lite. In this case, scanning from applications on the computer is disabled.
 - 7 When the scanner is operated with Windows and if "?", "!", or "x" icons appear for the scanner in Device Manager, delete the scanner in Device Manager and reinstall the scanner driver.
-

Q3 Documents feed askew (scanned images are slanted).

- A3
- 1 Reduce the number of pages that you load into the scanner at one time, and then scan again.
 - 2 Align the document guides to fit the documents as closely as possible, and load the documents so that they feed straightly.
 - 3 Enable [Automatically straightens skewed images] (or [Deskew]) in the scanner driver settings.
 - 4 If many pages have been scanned since the last roller cleaning, clean the rollers and separation pad. When cleaning the scanner refer to "Cleaning the Scanning Glass and the Rollers" on p.82. When replacing, refer to "When to replace the separation pad" on p.83.
 - 5 Confirm that the separation pad is attached securely.
 - 6 Perfectly straight scanning may not be possible for the document due to the structural design of the scanner.

Q4 CaptureOnTouch Lite does not start.

- A4
- 1 If the Auto Start switch on the scanner is set to OFF, the built-in application, CaptureOnTouch Lite, does not start. Close the feed tray to turn OFF the scanner, and set the Auto Start switch to ON.
 - 2 If access to USB devices is blocked by security software, you may not be able to use CaptureOnTouch Lite.

Q5 The auto play screen appears when the scanner is connected, but you cannot scan with CaptureOnTouch.

- A5
- When the Auto Start switch on the scanner is set to ON, you can only scan with the built-in application, CaptureOnTouch Lite. Close the feed tray to turn OFF the scanner, and set the Auto Start switch to OFF.

Q6 Documents are not scanned according to the settings configured in the scanner driver.

- A6
- When you scan using a job registered with CaptureOnTouch, the registered job settings have priority over the scanner driver settings. Edit existing job settings, or create a new job using the desired scanning conditions.
-

Q7 If white lines or streaks appear in scanned images.

A7 Clean both sides of the scanner glass, and the rollers. If a sticky substance such as glue or correction fluid is found, carefully wipe with just enough pressure to clean the area where the lines appear. For cleaning the scanner, refer to "Chapter 10 Regular Maintenance". If the problem cannot be solved by cleaning, the internal glass may be scratched. Contact your local authorized Canon dealer.

Q8 Pages are missing.

A8 Then the scanner driver's [Scanning Side] setting is [Skip blank page], documents with very little black may be unintentionally skipped. Decrease the [Set the likelihood of skipping blank page] value "When you want to delete the images of the blank pages in two-sided documents" on p.68, or select another scan mode setting such as [Simplex] or [Duplex]. If pages are skipped due to the document double feeding, see "Q9" "Documents jam (or double-feed)".

Q9 Documents jam (or double-feed).

- A9
- 1 If the feed roller and the separation pad have been installed correctly, clean them if necessary. For cleaning and replacement, refer to "Chapter 11 Detaching and attaching the separation pad".
 - 2 Proper scanning may not be possible when document pages stick together due to static electricity. Fan the documents before you load them.

Q10 Multiple pages of scanned images cannot be saved to a single file.

A10 Depending on the file format, multiple scanned image pages cannot be saved as a single file with CaptureOnTouch Lite and CaptureOnTouch.

- BMP, JPEG: Always save one page per file.
- PPTX: Always saved multiple pages per file.
- TIFF, PDF: You can save multiple pages to a single file by clicking and selecting in the displayed dialog box. For the setting method, see "About file formats".

Q11 All of the placed documents have been scanned, but the scanned image does not appear on the application.

A11 When [Panel-Feeding] or [Automatic Feeding] is selected as the document feeding method on the scanner driver's setting screen, scanning will continue even after all documents have been scanned because the scanner is waiting for additional documents. To finish the operation and send the scanned images to the application, press the [STOP] button (Windows) / [Finish] button (Mac OS X) on the operating panel.

Q12 Memory becomes insufficient and scanning stops.

A12 If you configure scanning conditions that use a large amount of the computer's memory, scanning may stop because of insufficient memory. Although this depends on the computer's memory size, the possibility of insufficient memory increases if any of the following scanning conditions overlap.

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

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

Q13 The scanner makes unusual noise while feeding documents.

A13 The paper quality of some documents can result in unusual noises, but this does not indicate a malfunction.

Software Troubleshooting

This section describes troubleshooting problems and solutions for operating the 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.

Useful tips

Here are some useful tips for scanning documents.

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

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

- CaptureOnTouch
 - 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 setting] during job registration.

How are the scan settings configured?

- CaptureOnTouch
 - 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 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 Q10 in "Common Problems and Solutions" on p.88

Can I copy or back up scanner setting configurations?

- CaptureOnTouch

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?

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

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

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

Specify [Skip Blank Page] on the scanner driver setting screen, then scan.

How do I scan cards?

Set the card in the portrait orientation into the scanner. Specify the same size as the card (or [Match original size] (Windows) or [Autodetection](Mac OS X)), then scan. For details, see "Loading cards" on p.27

How do I load and scan documents with mixed sizes?

Set [Page Size] to [Match original size] on the scanner driver settings screen, then scan. For details, see "To scan unregistered size documents" on p.66

What's the best way to scan business cards or photos?

Set [Page Size] to [Match original size] on the scanner driver settings screen, then scan. Alternatively, register the size of the cards or photos to be scanned. For details, see "To scan unregistered size documents" on p.66

If you want to scan a photograph but with document quality data, in the scan driver settings screen select "Correct for picture quality image" and then scan the image. For details, refer to "How to produce a picture quality scan" on p.71.

How do I print scanned data?

- CaptureOnTouch
 - For Scan First scanning, select [Print] on the Output Method selection screen.
 - For selected job scanning, select [Print] as the [Output method selection] when registering the job.

How do I save scanned data in a shared folder?

- CaptureOnTouch
 - 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 selection] 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)?

- CaptureOnTouch
 - For Scan First scanning, select [Attach to E-mail] on the output method selection screen.
 - For selected job scanning, select [Attach to E-mail] as the [Output method selection] when registering the job.

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 CapturePerfect or in the scanner driver, and advanced settings for auto-detection are set	One of the following can be selected: <ul style="list-style-type: none">• [Color or Gray]• [Color or Binary]• [Color, Gray or Binary]

Chapter 14 Appendix

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Specifications

Main Unit

Type	Desktop sheetfed scanner	
Scanning Document Size		
Plain paper	Width	50.8 to 216 mm (2 to 8.5")
	Length	70 to 356 mm (2.756 to 14")
	Thickness (density)	52 to 209 g/m ² (14 to 55 lb bond)
Postcard	Thickness	Thickness 0.06 to 0.22 mm (0.0024 to 0.0087")
	Width	88.9 to 108 mm (3.5 to 4.25")
	Length	127 to 152.4 mm (5 to 6")
Business card	Thickness (density)	128 to 300 g/m ² (34 to 80 lb bond)
	Width	Thickness 0.15 to 0.4 mm (0.0059 to 0.0157")
	Length	49 to 55 mm (1.93 to 2.17")
Card (ISO/IEC compliant)	Thickness (density)	85 to 91 mm (3.35 to 3.58")
	Width	128 to 225 g/m ² (34 to 58 lb bond)
	Length	Thickness 0.15 to 0.3 mm (0.0059 to 0.0177")
Document Feeding Method	Thickness	0.76 mm (0.03") or less
		Up to 1.4 mm (0.055") for embossed cards
Scanning Sensor	Automatic	
Light source	Contact image sensor	
Scanning Side	LED	
Scanning modes	Simplex/Duplex	
Scanning resolution	Black and White, Error Diffusion, 256-level Grayscale, Advanced Text Enhancement II, 24-bit Color	
	150 x 150dpi/200 x 200dpi/300 x 300dpi/400 x 400dpi/600 x 600dpi	
Scanning Speed (Conditions: Core 2 Duo 2.53GHz CPU, 2 GB memory, A4 document size)		

When using USB 2.0 bus power:

Grayscale	Simplex	200 x 200 dpi8 pages/min. 300 x 300 dpi8 pages/min.
	Duplex	200 x 200 dpi16 images/min. 300 x 300 dpi16 images/min.
24-bit Color	Simplex	200 x 200 dpi8 pages/min. 300 x 300 dpi6 pages/min.
	Duplex	200 x 200 dpi8 images/min. 300 x 300 dpi6 images/min.

* Power consumption on the scanner may fluctuate depending on the type of document being scanned, the processing load on the scanner, or the condition of your PC. In such cases, the scanning speed may vary.

Interface Hi-Speed USB 2.0

External Dimensions (WxDxH)

Document feed tray closed:
312.5 x 55.5 x 39 mm (12.30 x 2.19 x 1.54")

Document feed tray open:
312.5 x 75.5 x 39 mm (12.30 x 2.97 x 1.54")

Weight Approximately 600 g (1.3 lb)

Power Supply Supply from USB (500mA / 5V)

Power Consumption

When connecting with USB cable

2.5 W

In the Sleep mode:
1.5 W

Power OFF 0.5 W or less

Noise Not more than 66 dB

Operating Environment Temperature: 10°C to 32.5°C (50°F to 90.5°F)
Humidity: 25% to 80% RH

Replacement parts

Separation Pad (Product Code: 8028B001)

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



IMPORTANT

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

Product specifications are subject to change without notice.

Option

WU10 (product code: 6910B002 (U.S.A. and Canada only) / 6910B003 (Europe))

If you connect the scanner to the optional Wi-Fi Unit WU10 you can transmit image data from the scanner to a smartphone, tablet PC, or other smart device.

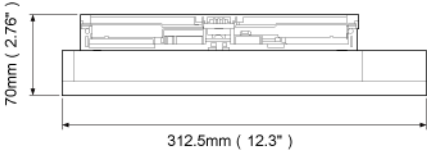
The operating environment is compatible with Wi-Fi Unit WU10 system requirements. In order to use this accessory, it is necessary to install the scanner wireless utility.

Carrying case (product code: 8028B002)

A case especially for carrying this scanner.

External Dimensions

■ Front View (Unit with top open)



■ Side View (With the document feed tray open)

