

**Canon**

 **imageFORMULA**  
**P-215**

# 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.

## FCC REGULATIONS (For 120 V model)

Document Scanner, Model M111131

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

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

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

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

Canon U.S.A. Inc.

One Canon Plaza, Lake Success NY 11042, U.S.A.

Tel. No. (516)328-5000

## RADIO INTERFERENCE REGULATIONS (For 120 V models)

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

## RÈGLEMENT SUR LE BROUILLAGE RADIOÉLECTRIQUE (For 120 V models)

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

## International ENERGY STAR® Office Equipment Program



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

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

## European Union (and EEA) only.



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

## Für EMVG

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

## Model Names

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

P-215: Model M111131

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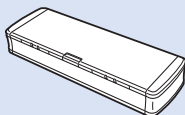
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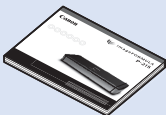
## STEP 1

## Checking the Accessories

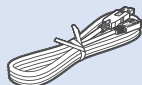
If any of the items listed below are missing or damaged, contact your local authorized Canon dealer or service representative.



Scanner



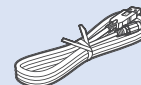
Reference Guide



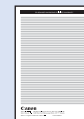
USB Cable  
USB 3.0 Type A/USB 2.0 Micro B  
(Length: 1.8 m)



Setup Disc  
(DVD-ROM)



Power Supply USB Cable



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

- Items included in this manual are subject to change without notice.
- You must keep the machine's packaging and packing materials for storing or transporting the machine.
- The shape of the power plug varies by country and region.

### USB Cable

The supplied USB cable is designed specifically for this scanner. Do not use it with any other device.

If you connect this scanner to a computer using a USB cable other than the one supplied, proper functioning is not guaranteed. Always use the supplied cable.

### 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.

- **Presto! BizCard**

Business card management software from NewSoft Technology Corp. For Mac OS X, run the installer (BizCard/BCRInstaller) from the Setup Disc to install.

\* Presto! BizCard is a registered trademark of NewSoft Technology Corp.

- **PaperPort® (Windows only)**

File management application from Nuance Communications Inc. that makes it easy to store, organize, and retrieve digital documents.

- In order to receive support of this product, you need to upgrade to a Professional version. For details on upgrading, visit the following URL: <http://www.nuance.com/partneroffer/canon>

- **Presto! PageManager (Mac OS X only)**

Photo and document management software from NewSoft Technology Corp. Run the following installer (PageManager/PM8Installer) from the Setup Disc to install.

- **Evernote**

Multi-platform document filing software from Evernote Corp.

- Files required for installing this software must be downloaded via the Internet. For details, refer to [page 7 \(Windows\)](#) or [page 11 \(Mac OS X\)](#).
- For more information on this software, visit the following URL: <http://www.evernote.com/about/intl/en/>

### **IMPORTANT**

When scanning with third-party software, use 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 plug-in for CaptureOnTouch (Windows only)	Evernote
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.

## 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 (USB 3.0 bus power also supported)
Monitor:	Resolution of 1024 x 768 (XGA) or better recommended.
Optical drive:	Drive capable of reading DVDs.

### Operating system

- Microsoft Windows XP Service Pack 3 or later
- Microsoft Windows XP x64 Edition Service Pack 2 or later
- Microsoft Windows Vista Service Pack 2 or later (32-bit and 64-bit editions)
- Microsoft Windows 7 Service Pack 1 or later (32-bit and 64-bit editions)
- Mac OS X 10.5.8, 10.6.8, 10.7

### Other requirement

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

### IMPORTANT

- If you do not know the requirements for your computer system, contact the store where you purchased the computer or the manufacturer of the computer for more information.
- If you use the scanner with Windows, use the latest USB 2.0 driver made available by Microsoft. For details, consult your local authorized Canon dealer.

- Use the USB interface provided as standard with your computer. However, normal operation is not guaranteed with all USB interfaces, even if present as standard equipment on the computer. For details, consult your local authorized Canon dealer.
- Scanning speeds are lower if your computer's standard USB interface is USB Full-Speed (equal to USB 1.1.)
- The USB cable you are using should be the one originally included with the scanner.
- If the CPU, memory, interface card, and other specifications do not satisfy the installation requirements, the scanning speed may be greatly reduced and transmission may take a long time.
- Even if the computer satisfies the recommended specifications, the scanning speed may vary, depending on the specified scan settings.
- The scanner drivers provided with the scanner do not necessarily operate on all ISIS (only for Windows) or TWAIN-compatible applications. For details, contact your application software retailer.

### Precautions for Use in 64-bit Operating Systems

- The scanner driver supplied with this product supports scanning with 32bit applications only.
- Even with 32-bit applications, not all ISIS/TWAIN compliant applications are guaranteed to operate.
- Scanning speed may vary depending on the specifications of your computer.

### Precautions for Use in Mac OS X

On a Macintosh computer equipped with a PowerPC CPU, the scanner driver of this product cannot be used with Classic Environment.

The driver will not run correctly when Classic Environment is running so use the scanner when Classic Environment is not running.

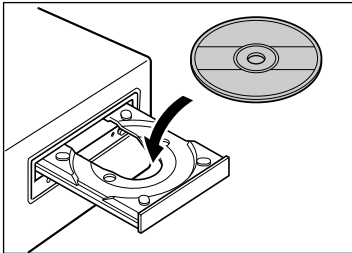
## Installing in Windows

### ! IMPORTANT

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

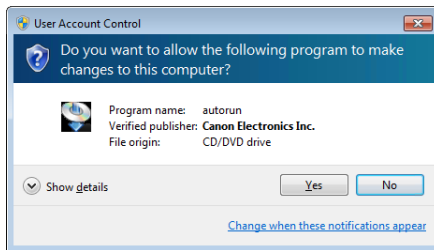
### 1 Insert the Setup Disc into the drive of the computer.

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

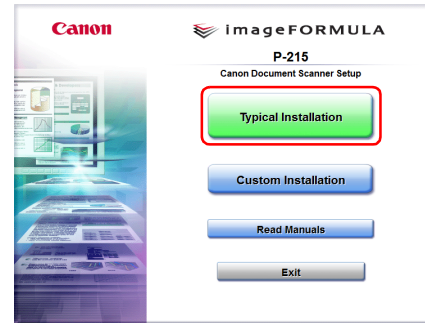


### For Windows 7/Vista

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



### 2 Click [Typical Installation].



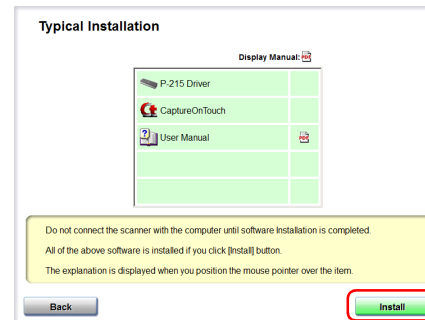
### About Installation of Third-Party Software

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

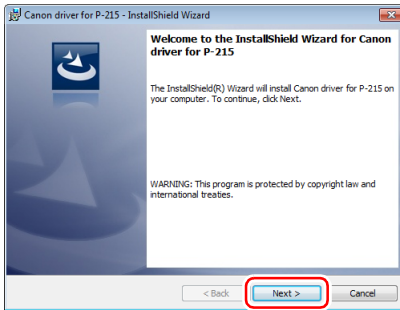
### 💡 Hint

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

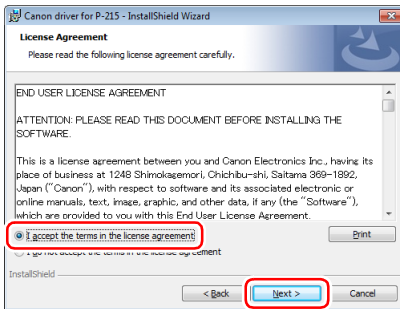
### 3 Click [Install].



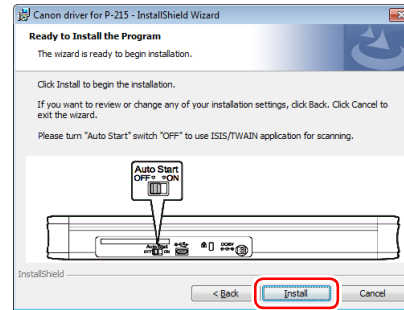
## 4 Click [Next].



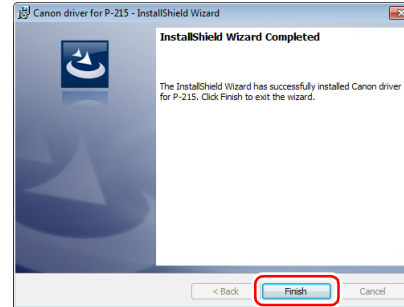
## 5 Read the license agreement, and click [I accept the terms in the license agreement] and then [Next] if you agree to it.



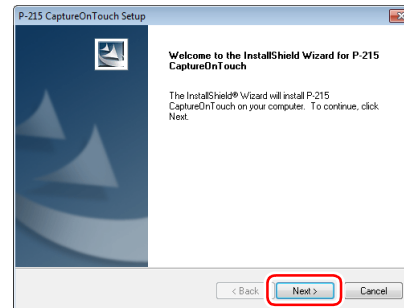
## 6 Click [Install].



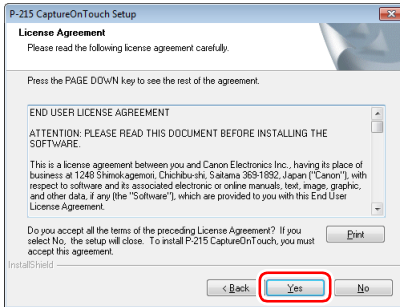
## 7 When the driver installation is complete, click [Finish].



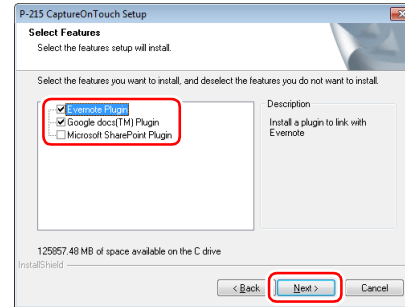
## 8 Click [Next].



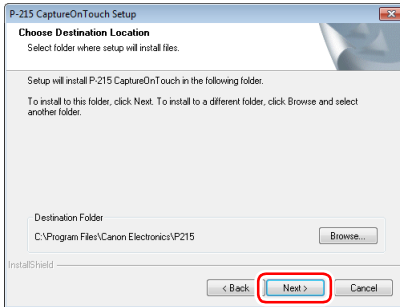
## 9 Read the license agreement, and click [Yes] if you agree to it.



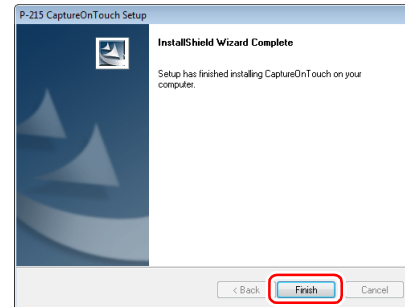
## 11 Specify whether to install plug-in for Evernote, Microsoft SharePoint and Google docs, and click [Next].



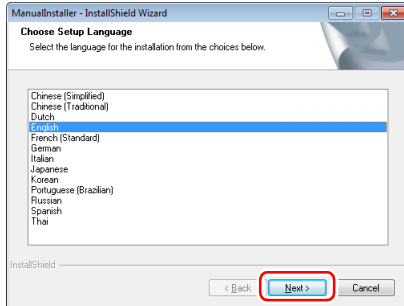
## 10 Click [Next].



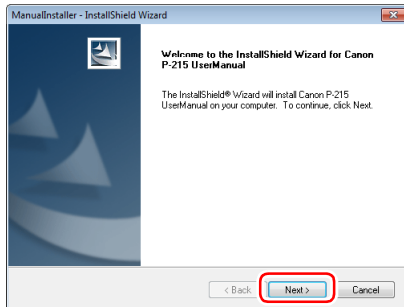
## 12 When CaptureOnTouch installation is complete, click [Finish].



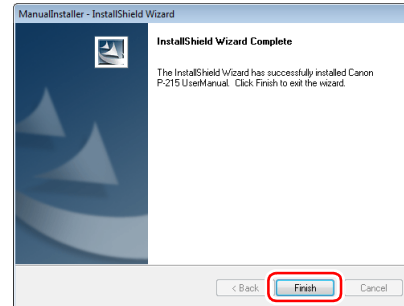
**13** Select the language you want to use, and click [Next].



**14** Click [Next].



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



**16** Click [Exit] to finish installing the software.

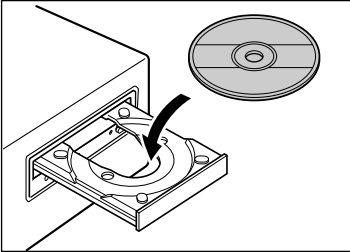


## Installing in Mac OS X

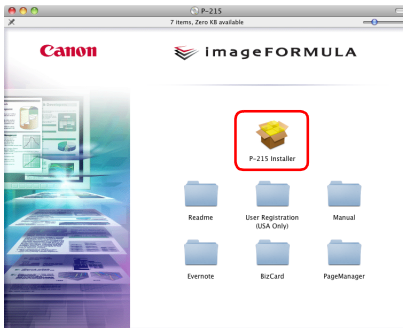
### ! IMPORTANT

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

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



### 2 Click [P-215 Installer].



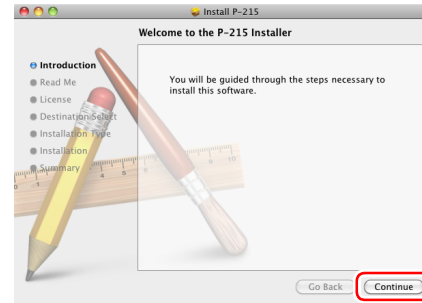
#### About Installation of Third-Party Software

If you open the folder containing the software instead of selecting [P-215 Installer], you can choose third-party software applications for installation.

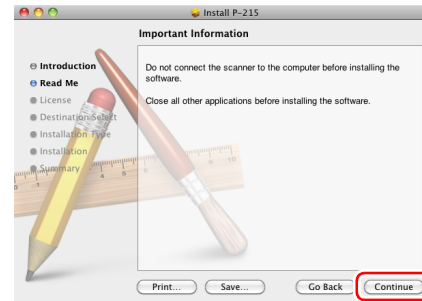
#### 💡 Hint

- If you choose Evernote, the Web browser will start and display a webpage for downloading the software during the installation. Download and install the software following the instructions on the webpage.  
To install Evernote, you need a connection to the Internet.

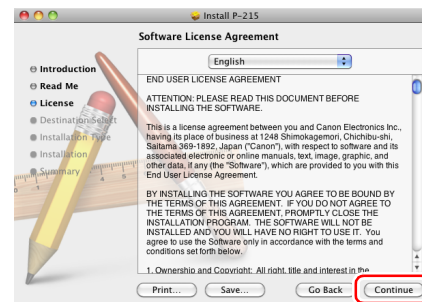
### 3 Click [Continue].



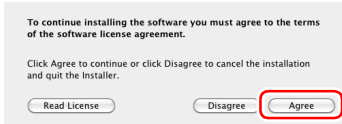
### 4 Click [Continue].



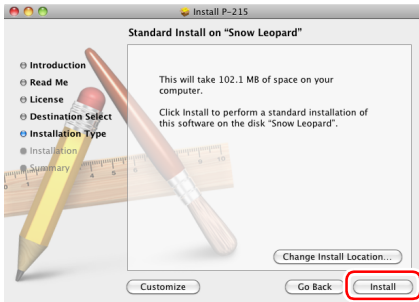
### 5 Read the license agreement and click [Continue] to accept it.



## 6 Click [Agree].



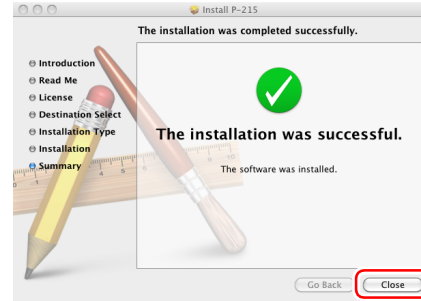
## 7 Click [Install].



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



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

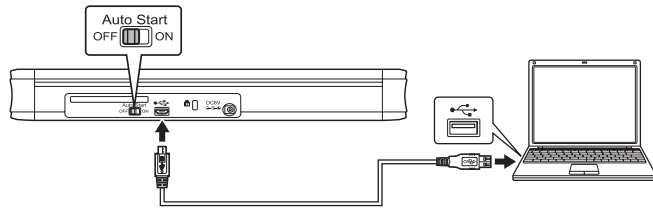


## STEP 3

## Connecting to a 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.



#### ! IMPORTANT

- 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 of power.
- Do not connect the scanner to the computer before installing the software.

#### 💡 Hint

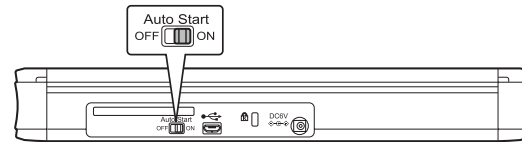
When connected to a USB port that supports USB 3.0, the scanner operates on 900 mA bus power and is capable of high-speed scanning. Using the power supply cable in such cases will not increase the scanning speed. Although this scanner supports USB 3.0 bus power, USB data transfer rates remain at USB 2.0 speeds.

### 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.

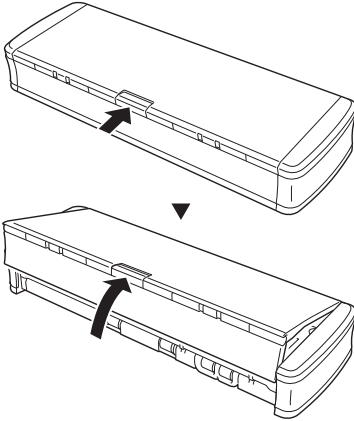
#### ! IMPORTANT

- 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.

## STEP 4

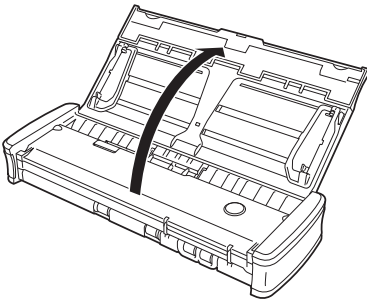
## Turning the Power ON

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



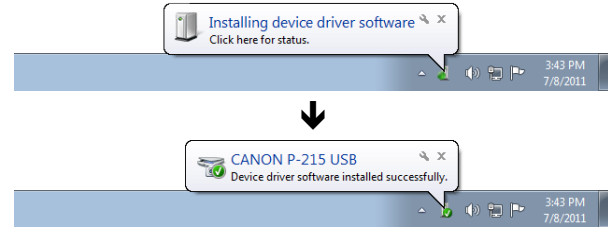
- 2 **Extend the front panel of the feed tray before opening the entire feed tray.**


The scanner turns ON, and the Start button lights.



### Hint

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





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

### Windows taskbar



### Mac OS X menu bar



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

This completes setup.

# Introduction

Thank you for purchasing the Canon imageFORMULA P-215 Document Scanner.

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

## Manuals for the Scanner

Documentation for this scanner consists of the following manuals.

### ● Reference Guide

This manual describes operations for the scanner using the scanner's built-in software, CaptureOnTouch Lite. Read this when using the scanner without the scanner driver and other bundled software installed.

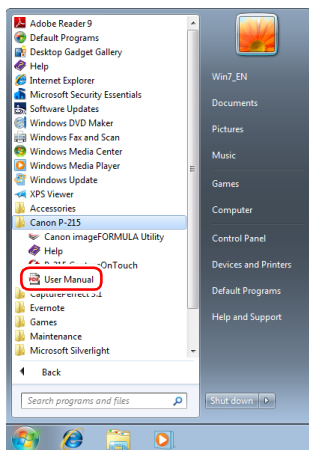
### ● User Manual (this manual)

This manual contains complete explanations for operations on the scanner. This manual is stored on the supplied Setup Disc as a PDF electronic manual.



### Hint

If you are using Windows, the User Manual will be registered to the following location in the start menu after you install the software on the Setup Disc.



## Symbols Used in This Manual

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



### WARNING

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



### CAUTION

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



### IMPORTANT

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



### Hint

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

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# Before Using the Scanner

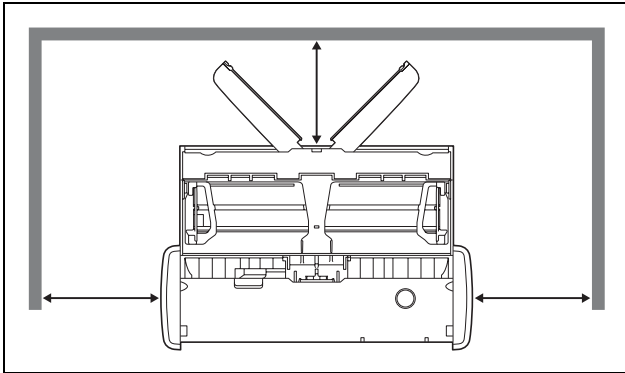
## Important Safety Instructions

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

### Installation Location

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

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



- Provide adequate space in front of the scanner, as scanned documents are ejected from the front.
- Avoid installing the machine in direct sunlight. If this is unavoidable, use curtains to shade the scanner.
- Avoid locations where a considerable amount of dust accumulates.
- Avoid warm or humid locations, such as in the vicinity of a water faucet, water heater, or humidifier. Avoid locations where ammonia gas is emitted. Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.
- Avoid locations that are subject to vibration.

- Avoid exposing the scanner to rapid changes in temperature. If the room in which the scanner is installed is cold but rapidly heated, water droplets (condensation) may form inside the scanner. This may result in a noticeable degradation in scanning quality. The following conditions are recommended for optimal scanning quality:  
Room temperature: 10°C to 32.5°C (50°F to 90.5°F)  
Humidity: 25% to 80% RH
- Avoid installing the scanner near equipment that generates a magnetic field (e.g. speakers, televisions, or radios.)

### AC Adapter (Sold Separately)

- Do not use AC adapters other than the one specified (sold separately) for this scanner. Do not use the AC adapter designed for this scanner with any other device.
- If you want to enable high-speed scanning with a USB 2.0 connection using only one USB cable, purchase an AC adapter (sold separately).
- If you have any questions regarding the power supply, contact your local authorized Canon dealer or service representative for further information.

### 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 AC adapters (sold separately) when moving the scanner. If the scanner is carried with these items connected, the plugs and connectors may be damaged or cause the scanner to fall and result in personal injury or damage to the scanner.

---

## Handling

### WARNING

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

- Never place alcohol, benzene, paint thinner, or other flammable substances near the scanner.
- Do not cut, damage, or modify the USB cable or power supply USB cable. Do not place heavy objects on the cable, and do not pull or excessively bend the cable.
- Never connect the USB cable or power supply USB cable when your hands are wet.
- Do not knot or coil the USB cable or power supply USB cable, as this may result in a fire or electric shock. When connecting the cable, make sure that the power plug is securely and completely inserted into the power connector.
- Use only the USB cable or power supply 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 or power supply USB cable.
- 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 turn the scanner OFF, and disconnect the USB cable or power supply 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 or power supply 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 or power supply 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 or power supply USB cable. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Do not locate the scanner in a humid or dusty location. Doing so may result in a fire or electric shock.
- Do not place objects on top of the scanner. Such objects may tip or fall over, resulting in personal injury.
- When disconnecting the USB cable, grasp it firmly by its connector. Do not pull directly on the USB cable, as this may damage or expose the cable's internal wiring, resulting in a fire or electric shock.
- Leave sufficient space around the USB cable or power supply USB cable so that it can be disconnected easily. If objects are placed around the USB cable or power supply USB cable, you will be unable to disconnect it in an emergency.
- Do not allow water or flammable substances (alcohol, benzene, paint thinner, etc.) to spill inside the scanner, as this may result in a fire or electric shock.
- If you will not be using the scanner for an extended period of time, such as during consecutive holidays, disconnect the USB cable or power supply 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.

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## **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.

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## **When sending the scanner for repairs**

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

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## Features of the Scanner

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The scanner has the following features.

- **Compact Size**

The scanner has a compact size of 285 mm (W) × 40 mm (H) × 95 mm (D) (11.22" (W) × 1.57" (H) × 3.74" (D)) when the document feed and eject trays are closed.

- **Bus-Powered**

Supporting USB 3.0 bus power, the scanner is capable of scanning at a speed of 15 black-and-white (grayscale) pages per minute and 10 24-bit color pages per minute using bus power via a single USB cable (200-dpi simplex scanning of A4 documents is assumed in both examples).

When using a USB 2.0 interface, high-speed scanning is still available through the additional use of the power supply USB cable or an AC adapter (sold separately).

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

- **Dedicated Card Slot**

The scanner includes a dedicated slot for scanning plastic cards.

- **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

- **Drop-Out Color**

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

- **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.

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- **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**

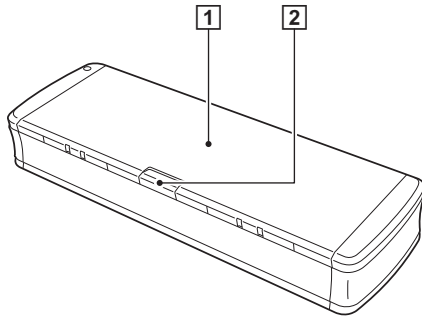
An automatic start function is provided for detecting when a document is placed in the feeder and then starting scanning automatically.

- **! IMPORTANT**

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

# Names and Functions of Parts

## Front View



### 1 Document Feed Tray

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

### 2 Feed Tray Release Lever

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

### 3 Document Guides

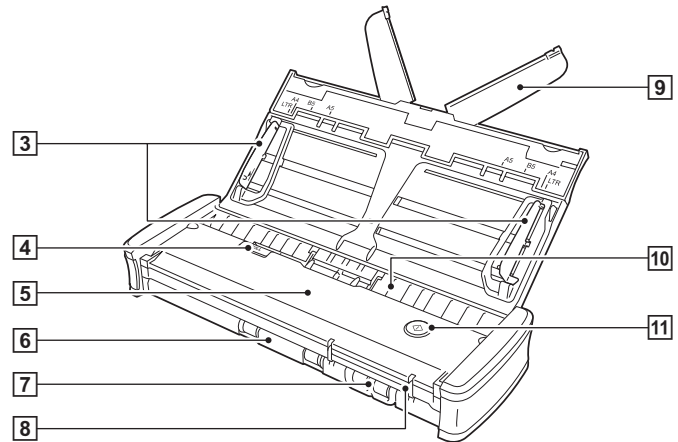
These guides ensure documents are fed straight (one on the left and right sides). Raise the guides when loading a document, and then align them to both sides of the document to be scanned.

### 4 Feeder Cover Release Lever

Pull this lever to open the feeder cover when cleaning the scanner.

### 5 Feeder Cover

Open this when cleaning the scanner.



### 6 Eject Outlet

This outlet is for ejecting documents when scanning is completed.

### 7 Card Slot

Insert plastic cards here.

### 8 Card Guides

These guides ensure that cards inserted in the card slot are fed straight.

### 9 Feed Extension Plate

Open this plate to support the document when loading a long document.

### 10 Feed Inlet

Insert the document to be scanned.

## 11 Start Button

Press this button when you want to start scanning the document loaded in the feed tray.

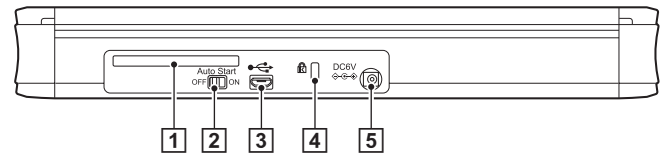
When the power of the scanner is ON, this button lights and indicates the status of the scanner as shown below.

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

### 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.

## Rear View



### 1 Rear Card Slot

When a plastic card is fed, a portion of the card protrudes from here momentarily.

### 2 Auto Start Switch

Use this switch to change the operation mode of the scanner.

### 3 USB Connector

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

### 4 Kensington Slot

Connect a key chain to prevent theft.

### 5 Power Connector

Connect the supplied power supply USB cable or a separately sold AC adapter.

### Hint

This scanner does not have a power switch. For details, [see page 25](#).

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## Power Supply

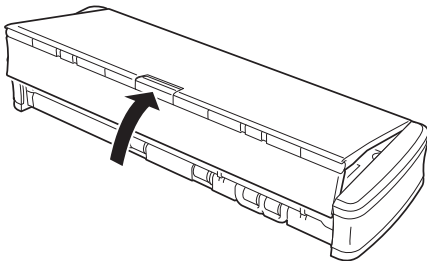
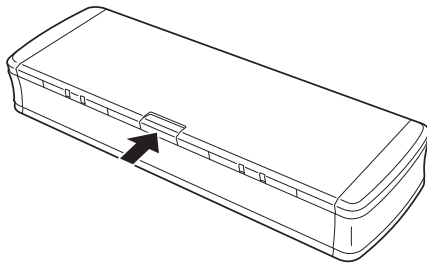
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The power of the scanner is designed to turn ON when the feed tray is opened or closed. To turn the power ON or OFF, operate the scanner as described below.

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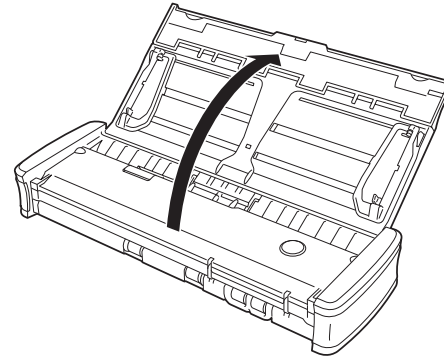
### Turning ON the Power

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



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

The scanner turns ON, and the Start button lights.



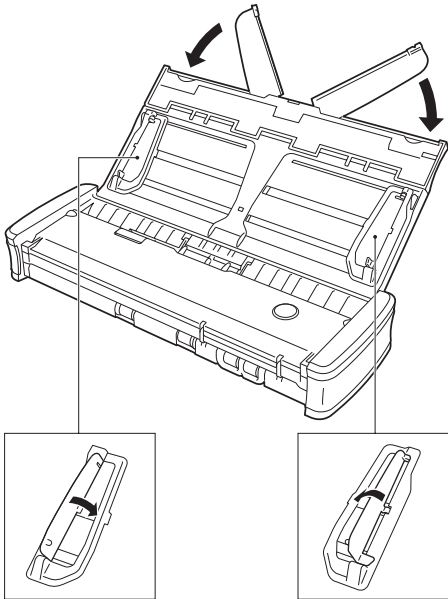
#### **!** IMPORTANT

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

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## Turning OFF the Power

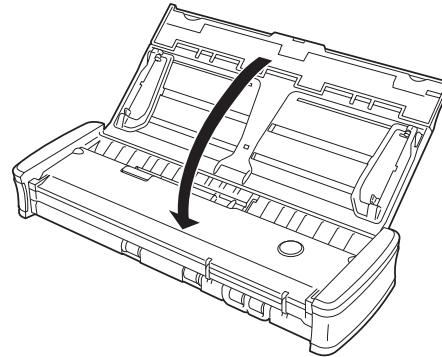
- 1** If the feed extension plates and document guides are raised, lower them.



**!** **IMPORTANT**

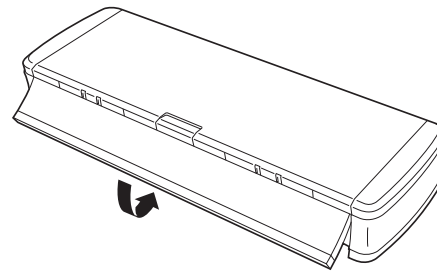
Do not close the feed tray while the document guides are spread open. This can damage to the scanner and result in malfunction.

- 2** Close the feed tray.



The scanner turns OFF.

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



**!** **IMPORTANT**

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

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## Using an Auxiliary Power Supply

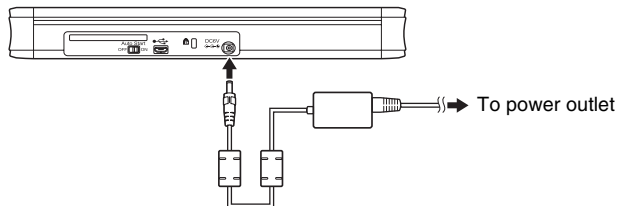
Since this scanner is bus-powered, scanning can be performed with a single USB cable. However, scanning can be performed at a higher speed if you use the power supply USB cable or an AC adapter (sold separately).

Connect the power supply USB cable or AC adapter (sold separately) to the power connector at the rear of the scanner.

### Power supply USB cable



### AC adapter (sold separately)



### Hint

When connected to a USB port that supports USB 3.0, the scanner operates on 900 mA bus power and is capable of high-speed scanning. Using the power supply cable in such cases will not increase the scanning speed.

Although this scanner supports USB 3.0 bus power, USB data transfer rates remain at USB 2.0 speeds.

## Documents

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

Document type	Width	Length	Thickness (density)	Thickness
Plain paper	50.8 to 216 mm (2 to 8.5")	70 to 356 mm (2.756 to 14") <sup>1)</sup>	52 to 128 g/m <sup>2</sup> (14 to 34 lb bond)	0.06 to 0.15 mm (0.0024 to 0.0059")
Postcard	88.9 to 108 mm (3.5 to 4.25")	127 to 152.4 mm (5 to 6")	128 to 225 g/m <sup>2</sup> (34 to 60 lb bond)	0.15 to 0.3 mm (0.0059 to 0.0118")
Business card	49 to 55 mm (1.93 to 2.17")	85 to 91 mm (3.35 to 3.58")	128 to 225 g/m <sup>2</sup> (34 to 60 lb bond)	0.15 to 0.3 mm (0.0059 to 0.0118")
Other card <sup>2) 3)</sup>	86 mm (3.39")	54 mm (2.13")	—	0.76 mm (0.03") or less <sup>4)</sup>

1) Up to 1,000 mm (39.4") in Long Document mode

2) When using the card slot

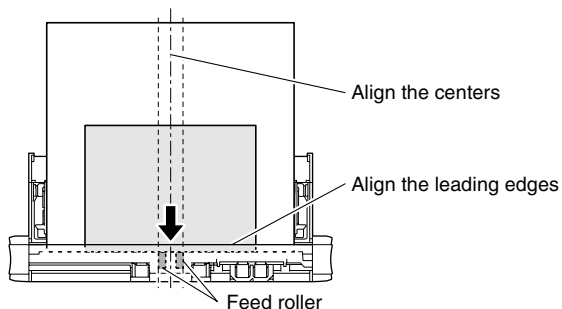
3) Plastic cards

4) Up to 1.4 mm (0.055") for embossed cards

### ! IMPORTANT

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

- When scanning multiple documents of different sizes, place the documents so that they cover the entire span of the feed rollers by aligning the centers and leading edges of the documents.



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

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



There are creases or fold lines.



Carbon paper



There are curls.



The surface is coated.



There are tears.



Extremely thin document  
such as semi-transparent  
thin paper.



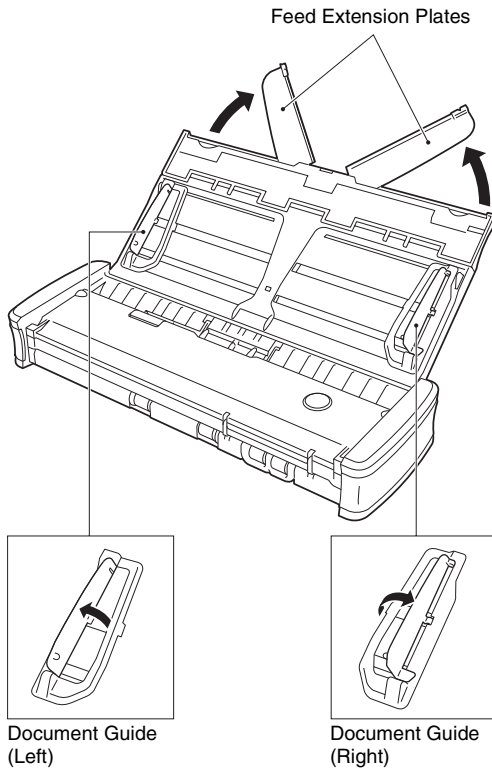
There are clips or staples.



Documents with excessive  
paper dust particles.

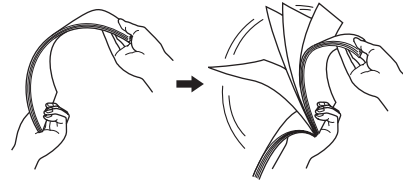
## How to Place Documents

- 1** Open the feed tray to turn ON the scanner. (See p. 25)
- 2** Raise the document guides and feed extension plates.

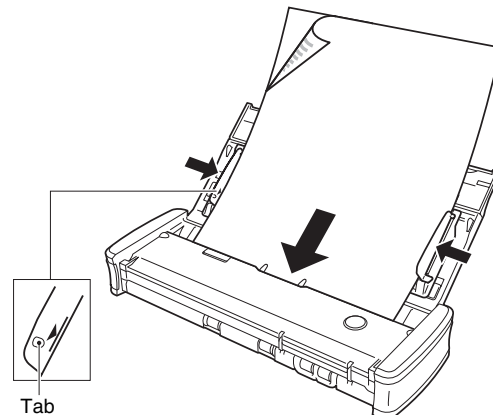


- 3** Load the document.

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

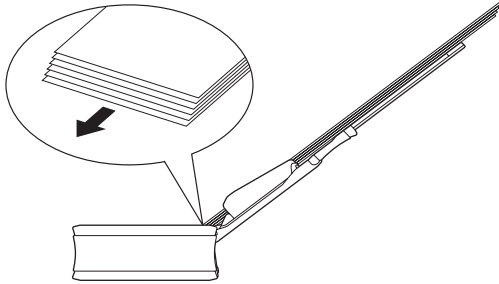


- Load the document into the feed inlet of the scanner with the scanning side of the document face down and the top of the document pointing down.
- Align the document guides with both edges of the loaded document.
- Press the document beneath the tabs of the document guides.
- Up to 20 pages of plain paper can be loaded at the same time. Make sure that the document does not exceed the loading limit marks (▼) on the document guides.

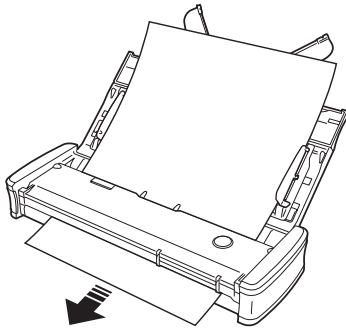


## ! IMPORTANT

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



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



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

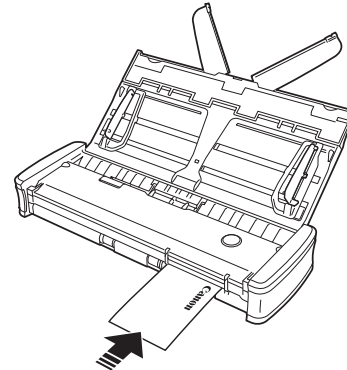
## Placing Cards

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

### 1 Open the document feed tray. (See p. 30)

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

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



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

### ! CAUTION

- The card slot is disabled when documents are placed on the feed tray. When you want to insert a card in the card slot, remove any documents from the feed tray.
- During scanning, a portion of the card will protrude from the rear card slot at the rear of the scanner. Keep the area in front of the rear card slot clear of objects.

- Embossed cards may not be scanned correctly, depending on the type of embossment.

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## Setting the Long Document Mode

The length of documents that can be scanned with the scanner is normally 356 mm (14"), but you can scan documents up to 1,000 mm (39.4") long by setting the scanner to the Long Document mode.

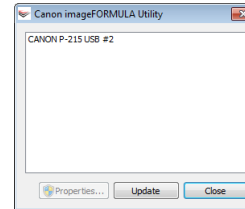
### ! IMPORTANT

By selecting the Long Document mode and setting the [Page Size] on the scanner driver settings screen to auto-detection, documents of up to 1,000 mm (39.4") in length can be scanned. Note the following when using the Long Document mode:

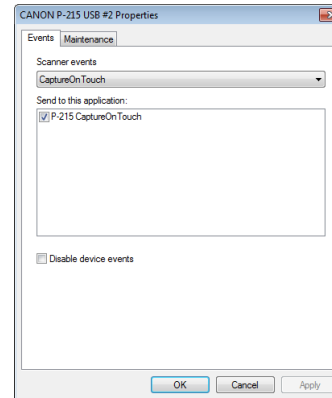
- When scanning long documents, close the feed extension plates.
- When scanning in the Long Document mode, if the document is placed on the scanner in a skewed position, it may hit the edges of the feeding area and be damaged. Be careful to place the document so that it is not skewed.
- When scanning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

## Under Windows

- 1 Start Windows and log in as a user with administrator privileges.
- 2 Click the Start button, and then click [All Programs], [Canon P-215], and [Canon imageFORMULA Utility]. imageFORMULA Utility starts.

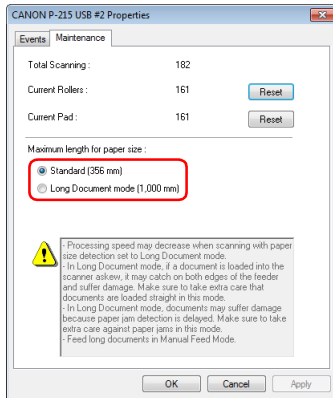


- 3 Click [CANON P-215 USB] and click [Properties].



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

Select [Long Document mode (1,000 mm)].



#### 5 Click [OK].

### Setting procedure under Mac OS X

#### 1 Starts CaptureOnTouch.

#### 2 Click [Scan First].

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

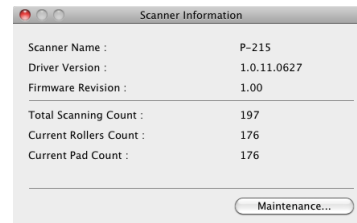
#### 4 Click [Scanner Setting] button.

#### 5 Click [ON] of [Use Advanced Settings dialog box].

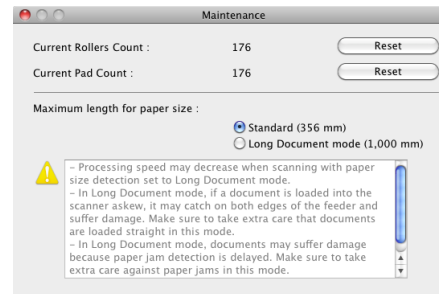
#### 6 Click .

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

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



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



#### 9 Select [Long Document mode (1,000 mm)].

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

# Scanning in Windows

## Scanning with CaptureOnTouch Lite (Windows)

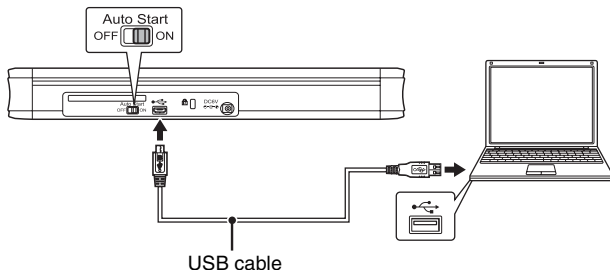
CaptureOnTouch Lite is a scanning application that comes pre-installed in the scanner. It can be used on a computer that does not have the scanner driver installed.



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.**



If necessary, connect the power supply USB cable or the AC adapter (sold separately).

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

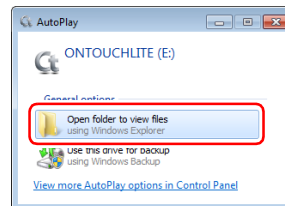
For details, see [“How to Place Documents”](#) on p. 30.

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

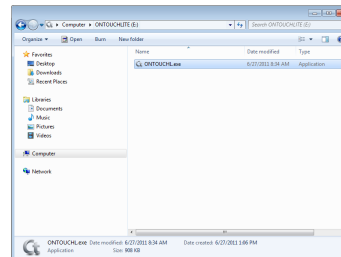
### ! IMPORTANT

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.

- 3 **Click [Open folder to view files].**



The [ONTOUCHLITE] folder opens.



## 4 Double-click [ONTOUHL.exe].

CaptureOnTouch Lite starts, and the main screen appears.

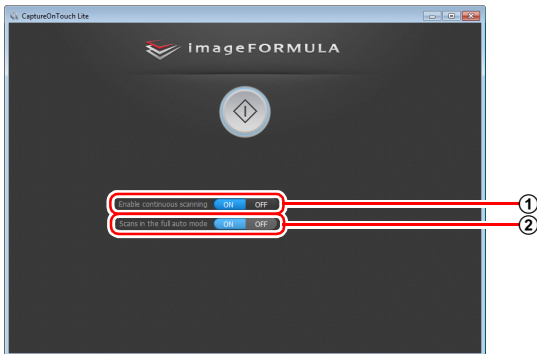
### ! IMPORTANT

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

### 💡 Hint

- 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.

## 5 Set the scanning method.

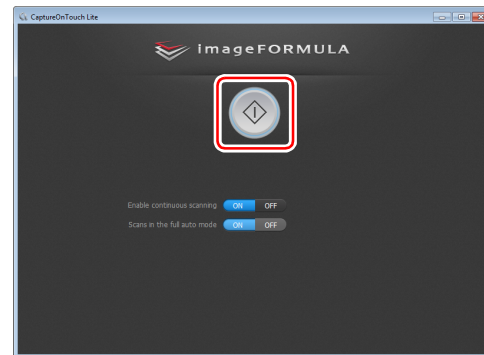


- ① Specify whether to enable continuous scanning. When previewing the scanned image or splitting up a large document to scan in parts, select [ON] to enable continuous scanning.
- ② Specify whether to scan the document in full auto mode. When you want to specify arbitrary scanning conditions, select [OFF] and configure the scanner settings. (See p. 37)

### ! IMPORTANT

If you configure scanning conditions that require a large amount of the computer's memory, scanning may be disabled. If an error message appears due to insufficient memory while scanning is in progress, exit the application and try scanning again using different scanning condition settings.

## 6 Click the Start button.

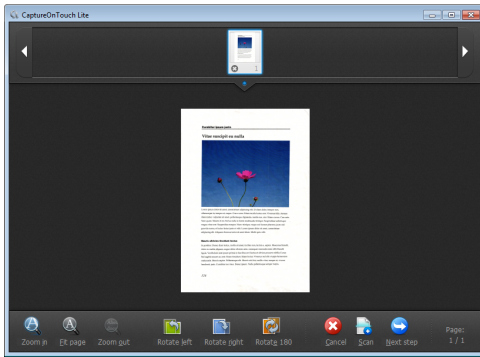


Scanning of the document starts.

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

### 💡 Hint

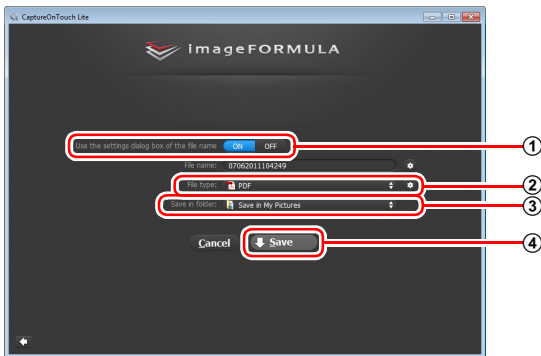
If a document is scanned when [Enable continuous scanning] is set to [ON], the continuous scanning screen (see p. 40) appears when scanning of the document is finished.




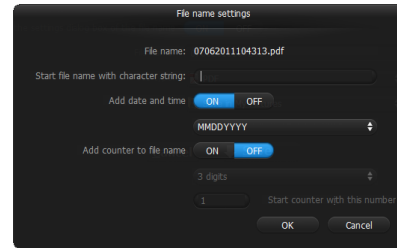
If you place the next document and click [Scan], scanning of the document starts.


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

## 7 Configure the settings related to output and then output the scanned images.

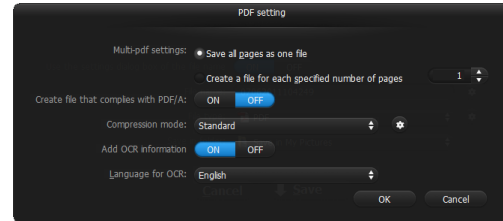


- ① Specify the file name for the scanned images. If [Use the settings dialog box of the file name] is set to [OFF], enter the file name directly into the file name field. If you set [Use the settings dialog box of the file name] to [ON] and then click , you can specify a format for creating file names.




- ② Select the file format. If you select a file format other than BMP, you can click  to configure advanced settings.

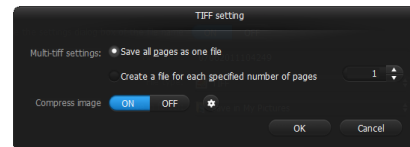
### PDF



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]).

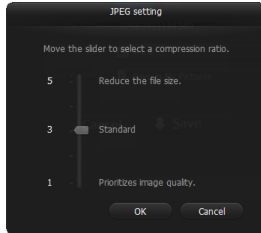
In [Compression mode], specify the compression mode ([Standard] or [High Compression]) for the PDF file. You can click  to display a dialog box for specifying the compression rate.

### TIFF



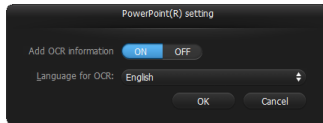
In [Multi-tiff settings], specify whether to save the scanned images as a multi-page file ([Save all pages as one file]) or single page files ([Create a file for each specified number of pages]).

### JPEG



You can specify the compression rate of JPEG images.

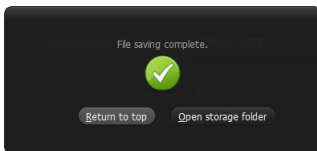
### PPTX



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

- ③ Specify the storage location for the scanned images.
- ④ Output the scanned images.

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



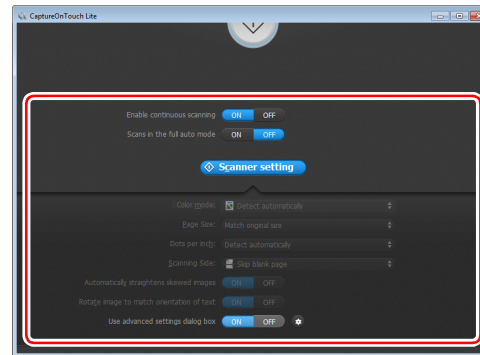
### Hint

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

## 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.



### Hint

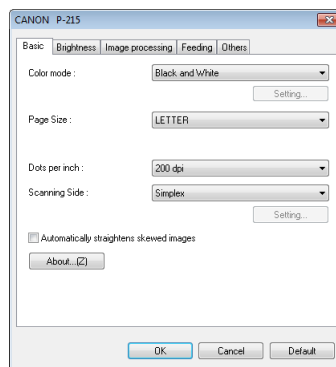
The driver settings dialog box includes setting items that are the same as the basic items in [Scanner setting], but the setting for each of the them is stored separately. Which settings are used during scanning differs as follows depending on the setting of the [Use advanced settings dialog box] check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

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

## Advanced Settings

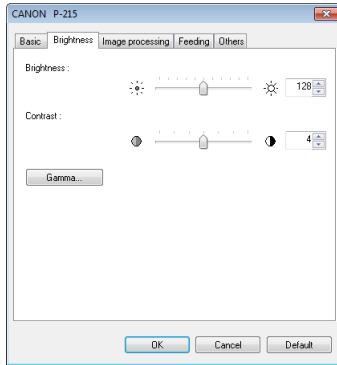
You can configure scanning conditions and scanner operations in detail in the advanced settings dialog box.

### [Basic] tab



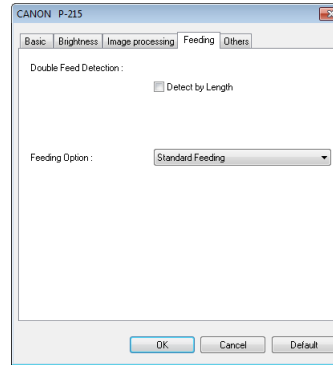
Configure basic scanning conditions.

### [Brightness] tab



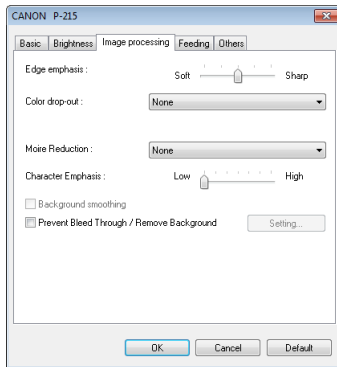
Configure the brightness and contrast of scanned images.

### [Feeding] tab



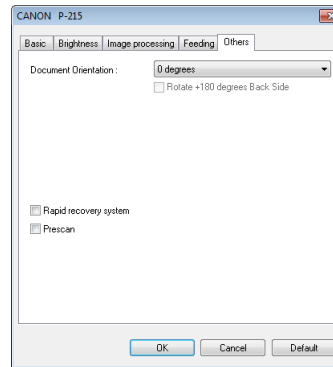
Configure the feeding method for documents.

### [Image processing] tab



Configure settings related to the processing of scanned images.

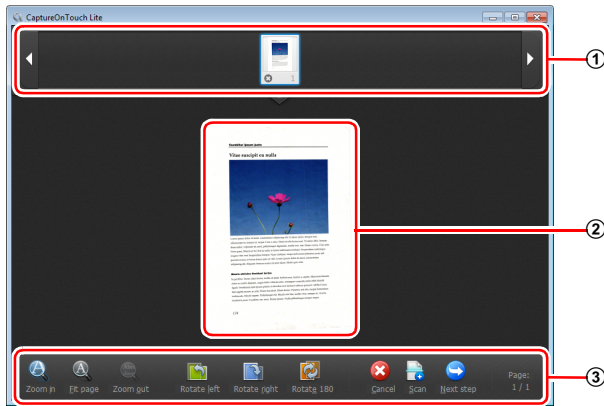
### [Others] tab



Configure settings for specialized scanning and image processing.


## 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.

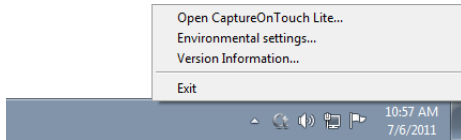
### ③ Preview Controls

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.

## Taskbar Icons

CaptureOnTouch Lite will reside on the taskbar after it starts. The icon will appear in the taskbar's notification area during this time.



You can click the icon and perform the following in the menu that appears.

### [Open CaptureOnTouch Lite]

If you closed the CaptureOnTouch Lite window, you can click this to open the window again.

### [Environmental settings]

Display the [Environmental settings] dialog box. For details, see ["Environmental Settings" on p. 41](#).

### [Version Information]

View version information for CaptureOnTouch Lite.

### [Exit]

Quits CaptureOnTouch Lite. CaptureOnTouch Lite will stop residing on the system, and the taskbar icon will disappear.

## Environmental Settings

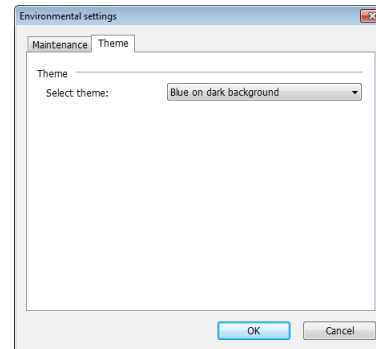
In the [Environmental settings] dialog box, you can configure settings related to CaptureOnTouch Lite operations and perform scanner maintenance.

### [Maintenance] tab



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

### [Theme] tab




Change the color scheme of the CaptureOnTouch Lite window.

---

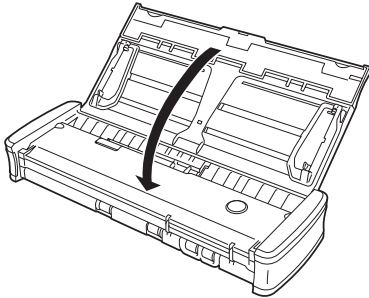
## Quitting CaptureOnTouch Lite

Use the following procedure to quit CaptureOnTouch Lite.

- 1** Click the  icon on the taskbar, and click [Exit] in the menu that appears.

CaptureOnTouch Lite closes.

- 2** Close the feed tray.



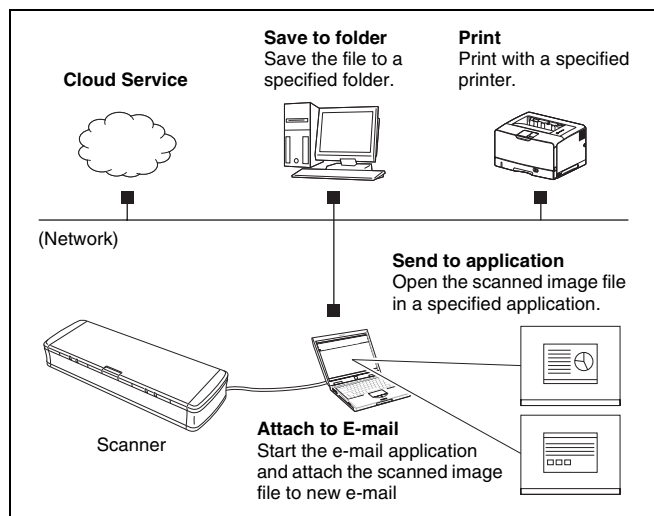
The scanner turns OFF.

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

# Scanning with CaptureOnTouch (Windows)

## What is CaptureOnTouch?

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



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

### Scan First

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

### Select Scan Job

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

### Scan with Start Button

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

### File Formats of Saved Images


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

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

## Starting and Exiting CaptureOnTouch

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





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

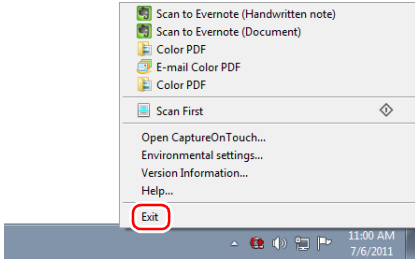
### Hint

- You can also start CaptureOnTouch from the Start menu. Click [Start] – [All Programs] – [Canon P-215] – [P-215 CaptureOnTouch].
- The first time you start CaptureOnTouch on a computer with Evernote installed, a message for confirming the registration of jobs for sending scanned images to Evernote appears. If you click the [Yes] button, two jobs for Evernote are registered to CaptureOnTouch.
- The interval between the time you press the Start button on the scanner and the time scanning begins is shortened when the [Make CaptureOnTouch resident] check box is selected in the [Basic settings] tab of the [Environmental settings] dialog box. For details, see “Environmental Settings” on p. 53.

## Exiting CaptureOnTouch

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

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



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

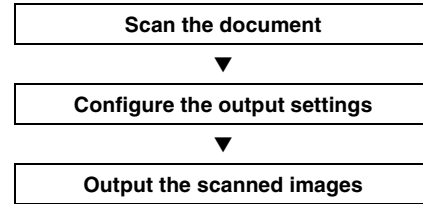
## Restarting CaptureOnTouch

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

- Click [Start] – [All Programs] – [Canon P-215] – [P-215 CaptureOnTouch].
- Press the Start button on the scanner (in this case, the main screen of CaptureOnTouch will open and scanning will start using the scan method assigned to the Start button).

## Scan First

### Operation Flow



- 1 Place the document in the scanner.
- 2 Click [Scan First].



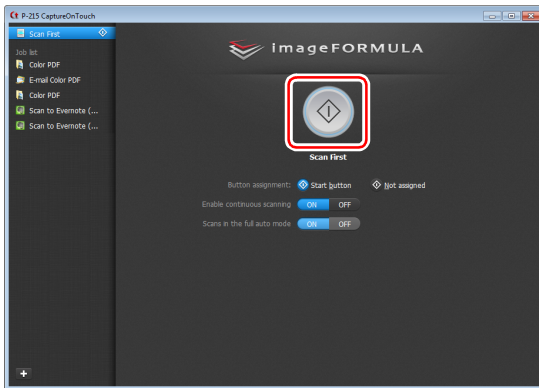
The top screen of Scan First appears.

### 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. (See p. 50)

### 4 Click the Start button.



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

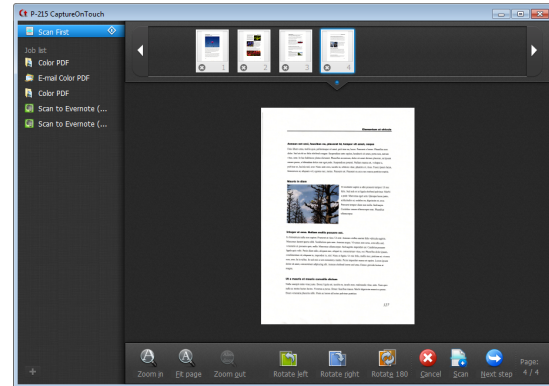
When scanning is finished, the Output settings screen appears.

### ! IMPORTANT

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

### 💡 Hint

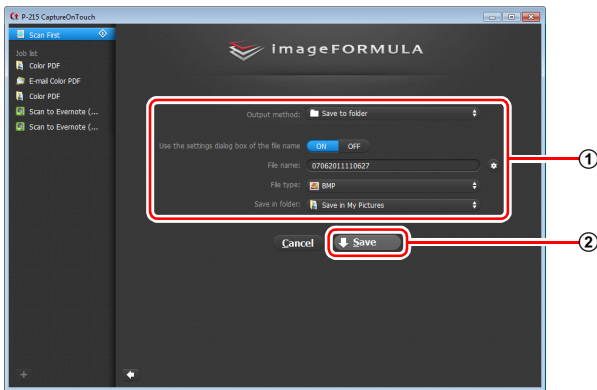
If a document is scanned when [Enable continuous scanning] is set to [ON], the continuous scanning screen (see p. 51) appears when scanning of the document is finished.



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

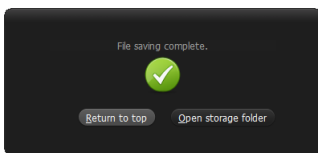
When scanning of all the documents is finished, click [Next step].

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



- ① Configure the settings related to output. (See p. 52)
- ② Click this button to output the scanned images. The button name differs for each output method. For example, it is [Save] when the output method is set to [Save to folder].

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

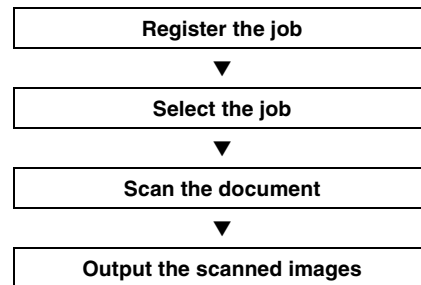


### Hint

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

## Select Scan Job

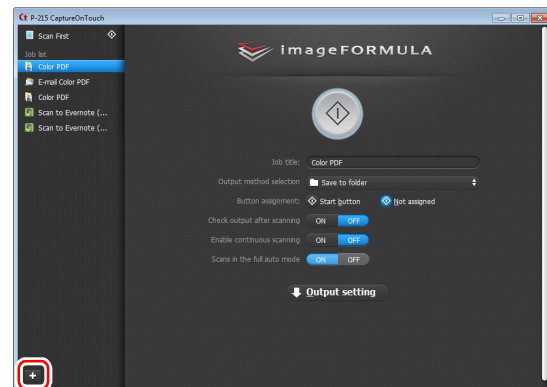
### Operation Flow



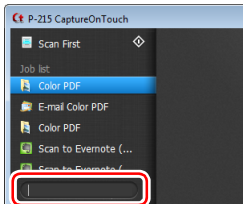
## Registering and Editing Jobs

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

### 1 Click the **+** button.



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



## 3 Specify the output method of the job. (See p. 52)



### Hint

You can assign the job to the Start button by selecting [Start button] for [Button assignment]. (See p. 49)

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

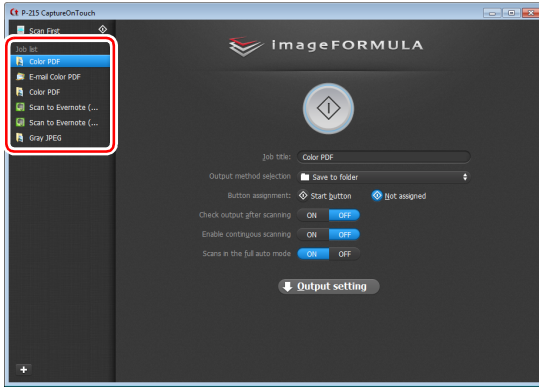
The output setting items differ depending on the specified output method. For details on the setting items, see the Help of CaptureOnTouch.



## Selecting a Job and Scanning

**1** Place the document in the scanner. (See p. 30)  
The top screen of Select Scan Job appears.

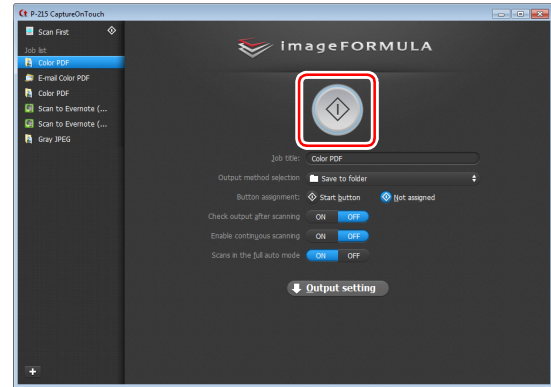
**2** Click a job.



### Hint

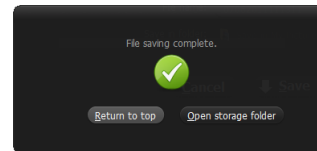
- If you set [Check output after scanning] to [ON], you can check the output settings after scanning.
- If you set [Enable continuous scanning] to [ON], you can continue scanning after all the pages of the document are scanned.

**3** Click the Start button.



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

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



### IMPORTANT

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

## Hint

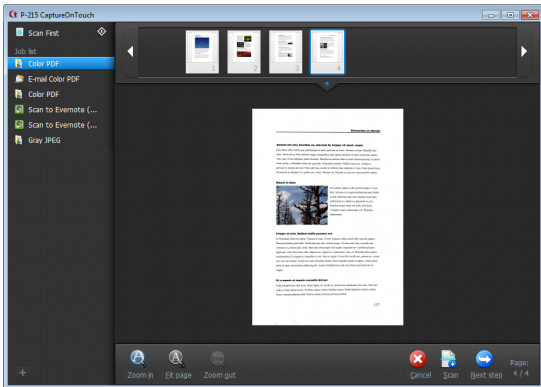
- Clicking [Return to top] returns to the top screen of Select Scan Job.
- When [Attach to E-mail] or [Print] is specified as the output method, you can click [Open storage folder] to open the folder in which the scanned images were saved.

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

The continuous scanning screen (see p. 51) appears when all the pages of the document are scanned.

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

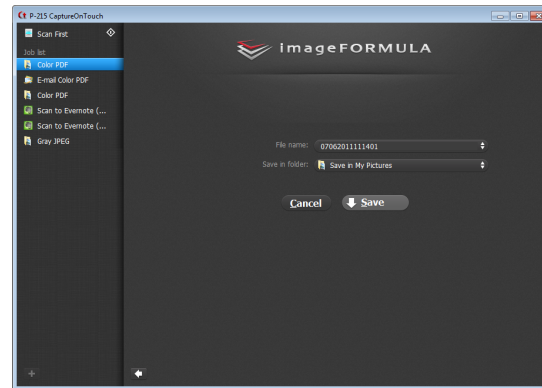
When scanning of all the documents is finished, click [Next step].



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

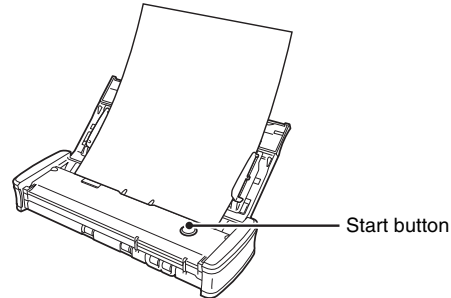
The Output Confirmation screen appears before the scanned images are output.

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



## Scanning with Start Button

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



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

## Hint

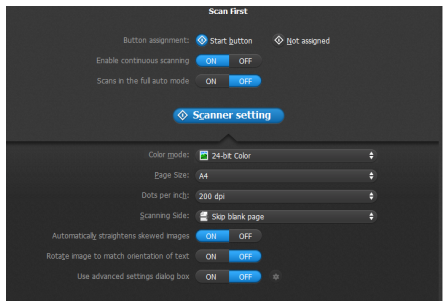
You can also assign any job to the Start button. If a job is assigned, the document is scanned and the scanned images are output according to the settings of the job. The main window of CaptureOnTouch closes automatically 5 seconds after the output process finishes.

## 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.

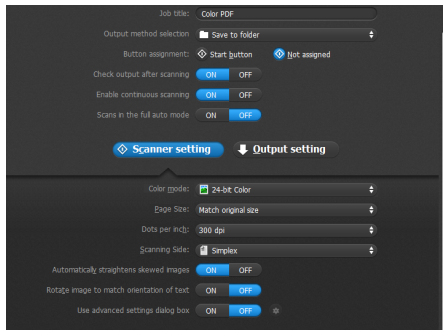
The scanner setting items are common to Scan First and Select Scan Job.

### 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 page detected within the document is skipped during scanning.


### Automatically straightens skewed images

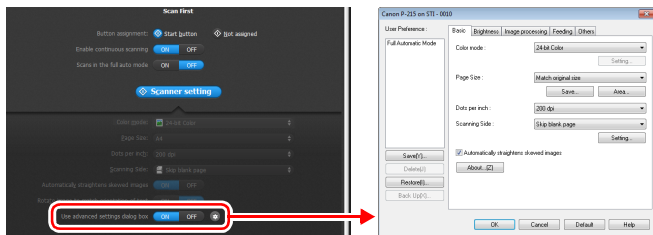
When a document is scanned skewed, the skewed scanned images are detected and then straightened.

### 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.



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

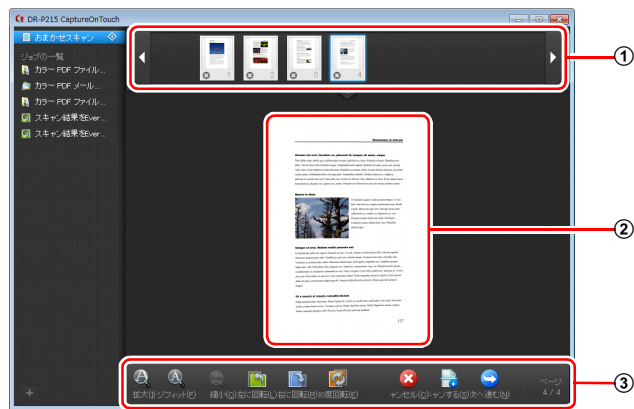
### Hint

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


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

## 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 Controls

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

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

## Setting the Output Method

CaptureOnTouch is provided with various output methods for processing scanned images.

The output method specification is common to Scan First and Select Scan Job.

### When Scan First:

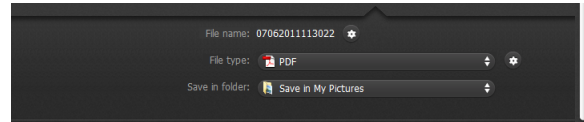
For Scan First, select an output method in the output method selection screen that appears after scanning, and then specify each of the output method items.

### When Select Scan Job:

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

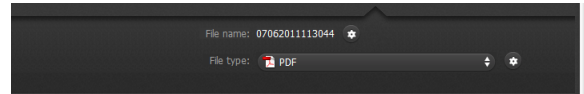
The setting items related to output differ depending on the output method.

### Save to folder



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

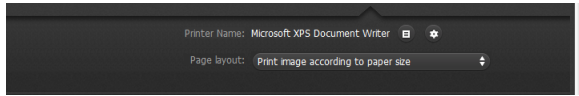
### Attach to E-mail



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

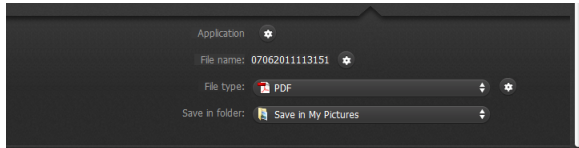
To use this feature, an e-mail application such as Windows Mail or Outlook Express (both of these applications come standard with the operating system) that supports MAPI (Messaging Application Programming Interface) needs to be specified as the default program of the operating system.


## Print



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

## Send to application




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

## Other Output Methods

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. 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).

### • Save in Evernote

Saves the scanned images to Evernote.

### • 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).

## ! IMPORTANT

To use the [Save in Google docs] and [Save in Evernote] output methods, the respective cloud service accounts are required. (See p. 5)

## Environmental Settings

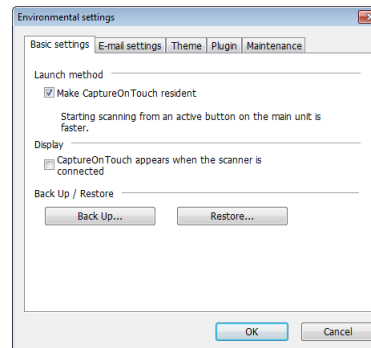
To configure the environmental settings of CaptureOnTouch, open the [Environmental settings] dialog box.

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

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

### [Basic settings] Tab

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



## Launch method setting

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

## Display setting for when scanner connected

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

## Back Up / Restore

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

### ! IMPORTANT

Please note that when a job with the output method set to [Send to 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.

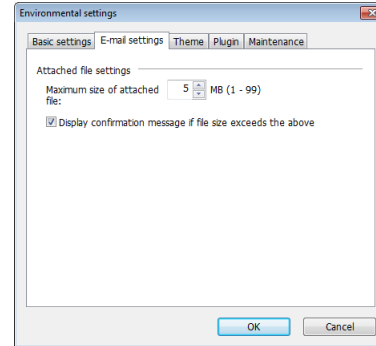
## [Restore] button

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.



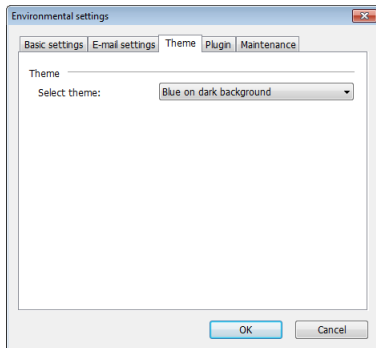
## Maximum size of attached file

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.

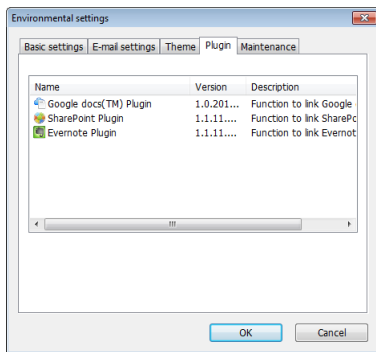


### Select theme

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

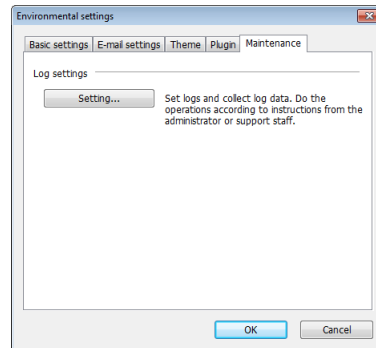
## [Plugin] Tab

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.



## Setting the Scanner Driver (Windows)

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

### Configuration and Functions of the Scanner Driver

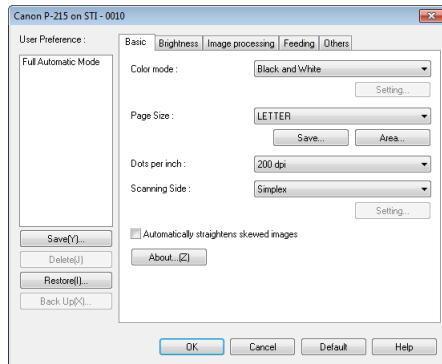
The scanner driver consists of the following five tabs.



#### Hint

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

#### [Basic] Tab

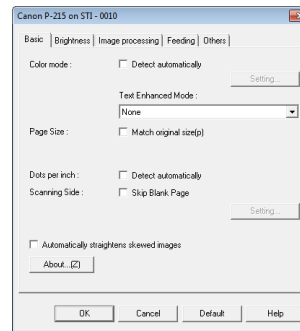


Configure basic scanning conditions such as the mode, page size, resolution, and scanning side. In addition, you can click the [Area] button and specify the area to be scanned.

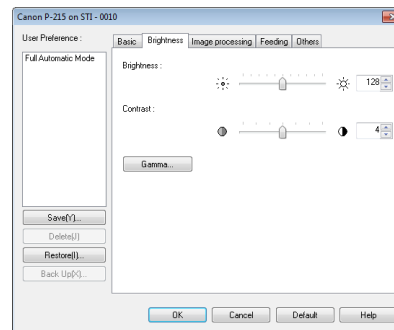


#### Hint

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

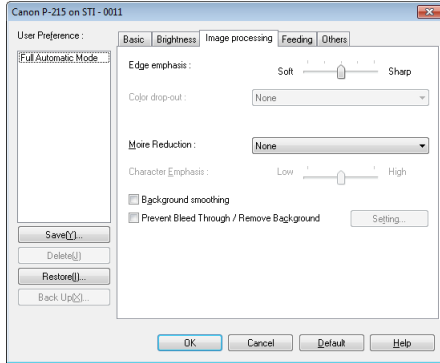


#### [Brightness] Tab



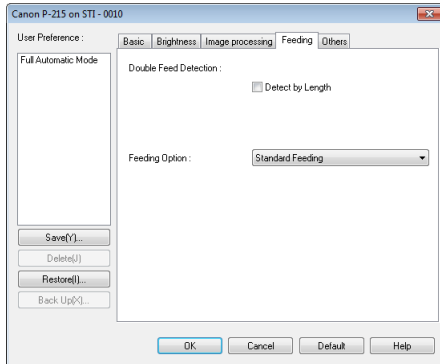
Adjust the brightness and contrast of scanned images. In addition, you can also click [Gamma] and set the gamma correction value for scanned images.

## [Image processing] Tab



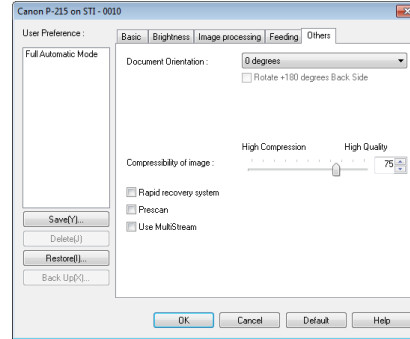
Set the processing method for scanned images.

## [Feeding] Tab



Specify scanner operations related to document feeding.

## [Others] Tab



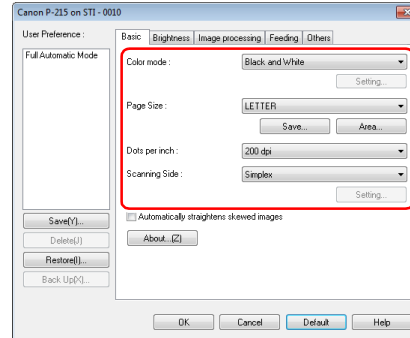
Configure settings for specialized scanning and image processing.

## Setting Basic Scanning Conditions

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

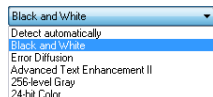
## Confirming Basic Conditions for Scanning

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



## Color mode

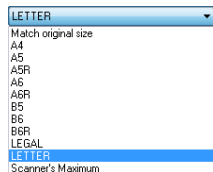
Select the scanning mode.



- [Advanced Text Enhancement II] removes or processes the background color and background surrounding text to enhance the text for easy reading. If necessary, 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

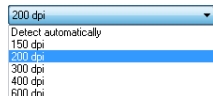
Select the page size that matches the document to be scanned.



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

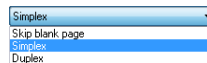
Select the scanning resolution.



- 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.

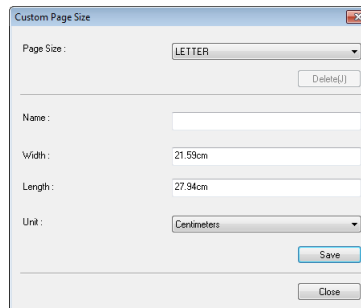


If the scanning side is set to [Skip blank page], the images of blank pages are deleted when images are saved.

## Scanning Documents of Unregistered Page Sizes

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

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

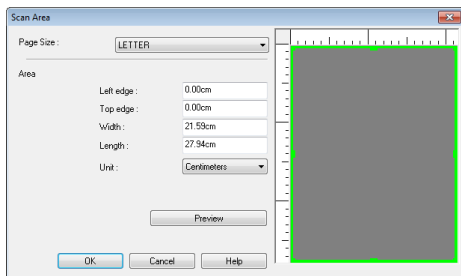


## Specifying the Scan Area

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

### Specifying an area

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

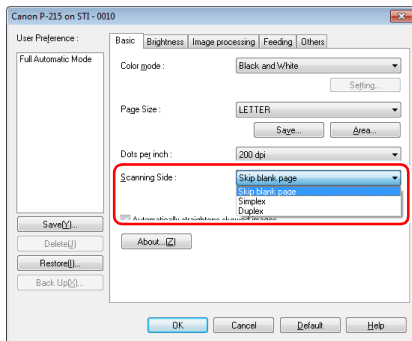


## Configuring Scanner Settings According to Purpose

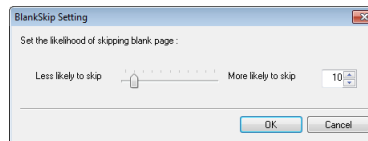
Set the scanning conditions according to the scanning purpose.

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

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

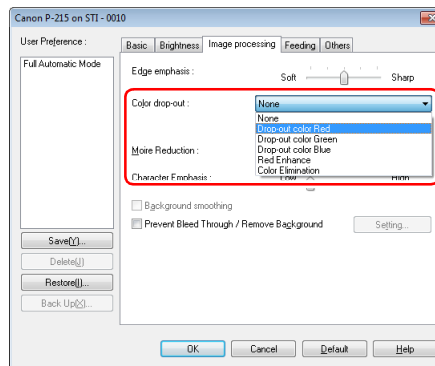


If [Skip blank page] is selected, the [Setting] button is enabled, and you can adjust the level for judging whether pages are blank.



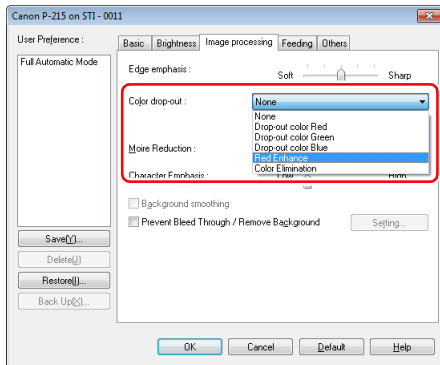
### When you do not want to scan colored lines and text

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



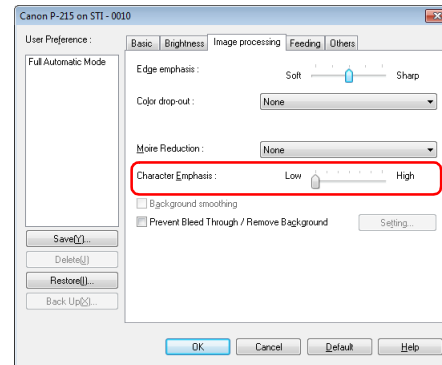
## When you want to enhance the color red

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



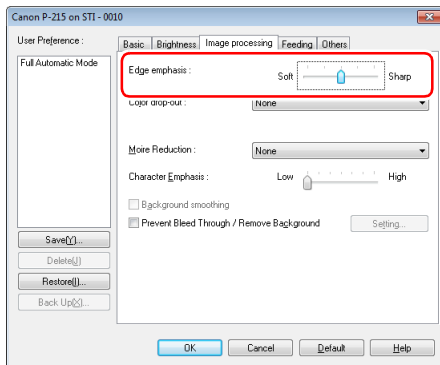
## When you want to make lines or characters in the scanned images thicker

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



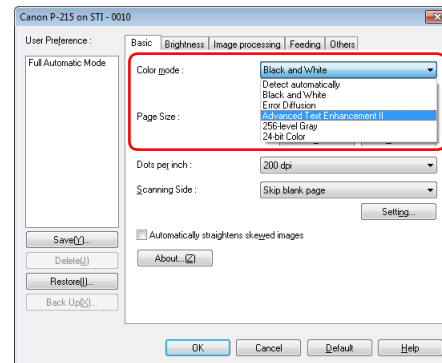
## When you want to enhance contours in images

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



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

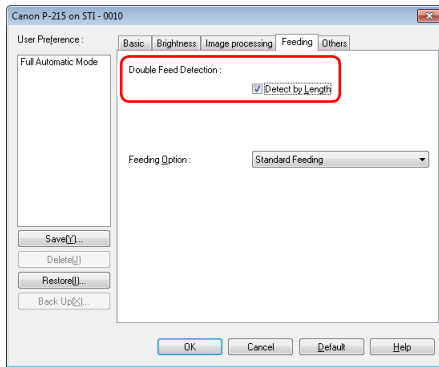
Select [Advanced Text Enhancement II] in the color mode setting on the [Basic] tab. The background behind the text is removed or processed so that the text is emphasized for better readability.



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.

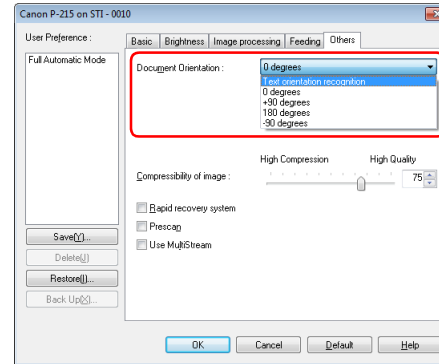
### When you want to detect multiple pages fed at the same time

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



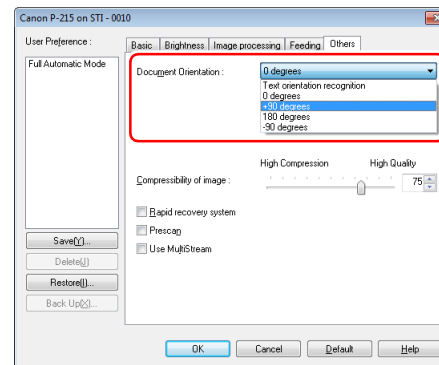
### When you want to match the orientation of images to the text when scanning a mixture of pages with different text orientations

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



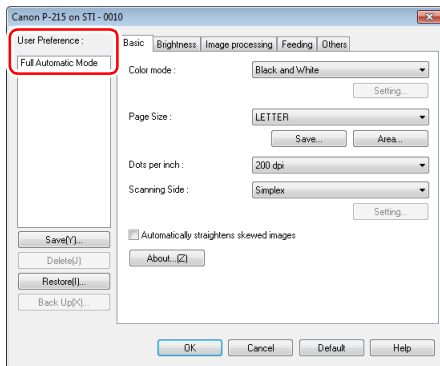
### When you want to rotate the images of a document placed horizontally to correct the orientation

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



## When you want to set the scanner conditions automatically

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



### Hint

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

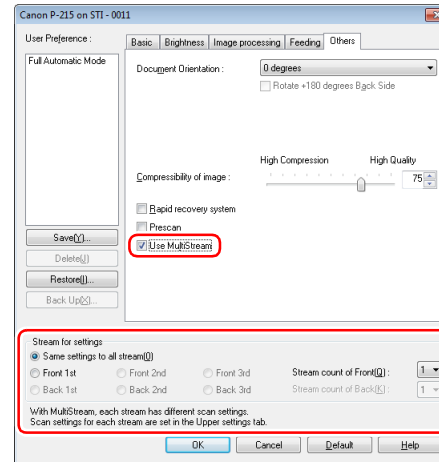
## When you want to use multistream settings for scanning

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

### IMPORTANT

- The multistream settings can only be used in Windows.
- Depending on the application program, these settings may not appear.

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



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

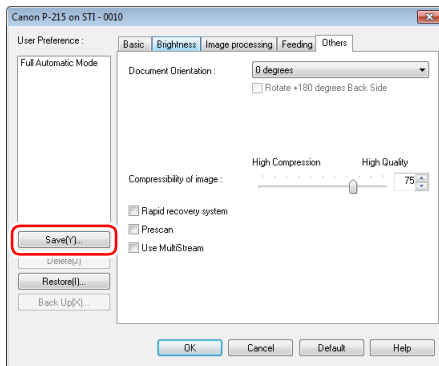
## Hint

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

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

## When you want to save a scanner driver setting

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



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

## Hint

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

## Function Restrictions Depending on Mode Setting

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

### [Brightness] tab

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

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

### [Others] Tab

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

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

### [Image processing] tab

Setting value	Edge emphasis	Color drop-out	Background smoothing	Prevent Bleed Through / Remove Background	Character Emphasis
Detect automatically	O	X	O	O <sup>*1</sup>	O <sup>*2</sup>
Black and White	O	O	X	O	O
Error Diffusion	O	O	X	O	O
Advanced Text Enhancement II	X	O	X	X	O
256-level Gray	O	O	O	O	X
24-bit Color	O	X	O	O	X

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

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

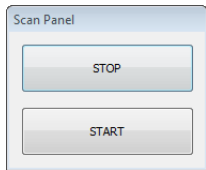
- [Detection mode] is not set to [Color or Gray]
- [Mode in case of binary] in the [Settings for in case of binary] tab is set to [Advanced Text Enhancement II]

<sup>\*2</sup> Not 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.

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.



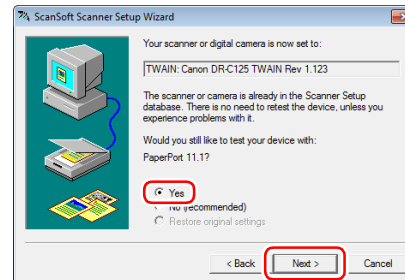
If you place the next document and then click the Start button in Scan Panel, scanning of the placed document starts. You can stop scanning part way through by clicking the [STOP] button of Scan Panel.

## Settings for Third Party Software

### Precautions for using PaperPort

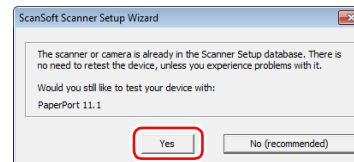
If you use the bundled software PaperPort with the settings still set to the defaults, scanning will not be able to be performed properly when the page size is detected automatically with the scanner driver of this product. After installing the scanner driver of this product and PaperPort, use the following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

- 1 Click the Start button, and then click [All Programs], [ScanSoft PaperPort11], and [Scanner Setup Wizard].
- 2 Click [Next] three times.
- 3 Click [Yes] and then click [Next] when the following screen appears



#### Hint

Click [Yes] when the following screen appears.

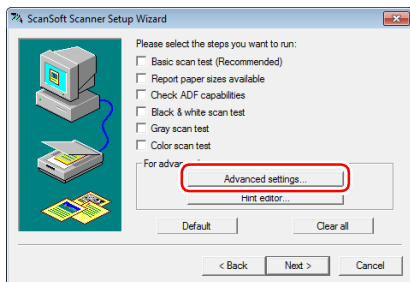


---

**4** Click [Next].

---

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

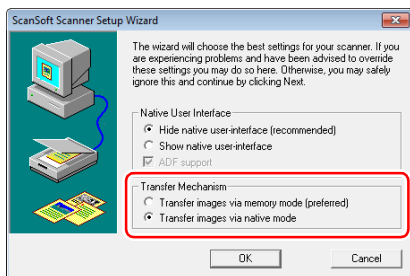


#### Hint

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

---

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



---

**7** Click [Next].

---

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

# Scanning in Mac OS X

## Scanning with CaptureOnTouch Lite (Mac OS X)

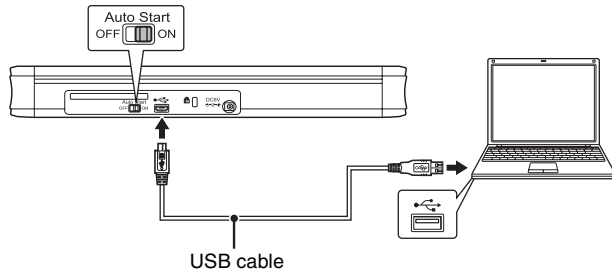
CaptureOnTouch Lite is a scanning application that comes pre-installed in the scanner. It can be used on a computer that does not have the scanner driver installed.



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.



If necessary, connect the power supply USB cable or the AC adapter (sold separately).

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

For details, see [“How to Place Documents”](#) on p. 30.

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

#### Hint

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

- 3 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.

## 4 Set the scanning method.

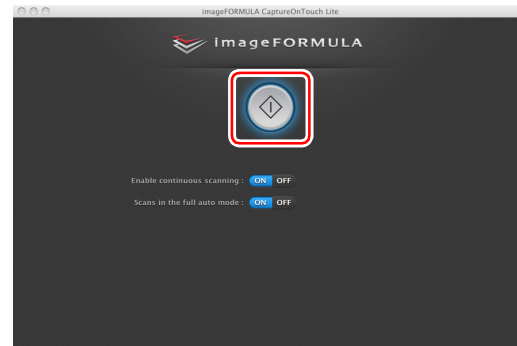


- ① Specify whether to enable continuous scanning. When previewing the scanned image or splitting up a large document to scan in parts, select [ON] to enable continuous scanning.
- ② Specify whether to scan the document in full auto mode. When you want to specify arbitrary scanning conditions, select [OFF] and configure the scanner settings. (See p. 70)

### ! IMPORTANT

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

## 5 Click the Start button.

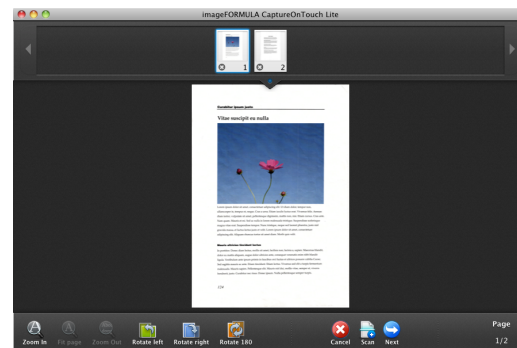


Scanning of the document starts.

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

### 💡 Hint

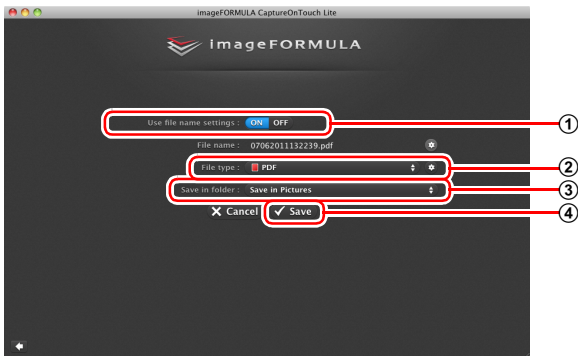
If a document is scanned when [Enable continuous scanning] is set to [ON], the continuous scanning screen (see p. 72) appears when scanning of the document is finished.




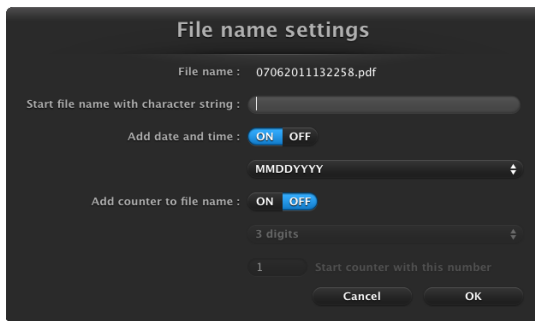
If you place the next document and click [Scan], scanning of the document starts.


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

## 6 Configure the settings related to output and then output the scanned images.

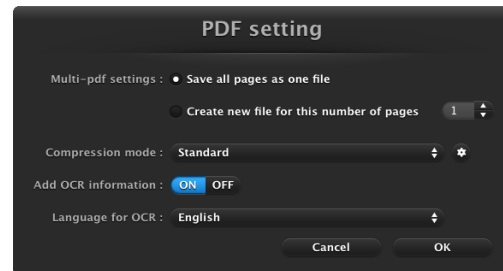



- 1 Specify the file name for the scanned images. If [Use file name settings dialog box] is set to [OFF], enter the file name directly into the file name field. If you set [Use file name settings dialog box] to [ON] and then click , you can specify a format for creating file names.



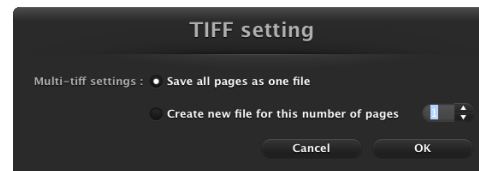
- 2 Select the file format. You can click  to configure advanced settings.

## PDF



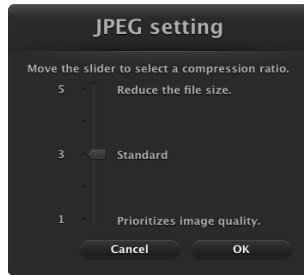
In [Multi-pdf settings], specify whether to save the scanned images as a multi-page file ([Save all pages as one file]) or single page files ([Create new file for this number of pages]). In [Compression mode], specify the compression mode ([Standard] or [High Compression]) for the PDF file. You can click  to display a dialog box for specifying the compression rate.

## 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 new file for this number of pages]).

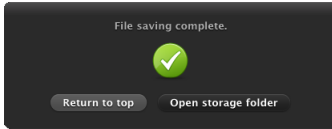
## JPEG



You can specify the compression rate of JPEG images.

- ③ Specify the storage location for the scanned images.
- ④ Output the scanned images.

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



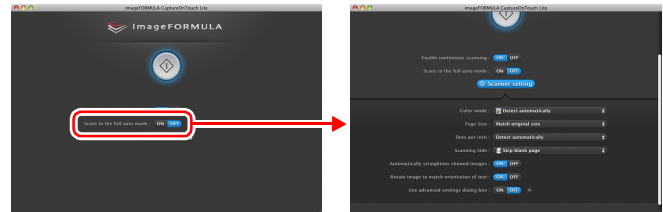
### Hint

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

## 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.

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 page 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.

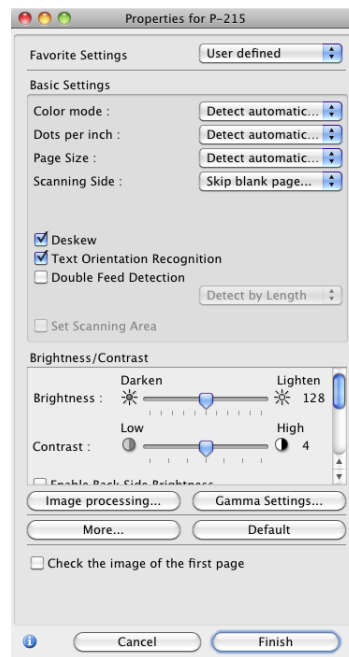
### Hint

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

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

## Advanced Settings

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




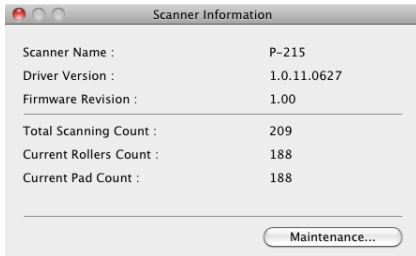
### Hint

The setting items are identical to those in Advanced Mode of the scanner driver settings screen. (See p. 88)

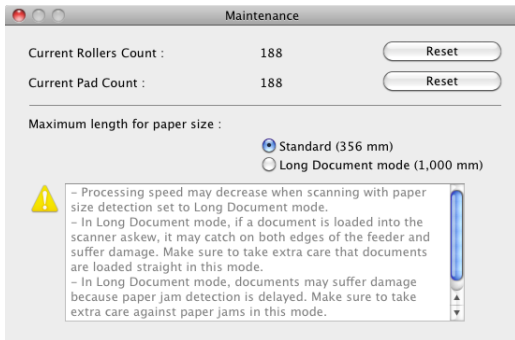
## Scanner Information Display and Maintenance

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

- Click  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, and the counters for the roller and separation pad.

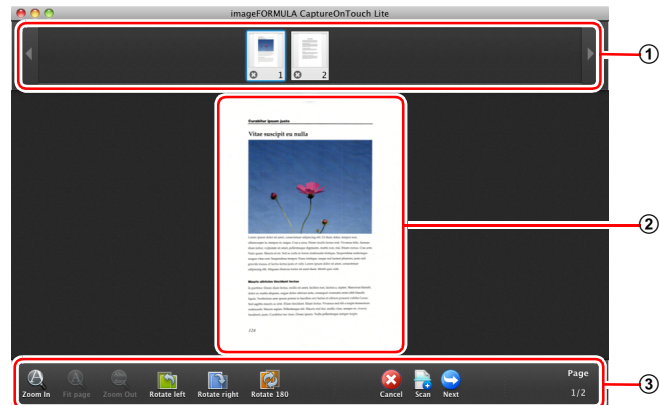


- Click [Maintenance] in the [Scanner Information] dialog box to display the [Maintenance] screen. This screen allows you to reset the counters for the scanner's roller and the separation pad or switch to Long Document mode.



## Operation in Continuous Scanning Screen

If a document is scanned 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.

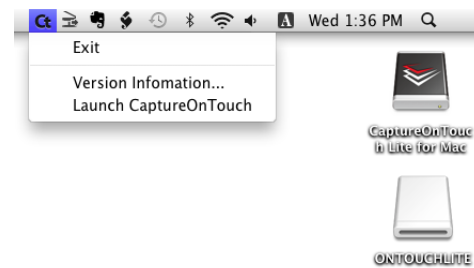
### ③ Preview Controls

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)	Proceeds to the next step in the scan process.
 (Page Number / Total Number of Pages) 4 / 4	Displays the current page and total number of pages.

## Menu Bar Icons

CaptureOnTouch Lite will reside on the menu bar after it starts. The  icon will appear in the menu bar during this time.



You can click the icon and perform the following in the menu that appears.

#### [Exit]

Quits CaptureOnTouch Lite. CaptureOnTouch Lite will stop residing on the system, and the menu bar icon will disappear.

#### [Version information]

View version information for CaptureOnTouch Lite.

#### [Launch CaptureOnTouch]

If you closed the CaptureOnTouch Lite window, you can click this to open the window again.

---

## Environmental Settings

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

---

### 1 Start CaptureOnTouch Lite.

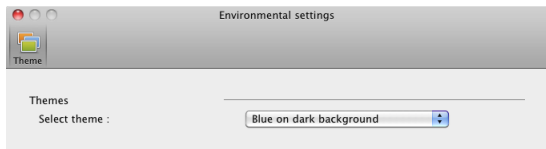
If CaptureOnTouch Lite does not start, double-click [CaptureOnTouch Lite Launcher] in the [CaptureOnTouch Lite for Mac] folder.

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].

---

## Quitting CaptureOnTouch Lite

Use the following procedure to quit CaptureOnTouch Lite.

---

### 1 Click the icon on the taskbar, and click [Exit] in the menu that appears.

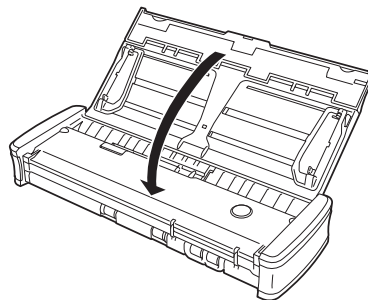
CaptureOnTouch Lite closes.

---

### 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.

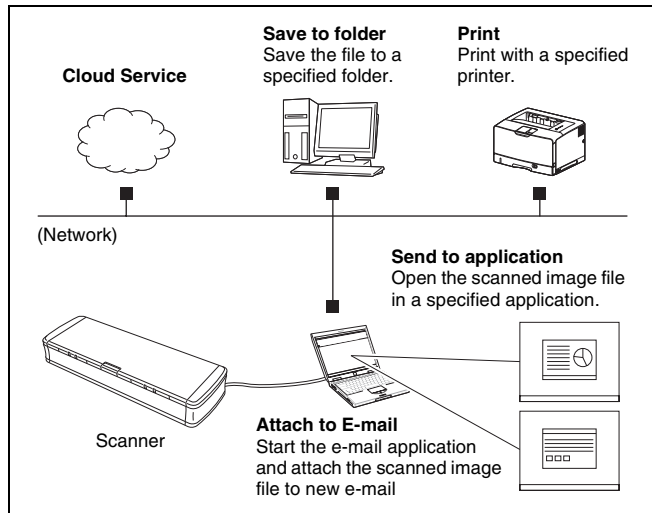
---

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

# Scanning with CaptureOnTouch (Mac OS X)

## What is CaptureOnTouch?

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



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

### Scan First

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

### Select Scan Job

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

### Scan with Start Button

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

### File Formats of Saved Images


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

- PDF
- TIFF
- JPEG

## Launching and Quitting CaptureOnTouch

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





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

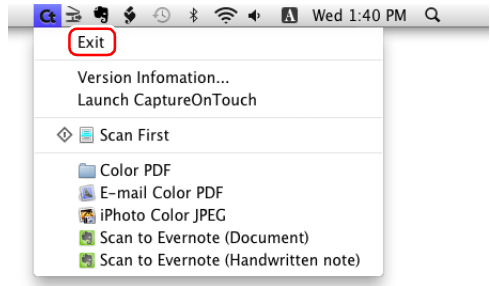
### Hint

- The first time you launch CaptureOnTouch on a computer with Evernote installed, a message for confirming the registration of jobs for sending scanned images to Evernote appears. If you click the [OK] button, two jobs for Evernote are registered to CaptureOnTouch.
- 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. 86](#).

## Quitting CaptureOnTouch

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

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



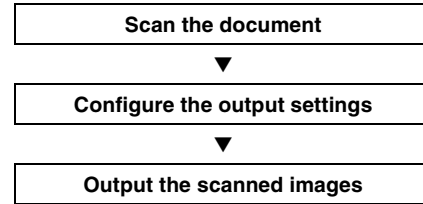
## Restarting CaptureOnTouch

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

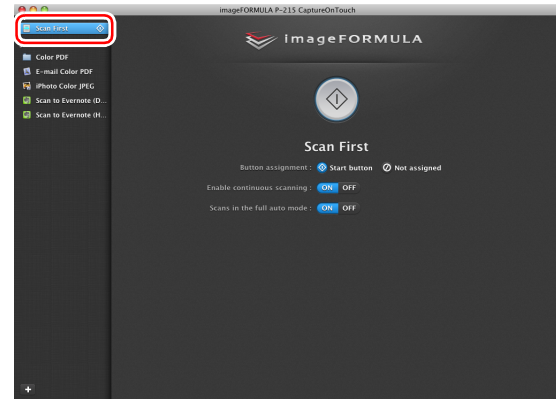
- Open [Applications] - [Canon P-215] folder from the Finder, and double-click [CaptureOnTouch P-215].
- Press the Start button on the scanner (in this case, the main screen of CaptureOnTouch will open and scanning will start using the scan method assigned to the Start button).

## Scan First

### Operation Flow

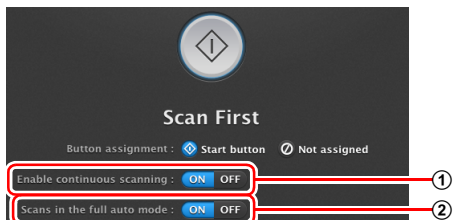


- 1 Place the document in the scanner.
- 2 Click [Scan First].



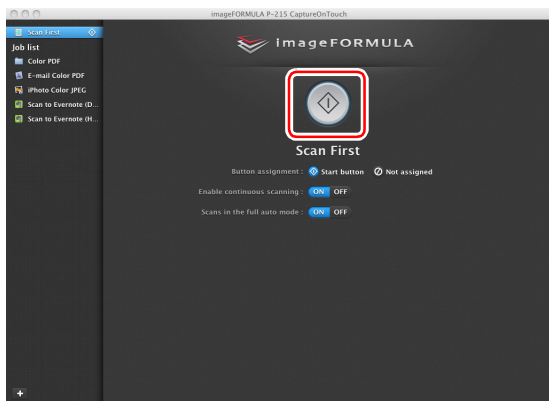
The top screen of Scan First appears.

### 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. (See p. 82)

### 4 Click the Start button.



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

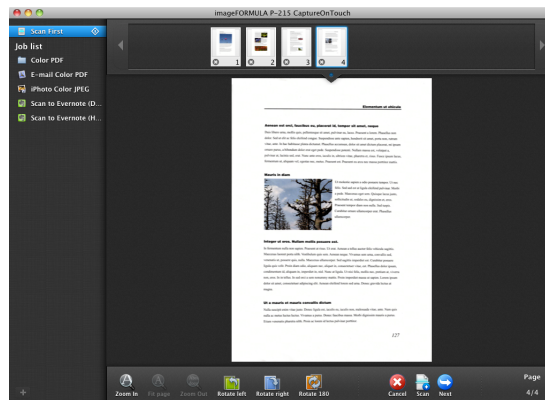
When scanning is finished, the Output settings screen appears.

### ! IMPORTANT

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

### 💡 Hint

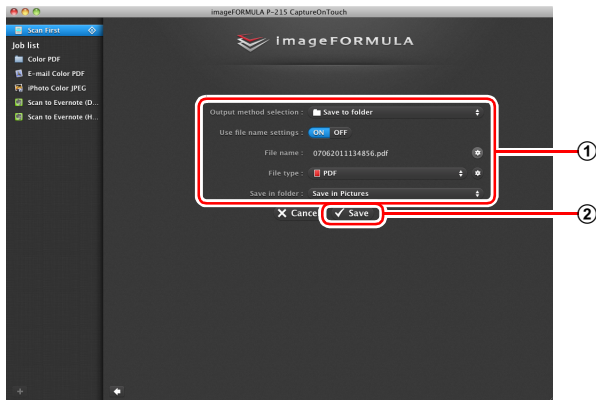
If a document is scanned when [Enable continuous scanning] is set to [ON], the continuous scanning screen (see p. 84) appears when scanning of the document is finished.



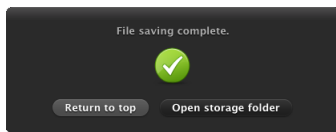
If you place the next document and click [Scan], scanning of the document starts.

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

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



- ① Configure the settings related to output. (See p. 85)
  - ② Click this button to output the scanned images. The button name differs for each output method. For example, it is [Save] when the output method is set to [Save to folder].
- When output is finished, the complete screen appears. Scan First is now finished.

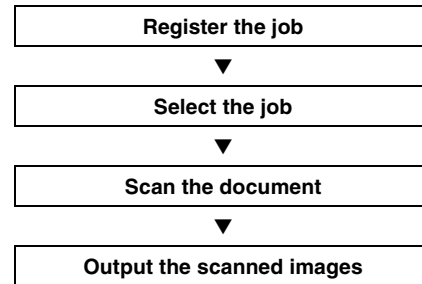


### Hint

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

## Select Scan Job

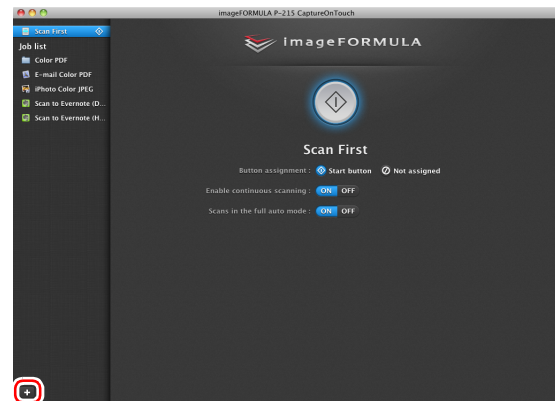
### Operation Flow



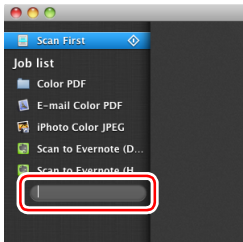
## Registering and Editing Jobs

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

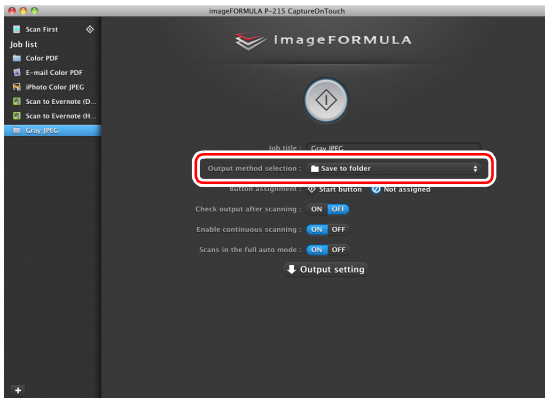
### 1 Click the button.



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



## 3 Specify the output method of the job. (See p. 85)

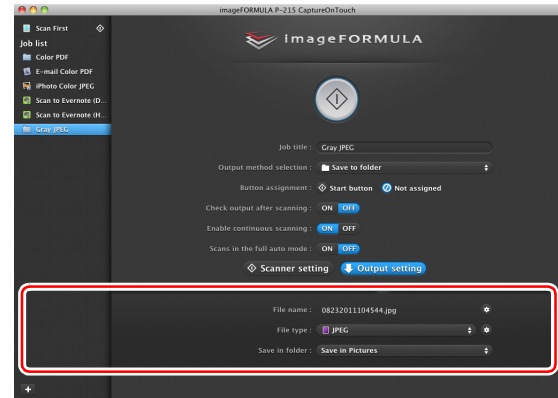


### Hint

You can assign the job to the Start button by selecting [Start button] for [Button assignment]. (See p. 81)

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

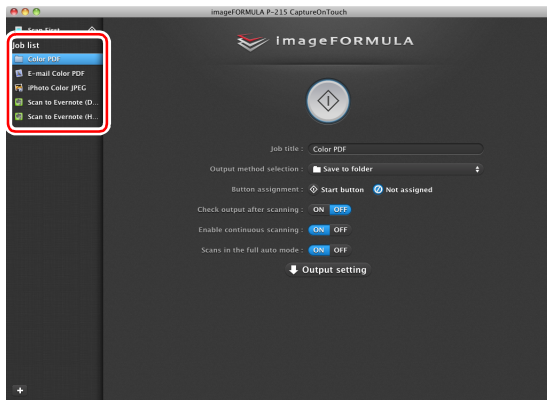
The output setting items differ depending on the specified output method. For details on the setting items, see the Help of CaptureOnTouch.



## Selecting a Job and Scanning

**1 Place the document in the scanner. (See p. 30)**  
The top screen of Select Scan Job appears.

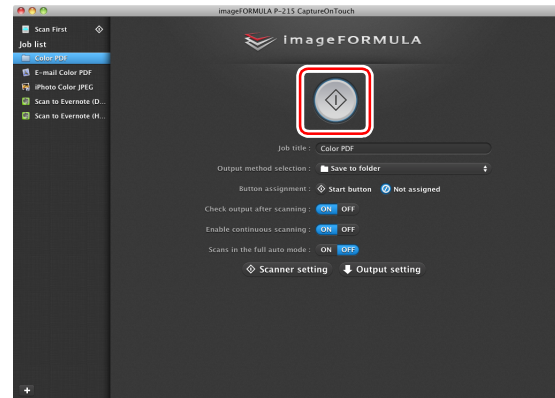
**2 Click a job.**



### Hint

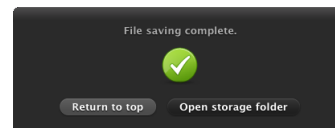
- If you set [Check output after scanning] to [ON], you can check the output settings after scanning.
- If you set [Enable continuous scanning] to [ON], you can continue scanning after all the pages of the document are scanned.

**3 Click the Start button.**



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

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



### ! IMPORTANT

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

## Hint

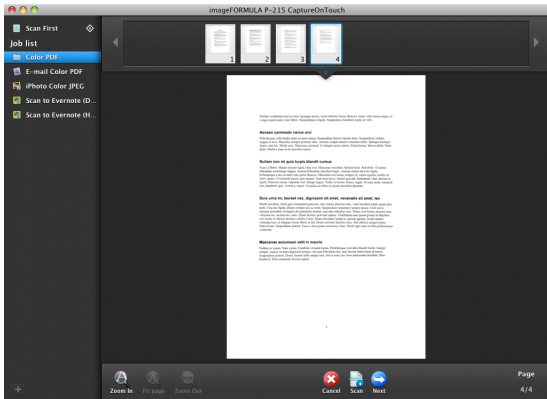
- Clicking [Return to top] returns to the top screen of Select Scan Job.
- When [Attach to E-mail] or [Print] is specified as the output method, you can click [Open storage folder] to open the folder in which the scanned images were saved.

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

The continuous scanning screen (see p. 84) appears when all the pages of the document are scanned.

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

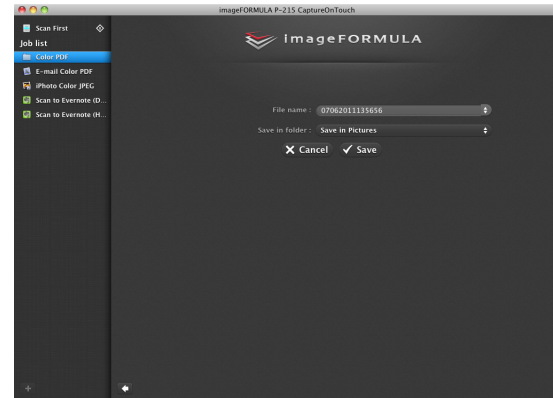
When scanning of all the documents is finished, click [Next].



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

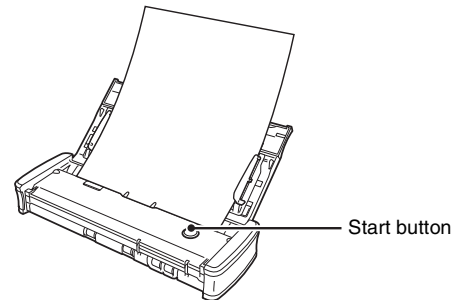
The Output Confirmation screen appears before the scanned images are output.

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



## Scanning with Start Button

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



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

## Hint

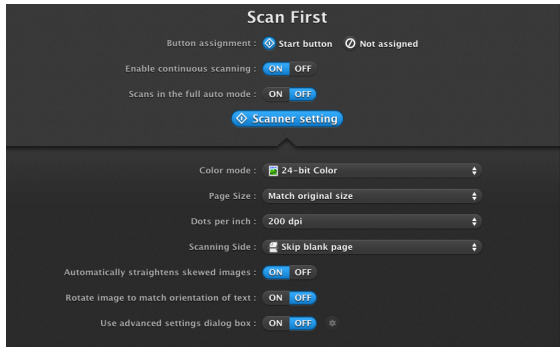
If a job is assigned to the Start button, the document is scanned and the scanned images are output according to the settings of the job. CaptureOnTouch ends automatically 5 seconds after the output process finishes.

## Scanner Settings

By default, CaptureOnTouch scans with scanning conditions that match the document because scanning in full auto mode is enabled. If you want to specify, for example, the scanning mode and document size, you can configure the desired scanning conditions in the scanner settings.

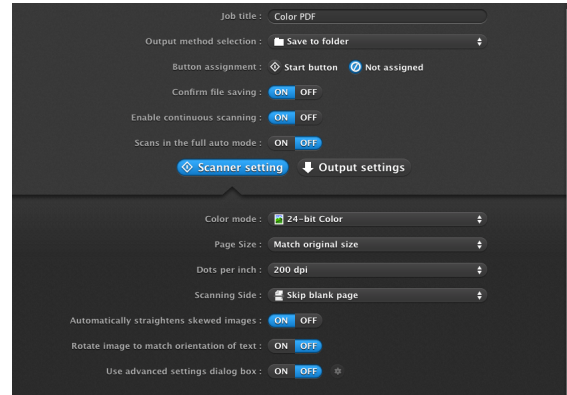
The scanner setting items are common to Scan First and Select Scan Job.

### When Scan First:



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

### 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

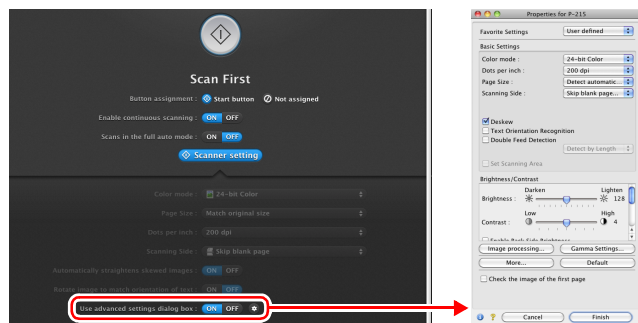
When a document is scanned skewed, the skewed scanned images are detected and then straightened.

## 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. To open the advanced settings dialog box, select [ON] and then click the  button.



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



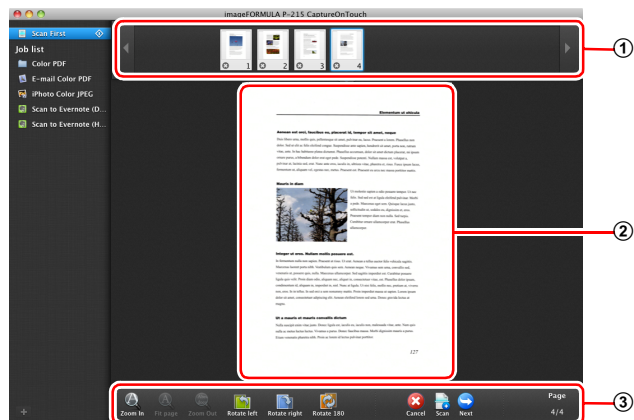
## Hint

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

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

## Operation in Continuous Scanning Screen

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




### ① Thumbnail Display Area

Displays the thumbnail images of the scanned document. The following operations are possible.

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

Drag thumbnail images to change the positions of pages (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 Controls

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

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

## Setting the Output Method

CaptureOnTouch is provided with various output methods for processing scanned images.

The output method specification is common to Scan First and Select Scan Job.

### When Scan First:

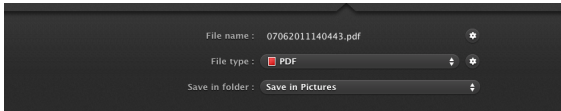
For Scan First, select an output method in the output method selection screen that appears after scanning, and then specify each of the output method items.

### When Select Scan Job:

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

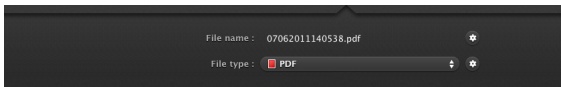
The setting items related to output differ depending on the output method.

### Save to folder



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

### Attach to E-mail

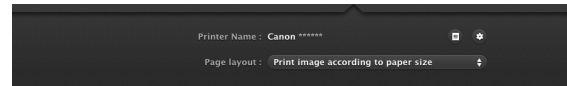


Attaches the scanned images to new e-mail in the e-mail application. When you specify this output method, configure the settings for the image files to be attached to e-mail.

To use this feature, your e-mail application needs to be specified as the default program of the operating system. The following shows examples of typical software that is supported.

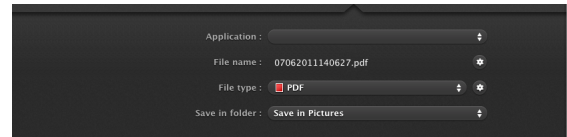
- Mail (application that comes standard with the operating system)
- Microsoft Entourage 2004 for Mac

## Print



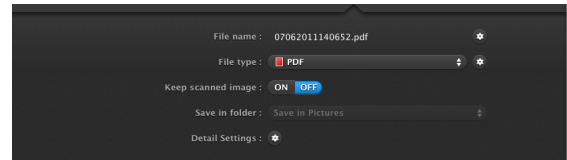
Prints the scanned images with a specified printer. When you specify this output method, specify the printer for printing.


## Send to application



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

## Save in Google docs



Sends the scanned images to Google docs. When you specify this output method, configure the settings for the image files to be saved. 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.

## Environmental Settings

To configure the preferences of CaptureOnTouch, open the [Environmental Settings] dialog box.

Click [Preferences] from the [CaptureOnTouch P-215] 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.

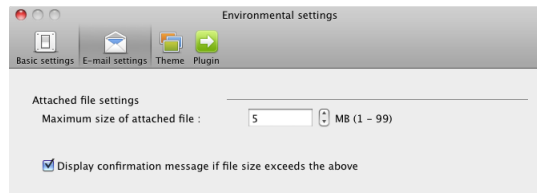
### [Restore] button

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

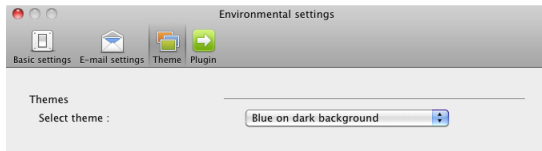
Select the [Display confirmation message if file size exceeds the above] check box to display a confirmation message when an attached file exceeds the maximum size.

- 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.

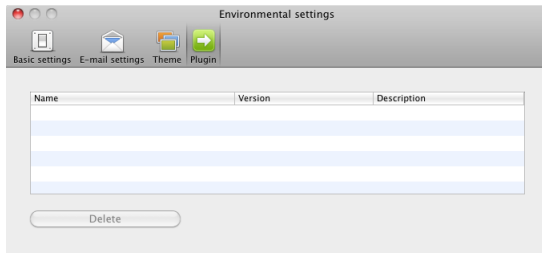


### Select theme

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.

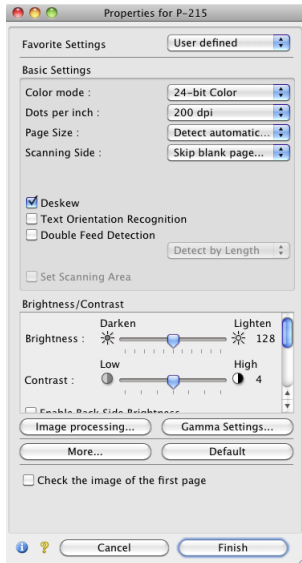
# Setting the Scanner Driver (Mac OS X)

When you scan a document in an TWAIN compatible application (CaptureOnTouch, etc.), open the scanner driver and configure the scanning conditions and other settings.

This section describes the how to open and the functions of the scanner driver.

## Configuration of the Scanner Driver

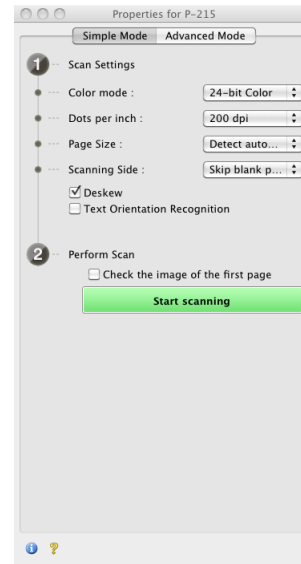
When the scanner driver is opened from CaptureOnTouch, the following settings screen of the scanner driver appears.



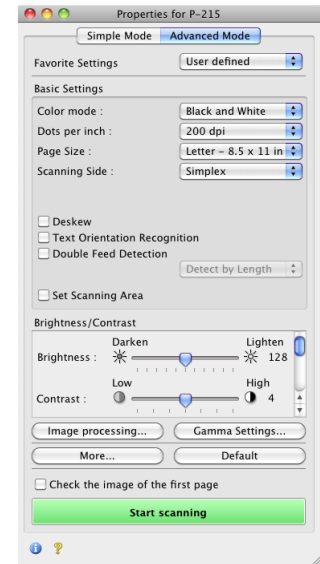
**Hint**

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

### Simple Mode



### Advanced Mode

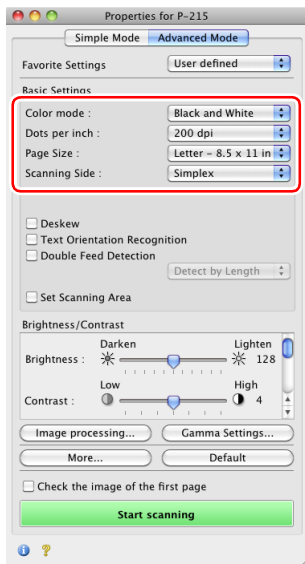


## Setting Basic Scanning Conditions

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

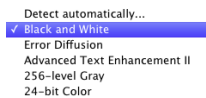
## Confirming Basic Conditions for Scanning

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



### Color mode

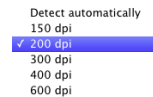
Select the scanning mode.



- [Advanced Text Enhancement II] removes or processes the background color and background surrounding text to enhance the text for easy reading.
- [Detect automatically] 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

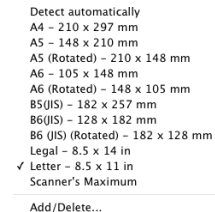
Select the scanning resolution.



- 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.

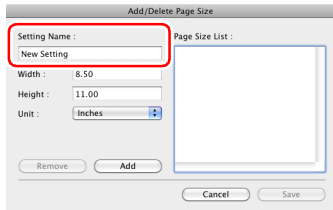


If the scanning side is set to [Skip blank page], the images of blank pages are deleted when images are saved.

## Scanning Documents of Unregistered Page Sizes

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

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

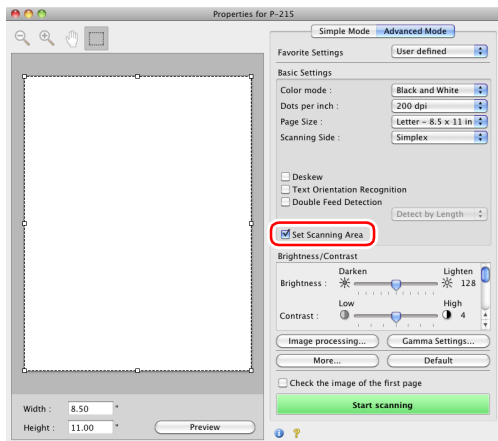


## Specifying the Scan Area

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

### Specifying an area

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



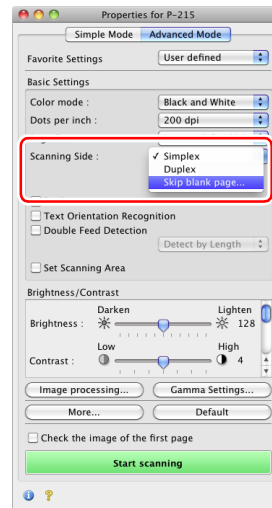
Also, if you scan the document when [Check the image of the first page] is selected, only one page of the document is scanned and the corresponding scanned image is displayed in the preview window.

## Configuring Scanner Settings According to Purpose

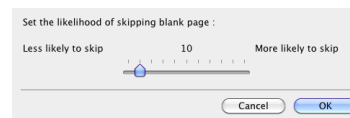
Set the scanning conditions according to the scanning purpose.

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

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

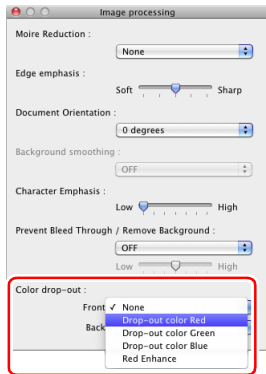


If [Skip blank page] is selected, you can adjust the level for judging whether pages are blank.



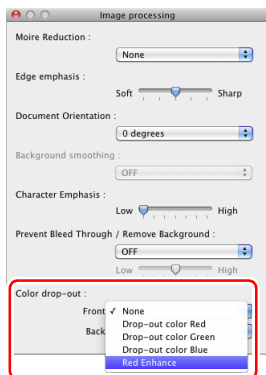
## When you do not want to scan colored lines and text

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



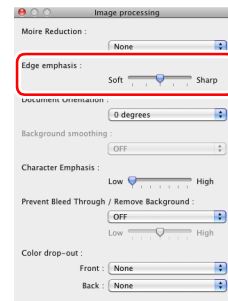
## When you want to enhance the color red

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



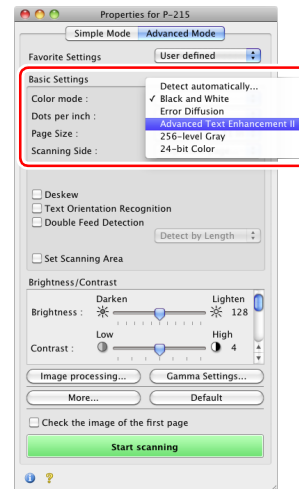
## When you want to enhance contours in images

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



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

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

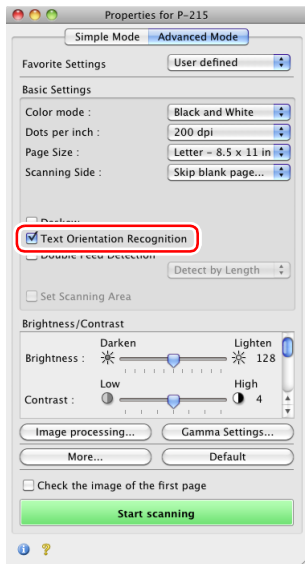


## When you want to match the orientation of images to the text when scanning a mixture of pages with different text orientations

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

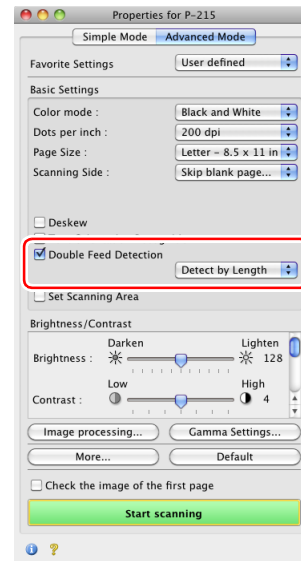
### Hint

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



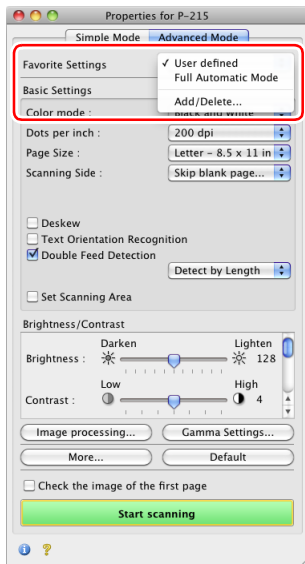
## When you want to detect multiple pages fed at the same time

Select the [Double Feed Detection] check box.



## When you want to set the scanner conditions automatically

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



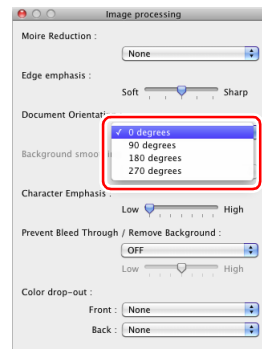
Clicking the [Add] button registers the current setting to [Favorite Setting List]. Use the [Delete] button to delete a setting from the list.

### Hint

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

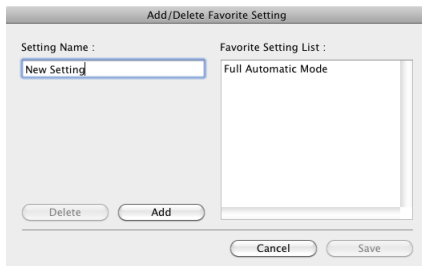
## When you want to rotate the images of a document placed horizontally to correct the orientation

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



## When you want to save a scanner driver setting

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



## Function Restrictions Depending on Color Mode Setting

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

### Simple Mode

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

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

### Advanced Mode

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

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

### [Image processing] dialog box

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

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

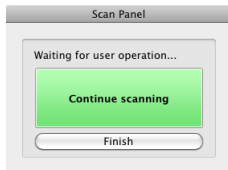
\* Only when [Detection mode] is set to [Color or Gray] in the settings screen that appears after [Detect automatically] is selected.

---

## Scan Panel

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

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



When scanning of the first document finishes, Scan Panel appears and the scanner enters the wait state. If you place the next document and then click [Continue scanning], scanning of the placed document starts.

You can stop scanning part way through by clicking [Finish].

## Daily Maintenance

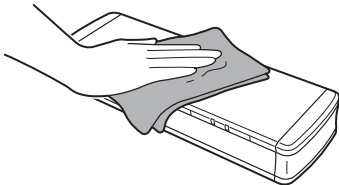
Clean the scanner on a regular basis, as described below, to maintain peak scanning quality.

### WARNING

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

### Cleaning the Outside of the Scanner

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



### CAUTION

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

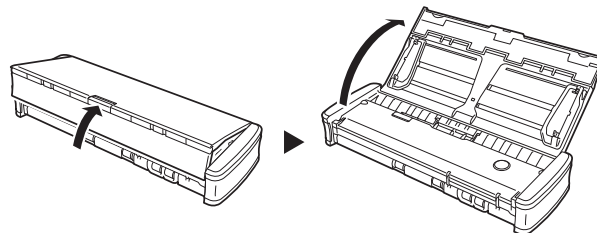
### Cleaning the Inside of the Scanner

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

### Cleaning the Scanning Glass and the Rollers

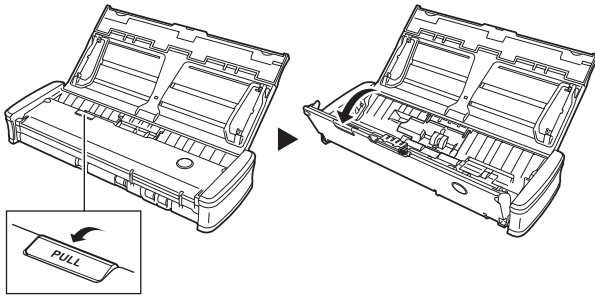
If scanned images contain streaks, or if the scanned documents become dirty, the scanning glass or rollers inside the scanner may be dirty. Clean them periodically.

#### 1 Open the feed tray.



---


**2** Open the feeder cover.



---

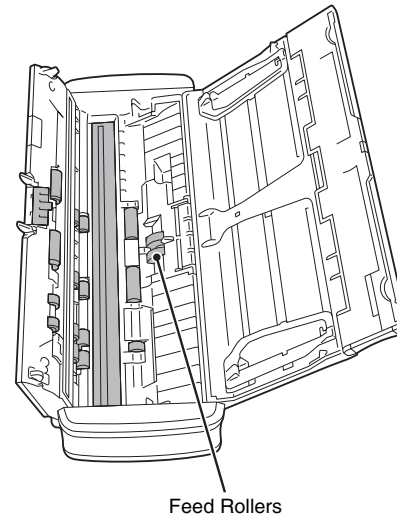
**3** Use compressed air to remove dust and paper particles from the inside of the scanner.

---

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

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

Remove the feed rollers before cleaning them. For details on removal, see [“Replacing the Feed Roller” on p. 98](#).



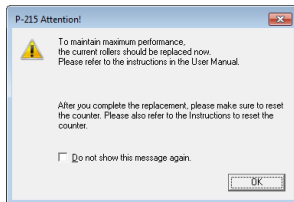
## Replacing Consumable Parts

The feed rollers and separation pad inside the scanner are consumable parts and will wear with scanning. If either the feed roller or the separation pad or both are worn, documents may not feed correctly and paper jams may occur.

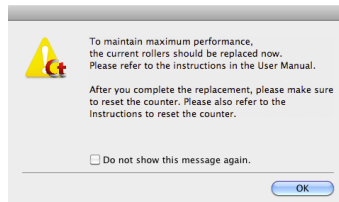
When the total number of pages of documents fed in the scanner exceeds the following quantity, a message appears when the scanner is connected to the computer. In such cases, you must replace the part indicated in the message. For details on the consumable parts, see p. 113.

### Feed Roller: 100,000 sheets

#### Windows

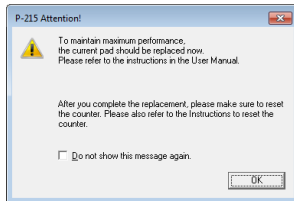


#### Mac OS X



### Separation Pad: 10,000 sheets

#### Windows



#### Mac OS X



Furthermore, the counter in the scanner that records the number of pages fed also needs to be reset when you replace the rollers. (See p. 101)

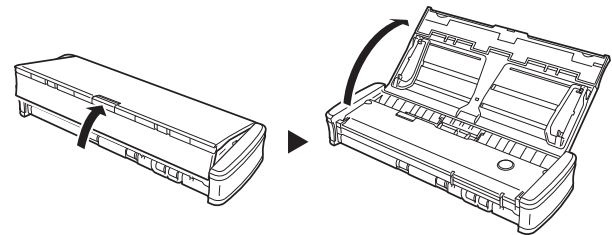


#### Hint

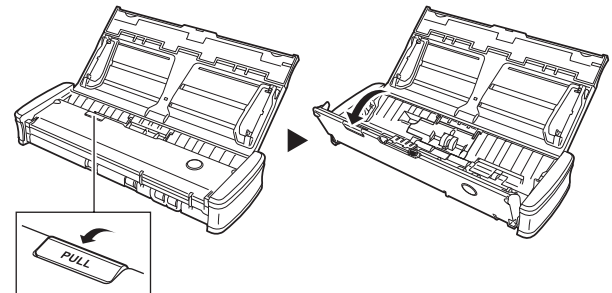
This message only serves as a rough guide for when to replace the feed roller and separation pad. They may wear out sooner if, for example, a lot of pages with rough surfaces are scanned.

## Replacing the Feed Roller

### 1 Open the feed tray.

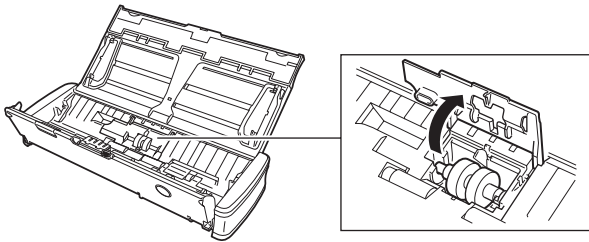


### 2 Open the feeder cover.



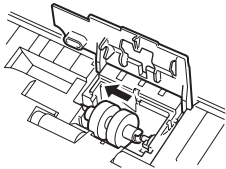
---

**3** Open the roller cover.



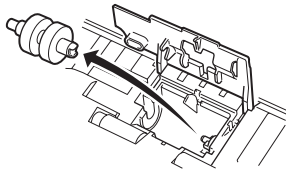
---

**4** Slide the feed rollers to left.



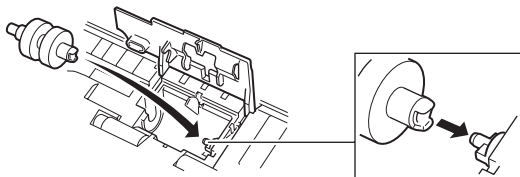
---

**5** Remove the feed rollers.



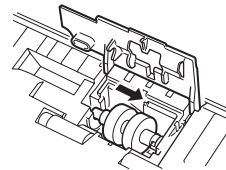
---

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



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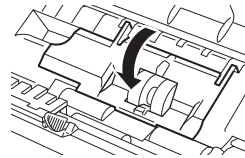
**7** Slide the feed rollers to right.



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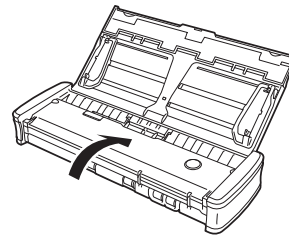
**8** Completely close the roller cover so that it clicks into place.

Make sure to close the roller cover so that it clicks into place. Failure to securely close the feed cover will cause document feed problems.



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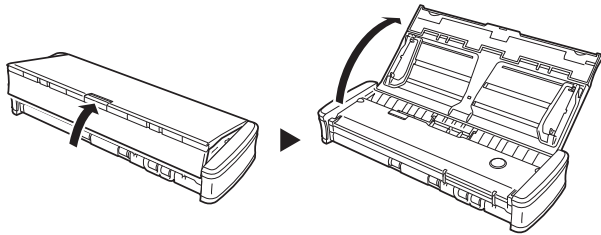
**9** Close the feeder cover.



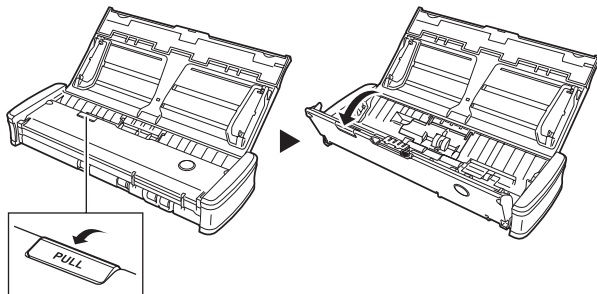
## Replacing the Separation Pad

Use the following procedure to replace the separation pad.

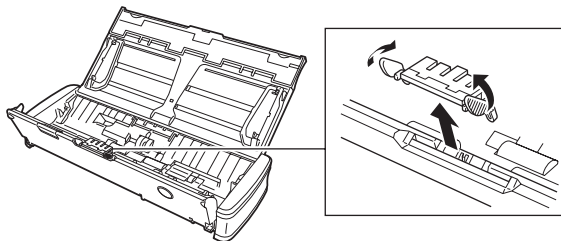
### 1 Open the feed tray.



### 2 Open the feeder cover.

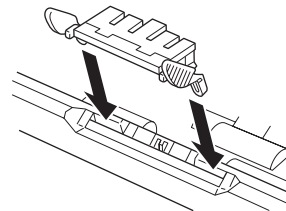


### 3 Remove the separation pad.

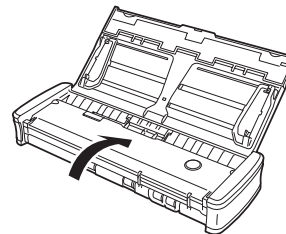


### 4 Attach the new separation pad.

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



### 5 Close the feeder cover.



## Resetting the Counters

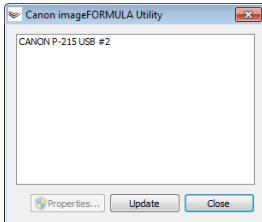
Make sure to reset the scanner's internal counters using the following procedure whenever you replace the feed roller or separation pad.

### ! IMPORTANT

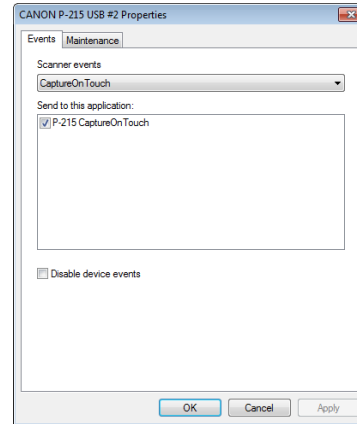
This section describes the procedure to use when the Auto Start switch on the rear panel of the scanner is set to the "OFF" position. If the Auto Start switch is set to the "ON" position (when you only use CaptureOnTouch Lite and have not installed CaptureOnTouch and the scanner driver on your computer), you cannot reset the counter using this procedure. In this case, you can reset the counter from CaptureOnTouch Lite. For details, [see p. 41](#) (Windows) or [see p. 72](#) (Mac OS X).

### Under Windows

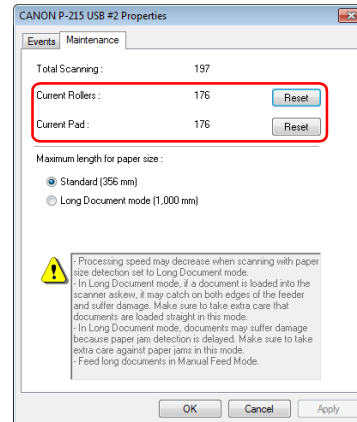
- 1 Start Windows and log in as a user with administrator privileges.
- 2 Click the Start button, and then click [All Programs], [Canon P-215], and [Canon imageFORMULA Utility]. imageFORMULA Utility starts.



- 3 Click [CANON P-215 USB] and click [Properties]. The scanner's properties appear.



- 4 Click the [Maintenance] tab, and reset the counters. If you replaced the feed rollers, click [Reset] for [Current Rollers]. If you replaced the separation pad, click [Reset] for [Current Pad].



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

Under Mac OS X

**1** Start CaptureOnTouch.

**2** Click [Scan First].


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

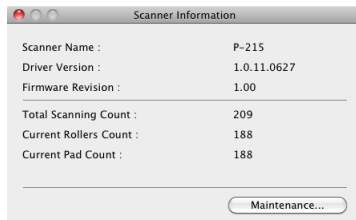
**4** Click the [Scanner setting] button.

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

**6** Click .

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

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

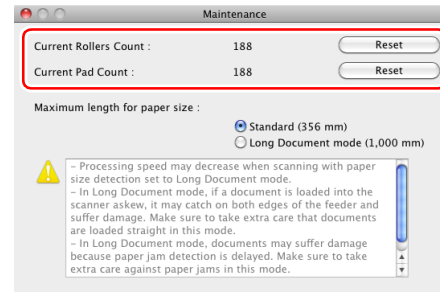



**8** Click [Maintenance] to display the [Maintenance] dialog box.

**9** Reset the counters.

If you replaced the feed rollers, click [Reset] for [Current Rollers Count].

If you replaced the separation pad, click [Reset] for [Current Pad Count].



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

## Common Problems and Solutions

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

### **Problem 1 The scanner does not turn ON.**

- Solutions
- (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.

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

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

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

- Solutions
- (1) Align the document guides to fit the documents as closely as possible, and load the documents so that they feed straightly.
  - (2) Enable [Automatically straightens skewed images] (or [Deskew]) in the scanner driver settings.
  - (3) If many pages have been scanned since the last roller cleaning, clean the rollers and separation pad. If documents still feed askew, roller replacement or other maintenance may be needed. (See p. 98.)
  - (4) Confirm that the separation pad is attached securely.
  - (5) Perfectly straight scanning may not be possible for the document due to the structural design of the scanner.

### **Problem 4 CaptureOnTouch Lite does not start.**

- Solutions
- (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.

### **Problem 5 The auto play screen appears when the scanner is connected, but you cannot scan with CaptureOnTouch.**

- Solutions
- 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.

**Problem 6 Documents are not scanned according to the settings configured in the scanner driver.**

**Solutions** 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.

**Problem 7 If white lines or streaks appear in scanned images.**

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

**Problem 8 Pages are missing.**

**Solutions** Then the scanner driver's [Scanning Side] setting is [Skip blank page], documents with very little black may be unintentionally skipped. Decrease the [Set the likelihood of skipping blank page] value (see p. 59, p. 90), or select another scan mode setting such as [Simplex] or [Duplex]. If pages are skipped due to the document double feeding, see "Problem 9 Documents jam (or double-feed)".


**Problem 9 Documents jam (or double-feed).**

**Solutions**

- (1) If the feed roller and the separation pad have been installed correctly, clean them if necessary.
- (2) Proper scanning may not be possible when document pages stick together due to static electricity. Fan the documents before you load them.

**Problem 10 Multiple pages of scanned images cannot be saved to a single file.**

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

File type	Processing for multiple pages
JPEG, BMP, PPTX (Windows only)	Scanned images are always saved one page per file.
TIFF, PDF	You can save multiple pages to a single file by clicking  and selecting [Save all pages as one file] in the displayed dialog box.

**Problem 11 All of the placed documents have been scanned, but the scanned image does not appear on the application.**

**Solutions** When [Panel-Feeding] or [Automatic Feeding] is selected as the feeding method on the scanner driver's setting screen, a scanning operation will not continue after all of the documents are fed, as the scanner awaits additional documents to be fed. You can finish the operation and send the scanned images to the application by pressing the [STOP] button on the operating panel.

---

**Problem 12 Memory becomes insufficient and scanning stops.**

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

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

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

**Problem 13 The scanner makes unusual noise while feeding documents.**

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

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## Software Troubleshooting

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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.

For example, save locations such as the following can be set in CaptureOnTouch.

- For Scan First scanning, files are saved in the folder specified on the Output Settings screen.
- For selected job scanning, files are saved in the folder specified on the [Output setting] during job registration.

### How are the scan settings configured?

The settings can be configured in CaptureOnTouch as follows.

- For Scan First scanning, click [Scanner setting] on the first (top) screen to display available scan settings.
- For selected job scanning, click [Scanner setting] during job registration to display available scan settings.

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

When scanned images are saved in BMP or JPEG format, each image is always saved in a separate file.

When scanned images are saved in PDF or TIFF format, you can specify multi- or single-page files. See also “Problem 10” in “Common Problems and Solutions”.


### Can I copy or back up scanner setting configurations?

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

### Can I copy or back up CaptureOnTouch settings?

The setting configurations can be backed up and restored using [Back Up/Restore] on the [Basic settings] tab on the [Environmental settings] dialog box.

### What rules apply to scanned image file names?

In CaptureOnTouch, scanned image file names are constructed according to the settings in the [File name settings] dialog box. This dialog box appears when you click the  button on the [File name] on the Scan First output settings screen, and on the [Output settings] tab on the Register new job screen.

Scanned image file names are constructed partly or wholly according to the following three settings in the dialog box.

Setting	Description
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 name	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 plastic cards?

Insert the card in the card slot. In the scanner settings, specify the size of the card or select [Match original size] (Windows) or [Auto-detection] (Mac OS X), then scan. For details, [see p. 31](#).

### How do I load and scan documents with mixed sizes?

Set [Page Size] to [Match original size] (or [Detect automatically]) on the scanner driver settings screen, then scan. For details, [see p. 58](#) (Windows) or [see p. 89](#) (Mac OS X).

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

Set [Page Size] to [Match original size] (or [Detect automatically]) on the scanner driver settings screen, then scan. Alternatively, register the size of the cards or photos to be scanned. For details, [see p. 58](#) (Windows) or [see p. 90](#) (Mac OS X).

### How do I print scanned data?

The settings can be configured in CaptureOnTouch as follows.

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

### How do I save scanned data in a shared folder?

The settings can be configured in CaptureOnTouch as follows.

- For Scan First scanning, select [Save to folder] on the output method selection screen, and specify the shared folder as the save destination on the Output Setting screen.
- For selected job scanning, select [Save to folder] in [Output method 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)?

The settings can be configured in CaptureOnTouch as follows.

- For Scan First scanning, select [Attach to E-mail] on the output method selection screen.
- For selected job scanning, select [Attach to E-mail] in [Output method selection] during job registration.

### How do I use the automatic document color detection function?

The scanner driver for this scanner includes a function that automatically detects the color mode from the contents of a document.

The color modes that can be detected automatically by this function depend on the application and scanner driver settings you are using as follows.

Condition	Modes that can be detected
When [Color mode] is set to [Detect automatically] in the CaptureOnTouch scanner settings	[Color or Gray]
When [Full Automatic Mode] is selected in the scanner driver	[Color or Gray]
When [Color mode] is set to [Detect automatically] in the scanner driver and advanced settings for auto-detection are set	One of the following can be selected: <ul style="list-style-type: none"><li>• [Color or Gray]</li><li>• [Color or Binary]</li><li>• [Color, Gray or Binary]</li></ul>

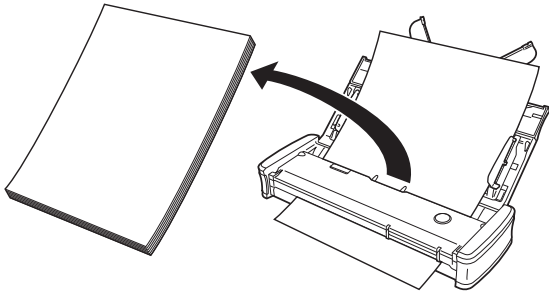
## Clearing a Paper Jam

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

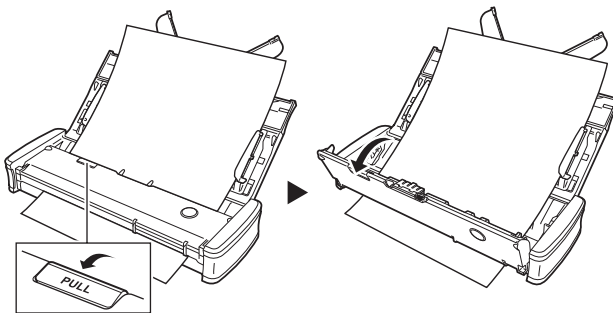
### **WARNING**

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

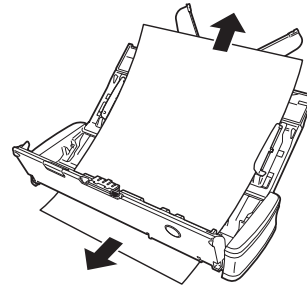
#### **1** Remove any documents remaining in the feed tray.



#### **2** Open the feeder cover.



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

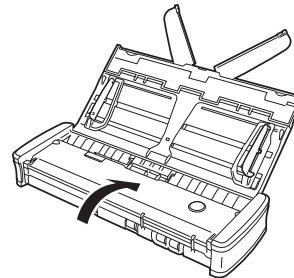


### **IMPORTANT**

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.

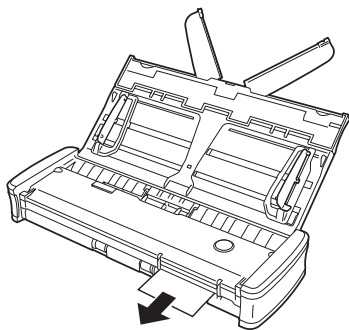
## **Hint**

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.

## **Clearing a Card Jam**

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

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



## **IMPORTANT**

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

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## Uninstalling the Software

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If the scan driver, CaptureOnTouch is not operating normally, follow the procedure below to uninstall them. Then, re-install the software from the Setup disc. (See p. 7, p. 11)

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### Uninstalling on Windows

#### IMPORTANT

Log on to Windows as an Administrator.

- 1 From the Windows task bar, click the [Start] button, and then [Control Panel].**
- 2 Click [Uninstall a program] (or [Add/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.

---

### Uninstalling on Mac OS X

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

/Library/Image Capture/TWAIN Data Sources/P215.ds  
/Applications/Canon P-215

#### **Mac OS X 10.5 only:**

/Library/Receipts/P-215 Driver.pkg  
/Library/Receipts/P-215 CaptureOnTouch.pkg

## 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")
	Up to 1,000 mm (39.4") in Long Document mode
Thickness (density)	
	52 to 128 g/m <sup>2</sup> (14 to 34 lb bond)
	Thickness 0.06 to 0.15 mm (0.0024 to 0.0059")
Postcard	
Width	88.9 to 108 mm (3.5 to 4.25")
Length	127 to 152.4 mm (5 to 6")
Thickness (density)	
	128 to 225 g/m <sup>2</sup> (34 to 60 lb bond)
	Thickness 0.15 to 0.3 mm (0.0059 to 0.0118")
Business card	
Width	49 to 55 mm (1.93 to 2.17")
Length	85 to 91 mm (3.35 to 3.58")
Thickness (density)	
	128 to 225 g/m <sup>2</sup>
	Thickness 0.15 to 0.3 mm (0.0059 to 0.0118")
Card (ISO compliant)	
Width	86 mm (3.39")
Length	54 mm (2.13")
Thickness	0.76 mm (0.03") or less
	Up to 1.4 mm (0.055") for embossed cards
Document Feeding Method	Automatic
Scanning Sensor	Contact image sensor
Light source	LED
Scanning Side	Simplex/Duplex
Scanning modes	Black and White, Error Diffusion, 256-level Grayscale, Advanced Text Enhancement II, 24-bit Color

### Scanning resolution

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

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

When using USB 3.0/USB 2.0 bus power in combination with the power supply USB cable:

Grayscale	Simplex	200 x 200 dpi	15 pages/min.
		300 x 300 dpi	15 pages/min.
Duplex		200 x 200 dpi	30 images/min.
		300 x 300 dpi	30 images/min.
24-bit Color	Simplex	200 x 200 dpi	10 pages/min.
		300 x 300 dpi	6 pages/min.
Duplex		200 x 200 dpi	20 images/min.
		300 x 300 dpi	12 images/min.

Interface Hi-Speed USB 2.0 (USB 3.0 bus power also supported)

### External Dimensions (WxDxH)

Document feed tray closed:

285 × 95 × 40 mm (11.22 × 3.74 × 1.57")

Document feed tray open:

285 × 257 × 174 mm (11.22 × 10.12 × 6.85")

Weight Approximately 1 kg (2.20 lb)

Power Supply	Using USB bus power (USB 2.0: 500mA (communication cable only), 1 A (in combination with power supply USB cable); USB 3.0: 900mA) Using AC adapter (sold separately): 6 V DC, 800mA
Power Consumption	
USB cable only	USB 2.0: 2.5 W, USB 3.0: 4.5 W
USB cable and power supply USB cable	
	USB 2.0: 5.0 W, USB 3.0: 7.0 W
Power OFF	0.1 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

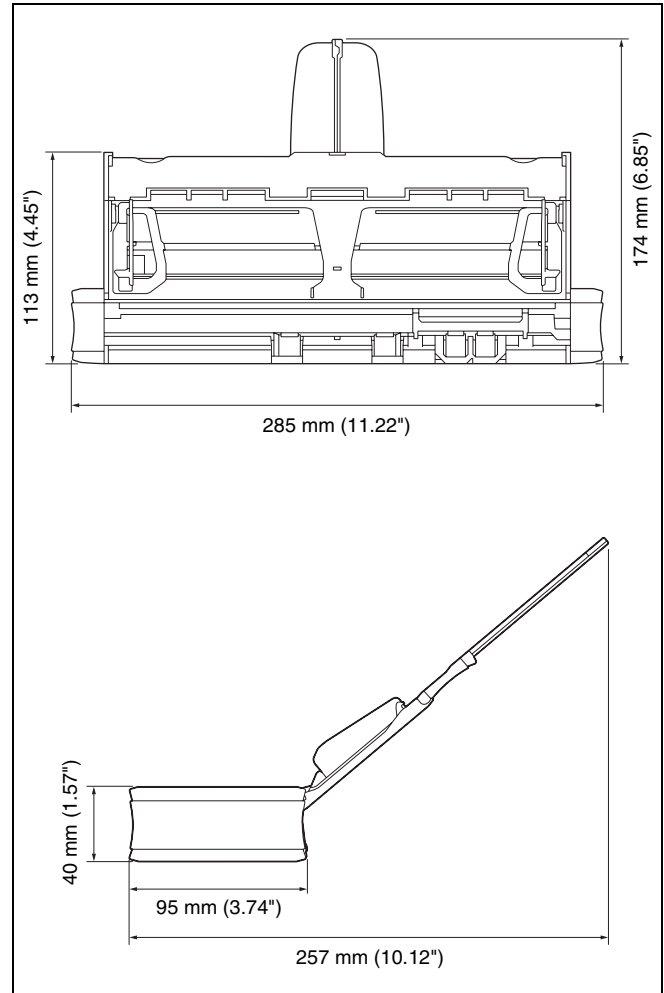
## Replacement parts

- **Separation Pad (Product Code: 6144B001)**  
This is the replacement separation pad. For the replacement procedure, [see 100 page](#).
- **Feed Rollers (Product Code: 6144B002)**  
This is the replacement feed rollers. For the replacement procedure, [see 98 page](#).
- For the replacement procedure, [see “Replacing Consumable Parts” on p. 98](#).
- Contact your local authorized Canon dealer or service representative for detailed information about the replacement parts.

## Options

- **USB Cable (Product Code: 6144B003)**  
This USB cable is designed specifically for connecting the scanner to a computer.
- **Carrying Case (Product Code: 4179B003)**  
This case is used for holding the scanner when carrying it.
- **AC Adapter (Product Code: 4179B004 (100 - 125 V) / 4179B005 (220 - 240 V, Europe) / 4179B006 (220 - 240 V, Australia))**  
This is the AC adapter for connecting the scanner to a power supply. Allows better scanning speed than when using the USB cable by itself.

## Dimensions



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