



Scanning

Prepared on 14 November 2017 for

imageRUNNER ADVANCE

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Version: 1.1

Canon

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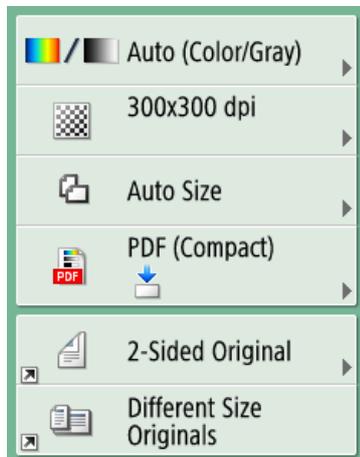
Introduction

This guide has been designed to provide users of your new Canon imageRUNNER ADVANCE device(s) with all of the information needed to gain the most out of your investment. The following sections will take you through, in detail, the steps you need to take to scan documents electronically from your imageRUNNER ADVANCE Multi Functional Device.

For further support please visit <https://www.canon.co.uk/support/business-product-support/>

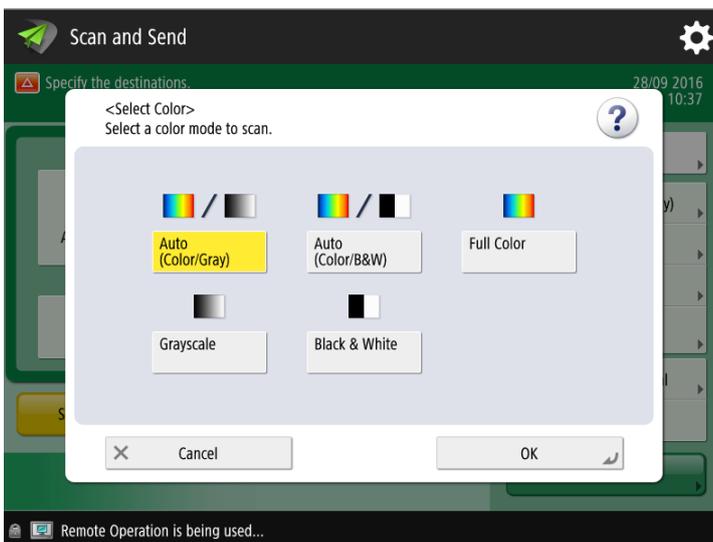
1. Basic Scan Screen

After selecting the scan destination, you can configure scan settings using the panel on the right hand side of the touch screen. The screen below shows the device defaults. To change the setting, press on the desired setting to see other options.



Auto (Colour/Gray)

Press this button to change your colour settings.



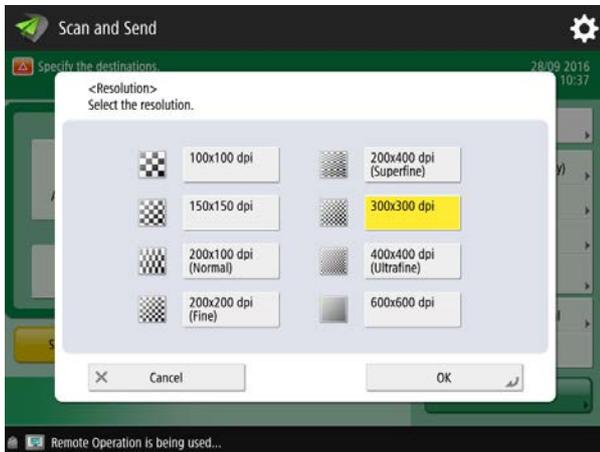
The document can be scanned using the following options:

- Black & White produces a Black and White document aimed at enhancing text quality with the minimum file output size.
- Grayscale produces a Black and White document using Grayscale shading for better image quality, particularly useful for Black and White images.
- Full Color scans every page of the document as a colour page, even if the page is Black and White, this will result in a larger file size but provides the best shading quality for pictures or posters.
- Auto Color / Gray will determine which pages have colour and which are Black and White and scan them in the appropriate manner. This will result in the best scan quality at the minimum file size for mixed documents.

Select the setting you require so it becomes highlighted and press OK.

DPI (300 x 300 default)

Resolution can be changed to a minimum of 100x100 dpi or a maximum of 600x600dpi* (Dots per inch)
(* increases file size so be aware if you have a maximum file size limit using e-mail)



Auto size

Auto will automatically detect the paper size e.g. A4, A3. Select any other size to manually restrict the scan area size.

PDF (Compact)

This is the default file format. It will be sent as a .PDF but compacted to reduce the file size. See below for section 4 for other File Formats

2 Sided Original

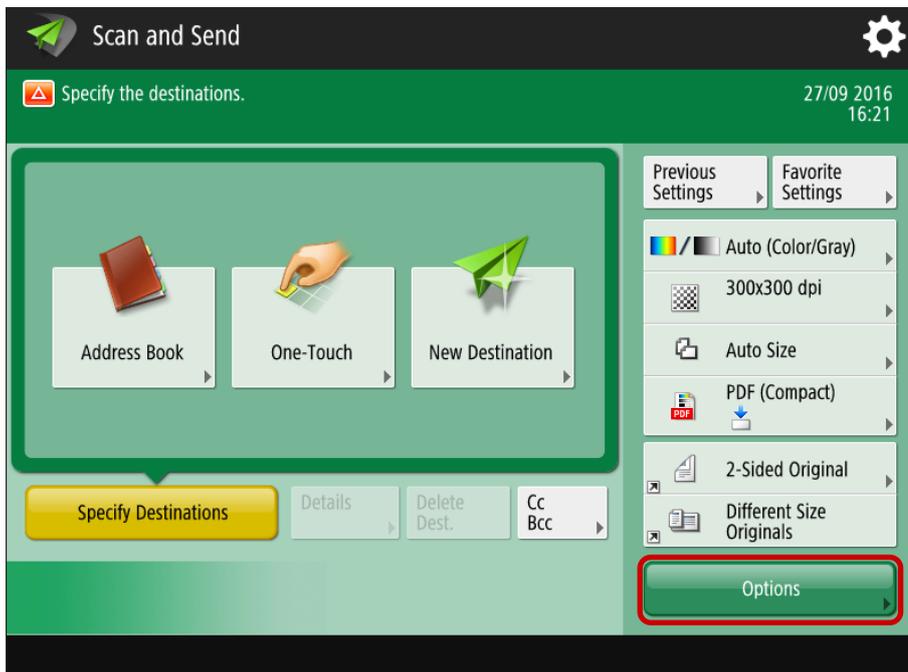
Select this option to scan 2 sided. See details in **Scan Options Page 1 of 2**.

Different Size Originals

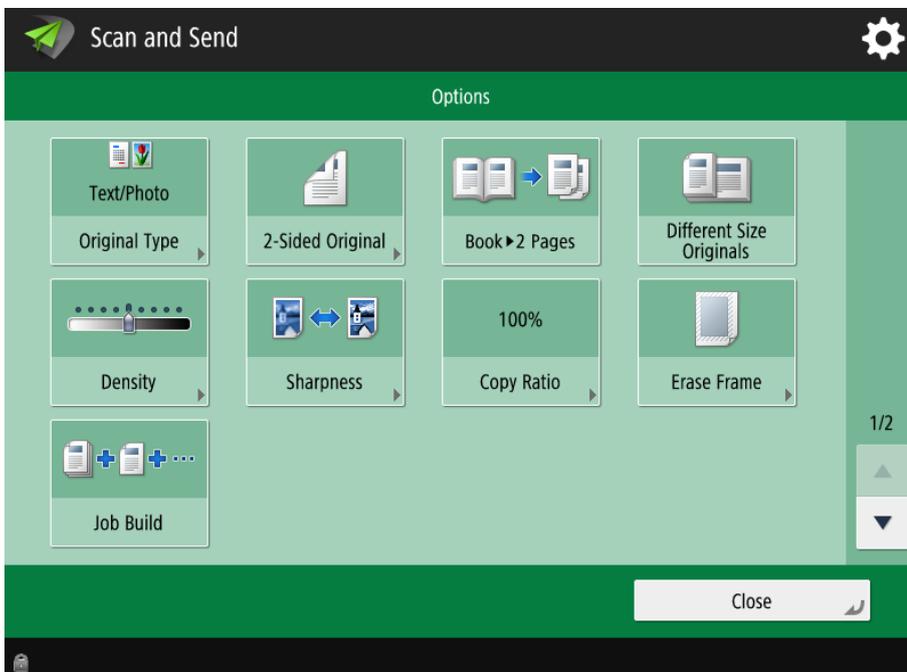
Preserves original sizes when scanning a mix of different size documents ie: A4 and A3.

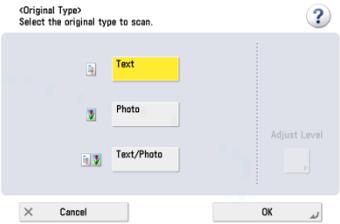
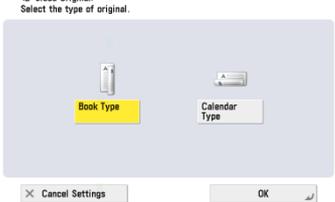
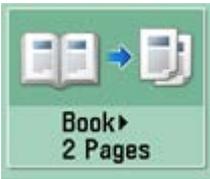
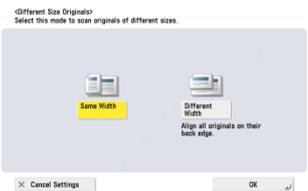
2. How to change Scan Options (page 1 of 2)

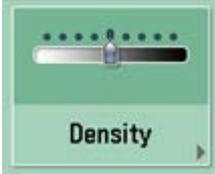
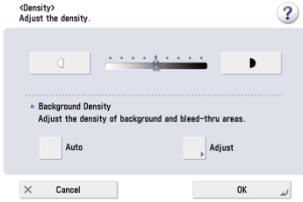
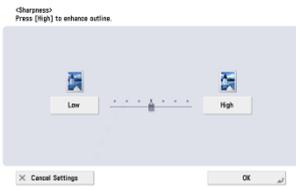
Select the Options button in the bottom right corner of the screen.

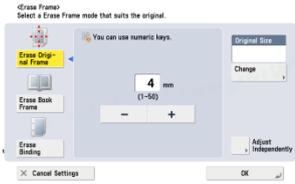


This screen will be displayed. Please see below for more detailed information on scanning options.



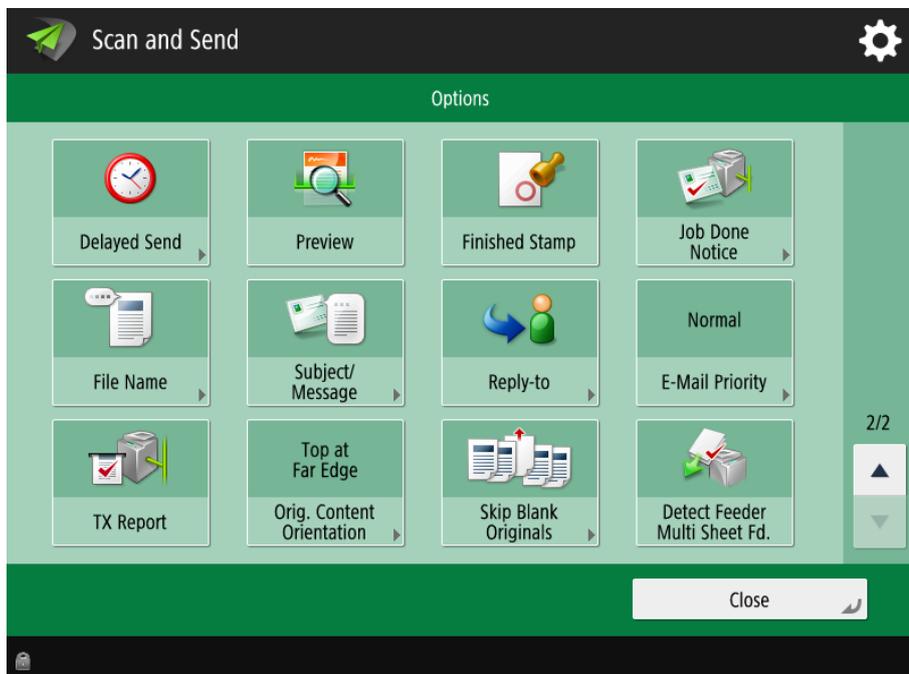
		<ul style="list-style-type: none"> • Text/Photo Mode - This mode is best suited for scanning originals containing both text and photos, such as magazines or catalogues. • Photo Mode - This mode is best suited for scanning photos printed on photographic paper, or photo originals containing halftones (e.g., printed photos). • Text Mode - This mode is best suited for scanning text originals. Blueprints or pencil drawn originals can also be scanned clearly.
		<ul style="list-style-type: none"> • Book Type - The front and back sides of the original have the same top-bottom orientation. • Calendar Type - The front and back sides of the original have opposite top-bottom orientations.
		<ul style="list-style-type: none"> • Scans two facing pages of a book from the platen glass.
		<ul style="list-style-type: none"> • Same Width - Press this key if you are placing originals with the same width. • Different Width - Press this key if you are placing originals with different widths.

 <p>Density</p>		<ul style="list-style-type: none"> You can scan the original by erasing the background colour. <p>This mode enables you to scan by erasing the background colour of the original. This feature is especially useful for scanning originals, such as catalogues and paper that have turned yellow from age.</p> <p>Adjust</p> <p>Press [←] to move the indicator to the left to make the exposure lighter, or press [→] to move it to the right to make the exposure darker.</p> <p>Auto</p> <p>If you want to automatically adjust the density for originals that may bleed or originals with background colour.</p> <p>Adjust each Colour If you want to adjust RGB colours independently, press → adjust colours independently for background density using [-] or [+].</p>
 <p>Sharpness</p>		<ul style="list-style-type: none"> This mode enables you to scan original images with a sharper or softer contrast. <p>Low</p> <p>If you scan original containing halftones, such as a printed image, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen this moiré effect by this setting to produce a clearer image.</p> <p>High</p> <p>This setting enhances the edges of original images so that faint or fine text is scanned with a sharper contrast. This setting is particularly suited for scanning blueprints and faint pencil drawn images.</p>
 <p>Copy Ratio</p>		<ul style="list-style-type: none"> The machine offers you a variety of preset zoom ratios to reduce or enlarge standard size originals to another standard record size

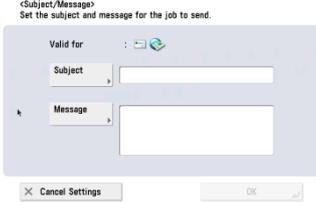
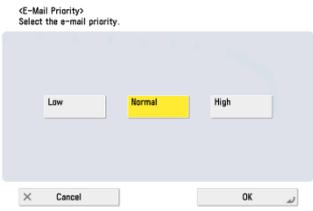
 <p>Erase Frame</p>		<ul style="list-style-type: none"> This mode enables you to erase shadows and lines that appear when scanning various types of originals. The following three Erase Frame modes are available. <ul style="list-style-type: none"> Erase Original Frame This mode erases the dark borders and frame lines that appear around the scanned image if the original is smaller than the selected record size. You can also use this mode to create a blank border around the edge of the scanned image. Erase Book Frame This mode erases the dark borders, as well as center and contour lines that appear if you are scanning facing pages in a book or bound original. Erase Binding This mode erases the shadows that appear on the scanned image from binding holes on originals
 <p>Job Build</p>		<ul style="list-style-type: none"> This mode enables you to scan originals in multiple batches if you have too many to be placed in the document feeder at once. You can use both the feeder and the platen glass for scanning. The originals are sent as one document after all of the batches have been scanned.

3. How to change Scan Options (page 2 of 2)

This screen will be displayed. Please see below for more detailed information on scanning options.



 <p>Delayed Send</p>		<ul style="list-style-type: none"> The Delayed Send mode enables you to store a send job in memory, and have it sent at a later time.
 <p>Preview</p>		<ul style="list-style-type: none"> This mode enables you to preview the scanned data of your originals and to check the page count before sending your document. You can verify the scanned data of your originals on the Preview screen.
 <p>Finished Stamp</p>		<ul style="list-style-type: none"> The machine can print a stamp (approximately 1/8" (3 mm) in diameter) on the front side of scanned and sent originals.

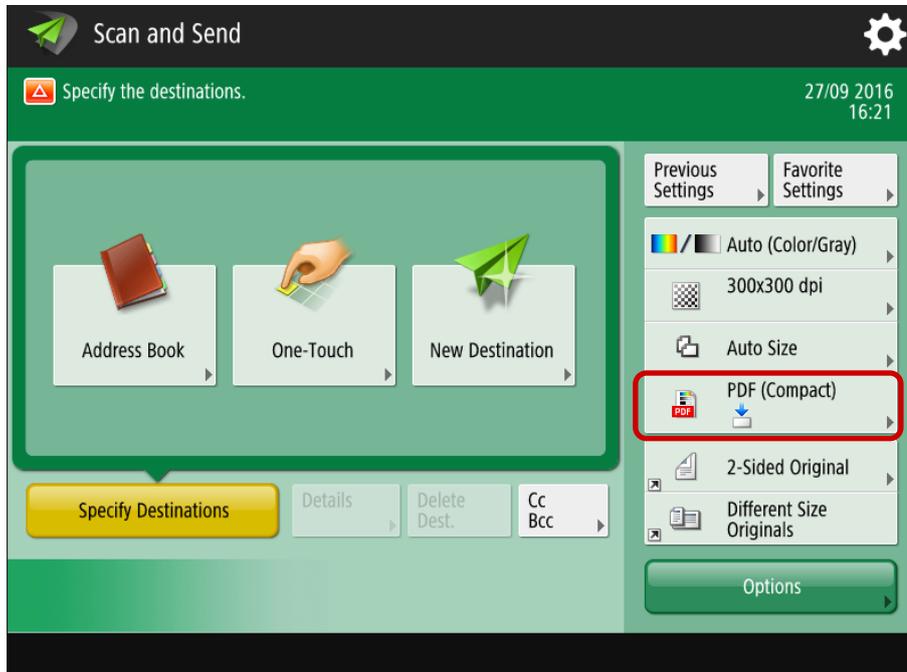
 <p>Job Done Notice</p>		<ul style="list-style-type: none"> Press to have the machine notify the user through e-mail when the job is finished.
 <p>File Name</p>		<ul style="list-style-type: none"> You can enter a file name for the document when sending or storing to e-mail, I-fax, server, or mail box.
 <p>Subject/Message</p>		<ul style="list-style-type: none"> You can enter a subject and message when sending documents to e-mail or I-fax addresses.
 <p>Reply-to</p>		<ul style="list-style-type: none"> You can specify the reply-to address when sending documents to e-mail or I-fax address.
 <p>Normal E-Mail Priority</p>		<ul style="list-style-type: none"> You can set the priority level for your e-mail message when sending documents to e-mail addresses. The three options are Low, Normal (this is the default) and High.
 <p>TX Report</p>		<ul style="list-style-type: none"> Prints a transaction report of the last 100 scans and their outcome (OK/NG)
 <p>Top at Far Edge Orig. Content Orientation</p>		<ul style="list-style-type: none"> You can set the orientation of the document before scanning so that its top and bottom are positioned correctly when the sent file is displayed on a computer.

 <p>Skip Blank Originals</p>		<ul style="list-style-type: none"> • To skip blank originals regardless of their colour, select <All Colors>. To skip blank originals only in white, select <White Only>. • Pressing <Preview> to select the button enables you to check the contents of the scanned originals on the preview screen.
 <p>Detect Feeder Multi Sheet Fd.</p>		<ul style="list-style-type: none"> • When multiple sheets are fed scanning is stopped and the message is displayed on the screen. Follow the message and start operation.

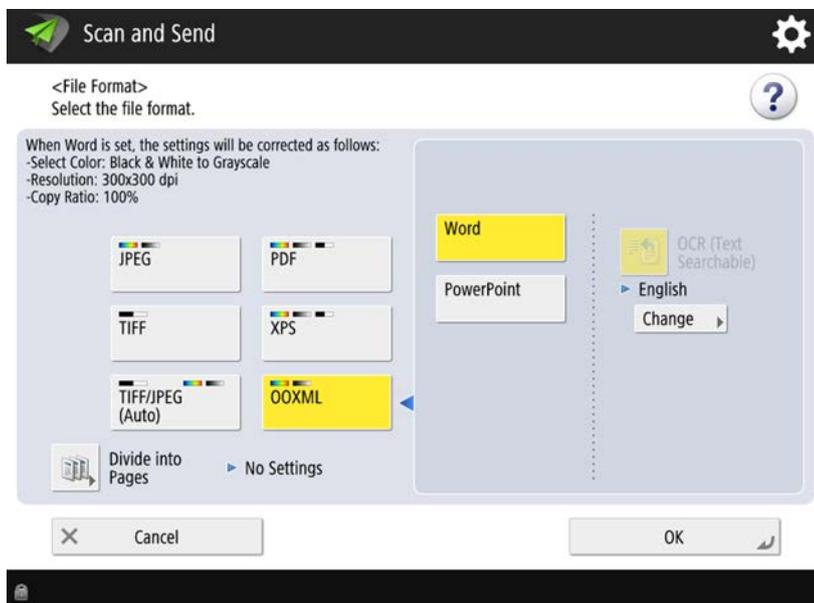
4. File Formats

The default file format is PDF Compact. This was compact/compress the PDF to a smaller file size for ease of transferring the file.

To change the file format, press the PDF Compact button.



Select from the options below: -



- **PDF** Sends the file in the PDF format regardless of the color mode.
- **XP** Sends the file in the XPS format regardless of the color mode.

-
- **OOXML** (Open Office XML) enables user to scan to either Word or Powerpoint to lift text, images and logo's from a scanned document, then reuse them.

If you have the option to scan to OOXML, then you may see you have a second option to choose Powerpoint or Word. The scanned image will be converted and you will be able to edit text and images that have been recognised from the original. If you choose Powerpoint, the OCR feature will need to be enabled to make the document editable.

- **JPEG** Sends the file in the JPEG format, if you select a color mode other than B & W
- **TIFF** Sends the file in the TIFF format, only if you select the Black-and-White mode.
- **Divide into Pages** Select this option to separate multiple pages (ie all the originals placed in the document feeder) and send them as separate files, selecting how many pages you would like each segment to be.
- **OCR** this mode enables you to perform OCR (optical character recognition) to extract data that can be recognised as text from the scanned image and create a PDF/XPS/OOXML (pptx/docx) file that is searchable. For example, if you scan a PDF and enable OCR, you will be able copy and paste text from the file into another application such as Word. Also, the 'find' functionality will let you search for specific wording within the document.