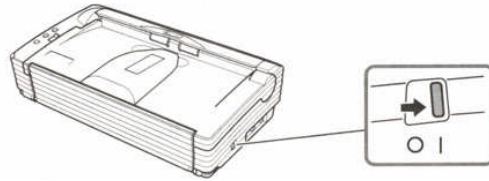


Use of CANON Scanner

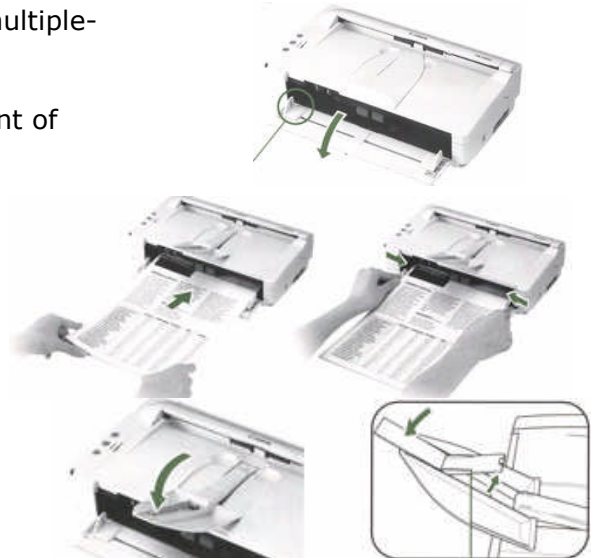
1. Turn on the scanner by pressing the switch on the side of the scanner



2. Placing the original documents

i. By using the scanner's roller unit for single-/multiple-sheet(s) standard-sized document:

- Open the Document Feed Tray, at the front of the scanner
- Face up the document on the Document Feed Tray
- Adjust the Document Guide to fit the document size
- Open the Document Eject Tray Extension

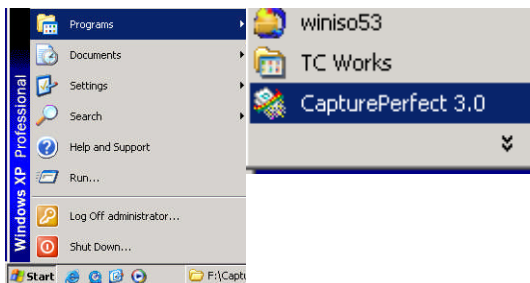


ii. By using the flatbed for single-sheet/bulky document:

- Open the cover of the flatbed
- Place your book/document onto the flatbed
- The corner of the document should be aligned with the upper right corner of the glass
- Close the cover for better result (if possible)

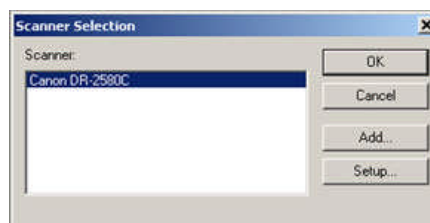


3. Run the "CapturePerfect 3.0" program by clicking Start → Programs → CapturePerfect 3.0

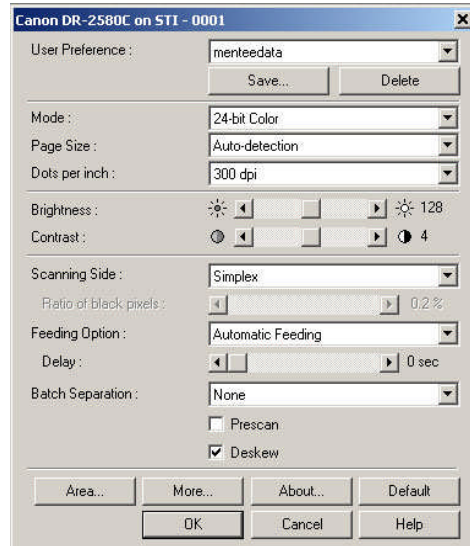


4. Scan > Select scanner

The name of canner should be **CANON DR2580C**

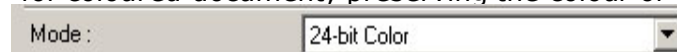


5. Scan > Scanner setting



i. Scanning Mode:

- Black & White - with black and white colour only
- 256-level grey - with greyscale colour (including black and white)
- 24 bit colour - for coloured document; preserving the colour of the original document



ii. Page Size: the document scanning size; original size will be scanned by selecting Auto-detection



iii. Scanning Resolution (Dots per inch): a minimum of **300 dpi** is recommended for better scanning quality



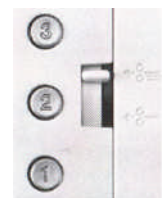
iv. Scanning Side:

- Flatbed
- Simplex - 1 side of paper
- Duplex - both sides of paper
- Skip blank paper - blank page will not be scanned
- Folio - combine 2 pages into 1

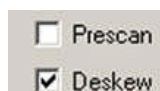


v. Feeding Option:

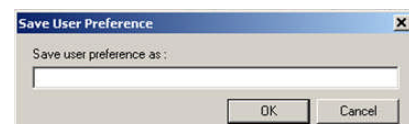
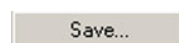
- Standard Feeding - once it finishes a mash of paper, it will ask to start again through the controlling of desktop commands
- Panel Feeding - start scanning and stop scanning functions are controlled by the scanner buttons
- Automatic Feeding - once it finishes a mash of paper, it will not ask to start again



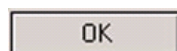
vi. Select "**Deskew**" to straighten the scanning images



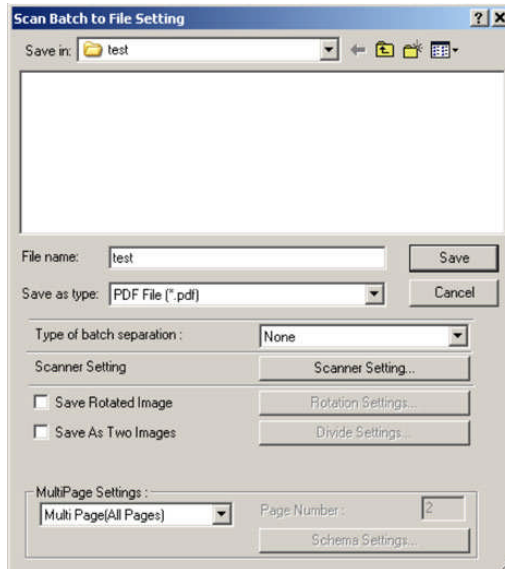
vii. Enter any name and press "**Save**" if you want to reload all the settings when using the scanner next time



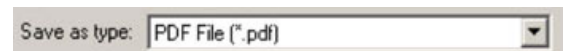
viii. Press "OK" when finished



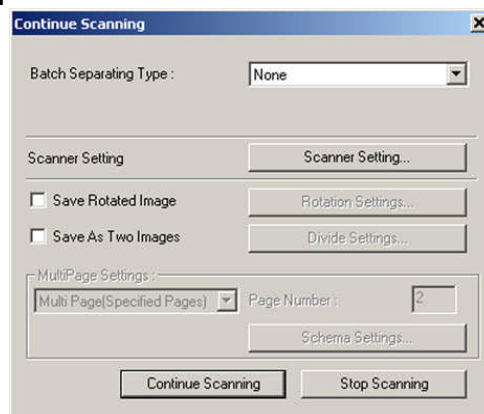
6. Scan > Scan to file



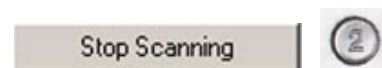
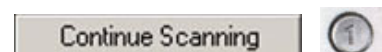
- i. Select the directory for the scanned file to be saved in
- ii. Type in the file name
- iii. Select the appropriate file type:
 - a. TIFF – image; larger in size (original)
 - b. JPEG – image; smaller in size
 - c. PDF – document or OCR
- iv. Select the page setting:
 - a. Single - each page in different files
 - b. Multi Page(All Pages): all pages in one single file
- v. Press "**Save**" to start the scanning process



7. Continue / Stop Scanning:




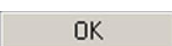


- i. Scanner's roller unit:
 - a. To continue scan job, reload the document at the Document Feed Tray or press "Continue Scanning" on the monitor or press "1" on the scanner
 - b. To stop scan job, press "Stop Scanning" on the monitor or press "2" on the scanner
- ii. Flatbed:
 - a. To continue scan job, replace the document on the flatbed and press "Continue Scanning" on the monitor
 - b. To stop scan job, press "Stop Scanning" on the monitor or press "2" on the scanner



[Optional]

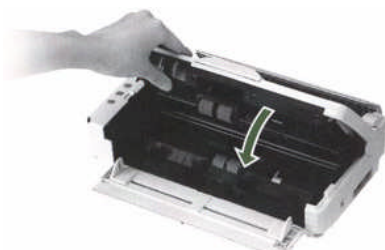
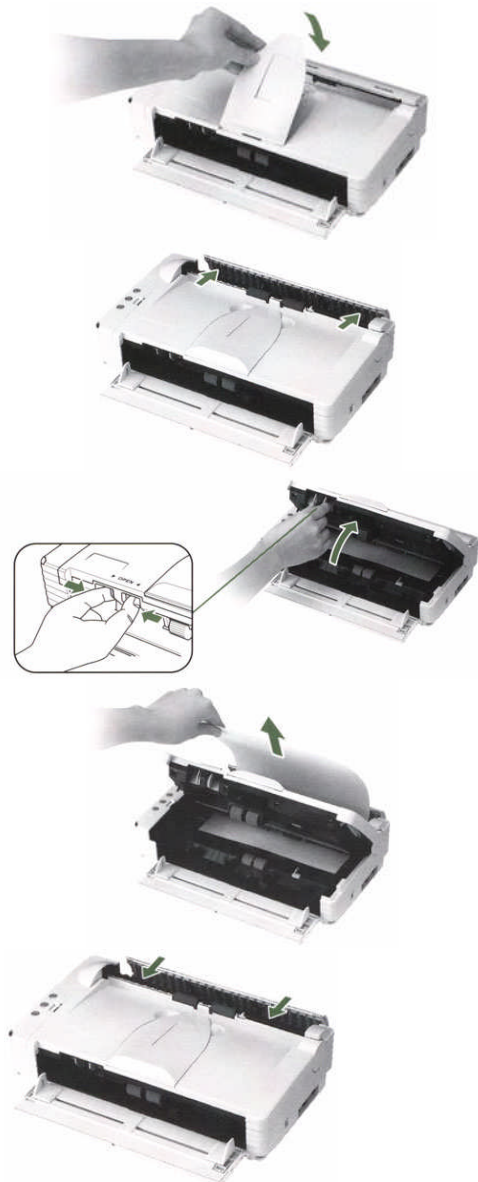
Scan with OCR function (Optical Character Recognition: convert graphics to text)

- i. Option > PDF File
- ii. Check the box "Apply OCR" 
- iii. Select the compression method 
- iv. Select the language of OCR 
- v. Press "OK" to start scanning 



Paper jam in scanner's roller unit (Do-It-Yourself Troubleshoot)

- i. Remove all document pages from the Document Feed Tray and the Document Eject Tray
- ii. Return the Document Eject Tray Extension to the closed position
- iii. Open the back cover by pressing on both sides and then lower it to its resting position
- iv. Take hold of and press the OPEN knob from both sides and gently lift the Upper Unit upward
- v. Carefully remove the jammed document
- vi. Close the Upper Unit and the Back Cover after clearing the jam with click sounds



8. Please remember to TURN OFF the scanner after