

Introduction

Thank you for purchasing this Canon Microfilm Scanner 800II.

These instructions describe how to use the Scanning Utility 800 utility software to import an image projected on the scanner screen into your PC. To ensure that you fully understand the functions of this scanning utility and can make the best possible use of your scanner, read these instructions in conjunction with the Microfilm Scanner 800II Instructions. This scanning utility uses its own dedicated scanner driver and does not require an ISIS or TWAIN driver.

Conventions

This manual uses the following symbols and icons.



Indicates important information on items that must be observed or that are prohibited as part of scanner operation. Read this information to prevent scanner faults or damage.



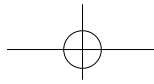
Indicates additional information that is useful in operating the scanner. It is a good idea to read these notes.

(→ **P.XX**) Indicates a reference page. The number in the parentheses indicates a page that contains more information about the previous sentence or paragraph.

Scanner In these instructions, the Microfilm Scanner 800II is referred to simply as the “scanner”.

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Chapter 1

Installation and Basic Operation of Scanning Utility 800

This chapter describes how to install the Scanning Utility 800 software and explains its basic operations.

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Installing Scanning Utility 800

This section describes the preparations for installing Scanning Utility 800 on your PC and the installation procedure itself.

Before Installation

Check the following before you install Scanning Utility 800 on your PC.

- Scanning Utility 800 uses its own dedicated scanner driver and does not require a scanner driver such as an ISIS or TWAIN driver.
- When you install Scanning Utility 800, a folder called “\ceiscan” is created inside the Windows folder. This is in addition to the installation destination folder. The “cel*.dll” file is also copied to \windows\system. Note that the Scanning Utility 800 software will no longer operate normally if these files are modified.
- The Scanning Utility 800 uses “wnaspi32.dll” to control the scanner. It should be noted that the scanner will not operate if the “wnaspi32.dll” is not correctly installed. If “WINASPI32.DLL” is not installed, run “ASPIEX.EXE” located in the “ASPI” folder on the setup disk. For details, refer to README.TXT.



Before using Scanning Utility 800, set the scanner to “Scanner Mode.” Using Scanning Utility 800 when the scanner is in the “Reader-Printer Mode” results in some of the functions described in this manual being disabled. For more information on scanner operation modes, refer to “Operation Modes” on P.10 of the Microfilm Scanner 800II Instructions.

Installing Scanning Utility 800

This section describes the procedure for installing Scanning Utility 800 on your PC.

1 Login to Windows.



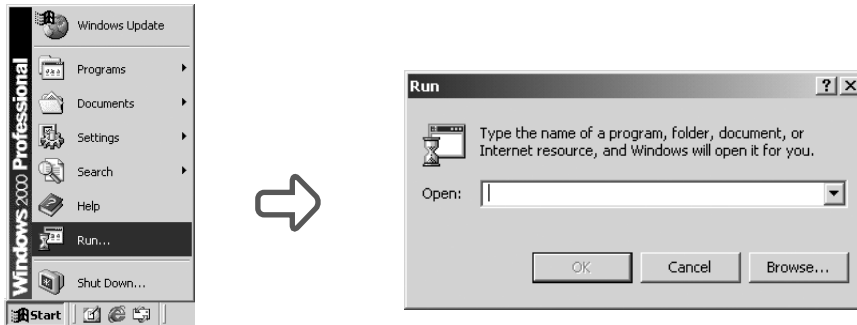
If you are using Windows 2000 Professional, or Windows XP, be sure to log on as a user with administrator privileges.

2 Load the Setup disk into your CD-ROM drive.

3 Click [Start] and select Run.

The screen that appears differs depending on your version of Windows.

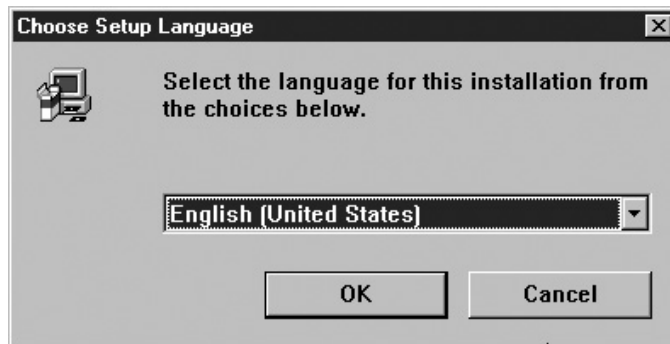
[Windows 2000]



4 In the Open field, type "D:\su800\setup.exe" and click [OK].

In these instructions, the CD-ROM drive is designated as drive D.

⇒ The Choose Setup Language dialog box appears.



5 Select English (United States) and click [OK].

⇒ The Welcome dialog box appears.



Chapter 1 Installation and Basic Operation of Scanning Utility 800

6 Click [Next].

⇒ The Choose Destination Location dialog box appears.



7 Check the displayed installation folder and then click [Next].

To change the installation destination folder, click [Browse] and then select a new destination folder.

⇒ Installation begins.

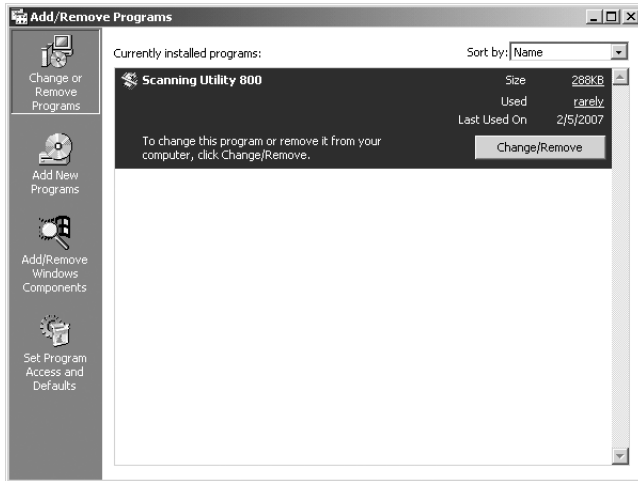
8 Installation ends and the Setup Complete dialog box appears.



9 Click [Finish] to complete the installation.

Uninstalling Scanning Utility 800

To uninstall Scanning Utility 800, click on Add/Remove Programs in the Control Panel, select “Scanning Utility 800” and click [Change/Remove].



Basic Scanning Utility 800 Operations

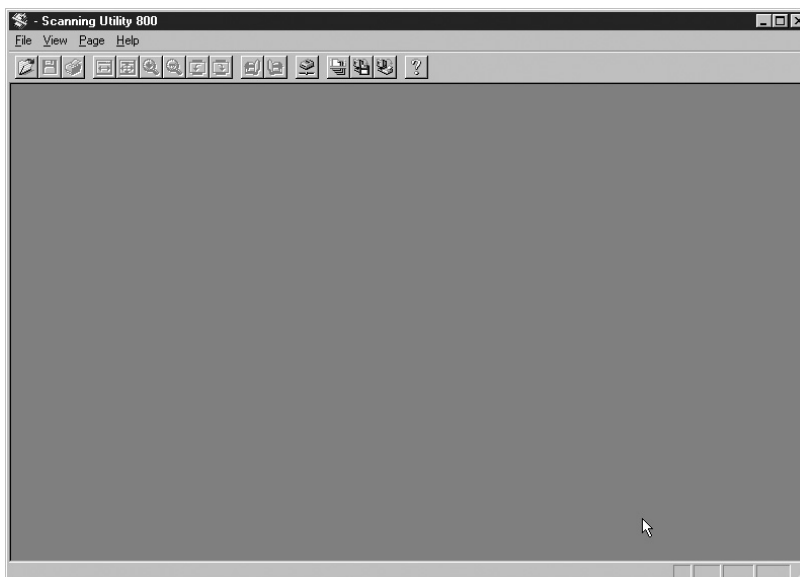
This section explains how to start up and exit Scanning Utility 800 and also describes the Scanning Utility 800 screens.

Startup and Exit

◆Startup

- 1 Click the Windows [Start] button and choose [Programs]-[Scanning Utility 800].

⇒ Scanning Utility 800 starts up.



◆Exit

- 2 In the Scanning Utility 800 screen, select [File]-[Exit].

⇒ Scanning Utility 800 shuts down.

Screen Descriptions

1

Installation and Basic Operation of Scanning Utility 800

This section describes the functions of the menu bar and toolbar in the Scanning Utility 800 screens.



◆ Menu Bar

File Menu



Open

Opens an image saved by Scanning Utility 800. The four image formats that can be opened by Scanning Utility 800 are TIFF (*.tif), BMP (*.bmp), JPEG (*.jpg) and JBIG (*.jbg). (→ P.41 “Opening a Saved File”.)

Save Page As

Saves the displayed page under a new name. When the open file includes multiple pages, undisplayed pages are not saved.

(→ P.36 “Scan Page” and P.41 “Opening a Saved File”)



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Print

Prints the image. (→ P.46 “Printing the Displayed Image”)

Print Format

- Actual size:** Prints the image at the size shown on the screen, regardless of the paper used for printing or the resolution at which the image was scanned.
- Fit to paper:** If the image size is larger than the paper size, this setting shrinks the image to match the paper size. If the image is smaller than the paper size, the image is printed at actual size.
- Actual pixel:** Prints each dot in the scanned image as one dot on the printer. Accordingly, the printed image is smaller when it is printed on a high-resolution printer that prints smaller dots.

Printer setting...

Sets the printer.

Scanner setting...

Sets the scanner. (→ P.18 “Specifying the Scanner Settings”)

Scan page

Scans the image currently shown on the screen. (→ P.36 “Scan Page”)

Scan batch to file

Scans an image and saves the image to the specified file. (→ P.38 “Scan Batch to File”)

Scan batch to printer

Scans an image and then prints the image on the printer currently set as the “Normally used printer”. (→ P.43 “Scan Batch to Printer”)

Cancel Scan

Cancels the current scan.

Select scanner...

Selects the scanner to be used.

Converter mode

Scans an image and then saves the image to the specified folder with the file name or folder name. (→ P.48 “Converter Mode”)

ReaderPrinter Emulation Mode

This is a mode in which the Scanning Utility 800 software emulates the scanner’s ReaderPrinter mode and prints the image shown on the screen directly to the printer connected to the computer. (→ P.50 “ReaderPrinter Emulation Mode”)

Exit

Exits Scanning Utility 800.

View Menu



Toolbar

The toolbar toggles between shown and hidden each time it is clicked. A check mark denotes that the toolbar is shown and no check mark indicates that it is hidden.

Status bar

The status bar toggles between shown and hidden each time it is clicked. A check mark denotes that the status bar is shown and no check mark indicates that it is hidden.

Zoom In

Enlarges the image each time it is clicked. Once the image is displayed at 100% scale, this menu is grayed out and the image cannot be enlarged further.

Zoom Out

Reduces the image each time it is clicked.

Best Fit

Displays the entire page so that it fits in the window.

Fit to width

Matches the image width to the width of the window.

Rotate Left

Rotates the image left (counterclockwise) by 90°.

Rotate Right

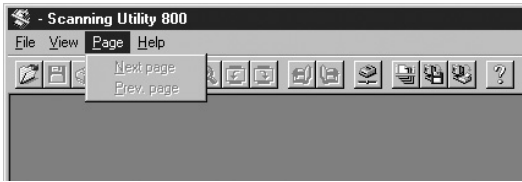
Rotates the image right (clockwise) by 90°.

Grayscale

Black and white images shown at reduced size are displayed in grayscale. Images shown at a scale of 100% are not displayed in grayscale.

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Page Menu



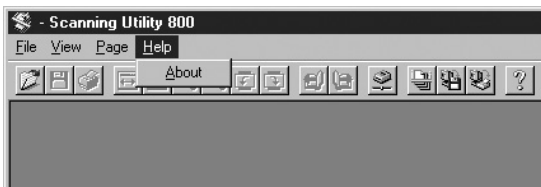
Next page

Displays the image on the next page.

Prev Page

Displays the image on the previous page.

Help Menu



About

Displays the Scanning Utility 800 version and copyright information.

◆Toolbar



Open: Opens an image saved using Scanning Utility 800.



Save Page As: Saves the currently displayed page under a different name. When the open file includes multiple pages, undisplayed pages are not saved.



Print: Prints an image.



Fit to width: Matches the image width to the width of the windows.



Best Fit: Displays the entire page so that it fits in the window.












Zoom In: Enlarges the image each time it is clicked. Once the image is displayed at 100% scale, this menu is grayed out and the image cannot be enlarged further.



Zoom Out: Reduces the image each time it is clicked.

Chapter 1 Installation and Basic Operation of Scanning Utility 800

-  Rotate Left: Rotates the image left (counterclockwise) by 90°.
-  Rotate Right: Rotates the image right (clockwise) by 90°.
-  Previous Page: Displays the image on the previous page.
(if TIFF is selected as the file format and multiple pages are scanned)
-  Next page: Displays the image on the next page.
(if TIFF is selected as the file format and multiple pages are scanned)
-  Set Scanner: Sets the scanner.
-  Scan batch to file: Scans an image and saves the image to the specified file.
-  Converter mode: Scans an image and then saves the image to the specified folder with the film address as the file name or folder name.
-  ReaderPrinter Emulation mode: A mode in which the Scanning Utility 800 software emulates the scanner's ReaderPrinter mode and prints the image shown on the screen directly to the printer connected to the computer.
-  About: Displays the Scanning Utility 800 version and copyright information.

1

Installation and Basic Operation of Scanning Utility 800



Chapter 1 Installation and Basic Operation of Scanning Utility 800

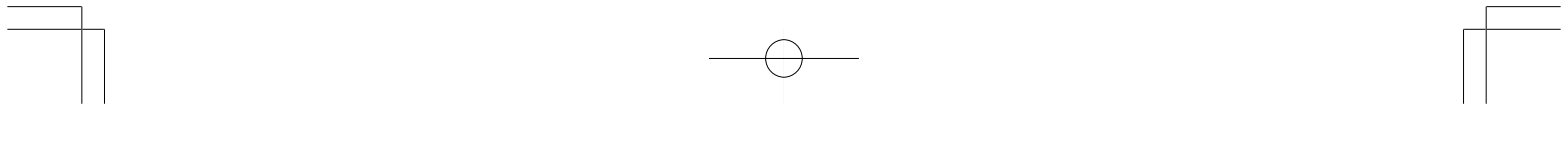


Chapter 2

Specifying the Scanner Settings

This chapter describes how to specify the settings for Scanning Utility 800.

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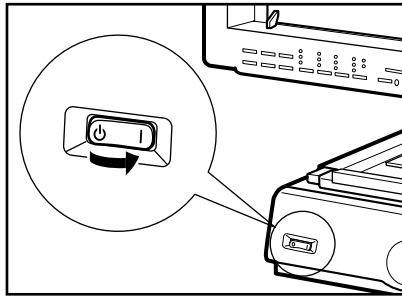
Specifying the Scanner Settings

This section describes how to specify the settings used to scan images.

Starting up Scanning Utility 800

Begin by switching the scanner and PC on and then start up Scanning Utility 800.

- 1 *Switch the scanner on.*

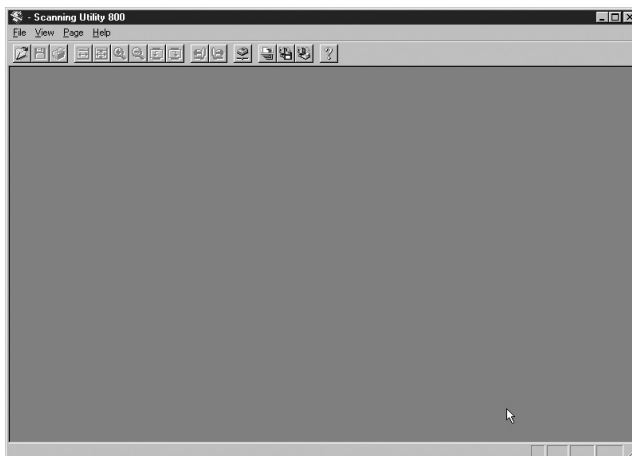


- 2 *Switch your PC on and start up Windows.*

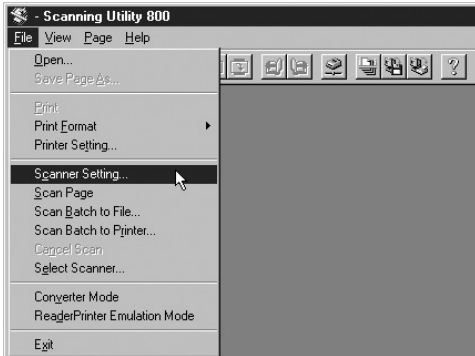
⇒ Windows starts up.

- 3 *Click the [Start] button and select [Programs]-[Scanning Utility 800].*

⇒ Scanning Utility 800 starts up.

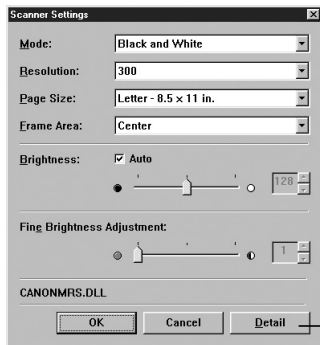


4 Select [File]–[Scanner setting...], or click  on the Toolbar.

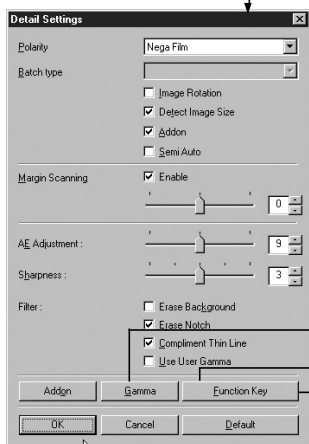


➔ The Scanner setting... dialog box appears.

5 Select the desired settings screen and specify the required settings.



Scanner setting... dialog box
(→P.20)



Detail Settings dialog box (→ P.23)

Add on dialog box (→ P.26)

Gamma dialog box (→ P.31)

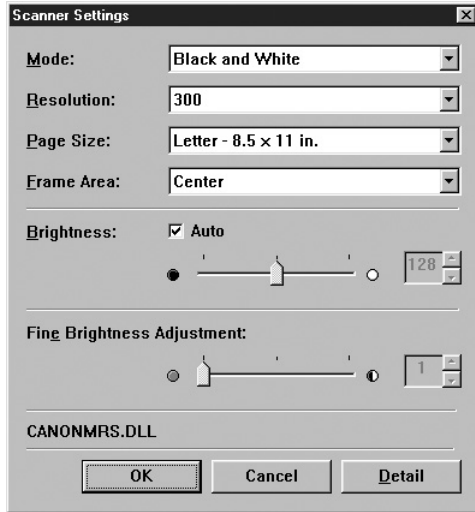
Function key dialog box(→ P.33)

Chapter 2 Specifying the Scanner Settings

Scanner Settings

Use this screen to specify the settings for scanning.

The basic settings are specified from the Scanner setting... dialog box.



<Scanner Settings>

Mode

Selects the scanning mode.

[Black and White]

Scans film with content such as text and line drawings in black and white.

[Black and White-Fine]

Imports the image with enhanced contrast for film with no density gradations.

[Black and White-Picture]

Best for photos and images that contain halftones. Error diffusion is used to simulate and reproduce halftones.

[Grayscale-4, 16, 256 level]

Imports the scanned image using multiple values. Used for situations where multi-value data is required, such as processing of the scanned image on a PC.



IMPORTANT

Grayscale images can only be displayed if additional memory has been installed in the scanner. Consult an authorized Canon service representative for details.

Resolution

Sets the resolution used (in dots per inch (dpi)) when the image is scanned. Resolutions of 200, 300, 400 or 600 can be selected.



Chapter 2 Specifying the Scanner Settings

Page Size

Selects one of the following as the size of the document to be scanned.

Letter (8.5 x 11 in.)
Letter-R (11 x 8.5 in.)
Legal (8.5 x 14 in.)
Ledger (11 x 17 in.)
Statement (8.5 x 5.5 in.)
A3 (297 x 420 mm)
A4 (210 x 297 mm)
A4-R (297 x 210mm)
A5 (148 x 210 mm)
A6 (105 x 148 mm)
B4(ISO) (250 x 353 mm)
B4(JIS) (257 x 364 mm)
B5(ISO) (176 x 250 mm)
B5(JIS) (182 x 257 mm)
Scanner's Maximum

If the document scanned is larger than the specified size, the outside edges of the document will be cropped. Conversely, if the scanned document is smaller than the specified size, a black margin will be shown around the scanned image.

If Detect Image Size (P.24) is specified in the Detail Setting dialog box, this setting is ignored.

Frame Area

Selects the reference position for scanning.

[Center]

Scans the specified page size using the center of the screen as the reference position. (→ “Setting the Scanning Position” in the Microfilm Scanner 800II Instructions)

[Left]

Scans the specified page size using the left edge of the screen as the reference position. (→ “Setting the Scanning Position” in the Microfilm Scanner 800II Instructions)

[Separate]

Scans the image as 2 separate pages using the center of the image as the divide. (→ “Setting the Scanning Position” in the Microfilm Scanner 800II Instructions)

[Overlay]

Selects overlay scanning.

(→ “Function Keys” in the Microfilm Scanner 800II Instructions)



Chapter 2 Specifying the Scanner Settings

Brightness

Automatically or manually sets the brightness of the image. If the automatic setting is selected, the brightness is set automatically. When the manual setting is selected, values from 1 to 255 can be specified, with larger settings increasing the exposure level on the scanner and giving a brighter image. Smaller values decrease the exposure level and produce darker images.

Contrast

When the “Brightness” adjustment is set to Manual, the contrast in the image can also be adjusted to any value between 1 and 255. If “Brightness” adjustment is set to Automatic, the contrast cannot be adjusted.

<Buttons>

OK

Applies the selected settings and closes the dialog box.

Cancel

Closes the dialog box without applying the selected settings.

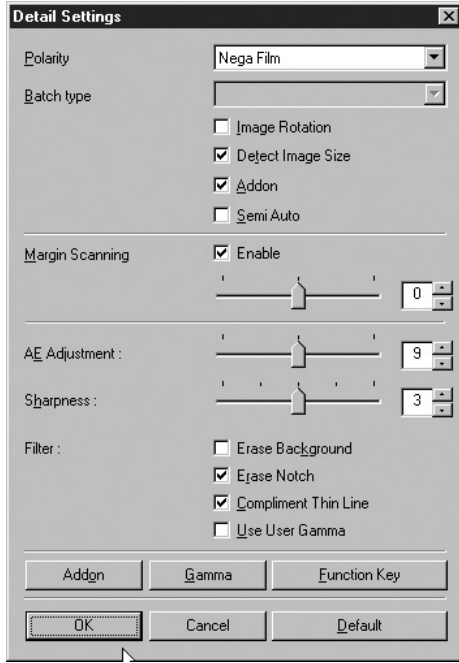
Detail

Opens the Detail Settings dialog box.



Detail Settings

The scanning settings can be specified in more detail. Use this dialog box to specify the detailed scanning settings.



Polarity

Selects the film polarity.

[Nega Film]

Reverses black and white in a negative film image and prints a positive image.

[Posi Film]

Prints positive film as a positive image.

[Auto]

Automatically detects whether the film is negative or positive and prints a positive image.

Batch type

This mode can be used to select consecutive scanning when the FS Controller III is used. Refer to the FS Controller III Instructions for details.

[Page]

Specifies consecutive scanning one page at a time.

[File]

Specifies consecutive scanning one file at a time.

[Batch]

Specifies consecutive scanning one batch at a time.

Chapter 2 Specifying the Scanner Settings



When you select Batch mode, always ensure that OFF is selected in the SemiAuto setting. Selecting ON as the SemiAuto setting disables the Batch mode setting. If you want to use Batch mode when the SemiAuto setting is ON or if you want to use Batch mode from FS Controller I, select Batch mode from the keyboard supplied with the FS Controller. Refer to your FS Controller user's manual for details.

Image Rotation

Rotates the scanned image 90° to the right (clockwise) for printing.

If the Add on function (→P.26) is selected, the image is rotated 90° and printed after the text etc. has been imprinted on the image.

Detect Image Size

When this option is enabled, the Scan Size and Trimming/Border settings are also enabled and Page Size in the scanner settings is disabled.

(→ “Selecting the Scan Size” and “Trimming/Border settings” in the Microfilm Scanner 800II Instructions)

Add on

Check this option to imprint the information specified in the Add-on setting (→P.26) on the scanned image.

Semi Auto

If scanning is started with this option enabled, the Semi Auto key on the scanner's operation panel glows green and the Start key switches to the ready state. Check the scanned image and then press the Start key to perform the scan. After you have checked the scanned image, press the Start key to begin scanning. If you switch Semi-Auto mode on, the [Detect image size] option is also set to ON.

Margin Scanning

Adjusts the margins (top, bottom, left and right) for the specified scan size.

To adjust the margins, click the Enable checkbox and specify a setting between -10 (reduces the scanned area by 10 mm) and +10 (enlarges the scanned area by 10). For example, to slightly enlarge the scanning area so that the edges of the document are not cropped, specify a positive setting. To slightly reduce the scanning area and avoid creating a black frame around the image, specify a negative setting. These margin settings are also applied in image size detection.

AE Adjustment

This is a fine adjustment for the automatic brightness and contrast adjustments and is enabled when automatic adjustment is selected in the Brightness setting. AE adjustment can be set to any value between 1 and 17.

Sharpness

This setting is valid when the image mode setting is Black and White, Black and White-Fine or Black and White-Picture. It sets the level of text outline enhancement and the softening of image gradations in photographs, etc. Values between 1 and 5 can be selected as the sharpness setting.



Chapter 2 Specifying the Scanner Settings

<Filter Settings>

These settings specify the image processing filters used.

Erase Background

This option is valid when the selected image mode is [Black and White] or [Black and White-Fine], and automatically erases the background for text, line drawings, etc.

Erase Notch

Automatically erases portions of the image (notches) that overlap the outline.

Compliment Thin Line

Automatically joins faint or broken lines that occur when thin lines or faint documents are scanned.

Use User Gamma

Check this option to use the gamma data set in the Gamma Settings dialog box (→P.31). If gamma data is used, the polarity settings are ignored.

<Buttons>

Addon

Opens the Add on Settings dialog box (→P.26). Use this dialog box to specify the settings for the Add on function that imprints text on scanned images.

Gamma

Opens the Gamma Settings dialog box (→P.31). The Gamma function reads in and stores the gamma curve data used to modify the settings for representing colors and halftones. The stored gamma data is valid when the Use User Gamma option is checked.

Function Key

Opens the Function Key Settings dialog box (→P.33). Use this dialog box to set the function assignments specified for the function keys on the scanner or on the optional operation keyboard.

OK

Applies the selected settings and closes the dialog box.

Cancel

Closes the dialog box without applying the selected settings.

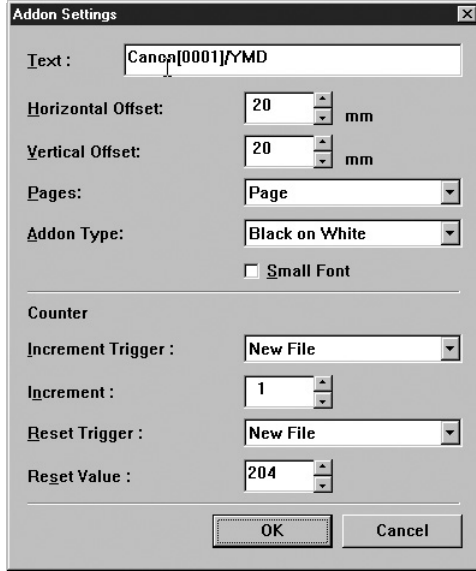
Default

Restores the settings specified at shipment.

Chapter 2 Specifying the Scanner Settings

Add on Settings

The Add on function can be used to add any text or counter to a scanned image. Use the Add on Settings dialog box to specify the text to be added by the Add on function along with other related settings.



Text

Enter the information to be added.

Any of the following letters and symbols can be specified.

The maximum length for added text is 64 characters.

- Numbers (0 to 9)
- Letters (uppercase or lowercase)
- Spaces
- Symbols

The following symbols are added unchanged:

!"#\$%&'()*+,-./:;<=>?@^_[]~`

The \, [,] characters indicate that the next character is to be added on. Thus:

\\ → \, \[→ [, \] →].

In addition to these, counters, times, dates, arrows and film addresses can be specified as special characters.

<Counter>

To add on a counter, specify a number enclosed in brackets ([]).

The number inside the brackets is taken as the starting number for the counter and the number of digits in the number is taken as the number of counter digits (up to 9 digits). (See the example below.)

The size of the timer increment and the timing of incrementing is set in “Counter Settings” described below.

Chapter 2 Specifying the Scanner Settings

| | |
|--------------|-----------------|
| (Input) | (Add on result) |
| CANON[00001] | CANON 00001 |

<Time>

To add the time that the document was scanned, type “\TIME”.

The time is added as an 8-digit number (including colons) in the 24-hour clock format, as shown in the examples below.

(For 4.28.30 pm)

| | |
|---------|-----------------|
| (Input) | (Add on result) |
| \TIME | 16:28:30 |

<Date>

To add the date that the document was scanned, type a combination of Y (year), M (month) and D (day) to give “\MDY”, “\DMY” or “\YMD”.

The date is added as a 10-digit number, as shown in the example below. Slashes are used as separators between the year, month and day.

(For January 20, 2000)

| | |
|---------|-----------------|
| (Input) | (Add on result) |
| \YMD | 2000/01/20 |

<Arrows>

To add an arrow, type one of the following:

| | |
|---------|-----------------|
| (Input) | (Add on result) |
| \u | ↑ |
| \d | ↓ |
| \l | ← |
| \r | → |

<Film Address>

When the FS Controller III is used as the carrier, this option adds the film address of roll film detected by the FS Controller III.

To add the film address (batch, file and page), type “\A”.

The added address is enclosed in brackets ([]), with the batch, file and page addresses added sequentially and separated by periods (.). Because batch, file and pages addresses can each contain up to 9 digits, the added address consists of up to 31 characters including the enclosing brackets and the separating periods.

| | |
|---------|--|
| (Input) | (Add on result) |
| \A | [123456.789012.345] batch file page |

Chapter 2 Specifying the Scanner Settings

Horizontal Offset (mm)

Specifies a number between 0 and 500 as the horizontal offset when the Add on feature is used. This setting moves the position of the added text on the screen the specified distance to the right from the left edge of the image, using the top-left corner of the scanned area as the origin point.

Vertical Offset (mm)

Specifies a number between 0 and 300 as the vertical offset when the Add on feature is used. This setting moves the position of the added text on the screen the specified distance downwards from the top edge of the image, using the top-left corner of the scanned area as the origin point.

Pages

Selects the page to which text is added.

[Page]

Adds the text to every page.

[Separator]

Adds the text to the next page after the file separator.

Addon Type

Selects the way in which add-on text is imprinted onto the image.

[Black on White]

Adds black letters on a white background.

CANON ABC NICS II

[White on Black]

Adds white letters on a black background.

CANON ABC NICS I

[Black on Image]

Overlays black letters onto the image.

CANON ABC NICS I

Small Font

Adds the text using a small font.

Note that the size of the characters added to an image varies depending on the scanning resolution.

Normal font ABC

Small font ABC

<Counter Settings>

When a counter is set in a text string, use these settings to specify the size of the counter increment and the increment trigger.

Increment Trigger

Select one of the following as the trigger for incrementing the number on the counter.

[New File]

Increments the counter when a new file command is used to change to a new file.

[File Mark]

Increments the counter at each file mark on the film.

[Batch Mark]

Increments the counter at each batch mark on the film.

[File/Batch Mark]

Increments the counter at each file or batch mark on the film.

[Each image]

Increments the counter at each scanned image.

[None]

The counter is not incremented.



The [File Mark], [Batch Mark] and [File/Batch Mark] settings are valid when the FS Controller III is used. Refer to the FS Controller III Instructions for details.

Increment

Sets the amount (0 to 255) by which the counter is incremented.

Reset Trigger

Select one of the following as the trigger for resetting the counter.

[New File]

Resets the counter when a new file command is used to change to a new file.

[File Mark]

Resets the counter at each file mark on the film.

[Batch Mark]

Resets the counter at each batch mark on the film.

[File/Batch Mark]

Resets the counter at each file or batch mark on the film.

[Each image]

Resets the counter at each scanned image.

[None]

The counter is not reset.

Chapter 2 Specifying the Scanner Settings



NOTE

The [File Mark], [Batch Mark] and [File/Batch Mark] settings are valid when the FS Controller III is used. Refer to the FS Controller III Instructions for details.

Reset Value

Sets the starting value of the counter (0 to 255) after a reset.

<Buttons>

OK

Applies the selected settings and closes the dialog box.

Cancel

Closes the dialog box without applying the selected settings.

Gamma Curve Settings

Sets the gamma curve.



NOTE

The gamma curve setting uses gamma curve data prepared by the user to adjust the output values (to the computer) relative to the input values for 256 levels of brightness in the scanned image. The gamma curve settings specified here are only valid if the Use User Gamma option is checked in the Detail Settings dialog box (P.25).

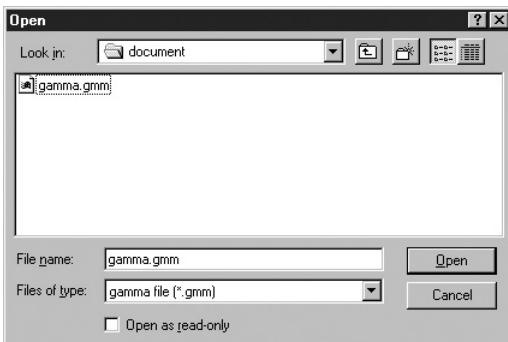
- 1 Prepare gamma curve data matched to the gamma curve. (P.32 “Preparing Gamma Curve Data”)
- 2 Open the Gamma Curve Settings dialog box.



NOTE

Only “Gray” can be selected from the Gamma Curve pull-down menu. Always use the prepared gamma curve data to modify the gamma curve.

- 3 Click [Download] and select the prepared gamma curve data.



NOTE

The file extension for gamma curve data is “.gmm”.

- 4 Click [Open] to download the gamma curve data and return to the Gamma Settings dialog box.



NOTE

The downloaded gamma curve data is stored in the scanner even when it is switched off and remains valid until another set of gamma curve data is downloaded.

Chapter 2 Specifying the Scanner Settings

◆ Preparing Gamma Curve Data

Gamma curve data consists of a 258-line text file (*.gmm) containing the output values for the 256 levels of input values.

Always enter a connect as the first line of the gamma curve data and “256” in the second line to indicate the number of data items.

Lines 3 onwards set the output values for each input value, starting with the output values for “0” in line 3, “1” in line 4 and so on through to the output value for input value “255” in line 258.

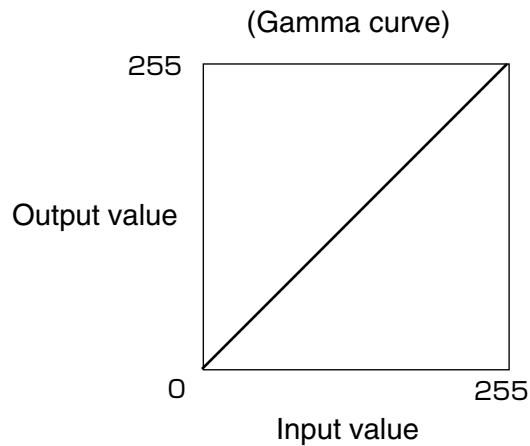
Smaller values in the gamma curve data give a darker image while larger values produce a lighter image.

◆ Example of Prepared Gamma Curve Data

Normally, the gamma curve leans to the right. However, the leftward-leaning gamma curve shown in the lower figure below inverts all the output values so that the resulting image is also inverted.

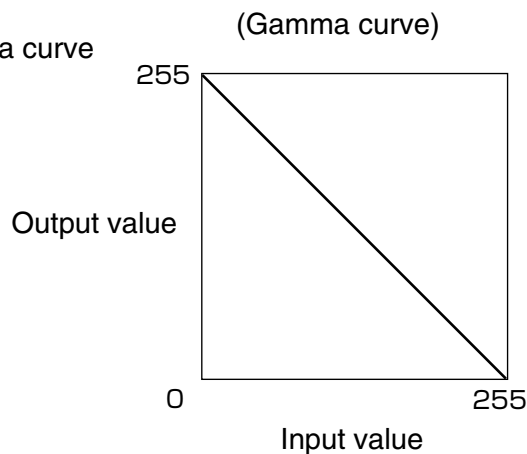
Gamma curve data

```
1st line : gamma curve
2nd line : 256
3rd line : 0
4th line : 1
5th line : 2
|
253rd line : 250
254th line : 251
255th line : 252
256th line : 253
257th line : 254
258th line : 255
```



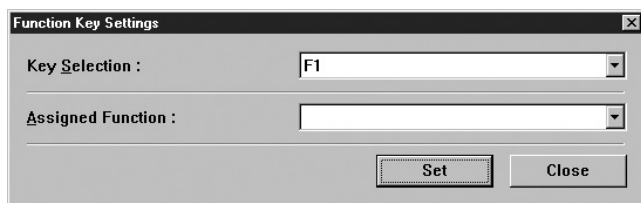
Gamma curve data (inverted)

```
1st line : inverted linear gamma curve
2nd line : 256
3rd line : 255
4th line : 254
5th line : 253
|
253rd line : 5
254th line : 4
255th line : 3
256th line : 2
257th line : 1
258th line : 0
```



Assigning Function Keys

Specific functions can be stored in the function keys on the scanner. Use the Function Key Settings dialog box to set the function keys.



1 Select a function key.

When you select the function key to which a function is to be assigned from the pull-down menu, the function stored in the selected key by the assignment function is displayed.



NOTE

F1 to F6 in the Key field correspond to the F1 to F6 keys on the operation panel. The P1 to P4 keys correspond to the P1 to P4 keys on the operation keyboard (sold separately).

2 Assign the function.

Any of the following 15 functions can be assigned to a function key. Refer to “Function Keys” on P.38 of the Microfilm Scanner 800II Instructions for more information on the respective functions.

[New File]

When you press this key, the data from the scanned image is saved to a separate file (folder).

[Rotate Right]

Rotates the image on the screen 90° to the right (clockwise).

[Rotate Left]

Rotates the image on the screen 90° to the left (counterclockwise).

[Lighten Screen]

Brightens the image on the screen

[Darken Screen]

Darkens the image on the screen

[Standby Mode]

Puts the scanner into Standby mode. Screen projection is switched off and the standby display appears.

When you press this key again or press any other key, Standby mode is cancelled.

[Addon]

Specifies whether text, counters, or information such as the date or time are imprinted on the scanned image.

Chapter 2 Specifying the Scanner Settings

[Margin Scanning]

Scans the margins when an image is scanned.

[Adjust Margin]

Adjusts the size of the margin during scanning. When you press this key, the display shows the margin size and you can adjust the margins through a range from -10 mm to 10 mm either side of 0

[Adjust Sharpness]

Selects the level of sharpness (edge enhancement) during scanning. When you press this key, the display shows the level of sharpness. Select any of 5 levels from 1 to 5.

[Skew Correction]

Corrects skewed images during scanning so that images are scanned straight.

[Overlay Scanning]

When you press this key, the 2 images in the A and B positions on duplex film are scanned for output as a single image with one image positioned above the other.

[Picture Mode]

Pressing this key switches the scan mode to [Monochrome Photo].

[600 DPI]

Toggles the scan resolution between 300 and 600 dpi. When this key is set to ON, the image is scanned at 600 dpi. When you change the setting to OFF, the scanning resolution changes to 300 dpi.

[Background Erase]

When the image mode is set to Black and White or Black and White-ED, pressing this key automatically clears any speckling in the background of text, line drawings, etc.

[Scanner]

Pressing this key switches the scanner to Scanner mode.

[Printer]

Pressing this key switches the scanner to Reader Printer mode.

[Auto Centering]

In Reader Printer mode, this option prints the scanned image in the center of the page.

[Setting Assignment]

Stores the operation panel status and the scan settings.

3 *Press the Set button to store the functions assigned to the function keys.*



NOTE

To assign the "Setting Assignment" option to a function key, specify the desired scanner settings, click [OK] and close the [Detail Settings] and [Scanner setting...] dialog boxes. Then open the Function Key dialog box and select the key to which the settings will be assigned and select "Setting Assignment". Then click [Set] to store the setting.



Chapter 3

Using the Scanner

This chapter describes the procedures for using Scanning Utility 800.

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Scanning and Saving Images

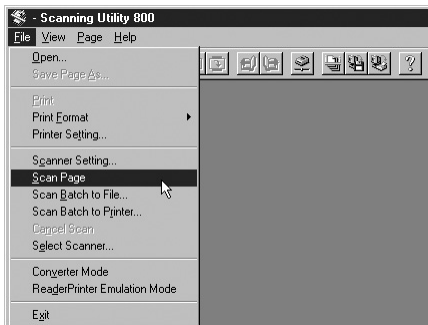
There are two ways to scan the image projected on the screen and save the scanned image as a file on your PC: “Scan page” and “Scan batch to file”. The scanning procedures for the two differ.

The procedure also differs depending on the carrier used. Refer to the instructions for the carrier for details.

Scan Page

The Scan Page function allows you to scan just one page so you can check the scanned image before saving or printing the image projected on the screen. Because the image is not saved or printed in this mode, you must save and print the image if required.

- 1 *Project the image on the scanner screen.*
- 2 *Select [File]-[Scan page].*



→ The image is scanned.




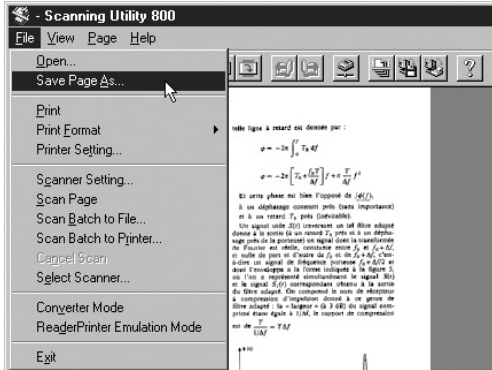
In Semi-auto mode, the Start key on the scanner’s operation panel glows green and the Start key switches to the ready state. Check the scanned image and then press the Start key to perform the scan.

- 3 *Check the scanned image.*

The [View] menu and Toolbar buttons can be used to check the image.

- Fit to width: Matches the image width to the width of the window.
- Best Fit: Displays the entire page so that it fits in the window.
- Zoom In: Enlarges the image each time it is clicked. Once the image is displayed at 100% scale, this menu is grayed out and the image cannot be enlarged further.
- Zoom Out: Reduces the image each time it is clicked.
- Rotate Left: Rotates the image left (counterclockwise) by 90°.
- Rotate Right: Rotates the image right (clockwise) by 90°.

4 Select [File]-[Save Page As...] or click  in the Toolbar.



➡ The “ Save Page As...” dialog box appears.

5 Specify the file name, type (format) and save destination, and then click [Save].



➡ The scanned image is saved.

3 Using the Scanner



NOTE

File Types

Scanned images can be saved in the TIFF (*.tif), BMP (*.bmp), JPEG (*.jpg) and JBIG (*.jbg) file formats. However, the displayed file types differ depending on the “Mode” scanner setting (P.20).

| Scan Mode | Available File Formats | | | |
|-------------------------|------------------------|-----------------------|-----------------------|-----------------------|
| | BMP | JBIG | JPEG | TIFF(MMR) |
| Black and White | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> |
| Black and White-Fine | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> |
| Black and White-Picture | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> |
| Grayscale | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |


File Names

Specify file names no longer than 59 characters, not including the file extension. If the file name is longer than 59 characters, an error message is displayed.

6 Print the scanned image. (P.46 “Printing the Displayed Image”)

Scan Batch to File

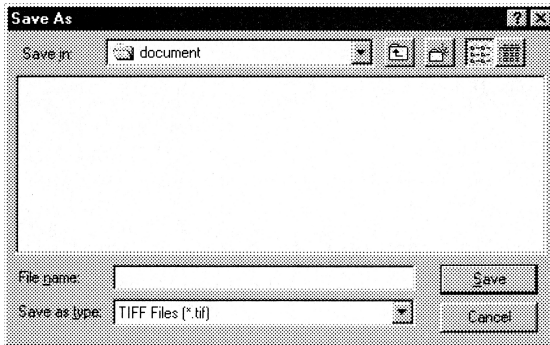
This mode allows you to specify the file name for the saved image before scanning the image and saving the scanned image to the specified file.

- 1 *Project the image on the scanner screen.*
- 2 *Select [File]-[Scan batch to file...] or click  on the Toolbar.*



→ The “ Save Page As...” dialog box appears.

- 3 *Specify the file name, type (format) and save destination, and then click [Save].*



→ The “Start Scan” dialog box appears.



NOTE

Number of file name characters

The maximum number of file name characters to be saved is 59 except for the extension. If the number of file name characters has exceeded 59, an error message will appear.

File types

You can save the scanned file in the format of TIFF(*.tif). BMP(*.bmp).JPEG(*.jpg).JBIG(*.jbg). However, the type of the file to be displayed differs according to the “Image Selection” of scanner setting. (See Page 37).



NOTE

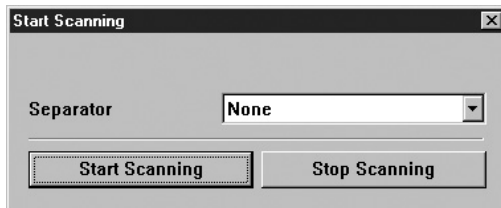
Saving images when film is scanned repeatedly (consecutively)

When film is scanned repeatedly (consecutively) and the images are saved in TIFF format, multiple pages of images are saved as a single TIFF file (multi-page TIFF).

If the images are saved in the BMP, JBIG or JPEG format, each page in the document is saved to the specified destination folder as a separate file. The files are named using sequential numbers ("0001", "0002", etc.) automatically appended to the specified file name. (Eg. When the pages are saved as BMP files with the "scan.bmp" file name, files called "scan0001.bmp", "scan0002.bmp", etc. are created.)

If you use the New File function or File Separator function to separate files, folders with sequential numbers ("0001", "0002", etc.) are automatically created for each separator and the images are saved into those folders.

4 *Select the [Separator] setting. (Only when an FS Controller III is used)*



- **None**
No file separators are used.
- **File Mark**
File marks on the film are used to separate files.
- **Batch Mark**
Batch marks on the film are used to separate files.
- **File/Batch Mark**
File and batch marks on the film are both used to separate files.



NOTE

File separators can be selected when the FS Controller III is used. They act as triggers for file separation during continuous scanning. Refer to the FS Controller III Instructions for details.

5 *Click [Start Scanning].*

➡ The screen image is scanned.



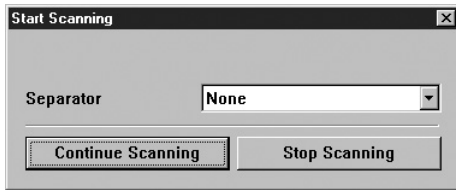
NOTE

In Semi-auto mode, the Start key turns green indicating the ready state. Check the scanned image and then press the Start key to perform the scan.

Chapter 3 Using the Scanner

6 Scanning ends.

⇒ The Start Scanning (Continue) dialog box appears.



In Semi-Auto mode, the scanner's Start key switches to the ready state.

7 To scan another image, project the image onto the scanner screen and click [Continue Scanning]. To stop scanning, click [Stop Scanning].











In Semi-auto mode, you can continue scanning simply by pressing the Start key on the scanner. To stop scanning, press the Clear key. The Start Scanning (Continue) dialog box appears and scanning stops.

If you are using the FS Controller III, you can perform continuous scanning from the FS Controller III keyboard. Refer to the FS Controller III Instructions for details.

8 Check the scanned images.

The [View] menu and Toolbar buttons can be used to check the image.

-  Fit to width: Matches the image width to the width of the window.
-  Best Fit: Displays the entire page so that it fits in the window.
-  Zoom In: Enlarges the image each time it is clicked. Once the image is displayed at 100% scale, this menu is grayed out and the image cannot be enlarged further.
-  Zoom Out: Reduces the image each time it is clicked.
-  Rotate Left: Rotates the image left (counterclockwise) by 90°.
-  Rotate Right: Rotates the image right (clockwise) by 90°.
-  Next page: Displays the image on the next page.
(if TIFF is selected as the file format and multiple pages are scanned)
-  Previous Page: Displays the image on the previous page.
(if TIFF is selected as the file format and multiple pages are scanned)


Opening a Saved File

This section describes how to use Scanning Utility 800 to open a saved file.




Scanning Utility 800 can only open TIFF (*.tif), BMP (*.bmp), JPEG (*.jpg) and JBG (*.jbg) files that were saved using Scanning Utility 800.




If you have opened a TIFF file containing multiple saved pages (multi-page TIFF file) and then save the file using [File]–[Save Page As] or the  button, note that only the currently displayed page is saved. Images on other pages are deleted.

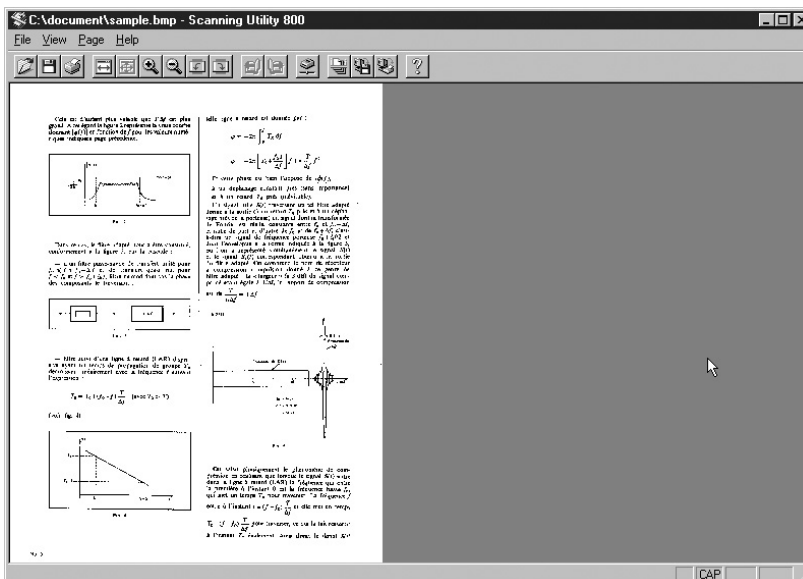
1 Select [File]–[Open] or click in the Toolbar.



 The Open File dialog box appears.

2 Select a file and click [OK].









 The selected image file is displayed on the screen.



Chapter 3 Using the Scanner

3 *Check the scanned image.*

The [View] menu and Toolbar buttons can be used to check the image.

-  Fit to width: Matches the image width to the width of the window.
-  Best Fit: Displays the entire page so that it fits in the window.
-  Zoom In: Enlarges the image each time it is clicked. Once the image is displayed at 100% scale, this menu is grayed out and the image cannot be enlarged further.
-  Zoom Out: Reduces the image each time it is clicked.
-  Rotate Left: Rotates the image left (counterclockwise) by 90°.
-  Rotate Right: Rotates the image right (clockwise) by 90°.
-  Next page: Displays the image on the next page.
(if TIFF is selected as the file format and multiple pages are scanned)
-  Previous Page: Displays the image on the previous page.
(if TIFF is selected as the file format and multiple pages are scanned)

Printing Images

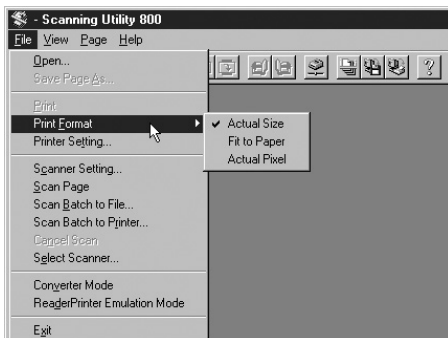
To print an image projected onto the screen, you can either send the scanned image data to the printer (Scan batch to printer) or print an image downloaded to the PC. The print procedures differ for the two methods.

In the case of Scan batch to printer, the procedure also differs depending on the carrier used. Refer to the instructions for your carrier for details.

Scan Batch to Printer

In the “Scan batch to printer” method, the image projected on the screen is scanned and sent directly to the printer. In this mode, because the scanned image is not automatically saved, the image should be saved if necessary.

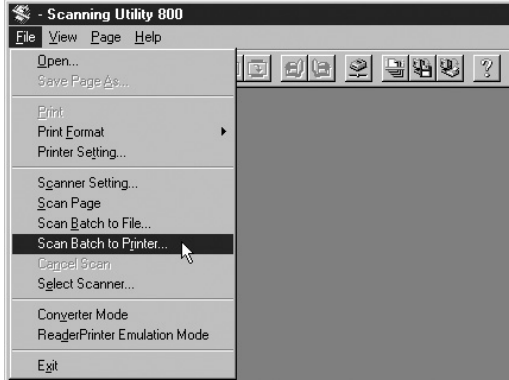
- 1 *Project the image onto the scanner screen.*
- 2 *Check [Printer setting...].*
- 3 *Select [File]-[Print Format].*



- **Actual size**
Prints at the size shown on the screen, regardless of the paper used for printing and the resolution at which the image was scanned.
- **Fit to paper**
If the image size is larger than the paper size, this setting shrinks the image to match the paper size. If the image is smaller than the paper size, the image is printed at actual size.
- **Actual Pixel**
Prints each dot in the scanned image as one dot on the printer. Accordingly, the printed image is smaller when it is printed on a high-resolution printer that prints smaller dots.

Chapter 3 Using the Scanner

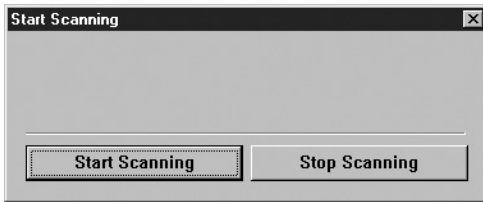
4 Select [File]-[Scan batch to printer...].



⇒ The Start Scanning dialog box appears.

5 Click [Start Scanning].

⇒ The screen image is scanned.

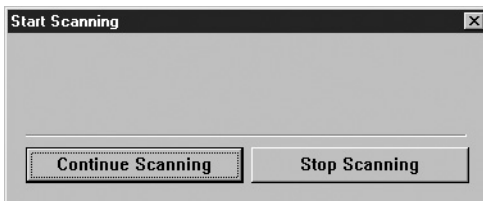


NOTE

In Semi-auto mode, the Start key turns green indicating the ready state. Check the scanned image and then press the Start key to perform the scan.

6 Scanning ends.

⇒ The Start Scanning (Continue) dialog box appears.



NOTE

In Semi-Auto mode, the scanner's Start key switches to the ready state.

- To scan another image, project the image onto the scanner screen and click [Continue Scanning]. To stop the Scan batch to printer operation, click [Stop Scanning].*



In Semi-auto mode, you can continue scanning simply by pressing the Start key on the scanner. To stop the Scan batch to printer operation, press the Clear key. The Start Scanning (Continue) dialog box appears and the Scan batch to printer operation ends.

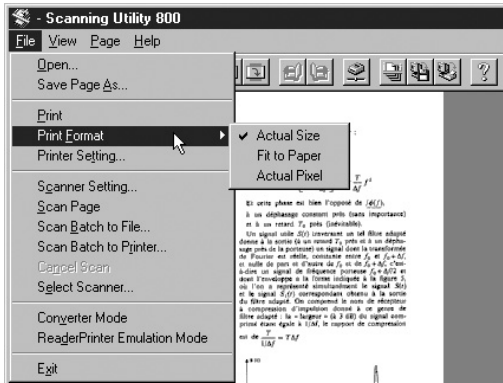
If you are using the FS Controller III, you can perform continuous scanning from the FS Controller III keyboard. Refer to the FS Controller III Instructions for details.

- Check the scanned images.*


Printing the Displayed Image

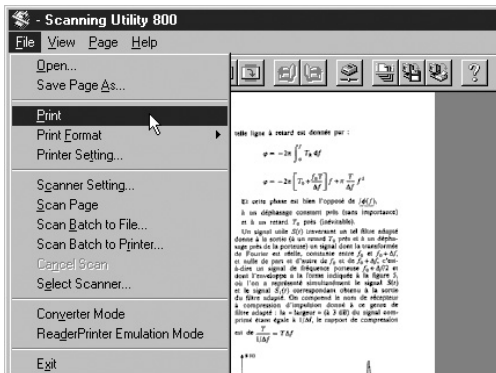
The Print command in the File menu prints the image displayed on the PC screen.

- 1 Check the image displayed on the PC screen.
- 2 Check the [Printer Setting...].
- 3 Select [File]-[Print Format]



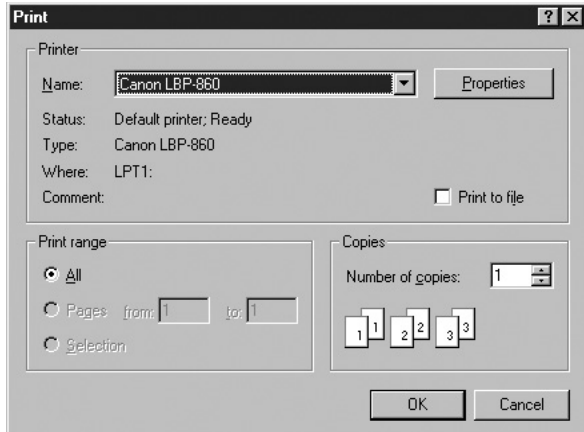
- **Actual size**
Prints at the size shown on the screen, regardless of the paper used for printing and the resolution at which the image was scanned.
- **Fit to paper**
If the image size is larger than the paper size, this setting shrinks the image to match the paper size. If the image is smaller than the paper size, the image is printed at actual size.
- **Actual Pixel**
Prints each dot in the scanned image as one dot on the printer. Accordingly, the printed image is smaller when it is printed on a high-resolution printer that prints smaller dots.

- 4 Select [File]-[Print] or click  on the Toolbar.



⇒ The Print dialog box appears.

5 Check the print settings and click [OK].



⇒ The displayed image is printed.



NOTE


- The Printer Properties screen differs depending on the printer driver used. Refer to the printer driver instructions or the help file for details.
- When an image spans multiple pages, you can select [All] to print all the pages in the “Pages” range or select only specific pages to be printed.

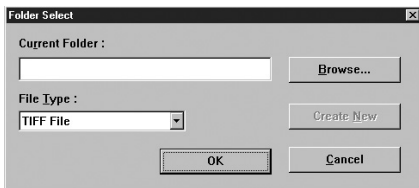
Other Operations

Scanning Utility 800 also provides 2 additional scanning modes: Converter mode and ReaderPrinter mode.

Converter Mode

Converter mode can be used when an FS Controller III is used as the carrier. In this mode, file names are automatically created from the film address detected by the FS Controller III and scanned images are saved to a specified folder.

- 1 *Project an image onto the scanner screen.*
- 2 *Click  in the Toolbar.*
 ⇒ The Folder Select dialog box appears.
- 3 *Specify the destination folder for the saved files and the file type, then click [OK].*



⇒ The mode switches to Converter mode.



Creating New Folders

When you want to create a new folder, enter a new folder name into [Current Folder] under an absolute path name, and click on [Create New] button. The number of absolute path name characters in this case must not exceed 200.

File Types

Scanned images can be saved in the TIFF (*.tif), BMP (*.bmp), JPEG (*.jpg) and JBIG (*.jbg) file formats. However, the displayed file types differ depending on the “Mode” scanner setting (P.20).

| Scan Mode | Available File Formats | | | |
|-------------------------|------------------------|------|------|-----------|
| | BMP | JBIG | JPEG | TIFF(MMR) |
| Black and White | ○ | ○ | | ○ |
| Black and White-Fine | ○ | ○ | | ○ |
| Black and White-Picture | ○ | ○ | | ○ |
| Grayscale | ○ | ○ | ○ | |

4 Use the FS Controller III keyboard to perform the scan.



NOTE

File names for image files

If the TIFF format is selected (multi-page TIFF), a folder with the batch address as the name ("00000003B" when the batch address is "3B") is created in the specified folder, and TIFF files with the file address as the name ("00000009F.tif" when the file address is "9F") are automatically created in that folder. Multi-page images are then saved to those files. If the New File function or File Separator function is used to separate files, files are automatically created for each separator and the images are saved to those files.

If the BMP, JBIG or JPEG format is selected, a folder with the batch address as the name ("00000003B" when the batch address is "3B") is created in the specified folder, and folders with the file address as the name ("00000009F" when the file address is "9F") are created in that folder. The images on each page are each then saved as separate files in that folder. The file names are automatically assigned in a series ("00000001P", "00000002P", etc.). (When the BMP format is selected, the created file names are "00000001P.bmp", "00000002P.bmp", etc.)

If the New File function or File Separator function is used to separate files, folders are automatically created for each separator and the images are saved in those folders.

5 When scanning is finished, select [File]-[Cancel Scan] or press the Clear button on the FS Controller III to exit Converter mode.



NOTE

When you select [File]-[Cancel Scan], the "Scanning was canceled" message is displayed. Click [OK].



ReaderPrinter Emulation Mode

ReaderPrinter Emulation mode, the Scanning Utility 800 software emulates the scanner's ReaderPrinter mode (→ P.10 "Operation Modes" in the Microfilm Scanner 800II Instructions). In this mode, the image shown on the screen is printed directly to the printer connected to the computer. As with the scanner's ReaderPrinter mode, printing in ReaderPrinter Emulation mode is performed from the operation panel and cannot be performed from the application software.

- 1 *Project the image onto the scanner screen.*
- 2 *Press the Scan Size key on the scanner to set the paper size to be used for printing.*

(120V model)

11x17 LGL

LTR LTR[□]

STMT

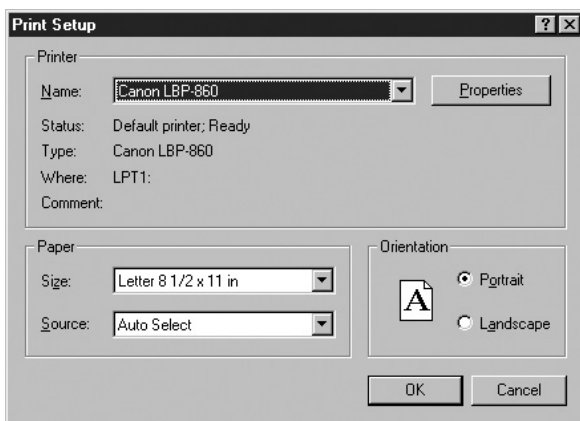
(220 – 240V model)

A3 B4

A4 B5

A4[□]

- 3 *Check "Printer setting..."*



NOTE


Use a printer that supports the paper size specified on the scanner. When you use ReaderPrinter Emulation mode, the printer paper is selected automatically. However, if margin scanning is specified or the Trimming/Border key on the scanner is pressed, the printer paper is not selected automatically.

- 4 *Check the printer paper.*

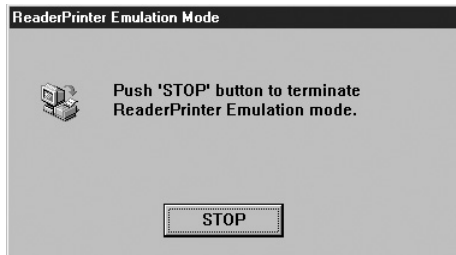


NOTE

If the size of the paper in the printer does not match the scan size specified on the scanner, a printer error occurs.

5 Select [File]-[ReaderPrinter Emulation mode] or click  in the Toolbar.

⇒ The “ReaderPrinter Emulation mode in progress” message appears and the Start key on the scanner glows green, indicating that the scanner is awaiting Start key input.



NOTE

In ReaderPrinter Emulation mode, the “Detect Image Size” and “Semi Auto” options in the Detail Settings dialog box are always enabled. Note also that ReaderPrinter Emulation mode does not end until you click the [Stop] button in the dialog box.

6 Check the settings on the operation panel on the scanner and then press the Start key.

⇒ Prints the image on the screen.

7 Printing ends.

⇒ The Start key on the scanner glows green, indicating that the Start key is again in the ready state.

8 To print another image, project the image on the scanner screen and press the Start key.

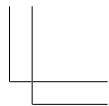
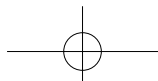
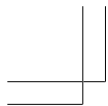


NOTE

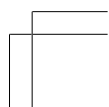
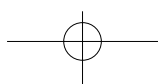
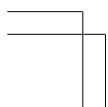
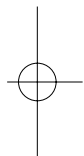
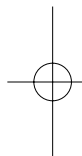
In ReaderPrinter Emulation mode, you can print images repeatedly simply by pressing the Start key on the scanner. If an FS Controller III is used, you can also perform continuous printing from the FS Controller III. Refer to the FS Controller III Instructions for details.

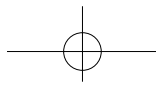
9 Click the [Stop] button to end ReaderPrinter Emulation mode.

10 Check the printed image.



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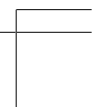
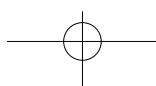
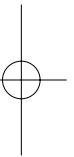
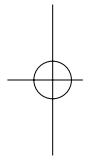


Chapter 4

Troubleshooting

This chapter lists the possible causes of errors and describes how to deal with those errors.

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When an Error Message is Displayed

If a document cannot be scanned correctly, an error message may be displayed. Check the type of error and deal with the error as described below.

Message **Scanner is not found. Check the cable.**

Solution 1 The computer does not recognize the scanner. Check that the PC and scanner are correctly connected.

Solution 2 This message is sometimes displayed even when the PC does recognize the scanner. In this event, the cause is probably that the SCSI is not suitable for the PC. This error message can sometimes be cancelled by setting synchronous transmission in the scanner to OFF. Contact an authorized Canon service center for information on the scanner's synchronous transmission settings.

Message **Parameter is not valid. Change the parameters.**

Solution An illegal value was specified as one of the scanner settings in the Scanner Settings dialog box or Add on Settings dialog box. Change the setting to a valid value.

Message **Scanner reset detected. Try again.**

Solution Follow the on-screen directions and switch the scanner ON and then OFF again.

Message **No page was found. Set the paper and try again.**

Solution There is no film loaded in the scanner. Load a film and try scanning again.

Message **Scanner is busy.**

Solution The scanner cannot perform a new scan because it is processing other data or because the search parameter is incorrect. Check the status of the scanner and search unit.

Message **Scanning is not possible with the current settings. Change the settings.**

Solution One or more of the scanner settings is invalid. Change the settings and try scanning again.

Message **File access error. Check whether the media is write protected or has insufficient available space.**

Solution 1 The image file you tried to open cannot be opened as it is in use by another application program. Close the file in the other application.

Solution 2 The file you tried to save cannot be replaced as it is write protected. Save the file under a different name.

Solution 3 There is insufficient available space on the destination media. Increase the available space or save the file to a different destination.

Message **File already exists. Do you wish to overwrite it?**

Solution A file already exists with the name you are using to save the image file. To overwrite the existing file, click [OK] or [Replace all]. To retain the existing file, click [Cancel] and save the file under a different name.

Message **File name too long. Use no more than 59 characters (excluding file extension).**

Solution The file name under which you tried to save the file is too long. Save the file again using a file name no longer than 59 characters (excluding the file extension).

When the Scanned Image is Not Normal

If there is a problem with the scanned image (the image is not clear or there are smudges or stripes in the image), the problem is probably caused by one of the following. Check the circumstances and apply the appropriate solution.

● **The scanner's scanning plate or lens are soiled.**

If the carrier's glass plate or the lens is soiled, the soiling also appears on the scanned image.

→ Clean the carrier's glass plate and the lens. Refer to "Maintenance and Troubleshooting" in the Microfilm Scanner 800II Instructions for information on how to clean the lens. For information on cleaning the carrier glass plate, refer to the instructions provided with the carrier.

● **The scanner settings are incorrect.**

When the scanner settings are not correct, the scanned image is unclear or dull and dark.

→ Check the Brightness settings.

● **Scanning Utility 800 does not run correctly.**

If documents are not scanned correctly even when the scanner settings are adjusted, Scanning Utility 800 may not be running correctly.

→ Re-install Scanning Utility 800. (See "Installing Scanning Utility 800" on P.6.)

● **Other causes**

If the solutions given above do not solve the problem, contact an authorized Canon service center.

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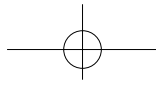
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