

## Types of Scanning Available on Canon imageRUNNER™ Digital Copiers (rev. 02-04-2009)

### **“PULL” SCANNING – ALSO KNOWN AS “TWAIN COMPLIANT” SCANNING**

- Place document in scanner and turn the scan feature on
- Open an application on your computer
- Go to the “insert picture” or similar command in your software program and click on it. You can go to “custom insert” and adjust the dpi, size, etc. The document will show up inserted into your document. You are “pulling” the document from the scanner into your computer program. Different programs may function a little differently.
- Walk back to the copier, retrieve your original and turn off the scanner.
- Note - Some machines scan in full color and some are black & white only – check the specifications of your specific iR model.

“Pull” Scanning is standard on the following Canon Models out of the box:

iR1023/1023N/1023iF/1025/1025N/1025iF/C1022/C1022i/2018/2018i/2022/2022i/2025i/2030i/2220N/2220i/3320N/3320i/3300i/2270/2870/3570/4570/3025/3030/3035/3045/2880/2880i/3380/3080/3080i/3380/3380i/3480/3480i/4080i

“Pull” Scanning is available to the following models equipped with an optional network printing kit:

2200/2800/3300/2230/2830/3530/3025/3030/3035/3045/3225/3230/3235/3245 Note: iR1023/iR1025 Series “Pull” Scan is via USB; all others are Network-compatible.

### **SENDING or “PUSH” SCANNING – CANON UNIVERSAL SEND**

- Walk up to the copier and select the “SEND” feature on the control panel.
- Select the destination for your scanned document. It can be an e-mail address, a Windows SMB file, or an FTP Server. You can select the dpi and the format. With the exception of the iR3300i, 2220i, 3320i, iR2010F (now discontinued), and Laser Class 730i Series, machines are equipped for setup of email accounts that require authentication, so there is no special setup required on your server or mail server. Some machines scan in full color and some are black & white only – check the specifications of your specific machine. iR3000 Series machines and above can also send through web-based email accounts, like Google or Yahoo! that require SSL encryption.
- Push the start key. You are sending or “pushing” the document to the email address, Windows file, or FTP Server. Your document goes directly to the destination in the format you select. Retrieve your original and go back to your desk.

If you are doing a good amount of scanning, Universal Send is much faster than “Pull” Scanning. It sends the document to your computer and converts it to a PDF, TIFF, MTIFF, or JPEG (Color only) in one step without any additional software needed. Basically, if you can browse to the folder, you can scan to the folder. For convenience, file locations can also be stored in the copier address book.

Canon Universal Send is standard on the following Canon Models:

1023iF/1025iF/C1022i/2016i/2018i/2020i/2022i/2025i/2030i/3300i/2220i/3320i/3170U/3170i/2880/2880i/3080/3080i/3380/3380i/3480/3480i/4080/4080i/3235i/3245i/imageRUNNER ADVANCE C5030/5035/5045/5051

Canon Universal Send is available to the following models equipped with an optional network printing kit and Universal Send Kit, or a Send 'N Print Kit: C1022/2270/2870/3570/4570/3025/3030/3035/3045/3100/3100N/C3200/C3220/C2620/3225/3230/3235/3245. Push Scanning is also available on the Canon Laser Class 700 Series Network Fax.

### **ECOPY SHARESCAN “MEAP” APPLICATION AND SCAN STATION**

- This is also a push scan solution that is more robust. If you are concerned about keeping an audit trail on your scanning and would like to have your sent documents go directly to the sender’s Inbox (in MS Outlook), this would be an option to consider. It provides an additional layer of security for your imageRUNNER™. The MEAP version is embedded and resides right in the display of your imageRUNNER™. The Scan Station version mounts onto the side of your copier and has a separate keyboard for operation. Ask us for more details. ECopy is available for the “iR2200/2800/3300 and newer” Series in the Scan Station configuration and for the “70” Series and newer in either the Scan Station or the embedded MEAP version. MEAP stands for “Multi-Embedded Application Platform”. Not available for the 2000 or 1000 Series imageRUNNER.

- see reverse side -

# Canon

For more information about scanning, please contact:

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- ✓ Easily convert hard-copy documents to electronic format-PDF, TIFF (B&W) or JPEG, PDF Compact (Color)
- ✓ Send hard-copy documents to others over the internet at no cost
- ✓ Immediate Document Distribution
- ✓ Save paper and storage costs

## **ABOUT SCANNING AND EDITING DOCUMENTS – using OCR Software**

One of the most-frequently-asked questions and also one of the misconceptions about scanning is that someone can scan a document into their computer and then go in and edit the document in, for example, Microsoft Word.

**Any time a document is scanned, through any type of scanner, it is scanned as a graphic image. By itself, it cannot be changed or edited in any way.** Since it's a graphic, it can be resized or cropped (like a picture), however you cannot change text.

OCR, or Optical Character Recognition software can take your scanned image and convert it into text, so that you can edit it and make changes. This is an additional program to your scanner. For example, Canon imageWARE™ Document Manager Personal and eCopy Desktop have OCR capabilities within them. Another popular third-party program is OmniPage, which comes in several different versions, depending upon the features you want.

OCR software comes in many price ranges. There are even some that are free. There are also some high-accuracy OCR software packages available that can be expensive. You have to look at what you want to do with the document to determine if it's worth investing in OCR:

- Some programs are good at converting the image to text, but they do not format the text at all. You have to reformat.
- Some programs will allow you to select images beforehand so that they are not converted. If OCR tries to convert a graphic, it will normally convert it into gobbledygook. Some programs simply ignore images and don't convert them at all, deleting them from your converted version.
- Higher-end programs will recognize the formatting and even sometimes the font.
- There are always some corrections that will need to be made.

**Here is a list of OCR software that is available through AlphaCopy Systems, Inc.:**

- ❖ **Canon imageWARE™ Document Manager Personal** – 5-user version included at no charge with all imageRUNNER™ 3000 Series machines and above, includes OCR. Once you have scanned a document into Document Manager, you can drag and drop it over a MS Word or Excel icon and it will convert. Document Manager Personal will also allow you to convert documents to PDF format with a click.
- ❖ **eCopy Desktop Software** – OCR included with this popular software program. eCopy also allows you to perform markups, whiteouts, blackouts, highlights. It's great for scanning and filling out forms. You can also drag documents into eCopy and it will automatically convert them to PDF format. Print, mail, or save from the program. \$ 795 for a 5-user version
- ❖ **Paper to Office Pro MEAP Application** – available for all imageRUNNER™ devices with MEAP (Multi-Embedded Application Platform). This is a high-accuracy OCR engine that allows you to scan a document into MS Word, Excel, or PowerPoint applications, retaining much of the formatting and fonts. The easy-to-use Layout Editor can allow you to tell the program where images are on the document so that they aren't converted. This will give you a document that will look the closest to your scanned original. \$1,495 for a 5-user version

There are also several free OCR programs available on the internet. One that I have tried is SimpleOCR. It works, but is not very accurate. The free programs give you the basics, but they are usually looking for you to upgrade to one of their more powerful versions. Perhaps you also got some OCR software bundled in when you purchased your computer.

I have samples of scanned documents that have been converted using OCR. I can show you the differences between different OCR programs, and then you can decide for yourself if OCR is for you.

Any programs other than imageWARE™ Document Manager Personal, eCopy Desktop, and Paper to Office Pro mentioned in this article are considered third-party software. AlphaCopy Systems, Inc. and Canon USA do not endorse or recommend, support, or train on third-party software. Any questions regarding third-party software should be directed to the software manufacturer.

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