

# Scan documents with the Canon CanoScan 9000F Mark II



**Note:** If you encounter an error message when attempting a scan using any uCreate scanner, please consult the Troubleshooting section on page 4.

If using the Canon scanner to scan documents, make sure the cover which fits under the scanner lid is in place. The cover's securing mechanism is **fragile** so, if you need to replace it, do so **very carefully** by sliding it (white side out) into the slot at the bottom of the lid then pressing **gently** on the mechanism at the top to secure it.



*The clip at the top of the inner cover which secures it to the underside of the scanner lid*

- 1 Place document face down on the scanner glass. Line it up with the top right corner as indicated by the embossed arrow symbol.
- 2 You can use the **quick scan buttons** on the scanner cover but if you want to control scan settings (for example, resolution, colour adjustment, save destination), go to **step 3** on page 2.



*Function buttons on scanner lid*

You may have to waken the scanner to use the **Quick Scan** buttons by pressing the **ON** button.

**Quick scan** button functions from left to right:

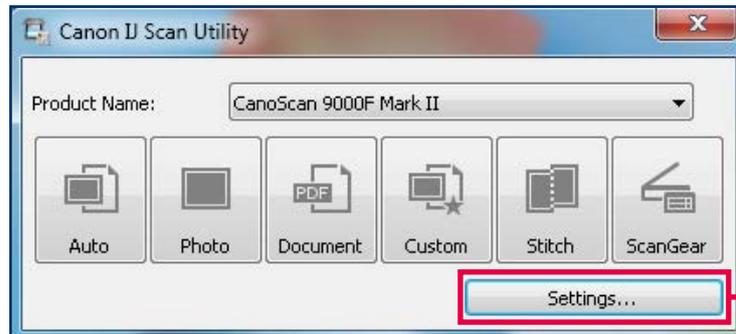
- **Auto Scan** - print quality PDF, settings determined by scanner
- **PDF Colour** - high quality colour PDF
- **PDF Black and White** - high quality monochrome PDF
- **Custom** - duplicates default Autoscan unless custom settings are applied using the Utilities software (see below)
- **Finish** - required when creating a sequence of scans to be compiled into one document
- **Copy** - not in use
- **E-mail** - creates a compressed file suitable for emailing

## Scan documents with the Canon CanoScan 9000F Mark II

**3** To customise scan settings, launch the **Canon Scan Utilities** software from the **Start** menu: **Start > All Programmes > Canon Utilities > Scan Utility [folder] > Scan Utility**

This will open the **Scan Utility** options panel.

**Note:** All scanned files will be saved to your Home drive (**M:**) by default unless you change the save destination using the **Settings** option in the Scan Utility panel.



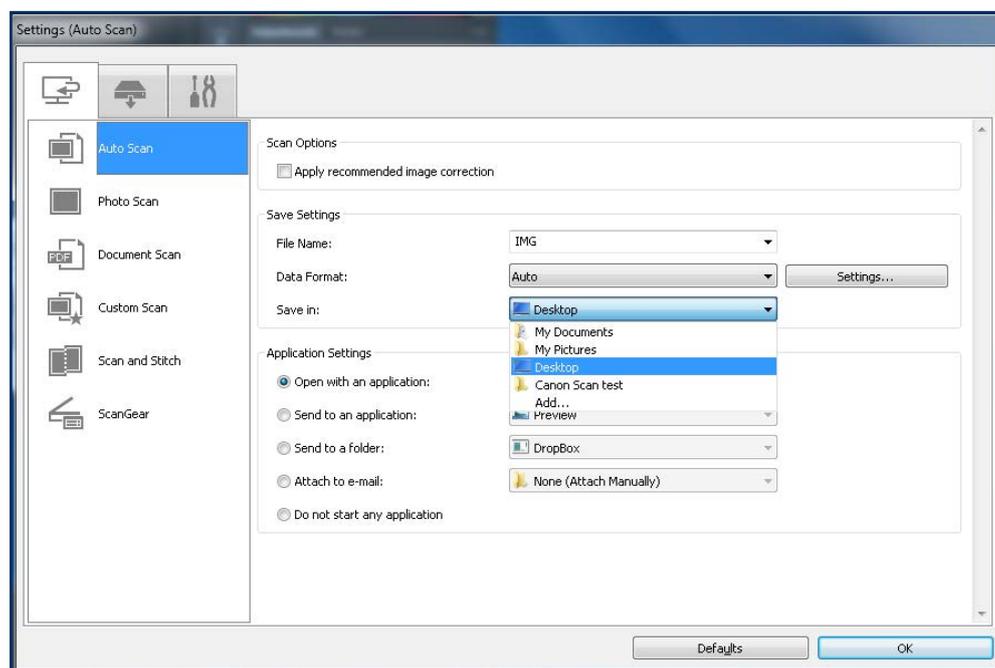
*Settings button*

*Scan Utility options panel*

**4** To save your scans to a different destination (for example, a memory device or uCreate share) follow this step, otherwise go to **Step 5** on **page 3**.

- Click the **Settings...** button at bottom right on the Canon **Scan Utility** panel
- Select a scanning utility (for example, Auto, Document, etc.)
- Find the **Save in** drop-down menu in the Settings panel
- Select **Add** and then select **Add** again when the **Select Destination Folder** panel opens
- Navigate to your preferred destination and click on (or create) the folder for your saved scans
- Click **OK** to close the **Browse for Folder** panel
- Click **OK** to close the **Select Destination Folder** panel

**Note:** Your custom save destination settings will persist while you are logged in but if you use more than one scanning utility (for example, **Photo** and then **Auto**), you will have to set the destination separately for each one.



*Scan settings with Save in destination drop-down menu*

## Scan documents with the Canon CanoScan 9000F Mark II

### 5 The Canon Scan Utility panel options:

- **Auto:** document is scanned and saved as a print quality PDF
- **Photo:** document is saved as a high resolution jpg
- **Document:** document is saved as a read quality PDF
- **Custom:** duplicates Auto mode unless custom settings are entered
- **Stitch:** allows stitching together of two documents into one file (go to **step 6**)
- **ScanGear:** allows custom scan settings (go to **step 7**)

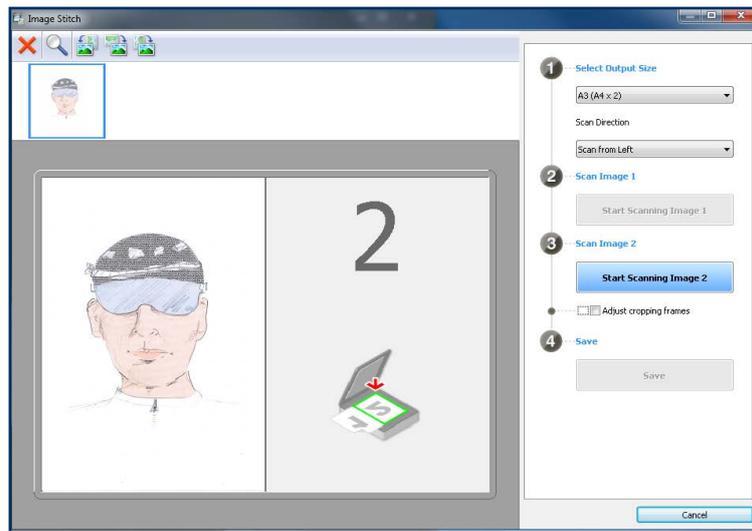
### 6 Stitch images

- Click the **Stitch** button to open **Image Stitch** interface
- Place the first document on the scanner glass and select the **Start Scanning Image 1** button
- Wait until the first document is scanned, remove it and place the second document on the glass
- Click the **Start Scanning Image 2** button (which should be greyed out until the first document scan is complete)

If one of the images is rotated the wrong way, click on it and use the rotate buttons in the top left of the panel.

Tick the **Adjust cropping frames** box if the image is to be cropped before saving.

When satisfied with the final result, save the stitched image.



*Image Stitch panel indicating that the first image has been scanned and that the second image can be placed ready for scanning and stitching.*

### 7 ScanGear

**ScanGear** allows you to refine the appearance of your scanned image by entering customised settings.

ScanGear should be used for scanning film and slides. See the separate guide for scanning film and slides using the Canon 9000F scanner on the uCreate Support web page.

# Troubleshoot scanning



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**Note:** The majority of scanning problems are caused by a lack of space in your home drive (M:) to store the scanned image. Your home drive is the default save location if you haven't set another prior to scanning. See the first solution on this page to find out more about file storage.

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**Problem:** 'Restart scanner' or similar error message after initiating a scan. An error message at this stage almost always means that your Home drive (M: drive) is full. Unless you have designated a different save location for your scanned images, the system will automatically attempt to save it to your Home drive by default.

**Solution:** There are a few things you can do to resolve this problem:

- Clear out some space in your Home drive and attempt the scan again
- Save your scanned image to a portable storage device, such as a memory stick
- Save your scanned image temporarily to the uCreate 'share' drive

**Note:** The uCreate 'share' drive should only be used as a temporary solution for file storage. The 'share' drive is a public space and files can be accessed by any uCreate user. Please also be aware that files stored in the 'share' drive will usually be removed within a month.

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**Problem** [Epson scanners only]: 'Cannot find a document...' error message when using **Epson Scan Auto** or **Home** modes.

**Solution:** Relaunch the software using the Epson Scan desktop icon and then either select **Home** or **Professional Mode** from the drop-down menu on the top right of the panel.

This should allow you to scan without the same error occurring and will also allow you to make adjustments to the settings before scanning, if you wish.

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**Problem:** 'Cannot connect to scanner...' error message when launching the scanner software from the **Start Menu**

**Solution:** Some scanners enter **Sleep Mode** when not in use. Press the scanner's power button briefly to wake it up, wait for a few seconds for the scanner to initialise then relaunch the software from the **Start Menu**.

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**Problem:** 'Selected folder is not writable' (or similar) error message when using an Epson A3 scanner attached to an iMac may appear if you selected **Documents**, **Pictures** or **Desktop** when setting a save location before beginning a scan.

**Solution:** Select **Other** instead. You can now navigate to a preferred saved location or choose from the original **Document**, **Pictures** and **Desktop** options (though this time they should be selected from the **Finder** sidebar). You should now be able to scan successfully.

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