6T3-0114-02

Canon

imageFORMULA
R10

Setup Guide

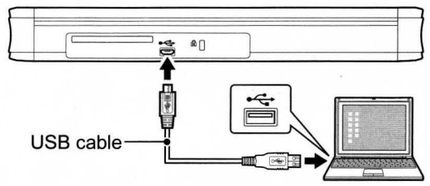
Check the included items



There is no need to install any software or scanner driver.

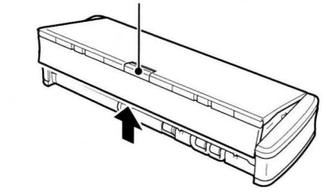
How to Scan

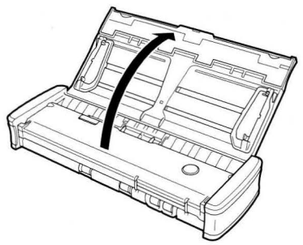
1 Connect the scanner and computer.



2 Open the feed tray to turn on the scanner.

Press the release lever while raising the feed tray





Start button lights up blue and the scanner turns on.

3 Open the built in software (CaptureOnTouch Lite).

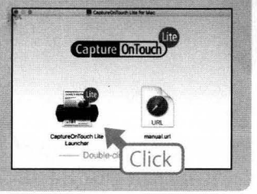
- A pop-up screen will be displayed with the software icon.

Double-click the [CaptureOnTouch Lite Launcher] icon.

Windows



OS X



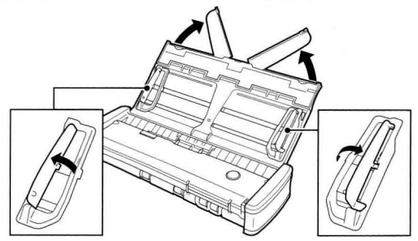
In macOS Big Sur, when you start CaptureOnTouch Lite for the first time, message screen appear regarding access to the removable volume. Click [OK] to continue. For details, refer to "When Using macOS Big Sur" in the User Manual.

- Pressing the scanner start button does not start CaptureOnTouch Lite.

If CaptureOnTouch Lite does not start, take the following measures.

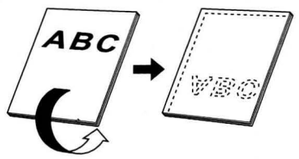
- Disconnect and reconnect the USB cable.
- If the scanner and computer are connected via a USB hub, remove the USB hub and connect them directly with a USB cable.
- Check whether access to USB devices is prohibited by security software, and allow access if it is prohibited.
- In Windows, AutoPlay for USB memory devices may be off. In that case, open Explorer and run the [CaptureOnTouch Lite] icon in [Devices and drives].

4 Raise the document guide.



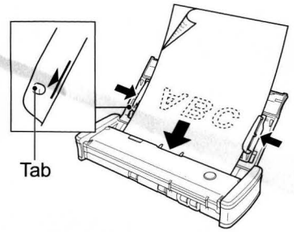
5 Load the document.

❶ Turn the document upside down with the back side facing you, and load it into the feed tray.

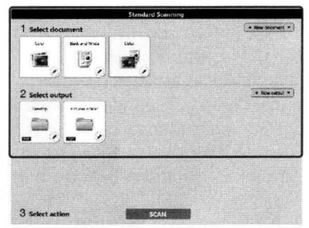


❷ Align the document guides with both edges of the loaded document.

- Press the document beneath the tabs of the document guides.

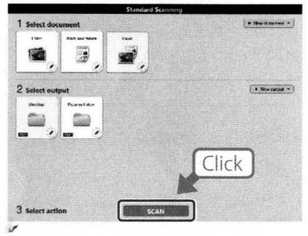


6 Select the document type and scanned image storage location.



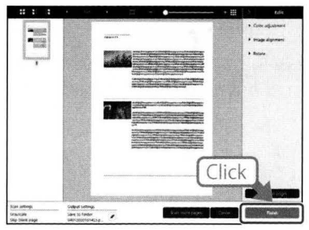
- Clicking ✎ allows you to change the scan type and select a location to save your document.
- Clicking [New Document] allows you to add new settings.
- Clicking [New output] allows you to add new storage locations.

7 Click the [SCAN] button.



- When the software is open, you can also start scanning with pressing the start button on the scanner.

8 After confirming the scanned image, click the [Finish] button.



More Information

For detailed explanations on the scanner and CaptureOnTouch Lite, refer to the user manual.

https://software.canon-elec.co.jp/ims/r10/

The user manual can also be displayed by double-clicking the [manual] icon on the original pop-up screen. See 3 of "How to Scan".

Help

- **Technical support**

USA
By internet: www.usa.canon.com/support
By phone: 1-800-423-2366

Canada
By internet: www.canon.ca/support
By phone: 1-800-OK-CANON (652-2666)

When the Software Update Notice Screen Appears

1 Click the [Yes] button.

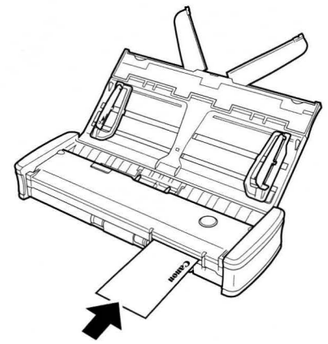


The Web browser appears and downloading of the update file begins.

2 Follow the instructions on the screen to install the update.

Tips

- When scanning a card
  Turn the card face up, and insert the card straight into the card slot.



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