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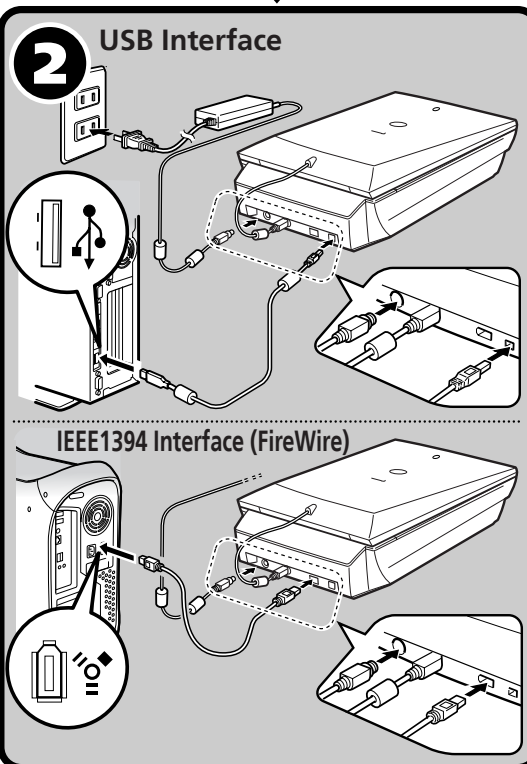
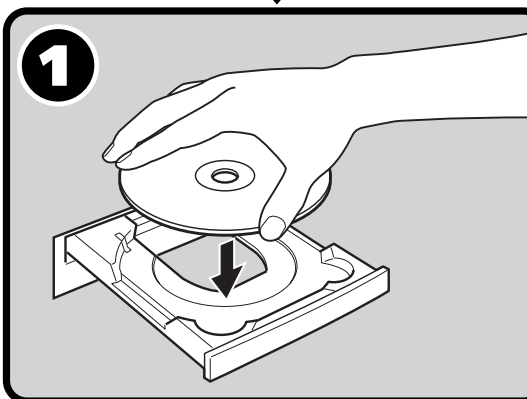
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Info-Line: (02) 9805 2864**CANON NEW ZEALAND LTD.**Fred Thomas Drive, Takapuna, P.O. Box 33-336, Auckland, New Zealand  
Info-Line: (09)489 0470**Canon****CanoScan 9900 F****Quick Start Guide****Be sure to install the software programs before connecting the scanner to the computer!****Setup and Scanning**

Check the Package Contents

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1 Install the Software

Windows

p.3

Macintosh

p.4

Unlock the Scanning Unit

p.5

2 Connect the Scanner

p.6

Try Scanning

p.7

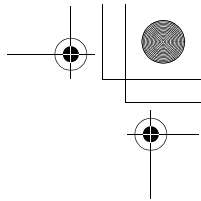
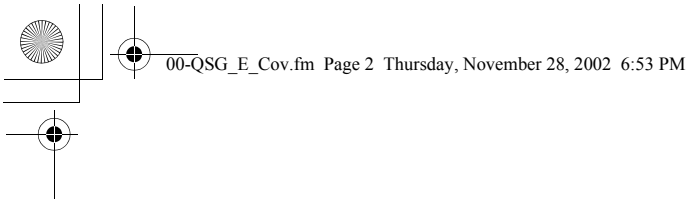
**Try the Additional Features**

● Using the Scanner Buttons

p.10

● Scanning Film

p.11



### Color Image Scanner Models F916300: (CanoScan 9900F)

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable with the ferrite core provided with the scanner is required to comply with Class B limits Subpart B of Part 15 of the FCC rules.

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

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Tel No.(516)-328-5600

The socket-outlet shall be installed near the equipment and shall be easily accessible.

Use of a shielded cable with the ferrite core(s) provided with the scanner is necessary to comply with the technical requirements of the EMC Directive.

### Warning

When you use this product, you should pay attention to the following legal issues:

- Scanning of certain documents, such as bank notes (bank bills), government bonds and public certificates, may be prohibited by law and may result in criminal and/or civil liability.
- You may be required under law to obtain authorization from a person possessing copyrights or other legal rights to the item being scanned.

If you are uncertain of the legality of scanning any particular item, you should consult your legal adviser in advance.

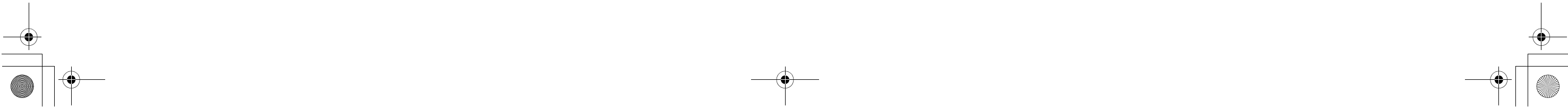


As an ENERGY STAR Partner, Canon Inc. has determined that this model meets the ENERGY STAR Program for energy efficiency.

The International ENERGY STAR Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment such as computers, displays, printers, facsimiles, copiers, scanners and multifunction systems. Their standards and logos are uniform among participating nations.

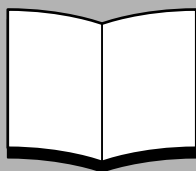
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- Microsoft and Windows are registered trademarks of Microsoft Corporation in the U.S. and other countries.
- Macintosh, Power Macintosh, Mac OS and FireWire are trademarks of Apple Computer, Inc., registered in the U.S. and other countries.
- ScanSoft and OmniPage are trademarks of ScanSoft, Inc.
- Other names and products not mentioned above may be trademarks or registered trademarks of their respective companies.

In this guide, Windows XP screen shots are used to illustrate explanations common to all operating systems.



# Guide to the Manuals

## Open the Package



### Quick Start Guide (this guide)

This guide describes a series of processes, from opening the package to using the scanner.

**READ THIS GUIDE FIRST!**



**HTML**

### Scanning Guide (HTML format manual)

Refer to this guide when you have finished setting up the scanner according to the procedures in the *Quick Start Guide*. It describes how to utilize the scanner with the bundled software, and how to solve problems when they occur. You can install this manual onto the hard disk together with the software programs. When you install it, the *Scanning Guide* icon will appear on the desktop. Double-click the icon to view it with a browser program, such as Internet Explorer.



**PDF**

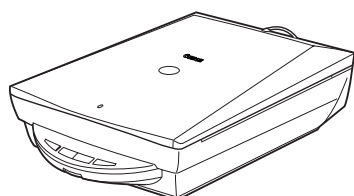
### User's Guides for Application Programs (PDF format manuals)

- ArcSoft PhotoStudio
- ArcSoft PhotoBase
- OmniPage SE
- Presto! PageManager (Windows only)

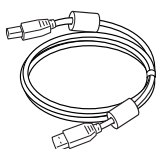
Select the "View the Electronic Manuals" menu on the CanoScan Setup Utility CD-ROM. To read these manuals, Adobe Acrobat Reader should be installed on your computer.

# Check the Package Contents

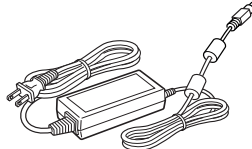
## Scanner and Accessories



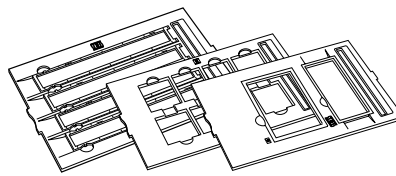
Scanner



USB Interface Cable



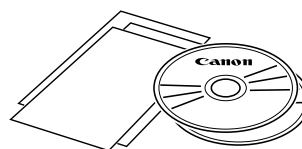
AC Adapter



Film Guides for 35 mm strips/ slides/ 120 and 4"x 5" format films

## Documents and Software Programs

- Quick Start Guide (this guide)
- Additional Documents
- CanoScan Setup Utility CD-ROM



- The two figures in the brackets below indicate the respective sizes of the Windows/ Macintosh versions of the software.
- Approximately 514 MB (for Windows) / 275 MB (for Macintosh) of hard disk space on your computer is required to install all the programs. Additional free hard disk space is required to operate the programs.

### ScanGear CS (25 MB / 5 MB) - Scanner Driver

It allows you to scan and load images from the scanner.

### CanoScan Toolbox (5 MB / 3 MB) - Scanning Utility Program

It enables you to scan images and copy (print), attach images to e-mail messages or save images with simple steps. It also works with the scanner buttons.

### ArcSoft PhotoStudio (30 MB / 19 MB) - Image Editing Program

It allows you to load images from the scanner, edit and retouch them, and apply special effects and enhancements.

### ArcSoft PhotoBase (75 MB / 5 MB) - Photo Album Program

It allows you to create and edit image albums, perform image searches and create slide shows.

### ScanSoft OmniPage SE (65 MB / 52 MB) - OCR (Optical Character Recognition) Program

It converts characters scanned from a book, magazine or newspaper into text data for editing or digital transmission.

### Presto! PageManager (Windows only) (150 MB) - Digital Document Management Program

It makes it easy to scan, share and organize documents and photos. It automatically links to other popular programs and avoids file-sharing problems by creating self-executable files.

### Adobe Acrobat Reader (24 MB / 24 MB) - PDF File Reader Program

Electronic manuals for the above software programs (HTML (5 MB) and PDF manuals)

## • Adobe Photoshop Elements CD-ROM

### Adobe Photoshop Elements (135 MB / 162 MB) - Image Editing Program

It loads images from the scanner and allows you to edit and retouch them or apply special effects and enhancements. Please read the instruction sheet or electronic (PDF) manual for Adobe Photoshop Elements.

# Install the Software (Windows)



- With Windows XP/2000, you should log on with an administrator user name when you install or uninstall software programs.

## 1 Turn the computer on.

If the "Found New Hardware Wizard" or "Add New Hardware Wizard" appears, click [Cancel].

## 2 Place the CanoScan Setup Utility CD-ROM in the drive. The CanoScan Setup Utility main menu will display.

## 3 Click [Install the Software].

Read the SOFTWARE USER LICENSE AGREEMENT. Click [Yes] if you accept the terms.

The [Install] window will display.

## 4 Click [Start Installation].

You will install seven software programs and the Scanning Guide (HTML format manual).

## 5 The installation procedure will start.

Follow the on-screen message prompts and click [Yes] or [Next] to continue the installation.



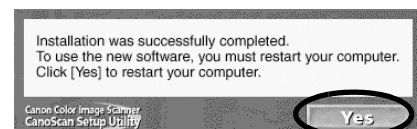
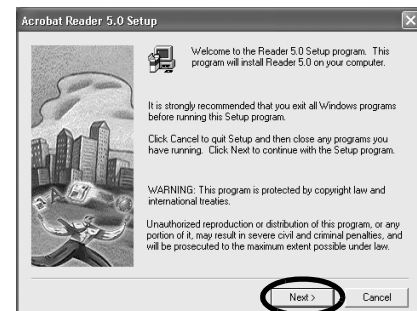
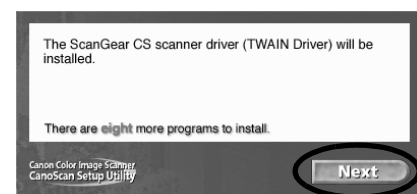
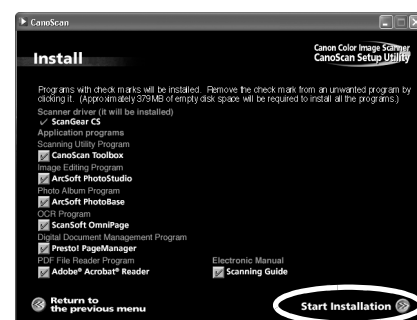
- In few cases, your operating system may require a restart. Follow the on-screen messages to restart and resume installation.

## 6 When the installation is complete, click [Yes].

The computer will restart.

## 7 After Windows restarts, remove the CD-ROM from the drive and store it in a safe place.

➔ Continue on p. 5.



# Macintosh

## Install the Software (Macintosh)

When you use a IEEE1394 (FireWire) interface cable, please read the IEEE1394 caution sheet.

### 1 Turn the computer on.

If the "...Would you like to look for the software on the Internet?" appears, click [Cancel].

### 2 Place the CanoScan Setup Utility CD-ROM in the drive. The CanoScan Setup Utility main menu will display.

If no window displays, double-click the CD-ROM icon, then the Setup icon.

### 3 Click [Install the Software].

Read the SOFTWARE USER LICENSE AGREEMENT. Click [Yes] if you accept the terms.

The [Install] window will display.

### 4 Click [Start Installation].

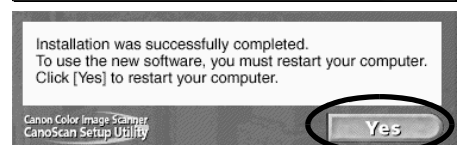
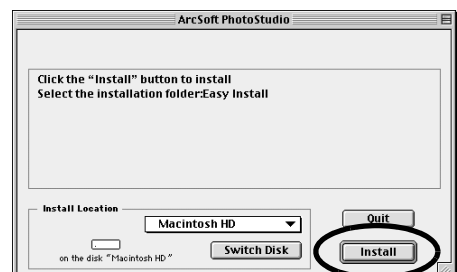
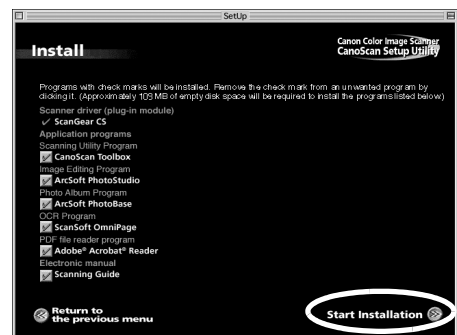
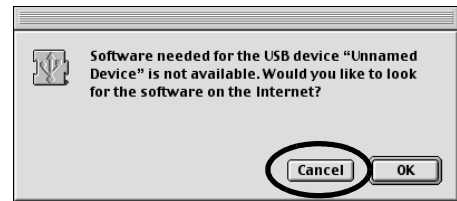
You will install six software programs and the Scanning Guide (HTML format manual).

### 5 The installation procedure will start.

Follow the on-screen message prompts and click [Yes], [Next] or [Install] to continue the installation.

### 6 When the installation is complete, click [Yes]. The computer will restart.

### 7 After restarting, remove the CD-ROM from the drive and store it in a safe place.



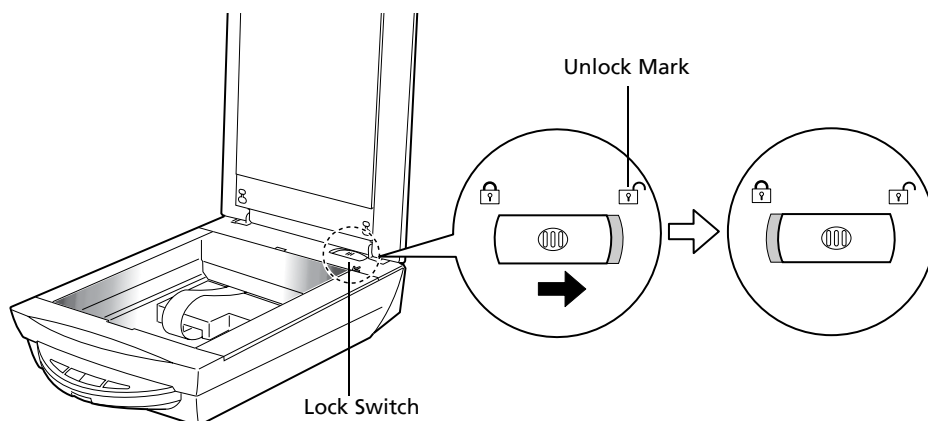
## Unlock the Scanning Unit



- Unlock the scanning unit before connecting the scanner to the computer. If it is left locked, a malfunction or other problem may occur.

**1** Peel the seals from the scanner.

**2** Open the document cover and push the lock switch toward the unlock mark (🔓).



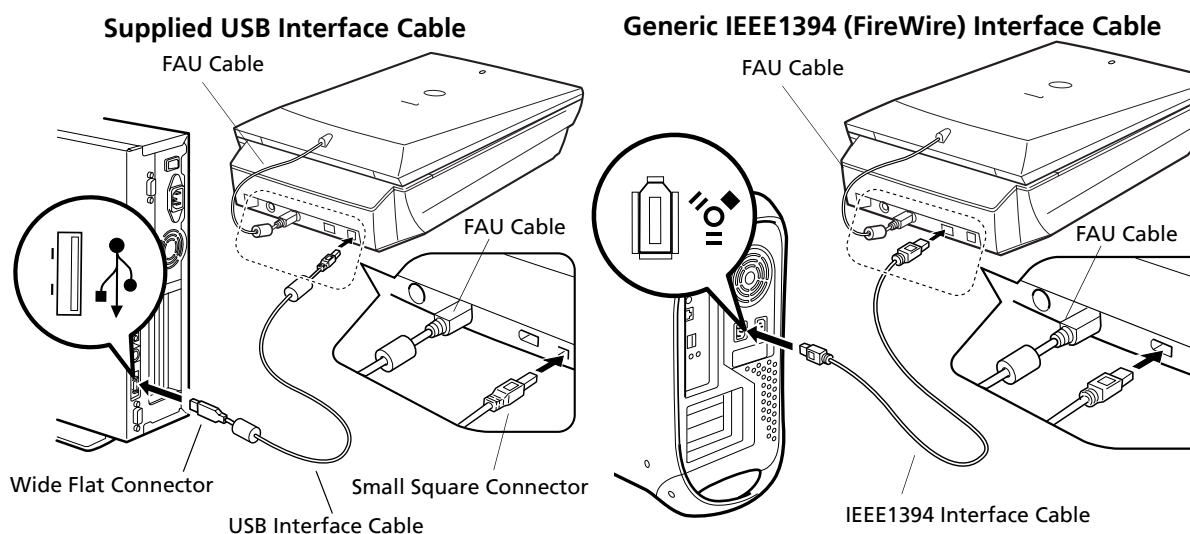
- When transporting the scanner, always lock the scanning unit by pushing the lock switch toward the lock mark (🔒).
- Carrying or transporting the scanner without locking the scanning unit may damage it. Be particularly careful to lock the scanning unit when transporting the scanner in a vehicle.

## Connect the Scanner



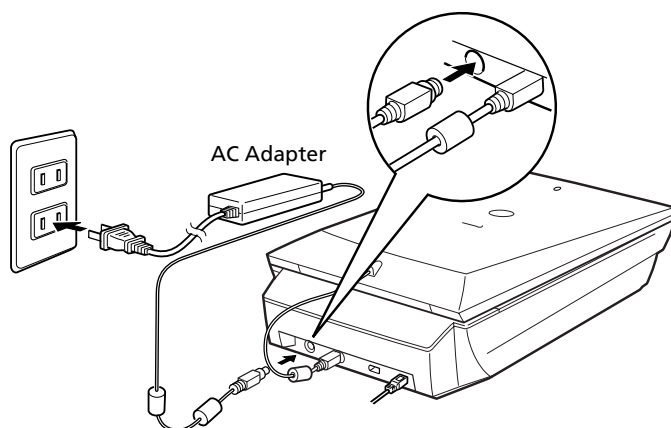
- Make sure that the scanning unit is unlocked. (P.5)

- 1 Peel the caution seals from the scanner.
- 2 Connect the FAU cable to the scanner.
- 3 Connect the scanner to the computer with the supplied USB interface cable or a generic IEEE1394 (FireWire) interface cable.



- You cannot have the USB cable and the IEEE1394 interface cable connected to the scanner at the same time.
- Please read the IEEE1394 caution sheet bundled with the scanner for precautions with the IEEE1394 interface and recommended cables by Canon.

- 4 Attach the supplied AC adapter to the scanner.

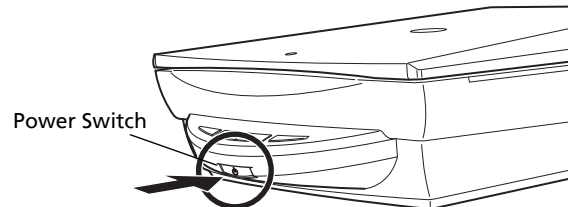


- Only use the USB interface cable and the AC adapter provided with the scanner. Use of other cables or adapters may lead to a malfunction.

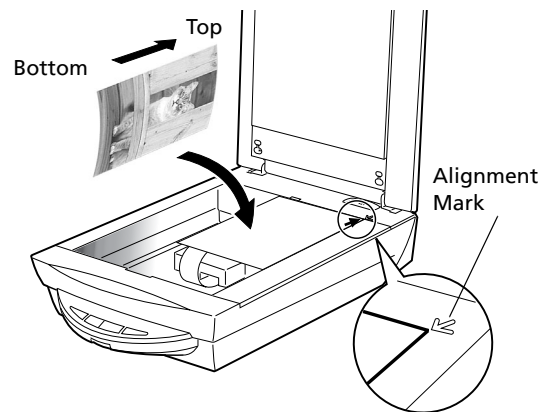
# Try Scanning

The following steps explain how to scan with ArcSoft PhotoStudio.

- 1 Press the power switch on the scanner's front panel to turn the power on.

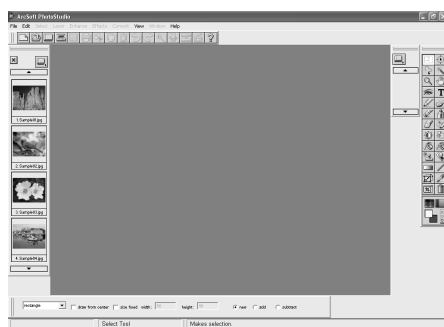


- 2 Place a photo or a picture on the document glass of the scanner by aligning its top edge with the alignment mark, and close the document cover.



## Windows

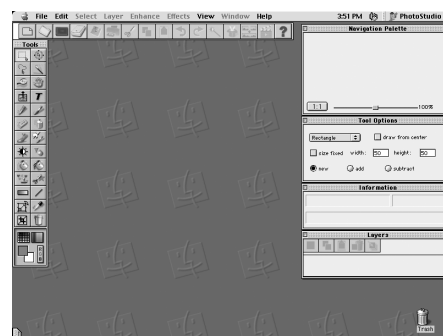
- 3 Select [Start], [Programs] or [All Programs], [ArcSoft PhotoStudio] and [PhotoStudio 5].



PhotoStudio will start.

## Macintosh


- 3 Double-click the [Applications (Mac OS 9)] and [PhotoStudio] folder and the [PhotoStudio] icon.



PhotoStudio will start.

## Try Scanning

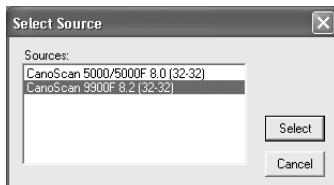
### Windows

- 4** Click the Acquire icon  or click the [File] menu and select [Acquire].




ScanGear CS will start.

If an error message appears, click the [File] menu, choose [Select Source], select your scanner model name and click the [Select] button.

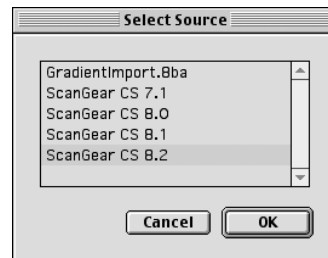


### Macintosh

- 4** Click the Acquire icon  or click the [File] menu and select [Import...].



When the [Select Source] dialog displays, select [ScanGear CS 8.2] and click the [OK] button.



ScanGear CS will start.

- 5** In the [Select source] category, select [Platen].

- 6** Select [Type of original].

You can select "Photo", "Magazine", "Newspaper" or "Document".

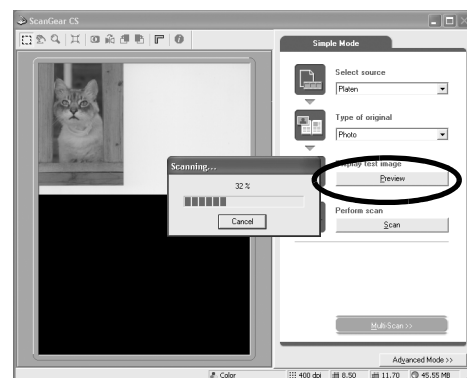
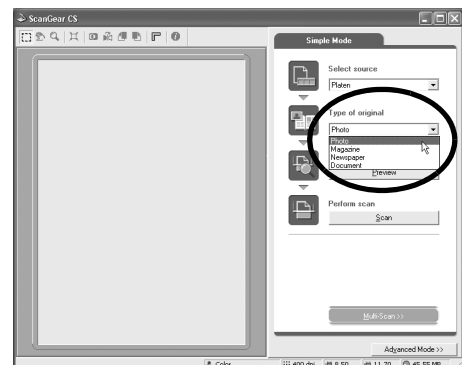
- Photo: Color, 400 dpi
- Magazine: Color, 200 dpi
- Newspaper: Black and White, 400 dpi
- Document: Grayscale, 400 dpi

- 7** Click [Preview].

After calibration, the preview scan will start and gradually display the image.

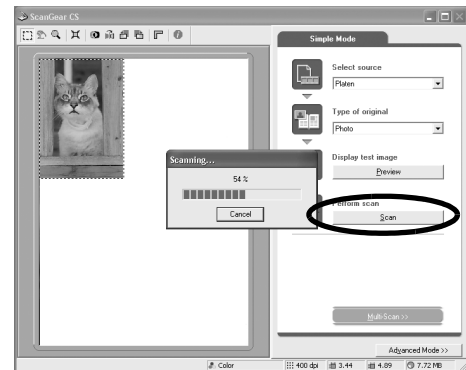
The image is automatically cropped at its original size.



If you want to trim the image further, drag the mouse diagonally to select the area.

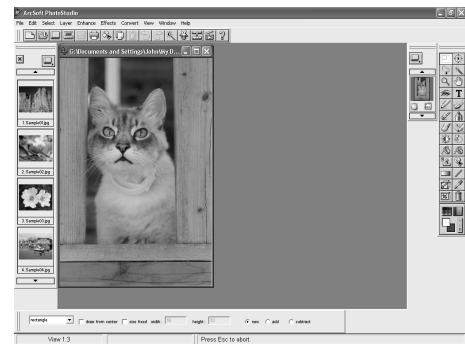


## Try Scanning



- 8** Click [Scan].  
The final scan will start.

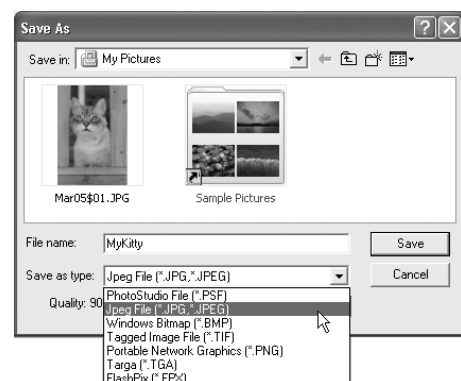


- 9** Click  or  (close box) in the ScanGear CS window to close it.  
The scanned image will appear in the PhotoStudio window.



- 10** Save the scanned image.  
Click the [File] menu and select [Save As]. Select the folder where you wish to store the image file, enter a file name, select a file type (JPG format is recommended) and click [Save].

- 11** Click  or  (close box) in the PhotoStudio window to close it.



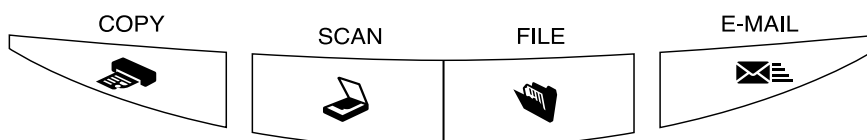
- If the scanner does not perform as described above, read the "Troubleshooting" section of the *Scanning Guide* (HTML format manual).
- For details about the bundled software programs, read the *Scanning Guide* or the *User's Guide* (PDF format manual) for each software program on the CanoScan Setup Utility CD-ROM.

## Using the Scanner Buttons

You can use the four convenient buttons on the scanner's front panel to scan and perform related tasks easily with a single touch of the button. Place an item on the document glass of the scanner before pressing a button.



- To use these buttons, ScanGear CS, CanoScan Toolbox, ArcSoft PhotoBase and Presto! PageManager (Windows)/Acrobat Reader (Macintosh) should be installed from the CanoScan Setup Utility CD-ROM.



### COPY Button

To print (copy) the scanned image with a printer:

- 1 Press the [COPY] button.
- 2 The scanner will scan the item.
- 3 The scanned image will print.

- The printer driver should be installed and the printer should be on-line to use this function.



### SCAN Button

To open the scanned image in the PhotoBase window:

- 1 Press the [SCAN] button.
- 2 The scanner will scan the item.
- 3 The scanned image will appear in the PhotoBase window.



### FILE Button

To save the scanned image as a PDF file:

- 1 Press the [FILE] button.
- 2 The scanner will scan the item.
- 3 The scanned image will be saved as a PDF document and appear in Presto! PageManager (Windows) or Adobe Acrobat Reader (Macintosh).



### E-MAIL Button

To e-mail the scanned image as an attached file:

- 1 Press the [E-MAIL] button.
- 2 The scanner will scan the item.
- 3 The [E-mail software selection] dialog will appear. Select an option from the list and click [OK].  
This step is required only for the first scan.
- 4 The e-mail software will start and the scanned image will be attached in a new message window.
- 5 Enter the receiver's address and title, write a message, confirm the required settings, and send the message.

- The e-mail software, such as Outlook Express, Microsoft Outlook, Eudora or Netscape Messenger, should be installed and enabled. With certain e-mail programs, you should enable the MAPI function (for Windows).



- While scanning, you can change the default settings for scanning by clicking the [Cancel] button. For changing settings or arranging the scanner button assignments, refer to the "CanoScan Toolbox" section of the *Scanning Guide* (HTML format manual).

# Scanning Film

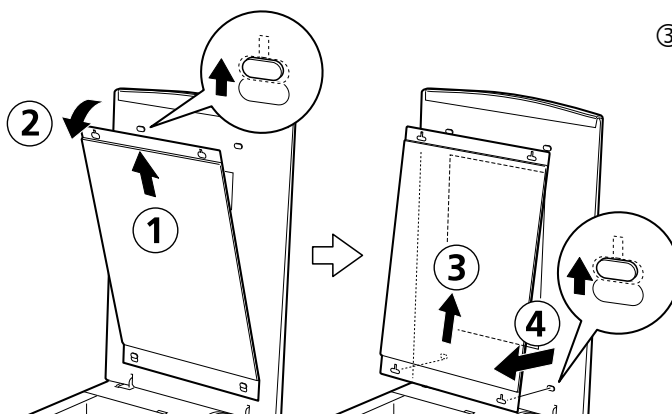
You can scan 35 mm film (strips or slides) as well as 120 and 4" x 5" format film with this scanner.

## Positioning the Film

Use the following procedures to insert the film into the film guide. Make sure that the FAU cable is connected properly. If the scanner power is not on, press the power switch to turn it on (p. 7).

### 1 Remove the protective sheet from the document cover.

① ② Slide the protective sheet up and out to free it from the tabs at the top.



③ ④ Slide the sheet up again and out to free it from the tabs at the bottom.

When you finish scanning, fit the holes at the bottom end of the protective sheet over the tabs at the bottom of the document cover and slide the protective sheet down. Repeat the procedure for the top end.



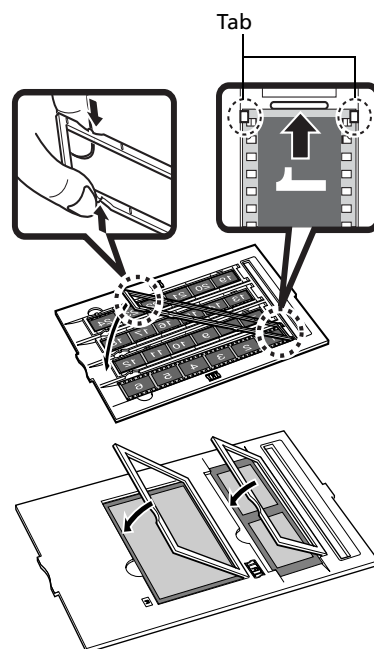
- Store the protective sheet in a safe place so that it will not get bent or broken.
- Always replace the protective sheet when you are not scanning film to prevent the light source section from getting scratched.

### 2 Place the film in the film guide.

#### 35 mm Strips

Pinch to open the film holder on the film guide for 35 mm strips. Hold the film face down and tuck the ends under the tabs on the film guide. Pinch the film holder and close it back in position. If the film holder is not correctly positioned, press down the whole film holder.

Two or more film strips in the film holder are scanned in order starting from the right end of the bottom strip.



#### 120 and 4" x 5" Format Films

Open the film holder on the film guide for 120 and 4" x 5" format films, place the film face down and close the film holder.



- 120 and 4" x 5" format films cannot be scanned together at the same time. Place only one in the film guide at a time

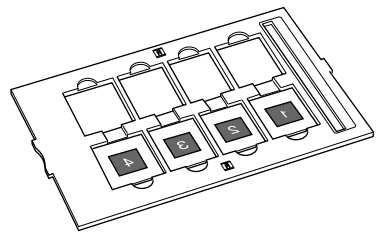
## Scanning Film

### Slides

Position the film guide for slides on the document glass (see Step 3) and place one or more slides face down in the film guide as shown on the right.

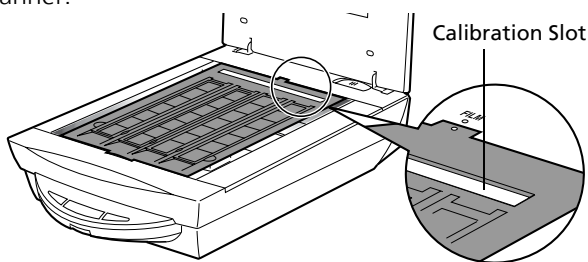


- If there is a gap between the film guide and the film, place black paper over the gap to shield it.



### 3 Place the film guide on the document glass of the scanner.

Align the smaller tab on the side of the film guide with the FILM mark on the document glass of the scanner.




- Do not block the calibration slot on the film guide when you are scanning film. Colors will not scan correctly if the calibration slot is obstructed.

### 4 Close the document cover.

## Scanning Film

The following steps explain how to scan films with ArcSoft PhotoStudio.

### Windows

- 1 Select [Start], [Programs] or [All Programs], [ArcSoft PhotoStudio] and [PhotoStudio 5].
- 2 Click the Acquire icon  or click the [File] menu and select [Acquire].



ScanGear CS will start.

If an error message appears, click the [File] menu, choose [Select Source], select your scanner model name and click the [Select] button.

### Macintosh

- 1 Double-click the [Applications (Mac OS 9)] and [PhotoStudio] folders and the [PhotoStudio] icon.
- 2 Click the Acquire icon  or click the [File] menu and select [Import...].



When the [Select Source] dialog displays, select [ScanGear CS 8.2] and click the [OK] button.

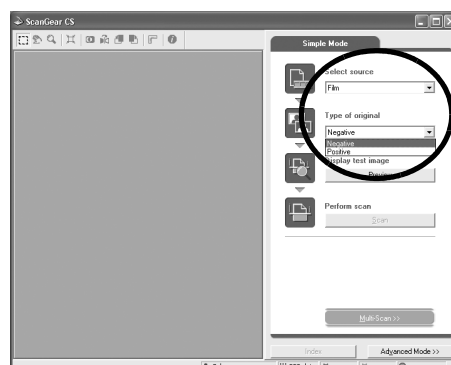
ScanGear CS will start.

## Scanning Film

**3** In the [Select source] category, select [Film].

**4** In the [Type of original] category, select [Negative] or [Positive].

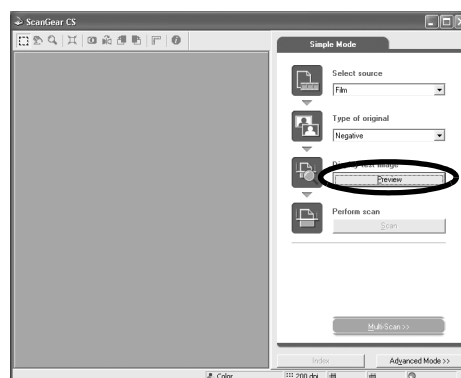
In ScanGear CS's Simple Mode, the settings for film scanning are pre-set so that 35 mm film can be scanned and printed at the photo size. The Output Resolution is pre-set to 200 dpi and the Print Size to the photo size (8.9 x 12.7 cm/3.5 x 5 in.).



- Use ScanGear CS's Advanced Mode to scan 120 or 4" x 5" format films. See the *Scanning Guide*, an HTML format manual, and *Precautions when Scanning Film*, an additional document, for instructions for scanning film in Advanced Mode.

**5** Click [Preview].

ScanGear CS will display the preview image(s). Multiple images will appear frame by frame.



- Do not open the document cover while a scan is in progress.

**6** Place check mark(s) beside the number(s) of each frame you wish to scan.

When you scan films with 13 or more frames, click the tab on the right to view the 13th and subsequent frames.

At first, a check mark only appears beside the first frame. You can scan multiple frames in one step if you place check marks beside the numbers of each frame you wish to include.



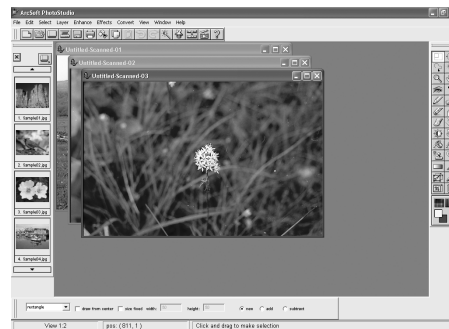
## Scanning Film

### 7 Click [Scan].

The scanner will start scanning the items.

After the scan is complete, click the ScanGear CS close box (✕ for Windows or □ for Macintosh).

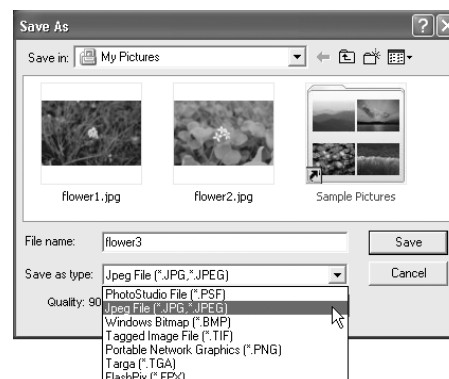
The scanned image will appear in ArcSoft PhotoStudio.



### 8 Save the scanned image.

Click the [File] menu and select [Save As]. Select the folder where you wish to store the image file, enter a file name, select a file type (JPEG format is recommended) and click [Save].

### 9 Click ✕ or □ (close box) in the PhotoStudio window to close it.



- If the scanner does not perform as described above, read the "Troubleshooting" section of the *Scanning Guide* (HTML format manual).
- For details about the bundled software programs, read the *Scanning Guide* or the *User's Guide* (PDF format manual) for each software program on the CanoScan Setup Utility CD-ROM.
- You can purchase the Accessory Kit for CanoScan 9900F (AK-9900F) if the protective sheet or film guides are lost or damaged.

## Specifications

		<b>CanoScan 9900F</b>
<b>Scanner Type</b>		Flatbed
<b>Scanning Element</b>		CCD 6-line color
<b>Light Source</b>		Cold cathode fluorescent lamp
<b>Optical Resolution</b>		3200 x 6400 dpi
<b>Selectable Resolution</b>		25 - 9600 dpi (ScanGear CS)
<b>Scanning Bit Depth</b>	<b>Color</b>	16 bit input / 16 bit or 8 bit output for each color (RGB)
	<b>Grayscale</b>	16 bit input / 16 bit* <sup>1</sup> or 8 bit output
<b>Scanning Speed*<sup>2</sup> (Photo or Document)</b>	<b>Color</b>	8.64 msec./line (1600 dpi), 8.64 msec./line (3200 dpi)
	<b>Grayscale,B&amp;W</b>	8.64 msec./line (1600 dpi), 8.64 msec./line (3200 dpi)
<b>Scanning Speed*<sup>2</sup> (Film)</b>	<b>Color, GrayScale, B&amp;W</b>	2.16 - 146.88 msec/line
<b>Preview Speed*<sup>3</sup></b>		Approximately 3 sec.
<b>Interface</b>		USB 2.0 Hi-Speed USB (USB 1.1 equivalent), IEEE1394 (FireWire)
<b>Maximum Document Size</b>		A4/Letter: 216 x 297 mm (8.5 x 11.7 in.)
<b>Film Type/Number of Frames</b>		35 mm strip (negatives/positives)/24 frames
		35 mm slide (negatives/positives)/8 frames
		120 format (negatives/positives)12 x 6 cm
		4"x 5" format (negatives/positives)
<b>Scanner Buttons</b>		4 buttons: COPY, SCAN, FILE, E-MAIL
<b>Operating Range</b>	<b>Temperature</b>	10°C to 35°C (50°F to 95°F)
	<b>Humidity</b>	10% to 90% RH, 20% to 80% RH when scanning film (without condensation formation)
<b>Power Requirements</b>		AC adapter (100/120/230/240 V)* <sup>4</sup>
<b>Power Consumption</b>		In operation: 19.5 watts maximum Stand-by: 6 watts Power Switch Off: 0.1 watt (Using supplied AC adapter)
<b>Maximum Exterior Dimensions</b>		290 x 509 x 127.3 mm (11.4 x 20 x 5 in.)
<b>Weight</b>		Approximately 5.2 kg (11.5 lbs.)

\*<sup>1</sup> Available only when scanning films.

\*<sup>2</sup> USB 2.0 Hi-Speed mode/IEEE1394 (FireWire) mode. Transfer time to computer is not included.

\*<sup>3</sup> Calibration processing time is not included.

\*<sup>4</sup> Type of AC adapter depends on the area where the scanner is purchased.

• Specifications are subject to change without notice.



- Before you upgrade to Windows XP from Windows 98/Me/2000, you must uninstall ScanGear CS and CanoScan Toolbox using the "Uninstall the Software" menu of the CanoScan Setup Utility CD-ROM. The scanner may not work if you upgrade to Windows XP with these programs still installed. After upgrading to Windows XP, reinstall ScanGear CS and CanoScan Toolbox according to the steps on page 3. For details, please read the "Troubleshooting" section of the *Scanning Guide* (HTML format manual).

## System Information

This form should be used to record the operating environment for the purchased scanner. If any problems occur with the scanner, you will need this information when you contact our Customer Support Help Desk. Be sure to record the information and store it in a safe location.

- This information is also required to request a repair under warranty. Make sure you record the information and store it in a safe location.
- Guaranteed servicing for this equipment will expire seven years after production ceases.

Date of Purchase:

Dealer Tel:

Dealer Address:

Scanner Model: CanoScan 9900F

Serial Number (on the back of the equipment):

### • About the Computer Used

Manufacturer:

Model:

CPU:

Clock Speed:

MHz

Memory Capacity (RAM): MB

Hard Disk Capacity: MB

Space Available:

MB

OS: Windows ☐ XP ☐ Me ☐ 2000 ☐ 98

Macintosh ☐ OS 9.0 ☐ OS 9.1 ☐ OS 9.2 ☐ OS X v10.1 ☐ OS X v10.2

Monitor Type:

Monitor Size:

inches

Printer:

Manufacturer:

Type of Printer:

Printer Resolutions:

Installed Virus Protection Program:

Installed Compression Program:

On-Board Expansion Cards:

Attached Peripherals:

Connected Network System: