



DATE: 01/21/2009
NO: IFS-PI-2009-006

Model: Canon imageFORMULA CR-25, CR-55 and CR-180
Subject: Canon CR-Series Check Transport Cleaning Tool Software

To All,

We are pleased to inform you of the immediate availability of the Cleaning Tool Software for Canon imageFORMULA CR-Series Check Transports.

➤ **Cleaning Tool Software**

The Cleaning Tool Software has been developed to be used with the 'Canon CR-Series Cleaning Cards' (Item No. 1376V006). This software tool needs to be installed on the PC that is connected to the Canon imageFORMULA CR-Series Check Transport.

The Cleaning Tool Software is solely designed to feed the Cleaning Cards, when performing regular cleaning on the CR-Series check transports, without capturing or generating any information. It is our recommendation to run the Cleaning Tool Software in place of check processing software applications, and thereby to avoid affecting the software applications during and after cleaning.

For detailed cleaning instructions and procedures using the Cleaning Tool Software, please see '*Appendix A – Cleaning Procedures for Canon imageFORMULA CR-180*' and '*Appendix B – Cleaning Procedures for Canon imageFORMULA CR-25/CR-55*' of this document.

➤ **Availability**

- The Canon CR-Series Cleaning Tool Software , along with detailed instructions, is now available for download at www.usa.canon.com (from the individual download section for the Canon imageFORMULA CR-Series Check Transport products).



- The Cleaning Tool Software is scheduled to be included in the CR-Series Tutorial Video CD-ROM that comes packaged with Canon imageFORMULA CR-Series products.

Please contact Canon Image Filing Systems if you have any questions.

Appendix A - Cleaning Procedures for Canon imageFORMULA CR-180

Cleaning the Scanning Glass, Rollers and MICR Head with Waffletechnology™ Cleaning Cards

If a black stripe appears on the back-side of scanned images or if dirt appears on the paper documents upon scanning or for preventative measures, we recommend that you clean your Canon CR-Series scanner as needed with a Waffletechnology™ Cleaning Card.

Using the Waffletechnology™ Cleaning Card will minimize the frequent cleaning as instructed in the Instructions Manual and Video Manual.

You may purchase the Waffletechnology™ Cleaning Card, item code 1376V006, from where you purchased your Canon CR-Series scanner.



Please exit out of ALL check processing software before proceeding. It is best to perform a cleaning at beginning or end of the day.



The Waffletechnology™ Cleaning Card does not clean the ink cartridge nozzles, so please remove the ink cartridge and perform a nozzle cleaning (refer to page 60 of the CR-180 Instruction Manual).

1. Setup up your scanner (refer to page 16 of the CR-180 Instructions Manual).
2. Please take out one Waffletechnology™ Cleaning Card.

**Canon CR-25, CR-55 and CR-180
Check Transport Cleaning Card**

**Use on Canon Check Transport Models CR-25, CR-55 and CR-180
to ensure consistent check processing on every scan.**

This product has been developed to remove endorsement ink residue, paper flash, and other debris, left behind during normal operation, from the Reader Units, feed rollers, MICR Read Head, and pathways within the Canon CR-25, CR-55 and CR-180 Check Transports.

For more daily cleaning instructions, if necessary, refer to your operator manual


**Canon CR-25, CR-55 and CR-180
Check Transport Cleaning Card
featuring Waffletechnology™**

Recommendation for Waffletechnology Cleaning Cards Usage:
It is recommended to run the cleaning card through the check transport once a day or no less than once a week depending on scanning volume. This will remove ink, dust and dirt buildup from the rollers and reader units. This will extend the interval between required manual cleaning for these components.

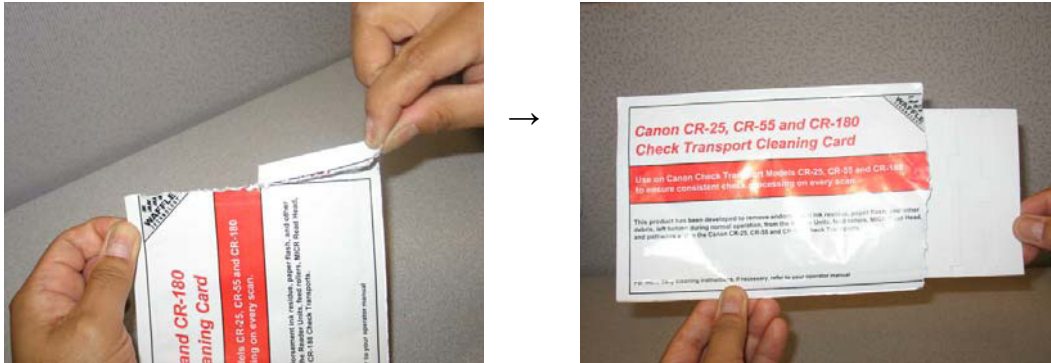
Directions:

1. Remove the Ink Cartridge from the machine if present.
2. Start an application, which will feed documents.
3. Run the cleaning card through the check transport 3-7 times, each time rotating the cleaning card top to bottom as well as flipped over so the cleaning card is inserted each time with a different orientation.
4. Void the scanning, discard the used cleaning card, and replace the ink cartridge if needed.

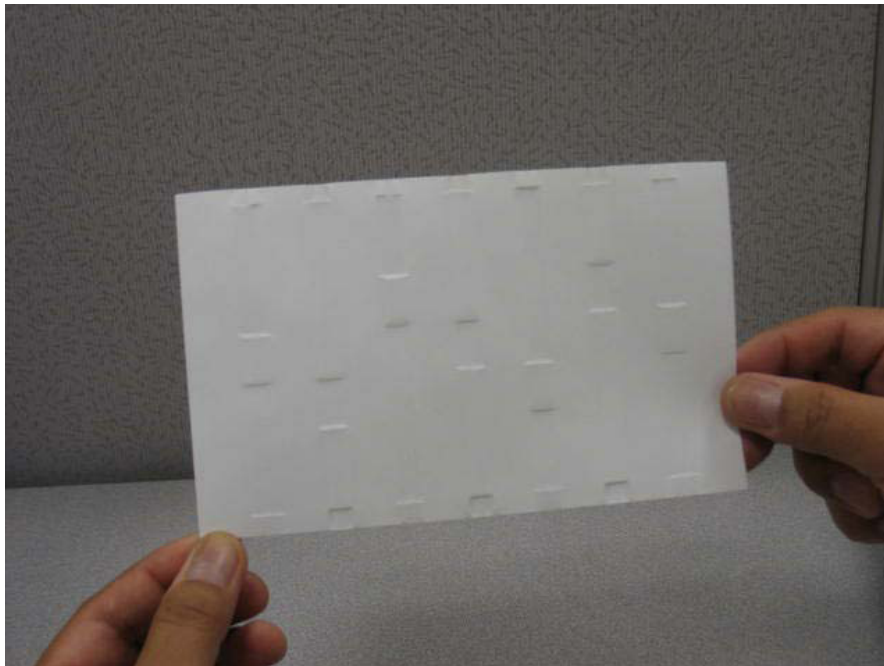
Note: the cleaning card is not intended to remove debris from the track, clean the sensors, clean the ink cartridge, or replace the cleaning procedures outlined in the operator manual.

 Waffletechnology™ is a registered trademark of the Manufacturer. Patent Pending

- 3.** Tear open the Waffletechnology™ Cleaning Card pouch and remove the card.



- 4.** Please notice the raised portions of the Waffletechnology™ Cleaning Card. This is designed specifically for Canon CR-Series scanners.



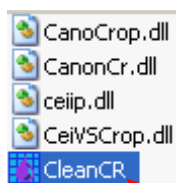
It does not matter which way you place the Waffletechnology™ Cleaning Card into the scanner.

5. Place the Waffletechnology™ Cleaning Card in the feed pocket as you would a regular check.

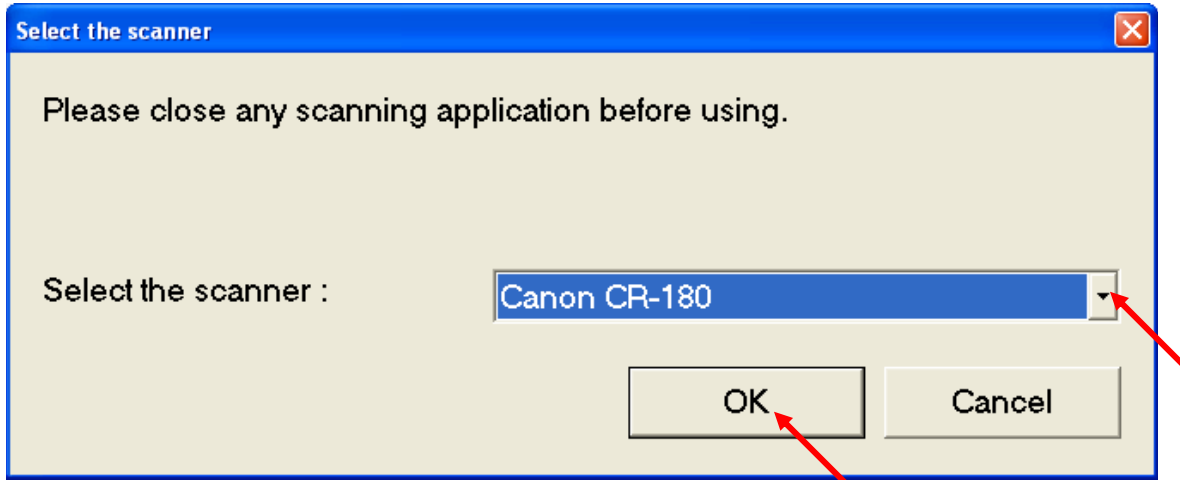


6. You can find the Canon Check Scanner Cleaning Tool on the Tutorial CD or it can be downloaded from the CUSA website at the following URL:
<http://www.usa.canon.com/opd/controller?act=OPDSoftwareAct&fcateoryid=2341&modelid=9468>

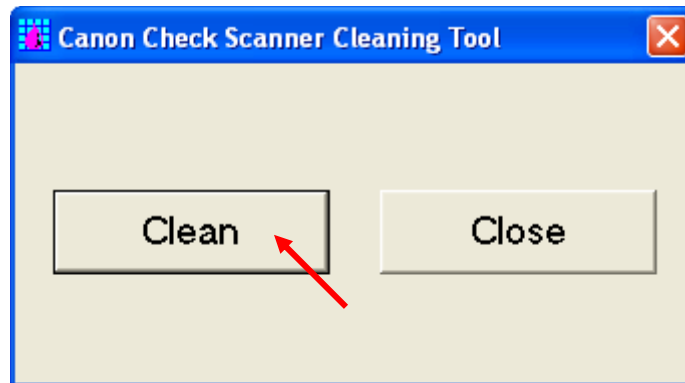
7. Locate where you saved the file, extract it and double-click the CleanCR.exe file shown below.



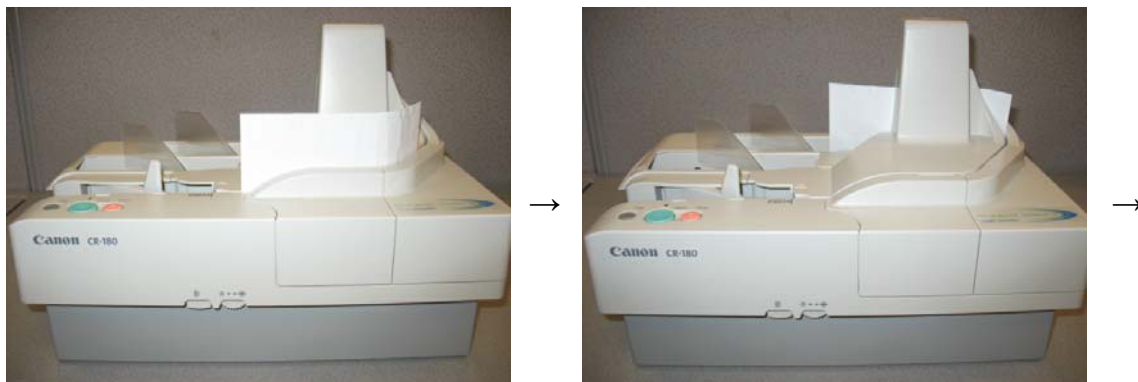
8. On the drop-down menu, please select the CR-180 and then click OK.



9. With the Waffletechnology™ Cleaning Card already in the feed pocket of the CR-180 from Step 6, please click **Clean**.



10. The Waffletechnology™ Cleaning Card will then proceed through the paper path as shown below.





11. Please repeat steps 6 and 10.



A typical cleaning is feeding the Waffletechnology™ Cleaning Card 3-7 times. Each time you run the card through, invert and/or flip it in the feed pocket. If the scanner is extremely dirty, you may need to use another Waffletechnology™ Cleaning Card.

12. When you have finished cleaning your CR-180, please click on the **Close** button to exit out of the Canon Check Scanner Cleaning Tool.



Upon completion, please allow 1 to 2 minutes for the moisture on the Canon CR-Series scanner from the Waffletechnology™ Cleaning Card to thoroughly dry before scanning documents.

Appendix B – Cleaning Procedures for Canon imageFORMULA CR-25/CR-55

Cleaning the Scanning Glass, Rollers and MICR Head with Waffletechnology™ Cleaning Cards

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Using the Waffletechnology™ Cleaning Card will minimize the frequent cleaning as instructed in the Instructions Manual and Video Manual.

You may purchase the Waffletechnology™ Cleaning Card, item code 1376V006, from where you purchased your Canon CR-Series scanner.



Please exit out of ALL check processing software before proceeding. It is best to perform a cleaning at beginning or end of the day.



The Waffletechnology™ Cleaning Card does not clean the ink cartridge nozzles, so please remove the ink cartridge and perform a nozzle cleaning (refer to page 60 of the CR-25/55 Instruction Manual).

- 1.** Setup up your scanner (refer to page 16 of the CR-25/55 Instructions Manual).
- 2.** Please take out one Waffletechnology™ Cleaning Card.

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TECHNOLOGY**

**Canon CR-25, CR-55 and CR-180
Check Transport Cleaning Card**

**Use on Canon Check Transport Models CR-25, CR-55 and CR-180
to ensure consistent check processing on every scan.**

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For more daily cleaning instructions, if necessary, refer to your operator manual


**Canon CR-25, CR-55 and CR-180
Check Transport Cleaning Card
featuring Waffletechnology™**

Recommendation for Waffletechnology Cleaning Cards Usage:
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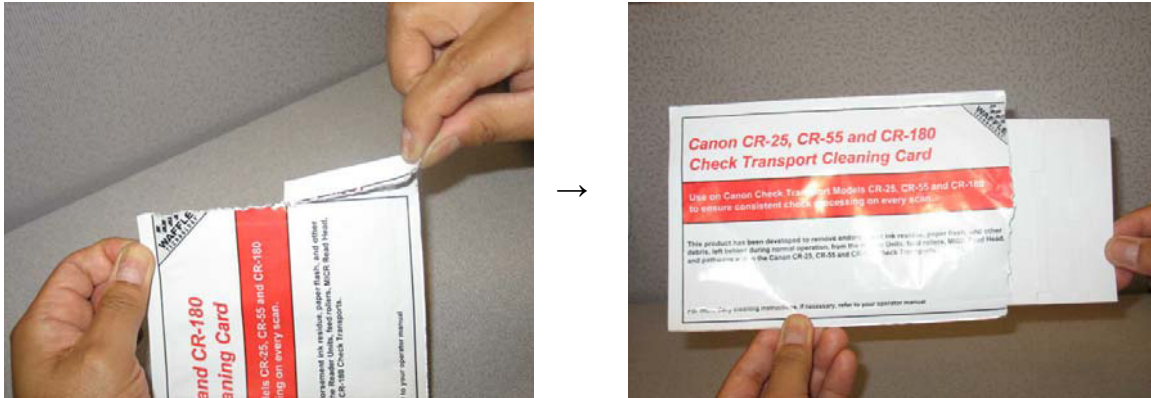
Directions:

1. Remove the Ink Cartridge from the machine if present.
2. Start an application, which will feed documents.
3. Run the cleaning card through the check transport 3-7 times, each time rotating the cleaning card top to bottom as well as flipped over so the cleaning card is inserted each time with a different orientation.
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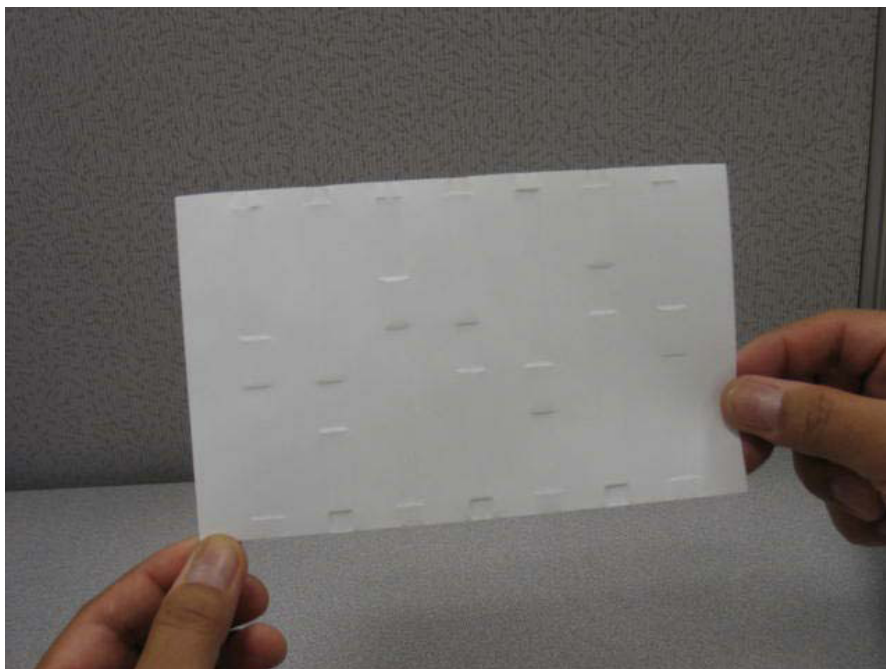
Note: the cleaning card is not intended to remove debris from the track, clean the sensors, clean the ink cartridge, or replace the cleaning procedures outlined in the operator manual.

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- 4.** Please notice the raised portions of the Waffletechnology™ Cleaning Card. This is designed specifically for Canon CR-Series scanners.



It does not matter which way you place the Waffletechnology™ Cleaning Card into the scanner.

- 5.** Place the Waffletechnology™ Cleaning Card in the feed pocket as you would a regular check.

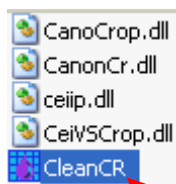


- 6.** You can find the Canon Check Scanner Cleaning Tool on the Tutorial CD or it can be downloaded from the CUSA website at the following URLs:
<http://www.usa.canon.com/opd/controller?act=OPDSsoftwareAct&fcateoryid=2341&modelid=15029>

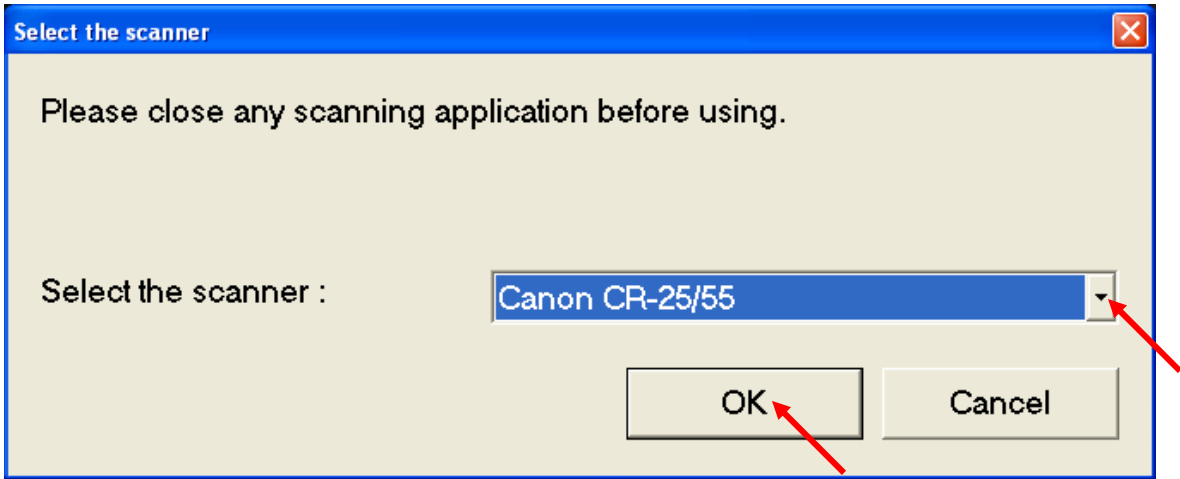
or

- <http://www.usa.canon.com/opd/controller?act=OPDSsoftwareAct&fcateoryid=2341&modelid=12174>

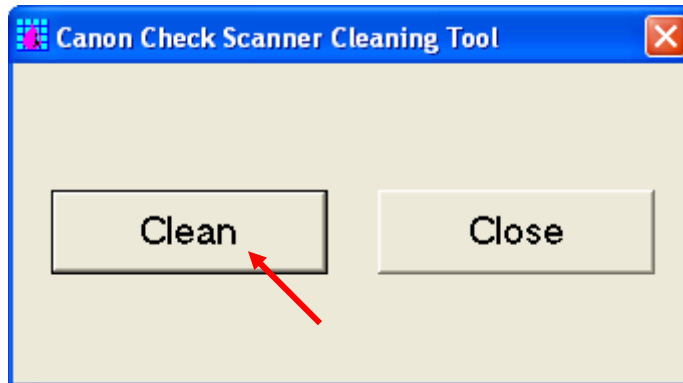
- 7.** Locate where you saved the file, extract it and double-click the CleanCR.exe file shown below.



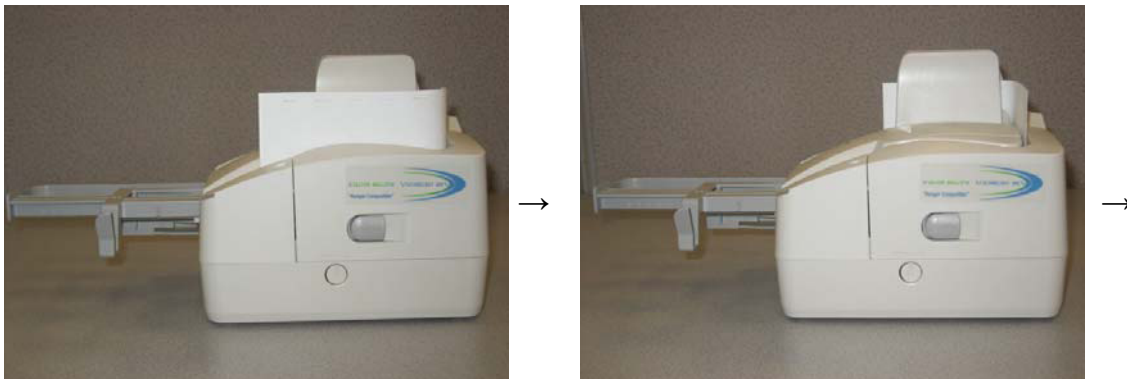
8. On the drop-down menu, please select the CR-25/55 and then click OK.



9. With the Waffletechnology™ Cleaning Card already in the feed pocket of the CR-25 or CR-55 from Step 6, please click **Clean**.



10. The Waffletechnology™ Cleaning Card will then proceed through the paper path as shown below.





11. Please repeat steps 6 and 10.



A typical cleaning is feeding the Waffletechnology™ Cleaning Card 3-7 times. Each time you run the card through, invert and/or flip it in the feed pocket. If the scanner is extremely dirty, you may need to use another Waffletechnology™ Cleaning Card.

12. When you have finished cleaning your CR-25 or CR-55, please click on the **Close** button to exit out of the Canon Check Scanner Cleaning Tool.



Upon completion, please allow 1 to 2 minutes for the moisture on the Canon CR-Series scanner from the Waffletechnology™ Cleaning Card to thoroughly dry before scanning documents.