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› Canon CR-120 Check Scanner User Manual

## Canon CR-120

# Canon CR-120 Check Scanner User Manual

Model: CR-120

## 1. INTRODUCTION

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This manual provides essential instructions for the setup, operation, and maintenance of your Canon CR-120 Check Scanner. The Canon CR-120 is designed for efficient and reliable check processing, capable of scanning at a speed of 120 documents per minute (dpm). This unit is supplied with a power adapter and a USB cable for connectivity.



**Figure 1:** Canon CR-120 Check Scanner. This image displays the Canon CR-120 Check Scanner from a front-right perspective, highlighting its compact design and the input/output trays for checks.

## 2. SETUP GUIDE

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Follow these steps to set up your Canon CR-120 Check Scanner.

1. **Unpack the Scanner:** Carefully remove the scanner and all accessories from the packaging. Ensure all components, including the power adapter and USB cable, are present.
2. **Position the Scanner:** Place the scanner on a stable, flat surface with adequate space for check feeding and output.
3. **Connect Power:** Connect the provided power adapter to the scanner's power input port and then plug the adapter into a standard electrical outlet.
4. **Connect to Computer:** Connect one end of the supplied USB cable to the scanner's USB port and the other end to an available USB port on your computer.
5. **Install Software:** The necessary scanning software is typically provided by your financial institution or check processing service. Install this software according to their instructions. Ensure your computer meets the minimum system requirements (e.g., Windows 7 or later).

6. **Power On:** Press the power button on the scanner. The indicator light should illuminate, indicating the scanner is ready.

## 3. OPERATING INSTRUCTIONS

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To operate the Canon CR-120 Check Scanner, follow these general guidelines:

1. **Prepare Checks:** Ensure checks are free from staples, paper clips, or any foreign objects. Smooth out any folds or creases.
2. **Load Checks:** Place a stack of checks into the input tray, face up and aligned correctly. The scanner can handle various sheet sizes, including standard checks.
3. **Start Scanning:** Initiate the scanning process through your installed check processing software. The scanner will automatically feed and scan checks at its rated speed of 120 dpm.
4. **Monitor Output:** Collect scanned checks from the output tray. Ensure they are stacking correctly.
5. **Review Scans:** Verify the scanned images within your software for clarity and accuracy.

**Note on Ink Cartridge:** The Canon CR-120 may utilize an ink cartridge for endorsing checks. While the scanner functions without an ink cartridge for basic scanning, an ink cartridge is required if you intend to print endorsements on the back of checks. The specific model of the ink cartridge should be confirmed with your software provider or Canon support.

## 4. MAINTENANCE

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Regular maintenance ensures optimal performance and longevity of your scanner.

- **Cleaning:** Periodically clean the scanner's exterior with a soft, dry cloth. For internal components like rollers and scanning glass, refer to your software provider's guidelines or Canon's official cleaning instructions. Always power off and unplug the scanner before cleaning internal parts.
- **Clearing Jams:** In the event of a paper jam, carefully open the scanner access covers as indicated in the device's physical markings or a quick guide. Gently remove the jammed document, ensuring no tears or debris are left inside. Close all covers securely before resuming operation.
- **Roller Replacement:** Over time, feed rollers may wear out. Consult your service provider or Canon for information on replacement parts and procedures.

## 5. TROUBLESHOOTING

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This section addresses common issues you might encounter with the Canon CR-120 Check Scanner.

- **Scanner Not Responding:**
  - Ensure the power cable is securely connected and the scanner is powered on.
  - Verify the USB cable is properly connected to both the scanner and the computer.
  - Restart your computer and the scanner.
  - Check if the scanning software is running and configured correctly.
- **Poor Scan Quality:**
  - Clean the scanner's internal components, especially the scanning glass and rollers.
  - Ensure checks are properly prepared and free from folds or damage.
  - Adjust scanning settings within your software, if applicable.
- **Paper Jams:**
  - Refer to the "Clearing Jams" section under Maintenance.

- Ensure checks are loaded correctly and not exceeding the input tray capacity.
  - Inspect rollers for wear or debris.
- **Endorsement Printing Issues:**
    - Confirm that an appropriate ink cartridge is installed.
    - Check ink levels if an ink cartridge is in use.
    - Verify endorsement settings within your scanning software.
- **Software Setup Difficulties:**
    - Contact your financial institution or check processing service for software-specific support.
    - Ensure your operating system meets the minimum requirements.

## 6. TECHNICAL SPECIFICATIONS

Feature	Specification
Model Name	imageFORMULA CR-120 MSR Compact Check Scanner
Scanner Type	Bank Check
Scanning Speed	120 documents per minute (dpm)
Connectivity Technology	USB
Resolution	600 dpi
Optical Sensor Technology	CCD
Maximum Media Size	8.5 x 11 inches (Letter), Check
Minimum System Requirements	Windows 7 or later
Item Weight	10.43 pounds
Package Dimensions	13.8 x 12.8 x 10.1 inches
Manufacturer	Canon
ASIN	B073T4PFF9
UPC	607169642432

## 7. WARRANTY AND SUPPORT

For detailed warranty information, please refer to the warranty card included with your product or visit the official Canon website. For technical assistance, software support, or to inquire about replacement parts, please contact Canon Customer Support or your authorized service provider. You may also find helpful resources on the [Canon Store on Amazon](#).



