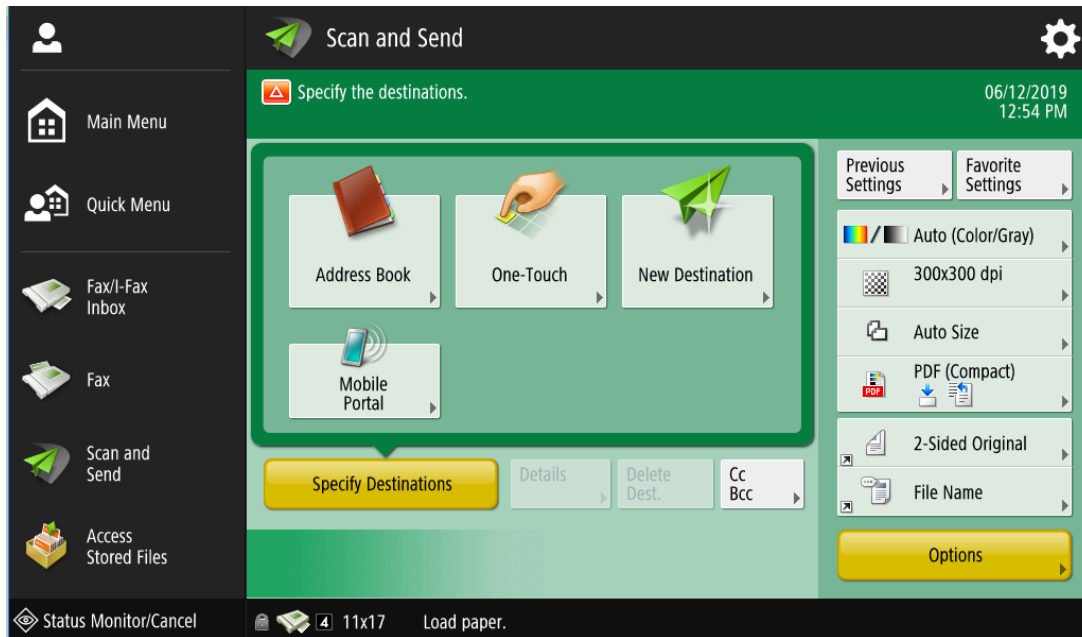


Canon ImageRUNNER ADVANCE: Scanning Basics



From the Main Menu Screen:



1. Select the **Scan and Send** button.
2. Place the Originals to scan.
 - a. In Document Feeder – Paper faces up.
 - b. On Glass – Paper faces down.
3. Select a **Destination**, then select **OK**.
 - a. **From Address Book:** Select the **Address Book** icon, then select a pre-registered address.
 - b. **From One-Touch:** Select the **One Touch** icon, then select a pre-programmed button.
 - c. **New Destination:** Select the New Destination icon, pick a destination type (ex: email address), then type in the destination information.
 - d. **Mobile Portal:** If option is available, users can scan a QR code to download an App to scan documents to their mobile device.
4. Change additional settings as needed.
 - a. **Color:** Select to scan in color or grayscale.
 - b. **DPI:** Select the resolution, or “Dots Per Inch.” Max 600 DPI.
 - c. **Document Size:** Sizing by default is “Auto,” otherwise there is an option to type in custom dimensions for scan area on the glass.
 - d. **File Type:** Choose between PDF, Compact PDF, TIFF, JPEG, or OOXML options.
 - i. OOXML: Will show options to scan as a Microsoft Word or PowerPoint Document.
 - e. **2-Sided Original:** Documents can 1-Sided by manufacturers default. Select icon to turn on 2-Sided, and choose if the document is left-bound (flips “book” style), or top-bound (flips “calendar” style.)
 - f. **File Name:** Rename the file before sending.
 - g. **Options:** Choose additional features, such as density, job build, or skip blank pages.
5. Select the **Start** button to begin sending.

