

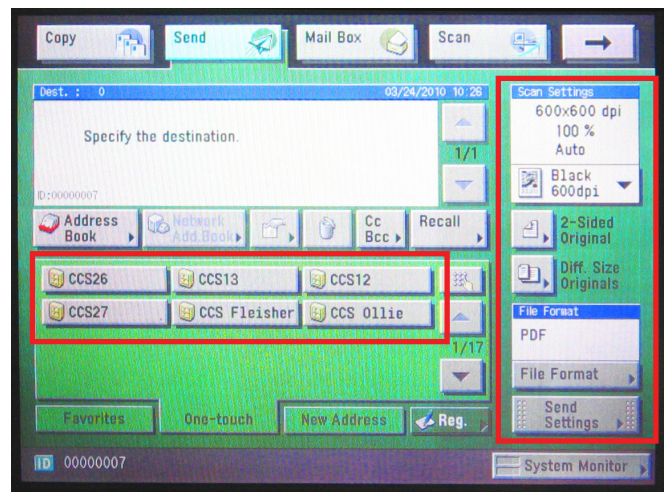
Use the Canon Copiers to scan documents to the Production Lab Desktops

These instructions are congruent for both the Canon B/W and Color Copiers.

Step 1

Open up the Send menu on the Copier

- Insert your copy card.
- Choose **Send** from the options at the top of the screen.
- Choose from one of the **six destinations (the four Production Lab iMacs and two administrative iMacs)**
- From the **Scan Settings** drop-down menu on the right, select your **resolution (on the Color Copier, make sure to select color, grayscale or black)**.
- If you are feeding a multi-page, double-sided document through the top feeder, press the **“2-Sided Original”** button on the right.(up to 24 lb paper can go through the top feeder).
- From the **File Format** drop-down menu on the lower-right, select your **file type (including Compact PDF)**
- Place your original on the glass on into the top feeder (up to 24 lb paper can go through the top feeder).
- Press the **Start Button** on the copier.



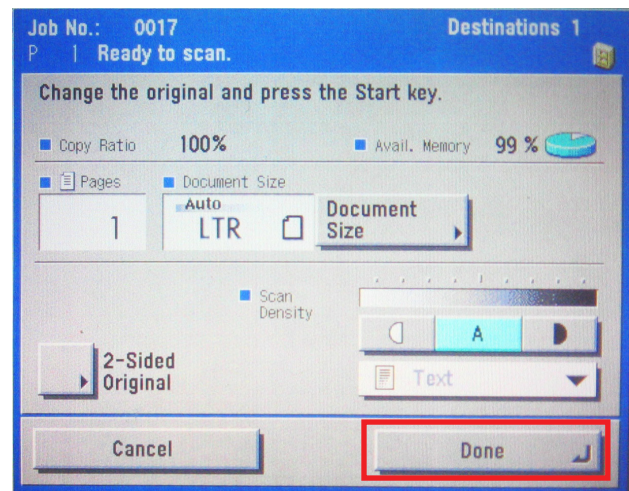
Step 2

Scan the document.

- After the copier has scanned your page, you may press the **Start Button** again to scan an additional page.
- Continue until all the pages of your document are scanned.

IMPORTANT: Scanning multiple pages at a time will package them all as one PDF file.

- Press the **Done** button on the screen to send your document.
- Retrieve your file from the appropriate destination. Your file will be located in a folder on the desktop of the designated computer named **“Canon Scans”**



TROUBLE SHOOTING

Q. My file doesn't show up on the desktop.

A. Make sure that the folder **“Canon Scans”** is on the desktop. If the folder has been changed or moved, the file won't send correctly. Recreating the folder and naming it **Canon Scans** (case sensitive) should remedy the problem.

Q. Will I be charged to scan documents?

A. No. This will not deduct from your copy account balance.

