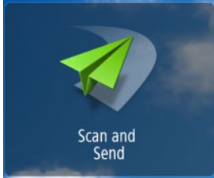
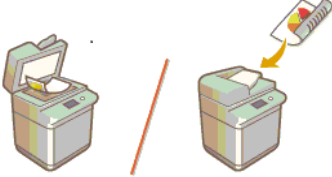
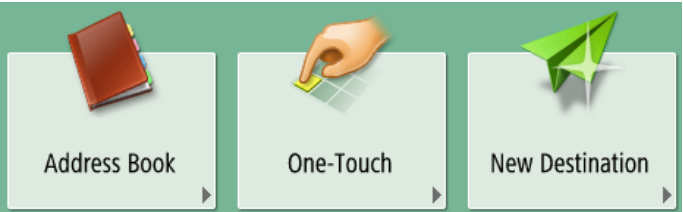
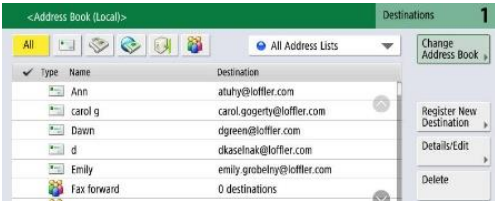
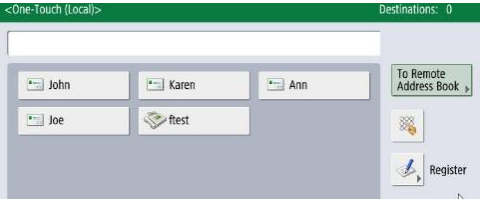

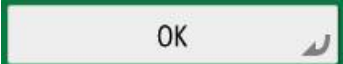


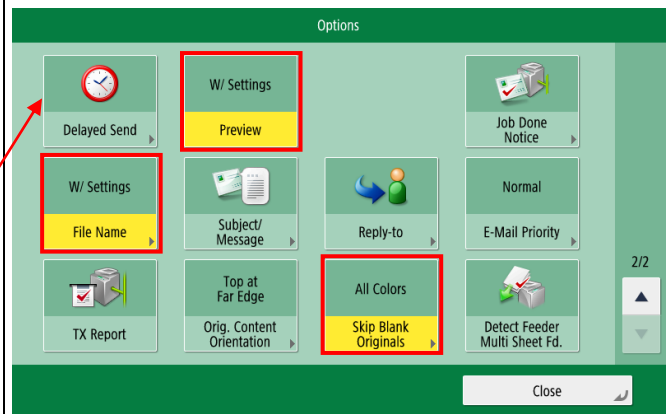
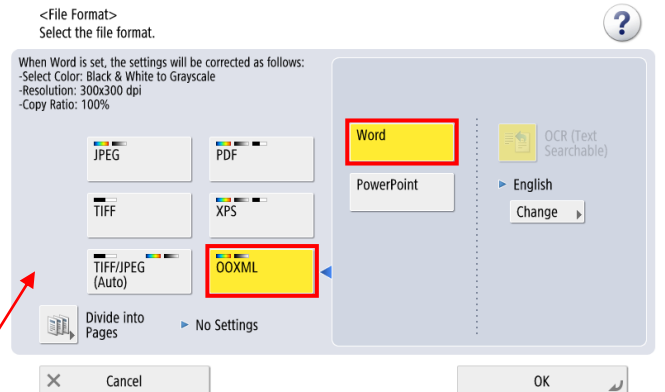
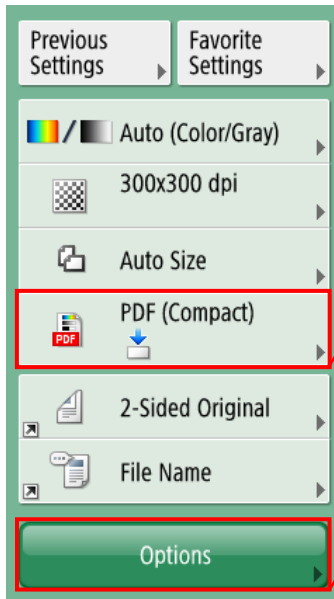
Canon ImageRUNNER ADVANCE DX: Scanning Basics

This guide will go over how to Scan.

<p>1. Select the Scan and Send button.</p>		
<p>2. Place the Originals to scan.</p> <ul style="list-style-type: none"> In Document Feeder – Paper faces up. On Glass – Paper faces down. 		
<p>3. Select a Destination.</p> <ul style="list-style-type: none"> From Address Book: Select the Address Book icon, then select a pre-registered address. From One-Touch: Select the One Touch icon, then select a pre-programmed button. New Destination: Select the New Destination icon, pick a destination type (ex: email address), then type in the destination information. 		
<p>Address Book</p> 	<p>One-Touch</p> 	<p>New Destination</p> 
<p>4. Select OK.</p>		

5. Change additional settings as needed

- **Color:** color or grayscale
- **DPI:** resolution (*Dots Per Inch*)
- **Document Size:** defaulted to Auto, otherwise there is a custom option
- **File Type:** shows defaulted file type; choose between PDF, compact PDF, TIFF, JPEG, or OOXML
- **2-Sided Original:** 1 or 2-sided scanning
- **File Name:** rename the file before sending
- **Options:** additional features (*like density, job build or skip blank pages*)



6. Select the **Start button to begin sending**

