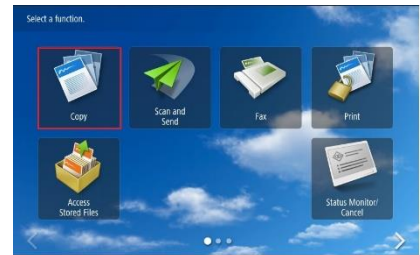


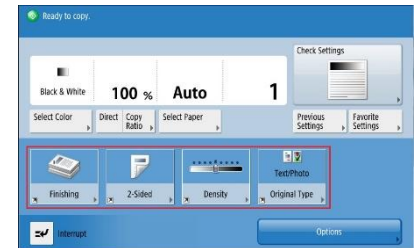
Canon ImageRUNNER Advance: Create A Favorite

Save frequently used settings as a favorite on the Canon ImageRUNNER Advance model.

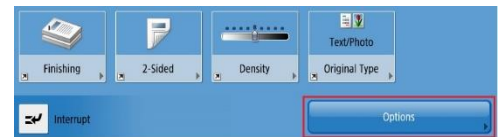
1. Select **Copy**, **Fax** or **Scan** from the Home screen.



2. Choose specific features for the shortcut for Copy (ex: 1 to 2 sided, stapling, or background removal) or Scan (ex: preselect address from address book, OCR, skip blank pages, etc...)



3. Select **OPTIONS** if necessary to add specialty features.



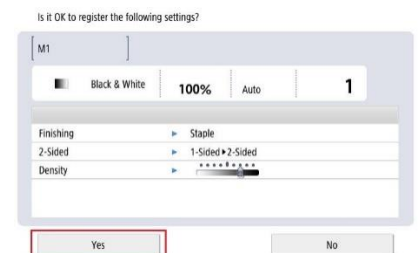
4. Select the **Favorite Settings** button.



5. Select an unregistered button and select **Register**.



6. Review the settings listed and if they are correct, select **Yes**.



QUICK GUIDE

7. With the newly registered button selected, select **Rename** to label the button.

8. Enter the label in the name field. You may enter up to 10 characters.

9. Select **OK** to confirm and close the naming window.

10. Select **OK** to save and close Favorites window.

LOFFLER

