Quick Guide

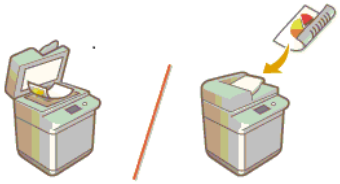
LOFFLER

Canon ImageRUNNER ADVANCE DX: Scanning Basics

From the Main Menu Screen:

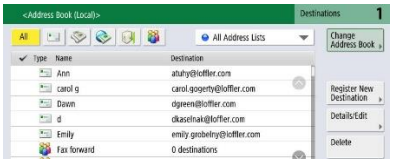
1. Select the **Scan and Send** button.

2. Place the Originals to scan.
   - In Document Feeder – Paper faces up.
   - On Glass – Paper faces down.

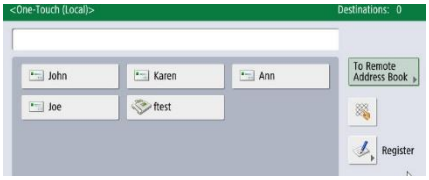


3. Select a **Destination.**
   - From **Address Book:** Select the Address Book icon, then select a pre-registered address.
   - From **One-Touch**: Select the One Touch icon, then select a pre-programmed button.
   - **New Destination**: Select the New Destination icon, pick a destination type (ex: email address), then type in the destination information.

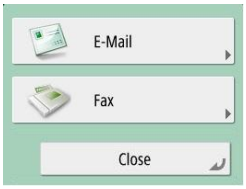
Address Book



One-Touch



New Destination



4. Select **OK.**

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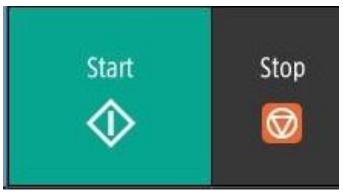
5. Change additional settings as needed.

- **Color**: Select to scan in color or grayscale.
- **DPI**: Select the resolution, or “Dots Per Inch.” Max 600x600 DPI.
- **Document Size**: Sizing is defaulted to “Auto” detect, otherwise there is an option to type in custom dimensions for scan area on the glass.
- **File Type:** Icon will show as defaulted file type. Choose between **PDF, Compact PDF, TIFF, JPEG** or **OOXML** - shows format options such as Microsoft Word or PowerPoint. **OCR** uses Optical Character Recognition for searchable text. **Divide into pages**, splits the pages into separate scans.
- **2-Sided Original**: Documents scan 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.) Skip blank pages icon is on second page in **Options**.
- **File Name**: Rename the file before sending.
- **Options**: Choose additional features, such as density, job build, or skip blank pages.

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



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