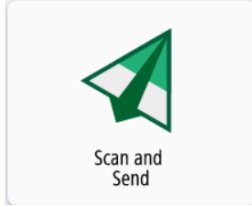
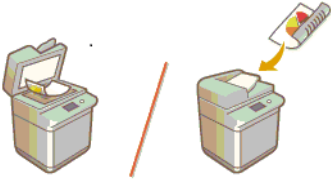

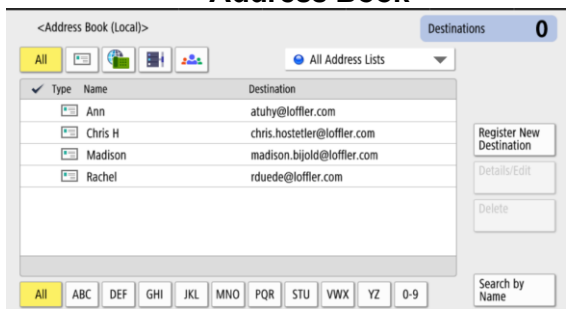
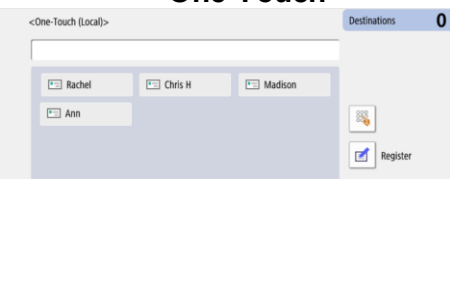




Canon ImageFORCE: Scanning Basics

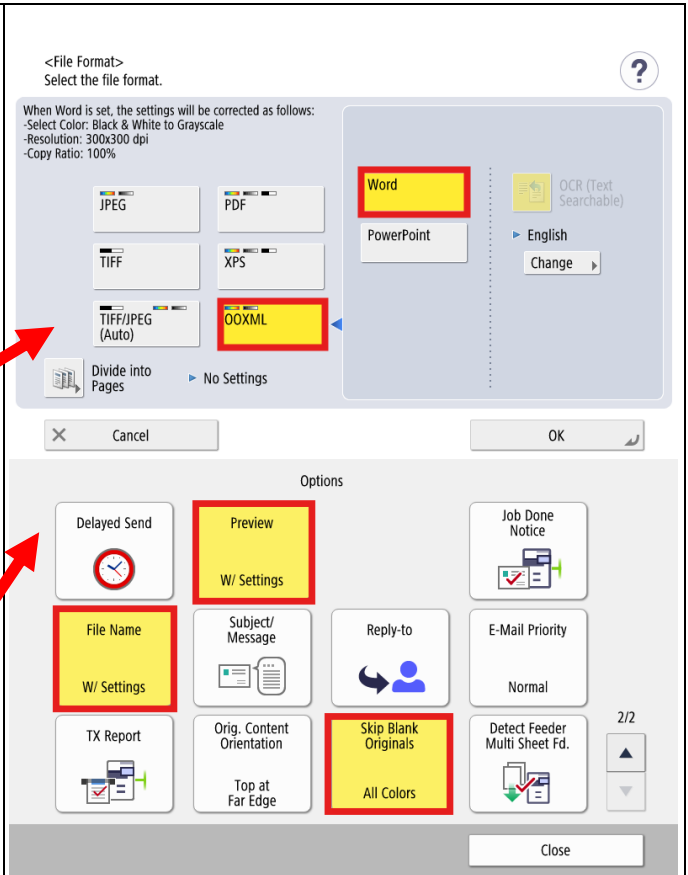
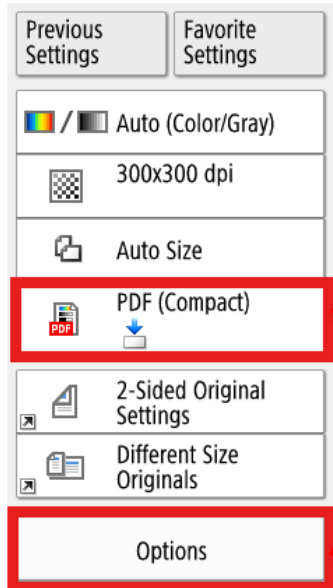
This guide will go over how to Scan

From Scan and Send

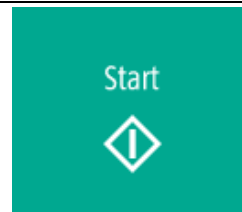
<p>1. Select the Scan and Send button</p>	
<p>2. Place the Originals to scan</p> <ul style="list-style-type: none"> In Document Feeder – Paper faces up On Glass – Paper faces down 	
<p>3. Select a Destination</p> <ul style="list-style-type: none"> From Address Book: Select the Address Book icon, then 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 style="text-align: center;">Address Book</p> 	<div style="display: flex;"> <div style="flex: 1;"> <p style="text-align: center;">One-Touch</p>  </div> <div style="flex: 1;"> <p style="text-align: center;">New Destination</p>  </div> </div>
<p>4. Select OK</p>	

5. Change additional settings as needed


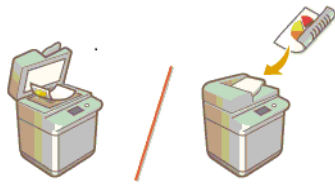
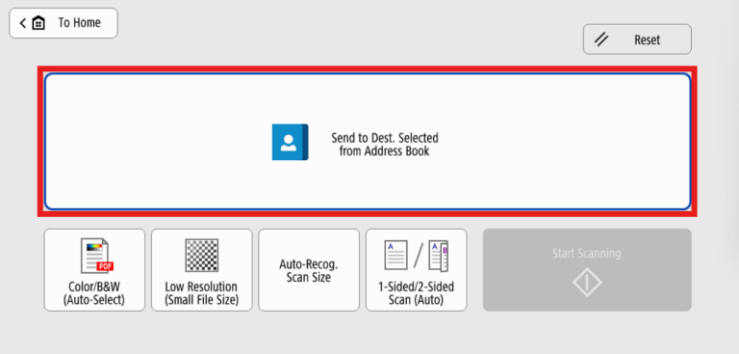
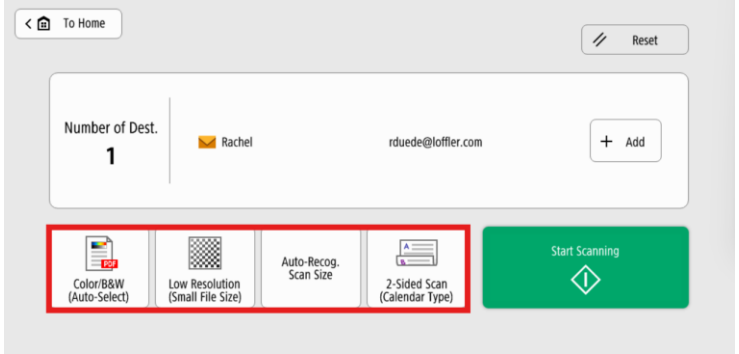
- **Color:** color or grayscale
- **DPI:** resolution (*Dots Per Inch*)
- **Document Size:** defaulted to Auto, otherwise there is a custom option
- **File Type:** shows defaulted file type; choose between PDF, compact PDF, TIFF, JPEG, or OOXML
- **2-Sided Original:** 1 or 2-sided scanning
- **File Name:**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



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



From Easy Scan and Send

<p>1. Select the Easy 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"> Click Send to Dest. Selected from Address Book and choose a contact 	
<p>4. Choose Basic Settings to apply</p>	
<p>5. Click Start Scanning</p>	