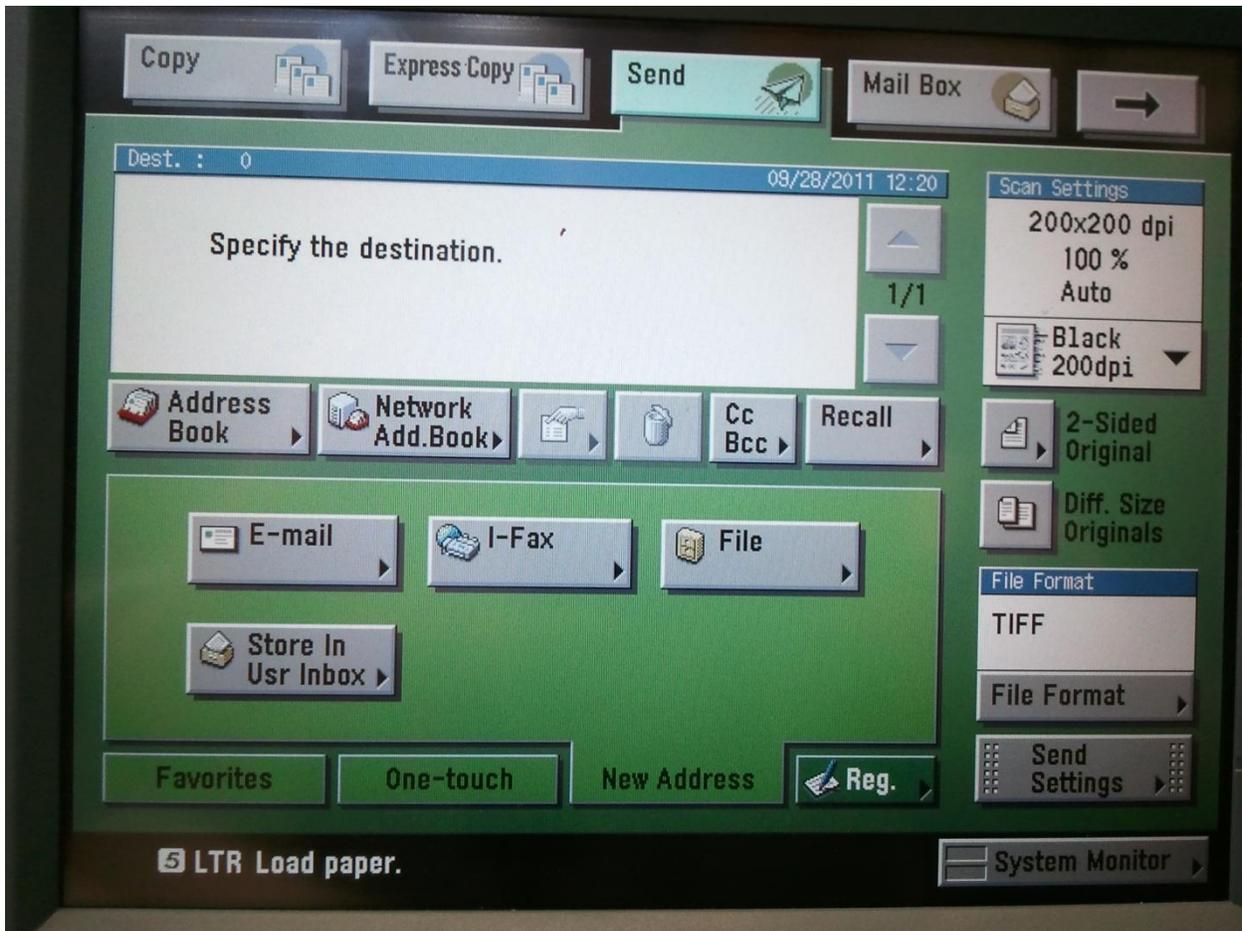
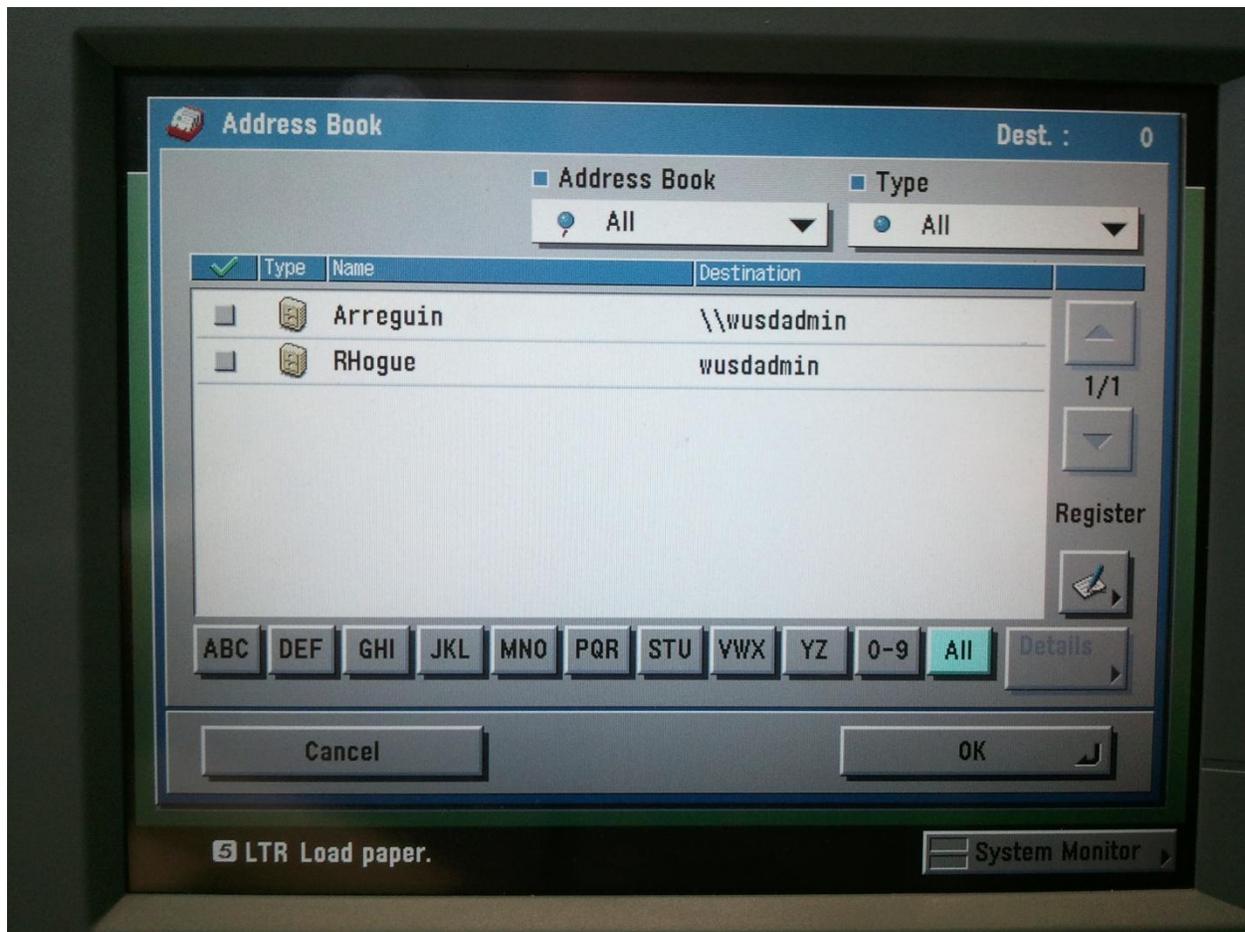


This Document pertains to Canon Copiers 7095

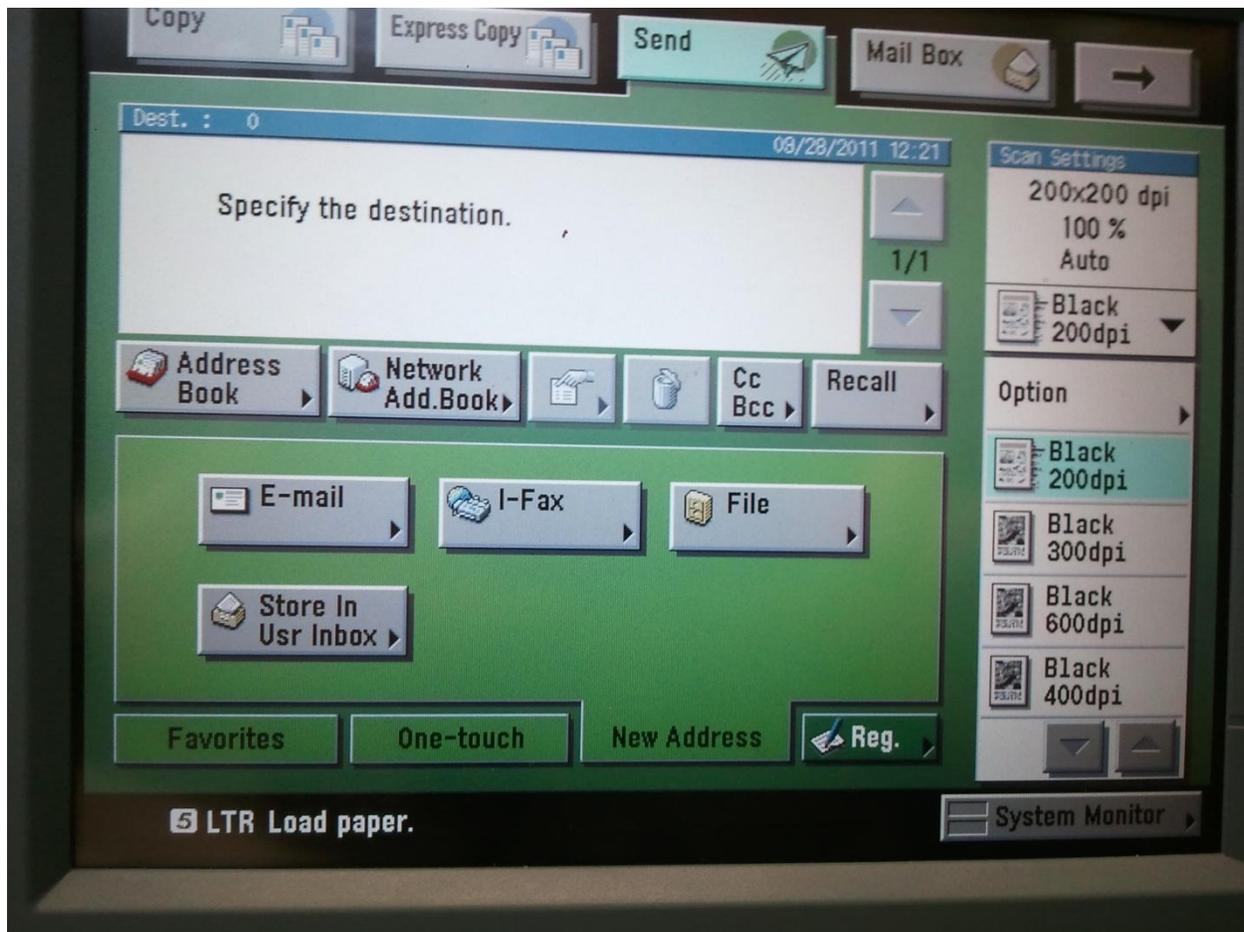
After Logging on to the copier with your copier code, Press the Send button on the screen below. The button below is highlighted in Aqua showing you are on the send Screen.



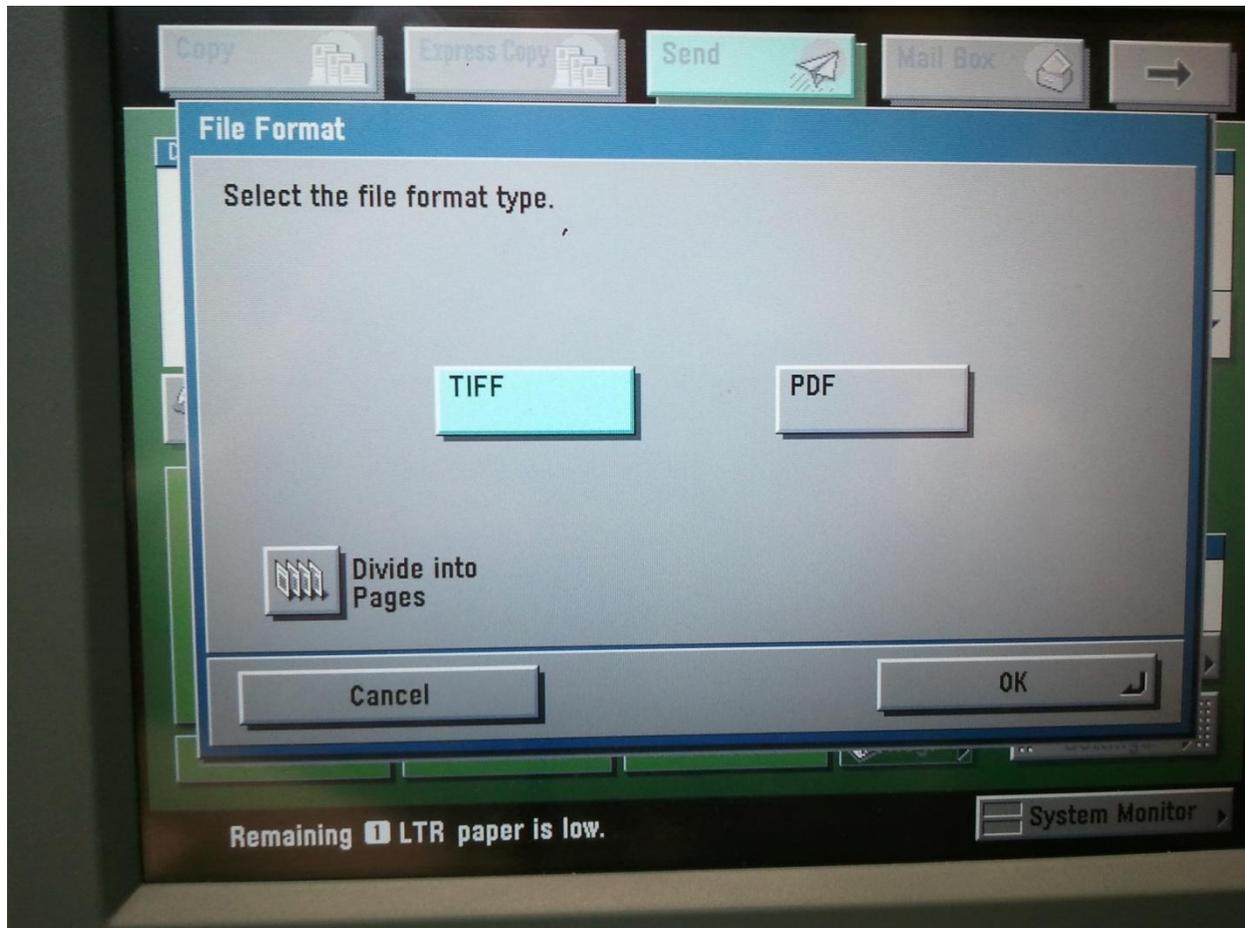
Next select the recipients of the scanned documents. Press Address Book (about mid screen on the left in the last picture) that will bring you to this screen. Tap the name of the users you would like to receive the documents. When you have the recipients selected press ok button to return to the main Send Screen



Next press the button that in the above Send Screen says Black 200dpi, this currently indicated that the document will be scanned for black only and at about 200 dpi (Dots per Inch). Pressing the resolution button will present you with a list of resolutions. A lower number will result in a smaller file but a grainier picture. If you want to convert to Text I recommend a higher resolution such as 600 dpi.

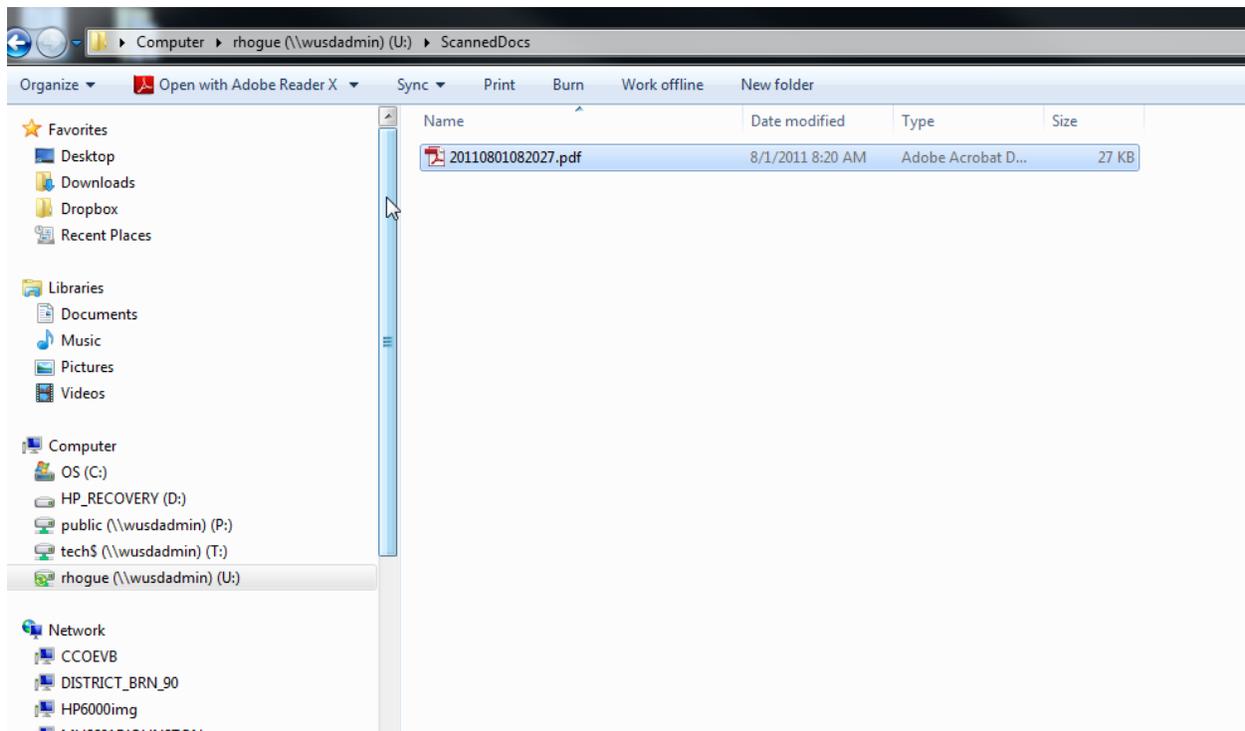


Once you have selected your resolution, you should then select the File Format. In the first picture of the Send Window press the File Format button in the lower right corner. The following screen will appear.



Selecting TIFF will result in a picture like format. PDF will result in a PDF file structure. Pressing the Divide into Pages button will create a separate file for each page scanned. If unchecked all pages will be scanned into one file. Press ok and you are ready to scan. Load the pages to be scanned into the document feeder and press the Go button

After scanning the documents, they will be found in a ScannedDocs folder in your U: Drive. See below.



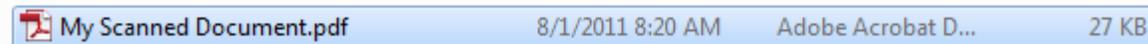
The file name will represent the date and time the documents were scanned. In the file name: 20110801082027.pdf 20110801 is the day the file was scanned. 080227 is the time. In this case 08:02:27 a.m.

All times are military times.

By clicking once on the file name.



The filename will be highlighted and you can then name the file an appropriate name to help you organize and describe your files.



Here it shows that I renamed the file to My Scanned Document.

You may now move or copy the file to a storage location. Preferably within your U: drive so it is backed up.

Please let me know if you need any more assistance. This and other training and orientation documents will be available in the Technology section on the District Website.