

PEPPERDINE UNIVERSITY

Information Technology

Scanning from a Canon Copier

All new Canon copiers can scan color or black & white documents; turn them into PDF files; and make the PDF files securely available to any email address. To scan a document, follow these instructions.

Quick Scan Instructions

1. Put your document in the copier's feeder tray (printed side up) or on the copier glass (printed side down).
2. Press the SEND tab (or the SCAN and SEND button on ADVANCE models) on the copier display panel.
3. Enter the email address of the person to whom you want to make the document available.
4. Press the large, green START button on the copier to scan and send the document.

More Detailed Instructions

1. Put your document in the copier's feeder tray (printed side up) or on the copier glass (printed side down). Multiple sheets may be placed in the tray at one time or on the glass one at a time. (If you use the copier glass, you must press DONE when you have no more sheets to scan.)
2. Press the SEND tab (or the SCAN and SEND button on ADVANCE models) on the copier display panel. (No need to enter a copy code.)
3. "One-sided" is the default. To switch to "2-sided original," select the button next to "2-sided original" and select either "Book Type" or "Calendar Type;" then press DONE. The "2-sided original" button will turn blue.
4. PDF (OCR-optical character recognition) format is the default and best choice for scanning output. Press "File Format" to change format.
5. Enter the e-mail address of the person to whom you want to make the document available. (You can store email addresses and create a "one-touch" button by pressing the REGISTER button.)
 - a. Select the recipient from one of the predefined buttons; or
 - b. Select the recipient from the ADDRESS BOOK; or
 - c. Enter a NEW ADDRESS. (This can be a non-Pepperdine address.)
6. Press the large, green START button on the copier to scan and send the document.
7. When the copier has finished scanning and sending your document, press the COPY tab on the copier display panel (or the MAIN MENU button on the ADVANCE models) to return the copier to normal operation mode.
8. The recipient will receive an email message containing a link to the secure location of the document.
9. When the recipient clicks the link, the recipient will be asked to log in to the secure area using their Pepperdine-registered email address and network password. (For Pepperdine constituents, the email format to use is firstname.lastname@pepperdine.edu.)
10. After logging in, the recipient will be asked to open or save the document. Save it if you want later access to the document or want to share it with others. There is no logout option.

Find more information about Pepperdine secure email attachments at:

<http://services.pepperdine.edu/it/email/general/attachments/default.htm>