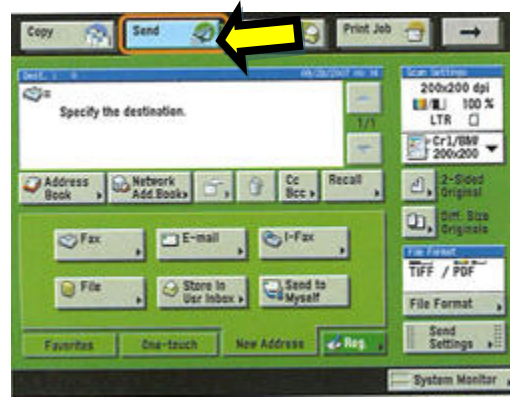


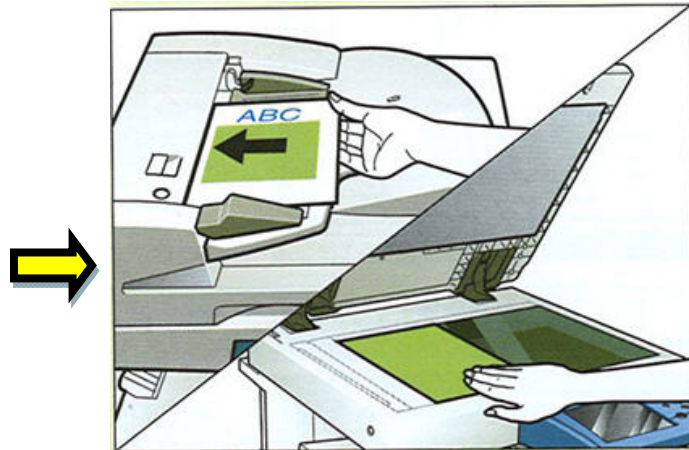
CANON IMAGE RUNNER

Document Scanning

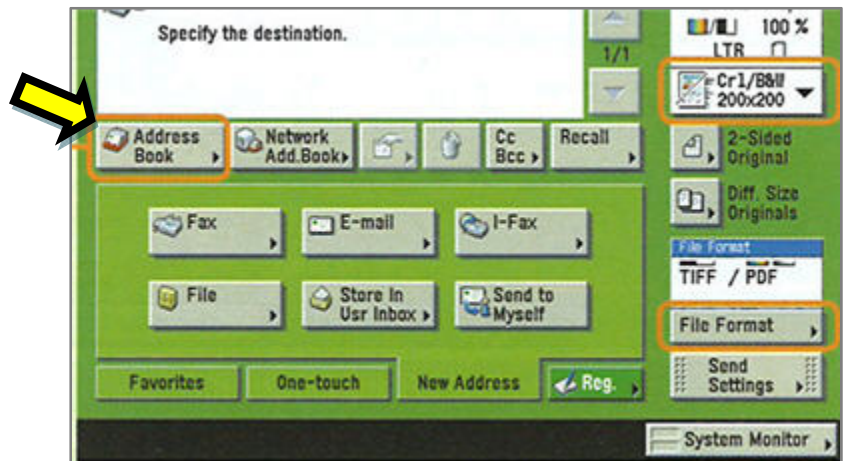
1. Begin by selecting the Send tab on the menu.



2. Place your Originals.



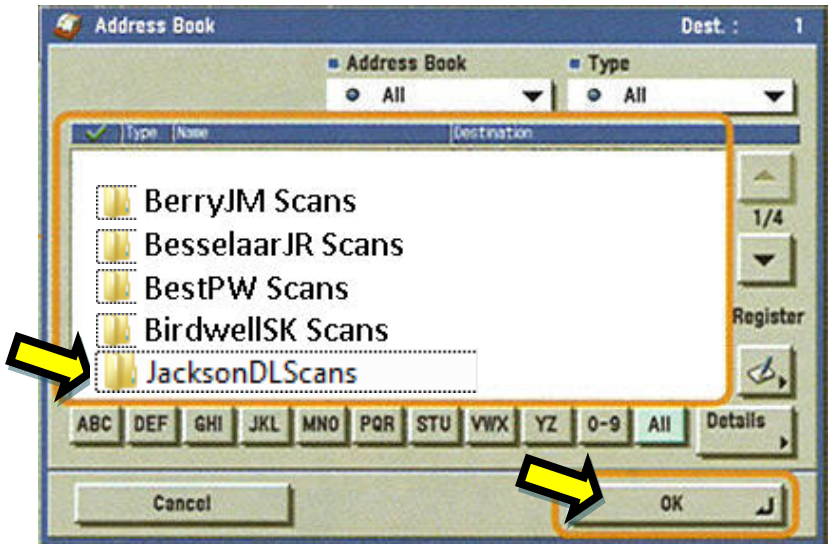
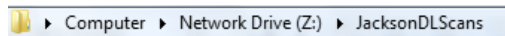
3. Specify the destination by selecting the Address Book.



CANON IMAGE RUNNER

4. Select your Address from the list. Click “OK”. When completed the scanned documents will be found in your Z drive.

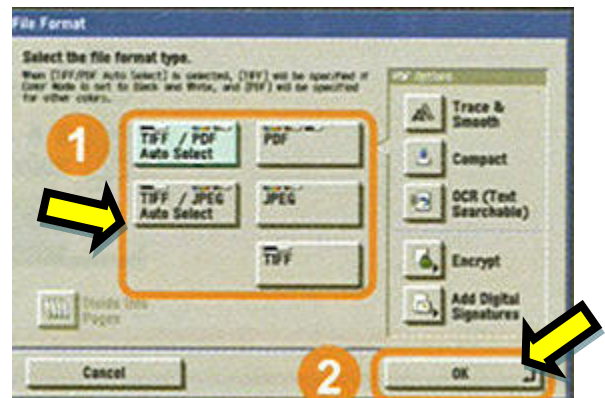
Computer/Network Drive (Z)/JacksonDLScans



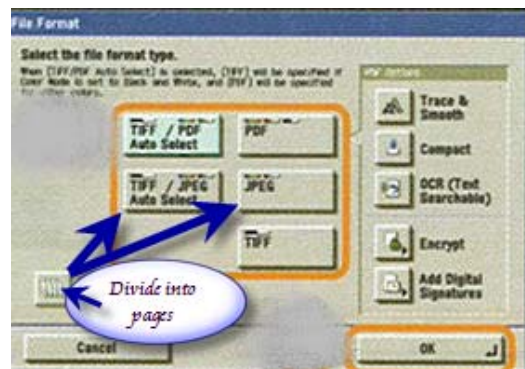
5. Specify a File Format. Click the File Format Button.



6. Specify the format you want by pressing the appropriate button. You can select TIFF, JPEG, or PDF as the file format. (1)



7. You can scan multiple documents together and divide them into separate pages if you use the TIFF/JPEG or JPEG formats.



8. Select “OK”. (2)

9. Press the Start Button

