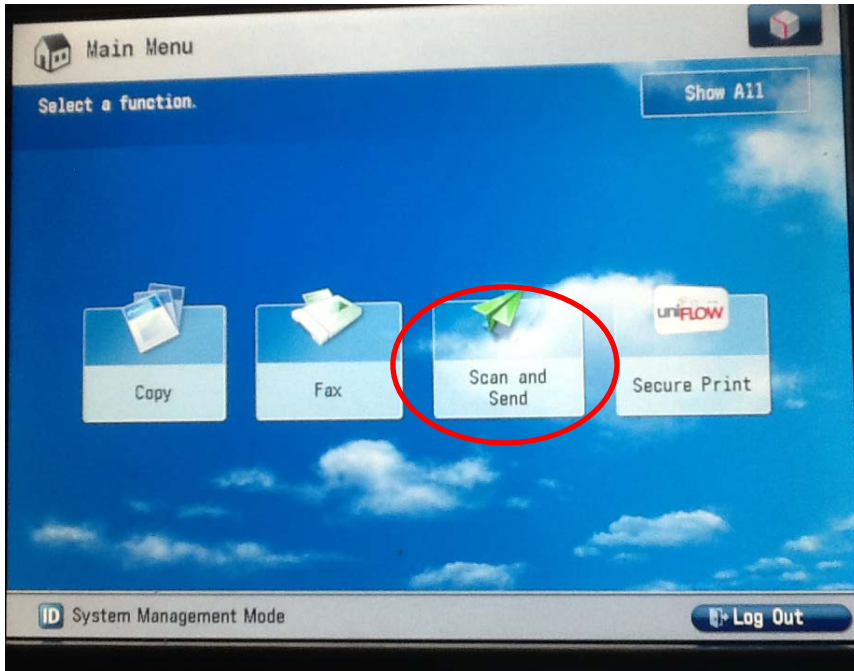


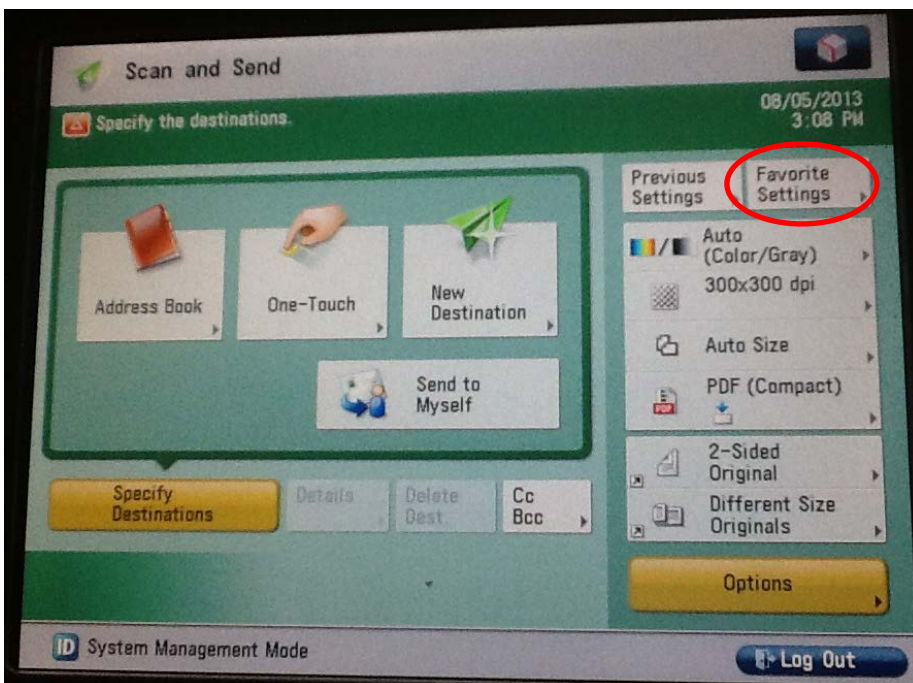
Scanning to Favorites on the Canon Copiers

This handout is a sample of the steps to utilize favorite setting for scanning. Substitute favorite, folder, file names as appropriate.

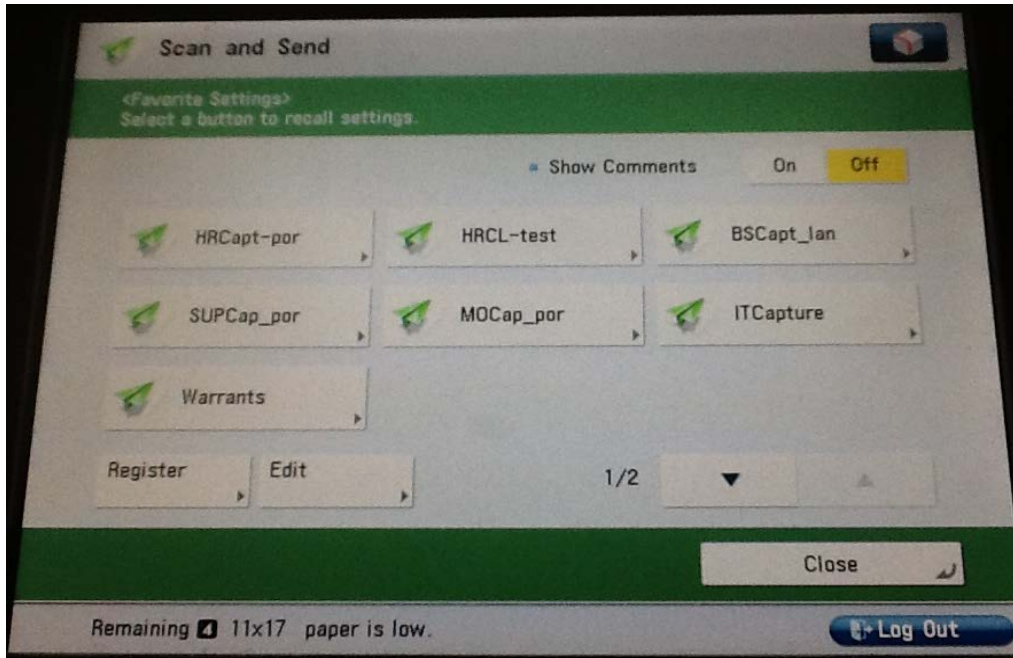
- Log onto the copier as normal
- Select the *Scan and Send* option



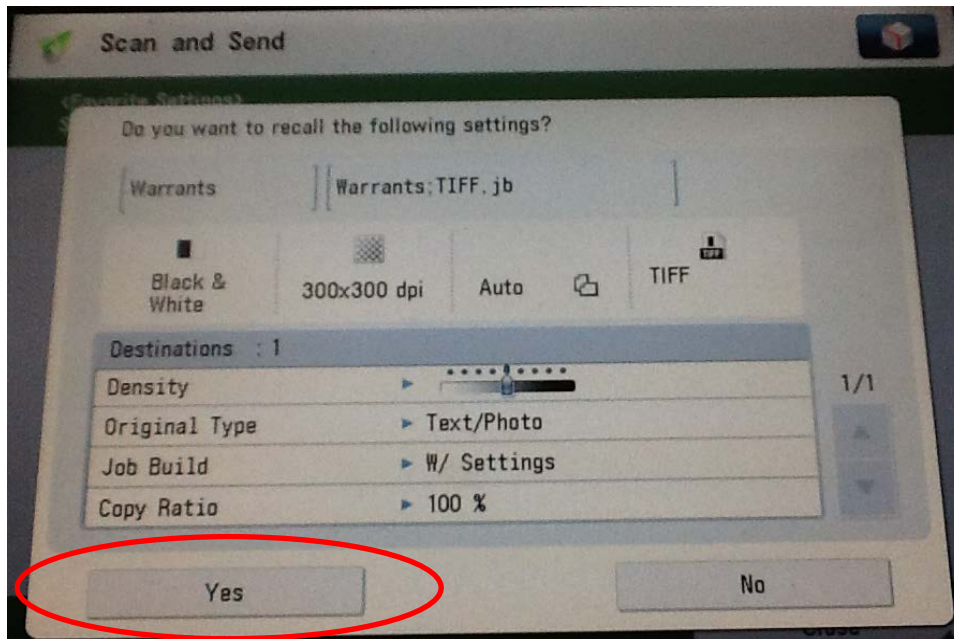
- Select *favorite settings*



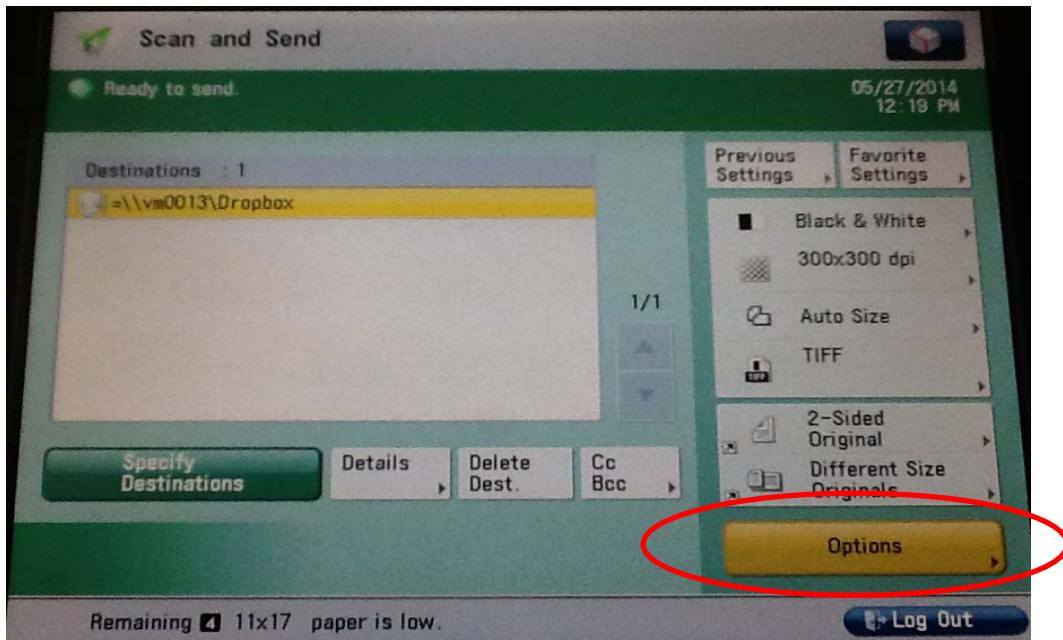
- Select the favorite you would like to use. The image below is from a particular copier as each favorite is set up on specific copiers; yours may look differently.
- If a favorite is needed that does not appear, please submit a hotline request with the document specifics as well as the destination cookies, server name, folders, and sub-folders if applicable.



- Select yes



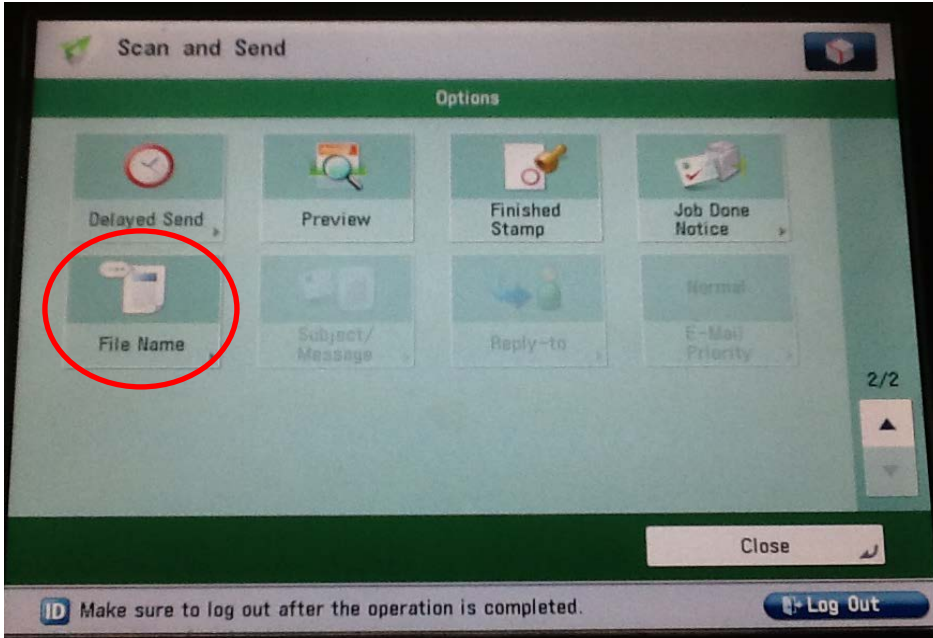
- To name your file, select *options*



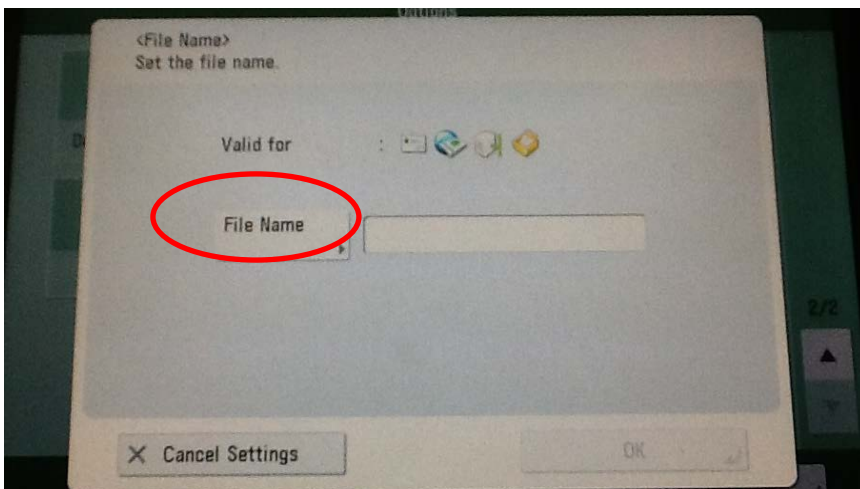
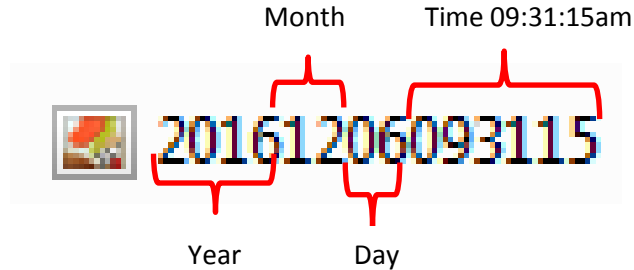
- Note the Job Build button is highlighted; this indicates that job build is turned on for this script.
- To name your file, select the down arrow to move to page two



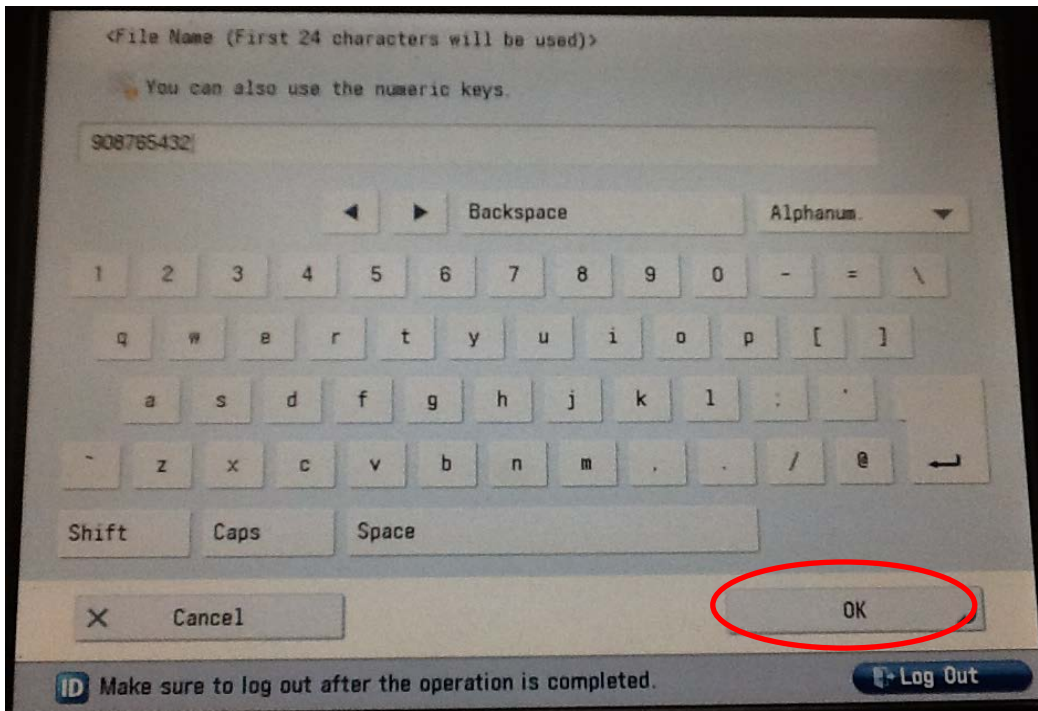
- Select the *File Name* button



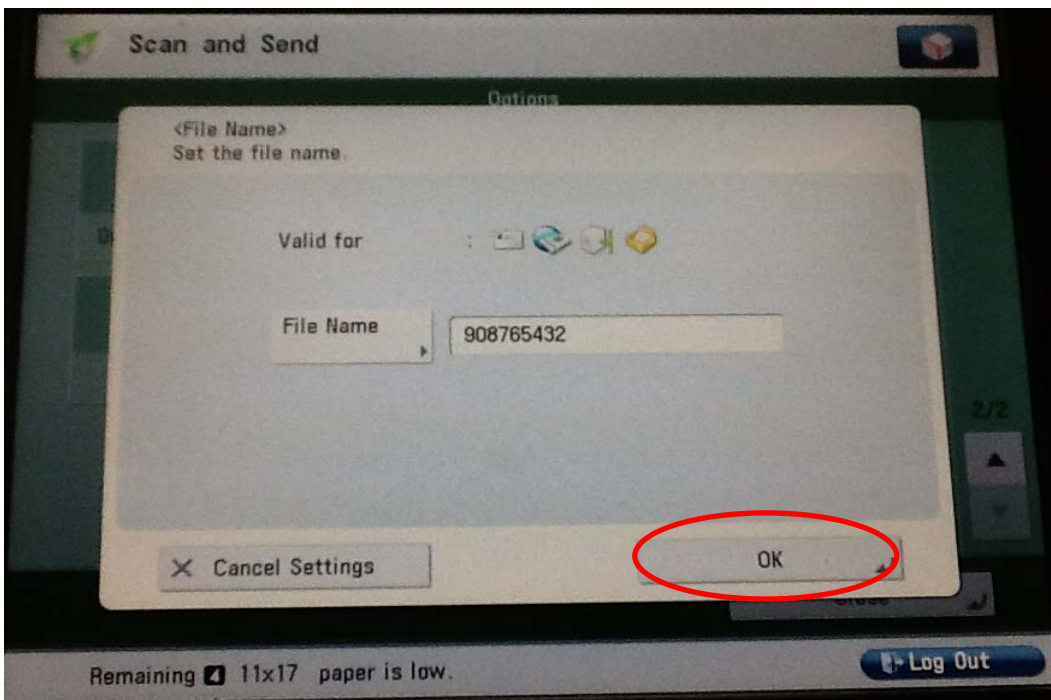
- Select *File Name* to open the keypad so that you can type the name if you choose to do so. You may use either the LCD screen or the keyboard to the right of the copier.
- If you choose not to name the file the filename will be what first appears as a random grouping of numbers. Fear not Grasshopper, they do mean something.



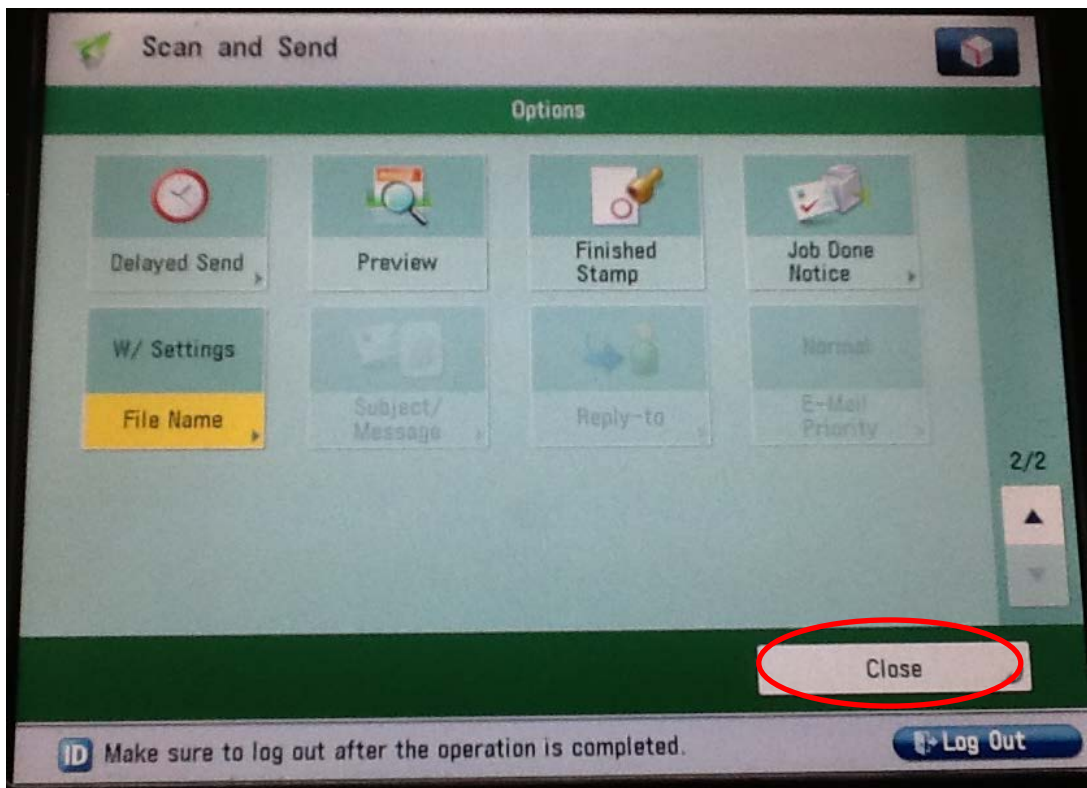
- Once finished naming the file select **OK**



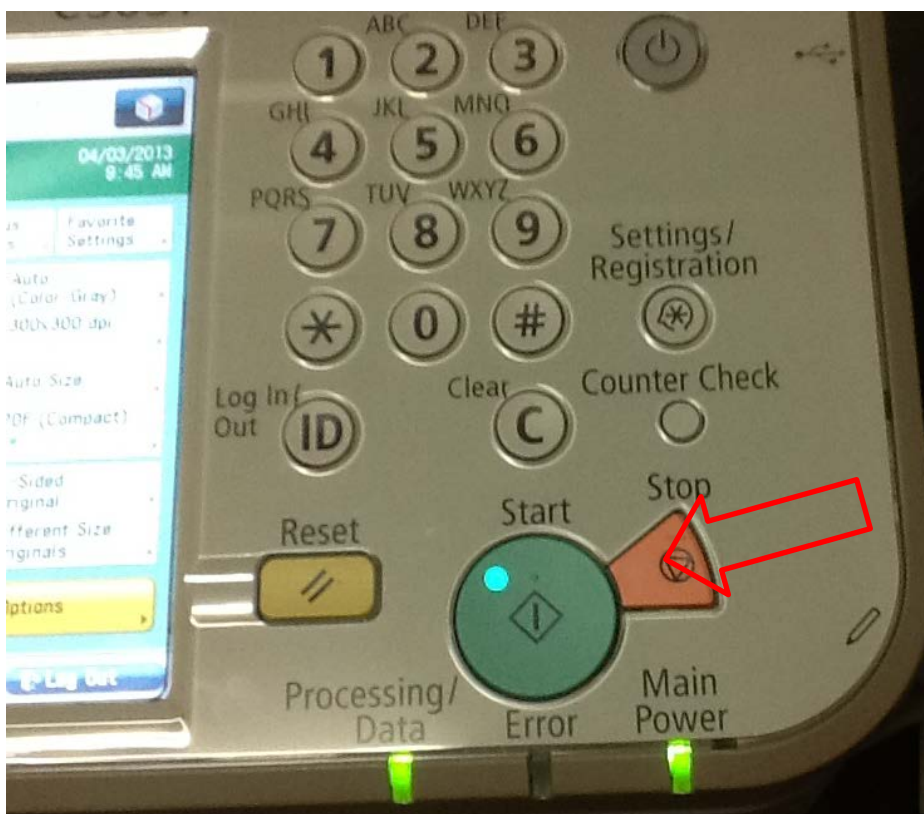
- Select **OK** again to close the window.



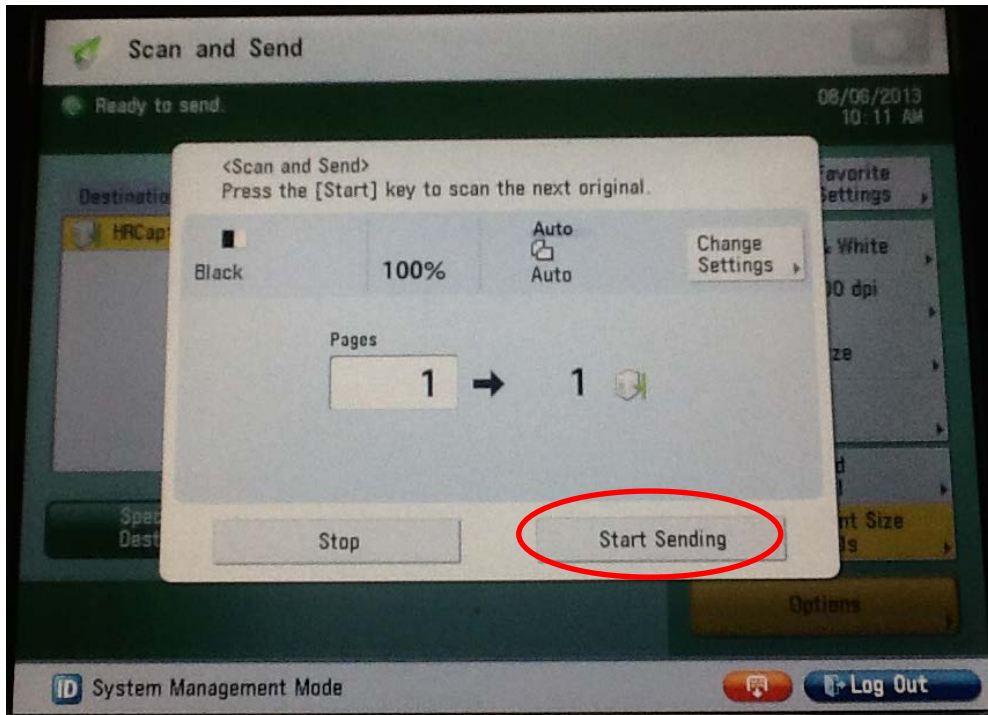
- Select *Close*. You will be unable to scan until you do. The green light on the green start button will not appear until this window is closed.



- Once the green light appears, select the green button to start the scan



- Once your document is finished scanning, select start sending.
- This option appears as the job build program is running. This allows large files, in excess of the feeder limits, to be scanned as one document.
 - After the first stack is fed through insert the next stack and press the start button. Repeat until all pages are scanned



- This will place the files within the designated server and folder(s). It often takes a bit of time for the file to transfer.