



**UNIVERSITY OF MIAMI**  
**MANAGED PRINT SERVICES**  
**MAKING SMARTER IMPRESSIONS**

**QUICK REFERENCE GUIDE**

Basic Scan Function Overview

## Methods of Scanning:

➤ **Platen Glass** (to be used when scanning from books, transparencies, articles that have been cut and pasted together, torn originals, or small originals)

- Place original on platen glass face down
- Align the corner of the original with the orange arrow at the top left hand corner of the platen glass
- Gently lower the lid
- Configure scan settings to your preference.
- Press the green **Start** button



to execute



## Methods of Scanning:

- **Document Feeder** *(use to automatically scan a stack of originals)*
- Place originals in feeder face up
  - Adjust the slide guides to fit the size of the originals
  - Configure scan settings to your preference.
  - Press the green **Start** button  to execute

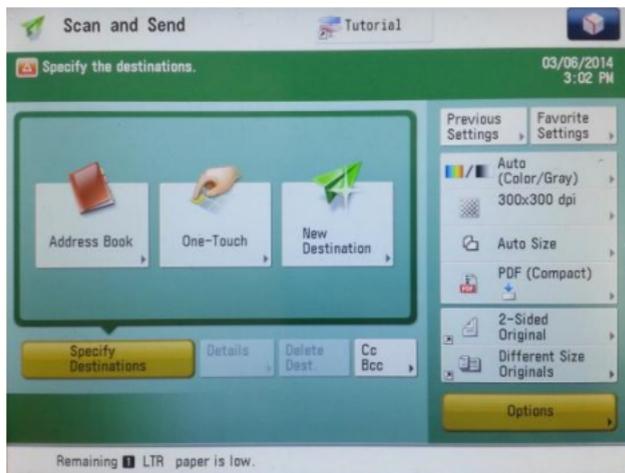
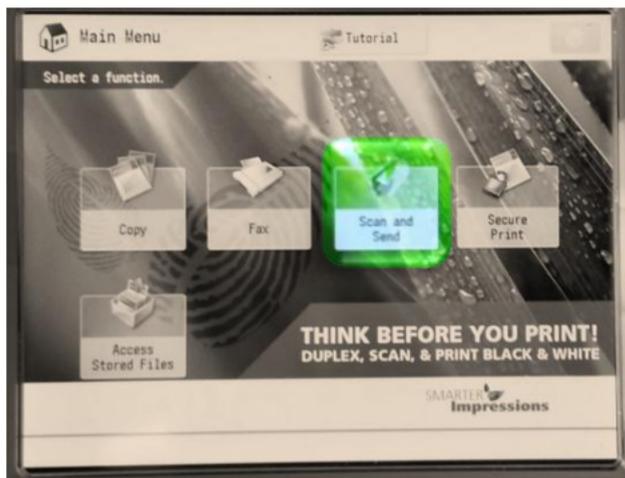
*\*Do not feed originals with torn or curled edges, large binding holes, or stapled sheets through the document feeder.*



## Copy Settings:

➤ Select **Scan and Send** to access scan settings. The following scan and send features will be reviewed:

- Address Book
- One-Touch
- New Destination
- Cc Bcc
- Favorite Settings
- Color Settings
- Resolution
- Size Setting
- File Format
- 2-Sided
- Different Size Originals
- Options



## Address Book

- This tab offers the following features:
  - Selection of a registered user's email address for scanning
  - Add user(s) to **Address Book**
  - Remove user(s) from **Address Book**



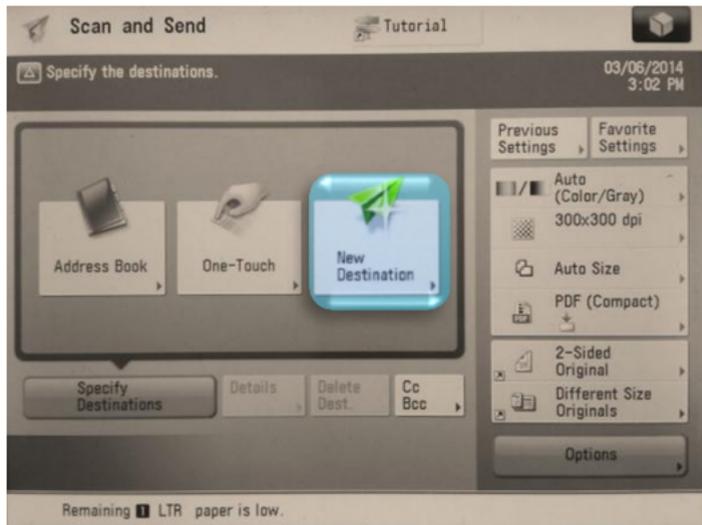
## One-Touch

- This tab enables the user to create quick-select email tabs that contain registered user information. It is designed to offer a more simple and visually ergonomic option v.s. using **Address Book**. One-Touch features include the ability to:
- Add user data
  - Remove user data
  - Create One-touch tab names



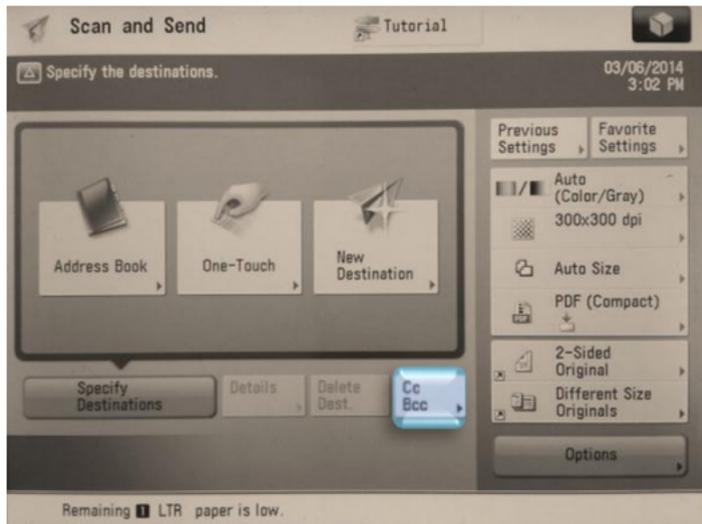
## New Destination

- This tab enables the user to manually enter an email address to receive scanned data.



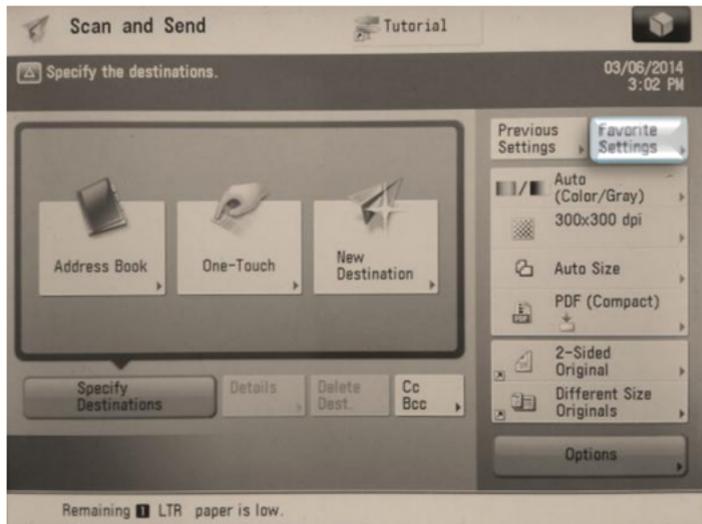
## Cc Bcc

- This tab enables the user to add an additional recipient(s) to receive an e-copy of the original documentation scanned.



## Favorite Settings

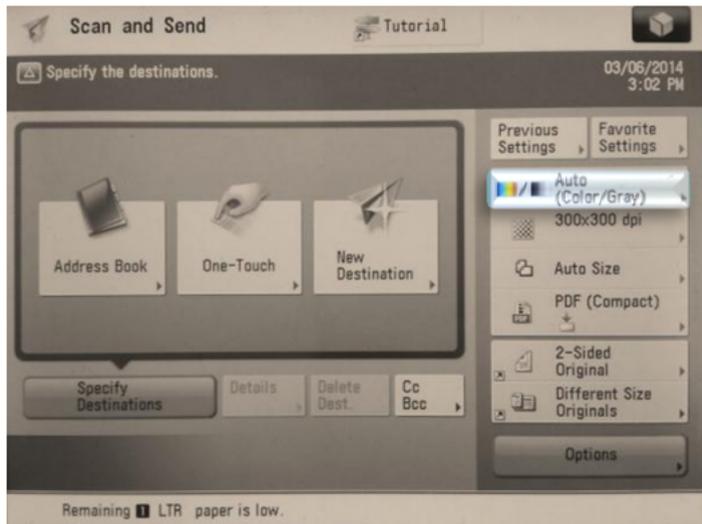
- This tab enables the user to create a quick-tab and save scan preferences to it for quick selection later. Users may also create a name for all quick-tabs created.



## Select Color

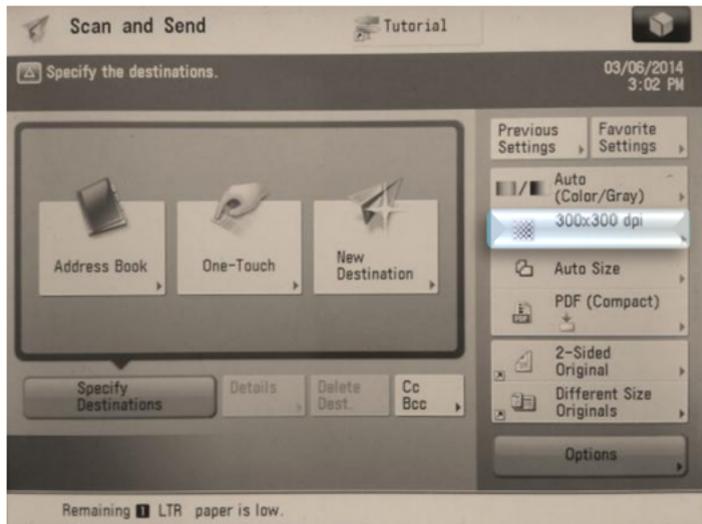
- This tab allows the user to select from a list of scanning color preferences.
  - **Auto(Color/Gray)***(Default)*
  - Auto(Color/Black)
  - Color
  - GrayScale
  - Black & White

\*Auto(Color/Gray) is the default setting



## Resolution

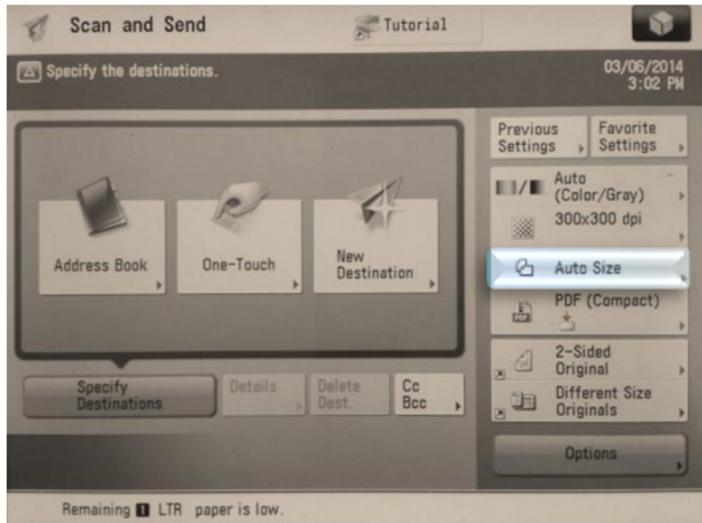
- This tab allows the user to select from various resolution preferences:
- 100x100 dpi
  - 150x150 dpi
  - 200x100 dpi(*Normal*)
  - 200x200 dpi (*Fine*)
  - 200x400 dpi(*Superfine*)
  - **300x300 dpi**(*Default*)
  - 400x400 dpi(*Ultrafine*)
  - 600x600 dpi



## Scan Size

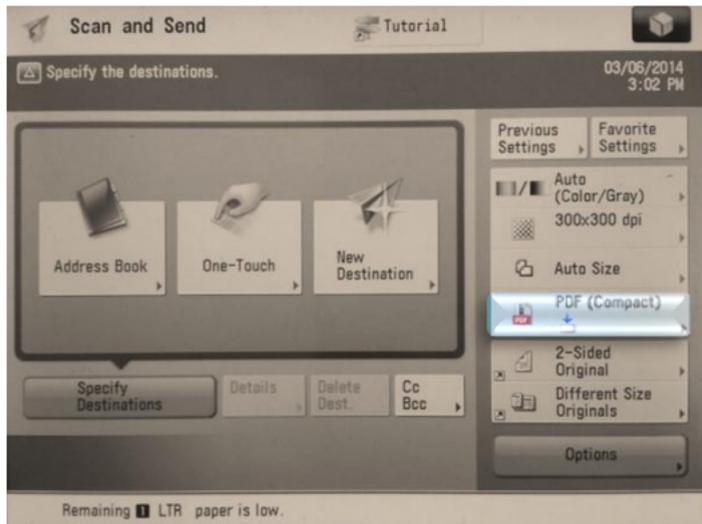
➤ This tab allows the user to select from various paper size scan settings

- LTR
- LTR-R
- LGL
- 11X17
- STMT
- STMT-R
- **Auto** (Default)
- Custom
- Long Original
- Free Size



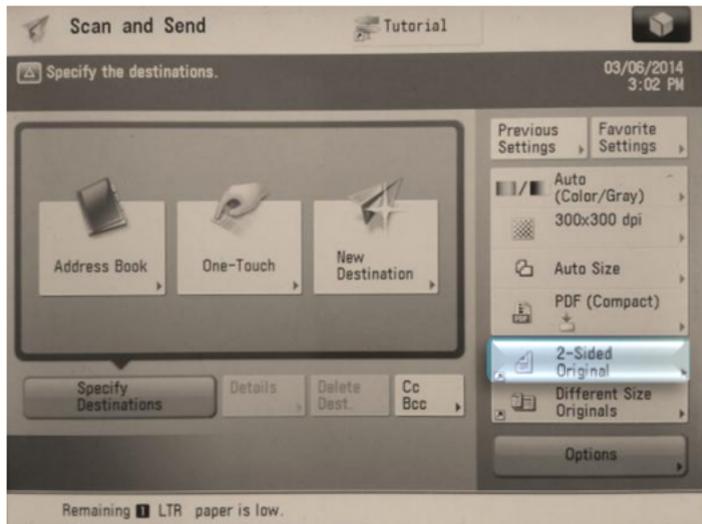
## File Format

- This tab allows the user to select from various file format preferences:
- JPEG
  - TIFF
  - **PDF(Default)**
  - XPS
  - OOXML



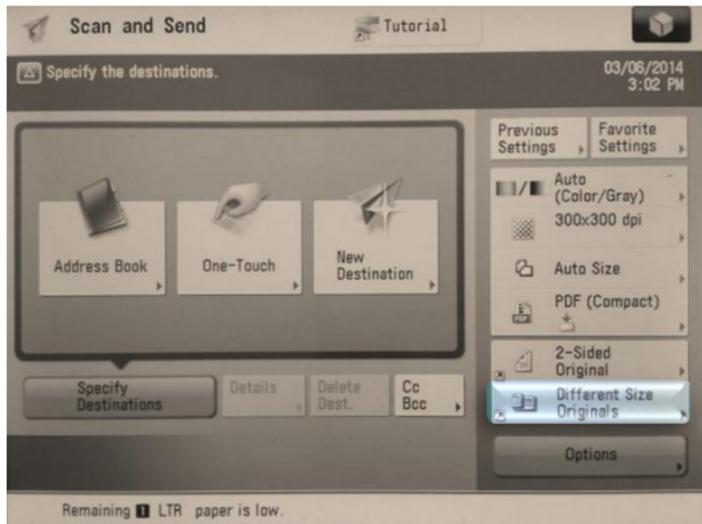
## 2-Sided Original

- This tab allows the user to select **2-Sided** scan preferences:
- Book type
  - Calendar Type



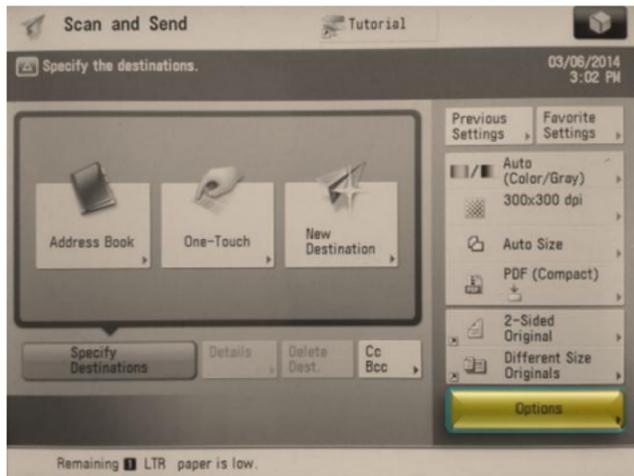
## Different Size Originals

- This tab allows the user to scan different size originals in one batch. Select from two preferences:
  - Same Width
  - Different Width



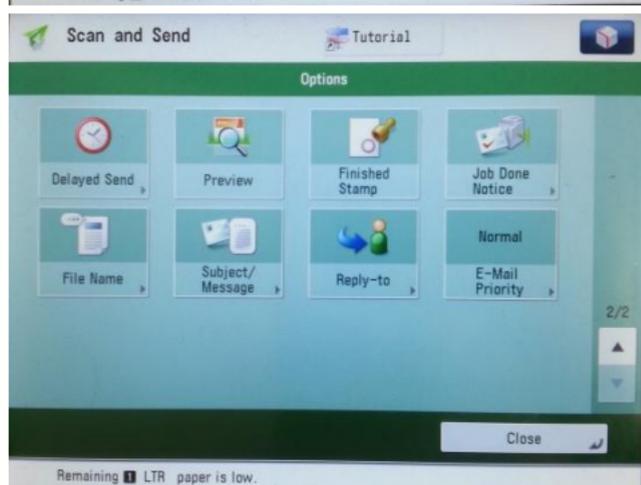
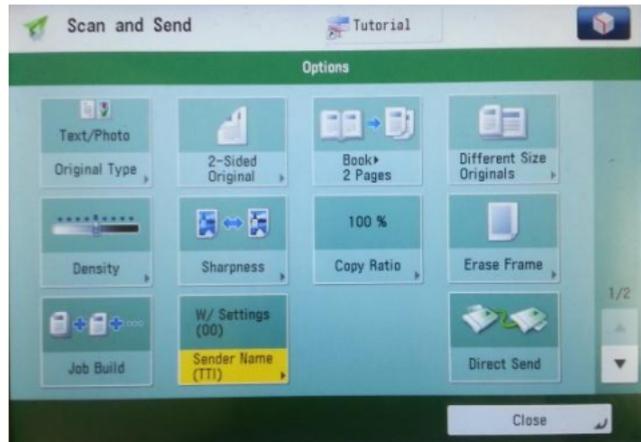
## Options

- This tab offers an array of scan options that enable you to activate more advanced features among a few we've already reviewed.



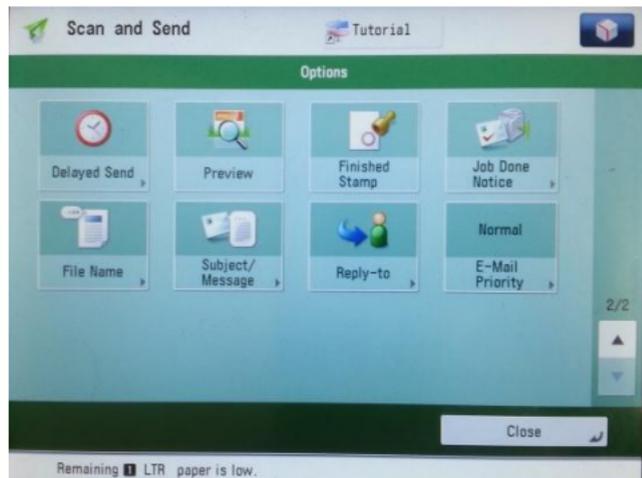
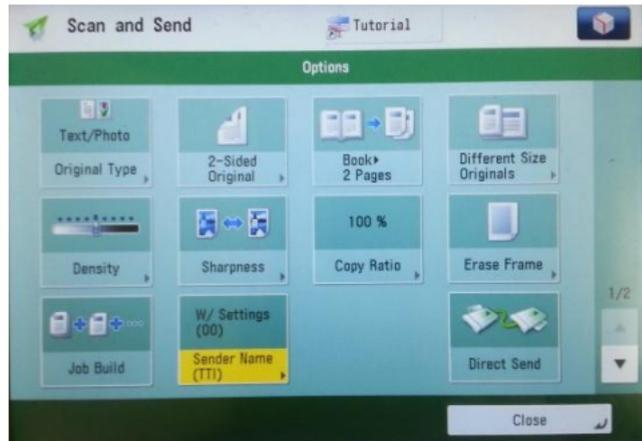
## Options

- Below is an overview of available features:
  - Erase Frame
    - Allows the user to remove shadows on the original document from copied book pages or copied hole punches by cropping out those border areas by a specified amount.
  - Job Build
    - Enables the user to scan original documents in separate batches; useful when the size of original documents exceed the maximum capacity of the automatic feeder
  - Delayed Send
    - This mode enables you to store a send job in memory, and have it sent at a later time. Users can specify from the current time to 23:59



## Options

- **Preview**
  - Allows the user to see a preview of all documents scanned on the display screen. In this mode, users will have the option to delete one or more pages from the scan batch before executing a send.
- **Finished Stamp**
  - Users can print a stamp on the front side of scanned and sent originals
- **Job Done Notice**
  - Select to have the device notify the user through email when the job is done.
- **File Name**
  - Allows the user to set the of the file batch being scanned.
- **Subject/ Message**
  - Users can specify a subject and enter a message when sending an e-mail or i-fax.
- **E-Mail Priority**
  - Users can set a priority level when sending an e-mail



## Additional Information

If you have additional questions, please refer to our website at [www.miami.edu/mps](http://www.miami.edu/mps) for additional details, information, instruction and training materials. You may also contact the Canon UM Helpdesk at 855-477-4783 to request personalized or group training, or contact Derek Lawrence at [dlawrence@miami.edu](mailto:dlawrence@miami.edu).



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