

imageRUNNER ADV Scan & Send Guide G3

Prepared for

Professional Services

Version 1.0



Canon

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Introduction

This guide has been designed to provide users of your new Canon imageRUNNER Advance device(s) with all of the information needed to gain the most out of your investment. The following sections will take you through, in detail, the steps you need to take to scan and send a hard copy document from your imageRUNNER Advance Multi-Functional Device.

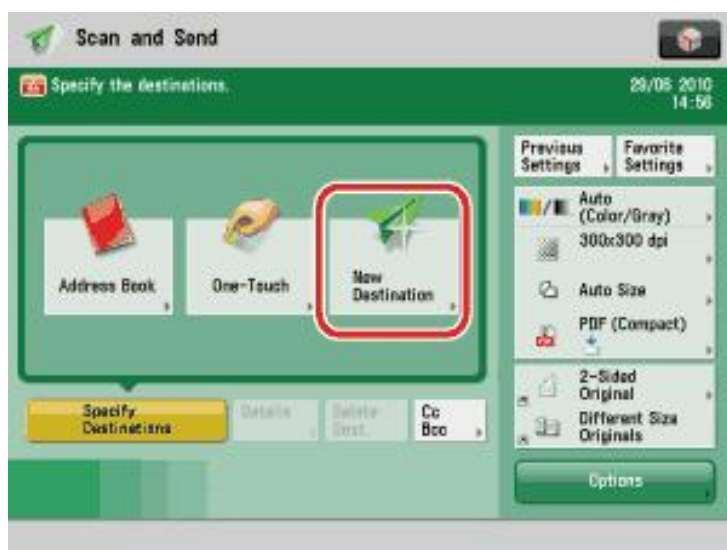
For further support please contact the Software Support Centre

1. Scan to unregistered destination

The section below will show you how to scan to unregistered destinations for scanning to file and email.

1.1 Unregistered Destination to File

After selecting the Scan & Send button, press New Destination.



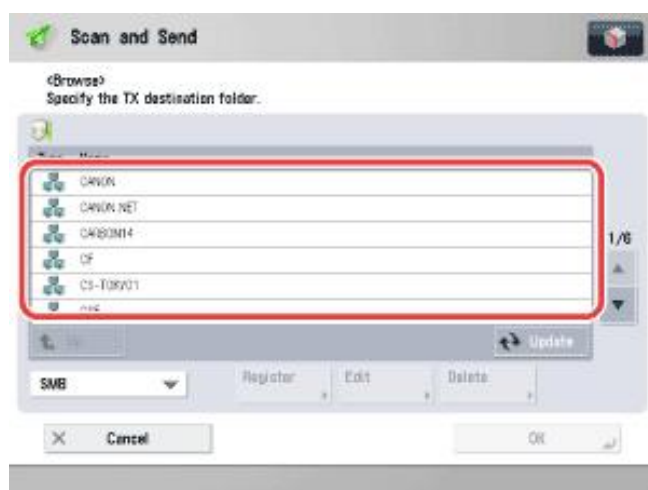
1. Press File



2. Press the **Protocol drop-down list** and select **Windows SMB** and then select **Browse**



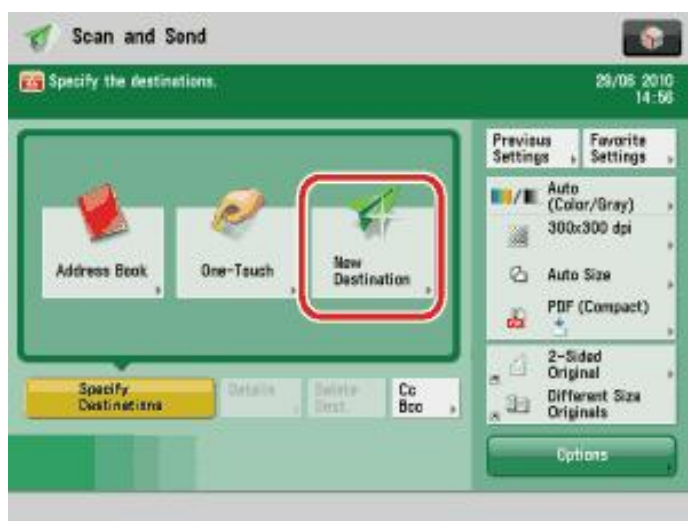
3. Select the desired **Workgroup**



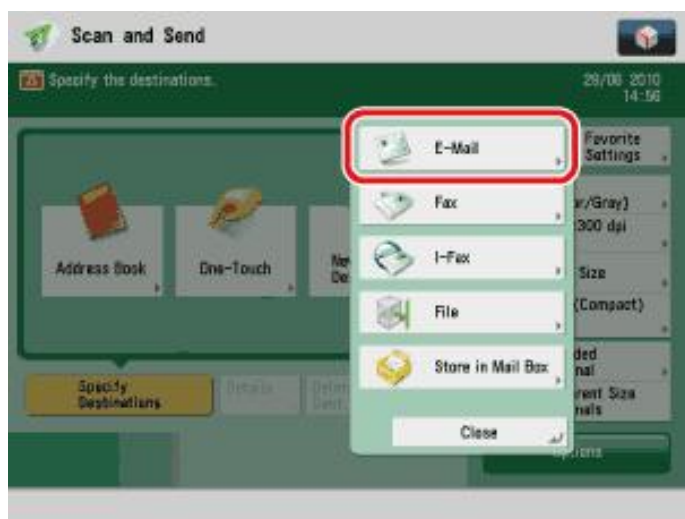
4. Select the desired **file server** and press **down**.
5. If the **Enter Network Password** Screen is displayed enter your **user name** and **network password** (one that never expires).
6. Press **Down** and select the **folder** on the specified server to which you want to send your documents and press **ok**.
7. Confirm your settings and press **ok**.

1.2 Unregistered Destination to Email

- After setting the **Scan & Send** button press **New Destination**.



- Press **Email**

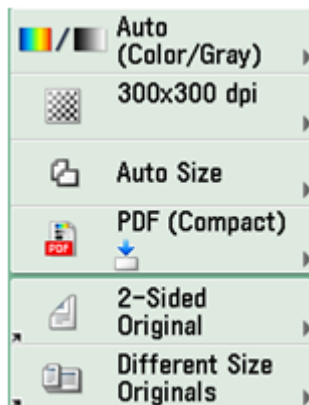


- Enter the Email address and press ok
- Place documents in the Feeder or onto the Platen Glass, and once you have selected your settings, press the **green start button**.

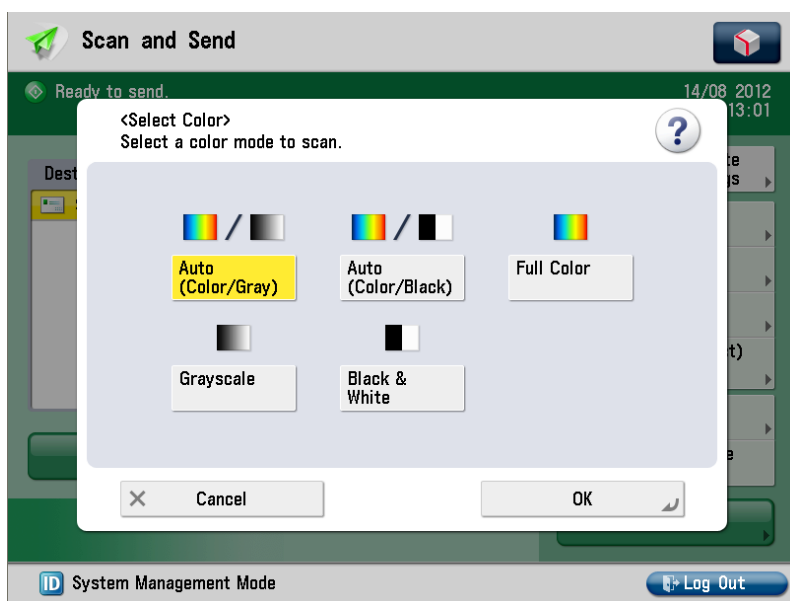


2. How to change the Scan Settings

Using the settings panel on the right hand side of the destination screen
you can configure scan settings for a particular scan job in the following way;



- **Auto (Colour/Gray)** – Press this button to change your colour settings.

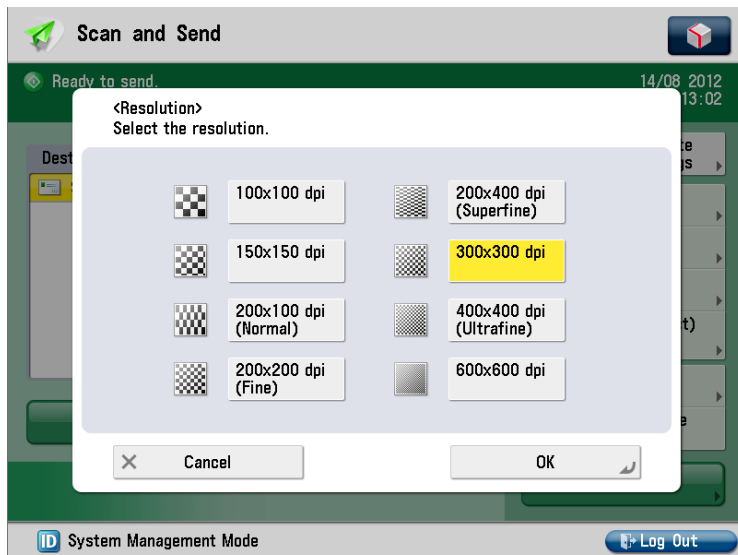


The document can be scanned using the following options;

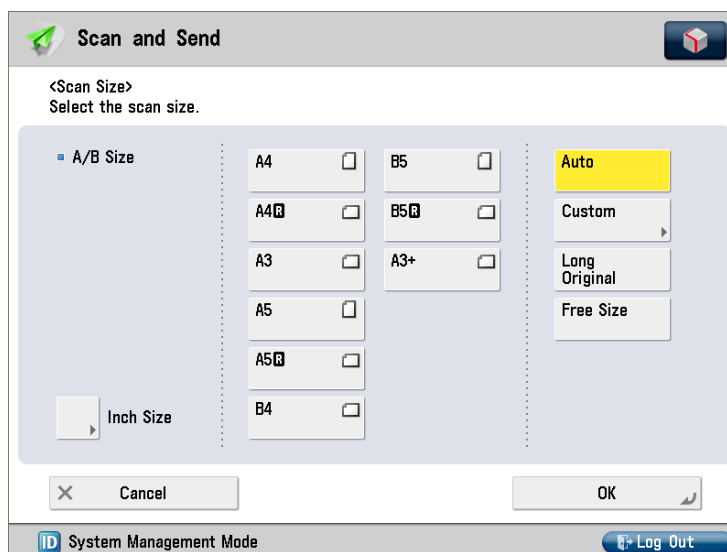
- **Black & White** produces a Black and White document aimed at enhancing text quality with the minimum file output size.
- **Grayscale** produces a Black and White document using Grayscale shading for better image quality, particularly useful for Black and White images.
- **Full Color** scans every page of the document as a colour page, even if the page is Black and White, this will result in a larger file size but provides the best shading quality for pictures or posters.
- **Auto Color / Gray** will determine which pages have colour and which are Black and White and scan them in the appropriate manner. This will result in the best scan quality at the minimum file size for mixed documents.

Select the setting you require so it becomes highlighted and press OK.

- **300x300 dpi** – Resolution can be changed to a minimum of 100x100 dpi or a maximum of 600x600dpi* (Dots per inch)
(* increases file size so be aware if you have a maximum file size limit using e-mail)



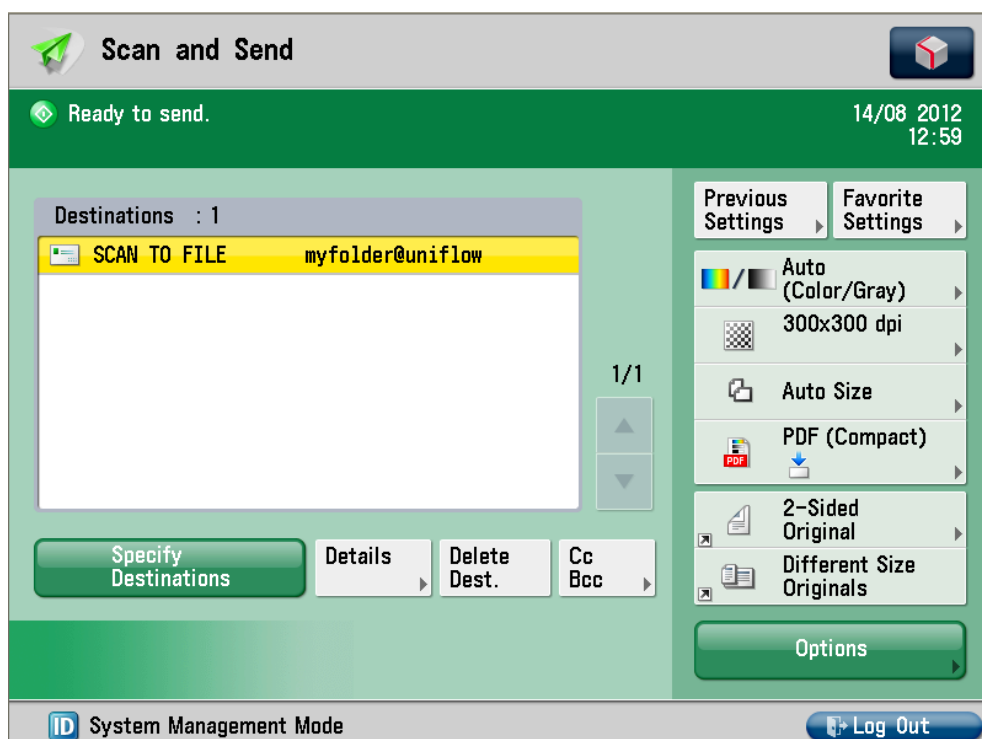
- **Auto size** - Auto will automatically detect the paper size e.g. A4, A3. Select any other size to manually restrict the scan area size.



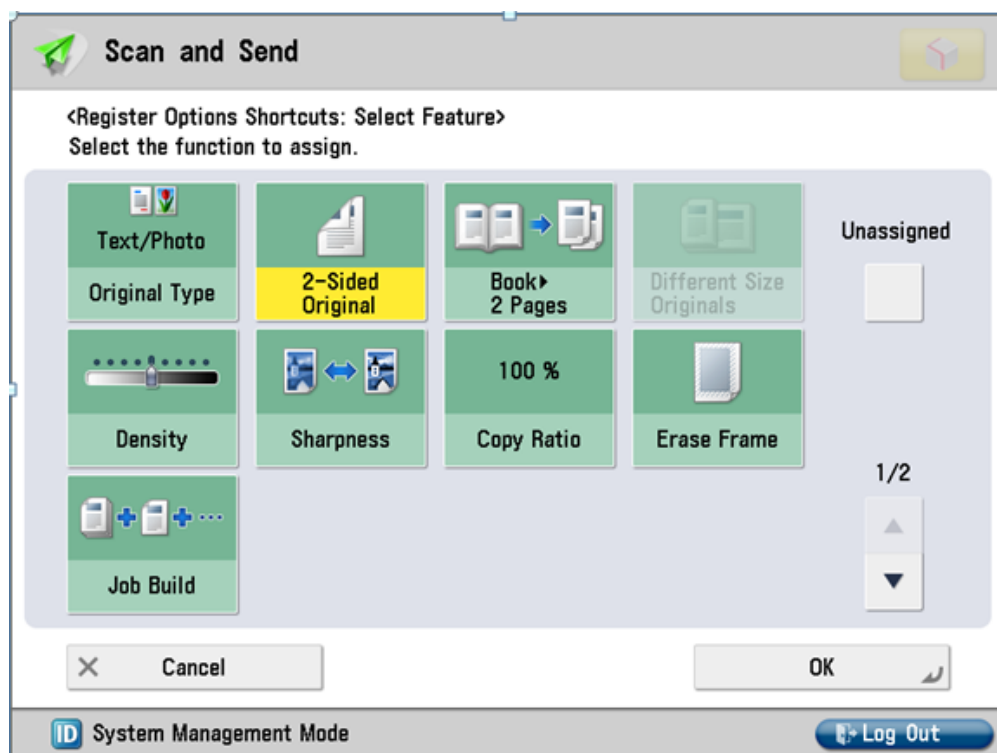
- **PDF (Compact)** - This is the default file format. It will be sent as a .PDF but compacted to reduce the file size. See below for **other File Formats**
- **2 Sided Original** Select this option to scan 2 sided. See details in **Scan Options Page 1 of 2**.
- **File Name *** This can be entered once a destination has been specified. Name the scanned document with a limit of 24 characters. See details in **Scan Options Page 2 of 2**.

3. How to change Scan Options Page 1 of 2

1. Select the Options button in the bottom right corner of the screen.


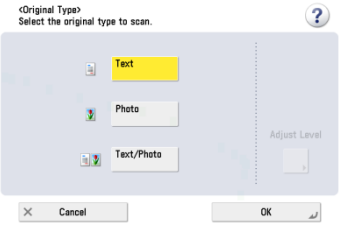

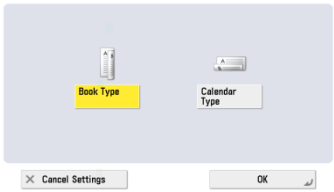


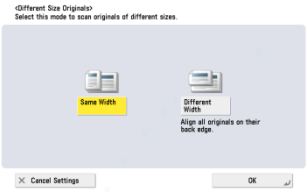


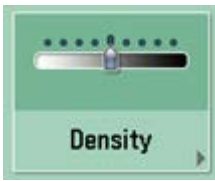
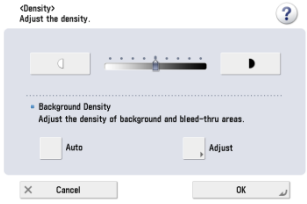


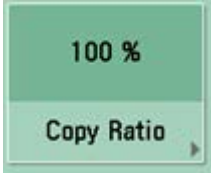

2. The below screen will be displayed.

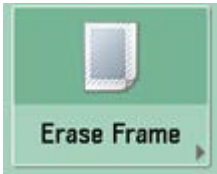
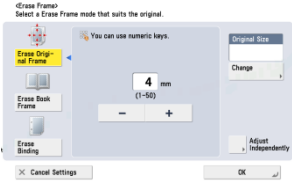



Please see
detailed information on scanning options.

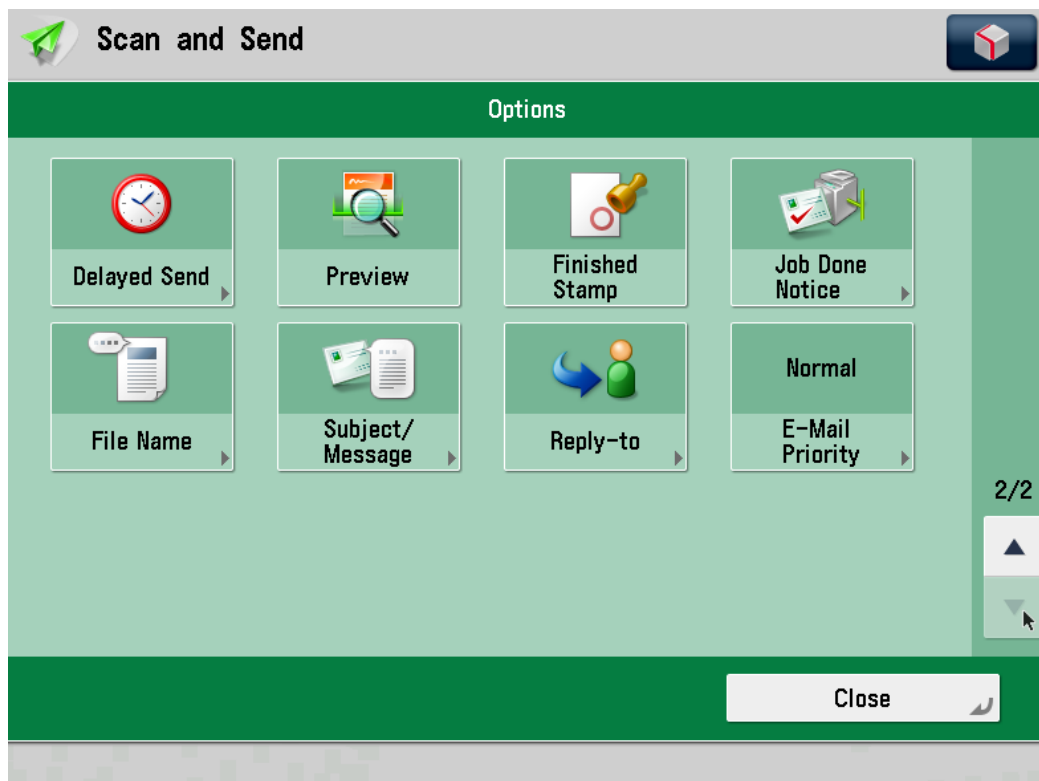
below for more




 <p>Text Original Type</p>	 <p><Original Type> Select the original type to scan.</p> <p>Text Photo Text/Photo</p> <p>Adjust Level</p> <p>Cancel OK</p>	<ul style="list-style-type: none"> • Text/Photo Mode - This mode is best suited for scanning originals containing both text and photos, such as magazines or catalogues. • Photo Mode - This mode is best suited for scanning photos printed on photographic paper, or photo originals containing halftones (e.g., printed photos). • Text Mode - This mode is best suited for scanning text originals. Blueprints or pencil drawn originals can also be scanned clearly.
 <p>2-Sided Original</p>	 <p><2-Sided Original> Select the type of original.</p> <p>Book Type Calendar Type</p> <p>Cancel Settings OK</p>	<ul style="list-style-type: none"> • Book Type - The front and back sides of the original have the same top-bottom orientation. • Calendar Type - The front and back sides of the original have opposite top-bottom orientations.
 <p>Book 2 Pages</p>		<ul style="list-style-type: none"> • Scans two facing pages of a book from the platen glass.
 <p>Different Size Originals</p>	 <p><Different Size Originals> Select this mode to scan originals of different sizes.</p> <p>Same Width Different Width</p> <p>Align all originals on their back edge.</p> <p>Cancel Settings OK</p>	<ul style="list-style-type: none"> • Same Width - Press this key if you are placing originals with the same width. • Different Width - Press this key if you are placing originals with different widths.


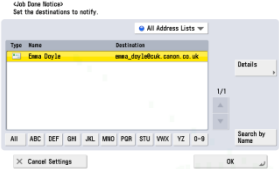

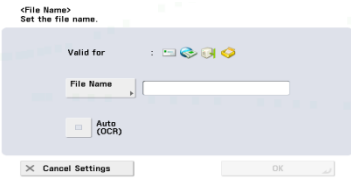

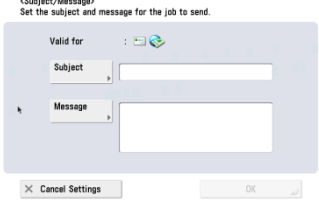

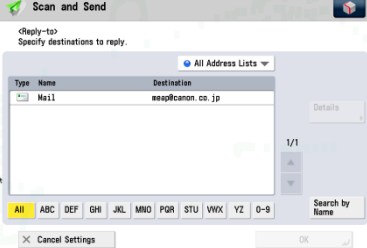
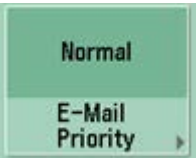
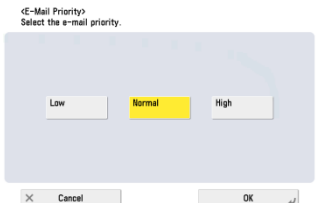

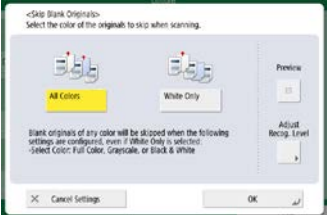
		<ul style="list-style-type: none"> You can scan the original by erasing the background colour. <p>This mode enables you to scan by erasing the background colour of the original. This feature is especially useful for scanning originals, such as catalogues and paper that have turned yellow from age.</p> <p>Adjust</p> <p>Press [←] to move the indicator to the left to make the exposure lighter, or press [→] to move it to the right to make the exposure darker.</p> <p>Auto</p> <p>If you want to automatically adjust the density for originals that may bleed or originals with background colour.</p> <p>Adjust each Colour If you want to adjust RGB colours independently, press → adjust colours independently for background density using [-] or [+].</p>
		<ul style="list-style-type: none"> This mode enables you to scan original images with a sharper or softer contrast. <p>Low</p> <p>If you scan original containing halftones, such as a printed image, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen this moiré effect by this setting to produce a clearer image.</p> <p>High</p> <p>This setting enhances the edges of original images so that faint or fine text is scanned with a sharper contrast. This setting is particularly suited for scanning blueprints and faint pencil drawn images.</p>
		<ul style="list-style-type: none"> The machine offers you a variety of preset zoom ratios to reduce or enlarge standard size originals to another standard record size

 <p>Erase Frame</p>		<ul style="list-style-type: none"> • This mode enables you to erase shadows and lines that appear when scanning various types of originals. The following three Erase Frame modes are available. <p>Erase Original Frame This mode erases the dark borders and frame lines that appear around the scanned image if the original is smaller than the selected record size. You can also use this mode to create a blank border around the edge of the scanned image.</p> <p>Erase Book Frame This mode erases the dark borders, as well as center and contour lines that appear if you are scanning facing pages in a book or bound original.</p> <p>Erase Binding This mode erases the shadows that appear on the scanned image from binding holes on originals</p>
 <p>Job Build</p>		<ul style="list-style-type: none"> • This mode enables you to scan originals in multiple batches if you have too many to be placed in the document feeder at once. You can use both the feeder and the platen glass for scanning. The originals are sent as one document after all of the batches have been scanned.

4. How to change Scan Options Page 2 of 2

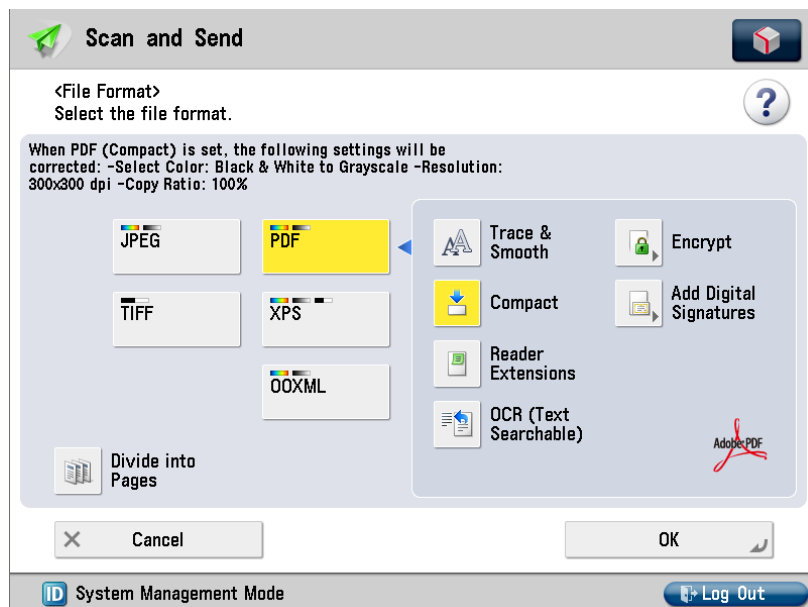


 <p>Delayed Send</p>	<p>Delayed Send</p> <p>Specify the time to send.</p> <p>Enter by the numeric keys.</p> <p>2010 07/22 1:28</p> <p>(00:00-23:59)</p> <p>Cancel Settings OK</p>	<ul style="list-style-type: none"> The Delayed Send mode enables you to store a send job in memory, and have it sent at a later time.
 <p>Preview</p>		<ul style="list-style-type: none"> This mode enables you to preview the scanned data of your originals and to check the page count before sending your document. You can verify the scanned data of your originals on the Preview screen.
 <p>Finished Stamp</p>		<ul style="list-style-type: none"> The machine can print a stamp (approximately 1/8" (3 mm) in diameter) on the front side of scanned and sent originals.

 <p>Job Done Notice</p>		<ul style="list-style-type: none"> Press to have the machine notify the user through e-mail when the fax job is finished. (iSend settings must be activated before use)
 <p>File Name</p>		<ul style="list-style-type: none"> You can enter a file name for the document when sending or storing to e-mail, I-fax, server, or mail box. When you store in a mail box, the file name is for the document in the mail box.
 <p>Subject/Message</p>		<ul style="list-style-type: none"> You can enter a subject and message when sending documents to e-mail or I-fax addresses.
 <p>Reply-to</p>		<ul style="list-style-type: none"> You can specify the reply-to address when sending documents to e-mail or I-fax address.
 <p>Normal E-Mail Priority</p>		<ul style="list-style-type: none"> You can set the priority level for your e-mail message when sending documents to e-mail addresses. The three options are Low, Normal (this is the default) and High.
 <p>Skip Blank Originals</p>		<ul style="list-style-type: none"> You can detect and skip originals with blank pages when scanning

5. File Formats

The default settings will be set to PDF (Compact). However, you can change to any other option by touching the PDF (Compact) button.



- **PDF** Sends the file in the PDF format regardless of the color mode.
- **XPS** Sends the file in the XPS format regardless of the color mode.
- **OOXML** Open Office XML enables user to lift text, images and logo's from a scanned Document, then reuse them.
- **JPEG** Sends the file in the JPEG format, if you select a color mode other than B & W
- **TIFF** Sends the file in the TIFF format, only if you select the Black-and-White mode.
- **Divide Into Pages** Select this option to separate multiple pages and send them as separate files.
- **Reader Extensions** Enables the recipient of the document to annotate PDF's without a fully licensed version of Adobe.
- **OCR** Fully Searchable text.
- **Trace and Smooth** Creates vector files which can be imported into Illustrator and be edited.
- **Compact** Compresses the file without affecting the image and makes the file size smaller for transferring.
- **Encrypt** Document encryption for security.

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- **Add Digital Sig.** Will allow you to send an electronic signature attached to the document either Device specific or user specific, this is to enable enhanced encryption for document security.