Slide 1

The uniFLOW solution can let you scan and send documents from any Canon multi-functional device on the network to various locations, depending on permissions set up by your corporate IT department.
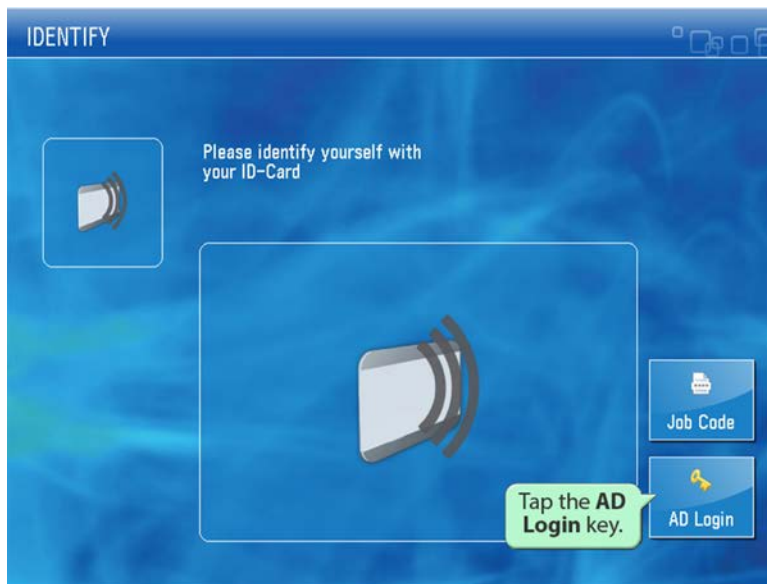
Slide 2

To use this function, start by swiping your ID card over the card reader to the left of the device's control panel.

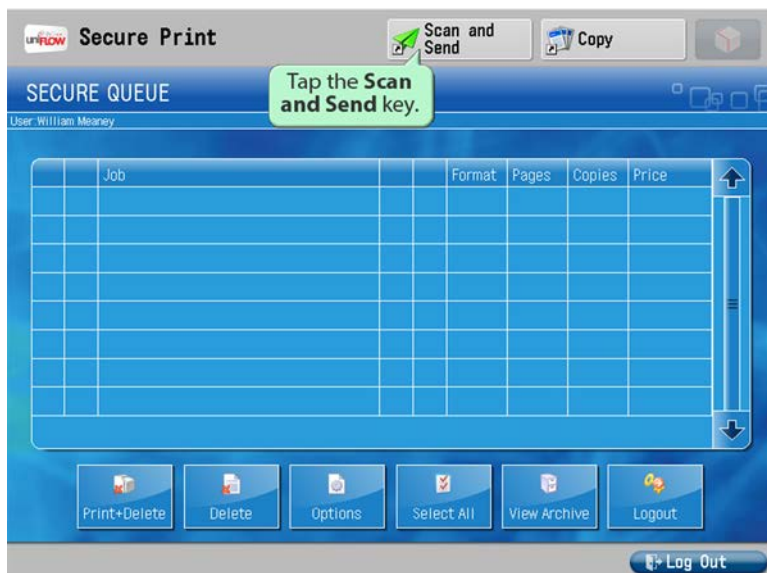Note: Your ID card must be registered with the uniFLOW system to use this authentication method.

Slide 3

Alternately, you can tap the **AD Login** key and manually enter your user ID and PIN.

Slide 4

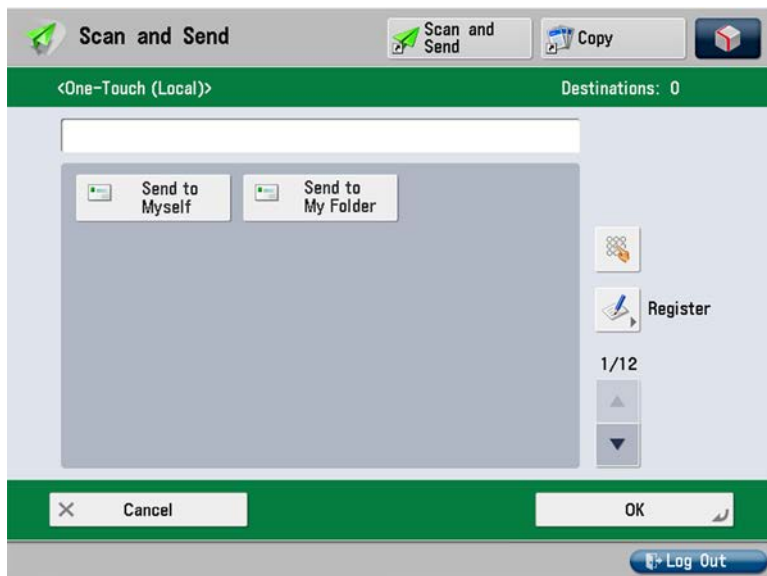Next, tap the **Scan and Send** key along the top of the display screen.

Slide 5

At this point, you need to specify the destination for your scan. Typical choices include "Send to Myself," using your corporate e-mail address, and "Send to My Folder," which maps to a specific folder that you can access on your PC or shared server. Make your selection by tapping it so that it's highlighted,…
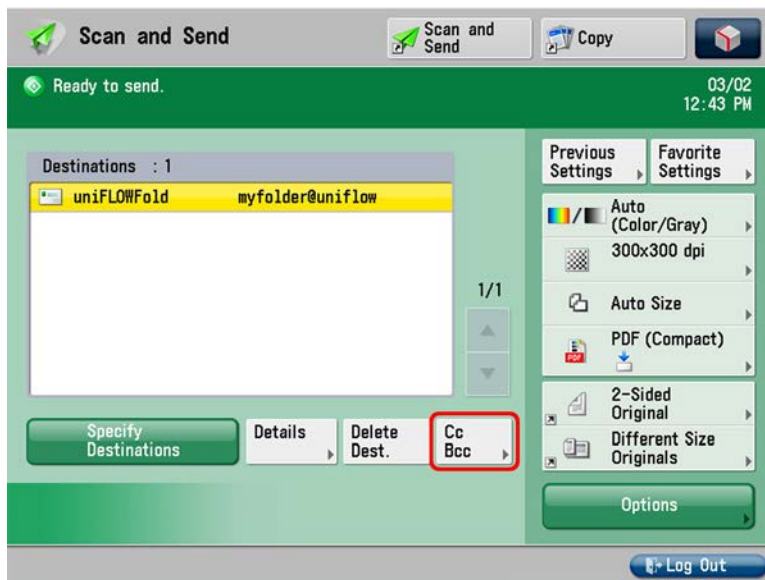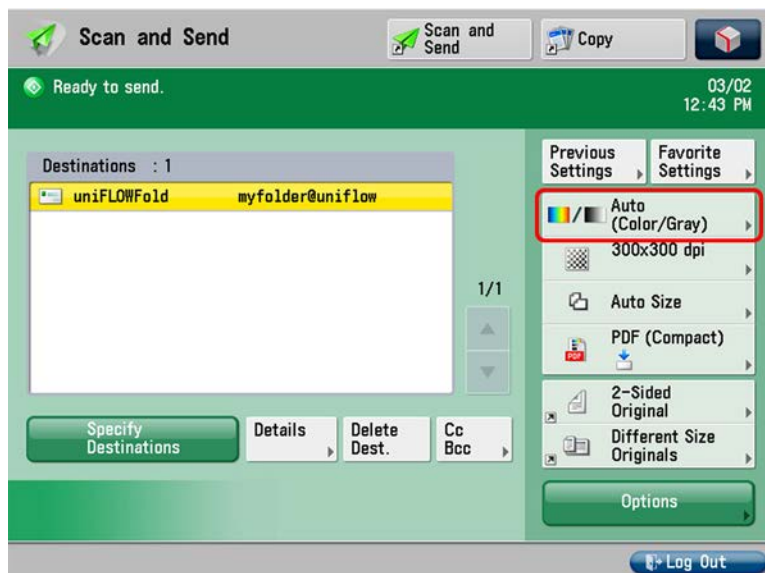
Slide 6
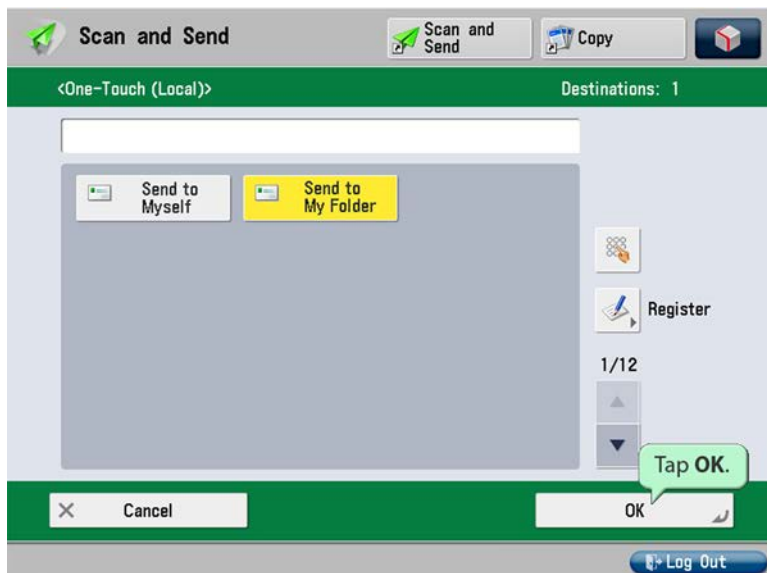
…then tap **OK**.

Slide 7

The display screen will say "Ready to Send," and indicate your selected destination. You can send copies of the scanned documents to other recipients by tapping the **Cc Bcc** key.
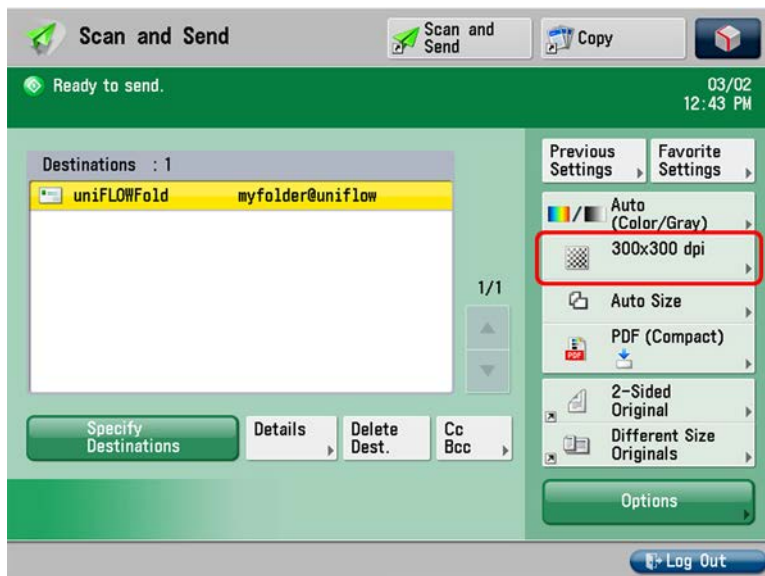
Slide 8

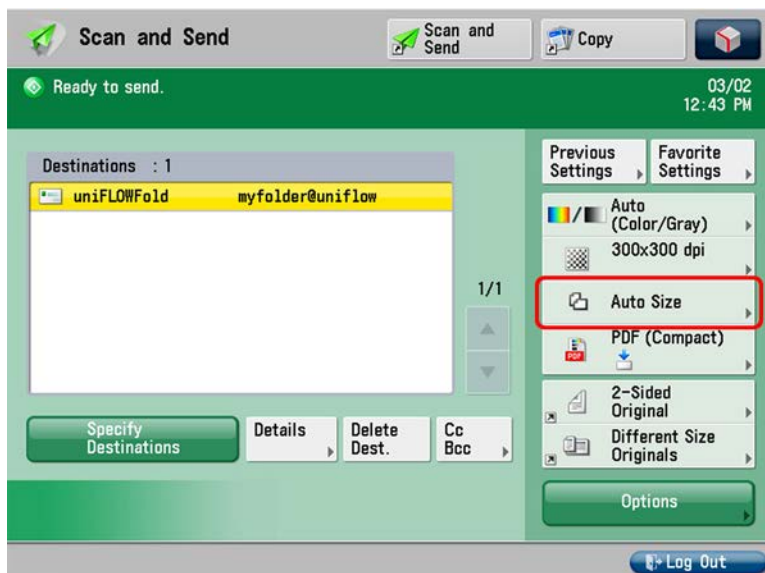On the right side of the screen, you can make any desired changes to your scanning settings: the color mode,...

Slide 9

…resolution,…

Slide 10

…size of the original,…
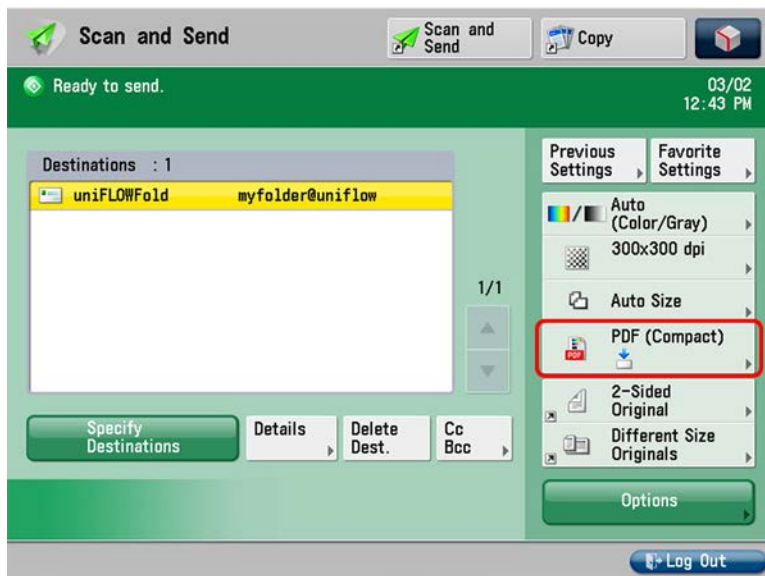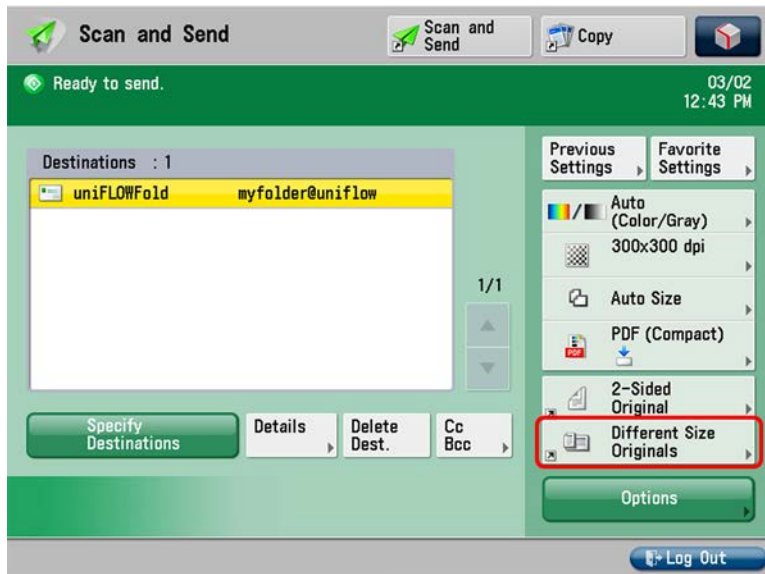
Slide 11

…and file format,…

Slide 12
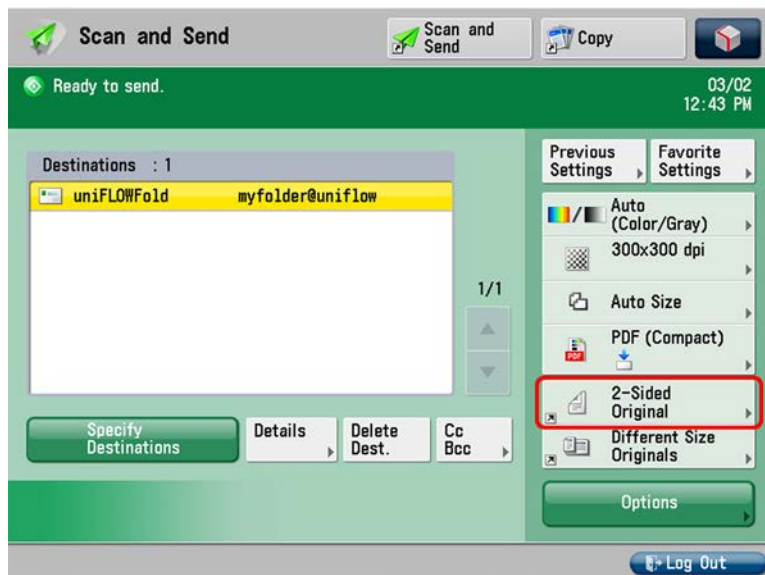
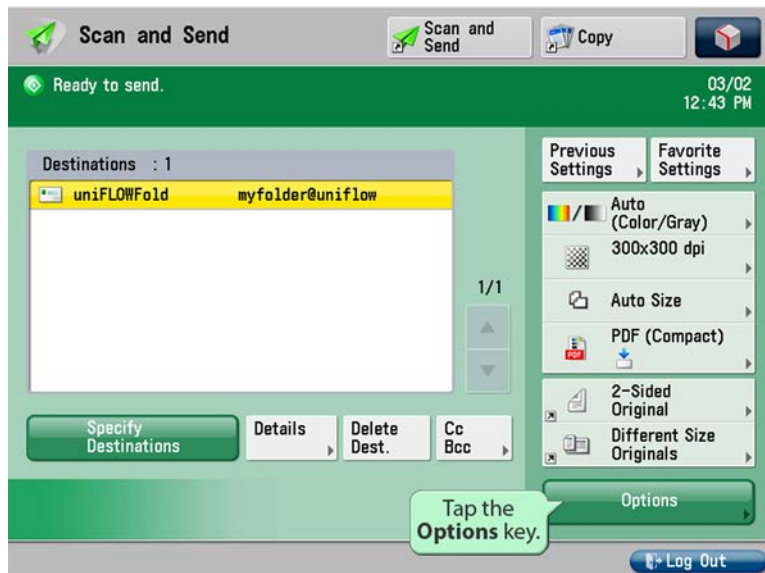…as well as specifiying whether the originals are 2-sided,…

How Do I Scan and Send a Document?
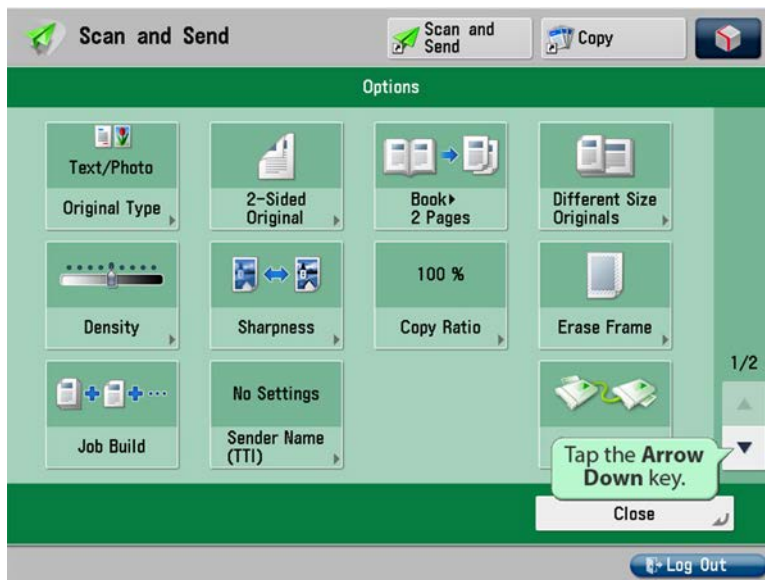
Slide 13

…or are of different sizes.

Slide 14

If you want to be notified that the sending of a scan has been completed, tap the **Options** key in the lower right corner of the display,…
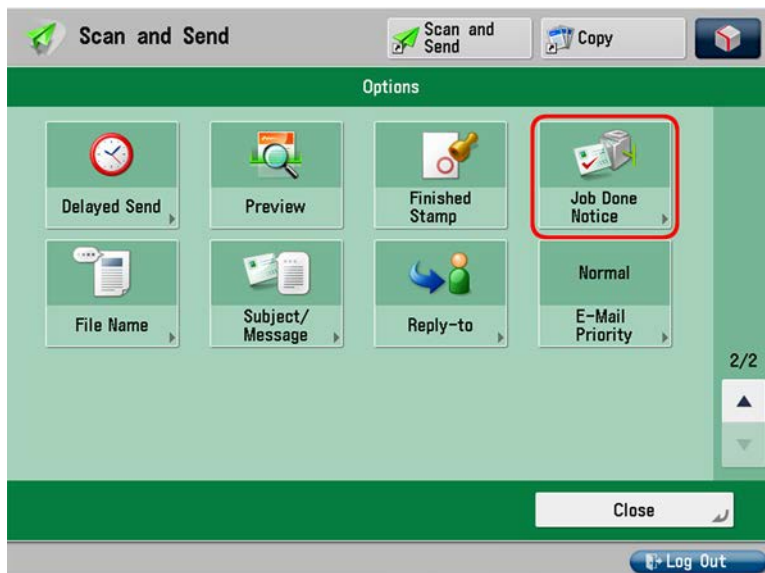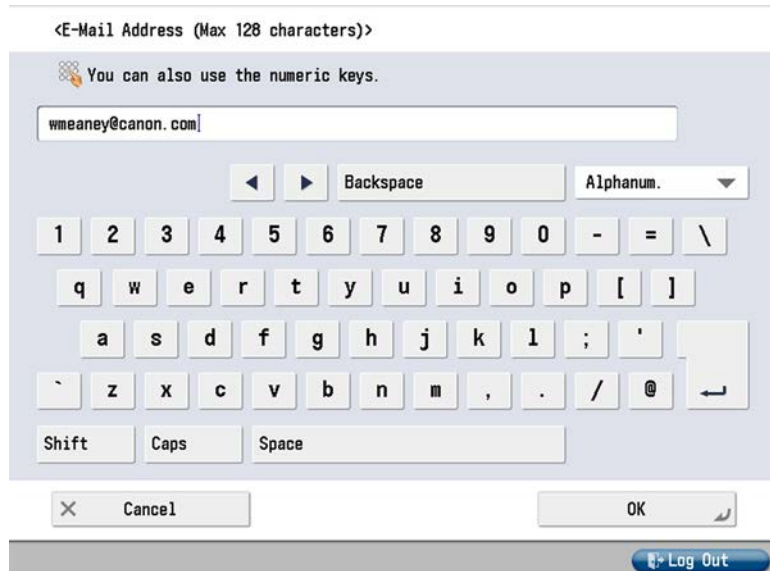
Slide 15

…and arrow down…

Slide 16

…until you find the **Job Done Notice** key,…

Slide 17

…and tap it.

Slide 18

Using the keypad, enter the e-mail address for the recipient of the Job Done Notice…

Note: Only one recipient can receive the Job Done Notice.

Slide 19

…and tap the **OK** key.

Slide 20

Then tap **Close**.

How Do I Scan and Send a Document?
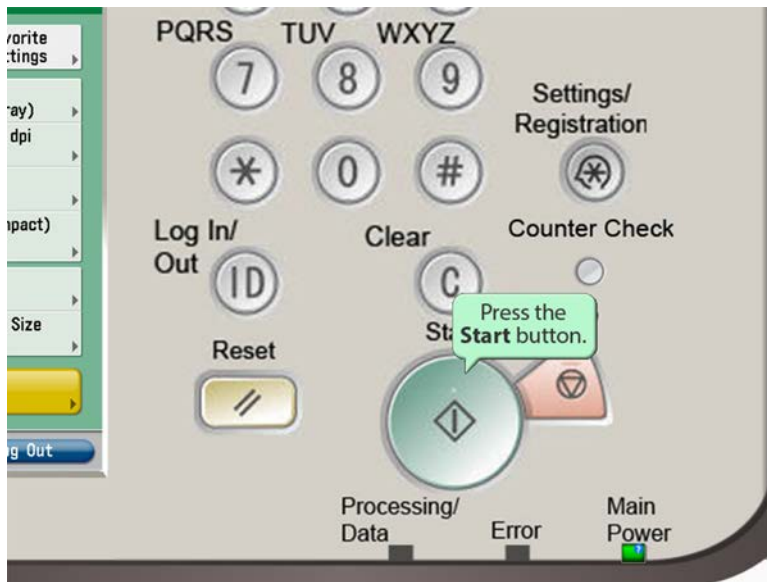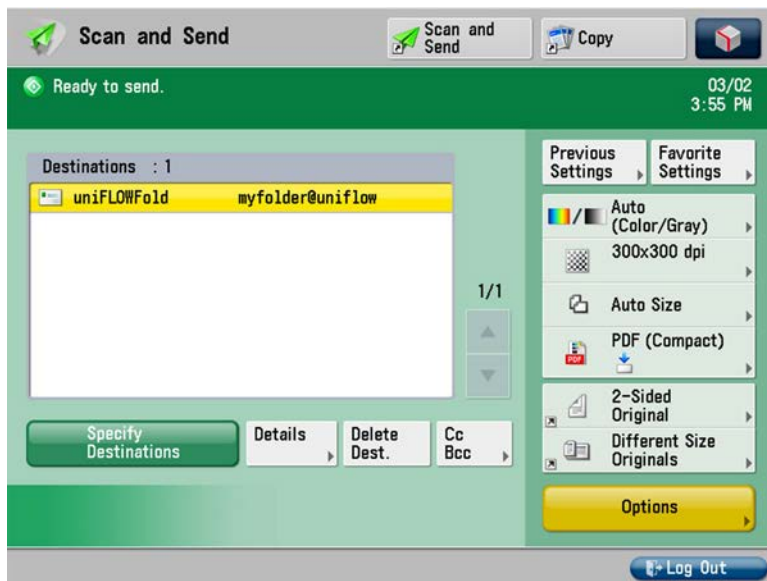
Slide 21

Now place your originals in the document feeder of the device, and press the green **Start** button on the control panel.

Note: Documents can also be scanned by placing them on the platen glass one side at a time.
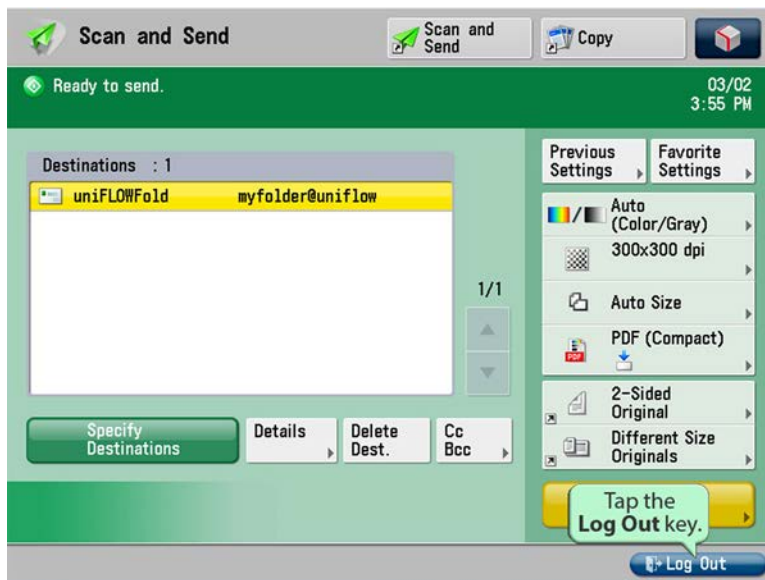
Slide 22

The documents will be scanned and sent to all your selected recipients,…

Slide 23

…and you can log off ffrom the device by tapping the **Log Out** key.