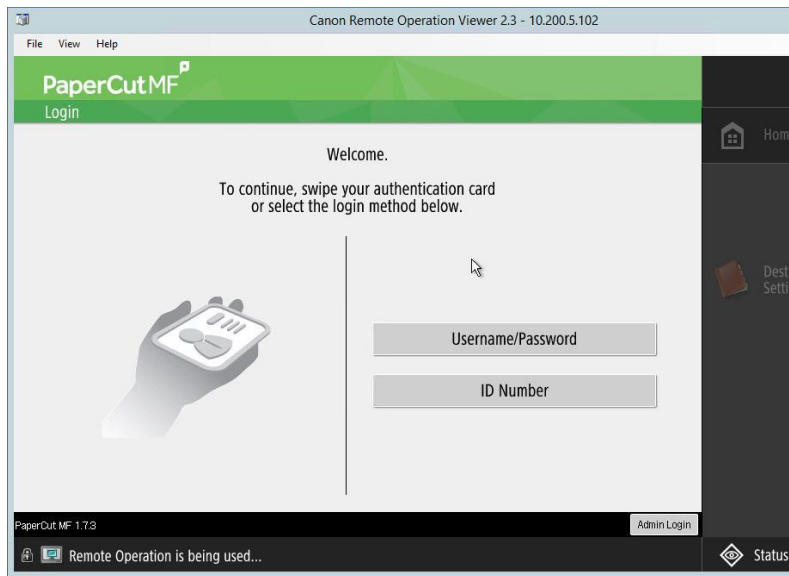


Scanning or Copying to a Canon Copier



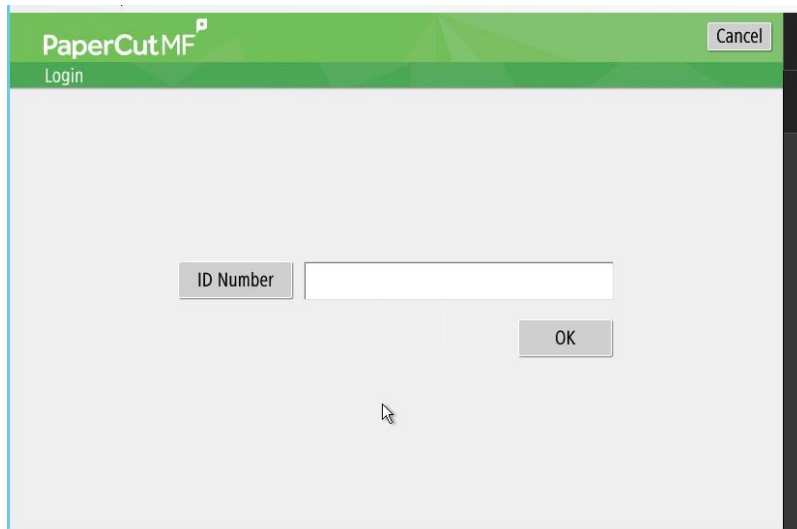
4 Choices

Swipe your badge -best

Click Username/Password and enter Windows credentials at next screen -so so

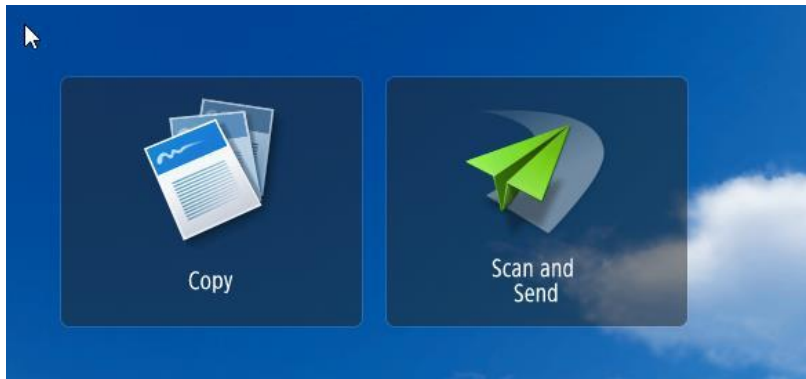
Click ID Number and enter your employee number -good

Click ID Number and use the old copy codes for your dept - good

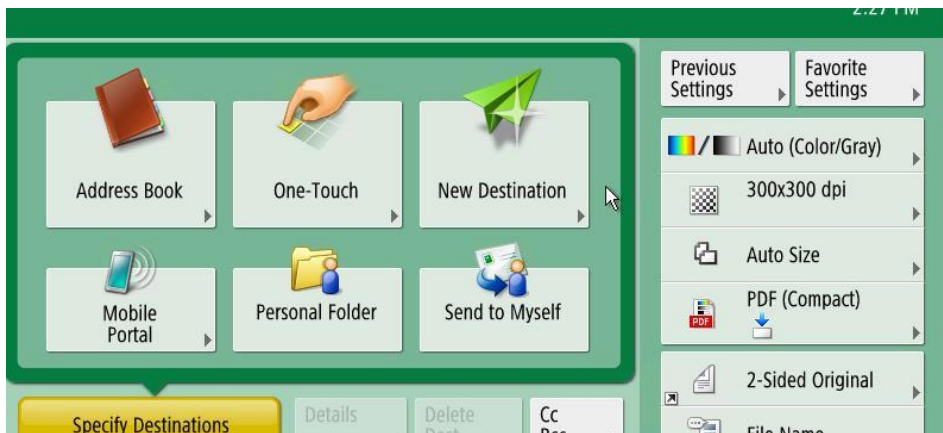


Once the printer knows who you are the next screen will appear Select "Use Copier"

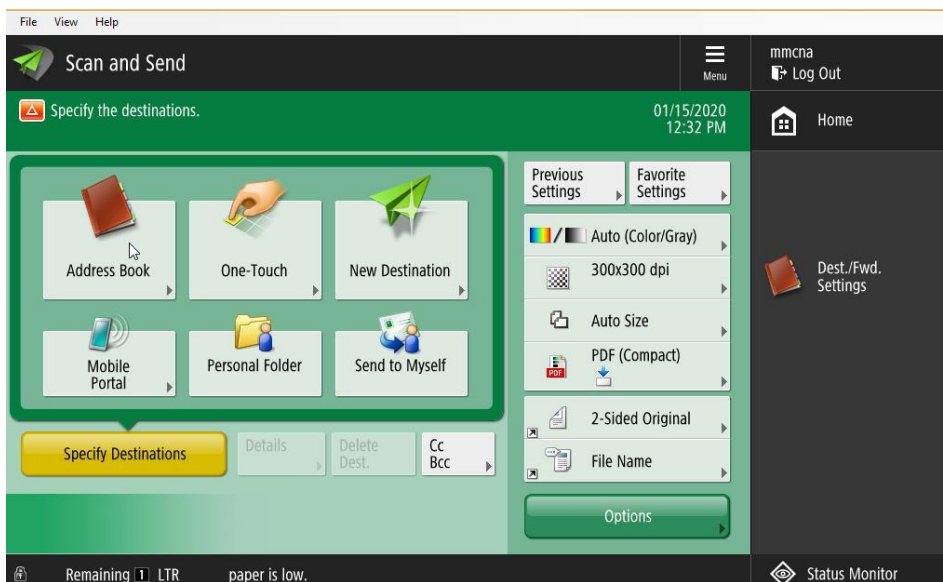
You can now copy or scan



For scan to email chose "Send to Myself"



If you wish to send to another party, select "Address Book "



Enter the name of the party, and select when it displays, and send it.

The screenshot shows the 'Scan and Send' application interface. At the top left, there is a logo and the text 'Scan and Send'. Below this is a green header bar with '<Address Book (LDAP Server)>' on the left and 'Destinations 0' on the right. A dropdown menu shows 'DCA'. Below the header is a table with columns 'Type', 'Name', and 'Destination'. The table contains two entries: 'Mike Brownell' with destination 'mbrownell@washtenawisd.org' and 'Mike McNamara' with destination 'mmcna@washtenawisd.org'. To the right of the table are buttons for 'To Local', 'Specify E-Mail Address as I-Fax', 'Search by Conditions', and 'Search by Name'. At the bottom of the table area is a search bar with 'Mike' entered and an 'All' button. At the very bottom are 'Cancel' and 'OK' buttons. On the right side of the interface, there is a sidebar with 'mmcna Log Out', 'Home', and 'Dest./Fwd. Settings'.

Type	Name	Destination
	Mike Brownell	mbrownell@washtenawisd.org
	Mike McNamara	mmcna@washtenawisd.org