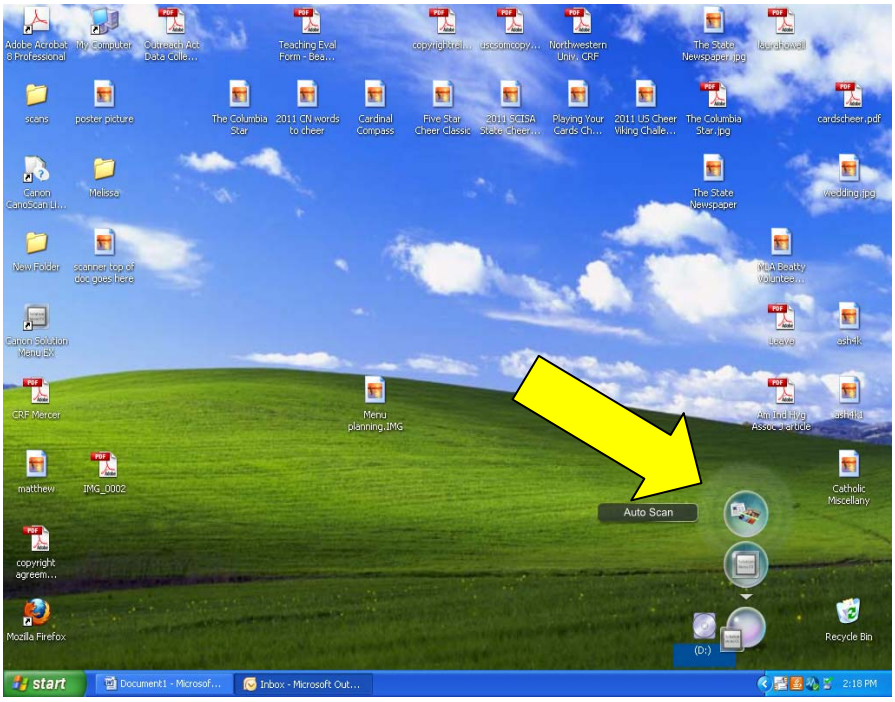
SCANNING INSTRUCTIONS

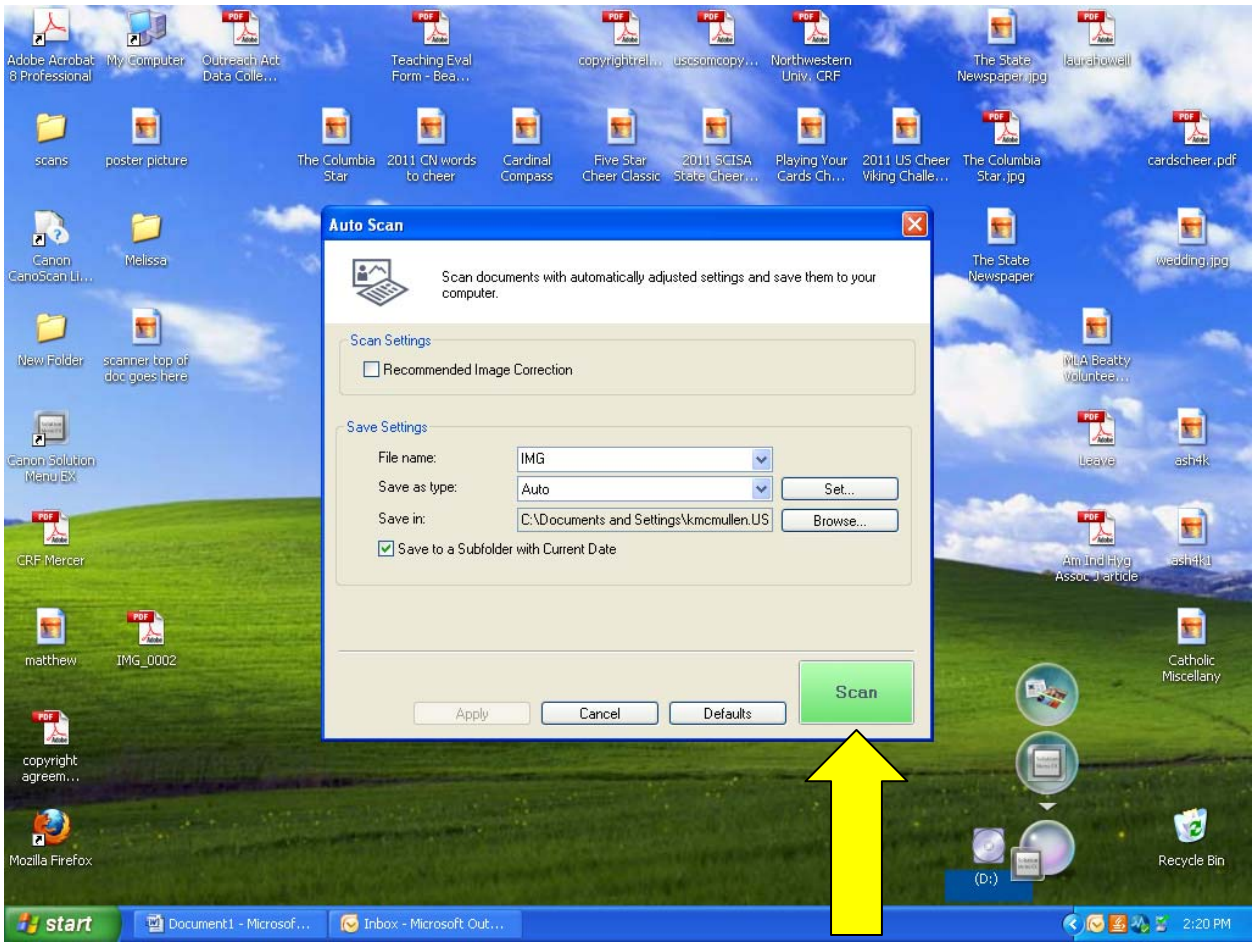
SCANNING A SINGLE PAGE

1. Place document face down on scanner (Top of document should be placed on the scanner near where you lift the cover of the scanner).

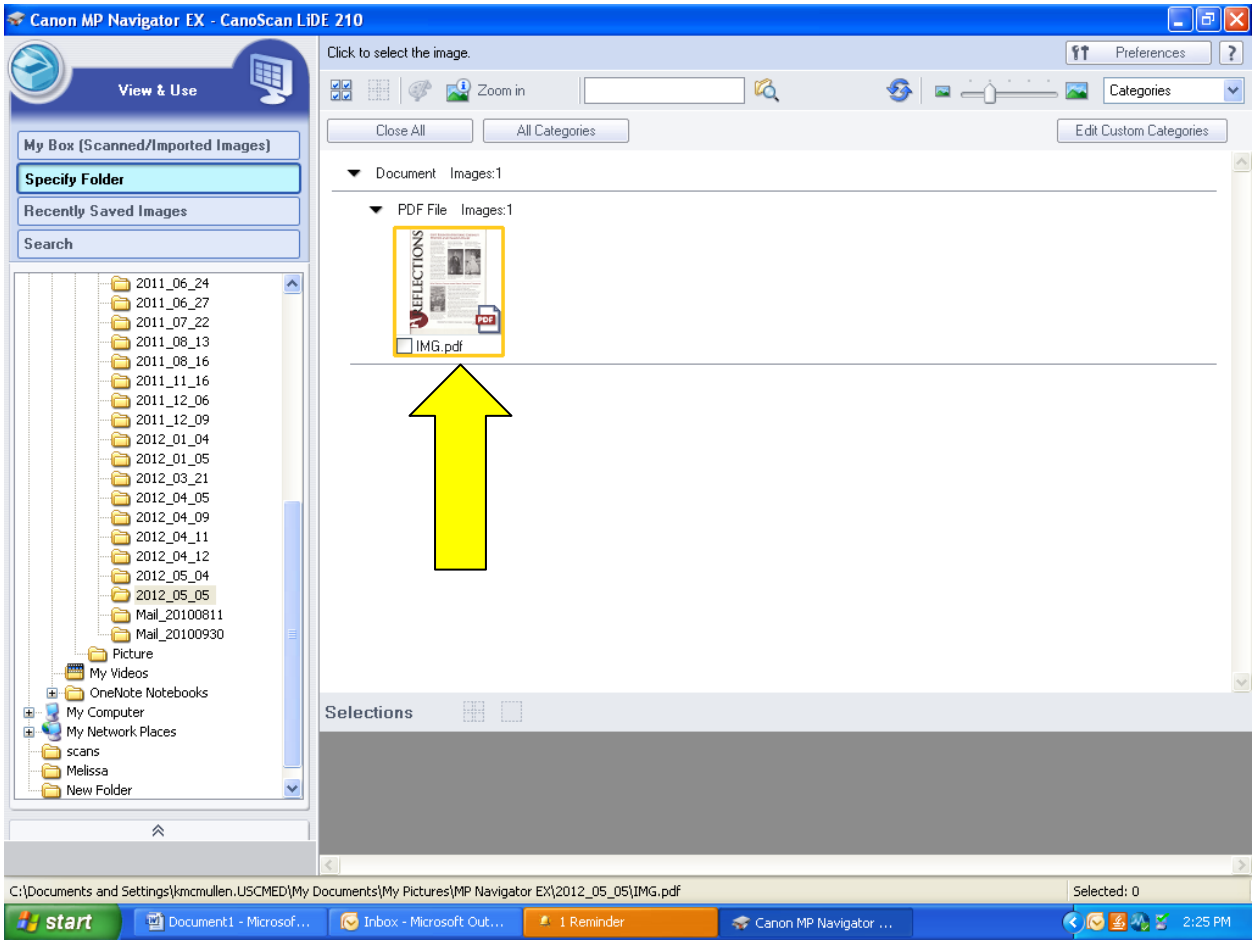
2. Click on “AUTO SCAN” icon on desktop.



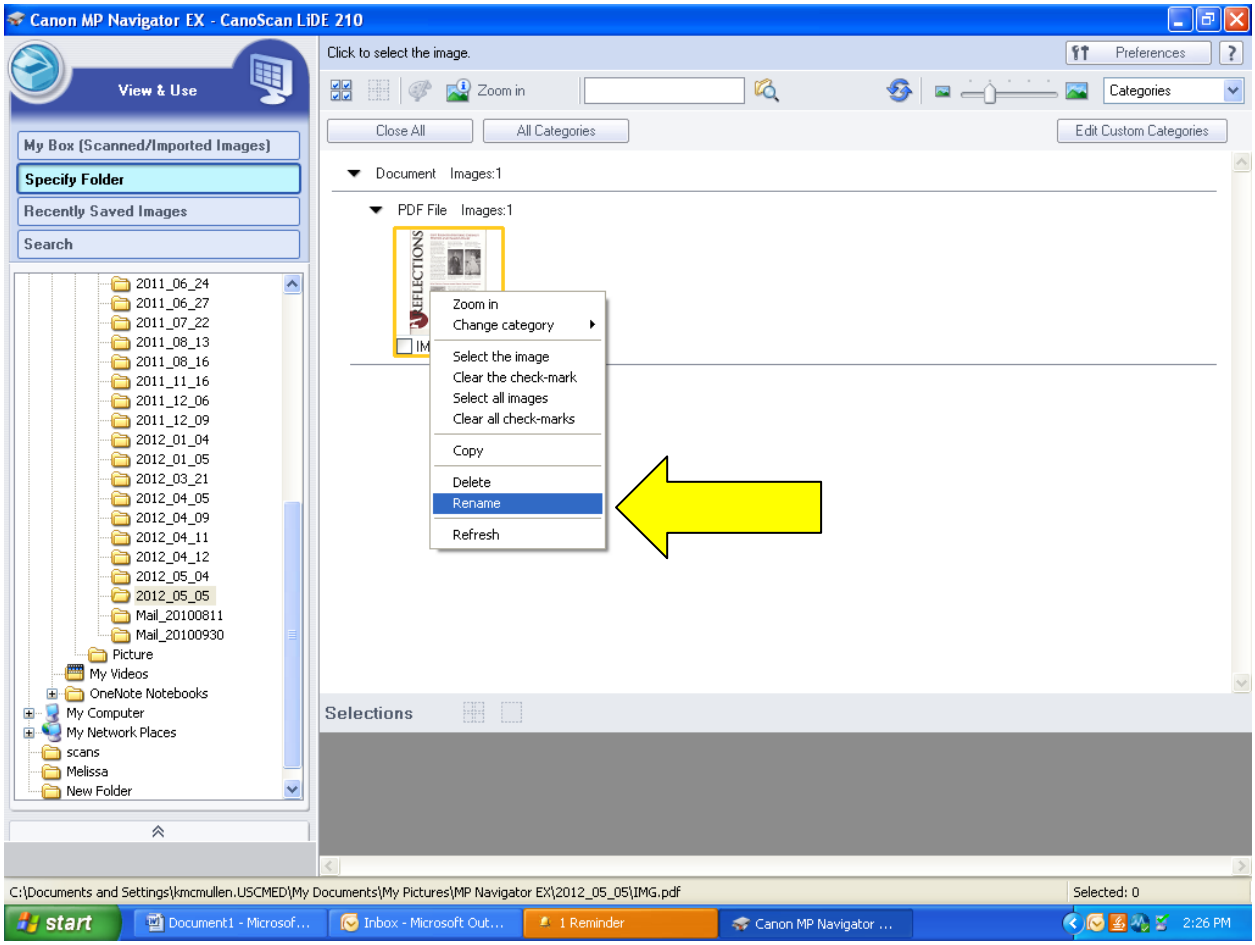
3. Click on “SCAN”.



4. The document you scanned will appear.



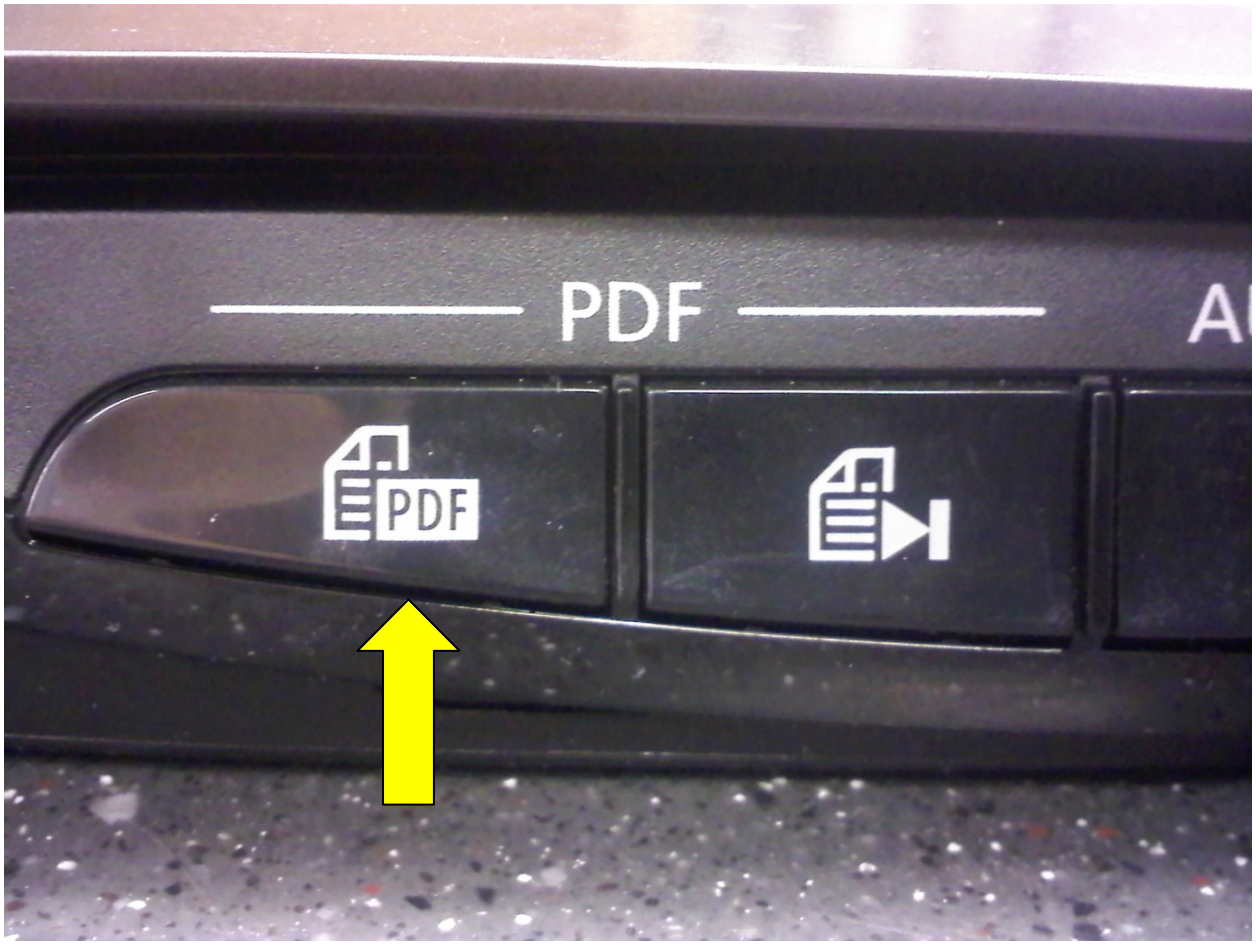
5. If you want to the rename the document, right-click on the scanned image and select “RENAME”.



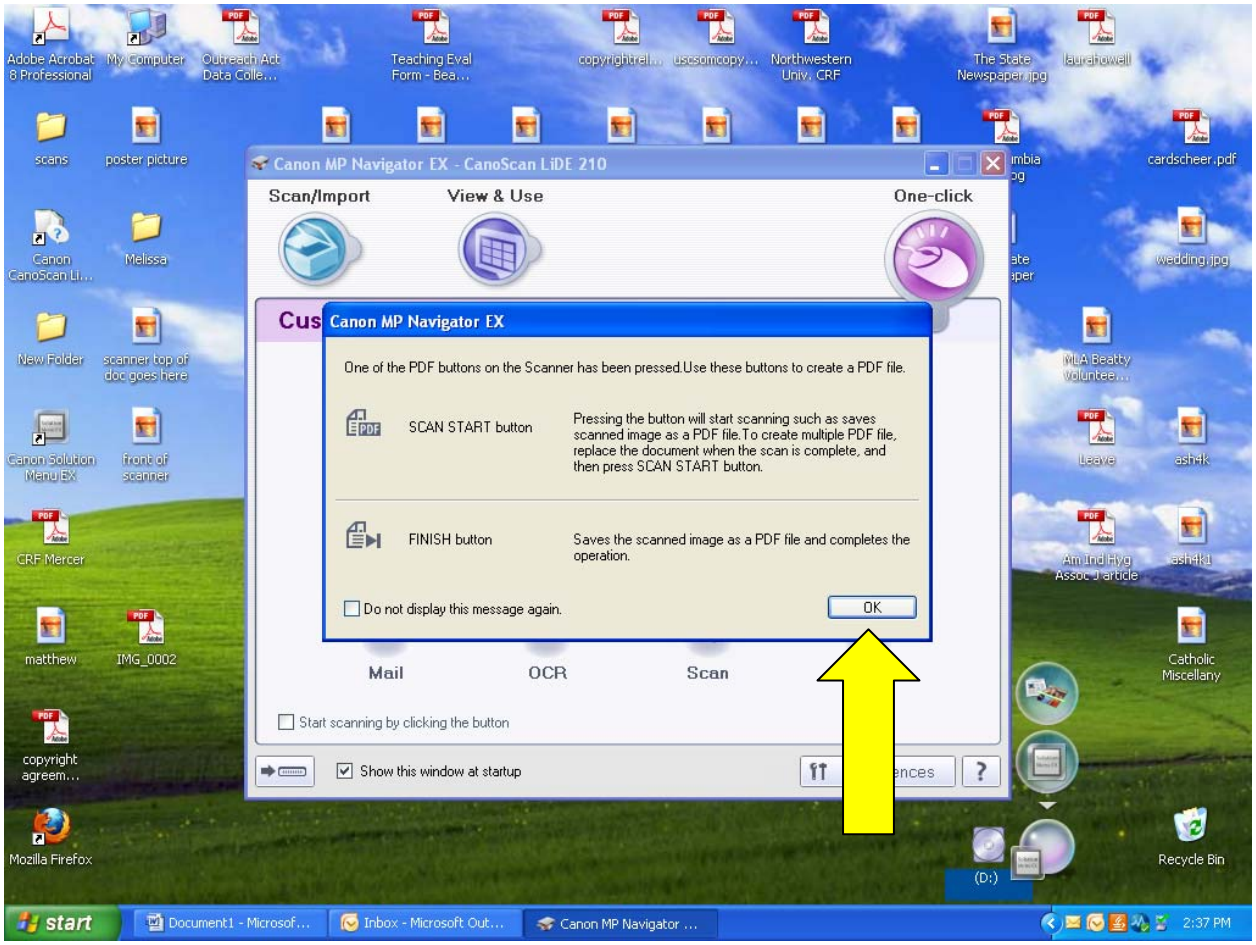
SCANNING MULTIPLE PAGES

1. Place document face down on scanner (Top of document should be placed on the scanner near where you lift the cover of the scanner).

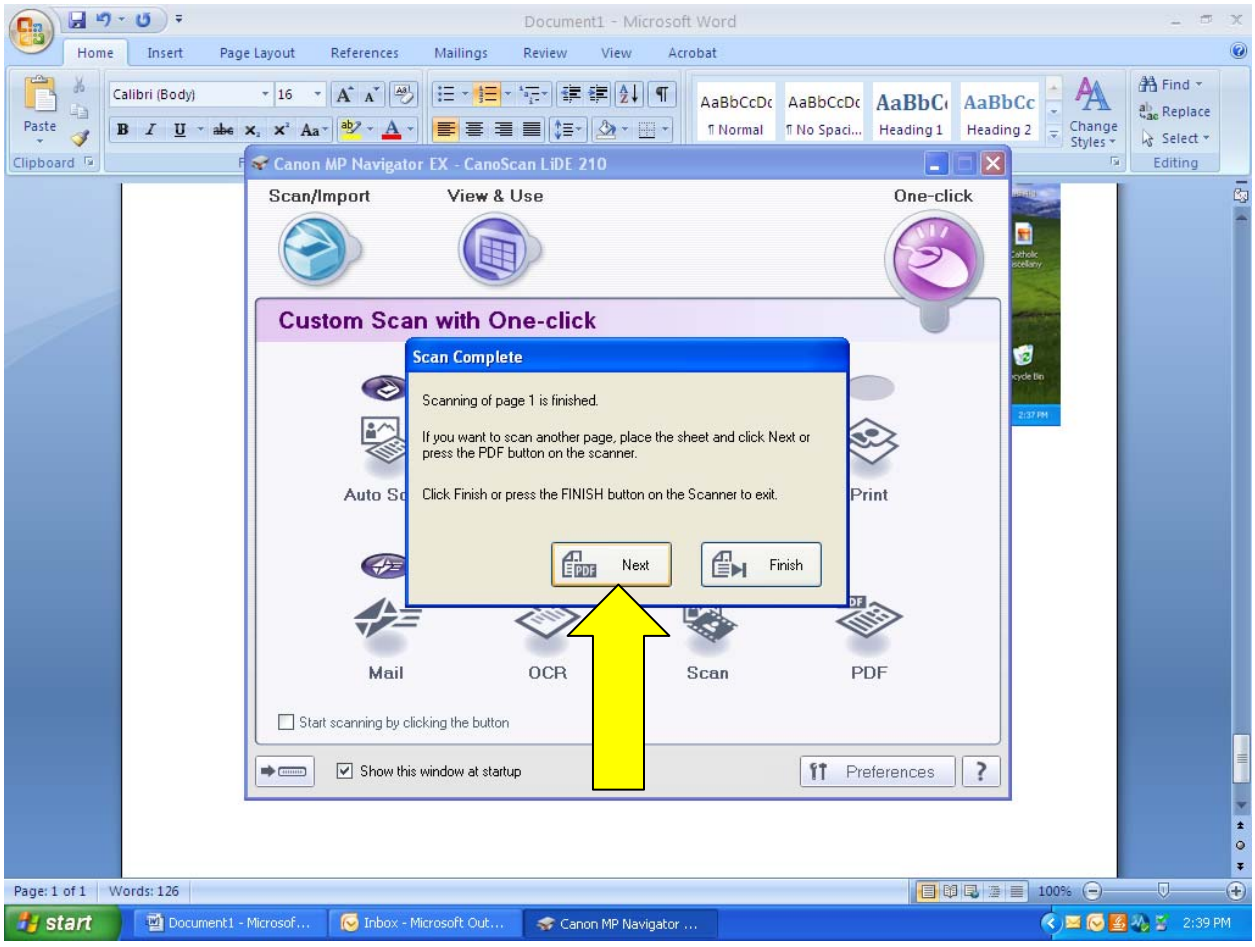
2. Click on the “PDF” button on front of scanner.



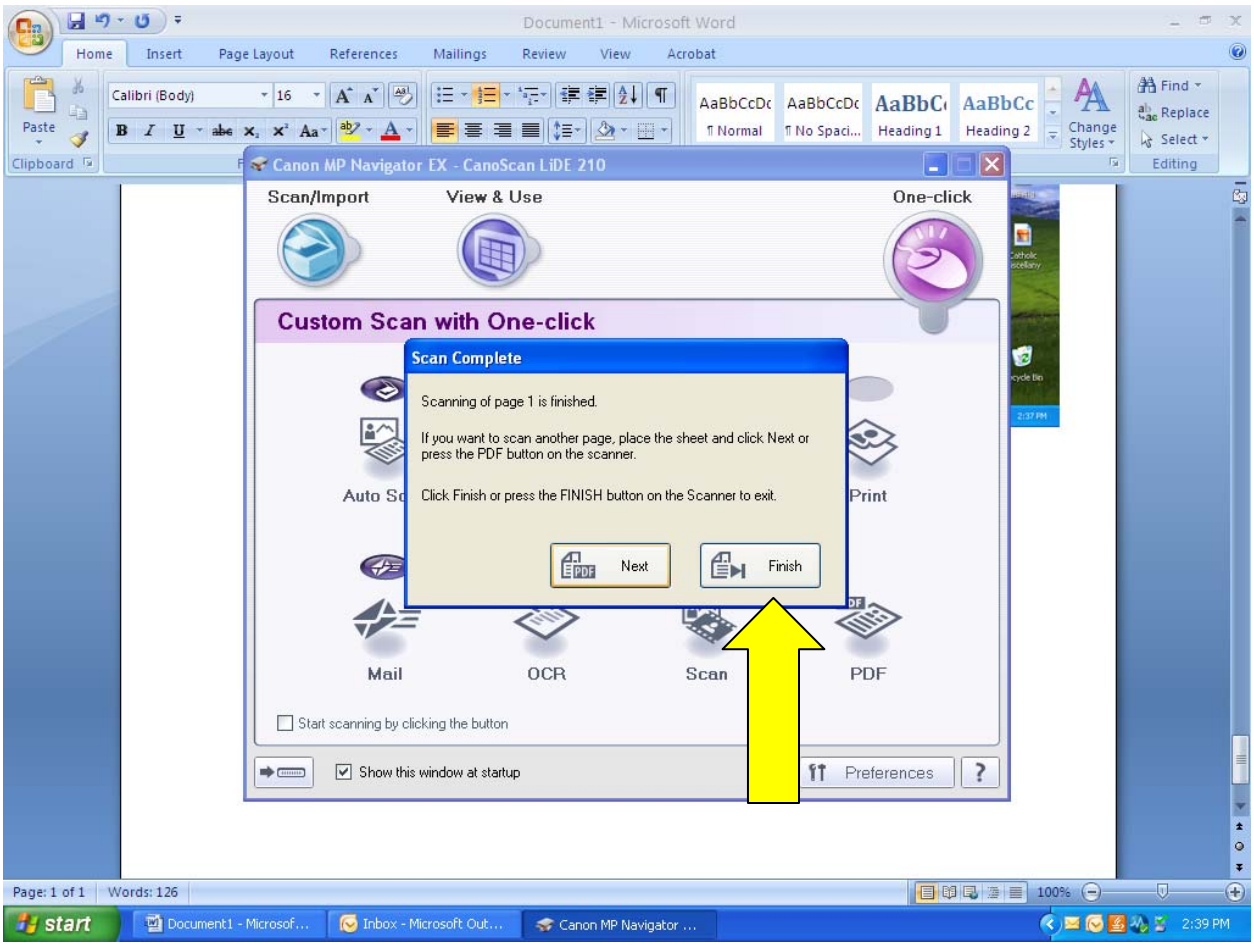
3. Click “OK”.


Canon MP Navigator EX - CanoScan LiDE 210
Scan/Import
View & Use
One-click
Canon MP Navigator EX
One of the PDF buttons on the Scanner has been pressed.Use these buttons to create a PDF file.
SCAN START button
Pressing the button will start scanning such as saves scanned image as a PDF file.To create multiple PDF file, replace the document when the scan is complete, and then press SCAN START button.
FINISH button
Saves the scanned image as a PDF file and completes the operation.
Do not display this message again.
OK
Mail
OCR
Scan
Start scanning by clicking the button
Show this window at startup
start
Document1 - Microsof...
Inbox - Microsoft Out...
Canon MP Navigator ...
2:37 PM

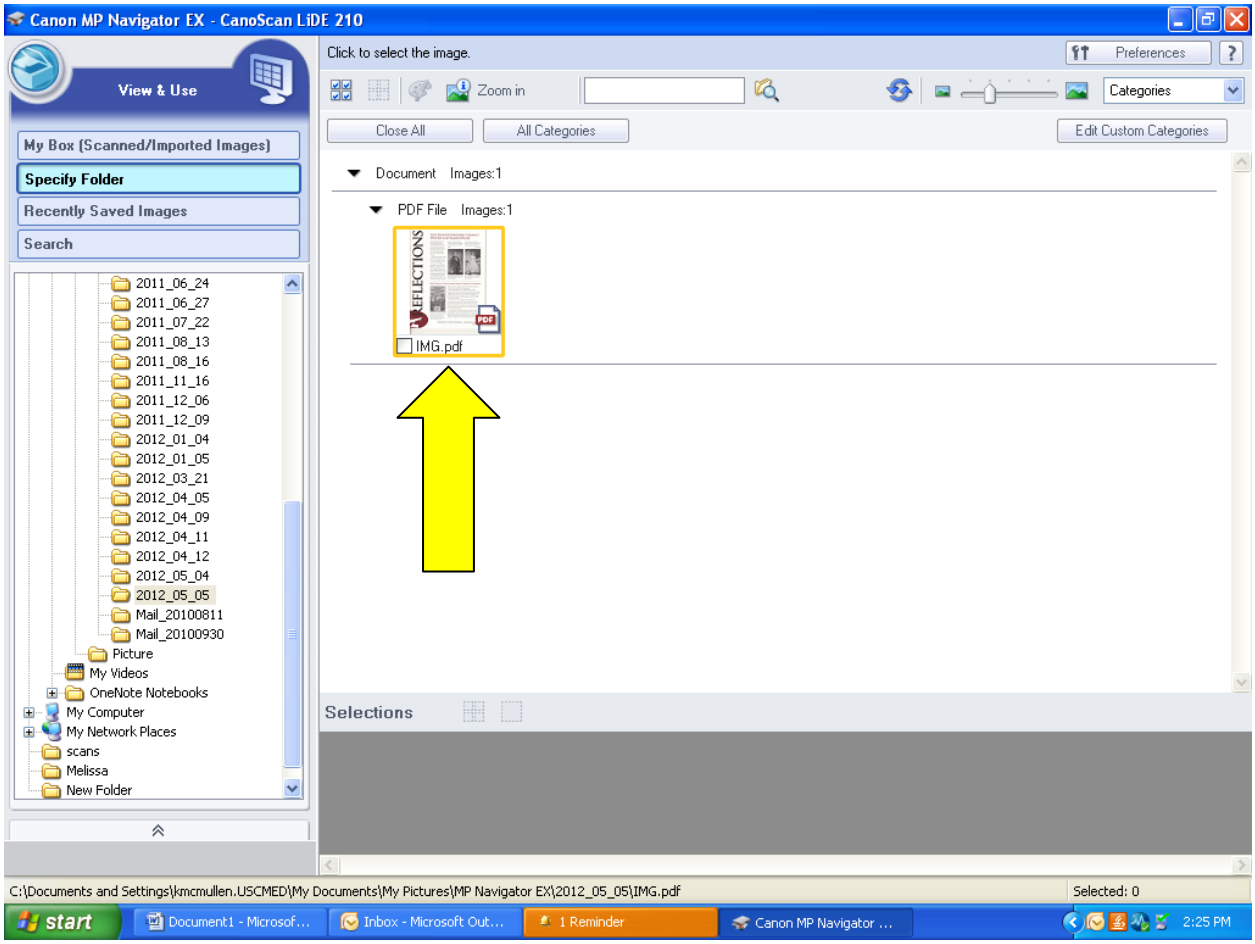
4. Once the first page of your document has scanned, continue to click “NEXT” until all the pages of your document have been scanned.



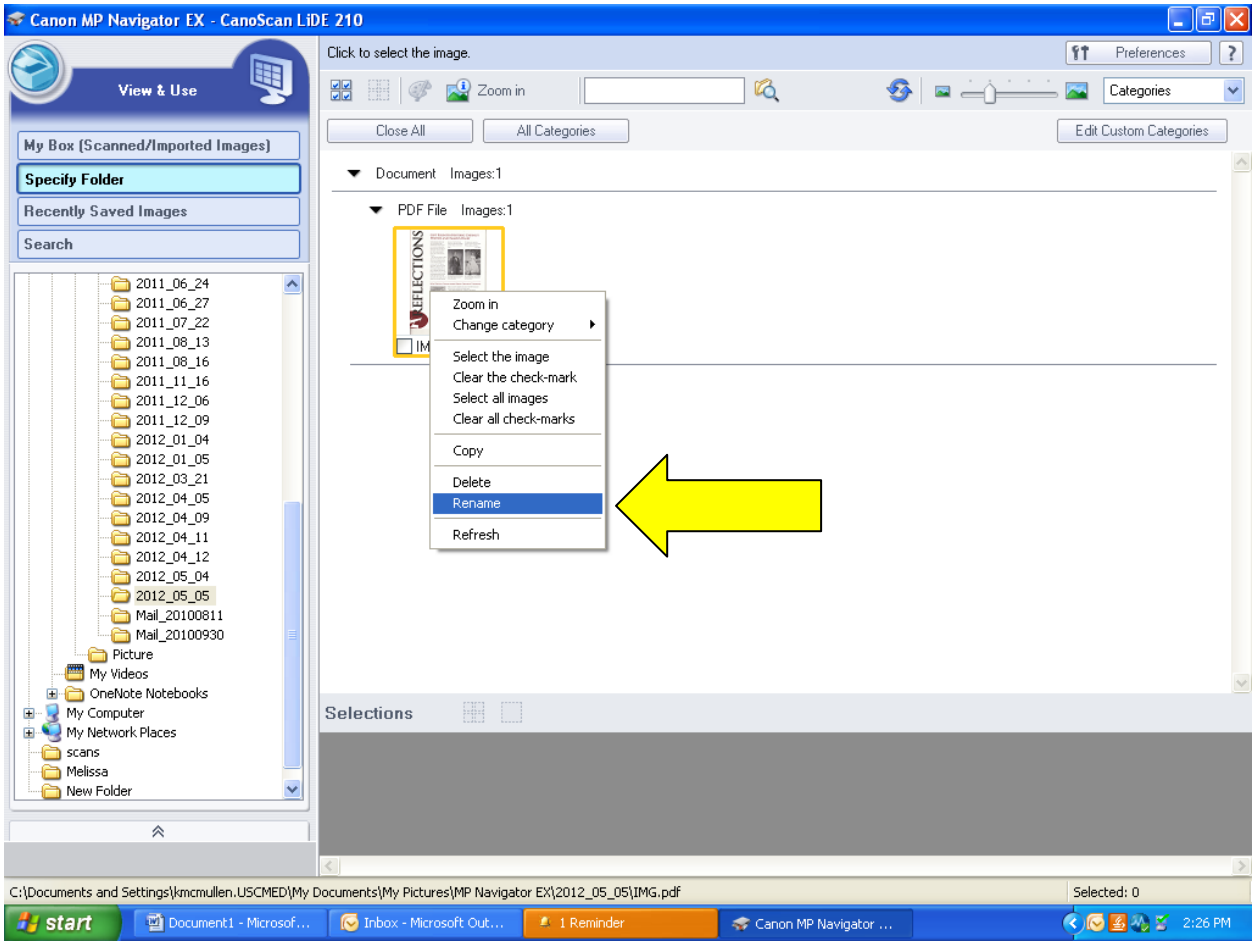
5. Once all the pages have been scanned, click “FINISH”.



6. The document you scanned will appear.

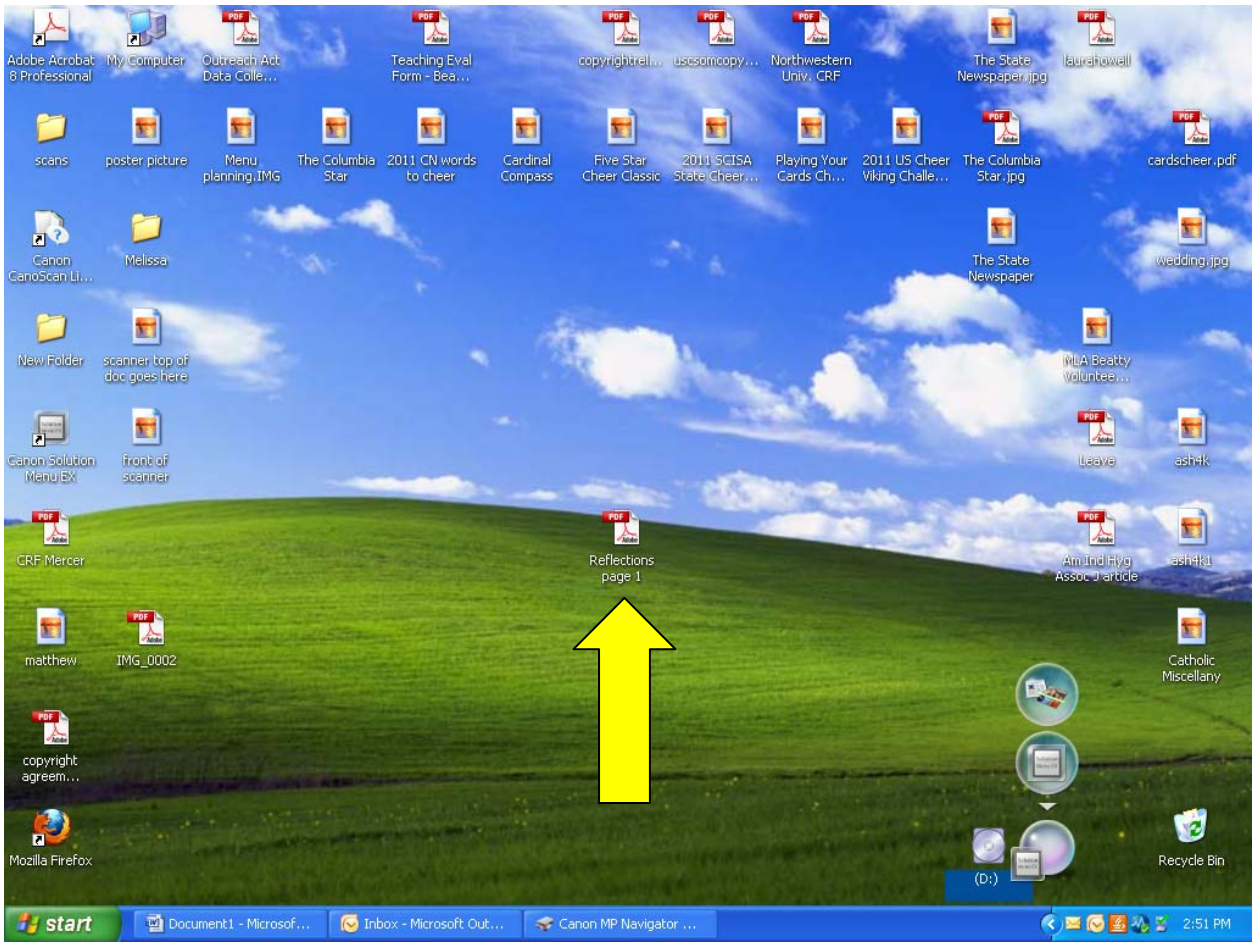


7. If you want to the rename the document, right-click on the scanned image and select “RENAME”.



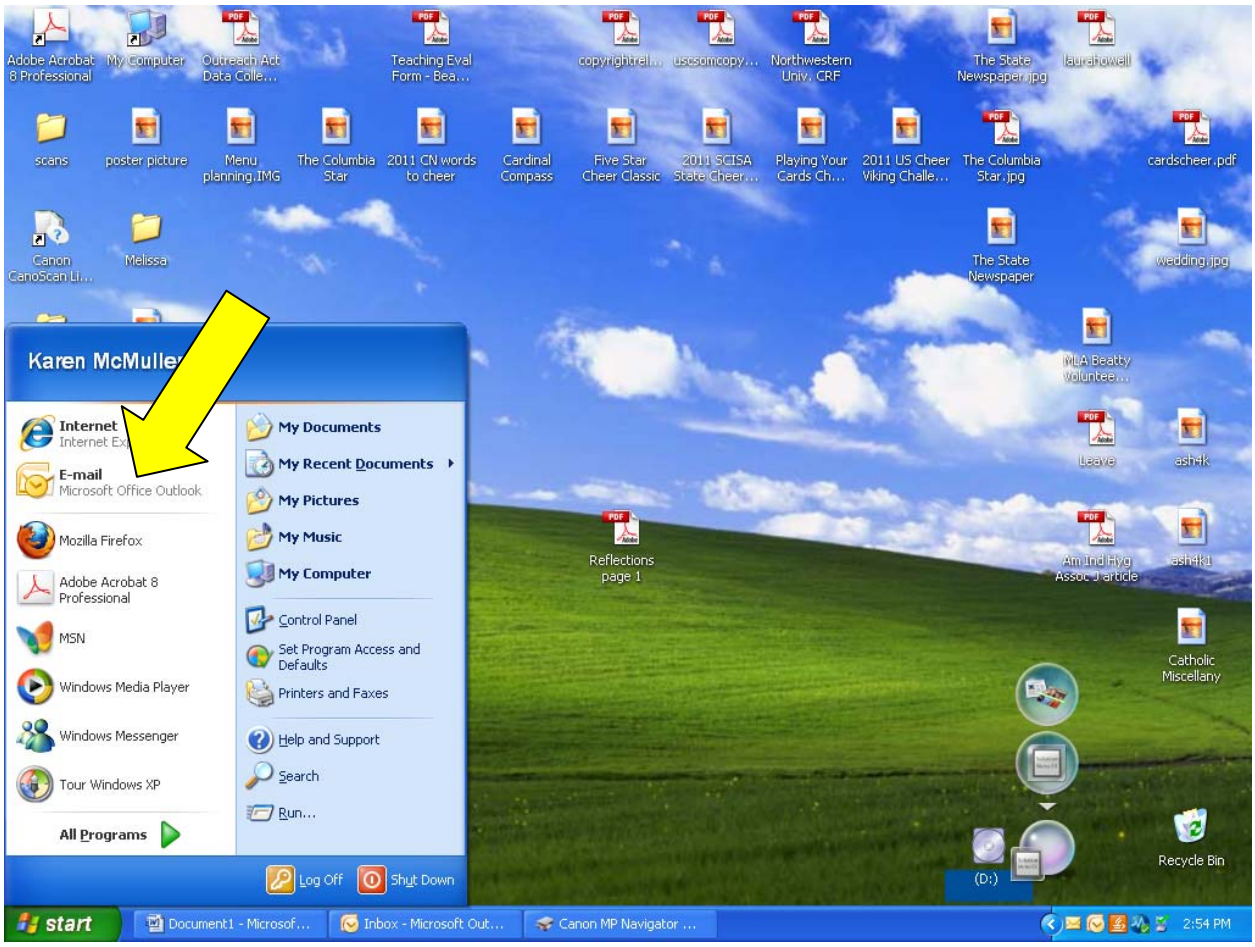
EMAILING SCANNED DOCUMENTS

1. Click on scanned document and drag it to the desktop.



2. Click on Mozilla Firefox icon on desktop.

3. Log-in to your any email account you have. (If you want to send the document to your SOM Outlook account, click on the “START” button at the bottom left and select “Email – Microsoft Office Outlook”.

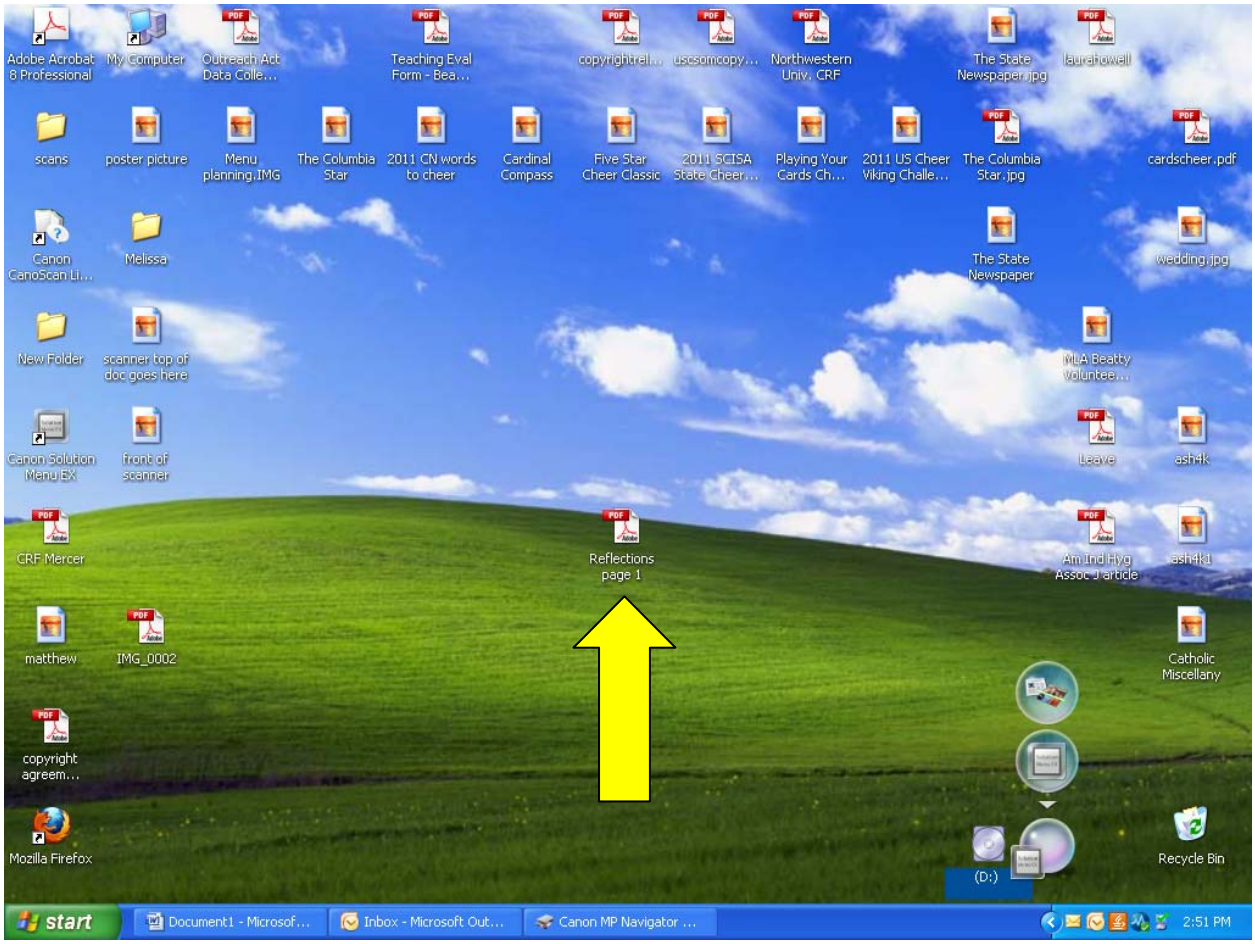


Attach document as you normally would attach any document in an email.

SAVING SCANNED DOCUMENTS TO THUMB DRIVE

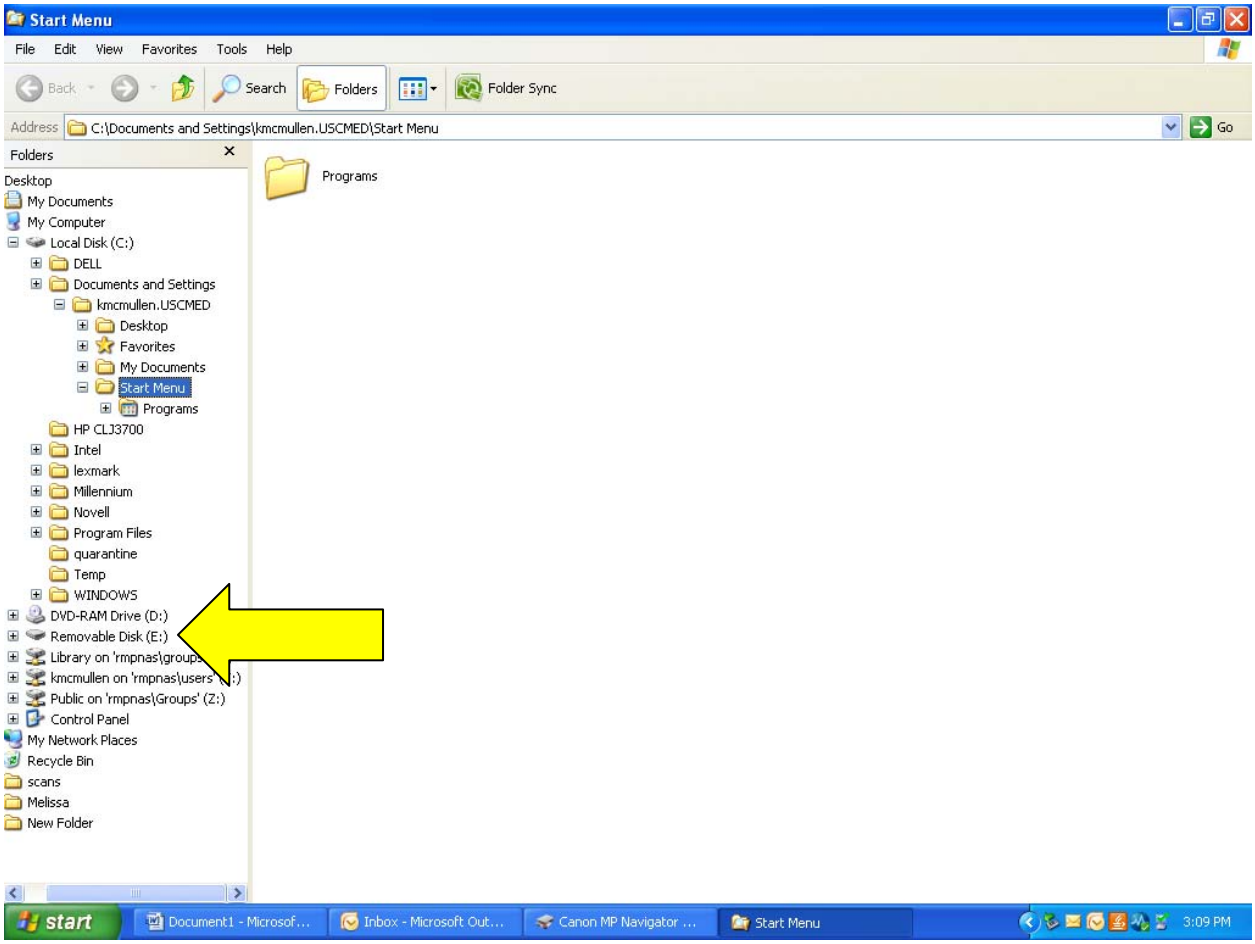
1. Place your thumb drive in the cord that is marked “THUMB DRIVE GOES HERE” which is located beside the scanner.

2. Click on scanned document and drag it to the desktop.

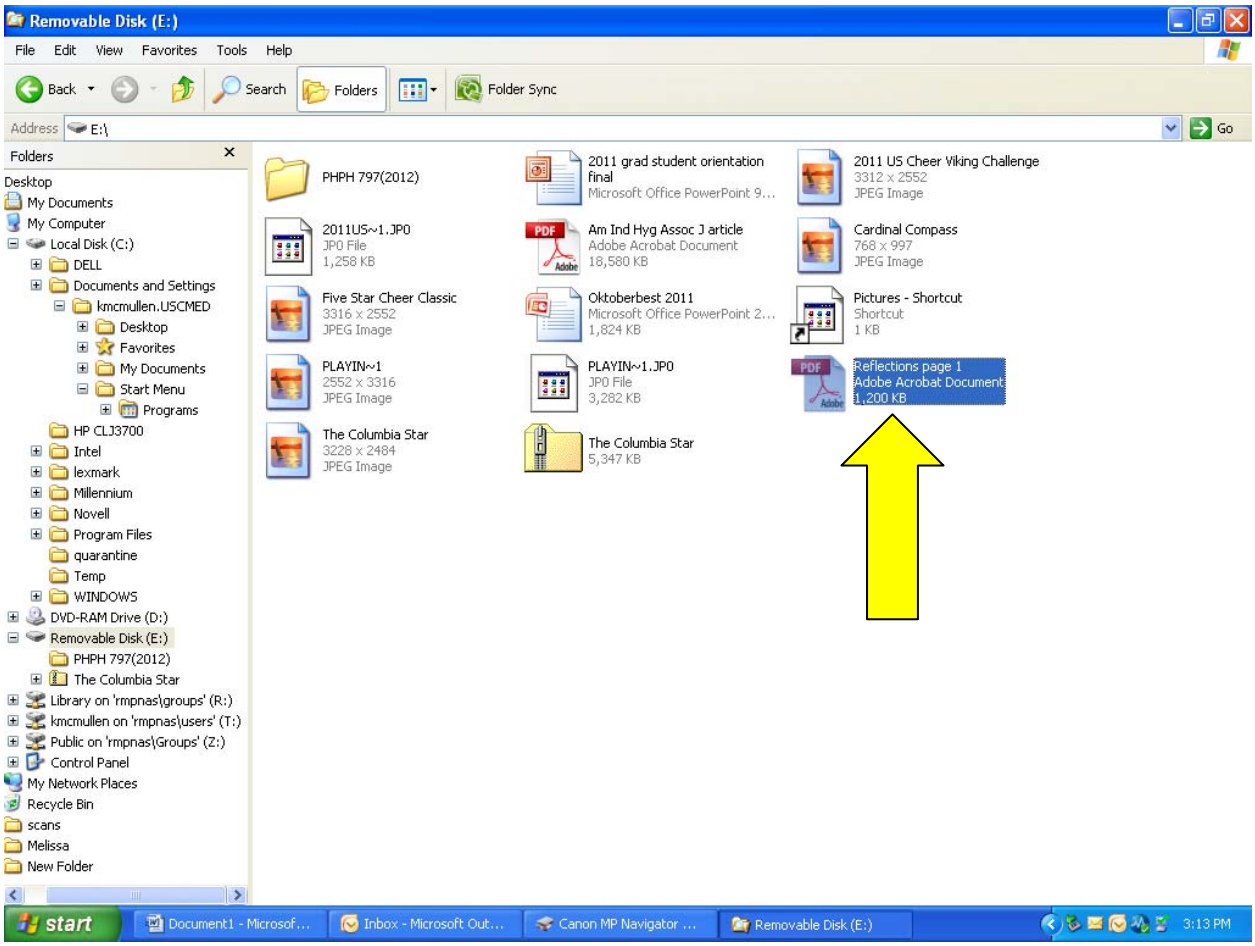


3. Left click on “START” button at bottom left-hand side and click “EXPLORE”.

4. Click on “Removable Disk E”.



5. Click and drag scanned document from desktop into the "Removable Disk E" folder.



YOUR ORIGINAL DOCUMENT!

YOUR THUMB DRIVE IF YOU USED ONE!