

Forwarding Scanned Data to Computer Using Operation Panel

Before forwarding scanned data to the computer, check the following:

- **MP Drivers are installed. (Windows)**

If MP Drivers are not yet installed, install MP Drivers with the Setup CD-ROM or install them from the Canon website.

- **The scanner driver is installed. (Mac OS)**

If the scanner driver is not yet installed, install the scanner driver from the Canon website.

- **The machine is connected to a computer correctly.**

Make sure the machine is connected to the computer correctly.

Do not plug in or unplug the USB cable while the machine is in operation, or when the computer is in the sleep or standby mode.

If you perform scanning via a network connection, make sure all the required settings have been specified.

- For Windows:

- [Network Scan Settings](#)

- For Mac OS:

- [Network Scan Settings](#)

- **The destination and the file name are specified in Canon IJ Scan Utility.**

You can specify the destination and the file name in Canon IJ Scan Utility. For more on settings of Canon IJ Scan Utility:

- For Windows:

- [Settings Dialog Box](#)

- For Mac OS:

- [Settings Dialog](#)

1. [Make sure machine is turned on.](#)

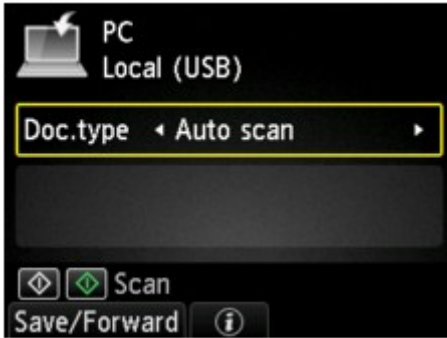


2. Select **Scan** on HOME screen.

- [LCD and Operation Panel](#)

If you forward the data to the USB-connected computer:

The Scan standby screen is displayed.



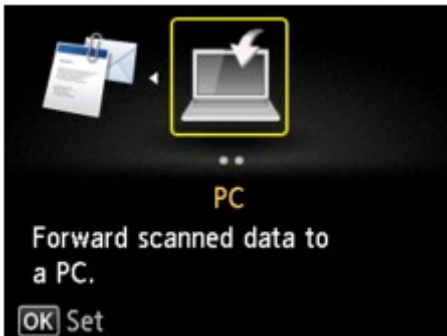
Go to step 3.

▶▶▶ Note

- If the screen for selecting to which you save the data is displayed, select **PC** and press the **OK** button and then select **Local (USB)** and press the **OK** button. The Scan standby screen is displayed.

If you forward the data to the network-connected computer:


The screen for selecting to which you save the data is displayed.

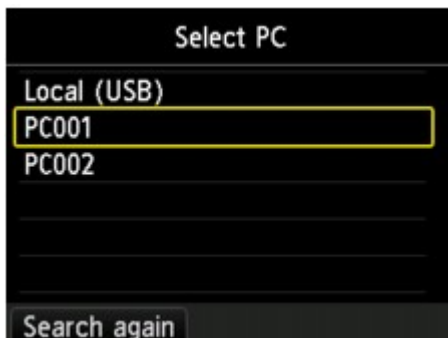


▶▶▶ Note

- If the Scan standby screen for forwarding the data to the USB-connected computer is displayed on the LCD, press the left **Function** button to display the screen for selecting to which you save the data.

Select the computer to forward the scanned data following the procedure below.

1. Select  **PC** and press **OK** button.
2. Use **▲▼** button to select computer to forward scanned data and press **OK** button.



The Scan standby screen is displayed.

▶▶▶ Note

- If you select **Local (USB)** on the **Select PC** screen, the data is forwarded to the USB-connected computer.
- When you forward the scanned data to the computer using WSD (one of the network protocols supported in Windows 8.1, Windows 8, Windows 7, and Windows Vista), select **Enable** for **WSD scan from this device** on **WSD setting** on **Other settings in LAN settings** under **Device settings**.

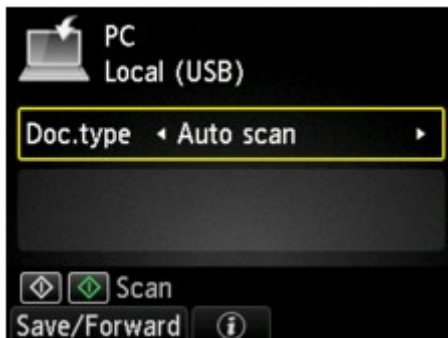
■ [WSD setting](#)

If you press the left **Function** button, the machine starts searching for the connected computers again.

3. Use ◀▶ button to select document type.

▶▶▶ Note

- When you forward the scanned data to the computer searched using WSD, you cannot select the document type.



Auto scan

The machine detects the type of the originals automatically and the image is forwarded in the optimized size, resolution and data format.

▶▶▶ Important

- Load originals properly according to their type; otherwise, some originals may not be scanned properly.

For more on loading the original:

■ [Loading Originals](#)

- The following items can be scanned:

Photos, postcards, visiting cards, magazines, newspapers, documents, BD/DVD/CDs

- The following items cannot be scanned properly.

- A4 sized photos
- Documents smaller than 5 inches x 7 inches (127 mm x 178 mm) such as a paperback with its backbone cut off
- Originals on thin white paper
- Long and narrow originals such as panoramic photographs

Document

Scans the original on the platen glass as a document data applying the settings specified in **Scan settings**.

Photo

Scans the original on the platen glass as a photo data applying the settings specified in **Scan settings**.

4. Press right **Function** button to adjust settings as necessary.

■ [Setting Items for Scanning Using Operation Panel](#)

5. [Load original on platen glass.](#)

▶▶▶ Note

- You can check the procedure to load the original by pressing the center **Function** button.

6. Press **Color** button for color scanning, or **Black** button for black & white scanning.

▶▶▶ Note

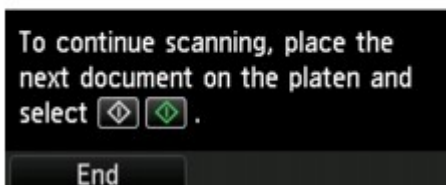
- When you forward the scanned data to the computer using WSD, press the **Color** button.

- If you select **JPEG** or **TIFF** for **Format** on the scan setting screen:

The machine starts scanning and scanned data is forwarded to the computer.

- When you select **PDF** or **Compact PDF** for **Format** on the scan setting screen:

The confirmation screen asking you if you continue scanning is displayed after scanning is complete.



If you continue scanning, load the original on the platen glass and start scanning.

If you do not continue scanning, press the left **Function** button. The scanned data is forwarded to the computer.

Scanned data is forwarded to the computer according to the settings specified in Canon IJ Scan Utility.

Remove the original on the platen glass after scanning is complete.

▶▶▶ Important

- If the scanning result with **Auto scan** is not satisfactory, select **Document** or **Photo** according to the original in step 3 and specify the scan size or other setting items in step 4.