



# Scanning with the Canon Multi-Function Device

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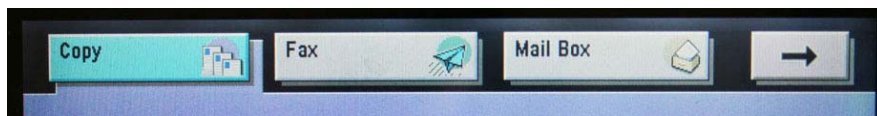
## Introduction

In addition to its printing, copying, and faxing capabilities Canon MFDs (Multi-Function Devices) such as the ImageRUNNER 3035, 3570, 5050, and 5065 can also scan documents to a network drive.

Follow the steps below to scan a single or multi-page document to a file.

## Scanning a Document

1. Press the on-screen arrow button (shown below) twice.



*Result: The eCopy ShareScan OP screen appears.*

2. Place your document (one or more pages) face up on the feeder tray.
3. Press the on-screen <Scan to Folder> button.



*Result: The document is scanned and the Preview screen appears.*

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## Making Changes to the Scan

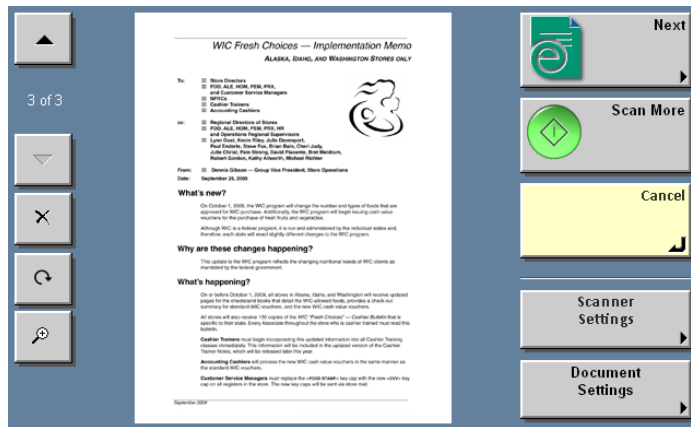
The Preview screen has the following options:

<▲> and <▼> page forward and backward through a multi-page document.

<X> deletes the displayed page.

<↻> rotates the scan.

<🔍> magnifies the preview image.



<Next> finalizes the scan and continue to the next screen.

<Scan More> scans additional originals into the document.

<Cancel> deletes the whole document, ends the scanning session, and returns to the eCopy ShareScan OP screen.

<Scanner Settings> to accesses various scanner options (see *About the Scanner Settings option* below).

<Document Settings> changes the image file format to TIF Fax, TIF, PDF (the default file format), or eCopy.

### About the Scanner Settings option:

The Scanner Settings screen has the following options sections:

- **Page.** Set the page size, type, and number of sides to scan.
- **Scanner.** Set the scanner's mode (black and white is the only option), resolution (150-600 dpi), brightness, and sharpness settings.
- **Output.** Set the scan's scale (as a percentage).
- **Image.** Mirror (horizontal flip), Inverse (negative image), and Deskew (straighten) functions that change the scanned image.

4. To continue and finalize your scan, press the <Next> button.

*Result: The Output File Name screen appears, with a default name ("Scanned Image") in the name field and a virtual keyboard.*

5. Using the virtual keyboard, enter the file name for the scan (example: my new scan).
6. Press <OK> to continue.

*Result: The Output File Name confirmation screen appears.*

7. Confirm the file name you entered and press <Next> to continue.

*Result: The Specify Recipient screen appears.*

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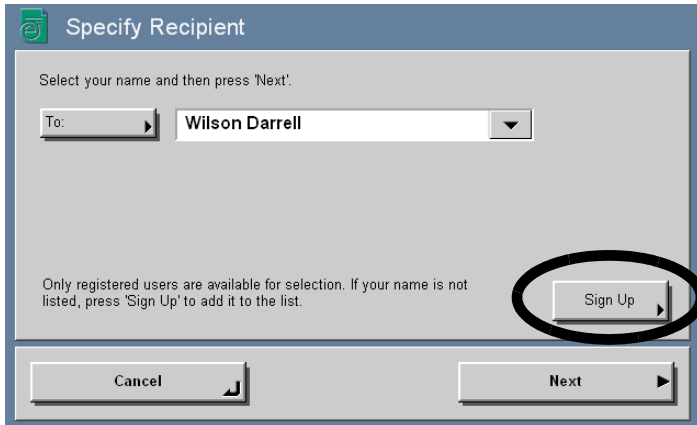
## Saving the Scan

If you have used the scanner before (or have already registered on another multi-function device such as the Ricoh printer/fax/scanner) go to step 7 below.

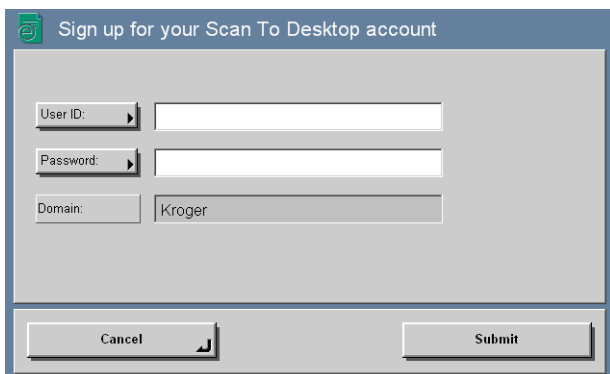
If you have NOT used the scanner before

Follow the steps below to save your scan.

1. Press the <Sign Up> button on the *Specify Recipient* screen.



*Result: The Sign up for your Scan To Desktop account screen appears.*



2. Press the <UserID> button.

*Result: The User Name screen appears.*

3. Use the on-screen virtual keyboard to enter your Enterprise User ID (EUID). When finished press <OK>.



*Result: The Sign up for your Scan To Desktop account screen appears, with the User ID completed.*

4. Press the <Password> button.

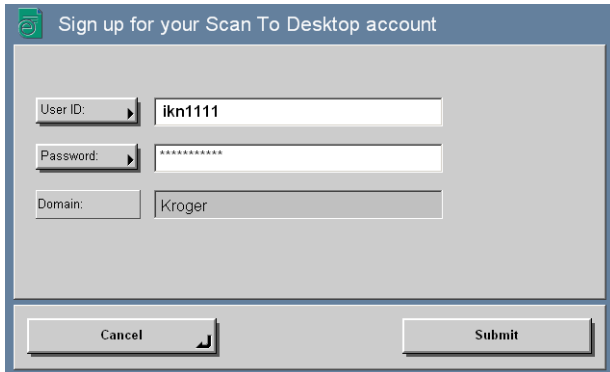
*Result: The Password screen appears.*

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5. Use the on-screen virtual keyboard to enter your password. When finished press <OK>.



*Result: The User ID and Password fields are both complete.*



6. Press <Submit> to continue.

*Result: The Specify Recipient screen appears.*



7. Select your name by either:
- Pressing the <▼> button to see a list of users. Page down the list to find your name and press it.
  - Pressing the <To:> button to display a virtual keyboard and enter your last name. Press <OK> to confirm.
8. Press <Next> to continue.

*Result:*

- If you have used the scanner before, a virtual keyboard appears for you to enter your password. Enter your password and press <OK> to continue. The Logon confirmation screen appears.
  - If you have NOT used the scanner before and have just signed up, you will not be prompted for your EUID and password (they have already been entered). The Logon confirmation screen appears.
9. On the Logon confirmation screen, if your EUID and password are correct, press <Send> to save the scan.

*Result: The scan file is saved and the Document Was Sent Successfully screen appears.*

10. The following button options appear:

- **Done.** Press this button to complete the process and return to the *eCopy ShareScan OP* screen. Press the arrow key to return to the Copy/Fax/Mail Box screen.
- **New Document.** Press this button to repeat the previous steps.
- **New Destination.** Press this button to set where to send the scanned image (*Scan to Desktop* is default).

**Note:** If no option is selected then after approximately 20 seconds the *eCopy ShareScan OP* screen appears.

## Accessing the Scan

If you have used the scanner before (and have access to the R drive), go to step 10 below.

If you have NOT used the scanner before (and do NOT have access to the R drive)



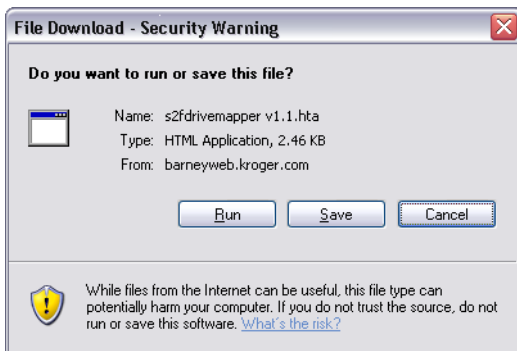
**Note:** If your PC already has an R drive (double-click the *My Computer* icon to verify if an R drive is present), then contact the Support Center (1-800-952-8889; say 'desktop' when prompted) to have your current R drive remapped to another drive letter (P, T, U, V, etc.). After that is done, then follow the steps below.

Follow these steps at your desktop PC to run a script that enables easy access to the R drive and your scans.

1. In Internet Explorer, go to FMInfo > Kroger Barneyweb > Retail Operations menu > Kroger Document Management > Scanning > Script for Mapping Drives.

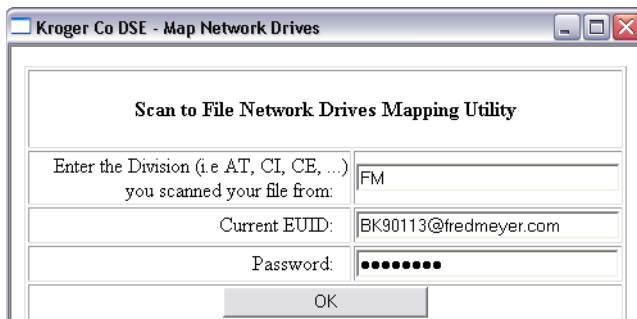
2. Click the **Alternate eCopy Login Script - R drive** link.

*Result: A File Download - Security Warning window appears.*



3. Click <**Run**> to execute the script.

*Result: The Kroger Co DSE - Map Network Drives window appears.*



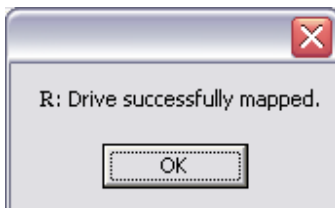
4. In the *Enter the Division* field, type **FM** (for the Fred Meyer division).

5. In the *Current EUID* field, enter your Enterprise User ID (if it is not already there).

6. In the *Password* field, enter your password.

7. Click <**OK**>.

*Result: If the script ran successfully, an "R: Drive successfully mapped" confirmation message appears.*



8. Click <**OK**> to close the confirmation message window.

9. Click the <**X**> in the upper-right corner of the *Kroger Co DSE - Map Network Drives* window to close it.

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10. From your Windows desktop, double-click the **My Computer** icon.

*Result: A window opens, showing your hard drive, CD-ROM drive, and network drives (M, N, Q, etc.)*

11. Double-click the R drive.

*Result: The R drive opens, showing the scan files of documents you have scanned.*

12. From here you can view, copy, or move the scan file.

**Note:** Scanned image files on the R drive are automatically deleted after 10 business days or 14 days.