DEPARTMENT SCANNING

These instructions apply to the following printer model numbers: 3225, 3235, 3245

- Follow instructions for logging in.
- Select Send.

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TO EMAIL YOURSELF

1. Select **ScanToMyself**.

2. If necessary, make any changes on how the Canon device should read or process your document. Selection areas are outlined below.

3. Place the document to be scanned into the document feeder or on the platen glass and press the **Start** button located on the control panel.
TO EMAIL A RECIPIENT WITHIN THE MU DOMAIN

1. Select **Network Add. Book**
2. Select Name.

3. Using the onscreen keyboard, enter the FIRST name of the recipient. You can narrow the search be entering FirstName.LastInitial. If only the last name is known, you may enter a wildcard search by typing *.LastName. Select OK. Select Start Searching.

4. Select the desired recipient from the list display. The Up/Down arrows can be used to scroll through multiple pages if necessary. Press OK.
5. The recipient will now be displayed as a destination. If necessary, make any changes on how the Canon device should read or process your document. Selection areas are outlined below.

6. Place the document to be scanned into the document feeder or on the platen glass and press the **Start** button located on the control panel.

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**TO EMAIL A RECIPIENT OUTSIDE OF THE MU DOMAIN**

1. Select **New Address**.
2. Select E-Mail.
3. Using the onscreen keyboard, enter the email address of the recipient. Press **OK**.

4. Confirm the recipient by selecting **OK**.
5. The recipient will now be displayed as a destination. If necessary, make any changes on how the Canon device should read or process your document. Selection areas are outlined below.

6. Place the document to be scanned into the document feeder or on the platen glass and press the **Start** button located on the control panel.