Scanning

- Multi-page scan
- single-page scan

Scan to email
- Scan to your own email address
- Scan to a specific email address

Scan to USB flash drive
Text recognition (ocr) and scanning to Cloud service

ⓘ **Scanning on a multifunction device — quick guide**

Scanning is free.

1. **Login to the Canon multifunction device** with your user ID or an RFID card.
2. Press the **Scan** button, choose function, make the settings and press **Start**.
3. The device sends your scan job to your **Metropolia email address** or **cloud drive**.
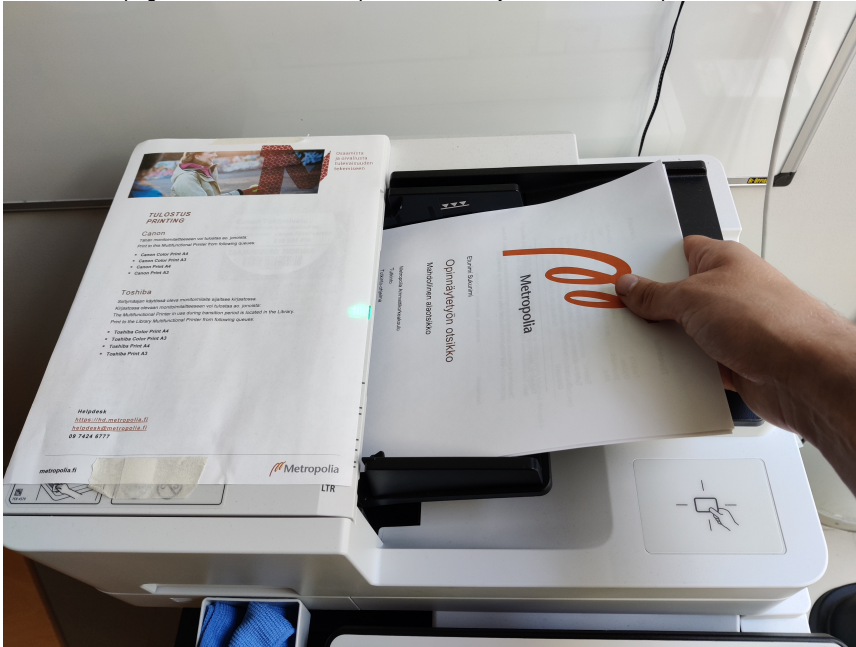
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1. Touch the Canon card reader with your copy card.

2. Select the scanning job type:

Multi-page scan

Place a multi-page document text side up in the feed tray located on the top of the lid.

single-page scan

Place a single-page document under the lid text side down.

3. Select where you want to scan your work. Email or USB flash drive.
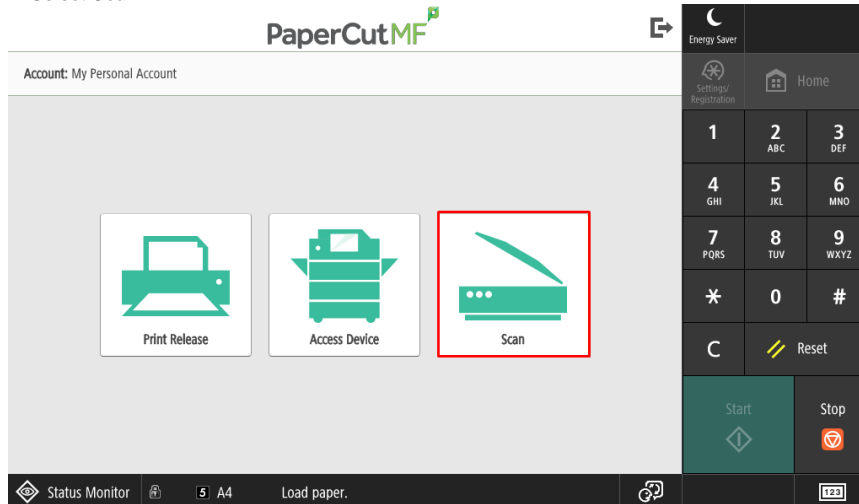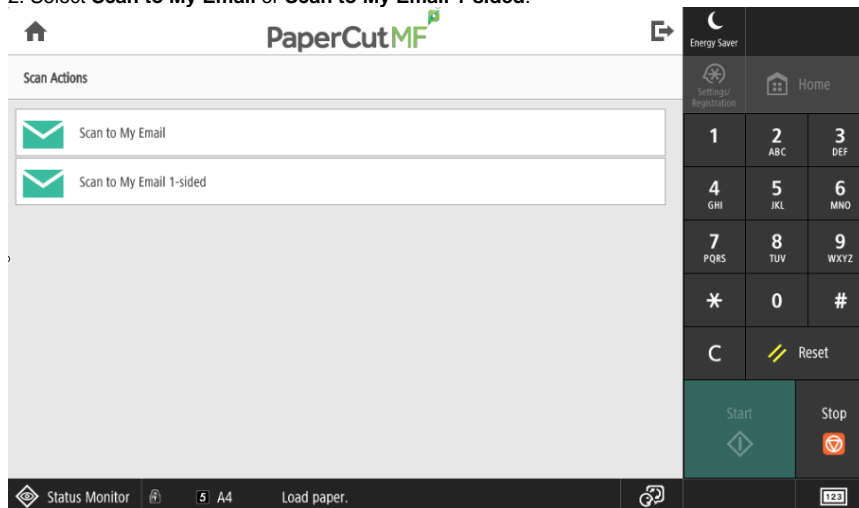
Scan to email

ⓘ **20Mb**

Notice! When scanning to e-mail the file size is limited to 20MB.

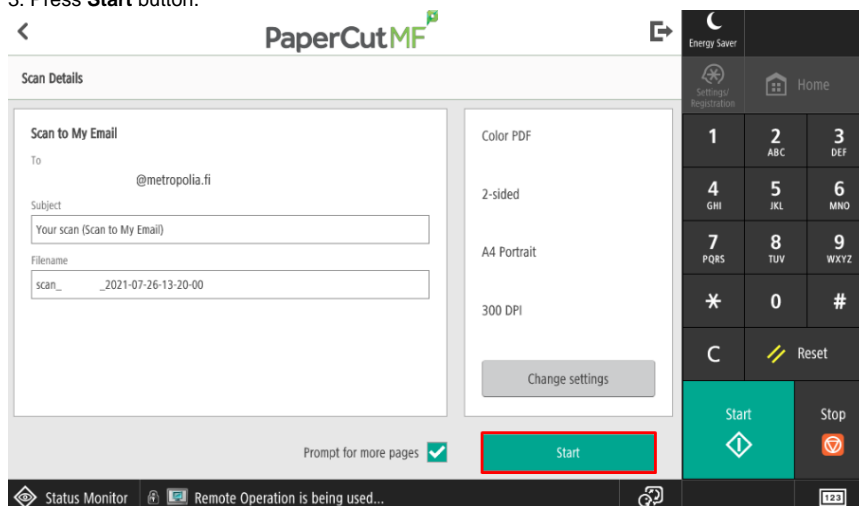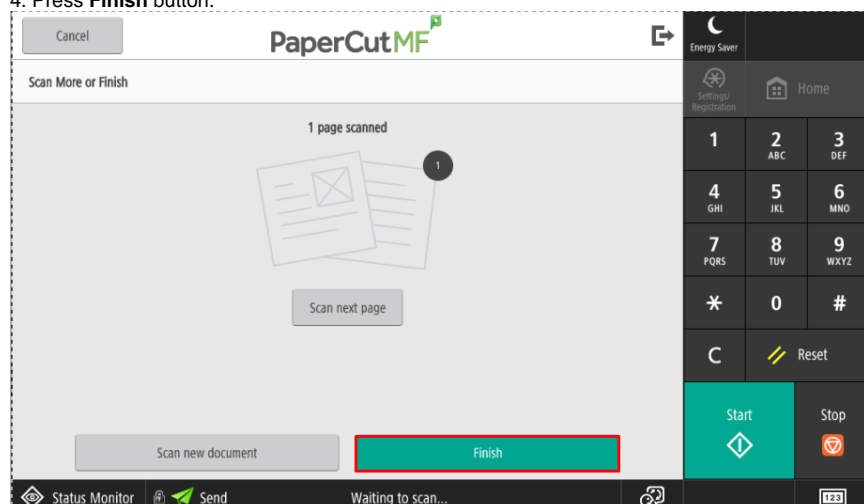## Scan to your own email address

1. Select **Scan**.

2. Select **Scan to My Email** or **Scan to My Email 1-sided**.
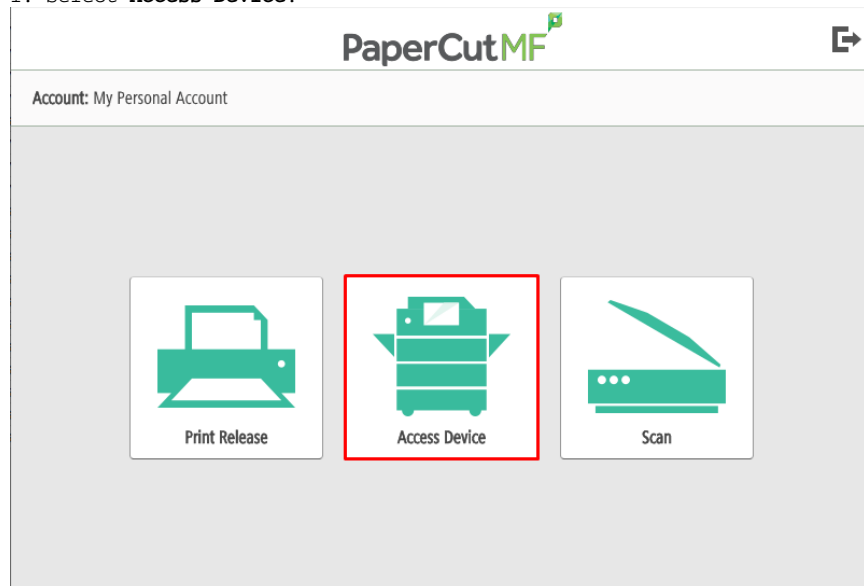

3. Press **Start** button.
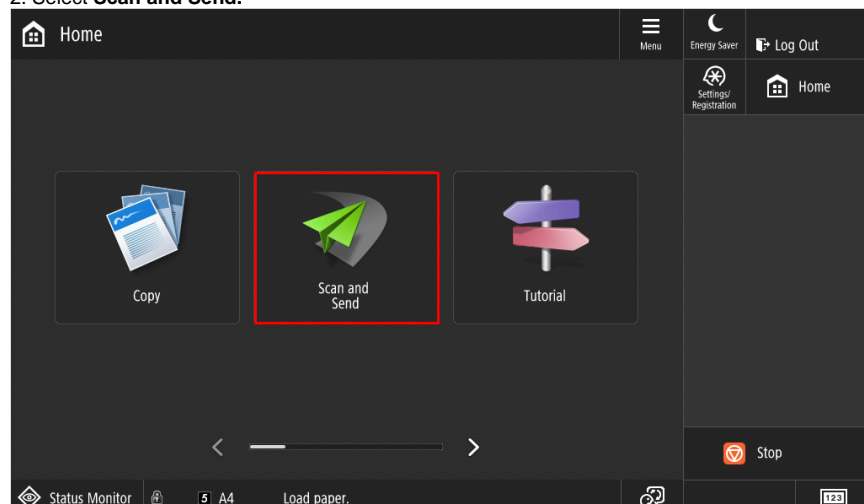
4. Press **Finish** button.
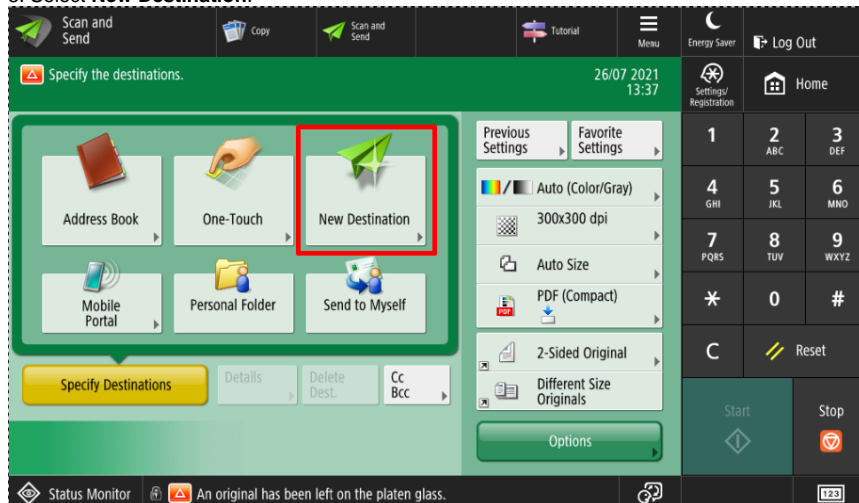

Scan to a specific email address

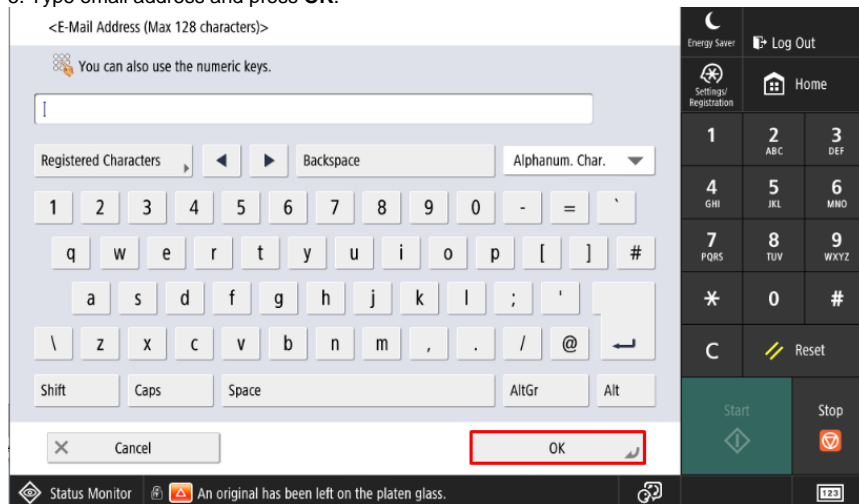1. Select **Access Device**.

2. Select **Scan and Send.**
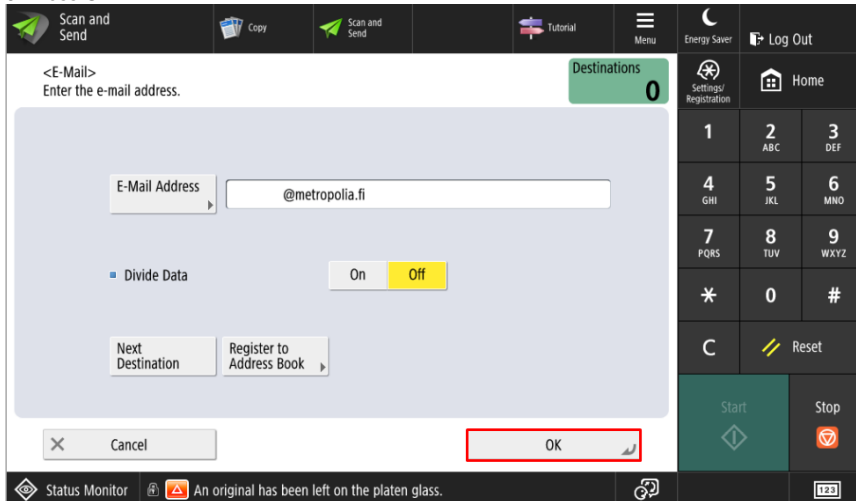
3. Select **New Destination**.
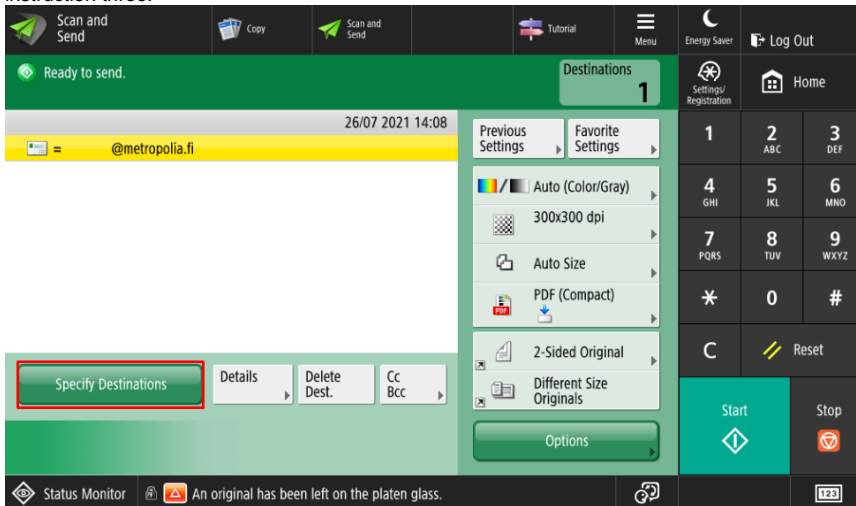

4. Select **E-Mail**.

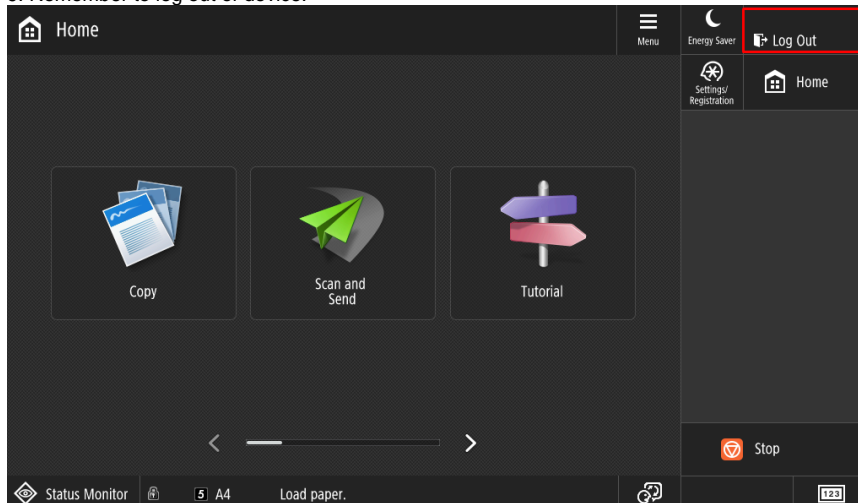5. Type email address and press **OK**.

6. Press **OK**.

7. If you want to send your scans to more than one email address, you can do it by pressing **Specify Destinations** button and starting again from instruction three.

8. By pressing **Start** button you can now send scans to email.

9. Remember to log out of device.
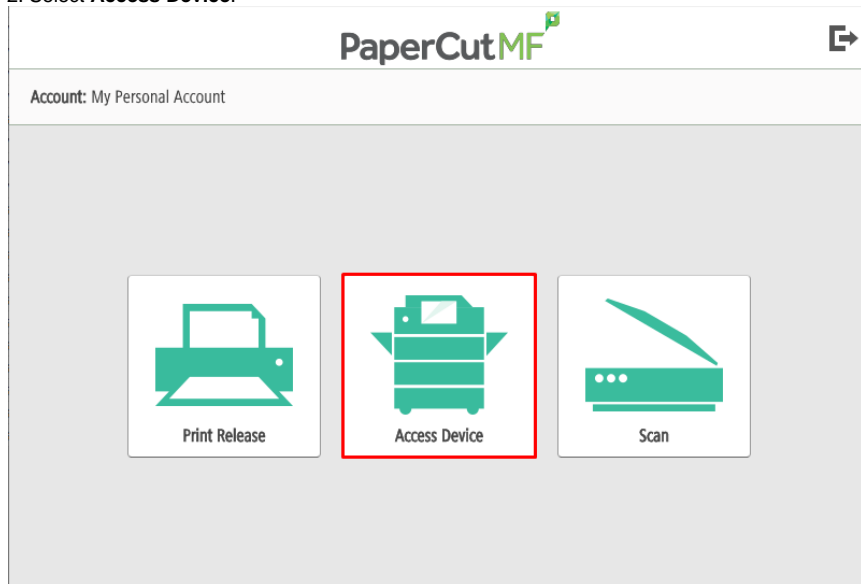

Scan to USB flash drive

> ⓘ **USB flash drive**
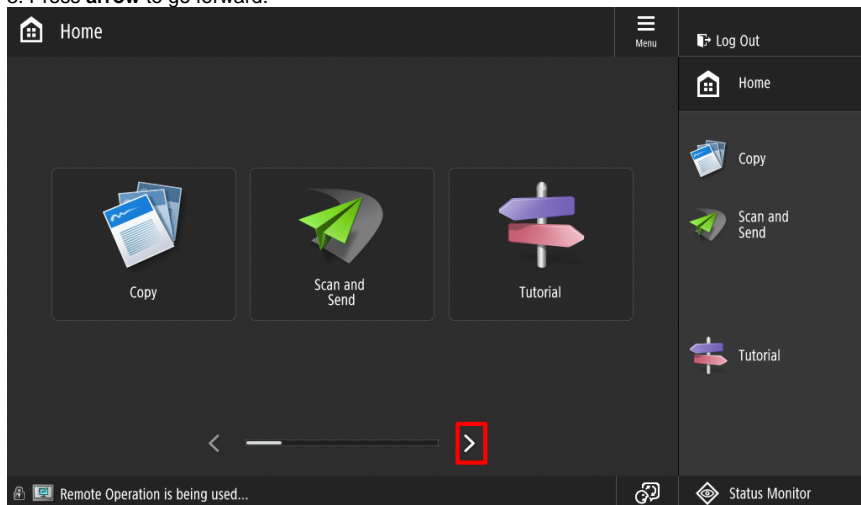>
> USB flash drive's format must be fat/fat32.

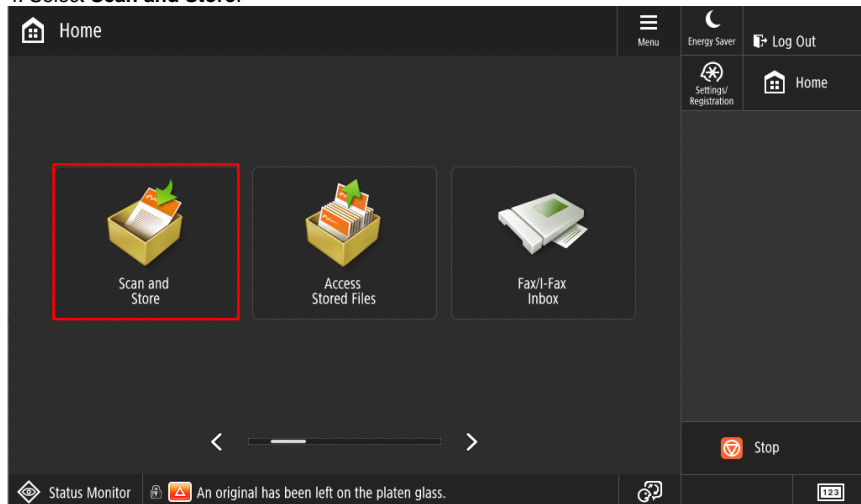1. Insert the USB flash drice to the USB port.

2. Select **Access Device**.
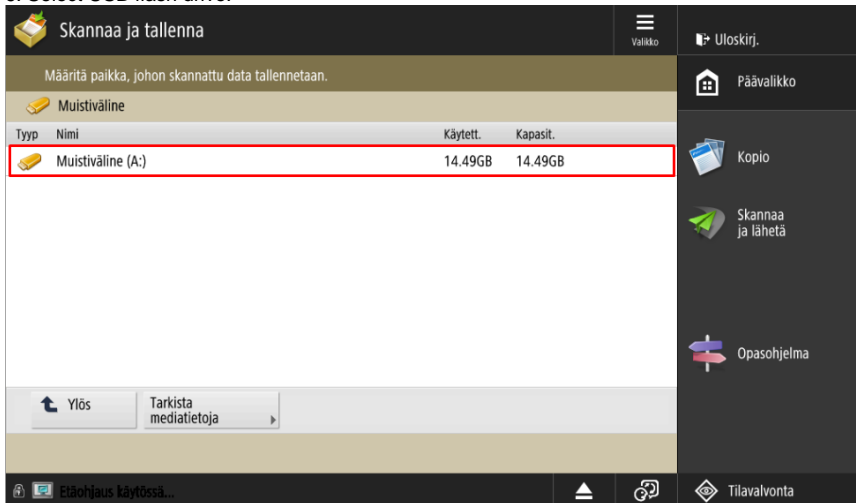

3. Press **arrow** to go forward.
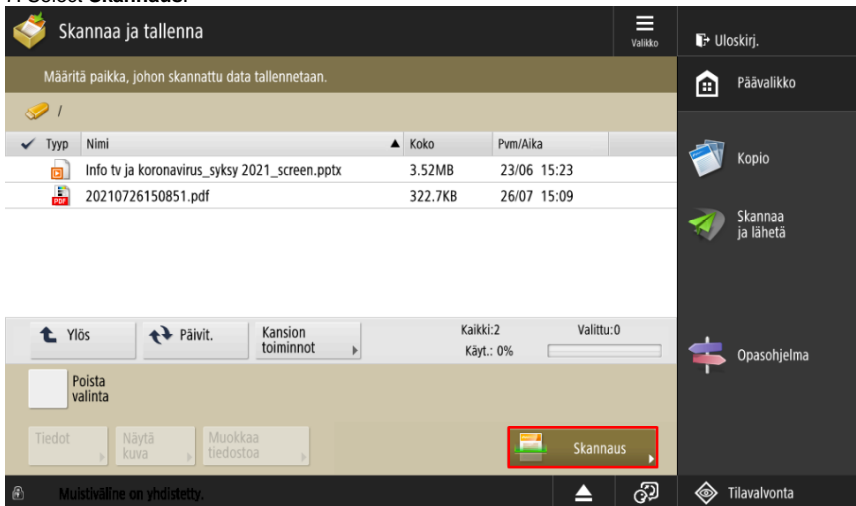

4. Select **Scan and Store**.
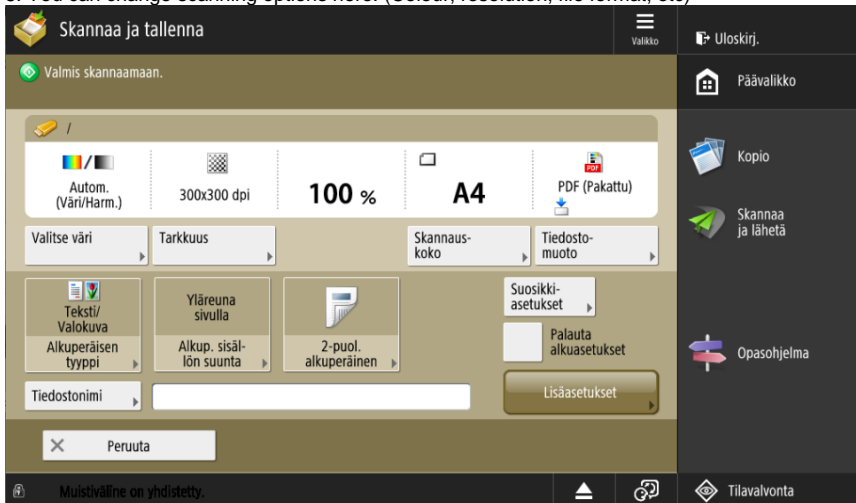
5. Select **Memory Media**.

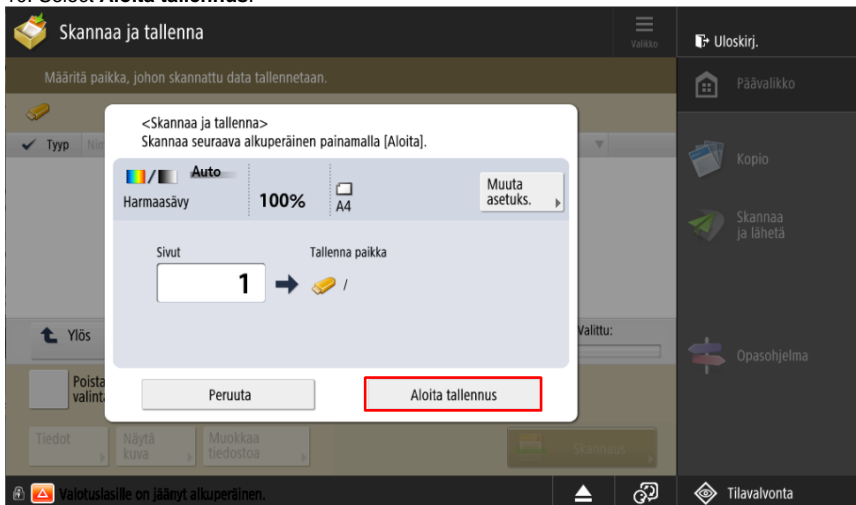6. Select USB flash drive.

7. Select **Skannaus**.

8. You can change scanning options here. (Colour, resolution, file format, etc)
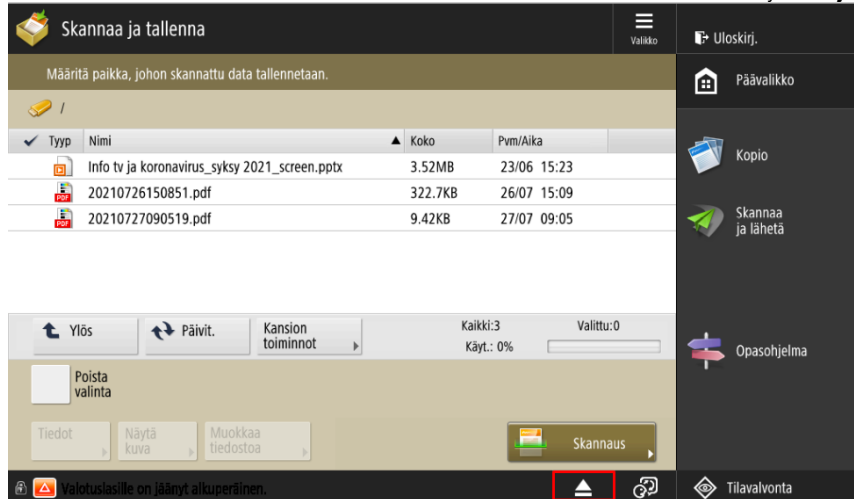

9. Scan to USB flash drive by pressing **START** button.

10. Select **Aloita tallennus**.
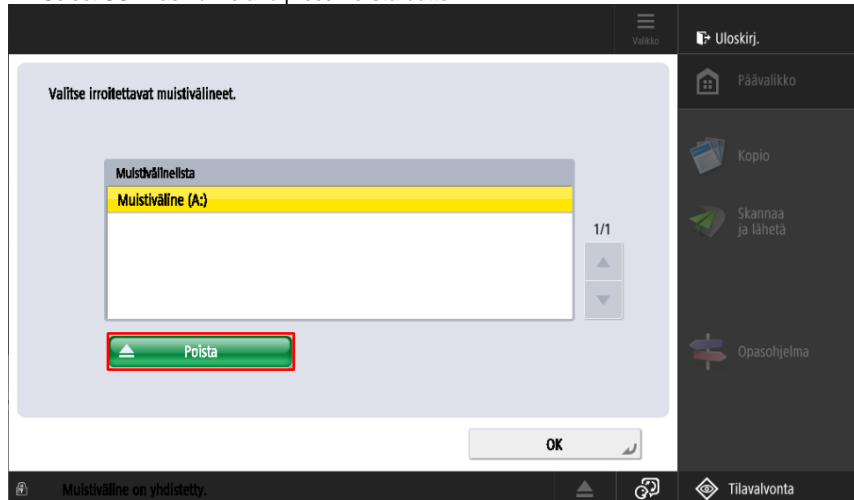
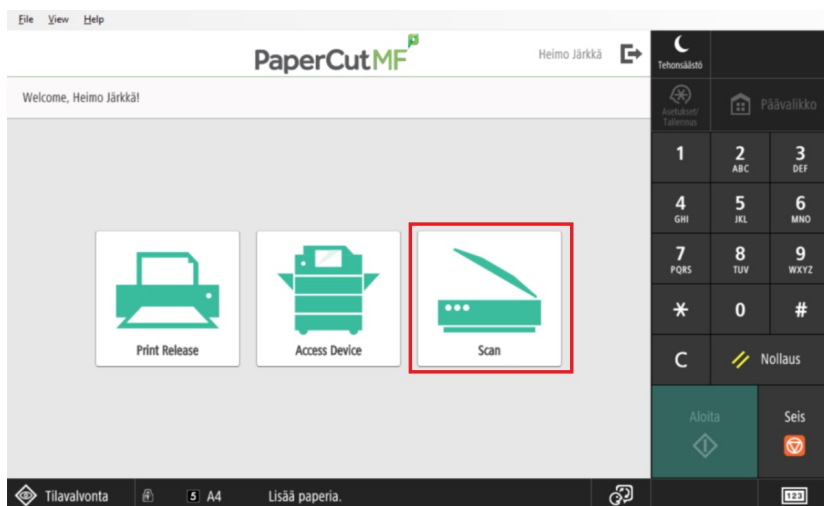11. USB flash drive now has scanned file. Remember to remove USB flash drive safely with **Eject**.

12. Select USB flash drive and press **Poista** button.

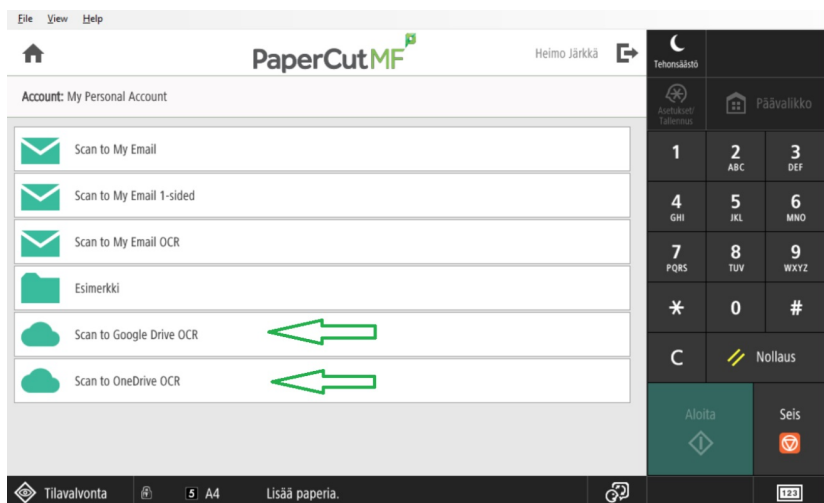# Text recognition (ocr) and scanning to Cloud service

Scanned document is saved to a cloud service in a PDF-file and the text can be copied to other applications.

1. Log in to the multipurpose device and select **Scan**.
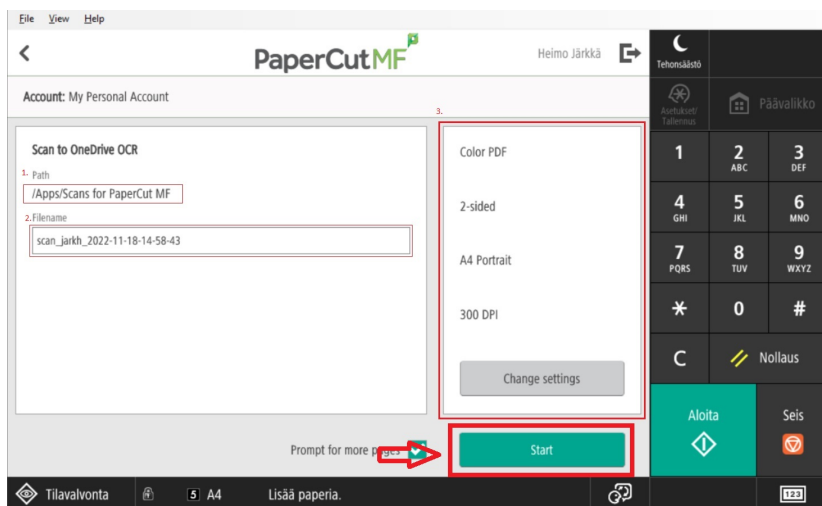
2. Select one of the following options

- Scan to Google Drive OCR
- Scan to OneDrive OCR


3. If you chose Scan to OneDrive OCR

- saving is done to OneDrive folder called **Myfiles/Apps/Scans for papercut IMF**
- filename seen on **Filename**
- default settings are **Color PDF, 2-sided, A4-portrait** and **resolution is 300DPI**

Start the scanning by pressing the **Start-button.**

4. Saving scans requires giving permission to folder **Myfiles/Apps/Scans for papercut IMF**

Accept the permission request from your email. Permission has to be given only once.
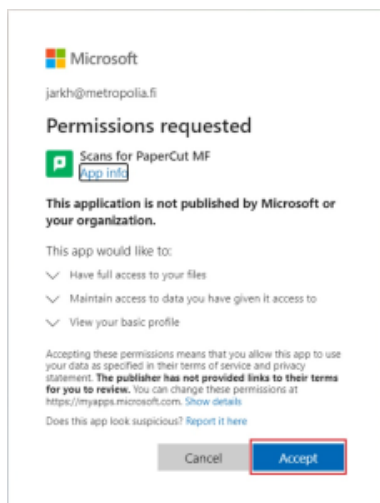
5. After giving permission for the app, you will receive another email that will confirm that saving was successful. The email has a link that takes you straight to your scanned document. You can also log into the application at onedrive.com.

Hi Heimo Järkkä

Your scan **scan_jarkh_2022-11-18-12-20-11** is now waiting for you in OneDrive for Business.

If you want to go straight to it, just click the button below.

Or, you can find it in OneDrive for Business under **/Apps/Scans for PaperCut MF**.
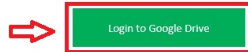
Happy scanning!

From the PaperCut team.

6. If you chose **Scan to Google Drive OCR** the steps are almost the same as before. You will receive an email to give permission for Google Drive. Press the link in the email to **Login to Google Drive**.

Hi Tomi Avikainen

Your scan is ready to send to Google Drive.

You need to do a one off authorization of the **Scans for Papercut MF** application to send files to your Google Drive account. This authorization link is valid for 24hrs, after which the file will be automatically deleted.

We also need to mention that when you use this service, we collect and retain scan job details such as name, email and filename for the purpose of providing our service as outlined in our privacy policy.

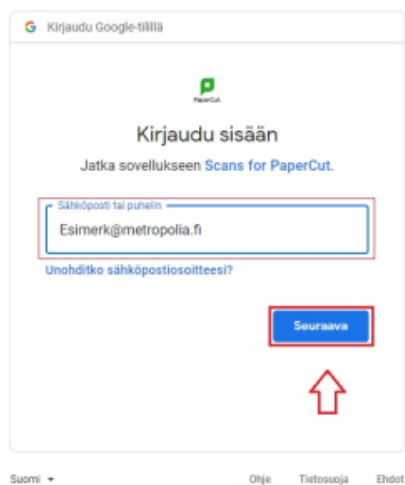Happy scanning!

From the PaperCut team.

Why do I need to do this?

PaperCut MF needs permission to save your scans to Google Drive. Your files will be saved in the **Scans for PaperCut MF** folder.
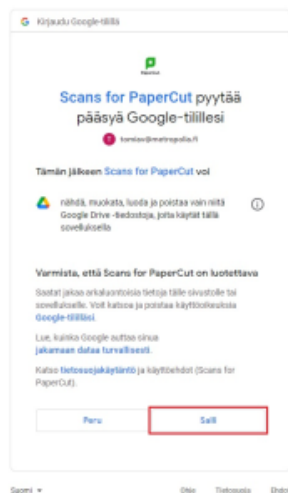
What happens when I scan again?

Simply tap and scan

7. Log into your Google account in the form of username@metropolia.fi and press next. Then you have to log in with your metropolia username (short username without @)

8. Accept the terms by pressing agree.

9. Log into Google Drive at drive.google.com. Your files can be found in a folder named **Scans for PaperCut MF.**
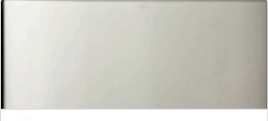
Skannaus