



# Scan & Email PDFs From Canon Copiers

## Send Scanned PDFs Directly to Your 4J Email

Our latest Canon copiers have the ability to scan documents as PDFs and send the files to any 4J address. This feature has the potential to save time for staff and teachers who may want to digitize teacher created content or student work.

1. Place documents to be scanned face up in feeder tray or face down on glass.



2. Tap **Scan/Send** button on touch screen.
3. Select **Address Book** button on touch screen.



4. Type in **First Name** of recipient in search bar.



5. Press **OK**

6. Select **Name** from list that appears



7. Press **OK**
8. Press **Green Start Button**



9. Your file is on its way. Be mindful that large files can take a few minutes to arrive. Please allow for transfer time before rescanning again.