

Scanning Answer Documents on Canon Copiers

1. Login to appropriate Canon Copier using your employee account
2. Select "Scan and Send"
3. Select "Favorite Settings" button in the upper right hand corner
4. Select "Edgescan" from the list of favorites
5. A window opens - select "yes"
6. Make sure all answer documents are turned the same way and facing the same direction
7. Place answer documents on copier document feeder - face up
8. Press green "Start" button on control panel
9. If scanning multiple sets, return to Step 3 and start over for each set