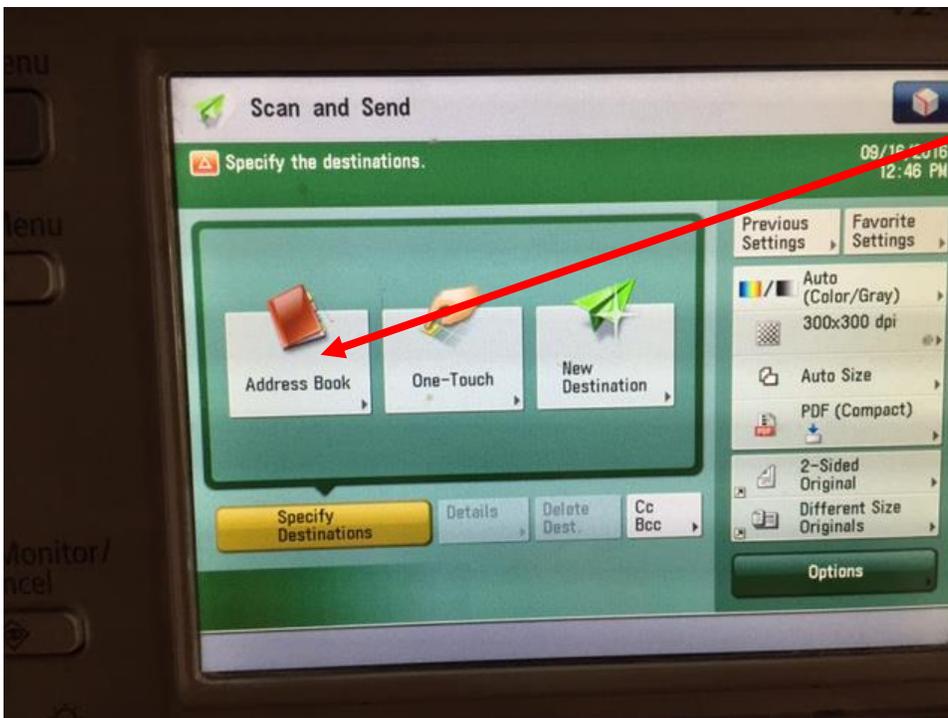
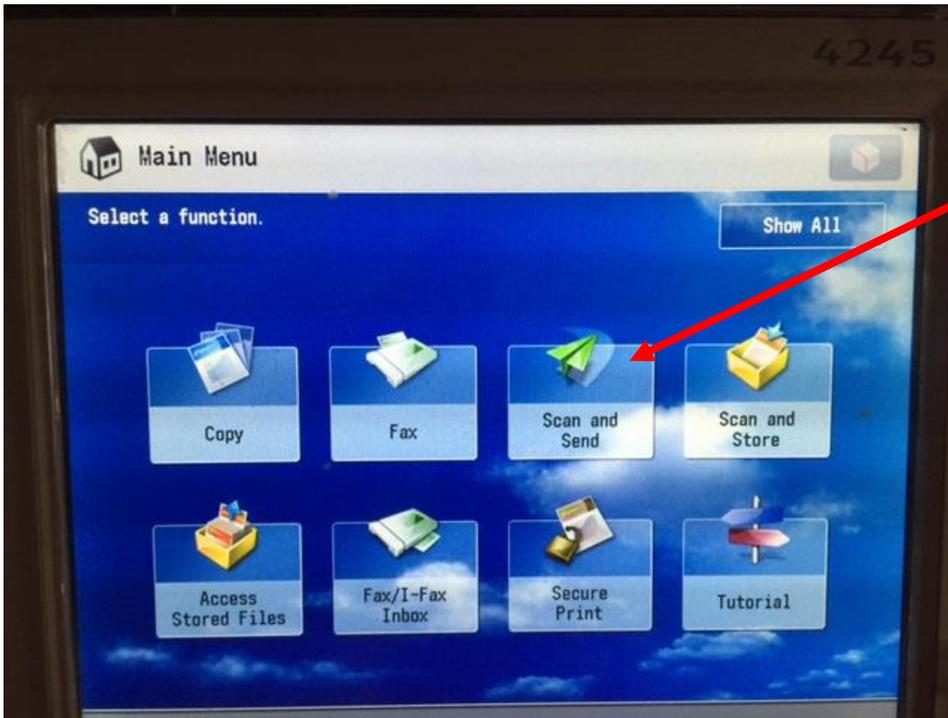
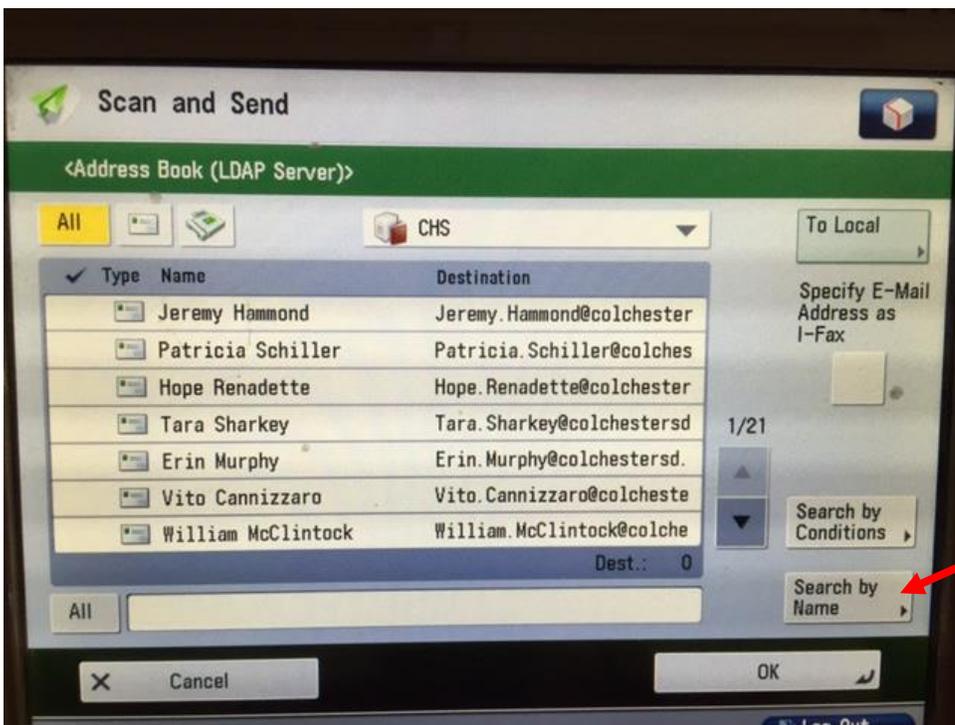
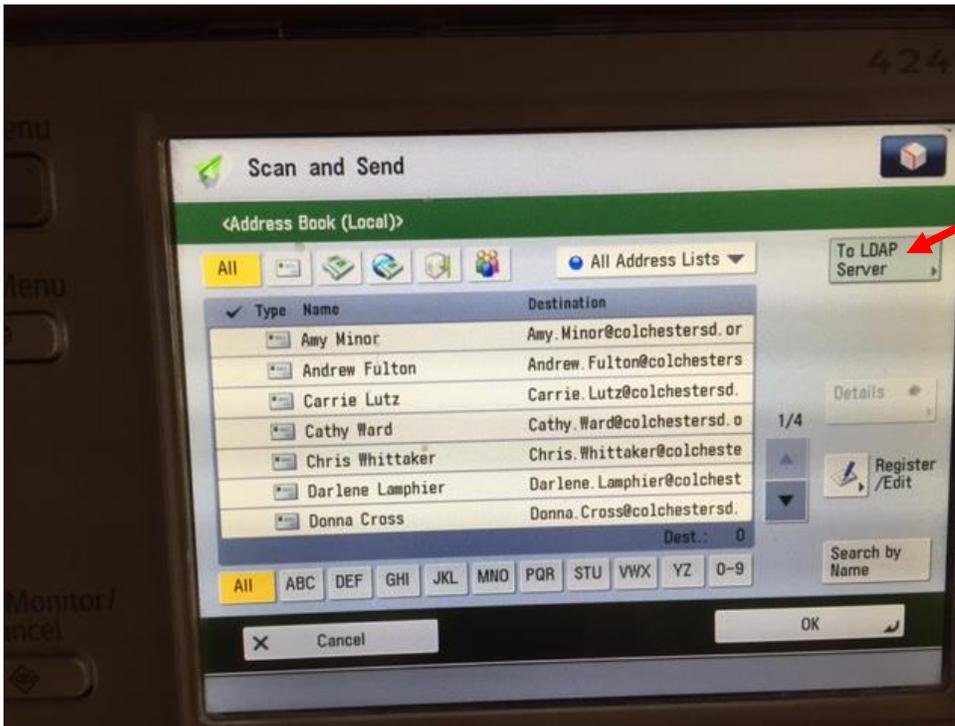


How to Scan and Send on Canon Copiers

Place your document on the flatbed and make these selects:

Main Menu > Scan and Send > Address Book > To LDAP Server > the school > search for a name





To search for a name:

Select a school > Search by Name > type the **first name**

OR select Search by Conditions > Contains > type the last name

Please note: The Local Address Book is separate and not managed by IT. It may contain addresses added by individuals like a fax group, Central Office and IT members.