



Information Technology

How to use the scan feature using the Canon Image Runner 5065 copier

Here's how to scan a document using the Canon Image Runner 5050 and 5065 copiers.

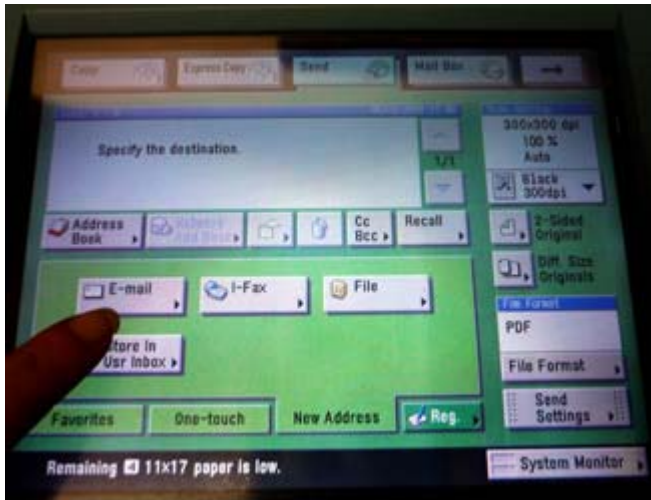
[Click here](#) for information on how to set up your email address as a one-touch button. If you have already set up a one-touch button, [click here](#) to see how to scan documents using the one-touch feature.

After putting your document in the feeder tray, you'll need to do the following:

1. Press the **Send** button on the copier's display screen.



2. Press the **Email** button on the copier's display screen.



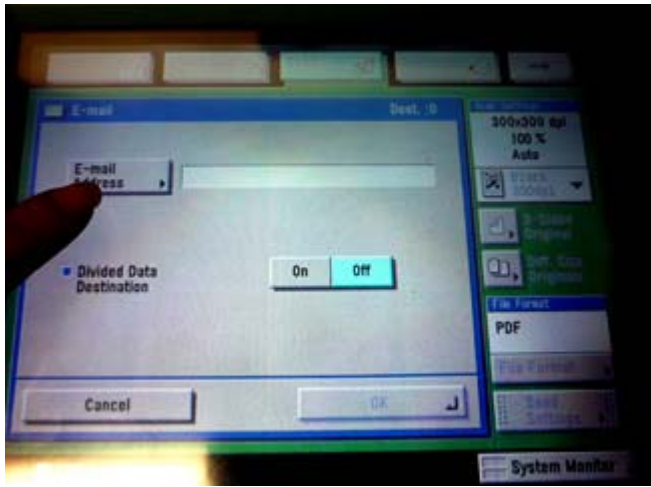
3. Press the **E-mail Address** button on the copier's display screen.

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- **Off campus: (404) 413-9111**
- **[Submit a Technology or Classroom Support Request](#)**

Also, check out our [online listing](#) of technology resources.



4. Enter your E-mail address and press the **OK** button.



5. Press **OK**.

6. Press the **Start** button on the copier.



7. The copier will scan and email your document to you.



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