



Scanning/E-mailing Instructions

Cannon Color Image Runner C5180

Documents can be scanned and e-mailed to an address of your choice using the Canon 5180 copier. There is no charge to building tenants for this service.

To scan and e-mail one or more pages please follow the procedure below:

1. Log in by entering your unique user id number
2. Place an original document either on the platen glass or in the multi-page feeder right side up. Place multiple page documents in the multi-page feeder.
3. Press the “Send” key located at the top of the touchscreen to access the machine’s sending functions.
4. Press the “File Format” button located on the bottom right of the touchscreen to select the file format type. Auto scanning is 200 dpi which is usually sufficient but can be increased up to 600 dpi. File format choices are:
 - TIFF/PDF Auto Select
 - PDF (Recommended)
 - TIFF/JPEG Auto Select
 - TIFF
5. Press the “Send Settings” button to enter information for email fields:
 - Send Doc Name:
 - Subject:
 - Message:
 - Reply to:
6. Specify the destination. Either locate the destination email address in the stored Address Book by selecting the “Address Book” button, or select the “E-mail” button to manually enter an email address.
7. Select the “Scan Settings” pull-down menu to adjust the file resolution as desired.
8. Select “2-sided Original” or “Diff. Size Originals” as needed.
9. Press the large green Start button located on the copier to start the scan.
10. When all pages are scanned, press the Done button on the touchscreen to send email.
11. When done press the LogIn/Out button to log out and end your session on the copier.