How to Scan with Canon 5051

Currently on campus the Canon 5051 (CC5051)'s are the printers that are able to scan. There are multiple ways to scan to email on the CC5051's; this page outlines two different ways to scan to email along with instructions on how to scan to fax.

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Using the 'Address Book'

Typically for departments, where emails are saved into the Address Book, the below instructions outline how to scan to email. Click on the photos to enlarge.

From the Main Menu on the device front console, touch "Scan and Send"

Note: You may notice that there are two 'Scan and Send' buttons. Both link to the same screen; one is just a shortcut.

Touch "Address Book"

Touch "Search by Name" in the lower right corner

Using the on-screen keyboard, touch a few characters of the person's username, last name, or first name, then touch OK

From the list of matching users, touch one (even if there is only one) and then touch OK

Proceed with selecting options and scanning your document
Using the 'New Destination'

This is typically the way to scan to email when the name is not saved in the Address Book.

From the Main Menu on the device front console, touch "Scan and Send"

Note: You may notice that there are two 'Scan and Send' buttons. Both link to the same screen; one is just a shortcut.

Touch "New Destination"

Using the on-screen keyboard, type in the email you would like to scan your documents to, press OK.

If you don't have any other emails to send to, press OK again.

You can scan documents two different ways. You can place your papers on the top tray of the CC5051, you should be able to see a green light. However this method only works with individual sheets of papers. For instance, if you wanted to scan pages in a text book you would have to lift the top of the printer, align the book, and press 'Start'.

Scan to Fax

If you had documents to scan you would follow the above instructions on Scanning to Email using 'New Destination' except when you add the email it would be:

91<insert fax number with area code>@f.x, you typically use 9 and 1 to indicate that it's a long distance fax (i.e. from campus to Chicago). PLEASE DO NOT fax the sequence "9-1-1" it will call the operating center, which would not be good.

Related articles

Page: Printing at Carleton
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Enable Staple Option for Canon Printers (Mac)

Creating Printer Setting Presets (Mac)