

Using the scanner as a copier:

1. Make sure switch on bottom of scanner is in the unlock position. Plug In – Small end plugs into scanner, being sure the rounded ends match up. The other end plugs into USB port on the computer.
2. Click on desktop icon –CANOSCAN TOOLBOX 4.9 If no icon click on Start, then All Programs. Go to Canon and slide over to CanoScan Toolbox then slide to CanoScan Toolbox again.
3. Click COPY. Glance to see if the settings are correct (color or b/w the correct printer)
4. Click COPY at bottom of window. This will print your page. Close program (X)
5. REMOVE PAPER FROM SCANNER!