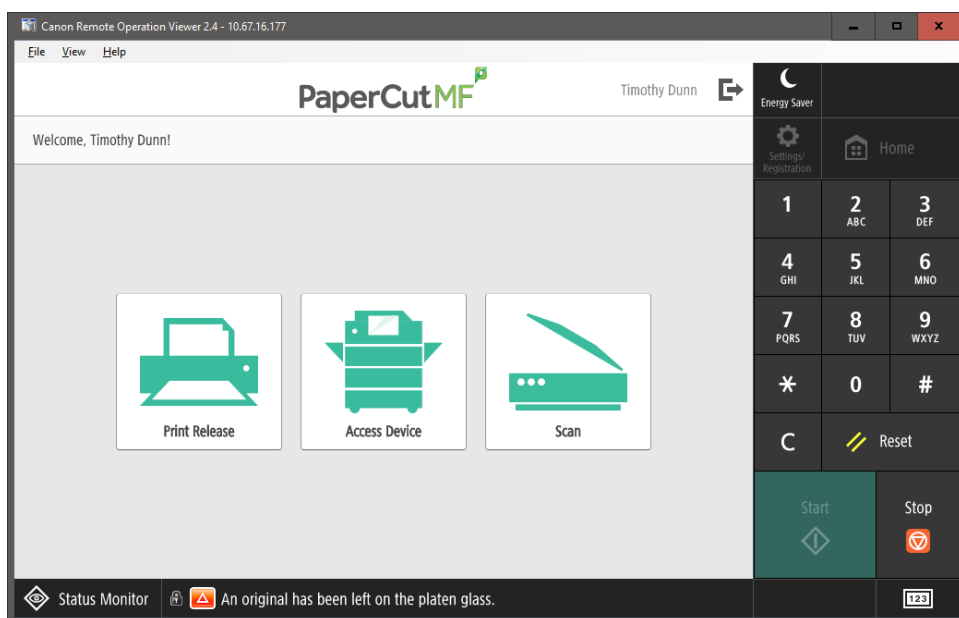
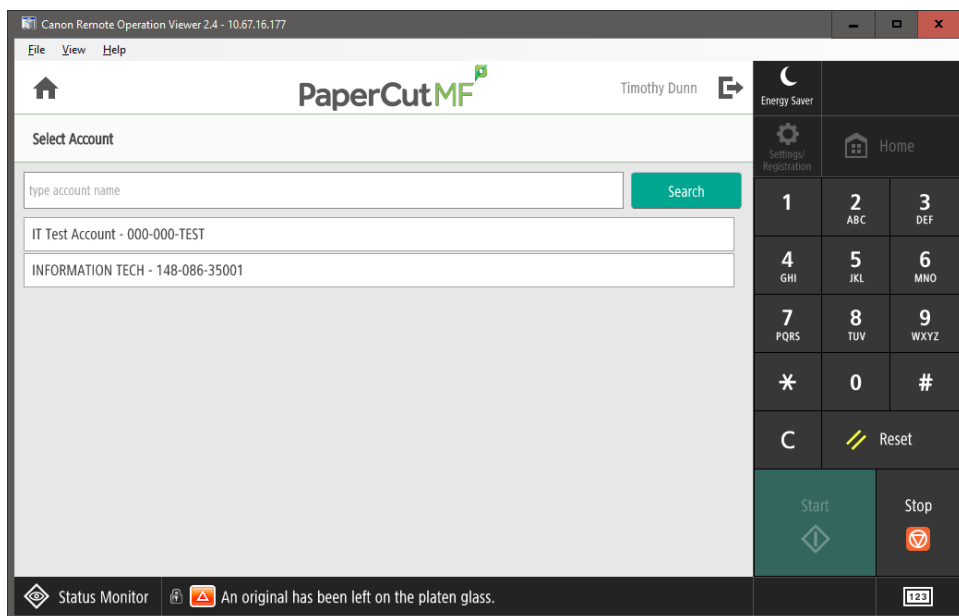


Scan to Self

From a Canon Multi-Function Device, once you login, you will be presented with the **PaperCutMF Welcome** screen.

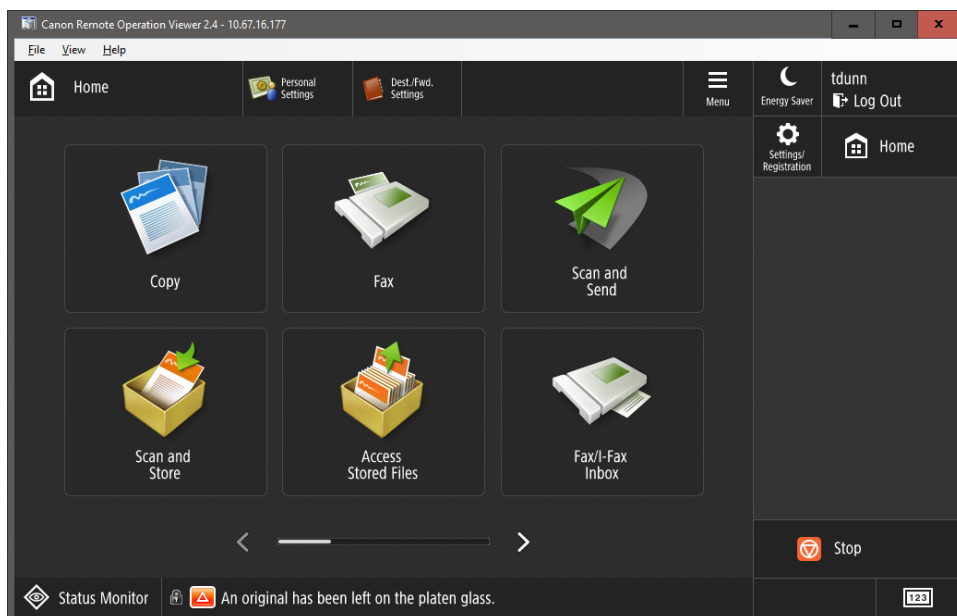


Place your document on the scanner's glass or use the MFD's automatic document feeder after ensuring the paper stops are set correctly. Tap the **Access Device** application.

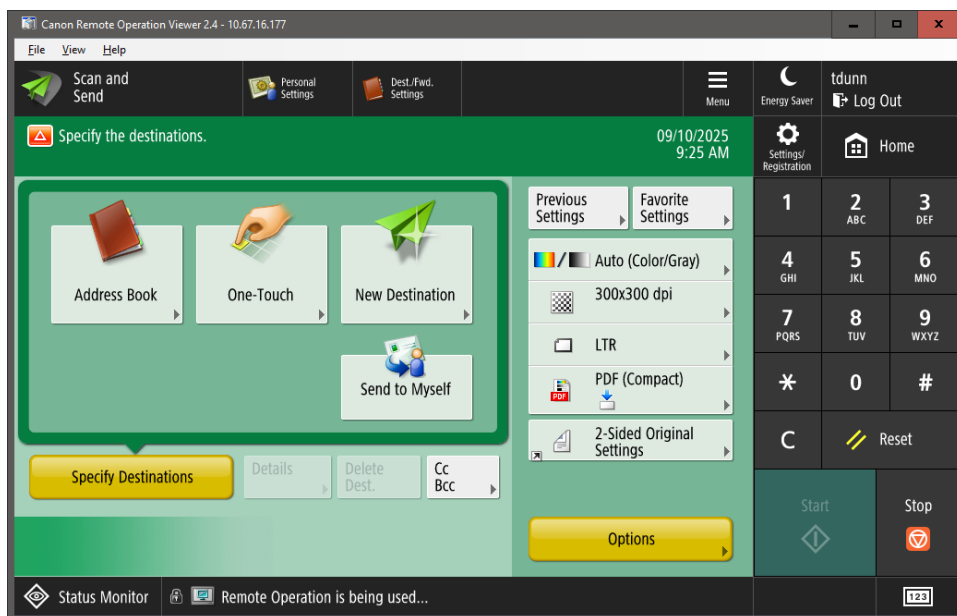


Select the appropriate account, if you have access to more than one account.

How to Scan to Self and Scan to My Email with the Canon MFD's



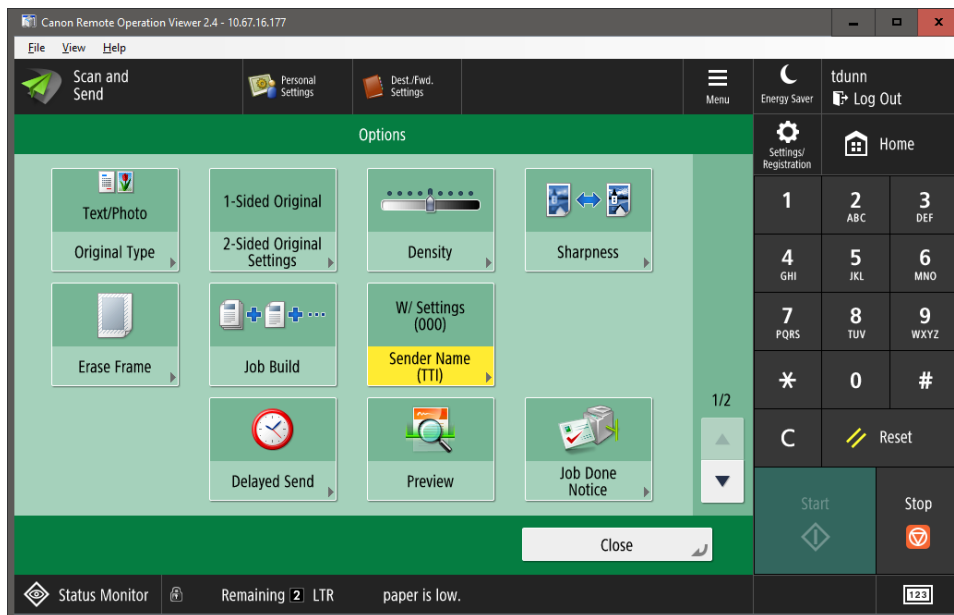
Tap the **Scan and Send** application.



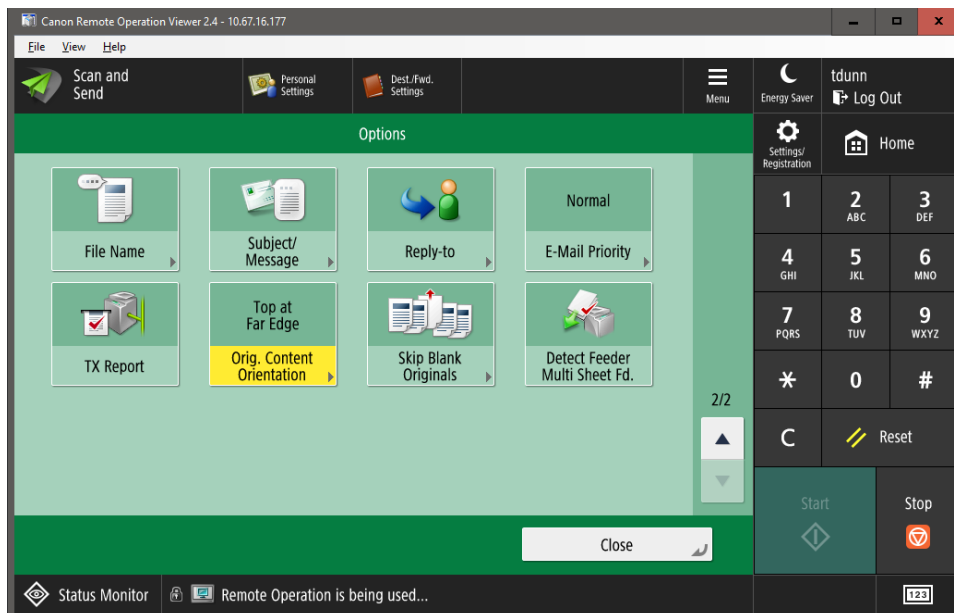
For the **Canon iR C259iF** and **Canon iF C359iF** Multi-Function Devices, that have the scanning glass and automatic document feeder rotated in a landscape orientation, you will need to perform the following steps. Tap **Options**.

Note: This step is not required if you use the [Scan to My Email](#) application from the **PaperCutMF Welcome** screen.

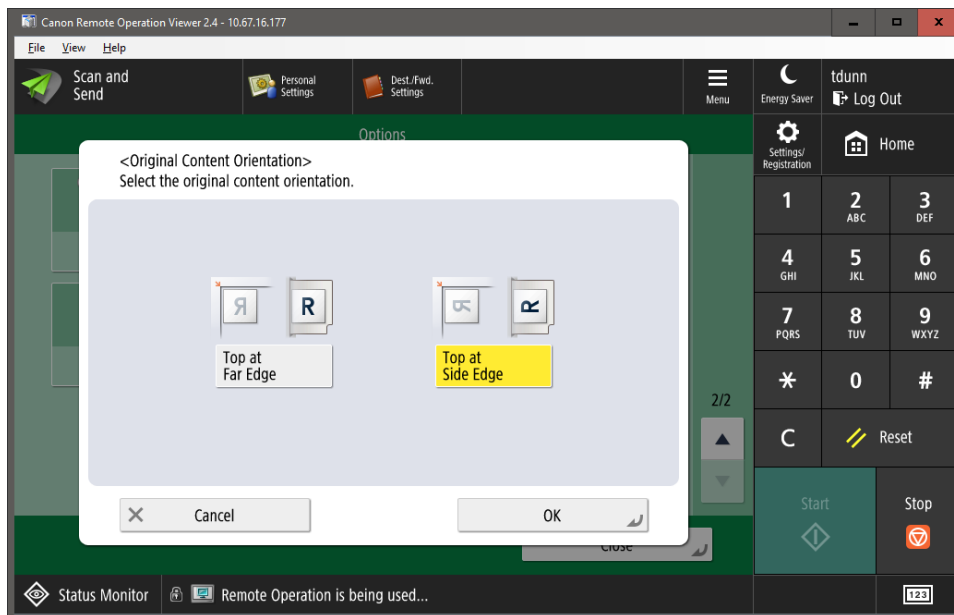
How to Scan to Self and Scan to My Email with the Canon MFD's



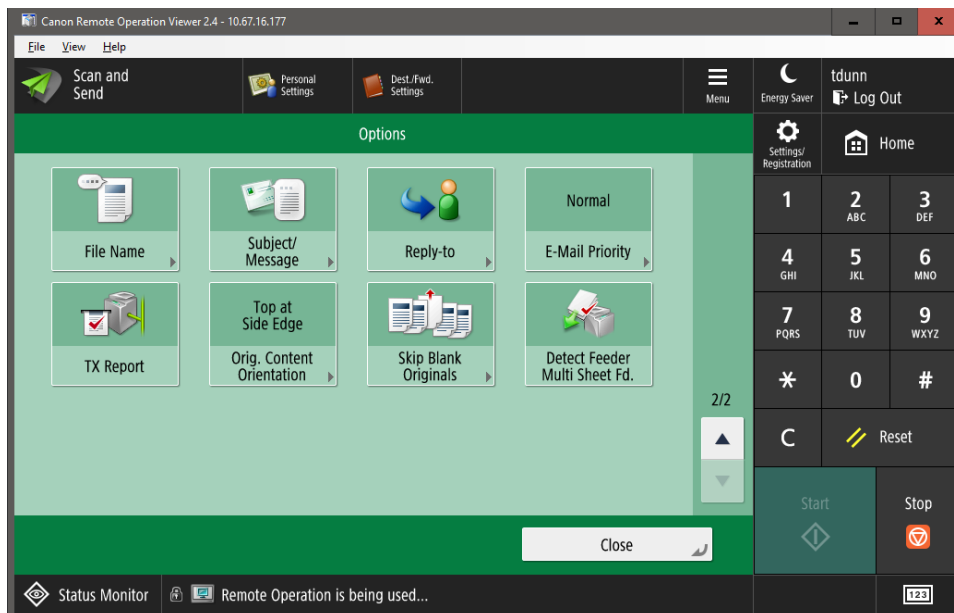
Tap the bottom arrow to the right to go to **Page 2** of the **Options** menu.



Tap the **Top at Far Edge (Orig. Content Orientation)** option.

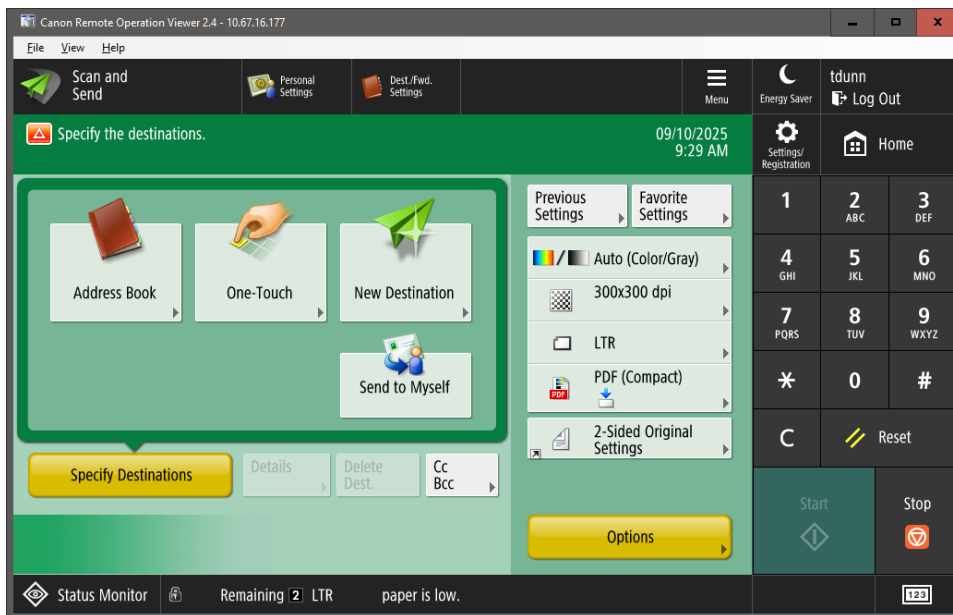


Tap the **Top at Side Edge** and tap **OK**.

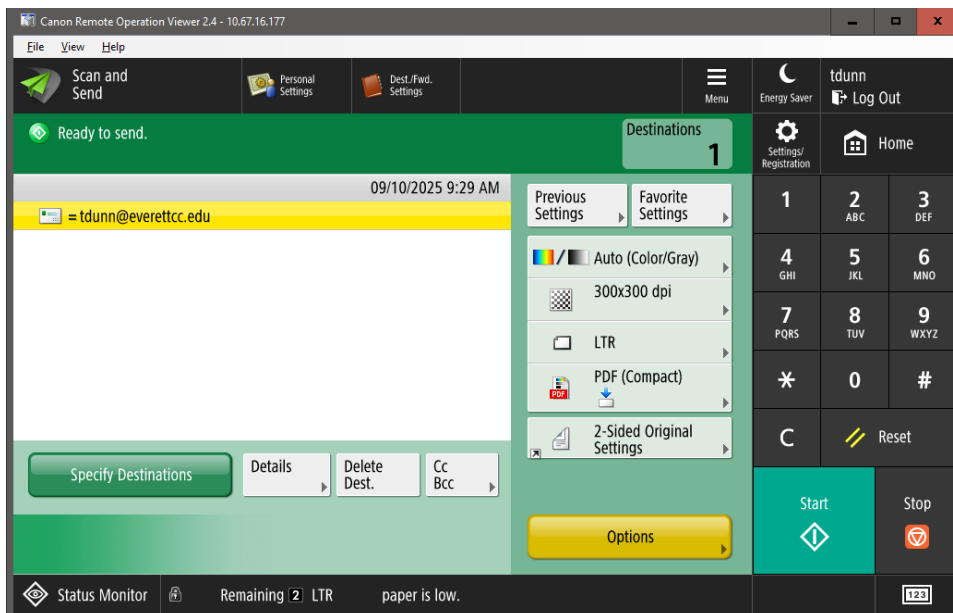


Tap **Close**.

How to Scan to Self and Scan to My Email with the Canon MFD's



Tap **Send to Myself**.

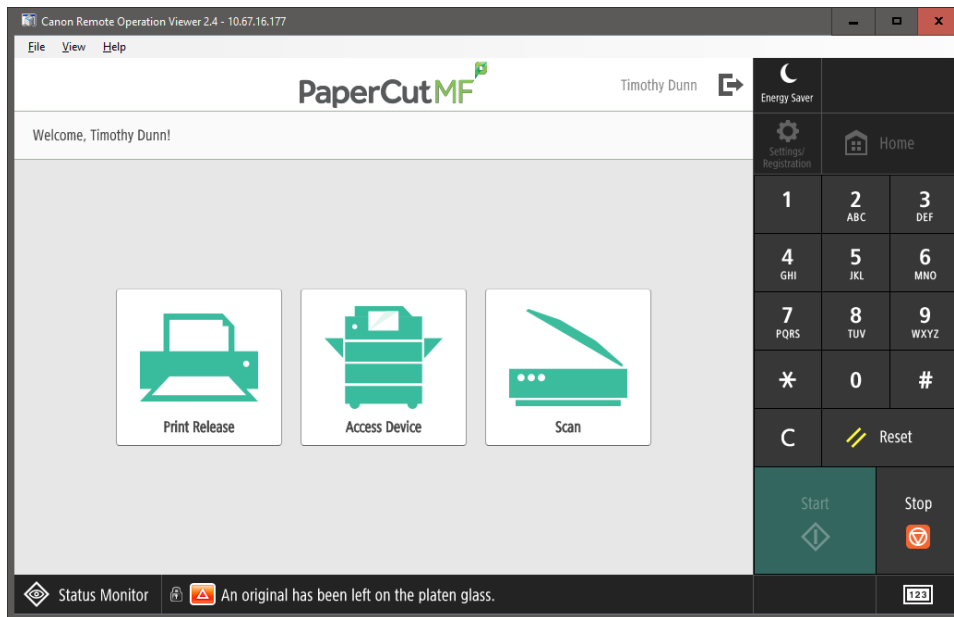


Tap **Start**.

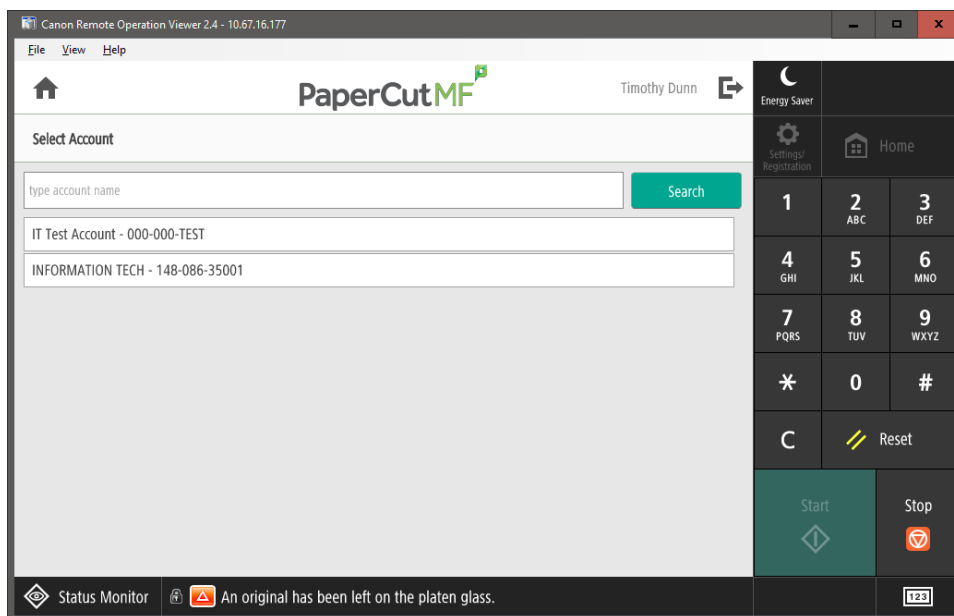
Once you have completed your scanning, you can select the **Home** icon if you have other tasks to perform, or the **Log Out** icon, both of which are located in the upper right-hand side corner of the display.

Scan to My Email

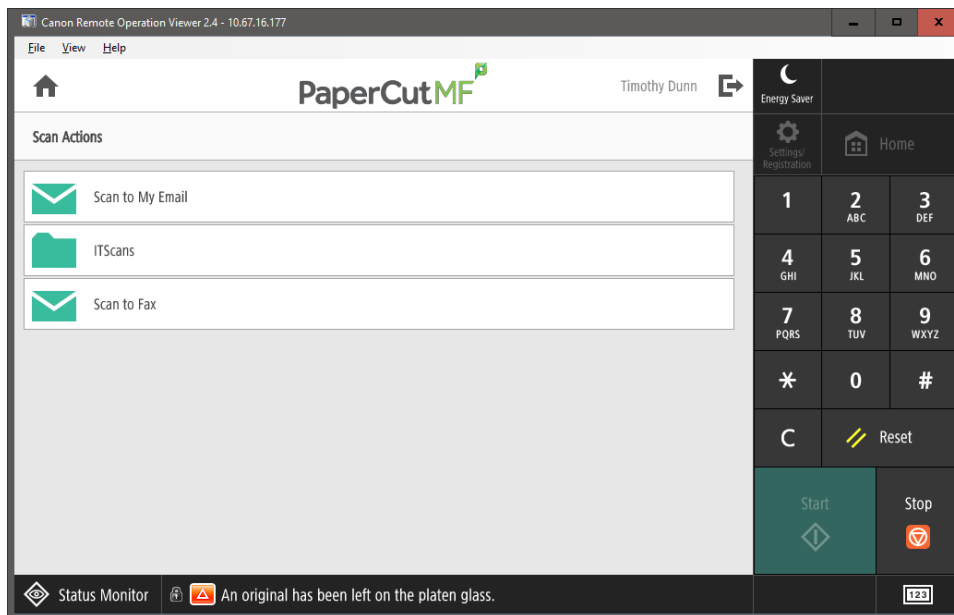
Another option is to use the **Scan to My Email** application, which is a function of PaperCut, separate from the Canon settings and the preferred methodology.



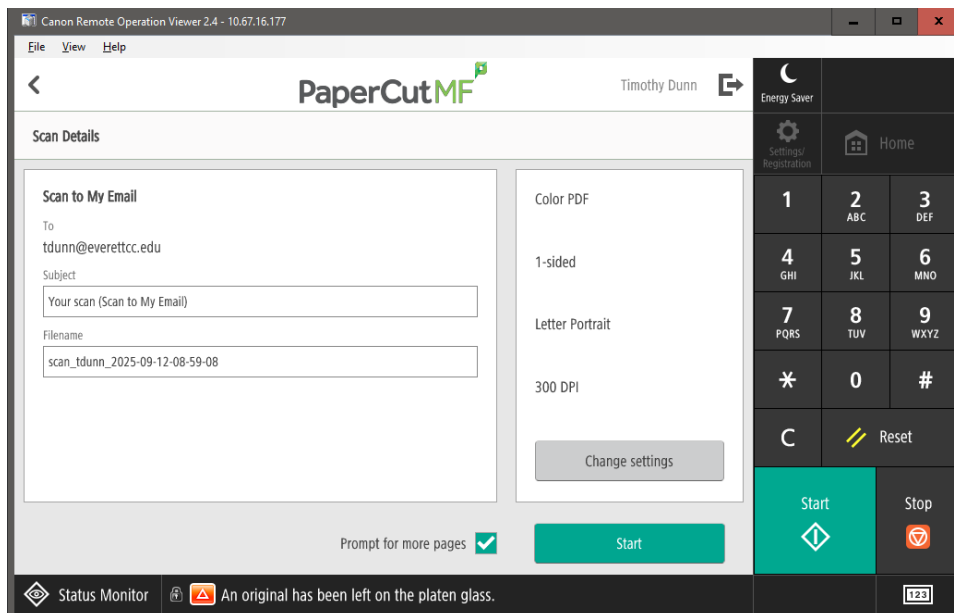
Place your document on the scanner's glass or use the MFD's automatic document feeder after ensuring the paper stops are set correctly. Tap the **Scan** application.



Select the appropriate account, if you have access to more than one account.



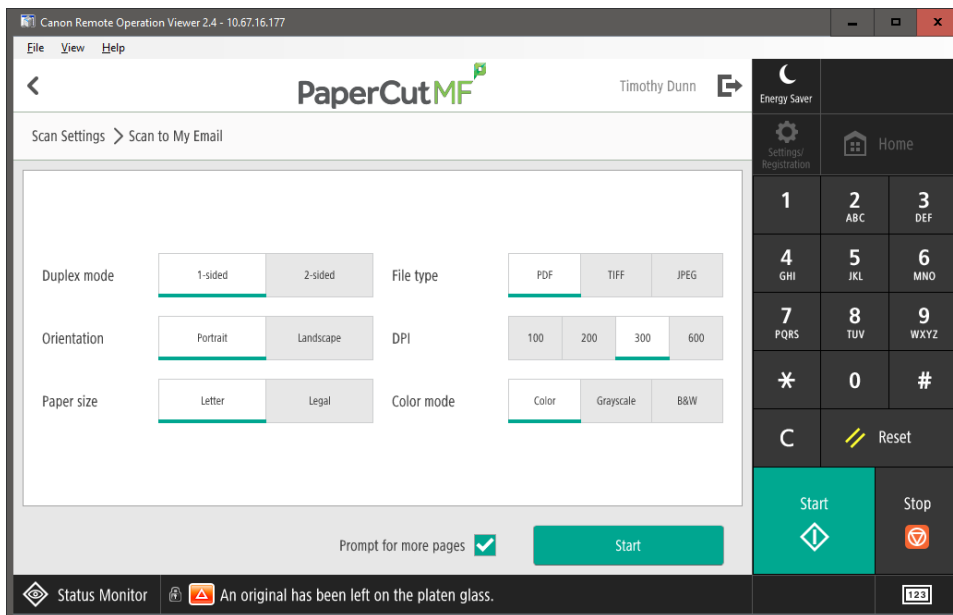
Tap the **Scan to My Email** Scan Action.



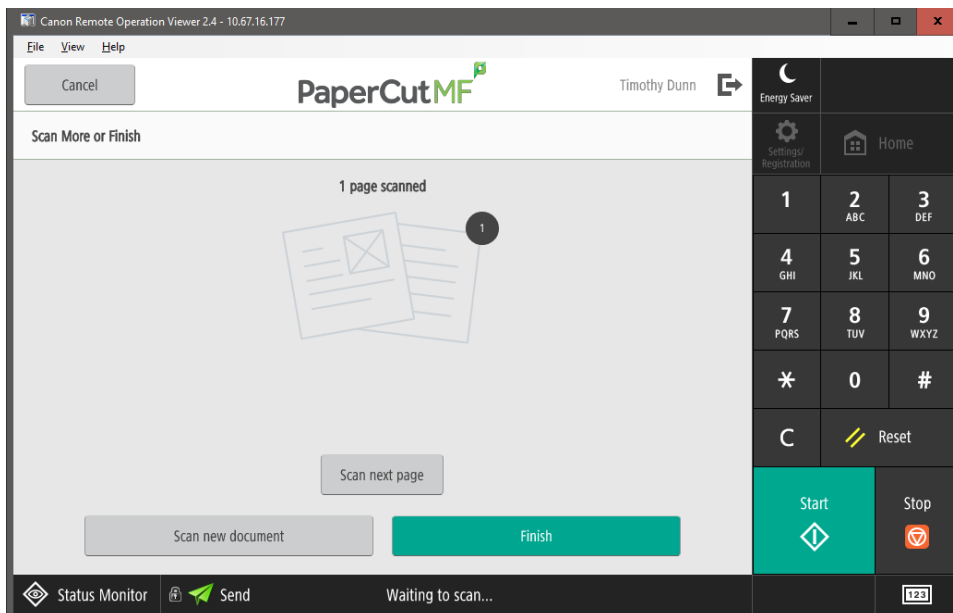
Update the **Subject** and **Filename** if needed.

You can select **Change settings** for additional options, or tap the **Start** icon.

How to Scan to Self and Scan to My Email with the Canon MFD's



After making any settings changes, tap **Start**.



You can either tap the **Finish** icon if you have completed all of your scanning, select the **Scan next page** if you are scanning a multi-page document from the document glass, or the **Scan new** to start a new document.

Once you have completed your scanning, you will be returned to the **PaperCut Applications** screen. You can select another application or tap your Name to log out.