

Using the Canon LiDE 220 Scanner

1. Document cover

Presses down the placed item.

2. Scanning unit

The main part of the scanner that emits light and scans items

3. Platen

Place the item to be scanned

4. Alignment mark

Align a corner of the item with this mark

5.

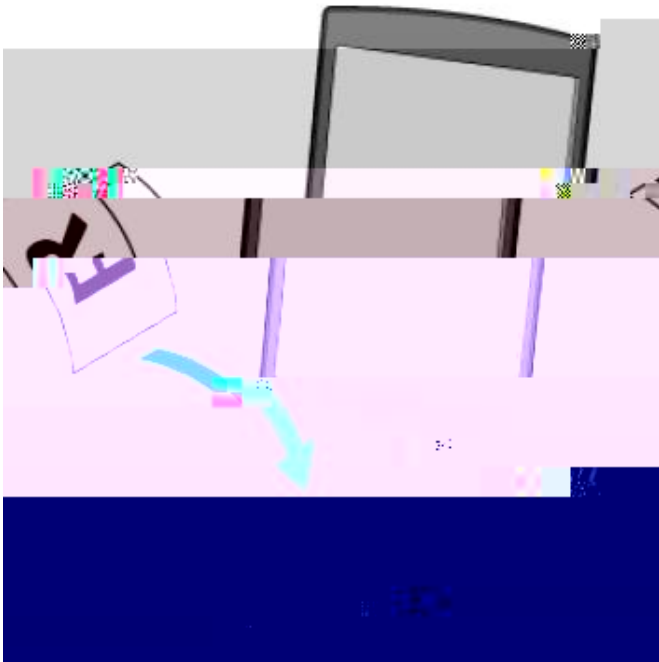


Note

The following scanner buttons have been disabled and will not work.

Place the Item on the Platen

1. Place the item you want to scan on the platen.
2. Open the document cover.
3. Place the item on the platen with the side to scan facing down.



▶▶ Important

Be sure to observe the following when placing the item on the platen. The scanner may not work correctly or the glass may break.

Do not place any objects weighting 4.4lb (2 kg) or more on the platen.

Do not put any pressure of 4.4lb (2 kg) or more on the platen.

4. Close the document cover gently.

▶▶ Important

After placing the item on the platen, be sure to close the document cover properly before starting to scan.

Scanning and Saving Items as PDF Files (using PDF Buttons)

You can save scanned images as PDF files.

1. Place the item on the platen.
2. Press  **Scan Start Button**
Descriptions of the PDF buttons on the scanner appear.
3. Read the description and click **OK**.

▶▶ Note

Select the **Do not show this message again** checkbox to scan items continuously using the buttons on the scanner only.

Scanning starts

4. Press  **Scan Start Button** to add a page or  **FINISH Button** to end.

