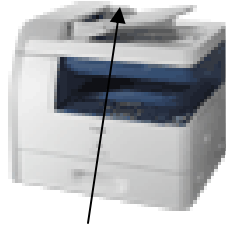


HOW TO USE CANON G3 SCANNER



- Place paper to be scanned FACE UP in the feeder
- Press SEND
- Press ADDRESS BOOK
- Select your name
- Press START
- Using your web browser, go to: bookmarked webpage or <http://scanserve.albanylaw.edu/userid> or <http://172.16.152.230/userid>
- Put in your user id and password
- A page will open up with all the documents (pdfs) you have scanned. Double click on the one you want and if it is correct, save it to your computer and then you can attach it to an e-mail, etc.