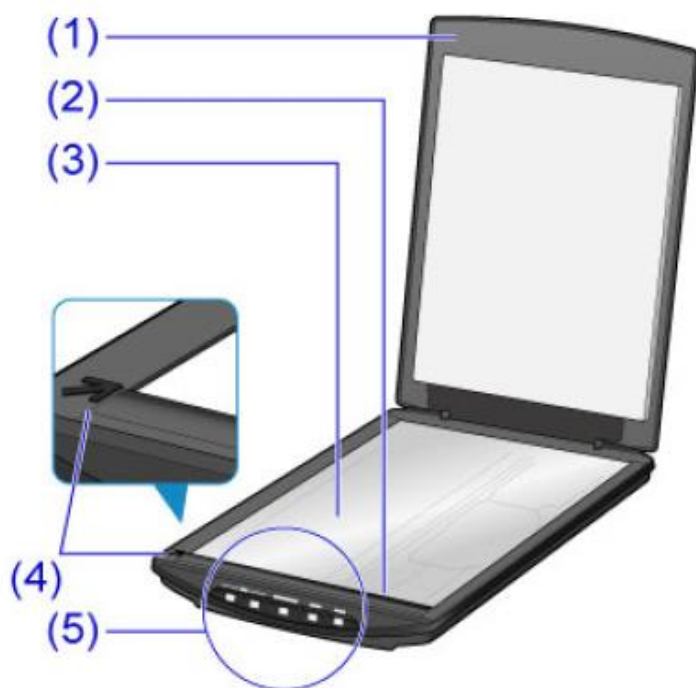


# Using the Canon LiDE 220 Scanner

## Main Components



### 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. Scanner buttons

You can scan easily according to your purpose by simply pressing a button

## Scanner Buttons

The five buttons on the scanner are referred to as scanner buttons. You can create PDF files, print items, send images, etc. by simply placing the item on the platen and pressing a scanner button.



### ►► Important

Of the five buttons available on the scanner two buttons have been disabled and will not work. They are the **COPY Button** and **SEND Button**.

### **SCAN START Button**

Starts scanning. Saves multiple items to a computer as one PDF file, as required.

### **FINISH Button**

Ends the PDF button operation and saves the images.

### **AUTO SCAN Button**

Detects the item type automatically and saves them to a computer.



## Note

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



### **COPY Button**

Scans items and prints them on a printer.



### **SEND Button**

Scans items and attaches the scanned images to an e-mail or sends them to an application.

## 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.

A message appears after the scan.

- Adding a page:  
Press  **Scan Start Button**. After the additional page is scanned, the message appears again.
- Ending:  
Press  **FINISH Button** to end scanning.  
The scanned images are saved in PDF format.

## Scanning Items and Saving the Scanned Images (using the AUTO SCAN Button)

You can scan items by automatically detecting the item type and save them to a computer.

1. Place the item on the platen.
2. Press the  **AUTO SCAN Button**

Scanning starts

### Note

Scanned images are saved in the folder set for **Save in** in the Settings (**AUTO SCAN**) dialog box displayed by clicking **Settings....** In the **Settings (AUTO SCAN)** dialog box, you can also make advanced scan settings.

For more information on how to use the scanner please see the [Canon LiDE 220 Manual](#).