Setting Up Canon Scanners

Follow these steps to set up a Canon scanner for use with Performance Matters Scan Engine.

Prerequisites

- Existing operational network utilizing TCP/IP
- Networked (internet connected) scanner that supports scan to FTP functionality
  - FTP Client Port is enabled on the device
- Color quality: gray scale or color
- Scanner Resolution: 200 dpi or greater
- File type: TIF or PDF
- Additional details: see *Scanner Requirements*

Create Address Book Entry

In order to scan to FTP, you will need to enter the FTP server credentials via the address book. Using the address book eliminates the need to enter your credentials every time you want to scan.

To create an address entry on your Canon machine, you must use a computer with a web browser and follow these steps.

1. Log on to the printer via a web browser using either the IP address (e.g. 168.24.45.32) or the host name (e.g. printer.example.com).
2. Once logged on, from the navigation menu on the left or right side, select Address Book.

3. Select the "Address List One-Touch" option, then choose any of the unregistered destinations to edit.

4. Select File as the Type, then enter the following information.

- Name = enter a name that identifies the address as Performance Matters
- One-Touch Name = enter a descriptive name that will display on the device for staff who use the scanner
- Protocol = FTP
- Host Name = scansb01.performancematters.com
- Folder Path = /
- User Name = enter the user name provided by your Performance Matters support team
- Password = enter the password provided by your Performance Matters support team, then retype the password to confirm it

5. Save your settings by clicking the OK button.

Adjust Additional Settings

These default settings can be changed while in the user interface by selecting Settings/Registration > Function Settings > Send. (These settings can be adjusted from the device panel as well.)

- Resolution = 200 dpi or greater
- File Type = PDF with no compression
- Color = gray scale or color

Save your settings by clicking the OK button.

At this point the setup is now complete and you can proceed with testing your setup. Please print out a sample answer sheet, fill in the answer bubbles with a pencil, and scan the answer sheet using the profile you just created. For more details, see *Scanning with Canon Scanners*.