

OCR Scans with the Canon 3235

The Canon multifunction printers can be used to scan in documents using optical character recognition (OCR). This makes the documents searchable and more accessible.

Instructions for performing an OCR scan:

- Place the documents front-side up in the tray on top of the copier.
- Press the power button to turn on the main menu screen.
- From the top of the main menu screen, press the Send button.
- Press the Address Book button.
- Select the recipients of the scan from the list of email addresses and press OK. If you don't see the intended recipient, do the following:
 - Press the Register button from the right side of the screen.
 - Press Register Address.
 - Press Register New Address.
 - Press Email.
 - Add a name for the new recipient.
 - Add the email address.
 - Press OK.
 - Press Done.
 - Select the recipients of the scan from the list of email addresses.
 - Press OK.
- Choose OK.
- Press the File Format button from the right side of the screen.
- Select OCR.
- Press OK.
- Press the large green Start button.