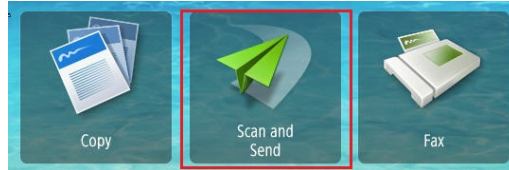


## Canon ImageRUNNER Advance: Creating Quick Menu Buttons

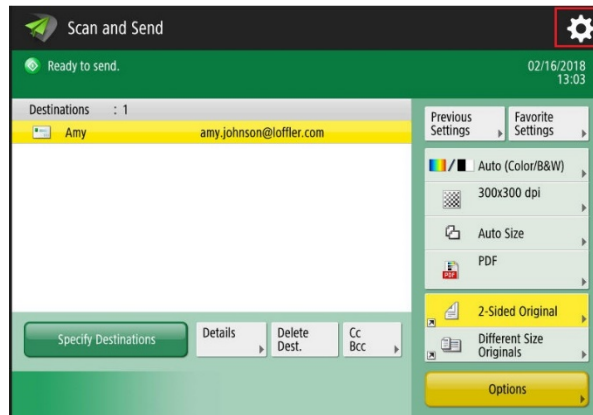
At the copier:

1. Select the **Scan and Send** icon.

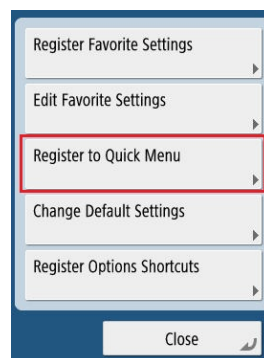


2. Select desired settings i.e. destination(s), 2 or 1 sided, preview etc.

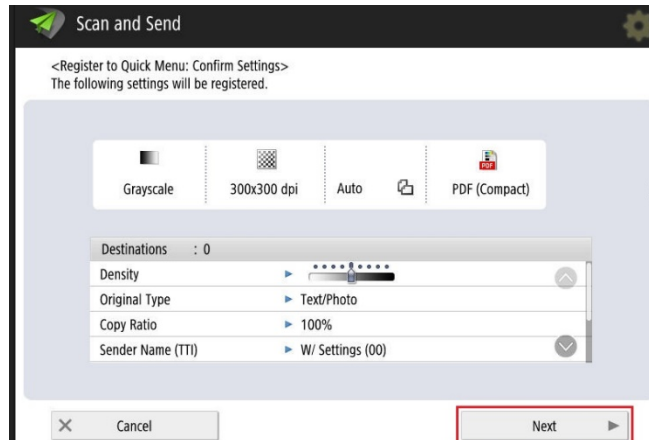
3. Click the Box or **Gear** in upper right-hand corner.



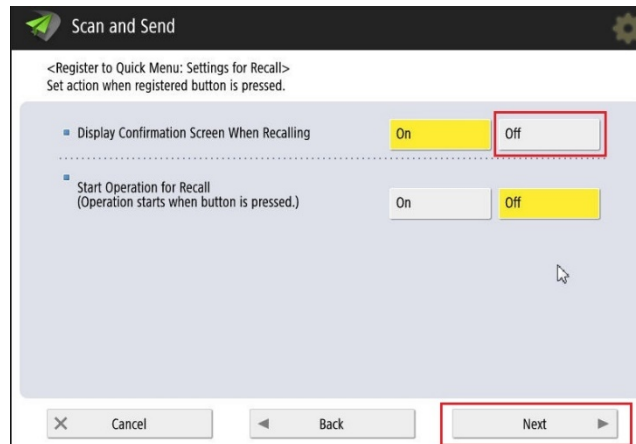
4. Select **Register to Quick Menu**.



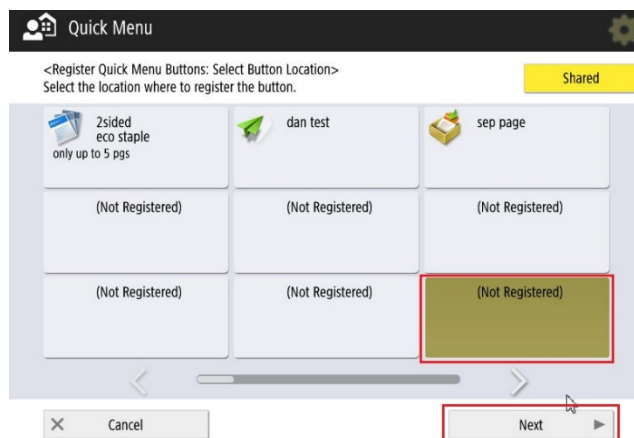
5. Verify the settings and click **Next**



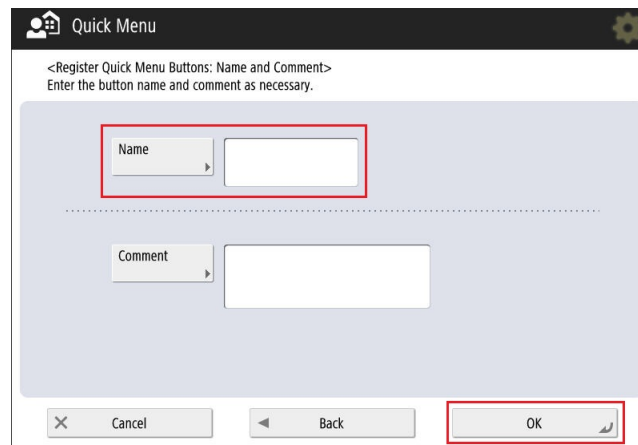
6. Turn off the confirmation screen and click **Next**.



7. Select an **(Not Registered)** button and click **Next**.

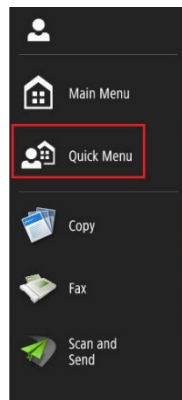


8. Enter a Name for the Quick Menu button and click **OK**. A Confirmation of Registration displays.



## Canon ImageRUNNER Advance: Recalling Quick Menu button.

1. To access the button, press the **Quick Menu** link.



2. Press the registered button to recall the settings and destination registered with that button.

