Using the Canon Multi-Function Print (MFP) Devices

LOGGING IN

USING YOUR HARPER COLLEGE ID CARD

- Tap your Harper ID card on the card reader.
 You are at the Main Screen. Press the button for the function you want.
- Press the Main Menu button at the top left of the touch screen to return to this screen or use the short cut buttons on the left to select each function from any screen.

Using Your Network Username & Password

- Press the Touch Here box on the screen.
 - Using the screen keypad enter your login name (same as your email/workstation login).
 - Press OK
 - Enter your network password.
 - Press OK (You should now see the Main screen)

LOGGING OUT

Press the Logout button at the bottom of the display.

(Don't forget to logout when you are finished. The machine will hold incoming print jobs until you log out so be considerate of other users and hit the **Logout** button as soon as you are done.) The system will timeout after 2 minutes.

COPYING - BASIC COPY SETTINGS

- Press the Copy button on the Main Menu.
 Default settings: 1 copy, single sided, no stapling
- Position your document in the automatic feeder (face up) or place on the glass in upper left corner (at the red arrow).

OR

• Select your options (see below) and press the Start key.

After selecting any of the options, the **Options** button copy screen will change from blue to gold and the title will change to **Ready to copy (Settings Changed)** to let you know that you have special settings selected.

CHANGE NUMBER OF COPIES	CHANGE TO DUPLEXING	STAPLE, COLLATE, OR HOLE PUNCH
 Enter the number on the numeric keypad. (Number of copies will appear to the right in the white bar.) 	 Press the 2-Sided button. Select the type of duplexing. Press the OK button. (2-sided button will change to gold color and the desired setting will appear above it.) 	 Press the Finishing button. Select the desired options. Press Next. (Select location for staple) Press the OK button. (The Finishing button will change color to gold and the desired setting will appear
CLEAR ALL SETTINGS	CANCEL DUPLEXING	above it.) CANCEL FINISHING OPTIONS
 Press the Reset key on the keypad to the right of the display. 	 Press the Cancel Settings button. (2-sided button will return to 	 Press the Finishing button. Press the Cancel Settings button.
(All settings will be returned to the default)	light blue color and the options above will be blank, document will be single sided)	 (The Finishing button will return to light blue color. All finishing options will be turned off)

SCANNING

All of the Canon devices can scan documents into electronic format. They can be saved as a .pdf, .jpg, or .tif file. **Default settings:** Save as .pdf(compact), 300dpi color, Auto Color

SCAN TO EMAIL - SEND TO YOURSELF

Scan a document and send directly to your email account.

USING AUTOMATIC FEEDER

- Log into the MFP.
- Position your document in the automatic feeder.
- Tap Scan and Send on the main menu.
- Tap the Send to Myself button.
- Select **Options** if there are any options you want to set.
- Press Start.

ON THE GLASS

- Log into the MFP.
- Position your document on the glass.
- Tap Scan and Send on the main menu.
- Tap the Send to Myself button.
- Press Start.
- Select Change Settings if there are any options you want to set.
 - o If you have multiple pages on the glass, reposition the new page and press **Start**.
- Press Start Sending when finished.

SCAN TO FILE

Scan file to network drive, good for larger sized files.

USING AUTOMATIC FEEDER

- Log into the MFP.
- Position your document in the automatic feeder.
- Select Scan & Send button on the main menu.
- Select One Touch, F:\scan and press OK.
- Select **Options** if there are any options you want to set.
- Press Start.

ON THE GLASS

- Log into the MFP.
- Position your document on the glass.
- Select Scan & Send button on the main menu.
- Select One Touch, F:\scan and press OK.
- Press Start.
- Select Change Settings if there are any options you want to set
 - o If you have multiple pages on the glass, reposition the new page and press **Start**.
- · Press Start Sending when finished.

VIEWING DOCUMENTS SENT VIA EMAIL
Email will appear in your inbox as sent by you
Default title is "Attached Image"
Default file name is a number
Maximum size for scanned file is 15MB, files larger that
this will appear as multiple emails with attachments

VIEWING DOCUMENTS SCANNED TO FILE

Use Windows Explorer to browse to F:\scan directory.
Go to the directory for the device you used to do the scan.
Your file will be in the directory, you can move it to your desired location.

Files left in the scan directory will be purged after 30 days.

SETTING OPTIONS FOR SCANS

Send Options (lower right corner)

- Press Options button.
- Enter info in boxes (can change document name, subject, message title or have job done notice sent).
- Press down arrow for more options.

File format (right side)

- Press → on right of PDF option.
- Select format (PDF/OCR,PDF/A,, jpeg, tiff(BW only), XPS or OOXML)

2 sided original (right side)

- Press 2-Sided Original button.
- Select Book or Calendar format.

Scan settings (upper right corner)

Current scan settings are displayed in the box labeled Scan Settings.

To change settings:

- Press → on right of option OR
 Select preset options from list OR
 Press Option button.
- Set custom options (color, resolution, enlarge, text/photo, light/darkness, special features) by selecting each options button.
- Press down arrow for more options.

FAXING

INCOMING FAXES

Incoming faxes will appear as a .pdf file attachment that will be sent to an email account which can be accessed via webmail http://webmail.harpercollege.edu.

Accounts are named with the room number and the word fax (ex: A113fax). Outgoing faxes can be sent from the machine or from a workstation (<u>fax.harpercollege.edu</u>) if the file is already in electronic format.

SENDING A FAXING FROM MFP VIA EMAIL

- · Log in to device.
- Place document in feeder or on glass.
- Select Scan & Send, New Destination, email.
- Enter phone number followed by @fax.harpercollege.edu.
- · Press Start button.
- If your document is on the glass you will need to hit **Done** when finished.
 - If you have multiple pages on the glass, reposition the new page and press Start.
 - Press Done when finished.

USB PRINT AND SCAN

All of the Canon devices have a USB port located to the right of the display window that allows you to connect your own USB memory drive to the MFP. This can be used to save scanned documents or to print documents stored on the USB.

SCAN TO USB

Scan a document and store it on your USB memory drive.

- Log into the MFP.
- Select Scan and Store from the main menu.
- Position your document in the automatic feeder or on the glass.
- Plug in your USB memory drive into the port on the left side of the display window (You will be prompted for it later if you do not).
- Press the Memory Media button on right side.
- Use the **Up** and **Open** buttons to select and open the folder to store the scanned file.
- Press the **Scan** button (the Scan screen will pop up).
- Select any options you want to set on the Scan screen (see above section for more info).
- Press the **Start** button on the keyboard to the right of the
- If your document is on the glass you will need to hit Done when finished.
 - If you have multiple pages on the glass, reposition the new page and press Start.
 - o Press Done when finished.
- Press Remove Media button when done to safely remove the USB drive.

PRINT FROM USB

Print .PDF documents from your USB memory drive.

- Log into the MFP
- Plug in your USB memory drive into the port on the left side of the display window (You will be prompted for it later if you do not).
- Press the Memory Media button on right side.
- · Select the PDF file you want to print.
- Press the Print button (a Print screen will pop up)
- Select any options you want to set on the Print screen.
- Press the Start Print button on the screen.
- Press Remove Media button when done to safely remove the USB drive. Press OK for each prompt.

WAKING UP THE DEVICE

The devices are set to go into power save mode when they have been idle.

 Tap the quarter-moon "Energy Saver" icon on the keypad to wake up the machine.

POWER ON

To turn on the device if it has been shut down:

Switch "on" the black power switch located on the front right corner below the keypad.

POWER DOWN

To turn off the device:

 Switch "off" the black power switch located on the front right corner below the keypad.

USING THE CANON MFP FROM YOUR DESK

PRINTING - BASIC PRINT FUNCTIONS

The Canon MFP machines are high speed network printers with all of the collating and finishing features (stapling & hole punch) of the copier. You will receive a direct print driver for each device and one release print driver.

Direct Print: This driver will print directly to the MFP.

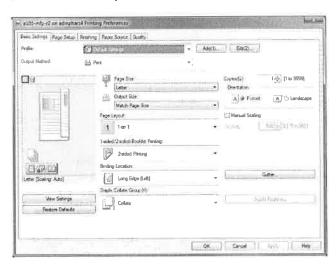
o Select the device through your application (e.g. A113-MFP-1, A113-MFP-2, etc.).

Release (Secure) Print: This driver will hold your print job in a queue until you scan your card at the device and release the job. This is good for confidential information.

Select the device named Secure Print Release.

PRINT PREFERENCES

- Select Print from within your application.
- Select the MFP printer driver from the drop down menu.
- Click on the Properties tab



• Use the Finishing tab to change settings

