

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.

OR

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).
- 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

- Enter the number on the numeric keypad.

(Number of copies will appear to the right in the white bar.)

CHANGE TO DUPLEXING

- 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.)

STAPLE, COLLATE, OR HOLE PUNCH

- 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 above it.)

CLEAR ALL SETTINGS

- Press the **Reset** key on the keypad to the right of the display.

(All settings will be returned to the default)

CANCEL DUPLEXING

- Press the **Cancel Settings** button.

(**2-sided** button will return to light blue color and the options above will be blank, document will be single sided)

CANCEL FINISHING OPTIONS

- Press the **Finishing** button.
- Press the **Cancel Settings** button.

(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.
 - 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 than this will appear as multiple emails with attachments

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.
 - If you have multiple pages on the glass, reposition the new page and press **Start**.
- Press **Start Sending** when finished.

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 (fax.harpercollege.edu) 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 screen.
- 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.
- 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.

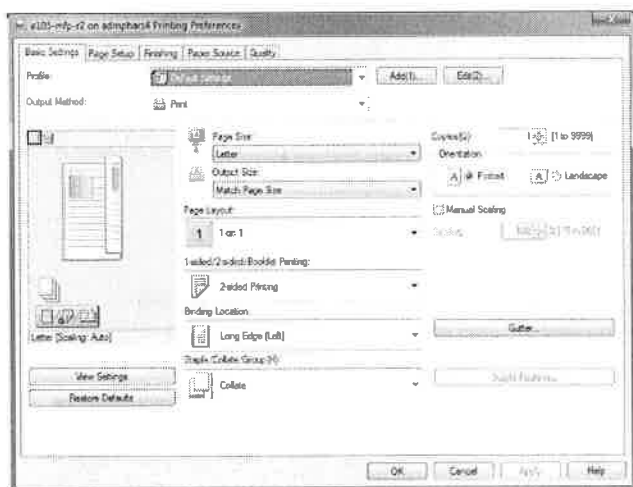
- Select the device through your application (e.g. A113-MFP-1, A113-MFP-2, etc.).

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.

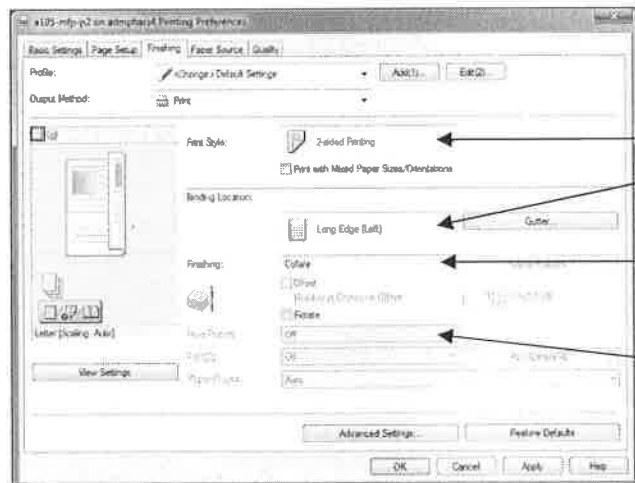
- Select the device named **Secure Print Release**.

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



Set duplex options

Set staple and collate options

Add hole punching