

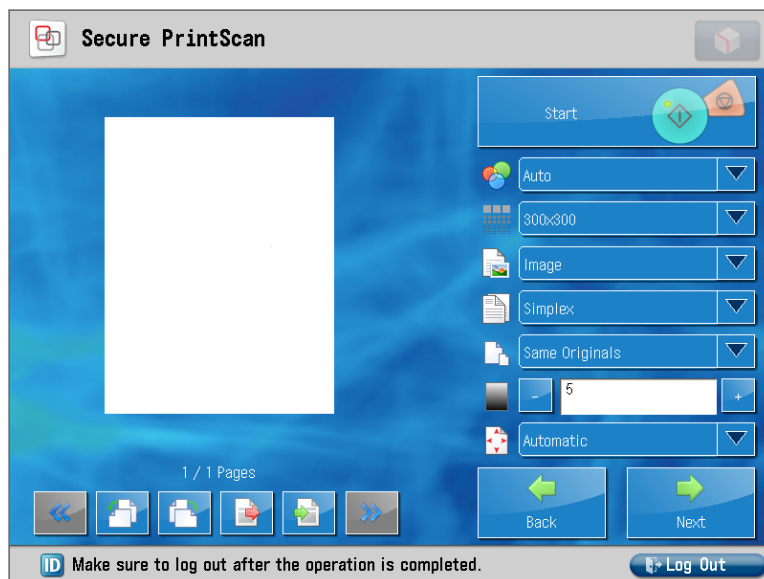
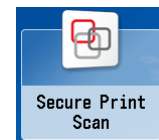
Basics of Using a Canon MFP for Scanning to Network Drives

Logging In

Tap your Bryn Mawr or Haverford College OneCard on the card reader to log in. If you don't have your OneCard, you can also log in with your College username and password. **Note:** To scan to your network Home directory (H:\ drive) you must log in with your own OneCard or credentials.

Scanning Documents

1. Press the **Secure Print Scan** button, then press **Scan**.
2. Place the pages in the document feeder (or place the first page on the glass).



3. Choose a destination.
4. Adjust your scanning options and press the **Start** button on the screen. Please note, if you are scanning from a double-sided copy, choose duplex; blank pages will be automatically removed. If you are scanning receipts, try changing from Same Originals to a mixed setting.
5. If the size of the page(s) cannot automatically be determined, you may be prompted to choose a page size for the scanner to use. Choose a size and click **Start** on the screen.
6. Using the buttons below the preview, view your scans, rotate or delete any pages you like, insert pages if desired. When you are done, press **Next**.
7. You will be returned to the Print/Scan selection menu. Press Scan to continue scanning, or press the Main Menu button to the left of the screen to return to the first screen.
8. When you are done, press the Log Out button.



Retrieving Your Document(s)

Your documents can be found in your Home directory (H:\) or in your department Storage directory (S:\), depending on which you chose.

Please note: The Canon devices have many possible scanning options. If you don't see what you need or have any questions please ask the Help Desk on the first floor of Canaday Library, or available at **x7440** or **help@brynmawr.edu**.