

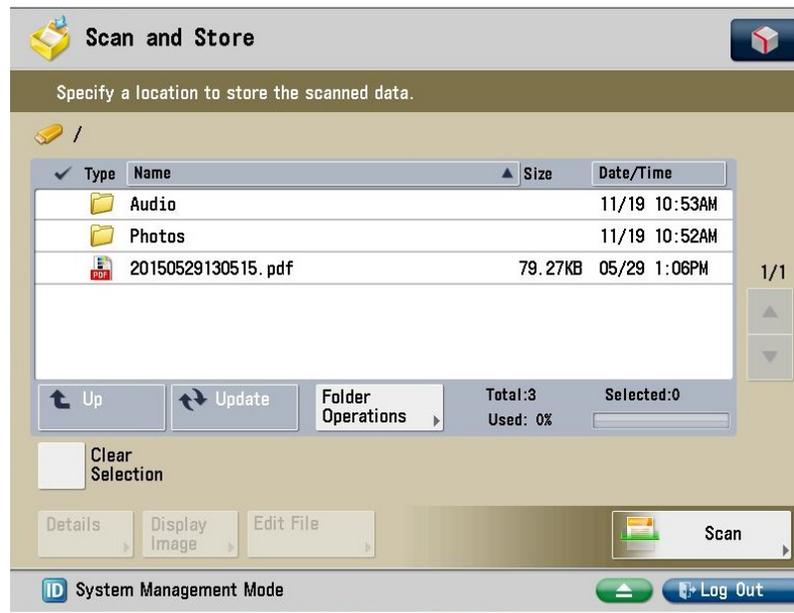
## Scanning to USB Drive on Canon Multifunction Devices

### 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. Guests wishing to scan may request a visitor login and password from the Help Desk by calling 610-526-7440.

### Scanning Documents

1. Insert your USB drive into the USB port on the right side of the machine, then place the page(s) you would like to scan in the document feeder or place the first page on the glass.
2. Press the **Scan and Store** button on the screen.
3. Select the USB drive, which will display as "Memory Media (A:)" to scan to this location. You will have the option of choosing a specific folder on the USB drive; select the desired destination for your documents, then press **Scan**.



4. Adjust your scanning options as desired, then press **Start**. If you have additional pages to scan, place each you would like to scan on the glass (or add to the document feeder) and press **Start** again.
5. When you are finished scanning, press **Start Storing**. The document scans will then be sent and saved to your USB drive.
6. After storing the scan on your USB drive, eject the drive by pressing the green **Eject** button at the lower right. When prompted, select Memory Media (A:) and press **Remove**. It's now safe to remove your USB drive from its slot.
7. When you are done, press **Log Out** at the bottom. If you do not log out before leaving the machine, other library patrons will have access to your account which risks your privacy and can inconvenience others.



**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**.