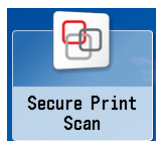


Basics of Using a Canon MFP for Scanning to Network Drives

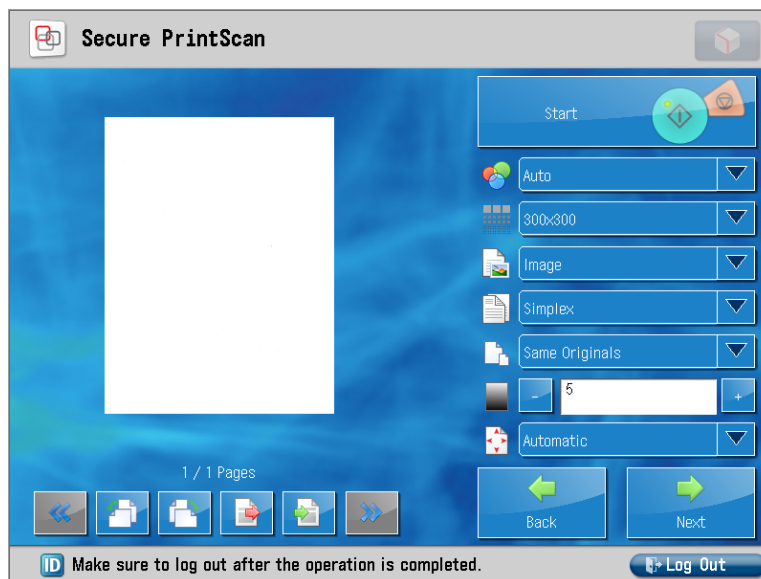
Logging In


While standing in front of the multifunction copier, use your Bryn Mawr ID card (OneCard) or your College username and password to log in. Please note—to scan to your network home directory you must log in with your own ID card.



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 network home directory or in the department share you chose. If you are not using a College computer, you will need to map this drive. More information may be found at: <http://techbar.brynmawr.edu/856>

Please note: The Canon devices have many possible options. If you don't see what you need, please ask, it may be possible.

If you have any questions or problems, contact the Help Desk at x7440 or help@brynmawr.edu