

Basic Guide for Canon Multi-Function Printers

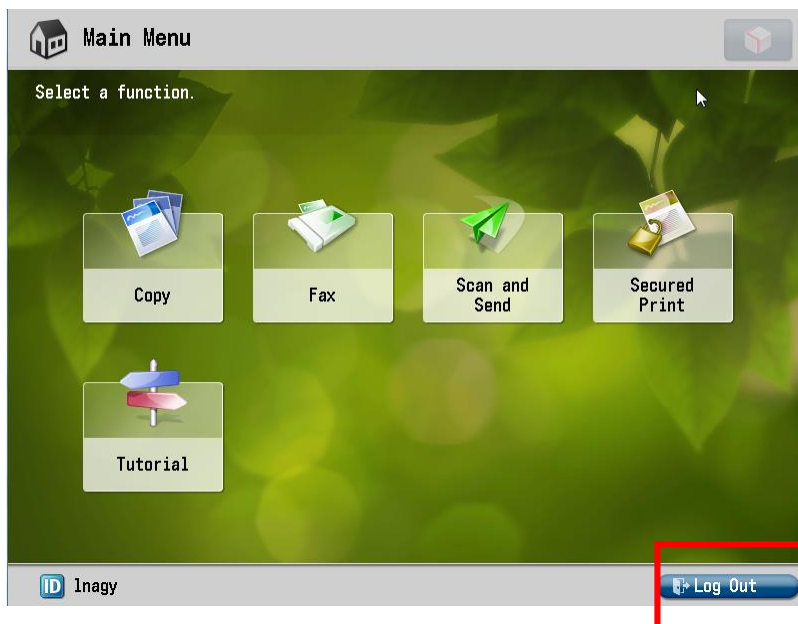
Swipe your Fairfield University StagCard through the card or type the PIN code provided by your Department supervisor on the numeric keypad to activate the Main Menu.

The Main Menu LCD Touchscreen is used for selecting features and options on the Canon MFP (Multi-Function Printer)

Main Functions: COPY | FAX | SCAN and SEND

(Secured Print is a feature to be made available in the future)

Explore Tutorial, if available, for more advanced instructions.



ID: indicates user who is logged in to the MFP.

Log Out: this button appears in the same place on every screen. **Press Log Out when finished.**

The Control Panel is located on the MFP case next to the LCD touchscreen and is used for Power, returning to the Main Menu, numeric keypad, Reset, Start and Stop.



The **Main Menu** button located on the Control Panel will display the Main Menu screen. The Control Panel is located to the right or the left of the LDC touchscreen.

Please always press Log Out of the Canon MFP when finished

Making a COPY



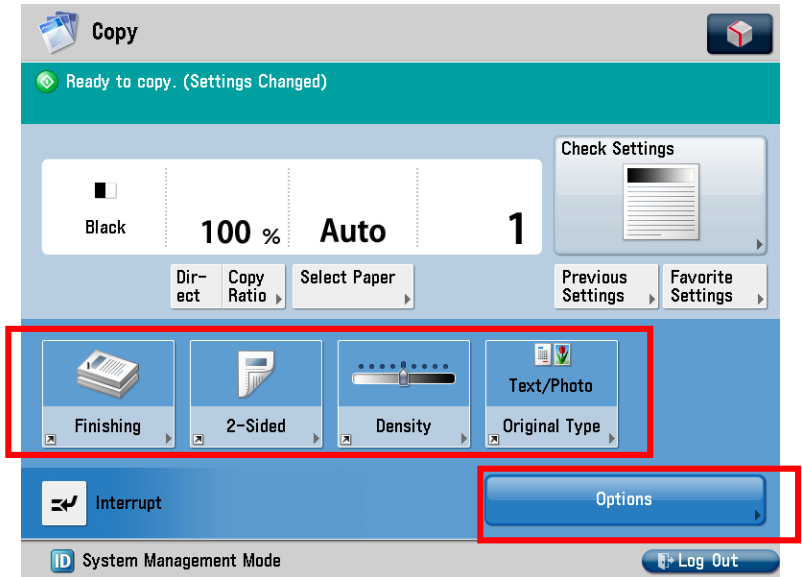
Place the document(s) to be copied facedown on glass OR face up in document feeder.

Tip! Using the document feeder simplifies copy operations and automates 2-sided functions.

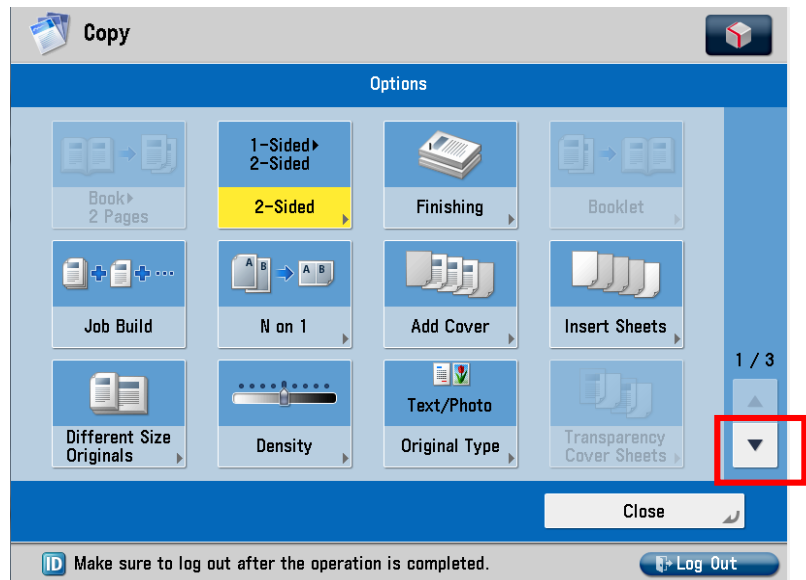
Press the **COPY** button on the LCD touchscreen to display the Copy menu.

These **Shortcut** buttons access the most-used copy functions on the MFP.

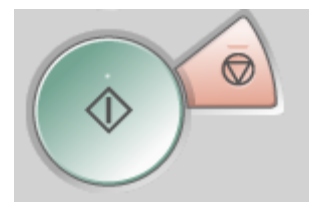
The **Options** button offers choices for copy settings.



Scroll down in the **Options** screen for additional settings by pressing the down arrow in the lower right area of the LCD touchscreen.



Make any other settings changes, and then **Press the Start button**, located on the Control Panel, to begin copying.



Sending a FAX

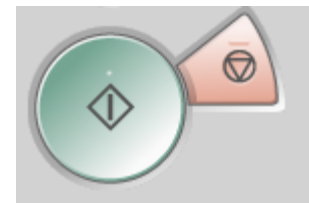
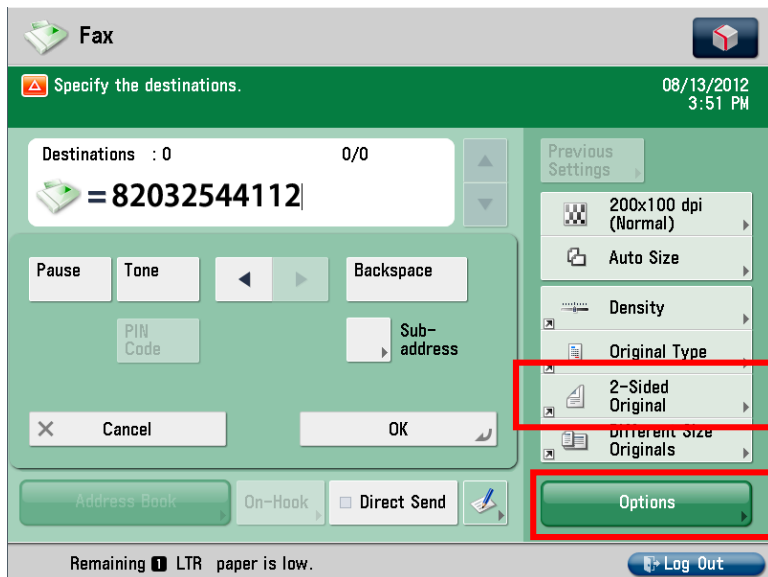


Press the **FAX button** on the LCD touchscreen to display the Fax menu. Use the **numeric keypad** on the Control Panel to enter the fax number. Place document face-up in the document feeder or face down on the platen.

Canon MFP is capable of faxing two-sided documents.

Place the two-sided document face-up on the document feeder, and press the “**2-Sided Original**” button to activate scanning/sending of both sides of each document page. Additional adjustments can be made as listed on the right pane of the fax feature screen or full list of fax features in the **Options** button.

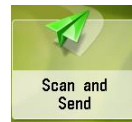
Tip! Using the document feeder simplifies fax operations and automates 2-sided faxing.



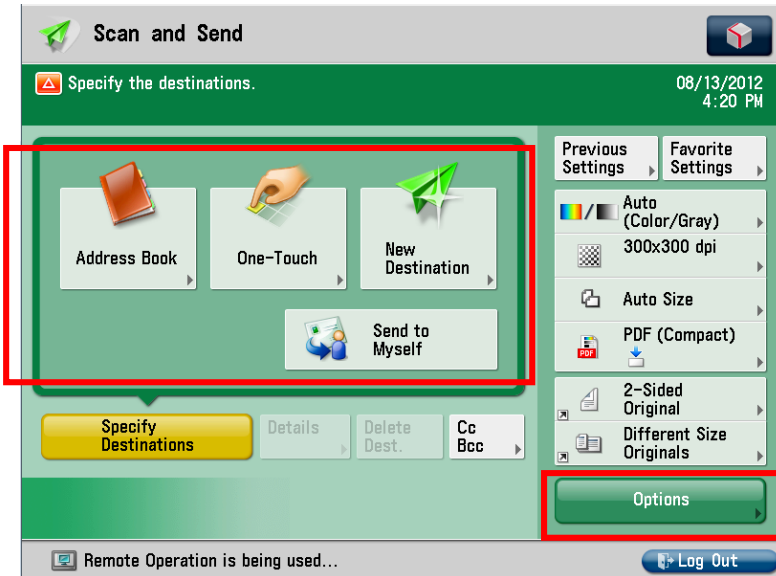
Press the **Start button** on the pad to the right of the LCD Screen to begin Fax transmission

The gray status bar at the bottom of the LCD Screen will report when the fax has been sent. An error report will be printed if the fax is not properly transmitted.

SCAN and SEND a document as PDF to email



Press the **SCAN and SEND** button on the LCD touchscreen to display the Scan and Send menu. **Scan and Send** will send a PDF copy of the scanned document to Fairfield University email accounts (NetID@Fairfield.edu) **ONLY** as the destination email address.

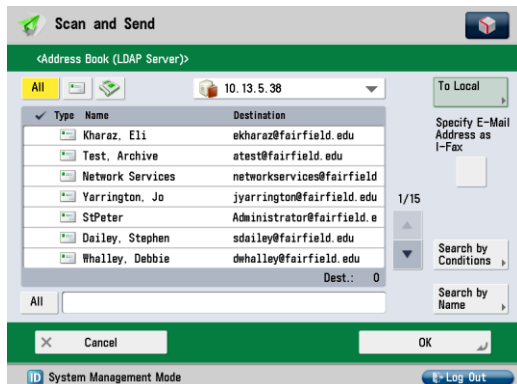
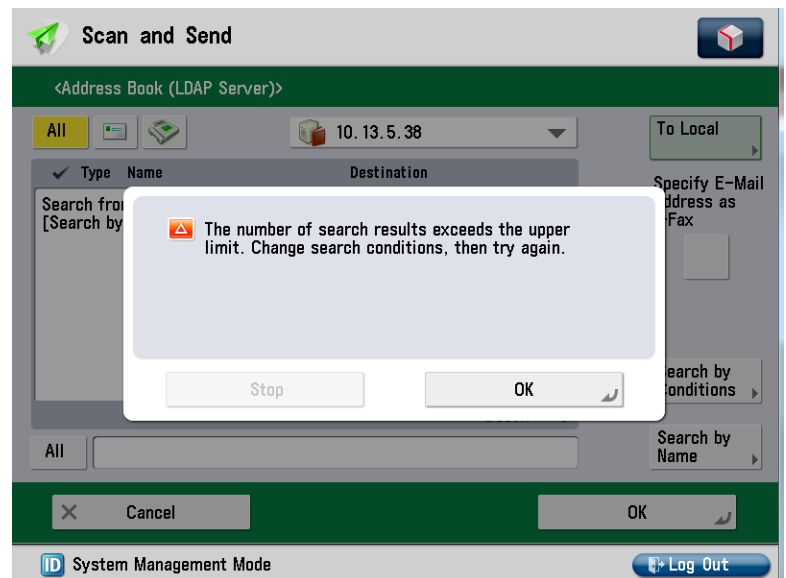


There are **3** ways to select a destination email address

- Address Book
- New Destination
- Send to Myself

Settings can be changed using the **Options** button

a) **Address Book** button will allow the user to select a name from the Fairfield University Global Address Book. *An error screen will appear, this is expected – press OK* to clear and display a full list of available email addresses.

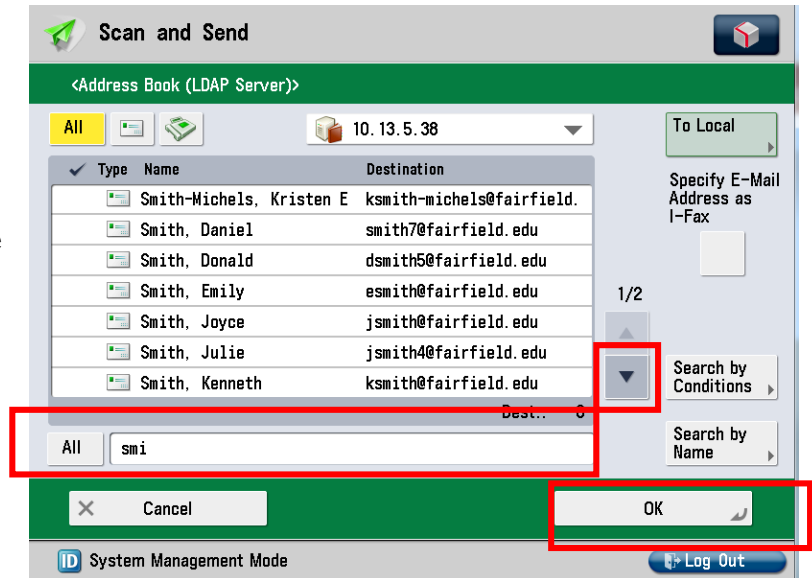


It would be too time consuming to scroll through the entire list.

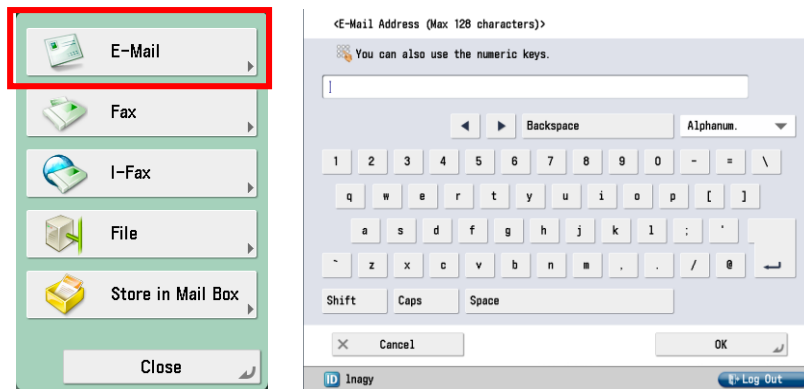
To **Search** for an email address by **tapping on the LCD touchscreen in the text field** next to All and type several letters from the last name of the person you seek.

Press OK and a list of addresses including those letters will appear.

Click the down arrow to scroll to additional pages. Press the line with the email address desired and **press OK** to select.



b) New Destination button - this allows the user to manually enter an email address using a touch screen keypad (*only @Fairfield.edu accounts will be allowed to transmit*)



Press New Destination button then **select E-Mail** from the list and use the touchscreen keyboard to **type the email address**.

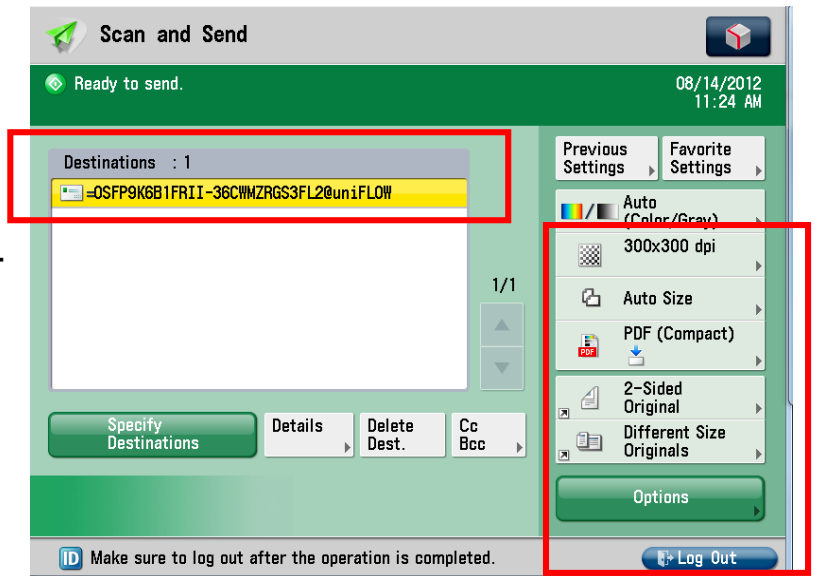
c) Send to Myself button will automatically select the user logged in to the MFP as the recipient of the email.

Once the email address(es) are selected they will appear in the **Destinations** window. If you used **Send to Myself** it appears as “address@Uniflow”

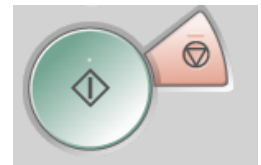
Canon MFP is capable of sending two-sided documents.

Place the two-sided document face-up on the document feeder, and press the “**2-Sided Original**” button to activate scanning/sending of both sides of each document page.

Additional adjustments can be made in the right pane of the Scan and Send feature screen or the **Options** button.

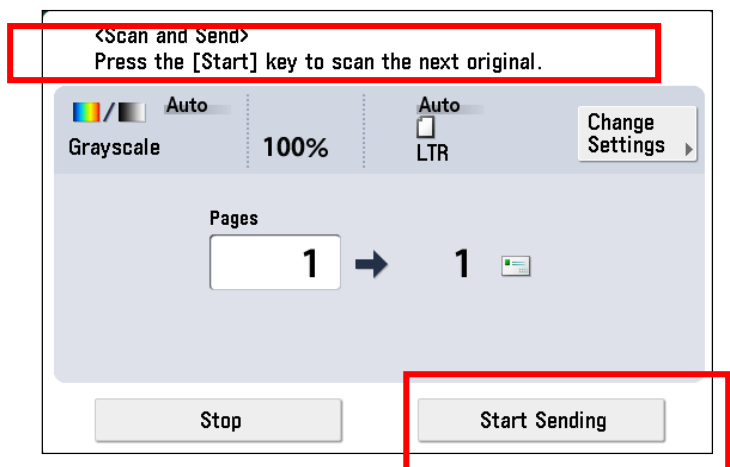


Once the destination email address has been determined and features have been selected **press the Start button on the Control Panel to begin scanning.**



The document is scanned and now provides opportunity to scan another original document to include in the same PDF. **Press the Start button on the pad to the side of the LCD screen again (as noted in the top of the screen) to scan the next original** if not fed in to the document feeder.

Press Start Sending on the LCD touchscreen when ready for the PDF to be sent to the destination email.



For support of Canon Multi-Function Printers please contact RYAN BUSINESS SYSTEMS directly @ 800/842-1916

When calling, please report detailed information about the trouble and always include your machine’s ID# - noted on a blue sticker on the front-facing side of all Canon MFPs.
Machine ID# begins with a T followed by 4-digit number (ex. T1234)