Canon MFD Instructions

If screen is dark- press the green POWER button on right upper corner of control panel

If your machine has a card swipe system or log-in pad, you need to either swipe your card or log-in to access and of the device features. After you have completed your job(s) please remember to LOG-OUT.

The main screen will give you the following options:
- Copy
- Fax (if you have fax capability)
- Scan and Send
- Scan and Store

To Copy-
- Select the copy feature on main menu
- Load documents face up (up to 100) in the document feeder. If you're using the glass, documents go in the upper left hand corner of the glass
- Copier default is black only. If you have a color device and you want to copy in color select the auto color option
- Stapling and hole punch options are located under the finishing tab
- Under the 2-side tab you can select options to copy single side originals to two side, two side originals to two side or two side originals
- Under the density tab you can manually lighten or darken the copy
- Select the amount of copies you'd like through the key pad and press the green start button

To Fax-
- Select the fax feature on main screen
- Load documents in feeder face up
- For campus faxing
  - Dial four digit extension and press green start button
- For local faxing
  - Dial 9+local number and press green start button
- For long distance faxing
  - Dial 9+1+long distance number
  - Press the pause key (located lower left) TWICE
  - Enter long distance access code
  - Press green start button

To e-mail-

- Select the Scan and Send feature
- Touch the address book icon on the control panel-the entire Wabash directory is loaded in this feature
- Press the search by name icon (lower right)
- Enter the first 3-4 letters of persons first name you want to e-mail then press OK
- It will display names and then highlight the name you want
- If you have programmed some one-touch names, select this option and again, highlight the name you want to send to

- You are unable to send off campus we recommend that you first send the document to your e-mail and then forward it out. A document coming from the Canon will show up in e-mail as scanned document from Canon device.

- The default for the device is PDF-if you want another format (TIFF, JPEG, XPS) select the PDF icon on the right and other file formats will be displayed. Select the format you want. You can also select two-sided if the original is two sided
- Press the green start button

To scan to memory device (USB)-

- Select Scan and Store option
- Insert USB device in port on right side of Canon device
- The device will show up in main screen
- Place documents in feeder face up or on glass
- Select file format (default PDF) same as above
- Press green start button
- When complete, there will be a green eject button on bottom of display to safely remove USB device