Canon Small Multifunction Device Network Features

As you may already know, we have several new Multi-Function devices that do copying, scanning, printing, etc. There are some new features on these devices that we believe you will find very beneficial. This document is intended only for the 8 smaller of the Multifunction devices. A separate document labeled "Large Multifunction" devices has already been sent out.

To add any of these printers to your computer, use the standard process you've always used for adding printers. If you have a shortcut with a computer icon on your desktop labeled "msd-hs", double-click that to display our list of district network printers. If not, go to Start, then Run, and type in: \\msd-hs and hit enter. That should display for you a list of network printers. If neither of those methods work for you, you can also search the directory, by going to Start – Settings – Printers, and click Add Printer. Choose Network printer. Then, Find in the Directory. (on Windows Vista, click the "The printer I want isn't listed", then Find in the Directory). On the screen that comes up just click the Find Now button. That should show you all district network printers in the list at the bottom, you can then locate the one you wish to add and double-click it, then take away the default checkbox (unless you wish it to be your default), then Next, and Finish.

Below is a listing of the new Canon Small Multi-Function Devices names on our print server, and to where they correspond to in physical location. Just about all of them are in the same place as a previous network printer used to be, or, in the same room as other printers/copiers, with a few exceptions.

CE-OFFICE-1025	CE office
ELEM-LIB-1025	ELEM Library – near 117C and 117D
HS-310-1025	HS room 310
HS-GUIDANCE	HS Guidance office
HS-MAILROOM-1025	HS room 132 (same room as HS-COPY-01 and 02 large MFDs)
IMMS-HALLWAY-1025	IMMS hallway corner near 123, 126, 128, 130, etc.
WIS-LIB-1025	WIS Library workroom
WIS-OFFICE-1025	WIS front office

Scanning directly to the P: drive on the Smaller MFDs

One great new feature of these MFDs is the ability to scan directly to a network location. In addition, on all 8 of these Small MFDs, the scanning is automatically done in **COLOR!** We've set all of these new MFDs to be able to scan directly to "the P drive". Most of you are probably already aware of the "Pictures, P: drive", where various shared documents are stored. This is, assuming what you are scanning is Non-Confidential. Once it's scanned in, everyone will have the ability to open it. So if it's something you'd prefer to keep private, do not use these Small MFDs for this, as they are not set up to scan to E-mail. Refer to the document on Large MFD's in order to scan to your email. If you don't have a problem with it being in the Public P: drive, please read on:

The front of the smaller MFDs will look something like the picture on the next page:

1. All of the Small MFD's that are referred to in this document look like the picture above. So, how to scan to the P drive? Quite simple. First, or at any point during these steps, load the document you wish to scan in the quick tray or on the glass. Next, make sure the device is not in sleep mode. You should see some digital characters on the small digital readout screen. If not, push the power button in the upper right. The screen should look like the picture below:

2. Once/if the digital screen looks like the picture above, look right above the digital screen, and, you'll see three larger buttons labeled COPY, SEND, SCAN (you can see these in the above picture as well). Push the SEND button.

3. Once you've pushed SEND and it is illuminated (the digital screen will probably say 1. FAX or something like that, but, ignore what is on the screen at this point.), then you will want to push the button on the far left labeled "01". See picture below:
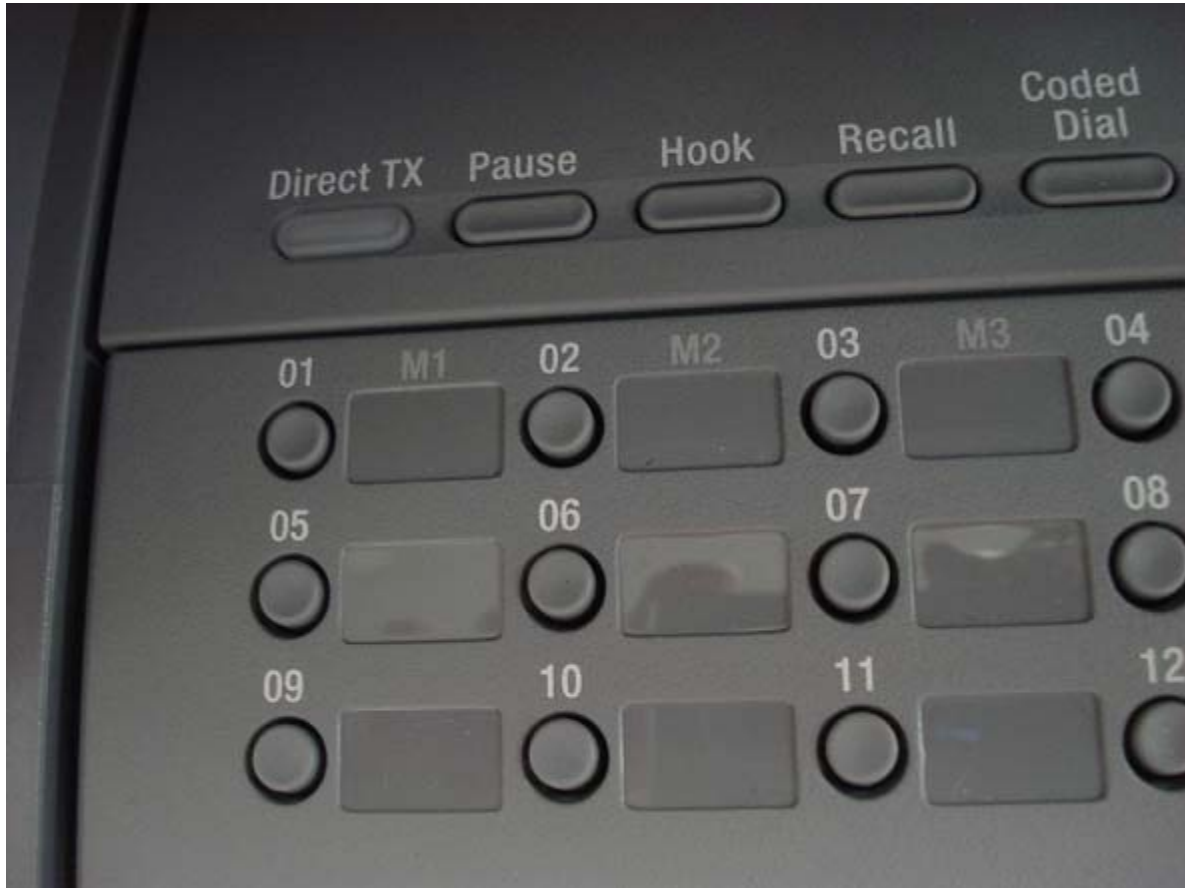
4. Once you've pushed "01", the digital screen should read something like "P drive" \\msd-stor4\pictures. At that point, make sure your document is in the tray or on the glass (if you haven't already), and hit the large green Send button on the right-side of the front panel!

5. To locate where this file is, open your "My Computer" or "Computer" icon from your desktop, then, locate and open your P: (pictures on msd-stor4) drive. You'll see a folder within the P: drive labeled "FromScanners". Open this up and you'll see something like the picture on the following page:

Name	Date modified	Type	Size
20090807120701.pdf	8/7/2009 12:07 PM	Adobe Acrobat D...	28 KB
aaron_20090810090036...	8/10/2009 8:54 AM	Adobe Acrobat D...	94 KB
Thumbs.db	8/5/2009 12:00 PM	DB File	246 KB
20090805100756.pdf	8/5/2009 10:08 AM	Adobe Acrobat D...	135 KB
20090805115850.pdf	8/5/2009 11:58 AM	Adobe Acrobat D...	42 KB
20090805115819.pdf	8/5/2009 11:58 AM	Adobe Acrobat D...	146 KB
20090805093151.pdf	8/5/2009 9:28 AM	Adobe Acrobat D...	167 KB
20090805085908.pdf	8/5/2009 8:56 AM	Adobe Acrobat D...	10 KB
0002_0001.pdf	8/4/2009 5:09 PM	Adobe Acrobat D...	41 KB
20090804152911.pdf	8/4/2009 3:27 PM	Adobe Acrobat D...	27 KB
20090804150029.pdf	8/4/2009 2:56 PM	Adobe Acrobat D...	80 KB
20090730130615.pdf	7/30/2009 1:06 PM	Adobe Acrobat D...	93 KB
20090730130454.pdf	7/30/2009 1:05 PM	Adobe Acrobat D...	91 KB
0010_0001.pdf	7/30/2009 1:01 PM	Adobe Acrobat D...	12 KB
aaron_20090729161654...	7/29/2009 4:10 PM	Adobe Acrobat D...	43 KB
copycenter_0019_0001....	7/29/2009 4:03 PM	Adobe Acrobat D...	22 KB
0015_0001.pdf	7/29/2009 3:15 PM	Adobe Acrobat D...	51 KB
copycenter_0015_0001....	7/29/2009 3:13 PM	Adobe Acrobat D...	135 KB
20090729120236.pdf	7/29/2009 12:03 PM	Adobe Acrobat D...	36 KB
20090729113530.pdf	7/29/2009 11:29 AM	Adobe Acrobat D...	15 KB
20090729112927.pdf	7/29/2009 11:26 AM	Adobe Acrobat D...	15 KB
20090729112156.pdf	7/29/2009 11:22 AM	Adobe Acrobat D...	37 KB
20090728160350.pdf	7/28/2009 4:04 PM	Adobe Acrobat D...	39 KB

5. If it does not look like this and displays in large icons, I'd recommend clicking the View menu and selecting "Details". That will make it look like the above picture and you can then sort by date modified. The file names are created based on the date and time stamp. If it's not sorted by newest first, just click the Date modified column header which is circled in red in this picture, and that will toggle between sorting them ascending or descending. So, for this example, I knew I scanned a file at 8:54 AM on August 10th. So I could see this file and know it was mine. Also, on the 1025 model of scanners, they include the NAME of the scanner you scanned it from, at the beginning. The above picture only has files from the large MFDs, but, if it had one from, say, the HS-MAILROOM-1025 device, the file name would start with "HS-MAILROOM-1025". So based on that as well as the date/time stamp, you should be able to locate your file pretty easily. Obviously, you could go and open them all one by one to find the one that you scanned, but, sorting by Date is much more efficient. Once you've located your file, either drag and drop it out from here and into someplace in your i: drive, or, right-click, Copy, and Paste into your i: drive. The P: drive will purge all documents from it that are over 2 days old, on a daily basis. So please do not rely on this location for permanent storage of your scanned documents.