

## Canon Large 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 larger of the Multifunction devices, which have the large touch-screens. A separate document labeled “Small Multifunction” devices will be sent out separately.

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 Large 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 the previous Lanier copier/multifunction devices were located, with a few exceptions.

CE-COPY	CE workroom next to office
DO-5635	DO next to Boardroom
DO-COPYSS	DO Special Ed, in closet
DO-LD175	DO Business Office
ELEM-OFFICE-COPY	Primary front office
ELEM-WORKROOM	Primary workroom (window to Library)
HS-204-CANON	HS Lab 204
HS-216-CANON	HS Room 216
HS-COPY-01	HS mailroom 132
HS-COPY-02	HS mailroom 132
HS-OFFICE-CANON	HS office workroom
IMMS-153A-CANON	IMMS room 153A
IMMS-OFFICE-CANON	IMMS Office behind lounge
WIS-OFFICE-5050	WIS Front office hallway
WIS-OFFICE-5075	WIS Front office at back wall

### Scanning directly to the P: drive on the Larger MFDs (Black & White only)

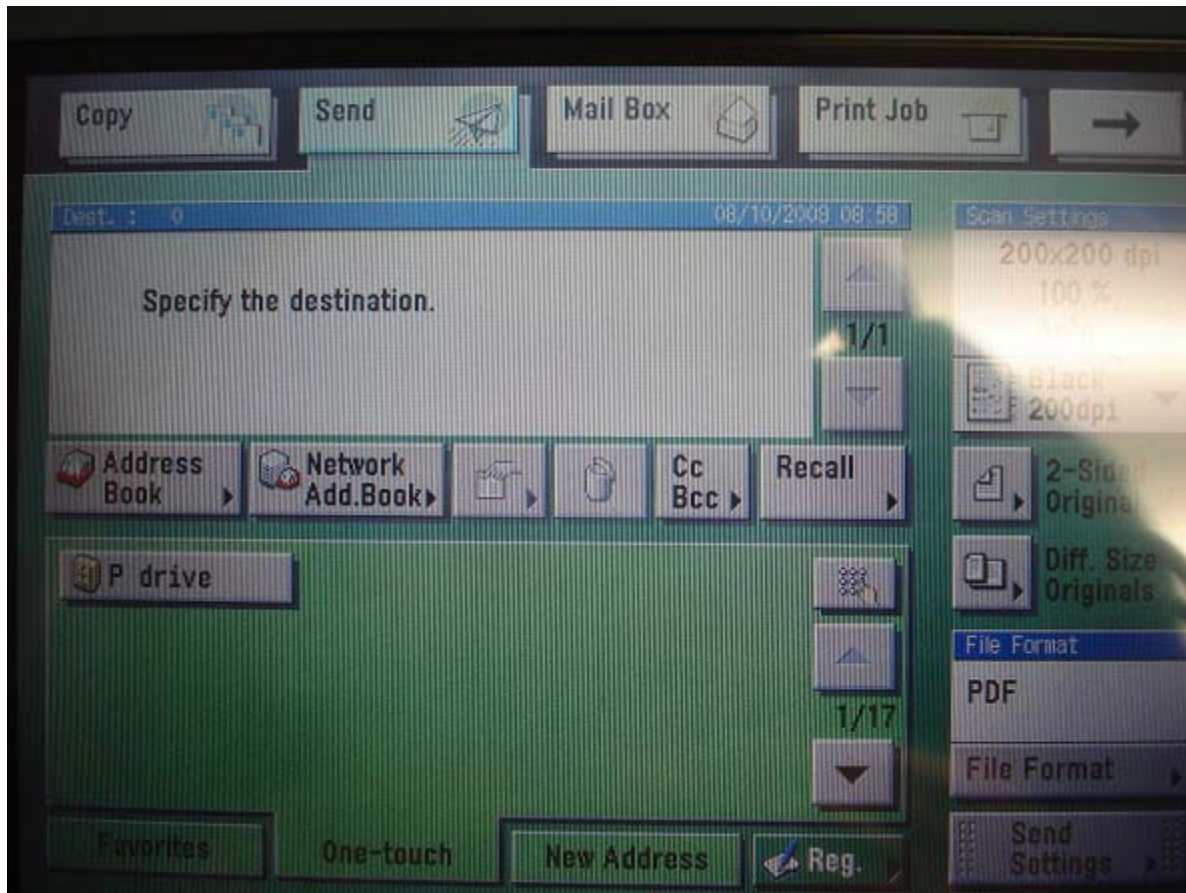
One great new feature of these MFDs is the ability to scan directly to a network location. While sending them to e-mail is OK, it’s not necessarily the best thing for our email server. An email server is meant to be just that, an email server. Not a filing cabinet. We’ve therefore set all of these new 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 this method. Go to the section of this document titled “Scanning to Email”. If you don’t have a problem with it being in the Public P: drive, please read on:

The main screen on most of the larger MFDs will look something like the picture on the next page:



1. Any MFD you encounter that has this initial screen, can scan to the P: drive. So, how to do this? Quite simple. In the top left of the screen, you see the Copy button, and, next to it is the Send button. Push the Send button. You may want to make a mental note of what time it is when you are doing this. (more info on why later on.)

2. The next screen will look like what is on the next page



3. You see in the middle on the left of this screen the “P drive button”? Just push that button. You will see then in the destination window above that will then contain “P drive” or “msd-stor4\pictures” something like that. At this point all you have to do is put the document you wish to scan in the tray or onto the glass, and hit the big Green Start button on the copier. (note: the Start button is not located on the touch screen but rather, one of the actual real buttons on the device).

4. 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 10<sup>th</sup>. So I could see this file and know it was mine. Obviously, I could go and open them all one by one to find the one that I did, 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.

#### **Scanning directly to the P drive, with a modified file name, on Larger MFDs (B&W only)**

Now, an additional thing you can do when you scan a document is to add your name to the filename. Notice the second from the top item in the above picture, has the name "aaron\_" at the start of the filename. To do this when you scan the file, go back to Step 3 above. Do the steps, but then, don't hit Start yet. Instead, look at the picture right above the Step 3 paragraph. Your screen should look just like this at this point. Locate the Send Settings button in the lower right. Push this. Your next screen will have an option near the top left of the screen labeled "Send Doc. Name". Push this button and then type in your name or whatever you want to be at the beginning of the filename you are scanning. In this case I just typed in "aaron", and, as you see if the picture above Step 5, it started the filename with "aaron" therefore.

**Scan to your FirstClass e-mail on Larger MFDs (Black & White only)**

Only use this option if what you are scanning is confidential. Locate the picture above Step 3 earlier in this document. Locate the button labeled Network Add. Book. Push this. On the next screen push the Name button. Type your first name in the next screen (all lowercase is fine), then hit OK in lower right. Then hit Start Searching in lower right. Your name should appear on the next screen. If more than one person with your first name, just select your name from the list. Hit OK. Your name and email will then be in the destination window. Load the document you wish to scan to your email, into the tray or onto the glass, and hit the large green Start button. You will receive the document in your email as an attachment. Please save the file into your i: drive and delete it from your email in order to save space on your e-mail size quota.