



CANON USER GUIDE

1. How to register and print with your LSE ID Card
2. Changing print settings
3. Scan to email
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1 | How to register and print with your LSE ID Card

1 Getting Started:

- When first using the Canon multi-functional device (MFD), you will be required to register your LSE ID Card.
- At the print device, hold your LSE ID Card on top of the card reader.
- This is usually on the right hand side of the device or identified with 'TAP HERE'.
- A beep will confirm your pass has been read.

2 To Register:

- Select 'Yes' when presented with: 'Unknown card. Do you wish to associate this card with your user account?'
- Enter your LSE username and password then press OK.
- Your ID Card is now successfully registered and can be used to log you onto any Canon multi-functional device (MFD).

3 To Print:

- From your computer, send your document to print.
- At any Canon MFD tap your card on the card reader or log in with your LSE username and Password.
- Your print jobs will appear on the screen.
- Select a document by pressing print or print all.
- The MFD will then say your print job has been queued for printing.
- Press OK and your document(s) will print.

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2 | How to change your print job settings

- 1 Select File & Print.
- 2 Choose the appropriate print queue.
- 3 Select Properties.
- 4 Choose from the printer settings outlined below.

- 5 Once you are happy with your choice of settings, press OK twice to send the print job.

Allows you to:

- enlarge/reduce paper size

Allows you to:

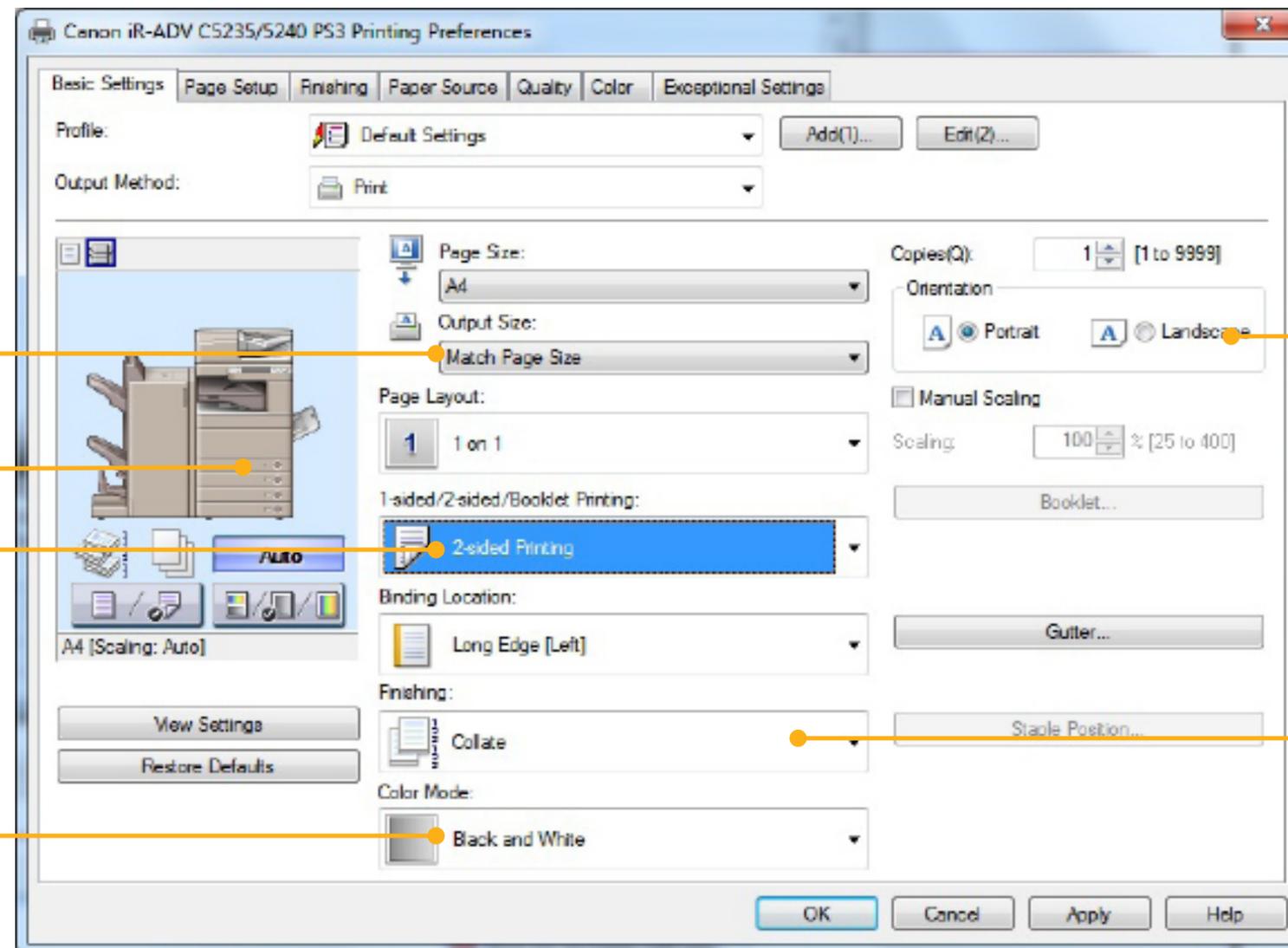
- choose a paper tray

Allows you to:

- print single-sided (your default is double-sided)
- choose booklet printing

Allows you to:

- print in colour (your default is black & white)



Allows you to:

- change your page orientation (landscape/portrait)

Allows you to:

- select from the different collation/

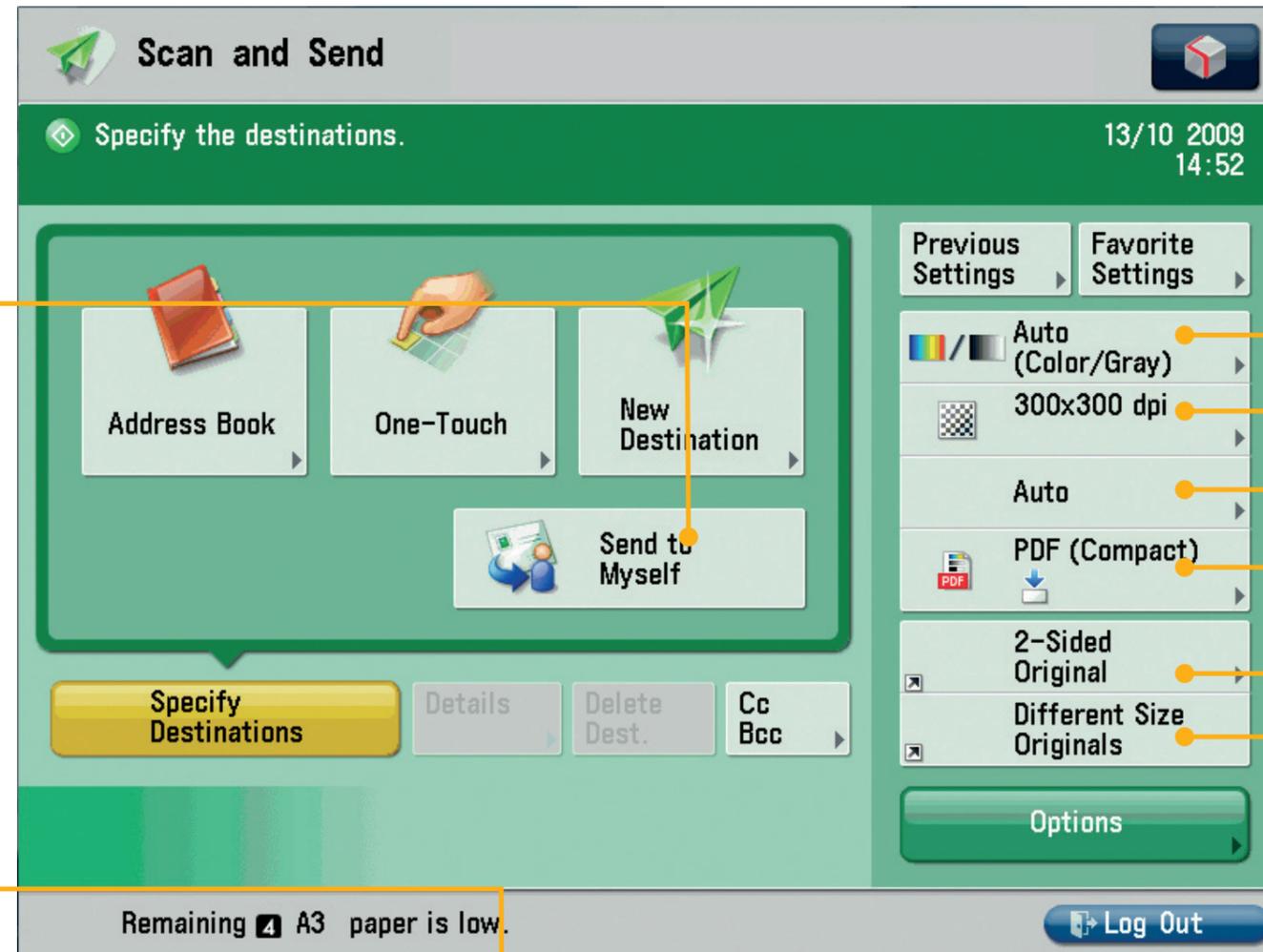
NB. If you have a hole punch unit you can access the hole punch facility on the Finishing tab and choose which hole punch option you would like to use.

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3 | How to scan and send to your email inbox

- 1 Select the Scan and Send button on the homepage touch screen.
- 2 If you wish to change the default settings, choose from the scanning options outlined on the right hand side of this guide.
- 3 Choose 'Send to Myself' to scan and send to your email inbox.

NB. Because the device knows you have logged on, simply pressing the 'send to myself' option will enable you to email the scanned image directly to your email inbox.



- To change the colour setting
- To change the dpi resolution
- To select the size of the scan document
- To choose a specific file format (Word, Powerpoint, PDF, Jpeg, Tiff)
- To scan a two sided original
- To scan a mixture of A3 and A4 sized documents as one job

- 4 Send your document.
 - Place your document either onto the platen glass or document feeder

Face down on glass
Face up on document feeder



Main Menu
If you wish to choose another function, press the home button to navigate back to main menu

Scanning to Word
If you wish to scan your document as an editable word file, select the 'OOXML' file format option, and then choose 'Word'



4 | How to copy

- 1 Select 'Use Copier' option once logged on to a Canon MFD.
- 2 If you wish to change the default settings, choose from the copying options outlined.

Colour

Allows you to choose:

- Auto Colour Select for colour copying
- Black & White

Copy Ratio

Allows you to reduce or enlarge your document. You may choose from preset options or dial in your own percentage.

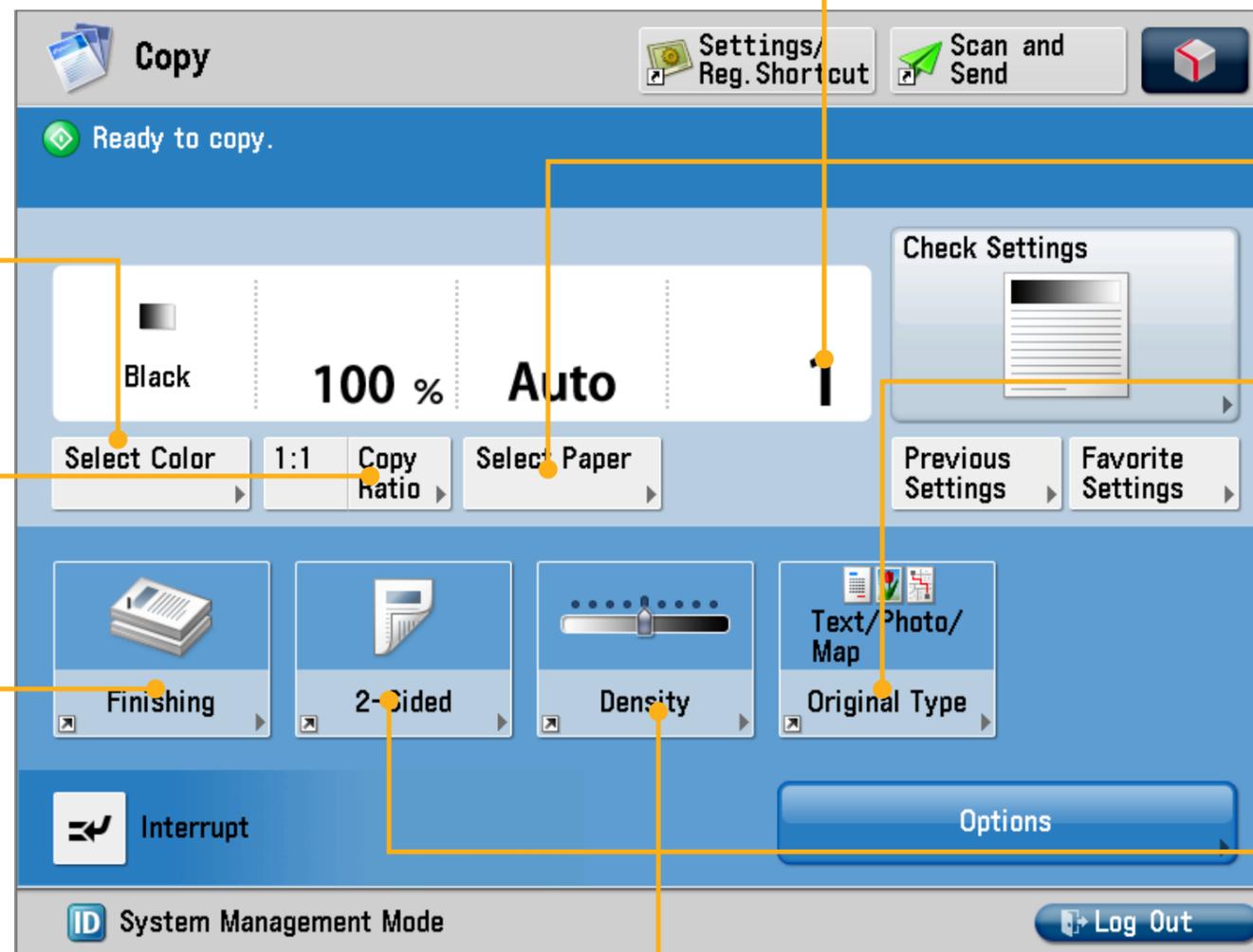
Finishing

Allows you to choose:

- Collate to have your documents produced in sets (ABC) (ABC)
- Group to have your documents produced by pages (AA) (BB)
- Staple to collate your documents into sets

Density

Allows you set to Auto or adjust to lighter or darker.



3 Enter quantity.

Specify the copy quantity with the numeric keys. If you enter a wrong number press the 'C' key to clear and start again.

Paper Source

Allows you to choose the paper source to copy from. If Auto is selected, the device will select the most appropriate.

Original Type

Allows you to choose from a mixture of image types:

- Photo if making copies from photographs
- Text if making copies from typed sheets
- Text/photo if making copies from mixed documents

2-Sided

Allows you to choose double-sided copy (single-sided is the default).

Double-sided options include:

- 1 to 2 – to copy single-sided originals to double-sided copies
- 2 to 2 – to make an identical copy of a double-sided document
- 2 to 1 – to copy a double-sided original to separate sheets
- Book to 2 – to copy the left and right sides of a 'book' placed on the platen glass onto a double-sided document

4 Copy your document.

- Place your document either onto the platen glass or document feeder

Face down on glass
Face up on document feeder

- Press the green button to start copying



Main Menu

If you wish to choose another function, press the home button to navigate back to main menu