

# Scan and copy with printers

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The *Canon Multifunction Copiers* can be used to copy documents and scan them to a USB flash drive or the College's network drives. These copiers include the public printers available in [public labs](#) as well as any Canon-brand [departmental printers](#).

## Scan documents

**Tip:** We have documentation for how to [make accessible scans](#) with optical character recognition!

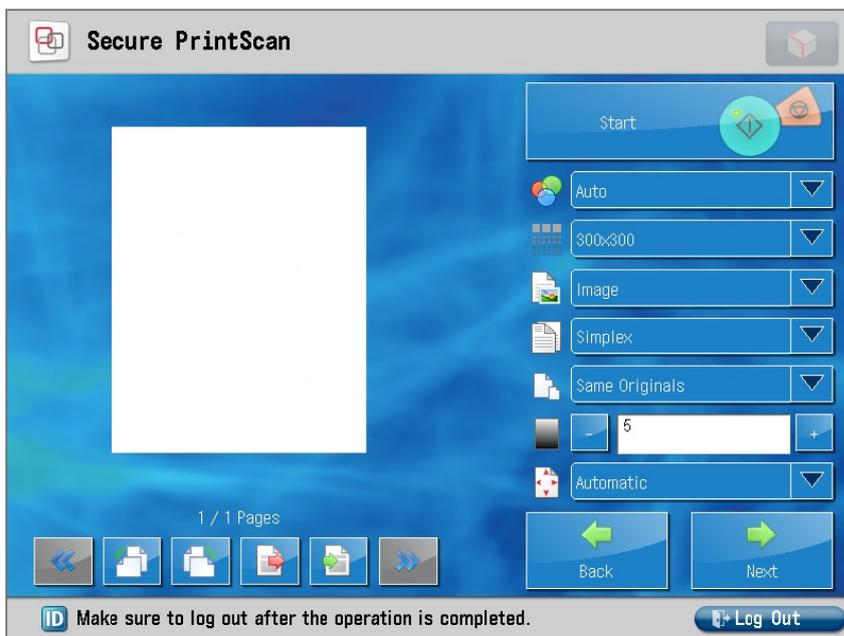
## Scan to a network drive

**Tip:** You can easily access your scans on your computer by [connecting to a network drive](#).

- Swipe/tap your OneCard to **login**
- Tap **Secure Print Scan**



- Press **Scan**
- Choose a **destination**
- Adjust your **scan settings** as necessary



- Double-sided documents: select **duplex**
- Receipts: change **Same Originals** to a **mixed setting**
- Press **Start**
- If prompted, select a **paper size** and press **Start**
- Follow the **on-screen prompts** and press **Next**
- To **continue** scanning, press **Scan** -- otherwise, press **Main Menu**
- Press **Log Out**

## Scan to a USB flash drive

1. Swipe/tap your OneCard to **login**
2. Insert your **USB** drive into the printer
3. Tap **Scan and Store**



4. Select **Memory Media**
5. Select your **USB drive**, typically labelled **Memory Media (A:)**
6. Navigate to the **desired destination** of your document(s)
7. Press **Scan**
8. Adjust your **scan settings** as necessary
9. Press **Start**
10. For additional scans, place them on the **glassscan bed** and press **Start** again
11. When you are finished scanning, press **Start Storing**
12. Press the **green Eject button** in the bottom-right corner



13. If prompted, press **Remove**
14. Press **Log Out**

## Advanced scan options

Canon provides the following documentation about copy and scan settings. Some of these settings only apply to copies.

- [Black and white copy \(PDF\)](#) 
- [Color copy \(PDF\)](#) 

## Copy documents

1. Log in to the printer:

**Bryn Mawr personnel:** tap your OneCard on the panel next to the printer screen.

**Haverford personnel and visitors with a [visitor account](#):**

- a. Tap the **User Name** field, enter your **College email address** or **visitor account username** (including @brynmawr.edu), and then tap **OK**.
- b. Do the same in the **Password** field with your **College password** or **visitor account password**.
- c. Tap **Login**.

2. Tap **Copy**.

3. Adjust your copy **settings** as desired.

4. Tap **Start**.

**Advanced options.** Canon provides the following documentation about copy settings. These settings can also apply to scans as well.

- [Black and white copy \(PDF\)](#) 
- [Color copy \(PDF\)](#) 

**Tip:** Want to learn more? [Register with Canon e-learning](#)  using the Serial Number of your printer.