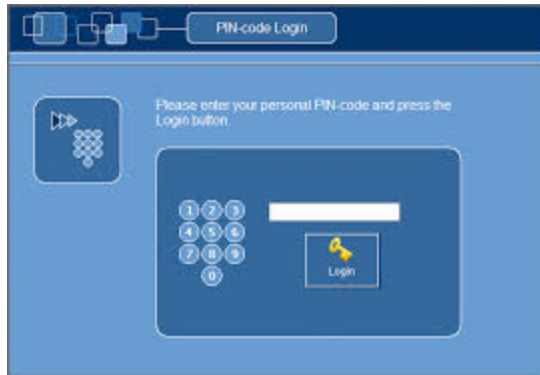




How To: Office Copier



Welcome to the 2016 Office Copier program. The below documentation outline how to use the uniflow software on your Canon (MFP) Multifunction Printer. This software allows you to scan, copy, fax, and email documents.

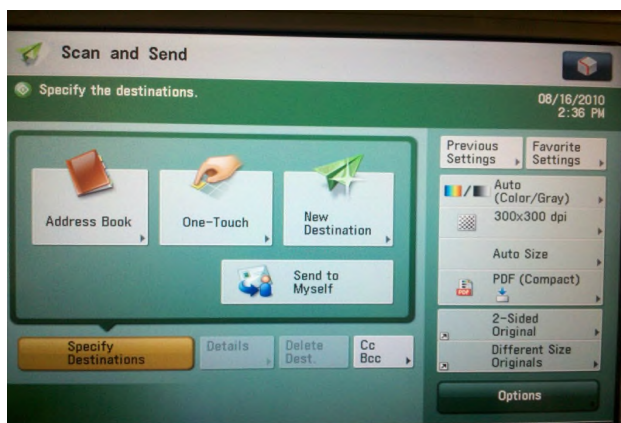


Accessing your (MFP) Multifunction Printer

To log into your new office copier use the same 4 digit pin previously used to access the device. In the old system the machine asked for another set of numbers that represented a billing code. For users assigned to only 1 department this billing code is no longer necessary. For users assigned to multiple departments, a list of available billing codes will appear.

The reason why you need to log in to the copier is for the following reason:

- Security
- Scanning automation
- Secure Print



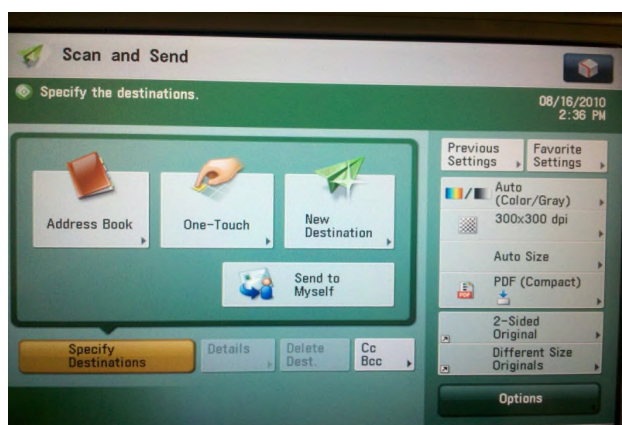
Faxing out

The outbound fax process has changed under the new system.

To send an outbound fax go to the scan and send screen:

1. Click on "New Destination"
2. Choose the "Email Option"
3. Type in the fax number ex: 530-599-9999
4. Press ok and send the fax.

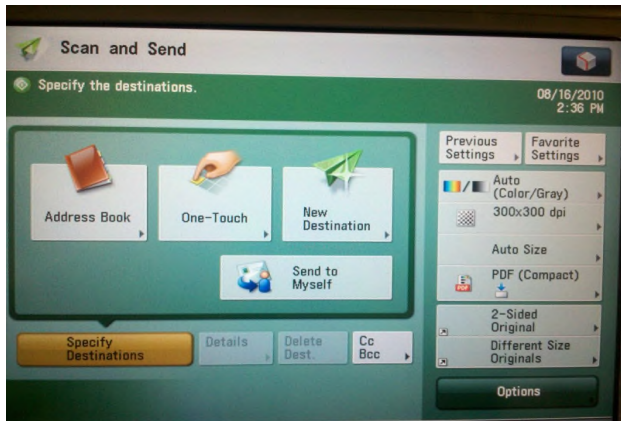
The system knows that all emails with only numbers in the to line need to be converted to a fax and sent over a phone line. All incoming faxes will remain as the same process.



Sending Email to Myself

Touching "Scan and Send" will bring you to the "Send to Myself" button. Pressing this button will populate your e-mail address to allow you to quickly send an e-mail to yourself. Once the e-mail address appears on the screen, just insert your document into the scanner and press the green start button on the keypad to the right to send the job.





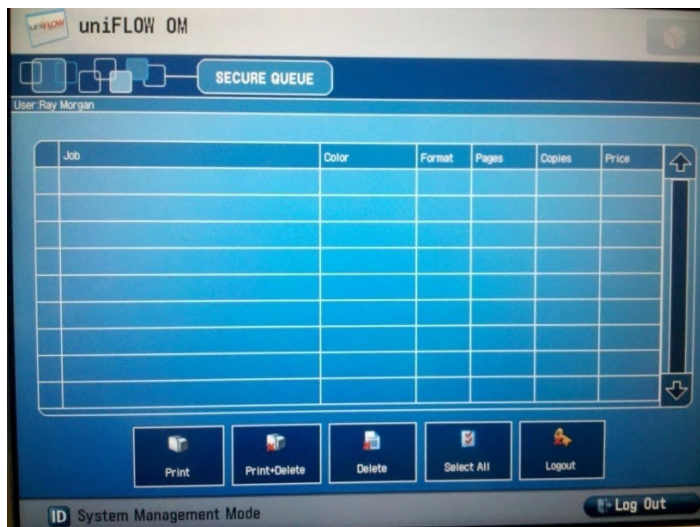
Sending Email

To CSU Chico Staff:

When sending an email to a CSU Chico staff member you can access the directory by clicking the address book icon. Once in the address book choose the search by name option. Type in the last name of any CSUC employee and press search. Select the sender and continue on to send the document.

Non CSU Chico Staff:

Choose the new destination icon. Select email. Type in the email of the intended recipient. Press ok and continue on to send the email.



SECURE PRINT

To send a print job to Secure Print, simply print from any application on your computer and select the "Secure Print" printer from your list of printers. Pressing the "Secure Print" button on the home screen of the copier will bring you to the Secure Print Queue screen.

Machine Online Manuals:

Little Chico Package:

http://downloads.canon.com/iRADV-C350iF-C250iF/frame_htmls/home.html

Big Chico Package:

http://downloads.canon.com/iRADV_C3330i_Manual/frame_htmls/home.html