

Installing the Canon Scanner

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Follow these instructions to install the Canon Portable Scanner.

1. An administrative account (tempuser) is necessary to install the scanner hardware. Contact the IT staff if there is no access.
2. Log into the computer as the tempuser account.
3. Attach the scanner.
 - Only the USB cord is needed for the Dell laptops, and the Dell desktops.



- Both USB and Power cords are needed for the HP desktops.



4. Open up the scanner. This will power on the scanner and begin the Windows installation of the driver. It will take a couple minutes to complete, but this will be a onetime installation delay.
5. Windows will notify when the device is done installing. It can then be used with the scanning portions of the MIS application.
6. Notes
 - If scanning hard plastic IDs, use the slot on the front edge of the scanner. It will grab the ID, pull it in, then feed it back out to scan. **The scanner will jam if ID cards are put in the regular paper feed.**

INSTALLING THE CANON SCANNER



- The 'rabbit-ear' guides *must* be extended when scanning documents to help prevent paper jams.



- The "Auto Start" switch, located on the back of the scanner next to the USB port, must be in the "OFF" position to assure proper scanner functionality.



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