

Printing to Canon Copiers

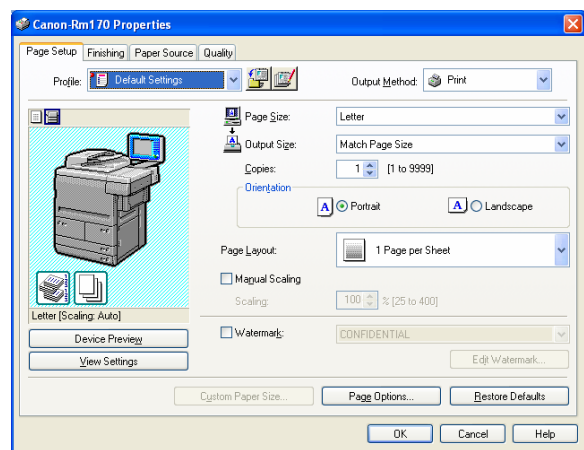
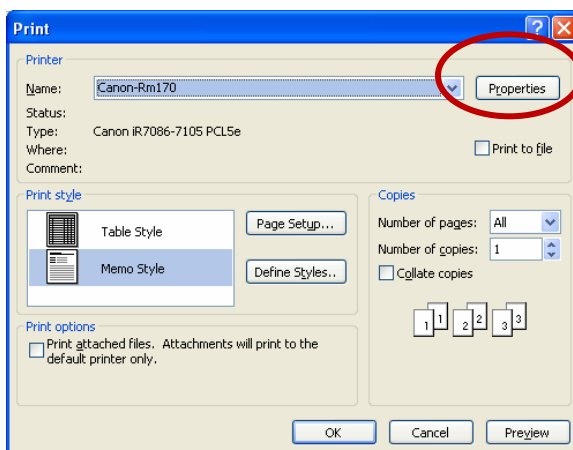
Before printing to the copier, you must first call User Services at 244-6053 to have a technical consultant install the Canon printer to your computer. Once the printer is installed on your machine, you will not have to take this step again.

You can print to the Canon copiers in one of two ways:

- (1) **Direct Printing** – The document is printed immediately to the Canon copier. In this instance, the print job will be waiting for pickup at the Copy Center with a cover sheet that identifies your printout.

Instructions to print:

1. Select Canon Rm170 printer of choice
2. Click on Properties button
3. Choose output method “Print”
4. Make other adjustments to print settings as necessary (number of copies, paper size, etc)
5. Click “OK”
6. On original window, click “OK”
7. On Confirm ID/Password window, enter copy code as ID and no password, then click “OK”
8. Retrieve document from Copy Center (Room 170)





Type your 5-digit copier code into the "ID" field.
Leave the "Password" field blank.

- (2) **Secured Printing** – The document print job is sent to the Canon copier but not printed immediately. In this instance, you will physically go to the Copy Center and the printout will be processed as you wait. You will need to provide your password to the Copy Center attendant in order for them to proceed with processing. No cover sheet is included.

Instructions to print:

1. Select Canon Rm170 printer of choice
2. Click on Properties button
3. Choose output method "Secure Print"
4. Make other adjustments to print settings as necessary (number of copies, page size, etc)
5. Click "OK"
6. On original window, click "OK"
7. On confirm password window, change document name and user name if necessary
8. Enter copy code as password and click "OK"
9. On Confirm ID/Password window, enter copy code as ID and no password, then click "OK"
10. Retrieve document from Room 170

