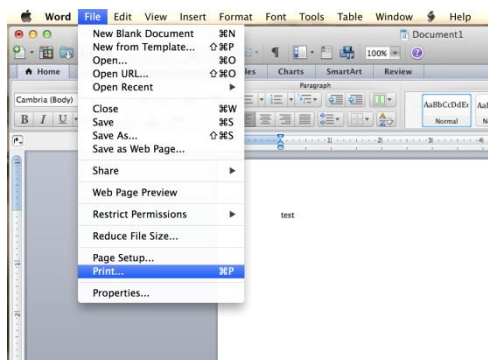


This guide is intended to show how to use the Departmental Canon Printer to print normal documents, print double-sided, and print securely from a Mac. The following are instructions on how to print to the Canon from Microsoft Office applications. Other applications may appear differently.

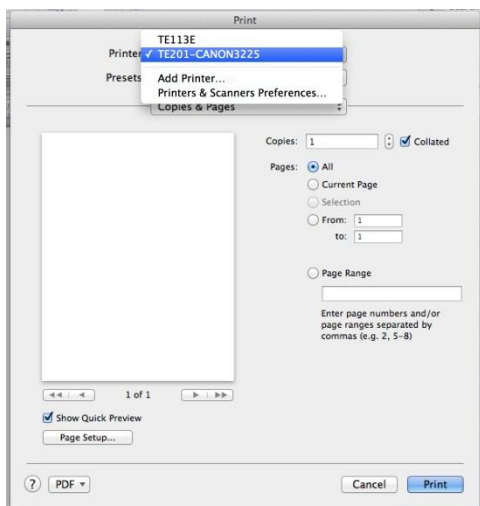
PRINTING TO THE CANON

When you print to your Departmental Canon Printer, you have the option to print on different paper sizes, orientations, multiple pages per sheet, and much more. Most of your Canon printing options can be altered on your

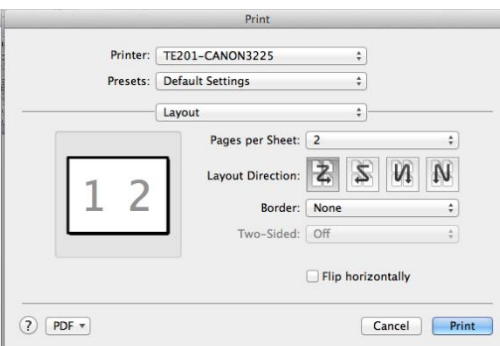
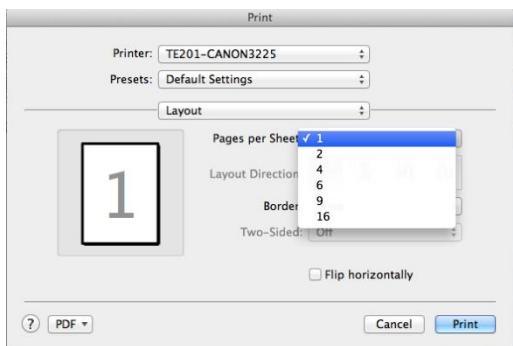
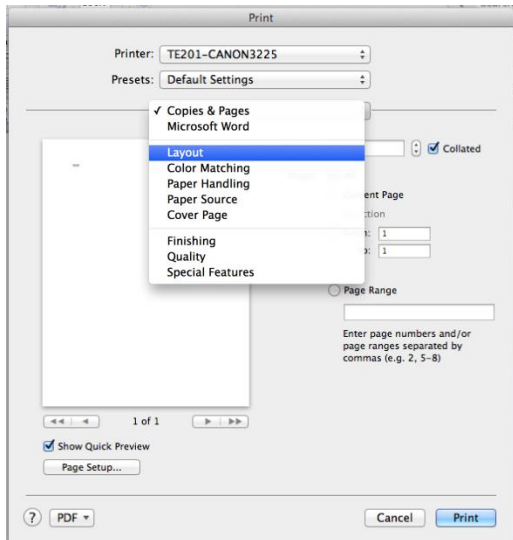
- Click on the **File** tab.
- Click **Print**.



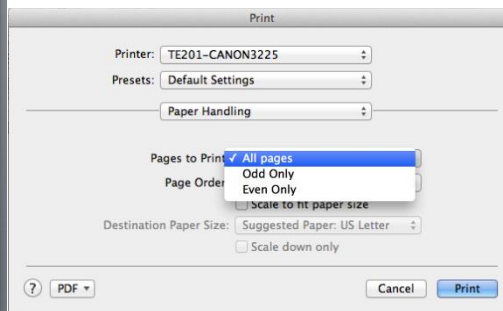
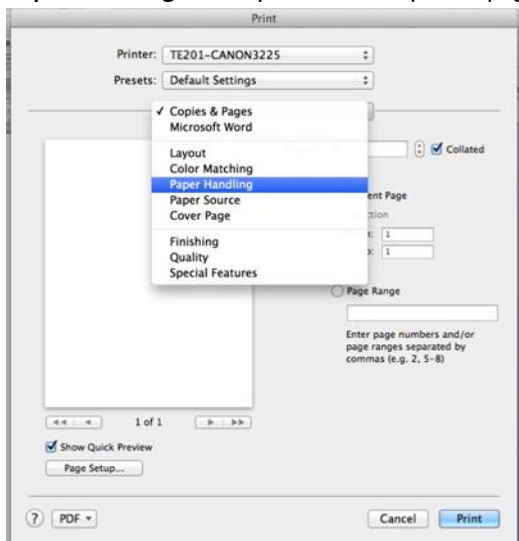
- Select your Canon from the **Printer** drop-down menu.
 - If you are having trouble locating/adding the printer, call the Help Desk at 410-677-5454 for assistance.



- Selecting Layout will allow you to print multiple pages/sheet and their layout direction.



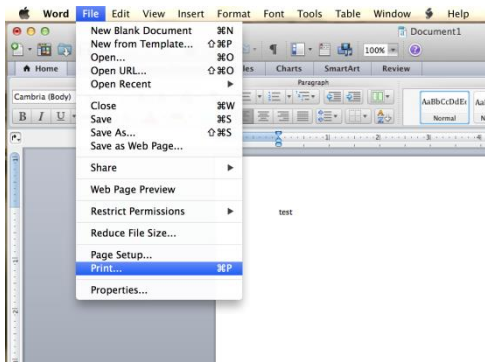
- **Paper Handling** allows you to select specific pages to print.



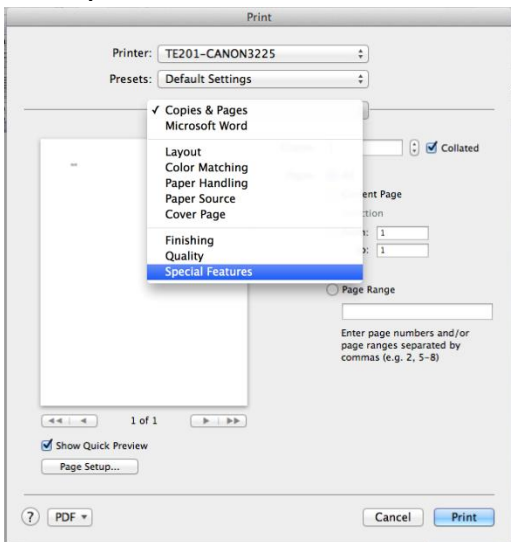
SECURED PRINTING TO THE CANON

The Canon Printers have the ability to print securely, requiring a password to release the job. This feature will allow you to control when a confidential document prints out.

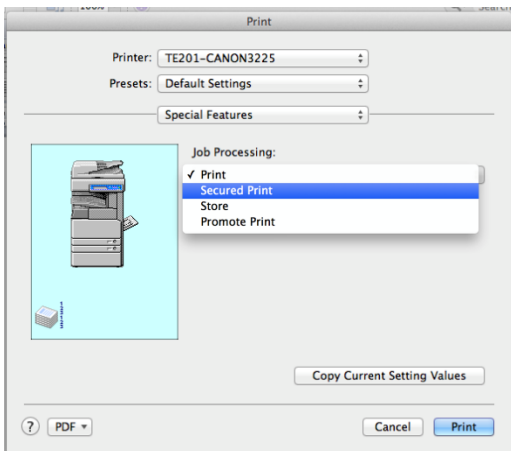
- Click on the **File** tab.
- Click **Print**.
- Select your Canon from the **Printer** drop down menu.



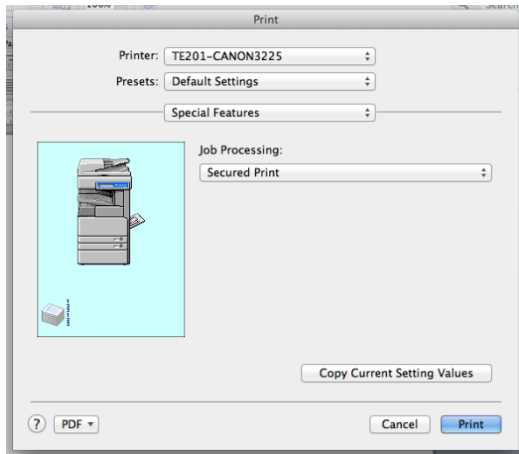
- Click the drop-down box next to **Presets**.
- Select **Special Features**.



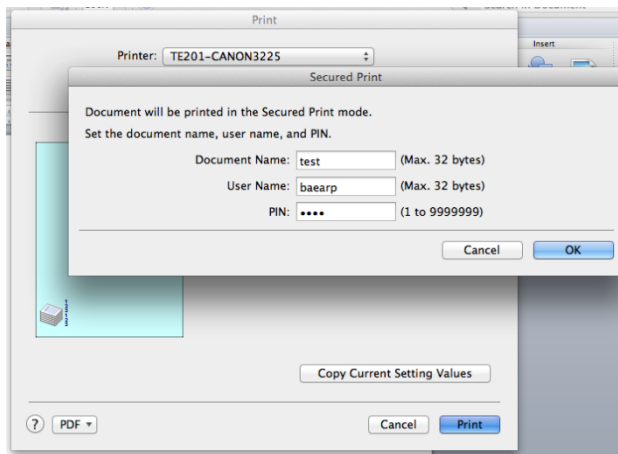
- Click the drop-down under **Job Processing**.
- Select **Secured Print**.



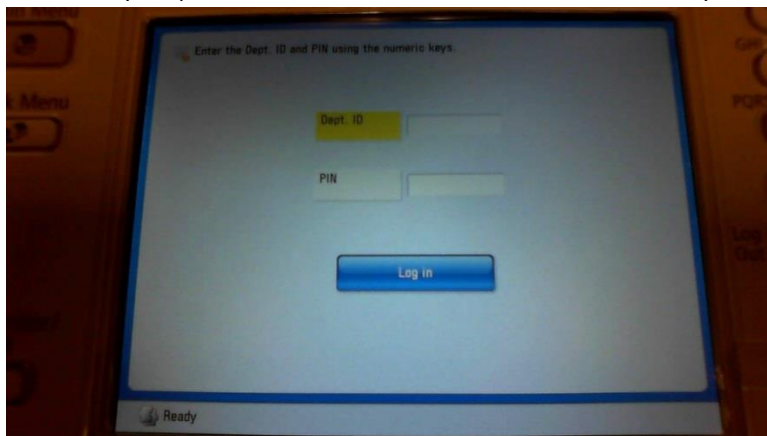
- Click **Print**.



- Enter a **Document Name**.
- Select a **PIN** between the numbers 1 to 9999999.
- Click **OK**.



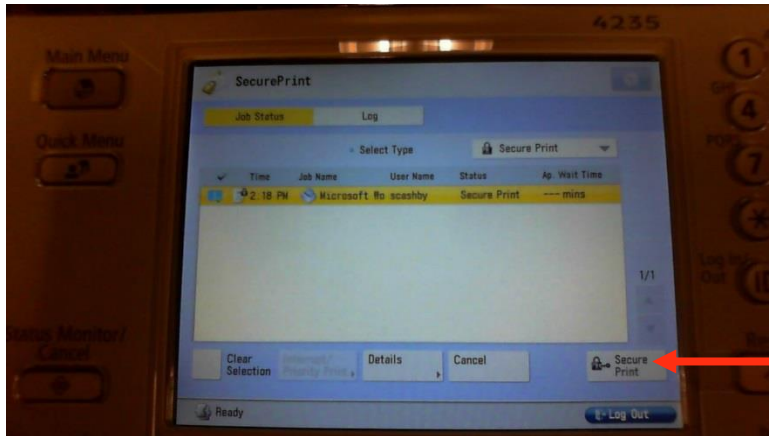
- To release your print, at the Canon Multi-function Device, enter your department's code and press **Log in**.



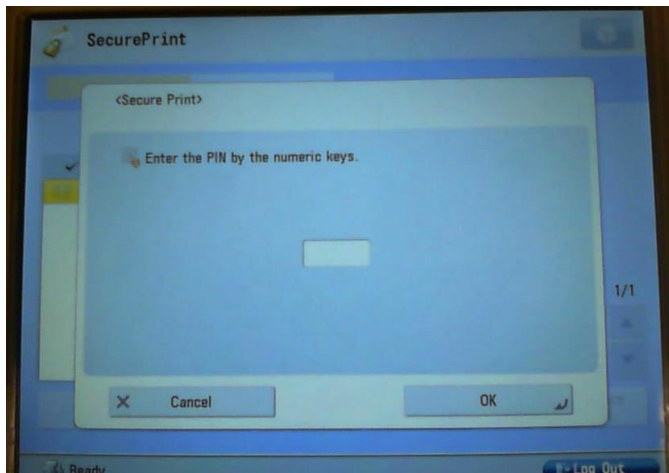
- Select **Secure Print**.



- Select your print job and then press **Secure Print** in the lower right corner.



- Enter the PIN you set for your document and select **OK**.



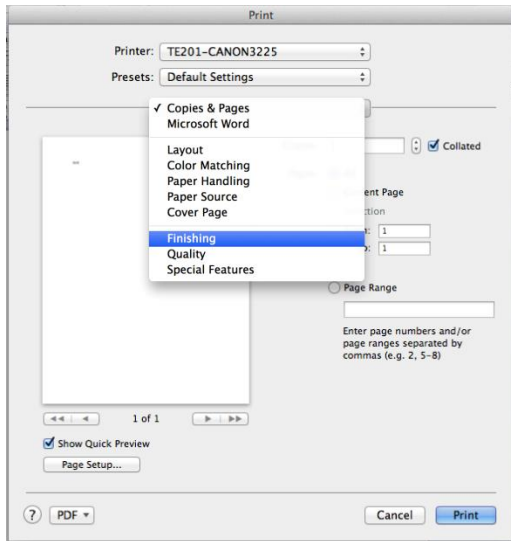
Your document should now print. Please note that printing will stay in the Secured method until you change it back. To do so, refer back to how to reach your **Special Features**, and select **Print** under **Job Processing**.

DOUBLE-SIDED PRINTING

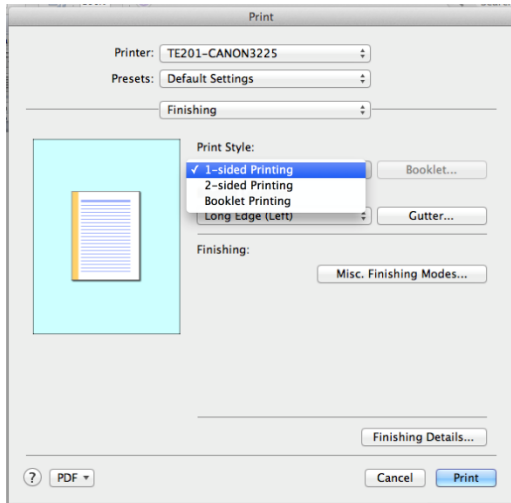
The Canon Printers have the ability to print double-sided pages.

- Click on the **File** tab.

- Click **Print**.
- Select your Canon from the printer drop down menu.
- Select **Finishing** under the **Presets** drop-down.



- Select **2-sided Printing** under **Print Style**.



- Click **Print** to print your document.