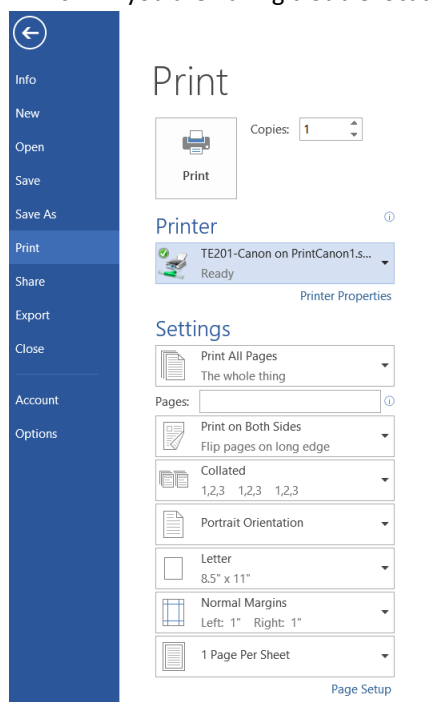


This guide is intended to show how to use the Departmental Canon Printer to print normal documents, print double-sided, and print securely from a Windows PC. The following are instructions on how to print to the Canon from Microsoft Office applications. Other applications may appear differently.

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 **Print** screen.

- Click on the **File** tab.
- Click **Print** from the left menu.
- 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.

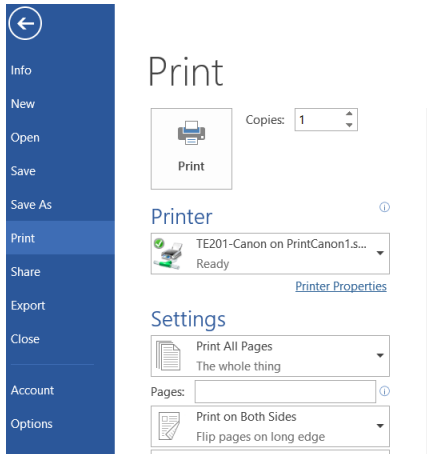


SECURE PRINTING TO THE CANON

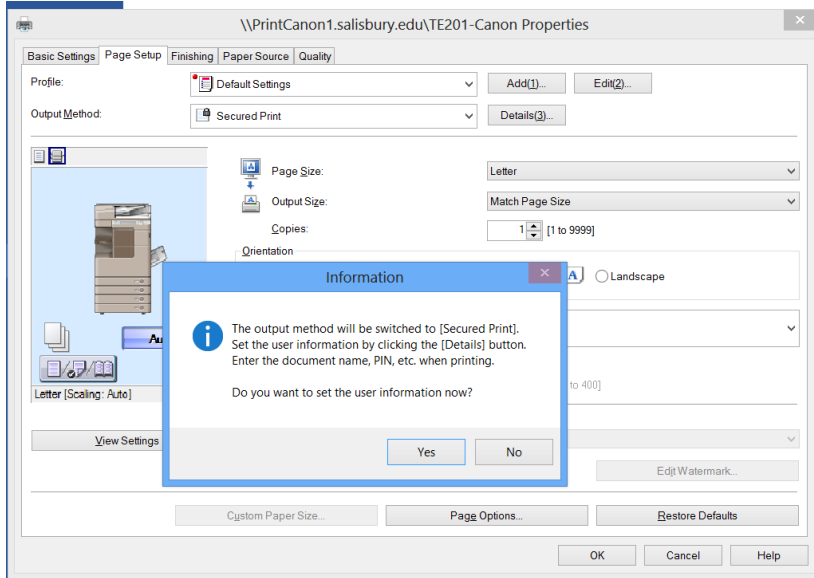
The Canon printers have the ability to print securely, requiring a password to release the job. This feature will allow you to control when a confidential document prints out.

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

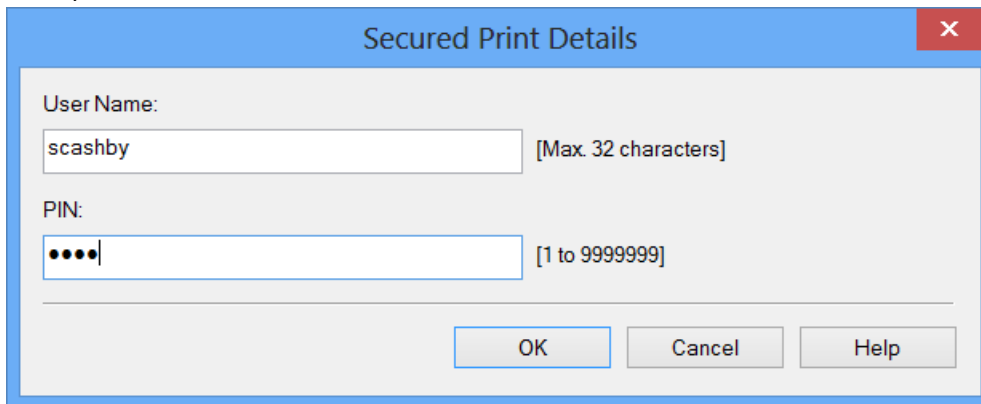
- **Select Printer Properties.**



- In the Page Setup Tab, choose **Secured Print** as the Output Method. Choose **Yes** to set the user information.

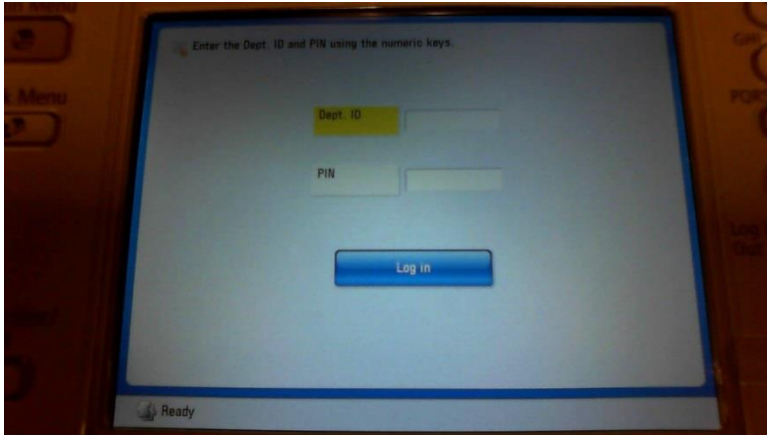


- Enter your username and a numeric PIN. Click **OK**.



- Click **OK** again to exit the Printer Properties. Then set up any other settings for printing you wish to set and click **Print**.

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



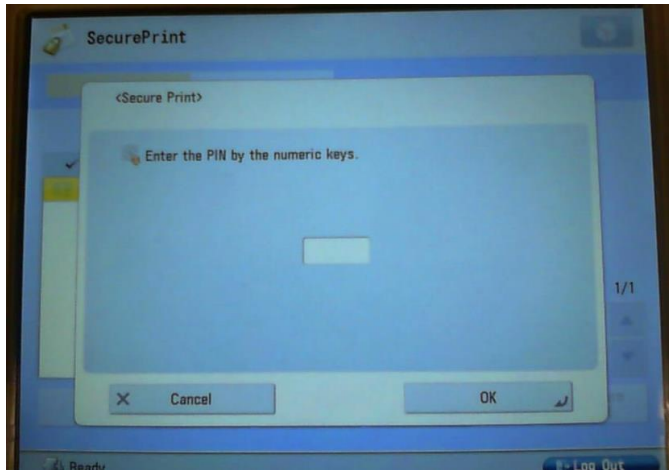
- Select **Secure Print**.



- 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**.



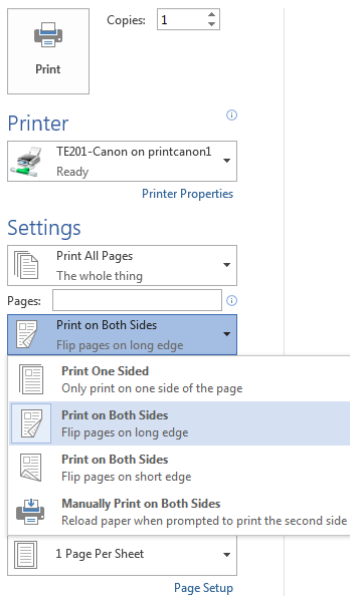
- Your document should now print. Please note that printing will stay in the Secure method from your computer to this Canon until you change it again in the **Printer Properties**. To do so, refer back to the **Printer Properties**, and select **Print** under **Output Method**.

DOUBLE-SIDED PRINTING

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

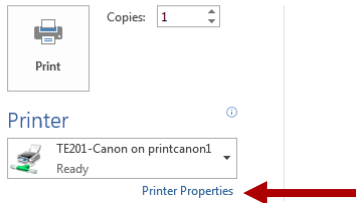
- Click on the **File** tab.
- Click **Print** from the left menu.
- Select your Canon from the printer drop down menu. Under **Settings**, select **Print on Both Sides** and then click **Print**.

Print

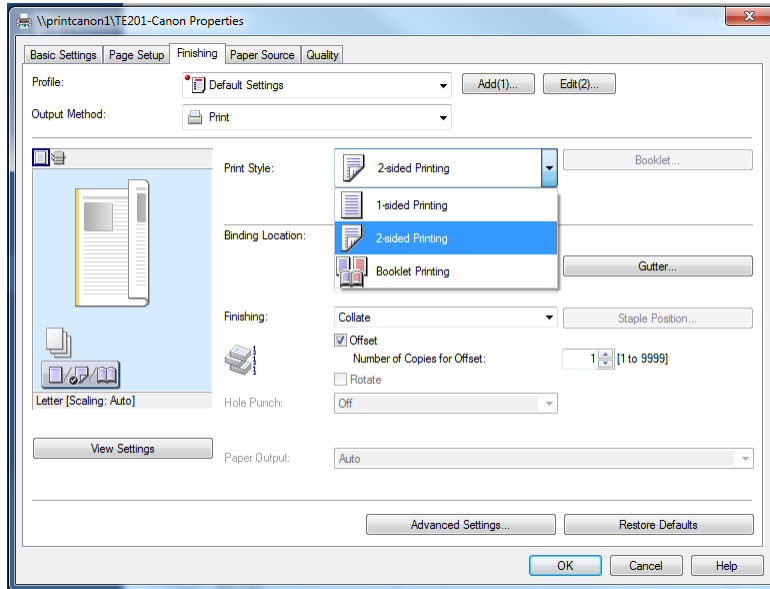


- You can also change these settings in the **Printer Properties**.

Print



- Select the **Finishing** tab and then click **2-sided Printing** under **Print Style**.



- Click on **OK** to return to the print page.
- Click **Print** to print your document.