Signing in to the Canon Printers

The new Canon printers are accessible using a secure PIN or Dolphin card tap. IT will be sending an e-mail communication with your six-digit pin code. You must enter this code at the copier to retrieve your job. If you forget your PIN, please notify the HelpDesk, who can assist you.

Once you have used your PIN code to access your print or copy job, you can use the card readers connected to the printers to tap your Dolphin card. After the initial print, you can choose between using the PIN code or tapping your Dolphin card.

IT will install the print queue called "**CanonSecurePrint on Uniflow-2**" on your computer. When submitting a job to the printer, please select this queue. Go to File/Print/ **CanonSecurePrint on Uniflow-2**.

When a print job is sent to the queue "CanonSecurePrint on Uniflow-2" and the Print server is down, a helper queue will automatically get installed on the computer called: **uniflow-2_CanonSecurePrint (server offline helper).** The helper queue can take up to 5 minutes to show up under the list of printers. Even after this helper queue gets installed, you will continue to print to the main queue "CanonSecurePrint on Uniflow-2". The helper queue is only there to process the jobs for the main queue and act as a helper but is never to be printed to directly.

Steps for Printing using the Canon Printers

Steps for Scanning using the Canon Printers

Steps for Copying using the Canon Printers

Steps for Logging Out of the Canon Printers

Additional instructions

<u>Steps for Printing using the Canon Printers</u>

Step 1: Send your print job to **Canon SecurePrint on Uniflow-2.**

Step 2: Go to the most convenient Canon printer. Use the touchpad on the printer to access the print menu.

Step 3: Sign in to the printer.

- **Method 1: Pin number**. Enter your 6-digit PIN—tap Login.
- **Method 2: Dolphin Card.** If you would like to use your Dolphin card instead of your pin, tap your Dolphin card. When prompted, enter your pin and tap Login. Once your Dolphin Card is linked to your pin, you will no longer need to enter your pin. In the future, tap the card reader with your Dolphin card.

Step 4: Once you have signed into the printer, you can choose from:

- Copy
- Scan and Send
- Secure Print

Step 5: To retrieve a print job, go to Secure Print.

Step 6: Select the print job you would like to print from the Secure Queue.

You can choose from:

- Print & Delete
- Options
- Select all
- Delete
- Refresh
- Logout

Step 7: If you select Options, your choices will include:

- Duplex printing
- Hole Punch
    - Hole Punch 2
    - Hole Punch 3
    - Hole Punch 4
- Stapling
    - Stapling Left Upper
    - Stapling Left Lower
    - Stapling Right Upper
    - Stapling Right Lower
    - Stapling Double Top
    - Stapling Double Left
    - Eco Stapling (crimps paper)
- Copy Count
- Page Range

Step 8: Tap Print & Delete to begin printing.

Steps for Scanning using the Canon Printers

Step 1: Select Scan & Send from the control panel.

Step 2: Select from the following options:

- **New Destination** will e-mail the job to someone else. Specify the Destination by selecting E-mail as your send option.
- **Sent to Myself** will e-mail the job to your CSI e-mail address. You can then forward the e-mail to other recipients. This method will save having to type e-mail addresses on the control panel.

Step 3: Select E-Mail.

Step 4: Enter the e-mail address. Click OK.

Step 5: Select Options.

Step 6: Start Sending.

You will receive an e-mail in your inbox. The user name will be the name of the printer.

Steps for Copying using the Canon Printers

Step 1: Select Copy from the control panel.

Step 2: Select from the following options:

- Finishing (Stapling) The staple-free option will crimp up to 10 sheets of paper.
- 2-Sided
- Density
- Original Type

Step 3: Tap Start to make your copies.

<u>Steps for Logging Out of the Canon Printers</u>

Although the system will sign you out after **40 seconds**, you can also Log Out of your account.

- Tap Log Out on the upper right corner of the control pad.

Additional instructions can be found at:

https://oip.manual.canon/USRMA-7049-zz-CS-6800-enUS/contents/devu-int.html