Printer Management and Conference Rooms

Printer Management

Connect to a printer - Open **Control Panel,** select **Devices and Printers** and **Add a printer**. Select the printer you want to connect to and install. A few windows will pop up as your PC adds the printer. The install is complete once the print queue displays on your screen.

Remove an old printer - Open **Control Panel** and select **Devices and Printers**. Under **Printers and Faxes** right click on the printer you wish to remove and select **Remove device**.

Set a default printer - Open **Control Panel** and Navigate to **Devices and Printers**. Under **Printers and Faxes** right click on the printer you wish to set as default and select **Set as default printer**.

Secure Print

In order to have secure print options you will need to download and install the Canon DX C5860i print driver. We recommend using the PCL6 driver found here.
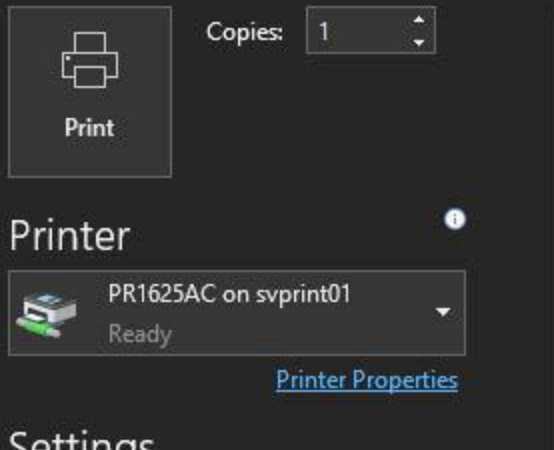
When going to **Control Panel**, **Devices and Printers**:

- Right click on the printer you want to change the settings and select **Printer properties**

- Select the **Advanced** and under driver. If the driver is already installed you can select the driver dropdown and select the **Canon Generic Plus PCL6 driver**. If you do not have the PCL6 driver as an option you can select **New Driver...**hit **Next**, **Have Disk…,** browse to the driver install you downloaded earlier and select the INF file and press **OK**. Press **next** and **finish** to add the PCL6 print driver.

How to print a document secured by a PIN (Secure Print):

https://support.usa.canon.com/kb/index?page=content&id=ART165278

Contact 610.296.7400 for assistance

the Canon Printers

...ly print ...er. The user ...assword of their ...red to enter it at ...print.

At Your Computer

1. Click **File**, then **Print.**

2. Select from the dropdown the printer of your choice.

3. Click **Printer Properties**:

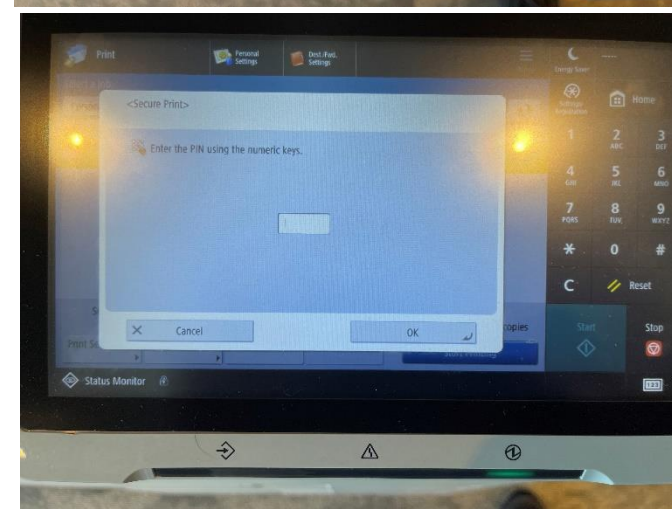4. On the **Basic Settings** tab, change the Output Method to - **Secure Print**.
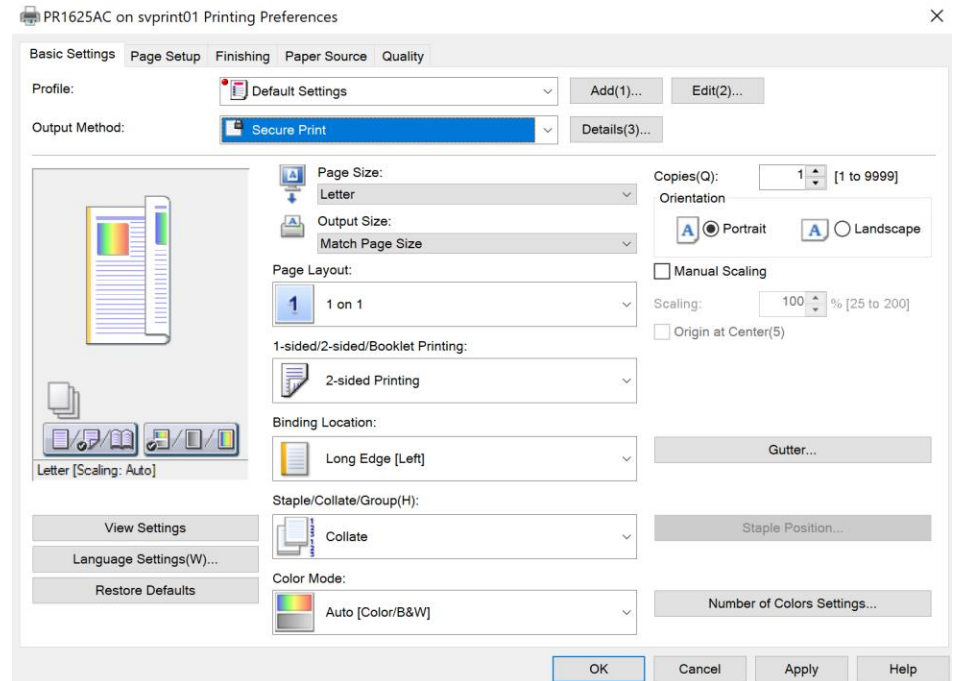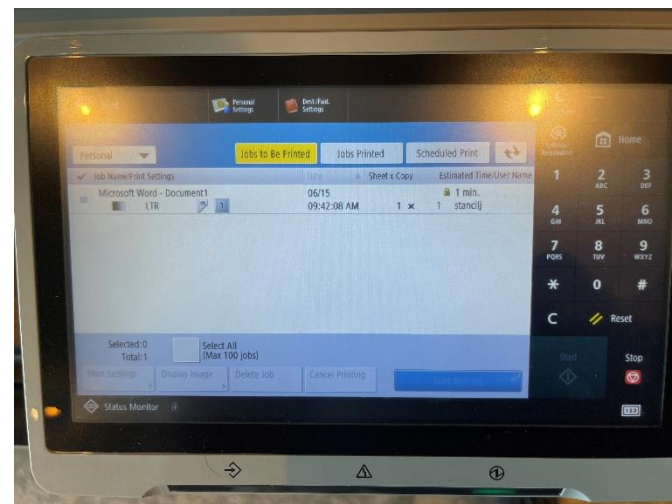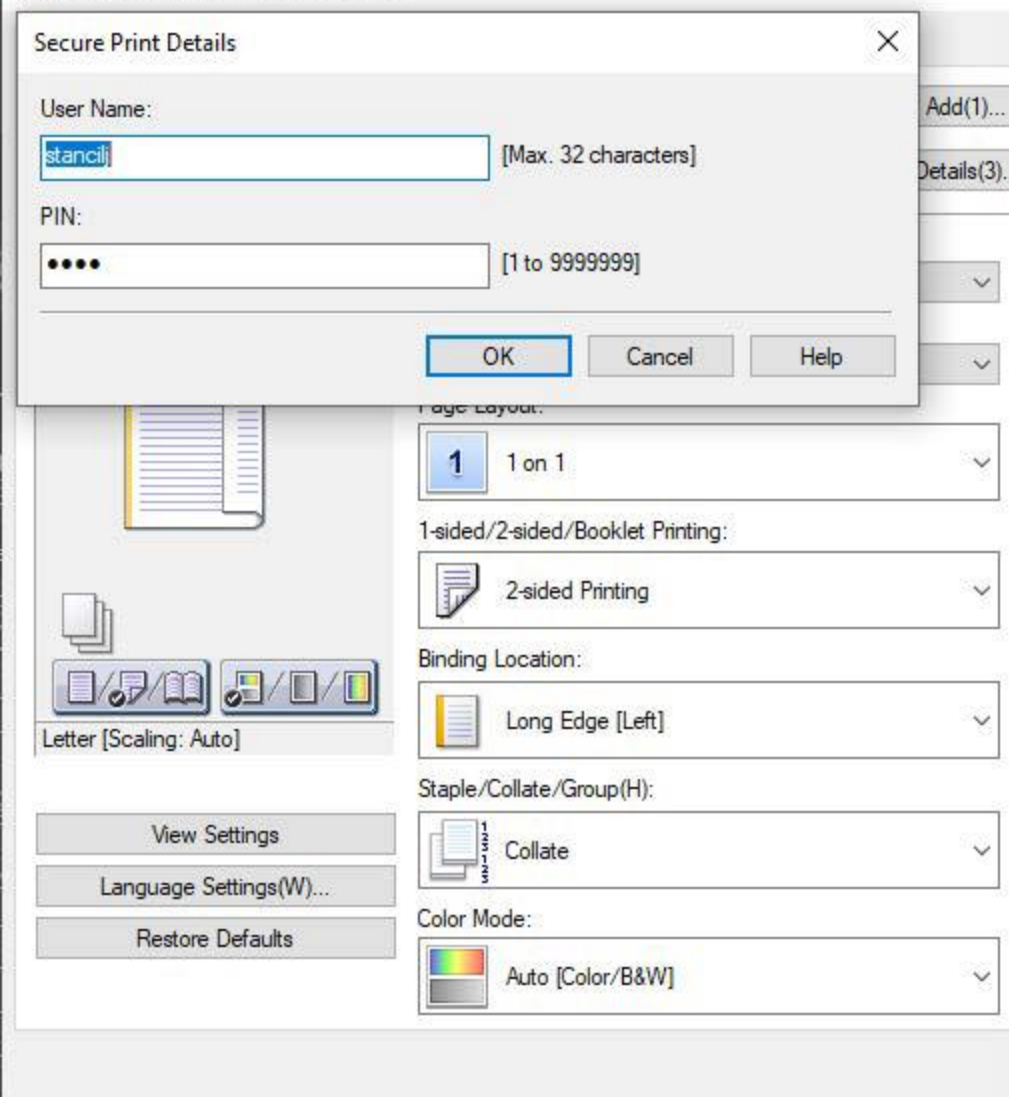

5. The first time you use this feature it should ask for an ID/Password for retrieving the document at the copier.

6. Subsequent secure prints will default to using the same ID/Password you originally chose.

\\svprint01\PR1625AC Properties

Secure Print Details ✕

User Name:

stancilj [Max. 32 characters]

PIN:

•••• [1 to 9999999]

[OK] [Cancel] [Help]

Add(1)...

Details(3)...

brandywine
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At the Copier

1. Select **Print** from the Home screen
2. Tap on your print job
3. Enter your secure pin and press **OK**

Page Layout:

[1] 1 on 1

1-sided/2-sided/Booklet Printing:

2-sided Printing

Binding Location:

Long Edge [Left]

Letter [Scaling: Auto]

Staple/Collate/Group(H):

Collate

View Settings

Language Settings(W)...

Restore Defaults

Color Mode:

Auto [Color/B&W]

8. Click **OK** then **OK** to print.

Contact 610.296.7400 for assistance