To install a Canon printer on your computer, please follow these instructions:

1) Go to the Start menu on your desktop (the round emblem in the lower left corner)

2) Click on Devices and Printers

3) Click on Add a printer

4) Click on “Add a network, wireless or Bluetooth printer”
5) Your closest printer will have a new name on the list that is very descriptive of where it is located, such as “Helstrom Work Room.” If you don’t see it, select “The printer I wanted isn’t listed.”

6) Click on “Find a printer in the directory, based on location or feature” then click Next
7) Sort by Name and locate the desired printer.

8) When you double-click the desired printer, the driver will install. You can choose to set it as your default printer if you like.

9) When you are ready to print, you will notice that you have the newly installed printer as well as one called “Secure Input on flavius.”

If you print to the Secure Input printer, your print job is saved on the printer server. It will not print until you go to the desired printer and login (or swipe your ID card).

When you login on any Canon machine on campus, you will be able to see the usual copier screen. Tap the Arrow on the upper right corner of the display and you will see your print queue.

You may select a job and print, delete or simply logout without printing it. Your print job will remain on the server until you are ready to release it.