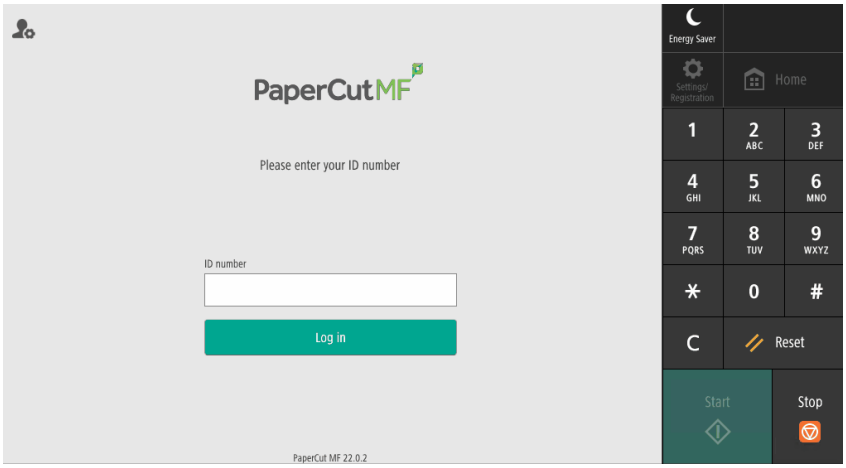
New Canon Copiers - 2022

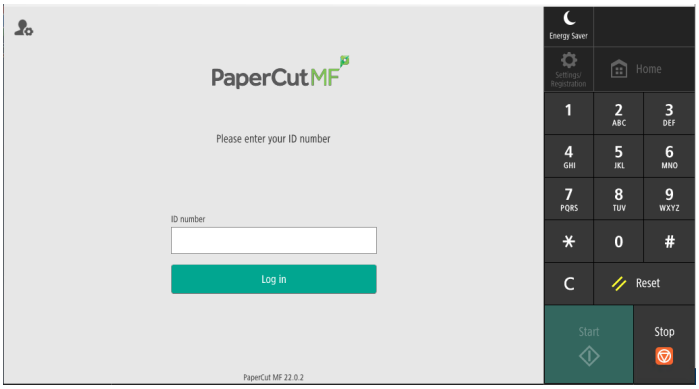
A collection of resources on using the new Canon copiers.

- Making a copy
- Getting supplies and support for the Canon copiers
- Sending a print job to the copier

Making a copy



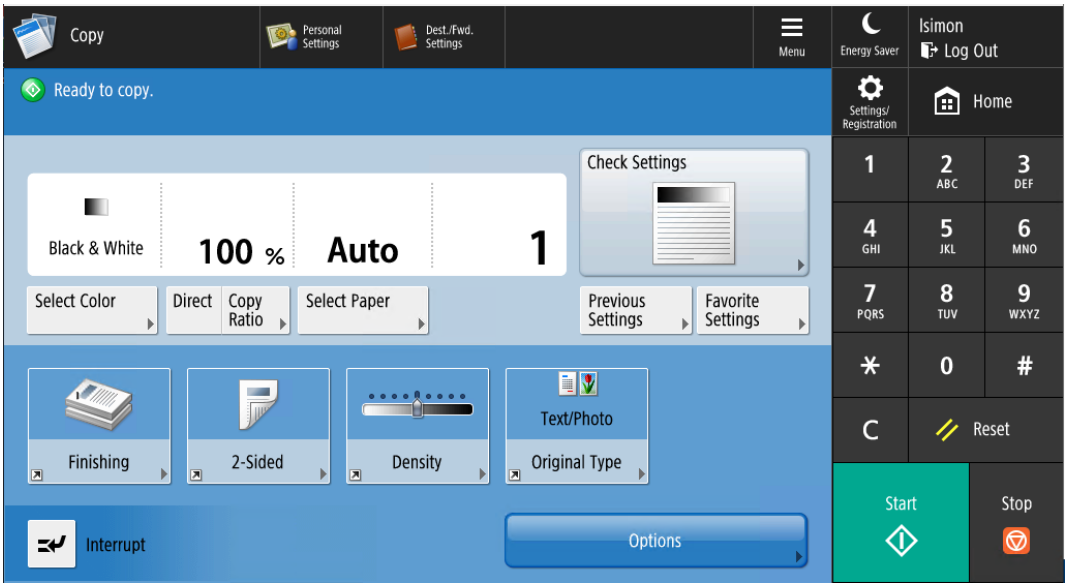
Making a copy on the new machines is easy. First, login to the copier by entering your 4 digit employee ID number.



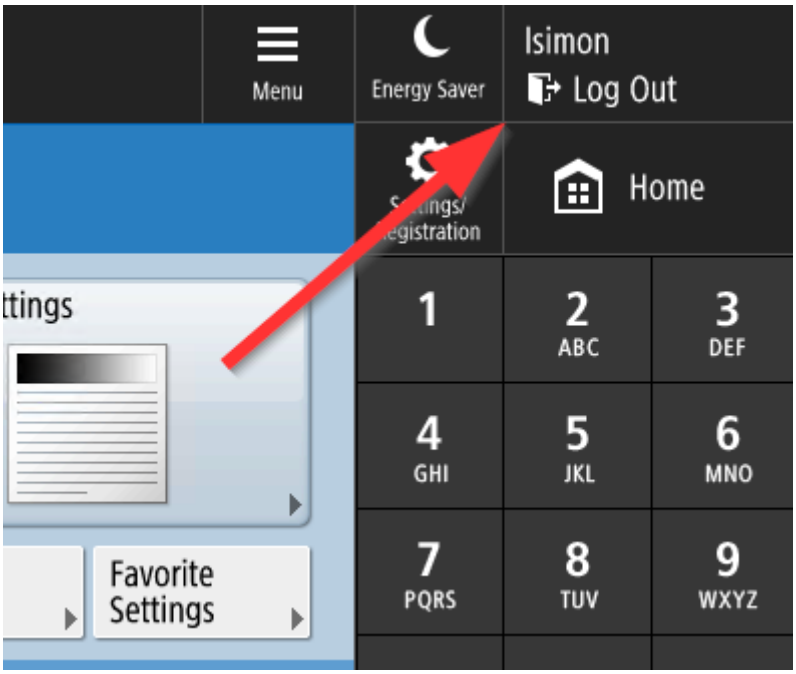
Next choose the "Access Device" option that looks like a copy machine.



From here you can choose any options you need, such as single or double sided, number of copies, stapling, etc. When you're done hit the copy button.



When you're done, be sure to hit Log Out at the top right of the screen (this will also happen automatically after roughly a minute of inactivity).



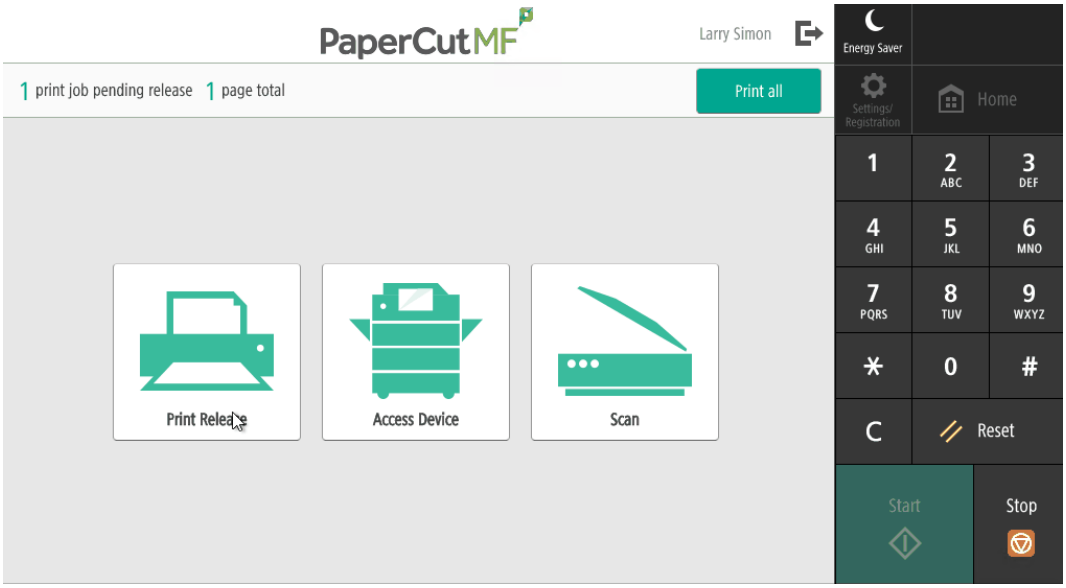
Getting supplies and support for the Canon copiers

Sending a print job to the copier

With the new copiers, you can send a print job up and walk up at your leisure to any Canon copier at your school (or even across the district) to release the job when you're ready.

The first step to do this is to add the "Find-Me Printer" to your computer. Follow **these steps** to add the printer on your Mac.

After you've added the printer, once you send a job to the "Find-Me Printer" you will be able to release it after you walk up to any copier in the district. After logging in hit "Print Release", find your job and then hit "Print".



That's it! Your job will now print out.