How to Print/Scan/Copy

To print:

- **<u>From a laptop or phone:</u>**
  - Log in to your Catawba email
  - Create a new email to print@catawba.edu
  - Attach the document to the email (PDF works best)
  - Send
    - This will be sent to any Canon Device on campus (Catawba-Print) but may take a few minutes to show in your print queue
  - Log in to any Canon device on campus using your Catawba ID on the keypad (looks like a hand holding a card)
  - Choose "Secure Print"
    - Documents MAY default to print in color which will charge you 2 prints/page
    - To change to B/W, select the document in your print queue, select "options", and change the color mode of your document to B/W and press OK
      (You can also change settings such as number of copies, page range, and duplex)
  - Select your print job from the queue/list, and select "print + keep"
  - Remember to select "Log Out" at the top rt. corner of the screen before leaving the device.
- **<u>From a college computer/laptop:</u>**
  - Log-on to a library computer/laptop with your Catawba username and password
  - Once you've logged on, make sure to also sign into the uniFLOW smartclient gray box
  - Open your file, go to "File," "Print" and choose "Catawba-Print" from the dropdown menu
    - If you do not see this printer, please let a staff member know
    - If printing in color, go to "printer properties" and under "Color Print," choose "automatically"
      - Click "OK," then "Print"
  - **You will need your Catawba ID or your Catlink credentials**
  - Take your ID to a Canon device and place it on the pad beside (or above) the copier screen (it looks like a hand holding a card)
    - Once you've logged in, choose "Secure Print"
    - Select your print job from the list
    - click "print + keep," OR if you want to print all the print jobs listed, you can click "select all" and then "print+delete."
      - BUT, the jobs will disappear, and if you need to reprint, you'll need to send it again
      - <mark>You can also change settings such as color, duplex (double-sided), copies, and page range by clicking on the print job, and choosing "Options"</mark>
  - If you are printing an 11x17 paper, the Canon device (at the Help Desk) should automatically choose that size paper.
    - We have a limited number of 11x17 pages already in drawer 2 of the Canon device by the Help Desk, but please let us know if it has run out
  - If you are printing an 8.5x14 paper, the Canon device at the Archives/ICE Box door should automatically choose that size paper
    - We have a limited number of 8.5x14 pages already in drawer 2 of that device, but please let us know if it has run out
  - Make sure to click "Log Out" at the top right of the screen

**** If you receive an error message to "Load Paper" and there is paper in the copier, then press "Status Monitor" on the bottom left of the screen, wait for a pop-up, then press "OK" ****

To scan:

- You must have your Catawba ID or log in with your Catlink credentials
- Take your ID to any Canon device on campus (Catawba-Print) & place it on the pad by (or above) the copier screen (it looks like a hand holding a card)
- Choose "Scan and Send"
- Choose "Myself" and press OK
  - This is your Catawba email address; it's already attached to your card.
  - Scanned documents will **only** send/email to Catawba emails.
    - If you would like to send the scan to an *additional Catawba* email address, select "Specify Destinations," then "New Destination," and then "E-Mail"
      - Enter the Catawba e-mail address, click "OK" and then "OK" again
    - If you want to send the document to an email address outside of Catawba, send the scan to yourself, and then forward to the appropriate email
- Place your document face-up in the feed tray on top of the device
  - If the document is double-sided, choose "2-Sided Original"
    - Then select "Book Type" and click "OK"
  - If the document is stapled, please see a staff member
  - If you want to scan using the glass instead of the top-feeder:
    - Put the page on the glass (top left corner) and press the green "Start" button on the screen
    - If you have multiple pages to scan, the scanner will give you time to scan each page.
    - *Before* **you click "Start Sending"**, place the next page on the glass
    - Press the green "Start" button again
    - Repeat for as many new pages as you need to scan
    - **Once you have finished scanning all pages**, click "Start Sending" on the screen
  - The scanner settings are automatically set to automatic size and color, but see a staff member if you need to change any other settings
- Press the big green "Start" button on the screen
- Click "Start Sending" on the screen
- Make sure to click "Log Out" at the top right of the screen
- The document should be emailed to your Catawba email (or the Catawba email you entered) as a PDF attachment.

To copy:

- You must have your Catawba ID or log in with your Catlink credentials
- Place your ID on the pad (it looks like a hand holding a card) at any Canon device
- Choose "Copy"
- Place your document face-up in the feed tray on top of the device
  - If your document is larger than 8 ½ x 11, put it on the top left corner of the glass on the copier
  - If your document is in **color**, click "Select Color" choose "Auto" and "OK"
  - If your document is **double-sided**, click "2-Sided" then "2-Sided>2-Sided" and "OK"
    - If you use the glass for double-sided documents, you will need to copy one side, turn the sheet over, and press the "Start" button again to copy the other side
  - If your document is an obscure size, or you're trying to copy pages from a book, a staff member can help
  - If you need to make more than one copy, just type the number of copies you need using the keypad
- Press the green "Start" button on the screen
  - If a screen pops up asking the document size, see a staff member
- Take your documents, and make sure to click "Log Out" at the top right of the screen