

# Print/Scan/Copy

## To print\*:

- Log-on to a library computer with your Catawba username and password
- Once you've opened your file, go to "File," "Print" and choose your printer from the dropdown menu
  - If printing in B/W, print to any of the following printers: Secureprint (Canon devices by the Help Desk or by the ICE Box) or PCILIBUP\_LASER (printer by the elevator/paper cutter).
    - If printing to the laser printer, simply retrieve your documents after printing (no need to use Catawba ID)
  - If printing in color, you will need to choose "secureprint."
    - 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 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, and click "print + keep," OR if you want to print all the print jobs listed, you can click "print all." (BUT, the jobs will disappear, and if you need to reprint, you'll need to send it again)
        - You can also click each item and choose "Options" to change the settings of a document such as color, duplex (double-sided), page range, or number of copies
- 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
- If you are printing an 8.5x14 paper, the Canon device (at the ICE Box) should also automatically choose that size paper
  - We have a limited number of 8.5x14 pages already in drawer 2 of the Canon device by the ICE Box
- Make sure to click "Log Out" at the bottom of the screen

\*If you would like to print from your laptop or cell phone, attach the document (PDF works best) to a new email and send it to [print@catawba.edu](mailto:print@catawba.edu) **from your Catawba e-mail**. It will be sent to secureprint (any Canon device on campus). Please note that it may take a few minutes for the document to show in the queue, and the document will default to print in color (which will charge you 2 prints per page). To change back to B/W, log into a Canon device, select the document in the queue, then click "options" at the bottom, and change the color of your document from automatically to B/W.

## To scan:

- You must have your Catawba ID or log in with your Catlink credentials
- Take your ID to secureprint (any Canon device on campus) & place it on the pad by the copier screen (it looks like a hand holding a card)
- Choose “Scan and Send”
- Choose “Send to Myself”
  - This is your Catawba email address; it’s already attached to your card.
  - Scanned documents will **only** send to Catawba emails.
  - If you would like to send the scan to another *Catawba email address*, select “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
- To scan the document, press the large green “Start” button on the keypad
  - If you scan using the top-feed tray, put your documents face-up and the scanner will automatically pull all of the documents
    - If they are double-sided, see a staff member for assistance
  - If you are scanning using the glass (instead of the top-feeder) and have multiple pages to scan, the scanner will give you time to scan each page. After scanning the first page (**before you click “Start Sending”**), place the new page on the glass and press the green “Start” button again. Repeat for as many new pages as you need to scan. **THEN**, click “Start Sending.”
  - The scanner settings are automatically set for B/W and color 8 ½ x 11 documents, but see a staff member if you need to change any settings
- Click “Start Sending”
- Make sure to click “Log Out” at the bottom 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 by the secureprint copier screen (it looks like a hand holding a card)
- Choose “Copy”
- Place your document on the copier glass in the top left corner of the copier
  - If your document is 8 ½ x 11, you can put it in the **tray on top of the copier**, face up
  - If your document is in **color**, click “Select Color” and choose “Auto”
  - If your document is **double-sided**, click “2-Sided”
  - If your document is an obscure size, or you’re trying to copy pages from a book, ask a staff member for assistance
- Press the green “Start” button on the keypad
  - If a screen pops up asking the document size, choose “LTR”
  - If your document is double-sided, and you are copying on the glass, you will need to copy one side, and then turn the sheet over, and press the “Start” button again
- Take your documents, and make sure to click “Log Out” at the bottom of the screen