### **Canon Printer**

Last Modified on 04/26/2024 1:39 pm PDT

The Canon printers will allow you to print as you normally would, or you can send your print job to secure print to print anywhere on campus. Login with your staff ID number. Search for your budget code and tap the code you want to use.

## Logging In Manually

Type in your **staff-ID** and tap "**Login**".

IDENTIFY		1	C Energy Saver	Home	
	Please identify yourself with your personal PIN code and press the login button.		1	2 3 ABC 000 5 6	
	123		GHI 7 PQRS	JEL MINO 8 9 TUV WXYZ	
	4 5 6 Tap to open keyboard		* C	0 #	
	2		Star	t Stop	
Status Monitor 🔒					

## Logging In with the iPhone

First, make sure you have the **MiCard app** installed on your iPhone (see the instructions in the section below.)

Tap your phone to the printer.





If you're logging in for the first time, enter your MyCLU username and password.



## **Budget Code**

**Search** for your budget code if using the **printer for the first time**.

Otherwise, it should appear at the top of the list.

Tap the budget code.

Search by Name:	1			Settings/ Revolution	<b>1</b>	ome
Search by Descr.:				1	2 ABC	3
Name		Description	Ŷ		=	•
63300		П	2	4 GHI	D JKL	MNO
71000		Maint and Ops		7	8	9
11000		Arts and Sci		PQRS	TUV	WXYZ
		A&S Honors Dept		×	•	#
		Aft Comm Arts		T	U	
11120		NB High School Debate		c	// R	eset
11123		TArts	÷	~	-	
			4			Stop
	Par		Select	1		
Status Monitor						

## **Printing from Computer**

#### Secure Print

Choose the **Secure Print option**. This sends your **printing job** to the **printer network**. You can then **print** your job from **any printer** on campus.



After logging into any printer, **select secure print** to see your print job.



Select your print job, then select "Print + Delete".



# Phone App - iPhone

Download the iPhone app by searching for "micard" in the **app store**.

Select the MiCard MultiTech4 App



#### 3 Popups

When you first open the app, select "Allow" for the first two popups and "Ok, do not show again" for the third popup.







#### Activate Background Mode

Click Settings button in the top right



Choose Setup



Activate Background Mode (mandatory) and Vibrate at Authentication (optional)



## Mac Driver and Printer Installation

### Open the Self-Service Application

Finder -> Applications

or

Click the Application in the Dock



#### Click "Log In" in the bottom left



Enter your MyCLU username and password

All	
	California
	Lutheran University
S Provided by Info	elf Service rmation Technology Services
Username	
Password	
(X) Cancer	



#### Install

