

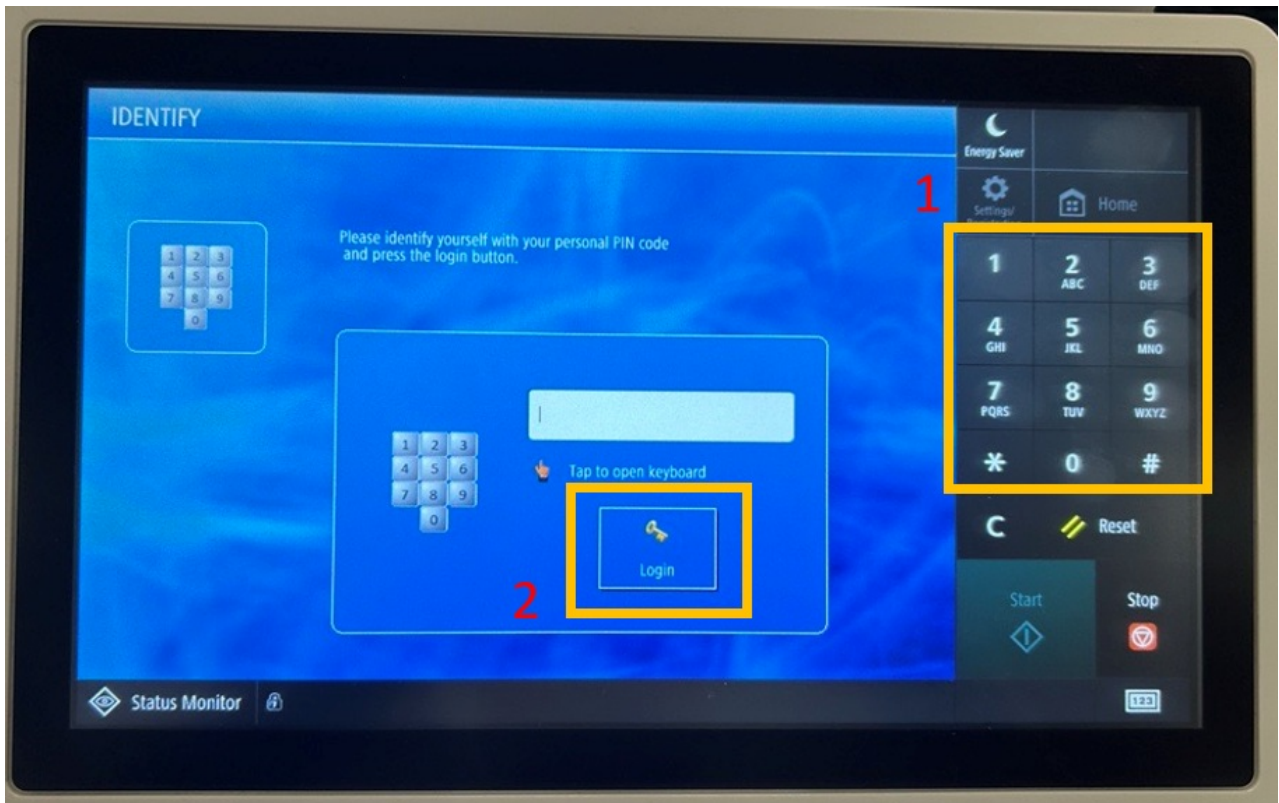
Canon Printer

Last Modified on 07/03/2024 5:00 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".



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**.

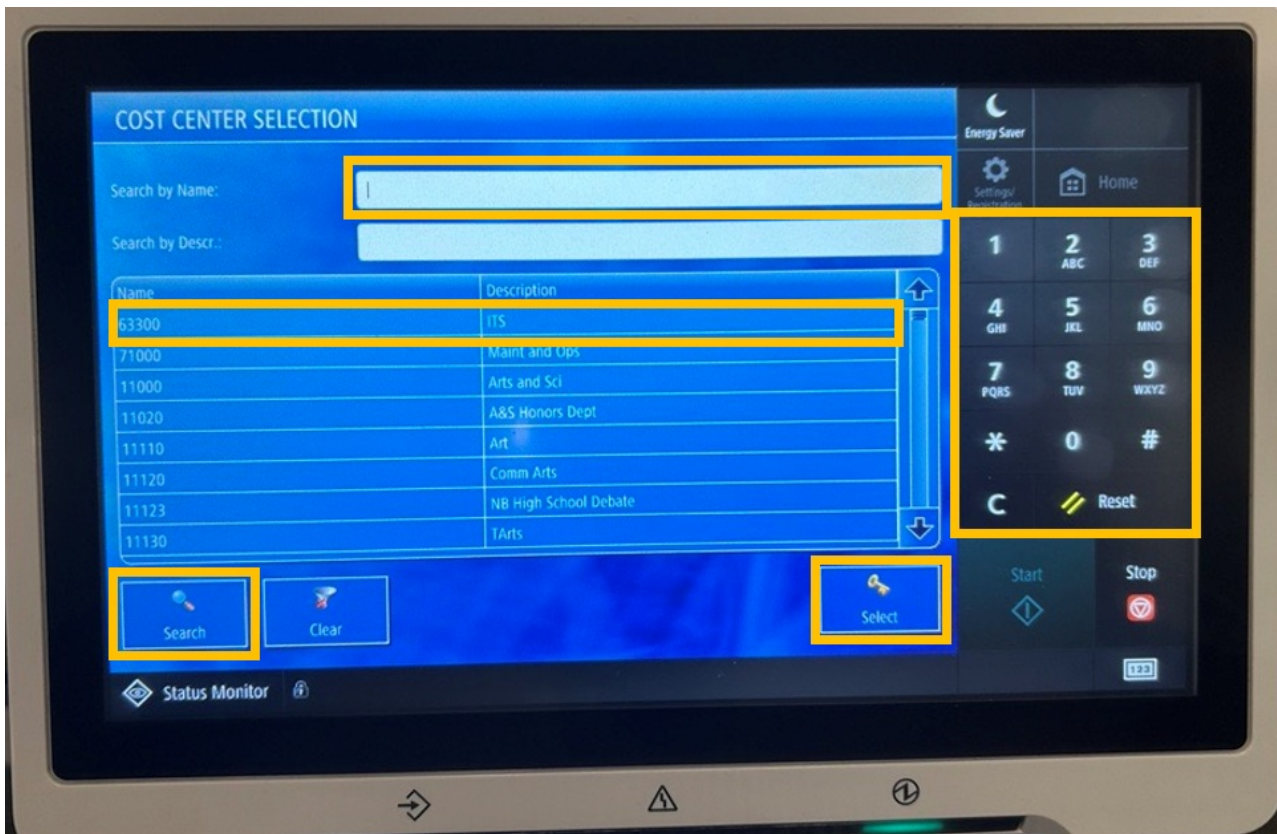


Budget Code

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

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

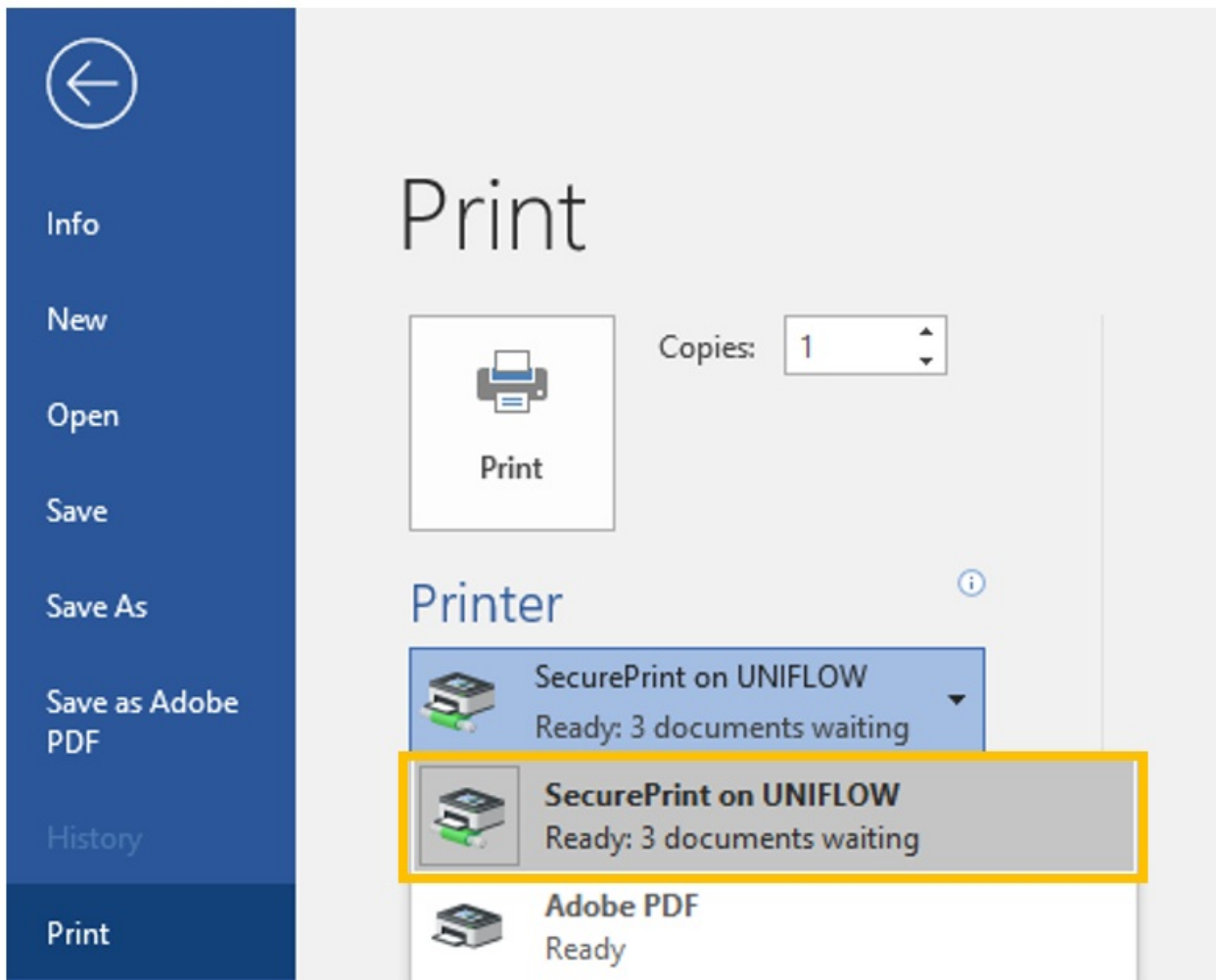
Tap the budget code.



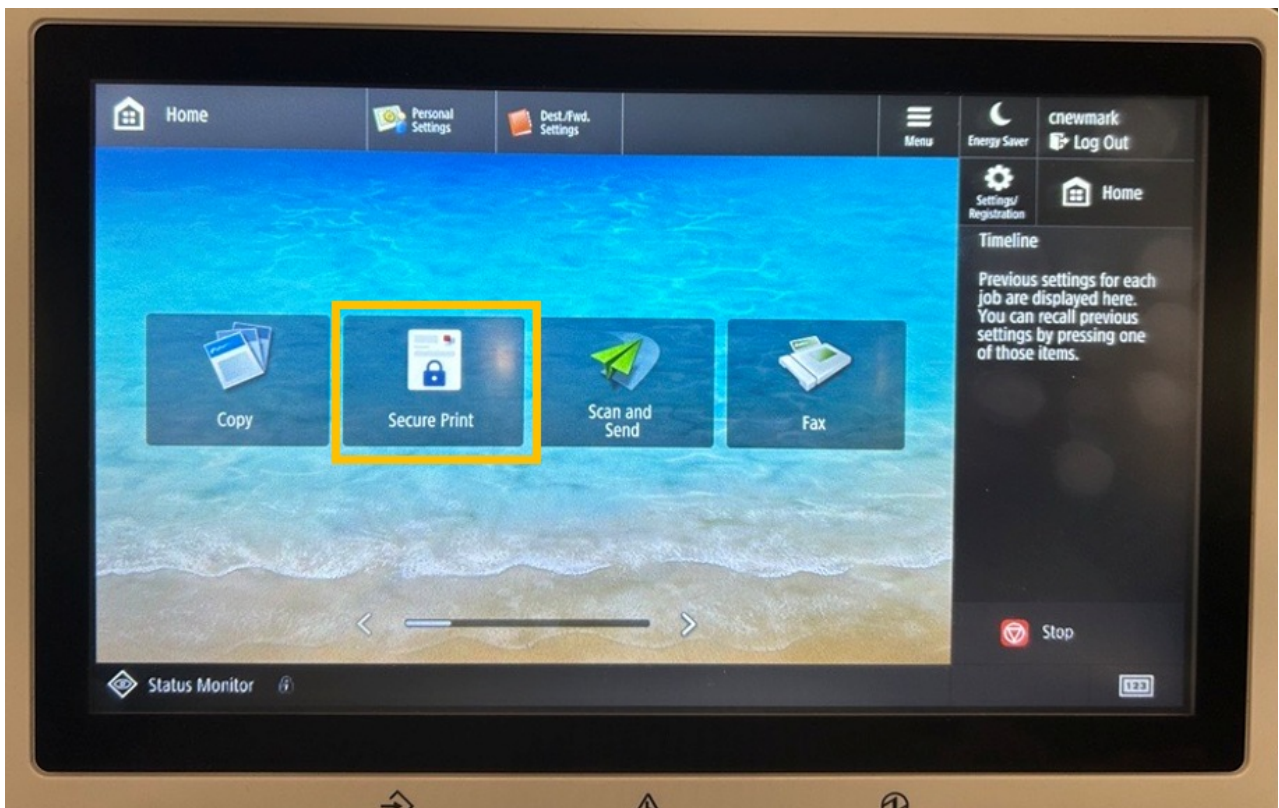
Printing from Computer

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.



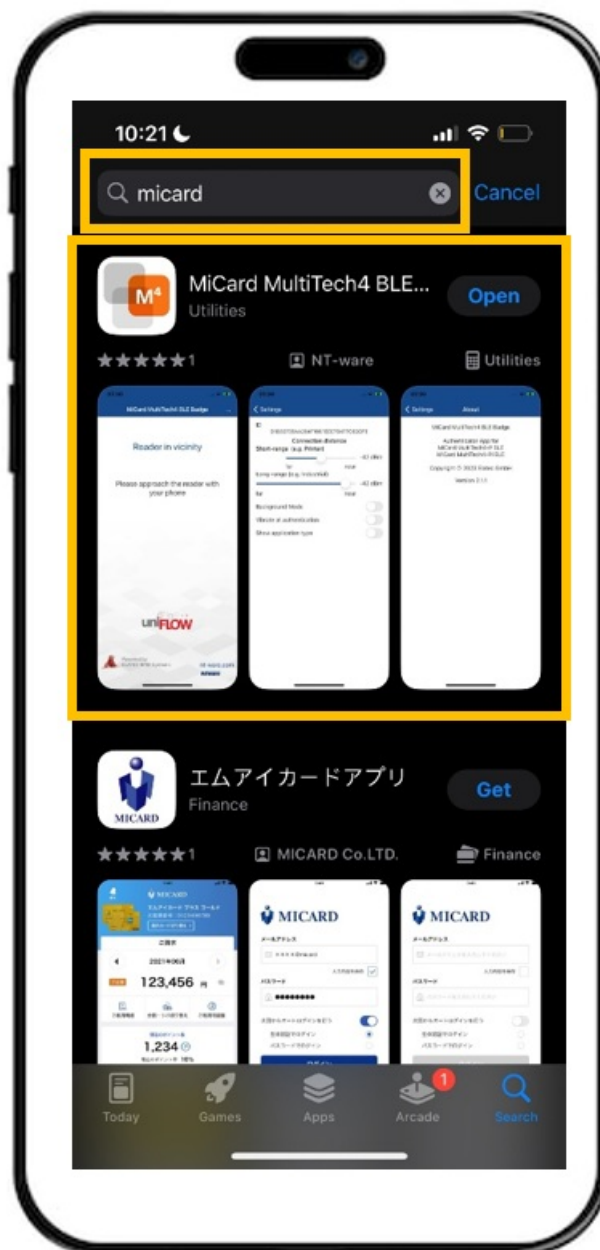
Select your print job, then select **"Print + Delete"**.



Phone App - iPhone

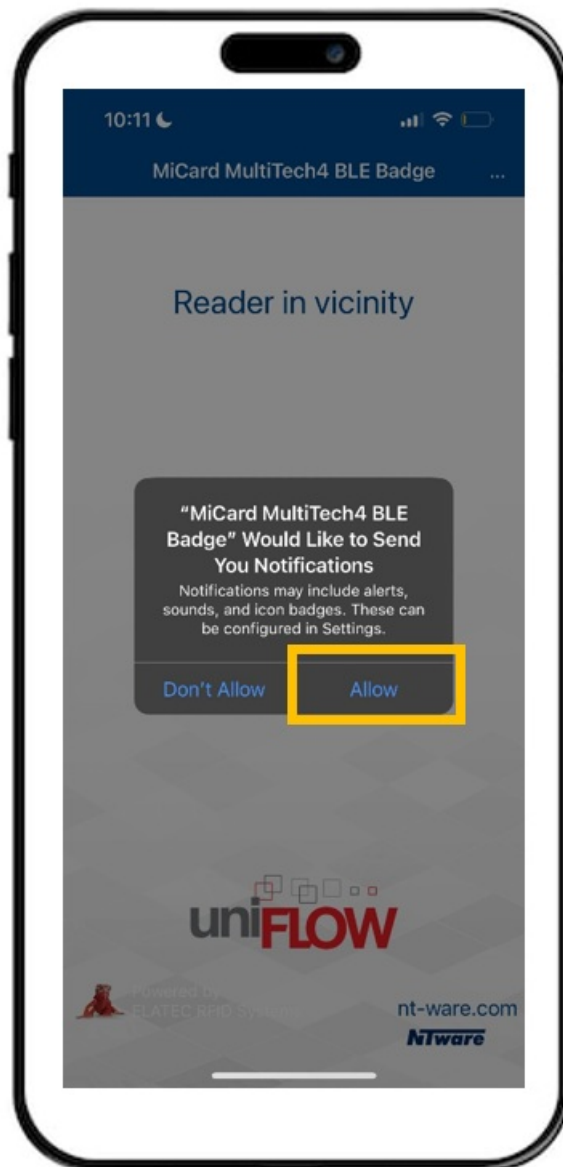
Download the iPhone app by searching for **"micard"** in the **app store**.

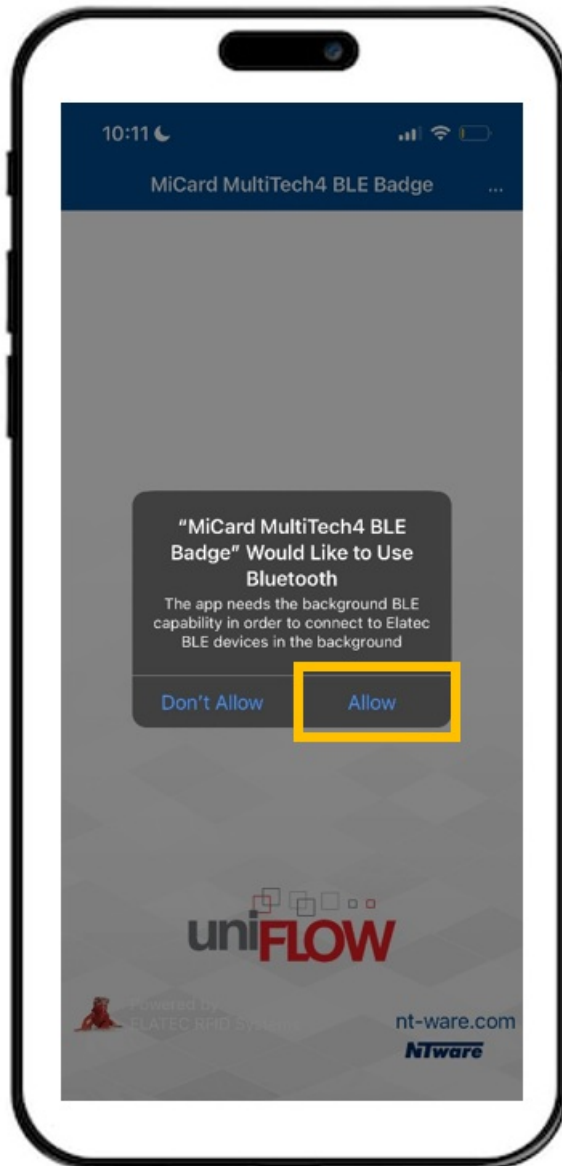
Select the **MiCard MultiTech4 App**

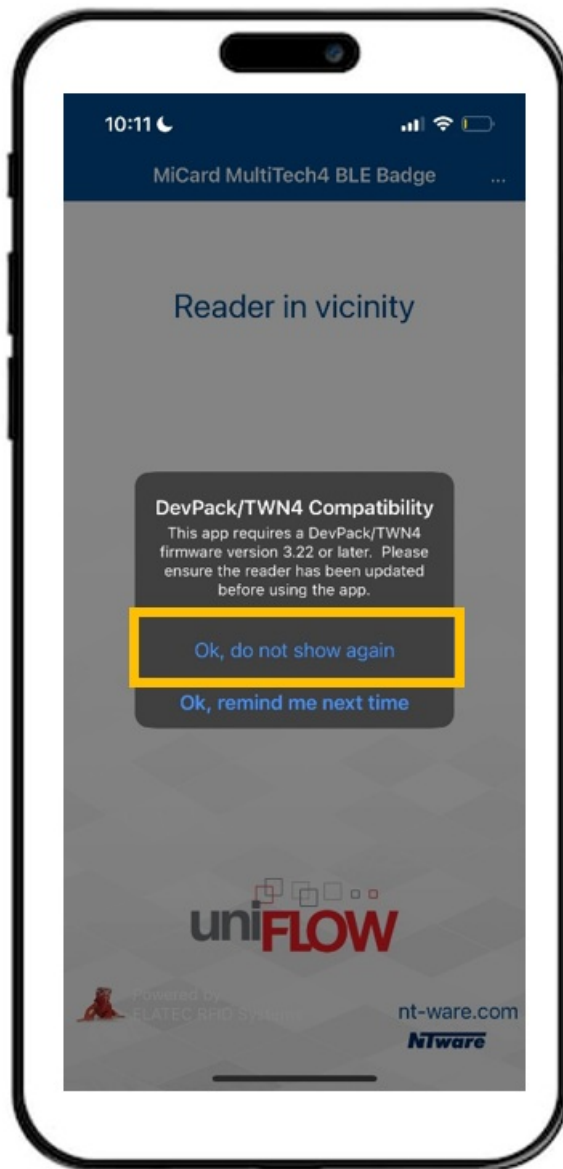


3 Popups

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

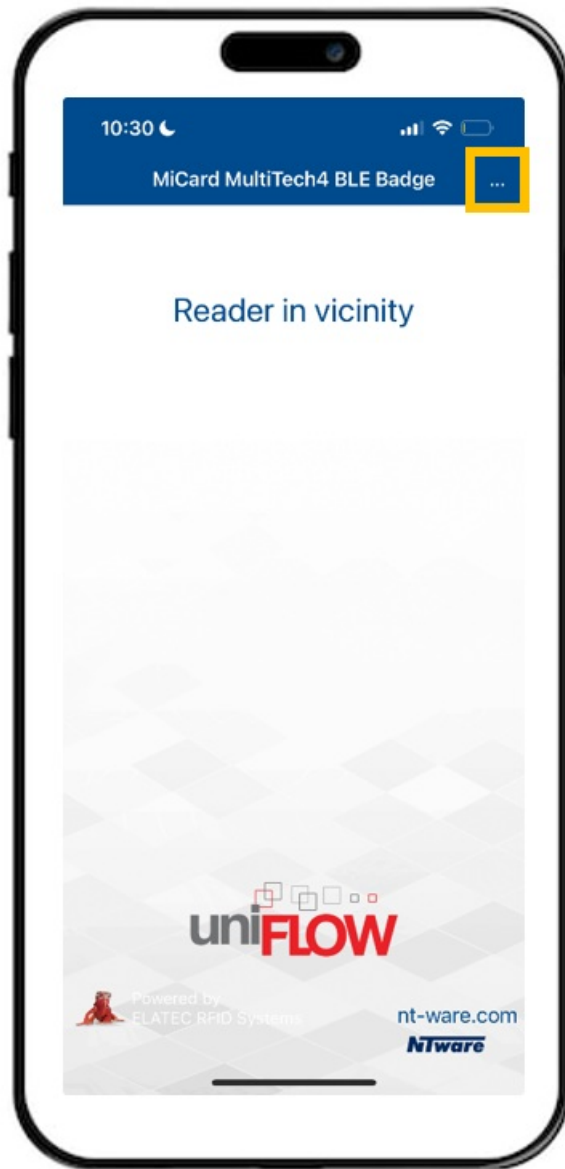




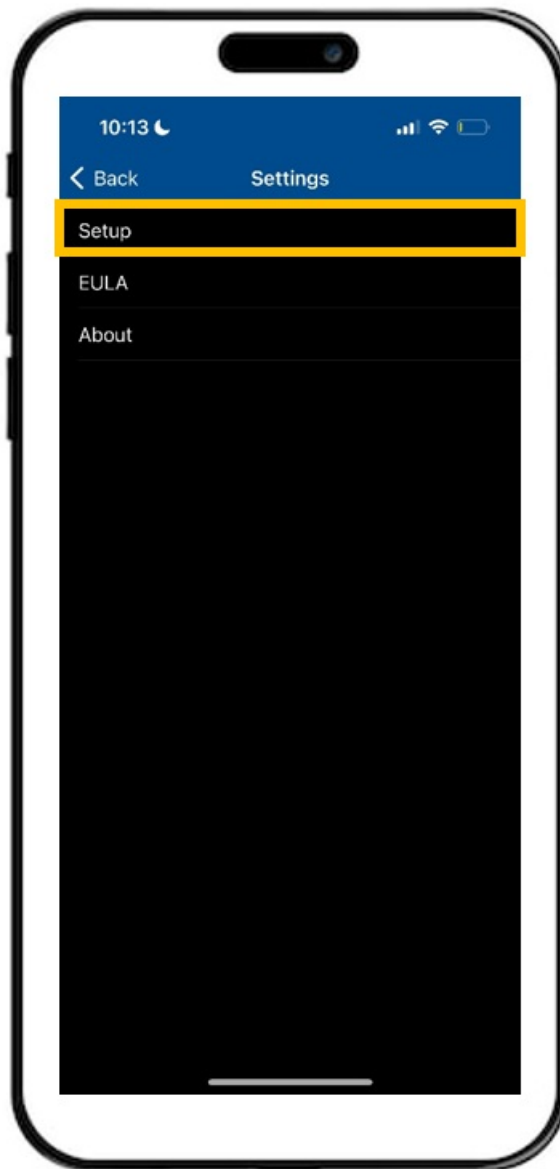


Activate Background Mode

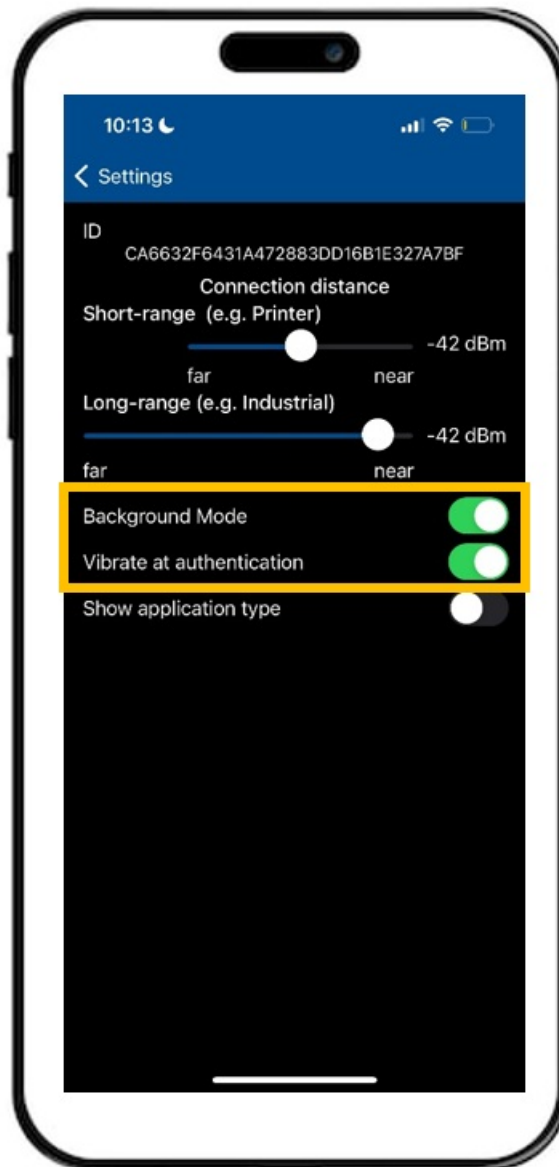
Click **Settings** button in the top right



Choose **Setup**



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



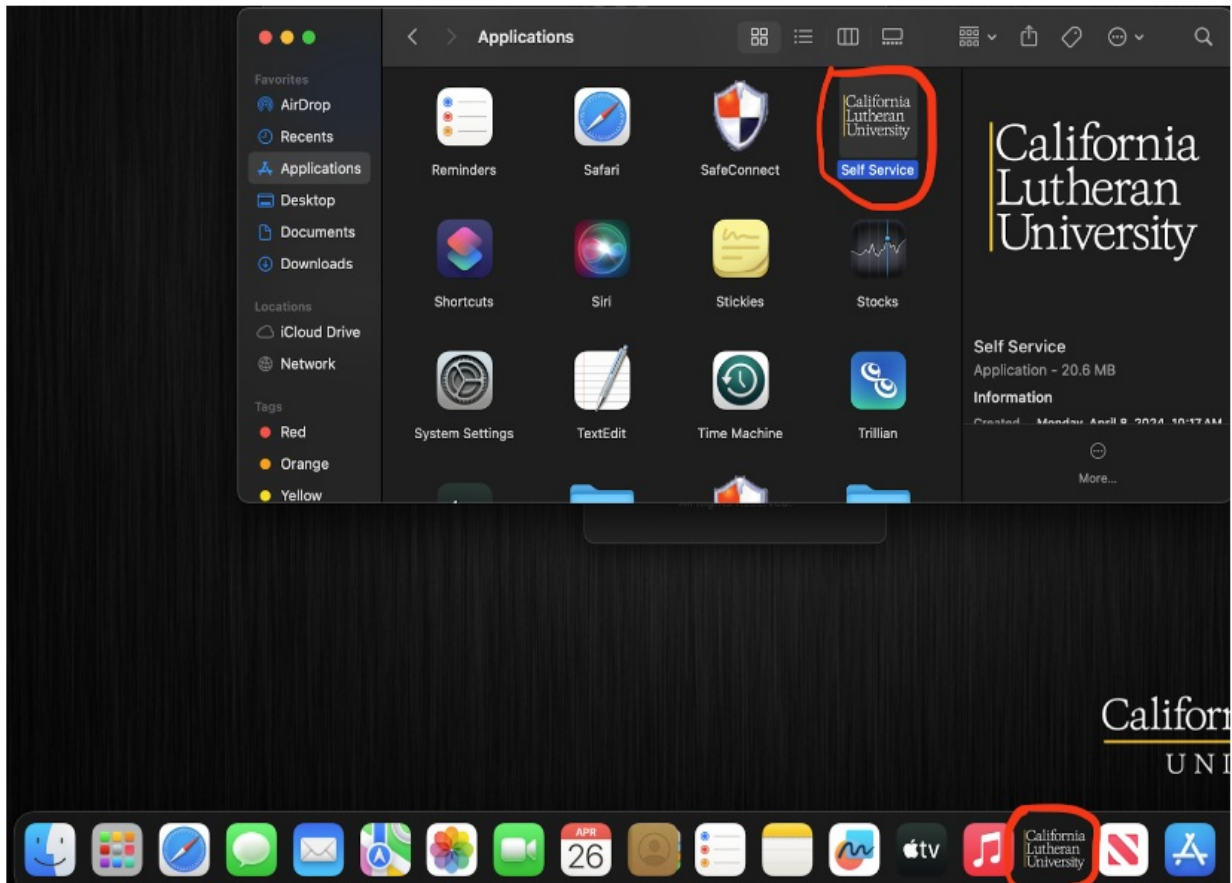
Mac Driver and Printer Installation

Open the **Self-Service Application**

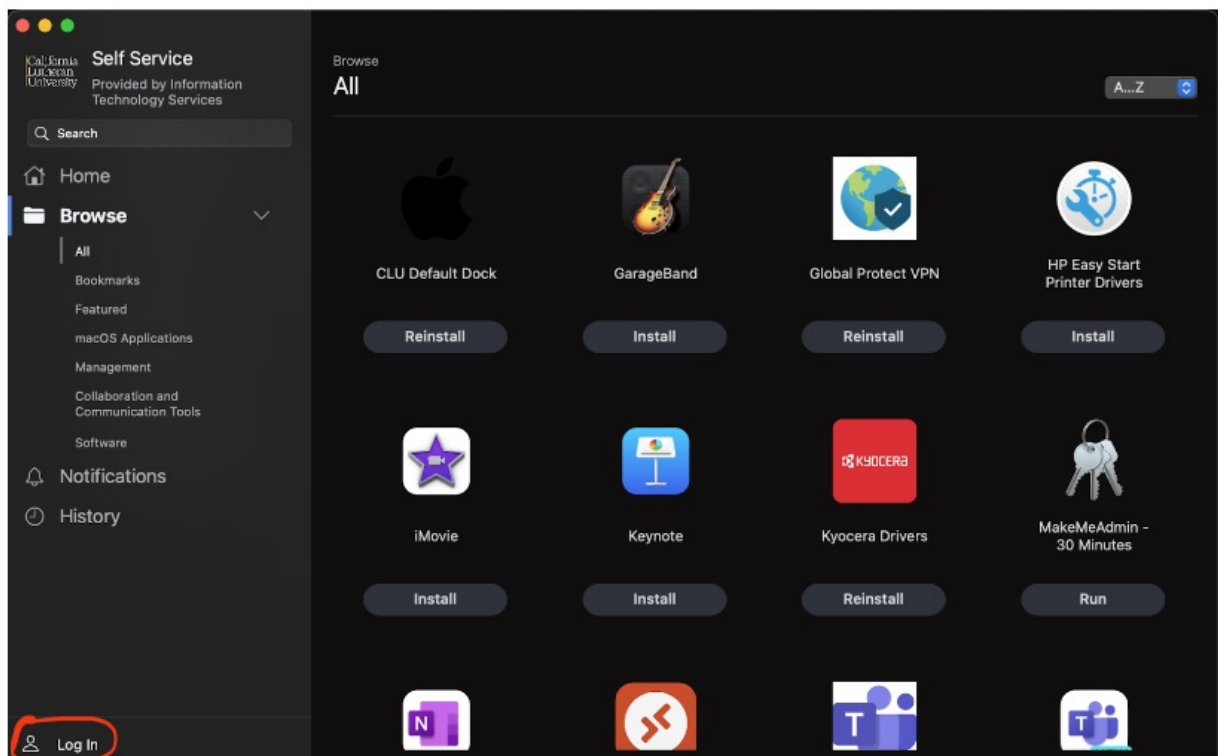
Finder -> Applications

or

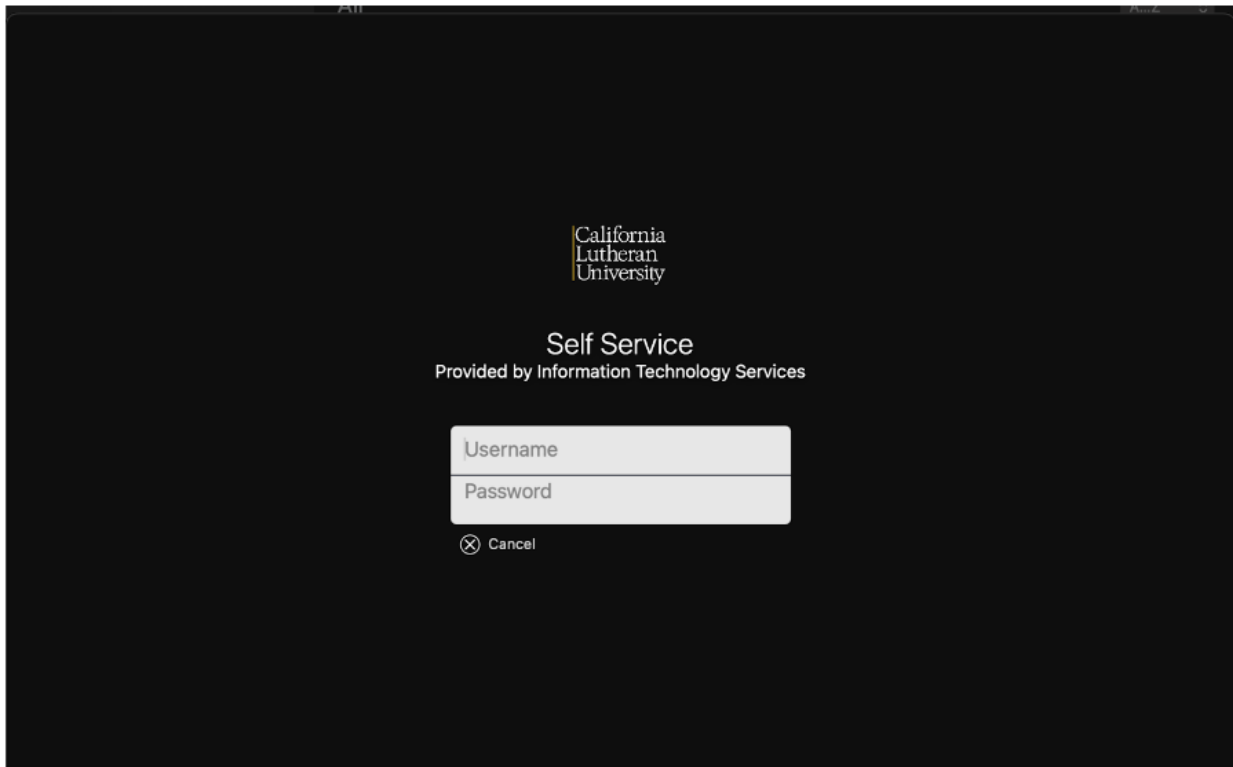
Click the Application in the Dock



Click "Log In" in the bottom left

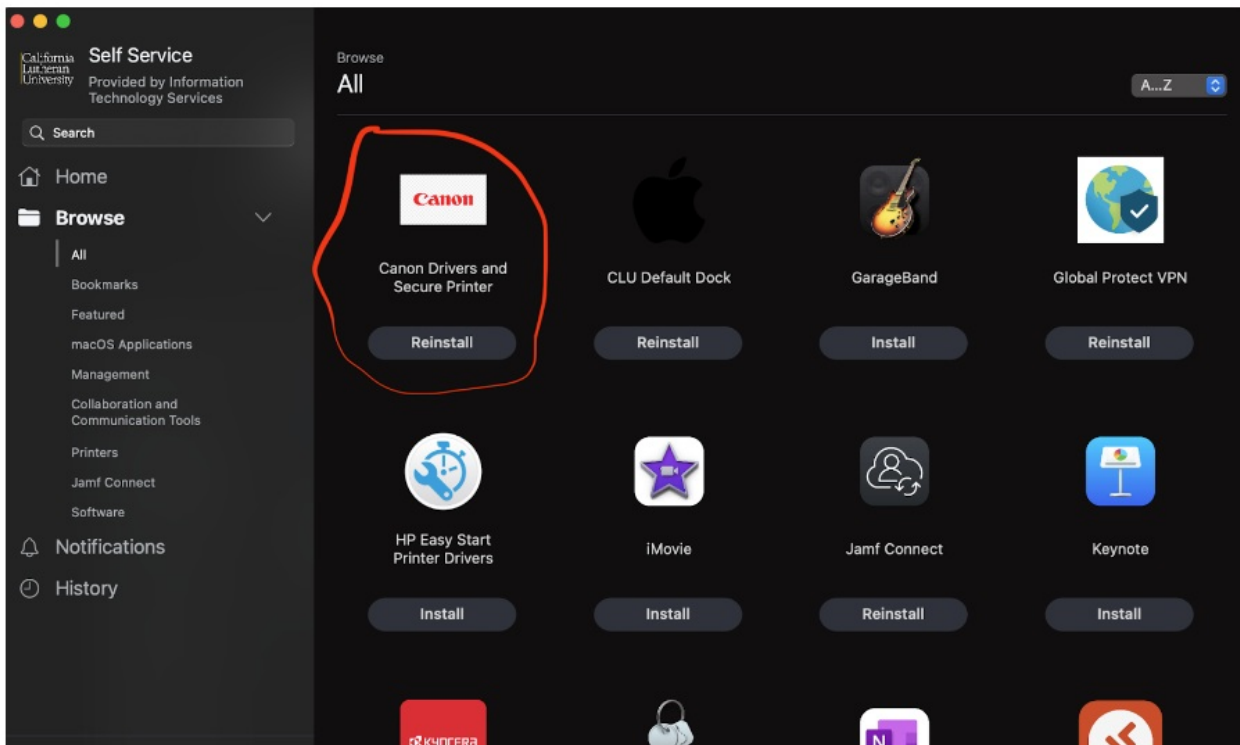


Enter your **MyCLU username** and **password**



Click "**Canon**" - Canon Drivers and Secure Printer

Install

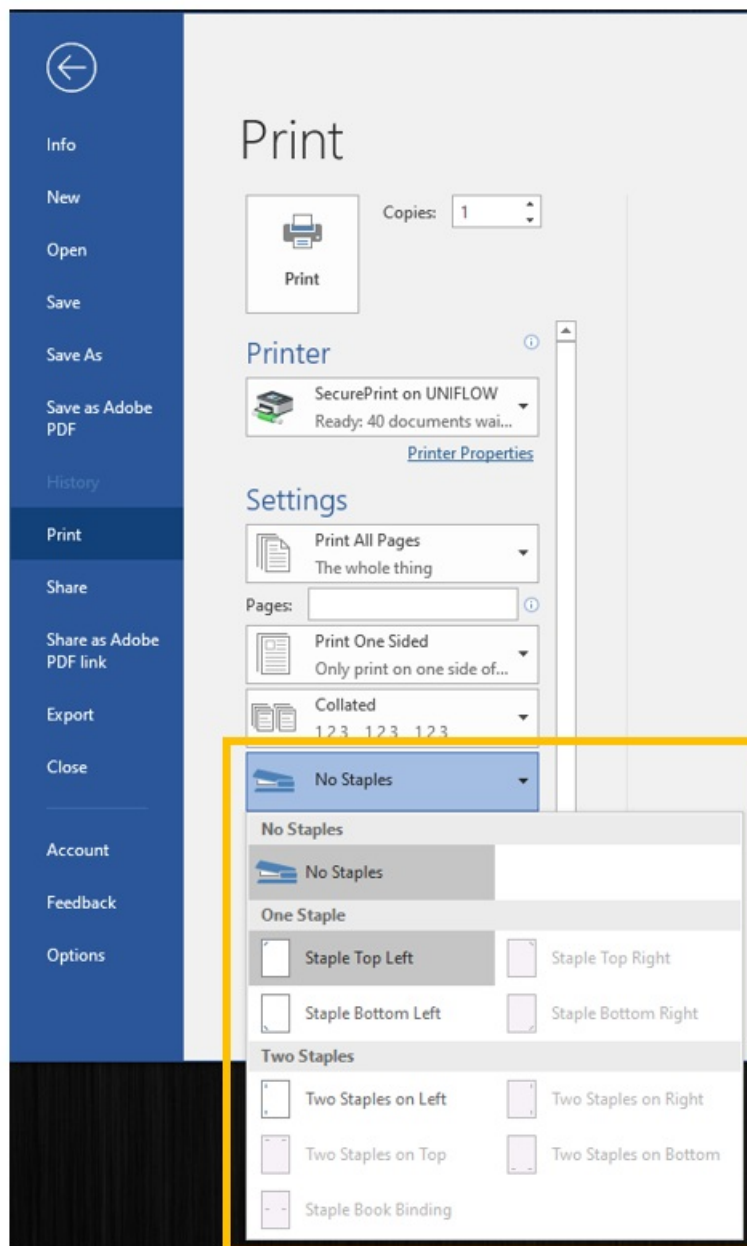


Staples - Word Document

Click File -> Print (ctrl + p)

Select the SecurePrint option

Select your staple option



Staples - PDF

Click on Menu -> Print (ctrl + p)

Click Properties

At the bottom, select your staple options

