CANON PRINTERS

Model # 8505i/4551i

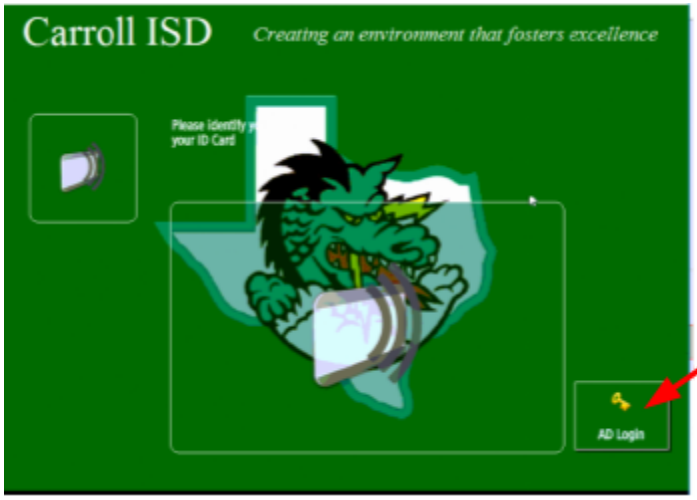
Table of Contents

- Logging In
- Main Menu Functions
- Copying
- Secure Printing
- Scan Functions
  - Email Myself
  - Email Others
  - Scan to Google Drive
  - Scan to H Drive
- Complete Manual

CANON PRINTERS

Model # 8505i/4551i

Logging In



Click here to login using your E# and district password.

OR

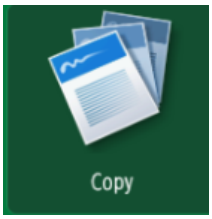
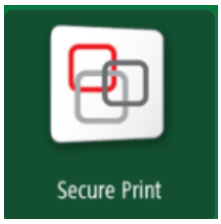
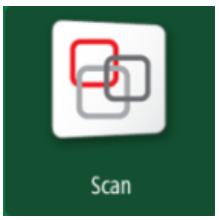
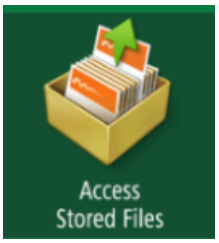
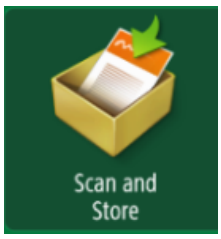


Place your ID badge on this rectangle.

CANON PRINTERS

Model # 8505i/4551i

Main Menu Functions

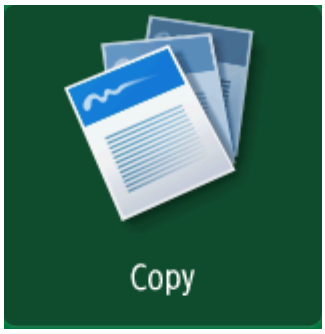
	Choose this function to make a copy of physical documents.
	Choose this function to print documents sent to “Secure Print Canon on UNIFLOW” from your computer.
	The uniFLOW “Scan” button now provides 4 scanning options: • Email Myself • Email Others • Scan to Google Drive • Scan to “H” drive
	Mail Box* Advanced Box* Network* Memory Media - files on a USB
	Mail Box* Advanced Box* Network* Memory Media - files on a USB

**Currently, these features are not available.*

CANON PRINTERS

Model # 8505i/4551i

Copying



On the **main menu** of the copy page, you can:

- Adjust the copying **ratio**
- Select the **paper size**
- Pick **finishing** options such as:
  - collating
  - stapling
  - hole-punch (available at some campuses)
- Pick **2-sided** copying options
- Pick the **density** (light/darkness) of the copy
- Pick the **type of original** (text, photo or combination)
- **Interrupt** the current job
- Go to the **options** page where there are 30 different copying options

CANON PRINTERS

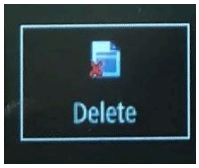
Model # 8505i/4551i

Secure Print

With Secure Print, you have the ability to send print jobs securely from your computer.

- Choose “Secure Print Canon on CISDUNIFLOW” as the print destination from your computer.
- The default is 2-sided printing.
- Pick up your print job from any Canon printer in CISD.

Menu Functions

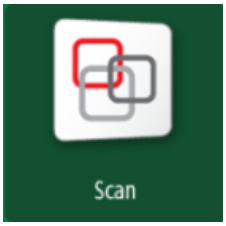
	Prints all of the jobs listed in the queue.
	Prints all of the jobs listed in the queue. Deletes all of the jobs listed in the queue.
	Deletes the selected job in the queue.
	Selects all the jobs listed in the queue.
	Refreshes the list in the queue. (In case a new job had been added)

CANON PRINTERS

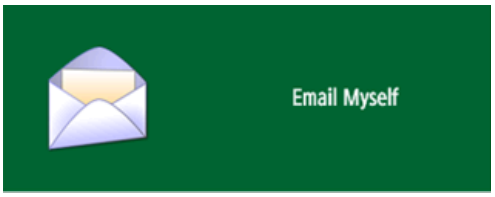
Model # 8505i/4551i

Email Myself

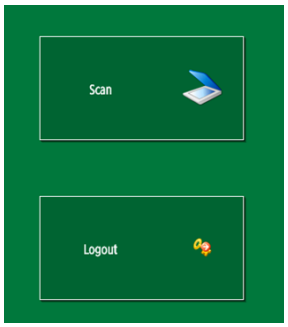
Follow these instructions to scan a document and have it sent to your email.











Your scan is complete.
If you need to scan another document select “scan”.
If you are finished, select “logout”.

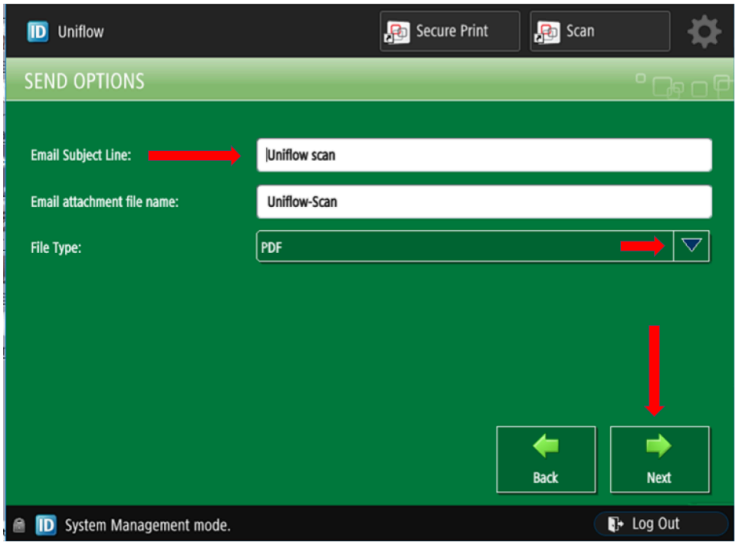
CANON PRINTERS

Model # 8505i/4551i

Email Others

Follow these instructions to scan a document and send it to someone via email.

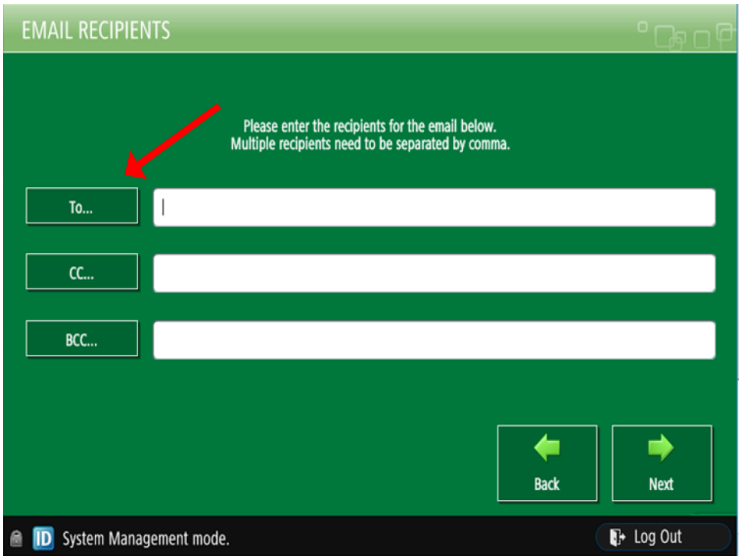




To change the Email Subject just click in the white space and use the keyboard.

You can also change the format of the document from PDF to another file format such as Word, Excel or JPG.

Once these selections are complete tap “Next”.



Similar to using email from your computer, you need to enter the recipient(s) name(s) in the To, CC, and/or BCC boxes.

If you click on the To/CC/BCC boxes, you can search the CISD directory. If you type in the white box, you will need to type the entire email address.

CANON PRINTERS

Model # 8505i/4551i

Email Others continued

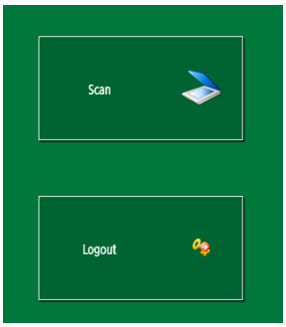




Click the “Start” button to begin the scan.



After the job is scanned a preview will be provided. Now select “Next”.



Your scan is complete.
If you need to scan another document, select “scan”.
If you are finished, select “logout”.

CANON PRINTERS

Model # 8505i/4551i

Scan to Google Drive



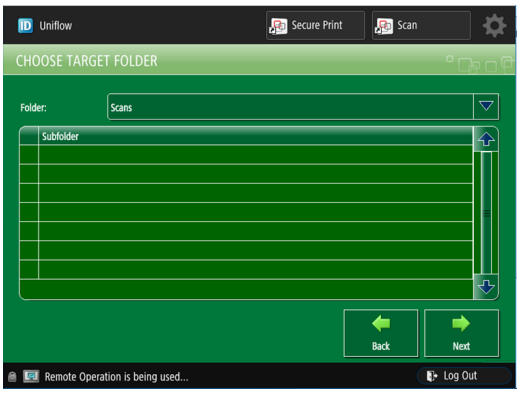
IMPORTANT

If this is your first time scanning to Google drive from the copier you will see this message. Select next and follow the instructions you receive via email before proceeding with the scan.









Select a subfolder if you choose and click “Next”.

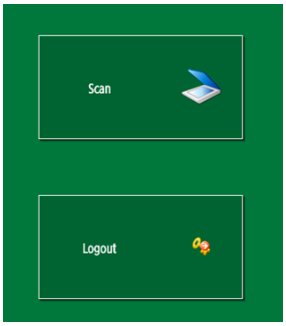
CANON PRINTERS

Model # 8505i/4551i

Scan to Google Drive continued

You can change the file name by clicking in the white box or keep the given file name.
Click “Next”.





Your scan is complete.
If you need to scan another document, select “scan”.
If you are finished, select “logout”.

CANON PRINTERS

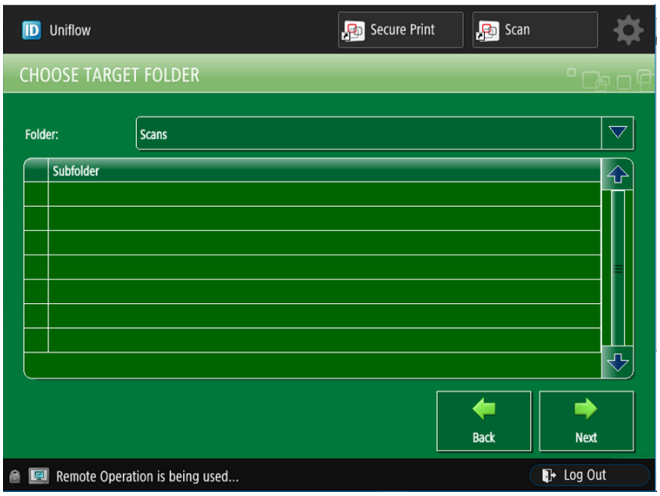
Model # 8505i/4551i

Scan to H: Drive









Select a subfolder if you choose and click "Next".

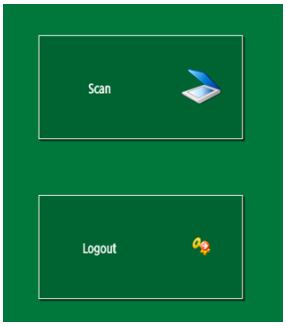
CANON PRINTERS

Model # 8505i/4551i

Scan to H: Drive continued

You can change the file name by clicking in the white box or keep the given file name.
Click “Next”.





Your scan is complete.
If you need to scan another document, select “scan”.
If you are finished, select “logout”.