Printing to Your New Canon (for Mac OS X)

Removing the old Ricoh copiers:
Go to System Preferences, then Print and Scan. Note that printer names begin with the prefix Mac_. To uninstall a printer, select it from the list of printers and press the “—” button at the bottom of the panel.

Remove all printers with the word Copier in them. In the example below, we would be removing Mac-Cdy-104-Copier, Mac-Cdy-110-Copier, and Mac-Cdy-Copiers-Secure.

Installing the new Canon copiers:
1. From the Applications folder (or your Dock), open Software Center. If you cannot locate Software Center, or it appears as a ‘?’, contact the Help Desk for further assistance.
2. Select the All Printers menu in the rightmost panel of the window. This is where you can install printers and printer drivers (if necessary). All printer names begin with the prefix Mac—.

3. Install the campus print queues (which allow you to use your ID or login to pick up a print job at any copier). These are named Mac-Canon-Secure and Mac-CanonColor-Secure.

4. If preferred, install direct print queues for copiers near you. These are named with a short version of the building name (Tay for Taylor, CC for Campus Center, etc.) followed by a location, then the word Canon. For example, Dal-116-Canon or Tay-1st-CanonColor.

If you have any questions or problems, contact the Help Desk at x7440 or help@brynmawr.edu