BRYN MAWR COLLEGE

Library & Information Technology Services

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Printing to Your New Canon (for Windows 7)

Removing the old Ricoh copiers:
Go to Start > Devices and Printers. Installed printers will appear in the Devices and Printers window under Printers and Faxes (as shown below).

Remove each printer with the word Copier in it by right-clicking on it and choosing Remove Device from the menu. For example, a person in Canaday would remove Cdy-104-Copier, Cdy-110-Copier, and Cdy-Copiers-Secure.

Installing the new Canon copiers:
Follow these instructions for each copier you will need (see below)
1. In Devices and Printers, click Add a printer (found in the light blue toolbar near the top of the window).
2. When asked which type of printer, choose to Add a network, wireless or Bluetooth printer.
3. At the bottom of the next window, select The printer that I want isn't listed.
4. Choose Find a printer in the directory and click Next..
5. Click Find Now.
6. In the bottom of the window, a list of printers will appear. You may notice they are not in alphabetical order; click the Name column header to reorder alphabetically.
7. Locate and double-click the printer you would like to install. Your printer install window may freeze for a moment, give it a moment and it will move forward.
8. A message will appear telling you that you have successfully installed this printer. Click Next.
9. Choose whether or not to use this printer as your default. Click Next. Then click Finish.

Copier objects to install
• Campus secure print objects (which allow you to use your ID or login to pick up a print job at any copier). These are named Canon-Secure and CanonColor-Secure.
• If preferred, install direct print objects 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