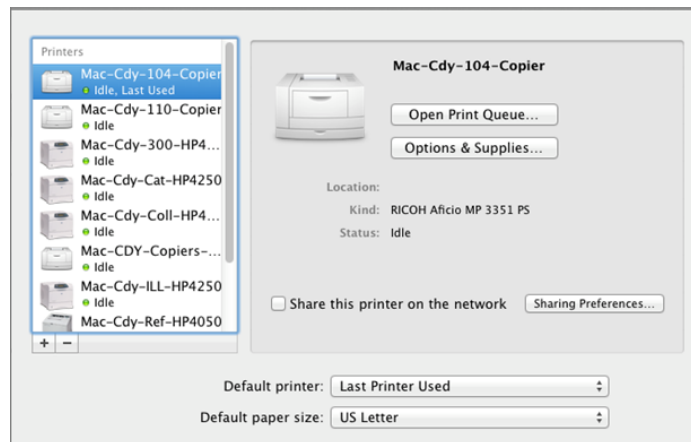


# Printing to Your New Canon (for Mac OS X)

## 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.

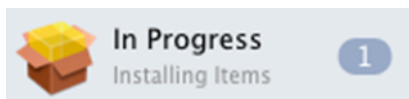


## Installing the new Canon copiers:

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



Find the name of the printer in the list. Press the **Install** button underneath the printer name. When the printer is done installing, the **In Progress** icon will disappear from the menu on the left.

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](mailto:help@brynmawr.edu)*