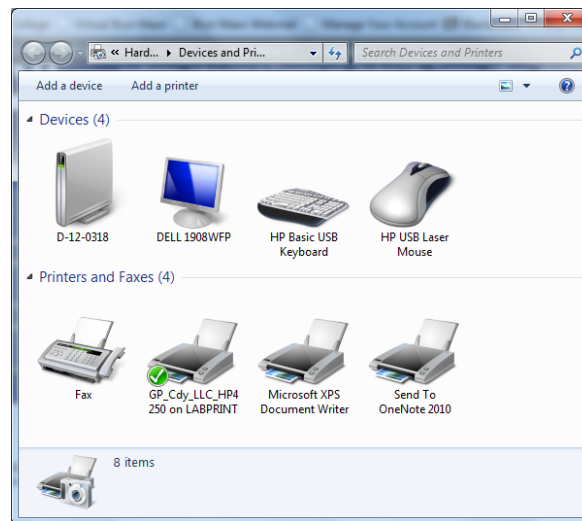


Printing to Your New Canon (for Windows 7)

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