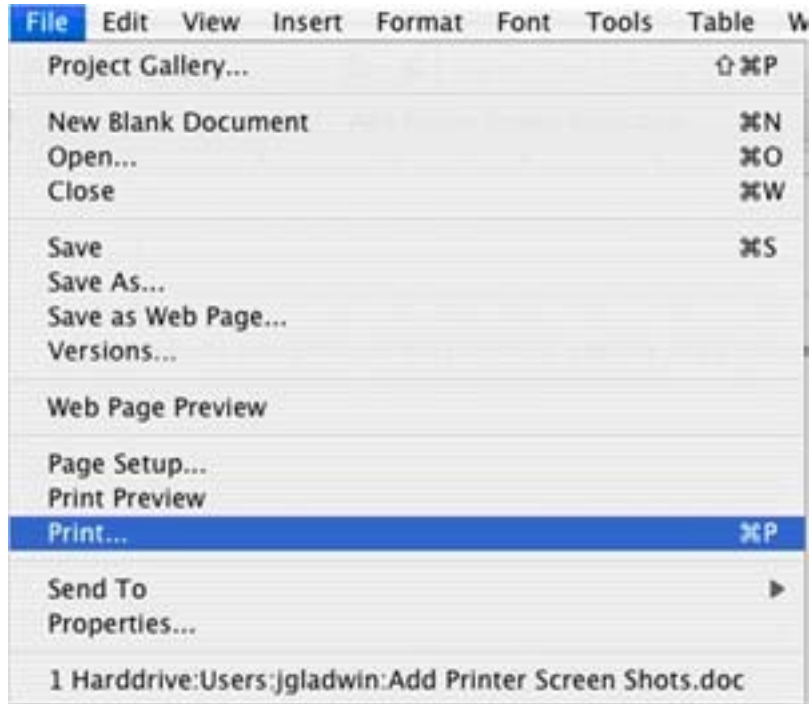


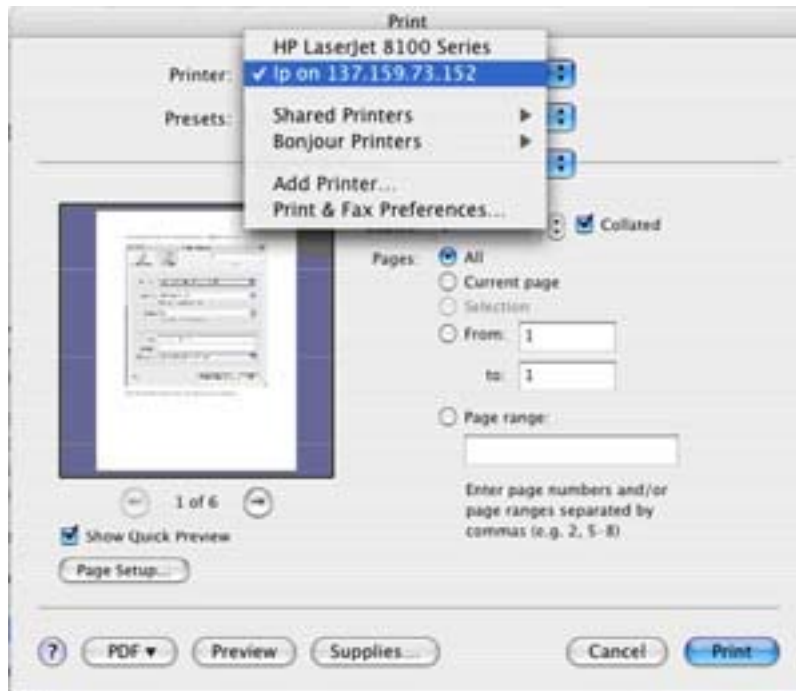
PEPPERDINE UNIVERSITY
Information Technology

PRINTING FROM A MACINTOSH (OS 10.4) TO A CANON COPIER

These instructions use Microsoft Word as an example. In Word choose File/Print.



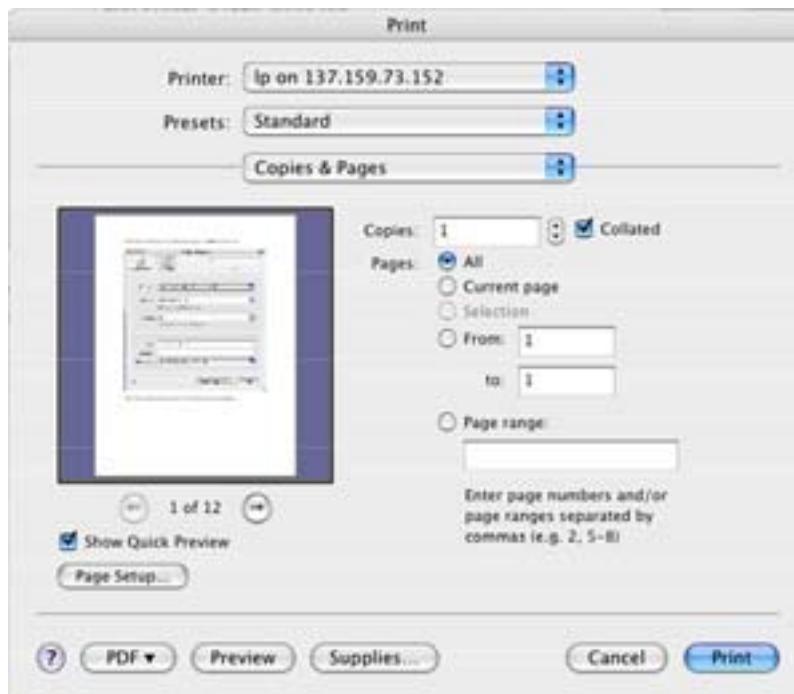
Select the copier to which you want to print.



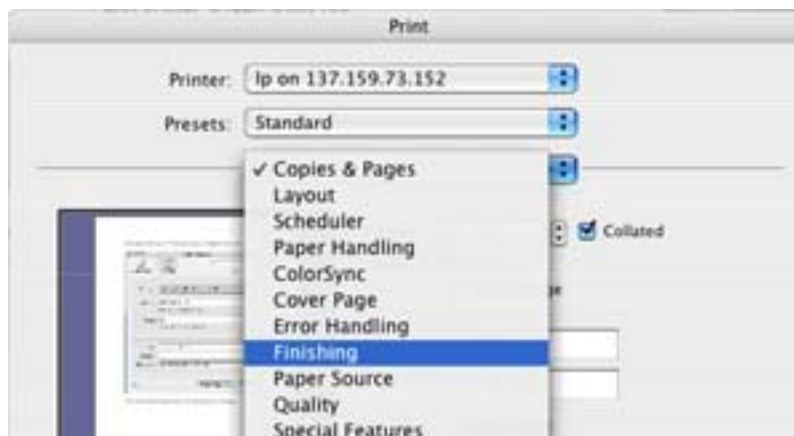
On the initial Print page that appears you can:

1. Select the Finishing and Special Features options by using the arrows at the right end of the Copies & Pages field.
2. Set the number of copies you wish to print.
3. Select all the pages of the document to print (the default) or specify which pages to print.
4. Go to Page Setup.

Note: The **Collated** check box must be checked to activate the additional features available under Copies & Pages.



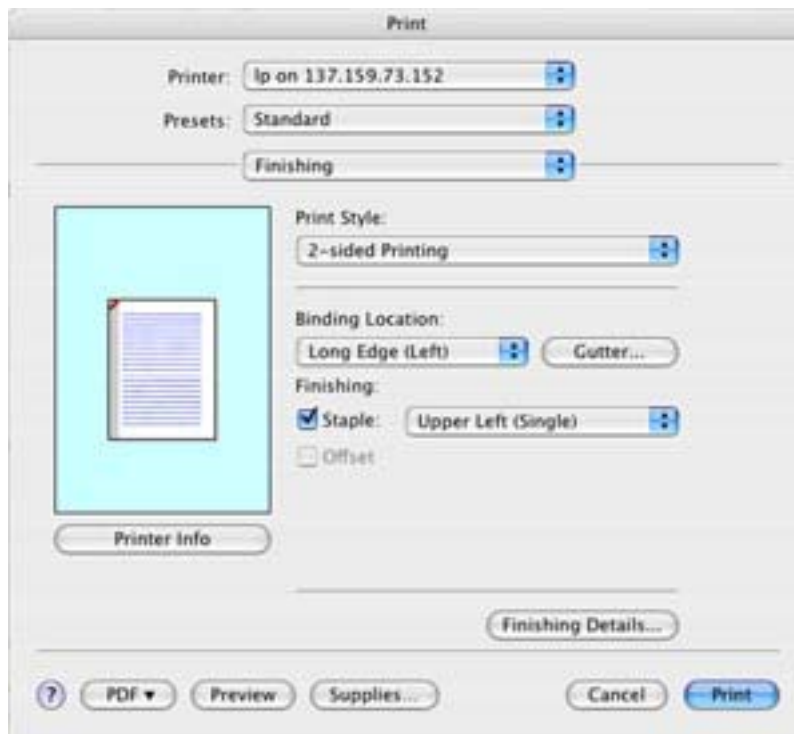
To select more options for the copier/printer, click the arrows at the right end of the Copies & Pages field. For such options as stapling and double sided printing, select Finishing.



Make the changes that you wish, such as 2-sided Printing and/or Staple.

If you have not previously saved a print configuration (known as a “preset”) containing your department’s 5-digit copy code, see the next two pages for entering a copy code.

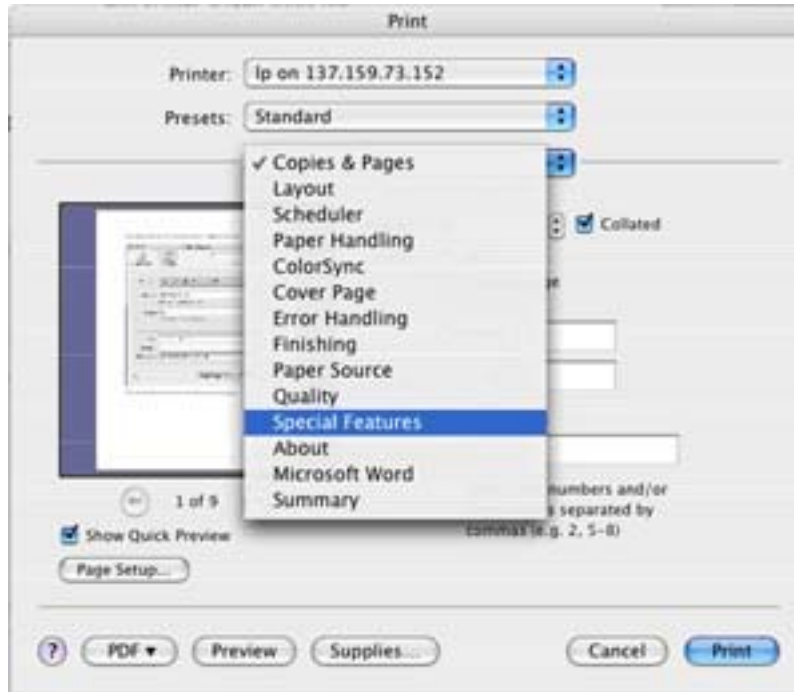
Otherwise click the Print button anytime you are ready to print.



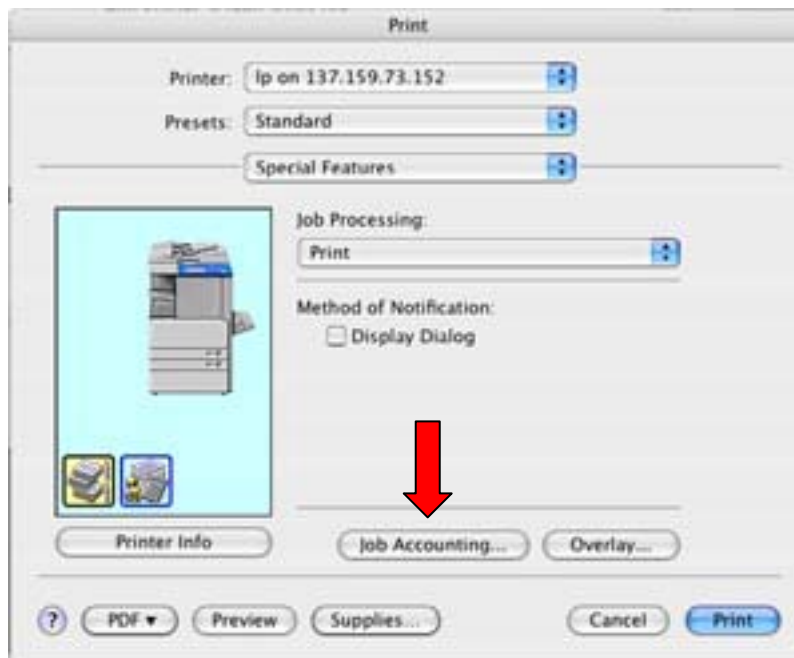
If you have any questions, please call the IT Help Desk at 310-506-HELP (4357).

ENTERING YOUR DEPARTMENT'S 5-DIGIT COPY CODE

To print to a copier, you need to enter a 5-digit copy code. After you have chosen the print option in an application, select Special Features.



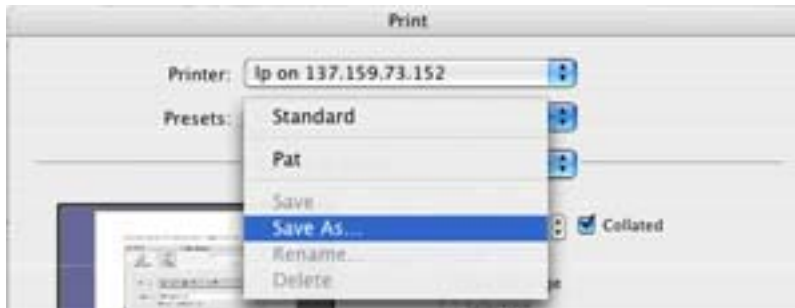
Click the Job Accounting button.



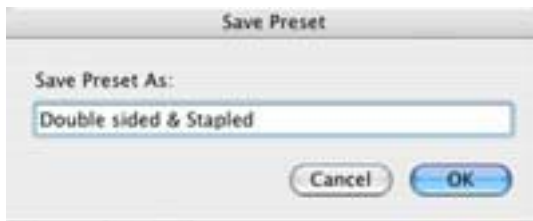
Enter your 5 digit copy code in the ID field. Leave the Password field blank and uncheck Confirm ID/Password when Printing. Click the OK button.



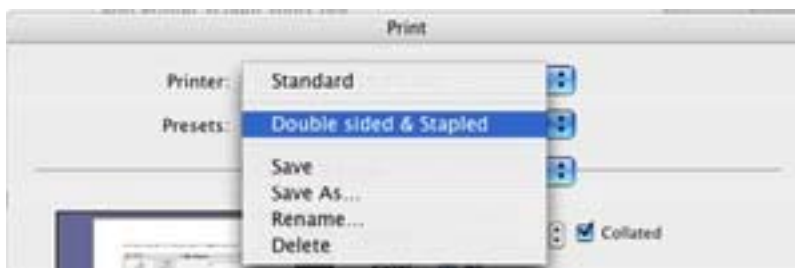
To save changes you have made to a print job's configuration (**including the copy code**), click the arrows at the right end of the Presets field and select Save As.



Name the Preset something meaningful to you. Click the OK button.



Your Preset (**including the copy code**) is available for future use under the Presets menu.



If you have any questions, please call the IT Help Desk at 310-506-HELP (4357).