



## • • logging in

Use your **BADGE** or **AD CREDENTIALS** to log into the device.

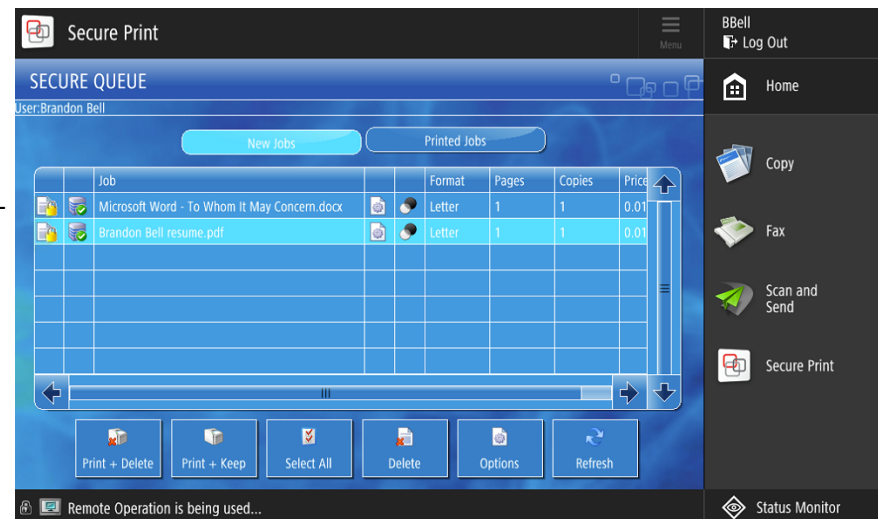
- ⇒ The first time you scan your badge you will be prompted for User Name and Password, enter your network credentials to register your badge.
- ⇒ If you are issued a new permanent badge or need to use a temporary badge, scan your badge and follow the prompts selecting the appropriate badge type.



## • • printing your job


Create print jobs by printing to the **Follow-Me-Canon** print queue on NH-CH1. This queue uses the Canon Generic PLC6 Plus driver

- ⇒ This print queue is set to Black and White/2 sided as the default. You can change settings in the print driver (Preferences) or at the printer. \*Note color must be changed in print driver\*
- ⇒ You will immediately be taken to your secure print queue when you log in.
- ⇒ Select individual jobs to change options, print or delete.
- ⇒ To print ALL jobs, press **SELECT ALL**, then **PRINT+KEEP** or **PRINT+DELETE**.



Unprinted jobs will remain in the queue for 72 hours. Jobs that you have printed and kept will be held for 10 hours.

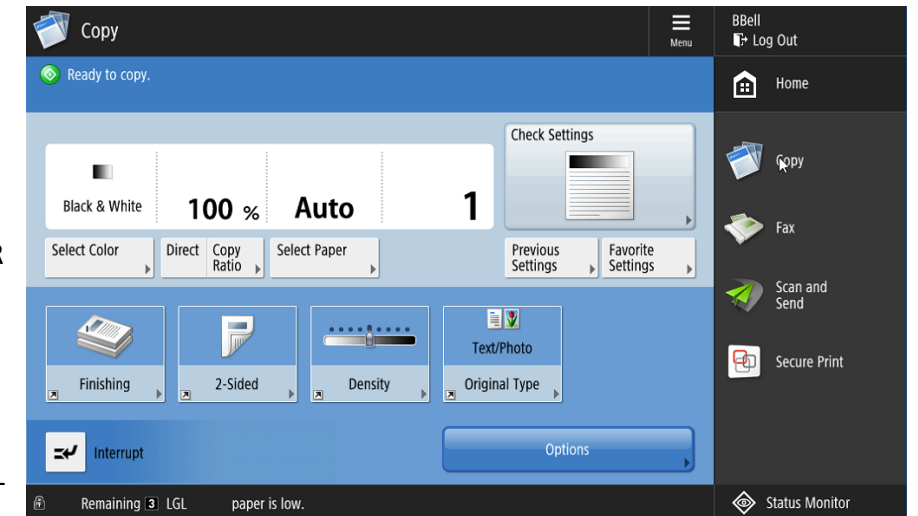
## • • main menu

At any time, pressing  Home from the right side bar will take you back to the main menu screen to select a different function.

## • • copying

Select **COPY** from the main menu page or shortcut bar on the left to access the copy function.

- ⇒ Select FINISHING for Staple/collate/group.
- ⇒ Select 2-SIDED to do 1 side to 2 sides OR 2 sides to 2 sides.
- ⇒ SELECT COLOR to choose from B & W to Auto Color Select.
- ⇒ Select OPTIONS to go to the Advanced Features for making booklets/adding covers/frame erase/page numbering/job build etc.




## • • scanning

Select **SCAN and SEND** from the main menu page or shortcut bar on the left.

Use **Send to Myself** to scan documents to your email. You may also enter other emails for distribution if desired.

Choose any specific options such as 2-sided original or other Options.



Once desired options are selected, press the  to scan and send your document.

## • • Support

Please contact the help desk at 612-SUPPORT if you are experiencing problems with this device.