Setting Defaults for Copier Printing:

This is a brief set of instructions for some options for adjusting the default print settings for the copier. In addition to this there is a way to automatically insert a default ID number so you will not have to type it in before printing every job.

Since most people use a particular ID for all of their printing a default can be set by doing the following:
- In the Canon printer settings click on "Properties"
- Go to the "Device Settings" tab
- Check the box next to "Job Accounting"
- Click on the "Settings" button
- Enter the department ID that the person uses most often and click "OK"

This will automatically input this number in the box. It can be changed manually to another Dept ID if the person is printing for another purpose. For further customization click on the Profile drop down menu to see pre set printer options. These are customizable.
How to Customize?

Here are two examples:

1) Double sided and stapled...

When the print box appears click on Properties.

Click on the Finishing tab.

In the Print Style drop down menu choose 2 Sided Printing.

In the Finishing menu choose Staple and Collate.

The Print box should look very similar to the one below.

![Print Box Screenshot]

Click on the Add Profile button directly to the right of the Profile drop down menu. You will see the following screen:
Name it whatever you would like (such as Double Sided Stapled) and choose an Icon that will appear in the drop down menu. The generic numbered document icons seem well suited for something as specific as this setting.

2) Store to a personal mailbox...

When the print box appears click on Properties. Click on the Finishing tab.

In the Output drop down menu choose Store.

A pop up will appear the states “The output method will be switched to [Store]...” Click Yes.

A numbered list of mailboxes will appear, choose the one you would like to set as the default.

Click on the Add Profile button directly to the right of the Profile drop down menu. You will see the following screen:

Entering mailboxes for people in your unit is something that is up to each individual location. If it has not already been done in your area and you would like to have this available please have your area’s copier Key Operator or PC Coordinator contact Imaging Services. We will make arrangements to have these set up.
Name it whatever you would like (such as Store to inbox) and choose an Icon that will appear in the drop down menu. The generic numbered document icons seem well suited for something as specific as this setting.

(If you go further right you can choose bunnies or birds or other things if you prefer something with a little more personality.)

Your default is now set.

If anyone has any questions about the copiers or the printer settings please feel free to call Imaging Services at (732) 932-7940.