CANON - printing, scanning and copying

General information

- **Service scope -** Canon multifunction device is available for staff, researchers, faculty and students.
- **Identity -** Only users with network account can use it (scan, print, copy). These activities are always bound to individual username.
- **Identification -** For identification use your ID card (or PIN).
  - If you have ID card issued by Charles University, use this one preferably.
  - If you have only anonymous entrance ID card (red color), you can use any ID card, which CANON printer can recognize (e.g., OpenCard, Lítačka, library ID card etc...).
- **ID card registration -** Each user registers (assigns) individually his/her ID card via CANON display control panel (to pair ID card with an account)
- **Billing -** Student's should be aware, that printing and copying activities are billed regularly (usually on monthly basis).
- **Printer driver -** You need to have proper driver installed to be able to use CANON printer. Printing queue's name is **secureinput**.
- **Pick your printing -** After you send print job to **secureinput** printer (printing queue), you can print it at CANON printer, just identify yourself with your ID card or PIN.

Printer Driver Installation

- Ask IT office for installation via helpdesk@cerge-ei.cz email.

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