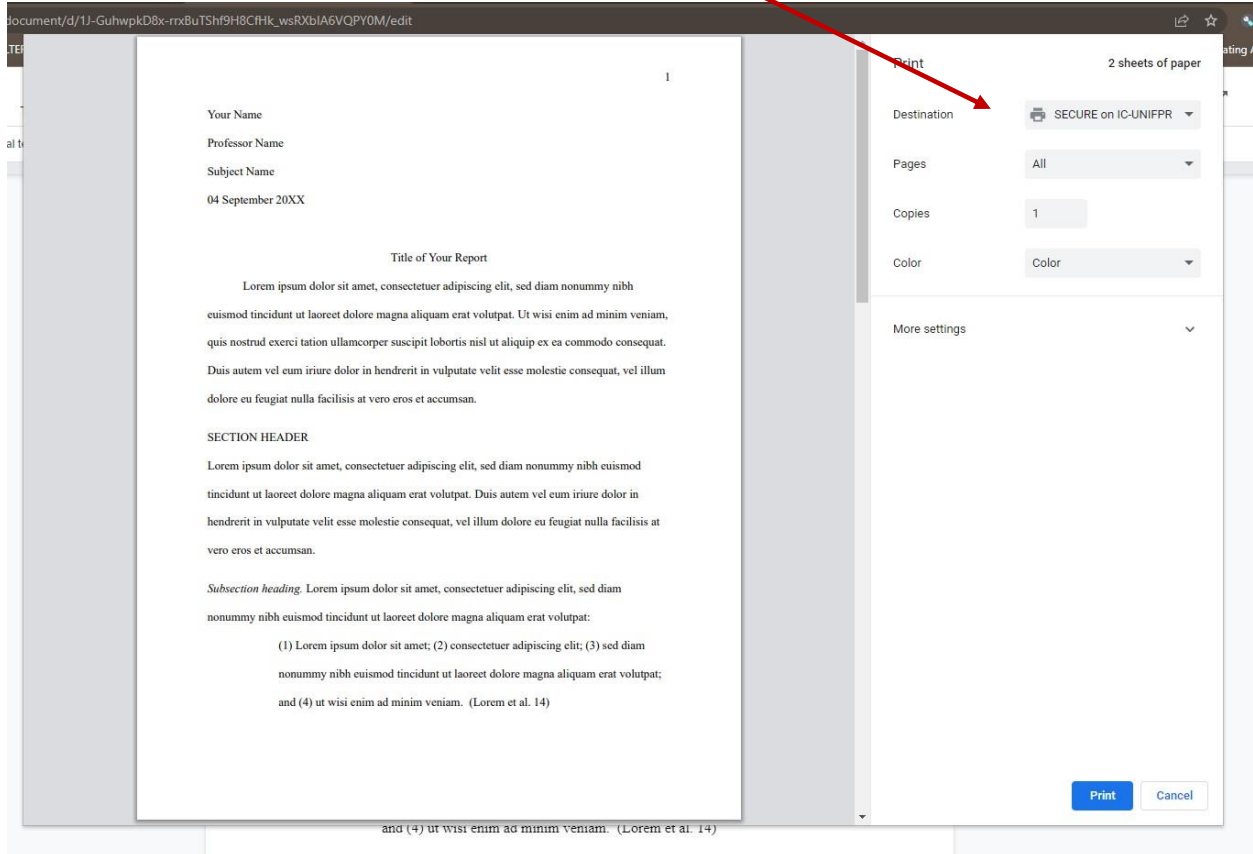


Printing from a Canon Multifunction Device

Print your document to:

“Secure on IC-UNIFL-24 (for Windows P.C.’s)
“ChromePrint” (for Chromebooks)

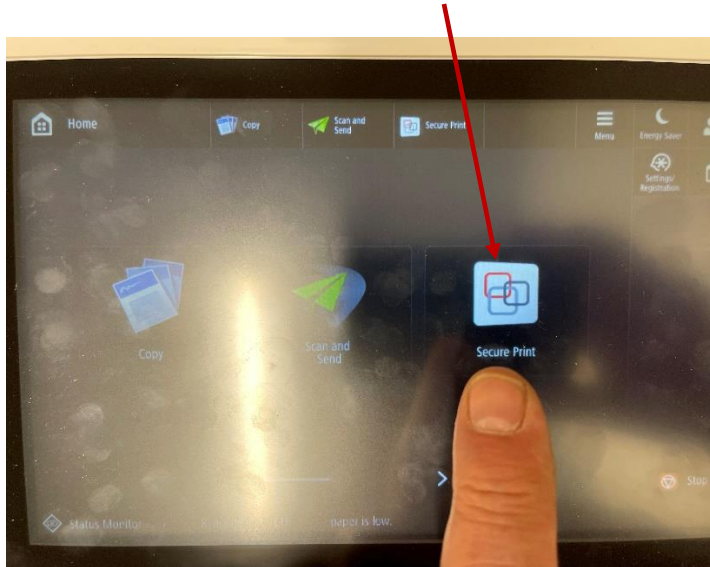


After printing your document(s) to the print queue, you will go to one of the Canon copier/printers located in the teacher workroom(s) at your location to print your documents.

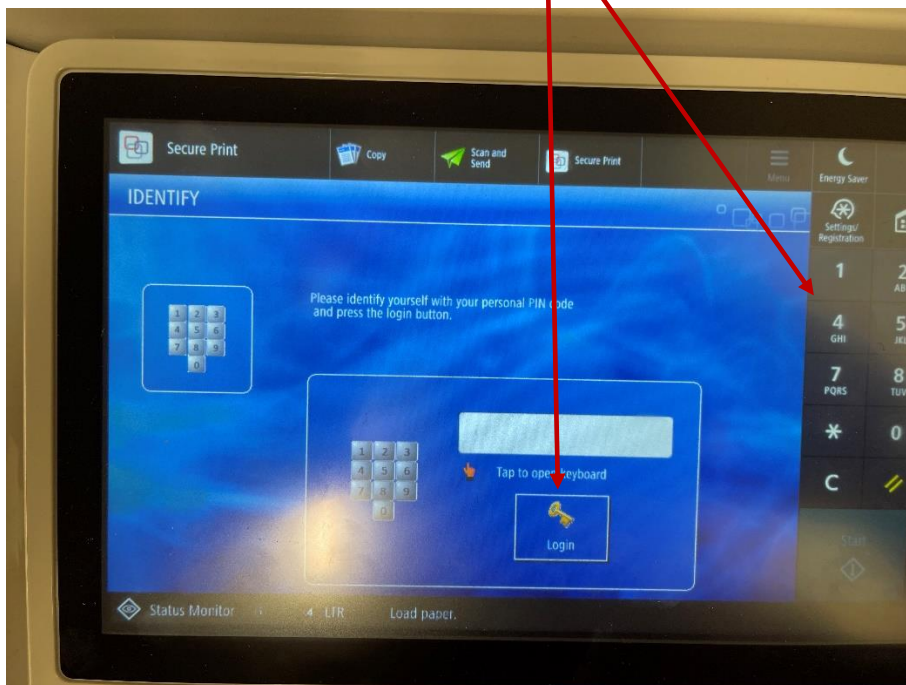
Please note: You must be printing from a district owned computer (Windows PC or your assigned Chromebook) for this to work. Currently, personally owned devices do not have the capability to print to the district’s Canon printers using this method.

To Print your document(s)

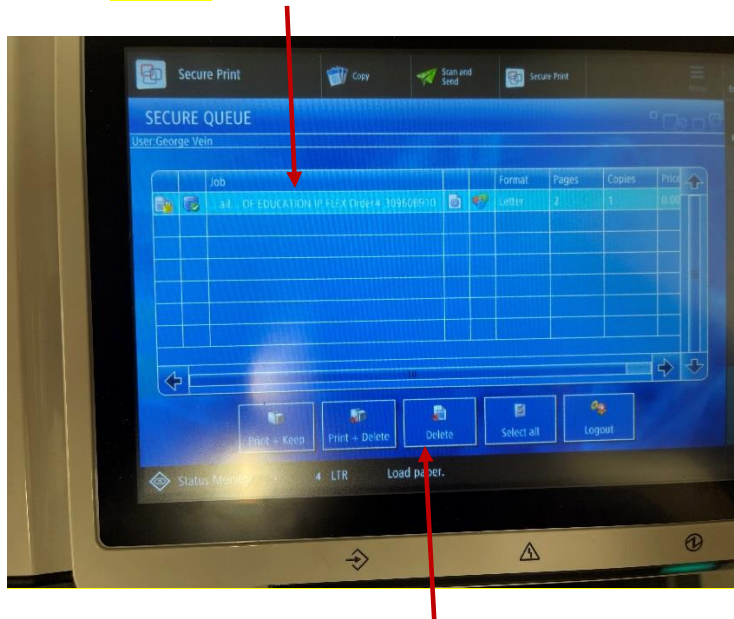
- Press "Secure Print" logo on the display (you may need to scroll the menu left or right if the Secure Print icon is not visible). Location of Icon will vary depending on which printer you are using.



- Enter your PIN code using number pad on the right and then Login



- A table will appear displaying your print job(s) you have sent to the queue.
- Select the job you wish to print. If you have several jobs in the queue, you can print one or all of them.



- Select the action you wish to perform from the menu at the bottom of the display.

Your selected document(s) will then print.

- You can also print to and retrieve print jobs at ANY Canon device in the district that uses Secure Print or Chrome Print by using your code.
- This includes:
 - Canon printer/copier in the teacher workroom at Hills Elementary
 - Both Canon printer/copiers in the teacher workrooms at Cross Creek Elementary
 - Both Canon printer/copiers in the teacher workrooms at ICHS.
 - Both Canon printer/copiers in the teacher workroom at ICMS

*** Any jobs sent to the printer queue will remain there for 18 hours if not printed or deleted by the user within that period.**

For printing help: <https://iclsd.helpspot.com> From here you can lookup Knowledge Books for guidance OR submit a help ticket to the Creek Helpdesk.