

# Printing from a USB

## USB printing overview

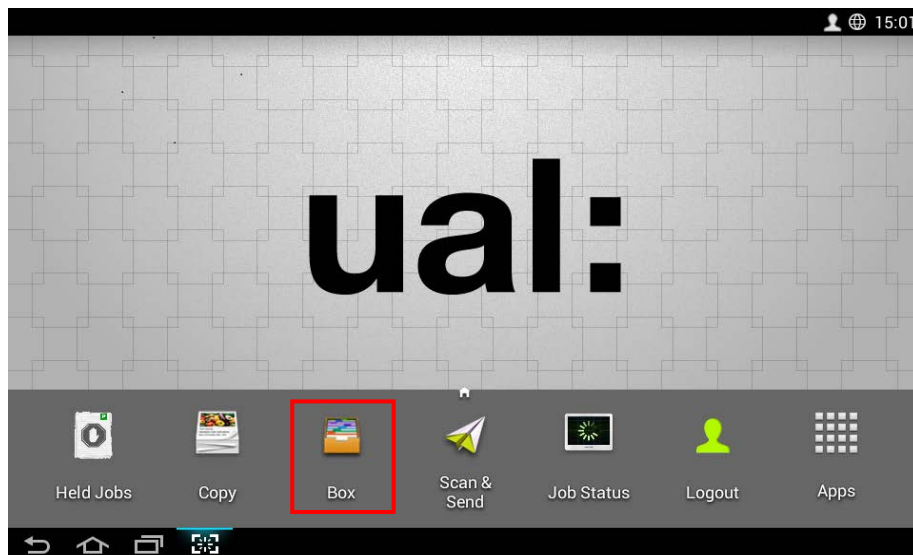
- You can print .JPEG and .PDF files from a USB device on any Canon printer at UAL
- If you wish to print a Word document, you must convert it to a .PDF first
- .PNG formats cannot currently be printed
- The supported formatting of USBs is FAT32

### Note on MAC OS usage:

If your USB has been previously used with a device running MAC OS, the printer will display any deleted or hidden files as available to print. These files will appear at the top of the file list and be prefixed by a full stop; they contain no data and cannot be printed. Deleting files from the Trash on your MAC device will prevent these files from appearing.

## How to print from a USB

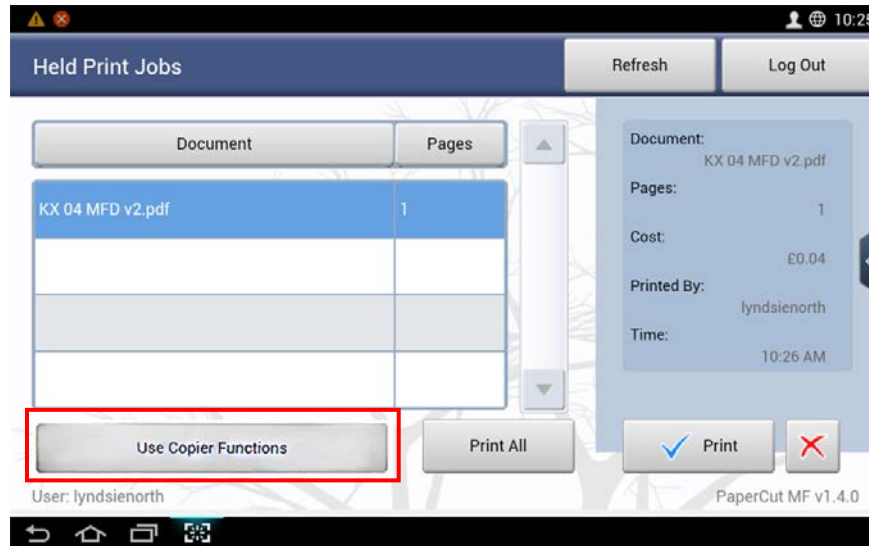
1. **Log in to the printer MFD** using your UAL card.  
The next step depends on whether you're printing from inside or outside of a UAL Library/Learning Zone:
  - a. **Printing from a UAL Library/Learning Zone**



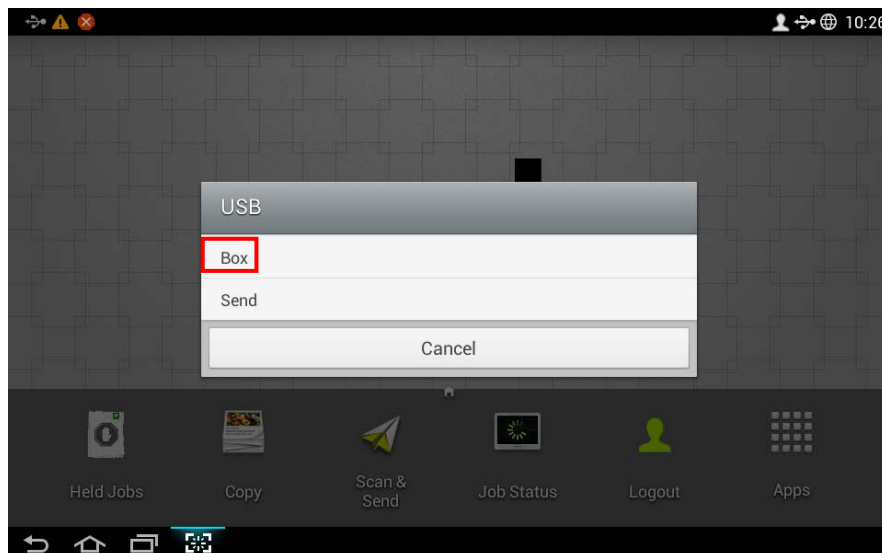
- On the **Control Panel**, select the **Box icon** from the **Home Screen** options
- Insert the USB device in the USB slot to the right of the control panel

b. Printing from outside a UAL Library/Learning Zone

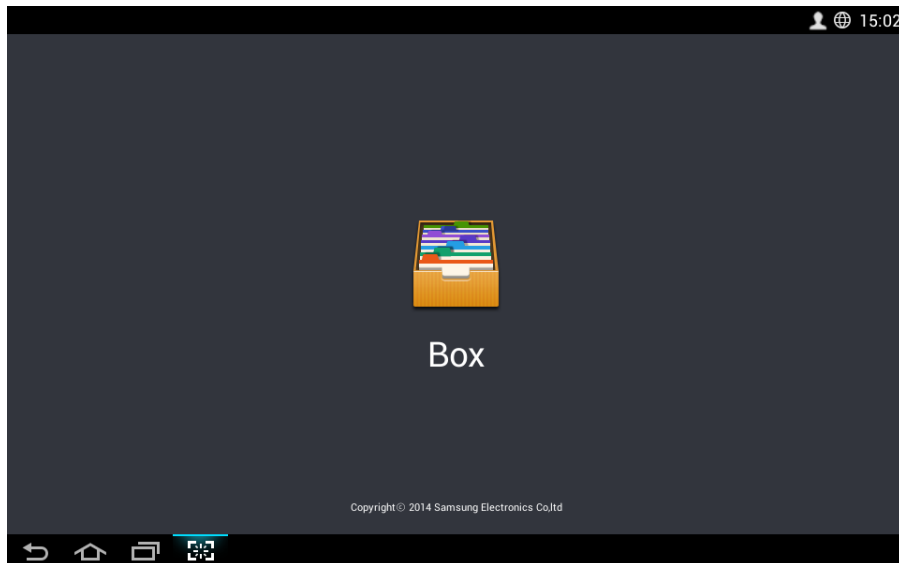
- Select **Use Copier Functions** from the **Held Print Jobs** screen:



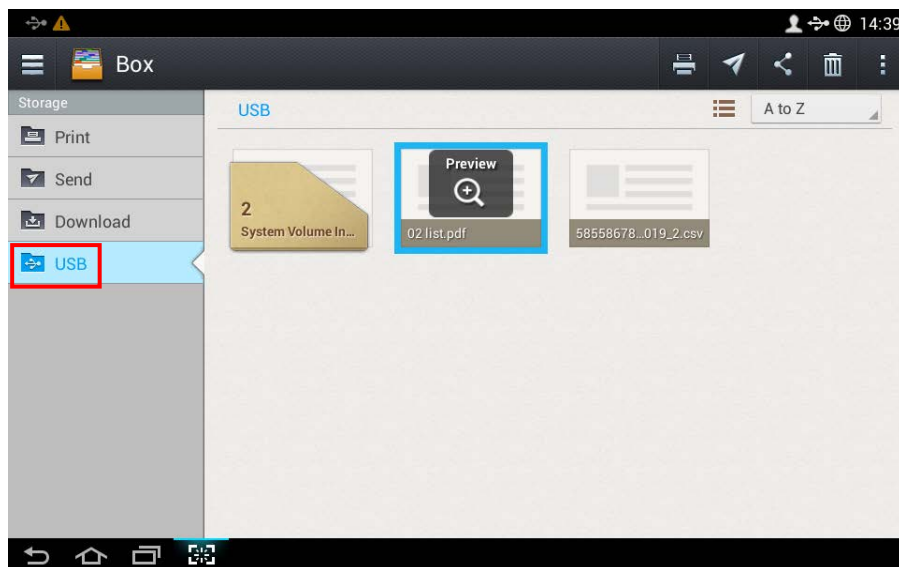
- Insert the USB device in the USB slot to the right of the **Control Panel** and wait for **USB** menu to appear. This could take up to 30 seconds. Then select the **Box** option:



- The below **Box icon** will appear, followed by the **Storage** screen:

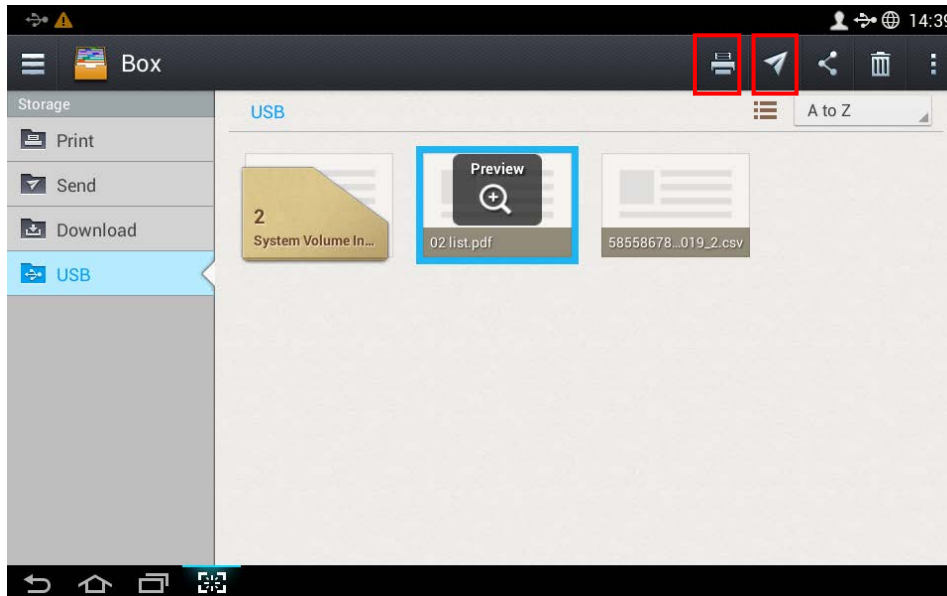


- Select the **USB** option from the left-hand menu of the **Storage** screen:



- Select the files you want to print. To select multiple files, hold down each item. From here you can preview, print or send the file to your UAL email address.

5. Printing options:
  - a. To print straight away:
    - i. Select the **Printer** icon on the top banner menu
  - b. To send the file to your UAL email address:
    - i. Select the **Arrow** icon on the top banner menu then select **Start**

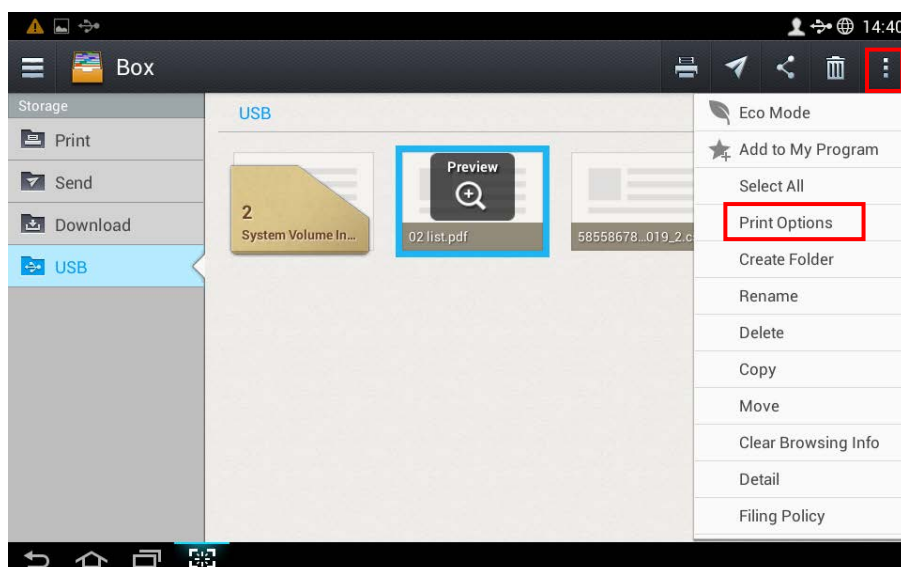


6. Log out using your pass – don't forget to remove your USB device!

## Changing the print settings

Standard settings are set to Colour, Single sided and Auto sizing.  
To change any settings:

1. From the **Storage** screen, select the files you want to print, then press the **3 vertical dots** icon on the top banner menu
2. Select **Print Options**:



3. Select your preferred settings from the **Print Options** screen
4. Press the **Printer** icon on the top menu bar to print your file:

