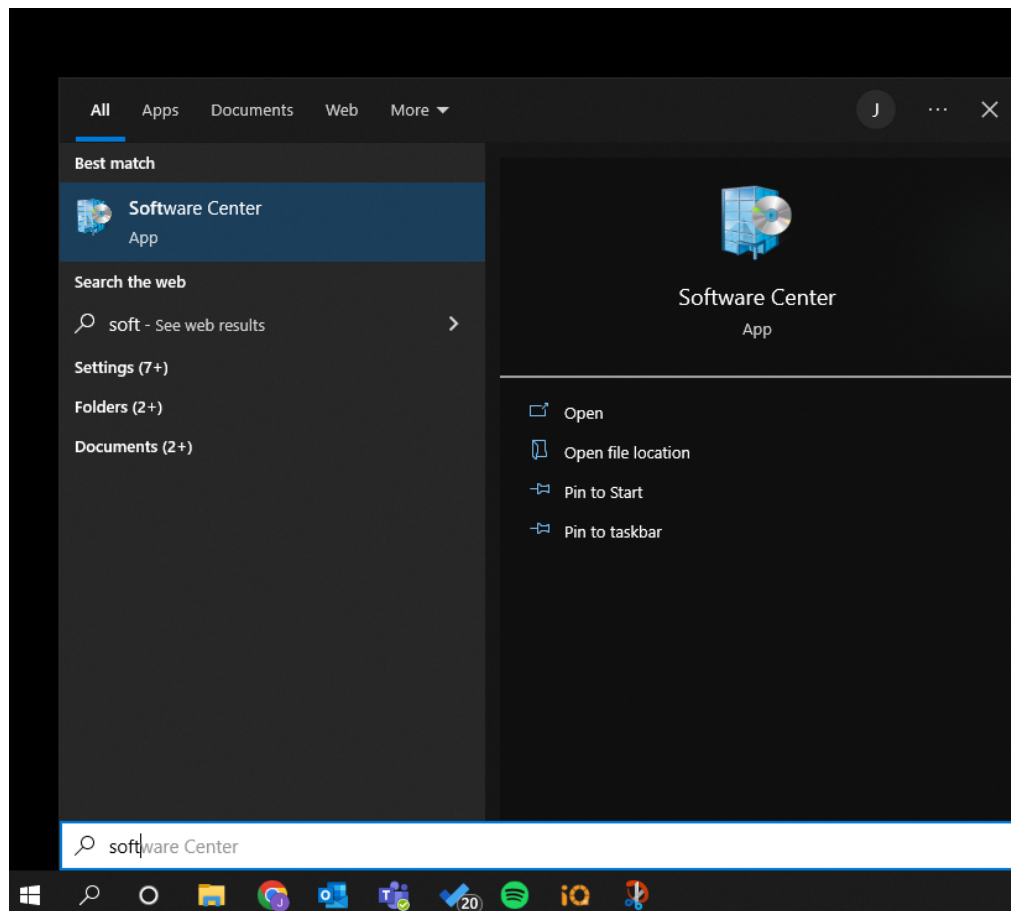


## OnePrint Drivers for Staff PCs (Not Personal PCs)

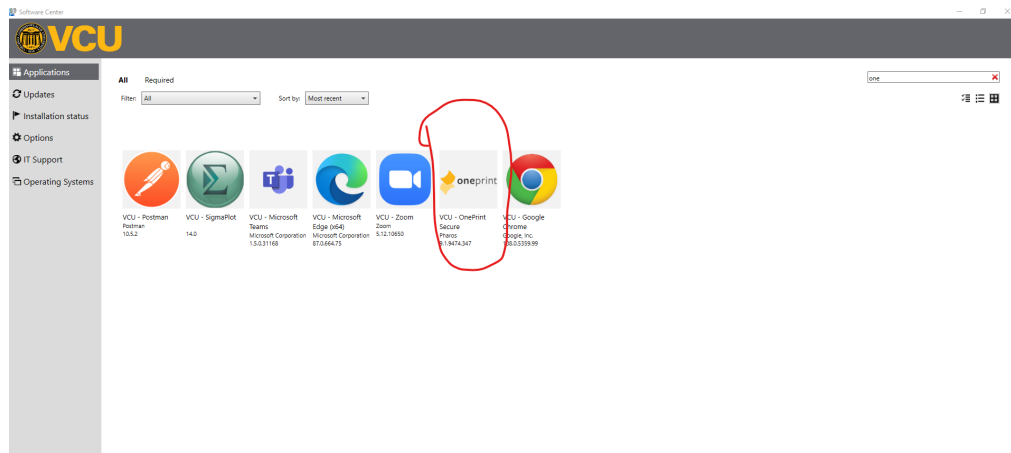
Justin Fedoryk - 2023-01-10 - PC Support

**Purpose:** Installing Printer Drivers for OnePrint Printer, on 9th Floor Reception Area



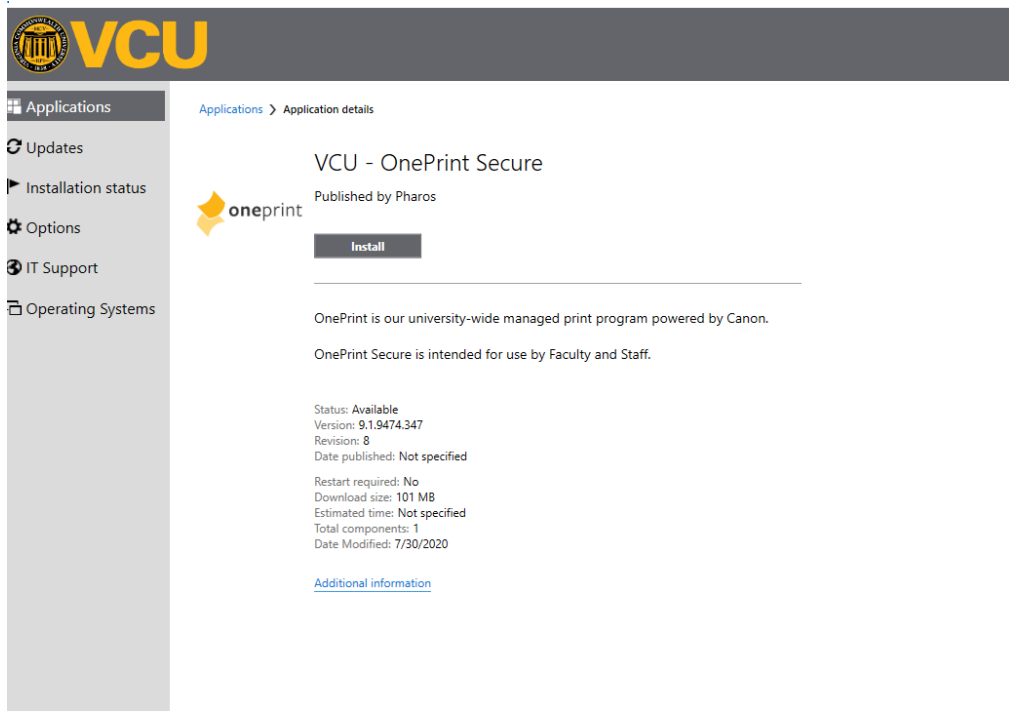
**Open Software Center on your Work PC by going to the Windows Search bar and typing “Software Center”**

1.



**Find “VCU - OnePrint Secure” in the applications tab within Software Center, and open it.**

2.



**VCU**

Applications > Application details

### VCU - OnePrint Secure

Published by Pharos

[oneprint](#)

[Install](#)

OnePrint is our university-wide managed print program powered by Canon.

OnePrint Secure is intended for use by Faculty and Staff.

Status: **Available**  
Version: **9.1.9474.347**  
Revision: **8**  
Date published: **Not specified**

Restart required: **No**  
Download size: **101 MB**  
Estimated time: **Not specified**  
Total components: **1**  
Date Modified: **7/30/2020**

[Additional information](#)

**Install “VCU - OnePrint Secure” //**  
**Printer Drivers will be installed after**  
**complete**

3.





## Print

Printer: Oneprint\_BW

Properties Advanced

Copies: HP B&W - Office Wing -9th Floor  
HP B&W - VIV Station -9th Floor  
HP Color - Receptions Area -9th Floor  
HP Color - VIV Station -9th Floor  
Microsoft Print to PDF  
Microsoft XPS Document Writer  
OneNote (Desktop)  
OneNote for Windows 10  
Oneprint\_BW  
Oneprint\_Color

Print in grayscale (black and white)

Scale: 100 %

Booklet

☒ Fit ☐ Actual size  
☐ Shrink oversized pages ☐ Custom Scale: 100 %  
☐ Choose paper source by PDF page size

☒ Print on both sides of paper  
☒ Flip on long edge ☐ Flip on short edge

Orientation:  
☒ Auto ☐ Portrait ☐ Landscape

Comments & Forms  
Document and Markups Summarize Comments

Page Setup...

4.

**When printing, you will see options for “Oneprint BW” and “Oneprint Color”. In certain application (Google Chrome) you may have to select “more options, if you do not see those available**

5. Self-paced training to learn how to utilize features and functionalities are available at <https://elearning.csa.canon.com>

Serial Number: 2XW10919 model Number: ImageRunner Advance DX

**C5850i**

**Additional resources available at <https://oneprint.vcu.edu/>**

6. **\*When you print, you will have to scan your VCU Badge at the printer and “release” the document to print\***