Canon Copier Desktop Procedures

Logging onto Admin Account

This procedure will be going over the two ways that you can access your Admin account, first being via your computer and the second via your copier. This will give you access to department IDs, mailboxes, emails and more.

From your computer…

Using either Firefox or Internet Explorer open a new page

![Firefox](image1.png)  ![Internet Explorer](image2.png)

In the address bar, you type the name of the printer and hit “Enter”:

![Address Bar](image3.png)

Mod 16: kel1020can
Mod 17: kel3106can
Mod 18: kel3003can
Mod 75: kel3411can

This takes you to the main log in screen

![Log In Screen](image4.png)
Enter the Admin ID and Pin

Admin Department ID: 7654321
Admin Pin: 7654321

Select “Log In”

This is your Admin Home screen
From your copier...

Enter the Admin ID and Pin

Admin Department ID: 7654321
Admin Pin: 7654321

Select “Log In” or “ID” on the Control Panel