



## Who Changed my Printing!?

**It's Official:** Your printing experience just got better!! We have added more printing locations for you to print with the switch to our new Cannon Mutli-Function Device **"Scottie Printing" & Scottie Cloud Printing!** Here's a little tutorial to get you familiar with the printers that will be all over campus.

**What's the BIG change? (1)** You can now use **Scottie Cloud Printing** (formally Google Cloud Print) to print to the following printing locations:

Bullock 2 <sup>nd</sup> Flr	McCain 1st Flr (1) & (2)
Bullock 3 <sup>rd</sup> Flr	Alston 1st Flr
Bradley Lab	Alston 2 <sup>nd</sup> Flr
Campbell Grd Flr	Walters Grd Flr
Campbell 1 <sup>st</sup> Flr	Winship Grd Flr
Dana 2 <sup>nd</sup> Flr	Inman Res. (Coming Soon)
McCain Grd Flr TPS Area	Main Res. (Coming Soon)
	Rebekah Res (Coming Soon)

**(2)** You are no longer tied to printing to ONE printer at your local desktop in McCain. You will print to **"Scottie Printing"** and print to any of the Cannon Printers on campus!

**What can it do?** ✓Print ✓Scan ✓Copy \*Fax

✓**Print** (From desktop computer)

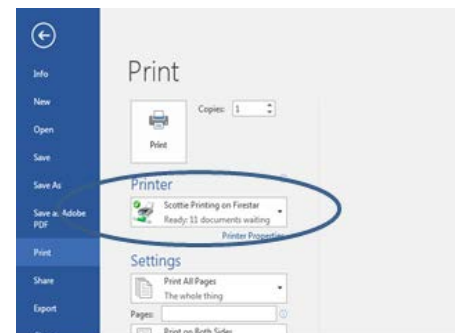
1. Choose **"Scottie Printing"** queue to send your job. Click Print.

✓**Print** (From mobile devices)

2. Choose **"Scottie Cloud Printing"** queue to send your job.

Click Print. **\*Must be logged into Agnes Scott email\***

3. Swipe your ASC ID at the printer you would like to retrieve the print job.
4. At the Main Menu select **Secure Print**
5. Select the job(s) you wish to print
6. Click on **"Print + Delete"** to print
7. Select **Logout**, and Select **Logout** again.



## ✓Scan

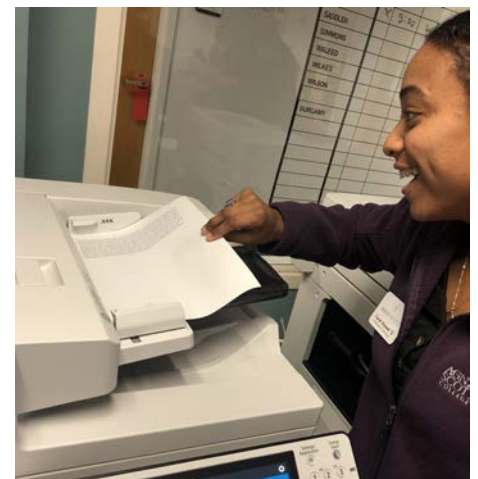
1. Head to your desired printer
2. Swipe your ASC ID at the printer
3. At the Main Menu select **Scan and Send**
4. Place document on the top feeder facing up
5. Select **Options** (Send to Myself, etc.)
6. Click on the **Green Start Button** to scan
7. Select **Close** on "The end job has been accepted" pop up window
8. Select **Logout**, and Select **Logout** again.



## ✓Copy

1. Head to your desired printer
2. Swipe your ASC ID at the printer
3. At the Main Menu select **Copy**
4. Place document on the top feeder facing up or on the copying bed facing down
5. Select from **Options** [Simplex (one sided) or Duplex (double sided)]
6. Click on the **Green Start Button** to print
7. Select **Logout**, and Select **Logout** again.

*\*Faxing will be in designated areas*



\*\*\*Printing and Coping charges are the same cost. \*\*No charge for scanning