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 Multi-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:

<table>
<thead>
<tr>
<th>Bullock 2nd Flr</th>
<th>McCain 1st Flr (1) &amp; (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bullock 3rd Flr</td>
<td>Alston 1st Flr</td>
</tr>
<tr>
<td>Bradley Lab</td>
<td>Alston 2nd Flr</td>
</tr>
<tr>
<td>Campbell Grd Flr</td>
<td>Walters Grd Flr</td>
</tr>
<tr>
<td>Campbell 1st Flr</td>
<td>Winship Grd Flr</td>
</tr>
<tr>
<td>Dana 2nd Flr</td>
<td>Inman Res.(Coming Soon)</td>
</tr>
<tr>
<td>McCain Grd Flr TPS Area</td>
<td>Main Res.(Coming Soon)</td>
</tr>
<tr>
<td></td>
<td>Rebekah Res (Coming Soon)</td>
</tr>
</tbody>
</table>

(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***