

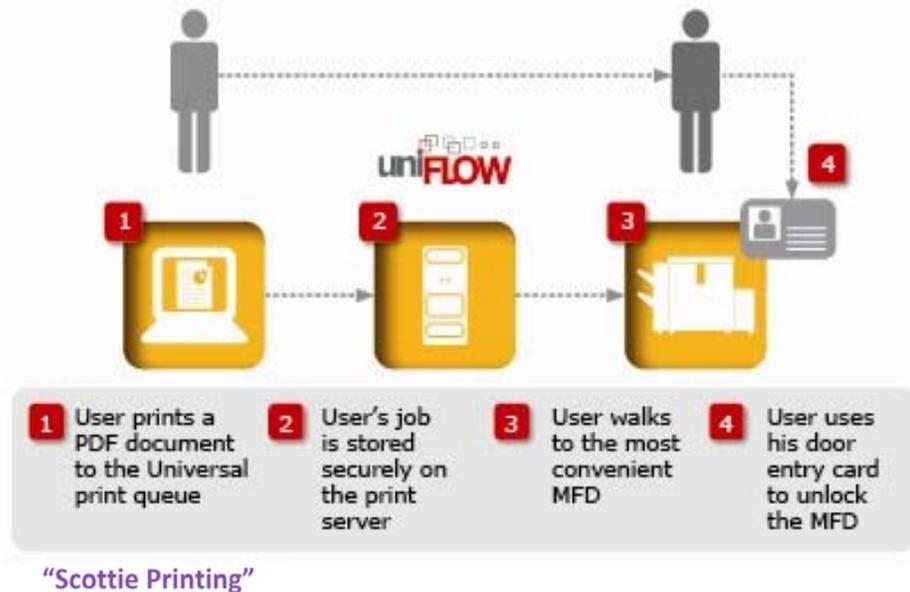


Who Changed my Printing!?

It's Official: Your office printing will be switch over today to our new Cannon Mutli-Function Device **"Scottie Printing"**! Here's a little tutorial to get you familiar with the printers that will be all over campus.

What's the BIG change? You are no longer tied to printing to ONE printer. You can print to any of the 38 Cannon Printers

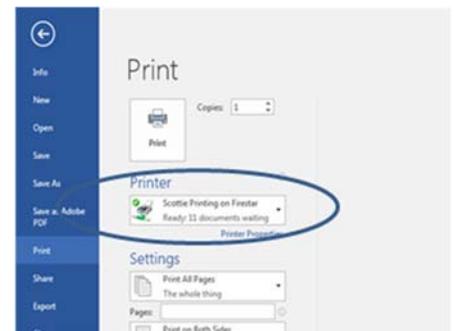
How does it work?



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

✓Print

1. Open the file that you would like to print.
2. Go to File, then Print.
3. Choose **"Scottie Printing"** queue to send your job to. Click Print.
4. Swipe your ASC ID at the printer you would like to retrieve the print job.
5. Your GI-Code will be highlighted by default tap **select**
6. At the Main Menu select **Secure Print**
7. Select the job(s) you wish to print
8. Click on **"Print + Delete"** to print
9. Select Logout, and Logout again.



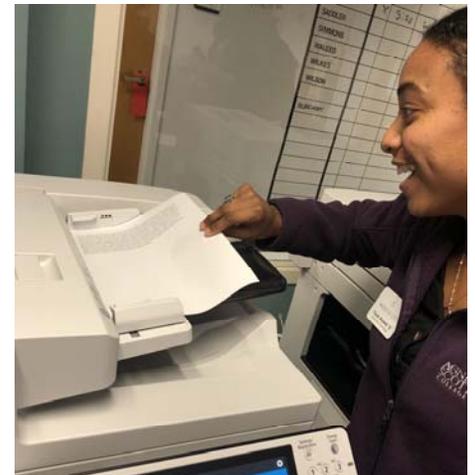
✓Scan

1. Head to your desired printer
2. Swipe your ASC ID at the printer
3. Your default GI-Code will be highlighted. Tap **select**
4. At the Main Menu select **Scan and Send**
5. Place document on the top feeder facing up
6. Select from options ie. Send to Myself
7. Click on the **Green Start Button** to print
8. Select close on "The end job has been accepted" pop up window
9. Select Logout, and Logout again.



✓Copy

1. Head to your desired printer
2. Swipe your ASC ID at the printer
3. Your default GI-Code will be highlighted. Tap **select**
4. At the Main Menu select **Copy**
5. Place document on the top feeder facing up or coping bed
6. Select from options ie. Simplex (one sided) or Duplex (double sided)
7. Click on the **Green Start Button** to print
8. Select Logout, and Logout again.



**Faxing will be in designated areas*