

Student Printing

Badge Access & Usage

Before you begin to use the New MultiFunction Device, you must first login to the system:

1. Swipe your **PAW Card** as indicated, - [Message appears], Tap [Yes]
2. Tap [User Name] Enter your Network Name, Ex. mary.brown
3. Tap [Password], enter your Network Password, Ex. 123567@\$#
4. Tap [Login], system will login you in.
5. Tap [OK]
6. Tap [Logout]
7. **Swipe** your **PAW Card** again to [Login] to the system

Note: You will **ONLY** need to complete this process once on a device, your **PAW Card** will then provide access to **ALL NEW Cannon** devices!

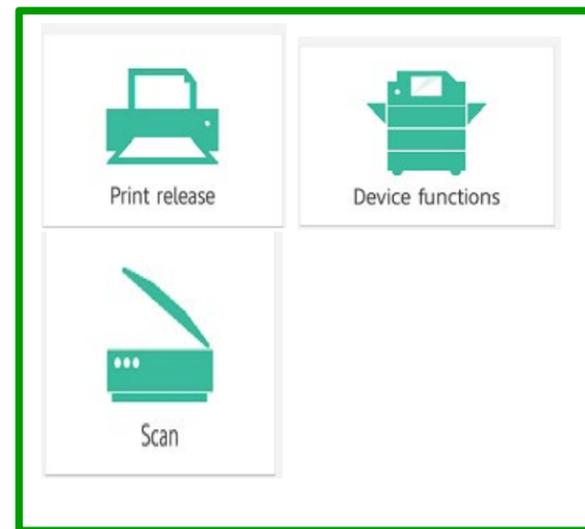
NOTE: Remember to Tap [LOGOUT] after Using the Machine!

This is a Multifunctional Device: Capabilities includes:

COPY - SCAN - PRINT

Badge Registration - LOGIN

1. Login [Using **card swipe (PAW Card)**, or Manually]
[Your Information is not found! Would you like to Register NOW!]
2. Tap [Yes]
3. Tap [User Name] enter your Network [User Name]
4. Tap [Password], enter your Network [Password]
5. Tap [Login]
6. Tap [Logout]
7. Swipe your **PAW Card** again to log into system
8. You can now use the system for **Print Jobs, Scan, Fax or Copy!**
9. Tap [Logout] to [Exit] the System



Print Job Release

1. Login [Using **card swipe (PAW Card)**, or Manually]
2. Tap [Print Release]
3. Select a job to Print or
4. Tap the box for [Print All]
5. Jobs will Print and erase from queue.
6. Tap [Logout] to [Exit] the System

Scan to My E-mail

1. Login [Using **card swipe (PAW Card)**, or Manually]
2. Tap [SCAN]
3. Select [Scan to my Email]
4. Load originals in the Document Feeder (**face up**)
5. Select desired settings, e.g. 2 - sided, file type, etc.
6. Tap [Start]
7. Tap [Logout] to [Exit] the System

