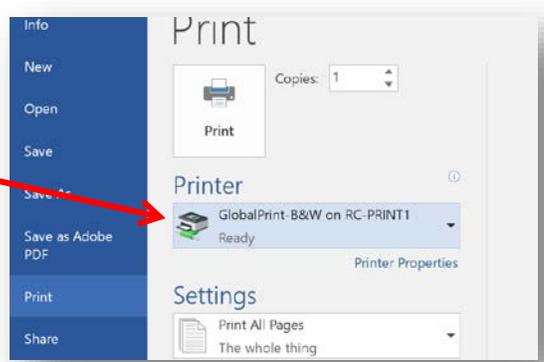
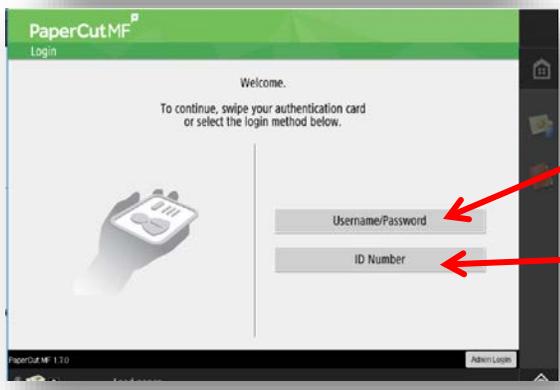


# Printing from College Computers to Canon MFPs

1. On the computer, select **“GlobalPrint-B&W”** or **“GlobalPrint-Color”** as the printer – then click **“Print”**



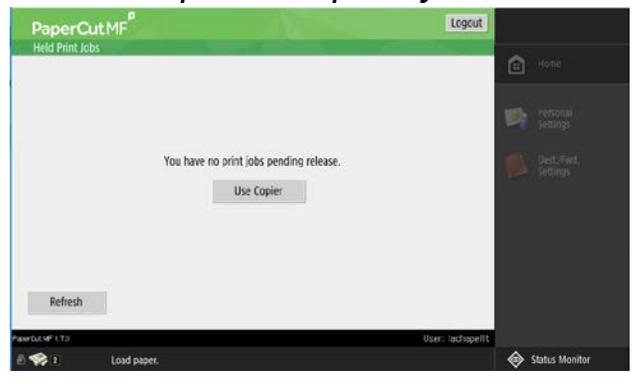
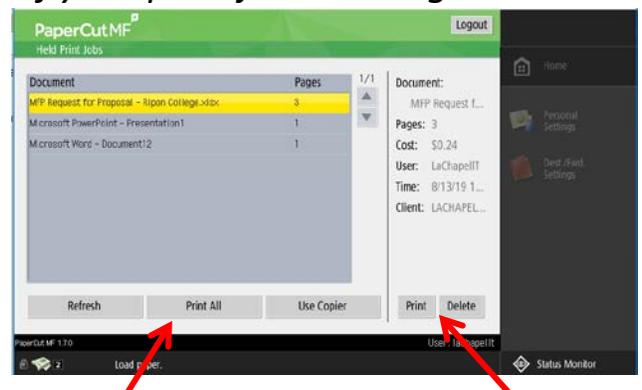
2. **Log-in to a Canon MFP using one of the following 3 methods:**
  - a. **Scan your Ripon College ID** on the card reader of any Canon MFP (printer).
  - b. Enter your **MyRipon NetID Username/Password**
  - c. Enter your **Rally ID – 6 digit number** (listed below your name on your Ripon ID card).



3. You will see one of the following two screens:

*List of your print jobs waiting to be released*

*Use Copier - no print jobs sent*



Select **“Print All”** or select a job from the list to print/delete it

Select **“Use Copier”** to make copies or scan items

**Scanning Tip:** **“Send to Myself”** button – autopopulates your email address so you can easily scan and email yourself a file/document.

