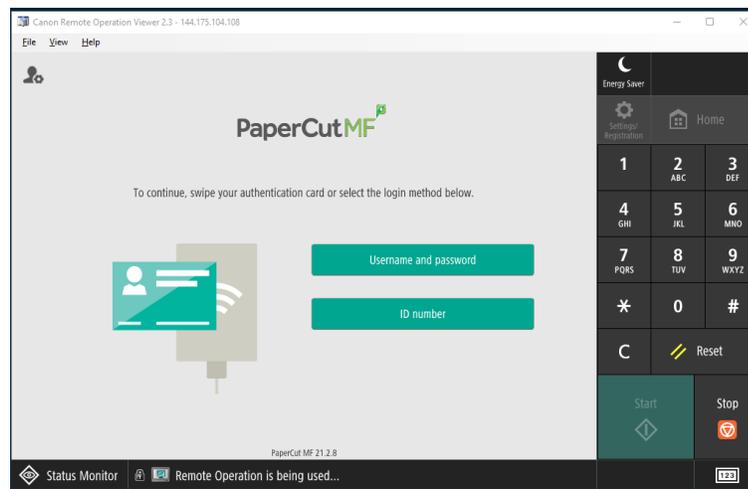


## Hood Secure Printing to Canon MFD printers

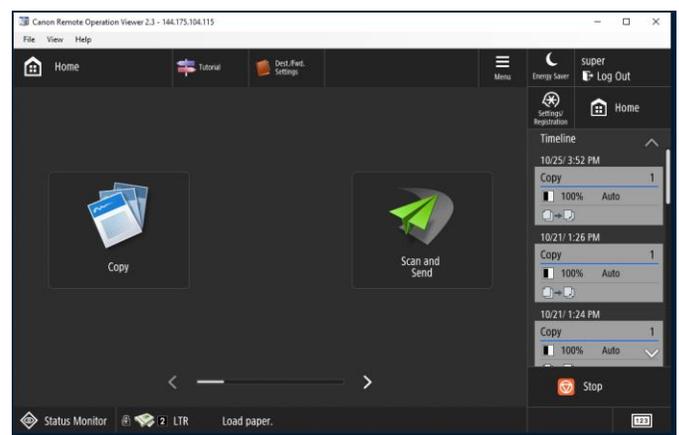
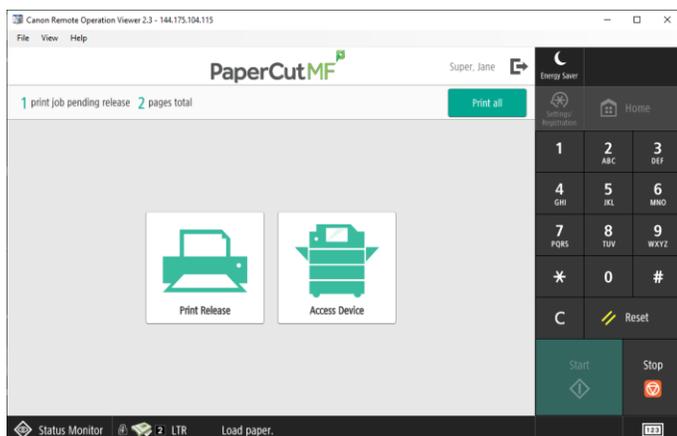
All print jobs are sent to a secure print queue and can be released from **any** centrally located Canon MFD printer. The secure print queue is called **HoodSecurePrint**. The print queue on lab computers will appear as: **HoodSecurePrint on papercut.hood.edu**.

There are three ways to login to MFDs:

1. **ID Number.** ID number is your Student ID (without the leading P and O's). You can find your ID Number on the front of your ID card or in Blackboard or in Self Service.
2. **Hood ID card.** Scan your ID card on the card reader. You will be prompted to enter your username (without @hood.edu) and password to register your card. You will only have to do this one time. If your Hood ID does not have your ID in the lower righthand corner, it is probably an old card and you will need to have a new card issued by Campus Safety.
3. **Username and Password.** Enter your username (without @hood.edu) and password.



Once logged in, you can release all of your print jobs by selecting **print all** or select **print release** to choose the print jobs you want to release. Print jobs are held in the queue for two hours, then automatically deleted. You can also select **Access Device** to copy documents or scan and send to your email.

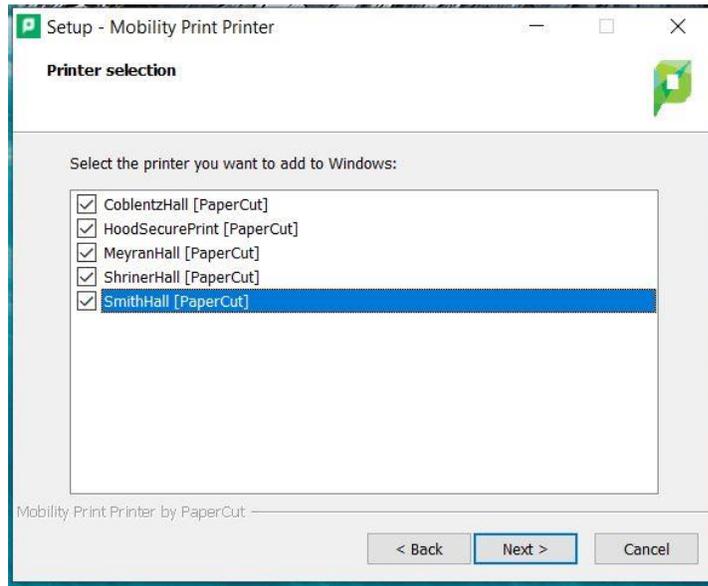


## Printing from Personal Devices (Windows, Mac OS, Chrome OS, Apple IOS, Android)

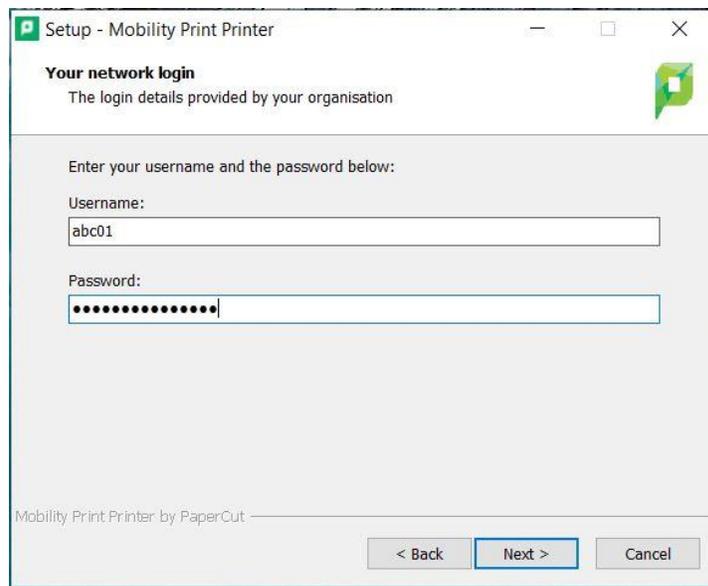
To print from your personal device, connect to Hood Secure wifi (secure@hood). Then download and install the PaperCut Mobility Print application from: <http://papercut.hood.edu:9163/setup>

Note: Some devices may complete the following steps and add all print queues automatically. If so, you may be prompted to login to the print queue the first time you try to print.

A list of printers will populate the printer selection screen. Place a check mark next to HoodSecurePrint and click Next to continue. Note: Some dorms do not have an MFD printer, so also select the printer for dorm you live in.



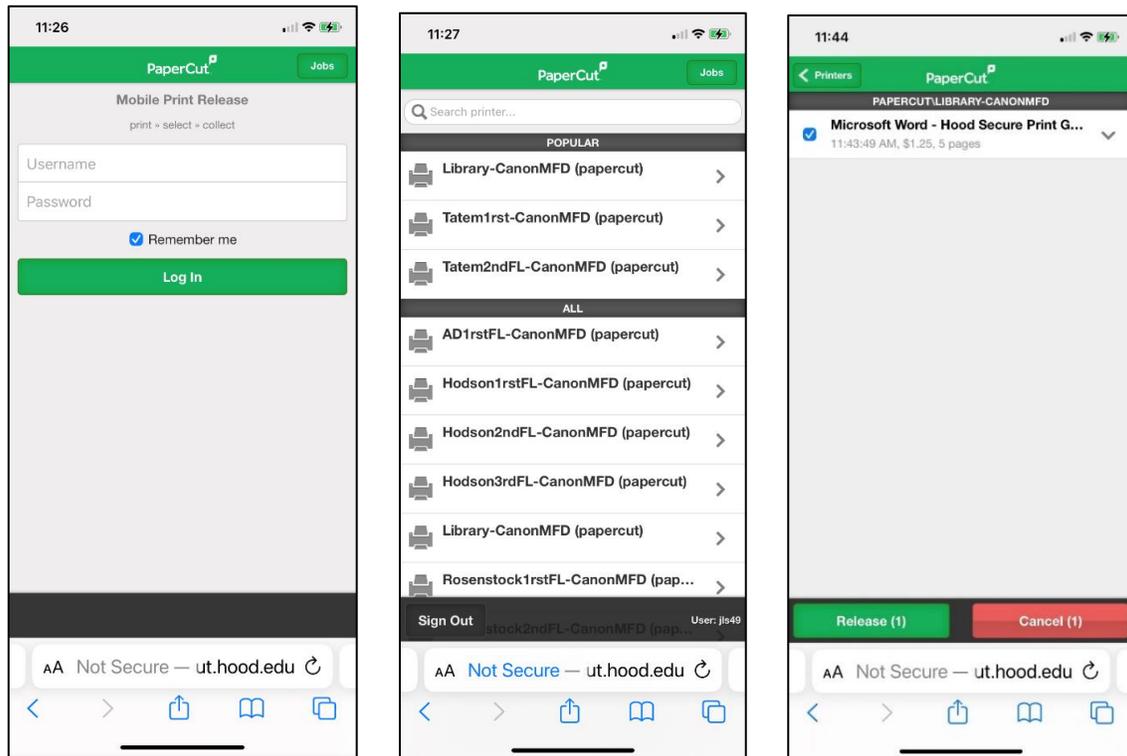
At the login window enter your Hood username (without @hood.edu) and your password. Click Next to Finish. You can now print documents as you normally would.



## Mobile Print Release from a Phone

Using Mobile print release from a phone, allows you to release a print job that you sent to the HoodSecurePrint queue from a lab computer or your personal device, **without** logging into the Canon MFD. In a browser on your phone go to: <http://papercut.hood.edu:9191/mr>

Login with your username (without hood.edu) and password (must be on Hood secure wifi, secure@hood). A list of printers will appear. Select the printer you want to print your job to and select release. The print job will automatically print without signing into the Canon MFD.



How to add the Hood Print release website to the Home screen of your phone:

Apple:

1. Open the Safari app
2. Navigate to the website <http://papercut.hood.edu:9191/mr>
3. Tap the Share icon (Square with up arrow)
4. Select Add to Home Screen
5. Edit the name to be Hood Print Release
6. Tap ADD

Android:

1. Open the Chrome app
2. Navigate to the website <http://papercut.hood.edu:9191/mr>
3. Tap the menu button (three vertical dots)
4. Tap Add to Home Screen
5. Edit the name to be Hood Print Release
6. Tap ADD

The Canon MFD printers are available at these locations:

1. **AD Building First Floor**, Room 118 next to the steps (Color)
2. **Blazer Hall First Floor**, near the Honors Suite (Color)
3. **Hodson First Floor**, Atrium Area (Color)
4. **Hodson Second Floor**, hallway near room 212 (BW)
5. **Hodson Third Floor**, hallway near room 315 (BW)
6. **Rosenstock First Floor**, hallway near the front door (BW)
7. **Rosenstock Second Floor**, near the water cooler (Color)
8. **Library First Floor**, in the Computer Lab Area (Color)
9. **Tatem First Floor Kitchenette Area**, Room 111 (Color)
10. **Tatem Second Floor**, outside Moot courtroom (BW)
11. **Tatem Third Floor**, Kitchen area (BW)
12. **Toll House**, First Floor (Color)
13. **Whitaker Second Floor**, Commuter Lounge (Color)