# Basic Steps for using Canon Multifunction Devices (MFD)

Tap the Touch Screen to wake up the device and bring up the Login Screen.

Staff: At the **Enter Login Details_ID** window, press the **Number** function button in the bottom left-hand corner, followed by entering your **Printing PIN**, which is available on the intranet, from the **My Personal Information** page.

Student: At the **Enter Login Details_ID** window, press the Number function button in the bottom left-hand corner, followed by entering your **Printing PIN,** which is available on the internet, from the My Everett Community College (**MyEvCC)** page, in the **My Account** section.
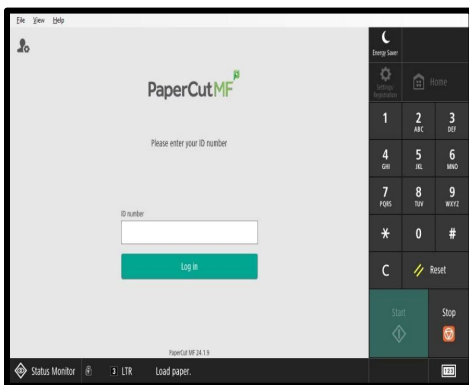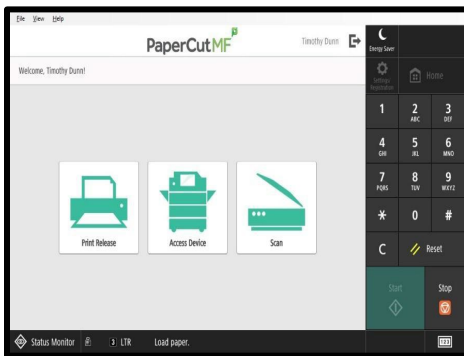

**Held Print Jobs** screen: Select the documents you wish to release and press **Print**. That's it.
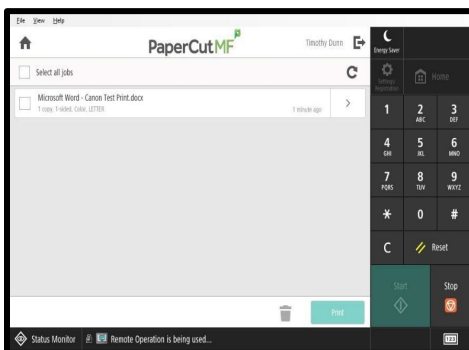
If there are no held jobs, the **"Welcome"** screen appears.

Welcome screen: Simply select the type of service you wish to use from the menu, such as Scan and follow the prompts.

Select Account screen: If you have multiple account access, you'll need to select the account you wish to charge too, for the services you wish to use from the device. Then the **Home** screen will appear.
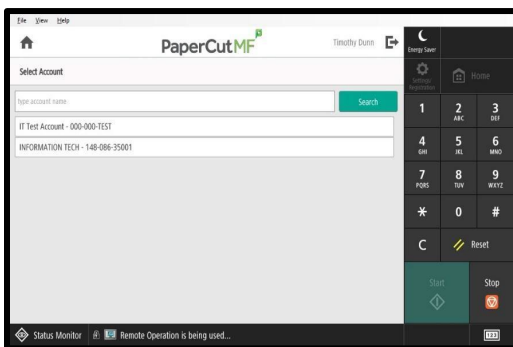
Home screen: Select the service/application you wish to use from the list of options.