Giant Prints User Guide

Login to the copier/printer

Сору

1. Login to the copier/printer

2. Select **Device Functions**

Print release

3. Select the standard "Copy" icon

aperCutMF

All print and scan functions require you to login to the copier/printer.

1. Login with your COS username and password on the home screen of the copier/printer



You have 1 print job pending Print all

Device functions

Scan

Scanning

- 1. Login to the copier/printer
- 2. Select Scan



3. Select **Scan to My Email** or **Scan to OneDrive** as the destination



4. If desired, update the subject and/or file name

5. Touch **Start scanning**



The first time you try to scan to OneDrive the system will automatically send you an email to login and authenticate. Once complete, you can access Scan to OneDrive from all copiers/printers without the need to authenticate again.

Secure Print

- 1. Initiate a print job from your computer
- 2. From the print list, choose **SecurePrint**
- 3. Login to the copier/printer



5. All Secure Print jobs will be displayed in your Secure Print queue; select the relevant job and touch **Print**

PaperCutMF [®] Print release		Log out
5 1 job, 1 sege, \$0.01		0
Bmis ISD Mail – Field, Resistration information for LAN Speed Test – LST Serve 1 copy, 1–sided, Grayscale, LETTER	røtf	1hr. ago 2
Print as grayscale Print	1.8 2-5020	Print

Mobility Print:

- 1. Login to My Giant and click on Giant Prints
- 2. Click on Web Print from the navigation panel
- 3. Click on **Submit a Job**
- 4. Click on **Upload Documents**
- 5. Go to any COS copier to release your print job

A

Add \$\$ to Your Print Account

- For cash: Add money at the Cashier's Office
 For credit/debit: Login to My Giant and click on Giant Prints
- 3. Select **Add Credit** from the navigation panel then select the amount you want to add, then

select Add Value



4. Insert credit card information when prompted



5. Select **Transaction History** to review all payments made on your account

PaperCut MF				
Summary	Transaction History			
) Rates	Filter on			
+ Transfers	TRANSACTION DATE 4	TRANSACTED BY	BALANCE AFTER	TRANSACTION TYPE
Transaction History			\$2.00	Payment gateway
Recent Print Jobs	Export/Print 🧱 🧮 🗉			
Jobs Pending Release				