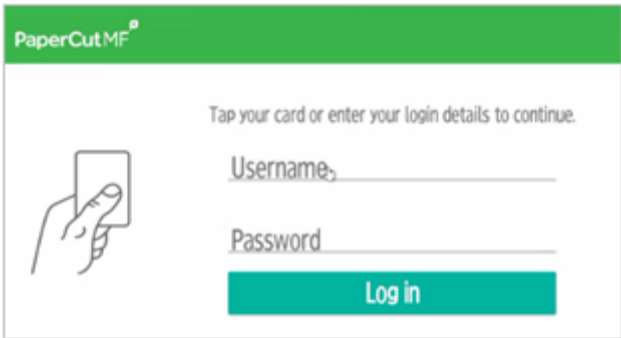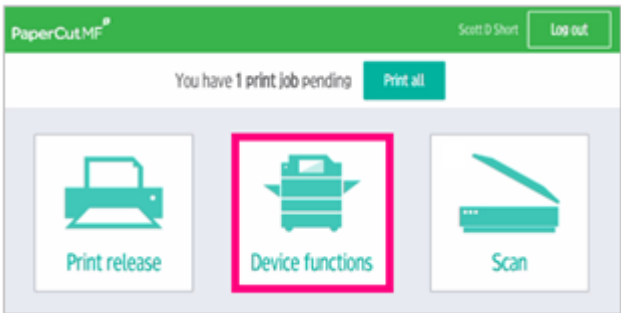# Giant Prints User Guide

Login to the copier/printer

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

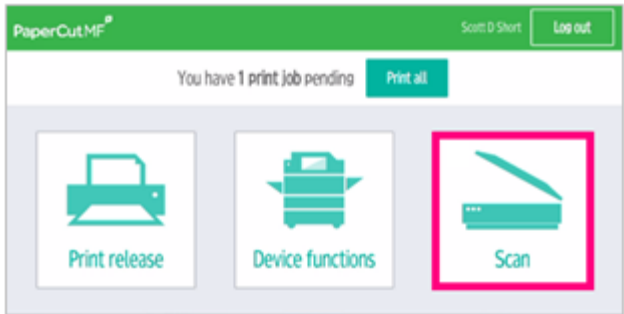1. Login with your COS username and password on the home screen of the copier/printer

Copy

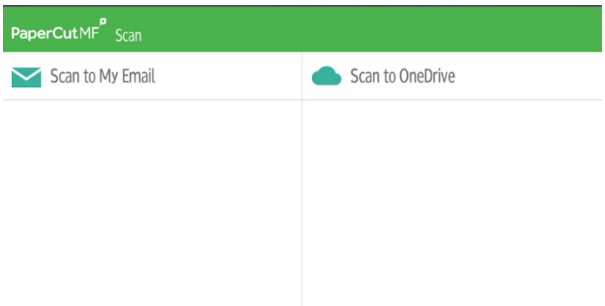1. Login to the copier/printer

2. Select **Device Functions**

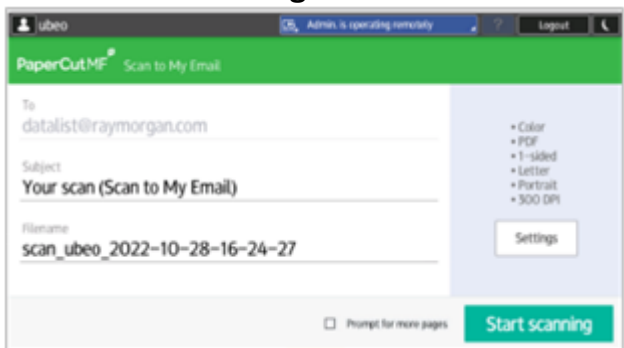3. Select the standard "Copy" icon

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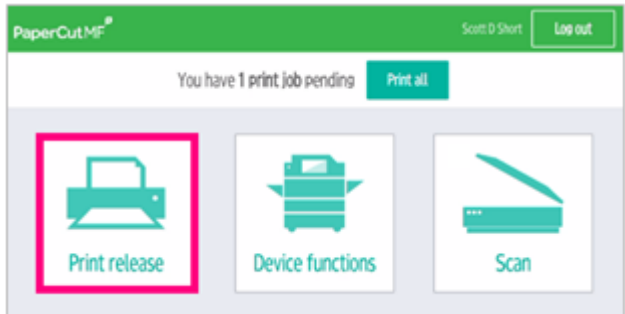
5. All Secure Print jobs will be displayed in your Secure Print queue; select the relevant job and touch **Print**


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

Add $$ to Your Print Account

1. For cash: Add money at the Cashier's Office
2. 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**
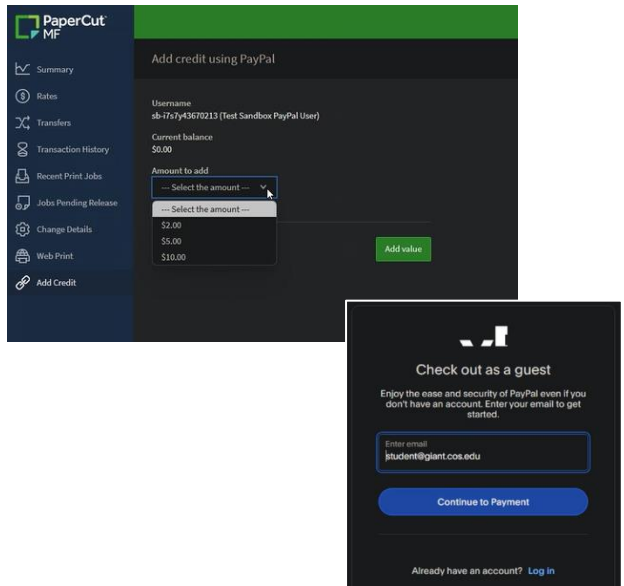
4. Insert credit card information when prompted
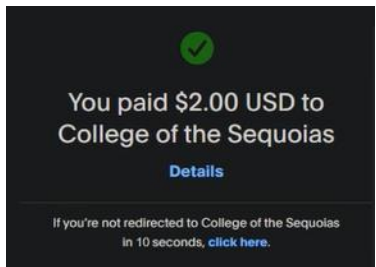
5. Select **Transaction History** to review all payments made on your account