Printing, Copying and Scanning

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Quick Guide

Printing

Printing to multifunction device — quick guide

1. **Buy printing credit** at maksut.metropolia.fi
2. Print a) From Metropolia's computer to one of theese printing queues:
   Canon Print A4, Canon Print A3, Canon Color Print A4 tai **Canon Color Print A3**
   b) or from any computer at **print.metropolia.fi** (only A4) -> Web print -> Submit a job -> Upload the document in PDF format.
3. **Login to the Canon multifuction device** with your user ID or an RFID card.
4. Select print jobs using the "**Print Release**" button.

Copying

Copying on a multifunction device — quick guide

1. **Buy printing credit** at maksut.metropolia.fi
2. **Log in to a Canon multifunction device** with your user ID or an RFID card associated with your user ID.
3. On the PaperCut interface, press **Access Device**.
4. On the device, press the **Copy** button, make the settings, and press **Start**.

Scanning

Scanning on a multifunction device — quick guide

Scanning is free.

1. **Login to the Canon multifunction device** with your user ID or an RFID card associated with your user ID
2. .
3. Press the **Scan** button, choose function, make the settings and press **Start**.
4. The device sends your scan job to your **Metropolia email address** or **cloud drive**.

Printing from USB flash drive

Printing from USB flash drive

1. Insert USB storage drive into **USB interface**.
2. **Login to Canon MFP** with your user ID or an RFID card associated with your user ID.
3. On the PaperCut interface, press **Access Device**.
4. From touch screen choose **Access Stored Files** button and choose **Memory Media**.
5. Choose folder where the file is located and press **OPEN** or choose the file.
6. Press **Start**.
7. After printing, to remove the USB storage drive **press the symbol** located on the right corner of screen.

USB flash drive File Format and Safe Removal

1. USB flash drive is formatted as **FAT.**
2. The file you are about to print is saved as **PDF**.
3. Safe removal of USB flash drive is done by pressing the symbol in touch screen.

Paying

For students printing and copying is fee-based. You must first add credit to your printing account. You can do this online at maksut.metropolia.fi.

More instructions on paying

Web Print

Print through the PaperCut service

Instructions on how to use the web service

Printing

1. Print from a Metropolia workstation to a Canon named printer such as "Canon Print A4". Select a printer depending on whether you are printing black and white or color and whether the size is A4 or A3.

2. Log in on any Canon multifunction device with your Metropolia user ID. You can also associate e.g. an HSL travel card with your printing account to use the card for quick login.

3. Press the Print button on the printer and select the print jobs in the "Vapauta työt" / "Print Release" function.

Multifunction printer locations
Printing - basics
More printing instructions

Copying

1. Log in to a Canon multifunction printer with your Metropolia user ID. You can also associate e.g. an HSL travel card with your printing account to use the card for quick login.

2. Press the Copy button to copy.

Copying instructions
Copying instructions for external customers

Scanning

Scanning instructions

All instructions on copying, scanning and printing

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Tulostus, kopiointi ja skannaus