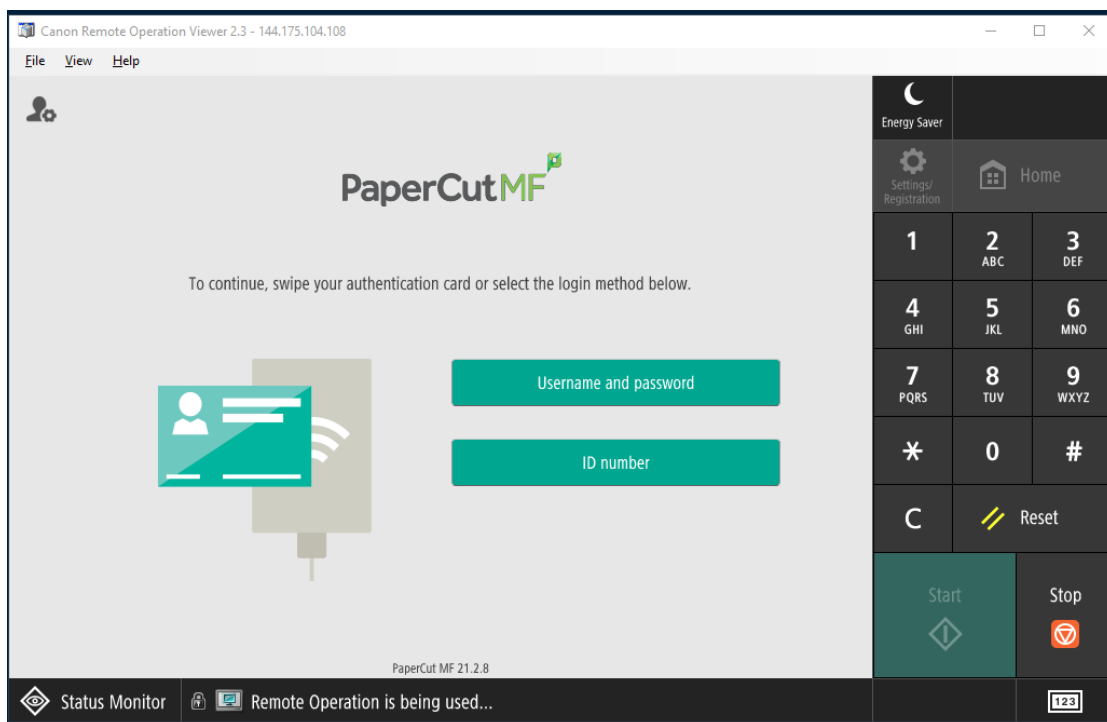


## Hood Secure Printing

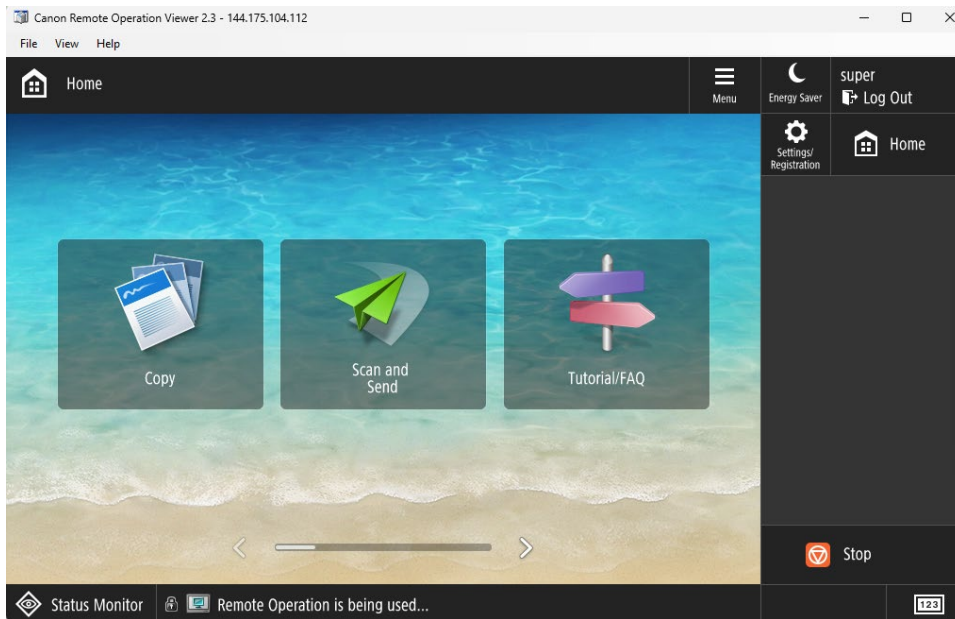
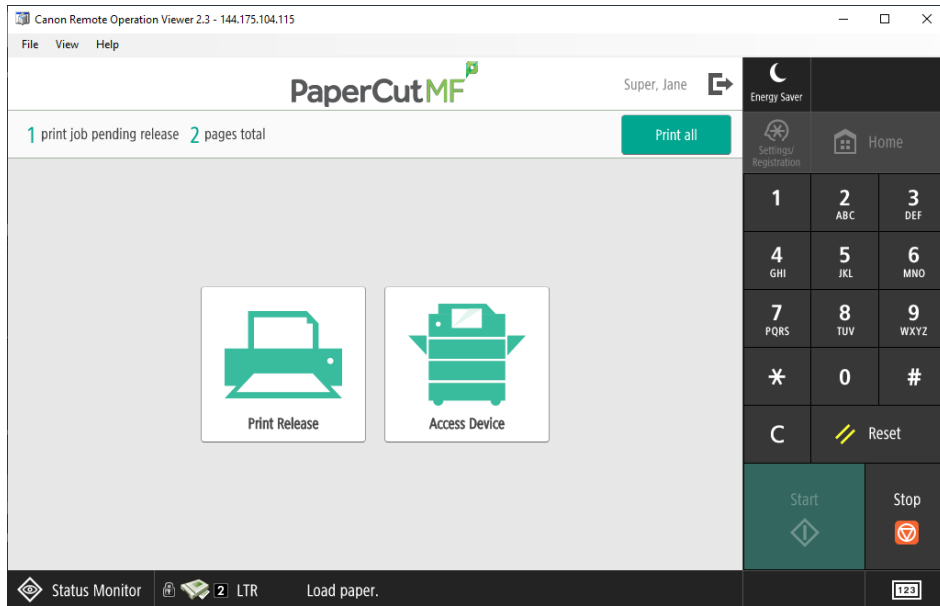
With centralized printing, print jobs are sent to a secure print queue and released from **any** centrally located Canon MFD printer. The secure print queue is called **HoodSecurePrint**. The print queue will appear in the list as: **HoodSecurePrint on papercut.hood.edu**

On the Canon MFD's, there are three ways to login:

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 employee 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.



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



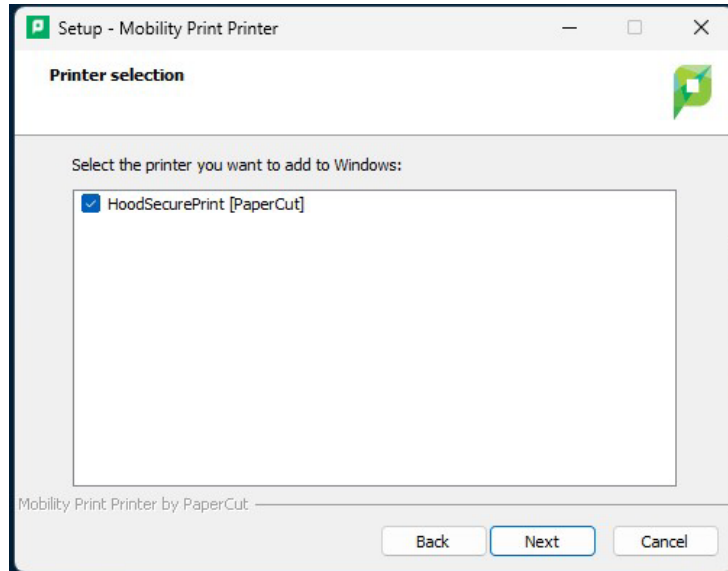
## Printing from Personal Devices

**(Please note: Chromebooks are not supported)**

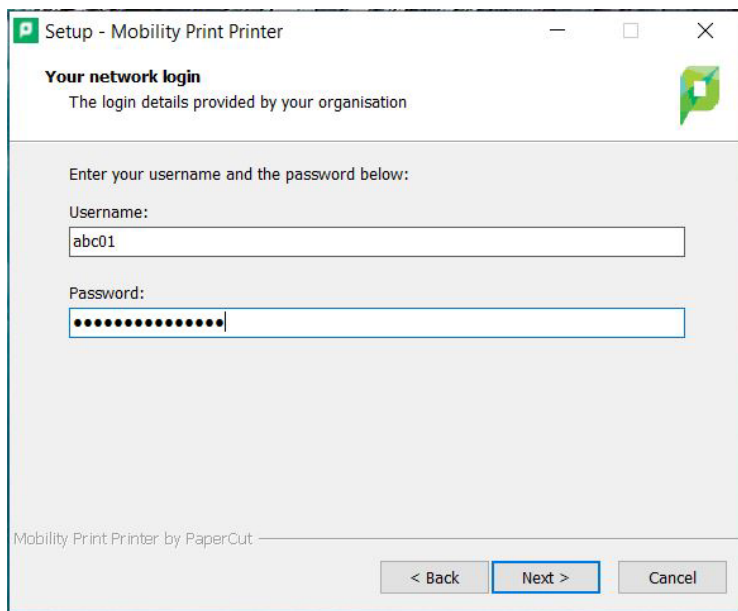
To print from your personal device, connect to Hood Secure wifi. Then, download and install the PaperCut Mobility Print application from (must be on the secure wifi):

<http://papercut.hood.edu:9163/setup>

The **HoodSecurePrint** queue will be selected. Click Next to continue.



At the login window enter your Hood username (without @hood.edu) and your password. Click Next to Finish. The print queue name will appear in your printer list as **HoodSecurePrint[PaperCut](Mobility)**

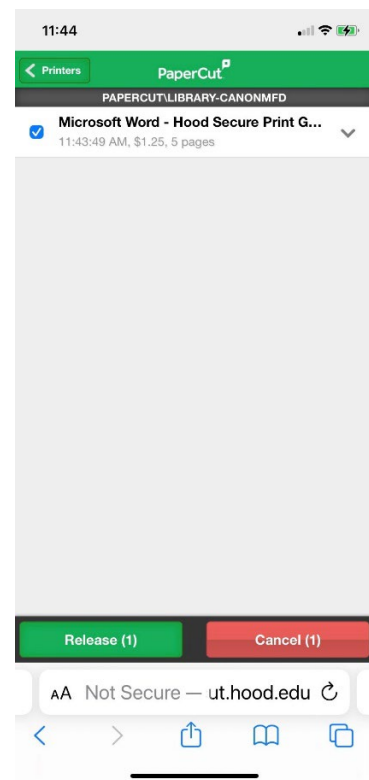
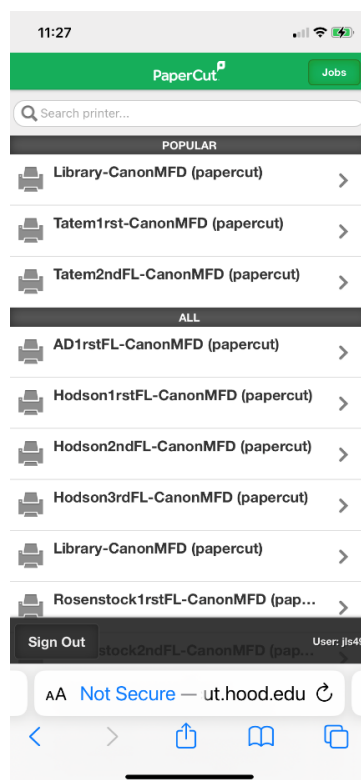
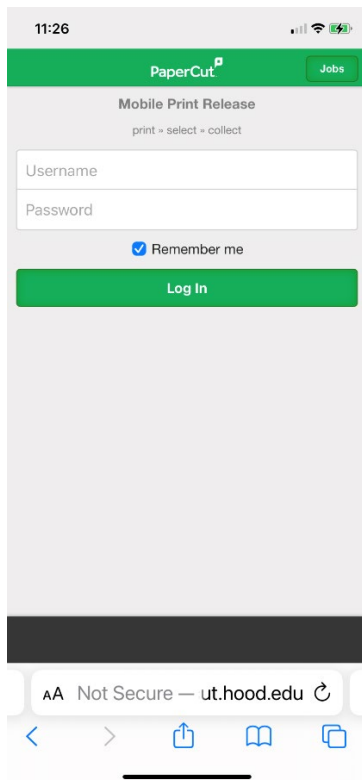


## Mobile Print Release from a Phone

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>

**If you are printing directly from your phone you must first install the HoodSecurePrint queue at <http://papercut.hood.edu:9163/setup> Follow the instructions in the previous section “Printing from Personal Devices”.**

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



The Canon MFD secure print locations currently are:

1. Alumnae Hall First Floor, Room 118 next to the steps (Color)
2. Alumnae Hall Second Floor, hallway (Color)
3. Alumnae Hall Third Floor, hallway (BW)
4. Blazer Hall First Floor (Color)
5. Coblenz Hall Third Floor (BW)
6. Hodson First Floor, Atrium Area (Color)
7. Hodson Second Floor, hallway (BW)
8. Hodson Third Floor, hallway (BW)
9. Library First Floor (Color)
10. Memorial Hall First Floor (Color)
11. Meyran Hall First Floor (BW)
12. Rosenstock First Floor, hallway near the front door (BW)
13. Rosenstock Second Floor (Color)
14. Shriner Ground Floor (BW)
15. Smith Ground Floor (BW)
16. Tatem First Floor Kitchenette Area, Room 111 (Color)
17. Tatem Second Floor, outside Moot courtroom (BW)
18. Tatem Third Floor, Kitchen area (BW)
19. Toll House, First Floor (Color)
20. Toll House, Second Floor Counseling Center area (BW)
21. Whitaker Lobby near steps (Color)
22. Whitaker Second Floor, breezeway between Apple and Whitaker (Color)