LOGIN GUIDE FOR PRINTERS

There are two methods which can be utilized to log in and unlock the Canon devices

- Swipe your Marquette University ID card through the magnetic stripe reader located on the device.

- OR

Authenticate yourself through the AD Login located on the device’s touchscreen.

1. Press AD Login.

2. Tap the open field next to User Name or Password:
3. The onscreen keyboard will appear. Use this keyboard to enter your MU username. Once entered, select the OK key.

4. Repeat steps 2-3 to enter your MU password.
5. Press Login.

After successful Login, select the Cost Center associated with job you are working on. Once selected; press Login.

NOTE: If your user account is only associated with a single cost center, you will not be prompted with this screen.
Depending on the model of the printer, the screen will appear as follows. The **COPY** function screen will be displayed and the device can now be used.