Registering the rfid identifier and how to login when printing

General

To use device as a printer, scanner or copying device, you need to log in using your university user account. However, the user name and the password do not need to be typed every time after you have registered a rfid identifier into your use. The rfid identifier could be a card or a sticker:

- It is possible to use print services using cards where rfid identifier is embedded. For example general student cards Lyyra and Frank as well as OuluCard are valid for print services. **NOTE: Student cards with payment ability do not function in the print service!**
- Students who do not have any rfid card, will get rfid sticker from these delivery points.

Registration of the identifier before the first usage

The rfid identifier must be registered before the use on the Canon device. In the registration you connect the rfid identifier to your university user account.

1. Use your rfid identifier in the reader of device

2. Type your user account in form:
   - a student uses the form: `account@student`
   - (a staff member uses the form: `account@univ`)

3. Type your password and touch Login.
   Note: Canon system do not accept your password if it includes some special or Scandinavian characters. If so, please change your password first and try again.

4. After registration do not forget to log out by touching Logout.

On one user account there can be only one registered identifier at a time. In other words the registration of the new identifier overturns the possible previous registration. If you want to re-register an identifier which has been registered for an other user account, please contact Canon service engineer.

Log in with rfid identifier or user account when printing, copying or scanning

You can log in Canon device in two ways:

- use your rfid identifier in the reader or
- touch AD Login and type in your user account and password in the same way as you did in registration phase
NOTE: Do NOT log in if someone's print job is not ready yet! If you log in, the other user usually will be logged out and the ongoing printing will be interrupted. There may be different settings in each device.

Watch the video:

- "Printing and releasing the print"
- select a device-specific version of the video: computer or mobile
- use your user account to login

Log out

When your printing, copying or sending is ready, remember to log out:

- use your rfid identifier in the reader or
- use ID button or
- touch Logout icon on screen

Quick guide for print service