

PaperCutMF Instructions

Pages 1 to 2 PaperCutMF *ID badge setup*

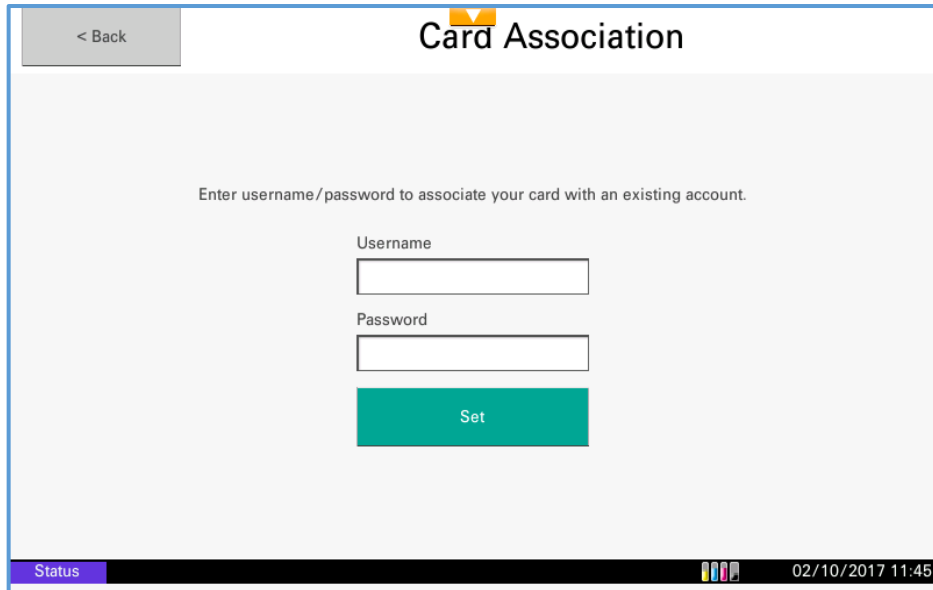
Page 3 PaperCutMF *Device functions* (**Copy, Fax, Send**)

Pages 4 to 7 PaperCutMF *Print* Instructions

Pages 8 to 11 PaperCutMF *Scan to My Email* Instruction

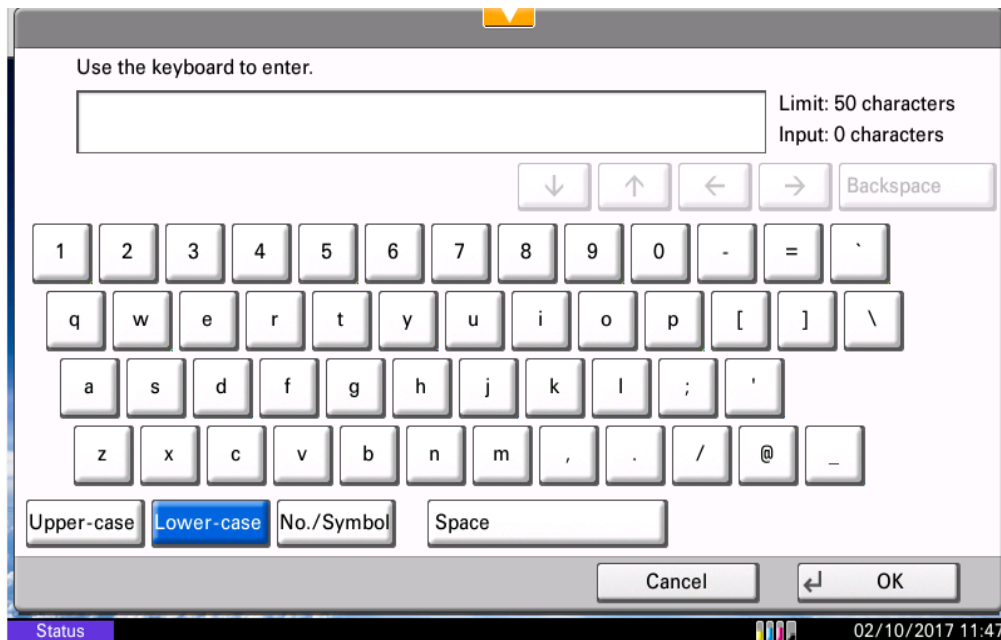
Papercut MF ID badge setup(One time only)

When swiping badge for first time the below Card Association screen will appear



The image shows a mobile application screen titled "Card Association". At the top left is a "< Back" button. The title "Card Association" is centered at the top. Below the title, there is a prompt: "Enter username/password to associate your card with an existing account." Underneath this prompt are two input fields: "Username" and "Password". Below the "Password" field is a green "Set" button. At the bottom of the screen, there is a status bar with the word "Status" on the left, signal strength and battery icons in the center, and the date and time "02/10/2017 11:45" on the right.

Touch the blank rectangular field under Username to bring up keyboard and type in your username (Same as your PC Login), Press OK button. Then do the same for Password.



The image shows a mobile application screen for keyboard input. At the top, it says "Use the keyboard to enter." Below this is a large text input field. To the right of the field, it says "Limit: 50 characters" and "Input: 0 characters". Below the input field is a virtual keyboard with various keys: numbers 1-0, letters q-z, and symbols like hyphen/underscore, equals/asterisk, semicolon/apostrophe, comma/less-than, period/greater-than, forward slash/at, and underscore. There are also navigation keys: down arrow, up arrow, left arrow, right arrow, and a "Backspace" key. At the bottom of the keyboard area are four buttons: "Upper-case", "Lower-case" (which is highlighted in blue), "No./Symbol", and "Space". Below the keyboard area are two buttons: "Cancel" and "OK". At the bottom of the screen, there is a status bar with the word "Status" on the left, signal strength and battery icons in the center, and the date and time "02/10/2017 11:47" on the right.

< Back

Card Association

Enter username/password to associate your card with an existing account.

Username
serjpm

Password

Set

Status

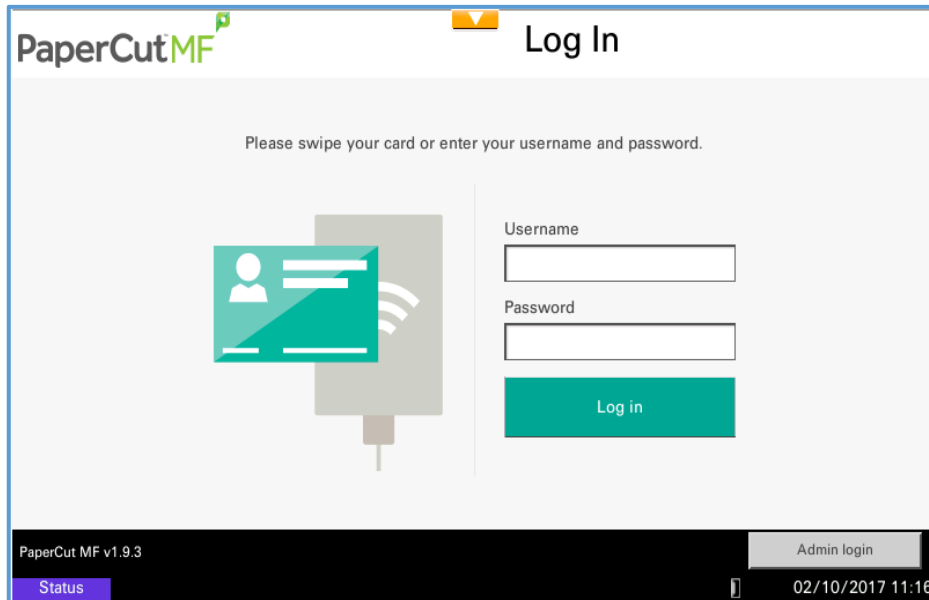
02/10/2017 12:11

Press the Set button, and a message will appear briefly stating “Your card has been associated to your account”

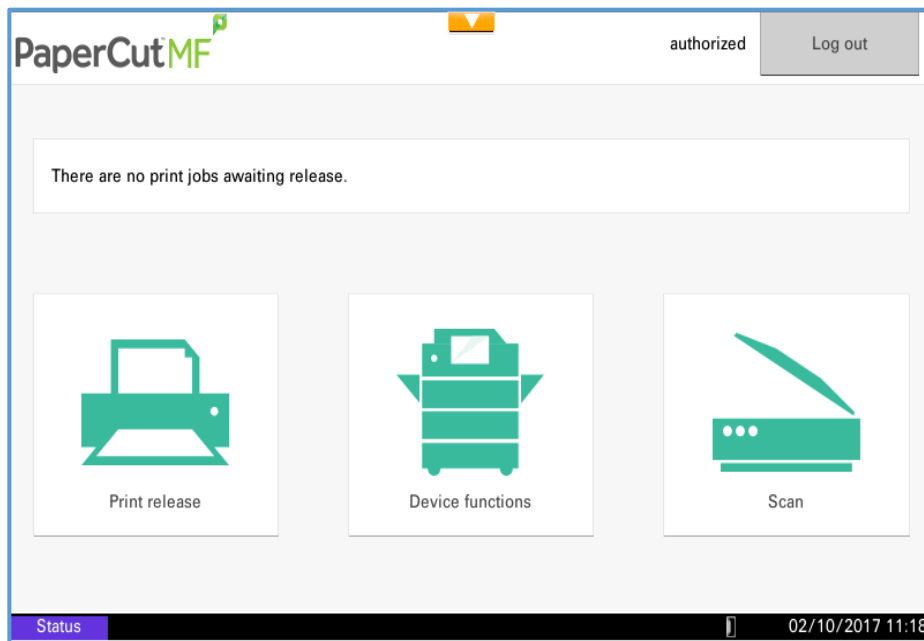
You can now try logging in with your badge.

NOTE: If the Card Association screen reappears, confirm you are using your correct username and password (Same as your PC login) and try typing in again.

PaperCutMF Device functions (Copy, Fax, Scan)

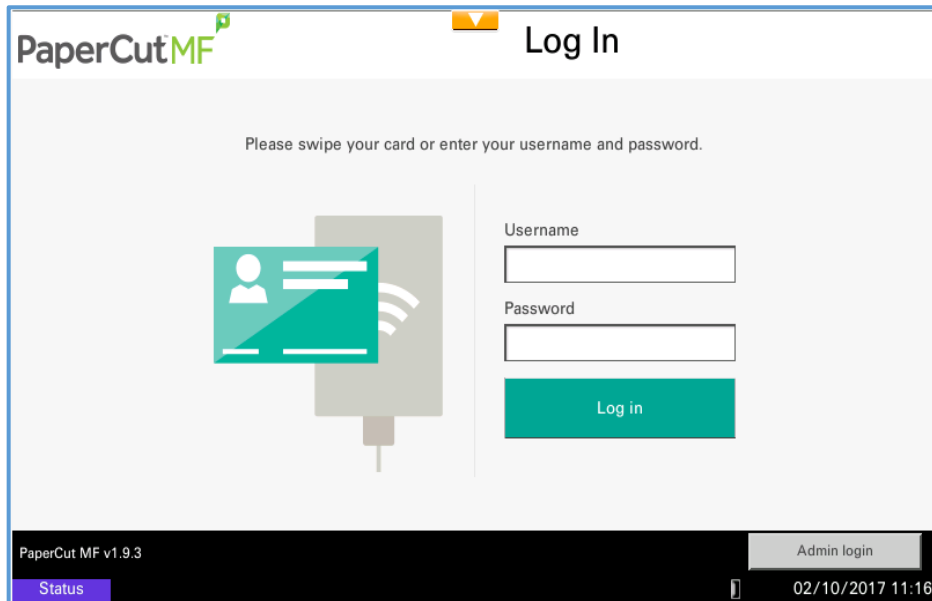


Swipe your ID card or manually enter your login username and password (Same as work PC login) then press the Log in button

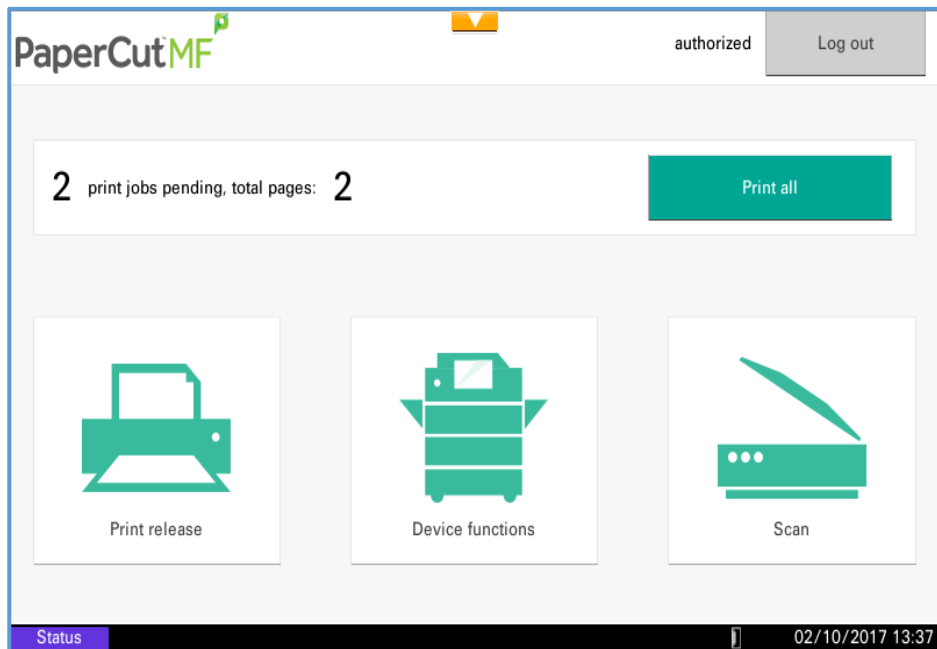


Press the Device functions button to access copy, fax, and send features of machine.

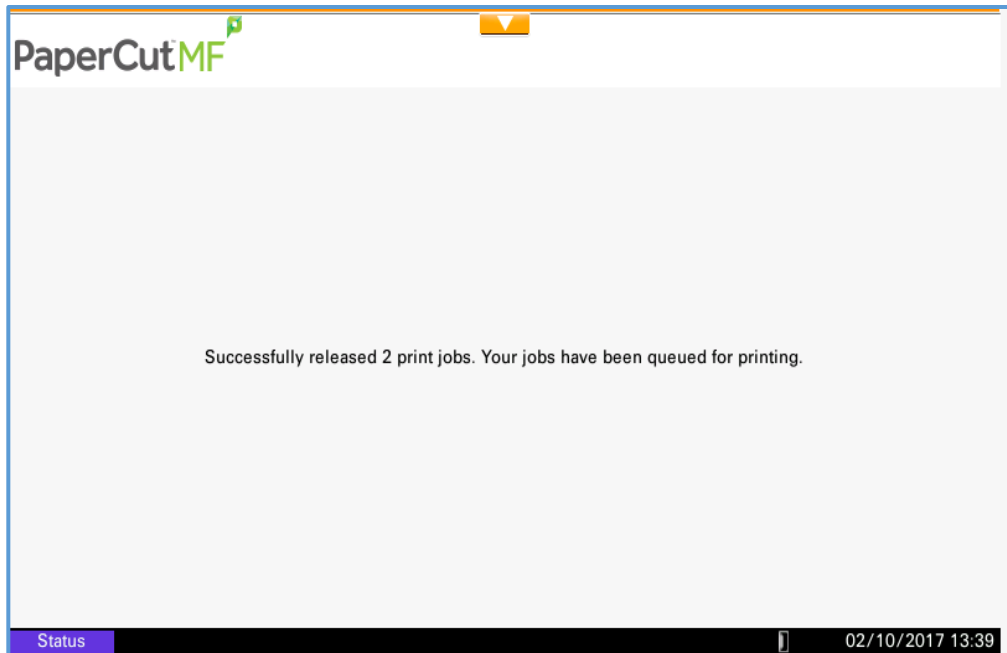
PaperCutMF Print Instructions



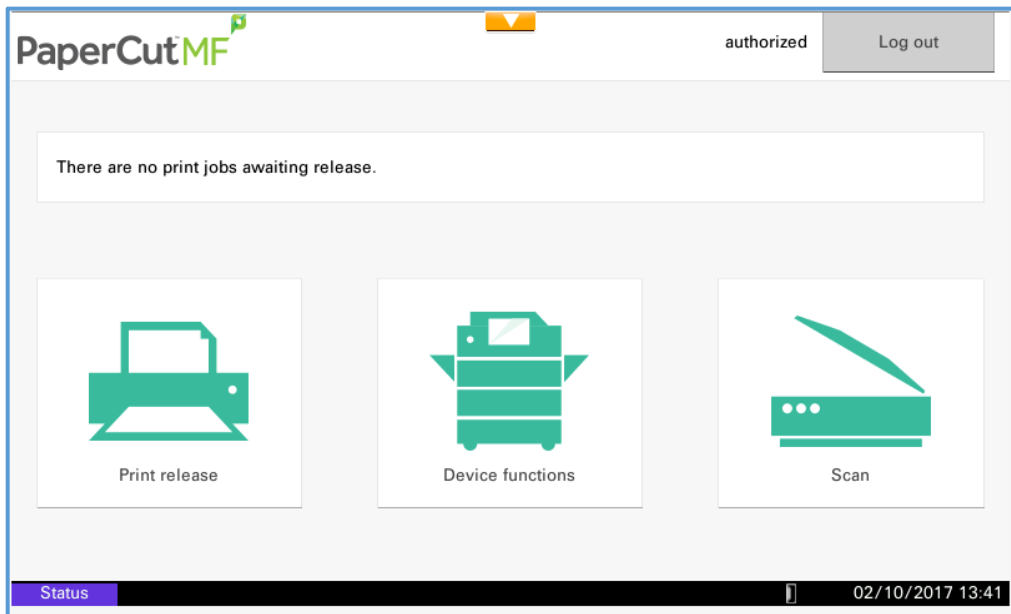
Swipe your ID card OR manually enter your login username and password (Same as work PC login) then press the Log in button



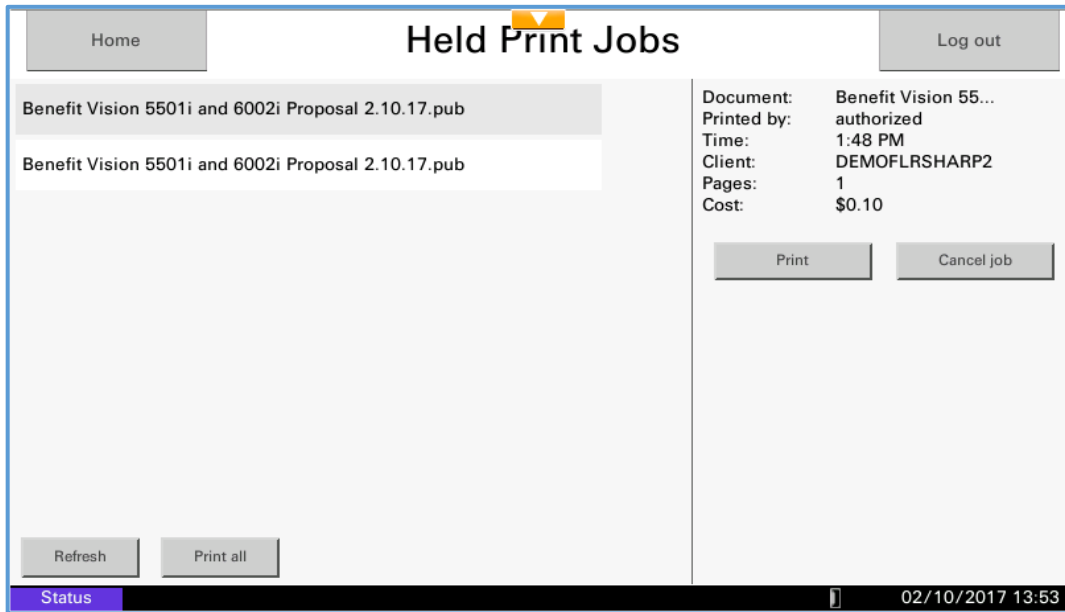
If you want to print all of your pending jobs press the Print all button, go to pg.5. If you do not need to print all of your pending jobs, but want to pick from a list of your jobs press the Print release button, go to pg. 6 for further instructions



Screen after Print all button pressed



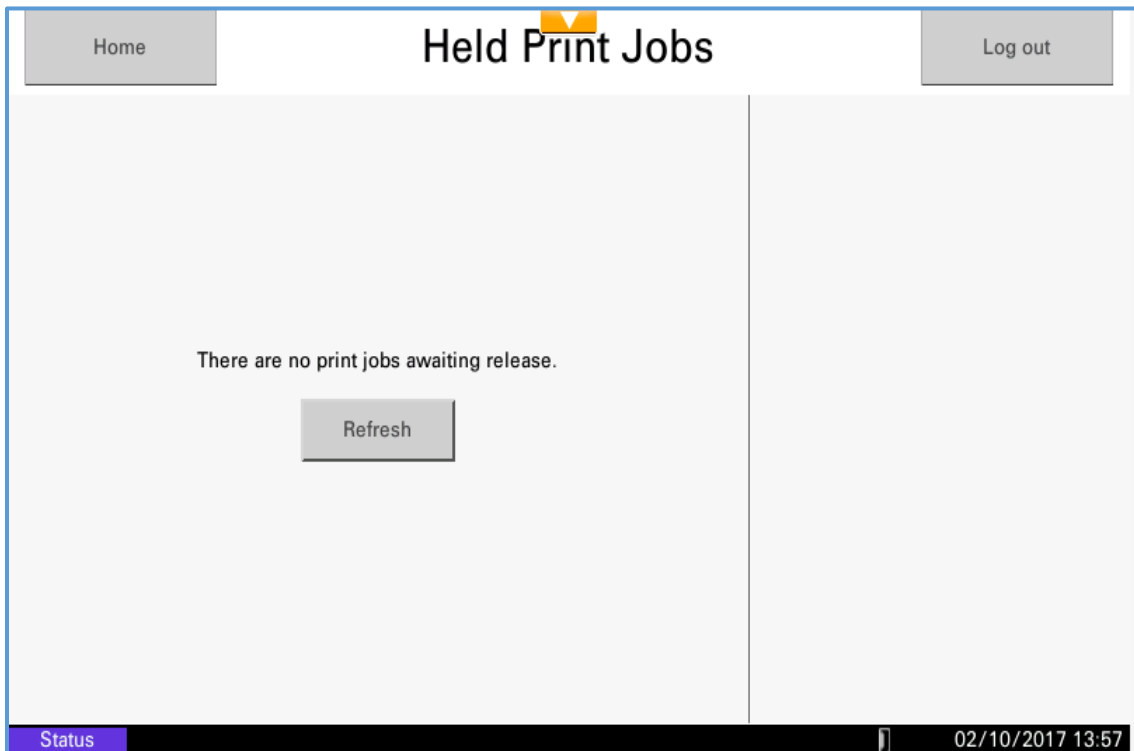
After print is outputted the above screen appears, one can continue to use machine or press the Log out button to return machine to PaperCut MF default login screen.



This screen will show you a list of print jobs, touch the job you want to print and then press the Print button. If it's a job that does not need printed for whatever reason touch that job and then press the Cancel job button

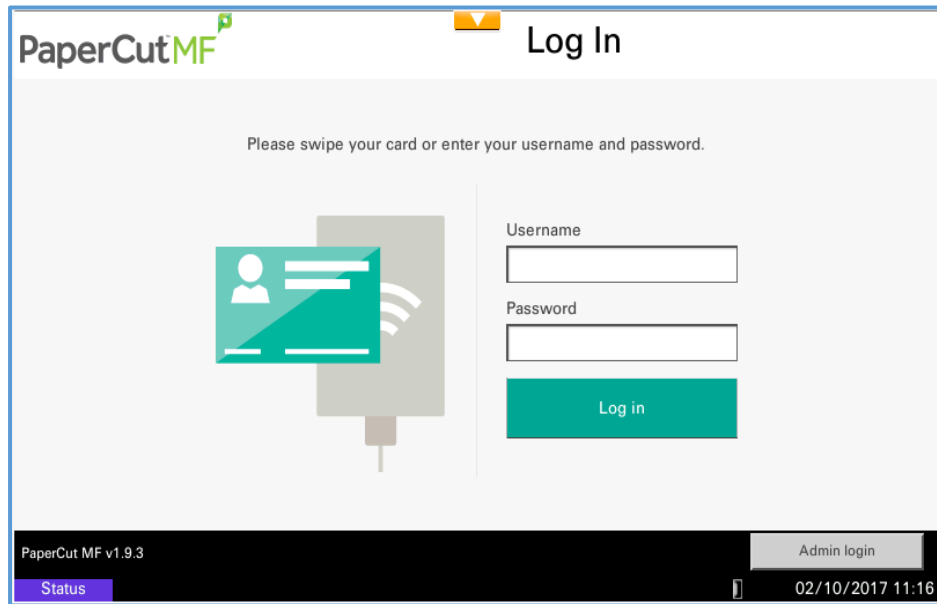


Screen after Print button pressed.

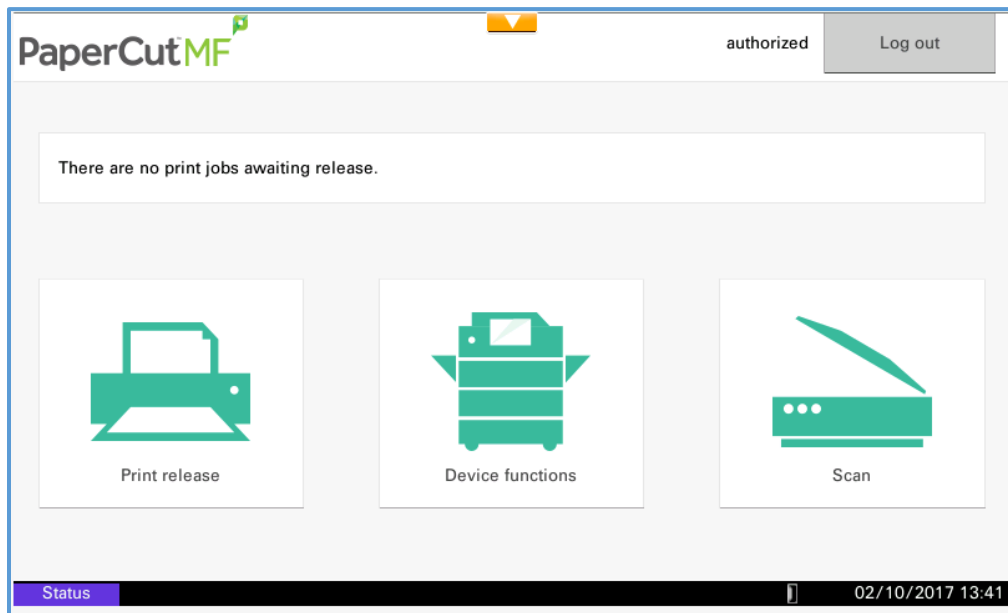


Once this screen appears you can press either the Home button to stay logged in to machine or the Log out button if finished.

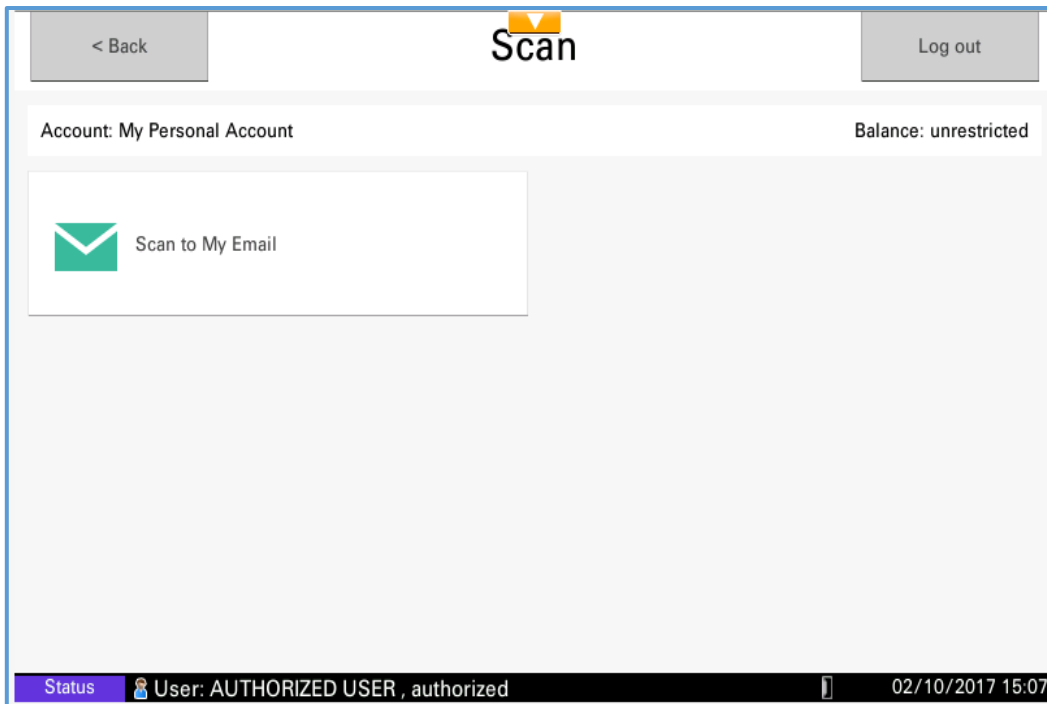
PaperCutMF Scan to My Email Instructions



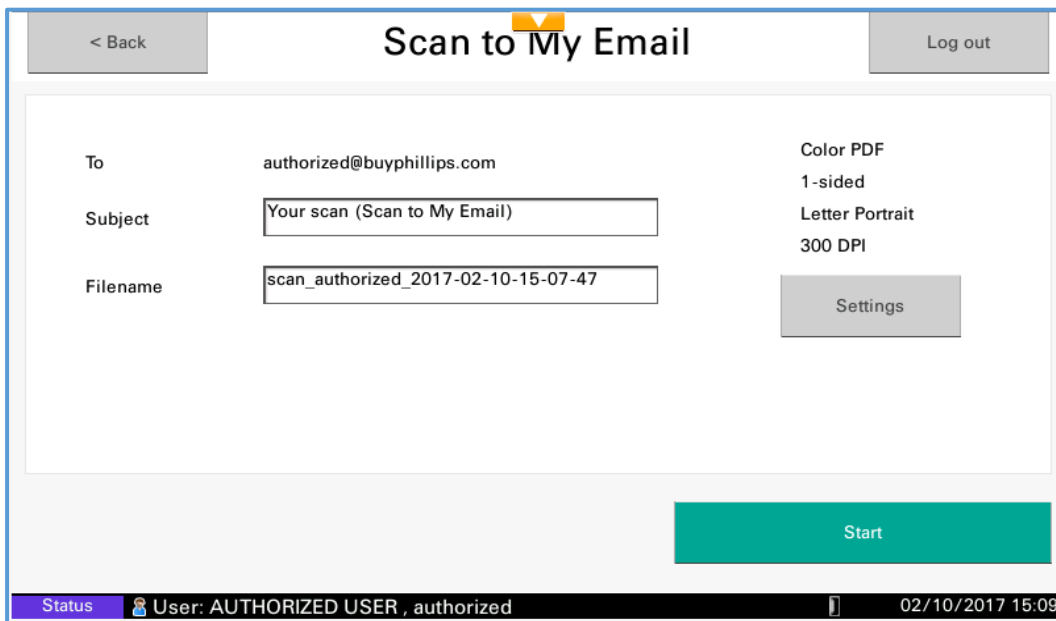
Swipe your ID card OR manually enter your login username and password (Same as work PC login) then press the Log in button



Press the Scan button



Press the Scan to My Email button.



If you are fine with the default scan settings press the Start button to begin the scan process, then go to page 11 for further instructions. If you need to change the default scan settings press the Settings button, see page 10.

NOTE: If you would like to change the default Subject or Filename press the desired field to bring up a on screen keyboard for editing purposes.

< Back

Scan to My Email

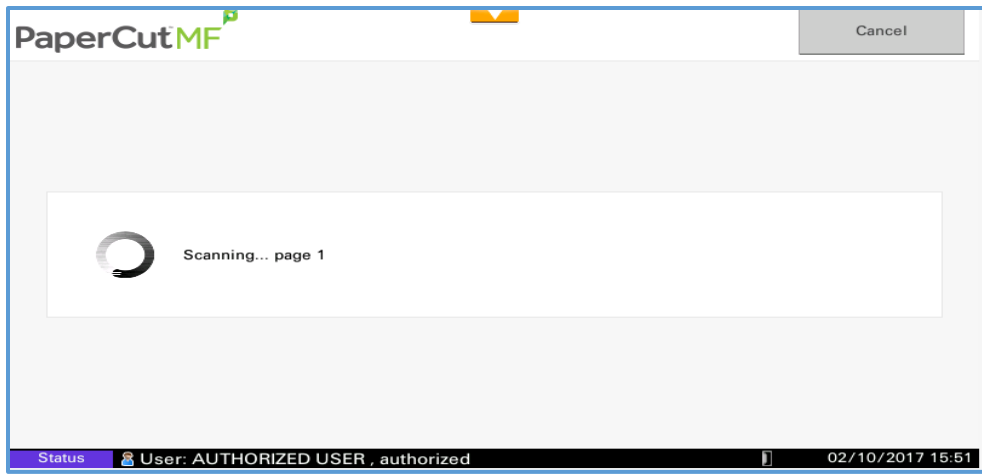
Log out

<p>Duplex mode</p> <table style="width: 100%; border-collapse: collapse;"><tr><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">1-sided</td><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">2-sided</td></tr></table>	1-sided	2-sided	<p>File type</p> <table style="width: 100%; border-collapse: collapse;"><tr><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">PDF</td><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">JPEG</td><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">TIFF</td></tr></table>	PDF	JPEG	TIFF	
1-sided	2-sided						
PDF	JPEG	TIFF					
<p>Orientation</p> <table style="width: 100%; border-collapse: collapse;"><tr><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">Portrait</td><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">Landscape</td></tr></table>	Portrait	Landscape	<p>DPI</p> <table style="width: 100%; border-collapse: collapse;"><tr><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">200</td><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">300</td><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">400</td><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">600</td></tr></table>	200	300	400	600
Portrait	Landscape						
200	300	400	600				
<p>Paper size</p> <table style="width: 100%; border-collapse: collapse;"><tr><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">Letter</td><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">Legal</td><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">Ledger</td></tr></table>	Letter	Legal	Ledger	<p>Color mode</p> <table style="width: 100%; border-collapse: collapse;"><tr><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">Color</td><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">Grayscale</td><td style="border: 1px solid #ccc; padding: 5px; text-align: center;">B&W</td></tr></table>	Color	Grayscale	B&W
Letter	Legal	Ledger					
Color	Grayscale	B&W					

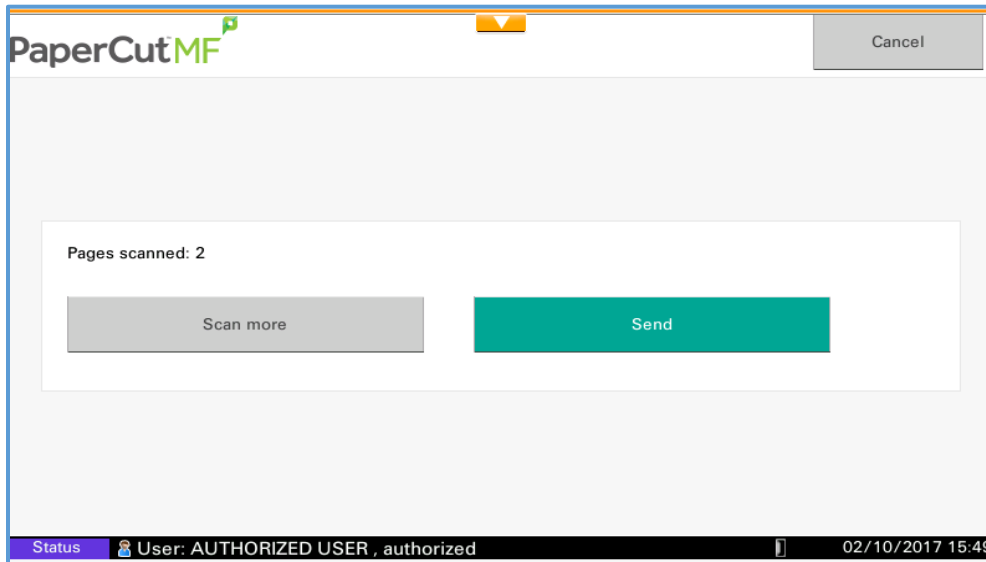
Start

Status User: AUTHORIZED USER , authorized02/10/2017 15:20

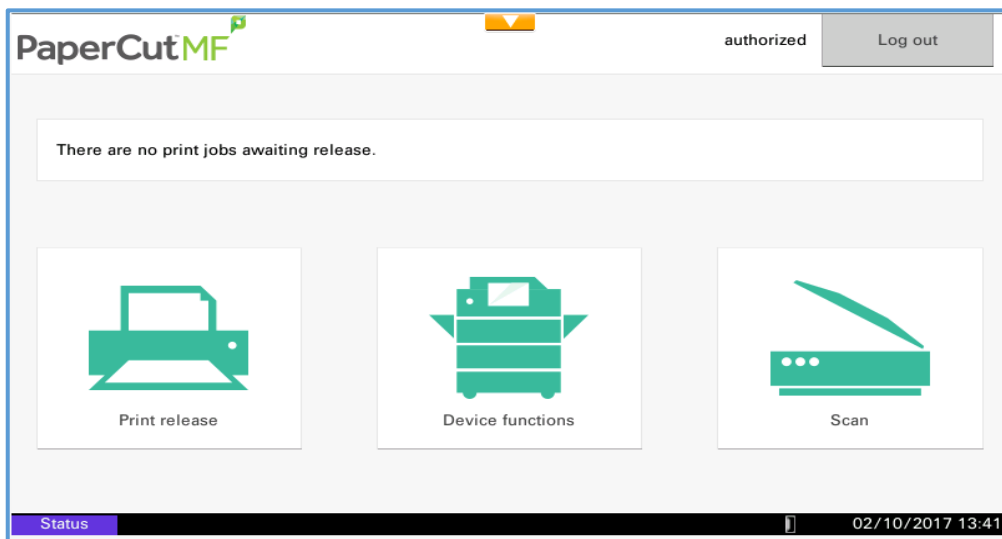
Make any scan setting changes needed by pressing on the appropriate setting and then press the Start button. Then go to next page for further instructions.



This screen appears while your page or pages are being scanned



If you have more pages to scan press the Scan more button, otherwise press the Send button.



After scan is sent the above screen appears, one can continue to use machine or press the Log out button to return machine to PaperCut