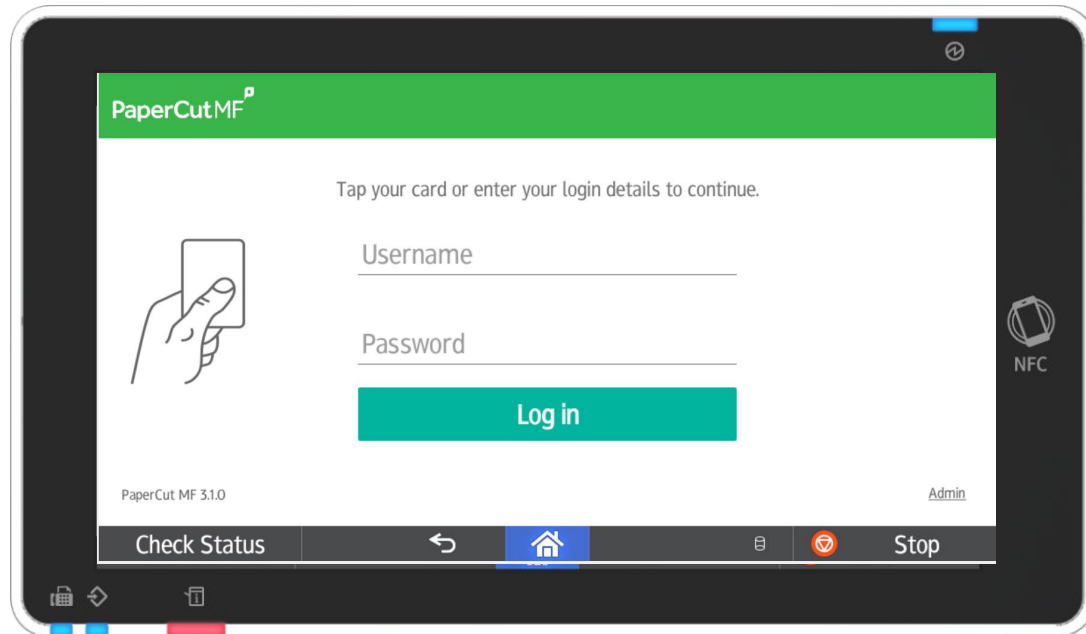


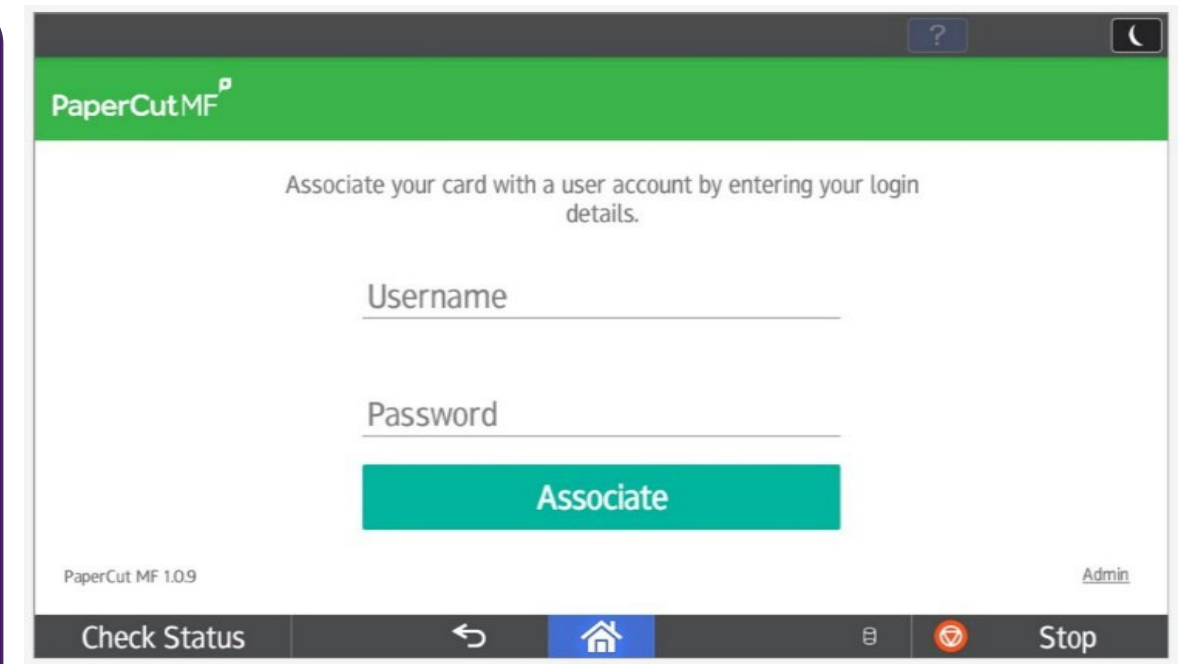
How to Register your Card



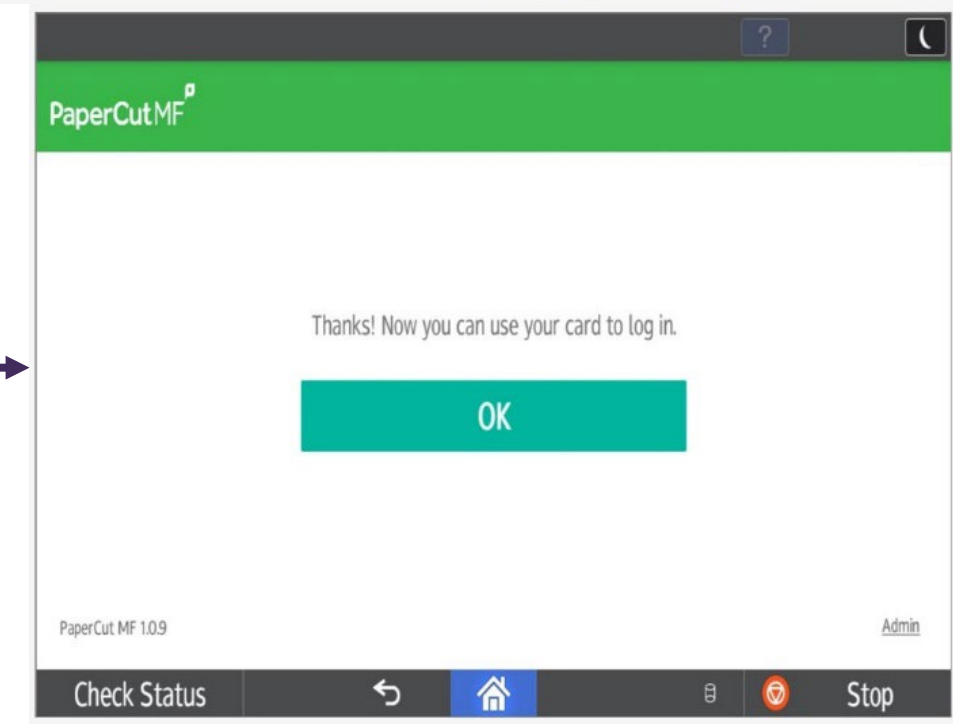
1. Place your door entry card or fob against the card reader



2. The screen will change to the one on the right.
3. Click on Username and enter in your Username. Then click on Password and enter your PC Password
4. Press Associate at the bottom of the screen

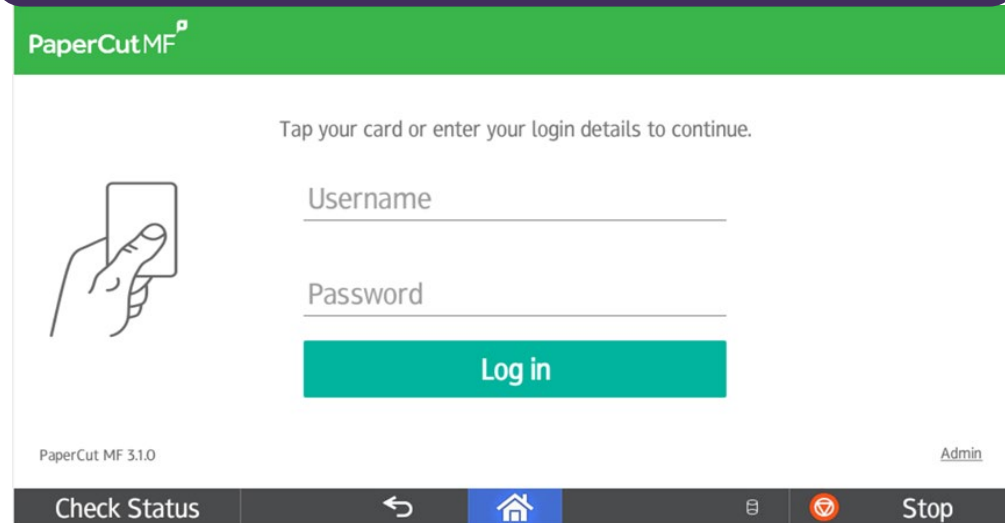


5. If you see this screen then your card has been registered

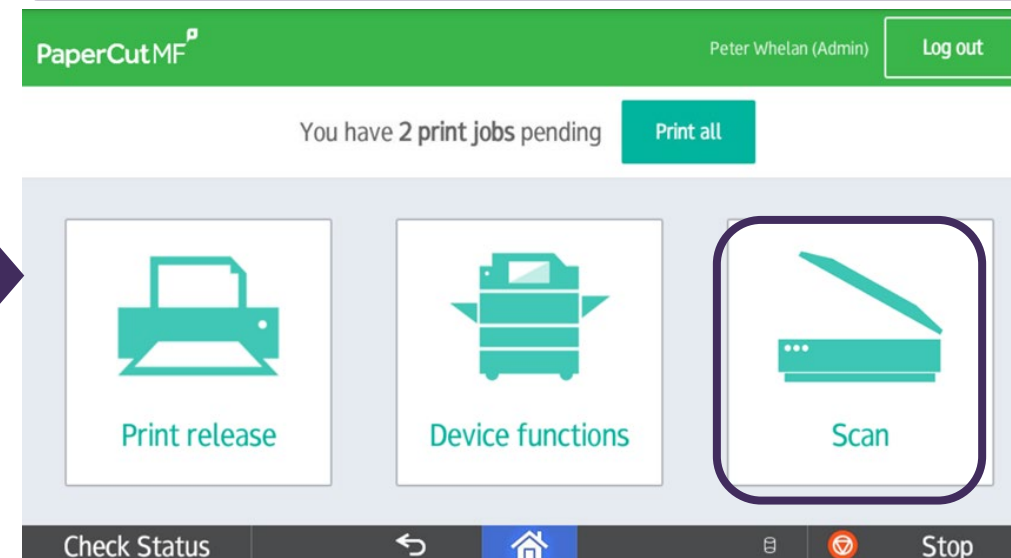


Scan to Email Guide

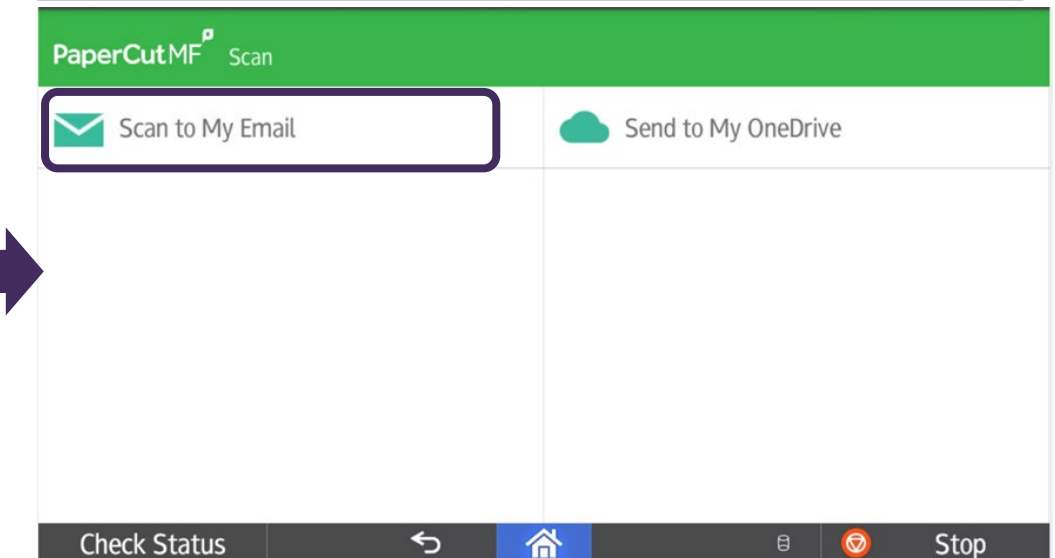
1. Log into device with your Card or Username and Password



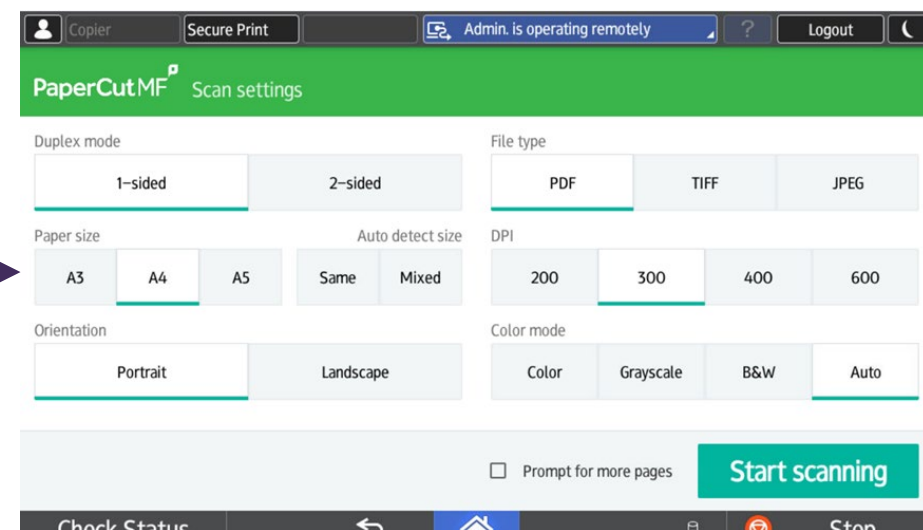
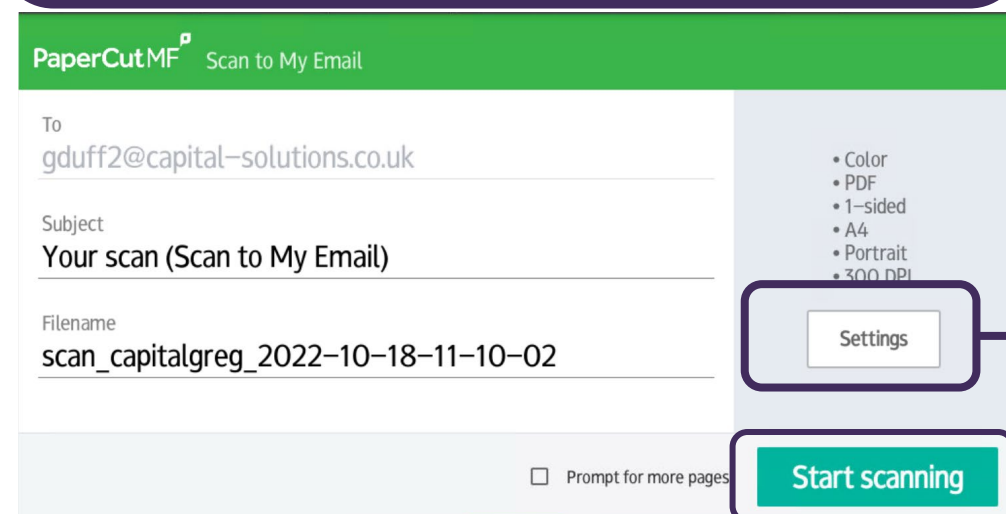
2. Select Scan



3. Select Scan to my Email



4. Change the Subject and File name by clicking on then – Click on Setting at the right to change how the document in scanned

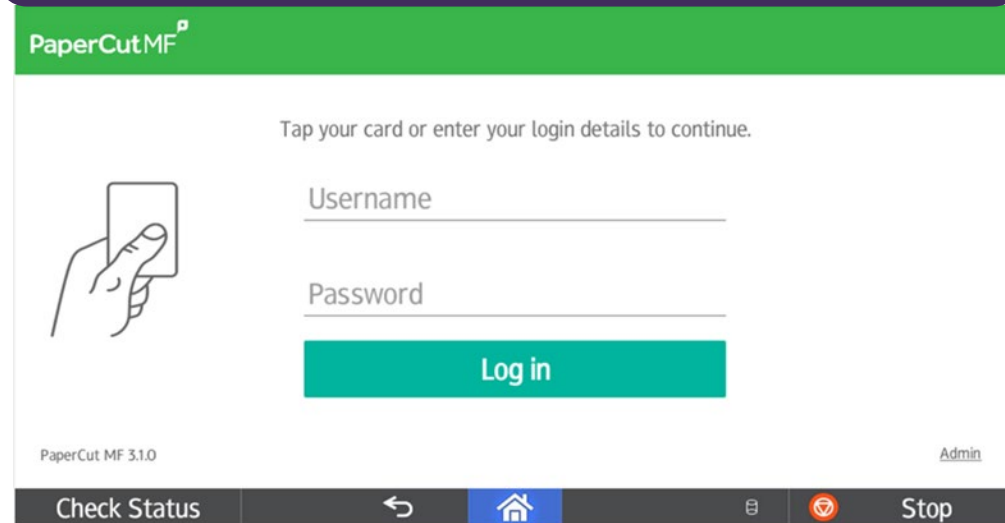


5. Press Start - your document will now scan

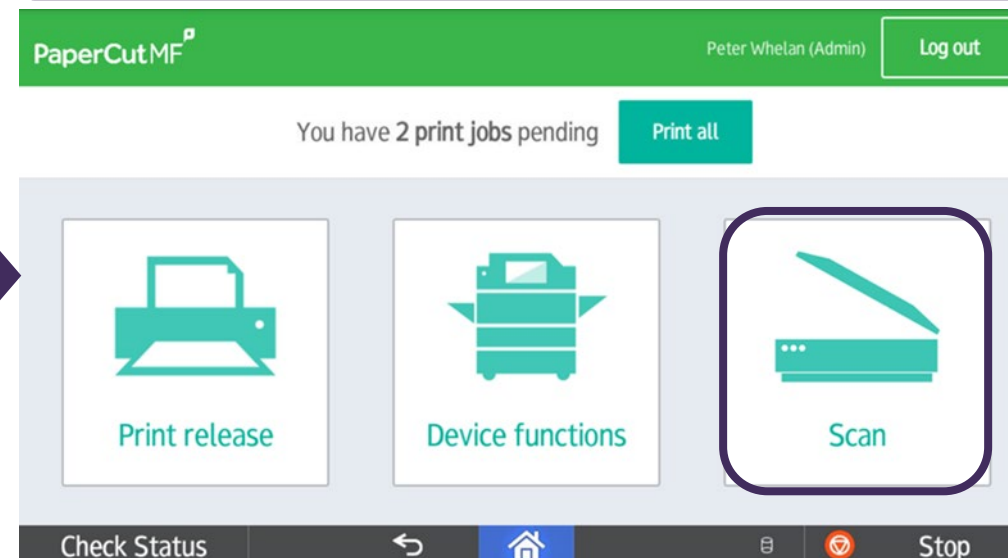
- Duplex Mode – Change to 2-Sided if your document is double sided.
- Choose orientation – Portrait or Landscape
- File Type – Choose from PDF, Tiff or Jpeg
- DPI – Choose the resolution from 200dpi-600dpi. (The higher the DPI, better the quality, bigger the file size)
- Colour Mode- Choose from Colour & Grayscale

Scan to OneDrive Guide

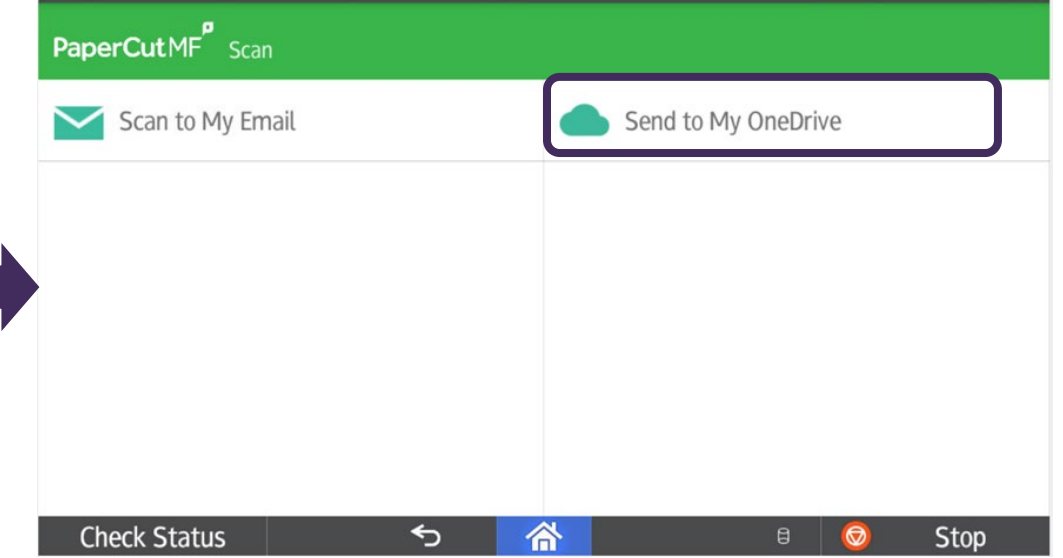
1. Log into device with your Card or Username and Password



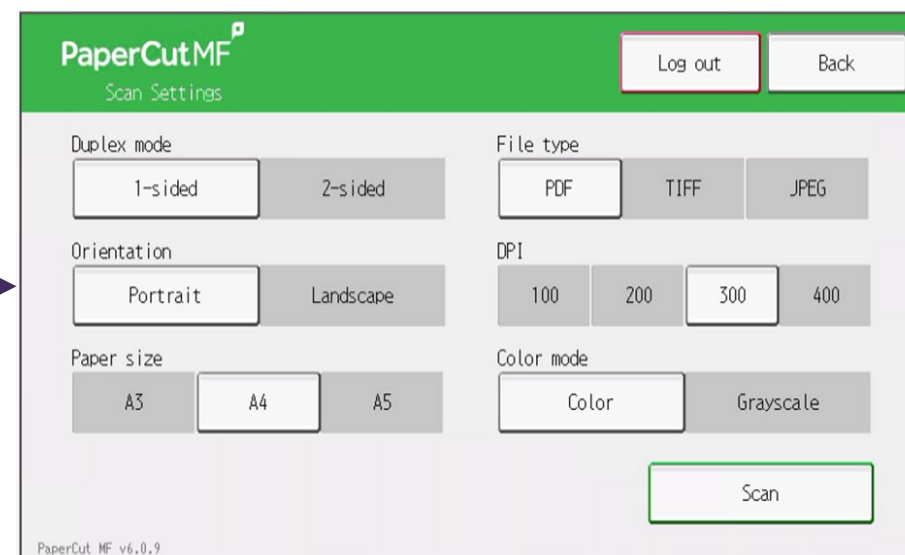
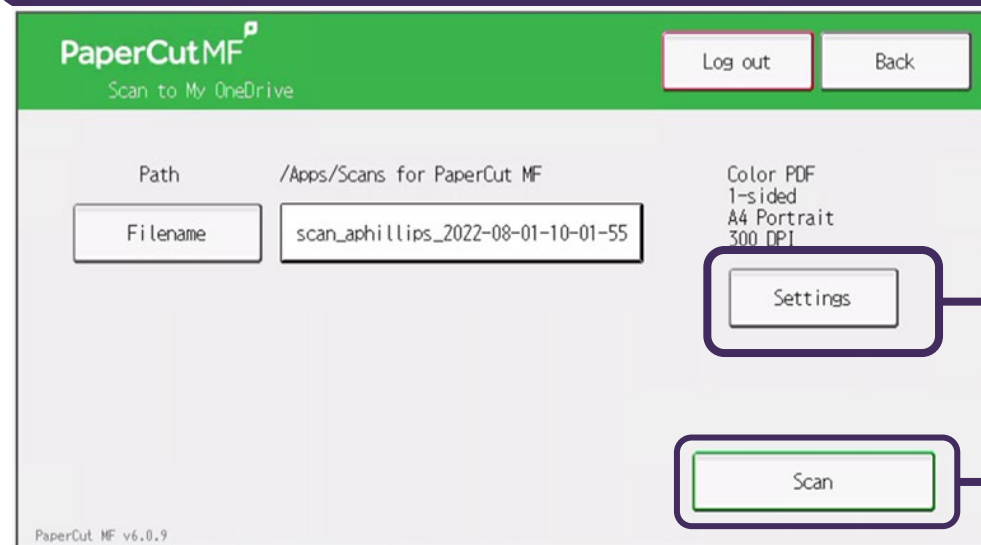
2. Select Scan



3. Select Scan to One Drive



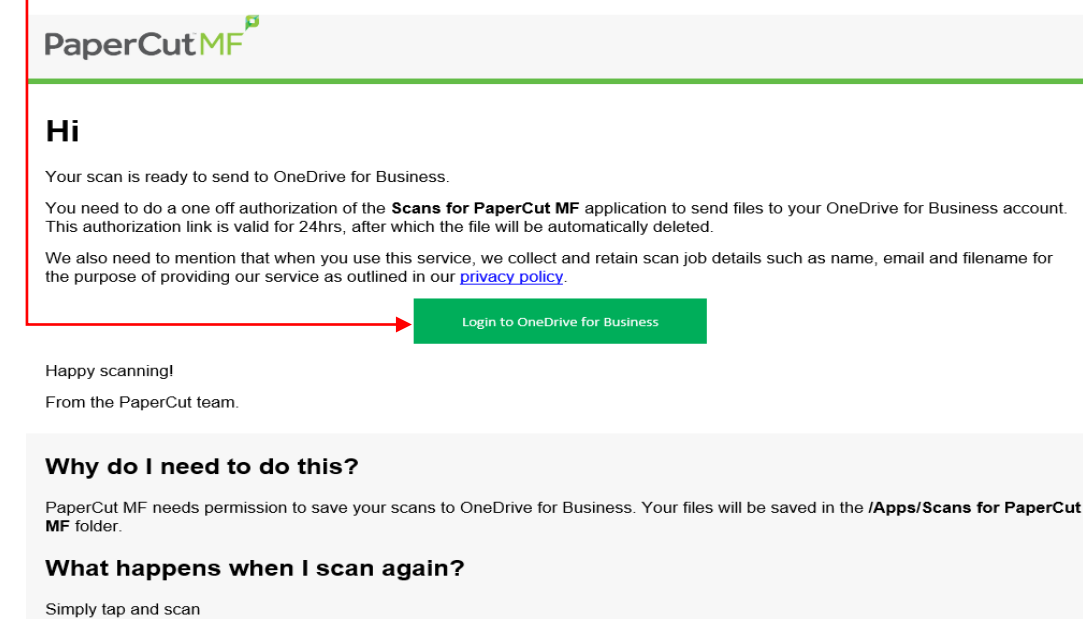
4. Press Start to Scan your Document



5. At your PC

You will receive an email similar to one below from Papercut (it might end up in your spam folder)

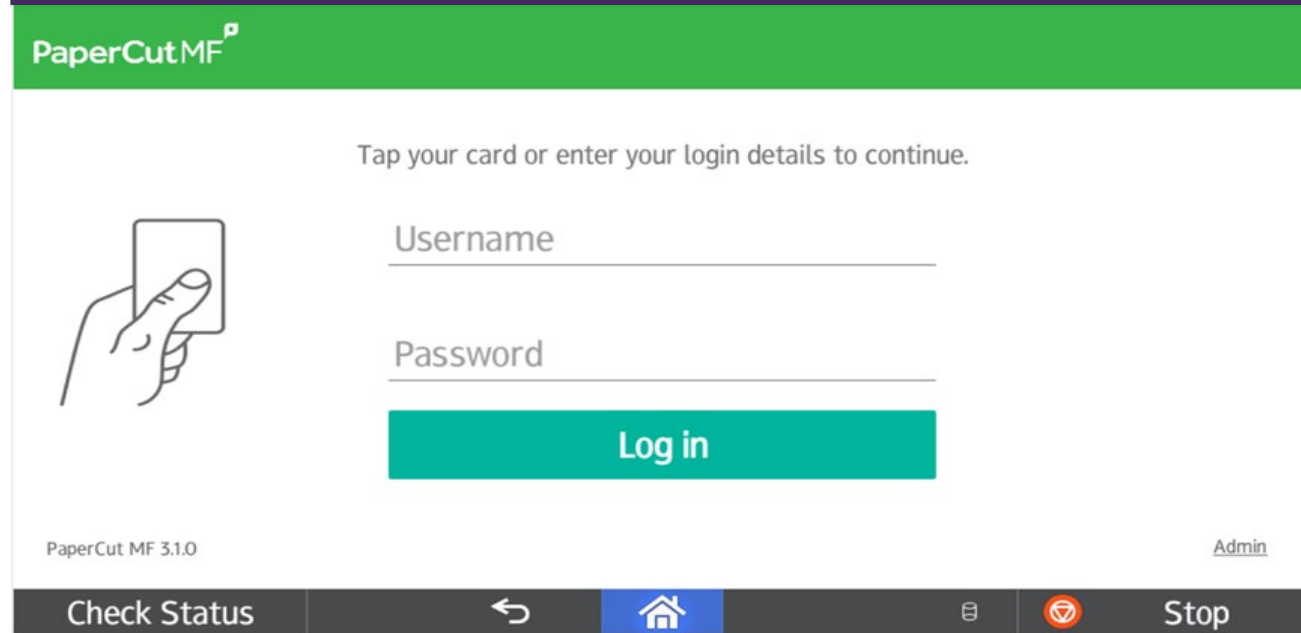
- Click on the green box that says Login to OneDrive for Business.
- You have now authenticated and all future scan jobs will appear in your OneDrive – Apps\Scans for Papercut MF



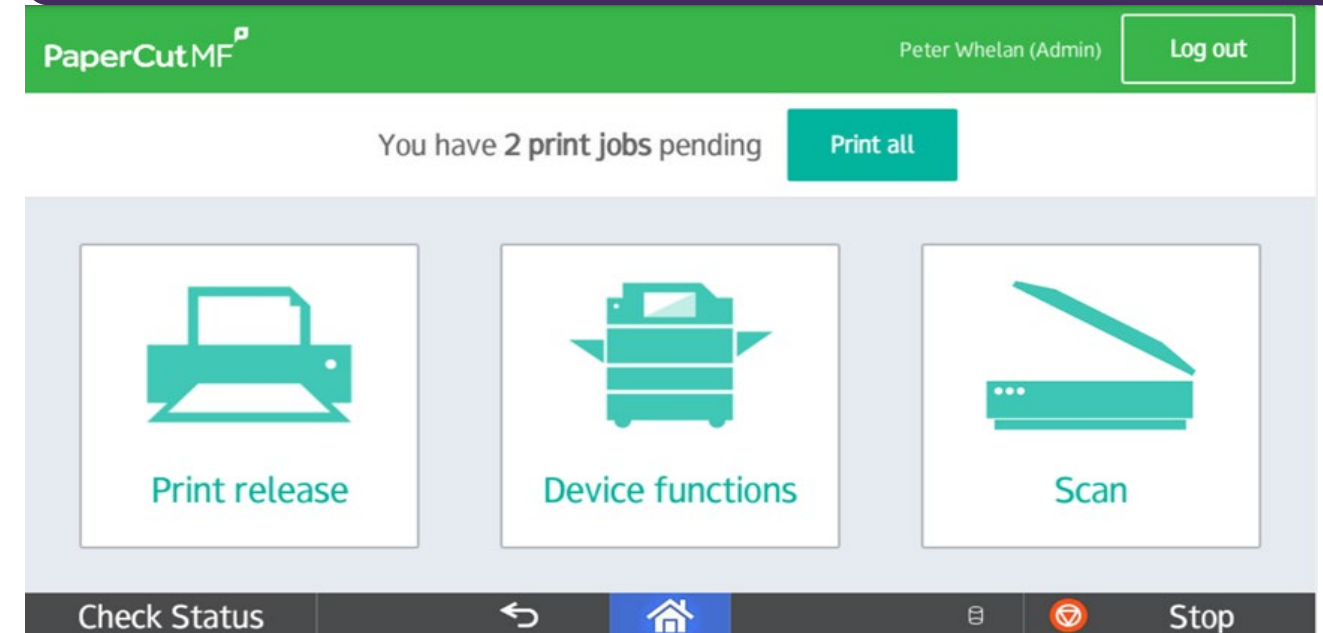
➤ Press on Filename to change the filename of your document

Quick Print Guide

1. Log into device with your Card or User Name and Password

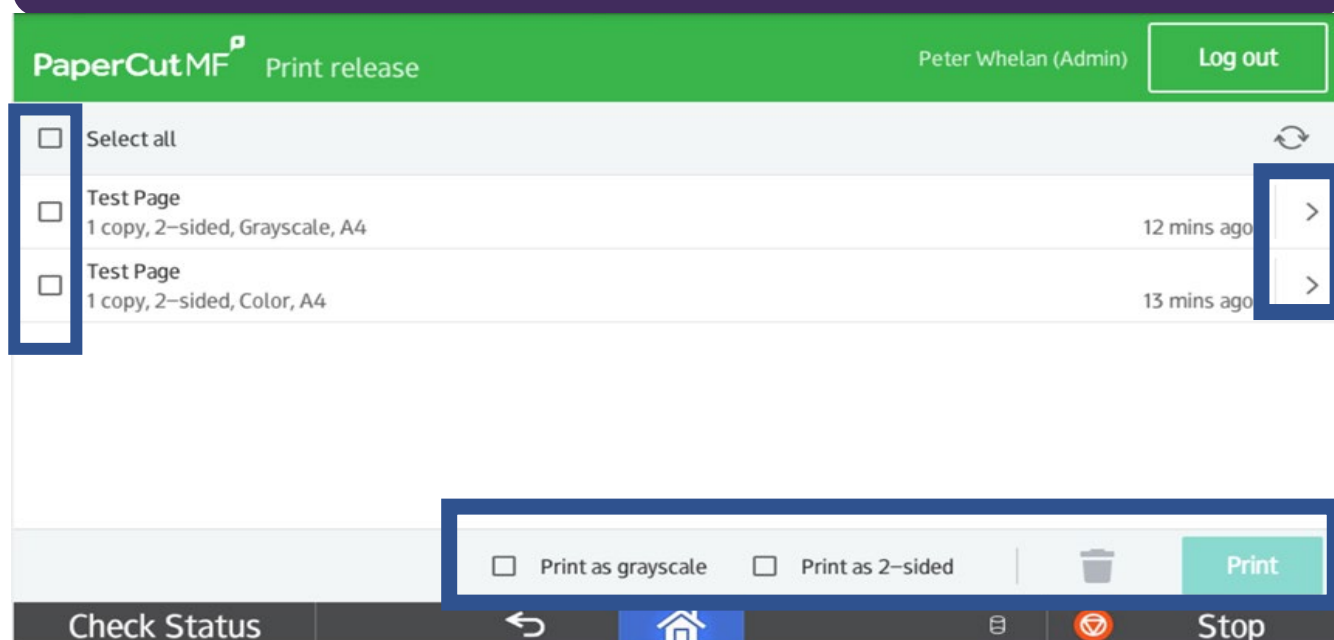


2. Select Print Release or Print All



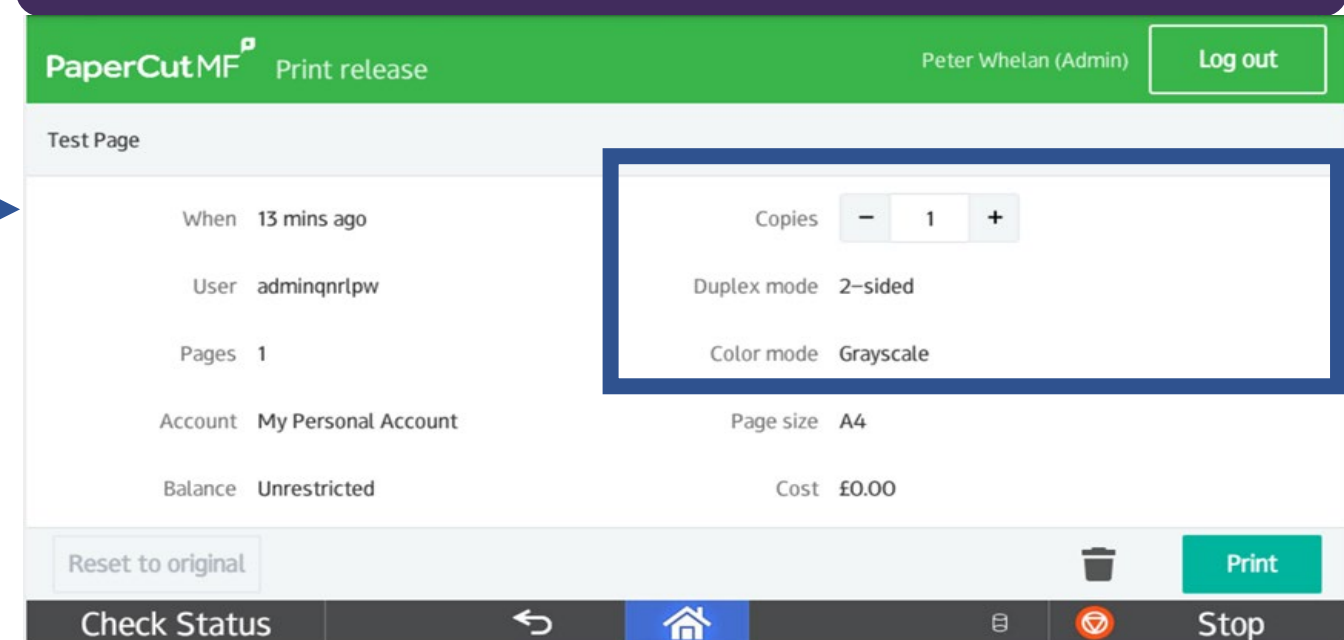
- **Print All** - This will print all your jobs in the queue and delete after printed.

3. Print Release



- Here you can see all your printed jobs. By placing a tick in the box allows you to print, delete or amend the print job. If your print job was sent in Colour and you would like to change it to mono place a tick in the Print as greyscale box. You can also change it if would like your print job double sided.

4. Further Print Release Options



- Pressing the > Allows you to change the following
- Copies - Duplex Mode - Colour Mode

Important = Jobs will be automatically deleted after 3 days