PaperCut Instructions
Authenticating, Releasing Held Print Jobs, Copying & Scanning

## 1. Pair Your Card – First Time Only

The first time you attempt to log in to PaperCut at the copier, you will need to pair your card with the card reader.

1. Touch your card to the card reader.
2. You will be required to enter your username and password the <u>first time</u> you use the software.
3. **After your first authentication, simply touch your card to authenticate.**
4. If you have forgotten your card you may manually login with your username and password, or ID Number if you have one.

Pair Your Card

PaperCut Login Screen
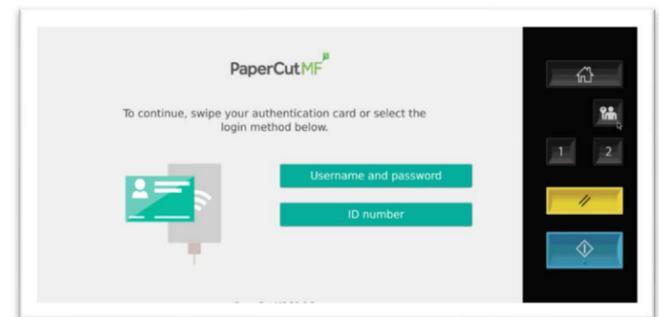
2. Release One or All Documents. Delete Unwanted Docs.

After you have authenticated with PaperCut, you will see the PaperCut home screen.

1. Select "Print All" to print all pending jobs.
2. If you want to select which jobs to print, click the "Print Release" button.
3. On the Print Release screen, select the job(s) you wish to print and click *"Print"*.
4. To delete unwanted jobs, highlight the jobs you no longer need and click the trash can icon.
5. **Please LOG OUT when finished ***

* **To log out, do one of the following:**
  - Click the logout button that looks like a door with an arrow in the upper right.
  - Click the yellow copier button twice.
  - Swipe your badge again.

PaperCut Home Screen
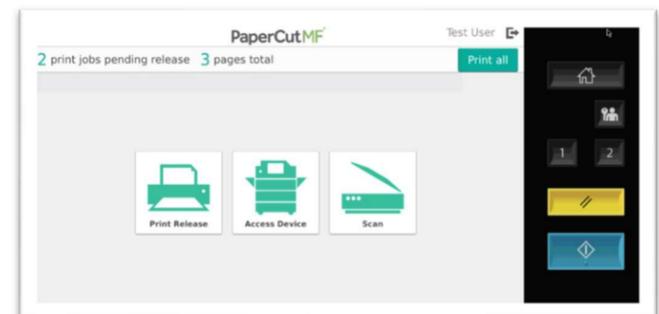
Print Release Screen

3. Walk Up Copy Features

After you have authenticated with PaperCut, you will see the PaperCut home screen. Click "Access Device" to access the copy features.

You may copy documents and
1. Copy single sided or two sided.
2. Reduce and enlarge documents.
3. Adjust the image quality.
4. Produce copies on colored or heavy stocks by using the bypass tray on the side of the machine.
5. **Please LOG OUT when finished ***

Copy Features

4. Scan to My Email

After you have authenticated with PaperCut, you will see the PaperCut home screen. Click "Scan" to access the scan features.

1. Rename your email Subject or Filename if you wish.
2. Load documents in the document feeder as if you were making a copy.
3. Select scan settings: Default is PDF Black, Press "Settings" if you want other choices such as color scan, JPEG, etc.
4. Press the green "Start" button to start scanning.
5. **Please LOG OUT when finished ***

Scan to My Email Screen

TOSHIBA