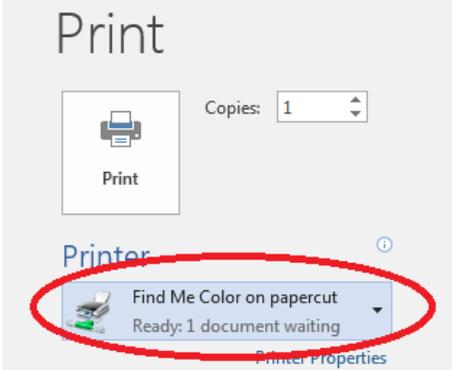
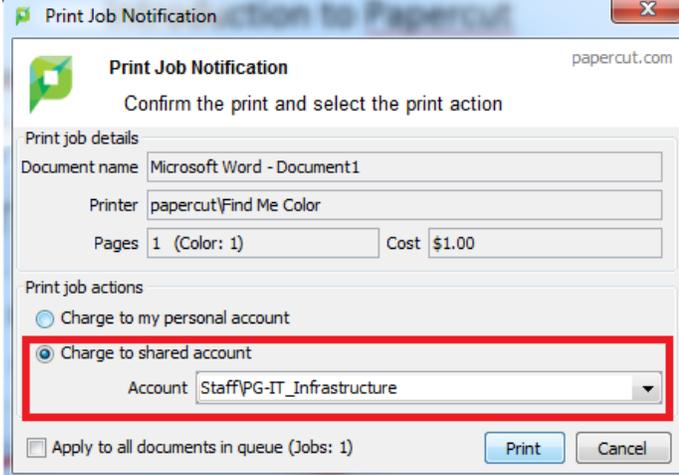
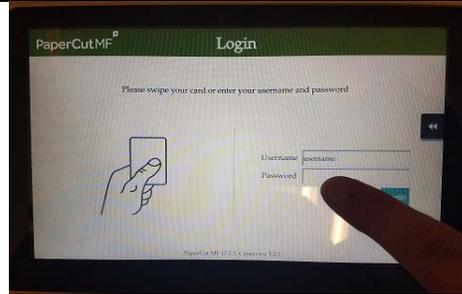


Introduction to Papercut

Printing

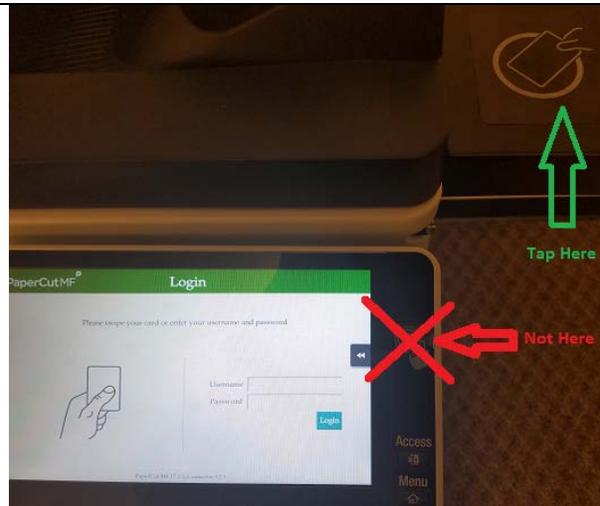
1. Print from your favorite application.	
2. Select the “Find Me Color” or “Find Me BW” printer and click Print.	
1. Wait for the popup window.	
2. Select Charge to my personal account or Charge to shared account and select the appropriate account to charge.	
<p>Tip: When printing multiple documents, you can check the “Apply to all documents checkbox”</p> <p>Note: The cost shown in the popup window will reflect the standard printing price. The discounted shared account price can be seen at the printer in the document details.</p>	
3. Click Print. 4. Go to the printer.	

5. The **first time** you use tap/swipe your card, you will be asked to associate your card with your login. Login with your username and password to make this association, then tap or swipe your card again.

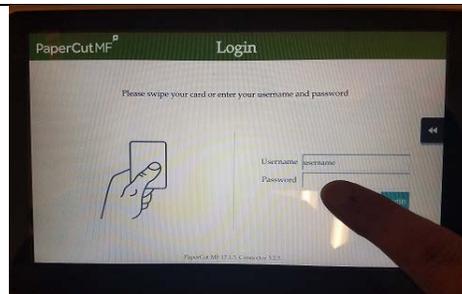


6. When tapping, be sure to tap on the card reader, not the phone reader.

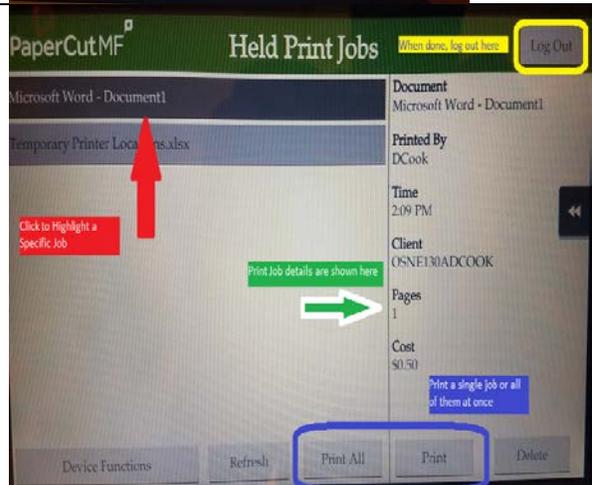
Note: If your printer is not equipped with the tap reader, swipe your card instead.



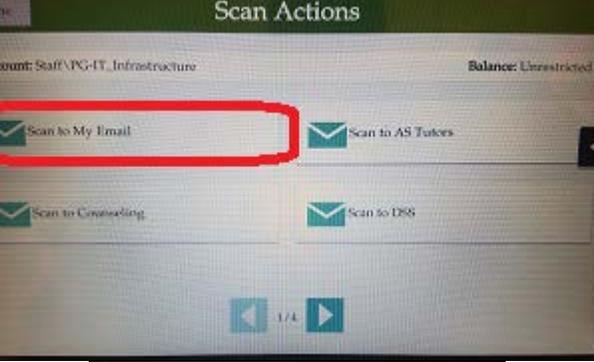
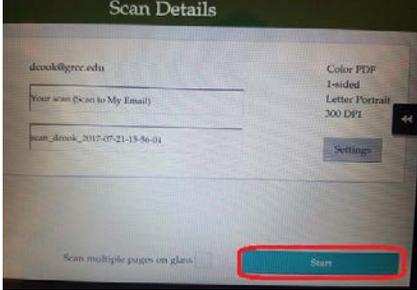
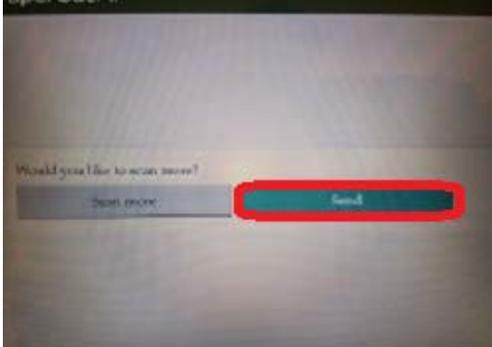
..or type in your name and password by tapping your finger on the screen.



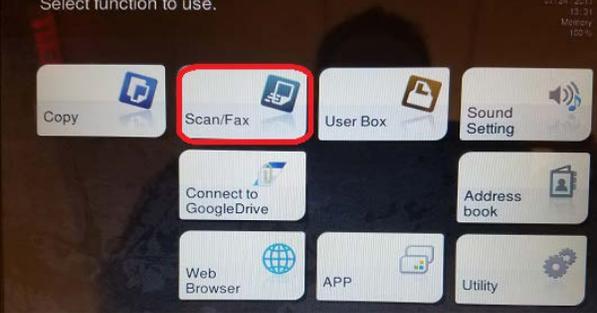
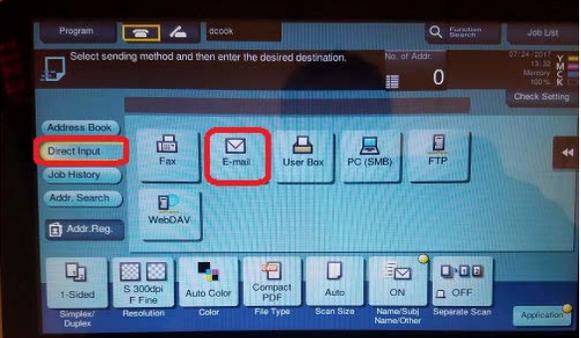
7. At this screen, you can:
- Print All** your jobs by selecting the Print All button
 - View details** of a job by highlighting it.
 - Print a single job by **highlighting** a job and selecting the Print button.
 - Return** to the Main Menu using Device Functions (lower left)
 - Logout**



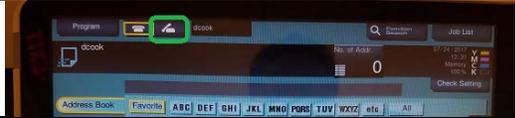
Scan to Your E-Mail

<p>1. Login to the printer using step 5 in the "Printing with PaperCut" section above.</p>	
<p>2. Press the Scan Button</p>	 A screenshot of the PaperCutMF Home interface. At the top, it says 'Home' and 'dcook Log Out'. Below that, it indicates '2 print jobs pending, total pages: 3' and a 'Print All' button. There are three main icons: 'Print release', 'Device functions', and 'Scan'. The 'Scan' icon, which shows a scanner, is highlighted with a red rectangular box.
<p>3. Press the "Scan to Myself" Button</p>	 A screenshot of the 'Scan Actions' screen. It shows the user's account as 'Staff\PG-IT_Infrastructure' and 'Balance: Unrestricted'. There are four options, each with an envelope icon: 'Scan to My Email', 'Scan to AS Tutors', 'Scan to Counseling', and 'Scan to DSG'. The 'Scan to My Email' option is highlighted with a red rectangular box.
<p>4. Optionally change the Subject or Scan Settings, the press the Start button</p>	 A screenshot of the 'Scan Details' screen. It shows the email address 'dcook@grec.edu' and a 'Settings' button. There are two input fields: 'Your scan (Scan to My Email)' and 'scan_dcook_2017-07-21-15-46-01'. On the right, it lists 'Color PDF', 'In-sided', 'Letter Portrait', and '300 DPI'. At the bottom, there is a 'Start' button highlighted with a red rectangular box.
<p>5. After scanning the first page, select "Scan More" or "Send"</p>	 A screenshot of the scan completion screen. It asks 'Would you like to scan more?' and has two buttons: 'Scan more' and 'Send'. The 'Send' button is highlighted with a red rectangular box.

Scan to a different E-Mail

<p>1. Press the Device Functions button</p>	
<p>2. Select Personal or Department. Click OK at the "logged in" screen.</p>	
<p>3. Press the Scan/Fax button.</p>	
<p>4. Press the "Direct Input Button" followed by "Email"</p>	
<p>5. Type in the address of the recipient. Press Shift to reveal the @ symbol, located on the "2" key</p>	
<p>Press the Start button to Scan to send the e-mail.</p>	
	

Faxing

1. Follow Steps 1-3 above in Scan to a Different Email.	
2. Press the Fax button at the top	 A screenshot of a mobile application interface. At the top, there is a navigation bar with a 'Program' label and a 'Fax' button highlighted with a green circle. Below the navigation bar, there is a search bar and a 'Job List' section. The main content area shows a list of items, with the first item having a '0' next to it. At the bottom, there is an 'Address Book' section with a 'Favorite' button and a keyboard-style navigation bar with letters A-Z.
3. Enter the phone number.	
4. Press the Start button to send the fax.	