

First Time Use – Associating your Student ID Card

The first time you use your RFID Card, you will need to associate it with your PaperCut account. This will need to be completed only once; your card will then be recognized by all devices.

- Place your RFID Card against the reader until it beeps.
- You will be asked to associate your card with a username and password.
- Select the **Username** field and enter your standard username (the one you use to login to campus computers), press **OK**
- Do the same for the **Password** field, using the matching password, press **OK**
- Press the **Associate** button onscreen
- Your card is now associated

Using device functions

- At the PaperCut login screen, place RFID Card against reader or manually enter **Username** and **Password**
- Select **Device Functions** button onscreen
- Select desired function using the icons pictured onscreen.
- Place your document to copy, and choose parameters.
- Select the B/W or Color button

Retrieving print jobs (Follow Me printing)

From your computer:

1. Send print job to the desired Follow Me print queue, by selecting it in the **Printer Name** drop menu.

Print Style

- Black & white, double sided prints
- Black and white, single sided prints
- Color, double sided prints
- Color single sided prints

Printer Name

Black-White-duplex
Black-White-1s
Color-duplex
Color-1s

At the device:

1. Tap ID Card against reader or manually login
2. Select **Print Release** onscreen
3. Select desired print job(s)
4. Confirm selections to print

Ending your session

Once finished, logout by pressing the **Logout** button, at the top of the screen.

Black & White Scan to E-mail

1. Login to PaperCut using ID Card or username/password, select ***Device Functions*** on touch screen
2. Set the document to be scanned face up on the document feeder, or face down on the platen glass.
3. SCAN to yourself - Press the ***Scan*** button shown onscreen.
 - a. Choose to scan to email or to the “H” drive for yourself.
4. SCAN to others – select ***Device Functions***, select ***Email, Address Book***, or type in the recipient’s email.
5. You should see your email address in the entry field of the touch screen.
6. Select the green ***Start*** button on the right hand side of the panel.
7. Once finished, logout by pressing the ***Logout*** button, at the top of the screen.

Color or double-sided Scan

- Complete steps 1 – 5
 - Enter the recipient information
 - Make all adjustments on the touch screen
 - Proceed with steps 6 and 7
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Selecting 'Bypass Tray' from your computer

Send jobs to the appropriate "Follow Me" print queue and load paper once you are at the copier.

- Select File > Print
 - Select correct queue name
 - Select "Printer Properties" tab
1. Select the size of paper you want document to print out on from the **Paper tab**. If printout is same size as document, no changes need be made.
 2. Under the **Paper tab**, select **Bypass Tray** from the "Paper Source" field.
 3. In the **Paper Type** field, select **Labels (for labels)**, or the appropriate option for the paper you are using. (i.e.- **Heavy Paper** for paper stock over 20#)
 4. Make other selections from the tabs shown at this time (B/W or Color, # of copies).
 5. Click OK and OK.

Placing Paper in the Bypass Tray for Copies

If the original is in the document feeder – place the label/letterhead sheet face-down, toes to the top in the bypass tray.

If the original is on the glass – place the label/letterhead sheet face-down, head to top in the bypass tray.

Releasing a 'Follow Me' print job

When you walk up to the printer to retrieve your "Follow Me" print job you must:

1. Tap ID Card on the reader or manually enter username and password.
2. Select **Release Print** button on touch screen
3. Identify and select your print job
4. If your print job requires changing the paper size or adding paper to the bypass tray, do that now
5. On the display screen, tap the **Print all** button on touch screen, or select the job to print
6. Job will print and exit the machine
7. Once finished, logout by pressing the **Logout** button, at the top of the screen.

Always use the bypass tray for labels. Do not put labels in the paper drawers!