

Registering your Access Card.

1. Hold your Conservatoire ID card above the card reader until you hear a beep
2. A new screen will appear asking you to enter your details
3. Register card with your windows credentials
 - **Tap Username** on the touch-screen and enter your computer username. **Tap Password** on the touch-screen and enter your computer password. Tap OK.
4. The card is now registered and you are asked to login with card again

A screenshot of the PaperCut MF Card Association screen. The screen displays the PaperCut MF logo, the title "Card Association", and a login form with fields for Username and Password, and a Log in button.

How to Login.

1. Login with Card

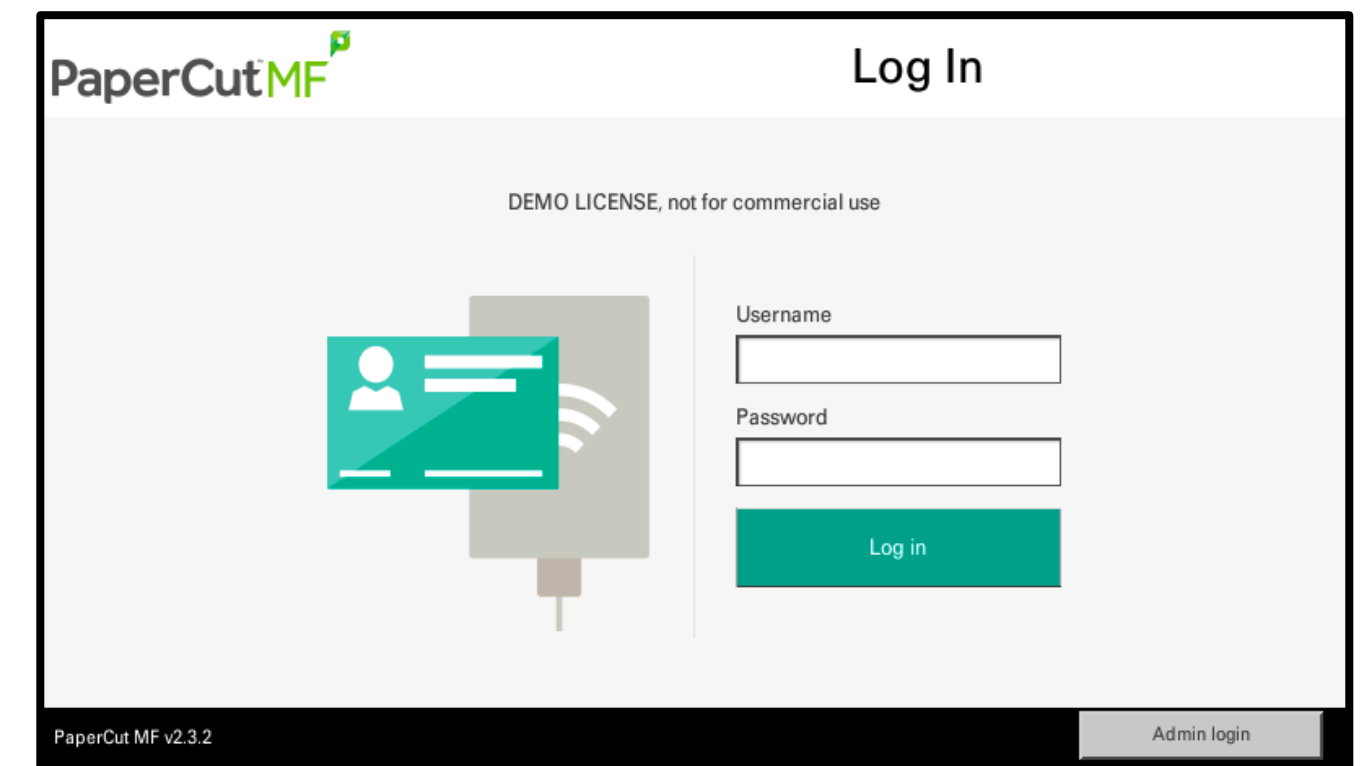
- Use your access card at the printers card reader.

or

2. Login with Windows Credentials

- **Tap Username** on the touch-screen and enter your computer username. **Tap Password** on the touch-screen and enter your computer password. Tap OK.

* IF YOUR CARD IS NOT REGISTERED, PLEASE FOLLOW REGISTERING YOUR ACCESS CARD.



How to Release Printing.

1. Send a document to the Follow Me queue on your computer:

- SecurePrint-B&W for Black and White Printing
- SecurePrint-Colour for Colour Printing

2. Login at the printer

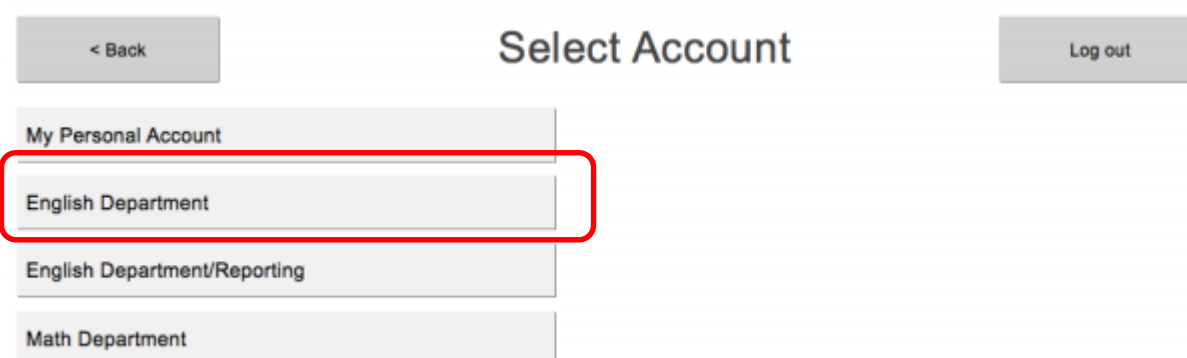
3. Press Held Print Jobs

- Select single document by tapping document name then select Print or Cancel Job
- Select Print All to release all held print jobs



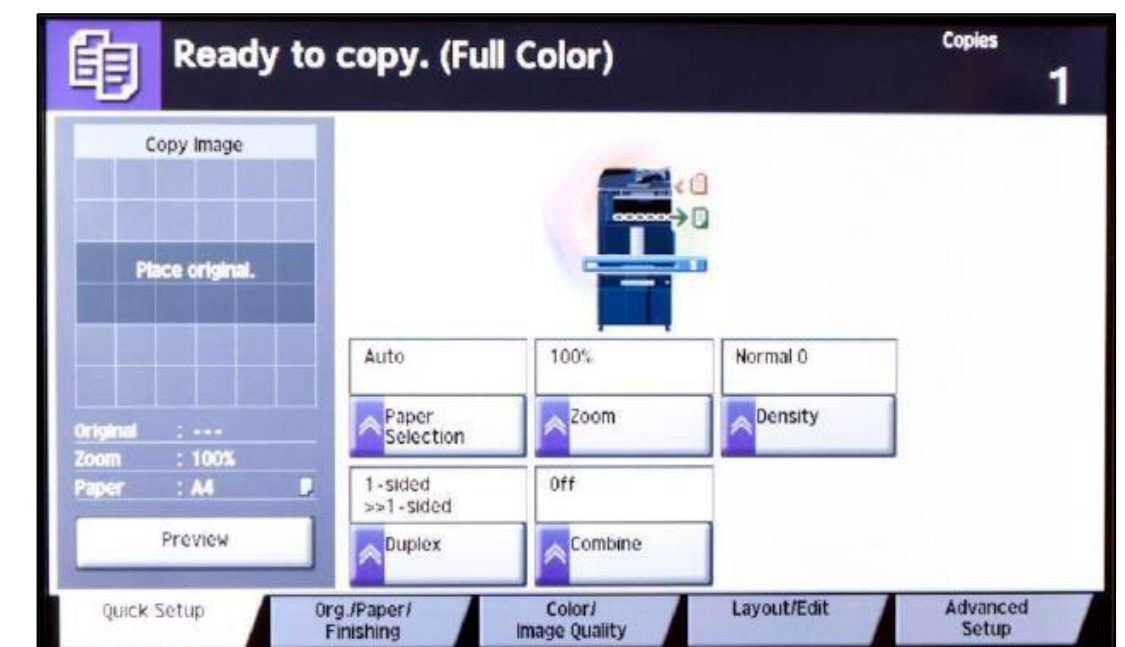
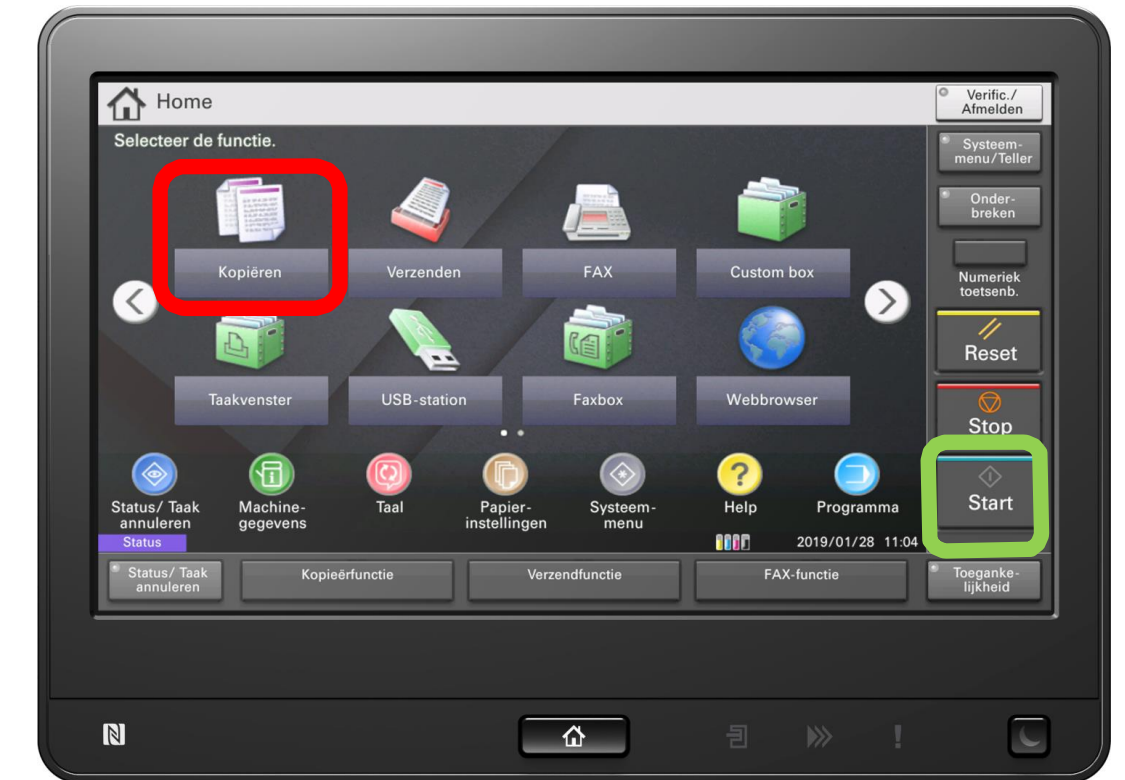
How to Copy.

1. Login at the printer
2. Press **Device Functions**
3. Select the Cost Centre for the copying



How to Copy Continued.

1. Place document in feeder or on glass
2. Choose copy options
3. Enter number of copies with keypad
4. Press the Green button to start copy



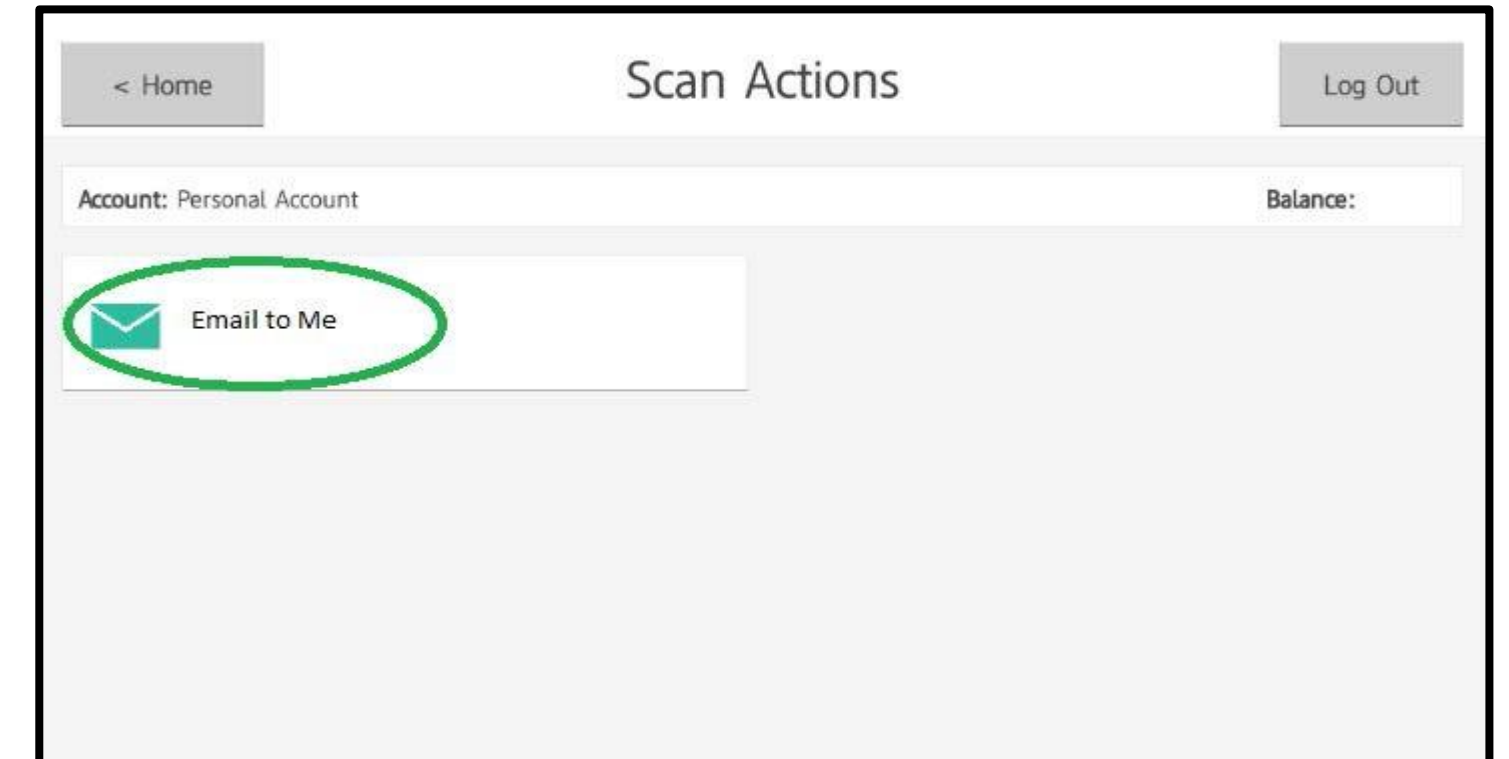
How to Scan to Email.

1. Login at the printer
2. Press **Scan**
3. Place a single paged document on the flatbed or multi paged document on the document feeder



How to Scan to Email Continued.

1. Select the Email to Me
2. Your email address will automatically be entered
3. Adjust scan settings by selecting Settings
4. Press Start button to scan
 - The first page will scan, press Send when scan job is complete or Scan More for multiple pages The scan should now be in your email inbox



PLEASE LOG OUT WHEN FINISHED!



EITHER FROM TOUCH
SCREEN

OR

KEYPAD