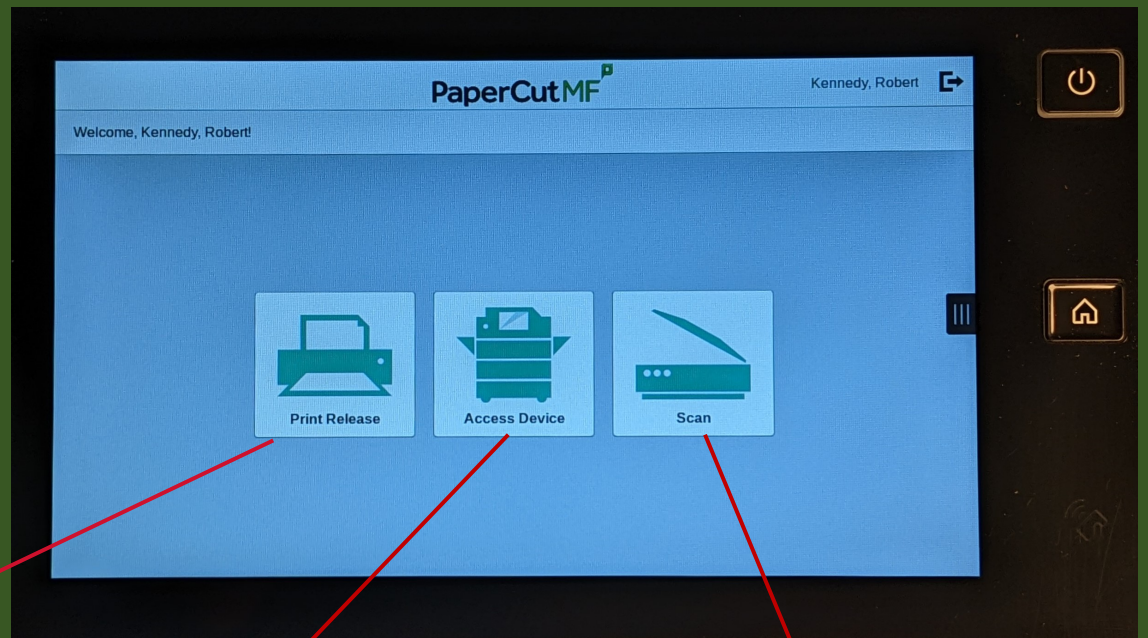




Let's Get Started...

function⁴

Select Desired Function



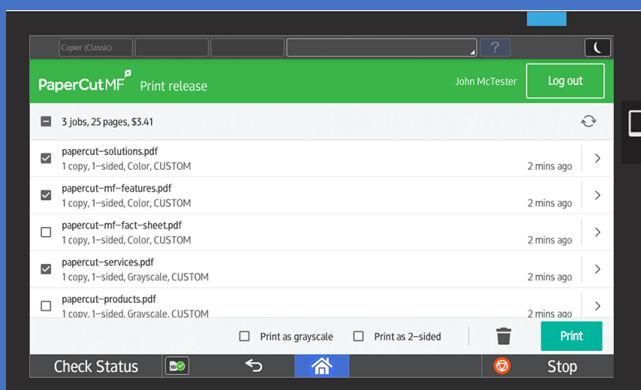
Swipe ID Badge



You Will Need To Input Your Login Credentials In Order To Register Your Badge

Release Print Job

Select Your Document and Press **Print**



Forces Grayscale

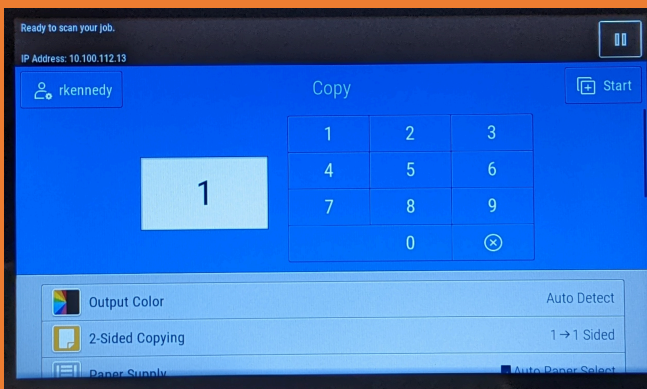
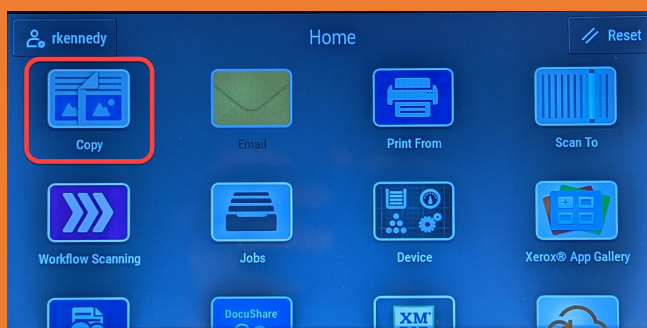
Save Paper while Saving the Environment, one tree at a time.

Digitally Trash unwanted Print Jobs. Don't worry, if you don't retrieve your print job within 24 hours, it will be automatically deleted from the system.

Making Copies

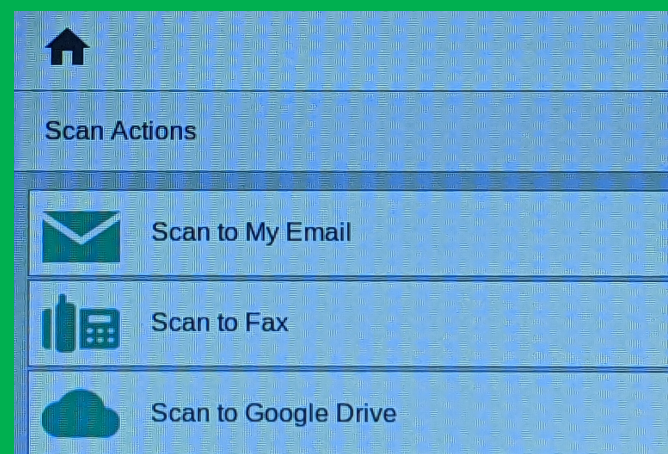
Select **Access Device** on the PaperCut Screen Above

Select **Copy** from the Home Screen and Make Your Selections



Scan To Email/Google Drive

Select **Scan** on the PaperCut Screen Above



Load Originals and select Start. Your Scan has been delivered to your Email inbox or Google Drive.

Note: Scan to fax is only available on copiers in the front office.