



Multi Functional Device (MFD) & PaperCut User Guide



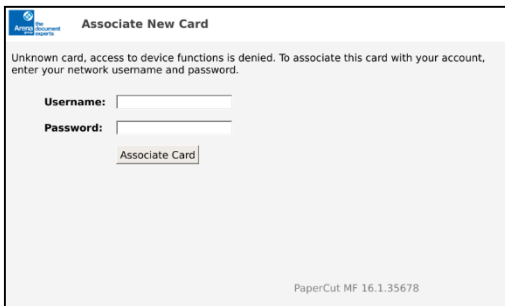
Self Association

The first time you use one of the Toshiba MFDs (or each time you get a new ID card), it will need to be associated with your PaperCut account. Follow these steps to associate your card with your account.



Firstly present your card to the reader as shown in the image to the left.

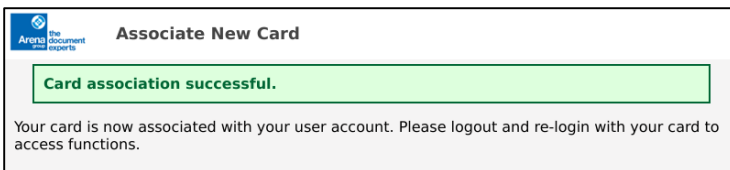
On the **Associate New Card** screen, press the **Username** box and enter your usual computer logon username.

A screenshot of the 'Associate New Card' screen on a device. The screen has a white background with a blue header containing the 'Arenis' logo and the text 'the document experts'. Below the header, the title 'Associate New Card' is displayed. A message reads: 'Unknown card, access to device functions is denied. To associate this card with your account, enter your network username and password.' There are two input fields: 'Username:' and 'Password:'. Below these fields is a button labeled 'Associate Card'. At the bottom right of the screen, the text 'PaperCut MF 16.1.35678' is visible.

Press the **Password** box and enter password.

Press the **Associate Card** button.

You should now see this message

A screenshot of the 'Associate New Card' screen showing a success message. The screen has a white background with a blue header containing the 'Arenis' logo and the text 'the document experts'. Below the header, the title 'Associate New Card' is displayed. A green box with a white border contains the text 'Card association successful.' Below this box, a message reads: 'Your card is now associated with your user account. Please logout and re-login with your card to access functions.'

If not, simply repeat the registration process, ensuring that you use a valid username and password.

Tip: Remember that most passwords are case sensitive.

If you continue to experience problems associating your card to your user account, please seek advice from the IT Department.

Log In

Before you can use any of the Toshiba MFD's you need to log into them. To log in there are two methods. You will always have the option of manual entry login, but the fastest and easiest way is with your College ID card.

Manual Entry

When you walk up to one of the copiers you will see a screen like this.

Tip: You may need to press the start button to wake the machine if it's in sleep mode

To log in, you need to touch the **User Name** box and enter your usual computer username.

Press the **Password** box and enter your password.

Then press the **OK** button to log in.

Tip: Remember that most passwords are case sensitive.

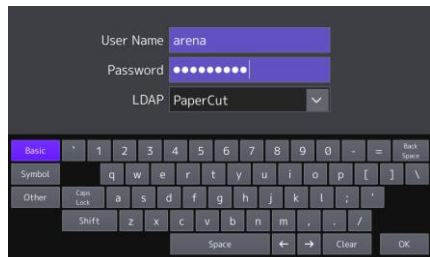
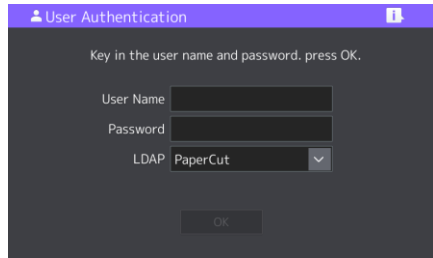
Log in using your ID card

Simply present your card to the logo on the front of the MFD.



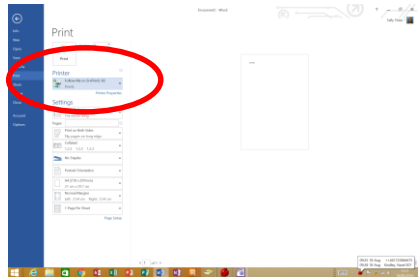
A short beep will be heard and you will automatically log in.

Tip: If you don't have your card to hand you can always use the manual option (see page 2).

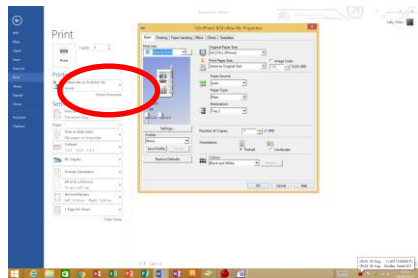


Sending Print Jobs from a PC

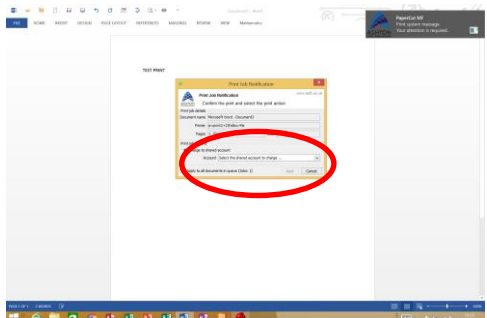
Click on FILE > Print >
Select the
Follow-Me printer.



To **adjust your print settings** click on
Printer Properties to
display a pop up box like this:



Press the print button
and wait for another
pop-up box to appear.
From the drop down list
**select the department
to be recharged** for the
printing, then press
print.



Release Print Jobs

All print jobs sent to the FollowMe printer, will be securely held for 48 hours. After this time the jobs are automatically cancelled.

To release any held print jobs, log into the MFD as described on Pages 3 and 4 of this guide.

The screen will display how many **Pending Jobs** you have.

The screenshot shows the 'User Information' interface. At the top left is the 'Arona the document experts' logo. The title is 'User Information'. Below the title, it says 'Welcome, delrajs.' and 'Print jobs pending release: Pending jobs: 1'. There is a 'Select Jobs' button. Underneath, it states 'Your copy/scan/fax usage will be charged to:' followed by 'Username: delrajs' and 'Account: Personal account'. At the bottom, it shows 'User: delrajs' and 'PaperCut MF 16.1.35678'.

Press the **Select Jobs** button to view them.

From this screen you can choose to **Print** or **Cancel** each job. You can also choose **Print All** if you are sure you want every job.

The screenshot shows the 'Held Print Jobs' interface. At the top left is the 'Arona the document experts' logo. The title is 'Held Print Jobs'. On the right, there are buttons for 'Job Status', 'Refresh', 'Print All', and 'Back'. Below the title is a table with the following data:

Time	Document	Pages	Cost	
16:46:08	Test Page	1	£0.02	Print Cancel

Once you have finished, log out by pressing this button on the panel.

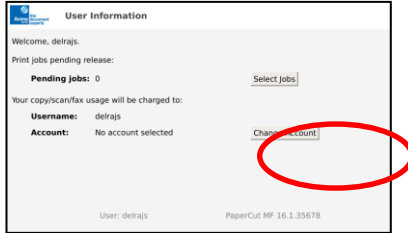


Tip: Always log out when you've finished to prevent misuse of your account.

Copy, Scan or Fax

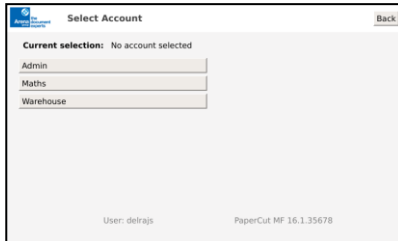
To use any of the Copy, Scan or Fax (note – fax is only available at Reception) features, you first need to log into the MFD as described on Pages 3 and 4.

You will be presented with this screen:



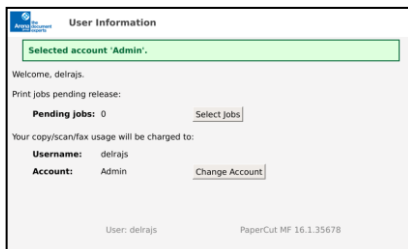
The screenshot shows the 'User Information' screen. At the top, it says 'Welcome, delrajs.' Below that, it indicates 'Print jobs pending release:' and 'Pending jobs: 0' with a 'Select Jobs' button. A section titled 'Your copy/scan/fax usage will be charged to:' shows 'Username: delrajs' and 'Account: No account selected'. A 'Change Account' button is highlighted with a red circle. At the bottom, it displays 'User: delrajs' and 'PaperCut MF 16.1.35678'.

Press the **Change Account** button and then select the correct charge back account (please note this is only for staff who work across multiple departments – if you only work in one department you shouldn't have to do this).



The screenshot shows the 'Select Account' screen. It has a 'Back' button in the top right. The 'Current selection:' is 'No account selected'. There is a dropdown menu with 'Admin', 'Maths', and 'Warehouse' as options. At the bottom, it shows 'User: delrajs' and 'PaperCut MF 16.1.35678'.

PaperCut will confirm your Selection.

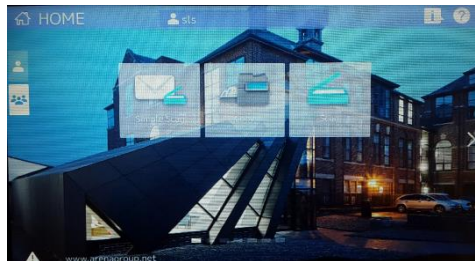


The screenshot shows the 'User Information' screen after selection. A green bar at the top says 'Selected account 'Admin''. Below that, it says 'Welcome, delrajs.' and 'Print jobs pending release:'. 'Pending jobs: 0' is shown with a 'Select Jobs' button. The 'Your copy/scan/fax usage will be charged to:' section now shows 'Username: delrajs' and 'Account: Admin' with a 'Change Account' button. At the bottom, it displays 'User: delrajs' and 'PaperCut MF 16.1.35678'.

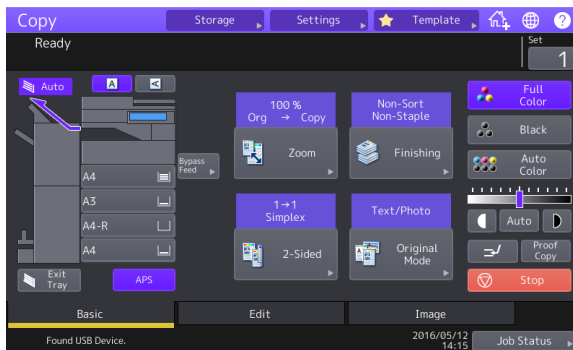
Once you have confirmed the charge back account is correct, you should press the **HOME** button to access the MFD function screen.



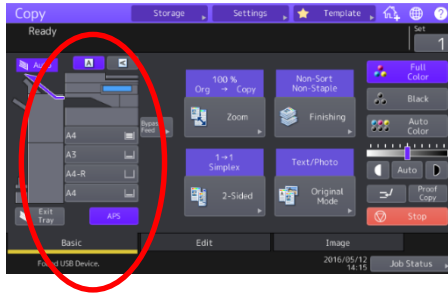
You will now be presented with the MFD's home screen. Press the function you require (Simple Scan, Copy or Scan).



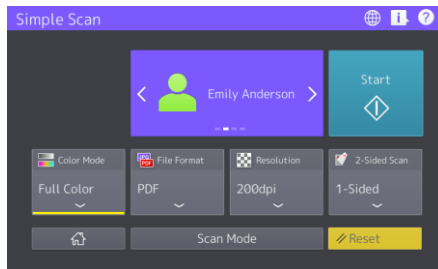
The copy screen takes you to **Full Copy Mode** and will look like this:



Copying and printing are set to default to **mono and duplex** – if you want single sided or colour please ensure you change the settings before pressing print. To copy on a different paper type use the bypass tray then select the tray you are using on the screen.



Simple Scan Mode will scan straight back to your email address.



To scan to a different address or multiple emails use **Scan** mode.

Once you have finished, log out by pressing this button on the panel.

Tip: Always log out when you've finished to prevent misuse of your account

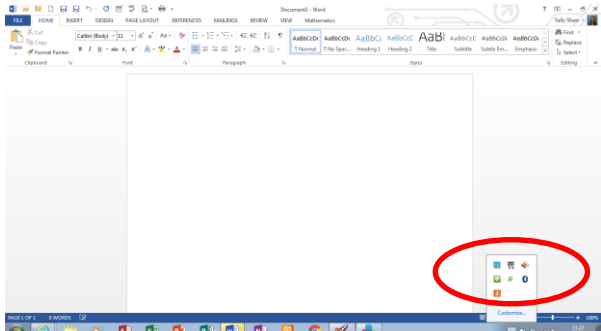


Tip: At any time you can go to the user information screen by pressing the number '2' button, or to the Copy screen by pressing the number '1' button.

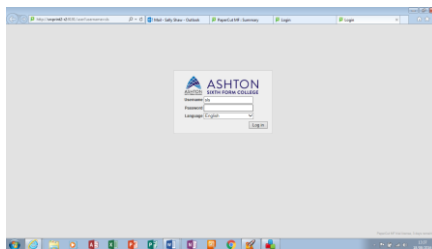
The picture of a house takes you to the Home Screen!

Accessing your PaperCut Account

You can access your PaperCut account from any PC by clicking on the small upward arrow in the lower taskbar, then right clicking on the PaperCut icon to open it.



Log in using your usual college IT username and password



You will be directed to your personal PaperCut summary page. The options down the left hand side will take you to a list of your user groups and you can also view a list of your recent print jobs here.

