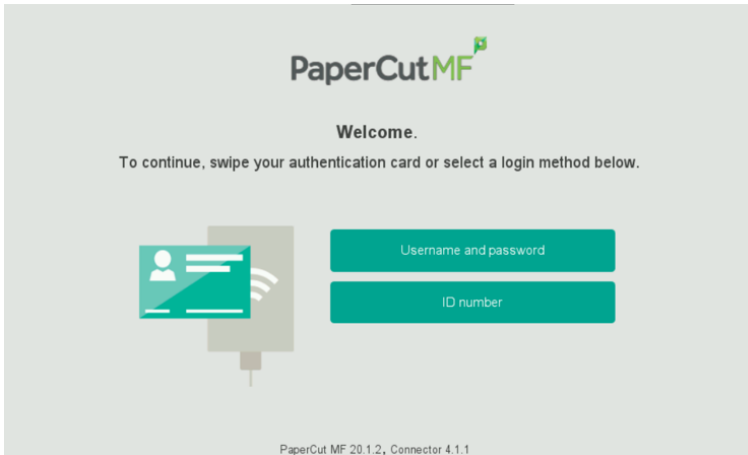


PaperCut - How to Guide

How to Register Your Access Card / FOB

The first time you use PaperCut you will need to register your access card / FOB to the Konica Minolta Multifunction Device (MFD).

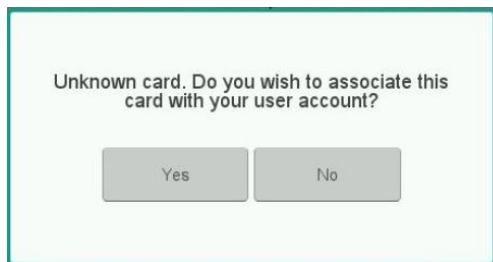
You will see this screen:



1. Touch your access card / FOB to the card reader label on the front of the device.



You will hear a beep.



2. A "Do you wish to associate this card with your user account?" message will appear.

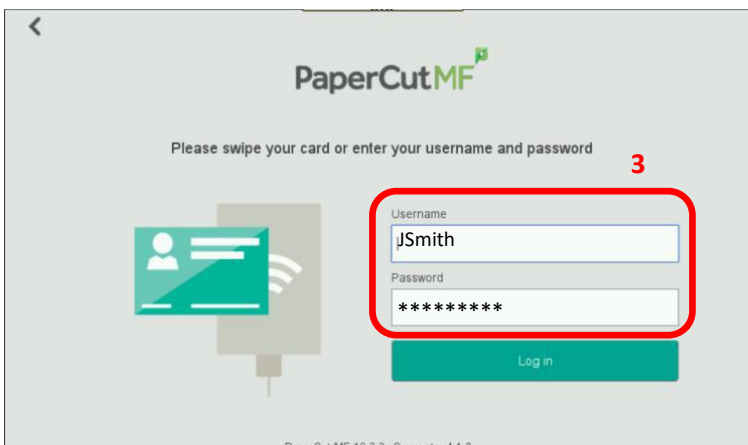
Tap **YES**.

3. Tap the **Username** and **Password** fields to enter your Network Credentials & press **OK**.

(***NOTE:** Your password will not show, so be sure to enter it carefully & turn on/off upper & lower case as required.)

4. You will see your username and password are now entered. Press **SET**.

5. Confirmation screen will appear:

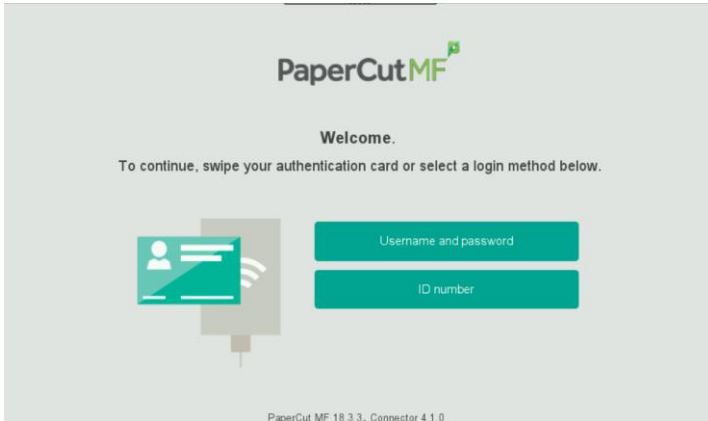


Your card has been associated with your user account.
You may now swipe your card to log in.

OK

Retrieving prints from the Konica Minolta device & Accessing Device Functions

Now that you have **associated your FOB / access card**, you are able to access your printing. Simply touch your FOB / access card to the reader and you will be automatically logged in to PaperCut to access your printing and use the device functions.

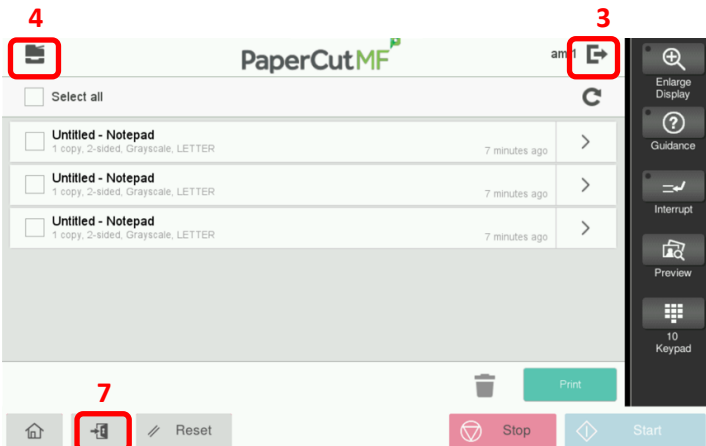


1. Touch your FOB / access card to the card reader label on the front of the device.



If you have sent print jobs they will appear on the next screen once you log in.

(*NOTE: If there are no print jobs pending, you will see the device Home screen.)



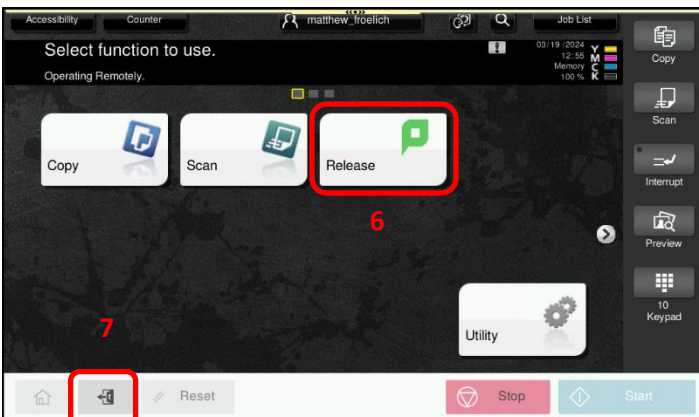
2. You can manage your Held Print Jobs.

You can choose to **Print** or **Delete** (Trash) a print request, or **Print All** (Select All) held documents.

To print a single job just touch the job title to highlight, then press **Print**.

3. To logout of the device after releasing print jobs select the **Exit** icon within Papercut (top right corner).

4. Select the **Device** icon (top left corner) to go to the device Home screen.



5. On the device Home screen you can choose other functions.

6. Selecting **Release** will take you back to the Held Print Job screen.

7. To logout of the device from the Home screen (or any KM device function screen), select the **Logout icon** (bottom left corner).