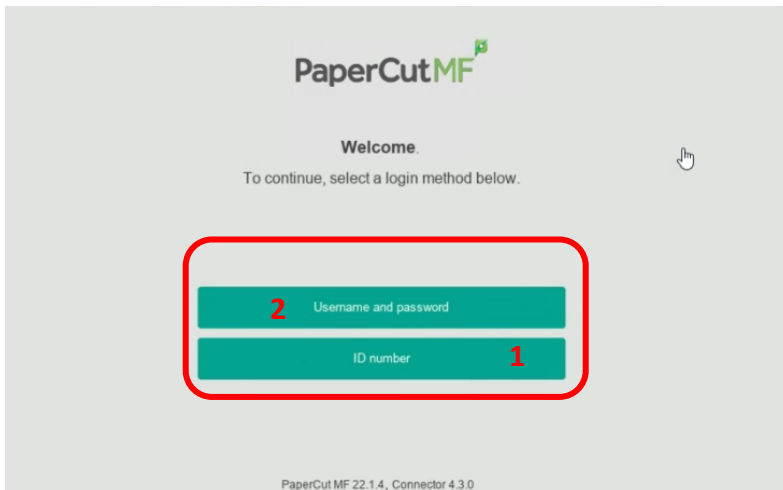


PaperCut - How to Guide

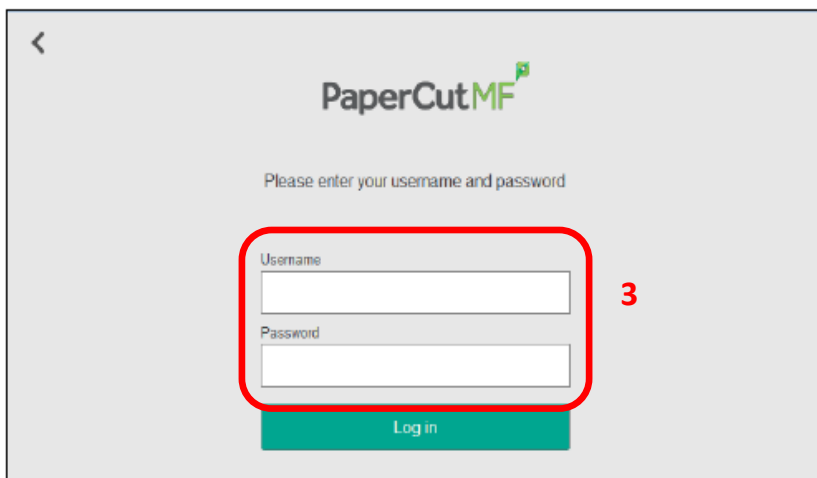
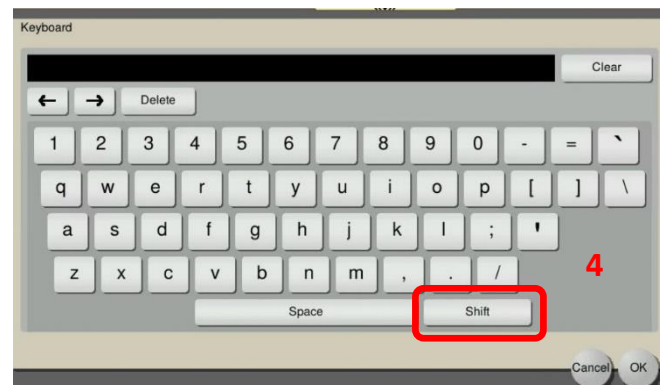
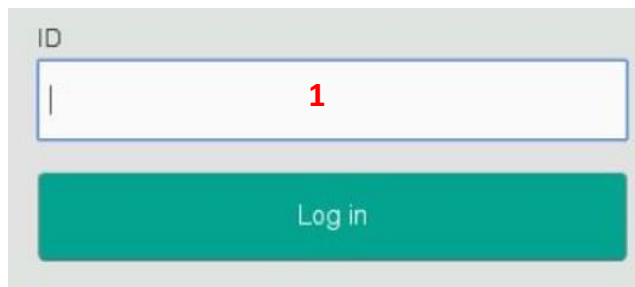
Users will require their ID Number (PIN) or Network Credentials at the Konica Minolta device to access device options, scanning and to release print jobs.

You will see this screen:



1. *Recommended* At the Konica Minolta device, select the **ID Number** field and enter the ID Number (PIN) you have been provided & press **OK**.

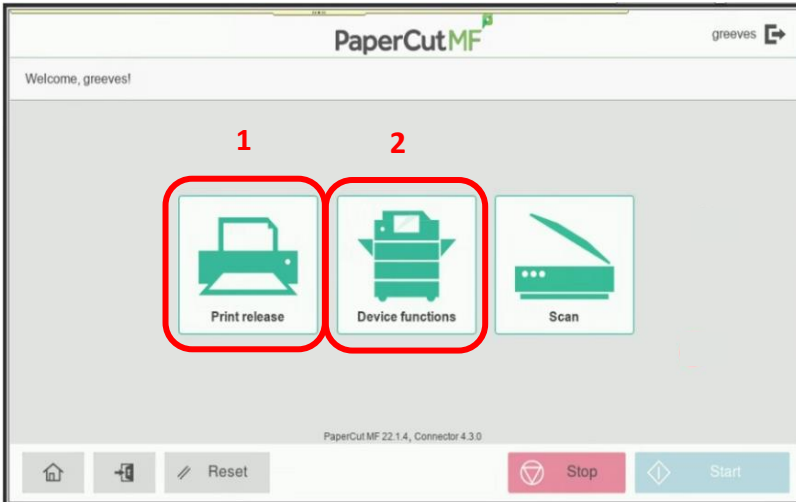
2. OR: Select **Username and Password** to enter your Network Credentials (ie. what you use to login to your PC / laptop).



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

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

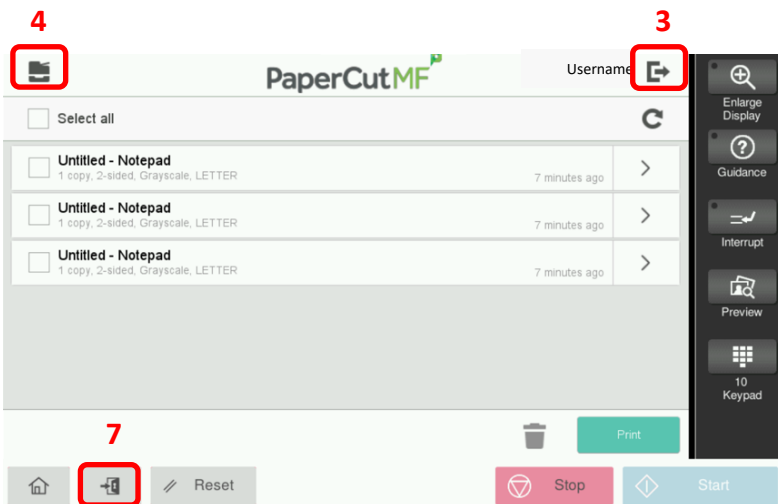
Retrieving prints from the Konica Minolta device & Accessing Device Functions.



Once you are logged in you will be taken to the Papercut screen.

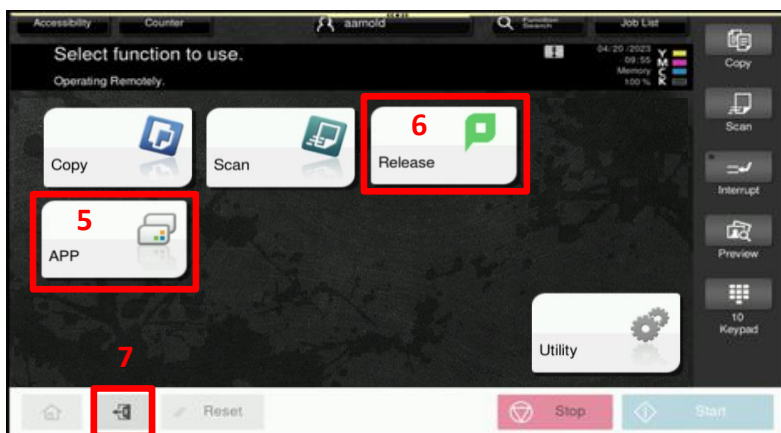
1. Select **Print Release** to release your print jobs.
2. Select **Device functions** to take you to the Konica Minolta device Home screen.

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**.

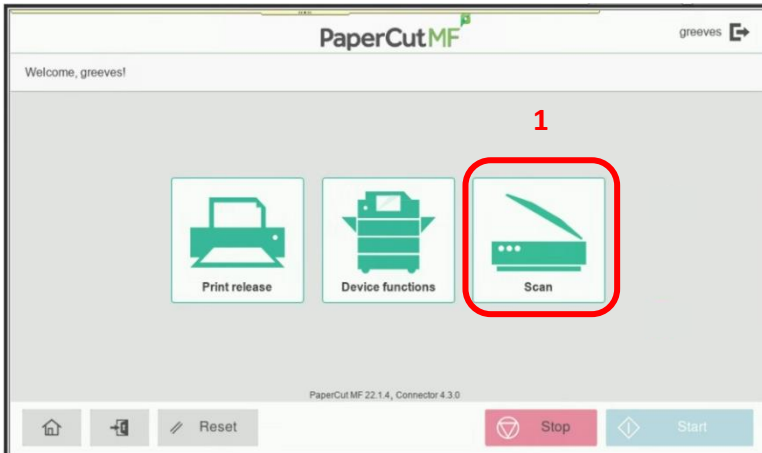
3. To logout of the device after releasing print jobs select the **Exit** icon (top right corner) or the **Logout / Exit** icon (bottom left - 7).
4. Select the **Device** icon (top left corner) to go to the Konica Minolta device Home screen.



On the Konica Minolta device **Home** screen, you can choose other functions.

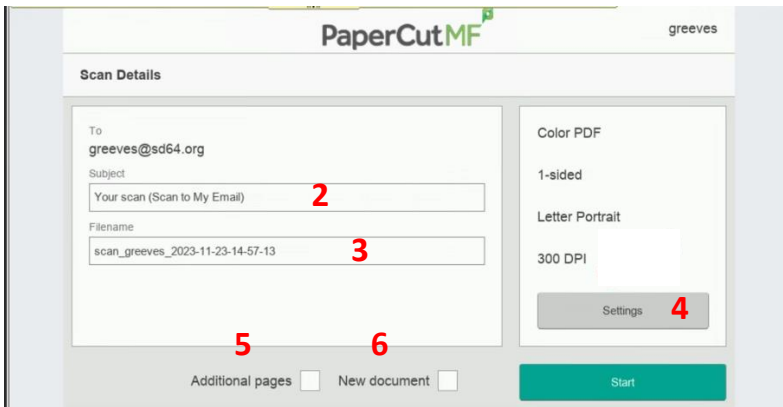
5. Selecting **APP** will take you back to the **Papercut Scan** option.
6. Selecting **Release** will take you back to the Held Print Job screen.
7. To logout of the device from the Home screen (or any device function screen), select the **Logout / Exit** icon.

Accessing Papercut Scanning.



Once you are logged in you will be taken to the Papercut screen.

1. Select **Scan** for the **Papercut Integrated Scanning** screen. The scanning location is your email.



2. You can change the **Subject** name.

3. You can change the **Filename**.

4. If required, you can change scan settings under **Settings**:

Duplex mode, File Type, Orientation, DPI, Paper Size and Color mode.

5. Select **Additional Pages** to add more pages to current scan.

6. Select **New Document** to scan multiple scan jobs with the same scan settings.

7. Select **Start**

