

# MANAGED PRINT SYSTEM USER GUIDE

## Make Copies or Print Documents


*Please note: You cannot connect a USB stick directly to the multi-function device.*

*Contact Your Dean / Supervisor / Manager to find out which account code to use*


### LOG IN

Use Valid Staff ID card –or- Manually Enter (*Myportal*) CWID and Password on the Touch Screen.

### Make Copies

1. Select Device functions
2. Select Finance Account (*charge back for cost of copies*)
3. Select Copier (Classic)
4. Make selections for the type and quantity of copies
5. Press Start
6. Press Log Out (top right) or Go Back to the Main Selection Screen:(*select PaperCut MF, then Press the Return button* 

### Print Documents from your Print Queue

1. Select Print release
2. Select the print jobs you want to print
3. Select Print as greyscale and/or Print as 2-sided if you don't need color print-outs
4. Select Finance Account (*charge back for cost of printed documents*)
5. Select the back arrow at the bottom of the screen to get back to the main selections. 

### LOG OUT

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### Scan Documents

*(no charge for scanning)*

#### **LOG IN**

Use Valid Staff ID card –or- Manually Enter (*Myportal*)  
CWID and Password on the Touch Screen.

#### **Scan to Email (Defaults to your email account/cannot be changed)**

1. Place document into the top feeder
2. Select Scan
3. Select Scan to My Email
3. Modify the Subject and/or File Name for the scanned document (*optional*)
4. Modify settings of the scan
5. Select Start scanning

#### **Scan to Office365 OneDrive**

1. Place document into the top feeder
2. Select Scan
3. Select Scan to OneDrive
4. Modify the File Name for the scanned document (*optional*)
5. Select Start scanning

#### **LOG OUT**