NAVIGATING PAPERCUT MF

How to Retrieve Your Personal ID Number

Once your machine has been delivered and set up, get started using it as follows:

1. Go to http://tigerprint.uom.memphis.edu and login with your individual email ID/password
2. Click on ""CARD/ID"
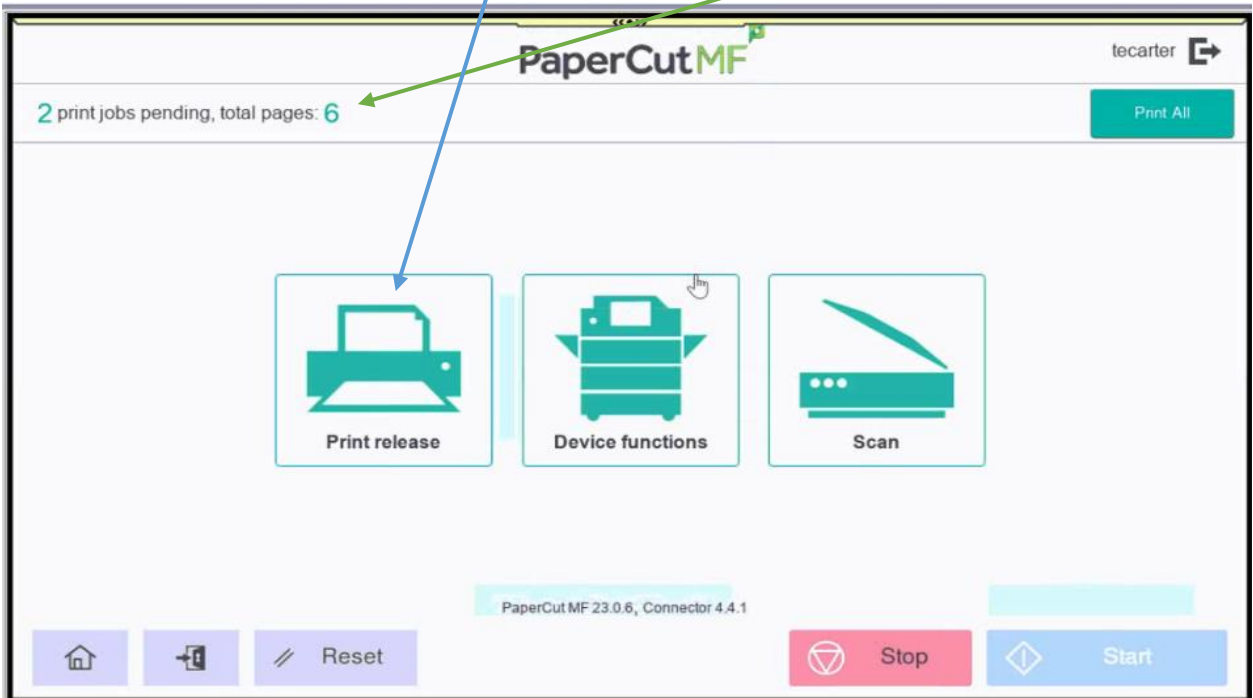3. Retrieve your personal ID number

See following pages for instructions on print/scan/copy functions.

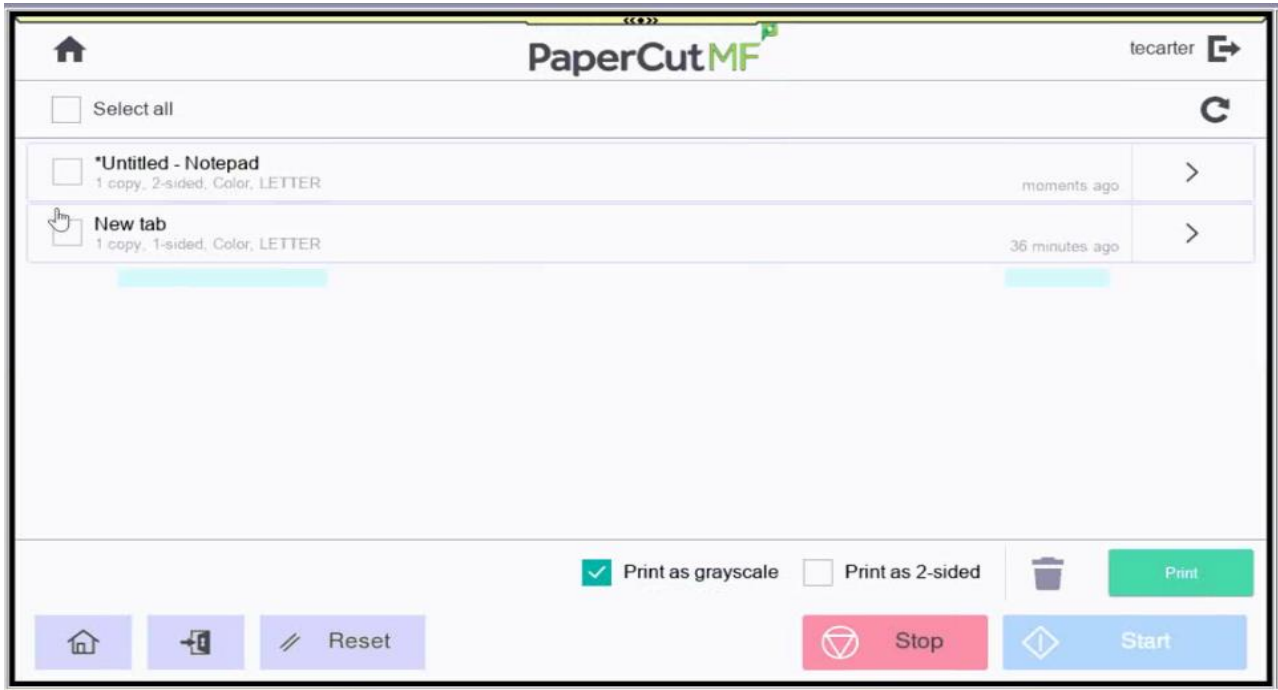# How to Navigate the MFP Panel with Papercut

To access the MFP device, enter your PIN.
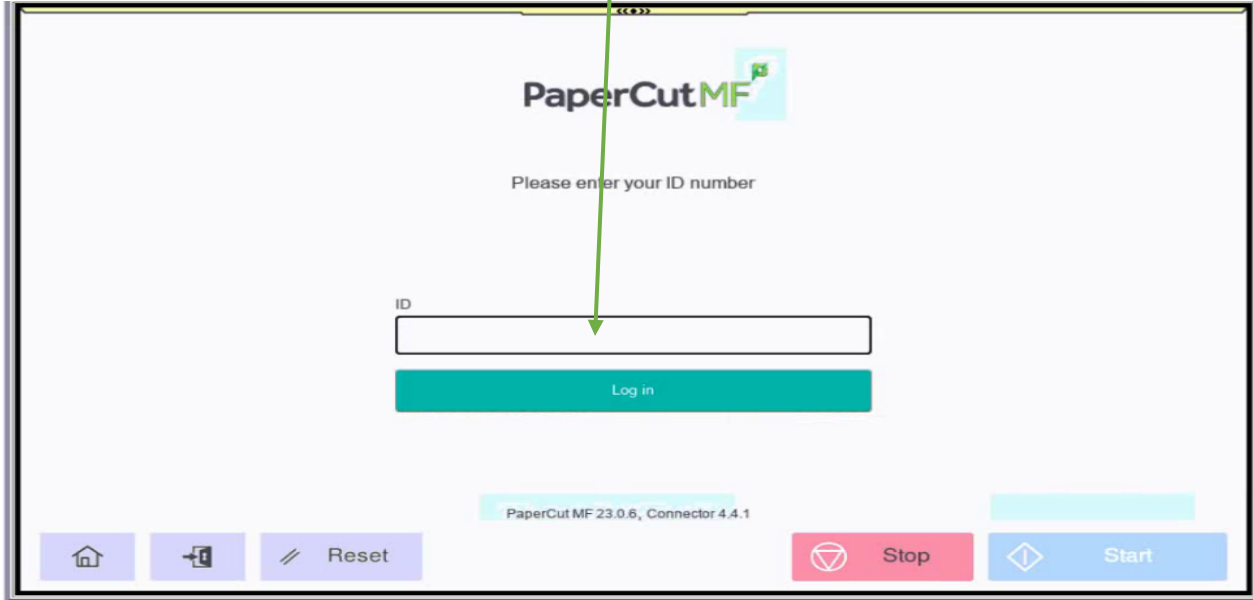
When you access the MFP, any pending print jobs will be displayed. To release your print job, press the Print Release icon.

After accessing the print release, your printing job will be displayed for you to proceed with.
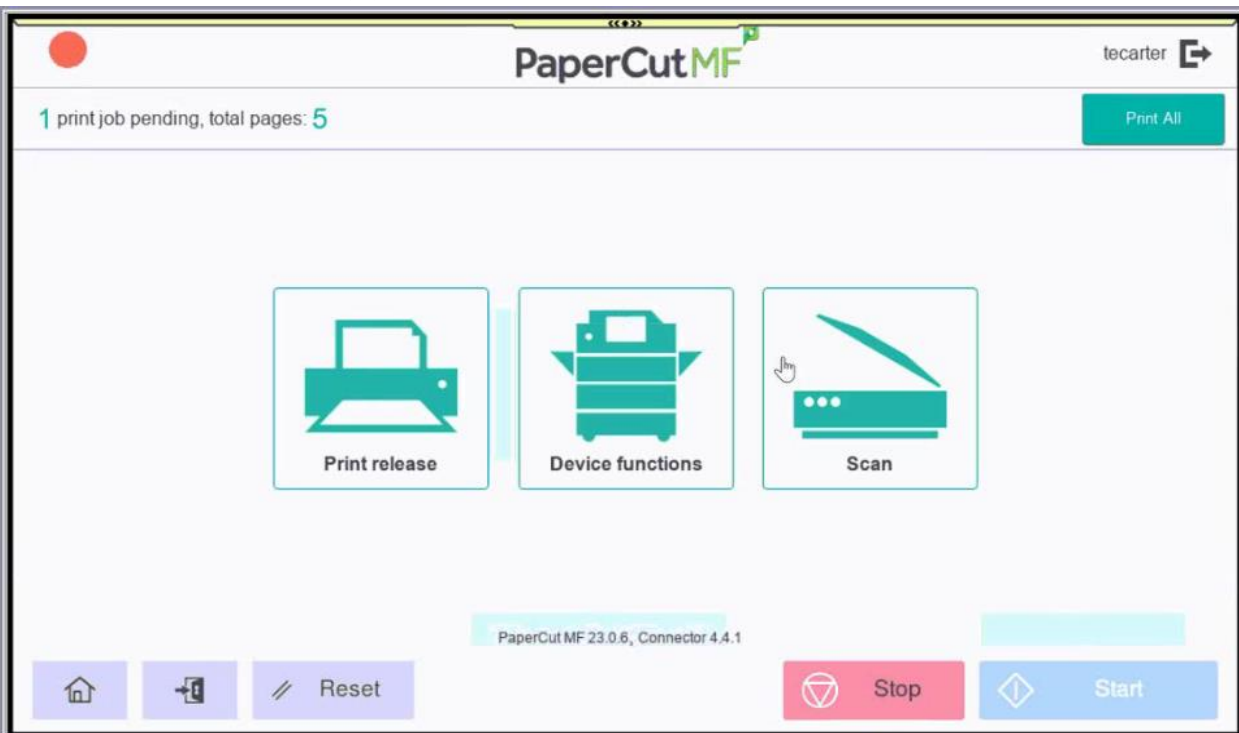

Select the print job and click Print. By default, it will be printed in grayscale. To print in color, Uncheck Print as grayscale.
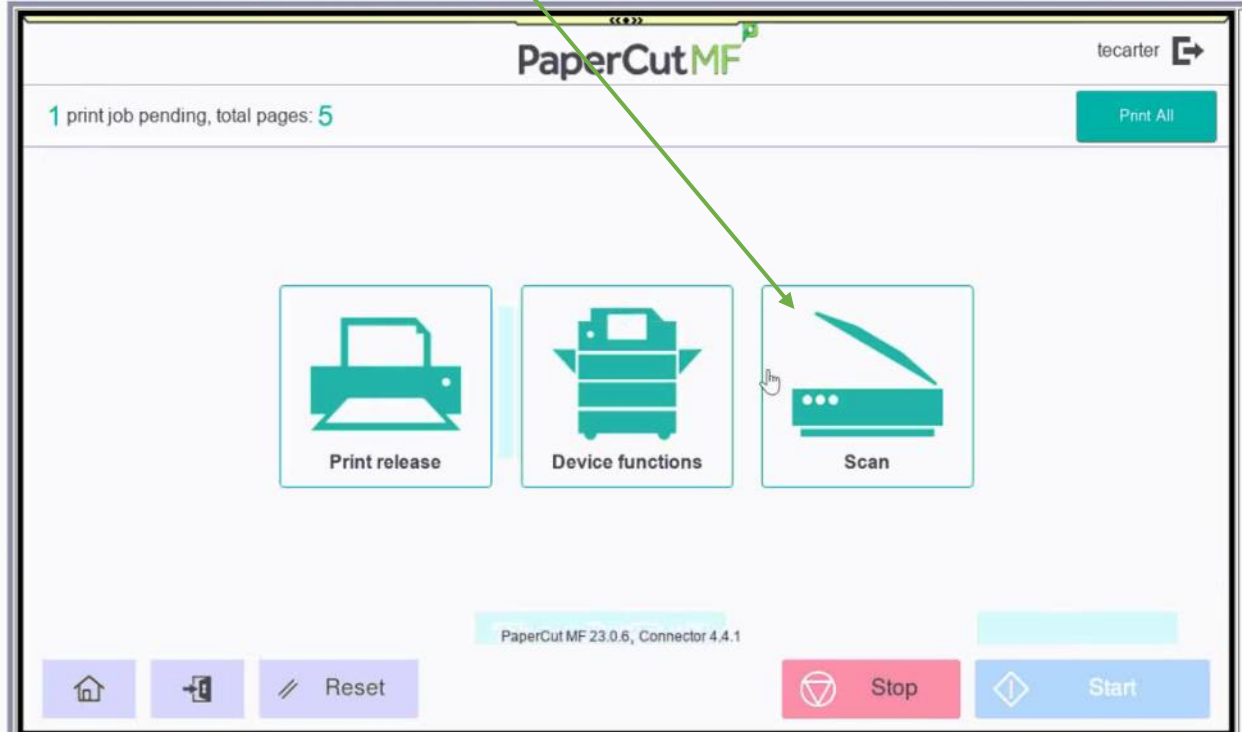
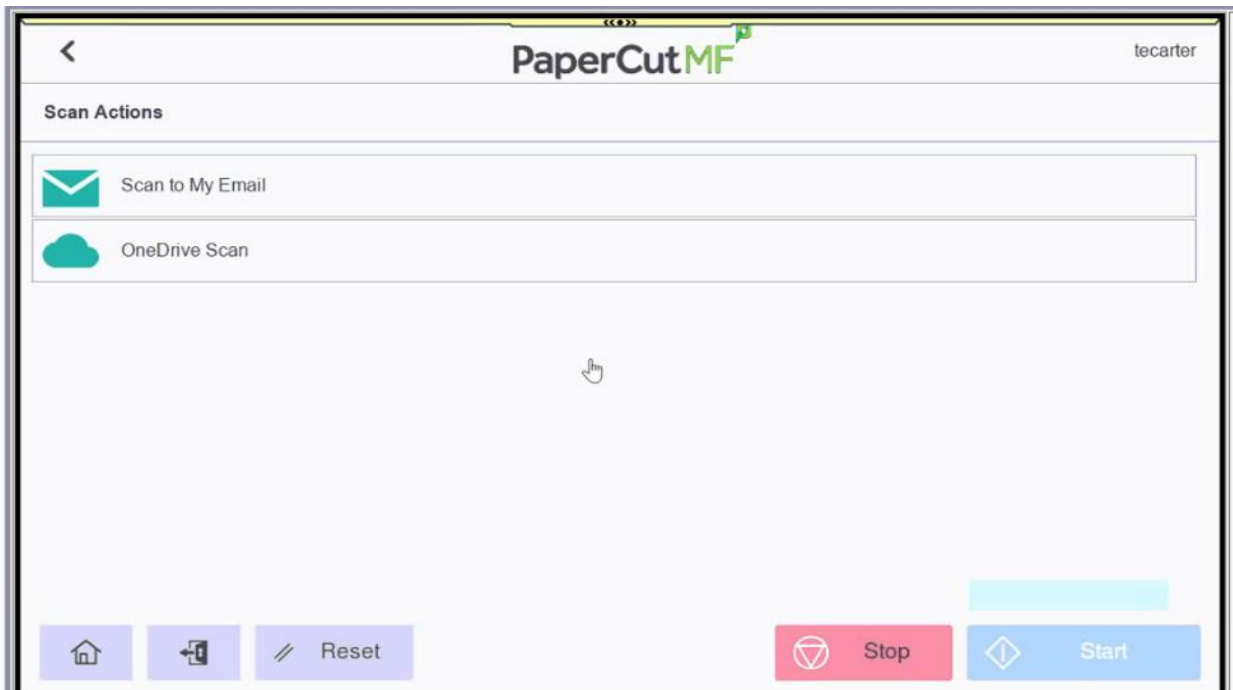To return to the main menu of Papercut, simply press the home icon.
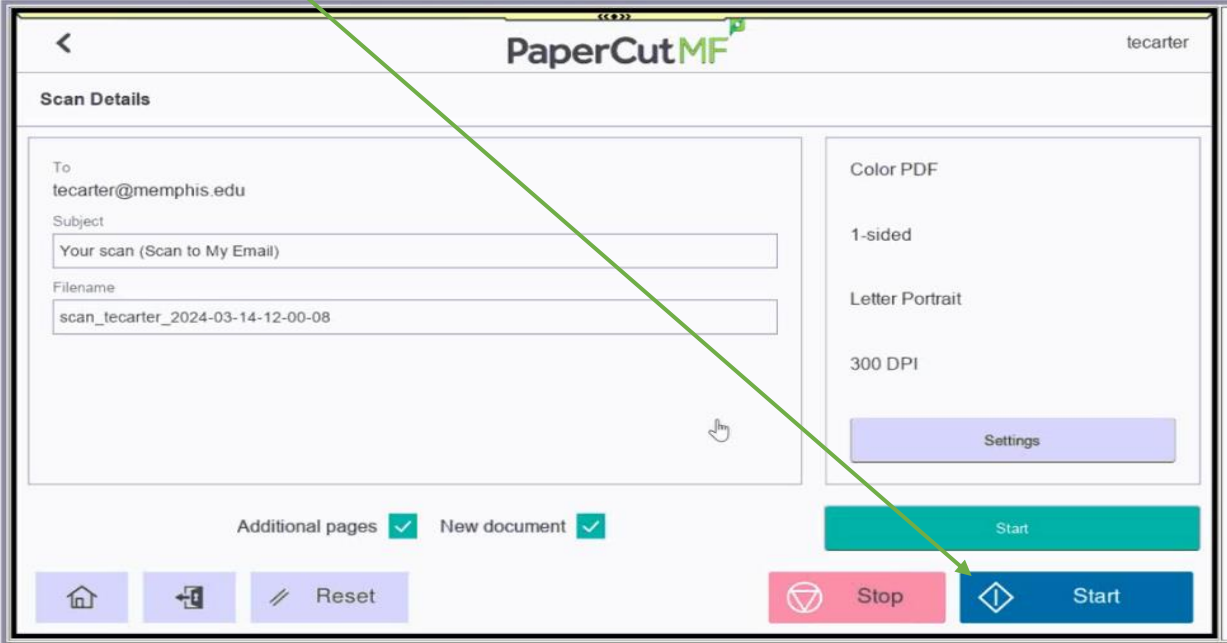

The home icon will bring you back here.

To scan a document, select the Scan icon.

When you select the Scan Action, you can choose between two options: Scan to My Email or OneDrive Scan.
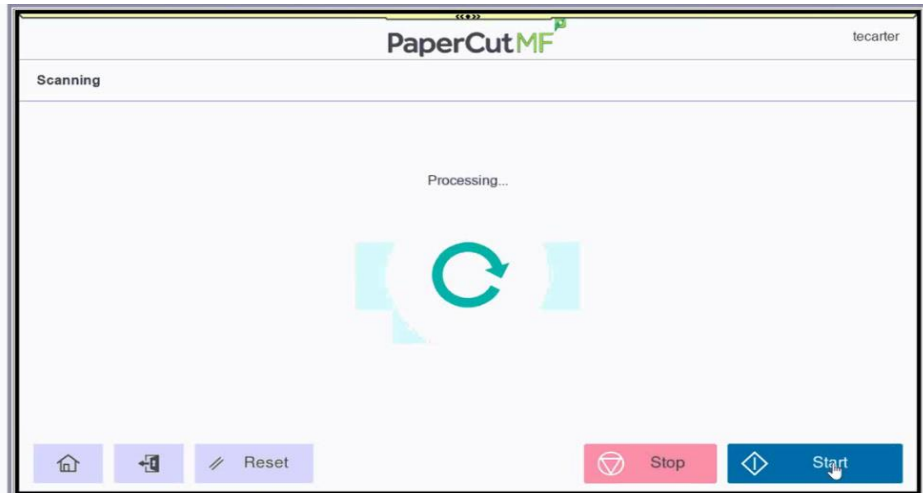
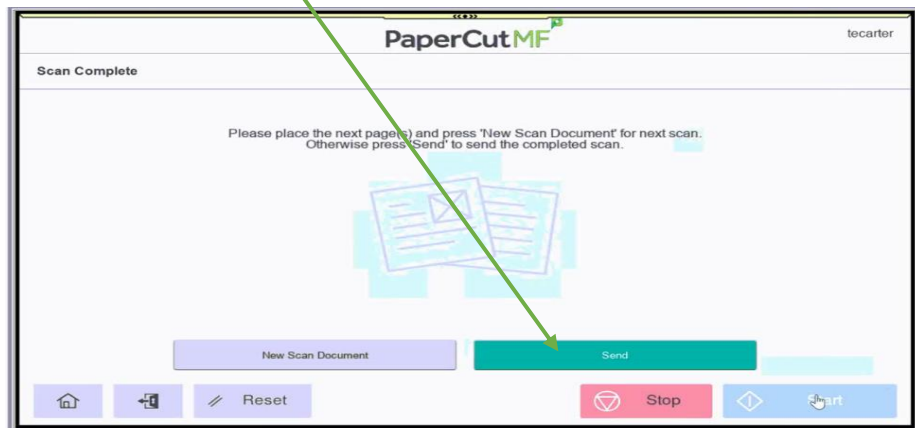To scan to email, select "Scan to My Email". Then, place your documents in the feeder and press Start.

Once your document is scanned, the MFP will display a message: "Load the next original and press [Start]. When scanning is complete, touch [Finish]," then press Start.
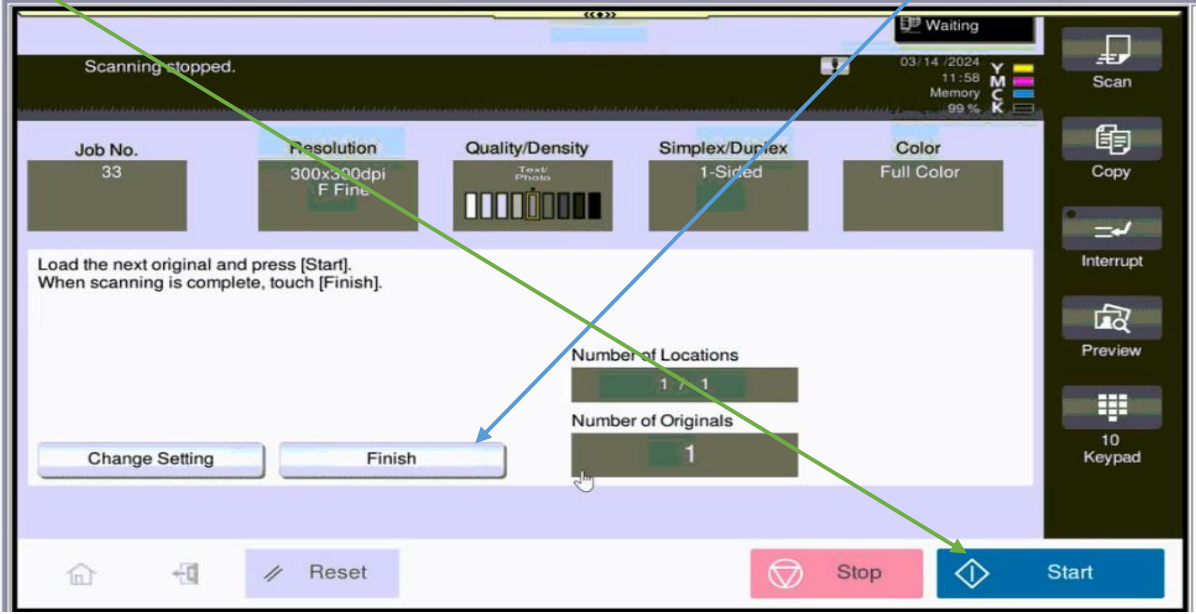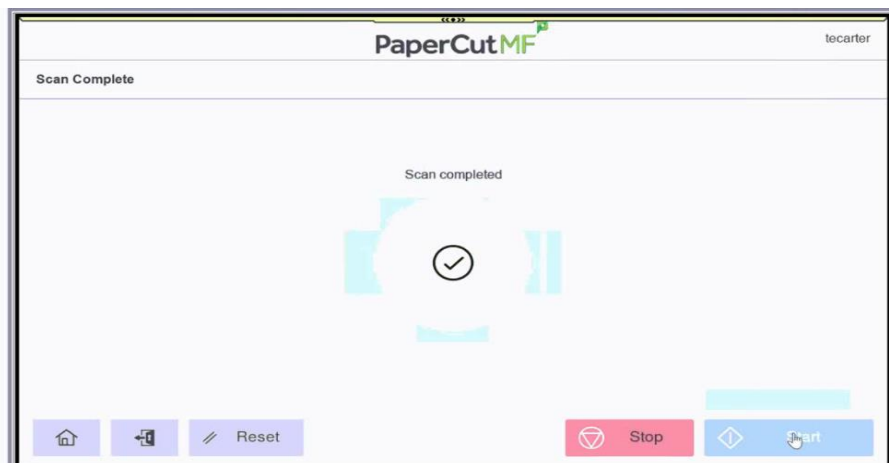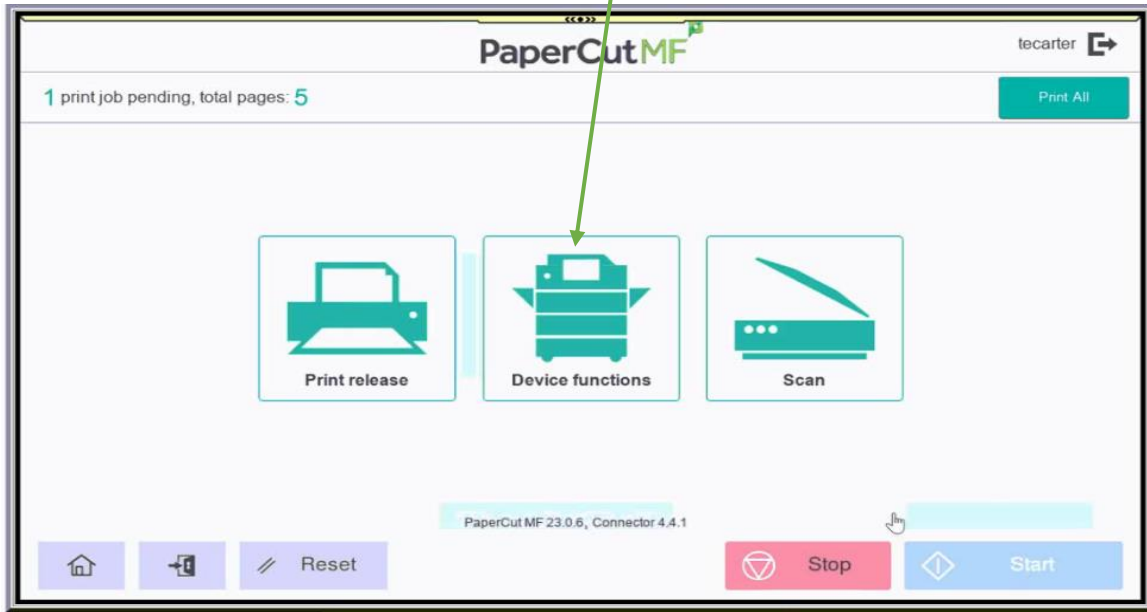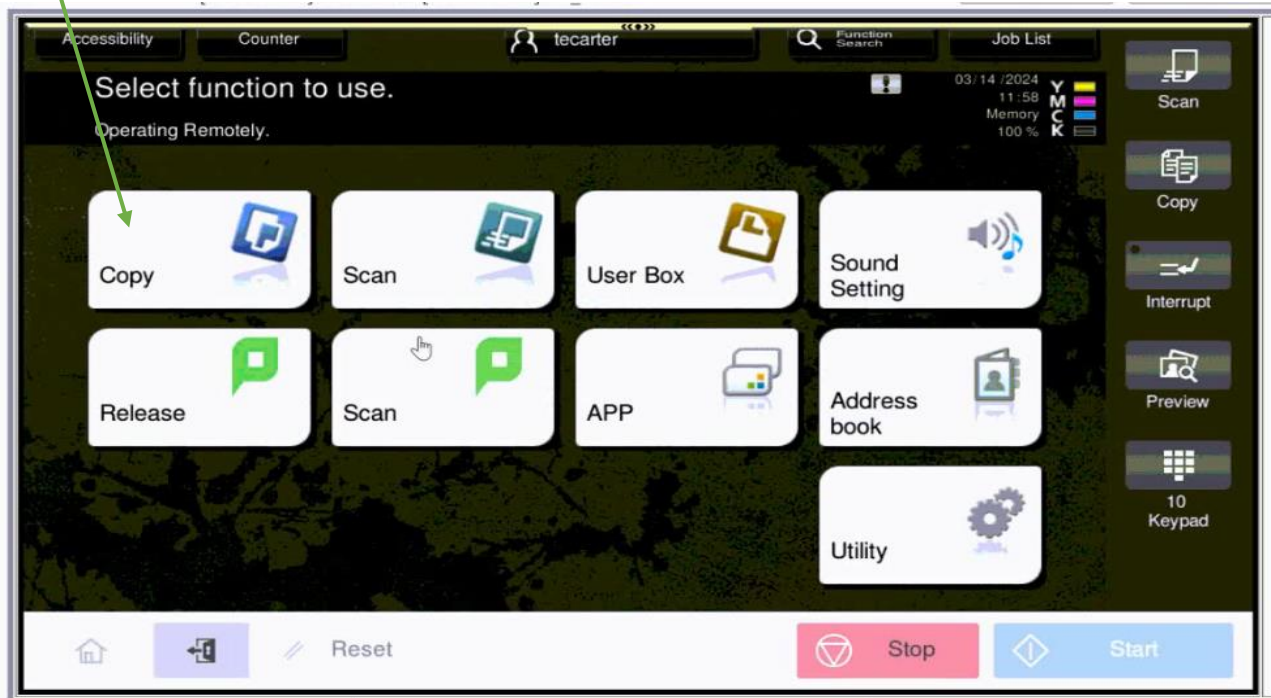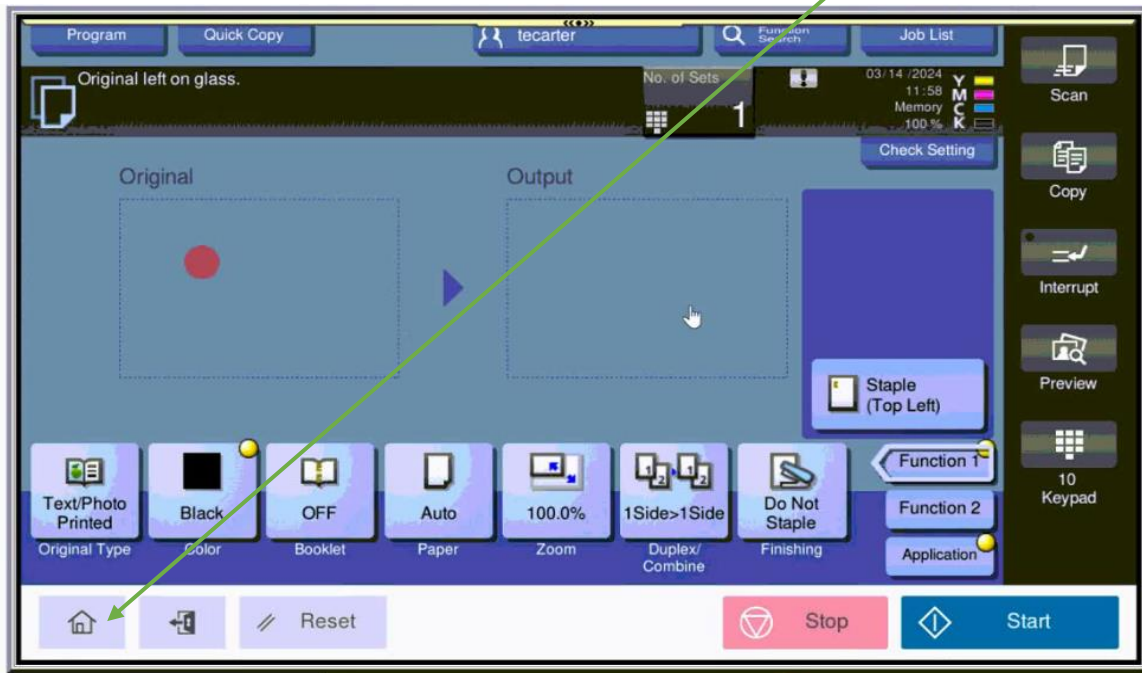
Once you get to that screen press Send

Scan Completed

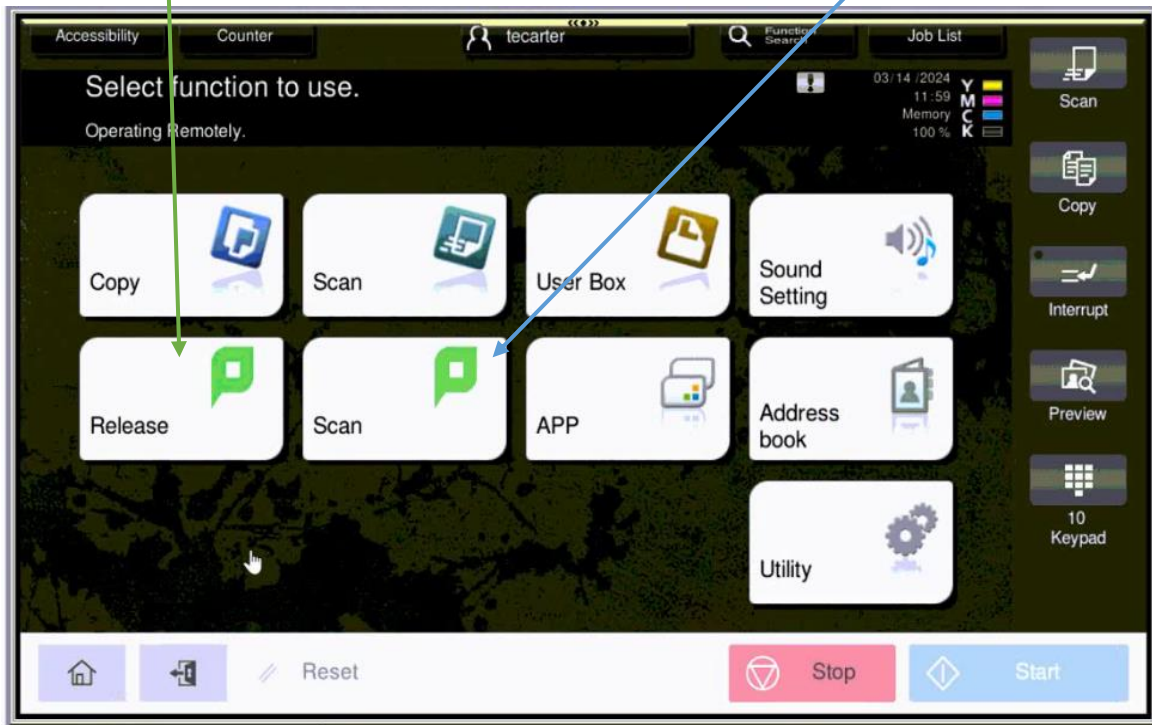To access the copy screen, press Device Functions
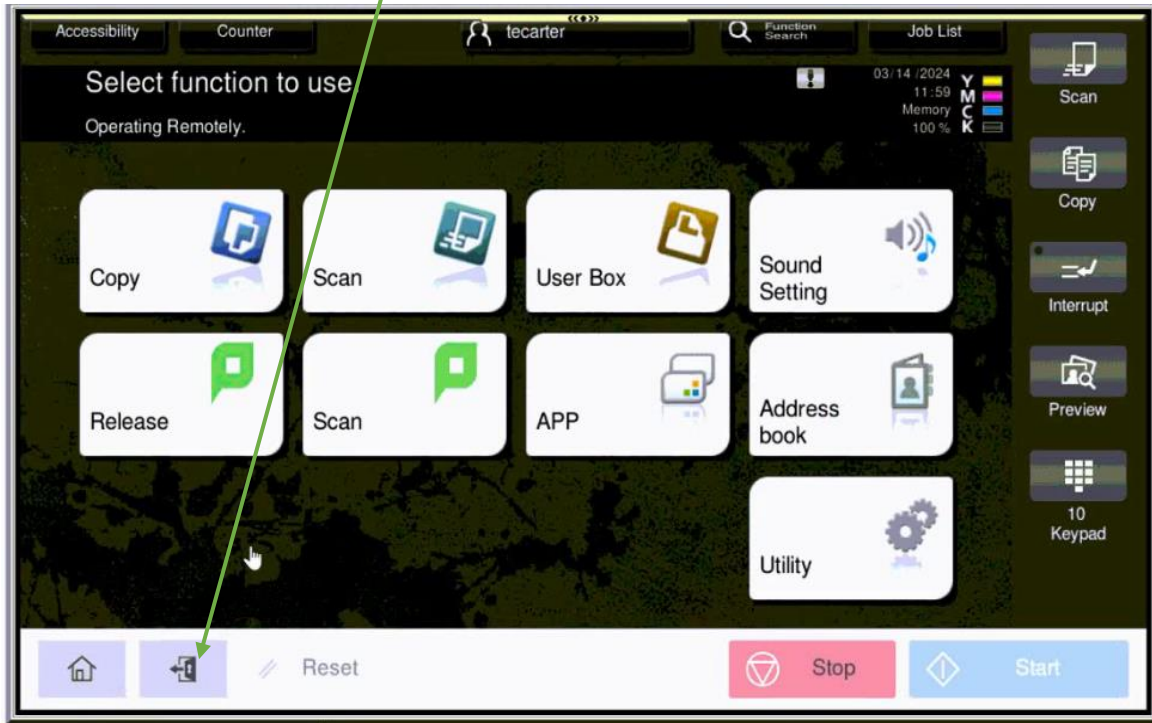

Press Copy

After copying, return to the main menu by pressing the Home button in the lower left corner.

Click the Release icon to return to the Papercut Release screen. Click the Scan icon to return to the Papercut Scan Actions screen.

To log out, press on the exit icon. If you forget to log out, the Device will automatically log you out after 60 seconds of inactivity.

Once you have logged out, the MFP device will return to the Papercut login screen