**How to Access the device:**

Login with your **ID** or **swipe your card**

If you are authenticating using your ID number. Click in the white block to enter your **ID**.

- If you are authenticating using your card:
  - Place your card on the **SWIPE CARD HERE** sticker.
  - Put in your **ID** and press **OK**.

It will take you back to the PaperCut Screen.

Click on **LOGIN**

If you are authenticating using your card:

- Click on **Device Functions**.
- Click on **Copy**
- Click on **No of Sets** to change the Quantity of copies required and at the bottom you can adjust the copy settings, then press the **Start Button**

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**How to Copy:**

Login with your **ID** or **swipe your card**

- Click on **Device Functions**
- It will display your Account Details, Click on **Access Device**
- Click on **Copy**
- Click on **No of Sets** to change the Quantity of copies required and at the bottom you can adjust the copy settings, then press the **Start Button**