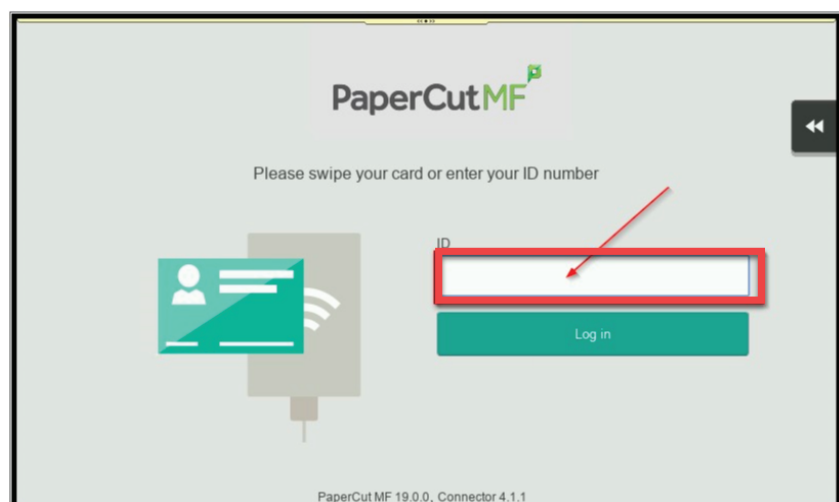


How to Access the device:

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

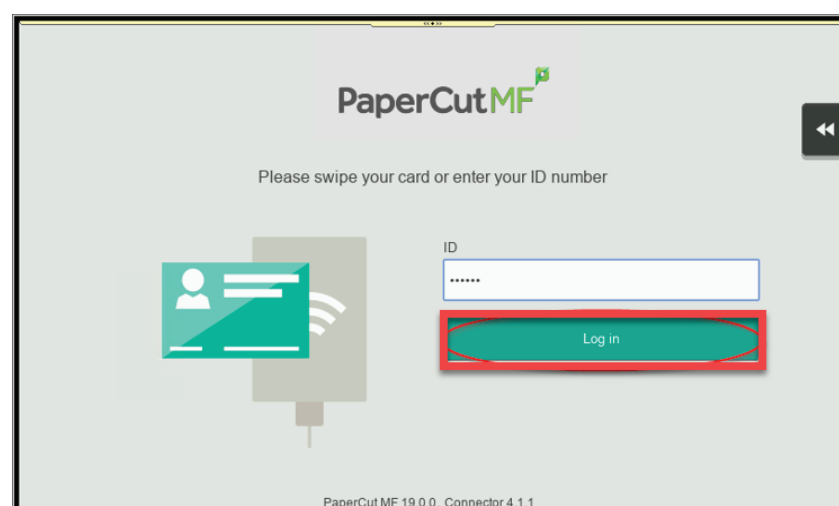
If you are authenticating using your ID number.
Click in the white block to enter your **ID**



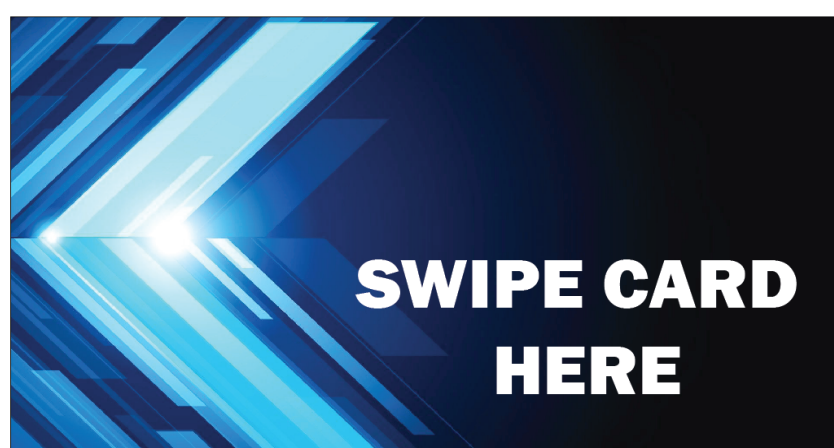
Put in your **ID** and press **OK**



It will take you back to the PaperCut Screen
Click on **LOGIN**



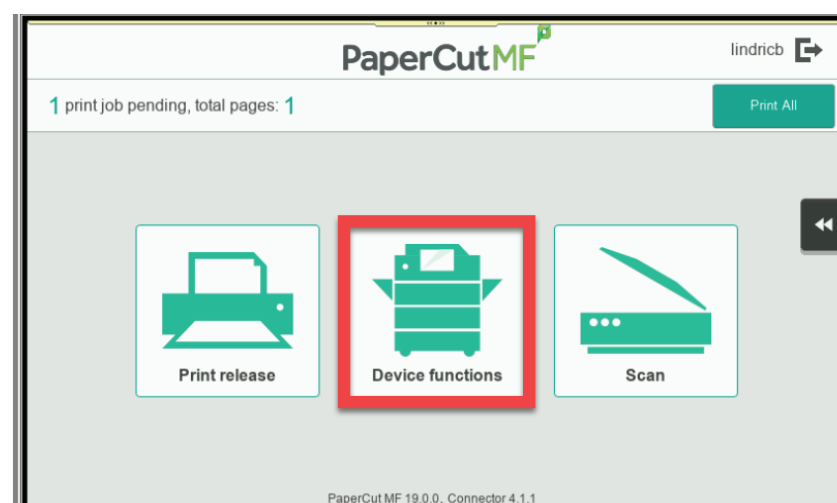
If you are authenticating using your card
Place your card on the **SWIPE CARD HERE** sticker



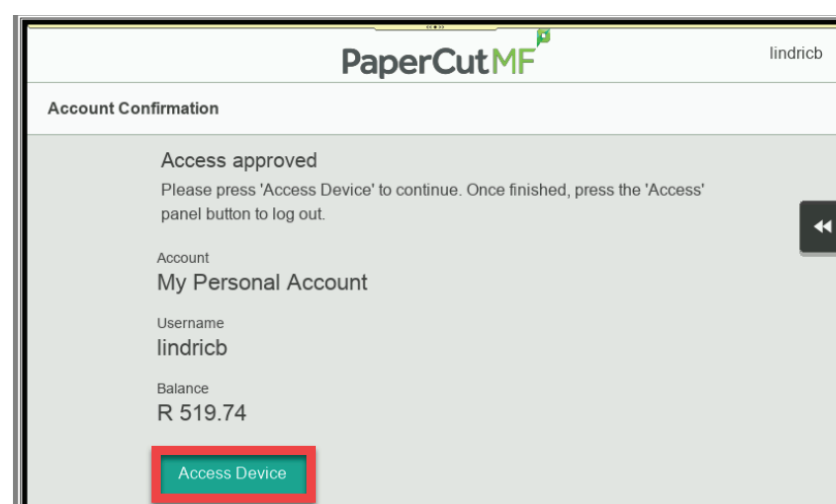
How to Copy:

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

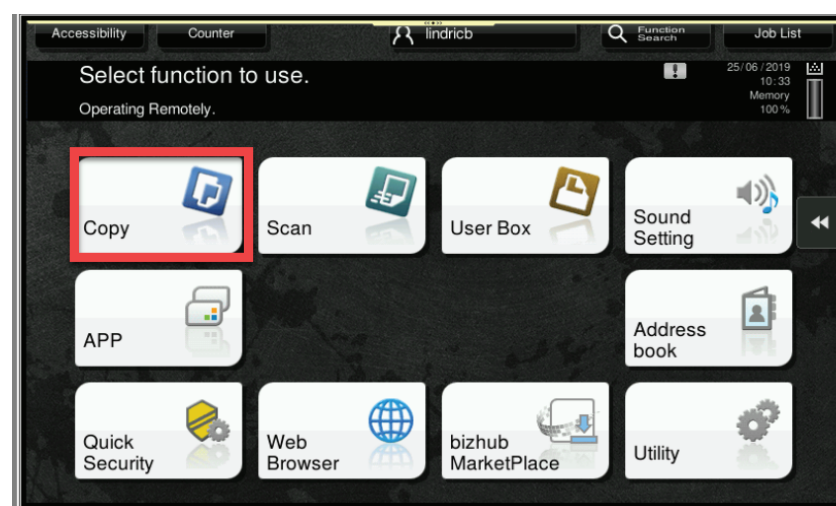
Click on **Device Functions**



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**

