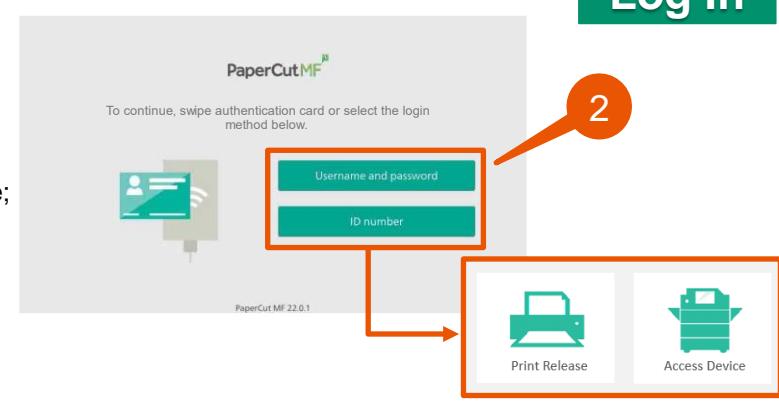
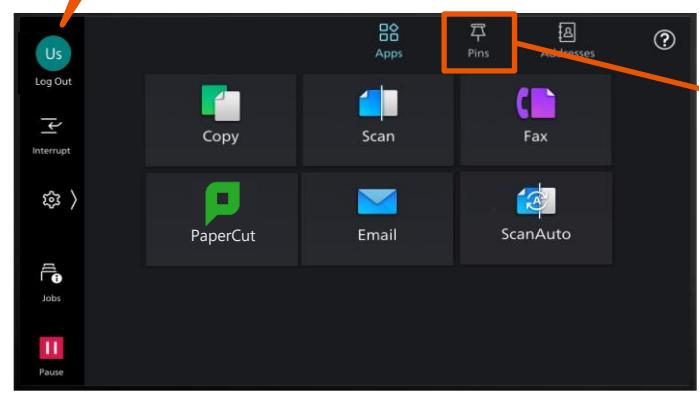
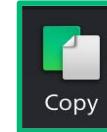
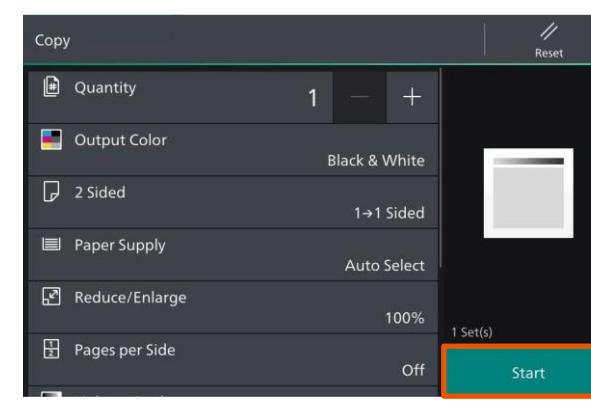


1  **Log In**
 (1) Tap card, or
 (2) Enter **Username and password** or ID number.
 Tap [Print Release] for print release; Tap [Access Device] for other functions (e.g. Copy).

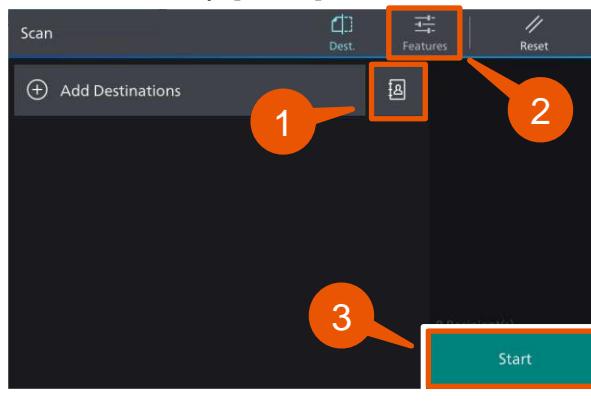
Log Out
 (3) Click  (letters in icon varies)

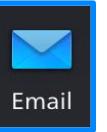
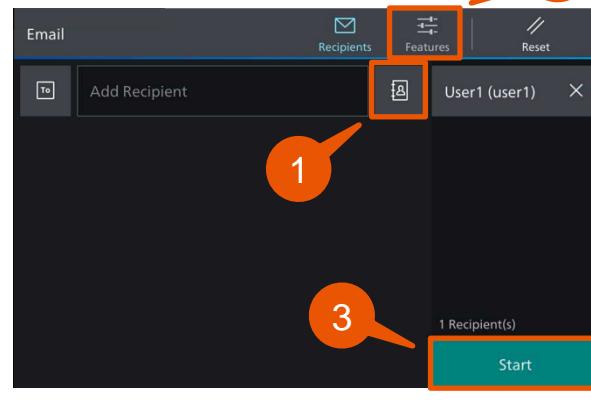
2  **Papercut MF**
 To continue, swipe authentication card or select the login method below.
 Username and password
 ID number
 Print Release
 Access Device

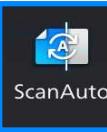
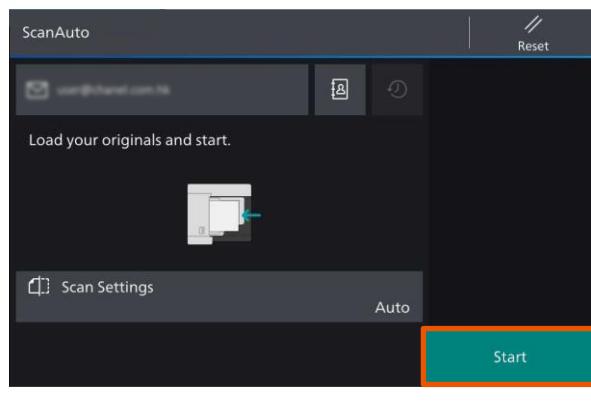
3  **Pins**
 Pins is the option of retrieving feature settings of recent jobs. User can also save pin from Copy, Scan, Email or Fax.

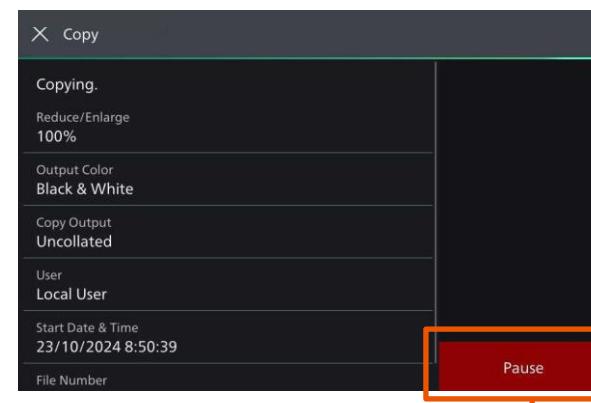
Copy

 Adjust features if necessary. Tap [Start].


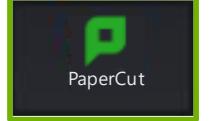
Scan

Scan can send via email, SMB, FTP or SFTP (availability subject to setting).
 1. Tap  to specify destination.
 2. Tap [Features] to adjust features if necessary.
 3. Tap [Start].


Email

 1. Find more destinations in  (availability subject to setting).
 2. Tap [Features] to adjust features if necessary.
 3. Tap [Start].


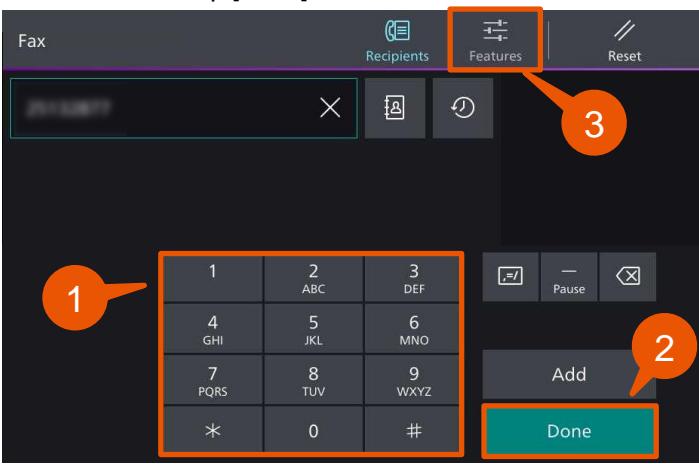
ScanAuto

Scan Auto skips blank pages of the document and putting pages in upright orientation. It scans document 2-sided and auto-detects color.
 Tap [Start] to scan.


Stop Copy

 Tap [Pause], then [Cancel].

Print


 Tap [Print release]. Select the job(s). Tap [Print].


Fax

 1. Enter recipient's number.
 2. Tap [Done].
 3. Adjust features if necessary.
 4. Tap [Start].


Jobs
 5. Tap [Jobs] on the left toolbar for job status. Tap [All Jobs] to filter in fax jobs.
 To delete a job in the middle of sending: select the job and tap [Cancel].
 To check a job if it was sent successfully: find "Send Fax" - status: "Completed"
