## Connecticut College User Instructions at the Xerox MFP

## 1. Alternate Login

a. Press the Alternate Login button on the MFP Screen



b. Enter you Connecticut College User Name



c. Press Done

d. Enter your Connecticut College Password



- e. Press Done
- 2. Swipe Login

Swipe you're Connecticut College ID Card - If user's card number is not in the PaperCut Database the user will be prompted to enter their Connecticut College User Name and Password.

Remote Session is active.		Guest Remote User	Log In / Out	Power Save
Associate Card	Exit	Yes No		Help
Your card is not known to the system. Please press 'Yes	s' to associate your card with	an account.	1 GHI QA PORS 7 Dial Pause	NGC DEF 2 JRL 5 LW 8 0 C
Services Home Services	Job Status Machine	Status	Cle	ar All Stop

a. Enter you Connecticut College User Name



b. Enter you're Connecticut College Password

$\begin{array}{c} \text{cancel} \\ \hline \\ \hline \\ \text{cancel} \\ \hline \\ \ \\ \text{cancel} \\ \hline \\ \hline \\ \text{cancel} \\ \hline \\ \hline \\ \ \\ \text{cancel} \\ \hline \\ \hline \\ \ \\ \ \\ \ \\ \ \\ \ \\ \ \\ \ \\ \$	O
$\begin{array}{c} \hline \\ \hline \\ 1 \\ 2 \\ 3 \\ 4 \\ 5 \\ 6 \\ 7 \\ 8 \\ 9 \\ 0 \\ ( ) \\ 1 \\ 2 \\ 3 \\ 4 \\ 5 \\ 6 \\ 7 \\ 6 \\ 6 \\ 7 \\ 6 \\ 7 \\ 6 \\ 7 \\ 7$	Help
$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	ABC DEF
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	JRL MN0 5 6
$ \begin{array}{c}                                     $	8 9
T     z     x     c     v     b     n     m     ,     .     -     .       T     Z     Snace     @     com     A     b     T     FNG	• •
THE Space @ com A A DETTE ENG	C
	lear All Stop
Services Home Services Job Status Machine Status	

c. If the association was successful you will receive the message below

Remote Session is active.		🕜 Guest 🗟	Log In / Out	Power Saver
Card Associated	Exit	🖋 Yes 🛛 No	Language	Help
Successfully associated card with account. Press 'Yes' to continue.			1 2 GHI JR PQRS TU 7 8 Olici Pouse Clear Interrupt	C DEF 3 MINO 6 W WXYZ 9 4 4 1 Stop
Strices Home Services Job Stat	us Machine S	) 	Sta	nt Solution

Press Yes to move to the next screen

- 3. Fund-Org Selection There are 3 Options for selecting the Fund-Org Number
  - a. Option 1 Choose from a list of Fund-Org Numbers

Logged in as: prints	hop			Pap	perCut <sup>**</sup>	$\bigcirc$	
Select Account	Search	By Code				Language	
100000-402000							
100000-402500							
100000-501000							
100000-601000					1/37	7	)
100000-605000						Dial Pause	)
100000-904040						00	)
223005-300052						Clea	All
	Services Home	Services	Job Status	Machine Status			
		0	0	0			>

## b. Option 2 – Search for a Fund-Org

Cancel Save	Log In / Out Power Saver
310 Clear Tex	Language Help
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	ABC DEF 1 2 3 GHI JKL MN0 4 5 6 PQRS TLV WXYZ 7 8 9 C 7 8 9 C 7 8 9 C 7 8 9
žź €©¿= Services Home Services Job Status Machine Status	Clear All Interrupt Stop

- c. Enter a partial number then press save
- d. Choose from the list of Fund-Org Numbers

			1			$\cup$	C
Select Account	Search	By Code				Language	Hel
Search for:	310						C
310002-507100						GHI JH	e M
310002-507105						PQRS TL	zv ws
310002-507115					1/6		
						Dial Pause	
310002-507120							Ð
310002-507155						Clea	r All
						Interrupt	St
Constant State	Services Home	Services Jo	ob Status 🛛 🕅	lachine Status			
		0	$\cap$	$\bigcirc$			

## e. Option 3 – Enter a Code



- f. Press Save
- g. Press Use Copier



h. If you have print jobs waiting to be printed you will be presented with a list of your print jobs

eld Print Jobs			Print All	Use Copier	Refresh	Language	
Document	Pages	Cost				0	
PaperCut vs. The Rest Fit-Gap Compa	ai 3	\$0.18				n ĉ	вс 2
TWN4 Simple Protocol DocRev6.pdf	73	\$6.57				GHI J	KL 5
TWN4 AppBlaster User Guide DocRev	\$ 16	\$1.44				PQRS T	SN B
PaperCut MF - Xerox Secure Access E	el <b>37</b>	\$2.22	1/1			*	0)
						Dial Pause	
						Clea	ır All
						Interrupt	

i. You can choose a single print job or print all of the jobs waiting

leld Print Jobs				Print All	Use Copier	Refresh	Language
Document	2	Pages	Cost				0
PaperCut vs. The Rest Fit-G	ap Compai	3	\$0.18				00
TWN4 Simple Protocol Docl	Rev6.pdf	73	\$6.57				GHI (
TWN4 AppBlaster User Guid	le DocRev:	16	\$1.44				PORS T
PaperCut MF - Xerox Secure	Access El	37	\$2.22	1/1			
							Dial Pause
							Clea
							Interrupt

If you choose to print one document, the screen will display the job details



You have the option to delete or print the job

4. Once you have completed the Log In process choose copier function



5. Scan To Email – When you choose Scan to Email, PaperCut will populate your email address in the To: and From: addresses

	Settings	Adjustment	Options	Assembly	
To: printshop printshop@con	nncoll.edu			Sender's Name printshop	1 ABC GHI JIL
				From printshop@conncoll.edu	4 5 PORS TUV
				Subject Scanned from a Xerox	* 0
					Did Pause
<b>Output Color</b> Auto Detect	Scar 1-Sided	nning	Original Type	File Name Scanned from a Xerox	Clear All

6. Log Out – Press the Upper Right hand corner of the screen and choose "Remote User" 1<sup>st</sup> the "Logout" 2<sup>nd</sup>

Select a service. Remote Session is active.		Printshop	1 Power S
Сору	E-mail	Log Out Close Menu Print From	ABC DEF 1 2 3 GHI JRL MANO 4 5 6 PORS TUV WXY
			7 8 9 * 0 # Did Pause C
Workflow Scanning	Select Account	Print Release	Clear All
Extended Service			Interrupt O Stop
Services Home	Services Job Status	Machine Status	