## Connecticut College Student User Instructions at the Xerox Multifunction Printer (MFP)

## 1. First Time Use of a Xerox MFP

a. Swipe your Camel Card



b. For the first time only, you will have to associate your Camel Card to your user account by logging in with your College user name and password.



c. Enter your user name and press "Done"

Remote Sessic	is active.			😰 Gue	<b>st</b> 1ote User	Log In / Out	Power Sav
Associate	Card - Use	rname			Cancel	Language	Help
printshop					Done	1	x DEF 2 3
1	2 3	4 5	6 7 8	9 0	())	GHI JK	
q	<b>w</b>	e e r e		i o p			
	a s	₀ d ₀ f	g <sub>o</sub> h j			Dial Pause	
•	Z	x c	v b n	,			9
?#&	Áđ	Space	@ .com				r All Stop
	Serv	ices Home S	ervices Job Status	Machine Status			

d. Enter your Connecticut College password and press "Done"



e. If successful in associating your Camel Card, you will see the below screen.

Remote Session is active.		😰 Guest	ser	Log In / Out	Power Saver
Card Associated	Exit	🖋 Yes	No	Language	Help
Successfully associated card with account. Press 'Yes' to continue.				AB 1 2 GHI JX GHI JX PORS TU 7 8 W Dial Pouse Clear Interrupt	AC DEF 3 MINO 6 NV VXVZ 9 4 All Stop
Job Stat	us Machine	Status		Sta	ut U

Press Yes to move to the next screen

2. Once logged in, you will see your "Held Print Jobs" screen. If you have print jobs waiting to be printed you will be presented with a list of your print jobs

leld Print Jobs			Print All	Use Copier	Refresh	Language
Document	Pages	Cost				0
PaperCut vs. The Rest Fit-Gap Compa	3	\$0.18				nâ
TWN4 Simple Protocol DocRev6.pdf	73	\$6.57				GHI J
TWN4 AppBlaster User Guide DocRev:	16	\$1.44				PQRS T
PaperCut MF - Xerox Secure Access El	37	\$2.22	1/1			*
						Dial Pause
						Clea
						Interrupt



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

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

leld Print Jobs			Print A	All Copier Re	efresh	iage
Document	Pages	Cost				
PaperCut vs. The Rest Fit-Gap Compa	aı 3	\$0.18		Document: TWN4 Simple Protoco		ABC
TWN4 Simple Protocol DocRev6.pdf	73	\$6.57		Printed By: papercutadmin Time:	GH	II JNL
TWN4 AppBlaster User Guide DocRev	/: 16	\$1.44		8:21 Client:	POP	в ти 8
PaperCut MF - Xerox Secure Access E	∃ 37	\$2.22	1/1	PAPERCUT Pages:	C	
				73 Cost \$6.57		) (
				Delete	nt	Clear

You have the option to delete or print the job

3. If you aren't printing a held print job, press "Use Copier" to access the copier functions.



a. You will see this screen to select copier functions.



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

Email (1)	Advanced Settings	Layout Adjustment	Email Options	Job Assembly		He
To: printsho printshop@d	p conncoll.edu			Sender's Name printshop		
				From printshop@conncoll.edu	4 (5 PQR5	
				Subject Scanned from a Xerox	· · ·	
					Dial Pause	)
🕖 Output Cold	or Sca	ided nning	Original Type	File Name	Clea	All

5. To confirm your \$30 Printing Funds balance or check your existing Printing Funds balance at any time, press "Select Account".

Select a service. Remote Session is active.		Contemp Printshop Recounting On	Log In / Out Power Save
Copy	E-mail	Print From	ABC DEF 1 2 3 GHJ JRL MNO 4 5 6 PORS TUV WXYZ
			7 8 9 * 0 # Dial Pause C
Workflow Scanning	Select Account	Print Release	Clear All
Extended Service Services Home	Services Job Status	Machine Status	Interrupt Stop

PaperCut MF Logged in as: printshop		Paper	Cut <sup>-</sup>	M Power Saver
Account Confirm	nation	Us	e Copier	e Help
Access approved	I.		0	ABC DEF
User:	printshop		GHI	INL MNO
Account:	My Personal Account		4	56
Balance:	\$30.00		PORS	10V WXYZ (8) (9)
				00
			Dial Paus	
				C
			la Bankar	
			Interne	Clear All
		A Martin Control of Co		0
Sen	rices Home Services Job Status	Machine Status		
		$\mathbf{O}$		
				Start

To return to the copier functions menu, press "Use Copier".

6. Log Out – To log out, swipe your Camel Card or Press the Upper Right hand corner of the screen and choose "Logout".

