

# PaperCut - Print/Copy/Scan

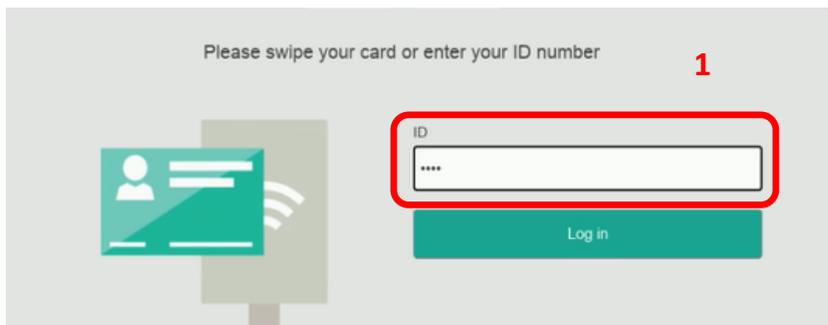
Users will need to login to the Konica Minolta devices through Papercut using their ID Number (employee/student number) or Network Credentials in order to access device options/features and to release print jobs.

You will see this initial screen at the device:



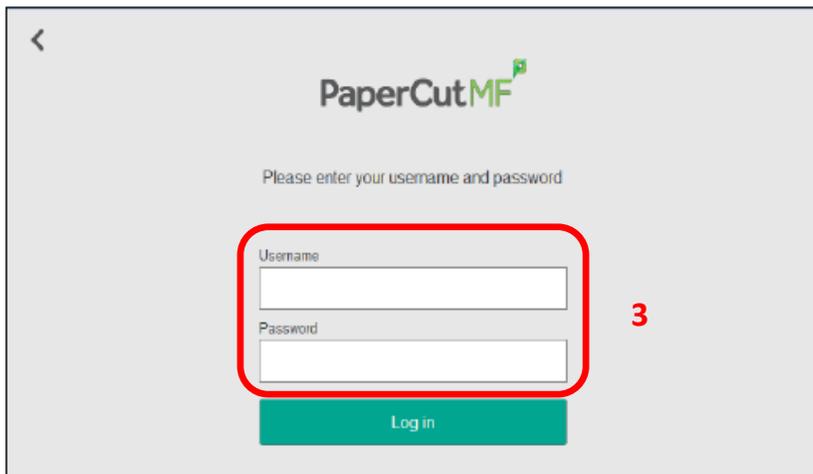
**1.** At the Konica Minolta device, select the **ID Number** field and enter your PIN (employee/student number) & press **OK**.

**2. OR:** Select **Username and Password** to enter your Network Credentials (ie. what you use to login to your computer).



**3.** Tap the **Username and Password** fields to enter your Network Credentials & press **OK**.

**4. \*NOTE:** Your password will not show, so be sure to enter it carefully on the keyboard & **turn on/off upper & lower case (Shift)** as required.



## Retrieving prints from the Konica Minolta device & Accessing Device Functions

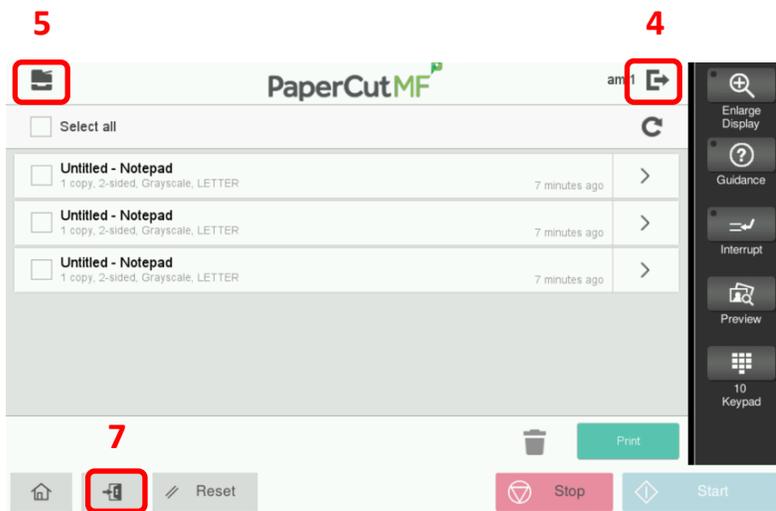


**1.** Select the **ID Number** field and enter your PIN (employee/student number).

**2. OR:** Tap the **Username** and **Password** fields to enter your Network Credentials & press **OK**.

**\*NOTE:** Your print jobs are being held and will appear on the next screen once you login.

If there are no print jobs pending, you will see the device Home screen.



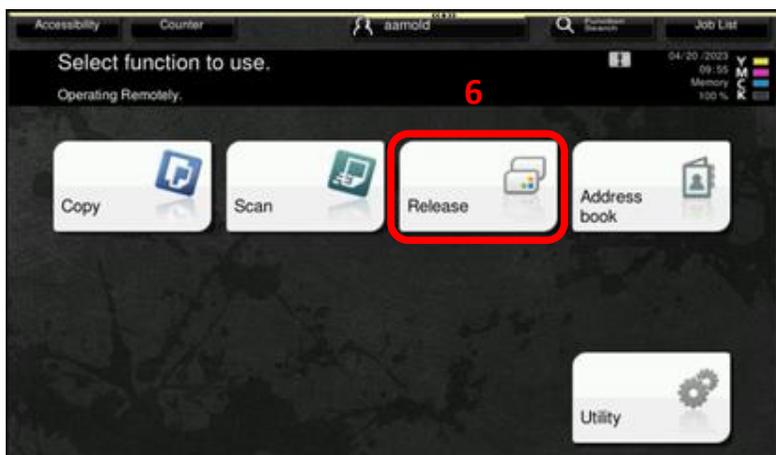
**3.** Your print jobs will be held (\*max. 3 days). Here's how to manage them:

You can choose to **Print** or **Delete** (Trash) a print request, or **Print All** (Select All) held documents.

To print a single job just touch the job title to highlight, then press **Print**.

**4.** To logout of the device after releasing print jobs select the **Exit** icon (top right corner).

**5.** Select the **Device** icon (top left corner) to go to the device Home screen.



On the device Home screen, you can choose other functions.

**6.** Selecting **Release** will take you back to the Held Print Job screen.

**7.** To logout of the device from the Home screen (or any device function screen), select the **Logout** (door) icon.