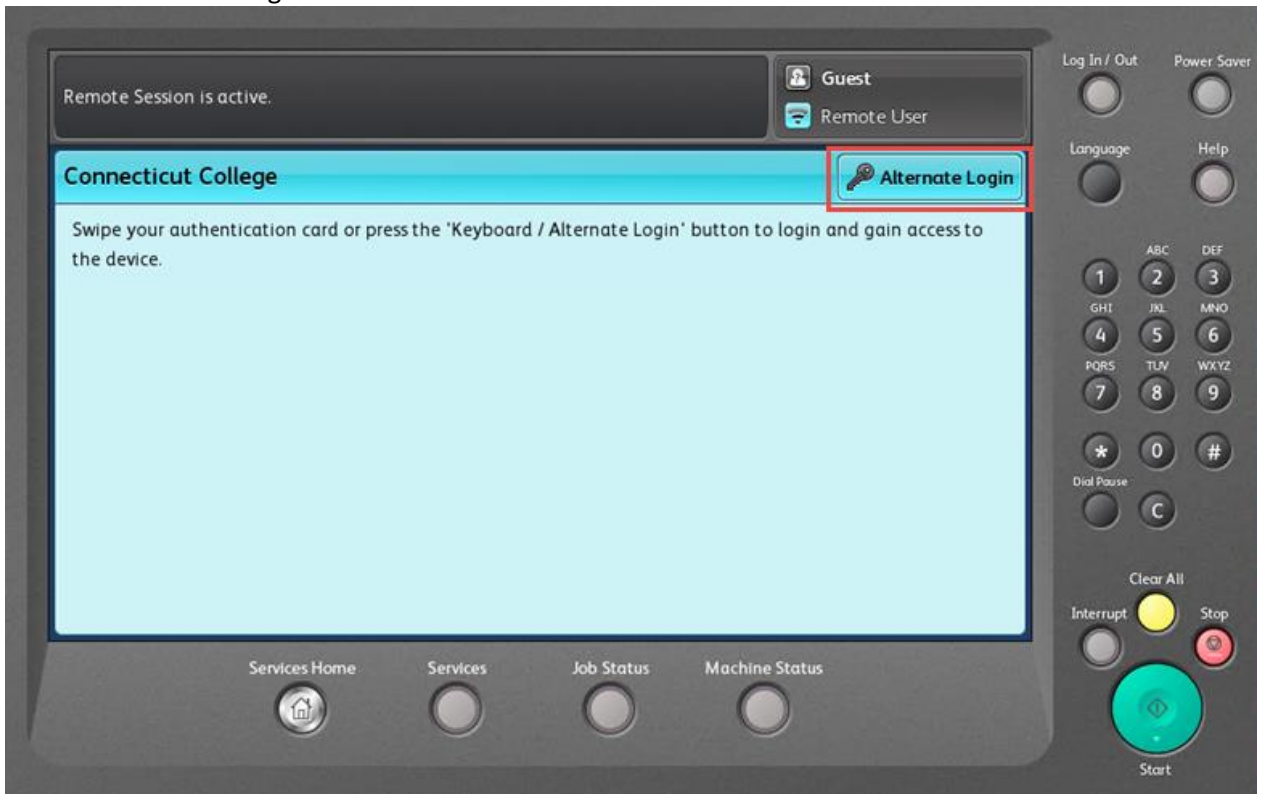


# Connecticut College User Instructions at the Xerox MFP

1. Alternate Login
  - a. Press the Alternate Login button on the MFP Screen



- b. Enter you Connecticut College User Name



- c. Press Done

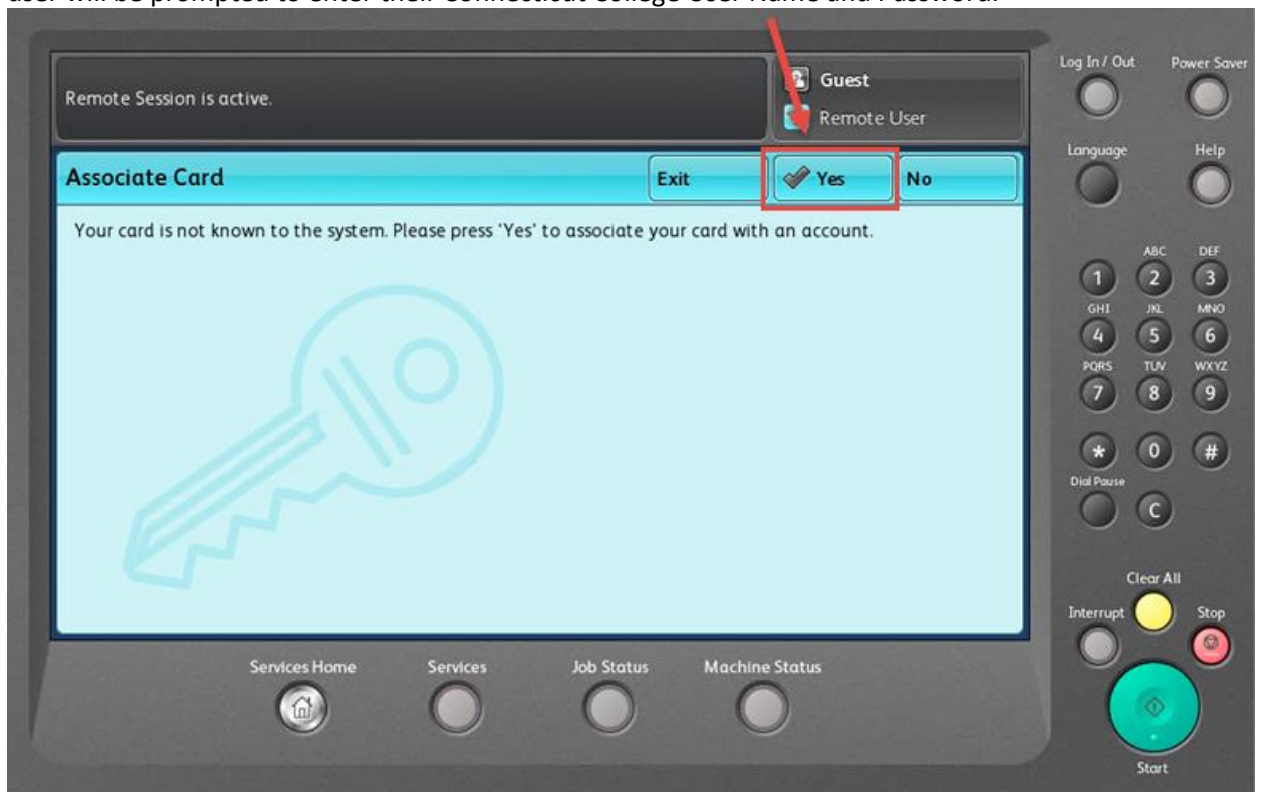
d. Enter your Connecticut College Password



e. Press Done

2. Swipe Login

Swipe your 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.



a. Enter you Connecticut College User Name

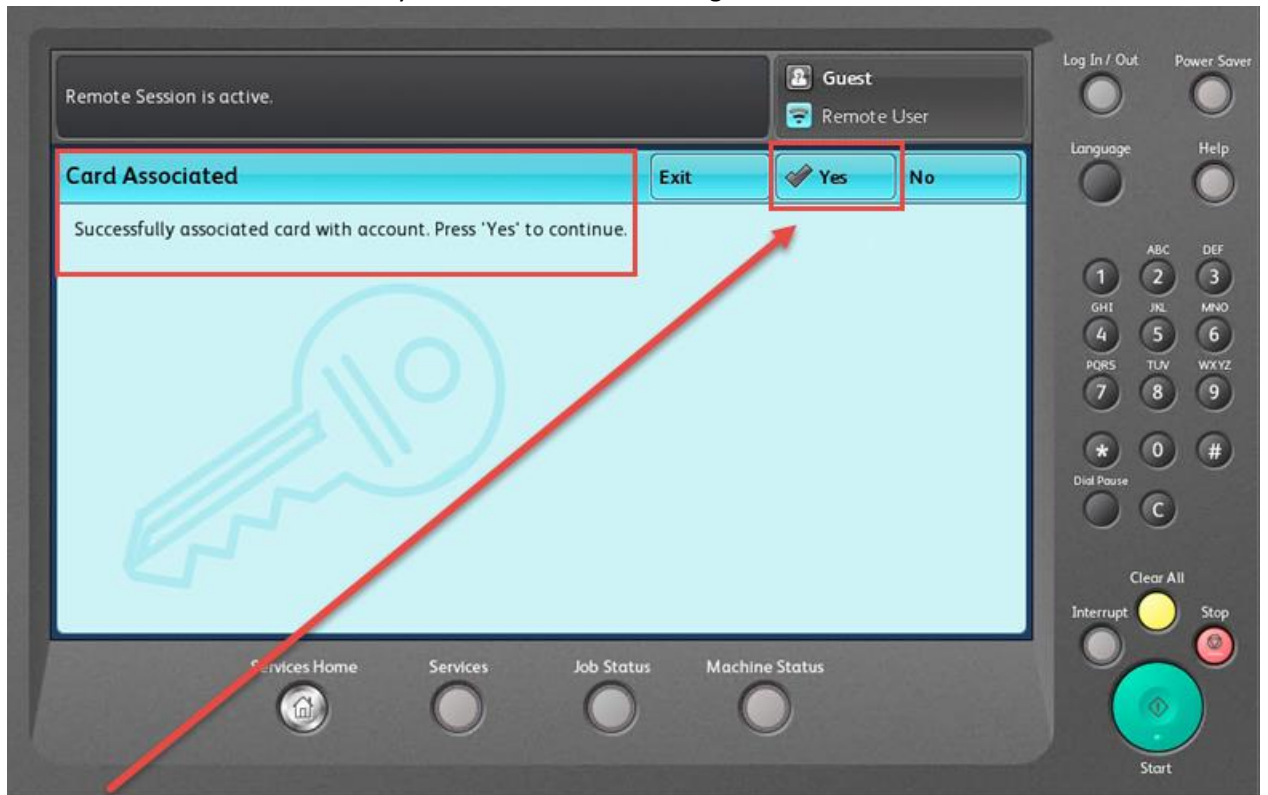


b. Enter you're Connecticut College Password



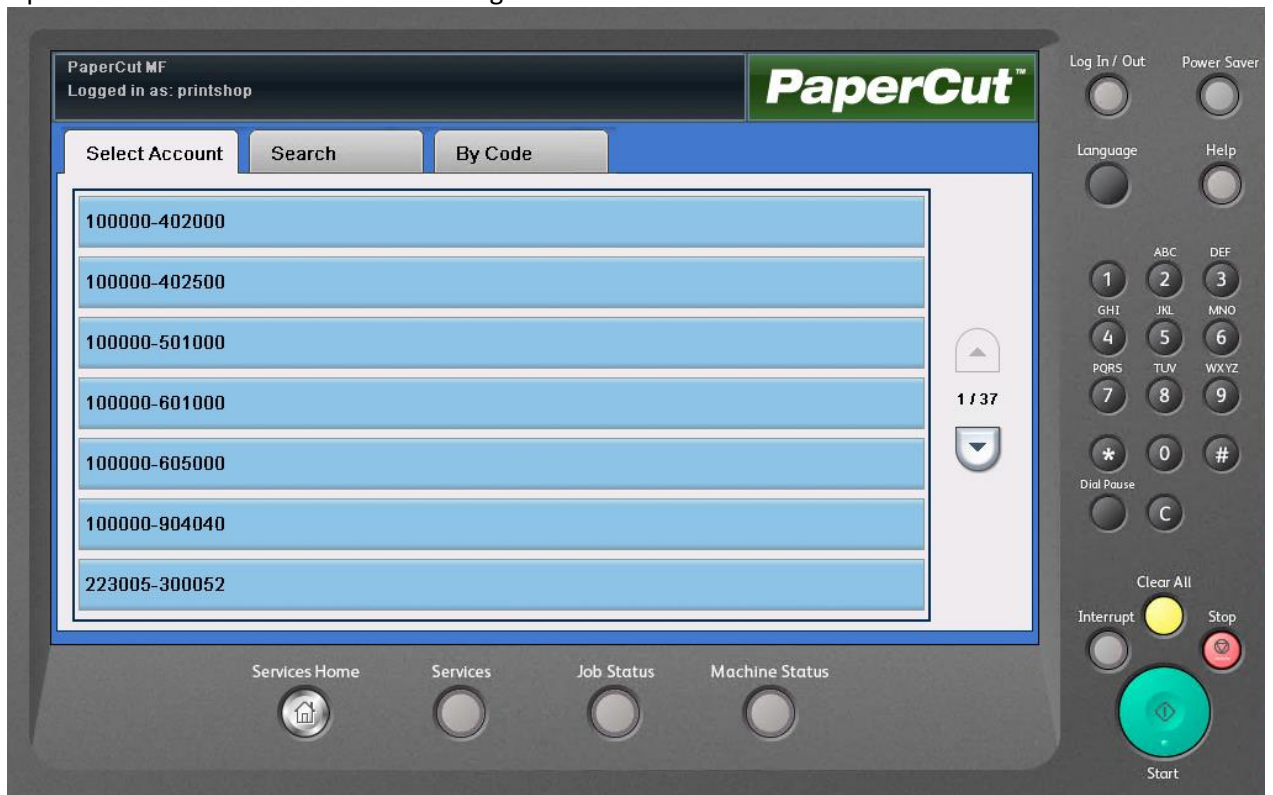


- c. If the association was successful you will receive the message below

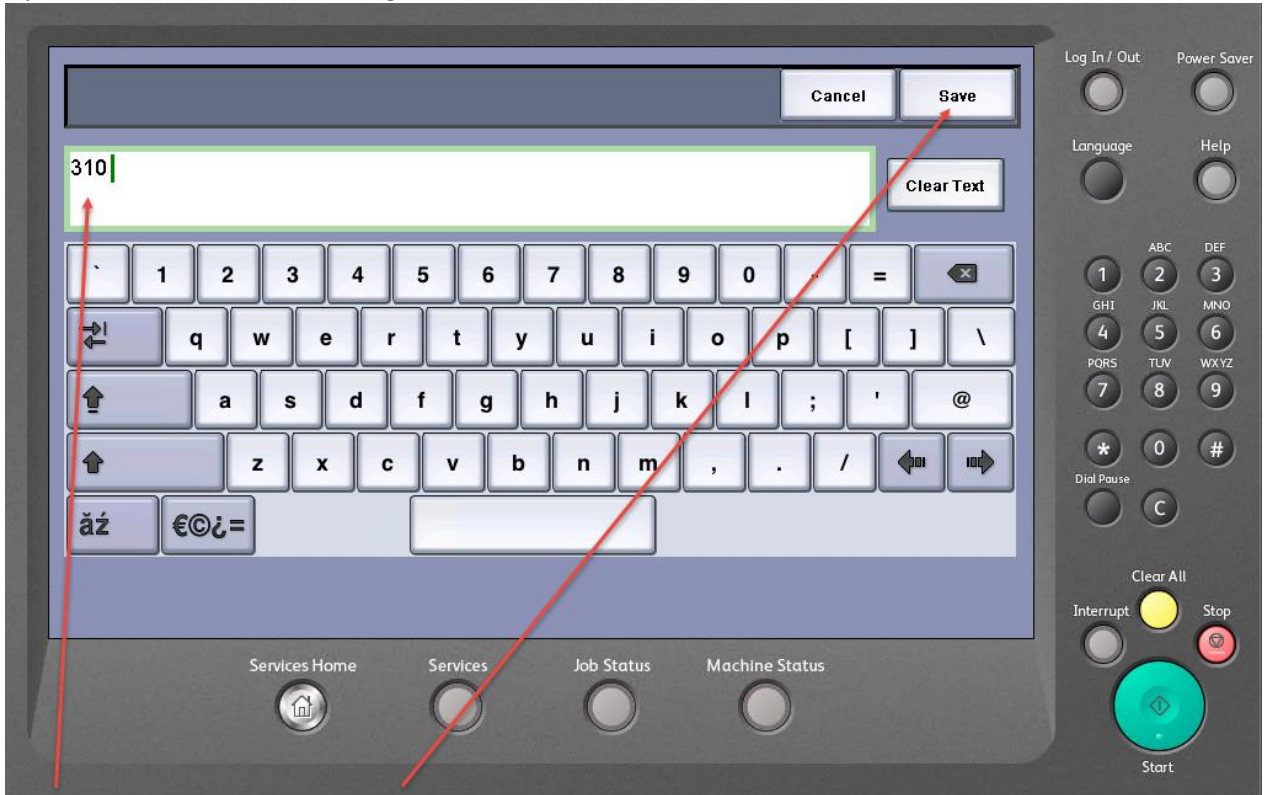


Press Yes to move to the next screen

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

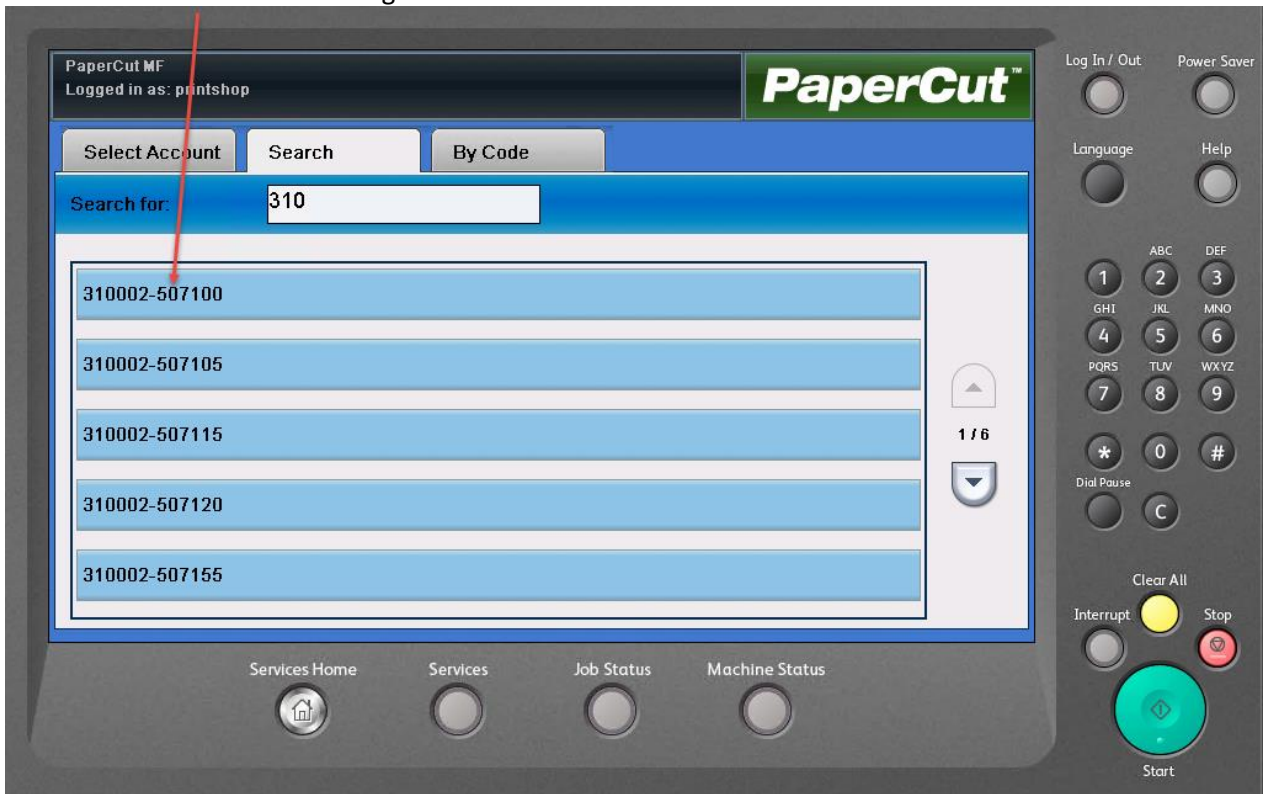


b. Option 2 – Search for a Fund-Org



c. Enter a partial number then press save

d. Choose from the list of Fund-Org Numbers

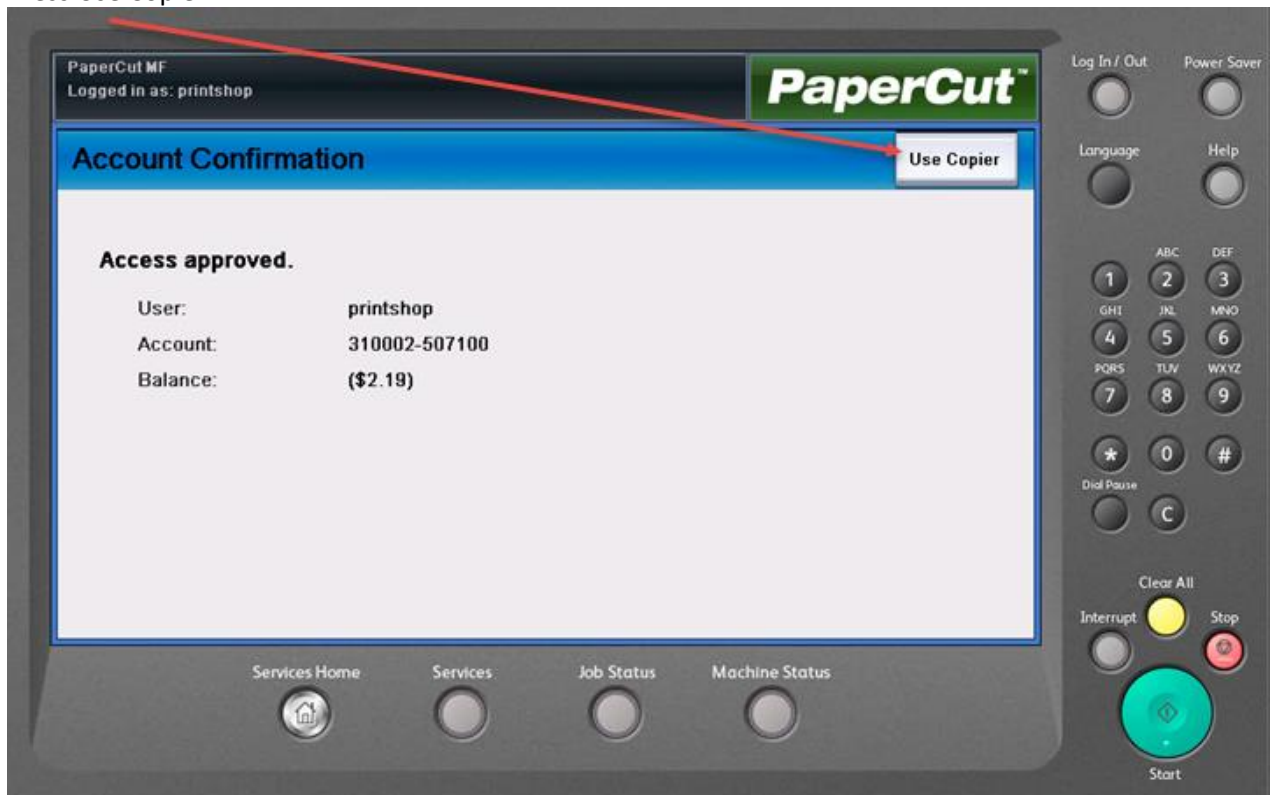


e. Option 3 – Enter a Code



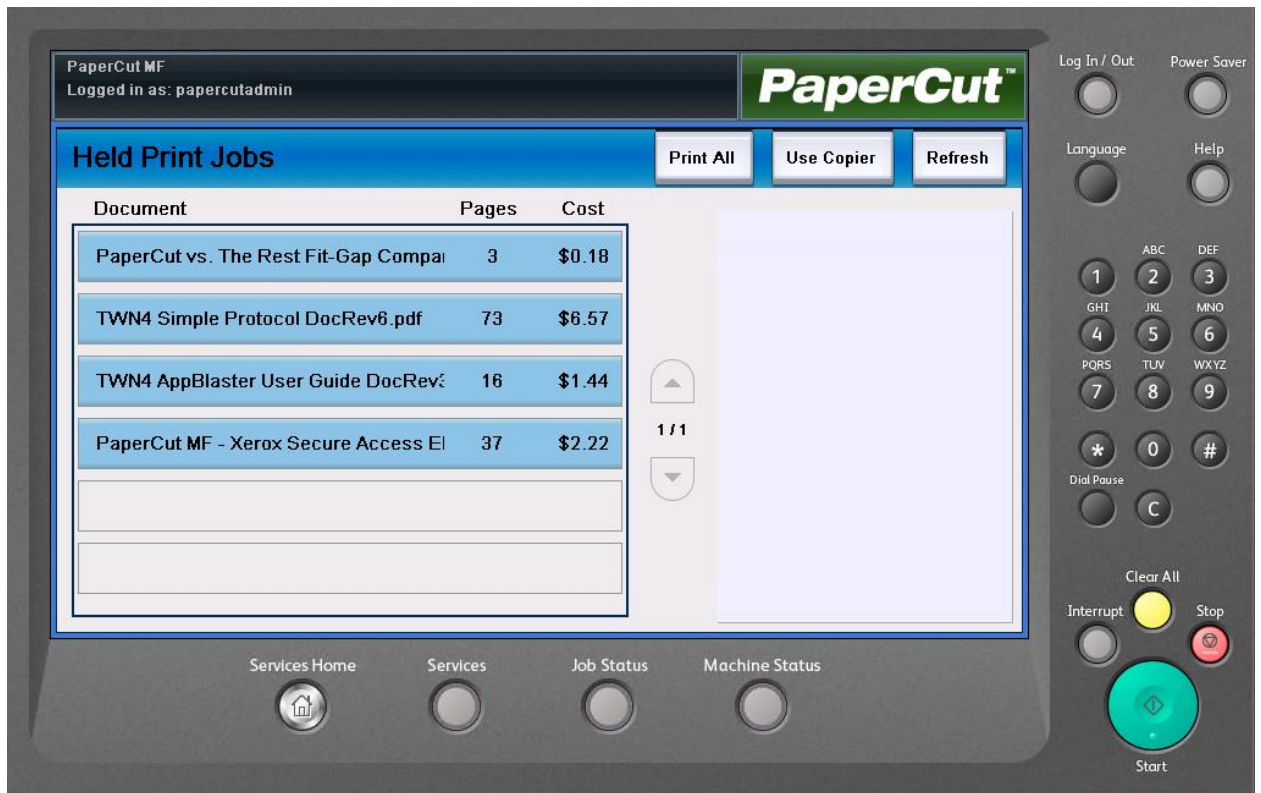
f. Press Save

g. Press Use Copier

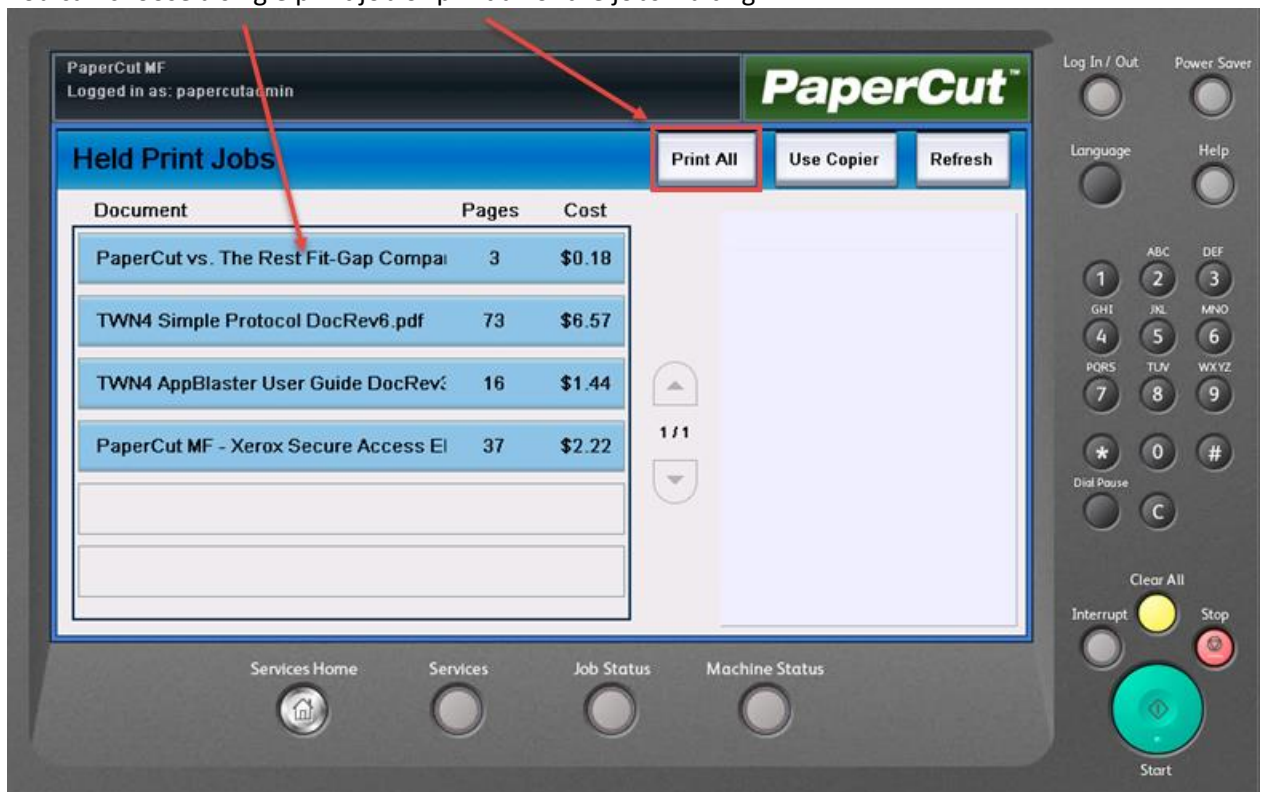


h. If you have print jobs waiting to be printed you will be presented with a list of your print jobs

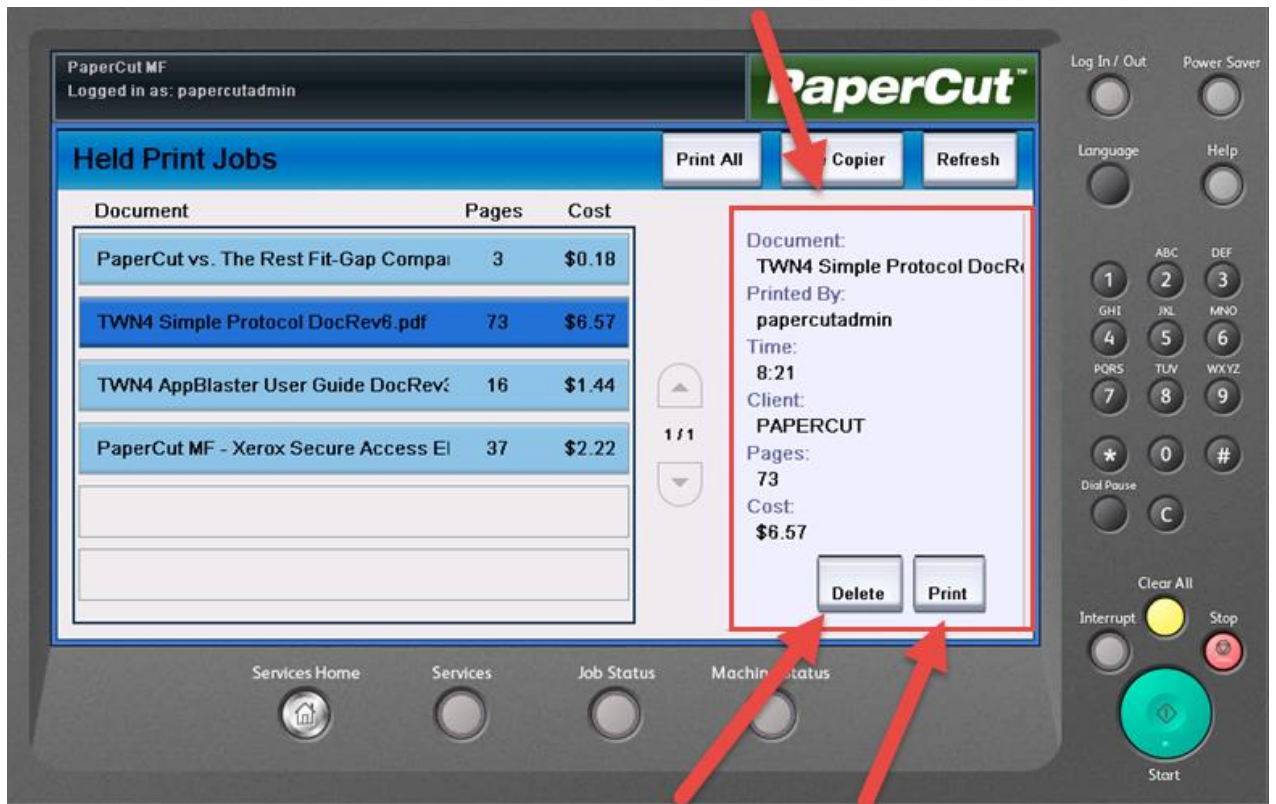




- i. You can choose a single print job or print all of the jobs waiting



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



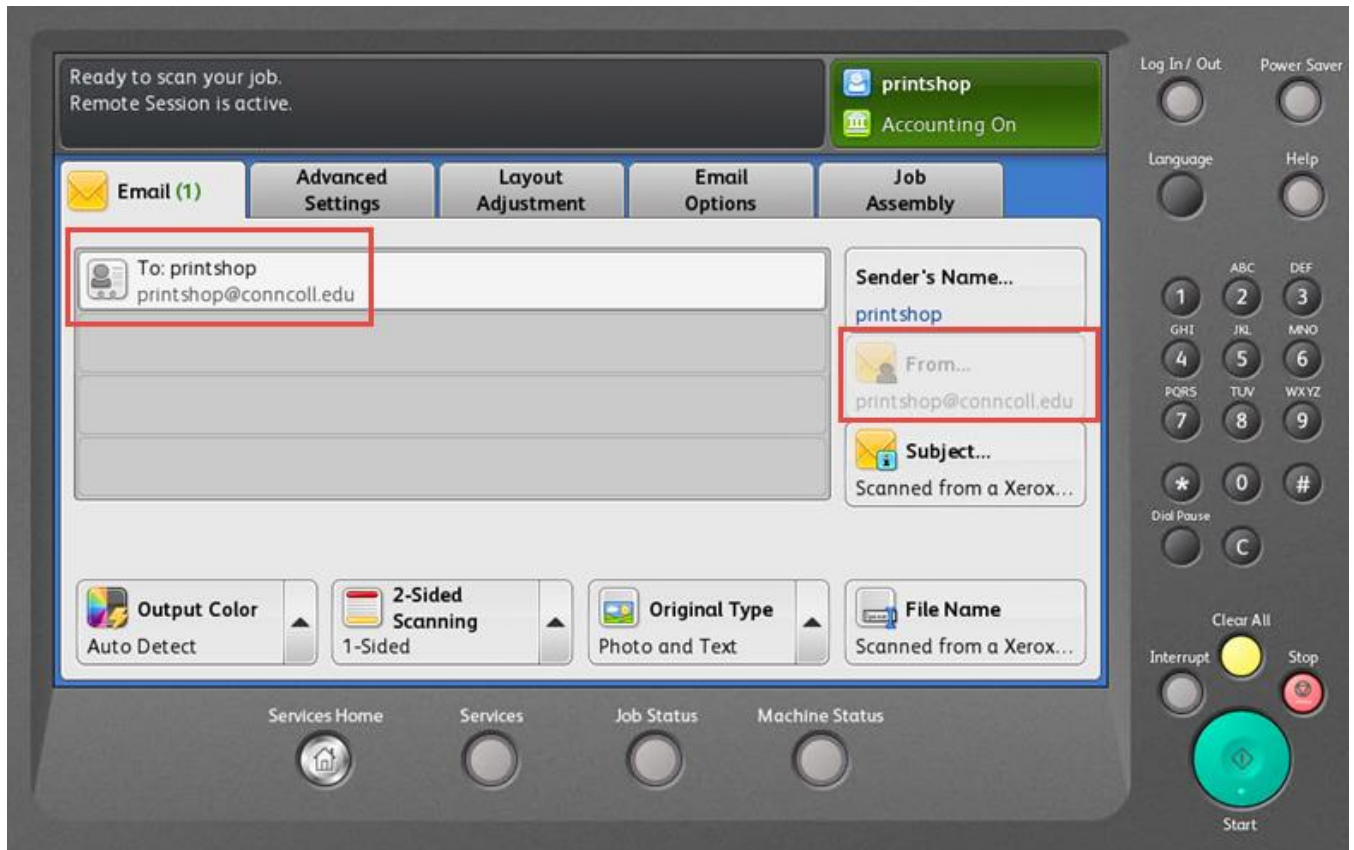
You have the option to delete or print the job

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



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>

