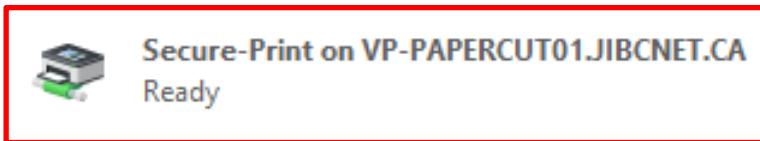# PaperCut - How to Guide

Printing to the new Konica Minolta devices through PaperCut & registering your Access Card.
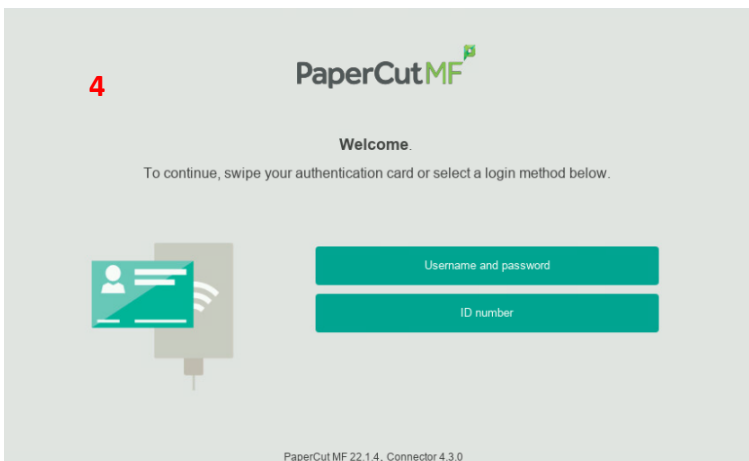
Printing to the new Konica Minolta printer.

2

Secure-Print on VP-PAPERCUT01.JIBCNET.CA
Ready

1. From your application select **Print**.

2. From the list of printers, select "**Secure-Print on VP-PAPERCUT01.JIBCNET.CA**".

3. Select OK to Print.

The first time you use PaperCut on the new Konica Minolta devices, you will need to register your Access Card.

4

PaperCutMF

Welcome.
To continue, swipe your authentication card or select a login method below.

Username and password

ID number

PaperCut MF 22.1.4, Connector 4.3.0

4. At the Konica Minolta device you will see the Papercut log in screen.

**5.** Touch your access card to the **card reader** <u>label</u> on the device.

5

You will hear a beep.

Unknown card. Do you wish to associate this card with your user account?

6   Yes   No

6.   A message: "*Unknown card. Do you wish to associate this card with your user account?*" will appear.   Tap **YES**.

Registering your Access Card, retrieving prints from the Konica Minolta device & accessing other functions.
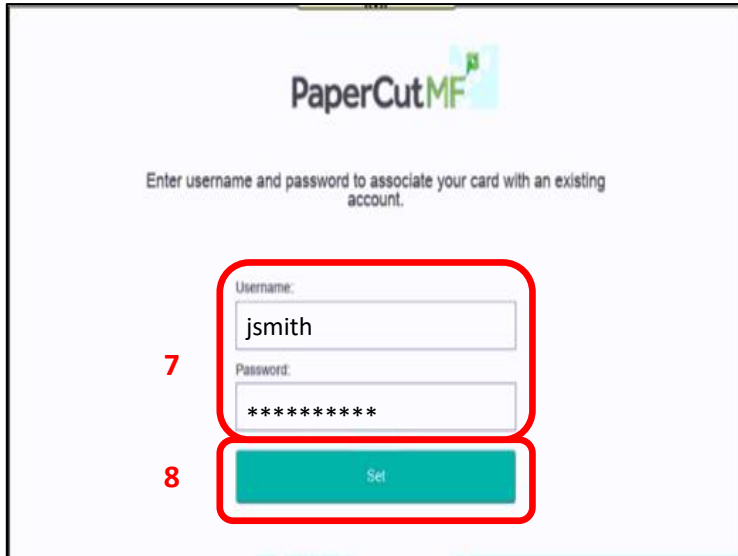
7. Tap the **Username** and **Password** fields to enter your <u>Network Credentials</u> & press **OK**.

*NOTE: Your password will not show, so enter it carefully.   Turn on/off upper & lower case as required.

8. Once your Username and Password are entered, press **SET**.

A message will appear: "*Your card has been associated with your user account. You may now swipe your card to log in*."

When your access card has been associated with your account, you can access your printing and other functionality.

9. Touch your access card to the **card reader label** on the device (*or if you have forgotten your card, enter your Network Credentials on the user interface).

*NOTE: If you have sent print jobs they will automatically print once you log in.

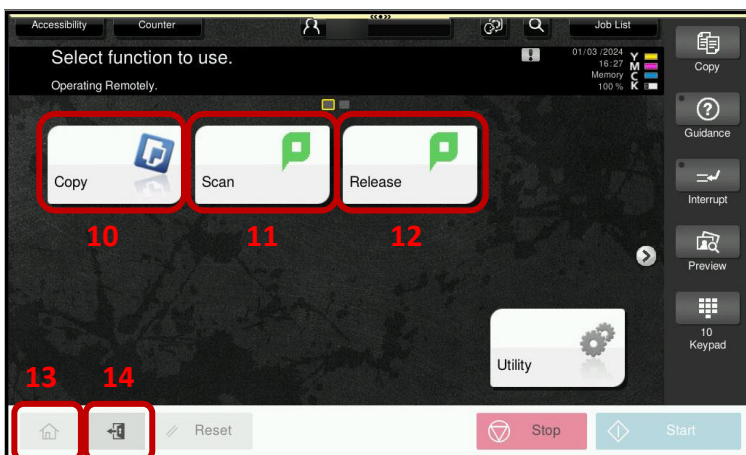You will see the device **Home** screen (main menu).

10. Select **Copy** to go to the Konica Minolta copy screen.

11. Select **Scan** for the Papercut Integrated Scanning screen. The scanning location is your **Email**.

12. Selecting **Release** will take you to the print job release screen.
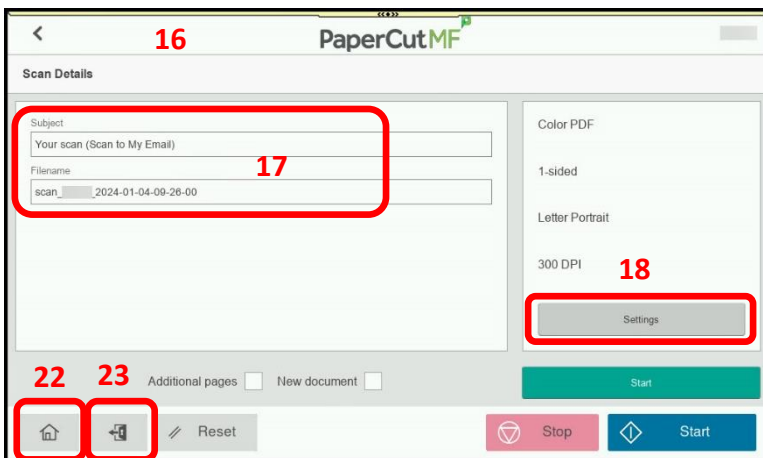
13. **Home** screen – device main menu.

14. **Logout** (Exit) – out of Papercut and the Konica Minolta device.

Konica Minolta Copy screen and accessing Papercut Integrated Scanning.

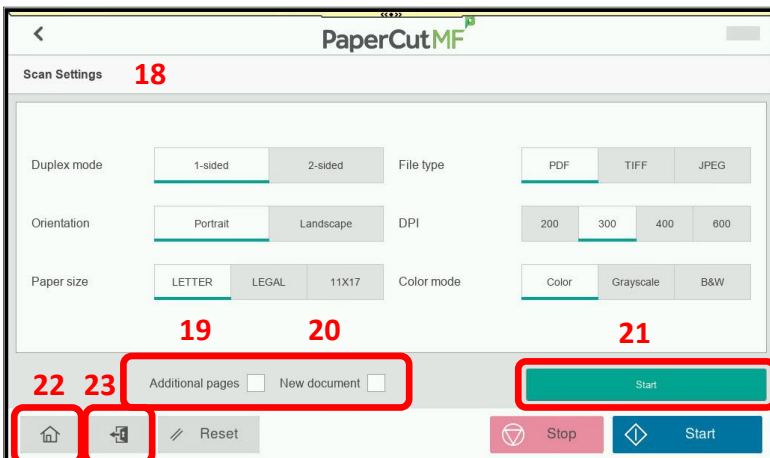**15.** Konica Minolta **Copy** screen.

16. On the Papercut **Scan** screen, the scanning location is your **Email**.

17. You can change the **Subject** and the **Filename**.

18. If required, you can change your scan settings under **Settings**:

Duplex mode, **Orientation**, **Paper Size**, **File Type**, **DPI** and **Color mode**.

19. Select **Additional Pages** to add more pages to current scan.

20. Select **New Document** to scan multiple scan jobs with the same scan settings.

21. Select **Start**.

22. Select **Home** to take you back to the device main menu.

23. **Logout** (Exit) – out of Papercut and the Konica Minolta device.