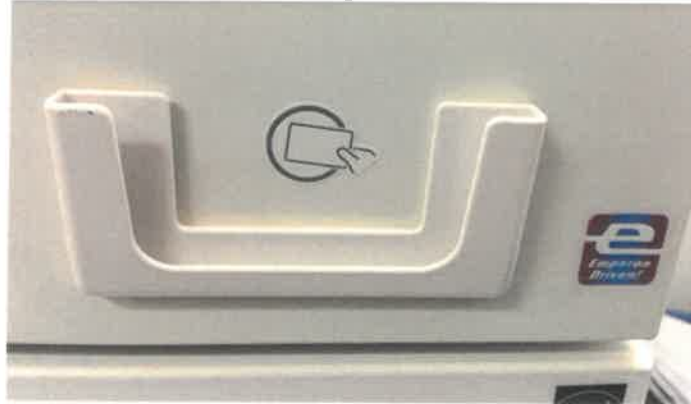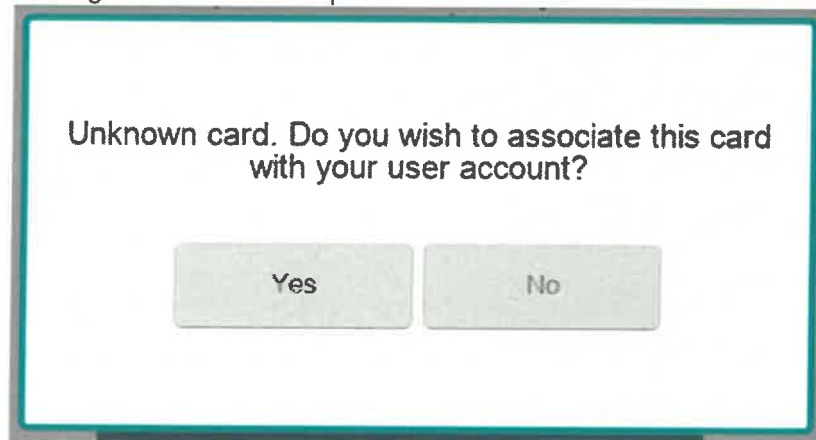# PaperCut Copier Setup

Students will need to associate their access badge to use the copier.

### First Time Setup
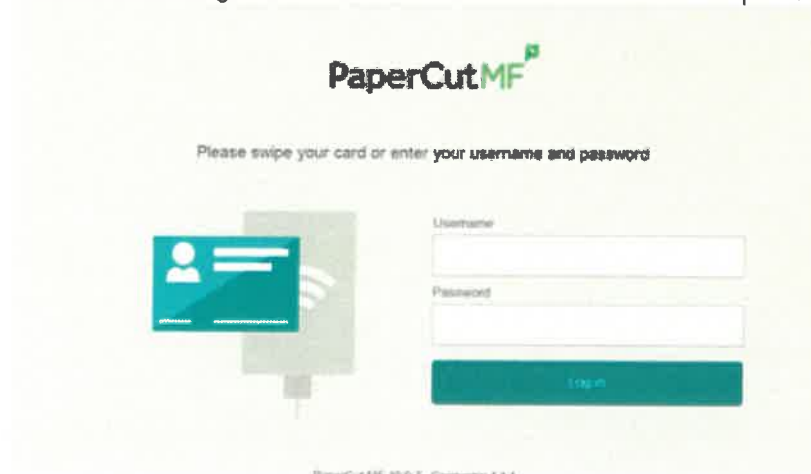
1. Place your Clarkson College access badge in the card slot and wait for the beep.



2. Click **Yes** to begin the association process.



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

Yes     No

3. Enter your Clarkson College **Email Address** and **Password** to complete the setup.



**PaperCut MF**

Please swipe your card or enter your username and password

Username

Password

Log in

PaperCut MF 19.0.7, Connector 4.1.1

4. These steps only need to be completed **Once**. You will only need to tap your access badge to use the copier from now on.

## Using the Copier

1. Place your Clarkson College access badge in the card slot and wait for the beep.
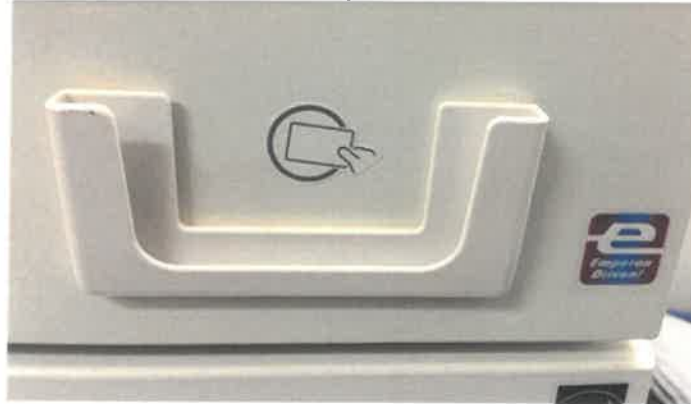
2. Select **Print Release, Device Functions,** or **Scan.**

   a. Print Release
      i. Use this button to start **Printing** documents you have sent to PaperCut Cloud Print.
   b. Device Functions
      i. Use this option to **Copy** documents.
   c. Scan
      i. Use this option to **Scan** files to your email account.
3. Be sure to **Log Out** from the upper right-hand corner when finished.

## Clarkson College

Prepare to be the best.