



# LEARNER GUIDE

FOR

PaperCut<sup>MF</sup>

with

**TOSHIBA**

**Leading Innovation**

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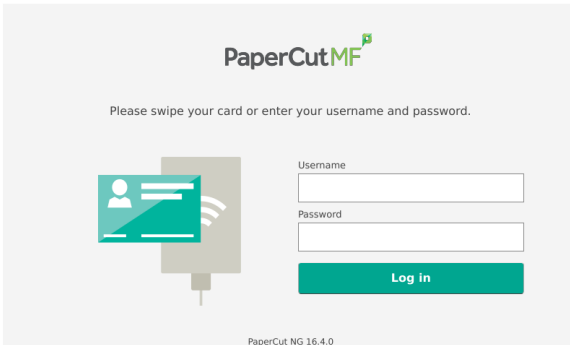
# Log In

Before you can use any of the Toshiba MFD's you need to log into them. Once you have logged in you can then access the features that the device offers. For example: print release, photocopying, faxing, scan-to-email or scan-to-network.

To log in there are two methods.

When you walk up to one of the copiers you will see a screen like this.

*Tip: You may need to press the start button to wake the machine if it's in sleep mode*



You will need to touch the **User Name** box and enter your usual computer username. Then press the **Password** box and enter your password.


Then press **Log in**.

*Tip: Remember that most passwords are case sensitive.*

You may also login using a pin code which will be emailed to you

**PaperCutMF**

Please swipe your card or enter your username and password.



Username

Password

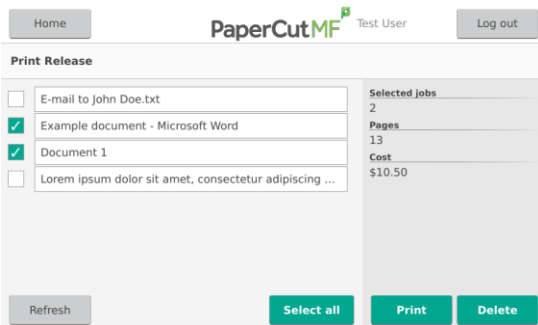
PaperCut NG 16.4.0

# Release Print Jobs

All print jobs sent to the FollowMe printer, will be securely held for a period of time, typically around one or two days. After this time the jobs are automatically cancelled.

To release any held print jobs, firstly log into the MFD as described on Page 2 and 3 of this guide.

Either select **Print All** or select the **Print Release** icon.



From this screen you can choose to **Print** or **Delete** each job.

Once you have finished, log out by pressing the **ACCESS** button on the panel.



*Tip: Always log out when you've finished to prevent misuse of your account*

# Copy

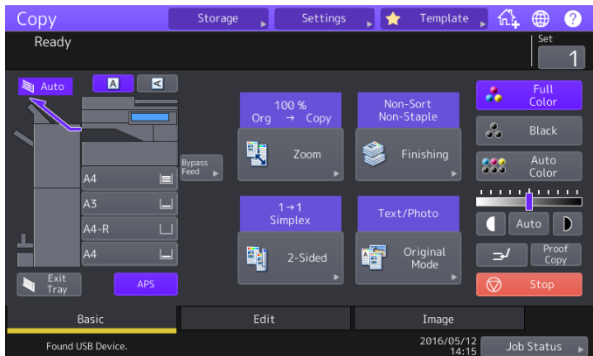
To use any of the Copy or Fax (if fitted) features, you first need to log into the MFD as described on Page 2 and 3.

You will now be presented with the following screen.



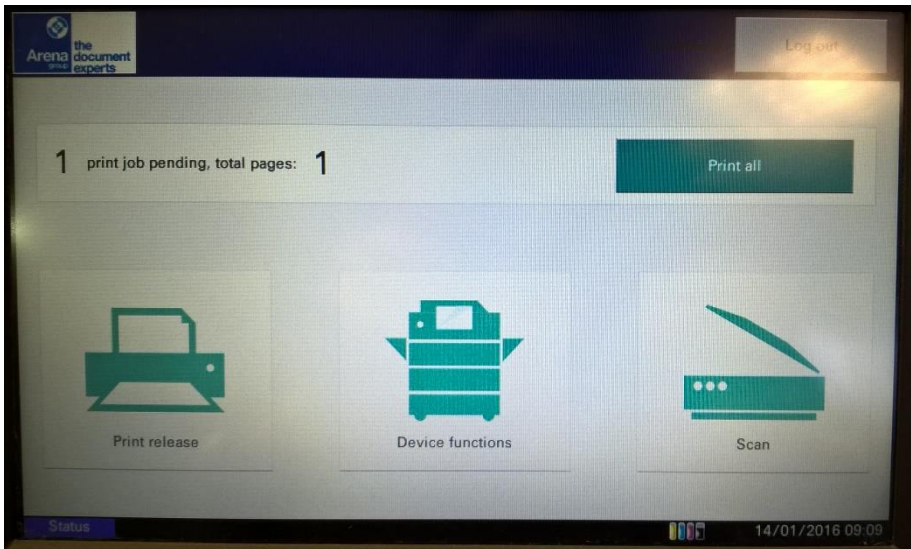
Firstly select **Access Device**.

You will then be taken to the copy screen.



# Scan

To use the scan facility select the Scan button, this will then present you with scan options. All scans will be emailed to your learner email account



# Printing and Copying Costs

The college provides learners with £2 of credit towards printing and copying costs per month, which will rollover if unused. Additional credit may be purchased from Rochford Library.

The cost of printing is as follows

Type	Printers		FollowMe	
	Single	Duplex	Single	Duplex
A4 Colour	14p	24p	12p	20p
A4 Mono	6p	8p	5p	8p
A3 Colour	24p	34p	21p	32p
A3 Mono	12p	19p	11p	18p



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