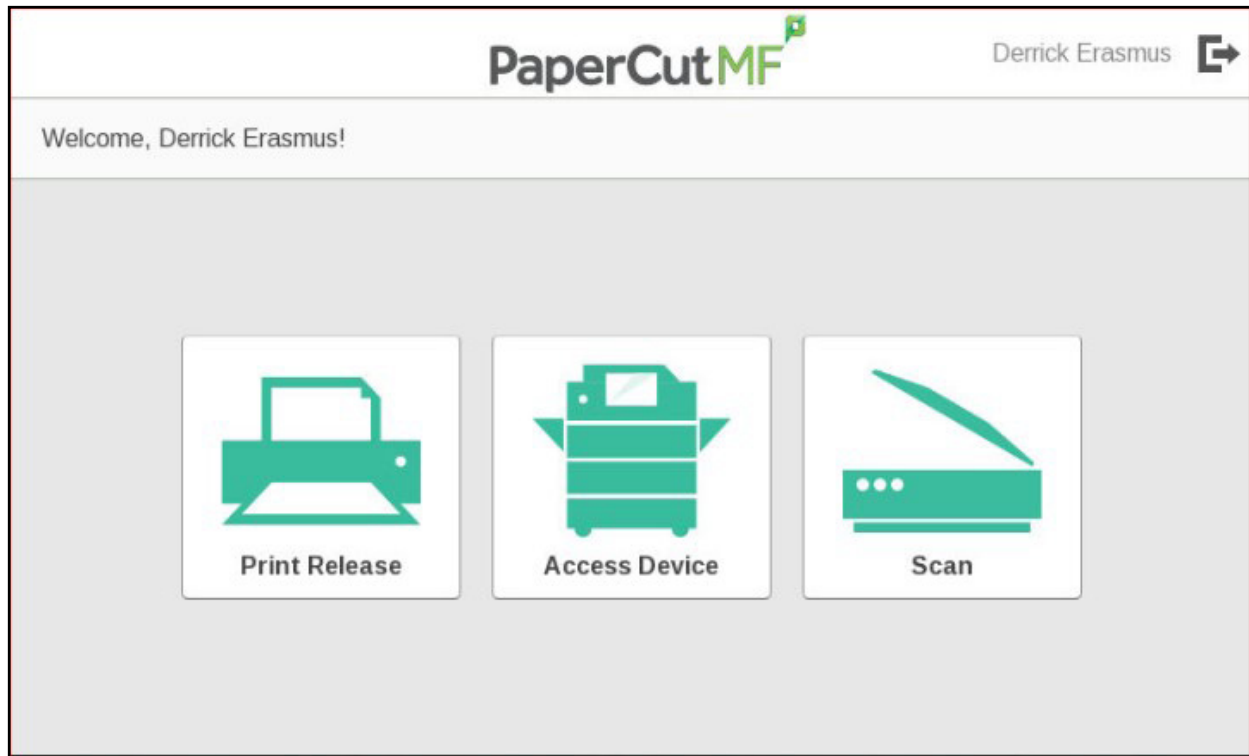




## SCANNING AND COPYING

Go to the printer, tap your student or staff card on the sensor and enter the PIN code you have created. The following screen will appear: Either place your documents in the top tray or open the cover and place them onto the scan and copy surface.



## TO SCAN A DOCUMENT

1. Tap Scan, and the printer will offer you the option to scan to your email or to OneDrive. Select **Scan to My Email** or **OneDrive for UCT**.



## Scan to email

2. Once you have selected **can to My Email**, the email confirmation screen will appear with your details already populated into the relevant fields.

3. Either click Start to start scanning or tap the **Change settings** button on the right hand of the panel to change the scan settings.

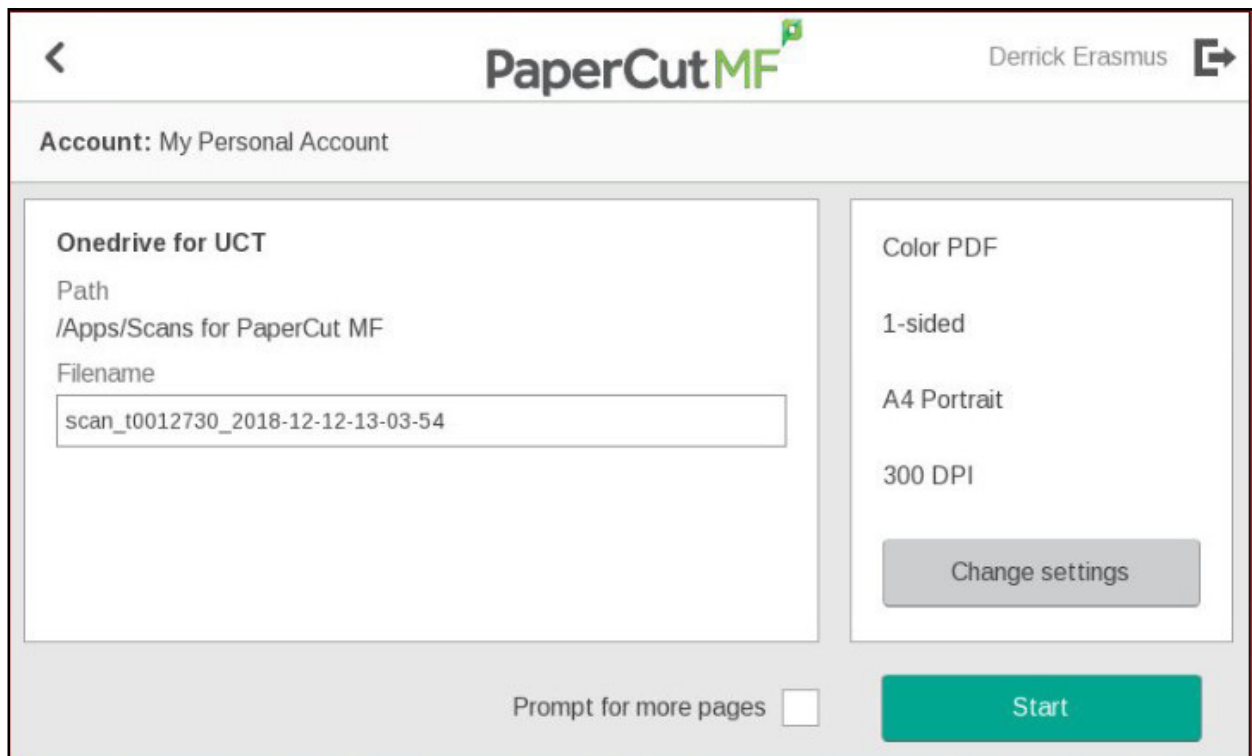
The screenshot shows the 'Scan to My Email' confirmation screen in the PaperCutMF app. At the top, there is a back arrow, the PaperCutMF logo, and the user's name 'Derrick Erasmus' with an edit icon. Below this, it says 'Account: My Personal Account'. The main area is divided into two columns. The left column contains the email details: 'To: derrick.erasmus@bdsol.co.za', 'Subject: Your scan (Scan to My Email)', and 'Filename: scan\_t0012730\_2018-12-12-13-02-46'. The right column shows the current scan settings: 'Color PDF', '1-sided', 'A4 Portrait', and '300 DPI'. A 'Change settings' button is located below these settings. At the bottom, there is a 'Prompt for more pages' checkbox (unchecked) and a large green 'Start' button.

4. If you tap the Change settings button, you will be offered a number of choices for your scan settings. Select those you want and then tap Start to begin the scan.

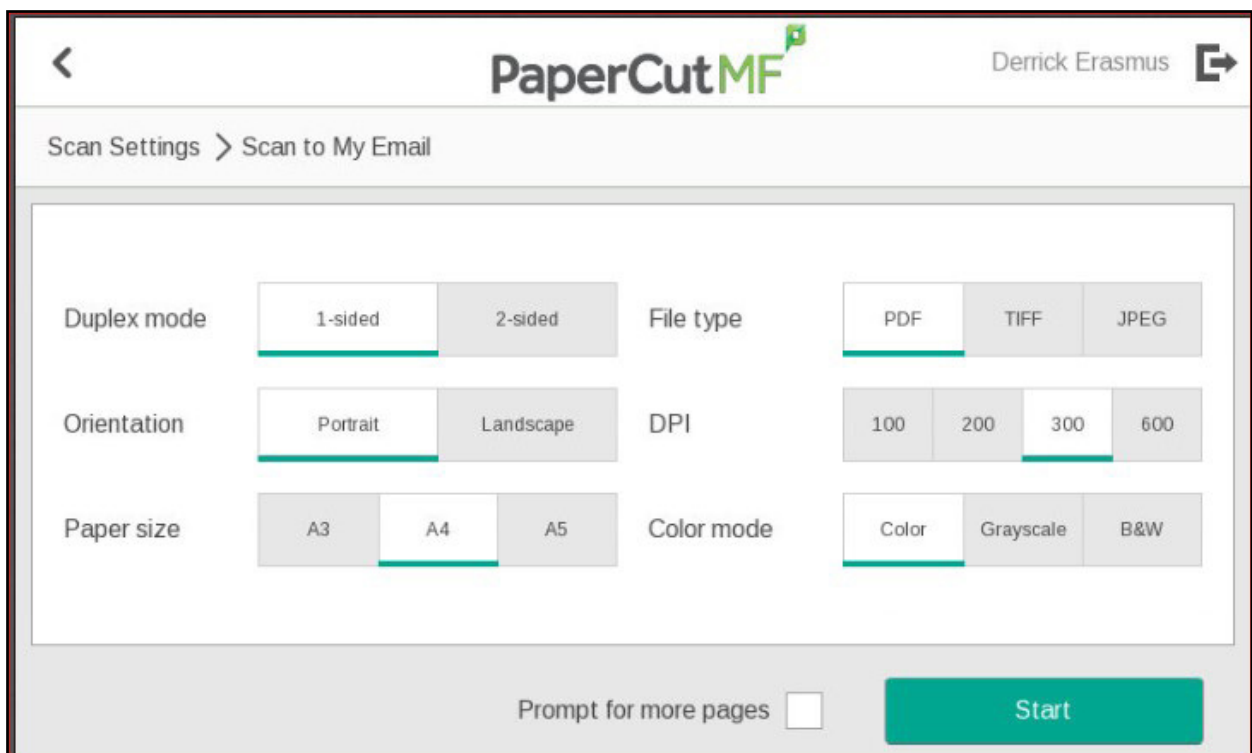
The screenshot shows the 'Scan Settings' screen in the PaperCutMF app. At the top, there is a back arrow, the PaperCutMF logo, and the user's name 'Derrick Erasmus' with an edit icon. Below this, it says 'Scan Settings > Scan to My Email'. The main area is a grid of settings. 'Duplex mode' has '1-sided' selected. 'Orientation' has 'Portrait' selected. 'Paper size' has 'A4' selected. 'File type' has 'PDF' selected. 'DPI' has '300' selected. 'Color mode' has 'Color' selected. At the bottom, there is a 'Prompt for more pages' checkbox (unchecked) and a large green 'Start' button.

## Scan to OneDrive

1. If you select **OneDrive for UCT** as your scanning option, you will see the following screen:

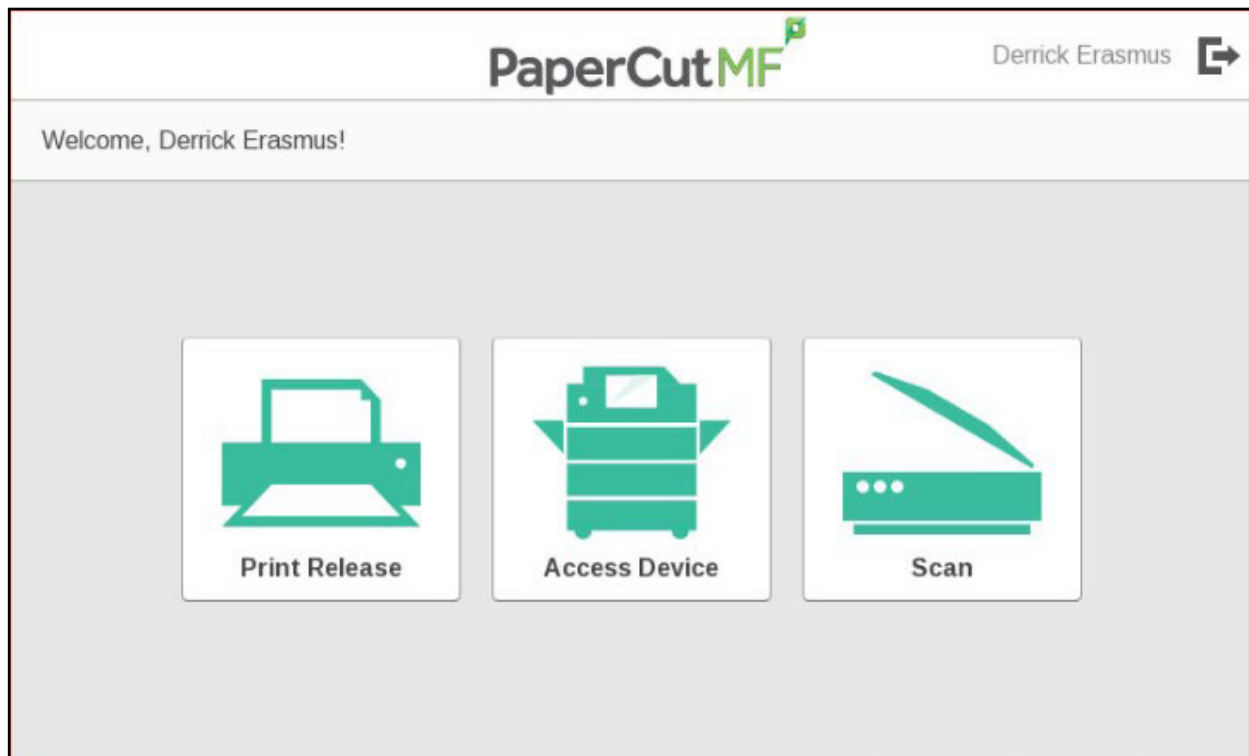


2. Tap the **Start** button and your scan will begin, sending the files to your UCT OneDrive folder.

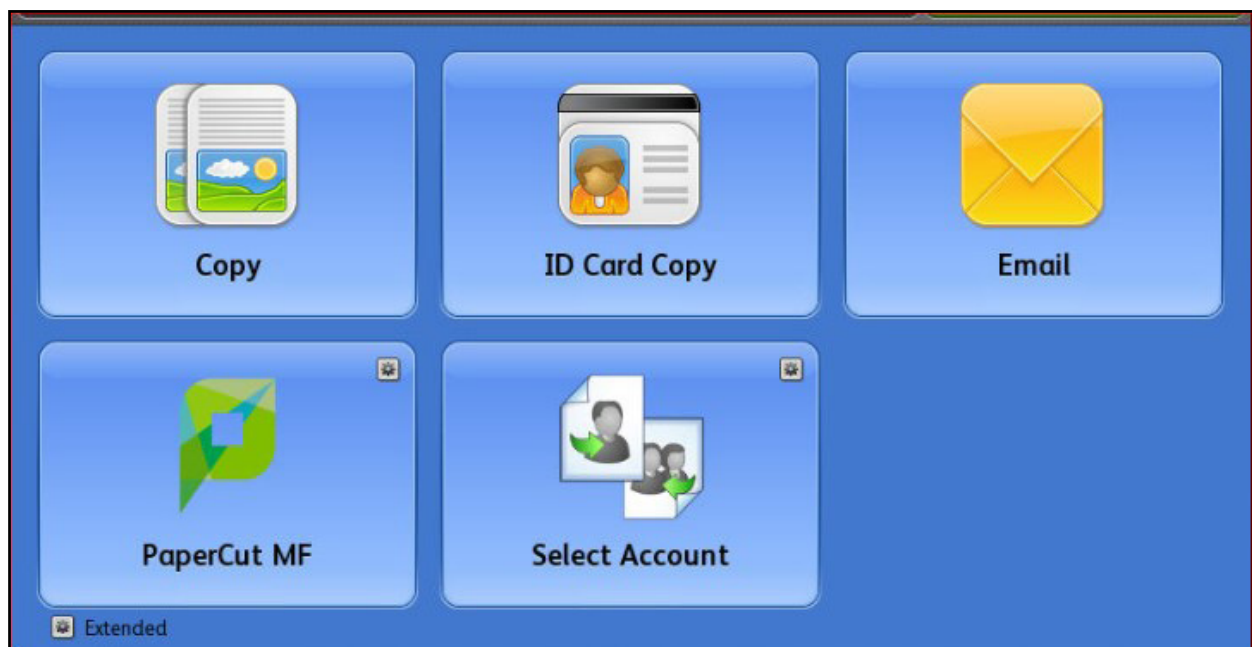


## TO COPY A DOCUMENT

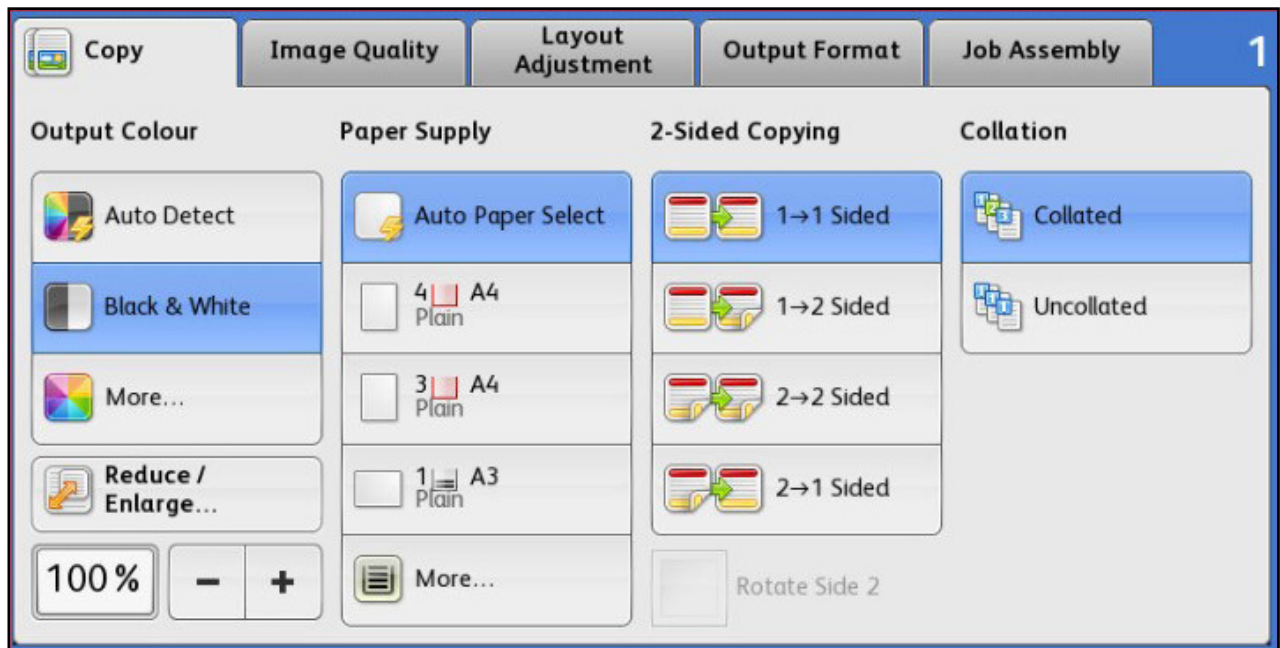
1. When you log on to the printer, on the Welcome screen, select **Access Device**.



2. You will see this screen with the option to **Copy**.



3. This will present you with a screen to allow you to select your copy settings.



4. This will present you with a screen to allow you to select your copy settings.

5. Once you have done this, press the green **Start button** on the control panel of the printer and your copying will commence.