

Paper Cut-Card Swipe

This is the feature that is used to charge departments for copying and printing of documents. An account has been created for each member of your area. The account is associated with the budget area for that employee. Employees in your area will then be able to use their Siena ID card to access the copier features. They will also be able to log into the system using their Siena username and password.

ACCESS ACCOUNT/ASSOCIATE CARD TO ACCOUNT

- ☞ Swipe the card.
 - ★ The Card Swipe is the black box that appears on the right side of the machine.
 - ★ When swiping the card, the bar code should be on the top facing the machine.
 - ★ The card needs to be square against the machine when it is being swiped.
- ☞ The **Paper Cut Unknown Card Screen** will display.
- ☞ If you receive an error message, swipe the card again.
- ☞ In the **Paper Cut** window, press **Next**.
- ☞ Press the **Username** box.
- ☞ Input **Your Username**. This is the same username you use for logging into My Siena.
- ☞ Press **OK** in the upper right corner of the screen.
- ☞ Press the **Password** box.
- ☞ Input **Your Password**. This is the same password you use for logging into My Siena.
- ☞ Press **OK** in the upper right corner of the screen.
- ☞ You should receive a message that the card is successfully associated.
- ☞ Press **OK**.
 - ★ From this point on you just have to swipe your card and your account will be activated.
 - ★ You may login every time instead of scanning your card if you prefer.
- ☞ Swipe the card a second time.
- ☞ A list of accounts that you can use will appear on the window.
- ☞ Press the proper **Account** for the copies.
 - ★ If you forget to select the **Account**, you will receive an error message.
 - ★ Press the **Home** button.
 - ★ Press the **Paper Cut** icon on the **Home Screen**.
 - ★ You should then be able to select the **Printer**.

LOG OUT OF ACCOUNT

- ☞ Press the **Home** button on the **left side** of the **Control Panel**.
- ☞ Press the **Paper Cut** icon.
- ☞ Press **Logout** on the right side of the screen.
- ☞ You should be returned to the **Username** and **Password** screen.