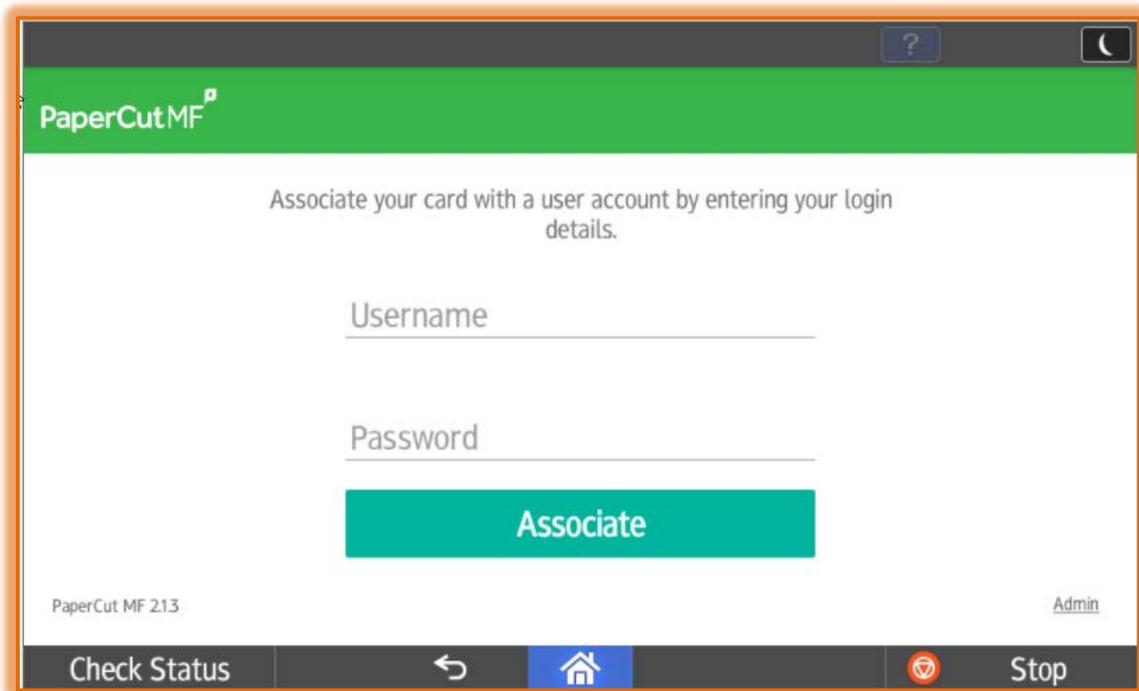


## Paper Cut-Card Swipe

This feature 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 machine features. They will also be able to log into the system using their Siena username and password. All users are required to log into Paper Cut for all functions such as scanning and copying.

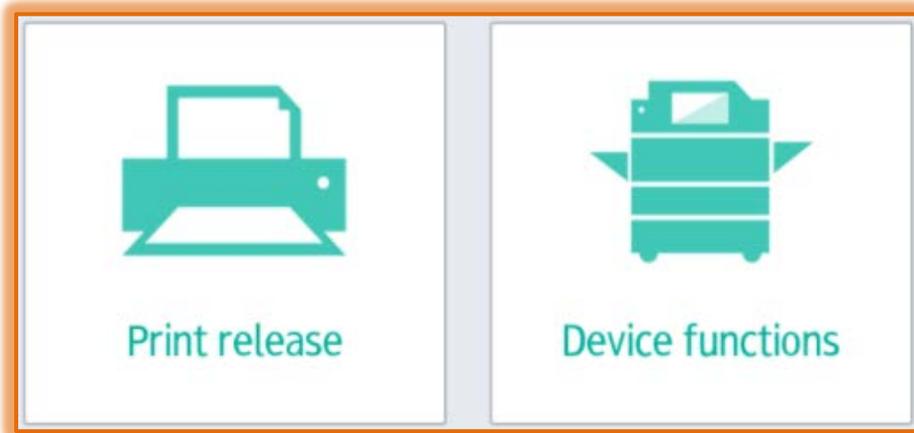
### Access Account/Associate Card to Account

- ☞ 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 face away from the machine.
  - ★ The card needs to be square against the card reader when it is being swiped.
- ☞ The **Paper Cut Unknown Card Screen** will display.
- ☞ If you receive an error message, swipe the card again.
- ☞ When using the card for the first time, an **Associate** window will display.

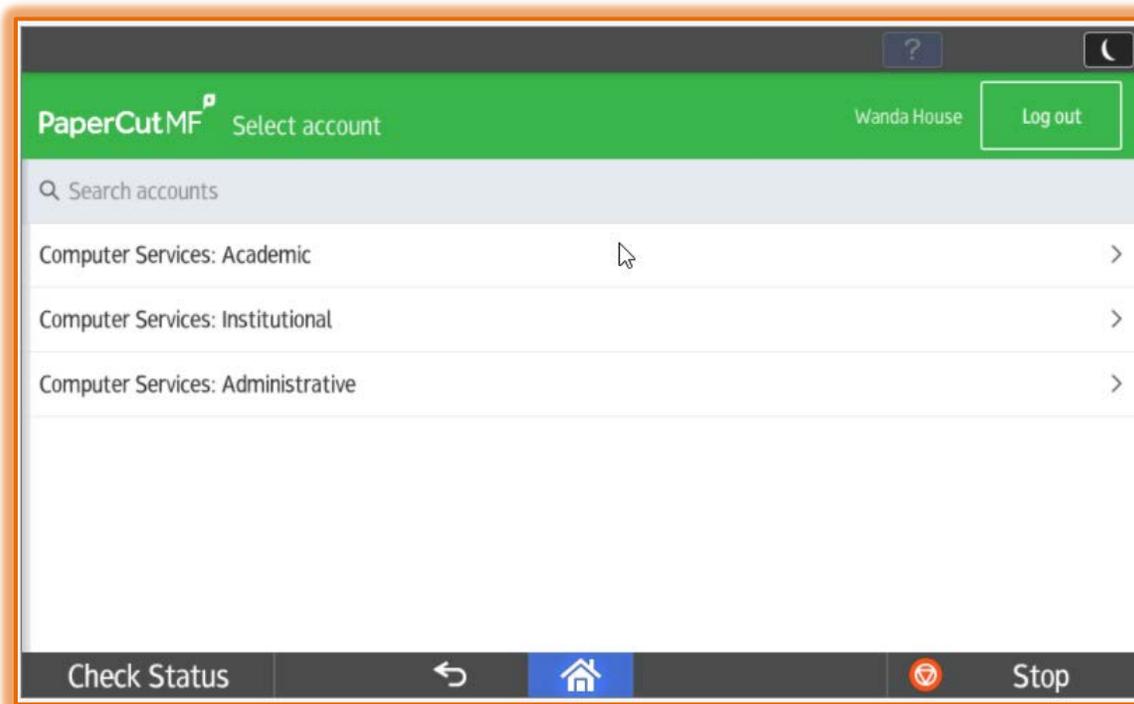


- ★ Input **Your Username**. You use the same password you use for logging into My Siena.
- ★ Press the **Next** button on the right side of the keypad.
- ★ Input **Your Password**. You use the same password you use for logging into My Siena.
- ★ Press the **Associate** button on the right side of the keypad.
- ★ You should receive a message that you can now use the card to log into the machine.
- ☞ Swipe the card a second time.
- ☞ A window will appear with two options:

- ★ **Print Release** – When the Follow Me feature is used for Print jobs, click this button to access the Print Jobs. Information on the Follow Me feature is available on page \_\_\_\_
- ★ **Device Functions** – Select this option to access the Copy, Print, and Scan functions.



☞ A list of accounts that you can use will appear on the window.



- ☞ Press the proper **Account** for the copies.
- ☞ The **Home** screen will appear.

**Log Out of Account**

☞ Press **Logout** on the upper-right side of the screen. You should be returned to the **Username** and **Password** screen.