Let's Get Started…

function⁴

Swipe ID Badge In the Designated Area

Scan ID Badge Here

Select Desired Function

Sharp OSA — Admin Login — LINE — PRINTER — Job Status
PaperCutMF — Chris Ramsey

Print Release — Access Device — Scan
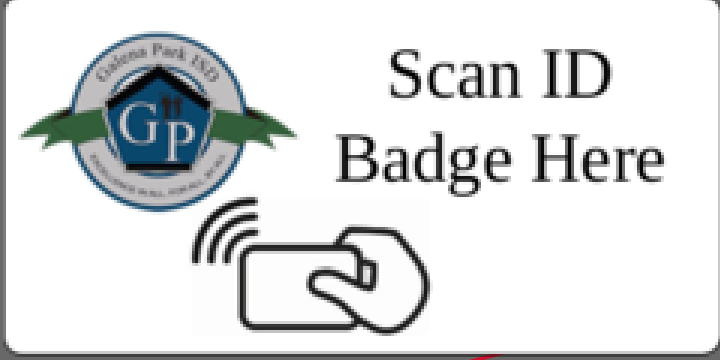
Release Print Job

Select Your Document and Press Print

Sharp OSA — Admin Login — LINE — PRINTER — Job Status
PaperCutMF — da-cramsey
Select all jobs
Test Page

Print as grayscale — Print as 2-sided
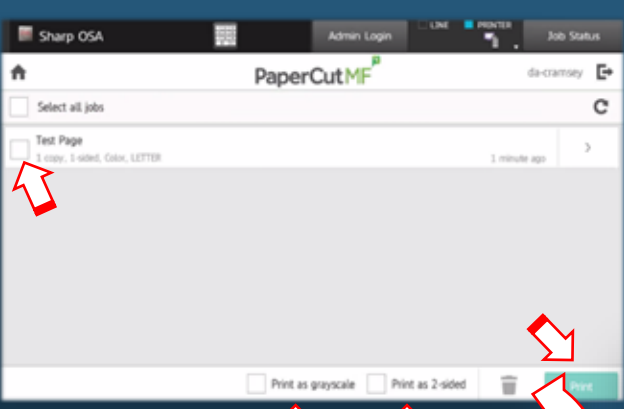
Forces **Grayscale**

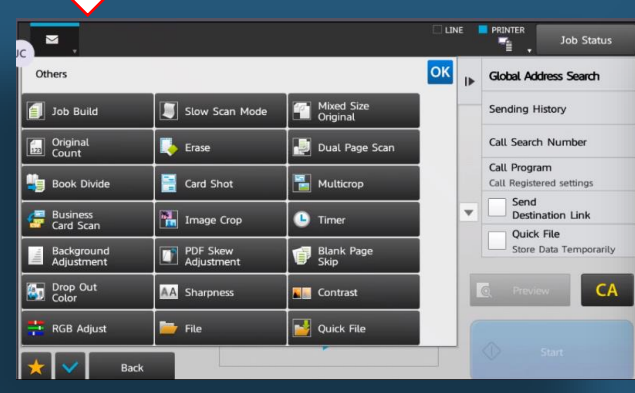**Save Paper** while Saving the Environment, one tree at a time.

Digitally **Trash unwanted Print Jobs**. Don't worry, if you don't retrieve your print job within 24 hours, it will be automatically deleted from the system.

Making Copies

Select Access Device on the PaperCut Screen Above

Select Copy from the **Home Screen** and Make Your Selections

No. of copies — 1
1 2 3
4 5 6
7 8 9
0 C

Original — Paper Select — 2-Sided Copy — Copy Ratio — Exposure — Sort/Group — Staple Sort — Others

Send and Print — Call Program — Quick File — Store Data in Folder — Call Eco Program

Preview — CA — Start

Press **Others** to Select from Various Workflows

Others
Job Build — Slow Scan Mode — Mixed Size Original
Original Count — Erase — Dual Page Scan
Book Divide — Card Shot — Multicrop
Business Card Scan — Image Crop — Timer
Background Adjustment — PDF Skew Adjustment — Blank Page Skip
Drop Out Color — Sharpness — Contrast
RGB Adjust — File — Quick File

Global Address Search — Sending History — Call Search Number — Call Program — Send Destination Link — Quick File
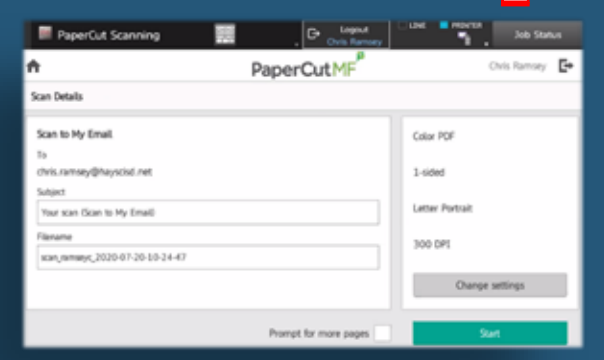
Back — CA

Scan To Email

Select Scan on the PaperCut Screen Above

Load Originals and select **Start**. Your Scan has been delivered to your Email Inbox.

PaperCut Scanning — Logout — Chris Ramsey
PaperCutMF
Scan Details
Scan to My Email
To: chris.ramsey@haysisd.net
Subject: Your scan (Scan to My Email)
Filename: scan_ramsey_2020-07-20-10-24-47
Color PDF — 1-sided — Letter Portrait — 300 DPI
Change settings
Prompt for more pages — Start
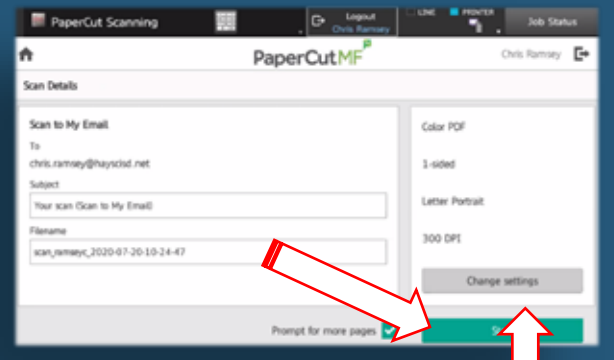
Select Change Settings to Modify Defaults prior to pressing Start

PaperCut Scanning — Job Status
PaperCutMF
Scan Details
Scan to My Email
To: chris.ramsey@haysisd.net
Subject: Your scan (Scan to My Email)
Filename: scan_ramsey_2020-07-20-10-24-47
Color PDF — 1-sided — Letter Portrait — 300 DPI
Change settings
Prompt for more pages — Start

Scan this code for an in-depth training

function⁴ — Galena Park ISD