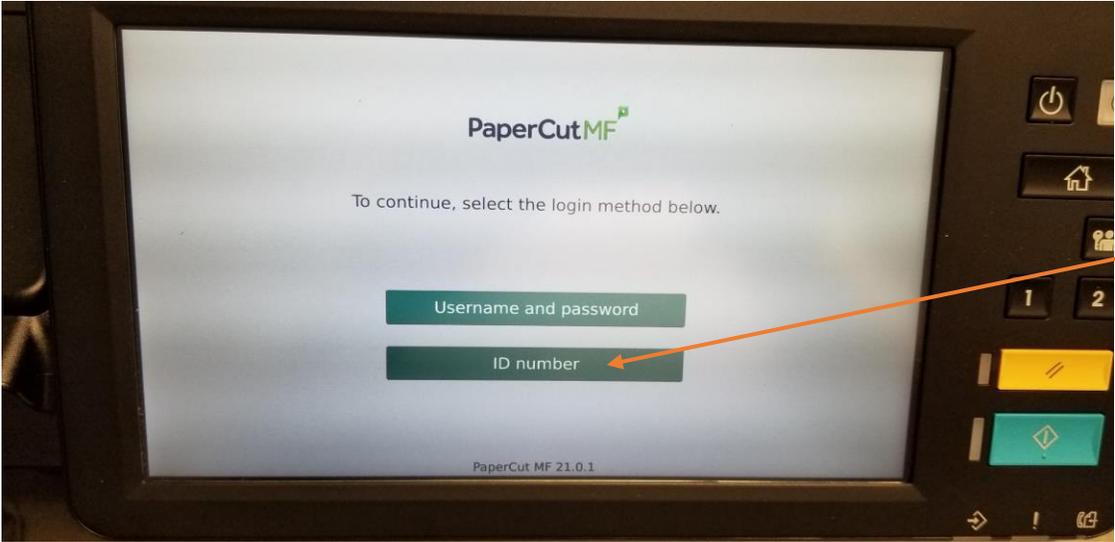


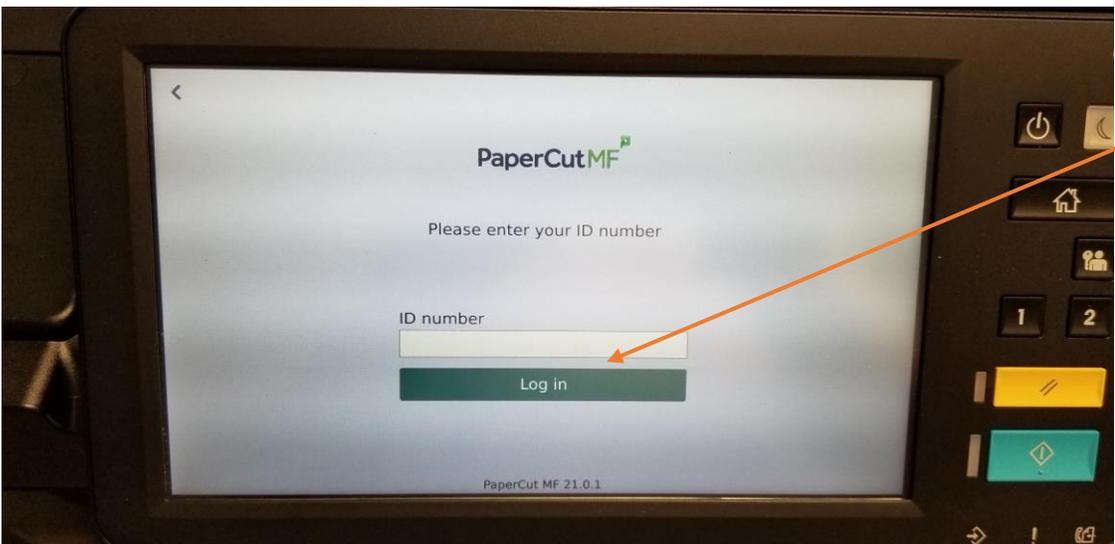
From now on all users will print to the print queue/driver assigned to their building. Regardless of what Toshiba copier you are printing to, you will just print to the one for your building (OES, CES, BCMS, BCHS or BoardOffice). This is a driver that when you print to it will be able to be released from any Toshiba copier in that building. It will be linked to you as a user and when you log in to the copier using your code, will pull up any print jobs you have printed to through your building's queue. It will only show YOUR print jobs.

The desktop Lexmark copiers will still require a driver to print directly to.



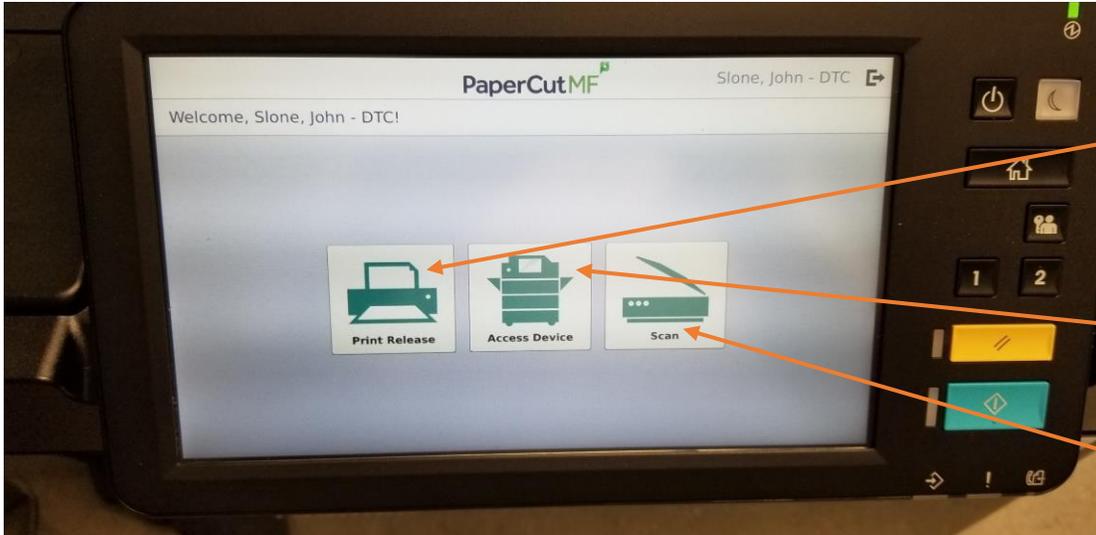
When you walk up to the copier and wake it up by touching the screen or the crescent moon button, you will see this screen.

Touch "ID number"



Next, touch the white box to bring up the digital keyboard, and enter the four digit PIN that you were emailed from Papercut, then tap Log In.

If you can't find this email, check with the IT department and they can look up your code for you.

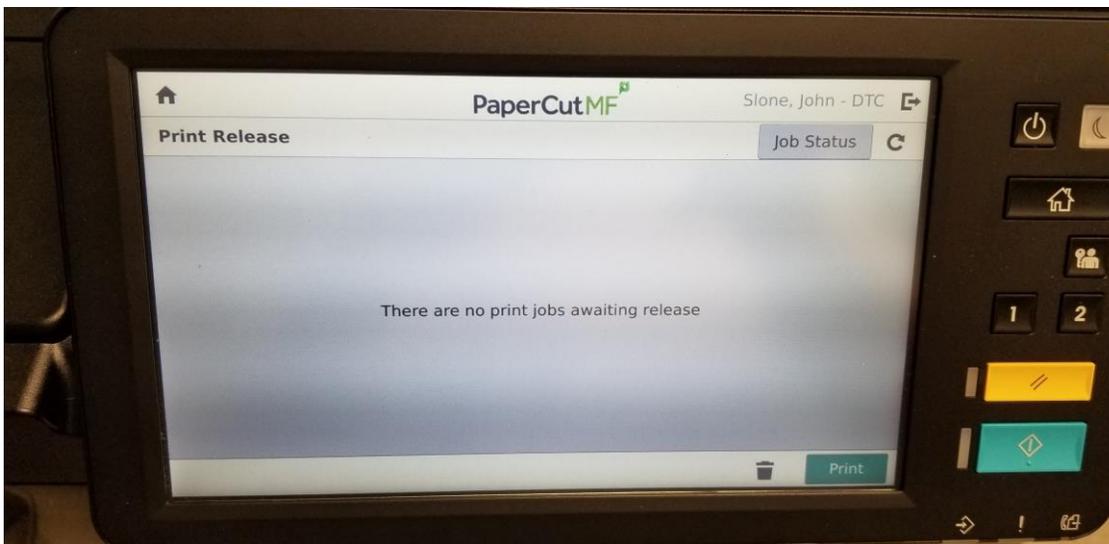


When you successfully log in, you will see this screen.

Print Release: Allows you to release *your* print jobs that you sent through your queue/driver.

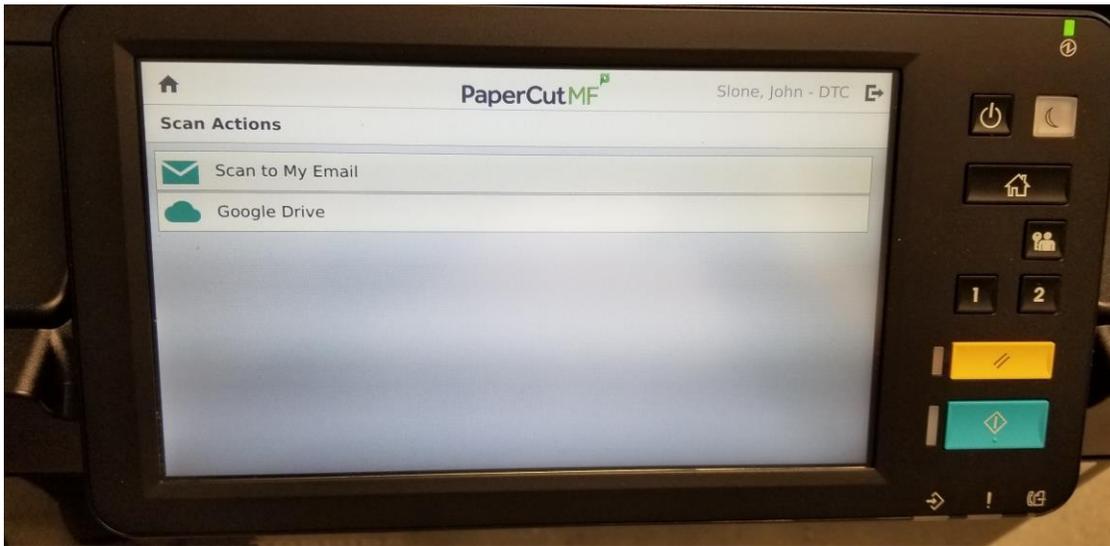
Access Device: Takes you to the Toshiba screen to make copies

Scan: Takes you to a screen that allows you to scan to *your* email.

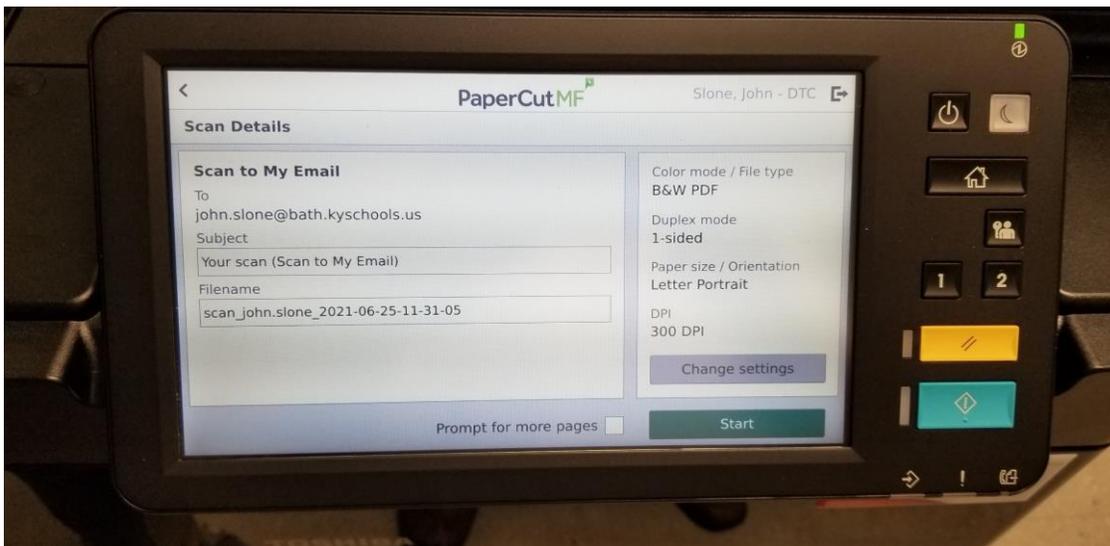


If you tap the Print Release button, you will be taken to a screen that will let you choose a print job to release, or release all print jobs. If you have no jobs waiting, you will see this screen.

You can even change the settings on your print job before you release it at the copier, if you forgot to print 2-sided or in color for example.

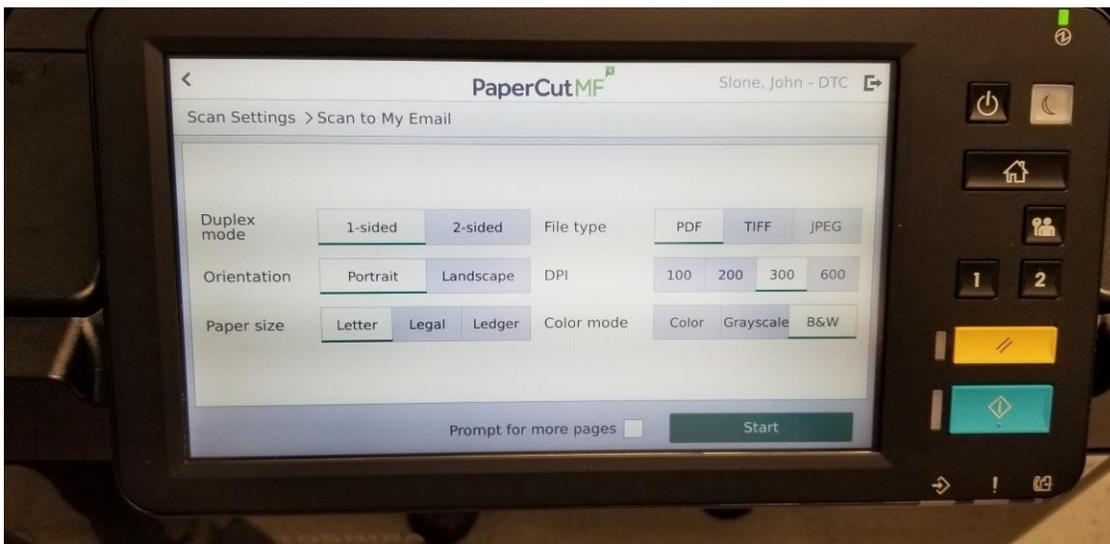


If you choose the Scan button, you will be taken to this screen, where you will have the option to scan to *your* email or your Google Drive.

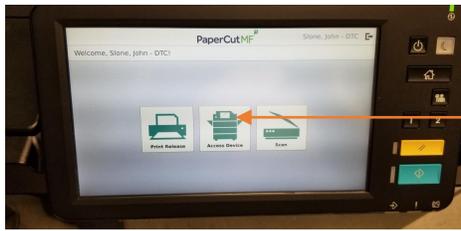


If you choose Scan to My Email, you will be taken to this screen where Papercut will already know your email based on your login, so you don't have to search the copier address book anymore to find your email!

It also knows your Google Drive path, so you don't have to search for that either.



If you choose the Change Settings button from the last image, you can change to 2-sided scan, resolution, color scan, etc.

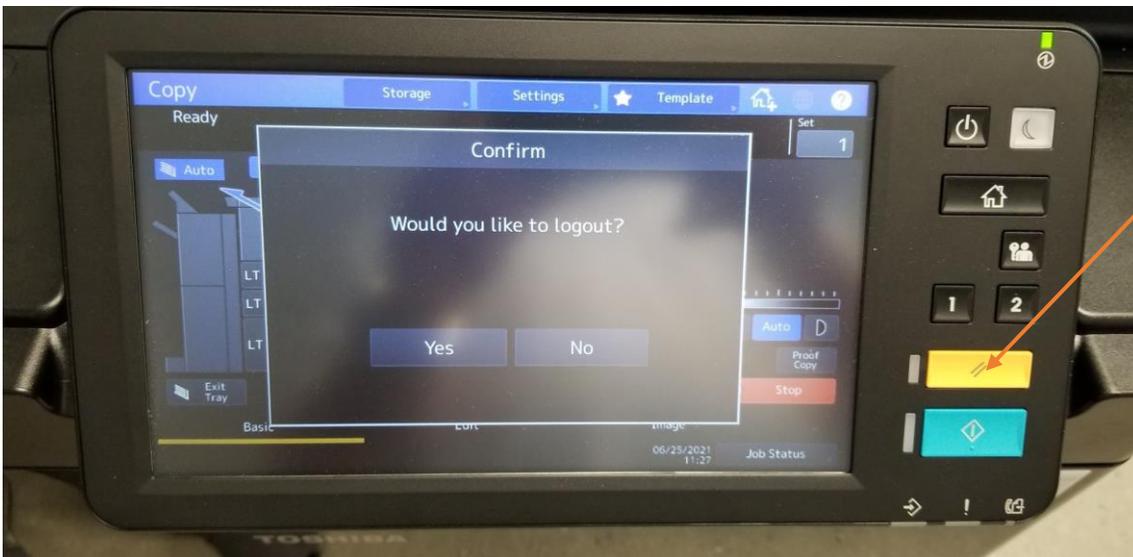


From the Main Papercut Screen if you choose Access Device...

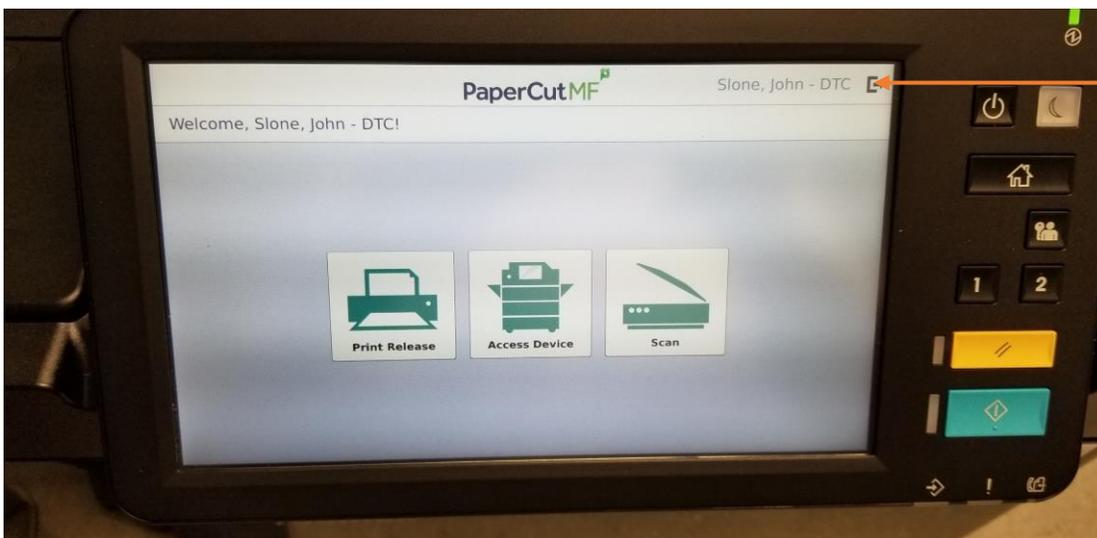


This is the screen you will get if you choose the Access Device button from the main Papercut screen.

This is the Toshiba Copy Screen where you can set functions to copy like 2-sided, Staple/booklet making, hole punch, etc.



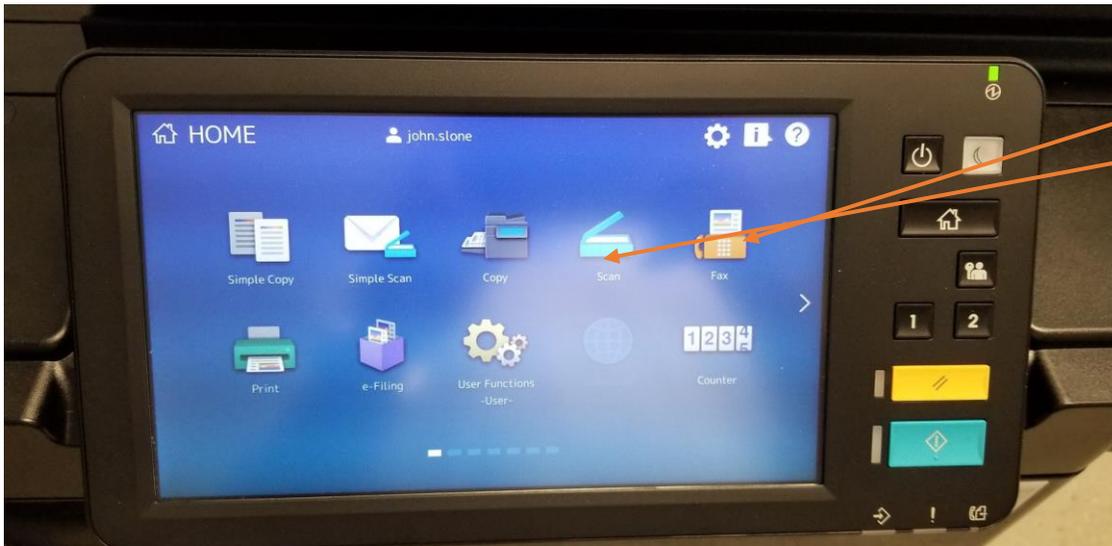
From this screen you can logout of Papercut by hitting the Yellow button twice



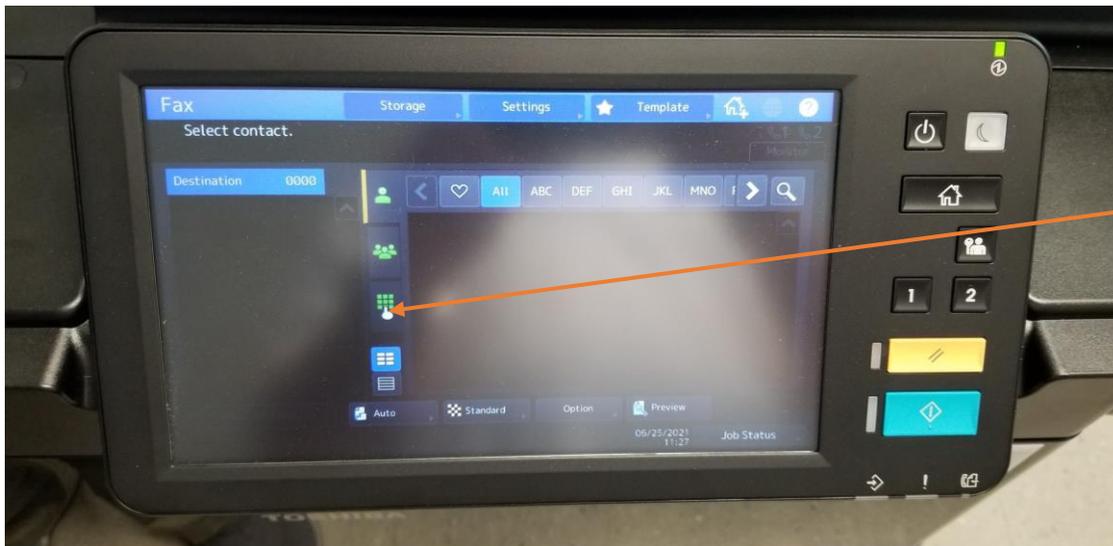
Otherwise, you can logout from any Papercut screen by touching this icon.



From this screen, you can also hit the 1 button and it will take you to the Toshiba main copier screen...



This screen will allow you to use the fax feature, if your copier has it, or Scan to someone else's email by putting in their email manually. You can also add their email to the copier's address book.



Here is what the fax screen looks like if you tap the Fax button on the last screen. You can manually enter the fax number by pushing this button.

You can also populate an address book for fax numbers to for quick select and send.

Other Notes:

- Service calls are included in your contract. If you need a service call, please call the phone number on the front of the copier and reference the equipment ID when giving the issues. The ID should start with WV.
- Toner will be automatically shipped to the building the copier is at when they are running low
- You may see a notice on the copier that the waste toner bottle is full. If so, please call the phone number on the front of the copier for a replacement bottle. NOTE: this is only on the Toshiba 4515AC color copiers.
- If you have a training question, feel free to call or email Kevin Gates (Prosource Sales Representative)
 - kgates@totalprosource.com