



---

Elgin ISD is now using **PaperCut MF**, a print management system, which employees can access through three different methods.

PaperCut will be used for all copier services, including printing, copying, and scanning, at all copiers district-wide.

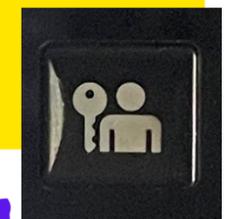
# METHOD 1

## Employee Badge

At the copier, scan your employee badge by placing it in front of the card reader (located at the front of the copier by the control panel); then choose the copier function you need.



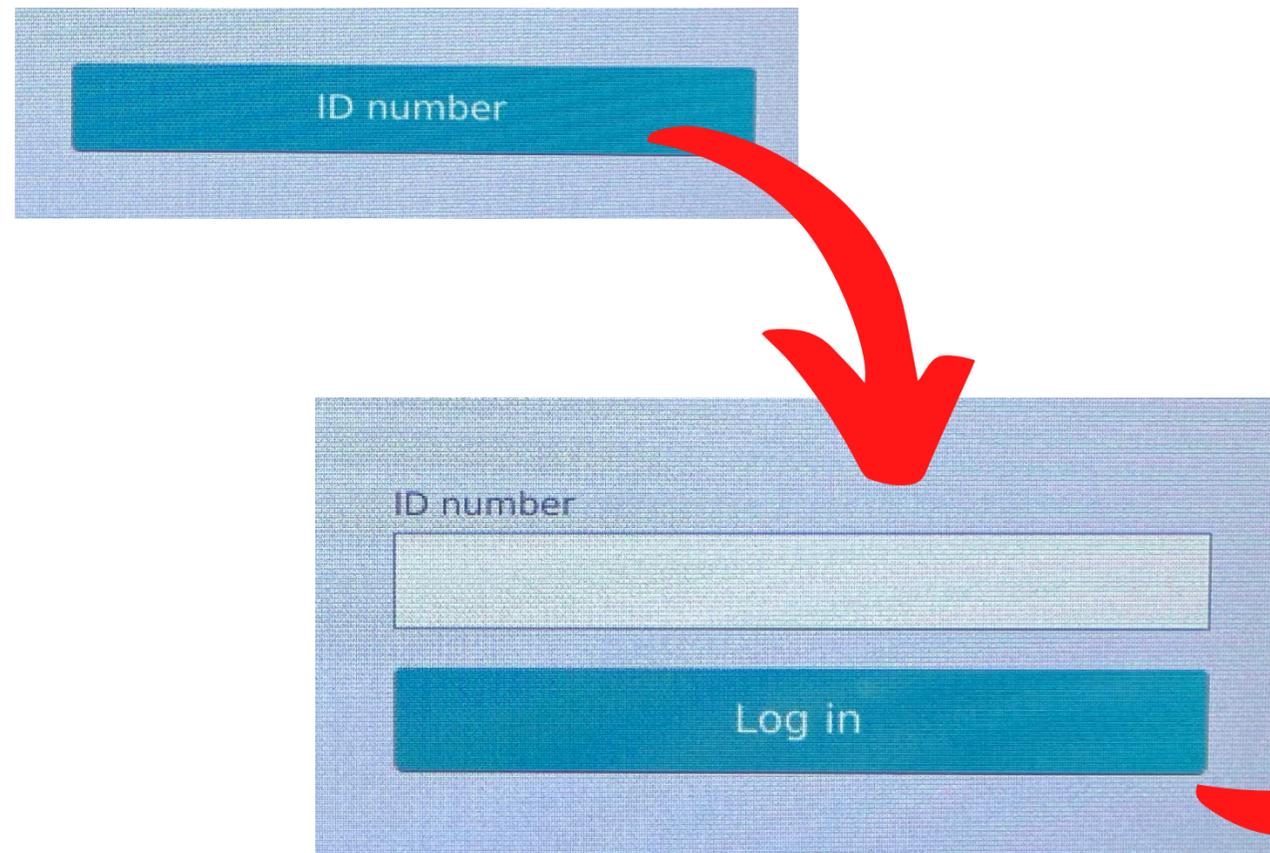
**Don't forget to end the copier session by pushing the "Access" button on the control panel.**



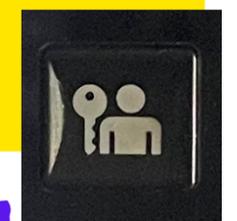
# METHOD 2

## Employee ID Number

At the copier, select the **ID number** button then enter your 6-digit employee ID number and click **Log in**; then choose the copier function you need.



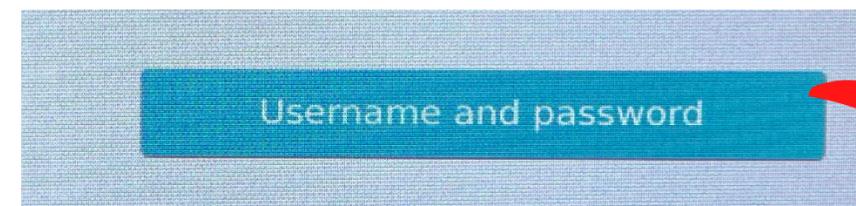
Don't forget to end the copier session by pushing the "Access" button on the control panel.



# METHOD 3

## Network Credentials

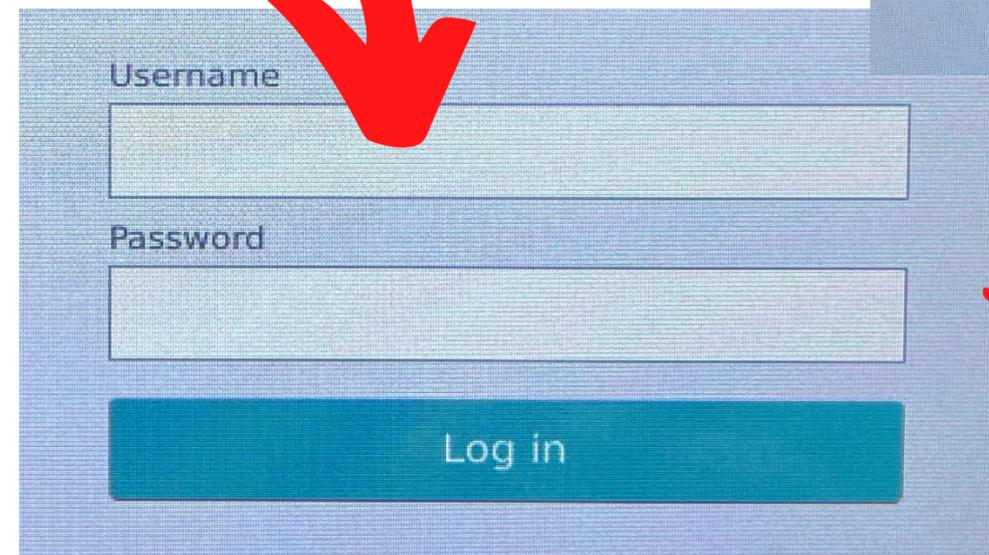
At the copier, select the **Username and password** button then enter your Elgin ISD network credentials and click **Log in**; then choose the copier function you need.



### LOG IN HINT

Your username is the first half of your email address.

Example: Enter **john.doe**, not **john.doe@elginisd.net**.

A screenshot of a copier login form. It features two input fields: "Username" and "Password". Below the fields is a blue button labeled "Log in". A red arrow points from the "Username and password" button in the top-left image to the "Username" field.

Don't forget to end the copier session by pushing the "Access" button on the control panel.

