Steps for Quick Copying and Logging In

Initial Login with Proximity:

1. Swipe card on the left side of keypad where it says, "scan here".
2. Touch "Yes".
3. Enter MVCC computer <u>username</u> and touch "Done". Ex. kdean (@mvcc.edu not needed)
4. Enter MVCC computer <u>password</u> and touch "Done".
5. Your proximity card is now joined to your account.
6. Begin using the copier.
7. To logout, press "logout".

Login After with Proximity:

1. Swipe card on the side of the keypad.
2. Use device functions.
3. Begin using the copier.
4. To logout, press "logout".

Login WITHOUT Proximity:

1. Touch Login with username and password.
2. Enter MVCC computer <u>username</u> and touch "Done". Ex. kdean (@mvcc.edu not needed)
3. Enter MVCC computer <u>password</u> and touch "Done".
4. Use device functions.
5. Begin using the copier.
6. To logout, press logout.

Login in with ID# (PIN)

1. Enter your "M" number **without** the "M")
2. Hit Login, use device functions, hit ok, begin using

Follow you print:

To print to any of the 30 Kyocera office copiers and 4 new Kyocera Faculty copiers, be sure to install the printer from \\papercut and install the Kyocera printer by double clicking on the icon. You can then print using that queue to any satellite copier.

To retrieve your print job, walk up to any of the copiers and sign in as mentioned above, and then touch "release all" or choose files individually, then select print or cancel.

Scan or FAX to E-mail from copier:

Touch Scan button on the right

Scan: to my email, hit start, select double sided if necessary.

Type in the e-mail address of the recipient. Example: user@domain.com Touch "ok". You may add as many recipients as you like. Confirm addresses are correct and touch the green start button on the copier and it will scan and e-mail the document

FAX: Enter fax number (9 is not necessary), recipient name, company name and then hit start. You will receive an email notification that it has been sent.

FAX from computer:

- Use the link: https://login.xmedius.com/mvcc/sso
- Sign in with your MVCC M365 email credentials, if you have any trouble, please contact the IT help desk at 5711
- +New Fax
- Enter, name of company and fax number.
- Cover sheet is optional.
- Add attachments.
- Submit .

To create an address on the copiers:

- Under Send option
- + Add
- Contact
- Enter email address
- Hit register

Web printing

Use the following link for MAC users, personal devices, cell phones and tablets.

- http://papercut.mvcc.edu:9191/u

  ser Login with username and

  password

- Web print (bottom left)

- Submit a job.
- Select which printer and account

  selection.

- Upload documents, upload or drag documents.