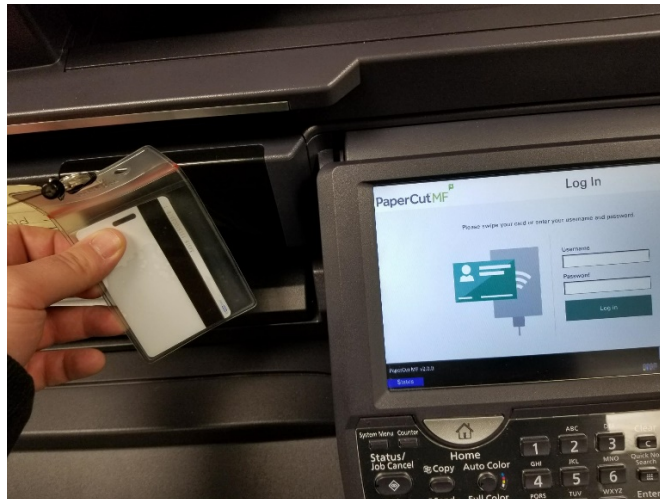


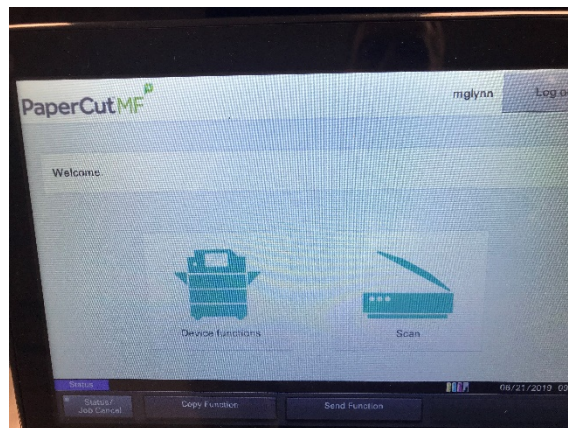
PaperCutMF for Kyocera MFD instructions:

Signing In / Badge Authentication

1. Sign in.
 - a. You can enter your network credentials every time, or:
 - b. Scan your ID / key card. You must associate it with your account the first time you scan.
 - i. Scan your card.
 - ii. Enter your network credentials. Don't include the domain (gc\x or x@gulfcoast.edu).



2. After signing in or scanning your badge, you will see this screen.
 - a. Print Release- Ensures secure printing. Requires users to physically stand at the printer before the output appears in the tray, protecting confidential information.
 - b. Device functions – takes you to a familiar interface for copying.
 - c. Scan – Scan to Email using a simplified interface.

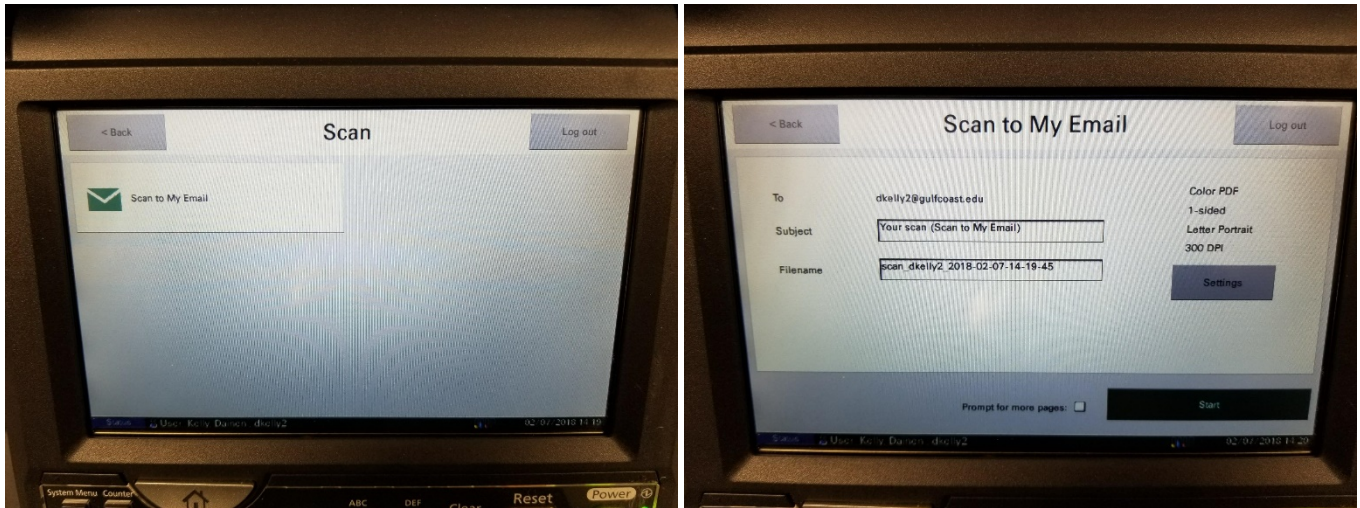


Device Functions (Copy or reach original Kyocera Menu)

3. If you select Device functions from the menu, you will be presented with the Copy dialog.

Scan to My Email

4. If you select Scan from the PaperCutMF menu, you will see a simplified Scan-to-Email dialog.



5. Choose "Scan to My Email", fill in the info / adjust settings on the next page, and choose "Start".

Signing Out

6. When you are finished, be sure to use the "Log out" button on the top-right of the menus.