

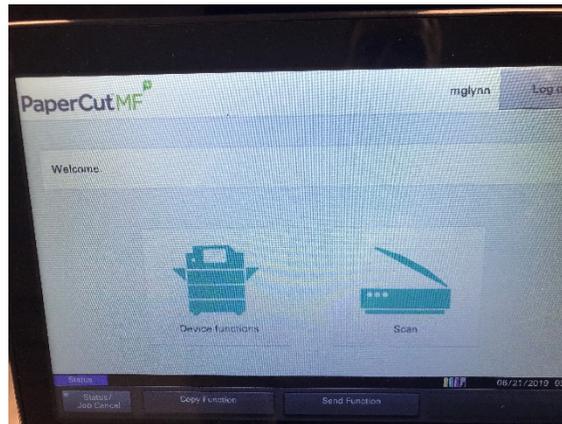
## PaperCutMF for Kyocera MFD instructions:

### 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.

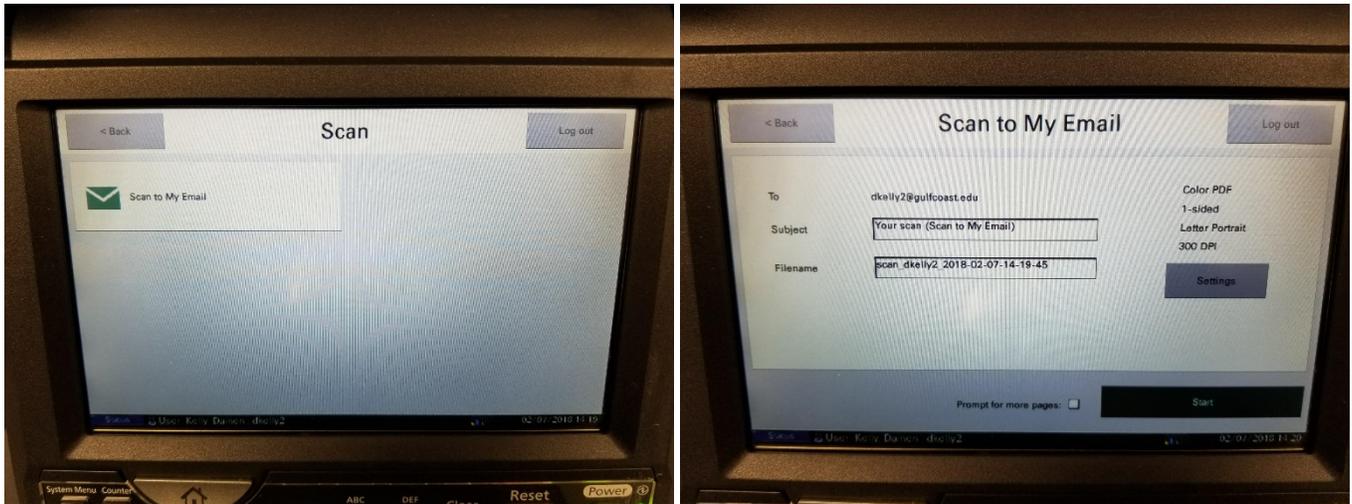


### Device Functions (Copy or reach original Kyocera Menu)

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.