

How to use Papercut and Secure Print

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How to Print

1. Print to the **SecurePrint** queue or email **papercut@nwhealth.edu** from your NWHSU account



2. After you send a print job find a MFD (Multifunction Device) and tap your NWHSU ID on the card reader to login. It will look like the image below.



3. If prompted, select the appropriate cost center.

4. Select **Print Release**



5. Select the document you want to print and **tap Print**.



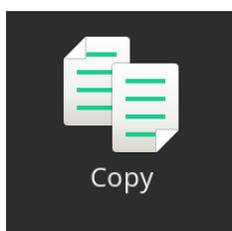
5. Tap **Logout** above your name.

How to Copy

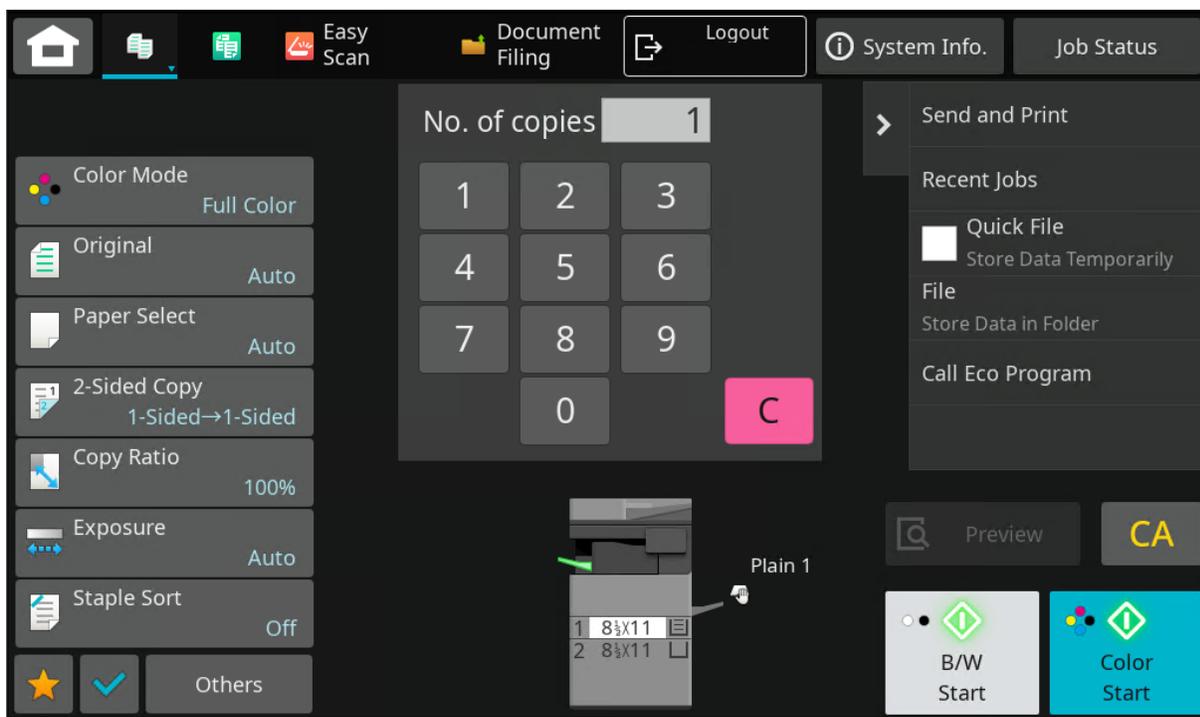
1. Tap your NWHSU ID on the card reader to login.



2. Tap the **Copy** button.



3. Place the documents to copy **face up** in the top document feeding tray.
4. Enter the numbers of copies you would like as well as make any changes that might need to be made and then **tap Start, B/W Start, or Color Start** depending on the MFD being used.



5. Tap **Logout** above your name.

How to Scan

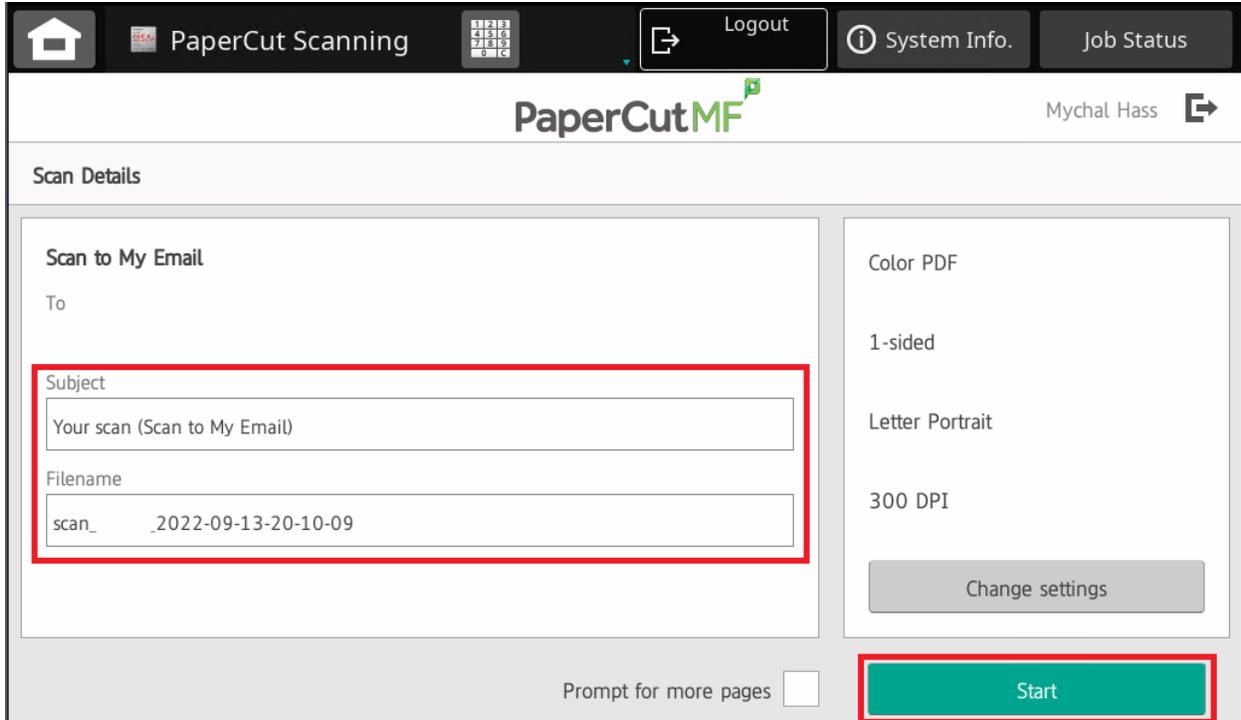
1. Tap your NWHSU ID on the card reader to login.



2. Tap the **PaperCut Scanning** button.



3. If desired, change **Subject** and/or **File Name** as well as **Change Settings**. Once everything looks correct, tap on **Start**.



Navigation bar: Home, PaperCut Scanning, Logout, System Info, Job Status

Header: PaperCutMF, Mychal Hass

Section: Scan Details

Scan to My Email

To

Subject: Your scan (Scan to My Email)

Filename: scan_ .2022-09-13-20-10-09

Settings: Color PDF, 1-sided, Letter Portrait, 300 DPI, Change settings

Prompt for more pages

Start

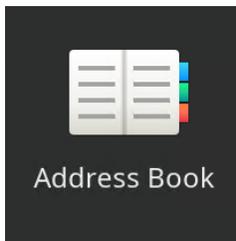
5. Tap **Logout** above your name.

How to use the Address Book

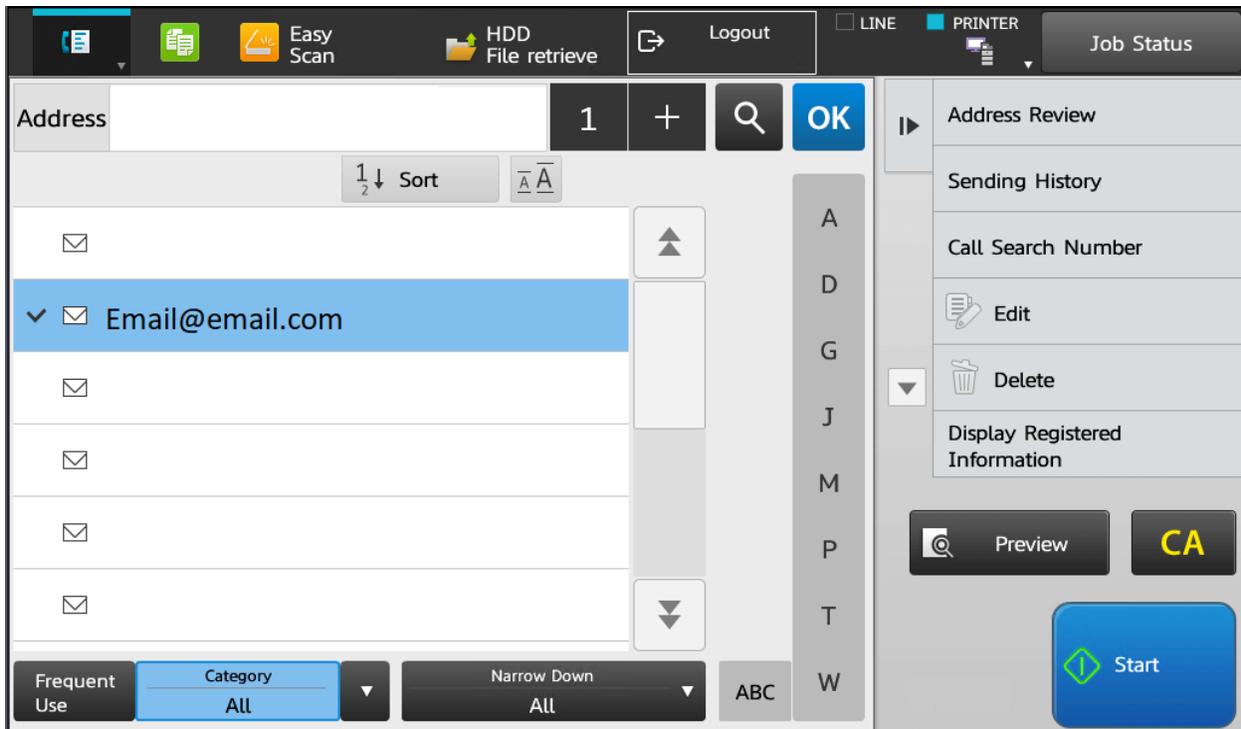
1. Tap your NWHSU ID on the card reader to login.



2. Tap the Address Book button.



3. Tap the drop down menu **Narrow Down** to choose All and then choose one of the listed addresses and tap **Start**



5. Tap **Logout** above your name.