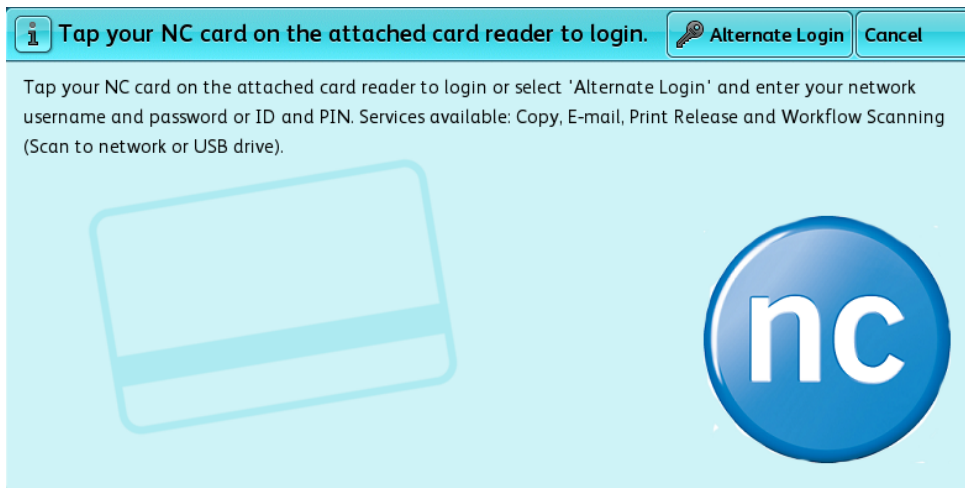# PaperCut Print Accounting
Xerox MFP Printing/Copying/Scanning Step by Step Instructions

To access the Xerox MFP main control screen press the **Power Saver** button on the Control Panel (this may be labelled as Energy Saver or Power depending on your model).

You will be prompted to login.

LOGIN

Tap your Niagara College staff or student card on the attached card reader to login.


OR if you forgot your card select **Alternate Login.**

Enter your network username or ID and select **Done.**
Enter your network password or PIN and select **Done.**

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You will be prompted to select/confirm a billing account even if you have only one default billing account. For those with multiple accounts, example, if you are both faculty and staff or faculty in two separate departments, choose the appropriate billing account for this print or copy job.
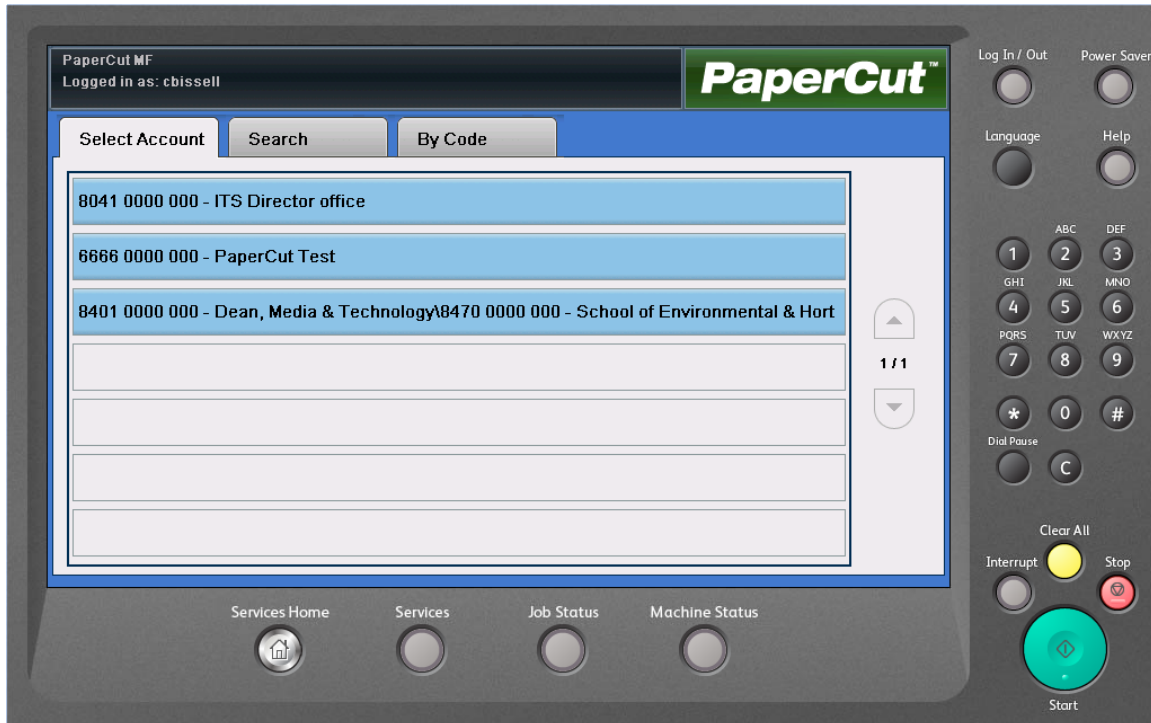
NOTE: You must select an account to use the copier. If the account selection screen is bypassed you will receive a message saying that the job was denied.
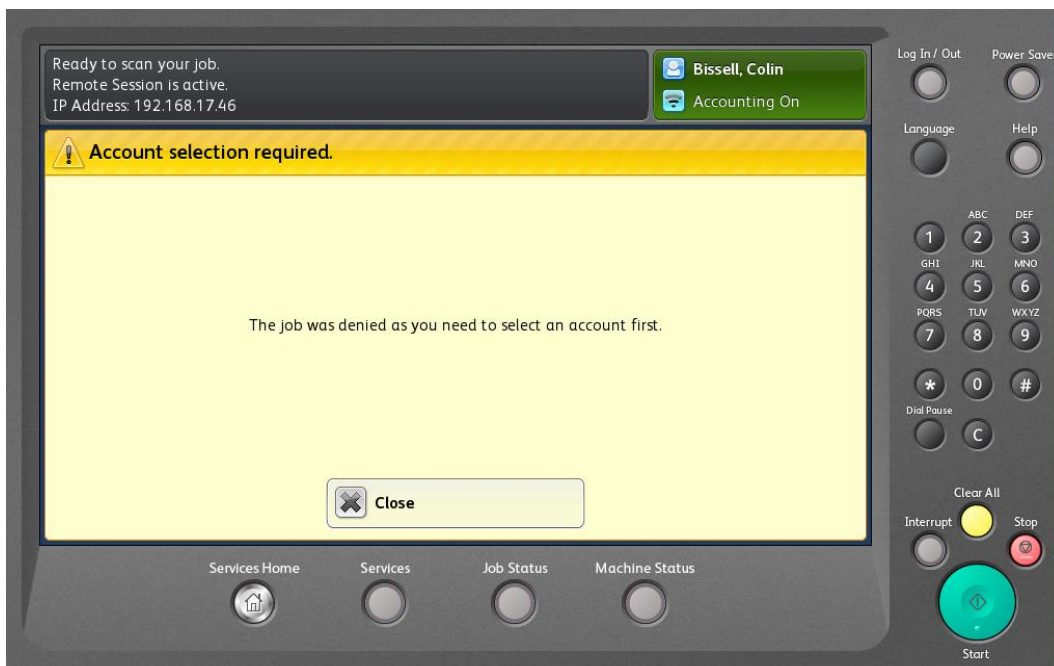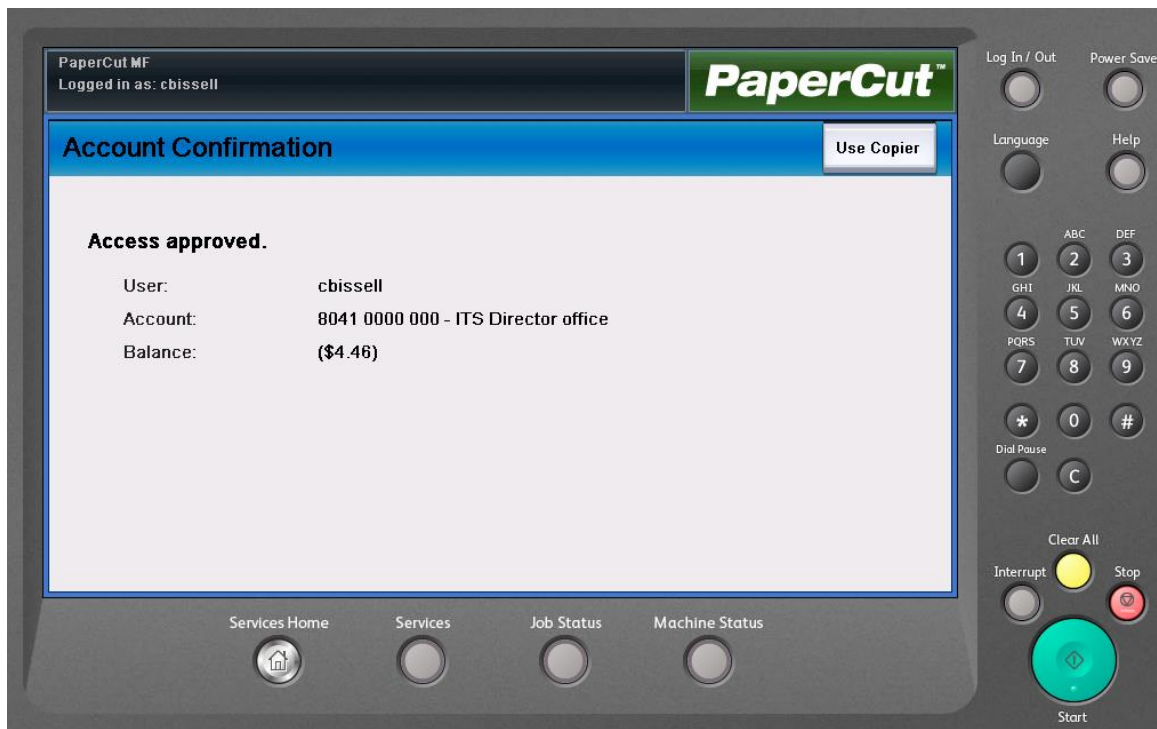
PaperCut Print Accounting
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To return and select an account or change accounts, press **Services Home** and select **Select Account.**

Once you select an account you will receive a confirmation. To continue using the copier select **Use Copier.**

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Choose which service you would like to use, **Copy, E-Mail** (**Note:** E-mail function is only available to send to @niagaracollege.ca or ncstudents.niagaracollege.ca addresses), **Workflow Scanning** (scan to network or USB drive) or **Print Release**.
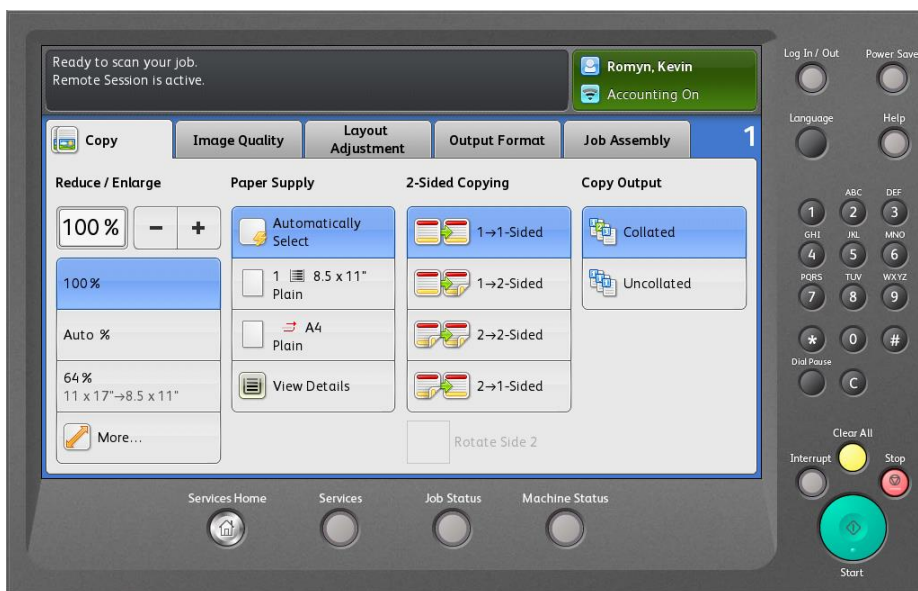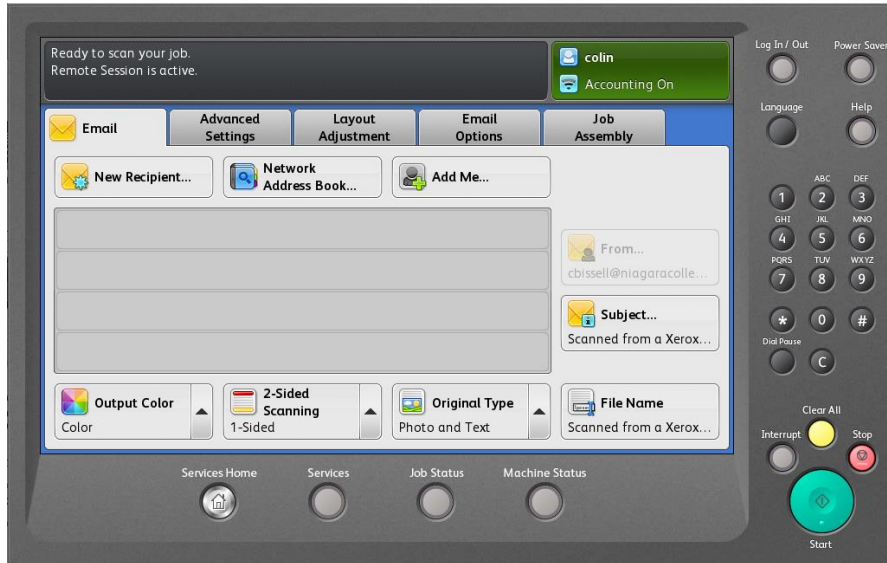

Copying: Place copy material in the sheet feeder (face up) or on the glass (face down) and press the **Start** button.

PaperCut Print Accounting
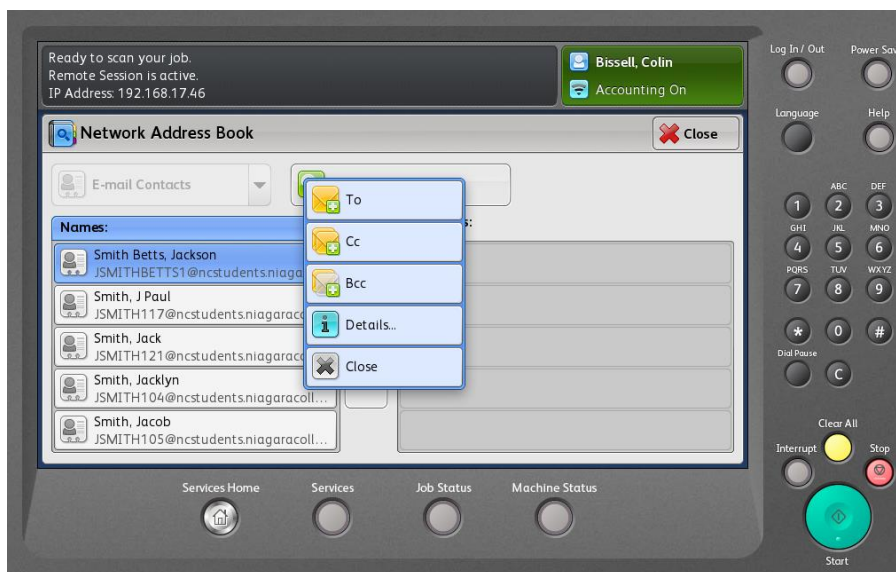## Xerox MFP Printing/Copying/Scanning Step by Step Instructions

E-MAIL – SCANNING TO EMAIL: Select **E-mail.**

TO EMAIL TO YOURSELF: This is recommended when scanning confidential documents. Place scan material in the sheet feeder (face up) or on the glass (face down), select **Add Me** and press the **Start** button.

TO EMAIL TO SOMEONE IN THE OUTLOOK ADDRESS BOOK:
Place scan material in the sheet feeder (face up) or on the glass (face down), select **Network Address Book.** You can search by first name, last name or by user name, for example JSMITH.

Enter the name of the person you are searching for by selecting **Search.**
Choose the intended recipient and select **To** or **CC** or **Bcc** then select **Close** and press the **Start** button.
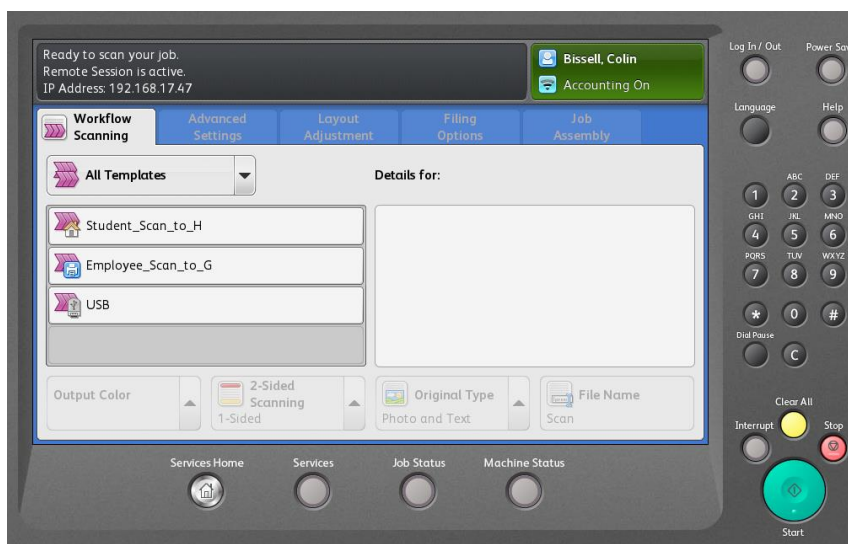
PaperCut Print Accounting
Xerox MFP Printing/Copying/Scanning Step by Step Instructions

TO MANUALLY ENTER AN EMAIL ADDRESS:
Place scan material in the sheet feeder (face up) or on the glass (face down). Select **New Recipient,** enter the recipients email address and select **Add** then select **Close.** The address you are emailing to will appear in the Recipients screen.

WORKFLOW SCANNING – SCANNING TO A NETWORK DRIVE OR USB: Press **Workflow Scanning.**

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FOR EMPLOYEES, SCAN TO G:

Select **Employee Scan to G.** (Note: Some copiers may show an additional location if they are configured to scan documents to a department location for confidentiality.)
Place scan material in the sheet feeder (face up) or on the glass (face down).
Refer to the standard Xerox MFP documentation for information on options.
Press the **Start** button. Your file will be scanned to the **G:\SCANNEDDOCS** folder. **Files scanned to G:\SCANNEDDOCS folder will be automatically deleted after 24 hours.**
The scanned file will be named with your network username followed by the date and time if a file name is not entered.

FOR STUDENTS, SCAN TO H:

Select **Student Scan to H**.
Place scan material in the sheet feeder (face up) or on the glass (face down).
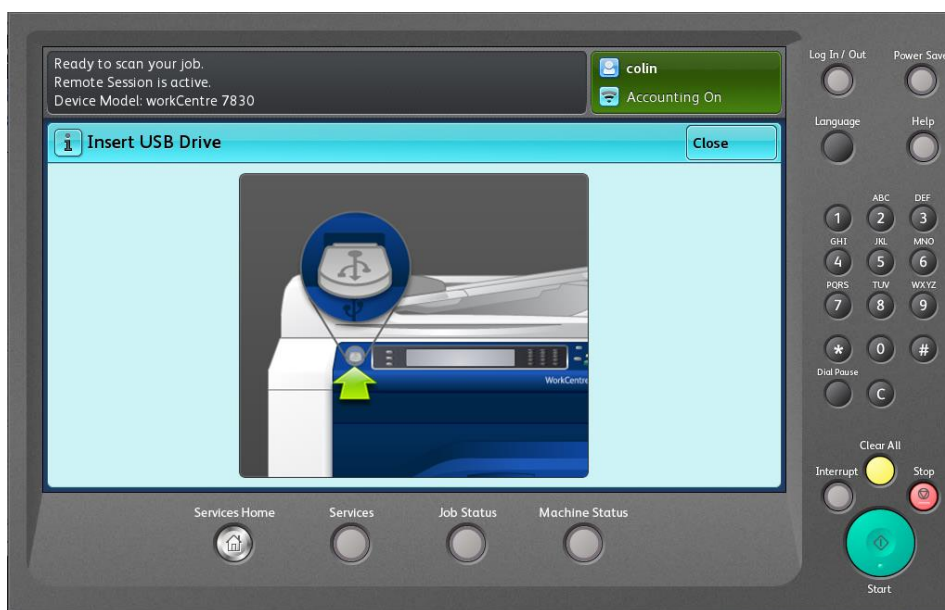Press the **Start** button. Your file will be scanned to your H: drive home folder.
The scanned file will be named with your network username followed by the date and time if a file name is not entered.

USB:

This is another option when scanning confidential documents.
Select **USB**.
Place scan material in the sheet feeder (face up) or on the glass (face down).

Insert a FAT32 formatted USB key drive. Mac OS formatted USB key drives will not work. Press the **Start** button.

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PRINT RELEASE

Print your file to a Xerox virtual print queue. Select the virtual print queue based on your colour and size requirements. Options include:

Black for Black and white printing
Colour for Colour printing
11x17 for printing on 11x17 paper

At the copier where you would like to print, select **Print Release.**

Select the document to print and press **Print** (**Note:** Only your print jobs will appear in the list). If you have multiple jobs you can also chose **Print All**. When finished select **Use Copier** or press Login In/Out if finished.
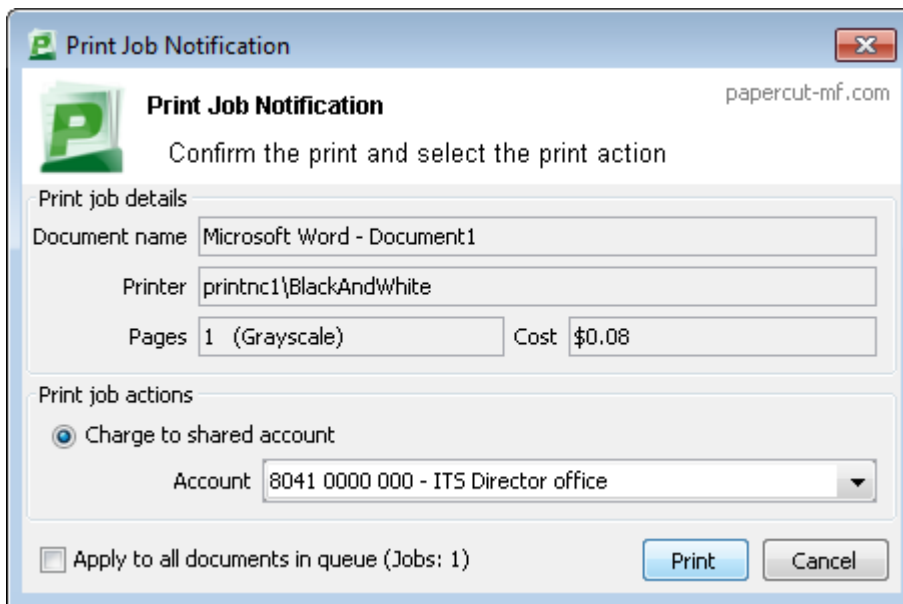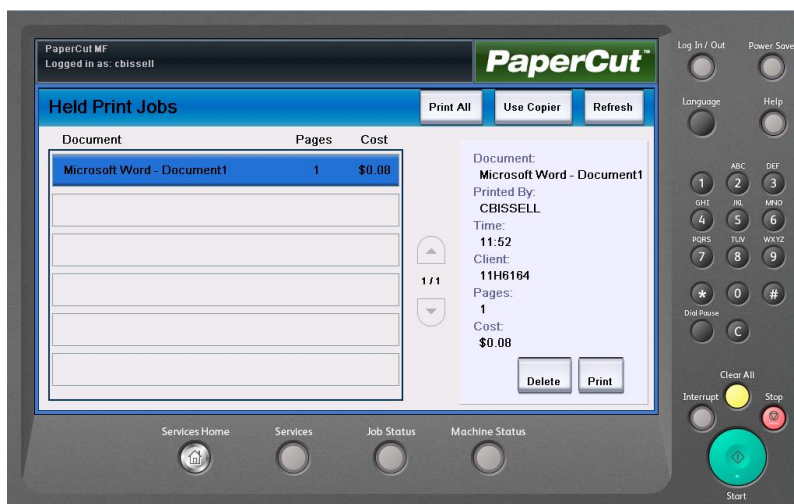
PaperCut Print Accounting
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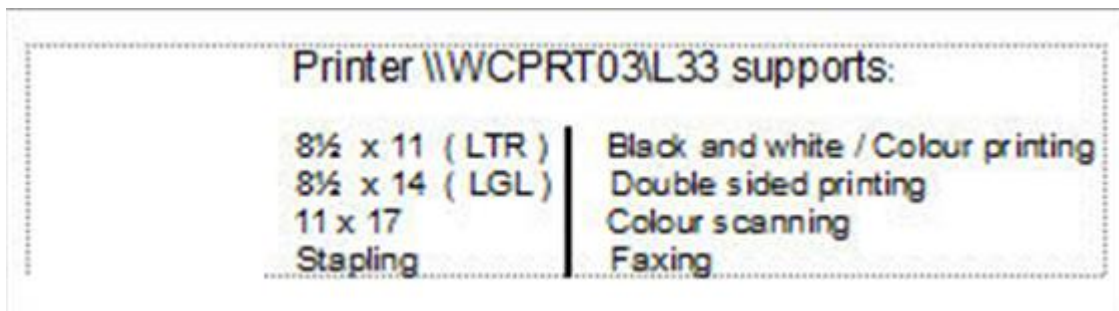
Printing to a Xerox MFP
Staff printing to a Xerox MFP will be presented with a pop-up message box allowing the user to select a billing code where applicable. For most staff there will be only one option, but for those with multiple accounts you can select the appropriate code. This is a similar process to selecting a billing code for standard copier use. Simply select the correct code and click **Print.**

PRINTER LABEL DESCRIPTION

Each Xerox MFP or student printer, i.e. printers in classrooms, labs or the library will be labelled with the specific print queue name, and functionality of the device.

Printer \\WCPRT03\L33 – name of the printer specific print queue
8 ½ x 11 (LTR) – supported Paper Size available on this device
8 ½ x 14 (LGL) – supported Paper Size available on this device
11 x 17 – supported Paper Size available on this device
Stapling – Stapling available on this device
Black and White/Colour printing – supported printing available on this device

Double Sided Printing – Double Sided printing available on this device
Colour Scanning – Colour Scanning available on this device
Fax – Faxing available on this device

OTHER RESOURCES

Xerox MFP documentation and training videos are available for more information:

Xerox Black and White MFP
http://www.support.xerox.com/pages/ctrain/5900_en/5900.html

Xerox Colour MFP
http://www.support.xerox.com/pages/ctrain/7800_en/7800.html

For Xerox smaller or tabletop MFPs, documentation is not yet available
Please refer to the Black and White MFP or Colour MFP link above with similar
functionality