General User Guide for Papercut

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User Operation Training

Prepared by User Training Team

Self Registration for Papercut

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1

2

PaperCut MF

Tap your card or enter your login details to continue.

Username

This field is required

Password

Log in

PaperCut MF 2.2.2   Admin

PaperCut MF

Tap your card or enter your login details to continue.

Username   This field is required

q	w	e	r	t	y	u	i	o	p	⌫
a	s	d	f	g	h	j	k	l	Next
⇧	z	x	c	v	b	n	m	,	.	⇧
?123	@	English (US)	_	_	.com

Check Status   ⌄   ⚙   ⦿   Stop
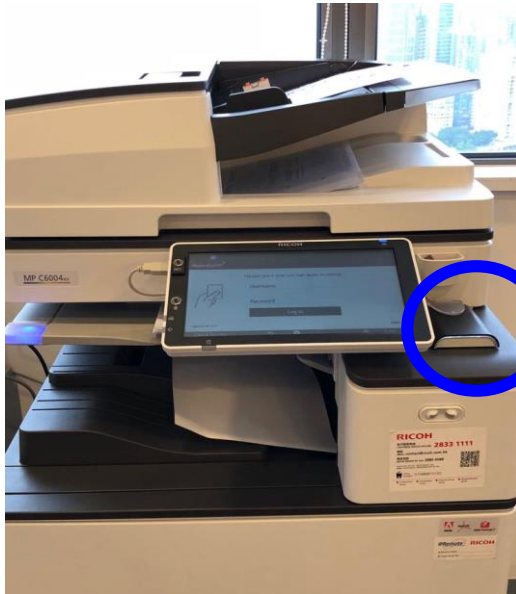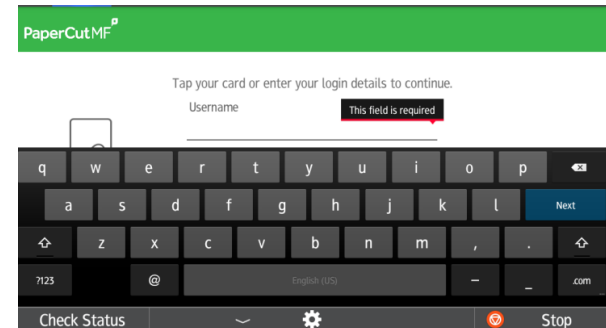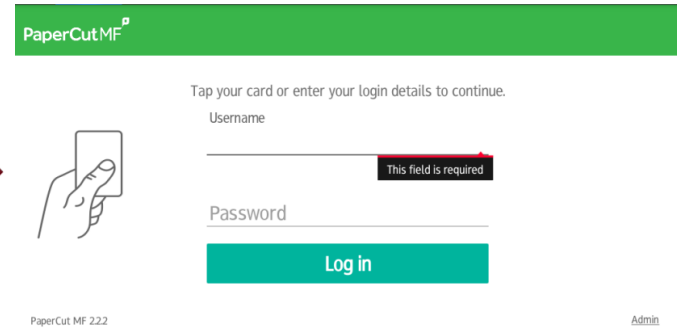
All users must perform one-off registration before use.

Place "access card" on card reader.

Input Windows logon ID and password and press "OK" to confirm registration process.

How to Login Ricoh MFP by Card

Tap your card on the card reader

How to Login Ricoh MFP by Login Name & Password

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1. Press [Username and password]

2. Enter User Name & password then press Login
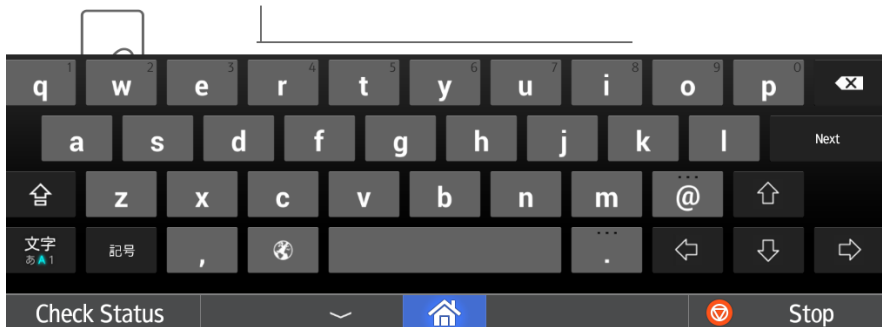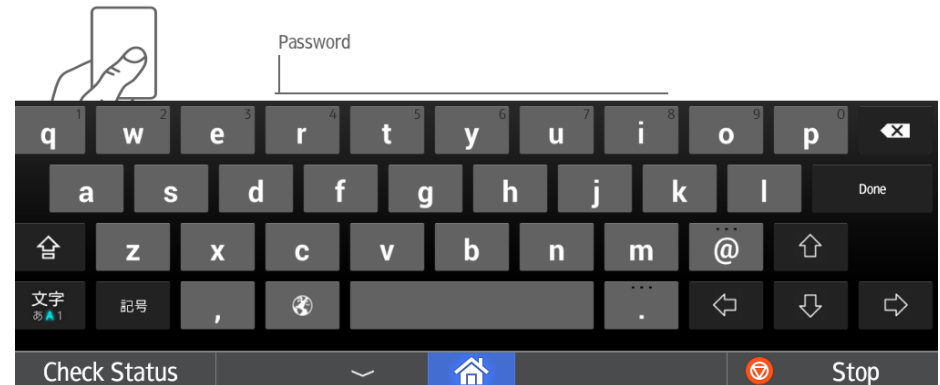
How to Logout Ricoh MFP

Tap your card on the card reader

or

press Logout on the top right in your panel

How to select Copier function

How to select Copier

PaperCut MF user02 Log out

You have **5 print jobs** pending Print all

Print release | Device functions | Scan

1. Press Device Functions

Printer | Copy | Scanner | Fax

2. Select Copy from the Panel

Copier Function

Print Function

Print Function

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Select [**Ricoh Printer**] from your application then go to the [Print Options / Printer Properties] to select function then hit [OK] to print

Release your Printout

1. Press **Print all** to release all your printout

2. Or press to select your desired document

How to select your printout

3. Press then select the desired document then press

4. Or select your desired document then press to delete

How to Scan

How to Scan

Press for scanning your document to your home folder

How to Scan

Press **Start scanning** to scan to your home folder , or press Filename then enter the file name for your document

How to change the scan setting

Press [Settings] to change the scan setting

How to change the scan setting

Change your desired setting then press Start scanning