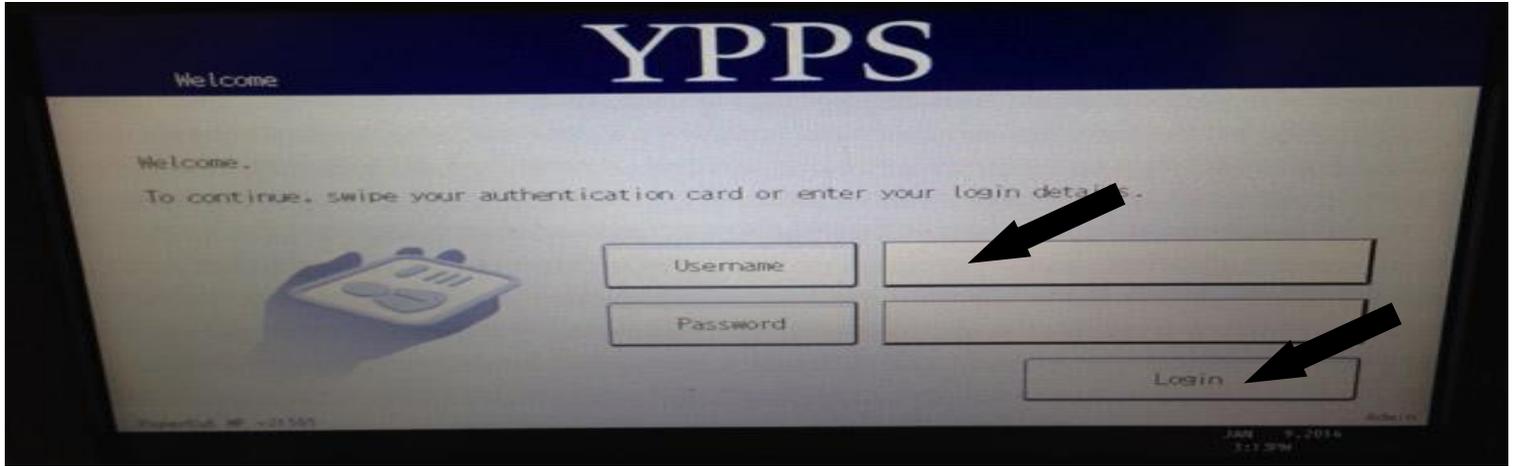


How to Copy, Fax and Scan on a PaperCut Device

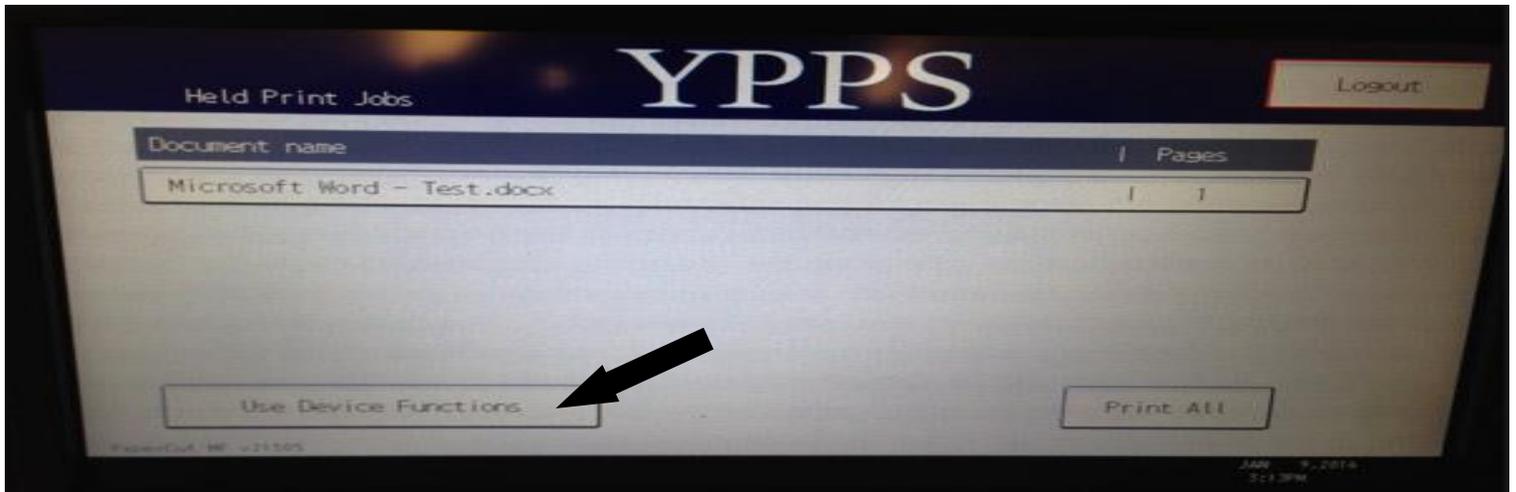
-At the Welcome Screen on the device, authenticate by touching your Yale badge to the Prox card reader (pictured below).



-You can also authenticate by typing your Netid and Password on the device touchscreen keyboard and clicking Login button.



-Press the 'Use Device Functions' button.



-**To Copy:** Press the Copy button on the left side of the screen and proceed to make copies.

-**To Fax:** Press the Facsimile button on the left side of the screen and proceed to fax documents.

-**To Scan:** Press the Scan button on the left side of the screen. If scanning to yourself press the 'Scan to me' button to populate your email address in the 'To' field otherwise enter the email address of the recipient and proceed to Scan.

