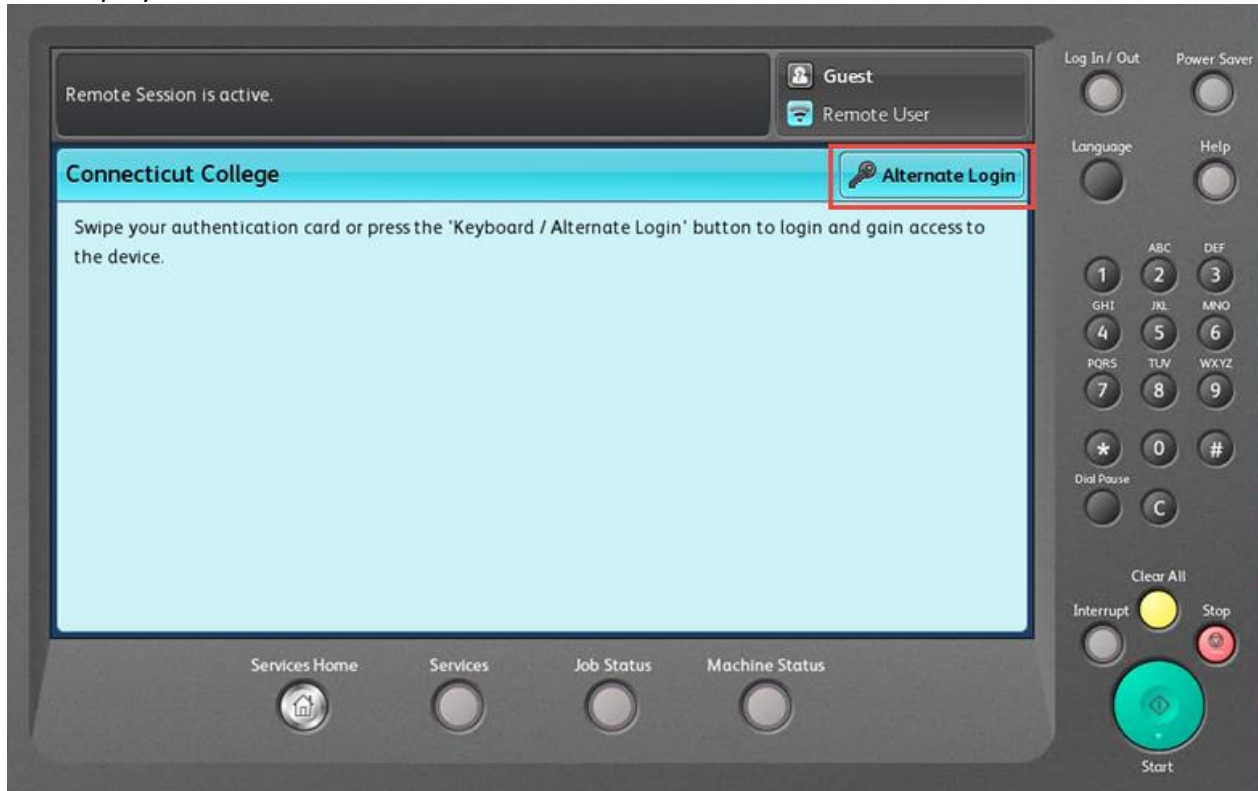


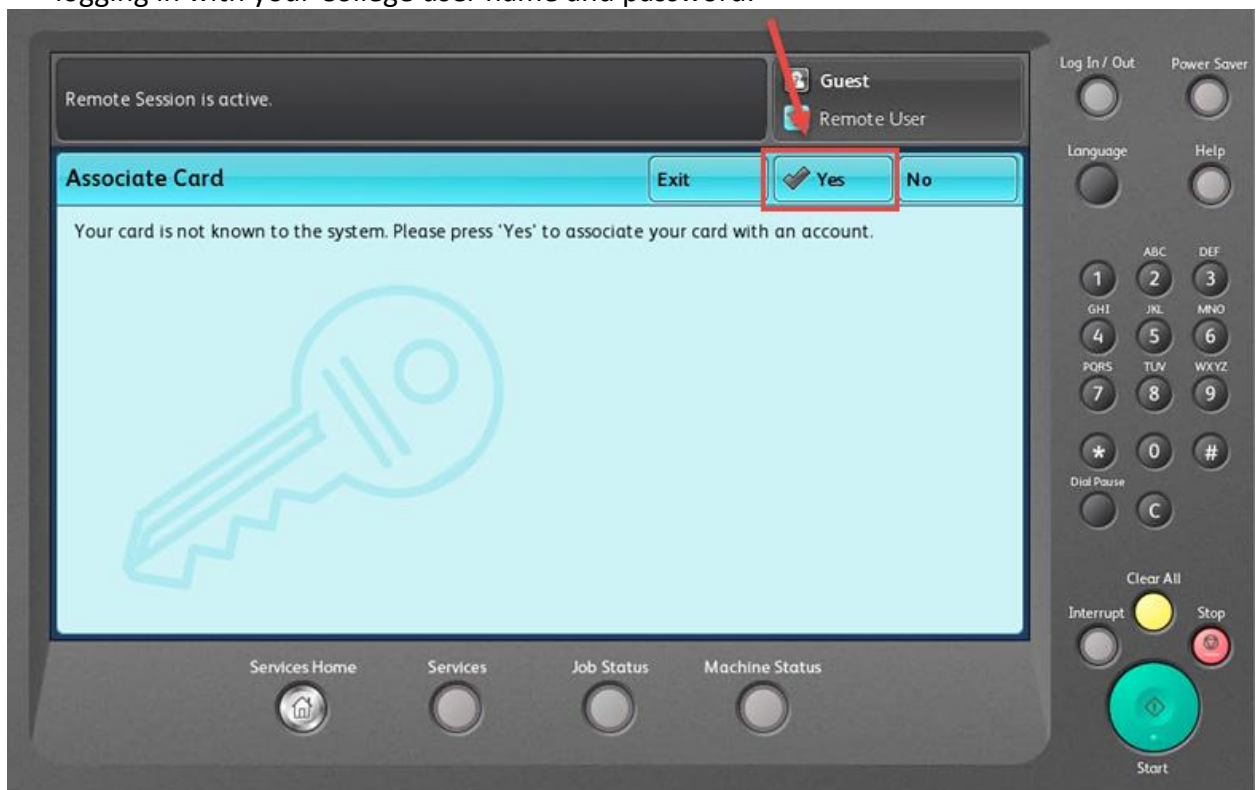
Connecticut College Student User Instructions at the Xerox Multifunction Printer (MFP)

1. FIRST TIME USE OF A XEROX MFP

a. Swipe your Camel Card



b. For the first time only, you will have to associate your Camel Card to your user account by logging in with your College user name and password.



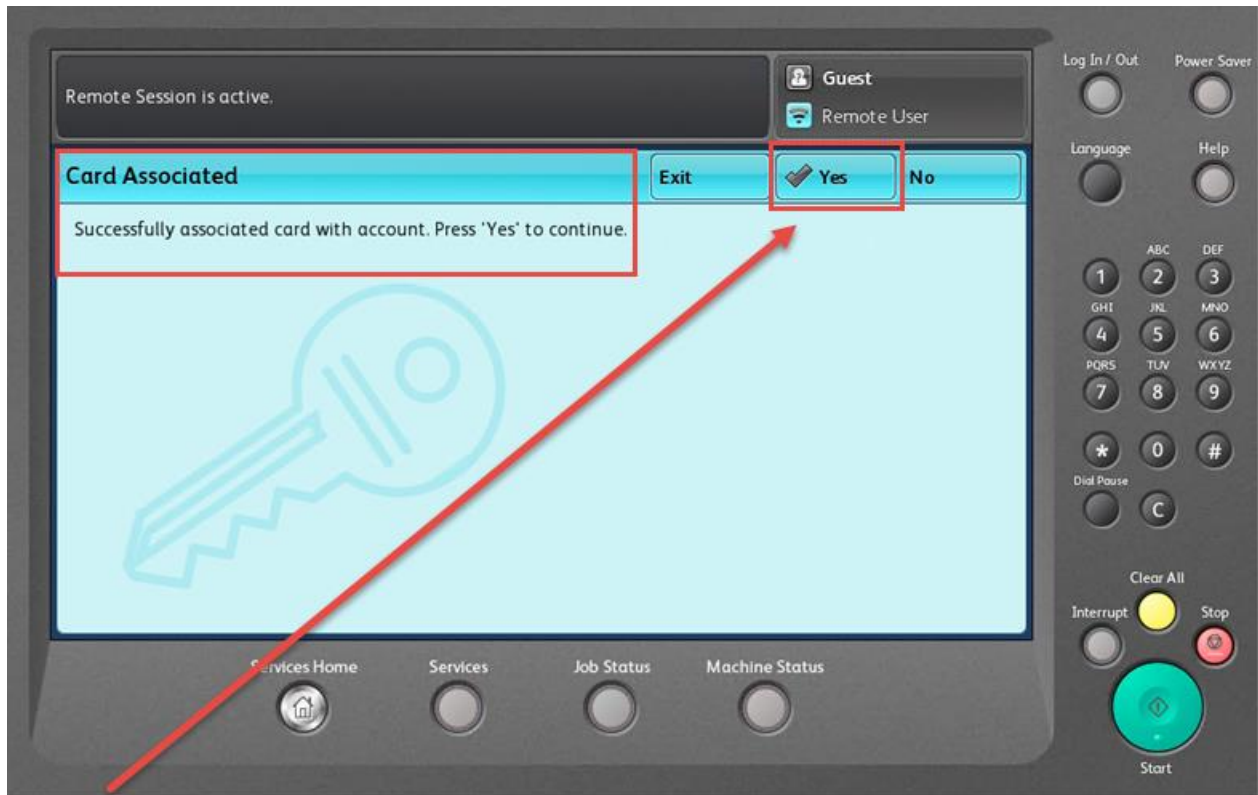
c. Enter your user name and press "Done."



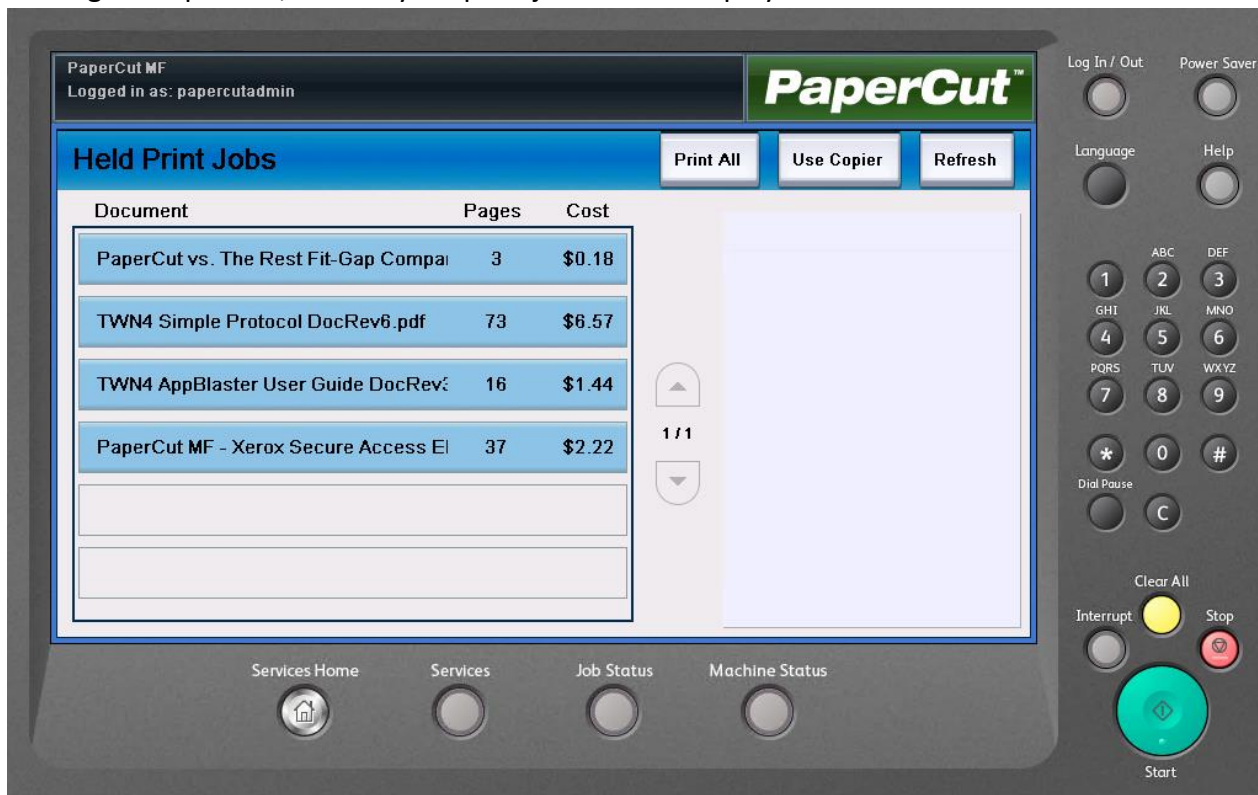
d. Enter your College password and press "Done."



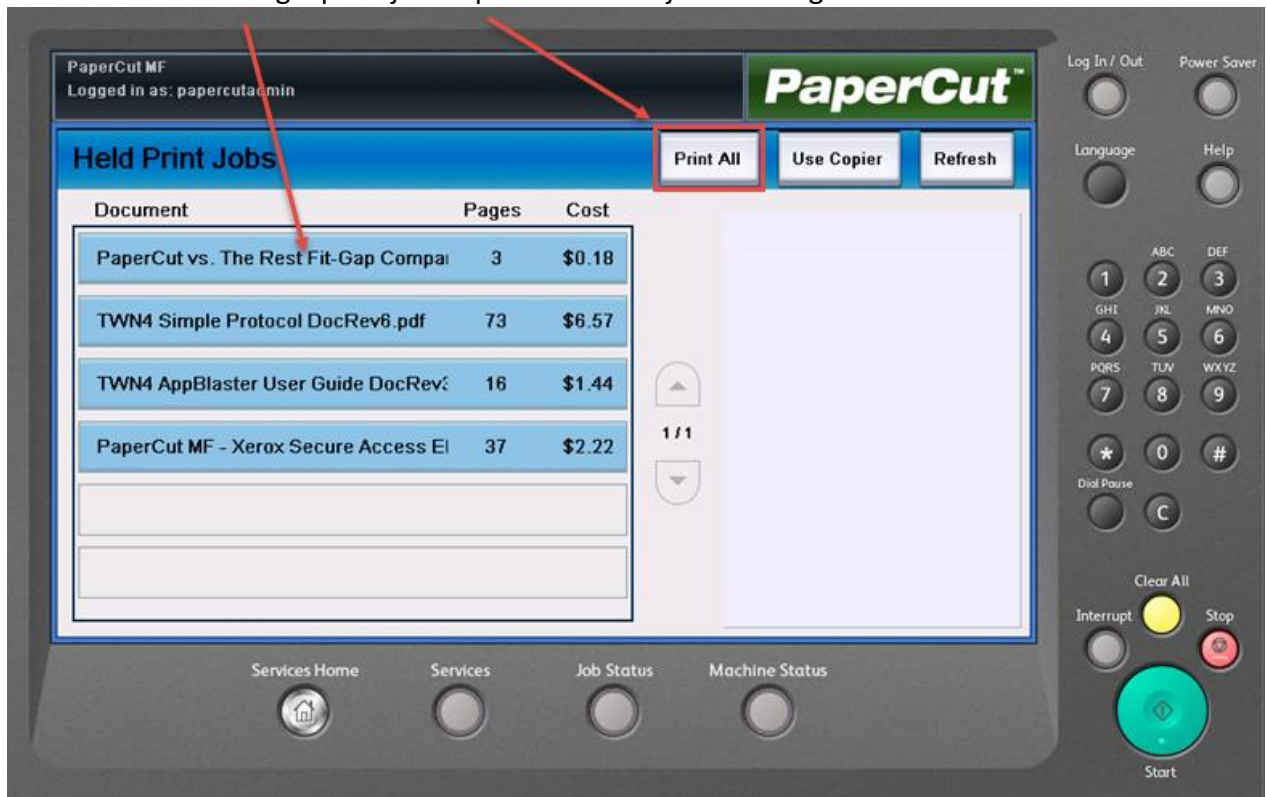
- e. If successful in associating your Camel Card, you will see the below screen. Press “Yes” to move to the next screen.



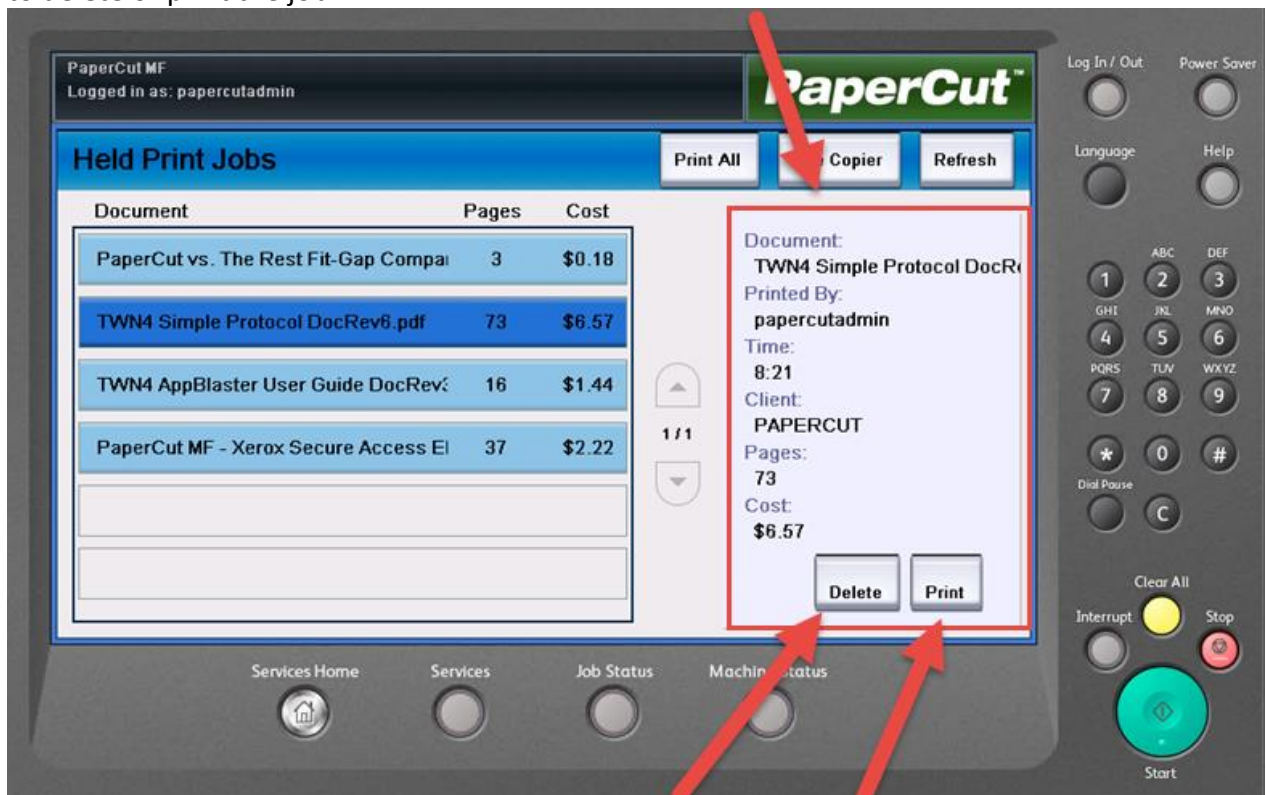
2. **PRINTING** - Once logged in, you will see your “Held Print Jobs” screen. If you have print jobs waiting to be printed, a list of your print jobs will be displayed.



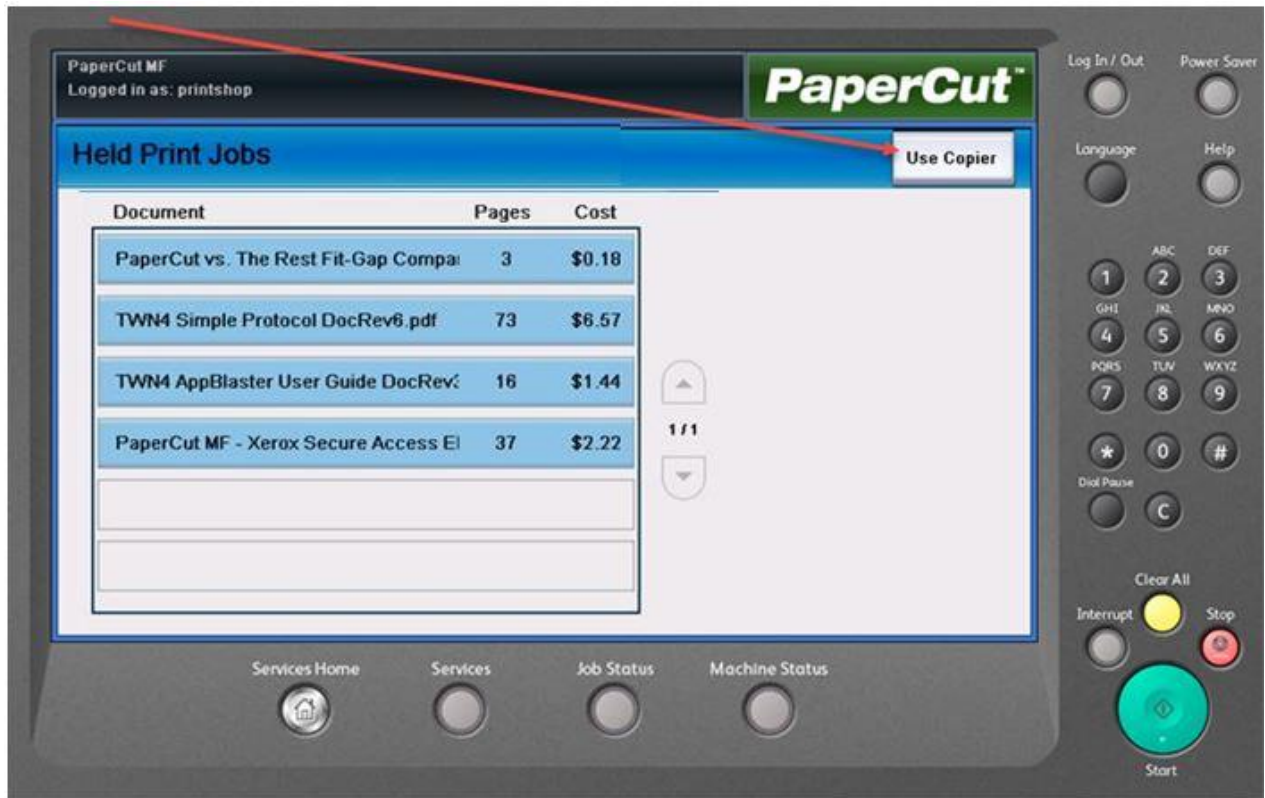
You can choose a single print job or print all of the jobs waiting.



If you choose to print one document, the screen will display the job details. You have the option to delete or print the job.



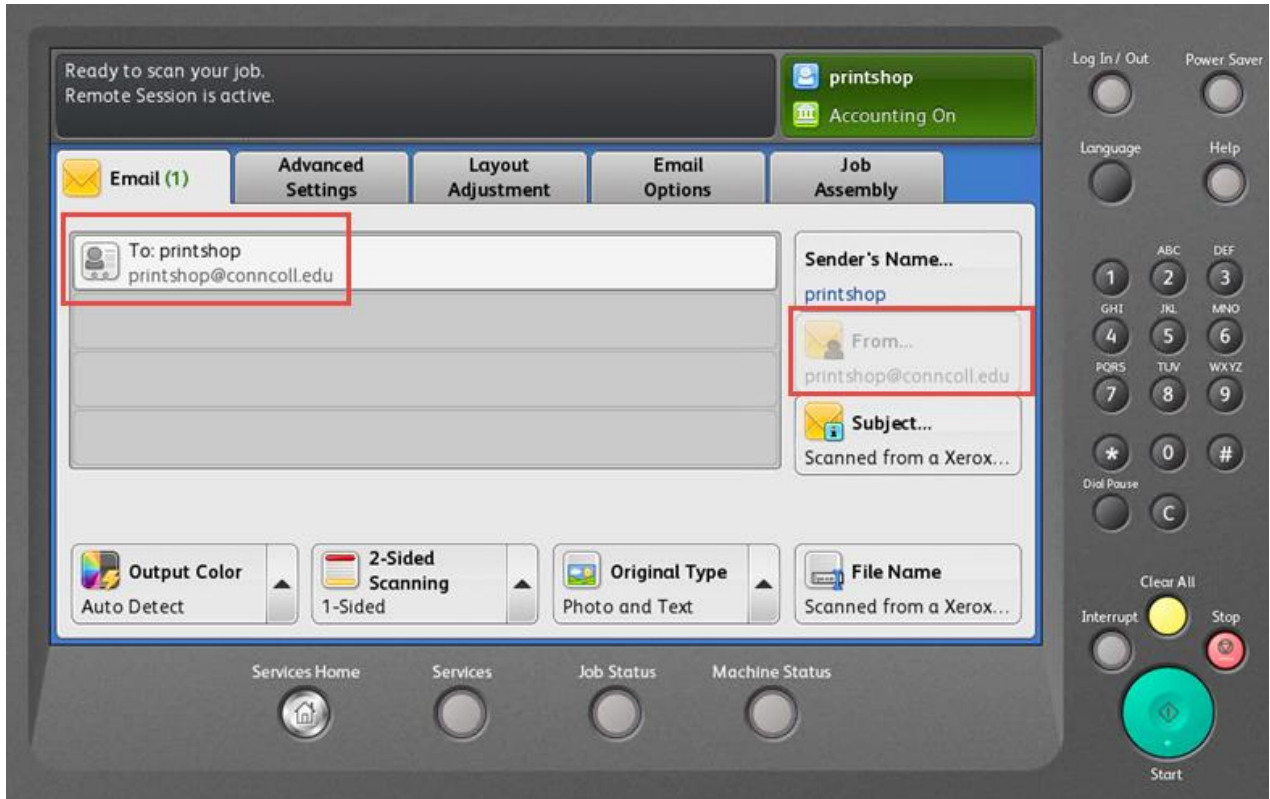
3. **COPYING** - If you aren't printing a held print job, press "Use Copier" to access the copier functions.



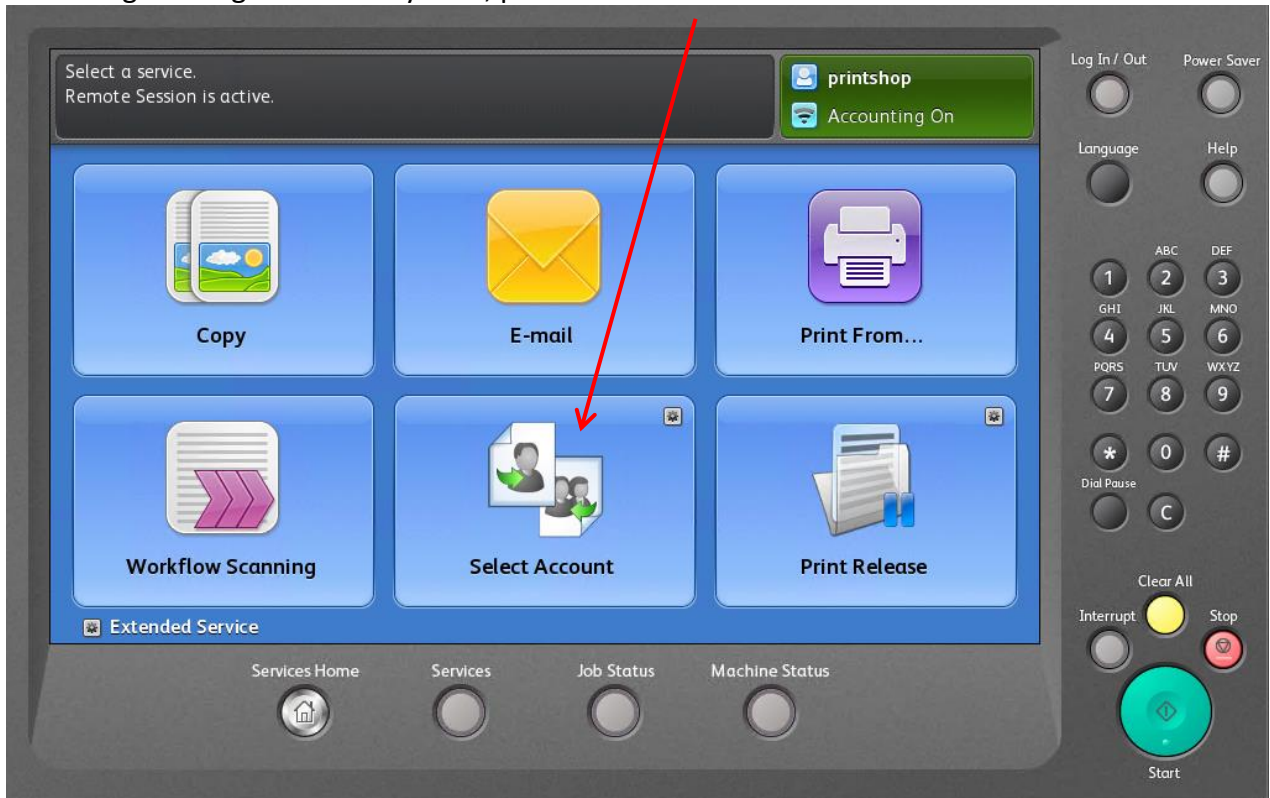
You will see this screen to select copier functions.



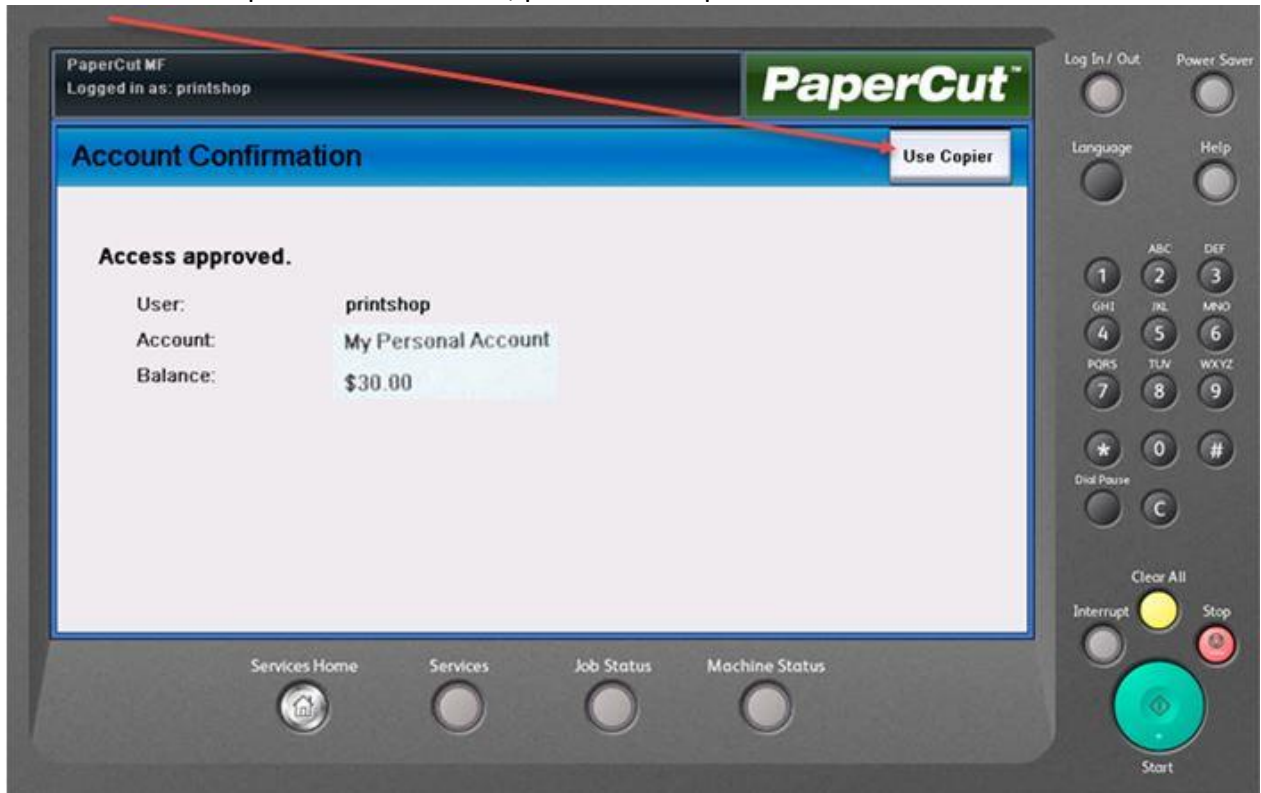
4. **SCAN TO EMAIL** – When you choose “Scan to Email”, PaperCut will populate your email address in the “To:” and “From:” fields.



5. **CHECK YOUR BALANCE** - To confirm your initial \$30 Printing Funds balance or check your remaining Printing Funds at any time, press “Select Account.”



To return to the copier functions menu, press “Use Copier”.



6. **LOG OUT** – To log out, swipe your Camel Card or press the upper right hand corner of the screen and choose “Log Out.”

