

## Steps for Quick Copying and Logging In

### Initial Login with Proximity:

1. Swipe card on the left hand side of copier.
2. Touch "Yes".
3. Enter MVCC computer username and touch "Done". Ex. kdean(@mvcc.edu not needed)
4. Enter MVCC computer password and touch "Done".
5. Your proximity card is now joined to your account.
6. Begin using copier.
7. To logout, press "logout".

### Login After with Proximity:

1. Swipe card on the side of copier.
2. Use device functions
3. Begin using copier.
4. To logout, press "logout".

### Login WITHOUT Proximity:

1. Touch Login with username and password.
2. Enter MVCC computer username and touch "Done". Ex. kdean (@mvcc.edu not needed)
3. Enter MVCC computer password and touch "Done".
4. Use device functions
5. Begin using copier.
6. To logout, press logout

### Login in with ID# (PIN)

1. Enter your "M" number without the "M")
2. Hit Login, Use device functions, hit ok, begin using

### Follow you print:

To print to any of the 30 Ricoh office copiers and 4 Xerox copiers, **be sure to install the printer from [\\papercut](#) and install either the Ricoh or Xerox printer by double clicking on the icon.** You can then print using that queue to any satellite copier. **Jobs do NOT cross over between Xerox and Ricoh print queues.**

To retrieve your print job, walk up to any of the copiers and sign in as mentioned above, and then touch "print all" or choose files individually, then select print or cancel.

### Scan to E-mail:

Touch Scan button on the left

OPTIONS: Scan to me, select previous programmed name, manual entry or program destination to add to address book.

Type in the e-mail address of the recipient. Example: [user@domain.com](#) Touch "ok". You may add as many recipients as you like. Confirm addresses are correct and touch the green start button on the copier and it will scan and e-mail the document

## **To create an address on the copiers:**

### **For the Black and White Copiers**

- Press User Tools
- Press Address Book Management
- Press New Program
- Change Name by pressing Change box under the name box
  - Enter Name, Press OK
- Press Email tab
- Press Change next to email address
  - Enter Email address, press OK
- Press OK top right corner of screen
- Repeat New Program as needed for each
- Press User Tools button to exit out

### **For the Color Copiers**

- Press Home
- Swipe Right
- Press Address Book Management
- Press New Program
- Change Name by pressing Change box under the name box
  - Enter Name, Press OK
- Press Email tab
- Press Change next to email address
  - Enter Email address, press OK
- Press OK top right corner of screen
- Repeat New Program as needed for each
- Press EXIT to exit out

## **Web printing**

[Use the following link for MAC users, personal devices, cell phones and tablets.](#)

<http://papercut.mvcc.edu:9191/>

Login with username and password

Web print (bottom left)

Submit a job

Select which printer Xerox or Ricoh

Print options and account selection

Upload documents, upload or drag documents