Self Enrollment | Papercut

Self Enrollment: copier software

With the implementation of our new canon copiers, there will be a change in how staff and students use the new machines. All copiers will have software called papercut installed on them that will require staff to authenticate using either their HID key fob or a four digit pin of their choice.

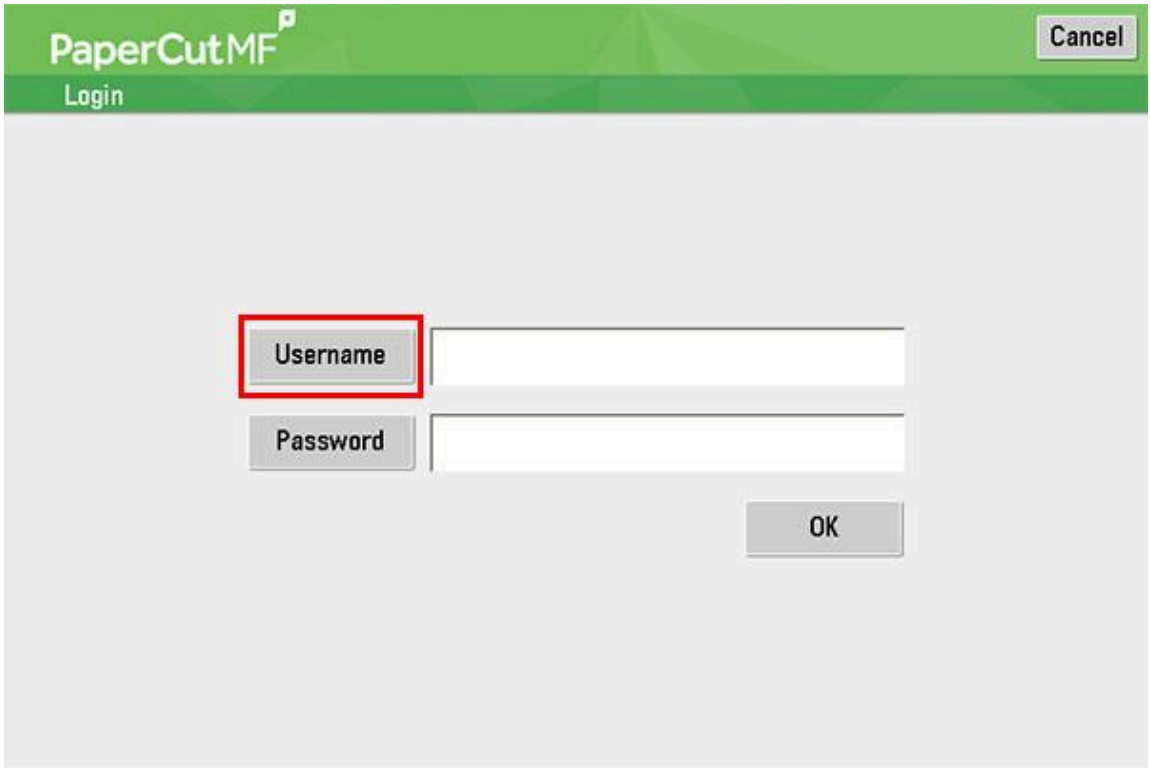
Self Enrollment

To get started, staff will use self enrollment to authenticate their HID key fob with the papercut application. The authentication process where staff have to swipe their fob and enter in their username and password is only needed once. To complete this process, please follow the steps below.

1. Hold HID key fob by the reader located to the left LCD screen until you hear a beep. (*location may slightly vary depending on the copier model)*

2. Press “Yes”

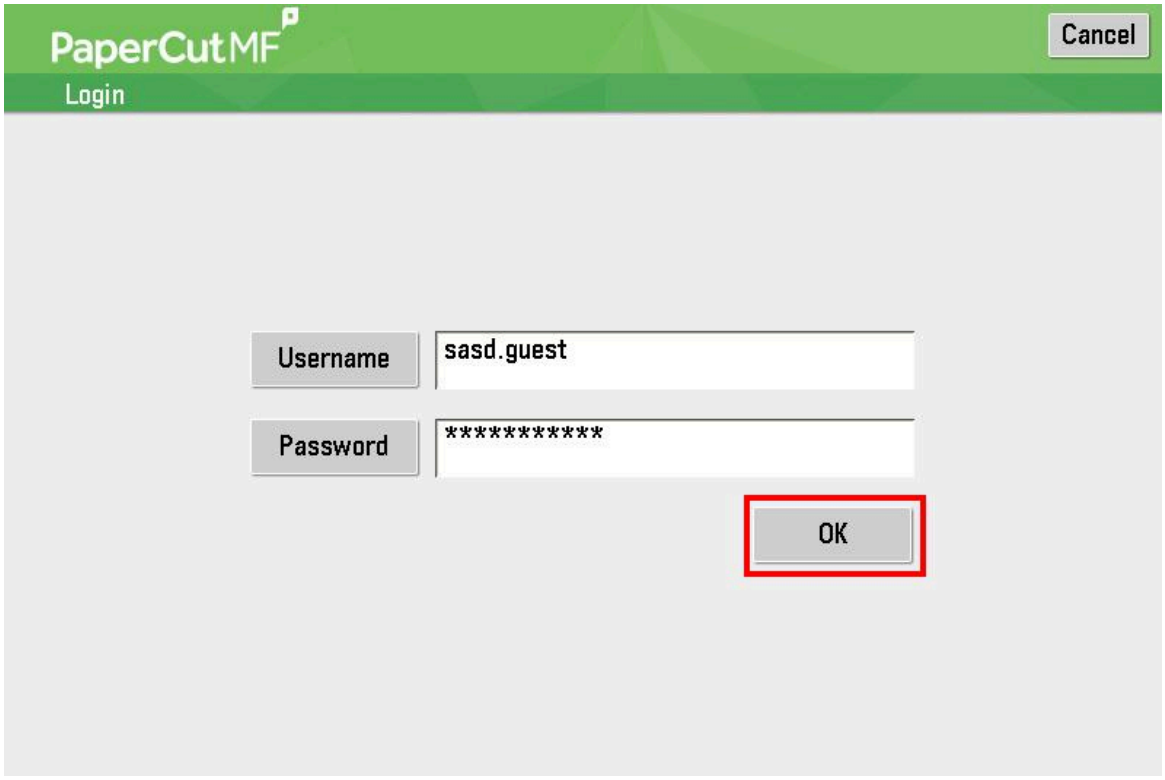
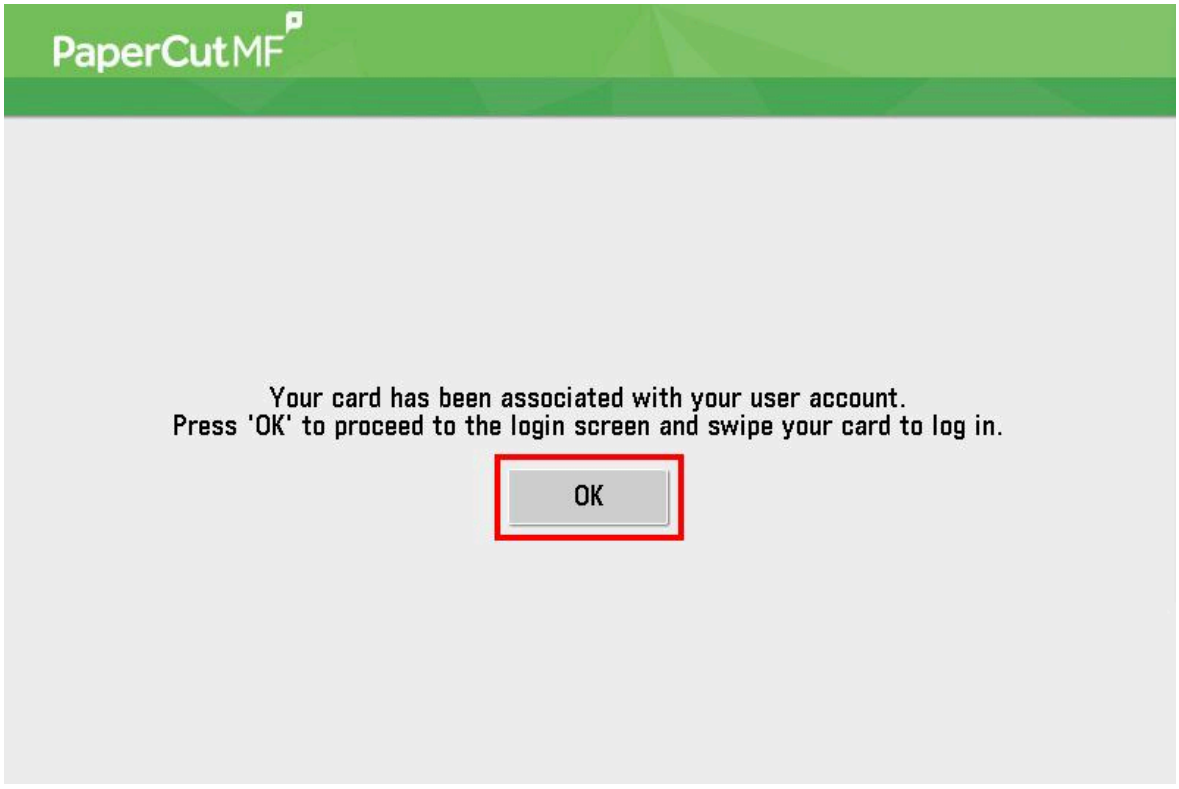
3. Press “Username”



4. Enter in Username (same as computer login)

5. Enter in password (same as computer login)

6. Press “OK”



7. Press “OK”