

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”



PaperCut MF[®] Cancel

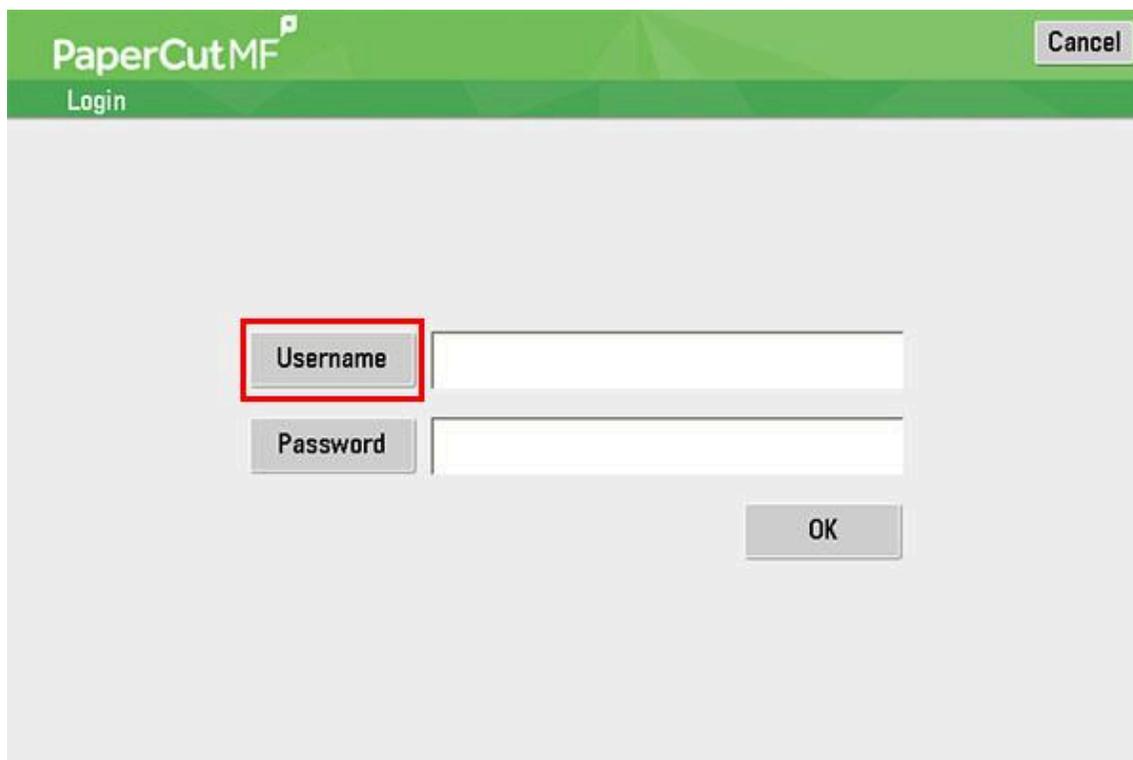
Self-association

Unknown card.
Do you wish to associate this card with your user account?

Yes No

This is a dialog box with a green header bar containing the PaperCut MF logo and a 'Cancel' button. The main area is light gray and contains the text 'Unknown card. Do you wish to associate this card with your user account?'. Below the text are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red rectangular border.

3. Press “Username”



PaperCut MF[®] Cancel

Login

Username

Password

OK

This is a login dialog box with a green header bar containing the PaperCut MF logo and a 'Cancel' button. The main area is light gray and contains the text 'Login'. Below the text are two input fields: 'Username' and 'Password'. The 'Username' label is highlighted with a red rectangular border. At the bottom right of the dialog is an 'OK' button.

4. Enter in Username (same as computer login)

Username

 You can also use the numeric keys.

◀ ▶ Backspace Alphanum. Char. ▼

1	2	3	4	5	6	7	8	9	0	-	=	\
q	w	e	r	t	y	u	i	o	p	[]	
a	s	d	f	g	h	j	k	l	;	'		
`	z	x	c	v	b	n	m	,	.	/	@	↵
Shift	Caps	Space										

✕ Cancel OK ↵

5. Enter in password (same as computer login)

Password

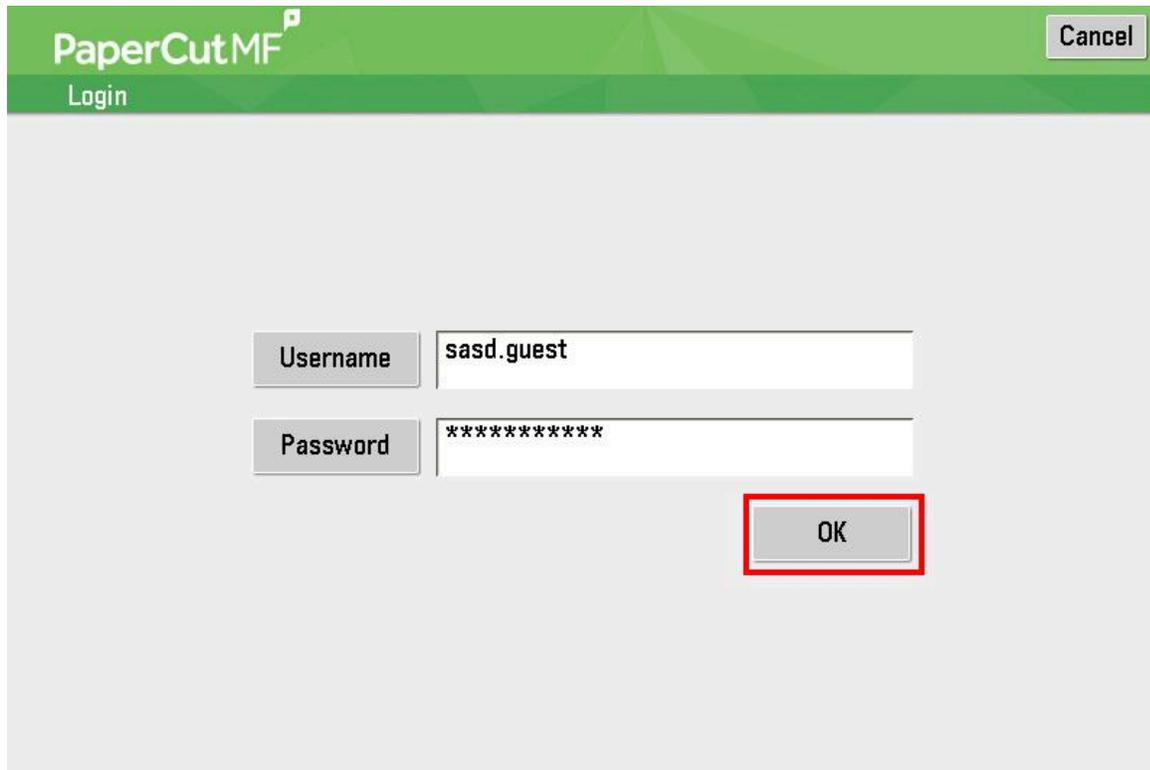
 You can also use the numeric keys.

◀ ▶ Backspace Alphanum. Char. ▼

1	2	3	4	5	6	7	8	9	0	-	=	\
q	w	e	r	t	y	u	i	o	p	[]	
a	s	d	f	g	h	j	k	l	;	'		
`	z	x	c	v	b	n	m	,	.	/	@	↵
Shift	Caps	Space										

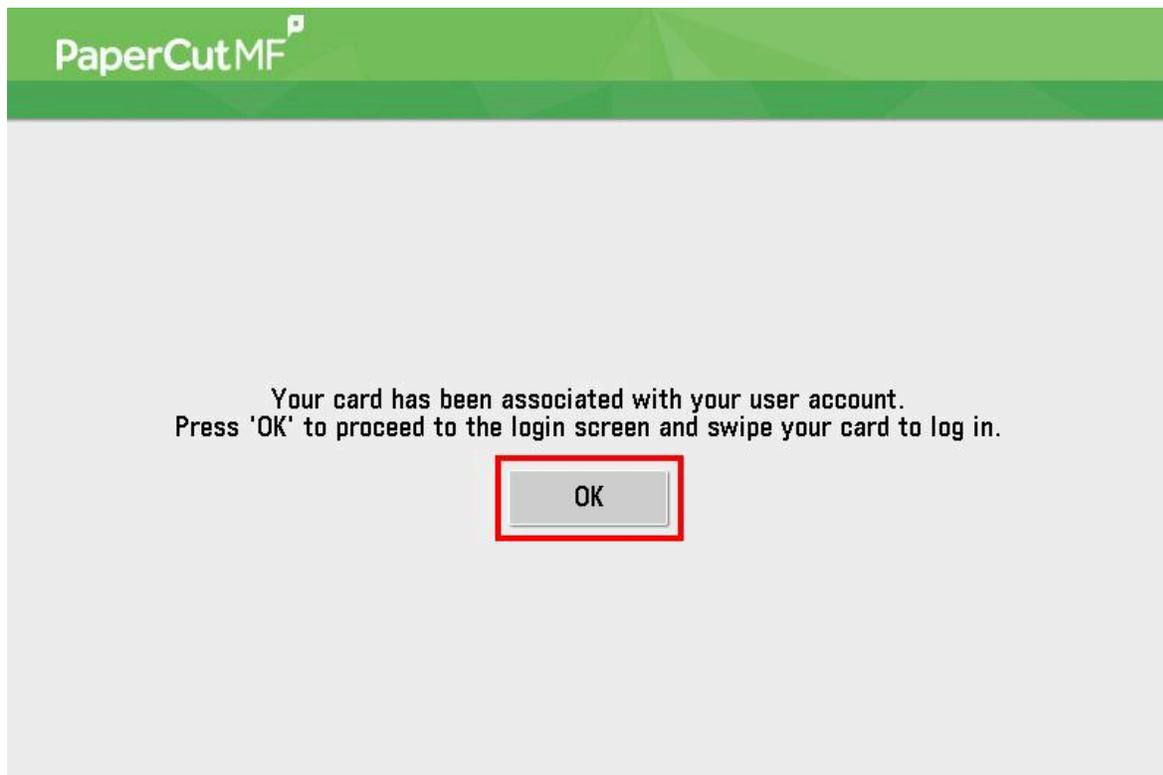
✕ Cancel OK ↵

6. Press "OK"



The image shows the PaperCutMF Login screen. At the top left is the PaperCutMF logo, and at the top right is a "Cancel" button. Below the header, there are two input fields: "Username" with the text "sasd.guest" and "Password" with ten asterisks. A red rectangular box highlights the "OK" button located to the right of the password field.

7. Press "OK"



The image shows a success message screen from PaperCutMF. At the top left is the PaperCutMF logo. The main text reads: "Your card has been associated with your user account. Press 'OK' to proceed to the login screen and swipe your card to log in." A red rectangular box highlights the "OK" button centered at the bottom of the screen.