Introduction to using PaperCut (printing cost management system):

Printing:

Prompts that will appear on your PC that will allow you to print to a copier/printer with PaperCut installed:

Initial identification prompt that occurs first time windows is run after program is installed.
If you haven't used your computer since the PaperCut system was deployed in your area you
may get an identification prompt that says which happens the first time the program is ever launched:

"Please log in using your network username and password to confirm your identity"

> For the "Username" field please enter your G # (same as the G00# you use when you log into mygav)
> For the "Identification" field please enter your corresponding 6 digit pin
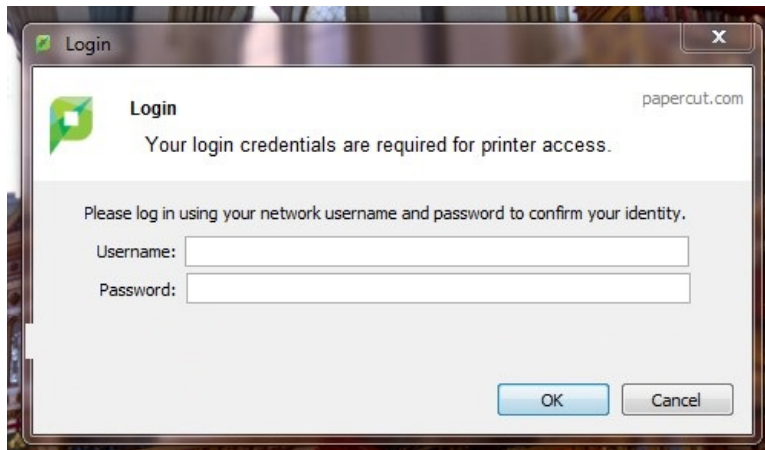
Now click ok

That prompt goes away and nothing happens until you actually go to print something.

When you print you will get another very similar prompt for a username & password.
This prompt will usually appear fast but it can take up to 90 seconds for this authentication prompt to appear,
The username and password are your G# and pin just like in the previous prompt.
It is important to use the dropdown list in the "Remember" field to select "until I logout" (this way you won't be
prompted every time you print but instead only when you log into windows. This is the authentication prompt and
what you select for the "Remember" drop down field will determine how often you will see it.
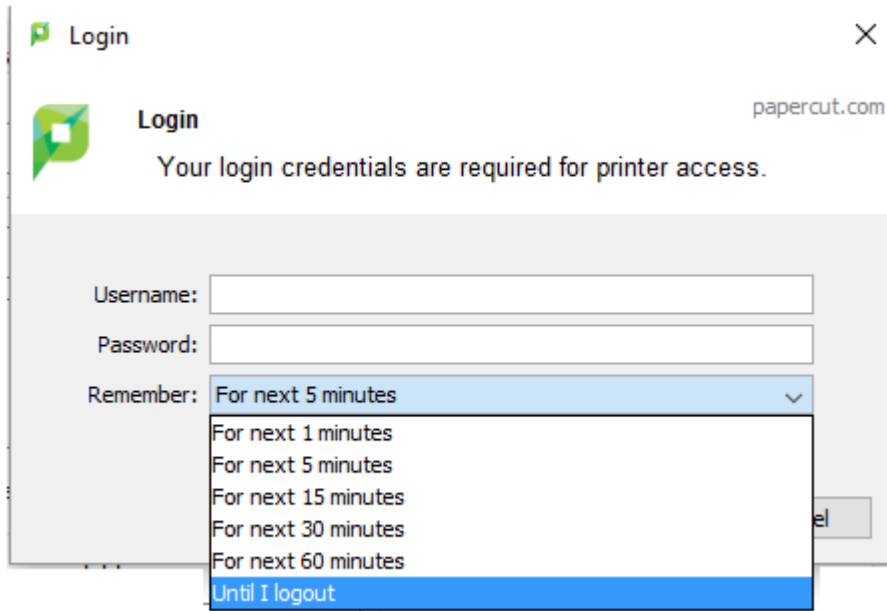
Now you have entered your G# and your Password and about 5 - 50 seconds later you will see a message box appear in the lower right hand corner of you screen which will say "Attention: Your Document has been held in a queue".
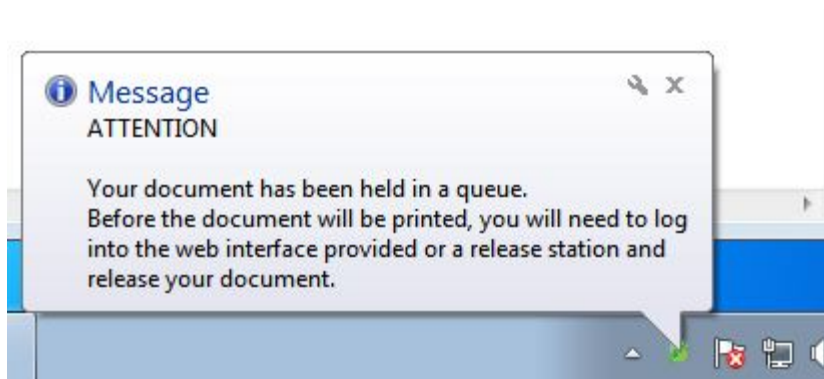
 This means you can now go to the Copier/MultiFunction Printer for your document.
Once you see this message there are 2 ways of getting the document to print out ..here is the 1rst method you can go over to the large Konica Minolta Printer/Copier and then enter you G# and pin just like you did on your pc .Just tapping the "Username" filed will bring up a keyboard where you can enter your username when you are done, click ok…after that you can tap the text field by "Password" and enter in your password. And then click ok
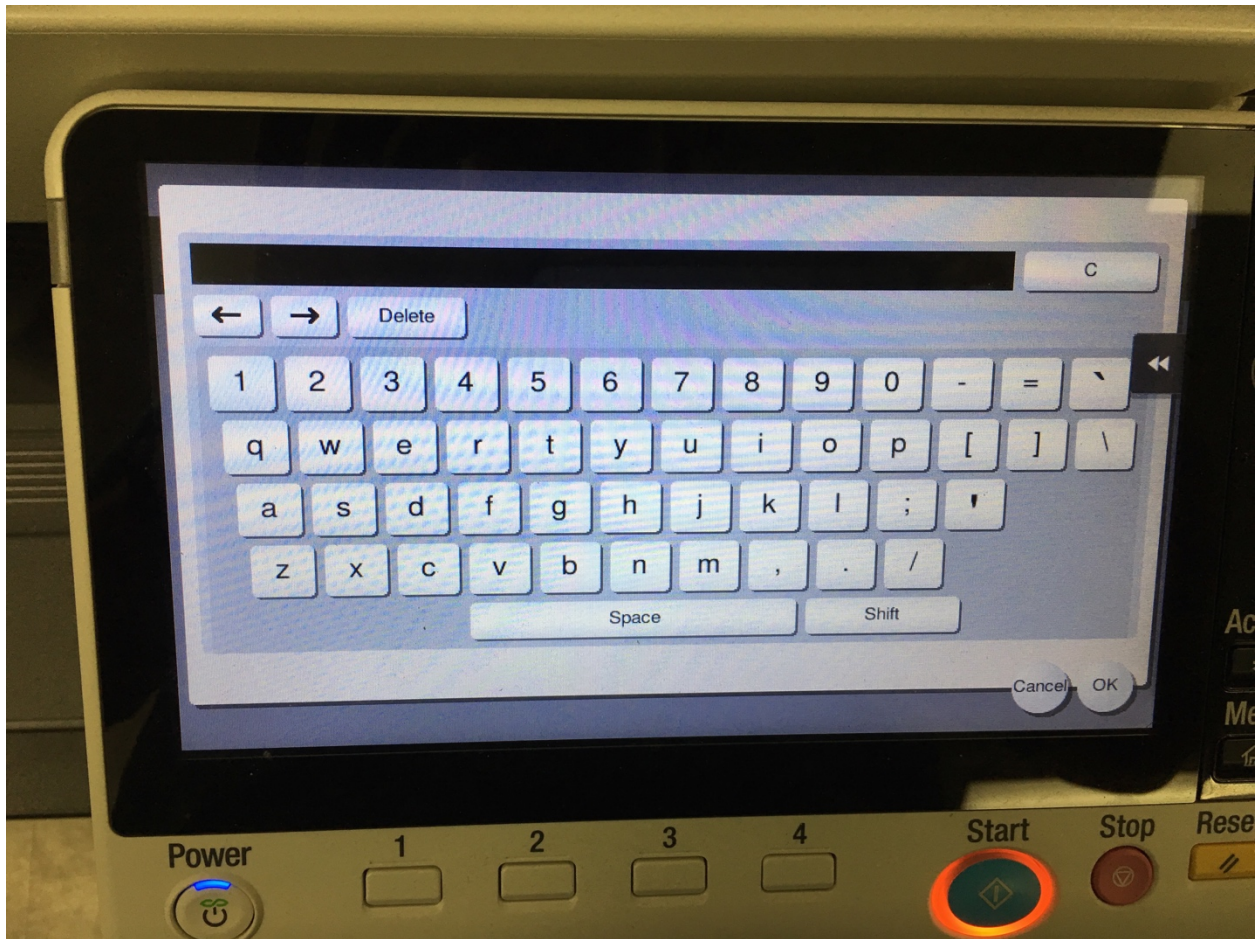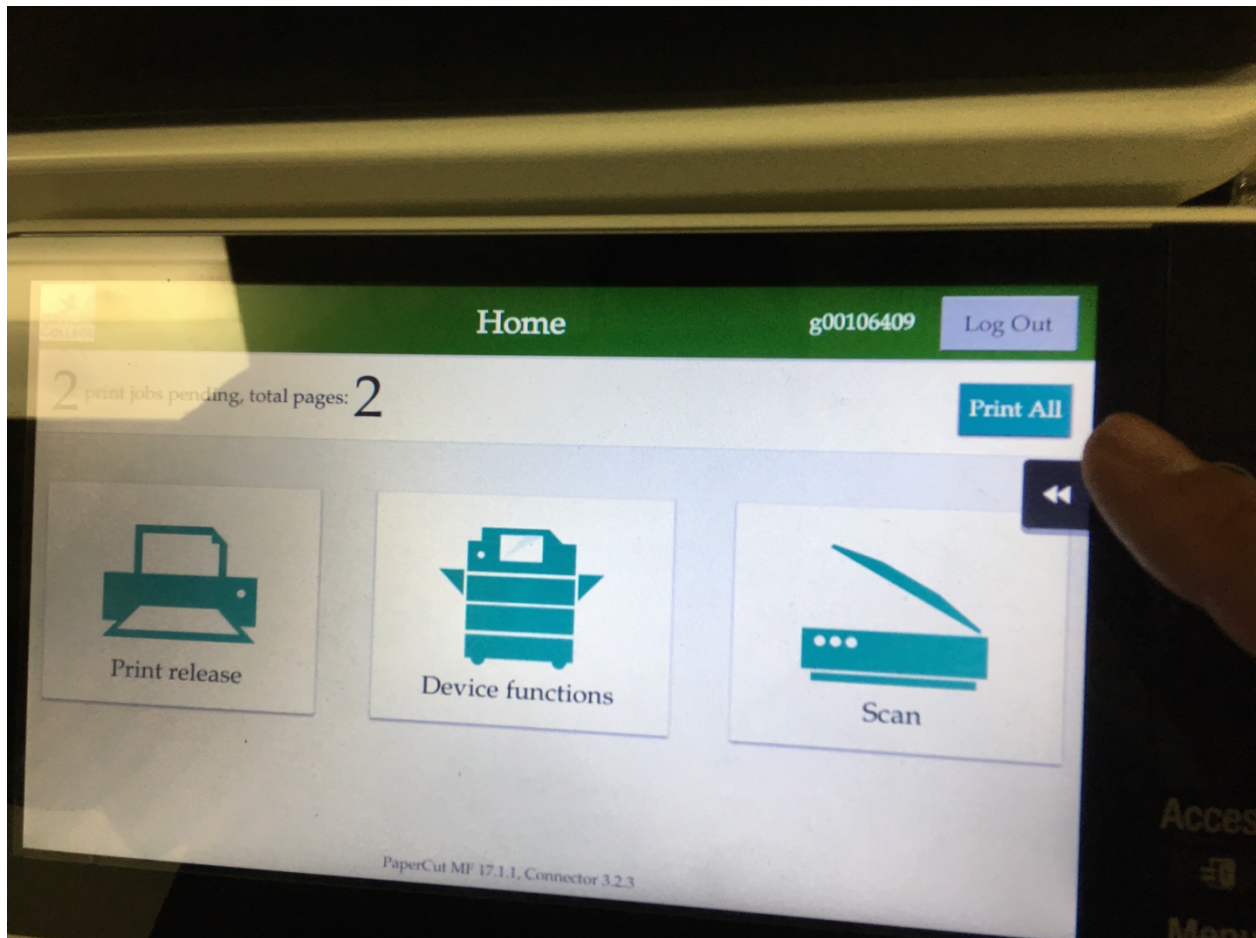
When you have filled out both your Username and Password fields click login
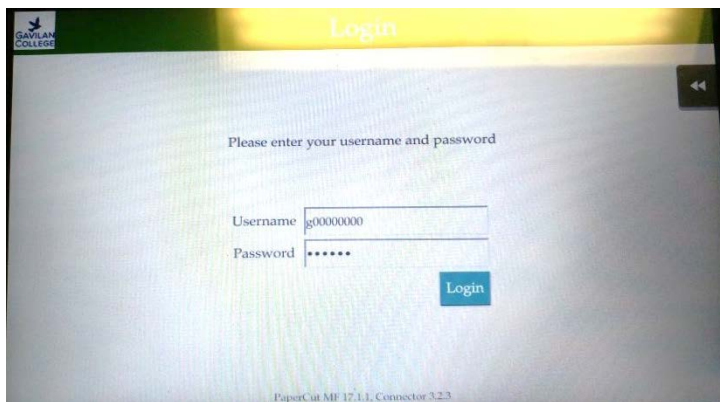
You will now be shown a "Home" screen with 3 big buttons: "Print Release" , "Device Functions", "Scan", as well as a smaller print all button in the upper right hand corner
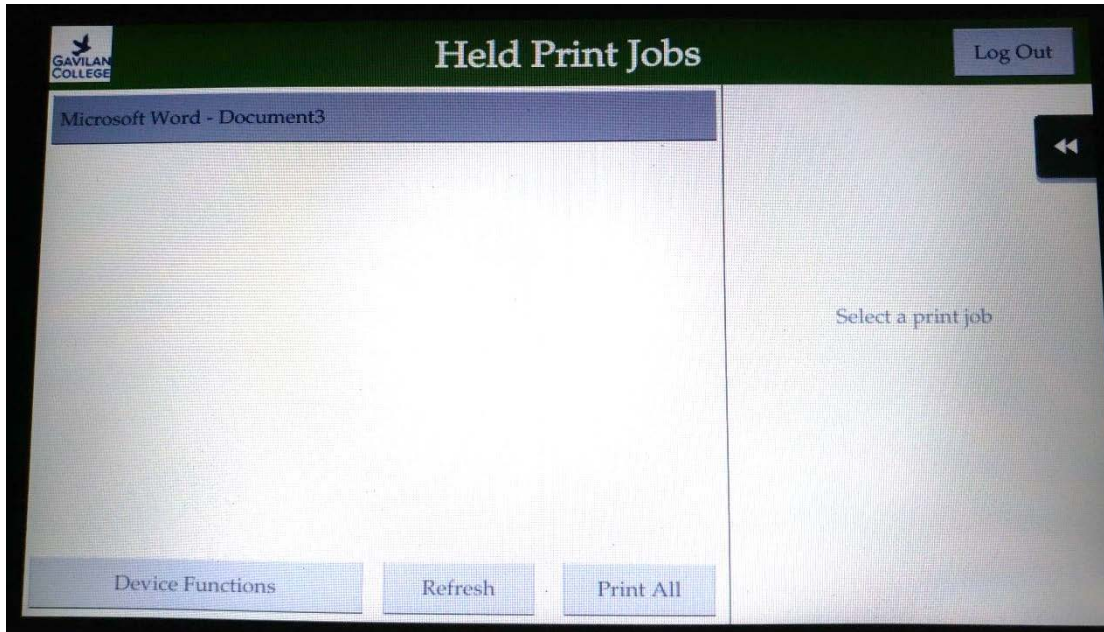
You can click the "print all" button in the upper right hand corner on the home screen to print your documents

Or if this print all button doesn't appear on the home screen you can Press "Print Release"

You will now be shown a "Held Print Jobs" screen with a listing of the document you are trying to print.

Press the "Print All" button   to print all the documents in your queue

Your document will then print when this is done press "log out" in the upper right hand corner

If you managed to navigate to a screen without a logout button but wish to logout just press the physical "access" button of the unit itself (real button not on screen).   A prompt will then appear asking if you really want to log out that you would then click yes
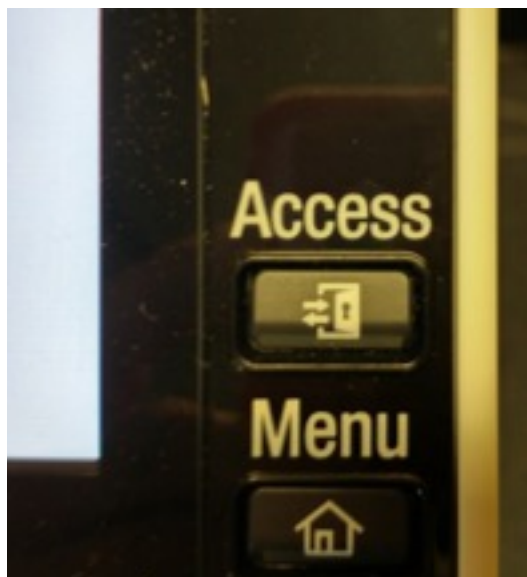
The second/alternate method for getting you document to print once you have gotten the "Attention your document has been held in a queue"

Is to right click on the green square that this message came out of (in the lower right hand corner of the
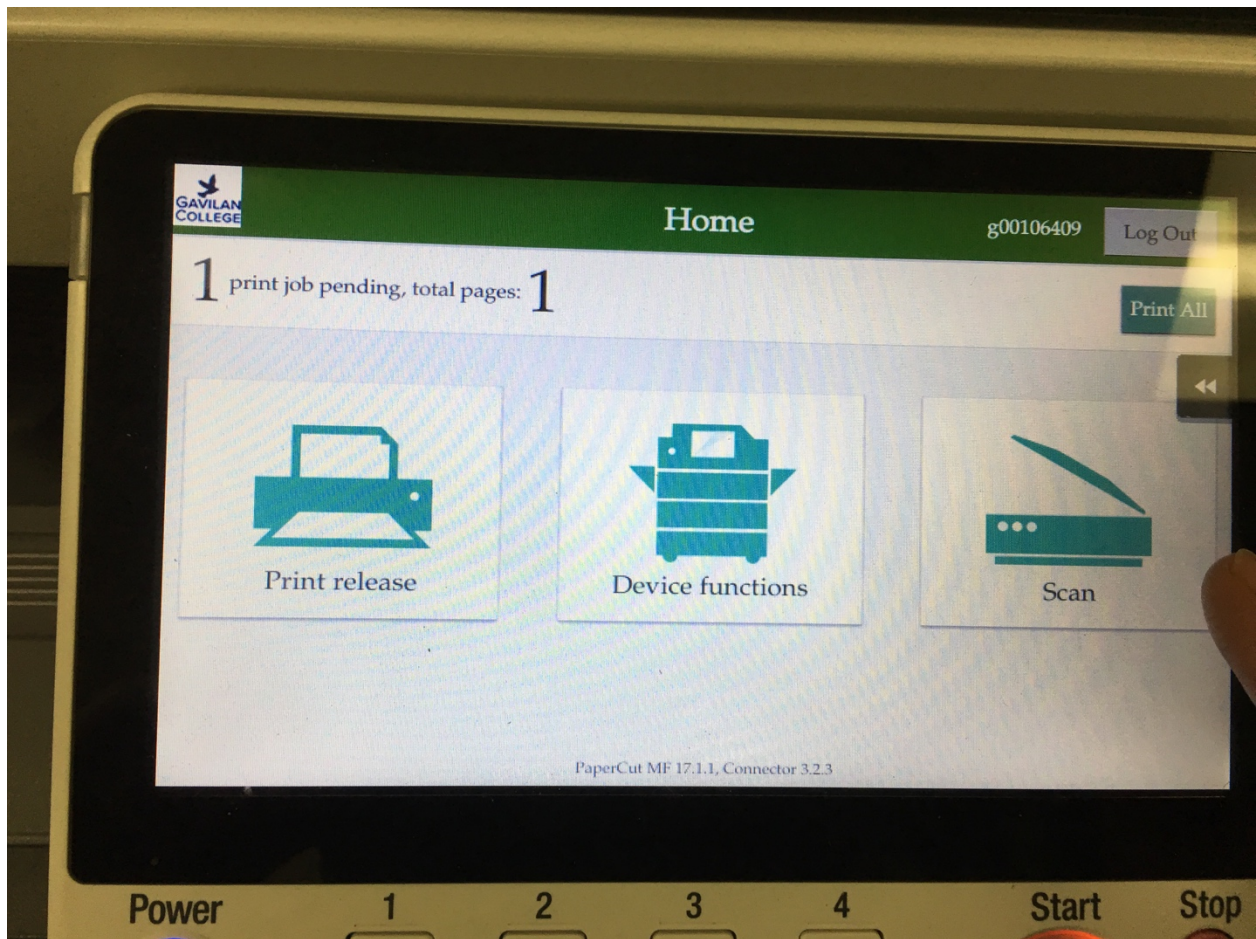

)

Select "details"

A web page will come up and on this web page you can select "Jobs Pending Release" then you can select Release all or select a perticualr job and release that job

Scanning a one to a few pages:

Scanning is launched from the 3 button home screen which appears just after you log into the unit. Just tap the "Scan" button.

Place you document either in the document feeder or on the glass flatbed. If you use the document feeder please make sure to bring the document guide rails right up against the document because this will tell the unit what size of paper to use and can cause the unit to say it does have the correct paper if it thinks you are printing something bigger/smaller than 81/2 by 11

Once your document is loaded go ahead and click scan to email (unless your document is over 30 pages if so go to "copy to usb"… section below:
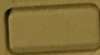
Scan Actions

Home

Account: My Personal Account
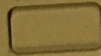
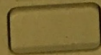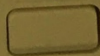Balance: Unrestricted

◀◀

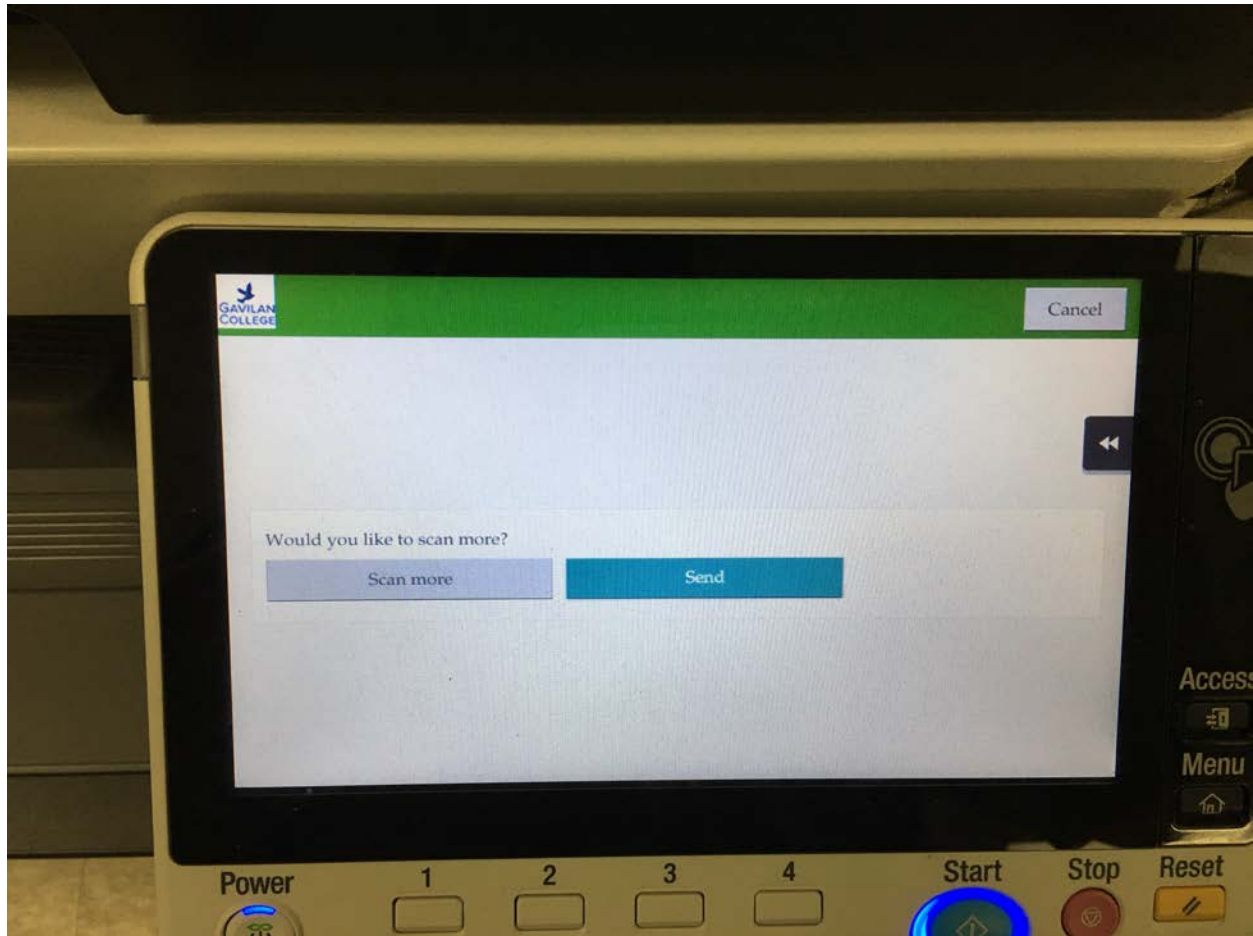✉ Scan to My Email

Power
1 2 3 4
Start   Stop

After your document has been scanned you will be asked if you wish to "scan more" or if you wish to send. Clicking "send" will send your scanned document to you email while clicking "scan more" will allow you to scan more documents as a separate attachment to your email.
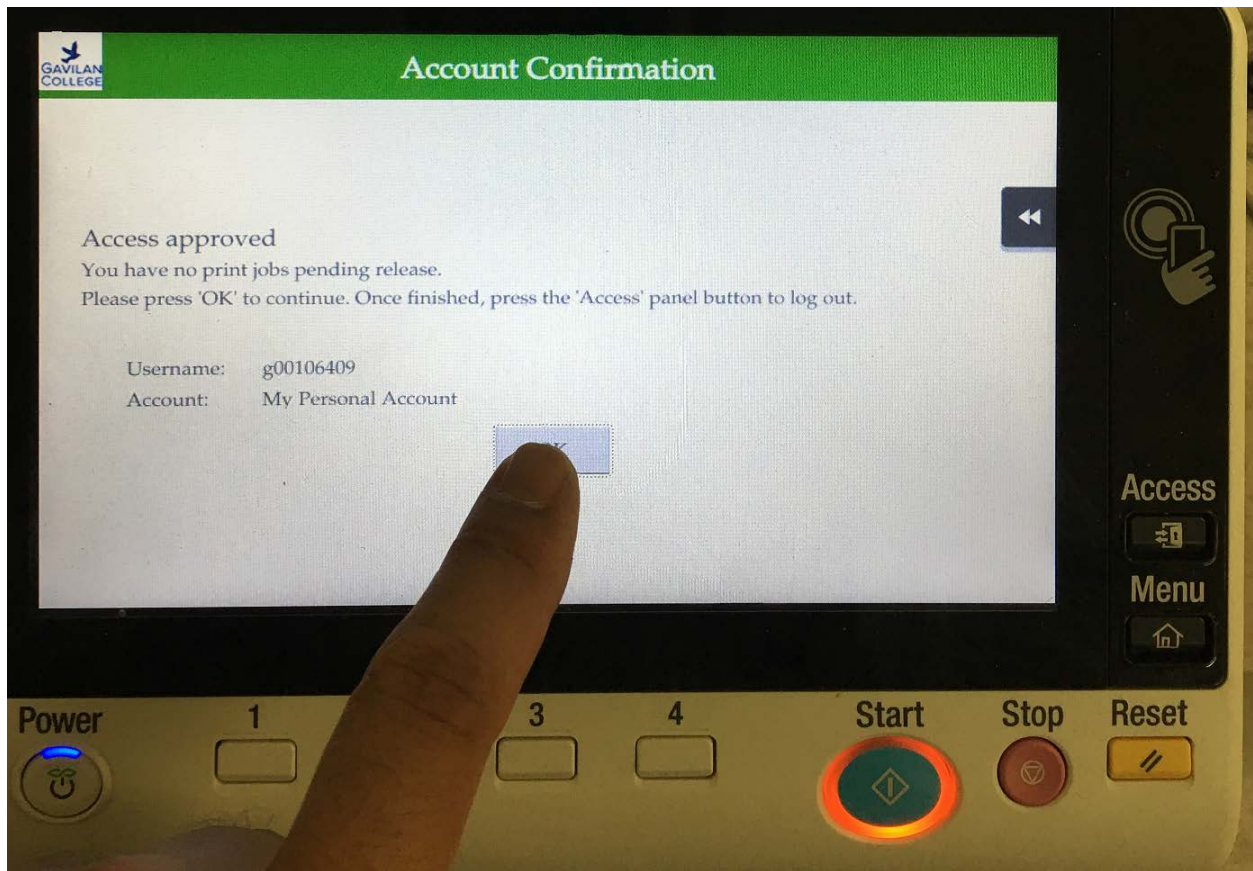

When done logout either with the gray logout button in the top right hand corner of the screen. Or the access button on the unit itself (not on the screen).

Copy to USB for Scanning ~30+ Pages:

Login and select Device functions in the home screen:
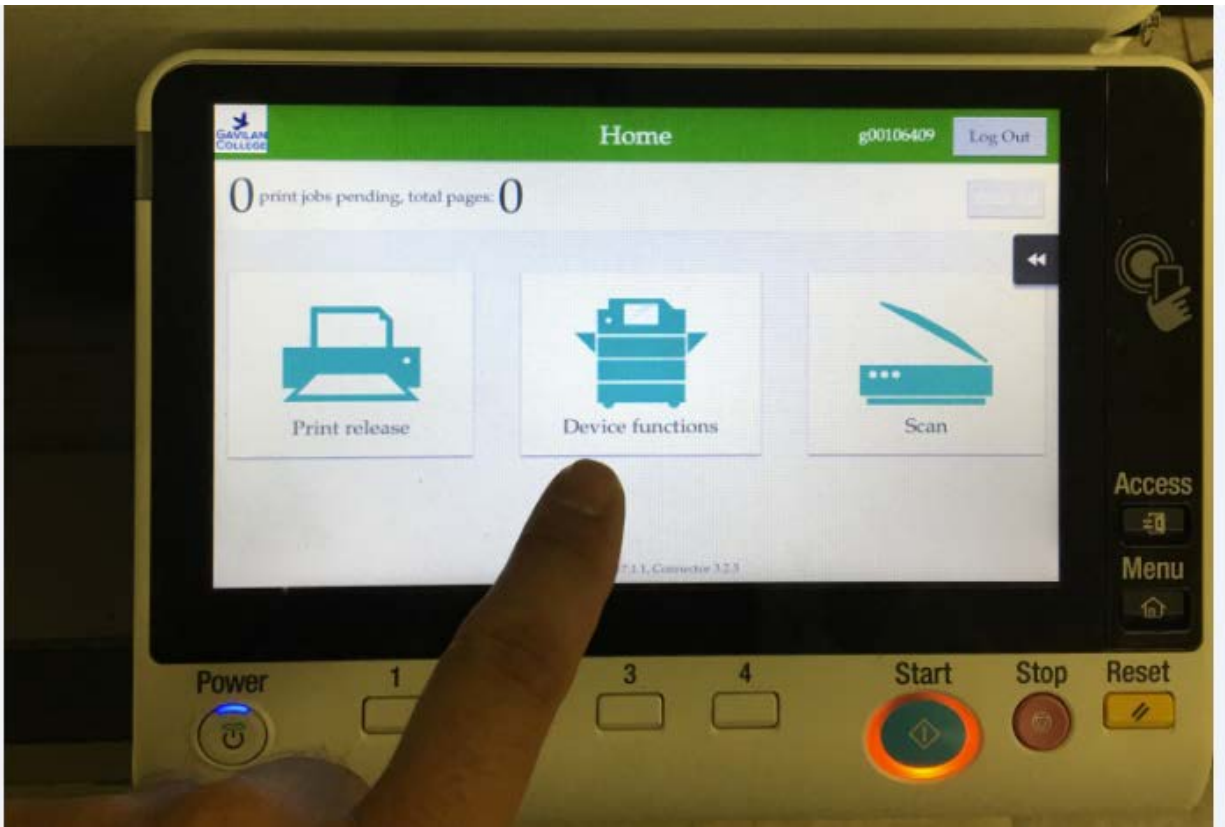
If the account confirmation screen comes up just click the only button on the screen which is "OK"
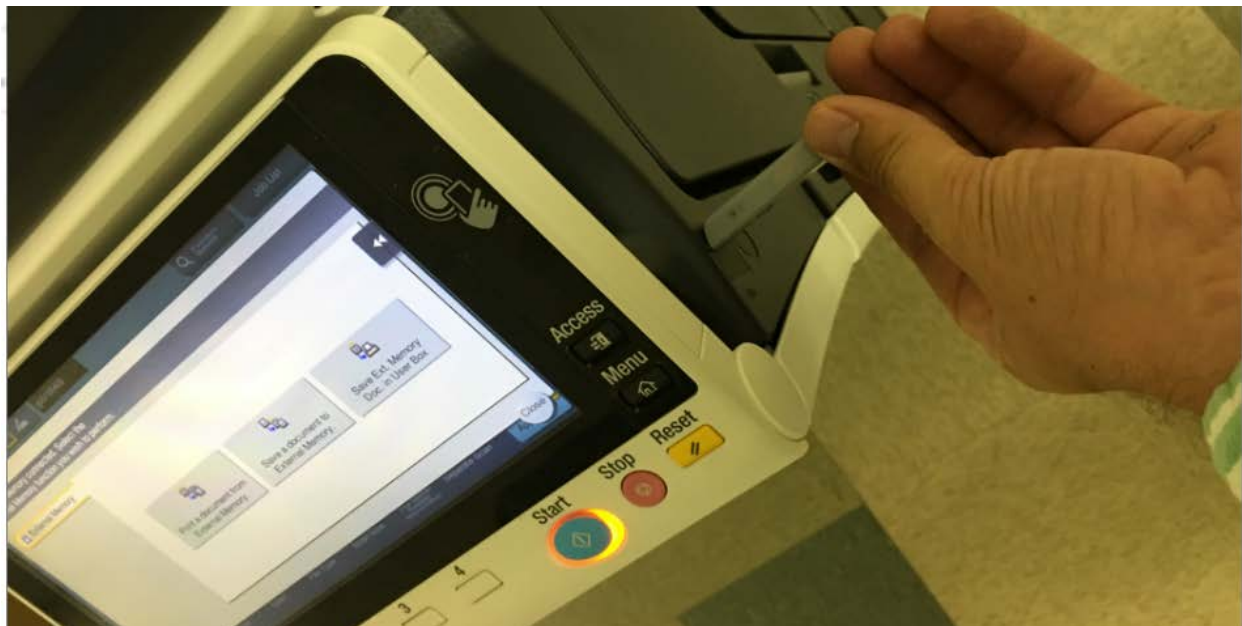
Now will get to a screen with several buttons just select scan/fax

Now you will get to a screen which might have several destinations already premade as show below but you won't need to select anything on this screen

Instead just inset your USB into the usb slot on the right of the Copier/Printer up by the LCD Screen

After you inser the USB drive a Screen will appear tA screen will appear with three buttons
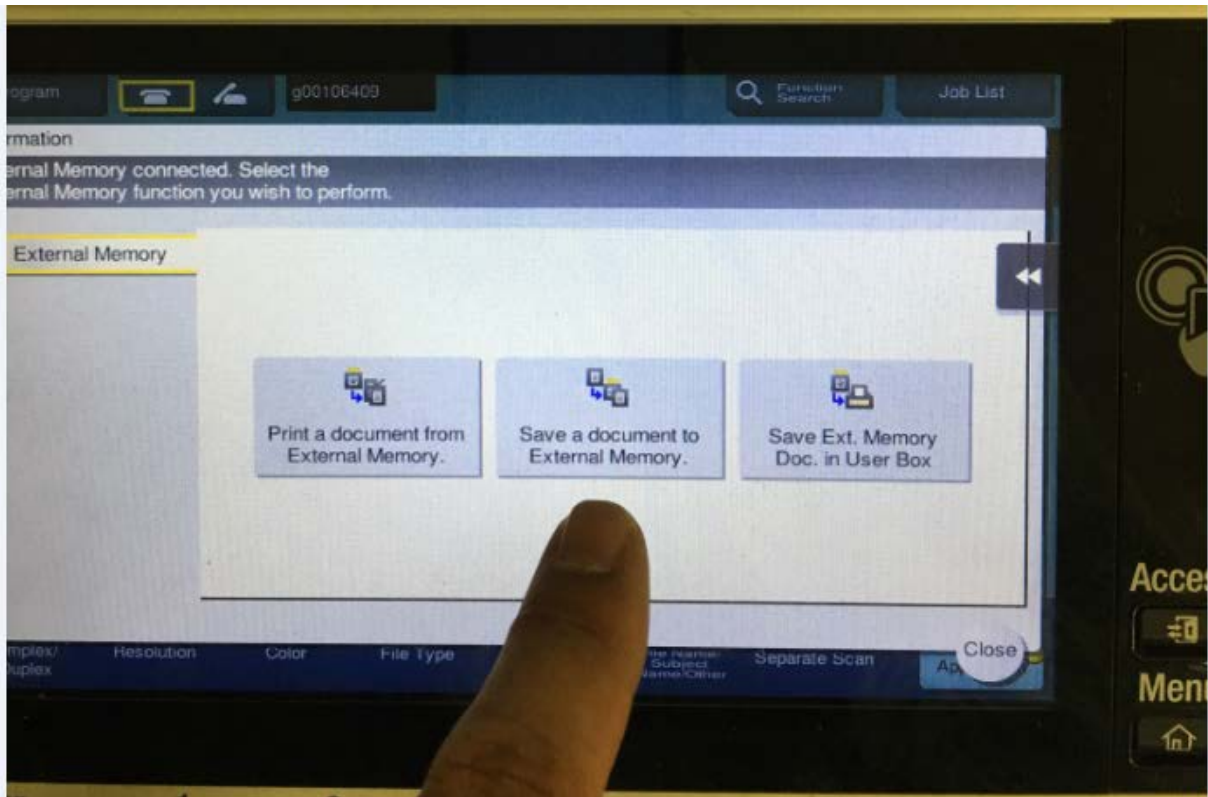
Now the ring around the blue start button <I> will turn from orange to blue. And if you press it you will get a message that says "Saving document Do not remove External Memory" Do not remove your use drive until that message goes way
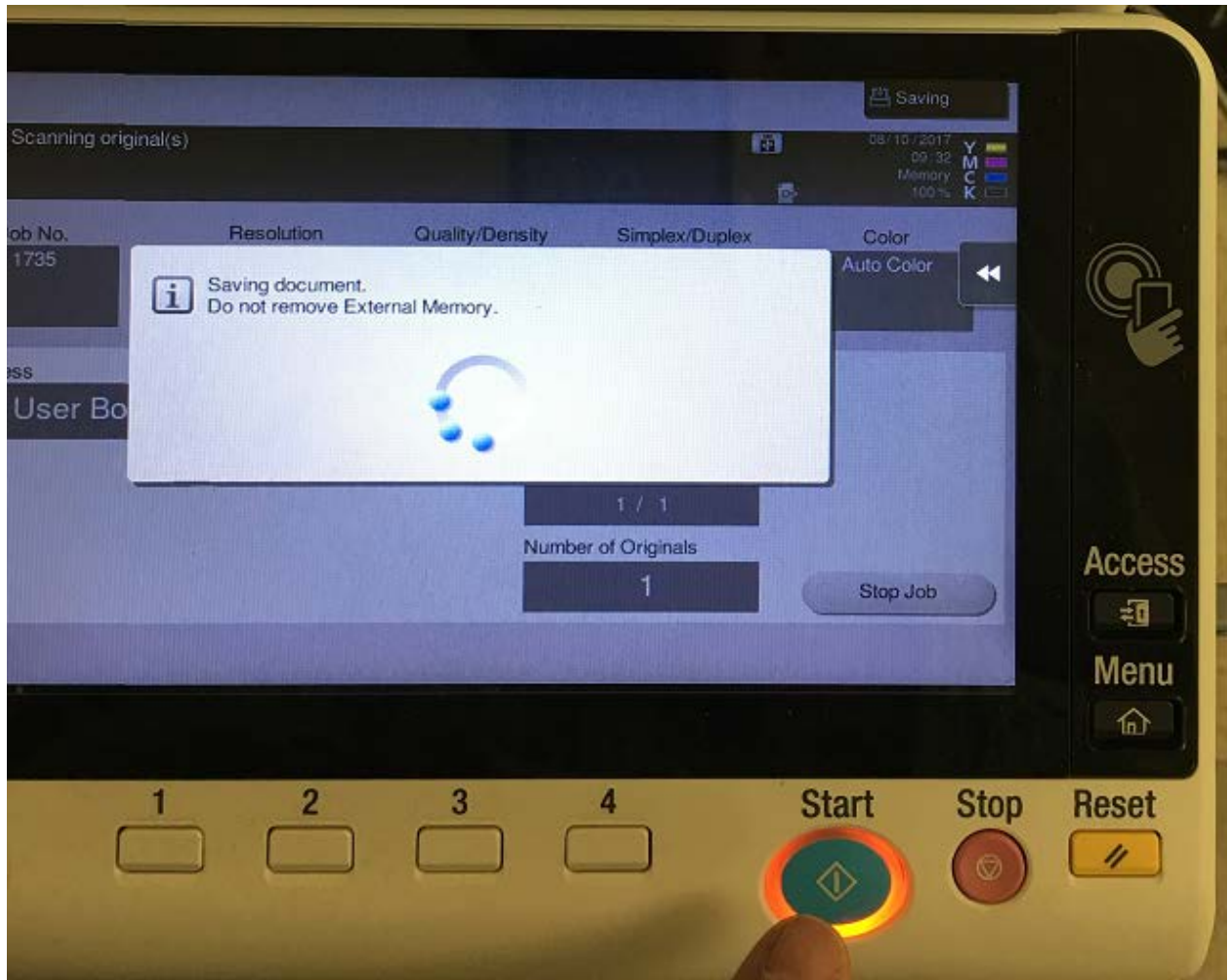
When the Printer Copier is done scanning the document the screen will change to an all gray screen like the one below:
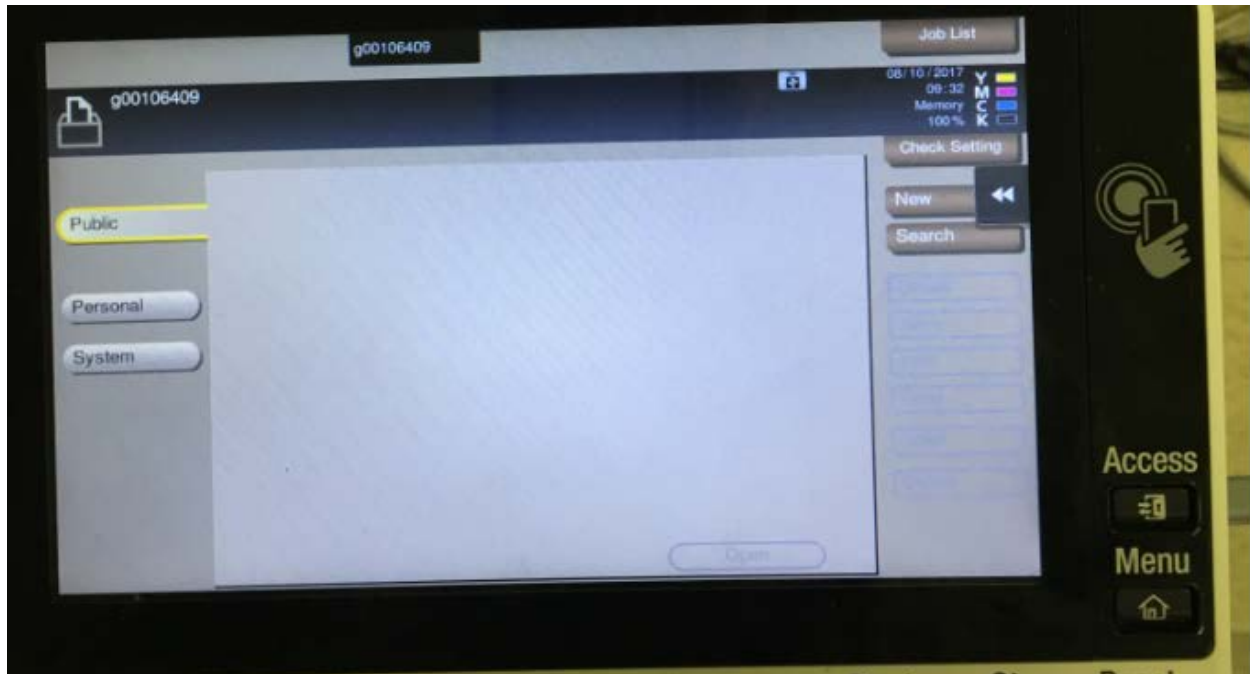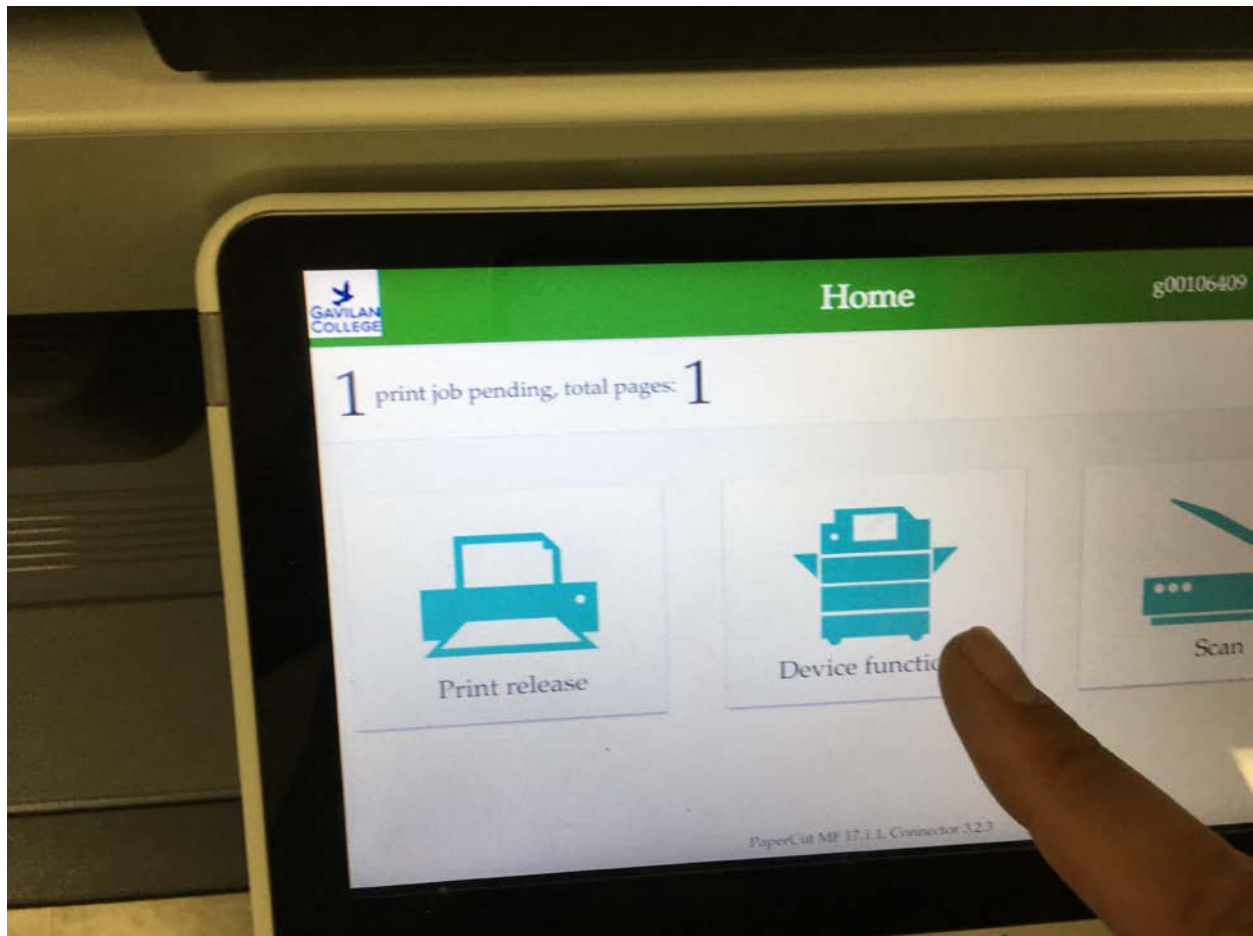
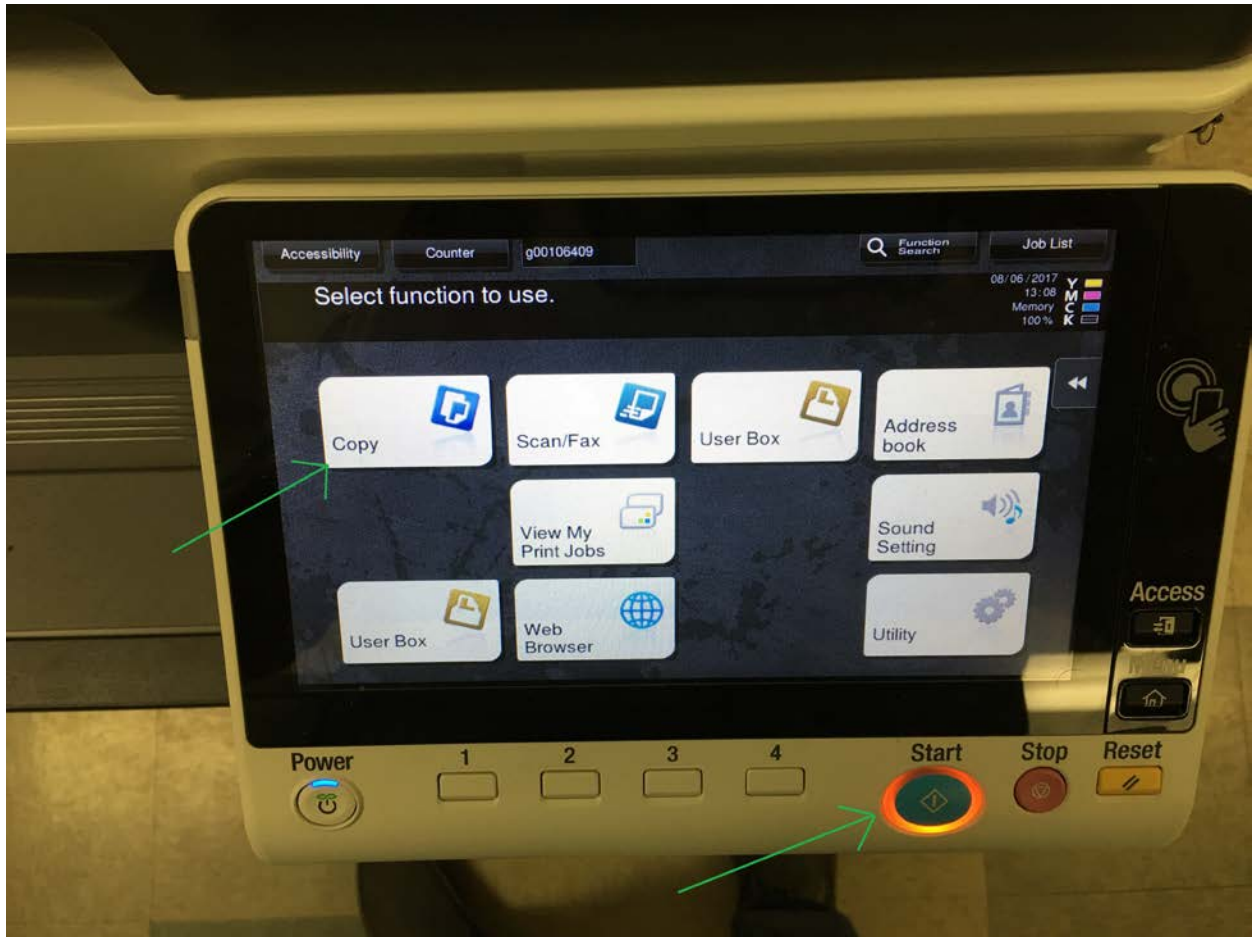To log out just press the "access" button to the right of the LCD screen

Copying :

Place your document in either the document feeder tray or on the glass flat bed

Copying and faxing do not have their own buttons on the home screen instead you click the "Device functions"

A screen will come up with several buttons on it you will click the "copy" button

Another screen will appear and the ring around the blue start button (<I>) will turn from orange to blue. This indicates you can now press the start button to begin making copies

When you are done log out by using the "access" button (real button not a display on the screen). You will be asked if you really want to logout, say yes
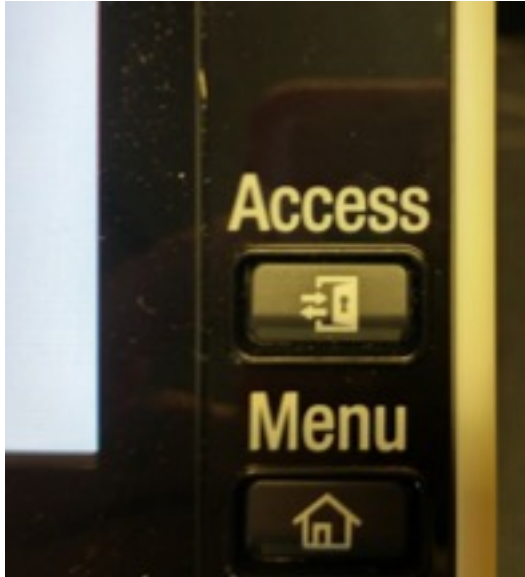
Faxing: (only for units that are connected to a fax line)

Just like copying faxing does not have its own button on the home screen so when you get to the home screen that appears right after you login you will want to choose "Device Functions"

This will bring you to the screen with multiple buttons and here you will want to select "Scan/Fax"

Once this is done you will come to a screen like the one shown below some of you may have already set up several destinations. If so you can click the destination but you don't need to have a destination set up to fax instead you can choose "direct input" and enter the number manually
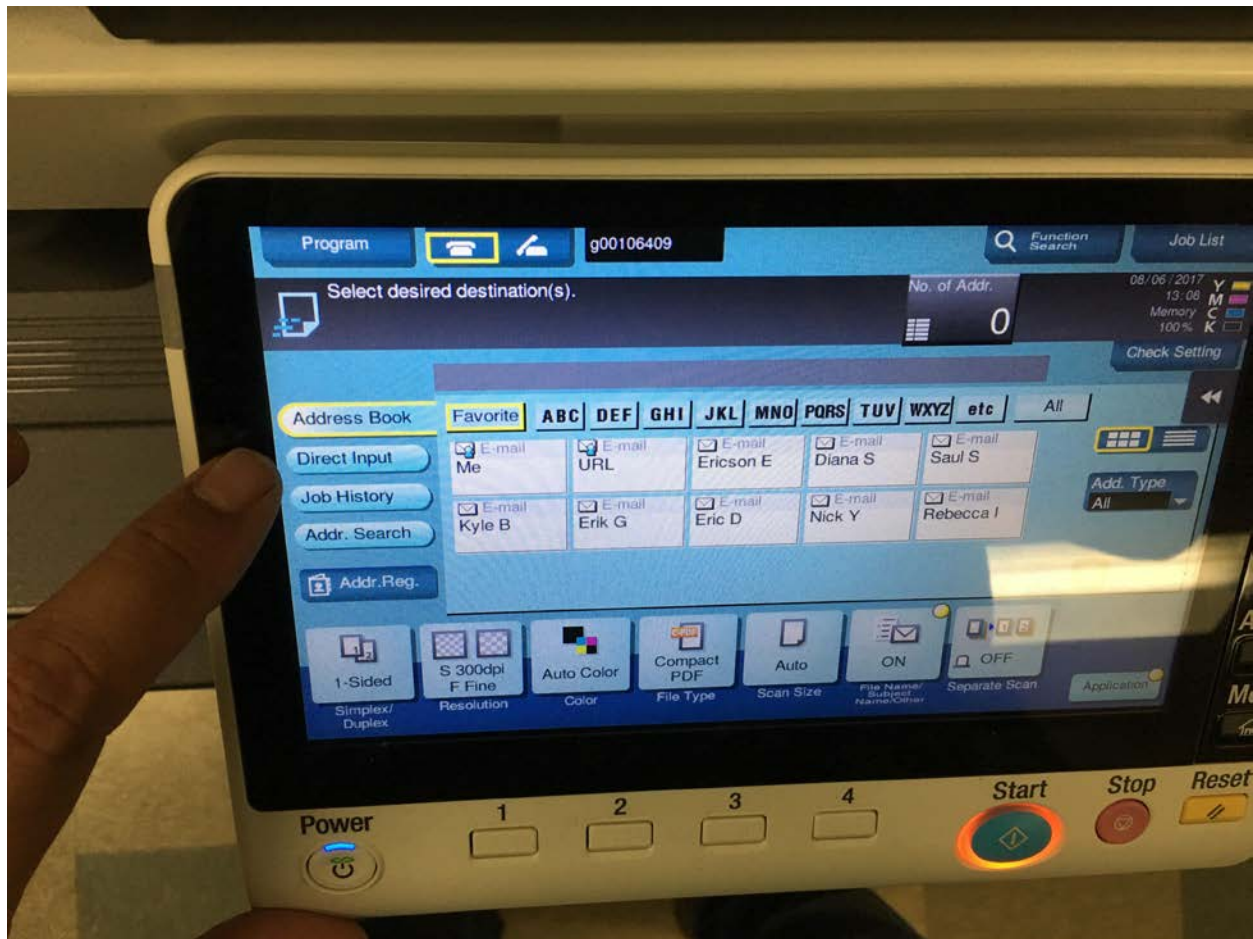
When the fax is done you can logout through the access button or you can select the "job list" button on the lcd screen which will show a listing of all the jobs the Unit has done where your fax well be the one on the top. If you select this line you can then select the details button to see whether or not there was an error. Also if there is an error the unit will automatically print out an error report.

Misc Info:

The lcd screen will log automatically log you out after 3 minutes of in activity

Your documents will be held in queue for 8 hours

The LCD screen my go to sleep...if so tapping the power button on the lower left hand corner of the lcd screen should wake up the lcd screen

If your unit appears to completely freeze up there is a rocker power switch that is hidden behind the largest front panel. You can open this panel and turn the unit of for 10 seconds and then back on and close the panel to restart the unit. On the 658's this is the second panel from the top on the 368's it is the top most panel