Instructions for Copying with PaperCut on Toshiba Printers/Copiers

Anyone copying at student Toshiba printers/copiers will have to enter their network user ID and password (the credentials they use to log on to the PCs in the Library) or swipe their Mount Saint Mary College ID card.

The Toshiba machine will display:

![User Authentication Screen](image1)

The user can either swipe their card using the card swipe mounted on the right side of the machine...
...or they can type in their user login and password and press OK.

The screen will display their user name.
The copy menu will display. The user can make changes to the paper size, etc. from this screen.

When the user is ready to copy they press the green button Start button.
When copying is complete, the user can logoff by either pressing the Access button on the bottom left and the screen will ask if the user wants to logoff and then they press “yes” on the display screen, OR they user can press the Function Clear key (they may have to press it more than once).