1. Ensure machine is on and presenting the login screen.

2. Hold your access card over the card reader,      display will read   **Associate card with account**

3. Press *Username*  and enter your **Windows Username** and press *OK*

4. Press *Password* and enter your **Windows Password** and press *OK*

5. Press *Login*

   You have now successfully registered your card

# FAQs

**What happens when my password changes?**

This won't affect your Access Card as it will update automatically

**What if I leave my Access Card at home?**

You can still use the device, simply manually log into the machine with your **Windows login** credentials

**How long are my print jobs stored for?**

You have 10 hours to release the jobs waiting for you in your queue

**I have recently lost my Access Card and been issued with a new Access Card, what do I do?**

Follow the steps above to register your new Access Card. Registering your new card will overwrite your old access card information

**What do I do if I can't register my Access Card?**

Please check you are using the correct **Windows Username and Password** or contact the IT Helpdesk
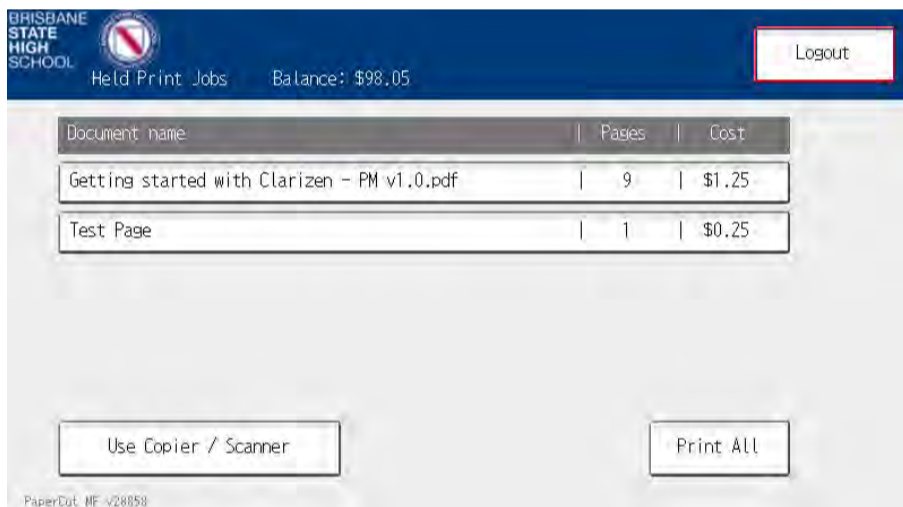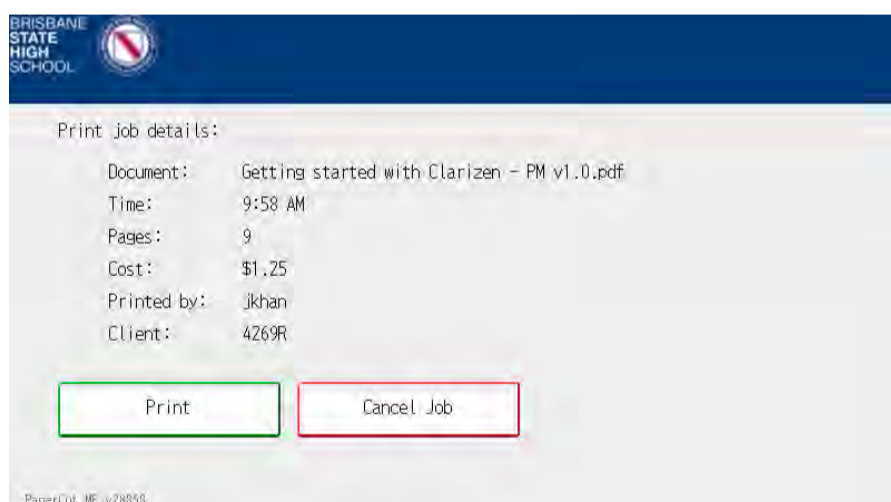
BRISBANE STATE HIGH SCHOOL

# LOG IN

To use the device, hold your Access Card over the reader for Authentication.

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## Printing

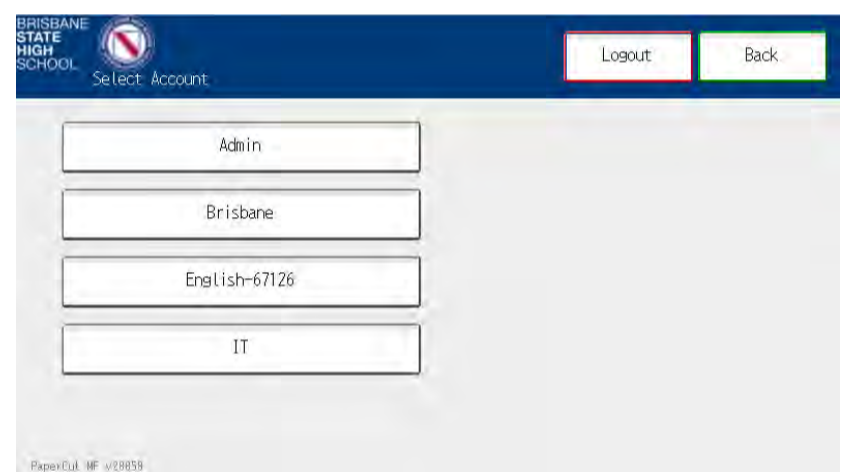1. By default, your print jobs are shown

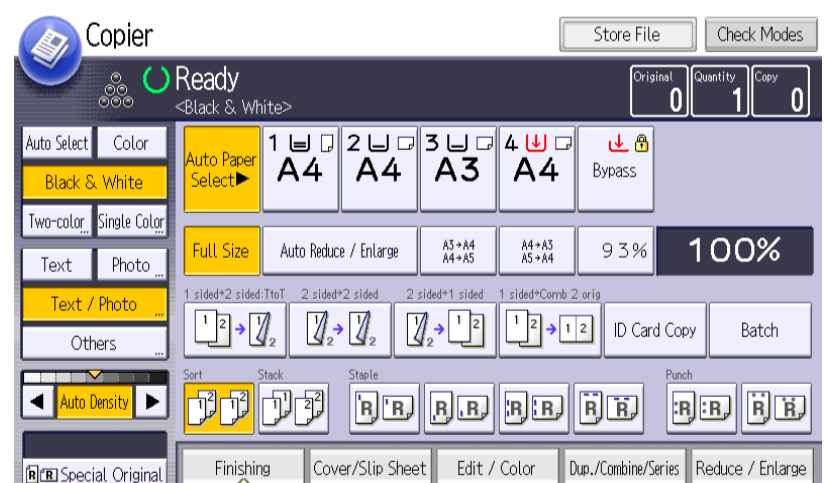2. Either press Print All or select the job you wish to print or delete

3. If you select a job, further information is displayed. From here you can Print or Cancel the job

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## Copying

1. Press Use Copier / Scanner after logging in

2. If prompted, select the correct Billing Code

3. Place originals in feeder or on glass

4. Select from a variety of finishing options
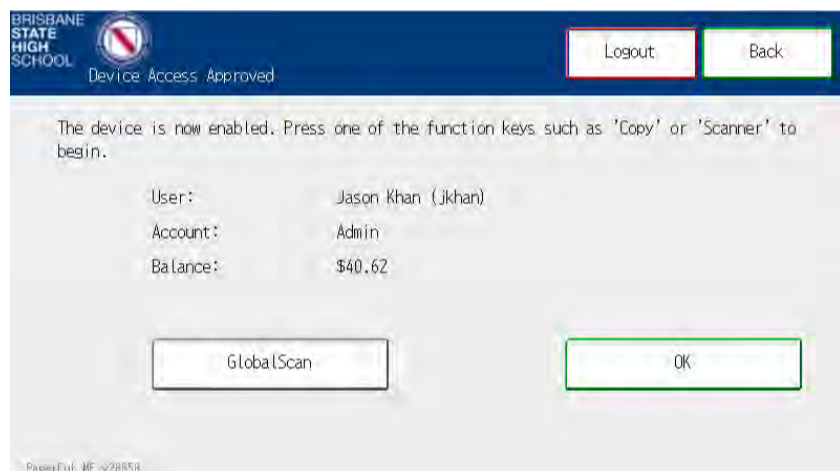
5. Press the start key

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RICOH
imagine. change.

# LOG IN

To use the device, hold your Access Card over the reader for Authentication.

## Scanning

1. Press "Use Copier / Scanner"

2. If prompted, select a billing code

3. Press "Globalscan"



4. Select either "My Email" or "H Drive". Scan to me will send the scans to your email address. Scan to H Drive will send the scans to your H Drive. You will be prompted for your password if you choose H
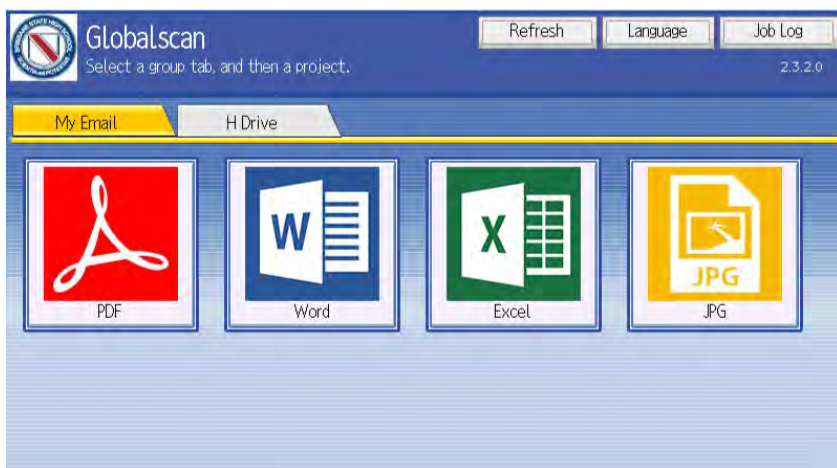


5. Select the file format required, load your originals and then press start

## Add Credit

1. From your PC, right click the papercut icon and left click "Details…"
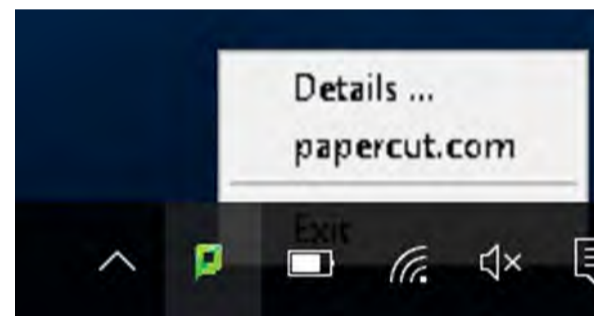


2. Your papercut account page will now open.

3. Click "Add Credit"

4. Choose the amount to transfer from My Student Account to your papercut account

5. Click "Add Value"