

# PaperCut MF – Using the Kyocera MFP

This article covers how to access print account information, how to print, authenticate a printer, release print jobs, use the copier, and how to scan to your email.



Alternatively, you can watch [PaperCut MF for Kyocera Multifunction Printer video](#) available from YouTube. Access it from UpOnTech for students and the main ITS page for employees.



If you have questions about printing, submit a ticket by visiting [mysupport.svsu.edu](https://mysupport.svsu.edu) or contact the Support Center by phone at 989-964-4225 or x4225, or stop by Zahnow Library, first floor.

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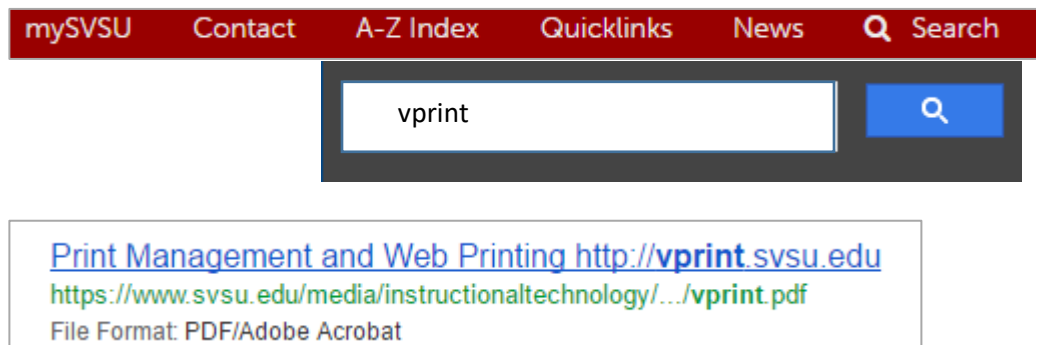
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## Locations Where to Print

Open access printers are available on the Library 1<sup>st</sup> and 2<sup>nd</sup> floors as well as C227a, and the OTT Mezzanine.

## How to Print

1. Learn more about SVSU's [Print Management and Web Printing Policy](#) or visit svsu.edu click Search (top-right) in the *Search* box type in **vprint** and then press **Enter** or **return**. Click the top result to download the pdf.



2. Check your **print activity** and view other **web print services** or **purchase additional pages** online at <http://vprint.svsu.edu/> you will need to login with your SVSU username and password.

## Before Logging into the Printer

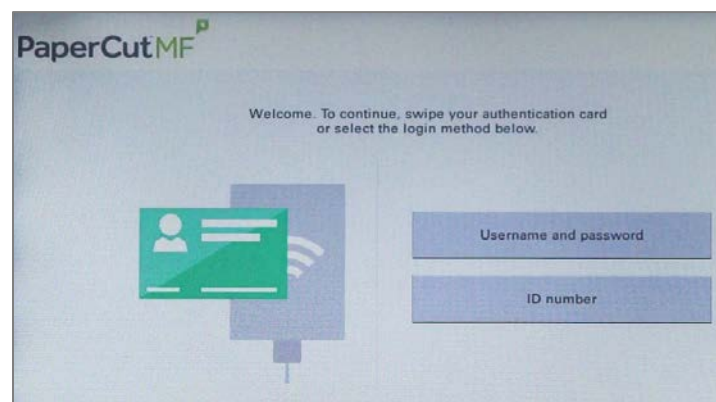
If the screen is black or you don't see a menu, Tap **Energy Saver** button to wake up the printer.



## How to Log into a Printer

You can login to a printer three different ways (i.e. SVSU ID card, Username and Password, or ID number).

### This is the Welcome Screen



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## How to Authenticate at a Printer

Your SVSU ID card is linked to your user account. If you forget your card at home, no worries you can still login with your **Username and Password** or **ID number** (student or employee ID).

Once authenticated, you should see the main dashboard. Authentication helps create a secure print environment and restricts unauthorized access to the copier.

### 1. Card Reader

- a. Locate the card reader; swipe your **SVSU ID card**. If swiped successfully you will hear two beeps.
- b. Enter a pin number (see below). Follow the on-screen directions and tap **Next**.



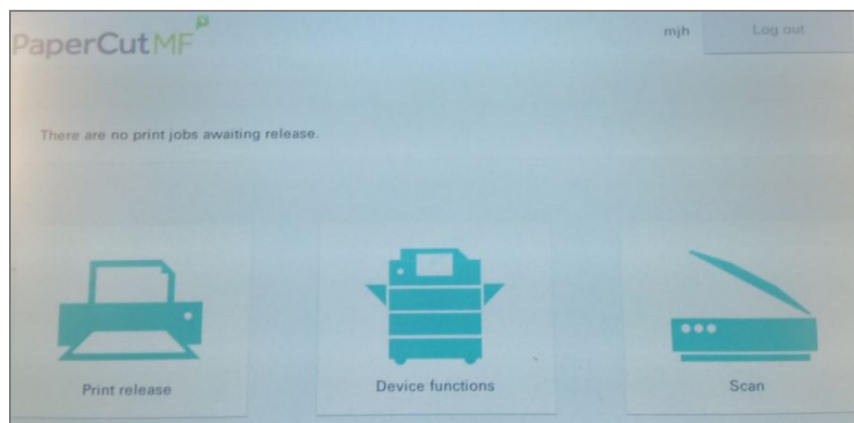
You will need establish a pin number the first time you use a printer. The pin number you create is only tied to your print management account.  
If you forget your pin number, you can reset it by visiting [vprint.svsu.edu](http://vprint.svsu.edu)

2. **Username and Password:** For username and password authentication tap the **Username and Password** button, enter your SVSU username and Password using the on-screen keyboard.
  - a. Tap, **Username** and enter your SVSU username **this is not your full SVSU email address** then press **OK**.
  - b. Tap, **Password** and enter your password then press **OK**.
  - c. You are taken back to the login screen. Tap, **Log in**
3. **ID number:** For ID number authentication tap the **ID Number** button, enter your ID number using the on-screen keyboard.
  - a. Enter your SVSU **ID number (refer to your SVSU ID card)** tap **OK** then tap **Log in**.
  - b. If you don't have your card, you can find your ID number a couple different ways.
    - Students: mySVSU > Self Service > Students > My Academic Profile
    - Employees: Login to mySVSU > Current Payroll Advice

## This is the Main Dashboard.

From this screen, you can access print release, copier functions and scan to email.

### This is the Main Dashboard



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## Printer Functions & Features

1. **Print Release:** You will see a list of held jobs. Here you can choose to release them individually or all at once. Tap, **Print release**.



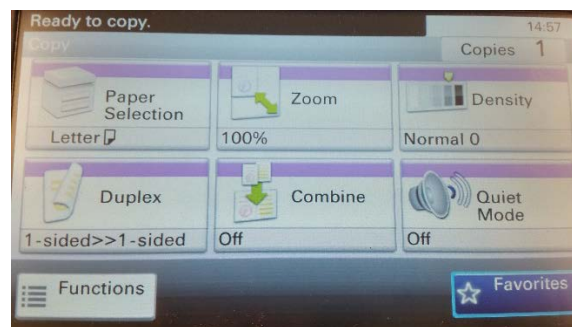
Jobs are held for 480 minutes.

2. **Device functions:** To use the copier tap **Device functions**. You will be taken to the copy interface.
  - a. The copier functions offered are **Paper Selection, Zoom, Density, Duplex mode, (1-sided or 2-sided), Combine, and Quiet Mode**. Choose the appropriate activity for your document, if any.
  - b. PaperCutMF will track all printing and copying and be charged to your account, (B&W .05¢, Color .30¢)



We recommend when you have multiple pages to use **Duplex mode** to conserve paper.

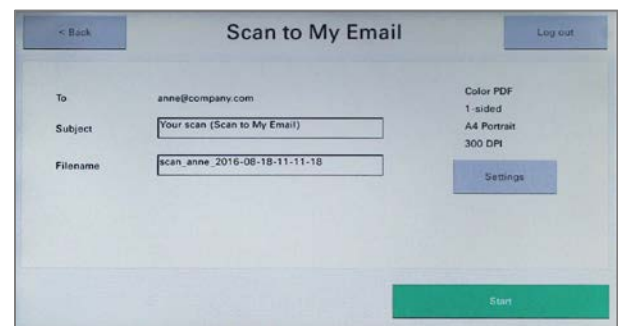
### Copier Function Interface



3. **Scan:** Send a document to yourself. Tap, **Scan to My Email**.

### Scan to My Email – Main Screen

- a. Default (fixed) settings for Sender and Recipient are based your SVSU email address. On this screen, you can change your Subject title and the file name.
- b. The copier default setting is **Color PDF, 1-sided, Letter Portrait, 300 DPI**. To change the default settings, tap **Settings**.

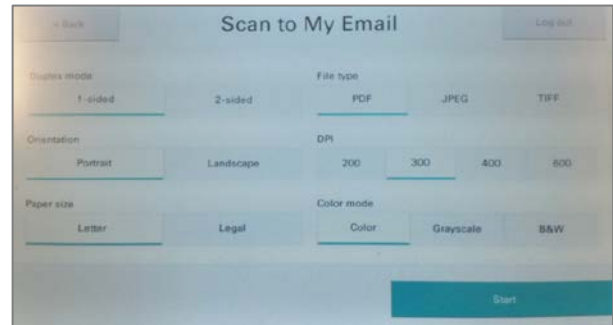


- c. Within the **Scan to My Email** settings window, you can change the default settings for your document(s) to fit your needs.

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## Scan to My Email – Scanning Preferences

- **Duplex mode**, (1-sided or 2-sided)
- **Orientation** (Portrait or Landscape)
- **Paper size** (Letter or Legal)
- **File type** (PDF, JPEG, or TIFF)
- **DPI** (200, 300, 400, 600)
- **Color mode** (Color, Grayscale, or B&W).



- a. When you've chosen, your preferences tap **Start**.
- b. Next, tap **Scan more** or tap **Send**.
- c. The document is sent to your SVSU email with the title and file name you entered in Step 3a.
- d. Login to your email and download the attachment.

## Don't forget to Logout

When you are finished, it is very important that you press the **Authentication/Log out** button on the printer console. This prevents others from charging to your print account.

