

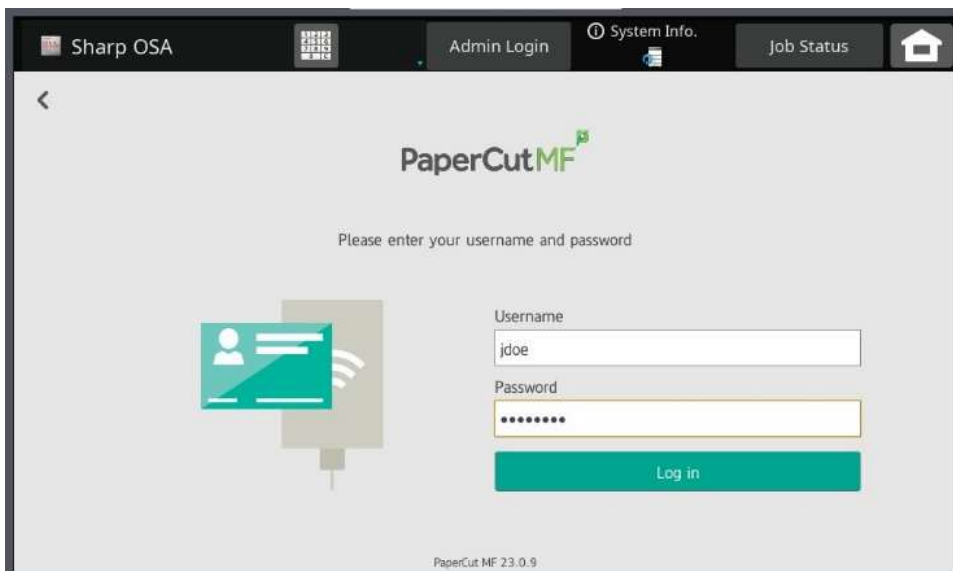
# Instructions for using the Sharp Color Multifunction Devices

## Authentication\Login

There are three ways to authenticate\login to the Sharp Multifunction Devices for Printing, Scanning and Copying. At the touch display on each Sharp Multifunction Device, you will find the “PaperCutMF” login screen.



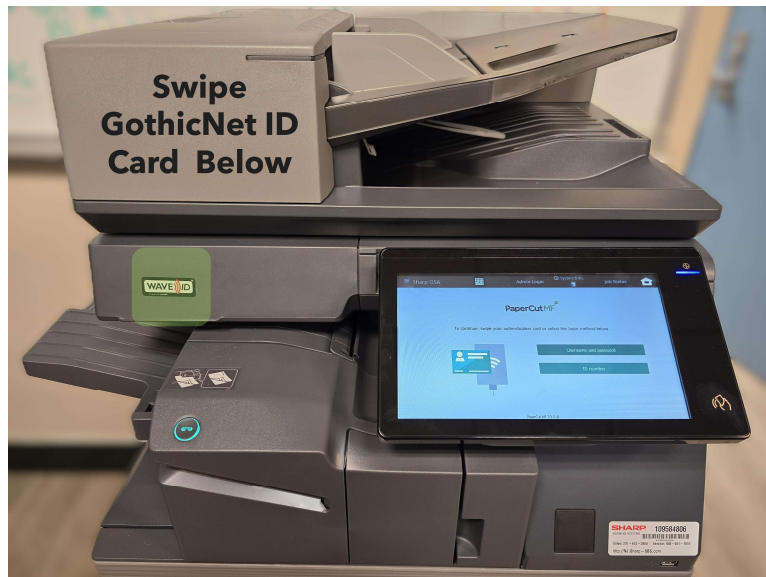
1. **Username and Password:** At the home screen touch “Username and password” and enter your NJCU GothicNet\Domain Credentials.



2. **GothicNet ID Number:** Enter your 7 digit NJCU GothicNet ID Employee number.



3. **GothicNet ID via the card swipe capability:** Save time by associating your GothicNet Proximity Card with the device.
  - a. Swipe your GothicNet ID Card at the device on the location shown below.



- b. On the touch panel it will ask you to login with your GothicNet \ Network Credentials to associate your GothicNet ID Card with your account.

Sharp OSA

Admin Login

System Info.

Job Status

PaperCutMF

Unknown card. To associate this card with your account, enter your username and password, then swipe the card.

Username

jdoe

Password

Log in

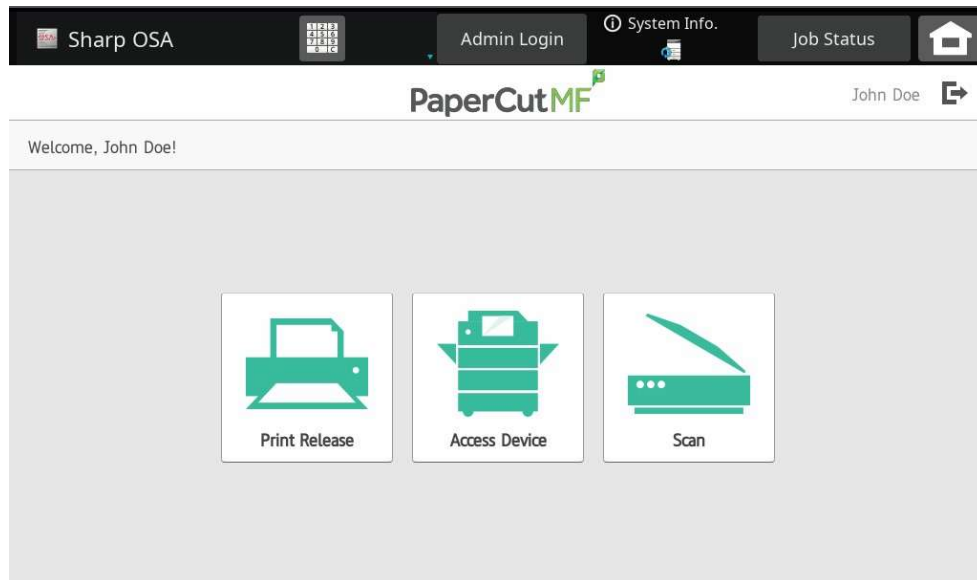
PaperCut MF 23.0.9

- c. Once authenticated you will be able to exclusively use your GothicNet ID card to access the Sharp printer functions to make copies, retrieve print jobs and scan documents to your network folder.

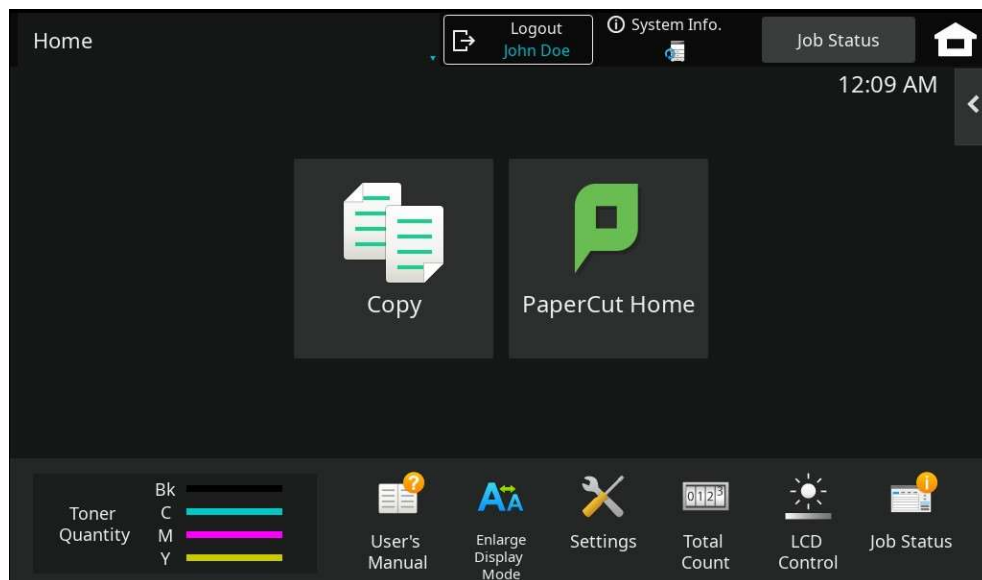
## Copy Center

In order to utilize the copy\duplicating functions of your Sharp Color Multifunction Device you must first authenticate\login with any of the 3 types of methods: GothicNet Credentials, GothicNet ID Number or simply swipe with your GothicNet ID!

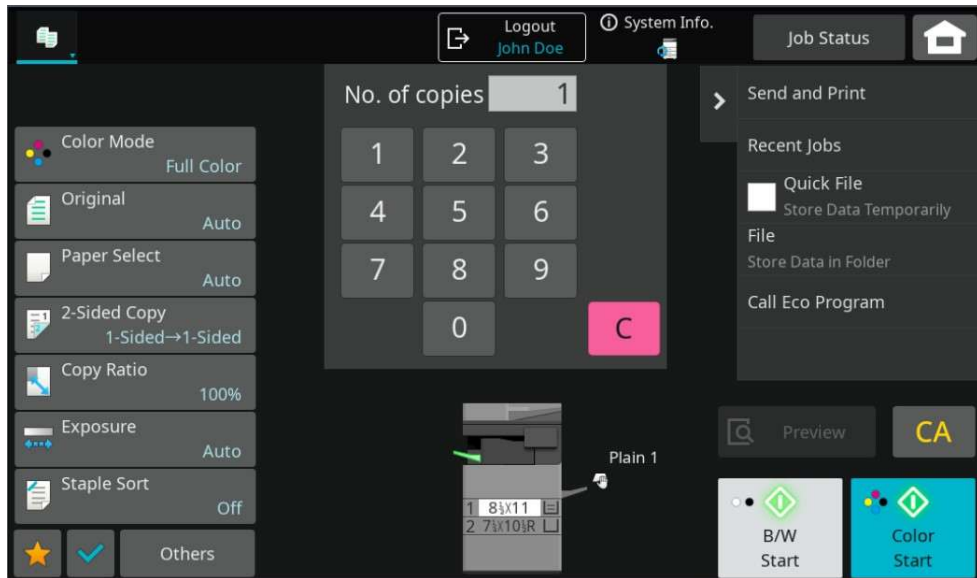
1. Once authenticated you will see the following screen.



2. Touch on “Access Device” to access the Copy function as show below. Touch “Copy” to begin using the copy\duplicating feature.



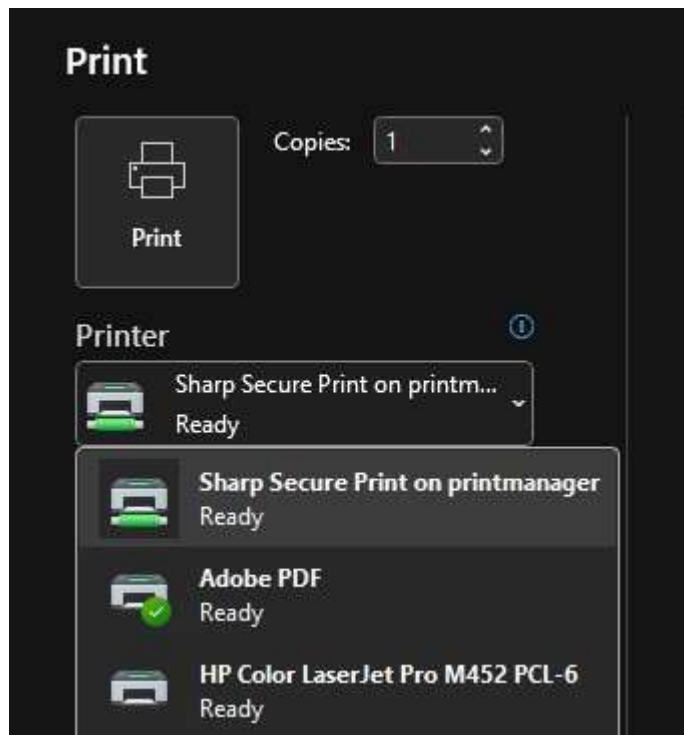
3. Choose your job “Copy” specifications as seen below and touch “B/W Start” or “Color Start” to begin copying.



## Printing Center

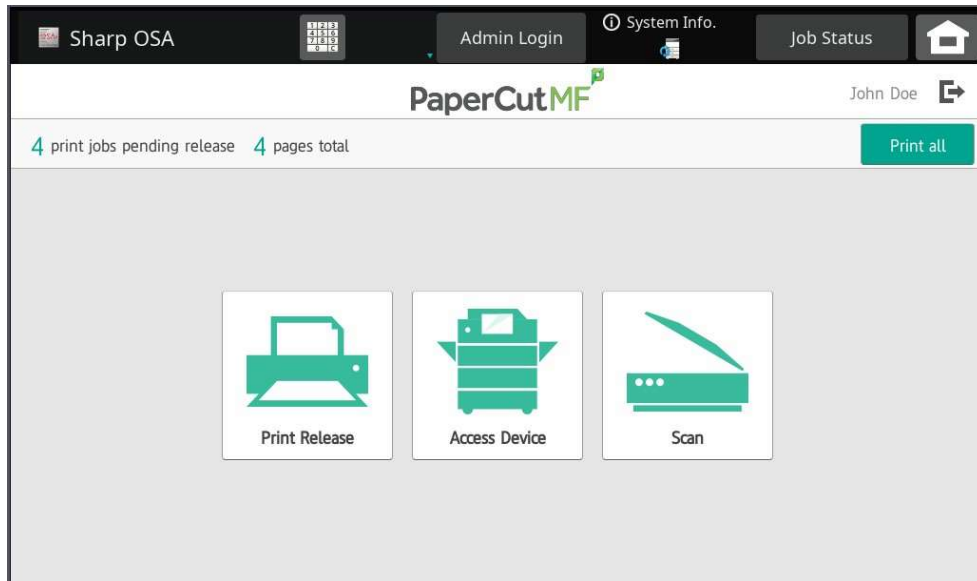
The printing capabilities of your Sharp Color Multifunction Device have changed to simplify and secure your printing experience. Instead of individual department\location queues there is a global Sharp printer queue installed on Faculty & Staff workstations. This new global queue is called “Sharp Secure Print.” When printing to this new virtual queue your individual jobs are held until released at the device. Printing is easy, secure and environmentally conscious. Here is how to print.

1. When you are ready and have selected “Print” you will need to select the “Sharp Secure Print” queue from the drop-down menu on your printing dialog screen. It might look like this.

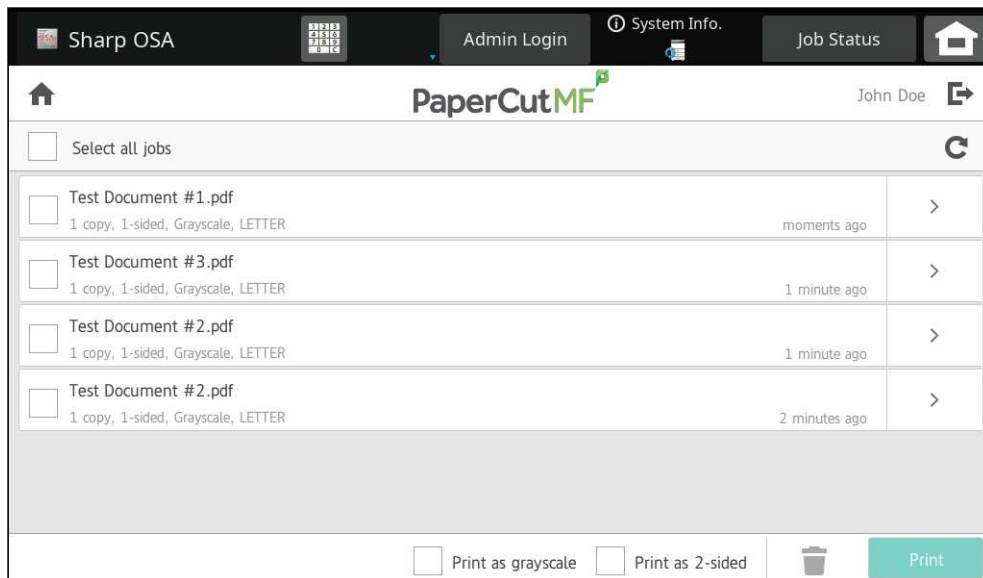


2. Once you click “Print” your print job is transferred to the global secure print queue awaiting retrieval from any Sharp Multifunction Device\Printer. You have 120 minutes to release your print job before it is deleted.

- At any Sharp Multifunction Device\Printer authenticate using any of the 3 methods: GothicNet Credentials, GothicNet ID Number or simply swipe with your GothicNet ID.
- Once you are logged in you will see a print job pending release button. You may choose to print all or alternately touch the “Print Release” button.



- You can also choose to print all, delete or only print specific documents in your pending release queue.



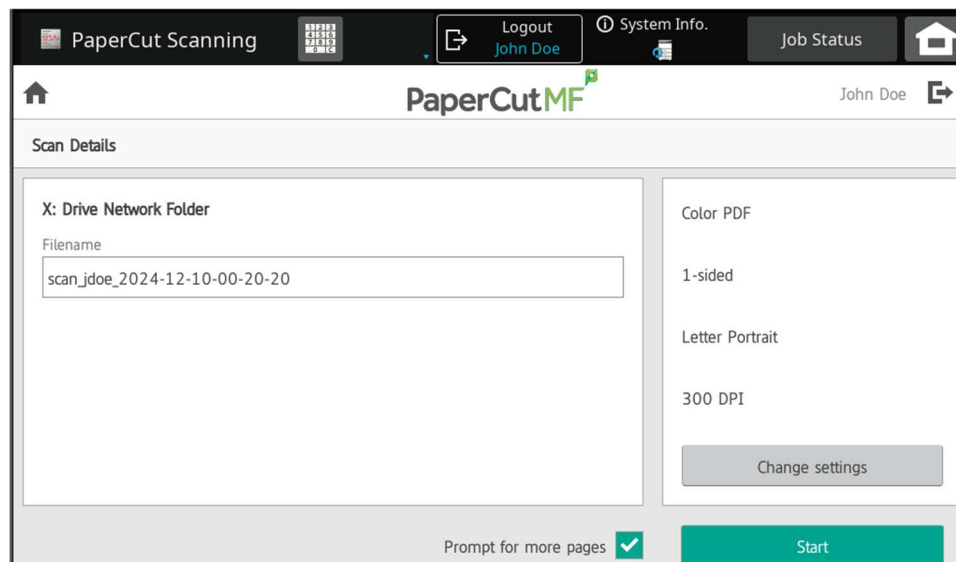
## Scan Center

The Scanning capabilities of your Sharp Color Multifunction Device have also changed to simplify and secure your scanning experience. The most critical change of this experience is the location where scans will be stored. Scans using the new Sharp fleet will be saved in users home folders. The S:\ drive will be decommissioned and all users are encouraged to migrate data from their S: Drive to their X: Drive.

Storage location for Scanning:

(X) My NJCU Network Drive (X:)

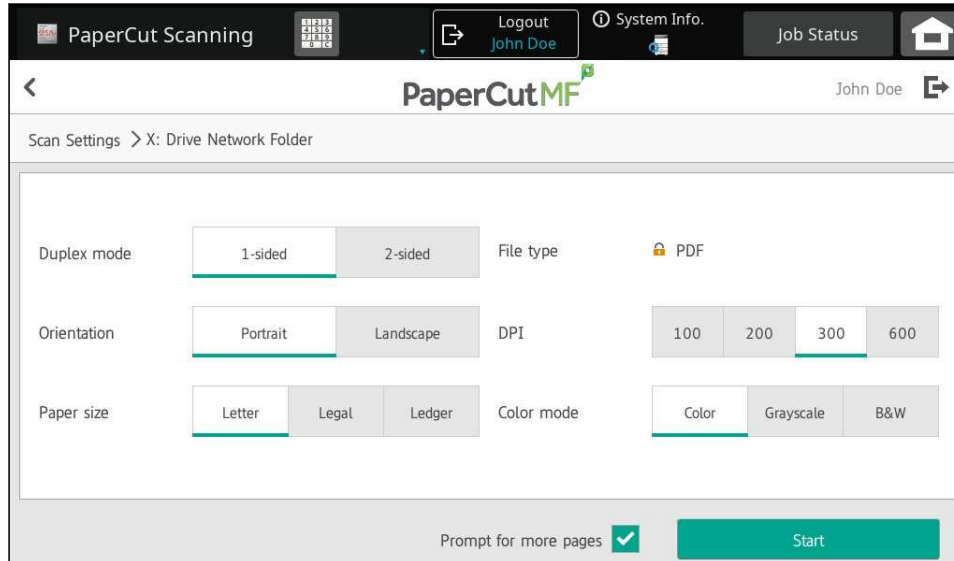
1. To begin scanning at any Sharp Multifunction Device\Printer authenticate using any of the 3 methods: GothicNet Credentials, GothicNet ID Number or simply swipe with your GothicNet ID.
2. Touch the “Scan” button on the home screen.
3. Using the options provided you may change scanning settings and touch “Start” to begin scanning documents.



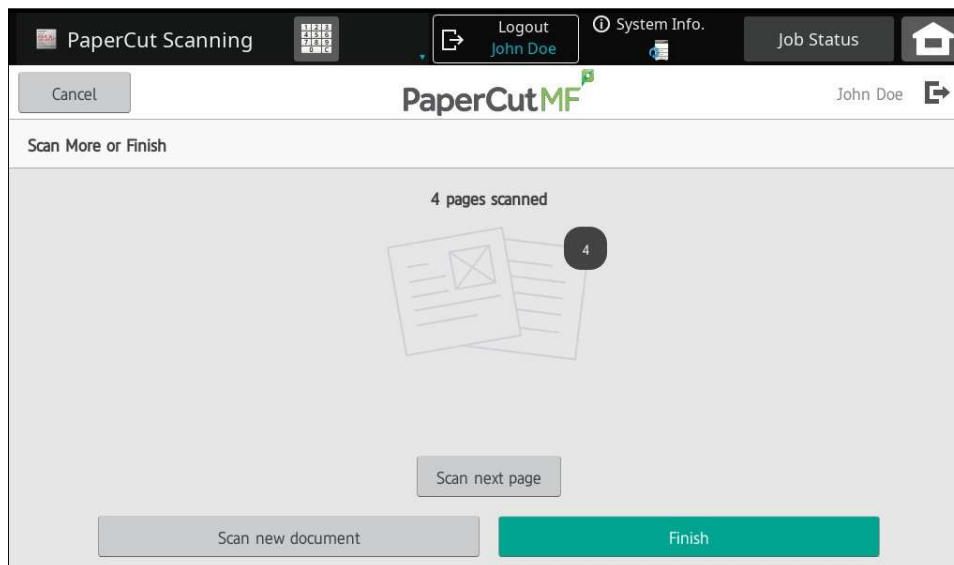
The screenshot displays the PaperCutMF scanning interface. At the top, there is a navigation bar with 'PaperCut Scanning', a QR code, a 'Logout John Doe' button, 'System Info.', 'Job Status', and a home icon. Below this is the 'PaperCutMF' logo and the user name 'John Doe'. The main area is titled 'Scan Details' and is divided into two columns. The left column shows 'X: Drive Network Folder' and a 'Filename' field containing 'scan\_jdoe\_2024-12-10-00-20-20'. The right column shows scanning settings: 'Color PDF', '1-sided', 'Letter Portrait', and '300 DPI'. A 'Change settings' button is located below these settings. At the bottom, there is a 'Prompt for more pages' checkbox which is checked, and a large green 'Start' button.



4. Here are some options to consider when scanning.



5. Once the scan is completed, you can add documents or scan new documents. Touch “Finish” when done.



6. It takes a few moments for documents to be transferred to your X: Network Folder.

Please remember to clean up and migrate documents from the S: Scanning Drive to your X: Drive.