

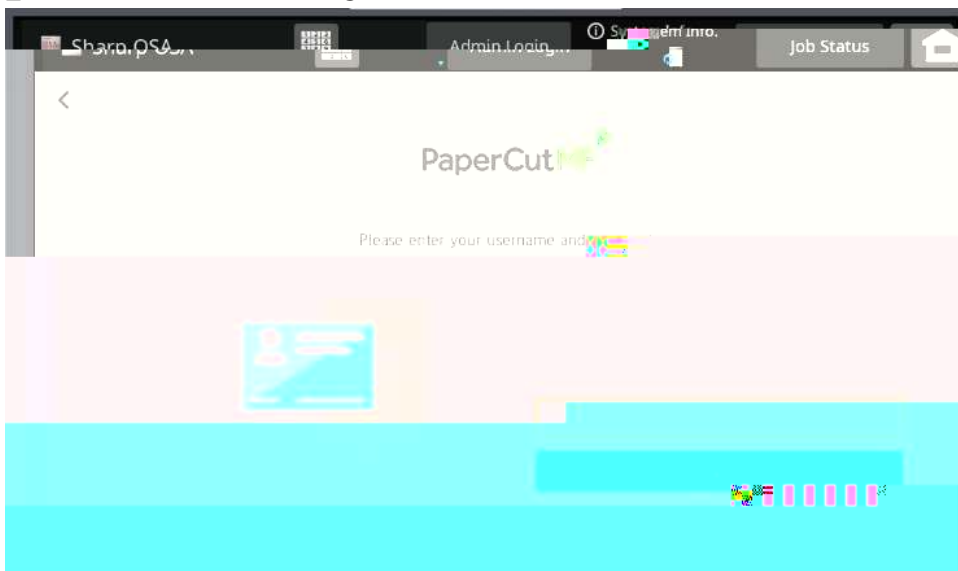
Instructions for using the Sharp Color Multifunction Devices

Authentication\Login

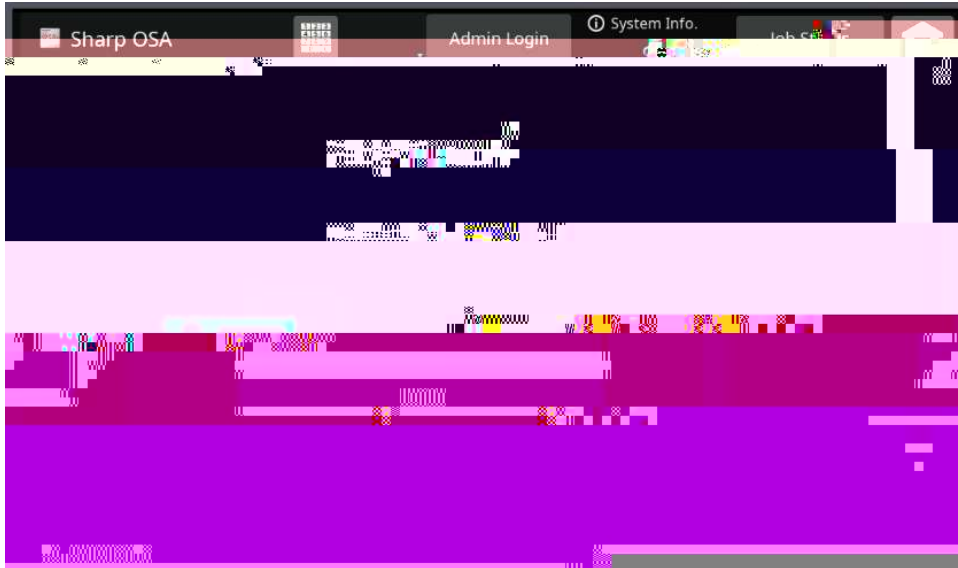
There are three ways to authenticate\login to the Sharp Multifunction Devices for Printing Scanning and Copying. At the touch display on each Sharp Multifunction Device, you will find the “PaperCut MF” login screen



1. Username and Password: At the home screen touch “Username and password” and enter your NCU Gothic Net\ Domain Credentials.

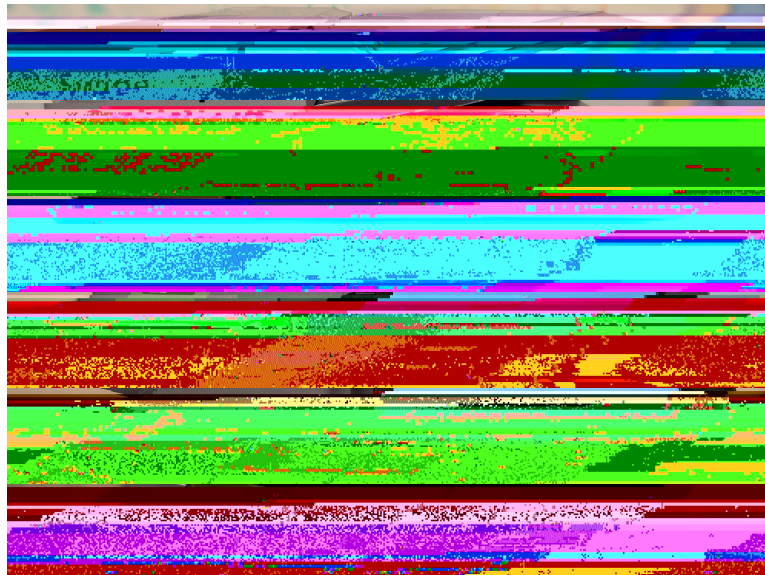


2 GothicNet IDNumber: Enter your 7 digit NCU GothicNet ID Employee number

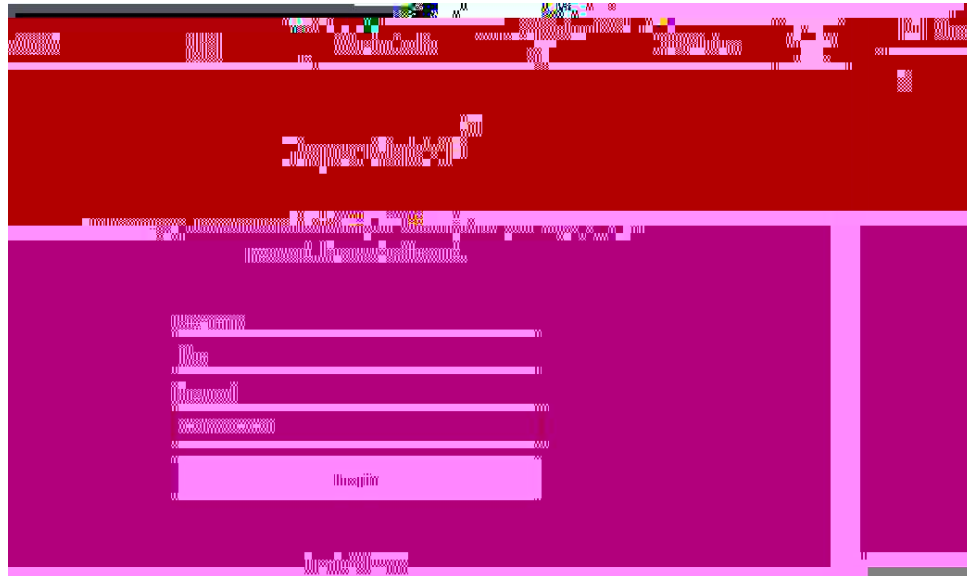


3 GothicNet ID via the card swipe capability: Save time by associating your GothicNet Proximity Card with the device

- a Swipe your GothicNet ID Card at the device on the locations 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.**



- 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.**

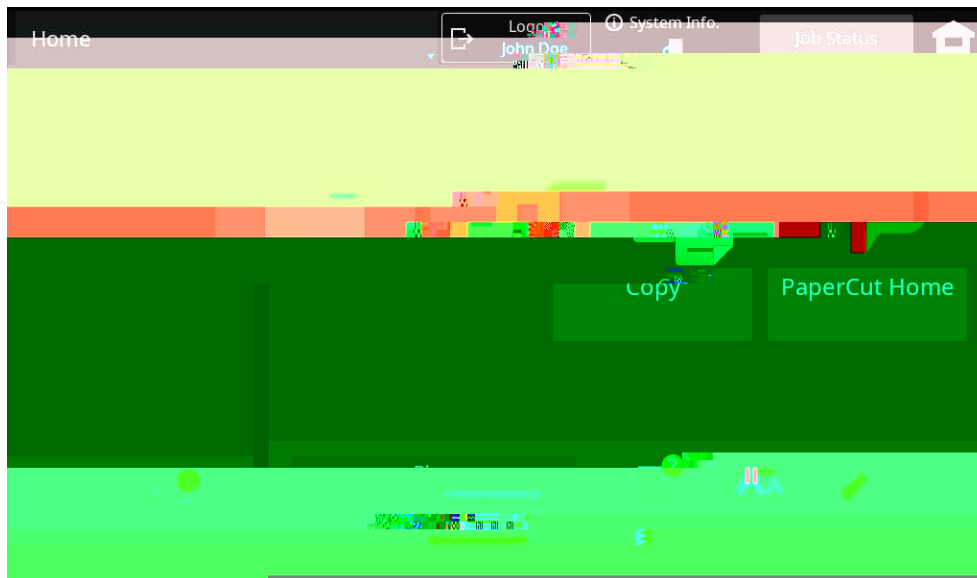
CopyCenter

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 functions as show below Touch "Copy" to begin using the copy/duplicating feature



3 At any Sharp Multifunction Device \Printer authenticate using any of

ScanCenter

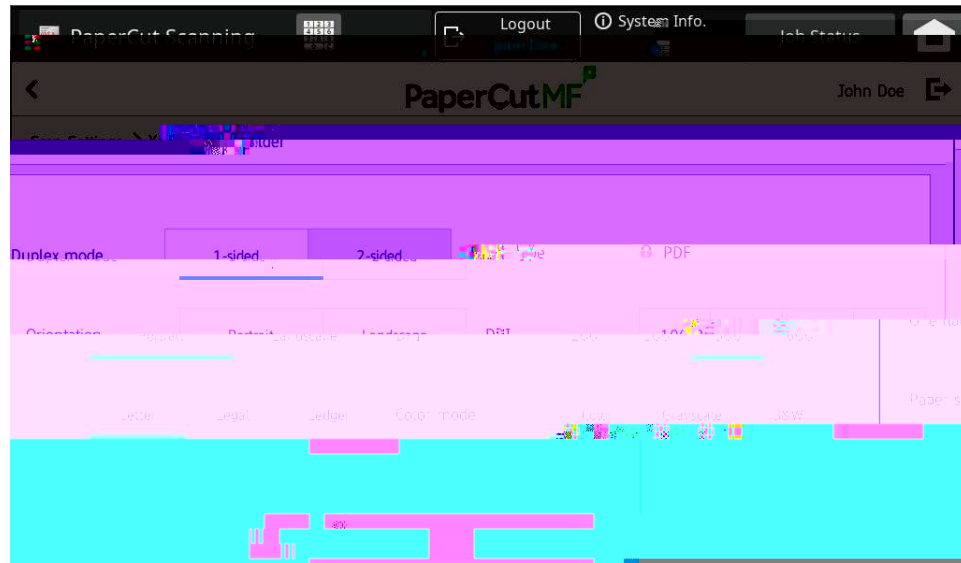
The Scanning capabilities of your Sharp Color Multifunction Device have also changed to simplify and secure your scanning experience. The most critical change of this experience is the location where scans will be stored. Scans using the new Sharp fleet will be saved in users home folders. The S:\ drive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

Storage location for Scanning

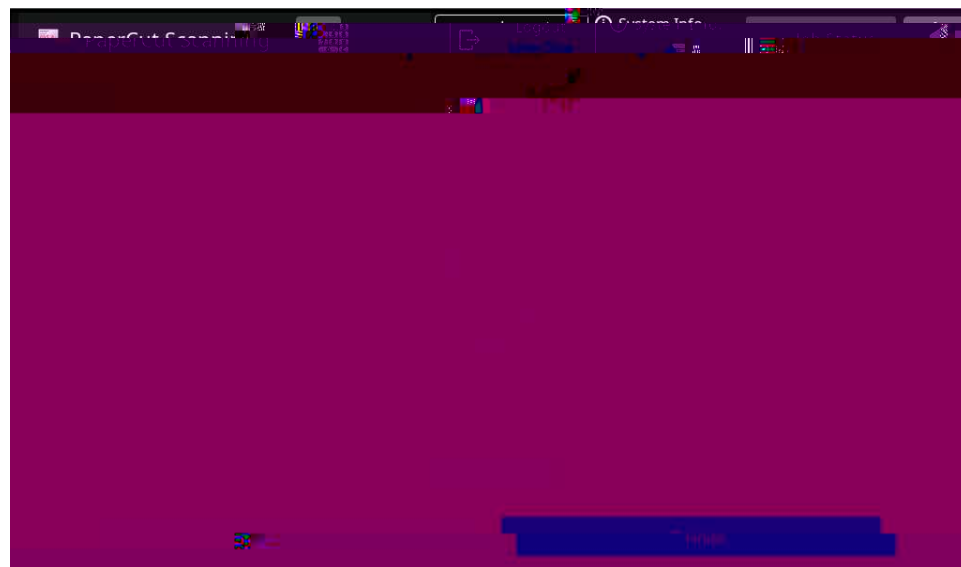
(X) My NCUNetwork Drive (X)

- 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**

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