

Setting Up Your LSD Desktop Computers to Print Using Fob

1. Log-in to your desktop computer
2. Click on Start Button and Select Devices and Printers
3. Up at the top, click **Add a Printer**
4. Select **Add a Network, Wireless, or Bluetooth Printer**
5. **Select Copier Secure Print** on LINCPRINTHS, then **Next (Be Patient, might take a minute or two).**
6. “Connecting to Copier Secure Print on LINCPRINTHS”
7. You’ve successfully added Copier Secure Print on LINCPRINTHS, select **Next**
8. Select the **checkbox** next to Set as the default printer and select **Finish**
9. Any documents sent to the Copier Secure Printer are now part of the PaperCut system and are available for printing from any PaperCut registered copier.

Using the Copy Machine Using Fob

- Teachers must use their Fob to use the copier machine. See directions below.

Using the Copy Machine Using Fob to Print, Scan, Copy

1. The picture below will take you through activating your local copier. In this instance, I am printing a Google Doc from my desktop computer called: PaperCut



Log-In Screen (You will use your Fob in step #2)

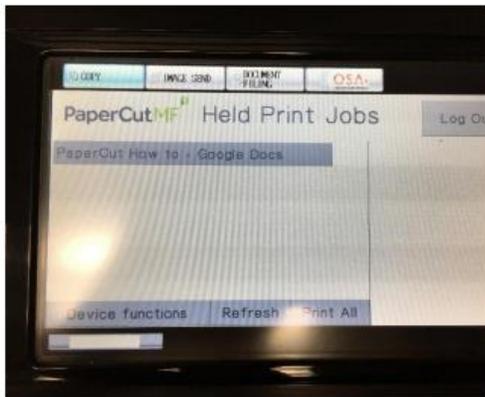
2. Locate the Card Reader on the Copy Machine



3. Swipe your fob over the reader. You should hear a “beep” and the indicator light should momentarily turn green.



4. After logging into the copier using my fob, I can see the Held Print Jobs screen with my document waiting to be printed. Select the document and hit Print.

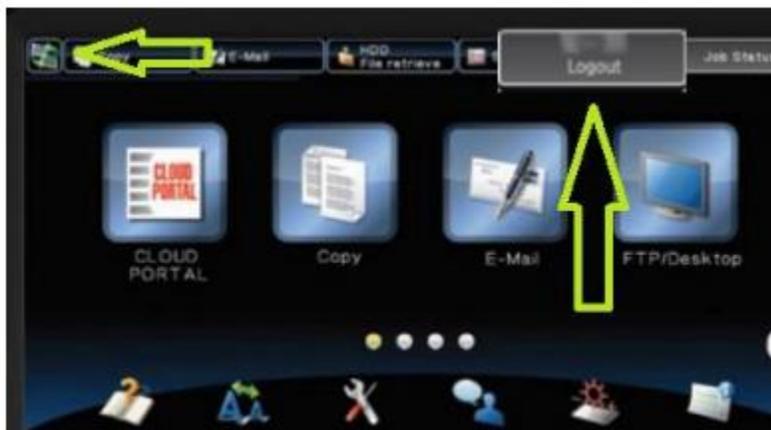




5. For all other functions, choose "Device functions" to access copying and scanning



6. Don't forget to press out LOGOUT when done.



7. Some logout screens may be different. Press this green button in the upper left of the Copier Display and then choose LOGOUT.