COPYING ON THE BRING-YOUR-OWN-DEVICE (BYOD) MULTIFUNCTION PRINTER (MFP)

STEP 1 - CREATE YOUR PAPERCUT ACCOUNT
PLEASE IGNORE THIS PART IN BLUE IF YOU HAVE DONE IT BEFORE

- Check your ISH ID card has a SIX digit number (Starrez ID) on it below your picture, if there is no SIX digit number, please obtain a new card from Reception/Front Desk with your six digit Starrez ID printed on it
- The first time you login, go to https://print.ish.org.uk and click on **REGISTER AS A NEW USER.**
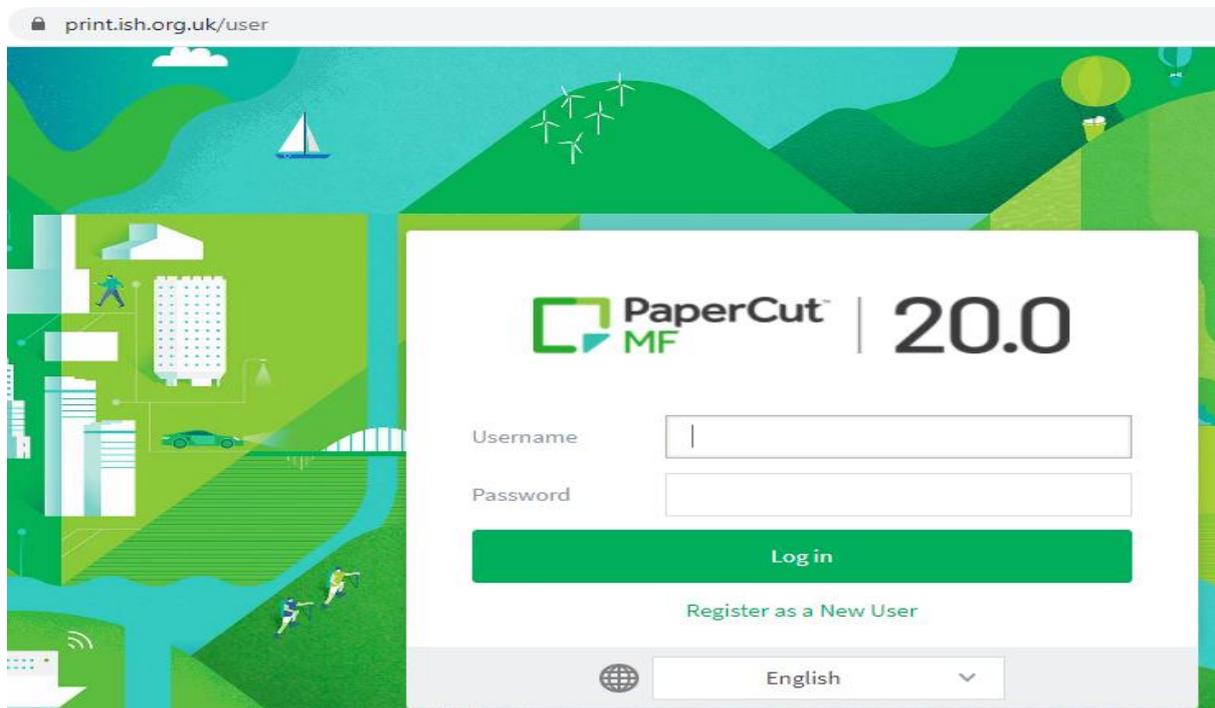
- To access https://print.ish.org.uk, your device must be connected to the ASK4, Eduroam, Thirsty Scholar or ISHVenues wired or WiFi networks
- Full name. Enter your full name
- Email address. Enter your email address
- Username. **Enter the SIX digit number (Starrez ID) displayed on your ISH card.**
- Password. Enter a new password
- Verify password. Enter the password again.
- Click Register

- Your login details will be displayed on your screen (hidden only in the example below for TEST ACCOUNT) and you will also receive your login details in an email (see next steps).

- You will receive two emails in a few minutes from **noreply.ishbyod@ish.org.uk**. Please check your junk/spam folders if you have not received them.
- One email is for you to confirm your details. Click on the link in the email then login with your username (six digit number) and password to verify your account
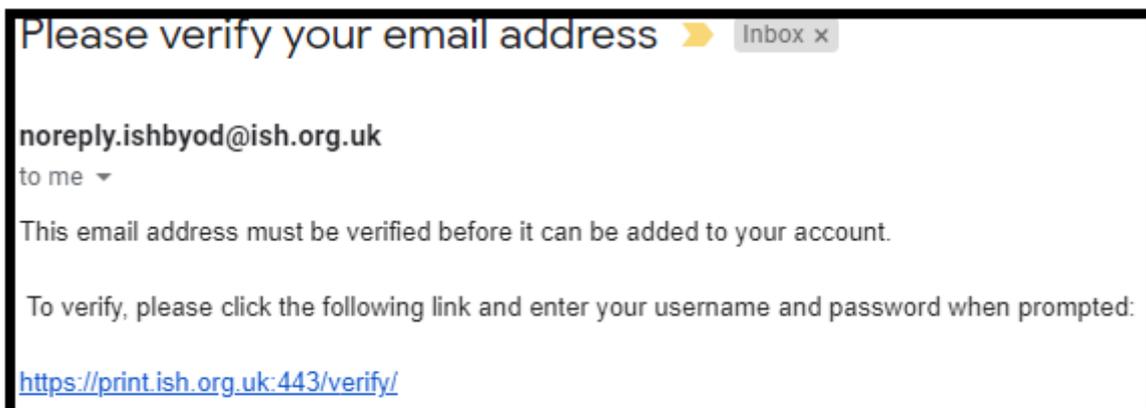
- The second email has your login details. PLEASE KEEP THESE DETAILS SAFELY AS YOU WILL NEED THEM IF YOU FORGET YOUR PASSWORD (all details are hidden only in this example)
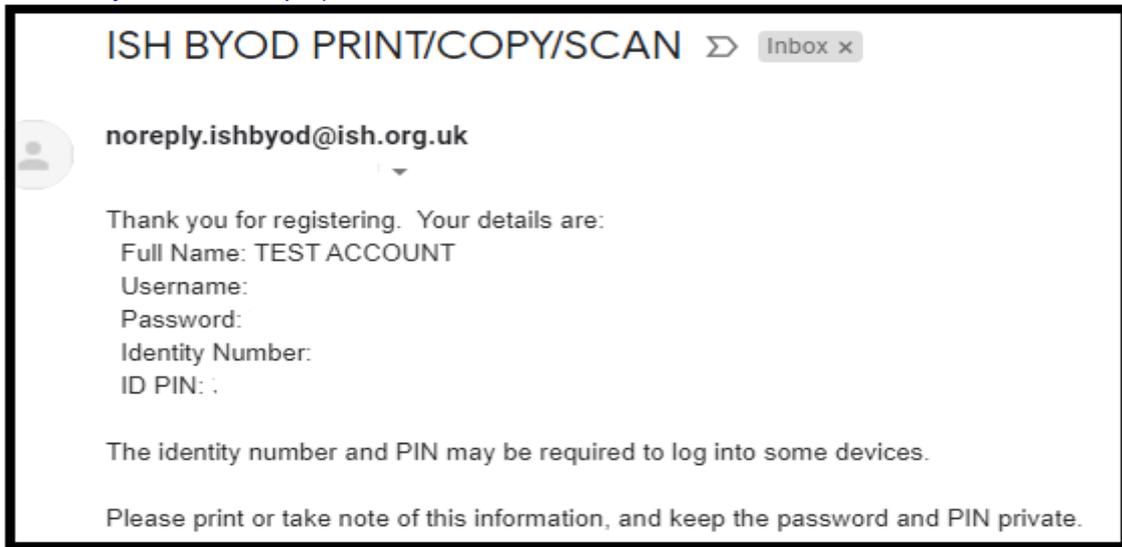
STEP 2 - ADDING CREDIT TO YOUR ACCOUNT.
PLEASE IGNORE THIS PART IN BLUE IF YOU HAVE DONE IT BEFORE

- Go to https://print.ish.org.uk/user and enter the username (SIX digit code above) and the password you created in Step 1
- Click on ADD CREDIT on the left-hand side and from the drop-down list, select the amount you wish to top and click Add value.
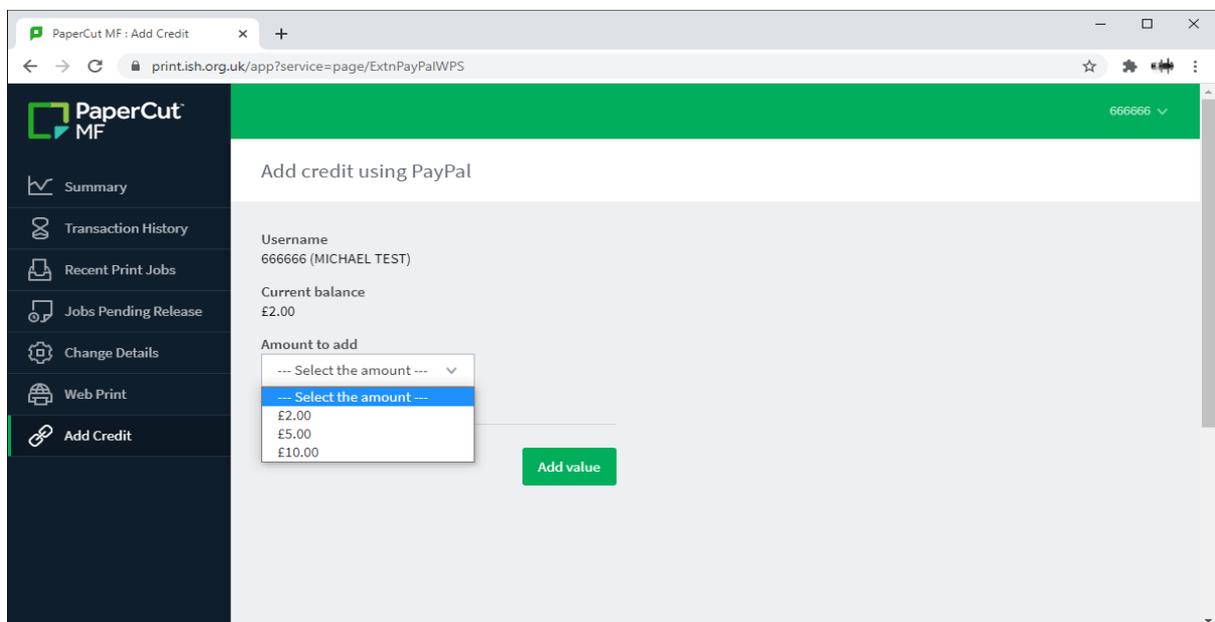
- You will be redirected to Paypal to make payment.
- Always select United Kingdom as your location irrespective of your home country
- Either login to your Paypal account (if you have one) or select GUEST CHECKOUT (if you don't have Paypal) or select PAY BY DEBIT OR CREDIT CARD,

- In this example below, a Paypal account is not being used, Payment is being done by credit/debit card or as a guest

- enter your card details, address and email. Please check your email address is correct
- A receipt will be emailed to you.
- After making payment, return to https://print.ish.org.uk/user, login with your six digit number and password. Your account will show the updated balance

STEP 3. REGISTER YOUR ACCOUNT ON THE MFP.
PLEASE IGNORE THIS PART IN BLUE IF YOU HAVE DONE IT BEFORE

• Go to the MFP in reception and tap your ISH ID card on the front area of the MFP near the reader symbol

• On the MFP's screen, a message will appear telling you the card needs to be associated with the Papercut account you created on https://print.ish.org.uk
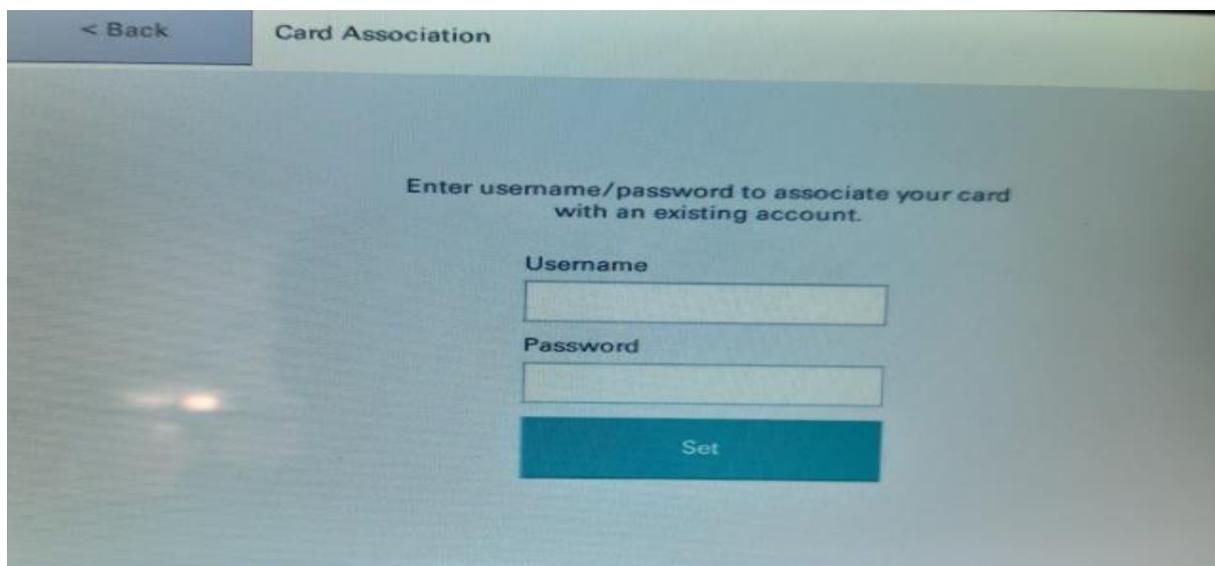
• On the screen, click register, type in the six digit number on your ISH ID card and enter the password you created in STEP 1
• On the screen, a message will appear will appear telling you that your ISH ID card has been registered to your account
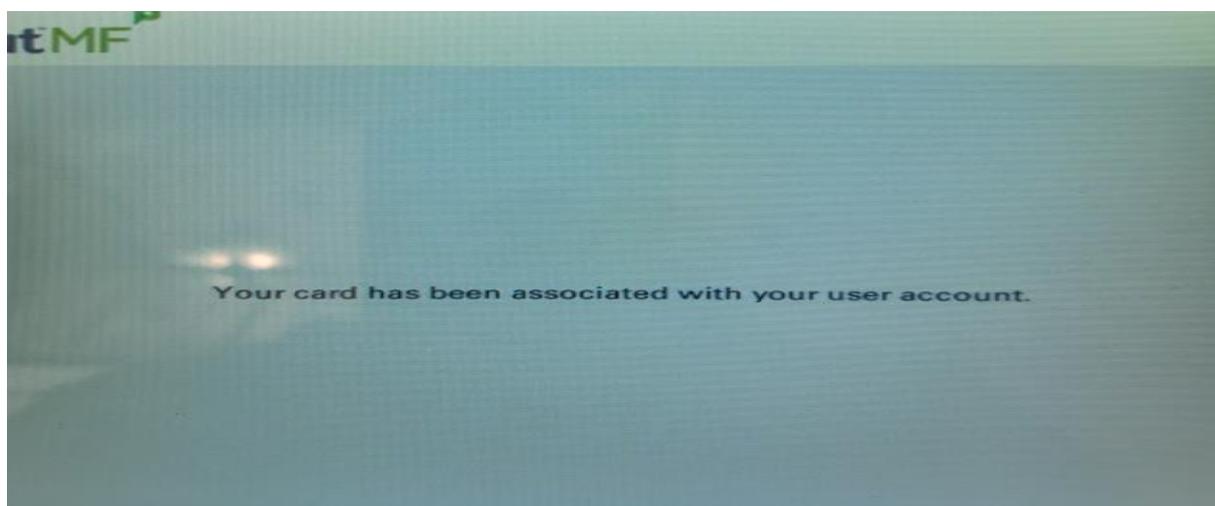
STEP 4. COPYING MULTIPLE A4 PAPERS OR DOUBLE-SIDED PAPER

- It is better to load them in the top feeder tray
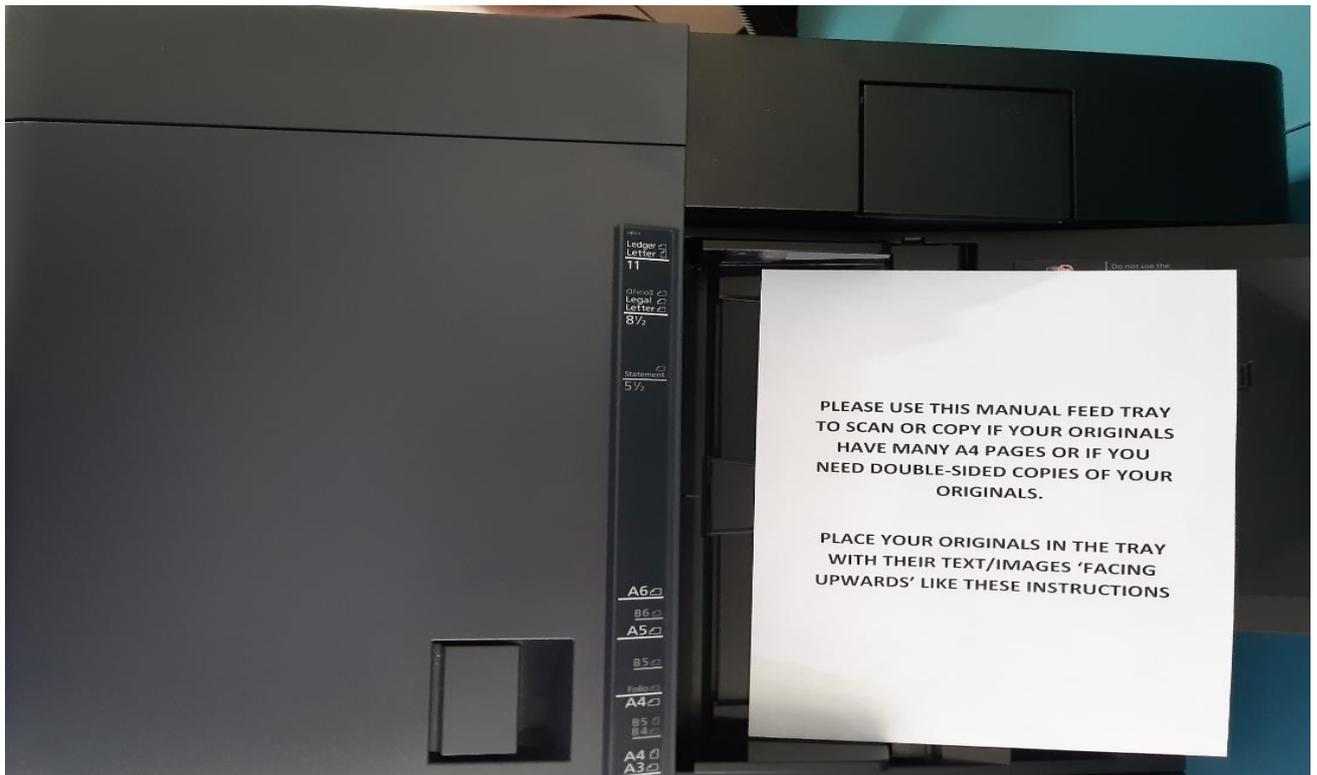
- Tap your ISH ID card on the area near the reader symbol

- and this will log your registered into the MFP and Click on DEVICE FUNCTIONS below
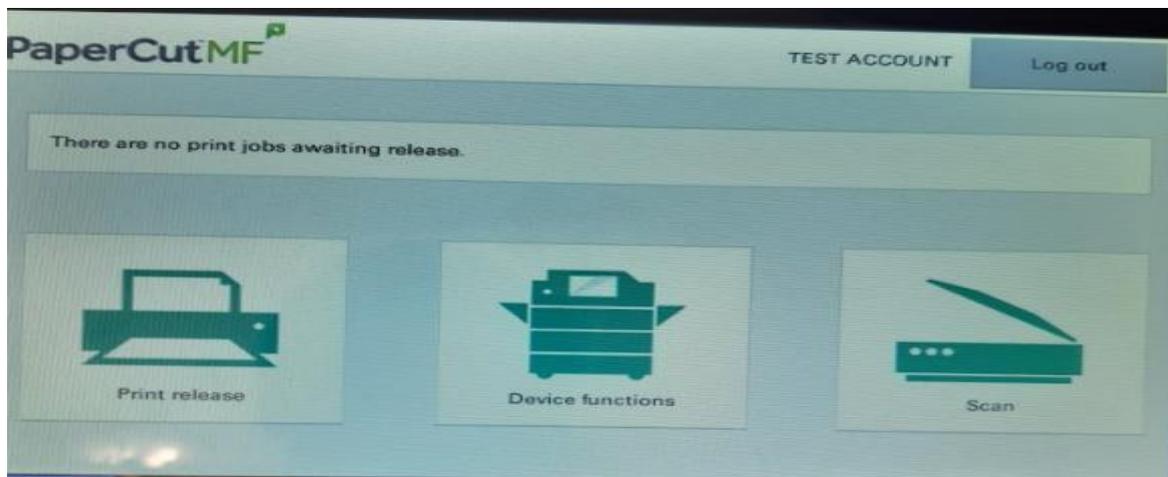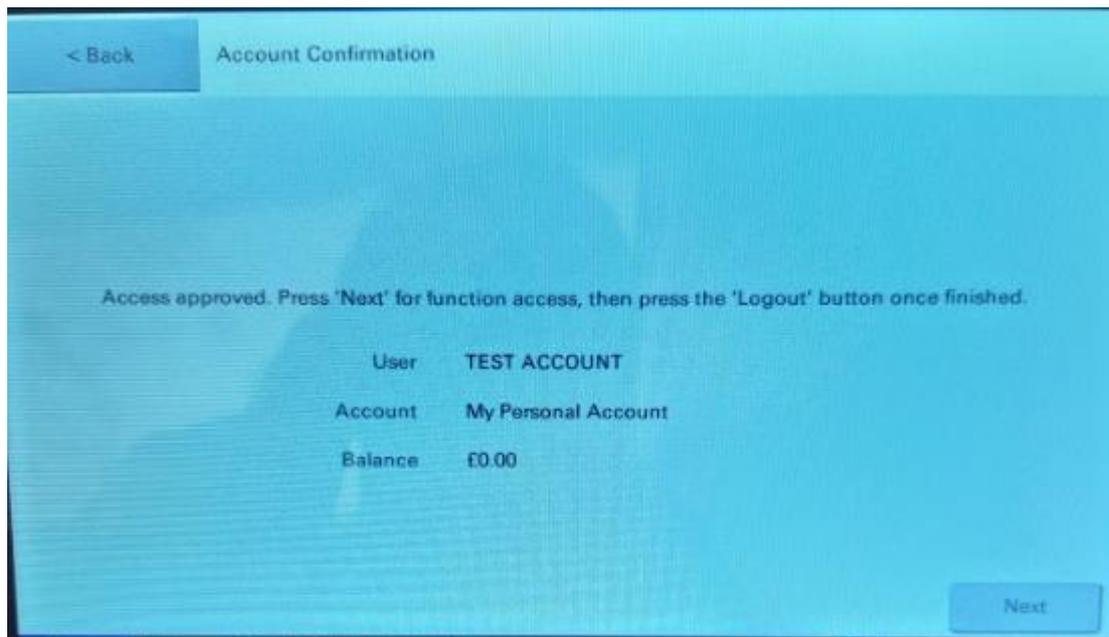
- Click next if you get this screen

- The screen will take you to the next screen where you can change the copy settings, ratio, colour.

- **Please make sure you have selected the appropriate colour (black & white or colour), portrait/landscape, single/double-sided before copying as refunds for selecting the wrong options are not available**
- Press **START** in the bottom right when you are ready to copy your documents

- **PLEASE DO NOT FORGET LOGOUT YOUR ACCOUNT TO TAKE YOUR ORIGINALS AFTER YOU FINISH COPYING**

STEP 5. ITEMS SMALLER THAN A4

- Open the top of the MFP, place your page on the glass tray, close the top of the MFP

- Tap your ISH ID card on the area near the reader symbol and this will log your registered into the MFP
- Click on DEVICE FUNCTIONS below
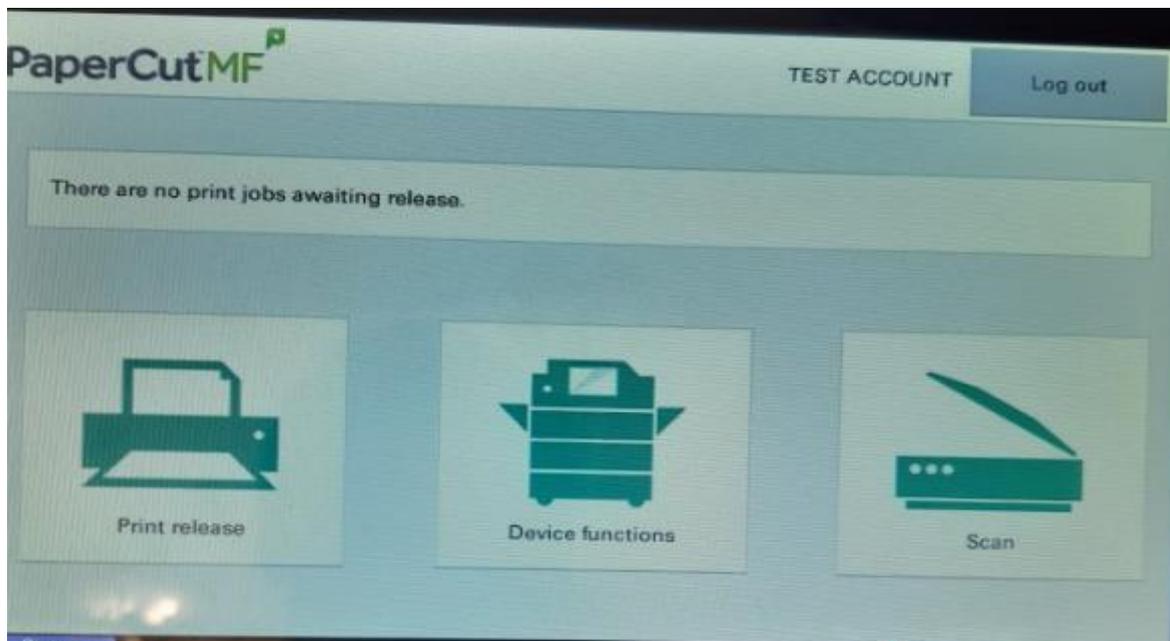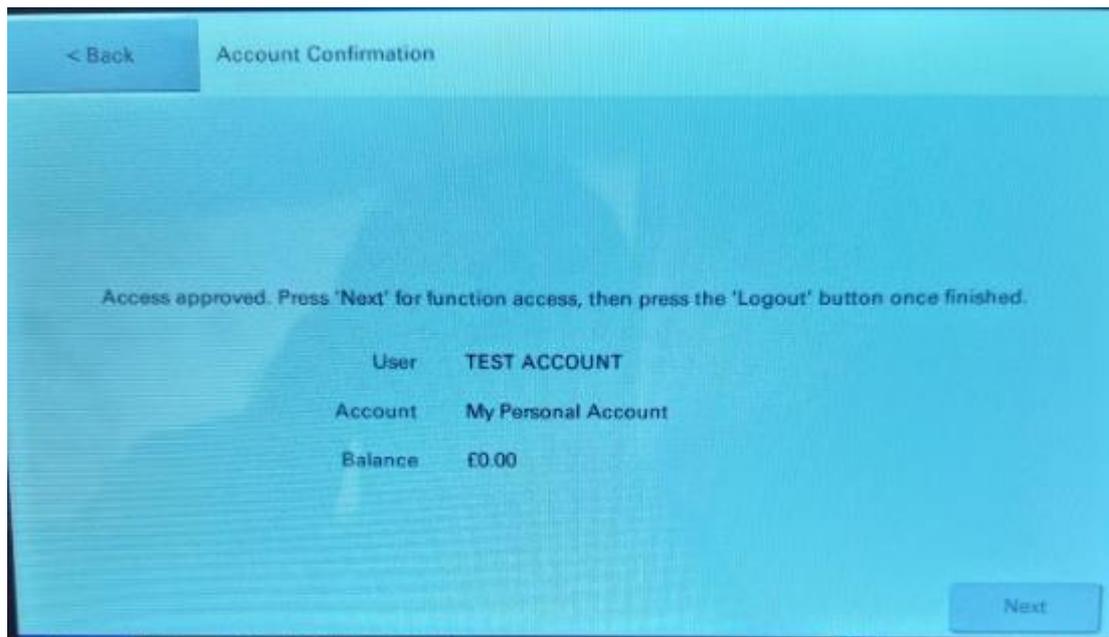
- Click next if you get this screen

- The screen will take you to the next screen where you can change the copy settings, ratio, colour.

- **Please make sure you have selected the appropriate colour (black & white or colour), portrait/landscape, single/double-sided before copying as refunds for selecting the wrong options are not available**
- Press **START** in the bottom right when you are ready to copy your documents

- **PLEASE DO NOT FORGET LOGOUT YOUR ACCOUNT TO TAKE YOUR ORIGINALS AFTER YOU FINISH COPYING**

TEMPORARILY LOST CARDS

- If you lose your ISH ID Card but you know where it is (left in your room, uni, restaurant, family/friend's house) and you will get your card back soon, you can still login to the MFP without your ISH ID Card
- On the MFP's screen, enter your six digit number username and enter your password
- You will be able to do everything you normally do - printing, scanning, copying

PERMANENTLY OR DAMAGED LOST CARDS

- If your ISH ID Card is permanently lost or damaged, you will need a replacement card for the MFP, your door access, meal allowances. Print/scan/copy access will need to be setup again on your new card
- When you receive the new card, go to the MFP in reception and tap your ISH ID card on the area of the MFP marked "TAP HERE YOU ISH ID CARD HERE"

- On the MFP's screen, a message will appear telling you the new card has not been registered
- On the MFP's screen, click register, type in the six digit number on your ISH ID card and enter your Papercut password
- On the MFP's screen, a message will appear will appear telling you that your ISH ID card has been registered to your account
- This will overwrite your lost card's access to the MFP