

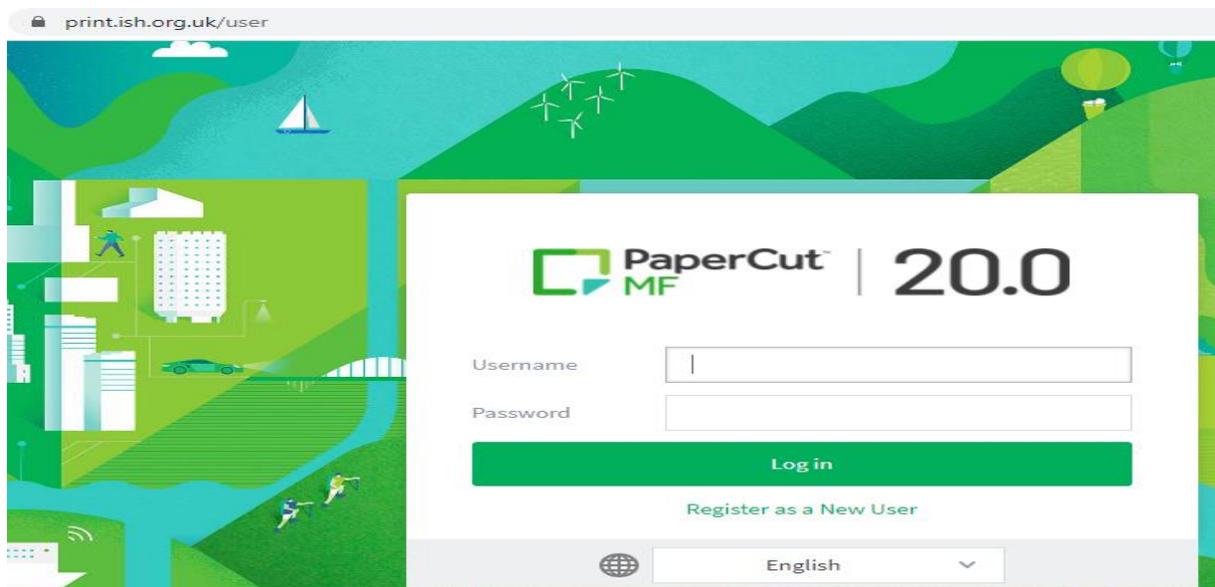
# SCANNING ON THE BRING-YOUR-OWN-DEVICE (BYOD) MULTIFUNCTION PRINTER (MFP)

You may find it quicker and more convenient to scan using your smartphone. There are apps in the Apple App store, Microsoft Store or the Google Play Store. If you wish to use the ISH BYOD MFP to scan, please follow these instructions

## STEP 1 - CREATE YOUR PAPER CUT 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**.



The screenshot shows a web browser window with the address bar displaying "print.ish.org.uk/user". The main content area has a vibrant green and blue background with illustrations of a sailboat, wind turbines, and a cityscape. Overlaid on this is a white login form for PaperCut MF 20.0. The form contains the following elements:

- Logo: PaperCut MF | 20.0
- Username field: A text input box with a vertical cursor.
- Password field: A text input box.
- Log in button: A prominent green button with the text "Log in".
- Register as a New User link: A smaller, blue link below the login button.
- Language dropdown: A menu at the bottom right showing "English" with a downward arrow.

- To access <https://print.ish.org.uk>, your device must be connected to the ASK4, Eduroam, Thirsty Scholar or ISH Venues 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

print.ish.org.uk/app?service=direct/1/Home/\$DirectLink&lang=en

PaperCut MF

Register User

Log In

### Register New User Account

Full Name:

Email Address:

Username:

Password:

Verify Password:

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).

print.ish.org.uk/app

PaperCut MF

Register User

Log In

### Register New User Account

Thank you for registering. Your details are:

Full Name: TEST ACCOUNT

Username:

Password:

Identity

ID PIN:

The identity number and PIN may be required to log into some devices.

Please print or take note of this information, and keep the password and PIN private. Click "Login" to continue.

- 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

Please verify your email address Inbox x

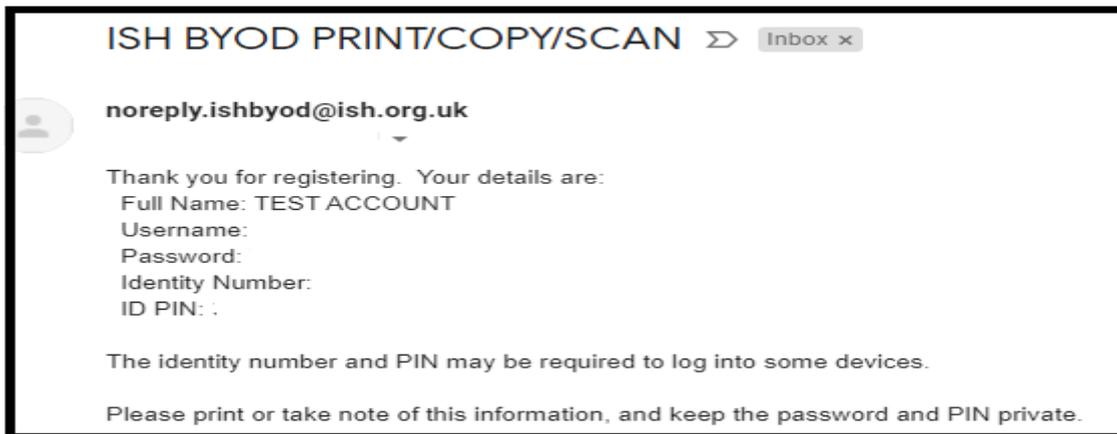
**noreply.ishbyod@ish.org.uk**  
to me ▾

This email address must be verified before it can be added to your account.

To verify, please click the following link and enter your username and password when prompted:

<https://print.ish.org.uk:443/verify/>

- 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)

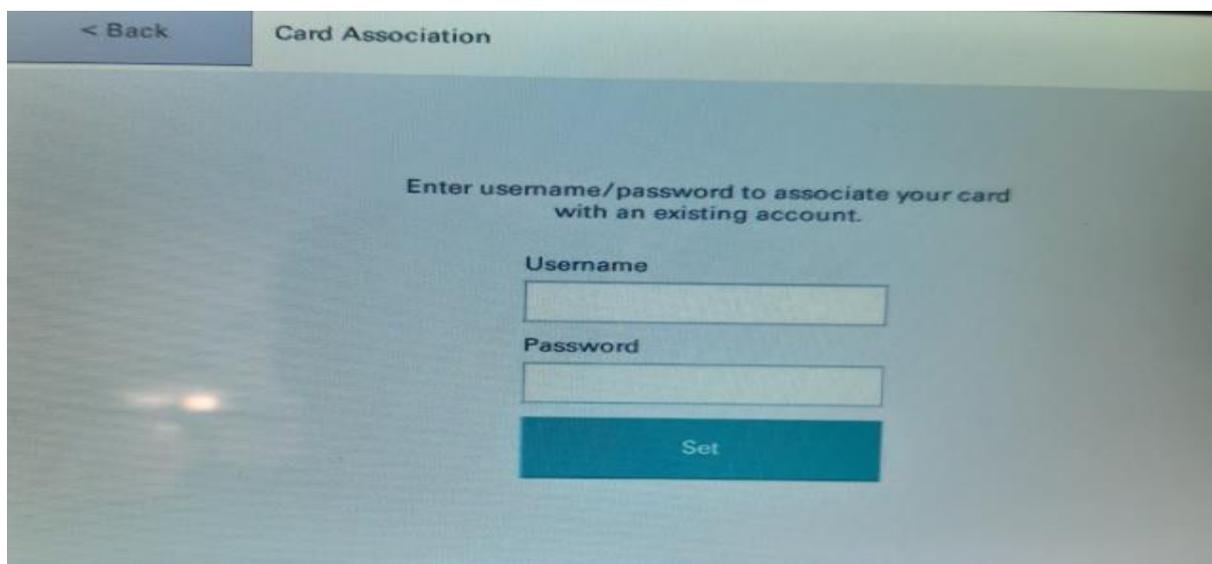


**STEP 2. REGISTER YOUR ACCOUNT ON THE MFP**  
**PLEASE IGNORE THIS PART IN BLUE IF YOU HAVE DONE IT BEFORE**

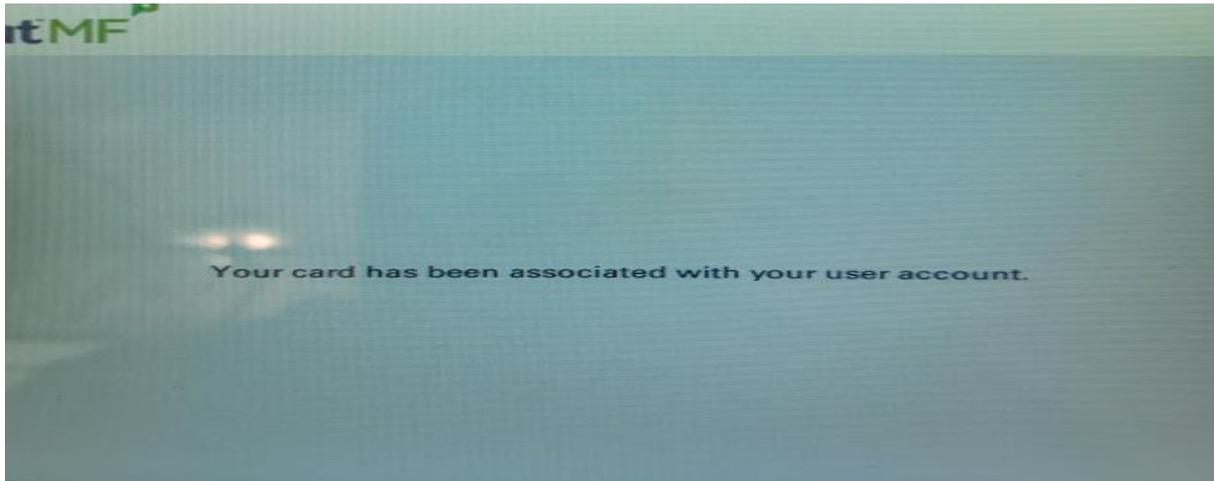
- Go to the MFP in reception and tap your ISH ID card on the front area of the MFP near the reader symbol



- 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>

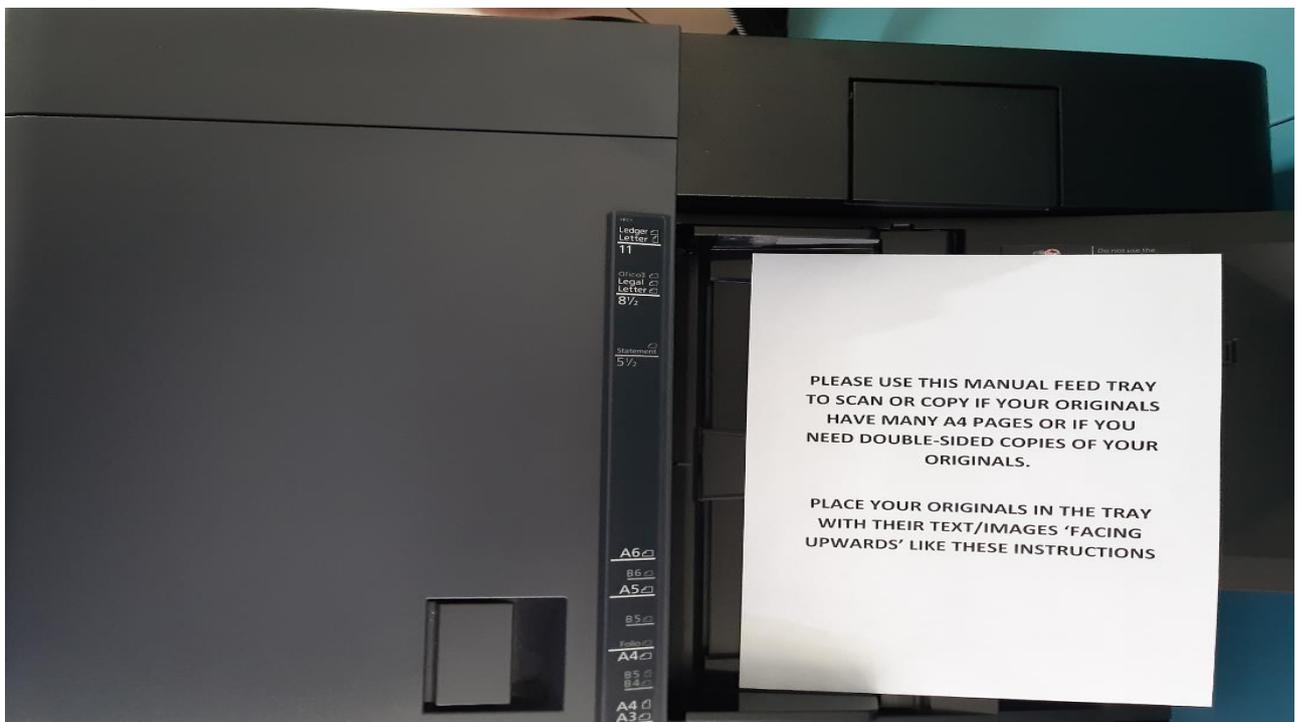


- On the screen, click register, type in the six digit number on your ISH ID card and enter the password you created in STEP 1
- On the screen, a message will appear will appear telling you that your ISH ID card has been registered to your account



### SCANNING MULTIPLE A4 PAPERS OR DOUBLE-SIDED PAPER

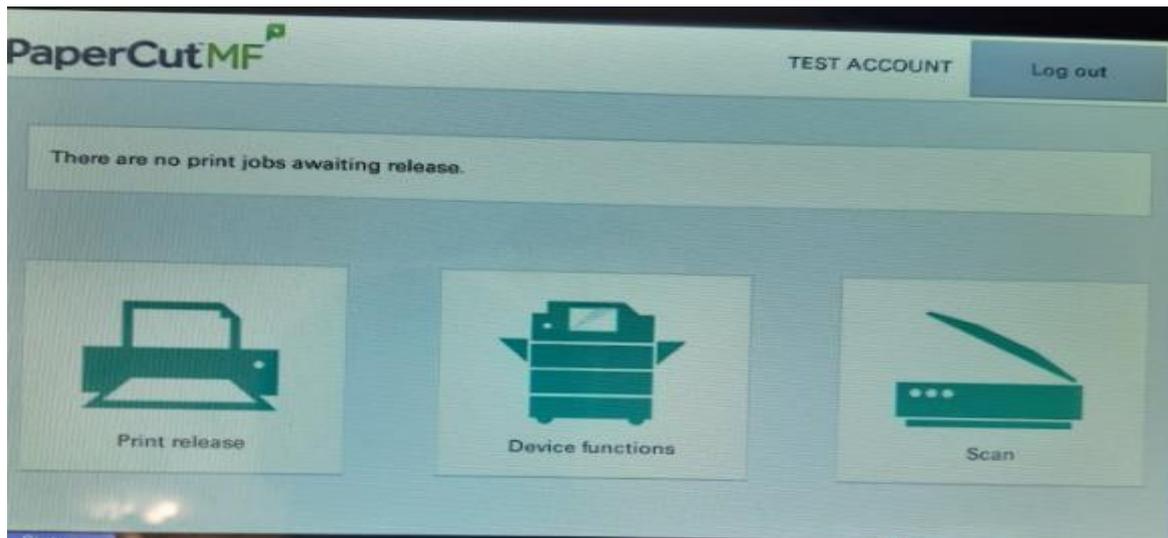
- It is better to load them in the top feeder tray



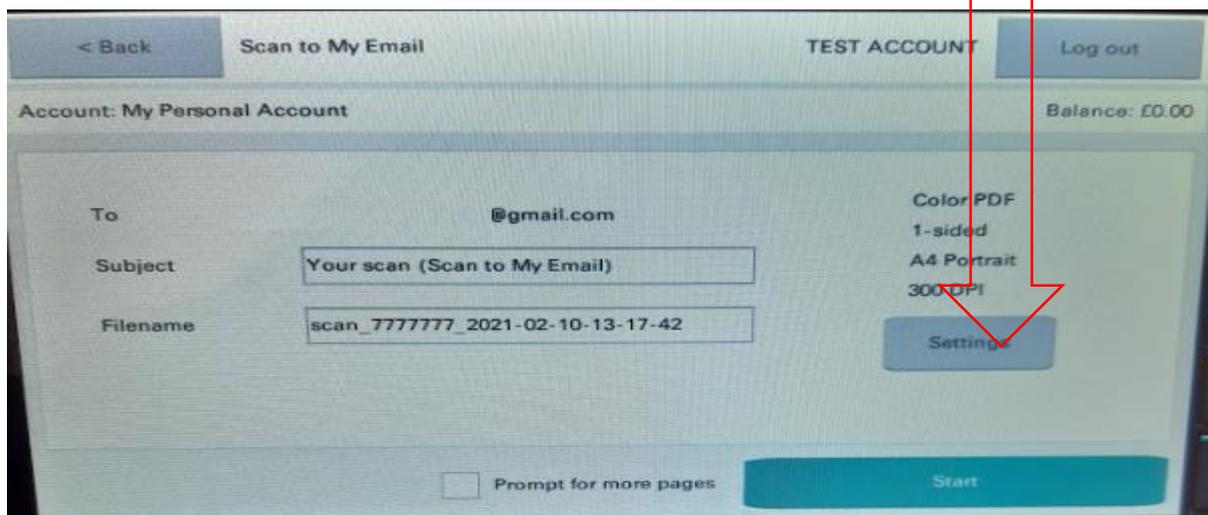
- Tap your ISH ID card on the area near the reader symbol and this will log you registered into the MFP



- Click on scan



- The screen will take you to the next screen where you can change the scanned document name, colour or single/double-sided by clicking on settings.
- **Please make sure you have selected the appropriate colour (black & white or colour), portrait/landscape, single/double-sided by clicking on SETTINGS before scanning**



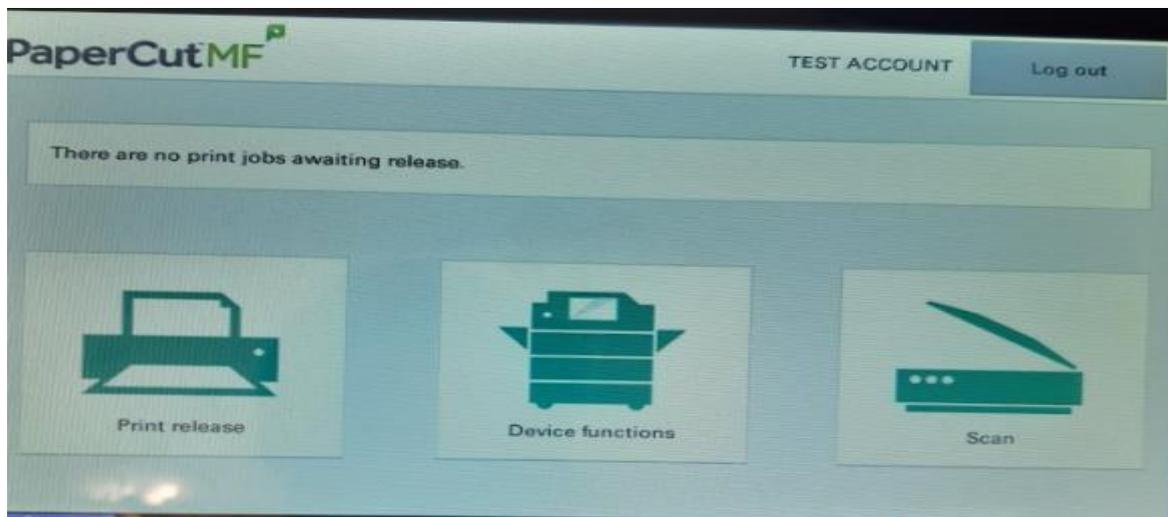
- Scans will arrive from email address noreply.ishbyod@ish.org.uk
- Check your junk/spam folders if you do not receive the email after 5 minutes
- **PLEASE DO NOT FORGET TO TAKE YOUR ORIGINALS AFTER YOU FINISH SCANNING**

#### ITEMS SMALLER THAN A4

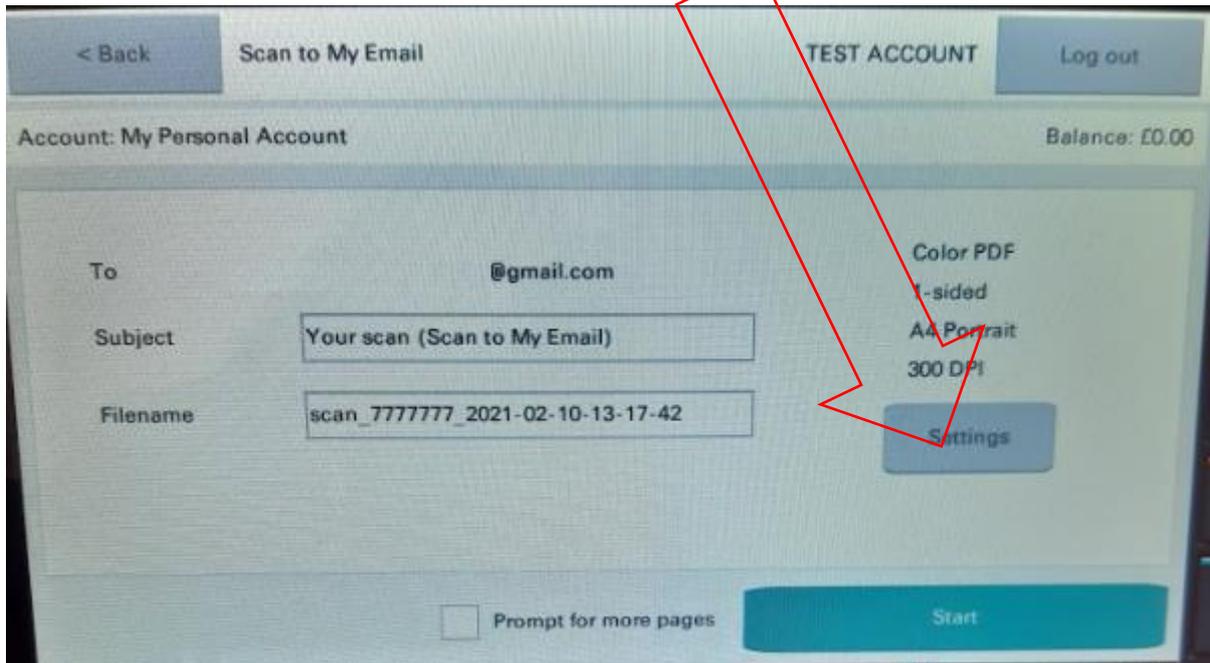
- Open the top of the MFP, place your page on the glass tray, close the top of the MFP



- Tap your ISH ID card on the area near the reader symbol and this will log your registered into the MFP
- Click on scan

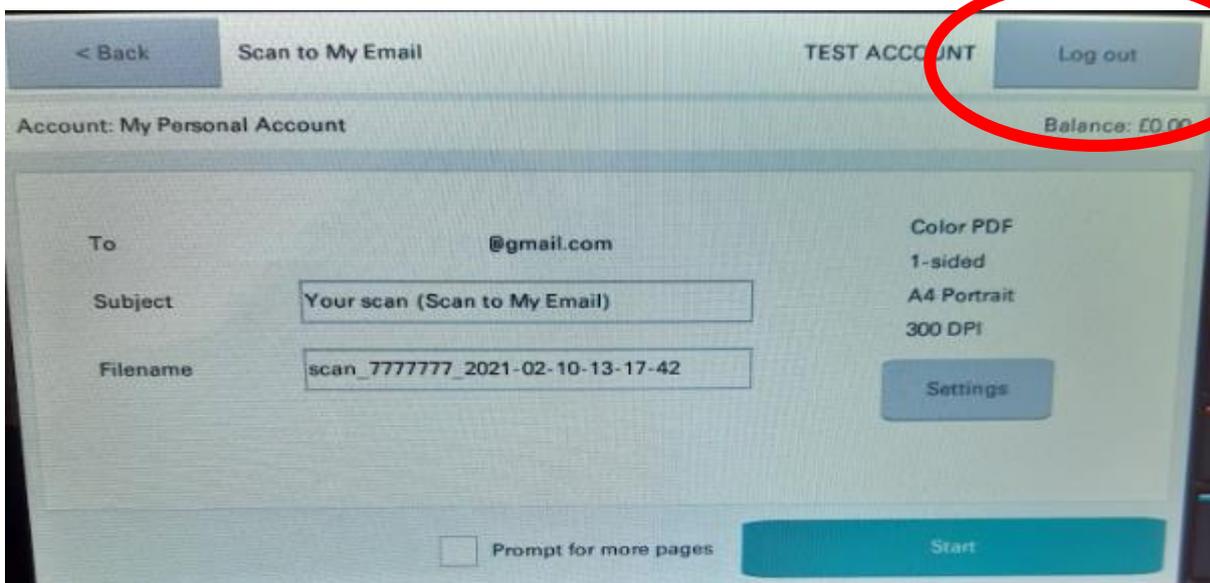


- The screen will take you here where you can change the scanned document name, colour or single/double-sided by clicking on settings.



- **Please make sure you have selected the appropriate colour (black & white or colour), portrait/landscape, single/double-sided in settings before scanning**
- Scans will arrive from email address noreply.ishbyod@ish.org.uk
- Check your junk/spam folders if you do not receive the email after 5 minutes

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



### **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. MFP 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