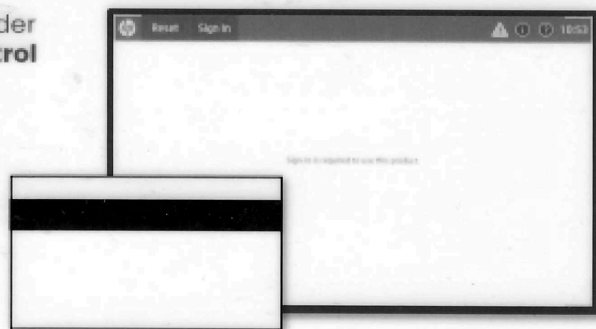


REGISTER YOUR ID CARD

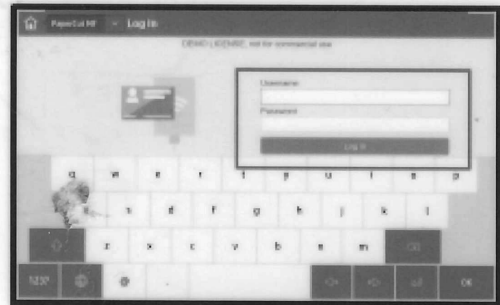
- 1 Tap your **ID Card** on the card reader located below to the **Printer Control Panel**.



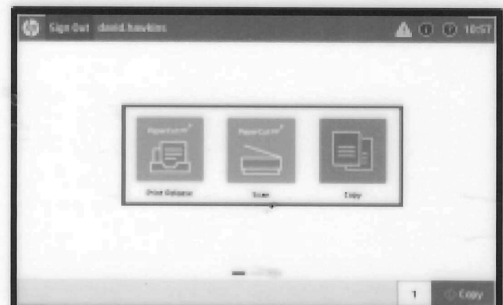
- 2 A message will appear saying that Papercut doesn't recognise the card which is normal.

Enter your **Username & Password** then tap **OK** and **Login**.

PLEASE NOTE: This is the same **Username** and **Password** you use to log into your computer with.



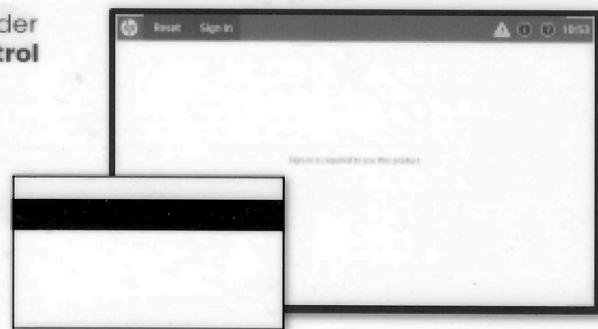
- 3 You are now registered and can use your **ID Card** to login at any device with Papercut Installed.



Registering your ID card will ensure that you have access to our supporting services including printing, meals system, library services, laptop loans, scanning and more.

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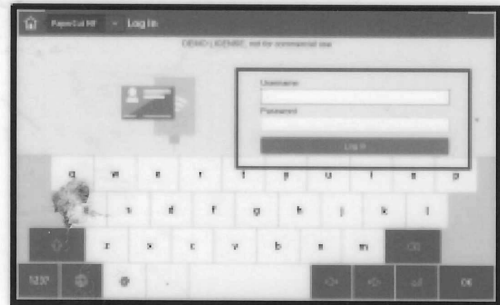
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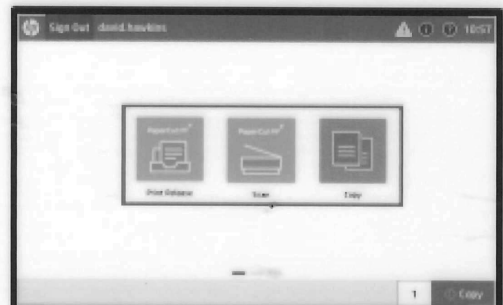
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