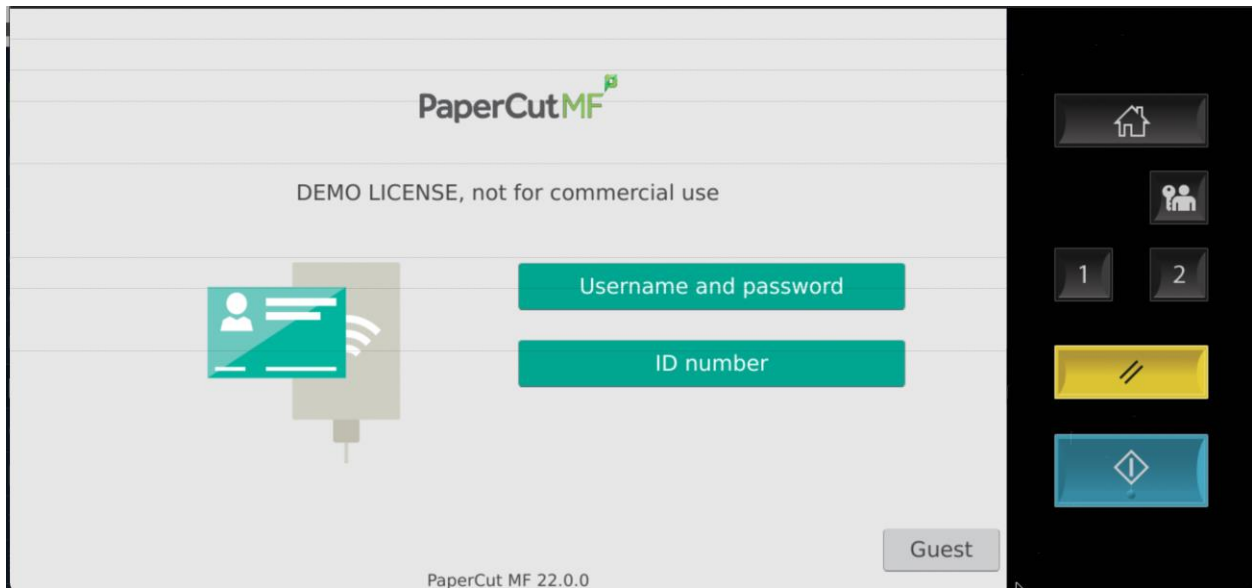


Logging in to copy, fax or scan without an ID badge

1. Over the summer the print security software PaperCut will be rolled back out to all BPS district Toshiba Multi Function Devices. Certain faculty and staff may not receive their new ID badges prior to this function being reapplied so for now there will be a “Guest” button applied to the login screen of all MFD’s. This will allow staff to copy, fax and scan without using an ID badge or their username and password. If you printed to the new secure hold queue installed by “Print Deploy” and you do not have your ID badge you will need to log in with your username (in email format) and password to release your print job.



2. When the button is pressed it will take you directly to the Home screen.

