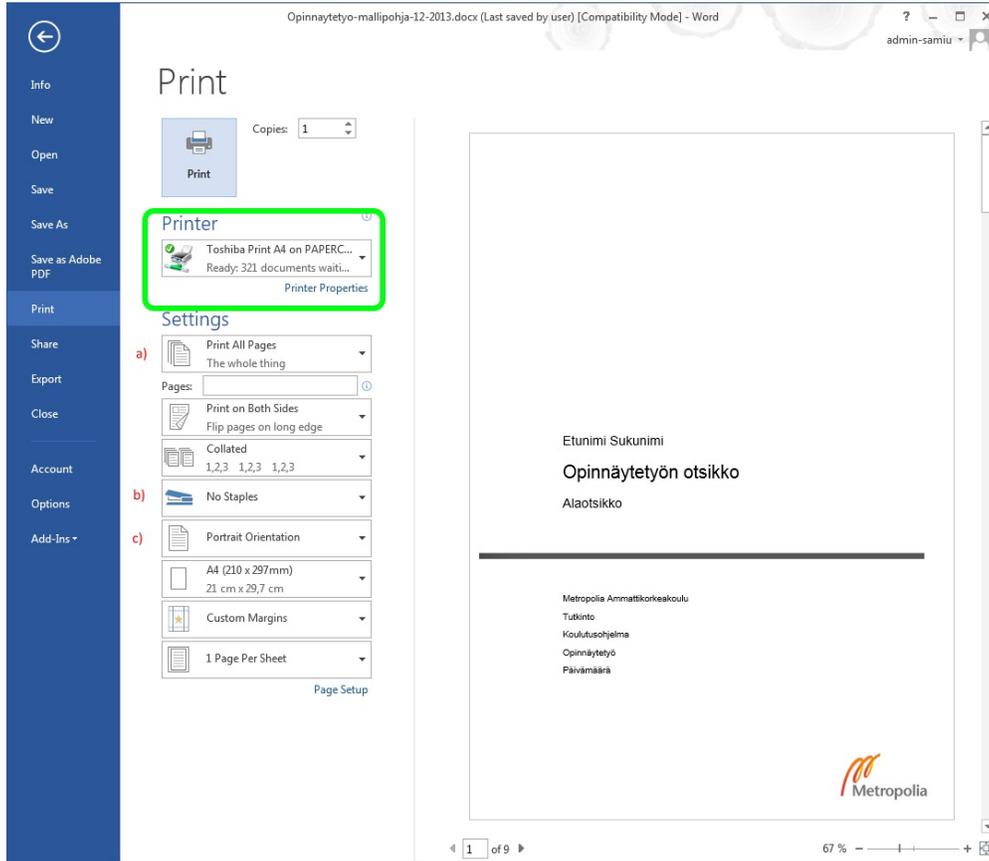


PaperCut - Shared Account Instructions

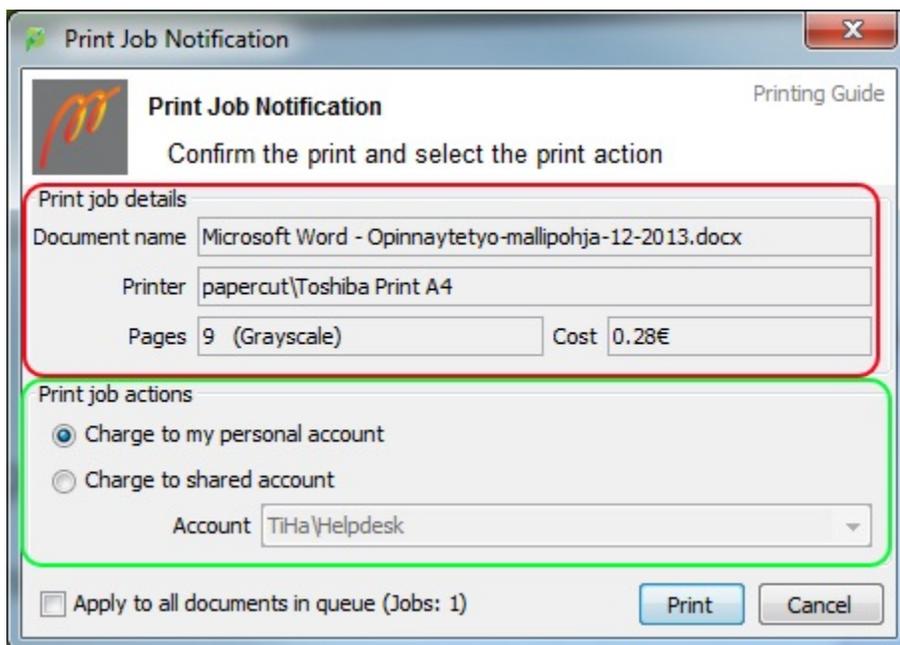
Using a shared account

Print your work as usual using Toshiba virtual queues:



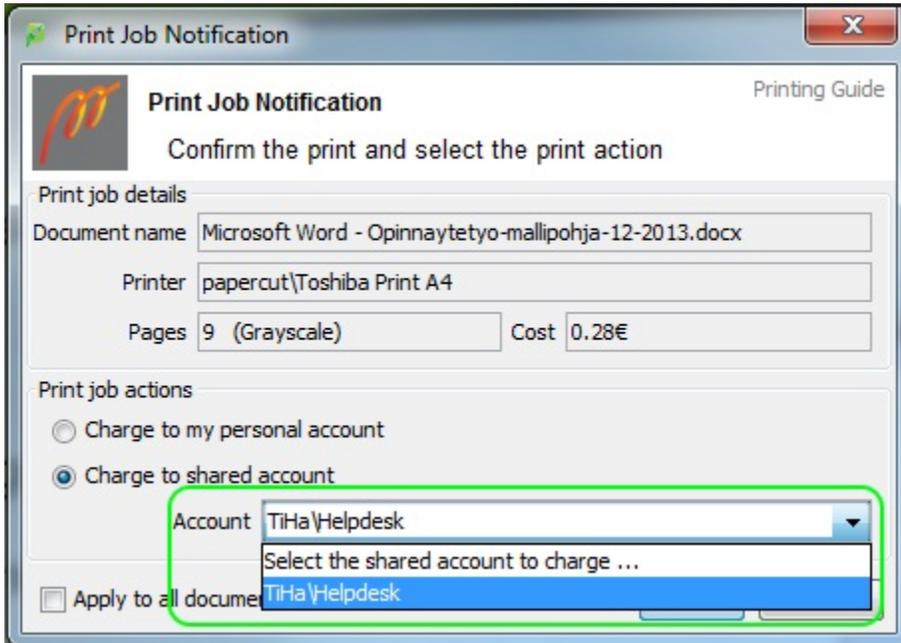
When you print to the Toshiba Virtual Queue, the client software checks the print job and asks you whether the job is charged to

- a shared account
- your personal account



By default, the job is charged to your personal account. The client software displays in the same red field

- the name of the print job
- the number of pages
- color / black & white
- charge



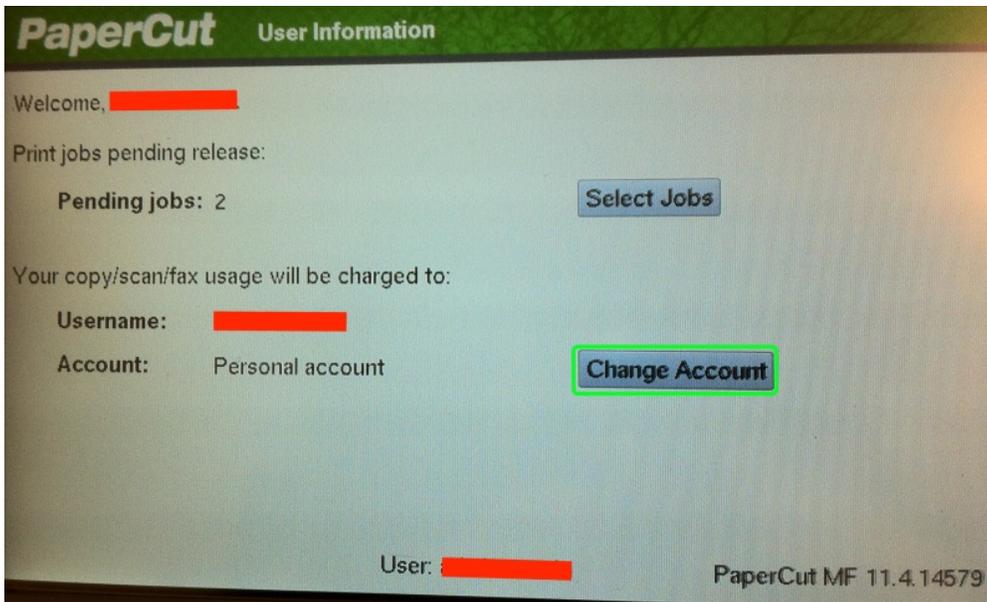
If you want the job to be charged to a shared account, select the account in the drop-down menu. The client software lists all shared accounts that you are authorized to use.

Send the print job by tapping **Print**.

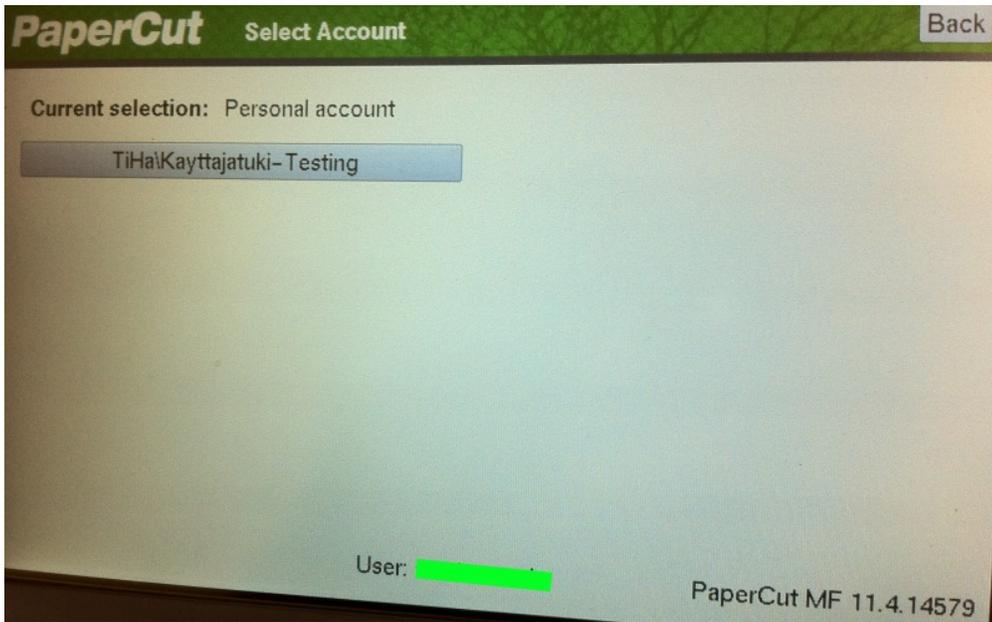
Releasing print job at a multifunction printer

Log on to the device by placing your card close to the card reader.

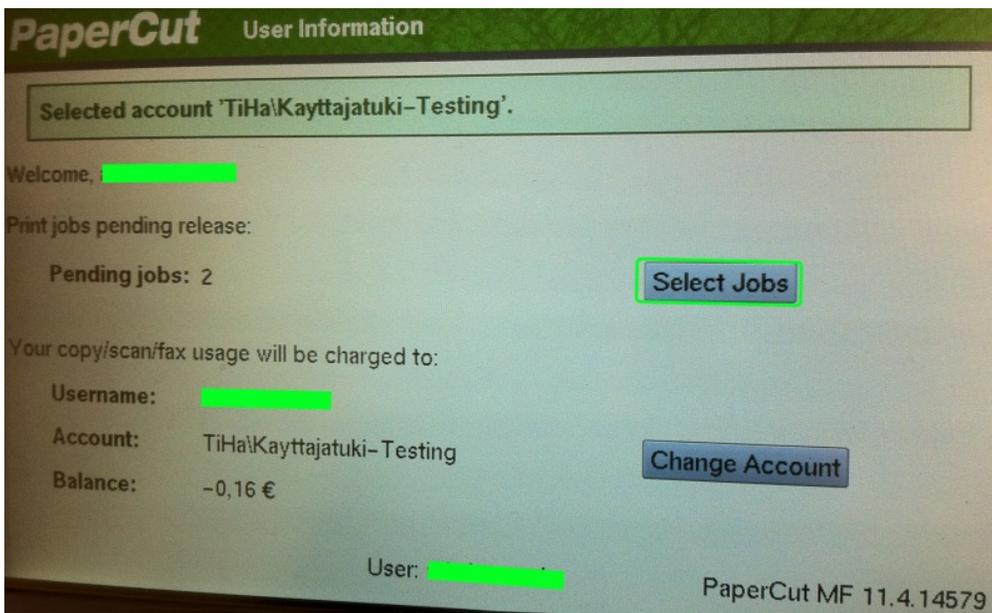
Tap **Change Account** to select a shared account:



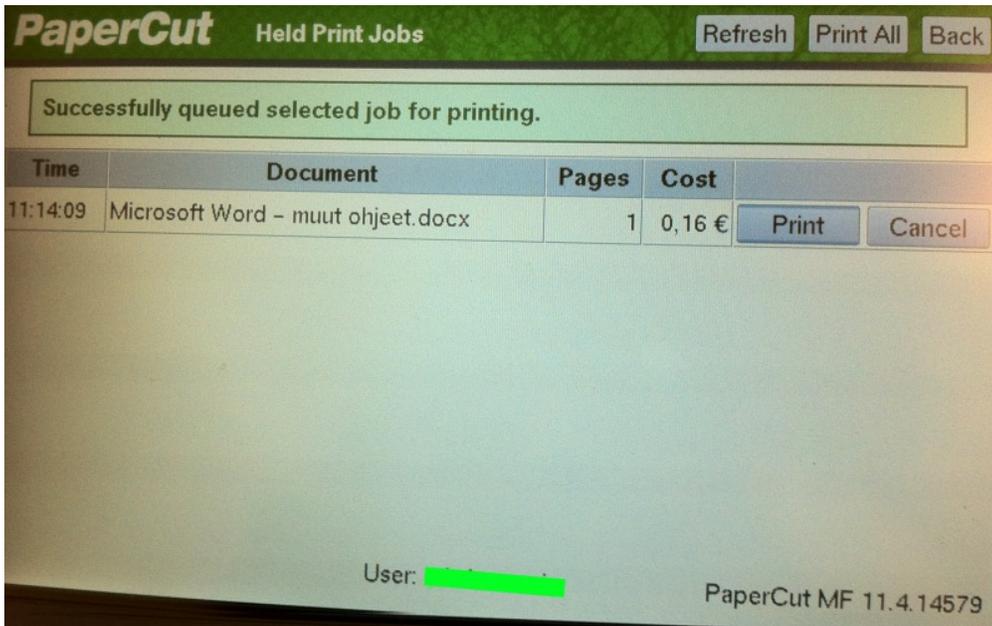
Next, select in the menu the account that the job is charged to:



Next, tap **Select Jobs**:



Print all jobs by tapping **Print all** or select individual jobs by tapping **Print** on the same line that the job is listed:



To log out touch push the **Access** button in the key pad:

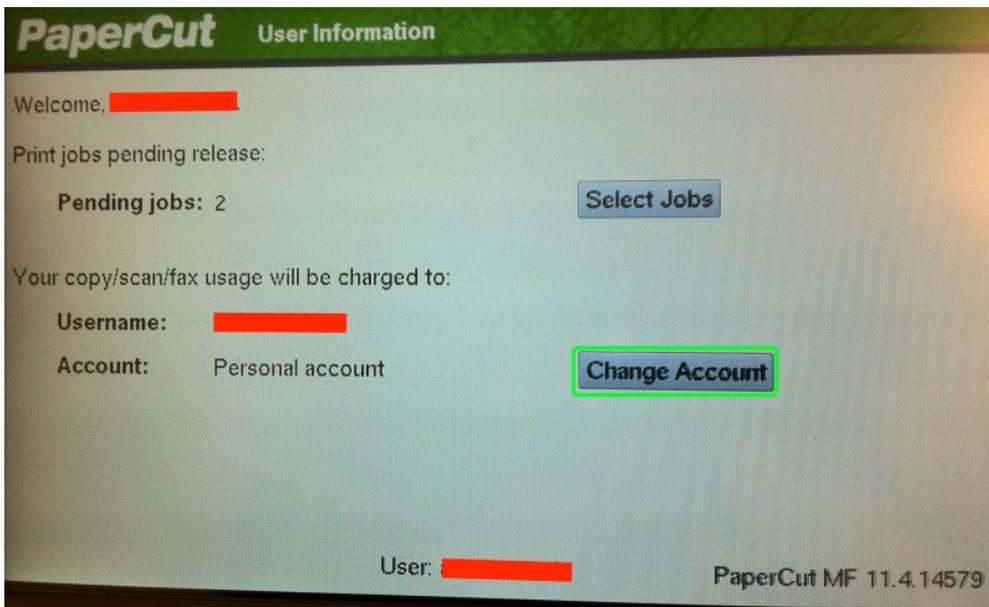


Making copies using a shared account

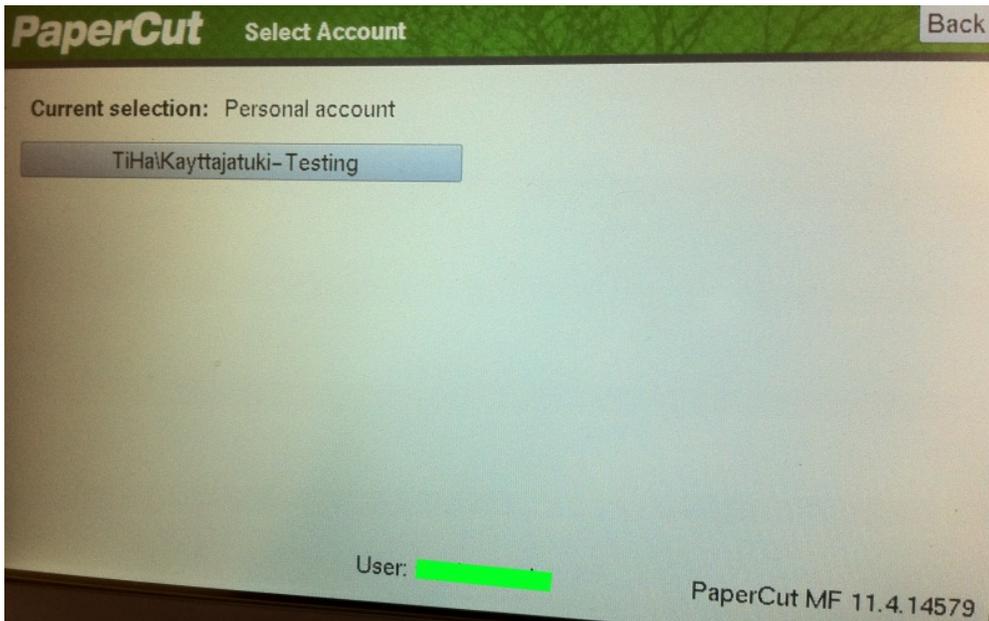
Making copies using a shared account is very similar to printing.

Log on to the device by placing you card close to the card reader.

Select **Change Account** to select a shared account:



Next, select in the menu the account that the copies are charged to:



Select the copy mode by pushing the **Copy** button in the panel on the right:



Make copies as you normally do. When you finish, remember to log out by pushing the **Access** button.

[PaperCut - Jaetun tilin ohjeet](#)