

First Time Account Setup

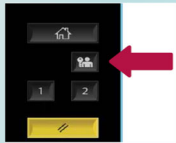
With the MFP on the Log In screen:

1. Scan your access FOB (or access ID card).



2. Enter your GCS username (without @gcsnc.com) and password.

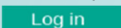
3. Log out using the key/person button.



4. You can now use your FOB / ID Card to log in.

Log In with Username

On the Log In screen:

1. Enter your GCS username (without @gcsnc.com).
2. Enter your GCS password.
3. Press 



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User Support

For assistance with how to use the MFPs and/or Managed Print, please submit a help desk ticket by scanning this QR code.



Training Materials

For additional training materials scan the QR code.



Technical Assistance & Supplies

For technical assistance or supplies contact Toshiba by scanning the QR code on the Toshiba label. You may also call 800-277-2030. Be sure to have the Equipment ID of the MFP when you call.

Toshiba Quick Start

Welcome to your
Toshiba Multi-Function Printer
(MFP aka Copier)

Guilford County Schools Technology Services provides Toshiba MFPs for the purposes of printing, copying, scanning, and Faxing.

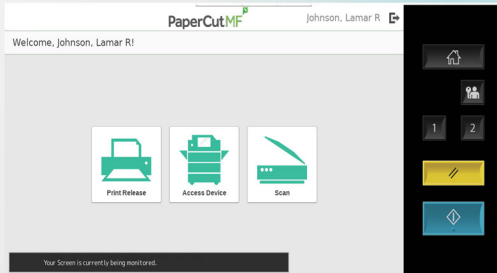
This quick start guide is to assist in getting to know the basic functions of printing, releasing print jobs, scanning to multiple destinations, and faxing.





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Home Screen

When you log in you are presented the Home screen.



Here you will choose one of three main options.:

1. Print Release to print jobs you have sent to the print queue.
 2. Access Device to access copy functions.
 3. Scan: to scan documents to email, OneDrive, or FAX.
- You can return to the Home screen at any time by pressing 
 - You can log off by pressing 

Printing to MFPs

From any district computer and any application:

- Select the print function in the application.
- Select the printer *Toshiba Copier on 725-papercut1*. (You may make this your default printer.)
- Select any options for printing.
- Press Print.



Your print job will be loaded into the print queue and then be available at any MFP within the district.

You may leave a print job in the queue for 72 hours before printing. After 72 hours the print job will be deleted.

Print Release



All of your waiting print jobs will be listed here.


- Select a print job by checking the box . You may select as many as you want. You may also select all with the checkbox at the top of the list.
- Press  to print selected print jobs.
- Press  to delete print jobs.

Copy (Access Device)

Access Device takes you to main copy screen.



Here you can set any options you would like.

Place your original on the glass or in the feeder and press 

Scan

The Scan screen provides options for the scanning of documents.

- Choose Scan to My Email to scan a document and have it sent to your email address. Select any options and then press Start.
- Choose Scan to Other Email to scan a document and have it sent to an email address. Select any options and then press Start.
- Choose Scan to OneDrive to scan a document and have it saved in your OneDrive. Select any options and then press start. The scan will be saved in your OneDrive in the folder /Apps/Scans for PaperCut MF.
- Choose Scan to FAX to send a FAX document. Enter the FAX phone number and press Start. You do not need '9', '1', or hyphens.