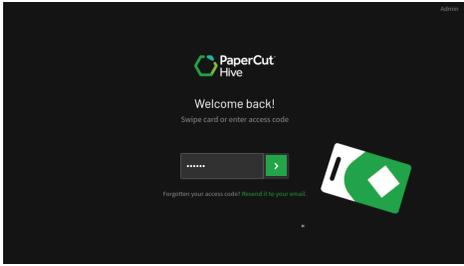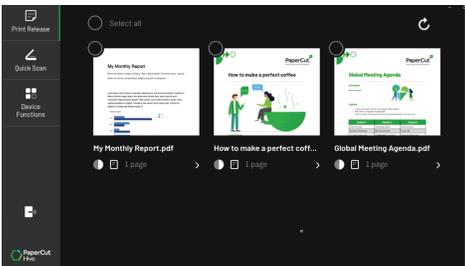# PAPERCUT HIVE

How to Log In
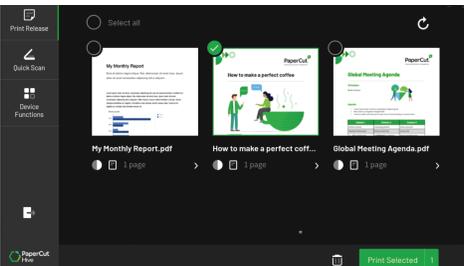

1. PaperCut Hive Login Screen

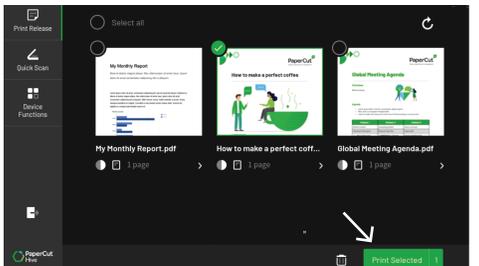**2.** Enter your code to log in **OR** scan your card

How to Release a Print Job
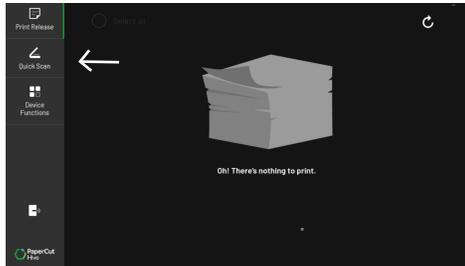

1. Click "Print Release"

2. Select your job
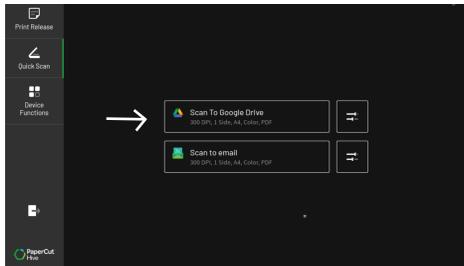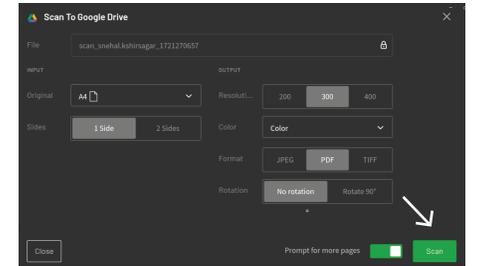

3. Click "Print Selected"

How to Scan & Fax

1. Choose "Quick Scan"

2. Make selection

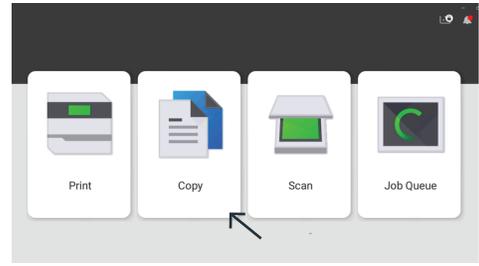

3. Click "Scan"

How to Make a Copy

1. Return to Regular Screen

2. Choose "Device Functions"

3. Click "Copy"

For Hive resources use the QR code.

Contact:
CALL: 800.990.2234 | EMAIL: acd-inc.com

Don't Forget
to log out when you are done.

PaperCut™ Hive