

Link Falcon One Card to CUW Printer

1. Scan your Falcon One Card on the card scanner, located on the printer.



 If your card has not been associated with the system, you will get the message seen below. Enter your Concordia Single Sign-On username and password and tap Log In.

2	, <		C Energy Saver		
		PaperCutMF	Settings/ Registration	â	
		Unknown card. To associate this card with your account, enter your username and	1	2 АВС	3 DEF
		password, then swipe the card.	4 GHI	5 JKL	6 ^{MNO}
		Username	7 PQRS	8 TUV	9 wxyz
		Password	*	0	#
			с	11	Reset
		Eug III Passerful ME 22 0 7	Star	t >	Stop
	Status Monito	er 🗈 No paper. Some jobs are suspended. Resume printing.			123

3. If successful, you will receive the following message indicating that the card has been linked.



4. Once linked, when you swipe your card on the card scanner the following screen will appear. The total of all the documents in your print queue will be listed. Select *Print all* to print all of the documents in the queue.



5. If you would prefer to only print select documents, tap the *Print Release* button and then select the desired files. Select *Print*.

PaperCutMF	Support, CUW	C Energy Saver		
1 print job pending release 1 page total	Print all	Settings/ Registration	Settings/ Registration	
		1	2 ABC	3 DEF
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Print Release Access Device Scan		С	🥢 R	eset
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			>	
Status Monitor 🔊 No paper. Some jobs are suspended. Resume printing.				123
♠ PaperCutMF ^P	Support, CUW	Energy Saver		
PaperCut MF Select all jobs	Support, CUW E	Energy Saver		Home
PaperCutMF Select all jobs Document.docx 1 copy. 1-sided, Grayscale, LETTER	Support, CUW C C noments ago	Energy Saver	С. С	Home 3 DEF
PaperCutMF Select all jobs Document.docx 1 copy. 1-sided, Grayscale, LETTER	Support, CUW C C noments ago	Energy Saver Settings/ Registration 1 4 GHI	С 2 АВС 5 ЈКL	Home 3 DEF 6 MNO
PaperCutMF Select all jobs Document.docx 1 copy, 1-sided, Grayscale, LETTER	Support, CUW C C noments ago	Energy Saver Settings/ Registration 1 4 GHI 7 PQRS	С. С	Home BEF 6 MNO 9 WXYZ
PaperCutMF Select all jobs Document.docx 1 copy. 1-sided, Grayscale, LETTER	Support, CUW C C noments ago	Energy Saver Settings/ Registration 1 4 GHI 7 PQRS X	Ст. 2 АВС 5 јкц 8 тиу 0	Home 3 66 MNO 9 WXYZ #
PaperCutMF Select all jobs Document.docx 1 copy. 1-sided, Grayscale, LETTER	Support, CUW C C noments ago	Energy Saver Settings/ Registration 1 4 GHI 7 PQRS * C	 2 Авс 5 ЛКІ 8 ТUV 0 // 	Home 3 DEF 6 MNO 9 WXYZ # Reset
PaperCutMF Select all jobs Document.docx 1 copy. 1-sided. Grayscale, LETTER	Support, CUW C C noments ago	Energy Saver Setting V Registration 1 4 GHI 7 PQRS X C	2 Авс 5 ЛКІ 8 ТОУ 0 //	Home 3 DEF 6 MNO 9 WXYZ # Reset Stop
PaperCut MF Select all jobs Document.docx 1 copy. 1-sided, Grayscale, LETTER Print as grayscale Print as 2-sided	Support, CUW C C noments ago >	Energy Saver Settings/ Registration 1 4 GHI 7 PQRS * C	2 Авс 5 лк. 8 точ 0	Home 3 6 MNO 9 WXYZ # Reset Stop ©

Note: To see the steps on how to upload documents into your print queue select the following link: <u>Upload and Print in Webprint</u> (Papercut).