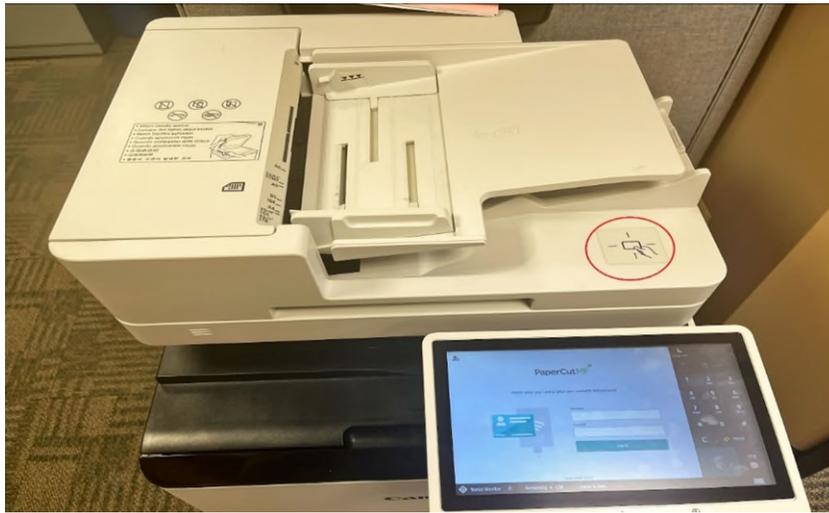


CONCORDIA UNIVERSITY

WISCONSIN & ANN ARBOR

Link Falcon One Card to CUW Printer

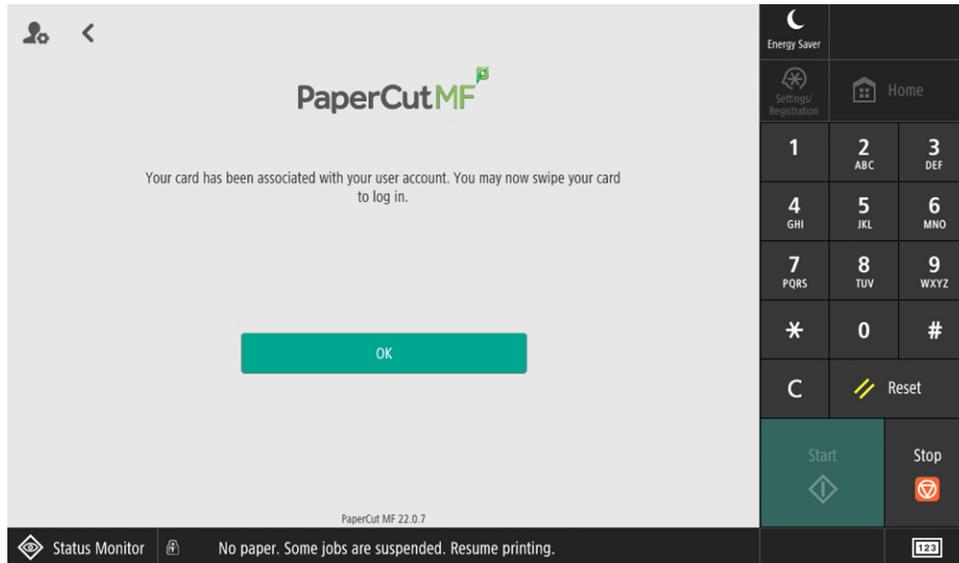
1. Scan your Falcon One Card on the card scanner, located on the printer.



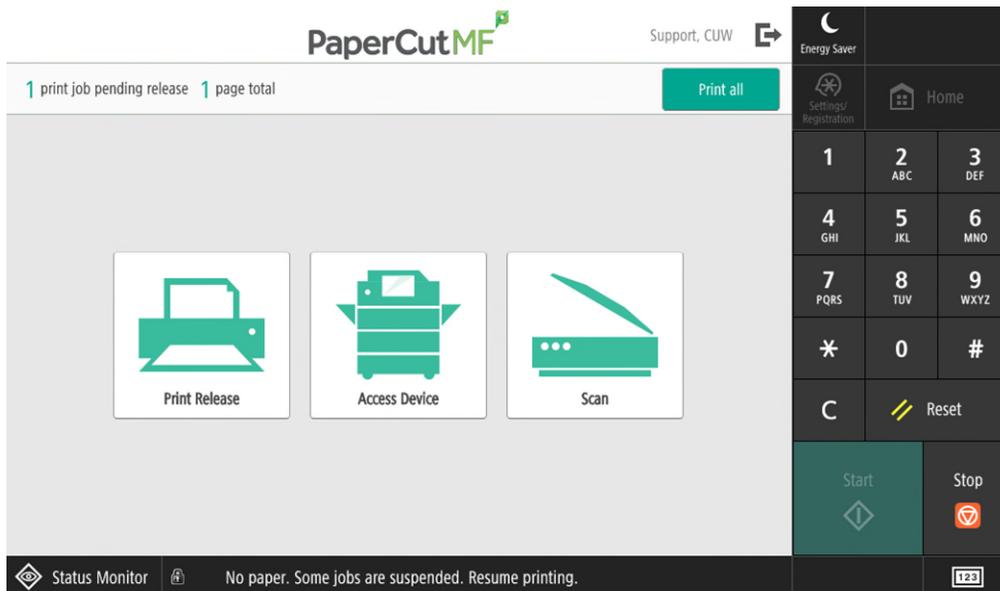
2. If your card has not been associated with the system, you will get the message seen below. Enter your Concordia Single Sign-On username and password and tap *Log In*.

The screenshot shows the PaperCut MF printer's touchscreen interface. The main screen displays the PaperCut MF logo and a message: "Unknown card. To associate this card with your account, enter your username and password, then swipe the card." Below this message are two input fields: "Username" and "Password". A green "Log in" button is positioned below the password field. At the bottom of the screen, there is a status bar with a "Status Monitor" icon and the text "No paper. Some jobs are suspended. Resume printing." On the right side of the screen, there is a vertical navigation menu with various icons and labels: "Energy Saver", "Settings Registration", "Home", a numeric keypad (1-9, *, 0, #), "Reset", "Start", and "Stop".

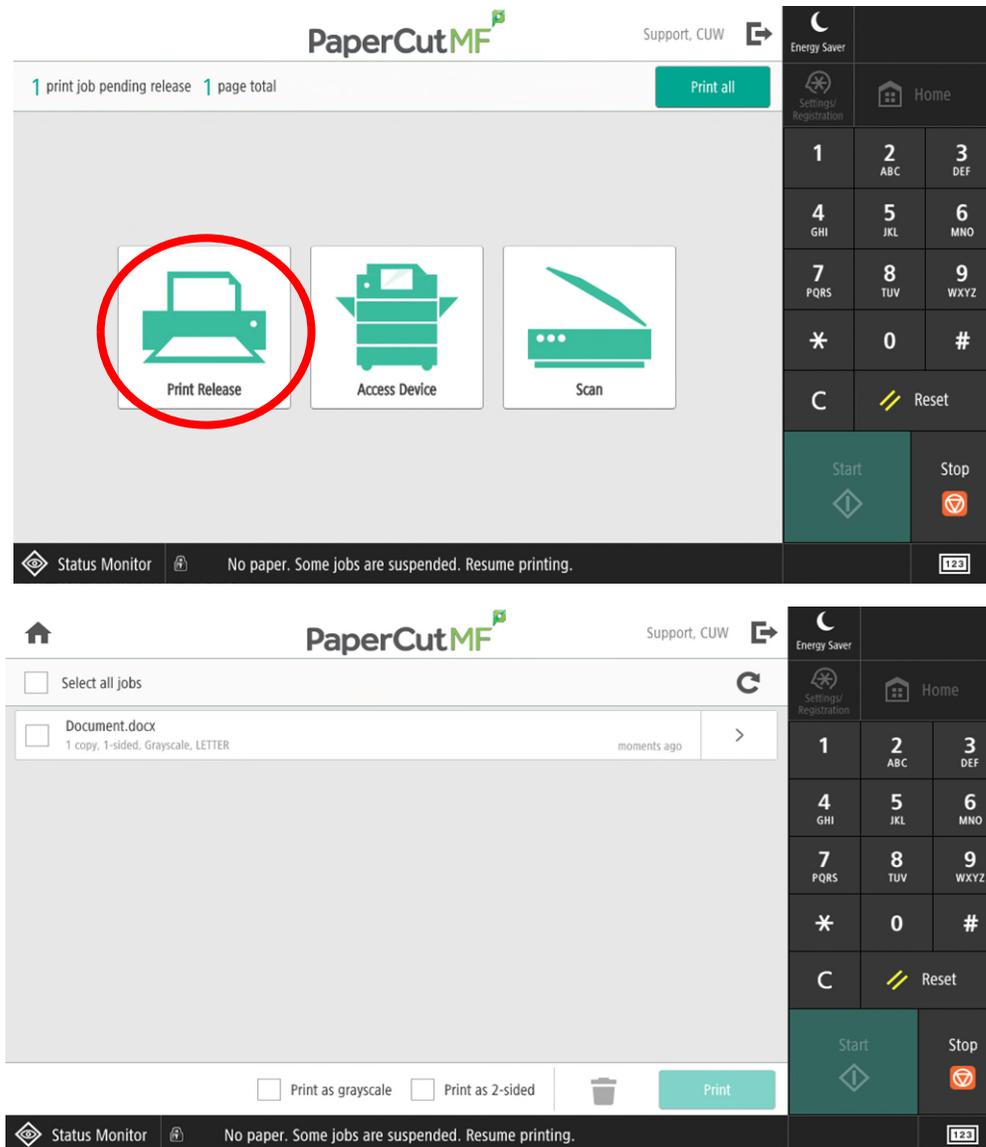
3. If successful, you will receive the following message indicating that the card has been linked.



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*.



Note: To see the steps on how to upload documents into your print queue select the following link: [Upload and Print in Webprint \(Papersoft\)](#).