

How to Print- Part 2 (Staff Login Printer)

Printer Sign in

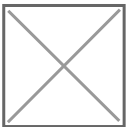
[There are 3 ways to login to the MFPs...](#)

Click the arrows on the left side to display directions:

CCA Badge

Tap your **ID card** on the printer at the icon (shown below) to left of the touch panel.

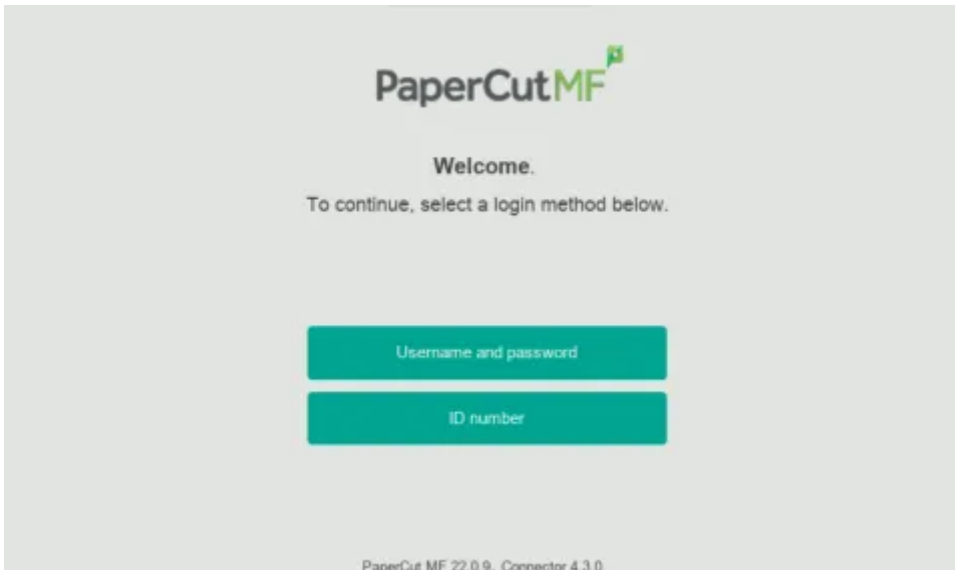
The first time you do this, you will be prompted to enter your **Username** (first initial, last name. ex=jdoe) and **Password** (related to your CCA Google Workspace Account)to associate the card with your cca-print account. After that, simply TAP and it will identify your account.



ID Number (5-Digit PIN #)

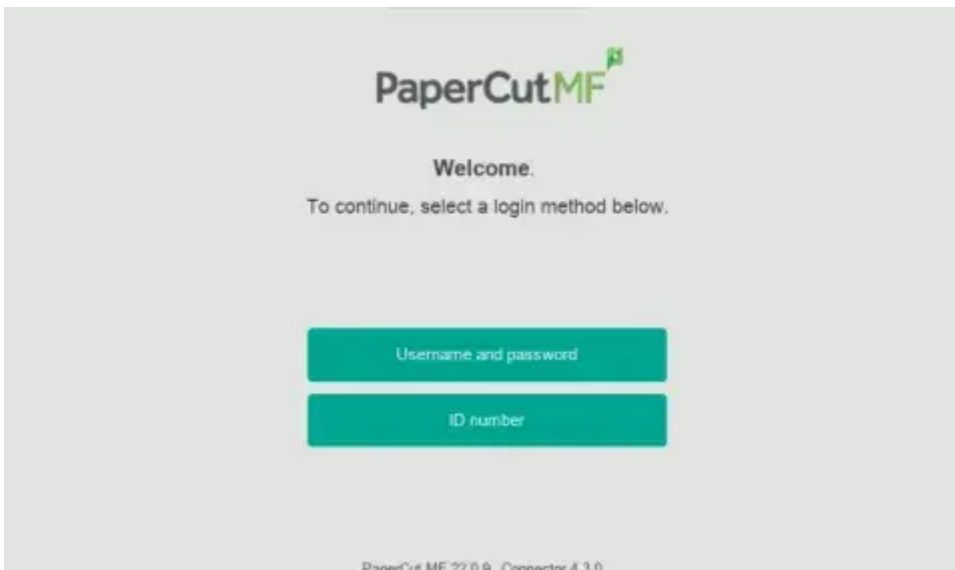
- Select **ID Number**

- Type **ID number**. (found on **cca-print account** page. see [How to Access Your PaperCut Account](#))



Username Password

Enter **Username** (*first initial lastname e.g jdoe*) and **Password**



Once logged in, you have 3 options:



1. **Print**
2. **Copy**
3. **Scan** - to **Email**, or **Google Drive**

The system will automatically log you off after 45 seconds of no activity. To manually log off, you can click the **Log Off / Lock Screen** or **Clear Settings** buttons (*see image above*), or click the log out icon next to your name in the top section of the touch screen

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