



Copying Documents

Canon Copiers

You'll Need Your PaperCut Pin Code

- If you don't know your pin code, you can find it by [logging in to PaperCut](#).
- Log in to the system using your Portal username (without the @prosper-isd.net) and password.
- Click Log in.

The login screen features the Prosper Independent School District logo at the top. Below it, there are input fields for 'Username' (containing 'tmc-testerson') and 'Password' (masked with dots). A green 'Log in' button is positioned below the password field. At the bottom, there is a language selector set to 'English'.

- Click show to reveal your pin code.

The 'Summary' page shows a 'CARD/ID' section with the value '12345 [hide]'. A green '[show]' button is located below the card ID. A red callout box with the text 'Click show to reveal your PaperCut pin code.' has an arrow pointing to the '[show]' button.

Go to a Convenient Copier

- On the copier screen, enter your PaperCut pin code where it says **ID number** and click **Log in**.
- Once you are logged on, choose **Access Device**.

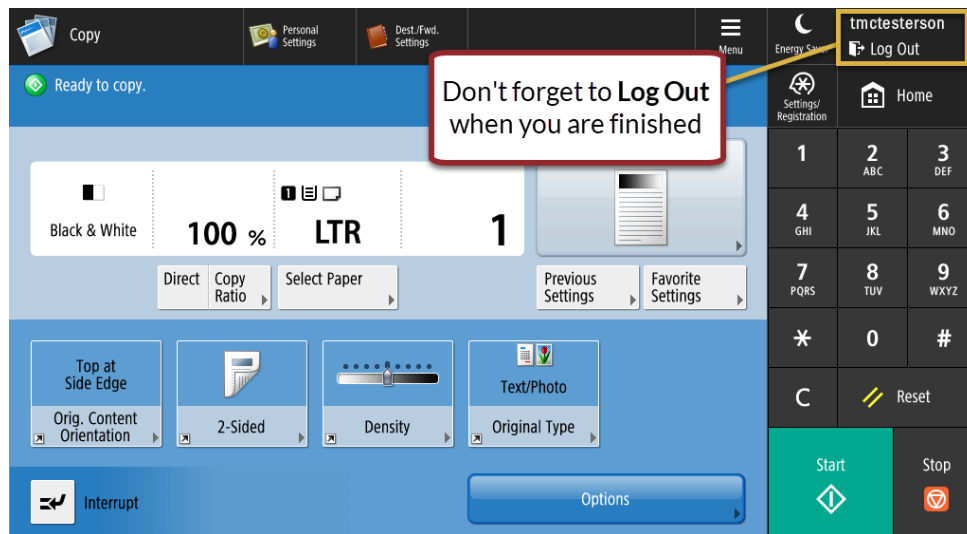
The copier screen prompts the user to 'Please enter your ID number'. It features an 'ID number' input field and a teal 'Log in' button.

The PaperCut MF dashboard shows a welcome message 'Welcome, Test McTesterson!'. It has three main icons: 'Print Release', 'Access Device', and 'Scan'. A red callout box with the text 'Choose Access Device' has an arrow pointing to the 'Access Device' icon.



Copy Your Document(s)

- Canon has provided a [document with directions](#) on how to use the copier and adjust the settings. Please review [this document](#) at your leisure to familiarize yourself with the Canon copier features.
- Don't forget to **Log Out** when you are finished making your copies.



Happy copying! 😊

Contact the Helpdesk if you need further assistance.

Submit a Ticket:



<https://prosper.sherpadesk.com/portal/>