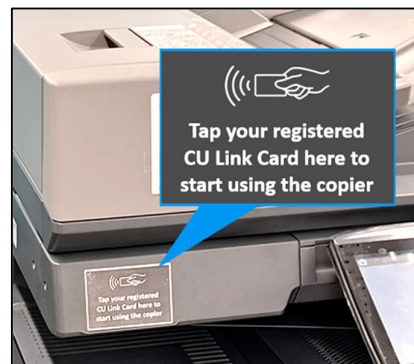


Instructions to log on Sharp MFP

➤ Log on the copier for scanning and copying

For teaching staff

If you do not activate your CU Link card at Faculty Office yet, please contact Angela or Ada for activation first. Later, you can tap your CU Link card to log on the copier.



For department staff or project users

Log on the copier with a user code assigned by Faculty Office. Input the user code to [ID Number] field and tap [Log in] to log on.

A screenshot of the PaperCut MF login interface. At the top, there's a navigation bar with icons for Home, Sharp OSA, Admin Login, System Info, and Job Status. The main area displays the PaperCut MF logo and the instruction 'Please swipe your card or enter your ID number'. Below this, there's a graphic of a card being swiped and an input field labeled 'ID number' with a 'Log in' button underneath. The version 'PaperCut MF 22.1.4' is visible at the bottom.

➤ Log out the copier

After copying or scanning, tap [Logout] at the top of the screen to log out.



➤ Enquiry

For enquiry about the copier logon or add-value, please contact Ada (ext. 36956) or Angela (ext. 36402). For the printing support, please contact ETU office.

How to scan the document to your email account and print your documents to the copier privately?

Visit <https://www.fed.cuhk.edu.hk/etu/userguides.html>

