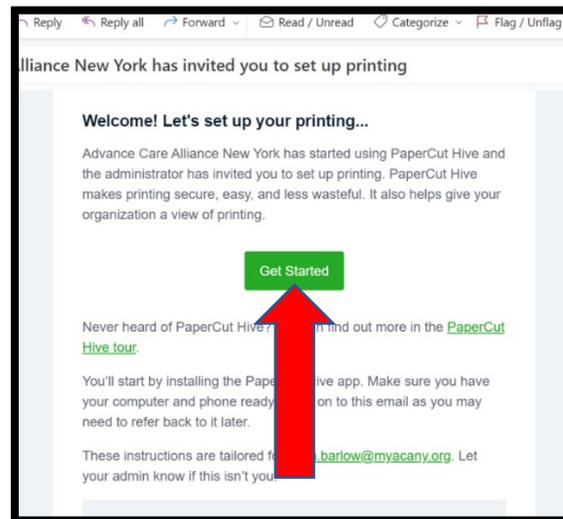
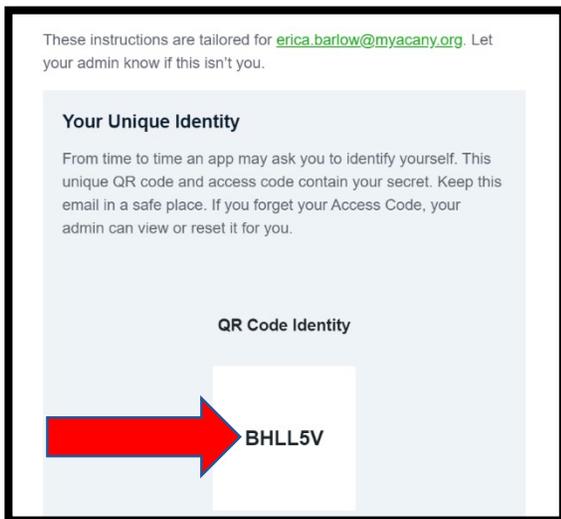


INTRODUCTION

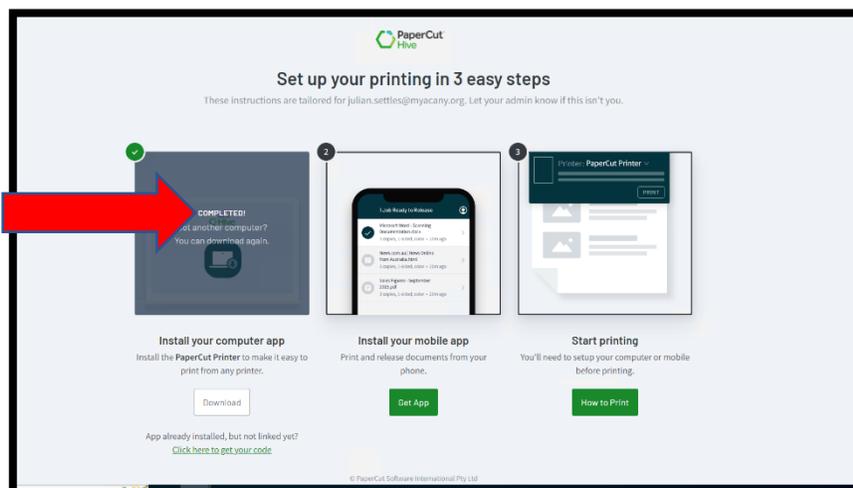
PaperCut Hive allows ACA employees to queue documents to one centralized location from multiple devices. Regardless of the device used, employees are able to send documents for printing in mere seconds. PaperCut Hive also has the capability to scan hard copies of documents right to employees' OneDrive accounts. Check out this quick guide to learn more.

Note: You will need to be working from an agency location to connect to PaperCut Hive. If you are currently working remotely, please wait until you are at the office before proceeding.

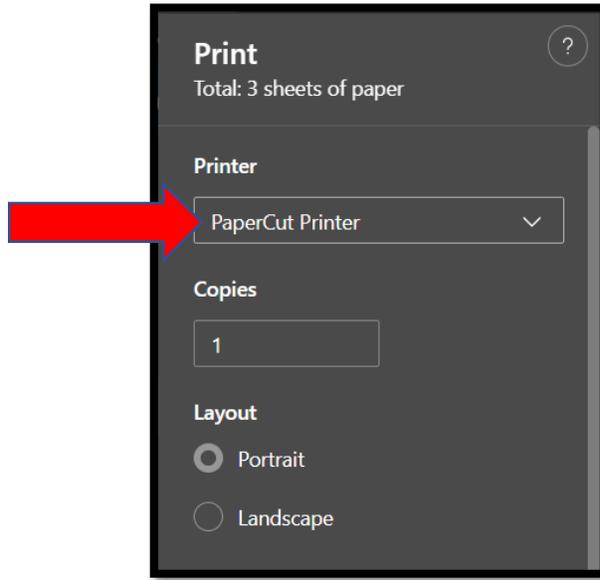
1. Employees will receive a PaperCut Hive welcome email with a **unique identity code**. Save this code to use at the printer, then click the **Get Started** button.



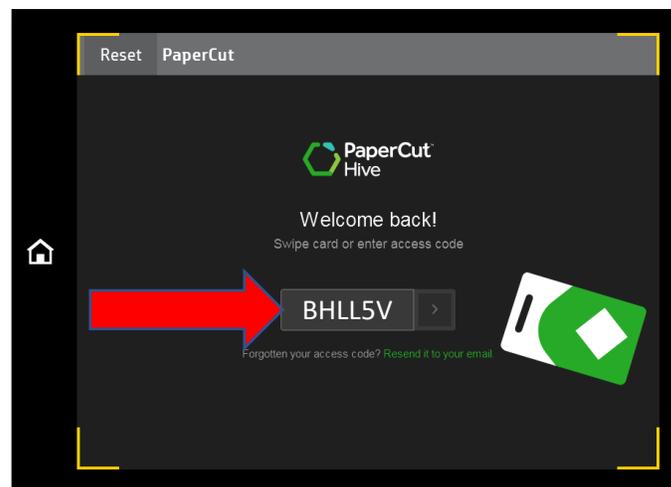
2. You will be presented with a **Set up your printing in 3 easy steps** screen. All you need to do is wait until the first step shows **COMPLETED**. Once completed, you may exit this screen and begin printing!



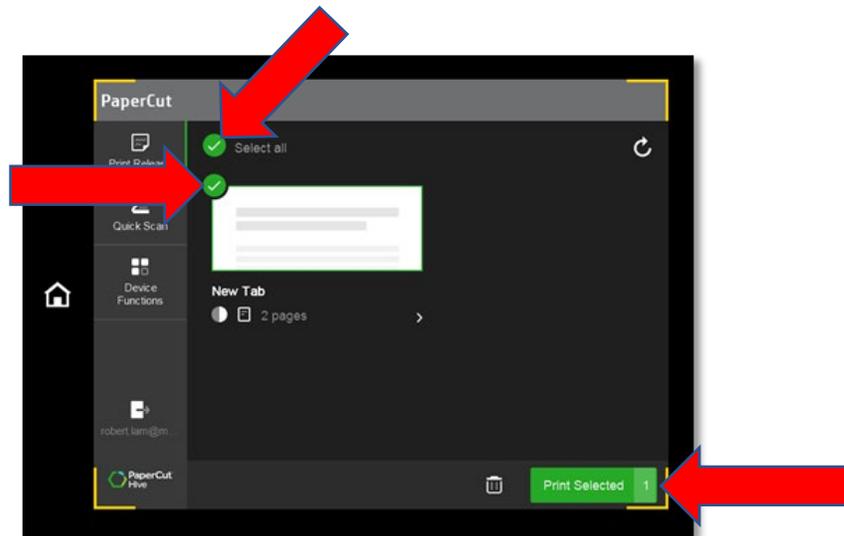
3. Choose a document to print and be sure to select the **PaperCut Printer** option.



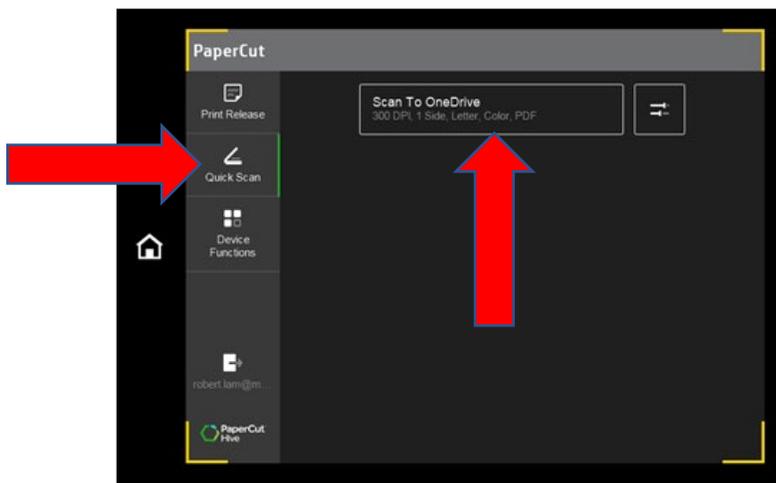
4. Go to the printer and enter your **unique identity code** in the field provided. **Note:** Badges will soon be available to use at the printer. This will allow users to skip the need to enter the unique identity code.



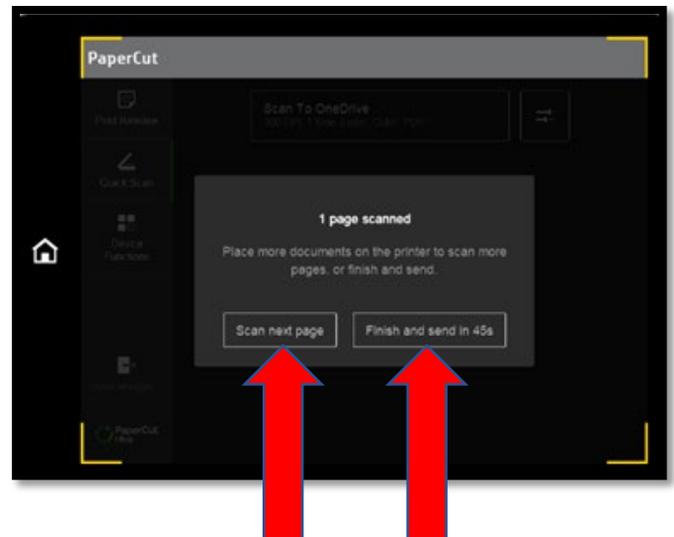
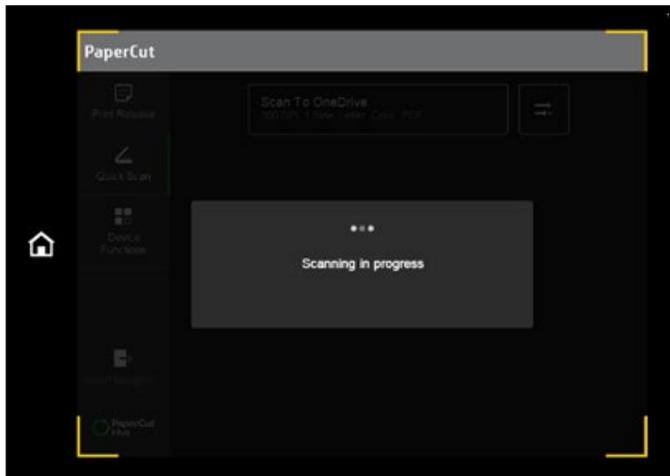
5. Select the **document** you wish to print. If you have more than one document, you can choose **Select all** to print all documents at once. Finally, select the **Print Selected** button.



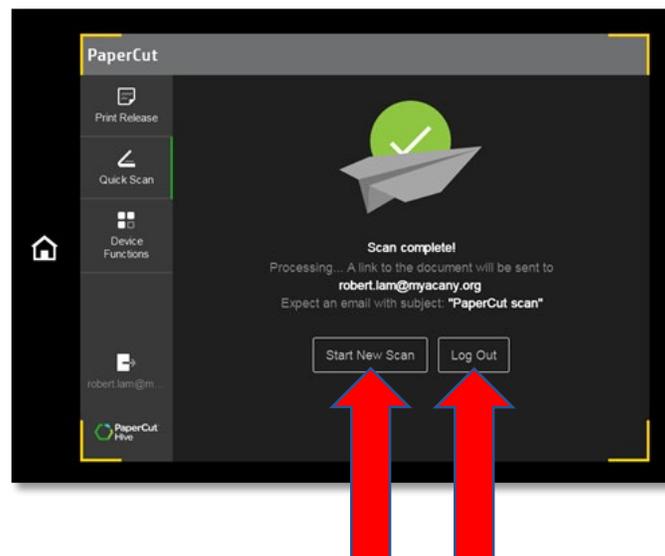
6. To scan documents, select **Quick Scan**, then **Scan To OneDrive**.



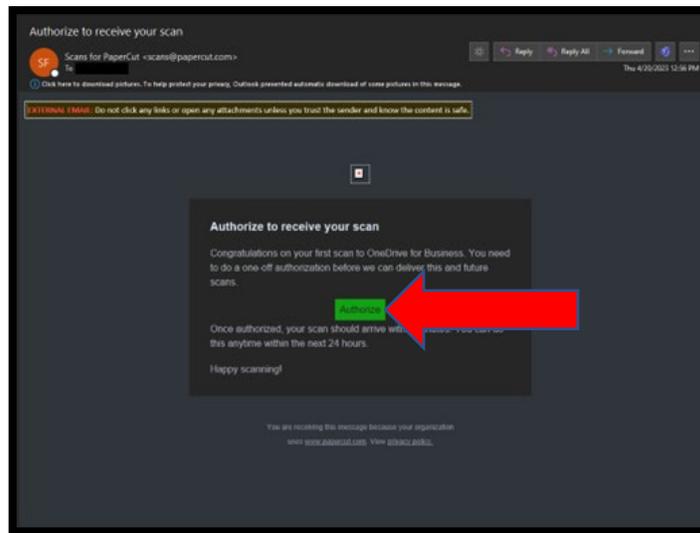
7. PaperCut Hive will process your scan. Once finished, you can choose to scan additional pages by selecting **Scan next page**. When all pages have been scanned, select **Finish and send in (x)s**.



8. From here, you can start a new scan by selecting **Start New Scan** or log out of PaperCut Hive by selecting **Log Out**.



9. You will receive an email notification that you must authorize to receive your first scan. Click the **Authorize** button.



10. Authorization successful! From your next email notification, click the **Go to your scan** button to access the scanned document.

