

# Provide Printer Access to Staff

You must first retrieve the staff member's Access ID number from the back of their Access ID card. (The one they use to enter the building)

- Open Powerschool and search for the staff member.
  - Go to 'Information' on the navigation menu on the left.
  - Scroll down until you see 'Card Access ID' and enter the ID number from the card.
- Open ADManage and search for the staff member.
  - Go to the 'Contact' tab on the top of the window.
  - In the 'Pager' field enter the ID number from the card.

The Kyocera/PaperCut servers will automatically pull the number daily around midnight. The staff member should be able to print with no problems the following day.

If it is an urgent matter, the PaperCut server can be synced manually and it will provide instant access to the printers.

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