iTS: DELIVERING INNOVATIVE IT SOLUTIONS

INFO TECHNOLOGY SUPPLY LTD.

NFC TAG Configuration Guide
PaperCut Hive

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Contents

Prerequisites

- PaperCut Hive Instance
- NFC Tools app from Appstore/Play Store
- NFC sticker for each MFD
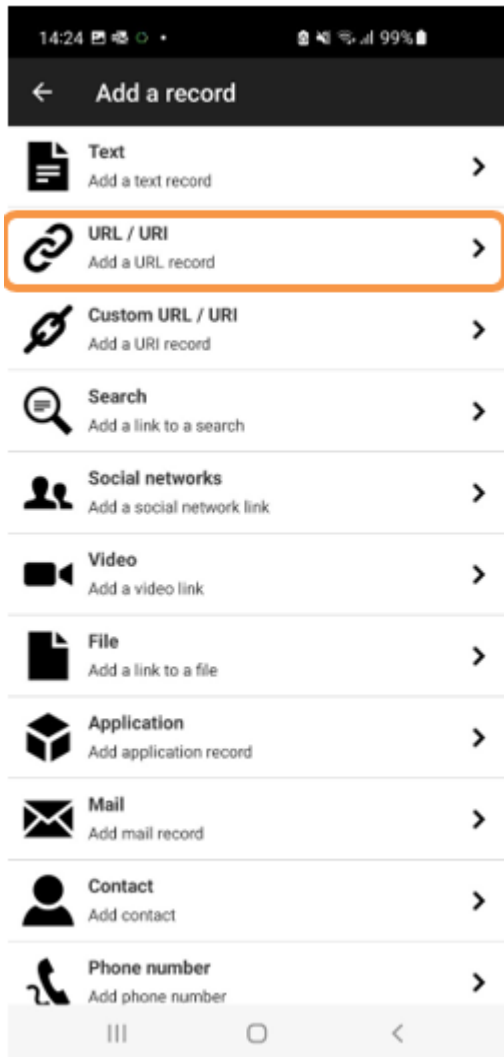- NFC enabled on IOS and Android

How to Configure the NFC Tag

Open the NFC Tools application on your phone.

At the top you will see four tabs, please go to **Write**.

You will then have the following options, please click on **Add a record**.
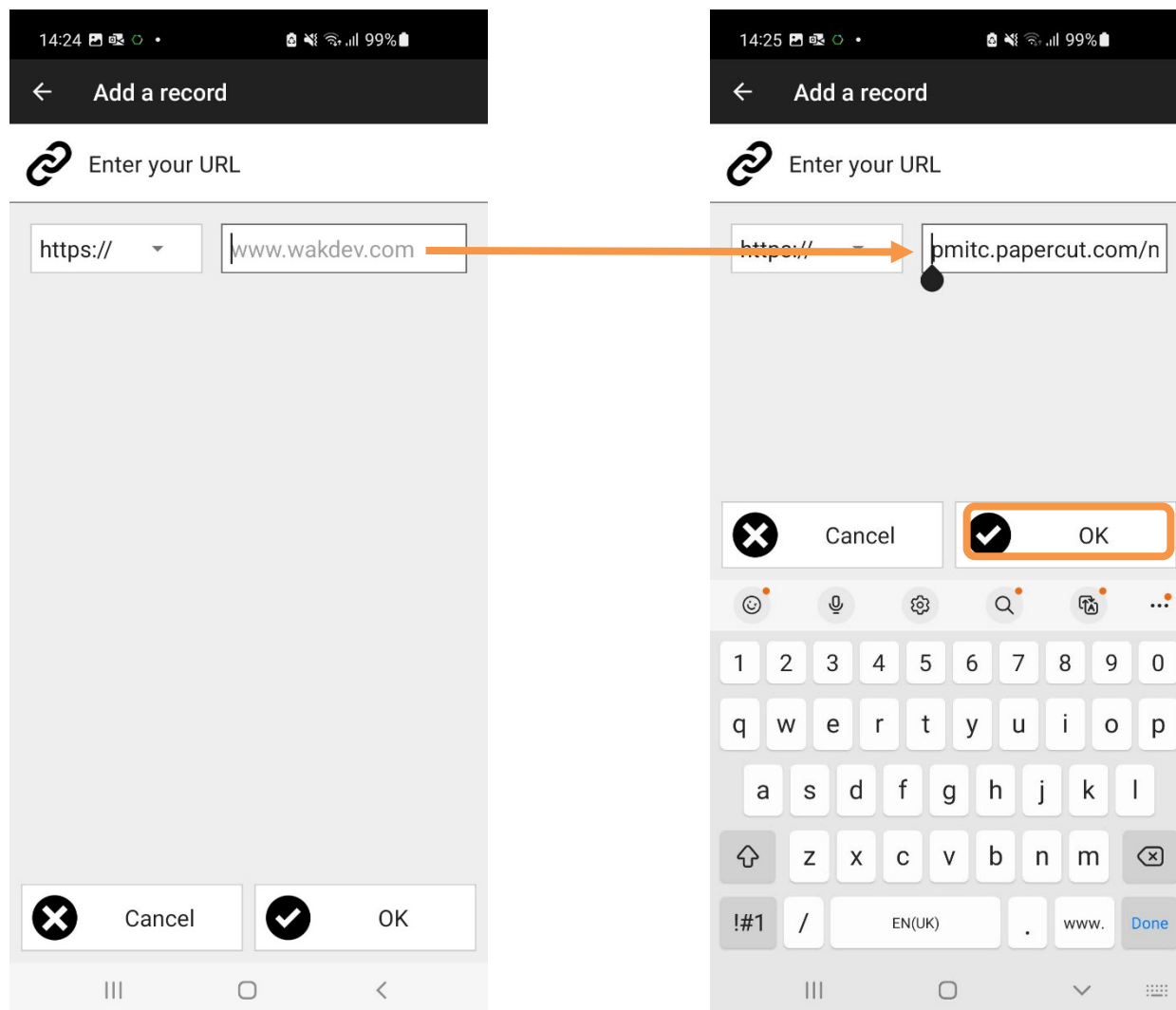
Once you clicked on **Add a record**, you will see the screen shown below.

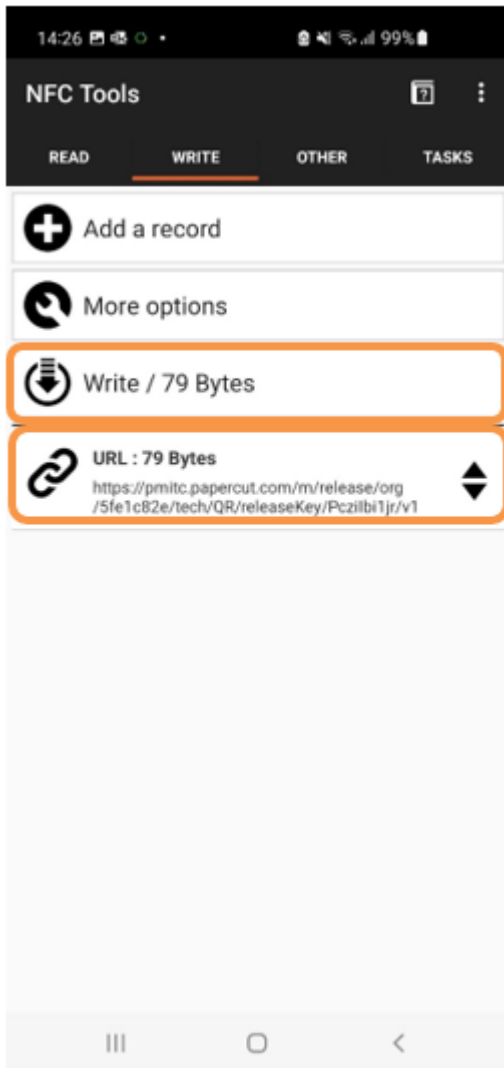We are going to use **URL / URI** as we need to associate one of our Hive Printers to a Tag.

You will now be able to add your unique URL path to a device.

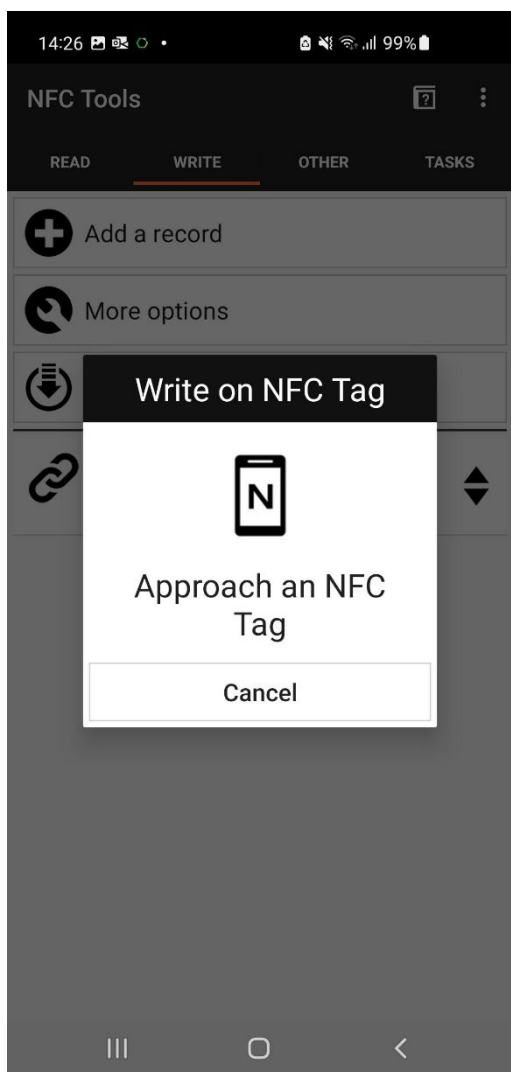***Please see [Appendix A](#) on where to find this unique URL.**

Once you have copied in the unique URL. Please click **OK**.

Next, you need to associate this URL with one of your NFC Tags. To do this you need to click on **Write**.

You can now see the **URL** has been added.

Hold your phone against the NFC Tag.

Once it has been associated with that Tag; it will show as **Write complete**.

The NFC Tag is now ready.

Next, stick the NFC Tag onto the designated device along with our custom overlay sticker.
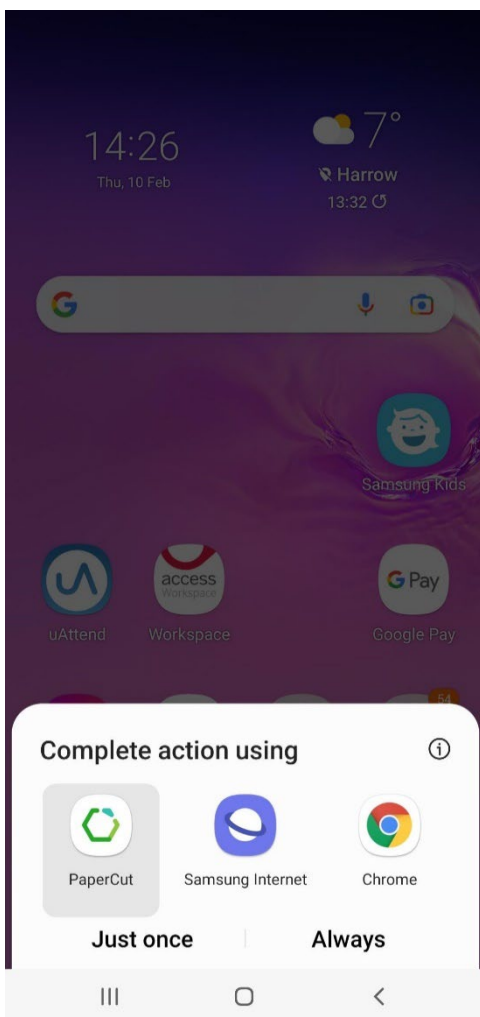
*Please note that you will need to create a new URL and write a new NFC Tag for each device.

Testing

Please note that the test steps below were carried out on an Android device, however the steps will be similar on an iOS device.
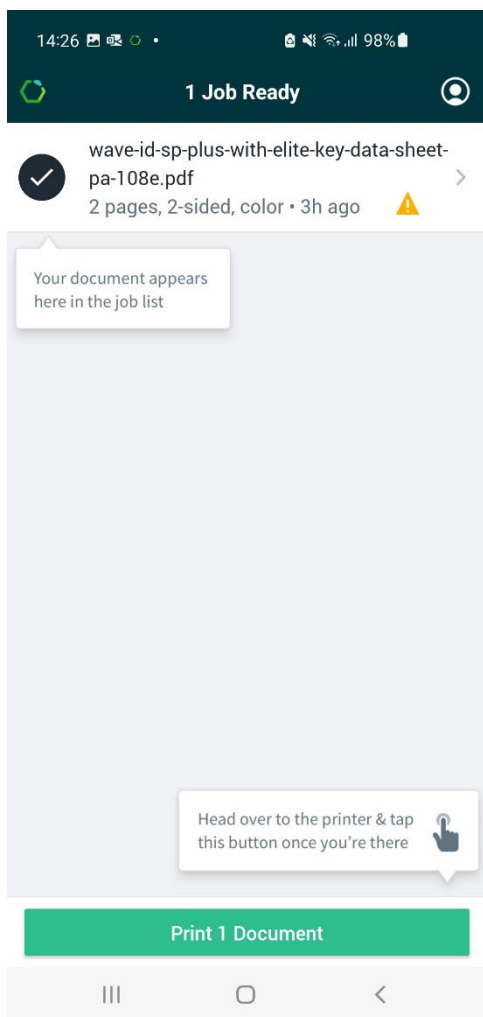
Now that you have finished setting up your NFC Tags, you should ensure that this works.

- From your desktop, please send a print job. If you are already a user within PaperCut Hive you should have the "PaperCut Printer" installed.
- Once you have done this, go to your preferred Printer.
- Hold your phone on the NFC Tag.

You will see a notification pop up
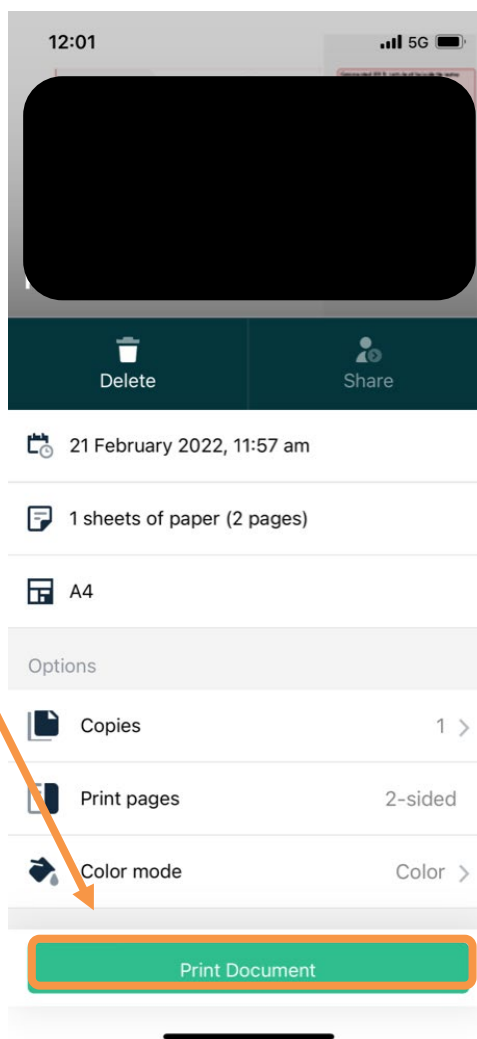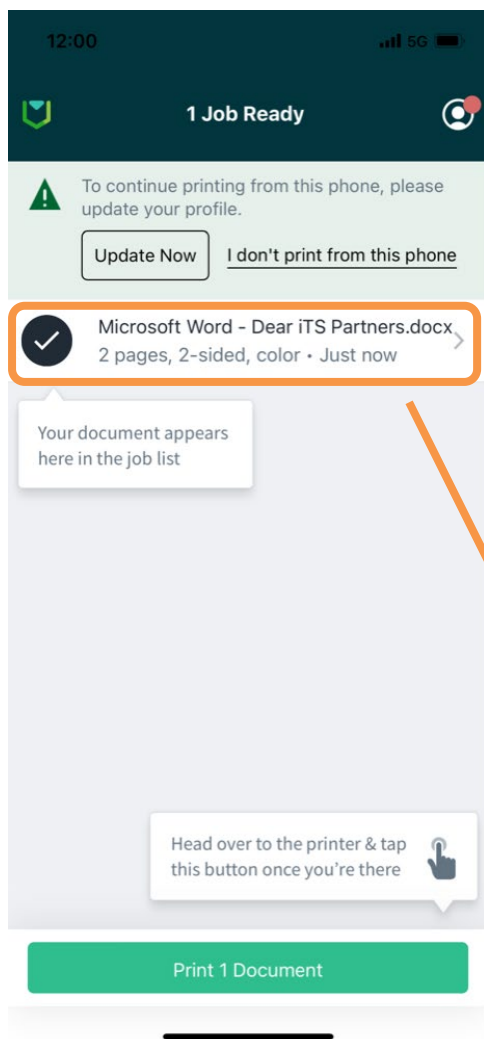i.e., **Complete action using**

Scenario One: Select the PaperCut App (if you have downloaded and installed it on your device).
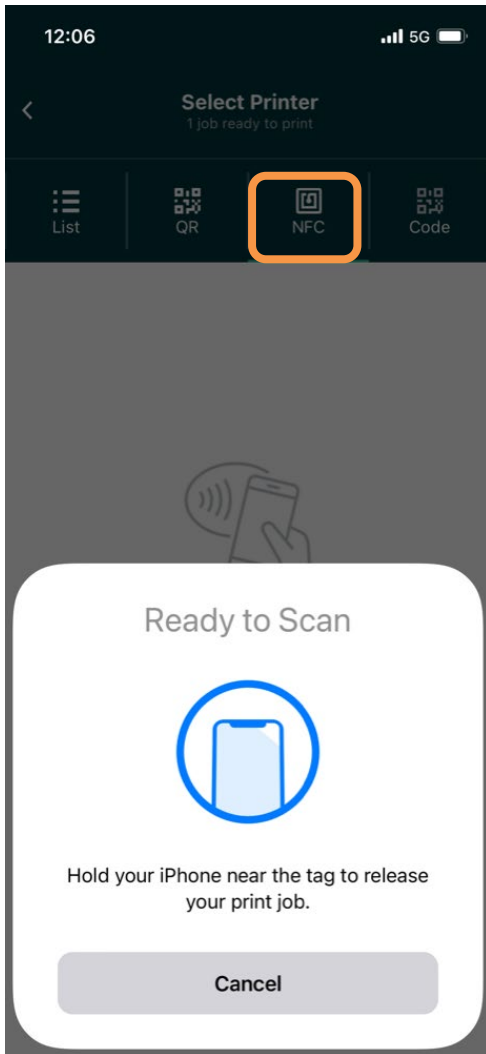

you can select to release your job. If the job successfully prints out on the preferred printer, it means that your NFC Tag has been successfully configured!

Scenario Two: Hive App open (This test has been performed on an iOS device)

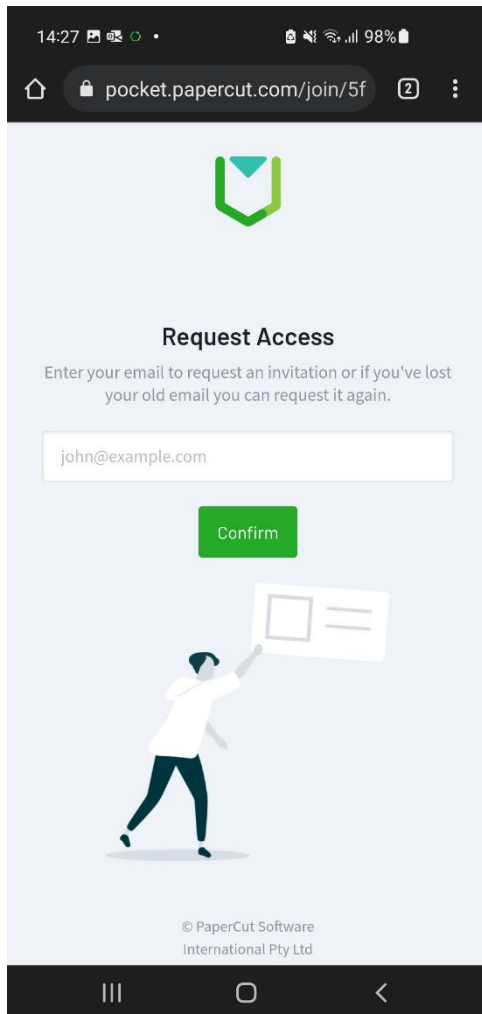- Open your Hive application and select your print job.

Select NFC

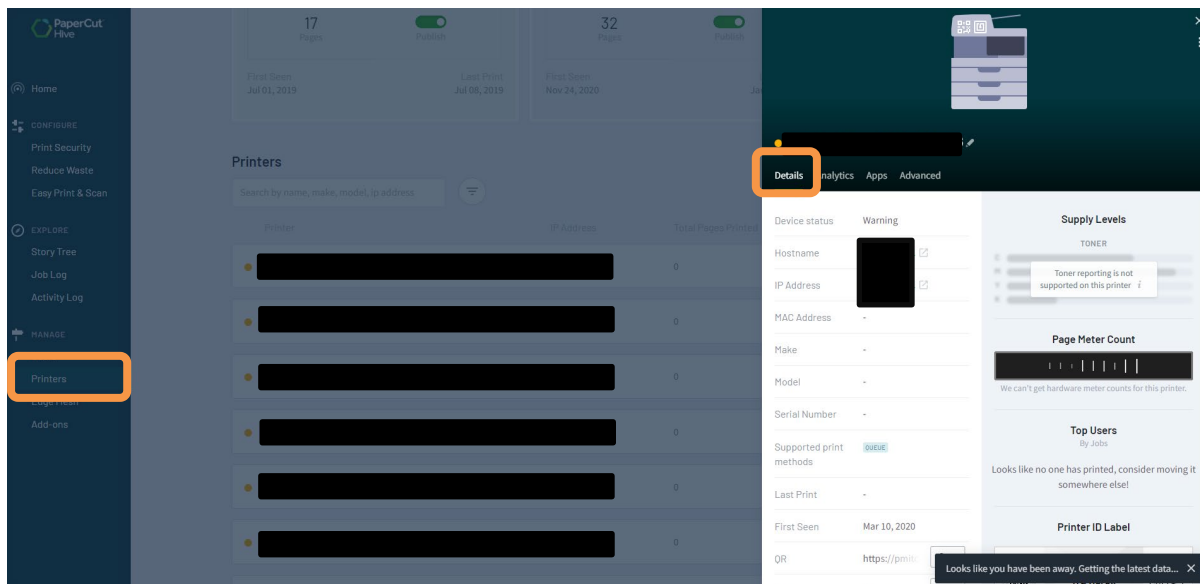Scan NFC Tag

Scenario Three: New user not part of the instance.

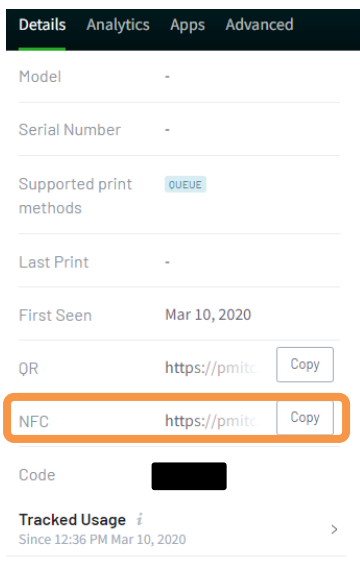You will need to follow the instructions to request access.

Please note, if the job does not print out on the preferred printer, please check the other printers in case the NFC Tags have been mixed up.

Appendix A

- Log in as an administrator on your PaperCut Hive instance.
- Go to printers.
- Find the printer you require, click on this to open the options. A separate pop up will appear on the right-hand side.

- Under the **Details** tab you will have all the information relating to this printer. Scroll down to NFC and click **copy**.

- You will use this URL to set up your NFC Tag for that printer.