Register A Card

Login quickly and securely using your card

1. Hold your card over the card reader

2. To enter your network login details select **User ID**

3. Type in your network user name then select **OK**

4. Now select **Password**

5. Type in your network password then select **OK**

6. Select **Login** to complete the registration
Release Prints

Login to the MFP to release your print jobs securely

1. Hold your card over the card reader.

2. Highlight your jobs individually or Select All

3. Select Print

4. Hold your card over the reader again to logout

Make sure you are using the right print queue! (Ask your IT dept. for details)
To change print settings select Properties then choose the options you require
Select **Scan To Me** first

Hold your card over the card reader.

Select **Scan Settings** to choose 2 sided scanning and others

Insert documents into the feeder face up. Select **Scan**

Once done hold your card over the reader again to logout
Copy your documents

1. Hold your card over the card reader.
2. Press the F1 function button.
3. Choose double-sided options if required.
4. Sort collates documents into sets. Staple available on selected devices.
5. Insert documents face up in the feeder and press Start.
6. Once done, hold your card over the reader to logout.