

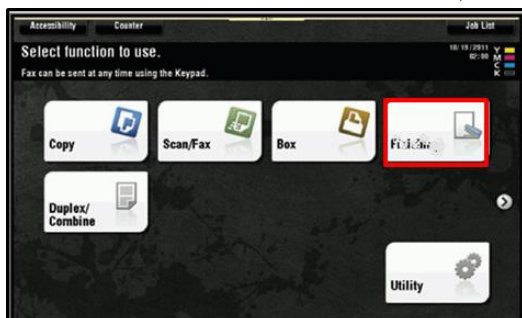
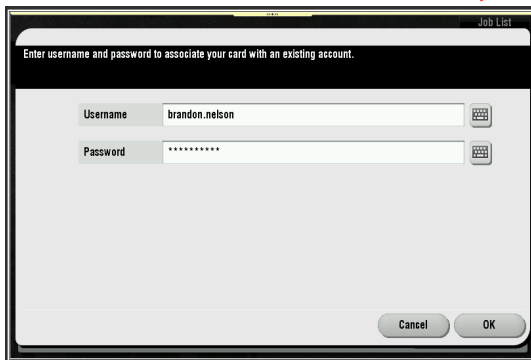
FIRST TIME USER

BADGE AUTHENTICATION



In order for District badges to work with the new copiers, they must first be associated with the staff members credentials.

1. Hold badge up to sticker on machine until a beep is heard. (The sticker on each machine looks like picture to the left)
2. Sign on screen will appear. Enter your user name and current password. (These are the same credentials you use to sign onto a computer.)
3. Click Ok, then click Log-In.
4. The copier will take a moment to authenticate your badge.
5. When your Log-In is successful you will see the menu screen for the copier and your user name in the top of the menu. (CRCS menu does not have as many icons.)
6. The next time you use the copier you will only need to hold your badge up to the stickered area on machine until you hear it beep.



THINGS TO REMEMBER

If you forget your badge at home you can always log in manually by entering your user name and current password.

If you get a replacement badge you will have to follow the steps listed above to marry the new badge with your District credentials.