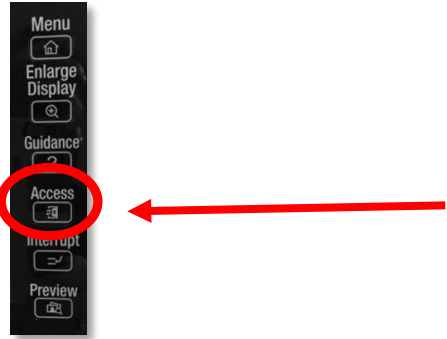
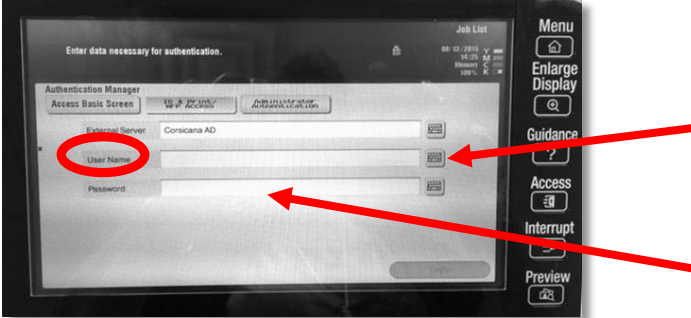





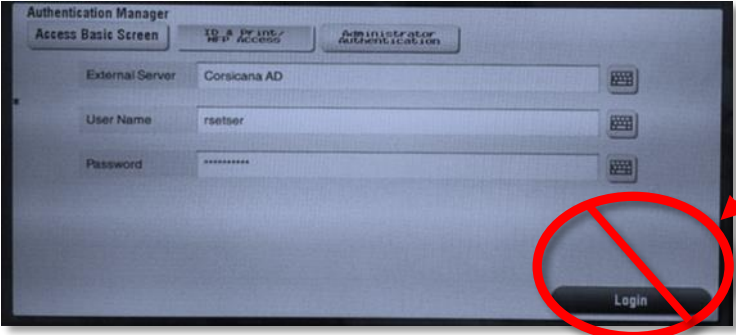


How to Setup “Copy Access” with a “Keyless Entry Badge”

Part 1 – Copier

	<p>From the Control Panel</p> <p>➤ Press the Access Button</p>
	<p>Enter the user name that you use to log onto a computer.</p> <p>Enter the password that you use when logging onto a computer.</p>
	<p>Press the Shift key to access the special characters such as @.</p> <p>Then press OK.</p>




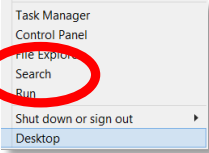
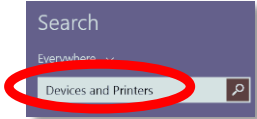
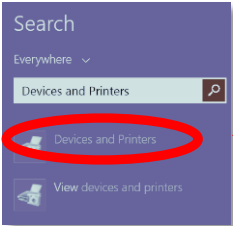
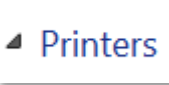

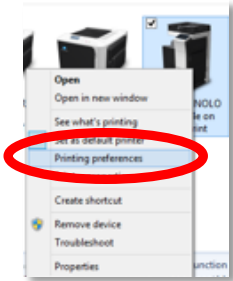
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	<p>After entering the user name and password,</p> <p><u>DO NOT</u> press the Login button.</p> <p>Scan your badge instead</p>
	<p>On the front of the machine, locate the card reader label.</p> <p>Scan/wave your card until you hear a clicking sound.</p> <p>Your card and user name are now authenticated.</p> <p>This is a one-time process.</p>
<p>After the initial pairing of user name and access card, simply scan card, then make copies. The pairing is only necessary once.</p>	
	<p>After making copies, press the "Access" button and choose "yes" to logout of the copier.</p>



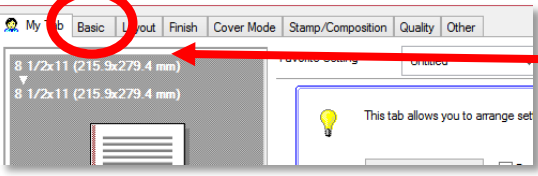
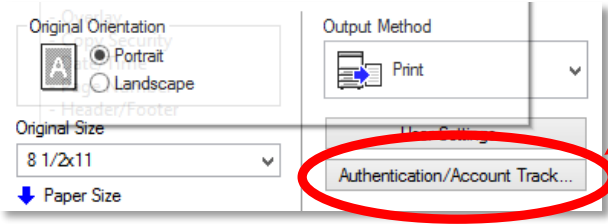
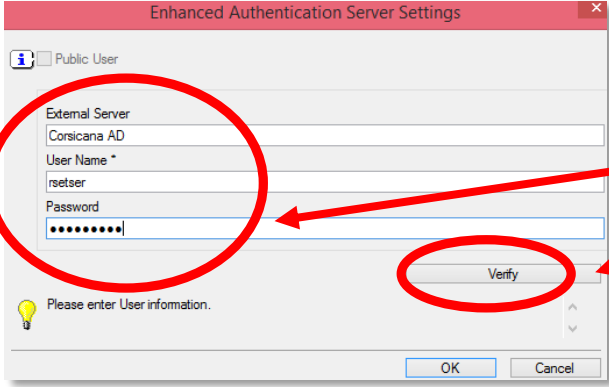
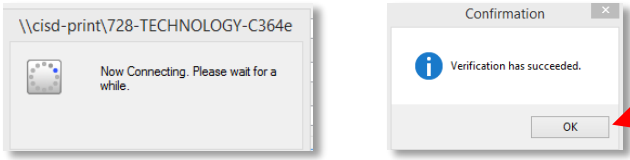

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Part 2 – Computer Authentication

	Right click on the Windows icon in the lower left corner
	Click on Search
	Type in Devices and Printers
	Locate & click on Devices and Printers
	Locate the Printers Section
	Copiers are named by the (campus#--location--model#) 728-TECHNOLOGY-C364e 041-WR500HALL-951 Locate the copier(s) you print to
	Right Click on that copier and select “Printing preferences”



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	<p>Select the “Basic” tab</p>
	<p>Click on “Authentication /Account Track....”</p>
	<p>Your username will already be listed</p> <p>Enter your “Password”</p> <p>Click “Verify”</p>
	<p>After successfully verifying....</p> <p>Click “OK”</p>
	<p>Click on Apply</p> <p>Click OK</p> <p>Close the "Printer Preferences" window</p>
<p>If you print to more than one copier, each copier must be authenticated from your computer.</p> <p>Repeat the authentication steps for each copier before closing the “Devices and Printers” window.</p>	
<p>Close the “Devices and Printers” window</p>	