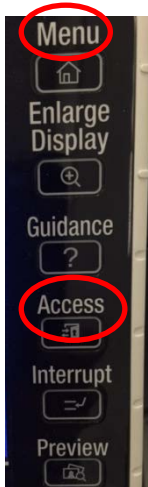
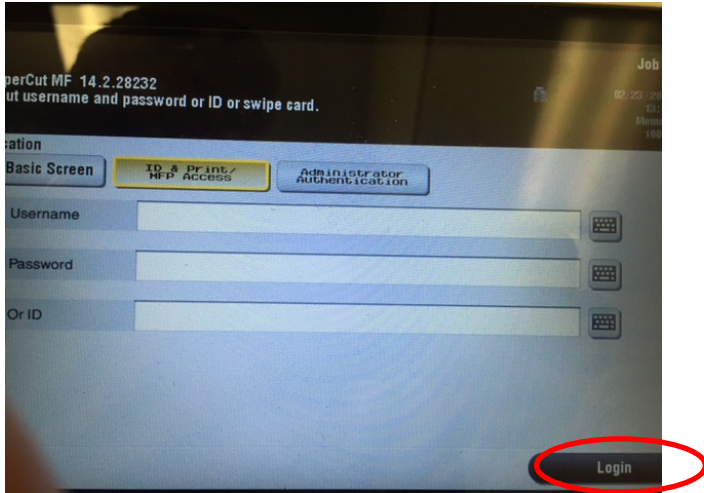


How to access copiers without a badge

- Log in with computer username and password
 - Touch Username field, enter your computer username, touch OK. Touch Password field, enter your computer password, touch OK.
 - You will be returned to the Username, Password screen with the fields filled in. Touch Login.



The machine defaults to the Copy Screen. For other functions, touch the Menu button.

When you are finished, touch the Access button to logout. On the next screen choose Yes.

