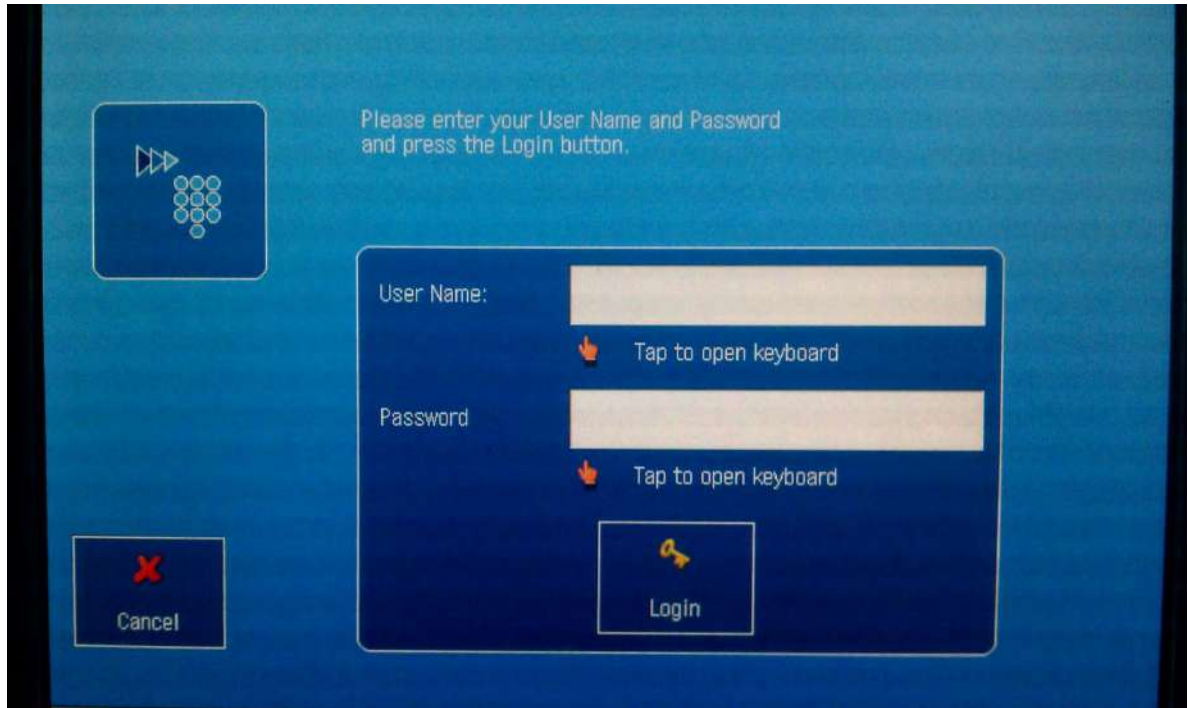


How to Register a User for Copying with the MiCard Reader

Note: This card registration procedure is only required to be performed once by the user.

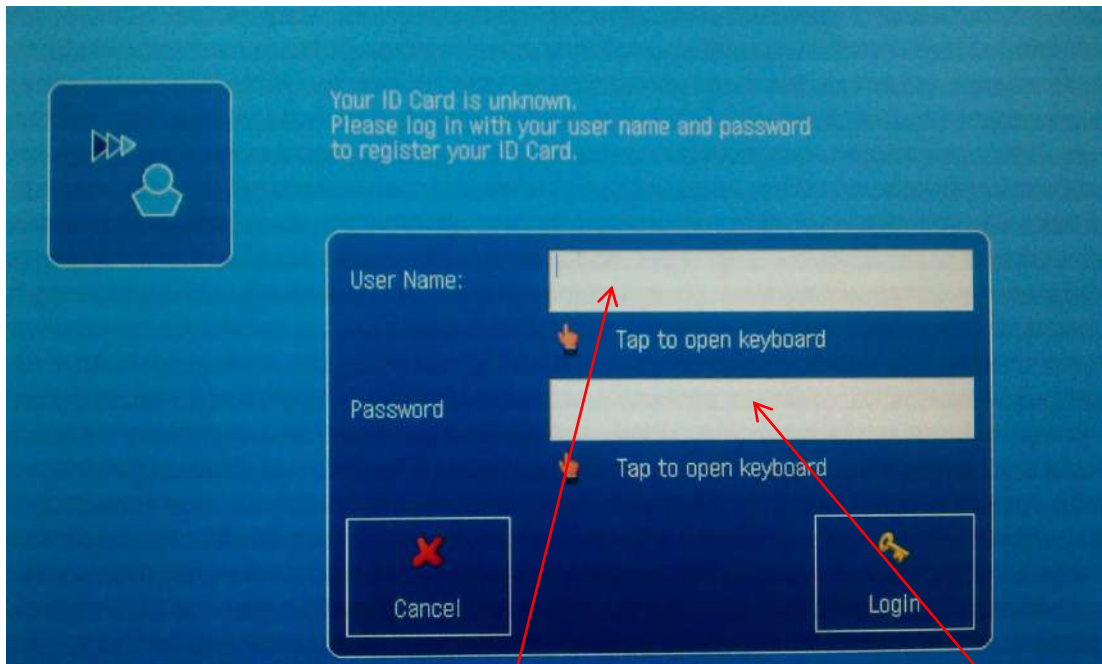
- 1) The following screen will be displayed by default when you walk up to make a copy.



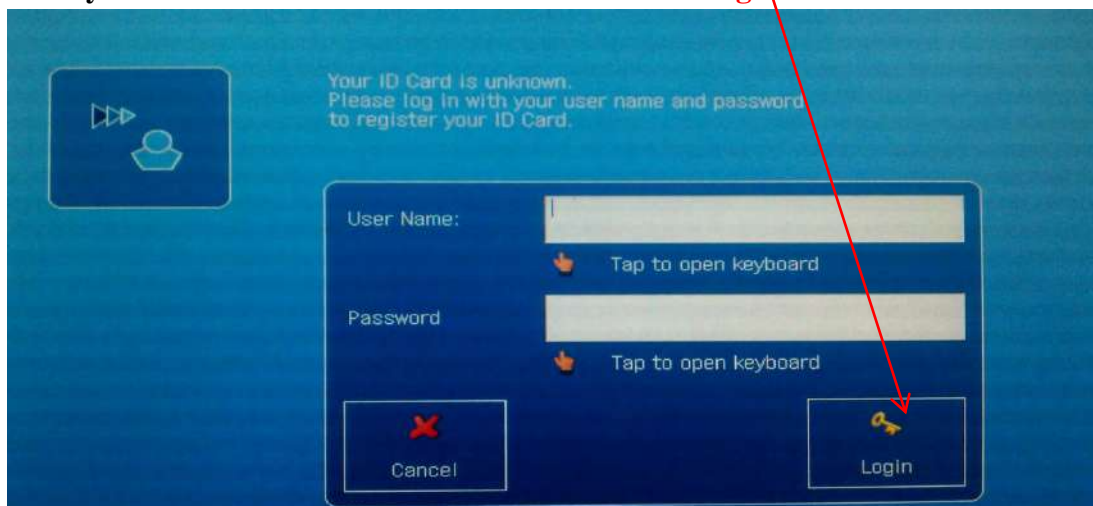
- 2) Locate the card reader (shown below) attached on the copier, and swipe your ID card once over it.



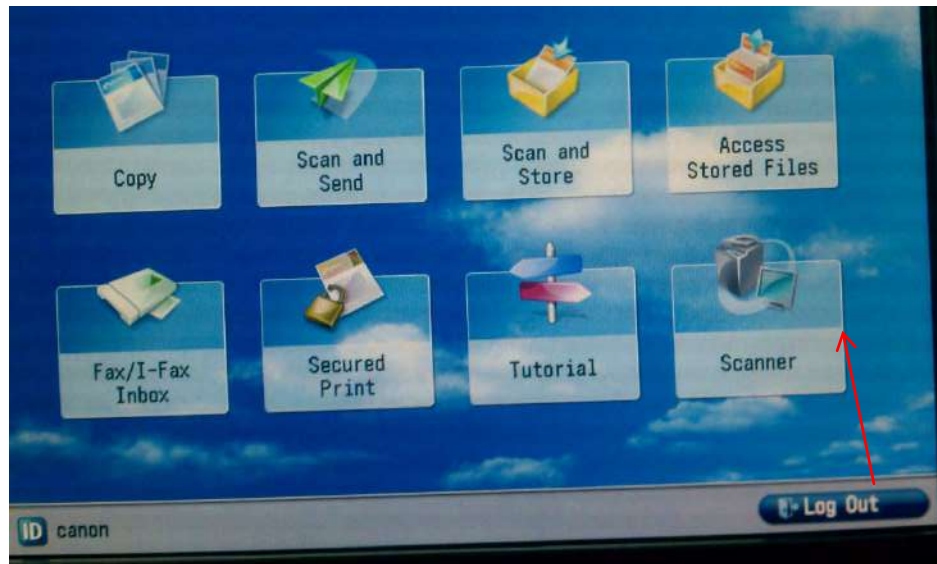
- 3) Once you have swiped your card, you will see the following screen below displayed on the copier.



- 4) Enter your **computer** log in **user name** in the "User Name field", and your **Password** in the "Password" field. Once you select the field to enter your information, it will invoke the keyboard on the copier allowing you to type in the information. **Note: if your password has upper case and lower case characters, make sure you select the "Shift" key on the keyboard to enter your characters correctly.**
- 5) Once you have entered the information select the **"Login"** button.



- 6) If you have typed in your credentials correctly, then the copier panel will be unlocked, as shown below, and will allow you to make your copies. **If it does not accept your user name and password, go back to step 1 and make sure you are typing in your information correctly.**



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- 7) Once you have finished copying, please make sure to select the **“Log Out”** button to log yourself out from the copier.
- 8) Now that your card has been registered, any time you need to copy you just need to swipe your card over the card reader, and the copier panel will be unlocked automatically for you, allowing you to copy. **Note: If you should lose, or forget your card, you can still make copies by entering your user name and password at the log in screen as well.**