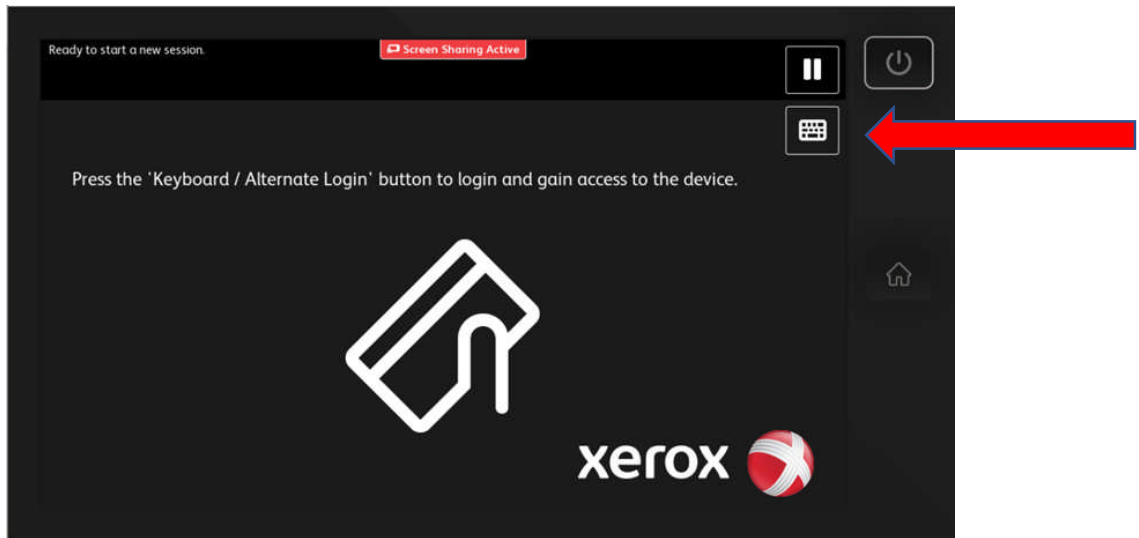
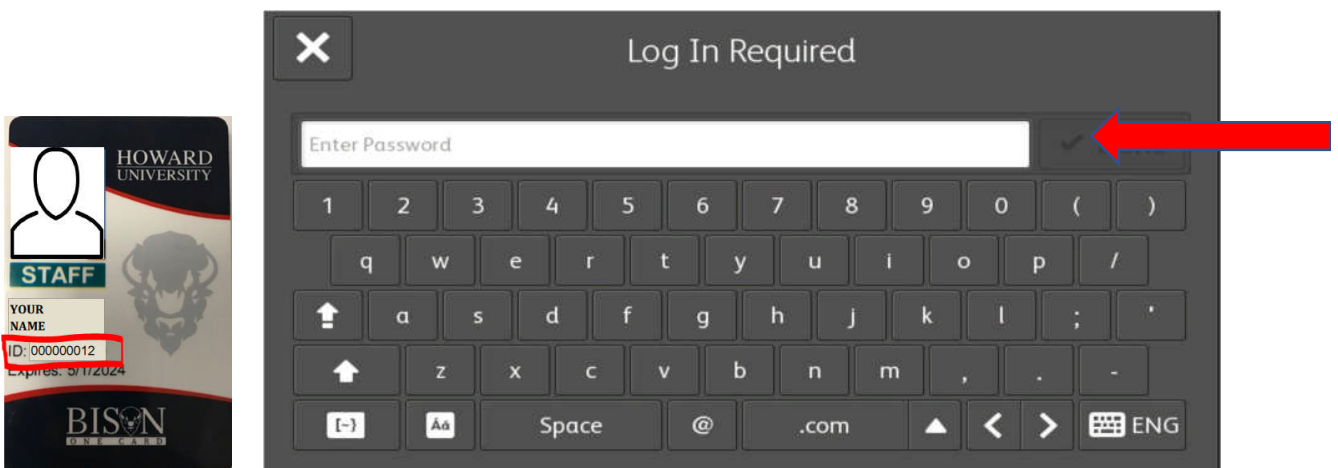


How to Log-In to your device to access all Features

- 1) At the device Touch Screen, press the Keyboard Icon – noted by **red arrow**



- 2) Enter your User ID located below your name on your ID Card and press “Done”
If you have an older version ID Card with only two zeros at the front, you will need to add an extra zero to log in



- 3) To release your print jobs at the device, select Print Release and select the Job(s)

