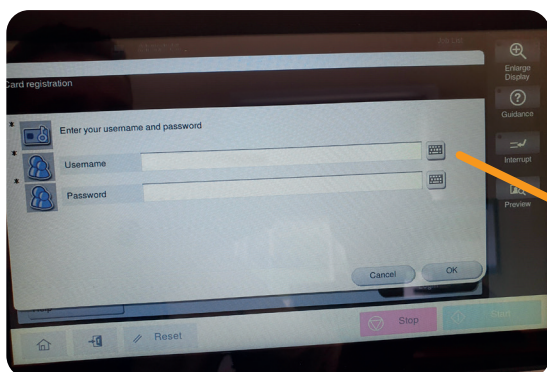


CARD REGISTRATION



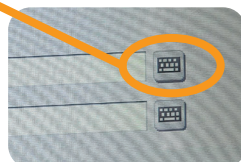
1

Swipe your ID badge on the printers card reader image

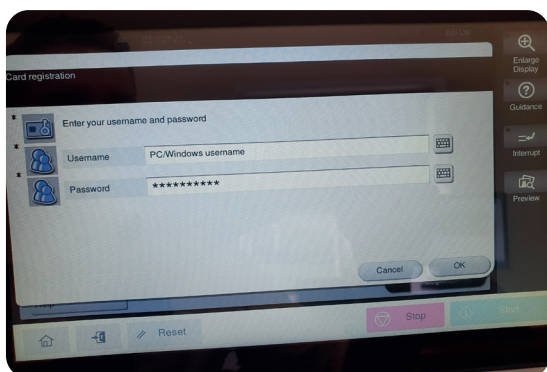


2

You will hear a beep and will be brought to the card Registration screen.



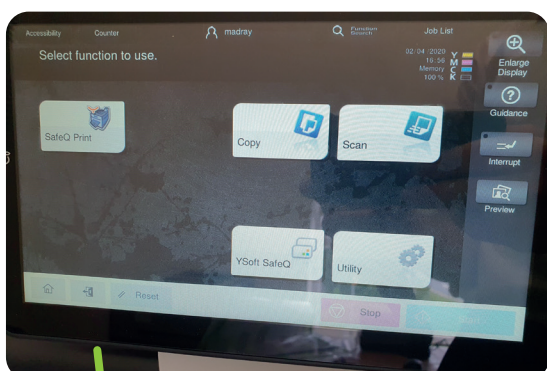
Press the 'keyboard' icon to enter details



3

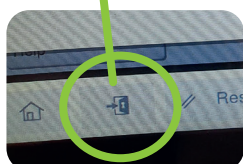
Enter your PC/Windows username & password into the fields provided.

Then select OK on the bottom right



4

Your Card is now registered.
You can continue with the below options to Print, Copy or Scan to your email.



Once you are finished, logout with the door symbol on the bottom left.