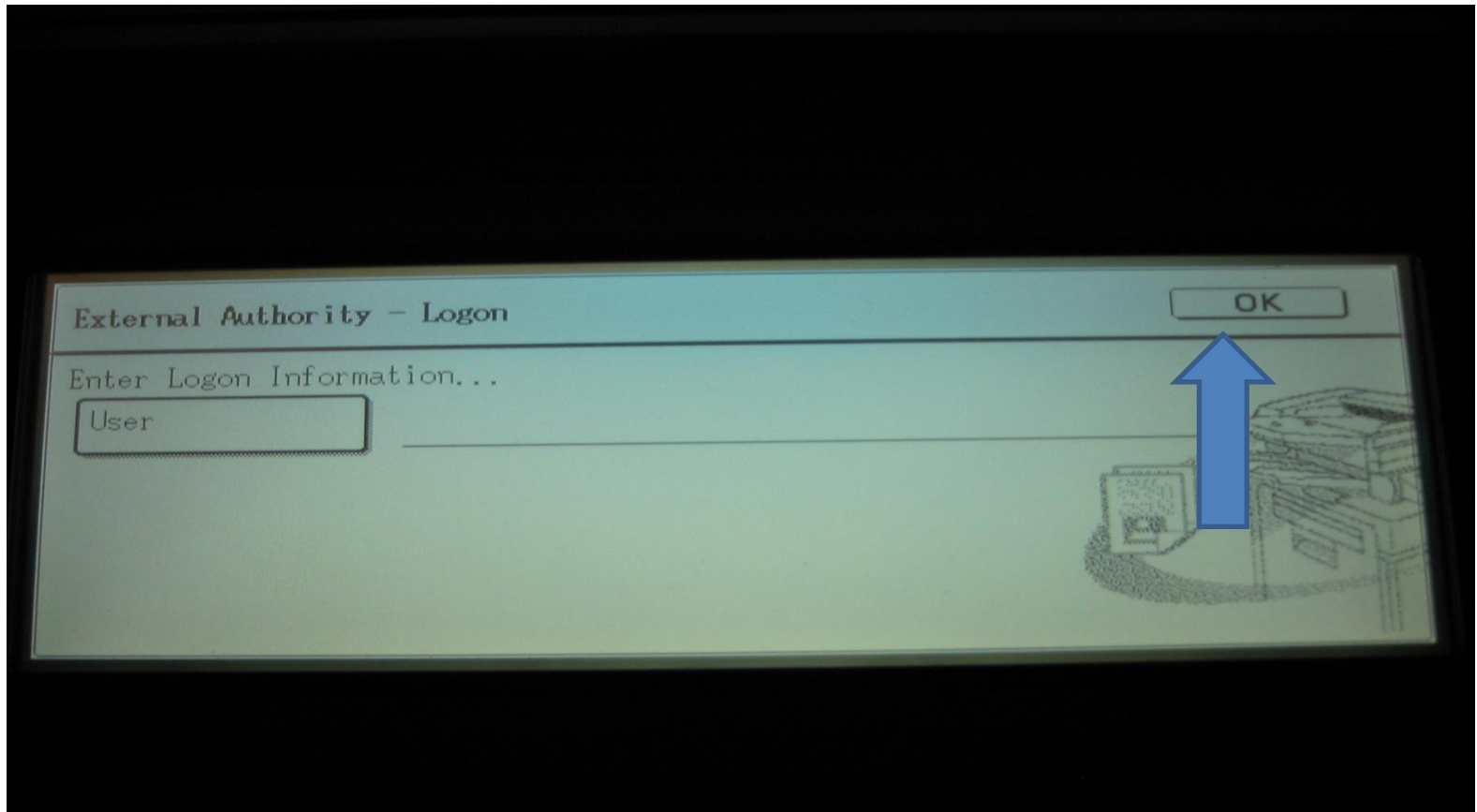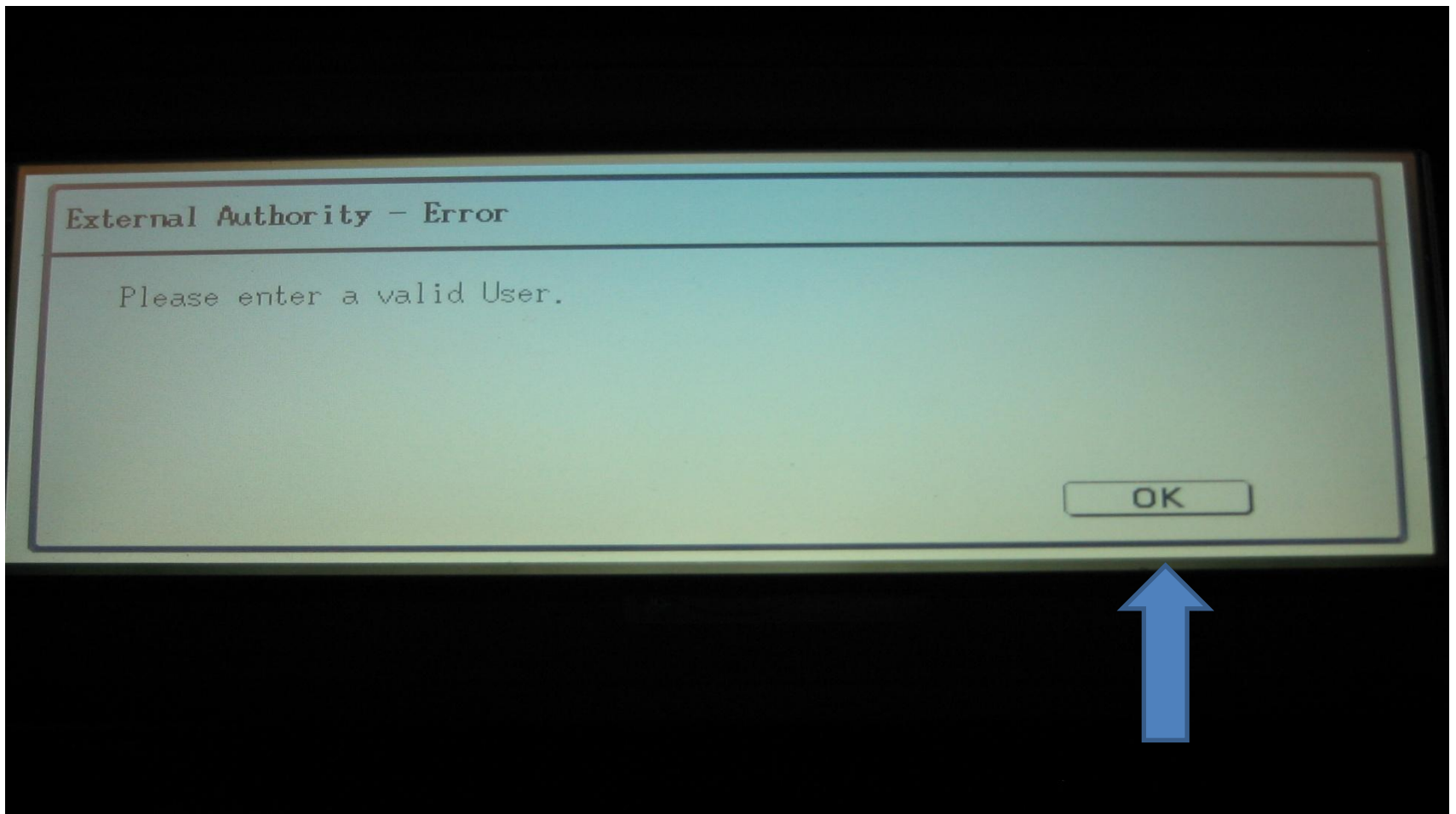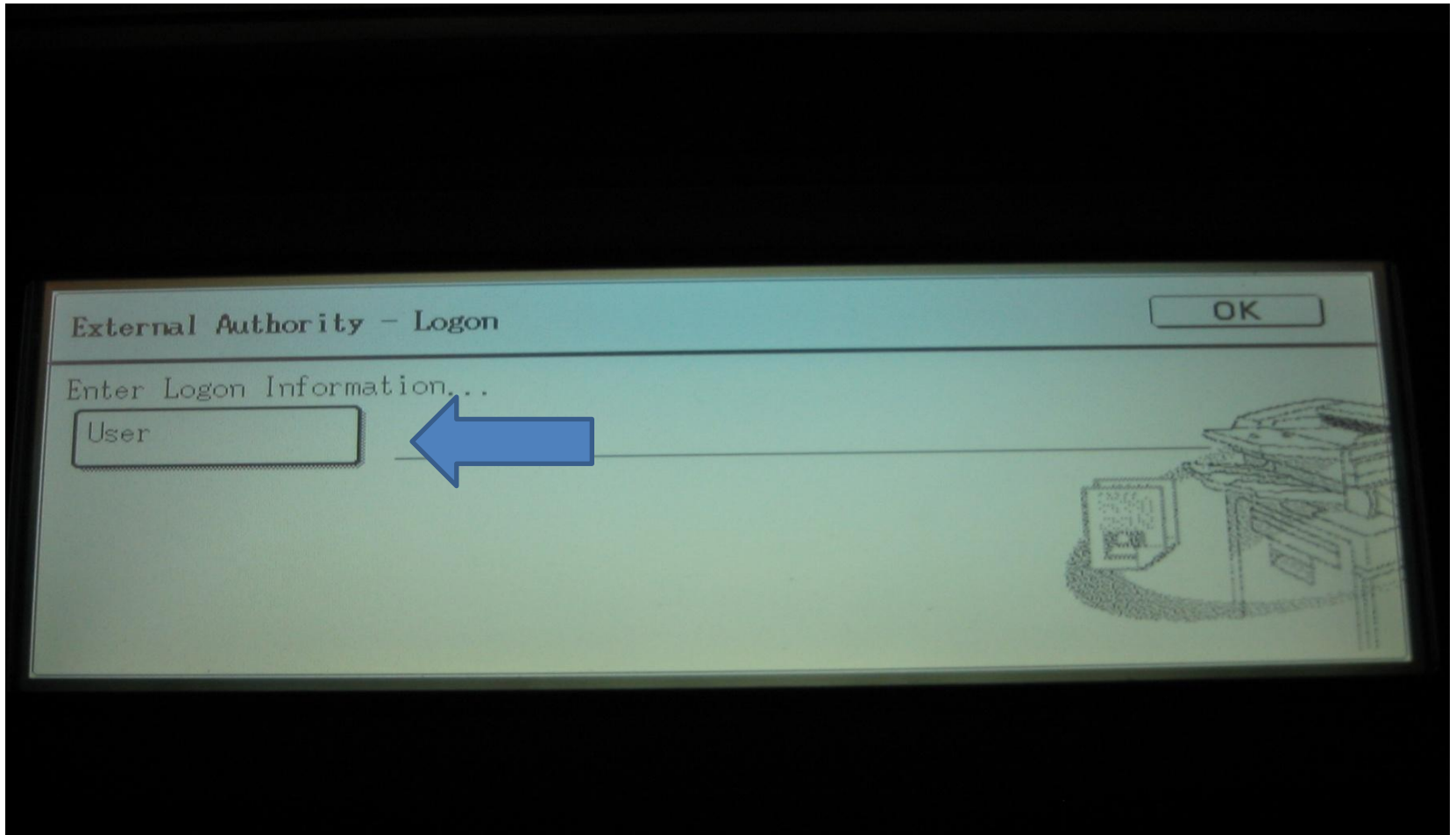# 2nd Floor Copier
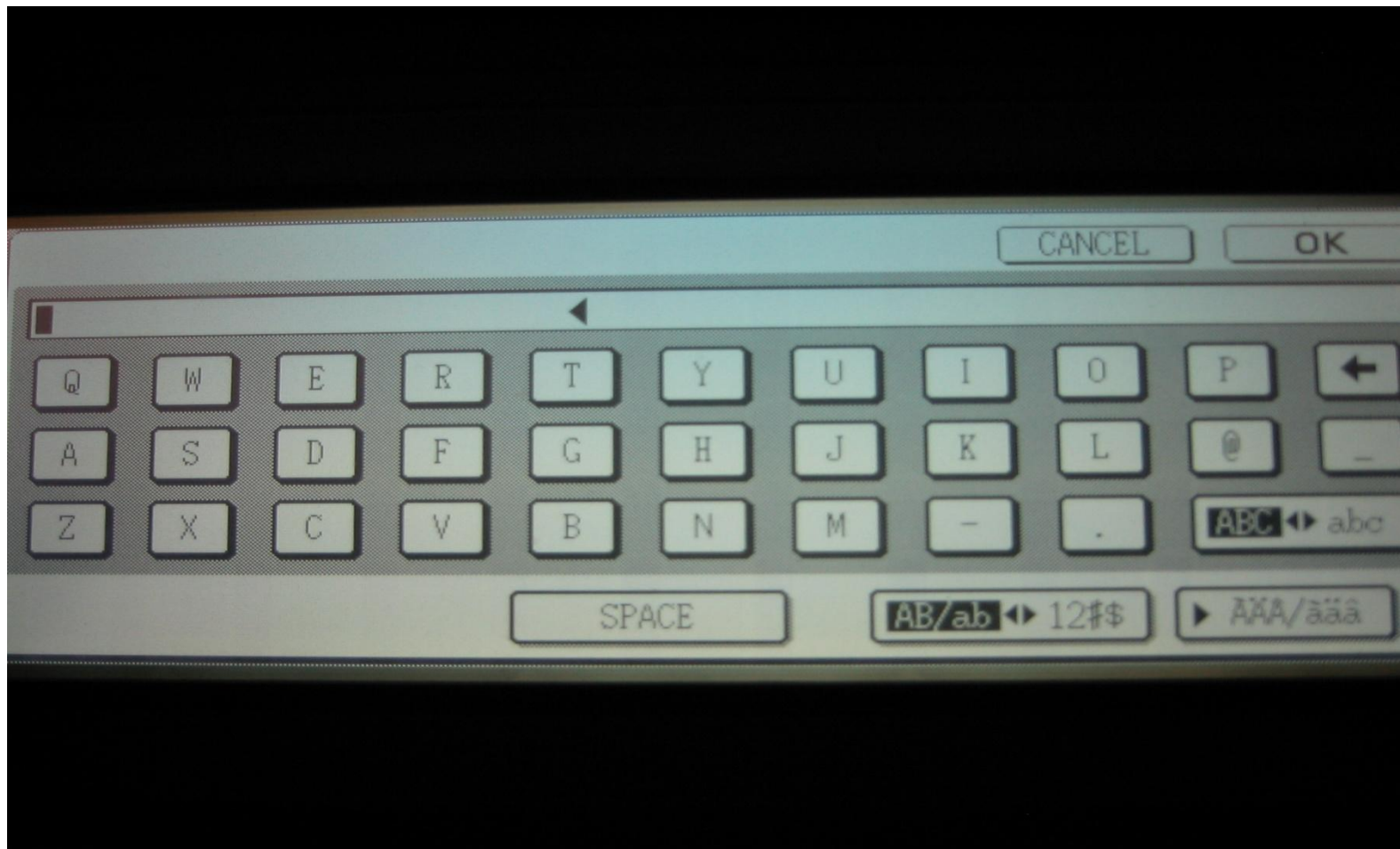
How to Log On

Log on Screen

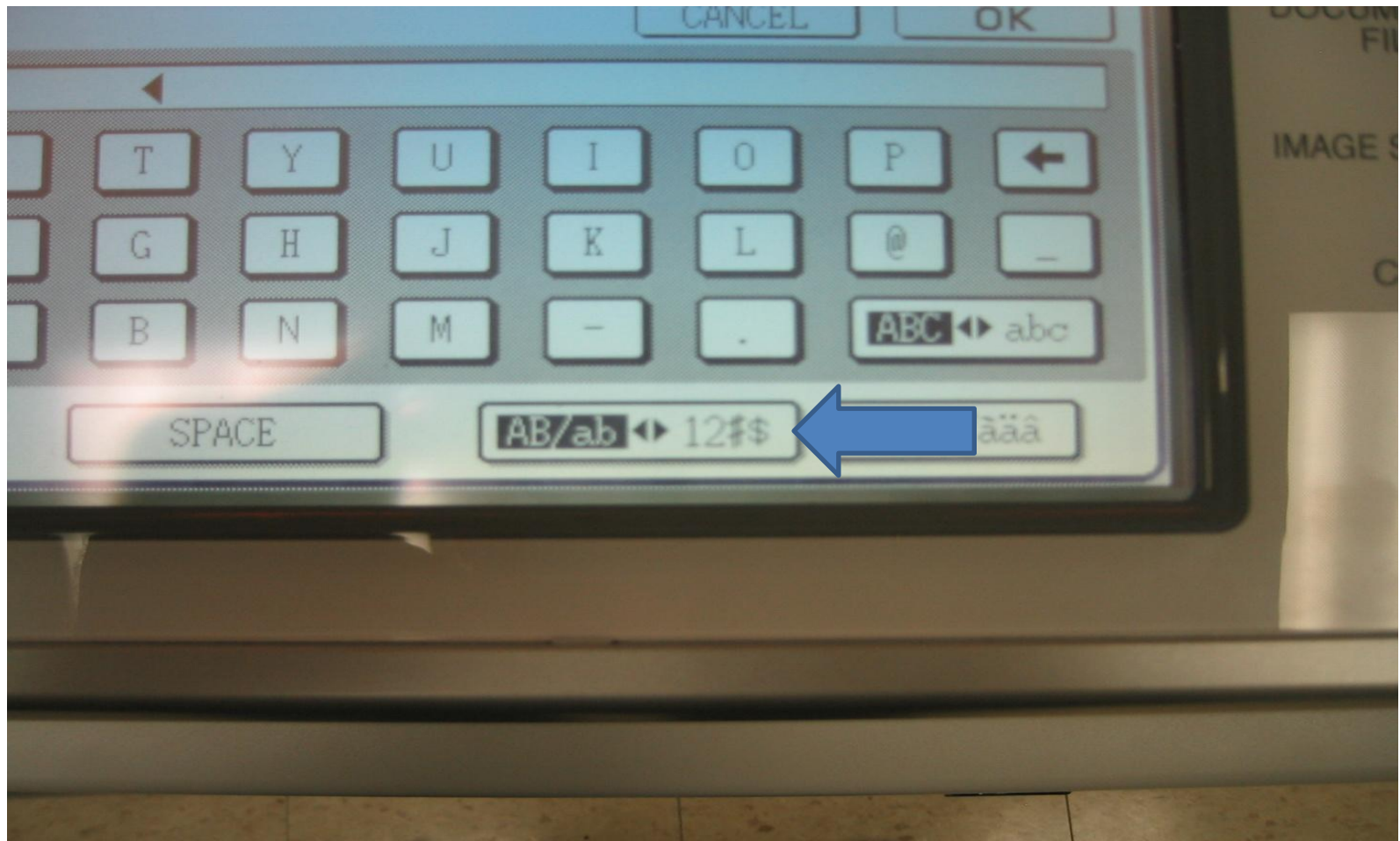This is the First Screen you will see.
If you were to touch the ok button...

…You would see this screen. You don't want to see this screen. If you were to see this screen, touch the ok button and you will be returned to the log on screen.

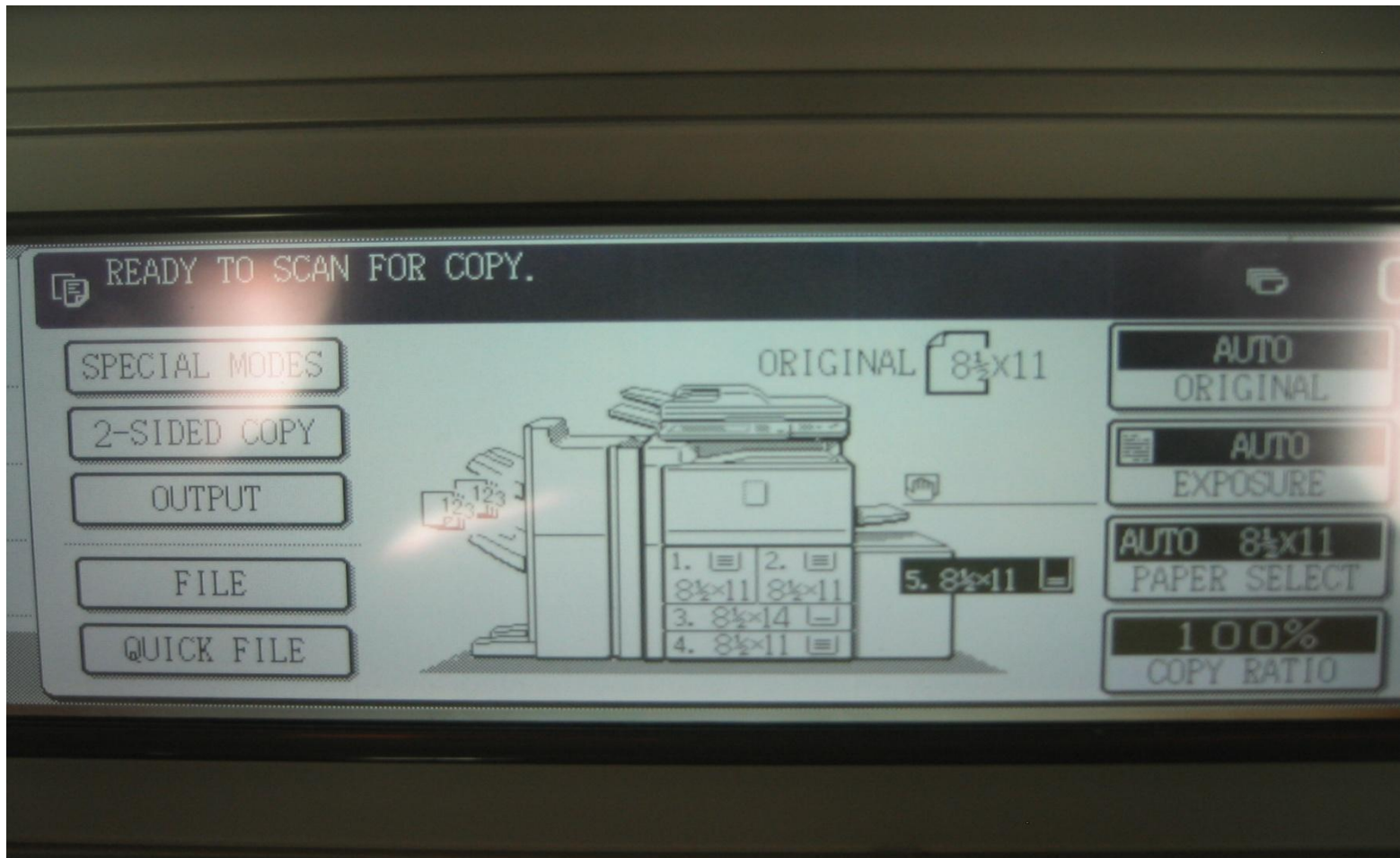…When at the log on screen, touch the user button (pointed out in this slide by the blue arrow) and you will see…

…This screen appear…

You will notice the previous screen shows only letters. You need numbers to log in with your id. To display numbers, touch the button (pointed to by our blue arrow) near the bottom right of the screen.

…The keys on the screen will shift to numbers and you can now enter your id (the last five of your university id number). Press the ok button once you have finished entering your id number…

You will now see this screen and can begin all copying functions.