

# MFD (COPIER) - USER ACCESS INSTRUCTIONS

## KCC ID NUMBER AND PASSWORD REQUIRED FOR ACCESS

### FEATURES AVAILABLE ON THIS COPIER

#### COPYING

SCANNING: STORE TO FLASH DRIVE

PRINT: FROM FLASH DRIVE

PRINT: FROM YOUR COMPUTER - SECURE QUEUE

### QUESTIONS ABOUT THE COPIER

Please contact:

June Lewis in Print and Document Services

at extension 2379 or e-mail [lewisj@kellogg.edu](mailto:lewisj@kellogg.edu)

#### ***KCC Staff with a ID Badge/Key Card:***

First time using?

Swipe your ID Badge/Key Card over the card reader then manually key in your K-ID number and password to link you ID Badge/Key Card to your K-ID number.

**Next time just swipe your ID Badge/Key Card!**

Once you are done, please be sure to **LOG OUT** using the touch screen "Log Out" button in the lower right corner  
OR  
the "Log IN/OUT" button to located to the bottom left of the number key pad.

1. When you walk up to the copier you should see a blue screen with 2 white boxes and a login button.  
**User Name = K-ID Number**  
**Password = Password**
2. To enter your K ID number tap on the first "white box", a touch screen keyboard will appear once you have entered your info press "OK" in the lower right corner. Repeat this step with the second "white box" to enter your password.