

Having trouble logging into a copier?

Just to verify – you are using your K ID # and password (same as you use on a computer) to access the copier?

Two things we have found when someone is having trouble logging into the copiers:

1. If someone has characters or capital letters in their password – the shift key locks (just like a caps lock key on the keyboard).
2. The second is that they are not tapping the keyboard hard enough to record each character in their password.

If you try to log in more than three times in a row it will lock you out of KCC systems for up to 15 minutes.

If you are having trouble and have tried all the suggestions above relevant to the copier you are trying to use, please contact us for additional help at:

Direct dial: 269-660-7767

Extension: 2568

Email: pds@kellogg.edu