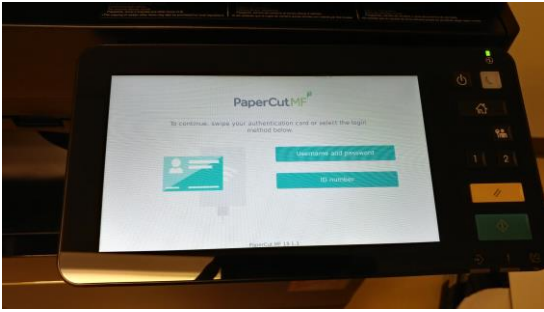


When you approach the copier you will have the following screen

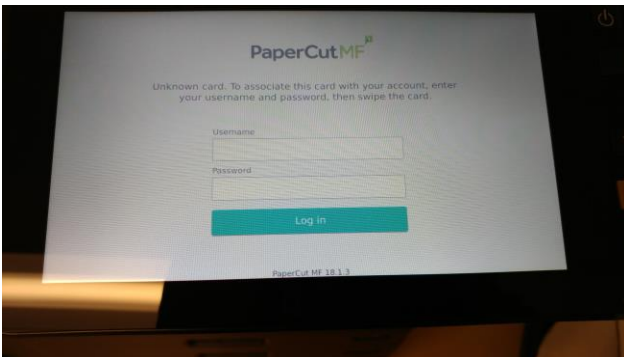


Scan your badge on the "Badge Here" location on the front of the copier

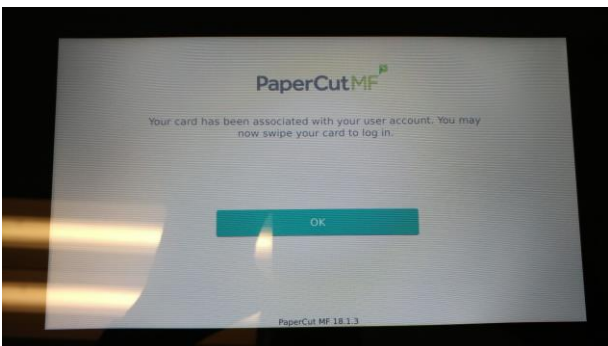


The first time you use your badge you will need to set your email address up so your badge is linked with your FCPS email.

Put your FCPS email in the screen that comes up and your email password and hit login

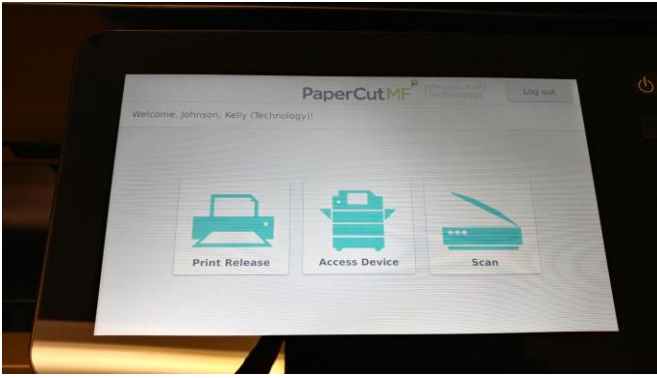


You will get this screen after you hit login



Tap OK and that will take you back to the initial screen.

Tap your badge again and you will get the following screen



Print release is where your print jobs are waiting to be released to the copier. Access Device is used if you need to make copies and Scan will allow you scan to email, Google Drive or One Drive. I have attached screens of those below.

