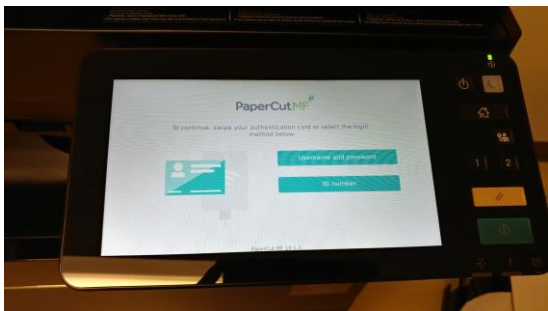
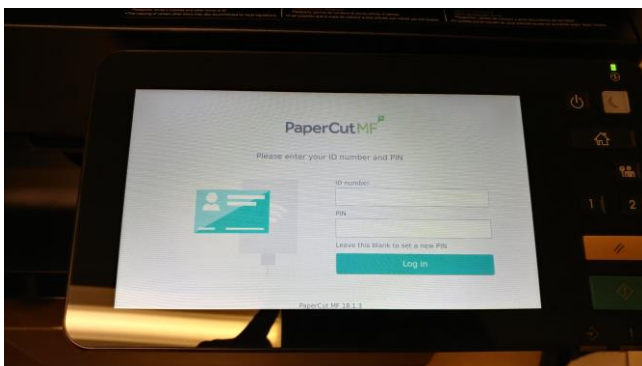


When you approach the copier you will have the following screen

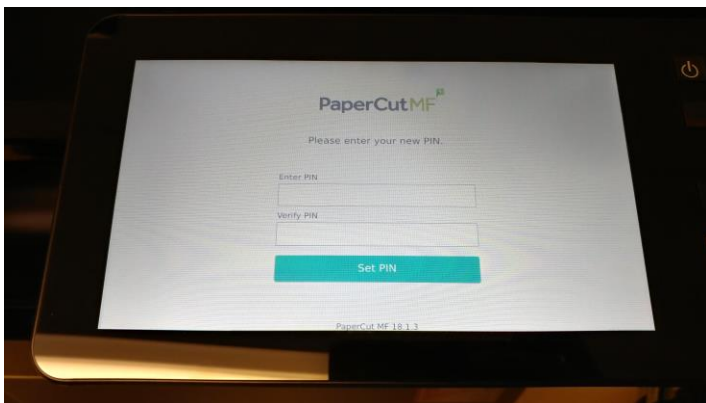


Select ID Number from the screen

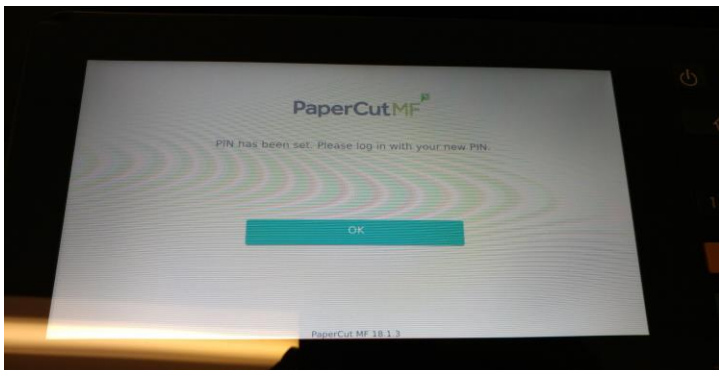
Put your FCPS employee number on the screen that comes up and select login



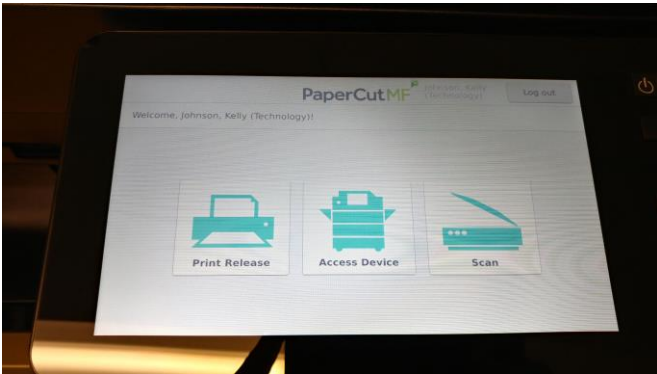
You will get this screen after you hit login, you will need to set a 4 digit numeric pin.



Select OK once your pin is set, You will only need to set the pin the first time you use the copier



Select ID Number from the main screen to login 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.

