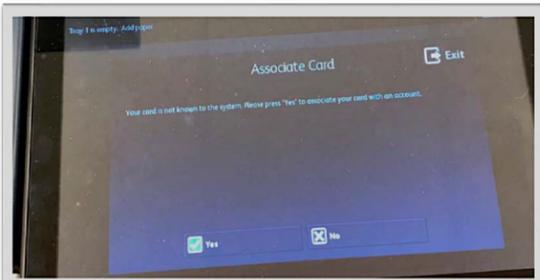




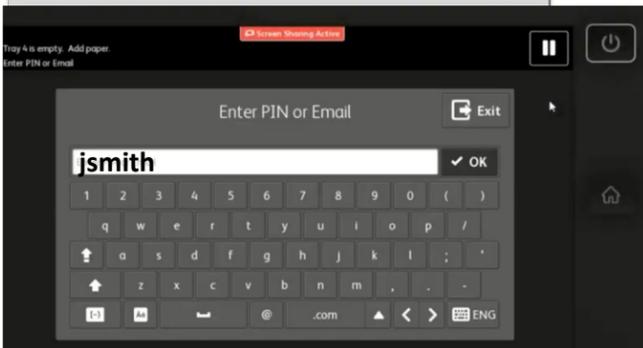
USER BADGE REGISTRATION & USER REGISTRATION



1. To begin the **ONE-TIME** user registration at the copier, go to the machine and place your badge over the badge reader. This will vary based on the copier & badge reader type.



2. Associate Card: You will see the following prompt to begin the association process. Please press Yes.
BADGE ASSOCIATION IS A ONE-TIME STEP.



3. Associate Card: Enter your District Username (without the @dallasisd.org) and click OK.

Enter your District Password (typically the same as your computer password) and click OK.

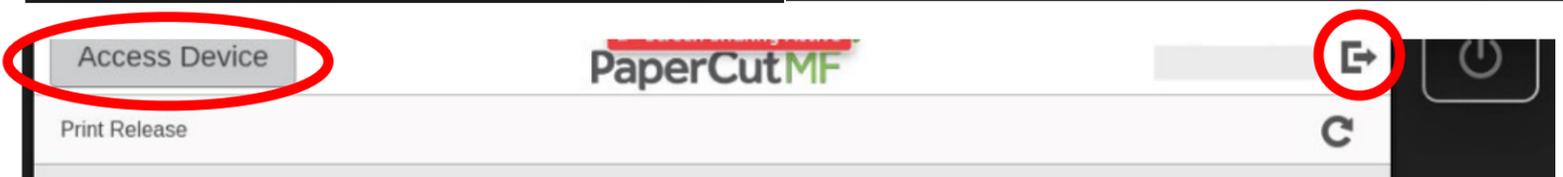
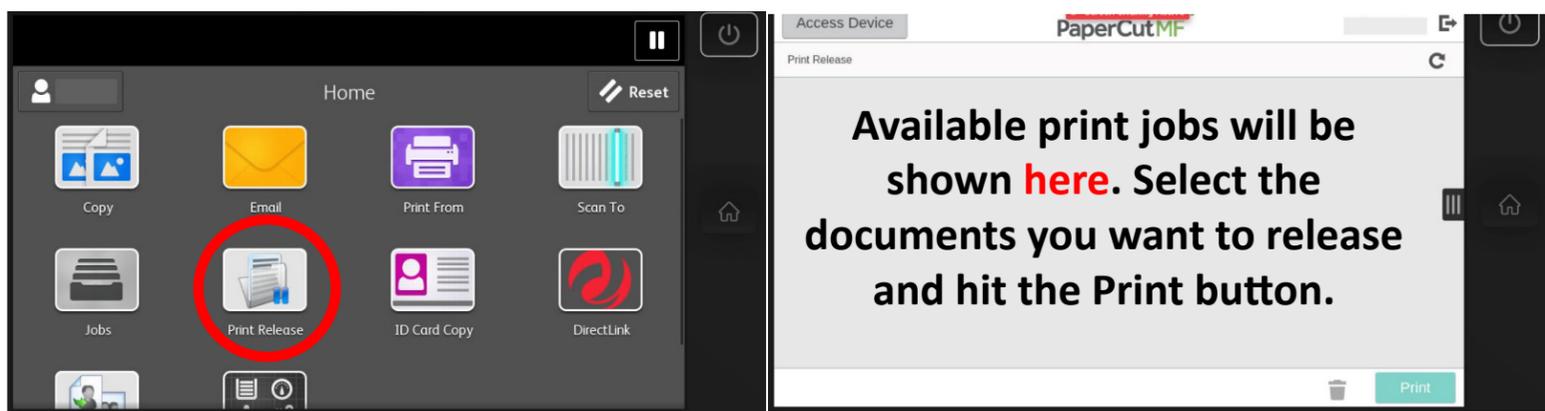
“Successfully associated card with the account. Press ‘Yes’ to continue.”

If your credentials were able to be verified by the system, you will see the message above.

If the card association fails, please verify your credentials and try re-entering your Username/Password. (Passwords are case-sensitive). Contact IT or helpdesk if your badge registration is unsuccessful.

PRINT RELEASE FUNCTION / SECURE PRINT

Once you have authenticated to the copier, you can now access available functions. Select the Print Release icon to see your held print jobs.



Once the print jobs have completed, click the Access Device button to return to the Home screen. A confirmation screen will verify the user account currently logged in.

Click the Access Device button to return to the device Home screen.

If you are done using the copier, you can select the exit icon to log out completely.