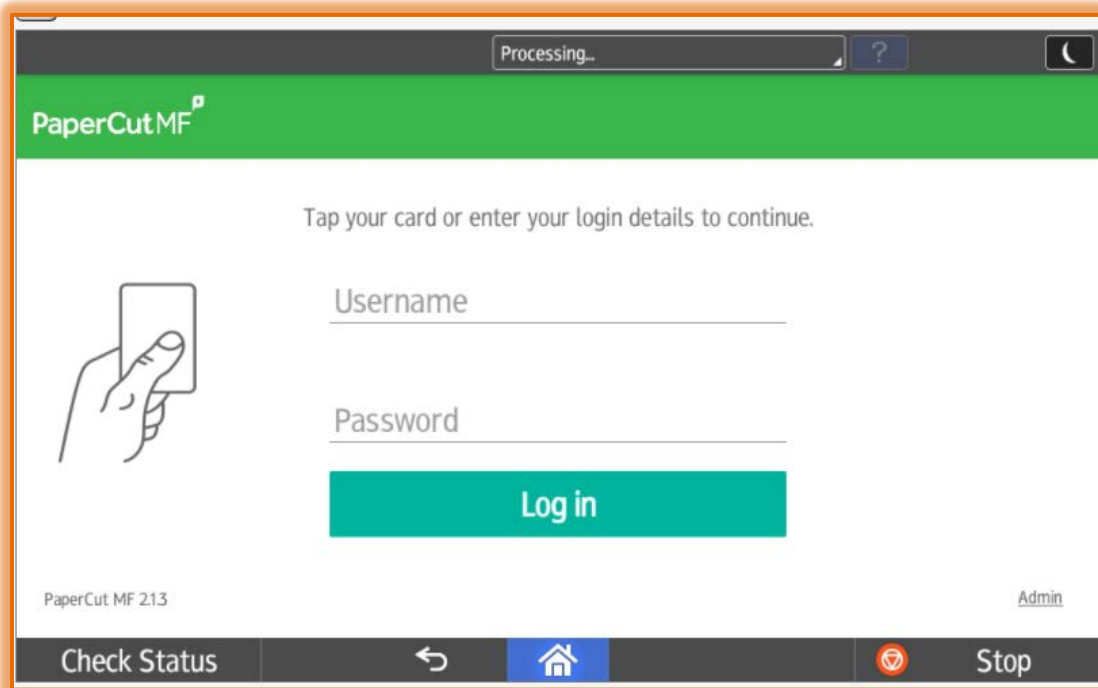


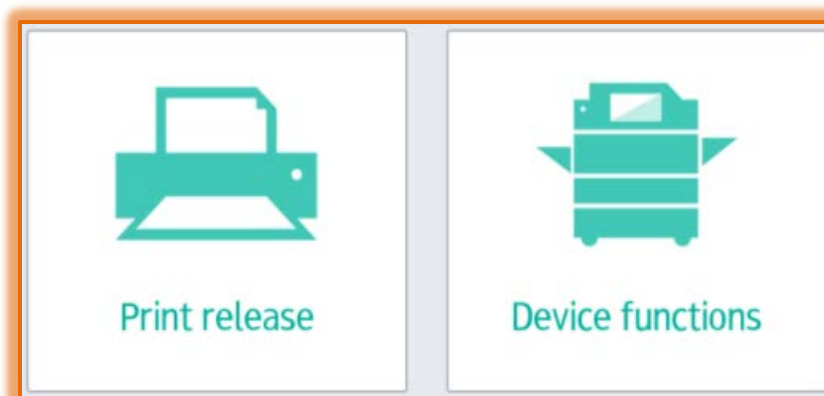
## ACCESS ACCOUNT/LOG INTO MACHINE

Faculty, staff, and students have the ability to log into the machine to access copying, scanning, or printing. They can also use the Card Swipe (explained in next section) to access these functions.

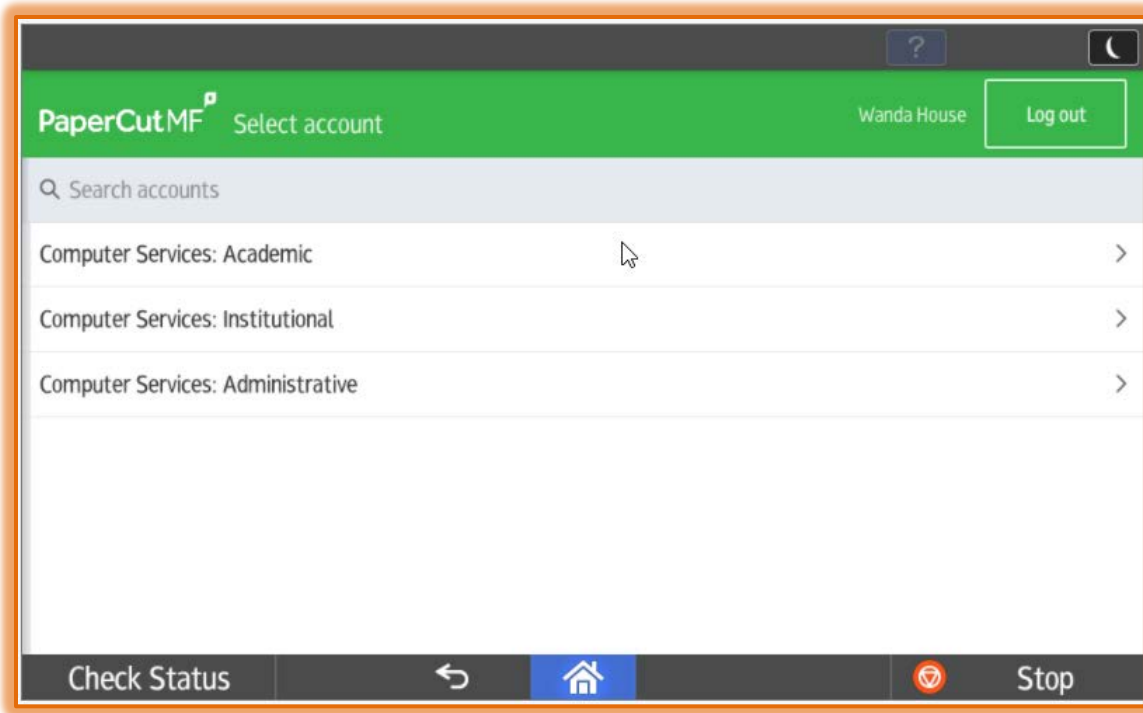
- Tap the **Control Panel** screen to “wake-up” the machine.
- The **Login Screen** will display.



- ★ Input **Your Username**. You use the same username you use for logging into My Siena.
- ★ Press the **Next** button on the right side of the keypad.
- ★ Input **Your Password**. You use the same password you use for logging into My Siena.
- Click the **Log in** button.
- A window will appear with two options:
  - ★ **Print Release** – When the Follow Me feature is used for Print jobs, click this button to access the Print Jobs. Information on the Follow Me feature is available on page \_\_\_\_
  - ★ **Device Functions** – Select this option to access the Copy, Print, Scan, and other functions.



☞ A list of accounts that you can use will appear on the window.



☞ Press the proper **Account** for the copies.

### Log Out of Account

☞ Press **Logout** on the upper-right side of the screen.

☞ You should be returned to the **Username** and **Password** screen.