

## Managed Printing Tutorial Series

# How to Manually Log onto Xerox Multifunction Machine

The proper way of **logging** onto a **Xerox multifunction** machine is by swiping your MassBay One Card. It is essential that you have this ID with you whenever you are on campus. If you do not have a One Card, you should get one immediately! Instructions for using the card can be found within the “How to Print to a Xerox Multifunction Printer” video and PDF instructions.

If you don't have your card with you and must print, these instructions will guide you through the manual logon process using your Massbay username and password.

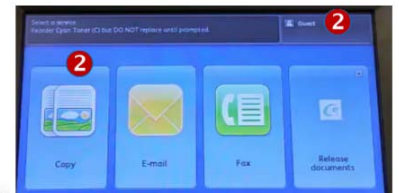
## Logging into a Multifunction Xerox Machine

To the right is a picture of the **Control Panel** on a MassBay multifunction Xerox machine; your machine may look a little different from this, but the instructions will work for all models.

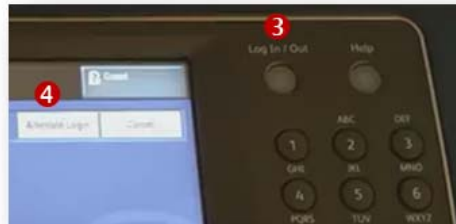


**1** If its **Touch Panel** is blank, press the lit **Energy Saver** button and wait a moment for the touch panel to come on.

**2** The **Touch Panel** shows the options that this machine can provide. Note that the user is initially displayed as **Guest**.

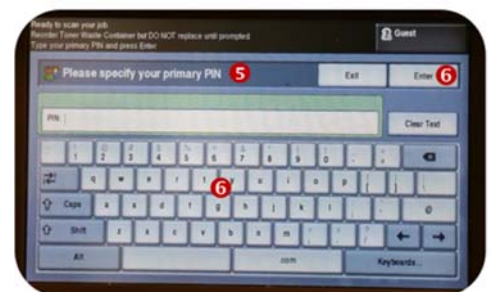


**3** Press the **Log In/Out** button on the Printer Control panel.



**4** Then tap the **Alternate Login** button. This will display the following screen:

**5** The wording on the screen uses Xerox terminology and is a little misleading. Where it states **Please specify your primary PIN**, it really requires you to enter your **MassBay username** – the same one you would use to log into a computer on campus or to log into Blackboard.



**6** Using the **Touch Panel's** keyboard, tap in your **username** and then tap on the **Enter** button

**Note:** Do not enter your email address; **only** your username.

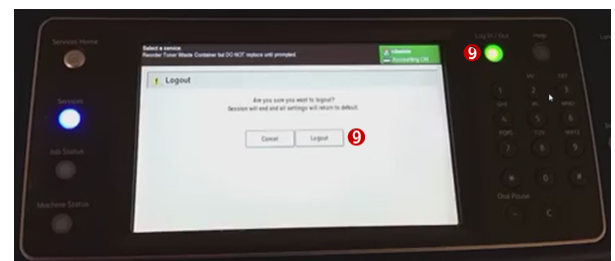
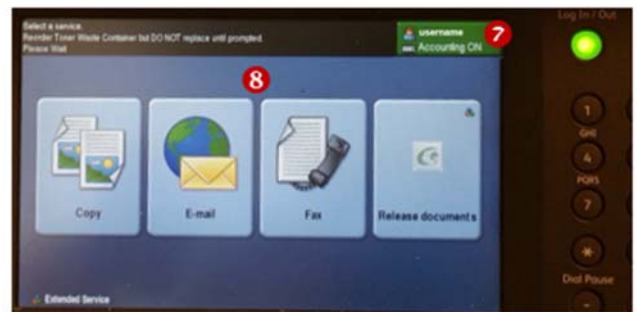
Then, using the Touch Panel's keyboard, tap in your **MassBay password** and then tap on the Enter button – in moment, you will be logged into the machine.



- 7 Your **username** will be displayed in the upper right corner of the Touch Panel.
- 8 You can proceed to use the machine for all functions that require a log on.

Refer to other videos and instructions to learn how to use any of these functions.

- 9 Remember to logoff the machine when done by tapping the **Log In/Out** button on the Control Panel, then confirm that you want to logout by tapping on **Logout** button on the Touch Panel.



**Note:** Your username will be replaced with **Guest**, indicating your logout was successful.

