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.

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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.