Managed Printing Tutorial Series

How to Log onto a Xerox Multifunction Machine with your One Card

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 it to light up.

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

3. The card swipe reader may be located on either the left or the right side of the MassBay printer.

4. With the mag Stripe on your One Card facing up and toward the reader, swipe your card through the reader (it doesn’t matter in which direction).

5. If successful, your username will be displayed in the upper right corner of the Touch Panel.

Alternative Login to a Multifunction Xerox Machine

If you do not have your MassBay One Card with you, you may log into a multifunction Xerox machine using your MassBay username and password. For more details, refer to the HelpDesk video/instructions under Managed Printing.

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