

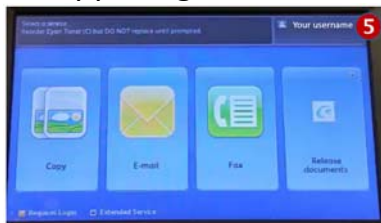
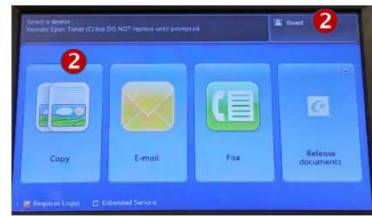
## Managed Printing Tutorial Series

# 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.