

Logging into the copier to make color copies

This copier is equipped with a method of controlling the number of color copies made while still providing easy access to black and white usage. In order to make color copies, users must authenticate with username and password. To begin this process, press the "Access" button on the right side of the control panel (Number 1 pictured below).

This will bring up a login prompt (pictured below). To select a user account from the user list, press the list button (Number 2 pictured below) then select your user account from the list and touch "Ok".

Finally, touch the keyboard button (Number 3 pictured below) to bring up an on-screen keyboard. Type your color copy password/code, press "Ok" then "Login". You can now select the color option from the copy menu.

Be sure to always log out after making your color copies. This can be done by touching "Access" (Number 1 pictured below) twice or by pressing "Access" once and following the on-screen prompts to log out.

