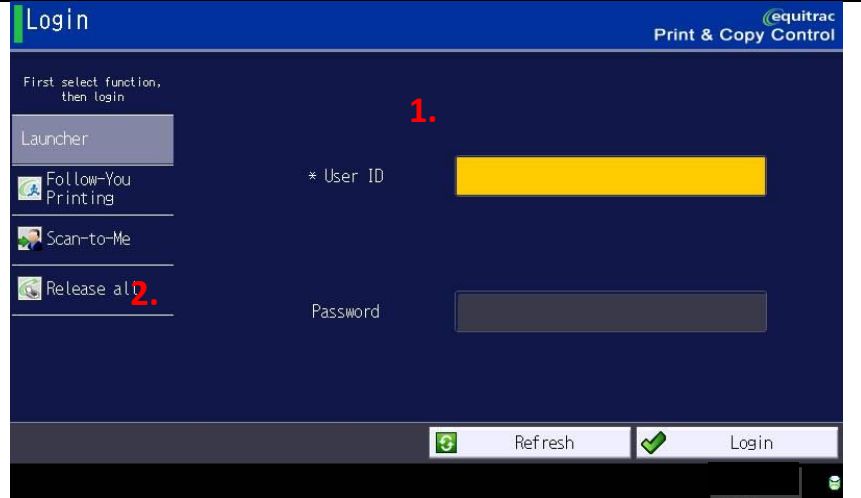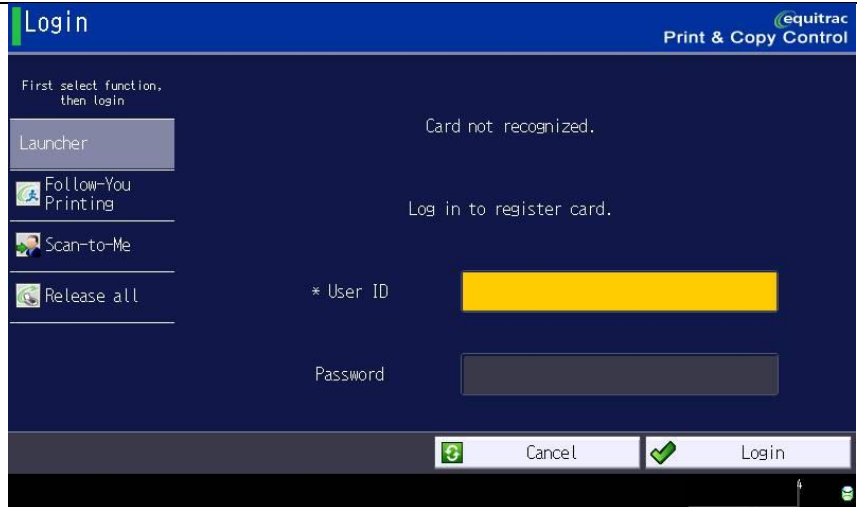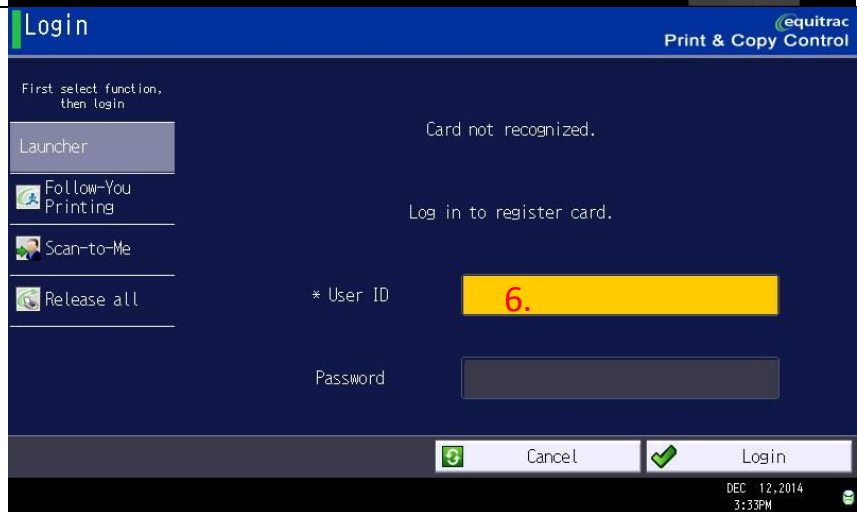|	
1. This is the login screen that is displayed when the copier is idle. 2. Available standard functions and added features are listed on the left.	
3. Logging in is accomplished by tapping your ID card on the attached card reader or by typing your network login and password on the screen. (case sensitive)	
4. Registering your ID card is the preferred method of accessing machine functions. To start, simply hold your card one half-inch or less from the reader. The reader will beep, indicating the card has been read.	
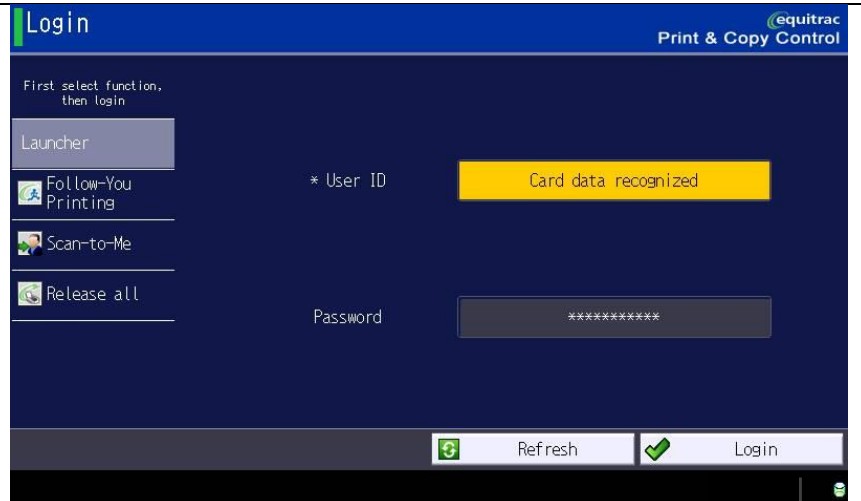
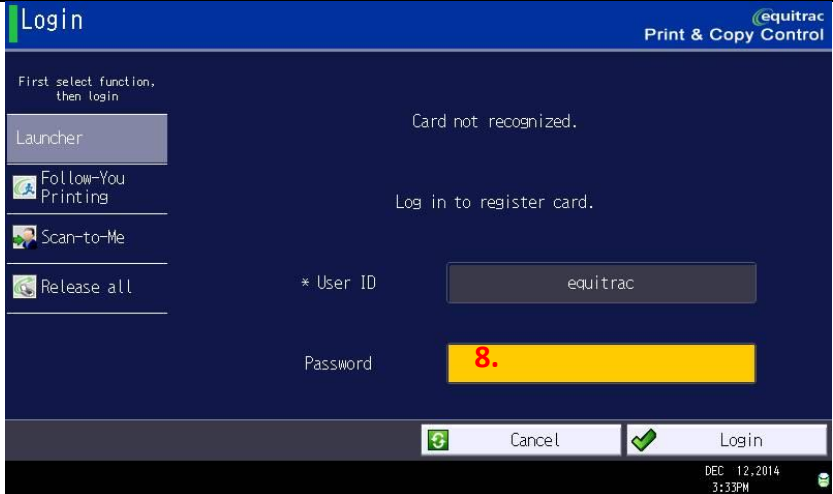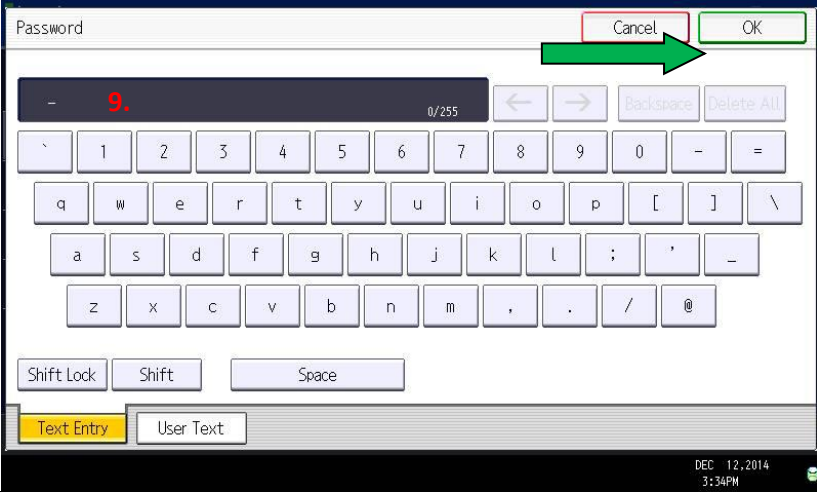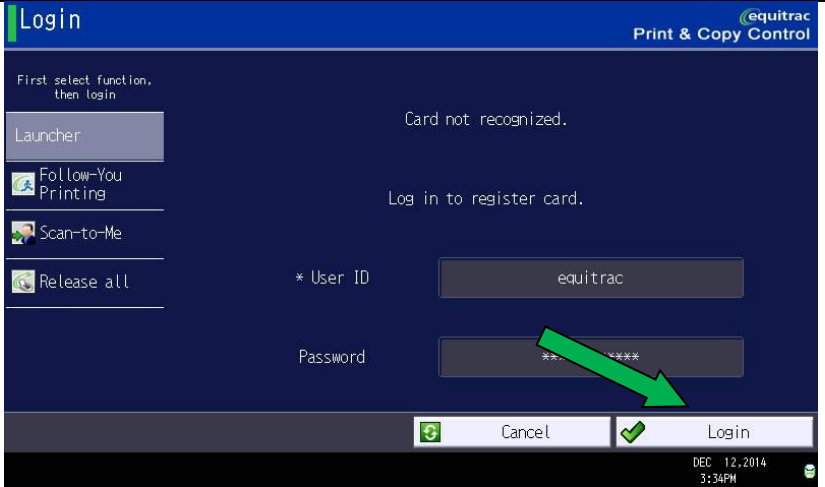|	
5. The first time a card is swiped the system will not have a record of it and this screen is displayed.	
6. At this point tap the gold bar next to **User ID** to access the soft keyboard.	
7. Enter your network user name. Then press OK.	
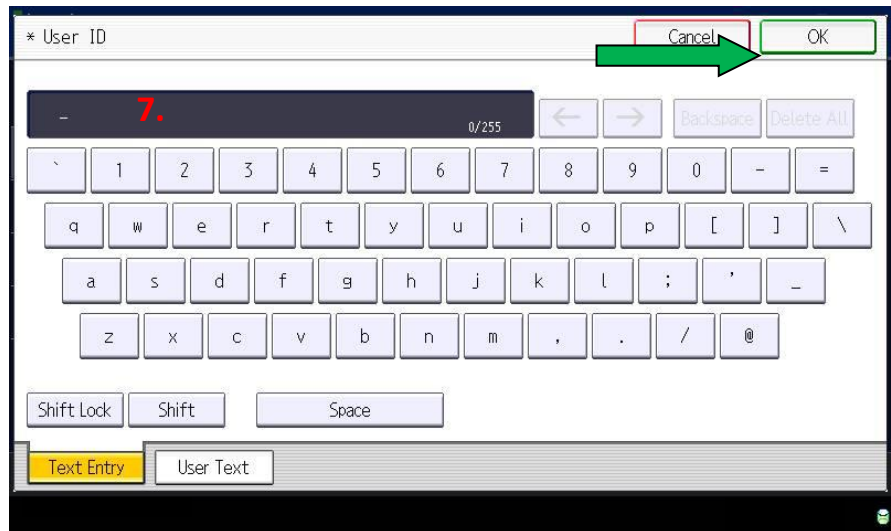
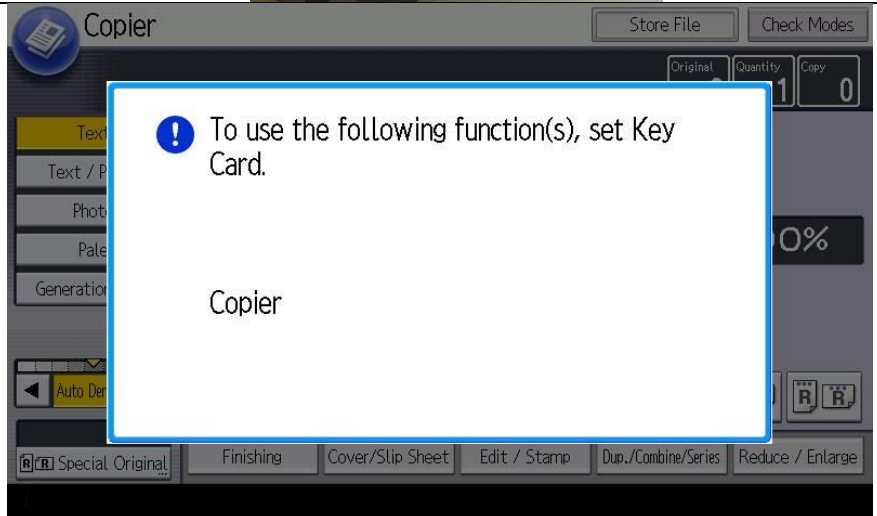|	
8. Now tap the gold bar next to **Password** to access the keyboard.	
9. Enter your password and press OK.	
10. Now hit **Login**.	

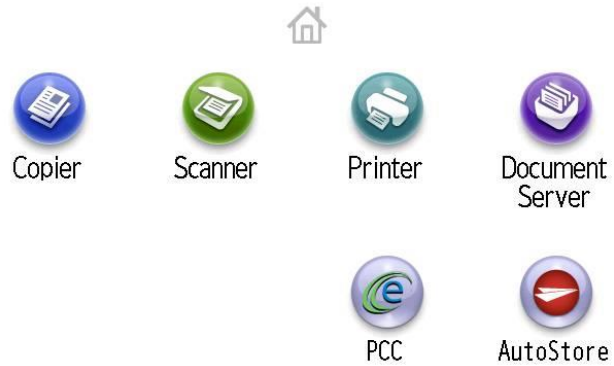|	
11. If the login was successful this screen is displayed. Scan and Print functions are now displayed.	**9.** Launcher — Print & Copy Control — equitrac Select the function you want to use. Follow-You Printing Scan-to-Me Release all Logout
12. To use the standard copy functions press any hard key on the left side of the operation panel.	Home — Copy — Document Server — Printer — Scanner — Check Status — Communicating / Fax Received — Data In — Follow-You — Autostore — Updating @Remote certificate...
13. If a hard function key is pressed before logging in, this screen is displayed. A registered card can be swiped from this screen and after a few moments the function screen will become active.	Copier — Store File — Check Modes — Original — Quantity — Copy ① To use the following function(s), set Key Card. Copier Special Original — Finishing — Cover/Slip Sheet — Edit / Stamp — Dup./Combine/Series — Reduce / Enlarge
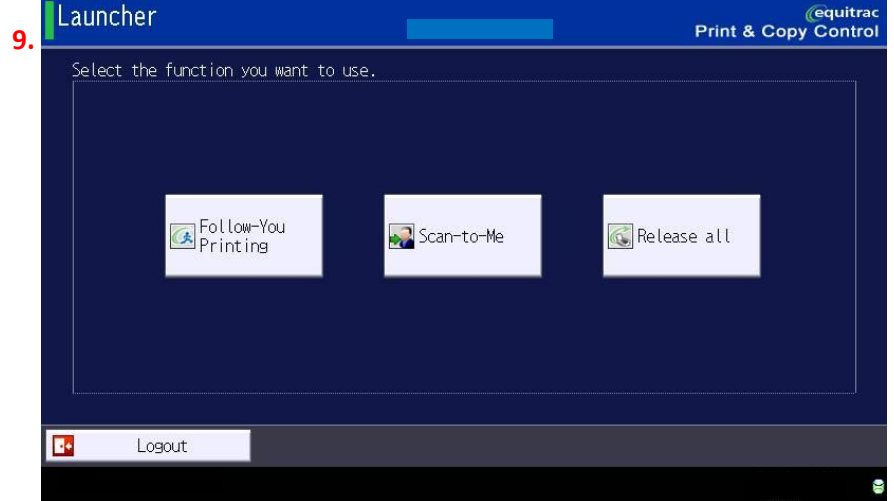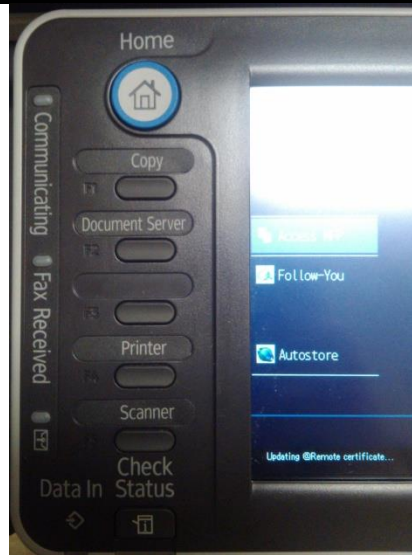
14. You have completed the card registration procedure.	**End of Card Registration Procedure**
NOTE: Be sure to remember to <u>logout</u> of the machine before leaving. Logging out is as simple as swiping your card again. Alternatively you may manually logout by pressing the 'HOME' key on the panel and selecting 'PCC' from the icons.	
Pressing the 'PCC' icon brings you back to the 'PCC Launcher' screen where you can press the Logout button.	