Step 1: Log In  Enter your User ID (PIN) using the key pad on the Multifunction Device and press Login.

Note: Some devices may prompt for a billing code. If that occurs, ask your department administrator for the proper billing code.

Step 2: Start Session  Once your session has started, press the Copy, Document Server, Facsimile, or Scanner button on the panel of the Multifunctional Device.
**Step 3: Make Copies**  Using the Multifunction Device to make the desired number and type of copies.

**Step 4: Check Out**  Press the "Other Function" button to exit your MFP session. 
*Note: If your MFP does not have an "Other Function" button, press the BOTTOM button in the column.*

**Step 5: Log Out**  When this screen is displayed, press “Logout”.

**Step 6: Job Complete**