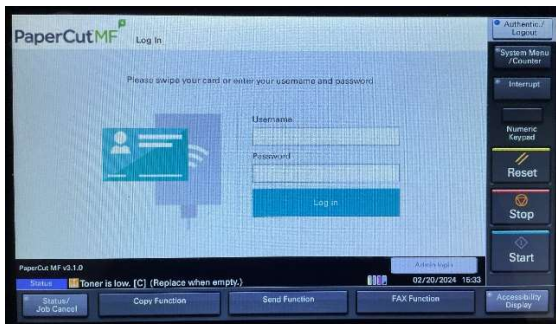


## SETTING UP YOUR ID BADGE ON A PRINTER

### IT Tips & Tricks

How to set up your badge on the printer.

1. Walk up to any Kyocera printer in our office and you will see this page. If you don't have a badge, you can sign in with your computer login.



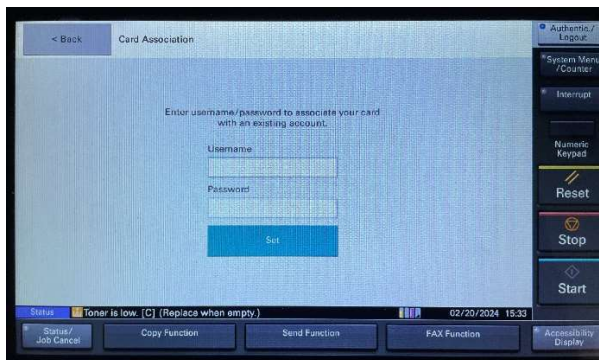
2. To set up your badge, scan it against the red dot on the printer.



## SETTING UP YOUR ID BADGE ON A PRINTER

### IT Tips & Tricks

3. Now type in your username and password you use to log onto your computer. Then click Set.



You can now scan your badge again and print any documents you need.