

Registering/Using your NYMC Badge at the Copier

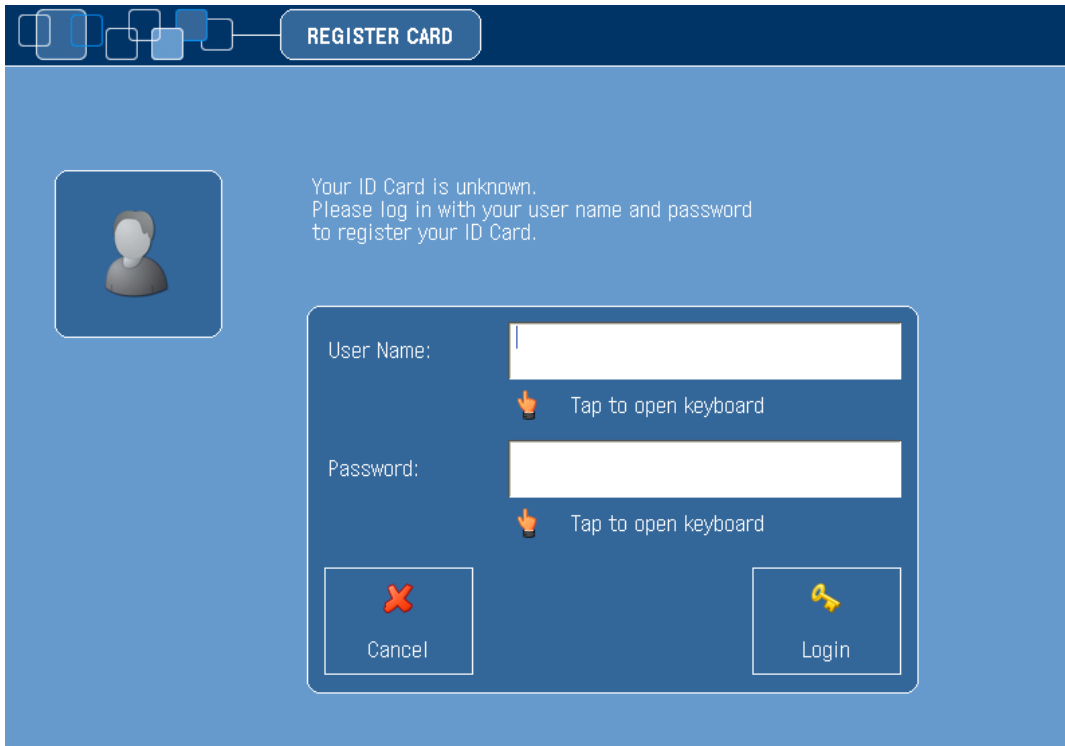
1. Walk up to any of the 5 copiers (SHSP Computer Lab, MEC Modules, BSB Library)
2. If the Screen is in Sleep Mode, press the **Energy Saver** or **Power Button** at the top right corner as shown below



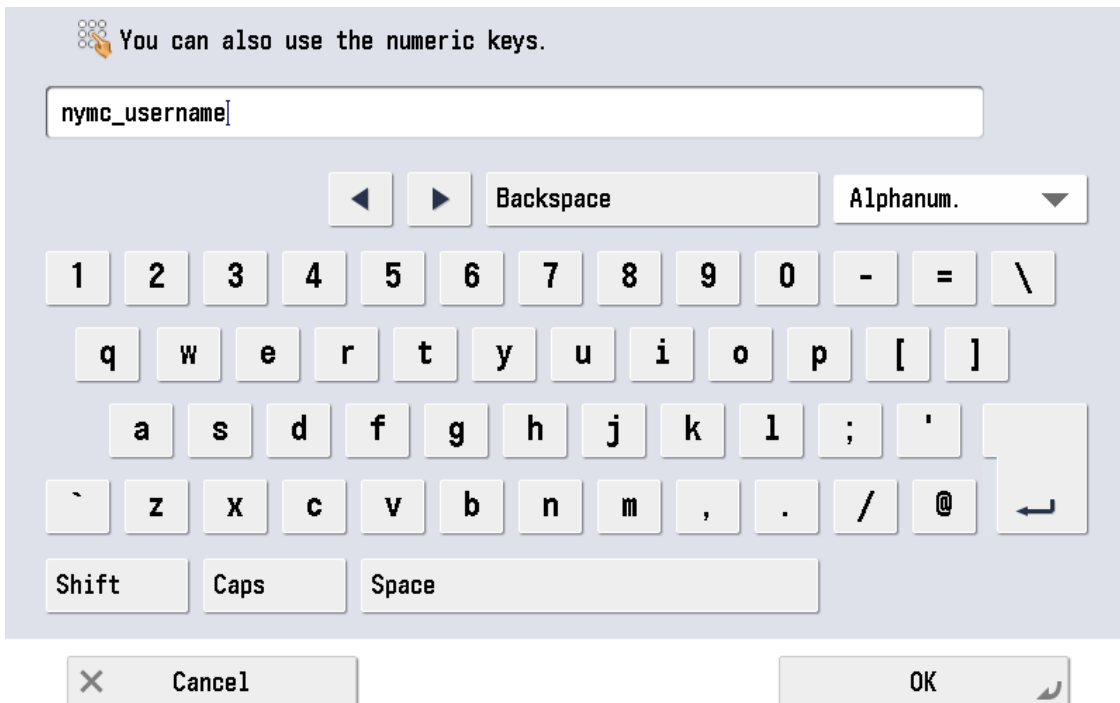
3. Place your NYMC Badge on the picture indicated at the left side of the copier



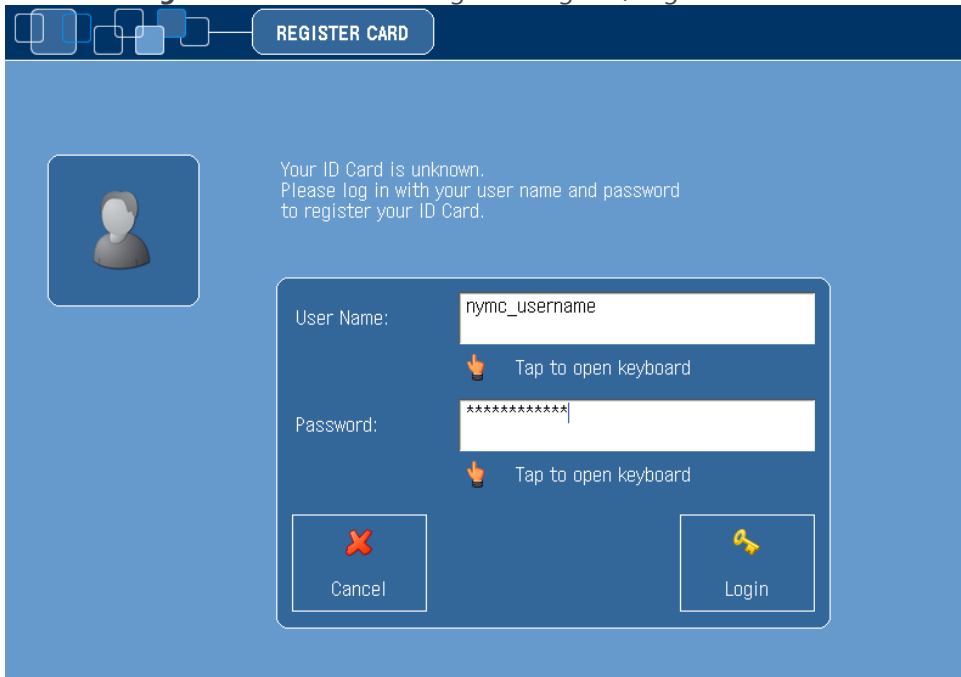
4. If your NYMC Badge has not been yet registered, you will be prompted to authenticate. Touch the white box next to **User Name**:



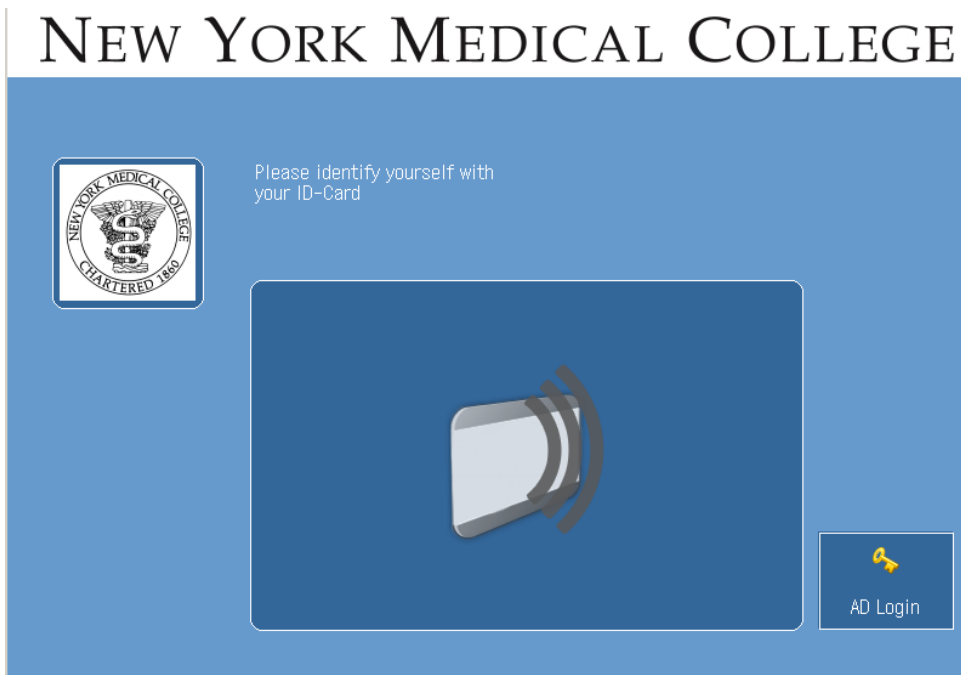
5. Type your NYMC Login Name, then touch **OK** (Use the External Keyboard mounted on the right side of the copier if you don't like the touch screen keyboard)



6. Touch the white box next to **Password:** Type your NYMC Login password, then touch **OK**
7. Touch the **Login** icon at the bottom right to Register/Login



8. After a successful registration, you can use you badge as shown in Step 3 or you can always Login with your NYMC Network account from the start screen by touching the **AD Login** icon at the bottom right



All documentation and support is located at <http://complab.nymc.edu/print>