

# Fuji Xerox MFD

If you use the Fuji Xerox device first, please do the following

## Badge Card Registration

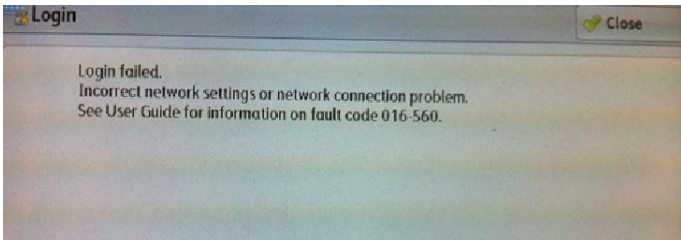
### ① Swipe Card

Please put your student card or transportation card at card reader



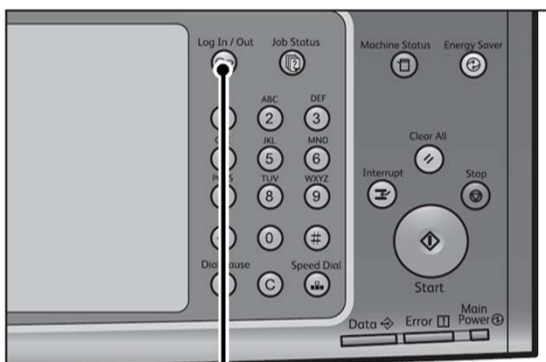
### ② Login error information

If it's your first time to swipe your card on MFD, the MFD maybe notify a **login error information** after you swiping the card, please start your **badge card registration** process manually firstly.



### ③ Authentication

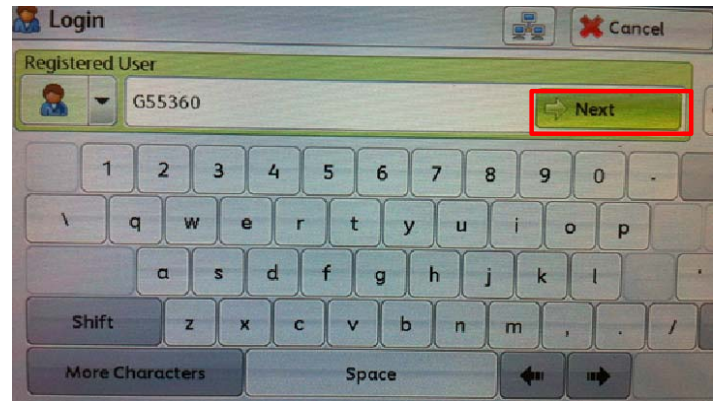
Press **【Log In/Out】** Button



<Log In/Out> button

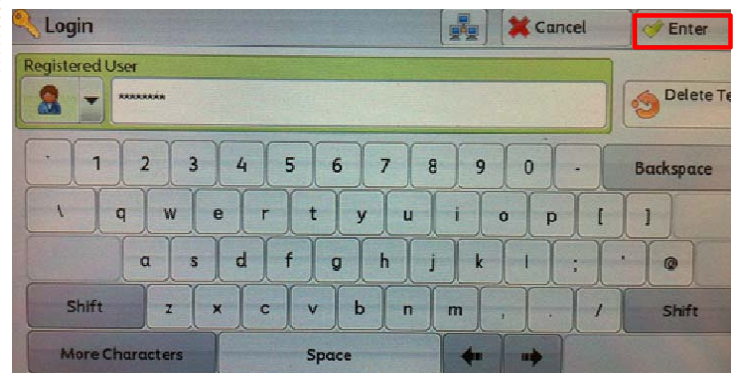
### ④ Account

Input your personal account **on MFD**, press "Next"



### ⑤ Password

Input your personal account password, press "Enter"



### ⑥ Card Active

Your staff card is active now, you can operate the MFD for Copy, Scan(E-mail) and Follow You Printing etc..



**Important: If you forgot carrying your card, please repeat step 3 to step 6, then login successfully.**

**If you need help, please call: 73000**