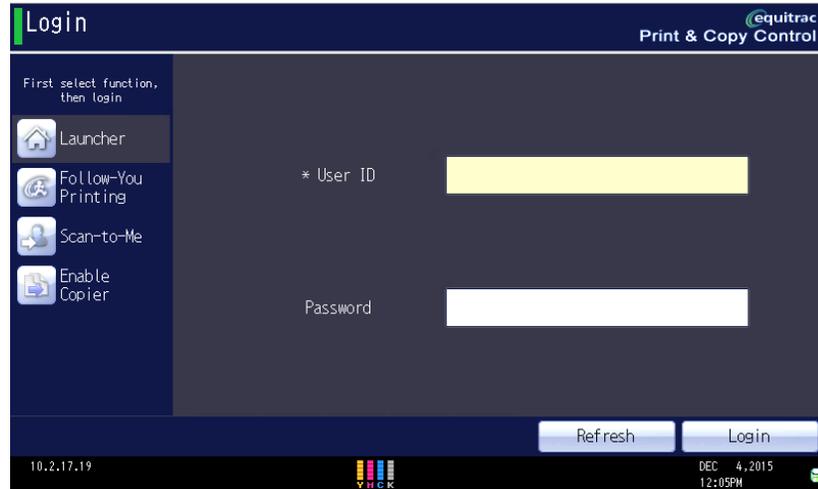


## New Ricoh Print Copy Control “enabled” Multifunctional Devices (Secure Print)

### Follow-Me-Print Badge Validation Process

**NOTE:** When this process is completed your Medic 911 Employee Badge will be permanently registered into the new Equitrac Secure Print Release Database. Going forward just swipe your Medic 911 Employee Badge at the copier to gain access to the Device. You will just need to follow this process one time or when you get a new Badge.



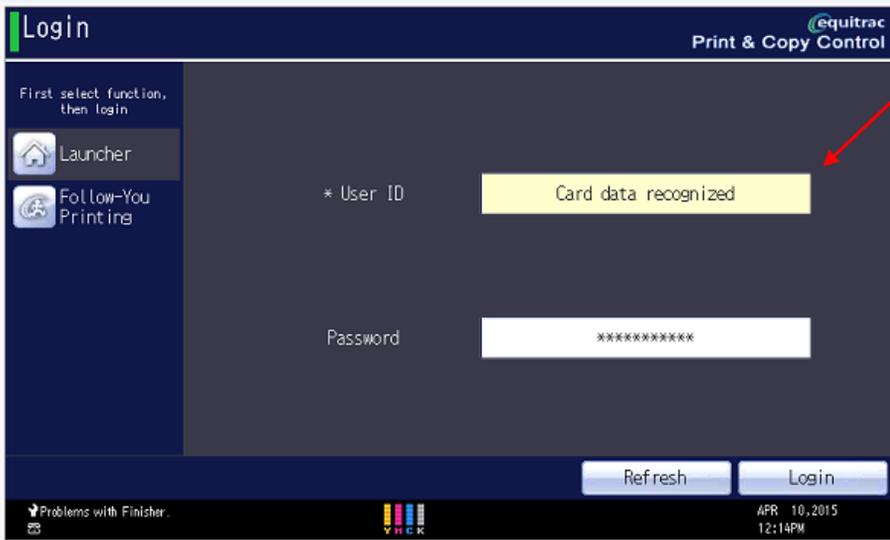
What the new copier looks like

What the screen looks like when you walk up to the copier

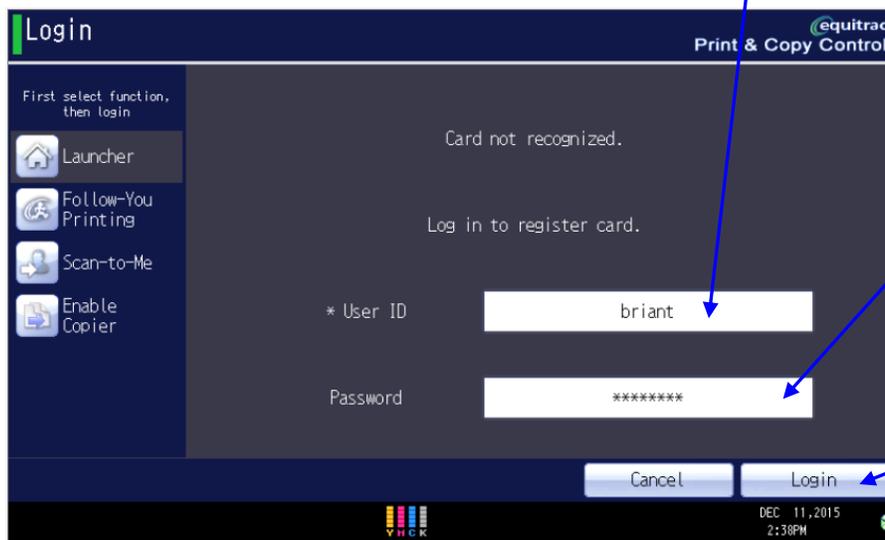


You must first find the badge reader located on the machine. Swipe your Medic 911 Badge Here!

The first time you swipe your badge it will come up and say card “data” not recognized



Select **User ID** on the touch screen.



Select **Password** on the touch screen.

Select **Login** on the touch screen.

**A.** First touch **User ID** and enter your User Name in Keyboard that pops up. Please type in your user name as you would normally on your PC or Laptop in the space provided then select **OK**.

**B.** Next touch password space and enter your **Password** in the Keyboard that pops up please type in your Password you would normally use on your PC or Laptop in the space provided then select **OK**.

**Please Note:** Just Touch **Shift** once... Do NOT HOLD the **Shift** Button to make the next character selected be an upper case character.

**C.** Lastly select **Login** on Print Copy Control Login Screen. If login fails please double check your credentials and start over at **A**.

