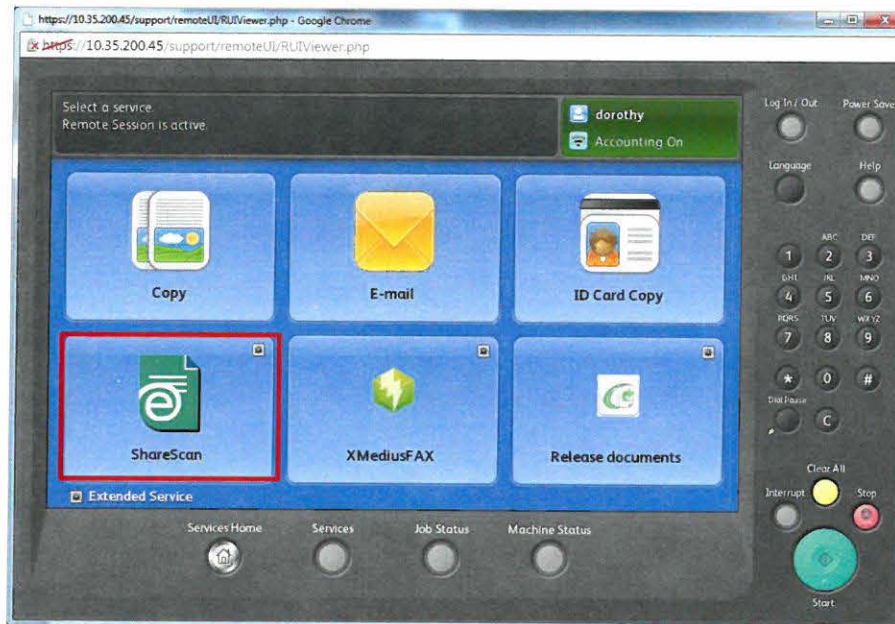


How to Log In to Share Scan the First Time

Follow the steps for "How to register your badge" prior to logging into Share Scan

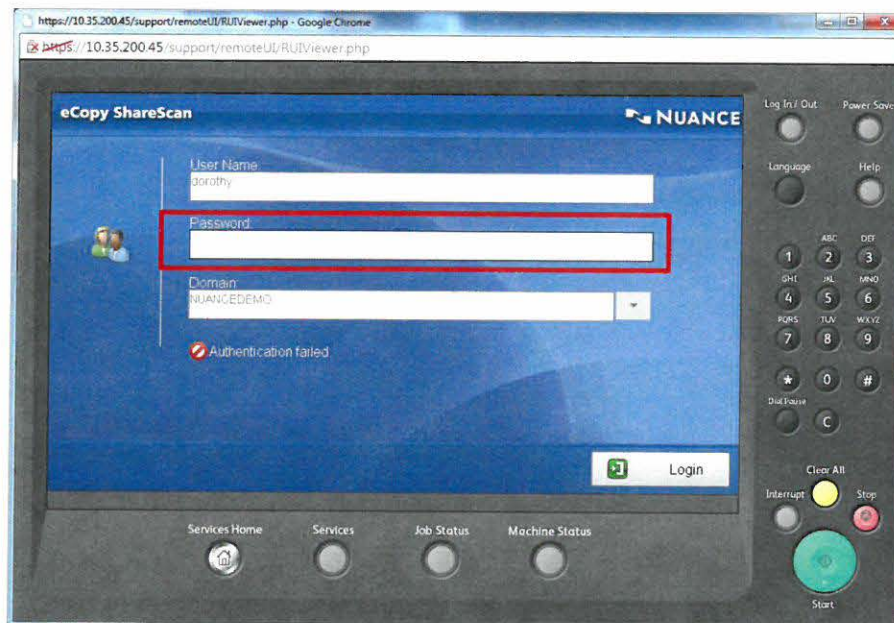
Step 1:

- Log In to the copier by tapping your badge on the card reader
- Touch the Share Scan Icon



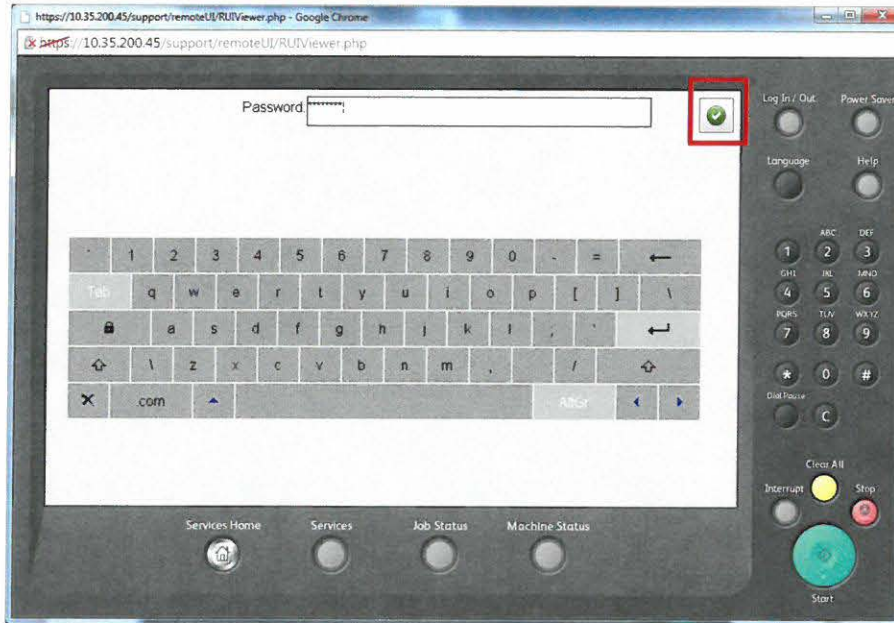
Step 2:

- Touch the Password box



How to Log In to Share Scan the First Time

- Type your Windows login Password
- Touch the green check box



You are now registered to use ShareScan, you will no longer need to enter your password at Log In

