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
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- 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