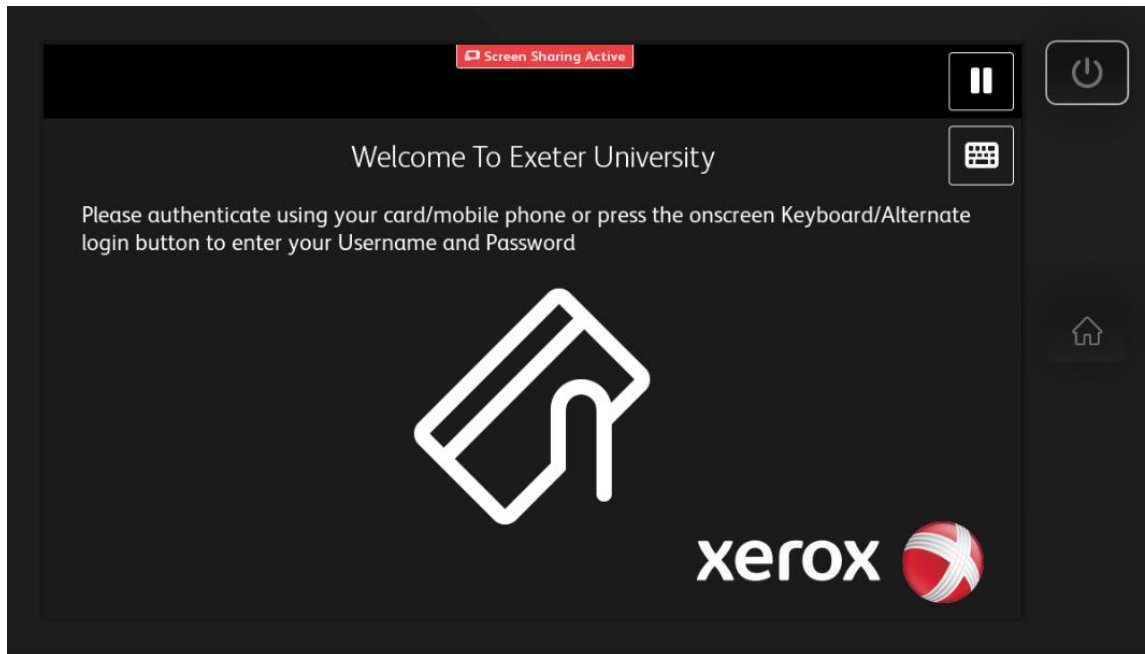


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- 1) Walk Up to the Xerox MFD and authenticate.

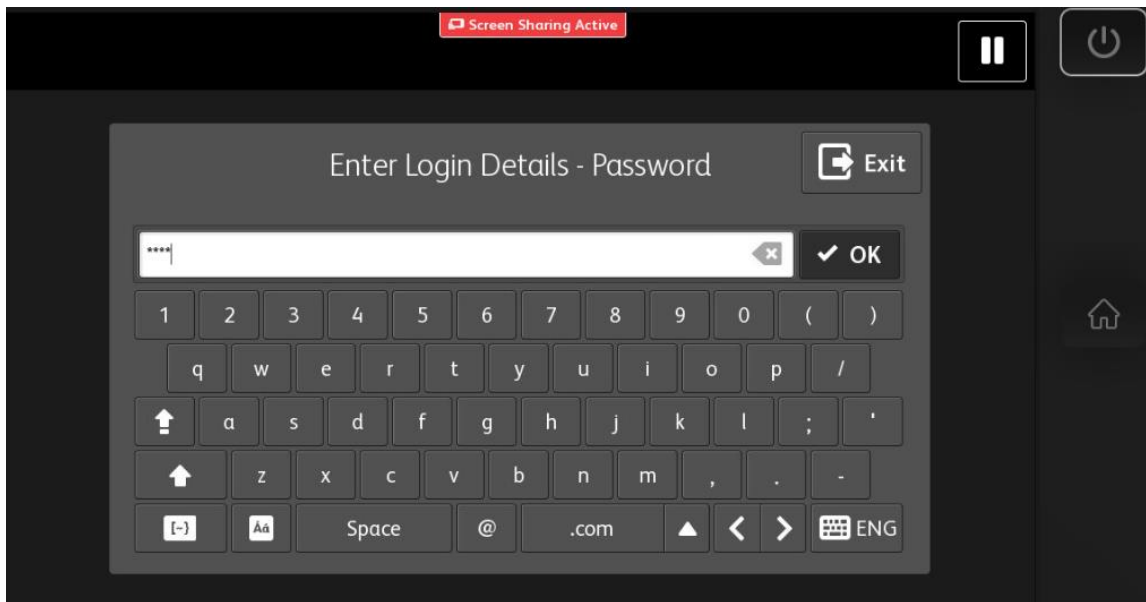
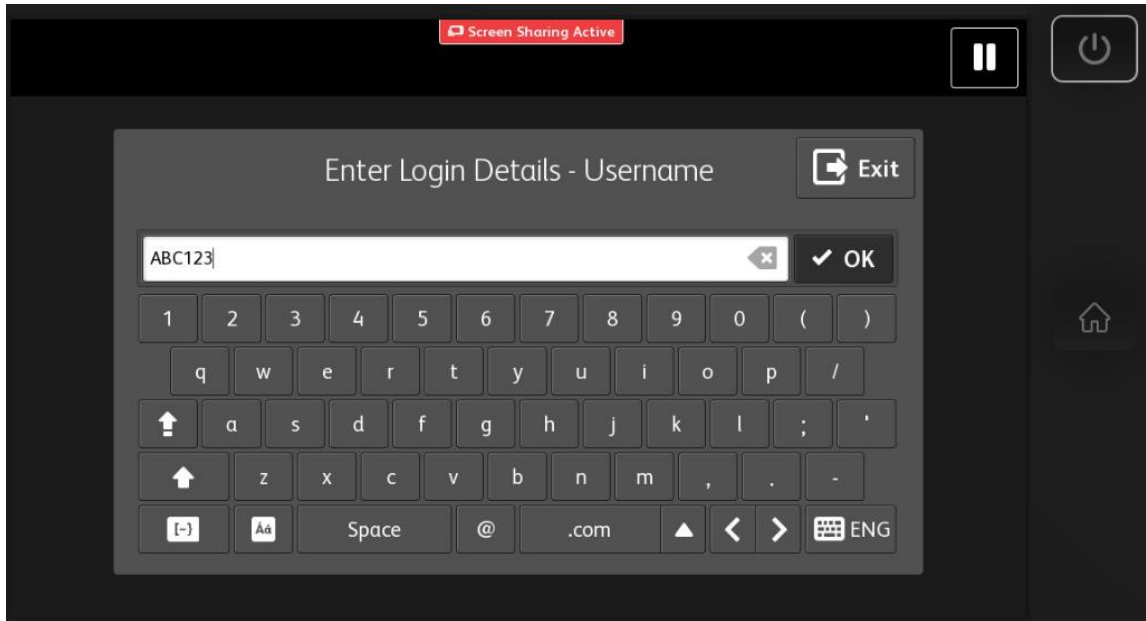


- 2) Present the Mobile Phone App to the panel next to the screen where you see this icon (Bluetooth must be turned on).



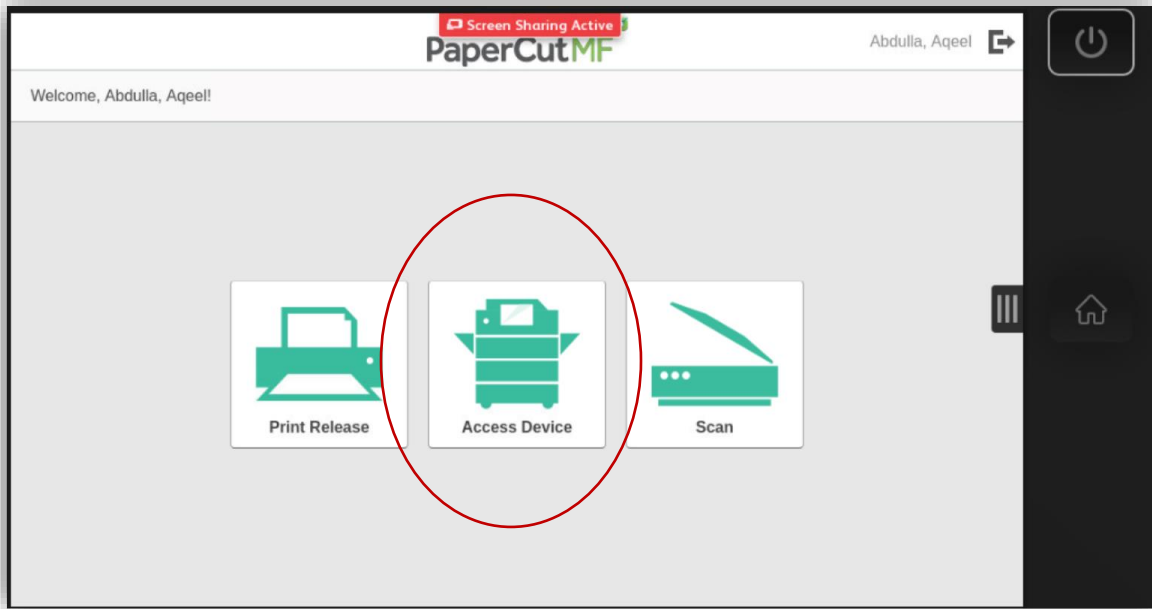
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3) Alternatively enter your University of Exeter username and password.

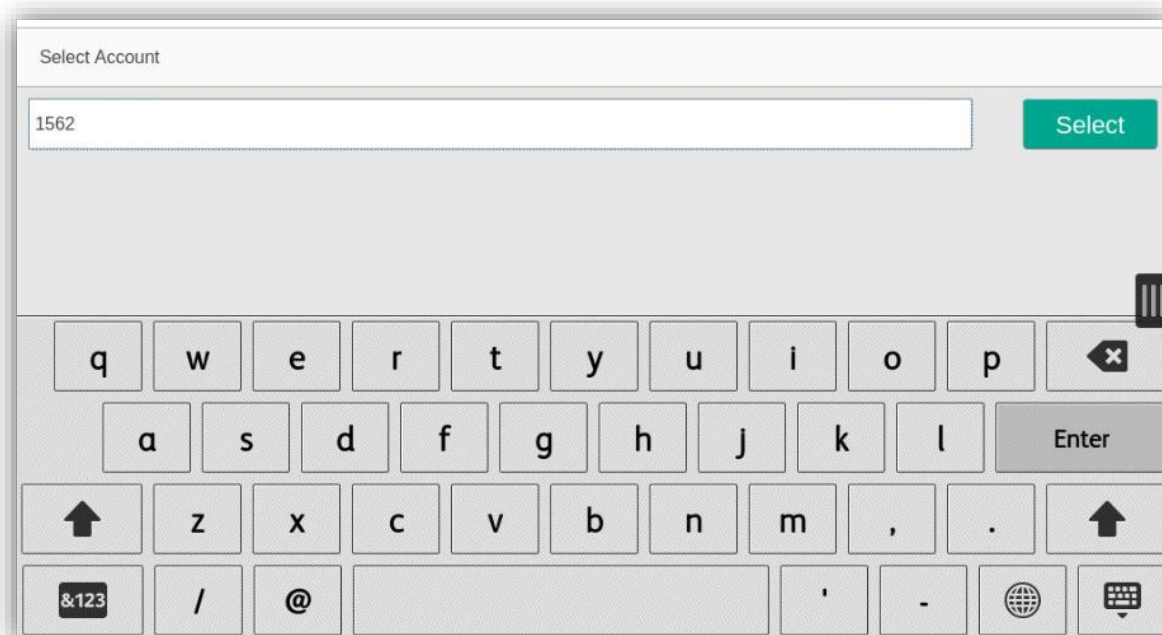


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- 4) Once logged on click on the Access Device icon.

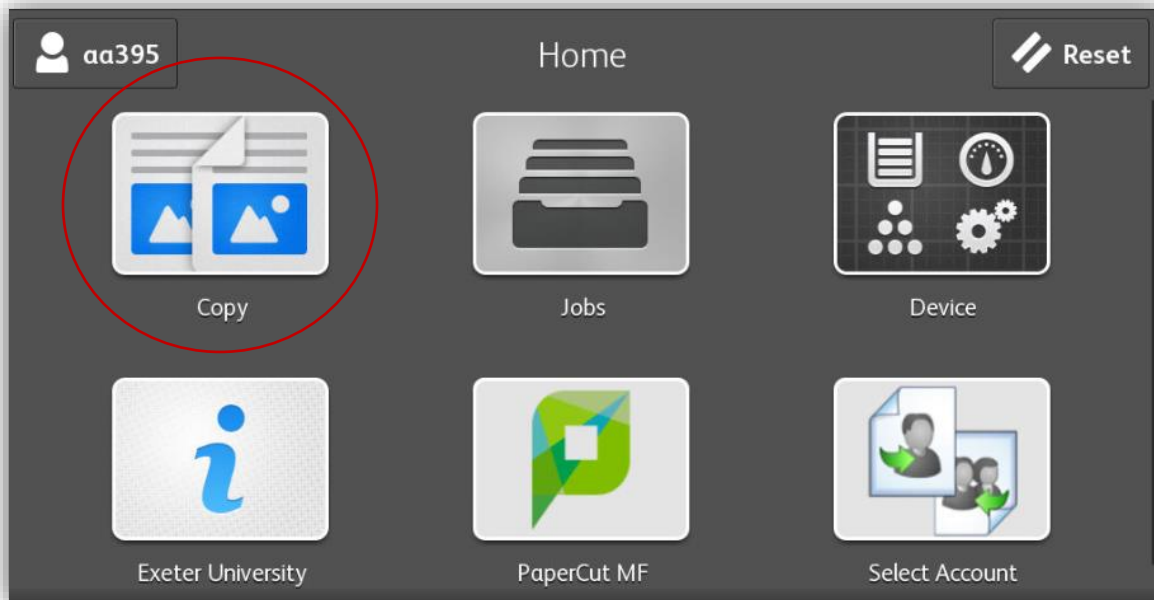


- 5) If prompted enter your 4 digit account code.



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6) Select the Copy icon.



7) Use Copier as normal.

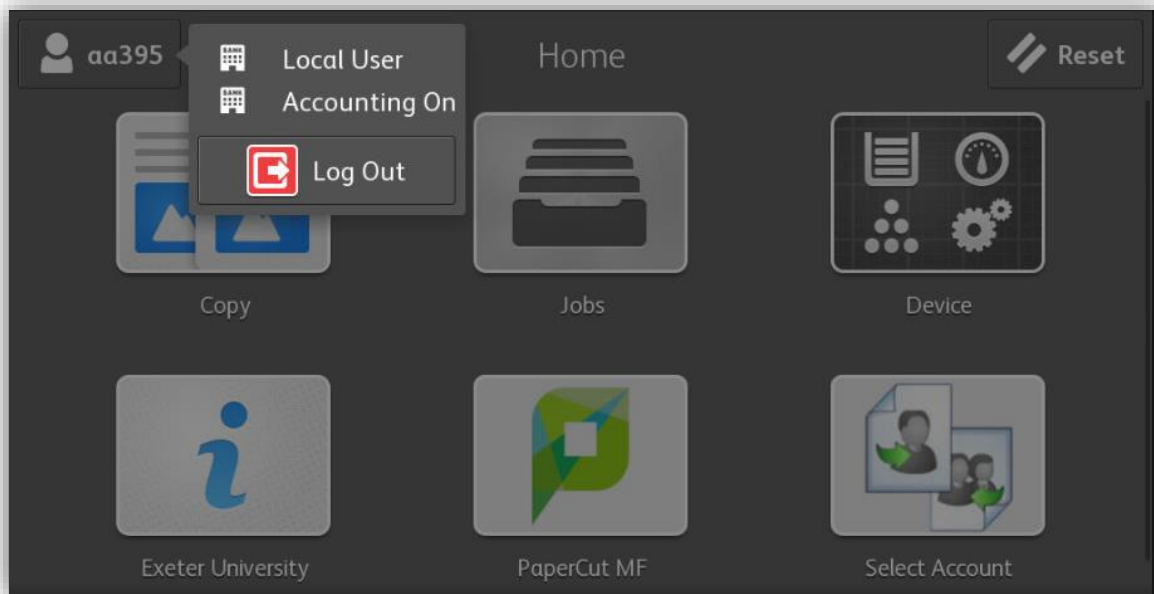
8) Please check default settings in the screen below.

9) Amend preferences as required before proceeding.



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10) When finished Log Out by clicking on your user name (top left of screen) and click on Log Out.



11) Or present the Mobile Phone App again which will also log you out.

12) Or click on the Papercut MF icon if you wish to initiate another function.