

# Log On, Log Off

## *Network Accounting*

### WC7535/7545 Floor Model (Color)

#### LOG ON

1. From the left side of the device control panel, press the **Services Home** button
2. Touch **Copy, E-mail, Fax** or **Workflow Scanning** icon
3. Using device key pad, type **User ID:** (*same as your computer log-on e.g., jsmith*)
4. Touch **Next** icon
5. Type **Account ID:** (*four digit department code, obtained from department manager or contact*)
6. Touch **Enter** icon
7. Ready for **Copy, E-mail, Fax** or **Workflow Scanning**

#### LOG OFF

1. From upper right hand side of device screen, touch **Local User Accounting On** icon
2. Touch **Log Out** icon
3. Touch **Logout** icon

### WC5150 Floor Model (Monochrome)

#### LOG ON

1. Touch **Copy, E-mail, Fax** or **Workflow Scanning** icon
2. Touch **User ID** icon
3. Using device key pad, type **User ID:** (*same as your computer log-on e.g., jsmith*)
4. Touch **Save** icon
5. Touch **Account ID** icon
6. Type **Account ID:** (*four digit department code, obtained from department manager or contact*)
7. Touch **Save** icon
8. Touch **Enter** icon
9. Ready for **Copy, E-mail, Fax** or **Workflow Scanning**

#### LOG OFF

1. From the right side of the device control panel, press the **Access A** button
2. Touch **Accounting Logout** icon
3. Touch **Logout** icon

### MFD 3635 Desktop Model (Monochrome)

#### LOG ON

1. Touch **Copy, E-mail, Fax** or **Workflow Scanning** icon
2. Using device key pad, type **User ID:** (*same as your computer log-on e.g., jsmith*)
3. Touch **Next** icon
4. Type **Account ID:** (*four digit department code, obtained from department manager or contact*)
5. Ready for **Copy, E-mail, Fax** or **Workflow Scanning**

#### LOG OFF

1. From upper right hand side of device screen, touch **Local User Accounting On** icon
2. Touch **Log Out** icon
3. Touch **Logout** icon