

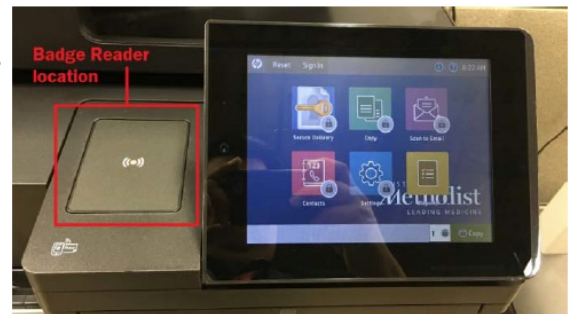
# Secure Badge Printing



## Instructions

### Register Your Badge (one-time task)

- Locate the badge reader on the left side of the printer.
- Tap your badge on the reader. Light will turn green for a few seconds, and printer will display, "The card you presented is unrecognized. Press 'OK' and enter your credentials to enroll it."
- Tap **OK** (bottom right corner of the screen).
- Type your username and password and tap OK again.
- You'll see a six-digit code. This is your personal code. You'll need this to print from now on.



### Print Using PPQ Printer

- Select the **PPQ** printer and print like you normally do.
- At the printer, tap your badge on the reader and enter your six-digit code.
- Tap **Secure Delivery**.
- Tap **Print** for one document, **Print All** to print all your documents or **Delete** to delete a print job.
- When you finish printing, tap the home screen icon and tap **Sign Out**. If you forget, the printer logs you out after one minute.

### Copy or Scan

- At the printer, tap your badge and enter your six-digit code.
- This logs you in to copy, scan and perform other tasks.

### Forgot Your Code?

- From your machine, visit <http://hhvapplrst03/ad-authenticator/mycode.aspx>.
- Click **New Code** and click **Email** to send the code to your inbox.