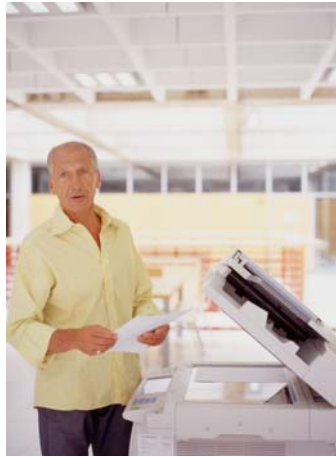


Xerox Multifunction Devices



Unique USER ID Codes Required

Print Services is available to assist with paper jams or basic operating questions.

Call 4682

For Toner and Stapler supplies contact Shipping & Receiving

Call 4488

Use your Employee ID# to access the copy/scan/fax functions if the Copy Card Reader is disconnected.

Enter your 9 digit ID # on either the keypad to the right or on the touch screen and then press Enter on the touch screen. Your name will be visible on the screen.

Be sure to log out by touching the CLEAR ALL button TWICE, AND press "LOG OUT" on the touch screen. If not, others will be able to use your ID to make copies.

Please watch for information on refunds for copy cards or check the Supplies Management website for instructions.
http://www.ufv.ca/Supplies_Management.htm