How to Access Xerox AltaLink Copiers

There are two ways to gain access to the Xerox AltaLink Copiers.

1. Fob Access
Swipe your fob over the icon next to the copier control panel
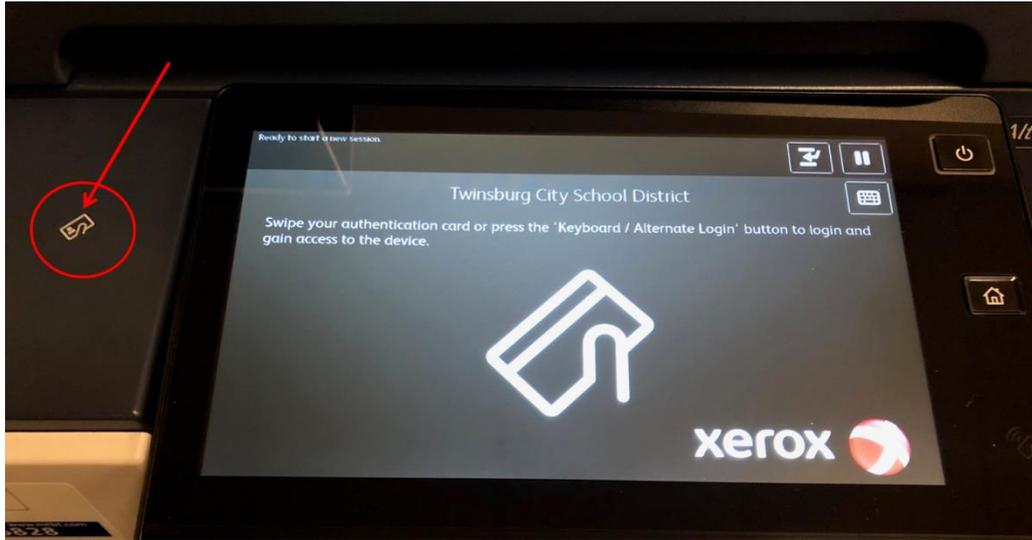

2. Computer Username and Password
Click the keyboard icon on the control panel
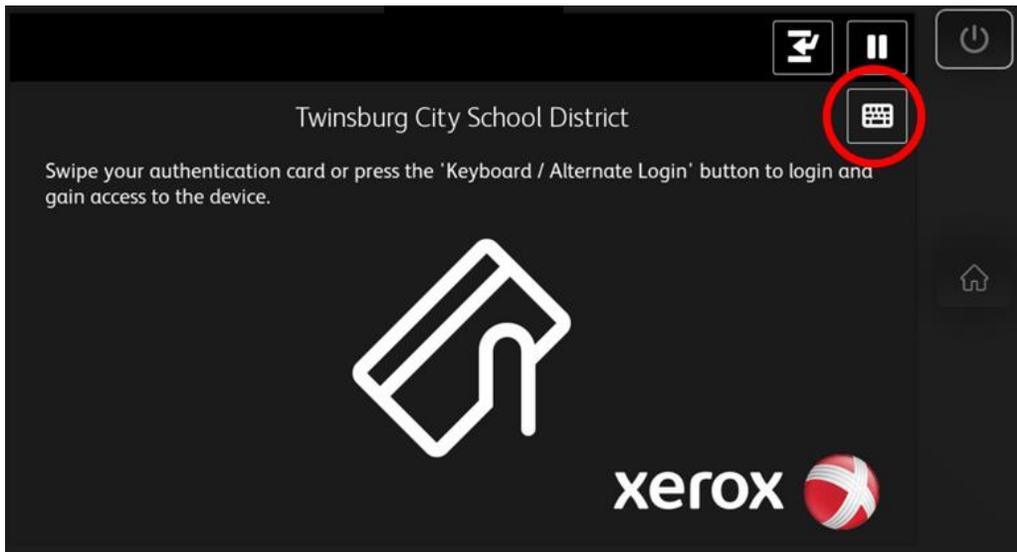
How to Access Xerox AltaLink Copiers

Enter the username you use to log into your computer at school, which is your first initial, last name

Press OK
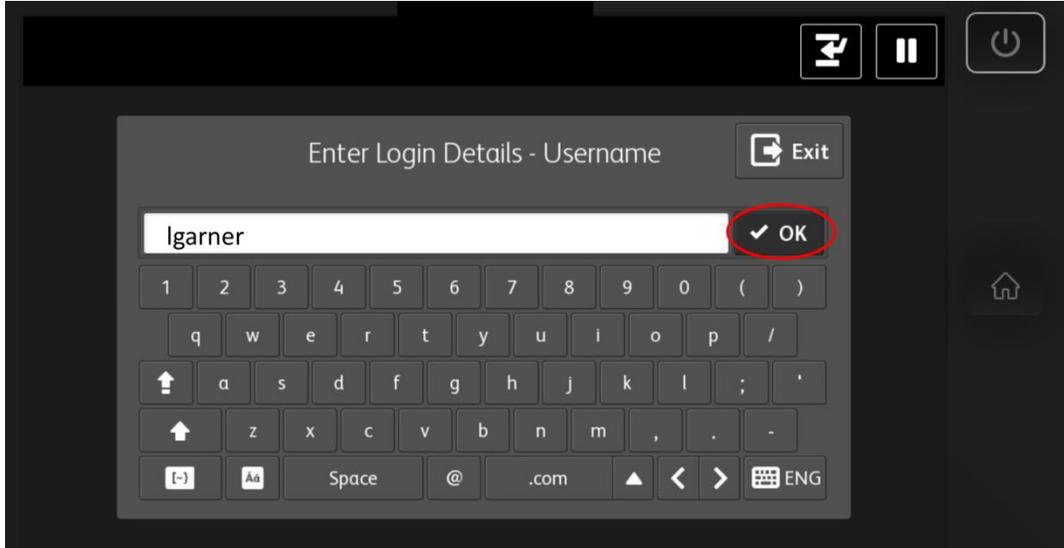
Enter the password you use to log into your computer at school

Press OK