**Step 1: Log In** Enter your User ID (PIN) using the key pad on the Multifunction Device and press Login.

*Note: Some devices may prompt for a billing code. If that occurs, ask your department administrator for the proper billing code.*

**Step 2: Start Session** Once your session has started, press the Copy, Document Server, Facsimile, or Scanner button on the panel of the Multifunctional Device.

**Step 3: Make Copies** Using the Multifunction Device to make the desired number and type of copies.

*Note: Start by pressing the “Clear Modes” button.*
**Step 4: Check Out**
Press the **Other Function** button to exit your MFP session.
*Note: If your MFP does not have an “Other Function” button, press the BOTTOM button in the column.*

**Step 5: Log Out**
When this screen is displayed, press **Logout**.

**Step 6: Job Complete**
The display will show the number of copies that have been charged to your account number during this session.