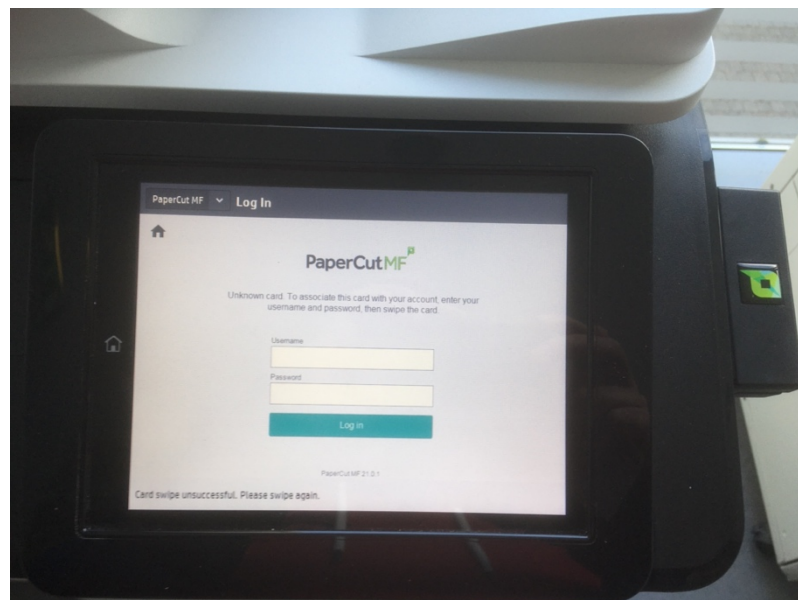


## Using the NCAD MFDs for first time

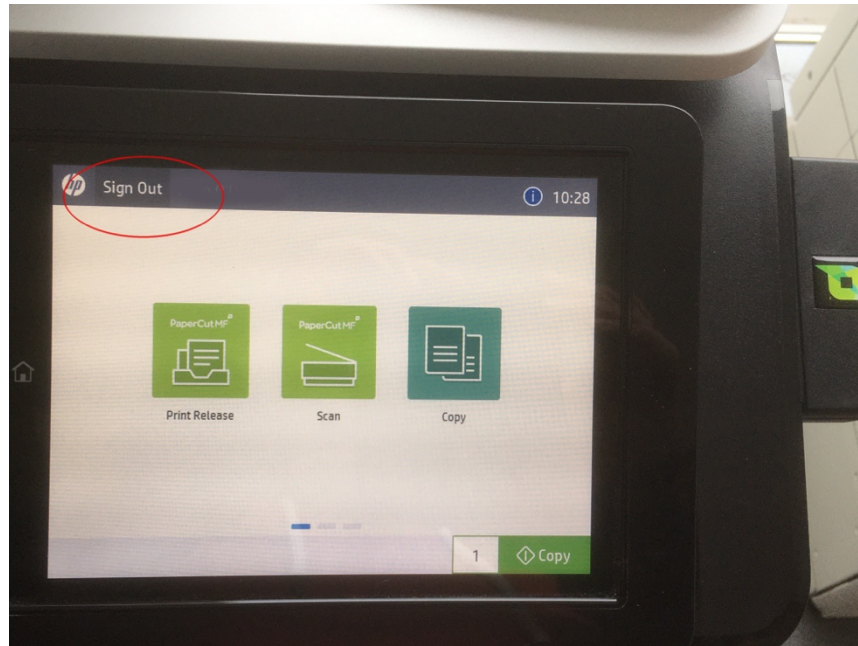
- 1) Swipe your Staff/Student card on the reader on the side of the MFD with the mag stripe facing up



- 2) When you swipe your card for the first time you will be asked to input your WiFi/Workvivo/MyNCAD username and password so that the card you swiped is associated with your account. Then “Click Login”



- 3) Once logged in you have the options to “Print Release”, “Scan”, “Copy”



When finished always remember to **“Sign Out”** on top left of display