Accessing Franklin Pierce Multifunction Devices

As of Fall semester 2013, Franklin Pierce University is deploying a new multifunction devices (MF-device) system for printing, copying and scanning. This system will allow all members of the community to be able to print from public use computers as well as from a personal PC or Mac. This new system will allow a user to retrieve a document by swiping their ID card, typing their ID card #, or entering their network credentials (username and password). The following instructions show how to retrieve your document from a printer.

Each of the printers in the public areas have a touch screen display with an attached card reader as shown:



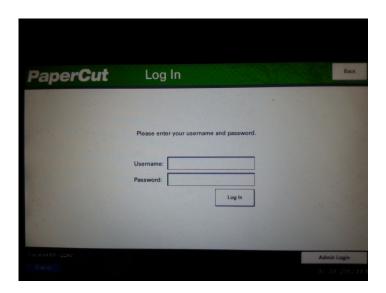
The main screen has two options (next picture). If this is your first time accessing a MF-device, there are only two ways to access the MF-device: 1) enter your credentials to release the print job or 2) swipe your card.



To user your credentials to access the MF-device simply touch the Username and Password section of the touch screen and you will be prompted for credentials (next picture). Type your information using the keypad on the touch screen. When you are finished entering your information, touch the Log In button to proceed. You will then see your documents or be allowed to copy.

Note:

- if you are a student, you need to type fpcstudent\username
- if you are faculty or staff, you need to type pierce\username



Alternatively, you may swipe your ID card to access the MF-Device. When you do this for the first time you will be prompted to associate your ID card with your network credentials. You will only be asked to do this one time; after that, swiping your ID card will give you access to your documents on the MF-Device. If your ID card is replaced, you will need to repeat the process above to associate your new ID card with your username. When the screen appears, simply type your username and password, then press the Set button.



Once your credentials have been set to your card, you will then be able to use the ID Card # to access the MF-Device from the main screen.

