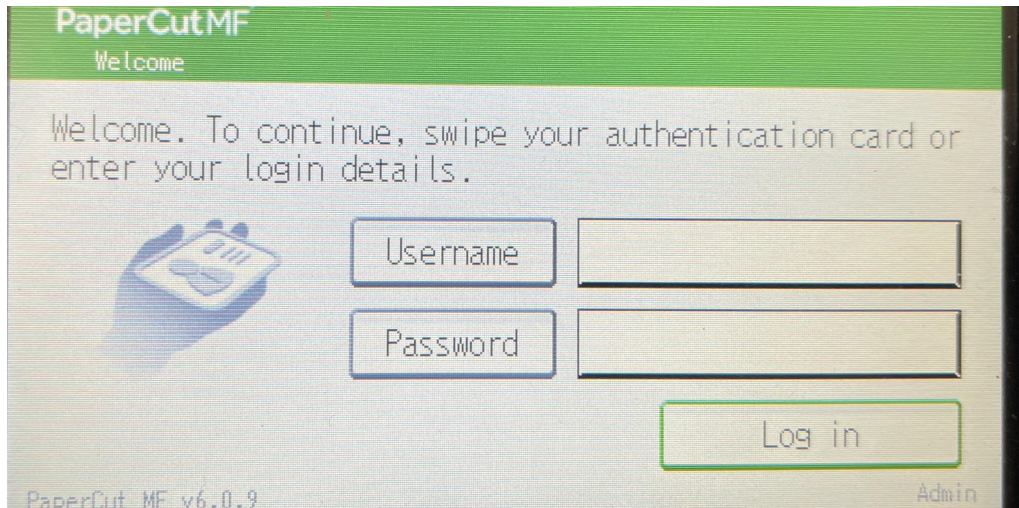
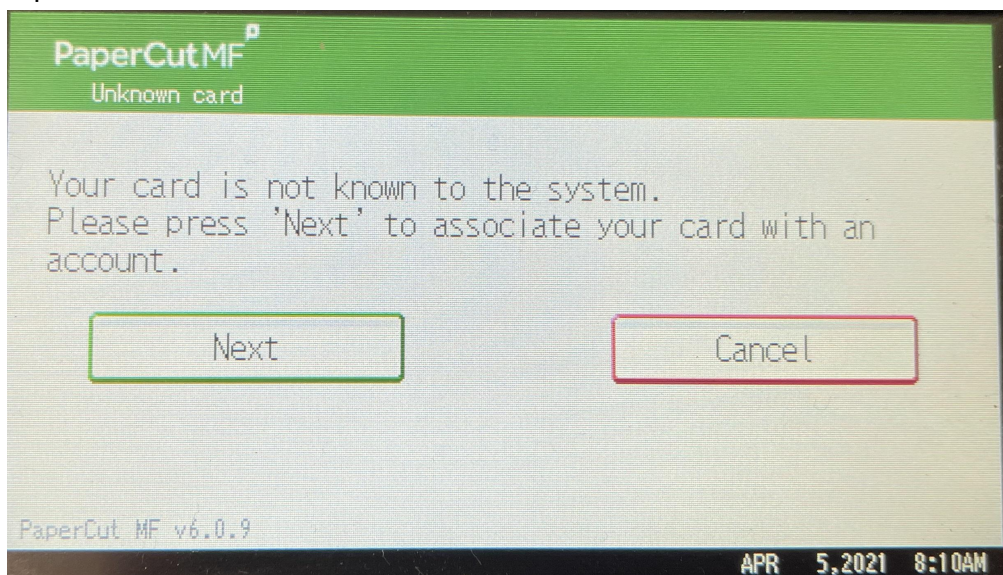


### ***Linking Your Badge to Your Account at Ricoh printers:***

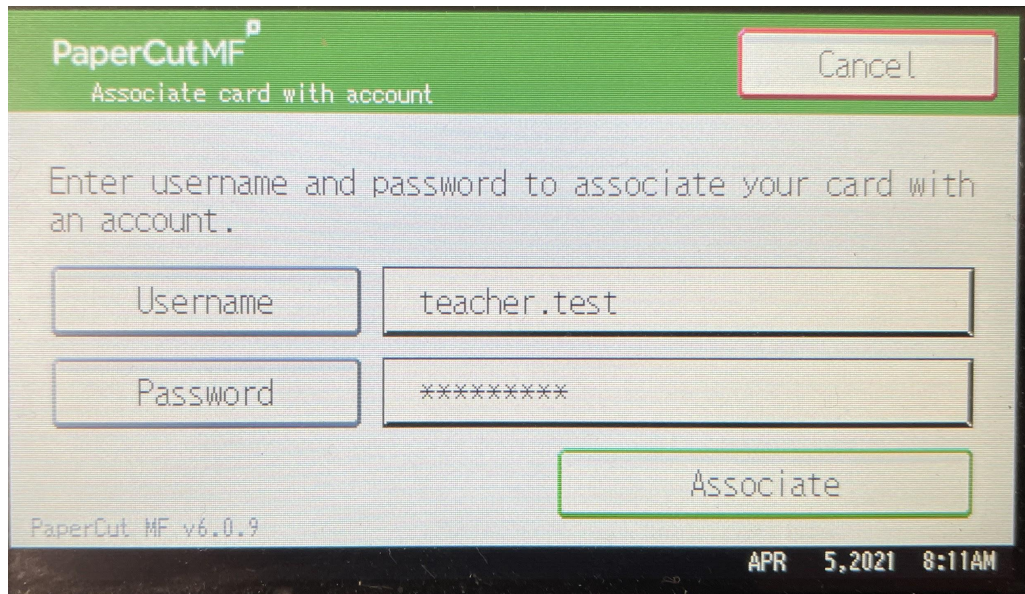
1. At the login screen at the printer tap your badge on the badge reader.



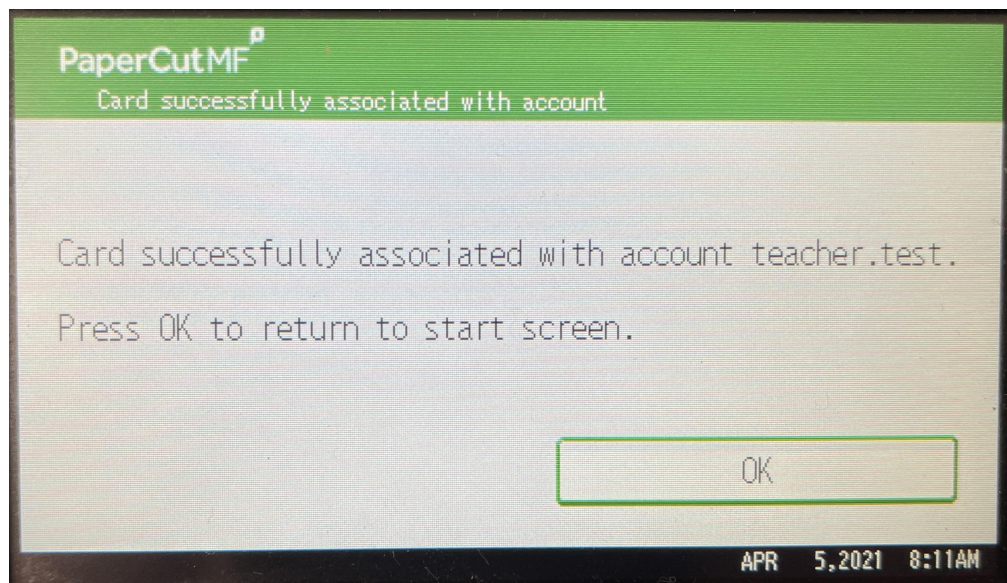
2. A message will appear indicating that your badge or “card” is not known to the system. Tap on the “Next” button.



3. In the username field, enter your first name followed by a period and then your last name. In the password field, please enter the password you use to log into your Chromebook, Computer, or BWRSD Google Account. Then tap “Associate”.



4. A message will appear indicating your badge or “card” has been successfully associated. Please tap on OK to return to the start screen.



5. At the start screen, tap your badge to login in.