



Registering Your Student RSU ID Cards with Canon Copiers

1. The Canon display should show the log in screen to begin registering your RSU ID card.
2. Swipe your RSU ID card through the copier's card swipe with the card's magnetic strip towards the copier. Card swipes are located on the right hand side of all Canon copiers. The green colored LED on the card swipe must remain green to show a good swipe. If the LED turns red during the card swipe, swipe the card again. A slow to medium speed with the card parallel to the card swipe will help with a successful swipe.
3. Enter your user name in the "User Name" field on the Canon's log in screen. For students, this will be the same credentials used when logging on to an RSU student computer. Do not include @student.rsu.edu in your user name.
4. Enter your password in the "Password" field on the Canon's log in screen. The password is case sensitive.
5. Press "Log In".
6. The Canon will then show a menu screen. (If the user's name or password is not entered correctly, the screen will show an error. Start again with step 1)
7. Press the "Log Out" button.
8. The Canon should now show the log in screen.
9. Test your card registration by swiping your RSU ID card.
10. The Canon should log you on if the registration was successful.
11. Remember to always log out when you are finished using the Canon copier.