Registration instructions for your proximity card

You will only have to do this once
To register your proximity card, go to any Advanced Canon MFP-
These devices are brown in color-
Please do not register at the smaller [white] MFPs
Place your card over the card reader label on left of panel
*The device will know your card is not yet registered.*

**Step #1**
1. Touch the white rectangle box next to “User Name”

2. You can use the keyboard or the touch screen to enter information

3. Repeat this step for Password using the same network password as your PC

4. Type in name with keyboard and hit the enter button.

(User name and User password are the same as your PC)
Another screen may come up and ask for Domain and Password

1. Enter “OJR” for the domain
2. Enter your “network password” in password section

Click on Login

Step #3
For help call Tom Boyd at 610-924-4176