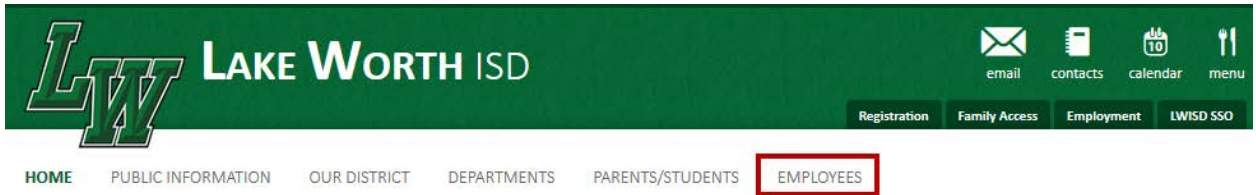
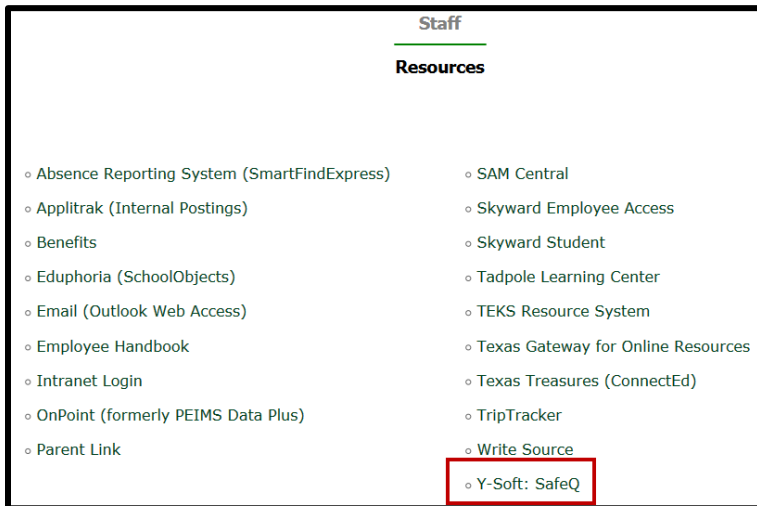


Setting-up Access to SafeQ (Xerox Copiers/Printers – [XRX_SafeQ on LW-NWPM](#))

1. Open www.lwisd.org in Chrome or Firefox.
2. Click the Employees channel.



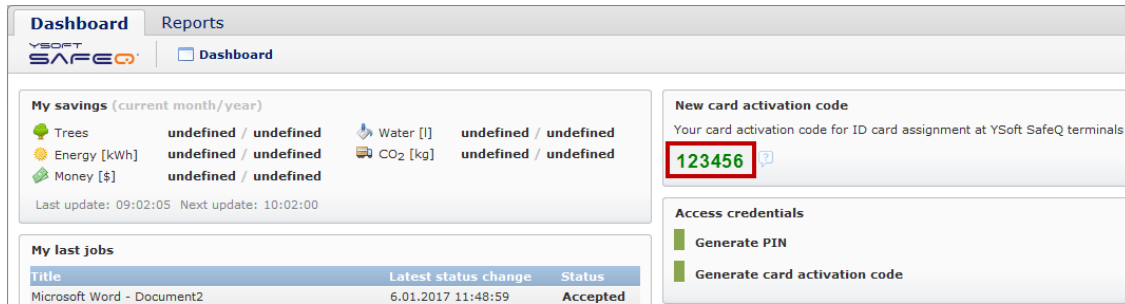
3. Click the Y-Soft: SafeQ link.



4. Enter your network (computer) login credentials (username and password).



5. Locate the *New card activation code* in the middle section of the window. Make a note of the six digit code.



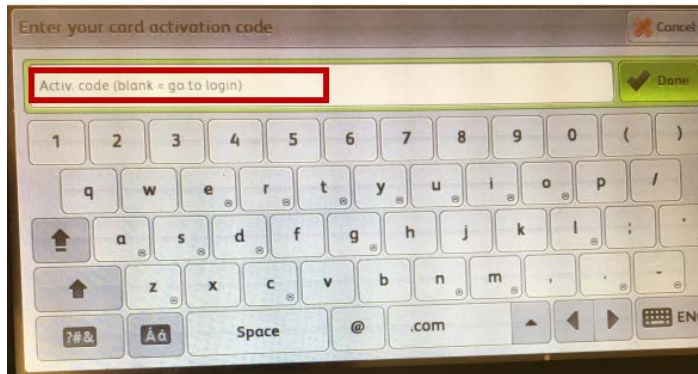
The screenshot shows the YSoft SafeQ dashboard. The 'New card activation code' section is highlighted, showing the code '123456' in a red box. Below it, there are options to 'Generate PIN' and 'Generate card activation code'. The dashboard also displays 'My savings' and 'My last jobs' sections.

6. On a Xerox WorkCentre 5875 copier/printer, swipe your access key card* on the access pad located on the side of the machine.

*Note: This is the same card used to open doors equipped with electronic access pads.



7. Using the keypad on the Xerox, enter the six digit activation code. Then, press Done.



8. To print to the Xerox WorkCentre 5875, select "XRX_SafeQ on LW-NWPM" as the destination printer. Go to any Xerox WorkCentre 5875 in the district and swipe your access card. Follow the prompts on the screen to print.

9. To make copies on a Xerox WorkCentre 5875, swipe your access card. Follow the prompts on the screen to copy.

10. Remember to log off when finished!