

Logging In

Version 9

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You can log in to Seneca printers using the Seneca OneCard app on your device, or by entering your Seneca email username and password. A PIN (Personal Identification Number) is required to complete the login. **The default PIN is 1234.**

Always remember to log out when you are finished printing.

Logging In With Your OneCard

1. Tap your device (with the Seneca OneCard app open) on the **black card reader** on the front of the printer.

You will hear a beep when your card is recognized, and the PIN screen will appear.

2. Enter your PIN on the printer screen and tap **Enter**.

Logging In With Your Email Address

1. Tap the **keyboard icon** in the upper-right corner of the printer screen.
2. Enter your Seneca username (the first part of your Seneca email address, before "@myseneca.ca") and tap **Enter**.
3. Enter your **password** and tap **Enter**.

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