

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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