

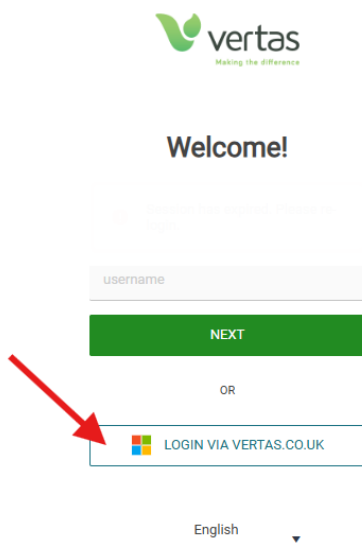
Vertas Printing

You will need to fill out the application form for a Vertas ID card which needs to be signed off by your line manager.

Make sure that you request an RFC card so that it works with the printers – to check, the back of your card should have a QR code and the number for Honeydew.

To setup your card with printing –

1. Print a document to the Vertas-Pull-Print printer. You should receive an email with instructions to setup your card and printer login. If you do not receive an email, then follow the below steps.
2. Click [this link](#) and click the Login via Vertas button



vertas
Making the Difference

Welcome!

Session has expired. Please re-login

username

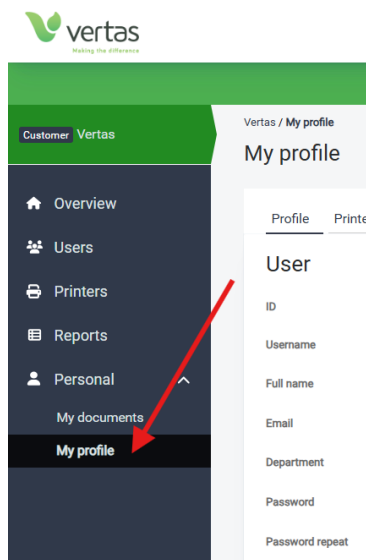
NEXT

OR

 LOGIN VIA VERTAS.CO.UK

English ▼

3. Click My Profile on the left-hand side



4. Click the two generate buttons

A screenshot of the 'User' profile form in the Vertas application. The form is titled 'User' and has tabs for 'Profile', 'Printers', 'Authorizations', and 'Sessions'. The 'Profile' tab is active. The form contains the following fields: ID (58630), Username, Full name, Email, Department, Password, Password repeat, PIN, and One-time password. The 'GENERATE' buttons for the PIN and One-time password fields are highlighted with red boxes.

5. The PIN number can be used to sign into the printer without your card. Click the Short ID button on the printer and type this code to login.
6. The one-time password code is used to setup your ID card. Go to the printer and tap your card. The username will be your email, and the password will be the one-time password. Once filled in, your card should now be setup for printing by simply taping the front of the printer with it.

Any issues with this please come and see IT or email IT@vertas.co.uk