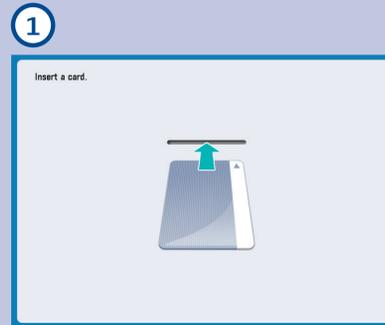


# Copy, Scan and Print

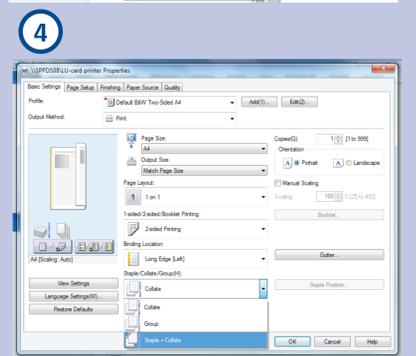
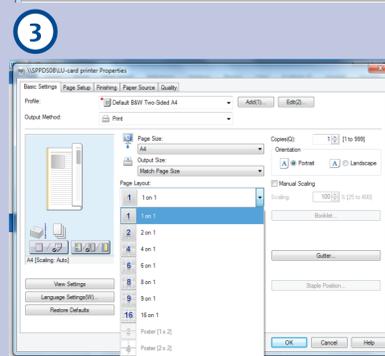
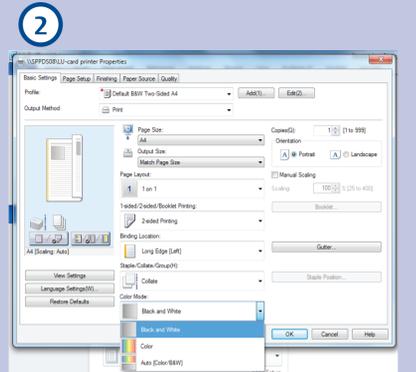
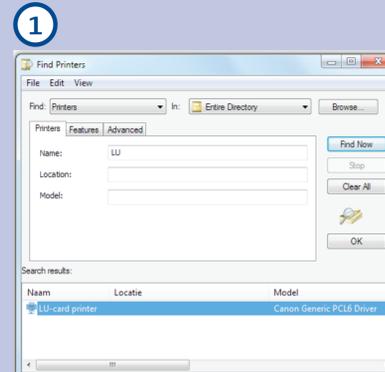
- Place your LU-Card on the card reader and choose Copy or Print (Kopieren or Afdrukken).  
When you want to Print, select the file(s) on the card reader.  
For Copy, Scan and Print from a USB: go to the menu on the printer.
- Select an option; Copy, Scan and Store or Access Stored Files in the menu on the screen.



# Print

Before sending your print job to the printer, you have some options you can select in the printer settings on your computer (NUWD work station):

- Select the LU-Card printer and go to Printer Properties – Basic Settings.
- To print in Full Color: Go to Color Mode and Select Color.
- To print more pages on one page: Go to Page Layout and select the layout you want.
- To staple the document: Go to Staple/Collate/Group and select Staple+Collate.



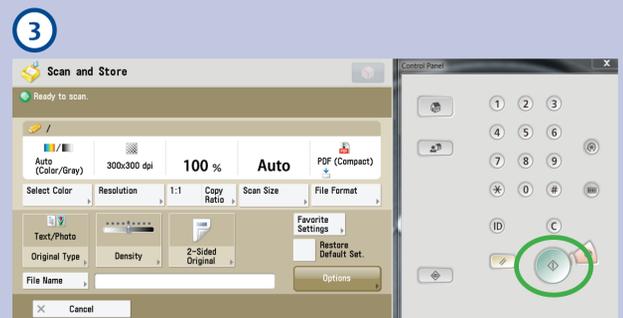
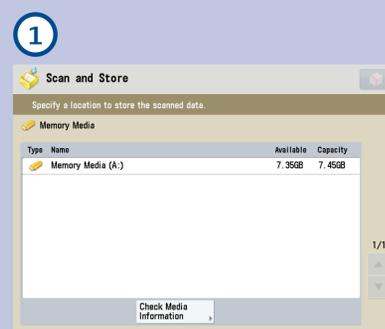
# Copy

- You can choose from extra options on the screen. Under the button Finishing you can find the option to staple etc.



# Scan and Store to USB (Free)

- Place your USB-stick in the USB-port on the right hand side of the printer.  
Select your USB on the screen.
- Press Scan at the bottom of the screen.
- Choose any option(s) like color and press the green button to start scanning. If you would like to scan multiple pages you can continue scanning. When you choose to save the document the scan will be saved.



# Print from USB (only PDF)

- Choose Access Stored Files.  
Place your USB-stick in the USB-port on the right hand side of the printer.  
Select your USB.
- Select the file you would like to print and press Print.  
Attention: you can only print PDF-files.
- Choose any option(s) like color or staple and press Start Printing. Your print job will now be processed.

