

Scan via LU-Card (scan2mail)

Scan via LU-Card

Scanning via LU-Card is a function in which you can send scans directly to your own email address using the LU card. The system uses the Leiden University email address that is already linked to the LU card. This system is a safer alternative than using the speed dialing keys on the multifunctional.

Scanning files requires a certain processing time. When someone has just used the scan function, the copy and print function will function normally, but it is possible that the scan function still needs time to process the file. You will then see an error code on the display. After a maximum of a few minutes you will be able to use the scan function again.

Below a step-by-step instruction how the Scan via LU-Card works



- Put the LU-Card on the holder and choose for the option **[Scan]**



- During the visibility of this screen all scans will be send to the email address linked to LU-Card

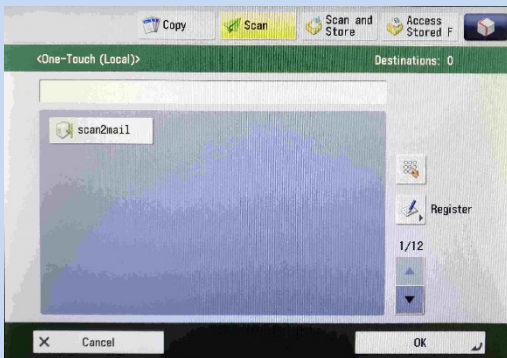


- Select **[Scan]** on multifunctional display

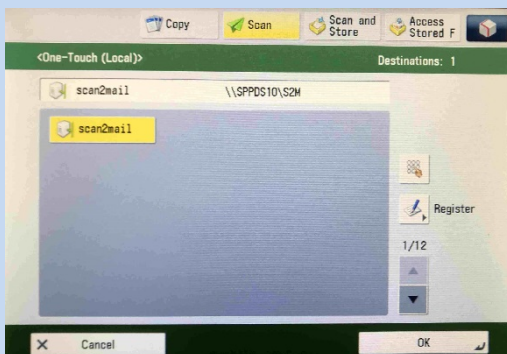


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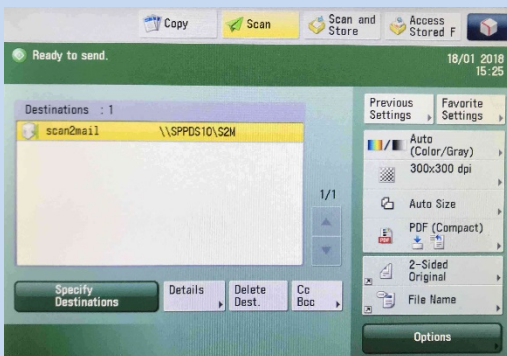
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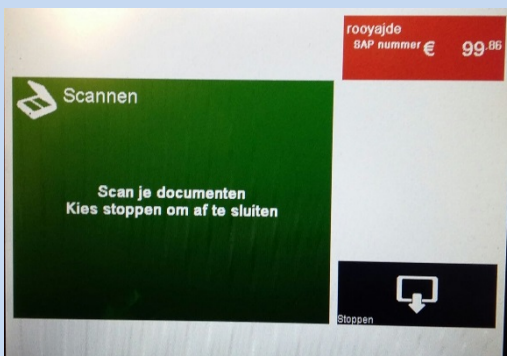
- Select the destination [scan2mail]



- Press the [OK] button



- If desired scan options like file format, colour, etc. can be changed



- Select [Stop] to end scanning
- The scans will be automatically send to your email address



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