



Manual: Copy, Scan and Print

Log in with your LU-Card

1. Put your LU-Card on the card reader of the printer.
2. The printer will unlock
3. Select one of the options: print issue (=printing), device access (=copying) or scan.

Manual log in

1. On the home screen, enter your user name and password.
2. Click "login" and log in.
3. Select one of the options: print delivery (=print), device access (=copy) or scan.

Print

1. On the computer, open the file you want to print
2. Click "file" > "print" or Ctrl + P
3. Under Printer, select "LU-Card Printer" and click on "print"
4. Go to the printer with your LU-Card
5. Unlock the printer with your LU-Card
6. Under "print issue" select the file you want to print
7. Click on "start"

Copy (= device access)

1. Select "device access" after logging in.
2. Select the desired settings
3. Place your file on the glass plate
4. Click on "start"

Scanning

1. After logging in, select "scan"
2. Place your document in the document feeder
3. Select "scan to email"
4. Enter your information
5. Select the desired settings
6. Click on "start"