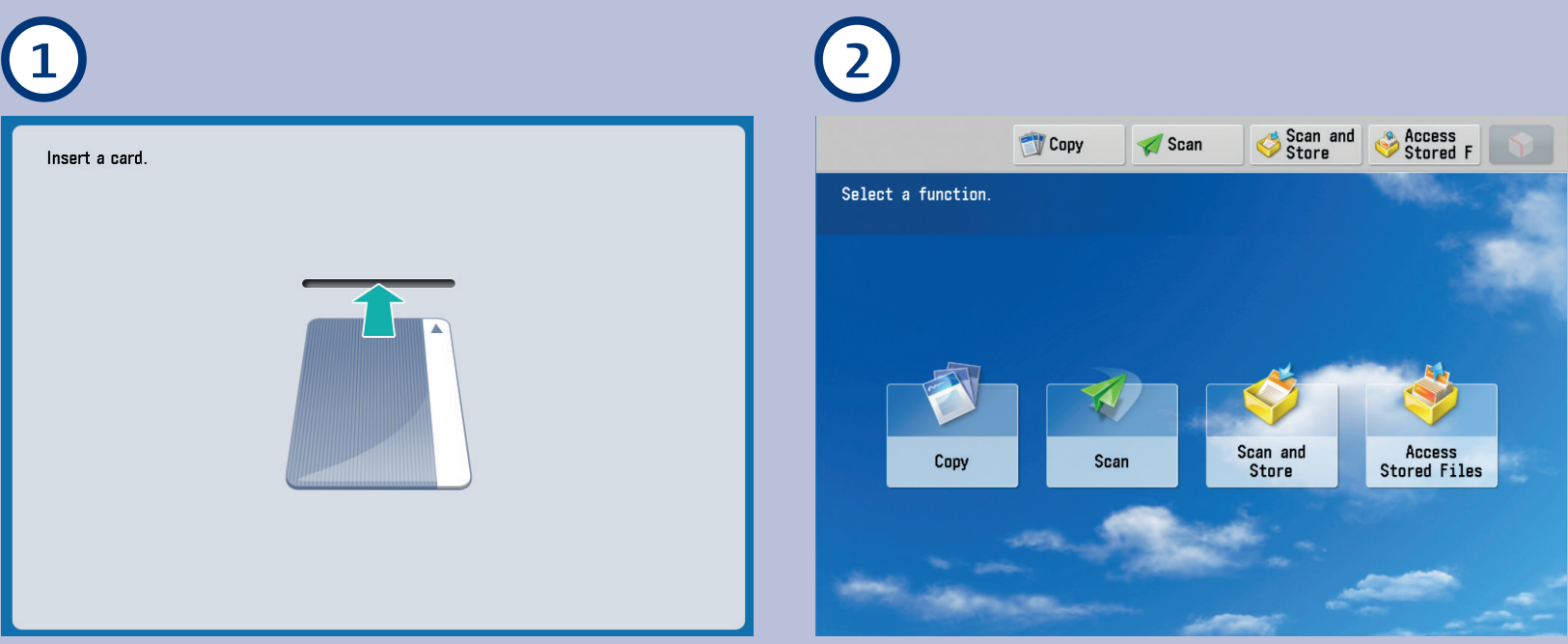


# Usermanual Copy, Scan and Print

## Unlock the card reader

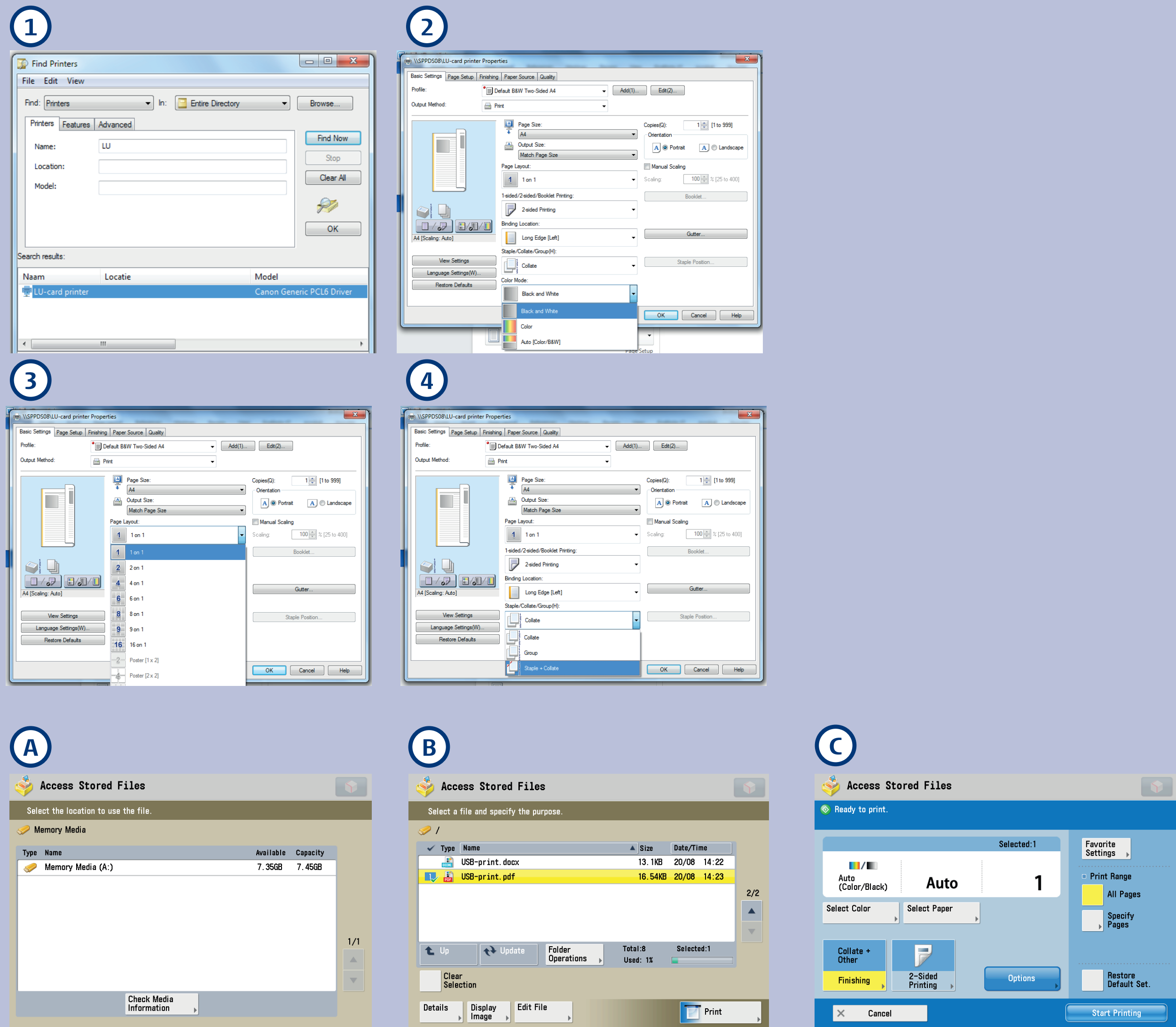
1. Place your LU-Card on the card reader and choose Copy or Print.  
When you want to Print, select the file(s) on the card reader.  
To Copy, Scan and Print from a USB: go to the menu on the printer.
2. Select an option; Copy, Scan, Scan and Store or Access Stored Files in the menu on the screen.



## Print

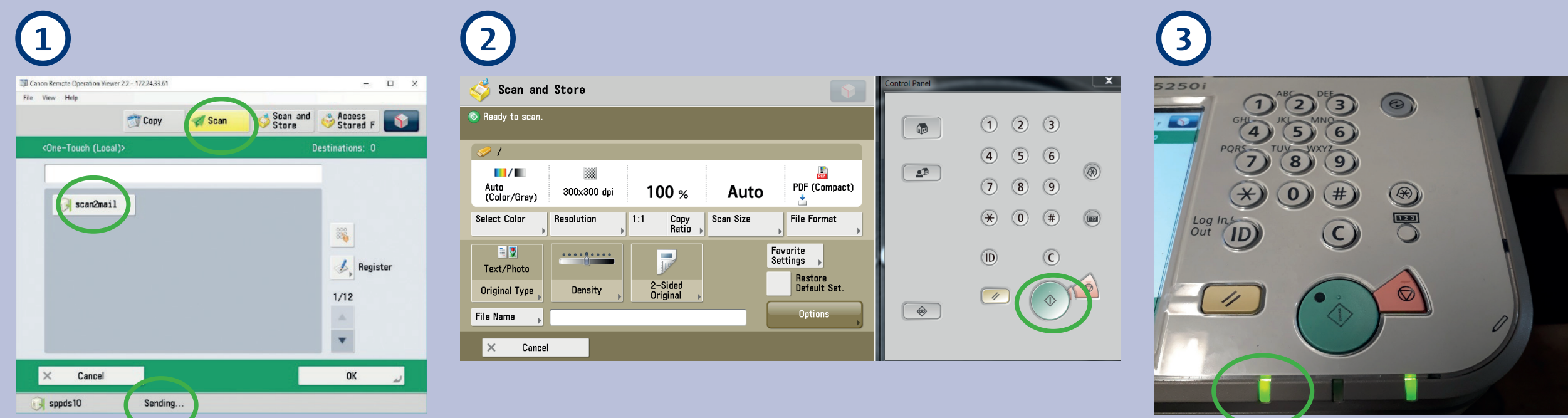
Before sending your print job to the printer, you have some options you can select in the printer settings on your computer (NUWD work station):

1. Select the LU-Card printer and go to Printer Properties – Basic Settings.
  2. To print in Full Color: Go to Color Mode and Select Color.
  3. To print more pages together on one page: Go to Page Layout and select the layout you want.
  4. To staple the document: Go to Staple/Collate/Group and select Staple+Collate.
- **Print from USB (only PDF)**
    - A. Choose Access Stored Files.  
Place your USB-stick in the USB-port on the right hand side of the printer. Select your USB.
    - B. Select the file you would like to print and press Print. Attention: you can only print PDF-files.
    - C. Choose any option(s), like color or staple, and press Start Printing. Your print job will now be processed.

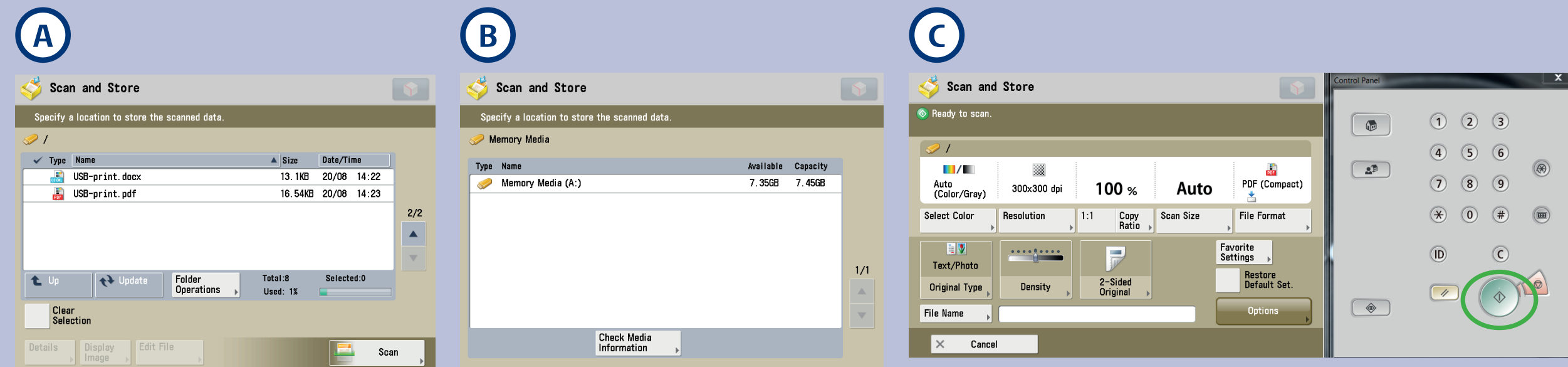


## Scan and Store to USB (Free)

- **Scan2mail**
    1. Press Scan2mail
    2. 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 by pressing the green button with each page.
    3. Be sure to wait with logging out until the words Scanning & Sending are no longer visible down below on the screen (see picture 1).
- Note: Check to see if the led-light is no longer blinking. Now it's safe to log out.*

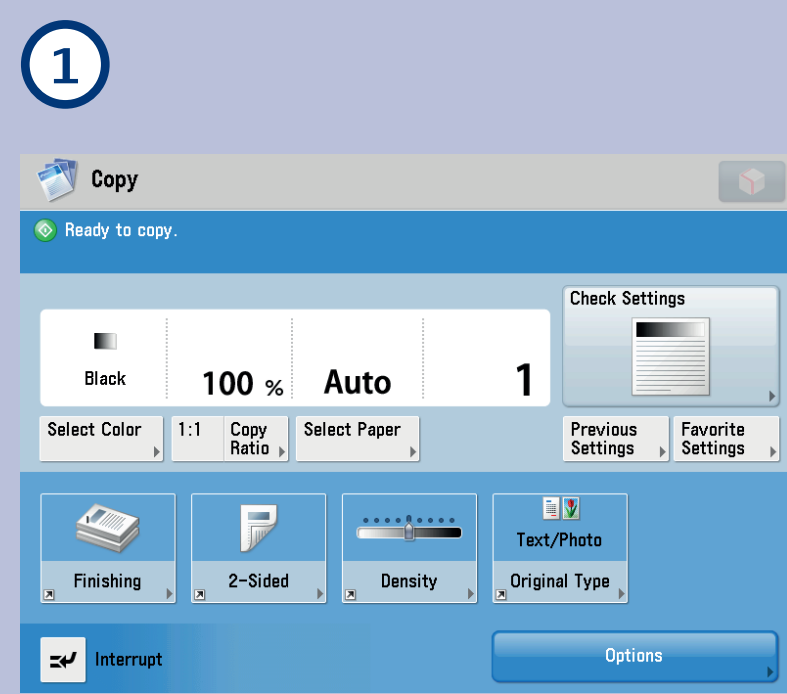


- **Scan and Store**
  - A. Place your USB-stick in the USB-port on the right side of the printer. Select your USB on the screen.
  - B. Press Scan at the bottom of the screen.
  - C. Choose any option(s), like color, and press the green button to start scanning.  
If you would like to scan multiple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



## Copy

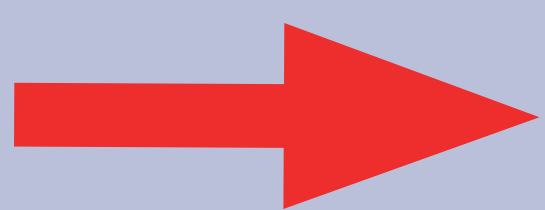
1. You can choose extra options on the screen. Under the button Finishing you can find the option to staple etc.



## Printing & privacy

- **Cancel pending print jobs after error or malfunction.**

Switch off the printer by pressing the button on the right and **all** your pending print jobs in the multifunctional will be deleted (follow the red arrow).



- Remove and throw away jammed pages in the paper bin!
- Please do not forget your printed pages.
- The pages print according to your print job and only these pages will be calculated after signing out.

Deposit unwanted copies containing potentially **sensitive** information in the confidential paper bin.

- Did you find a USB stick or any other storage device? Please hand these in at the help desk.
- Do not forget to **log out** and take your LU card with you. You will be logged out after a period of inactivity.
- Do not leave your original documents on or near the printer. Doing so may cause a **data breach**!

*If you've misplaced or lost your LU card, please notify the service desk.*

