

Login

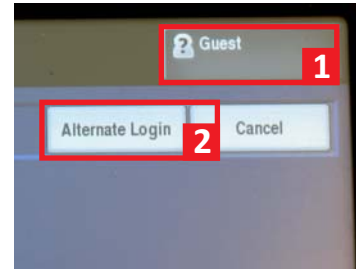


Swipe your AAU Card
Guest cards do not work.



Enter pincode
Four digits, e.g. 1234

or



Select Guest and then
Alternate Login

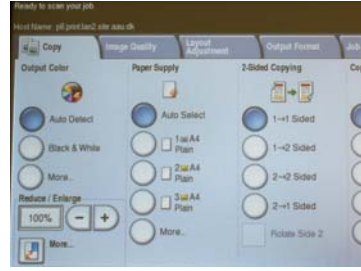


Enter AAU mail address in
PIN field. Press *Enter*.
Enter password (not pin)

Copy



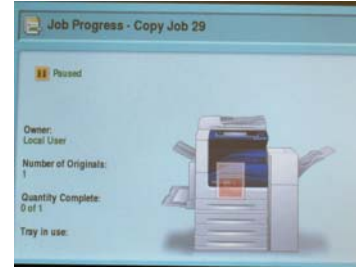
Select *Copy*



Adjust settings

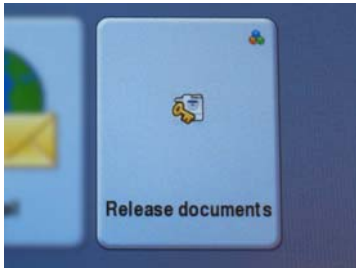


Press start button



Copy process will start

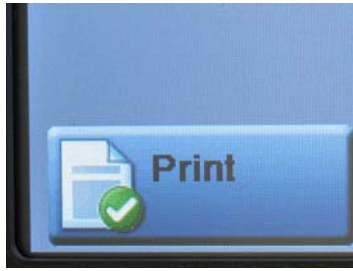
Print with Follow You



Select *Release documents*

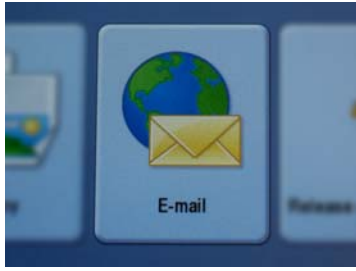


Select your documents
by tapping each one

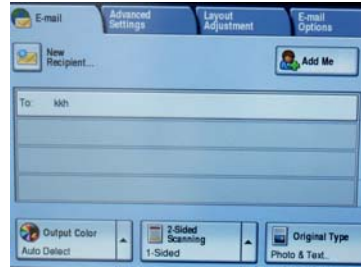


Select *Print* to start

Scan to e-mail



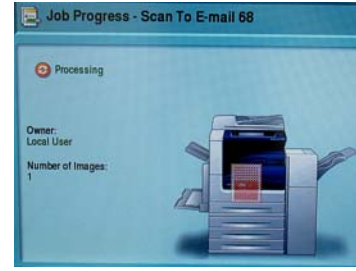
Select *Email*



Select *Add Me*



Press start button

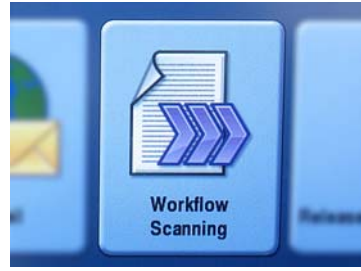


Scan process will start

Scan to USB



Insert USB pen



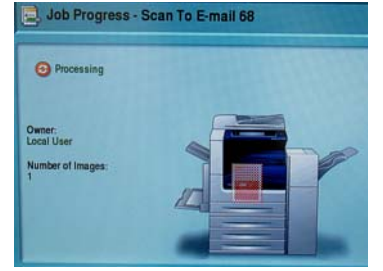
Select *Workflow Scanning*



Select USB option



Press start button



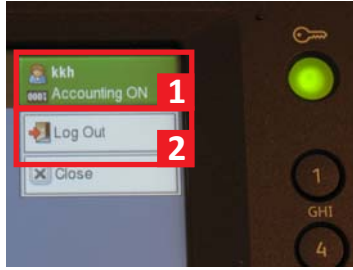
Scan process will start

Log out



Swipe your
AAU Card

or



Select username for
options and the Log Out

Misc



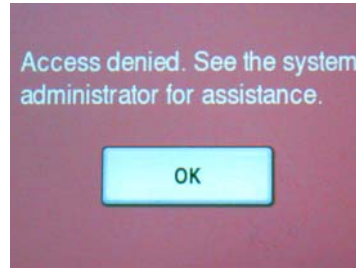
Change language



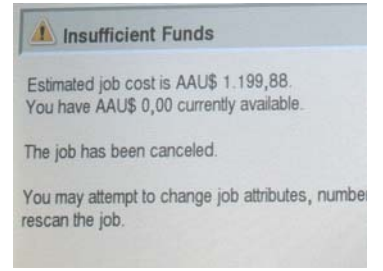
Stuck? Press the
Home button



Awake from sleep mode



No funds on your
AAU Card



Not enough credits
to complete job

