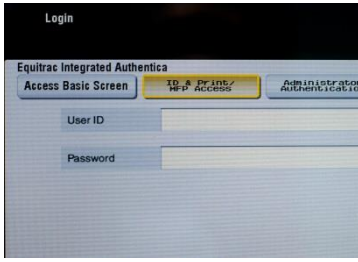




Login

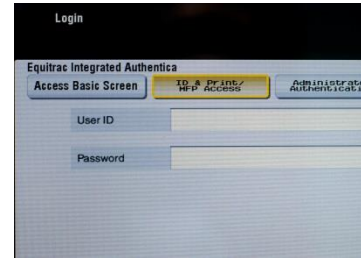


Select **Password** and enter your pin code from AAUcard Press **OK or V**

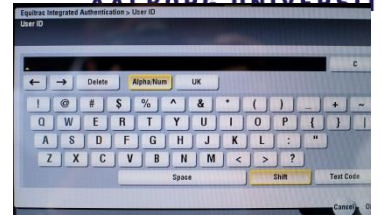


Swipe your AAU Card (over card symbol) Guest cards will not work

AAUcard or Email and password



Select User ID , enter AAU mail address *) and press **OK or V**. Select Password,



Enter Password (@ can be found selecting **AltGr or Shift**) Finish pressing **Login**

AAU staff – only need to swipe your AAUcard over the card reader, and you'll be able to copy, scan or release Follow-You print – NO PINcode is needed

Copy



Press the **Kopi** button



Adjust settings



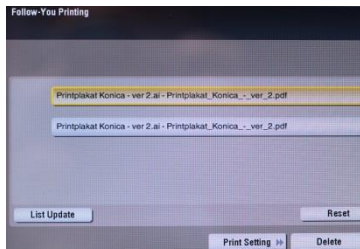
Press **Start** button

*) AAU mail / Outlook

Print with Follow You



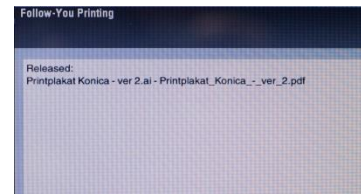
Select the **Follow You** button (or "**Numerisk tastatur**")



Select your documents by tapping each one



Press **Start** button



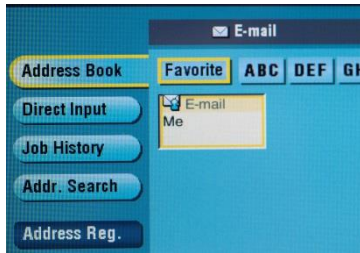
Press **OK or V**

Alternativ:
Press Home button and Press Follow-You at the Home menu

Scan to e-mail



Select Fax/Scan button



Select **E-mail Me icon** Only *.AAU.DK mail addresses allowed.



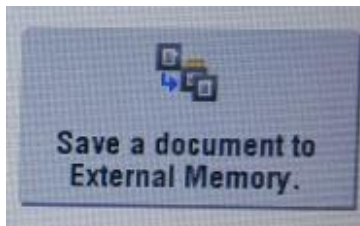
Press **Start** button Mail limit 30-35 MB

Use "Scan to USB" on large jobs.

Scan to USB



Insert USB pen



Select "Save a document to External Memory"



Adjust settings if needed



Press **Start** button

Log out



Press the **Adgang** button

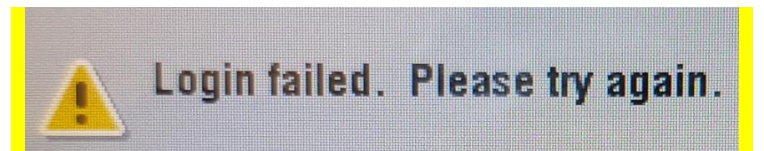
Misc



Awake from sleep mode



Follow-You



Students need to enter PIN code before swiping AAUcard – Select Password field. Please try one more time – maybe wrong PIN code

AAU email and password works