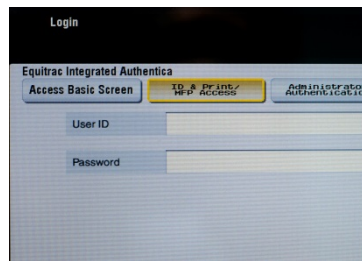


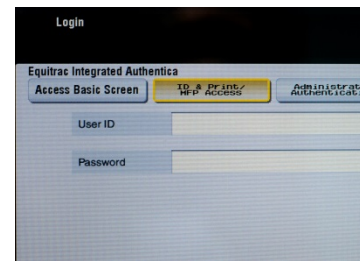
## AAUcard or UserID and password



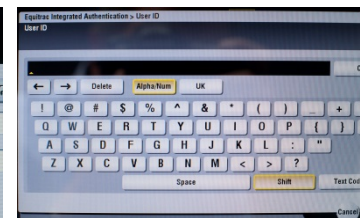
Select **Password** and enter your pin code from AAUcard Press **OK or V**



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



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



Enter Password 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**

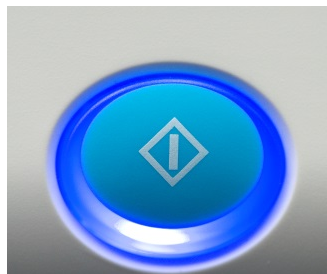
### Copy



Press the **Kopi** button



Adjust settings



Press **Start** button

\*) AAU mail / Outlook login.

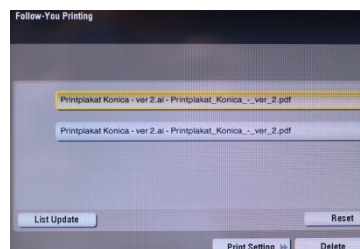
e.g. [AB23CD@id.aau.dk](mailto:AB23CD@id.aau.dk)

(@ can be found selecting **AltGr or Shift**)

### Print with Follow You



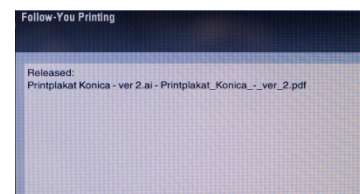
Select the **Follow You** button (or "**Numerisk tastatur**")



Select your documents by tapping each one



Press **Start** button

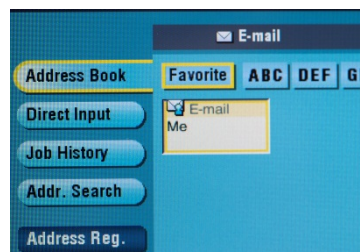


Press **OK or V**

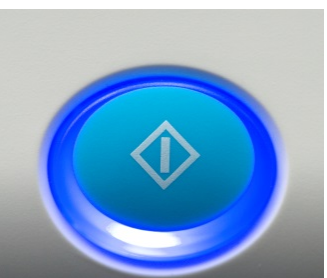
### Scan to e-mail



Select Fax/Scan button



Select **E-mail Me icon**



Press **Start** button

### Scan to USB



Insert USB pen



Select Workflow Scanning



Adjust settings if needed



Press **Start** button

### Log out



Press the **Adgang** button

### Misc



Awake from sleep mode

Students need to enter PIN code before swiping AAUcard