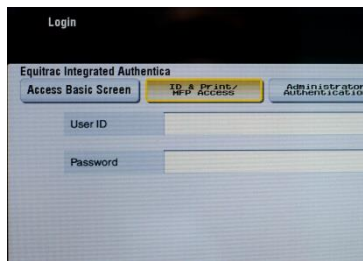


Login
Copy
Print with Follow You
Scan to e-mail
Scan to USB
Log out
Misc

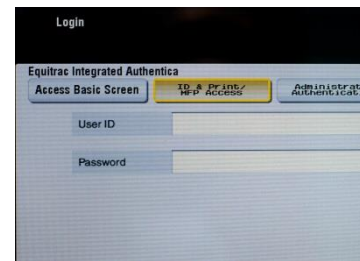
AAUcard or UserID and password



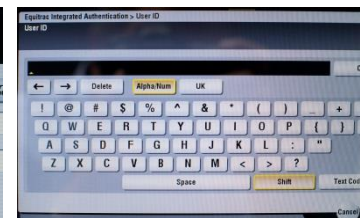
Select **Password** and enter your pin code from AAUcard Press **OK or V**



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

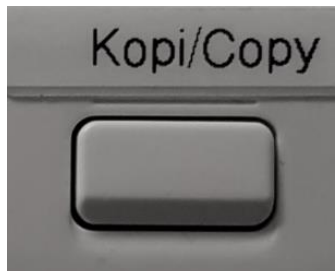


Select User ID , enter AAU User ID *) and press **OK or V**. Select Password,



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



Press the **Kopi** button



Adjust settings



Press **Start** button

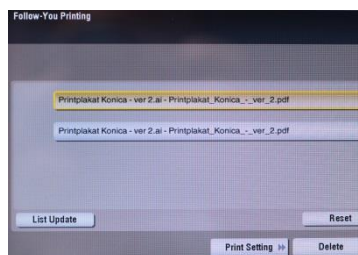
*) AAU webmail or Outlook login.

e.g. AB23CD@id.aau.dk

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



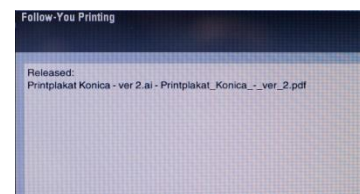
Select the **Follow You** button or Press Home and press Follow-You



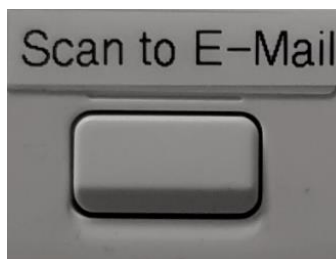
Select your documents by tapping each one



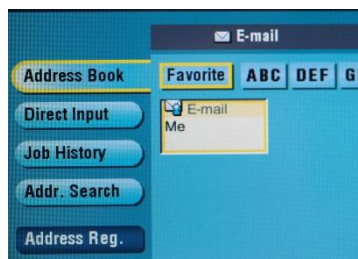
Press **Start** button



Press **X**



Select Fax/Scan button



Select **E-mail Me icon**



Press **Start** button



Insert USB pen



Select Workflow Scanning



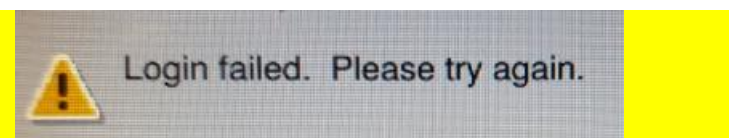
Adjust settings if needed



Press **Start** button



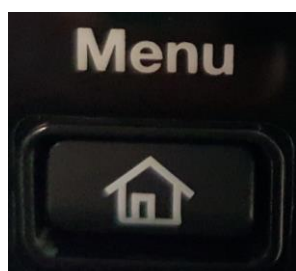
Press the **Adgang/Access** button



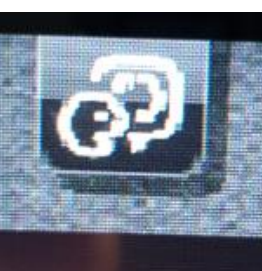
Students need to enter PIN code before swiping AAUcard



Awake from sleep mode



Stuck ? Press the **Home** button



Change Language