

## Log in

Hold your JU card to the card reader



or

Log in with your user account via the display

**Note!** The first time you use your JU card you must register the card by following both steps above.

Don't forget to **log out** when you are done!

## Printing

Select which documents you want to print and press the start button.

You can also delete documents that you don't want to print.

## Scanning

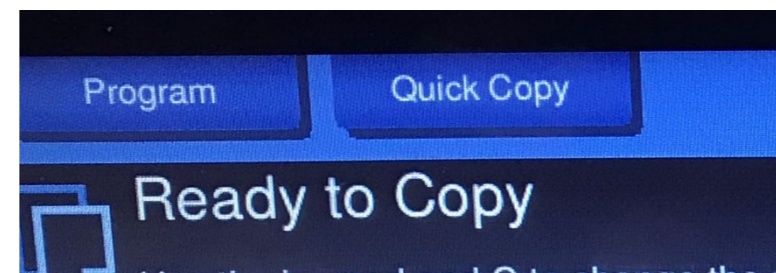
Select if you want to scan to your e-mail address at JU or to your home directory (G:).

## Copying

Make settings for your copy:

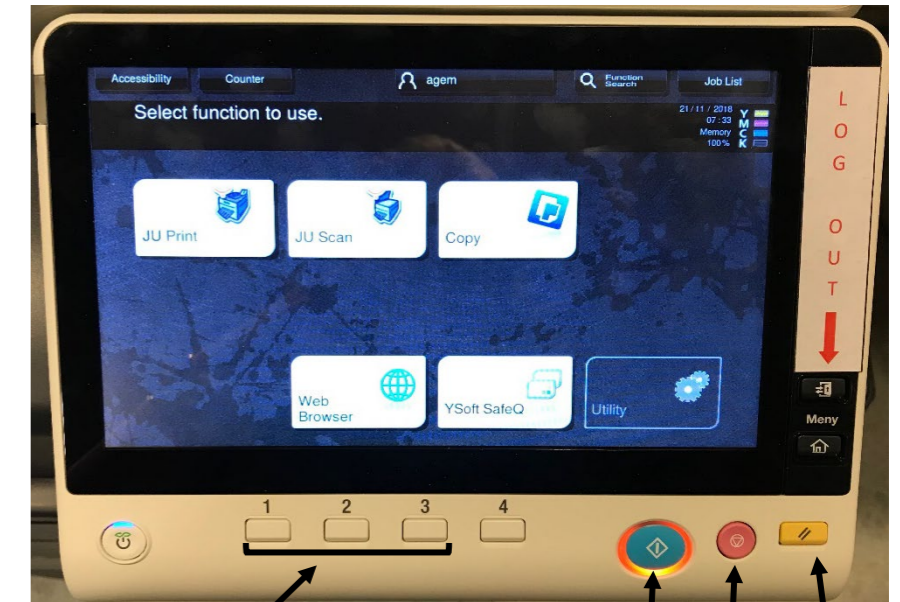
- ✓ Colour/black and white
- ✓ Type of original
- ✓ Single-sided/duplex
- ✓ Number of copies

Settings for quick copy can be accessed from the upper left corner:



## Print from private computer

Can be done by installing the printing client, by printing from the web page <https://ju-print.ju.se> or by sending an e-mail with your files to [ju-print@ju.se](mailto:ju-print@ju.se) (**note!** from your e-mail address at JU)



1. Zoom display
  2. Help
  3. Number of copies
- Start Stop  
Reset

## Help and support

In case of problems with printing and the printer, contact IT Helpdesk:

<http://ju.se/helpdesk>

036-10 11 12

Manuals and FAQ is available at <http://ju.se/helpdesk>