

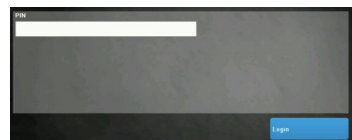


AAUcard or UserID and password

Login

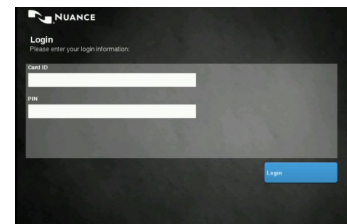


1] **Swipe your AAU Card**
"Please enter your PIN"
2] Press **OK**

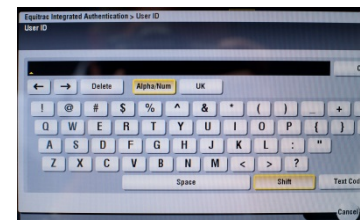


3] Student enter PIN and press **Login**

3] Staff Press **Login**
do NOT enter PIN



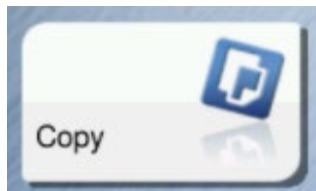
Select User ID , enter AAU User ID *) and press **OK or V**. Select Password,



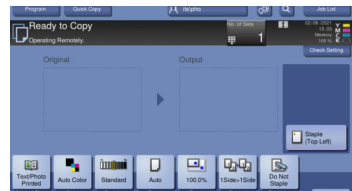
Enter Password Finish pressing Press **Login**

Card login tree step: 1] Swipe AAUcard 2] "Please enter your PIN" press OK 3] Student enter PIN Press Login. (STAFF do NOT enter in PIN)

Copy



Press the **Kopi** button



Adjust settings



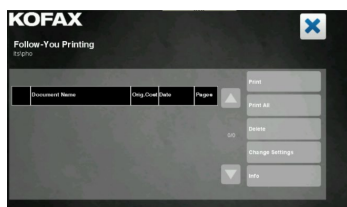
Press **Start** button

*) AAU webmail or Outlook login.

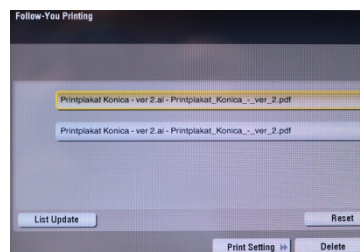
e.g. AB23CD@id.aau.dk

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

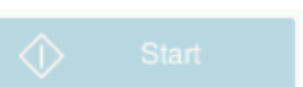
Print with Follow You



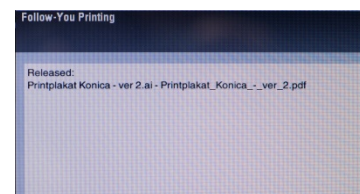
Select the **Follow You** button or Press Home and press Follow-You



Select your documents by tapping each one

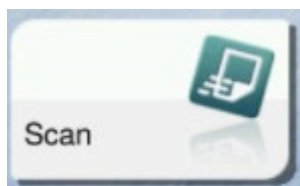


Press **Start** button

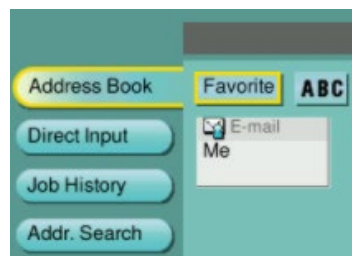


Press **X**

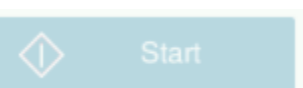
Scan to e-mail



Select Fax/Scan button



Select **E-mail Me icon**



Press **Start** button

Scan to USB

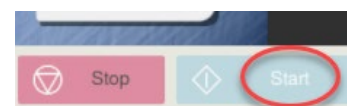


Insert USB pen



Select Workflow Scanning

Adjust settings if needed



Press **Start** button

Log out

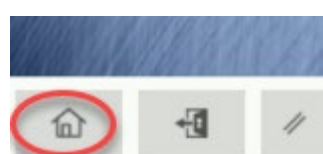


Press the **Adgang/Access** button

Present your AAUcard

or

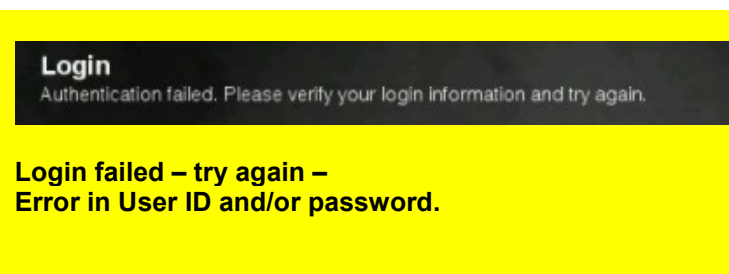
Touch the screen



Stuck ?
Press the **Home** button



Change Language:
After login
Press Icon in Top of screen



Login failed – try again – Error in User ID and/or password.

Misc

Awake from sleep mode