

|                       |  |  |  |  |  |
|-----------------------|--|--|--|--|--|
| Login                 |  |  | or   |  |  |
|                       | <p>Swipe your AAU Card (over the card reader)<br/><b>Guest cards will not work</b></p> | <p>Key in your four digits PIN-code at Password prompt. NOT your Password<br/><b>Students ONLY</b></p> |  | <p>Press Keyboard icon, enter AAU mail address as primary PIN. *) Press OK to Finish</p> | <p>Enter your Password. Press OK to Finish Password *) – NOT PIN</p>                     |
| Copy                  |  |  |  | *) AAU mail / Outlook account and password.  |  |
|                       | <p>Press the <b>Copy/Kopiering</b> button</p>  | <p>Adjust settings</p>   | <p>Select <b>Start</b> to start copy.</p>                  |  |  |
| Print with Follow You |  |  |  |  |  |
|                       | <p>Select <b>Release documents</b></p>   | <p>Select your documents by tapping each one</p>   | <p>Select <b>Print</b> to start printing</p>               |  |  |
| Scan to e-mail        |  |  |  | Use "Scan to USB" on large jobs  |  |
|                       | <p>Select Email</p>  | <p>Select <b>Add Me /Tilføj mig Only *.AAU.DK mail addresses allowed</b></p>                           | <p>Press <b>Send</b> to send Email Mail limit 30-35 MB</p> |  |  |
| Scan to USB           |  |  |  |  |  |
|                       | <p>Insert USB pen</p>  | <p>Select Scan to USB</p>  | <p>Adjust settings if needed</p>                           | <p>Press <b>Scan</b> button</p>  |  |
| Log out               |  | or   |  |  |  |
|                       | <p>Swipe AAUcard</p>   |  | <p>Press Username and "Log Out" / "Log af"</p>             |  |  |
| Misc                  |  |  |  |  | <p>Access denied<br/>No funds on your AAUcard<br/>Not enough credits to complete job</p> |
|                       | <p>Awake from sleep mode: Swipe AAUcard or Press power button</p>                      | <p>Stuck? Press the Home bottom</p>  | <p>Change language press the globe</p>                     | <p>Access denied</p>   |  |