How to scan

Facilities and Services
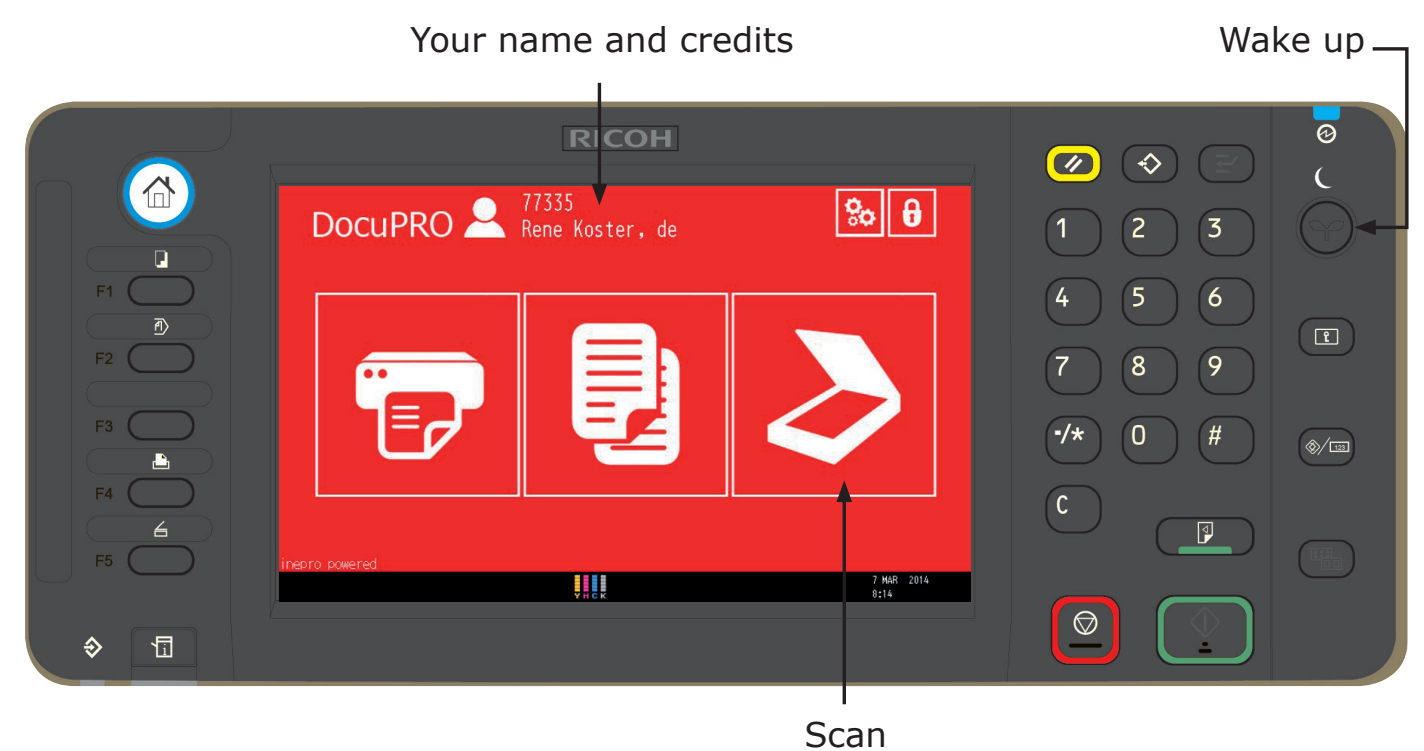
WAGENINGEN UR
For quality of life

How to start

This is a colour machine.

Put your WUR card on the reader to log in.
The following menu will appear.

If the machine is in sleep mode, put your WUR card on the reader, press the button with the moon icon and put your WUR card on the reader again.

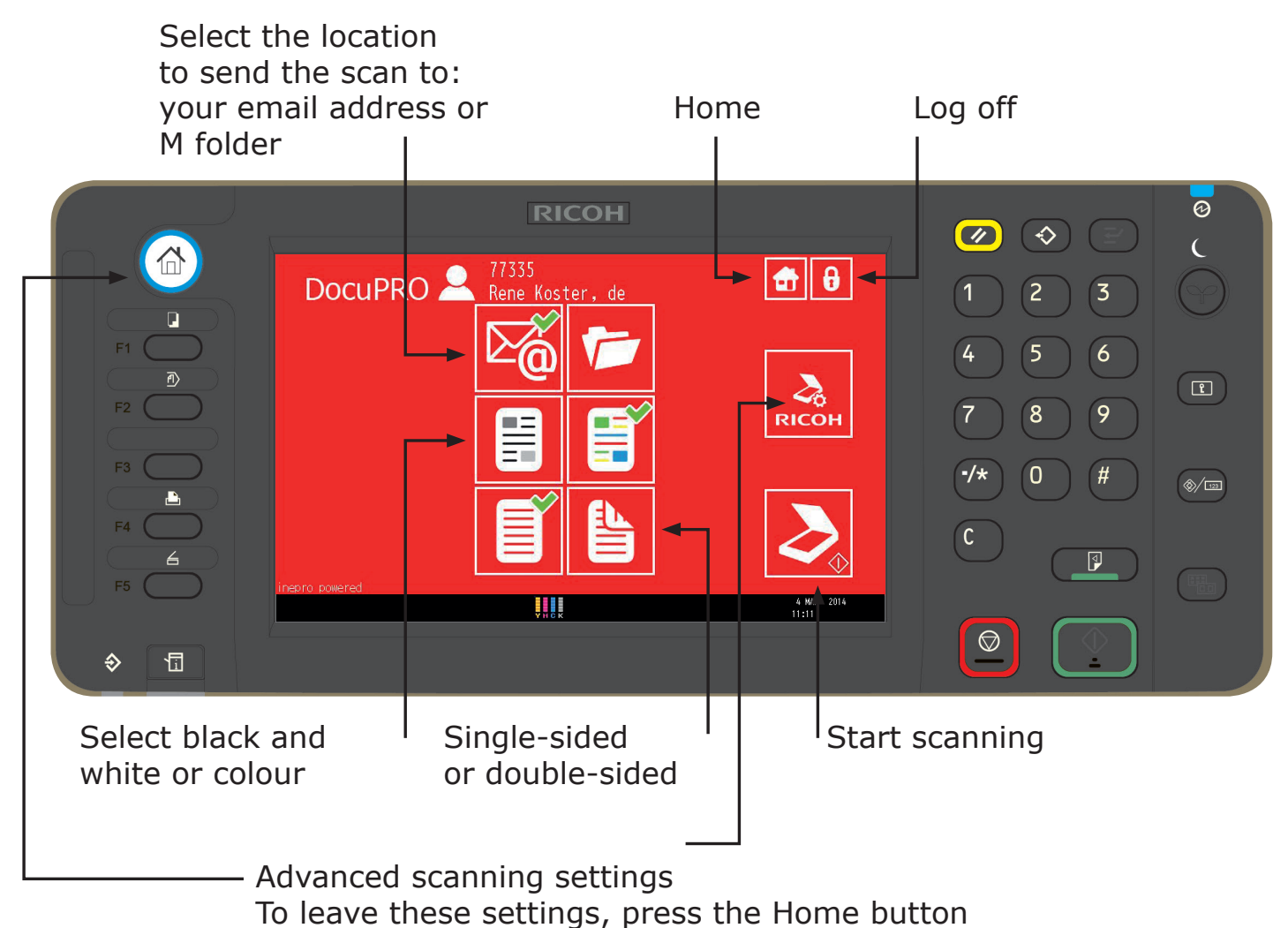Your name and credits

Wake up

Scan

Scanning

Press the Scan icon and the following screen will appear

Choose your settings, place the document(s) face-up in the input tray and press 'Start scanning'. The scan will be sent to your own WUR email account or M folder.

To scan to another Wageningen UR email address, press the 'Advanced scanning settings' icon and the following screen will appear.

Select the location to send the scan to: your email address or M folder

Home

Log off

Select black and white or colour

Single-sided or double-sided

Start scanning

Advanced scanning settings
To leave these settings, press the Home button

Adjust settings

For advanced settings, go to intranet,
Services → Facilities → Printing & Copying.

! Please log off by putting your WUR card on the reader.