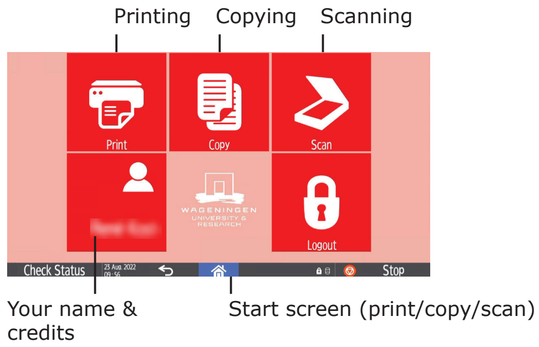
Printing, copying & scanning

How to start?

Place your WURcard on the reader to log in, even when the machine is in sleep mode. The following menu will appear.

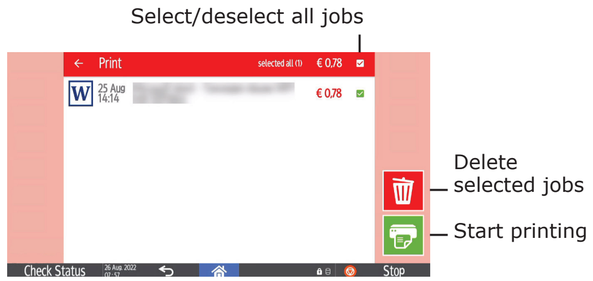
Here you can choose to start printing, scanning or copying.



Printing

You can deselect the jobs you don't want to print, by unchecking them.

When ready, press the green button to start printing.



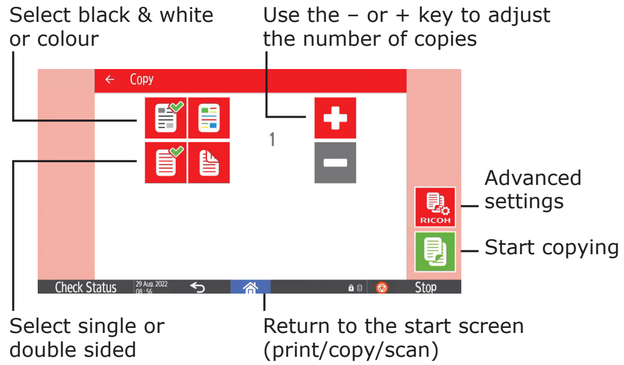
Printing (advanced settings)

For advanced settings press the document name and the following screen will appear.

Copying

Press the copy icon and the following screen will appear.

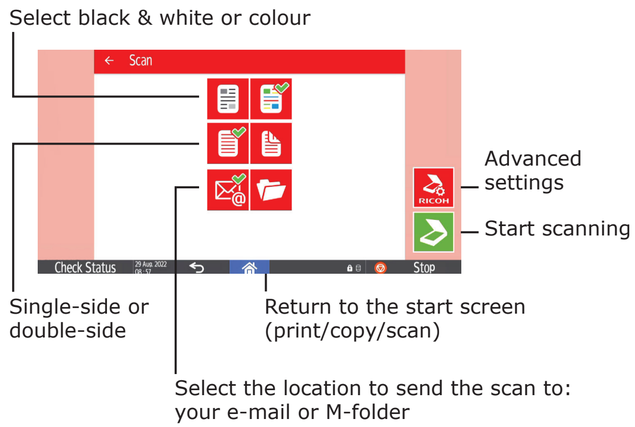
Place the document(s) on the input tray or on the glass and press the green button to start copying.



Scanning

Press the scan icon and the following screen will appear.

Put the document(s) face up on the input tray and press *'start scanning'*.



When you are finished, log off by holding your WURcard on the reader.

Instructions advanced settings

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