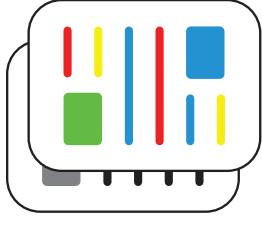




**WAGENINGEN UR**  
For quality of life

# Printing, copying and scanning in colour

## Facilities and Services

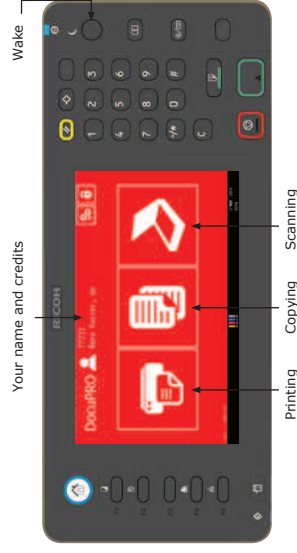


### How to start?

You can print, copy and scan on one of the multifunctionals with your WUR card.

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

When the machine is in sleep mode put your WUR card on the reader, press the leaf button under the moon icon. Then use the WUR card again.

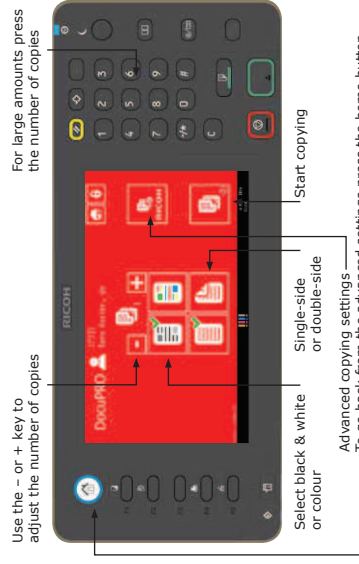


### Copying

Press the copy icon and the following screen will appear.

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

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



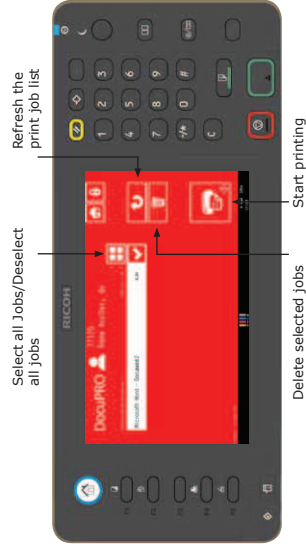
### Printing

Press the print icon and the following screen will appear.

Select job(s) and press 'start printing'.

For colour printing, change the default black and white in the printer driver

For more information, go to intranet, Services → Facilities → Printing & Copying.

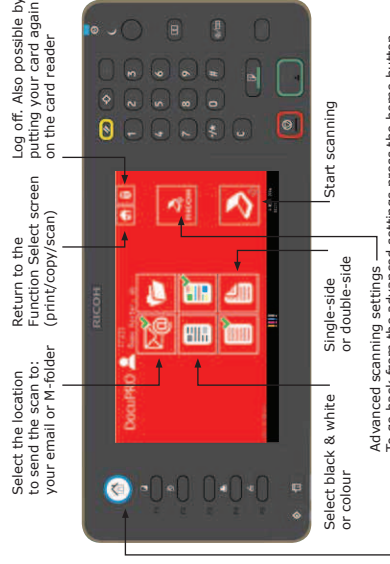


### Scanning

Press the scan icon and the following screen will appear.

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

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



When you are finished please log off by putting your WUR card on the reader.