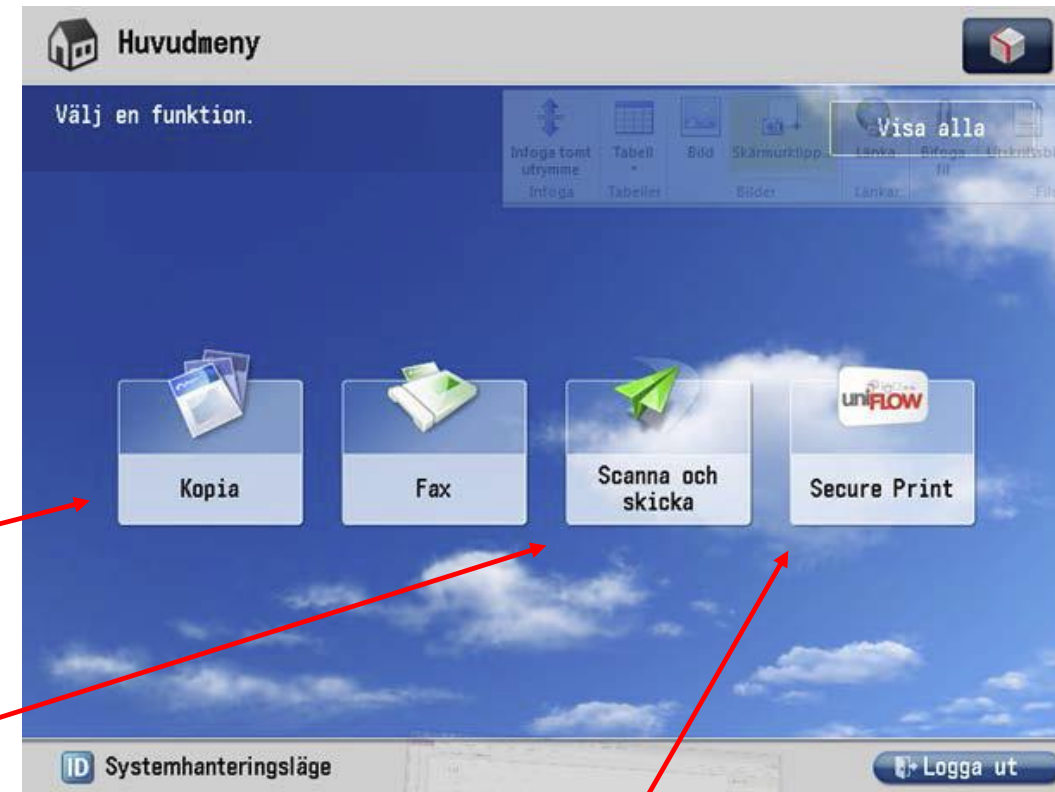## Guide for uniFLOW

Log on with your LU card
Place the LU card on the card reader next to the display.

Log on without your LU card
Log on by pressing the button **AD login** on the display and then enter your LUCAT ID and password.

Kopiera
1. Press the main menu button next to the display
2. To make a copy, press "Kopia"
3. Place the original in the copier, start the copying by pressing the big green button as per below.
4. Sign out from the copier by pressing "Logga ut"

Scanning
1. Press the main menu button next to the display
2. To scan, press "Skanna och skicka". To send to yourself, press "Skicka till mig"
3. Press the big green button
4. Sign out from the copier by pressing "Logga ut"

Printing
1. Print from your computer, using the printer **Canon**.
2. Sign in as per above and then press "Secure Print" on the display.
3. Select the printouts that you wish to print, then press "Print + Delete"
4. To change print settings, press "Options"
5. Sign out from the copier by pressing "Logga ut"