**Logging in**

1. Swipe your CSU card
2. Enter your PIN on the keyboard
3. Press OK on the touch screen

**Printing**

Log in

Items sent to the printer or [http://myprint.csu.edu.au](http://myprint.csu.edu.au) will appear on the screen

Select the item and press **Print**

Your CSU Card account must have sufficient funds

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**Copying**

Log in

Select ‘Use Device Functions’

Press **Copy** on the left of the touch screen

Select copy preferences on the touch screen

Press **Start**

Your CSU Card account must have sufficient funds

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**Scanning**

Log in

Select ‘Use Device Functions’

Press **Scanner** or **Scan to USB** on the left of the touch screen

Press **Scan to Me** to send documents to your CSU registered email address

OR

Insert USB drive into the USB port on the left of the screen

Press **Start**

There is no charge for scanning

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