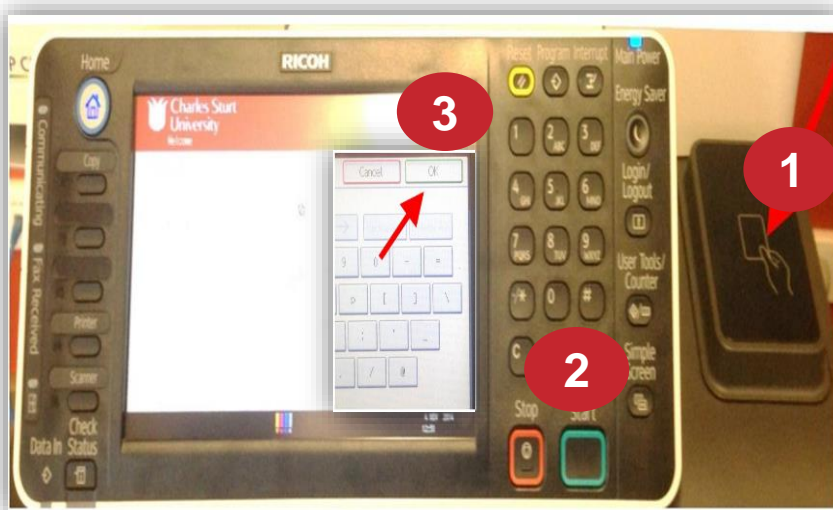


Logging in

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



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



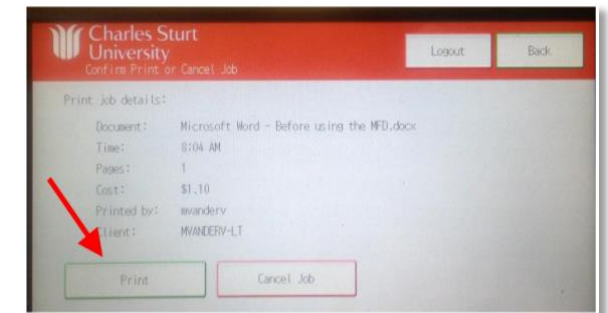
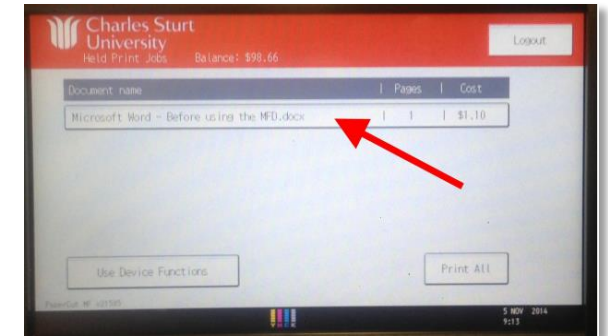
Printing

Log in

Items sent to the printer or <http://myprint.csu.edu.au> will appear on the screen

Select the item and press
Print

Your CSU Card account must have sufficient funds



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

