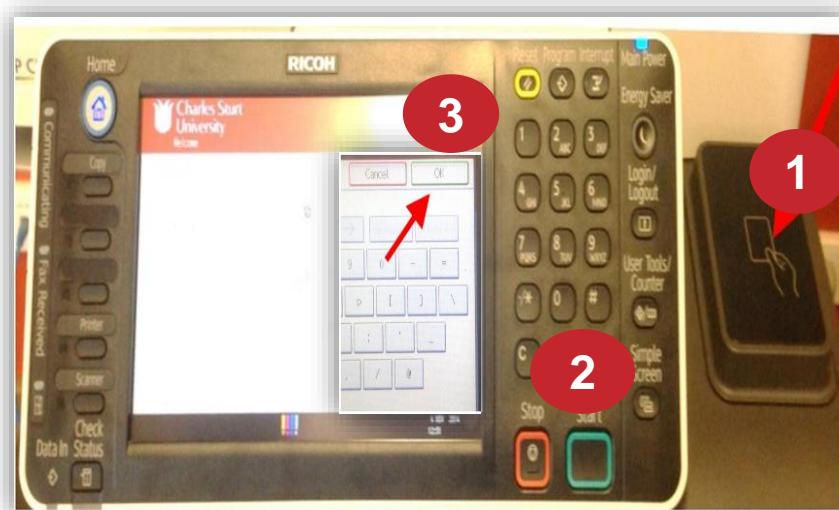


Logging in

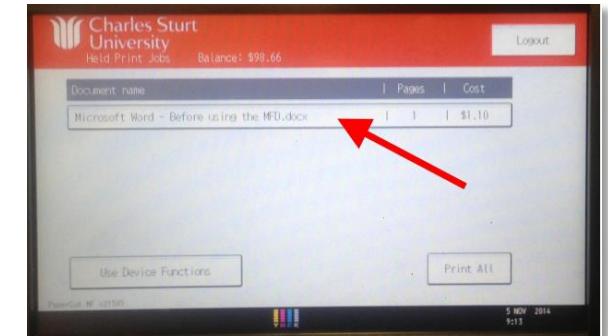
- 1 Swipe your CSU card
- 2 Enter your PIN on the keyboard
- 3 Press OK on the touch screen



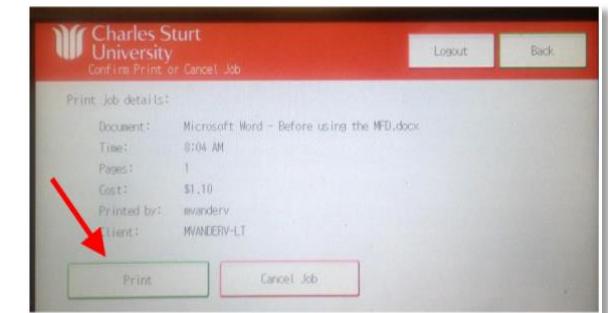
Printing

Log in

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



Select the item and press **Print**



Your CSU Card account must have sufficient funds

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

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

