

JU-Print

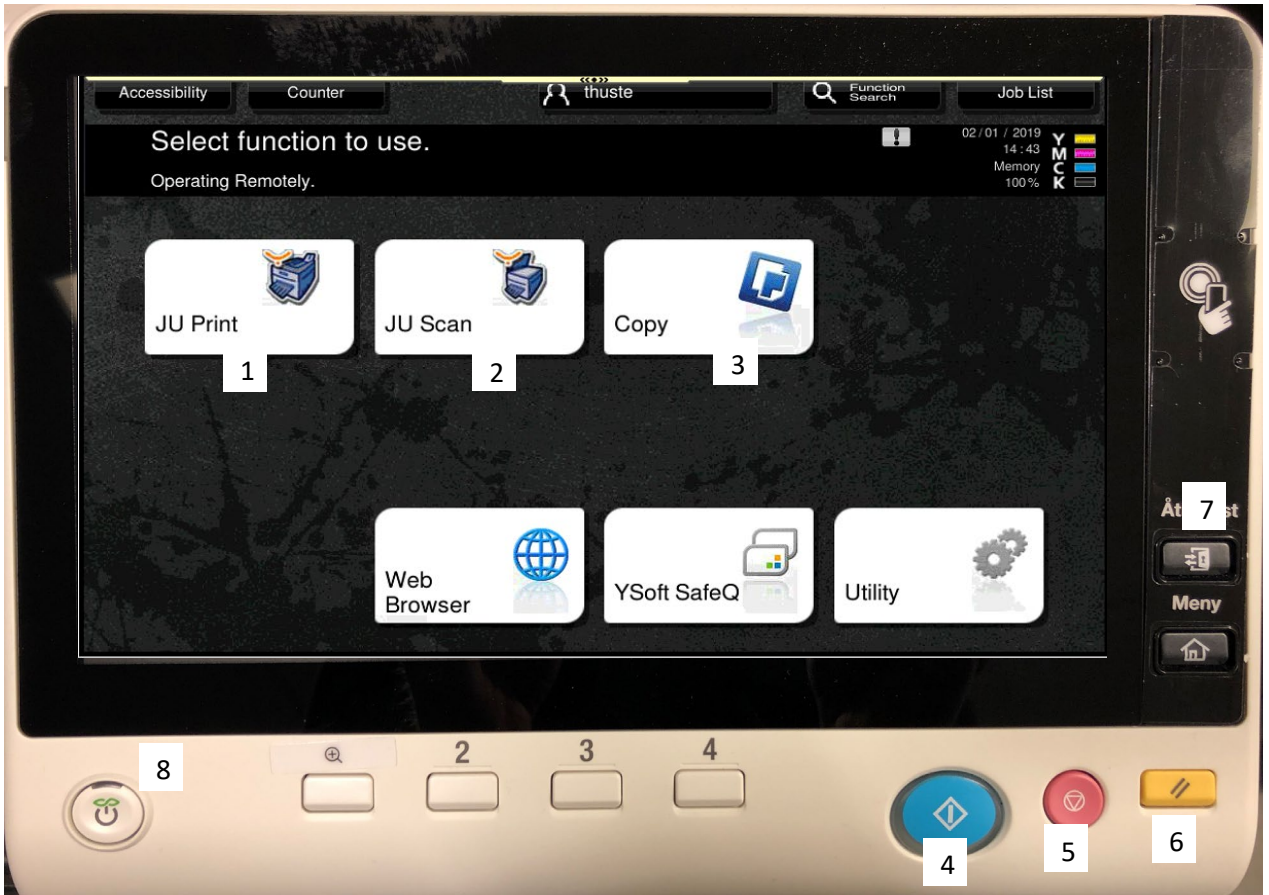
Overview

- 1. Print using JU-Print**
 - 1.2 Log in without your card**

- 2. Copy**
 - 2.1 Color or Black/White**
 - 2.2 Paper source / Paper type**
 - 2.3 Zoom**
 - 2.4 Copy double-sided**
 - 2.5 Stapling and sorting**
 - 2.6 Advanced settings**

- 3. Scan to e-mail or folder**
 - 3.1 Scan settings**

Overview of functions after login



1: Print

2: Scan

3: Copy

4: Start

Initiate print, copy or send the scanned document.

5: Stop

Cancel the current job.

6: Reset

Reset to default settings.

7: Log out

You will also log out automatically after a short while of inactivity.

8: Power saving mode (blue light)

1. Print using JU-Print



You can print your documents at this device using JU-Print.

Hold your JU-card to the card reader at the front of the device (green arrow). That will log you in automatically. Press the JU Print button on the display.

However, the first time you use the card it must be registered to your account, and you need to type your username and password in the display. Some cards may need to register multiple times for technical reasons.

Select the documents that you want to print by marking them on the display. You also delete unwanted documents from your queue.

Press the blue Start button to print the selected documents.

Log out by pressing the Log out button (red arrow)

1: Print



To copy:

- Log in and press the JU-Print button (see overview).
- Select the documents to print, or press Select All to print all documents.
- Update print settings on a document by pressing the arrow button next to the job
- Press the Start button to print.

1.2 Log in without JU-card

The screenshot shows the Jönköping University user authentication interface. At the top left is the university logo and name. At the top right, there is a 'Jobblista' button and system information: '06 / 11 / 2018', '17:36', 'Minne', and '100%'. Below this is the 'User authentication' section with three buttons: 'Åtkomst', 'ID&utskr./MFP-åtk.' (highlighted in yellow), and 'Administratörsautentisering'. There are two input fields: 'Username' and 'Password', each with a keyboard icon and a number '1' and '2' respectively. Below the password field is a message 'You can also authenticate by card' with a card icon. At the bottom of the authentication section are 'Print all', 'Yes', and 'No' buttons, with 'No' highlighted in yellow. At the very bottom are 'Help' and 'Inloggning' buttons, with 'Inloggning' having a number '3' next to it.

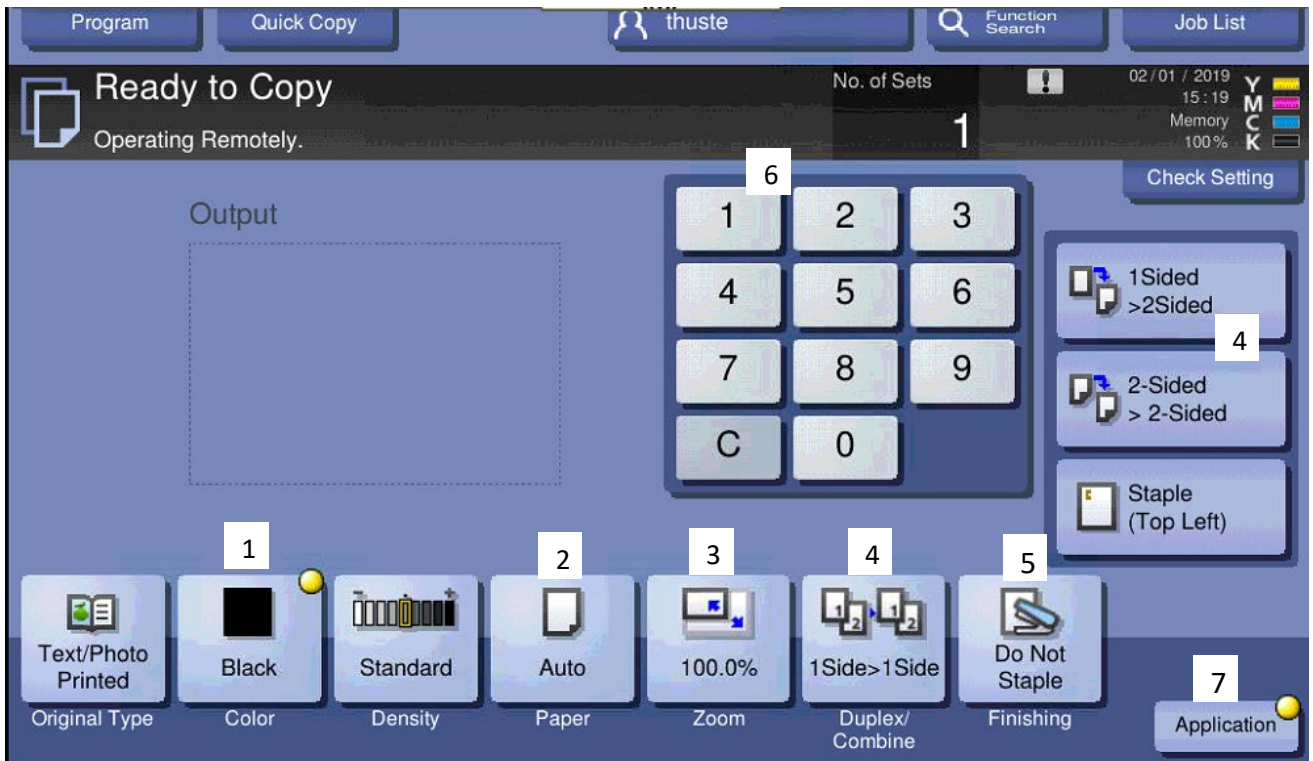
If you do not have your JU-card available, you can also log in with your computer username and password.

Press the keyboard button to enter your username (1) and password (2).

Confirm by pressing the login button (3).



2. Copy



To copy:

- Log in and press the JU-Copy button (see overview).
- Place the original with the text side up in the document feeder or with the text side down on the glass aligned with the top left corner.
- Update settings as required:
 - 1: Color or black/white
 - 2: Paper source and/or type
 - 3: Zoom in or out
 - 4: Single or double sided
 - 5: Staple or sort
 - 6: Number of copies
 - 7: Advanced setting
- Press the Start button to copy.

2.1 Color or black/white

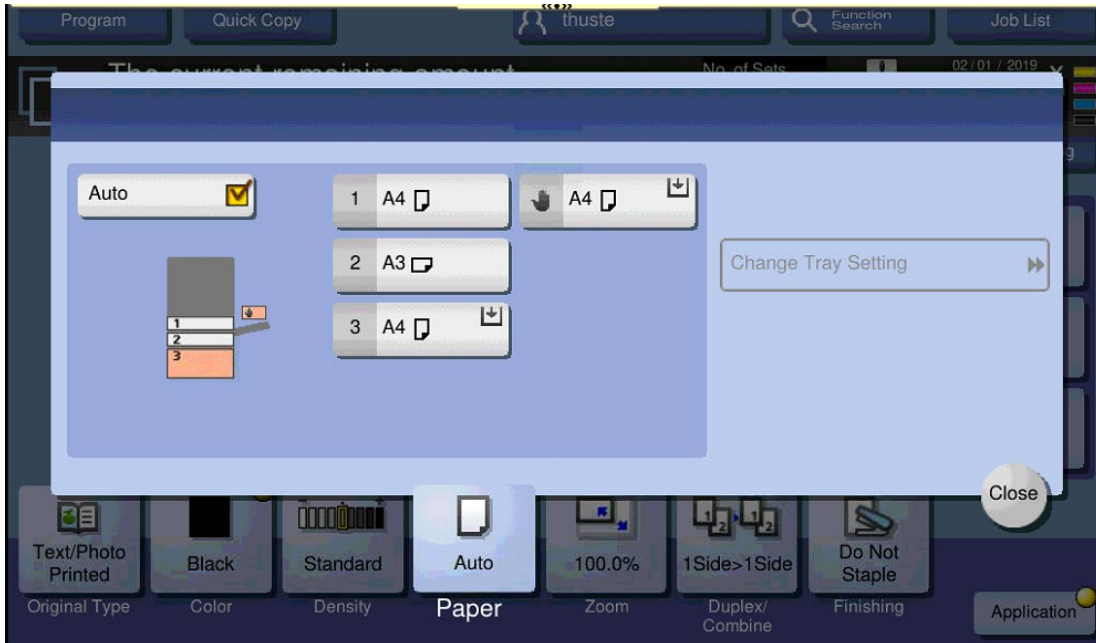
The following modes are available:

Black – Standard, black and white

Full color – All pages are printed as color including non-color original

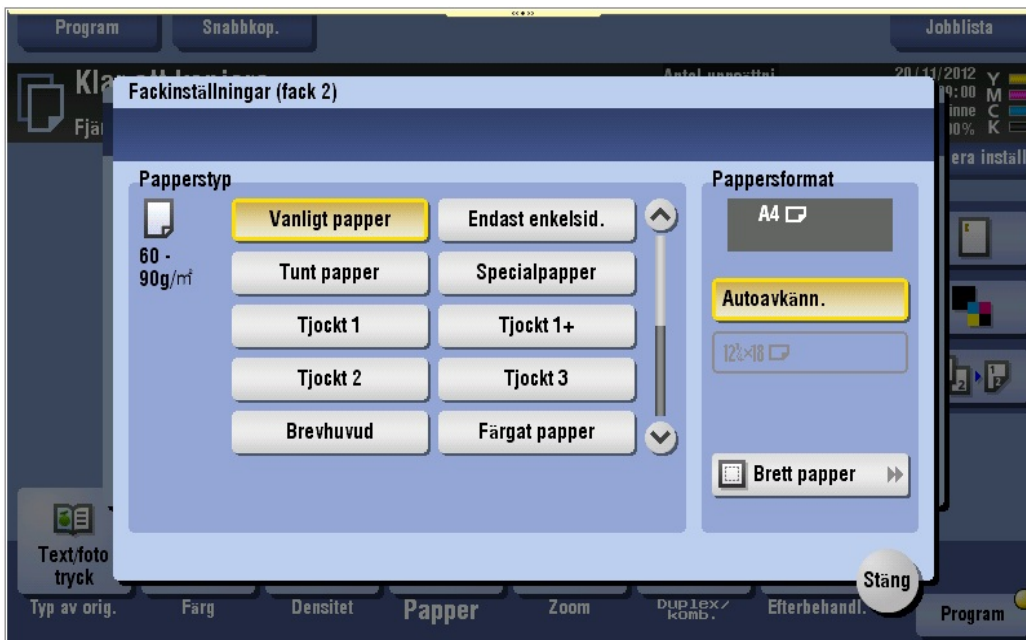
Auto color – The device will automatically detect pages in color and print accordingly

2.2 Paper source / paper type

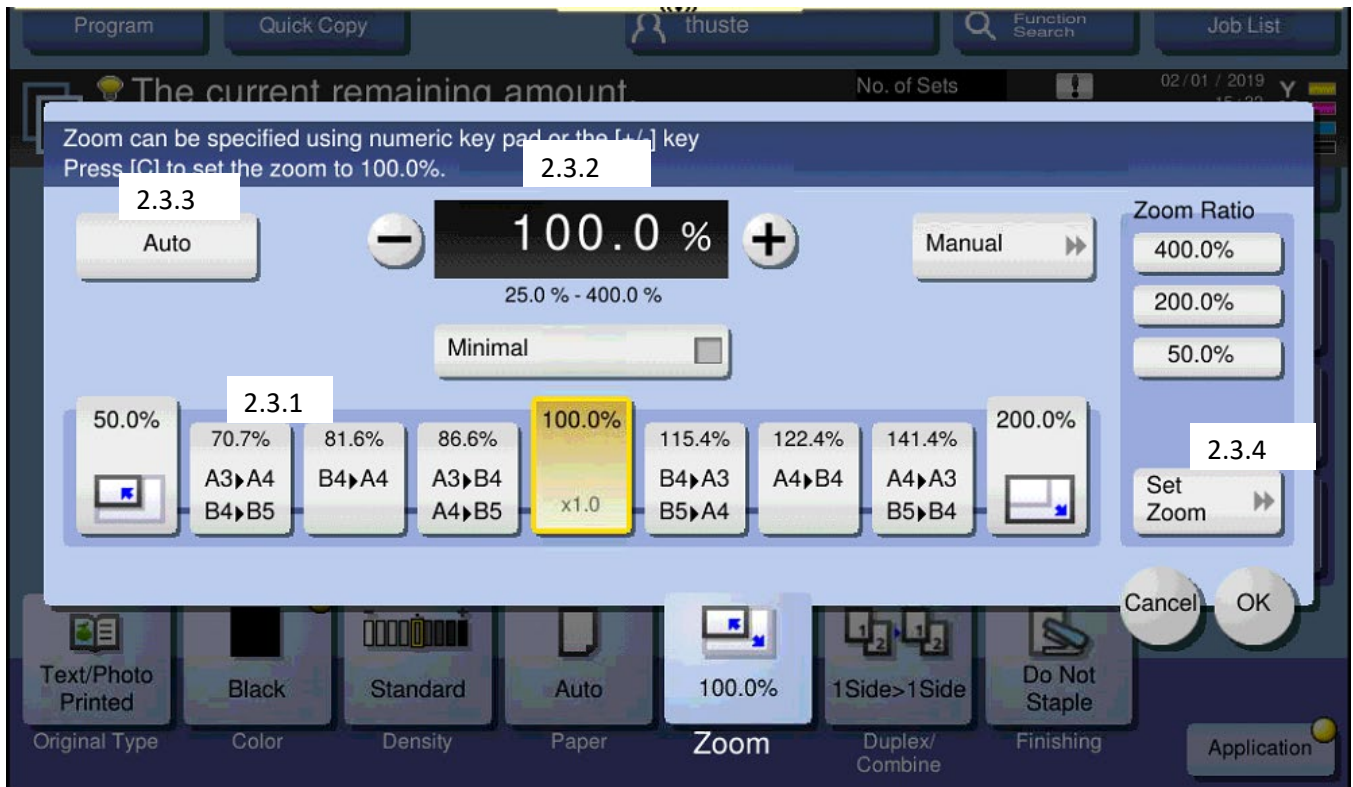


To force a specific paper source, select the tray that you want to use.

If the tray contains any other type of paper than plain 80g paper, select the correct type in Change Tray Setting.



2.3 Zoom



2.3.1 Use pre defined setting

- A3 -> A4
- A4 -> A3

2.3.2 Custom setting

- Use + and -

2.3.3 Automatic setting

- The device will zoom to fit the original to the selected paper

2.4 Single or double sided



2.4.1 1-sided > 1-sided

Original with text on one side is copied with text on one side

2.4.2 1-sided > 2-sided

Original with text on one side is copied with text on two sides

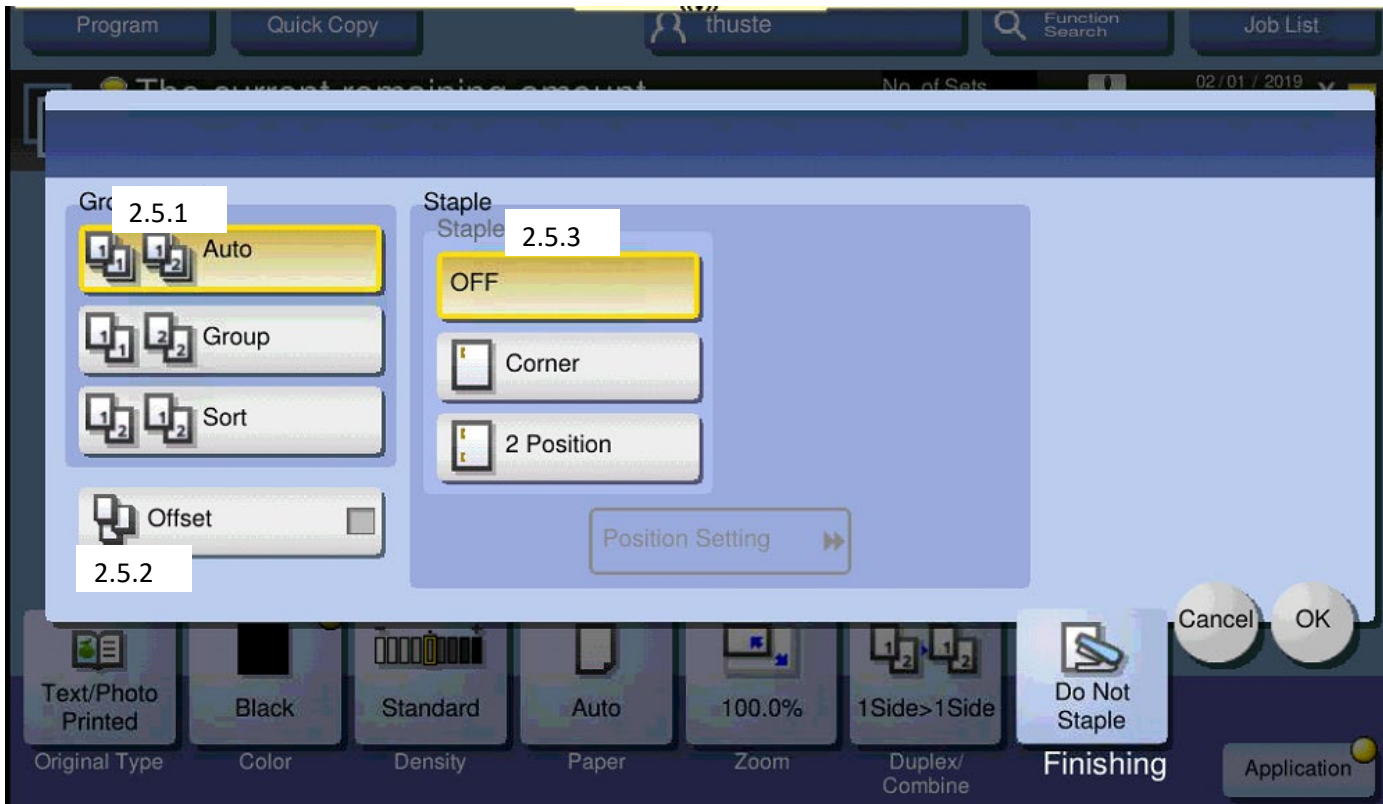
2.4.3 2-sided > 1-sided

Original with text on two sides is copied with text on one side

2.4.4 2-sided > 2-sided

Original with text on two sides is copied with text on two sides

2.5 Stapling or sorting



2.5.1 Sorting

- Group – All copies of a page is sorted together: 1-1-1, 2-2-2
- Sort – Each copy is sorted in order: 1-2-3, 1-2-3

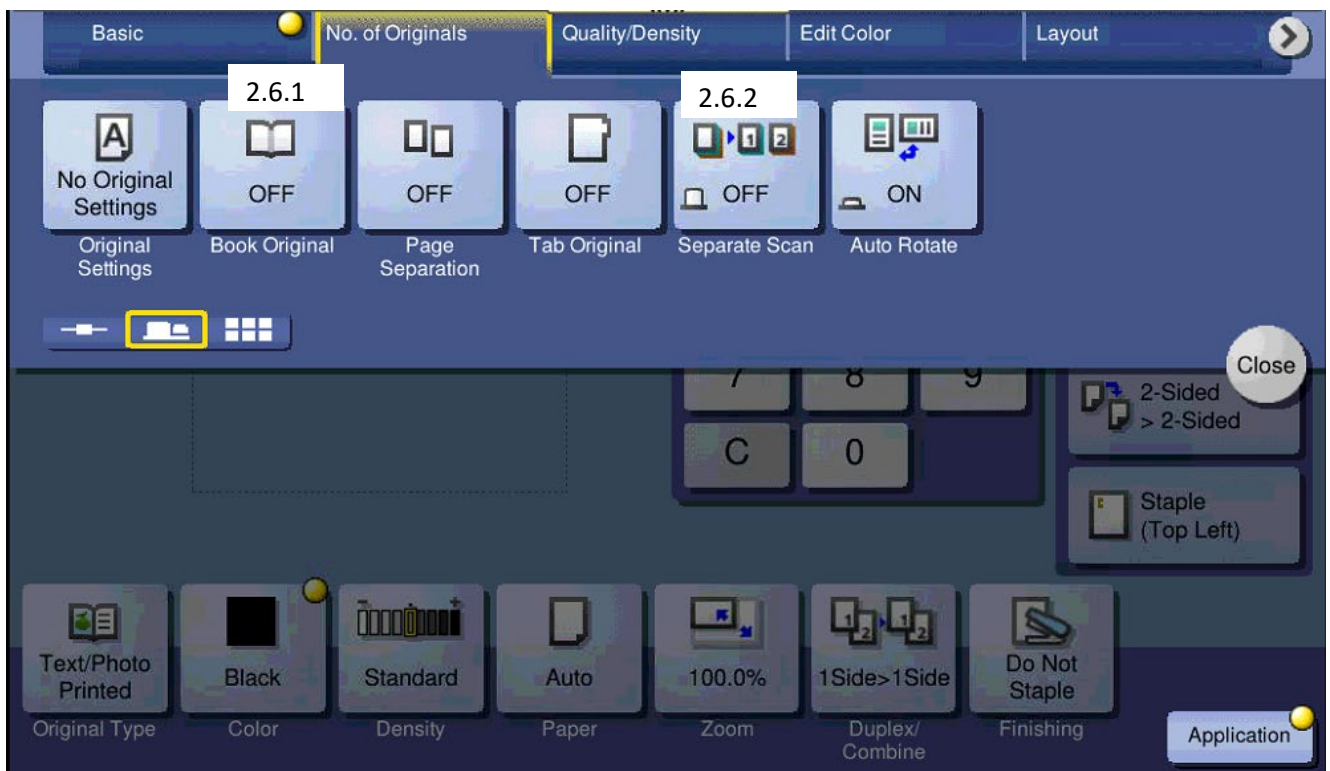
2.5.2 Offset

- On
 - Each copy is placed with an offset in the output tray
- Off
 - All copies are placed in a single pile in the output tray

2.5.3 Stapling

- No staple
- One staple in the corner
- Two staples on the side

2.6 Advanced settings (Application button)



2.6.1 Book original

Select to copy a book spread, place the book on the glass and leave the lid open.

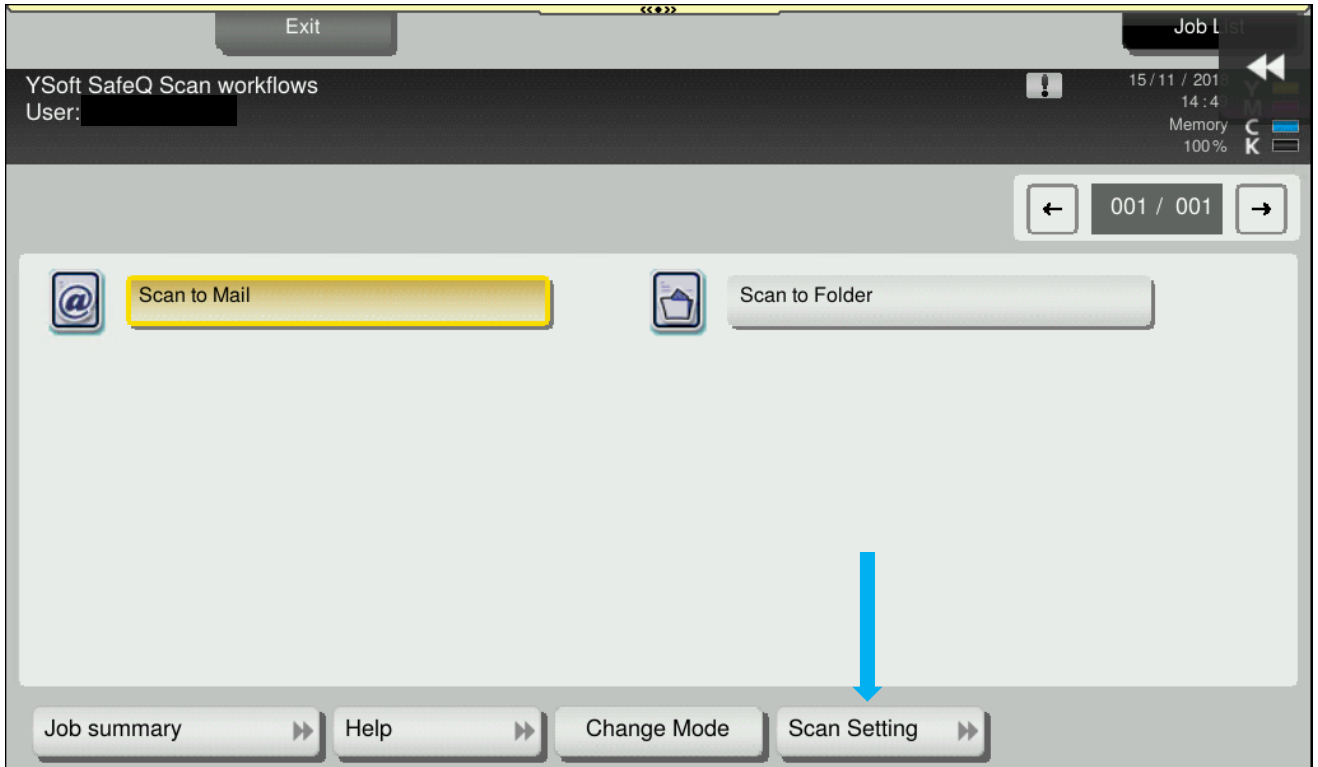
You can also copy the whole spread or separate the pages.

2.6.2 Separate scan

Activate (On) to hold the copies until you press the finish button, if you want to copy several pages into one job.

Default (Off) is one job per page.

3: Scan to e-mail or folder



To scan:

- Log in and press the JU-Scan button (see overview)
- Place the original with the text side up in the document feeder or with the text side down on the glass aligned with the top left corner.
- Select destination – your JU e-mail or your JU home folder
- Update settings as required:
 - Color
 - Paper size
 - Resolution
 - File type
- Press the Start button to copy.

3.1 Scan settings



4.1: Color

Select if the file should be in color or not.

4.2: Paper size

Select paper size of the original (A4, A3 etc) in case it is not automatically detected.

4.3: Resolution

Select quality of the file.

The default is "300dpi".

4.4: File type

Select the destination file type – PDF, Compact PDF, JPG or TIFF.

The default is "PDF".

4.5: Double sided

Select double sided is the original have text on both sides.

The default is "1-sided".

4.6: Separate scan

Activate (On) to hold the job until you press the finish button, if you want to scan several pages into one job.

The default is "Off" which creates one file per page.