

# **JU-Print**

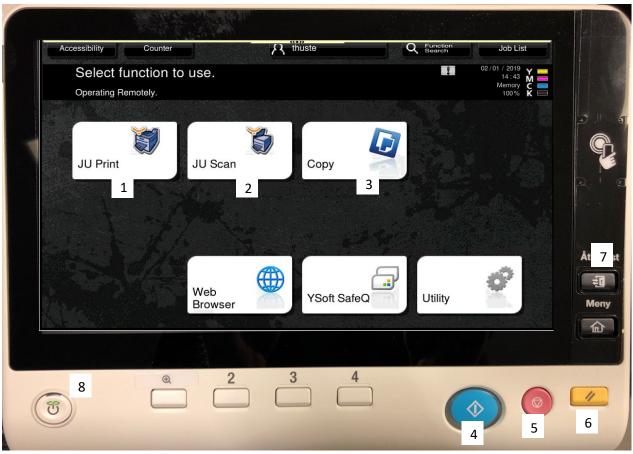
### Overview

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: Сору

### 4: Start

Initiate print, copy or send the scanned document.

### 5: Stop

Cancel the current job.

#### 6: Reset

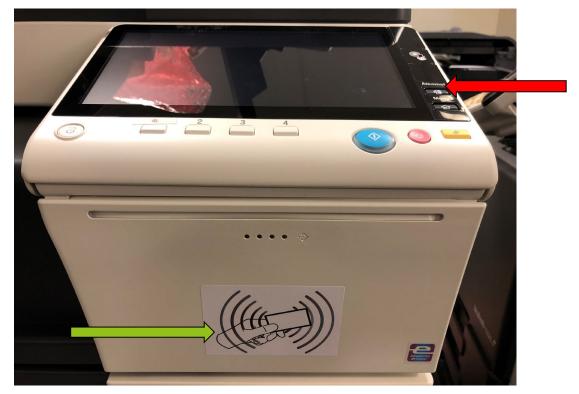
Reset to default settings.

### 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 documentens 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

	Exit		Job List
Print jobs User:			09/11/2018 Y == 11:14 M == Memory C == 100% K ==
			← 001 / 001 →
	Mobile print: Dok1.docx		
	Mobile print: ju.docx		
	Mobile print: safeq6 favorit.pdf		
	Testsida		
List Up	pdate	Reset	Select All
Job summ	nary 🕨	Delete	

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**

				J	obblista
¥ N	Jör	nköping Universit	1		/2018 Y 17:36 M Minne C 100% K
Γ	User aut	hentication			
	1	Atkomst	ID&utskr./MFP-åtk. Administratörs-		
*	8	Username		1	
*	23	Password		2	2
	•6	You can also auth	enticate by card		
		Print all	Yes		
	Help			Inloggnin	3

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

Program	Quick Co	ру	- 2	thuste		Q Functi Searc	on h	Job List
	y to Copy g Remotely.		n an		No. of Set	s 1	1	02/01/2019 15:19 M Memory C 100% K
	Output			1	2	3	_	Check Setting
				4	5	6	•0	1Sided >2Sided
				7	8	9	Dh	2-Sided > 2-Sided
				С	0			Staple
	1		2	3	4	5		(Top Left)
Text/Photo			D			Dol	Not	
Printed Original Type	Black	Density	Auto Paper	100.0% Zoom	1Side>1Sid Duplex/ Combine	Finisl	ole	7 Application

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

## 2.2 Paper source / paper type

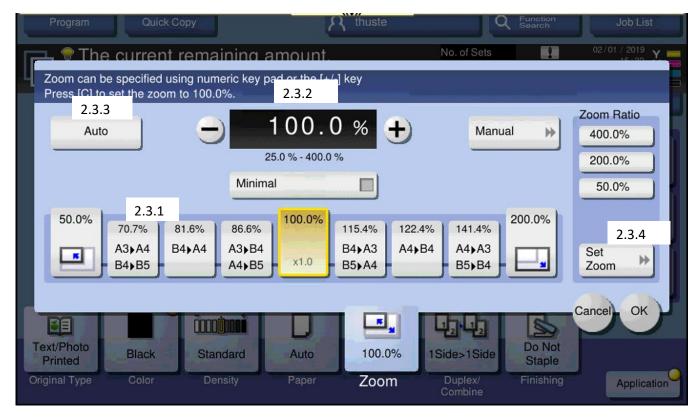


To force a specific paper source, select the tray that you want to use.

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

Program	Sna	bbkop.	60 0 33			Jobblista
	Fackinställni	ingar (fack 2)		Anto	i unnostini	20/11/2012 Y
	Papperstyp				Pappersformat	era install
	L.	Vanligt papper	Endast enkelsid.		A4 🗗	
	60 - 90g/m²	Tunt papper	Specialpapper		Autoavkänn.	
		Tjockt 1	Tjockt 1+			
		Tjockt 2	Tjockt 3			
		Brevhuvud	Färgat papper			
					Brett papper	*
Taxtifate				_		
Text/foto tryck						äng)
Typ av orig.	Farg	Densitet Pa	pper <sup>Zoom</sup>	Dup] kom	Efterbehandl.	Program

## 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

Program Quick Copy		R thuste	Q Function Search	Job List
Ready to Copy			No. of Sets	02/01/2019 15:32 🖌 🜉
Original -> Output	Binding Position		Combine	Original )
1Sided > 1Sided	2.4.1 jinals	Output Auto	1 2 OFF	Direction
1Sided > 2Sided	2.4.2	Left Bind	1 12 2in1	
2Sided>1Sided	2.4.3 Bind	Right Bind	12 4in1	
2Sided>2Sided	2.4.4 Bind	Top Bind	8in1	
				Cancel OK
Text/Photo	Standard Auto	100.0%	1Side>1Side	
Original Type Color	Density Paper	r Zoom Dup	blex/Combine Finishing	Application

#### 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

Program Quick Copy	R thuste	Q Function Search	Job List
The ourrent rem	aining amount	No. of Sets	02/01/2019 😽 📩
Grr 2.5.1 2 2 2 Auto 2 2 2 Group 2 2 2 Sort 2 5.2	Staple 2.5.3 OFF Corner 2 Position Position Setting		
Text/Photo Printed Black Sta	andard Auto 100.0% ensity Paper Zoom	Liside>1Side Duplex/ Combine	Cancel OK Application

### 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

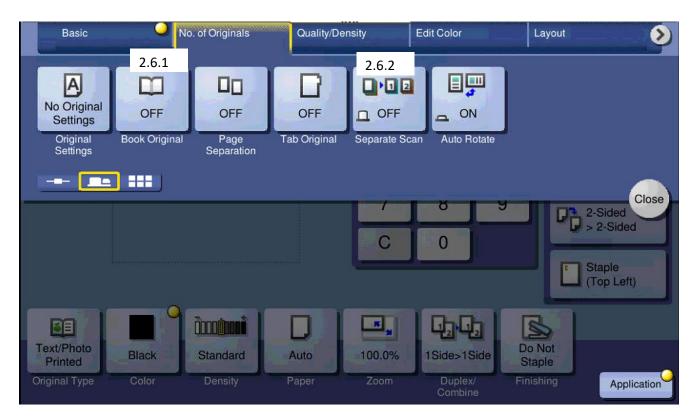
#### 2.5.2 Offset

- 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

((*))	
Exit	Job List
YSoft SafeQ Scan workflows User:	15/11 / 201 14 : 4 Memory C == 100% K ==
	← 001 / 001 →
Scan to Mail Scan to Folder	
Job summary Help Change Mode Scan Setting	

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

Basic 4.1 Auto Color Color	4.2 Auto Scan Size	o. of Originals 4.3 300dpi Resolution	Quality/D 4.4 PDF File Type	A.5 4.5 1-Sided Simplex/ Duplex	Stamp/ Composition 4.6 P 2 2 D OFF Separate Scan	Арр	
							Close
Job summary	*	Help	Char	nge Mode	Scan Setting 🛛 🕨		

### 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.