

Scanning for External Users and Guests Requires a personal USB flash drive

STEPS

1

CREATE A MYPRINT ACCOUNT

1. Go to myprint.eui.eu and create an account with a personal email address
 2. Check your email for an 8-digit numeric pincode (save this) - you will need to enter your pincode into the printer keypad each time you use the printer
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2

LOG INTO THE PRINTER AND INSERT USB FLASH DRIVE

1. Log into the printer with your personal pincode
 2. Select 'System home' at the top left of the display
 3. Choose 'Scanner (Classic)'
 4. Insert your USB flash drive on the left side of the printer keypad
 5. The flash drive is recognised when a notification and USB symbol appears on the display
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3

PREPARE SCAN

1. Click on 'Reset'
 2. Choose 'Store file'
 3. Select 'Store to memory device'
 4. Press 'Ok'
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4

START SCANNING

1. Click on 'Start' to scan your material (notice advanced scanning settings are available on the left of the display)
 2. You have 60 seconds to continue scanning between each scan
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5

EXIT SCANNING AND REMOVE USB FLASH DRIVE

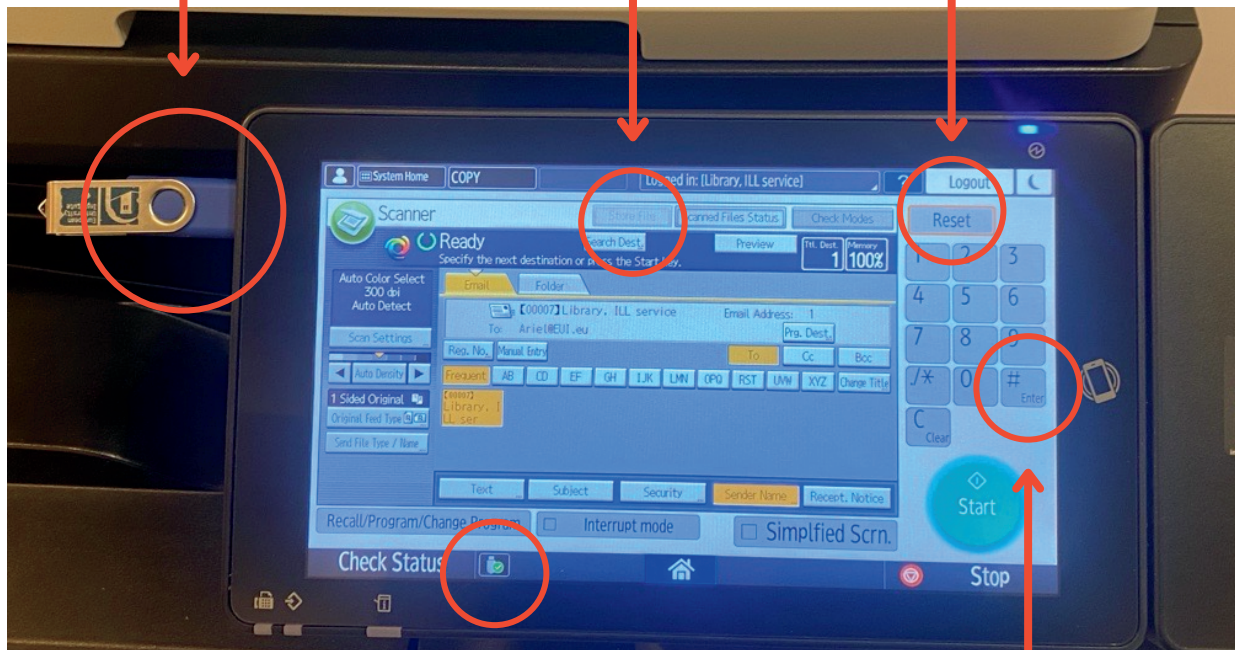
1. When the scan is finished, click on the number sign '#'
2. Securely remove the USB flash drive by clicking the USB symbol at the bottom left of the display
3. Log out from your account
4. Your scanned document should appear on your USB flash drive



USB Flash drive

'Store File'

'Reset'



Number sign

USB symbol