

IT DEPARTMENT

User manual

Printer: Scan

User manual

A guide on how to scan
from an ITU printer

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Scan
from an
ITU printer

1.1

Go to a printer located at the university.



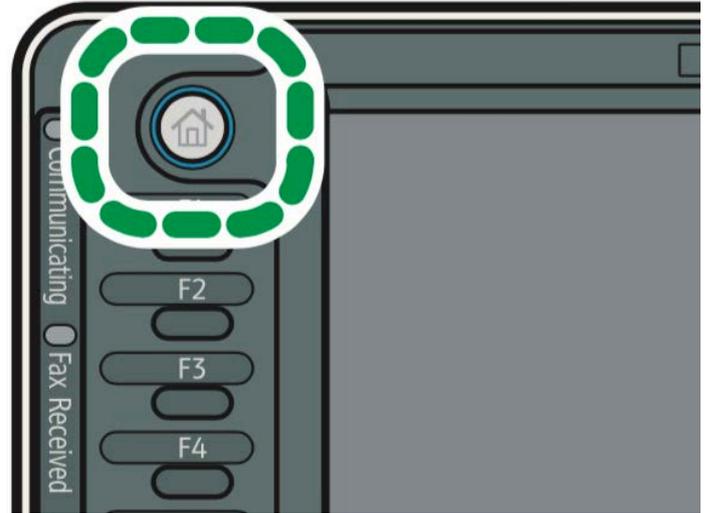
1.2

Swipe your card over the card reader located on the side of the printer screen.



1.3

Press on the home key on the top left of the control panel.



1.4

On the printer screen, press on "Scanner".



1.5

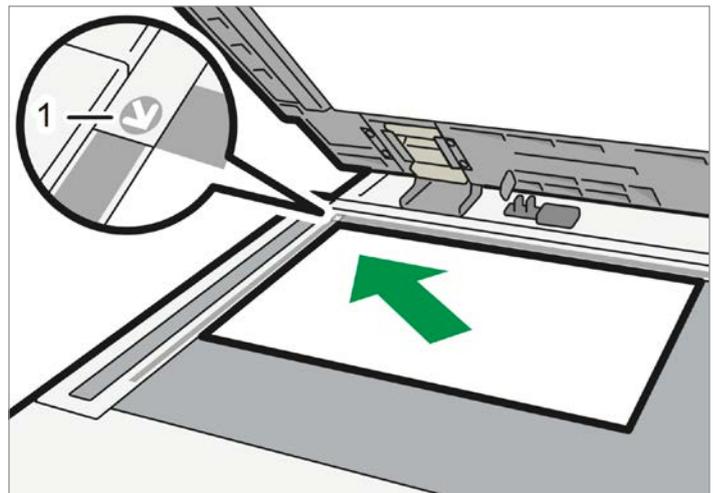
Press on “Manual Entry” and fill in an email to which the scan will be sent.

Optional: Change scan settings.



1.6

Place the document to be scanned in the exposure glass.



1.7

Press on the “Start” key on the bottom right of the control panel.



Repeat step 1.6-1.7 until the wished amount of pages are scanned.

When done scanning, press on “#” on the control panel to send the scanned pages to your email.

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