



Printing

Printing from a UEF computer (Windows)

Use the UEF Secure Print printing queue. If you cannot see it, try to install it from Software Center "UEF Secure Print / Konica Minolta".

If you can see the queue but cannot print, check that you are connected to UEF or UEF2 wireless network or with ethernet.

Printing from another device

You can send the document you want to print as an attachment to the email address kmext-print@uef.fi from your UEF email. The print release is done the same way as when printing from a UEF computer.

You might want to use this way if you have a UEF Mac computer but your Mac profile name is not the same as your UEF username.



Registration

- Fastest way to login is to register some RFID tag (key tag, some card) to the printer with your username.
 - Show the tag to the reader in the printer (a circle with a card) and the registration menu will open.
 - Type your username without the @uef.fi suffix.
 - Type your password and then press "OK".
- Tip: capital letters and special characters can be found with the "Shift"-key. Some characters can also be found with the Alpha/Nym-key.





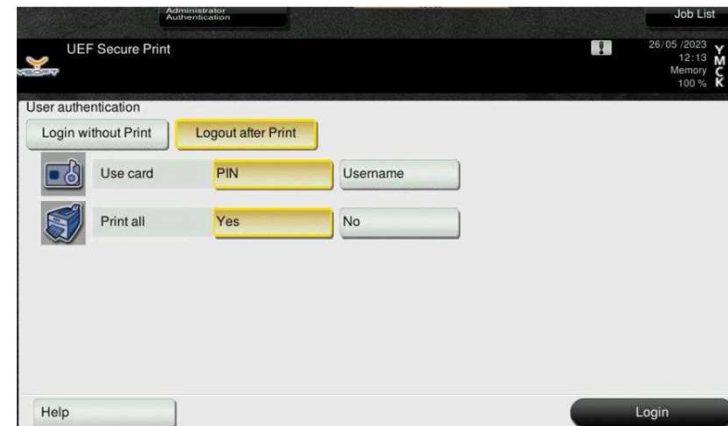
Logging in to the printer

- Primarily log in to the printer by showing the reader your registered tag (key tag, a card...).



- You can also login to the printer manually as follows:
 - Choose Login without Print tai Logout after Print.
 - Use card: **Username**.
 - Print all: choose **Yes** or **No** whether you want to print all automatically after login or not.
 - Press "**Login**" to type in your username and password.

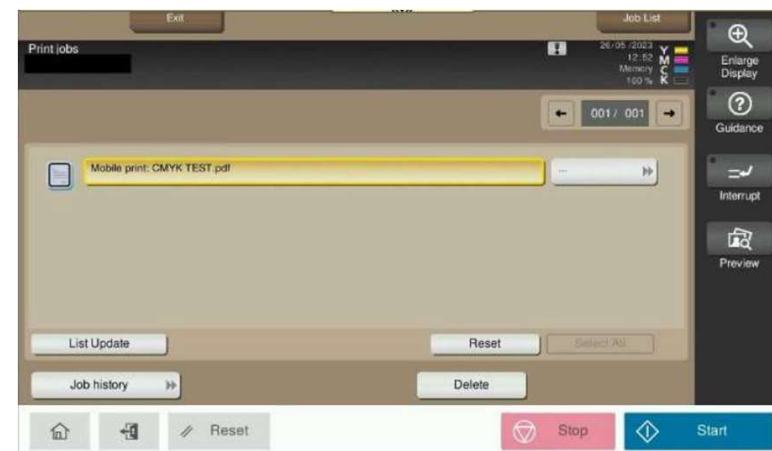
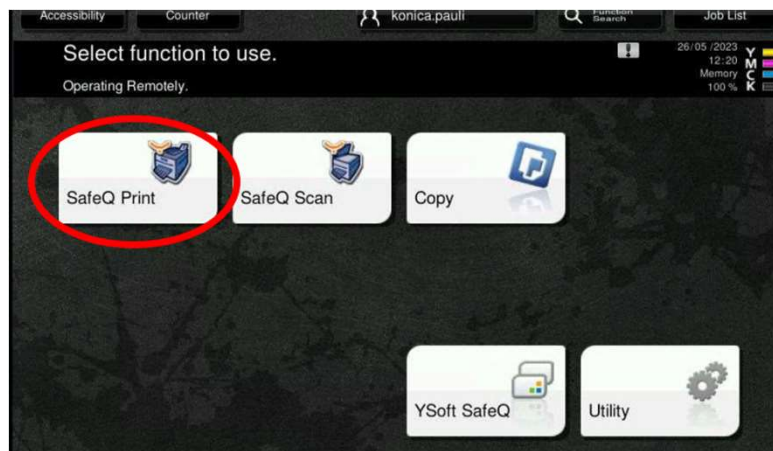
- Log out from the little door icon at the bottom left.





Print release

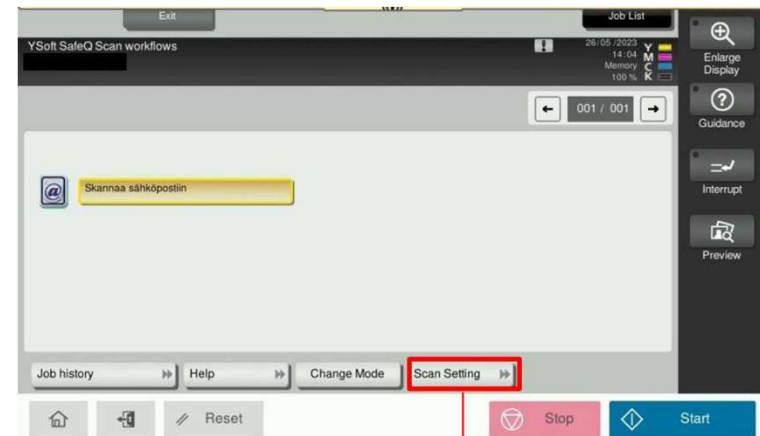
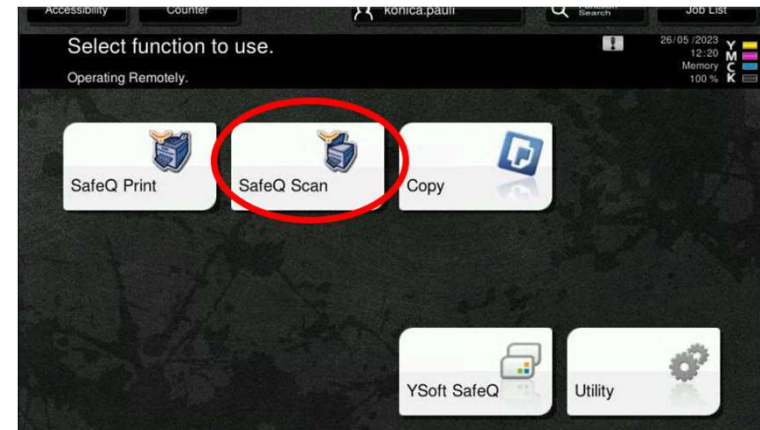
- If you want to print all the print automatically after login, choose "Print all: Yes" before logging in.
- Login (as instructed on the page 3).
- If you have not chosen the automatic printing, choose "SafeQ Print" and select the documents you want to print (or "release"). Press "Start" to start printing.





Scanning

- Login to the printer.
- Choose "SafeQ Scan".
- Choose "Skannaa sähköpostiin" and change the settings with the "Scan Setting" button.
- *Place the document on the scanning surface.*
- Start scanning by pressing "Start" and if needed "OK".





Copying

- Login to the printer.
- Choose "Copy".
- Check the settings as needed.
- *Place the document on the scanning surface.*
- Start copying by pressing "Start".

