

## The Student guide to Uniflow

1. Start by creating a PayEx account, log in to this web page: <https://wallit.payex.com/>
2. Thereafter log in to this website with your StiL-id: <http://uniflow.net.lth.se/pwuser> and create an autopay-agreement

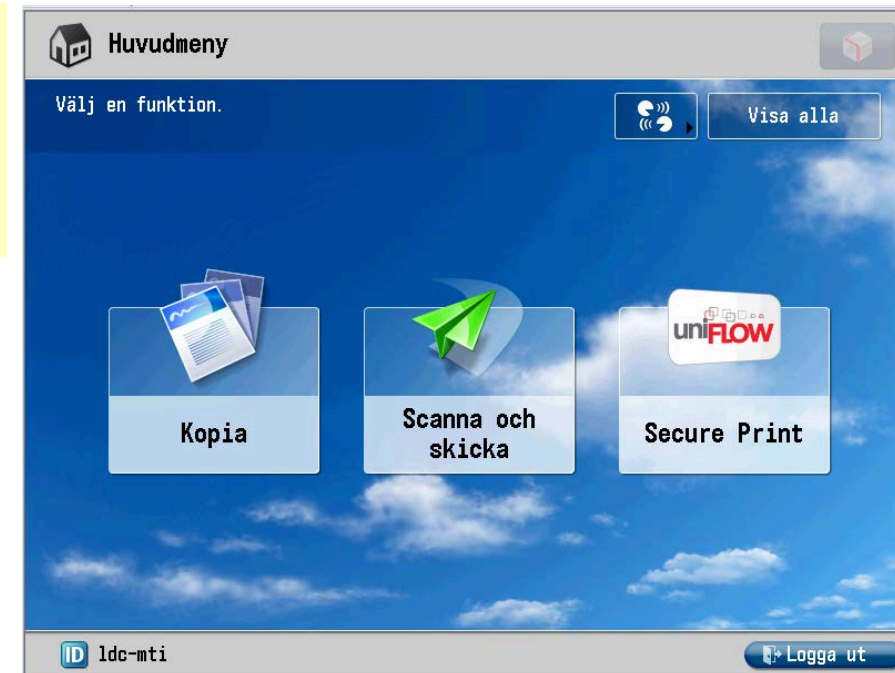
### Logging in with a card

Scan your LU card using the card reader to the left of the display.

### Logging in without a card

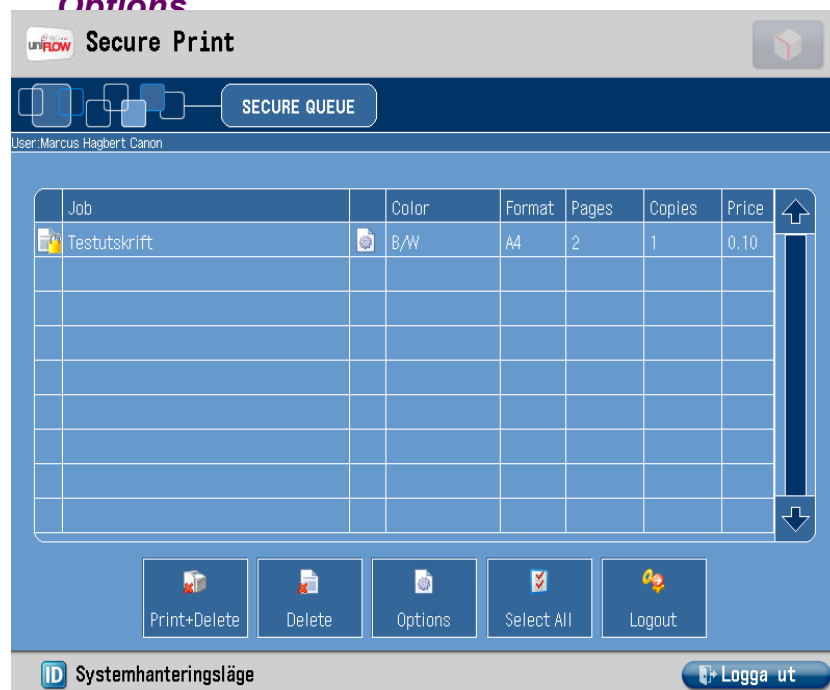
Log in by pressing the **Log in** button on the display and entering your StiL identity and password.

## Start menu after login



## Printing

1. Select the printer called **Uniflow** from your computer's print menu.
2. Log in as above, press **Secure Print** on the screen, see image above right.
3. Highlight the documents you wish to print, press **Print + Delete**, see image below.
4. Log out when you have finished.
5. In order to change the printer settings, press **Options**



## Scanning and send

1. Select the main menu with the button on the side of the display.
2. In order to scan, press **"Scanna och skicka" (Scan and send)** on the screen and then press **"Skicka till mig" (Send to me)**.
3. Press the large green button.
4. Log out when you have finished.



## Copying

1. Select the main menu with the button on the side of the display.
2. Press **"Kopia" (Copy)** on the screen.
3. Place the original in the copier, start the copying process by pressing on the large green button.
4. Log out when you have finished.

