

### You need to do two easy steps before you can print

1. Buy printing quotas in Aalef campus kiosk or in the LUTShop.
2. Activate your electronic LUT key (lutikka) or card with chip in the system.

#### First: Buy quotas

Buy a printing quotas for your LUT user account either by visiting Aalef campus kiosk (location in the main lobby of LUT Lappeenranta campus). Alternatively, you can purchase your printing quotas at any time from LUTShop (<https://lutshop.lut.fi>).

#### Second: Printing key activation

First time you need to activate your printing key.

Touch the reader on your key. The reader may look slightly different depending on the manufacturing printer.

1. System notifies you that the key was not recognized.
2. Choose User ID from touch panel. The keyboard appears.
3. Write User ID box your LUT username.
4. Write Password box your LUT account password.
5. The select OK and then Login.
6. Now you are joined in the system!
7. Remember to logout when you are finish.



In the future, it is enough touching the key you have activated on the systems reader.

If you forget to take the key with you, you can print, copy and scan by login in manufacturing printer with your LUT username and password.