Printing without card using a PIN code

As an alternative to using your University card to login to a printer, you can set a personal identification number (PIN) and log in using your University username and PIN code.

To set or change your PIN code

1. Go to LU Print.
2. From the left-hand menu, click Change PIN.
3. In the New PIN box, type a 4 number code.
4. In the Verify new PIN box, type the same number again.
5. Click Change PIN.

If you have selected and verified your PIN successfully, you will see Your PIN has been successfully updated at the top of the screen.

Using your PIN code to login to a printer
1. At the printer, tap the **ID field**, then type your University username and press **Login**.

![ID field login](image1.png)

2. Tap the **PIN field**, then type your PIN number and press **OK**.

![PIN field login](image2.png)