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.

![LU Print Change PIN interface]

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.

![LU Print PIN Change successful]

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