Insert your HCU-Card into the InterCard-Terminal and press F1. The screen should change.
HCU-IT → Instructions to Scan to Mail.

Unfortunately changing the language settings on the print-terminal is not possible.

Please press „Scanner (klassisch)“
**HCU-IT → Instructions to Scan to Mail.**

Press „Scan to Mail“. Your scan will be sent to your HCU-e-mail address.

Press **Scan to Mail**.
Press „Start“ to start the scan.

As soon as the scan is finished press „End“ on the InterCard Terminal and take your HCU-Card.
HCU-IT → Instructions to Scan to Mail.

To finish the scan process from the flatbed press “#”.

To scan another document place it on the flatbed and press “Start”.

This step is not necessary for sheetfeed scans!
HCU-IT → Instructions to Scan to Mail.

You will find your file in your e-mails and have a direct download link to save it to your documents (anything below the 5Mb limit).

Click here to start the download
Hallo citynord.student@hcu-hamburg.de, %NAME%

es stehen 1 Dokument(e) zum Download bereit. Sie finden die Dateien unter:
https://print03.ad.hcuhh.de/

Mit freundlichen Grüßen,
Ihr QPilot-System

Files exceeding the 5Mb limit can be downloaded from https://print03.ad.hcuhh.de/.
Instructions to Scan to Mail.

Login with your HCU-username (for example hcu123) and password.
A successful login should lead you to this page. Click „Scans“ to access your file.
HCU-IT → Instructions to Scan to Mail.

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