

INSTRUCTIONS ON PRINTING, COPYING AND SCANNING SERVICES



**Vilnius
University
Library**

INSTRUCTIONS ON PRINTING, COPYING AND SCANNING SERVICES

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Requirements for the provision of services

The service is provided for the registered users of Vilnius University Library who obtain a virtual account of advance payment:

- For the members of VU community a virtual account of advance payment is created automatically once they register at VU's Identity Management System (<https://id.vu.lt>)
- All other card-carrying users of Vilnius University Library automatically obtain a virtual account of advance payment once they register as users.

Topping up your account

You can top up your virtual account of advance payment at the Library's Information Desk

Prices of services

Printing, copying (cost per copy)

A4 black and white – €0.04 A4 colour – €0.65

A3 black and white – €0.08 A3 colour – €1.30

Quick scan – €0.01

Logging into the multi-function devices

- By entering your Single Sign-On user name and password (the same one you use for logging into the Library's computers);
- By placing your user card over the card reader;
- By entering your ID number.



Authentication by username and password

Using the on-screen keyboard, enter your username (1) and password (2), then select **Log In**.

Authentication by ID card

For logging into the device, place your user card over the card reader (marked in red).



If your user card has not been linked yet with your user account in the printing system, you can do it when entering the system for the first time.

Place your user card over the card reader and enter your username and password in the window that appears; confirm the link by selecting **Set**.

The screenshot shows the PaperCutMF login interface. At the top is the 'PaperCutMF' logo. Below it, a message reads: 'Unknown card. To associate this card with your account, enter your username and password, then swipe the card.' There are two input fields: 'Username' and 'Password'. The 'Username' field is highlighted with a red border and a red '1' to its right. The 'Password' field is also highlighted with a red border and a red '2' to its right. Below these fields is a green button labeled 'Set'.

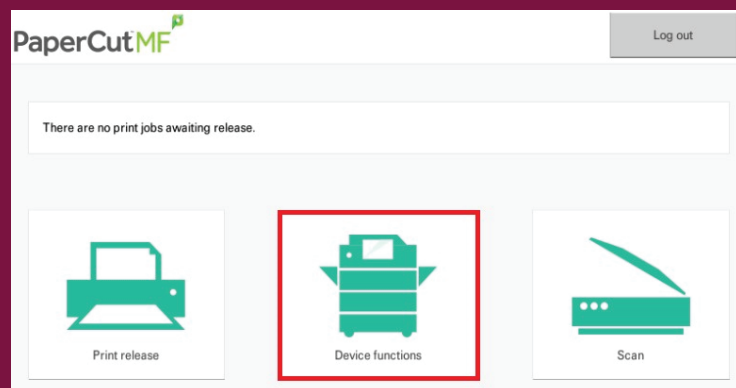
Authentication by ID number

Using the on-screen keyboard enter your ID number (1) and select **Log In**. You can generate an ID number by logging into your personal account at <https://print.vu.it>, in *Change Details* section.

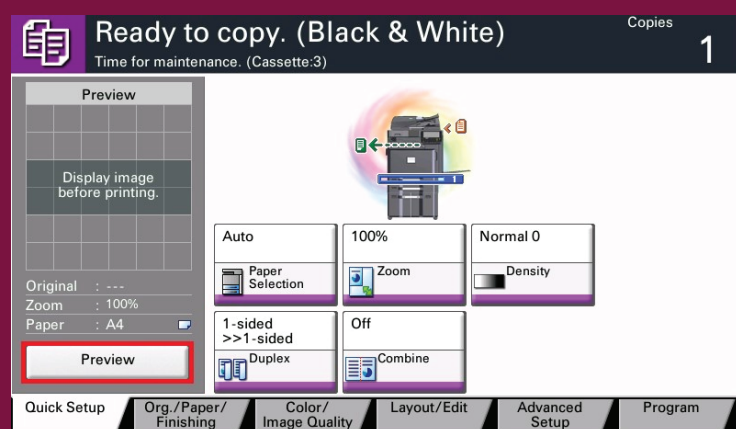
The screenshot shows a 'Log In' screen. At the top left is a '< Back' button. The title 'Log In' is centered at the top. Below the title, the text 'Please enter ID number.' is displayed. There is an 'ID number' label above a text input field. The input field is highlighted with a red border and a red '1' to its right. Below the input field is a green button labeled 'Log in'.

Copying

1. Place a document on the glass and select **Device functions >> Next**



2. To preview the copy on the screen, select **Preview**



3. To copy a non-standard size document (other than A4*, for example, newspaper):

- Select **Org./Paper/Finishing>>Original Size>>A3>>OK** or
- To enlarge/reduce the copy, select **Zoom** on the touch screen and choose your zoom ratio

**If multi-function device has only A4 sheets, it cannot make copies of other sizes. If the original exceeds the A4 size, copy size should be reduced – otherwise the device will show an error message.*

4. Make sure that the device is properly set up:

- Black and White or Full Colour copying
- Paper size

To restore default settings, press the yellow **Reset** button

If you need several copies, enter a number of copies on the numerical keyboard.

5. Once the settings have been chosen, press the green **Start** button on the physical keyboard of the device

6. After finishing the task, press the **Logout** button on the physical keyboard of the device or on the screen.

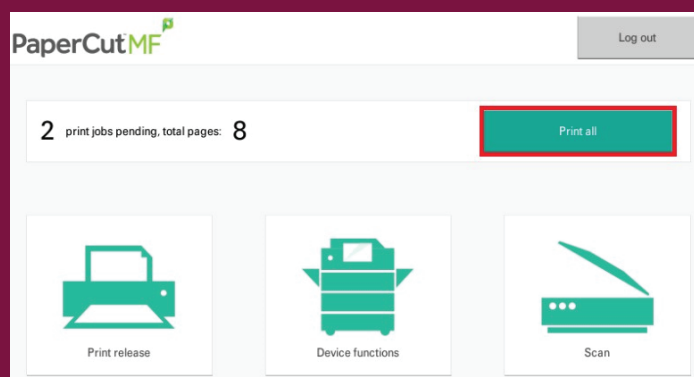


Printing documents sent from the computers

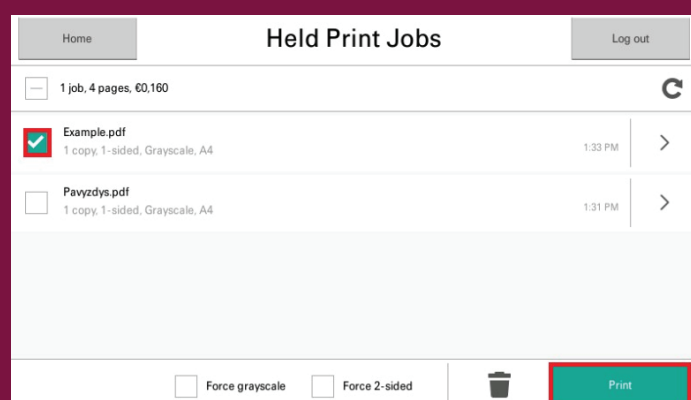
This function works only if you have already sent your document for printing.

Document will be printed according to the parameters set in the computer (for example, Full colour/Black and white, several pages in one, both sides and ect.)

1. Select **Print all** on the touch screen:



If you sent several documents from the computer but do not need to print all of them, select **Print release** and choose the document by its title:



You can delete documents sent from the computer by ticking them and pressing  mark.

2. Wait until a task is completed.

3. After finishing the task, press the **Logout** button on the physical keyboard of the device or on the screen.

Web printing

Web printing allows users to print both from the Library computers and from their private computers or mobile devices. Documents for printing have to be uploaded to printing system by accessing your private account at <https://print.vu.lt>, in Web Print section.

This method only allows printing of the entire file (not parts of it).

Printing of PDF and JPG files from a USB flash drive

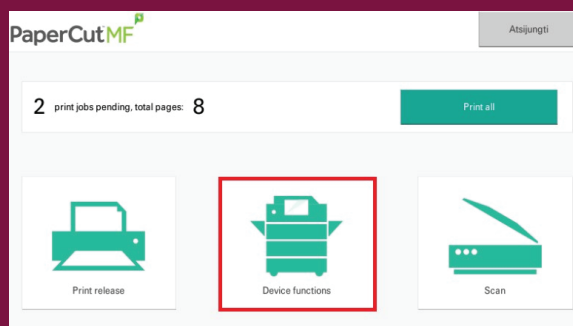
Only PDF (*.pdf) and JPG (*.jpg) files in a USB flash drive can be printed by this method.

The document will be **printed in colour by default**. Users can change it to black and white by following the instructions.

This method only allows printing of **the entire file (not parts of it)**.

There is no possibility to print Word (*.doc, *.docx), Excel (*.xls, *.xlsx), text (*.txt) or other files from a USB flash drive.

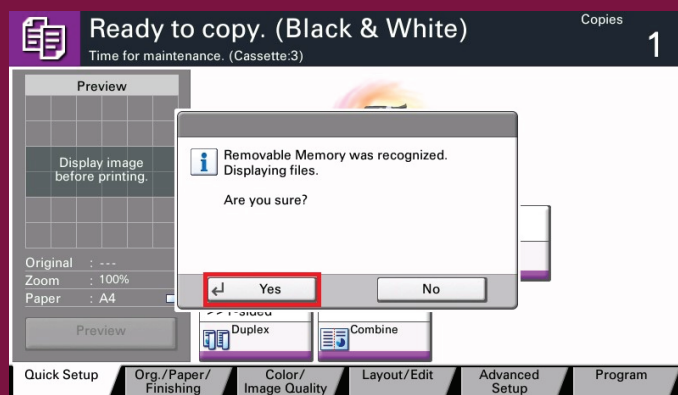
1. Select **Device functions >> Next** on the touch screen:



2. Insert your USB flash drive into the USB port of the multi-function device. Wait until the multi-function device reads your files (the process may take a few moments).

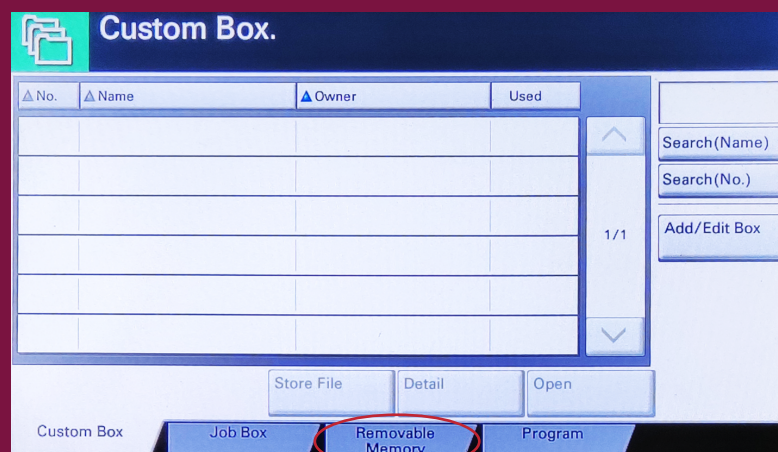


3. Select **Yes** when an information window – **Removable Memory is recognized. Displaying files. Are you sure?** – appears:



If your files are not automatically read from the USB flash drive:

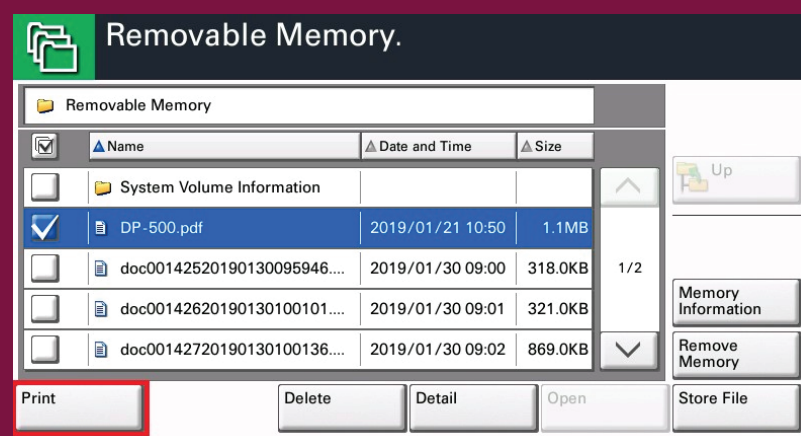
- Press the **Document Box** button on the physical keyboard of the device and then select the tag **Removable Memory** at the bottom of the screen:



- Press the **Home** button on the physical keyboard of the device and then select the **Removable Memory** icon on the screen:

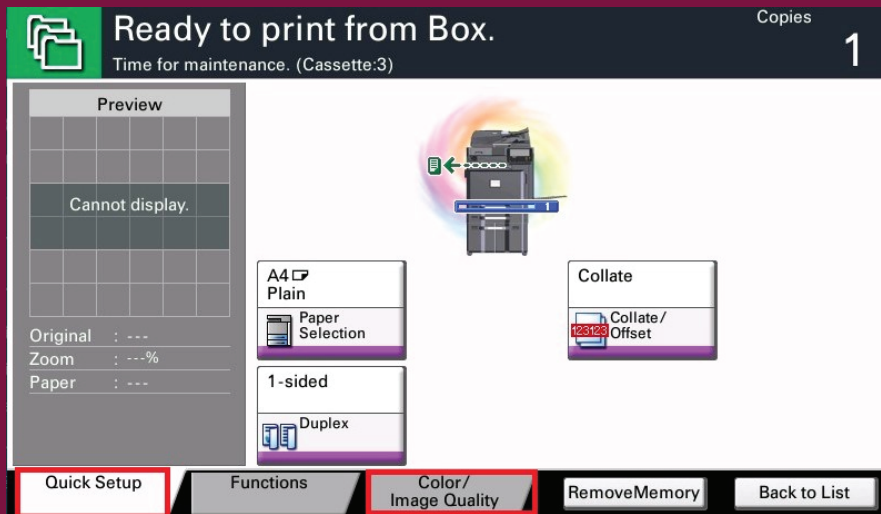


4. Select the file you need by ticking it on the screen and press **Print**.



5. You can choose printing settings by selecting **Quick Setup, Color/image Quality**

- **Quick Setup:** you can choose paper size (A4/A3), print on both sides of the sheet (Duplex);
- **Color/Image Quality:** you can choose full colour or black and white printing (**Color selection>> Full color/Black and white >> OK**)



6. If all settings have been selected, press the green **Start** button on the device's keyboard.

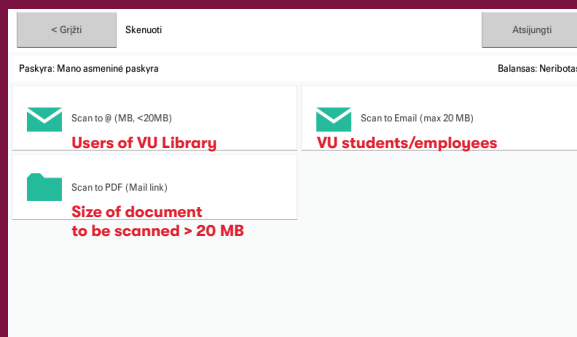
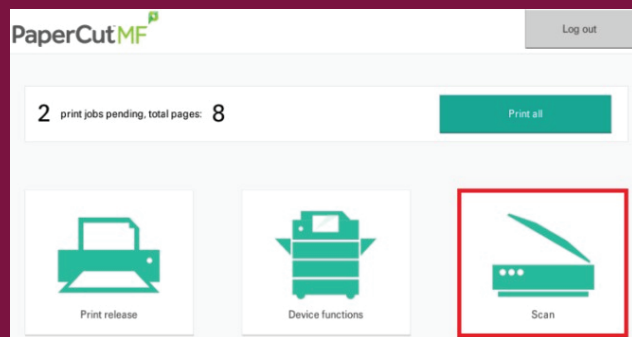
7. After finishing the task, press the **Logout** button on the physical keyboard of the device or on the screen.



Scanning documents to VU email box

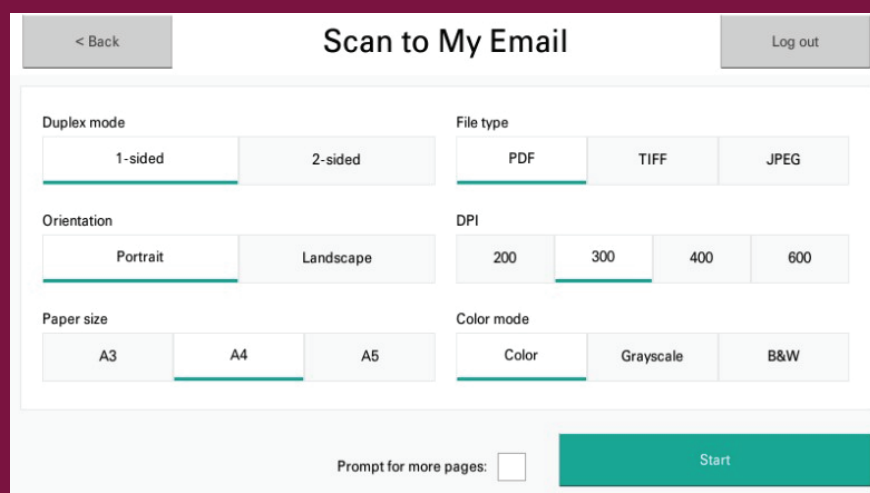
Maximum file size – **20 MB**.

1. On the touch screen, select **Scan to @ My Email** (for VU Library users), **Scan to My Email (max 20 MB)** (for VU students/employees), or **Scan to PDF (Mail link)** if the document is predicted to be larger than 20 MB (the link to the document will take a few minutes to arrive):



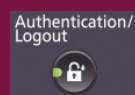
2. You can change settings of the scanned document by selecting **Settings**.

3. You can choose colour/black and white copy, change its resolution, file format, if you need a PDF or a JPEG, and other options. If you need continuous scanning, select **Prompt for more pages**



4. If all settings have been selected, press the **Start** button.

5. After finishing the task, press the **Logout** button on the physical keyboard of the device or on the screen.

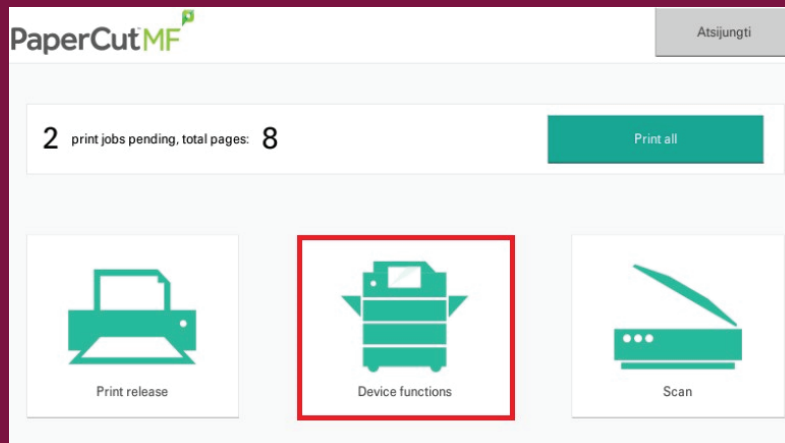


The scanned document will be sent to your email when logging off the system. If you cannot find the scanned document in your mailbox, check your junk mail folder.

If the device shows an error message when logging off the system, and a scanned document has not arrived to your mailbox, most likely the size of your document is too great. Maximum file size is **20 MB**. If this is the case, save it on USB flash drive (see next chapter) or choose **Scan to PDF (Mail link)**.

Scanning straight to a USB flash drive

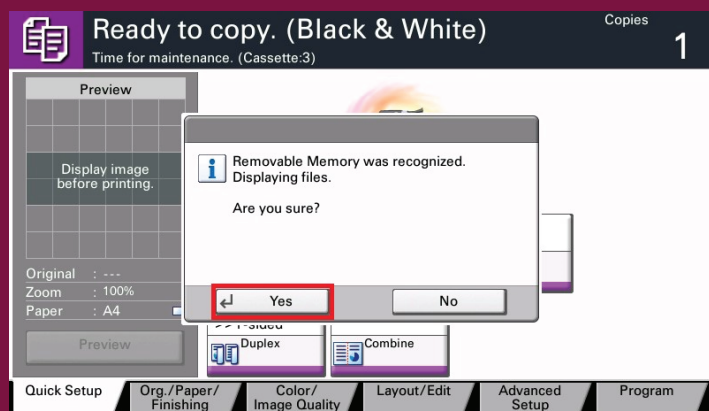
1. Select **Device functions** >> **Next** on the touch screen:



2. Insert your USB flash drive into the USB port of the multi-function device. Wait until the multi-function device reads your files (the process may take a few moments).

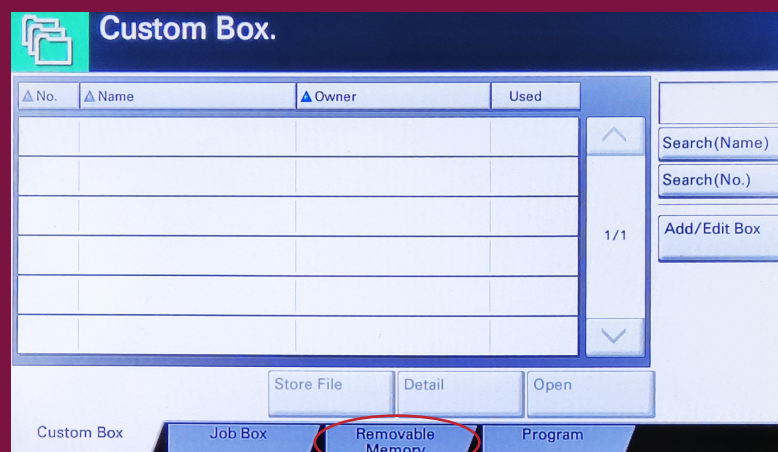


3. Select **Yes** when an information window – **Removable Memory is recognized. Display files. Are you sure?** – appears on the screen:



If your files are not automatically read from the USB flash drive:

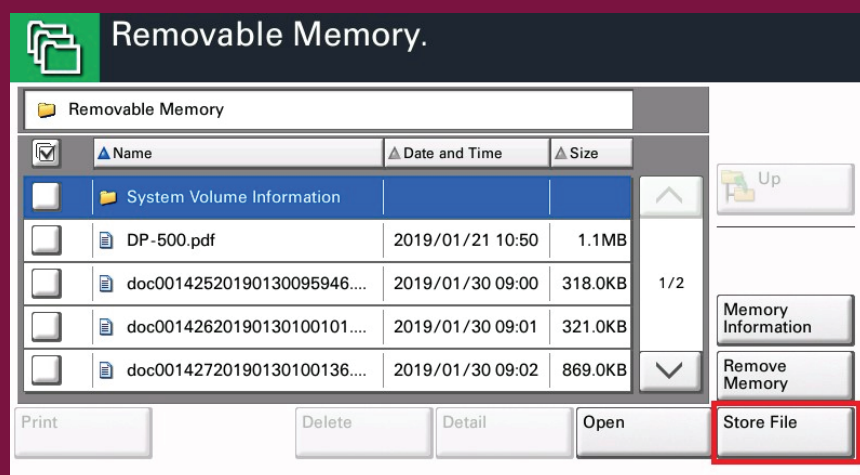
- Press the **Document Box** button on the physical keyboard of the device and then select the tag **Removable Memory** at the bottom of the screen:



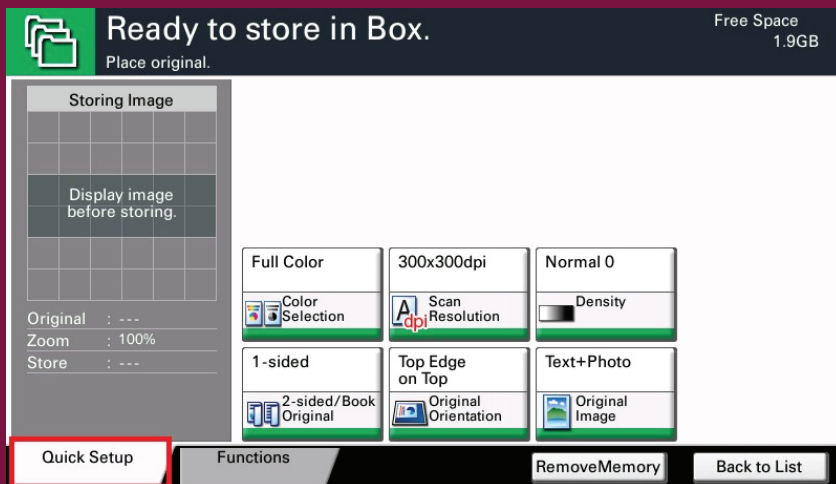
- Press the **Home** button on the physical keyboard of the device and then select the **Removable Memory** icon on the screen:



4. When the USB flash drive window opens, select **Store File**:



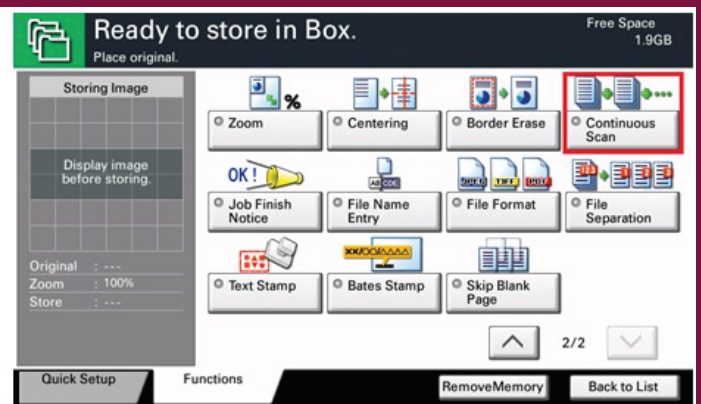
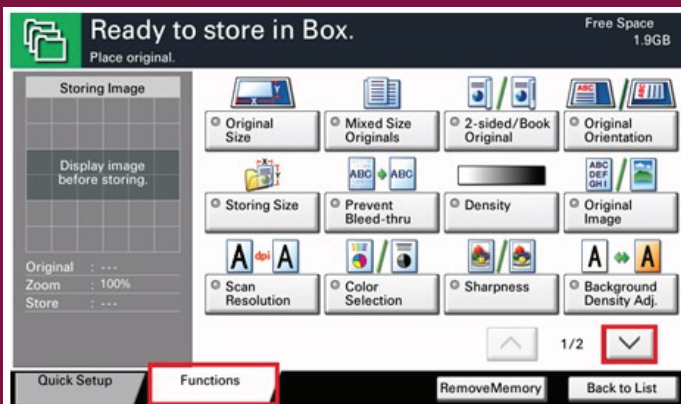
5. Select **Quick Setup** and choose your settings: colour/black and white scanning, colour density, orientation of original (portrait, landscape), etc.:



6. If you want to change the functional settings of a scanned document, select **Functions** and choose your settings or touch **the Down Arrow** in order to see other options. Here you can:

- Choose colour/black and white copy;
- Change resolution of a copy;
- Change document format;
- I) If the document to be scanned is loose sheets, place the sheets in the automatic feed tray and press the green **Start** button;
II) if the document to be scanned is bound (such as a book, a journal, etc.) – choose the option to scan several pages in succession (**Continuous Scan >> On**). Press the green **Start** button for each page you want to scan. After completing the scan, it is absolutely **NECESSARY** to select **Finish scan** on the touch screen, **otherwise scanned material will not be transferred to the USB flash drive**.

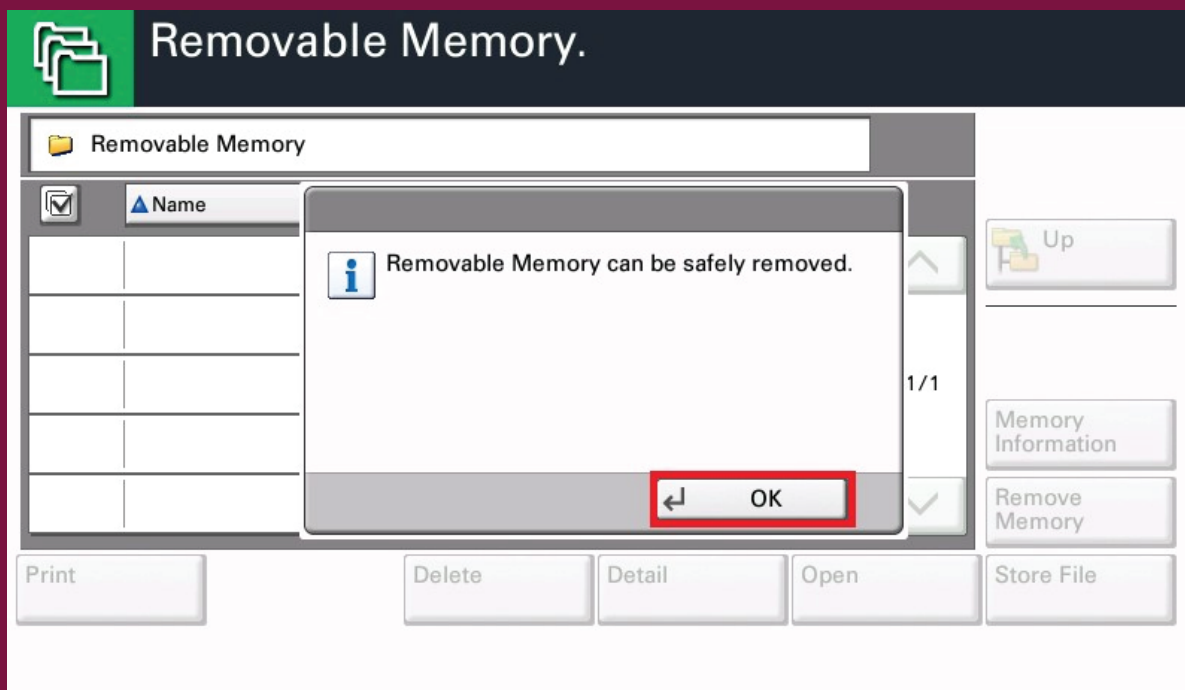
e. Make other necessary changes.



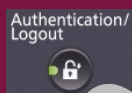
automatic feed tray

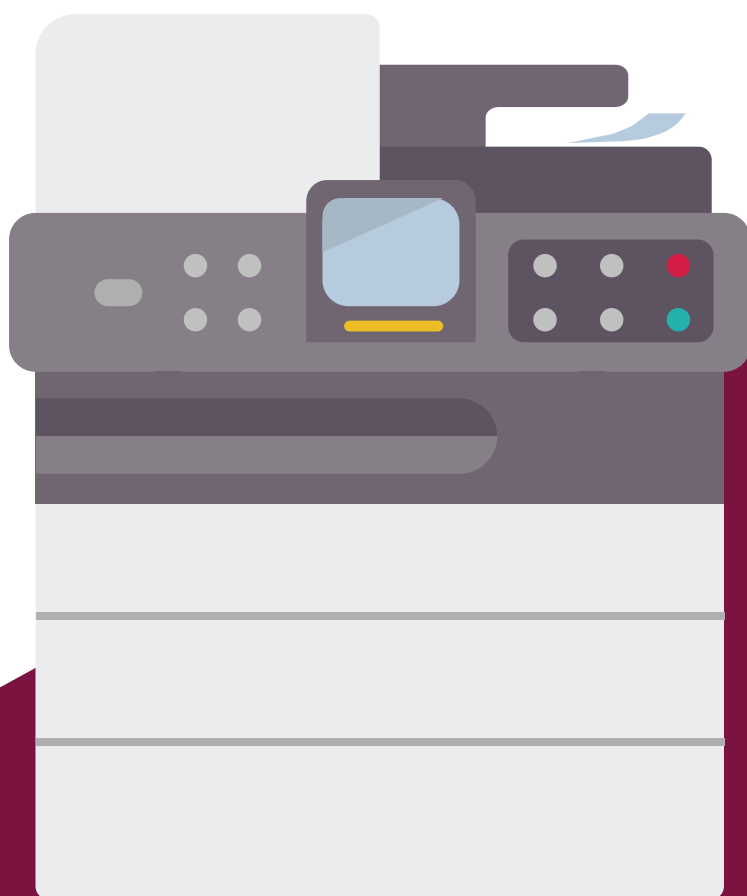


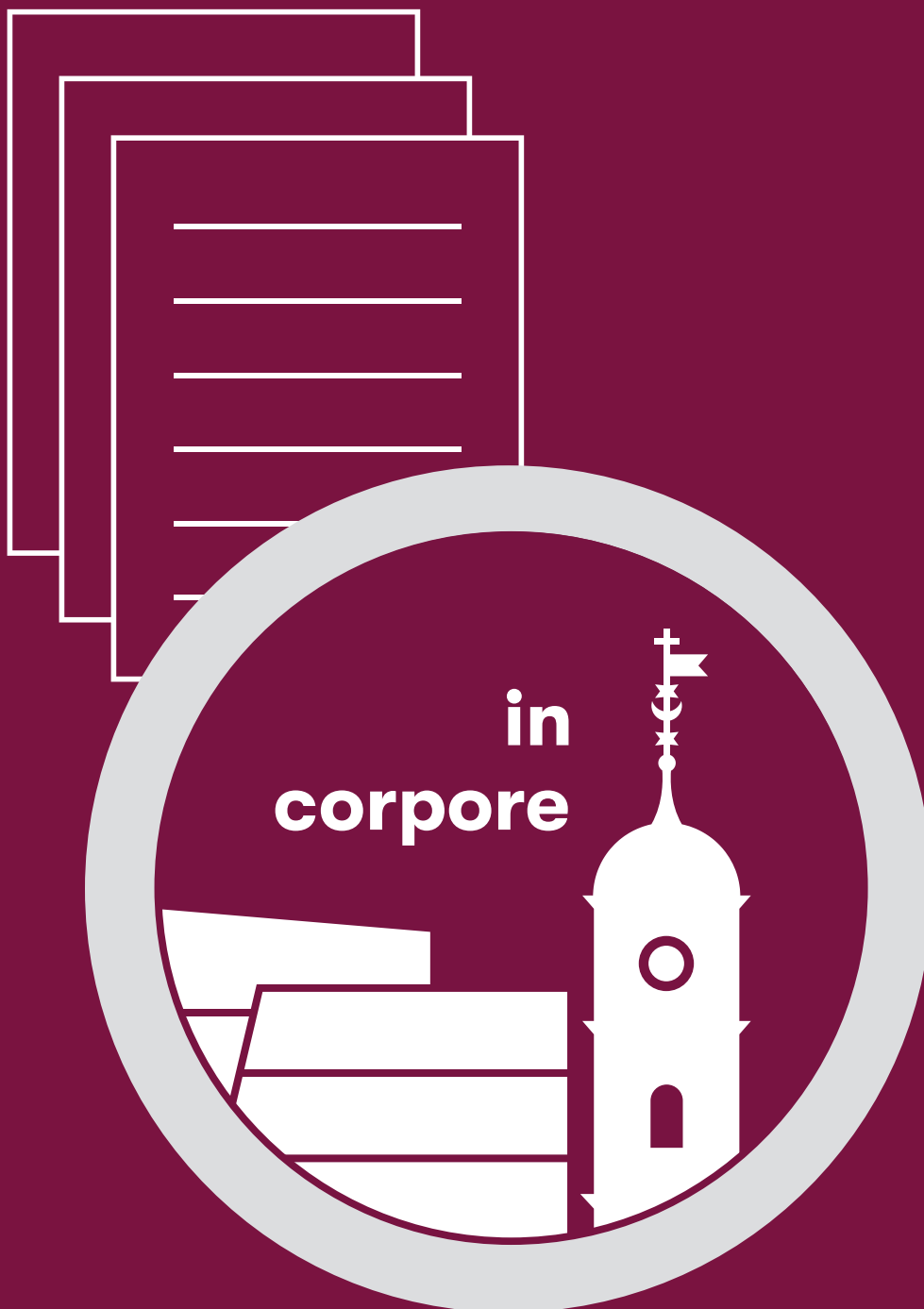
7. If you're scanning a single page, press the green **Start** button on the physical keyboard of the device. The scanned image will be saved on the USB flash drive.
8. When the scanning is complete, select **Removable Memory** in the section **Removable Memory** and wait until a message **Removable Memory can be safely removed** appears on the screen. Remove your USB flash drive.



9. After finishing the task, press the **Logout** button on the physical keyboard of the device or on the screen.







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