

Printer: Copying, Scanning & Printing

The copier in the Medical Branch Library is a multifunctional device. The copier allow you to copy, scan and print. Please press the **House**-button at the bottom of the panel, and then select the function you require. To pay for copying and printing, you will need your multifunctional Student ID Card/ MensaCard or copier PIN.

The most important setting options are listed below. You will also find detailed instructions at: uni-muenster.de/IT/en/services/arbeitsplatz/drucken/

If you are having problems with the device, please contact the staff at the loan desk. You can also report the problem to the CIT staff at: it@uni-muenster.de or Tel.: +49 251 83-30303.

Legal Notes §

Please note: Whenever you make copies (copying, scanning, printing), you should be aware of the copyright regulations. For further details, see the ULB Muenster Library rules, section VI, § 35-37:

ulb.uni-muenster.de/en/bibliothek/recht



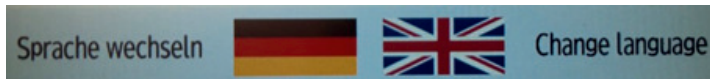
Prices & Payment

Size	Coloration	Price per page incl. VAT (in euro)
DIN A4	black and white	0,04
DIN A3	black and white	0,08
DIN A4	color	0,16
DIN A3	color	0,32

For the services you need your student ID card/ MensaCard or copier PIN. The nearest device for upgrading can be found in the "Mensa am Ring".

Language Settings / Spracheinstellungen

Press the **House**-button at the bottom of the panel, and then select the panel language.



or



Logging in / Logging out

Students of University Münster: Log in with your Student ID Card by inserting your Student ID Card into the card reader slot.

External users: You can pay for copying and printing with your MensaCard. You can get MensaCards for guests in the dining halls and bistros of the Studierendenwerk Münster as well as at the stationery machine in the Central Library.

Staff of University: You just need to log in once at sso.uni-muenster.de/IT-Portal to create your copier PIN and/ or to register your MensaCard. (*Settings in the IT-portal: Passwords and PINs or Print/ Scan*).

Please note: Always remember to log out when you have finished working. To log out from the device, press the Logout button in the top right corner. Once you logged out, your Student ID Card/ MensaCard can be removed from the card reader by pressing the red button.

Copying



Copying is possible for users, who have a Student ID card/ MensaCard.

1. Log in to the device with your Student ID card/ MensaCard.
2. Select the copy function.
3. Place the document on the glass surface and close the cover. Make sure that you select the **appropriate paper size and orientation**. You can choose between A4 and A3 copies.
4. Select other copy options, as appropriate:
 - **Coloration:** You can choose between **black and white** and **color**.
 - **Reducing/ Enlarging:** If the size of your document does not fit to A4 or A3, select **Copy Ratio** to achieve a finer graduation. This will help avoid cut off pages or too wide margins.
 - More specific options are available. The **Back** button on the top right will take you back to the basic options.
5. Press the green **Start** button (at bottom right) to copy each page.
6. Be sure to log out when finished.
(Press the **Logout** button in the top right corner).

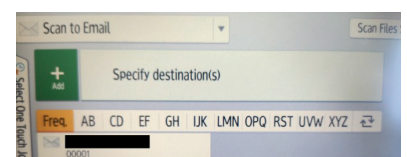
Scanning



Scanning is free of charge and is possible for users, who have a Student ID card/ MensaCard or a copier PIN.

Scan2Mail (available only for members of the University Münster):

1. Log in to the device.
2. Press **Scanning** on the touch-screen.
3. Select your email address.
4. Press **Send Settings** to select more options.
5. Place the document and press **Start**. Repeat this step until all pages are scanned. When the size limit is exceeded, a message will appear. In this case, you will have to start scanning again.
6. When finished, press **Finish Scan**.
7. Be sure to log out when finished. (Press the **Logout** button in the top right corner).



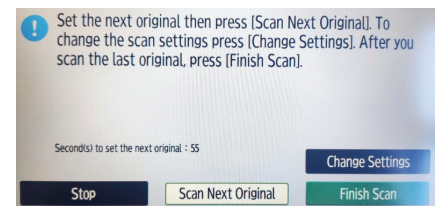
Please note that any person using the Scan2Mail service might be able to send emails to your email address unless you remove your email address when you finished scanning. Be aware that no assurance can be given for receiving unsolicited emails. If you have questions, please contact:

it@uni-muenster.de.

Scan2Stick:

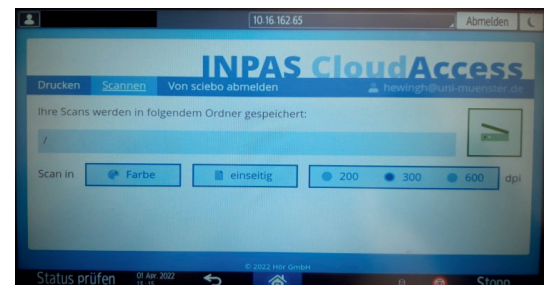
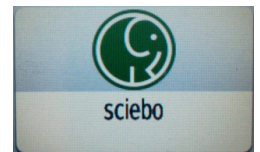
Save your scans to your **USB flash drive** or **SD card**.

1. Plug in your USB flash drive.
2. Select **Print/Scan (Memory Storage Device)**.
3. Press **Scan to Storage Device**.
4. Select Scan options from **Scan Settings**.
5. Place your document on the glass surface and press the **Start** button.
6. If you want to continue scanning, place the next document and select **Scan Next Original**.
7. To finish, press **Finish Scan**.
8. Safely remove your flash drive.
9. Be sure to log out when finished.
(Press the **Logout** button in the top right corner.)



Scan2Sciebo (available only for members of the University Münster)

1. Tap on the **sciebo** button.
2. Log in to Sciebo.
3. Press on the **Scan** button.
4. If necessary, select a folder in which the scans are to be saved. You can make further settings: Color, one-sided/ both-sided, resolution.
5. Then press on the green scanner symbol. The page is scanned.
6. Don't forget to sign out at the end.



Printing



Copying is possible for users, who have a Student ID card/ MensaCard.

You can only print PDF files to the copiers (multifunction devices). As a default, files are printed in their entirety. If you want to print only select pages of your document, you need to extract and save these pages as a separate PDF file. For this purpose, you can use the computers in the foyer.

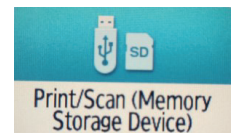
Follow-Me-Printing (available only for members of the University Münster)

With "Follow-Me-Printing" you can send print jobs from any computer and retrieve them from any multifunction device of your choice. What you need to do is send your print jobs to the print server [\\print.uni-muenster.de\\inpas](http://print.uni-muenster.de/inpas) or order your prints via sso.uni-muenster.de/inpas.

1. Log in to any multifunction device.
2. Press **PrintHere**.
3. Select the desired print job.
4. You can make further settings (e.g. black & white or duplex).
5. Press **Start**.
6. Be sure to log out when finished. (Press the **Logout** button in the top right corner.)

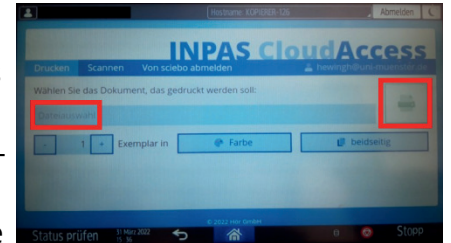
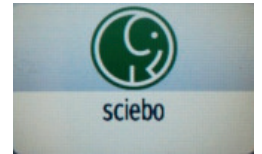
Print out PDF files directly from your USB flash drive

1. Log in with your Student ID Card/ MensaCard or copier PIN.
2. Plug in your USB flash drive.
3. Press **Print/Scan (Memory Storage Device)**, and then **Print from Storage Device**.
4. Select the desired file.
5. Press **Print Settings** to select further options: e. g. Reducing/ Enlarging, coloration, duplex printing, multiple pages per sheet.
6. Press the green **Start** button (at bottom right) to print.
7. Please safely remove your flash drive, and log off from the device.



Print out PDF files via sciebo (available only for members of the University Münster)

1. Log in to the device with your student card/ MensaCard or PIN.
2. Press the **sciebo** button on the start screen.
3. Log in to sciebo.
4. Press on **File Selection**.
5. Select the desired folder and then the desired document. Then press the green tick at the bottom right.
6. You can make further settings: Number of copies, coloration, double-sided or single-sided.
7. Then press the green printer symbol on the right. The file will now be printed.
8. Finally, press the **Logout** button.



Help! It doesn't work!

Please do not attempt to fix the problem on your own. If you are having problems with the device, please contact the staff at the loan desk.

You can also ask the CIT staff for support at: it@uni-muenster.de / Tel.: +49 251 83-30303.

USB flash drive not recognized?

Scenario 1: Your USB flash drive does not show up in the device manager [Memory Storage Device].

Turn off the copier and turn it back on again. (Please contact the loan desk.)

Scenario 2: Your USB flash drive shows up in the device manager. However, you are unable to access your flash drive.

The copier is not able to read your flash drive. Reasons:

- The format is not compatible (The devices support SD or SDHC memory cards and USB sticks with a maximum storage capacity of 32 GB. SDXC memory cards cannot be used. NTFS, FAT16 and FAT32 can be used as file systems.), OR
- there are program files on your flash drive (File extension "exe").

Solution to the problem:

- Format your stick.
- Use **Follow-Me-Printing**.
- You can also purchase a USB flash drive at the vending machine for stationery in the Bistro.

File not printing?

- The copiers are only able to read PDF files (or jpg/ jpeg or tif/ tiff). So, you need to convert Word documents to PDF. For this purpose, you can use the computers in the foyer.
- Large file names or file names with special characters, umlauts or dots may cause printing problems. If so, rename your file.
- Some PDF files are not readable by the copiers. Create a compatible PDF file for the copier.
- If you are prompted to enter your password, try to skip the prompt. If this does not work, use the on-screen keyboard to enter your password. If need be, press the **Shift** button to display more keys for data entry.

Font not showing up correctly?

The copiers do not recognize every single font. To make sure that your document is printed correctly, embed the font into your document.

Misprint: Size/ Orientation does not fit the page correctly

- **Copying:** When copying documents which do not match the standard paper size, select the required size/ orientation and use the **Copy Ratio** button.
- **Printing:** Print margins cut off? Adjust the setting and reduce the size. It may also be helpful to create another PDF file in A4 size.
- You can also **enlarge** the size, e. g. A4 to A3.
- Please note: The paper orientation of the printout will be the same as that of the original document file: A file saved in portrait mode can only be printed in portrait mode, and a file saved in landscape format can only be printed in landscape format.

Your card is blocked?

This often happens due to network problems. Please note: Our card readers will automatically be updated every 60 minutes. After this update, the device should be able to read your multifunction Student ID Card/ MensaCard. If problems persist, please contact staff at the loan desk or CIT staff at: it@uni-muenster.de / Tel.: +49 251 83-30303.

Paper jam? Paper tray empty? Toner empty?

Please ask the staff at the loan desk.

How to cancel a print or copy job in progress

Press the **Stop** button (at bottom right).