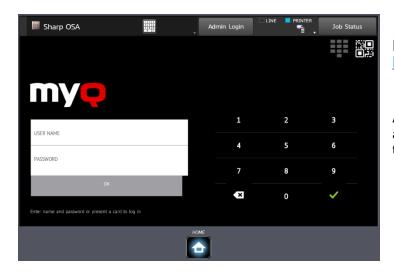
LSU Printing System User Guide for Students

Printer locations:

- 1. Library first floor, at the entrance.
- 2. Library second floor, Reading Room.
- 3. Building 2 second floor, at the staircase.



Connect to a printer in the same way as to a computer or information system. The login window looks like this:



If you have forgotten your login password, you can change it here <u>https://is.lsu.lt/pamirsau</u>

After you enter your login password or attach the card, wait up to 5 seconds until the login is complete.

The amounts to be paid for printing:

- A4 black-and-white printing and copying 0.04 €
- A4 colour printing and copying 0.12 €
- A3 black-and-white printing and copying 0.08 \in
- A3 colour printing and copying 0.24 €
- Scanning 0.01 €

Printing from a university computer

Choose MyQ printer and press "Print".

Info	Print
New	Copies: 1 +
Open	
Save	Print
Save As	Printer [©]
Print	MyQ_Spausdinimas on Isu-i Ready
Share	MyQ_Spausdinimas on lsu-inf01 Ready

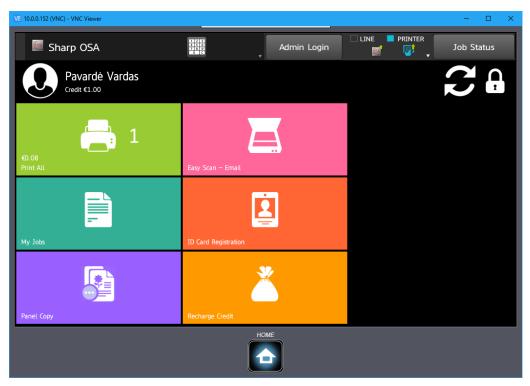
Printing from home

While away from the university, send the document you want to print using your LSU student e-mail address to spausdintuvas@lsu.lt. You can print it as soon as you are at the printer.

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То	spau			
Cc		sdintuvas dintuvas@lsu.lt	×	
Failas spause	Searce	ch Directory		

When sending the document by e-mail, you can specify printing in black-and-white or two-sided printing. In the subject field of the message, use #mono and #duplex settings. E. g.: My document #mono#duplex

The main window of the printer



Credit recharge

To recharge your printer system account, buy a recharge coupon on the second floor of the library, connect to the printer and press "Recharge Credit".



An example of a recharge coupon:

Enter the coupon code and print your documents using any university computer.

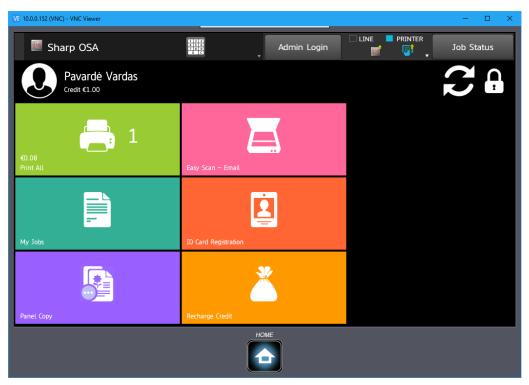


ID card registration

You can assign your ID card to the system for more convenient connection to the printer. You can use a Student ID card, Kaunas card, a credit card or a loyalty card (with an NFC chip), or an NFC sticker.



Printing



When connected to the printer, you can print all the sent documents by pressing the button "Print All" $\,$

or select specific documents by pressing "My Jobs"

Scanning

To scan, place the document on the scanner's surface or put your sheets in a sheet tray and press "Easy Scan – Email". Scanned documents will be sent to your email.

Copying

To copy a document, press button "Panel Copy"

In the opened window, set the parameters (number of copies, double-sided copying, etc.). At the bottom, on the left, press "B/ W Start" to make a black-and-white copy or "Colour Start" to make a colour copy.









V2 10.0.0.152 (VNC) - VNC Viewer						– 🗆 X
🛱 📮 🧧 Easy Scan 📑 File retrieve		, retrieve	C→ Logout Pavarde Vardas			
	No. of copies		1		►	Send as well as print
Colour Mode Full Colour	7	8	9			Quick File Store Data Temporarily
Original Auto	4	5	6			File Store Data in Folder
Paper Select Auto	1	2	3			Call Eco Program
2-Sided Copy 1-Sided→1-Sided		0		С		
Copy Ratio					_	
Exposure Auto				Plain	. F	CA Preview
Sort/Group Auto		1			ſ	
Cthers		2	A3 📋			B/W Start

Printing from a USB flash drive and scanning to a USB flash drive

Press the "Panel USB" button and connect a USB flash drive to the printer.



To scan to a USB flash drive, place the document and press the button "Start".

Easy Copy	Easy Scan	HDD File retrieve 🖕	C→ Logout Pavardė Vardas	LINE		Job Status
File Name	Specified by System Se	ettings			Return to Fol Selection Scre	
Stored To:						
Colour Mod	e uto/Mono2					
Resolution 2	00x200dpi					
File Format	PDF					
Original						
Exposure	Auto	.E			C Preview	СА
Job Build		Scan Size	Send Size			
Image: A start of the start	Others	A4	A4		Sta	nrt

To print from a USB flash drive, select "Select file from USB Memory to print" on the right of the screen

Return to Folder Selection Screen		Scan to HDD			
		Scan to External Memory Device			
		Select File from USB Memory to Print			
		Select File from Network Folder to Print			

Select the document in the window

Easy Copy Copy Scan	HDD File retrieve 🖕	Logout Pavardė Vardas		PRINTER	Job Status
USB Memory	t			Change S	etting to Print
File or Folder Name					
			*		
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and press "Change Setting to Print". Press "Start" in the opened window.

