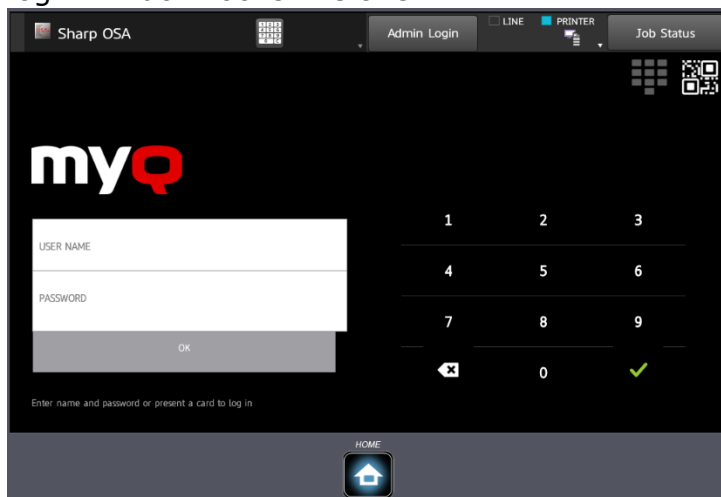# LSU Printing System
User Guide for Students

Printer locations:

1. Building 1 – second floor
2. Building 2 – second floor, by the staircase
3. Building 3 – first floor, by the guard's desk
4. Library – second floor, at the entrance
5. Library – third floor, at the entrance

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 https://is.lsu.lt/pamirsau

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 €
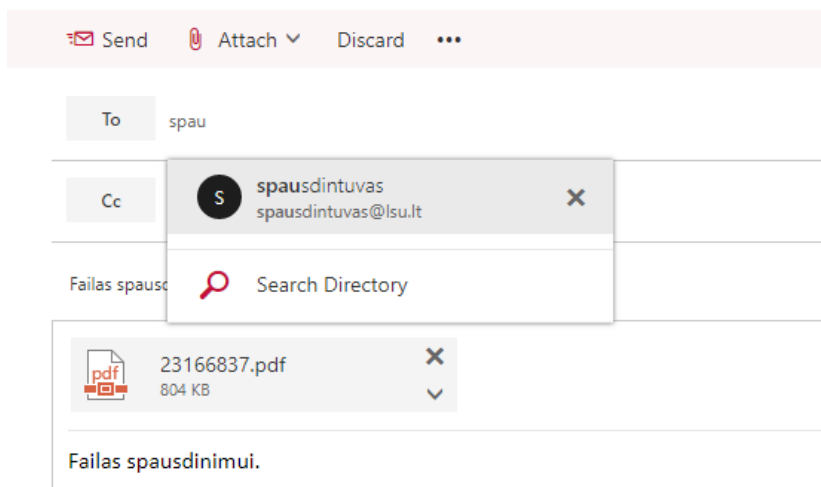- A3 colour printing and copying – 0.24 €
- Scanning – 0.01 €

Printing from a university computer

Choose MyQ printer and press "Print".
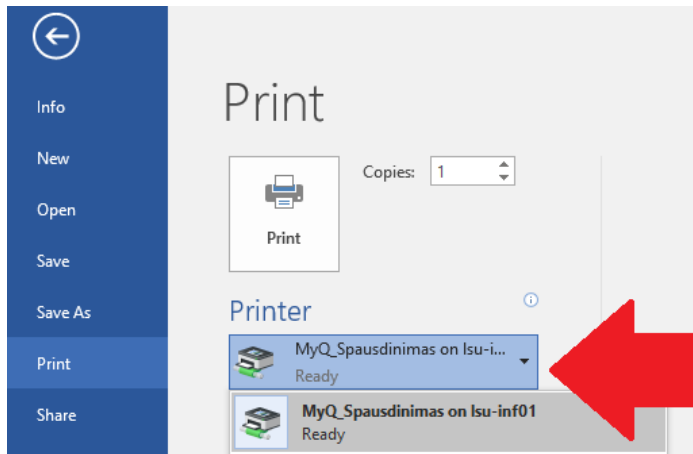
Printing from home

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.


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
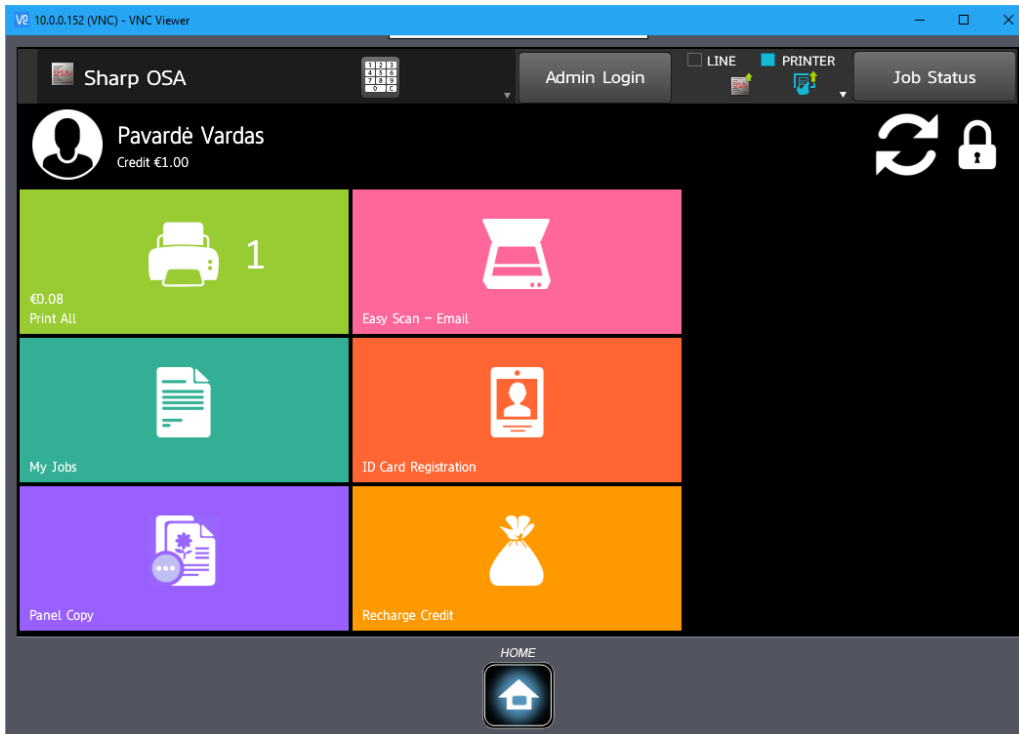
Credit recharge

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".
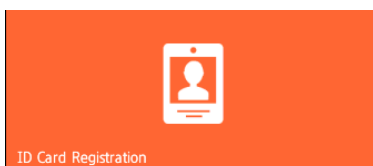

Enter the coupon code and print your documents using any university computer.
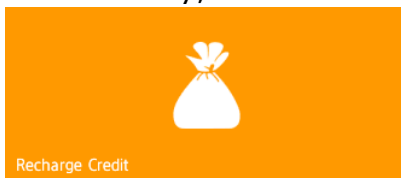
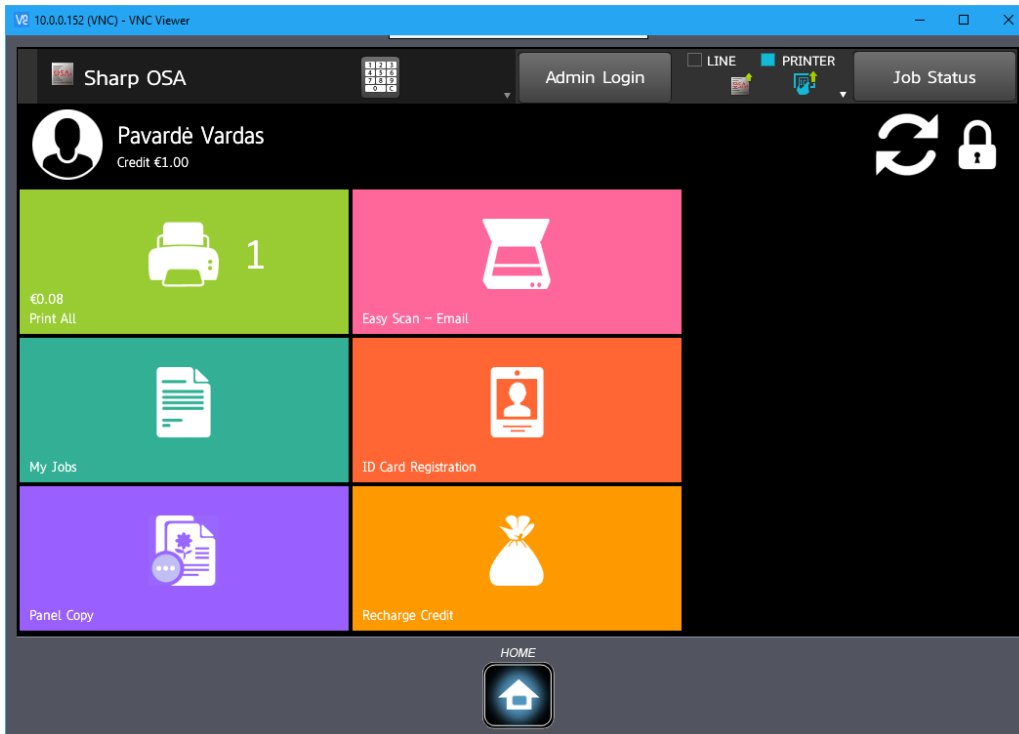An example of a recharge coupon:

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
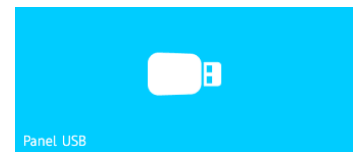
To copy a document, press button "Panel Copy"

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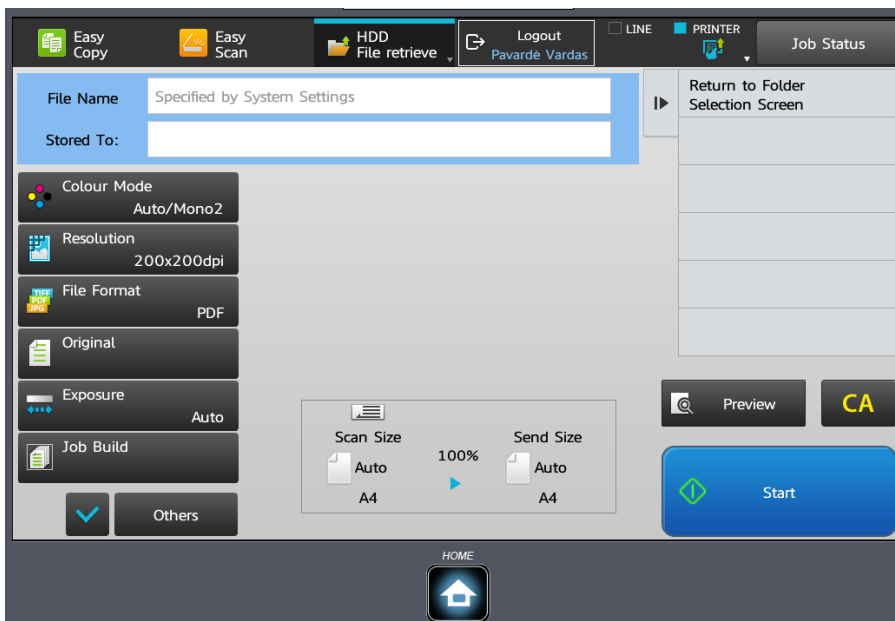
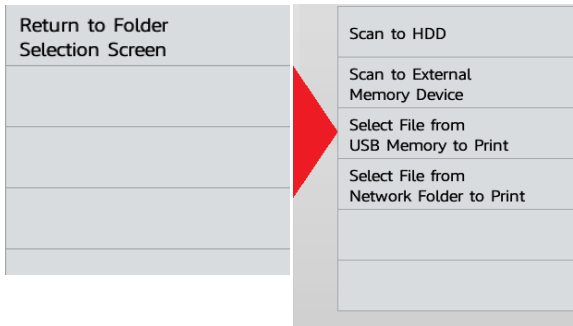## Printing from a USB flash drive and scanning to a USB flash drive

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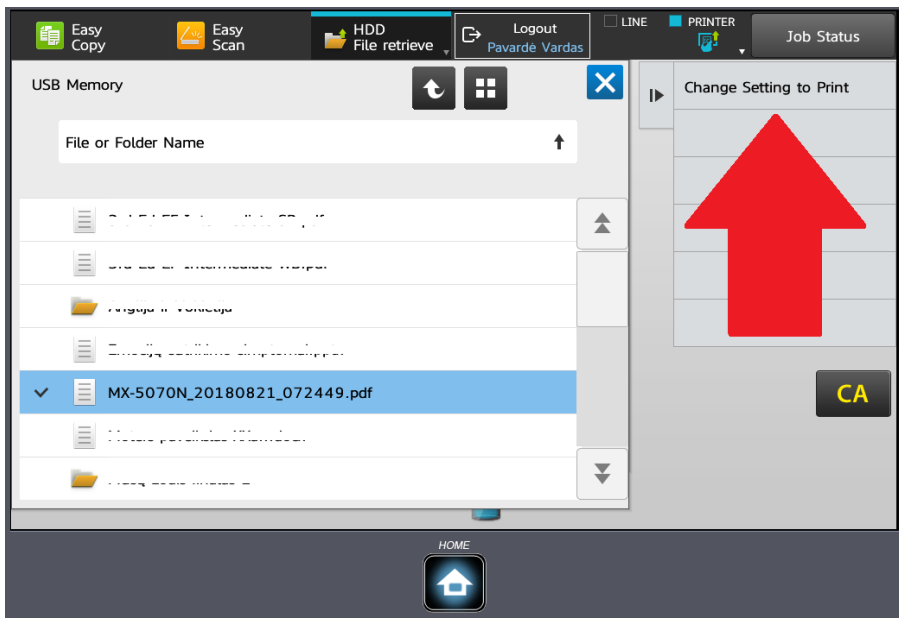

To scan to a USB flash drive, place the document and press the button "Start".

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

Select the document in the window

and press "Change Setting to Print". Press "Start" in the opened window.