Instructions for Using the
Self-service Copying, Printing and Scanning System

Printing in the University computer classrooms or libraries

Paying for services

Students' printing account can be replenished by coupons with the value of 2 EUR and 3 EUR.
To do this send an **SMS** to the short number **1669**:

> **VDU2** – replenishment of the account with 2 EUR,
> **VDU3** – replenishment of the account with 3 EUR.

In case of a question or problems, please call **+370 37 200896**..
You will receive an SMS with a printing coupon code.
The code has to be activated by connecting to https://print.vdu.lt or by using the printer.
To get connected use your user name and password.
For more information go to https://pagalba.vdu.lt >> **Manuals**

Go to the nearest self-service device. Log in by entering your user name and password for the VDU computer network on the device management screen.

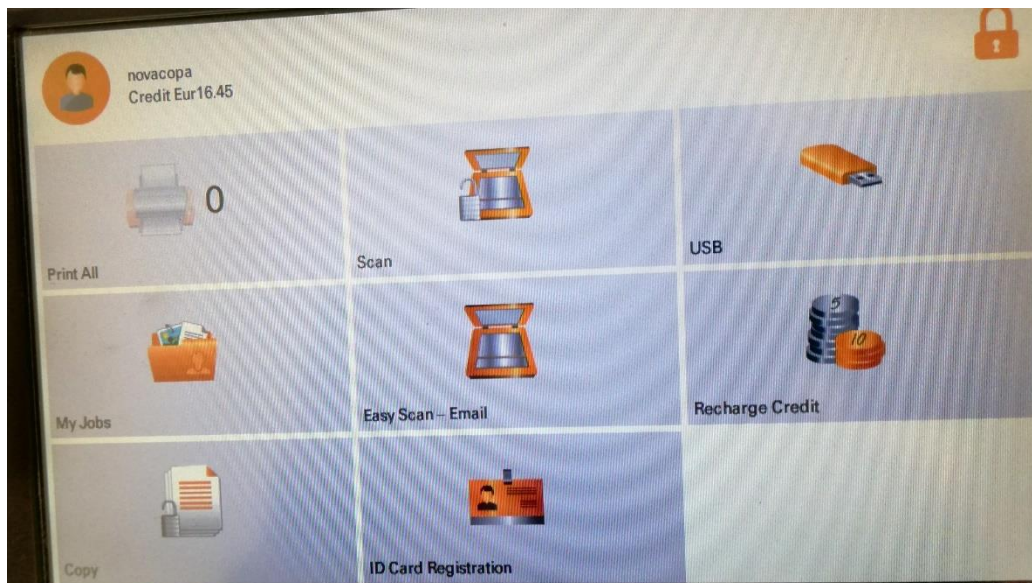After logging in, you can choose from the menu (Fig. 4):

Fig. 4

Print All – This button will print all the documents you sent to the printer.
Copy – This button will refer you to a menu for copying.
Easy Scan – This button will start scanning to your e-mail account provided by the university at the click of the button.
Scan – You can choose the advanced scanning features at the click of the button.
USB – You will be able to print from a USB storage device or scan to a USB storage device at the click of the button.
My Jobs – This button will let you manage your printing jobs: to select a desired printing job, delete it or re - print it (Fig. 5).
Recharge Credit – this button allows to recharge your credit account by entering voucher code (Fig. 6)
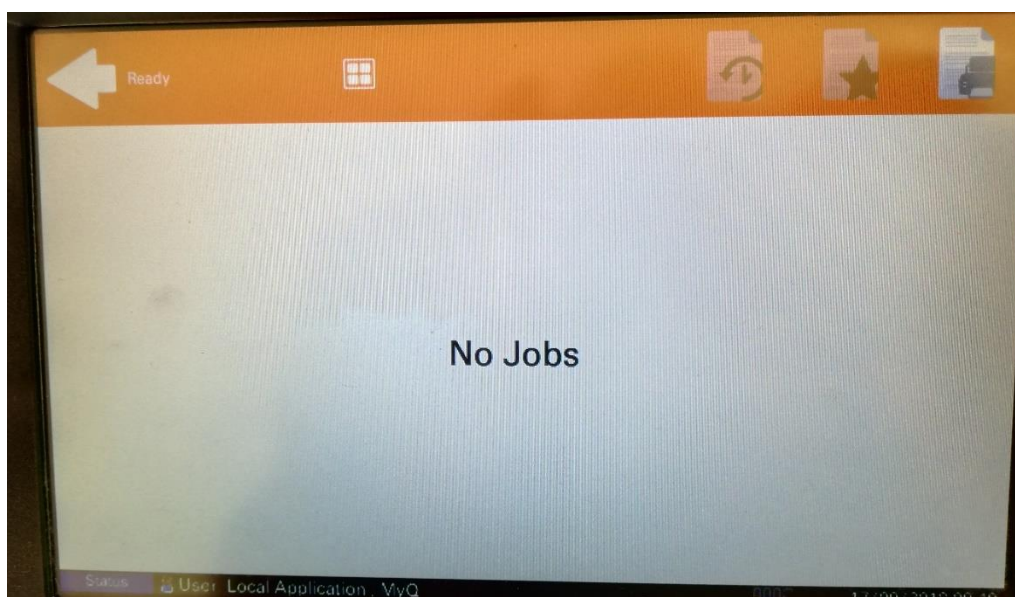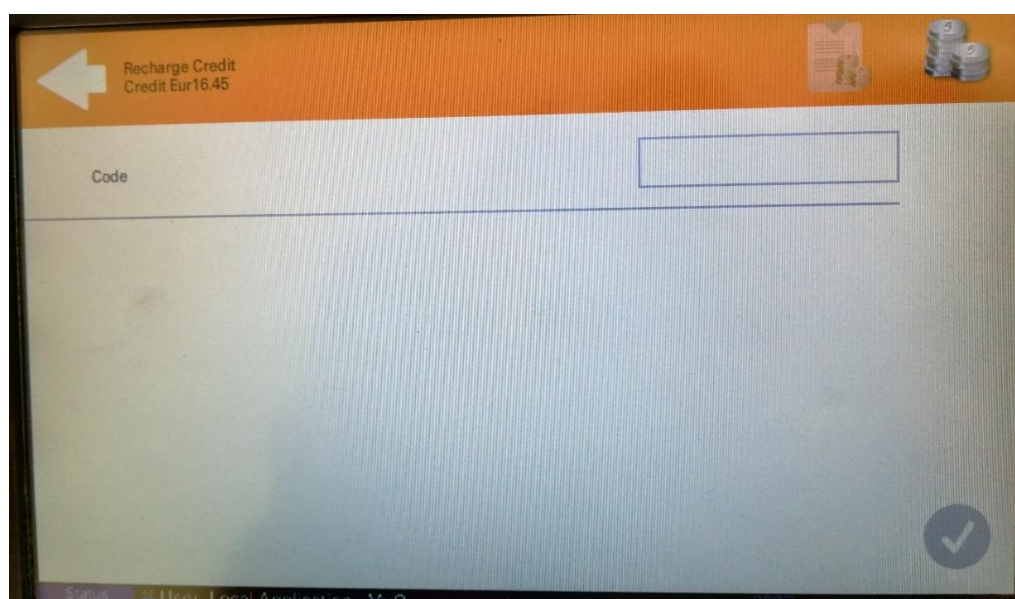
Fig. 5

Fig. 6

ATTENTION! You can use your student card (LSP) issued after 3 September 2012 for an easier login / authentication at a self-service machine. Your student card (LSP) must be linked to your user account.

- ☐ Log in with your user name and password to a self-service machine.
- ☐ Press the **ID card registration** button on the screen (Fig. 7).
- ☐ Place a student card (LSP) on the area of a self-service and hold it for a few seconds until you hear a signal (Fig. 8).
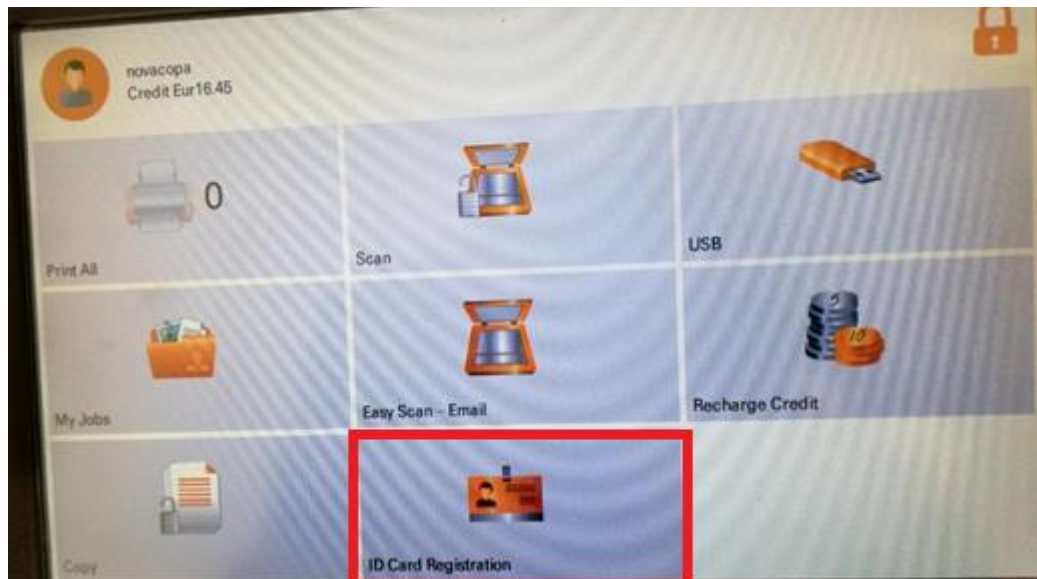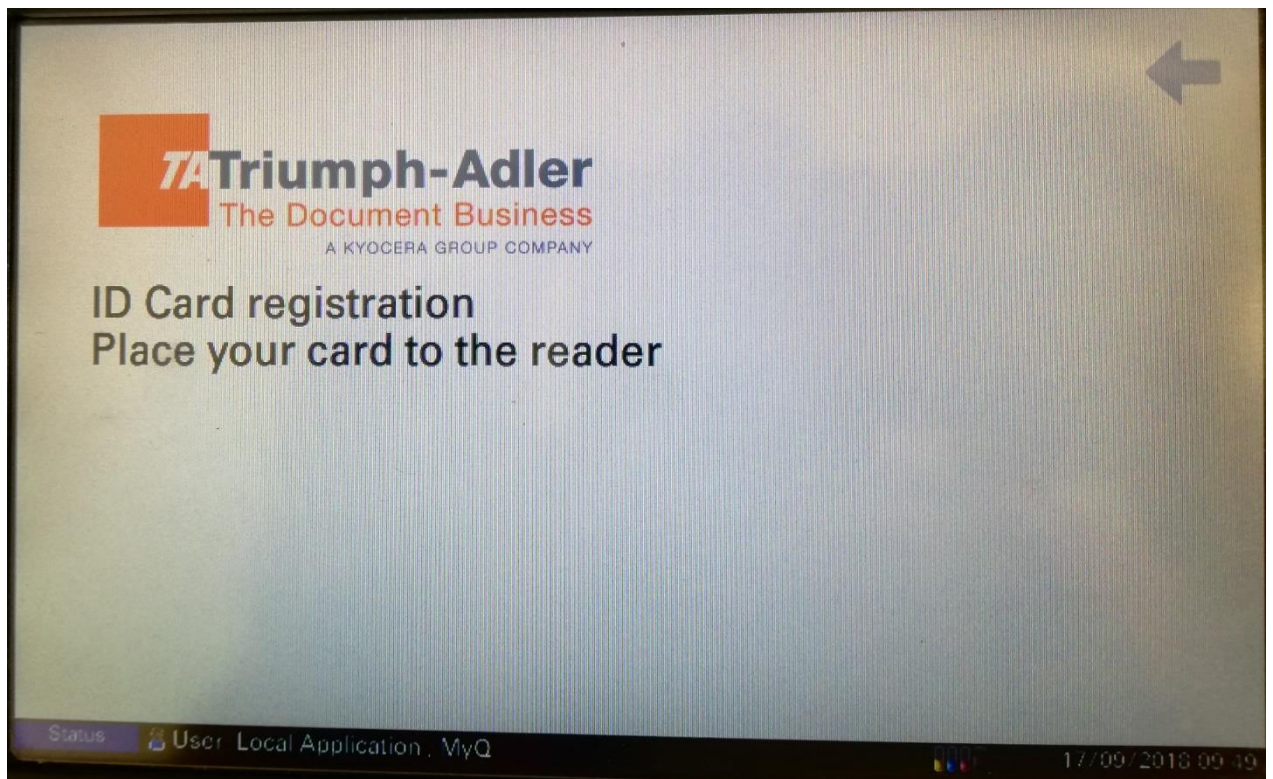
Fig. 7

Fig. 8

After linking a student card (LSP) with a username, you can just place the card on the area of the machine marked.

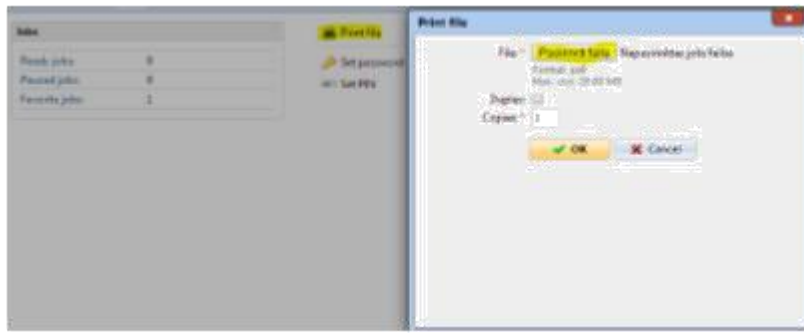**Printing from an e-mail account provided by the University**

Fig. 9

You can send documents from your e-mail account provided by the University for printing to the e-mail of the self-service system at print@vdu.lt. You have to attach documents that you wish to print in the PDF, Word, Excel and Power Point formats. You will be able to print the documents at your convenience. After arriving at a self-service printer, please log in.

IMPORTANT! If there is any colour in your document – it will automatically be printed in colour and this will cost you according to the price rates applied for colour printing! If you only wish to print in black and white, the document must only be in black and white.

Printing from the self-service website https://print.vdu.lt:8090
https://print.vdu.lt:8090

You can recharge your account, manage your print jobs, view your history, and send a document for printing on the website https://print.vdu.lt:8090. Log in to your personal account on the website https://print.vdu.lt:8090. The details of the log in are your username and password for the VDU computer network.

After logging in to your account, please select **Print File** - > select the desired document - > **OK** (Fig. 8). You can upload documents in the PDF, Word and Excel formats for printing from your computer.

IMPORTANT! If there is any colour in your document – it will automatically be printed in colour and this will cost you according to the price rates applied for colour printing! If you only wish to print in black and white, the document must only be in black and white.

Disconnection from a personal account

IMPORTANT! After finishing your work, do not forget to disconnect from your account (Fig. 10).
If there is no activity, the system automatically disconnects you after 90 seconds.
If you forget to disconnect, UAB Novakopa will not be held liable if another user uses your account.

Fig. 10

Scanning

The multifunctional self-service devices can send scanned documents in PDF format to your personal e-mail account provided by the university.

1. Scanning of separate sheets

In order to scan unbound sheets, they must be placed on the tray of the automatic document feeder. Log in to the self-service device and enter your username and password for the VDU computer network on the device management screen. Click the "Easy Scan" button. After the completion of scanning, a PDF document will be sent to your e-mail account.

2. Scanning of books

When scanning a book, place it on the glass surface of the device and press the "**Scan**" button (Fig. 10). Select the **aQrate** button on the additional submenu window (Fig. 11), indicating your personal e-mail account provided by the university.

You can change the resolution or format of the document you wish to scan on the **quick setup menu** (Fig. 12). After these settings are selected, click the "**Start**" button.
You can place a new document on the glass and press the "**Start**" button again.
After the scanning is complete, you need to press the "**Finish scan**" button, and the document will be sent to you by e-mail.
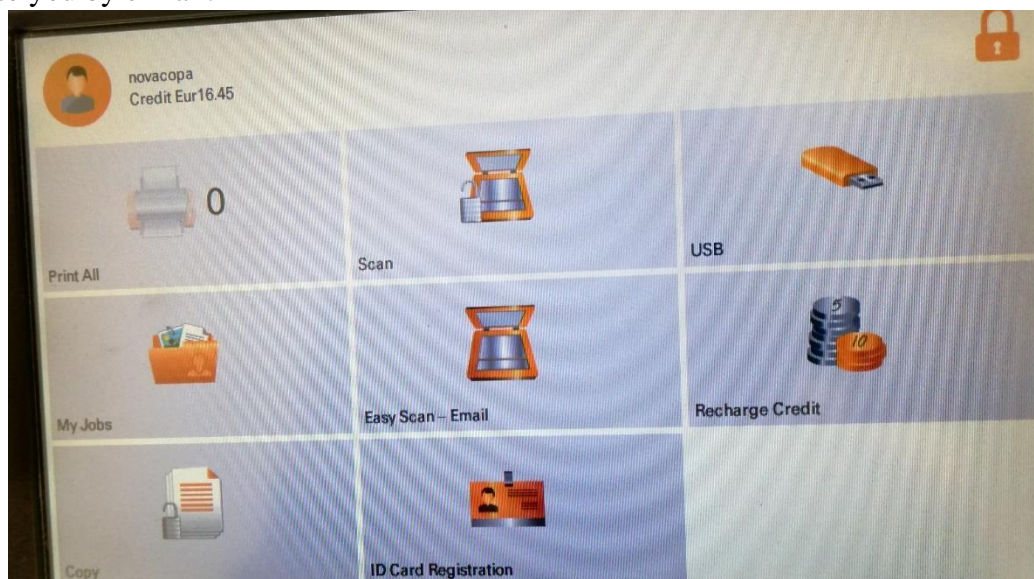
Fig. 11

aQrate button

Fig. 1

Quick setup button

Fig. 13

Scanning to a USB storage device. Printing from a USB storage device.

If you want to scan to a USB storage device, select USB on the screen (Fig. 14).
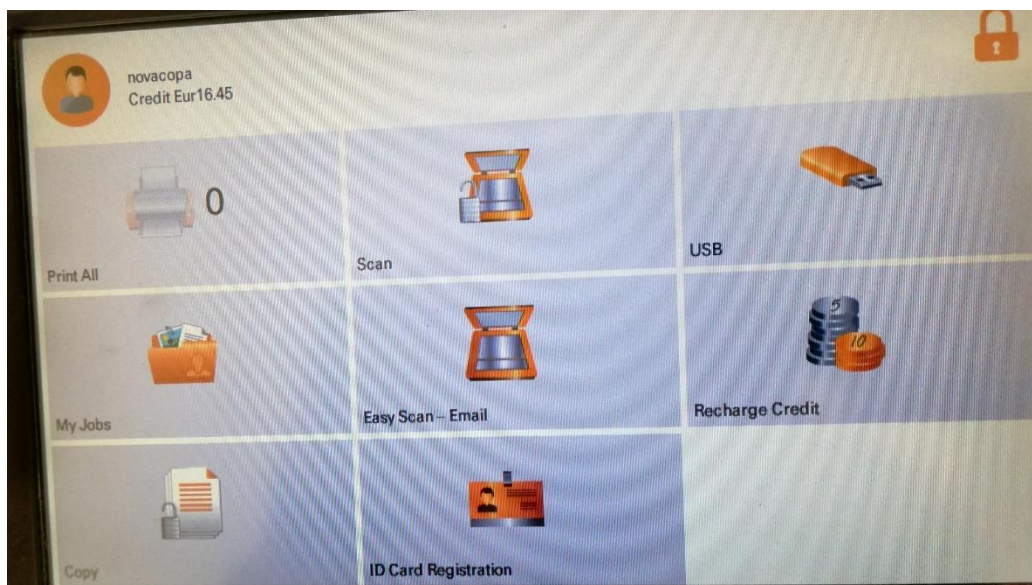

Fig. 14

Insert a USB storage device into the USB connector interface at the right-hand corner of the control panel (Fig. 15)
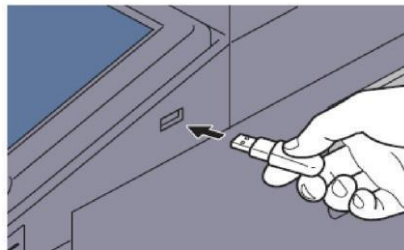

Fig. 15

ATTENTION! If the machine does not recognize your USB storage device, it is not formatted correctly, so you should use another USB storage device.
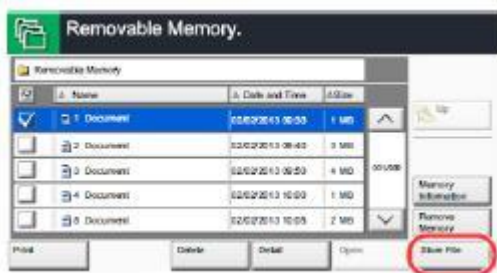
Click a button "Store file" (Fig. 16)

Fig. 16

If the menu settings meet your needs, click the **Start** button. After the scanning is complete, click the

"Finish scan" button. In order to print from a USB storage device (only possible in the PDF format), you should perform the same steps used for scanning. When the window "Removable Memory" is shown (Fig. 17), select the document that you want to print and click **PRINT.**
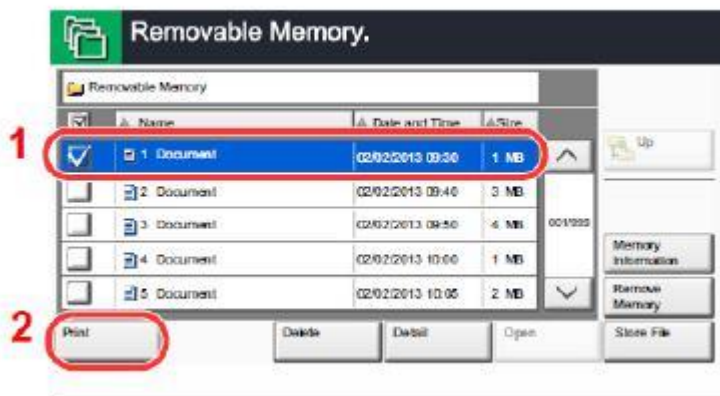

Fig. 17