Registration on the multifunction printer

Please attach the **Thoska card** to the card reader to log in.

Alternatively, you can log in with your university account (username and password).

Bauhaus-Universität Weimar

Benutzername

Passwort

OK

Zur Anmeldung Name und Passwort eingeben oder Karte vorhalten

Log off after work!

Your home screen

1 - Your username and your current print balance

2 - "My print jobs" - overview of your sent print jobs

3 - "Print everything" - all orders are printed + cost forecast

4 - "USB Print" - print from USB flash drive

5 - "Scan2E-Mail" - direct scan to your personal e-mail address

6 - "Scan2E-Mail with OCR" - also contains text recognition

7 - "Scan2USB" - Scan to USB flash drive

8 - "Copy - black and white"

9 - "Copy - Color"

10 - "Copy - special settings" - change e.g. paper size, contrast, brightness etc.

11 - Logout - Here you can log off

My jobs

Here you can see your currently available print jobs. You can mark these (single or multiple selection).

 = double-sided print

 = colored print

The selected print jobs can be:

 = Released for printing (the costs are displayed in The top left corner)

 = Deleted

 = Saved as a favorite in the system

Scan2E-Mail

Here you have the option to adjust every single parameter of your scan job individually.

General information

<u>Cost overview:</u>

  4 cents per A4 b/w page

30 cents per A4 color page

An A3 page is billed as a 2x A4 page.

For print or copy jobs, you need a credit on your print account. Use an Intercard-terminal to rebook money (transfer Thoska credit to the print account).

In the event of faults, please contact the SCC hotline:

Tel.:   +49 (0) 36 43/58 24 24

E-Mail: hotline@scc.uni-weimar.de

 Home key = Return to the main menu