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

Printing in the University computer classrooms or libraries

You can send your print jobs from any PC in the computer classrooms or libraries of the University. If you wish to print documents in black and white – please select **Print Black** in the computer, or if you wish to print in colour, please select **Print Colour**.

Paying for services

- Student can send SMS with text **KTU2** (2 euro voucher) or **KTU3** (3 euro voucher) using phone number **1670**, after couple of seconds an SMS with voucher code will be sent. Only Lithuanian SIM cards are valid.

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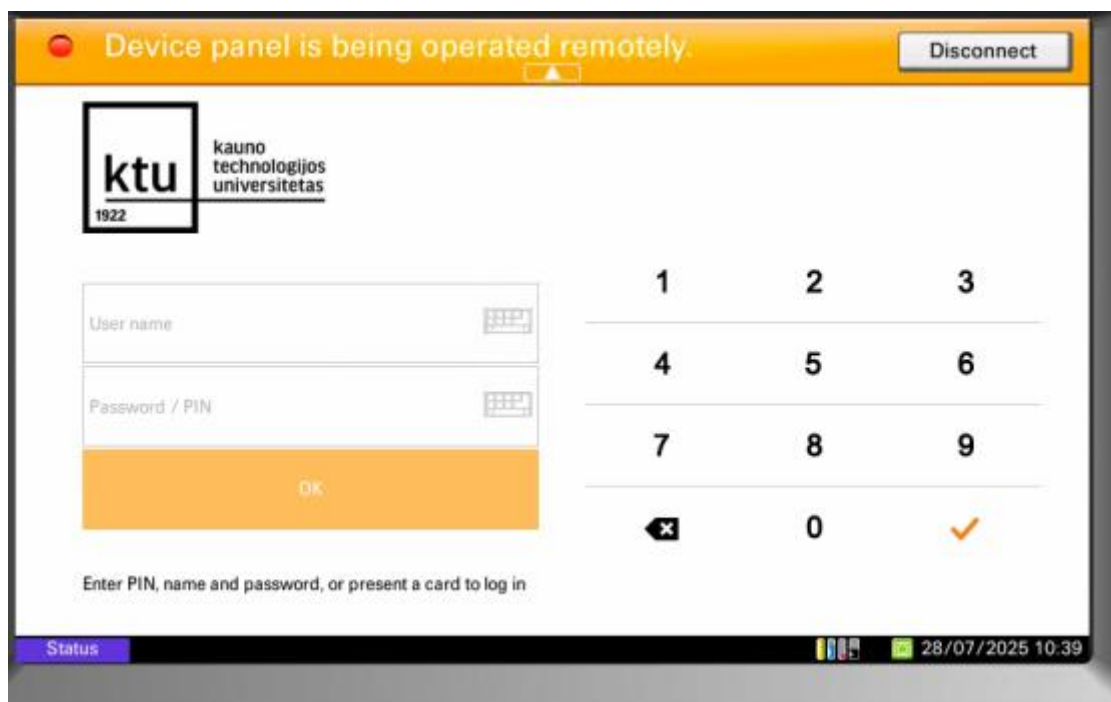

Fig. 1

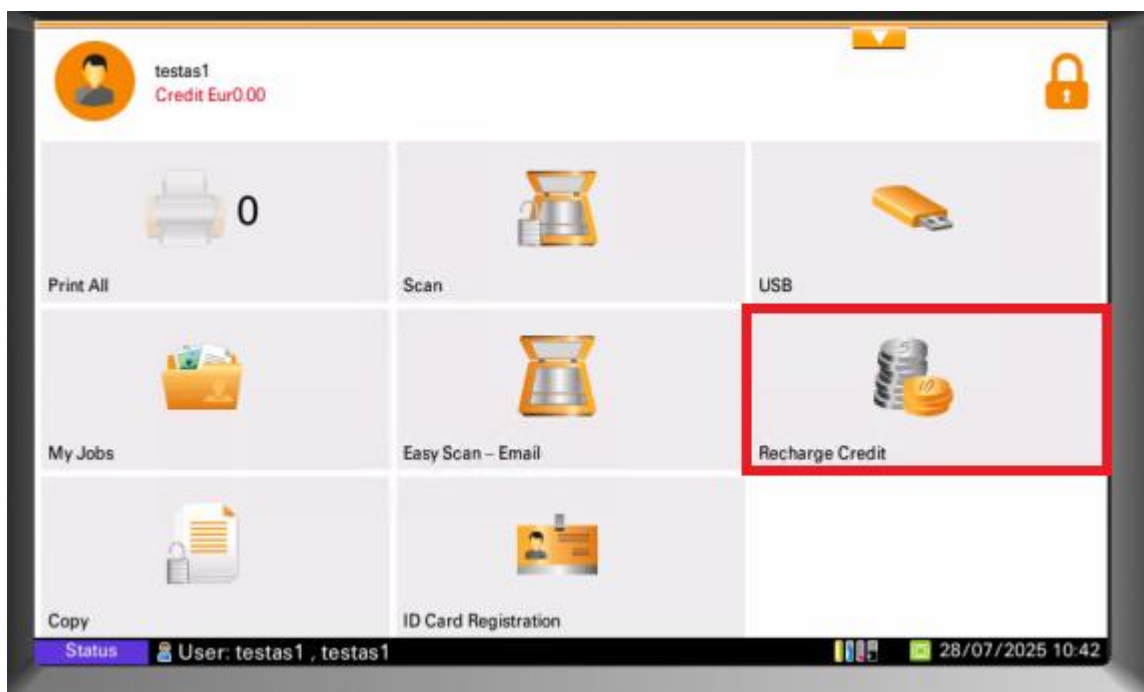After logging in, from menu choose "Recharge credit" (Fig. 2):

Fig. 2

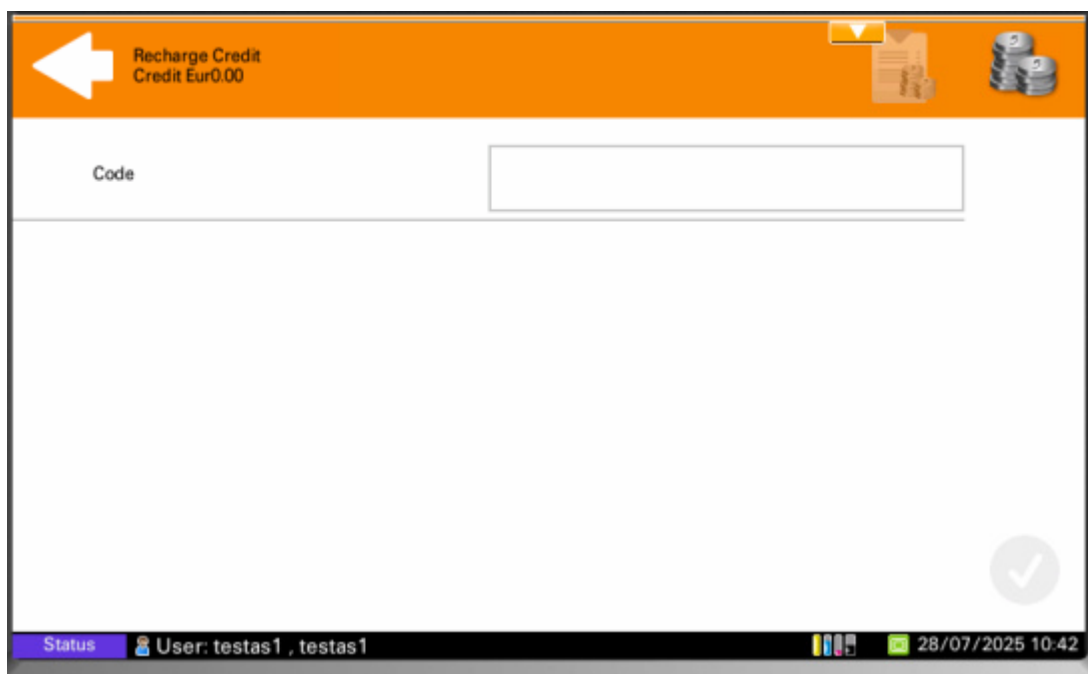And in the following window enter voucher code:

Fig. 3

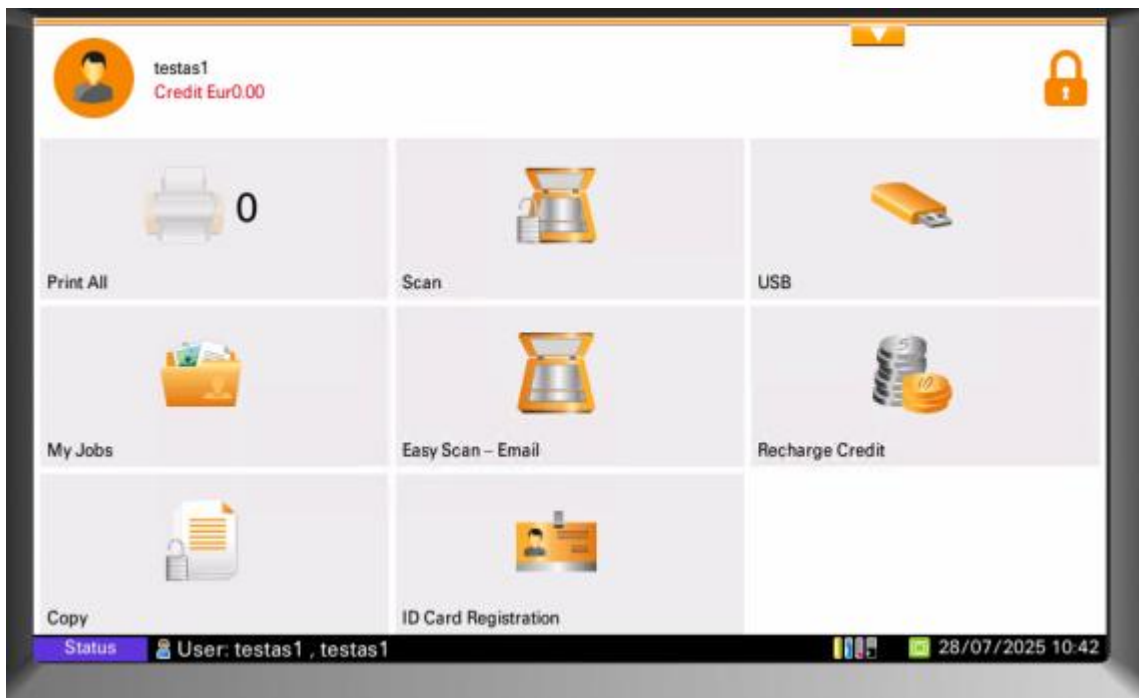When logged in to the device, there are the following menu options:

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.
Recharge Credit – this button allows to recharge your credit account by entering voucher code

My Jobs window

Fig. 5

ATTENTION! You can use your student card (LSP) 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. 6).

☐ Place a student card (LSP) on the area of a self-service and hold it for a few seconds until you hear a signal.
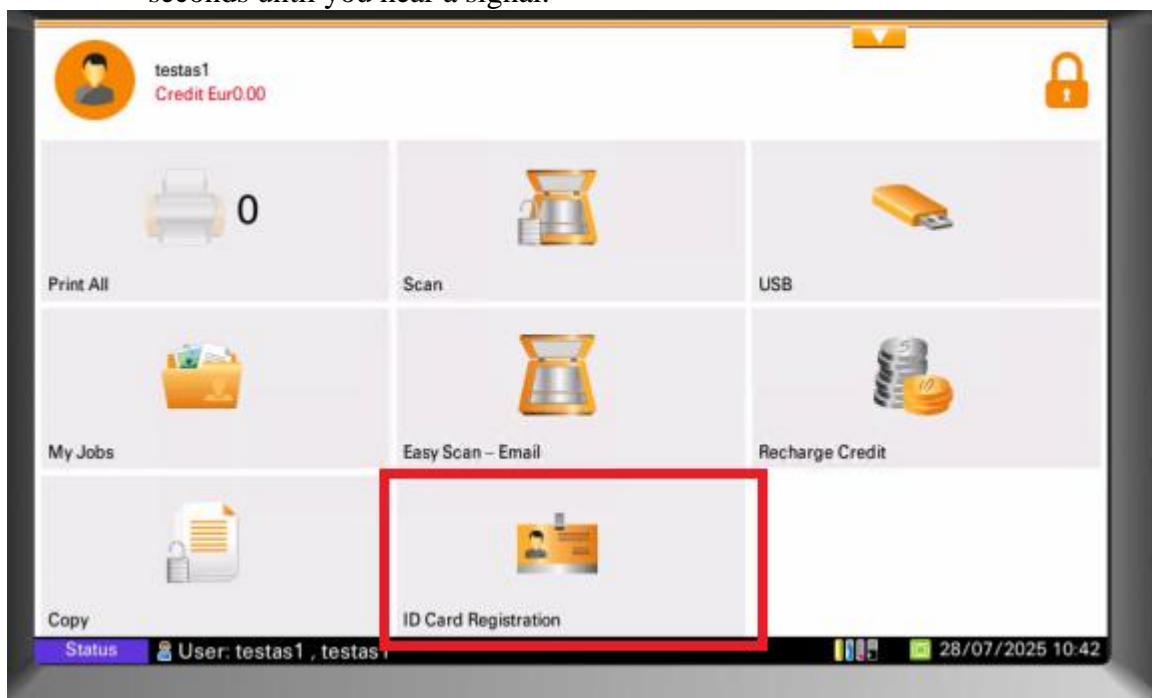

Fig. 6

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

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 **ktuspausdinimas@gmail.com**. 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://kopijavimas.ktu.lt:8090
https://kopijavimas.ktu.lt:8090
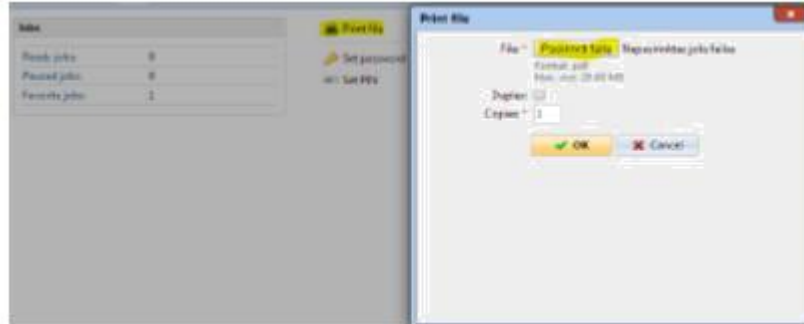
Fig. 7 Printing from an e-mail/web account provided by the University

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

Note. If you want to log in to the website from an external network, the KTU client VPN software must first be installed on your computer. The information about the use of the VPN is provided here: https://tinklas.ktu.lt/index.php/lt/naudotojamstop/virtualus-privatus-tinklas-2

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.

<u>IMPORTANT!</u> 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. 8).
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. 8

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 KTU 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. Select the **aQrate** button on the additional submenu window, 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.
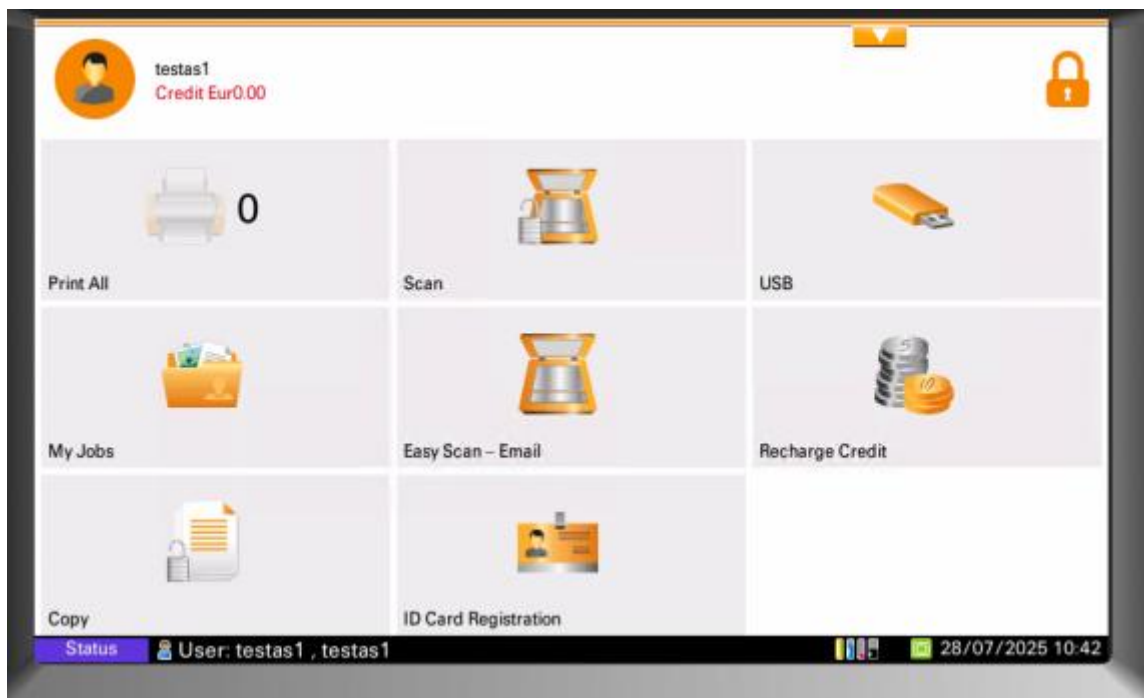
Fig. 9

aQrate button

Fig. 10

Quick setup button

Fig. 11

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

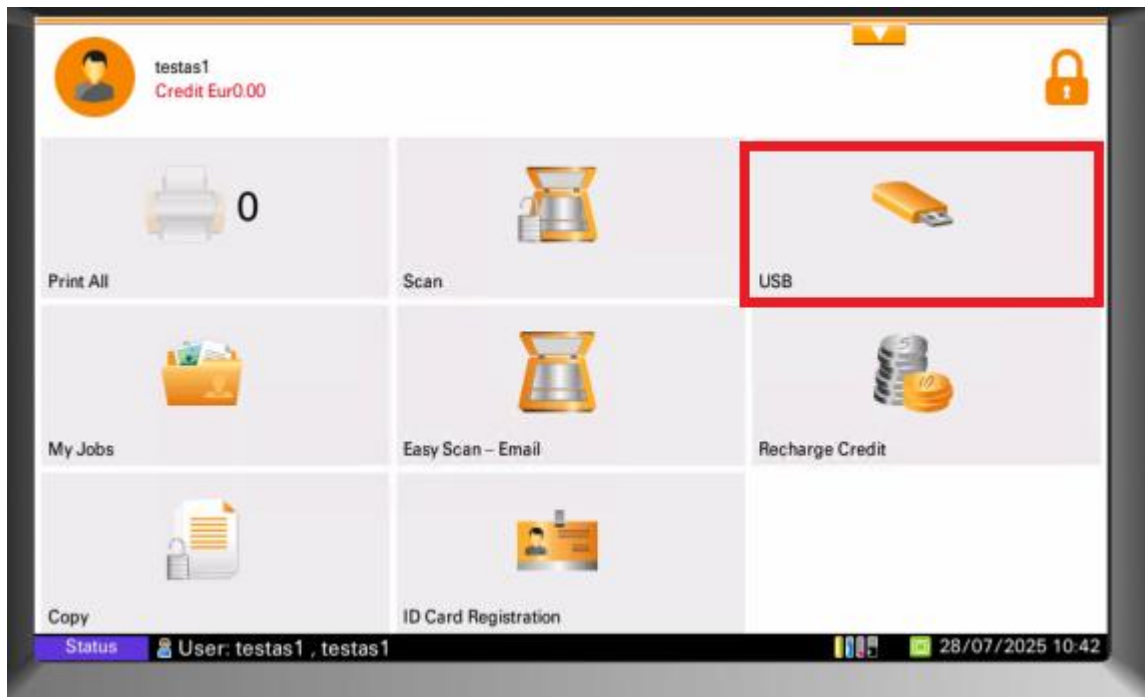**If you want to scan to a USB storage device, select USB on the screen (Fig. 14).**

Fig. 12

Insert a USB storage device into the USB connector interface at the right-hand corner of the control panel (Fig. 13)
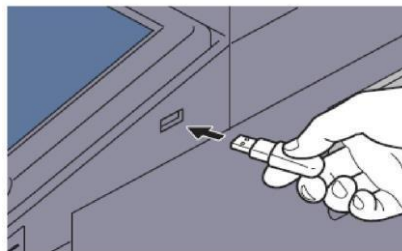

Fig. 13

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. 14)

Fig. 14

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. 15), select the document that you want to print and click **PRINT.**
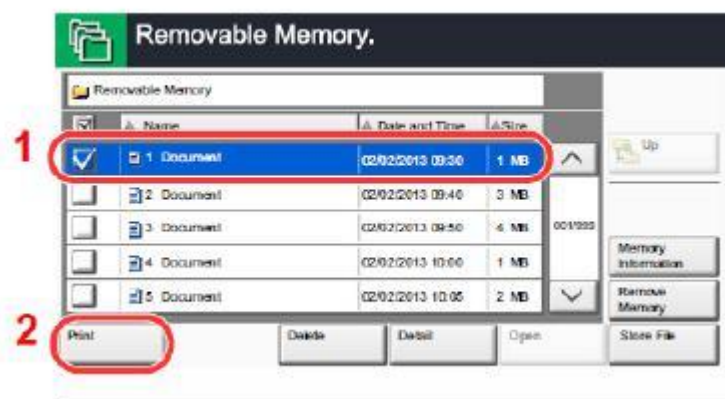

Fig. 15