

# Multifunctional Copiers: Copying, Scanning & Printing

The copiers in the Medical Branch Library are multifunctional devices. They allow you to copy, scan and print. Please press the Home button at the bottom of the panel, and then select the function you require. To pay for copying and printing, you will need your multifunctional Student ID Card/ MensaCard or coins.

The most important setting options are listed below. You will also find detailed instructions at:

<https://www.uni-muenster.de/IT/en/services/arbeitsplatz/multifunktion/index.html>



If you are having problems with the device, please contact the staff of the ZB Med or the WWU IT at: [it.helpdesk@uni-muenster.de](mailto:it.helpdesk@uni-muenster.de) / Tel: +49 251 83-30303.

## Legal Notes §

Please note: Whenever you make copies (copying, scanning, printing), you should be aware of the copyright regulations. For further details, see the ULB Muenster Library rules, section VI, § 35-37:

[www.ulb.uni-muenster.de/en/bibliothek/recht](http://www.ulb.uni-muenster.de/en/bibliothek/recht)



## Prices & Payment

You can use your multifunctional Student ID Card or MensaCard to pay for copying and printing:

Size	Colour Mode	Price per page in cents
DIN A4	black/white	4
DIN A3	black/white	8
DIN A4	colour	5
DIN A3	colour	10

The next device to "top up" your MensaCard is located in the "Mensa am Ring".

## Language Settings/Spracheinstellungen

Press the Home button at the bottom of the panel, and then select the panel language.

oder / or



## Logging in / Logging out

**Students at WWU:** Log in with your Student ID Card by inserting your Student ID Card into the card reader slot.

**External users:** You can pay for copying and printing with your MensaCard or coins.

**Staff at WWU:** You just need to log in once at <https://sso.uni-muenster.de/IT-Portal> to create your copier PIN and/or to register your MensaCard. (Settings in the IT portal: Print > Print and Scan at Copiers).

To log in again in future, you will only need your WWU ID and copier PIN or your MensaCard.

**Please note:**

**Always remember to log out when you have finished working. To log out from the device, click the “Logout” button in the top right corner. Once you logged out, your Student ID Card/ MensaCard can be removed from the card reader by pressing the red button.**

## Features

### Copying

1. Log in to the device with your Student ID card/MensaCard, or insert coins into the coin-operated device.
2. Select the copy function.
3. Place the document on the glass surface and close the cover.

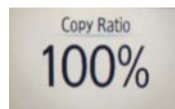
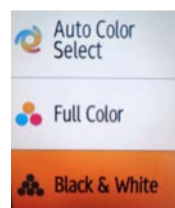


Make sure that you select the appropriate paper size and orientation. You can choose between A4 and A3 copies. Few copiers are A4 only devices.



4. Select other copy options, as appropriate:

- **Colour Mode:** You can choose between **[Black & White]** and **[Full Colour]**.
- **Reducing/Enlarging:** If the size of your document does not fit to A4 or A3, select **[Copy Ratio]** to achieve a finer graduation. This will help avoid cut off pages or too wide margins.
- More specific options are available. The **[Back]** button on the top right will take you back to the basic options.

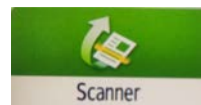


5. Press the green **[Start]** button (at bottom right) to copy each page.
6. Be sure to log out when finished. (Click the **“Logout”** button in the top right corner).

# Scanning

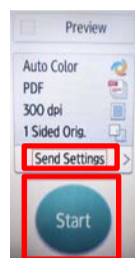
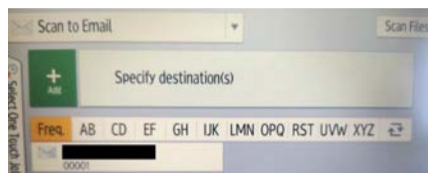
Scanning is free of charge. An E-scans are available in the Medical Branch Library and can be used without registering.

## Scan2Mail (available only for members of the university (WWU)):



To use the Scan2Mail service, a WWU IT account is required. The maximum size of an email may not exceed approximately 15 MB. (This corresponds with about 120 pages of text at 200 dpi in PDF format.) When the size limit is exceeded, a message will appear. In this case, you will have to start scanning again.

1. Log in to the device.
2. Press **[Scanning]** on the touch-screen.
3. Select your email address.
4. Press **[Send Settings]** to select more options.
5. Place the document and press **[Start]**. Repeat this step until all pages are scanned.
6. When finished, click **[Finish Scan]**.
7. Be sure to log out when finished.  
(Click the **“Logout”** button in the top right corner).



Download your scans through WWU IT Portal. Log in with your WWU ID and WWU password: <https://sso.uni-muenster.de/IT-Portal/>

Next, select **[Scan]** to retrieve your documents. Alternatively, you can set up an automatic forwarding through WWU IT. Scanned documents will then be forwarded from your WWU IT account to your personal email address outside the university.

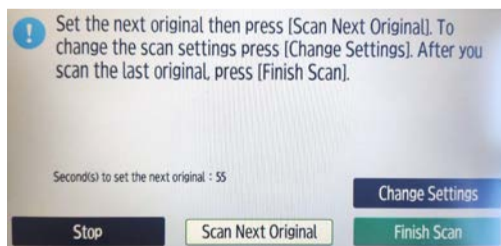
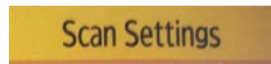
Scanned files will be saved for one week only. Retrieved scans and old files will automatically be deleted.

Please note that any person using the Scan2Mail service might be able to send emails to your email address unless you remove your email address when you finished scanning. Be aware that no assurance can be given for receiving unsolicited emails. If you have questions, please contact: [it@uni-muenster.de](mailto:it@uni-muenster.de).

## Scan2Stick:

Save your scans to your **USB flash drive** or **SD card**.

1. Plug in your USB flash drive.
2. Select **[Print/Scan (Memory Storage Device)]**.
3. Click **[Scan to Storage Device]**.
4. Select Scan options from **[Scan Settings]**.
5. Place your document on the glass surface and press the **[Start]** button.
6. If you want to continue scanning, place the next document and select **[Scan Next Original]**.
7. To finish, click **[Finish Scan]**.
8. Safely remove your flash drive.
9. Be sure to log out when finished. (Click the **“Logout”** button in the top right corner.)



Large format scanners, incident light scanners and flatbed scanners are available in the Central Library’s DigiLab.

# Printing

You can only print **PDF files** to the copiers (multifunction devices). As a default, files are printed in their entirety. If you want to print **only select pages** of your document, you need to extract and save these pages as a separate PDF file. For this purpose, you can use the computers on the ground floor. Instructions are available at the Information desk.



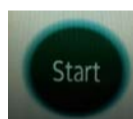
## Follow-Me-Printing (available only for members of the university (WWU))

With “Follow-Me-Printing” you can send print jobs from any workstation in the library and retrieve them from any multifunction device of your choice. What you need to do is send your print jobs to the print server <\\print.wwu.de\inpas> or order your prints via <https://www.inpas.uni-muenster.de>.

1. Log in to any multifunction device.
2. Click **[PrintHere]**.
3. Select the desired print job.
4. You can make further settings (e.g. black & white or duplex).
5. Click **[Start]**.
6. Be sure to log out when finished. (Click the “**Logout**” button in the top right corner.)

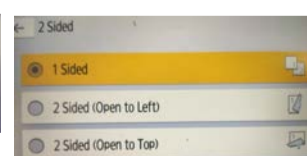
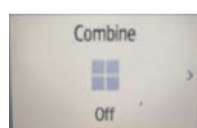
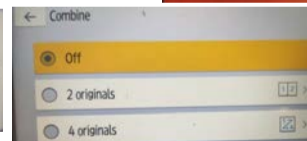
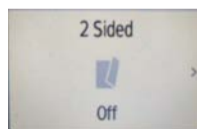
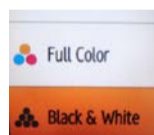
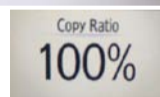
## Print out PDF files directly from your USB flash drive:

1. Log in with your Student ID Card/MensaCard or PIN, or insert coins into the coin-operated copier.
2. Plug in your USB flash drive.
3. Click **[Print/Scan (Memory Storage Device)]**, and then **[Print from Storage Device]**.
4. Select the desired file.
5. Press **[Print Settings]** to select further options.
6. Press the green **[Start]** button (at bottom right) to print.
7. Please safely remove your flash drive, and log off from the device.



## More Printing Options

- **Reducing/Enlarging:** When printing documents do not match the standard paper size, select the required size/orientation (A4 or A3) and **[Scale to Paper Size]**.
- **Colour Mode:** **[Black & White]** or **[Full Color]**
- **Duplex printing:**
- **Multiple pages per sheet**, e.g. 2, 4 or 6 pages per sheet:



## Help! It doesn't work!

Please do not attempt to fix the problem on your own. If you are having problems with the device, please contact the staff at the Information desk. You can also ask the WWU IT staff for support at: [it.helpdesk@uni-muenster.de](mailto:it.helpdesk@uni-muenster.de) / Tel: +49 251 83-30303.

### USB flash drive not recognised?

**Scenario 1:** Your USB flash drive does not show up in the device manager [**Memory Storage Device**].

- Turn off the copier and turn it back on again. (Please contact the staff at the Information desk.)

**Scenario 2:** Your USB flash drive shows up in the device manager. However, you are unable to access your flash drive.

- The copier is not able to read your flash drive. Reasons: The format is not compatible (it needs to be FAT32), OR there are program files on your flash drive (File extension "exe"), OR the file on your flash drive is larger than 32GB.
- Solution to the problem: You may borrow a FAT32 formatted USB flash drive at the Information desk. You can also purchase a USB flash drive at the vending machine for stationery in the Bistro.

### File not printing?

- The copiers are only able to read PDF files (or jpg/jpeg or tif/tiff). So, you need to convert Word documents to PDF. For this purpose, you can use the workstations on the ground floor. For instructions, please ask at the Information desk.
- Large file names or file names with special characters, umlauts or dots may cause printing problems. If so, rename your file.
- Some PDF files are not readable by the copiers. Create a compatible PDF file for the copier. Instructions are available at the Information desk.
- If you are prompted to enter your password, try to skip the prompt. If this does not work, use the on-screen keyboard to enter your password. If need be, press the Shift button to display more keys for data entry.

### Font not showing up correctly?

The copiers do not recognise every single font. To make sure that your document is printed correctly, embed the font into your document. Instructions are available at the Information desk.

### Misprint: Size/Orientation does not fit the page correctly

- **Copying:** When copying documents which do not match the standard paper size, select the required size/orientation and use the [**Copy Ratio**] button.
- **Printing:** Print margins cut off? Adjust the setting and reduce the size. It may also be helpful to create another PDF file in A4 size.
- You can also **enlarge** the size, e.g. A4 to A3.
- Please note: The paper orientation of the printout will be the same as that of the original document file: A file saved in portrait mode can only be printed in portrait mode, and a file saved in landscape format can only be printed in landscape format.

### Your card is blocked?

This often happens due to network problems. Please note: Our card readers will automatically be updated every 60 minutes. After this update, the device should be able to read your multifunction Student ID Card/MensaCard. If problems persist, please contact staff at the Information desk or WWU IT staff at: [it.helpdesk@uni-muenster.de](mailto:it.helpdesk@uni-muenster.de) / Tel: +49 251 83-30303.

### Paper jam? Paper tray empty? Toner empty?

Please ask the staff at the Information desk.

### How to cancel a print or copy job in progress

Press the [**Stop**] button (at bottom right).