Information about the self-service copying / printing service

Multifunctional self-service copying / printing / scanning device is installed in the following premise of the University:

Muitinės g. 18

The printing/copying service is available in the University computer classes or library.

If you want to print black and white documents - select **B&W** on your computer for the printer **Savitarna**; if you want to print in colour - select **colour** for the printer **Savitarna**.

You can send documents from your university e-mail to the official e-mail **vukhf@novakopa.lt** and print them using any printing device at a time convenient for you.

On the website **http://kopijavimas.khf.lt:8080**, you can manage your print orders, view your work history, and send a document to be printed.

Price list

A4 black and white copy / print - 0,14 Lt./0,04 Euro

A4 colour copy / print - 1 Lt./0,29 Euro

A4 scanned document - 0,07 Lt./0,02 Euro

For information and solutions, please write to pagalba@novakopa.lt or call 8 37 200896

Payment for Services

Services can be paid for in two ways:

1. **Prepaid vouchers**

2. **Coupon activation via the website.** Access to your personal account on the website **http://kopijavimas.khf.lt:8080**. To login to the site, the user name and password are the same ones that you use to connect to the computers in the computer training classes and libraries. When connected to your personal account: Select **Kreditas (Credit) -> Taikyti kvitą (Apply the voucher) ->** *enter the coupon ID number* **->** *press* **OK.**

Warning: if you want to login to the website from outside the network, the KHF VPN client *http://www.tinklas.vu.lt/vpn* must be installed in your computer.

Coupon activation via MFP control screen. Login to the MFP through its control screen. To login to the MFP, the user name and password are the same ones that you use to connect to the computer in the computer training classes and libraries. After logging in to the MFP, select **MENU -> Credit -> Recharge credit -> enter the coupon code**

Credit Management Button

Inserting the voucher code

3. **When using a <u>Lithuanian student certificate</u> with an electronic wallet MOKIPAY.** Lithuanian student certificates in force from 2012 contain an electronic ticket for public transport and the student's e-wallet (MOKIPAY). The student's MOKIPAY e-wallet allows paying using this certificate in the university and wherever the MOKIPAY payment system is integrated.

More information   http://www.mokipay.com/lsp

Using Mokipay to check the balance:

On the multifunctional device screen, select:

MENU-> Credit ->Mokipay (figure 3)

Figure 3

- Select the amount for the checking account or enter the desired amount in **Other Amount** and press **OK** (figure 4)

- Put the card into the reader marked with the sign **Mokipay** and hold until you hear an acoustic signal. If there is money in the account, you will be able to perform copying, printing or scanning tasks for the reserved amount.

Figure 4

ATTENTION! This amount WILL NOT be debited from your account! The amount is intended to check if you have money in the electronic Mokipay account.

The amount for the tasks will only be charged when you have finished the selected tasks.

For information and solutions, please write to pagalba@novakopa.lt or call 8 37 200896

User's guide for the self-service copying, printing and scanning system

Printing in University computer classrooms or libraries

Print orders can be sent from any computer at the University computer classroom or library. Start printing the document on the computer. If you want to print black and white documents, select **B&W** for the printer **Savitarna**, and when printing in colour, select **colour**. Go to the nearest self-service copying / printing device. Login to the multifunctional self-service copying / printing device. To login, enter the user name and password of the KHF computer network in the device control screen.

After logging in to a multifunctional device (figure 5) you will be able to choose from the menu list:

Figure 5

Print All - this button will allow you to print all your print jobs

My Jobs - this button will let you manage the jobs that have been started, select the desired job, and delete or re-print (figure 6).

Copy - this button will direct you to the copy machine copy menu.

Easy scan - press this button to immediately start scanning to your university e-mail.

Scan - this button allows you to select the advanced scanning features.
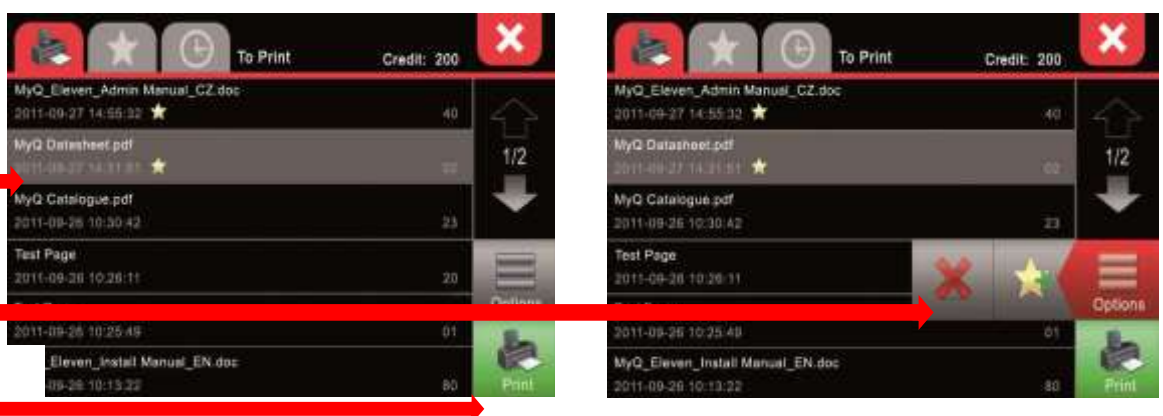
USB – by pressing this button, you can print from a USB storage device or scan to a USB storage device.

My Jobs management (figure 6)

Highlight the desired job

Delete the selected iob

Start printing

For more convenient logging in / authentication to the self-service copying / printing machine, you can use your student LSP certificate (the release date must be no earlier than September 3, 2012) or available Mokipay Mifare stickers. Firstly, it is necessary to link the LSP or Mokipay sticker to your user (account).

    1.1. Login to the multifunctional device **with the user name and password.**

    1.2. On the printer screen, press the MENU, ID card registration button (figure 7).

    1.3. Put the card into the reader marked with the Mokipay sign and hold it for several seconds until you hear an acoustic signal.

After linking the **LSP or** Mokipay mifare sticker with the user, to connect to a self-service copying machine, it is enough to put the card (LSP or Mokipay sticker) into the reader marked with the Mokipay sign.

Figure 7

Printing from University e-mail

You can send documents to print from your KHF e-mail to the e-mail of the self-service copying service: **vukhf@novakopa.lt**

You have to attach the documents you want to print as files. In this way, you can print documents in PDF, Word, Excel and Power Point formats from anywhere.
The documents can be printed from any printing device at a time convenient for you when you come to the self-service printer and connect to it.

IMPORTANT. If a document is in colour - it will be printed in colour and it will be charged by the price list! To print a document in black and white, only the black colour is used.

Printing from the self-service website http://kopijavimas.khf.lt:8080

On the website **http://kopijavimas.khf.lt:8080** you can add money to your personal account, manage your printing orders, view your work history, and send a document to be printed.

Access your personal account on the website http://kopijavimas.khf.lt:8080

Login data - your KHF computer network user name and password.

When connected to your personal account, you can upload documents from your computer in PDF, Word and Excel formats, and they can be printed using the printing device. **Print file -> select the desired document ->OK (figure 8)**

IMPORTANT. If a document is in colour - it will be printed in colour and it will be charged by the price list!
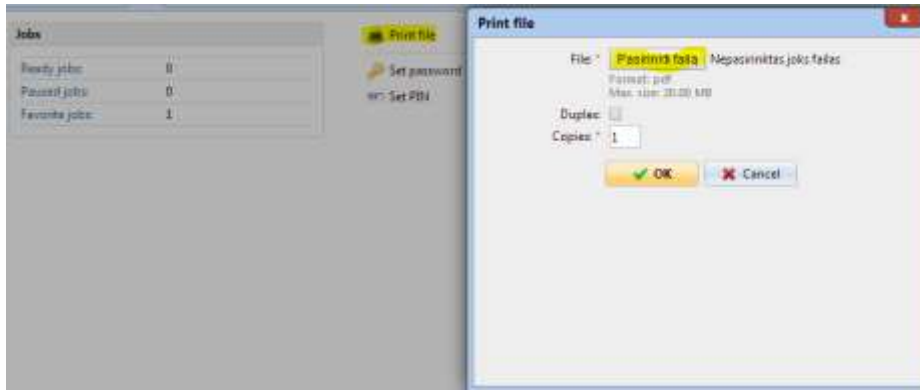
Figure 8

Printing for guests.

If you do not have an account in the KHF information system, you can also print the desired documents. Use your e-mail account (e.g. vardenis.pavardenis@gmail.com). Send your documents to the official e-mail vukhf@kopijavimas.lt. You will have to attach the documents you want to print as files. After sending the documents, a PIN code will be automatically generated and sent to your e-mail.

You have to enter the given PIN code to any device of the self-service system. You just need to add money to your account using your Mokipay e-wallet or top-up coupons.

Attention! Guest accounts are temporary, and the system automatically deletes them every night. If an unused credit balance remains in your account, it will not be returned or otherwise compensated for.

IMPORTANT. After completing the work, do not forget to logout (figure 9). The system automatically disconnects you after 90 seconds. We are not responsible if another user uses the user account.

Figure 9

Scanning

Multifunctional self-service copying / printing devices can scan to your personal University e-mail.

1. **Scanning of separate sheets**

   In order to scan individual pages, they have to be placed in the automatic document feeding tray and after you connect to your account, click the **Easy Scan** button.

PDF documents will be sent to your e-mail.

2. Scanning of books

If you want to scan books, the book has to be placed on the glass of the machine. Then press the **Scan** button (figure 10). In the menu that opens, select the **aQrate** button (figure 11), indicating your personal University e-mail.

In the **Quick setup** menu (figure 12), you can change the scan resolution and format of the document you want to scan. After these settings, click on the **Start** button.

You can put a new document on the glass and then press the **Start** button.

After completing the scan, it is necessary to press the **Finish scan** button on the screen of the machine. The document will be sent to your e-mail.

Easy Scan button

Scan button

Start button

Figure 10

aQrate button

Figure 11

Quick setup button

Figure 12

3. Scanning to a USB memory device. Printing from a USB memory device.

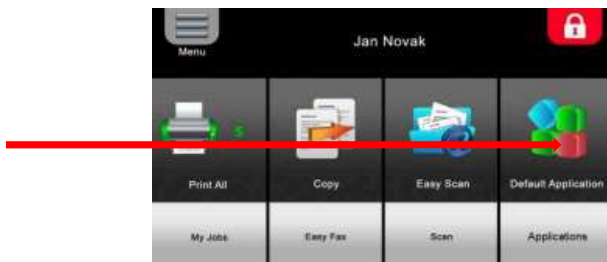To scan to a USB memory device, log in to your account and click on the USB screen (figure 13).

Figure 13

Insert the USB memory device into the USB connector on the right corner of the control panel (figure 14).
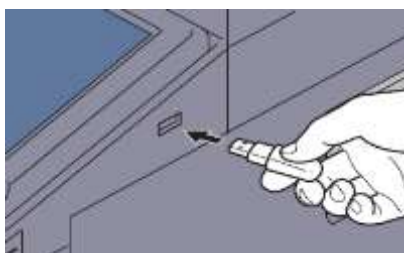

Figure 14

Attention! *If the device does not recognize the USB memory device, it is not formatted correctly. Use another memory device.*

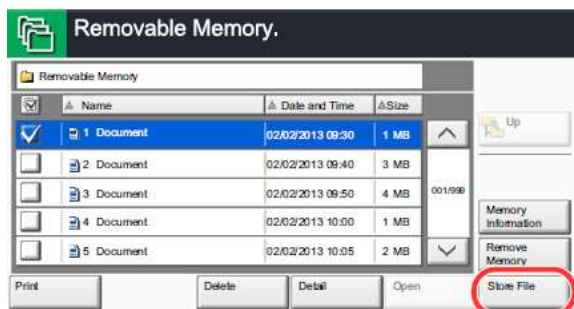Click the **Store file** button (figure 15).

Figure 14

If the menu settings are suitable for you, press the START button. After completing the scan, press the **Finish scan** button.

To print from a USB memory device (only the PDF format is available), you have to perform the same steps as those for scanning. When the Removable Memory window (figure 15) opens, select the document you want to print and press PRINT.
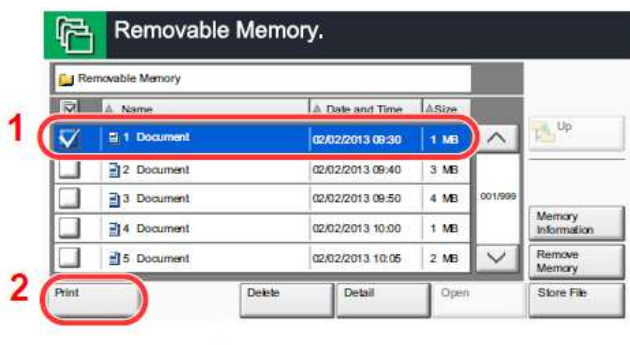

Figure 15