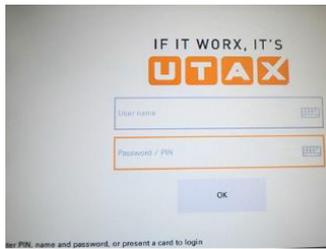


Log in using MRU e-mail username and password.

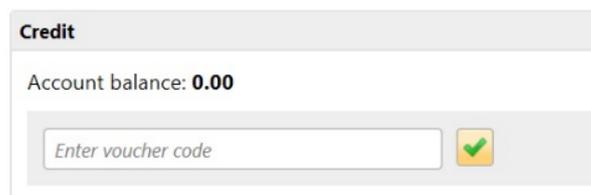


## LOG IN AND PAY WITH VOUCHER

Select payment provider aQrate account.



Purchase 2 € or 5 € value voucher in the Foxbox terminal. To enter the voucher code (received by SMS or e.mail) use printing account <https://print.mruni.eu>



or select RECHARGE CREDIT on the display when you are logged into the device.



## PRINT

! The sheet with some color in the text will be automatically printed for the color print price if the print settings are not changed to black&white only.

! The system automatically logs out if no action is taken within 180s. The University would take no responsibility if the expense benefited from another person account.

Send the document to print from:

- the computers in the library (File-Print);
- printing account <https://print.mruni.eu>;
- MRU e-mail - as an attachment to [print@mrni.eu](mailto:print@mrni.eu);
- the USB storage – only PDF.

Printing account <https://print.mruni.eu> can be used to send the document to print, to enter the voucher code, to view print jobs history.

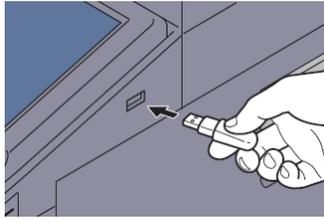
When logged into the device select:

**MY JOBS** – manage print documents: select, which document to print or to delete from the list.

**PRINT ALL** – print all documents immediately.



! Only PDF documents can be printed from the USB storage.  
 Insert the USB storage device to the USB interface connector on the right side of the display.  
 ! *If the device doesn't recognize inserted USB storage – use other USB storage.*



Select PANEL USB on the display when you are logged into the device.



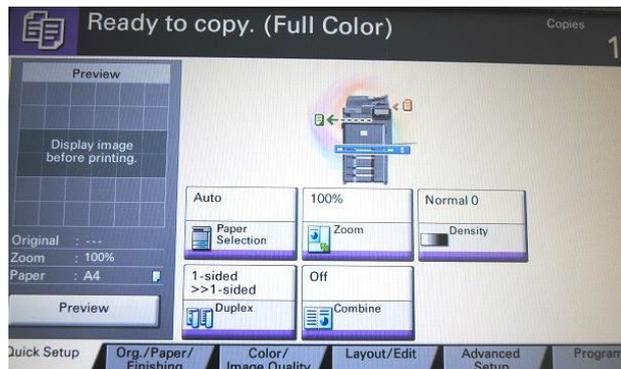
Select the print job from the list, press PRINT, then - START button.

## COPY

Select PANEL COPY on the display when you are logged into the device.



Press START button to make a copy.  
 Press **Finish scan** on the display when all copying is done.



## SCAN

The result of the scan is the PDF document, sent to the USB storage or e-mail.

### 1. Separate sheets scan

Place the NON-stapled sheets in the automatic document feeding tray and press EASY SCAN E-MAIL on the display. The scan result will be PDF document, sent to the e-mail.



### 2. Other documents scan to the MRU e-mail

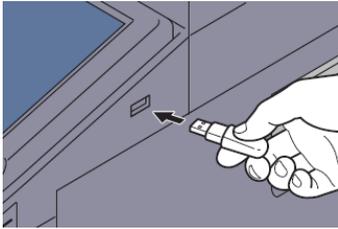
Place open document under the device lid and press PANEL SCAN on the display. Select **aQrate**. If it's necessary, change the scan settings with the *Quick setup*. Press START button.



Press ***Finish scan*** on the display when all scanning is done. Scanned document will be sent to your MRU e-mail account.

### 3. Scan to USB storage

Insert the USB storage device to the USB interface connector on the right side of the display.



Select **PANEL USB** on the display.  
Press ***Store file***. If the scan settings are correct press **START** button.  
Press ***Finish scan*** on the display when all scanning is done.

***! If the device doesn't recognize inserted USB storage – use other USB storage.***