- **Buy a Voucher from FOBOX Terminal**

- **LOGIN to the Multifunctional Device**

- **Recharge Credit**

- **Print, Copy, Scan**
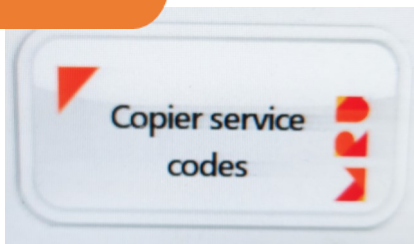
HOW TO PAY?

BUY A VOUCHER from FOXBOX terminal

(1st floor, near Rotonda Hall)

STEP 1

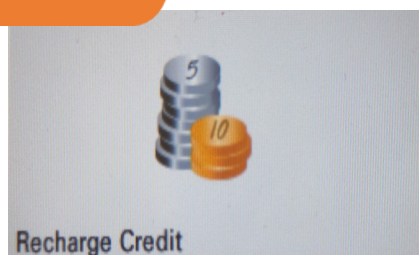Select **Copier service codes** on the Foxbox display.

STEP 2

1. Enter your phone number and email.
2. Choose voucher value: 1 €, 2 € or 5 €.
3. Insert money.

IMPORTANT!
If you do not have Lithuanian phone number, enter +37060000000.
The code will be sent you by email.

STEP 3

Enter the code from the voucher to your printing account:

- Log in to the device and select **Recharge Credit.**
OR
- Log in to https://print.mruni.eu and select **Recharge Credit.**

PRICES

PRINT/COPY

A4 (one-sided)
Black&White – 0,04 €
Color – 0,29 €

A3 (one-sided)
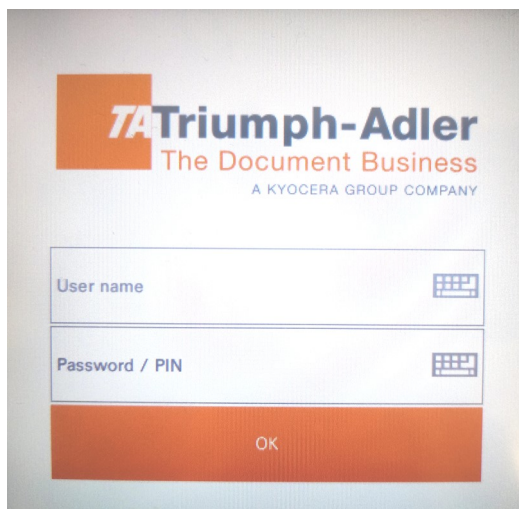Black&White – 0,08 €
Color – 0,58 €

SCAN
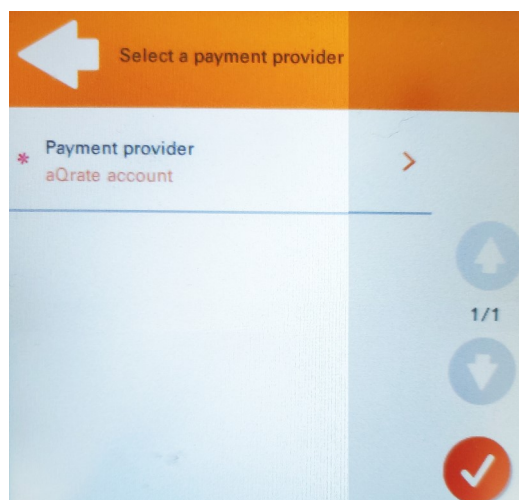
0,01 € / per sheet

IMPORTANT!
The documents with some color in the text will be automatically printed **for the color print price**.
If you want to print color text as black and white, change print settings to Black&White (B&W).

How to LOGIN to the Device?
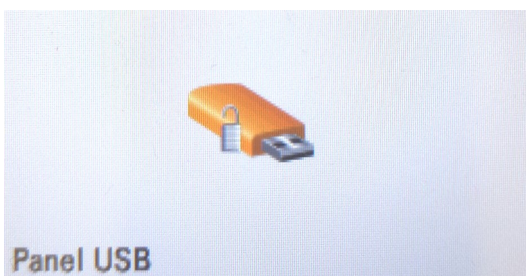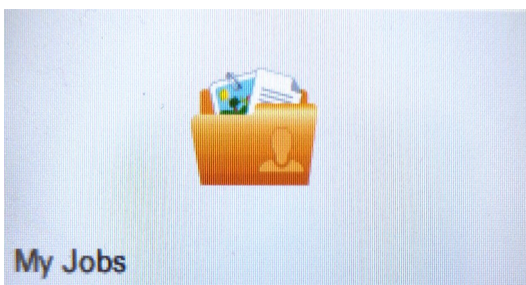
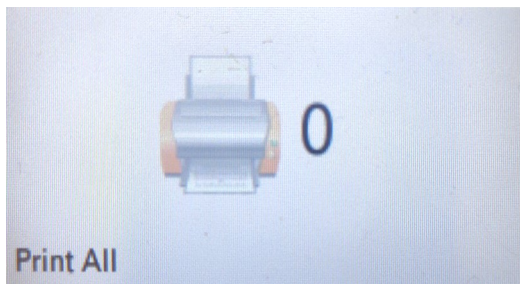Enter MRU e-mail username and MRU e-mail password.

Click ✅

to select the payment provider: **aQrate account.**

HOW TO PRINT?

Send the document to print from:

- the library computers (File - Print)
- your printing account https://print.mruni.eu
- the USB storage (only PDF)

PRINT ALL

Print all documents immediately.

MY JOBS

Manage your documents: select, which document to print or to delete from the list.

PANEL USB

(Print **PDF documents** from the USB storage)

1. Insert the USB storage device to the USB interface connector on the right side of the display.
2. Select **Panel USB** on the display.
3. Select the print job from the list, press PRINT, then - START button.

If you want to print color text as black and white, change print settings to Black&White (B&W).
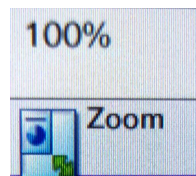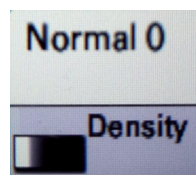
HOW TO COPY?

Easy Copy
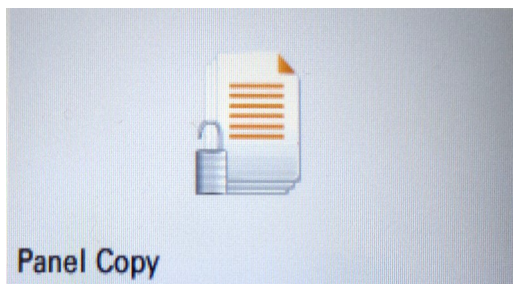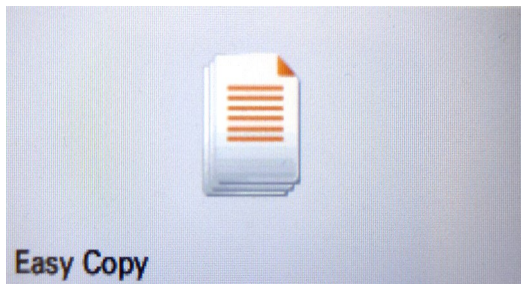
Panel Copy

EASY COPY

1. Place the document face down on the scanner glass or put unstapled papers into the automatic document feeder.
2. Select **Easy Copy** on the display.
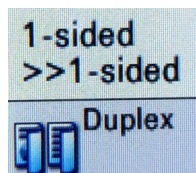3. Press START.

PANEL COPY

1. Place the document face down on the scanner glass or put unstapled papers into the automatic document feeder.
2. Select **Panel Copy** on the display.
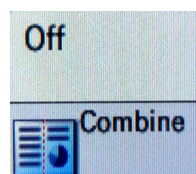3. Select the required function:

 Changing the format of the document
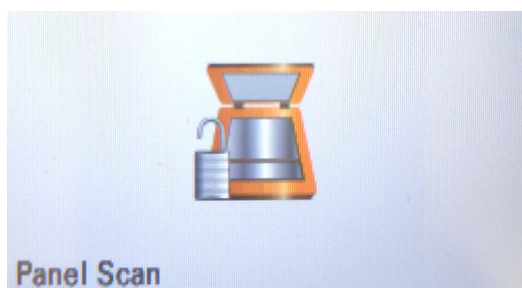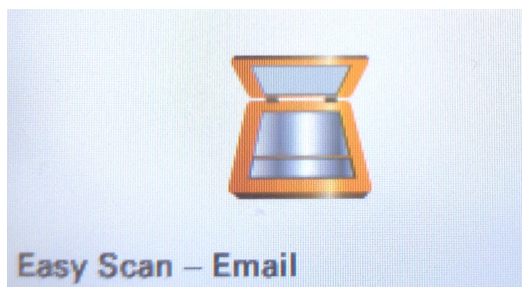
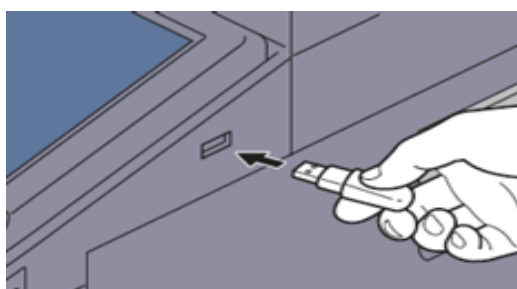 Changing the brightness of the document

 Copying to both sides of paper

 Combining two or multiple pages into one page

4. Press START.

HOW TO SCAN?

EASY SCAN
(Choose for Scanning unstapled sheets of paper)

1. Put unstapled papers into the automatic document feeder.
2. Choose **Easy Scan — Email.**
3. Press **Finish Scan** on the display when all scanning is done. Scanned document will be sent to your MRU e-mail account as PDF file.

Easy Scan – Email

PANEL SCAN

1. Place the document face down on the scanner glass.
2. Select **aQrate.**
3. If it's necessary, change the scan settings with the **Quick Setup.**
4. Press START.
5. Press **Finish Scan** on the display when all scanning is done. Scanned document will be sent to your MRU e-mail account.

Panel Scan

To send the scanned document by e-mail, we recommend scanning no more than 20 sheets at a time.

SCAN TO USB

1. Insert the USB storage device to the USB interface connector on the right side of the display.
2. Select **Panel USB** on the display.
3. Press **Store File**.
4. If it's necessary, change the scan settings with the **Quick Setup.**
5. Press START.
6. Press **Finish scan** on the display when all scanning is done.