

Printing, Copying & Scanning

for students in the Plug & Study rooms

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**PLEASE
NOTE**

- Read more about your printing account on short.wu.ac.at/studentprint-en
- The use of Studentprint printers is subject to the [studentprint terms of use](#)

Create your print job

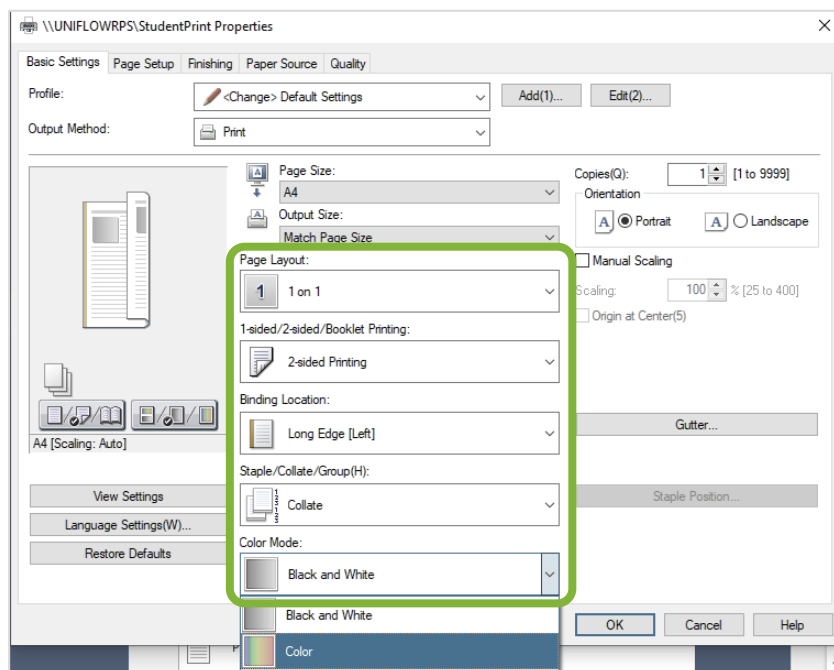
Preconditions

- You are using a **virtual PC workstation** (cf. short.wu.ac.at/tools-onlinecourses).
- Are you working in a Plug & Study room at Campus WU?
Make sure you are connected to the *eduroam* Wi-Fi using your **WU account** (cf. short.wu.ac.at/wi-fi).

- Open your ready-to-print document.
- Press both keys **Ctrl** + **P** or select **File > Print** from the application menu.
- Select the printer **StudentPrint on UNIFLOWRPS**



- To adjust the properties for your printout, click on *Printer Properties*.



IMPORTANT

You **cannot** make later changes or adjustments at the printer. Adjust the following settings in *Printer Properties* if required:

- Black & white or color printing
- Single or double-sided printing
- Multiple pages per sheet

Printouts are **only possible in A4 format**.

5. Enter your WU username to create the print job. Use the format *h+studentIDnumber@s.wu.ac.at*.

IMPORTANT

- The authentication window might be displayed in the upper left corner of the screen.
- Older MacBooks may not show the @ symbol when typing the usual key combination. You can try the keys **Ctrl + Alt + Q** or connect an external USB keyboard.

Authenticating at the Studentprint printer

To use the multifunctional device, you must log in at the device first. Please **use one of 2** available options:

1. enter your **WU username** and account password
students: h+studentIDnumber e.g. h01234567
2. Use an **NFC-capable medium** (e.g. your student ID or WU key card).

IMPORTANT

- The first time you use an NFC medium, you need to enter your WU username and account password. This medium is then linked to your printing account.
- You can only associate **one NFC medium** with your printing account. If you use multiple NFC media, only **the most recently used** medium allows you to use the device or your printing account.

Register NFC medium at the printer



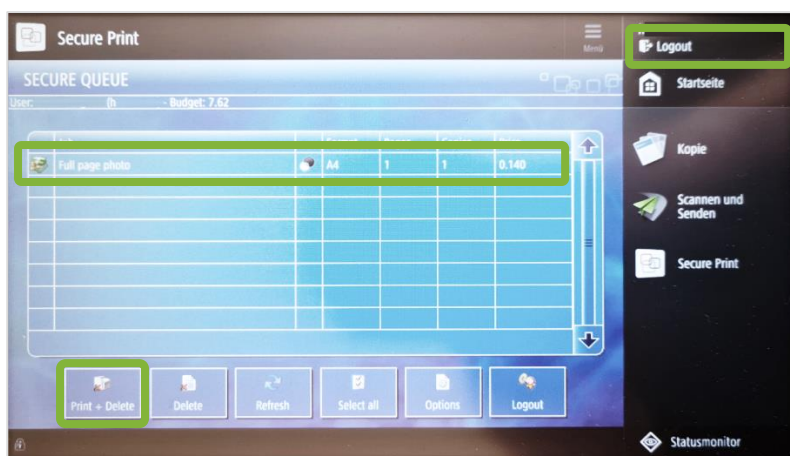
Printing

1. Authenticate yourself at the Studentprint printer (see page 3).
2. Select **Secure Print** on the touchscreen.
3. You will get an overview of your currently available print jobs.
4. Select the required document and select **Print + Delete** to print it. The document will then disappear from the overview.
5. With the **Delete** button, you can delete unnecessary print jobs from the overview without printing.

If you want to print and/or delete multiple documents, choose **Select All**.

IMPORTANT

- Please **log out from the printer** when you are done!
To do this, select **Logout** at the top right of the touchscreen.
- Take all your printed documents with you.



Printing directly from a USB device

You can connect a USB flash drive at the printer (see page 6, section *Scan & Store (save on a USB flash drive)*).

1. Authenticate yourself at the Studentprint printer (see page 3).
2. On the printer display, switch to the second page and open **Access Stored Files**.
3. Select your flash drive, then **select up to 5 documents** you want to print.
Please note that only the **file types PDF and JPG** can be printed.
4. Press **Print**.

IMPORTANT

- The printer can only read **FAT32/exFAT formatted** USB flash drives / storage media.
- You can only connect devices with a **type USB-A** connector.
Please bring appropriate adapters yourself, if needed.
- Please **log out from the printer** when you are done!
To do this, select **Logout** at the top right of the touchscreen.

Copying

1. Authenticate yourself at the Studentprint printer (see page 3).
2. Select the **Copy** function on the touchscreen.
3. Place your original documents **face up** in the feeder on the top of the printer. Alternatively, you can use the platen glass for single copies.
4. Press the green button on the right to start the process.



IMPORTANT

- Please **log out from the printer** when you are done!
To do this, select **Logout** at the top right of the touchscreen.
- **Take all your documents with you!**
Check if there are still original documents in the feeder tray / under the top cover.

Curious about scanning? Read the next page.

Scanning

Scan & Send (to your WU email address)

1. Authenticate yourself at the Studentprint printer (see page 3).
2. Select the **Scan & Send** function on the touchscreen.
3. Place the documents to be scanned either in the feeder on top or on the platen glass.
4. Select **Specify the destinations** > **New destination** > **Send to myself**
5. Press the green button on the right and wait until the documents are scanned. The status is shown at the bottom of the display.
6. Select **Start sending** on the touchscreen to send the scan to your WU email address



IMPORTANT

- Please **log out from the printer** when you are done!
To do this, select **Logout** at the top right of the touchscreen.
- **Take all your documents with you!**
Check if there are still original documents in the feeder tray / under the top cover.

Scan & Store (save on a USB flash drive)

1. Authenticate yourself at the Studentprint printer (see page 3).
2. Connect a USB drive at the printer.
3. On the touchscreen, scroll to the right and select **Scan & Store**.
4. Place the documents to be scanned either in the feeder unit or on the platen glass.
5. Select your USB storage device.
6. Press the green button on the right (see above).
7. Then select **Start storing**.
8. When finished, remove the storage medium using the function on the touchscreen (to the left of the status monitor).



IMPORTANT

- The printer can only read **FAT32/exFAT formatted** USB flash drives / storage media.
- You can only connect devices with a **USB-A type connector**.
Please bring appropriate adapters yourself, if needed.
- Please **log out from the printer** when you are done!
To do this, select **Logout** at the top right of the touchscreen.
- **Take all your documents with you!**
Check if there are still original documents in the feeder tray / under the top cover.

Troubleshooting

PLEASE NOTE

- The following tips will help you to operate the device. You can carry them out by yourself. However, please leave any manipulation of the printer beyond these tips to our staff only.
- If you experience technical problems with the device or your printouts are of poor quality, address the support contacts indicated **on the Studentprint sticker**. You will find this sticker directly on the printer.

Message	A note at the bottom left of the touchscreen: <i>An original has been left on the platen glass</i>
Cause	A document was removed from the device without completely opening the feeder unit ("top cover").
Solution	Open the feeder unit ("top cover") all the way once and then close it again.

Feedback and Support

The **IT Support Center** at the Vienna University of Economics and Business is the first point of contact for WU faculty, staff, and students in all IT-related matters. We are available to provide additional help and are also interested in your feedback on these instructions.

Hotline +43 1 313 36 – 3000

Email hotline@wu.ac.at

Availability short.wu.ac.at/it-support-hours

Website www.wu.ac.at/en/it/support

