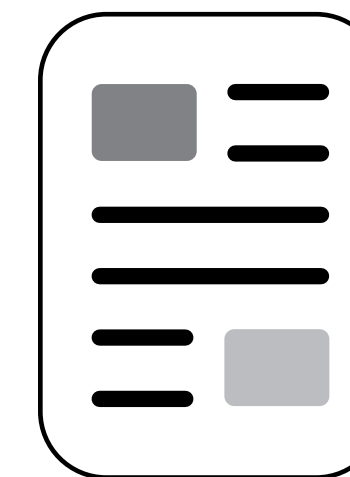


Printing & copying in **black & white** and scanning in colour



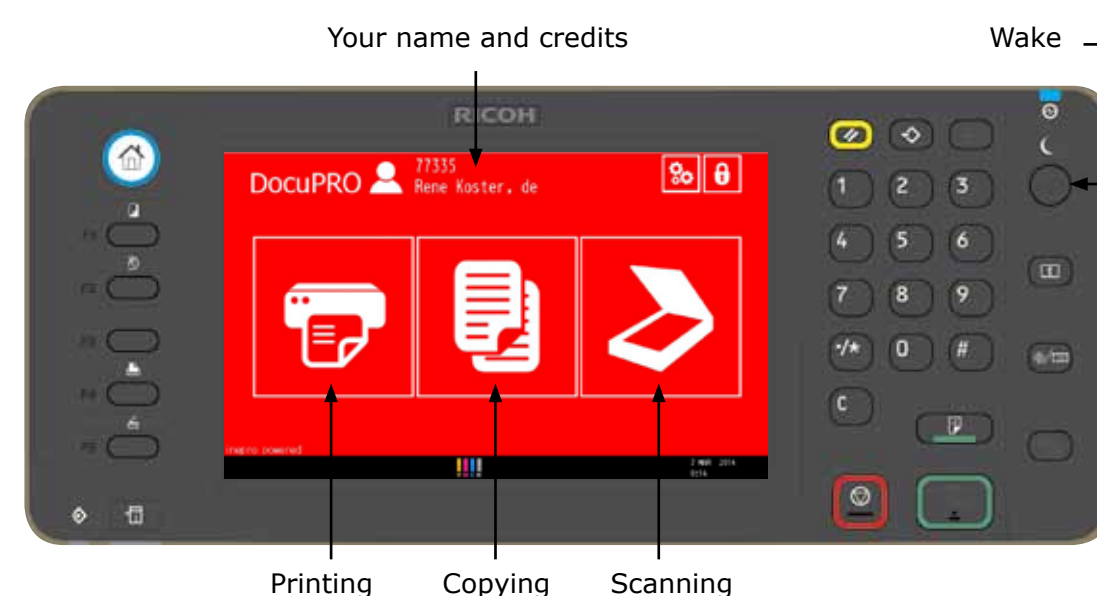
Facilities and Services

How to start?

You can print, copy and scan on one of the multifunctionals with your WUR card.

Put your WUR card on the reader to log in. The following menu with the options will appear.

When the machine is in sleep mode put your WUR card on the reader, press the leaf button under the moon icon. Then use the WUR card again.



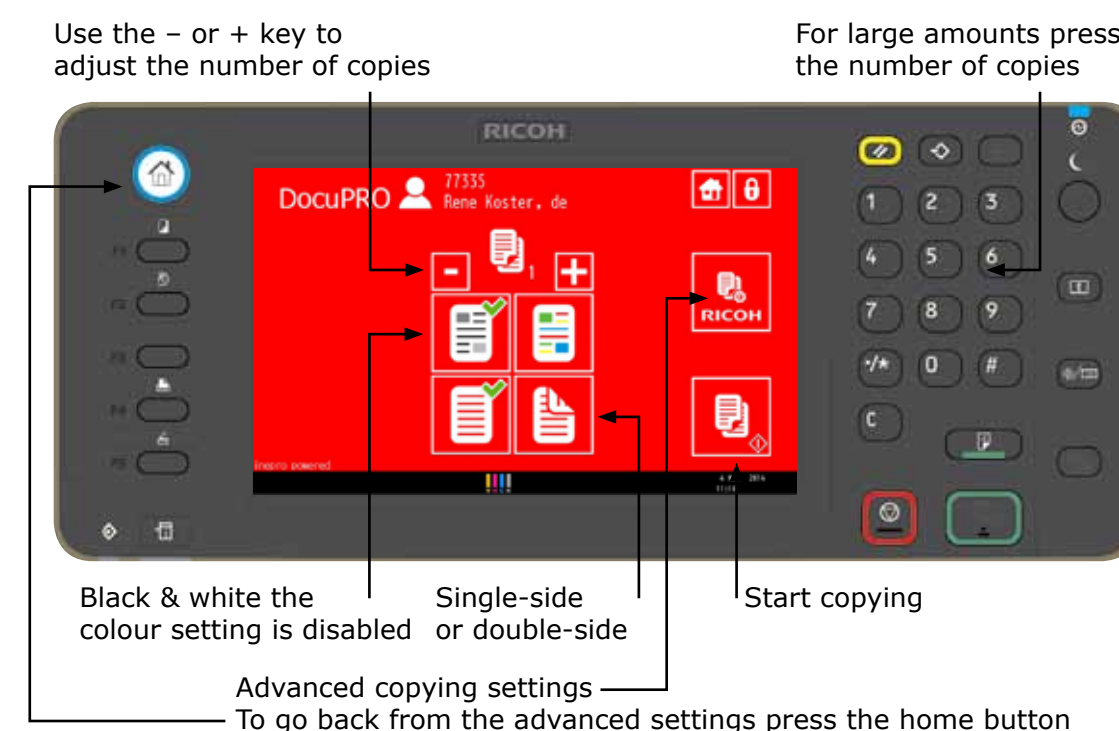
Copying

Press the copy icon and the following screen will appear.

Only black & white. The Colour setting is disabled!

Put the document(s) face up on the input tray and press 'start copying'.

For advanced settings, go to intranet, Services → Facilities → Printing & Copying.

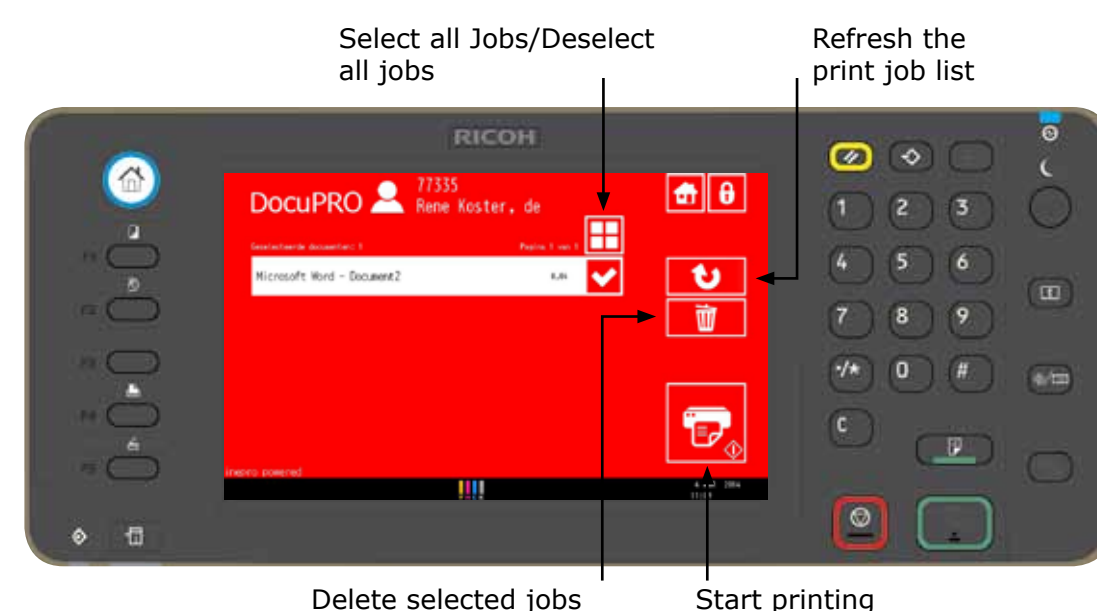


Printing

Press the print icon and the following screen will appear.

Only black & white. The colour setting is disabled!

Select job(s) and press 'start printing'.

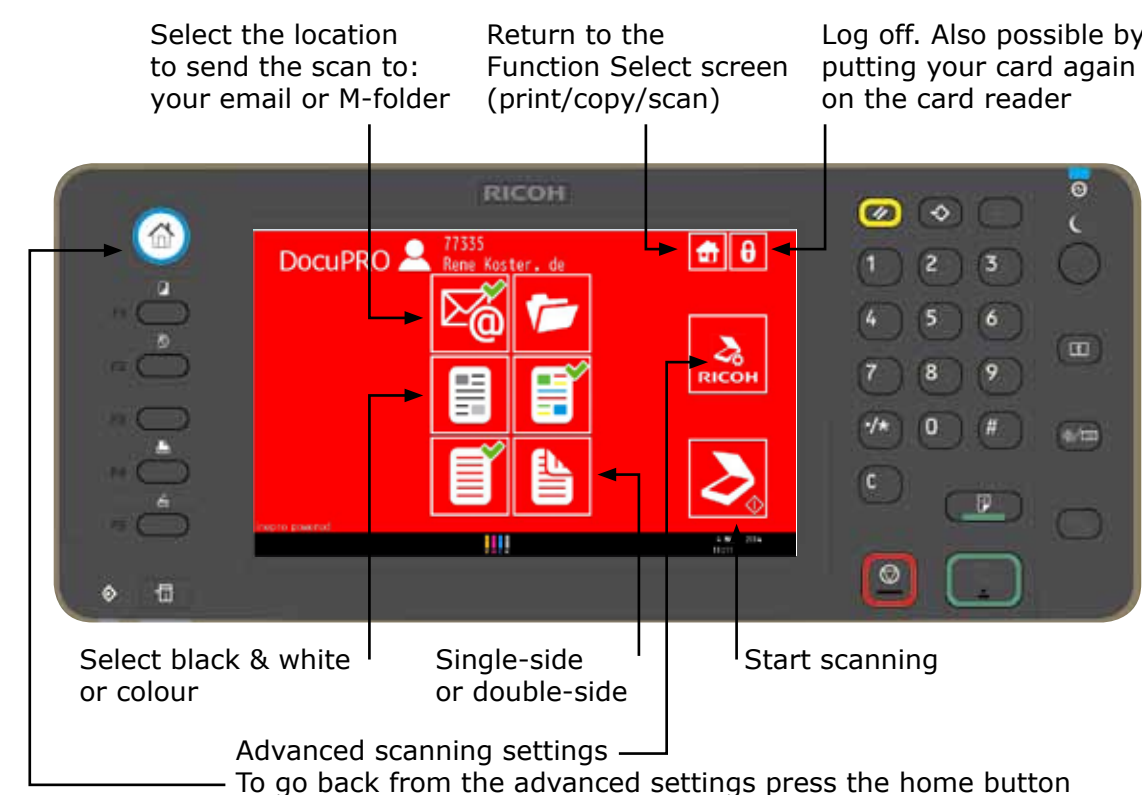


Scanning

Press the scan icon and the following screen will appear.

Put the document(s) face up on the input tray and press 'start scanning'.

For advanced settings, go to intranet, Services → Facilities → Printing & Copying.



When you are finished please log off by putting your WUR card on the reader.

Printing, copying and scanning in **colour**

Facilities and Services

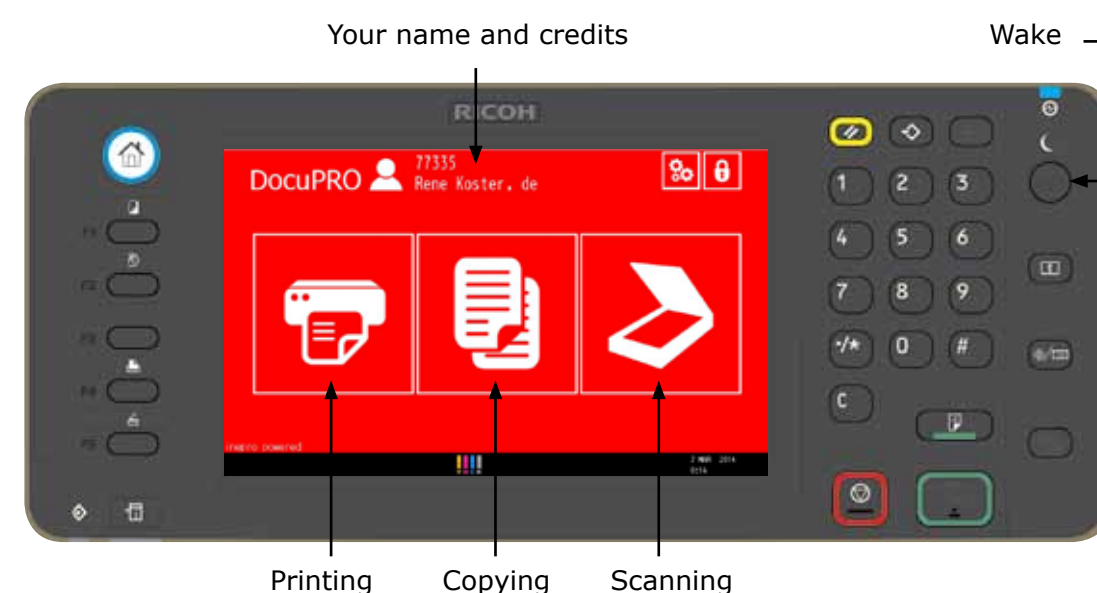


How to start?

You can print, copy and scan on one of the multifunctionals with your WUR card.

Put your WUR card on the reader to log in. The following menu with the options will appear.

When the machine is in sleep mode put your WUR card on the reader, press the leaf button under the moon icon. Then use the WUR card again.

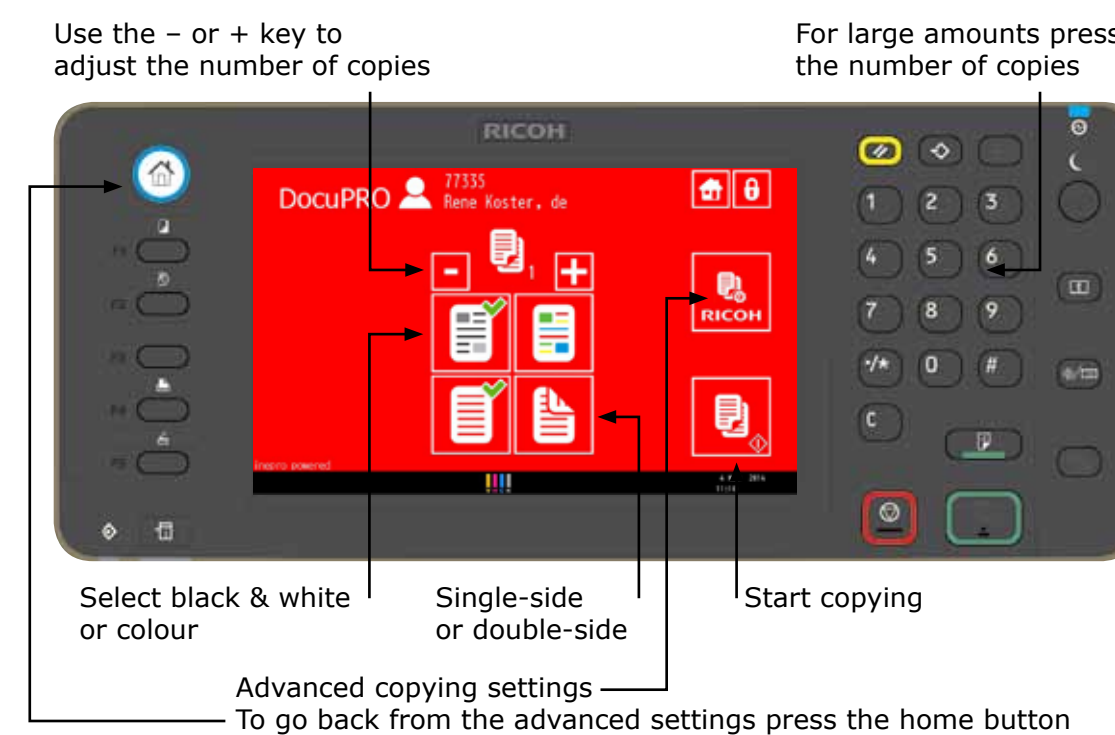


Copying

Press the copy icon and the following screen will appear.

Put the document(s) face up on the input tray and press 'start copying'.

For advanced settings, go to intranet, Services → Facilities → Printing & Copying.



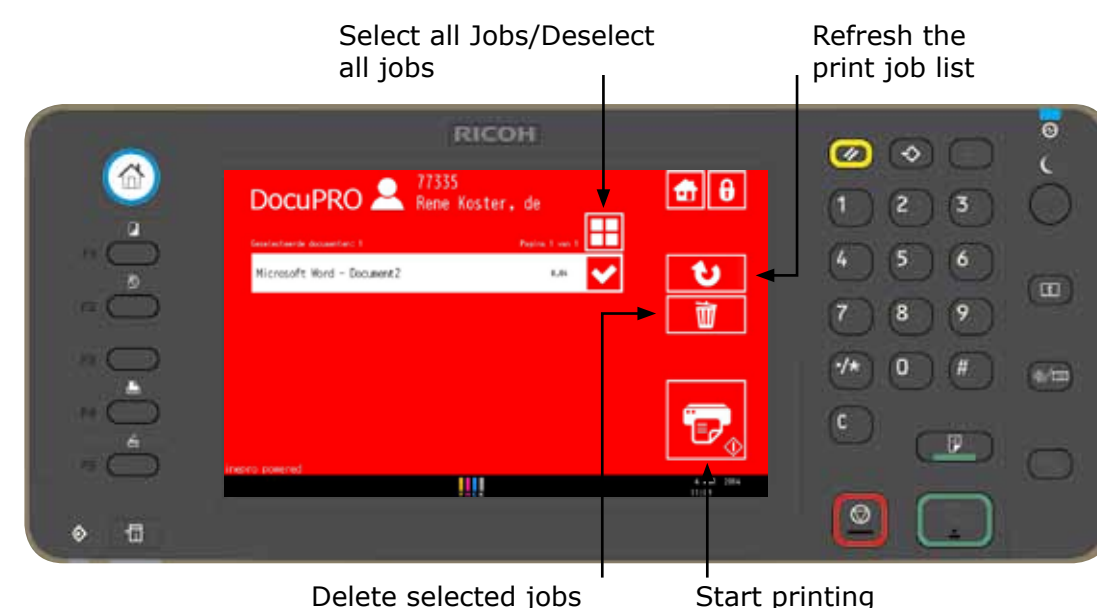
Printing

Press the print icon and the following screen will appear.

Select job(s) and press 'start printing'.

For colour printing, change the default black and white in the printer driver.

For more information, go to intranet, Services → Facilities → Printing & Copying.

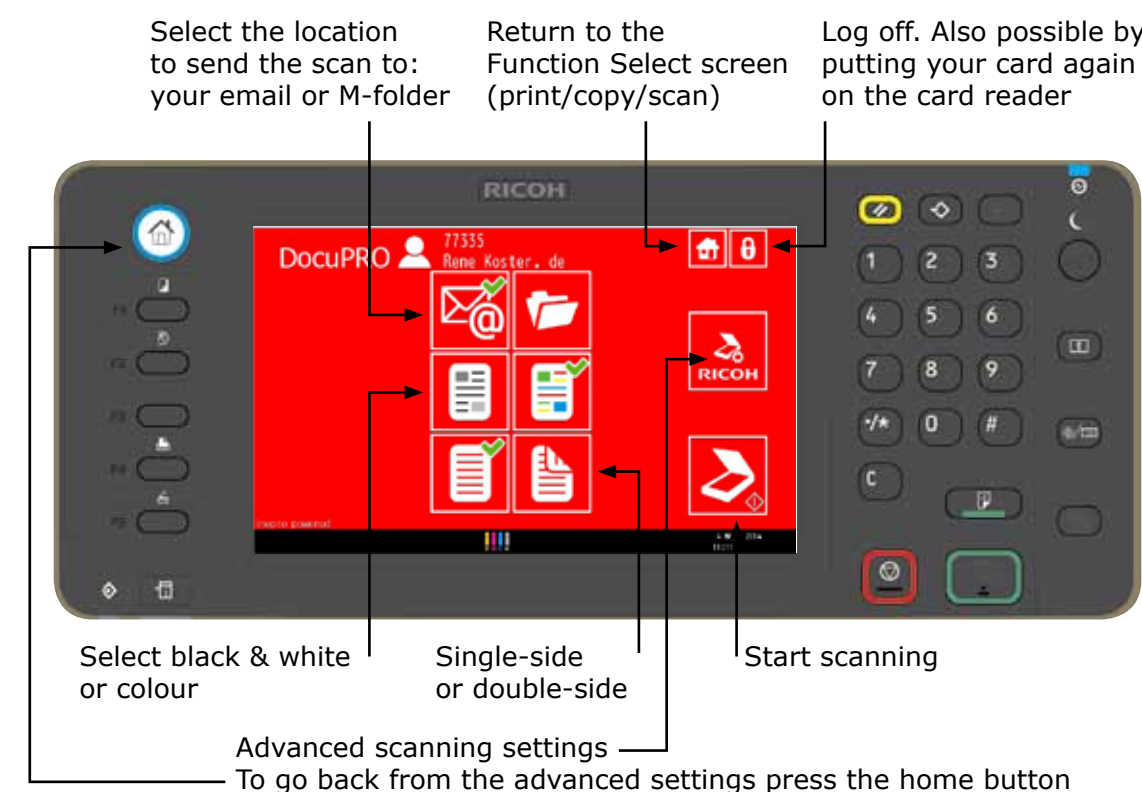


Scanning

Press the scan icon and the following screen will appear.

Put the document(s) face up on the input tray and press 'start scanning'.

For advanced settings, go to intranet, Services → Facilities → Printing & Copying.



When you are finished please log off by putting your WUR card on the reader.



Additional information

Facilities and Services

Selecting the printer

Select a printer name on your computer that starts with WURprinter.

All printers in public spaces in Orion en Forum are colour printers. In other buildings, on some printers the colour is disabled.

The poster located near the printer indicates whether it concerns a black or colour printer.

Do you want to copy or print a lot of pages?

For large amounts and for binding go to the Study Store in the WUR shop on the ground floor in Forum.

Paper or toner out

Please contact reception.

What does printing and copying cost?

	black/white		colour	
	one-sided	double-sided	one-sided	double-sided
A4	€ 0,04	€ 0,07	€ 0,15	€ 0,26
A3	€ 0,08	€ 0,15	€ 0,20	€ 0,38

- Only the pages with colour are paid by the colour price, the other pages by black/white price.
- Scanning is for free.

Questions about copying, printing or scanning

Please contact reception.

Paper jam

When there's a jam, the print button on the control panel (lower left) will turn red. The display also usually shows where the paper is stuck. Open the panel on the right side of the printer and check if any printouts are stuck. Carefully remove the paper and close the panel. If the problem continues, please contact reception.

How do I pay?

- You pay for all prints and copies with your eWallet via the WUR card.
- **For topping up the credits of your eWallet, use the link (or QR-code below) at MyPortal or go directly to the website: <https://payment.inepro.com/reload/WageningenUR>**
- Check your credits before you print or copy. When logged in, your credits are showed at the heading above your name.
- You only pay for the prints that are made. If the printer, no matter the reason, quits, you only pay for the given prints. The print job can be finished on another printer.
- When finished log off by placing your card again on the log reader.

Questions or feedback?

Please contact reception.

Forum
T 0317 48 21 60

Orion
T 0317 48 87 77



Scan the QR-code for topping up the credits of your eWallet