

## Printing instructions for students

- Libraries have all-in-one printers for students, allowing you to **print** (black and white or colour), **copy** or **scan** documents directly to their e-mail account.
- In Kemi-Tornio, Kosmos, Minerva and health libraries all have an all-in-one printer.
- In order to print, you need **printing rights/credit**, which you can purchase **at the library**.
- You can find the shared printing queue on library computers under **\\layprint01\turvatulostus**.
- You can retrieve the printout from **any of the all-in-one printers in the libraries or, in Rovaniemi, the printers marked for students at the university**. Your files are held securely under your username for 24 hours.
- The first time you use an all-in-one printer, the printer will ask you to **register**:
  - Register your username with the all-in-one printer using a **RFID key fob, access card or, for example, student ID card**. You can acquire an RFID key fob from the attendants in in-house services at the main entrance hall's information desk. The key fob also serves as a 24/7 access key on university premises. **Kemi-Tornio students can get access cards to Minerva and Kosmos from the local building facility service managers.**
  - Place the key fob on the reader. → A green indicator lights up and the following text appears on the display: "Korttia ei tunnistettu" ("Unidentified card"). → Log in with your username and password.
  - Next time, you can log in by swiping your key fob over the reader.
  - If you do not need a key fob, you can log in manually with your username and password.
- The home view gives the following options: **"Follow-You-Printing"** (= normal printing) and **"Scan-to-Me"** (= scanning). You can see your credit at the top corner of the display.
  - Select "Follow-You-Printing" to view the printing menu, which shows a list of your files on the queue. → Select the file you want to print. You can use the arrow button at the bottom to change the number of copies. → On the left, select "Tulosta" ("Print"), or "Tulosta ja tallenna" ("Print and save") if you want to save the file for 24 h. → Confirm by selecting the green start button.
  - Remember to **log out** when you are finished. If you forget to log out, the device automatically logs you out after one minute.
  - NOTE! **Scanning is free of charge**. You should scan large numbers of pages directly to USB storage. Sets of under 100 pages can be scanned to your e-mail. If you do not receive an e-mail with the scanned file, please check that your inbox has enough space available.
- For more instructions, please consult the **user manual**, which is available near each all-in-one printer. In case of issues with printing, please contact the **HelpDesk** (040 4844 [488/helpdesk@ulapland.fi](mailto:488/helpdesk@ulapland.fi)).



### PAGE RATES

#### Printing and copying

A4 b&w 1-sided 6.7 cents/page

A4 b&w 2-sided 7.0 cents/page

A3 b&w 1-sided 13.4 cents/page

A3 b&w 2-sided 13.8 cents/page

A4 colour 1-sided 15 cents/page

A4 colour 2-sided 18 cents/page

A3 colour 1-sided 30 cents/page

A3 colour 2-sided 33 cents/page

€5 minimum charge