

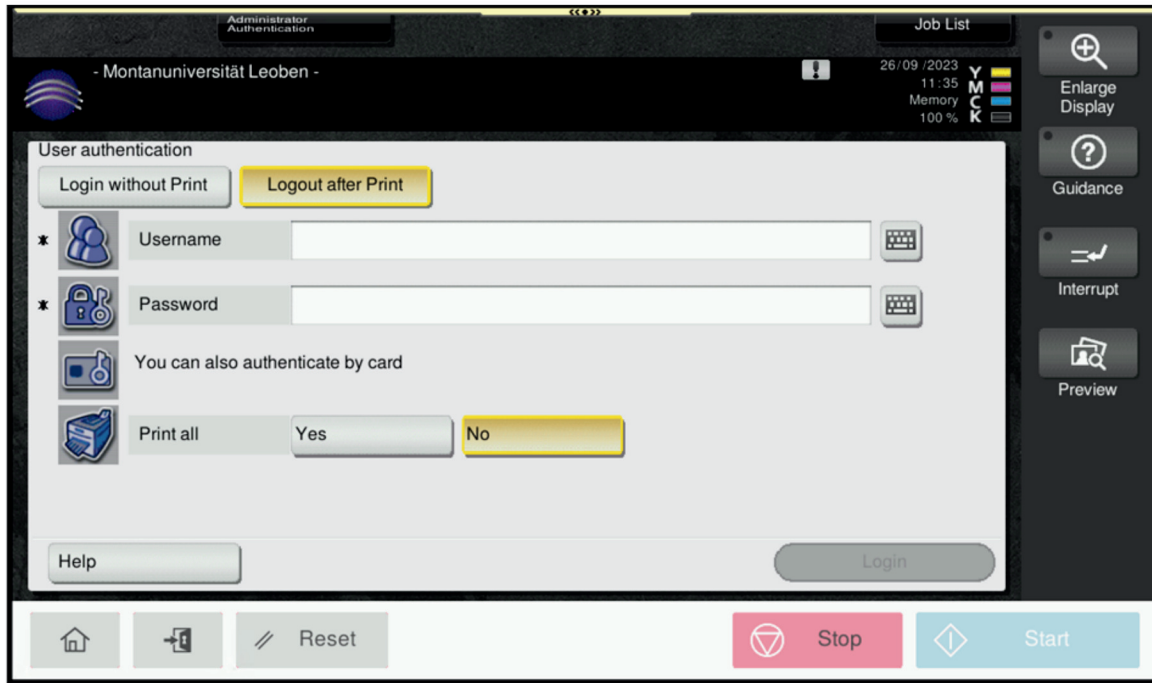
# ÖH printer instructions



## 1. Log in

Once you have registered your chip card (student ID), all you have to do is insert the card into the compartment under the screen.

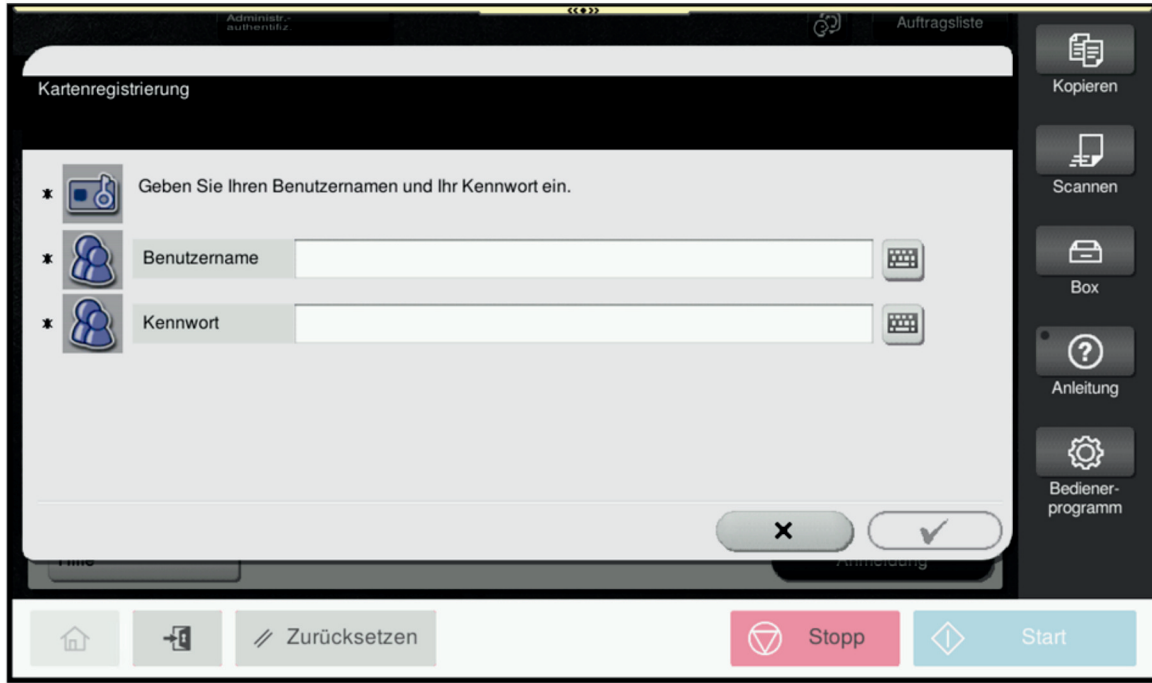
Alternatively, you can also enter your username and MUonline password.



## 1.2. First time login and card registration

Put your chip card in the compartment below the screen and fill out the fields when you log in for the first time:

Username: Student Number (z. B. m12345678)  
Password: MUonline password



## 2.1. Copy

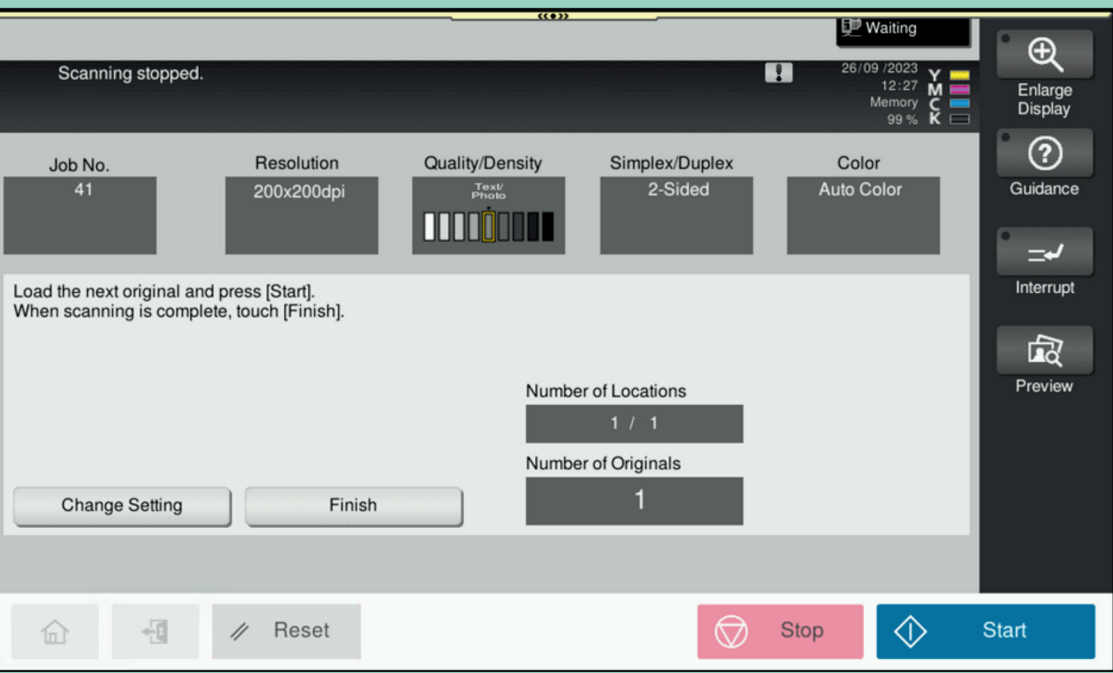
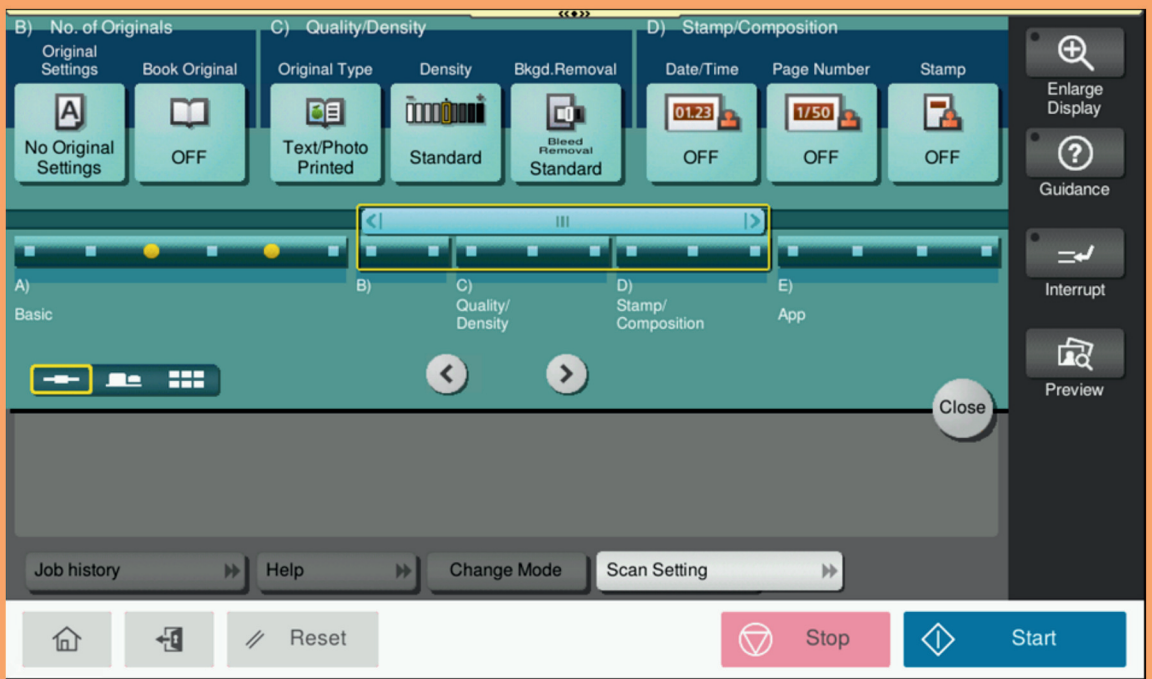
2.1.1. Place your papers in the tray at the top of the printer or on the scanner glass and select the copy function.

2.1.2. Choose your settings (color, zoom, etc.) and press start.

## 2.2. Scan and send to studmail

2.2.1. Place your pieces of paper in the compartment on the printer or on the scanner glass and select the scanner function.

2.2.2. Choose your settings and press “Start”. If you have chosen the document glass, you can insert additional pieces of paper or complete scanning with “Finish” + “Start”. You will receive an email with the pdf.



## 2.3. Scan and save to USB stick

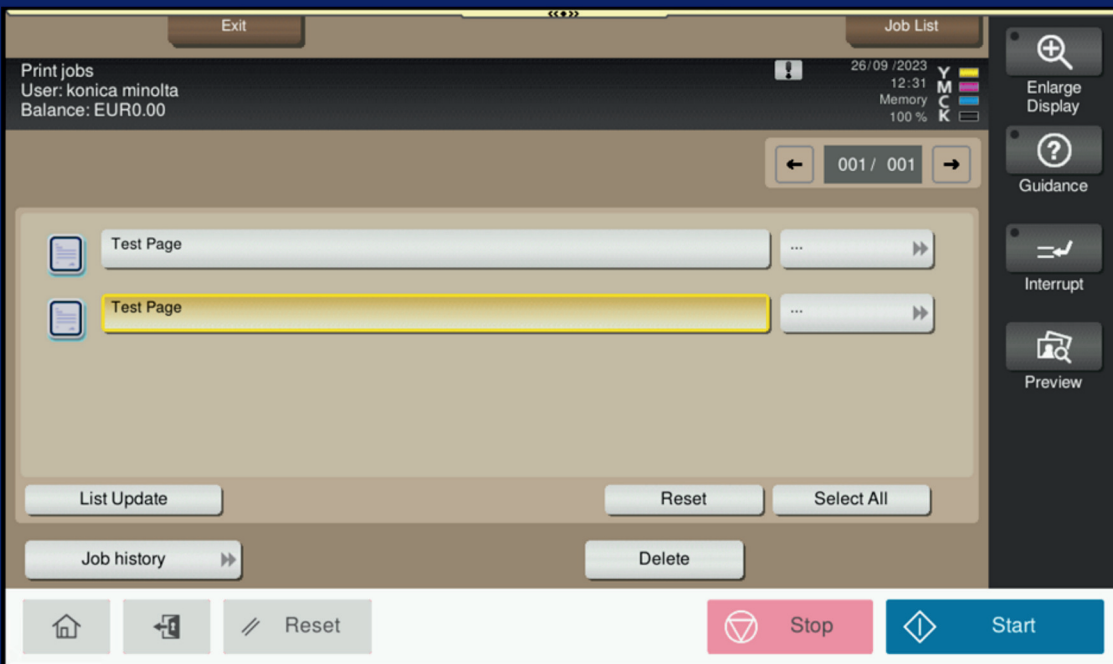
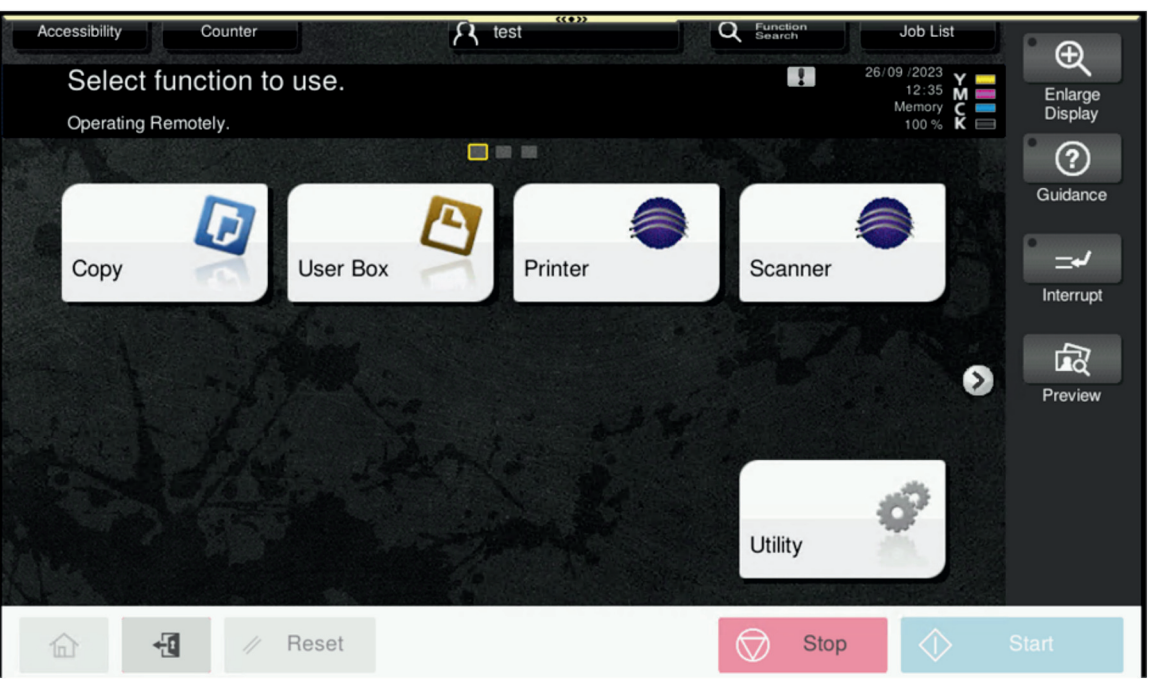
2.3.1. Place your pieces of paper in the compartment at the top of the printer or on the scanner glass and plug in your USB stick or select its symbol in the top right. Select the scanner function.

2.3.2. Choose your settings and press “Start”. You can insert more pieces of paper or complete the scanning with “Finish” + “Start”. The PDF will be saved to your stick.

## 2.4. Printing from USB stick

2.4.1. Plug in the USB stick and select the print function. Select your print file.

2.4.2. Choose your settings and press “Start”.



## 2.5. Print in eduroam or via VPN

2.5.0. First time: Install the printer driver. You can find the link to this at [www.oeh-leoben.at](http://www.oeh-leoben.at) or here: <https://oc.unileoben.ac.at/index.php/s/BAhLbjFczZnEFFs> (Download even if there are warnings, the software is not harmful. )

2.5.1. Connect your computer to eduroam or via VPN. You can find instructions for setting up eduroam and a VPN connection online at ZID.

2.5.2. Print the file using the “FollowMePrint\_OEH” printer on your laptop.

2.5.3. Log in to a printer and select the file you want to print under “Printers”.

