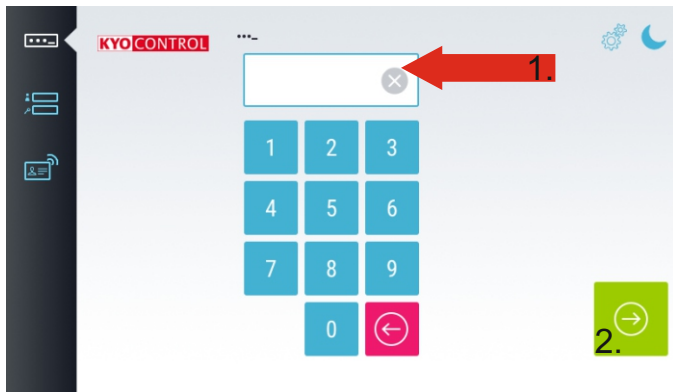
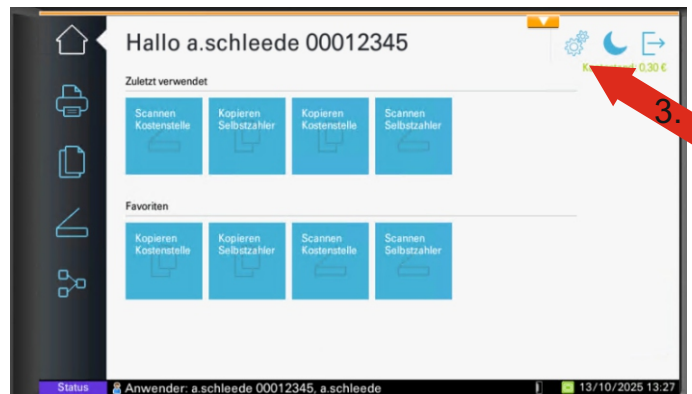


# Login to the print/copy system of the University of Rostock.

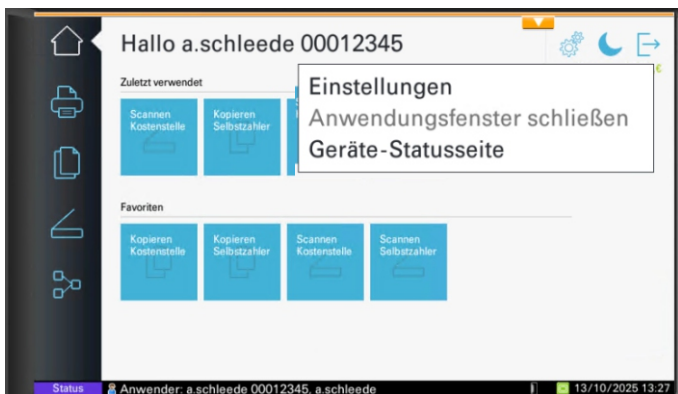
Note: This registration only needs to be completed once! No further registration is required.



1. Type in input field  
Username and card number  
Enter them consecutively without spaces.
2. Press the green login button.



3. Tap the gear icon



Select setting



4. Learn card



5. Hold the card in front of the card reader.  
Linking is complete.

## WebClient



## Scan Me!

# Chipkarte Guthaben aufladen

Home  
Print  
Copy  
Scan  
Workflow



1. Select the Workflow menu.
2. Click Top UP Account.

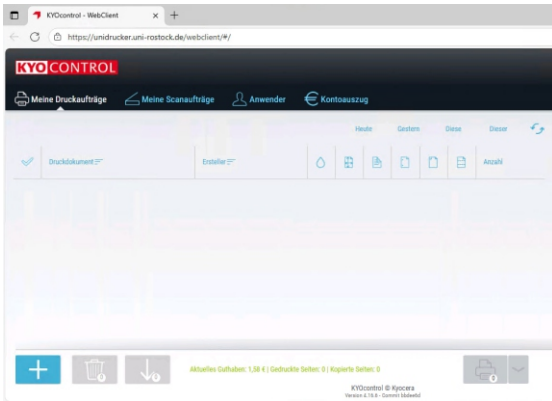


3. Select the amount.
4. Confirm.

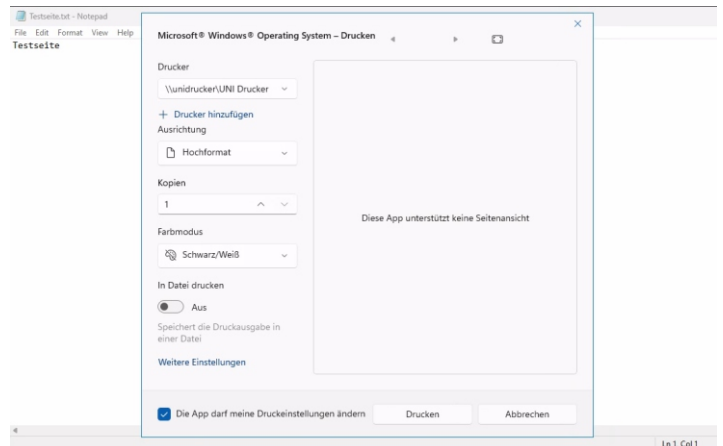


5. The desired amount will be displayed on the payment terminal.
6. Complete the payment process (credit card, debit card, PayPal).

# Ausdruck von Dokumenten



File uploaded in the WebClient...



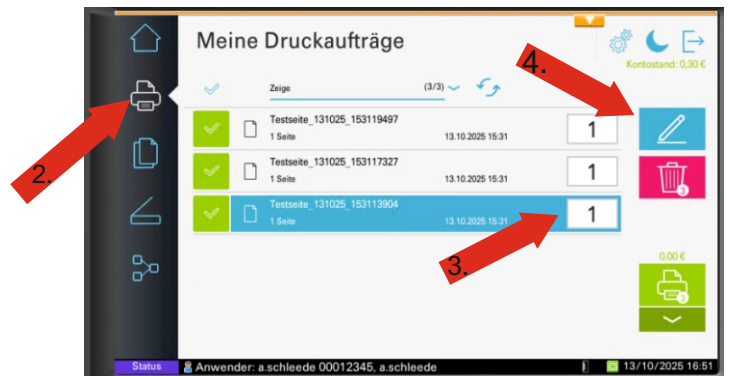
...or select a printer

<https://unidrucker.uni-rostock.de/webclient/#/login>  
or simply scan the QR Code



1. Hold your chip card in front of the card reader.

Registration complete.



2. Select the printer icon.

The system displays the documents...

3. Select document and optionally enter the number of copies to be printed.

4. Clicking this symbol opens the settings menu.



5. The menu contains various settings.

The university printer can only be accessed from the university network (139.30...).

The data required for installation is as follows:

Servername: unidrucker.uni-rostock.de

**Printer driver for self-paging customers:**

\\unidrucker.uni-rostock.de\UNI Drucker

**Printer driver for cost centers:**

\\unidrucker.uni-rostock.de\UNI Kst Drucker

**Printer driver for multiple cost centers:**

\\unidrucker.uni-rostock.de\UNI Kst Messenger

# Users with cost centers

## Cost center users with one cost center:

You are using the driver \\unidrucker.uni-rostock.de\UNI Kst Drucker

When a print job is submitted, your cost center is already stored in the cost center printer driver.

## Cost center users with more than one cost center

They have several cost centers to which they want to print::

They use the printer driver: \\unidrucker.uni-rostock.de\UNI Kst Messenger

Additionally, software must be installed locally.

This can be found as an MSI file on a file share at \\Unidrucker.uni-rostock.de

Contact your administrator if you do not have admin rights yourself.

Important: Enter your user ID and card number (including leading zeros) without spaces when logging in with your PIN!

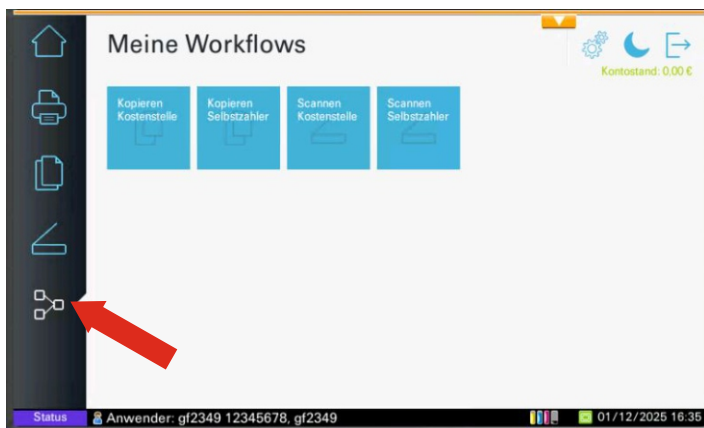
## Kopieren & Scannen:



Make settings, then start



1. Select the cost center.
2. Start



If the cost center owner wants to make private copies or scans, the selection must be changed to "Self-payer" under "My Workflows".

To create new cost centers or make changes to existing cost centers,  
please contact Mr. Klook.

# Copy



1. Hold the chip card in front of the card reader; registration is complete..

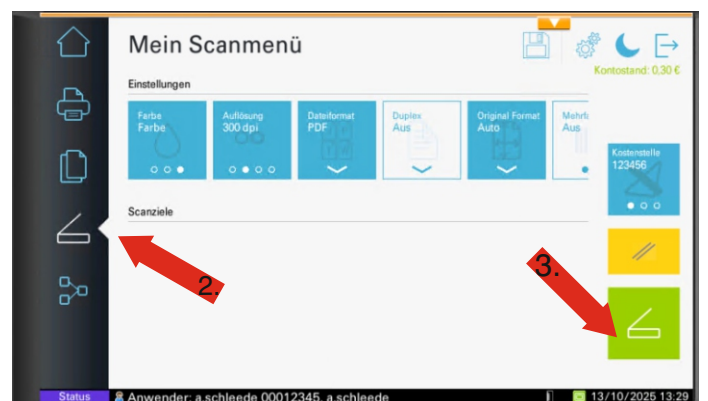


2. Select Copy menu and adjust settings
3. Press Start.

# Scan



1. Hold the chip card in front of the card reader; registration is complete.



2. Select scan menu. Configure settings.
3. Press start.

You can scan to the server.

They access their scanned server pages via their login in the web area:

<https://unidrucker.uni-rostock.de/webclient/#/login> Log in there with your ITMZ license plate number + card number (including leading zeros) without any spaces in between.

The scans will also be deleted after **72 hours** !!!

**NO LIABILITY FOR MISCREENS**

**Make sure the machine is set to black and white! Unless you want a color print.**