

INSTRUCTIONS FOR THE PROPER USE OF THE MULTIFUNCTION DEVICE

The multifunction device allows university students to photocopy and print free of charge, within the following daily limits:

- A4 black and white = 5 prints or copies
- A4 black and white double-sided = 6 prints or copies
- A4 colour = 2 prints or copies
- A4 colour double-sided = 2 prints or copies
- A3 black and white = 2 prints or copies
- A3 colour = 1 print or copy
- A3 black and white double-sided = 4 prints or copies
- A3 colour double-sided = 2 prints or copies
- Scans = UNLIMITED

For university staff and faculty, printing and copying are unlimited.

Note: Users may reproduce materials in compliance with current copyright law; in case of violations, the user is solely responsible.

AUTHENTICATION

INSTITUTIONAL USERS

Log in with:

- - Username and password (institutional credentials)
- - A 6-digit PIN automatically assigned by the system, visible and editable at <https://papercut.unipr.it/user> (accessible from the university network or via VPN)

EXTERNAL USERS

Log in with:

- - Username and password (@guest.unipr.it credentials)

If not registered, request credentials at:

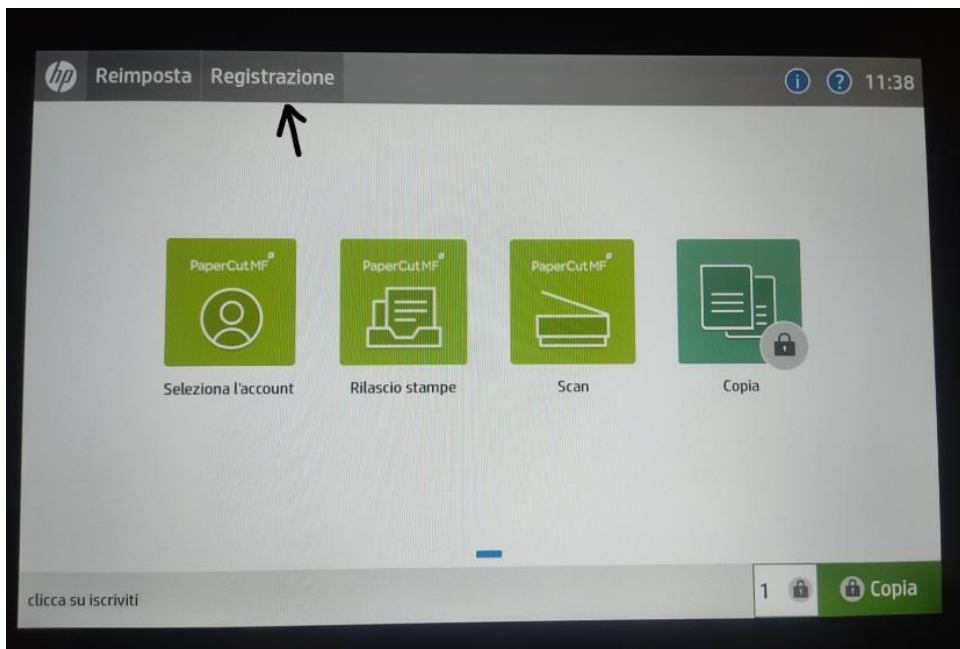
https://wiki.asi.unipr.it/dokuwiki/doku.php?id=guide_pubbliche:come_richiedere_credenziali

Temporary credentials must be converted into guest credentials using:

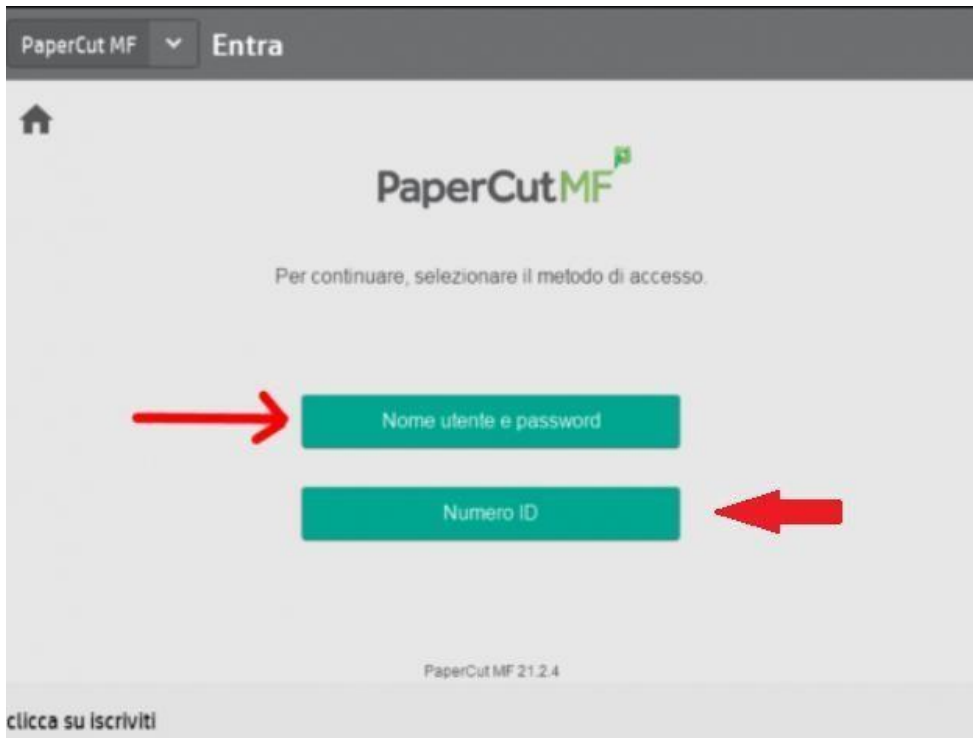
<https://www.idem.unipr.it/secure/cambiouserguest>

- - A 6-digit PIN assigned automatically (same procedure as above)

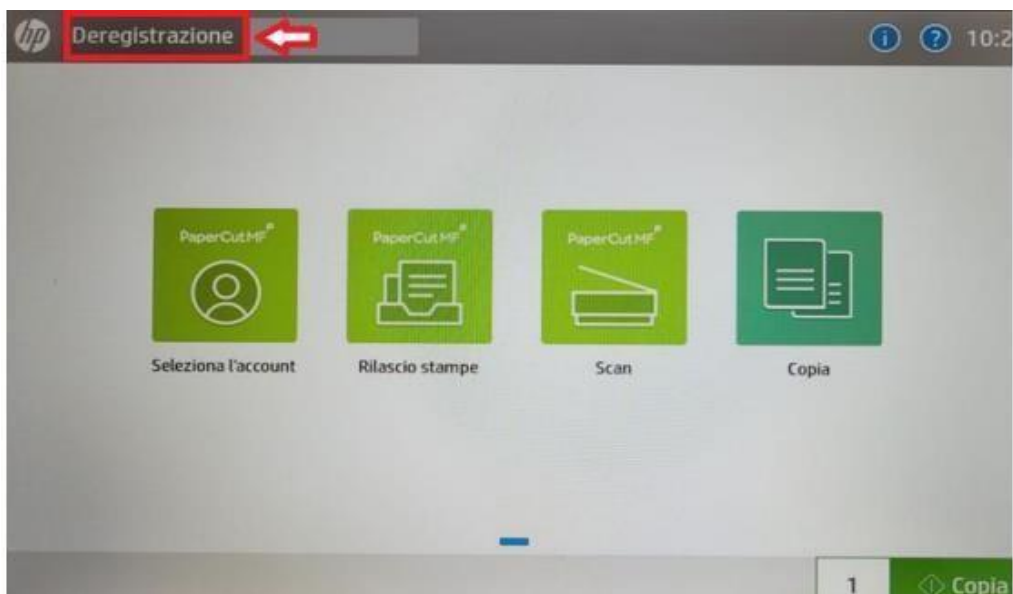
To start a job, select REGISTER on the touchscreen.



Choose the authentication method (**university user & password** or **ID number (PIN)**)



TOUCH SCREEN FUNCTIONS



- PRINT RELEASE: print documents sent to the printer
- COPY: make photocopies
- SCAN: scans are sent to your institutional email or OneDrive

To print from university computers: select HP Virtual Printer and authenticate on the device.

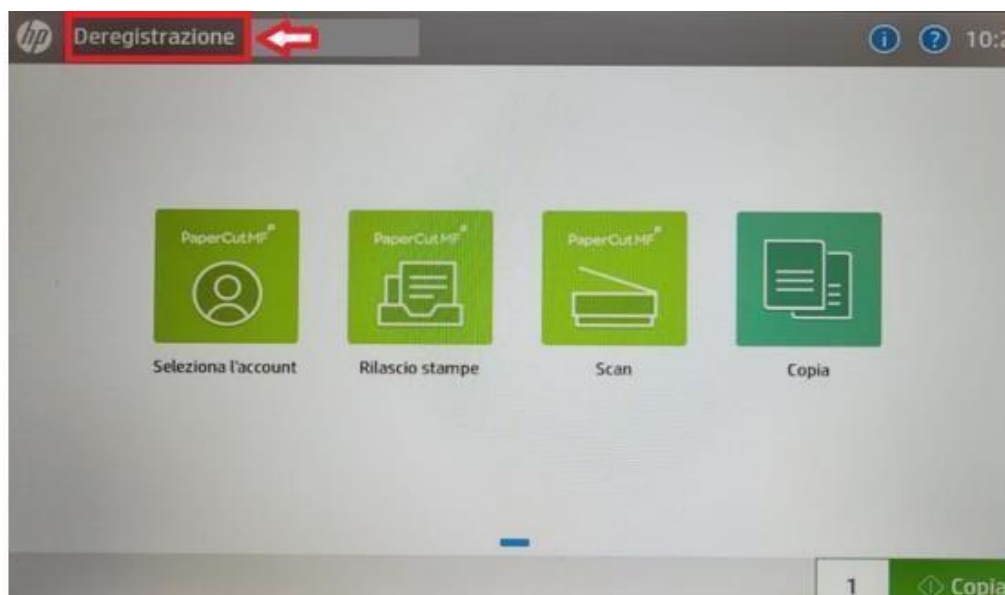
To print from a personal laptop, install VMware Horizon Client and access the Libraries environment.

Note: Your remaining credit is displayed on the desktop during printing.



An online help guide is available on the touchscreen (top right corner).

Once finished, you must log out by selecting LOGOUT.



For any issues, contact library staff. **Paper is provided by the library.**