

Paying with student card

1 LOG IN



Place student card on reader

Leave card on reader until you log out



Credit is verified and made available to the system

2 SELECT SERVICE



UPLOAD PRINT DATA

On campus

- 1 Open file and choose **Print**
- 2 Select **Cloud Printing as printer**
- 3 Click on **Print**
- 4 Enter **student card number** without preceding letter and then click on **Next**

This option is available e.g. at the public computers of the university library

Via website

- 1 Enter this URL: upload.printservice.uni-muenchen.de
 - 2 Log in
 - A Create an account (only needs to be done once)
 - B Go to **My profile** under **Change card ID** and enter the card number
 - C Save
 - 3 Go to **Home** and click on **Search** to open the desired file and click on **Print**
- The file is ready for printing and can be picked up at the copier (see PRINTING)

Via app – My Print

This requires that you first log in via web

- A Go to Google Play Store / Apple App Store, then install and open Ricoh MyPrint App (only needs to be done once)
 - B Enter on website upload.printservice.uni-muenchen.de
- 1 Log in: Email address and password as previously entered when logging in via web
 - 2 Select Open file, Open image, or Take photo
 - 3 Adjust configuration and **print**

PRINTING

Upload files using one of the methods described on the left and print to a copier from the cloud

- 1 Select the function **Print**
- 2 Select file from list and make any necessary changes to print configuration

Submitted print jobs can be modified directly on multi-functional device. Available options: Quantity, black and white or color, simplex or duplex
- 3 Press **Start**



- 1 Select the function **Copy**
- 2 Place original on the scanner glass or in the feed tray
- 3 Configure the desired print settings and then press **Start**

For additional options, such as single-sided original to double-sided copy, press the Ricoh menu button



Print from USB

- 1 Insert USB drive into **USB port on the left side** of the display
- 2 Select button **Print/Scan Memory Storage Device**
- 3 Select **Print from USB**
- 4 Select file and configure settings if necessary
- 5 Print

Scan to USB

- 1 Insert USB drive into **USB port on the left side** of the display
 - 2 Place original on the scanner glass or in the feed tray
 - 3 Select button **Print/Scan (Memory Storage Device)**
 - 4 Select **Scan to Storage Device**
 - 5 Start scan
- Do not remove USB drive until transfer is complete. This will be indicated by a notification.



Scan to email

- 1 Select **ScanPro** button
- 2 Place original on the scanner glass or in the feed tray
- 3 Under the menu items **File type**, **Color**, and **Advanced Settings** select the desired scan settings
- 4 Select menu item **Send to** and enter the desired email address. Confirm desired recipient by pressing the **green button**

3 LOG OUT



Use the Log out button to properly log out on device



Remaining credit is transferred back to student card



After transfer of credit is confirmed, remove card

If there is a **paper jam**, follow the **instructions on the display**

If there is a malfunction or insufficient toner, Ricoh will be notified automatically

If you have any problems with your **student card**, please go to the **Infopoint** of student services

Costs

for printouts and copies

	Black and white	Color
A4	€0.05	€0.15
A3	€0.10	€0.30



Do you need further assistance?
Visit our **website** upload.printservice.uni-muenchen.de/RicohmyPrint/Login.aspx