

INSTALLATION
AND
REGISTRATION
(one-time)



Download the KUARIO app from the App Store or via kuario.com and create a KUARIO user account.



ANDROID



iOS

WHY KUARIO?

KUARIO is the new, easy payment platform for **LMU cloud printing services**.

With the **KUARIO app** you can pay easily and securely **without cash prepayment**. You have full transparency and control over all transactions and expenses.

Manage your print jobs online and send scans directly to your cloud storage (e. g. Office 365, OneDrive, Google Drive, etc.).

SELECT SERVICE

Activate the **Printer-display** by touching it.

Print

Printing from a USB stick is possible.

UPLOAD FILE

Via App

1

Open KUARIO app

2

Open "Upload Print" and select desired file

Via Website

1

Go to www.kuario.com

2

Log-in, choose **User** and sign in to your account

3

Uplaod print Job

Printing from your own device

First-time use:

Download and **install the free print driver** for Windows or Mac

KUARIO Global Print Driver:

<https://kuario.com/kuario-global-print-driver-en/>

1

Open the desired file and select **Print**

2

Select **KUARIO Print** as the printer

3

Click **Print**

On Campus (PC)

PC room, CiP pool, library:

1

Open File and select **Print**

2

Select **KUARIO Print** as a printer

3

Click **Print**

USB printing

1

Select **Print**

2

Select USB

3

Choose File

4

Adjust settings if necessary

5

Select **Start**

6

Checkout

PRINTING

Upload files using on of the options explained on the left. Print at a **copier from the cloud network**

1

Select **Print**

2

Select **Log-in** and scan the **QR code** with the **KUARIO App**

Alternatively, **Log-In** and connect directly using your KUARIO user account

3

Select the **print job** and **add it to the cart**

4

In the cart, **confirm** or delete the job

5

Press **Checkout** to submit the print job

Scan

1

Place **originals** on the scanner glass or in the feeder

2

Select **Scan**

3

Choose **scan destination**

- E-Mail
- My Account (KUARIO Account)
- Cloud

4

With the **KUARIO app** scan the **QR code**

Alternatively, **Log-In** and connect directly using your KUARIO user account

5

Configure scan job (b/w, color, searchable PDF, etc.)

6

Enter **e-mail address** and press **OK**

7

Start scan-job

8

In the cart, use **Back** to add documents or go to **Checkout** to send scans (if desired, delete beforehand)

Copy

1

Place **originals** on the scanner glass or in the feeder

2

Select **Copy**

3

Start the print job. Press **Finish** to continue or **Next** to add documents

4

Press **Checkout** to submit the print job

5

With the **KUARIO app** scan the **QR code**

Alternatively, **Log-In** and connect directly using your KUARIO user account

Paying via APP (KUARIO)

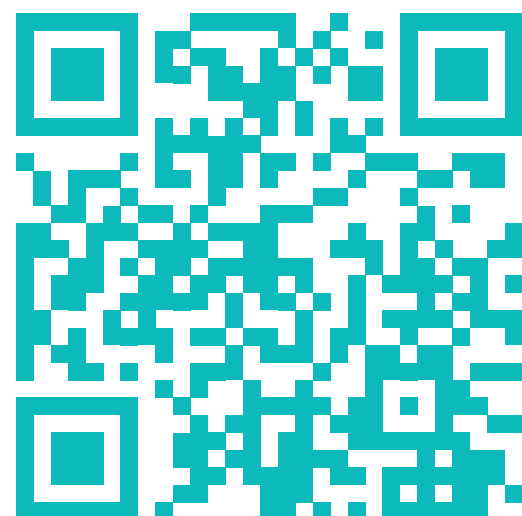
€ Costs for prints and copies

	Black & White	Color
A4	0.05 €	0.15 €
A3	0.10 €	0.30 €

In case of a **paper jam**, follow the **instructions on the display**

Malfunctions and toner replacements are automatically reported to Ricoh

In case of problems with the **student card**, please contact the information desk of the Student Services



Need more help? Visit:
www.lmu.de/printservice