

# Manual

## Printing Copying Scanning

### Payment

**Charges**  
Black/White: €0.05 - Colour: €0.15

**Payment UvA/HvA**  
- Student ID card  
- Staff ID card

**External users**  
Not affiliated to UvA/HvA?  
Ask the library staff.



Top-up points for students can be found in the larger libraries.

Topping up online (students):  
[www.uva.nl/betaalgedoed](http://www.uva.nl/betaalgedoed)

Please note: To be able to top up, your card must have been activated.

### Log in



You can log in or identify yourself with a card or PIN code.

At the Canon Portal (<http://uva.canon.nl>) you can request a PIN code for your account so as to be able to log in without a card. The PIN code expires at the end of each week.

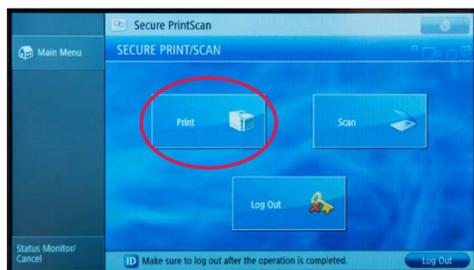
### Start



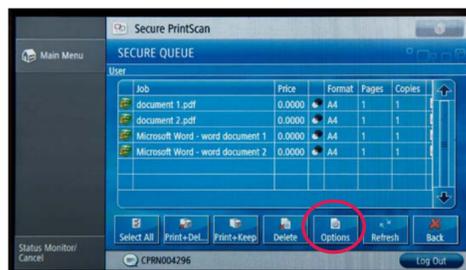
Log in at the printer by placing your card briefly on the machine at the indicated spot or by pressing 'PIN' and entering your PIN code with the keys next to the display window.

Do not forget to log out.

### Print



**Printing files**  
Select the right file(s) and press 'Print & Delete' or 'Print & Keep'.



**Extra options**  
Under 'Options' there are other print settings, such as stapling, two-sided, in colour or the number of copies.

**Print job failed?**  
Only pages which have come out of the printer are counted for payment.

Print jobs are saved for 24 hours. You can print on any multifunctional, even in other UvA libraries

**Job not yet finished?**

In this case, touch the screen every now and then. Otherwise the printer logs you out automatically after 5 minutes and stops printing your jobs.

**Wireless printing: 3 options**

- 1- Install the Canon Printer and print from your document.
- 2- Upload your document(s) to the Canon Portal.
- 3- Send your document(s) to: [print@uva.nl](mailto:print@uva.nl)

For options 1 and 2:  
Go to: <http://uva.canon.nl>

There is a manual at the library desk.

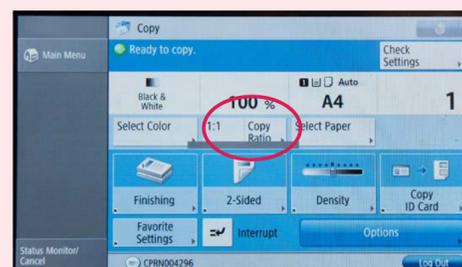
### Copy



Press 'Main Menu' or the 'Home' button. Then select the 'Copy' option on the screen.

**Options**  
Put pages on the glass plate (printed side down) or in the automatic document feed (printed side up).

If necessary select an option: e.g. number of copies, two-sided, paper format, etc.



**Reduce or enlarge**  
At 'Favourite Settings' you can choose a standard percentage or enter one yourself using 'Copy Ratio'.

There are a number of standard options, such as A3 -> A4 printing.

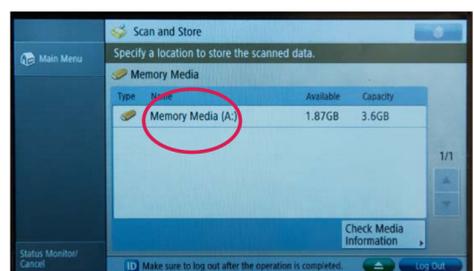
**Not sure what the size of the document is?**

Then select the 'Auto' option under 'Copy Ratio'.

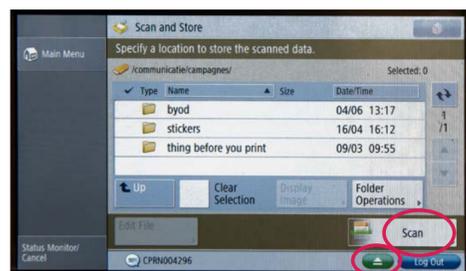
Press 'Select Paper' to choose the orientation (landscape or portrait).

Close the lid and the printer fits your copy to the selected paper format

### Scan



**USB**  
Press 'Main Menu' or the 'Home' button. Select 'Scan & Store'. Place the USB stick in the USB port. Select the USB stick on the screen under 'Memory Media'. Press the 'Scan' button and then 'Start'.



**USB (cont.)**  
Select the scan size of your choice. In case of doubt, select A3. Press 'Start Storing' to save the file. Log out. Press the green 'Eject' icon (bottom right) to remove the USB stick safely.



**Email to standard address**  
Select the 'Scan' button. Press 'Scan to Mymail'. Press 'Start' to scan (max. 20 pages). Select the scan size of your choice.

**Finished scanning?**  
Press the 'Next' button. The document is now sent automatically.

For your standard email address see: <http://uva.canon.nl> under 'Account'.