

Instructions

Log in

Put your **UMcard** on the card reader until you hear a beep. You can also log in with your **UM credentials** or by scanning the QR code with the **Campus Print app**. **Guest users** create a guest account in print.maastrichtuniversity.nl or the **Campus Print app** and log in with the pin code which is sent by mail. Students and guests need print credit to print, copy or scan.

Print	Scan and Send	Copy
Tap [Secure Print Scan] in the Home screen.	Tap [Secure Print Scan] in the Home screen. Next, tap [Scan] at the bottom of the print queue.	Tap [Copy] in the Home screen.
All print jobs are visible in the Secure Print queue. Tap on [Refresh] if your print job is not yet visible in the queue.	Tap the desired scan option.	Place the document face up in the document feeder or face down on the glass plate.
Select the print job in the print queue. If necessary, tap [Options] and adjust the print settings (1 or 2-sided, color, staples, et cetera).	Place the document face up in the document feeder or face down on the glass plate.	If necessary, adjust the copy settings.
Tap [Print + Keep].	If necessary, adjust the scan settings and the file format in the quick menu. Make extra adjustment in the next scan settings display.	Push the green [Start] button.
To remove the file, select the print job again and tap [Delete].	Press the green [Start] button. When all originals are scanned, tap [NEXT]. You will return to the Secure Print queue.	

Put your UMcard on the card reader until you hear a beep, or tap [Log Out].

Log out



DOWNLOAD THE CAMPUS PRINT APP (iOS, Android)

Send print jobs from your smartphone or tablet and log in on a printer without using your UMcard.