Printing anytime, anywhere at Maastricht University

RICOH
imagine. change.

Link your card to your UM account

You can easily link your UMcard to your UM account. You only have to do this once. Subsequently, you can use your UMcard to log in on any UM printer.

Presenting your card

1 Place your UMcard against the card reader.
2 The display will show: **'Card not recognized'**.
3 Continue with the steps below.

Register your UMcard

1 Press **'User ID'**.
2 Enter your username on the screen and press **'OK'**.
3 Press **'Password'**.
4 Enter your password on the screen and press **'OK'**.
5 Press **'Log in'**.
6 Your UMcard is now linked and you can now use it to print, copy and scan at all printers. You don't have to go through this procedure again the next time you use it.
7 Sign off by pressing the **'Logout'** button, or swipe your UMcard across the reader.

Forgot your UMcard?

If you have forgotten your UMcard, you can log in using your username and password.

Would you also like to use this printer from your smartphone, laptop or home PC? You can, with myPrint.

1. Download the free app now at:

Download on the **App Store**   GET IT ON **Google play**

2. Get started: scan QR or visit
https://myprint.maastrichtuniversity.nl

Please contact the ICT Service Desk
(043-3885555) regarding machine failures.
servicedesk-icts@maastrichtuniversity.nl

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