Printing anytime, anywhere at Maastricht University

How do I use this device?

Signing in
Swipe your UMcard across the card reader to log in.

You want to collect your print
1 Select **'Follow-You Printing'**.
2 Select the job(s) to print.
3 Select **'Print'** or press the green button.

You want to scan
1 Select **'ShareScan'**.
2 Place your original face up into the document feeder, or face down onto the glass.
3 If desired, change the scanner settings via the option **'Scanner Settings'**.
4 Select the scan task and press the start button (green button).
5 Select **'Next'**.

You want to make a copy
1 Select **'Copy'**.
2 Place your original face up into the document feeder, or face down onto the glass.
3 Select your desired settings.
4 Enter the number of copies you need.
5 **Press the green start button** to begin copying.

Sign off by holding your UMcard in front of the card reader. Or click the home button and choose **'Logout'**.

Would you like to 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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