

Copying and Printing

Please note!

Before copying / printing for the first time, it is needed to activate your Thoska card. For this purpose, please hold your Thoska card upon the reading device of the printer and type in the login data of your student account. After successful activation, please top up money on your Thoska card. The device only accepts € 5 or € 10 bills. If the topping up fails, please try the activation process again. If the topping up fails again, please contact the Thoska Office.

Print jobs, sent by PC

1. You sent the print job by a PC to the printer (printer name: PCOUNTER/KOPIERER)
2. Hold your **THOSKA card** on the reading device (blue circle/WIFI symbol)
3. Tap: „**Druckjob abrufen**“ (=download print job)
4. Select **print job(s)** you want to print out by clicking on the screen
5. Tap: „**Drucken**“ (=print)

Make copies of documents

1. Hold your **THOSKA card** on the reading device (blue circle/WIFI symbol)
2. Tap: „**Gerät freischalten**“ (=unlock device)
3. Tap: „**Kopie**“ (=copy)
4. Copy single pages:
 - a. Place the original in the upper indent
 - b. Type in favoured settings, e.g. amount of copies („Anzahl Kopien“)
 - c. Tap: „**s/w**“ (black-white) or „**Farbe**“ (in colour)
5. Copy book pages:
 - a. Place the book with the respective page on the scan surface.
 - b. Type in favoured settings, e.g. amount of copies („Anzahl Kopien“)
 - c. Tap: „**s/w**“ (black-white) or „**Farbe**“ (in colour)

Use of USB sticks up to max. 32 GB

Print jobs with USB stick

1. Hold your **THOSKA card** on the reading device (blue circle/WIFI symbol).
2. Tap: „**Gerät freischalten**“ (=unlock device)
3. Insert your **USB stick**
4. Tap: „**HDD Dateiabruf**“ (=HDD data retrieval) in the upper center
5. Tap: „**Datei vom USB Speicher auswählen**“ (=select data from USB storage) (on the right side)
6. The content of the USB storage will be shown
7. Select the file you want to print out
8. Do you want to change print settings? Then tap: „**Druckeinstellungen ändern**“ (=change print settings)
9. Type in favoured settings, e.g. amount of copies („Anzahl Kopien“)
10. Tap: „**s/w**“ (black-white) or „**Farbe**“ (in colour)

Scan to USB stick

1. Hold your **THOSKA card** on the reading device (blue circle/WIFI symbol)
2. Tap: „**Gerät freischalten**“ (=unlock device)
3. Insert your **USB stick**
4. Tap: „**USB Scan**“
5. Place the original on the scan surface
6. Type in favoured settings, e.g. quality settings or file format
7. Tap: „**Scannen**“ (=scan)
8. If you want to scan more than 1 page, please tap „**Scan fortsetzen**“ (=continue scanning)
9. Once you are finished, tap „**Scan beenden**“ (=finish scanning)