

Getting started with your printing account

There are two payment methods for copying and printing at Lund University, you can use either or both options:

Option 1: Connect a VISA/Mastercard to your printing account

- Log in (with your Student account) at <https://portal.print.lu.se>
- Select *Visa / Mastercard*
- Enter your card details
- Click *Save card information for later use*
- Authenticate with BankID, bank card reader or password (depends on your bank) and you are done!

The VISA/Mastercard you have registered most recently is the one that is valid.

When you register your card 1 SEK is withdrawn from your bank account. It will be used when you copy/print your first two pages.

Top-up prepaid cards can be bought at:

- Faculty of Law Library
- Geolibrary
- HT Libraries (SOL, LUX & Asia Library)
- LTH Study Centre
- Social Sciences Faculty Library
- The information desk at the University Library
- Campus Helsingborg: Library and information desk

Option 2: Buy and register a top-up prepaid card

There are two types of prepaid cards:

- 95 SEK printing value (cost 100 SEK)
- 10 SEK printing value (cost 20 SEK)

Register your top-up prepaid card

- Go to <http://print.lu.se/topup>
- Click on the blue box: *Click here*
- Log in with your Student account
- Select *Redeem Card*
- Type the code on your top-up card exactly as it is written on the card (including hyphen)
- Click *Redeem Card*
- You will now get a pop-up message stating that the amount on your topup card has been transferred to your printing account
- You can start printing and copying now



To print, copy, scan

To log in to the copier

- Place your **LU card** on the reader to the left of the display
- **OR** log in with your **Student or LUCAT account** by typing your login details on the display

To print

Step 1, alternative 1, library computer

- Log in with your Student or LUCAT account
- Open the document you want to print
- Click *Print* and select *Canon* as your printer

Step 1, alternative 2: your own computer:

- Upload your document at <https://portal.print.lu.se>
- Select *Web Print* and then *Submit a Job*
- Select desired colour in the list and upload your document

Step 1, alternative 3: your own computer

- Email your document to
 - A4, double-sided, black-and-white: black@print.lu.se
 - A4, one-sided, colour: color@print.lu.se

Step 2: Log in on the copier

- Tap the files you want to print and tap *Print* or select *Print all*

To copy

- Log in to the copier
- If you don't have any documents in the printing queue, you will see the message: *Use copier* – tap it
- Select *Copy*
- Lift up the lid and place the original document on the glass surface **OR** place it in the document feeder on the lid. Press the big green button.

To scan

- Log in to the copier
- If you don't have any documents in the printing queue, you will see the message: *Use copier* – tap it
- Tap *Scan and send*
- Tap *Send to me* (unfortunately it is not possible to select other e-mailaddresses)
- place the original document on the glass surface and press the big green button to start scanning

Prices

- A4 black/white 0,50 SEK/page, 1 SEK/sheet with double-sided printing.
- A4 colour 1 SEK/page, 2 SEK/sheet with double-sided printing.

Don't forget to log out when you are done copying/printing!