

# Instructions for printing/copying/scanning

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## PRINTING FROM YOUR COMPUTER

1. Open <http://192.168.44.41:7290/login.cfm> (Everyoneprint)
2. Username = your username at Lnu, for example kc223ew + the password you received in the introduction (= initials of your first and last name + PIN on your key-tag, example kc4832)
3. Follow the instructions on the webpage

## PRINTING / QUOTA

Each academic year you get a new quota of 250 prints. The cost is 1 kr/page (duplexing = 2 kr). If you would consume them, you can buy more prints at Cecilia in the library, and the minimum you can buy at one time is 50.

Scan to PDF is free and consume no prints.

Printing and copying are charged to the account quota according to the price list:

Paper	Black and White	Color
A4	1	6
A3	2	12

**NOTE! Set the print on black and white printing (default is color, which are charged to your quota of 6 per printed page, even if there is no color in the side you want to print).**