



## **Printouts via the Printer in the Student Union corridor**

Chalmers Student Union's committees have the opportunity to use the “Multiskrivaren” (Multi-Printer) in the Union Corridor for transcripts.

### **Getting Started-**

- First you have to be registered as a user.
- Email [jesper@chalmersstudentkar.se](mailto:jesper@chalmersstudentkar.se) if you wish to use the printer.
- Enter your name, email address and which committee you belong to
- Once you have been uploaded, you will receive an automatic email from the printer system with your username and password.
- All printouts will be invoiced and you will see the cost of the printout at the end of the process before sending the document.

### **Use the Printer**

- Login to [printportal.chalmersstudentkar.se](http://printportal.chalmersstudentkar.se)
- Enter username and password
- Now, you should be logged in

**NOTE!** The first time you retrieve printouts from the printer, you can register any tag / card with RFID. Blip and enter your username and password. Then you can download the printouts by just blipping. If you need to change tags / cards, just repeat the above procedure.



## Change password

CHALMERS STUDENTKÅR jasper test v

Ändra detaljer

**Byt lösenord**  
Change your password.

Nytt lösenord

Bekräfta nytt lösenord

[Byt lösenord](#)

PaperCut MF 19.2.3 (Build 53767 2020-02-28)  
Print Management Software  
© Copyright 1999-2020, PaperCut Software International Pty Ltd. All rights reserved.

## Print

CHALMERS STUDENTKÅR jasper test v

Webbutskrift

Webbutskrift möjliggör trådlösa utskriftar från bärbara enheter, utan att behöva installera skrivardrivrutiner. Klicka på knappen Skicka utskrift, för att påbörja utskriftsprocessen.

[Skicka dokument](#)

ÖVERFÖRINGSTID	SKRIVARE	DKUMENTNAMN	SIDOR	KOSTNAD	STATUS
Inga aktiva jobb					

**1**

**2**

Click here to start printing

PaperCut MF 19.2.3 (Build 53767 2020-02-28)  
Print Management Software  
© Copyright 1999-2020, PaperCut Software International Pty Ltd. All rights reserved.



CHALMERS STUDENTKÅR inspär text

Webbutskrift 1. Skrivare 2. Alternativ 3. Ladda upp

Välj en skrivare:

SKRIVARNAMN	PLACERING/AVDELNING
<input type="radio"/> z90spr0011.1. A4_black/white double sided (virtuell)	
<input type="radio"/> z90spr0011.2. A4_black/white single sided (virtuell)	
<input type="radio"/> z90spr0011.3. A4_color double sided (virtuell)	
<input type="radio"/> z90spr0011.4. A4_color single sided (virtuell)	
<input type="radio"/> z90spr0011.5. A3_black/white double sided (virtuell)	
<input type="radio"/> z90spr0011.6. A3_black/white single sided (virtuell)	
<input type="radio"/> z90spr0011.7. A3_color double sided (virtuell)	
<input type="radio"/> z90spr0011.8. A3_color single sided (virtuell)	

+ Tillbaka till aktiva jobb 2. Skrivalternativ och kontoval

PaperCut MF 20.2.3 (Build 53787 2020-02-26)  
Print Management Software  
© Copyright 1999-2020, PaperCut Software International Pty Ltd. All rights reserved. PaperCut MF testlicens, 33 dagar återstår.

Select printer. Each printer has a unique print format described by the name of the printer

3

Continue

4

CHALMERS STUDENTKÅR inspär text

Webbutskrift 1. Skrivare 2. Alternativ 3. Ladda upp

Alternativ Kopior 1

+ 1. Val av skrivare 3. Ladda upp dokument

PaperCut MF 20.2.3 (Build 53787 2020-02-26)  
Print Management Software  
© Copyright 1999-2020, PaperCut Software International Pty Ltd. All rights reserved. PaperCut MF testlicens, 33 dagar återstår.

Select the number of copies

5

6



CHALMERS STUDENTKÅR jesper toot v

Webbtskrift

1. Skrivare 2. Alternativ 3. Ladda upp

**Ladda upp**

Välj dokument för uppladdning och utskrift

60.4 KiB

Dra filerna hit

Ladda upp från datorn

Följande filformat är tillåtna: PDF, pdf, Picture Files, bmp, dib, gif, jpg, jif, jpeg, jpeg, png, png, tiff

2. Skrivalternativ Ladda upp & avsluta

PaperCut MF 13.2.3 (Build 53767 2020-02-28)  
Print Management Software  
© Copyright 1999-2020, PaperCut Software International Pty Ltd. All rights reserved.

PaperCut MF testlicens, 33 dagar återstår.

Here you see which documents you have uploaded

You can either drag and drop your file here or upload from your computer. See under the box which formats are supported.

7

8

← → 🔍 Inte säker | z90pr001:9191/app

Appar Visa Online Konferens i Göteborg Bånbora Internetbanken för... Internetbanken för... WhatsApp Pagero Online Viama.net INSIKT https://merchanta... Caspeco cloud Nets Netarept Home | Viama.net Trestens samfällighet

CHALMERS STUDENTKÅR jesper toot v

Webbtskrift

Webbtskrift möjliggör 9 bärbara enheter, utan att behöva installera skrivardrivrutiner. Klicka på knappen Skicka utskrift, för att påbörja utskriftsprocessen.

Skicka dokument

ÖVERFÖRINGSTID	SKRIVARE	DOKUMENTNAMN	SIDOR	KOSTNAD	STATUS
2020-mar-20 18:04:52	z90pr001:2_AA_black/white single sided	ChalmersStudentkar_90045445.pdf	1	0,40 kr	Klart för utskrift

PaperCut MF 13.2.3 (Build 53767 2020-02-28)  
Print Management Software  
© Copyright 1999-2020, PaperCut Software International Pty Ltd. All rights reserved.

PaperCut MF testlicens, 33 dagar återstår.

When it is ready for printing, click on "Send document". Now you can download the printout