

Copying/printing at Freiburg University Library

Please note that credit on the Unicard or library card cannot be used!

Step 1: Please create a user account in advance in the app or on the Kuario website (<https://login.kuario.com/>)

Step 2: Top up your Kuario account with money

On devices with a Paybox connection, payment is also possible via the 'bank card' option (without a Kuario account)

Copying

Step 1: Select 'Copy' on the copier display

Step 2: Once the copying process is complete, press 'Done'

Step 3: Press 'Checkout' in the shopping basket

Step 4: Select payment method and pay

Step 5: Log out via the burger menu on the copier display

Printing

The maximum permissible size of USB media is 1 TB

Step 1: Select 'Print' on the copier display

Step 2: 'USB' (insert USB stick into the USB port on the left of the display) or 'Login' (file on smartphone or uploaded file)

Step 3: Press 'Checkout' in the shopping basket to send the print job

Step 4: Select payment method and pay

Step 5: If you have not already done so, please log out via the burger menu on the copier display.

Scan

Scanning to a USB memory device is not possible for technical reasons

Step 1: Select 'Scan' on the copier display

Step 2: Receive scan by email or send to linked cloud storage

Step 3: Select original format (A3, A4, A5) and start scan

Step 4: Press 'Done' to finish

Step 5: Press 'Checkout' (scan is free of charge)

Step 6: Scan is sent to the specified email address or cloud storage

Step 7: If you have not already done so, please log out via the burger menu on the copier display