From a private computer / Smartphone (Mac / Windows / Chrome OS / iOS / Android)

Requirement

- Connected to the UNIFR network (Wifi on the network “eduroam” or by a VPN connection)
- Web browser

1. Open a Web browser and enter:
   http://vprint.unifr.ch:9163/setup

2. On the left of the screen, click on the system type that you want to configure.

3. Follow the instructions written on this web page. A video tutorial is available for each system.
   
   Printer name:
   UNIFR-Mobility-printer
   
   Papercut username and password:
   Same as your username and password from your UNIFR account.

⚠️ ATTENTION

Once the printing job is launch, if you are a University employee and have some cost center, you have to do these additional steps:

- Open a Web browser and enter https://vprint.unifr.ch/client
- Connect with your UNIFR account
- A notification window appears. Choose the cost center to use for this job and press on the « Print » button.

4. Please go in front of any printer equipped with campus card system and follow the instructions of point « Print from a computer / Smartphone ».
On the printer (MFP)

1. **To release the printer** for each following feature, place your Campus Card on the printer, where this sticker is.

   A beep shows that your card is detected. Remove the card. The main menu will appear:

2. Press the button
3. Press the button «Imprimer» on the line of the document that you wish. To print the whole list, press the button «Tout imprimer».

**ATTENTION**

If in your job configuration you have chosen to print from the bypass tray or from a different paper size then A3/A4, you have to make the following steps:

I. Press the button PRINT on the right of the screen.

II. When the button «ETAT TRAV.» flashes in orange, press on it.

III. Select the the bypass tray then place the paper on it or select another paper size tray.

IV. Press the button START

4. To disconnect, press the button

   press «Oui».