

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

### Requirement

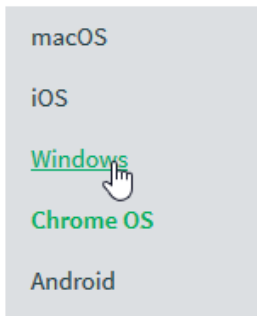
- Connected to the UNIFR network (Wifi on the network "eduroam" or by a VPN connection)
- Web browser

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.

#### Setting up your device



3. Follow the instructions written on this web page. A video tutorial is available for each system.

Printer name :

UNIFR-Mobility-printer

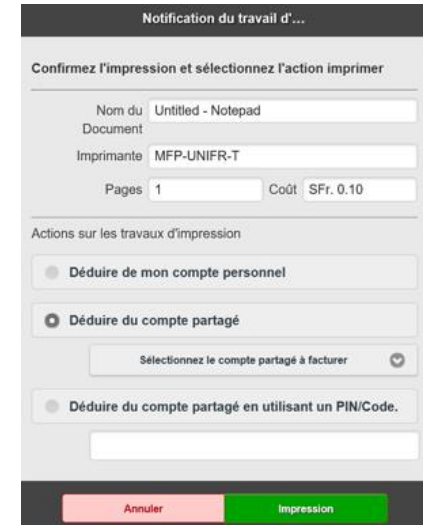
Papercut username and password:

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:

**UNI FR** UNIVERSITÉ DE FRIBOURG / UNIVERSITÄT FREIBURG **Information utilisateur**

Bienvenue, username.

Travaux d'impression attendant libération:

**Travaux en attente: 1** Sélectionnez des travaux

Votre utilisation copie/scan/fax sera comptabilisée pour:

**Nom d'utilisateur:** username

**Compte:** Compte personnel Changer de compte

**Solde:** SFr. 0.60

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

**UNI FR** UNIVERSITÉ DE FRIBOURG / UNIVERSITÄT FREIBURG **Travaux d'impressions non libérés** Actualiser Tout imprimer Retour

Temps	Document	Pages	Coût		
13:13:37	Microsoft Word - Document1	1	SFr. 0.10	Imprimer	Annuler



## 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  and press « Oui ».