The university is equipped with 6 printers/copiers located in the Cafeteria, Library, MBA area, 3rd Floor, Staff Area, and at the Reception. This means that these machines can be used either to copy or to print a document.

1) How Unlock the Printer Copier to make copy or retrieve printed documents

Manually if you have no Student Card

<table>
<thead>
<tr>
<th>Type your Printer Code 4511xxxxxx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter your IUM Password iumxxxxxx</td>
</tr>
<tr>
<td>finally press Login to display the printer control panel</td>
</tr>
</tbody>
</table>

OR if you have lost your printer code

<table>
<thead>
<tr>
<th>Type your Monaco.edu Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter your IUM Password iumxxxxxx</td>
</tr>
<tr>
<td>finally press Login to display the printer control panel</td>
</tr>
</tbody>
</table>
Before you stop using the copier
And before you leave
Press
“Code” Key
to lock the control panel

(the time out is set to 1 MN
before the control lock automatically)

Automatically with your own Student Card

In front of the Printer / Copier
Insert your own student Card in the box or just
Slide your student card in front of the sticker
To unlock the control panel

Before you stop using the copier
And before you leave
Press
“Code” Key
to lock the control panel

(the time out is set to 1 MN
before the control lock automatically)
2) How Unlock the Printer Copier to print documents from IUM Computers

Log in the IUM SYSTEM as below:

Enter your email address and your IUM password. The domain name is automatically set to “GALAXY”. And print your document with IUM computers.

As usual, print your document with your own settings (number of copies, paper type, paper format ........)

Two printers will be available: Black and white printer and Color printer. Choose one.

Then, while you have sent your printing go to the closest printer copier, please retrieve your documents.

Printers available

Apply the procedure in the previous chapter below to retrieve your document in waiting mode:

See Chapter:

1) How Unlock the Printer Copier to make copy or retrieve printed documents
3) How to Print a Document from IUM Computers or from your Personal Laptop with “EveryOnePrint” utility, Using Your Browser (IE, Firefox, Chrome, safari...)

Connect Your Laptop to the WIFI on the following Access-Point

Start your Browser (IE, Firefox, Safari...) the Aruba Homepage Appear

IUM Wi-Fi authentication

USER NAME: LoginName@monaco.edu
Password: iumxxxxxxxx

User Authenticated
In 2 seconds you will be automatically redirected to http://www.google.fr/.
Click here to go there directly.
Click here to bookmark this page.
Select the link below http://printmonaco

Select your language

Authentication

Enter your Printer code 4S1xxxxxx

Enter your Password (iumxxxxxx)

You can see your Printer Access code and your current balance

Upload your document to print and next
Or browse to upload your document to print
And next
After your document is uploaded, select your printer. As usual, print your document with your own settings (number of copies, paper type, paper format, …….)

Two printers will be available: Black and white printer and Color printer. Choose one.

Then, while you have sent your printing go to the closest printer copier, please retrieve your documents.

Apply the procedure in the previous chapter below to retrieve your document in waiting mode:

See Chapter:

1) How Unlock the Printer Copier to make copy or retrieve printed documents
### 4) How to email your document automatically to your IUM mailbox

Unlock the printer copier under your login printer code or email address or your student Card.

<table>
<thead>
<tr>
<th>Press the key on the keyboard control panel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press the key “Me” On the screen control panel</td>
</tr>
<tr>
<td>Your personal email appear on the screen control panel</td>
</tr>
</tbody>
</table>

Press Start to email your document

Before you stop using the copier
And before you leave
Press “Code” Key
to lock the control panel

(the time out is set to 1 MN
before the control lock automatically)
How to reload your Credits:

The initial free credit is at 5 credits (5€) for each student. This credit gives 500 pages of printing by term:

1 black copies is 0.01 credit (0.01€)
1 color copies is 0.03 credits (0.03€)

You can control your credit each time you enter your intranet code and password.

When you need more credits go to the Accounting Office on the 1st floor office 16 to pay and reload your account.