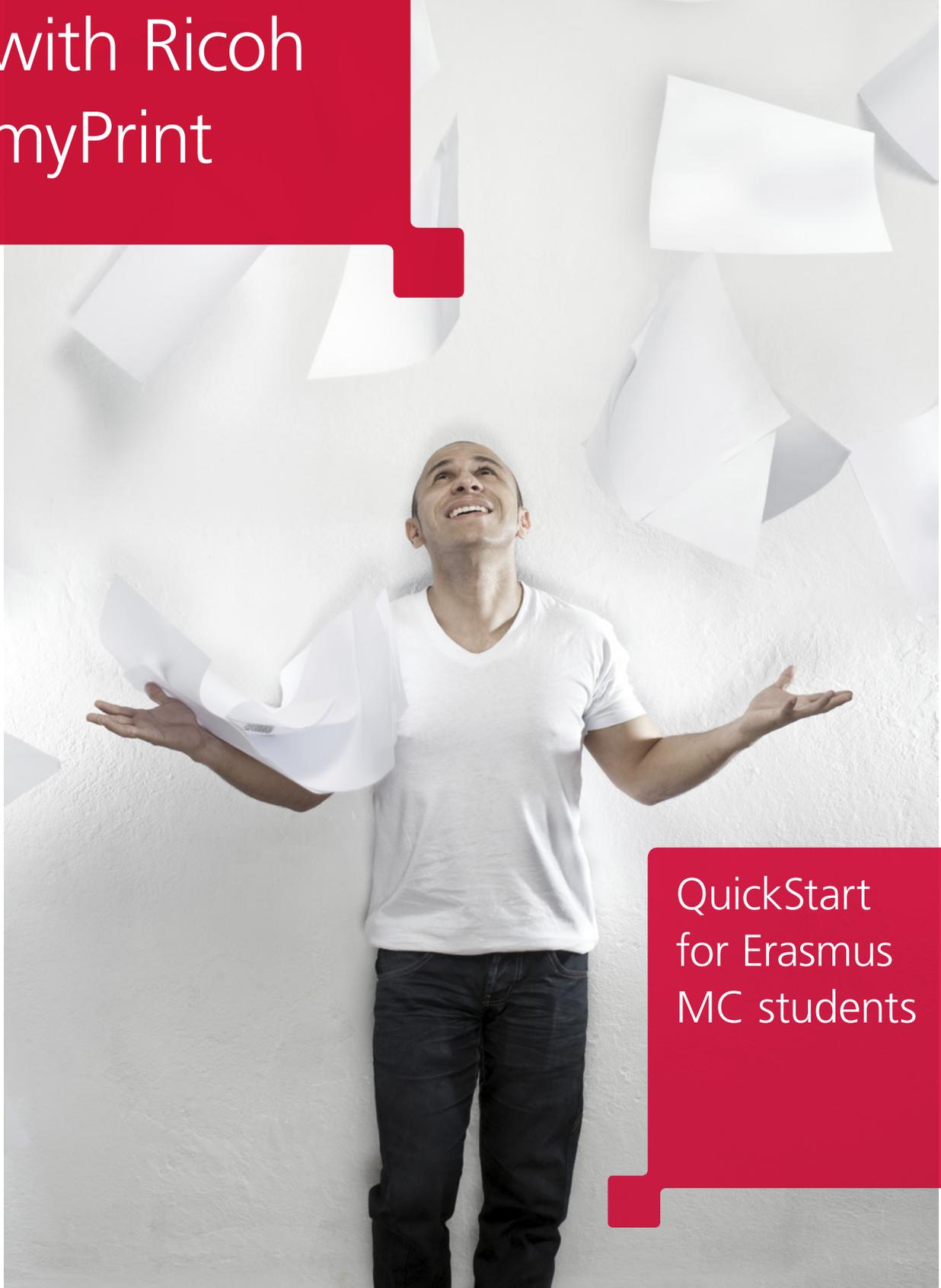


Getting
Started
with Ricoh
myPrint



QuickStart
for Erasmus
MC students

QuickStart for Erasmus MC students

Ricoh myPrint offers the possibility to print using several devices (like desktops, laptops, tablets or smartphones). myPrint uses the internet for both printing and paying. Before you can start printing, you will need to create an account once and purchase print credit.

Creating an account

- Use your web browser to go to <https://myprint-portal.erasmusmc.nl>
* does not work with Eduroam

Note: You can only access this URL when you are logged in to the Erasmus MC network.

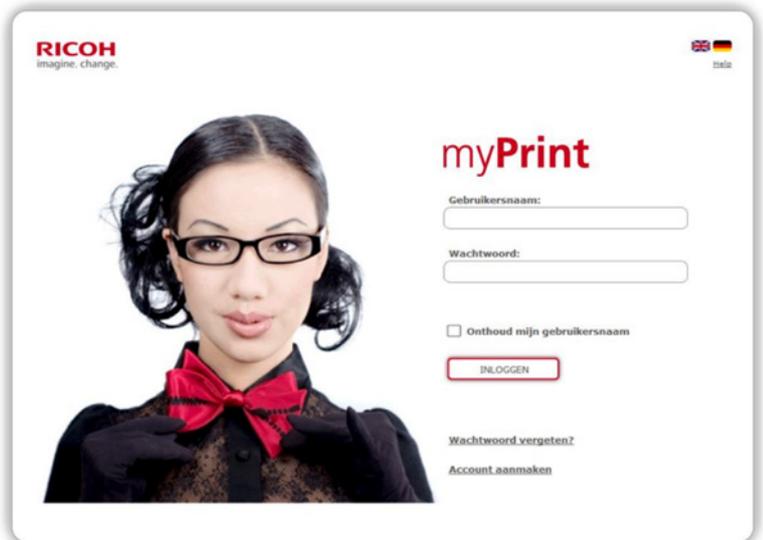
- Screen 1 appears.
- Click on 'Account aanmaken'.
- Screen 2 appears.
- Enter your EUR email address (999999xy@student.eur.nl). An email with an activation link will be sent to verify that you are the actual owner of this email address.
- Enter a password (requirements: at least 6 characters with 1 capital and 1 numeric).
- Enter your password again for confirmation.
- When you have entered your details correctly, you will need to accept the terms and conditions by selecting the check box. You can read the [terms and conditions](#) by clicking on the link.
- Click on the 'Account aanmaken' button.

You will now receive an email with an activation link.

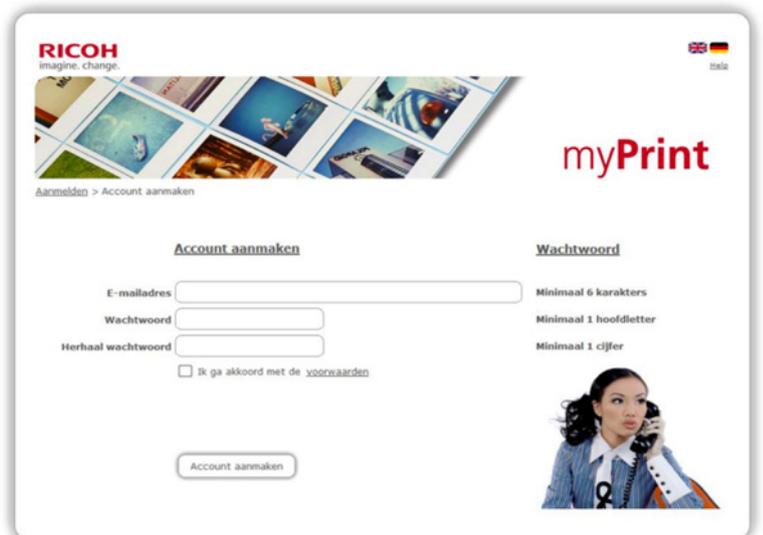
- Click on the activation link in the email to activate your new account. You will be directed to the website and logged in automatically.
- Click on the 'Doorgaan' button.

You will now receive a second email that contains your UserID, existing of 8 digits. You will need this to access the printer.

1



2

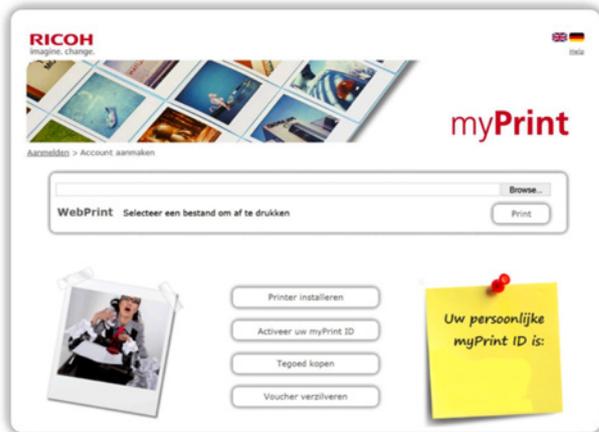


The yellow Post-It on the homepage of your myPrint account contains your myPrintID (see screenshot 3). This ID is used for printing with a desktop PC in the Education CenterEducation Center.

Printing

At the Education Center Education Center you can print in 4 different ways.

3 The following screen appears:



In order to print/copy, you will need to have sufficient print credit. There are two ways to upgrade your print credit.

1. Purchasing credit via iDeal

- Click on the 'Tegoeid kopen' button.

The following buttons appear:



Choose the amount you want to add. Payment occurs with iDeal. Once the payment is completed, the amount is added.

Note: Your print credit is valid for 12 months. After this time your credit will expire. For more information, please refer to the [terms and conditions](#).

2. Purchasing print credit via a voucher

You can purchase vouchers at the counter of the Medical Library.

Click on 'Voucher verzilveren'.

- Enter the voucher code.
- Click on the 'Voucher verzilveren' button.

1. Via one of the desktop PCs at the Education Center.
2. By uploading a document via myPrint.
3. By attaching the document to an email.
4. Via your personal laptop with the myPrint driver (see the manual on the MB website).

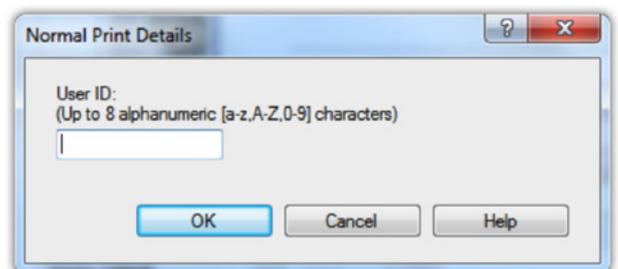
1. Printing via one of the desktop PCs at the Education Center

- Select the print option (Control-P) within the application (e.g. Word, Excel, etc.). If not selected by default, choose myPrint as the printer.

Note: The default settings of myPrint are black & white and duplex. If you would like to change the settings, you can do so via the 'Eigenschappen' (Properties) key.

- Click on 'Afdrukken' (Print).

The following pop-up window appears:



- Enter your myPrintID. Your ID is written on the yellow Post-It on the homepage of your print account. See screenshot (3).

Your document is sent to the print queue.

- At the printer, log in with your UserID (8 digits) and press 'Inloggen' (password not necessary). You will see your file in the print queue.
- Select the file you want to print and press the green key.
- Once you are done, press 'Uitloggen'.

Your document is printed. If you have insufficient print credit, your print job will not be printed and a message appears that your credit is too low.

Note: Black & white printing is cheaper than colour.

2. Printing by uploading a document via myPrint

In order to use this function, you will need to log in at <https://myprint-portal.erasmusmc.nl>.

- Click on the 'Bladeren' button in the WebPrint window.



- Search for the file you want to print.
- Click on 'Print'.
- At the printer, log in with your UserID (8 digits) and press 'Inloggen' (password not necessary). You will see your file in the print queue.
- Select the file you want to print and press the green key. Once you are done, press 'Uitloggen'.

Your document is printed. If you have insufficient print credit, your print job will not be printed and a message appears that your credit is too low.

Your credit needs to be at least € 0.50.

Note: This option only supports black & white printing.

3. Printing by attaching the document to an email

- Attach your files to the email.

Note: Send the email from an account that you have registered under myPrint.

- Send your email to myprint@erasmusmc.nl.
- At the printer, log in with your UserID (8 digits) and press 'Inloggen' (password not necessary). You will see your file in the print queue. 8 digits

Note: Both the email and the attachment appear in the print queue. Only select the attachment that you want to print.

- Select the file you want to print and press the green key. Once you are done, press 'Uitloggen'.

Your document is printed. If you have insufficient print credit, your print job will not be printed and a message appears that your credit is too low.

Note: This option only supports black & white printing.

Copying

- At the printer, log in with your UserID (8 digits) and press 'Inloggen' (password not necessary).
- Press the blue Home key in the top left corner of the operation panel.



- Press the 'Kopieermachine' icon on the touchscreen.
- Choose whether you want to copy in black & white or colour.
- Press the green key in the bottom right corner to start copying.

To log out:

- Press the Home key again.
- Press 'Inloggen'.
- Press 'Uitloggen' in the top right corner of the display.

If you have insufficient print credit, your print job will not be printed and a message appears that your credit is too low. Your credit needs to be at least € 0.50.

Scanning

- At the printer, log in with your UserID (8 digits) and press 'Inloggen' (password not necessary). 8 digits.
- Press 'Afsluiten' key on the printer display.
- Press the 'Scan-to-Me' key on the printer display.
- Choose whether you want to scan in black & white or colour.
- Press the green key (the scan is sent to your EUR mail address).
- Press 'Uitloggen' in the top right corner of the display.

Note: Scanning is free of charge, but your print credit needs to be at least € 0.50 to be able to scan.

You can only scan to an EUR email address (999999xy@student.eur.nl).

Support

For questions and problems, please contact the Medical Library.