



COPYING / PRINTING RULES

1. Multifunctional copiers and printers can be used with copy cards only.
2. One copy card costs 10 Lt. New card is empty, you need to add funds to your account via card reloader. Copy card you can buy in Library.
3. Card reloaders are in Vilnius near 102 computer room, in Kaunas – near 201 room. Adding procedure is simple: insert copy card to reloader and insert coins to coins loader. Reloader accepts 10 ct, 20 ct, 50 ct, 1 Lt, 2 Lt and 5 Lt coins.
4. **Copy card can be assigned only to one user.** For assigning, insert your copy card to printer's card reader, enter your login name and password.
5. All printers can be used only with assigned and not empty copy card. For printing select printer in Print properties. Then insert your copy card to printer's card reader and finish printing. For copying you need only insert copy card to printer's reader.
6. If you lost the copy card, please inform IT administrators. This card must be deactivated.
7. **Printing-copying prices:**
 - A4 black and white page – 0,15 Lt
 - A3 black and white page – 0,30 Lt
 - A4 color page – 0,50 Lt
 - A3 color page – 1,00 Lt
 - Price for duplex printing is double.
8. Printing-copying system's problems should be registered in HelpDesk system (<http://helpdesk.ism.lt>).