



LMTA PRINTING AND COPYING SYSTEM USER GUIDE

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Table of Contents

I. LOGGING IN.....	3
I.I Logging in to the printing and copying machine	3
I.II Logging in to the user account on print.lmta.lt	4
II. GENERATING PIN	5
III. ADDING FUNDS TO THE ACCOUNT	6
IV. SCANNING	8
IV.I Scanning directly to LMTA email address.....	8
IV.II Scanning to another email address.....	9
V. PRINTING	10
V.I Printing by sending document to the LMTA email address print@lmta.lt	10
V.II Printing by uploading the document through print.lmta.lt.....	11
V.III Printing from LMTA computers.....	12
V.IV Printing uploaded documents	13
VII. COPYING.....	14



I. LOGGING IN

I.I Logging in to the printing and copying machine

There are 2 ways you can login to the printing and copying machine.

1. Using LMTA credentials – email and password;
2. Using a PIN code that you have generated at the printing system website print.lmta.lt.

1. Logging in via LMTA email and password

In the main screen of printing and copying machine enter:

- **User name:** your LMTA email address, for example, john.smith@stud.lmta.lt
- **Password/PIN:** your LMTA password

2. Logging in via a PIN code

If you already have generated a PIN code, you can login without entering the LMTA email and password every time – simply put in your PIN code in the . Steps on how to generate a PIN code can be found in section GENERATING PIN.



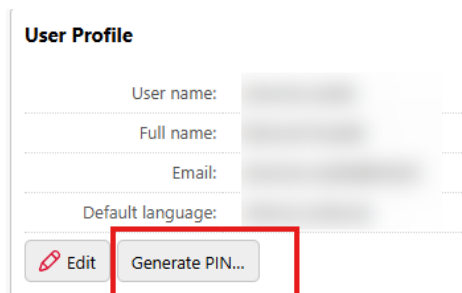
I.I Logging in to the user account on print.lmta.lt

print.lmta.lt is the printing and copying system website, where you can upload files for printing, change the language of the printing device, set a PIN that can be used to log in to the printing and copying devices instead of using your email address, and more.

A login form for the print.lmta.lt website. It has a light gray background. At the top, it says 'Language:' followed by a dropdown menu showing 'English (United States)' with a small downward arrow. Below that is a text input field labeled 'User name'. Underneath that is another text input field labeled 'Password / PIN'. At the bottom of the form is a red rectangular button with the text 'Log in' in white.

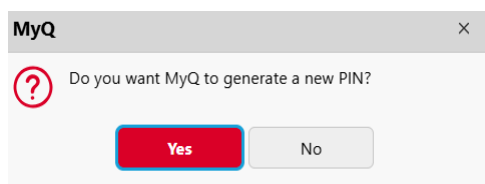
- **User name:** your LMTA email address, for example, john.smith@stud.lmta.lt
- **Password/PIN:** your LMTA password

II. GENERATING PIN



The 'User Profile' form contains fields for 'User name:', 'Full name:', 'Email:', and 'Default language:'. Below these fields are two buttons: 'Edit' (with a pencil icon) and 'Generate PIN...'. The 'Generate PIN...' button is highlighted with a red rectangular box.

1. Log in to print.lmta.lt using the LMTA email and password.
2. In the main screen click on **Generate PIN**.



A 'MyQ' dialog box with a close button (X) in the top right corner. It contains a question mark icon and the text 'Do you want MyQ to generate a new PIN?'. At the bottom, there are two buttons: 'Yes' (highlighted with a red border) and 'No'.

3. A new window will pop up, click **Yes**.



A notification box from 'print.lmta.lt' that says 'Your new PIN: 264351'. In the bottom right corner, there is a blue 'OK' button highlighted with a red rectangular box.

4. After that you will be given a PIN. Close the table by pressing OK.

Note: if you do not like the generated PIN code, you can regenerate it as many times as you want. Please remember or write down the given code.

III. ADDING FUNDS TO THE ACCOUNT

Printing and copying services are subject to a fee. You can add funds / top up your user account by purchasing a **€2 top-up card** with a one-time top-up code. Once the €2 balance has been used, you will need to purchase and activate a new card.

Top-up cards can be purchased from the designated machines at LMTA faculties in **Vilnius: Gediminas Ave. 42** (1st floor, next to the coffee machines), **Vilnius St. 6-2** (3rd floor, next to the library), and **T. Kosciuškos St. 10** (3rd floor, next to the library).

In **Klaipėda**, there is no top-up card machine. If you wish to print or copy a document, please contact a library staff member.

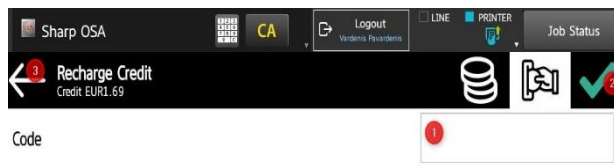
To purchase a card:



1. Insert **€2** into the slot of the machine shown in the image.

Attention! The top-up machine does not accept 1, 2, or 5 cent coins and does not give change. The code on the card is for one-time use. Keep the information on the card safe and do not share it with others.

2. Take the card with the 12-digit code and top up your account using one of the methods described below.



You can use the code to top up your account in two ways:

Method 1

1. Log in to the printing and copying device and select **Recharge credit**.
2. Enter the code (1) and tap the check mark (2) to activate your account. Tap the arrow (3) to return to the previous screen. Your account balance will be displayed at the top of the screen next to your name:



Credit

Account balance: **€1.69**

⊕ Recharge credit...
📄 Credit Statement

Voucher

Voucher code from my organization.

Enter voucher code:

✓ OK

The amount recharged is given by the value of the voucher.

Method 2

1. Log in to your user account at print.lmta.lt and select **Recharge credit**.
2. In the window that opens, enter the code shown on the card and click **OK**.
3. You will be able to check your account balance next to your name:

User: **Vardenis Pavardenis**
Current balance: **€1.69**

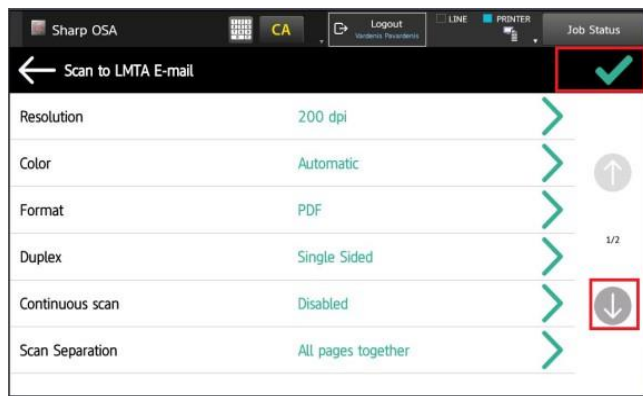
IV. SCANNING

IV.I Scanning directly to LMTA email address

Scanning service is free of charge!



1. After logging in to the device, select **Scan to LMTA E-mail** in the window that opens.



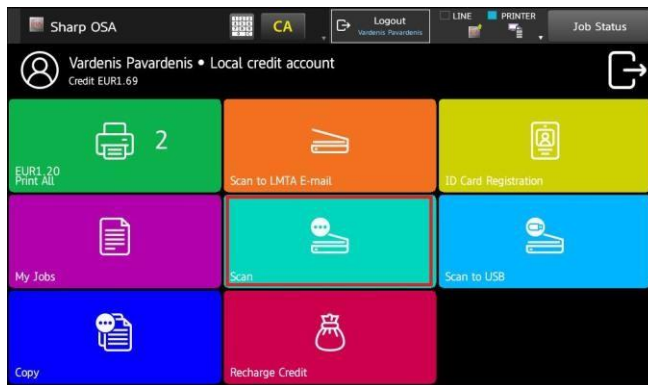
2. Select the scanning settings (if necessary, use the down arrow), then tap the check mark. The scanned documents will be sent to your LMTA email address.

3. Log out after finishing.

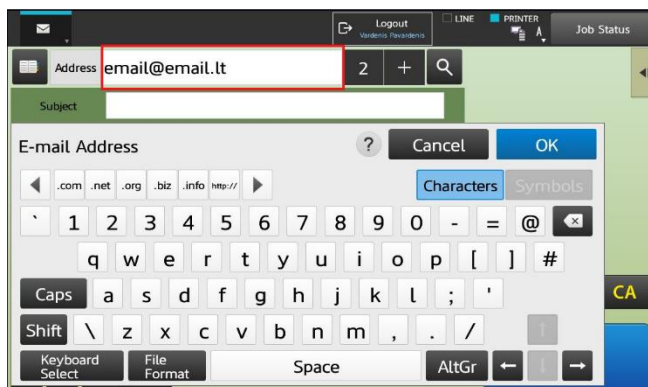


IV.II Scanning to another email address

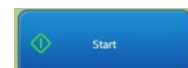
Scanning service is free of charge!



1. After logging in to the device, select **Scan**.



2. Enter the desired email address in the field at the top and press **OK** on the keyboard. The **Start** button will light up in blue at the bottom. Press it to start scanning.



- If you are scanning more than one page and want all pages to be combined into a single file, remove the scanned page, place the next page on the scanner, and press **Start again**. Repeat these steps until you have scanned all the pages you need.
- Only after you have finished scanning all the pages, press **Read-End**. The file will be sent to the email address you entered.

To cancel a job, press this button.



To return to the main menu, press **Home** button on the machine and select **MyQ** on the screen.



Log out after finishing.



V. PRINTING

You can print in the following ways:

1. By sending the document to the LMTA email address print@lmta.lt;
2. By uploading the document through the printing system website print.lmta.lt;
3. From computers connected to the LMTA network.

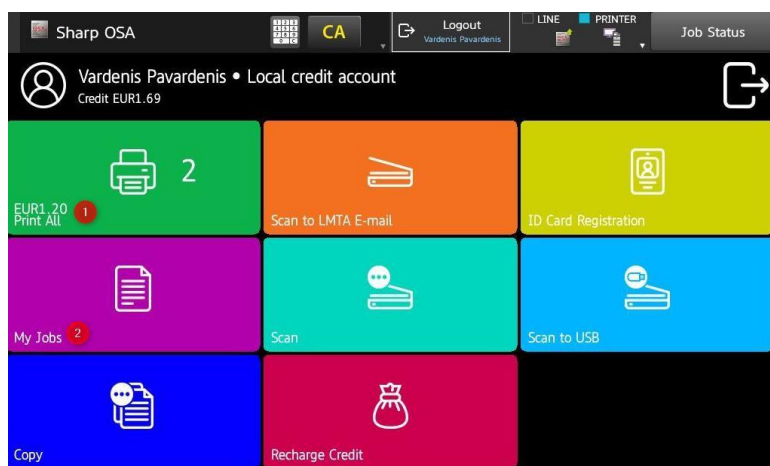
V.I Printing by sending document to the LMTA email address print@lmta.lt

Documents can only be sent from the LMTA email address assigned to the individual, e.g. john.smith@stud.lmta.lt

To send a file for printing to print@lmta.lt, attach the desired file to the email and click **Send**. The email subject can be left blank. The system will automatically associate the attached document with the email sender.

Accepted document formats: **Microsoft Excel, Microsoft PowerPoint, Microsoft Word, PDF, JPG, JPEG, and TIFF.**

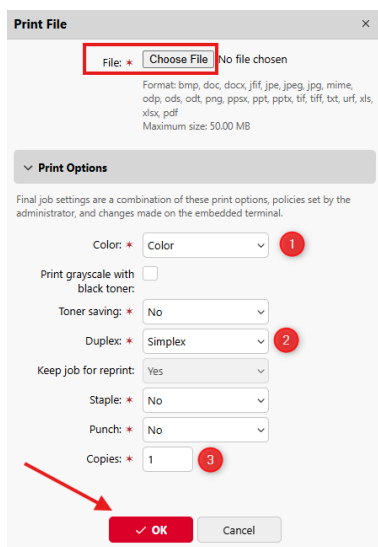
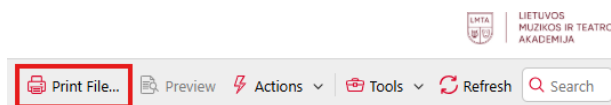
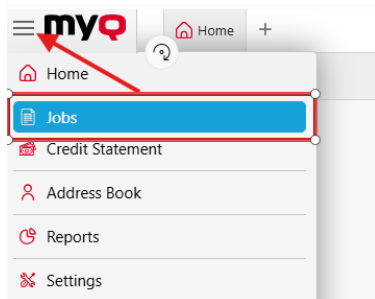
You can print the document at any library printing and copying device by logging in with your LMTA email address and password, or PIN.



After logging in to the printing and copying device, you will see the files ready to print and their number on the left side next to **Print All (1)** or by selecting **My Jobs (2)**.

For an explanation of the difference between these functions and instructions on how to print uploaded documents, see Section VI.IV PRINTING UPLOADED DOCUMENTS.

V.II Printing by uploading the document through print.lmta.lt



1. After logging in to your account, select **myQ** and then **Jobs**.

2. In the window that opens, find **Print file**.

3. Select a file using the **Choose file** button.

Select other printing settings:

- **1 – Color:** select **Color** for color printing or **B&W** for black-and-white printing.

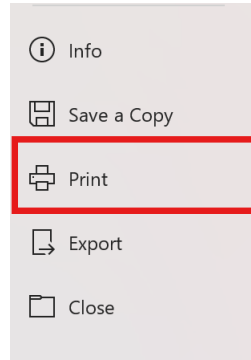
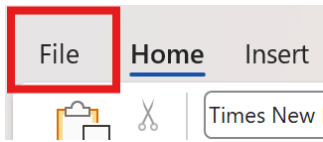
Note! Even if your document does not contain any color, still select B&W option. Otherwise, you will be charged the color printing rate.

- **2 – Simplex / Duplex:** select **Simplex** for single-sided printing or **Duplex** for double-sided printing.
 - **3 – Number of copies:** select the number of copies.
4. Press **OK**.

You will be able to print the uploaded document(s) at any library using the printing machine by logging in with your LMTA email address and password, or PIN. For instructions on how to do this see section V.IV Printing uploaded documents.

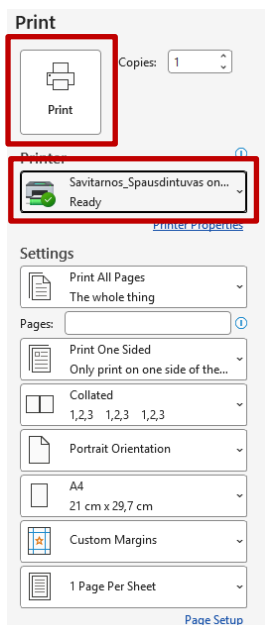
V.III Printing from LMTA computers

This option allows to print directly from the computer connected to the LMTA network.



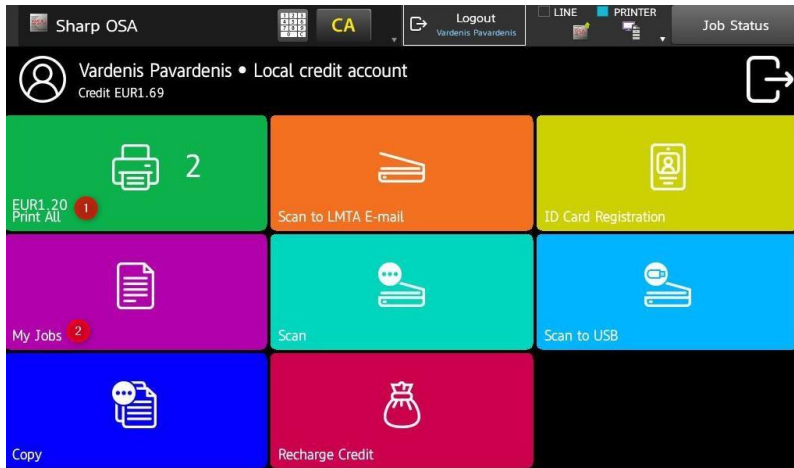
1. On the computer, open the document you want to print, go to **File** and select **Print**, or press **Ctrl + P** on the computer keyboard.

2. Choose **Savitarnos spausdintuvas** and click on **Print**.
3. If needed, choose other printing settings.



Your file will be sent to the library's printer. You will then only need to release the print job. For instructions on how to do this, see section V.IV Printing uploaded documents.

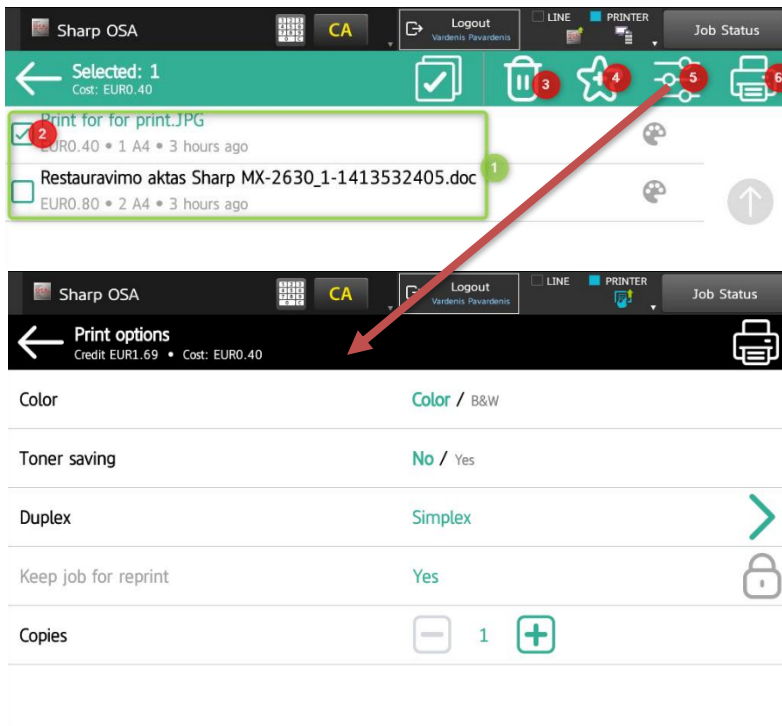
V.IV Printing uploaded documents



1. After logging in to the device, you will see **Print All (1)** and **My Jobs (2)** buttons on the left side of the main menu.

➤ If you select **Print All**, all jobs you have sent or uploaded to the printing system will be printed.

➤ If you select **My Jobs** you will be able to adjust the printing settings and more.



In this window, you will be able to:

- view information about your documents (1);
- select a document (2) and delete it (3) if needed, or add it to your favorites (4), which is useful for documents that you print regularly;
- adjust the printing settings (5), such as selecting color or black-and-white printing (Color), double-sided printing (Duplex), the number of copies, etc.

2. To print, click the printer icon (6).

VII. COPYING

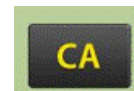


1. After logging in to the device, select **COPY** on the main screen.



2. Select the desired copying options, such as color or black-and-white copying, single- or double-sided copying, enlarging or reducing the document, brightness, and the number of copies.

To cancel a job, press this button.



To return to the main menu, press **Home** button on the machine and select **MyQ** on the screen.



Log out after finishing.

