Manual linking VUmc en UvA employee pass for use of follow-me printing O|2

Linking employee pass (UvA/ Vumc)

In order to obtain VUmc and UvA print-output from an O|2 VU multifunctional printer it is required to link the own organisation (VUmc of UvA) employee pass with the O|2 print solution. This process has the following steps en is detailed in the following chapters:

    A. Create account on VU MyNetpay print service by logging in on myNetPay portal via Surfconext.
    B. Create personal temporary password at the myNetPay portal
    C. Link with the use of the temporary password the organisation employee pass (VUmc, UvA) at the multifunctional terminal @ O|2.

    A. <u>Create MyNetpay account</u>

- Open link with browser: https://netpay.vu.nl
  The MyNetpay portal is able to detect your preferred language settings. The English text will be displayed if your language settings is set to English.

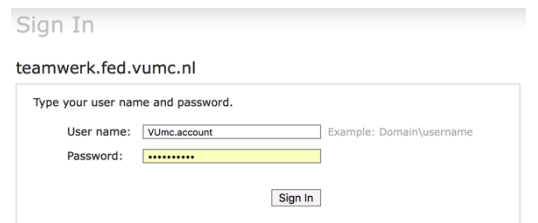- Select Login (Students or Employees)
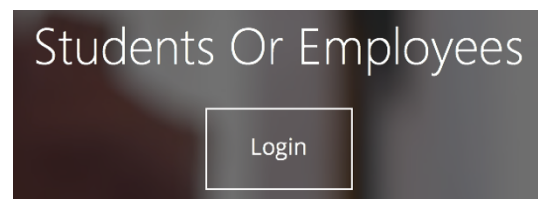
- Select your own organisation from the surfconext landings page.
  Language select options (EN/NL) are located at top right side of page.

- Next, the surfconext login page of your own organisation is shown and here you need to login with your own organisation user-ID and password.
  Enter your organisation user-ID, password and select "Sign-In"

- After successful authorisation via surfconext, the page is displayed where you will be asked to share account information with the VU in order to use the VU follow-me print solution.

  To use the VU multifunctional printer functions, like scan, copy and print the following information is required: user-ID, full-name, email-address, organisation name and affiliation.

  Select "Yes, share this data"

- You are now logged into the myNetPay portal.
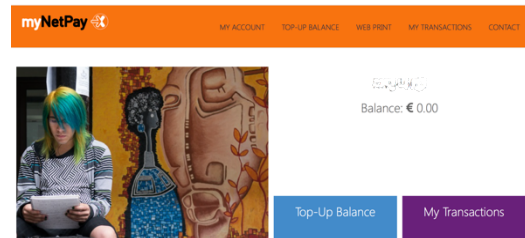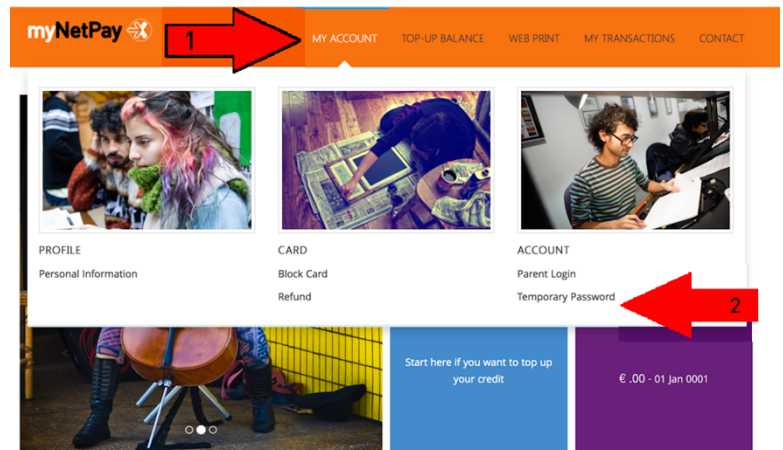
  Continue with next step (B).

-

B. Personal temporary password

- A temporary password is required to link the organisation employee pass to the VU follow-me print solution at the multifunctional touchpad terminal.

  You are still logged in at the MyNetpay portal (from step A)

  Select "My Account" (1) and "Temporary Password" (2)

- Enter a temporary password. This password is valid for 8 hour in order to link your organisation employee pass at the multifunctional touchpad terminal (one-time only). See step C on next page.

- Do not forget to Logout from the myNetPay portal by selecting "logout" and close your browser.

C. Link organisation employee pass
At the multifunction printer in O|2, a touchpad terminal is present in order to unlock the print functions with the use of your own organisation employee pass.

Switch between Dutch and English language at the touchpad by pressing the country (flag) icon on the left bottom side of screen.

- Go to the multifunction printer and put your organisation employee pass at the gap on top of the touchpad.

- At the touchpad the message "unknown pass" will be displayed.
  Select "OK" for linking your organisation employee pass.

- Select your own organisation in next screen (possible organisations are VUmc, UvA en VU) at the touchpad.

- Enter your organisation user-ID in next screen ("enter user-ID") at the touchpad.

- Enter your *temporary* password (as you previously entered at the myNetPay portal) in the next screen at the touchpad.

- The message will be displayed that your organisation employee pass is successfully linked!

You will now be able to use your own organisation employee pass for the print, scan and copy functions of the VU multifunctional printer at O|2.