

PRINTING

from the public computer workstations*
at the University Library

1. What to do at your PC

(a) Open the print function

Open the print function as usual (e.g. Firefox or Word via > File > Print). The HU black-and-white printer is set as the default printer. Please select your layout and print settings in the print menu and click "Print".

(b) Enter your MensaCard number

A window will appear (see image) in which you must enter your MensaCard number (6 to 7 digits) in the card number field. A title will be automatically specified but can be changed as required. Click "Next" to send the print job to the copier/printer electronically.

(c) Activate printing at the copier/printer

Please now go to one of the copiers/printers in the library to print your file (please turn over for further instructions).

Please enter MensaCard number

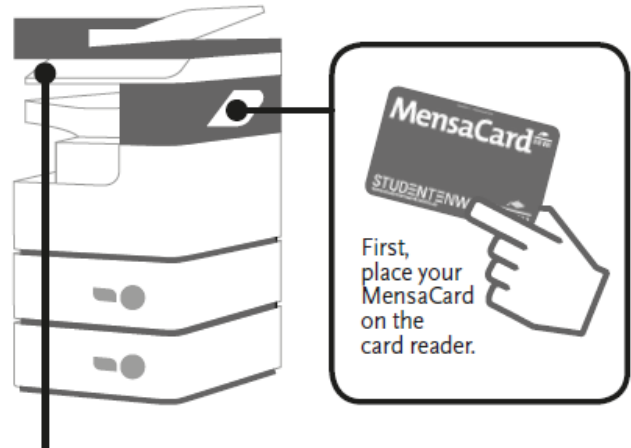
Card number

File name

Cancel Next

* You can use University Library printers from your own laptop if the following requirements are met: You must have access to the eduroam network and install a HU printer driver (which you can get from Ricoh printing services at Jacob-und-Wilhelm-Grimm-Zentrum, ground floor).

2. WHAT TO DO AT THE PRINTER



A If your credit and file(s) are not automatically displaced, press the bottom button.

B Select the file you wish to print – using the arrows, if necessary.

C Begin printing.

