Printing in the Library

1. Login with your computer account at one of the PCs
2. Open the document you want to print
3. Click Print in your browser/PDF-reader/office-programme/...
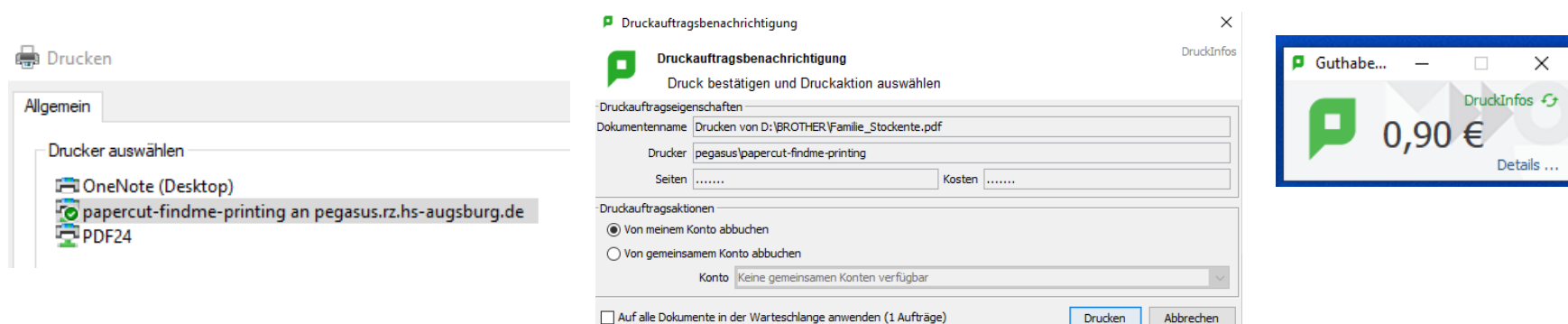
FIND ME PRINTING
(copy room H2.04)

Select the printer:
papercut-findme-printing

BIB COLOR LASERJET
(next to the library counter)

Select the printer:
Bib Color LaserJet Studenten

4. Check the print settings
5. Click DRUCKEN
6. Confirm the print job and the printing costs

Go to the copy room

- Hold your CCA to the card reader
- Tap DRUCKFREIGABE
- Choose the document you want to print
- Start the printing process by tapping DRUCKEN - now the credit will be debited
- Take the printout
- Tap ABMELDEN (button in the upper right corner) to logout

Tip: Use Find Me Printing for large print jobs

Take your printout

⚠ Take your own printouts only. Put printouts of others next to the printer.
Data protection notice: Avoid printouts with sensitive data. All printouts that aren't collected by the evening, will be disposed..

Print account self service machine in the IT Services Center, in front of H3.06

Transfer credit from CCA to Papercut account

⚠ PaperCut credit can't be cashed out.

costs (€)	DIN A4	DIN A3
b/w	0,05	0,10
colour	0,10	0,20