

Printing in the SuUB

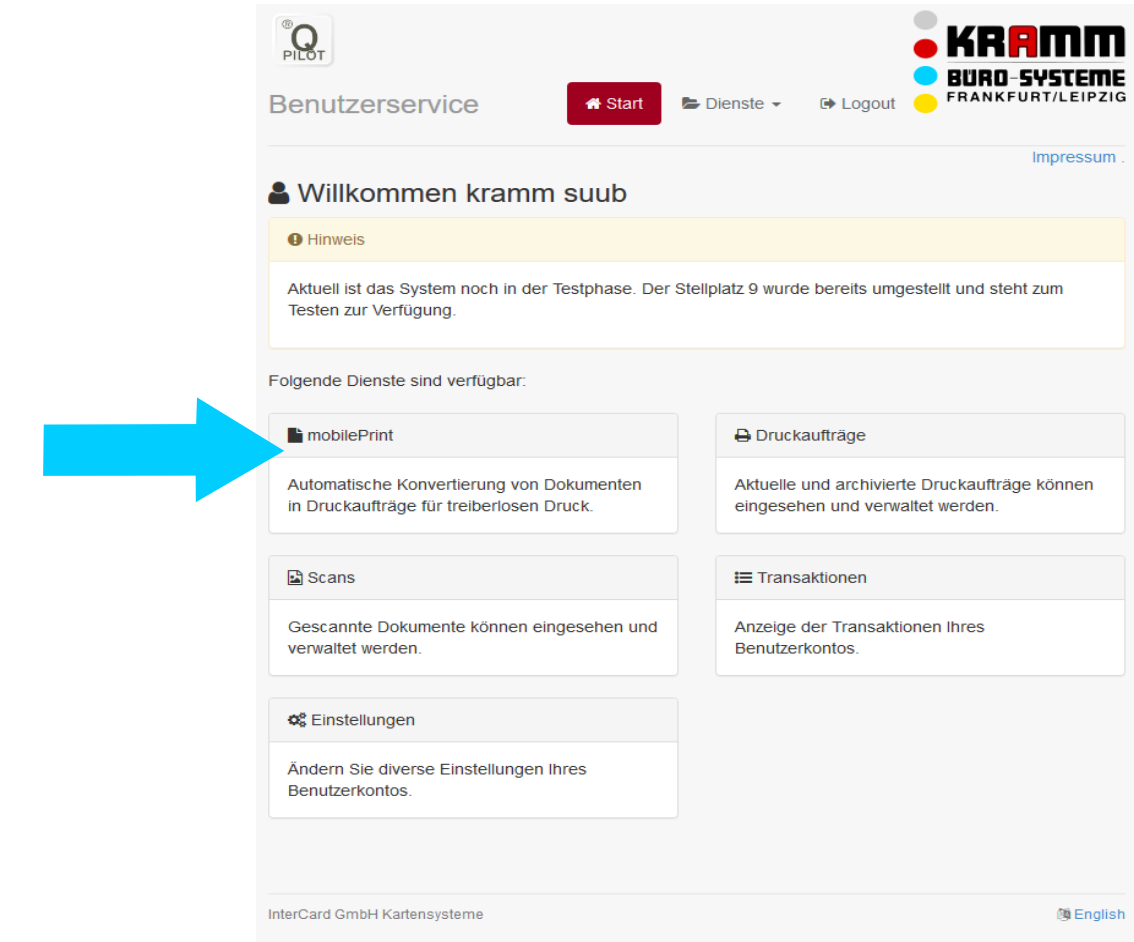
- from personal device

- from the SuUB computer workstations

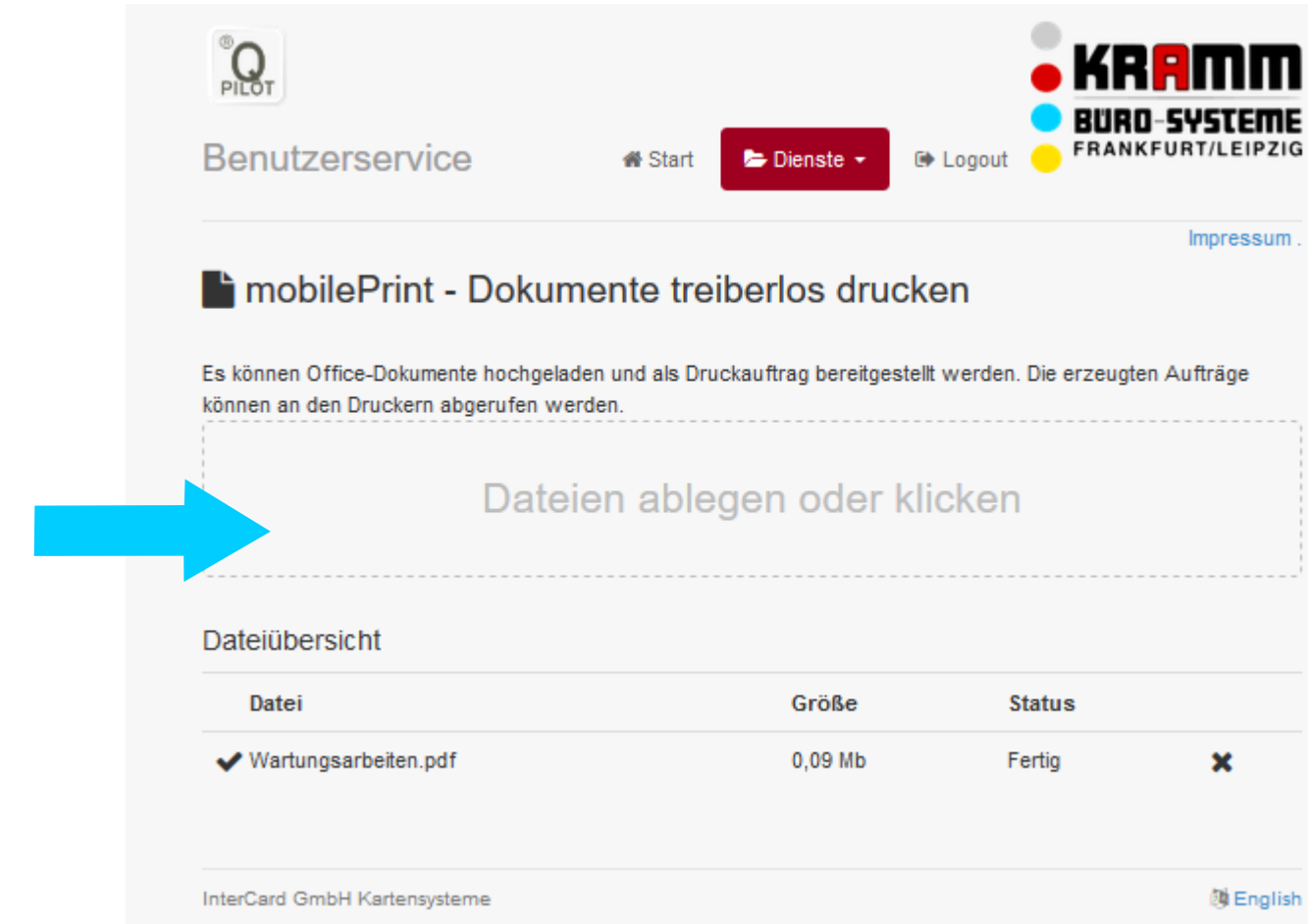
from personal device



1. Log into your Q-Pilot account



2. Select "mobilePrint"



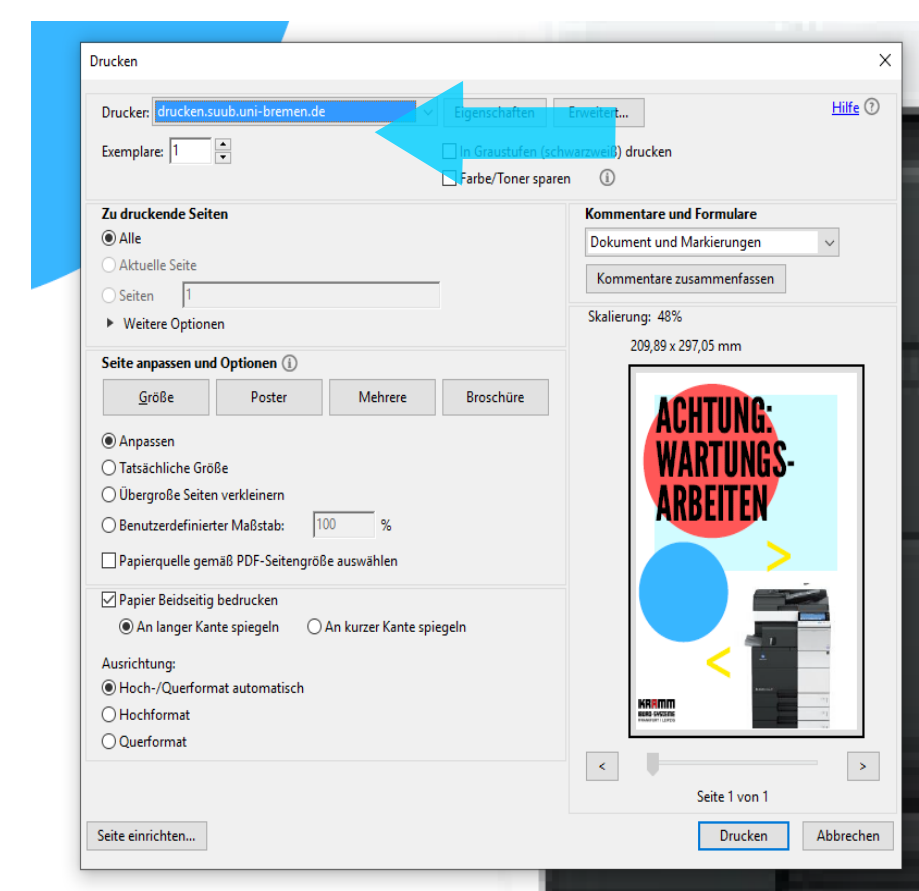
3. Upload your .pdf file



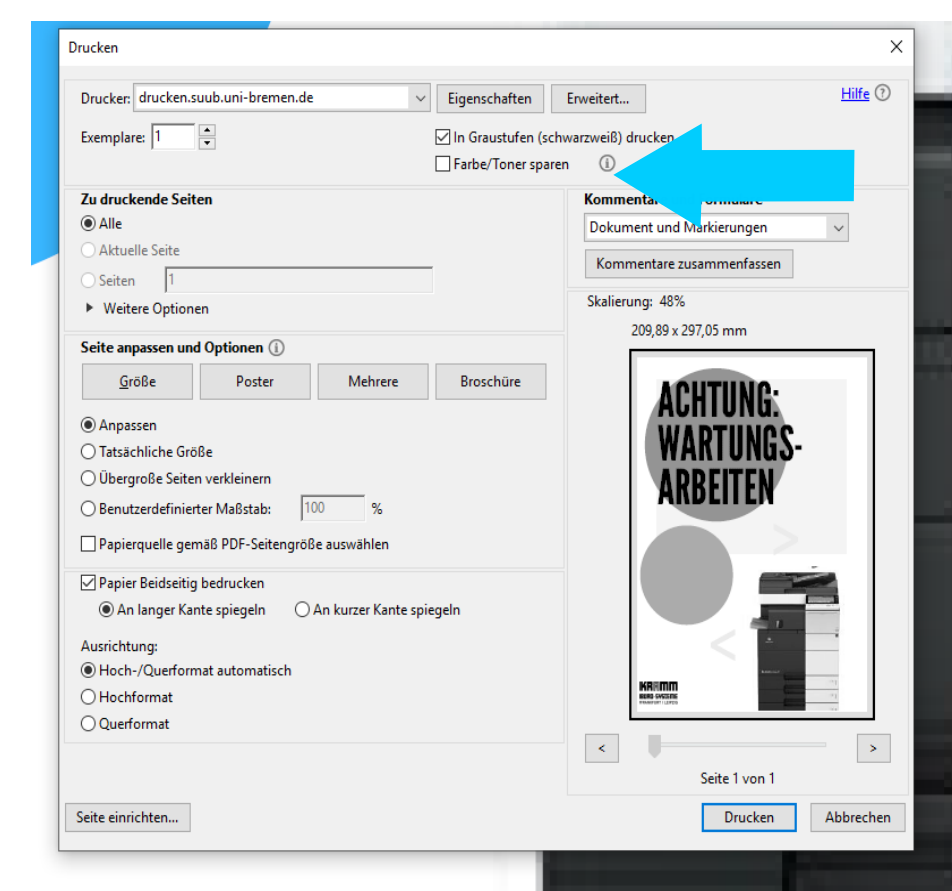
4. Insert your card into the card reader and select "Print"

- In order to reprint your documents select "Druckaufträge verwalten". Then choose the star symbol
- You may only print one-sided documents in A4 format from your personal device
- Your chosen documents will automatically be scanned for its colouration
- Printing orders may only be displayed on the card reader if printing orders have been issued
- Only .pdf files are being supported by Q-Pilot

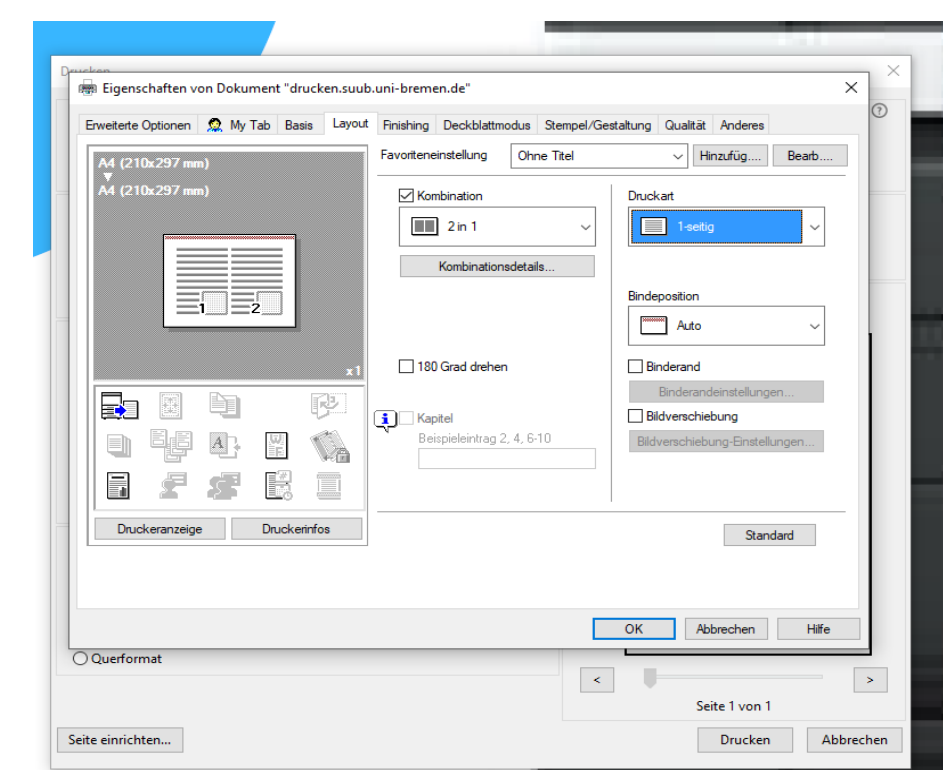
from the SuUB computer workstations



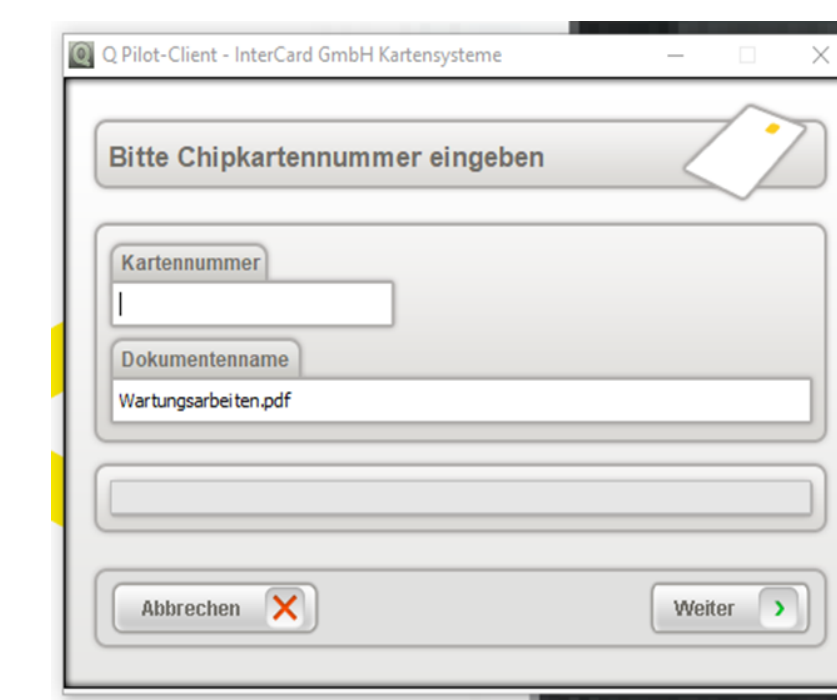
1. Upload your pdf file and select "print"
2. Choose a Q-Pilot printing server



3. For monochrome prints choose the option "grayscale".



4. Select "Settings" and adjust your print settings



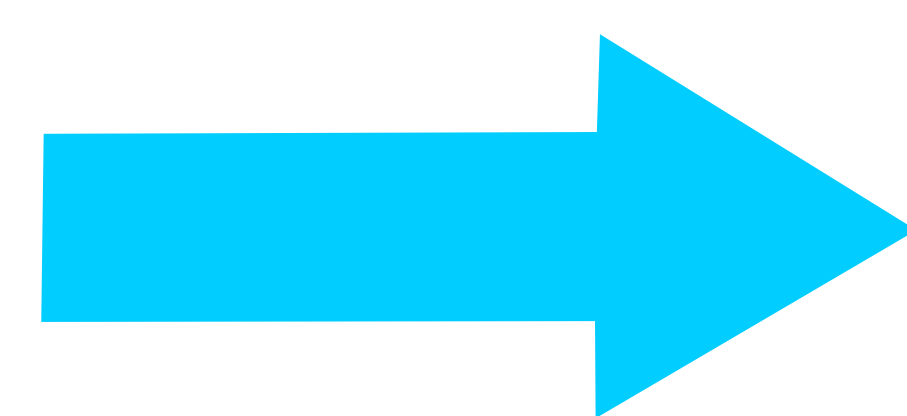
5. Enter the card number up to "/" or "-" and confirm twice



6. Insert your card into the card reader and select "Print"

- Print from the computer workstations with/without a Q-Pilot account
- Reprinting your documents: A registration on Q-Pilot is required
- Advanced settings: Only available from the SuUB computer workstations
- Your chosen document will be automatically scanned for its colouration
- "Two-sided" printouts are the default setting
- Don't print files directly from the internet browser; download first.
- Print each document one by one

Questions?



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