

Step-by-Step-Instructions: Print at the PC desk at SuUB

- 1 Buy a copy card
- 2 Charge your copy card
- 3 Create a print job on the PC
 - Select **[File]** + **[Print]**
 - Select **[black_white]** or **[multi_colour]**
 - Set printing options via **[Settings]**, click **[ok]** to confirm and send print job
 - Enter the number on the copy card to / or –
 - Logout from PC
- 4 First time card registration at the card reader on the printing station (copier)
 - You need to register once and at the very first us. The PIN number is for organizing prints and scans
 - Insert your card carefully
 - Press **[F1 / Print mode]** on the card reader
 - Freely selectable PIN number type (4-8 digits)
 - press **[F1 / OK]** to confirm
 - repeat the PIN number again
 - press **[F1 / OK]** „OK“ to confirm
 - registration is complete
- 5 Printing the print-job at the printer
 - Insert your card carefully
 - Press **[F1 / Print mode]** on the card reader
 - Select your desired print jobs with arrow keys
 - Press **[F3 / Start print job]**
 - Wait for the print (the duration may vary, it depends on the size of the file.
 - Press **[END]** on the card reader and remove your card