

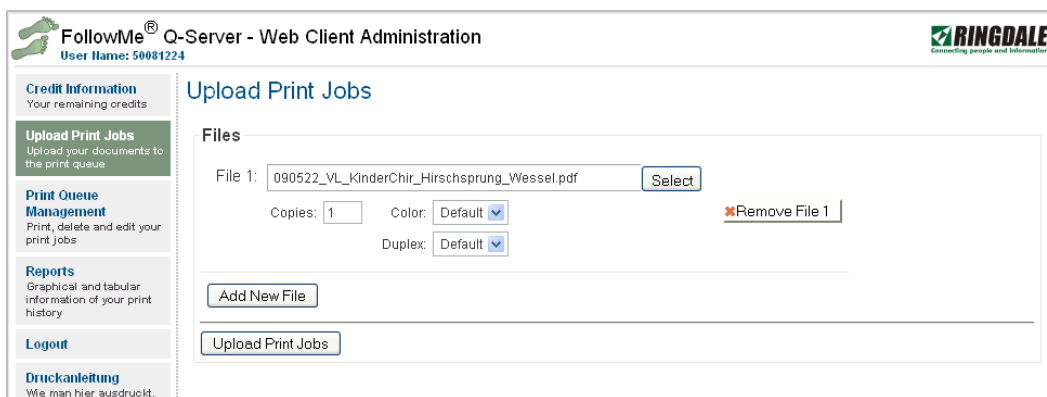
Printing in the Wireless LAN

Print account

Note: To see the print account page in English you may **change the language setting of your webbrowser**. In Firefox please choose Extras > Einstellungen > Inhalt > Sprachen wählen. Select "English" and click "nach oben" (upward) until "English" is at the top of the list. Confirm settings.

Please go to <http://www.umm.uni-heidelberg.de/bibl/drucken/> (Homepage > **Print account**) and log in with your library account (50... + password).

On the page **Upload Print Jobs** you can upload **only PDF files** (see Transformation below):



Via **Print Queue Management** you can **edit** or **delete** the print jobs you have sent to the queue.

To obtain a summary of your credits please click on **Credit Information**. If you have questions about topping up your print account, please ask the library staff.

Click **Reports** to see your finished print and copy jobs.

Notes:

- If you **don't call up your print jobs on the same day**, they will be deleted overnight.
- Some documents cannot be printed because there is a **size limit** (error message). In this case, we advise you to use the library's PCs, because files are allowed to be bigger there.
- Prints in **A3 only work with the PCs and the multifunction printers**.

Print (only A4)

B/W printer: with the bar code on your library card

Multifunction printers: login with your library account

Transformation from word or other files into the PDF format

With **MS Office** or with **Libre/ OpenOffice** you can build a pdf file directly.

If this is not possible you may use the Windows programs **PDFCreator** (<http://www.pdfforge.org/pdfcreator>) or **FreePDF XP** (<http://freepdfxp.de>).

