
How to print at the library's PCs

1. Sending the print job

Click on print or the print button in your software application.

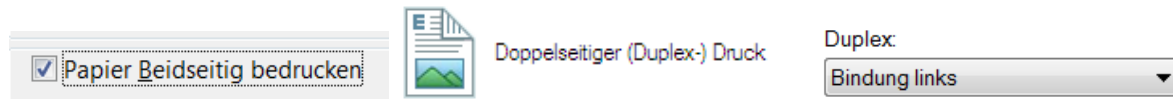


and select the print queue **followprint**.

2. Duplex printing and coloured prints

Duplex printing

Selectable in the **first print window** or in **Eigenschaften** or **Einstellungen (Properties)**:



Please note the **page preview**.

The multifunction printers print in colour automatically. For black and white printing, please select the respective setting in the print menu before sending the job to the printer.

3. Print

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

Multifunction printers: login with your library account

4. Print account

In your **print account** (<http://www.umm.uni-heidelberg.de/bibl/drucken/> or link of our homepage, login with your library account) you see your remaining credits, your print job history, or the documents you have sent to the printer today that have not yet been printed and that can still be deleted.

You can **credit your user account** at the payment machine and change it into a print credit at the lending desk.

If you do not release your print jobs, they will be deleted overnight.

