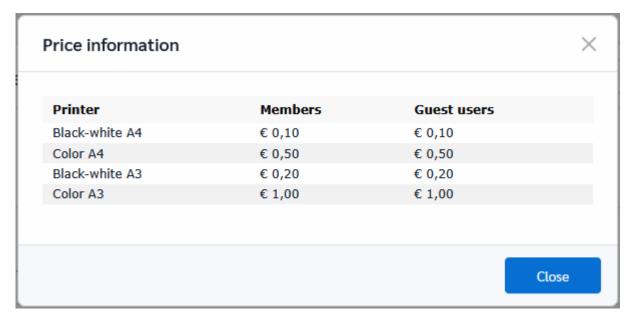
Are you using a laptop, smartphone, or another mobile device? Then you can print in this library by uploading a document.

Want to know how much your print job will cost? Click the 'View printing prices' button.

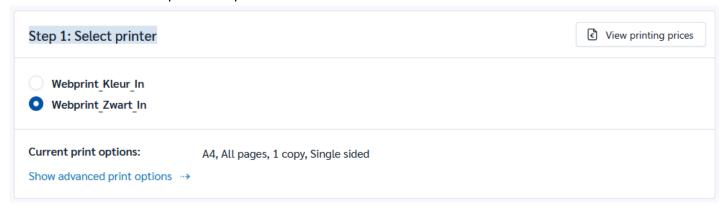


Upload print job

In three simple steps, you can upload your print job and collect it at the printer.

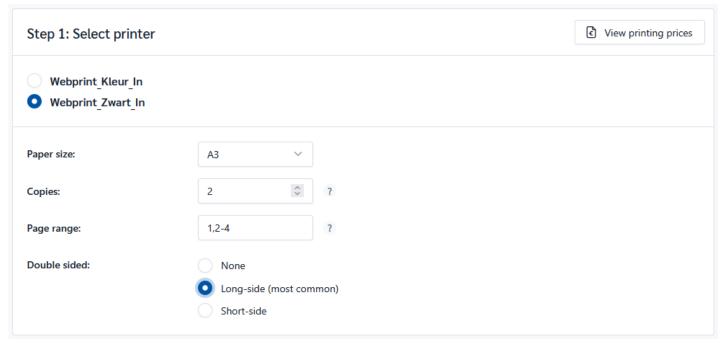
Step 1: Select printer

Select the desired printer. Choose the black-and-white printer if you want to print your job in black and white. Choose the color printer to print in color.





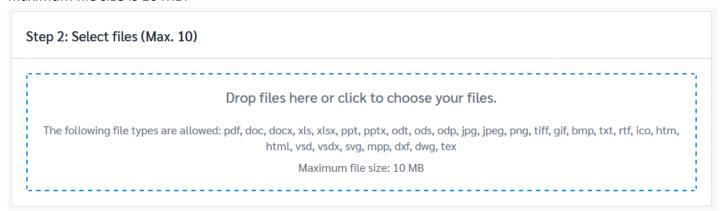
Under 'Current print settings', you can see how your print job is currently configured: **A4**, **All pages**, **1** copy, and single-sided. Want to change this? Click on 'Show advanced print options'.



Note: These settings apply to all documents you upload at the same time. If you want to use different settings for each document, you'll need to upload each one individually with the desired settings.

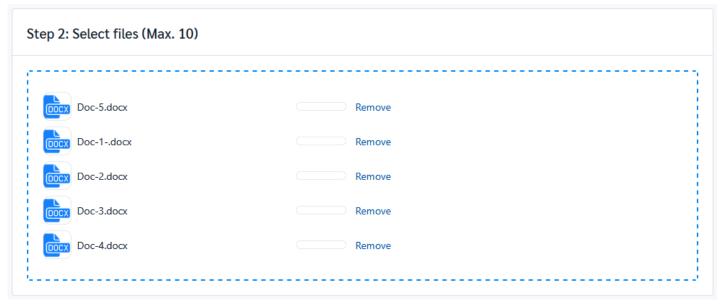
Step 2: Select files (Max. 10)

You can only upload a limited number of documents at once. In this example, the maximum is 10, but this number may vary depending on your library. The types of documents you can upload may also differ. The allowed file formats are listed in the block below. There is also a file size limit—in this example, the maximum file size is 10 MB.



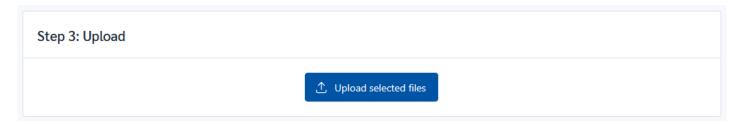


Click on the block or drag the documents you want to print into the area within the dotted line. If you accidentally selected the wrong file, click 'Remove' next to the file.

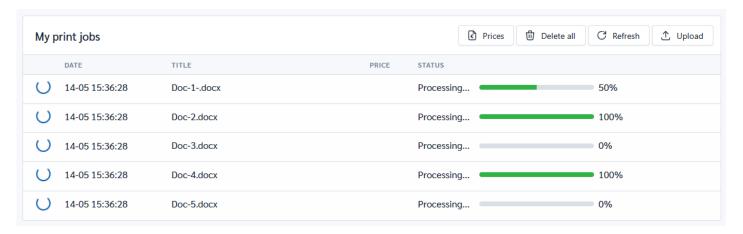


Step 3: Upload

Click the 'Upload files now' button to upload all documents and place them in the printer queue.

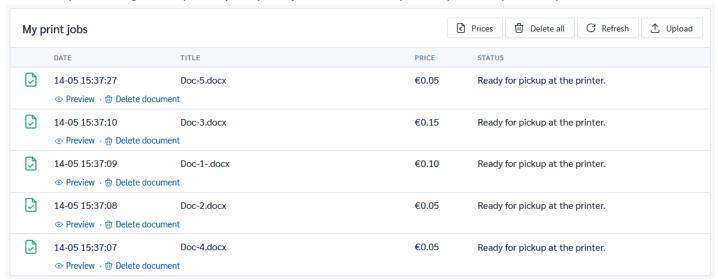


The print jobs are now being processed and placed in the printer queue. This may take some time.





Once the processing is complete, your print jobs will be ready to be picked up at the printer.



Tip: Want to know how to pick up a print job at the printer? Scan the QR code below with your smartphone or click <u>here</u>.

