# P R I N T I N G - INSTRUCTIONS

- Select the document you would like to print and click on **"DRUCKEN 🖳"**.

  - The photocopy machine (CanonCopier B/W) has already been set to function as a printer. The printer's **standard default settings** will print documents in **black and white**. If you would like color copies, change the setting to "CanonKopierer Farbe".

- The window **"uniFLOW Jobcode"** will appear**.** Please enter the following information as applies to you:

  - JKU Students **→ K+Student ID Number**
  - JKU Employees **→ AK+Personnel Number**
  - General Library Users **→ BK+ID Number**

  Click **"OK/Schließen"** and the documents will be sent to print. Printed documents are available for pick-up 10 hours after the print job has been submitted.

- Printing services are available from all photocopiers located on campus. Insert your KeplerCard in the terminal and commands will appear on the display. Select **"SECURE PRINT"**. The user's view box will display which documents have been selected for printing.

  - If you would like to print documents, click on **"Drucken+Löschen"**.
  - If you would like to cancel a print job, click on **"Löschen"**.
  - If there are a number of items queued for printing and not all of them are to be printed, each print job item can be marked individually and then either sent for printing or be cancelled.

PLEASE NOTE: In order to pay for printing services, please visit the website **kopieren.jku.at** to charge credit.