

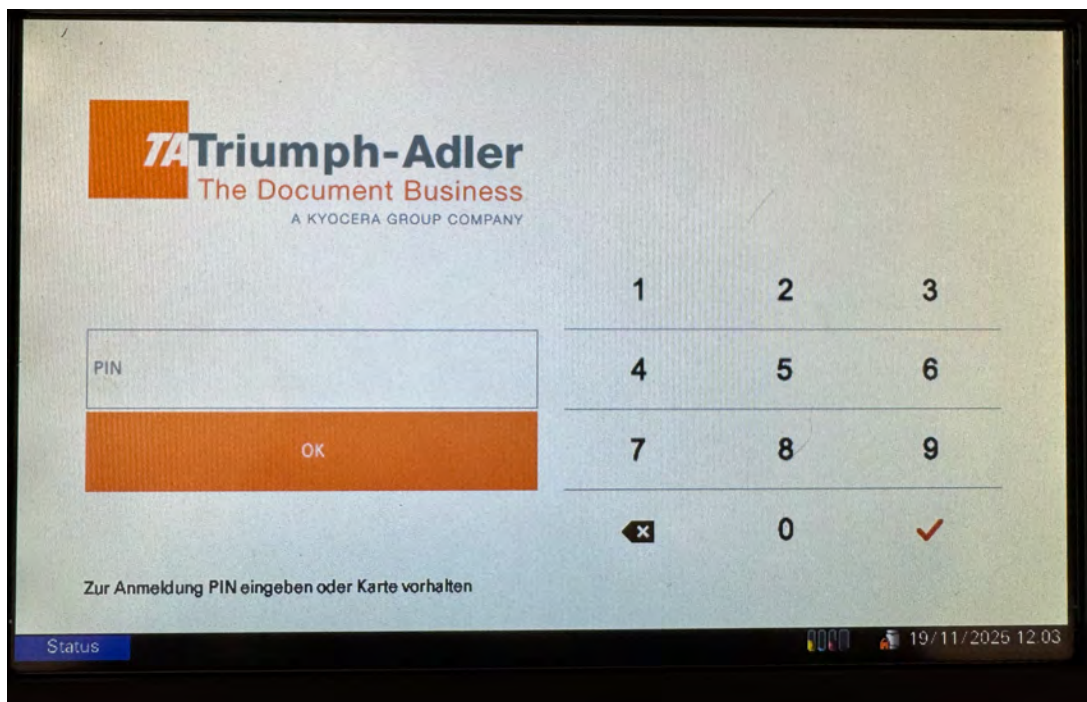
Guide to Using the New Printing System

Requirements

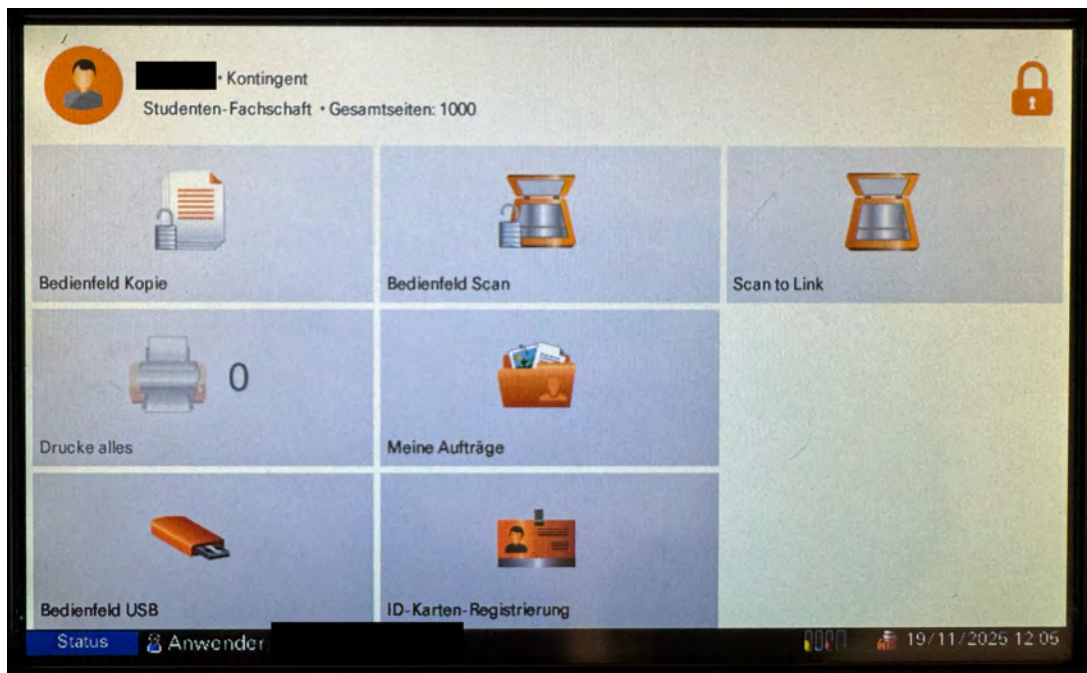
All students have received a PIN via email, which allows you to log in at the printers of Anhalt University. You can also enable login using your student ID card directly at the printer. However, please make sure to store your printer PIN somewhere safe. You can use any FollowMePrinter of Anhalt University; they are located in various places such as the library and different departments. The libraries are best equipped for higher printing demand.

Logging in at the Printer

At the printer, log in directly using your PIN. If the printer display is off, it is in sleep mode. In that case, briefly tap the display or press the Home button to wake it up. Then, enter your PIN in the login window:



After that, you will see your home screen, where different options are available. There, you can view your print jobs or register your ID card (student card). Please note that not all cards work, but most do — so just give it a try.



Printing Your Documents

You have several options for printing:

1. Using a USB Stick

You can print directly at the printer. Simply plug in your USB stick and select “Bedienfeld USB” on the printer display. Then choose the appropriate file from the stick and print it.

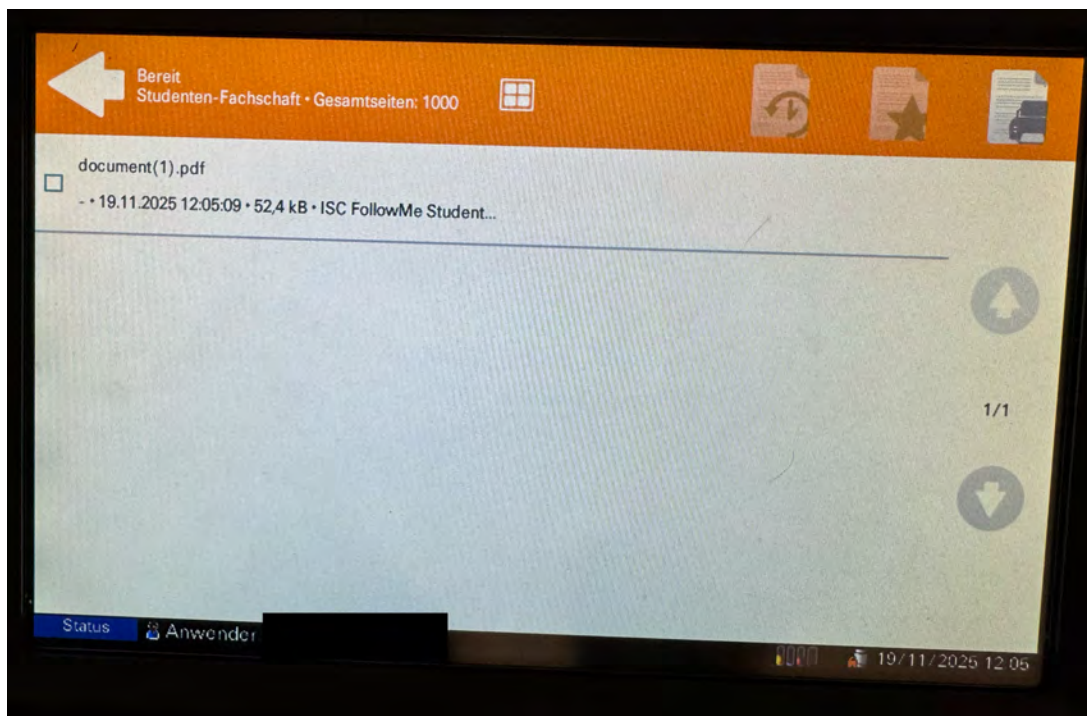
2. From the PC Pool

Print from a university PC by selecting the FollowMe printer. This is the service that manages print jobs. You can then release your job at any FollowMe printer. These print jobs will appear under “Meine Aufträge” on the printer.

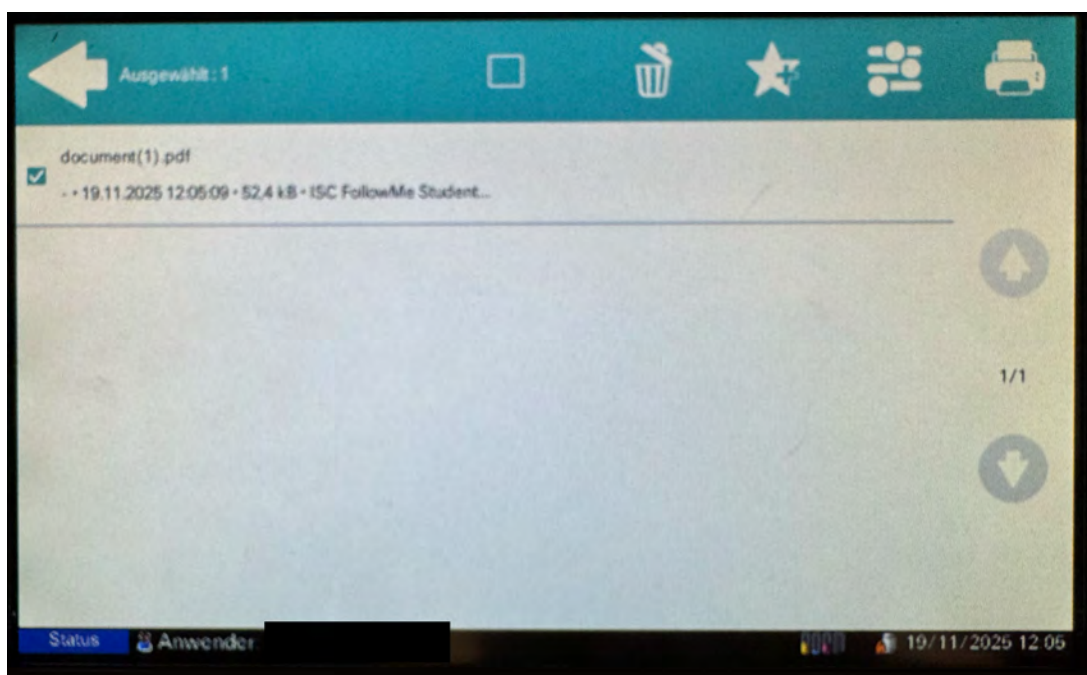
3. Via Your Student Email

You can also send an email from your student account with a PDF attachment to the following address: iprint@hs-anhalt.de. The email does not need a subject or text — simply attach the PDF and send it. The document will automatically be added to your personal FollowMe print queue. You'll see this job at the printer the same way as if you had printed it from the PC pool — under “Meine Aufträge.”

My Jobs



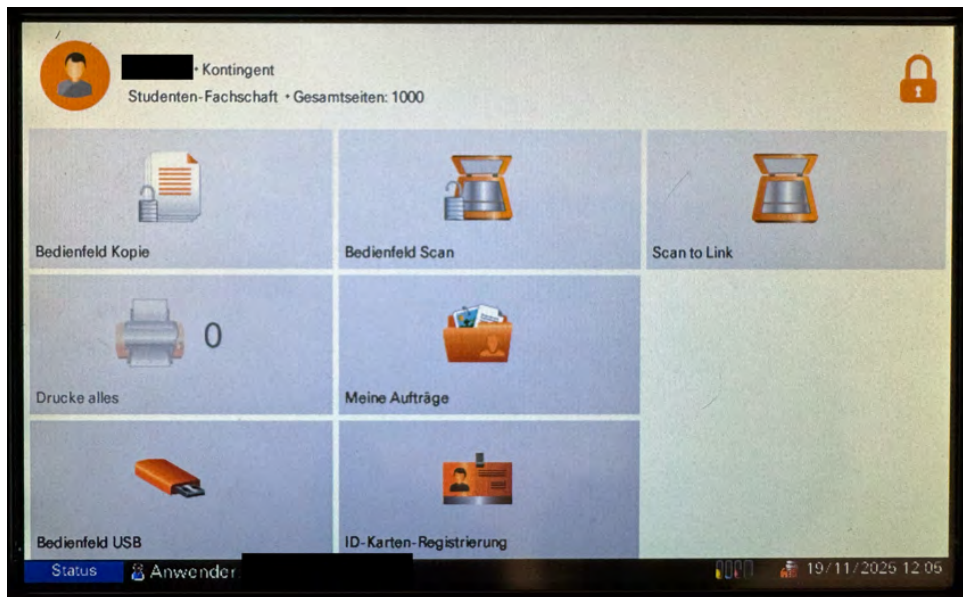
This is what the section looks like after you click “Meine Aufträge.” Simply select the document you’d like to print. The display should look something like this:



Here, you can adjust settings via the settings icon — for example, the paper format. You can also start printing right away by clicking the printer icon to use the default settings. The printer will then start printing your document.

Logging out from the Printer

When you leave the printer, you should log out by clicking the lock icon in the top right corner.



After that, the login screen should reappear, confirming that you have successfully logged out.