

Printing files from USB stick

If the copying machine has USB slots on the left or right side of the control panel, printing from USB is possible.

1. **Insert your USB** and choose **“Drucken”(print)** on the control panel.
2. On the following screen, **press “Vom Speichergerät drucken” (print from device) and select your device.**
3. **Select the file** you wish to print (valid data formats: PDF, .jpg).
4. **Unlock the copying machine by inserting your CAU Card, Campus Card, or coins.**
5. **Press the start button** on the control panel.

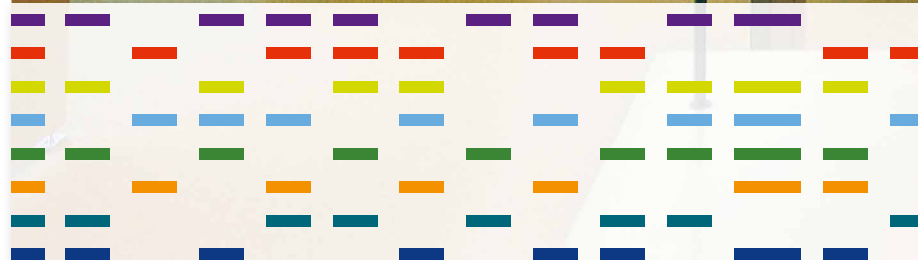
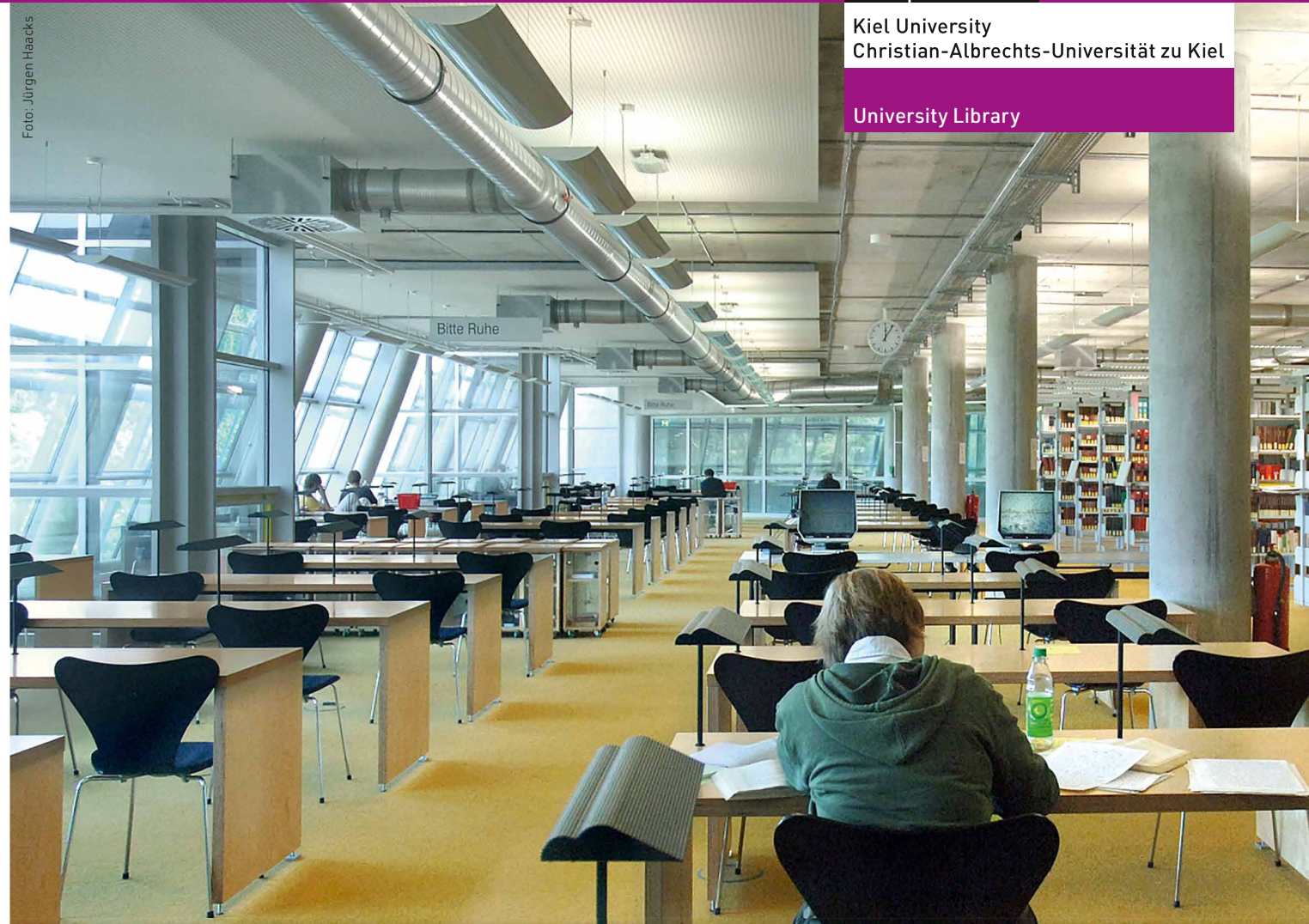
Scanning

All copying machines with a card reader also offer the option to scan. You will find an instructions manual in English near each machine.



Foto: Rüdiger Schütt

Foto: Jürgen Haacks



Central Library

Documents from the Internet

- printing
- saving on a USB-Stick
- sending via e-mail

Printing files from USB

At the computer workstations in the University Library you can

- **print files on all copiers equipped with a card reader (for CAU and Campus Cards), as well as on the printer in the left segment on the 1st floor,**
- **send them by e-mail or**
- **save them on a USB stick.**

Selecting the document

1. Select **“Internetzugang”** (Internet access) on the start page and log on with your user card number and password. Licenced electronic journals and databases can only be used via this form of access. In addition, documents can only be printed, saved on a USB stick or sent by e-mail using this link and not via the link **“Kataloge”** (Catalogues).
2. Please confirm the message **“Nach Beenden des Internetbrowsers können Sie Ihre auf Laufwerk „B:“ gespeicherten Daten auf USB kopieren oder per E-Mail versenden”** (As soon as you have ended the browser session, the files stored on the **“B:”** drive can be saved on a USB stick or sent by e-mail).
3. Now select the desired document. You can find electronic journals and databases via the library catalogue or via the links shown under **“Online resources”** in the English version of our website.

Saving a document to print

1. **Before you can print, you will first have to register with the printing services provided by Ricoh** at: **<https://studiservice.ricoh.uni-kiel.de:1081>** (you can find this via the quicklink at the top **“Drucken auf Ricoh”**). Choose **“Registrierung per Mail”** (Register by e-mail) and enter your mail address. In your mail account, click on the link in the confirmation

e-mail. Enter your number of your CAU Card (18 digits, on the lower right on the back of your card) or your Campus Card (number on the front without the dots and only until the first dash!) and choose a password.

2. Before each printing you will have to log in to the Ricoh service **in a new tab via the quicklink “Drucken auf Ricoh”** (Print with Ricoh). Once logged in, select **“mobilePrint”**.

With this program, you can also print documents from your notebook, tablet, or smartphone.

3. When you **open a PDF**, a download is automatically initiated. The download symbol of the browser (↕) in the top right corner will turn blue. Click on it and drag the file onto the rectangle of the mobilePrint page. The file is then converted for printing.

If you want to print a **website or just parts of a PDF**, press Strg + P. In the **printing menu**, choose the **“Doro PDF Writer”** as printer and, if applicable, the pages to be printed. Confirm with **“Ok”**. Shortly after, the document will be available on drive **“B:”**. Open drive **“B:”** via the **folder symbol** (next to the ↕) and drag the file onto the rectangle in **“mobilePrint”**.

Printing a document

1. At the **copying machine**, insert your CAU Card or Campus Card into the **card reader** on the left. You can change the language to English.
2. Select **“Drucken”** (print) with the **f-buttons**.
3. The **files saved for your card are displayed and can be selected with the arrow keys**.
4. Choose **“Druckjob starten”** (print file).
5. When finished, choose **“End”**. Your card will be ejected.

Please note that it is only possible to print if you have **a balance of at least 0,50 €** on your card!

Saving the document on USB or sending it by e-mail

1. For PDF documents please use the function **“Datei/Kopie speichern unter”** (save copy as). Select a name of your own choice and save the file on the **“B:”** drive. Other types of documents can be saved on the **“B:”** drive directly via the context menu (right mouse click: **“Seite speichern unter”/“Grafik speichern unter”** [save page as/save image as]).
2. **Please end the browser session.** A pop-up will then appear from which you can copy files onto USB stick or send them by e-mail.
3. **USB-Ausgabe (Saving onto USB stick)**
After connecting the USB stick please wait until the programme has recognised the stick and gives a corresponding message. Select **“USB Ausgabe”** to copy all documents stored on the **“B:”** drive onto your USB stick. In case you do not wish to copy all of the files, individual files can be deleted using the function **“Exportdateien löschen”** (delete export files). Wait for the message **“Kopiervorgang beendet”** (copying process finished) and remove the stick. Please note: Some USB sticks are not recognised by the computer!
4. **Exportdateien versenden (Sending export files by e-mail)**
Select the files you wish to send by e-mail and confirm the selection with **“ok”**. After entering your e-mail address in the subsequent window the files are sent using the **“ok”** button.
5. **Finally click “Abbrechen” (cancel)** to delete the files from the **“B:”** drive and to log out.