

How do I print in the library?

via USB drive

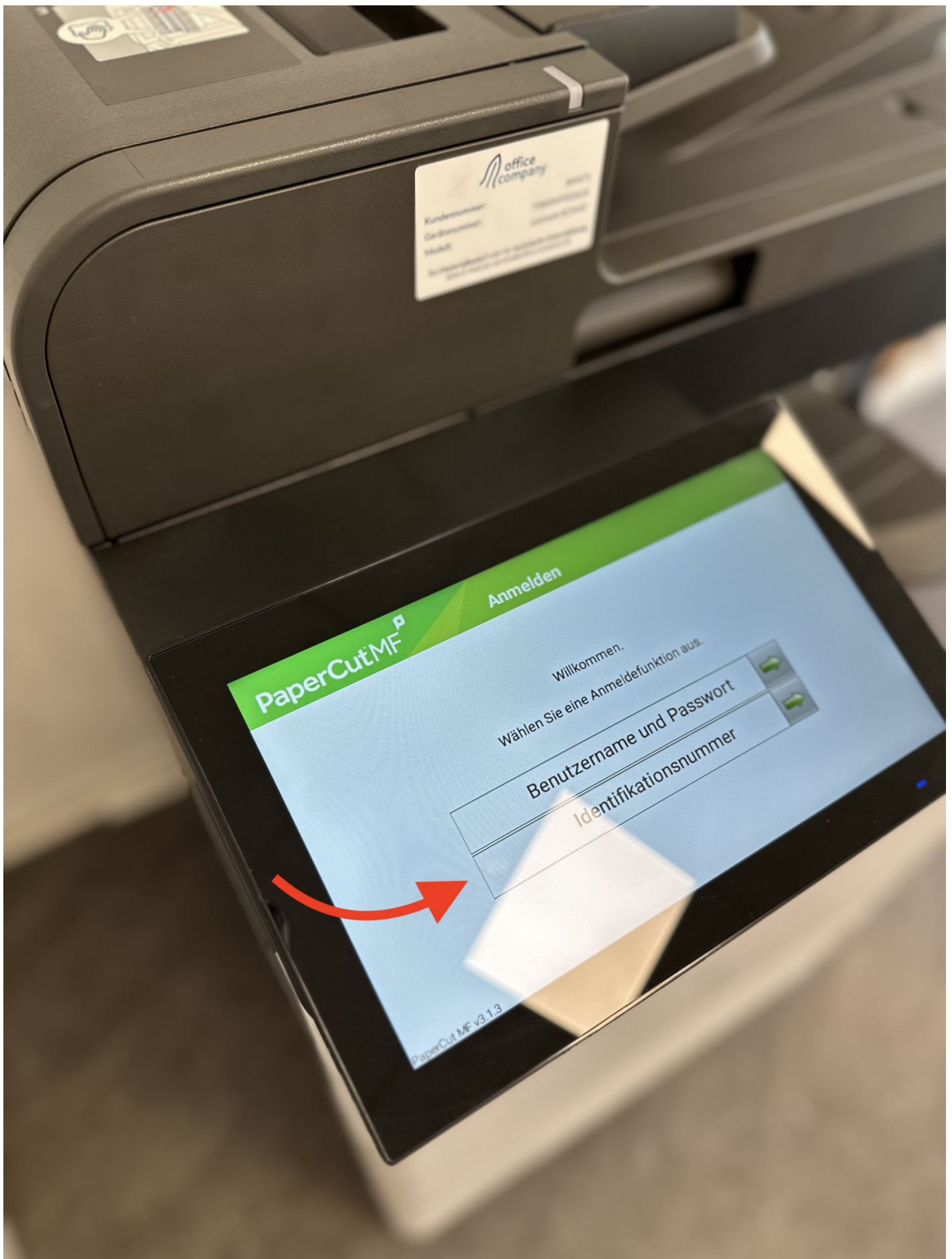
- Insert USB drive into copier/printer on the right side of the screen
- On the copier/printer, press **Identifikationsnummer**
- Enter your five-digit printer code
- Select the **USB Drive** function from the home screen



- Select the document you'd like to print

via computers in library

- Log into one of the four iMac terminals in the library using your **network credentials** (the same used to access WLAN)
- Open the document you'd like to print
- Select **Print** from the File menu or press **Command + P**
- Select *Library Printer*
- Change any default options needed
- On the copier, press **Identifikationsnummer**



- Enter your five-digit copier code into the copier/printer

The five-digit print code must belong to the same person that logged into the computer that sent the job to the copier/printer.

- Select the **Print Queue (Druckfreigabe)** from the home screen



- Select the print job you'd like to print
- Confirm by press **Print (Drucken)**

via your personal computer

Berlin International's IT department provides instructions for printing from either Mac or Windows computers.

Troubleshooting

If you are having issues, [please see this page for troubleshooting](#).

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