

Print by e-mail: How it works

You can send your print job to our **printer by email** using your own **notebook, tablet or smartphone**.

You will also need a **prepaid copy card**.
You can buy this card at the circulation desk.



Prices:

A4, black and white:	€ 0,15
A4, color:	€ 0,30

A3, black and white:	€ 0,30
A3, color:	€ 0,60

This is how it works:

1) Send the print job

Send the file (**PDF, Power Point or Word** only) by e-mail to landesbibliothek.drucken@landesbibliothek.at



Enter the **card number of your copy card** in the subject line.
For card numbers beginning with \$XO, enter the number **without** "\$XO "!

2) Collect the print job from the printer:

The printer is located in the copy room on the 1st floor.



Put the **copy card** up to the card reader.



Select "**Secure Print**" on the display.



Select your **print job** on the display. *)

Select „**Drucken und Löschen**“ (Print and delete).



End the printing process with "**Logout**".



***) Attention: Color printouts cost more.**

If you want to change the automatic color mode, select „Optionen“. (Options) on the display. In the second line, you can now change the color mode from „Automatisch“ (Automatic) to „Schwarz-Weiß“ (Black & White) or „Farbe“ (Color). Confirm with „Optionen setzen“ (Set options).