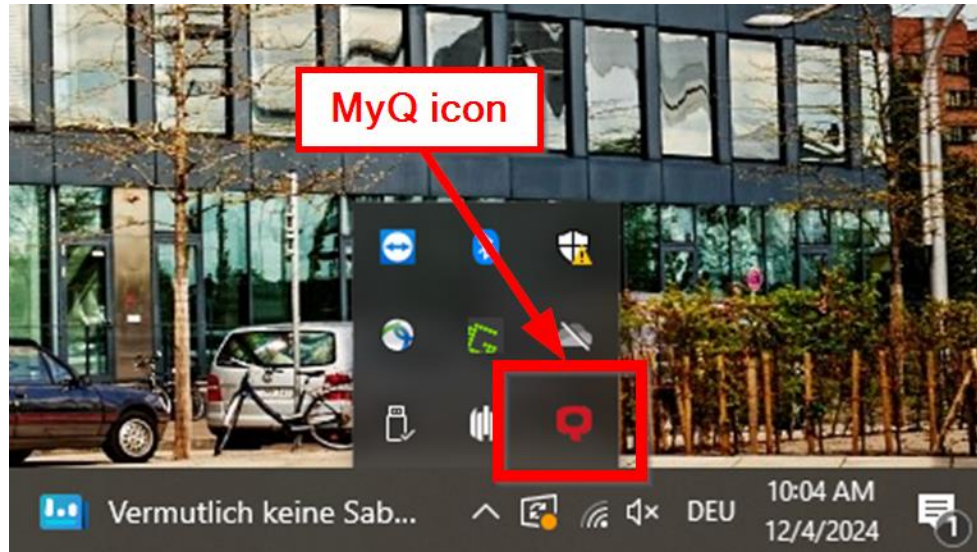


PRINTING WITH MYQ: LIBRARY

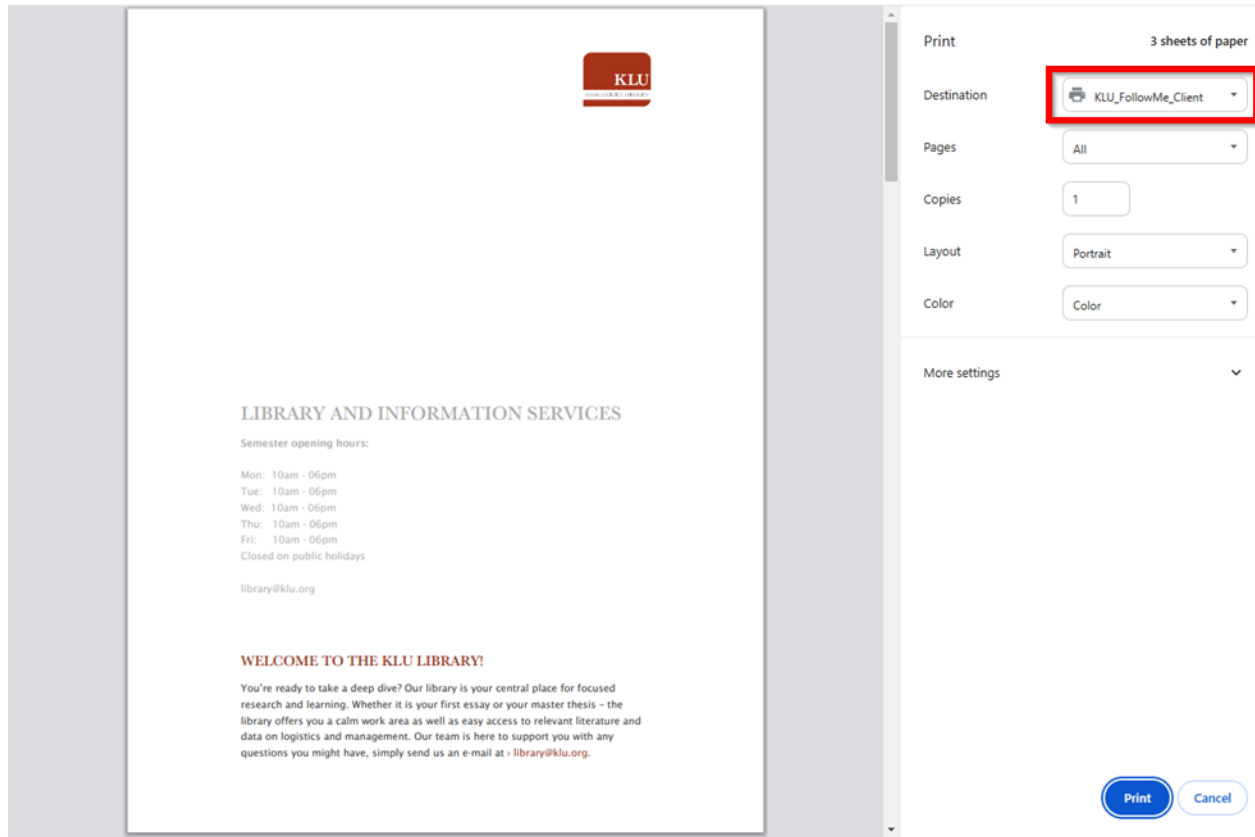


STEP 1:

MyQ is installed on all computers in the library, indicated by the MyQ icon in your Windows toolbar.

Note: If the icon is missing, you won't be able to print. Kindly inform the staff in this case.

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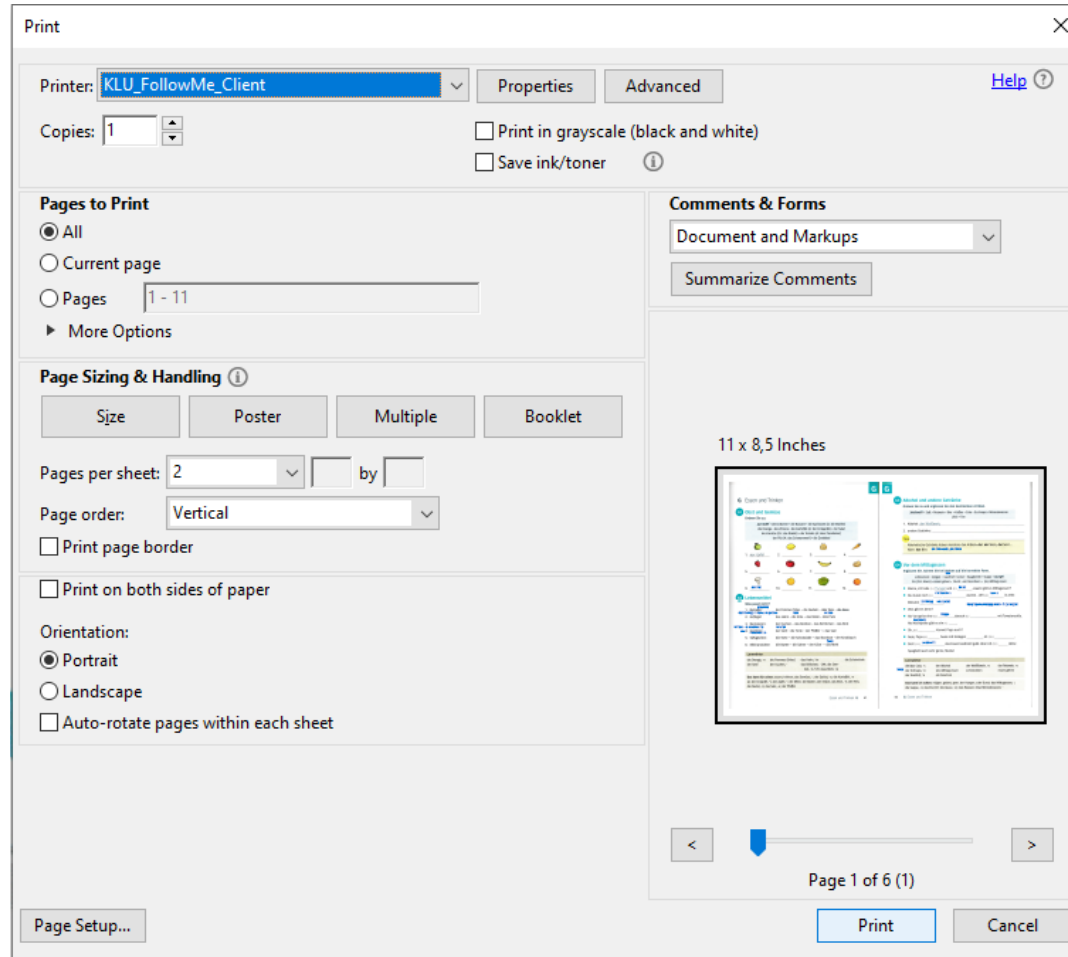


STEP 2 (Browser):

This example shows the printing dialogue when printing from a browser. (Google Chrome)

Make sure to choose „**KLU_FollowMe_Client**“ as your Destination. Adjust the settings of the paper/document and confirm by clicking „**Print**“.

PRINTING WITH MYQ: LIBRARY



STEP 2 (Adobe):

This example shows the printing dialogue for a PDF. (Adobe Acrobat)

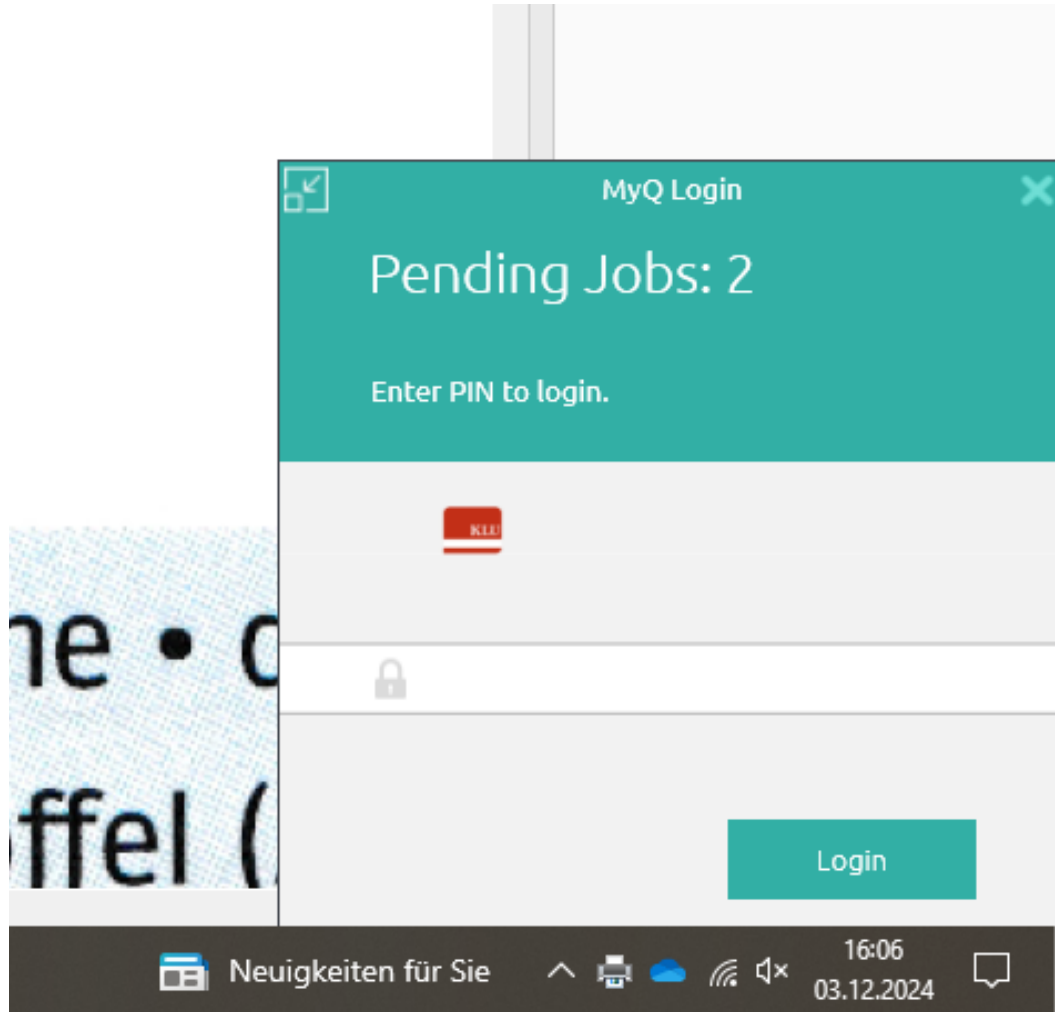
Again, make sure to choose „KLU_FollowMe_Client“ as your printer. Adjust the settings of the paper/document and confirm by clicking „Print“.

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STEP 3:

A small window should pop up in the bottom right corner of the screen. (It can sometimes take up to 30 seconds, please be patient)

You will then be asked to enter your MyQ-PIN in order to send the pending printjob(s) to the right user.



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STEP 4:

Walk up to the printer. Log in with either your mobile device (QR-Code) or by entering your MyQ-PIN directly.

You will then be able to print your documents.

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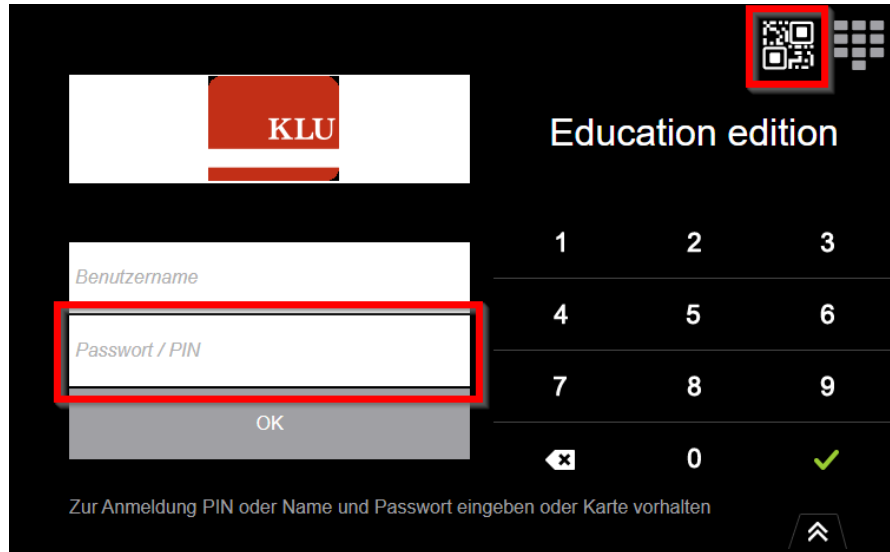


OPTIONAL STEP 1:

To „teach“ your MyQ-PIN to your keycard, you need to physically stand in front of the printer and log in on it.

The image shows how our printers look like. The highlighted area indicates the card reader. (The card reader is hidden underneath a plastic sheet, just hold your card very close to it)

PRINTING WITH MYQ: LIBRARY



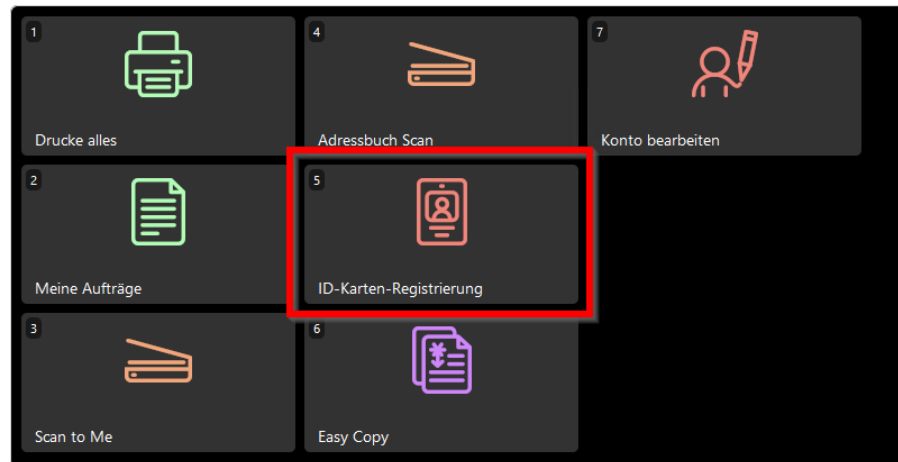
OPTIONAL STEP 2:

You can input your login credentials directly or use the QR-Code for the login process.

Once you are logged in, you have to press the button in the middle. („ID-Karten-Registrierung“)

Scan your keycard to link it to your MyQ-PIN. You will then be able to log in on the printers just by holding the keycard in front of the card reader.

Additional note: You can change the language in „Konto bearbeiten“.



PRINTING WITH MYQ: LIBRARY



If you ran into problems along the way, please don't hesitate to contact the KLU library staff or submit a support ticket via servicedesk@klu.org.

We will gladly help you.