

# Printing and copying in the library

## How it works:

All citizens can use the print solution of the Aarhus Public Libraries.

The solution makes it possible for user to print and copy from a library computer to any of the copy machines at Aarhus Public Libraries.

## How to create a user's account

To use the libraries' print solution, you must create an account and add some money to this account. Procedure is following:

1. Go into "print.aakb.dk"
2. Select "Create Account"
3. Fill in the requested information and press "Register".  
You can create the account with any username, but it is recommended to register with the same username and password as for the library. This is partly because it is easier to remember and partly so the library can verify your ownership if you forget your password.
4. Transfer the money on the account before you print or copy

## How to transfer money on the account

Libraries take a fee for printing and copying. The fee covers libraries operating costs for machines, paper, power, etc.

Prices for prints / copies are:

Black/white: DKK 1

Colored: DKK 4

In order to transfer money on the account you have to do following:

1. Open a browser and go to "print.aakb.dk"
2. Log in with your username and password
3. Press on "Web payments" in the menu on the left side
4. Transfer money by a credit card (Visa, Master, Electron, etc.)

## How to print

*On libraries computers*

1. Press print button or CTRL+P in the program you want to print
2. Select Black/White or Colour

3. Enter your username and password from your printaccount - This sends the documents to the server, so it is accessible from the copy machine
4. Go to a vacant copy machine and log in with your username and password from your print-account. (All machines can be used.)
5. Press "Print", press "venter" and select the document you want to print
6. Press the big print button, now glowing blue

Payment will be withdrawn only after the document is printed. All documents are secured and only you have the access to them. Library staff cannot get the access to your prints, as your privacy is protected, and the library staff cannot restore or retrieve documents.

### **How to copy**

1. It requires that you are a registered user of a printaccount and there are money on your account
2. Go to a copy machine and log in with username and password from your printaccount
3. Press "Copy" (you may choose papersize, select black/white or colour) and start copying. The balance on your account will appear on the display.

### **Payments and documents**

By accessing "print.aakb.dk" you will see which documents can be printed from copy machines. You will also see your account balance and get a view of the total use on your account.