# Guide

Printing &
Copying

To be able to print, you need to connect to the internet on the library computers:

1.
Open the internet browser Firefox.

2.
Type www.dokk1.dk in the browser line.

3.
Choose one of the six login-options.
(If you choose "sms login", enter 00, countrycode and your phonenumber (not +))

4.
You are now online, enjoy!

5.
Log out of the computer in the upper right corner of the screen.

How to create an account:

1. Go to https://print.aakb.dk/ or select:
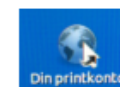
2. Select "Create account"

3. Fill in the requested information and press "Register". You can choose any unique username and password.

How to put money in your print account:

4. Log in your print account

5. Select "web payments".

6. Transfer money by creditcard (non-refundable)

How to print:

1. Open your document, and press Ctrl+p

2. Choose black/white (DKK 1,- pr. page) or color (DKK 4,- pr. page)

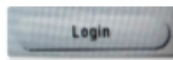3. Identify yourself by entering your usename and password. then press "Ok"

4. There are 2 printers located next to the Information and 1 printer located in the music department.

5. Log on to any of the printers.   Log på/af

6. Press the keyboard icon og enter your username and password
   - then press

7. Press login

8. Choose "**Print**"

9. Select "Venter" and choose the awaiting documents.

10. Finally press the button, that has now turned blue.

11. Remember to log out, when you are done printing.

Log på/af