

## PROBLEM WITH PRINTING?

### POSSIBLE CAUSES:

1. You are printing document directly from the Internet (save it to the Document folder or (U:) drive first).
2. You are printing non-standard paper sizes (choose the correct paper tray).
3. The printer is out of paper/toner (contact a librarian).
4. The printed document has smudges or looks differently from what I want (settings of the print job must be adjusted only in Printer properties).
5. If you want to delete print jobs from your print queue or to view the list of your print jobs, choose Job list on the screen or login to Print spooler interface at [www.tisk.utb.cz](http://www.tisk.utb.cz).

If you need help, don't hesitate to ask our librarians.

E-mail us: [sluzby@k.utb.cz](mailto:sluzby@k.utb.cz)

Call us: [576 032 889](tel:576032889)

Comment on: [facebook.com/knihovnautb](https://facebook.com/knihovnautb)

# I WANT TO PRINT

1. Log into any library PC.
2. Before sending the document to the printer, [save it](#) to the (U:) drive (we recommend this against printing directly from the web browser).
3. Choose Print ("Tisk") in your application and select the printer (black & white or colour).
4. Settings of the print job must be adjusted only in [Printer Properties](#).
5. Confirm printing by clicking on Print. Go to any printer, place your student's ID card on the terminal sensor and press [Print button](#).
6. If you want to delete print jobs from your print queue or to view the list of your print jobs before printing, choose Job list on the screen or login (same as login to the computer) to the Print spooler interface at [www.tisk.utb.cz](http://www.tisk.utb.cz).

### Prices for printing:

black & white A4 size	CZK 1.20
colour A4 size	CZK 5.80
black & white A3 size	CZK 2.40
colour A3 size	CZK 11.60

Loading money on the student's card is possible at the lending desk in the library, in the refectory U4, restaurant U13 or in the recharging station next to vending machines on the ground floor (nonstop, the minimum amount is CZK 100).

If you would like to print and pay in cash, ask the librarian at the information desk on the 3<sup>rd</sup> floor.

Settings

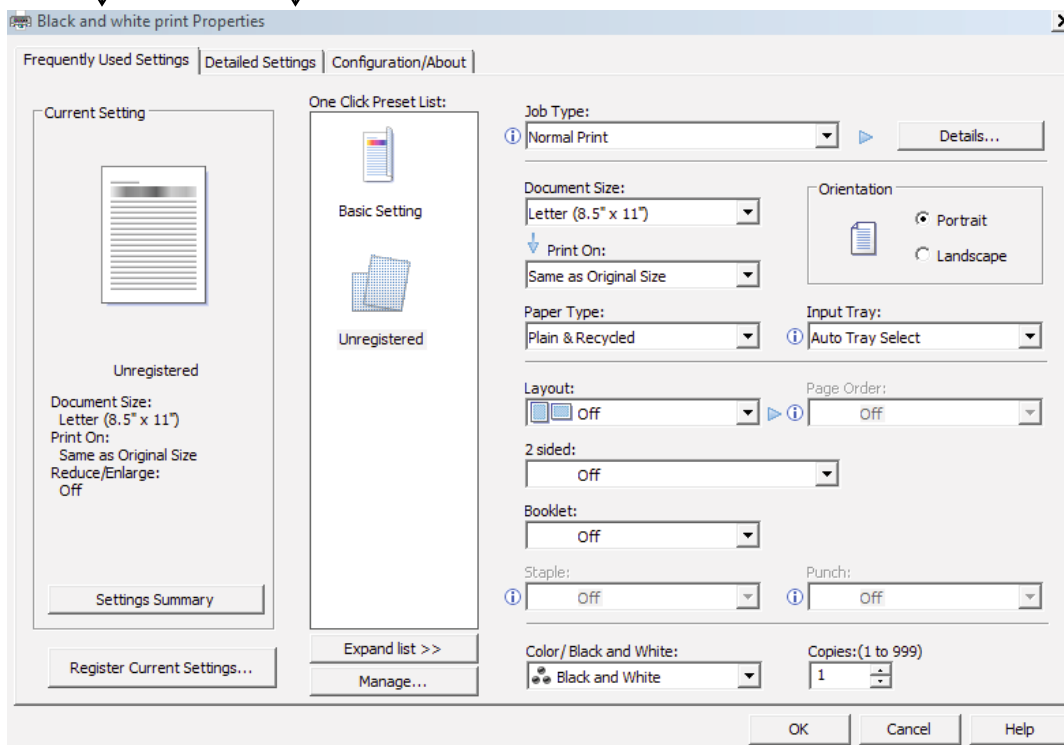
Detailed settings (print quality, finishing, ...)

Print the selected file

Print all documents in the queue



← Delete documents waiting in the queue



← Size

← Orientation of the page

← Bypass tray selection (when you have your own paper)

← Multiple pages per sheet

← Duplex

← Colour

← Number of copies