

QUICK GUIDE: MYPRINT

How to use MyPrint/Go

Where can I use MyPrint?

You can use MyPrint at AU Library and at some other university locations. You can find an overview of where you can use MyPrint on our website: library.au.dk/MyPrint

How do I start using MyPrint?

You must be a registered user of AU Library to use MyPrint.

If you already have a library account, then you also have access to MyPrint when you log into your account at AU Library, using your CPR number and your PIN code.

If you need to create an account, you need to do this via [library.au.dk/bliv bruger](https://library.au.dk/bliv-bruger)

You can read more about pricing and the terms of use of MyPrint at library.au.dk/MyPrint

How do I use MyPrint?

MyPrint consists of two parts: MyPrint/Pay; which gives you access to your print account, where you find an overview of prices, your balance, your account history and access to payment, and MyPrint/Go; where you save the documents you want to print from your print account.

You get access to save documents for printing by logging on to library.au.dk/MyPrint/Go

You get access to your print account, payment, usage, balance, etc., by logging on to library.au.dk/MyPrint/Pay

You can read some brief instructions on the use of MyPrint following pages

MyPrint/Go – Save documents

When you want to print documents via MyPrint, you need firstly to save the documents to your print account.

You can then print documents to any printer/multifunction machine that is associated with MyPrint.

You can print documents in the following formats: **Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP**

How to: Save a document to your print account

1. Log in	Log in to your print account at via library.au.dk/MyPrint/Go Use your CPR number and PIN code to log on to the system
2. Save documents	<ol style="list-style-type: none">1. Click "Browse" and click through to the document you want to print2. Select the document and click "Open" then click "Next"3. Wait while the system processes your document, it may take a moment depending on your connection speed and the size of the document4. When the document is processed, click on the button, "Click here:...", that corresponds to your choice of print option. <p>NOTE: If you want to print specific pages, double sided, multiple copies or in colour, click on <input type="checkbox"/> next to "Advanced" and make your choice from the menu that appears. Then click on the button "Click here:...".</p> <p>IMPORTANT – COLOUR: If you print a document which contains colour on a colour machine, you will pay colour prices for the entire printout.</p> <p>The document is now ready to print from your print account, simply go to the printer/multifunction machine where you want to print the document and log on to the machine.</p> <p>NOTE: Documents are stored for 10 days, after which they are automatically deleted from your print account.</p>
3. Log out	Click on "Log out"