

QUICK GUIDE: MYPRINT

How to use MyPrint/Pay

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/Pay – Payments via your print account

With your print account, you get an overview of the documents that you send to your account, and you can see what the printout of each individual document costs in B/W or colour. You can also see an overview of your spending/balance, and you can also deposit funds to your print account.

How to: Log in to your print account

1. Log in	Log in to your print account via library.au.dk/MyPrint/Pay Use your CPR number and PIN code to log on to the system
2. Payments, etc.	<p>Payment: Click "ePay" -> Enter your email address and the amount you wish to deposit into your print account (NOTE: Minimum 10 kr.) -> Choose payment method and complete payment</p> <p>Price: Click on "Documents" -> Click on the text "Preview price based on selected charging scheme" -> click on either "Colour Print" or "B/W" to see the price for each type of print (the price appears to the right of the documents). NOTE: If you print a document saved as a colour print on a B/W only printer, you only pay for a B/W print.</p> <p>Balance and usage: Click on "Transactions" -> Your balance appears to the top right "Disposable" -> Your prints, copies and payments are shown in the overview</p> <p>Keep the document: Click on "Documents" -> Click on the document you want to keep in your print account after printing -> Click the "Retain" button in the document overview</p> <p>Delete a document: Click on "Documents" -> Click on the document you want to delete from your print account -> Click the "Delete" button in the document overview -> Click "OK"</p>
3. Log out	Click on "Log out" at the top right