

Printing on the university multifunction printer

For the best mobile view, please rotate the device.



If you have any questions, you can contact the
IT Support:

phone: 09281 409 3666

email address: it-servicedesk@hof-university.de





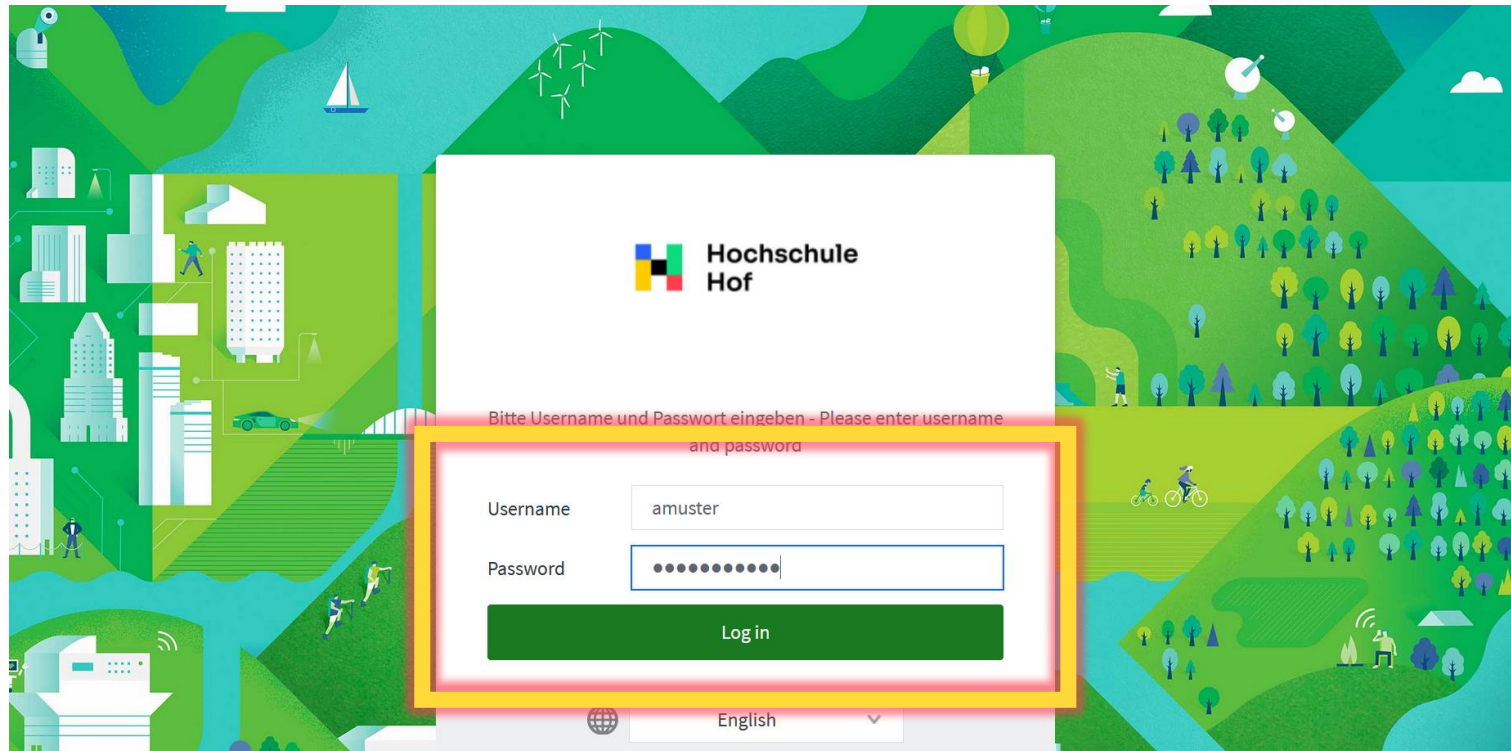
Content

Web Print	03
Printing from USB Flash Drive	08
Printing from a university computer	13
Setting up university printers on Windows	18
Setting up university printers on Mac	22

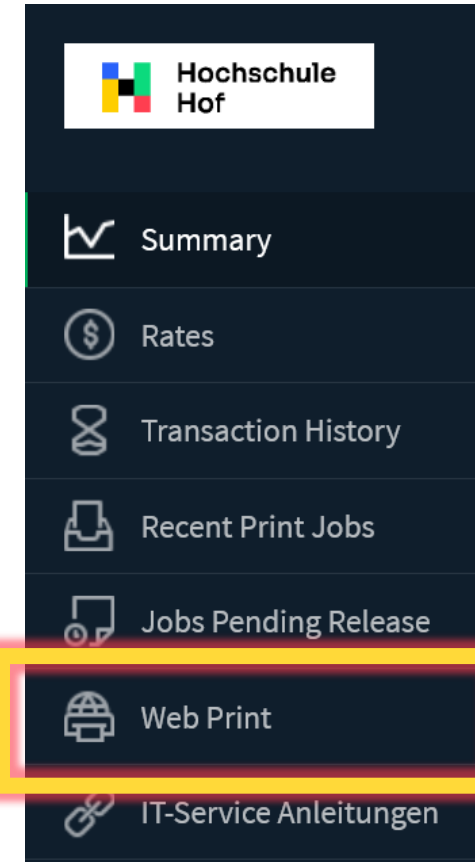
Web Print



You can print online from any device, if you are logged in to the university network. You may connect via WiFi HAW Hof or use the FortiClient with Bayern WLAN. To upload a print job, please open the following page in a browser and log in with your access data: <https://printserver.hof-university.de>



Now please choose **Web Print**.



Web Print



Click on **Submit a Job.**

Web Print

"Online-Druck" ist ein Dienst, der Benutzern privater Endgeräte das Drucken ermöglicht ohne einen Druckertreiber installieren zu müssen.

"Web Print" is a service for users who wants to print from personal devices without installing/connecting a network printer queue.

[Submit a Job »](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
-------------	---------	---------------	-------	------	--------

No active jobs

Please choose **prt02\dr-hof (virtuell)**, to print out the document at any Kyocera printer at the university.

Web Print



Select a printer:

PRINTER NAME --	LOCATION/DEPARTMENT
<input checked="" type="radio"/> prt02\dr-hof (virtual)	Drucker FindMe Warteschlange
<input type="radio"/>	Plotter Selb
<input type="radio"/> prt02\dr-TM305-01	Plotter A115a
<input type="radio"/> prt02\DR-TM305-02	Plotter B008
<input type="radio"/> prt02\Dr-tm305-31	Plotter, Selb, Spiegelhaus, 2.OG

[« Back to Active Jobs](#)

[2. Print Options and Account Selection »](#)

Web Print



Please click on **Upload Documents**.

Web Print



Options

Copies

1

« 1. Printer Selection

3. Upload Documents »

Please click on **Upload from Computer** to choose a file.

Web Print



Upload

Select documents to upload and print



Drag files here

Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsx, xlsm, xlsx, xltm, xlsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dobx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps

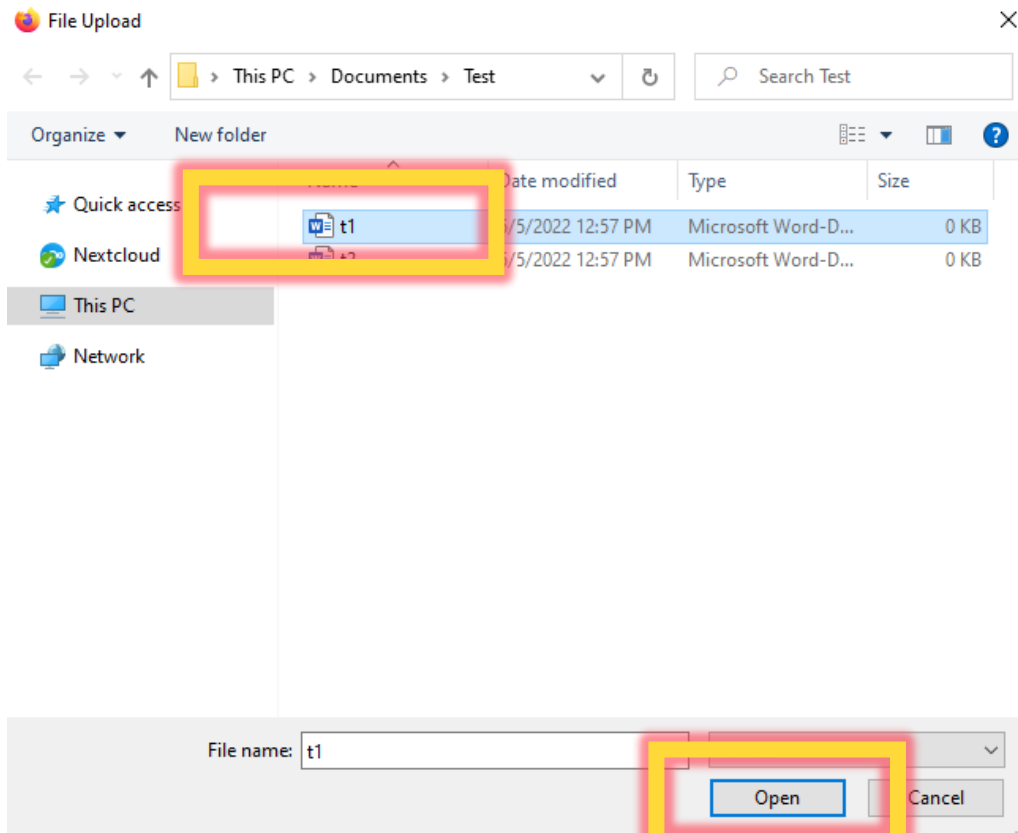
« 2. Print Options

Upload & Complete »

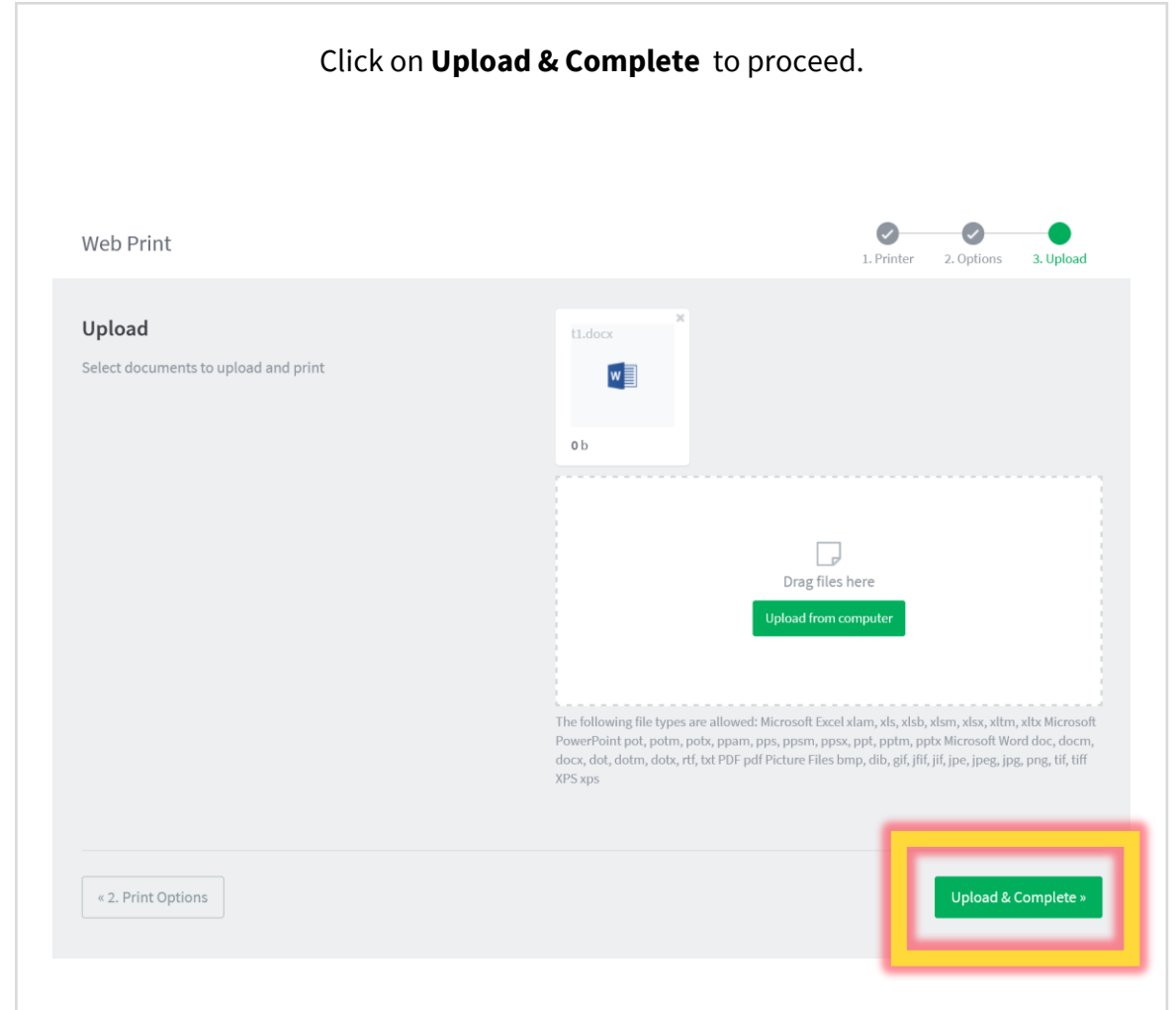
Web Print



Select a file and click on **Open**.



Click on **Upload & Complete** to proceed.





Your print job is being uploaded, please wait.



Your document was successfully submitted. See the table below to track its status.

Web Print

"Online-Druck" ist ein Dienst, der Benutzern privater Endgeräte das Drucken ermöglicht ohne einen Druckertreiber installieren zu müssen.
"Web Print" is a service for users who wants to print from personal devices without installing/connecting a network printer queue.

[Submit a Job »](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Aug 17, 2022 3:24:46 PM	prt02\dr-hof	t1.docx			Absenden: Wartet in Position 1.

The upload is completed when you see the status **Warten auf Freigabe**. You can proceed with printing.

Web Print

"Online-Druck" ist ein Dienst, der Benutzern privater Endgeräte das Drucken ermöglicht ohne einen Druckertreiber installieren zu müssen.
"Web Print" is a service for users who wants to print from personal devices without installing/connecting a network printer queue.

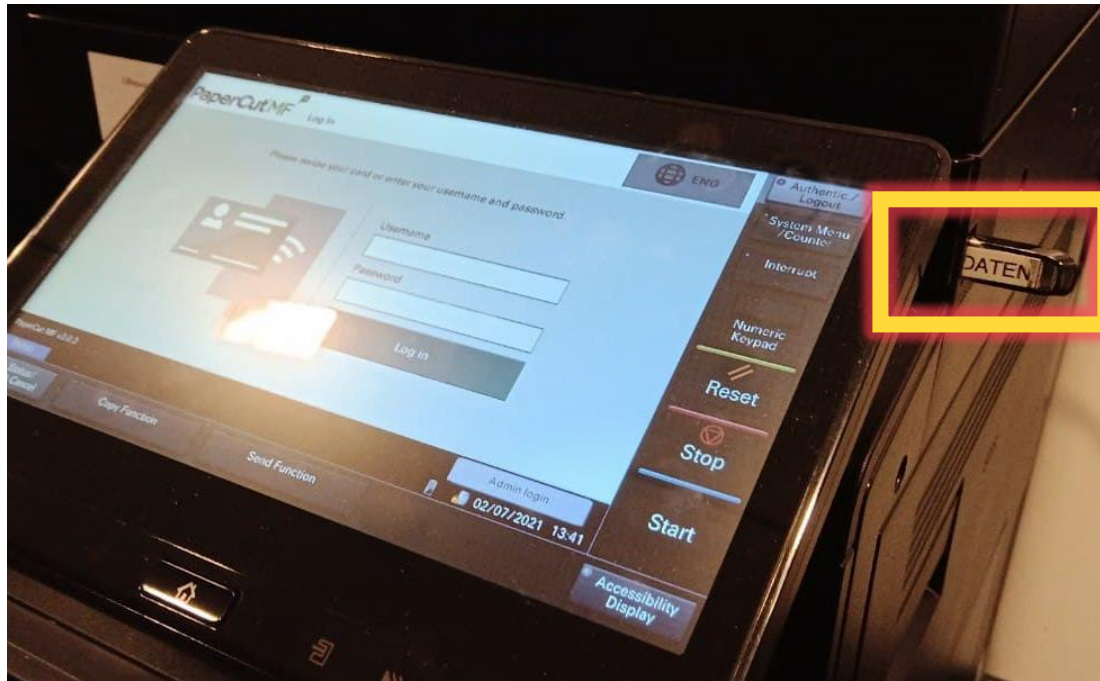
[Submit a Job »](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Aug 17, 2022 3:24:46 PM	prt02\dr-hof	t1.docx	1	0,05 €	Wartet auf Freigabe

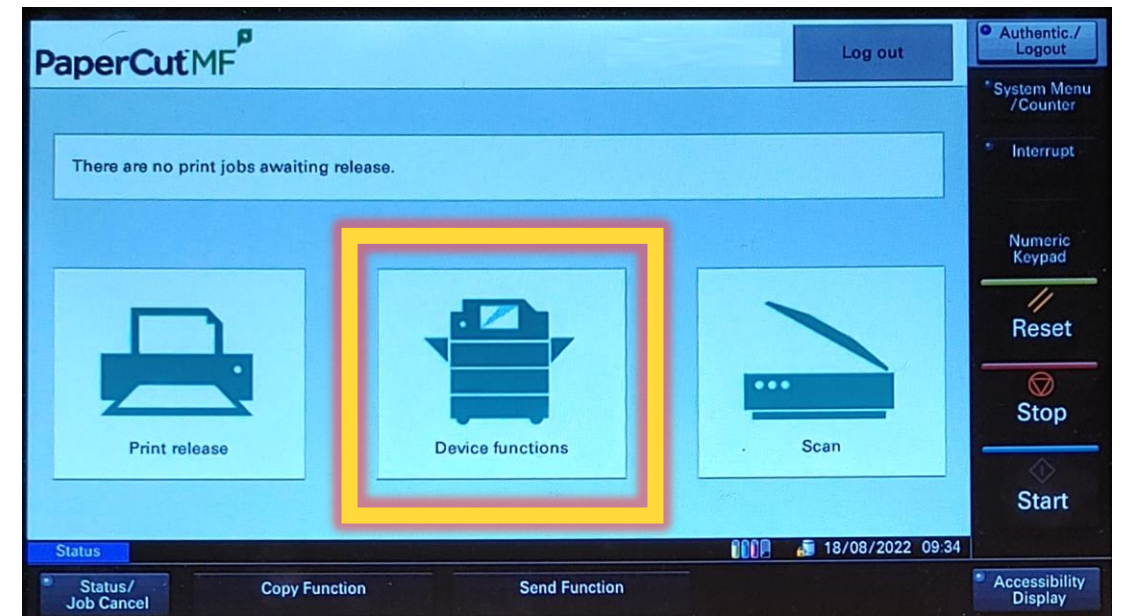
Printing from USB Flash Drive



If you want to print from a USB flash drive, please connect it to the printer and hold your university card to the card reader.



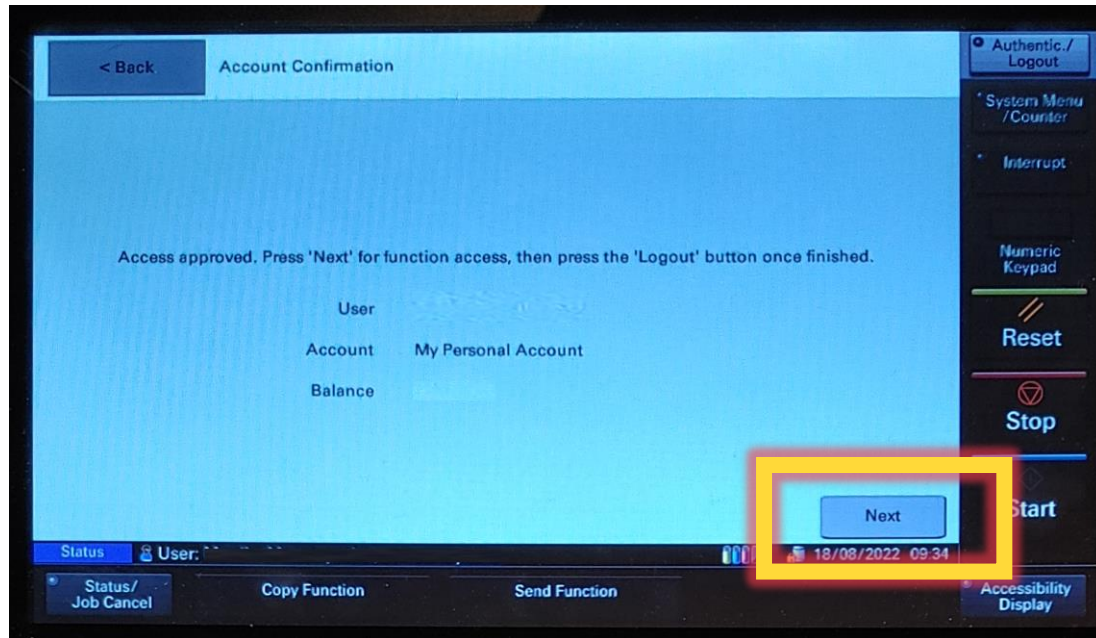
Please choose **Device functions**



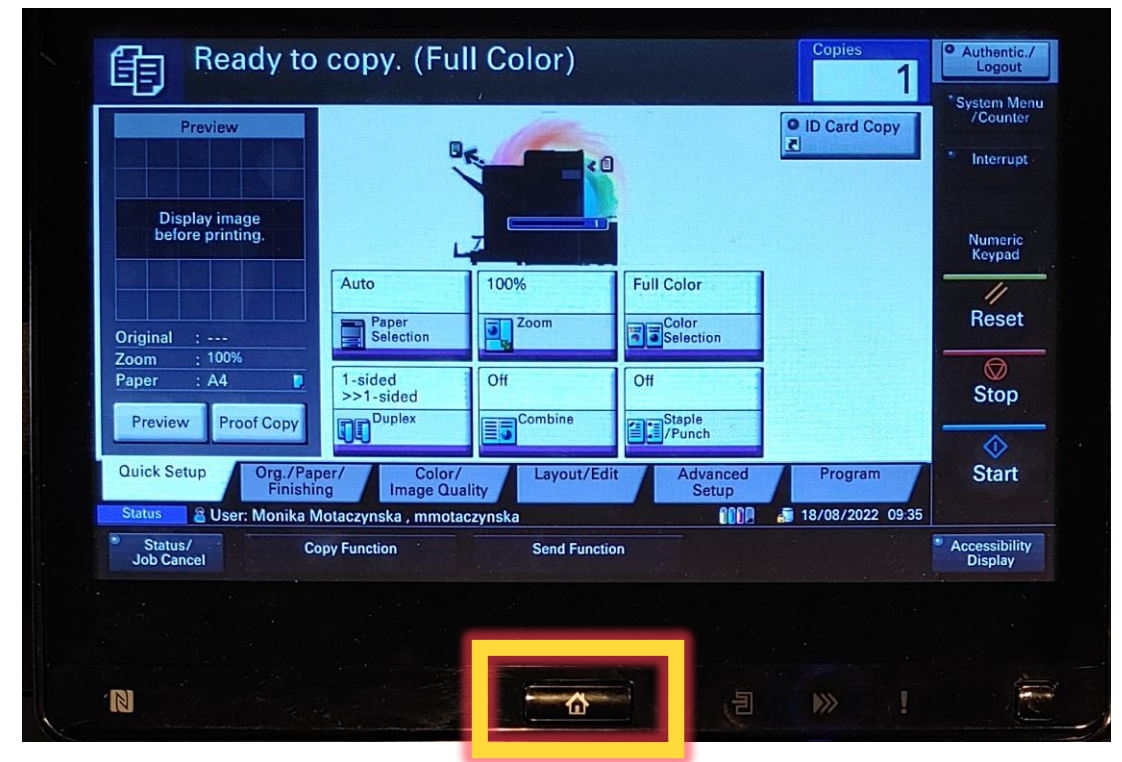
Printing from USB Flash Drive



Please click on **Next**.



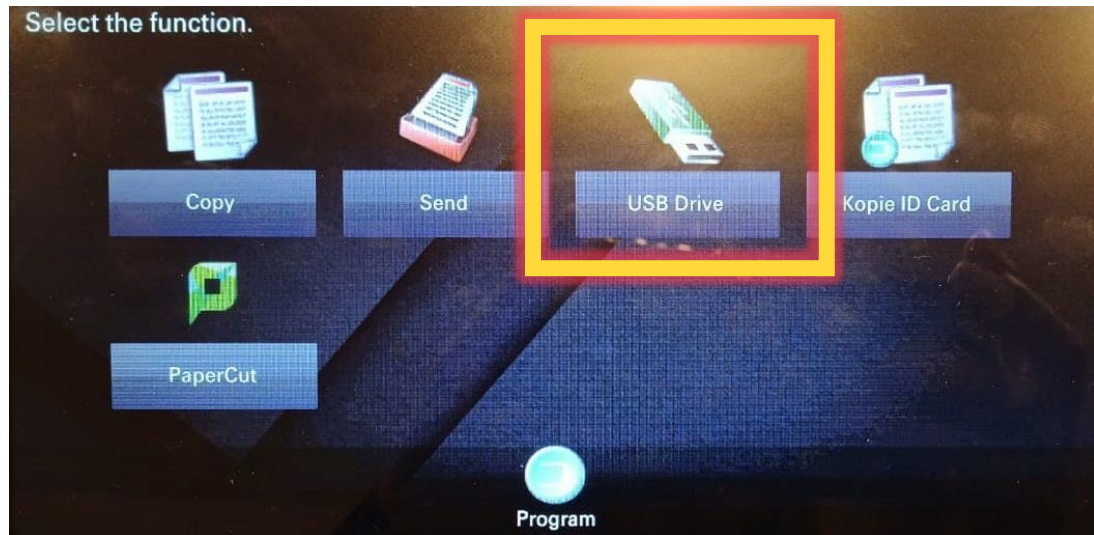
Push the home button at the bottom of the display.



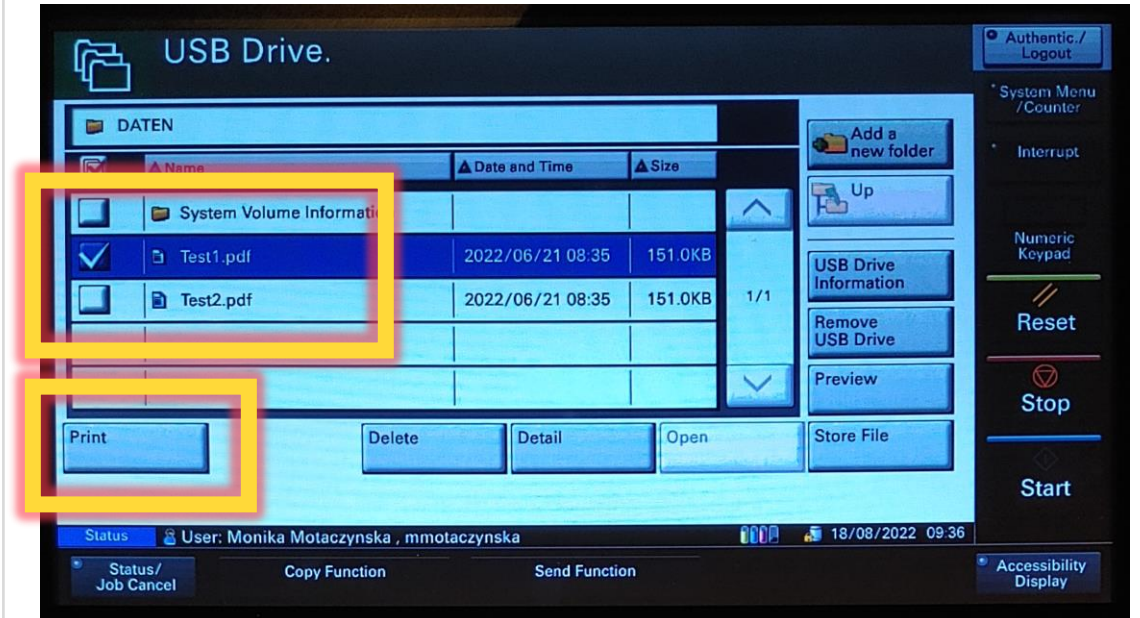
Printing from USB Flash Drive



Choose **USB Drive**.



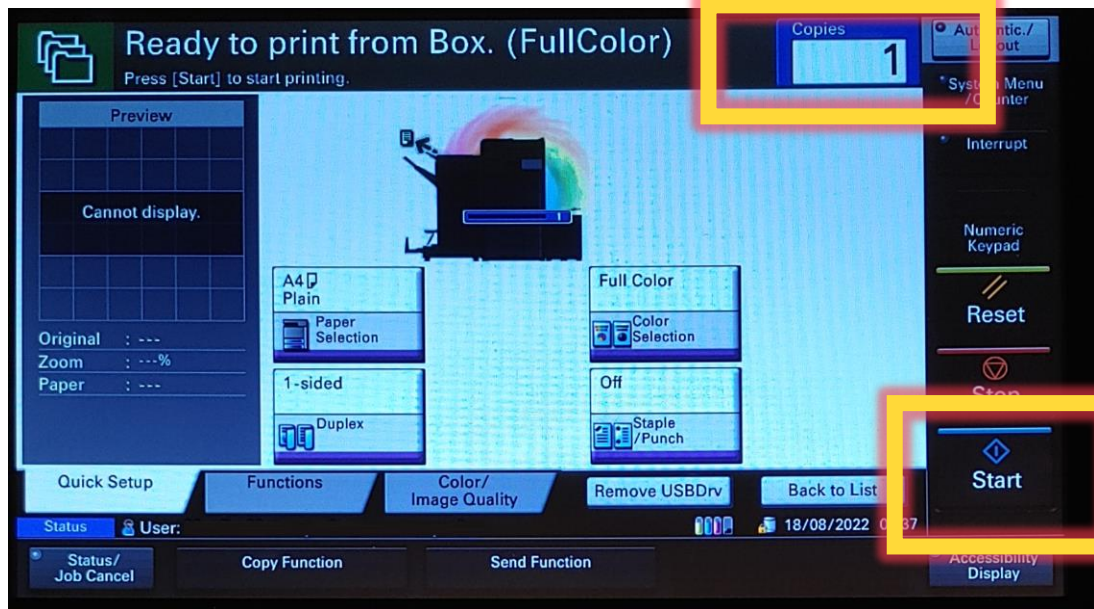
Now you will see a list of available files. Please put a check mark next to the files you want to print. To print the files please press the **Print** button. You can find it right under the list. Please consider, you can only print PDF or JPEG files. If you have any issues printing from a pendrive, please try uploading the file to the server or use the computers in the library.



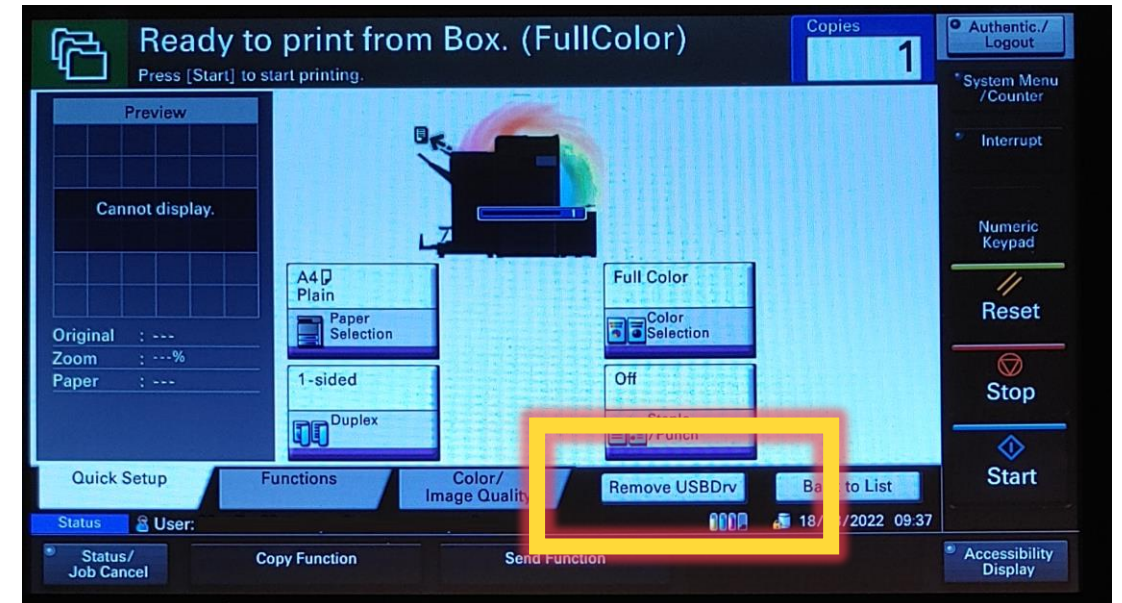
Printing from USB Flash Drive



Here you can adjust some settings, e.g. the number of copies. When you are ready, press **Start**.



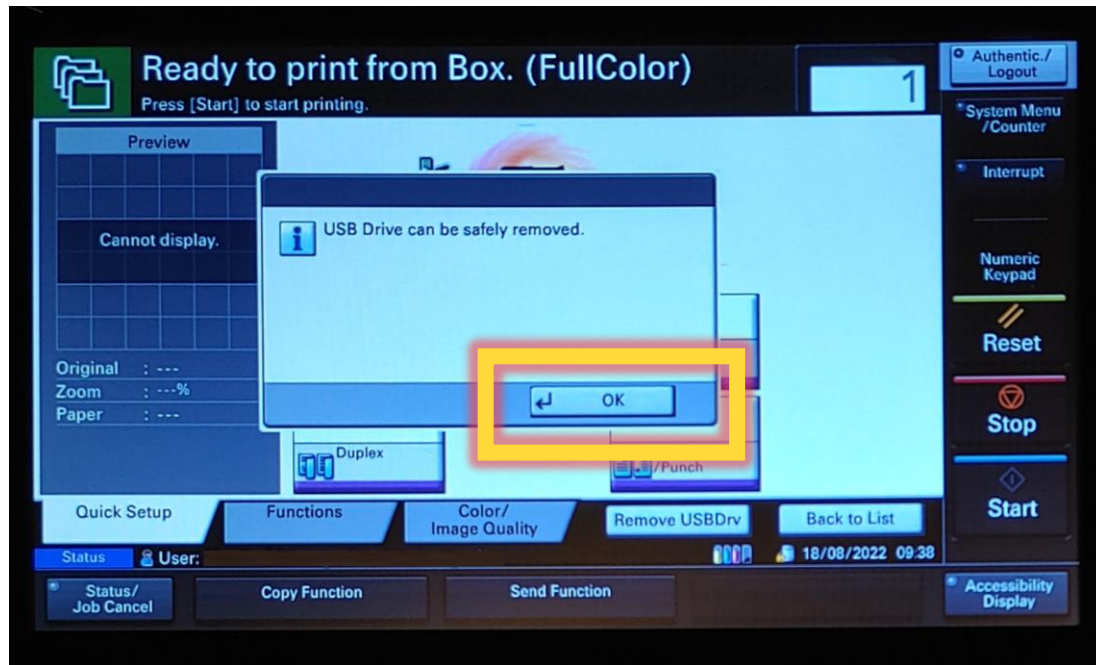
Before you remove the USB flash drive, please select Remove USBDrv. It is very important that you always click on this button. If you don't, your files will be visible to all users.



Printing from USB Flash Drive



Please remove your USB Flash Drive now and click on **OK**.



Printing from a university computer



You can also opt for a classic solution and print from a computer at the university, which you can find e.g., in the library.

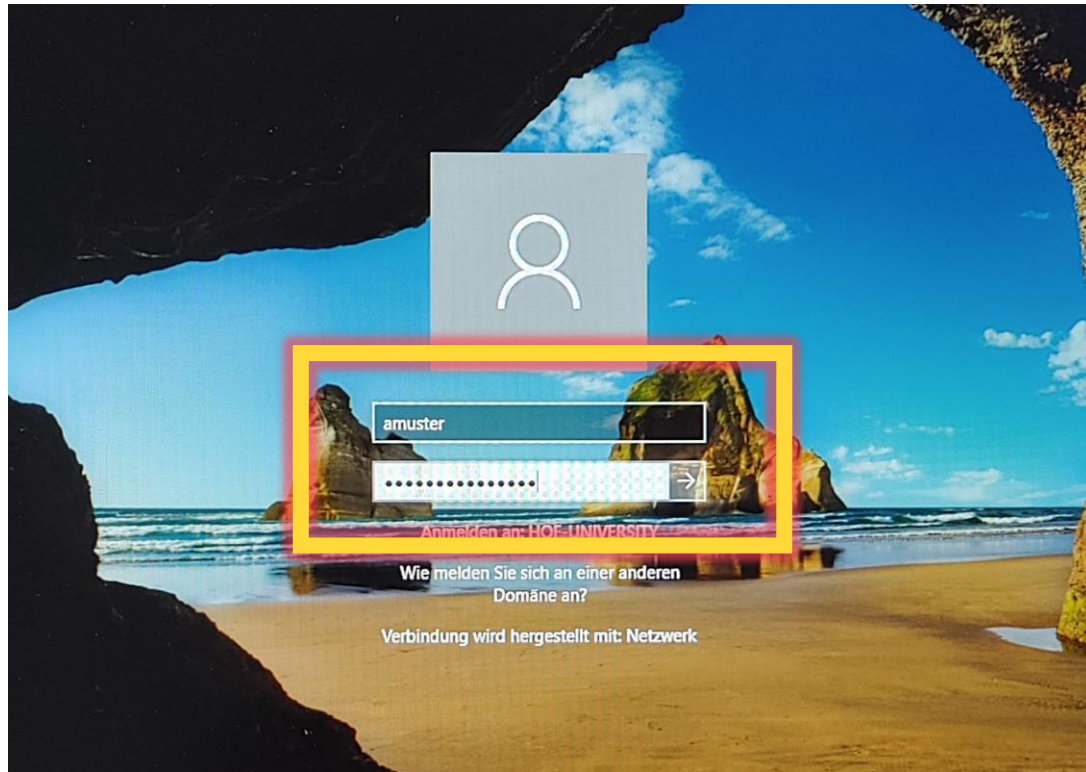
Please always log in with your university username and password. If you use other student's account, the prints can't be automatically assigned to your printing account.

To log in to the university computer, you will have to press the Strg+Alt+Entf keys on the keyboard.

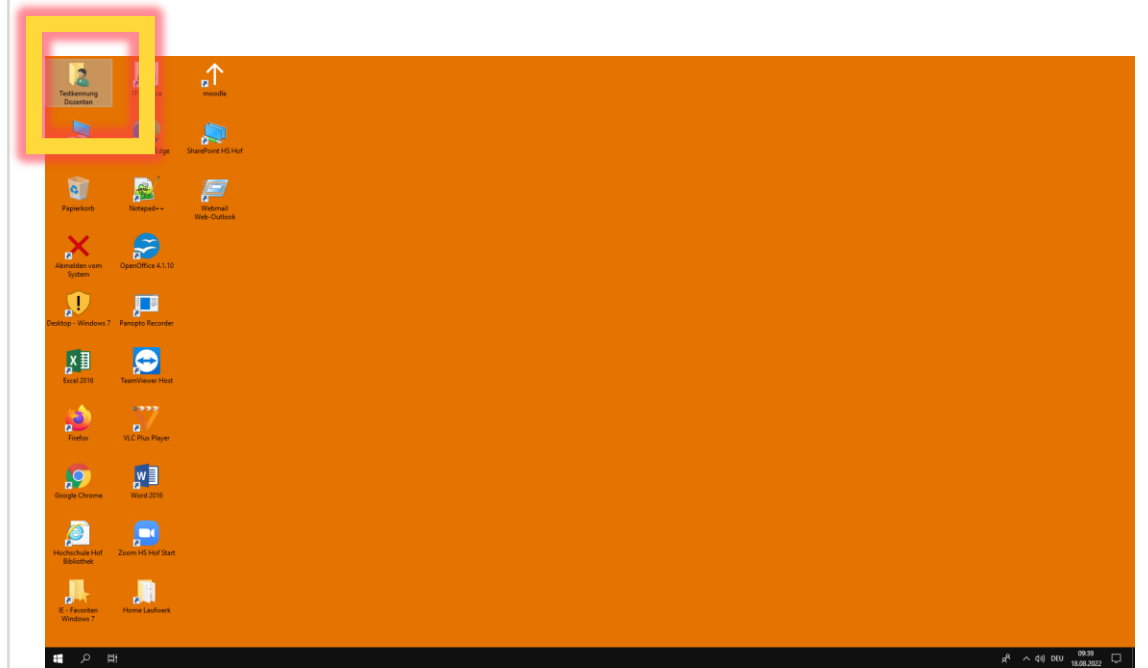
Printing from a university computer



Now you can type in your university username and password.



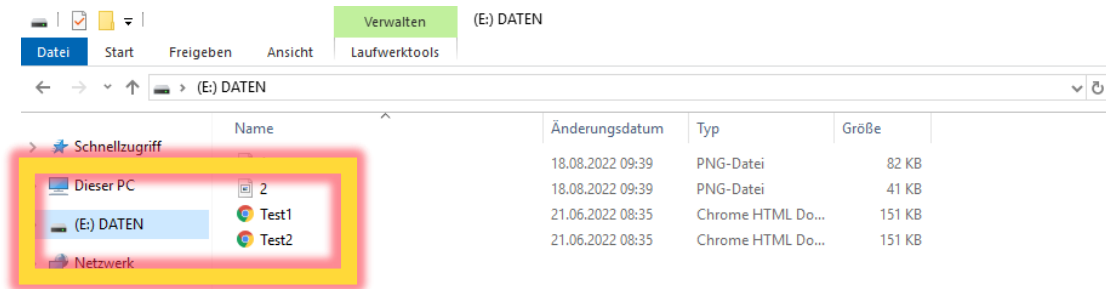
You should be able to see your name in the left upper corner. If you want to print from a USB flash drive, you can open this folder. Of course, you can also log in to your email account or access your files via H drive or Nextcloud in the browser.



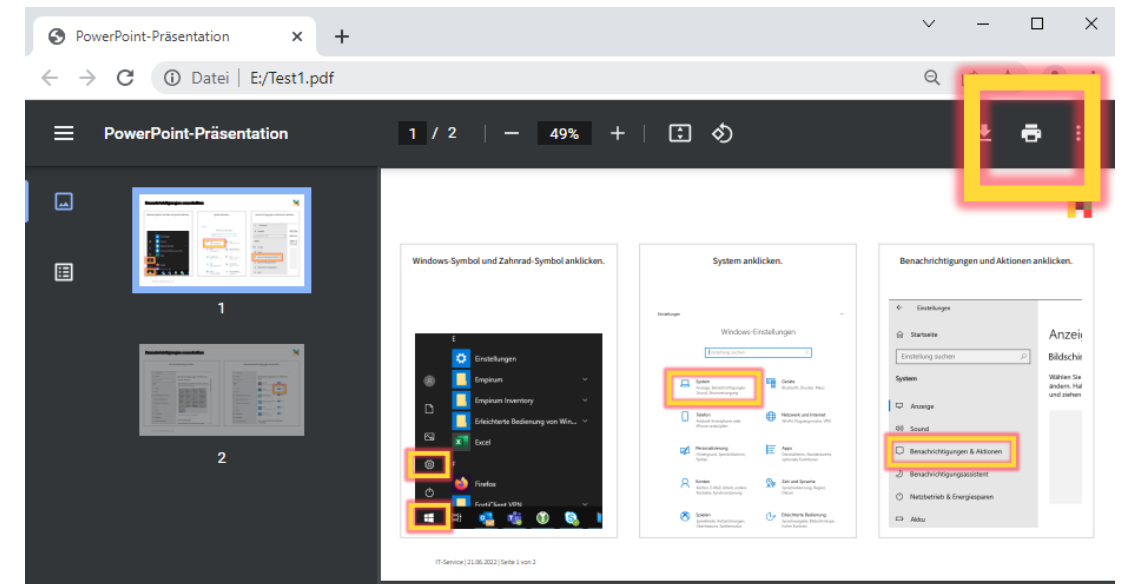
Printing from a university computer



If you decide e.g., to print from a USB flash drive, navigate to that drive and open the file.



After opening your file navigate to the print function, here shown on a PDF-file example.



Printing from a university computer



If you see **dr-hof auf prt02** you can proceed to **Drucken**. If not, you will have to change the printer.

Drucken 1 Blatt Papier

Ziel dr-hof auf prt02.hof-ur

Seiten

Kopien 1

Farbe Farbe

Weitere Einstellungen

Drucken

To change the printer please click on the arrow symbol next to the printer's name, then choose **Mehr**.

Drucken 2 Blätter Papier

Ziel DR-TM305-01 auf prt0
DR-TM305-01 auf prt02.hof-university.de
Als PDF speichern
Mehr...

Seiten

Kopien 1

Farbe Farbe

Printing from a university computer



Please select **dr-hof auf prt02.hof-university.de** from the list.

Ziel auswählen

Ziele suchen

- Als PDF speichern
- Microsoft XPS Document Writer
- Microsoft Print to PDF
- Fax
- An OneNote 16 senden
- dr-hof auf prt02.hof-university.de Drucker FindMe Warteschlange**
- DR-TM305-02 auf prt02.hof-university.de Plotter B008

Now you can press **Drucken** to send your file “to the printers”. Use your campus card to log in to the printer and authorize your print job.

Drucken 1 Blatt Papier

Ziel dr-hof auf prt02.hof-university.de

Seiten Alle

Kopien 1

Farbe Farbe

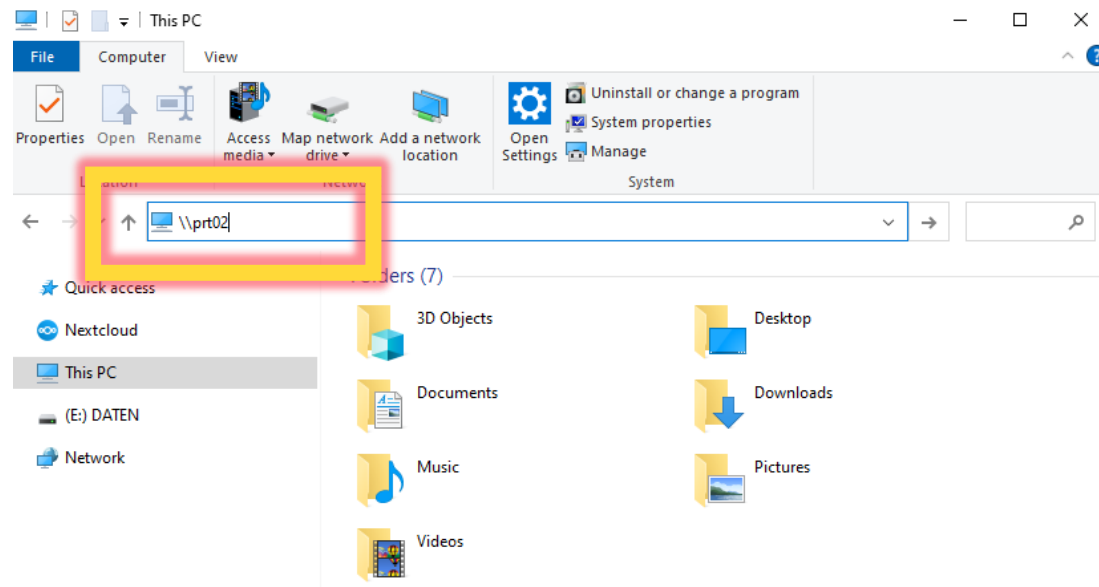
Weitere Einstellungen

Drucken Abbrechen

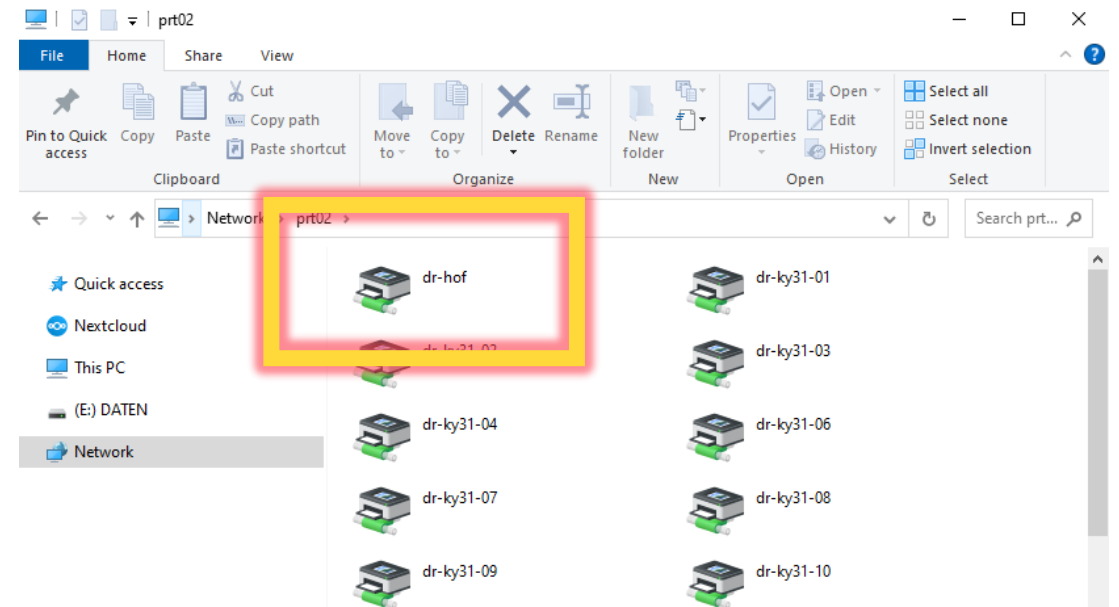
Setting up university printers on Windows



You may have to reconnect the printer under Windows each time you visit the university. It is important that you are connected to the university network (HAW Hof WLAN or FortiClient VPN) to be able to print. To connect the printer please start the explorer and type in in the address bar: **\\prt02**



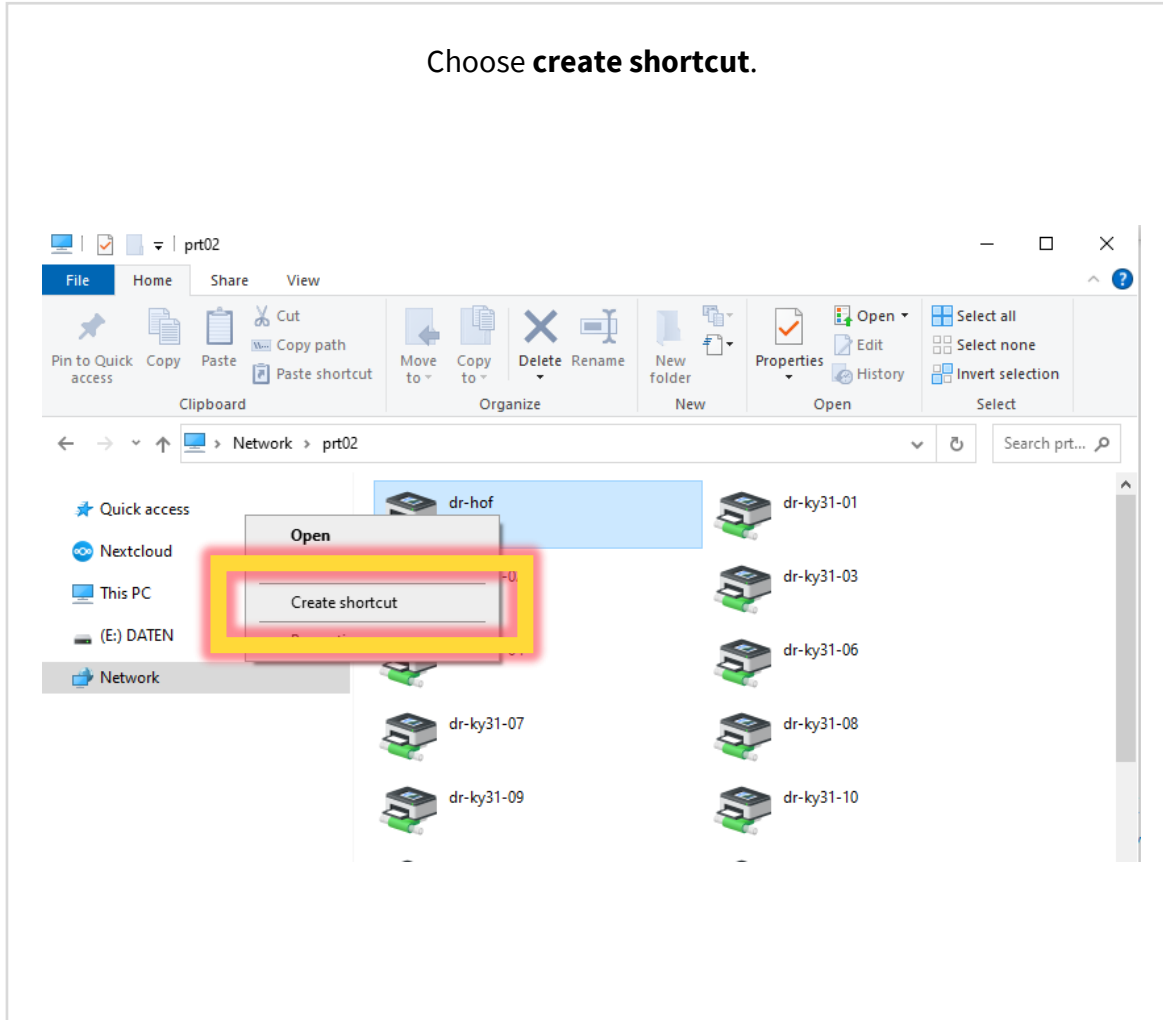
Please click with the right mouse button on **dr-hof**.



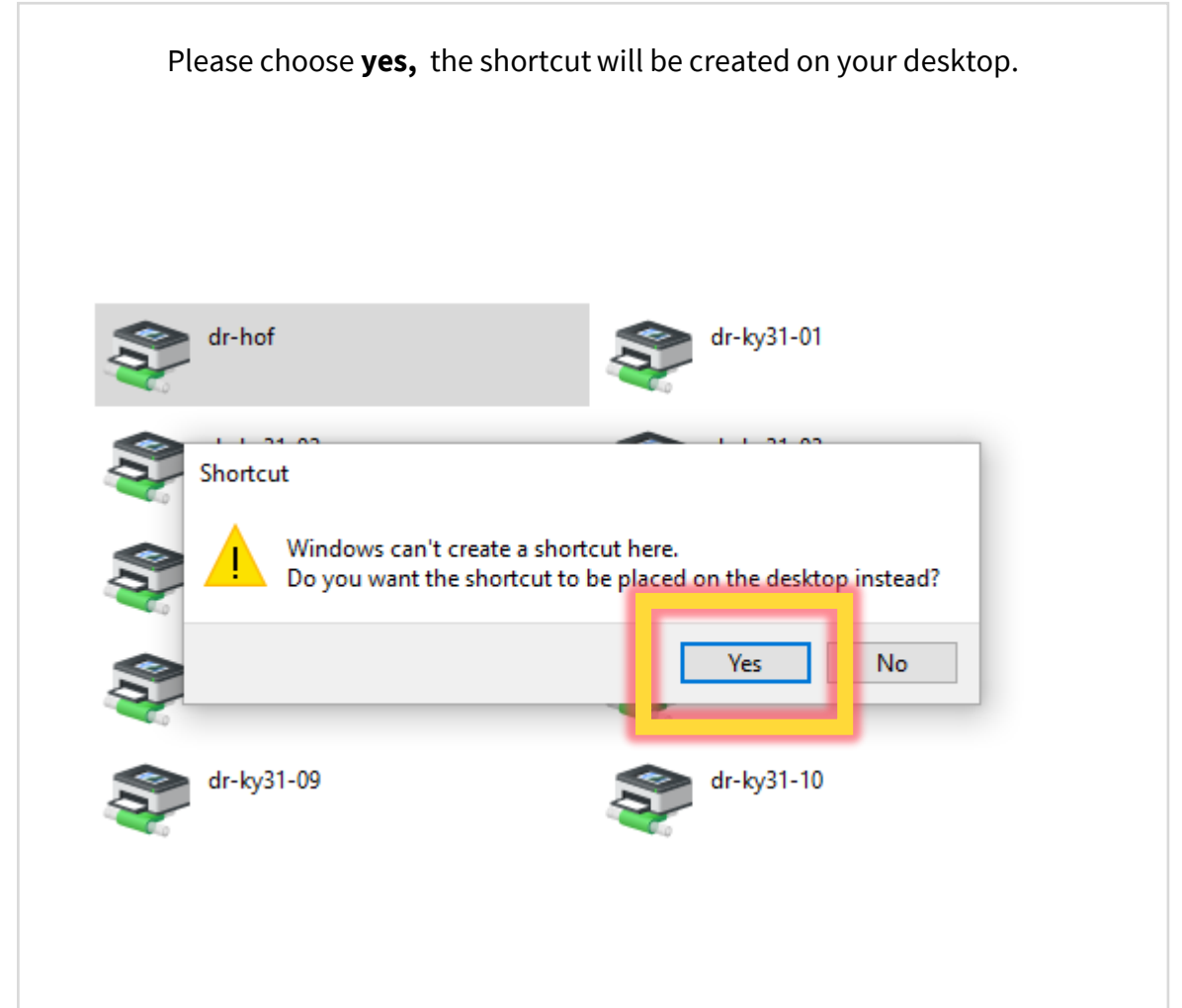
Setting up university printers on Windows



Choose **create shortcut**.



Please choose **yes**, the shortcut will be created on your desktop.



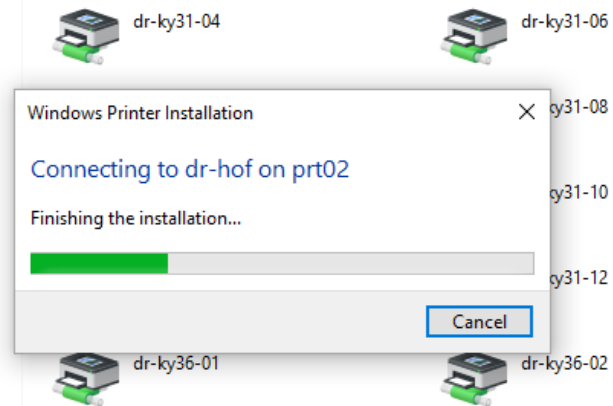
Setting up university printers on Windows



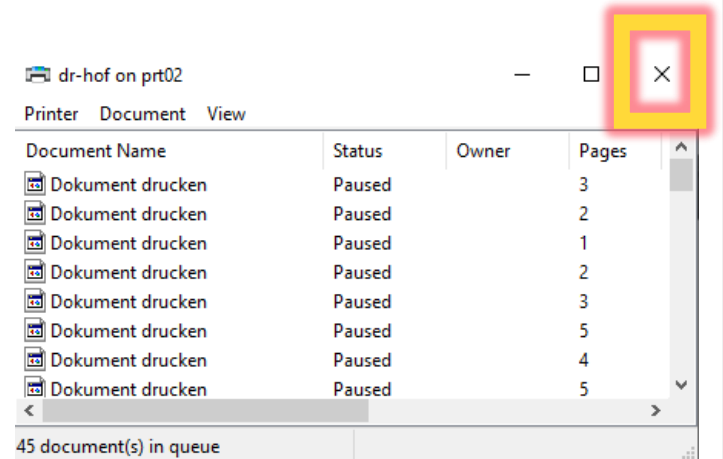
If you want to connect the printers, please click on the shortcut on your desktop.



Wait until the installation is finished.



If you see this window, the printers are successfully mounted. Please close the window now and proceed with printing your document.



Setting up university printers on Windows



To print files, choose **dr-hof an prt02** in the application you are printing from.



Setting up university printers on Mac



Please make sure that you are connected to the university network (HAW Hof WLAN or FortiClient VPN). To set up the printer on your Mac, please download the appropriate drivers. You can find them on the Webfolders page:
<https://webfolders.hof-university.de/>

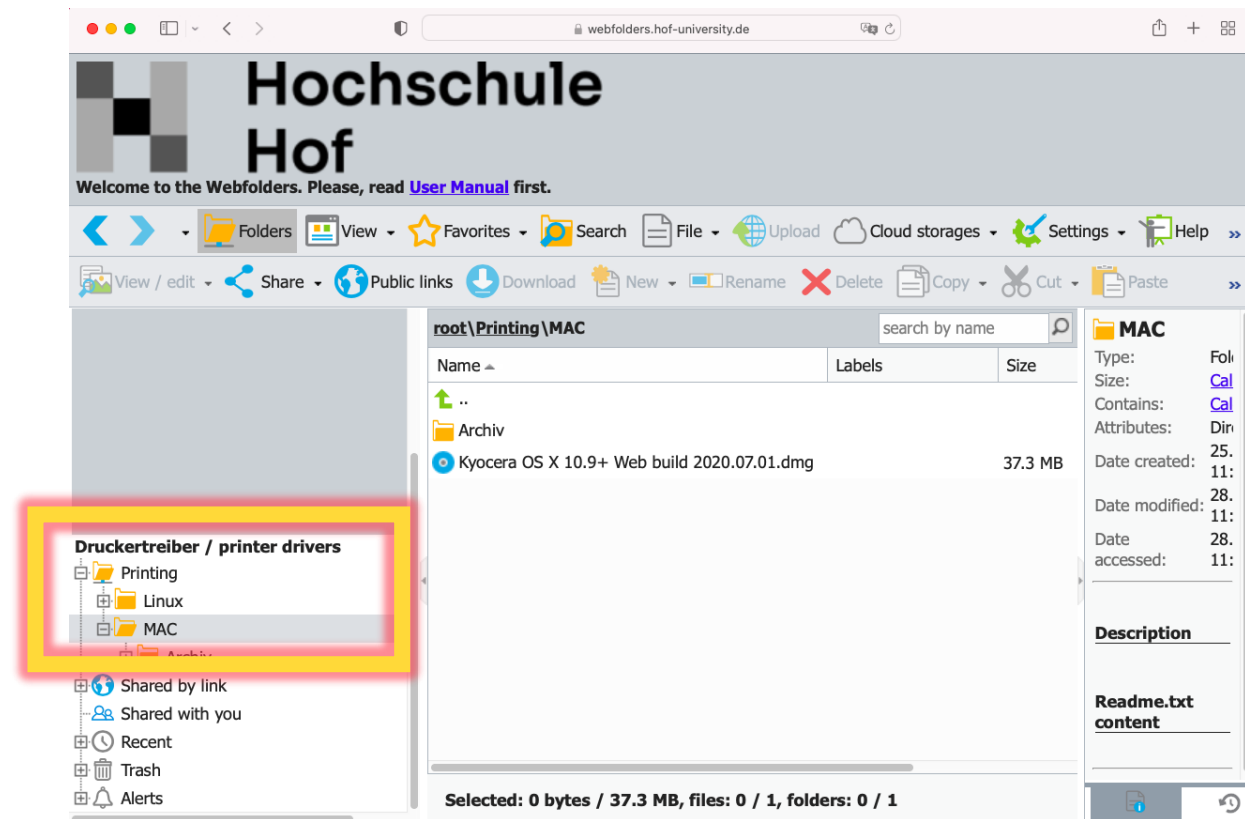
Log in to webfolders.hof-university.de:443

Your login information will be sent securely.

Remember this password

[Cancel](#) [Log In](#)

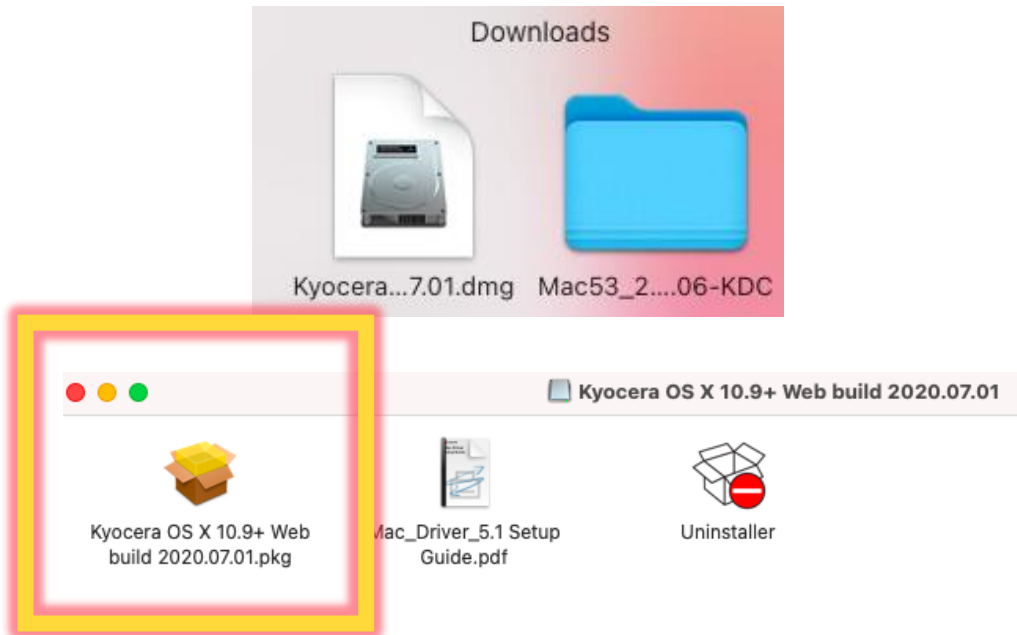
You will find the required Kyocera printer drivers in the Printer Drivers section. Please click on the MAC folder and download the **Kyocera...dmg**



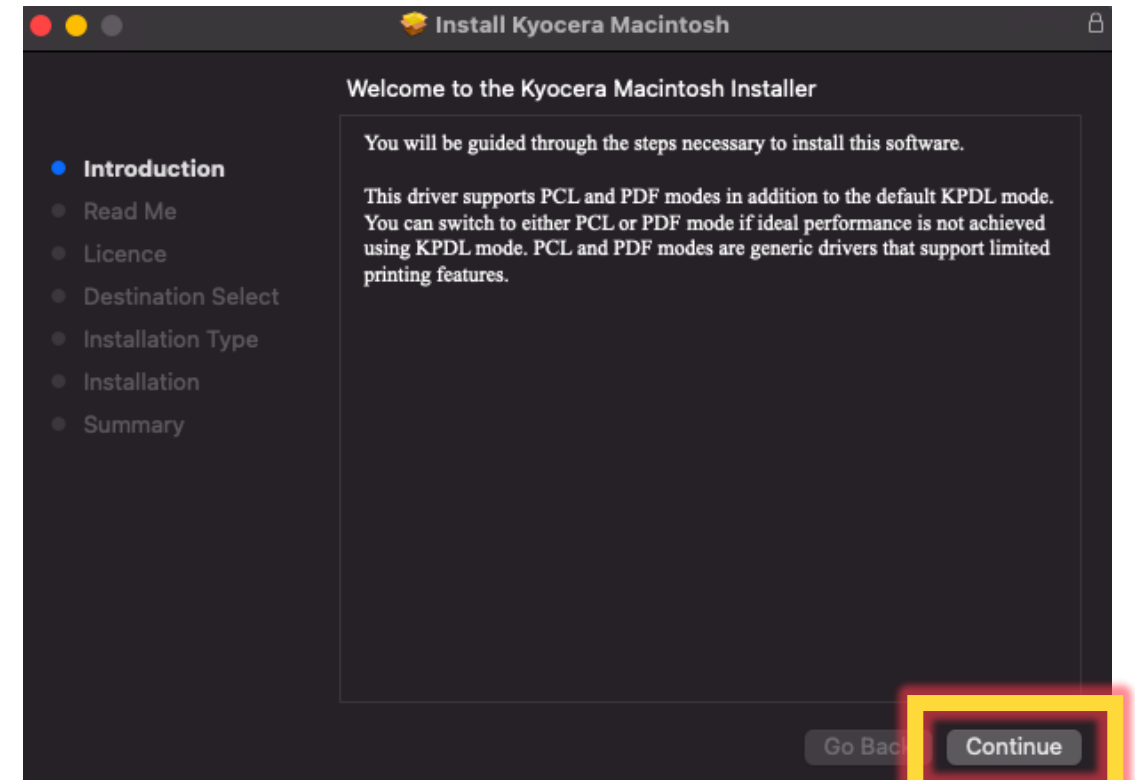
Setting up university printers on Mac



Now you can click on the downloaded file.



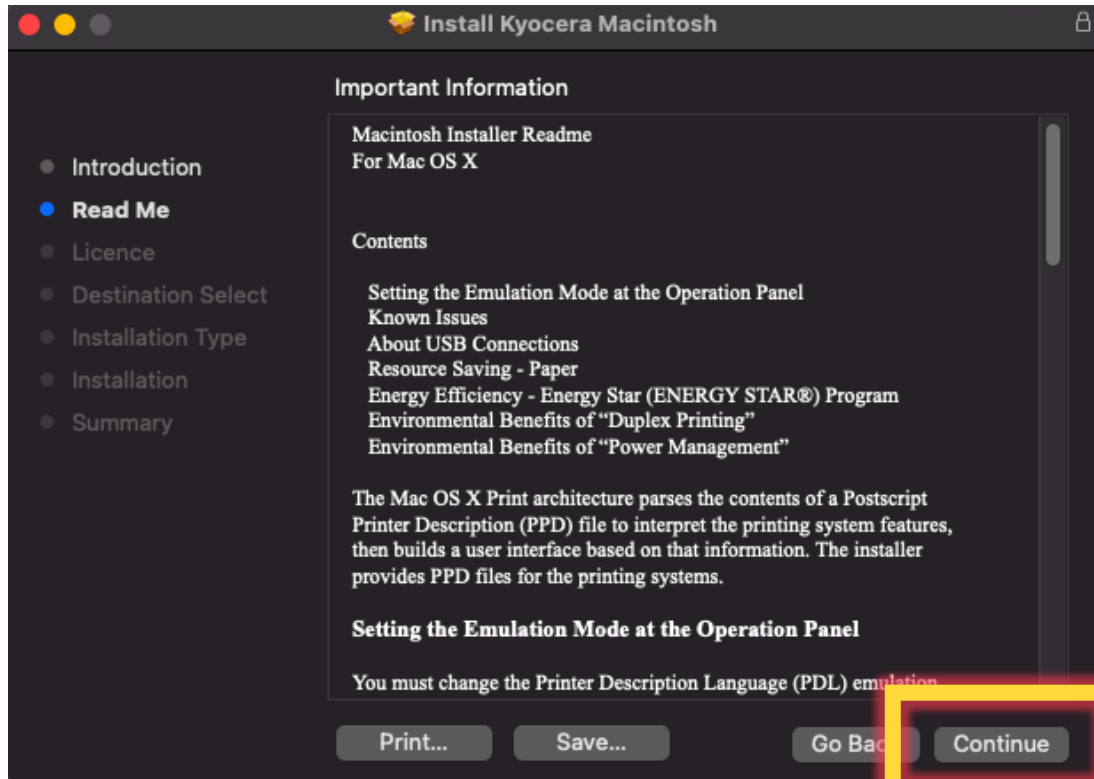
Click on **Continue**.



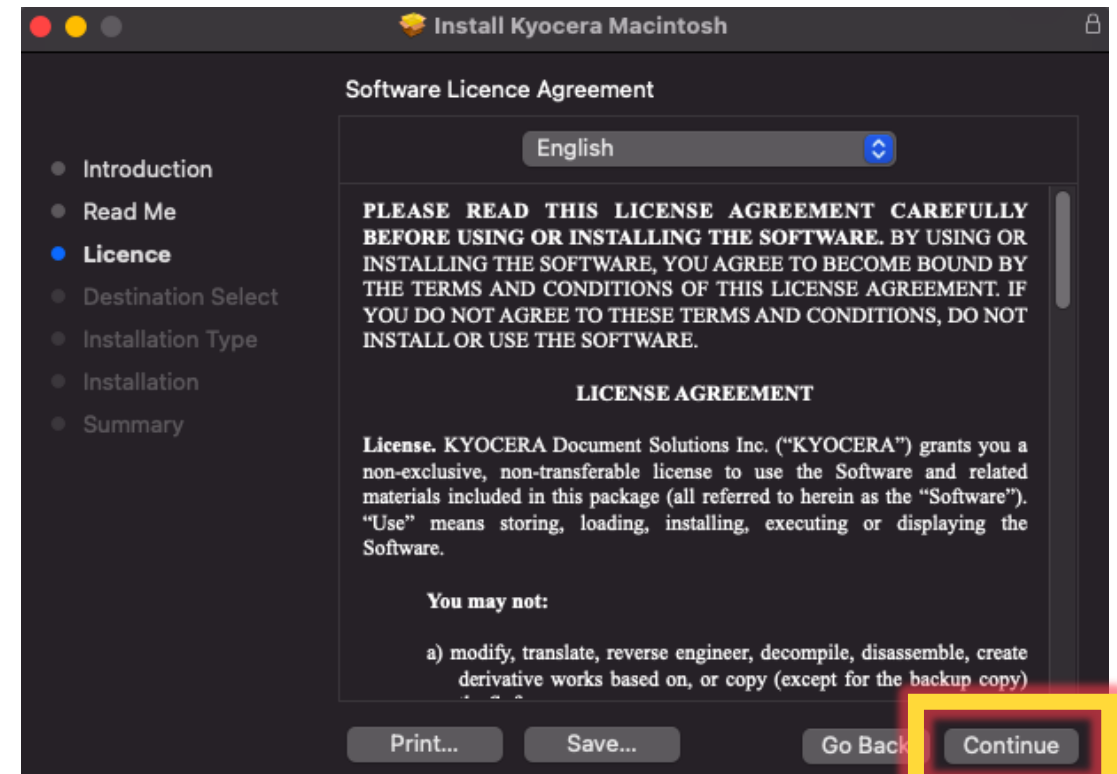
Setting up university printers on Mac



Click on **Continue** to acknowledge the **Important Information**.



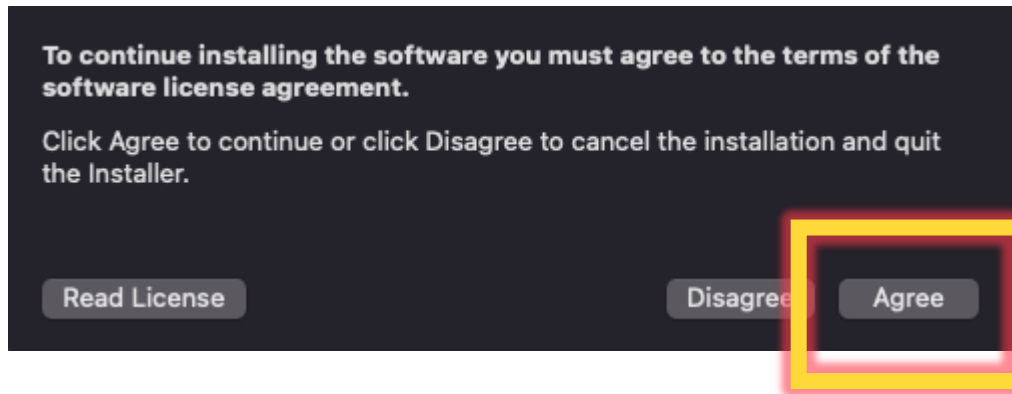
Confirm reading the **Software Licence Agreement** by clicking on **Continue**.



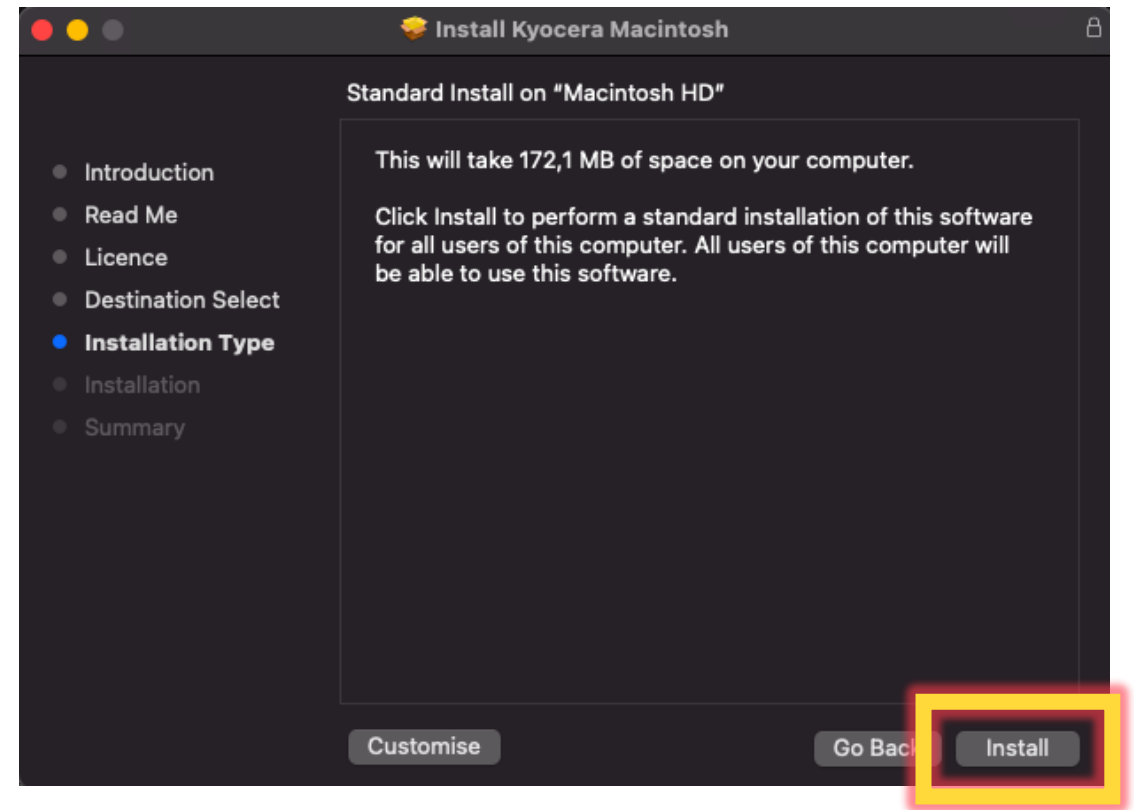
Setting up university printers on Mac



Now please **Accept** the agreement by clicking on **Agree**.



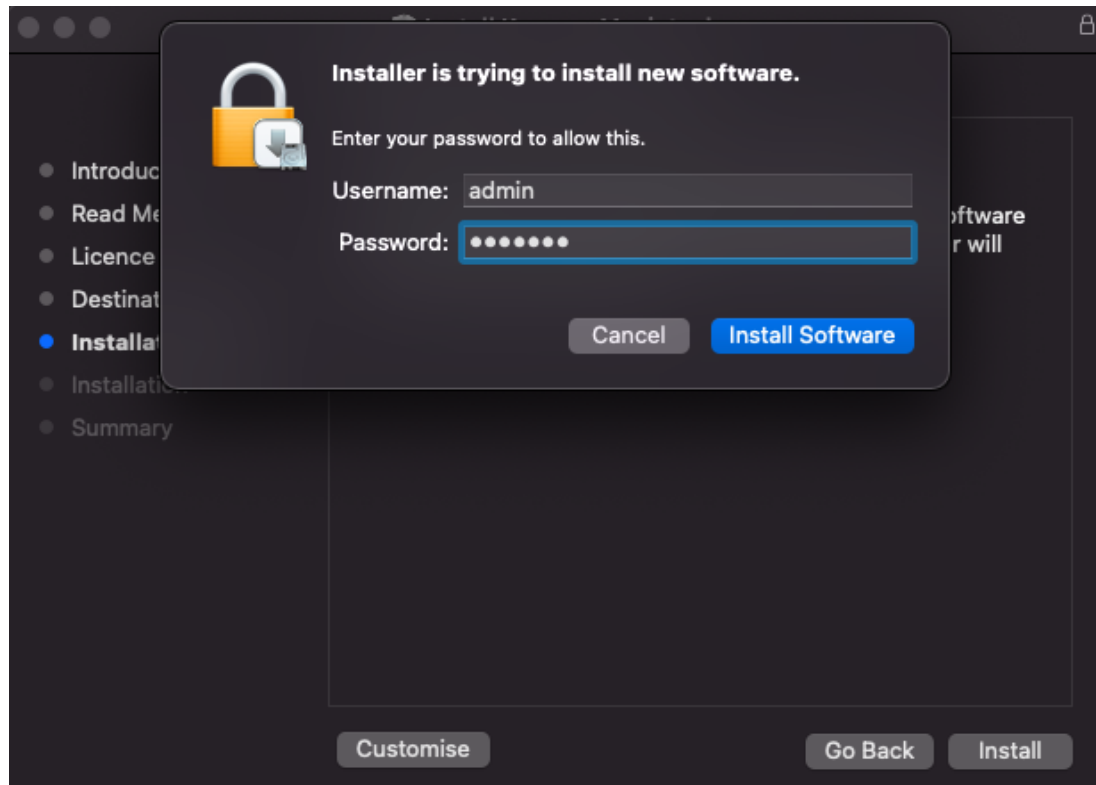
Click on **Install**.



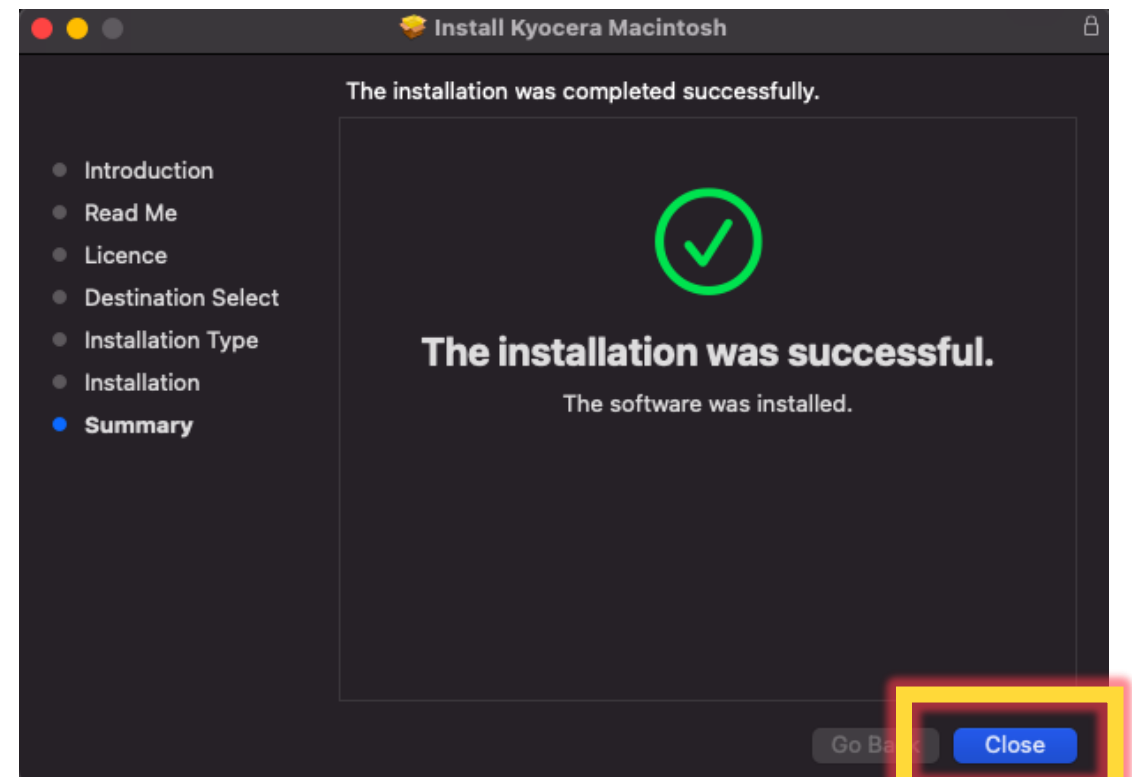
Setting up the printer on Mac



To confirm the installation, please enter your device username and password.



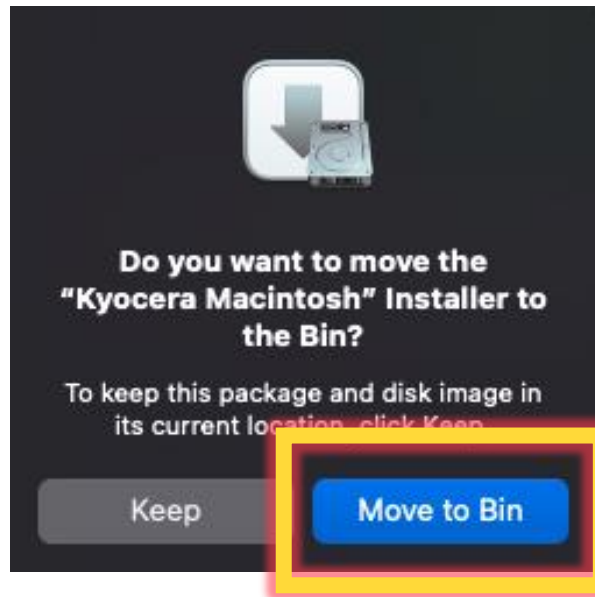
Please wait until the installation is complete.



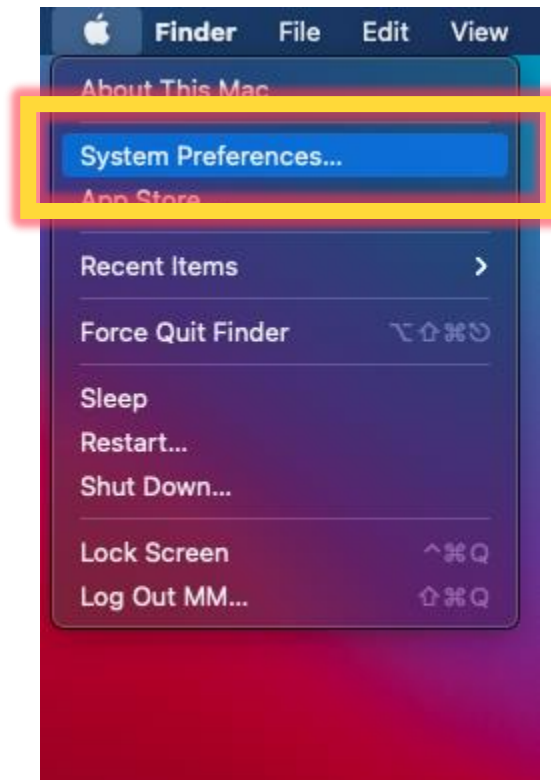
Setting up the printer on Mac



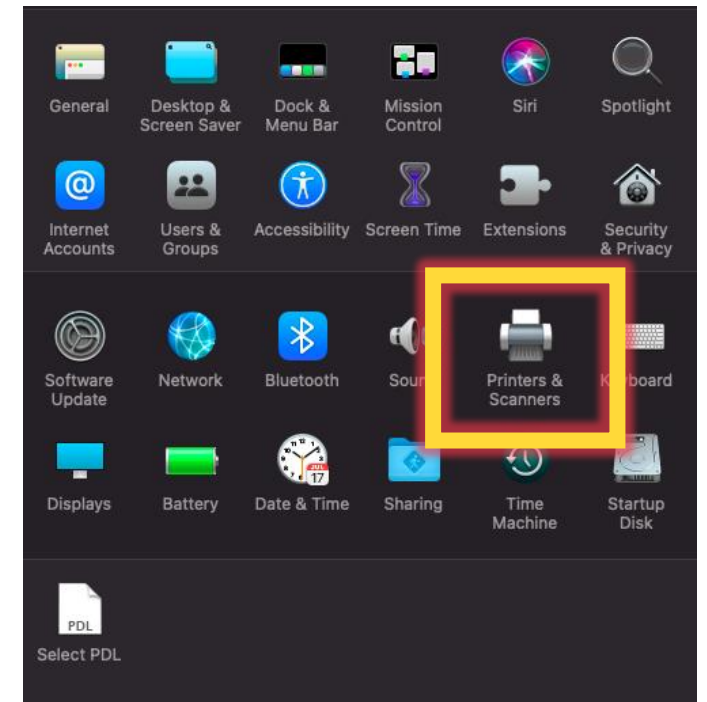
You can delete the installation file by clicking on **Move to Bin**.



Now you can connect the printer. To do that, please open the **system preferences**.



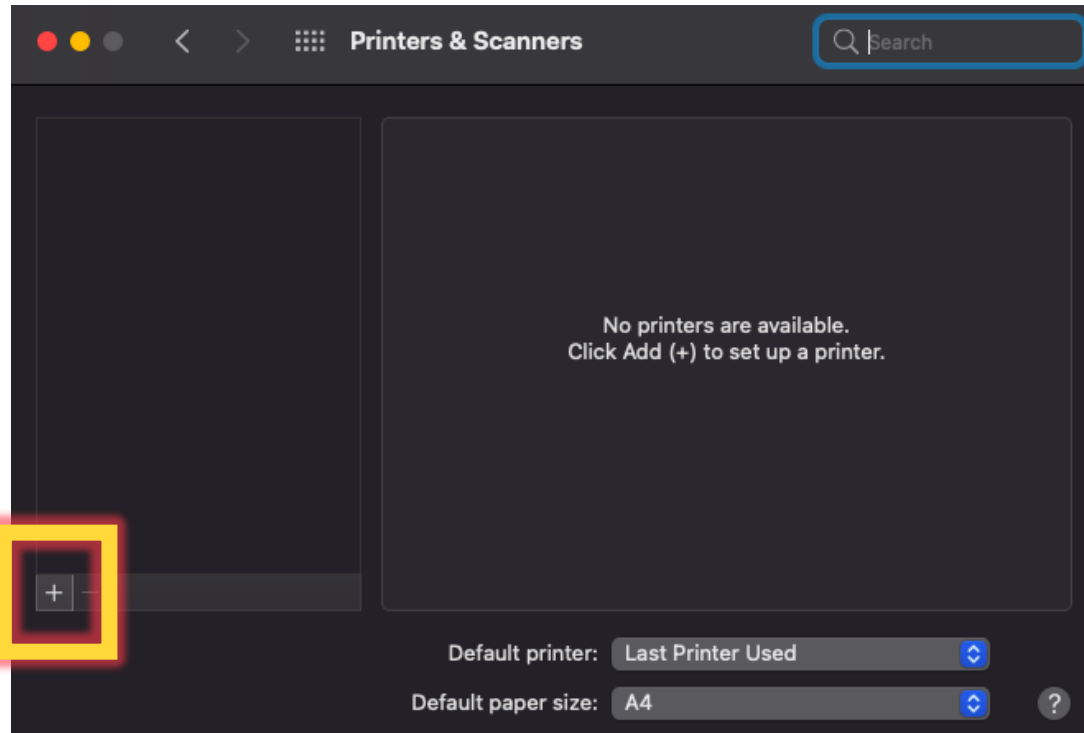
Klick on **Printers & Scanners**.



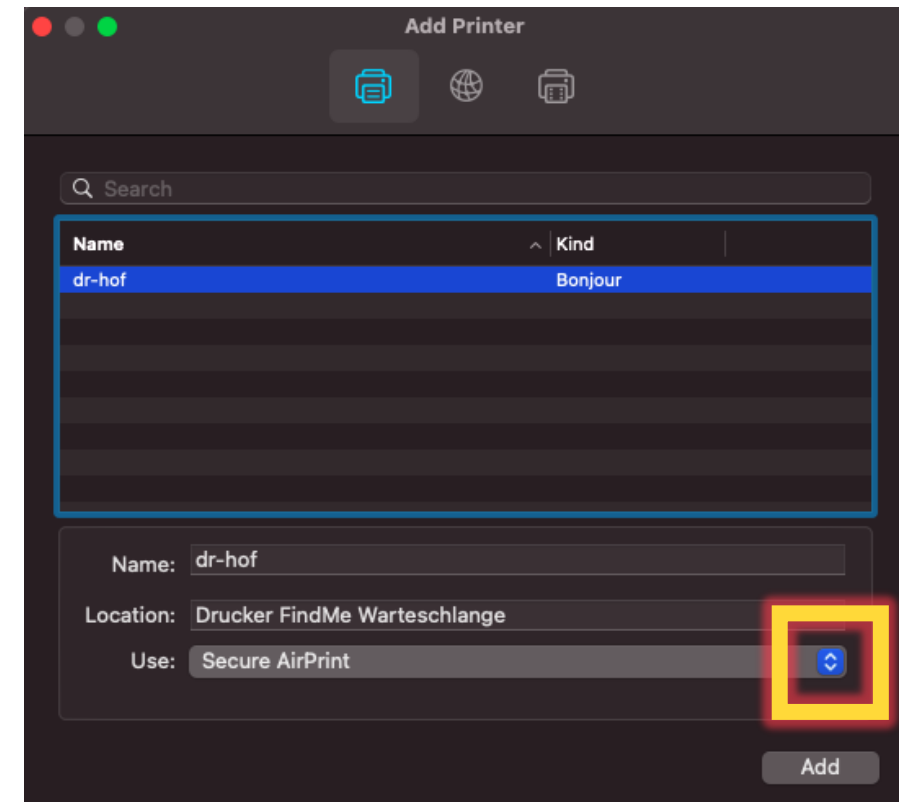
Setting up university printers on Mac



Click on the plus Symbol to add the printer.



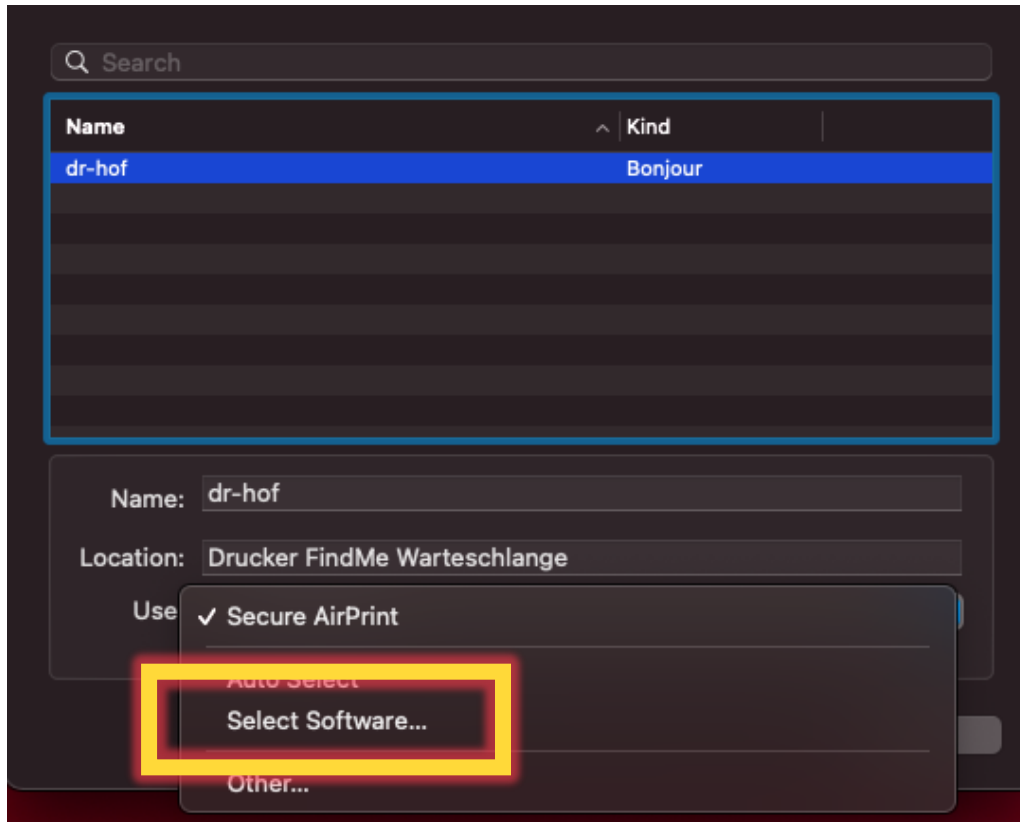
You should see **dr-hof** in the list of printers. Please click on this entry. Then click on the arrows in the **Use** field.



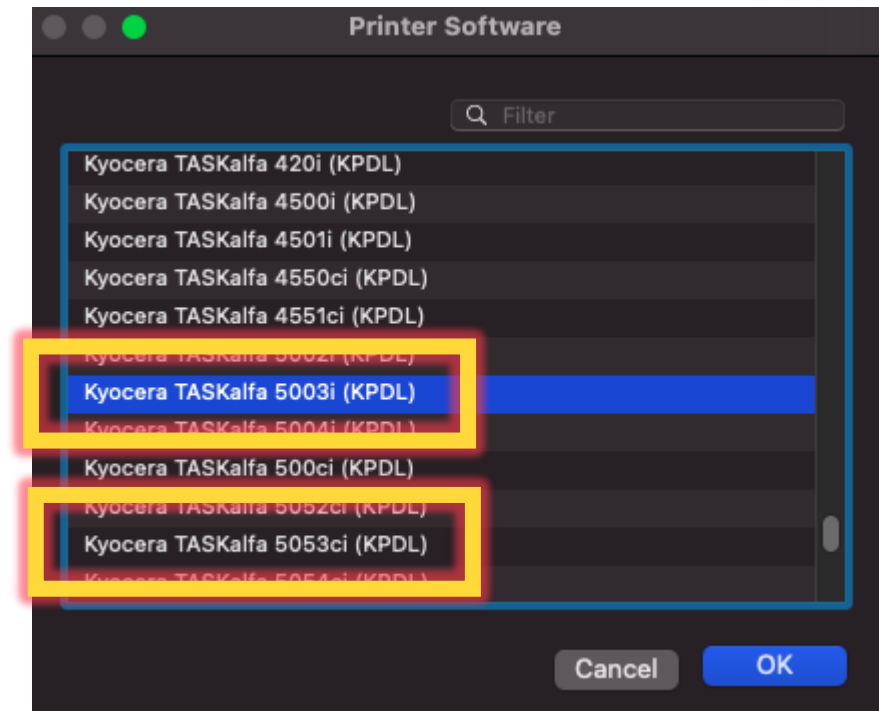
Setting up university printers on Mac



Please click on **Select Software...**



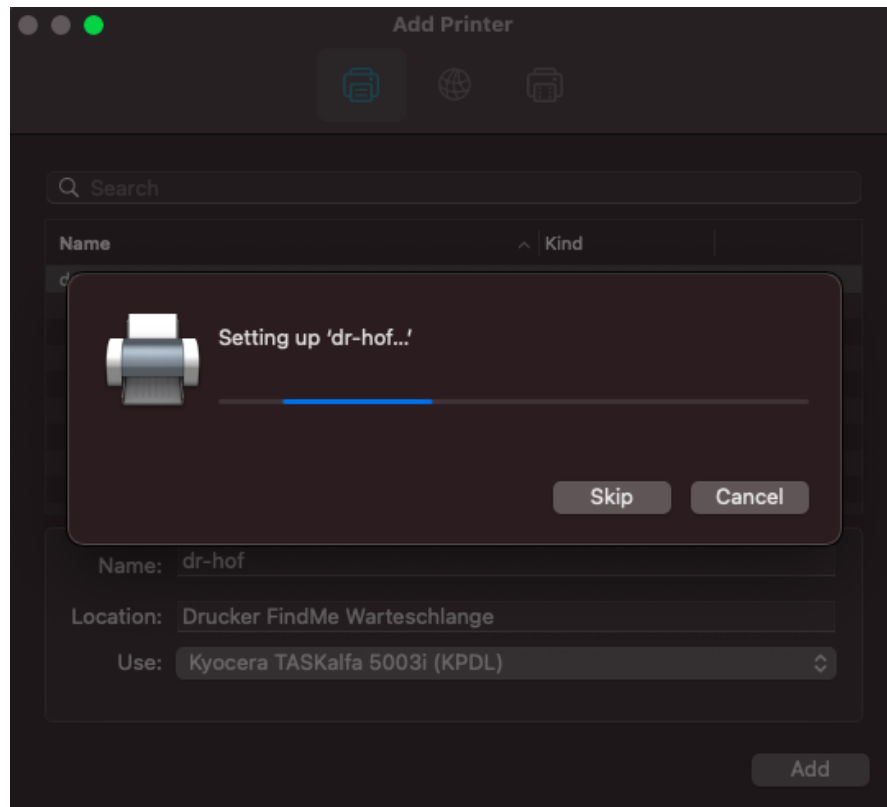
In the list you will find entries **Kyocera TASKalfa 5003i** for monochrome printing and **Kyocera TASKalfa 5053ci** for color printing. Please choose one. You can connect the other one later.



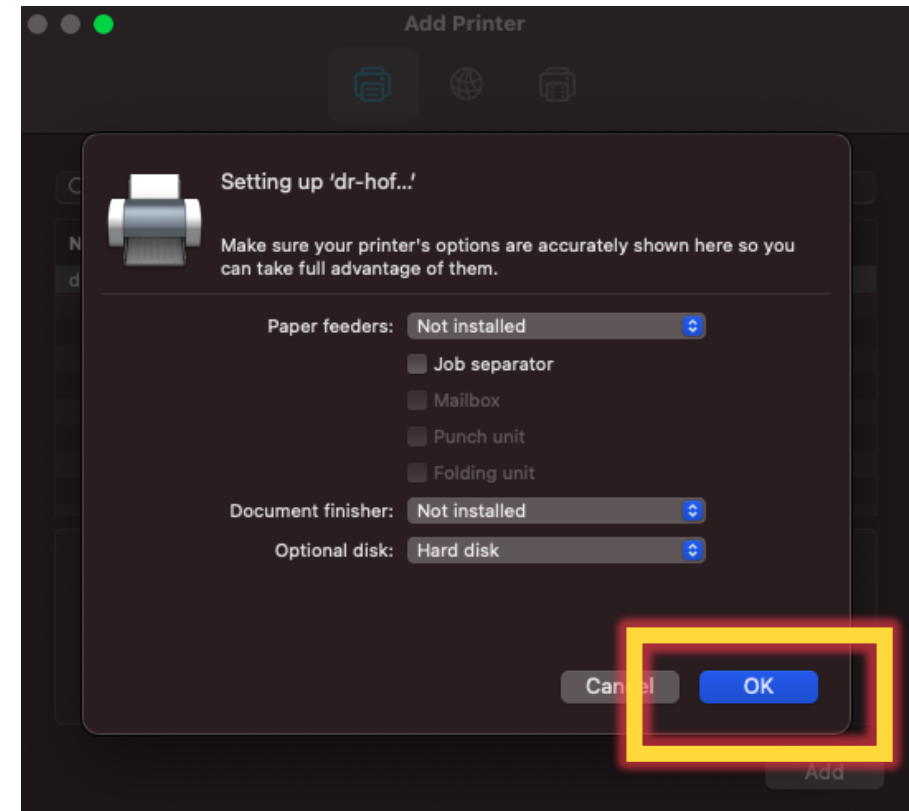
Setting up university printers on Mac



Please wait, the printer is being connected.



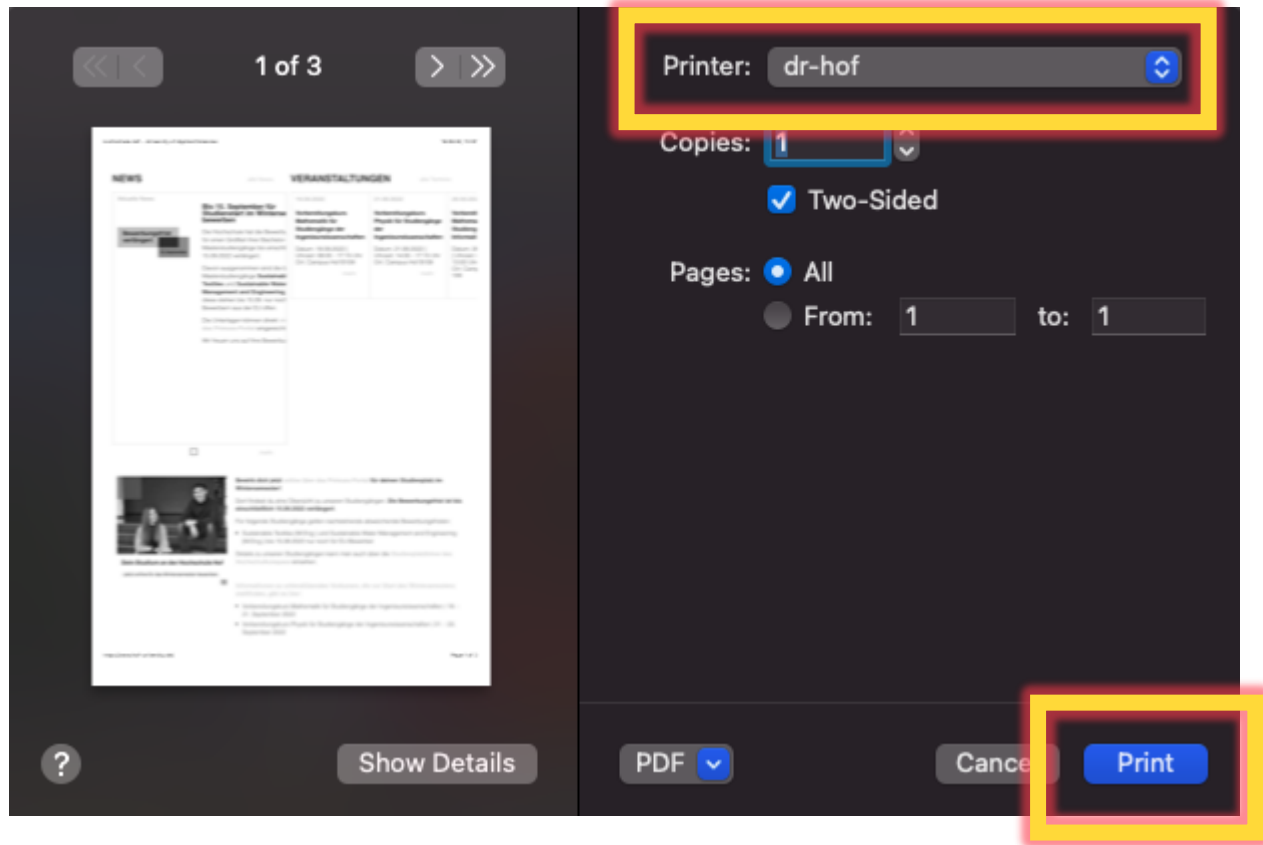
You don't have to change the settings here, please press **OK**.



Setting up university printers on Mac



When printing, please choose the right printer and press **Print**.



In this window you will have to log in with your university credentials, type in your username@hof-university.de

